

# AP Prize / Refund Payments

The AP Prize / Refund Payments online form is used to submit Prize, Refund, or Royalty information to Accounts Payable for payment processing.

Backup documentation is to be retained in your department and not submitted to AP.

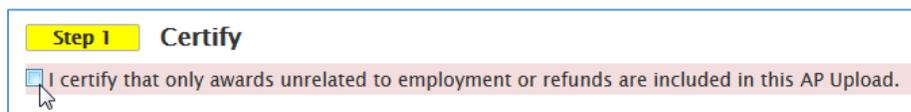
Some substantiation documents may still be required by Purchasing (W8-Ben and W9) and Research Accounting. You will be prompted how to get those documents to the proper office.

To begin go to <https://fsforms.byu.edu/index/APUpload>

There are entries on the form that are required. These are highlighted or shaded in red.

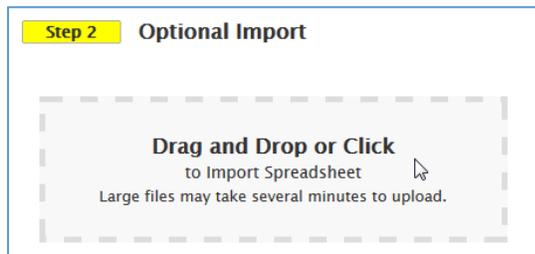
## Entering a Batch

**Step 1:** The Certify check box is required to be checked.



The red shading disappears when the box is checked.

**Step 2:** This is step optional. You may choose to import an AP Upload Template spreadsheet that you have previously entered the data into. You can click anywhere in the 'Drag and Drop' box to browse for the file or you can drag the file to the box.



**Step 3:** The Direct Entry step requires you to manually enter the data. The user submitting the payment data should fill in the Description and verify all the other information is correct. The user information is populated based on your login authentication. If a spreadsheet has been imported, the user and department information is loaded from the spreadsheet.

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**Step 3** Direct Entry

Description (max 30 characters) <input type="text"/>	Address <input type="text" value="B-61 ASB"/>	Phone <input type="text" value="801-422-6628"/>
Department <input type="text" value="Administrative Solutions"/>	Email Notification <input type="text" value="Ed_McCracken@byu.edu"/>	Submission Date 10/07/2015
Prepared By <input type="text" value="Ed L McCracken"/>	Net ID <input type="text" value="elm59"/>	

**Step 4:** If manually entering the data, you can use the Defaults section to assist in the entry. The Defaults in conjunction with the **Add Rows** functionality will allow *multiple transaction lines* to be populated with the *same data*. You can change the data in the Defaults and it will *only affect* those transactions that are added until you change the Defaults and add again.

Defaults - Will autofill the row cells when added.

Type	Operating Unit	Account	Class	Amount	Hold for Pickup?
AWARD	01234567	1820	00000	<input type="text"/>	<input type="checkbox"/>

**Step 5:** Adding transaction rows is accomplished with the **Add Rows** button. You can change the number of rows you are adding. The values in the Defaults section will be applied *only* to the new rows being added.

The Save button saves your entries until you submit them.

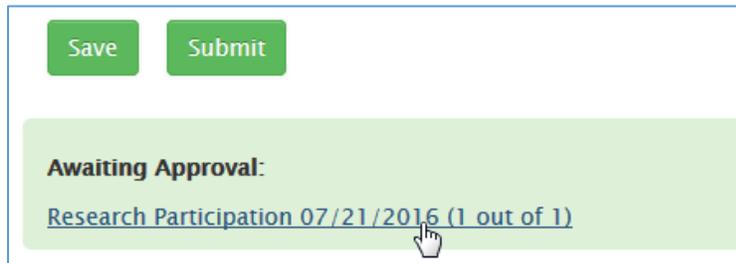
Once saved, the batch will show at the TOP as INCOMPLETE until you submit the batch.

**AP Award/Refund Payment**

**Incomplete:**  
July Refund Payments 07/21/2016 (5 out of 5)

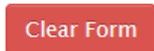
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The Submit button will submit the transactions to the Department or College Controller for approval. This step will outline how to submit the documents to Purchasing and/ or Research Accounting



A screenshot of a web form interface. At the top, there are two green buttons labeled 'Save' and 'Submit'. Below them is a light green shaded rectangular area containing the text 'Awaiting Approval:' followed by a blue hyperlink that reads 'Research Participation 07/21/2016 (1 out of 1)'. A mouse cursor is pointing at the end of the hyperlink.

The Clear Form button will clear the form of all entries.



A single red button with the text 'Clear Form' in white.

## Deleting a batch

\*Only saved batches in Incomplete status (listed in the blue shaded area) may be deleted.\*

**Step 1:** Use the “Clear Form” button if any data is in form

**Step 2:** Double click on batch to be deleted

**Step 3:** Remove all lines from the batch using the “Remove” button

**Step 4:** Use the “Delete” button located above the User Phone field



A screenshot of a form section. At the top right is a red button labeled 'Delete' with a mouse cursor over it. Below the button is a 'Phone' label and a text input field containing '801-422-6628'. Underneath the phone field is a 'Submission Date' label and a text input field containing '07/21/2016'.

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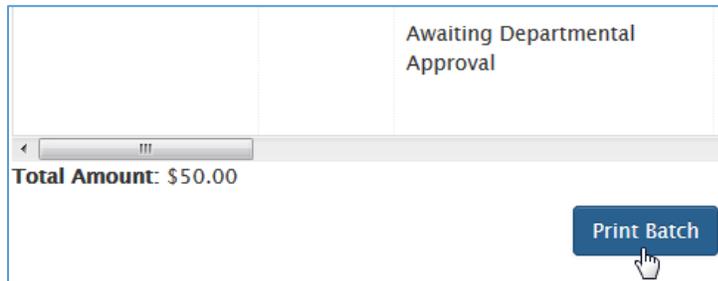
## Printing a batch

Only batches awaiting approval (listed in the green shaded area) may be printed.

**Step 1:** Use the “Clear Form” button if any data is on the form

**Step 2:** Double click on the batch to be printed

**Step 3:** Use the “Print Batch” button located at the bottom of the transaction entry grid.



**Step 4:** Print from .pdf

## Who is approving my batch?

**Step 1:** Use “Clear Form” button if any data is in form

**Step 2:** Only the batches awaiting approval (listed in the green shaded area) may be checked

**Step 3:** Double click on the batch to be reviewed

**Step 4:** Review the **Current Status** for each row in the batch

Needed Attention	Remove	Current Status
		Awaiting Purchasing Approval (2-5644)
		Awaiting Purchasing Approval (2-5644)
		Awaiting Research Approval (2-5990)
		Awaiting Research Approval (2-5990)
		Awaiting Tax Approval (2-7100)