

Follow the steps to <u>Retrieve a Requisition</u> (if needed)

From the Shopping Cart, • Click Show Delivery and Billing	Show Delivery and Billing
From the Billing	Billing
Click the	Project 🔍 🛓 🤇
string of 0s in	Task Q
the Charge	Award Q
Account field	Expenditure Type
	Expenditure Organization
	Expenditure Item Date (17-Jul-2024)
	Charge Account 0000000.000.00000000.0000000000000000
	GL Date 01-Aug-2024 to VV
 checkbox, Click Update 	BEAKER HEVI DUTY 1000ML 6/PK Total
la the Dilling	
In the Billing	Billing
Click on the	+
magnifying	
glass icon in	
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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	1 0000000.000.00000000.00 ACCOUNT.SUBACCOUNT.BALANCING.ORGANIZATION.FUTURE.OBJECT UAB_AKF × Search and Select: Cancel Select Shorthand Alias Select



The University of Alabama at Birmingham

 The Search fields will populate the full account string, Enter the Object code in the OBJECT field Click Search 	Search
	* ACCOUNT 210 210 210 210 210 210 210 210 210 210
	BALANCING
	* ORGANIZATION
	* FUTURE 0000 ⊒ Q
	* OBJECT 8201099 🔟 Q
	Supp-other OFF/ADMIN Search Clear
Under the Results header,	Results
Click the Ouick Select	9 Create Select Quick Select Code Combination
icon	21 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 ACCOUNT.SUBACCOUNT.BALANCING.ORGANIZATION.FUTURE.OBJECT
	✓ TIP Total allocation must equal 100% of the selected line values.
	Apply this Cost Allocation information to all applicable requisition lines
Scroll to the far right of the screen and click the	
Apply button	



Continue to complete the Checkout process