Where should I enter an account code in 49er Mart?

Tell Me

1. Enter the account code in the Header Accounting Codes when all items on the purchase requisition are the same.
2. Enter separate account codes on each line of the purchase requisition when purchasing different things on the same requisition (e.g., capital items, non-capital items, maintenance agreements, etc.).

Related FAQs

• What should a department do if an asset is stolen, missing, or lost?
• How do I verify who the authorized fixed asset disposition approver is for my area?
• How do I know which Fixed Assets eForm to use?
• Which account code should I use to record the purchase of an asset when I create a new requisition?
• Where should I enter an account code in 49er Mart?