Creating Payment Requests
Entering Split Distributions with GL & GA Accounts

You may split distributions for a payment request between several General Ledger account strings and Grant or Project account strings. For payment requests, account distributions are split based upon the amount. This document illustrates splitting distribution among multiple General Ledger (GL) or Grant or Project (GA) accounts.

UAB FN Document Entry/Approval → Payment Request
UAB Requisition Input → Payment Request

Entering Split Distributions with General Ledger (GL) Accounts:

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

2. The DISTRIBUTIONS form will appear.
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3. 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.

4. 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.

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 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

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

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

![Image of the DISTRIBUTION form]

2. The DISTRIBUTIONS form will appear.

![Image of the DISTRIBUTIONS form]

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.

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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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