

Each invoice amount entered on the Oracle Payment Request form must be charged to a UAB-related account. Click the links below to view directions for entering account distributions:

[Grant/Project Account \(GA\)](#)

[General Ledger \(GL\)](#)

[Split Distributions](#)

Adding Grant/Project Account (GA) Distributions

[Click here for further information on the Grants Account Structure](#)

After [Entering the Invoice](#) for an Oracle Payment Request:

- Click an existing invoice line.
 - Click the **Distribution** button.

The screenshot shows the Oracle Payment Request form with the following data:

Invoice Line Number	Invoice Number	Invoice Date	Invoice Amount	Distribution Total
1	CI-00041366	17-DEC-2025	5523.11	

Below the table, there is a 'Distribution' button highlighted with a yellow arrow, and a 'View All Distributions' button. At the bottom, there is an 'Apply Distribution to all invoices' button.

In the **Distributions** window, complete the **Amount** field:

- Click the **Amount** field.
 - Enter the invoice amount.

The screenshot shows the Oracle Distributions window with the following data:

Invoice Number	Invoice Amount	Distribution Total
CI-00041366	5523.11	5523.11

Below the table, there is a 'Distribution' button highlighted with a yellow arrow, and a 'View All Distributions' button. At the bottom, there is an 'Apply Distribution to all invoices' button.

Complete the **Project** field:

- Click the **Project** field.
 - Enter the Project number.

The screenshot shows the Oracle Distributions window with the following data:

Invoice Number	Invoice Amount	Distribution Total
CI-00041366	5523.11	5523.11

Below the table, there is a 'Distribution' button highlighted with a yellow arrow, and a 'View All Distributions' button. At the bottom, there is an 'Apply Distribution to all invoices' button.

Complete the **Task** field:

- Click the **Task** field.
 - Enter the Task number.

The screenshot shows the Oracle Distributions window with the following data:

Invoice Number	Invoice Amount	Distribution Total
CI-00041366	5523.11	5523.11

Below the table, there is a 'Distribution' button highlighted with a yellow arrow, and a 'View All Distributions' button. At the bottom, there is an 'Apply Distribution to all invoices' button.


Complete the **Award** field:

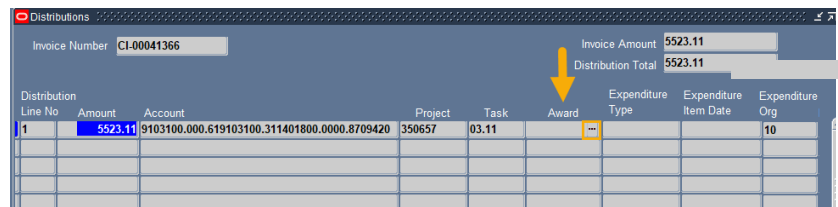
- Click the **Award** field.
- The Award number *may* auto-populate based on the Project and Task entered.

The screenshot shows the Oracle Distributions window with the following data:

Invoice Number	Invoice Amount	Distribution Total
CI-00041366	5523.11	5523.11

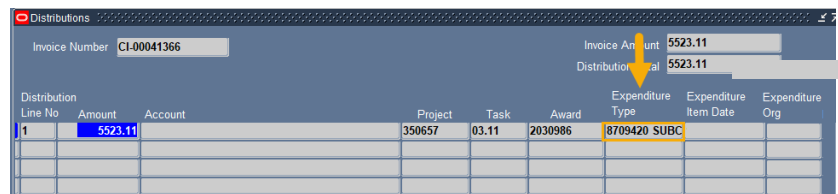
Below the table, there is a 'Distribution' button highlighted with a yellow arrow, and a 'View All Distributions' button. At the bottom, there is an 'Apply Distribution to all invoices' button.

- If the field does not auto-populate, click the  button, and select the correct Award from the list.




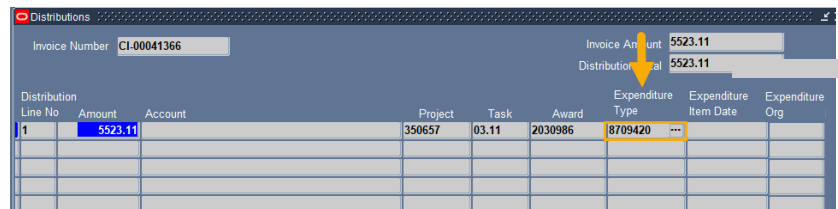
Complete the **Expenditure Type** field:

- Click the **Expenditure Type** field.
 - Type a [valid object code](#).
 - Press tab to auto-populate object code title and complete the field.




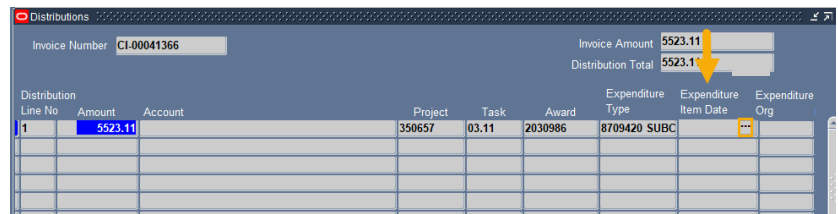
OR

- Click the  LOV button in the field to search the object codes list.
 - Select the desired object code to insert and complete the field.



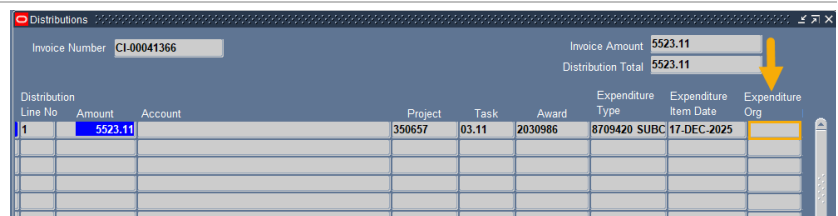
Complete the **Expenditure Item Date** field:

- Click the Expenditure Item Date field.
 - Click the  LOV button in the field to select the date on which the activity occurred.



Complete the **Expenditure Org** field:

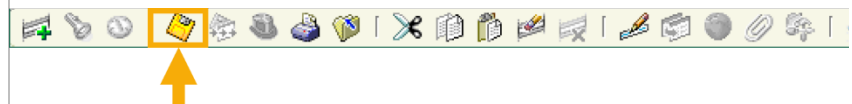
- Click the Expenditure Org field.
 - Enter 70 for Hospital.
 - Enter 10 for University.



Save your progress:

- In the toolbar at the top of the Payment Request window, click the **Save** icon.

Note: If you are splitting the charge for this invoice among multiple accounts, see the directions for [Entering Split Distributions](#) below.



Close the **Distributions** window:

- Note that the full Account String has populated the **Account** field of the **Distributions** window.
- Click the X in the upper right corner of the **Distributions** window to exit **Distributions** and return to the **Payment Request** form.

The screenshot shows the 'Distributions' window for Invoice Number CI-000413665. The Invoice Amount is 5523.11 and the Distribution Total is 5523.11. A table lists distributions with columns: Line No, Amount, Account, Project, Task, Award, Expenditure Type, Expenditure Item Date, and Expenditure Org. The first row shows Line No 1, Amount 5523.11, and a long account string. An orange arrow points to the close button (X) in the top right corner of the window.

Add **Distributions** for any additional **Invoices** listed on the **Payment Request Form**:

- Repeat the steps above to charge invoices to other Grant/Project Accounts.
- To charge an additional invoice the GA account you previously entered:
 - Click the **Invoice Line** of the previously entered distribution.
 - Click **Apply Distribution to all invoices**.
- To move on to the next step in creating a Payment Request, visit the [Financial Affairs Training Website](#).

The screenshot shows the 'Payment Request' form for Request Number 7517006. The Requestor is Dietz, Rebecca Jo and the Status is INCOMPLETE. The Supplier is MEDICAL UNIVERSITY OF SOUTH CAROLINA. A table lists invoices with columns: Invoice Line Number, Invoice Number, Invoice Date, Invoice Amount, and Distribution Total. The first row shows Line Number 1, Invoice Number CI-000413665, Invoice Date 17-DEC-2025, Invoice Amount 5523.11, and Distribution Total 5523.11. An orange arrow points to the 'Apply Distribution to all invoices' button at the bottom of the table.

Adding General Ledger (GL) Distributions

[Click here for further information on General Ledger Accounting Keys](#)

After Entering the Invoice for an Oracle Payment Request:

- Click an existing invoice line.
 - Click the **Distribution** button.


The screenshot shows the 'Payment Request' form for Invoice Number sample123. The Invoice Date is 29-DEC-2025, Invoice Amount is 7500.00, and Distribution Total is 7500.00. A table lists invoices with columns: Invoice Line Number, Invoice Number, Invoice Date, Invoice Amount, and Distribution Total. The first row shows Line Number 1, Invoice Number sample123, Invoice Date 29-DEC-2025, Invoice Amount 7500.00, and Distribution Total 7500.00. An orange arrow points to the 'Distribution' button on the right side of the table.

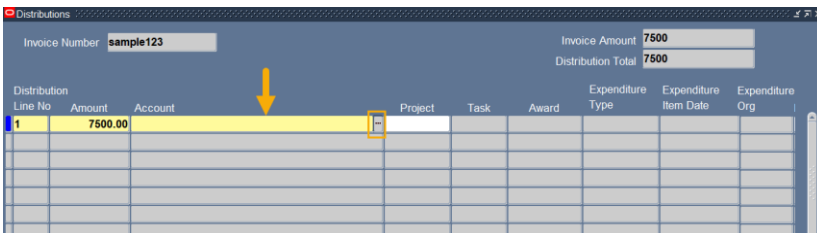
In the **Distributions** window, complete the **Amount** field:

- Click the **Amount** field.
 - Enter the invoice amount.

The screenshot shows the 'Distributions' window for Invoice Number sample123. The Invoice Amount is 7500 and the Distribution Total is 0. A table lists distributions with columns: Line No, Amount, Account, Project, Task, Award, Expenditure Type, Expenditure Item Date, and Expenditure Org. The first row shows Line No 1, Amount 7500, and an empty account field. An orange arrow points to the 'Amount' field in the first row.

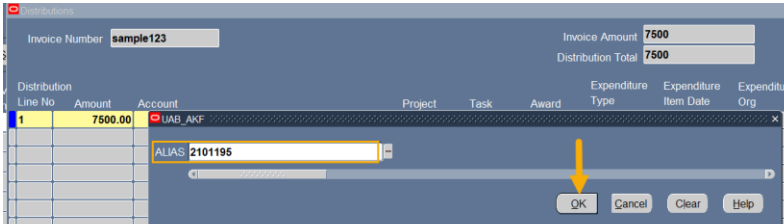
Open the **UAB_AKF** search window:

- Click the **Account** field.
 - Click the List of Values (LOV)  button.

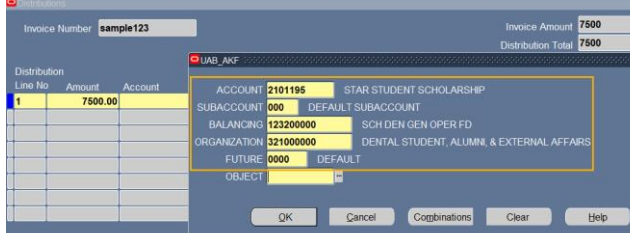


In the **UAB_AKF** window, search for the GL Account:

- In the **ALIAS** box, enter the first seven digits of the [GL Account String](#).
- Click OK.




Note: The **ACCOUNT**, **SUBACCOUNT**, **BALANCING**, **ORGANIZATION**, and **FUTURE** fields should auto-populate based on the **ALIAS**.

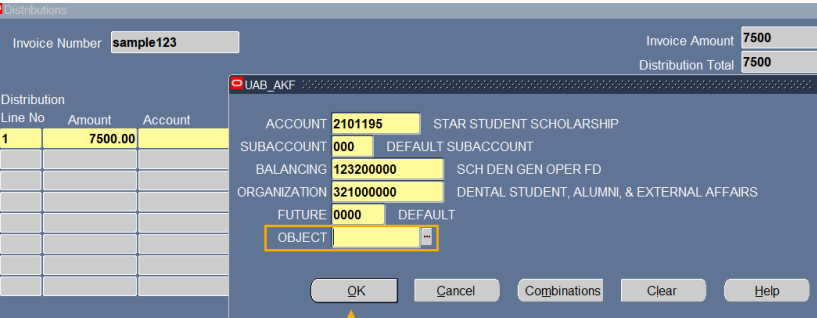


Complete the **OBJECT** field:

- Click the **OBJECT** field.
 - Type a [valid object code](#).

OR

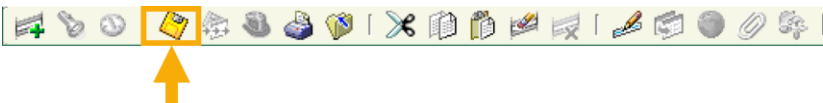
- Click the  LOV button in the field to search the object codes list.
 - Select the desired object code to insert and complete the field.
- Click **OK**.



Save your progress:

- In the toolbar at the top of the Payment Request window, click the gold **Save** icon.

Note: If you are splitting the charge for this invoice among multiple accounts, see the directions for [Entering Split Distributions](#) below.



Close the **Distributions** window:

- Note that the full Account String has populated the **Account** field of the **Distributions** window.
- Click the X in the upper right corner of the **Distributions** window to exit **Distributions** and return to the **Payment Request** form.

Add **Distributions** for any additional **Invoices** listed on the **Payment Request Form**:

- Repeat the steps above to charge invoices to other General Ledger Accounts.
- To charge an additional invoice the GL account you previously entered:
 - Click the **Invoice Line** of the previously entered distribution.
 - Click **Apply Distribution to all invoices**.
- To move on to the next step in creating a Payment Request, visit the [Financial Affairs Training Website](#).

Entering Split Distributions

Return to the [top of the document](#).

After [Entering the Invoice](#) for an Oracle Payment Request:

- Click an existing invoice line.
 - Click the **Distribution** button.

In the Distributions window,
complete **Distribution Line 1**:

- Click the **Amount** field.
 - Enter the portion of the invoice amount to charge to the first account.
- Click the **Account** field.
 - Click here for Grant/Project Accounts directions
 - Click here for General Ledger directions

Distribution Line No	Amount	Account	Project	Task	Award	Expenditure Type	Expenditure Item Date	Expenditure Org
1	5423.11	9103100.000.619103100.311401800.0000.8709420	350657	03.11	2030986	8709420 SUBC	17-DEC-2025	10

In the Distributions window,
complete the **Distribution Line 2**:

- Click the **Amount** field.
 - Enter the portion of the invoice amount to charge to the second account.
- Click the **Account** field.
 - Follow the [directions above](#) to enter the Account information.
- Repeat this process for each account charged in the split distribution.

Distribution Line No	Amount	Account	Project	Task	Award	Expenditure Type	Expenditure Item Date	Expenditure Org
1	5423.11	9103100.000.619103100.311401800.0000.8709420	350657	03.11	2030986	8709420 SUBC	17-DEC-2025	10
2	100.00	2101195.000.123200000.321000000.0000.8706099						

Distribution Line No	Amount	Account	Project	Task	Award	Expenditure Type	Expenditure Item Date	Expenditure Org
1	5423.11	9103100.000.619103100.311401800.0000.8709420	350657	03.11	2030986	8709420 SUBC	17-DEC-2025	10
2	100.00	2101195.000.123200000.321000000.0000.8706099						

Split the amount of the invoice among multiple accounts

Review the **Distributions**:

- Check the **Amount** and **Account** fields for accuracy.
- Confirm that the total of the amounts charged to each account (**Distribution Total**) is equal to the **Invoice Amount**.

Distribution Line No	Amount	Account	Project	Task	Award	Expenditure Type	Expenditure Item Date	Expenditure Org
1	5423.11	9103100.000.619103100.311401800.0000.8709420	350657	03.11	2030986	8709420 SUBC	17-DEC-2025	10
2	100.00	2101195.000.123200000.321000000.0000.8706099						

Total of amounts charged to each account = Distribution Total

Distribution Line No	Amount	Account	Project	Task	Award	Expenditure Type	Expenditure Item Date	Expenditure Org
1	5423.11	9103100.000.619103100.311401800.0000.8709420	350657	03.11	2030986	8709420 SUBC	17-DEC-2025	10
2	300.00	2101195.000.123200000.321000000.0000.8706099						

Total of amounts charged to each account ≠ Distribution Total

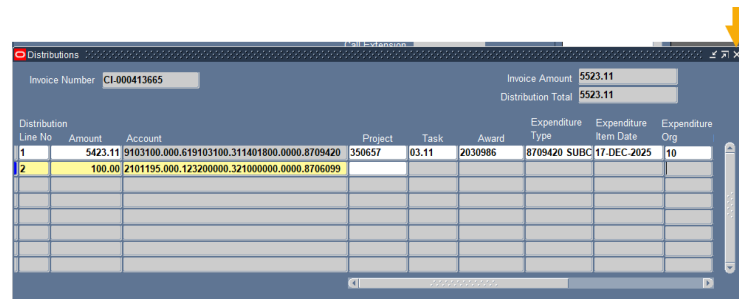
Save your progress:

- In the toolbar at the top of the Payment Request window, click the gold **Save** icon.



Close the **Distributions** window:

- Click the X in the upper right corner of the **Distributions** window to exit **Distributions** and return to the **Payment Request** form.



For next steps and additional training materials on generating Oracle Payment Requests, visit the [Financial Affairs Training Website](#).