![UAB FINANCIAL AFFAIRS — The University of Alabama at Birmingham]

iProcurement: Entering a Grant/Project Account from the Shopping Cart

1. From the **Shopping Cart,** click **Show Delivery and Billing.**	Show Delivery and Billing
2. Go to the **Billing** section. Populate the **Project, Task, Award, Expenditure Type, Expenditure Organization** and **Expenditure Item Date** fields only. The account that you enter here will be applied to each item on your requisition.	 **Billing** Project 329171 Task 37.06 Award 2023641 Expenditure Type 8201099 SUPP-OTHER OFF Expenditure Organization 10 Expenditure Item Date (16-Nov-2021) Charge Account Enter Charge Account GL Date 16-Nov-2021