



Institution Task List for Payment Request Implementation

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1 Identify leads for

	Preferred date/time for PR Kickoff WebEx. List of email addresses for WebEx invitations.				
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3

7/14/18

PR Template options
Campus rollout approach
Implementation steps

4 **Checkpoint Email:**

Confirm information provided during WebEx.

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6 **UAT TESTING in FPLAY**





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 Ytu.3 (R)2.6 (e0.002 Tc 0.0