

iProcurement: Entering a Grant/Project Account from the Edit and Submit Requisition Screen

<p>1. Check the box next to an item line and then click Update.</p>	<table border="1"> <thead> <tr> <th>Select Lines:</th> <th>Update</th> <th>Copy</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Details</td> <td>Description</td> <td>Quantity</td> <td>Unit</td> <td>Price</td> <td>Amount (USD)</td> <td>Need By Date</td> <td>Deliver-To Location</td> <td>Special Info</td> <td>Contract/Quote #</td> <td>Attachment</td> <td>Delete</td> </tr> <tr> <td></td> <td></td> <td>8.5" x 11" Copy Paper, 20 lbs., White, 5000 Sheets/Carton (324791)</td> <td>1</td> <td>Carton</td> <td>57.8 USD</td> <td>57.80</td> <td>16-Nov-2022 00:01:00</td> <td>Bham Main Campus</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Select Lines:	Update	Copy	Delete	<input checked="" type="checkbox"/>	Details	Description	Quantity	Unit	Price	Amount (USD)	Need By Date	Deliver-To Location	Special Info	Contract/Quote #	Attachment	Delete			8.5" x 11" Copy Paper, 20 lbs., White, 5000 Sheets/Carton (324791)	1	Carton	57.8 USD	57.80	16-Nov-2022 00:01:00	Bham Main Campus				
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<p>2. Go to the Billing section and populate the Project, Task, Award, Expenditure Type, Expenditure Organization and Expenditure Item Date fields <u>only</u>.</p>	<table border="1"> <thead> <tr> <th>Line</th> <th>UAB_AKF</th> <th>GL Date</th> <th>Project</th> <th>Task</th> <th>Award</th> <th>Expenditure Type</th> <th>Expenditure Organization</th> <th>Expenditure Item Date</th> <th>Percent</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>ACCOUNT.SUBACCOUNT.BALANCING ORGANIZATION.FUTURE OBJECT</td> <td>16-Nov-2021</td> <td>328171</td> <td>37.06</td> <td>2023641</td> <td>6201988 SUPP-OTHE</td> <td>16-Nov-2021</td> <td>100</td> </tr> <tr> <td colspan="9" style="text-align: right;">Total</td> <td>100</td> </tr> </tbody> </table>	Line	UAB_AKF	GL Date	Project	Task	Award	Expenditure Type	Expenditure Organization	Expenditure Item Date	Percent	1		ACCOUNT.SUBACCOUNT.BALANCING ORGANIZATION.FUTURE OBJECT	16-Nov-2021	328171	37.06	2023641	6201988 SUPP-OTHE	16-Nov-2021	100	Total									100
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<p>3. Check the Apply this Cost Allocation information to all applicable requisition lines box to apply the account to the other items listed on your requisition.</p>	<p><input checked="" type="checkbox"/> Apply this Cost Allocation information to all applicable requisition lines</p>																														
<p>4. Scroll to your right and click Apply at the bottom right-hand corner of the screen.</p>	<p>Cancel Apply</p>																														