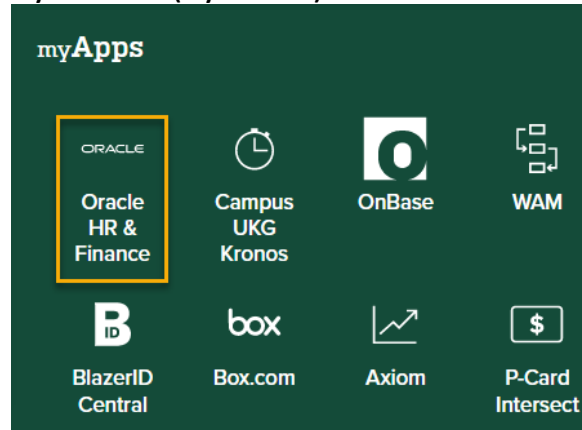


Log in to **Oracle HR & Finance**

- Navigate to **myUAB** or **AdminSys**
- Locate and click **Oracle HR & Finance**

myUAB Portal (my.uab.edu)

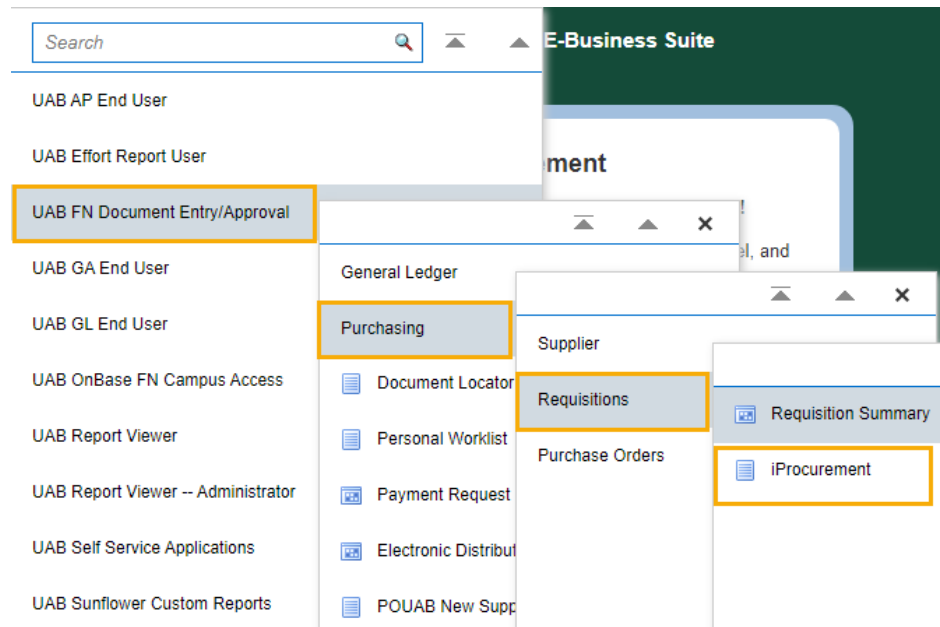


AdminSys (uab.edu/adminsys)



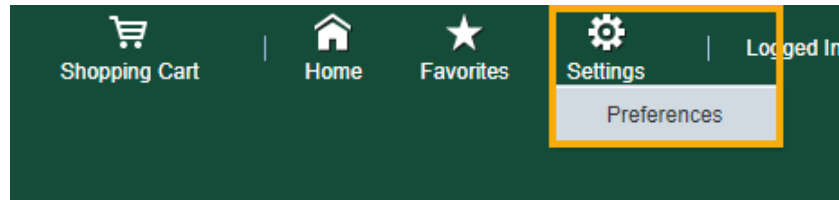
Navigate to **iProcurement**

- 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**



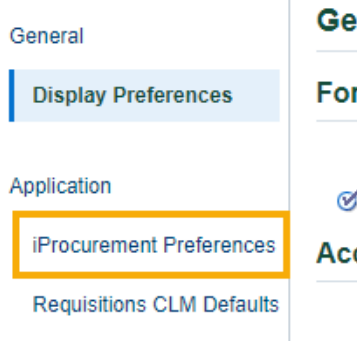
From the iProcurement Home tab

- Click the **Settings** dropdown
- Select **Preferences**

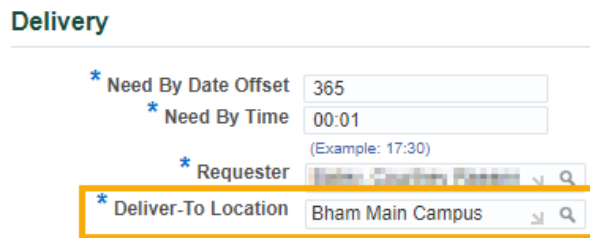


From the General Preferences screen

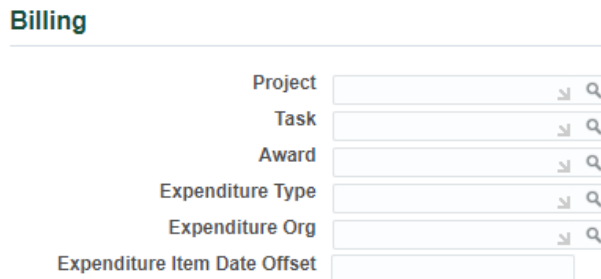
- Under Application, click **iProcurement Preferences**



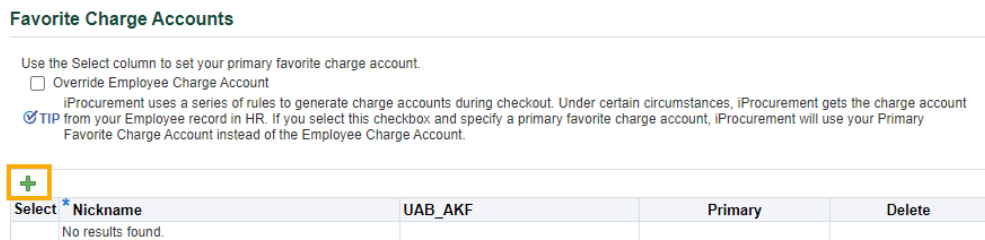
- Use the **Delivery** fields to set up a default **Deliver-To Location**
 - *Click the magnifying glass to open the search box*



- 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



- 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

Select Account: **Set as Primary** | +

Select	* Nickname	UAB_AKF
<input type="radio"/>	GL Account Name	<input type="text" value=""/> <input type="button" value="Q"/>

ACCOUNT.SUBACCOUNT.BALANCING.ORGANIZATION.FUTURE.OBJECT

- 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

UAB_AKF [X]

Search and Select: **Cancel** **Select**

Shorthand Alias

ALIAS

110100000.113000010.0000 FINANCIAL AFFAIRS SUPPLIES FINANCIAL AFFAIRS SUPPLIES

Search

* ACCOUNT
FINANCIAL AFFAIRS SUPPLIES

SUBACCOUNT
DEFAULT SUBACCOUNT

* BALANCING
CENTRAL GEN OPER FDS

* ORGANIZATION
FINANCIAL AFFAIRS TRAINING

* FUTURE
DEFAULT

* OBJECT
SUPP-COPIER/PRINT PAPER

Search **Clear**

Results

Create

Select	Quick Select	Code Combination
<input type="radio"/>	<input type="button" value="Q"/>	<input type="text" value="113000010.0000.8201011"/>


- 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*

Select Account: **Set as Primary** | +

Select	* Nickname	UAB_AKF	Primary	Delete
<input checked="" type="radio"/>	GL Account Name	<input type="text" value="113000010.0000"/> <input type="button" value="Q"/>	<input checked="" type="checkbox"/>	<input type="button" value="X"/>

ACCOUNT.SUBACCOUNT.BALANCING.ORGANIZATION.FUTURE.OBJECT

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

 **Confirmation**
The selected preferences will be applied next time you login.

iProcurement Preferences

* Indicates required field