



**WAVE 2 TRAINING SESSION**  
**PARKING LOT QUESTIONS AND ANSWERS**  
**AUGUST 12, 2015**  
**8:30 PM – 12:30 PM**  
**TRAINERS: BEN MONTIE, ROB HIGGINBOTHAM**  
**BT SME:**  
**TRAINING FACILITY: SCO**  
**ROOM #: SANTA CRUZ**

**2015\_AP143\_AM**  
**QUESTIONS AND ANSWERS**

Question	Answer
Q: Is the payment cycle a process that a department can run when needed or is this a bi-weekly cycle or an automatic process?	A: Departments have their own Pay Cycle that they can run when needed to issue payments out of their CTS accounts (Office Revolving Fund/General Cash/Agency Trust Fund). There is a SCO Pay Cycle that is run daily by FI\$Cal to generate Departments' warrants.
Q: If different departments are paying the same vendor, will the warrant for SCO be individual to each department or will it be one warrant for all of the payments to the one vendor?	A: Warrants will not combine across Departments.
Q: Is there a maximum number of vouchers that can be paid out on 1 check for 1 vendor? or is this a 1 check per voucher system?	A: There is no maximum number of vouchers that can be paid out on 1 check for 1 vendor.
Q: In creating a payment can a department change the expedite from Same day to say 3 days?	A: Departments have the ability to choose the appropriate Pay Terms from the lookup.
Q: Can we view the payment history for a vendor without running the entire report process?	A: Yes - Departments can navigate to Accounts Payable > Review Accounts Payable > Payments > Payment. On this page, they can search by their bank account information and vendor name to show the corresponding payments.