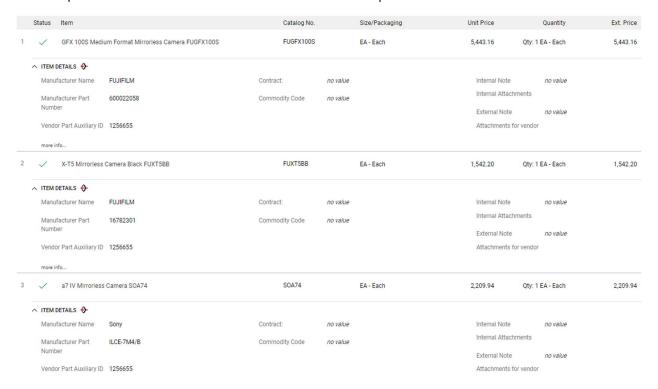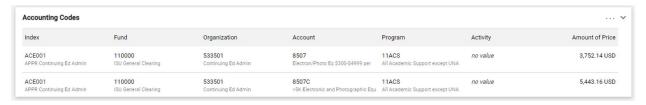# Assigning Account codes in Jaggaer

When you order items from a vendor that require multiple account codes; each item will require its own account code. Here is an example.

	Status	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1	✓	GFX 100S Medium Format Mirrorless Camera FUGFX100S	FUGFX100S	EA - Each	5,443.16	Qty: 1 EA - Each	5,443.16

ITEM DETAILS ◆

Manufacturer Name	FUJIFILM	Contract:	no value	Internal Note	no value
Manufacturer Part Number	600022058	Commodity Code	no value	Internal Attachments	
				External Note	no value
Vendor Part Auxiliary ID	1256655			Attachments for vendor	

more info…

	Status	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
2	✓	X-T5 Mirrorless Camera Black FUXT5BB	FUXT5BB	EA - Each	1,542.20	Qty: 1 EA - Each	1,542.20

ITEM DETAILS ◆

Manufacturer Name	FUJIFILM	Contract:	no value	Internal Note	no value
Manufacturer Part Number	16782301	Commodity Code	no value	Internal Attachments	
				External Note	no value
Vendor Part Auxiliary ID	1256655			Attachments for vendor	

more info…

	Status	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
3	✓	a7 IV Mirrorless Camera SOA74	SOA74	EA - Each	2,209.94	Qty: 1 EA - Each	2,209.94

ITEM DETAILS ◆

Manufacturer Name	Sony	Contract:	no value	Internal Note	no value
Manufacturer Part Number	ILCE-7M4/B	Commodity Code	no value	Internal Attachments	
				External Note	no value
Vendor Part Auxiliary ID	1256655			Attachments for vendor	

In this example we ordered three different digital cameras from B&H Photo Video. Two of the cameras need to be coded as 8507 and one will be 8507C.
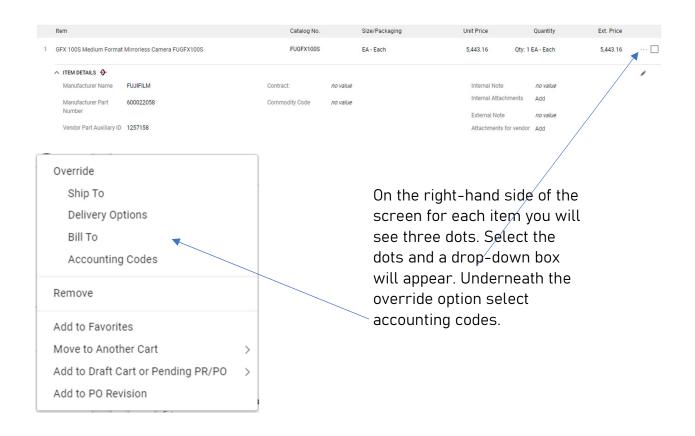
If we add both account codes in the default accounting code section Jaggaer won't assign them to individual transactions. Below is an example of the incorrect way.

Accounting Codes   . . . ∨

Index	Fund	Organization	Account	Program	Activity	Amount of Price
ACE001 APPR Continuing Ed Admin	110000 ISU General Clearing	533501 Continuing Ed Admin	8507 Electron/Photo Eq $300-$4999 per	11ACS All Academic Support except UNA	no value	3,752.14 USD
ACE001 APPR Continuing Ed Admin	110000 ISU General Clearing	533501 Continuing Ed Admin	8507C >5K Electronic and Photographic Equ	11ACS All Academic Support except UNA	no value	5,443.16 USD

Adding account codes this way will assign both codes to each item.

Commodities

Item	Description	U/M	Quantity	Unit Price	Other	Net Total
1	GFX 100S Medium Format Mirrorless Camera FUGFX100	EA	1.00	5,443.16	0.00	5,443.16

Accounting Distributions

SEQ	Chart-Index-Fund-Orgn-Acct-Prog-Actv-Locn-Proj	NSF Suspense	NSF Override	Suspense	Distribution Percent	Net Amount
1	9- ACE001- 110000- 533501- 8507- 11ACS- - -	No	No	No	40.80	2,221.08
2	9- ACE001- 110000- 533501- 8507C- 11ACS- - -	No	No	No	59.20	3,222.08
				Accounting Total	100.00	5,443.16

Commodities

Item	Description	U/M	Quantity	Unit Price	Other	Net Total
2	X-T5 Mirrorless Camera Black FUXT5BB	EA	1.00	1,542.20	0.00	1,542.20

Accounting Distributions

SEQ	Chart-Index-Fund-Orgn-Acct-Prog-Actv-Locn-Proj	NSF Suspense	NSF Override	Suspense	Distribution Percent	Net Amount
1	9- ACE001- 110000- 533501- 8507- 11ACS- - -	No	No	No	40.80	629.29
2	9- ACE001- 110000- 533501- 8507C- 11ACS- - -	No	No	No	59.20	912.91
				Accounting Total	100.00	1,542.20

Commodities

Item	Description	U/M	Quantity	Unit Price	Other	Net Total
3	a7 IV Mirrorless Camera SOA74	EA	1.00	2,209.94	0.00	2,209.94

Accounting Distributions

SEQ	Chart-Index-Fund-Orgn-Acct-Prog-Actv-Locn-Proj	NSF Suspense	NSF Override	Suspense	Distribution Percent	Net Amount
1	9- ACE001- 110000- 533501- 8507- 11ACS- - -	No	No	No	40.81	901.77
2	9- ACE001- 110000- 533501- 8507C- 11ACS- - -	No	No	No	59.19	1,308.17

The correct way to assign account codes in this instance is to add them to each item.

Item		Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1	GFX 100S Medium Format Mirrorless Camera FUGFX100S	FUGFX100S	EA - Each	5,443.16	Qty: 1 EA - Each	5,443.16

∧ ITEM DETAILS

Manufacturer Name	FUJIFILM	Contract:	no value	Internal Note	no value
Manufacturer Part Number	600022058	Commodity Code	no value	Internal Attachments	Add
Vendor Part Auxiliary ID	1257158			External Note	no value
				Attachments for vendor	Add

Override
  Ship To
  Delivery Options
  Bill To
  Accounting Codes

Remove

Add to Favorites
Move to Another Cart   >
Add to Draft Cart or Pending PR/PO   >
Add to PO Revision

On the right-hand side of the screen for each item you will see three dots. Select the dots and a drop-down box will appear. Underneath the override option select accounting codes.

Status	Item		Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1 ✓	GFX 100S Medium Format Mirrorless Camera FUGFX100S		FUGFX100S	EA - Each	5,443.16	Qty: 1 EA - Each	5,443.16

∧ ITEM DETAILS ◇

Manufacturer Name	FUJIFILM	Contract:	no value	Internal Note	no value
Manufacturer Part Number	600022058	Commodity Code	no value	Internal Attachments	
				External Note	no value
Vendor Part Auxiliary ID	1257099			Attachments for vendor	

more info...

∧ ACCOUNTING CODES   Values have been overridden for t

Index	Fund	Organization	Account	Program	Activity
ACE001	110000	533501	8507C	11ACS	no value
APPR Continuing Ed Admin	ISU General Clearing	Continuing Ed Admin	>5K Electronic and Photographic Equ	All Academic Support except UNA	

After adding the account code it will display it underneath the item details. When the purchase order it moved to Banner it will assign the codes properly.

Commodities

Item	Description	U/M	Quantity	Unit Price	Other	Net Total
1	GFX 100S Medium Format Mirrorless Camera FUGFX100	EA	1.00	5,443.16	0.00	5,443.16

Accounting Distributions

SEQ	Chart-Index-Fund-Orgn-Acct-Prog-Actv-Locn-Proj	NSF Suspense	NSF Override	Suspense	Distribution Percent	Net Amount
1	9- ACE001- 110000- 533501- 8507C- 11ACS- - -	No	No	No	100.00	5,443.16
				Accounting Total	100.00	5,443.16

Commodities

Item	Description	U/M	Quantity	Unit Price	Other	Net Total
2	X-T5 Mirrorless Camera Black FUXT5BB	EA	1.00	1,542.20	0.00	1,542.20

Accounting Distributions

SEQ	Chart-Index-Fund-Orgn-Acct-Prog-Actv-Locn-Proj	NSF Suspense	NSF Override	Suspense	Distribution Percent	Net Amount
1	9- ACE001- 110000- 533501- 8507- 11ACS- - -	No	No	No	100.00	1,542.20
				Accounting Total	100.00	1,542.20

Commodities

Item	Description	U/M	Quantity	Unit Price	Other	Net Total
3	a7 IV Mirrorless Camera SOA74	EA	1.00	2,209.94	0.00	2,209.94

Accounting Distributions

SEQ	Chart-Index-Fund-Orgn-Acct-Prog-Actv-Locn-Proj	NSF Suspense	NSF Override	Suspense	Distribution Percent	Net Amount
1	9- ACE001- 110000- 533501- 8507- 11ACS- - -	No	No	No	100.00	2,209.94
				Accounting Total	100.00	2,209.94