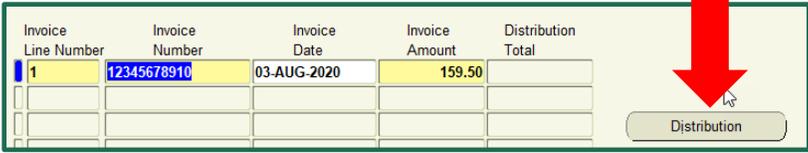
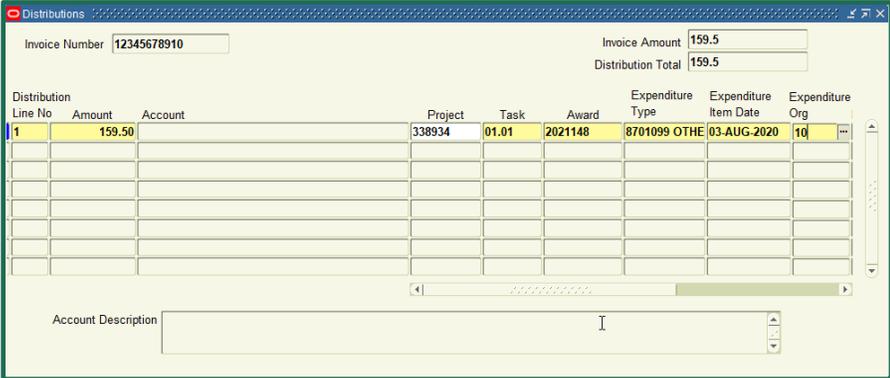
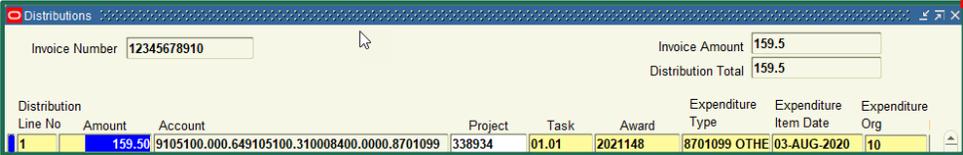


**Entering Payment Requests: Adding Grant (GA) Account Distributions**

<p>1. Click on an existing invoice line and then click on the <b>Distribution</b> button.</p>	 <table border="1"> <thead> <tr> <th>Invoice Line Number</th> <th>Invoice Number</th> <th>Invoice Date</th> <th>Invoice Amount</th> <th>Distribution Total</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>12345678910</td> <td>03-AUG-2020</td> <td>159.50</td> <td></td> </tr> </tbody> </table>	Invoice Line Number	Invoice Number	Invoice Date	Invoice Amount	Distribution Total	1	12345678910	03-AUG-2020	159.50									
Invoice Line Number	Invoice Number	Invoice Date	Invoice Amount	Distribution Total															
1	12345678910	03-AUG-2020	159.50																
<p>2. Click in the <b>Amount</b> field and enter the invoice amount.</p>	 <table border="1"> <thead> <tr> <th>Distribution Line No</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>159.50</td> </tr> </tbody> </table>	Distribution Line No	Amount	1	159.50														
Distribution Line No	Amount																		
1	159.50																		
<p>3. Go to the <b>Project</b> field and enter the grant account segment by segment as shown.</p> <p>Enter the valid object code in the <b>Expenditure Type</b> field.</p> <p>Enter the date in which the activity occurred in the <b>Expenditure Item Date</b> field.</p>	 <p>Invoice Number: 12345678910      Invoice Amount: 159.5 Distribution Total: 159.5</p> <table border="1"> <thead> <tr> <th>Distribution Line No</th> <th>Amount</th> <th>Account</th> <th>Project</th> <th>Task</th> <th>Award</th> <th>Expenditure Type</th> <th>Expenditure Item Date</th> <th>Expenditure Org</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>159.50</td> <td></td> <td>338934</td> <td>01.01</td> <td>2021148</td> <td>8701099 OTHE</td> <td>03-AUG-2020</td> <td>10</td> </tr> </tbody> </table> <p>Account Description: _____</p>	Distribution Line No	Amount	Account	Project	Task	Award	Expenditure Type	Expenditure Item Date	Expenditure Org	1	159.50		338934	01.01	2021148	8701099 OTHE	03-AUG-2020	10
Distribution Line No	Amount	Account	Project	Task	Award	Expenditure Type	Expenditure Item Date	Expenditure Org											
1	159.50		338934	01.01	2021148	8701099 OTHE	03-AUG-2020	10											
<p>4. After saving your information, click on the <b>x</b> located in the top right-hand corner to exit the form.</p>	 <p>Invoice Number: 12345678910      Invoice Amount: 159.5 Distribution Total: 159.5</p> <table border="1"> <thead> <tr> <th>Distribution Line No</th> <th>Amount</th> <th>Account</th> <th>Project</th> <th>Task</th> <th>Award</th> <th>Expenditure Type</th> <th>Expenditure Item Date</th> <th>Expenditure Org</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>159.50</td> <td>9105100.000.649105100.310008400.0000.8701099</td> <td>338934</td> <td>01.01</td> <td>2021148</td> <td>8701099 OTHE</td> <td>03-AUG-2020</td> <td>10</td> </tr> </tbody> </table>	Distribution Line No	Amount	Account	Project	Task	Award	Expenditure Type	Expenditure Item Date	Expenditure Org	1	159.50	9105100.000.649105100.310008400.0000.8701099	338934	01.01	2021148	8701099 OTHE	03-AUG-2020	10
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