
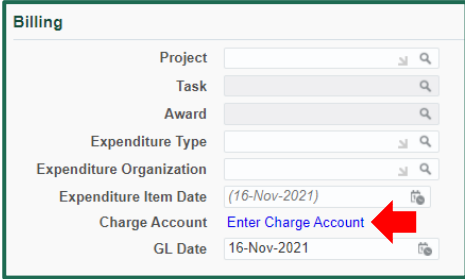
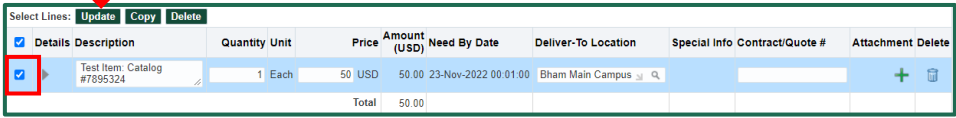
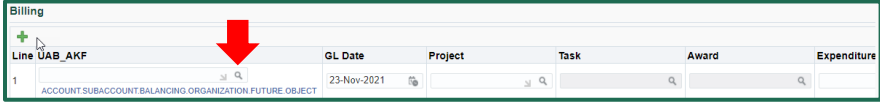

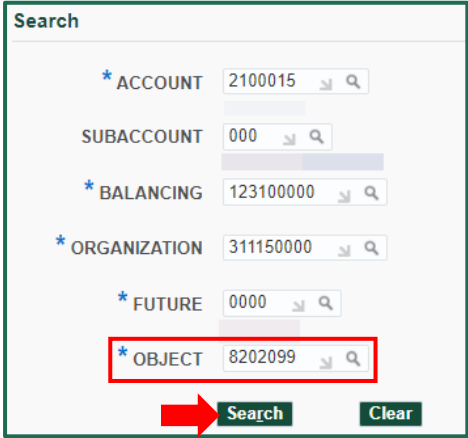
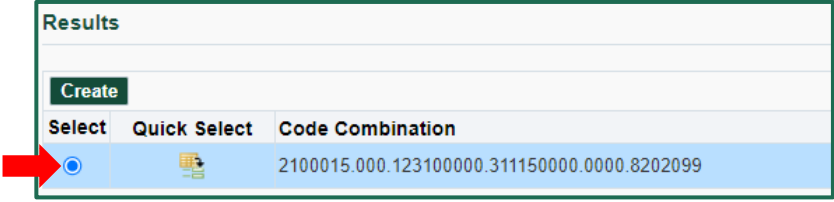
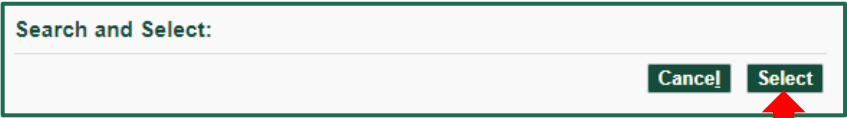
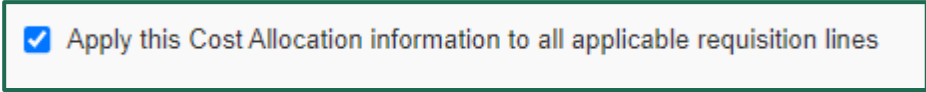
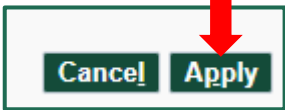


**iProcurement: Entering a General Ledger (GL) Account from the Shopping Cart**

<p>1. From the <b>Shopping Cart</b>, click <b>Show Delivery and Billing</b>.</p>	
<p>2. Go to the <b>Billing</b> section. Click the <b>Enter Charge Account</b> link.</p>	
<p>3. Select one of the item lines by checking the <b>Select</b> box.</p> <p>4. Click <b>Update</b>.</p>	
<p>5. The <b>Requisition Information: Update Selected Line</b> screen will appear.</p> <p>Go to the <b>Billing</b> section and click on the magnify glass icon in the <b>UAB_AKF</b> field.</p>	

<p>6. The <b>UAB_AKF</b> search box will appear.</p> <p>Enter the first seven digits of your account string in the <b>Alias</b> field and then press the <b>Tab</b> key on your keyboard.</p>	 <p>The screenshot shows a window titled "Shorthand Alias". It contains a search field with the text "ALIAS" and "2100015.000" entered. There are dropdown arrows and a magnifying glass icon to the right of the input field.</p>
<p>7. Go to the <b>Object</b> field and enter your object code.</p> <p>8. Click <b>Search</b>.</p>	 <p>The screenshot shows a "Search" dialog box with several fields: ACCOUNT (2100015), SUBACCOUNT (000), BALANCING (123100000), ORGANIZATION (311150000), FUTURE (0000), and OBJECT (8202099). The OBJECT field is highlighted with a red box, and a red arrow points to the Search button.</p>
<p>9. Go to <b>Results</b> and click the <b>Select</b> radio button.</p>	 <p>The screenshot shows a "Results" table with columns: Create, Select, Quick Select, and Code Combination. The first row contains the code combination "2100015.000.123100000.311150000.0000.8202099". A red arrow points to the "Select" radio button in the first row.</p>
<p>10. Click <b>Select</b>.</p>	 <p>The screenshot shows a "Search and Select:" dialog box with "Cancel" and "Select" buttons. A red arrow points to the "Select" button.</p>

<p>11. (Optional) Check the box to apply the account to every item on your requisition.</p>	
<p>12. Use the scroll bar to view and click on the <b>Apply</b> button.</p>	
<p>13. Click <b>Submit</b> to submit the requisition for approval.</p>	