

# PROCEDE TESTING FAQ

January 21, 3pm

## **CLOSING NEW BUS DEALS WITH OPEN SUBLETS**

- In cases where you need to close a New Bus deal and do not have the final invoice for sublets, you will need to get a solid estimate from the vendor for the sublet and then close it using the estimate. Accounting will then adjust once the final invoice is received.

## **ADDING NEW SERVICE CODES**

- Once we go live, if a Sublet, Misc-Charge, or Canned Comment you need is not set-up in Excede, please notify your Department Lead and they will work with Accounting to create the needed code.