# Payables Certification

## *Critical skills for certification*

## 1. Document Types and Fields

- Identify the correct document type for the transaction
    - GAX, PRC, GMA
- Identify the required fields

## 2. Lookup and retrieval

- Locate an existing payment document on the Document Catalog
- Locate an existing purchase order document on the Document Catalog
- Find the associated purchase order or MA (contract)
    - Using Document Reference
- Find the disbursement document
    - Using Document Reference
- Find a check number
    - Document number (GAX, PRC)
    - Invoice number
    - Vendor
- Find the disbursement detail information
    - DISBDQ

## 3. Document Creation

- Create a new document from the Document Catalog
- Copy forward from a purchase order
- Create from URSRCHMA
- Complete a document
    - Non-referencing and referencing
        - Required fields
        - Appropriate description information
    - Referencing
        - Required fields
        - Appropriate description information
    - Refund of Revenue
    - Pay for a fixed asset
- Modify a document
    - What can you modify
    - How do you do it
        - Document
        - DISBMD

- Make a partial payment
  - Non-referencing
  - Referencing
  - Final – less than full amount
- Identify relevant information from source documents
  - Dollar amount
  - Invoice information
  - Coding
  - Referencing documents
  - etc.
- Print
  - How to print
  - Why do you print
- How to make a payment when the PRC is different than the purchase order
  - Modify the purchase order then make the payment
  - Information you cannot modify
- Disbursement Options
  - Scheduled Payment date
  - Handling code
  - Single payment
- Discounts
  - Take a discount

## 4. Disbursement Process and Details

- Disbursement process timing
  - When are payment documents processed
  - When are disbursement documents generated
  - When are checks printed
  - When are EFTs made
- Find the check number
- Determine if the check has been issued (has the vendor been paid)
- Determine if the check has cleared the bank (has the vendor cashed the check)
- Understand disbursement types
  - AD
  - EFT

## 5. Vendor Information

- Find the vendor number
  - Within document
  - VCUSTQ
  - Data Warehouse
- Identify if the vendor is valid
- Determine if the vendor will receive a check or EFT
- What document do you use to add a vendor
- What document do you use to change vendor information
- What is a miscellaneous vendor

## 6. Payment Process
- Commodity type – how will it effect payments
- Identify the correct process
  - MA-DO-PRC
  - MA-PRC
  - MA-GMA
  - PO-PRC
  - GAE-GAX
  - GAX
- Miscellaneous vendor payment