iProcurement: Entering a General Ledger (GL) Account from the Shopping Cart

1. From the Shopping Cart, click Show Delivery and Billing.

2. Go to the Billing section. Click the Enter Charge Account link.

3. Select one of the item lines by checking the Select box.

4. Click Update.

5. The Requisition Information: Update Selected Line screen will appear.

   Go to the Billing section and click on the magnify glass icon in the UAB_AKF field.
6. The UAB_AKF search box will appear.

Enter the first seven digits of your account string in the Alias field and then press the Tab key on your keyboard.

7. Go to the Object field and enter your object code.

8. Click Search.

9. Go to Results and click the Select radio button.

10. Click Select.
11. (Optional) Check the box to apply the account to every item on your requisition.

| ![Image] | Apply this Cost Allocation information to all applicable requisition lines |

12. Use the scroll bar to view and click on the **Apply** button.

| ![Image] | CANCEL | APPLY |

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

![Image]