

Preschool Maintenance Items Webinar Q & A

Question Asked	Answer Given
When should our county add a new school year?	We will send out an email when it is time to create a new school year in Preschool. We will include instructions for how to complete the process. Usually, we send this out at the end of March or the beginning of April
I believe that you can only select the current year in tab at top to view changes	Once you select 'Only This Session' the school year dropdown becomes available to select and any school year can be selected in the dropdown.
When you apply the rate changes, presuming it is a rate decrease, does the system automatically create an adjustment to be applied against the next payment? If so, does the adj appear on the \$ summary screen	The adjustments are not created automatically, either they would need to be created by making a Payment Batch with adjustments, or processing a Rate Change Voucher from CPSE Portal. The adjustments would not display on the \$ Summary Screen until the payment batch has been created.