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.

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

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

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.
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.