

**From:** BusinessAffairs Advisory Forum <BAAF-L@LISTSERV.UGA.EDU> on behalf of Holley W Schramski <hschrams@UGA.EDU>  
**Sent:** Friday, February 15, 2013 12:37 PM  
**To:** BAAF-L@LISTSERV.UGA.EDU  
**Subject:** Accounts Payable Information Session - Payments Processing

This announcement is being posted to the BAAF-L and Business Serv-L listservs.

Accounts Payable will offer a special information session on how to use UGA's payment processing systems. This session is open to all interested parties. Demonstrations will include:

- How vendor registration is completed online
- How to view vendor records in the Unified Vendor Database
- How to complete a receiving report and add comments in UGAMart
- How to process a check request in the Electronic Check Request system

In addition to these demonstrations, the steps used to produce a check will be presented and outlined.

This session will take place on Monday, March 4, 2013 from 10:00am-12:00pm in Masters Hall at the Georgia Center.

Participants can provide any specific payment processing questions or issues in advance so they may be included in the session. Please submit these items to Jennifer Collins ([jfinch@uga.edu](mailto:jfinch@uga.edu)) no later than February 28, 2013. We look forward to seeing you on March 4<sup>th</sup>.