	WAVE 2 TRAINING SESSION **PARKING LOT QUESTIONS AND ANSWERS** **APRIL 28, 2015** **8:30 AM – 12:30 PM** **TRAINERS: JIMMY DETER & DEVONNE SCHMOLKE** **BT SME: SUSAN SUDMAN** **TRAINING FACILITY: DGS** **ROOM #: 1-316**

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QUESTIONS AND ANSWERS

Question	Answer
Q: Can departments create/use their own Requisition/Purchase Order (PO)/Event IDs? Why would they?	A: Technically speaking, they can override the auto numbering but it isn't recommended and could have negative downstream impacts. They really shouldn't need to. They will be able to run queries using a variety of criteria (FY, method, type, buyer, etc.) to find transactions. Historically many departments would use how they number transactions to provide detail in the numbering scheme (like which FY the PO is for). In the system, that isn't necessary.
Q: Are taxes auto-calculated on POs, etc.?	A: Yes. Tax rates will be loaded into FI$Cal. The user can identify whether or not something is taxable.
Q: For P-card reconciliation, what if the receipt is lost or damaged? What's the process for attaching something like an invoice? Is this a department process, or is there something specific in the P-Card WBT addressing this?	A: That is a business process/policy issue. What do they do today if the receipt is lost or damaged? The process for attaching is the same. Business process dictates what should be attached.
Q: If someone wants to know if there's a way they can view what ALL the PO courses are, is that possible? Folks can only see what they're mapped to, right? End users wouldn't see that list because it's up to their TL and the role-mapping what courses they can enroll in.	A: You are correct. They can only see what they are mapped to. We are posting a matrix to the fiscal.ca.gov but I don't think it is up there yet. It is a matrix that shows the security role with training role and what classes that role takes.