Accounts Payable: Processing Prize and Award Payments

PandA – Application used to submit a check request batch for Prize and Award for payments made to University Students Only.

Access PandA (Prize and Awards) through ORACLE

https://ebiz.its.yale.edu/OA_HTML/OA.jsp?OAFunc=YUWB_PRIZES_AWARDS

- **PANDA cannot be used to process prize and award payments to International Students or students with International Addresses**
- **PANDA cannot be used to process prize and award payments with SPLIT charging**
  - For these instances – Submit to Accounts Payable on a Check Request Form

PandA Checklist

- Key Elements:
  - Recipient’s UPI – Student’s 8-digit Universal Process Identifier (UPI)
  - Recipient’s Name
  - Preparer UPI – Preparer’s 8-digit Universal Process Identifier (UPI)
  - Amount – Enter the amount of the Prize or Award in xxxx.xx format (i.e. 1500.00)
  - PTAEO – Enter in P.T.A.E.O. format (i.e. 0029363.00.0001AG.910700.780108)
  - Address – Typically this can remain blank as the information will pull from the student’s permanent address from Banner
  - Activity Type – (Optional). If Award is granted for International Travel, select International from the pull-down list. If Award is not for International Travel, you may choose Domestic or leave the field blank. If International, the following fields become Mandatory (If Domestic, the fields below must be left blank)
    - Primary Country – From the pull-down list, choose the country where the travel will take place
    - Primary Activity – From the pull down list, choose the primary activity expected to be performed in that country
    - Secondary Country – (Optional) – Only to be populated if a second country will be visited during the same trip
    - Secondary Activity – (Optional) – Only to be populated with type of activity performed in second country visited. (If Secondary Country is Null, this field should be Null)
    - Number of Travelers – if the award will fund international travel, enter 1
    - Number of Days of Trip – if the award will fund international travel, enter the estimated number of days of travel overseas
  - Be sure to run the VALIDATE process and review output to ensure accuracy before running the Validate and Pay Process