

Oracle Accounts Receivable User Kick-Off Meeting Agenda

October 27, 2009

1. Project Background - Kelly Flege
 - Purpose
 - Scope
 - Timeline
 - Status
2. Invoice Creation Demonstration - Brian Looby
3. New Business Process Review - Brian Looby
4. Preparing for “Go Live” - Brian Looby
 - Departmental Setup Forms
 - Dates of Importance

DATE	ACTIVITY
November 11, 2009	<ul style="list-style-type: none">• Departmental Setup Forms Due
December, 2009	<ul style="list-style-type: none">• Formal Oracle AR Training Begins
December 31, 2009	<ul style="list-style-type: none">• Submit List of Open Invoices to OBO
January 1, 2010	<ul style="list-style-type: none">• “Go Live” - All New Invoices Entered Into the Oracle AR System
April 1, 2010	<ul style="list-style-type: none">• Send Copies of Open Invoices to OBO• Outstanding/Overdue Invoices Entered Into the Oracle AR System