

PANDA ENHANCEMENTS

INFORMATION SESSION GUIDE

EFFECTIVE: APRIL 19, 2021



This guide will describe the changes that have been made to PandA.

It will provide an overview of what has changed, the change rationale and the change benefits.



Understand impact and benefits of the PandA enhancements.

Review the impact of the changes on workflows.

Highlight best practices and changes to related procedures.



This guide includes the slides and notes from Information Sessions held in April 2021.

TABLE OF CONTENTS

PandA Enhancements: Rationale & Overview	3-4
PandA Template Updates	5-8
PandA Template Examples	9-10
PandA Best Practices	11
Updated Procedures Review	12
Questions	13

PANDA ENHANCEMENTS: RATIONALE

Yale

PandA has been enhanced in response to:

- Feedback that setting up students as suppliers using Workday is lengthy and requires extensive information.
- Request for ability to disburse funds electronically for PandA.

PandA has been enhanced to:

- Replace Workday Supplier Request as the primary way for departments to set up students as university suppliers.
- Provide the ability to disburse funds -electronically.
- Allow PandA to be used for international students.

PANDA ENHANCEMENTS RATIONALE

- **Provide an easy and efficient way to setup students as suppliers.**
- **Disburse funds electronically via PandA.**
- **Allow PandA to be used for international students.**

PANDA ENHANCEMENTS: OVERVIEW

Yale

EXPANDED USES FOR THE PANDA TEMPLATE

- PandA will still be utilized, as it today, to initiate payments for prizes, awards and fellowships.
- Effective April 19th, PandA will also become the primary way for departments to set up students as a university suppliers, not just those that are going to receive Prize and Award payments.**

This enhancement provides an additional means to set up a student as a supplier. Although the Workday CREATE SUPPLIER REQUEST function may still be used to set up student suppliers, using this PandA enhancement will make the process easier, faster, and more efficient.

NOTE: This enhanced functionality will set the student up as supplier only; it will not disburse the payment itself. PandA will only initiate payment for prizes and awards. PandA CANNOT be used to initiate any other payments, such as services and reimbursements. Therefore once the supplier is set up using PandA, any other disbursement must be requested using Supplier Invoice Request.

- PandA will now allow international students to be paid through PandA.**

CHANGES TO THE PANDA TEMPLATE

- New fields have been added.** Selections can be made for payment type, payment date, and check handling.
- New Payment types have been added.** PandA payments are no longer limited to Checks. Electronic Accounts Payable disbursements can now be made through Zelle, the preferred payment type. For existing Workday suppliers with banking data on file, ACH and foreign Wire payments are also options.
- The Payment Date field** will allow selection of a future payment date up to 60 days from the submission date.
- The Check Handling field has been added.** The ease of electronic payments will minimize the use of checks as a form of payment. In the event that a check payment is necessary, Mail Check or Special Pickup options may be specified.

►Effective: April 19, 2021

EXPANDED USES FOR THE PANDA TEMPLATE

To disburse Prizes, Awards, Fellowships and Stipends to undergraduate and graduate students.

►To set up a student as a supplier, the PandA template can now be used as an alternative to Create Supplier Request in Workday.

►To disburse Prizes, Awards, Fellowship and Stipends to International Students

CHANGES TO THE PANDA TEMPLATE

- New fields have been added:
 - Payment Type
 - Supplier Setup Only
 - Payment Due Date
 - Check Handling
 - Country

- New Payment Types have been added for :
 1. Zelle (Digital Disbursement)
 2. Foreign Wire Payments (Existing Suppliers Only)
 3. ACH (Existing Suppliers Only)

- When using the PandA template to create a student as a supplier, Zelle or Check can be designated as the payment type for the supplier.

BENEFITS

1

SET UP TIME for STUDENTS AS SUPPLIERS IS REDUCED FROM 3-5 BUSINESS DAYS TO JUST MINUTES.

2

ABILITY TO PICK A FUTURE DATE FOR THE PANDA DISBURSEMENTS

3

PAYMENT TYPE CAN BE ADDED AUTOMATICALLY WITHOUT EMAILING supplier.change@yale.edu.

BENEFITS

These changes will result in a dramatic reduction in the time it takes to set up suppliers. It can take between 3-5 business days using the “Create Supplier Request” in Workday. Using the new PandA template will reduce the set-up time to just a few minutes.

These changes do not replace payments or reimbursements made to students through payroll, GSPS, Banner, or expense reimbursements. These processes remain in place and should be utilized as they are today. Zelle is not used as a payment type for those processes; Zelle will only be implemented as a payment type for disbursements made through Accounts Payable. ***The specific Accounts Payable processes impacted by this change are supplier request, supplier invoice request, and PandA.***

PandA TEMPLATE INSTRUCTIONS

The PandA template includes detailed instructions for completing the template. These instructions have been updated to include and describe the new fields that have been added.

This guide will describe the new fields and best practices. New PandA users with questions should contact the Finance Support Center, for assistance.

General Instructions		
The Prizes and Awards Batch Upload process is intended to simplify the data collection process to issue payments to students. By uploading student data based on the student's Universal Person Identifier (UPI), the process will pull current name and address data from Banner which will serve as the basis for the non-employee supplier data to which the payment will be issued. Uploaded data will also be edited to ensure that the charging Instructions and other data is valid. Note that:		
<ul style="list-style-type: none"> - Users should be certain to run the Validate Only process and review output in detail to ensure accuracy before running the Validate and Approve process. It's possible that data that is not scrutinized could still pass validation yet result in payments to the wrong individuals, COA segments, etc. 		
Effective April 2021, the application can also be used to set up a new supplier record for a student by entering only the Recipient UPI, Preparer UPI, Description (i.e. reason for setting up the supplier) and Supplier Setup Only = Yes.		
Column	Required?	Usage Notes
Recipient's UPI	Yes	<ul style="list-style-type: none"> - Enter the student's 8-digit Universal Person Identifier (UPI). The upload will pull student data from Banner based on the UPI. - You may obtain UPI data by looking the student up via the web-based phone directory at http://directory.yale.edu (login is required to see all data).
Recipient Name	No	<ul style="list-style-type: none"> - Enter the student's name for reference purposes only as you create the spreadsheet. - The upload process will pull the student's name from Banner and disregard the name you entered on the original spreadsheet.
Supplier Setup Only	No	<ul style="list-style-type: none"> - Select "Yes" from the drop down if you would like PandA to create just the supplier record. No invoice will be created. It will create a supplier record only with a US-based address pulled from Banner.
Preparer UPI	Yes	<ul style="list-style-type: none"> - Enter the Preparer's 8-digit Universal Person Identifier (UPI). The upload will pull the Preparer's name from the HR Database. - Each batch must have the same Preparer UPI for all rows. Copy and paste the UPI to all rows in the file. - The Preparer UPI must be different from the P2P Cost Center Approver who performs the Validate and Approve step. - You may obtain UPI data by looking the person up via the web-based phone directory at http://directory.yale.edu (login is required to see all data).
Amount	Yes	<ul style="list-style-type: none"> - Enter the Amount of the Prize or Award in nnnn.nn format (e.g., 1500.00). If using Zelle, the maximum Amount is \$50,000.
Description	Yes	<ul style="list-style-type: none"> - Enter a Description of the Prize or Award (e.g., JOHN WADE PRIZE). The Description will appear on the awarded check or Zelle payment. - If record is for Supplier Setup Only, enter the reason a supplier record is needed.
Payment Type	Yes	<ul style="list-style-type: none"> - Select payment type from the drop down list. The available options are: Zelle, Check, ACH, and Wire. Please note, for ACH and Wire, the supplier record and its banking data must already exist in Workday. PandA will only create a NEW supplier record with Zelle or Check selected as a payment type.
Payment Date	No	<ul style="list-style-type: none"> - Leave this field blank to default the payment date to the current date. If you would like the invoice paid in the future, enter the date in the following format: MM/DD/YYYY. Please note, you can only schedule a payment up to 60 days from now.
Check-Handling	Conditional	<ul style="list-style-type: none"> - For payment method via Check, please pick the desired option: "Mail Check" or "Special Pickup 2 Whitney". For electronic payment method (i.e., Zelle, ACH or Wire), this field must remain blank.
Charging Instructions	Yes	<ul style="list-style-type: none"> - For Prizes and Awards, valid Spend Categories are limited to 8 values; SC077 Stipend or Fellowship – Degree Candidate, SC078 Stipend or Fellowship - PostDoctoral, SC079 Stipend or Fellowship - Other, SC293 Prizes and Awards, SC528 Tuition Discount or Remission, SC529 Tuition Discount or Remission - Non-taxable, SC661 Student Loan Writeoffs – disbursement, and SC662 Disbursement of Clerkship Loans and Similar.
- Spend Category	Yes	<ul style="list-style-type: none"> - For most transactions, use CO01 - Yale University.
- Company	Yes	<ul style="list-style-type: none"> - For most transactions, use CO01 - Yale University.
- Gift	Only one of these fields is required.	<ul style="list-style-type: none"> - Gift - Donor gift - endowment or current use.
- Grant	Only one of these fields is required.	<ul style="list-style-type: none"> - Grant - Specific sponsor-funded arrangement.
- Yale Designated	Only one of these fields is required.	<ul style="list-style-type: none"> - Yale Designated - Funding that is not subject to external restrictions (by agreement with sponsor or donor contribution); may be internally allocated or designated.
- Cost Center	Yes	<ul style="list-style-type: none"> - Identifies financial responsibility and management for officially acknowledged business units (departments, sections, etc.).
- Program	Yes	<ul style="list-style-type: none"> - Identifies ongoing functional activities at the level of detail required to regularly answer questions and provide reports to Deans, Chairs and Directors.
- Project	Yes	<ul style="list-style-type: none"> - Accumulates costs related to an activity that is more limited in scope than Program and meets local reporting needs below the Dean/Chair/Director level; often an activity with known end date.
Address1	No	<ul style="list-style-type: none"> - Typically, address information is left blank as the process will pull the student's Permanent Address from Banner. - If a Permanent Address is not on file in Banner, you may enter the address, city, state, zip, and country in the spreadsheet. Also, if you have obtained a different address from what is stored as the Permanent Address in Banner, you may enter it in the address fields provided. This address will be used in lieu of the Banner address. - For international students, leaving the address blank will pull a US-based address on file in Banner. PandA cannot be used to create a supplier record with an international address. - Address data will be used to create the non-employee supplier record's connection. It will print on the check and be used to mail 1099 forms to the recipient.
Address2	No	<ul style="list-style-type: none"> - Optional. If Address1 is used, may be used to augment the address, such as with an apartment number.
City	No	<ul style="list-style-type: none"> - Optional. However, required if Address 1 is populated.
State	No	<ul style="list-style-type: none"> - Optional. However, required for US-based address, and if Address 1 is populated. Enter 2-letter abbreviation in caps. Leave blank for international addresses.
Zip	No	<ul style="list-style-type: none"> - Optional. However, required for US-based address and if Address 1 is populated. Enter either 5-digit zip or zip + 4 (e.g., 06489 or 06489-3729). Leave blank for international addresses.
Country	Conditional	<ul style="list-style-type: none"> - Optional. However, required for non-US address and if Address 1 is populated. For US-based address leave this field blank. Please note, non-US based addresses can be used only if the supplier record already exists in Workday. PandA will only create a new supplier record with a US-based address.
Primary Country	Either all the fields are filled out, or none.	<ul style="list-style-type: none"> - If the award is for international travel, select the country from the pull-down list where the travel will take place. - From the pull-down list, choose the primary activity (e.g., Study Abroad, Research, Cultural Exchange) expected to be performed in that country.
Primary Activity		<ul style="list-style-type: none"> - If the award will fund international travel, enter the estimated number of days of travel overseas.
Number of Days of Trip		

PandA TEMPLATE: NEW FIELDS

Yale

SUPPLIER SET UP ONLY

A key enhancement to PandA is the ability to set up new supplier records for Yale students - not just as part of paying prizes and awards, but as a quick way of setting up a student for any Accounts Payable disbursement.

For example, a group of students needs to be paid for a musical performance at a university event. Rather than setting up a series of individual supplier requests in Workday, PandA can be used to set them up using this new field without submitting an invoice.

As shown here, the SUPPLIER SETUP ONLY field defaults to blank, indicating "No". You can select "Yes" from the pull-down menu.

For Prizes and Awards invoices, there is no need to go through the SUPPLIER SETUP ONLY process in PandA. That process will automatically set the student up as a supplier when you submit it. The PandA SUPPLIER SETUP ONLY option would be used only if you are planning on submitting a supplier invoice request for some other type of Accounts Payable payment.

APPROVAL

The supplier setup only in PandA will require approval, as it does currently for all PANDA files. After saving the entered data, the preparer submits the file as 'Validate Only.' Within minutes, the preparer will receive an email with a validation report that provides details about the supplier(s) and indicating any validation errors. Once the preparer has verified that all the data is accurate, the preparer would then provide that file to an approver in their area to complete the VALIDATE AND APPROVE process. When validation has been completed, it will insert or create the new supplier records in Workday.

DESCRIPTION

A "Description" is also a required field when using the Supplier Setup Only feature in PandA. In the Description field, enter the reason that a supplier record is needed, such as to pay students for a musical performance, or to pay for services.

Supplier Setup Only

- Will enable users to create a new supplier record for an active Yale University student.
- Used to create the supplier record only; no invoice will be created for this supplier.
- Specify "Yes" via the pull-down; the Recipient UPI, Recipient Name, Preparer UPI, and Payment Type fields will be populated.

Recipient UPI	Recipient Name	Supplier Setup Only
		<input type="button" value="Yes"/> <input type="button" value="No"/>

Select YES from the drop down if you need PandA to create the supplier record ONLY. No invoice will be created for this supplier.

- The "Validate" and "Validate and Approve" processes would still be run resulting in a new supplier record created for the student.
- Users have the option of providing an address or accepting the address received from Banner.

For US Citizens and Permanent residents:	For international students:	For suppliers with a foreign address:
<ul style="list-style-type: none">• The student's Permanent domestic address in Banner will be used.	<ul style="list-style-type: none">• The student's US-based Permanent address in Banner will be used Or• The student's domestic address on file with OISS.	<ul style="list-style-type: none">• PandA cannot be used.• Create a Supplier Request instead.

ADDRESS INFORMATION

When using the SUPPLIER SETUP ONLY, the preparer has the option of allowing the system to pull the address information from BANNER, or, if there is an exception, the preparer can enter the address manually. The table at the bottom of the screen shows how this will be handled from BANNER.

For US citizens and permanent residents, which is the current population supported by PANDA, it is going to pull what is known as the permanent address from BANNER. That is typically the student's home address where the student's family lives.

For International students, PANDA will not create supplier records with international addresses. Instead, it will create a supplier record using a local address. Once again, leave the address blank within the template, and it will pull from BANNER, first the permanent address if they happen to have a US-based permanent address. Otherwise, it is going to pull a local address, most commonly what is on file with OISS. In cases where a foreign address is needed, the Supplier Request process would be used instead of PANDA.

PandA TEMPLATE: NEW FIELDS (continued)

Yale

PAYMENT TYPE

Another key addition to the PandA template is “Payment Type.” In the pulldown menu shown here, “Zelle” has been added as an additional payment type. It is set as the default selection and should be the payment type selected in most cases. Other options are available including “Check,” “ACH,” or “Wire.”

“ACH” and “Wire” are valid as selections if that supplier is already set up. Banking information for “ACH” and “Wire” cannot be created through the PandA SUPPLIER SET UP ONLY process. When creating a supplier, the payment type selection made here is the way the supplier connection is going to be set up. Although the preparer has the option of setting up with “Zelle” or “Check,” “Zelle” is the preferred option.

PAYMENT DATE

“Payment Date” is another key addition. If this field is left blank, payments for approved transactions will be paid on the same day as the transaction submission. If a future payment date is entered, the payment will be issued on the date specified. This would be a frequently used option for commencement.

NOTE: Zelle disbursements go out within minutes of being processed by a payee. Therefore, if the intent is for the payment to be issued in support of commencement, be sure to enter a future date if you are processing it in advance. The future date is limited to 60 days maximum beyond the submission date.

CHECK-HANDLING

If CHECK is selected for the payment type, the “Check-Handling” field will allow selection of check-handling options. A check may be mailed or may be prepared for a special pick-up at 2 Whitney. This field will be required for any check transaction.

COUNTRY

The last addition to the PandA template is “Country.” For an international student, specify the country if referencing an existing foreign address when issuing a wire payment.

Payment Type				
<ul style="list-style-type: none">Select the payment type from the drop-down menu: Zelle, Check, ACH, or Wire.Zelle is the default payment typeValidations will only accept ACH or Wire if an existing supplier record with that Payment Type and address already exists.				
Payment Date				
<ul style="list-style-type: none">Enter a payment date<ul style="list-style-type: none">The payment date will default to today's date if left blank. Enter a payment date if you want to have the invoice paid in the future				
<p>Note: You may only schedule a payment at maximum 60 days from now.</p>				
Check Handling				
<p>If Check is the specified payment type, selects either Mail or Special Pickup 2 Whitney.</p>				
Country				
<p>If entering an address, include the Country from the pull-down menu.</p>				
City	State	Zip	Country	Primary
				<p>For a NEW suppliers, this field must remain blank or must have the United States of America value. The NEW Suppliers records are ONLY created with domestic address.</p>

PANDA BATCH UPLOAD INSTRUCTIONS

Yale

Shown below is the updated Prizes and Awards Batch Upload page. This is the updated prizes and awards login page, where the PandA file may be uploaded to be processed. There are a few key changes on the screen:

- The first is that the template has changed. Therefore, beginning on April 19, 2021, everyone will need to choose the new template from this page.
- The text has been updated to describe the new features.
- Lastly, at the bottom of the page, because of the SUPPLIER SET UP ONLY enhancement, the “Validate and Approve” selection replaces “Validate and Pay.”

The screenshot shows the Yale Procurement - Prizes and Awards Prizes and Awards Batch Upload page. The header features a large 'Y' logo and the text 'Procurement - Prizes and Awards'. The main content area is titled 'Prizes and Awards Batch Upload'. It contains instructions for submitting check requests via process, including steps for downloading the Excel template, entering data, and validating the file. It also provides instructions for using the batch upload process, mentioning the 'Validate and Approve' button. At the bottom, there is a file upload input field and two buttons: 'Validate' and 'Validate and Approve'.

Prizes and Awards Batch Upload

This application is used to submit a Supplier Invoice Request batch for Prize and Award payments to university students. It is intended to simplify the process by requiring minimal data entry to create the necessary supplier and invoice data to make the payments. The application also provides the option to set up new supplier record(s) for university students without including payment information. This streamlined process is an alternative to creating a Supplier Request. For more detailed information, click [here](#).

To submit check requests via this process:

- Click [here](#) to download the Excel data entry template file. The template contains explicit data entry instructions.
- Enter data for each Supplier Invoice Request, including the recipient's Universal Person Identifier (UPI), the award amount, Payment Type (e.g., Zelle, Check), valid COA, and an award Description. For Supplier Setup Only records, omit the payment data (e.g., Amount, Description, Payment Type and Date, COA).
- Save the spreadsheet as an 'xls' or 'xlsx' spreadsheet file.
- Save the spreadsheet as a tab-delimited text file. (Click [here](#) to see instructions on saving a *tab-delimited text file* in Excel.)
- Submit the *tab-delimited text file* to validate the data.
- Review and verify the results sent to you via e-mail shortly after submitting the file for validation. Results show student name and address data pulled from Banner (the student registration system) and identify any errors.
- To correct errors, edit the Excel spreadsheet, and save it as an 'xls' or 'xlsx' spreadsheet file. (The spreadsheet format preserves the template's format to minimize risk of error.)
- Save the spreadsheet again as a tab-delimited text file and re-submit the tab-delimited text file to validate the data.
- Once verified, a departmental approver may use the **Validate and Approve** button to submit the final text file for validation and payment by Accounts Payable.

Only employees assigned to one of the following Security Groups in Workday can choose the Validate and Pay option: Cost Center P2P 1K Approver, Cost Center P2P 10K Approver, or Cost Center P2P Unlimited Approver.

If you are not a Cost Center P2P Approver, the Validate and Abutton will be grayed out.

For complete instructions on using the batch upload process, click [here](#)

To submit a file:

- Click the 'Browse' button below to locate the file on your computer or network drive.
- To validate only, click the 'Validate' button. Results will be delivered to your email address within minutes after submitting the file.
- To validate AND Approve to Workday as an approved file, click the 'Validate and Approve' button. Results will be delivered to your email address. If data passes validation, it is automatically submitted to Accounts Payable for payment, typically by the next business day. New supplier records are established within minutes.

Choose File No file chosen

Validate Validate and Approve

PANDA EXAMPLE: SUPPLIER SET UP ONLY

Yale

The first example is a completed “Supplier Set Up Only” file. The example below shows the required fields; there is very little data entry required if you allow the address information to pull from Banner.

Although it is not required, grouping Supplier Setup Only from other transactions is helpful since the data requirements the same.

SUPPLIER SET UP ONLY (EXAMPLE)

Recipient UPI	Recipient Name	Supplier Setup Only	Preparer UPI	Amount	Description	Payment Type	Payment Date	Check-Handling
15544332	James Lu	Yes	15151515		Setup supplier for services provided for 3/25 event	Zelle		
18978678	Susan Anthony	Yes	15151515		Setup supplier for music performance at 4/15 event	Check		

Field	Action
Recipients UPI	Enter the student’s UPI (8-digit Universal Process Identifier)
Recipient’s Name	Enter the student’s name. Be sure to recognize who needs to be set up. If an error is made on the recipient UPI, you can validate this against the name that should appear.
Supplier Setup Only	Select “Yes” from the pulldown menu.
Preparer UPI	Enter the file Preparer’s 8-digit Universal Process Identifier (UPI).
Amount	Leave blank.
Description	Enter the reason why a supplier record is needed, such as for the musical performance as shown, or services performed. The Description tells us why you are setting the student up as a supplier. Keep in mind that this functionality sets up the non-employee student as a supplier. You will still need to utilize the Workday CREATE SUPPLIER INVOICE REQUEST process to request the funds disbursement.
Payment Type	Payment Type is key to determining the type of supplier connection you are establishing for that new supplier. “Zelle” is the preferred option; CHECK is another available option.

PANDA EXAMPLE: ISSUE PRIZE VIA PANDA

Yale

PRIZE – RELATED FILE (EXAMPLE).

Recipient UPI	Recipient Name	Supplier Setup Only	Preparer UPI	Amount	Description	Payment Type	Payment Date	Check-Handling	Spend Category	Company	Gift	Grant	Yale Designated	Cost Center	Program	Project	Assignee	Address1	Address2	City	State	Zip	Country	Primary Country	Primary Activity	Number of Days of Trip
16789012	Donna Tessier		15151515	600.00	2021 Gallagher Award	Zelle	05/24/2021		CC293	C001		YD000002	CC0047	PG00708	P000001											
17654321	Ralph Simpson		15151515	550.00	Tully English Literature Prize	Zelle			CC299	C001		YD000002	CC0047	PG00708	P000001											
15656567	Marie Bartlett		15151515	400.00	Yeager Biochemistry Award	Check	05/25/2021	Special Pickup 2 Whitney	CC293	C001		YD000002	CC0047	PG00708	P000001											
24123456	Harold Swiatek		15151515	250.00	Kaplan Fellowship	ACH	06/01/2021		CC277	C001		YD000002	CC0047	PG00532	P000001								Italy	Study Abroad/Educational Programs	21	
18899000	Michelle Parmier		15151515	1100.00	Pelletier Fellowship	Wire			CC277	C001		YD000002	CC0047	PG00028	P000001	359 Rue Chevalier			Paris							

Recipient UPI	Recipient Name	Supplier Setup Only	Preparer UPI	Amount	Description	Payment Type	Payment Date	Check-Handling
16789012	Donna Tessier		15151515	600.00	2021 Gallagher Award	Zelle	05/24/2021	
17654321	Ralph Simpson		15151515	550.00	Tully English Literature Prize	Zelle		
15656567	Marie Bartlett		15151515	400.00	Yeager Biochemistry Award	Check	05/25/2021	Special Pickup 2 Whitney
24123456	Harold Swiatek		15151515	1250.00	Kaplan Fellowship	ACH	06/01/2021	
18899000	Michelle Parmier		15151515	1100.00	Pelletier Fellowship	Wire		

Field	Action
Recipients UPI	Enter the student's UPI (8-digit Universal Process Identifier)
Recipient's Name	Enter the student's name. Be sure to recognize who needs to be set up. If an error is made on the recipient UPI, you can validate this against the name that should appear.
Supplier Setup Only	Leave blank
Preparer UPI	Enter the file Preparer's 8-digit Universal Process Identifier (UPI).
Amount	Enter the prize amount
Description	Enter the name of the prize being awarded. This will appear on the check or Zelle payment.
Payment Type	The “Payment Type” would be selected from the drop-down list. Typically, “Zelle” will be used as the payment type. After the student has been set up as a supplier, “CHECK” will be added as a payment type. In the event that the recipient does not accept the Zelle disbursement, Accounts Payable can make the switch to Check. If there is an existing supplier record with banking data on file, ACH or Wire may be chosen.
Check-handling	In case of a check, “Check-handling” would be completed. In this example, it is “Special Pickup at 2 Whitney.”
COA Segments	Enter COA information.
Address Fields	In most cases, leave the Address blank so that PandA retrieves the student's permanent address from Banner. If there is an existing supplier record, you can enter the address that matches the supplier's address in Workday. See next page for additional details.

PANDA BEST PRACTICES: ADDRESS FIELD

Yale

Remember, when setting up the payment type using Zelle, the student's address is not critical. Addresses are important for tax reporting purposes, however.

US STUDENTS Using Zelle Payment Type:	IN Panda TEMPLATE:
<ul style="list-style-type: none">With No Prior Supplier Record Set upWith Prior Supplier Record Set up as Check onlyWith Prior Supplier Record Set up as Zelle & Address Does Not Match	Leave address field blank; PandA will pull permanent address for the student from Banner
INTERNATIONAL STUDENTS Using Zelle or Wire Payment Type:	IN Panda TEMPLATE:
<ul style="list-style-type: none">With No Prior Supplier Record Set upWith Prior Supplier Record Set up as Check onlyWith Prior Supplier Record Set up for Zelle & Address Does Not Match	<ul style="list-style-type: none">Leave address field blank; PandA will pull a US-based address for the student from BannerLeave address blank. Validate; if you receive the "The address you submitted for this existing supplier record does not yet exist in Workday." error message, query Workday to find current address on file and enter into template.

US STUDENTS

When setting up a US student using the Zelle payment type, leave the address field blank and let BANNER populate the information, so we can capture the student's permanent home address to send their tax documents the following year.

When setting up US students who are existing suppliers, using Zelle as the payment type: If the address field is left blank for Banner to populate and the address does not match the address in Workday, when you validate, the following error message will display: "THE ADDRESS YOU SUBMITTED FOR THIS EXISTING SUPPLIER RECORD DOES NOT YET EXIST IN WORKDAY."

That could mean one of two possibilities: Either the two addresses are different, or the addresses are the same, but there may be a difference in the address format. For example: the word street may be spelled out in one system and abbreviated in the other.

When the error message is returned, query Workday, find the current address on file for that particular student, and then enter that address into the PANDA template. This will eliminate the error.

INTERNATIONAL STUDENTS

For international students set up using Zelle or Wire as the payment type: we recommend following the same process. In this case, however, BANNER will bring a US based address for the students.

Accounts Payable will be responsible for gathering the student's permanent international address for tax reporting, or tax withholding purposes. If the ADDRESS DOES NOT MATCH error message is displayed, follow the same process: Query Workday to look up the address on file and enter that into the PANDA template.

If, in during query, the only address on file in Workday is an international address, enter the street address, city, and country in the PANDA template. Leave the state and zip fields empty.

If any issues are encountered, please contact the FSC. They will then escalate it to the accounts payable team, who will help contact the preparer to assist them through the process.

UPDATED DOCUMENTATION

Yale

As part of the implementation, the resources listed here will be updated by April 19, 2021.

The Procurement Toolkit has been updated to include information on the new features in PANDA.

Likewise, the procedure for dispersing funds for prizes and awards has been updated, along with the PANDA template instructions tab.

An EXAMPLES tab has been added, so that users can see examples of both SUPPLIER SETUP ONLY, and PRIZES within the template.

A recording of this information session along with the deck will be posted on or after the April 19, 2021 effective date.

The following resources will be updated by **April 19, 2021**:

- Procurement Toolkit
<https://your.yale.edu/work-yale/financial-management/procurement/procurement-tools>
- 3401 PR. 03 Disbursing Funds for Prizes, Awards, Stipends, and Fellowships (Procedure)
<https://your.yale.edu/policies-procedures/procedures/3401-pr03-disbursing-funds-prizes-awards-stipends-and-fellowships>
- Panda Template Instructions

An information session recording will be posted and announced after the April 19, 2021 go live date.

Q&A

- Finance Support Center through email at sharedservices@yale.edu or 203-432-5394