

Accounting Codes

ECAT provides three ways of using accounting codes when purchasing items. Depending on which branch of the service you are in, if any, you will want to establish your profile to reflect the type of accounting code you need. If you are Army, you will use an APC code. If you are Navy, you will use a JON. All other users will not use any accounting code.

Autofill Serial Number

There are two ways to generate a document number in ECAT. Either the system can automatically generate a document number for you, or you can generate your own document number.

If you would like to have your document number automatically generated, when you establish your profile, ask the ECAT Help Desk representative to set your Autofill Serial Number preference to “Yes”. The pages of your application will look like the ones in the manual in Lesson 6.

If you would like to generate your document number manually for each line item in your order, ask the ECAT Help Desk representative to set your Autofill Serial Number preference to “No”. This setting will result in an additional two fields appearing on the **Cart** page of your application. These fields will ask you to manually enter the Julian date and Serial number, for each item in your order, so that a document number can be generated.