

Using Asset and Non-Asset Account Codes on the Same Requisition

To avoid Mixed Asset Code errors, you cannot enter an Asset code with a Non-Asset code at the same level (examples: Requisition level or Line Item level). As long as both are not entered at the same level, the order will not reject because of Mixed Asset and Non-Asset Account codes.

Detailed below is an example of the Non-Asset code at the Requisition level with the Asset code at the Line Item level.

Enter the Non-Asset Code at the Requisition Level

1. On the requisition in the **Accounting Codes** section, click **Edit** (pencil icon).
2. Enter the FOAPAL Code(s), if different from the Default FOAPAL that automatically populates.

There are five different ways to enter FOAPAL codes:

- a. Type the FOAPAL code in the text box. If the number is valid, a list of codes should drop down for you to click on.
 - b. Type the FOAPAL code, dash, Chart (xxxxxxx-x) for the description to populate.
 - c. Click on the down arrow and select the desired FOAPAL previously set up in your **Profile**.
 - d. Click on the down arrow and click search by Value (200250-1), Description (103 Indirect Cost Recovery), or a portion of either Value (200) or Description (Indi).
 - e. Click the heart icon for the list of your code favorites and select the desired FOAPAL previously set up in **Code Favorites** in your **Profile**.
3. Click **Save**.

IMPORTANT: Asset codes should be entered at the Line Item level and apply only to the specific line item that qualifies as an Asset and requires a Property Tag (items > \$1,000).

Enter Asset Codes at Line Item Level

1. On the requisition, click the three dots next to the line item that needs a separate asset code.
2. Click **Accounting Codes**.
3. Enter the desired FOAPAL for the Asset, specifically, the **Account Code** field.
4. Click **Save**.