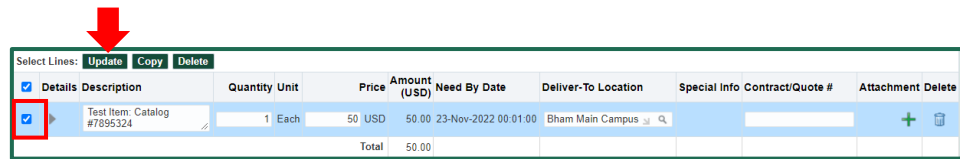
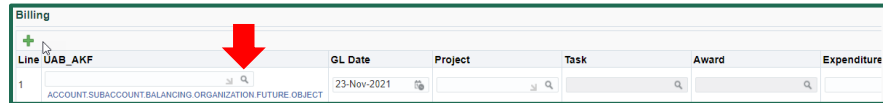
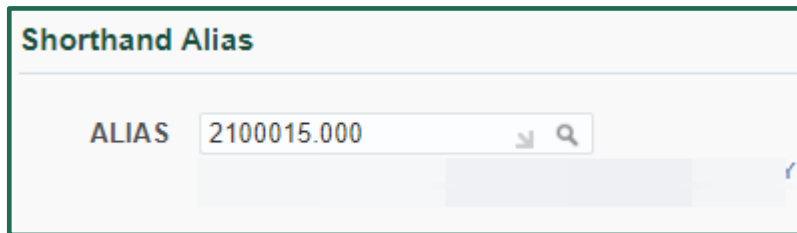
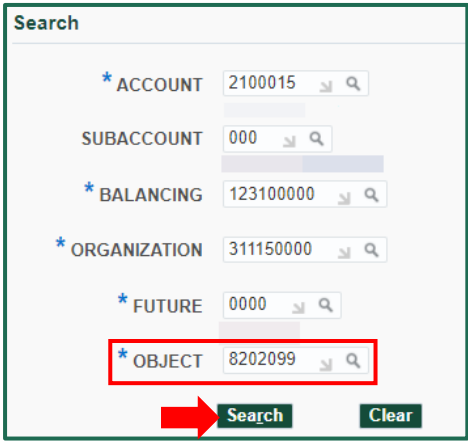
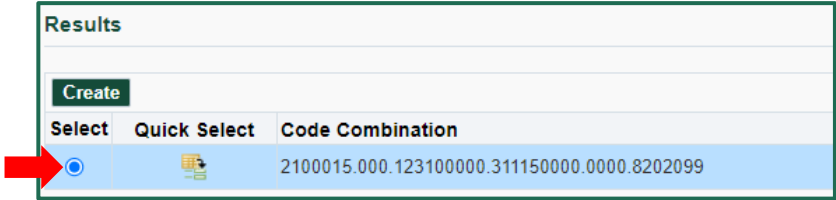

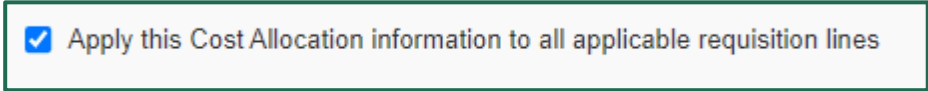
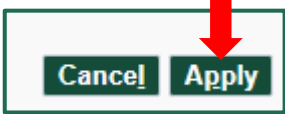


iProcurement: Entering a General Ledger (GL) Account from the Edit and Submit Requisition Screen

<div>1. Select one of the item lines by checking the Select box.</div> <div>2. Click Update.</div>	<div></div>
<div>3. The Requisition Information: Update Selected Line screen will appear.</div> <div>Go to the Billing section and click on the magnify glass icon in the UAB_AKF field.</div>	<div></div>
<div>4. The UAB_AKF search box will appear.</div> <div>Enter the first seven digits of your account string in the Alias field and then press the Tab key on your keyboard.</div>	<div></div>

<p>5. Go to the Object field and enter your object code.</p> <p>6. Click Search.</p>	
<p>7. Go to Results and click the Select radio button.</p>	
<p>8. Click Select.</p>	
<p>9. (Optional) Check the box to apply the account to every item on your requisition.</p>	
<p>10. Use the scroll bar to view and click on the Apply button.</p>	



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- Click **Submit** to submit the requisition for approval.

The screenshot shows the 'Edit and Submit Requisition 1392498' page in the UAB Procurement system. The page includes a header with the UAB logo and navigation links. A red arrow points to the 'Submit' button in the top right corner. The page contains several sections: 'Additional Information' with fields for 'Original Requisition', 'Requester's Name', 'Requester's Phone', 'Requester's Email', 'Department Name', and 'Explanation Date'. Below this is a table with columns: 'Select Lines', 'Description', 'Quantity', 'Unit', 'Price', 'Amount (\$/Qty)', 'Need By Date', 'Delivery To Location', 'Special Info', 'Contract/Quote #', 'Attachment', and 'Details'. The table shows a single line item for 'Test Item Catalog' with a quantity of 1 and a price of \$0.00. Below the table is a 'Notes And Attachments' section with a 'Notes' field and a 'Requisition Attachments' section. The page also includes a 'Return to Shopping' link and a 'Copyright © 1998-2020' notice at the bottom.