



# Institution Task List for Payment Request Implementation

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1 Identify leads for

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|--|---|--|--|--|--|
|  | Preferred date/time for PR Kickoff WebEx.<br>List of email addresses for WebEx invitations. |  |  |  |  |
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3

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