

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 (i.e., 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:

Step	Task
1.	On the Requisition, in the Accounting Codes section, click the Edit button.
2.	<p>Enter the FOAPAL Code(s), if different from the Default FOAPAL that automatically populates.</p> <p>There are five different ways to enter FOAPAL codes:</p> <ol style="list-style-type: none"> Type the FOAPAL code in the text box (200250), no description. Type the FOAPAL code, dash, Chart (xxxxxx-x) for the description to populate (200250-1 103 Indirect Cost Recovery). Click on the dropdown "Select from profile values"...and select the desired FOAPAL previously set up in your Profile. Click Select from all values...and search by Value (200250-1), or Description (103 Indirect Cost Recovery), or a portion of either Value (200) or Description (Indi). Click Select from your code favorites dropdown...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 > \$500).

Enter Asset Codes at Line Item level:

Step	Task
1.	On the Requisition, in the Accounting Codes section, click the View/Edit by line item... link.
2.	On the specific line item, click the Edit button for <i>Accounting Codes</i> .
3.	Enter the desired FOAPAL for the Asset: specifically, the Account Code field (i.e., 127011).
4.	Click Save .