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

1. Check the box next to an item line and then click Update.

2. Go to the Billing section and populate the Project, Task, Award, Expenditure Type, Expenditure Organization and Expenditure Item Date fields only.

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.

4. Scroll to your right and click Apply at the bottom right-hand corner of the screen.