AP Award / Refund Payment Template Instructions
(Revised July 2016) release15.00

Contents

NOTES:

- This template is a protected worksheet that allows data to be entered only in certain cells.
- The template can be downloaded from the Financial Services web page under Forms. It is a "Read Only" Excel spreadsheet. To use the template you will need to save it with a different file name.
- This form is used for small dollar check payments to individuals for departmental refunds, royalties, research subjects or non-employment related awards.
- It is never to be used for payment of personal services or wages, such as Independent Contractors, payment to companies, employment-related awards, or business or travel reimbursements.
- The spreadsheet will be processed correctly if typed in mixed case, but it is required that you use upper case for readability and consistency.
- If you have any questions call Accounts Payable at 2-3845.

VALIDATION:

- The spreadsheet is designed to notify you of some basic, common data entry oversights (mistakes). Some examples of the types of errors tracked are:
  - Blank cell when a value is required
  - Some data has a size requirement (e.g., not more characters than 5)
  - The invoice date cannot be more than 1 year old (365 days to be specific)
  - A 1099 mismatch occurs if only one of 1099 code and the Tax ID are populated
- The error trail is identified by red and pink colored cells.
- In the top left corner are general warnings indicating the types of errors on the page.
- To identify the column(s) that have errors, look at rows 13, 14, 15 and scroll to the right.
- Any column with a red or pink cell has an error in one or more of its cells. The type of error is identified by the colored cell at the top of the column.
- Look down that column, the red or pink cell is where the error is located. The erroneous data is highlighted.
- When you make the correction, the colors disappear.
- This "search by color" mechanism allows you to easily identify a single mistake even if there are a hundred rows of data.

Heading

Department
The name of the originating department

Description
A general description of what you are paying for

Prepared By
Your name

Address & Phone
Your address and phone number –
> This is where Accounts Payable will contact you if there are any problems or questions.

Email Notification
Your email address –
> Accounts Payable will send an email when it has been processed. You may only enter one email address.

File Name
This is a name that you assign –
> If you call with questions you can refer to it by this name. Each file sent should have a distinctive name.
> Example: chemistry 12-16-03.xls

Date Prepared
Cell E10:
> Today's date is entered automatically and used by each record entered. You may change the date by overwriting it with the date of your choice. The date you enter must be in the format of YYYY-MM-DD.

To Print
Cell D8 (in purple)
> There is a default print area defined that will print the heading and first 50 rows.
> **To print the first 50 rows:** Press Ctrl-P then click OK
> **To print more lines:**
>> Highlight the cells to be printed (usually C1:Uxxx)
>> File> print area> set print area
>> Press Ctrl-P
>> Click OK
> **To see the currently defined print area:** file> print preview, then click close

Note: Totals on row 11 (header row) are calculated automatically and should not be modified.

Defaults:

- A record is entered as soon as a value is put into the vendor name (Column B).
- Besides Date Prepared, there are four other default values that will be copied into each record entered.
- For default values defined, that value will be copied into each row and can be overwritten in any individual cell.
  - 1099 Code Enter the default value in Cell C18
  - Operating Unit Enter the default value in Cell F18
  - Account Enter the default value in Cell G18
  - Class Enter the default value in Cell H18

Body

Payee's Name

[Found in column B]

- The Vendor Name is limited to 40 characters.
- This is to whom the check is to be paid.
- Always have the first name followed by the last name (e.g. SANTA CLAUS)

1099 Code

- Only use this if making a 1099 payment.
- For non-1099 transactions, this must be blank.
- When paying Royalties the code is 02.
- When paying Awards and Research Subjects use code 03.

TIN (Tax ID Number)

- A TIN is either a Social Security Number or a Federal ID.
- Enter this information into column D.
- These must have 9 digits and are required for all 1099 payments.
- When entering, do not include any dashes or spaces in the number.
- For non-1099 transactions, this must be blank.
- If you have any questions about this, call Accounts Payable at 422-3845.

NOTE: Although TINs are preferred, if you do not have the vendor TINs, you may enter the vendor's BYU IDs into column E. Do not enter TINs and BYU IDs. Use one or the other.

BYU_ID

- A BYU_ID is the number on the identification card for a BYU Student and/or Employee
- Enter this information into column E.
- These must have 9 digits and are required for all 1099 payments.
- When entering, do not include any dashes or spaces in the number.
- For non-1099 transactions, this must be blank.
- If you have any questions about this, call Accounts Payable at 422-3845.

NOTE: Only the TINs or the BYU IDs should be present; not both.

OPERATING UNIT (SpeedType)

- Operating units are 8 characters and cannot contain spaces or dashes.
- This is a required field and cannot be left blank.

ACCOUNT

- Account numbers are 4 digits and must come from the approved chart of accounts list.
- (See Financial Services web page under Services, Accounting, Expense and Revenue Accounts)
- Accounts in the 5000 series should not be used, as they are reserved for payroll.
- This is a required field and cannot be left blank.

CLASS

- Classes are 5 characters.
- This is a required field and cannot be left blank.

AMOUNT

- This is the amount that is to be charged to this account.
- When the amount is entered, the invoice date is automatically entered as the date found in Date prepared (cell F10). The Amount is a required field and cannot be left blank.

HOLD FOR PICKUP?

- Enter Y into column J if you want the check held at A-153 for pickup.
- Leave blank if you want the check mailed to the address that you have provided.

NOT A U.S. CITIZEN?

- Enter Y into column K if this individual is not a U.S. citizen.
- Leave blank if they are a U.S. citizen.
- When making a 1099 payment to an individual that is not a U.S. citizen, more documentation may be required.
- For more info about this, contact Tax Specialist at 2-8098 or Regulatory Accounting Director at 2-6639.

VENDOR NUMBER

- Do not enter anything in this field. It is for Financial Services only.

PAYEE'S NAME

- The Vendor Name is duplicated from column B.
- This is a protected field, so changes should not be made here.

INVOICE NUMBER

- If you have an invoice number that you would like us to use, enter it here.
- If left blank, an invoice number will be assigned by Accounts Payable.

INVOICE DATE

- Today's date is entered automatically as the default date.
- If you want to use a different invoice date, overwrite the default value.
- The date you enter must be formatted as YYYY-MM-DD. Any other format will fail the edits.
- Enter the date from the invoice. If there is no date, enter today's date.
- This is a required field.

VENDOR LOCATION

- This defines the vendor's company location and is specified when the vendor is created or maintained.
- If the Location specified is invalid or blank, the vendor's default location is used.

ADDRESS NUMBER

- This defines the number given to each mailing (or physical) address assigned to the vendor.
- This number is created when the vendor is created or maintained.
- If the Address Number specified is invalid or blank, the vendor's default address number is used.
- When Address Number is specified, the program assumes this is the remittance address on the voucher. PAYEE'S ADDRESS 1-3:
- This is the address where the check should be mailed.
- If the payment is a 1099 payment, then it must be an off-campus address.
- You may use up to three lines for the address.
- Address 1 is required.

PAYEE'S CITY

- Enter the city that corresponds with the address.
- This is a required field.

VENDOR STATE

- The vendor state is limited to two characters.
- Use the standard abbreviation.

VENDOR FOREIGN COUNTRY

- If the check is to be mailed to a foreign country, enter country here. If not, leave blank.

VENDOR POSTAL CODE

- The Vendor Postal Code is limited to 12 characters.
- The 5 digit code is required for all US payments.
- The 4 digit extension is optional.

COMMENTS

- If you have anything that you would like to tell Accounts Payable about this payment, you can write it here.
- Also, if there is something that you want printed on the check remittance, enter it here. This will not appear on the printed version of your AP Upload, only on the electronic version.

Authorization, Documentation, and Submitting the File

1. To import, drag and drop the finished spreadsheet into the box in web form step 2.
2. To print a copy of the spreadsheet for your records:
   a. To print the first 50 lines:

    i. Press Ctrl-P
    ii. Click OK
  b. To print more lines:
    i. Highlight the cells to be printed (usually C1:Uxxx)
    ii. file> print area> set print area
    iii. Press Ctrl-P
    iv. Click OK

Printing Reports for your Records

Listing transactions for paper documentations
There is only one report associated with this spreadsheet. It is a list of the transactions constituting this upload.
The number of transactions being processed varies greatly; therefore Excel has the capability of limiting the number of paper sheets consumed.
If the number of transactions is 62 or less, click on the bottom tab print_to_line_62
If the number of transactions is 124 or less, click on the bottom tab print_to_line_124
If the number of transactions is 186 or less, click on the bottom tab print_to_line_186
If the number of transactions is 350 or less, click on the bottom tab print_to_line_350
If there are more than 350 transaction to process you can do one of two things.

1. Create two or more upload files. (Preferably no more than 100 vendors per file)
2. Call OIT for special modification support.

After selecting the set of transactions to print
Press ctrl-P
Make any adjustments necessary (like number copies, collate, etc.)
Click OK
The file>print menu option is the same process

Sending printed reports to AP is no longer required.