iProcurement: Setting Preferences

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/admsys)

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

- 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

![Confirmation](image-url)