



WAVE 2 TRAINING SESSION
PARKING LOT QUESTIONS AND ANSWERS
MAY 5, 2015
8:30 PM – 12:30 PM
TRAINERS: REBECCA GLAZER & RACHEL MCCLELLAND
BT SME: NO ANSWER WHEN CALLED
TRAINING FACILITY: IS INC.
ROOM #: 8

20150505_AP101_AM
QUESTIONS AND ANSWERS

| Question | Answer |
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| Q: Is there a time frame for cancelling a payment or warrant? Can you only cancel before the check is sent out? | A: The warrant cannot be cancelled if it has been cashed. A payment should not be cancelled if the warrant has been issued and cashed. |
| Q: Recognition of expenditure- when does that happen in the module? Is it when the voucher is approved by the department and SCO or when SCO runs pay cycle? (Is it recognized after vouchers are posted or payments are posted) | A: Encumbrances are relieved at the time of budget checking. Expenditures are posted to the GL after voucher post, before paycycle. Cash is posted after PayCycle is complete. |
| Q: When are the combo edits checked? Is this during error checking a voucher? | A: Combo edits are checked upon save. A voucher will not save if there is an combo edit error. |
| Q: Will there be a class on making contract payments? If contracts are related to vouchers, how does the match process work? Is this the same as when POs are matched? | A: A contract payment is a voucher and will be covered in the creating vouchers class. |
| Q: Will departments be able to use their own Voucher IDs or will they have to use the NEXT option? | A: This system is configured as Next. They will not be able to assign their own Voucher IDs. |
| Q: Who enters the sales tax on purchase orders? How do we know it's correct? | A: Procurement. BOE sales tax tables are used. |
| Q: What do you do if you copy a PO and the sales tax doesn't match the invoice tax? How do we fix it? | A: Either a correction will need to be done to the PO or adjust the invoice accordingly, whichever is applicable. |
| Q: Since encumbrance for a PO happens in the PO module, how does it get disencumbered in the AP module when processing a PO voucher? | A: The voucher reduces the encumbrance. |