v8 Upgrade Project
PeopleSoft Financials Version 8.9 Upgrade

AGENDA
AP FIT/GAP
October 16 - 19, 2006

Monday	Tuesday	Wednesday	Thursday
Navigation and 8.9 Overview Setting Installation Options • Defining Procurement Controls • Defining Payables Definitions • Setting Up Payables Business Unit • Creating Accounting Template	Bank Reconciliation set-up and processing Vendor File Speed Charts Control Groups	Vouchers • Voucher Styles • Voucher Entry • Quick Invoice Entry • Voucher Post/Unpost • Partial and Final Liquidation for PO vouchers • Summary Invoice Entry • Voucher Load Spreadsheet • Voucher Close/Delete • Mass Maintenance	Escheatment Payments 1099/Withholding Process Continuous Audit Reporting Reports Review
Lunch	Lunch	Lunch	Lunch
Bank /Branch/Account Setup Matching • SetUp • Rules • Processing • New Match Workbench	Model Change Requests Customizations -	PayCycles • Normal Paycycles • Express Checks • Manual Payments • Prepayments • Positive Pay • Voids, Re-issue, Do Not re-issue Payment Search/Inquiry	

Accounts Payable Fit/Gap Schedule

Day 1 – Monday, October 16

Introductions
- Participant introductions
- Purpose of sessions
- Rules of conduct

Navigation and 8.9 Overview

Setting Installation Options
- Defining Procurement Controls
- Defining Payables Definitions
- Setting Up Payables Business Units
- Creating Accounting Templates

Lunch Break

Bank/Branch/Account Setup

Matching
- Setup
- Rules
- Processing
- New Match Workbench

Review
- Day summary
- Parking lot items
- Plan for next day

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Accounts Payable Fit/Gap Schedule

Day 2 – Tuesday, October 17
   Review previous day
   Review today's agenda

Bank Reconciliation Setup and Processing

Vendors
- Review Vendor Setup
- Vendor Classifications
- Review Functionality
- W9 setup for vendors
- Additional ID number fields

SpeedCharts

Control Groups

Lunch Break

Model Change Requests

Customizations

Review
- Day summary
- Parking lot items
- Plan for next day

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Accounts Payable Fit/Gap Schedule

Day 3 – Wednesday, October 18

Review previous day

Review today's agenda

Vouchers
- Voucher Styles
- Voucher Entry
- Quick Invoice Entry
- Voucher Post/Unpost
- Partial and Final Liquidation for PO vouchers
- Summary Invoice Entry
- Voucher Load Spreadsheet
- Voucher Close/Delete
- Mass Maintenance

Lunch Break

PayCycles
- Normal Paycycles
- Express Checks
- Manual Payments
- Prepayments
- Positive Pay
- Voids, Re-Issue, Do Not re-issue
- Payment Search/Inquiry

Review
- Day summary
- Parking lot items
- Plan for next day

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Accounts Payable Fit/Gap Schedule

Day 4 – Thursday, October 19

Review previous day
Review today's agenda

Escheatment Payments

1099/Withholding Process

Continuous Audit Reporting

Reports

Closing and Next Steps