Creating a General Ledger (GL) Account Combination in iProcurement

A General Ledger (GL) account combination (account and object code) must be created in iProcurement if it has not been used before. GL account combinations, after its creation, will be available for use going forward.

UAB FN Spec Document Entry/Approval → Purchasing: Requisitions → iProcurement

1. From the Search and Select UAB_AKF screen, enter the entire GL account string.

2. Under Results, click on the Create button.

3. The account and object code combination will appear under Results. Click on the Select radio button to your left.

4. Click on the Select button to your right.