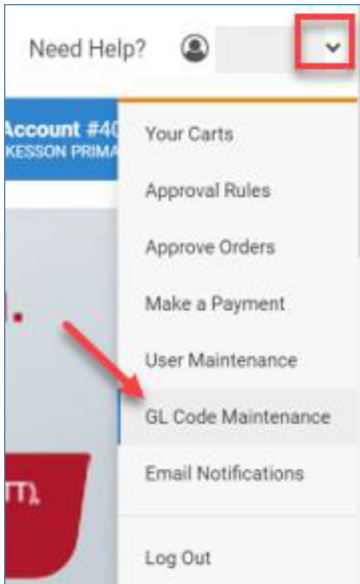
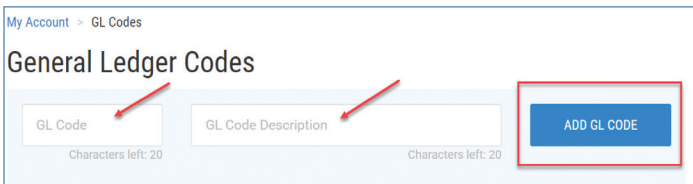


# GL Code **How To's**

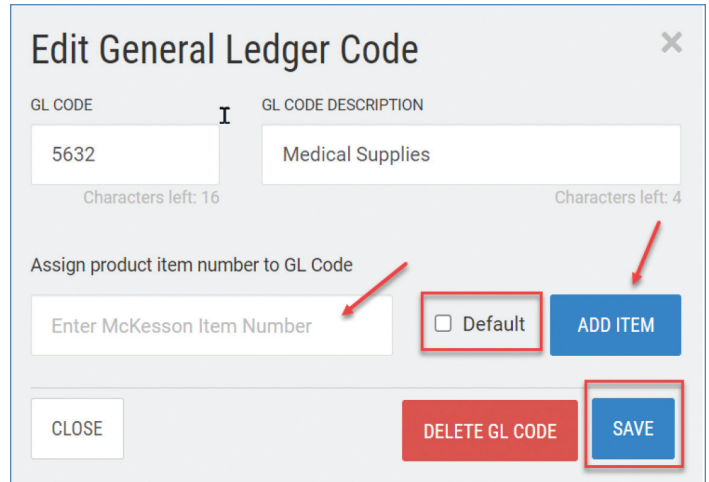
## Adding a new GL Code



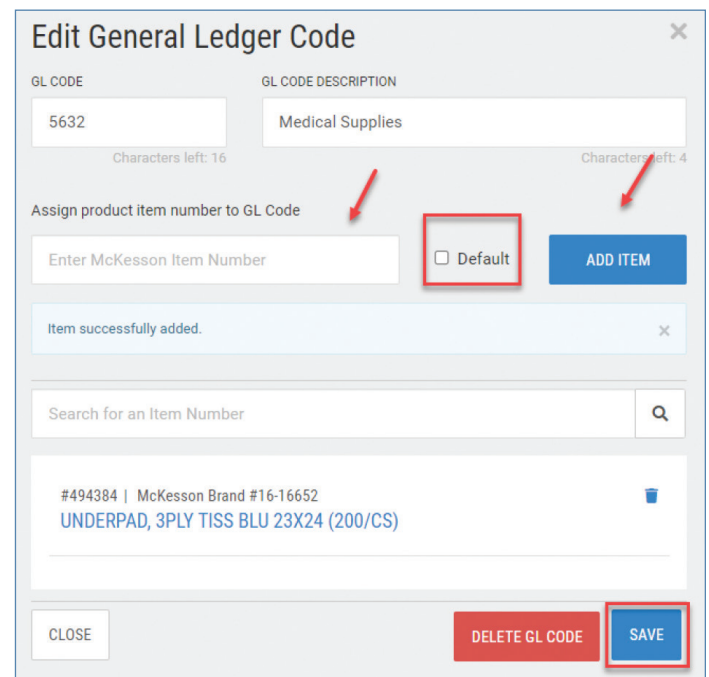
1. In SupplyManager, select the drop-down arrow beside your name on the top left corner to **select GL Code Maintenance.**



2. Enter in the new GL Code and the description and **select Add GL Code.**

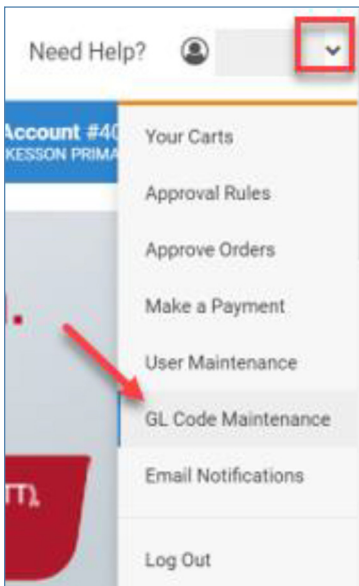


3. Next you will want to assign the items for the GL code. Enter the McKesson Item Number, the item will populate on the screen to select. Choose if the GL Code will be the default code for the item, **select Add Item.**

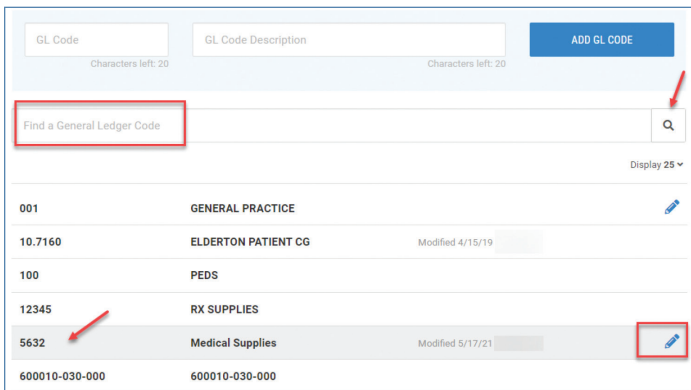


4. Continue the process to add additional items to the GL Code. Once all items have been assigned to the GL Code **select Save.**

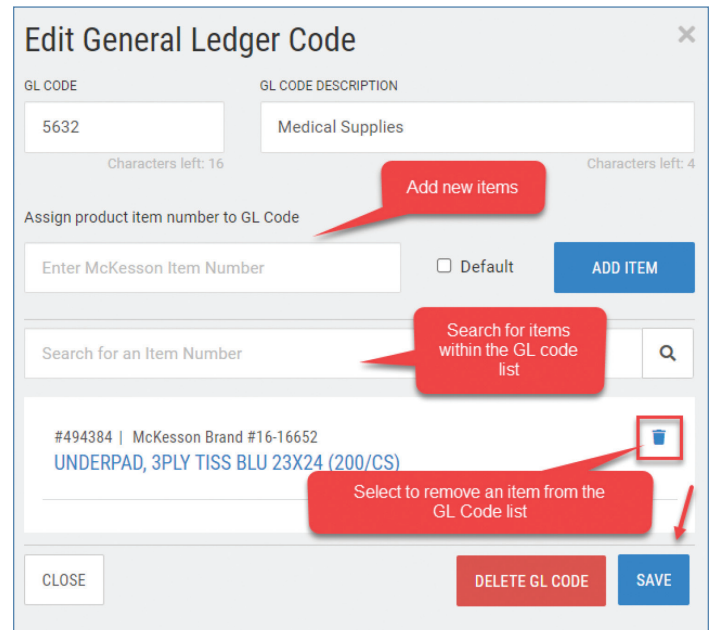
## Adding new or remove existing items to an established GL Code



1. In SupplyManager, select the drop-down arrow beside your name on the top left corner to **select GL Code Maintenance**.



2. Search or select the GL Code you want to edit.  
**Select Edit (pencil icon).**



3. The maintenance box will appear to delete or add items to the GL Code. If you choose to delete an item, another box will appear on the screen to confirm you wish to **delete the item**.

### Changing a GL Code on an item

You will need to remove the item from the established GL Code and then add the item to the new GL Code. Follow the **Adding new or remove existing items to an established GL Code instructions**.