

## **Payment Academy: Payments on Paper Forms** <sup>[1]</sup>

The purpose of the Payment Academy: Payments on Paper Forms course is to provide participants with the knowledge and skills needed to ascertain payment status of select procurement forms (Payment Authorization, Non-Employee Reimbursement-International, and Study Subject Payment) and to troubleshoot common payment problems.

**Program Level:** Basic

**Prerequisites:** None

**Advanced Preparation:** N/A

**Instructional Method:** Group-Internet Based

**Instructor:** <sup>[2]</sup>[Kristina Mendez](#) <sup>[2]</sup>, [Emily Hawkins](#) <sup>[3]</sup>

**Recommended CPE Credit:** 1.0 Hours

**Field of Study:** Computer Software and Applications

### **Course Objectives:**

At the end of the course, participants will be able to:

- Identify best practices in completing and submitting paper payment forms?;
- Navigate the Finance System and CU-Data m-Fin reports to look up payment status; and, ?
- Troubleshoot and resolve problems that result in payment delays.

### **Program Policies** <sup>[4]</sup>

#### NASBA Statement

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#### **Links**

[1] <https://www.cu.edu/controller/payment-academy-payments-paper-forms>

[2] <https://www.cu.edu/controller/kristina-mendez-cpe-instructor> [3] <https://www.cu.edu/controller/emily-hawkins-cpe-instructor> [4] <https://www.cu.edu/controller/cpe-cpas-policies> [5]

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