Announcement

TO: Accounts Payable UAT Participants and Institutional Coordinators

POSTED: Friday, January 30, 2015

SUBJECT: Preparing for Accounts Payable User Acceptance Testing

Announcement: There are two 9.2 application changes you should be familiar with and will need to bring items with you to complete the related user acceptance testing:

1. Accounts Payable Check Printing – Signatures
   a. This is required for all institutions within the GeorgiaFIRST Financials model
2. ACH Payment Notifications – *From* Email account
   a. This is optional functionality that institutions need to determine if they wish to use in 9.2.

Accounts Payable Check Printing - Signatures

PeopleSoft Check Printing in 9.2 will require the uploading of a signature image. The signature will no longer be produced from a signature card in your AP check printer. The attached Signature Upload document provides detailed instructions on how you can create a test signature image file in the required .png file format for loading and testing during UAT.

ACH Payment Notifications – *From* Email Account

Institutions will have the ability to e-mail a payment advice for electronic payments (EFT or ACH) to vendors/suppliers if desired. It is recommended that you create a *From* email account that these payment notifications for the following purposes:

- It will assist your vendors/suppliers in identifying who the email is coming from
- In the event the payee has questions and replies back to the email, you can have multiple AP staff setup to receive these emails if you wish.

Please review the attached documents that provide information on both of these new features and instructions for completing these UAT prep tasks so you will be able to complete testing during the AP UAT sessions February 18 – 19, 2015.