

Follow the steps to [Retrieve a Requisition](#) (if needed)

From the Shopping Cart,











- Click **Show Delivery and Billing**



From the **Billing**
section,

- Click the **string of 0s** in the **Charge Account** field

Billing

Project	<input type="text"/>	 
Task	<input type="text"/>	
Award	<input type="text"/>	
Expenditure Type	<input type="text"/>	 
Expenditure Organization	<input type="text"/>	 
Expenditure Item Date	<input type="text" value="(17-Jul-2024)"/>	
Charge Account	<input type="text" value="0000000.000.000000000.000000000.00.0000.00000000"/>	
GL Date	<input type="text" value="01-Aug-2024"/>	

Select only the top line item by clicking the **checkbox**,

- Click **Update**

Select Lines: Update Copy Delete					
<input checked="" type="checkbox"/>	Details	Description	Quantity	Unit	Price
<input checked="" type="checkbox"/>		BEAKER HEVI DUTY 1000ML 6/PK	3	Package	83.91 USD
					Total

In the **Billing** section,

- Click on the **magnifying glass** icon in the **UAB_AKF** field

Billing	
+	
Line	UAB_AKF
1	<div>00000000.000.0000000000.0000000000.000</div> <div>ACCOUNT.SUBACCOUNT.BALANCING.ORGANIZATION.FUTURE.OBJECT</div>

Enter the first 7 digits of the account string in the **ALIAS** field,

- Press **Tab** on your keyboard

UAB_AKF



































Search and Select:

Cancel

Select

Shorthand Alias

ALIAS

210                                  

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The Search fields will populate the full account string,

- Enter the **Object code** in the **OBJECT** field
- Click **Search**

Under the **Results** header,

- Click the **Quick Select** icon

[Optional]

Check the box to **Apply this Cost Allocation information to all applicable requisition lines** if you want to charge all line items to this account

Scroll to the far right of the screen and click the **Apply** button



[Continue to complete the Checkout process](#)