

# Institution Task List for Payment Request Implementation

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	Business Unit _____	Sched Date	Assigned To	Notes	Date Completed
1	<b>Identify leads for</b> <ul style="list-style-type: none"> <li>• Project</li> <li>• Security/workflow</li> <li>• Training</li> </ul>				
2	<b>Contact ITS with:</b> <ul style="list-style-type: none"> <li>• Preferred date/time for PR Kickoff WebEx.</li> <li>• List of email addresses for WebEx invitations.</li> </ul>				
3	<b>Kickoff WebEx</b> <ul style="list-style-type: none"> <li>• <b>Identify</b> <ul style="list-style-type: none"> <li>➤ PR Admin(s)</li> <li>➤ Amount Approver(s)</li> <li>➤ AP Approver(s)</li> </ul> </li> <li>• <b>Discuss</b> <ul style="list-style-type: none"> <li>➤ Workflow stages</li> <li>➤ Dept Approvals</li> </ul> </li> <li>• <b>Discuss</b> <ul style="list-style-type: none"> <li>➤ PR Template options</li> <li>➤ Campus rollout approach</li> <li>➤ Implementation steps</li> </ul> </li> </ul>				
4	<b>Checkpoint Email:</b> <ul style="list-style-type: none"> <li>• Confirm information provided during WebEx.</li> <li>• Identify Payment Requestors for UAT.</li> </ul>				
5	<b>FPLAY Setup</b> <ul style="list-style-type: none"> <li>• Local security admin adds security roles for all UAT users.</li> </ul>				
6	<b>UAT TESTING in FPLAY</b>				

	Business Unit _____	Sched Date	Assigned To	Notes	Date Completed
7	<b>Feedback Email:</b> <ul style="list-style-type: none"> <li>• Confirm setup is satisfactory for FPROD.</li> <li>• Set go-live date for FPROD.</li> <li>• Questions/comments.</li> </ul>				
8	<b>FPROD GO-LIVE</b>				

**1. Identify leads for project, security/workflow, and training for your institution. These people will be the core group of team leads for this project:**

- a. **Project Lead:** The **project lead** will be the main manager of this project for your institution. He/she will need to keep all aspects of the project moving and ensure that all parties involved with the project know their roles. This person will be the main point of contact for the ITS team.
- b. **Security/workflow Lead:** The **security and workflow lead** will be involved in all aspects of setting up users for testing and training in the test environment, as well as setting up users in the Production environment when it is time for go-live. This person will need to know how to set up Payment Requesters, Approvers, and Admins with the Payment Request security roles related to these positions. The security and workflow lead will also need to know the Payment Request approval workflow steps and how they work.
- c. **Training Lead:** The **training lead** plays a large role in implementation as the main trainer for Payment Request. The training lead must understand and be comfortable with Payment Request in order to teach it to other users across campus.

**2. Contact ITS and provide the following, as soon as your core group is in place:**

- A preferred date/time for your Payment Request kickoff WebEx.
- A list of email addresses for users who are to be invited to the WebEx.

**3. Attend the Kickoff WebEx, which ITS will set up to begin implementation of Payment Request.**

One purpose for this WebEx will be to discuss your campus rollout approach, along with the implementation steps and expectations for each. This meeting will also allow all parties to determine a workable—yet realistic—timeline in which to complete the steps and move the project forward in a timely manner.

Other items to discuss:

- Identify Payment Request Admins, Amount Approvers, and AP Approvers.
- Review Department Approvals and the other Payment Request workflow stages.
- Review the Payment Request Template options.

#### 4. Checkpoint Email

A group email will be sent to team leads to confirm all information provided during the WebEx and to identify users who will participate as Payment Requesters during UAT.

#### 5. Setup in FPLAY for UAT

The Payment Request security roles will be made available in our **FPLAY** test environment. The security/workflow lead may begin assigning the roles for test users in preparation for UAT.

URL: <https://core.fplay.gafirst.usg.edu/>

#### 6. UAT Testing in FPLAY

Assigned users may begin entering Payment Requests and submitting them for approval within the FPLAY test environment. Approvers may take action, and approved Payment Requests may be built into vouchers. All aspects of Payment Request functionality should be tested as described in the Kickoff WebEx.

**There is no deadline for UAT, but a date will be set to provide feedback to ITS.**

#### 7. Feedback Email

The project lead should provide testing feedback to ITS. Feedback should include, but is not limited to:

- Providing any changes to FPLAY setup, which will be needed for set up in FPROD.
- Setting a proposed go-live date for implementation in FPROD.
- Any other questions or comments about Payment Request testing or functionality.

#### 8. Payment Request Go-Live in FPROD

On the scheduled date, the Payment Request security roles will be unhidden in FPROD and the security/workflow lead may begin assigning roles to users at that time. Once all security updates have been made, users may begin submitting live Payment Requests for approval and further processing.

**ITS will monitor Payment Request for an initial period following go-live.**