Entering Payment Requests: Adding Grant (GA) Account Distributions

1. Click on an existing invoice line and then click on the **Distribution** button.

2. Click in the **Amount** field and enter the invoice amount.

3. Go to the **Project** field and enter the grant account segment by segment as shown.

   Enter the valid object code in the **Expenditure Type** field.

   Enter the date in which the activity occurred in the **Expenditure Item Date** field.

4. After saving your information, click on the **x** located in the top right-hand corner to exit the form.