AGENDA
PO FIT/GAP
September 25 – 28, 2006

Monday	Tuesday	Wednesday	Thursday
Navigation and 8.9 Overview Core Configuration Categories - Add a Category using the NIGP code Vendor Entry - Regular - 1099 Vendor	Requisitions Create a requisition - Budget Check a Requisition - Change a Requisition - Source a Requisition - Cancel a Requisition - Delete a Requisition Request For Quotes Purchasing Contracts	Purchase Order Continued: - - Receiving - Cancel a Purchase Order - Delete A Purchase Order	eProcurement Overview
Lunch	Lunch	Lunch	Lunch
Speed Charts Matching Document Tolerance	Purchase Orders - Create a Purchase Order - Copy a Purchase from a Requisition - Create a Amount Only Purchase Order - Budget Check	Finalize A Purchase Order Procurement Card Overview	Reports Query

Purchasing Fit/Gap Schedule

Day 1 – Monday, September 25

Introductions
Participant introductions
Purpose of sessions
Rules of conduct

Navigation and 8.9 Overview

Core Configuration

Categories
- Add a Category using the NIGP code

Vendor Entry
- Regular
- 1099 Vendor

Lunch Break

Speed Chart

Matching

Document Tolerance

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

Upgrade Project
PeopleSoft Financials Version 8.9 Upgrade

Purchasing Fit/Gap Schedule

Day 2 – Tuesday, September 26

Review previous day
Review today's agenda
Requisitions in Core Purchasing
- Create a Requisition
- Budget Check a Requisition
- Change a Requisition
- Source a Requisition
- Cancel a Requisition
- Delete a Requisition

Request for Quotes

Purchasing Contracts

Lunch Break

Purchase Orders
- Create a Purchase Order
- Copy a Purchase from a Requisition
- Create a Amount Only Purchase Order
- Budget Check

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

Purchasing Fit/Gap Schedule

Day 3 – Wednesday, September 27

Review previous day
Review today's agenda

Purchase Order Continued:
- Receiving
- Cancel a Purchase Order
- Delete A Purchase Order

Lunch Break

Finalize a Purchase Order
Procurement Card Overview

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

Purchasing Fit/Gap Schedule

Day 4 – Thursday, September 28

Review previous day
Review today's agenda

eProcurement Overview

Lunch Break
- Reports
- Query Tool

Review

Closing and Next Steps