Log in to Oracle HR & Finance
- Navigate to myUAB
- Locate and click Oracle HR & Finance

Navigate to iProcurement
- Click the 3-lined navigation button in the top left of the Oracle homepage
- From UAB FN Document Entry/Approval, choose Purchasing
- Then select Requisitions, and then iProcurement

From the iProcurement Home tab
- Click the Settings dropdown
- Select Preferences
### iProcurement: Setting Preferences

From the General Preferences screen:
- Under Application, click **iProcurement Preferences**

**Delivery**
- Use the **Delivery** fields to set up a default **Deliver-To Location**
  - Click the magnifying glass to open the search box

**Billing**
- Use the **Billing** fields to set up a default **Grant (Project) account**
  - **Only one account can be set as a default preference**
- Enter each PTAOE segment into its corresponding field

**Favorite Charge Accounts**
- Use the **Favorite Charge Accounts** sections to add **General Ledger (GL) account(s)**
- Click the green plus sign (+) to add a line
- Enter a **Nickname** for the account
- Click the magnifying glass in the **UAB_AKF** field to open the search field
• Enter the 7-digit account alias, or use the ASBOF-O fields to populate the GL account string
• Click Search
• Select the radio button next to the appropriate result
• Click Select to return to the Settings screen

• Click the radio button in the Select column to select the GL account
• Choose Set as Primary to set this account string as the default GL account
  — More than one GL account can be added to this list, but only one can be set as a Primary default account

• Click Apply (at the top or bottom of the page)
• A Confirmation will appear stating all preferences will be applied upon your next login