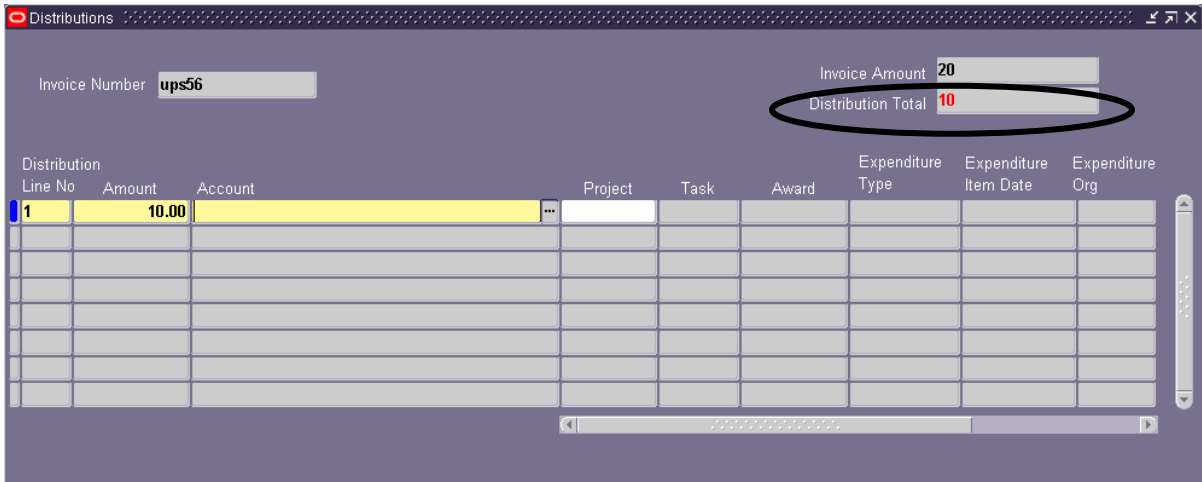


Creating Payment Requests Entering Split Distributions with GL & GA Accounts

- Click in the **AMOUNT** field and enter the **amount** for your GL account distribution and press the **TAB** key. Notice that the system is keeping a running total of your distribution amounts that you enter in the **DISTRIBUTION TOTAL** field.

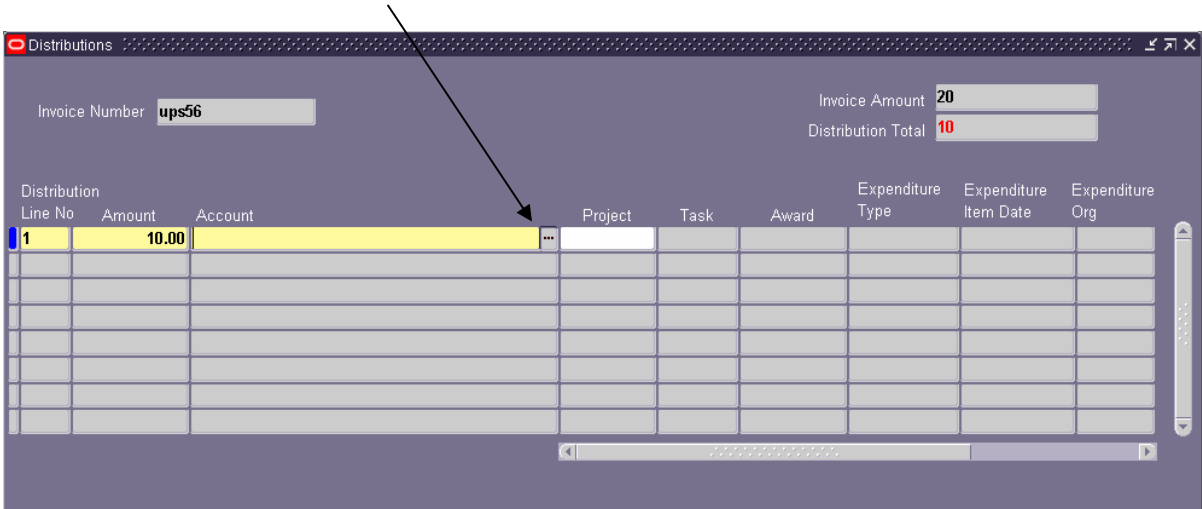


The screenshot shows the 'Distributions' window with the following data:

| Distribution Line No | Amount | Account | Project | Task | Award | Expenditure Type | Expenditure Item Date | Expenditure Org |
|----------------------|--------|---------|---------|------|-------|------------------|-----------------------|-----------------|
| 1 | 10.00 | | | | | | | |

Invoice Number: ups56
Invoice Amount: 20
Distribution Total: 10

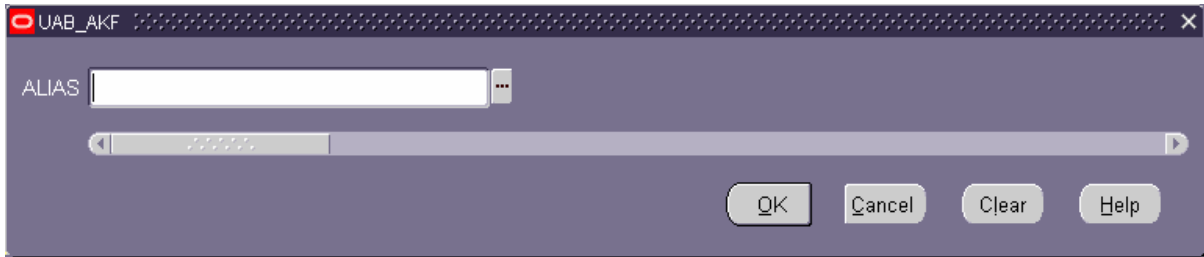
- Your cursor should be in the **ACCOUNT** field. Instead of entering the 32-digit GL account string directly into the **ACCOUNT** field, you may select the **ACCOUNT LOV** to enter your GL account **Alias**, as shown below.



The screenshot shows the 'Distributions' window with an arrow pointing to the 'ACCOUNT' field in the first distribution line. The data is the same as in the previous screenshot.

- After clicking on the **ACCOUNT LOV**. The **UAB_AKF** (UAB Account Key Flexfield) form will appear with the **ALIAS** field. **Remember if you don't see the word Alias, you can't enter the alias!**

Creating Payment Requests Entering Split Distributions with GL & GA Accounts



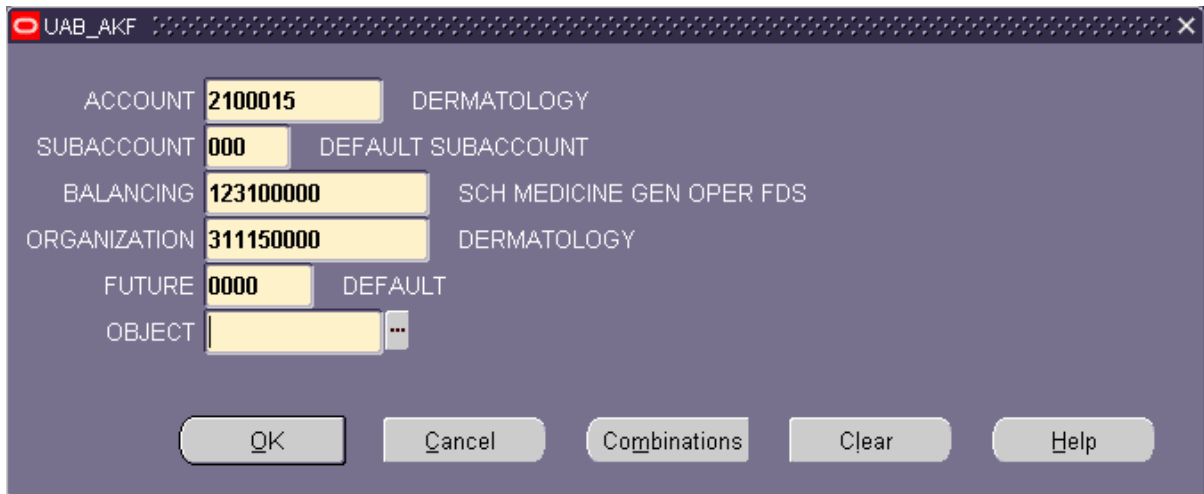
The screenshot shows a dialog box titled "UAB_AKF" with a close button (X) in the top right corner. On the left, there is a label "ALIAS" followed by a text input field. Below the input field is a horizontal scrollbar. At the bottom right of the dialog, there are four buttons: "OK", "Cancel", "Clear", and "Help".

6. Enter your **GL account alias** (if it is known) and press **OK**.

NOTE: If the alias is not known, follow the following steps:

- a. Click on the LOV.
- b. Another window will appear displaying all of the GL account aliases at UAB.
- c. Locate your account and click on the OK button.

7. After entering your GL Alias, the **KEY FLEXFIELD** window will appear. Please verify your account information at this time before entering the object code



The screenshot shows a dialog box titled "UAB_AKF" with a close button (X) in the top right corner. The dialog contains several fields for account information:

| | | |
|--------------|-----------|---------------------------|
| ACCOUNT | 2100015 | DERMATOLOGY |
| SUBACCOUNT | 000 | DEFAULT SUBACCOUNT |
| BALANCING | 123100000 | SCH MEDICINE GEN OPER FDS |
| ORGANIZATION | 311150000 | DERMATOLOGY |
| FUTURE | 0000 | DEFAULT |
| OBJECT | | |

At the bottom of the dialog, there are five buttons: "OK", "Cancel", "Combinations", "Clear", and "Help".

8. Enter your **object code** in the **OBJECT** field. If the object code is not known, click on the Object LOV.

Important: If you are not sure about which Object Code to use, please refer to the [Payment Request Edits and Object Codes](#) table. If you still are undecided, please call your Accountant for more information.

9. Once you have populated the **OBJECT** field, click on the **OK** button.

Creating Payment Requests Entering Split Distributions with GL & GA Accounts

UAB_AKF

ACCOUNT 2100015 DERMATOLOGY

SUBACCOUNT 000 DEFAULT SUBACCOUNT

BALANCING 123100000 SCH MEDICINE GEN OPER FDS

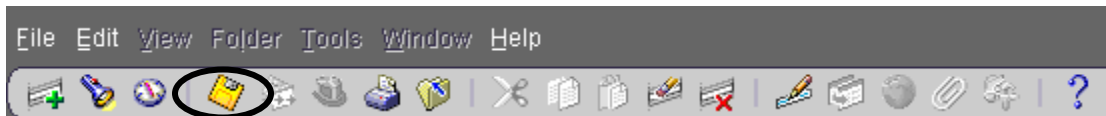
ORGANIZATION 311150000 DERMATOLOGY

FUTURE 0000 DEFAULT

OBJECT 8701099 OTHER SHIPPING SERVICE

OK Cancel Combinations Clear Help

10. Click on the **Save** (gold diskette) icon on your toolbar to save your current account information.

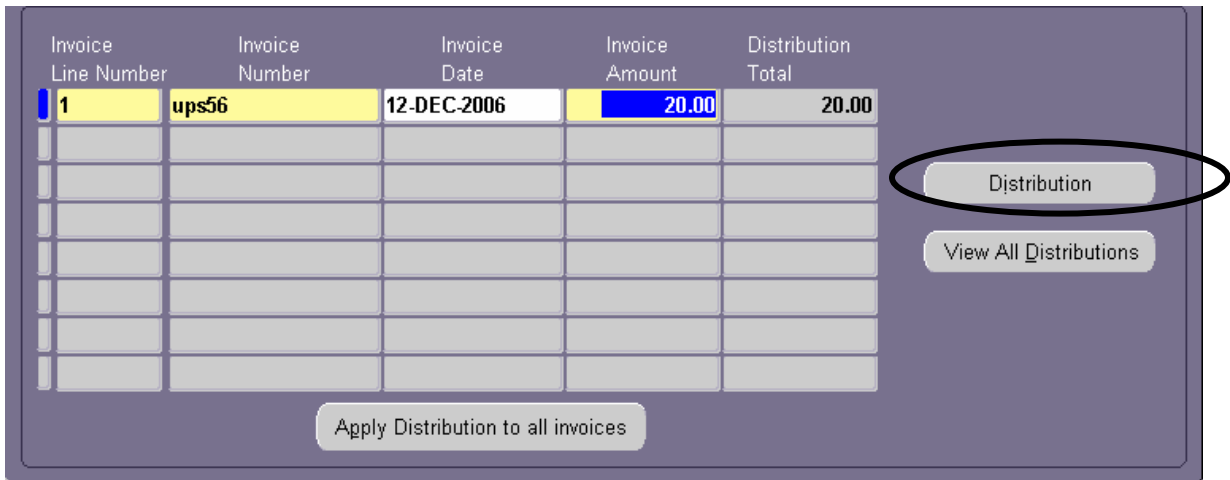


11. If there are additional GL accounts that need to be charged, click in the next available distribution line and repeat steps 3-10.
12. When all of the GL account distributions have been added, close the **DISTRIBUTIONS** form by clicking on the **X** in the top right corner of the **DISTRIBUTIONS** form.

Creating Payment Requests Entering Split Distributions with GL & GA Accounts

Entering Split Distributions with Grant or Project (GA) Accounts:

1. Click on the **DISTRIBUTION** button located in the invoice region of the form.



The screenshot shows a table with the following data:

| Invoice Line Number | Invoice Number | Invoice Date | Invoice Amount | Distribution Total |
|---------------------|----------------|--------------|----------------|--------------------|
| 1 | ups56 | 12-DEC-2006 | 20.00 | 20.00 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Buttons visible: **Distribution** (circled), **View All Distributions**, **Apply Distribution to all invoices**.

2. The **DISTRIBUTIONS** form will appear.



The screenshot shows the Distributions form with the following data:

Invoice Number: ups56 Invoice Amount: 20
Distribution Total: 0

| Distribution Line No | Amount | Account | Project | Task | Award | Expenditure Type | Expenditure Item Date | Expenditure Org |
|----------------------|--------|---------|---------|------|-------|------------------|-----------------------|-----------------|
| 1 | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

3. Click in the **AMOUNT** field and enter the **amount** for your GA account distribution and press the **TAB** key twice to advance to the **PROJECT** field. Notice that the system is keeping a running total of your distribution amounts that you enter in the **DISTRIBUTION TOTAL** field, as shown on the following page.

Creating Payment Requests Entering Split Distributions with GL & GA Accounts

4. Enter the **project number** in the **PROJECT** field and press the **TAB** key.
5. Enter the **task number** in the **TASK** field and press the **TAB** key.
6. Enter the **award number** in the **AWARD** field and press the **TAB** key.
7. Enter your **expenditure type number** (i.e., object code) in the **EXPENDITURE TYPE** field and press the **TAB** key. If the object code is not known, click on the LOV.

Important: If you are not sure about which Object Code to use, please refer to the [Payment Request Edits and Object Codes](#) table. If you are still undecided, please call your Accountant for more information.

8. Enter your **organization number** in the **EXPENDITURE ORGANIZATION** field. (Generally, this number is 10 for university accounts or 70 for hospital accounts.)
9. Click on the **Save** (gold diskette) icon on your toolbar.



10. If there are additional GA accounts that need to be charged, click in the next available distribution line and repeat steps 3-9.
11. When all of the GA account distributions have been added, close the **DISTRIBUTIONS** form by clicking on the **X** in the top right corner of the **DISTRIBUTIONS** form.

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