

UCONN Accounts Payable
Instructions for using the Refund spreadsheet

This spreadsheet is for refund payments.

Flat File available at: [refund.xls](#)

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

Column A: A/P use only

Column B: DBACCT - Is your 10 digit FRS number, no dashes or slashes.

Column C: Vendor Name - **MUST BE ALL CAPS**, First name, last name with an Asterisk prior to the last name. Ex: THOMAS *WESTON

Column D, E, F and G: Fill in vendors address. **MUST BE ALL CAPS**.

Column H: Fill in zip, 5 or 10 digits

Column I: Fill in the short Description of reason for payment. You only have 15 spaces for the description.

Column J: Fill in dollar amount of refund. **NO DECIMAL POINTS AND NO DOLLAR SIGNS**. Ex. 4200 represents \$42.00

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 the following:

- 1) The reason for refund.
- 2) The total dollar amount of the list.
- 3) Reference any special mailing instructions. Ex. Call Tom for check pick-up x6053

PLEASE NOTE THAT FOREIGN ADDRESSES CAN NOT BE PUT ON A FLAT FILE FOR REFUNDS; PLEASE PROCESS THESE ON A CO-17.

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

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