Entering Payment Requests: Adding General Ledger (GL) 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. Click in the Account field and then click on the List of Values (LOV) button.

4. Enter the first seven digits of your GL account string in the ALIAS field.

5. Click on the OK button.

6. When the account string appears, enter a valid object code in the Object field.

7. Click on the OK button.

8. Click on the X located in the top right-hand corner to exit the form.