**Instructions for completing reimbursement to UGA employee for research participant payments spreadsheet upload template**

An Example row has been provided for reference. It is highlighted in yellow. This row is locked by Accounts Payable and is not available to be removed.

**Shaded columns are locked by Accounts Payable and not allowed for modification. Highlighted rows are provided as an example. Do not delete or modify these fields.**

Spreadsheet Uploads are most appropriate for items that charge one chartfield distribution.

Invoice Number: This will be a unique identifier for the transaction. It should be a reference that will allow you to pull relevant details later.

Invoice Date: Date of service.

Supplier ID: Do not key in. Accounts Payable will populate this field.

Gross Invoice Amount: The **total** amount of the payment to be paid. DO NOT format with dollar signs or commas. Do not input more than 2 decimal places.

Voucher Line Number: This number represents the equivalent of an invoice line number. If you are processing 1 payment to this particular research participant, you would input a 1 into the field.

Description: This should be a short 30 character or less description of services provided. For example, for research participant, you may want to use a description of Research Part.

Merchandise Amount: This should be the dollar value for the voucher line. DO NOT format with dollar signs or commas. Do not input more than 2 decimal places.

Voucher Line Number:. This number represents the equivalent of a invoice line number. If you are processing 1 payment to this particular research participant, you would input a 1 into the field.

**It should always match the voucher line number in the first column (between Gross Invoice Amount and Description.)** For instance, an invoice with 3 lines and a single distribution would have a 1, 2, 3 on 3 separate rows but each line would have a distribution of 1.

Distribution Line: This should be relevant to the Voucher Line Number. For example, if you have Voucher Line Number 1, you can have distribution line 1 for one chartstring distribution, and if Voucher Line Number 1 is to be split between 2 distributions, you would indicate the second distribution in the following row by putting again Voucher Line Number 1, but you would mark Distribution Line 2 on the second row.

The following field compile the chartstring distribution for the charge:

Account: Used to identify expenditure classification. Previously referred to as “Object Code” at UGA.

Department: UGA department number.

Merchandise Amount: This should be the dollar value to be charged to the referenced chartfield distribution. DO NOT format with dollar signs or commas. Do not input more than 2 decimal places.

PC Business Unit: Project Costing Business Unit. This is a required field if a Project is being used.

Activity: Identifies activities and specific tasks that make up a project.

Operating Unit: Used to identify locations for financial tracking and reporting. This chartfield is not mandatory.

Fund Code: Required 5 digit code that maintain a self-balancing set of accounts that segregate financial information for the purpose of carrying on specific activities and meet the objectives of various state regulations, restrictions or other limitations.

Class Field: More detailed indicator or classification of the funding source.

Program Code: Classifies transactions according to their function within or across the institution.

Budget Reference: Budget year in which the expense originates-the fiscal year for budget basis. This should be the four digit fiscal year.

Chartfield 1: Optional chartfield. Can be used if there is a need to track specific expenses for departmental or institution wide activities.

Project: Identifies transactions associated with a capital project or grant. It provides additional functionality unique to projects accounting. Can be used for both sponsored and non-sponsored purposes.

Employee Name: Employee name as listed in Payroll data for UGA

Employee ID Number: Employee ID number at UGA

Completed spreadsheets should be emailed to [apupload@uga.edu](mailto:apupload@uga.edu). Any relevant supporting documentation should be attached to the email.