

UConn Accounts Payable
EXCEL SPREADSHEET INSTRUCTIONS
FELLOWSHIP PAYMENTS

This spreadsheet is for fellowship and award payments only.
Flat File available at: [fellow.xls](#)

DO NOT CHANGE THE FORMAT OF THE SPREADSHEET IN ANYWAY!!

- Column A: For **A/P use only**.
Column B: DBACCT – Enter your 10 digit FRS number, no dashes or slashes.
Column C: For **A/P use only**.
Column D: For **A/P use only**.
Column E: Vendor Name - MUST BE ALL CAPS, First name, space, last name with an asterisk prior to the last name. Ex: THOMAS *WESTON
Column F: Tax ID/SS# - 9 digit social security number, no dashes.
Column G: Street address
Column H: Additional address, if needed
Column I: City
Column J: State
Column K: Zip code. Ex: 06269 or 06269-3078
Column L: For **A/P use only**.
Column M: For **A/P use only**.
Column N: Invoice Date - date of your flat file, 8 digits. Ex: 08312004
Column O: Due Date - Date you need the check cut. **Reminder checks take 24 hours to cut. If you want the check for June 15th put June 14th as the due date. (Use Friday date for checks needed on a Monday.) Ex: 08312004.**
Column P: Invoice Amount – no decimals, no dollar signs. Ex \$285.00 would be entered as 28500
Column Q: For **A/P use only**

Sending the Excel spreadsheet for processing:

Send completed spreadsheet via E-mail to whoever has authorization to sign off on the expenditure, if not you. **The E-mail cover sheet should have a description of payment. Ex: Fellowship Spring 2005, it should also have your department name and the total amount of all fellowships.** The person who has signature authority will review the request and then forward the E-mail with the attached file to Accounts Payable for processing to Terri Richard, Lindsey Bocon and Mary McDougal via APFLATFILES@UCONN.EDU

The Award letters should be E-mailed along with the spreadsheet or faxed to X5803, if E-mailing is not possible.

Keep the original paper work in your files for Auditing purposes.

