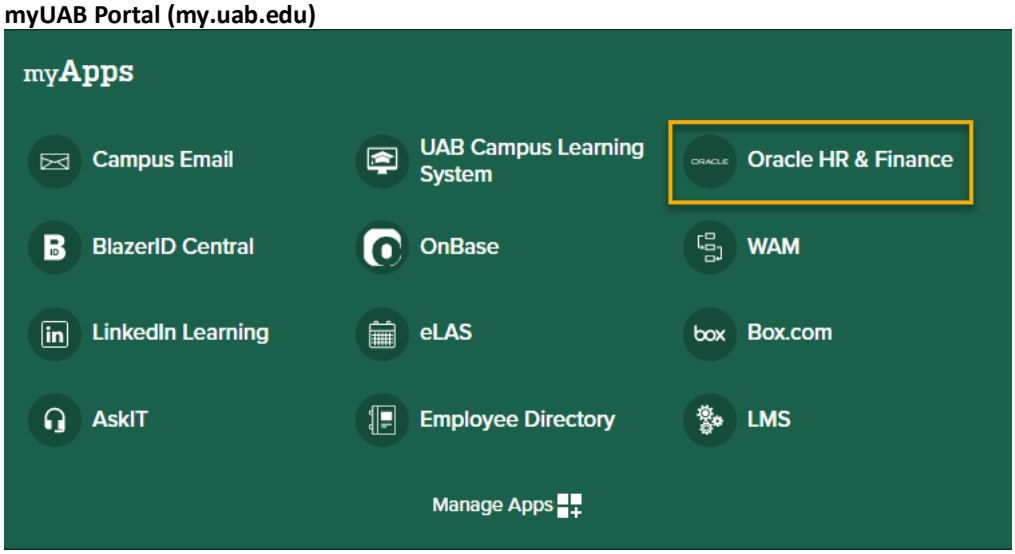
Log in to **Oracle HR & Finance**

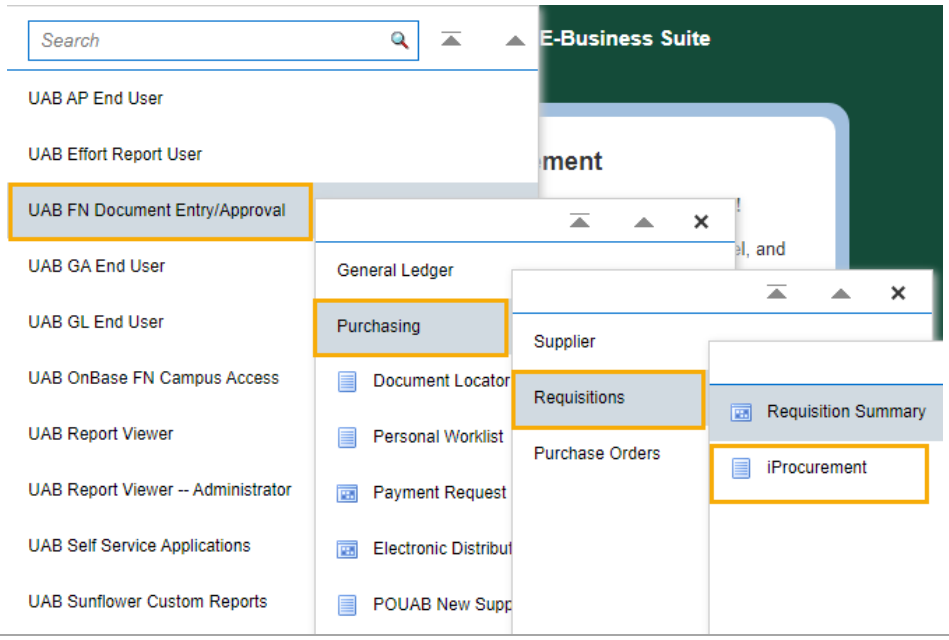
- Navigate to **myUAB**
- Locate and click **Oracle HR & Finance**

myUAB Portal (my.uab.edu)



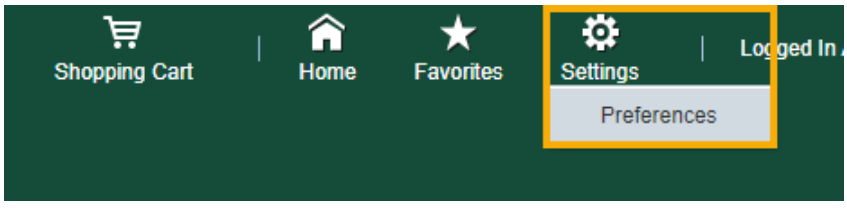
Navigate to **iProcurement**

- Click the **3-lined navigation button** in the top left of the Oracle homepage
- From **UAB FN Document Entry/Approval**, choose **Purchasing**
- Then select **Requisitions**, and then **iProcurement**



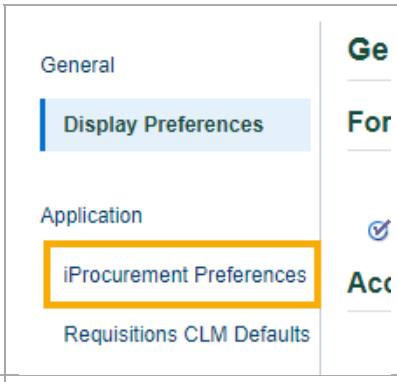
From the iProcurement Home tab

- Click the **Settings** dropdown
- Select **Preferences**

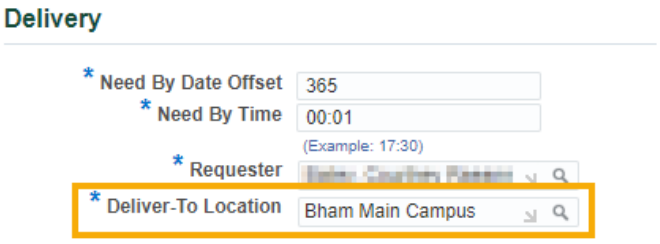


From the General Preferences screen

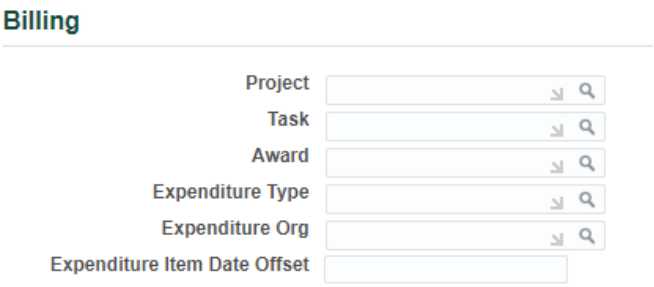
- Under Application, click **iProcurement Preferences**



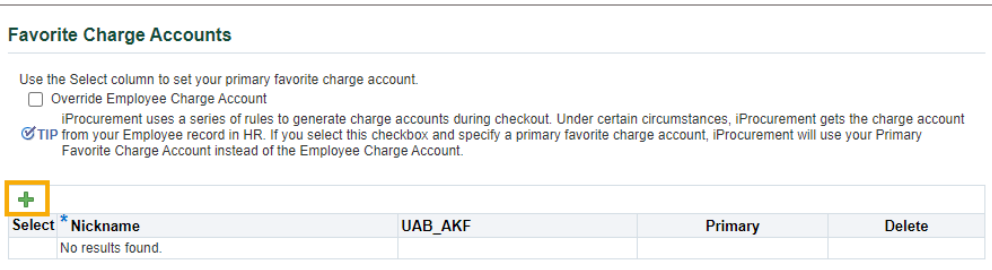
- Use the **Delivery** fields to set up a default **Deliver-To Location**
  - *Click the magnifying glass to open the search box*



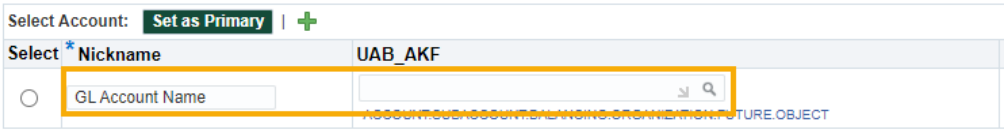
- Use the **Billing** fields to set up a default **Grant (Project) account**
  - *Only one account can be set as a default preference*
- Enter each PTAOE segment into its corresponding field



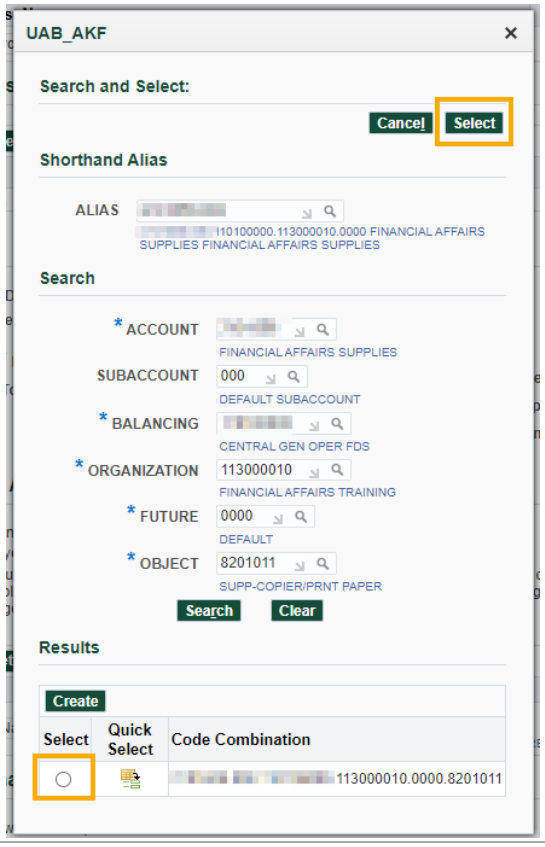
- Use the **Favorite Charge Accounts** sections to add **General Ledger (GL) account(s)**
- Click the green plus sign (+) to add a line



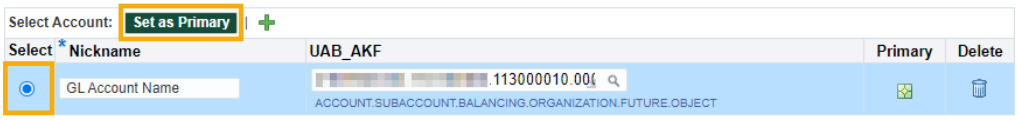
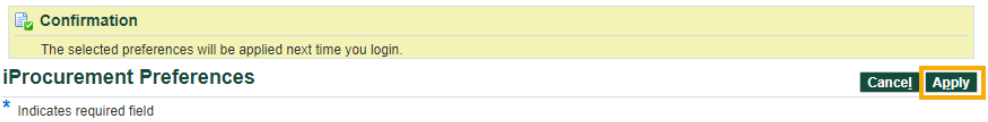
- Enter a **Nickname** for the account
- Click the magnifying glass in the **UAB_AKF** field to open the search field



- Enter the 7-digit account alias, or use the ASBOF-O fields to populate the **GL account string**
- Click **Search**
- Select the **radio button** next to the appropriate result
- Click **Select** to return to the Settings screen



- Click the radio button in the **Select** column to select the GL account
- Choose **Set as Primary** to set this account string as the default GL account
  - *More than one GL account can be added to this list, but only one can be set as a Primary default account*



- Click **Apply** (at the top or bottom of the page)
- A **Confirmation** will appear stating all preferences will be applied upon your next login