

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.

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

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

Invoice Number	CI-00041366	Invoice Amount	5523.11
		Distribution Total	5523.11
Distribution			
Line No.	Amount	Account	
1	5523.11		

Complete the **Project** field:

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

Complete the **Task** field:

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

Invoice Number	CI-00041366	Invoice Amount	5523.11
		Distribution Total	5523.11

Complete the **Award** field:

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

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

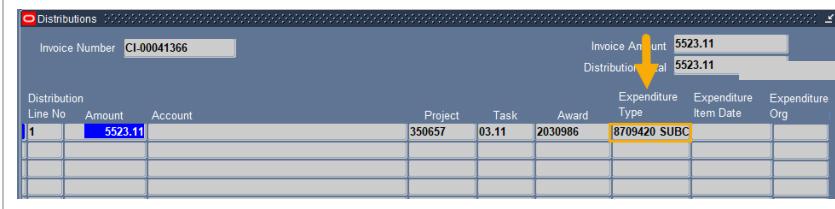


Complete the **Expenditure Type** field:

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

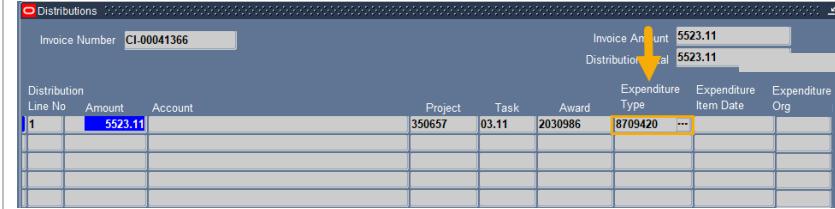
OR

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



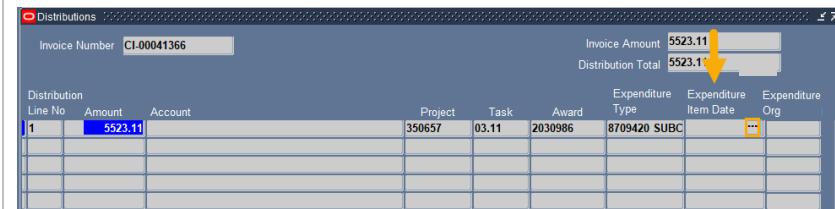
Complete the **Expenditure Item Date** field:

- 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:

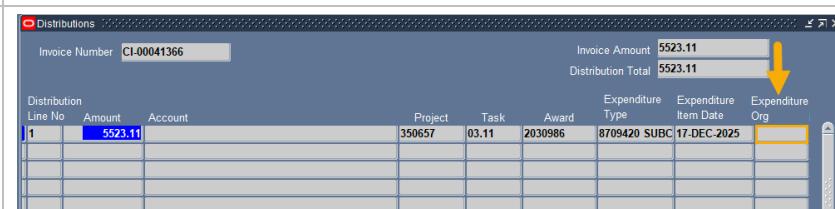
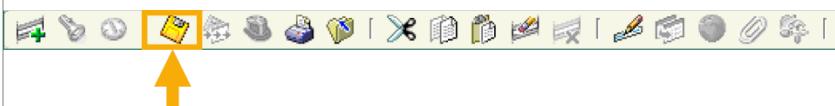
- Click the **Expenditure Org** field.
 - Enter 70 for Hospital.
 - Enter 10 for University.



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 Oracle Distributions window. At the top, it displays the Invoice Number (CI-000413665), Invoice Amount (5523.11), and Distribution Total (5523.11). Below this is a table with columns: Distribution Line No, Amount, and Account. The first row shows a distribution line with Line No 1, Amount 5523.11, and Account 9103100 000.619103100.311401800.0000.8709420. To the right of the table are fields for Project, Task, Award, Expenditure Type, Expenditure Item Date, and Expenditure Org. A yellow arrow points to the 'X' button 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 Oracle Payment Request window. At the top, it displays the Payment Request Number (7517006), Requestor (Dietz, Rebecca Jo), and Status (INCOMPLETE). Below this is a table with columns: Invoice Line Number, Invoice Number, Invoice Date, Invoice Amount, and Distribution Total. The first two rows show invoice lines with Line No 1 (CI-000413665, 17-DEC-2025, 5523.11, 5523.11) and Line No 2 (CI-000413665a, 17-DEC-2025, 100.00, 100.00). To the right of the table are buttons for Distribution, View All Distributions, and Apply Distribution to all invoices. A yellow arrow points to the 'Distribution' button.

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 Oracle Payment Request window. At the top, it displays the Payment Request Number (7517006), Requestor (Dietz, Rebecca Jo), and Status (INCOMPLETE). Below this is a table with columns: Invoice Line Number, Invoice Number, Invoice Date, Invoice Amount, and Distribution Total. The first row shows an invoice line with Line No 1 (sample123, 29-DEC-2025, 7500.00, 7500.00). To the right of the table are buttons for Distribution, View All Distributions, and Apply Distribution to all invoices. A yellow arrow points to the 'Distribution' button.

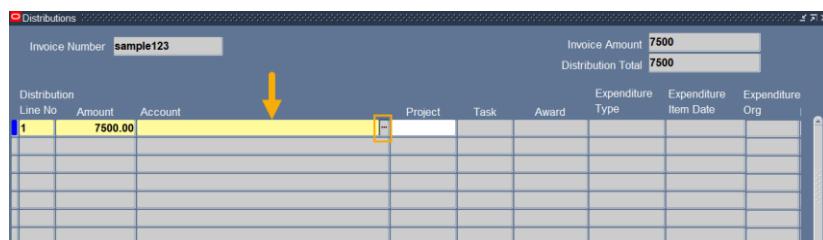
In the **Distributions** window, complete the **Amount** field:

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

The screenshot shows the Oracle Distributions window. At the top, it displays the Invoice Number (sample123), Invoice Amount (7500), and Distribution Total (0). Below this is a table with columns: Distribution Line No, Amount, and Account. The first row shows a distribution line with Line No 1, Amount 7500, and Account. To the right of the table are fields for Project, Task, Award, Expenditure Type, Expenditure Item Date, and Expenditure Org. A yellow arrow points to the 'Amount' field in the table.

Open the **UAB_AKF** search window:

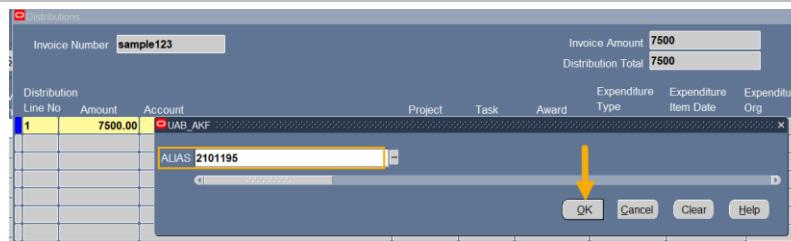
- Click the **Account** field.
 - Click the List of Values (LOV)  button.



The screenshot shows the 'Distributions' window with an invoice number of 'sample123'. The distribution table has one row with Line No. 1, Amount 7500.00, and Account 2101195. The 'Account' column is highlighted with a yellow box and a yellow arrow points to the LOV button in the header.

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.



The screenshot shows the 'Distributions' window with the 'ALIAS' field containing '2101195'. The 'OK' button is highlighted with a yellow box and a yellow arrow points to it.

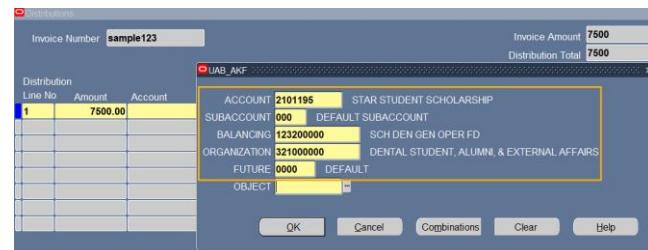
Note: The **ACCOUNT**, **SUBACCOUNT**, **BALANCING**, **ORGANIZATION**, and **FUTURE** fields should auto-populate based on the **ALIAS**.

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.

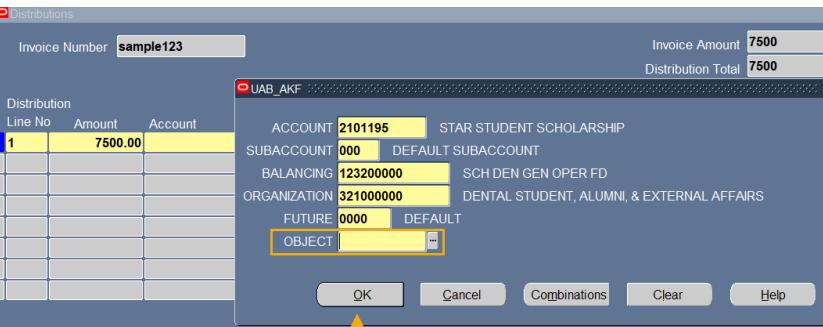


The screenshot shows the 'Distributions' window with the 'OBJECT' field expanded. It displays account details: ACCOUNT 2101195 (STAR STUDENT SCHOLARSHIP), SUBACCOUNT 000 (DEFAULT SUBACCOUNT), BALANCING 123200000 (SCH DEN GEN OPER FD), ORGANIZATION 321000000 (DENTAL STUDENT, ALUMNI, & EXTERNAL AFFAIRS), and FUTURE 0000 (DEFAULT). The 'OBJECT' field is highlighted with a yellow box and a yellow arrow points to the 'OK' button.

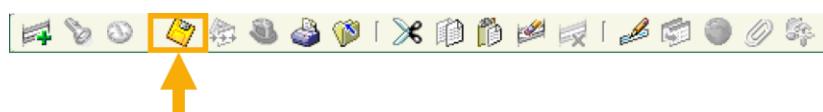
Save your progress:

- 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.



The screenshot shows the 'Distributions' window with the 'OBJECT' field expanded. It displays account details: ACCOUNT 2101195 (STAR STUDENT SCHOLARSHIP), SUBACCOUNT 000 (DEFAULT SUBACCOUNT), BALANCING 123200000 (SCH DEN GEN OPER FD), ORGANIZATION 321000000 (DENTAL STUDENT, ALUMNI, & EXTERNAL AFFAIRS), and FUTURE 0000 (DEFAULT). The 'OK' button is highlighted with a yellow box and a yellow arrow points to it.



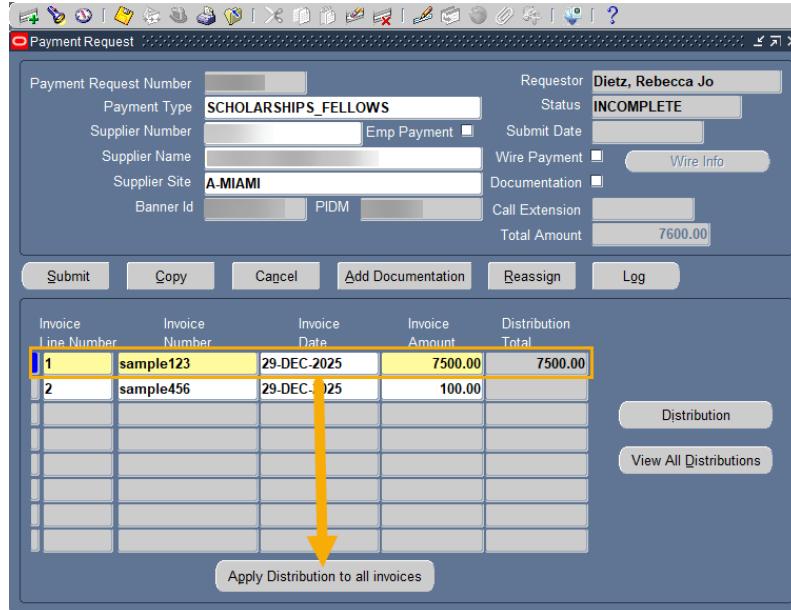
Close the **Distributions** window:

- 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

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.

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**.

Total of amounts charged to each account
= Distribution Total

Total of amounts charged to each account
≠ Distribution Total

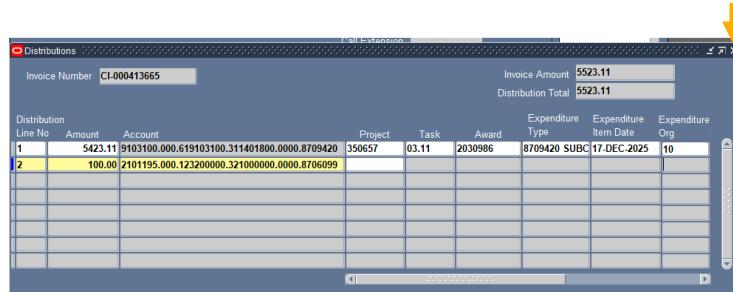
Save your progress:

- 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](#).