Creating Payment Requests
Entering Distributions with GA 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 Grant (GA) 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 GA account.

4. **Do not enter any information into the ACCOUNT field.** The ACCOUNT field is for GL account information only.

5. Press the TAB key twice to advance to the PROJECT field.

6. Enter the **project number** in the PROJECT field and press the TAB key.

7. Enter the **task number** in the TASK field and press the TAB key.

8. Enter the **award number** in the AWARD field, and press the TAB key.

9. In the **EXPENDITURE TYPE** field, enter the expenditure type number (i.e., object code) 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.

10. Enter a date in the **EXPENDITURE ITEM DATE** field.

11. In the **EXPENDITURE ORGANIZATION** field, enter the expenditure organization number and press the TAB key. (Generally, this number is 10 for university grant accounts or 70 for hospital grant accounts.)

12. The **DESCRIPTION** field is an optional field and may be used to provide a short description of the expense.

13. Click on the **SAVE** (gold diskette) icon on your toolbar.

14. The fields for your GA account information should look similar to the example listed on the following page.
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15. Close the DISTRIBUTIONS form by clicking on the X in the top right corner of the DISTRIBUTIONS form.