

How to Override Default Account

Step	Action
1.	Navigate to the Main Menu > Financials>E-procurement>Requisitions
2.	Begin by creating an express item entry in the requisition menu. Enter description, quantity, UOM, category and price. Click “add to cart”
3.	Number of items will appear in the cart, and click “checkout”.
4.	To modify default account, click the Line item (Step 1) drop down arrow and (Step 2) Accounting Lines. Click “Chartfields2” (Step 3) tab and update accordingly.