

AGENDA

Expenses FIT/GAP

November 27 – 29, 2006

Monday	Tuesday	Wednesday
Navigation and 8.9 Overview <ul style="list-style-type: none"> - Travel and Expense Center General Setup <ul style="list-style-type: none"> - General Ledger - Accounts Payable - Expenses Business Units/Options - Projects/Grants - Commitment Control Setting Installation Options <ul style="list-style-type: none"> • Products • Expenses Mobile Time and Expense	Corporate Credit Card Data Other Third Party Data/Interfaces <ul style="list-style-type: none"> - Sabre, Runzheimer, CONUS Approval Rules Audit/Review Rules Expense Roles and Exceptions Workflow/Employee Email Notifications	Payment Processing <ul style="list-style-type: none"> • Normal Pay Cycles • Express Checks • Manual Payments • Prepayments • Positive Pay • Voids, Re-issue, Do Not re-issue/Close Liability • Payment Search/Inquiry Reconciliation Reports
Lunch	Lunch	Lunch
Configuring Base Tables <ul style="list-style-type: none"> - General - Accounting Data - Location and Rates - Payments and Receipts Employee Data <ul style="list-style-type: none"> - Load from HR system Non Employee Data Vendor Setup	Transaction Processing <ul style="list-style-type: none"> • Travel Authorizations • Cash Advances • Expense Reports • Time Reports 	Inquiry Query Self Service Applications/ HR Rollout <ul style="list-style-type: none"> • Employee • Manager Review

Travel and Expenses Fit/Gap Schedule

Day 1 – Monday, November 27

- Introductions
- Participant Introductions
- Purpose of Sessions

Navigation and 8.9 Overview

- Travel and Expense Center

General Setup

- General Ledger
 - Set IDs/ Business Units
 - Chart Fields
 - Accounting Entry Definition
 - Journal Templates
- Accounts Payable
 - Accounting Entry Template
 - Banks, Bank Accounts and Payment Methods
- Commitment Control
- Projects/Grants

Setting Installation Options

- Products
- Expenses

Mobile Time and Expense (offline processing)

Lunch Break

Configuring base tables

- General
 - Business Purposes
 - Corporate Credit Card Vendors
 - Preferred Merchants
 - Templates
- Accounting Data
 - Cash Advance Sources
 - Expense Type Groups and Expense Types
 - Reimbursement Action Code (Denials)
 - Expense Billing Codes

Day 1 – Monday, November 27 (continued)

- Location and Rates
 - Distance Rates
 - Expense Groups and Locations
 - Expense Location Amounts
 - Expense Billing Codes
 - Per Diems
 - Transportation Types
- Payments and Receipts
 - Payment Types
 - Receipt Verification Rule

Employee Data

- Automatic Feed from Human Resource System

Non Employee

- Vendor Maintenance

Review

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

Travel and Expenses Fit/Gap Schedule

Day 2 – Tuesday, November 28

Review previous day
Review today's agenda

Corporate Credit Card Data Load

- American Express

Other Third Party Data/Interfaces

- Sabre, Runzheimer, CONUS

Approval Rules

- Approver Types
- Transaction Definition
- Refinement Template
- Privilege Template
- Approver Profile
- Approver Assignment
- Approver List
- Summary Approval Options
- Copy Utility

Audit/Review Rules

- Receipts
- Pre Payment
- Post Payment

Expense Roles

Expense Exceptions

Workflow and Employee Email Notifications

- Payments
- Overdue Advances
- Late Credit Card Payments

Lunch Break

Transaction Processing

- Travel Authorizations
- Cash Advances
- Expense Reports
- Time Reports

Day 2 – Tuesday, November 28 (continued)

Review

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

Travel and Expenses Fit/Gap Schedule

Day 3 – Wednesday, November 29

Review previous day
Review today's agenda

Payment Processing

- Normal Pay Cycles
- Express Checks
- Manual Payments
- Prepayments
- Positive Pay
- Voids, Re-issue, Do Not
- Re-issue/Close Liability
- Payment Search/Inquiry

Reconciliation

- Airline Tickets
- Cash Advances

Reports

- Delivered
- Custom
 - Continuous Audit Report

Lunch Break

Inquiry

Query

Self Service Applications

- Employee
- Manager

Review

- Day summary
- Parking lot items
- Action Items