One of the most important aspects of the requisition process is adding the accounting codes. You can add accounting information to the header or to individual line items. Accounting at the header level will apply the accounting information to all items in the order. Entering accounting information by line item allows you to code each item individually. You can have both header level and line item accounting on one document. If both exist on the document, the line item accounting will override the header accounting information.

Header Level Account Codes (Profile Values)

The TechBuy User Profile chapter walked through the steps to add FOP information into your profile. This section will walk through selecting the FOAP elements from the values previously added to your profile.

You may select from three locations to add accounting codes at the header level. Select **Required Field: Account** in the yellow message boxes found below the navigation icons or in the Line and Header FOAP Summary section. You may also select **Edit** in the top right of the Line and Header FOAP Summary section.
If you marked specific FOAP values as default in your profile, they should automatically populate. If you do not have a default value or you need to change the current value, click **Select From Profile Values**.

The **Select From Profile Values** link provides a drop down list of all values added to your profile. Select the **appropriate value** from the list.

The new value will now populate in the field. Follow the same process to change any additional FOP elements necessary to create a valid budgeted FOP.

**Note:** The FOP elements must be a valid budgeted combination or the order will fail. The TechBuy User Profile chapter recommended not defaulting an account code in your profile. The account code is determined by the item(s) purchased.

Click the **Select From All Values** link under the Account field.

The Custom Field Search window will open. If you know the appropriate account number, type the **account code** in the Value field and select **Search**.

**Note:** It is important to search for the value instead of typing it into the Account field directly. Typing it into the Account field directly can result in order failures. If you do not know the account number, you can search utilizing the Description search field.
Entering FOAP Information in TechBuy

A list of all values meeting your search criteria will populate. Click **Select** to the right of the appropriate value.

![Custom Field Search](image)

The value will now populate in the Account field. Select **Save**.

![Values Found](image)

The header level account code is now populated in the requisition form. The Line and Header FOAP Summary navigation icon is now green and you are ready to proceed to the next step or go straight to the end: Final Review.
Header Level Account Codes (All Values)

This section will walk through adding accounting information to a cart if you have not entered the accounting information in your profile.

**Note:** We recommended reviewing the TechBuy User Profile chapter and adding the accounting information to your profile for more efficient processing.

To add an account code at the header level, Select **Required Field: Account** in the yellow message boxes found below the navigation icons or in the Line and Header FOAP Summary section. You may also select **Edit** in the top right of the Line and Header FOAP Summary section.

The Funding Information window will open. You must select a **Chart** code from the list of values before you can enter any additional values.

**Note:** It is important to search for values instead of typing into the field directly. Typing a value into the field directly can result in order failures.

Click **Select From All Values...** below the Chart field.
A drop down box will list the three available Chart codes. Select the **appropriate code** from the list.

Once the chart is selected, you will notice the Select From All Values… option appears below each FOAP element.

Select the option below the **Fund** field.

The Custom Field Search window will open. Type your **Fund** into the Value search criteria field and select **Search**.

**Note:** Authority must be granted from the Fund Manager before you can purchase against a fund.

The Fund code should populate beneath the search window. Click **Select** next to the description.
The Fund code is now listed on the Funding Information window. Follow the same steps to add your Organization and your Program code.

**Note:** The FOP elements must be a valid budgeted combination or the order will fail.

The account code assigned should be driven by the item(s) purchased. Click the **Select From All Values**… link under the Account field.

The Custom Field Search window will open. If you know the appropriate account number, type the **account code** in the Value field and select **Search**.

**Note:** It is important to search for the value instead of typing it into the field directly. Typing it into the field directly can result in order failures.

If you do not know the account number, you can search utilizing the Description search field.

A list of all values meeting your search criteria will populate. Click **Select** to the right of the appropriate value.
The value will now populate in the Account field. If your FOAP information is populated correctly, select **Save**.

The header level FOAP account code is now populated in the requisition form and the errors are removed.
Line Item Account Codes

When you purchase items that need to charge different FOPs or the items should have different Account codes, you will need to apply line item accounting. Line item accounting also allows you to add multiple FOPs per item (split accounting).

To apply line item account codes, select **View/Edit by Line Item**… from the lower right-hand corner of the Line and Header FOAP Summary section.

The Line and Header FOAP Summary screen will open. Any header level FOAP elements will display above the Supplier/Line Item Details section.

Each item listed on the cart will state Funding Information (same as header). If you need to assign a FOAP to a specific line item, select **Edit** on the right side of the item.

The current header information should populate for each value. To change the current value, click **Select From Profile Values**… or **Select From All Values**…. Select the appropriate value.

Verify that all elements of the FOP create a valid budgeted FOP, and make any necessary changes by following the same process.

**Note:** The FOP elements must be a valid budgeted combination or the order will fail.
The account code should be driven by the item(s) purchased so you may find it necessary to change the account code by item.

Click the Select From All Values… link under the Account field.

The Custom Field Search window will open. If you know the appropriate account number, type the account code in the Value field and select Search.

Note: It is important to search for the value instead of typing it into the field directly. Typing it into the field directly can result in order failures.

If you do not know the account number, you can search utilizing the Description search field.

A list of all values meeting your search criteria will populate. Click Select to the right of the appropriate value.
The value will now populate in the Account field. If your FOAP information is populated correctly, select **Save**.

The new accounting information will be copied to the line item.

The item will provide the message: Funding Information - values have been overridden for this line. You may add the same account information to other line items by selecting **copy to other lines**. This will bring up the Funding Information window.

Click the **box** next to the line you want to change and select **Copy**.