

UCONN Accounts Payable
SERVICES RENDERED PAYMENT PROCESS USING FLAT FILES

STEPS FOR PROCESSING A SERVICES RENDERED FLAT FILE

This spreadsheet is for services rendered payments.

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

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

Column A: For **A/P use only**.

Column B: DBACCT - Is 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, 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

Column I: City

Column J: State

Column K: Zip code. Ex: 06269 or 06269-3078

Column L: Phone Number

Column M: E-Mail

Column N: Voucher Number - **A/P use only**.

Column O: 1099 field - **A/P use only**.

Column P: Invoice Date - date of your file, 8 digits. Ex: 08312004

Column Q: Due Date - Date should be one day or more before the check is needed, two days or more if the check is over \$10,000.00. (No Friday dates) 8 digits. Ex: 08312004

Column R: DBINV# - **Date of event**

Column S: CRINV# - **A/P use only**

Column T: INVAMT - Invoice Amount – no decimals, no dollar signs. Ex \$285.00
as 28500

Column U: Tax – **A/P use only**

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 service that is being rendered and the date the service was/will be performed.
- 2) The total dollar amount of the list.
- 3) E-mail should state if Payees are U.S. Citizens or not.
- 4) Reference any special mailing instructions. Ex. Call Tom for check pick-up x6053

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.