Creating Payment Requests
Entering Distributions with GL Accounts

A separate form is used to enter the distributions for Payment Requests. Below are the procedures for entering a payment request distribution with a General Ledger (GL) account.

1. Click on the **DISTRIBUTION** button located in the Invoice Region of the **PAYMENT REQUEST** form.

2. The **DISTRIBUTIONS** form will appear.
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3. Click in the AMOUNT field and enter the amount that is to be charged to the GL account.

4. Press the TAB key to advance to 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.

5. 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!

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

   NOTE: If the alias is not known, follow the steps listed below:
   a. Click on the LOV.
   b. Another form 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** form will appear. Please verify your account information at this time before entering the object code.

```
<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>SUBACCOUNT</th>
<th>BALANCING</th>
<th>ORGANIZATION</th>
<th>FUTURE</th>
<th>OBJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>2100015</td>
<td>000</td>
<td>123100000</td>
<td>311150000</td>
<td>0000</td>
<td>8709049</td>
</tr>
</tbody>
</table>
```

8. Enter the object code number 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.

```
<table>
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10. Click on the **Save** (gold diskette) icon on your toolbar.

![Image of toolbar with Save icon highlighted]

11. The field for your GL account information should look similar to the example below.

![Image of Distributions form]

12. Close the **DISTRIBUTIONS** form by clicking on the **X** in the top right corner of the window.

![Image of Distributions form with X highlighted]

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**Return to Top**

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