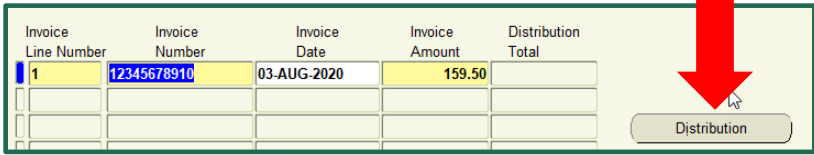
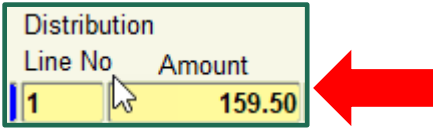
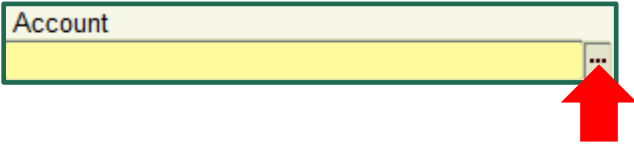
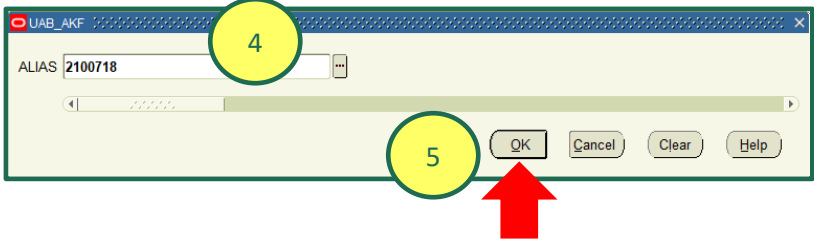
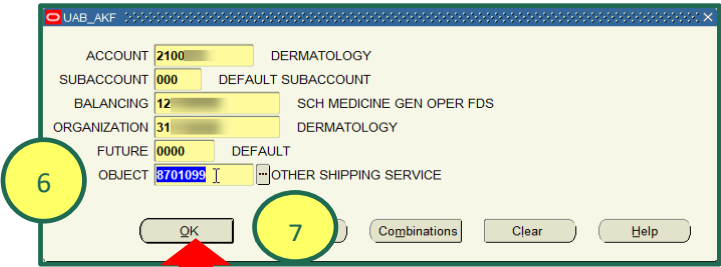


Entering Payment Requests: Adding General Ledger (GL) Account Distributions

<p>1. Click on an existing invoice line and then click on the Distribution button.</p>	
<p>2. Click in the Amount field and enter the invoice amount.</p>	
<p>3. Click in the Account field and then click on the List of Values (LOV) button.</p>	
<p>4. Enter the first seven digits of your GL account string in the ALIAS field.</p> <p>5. Click on the OK button.</p>	
<p>6. When the account string appears, enter a valid object code in the Object field.</p> <p>7. Click on the OK button.</p>	
<p>8. Click on the x located in the top right-hand corner to exit the form.</p>	