Department: Business Information Systems

Policy No: BIS 4
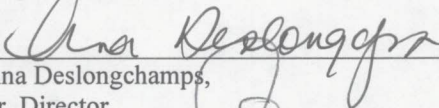
4. Dictionary 2 = Payment Codes
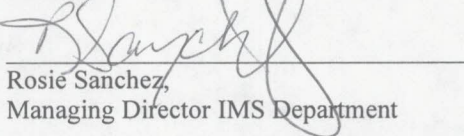
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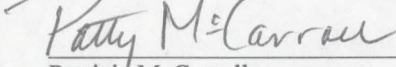
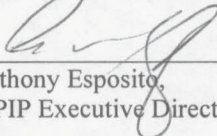Revised Date: 01/16/2020   Effective Date: 01/31/2020

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Managing Director IMS Department   MPIP Executive Director

Department: **BIS-Business Information Services**

TITLE: **GE Centricity Business (CB) Dictionary 2 = Payment Codes**

Policy#: BIS 4

Policy: The purpose of this policy is to document the guidelines to maintain dictionaries in the GECB practice management system.

 Procedure:

    1.   The Information Management Systems and MPIP are jointly responsible for the maintenance of the Payment Codes Dictionary (D2) in the GECB practice management system.

    2.   To add/edit entries in D2, a request must be submitted to the MPIP SharePoint Site under Dictionary Request section, Paycodes Dictionary Request.

    3.   The following fields need to be populated for general entry:
       a)   Name
       b)   Code (number)
       c)   Type code
       d)   Post to FSC
       e)   Payment Category
       f)   Contract Adj. Category
       g)   Approved Amount Based on
       h)   Payment Posting Prompt
       i)   Security Restriction
       j)   Line Item Posting Option
       k)   Allow Rejection Posting
       l)   Payment Posting Type Allowed
       m)   ETM Payment Category
       n)   Write Off Category