

# Release Review v10.02 Q & A

## General Questions

**Q:** How exactly do I make the changes suggested in the release notes for ACH processing?

**A:** Your Escape Customer Care representative is currently determining if your setup needs to change or not. You will be contacted if you need to change your setup.

**Q:** I don't have the release notes. Where can I get them?

**A:** They are available in the software from the Help menu and on our web site:  
<http://www.escapetech.com/documents/ReleaseNotesv1002.pdf>

**Q:** Can we print out the slides?

**A:** Great idea. From now on, the slides will be available after every release review. For this release review, the slides can be downloaded from:  
<http://www.escapetech.com/documents/Slidesv1002.pdf>.

## Finance Questions

**Q:** How does the sales tax get charged to the proper account?

**A:** You set up the object codes on the Ledger tab of the Organization record. There are three fields:

- State Sales Tax – Object code to use when the vendor forgot to charge state sales tax for an item.
- County Sales Tax – Object code to use when the vendor forgot to charge county sales tax for an item.
- Local Sales Tax – Object code to use when the vendor forgot to charge local sales tax for an item.

Escape Online then uses these object codes to determine the account: the fund from the expense account, the object code listed here and resource 0000. Escape Online charges the full amount to the expense account from the requisition/payment. The check is cut (9110 – Cash) for the INVOICED amount which does not include the Sales Tax. Escape credits the sales tax account (based on the codes entered above) with the sales tax amount. Finally, AP cuts a check to the State Board of Equitation for all the sales tax collected out of the funds – object (as defined above)– Resource 0000.

**Q:** Will finding AR accruals need to be done for last year AR accruals?

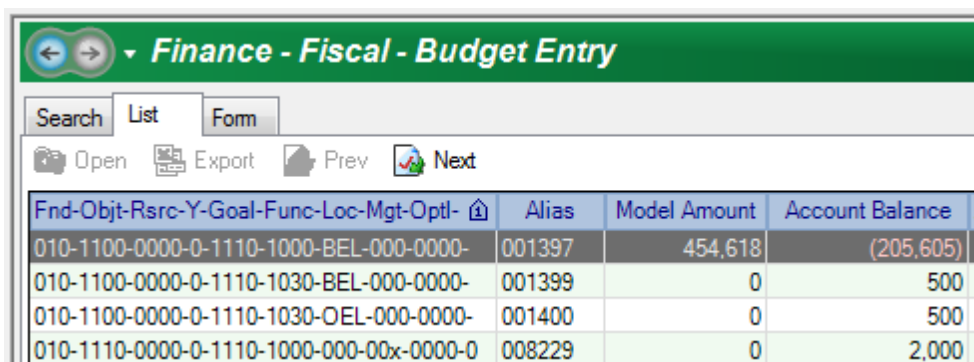
**A:** Yes. If you have accrued an invoice into the next year and adjusted the accrual amount, you need to contact Escape Customer Care for information about finding and fixing these accrual adjustments.

**Q:** If you do not have an error account, will the Year End Closing process stop and force the users to update the requisition with valid accounts?

**A:** If you do not have an error account, the document will continue to show up on the Fiscal Year End report, prompting the user to fix it. You cannot close the year until all documents are cleared off the Fiscal Year End report.

**Q:** When Terri demoed the zero dollar items, why did the first item appear on the list when there was money for the item?

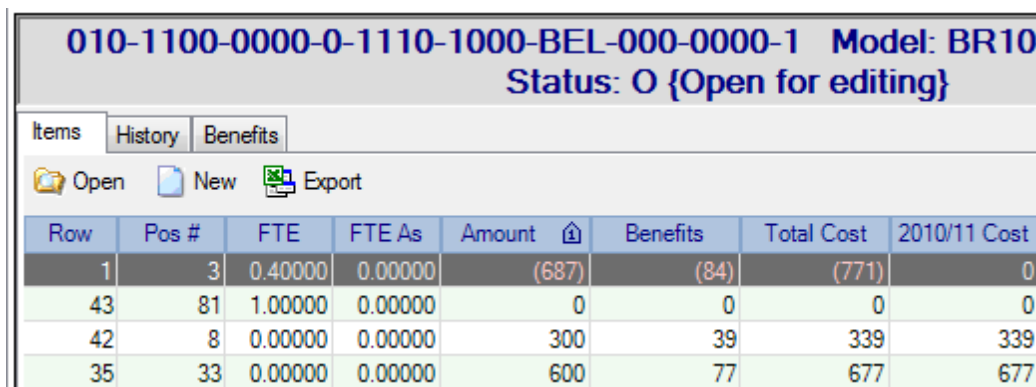
**A:** The search parameter looks for ANY line item within the budget account that has a zero. So even if there are other budget line items with amounts, if any budget line item is zero, the budget account will be included in the list. Let's take a look. Here is the list that Terri showed:



The screenshot shows a software interface titled "Finance - Fiscal - Budget Entry". It features a search bar and tabs for "Search", "List", and "Form". Below the tabs are icons for "Open", "Export", "Prev", and "Next". A table displays budget entries with columns for "Fnd-Objt-Rsrc-Y-Goal-Func-Loc-Mgt-Optl-", "Alias", "Model Amount", and "Account Balance".

Fnd-Objt-Rsrc-Y-Goal-Func-Loc-Mgt-Optl-	Alias	Model Amount	Account Balance
010-1100-0000-0-1110-1000-BEL-000-0000-	001397	454,618	(205,605)
010-1100-0000-0-1110-1030-BEL-000-0000-	001399	0	500
010-1100-0000-0-1110-1030-OEL-000-0000-	001400	0	500
010-1110-0000-0-1110-1000-000-00x-0000-0	008229	0	2,000

Now, let's open that first record and sort it by amount so we can find that zero line item. Notice that the second line has zeros. This is the line item that caused the budget account to be on the list.



The screenshot shows a detailed view of a budget entry with the title "010-1100-0000-0-1110-1000-BEL-000-0000-1 Model: BR10 Status: O {Open for editing}". It includes tabs for "Items", "History", and "Benefits", and icons for "Open", "New", and "Export". A table lists items with columns for "Row", "Pos #", "FTE", "FTE As", "Amount", "Benefits", "Total Cost", and "2010/11 Cost".

Row	Pos #	FTE	FTE As	Amount	Benefits	Total Cost	2010/11 Cost
1	3	0.40000	0.00000	(687)	(84)	(771)	0
43	81	1.00000	0.00000	0	0	0	0
42	8	0.00000	0.00000	300	39	339	339
35	33	0.00000	0.00000	600	77	677	677

**Q:** Ledger05--why does the report show posted date and not transaction date?

**A:** The changes to the JE Fund/Object Detail (Ledger05) were initiated by a customer request. We are always willing to hear new ideas. If you would like to add Transaction date to this report, please contact Escape Customer Care.

## HR/Payroll Questions

**Q:** Can an auto addon be limited to certain group of people, say bargaining unit, or person type?

**A:** Yes. The longevity addon is assigned to an employee through cascading setup. Once the addon is created, you only need to add it to the salary schedule. The salary schedule is then specified in the job class, which inherits the bargaining unit from the job category. The bargaining unit, job category, job class and salary schedule are all then inherited by the position and finally the assignment. Here is a table that shows how this cascading setup works:

Setup	Job Category	Job Class	Position	Assignment
Position Type	Specify	Locked	Defaults	Locked
Salary Schedule	Specify	Defaults	Defaults	Defaults
Calendar	Specify	Defaults	Defaults	Defaults
Bargaining Unit	Specify	Defaults	Defaults	Locked
Leave Group	Specify	Defaults	Locked	Locked*
Pay Code		Specify	Locked	Locked
Job Category			Specify	Locked
Job Class	Specify		Specify	Locked

**Q:** The new Cost of Step and Column Adjustments (POS06) does not include employee name. Can we add that to the report?

**A:** We are always willing to hear new ideas. If you would like to add Employee Name to this report, please contact Escape Customer Care.