

# Payables Certification

## **Sample Theory Test Questions**

You have an invoice to pay. You are informed that the items you are paying for are on contract and you will reference a purchase order. What payment document do you use?

- a. GAX
- b. GMA
- c. PRC

You may use the vendor discount feature of FINET when:

- a. The vendor offers a discount for ordering several of the same items.
- b. The vendor offers a discount for paying within a specified number of days.
- c. The vendor offers a discount because you are a valid customer.

Which are valid handling options for a check?

- a. Mail directly to the vendor
- b. Pick up at the Division of Finance
- c. Have it returned to the issuing department
- d. All of the above

FINET will group payments to the same vendor on the same night into one check unless you choose not to.

- a. True
- b. False

Every GAX must have a commodity code

- a. True
- b. False

You received the error message “Vendor Invoice does not exist on Vendor Invoice Registry”. What do you do?

- a. Ignore it, it is only a warning
- b. Email [finetcontrol@utah.gov](mailto:finetcontrol@utah.gov) and ask to have the Vendor Invoice Registry updated
- c. Contact the FINET Help Desk and ask to have the Vendor Invoice Registry updated
- d. Change the vendor invoice to a number that is on the Vendor Invoice Registry

Which of the following field(s) may not be modified in the GAX?

- a. Date
- b. Accounting Period
- c. Amount
- d. Fund Accounting
- e. All of the above may be modified in the GAX