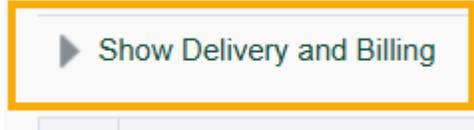


Follow the steps to [Retrieve a Requisition](#) (if needed)

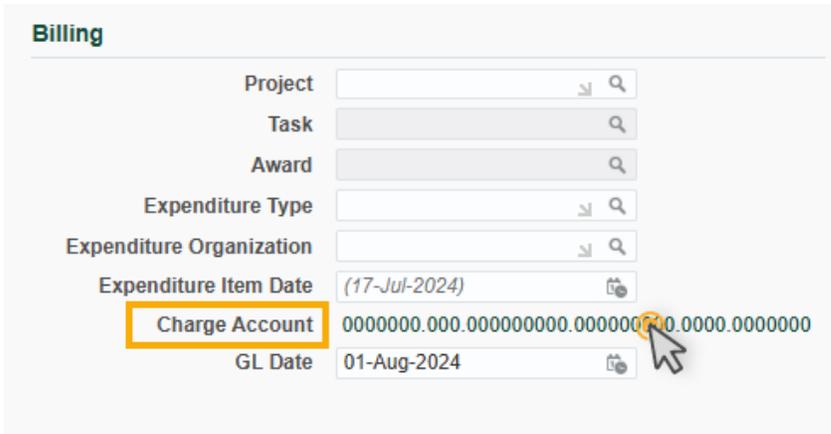
From the Shopping Cart,

- Click **Show Delivery and Billing**



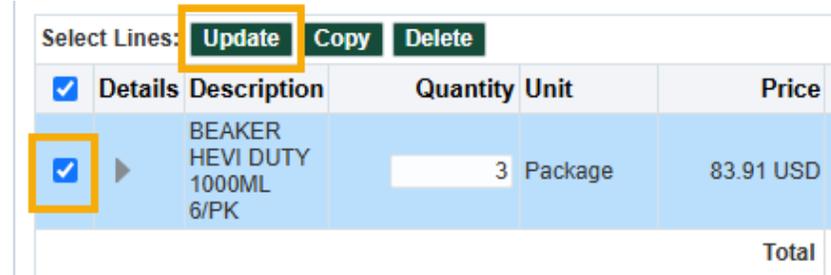
From the Billing section,

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



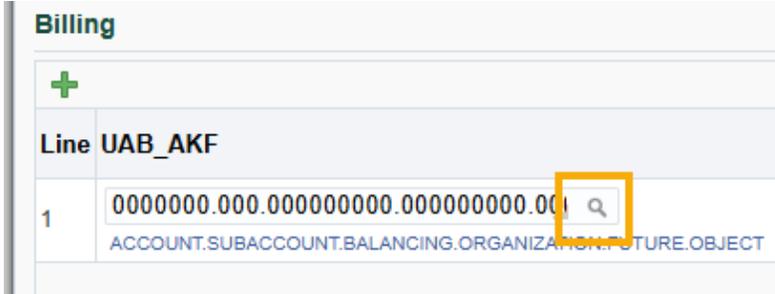
Select only the top line item by clicking the **checkbox**,

- Click **Update**



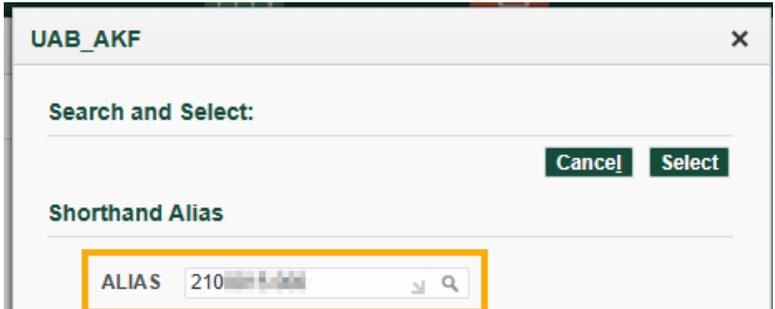
In the Billing section,

- Click on the **magnifying glass** icon in the **UAB\_AKF** field



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

- Press **Tab** on your keyboard



The Search fields will populate the full account string,

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

**Search**

\* ACCOUNT 2100000000

\* SUBACCOUNT 000  
DEFAULT SUBACCOUNT

\* BALANCING 1200000000

\* ORGANIZATION 50000

\* FUTURE 0000  
DEFAULT

\* OBJECT 8201099  
SUPP-OTHER OFF/ADMIN

**Search** **Clear**

Under the **Results** header,

- Click the **Quick Select** icon

**Results**

**Create**

Select	Quick Select	Code Combination
<input type="radio"/>		21000000.0000.0000.0000.50000.0000.8201099

**[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

**Billing**

**+**

Line	UAB_AKF	GL
1	21000000.0000.0000.0000.50000.0000.8201099 ACCOUNT.SUBACCOUNT.BALANCING.ORGANIZATION.FUTURE.OBJECT	01

**Apply this Cost Allocation information to all applicable requisition lines**

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

**Cancel** **Apply**



[Continue to complete the Checkout process](#)