

# CAPPS 2017 UAT Scenario Report

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**SCENARIO NAME:** AM-CFG\_ADD\_CLASS **TEST STATUS:** Not Started

**MODULE NAME:** Asset Management **TESTER**

**JOB PROFILES:** TX\_FIN\_AM\_CONFIG\_1

**BUS PROCESS:** AM-010-020\_CFG\_ADD\_CLASS

**DESCRIPTION:** Add an Asset Class.

**EXPECTED RESULTS:** Able to create a new asset class and populate the Tx SPA fields.

**NAVIGATION:** Set Up Financials/Supply Chain > Product Related > Asset Management > Financials > Asset Classes

**COMMENTS:**

**ACTUAL RESULTS:**

**DEPENDENCIES:**

Description:	Scenario:
N/A	

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## SCENARIO STEPS:

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**STEP # 1** Navigate to: Set Up Financials/Supply Chain > Product Related > Asset Management > Financials > Asset Classes The Asset Classes page displays.

**STEP # 2** Click on the Add a New Value tab.  
Select a Set ID:  
Enter a new Asset Class:  
Click the Add button.  
The Asset Classes page is displayed.

**STEP # 3** Enter an Effective Date: use 01/01/1900.  
Enter a Description:  
Years of VAT Recoverability: Texas does not use this field.

**STEP # 4** Enter SPA Fields:  
SPA Capitalization Threshold:  
Capitalized Comp Object:  
Controlled Comp Object:  
SPA AFR Category:  
Comment:

**STEP # 5** Click the Save button to add the Asset Class.

**STEP # 6** End of Procedure.

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**SCENARIO NAME:** AM-CFG\_ADD\_PROFILE **TEST STATUS:** Not Started

**MODULE NAME:** Asset Management **TESTER**

**JOB PROFILES:** TX\_FIN\_AM\_CONFIG\_1

**BUS PROCESS:** AM-010-030\_CFG\_ADD\_PROFILE

**DESCRIPTION:** Creation of an Asset Profile with appropriate Asset Class.

**EXPECTED RESULTS:** A new asset profile\_id is created.

**NAVIGATION:** Set Up Financials/Supply Chain> Product Related > Asset Management > Profiles > Asset Profiles

**COMMENTS:**

**ACTUAL RESULTS:**

**DEPENDENCIES:**

**Description:**

Create a new Asset Class.

**Scenario:**

AM-CFG\_ADD\_CLASS

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## SCENARIO STEPS:

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- STEP # 1** Navigate to: Set Up Financials/Supply Chain> Product Related > Asset Management > Profiles > Asset Profiles  
Click the Add a New Value tab.  
The Asset Profile page is displayed.  
Select a SETID and enter a Profile ID code.  
Click the Add button.
- STEP # 2** Enter Profile Information.  
Enter the Profile Description, Asset Description, Asset Class (use the Asset Class created in AM-010-020\_CFG\_ADD\_CLASS) , Asset Type, Acquisition Code, Asset Cap Indicator of 'Y'.
- STEP # 3** On the Depreciation tab, enter Book Name, Effective Date (01/01/1900), Category, Method, Useful Life.
- STEP # 4** Click on the Save button to save the new Profile\_ID.
- STEP # 5** End of Procedure.

# CAPPS 2017 UAT Scenario Report

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**SCENARIO NAME:** AM-CFG\_ADD\_AREAID **TEST STATUS:** Not Started

**MODULE NAME:** Asset Management **TESTER**

**JOB PROFILES:** TX\_FIN\_AM\_CONFIG\_1

**BUS PROCESS:** AM-010-050\_CFG\_ADD\_AREAID

**DESCRIPTION:** Add Area ID for tracking location areas like Room, Floor, or other areas for a location.

**EXPECTED RESULTS:** Ability to add a user-defined area and save.

**NAVIGATION:** Menu>Setup/Financial>Product Related>Asset Management>Physical Definitions>Area Definition

**COMMENTS:**

**ACTUAL RESULTS:** Asset Area is saved.

**DEPENDENCIES:**

**Description:** **Scenario:**

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## SCENARIO STEPS:

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- STEP # 1** Follow the navigation and select Add to Add an Area ID.
- STEP # 2** Enter your agency Setid and select a Location code for the area id.
- STEP # 3** Enter the Area ID RM212 and click ADD
- STEP # 4** The effective date defaults to the current date. Then, update the status to Active.
- STEP # 5** Next enter a description for area Office of Automation
- STEP # 6** Optional, you can enter a detailed description of the location. For example, Building 400, 5th Floor.

# CAPPS 2017 UAT Scenario Report

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**SCENARIO NAME:** AM-CFG\_ADD\_LOCATION **TEST STATUS:** Not Started

**MODULE NAME:** Asset Management **TESTER**

**JOB PROFILES:** TX\_FIN\_AM\_CONFIG\_1

**BUS PROCESS:** AM-010-060\_CFG\_ADD\_LOCATION

**DESCRIPTION:** Add an asset Location.

**EXPECTED RESULTS:** Able to add a new location with all necessary fields.

**NAVIGATION:** Set Up Financials/Supply Chain > Common Definitions > Location > Location

**COMMENTS:**

**ACTUAL RESULTS:**

**DEPENDENCIES:**

Description:	Scenario:
N/A	

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## SCENARIO STEPS:

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- STEP # 1** Navigate to: Set Up Financials/Supply Chain > Common Definitions > Location > Location
- STEP # 2** Select the 'Add a New Value' tab.  
Select a SetID (your Agency)  
Enter a new Location Code.  
Click the 'Add' button.
- STEP # 3** On the Location Definition page,  
Enter an **Effective Date (01/01/1901)** , **Description, Address, City, State, and Postal** data.
- STEP # 4** Click the Save button to save the new location.
- STEP # 5** End of Procedure.

# CAPPS 2017 UAT Scenario Report

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**SCENARIO NAME:** AM-INT\_AP\_TO\_AM **TEST STATUS:** Optional

**MODULE NAME:** Asset Management **TESTER**

**JOB PROFILES:** TX\_FIN\_AM\_PRC\_INTERFACES

**BUS PROCESS:** AM-020-020\_INT\_AP\_TO\_AM

**DESCRIPTION:** Run batch processes to create/update assets with voucher information.

**EXPECTED RESULTS:** Assets are created/updated with financial information from AP vouchers.

**NAVIGATION:** Asset Management > Send/Receive Info > Retrieve Info from AP/PO

**COMMENTS:**

**ACTUAL RESULTS:**

**DEPENDENCIES:**

**Description:**

**Scenario:**

AP process to extract asset related vouchers from AP. AP-LOAD\_ASSETS

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## SCENARIO STEPS:

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- STEP # 1** Navigate to: Asset Management > Send/Receive Info > Retrieve Info from AP/PO  
The Purchasing/Payables Interface page is displayed.  
Click on the Add a New Value tab.  
Enter a Run Control ID.  
Click the Add button.  
The Retrieve Info From AP/PO run control page is displayed.
- STEP # 2** Enter a Request ID of 1.  
Enter a brief description.  
Select Process Frequency: Always Process.  
Select Process Option Process Business Unit.  
Enter Business Unit (your Agencies Business Unit).  
Click the Run button.  
The Process Scheduler Request page pops up.
- STEP # 3** Click the OK button to submit the AMPS1000 process.  
You will be returned to the Retrieve Info From AP/PO run control page.  
There will be a Process Instance number below the Process Monitor link.  
Click the Process Monitor link.  
The Process List page is displayed.
- STEP # 4** Click the Refresh button periodically until the AMPS1000 process has a Run Status of Success and a Distribution Status of Posted.

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- STEP # 5**                      Now run the normally nightly scheduled process, Load Transactions to AM.  
Navigate to: Asset Management > Send/Receive Info > Load Transactions > Load Transactions into AM  
The Transaction Loader page is displayed.  
Click on the Add a New Value tab.  
Enter a Run Control ID.  
Click the Add button.  
The Load Transactions into AM run control page is displayed.
- STEP # 6**                      Enter a Request ID of 1.  
Select Process Frequency: Always  
Enter Interface ID 0.  
Enter To Interface ID 99999999  
Enter Business Unit (your Agencies Business Unit).  
Click the Run button.  
The Process Scheduler Request page pops up.
- STEP # 7**                      Click the OK button to submit the AMIF1000 process.  
You will be returned to the Load Transactions into AM run control page.  
There will be a Process Instance number below the Process Monitor link.  
Click the Process Monitor link.  
The Process List page is displayed.
- STEP # 8**                      Click the Refresh button periodically until the AMIF1000 process has a Run Status of Success and a Distribution Status of Posted.
- STEP # 9**                      End of Procedure.

# CAPPS 2017 UAT Scenario Report

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**SCENARIO NAME:** AM-INT\_CIP\_CLOSURE **TEST STATUS:** Optional

**MODULE NAME:** Asset Management **TESTER**

**JOB PROFILES:** TX\_FIN\_AM\_MAINT\_ASSETS

**BUS PROCESS:** AM-020-020\_INT\_CIP\_CLOSURE

**DESCRIPTION:** Reconcile the CIP costs, retire the CIP assets, and set up Depreciating assets.

**EXPECTED RESULTS:** The accumulated CIP asset(s) are retired, and depreciating assets are manually set up.

**NAVIGATION:** Asset Management > Asset Transactions > Owned Assets > Basic Add

**COMMENTS:**

**ACTUAL RESULTS:**

**DEPENDENCIES:**

**Description:**

Verify the CIP assets are complete for the project.

**Scenario:**

AM-INT\_CIP\_VERIFY

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## SCENARIO STEPS:

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- STEP # 1** Verify and reconcile the CIP assets for the project.
- STEP # 2** Retire the CIP assets for the project.
- STEP # 3** Manually add the consolidated asset(s) for the project.  
The new assets should equal the cost of the CIP assets retired in step 2.
- STEP # 4** End of Procedure.

# CAPPS 2017 UAT Scenario Report

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**SCENARIO NAME:** AM-INT\_CIP\_VERIFY **TEST STATUS:** Not Started

**MODULE NAME:** Asset Management **TESTER**

**JOB PROFILES:** TX\_FIN\_AM\_MAINT\_ASSETS

**BUS PROCESS:** AM-020-020\_INT\_CIP\_VERIFY

**DESCRIPTION:** Verify integrated CIP assets are properly added in Asset Management.

**EXPECTED RESULTS:** Able to Retire the CIP assets and set up a new consolidated CIP asset.

**NAVIGATION:** Asset Management > Asset Transactions > Owned Assets > Basic Add

**COMMENTS:**

**ACTUAL RESULTS:**

**DEPENDENCIES:**

**Description:**

PO Test script to add several CIP Related Assets using asset comp object codes and amount only POs.

**Scenario:**

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## SCENARIO STEPS:

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- STEP # 1** Confirm PO integrated CIP Asset scenarios have been run.  
Verify the CIP assets.  
Navigate to: Asset Management > Asset Transactions > Owned Assets > Basic Add  
Enter the Business Unit and the Asset ID for each of the CIP assets.
- STEP # 2** Retire the CIP assets for the project.
- STEP # 3** Manually add the consolidated asset(s) for the project.  
The new assets should equal the cost of the CIP assets you retired in step 2.
- STEP # 4** End of Procedure.



# CAPPS 2017 UAT Scenario Report

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**SCENARIO NAME:** AM-INT\_GL\_CF\_ATTRIBUTE\_MAINT **TEST STATUS:** Not Started

**MODULE NAME:** Asset Management **TESTER**

**JOB PROFILES:** GL Config II

**BUS PROCESS:** AM-020-020\_INT\_GL\_CF\_ATTRIBUTE\_MAINT

**DESCRIPTION:** When an asset comp object code is selected in PO/AP module, some additional asset information has to be entered so the asset information can be interfaced to the AM module. Sometimes if the agency chooses to enter an asset manually, they can turn off the asset Capital Indicator temporarily.

**EXPECTED RESULTS:** In PO or AP module, when an asset comp object code is selected, a document can be created without entering additional asset information.

**NAVIGATION:** Set Up Financials/Supply Chain-> Common Definitions -> Design ChartFields -> Define Values -> ChartField Values

**COMMENTS:**

**ACTUAL RESULTS:**

**DEPENDENCIES:**

**Description:**

**Scenario:**

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## SCENARIO STEPS:

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- STEP # 1** Navigate to Set Up Financials/Supply Chain > Common Definitions >Design ChartFields >Define Values >ChartField Values. Click on the Account link. Enter SETID and an asset Comp Object account and press 'Search'.
- STEP # 2** On the Account Page, Click **Correct History** button at the bottom right side of the page.
- STEP # 3** Click the hyperlink 'Attributes' in the middle of the page. This will take you to the Chartfield Attributes page for this account.
- STEP # 4** There are multiple lines. We need to edit the line the ChartField Attribute field is set to "ASSET\_CAP\_IND. Go to ChartField Attribute Value field, click the Magnifying Glass and choose "X". Click OK to close the link. Save the change.
- STEP # 5** Once the PO or Voucher is processed, switch back the ASSET\_CAP\_IND from "X" to "Y" and save the change.

# CAPPS 2017 UAT Scenario Report

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**SCENARIO NAME:** AM-INT\_INTEGRATED\_ASSET **TEST STATUS:** Not Started

**MODULE NAME:** Asset Management **TESTER**

**JOB PROFILES:** TX\_FIN\_AM\_MAINT\_ASSETS

**BUS PROCESS:** AM-020-020\_INT\_INTEGRATED\_ASSET

**DESCRIPTION:** Create a controlled asset via PO/AP integration. Ensure the Tx Capitalization Indicator flag is set to 'N'.

**EXPECTED RESULTS:** A controlled asset is added.

**NAVIGATION:** Asset Management > Asset Transactions > Owned Assets > Basic Add

**COMMENTS:**

**ACTUAL RESULTS:**

**DEPENDENCIES:**

<b>Description:</b>	<b>Scenario:</b>
A controlled asset is received.	

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## SCENARIO STEPS:

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**STEP # 1** Verify the PO script, PO-060-020 Receipt for Integrated Asset, is run successfully. An asset below the threshold cost should be created.

**STEP # 2** Navigate to: Asset Management > Asset Transactions > Owned Assets > Basic Add  
Enter the Business Unit and the Asset ID.  
Click the Search button.  
The Basic Add page will be displayed.

**STEP # 3** Verify that the Tx Capitalization Indicator flag is set to 'N'.

**STEP # 4** End of Procedure.

# CAPPS 2017 UAT Scenario Report

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**SCENARIO NAME:** AM-INT\_RECEIPT\_CANCEL\_OF\_ASSET                      **TEST STATUS:** Optional

**MODULE NAME:** Asset Management                                      **TESTER**

**JOB PROFILES:** TX\_FIN\_AM\_MAINT\_ASSETS

**BUS PROCESS:** AM-020-020\_INT\_RECEIPT\_CANCEL\_OF\_ASSET

**DESCRIPTION:** Verify the canceled receipt of an asset line results in the asset being disposed (retired).

**EXPECTED RESULTS:** The asset canceled via the Receipt page is disposed.

**NAVIGATION:** Purchasing > Receipts > Add/Update Receipts

**COMMENTS:**

**ACTUAL RESULTS:**

**DEPENDENCIES:**

<b>Description:</b>	<b>Scenario:</b>
This script should cancel a receipt, resulting in the asset status indicator being disposed.	PO-Receipt - Cancel Asset Receipt

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## SCENARIO STEPS:

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- STEP # 1**                      Verify the PO script, PO-060-040 PO-Receipt - Cancel Asset Receipt has been run successfully.  
Open the Receipt and obtain the asset ID.  
Navigate to: Purchasing > Receipts > Add/Update Receipts  
The Receiving page is displayed.  
Enter the Business Unit and Receipt Number of the asset related receipt.  
Click the Search button.  
The Maintain Receipts - Receiving page is displayed.
- STEP # 2**                      In the Receipt Lines section, locate the AM Status column (to the far right of the line).  
Click the 'Moved' link.  
The Asset Management Information for Line 1 is displayed.  
In the Asset Detail section, note the Asset ID that was used.
- STEP # 3**                      Now, verify the asset has been Disposed/Retired.  
Navigate to: Asset Management > Asset Transactions > Owned Assets > Basic Add  
Enter the Business Unit and Asset ID of the asset that was canceled via the Receipt page.  
Click the Search button.  
The General Information page will be displayed.
- STEP # 4**                      Verify the asset is retired, the Asset Status should show 'Disposed'.
- STEP # 5**                      End of Procedure.

# CAPPS 2017 UAT Scenario Report

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**SCENARIO NAME:** AM-INT\_RECEIPT\_MULTI\_FUND\_ASSET      **TEST STATUS:** Optional

**MODULE NAME:** Asset Management      **TESTER**

**JOB PROFILES:** TX\_FIN\_AM\_MAINT\_ASSETS

**BUS PROCESS:** AM-020-020\_INT\_RECEIPT\_MULTI\_FUND\_ASSET

**DESCRIPTION:** Verify proper creation of a multi funded asset receipt.

**EXPECTED RESULTS:** Verification of proper split funded asset created from the Receipt process.

**NAVIGATION:** Asset Management > Asset Transactions > Owned Assets > Basic Add

**COMMENTS:**

**ACTUAL RESULTS:**

**DEPENDENCIES:**

<b>Description:</b> Receipt of an asset split funded purchase.	<b>Scenario:</b> PO-Receipt - Capital Asset Multi-funded
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## SCENARIO STEPS:

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- STEP # 1**      Verify PO script PO-060-020 Receipt for Capitalized Asset - Multi-funded has run to success.  
This should have created the split funded asset. Note the Asset ID.
- STEP # 2**      Navigate to: Asset Management > Asset Transactions > Owned Assets > Basic Add  
Enter Business Unit and Asset ID of the split funded asset.  
Click the Search button.  
The General Information page will be displayed.
- STEP # 3**      Verify the asset is split funded properly.  
Click on the Asset Acquisition details tab.  
Click on the 'View all' link.  
The page will display two PO line acquisition detail lines.  
Note the quantity and amount, confirming the split costs.
- STEP # 4**      Click on each of the lines, click on the Acquisition Details Chartfields link, verifying the different funds on each line, matching what came from the receipt.
- STEP # 5**      End of Procedure.

# CAPPS 2017 UAT Scenario Report

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**SCENARIO NAME:** AM-INT\_SHELL\_ASSET **TEST STATUS:** Optional

**MODULE NAME:** Asset Management **TESTER**

**JOB PROFILES:** TX\_FIN\_AM\_MAINT\_ASSETS

**BUS PROCESS:** AM-020-020\_INT\_SHELL\_ASSET

**DESCRIPTION:** This script is needed when there are projects or when the agency is processing a Non-PO voucher. By creating a shell asset, the asset ID will be referenced in the receiving/ap process to send additional asset transactions. For project situation, the Asset ID will be the project number.

**EXPECTED RESULTS:** Create a shell asset to send additional asset transactions in the receiving/AP process.

**NAVIGATION:** Asset Management > Asset Transactions > Owned Assets > Basic Add

**COMMENTS:**

**ACTUAL RESULTS:**

**DEPENDENCIES:**

<b>Description:</b> GL script that defines a CIP Project in the Project chartfield.	<b>Scenario:</b> GL_CF_VALUES
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## SCENARIO STEPS:

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- STEP # 1** Set up a shell asset.  
Navigate to: Asset Management > Asset Transactions > Owned Assets > Basic Add  
Click on the Add a New Value tab.  
Enter a Business Unit and an Asset Identification number. The asset number should be the project ID number.  
Click the Add button.  
The General Information page is displayed.
- STEP # 2** Enter all required fields:  
Description,  
Tag Number,  
Profile ID  
Click on the Asset Acquisition Detail tab.  
Enter an Amount of 0.01.  
Click the Acquisition Detail Chartfield link.  
Enter Chartfields, Fund and Appn Year.  
Click the Location/Comments/Attributes tab.  
Select a Location.  
Click the Save button to save the asset.
- STEP # 3** End of Procedure.

## CAPPS 2017 UAT Scenario Report

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**SCENARIO NAME:** AM-INT\_VCHR\_VALID\_ASSET\_ID\_REQ      **TEST STATUS:** Optional

**MODULE NAME:** Asset Management      **TESTER**

**JOB PROFILES:** TX\_FIN\_AP\_VCHR\_MAINT, TX\_FIN\_AM\_MAINT\_ASSETS

**BUS PROCESS:** AM-020-020\_INT\_VCHR\_VALID\_ASSET\_ID\_REQ

**DESCRIPTION:** Verify that Asset ID is required when asset receipt is pulled to voucher.

**EXPECTED RESULTS:** System will provide error if voucher for an asset if voucher was not created via the receiver worksheet.

**NAVIGATION:** This should be covered in an AP test script. Accounts Payable > Vouchers > Add/Update > Regular Entry

**COMMENTS:**

**ACTUAL RESULTS:**

**DEPENDENCIES:**

<b>Description:</b>	<b>Scenario:</b>
	AP-POST_VOUCHER_ONLINE

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### SCENARIO STEPS:

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**STEP # 1**      Ensure Voucher/Asset setup configuration is complete.

**STEP # 2**      Create PO Voucher using the Receiver Worksheet. Copy a receipt entered for an asset into the voucher and complete remaining fields.

**STEP # 3**      Erase/Blank the Asset ID carried into the voucher from the receipt.  
Save voucher.  
Error message should return indicating that a valid Asset ID is required.

**STEP # 4**      End of Procedure.

## CAPPS 2017 UAT Scenario Report

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**SCENARIO NAME:** AM-INT\_VCHR\_VALID\_ASSET\_NEXT **TEST STATUS:** Optional

**MODULE NAME:** Asset Management **TESTER**

**JOB PROFILES:** TX\_FIN\_AP\_ENTER\_VOUCHERS, TX\_FIN\_AM\_MAINT\_ASSETS

**BUS PROCESS:** AM-020-020\_INT\_VCHR\_VALID\_ASSET\_NEXT

**DESCRIPTION:** When configuration requires, ensure Voucher requires receiver worksheet.

**EXPECTED RESULTS:** System will provide error on the voucher when a valid asset ID is not used. A fatal error message should be received when attempting to save a voucher with an Asset ID of 'NEXT'.

**NAVIGATION:** This should be handled in an AP test script. Accounts Payable > Vouchers > Add/Update > Regular Entry

**COMMENTS:**

**ACTUAL RESULTS:**

**DEPENDENCIES:**

<b>Description:</b>	<b>Scenario:</b>
	AP- PO_VOUCHER_WITH_ASSET_INFO

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### SCENARIO STEPS:

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**STEP # 1** Ensure Voucher/Asset setup configuration is complete.

**STEP # 2** Create PO Voucher using the Receiver Worksheet.  
Copy a receipt entered for an asset into the voucher and complete remaining fields

**STEP # 3** Erase/Blank the Asset ID carried into the voucher from the receipt, and type NEXT or any other value.  
Save the voucher.  
An error message should return indicating that a valid Asset ID is required.

**STEP # 4** End of Procedure.

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**SCENARIO NAME:** AM-INT\_VERIFY\_FINANCIAL **TEST STATUS:** Not Started

**MODULE NAME:** Asset Management **TESTER**

**JOB PROFILES:** TX\_FIN\_AM\_MAINT\_ASSETS

**BUS PROCESS:** AM-020-020\_INT\_VERIFY\_FINANCIAL

**DESCRIPTION:** Verify the physical portion of an integrated asset was correctly processed.

**EXPECTED RESULTS:** The integrated asset correctly contains the financial attributes.

**NAVIGATION:** Asset Management > Asset Transactions > Owned Assets > Basic Add

**COMMENTS:**

**ACTUAL RESULTS:**

**DEPENDENCIES:**

Description:	Scenario:
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## SCENARIO STEPS:

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- STEP # 1** Confirm the AP integrated asset scenarios have been run.  
To confirm the financial integration, Navigate to: Asset Management > Asset Transactions > Owned Assets > Basic Add  
Enter the Business Unit and the Asset ID for asset(s).  
The General Information page will be displayed.
- STEP # 2** Click on the Asset Aquisition Detail tab.  
Click on the **View All** link.  
The System Source fields should show a PO Batch and an AP Batch.  
Click on the **Interfaces Info** link
- STEP # 3** The Acquisition Details popup page should be displayed.  
The **Payables Acquisition** section of the page should be populated with the Voucher ID number.  
Click the **PS Accounts Payable Drilldown** link  
The Voucher Inquiry page will be displayed of the voucher used to create the asset.
- STEP # 4** End of Procedure.



# CAPPS 2017 UAT Scenario Report

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**SCENARIO NAME:** AM-INT\_VERIFY\_PHYSICAL **TEST STATUS:** Not Started

**MODULE NAME:** Asset Management **TESTER**

**JOB PROFILES:** TX\_FIN\_AM\_MAINT\_ASSETS

**BUS PROCESS:** AM-020-020\_INT\_VERIFY\_PHYSICAL

**DESCRIPTION:** Verify the physical portion of an integrated asset was correctly processed.

**EXPECTED RESULTS:** The integrated asset correctly contains the physical attributes.

**NAVIGATION:** Asset Management > Asset Transactions > Owned Assets > Basic Add

**COMMENTS:**

**ACTUAL RESULTS:**

**DEPENDENCIES:**

**Description:**

**Scenario:**

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## SCENARIO STEPS:

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- STEP # 1** Confirm the PO receipt integrated asset scenarios have been run.  
To confirm the physical integration, Navigate to: Asset Management > Asset Transactions > Owned Assets > Basic Add  
Enter Business Unit and Asset ID of the asset integrated from receipt.  
Click the Search button.  
The General Information page is displayed.
- STEP # 2** Click on the Asset Aquisition Detail tab.  
The System Source field should show PO Online Entry Panel.  
Click on the **Interfaces Info** link
- STEP # 3** The Acquisition Details popup page should be displayed.  
The Receiving section of the page should be populated with the Receipt number.  
Click the **PS/PO Receiving Drilldown** link  
The Receiving page will be displayed of the receipt used to create the asset.
- STEP # 4** End of Procedure.

# CAPPS 2017 UAT Scenario Report

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**SCENARIO NAME:** AM-BASIC\_ADD **TEST STATUS:** Not Started

**MODULE NAME:** Asset Management **TESTER**

**JOB PROFILES:** TX\_FIN\_AM\_MAINT\_ASSETS

**BUS PROCESS:** AM-020-030\_AM\_BASIC\_ADD

**DESCRIPTION:** Ability to manually add an asset using the Basic Add page.

**EXPECTED RESULTS:** The Basic Add pages are filled out and the asset is created when the Save button is clicked.

**NAVIGATION:** Asset Management > Asset Transactions > Owned Assets > Basic Add

**COMMENTS:**

**ACTUAL RESULTS:**

**DEPENDENCIES:**

Description:	Scenario:
N/A	

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## SCENARIO STEPS:

---

- STEP # 1** Navigate to: Asset Management > Asset Transactions > Owned Assets > Basic Add  
Click on the Add a New Value tab.  
Enter a Business Unit and an Asset Identification number. (Optionally, you could use NEXT to add an asset with the next sequential number.)
- STEP # 2** On the General Information tab, enter a Description and a Profile Id.  
Verify that the Profile ID populates several fields on the page such as Asset Class and Asset Type.
- STEP # 3** Note the Acquisition Code. For the SPA interface, each asset defaults to a value of "State Sources". If the Acquisition Code should be something else, select the appropriate value from the Acquisition Code field drop down list.
- STEP # 4** Click the Asset Acquisition Detail tab. Enter the cost of the asset in the Amount field.  
Click on the Acquisition Detail Chartfields link and enter the Fund Code, Department, and Appropriation Year. Enter any other Chartfields values appropriate for your agency.  
Click the OK button.  
Click the Capitalize button.  
Verify the chartfields entered are correct.
- STEP # 5** Click on the Location/Comments/Attributes tab.  
Enter the Location code of the asset.  
If it is applicable, select an **Area ID** of the asset from the drop down list or enter an **AREA** value.  
If there are needed comments pertaining to the asset, enter them into the Comments field.
- STEP # 6** Click on the Manufacture/License/Custodian tab.  
Enter the Serial ID, Custodian and any other pertinent information.

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- STEP #** 7                      Click the Save button at the bottom left of the page to save the asset. Note the Asset ID.
- STEP #** 8                      **Note:** This will create a T code of 'I' for an Asset add when transmitting a file to SPA.  
You will need to verify this transaction in the CAPPS to SPA interface process.
- STEP #** 9                      End of Procedure.

# CAPPS 2017 UAT Scenario Report

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**SCENARIO NAME:** AM-BASIC\_ADD\_TRANSFERRED **TEST STATUS:** Not Started

**MODULE NAME:** Asset Management **TESTER**

**JOB PROFILES:** TX\_FIN\_AM\_MAINT\_ASSETS

**BUS PROCESS:** AM-020-030-001\_AM\_BASIC\_ADD\_TRANSFERRED

**DESCRIPTION:** When an asset is transferred from one state agency to another, a transfer transaction should be initiated by the transfer-from agency in SPA. Once the transfer has been accepted, in CAPPS the asset will be manually added by the transfer-to agency and retired by the transfer-from agency.

**EXPECTED RESULTS:** An asset is added with the proper Acquisition Code, the Previous Property Number, and the Transfer From Agency designated.

**NAVIGATION:** Asset Management > Asset Transactions > Owned Assets > Basic Add

**COMMENTS:**

**ACTUAL RESULTS:**

**DEPENDENCIES:**

**Description:**

The inter-agency transfer has to be accepted by the Transfer-To agency in SPA or the CAPPS asset addition will be interfaced to SPA and create a new asset.

**Scenario:**

---

**SCENARIO STEPS:**

---

- STEP # 1** Navigate to: Asset Management > Asset Transactions > Owned Assets > Basic Add  
Click on the Add a New Value tab.  
Enter a Business Unit and an Asset Identification number.
- STEP # 2** On the General Information tab, enter a Description and a Profile Id.  
Verify that the Profile ID populates several fields on the page such as Asset Class and Asset Type.
- STEP # 3** For Acquisition Code, each asset defaults to a value of "State Sources". For transferred asset, please select "Transfers From A State Agency". Also enter values for Previous Property Number and Transfer From Agency.
- STEP # 4** Click the Asset Acquisition Detail tab. Enter the cost of the asset in the Amount field.  
Click on the Acquisition Detail Chartfields link and enter the Fund Code, Department, and Appropriation Year. Enter any other Chartfields values appropriate for your agency.  
Click the OK button.  
Click the Capitalize button.  
Verify the chartfields entered are correct.

## *CAPPS 2017 UAT Scenario Report*

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- STEP # 5** Click on the Location/Comments/Attributes tab.  
Enter the Location code of the asset.  
If it is applicable, select an **Area ID** of the asset from the drop down list or enter an **AREA** value.  
If there are needed comments pertaining to the asset, enter them into the Comments field.
- STEP # 6** Click on the Manufacture/License/Custodian tab.  
Enter the Serial ID, Custodian and any other pertinent information.
- STEP # 7** Click the Save button at the bottom left of the page to save the asset. Note the Asset ID.
- STEP # 8** Note: This will create a T code of 'I' for an Asset add when transmitting a file to SPA. You will need to verify this transaction in the CAPPS to SPA interface process.
- STEP # 9** End of Procedure.

# CAPPS 2017 UAT Scenario Report

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**SCENARIO NAME:** AM-ADD\_PARENT\_ASSET **TEST STATUS:** Not Started

**MODULE NAME:** Asset Management **TESTER**

**JOB PROFILES:** TX\_FIN\_AM\_MAINT\_ASSETS

**BUS PROCESS:** AM-020-040-001\_ADD\_PARENT\_ASSET

**DESCRIPTION:** Add a Parent asset.

**EXPECTED RESULTS:** A Parent asset is added.

**NAVIGATION:** Asset Management > Asset Transactions > Owned Assets > Basic Add

**COMMENTS:**

**ACTUAL RESULTS:**

**DEPENDENCIES:**

Description:	Scenario:
N/A	

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## SCENARIO STEPS:

---

- STEP # 1** Navigate to: Asset Management > Asset Transactions > Owned Assets > Basic Add  
Click the Add a New Value tab.  
Enter Business Unit: (your Agency) and an Asset ID.  
Click the Add button.  
The General Information page is displayed.
- STEP # 2** Enter Description and Tag Number.  
Select **Parent** in the Parent/Child field.  
Enter Profile ID.
- STEP # 3** Click the Asset Acquisition Detail tab.  
Enter the Amount.  
Click the **Capitalize** button.  
Enter Chartfields Fund and Appn Year.  
Click on the Location/Comments/Attributes tab.  
Select a location.  
Click the Save button to save the Parent asset.
- STEP # 4** **Note:** This will create a T code of 'I' for an Asset add when transmitting a file to SPA.  
You will need to verify this transaction in the CAPPS to SPA interface process.
- STEP # 5** End of Procedure.

# CAPPS 2017 UAT Scenario Report

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**SCENARIO NAME:** AM-ADD\_CHILD\_ASSET **TEST STATUS:** Not Started

**MODULE NAME:** Asset Management **TESTER**

**JOB PROFILES:** TX\_FIN\_AM\_MAINT\_ASSETS

**BUS PROCESS:** AM-020-040-002\_ADD\_CHILD\_ASSET

**DESCRIPTION:** Add a Child asset.

**EXPECTED RESULTS:** A Child asset is added.

**NAVIGATION:** Asset Management > Asset Transactions > Owned Assets > Basic Add

**COMMENTS:**

**ACTUAL RESULTS:**

**DEPENDENCIES:**

<b>Description:</b> A Parent Asset is needed.	<b>Scenario:</b> AM-ADD_PARENT_ASSET
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## SCENARIO STEPS:

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- STEP # 1** Navigate to: Asset Management > Asset Transactions > Owned Assets > Basic Add  
Click the Add a New Value tab.  
Enter Business Unit: (your Agency) and an Asset ID.  
Click the Add button.  
The General Information page is displayed.
- STEP # 2** Enter all required fields:  
Enter Description.  
Enter Tag Number.  
Select **Child** in the Parent/Child field.  
The Parent ID field will appear.  
Enter/select the Parent ID in the Parent field.  
Enter Profile ID.
- STEP # 3** Click the Asset Acquisition Detail tab.  
Enter the Amount.  
Click the **Capitalize** button.  
Enter Chartfields Fund and Appn Year.  
Click on the Location/Comments/Attributes tab.  
Select a location.  
Click the Save button to save the Child asset.
- STEP # 4** **Note:** This will create a T code of 'I' for an Asset add when transmitting a file to SPA.  
You will need to verify this transaction in the CAPPS to SPA interface process.
- STEP # 5** End of Procedure.

# CAPPS 2017 UAT Scenario Report

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**SCENARIO NAME:** AM-COPY\_ASSETS **TEST STATUS:** Not Started

**MODULE NAME:** Asset Management **TESTER**

**JOB PROFILES:** TX\_FIN\_AM\_MAINT\_ASSETS

**BUS PROCESS:** AM-020-060\_COPY\_ASSETS

**DESCRIPTION:** Ability to copy existing assets.

**EXPECTED RESULTS:** Assets are copied. The asset cap indicator on the copied asset correctly reflects the cost of the assets.

**NAVIGATION:** Asset Management > Asset Transactions > Owned Assets > Copy Existing Asset

**COMMENTS:**

**ACTUAL RESULTS:**

**DEPENDENCIES:**

<b>Description:</b> Select an existing asset.	<b>Scenario:</b> AM-BASIC_ADD
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## SCENARIO STEPS:

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**STEP # 1** Navigate to: Asset Management > Asset Transactions > Owned Assets > Copy Existing Asset  
Select the Business Unit and the Asset ID you want to copy.

**STEP # 2** On the Create Asset Copies page,  
Enter the number of copies you want to make in the 'Num of Asset Copies to create' field.

**STEP # 3** Click on the '**Create Assets**' button. For each new copied asset, enter a Description, Tag Number, and Serial ID.  
Click the Save button to save the page.

**STEP # 4** Verify the asset(s).  
Navigate to: Asset Management > Search for an Asset  
Locate the asset(s) you created.

**STEP # 5** End of Procedure.



# CAPPS 2017 UAT Scenario Report

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**SCENARIO NAME:** AM-SPA\_UPDT\_COND\_CODE **TEST STATUS:** Not Started

**MODULE NAME:** Asset Management **TESTER**

**JOB PROFILES:** TX\_FIN\_AM\_MAINT\_ASSETS, TX\_FIN\_AM\_PRC\_INTERFACES

**BUS PROCESS:** AM-030-010\_SPA\_UPDT\_COND\_CODE

**DESCRIPTION:** Update the asset condition code in CAPPS and interface the change to SPA.

**EXPECTED RESULTS:** User can change the condition code in CAPPS and interface the update to SPA.

**NAVIGATION:** Asset Management > Asset Transactions > Owned Assets > Basic Add

**COMMENTS:**

**ACTUAL RESULTS:**

**DEPENDENCIES:**

<b>Description:</b> Select an existing asset	<b>Scenario:</b> AM-BASIC_ADD
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## SCENARIO STEPS:

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- STEP # 1** Navigate to: Asset Management > Asset Transactions > Owned Assets > Basic Add  
Asset Basic Information page displays.  
Select an asset by entering a Business Unit and an Asset ID.  
Click the Search button to display the General Information page.
- STEP # 2** Update the **Asset Condition** field for the asset and note the change made.  
Click the Save button to save the asset.
- STEP # 3** Run test script AM-090-030\_SPA\_STAGE\_TEST to verify the change.  
**Note:** This will create a T code of ' ' for a non-financial change add when transmitting a file to SPA.  
When verified, run test script AM-090-030\_SPA\_STAGE\_TRANSMIT to send the transaction(s) to SPA.
- STEP # 4** End of Procedure.

# CAPPS 2017 UAT Scenario Report

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**SCENARIO NAME:** AM-UPDATE\_ASSET\_LOCATION **TEST STATUS:** Not Started

**MODULE NAME:** Asset Management **TESTER**

**JOB PROFILES:** TX\_FIN\_AM\_MAINT\_ASSETS, TX\_FIN\_AM\_MAINT\_LOCATIONS

**BUS PROCESS:** AM-030-010\_UPDATE\_ASSET\_LOCATION

**DESCRIPTION:** Change an asset's Location code.

**EXPECTED RESULTS:** Change the location of an asset.

**NAVIGATION:** Asset Management > Asset Transactions > Owned Assets > Basic Add

**COMMENTS:** Note: Updating the Location does not go to SPA. CAPPS is the system of record for asset locations.

**ACTUAL RESULTS:**

**DEPENDENCIES:**

**Description:**

Select an existing asset

**Scenario:**

AM-BASIC\_ADD

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## SCENARIO STEPS:

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- STEP # 1** Navigate to Asset Management > Asset Transactions > Owned Assets > Basic Add  
The Asset Basic Information page, with the 'Find an Existing Value' tab is displayed.
- STEP # 2** Enter a Business Unit, and an Asset ID.  
Click on the 'Search' button.  
The Basic Add page opens with the data for the selected Asset ID.
- STEP # 3** Click on the 'Location/Comments/Attributes' tab.
- STEP # 4** Press the [+] icon in the upper right hand corner of the "Location" section. This creates a new effective dated row. The Effective Date will default to the current date.
- STEP # 5** Select a new location using the Location field lookup icon. The new location code and the location description are displayed.  
If you use Area ID , select an Area ID from the drop down list.  
Enter a value (less than 10 characters) in AREA field if you like.
- STEP # 6** Press the Save button to save the updated asset.  
Click on the Return to Search button near the bottom of the page. The Business Unit and Asset ID are defaulted on the 'Find an Existing Value' tab.
- STEP # 7** Press the 'Search' button. Verify the new location is correct.
- STEP # 8** End of Procedure.

# CAPPS 2017 UAT Scenario Report

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**SCENARIO NAME:** AM-UPDATE\_CUSTODIAN **TEST STATUS:** Not Started

**MODULE NAME:** Asset Management **TESTER**

**JOB PROFILES:** TX\_FIN\_AM\_MAINT\_ASSETS, TX\_FIN\_AM\_MAINT\_LOCATIONS

**BUS PROCESS:** AM-030-010\_UPDATE\_CUSTODIAN

**DESCRIPTION:** Ability to enter a new effective dated custodian for an asset.

**EXPECTED RESULTS:** Asset is saved with a new effective dated custodian.

**NAVIGATION:** Asset Management > Asset Transactions > Owned Assets > Basic Add

**COMMENTS:**

**ACTUAL RESULTS:**

**DEPENDENCIES:**

<b>Description:</b> Seelct an existing asset	<b>Scenario:</b> AM-BASIC_ADD
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## SCENARIO STEPS:

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- STEP # 1** Navigate to: Asset Management > Asset Transactions > Owned Assets > Basic Add  
Enter a Business Unit and an Asset ID.  
Click the Search button.  
The General Information page is displayed.
- STEP # 2** Click on the Manufacturer/License/Custodian tab.  
In the custodian Information area, click on the '+' button to insert another effective dated Custodian row.  
Note that the effective date defaluts to today's date and the effective Sequence is 1.  
Select the desired Empl ID.
- STEP # 3** Click on the 'View All' link to view of the effective dated Custodian rows for the asset.  
Two effective dated Custodian rows will be displayed.  
The first row is the most recently added custodian with today's date,  
The second row is the original custodian, probably dated 1/1/1901.
- STEP # 4** Click the Save button to save the update.
- STEP # 5** End of Procedure.

# CAPPS 2017 UAT Scenario Report

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**SCENARIO NAME:** AM-UPDATE\_DESCRIPTION\_SERIAL\_NUMBER **TEST STATUS:** Not Started

**MODULE NAME:** Asset Management **TESTER**

**JOB PROFILES:** TX\_FIN\_AM\_MAINT\_ASSETS, TX\_FIN\_AM\_MAINT\_LOCATIONS

**BUS PROCESS:** AM-030-010\_UPDATE\_DESCRIPTION\_SERIAL\_NUMBER

**DESCRIPTION:** Update an asset's description and serial number.

**EXPECTED RESULTS:** An asset's description and serial number are updated.

**NAVIGATION:** Asset Management > Asset Transactions > Owned Assets > Basic Add

**COMMENTS:**

**ACTUAL RESULTS:**

**DEPENDENCIES:**

**Description:**

N/A

**Scenario:**

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## SCENARIO STEPS:

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- STEP # 1** Navigate to: Asset Management > Asset Transactions > Owned Assets > Basic Add  
Enter a Business Unit and an Asset ID.  
Click the Search button.  
The General Information page is displayed.
- STEP # 2** Change the asset description field.  
Click on the Manufacturer/License/Custodian tab.  
Enter/Update the Serial ID field.
- STEP # 3** Click the Save button to save the asset.  
**Note:** This will create a T code of '' when transmitting a file to SPA. You will need to verify this transaction in the CAPPS to SPA interface process.
- STEP # 4** End of Procedure.

# CAPPS 2017 UAT Scenario Report

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**SCENARIO NAME:** AM-COST\_ADJUSTMENT **TEST STATUS:** Not Started

**MODULE NAME:** Asset Management **TESTER**

**JOB PROFILES:** TX\_FIN\_AM\_MAINT\_FIN\_INFO

**BUS PROCESS:** AM-030-020\_COST\_ADJUSTMENT

**DESCRIPTION:** Ability to adjust the cost of an asset.

**EXPECTED RESULTS:** Asset is adjusted correctly.

**NAVIGATION:** Asset Management > Asset Transactions > Financial Transactions > Cost Adjust/Transfer Asset

**COMMENTS:**

**ACTUAL RESULTS:**

**DEPENDENCIES:**

**Description:**

Select an existing asset

**Scenario:**

AM-BASIC\_ADD

---

## SCENARIO STEPS:

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- STEP # 1** Navigate to: Asset Management > Asset Transactions > Financial Transactions > Cost Adjust/Transfer Asset  
Select a Business Unit and enter the Asset ID you want to adjust.  
Click on the Search button to go to the Main Transaction page.
- STEP # 2** In the 'Action' field on the Main Transaction page, select 'Adjustment from the drop down list.  
Click the **GO!** button.  
The Cost Information page will be displayed.
- STEP # 3** In the 'Edit Cost Information' section of the page, there is a field, "Adjust Current Row By". In this field, enter the amount you want the asset to be adjusted.
- STEP # 4** Click the Apply button and you will see the updated total amount in the 'Cost' field.
- STEP # 5** Click the Save button to save the updated asset.  
**Note:** This will create a T code of 'A' for a cost increase or a 'D' for a cost decrease when transmitting a file to SPA. You will need to verify this transaction in the CAPPS to SPA interface process.
- STEP # 6** Review the Asset Cost History page.  
Navigate to: Asset Management > Asset Transactions > History > Review Cost  
Enter the Business Unit and the Asset ID of the asset you just adjusted.  
Click on the Search button to go to the Cost History List page.
- STEP # 7** You will see two rows displayed for the asset. One row, with a Transaction Type of ADD, is for the original cost of the asset. The second row, with a Transaction Type of ADJ, is the adjustment you performed.

# *CAPPS 2017 UAT Scenario Report*

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*STEP #* 8                      End of Procedure.

# CAPPS 2017 UAT Scenario Report

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**SCENARIO NAME:** AM-ASSET\_TRANSFER **TEST STATUS:** Not Started

**MODULE NAME:** Asset Management **TESTER**

**JOB PROFILES:** TX\_FIN\_AM\_MAINT\_ASSETS

**BUS PROCESS:** AM-030-030\_ASSET\_DEPT\_TRANSFER

**DESCRIPTION:** Transfer asset from one Department to another.

**EXPECTED RESULTS:** Asset is transferred from one Department to another.

**NAVIGATION:** Asset Management > Asset Transactions > Financial Transactions > Cost Adjust/Transfer Asset

**COMMENTS:**

**ACTUAL RESULTS:**

**DEPENDENCIES:**

**Description:**

Select an existing asset

**Scenario:**

AM-BASIC\_ADD

---

## SCENARIO STEPS:

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- STEP # 1** Navigate to: Asset Management > Asset Transactions > Financial Transactions > Cost Adjust/Transfer Asset  
Enter a Business Unit and an Asset ID.  
Click the Search button.  
The Main Transaction page is displayed.
- STEP # 2** Select the Action of 'Transfer'.  
Click the **GO!** button.  
The Cost Information page is displayed.
- STEP # 3** In the Dept field, enter another Department.  
Click the Save button to save the updated asset.
- STEP # 4** View the Cost History page to see the transfer transactions.  
Navigate to: Asset Management > Asset Transactions > History > Review Cost  
Enter the Business Unit and the Asset ID of the asset just updated.  
View the TRF transactions.
- STEP # 5** End of Procedure.

# CAPPS 2017 UAT Scenario Report

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**SCENARIO NAME:** AM-ASSET\_WARRANTY **TEST STATUS:** Not Started

**MODULE NAME:** Asset Management **TESTER**

**JOB PROFILES:** TX\_FIN\_AM\_MAINT\_ASSETS

**BUS PROCESS:** AM-030-030\_ASSET\_WARRANTY

**DESCRIPTION:** Enter Warranty information for an asset.

**EXPECTED RESULTS:** Enter Warranty information relating to a specific asset.

**NAVIGATION:** Asset Management > Service and Maintenance > Asset Warranties

**COMMENTS:**

**ACTUAL RESULTS:**

**DEPENDENCIES:**

<b>Description:</b>	<b>Scenario:</b>
An active asset must selected.	

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## SCENARIO STEPS:

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**STEP # 1** Navigate to: Asset Management > Service and Maintenance > Asset Warranties  
Enter Business Unit:  
Enter an existing Asset ID:  
Click the Search button.  
The Asset Warranties page is displayed.

**STEP # 2** Enter the date the Warranty is effective in the Effective date: field.  
Status field should be '**Active**'.  
Enter the Supplier ID of the Warranty in the Supplier ID field.  
Enter the Warranty Number.  
The Warranty Name field is not used.  
Enter the Warranty End Date.  
Enter details of the coverage in the Coverage field.

**STEP # 3** Click the Save button to save the warranty information.

**STEP # 4** End of Procedure.



# CAPPS 2017 UAT Scenario Report

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**SCENARIO NAME:** AM-RET\_01\_TRANSFER **TEST STATUS:** Not Started  
**MODULE NAME:** Asset Management **TESTER**  
**JOB PROFILES:** TX\_FIN\_AM\_MAINT\_ASSETS  
**BUS PROCESS:** AM-040-010\_RET\_01\_TRANSFER  
**DESCRIPTION:** Dispose of an asset that was transferred to another agency using the Disposal code of 01.  
**EXPECTED RESULTS:** Able to retire an asset with Disposal code 01.  
**NAVIGATION:** Asset Management > Asset Transactions > Asset Disposal > Retire/Reinstate Asset  
**COMMENTS:**

**ACTUAL RESULTS:**

**DEPENDENCIES:**

**Description:**

Retire an asset that has be transferred to another agency.

**Scenario:**

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**SCENARIO STEPS:**

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- STEP # 1** Navigate to: Asset Management > Asset Transactions > Asset Disposal > Retire/Reinstate Asset  
Enter Business Unit and the Asset ID to be retired.  
Click the Search button.  
The Retire Asset page will be displayed.
- STEP # 2** In the Retire As: field, select '01'(Completed Transfer).  
Click the **GO!** button.  
The selected code will be displayed in the **Disposal Code** field.
- STEP # 3** Enter Proceeds realized if any.  
**Note:** If no proceeds are entered, there will be a warning message. The system still allows you to dispose of the asset.  
Enter the Agency you are transferring the asset to in the **Transfer To:** field.  
Enter comments as applicable in the **Disposal Comments** field.
- STEP # 4** Click the Save button to Dispose of the asset.

# CAPPS 2017 UAT Scenario Report

---

**SCENARIO NAME:** AM-RET\_03\_SALVAGE **TEST STATUS:** Not Started

**MODULE NAME:** Asset Management **TESTER**

**JOB PROFILES:** TX\_FIN\_AM\_MAINT\_ASSETS

**BUS PROCESS:** AM-040-010\_RET\_03\_SALVAGE

**DESCRIPTION:** Dispose of an unusable asset, using the 'Retire As' code of '03'.

**EXPECTED RESULTS:** Asset is disposed with the disposal code of '03', (Salvage/Dismantled for Parts).

**NAVIGATION:** Asset Management > Asset Transactions > Asset Disposal > Retire/Reinstate Asset

**COMMENTS:**

**ACTUAL RESULTS:**

**DEPENDENCIES:**

<b>Description:</b> Select an existing asset	<b>Scenario:</b> AM-BASIC_ADD
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## SCENARIO STEPS:

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- STEP # 1** Navigate to: Asset Management > Asset Transactions > Asset Disposal > Retire/Reinstate Asset  
Enter a Business Unit and an Asset ID to be retired.  
Click on the Search button.  
The Retire Assets page will be displayed.
- STEP # 2** Select the "03" code (Salvage/Dismantled for Parts).  
Note: Through use, time, or accident, the asset is so damaged, used, or consumed that it has no value and it cannot be designated as surplus. This property is usually discarded or dismantled for parts.  
Click the GO button.
- STEP # 3** Enter Proceeds and Disposal Comments as applicable.
- STEP # 4** Click the Save button to save the asset disposal.  
A two line warning message will pop up, 'Warning -- Verify Proceeds from Sale are input on line 1 when disposing an asset. (20000,69)
- Disposal Codes 01 and 03 - 30 require Proceeds from Sale to be entered when disposing of property, even when the proceeds are zero (\$0).'  
**Note: By entering a salvage value, you will not get the above warning messages.**  
Click on the OK button to complete the asset disposal.
- STEP # 5** End of Procedure.

# CAPPS 2017 UAT Scenario Report

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**SCENARIO NAME:** AM-RET\_18\_MISSING **TEST STATUS:** Not Started

**MODULE NAME:** Asset Management **TESTER**

**JOB PROFILES:** TX\_FIN\_AM\_MAINT\_ASSETS

**BUS PROCESS:** AM-040-010\_RET\_18\_MISSING

**DESCRIPTION:** Dispose of an Asset with Disposal Cose of 18.

**EXPECTED RESULTS:** Able to dispose assets with DM 18 (Missing)

**NAVIGATION:** Asset Management > Asset Transactions > Asset Disposal > Retire/Reinstate Asset

**COMMENTS:**

**ACTUAL RESULTS:**

**DEPENDENCIES:**

<b>Description:</b> Select an existing asset	<b>Scenario:</b> AM-BASIC_ADD
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## SCENARIO STEPS:

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- STEP # 1** Navigate to: Asset Management > Asset Transactions > Asset Disposal > Retire/Reinstate Asset  
Enter a Business Unit and an Asset ID to be retired.  
Click on the Search button.  
The Retire Asset page will be displayed.
- STEP # 2** In the Retire As: field, select '18' (Missing).  
Click on the GO! button.  
The selected code will be displayed in the Disposal Code field.
- STEP # 3** Proceeds will be 0 since the asset is Missing.  
Enter Disposal Comments with any information related to the asset's disappearance.
- STEP # 4** Click on the Save button to save the asset.
- STEP # 5** End of Procedure.

# CAPPS 2017 UAT Scenario Report

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**SCENARIO NAME:** AM-RET\_21\_STOLEN **TEST STATUS:** Not Started

**MODULE NAME:** Asset Management **TESTER**

**JOB PROFILES:** TX\_FIN\_AM\_MAINT\_ASSETS

**BUS PROCESS:** AM-040-010\_RET\_21\_STOLEN

**DESCRIPTION:** Dispose of an asset with a disposal code of 21 (Stolen).

**EXPECTED RESULTS:** Able to dispose of an asset using the disposal code of 21 (Stolen).

**NAVIGATION:** Asset Management > Asset Transactions > Asset Disposal > Retire/Reinstate Asset

**COMMENTS:**

**ACTUAL RESULTS:**

**DEPENDENCIES:**

<b>Description:</b> Select an existing asset	<b>Scenario:</b> AM-BASIC_ADD
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## SCENARIO STEPS:

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- STEP # 1** Navigate to: Asset Management > Asset Transactions > Asset Disposal > Retire/Reinstate Asset  
The Asset Retirements page will be displayed.
- STEP # 2** Select a Business Unit and an Asset Identification number.  
Click on the Select button.  
The Retire Assets page is displayed.
- STEP # 3** Enter or select code '21' in the Retire As: field. The code '21' is (Stolen).  
Click the GO button.  
An alert message appears, 'Please remember to update the page with the detailed sequence of events for the Asset Deletion'.  
Click the OK button.  
Another message pops up, 'Please enter the name of the Police Authority and the police report # for the property stolen in the Police Agency field and the Police Report Number field'.  
Click the OK button and the message will disappear.
- Fields Police Agency:, Police Report Number:, Disposal Information: and the Employee Negligence checkbox are displayed.
- STEP # 4** Enter Police Agency and the Police Report Number in the corresponding fields.  
Check the Employee Negligence box if appropriate.  
Enter comments in the Disposal Comments field as appropriate.
- STEP # 5** Click the Save button to save the asset.
- STEP # 6** End of Procedure.

# CAPPS 2017 UAT Scenario Report

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**SCENARIO NAME:** AM-RET\_27\_PROPERTY\_ENTERED\_IN\_ERROR **TEST STATUS:** Not Started

**MODULE NAME:** Asset Management **TESTER**

**JOB PROFILES:** TX\_FIN\_AM\_MAINT\_ASSETS

**BUS PROCESS:** AM-040-010\_RET\_27\_PROPERTY\_ENTERED\_IN\_ERROR

**DESCRIPTION:** Dispose of an asset entered in error using Disposal Code 27.

**EXPECTED RESULTS:** Asset is retired using Disposal Code 27.

**NAVIGATION:** Asset Management > Asset Transactions > Asset Disposal > Retire/Reinstate Asset

**COMMENTS:**

**ACTUAL RESULTS:**

**DEPENDENCIES:**

<b>Description:</b> Select an existing asset	<b>Scenario:</b> AM-BASIC_ADD
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## SCENARIO STEPS:

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- STEP # 1** Navigate to: Asset Management > Asset Transactions > Asset Disposal > Retire/Reinstate Asset  
Enter a Business Unit and an Asset ID to be retired.  
Click on the Search button.  
The Retire Asset page will be displayed.
- STEP # 2** In the 'Retire As:' field, select '27' (Property Entered in Error).  
Click on the 'GO!' button.  
Note: If the asset was transferred from another agency, the following error message will appear: Incorrect Disposal Code for an Agency transferred asset.  
(20000,81)
- You cannot retire an asset using '27' (Property Entered in Error), when the asset has an Acquisition Code of '11' (Transfers From A State Agency).  
You cannot retire an asset that has been transferred from another Agency using Disposal code 27. Choose another Disposal Code for transferred assets of this type.  
If the asset is not transferred from another Agency, the selected code will be displayed in the Disposal Code field.
- STEP # 3** No Proceeds to enter as this asset was entered in error.  
Enter Disposal Comments as necessary.
- STEP # 4** Click on the Save button to save the asset.
- STEP # 5** End of Procedure.

# CAPPS 2017 UAT Scenario Report

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**SCENARIO NAME:** AM-RET\_28\_DAMAGED\_BY\_NATURE **TEST STATUS:** Not Started

**MODULE NAME:** Asset Management **TESTER**

**JOB PROFILES:** TX\_FIN\_AM\_MAINT\_ASSETS

**BUS PROCESS:** AM-040-010\_RET\_28\_DAMAGED\_BY\_NATURE

**DESCRIPTION:** Retire an asset using Disposal Method of 28.

**EXPECTED RESULTS:** Dispose Asset with DM28 (Damaged by Nature)

**NAVIGATION:** Asset Management > Asset Transactions > Asset Disposal > Retire/Reinstate Asset

**COMMENTS:**

**ACTUAL RESULTS:**

**DEPENDENCIES:**

<b>Description:</b> Select an existing asset	<b>Scenario:</b> AM-BASIC_ADD
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## SCENARIO STEPS:

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- STEP # 1** Navigate to: Asset Management > Asset Transactions > Asset Disposal > Retire/Reinstate Asset  
Enter a Business Unit and an Asset ID to be retired.  
Click on the Search button.  
The Retire Asset page will be displayed.
- STEP # 2** In the 'Retire As:' field, select '28' (Damaged by Nature).  
Click on the 'GO!' button.  
The selected code will be displayed in the Disposal Code field.
- STEP # 3** Enter Proceeds: Enter 0 or any proceeds realized when the asset was salvaged.
- STEP # 4** Click on the Save button to save the asset.
- STEP # 5** End of Procedure.

# CAPPS 2017 UAT Scenario Report

---

**SCENARIO NAME:** AM-RET\_29\_DAMAGED\_BY\_EMPLOYEE      **TEST STATUS:** Not Started

**MODULE NAME:** Asset Management      **TESTER**

**JOB PROFILES:** TX\_FIN\_AM\_MAINT\_ASSETS

**BUS PROCESS:** AM-040-010\_RET\_29\_DAMAGED\_BY\_EMPLOYEE

**DESCRIPTION:** Dispose of an Asset using Disposal Code 29.

**EXPECTED RESULTS:** Able to retire an Asset using Disposal Code 29.

**NAVIGATION:** Asset Management > Asset Transactions > Asset Disposal > Retire/Reinstate Asset

**COMMENTS:**

**ACTUAL RESULTS:**

**DEPENDENCIES:**

<b>Description:</b> Select an existing asset	<b>Scenario:</b> AM-BASIC_ADD
---	----------------------------------

---

## SCENARIO STEPS:

---

- STEP # 1**      Navigate to: Asset Management > Asset Transactions > Asset Disposal > Retire/Reinstate Asset  
Enter a Business Unit and an Asset ID to be retired.  
Click on the Search button.  
The Retire Asset page will be displayed.
- STEP # 2**      In the 'Retire As:' field, select '29' (Damaged by employee(s)).  
Click on the 'GO!' button.  
The selected code will be displayed in the Disposal Code field.
- STEP # 3**      A message will pop up:  
Please enter the name of the Employee negligent or responsible for property damage in the Employee Name field. Enter additional names if any in the Disposal Comments field.  
Click the OK button to close the message.  
Enter Proceeds as appropriate.  
Check the Employee Negligence check box if appropriate.  
Enter Disposl Comments as necessary.
- STEP # 4**      Click the Save button to save the asset.
- STEP # 5**      End of Procedure.

# CAPPS 2017 UAT Scenario Report

---

**SCENARIO NAME:** AM-RET\_30\_DAMAGED\_NON\_EMP **TEST STATUS:** Not Started

**MODULE NAME:** Asset Management **TESTER**

**JOB PROFILES:** TX\_FIN\_AM\_MAINT\_ASSETS

**BUS PROCESS:** AM-040-010\_RET\_30\_DAMAGED\_NON\_EMP

**DESCRIPTION:** Dispose of an asset using Disposal Code of 30.

**EXPECTED RESULTS:** Dispose of an Asset with Disposal Code of 30 (Damaged by other than employee).

**NAVIGATION:** Asset Management > Asset Transactions > Asset Disposal > Retire/Reinstate Asset

**COMMENTS:**

**ACTUAL RESULTS:**

**DEPENDENCIES:**

<b>Description:</b> Select an existing asset	<b>Scenario:</b> AM-BASIC_ADD
---	----------------------------------

---

## SCENARIO STEPS:

---

- STEP # 1** Navigate to: Asset Management > Asset Transactions > Asset Disposal > Retire/Reinstate Asset  
Enter a Business Unit and an Asset ID to be retired.  
Click on the Search button.  
The Retire Asset page will be displayed.
- STEP # 2** In the 'Retire As:' field, select '30' (Damaged by other than employee).  
Click on the 'GO!' button.  
The selected code will be displayed in the Disposal Code field.
- STEP # 3** Enter Proceeds as appropriate.  
Enter Diposal Comments as appropriate.
- STEP # 4** Click the Save button to save the asset.
- STEP # 5** End of Procedure.



# CAPPS 2017 UAT Scenario Report

---

**SCENARIO NAME:** AM-RET\_PARENT\_CHILD **TEST STATUS:** Not Started

**MODULE NAME:** Asset Management **TESTER**

**JOB PROFILES:** TX\_FIN\_AM\_MAINT\_ASSETS

**BUS PROCESS:** AM-040-010\_RET\_PARENT\_CHILD

**DESCRIPTION:** Ability to retire a Parent and its related Child assets via the retirement of the parent.

**EXPECTED RESULTS:** When retiring a parent and children assets at the same time, the Child asset should adopt the retirement attributes from the parent. Disposal codes should be carried down to the children of the parent.

**NAVIGATION:** Asset Management > Asset Transactions > Asset Disposal > Retire/Reinstate Asset

**COMMENTS:**

**ACTUAL RESULTS:**

**DEPENDENCIES:**

<b>Description:</b> Select a parent asset	<b>Scenario:</b> AM-ADD_PARENT_ASSET
--	---

---

## SCENARIO STEPS:

---

- STEP # 1** Identify a parent/child asset combination where the assets are still in service.  
Navigate to: Asset Management > Asset Transactions > Asset Disposal > Retire/Reinstate Asset  
Enter the Business Unit and the Asset ID of the parent asset.
- STEP # 2** Select a disposal code from the 'Retire As' field.  
Click on the GO button.  
Enter any proceeds for the retirement. DO NOT SAVE at this time.
- STEP # 3** Click on the Child Assets tab.  
Select the child/children tied to the parent.  
Now click on the Save button to retire the parent and the child(ren) asset(s).  
Verify that the disposal information was carried down to the child assets.
- STEP # 4** End of Procedure.

# CAPPS 2017 UAT Scenario Report

---

**SCENARIO NAME:** AM-ACC\_REVIEW\_OPEN\_TRANSACTIONS      **TEST STATUS:** Not Started

**MODULE NAME:** Asset Management      **TESTER**

**JOB PROFILES:** All AM Job Profiles

**BUS PROCESS:** AM-060-010\_ACC\_REVIEW\_OPEN\_TRANSACTIONS

**DESCRIPTION:** Review open transactions for completed Depreciation and Accounting Entry transactions.

**EXPECTED RESULTS:** Open transactions are reviewed to verify completed Depreciation and Accounting Entries.

**NAVIGATION:** Asset Management > Depreciation > Open Transactions > Review

**COMMENTS:**

**ACTUAL RESULTS:**

**DEPENDENCIES:**

**Description:**      **Scenario:**

---

## SCENARIO STEPS:

---

- STEP # 1**      Navigate to: Asset Management > Depreciation > Open Transactions > Review  
The Open Transactions page will be displayed.
- STEP # 2**      Enter Business Unit: (Your Agency)  
Enter Depreciation Calc Status: (Pending Depreciation)  
Enter Acctg Entry Creation Status: (Pending Distribution)  
Click the Search button.  
The Search results will be displayed.
- STEP # 3**      The depreciaiton calculation and create accounting entries processes are scheduled to run each night. There should be no rows returned in the Search Results section when run first thing in the morning. As assets are transacted against throughout the day, the Search Results section will return the daily transactions.
- STEP # 4**      End of Procedure.

# CAPPS 2017 UAT Scenario Report

---

**SCENARIO NAME:** AM-ACC\_DEPRCALC **TEST STATUS:** Optional

**MODULE NAME:** Asset Management **TESTER**

**JOB PROFILES:** TX\_FIN\_AM\_MAINT\_FIN\_INFO

**BUS PROCESS:** AM-060-020\_ACC\_DEPRCALC

**DESCRIPTION:** Note: This process will be scheduled to run nightly. Run DEPRCALC process.

**EXPECTED RESULTS:** Depreciation calculation runs to successful conclusion and populates the depreciation table with the correct values and amounts.

**NAVIGATION:** Asset Management > Depreciation > Processing > Calculate

**COMMENTS:** Note: This process will be scheduled to run nightly.

**ACTUAL RESULTS:**

**DEPENDENCIES:**

Description:	Scenario:
N/A	

---

## SCENARIO STEPS:

---

- STEP # 1** Navigate to Asset Management > Depreciation > Processing > Calculate  
The Depreciation Calculation page displays.
- STEP # 2** Click the 'Add a New Value' tab.  
Enter a Run Control ID and then click the Add button.  
The Depreciation Calculation Run Control page displays.
- STEP # 3** On the Depreciation Run control page:  
Enter a Request ID of 1,  
Change Frequency to "Always",  
Enter Unit (your Agency number)  
Enter Delete Stage Row of Current,  
Enter Book Name of 'CAPASSET',  
Enter and From and To Asset ID ( or leave them blank to process all open transactions for your agency.  
Click on the Run button.  
The Process Scheduler Request page displays.
- STEP # 4** Accept the defaults on the Process Schedule Request page.  
Select the Depreciation Calculation process.  
Click the OK button.  
The Depreciation Calculation Run Control page reappears with a Process Instance number.
- STEP # 5** Click on the Process Monitor hyperlink, and make sure the AM\_DEPR\_CALC process runs to a Run Status of Success.  
The Process List page displays.
- STEP # 6** End of Procedure.

# CAPPS 2017 UAT Scenario Report

---

**SCENARIO NAME:** AM-REVIEW\_DEPRECIATION **TEST STATUS:** Not Started

**MODULE NAME:** Asset Management **TESTER**

**JOB PROFILES:** All AM Job Profiles

**BUS PROCESS:** AM-060-030\_REVIEW\_DEPRECIATION

**DESCRIPTION:** Able to review an asset's depreciation.

**EXPECTED RESULTS:** An Asset's depreciation is reviewed.

**NAVIGATION:** Asset Management > Depreciation > Review Asset Depreciation > Asset Depreciation

**COMMENTS:**

**ACTUAL RESULTS:**

**DEPENDENCIES:**

<b>Description:</b> Run depreciation calculation.	<b>Scenario:</b> AM-ACC_DEPRCALC
--	-------------------------------------

---

## SCENARIO STEPS:

---

- STEP # 1** Navigate to: Asset Management > Depreciation > Review Asset Depreciation > Asset Depreciation  
Enter Business Unit and Asset ID.  
Click the Search button.  
The Asset Depreciation page is displayed.
- STEP # 2** The Asset Information section lists some key fields of the asset like:  
Asset Class  
Asset Tag Number  
Acquisition Date.  
Click the Depreciation tab.  
This tab shows the asset depreciation by year.  
Click on the > Depreciation Attributes arrow to open the page showing useful life and In Service Date.
- STEP # 3** Click on the Period Depreciation tab.  
This shows the asset's depreciation by period for a given year.
- STEP # 4** End of Procedure.

# CAPPS 2017 UAT Scenario Report

---

**SCENARIO NAME:** AM-INQ\_ASSET\_SEARCH **TEST STATUS:** Not Started

**MODULE NAME:** Asset Management **TESTER**

**JOB PROFILES:** All AM Job Profiles

**BUS PROCESS:** AM-070-010\_INQ\_ASSET\_SEARCH

**DESCRIPTION:** Search for an Asset

**EXPECTED RESULTS:** The PeopleSoft delivered Asset Search Page is working as designed.

**NAVIGATION:** Asset Management > Search for an Asset

**COMMENTS:**

**ACTUAL RESULTS:**

**DEPENDENCIES:**

Description:	Scenario:
N/A	

---

## SCENARIO STEPS:

---

- STEP # 1** The Search for an Asset page enables you to search for an asset based on specified criteria. Once you identify a particular asset, there are links to quickly access other components in the system to transact against the selected asset.  
Navigate to: Asset Management > Search for an Asset  
The Search for an Asset page is displayed.
- STEP # 2** Enter selected search criteria such as Unit, Tag Number, Serial Id, etc.  
Click the Search button to retrieve the assets that match your search criteria.
- STEP # 3** The page now displays a list of assets that meet your search criteria. Notice that the page displays tabs that enable you to view information, such as Asset Cost Information and Acquisition Details for the selected asset(s).  
The 'Drill-Down To' field enables you to review detailed information about a selected asset for different Asset Management components, such as Asset Accounting Entries or Asset Basic Information.  
Click the Clear button and enter another set of search criteria to search for another set of assets until comfortable with the page.
- STEP # 4** End of Procedure.

# CAPPS 2017 UAT Scenario Report

---

**SCENARIO NAME:** AM-INQ\_ASSET\_PRINT **TEST STATUS:** Not Started

**MODULE NAME:** Asset Management **TESTER**

**JOB PROFILES:** All AM Job Profiles

**BUS PROCESS:** AM-070-020\_INQ\_ASSET\_PRINT

**DESCRIPTION:** Print info on a specific asset.

**EXPECTED RESULTS:** Asset information is printed.

**NAVIGATION:** Asset Management > Print an Asset

**COMMENTS:**

**ACTUAL RESULTS:**

**DEPENDENCIES:**

Description:	Scenario:
N/A	

---

## SCENARIO STEPS:

---

**STEP # 1** Navigate to: Asset Management > Print an Asset  
Print an Asset page is displayed.

**STEP # 2** Enter Business unit and Asset Id.  
Click the Search button.  
The Printable view of Asset page is displayed.

**STEP # 3** Click on the print icon.  
An ASSET\_PRINT.pdf page is displayed.

**STEP # 4** End of Procedure.

# CAPPS 2017 UAT Scenario Report

---

**SCENARIO NAME:** AM-RPT\_ACQ\_BY\_LOCATION **TEST STATUS:** Not Started

**MODULE NAME:** Asset Management **TESTER**

**JOB PROFILES:** Per agency request

**BUS PROCESS:** AM-070-030\_RPT\_ACQ\_BY\_LOCATION

**DESCRIPTION:** Using Business Objects, run and verify the Asset Acquisitions by Location report.

**EXPECTED RESULTS:** The Asset Acquisitions report is run and verified.

**NAVIGATION:** Business Objects - UAT link <http://cauqswap16:8080/InfoViewApp/logon.jsp>

**COMMENTS:**

**ACTUAL RESULTS:**

**DEPENDENCIES:**

Description:	Scenario:
Assets need to be added for the time frame requested on the report.	AM-BASIC_ADD

---

## SCENARIO STEPS:

---

- STEP # 1** Sign into Business Objects - UAT  
Navigate to: <http://cauqswap16:8080/InfoViewApp/logon.jsp>  
User name and password are your network credentials.  
Authentication: Windows AD
- STEP # 2** Navigate to: Dashboards > Corporate Dashboards > CAPPS Reports > CAPPS Statewide Reports > Asset Management  
The Asset Management Statewide Report list will be displayed.
- STEP # 3** Click on the report, Asset Acquisitions by Location  
Enter Business Unit  
Enter Acquisition Start Date  
Enter Acquisition End Date  
Click the Run Query button.  
The report will be displayed.
- STEP # 4** Verify the data on the report.
- STEP # 5** End of Procedure.

# CAPPS 2017 UAT Scenario Report

---

**SCENARIO NAME:** AM-RPT\_ACTIVE\_PROPERTY\_LISTING **TEST STATUS:** Not Started

**MODULE NAME:** Asset Management **TESTER**

**JOB PROFILES:** Per agency request

**BUS PROCESS:** AM-070-030\_RPT\_ACTIVE\_PROPERTY\_LISTING

**DESCRIPTION:** Using Business Objects, run and verify the Asset Active Property Listing report.

**EXPECTED RESULTS:** The Active Asset Property Listing report is run.

**NAVIGATION:** Business Objects - UAT link <http://cauqswap16:8080/InfoViewApp/logon.jsp>

**COMMENTS:**

**ACTUAL RESULTS:**

**DEPENDENCIES:**

**Description:**

**Scenario:**

---

## SCENARIO STEPS:

---

- STEP # 1** Sign into Business Objects - UAT  
Navigate to: <http://cauqswap16:8080/InfoViewApp/logon.jsp>
- STEP # 2** Navigate to: Dashboards > Corporate Dashboards > CAPPS Reports > CAPPS Statewide Reports > Asset Management  
The Asset Management Statewide Report list will be displayed.
- STEP # 3** Click on the report, Asset Parent-Child Component Report  
Enter Business Unit  
Click the Run Query button.  
The report will be displayed.
- STEP # 4** Verify the data on the report.
- STEP # 5** End of Procedure.



# CAPPS 2017 UAT Scenario Report

---

**SCENARIO NAME:** AM-RPT\_COST\_ADJ\_and\_RCT **TEST STATUS:** Not Started

**MODULE NAME:** Asset Management **TESTER**

**JOB PROFILES:** Per agency request

**BUS PROCESS:** AM-070-030\_RPT\_COST\_ADJ\_and\_RCT

**DESCRIPTION:** Using Business Objects, run and verify the Asset Cost ADJ and RCT report.

**EXPECTED RESULTS:** The Adjustments and Recategorizations reports are verified.

**NAVIGATION:** Business Objects - UAT link <http://cauqswap16:8080/InfoViewApp/logon.jsp>

**COMMENTS:**

**ACTUAL RESULTS:**

**DEPENDENCIES:**

**Description:**

The Adjustment script has been run.

The Recategorization script has been run.

**Scenario:**

AM-COST\_ADJUSTMENT

---

## SCENARIO STEPS:

---

- STEP # 1** Sign into Business Objects - UAT  
Navigate to: <http://cauqswap16:8080/InfoViewApp/logon.jsp>  
User name and password are your network credentials.  
Authentication: Windows AD
- STEP # 2** Navigate to: Dashboards > Corporate Dashboards > CAPPS Reports > CAPPS Statewide Reports > Asset Management  
The Asset Management Statewide Report list will be displayed.
- STEP # 3** Click on the report, Asset Cost ADJ and RCT  
Enter Business Unit  
Enter Transaction Start Date  
Enter Transaction End Date  
Click the Run Query button.  
The report will be displayed.
- STEP # 4** Verify the data on the Adjustments and the Recategorizations reports.
- STEP # 5** End of Procedure.

# CAPPS 2017 UAT Scenario Report

---

**SCENARIO NAME:** AM-RPT\_PARENT-CHILD\_COMPONENT **TEST STATUS:** Not Started

**MODULE NAME:** Asset Management **TESTER**

**JOB PROFILES:** Per agency request

**BUS PROCESS:** AM-070-030\_RPT\_PARENT-CHILD\_COMPONENT

**DESCRIPTION:** Using Business Objects, run and verify the Asset Parent-Child Component report.

**EXPECTED RESULTS:** The Asset Parent-Child Component report is run and verified.

**NAVIGATION:** Business Objects - UAT link <http://cauqswap16:8080/InfoViewApp/logon.jsp>

**COMMENTS:**

**ACTUAL RESULTS:**

**DEPENDENCIES:**

**Description:**

Complete the Parent child test scripts

**Scenario:**

AM-ADD\_PARENT\_ASSET

AM-ADD\_CHILD\_ASSET

---

## SCENARIO STEPS:

---

- STEP # 1** Sign into Business Objects - UAT  
Navigate to: <http://cauqswap16:8080/InfoViewApp/logon.jsp>  
User name and password are your network credentials.  
Authentication: Windows AD
- STEP # 2** Navigate to: Dashboards > Corporate Dashboards > CAPPS Reports > CAPPS Statewide Reports > Asset Management  
The Asset Management Statewide Report list will be displayed.
- STEP # 3** Click on the report, Asset Parent-Child Component Report  
Enter Business Unit  
Click the Run Query button.  
The report will be displayed.
- STEP # 4** Verify the data on the report.
- STEP # 5** End of Procedure.

# CAPPS 2017 UAT Scenario Report

---

**SCENARIO NAME:** AM-RPT\_PROPERTY\_ACCOUNTABILITY      **TEST STATUS:** Not Started

**MODULE NAME:** Asset Management      **TESTER**

**JOB PROFILES:** Per agency request

**BUS PROCESS:** AM-070-030\_RPT\_PROPERTY\_ACCOUNTABILITY

**DESCRIPTION:** Using Business Objects, run and verify the Property Accountability report.

**EXPECTED RESULTS:** The Property Accountability report is run.

**NAVIGATION:** Business Objects - UAT link <http://cauqswap16:8080/InfoViewApp/logon.jsp>

**COMMENTS:**

**ACTUAL RESULTS:**

**DEPENDENCIES:**

Description:	Scenario:
N/A	

---

## SCENARIO STEPS:

---

- STEP # 1** Sign into Business Objects - UAT  
Navigate to: <http://cauqswap16:8080/InfoViewApp/logon.jsp>
- STEP # 2** Navigate to: Dashboards > Corporate Dashboards > CAPPS Reports > CAPPS Statewide Reports > Asset Management  
The Asset Management Statewide Report list will be displayed.
- STEP # 3** Click on the report, Property Accountability Report  
Enter Business Unit  
Click the Run Query button.  
The report will be displayed.
- STEP # 4** Verify the data on the Property Accountability report.
- STEP # 5** End of Procedure.

# CAPPS 2017 UAT Scenario Report

---

**SCENARIO NAME:** AM-RPT\_RETIREMENTS\_BY\_METHOD      **TEST STATUS:** Not Started

**MODULE NAME:** Asset Management      **TESTER**

**JOB PROFILES:** Per agency request

**BUS PROCESS:** AM-070-030\_RPT\_RETIREMENTS\_BY\_METHOD

**DESCRIPTION:** Using Business Objects, run and verify the Asset Retirements by Retirement Method report.

**EXPECTED RESULTS:** The Asset Retirements by Retirement Method report is verified.

**NAVIGATION:** Business Objects - UAT link <http://cauqswap16:8080/InfoViewApp/logon.jsp>

**COMMENTS:**

**ACTUAL RESULTS:**

**DEPENDENCIES:**

**Description:**      **Scenario:**

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## SCENARIO STEPS:

---

- STEP # 1**      Sign into Business Objects - UAT  
Navigate to: <http://cauqswap16:8080/InfoViewApp/logon.jsp>
- STEP # 2**      Navigate to: Dashboards > Corporate Dashboards > CAPPS Reports > CAPPS Statewide Reports > Asset Management  
The Asset Management Statewide Report list will be displayed.
- STEP # 3**      Click on the report, Asset Retirements by Retirement Method.  
Enter Business Unit  
Enter Start Date  
Enter End Date  
Click the Run Query button.  
The report will be displayed.
- STEP # 4**      Verify the data on the Asset Retirements by Retirement Method report.
- STEP # 5**      End of Procedure.

# CAPPS 2017 UAT Scenario Report

---

**SCENARIO NAME:** AM-INQ\_ASSET\_RELATED\_CONTENT **TEST STATUS:** Not Started

**MODULE NAME:** Asset Management **TESTER**

**JOB PROFILES:** All AM Job Profiles

**BUS PROCESS:** AM-070-060\_INQ\_ASSET\_RELATED\_CONTENT

**DESCRIPTION:** View Related Content functionality to provide a complete view of Asset Cost History for an asset from any tab of the Basic Add page.

**EXPECTED RESULTS:** Related cost history content should be available for review on the Basic Add page.

**NAVIGATION:** Asset Management > Asset Transactions > Owned Assets > Basic Add

**COMMENTS:**

**ACTUAL RESULTS:**

**DEPENDENCIES:**

<b>Description:</b> Select an existing asset	<b>Scenario:</b> AM-BASIC_ADD
---	----------------------------------

---

## SCENARIO STEPS:

---

- STEP # 1** Navigate to: Asset Management > Asset Transactions > Owned Assets > Basic Add  
Select an asset by entering Business Unit and Asset ID.  
Click the Search button.  
The General Information page is displayed.
- STEP # 2** Select any tab and click the **Related Content** link on the top right portion of the page.  
Click **Cost History** from the drop down.
- STEP # 3** The Related content, Cost History page for the asset will pop up on the bottom portion of the page for your review.  
Review the Cost details.  
Click on the Chartfields tab to review the asset's chartfield values for Fund and Appn Year and any other pertinent data.
- STEP # 4** End of Procedure.

# CAPPS 2017 UAT Scenario Report

---

**SCENARIO NAME:** AM-ACC\_ACCOUNTING\_ENTRIES **TEST STATUS:** Optional

**MODULE NAME:** Asset Management **TESTER**

**JOB PROFILES:** TX\_FIN\_AM\_PRC\_INTERFACES

**BUS PROCESS:** AM-080-010\_ACC\_ACCOUNTING\_ENTRIES

**DESCRIPTION:** Note: This process will be scheduled to run nightly. Create asset accounting entries for all transactions.

**EXPECTED RESULTS:** Accounting entries will be created as expected for all eligible transactions made during the test cycle.

**NAVIGATION:** Asset Management > Accounting Entries > Create Accounting Entries

**COMMENTS:** This process will be scheduled to run nightly.

**ACTUAL RESULTS:**

**DEPENDENCIES:**

<b>Description:</b> Run depreciation calculation process.	<b>Scenario:</b> AM-ACC_DEPRCALC
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---

## SCENARIO STEPS:

---

- STEP # 1** Navigate to: Asset Management > Accounting Entries > Create Accounting Entries  
The Create Accounting Entries page displays.
- STEP # 2** Click the 'Add a New Value' tab.  
Enter a Run Control ID and then click the Add button.  
The Create Accounting Entries Run Control page displays.
- STEP # 3** On the Create Accounting Entries Run control page:  
enter a Request ID of 1,  
change the Frequency to 'Always',  
enter Business Unit (your Agency number),  
enter Book Name of 'CAPASSET',  
enter and From and To Asset ID ( or leave them blank to process all open transactions for your agency.  
Click on the Run button.  
The Process Scheduler Request page displays.
- STEP # 4** Accept the defaults on the Process Schedule Request page.  
The Create Accounting Entry process will be selected.  
Click the OK button.  
The Create Accounting Entry Run Control page reappears with a Process Instance number.
- STEP # 5** Click on the Process Monitor hyperlink, and make sure the AM\_AMAEDIST process runs to a Run Status of 'Success'.  
The Process List page displays.
- STEP # 6** End of Procedure.

# CAPPS 2017 UAT Scenario Report

---

**SCENARIO NAME:** AM-REVIEW\_ACCOUNTING\_ENTRIES                      **TEST STATUS:** Not Started

**MODULE NAME:** Asset Management                      **TESTER**

**JOB PROFILES:** All AM Job Profiles

**BUS PROCESS:** AM-080-020\_REVIEW\_ACCOUNTING\_ENTRIES

**DESCRIPTION:** Review an asset's accounting entries.

**EXPECTED RESULTS:** An asset's financial entries are reviewed.

**NAVIGATION:** Asset Management > Accounting Entries > Review Financial Entries

**COMMENTS:**

**ACTUAL RESULTS:**

**DEPENDENCIES:**

<b>Description:</b> Run create accounting entries.	<b>Scenario:</b> AM-ACC_ACCOUNTING_ENTRIES
---	---

---

## SCENARIO STEPS:

---

**STEP # 1**                      Navigate to: Asset Management > Accounting Entries > Review Financial Entries  
Enter Business Unit and Asset ID.  
Click the Search button.  
The Financial Entries List page is displayed.

**STEP # 2**                      The **List** page shows the accounting entries created for each transaction that has occurred for the asset.

**STEP # 3**                      Click the **Detail** tab.  
This shows detailed characteristics of each transaction.  
In the Details section of the page, click the **View All** link.  
This shows you the detail of each transaction from the first to the most current.

**STEP # 4**                      End of Procedure.

# CAPPS 2017 UAT Scenario Report

---

**SCENARIO NAME:** AM-SPA\_RECONCILIATION **TEST STATUS:** Not Started

**MODULE NAME:** Asset Management **TESTER**

**JOB PROFILES:** TX\_FIN\_AM\_PRC\_INTERFACES

**BUS PROCESS:** AM-090-020\_SPA\_RECONCILIATION

**DESCRIPTION:** Run the SPA reconciliation report to test its accuracy and identify differences.

**EXPECTED RESULTS:** The report will run successfully. Differences can be explained.

**NAVIGATION:** CAPPS Statewide > Statewide Interfaces > SPA Interfaces > SPA Reconciliation Report  
Business Object: CAPPS Reports > CAPPS Statewide Reports > Asset Management>TXEAM515B SPA001B-SPA Reconciliation

**COMMENTS:**

**ACTUAL RESULTS:**

**DEPENDENCIES:**

<b>Description:</b> SPA Status Update process	<b>Scenario:</b> AM-SPA_STATUS_UPDATE
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---

## SCENARIO STEPS:

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- STEP # 1** Run the extract process for in CAPPS for your agency. Verify that process completes successfully.  
Navigate to: CAPPS Statewide > Statewide Interfaces > SPA Interfaces > SPA Reconciliation Report  
The SPA Reconciliation Run Control page is displayed.  
Click on the Add a New Value tab.  
Enter a Run Control ID.  
Click the Add button.  
Enter the Business Unit for your Agency.  
Click the Run button.  
The Process Scheduler Request page pops up.  
Accept the Defaults to run the TX\_SPA001 process.  
Click the **OK** button to submit the process.  
The Run Recon Rpt page will be displayed and have a Process Instance number.
- STEP # 2** Click the **Process Monitor** link.  
The Process List page is displayed.  
Occasioanly click on the **Refresh** button until the process, TX\_SPA001, runs to a run status of 'Success'.
- STEP # 3** Run the statewide business objects report.  
Sign into  
Business Object: Dashboard > Corporate Dashboards > CAPPS Financial Statewide Reports > Asset Management >TXEAM515B SPA001B-SPA Reconciliation



# *CAPPS 2017 UAT Scenario Report*

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- STEP #* 4                    Review exceptions and investigate unexpected differences.
- STEP #* 5                    End of Procedure.

# CAPPS 2017 UAT Scenario Report

---

**SCENARIO NAME:** AM-SPA\_STAGE\_TEST **TEST STATUS:** Not Started

**MODULE NAME:** Asset Management **TESTER**

**JOB PROFILES:** TX\_FIN\_AM\_PRC\_INTERFACES

**BUS PROCESS:** AM-090-020\_SPA\_STAGE\_TEST

**DESCRIPTION:** Run the CAPPS to SPA Interface staging in test mode.

**EXPECTED RESULTS:** Staging table will be updated with new rows based on eligible transactions with flag set NOT to transmit.

**NAVIGATION:** CAPPS Statewide > Statewide Interfaces > SPA Interfaces > CAPPS to SPA Interface

**COMMENTS:**

**ACTUAL RESULTS:**

**DEPENDENCIES:**

Description:	Scenario:
No specific test script. Can be run anytime to verify a CAPPS transaction for the Spa interface.	

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## SCENARIO STEPS:

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- STEP # 1** Run the process for a single business unit with the transmit file flag set to 'No'.  
Navigate to: CAPPS Statewide > Statewide Interfaces > SPA Interfaces > CAPPS to SPA Interface  
The CAPPS to SPA Interface Run Control page is displayed.  
Click on the Add a New Value tab.  
Enter a Run Control ID:  
Click the Add button.  
Enter your Agency's Business Unit.  
Select 'No' for the Transmit File field.  
Click on the Run button.  
The Process Scheduler Request page pops up.  
Accept the defaults.  
Click the OK button to submit the TX\_SPA002 process.  
The CAPPS to SPA Interface Run Control page will now have a Process Instance number.
- STEP # 2** Verify the TX\_SPA002 process completes successfully by clicking on the Process Monitor link.  
The Process List page is displayed.  
Occasionally click on the Refresh button until the TX\_SPA002 process has a Run Status of 'Success'.

## ***CAPPS 2017 UAT Scenario Report***

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- STEP #*** 3            Now, go to the SPA Staging Table page and review the rows created.  
                          Navigate to: CAPPS Statewide > Statewide Interfaces > SPA Interfaces > SPA Staging  
                          Table  
                          Click on the 'Search by:' field dropdown and select 'Agency'.  
                          Enter your five digit Agency number.  
                          Click the Search button.  
                          A list of transaction files will be displayed.  
                          Select a file by clicking on the Agency link next to the desired file.  
                          The Spa Staging Table page is displayed.
- STEP #*** 4            Verify that the rows reflect the eligible transactions and that the Spa Create/Transmit  
                          File flag is set to "No" (far right column).
- STEP #*** 5            There are five different 'T' codes to verify.  
                          1. T code 'I' - a new Asset add.  
                          2. T code ' ' - a non-financial change like Description or Serial number.  
                          3. T code 'A' - asset cost increase.  
                          4. T code 'D' - asset cost decrease.  
                          5. T code 'E' - an asset retirement.
- STEP #*** 6            End of Procedure.

# CAPPS 2017 UAT Scenario Report

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**SCENARIO NAME:** AM-SPA\_STAGE\_TABLE\_DELETE\_ROW **TEST STATUS:** Not Started

**MODULE NAME:** Asset Management **TESTER**

**JOB PROFILES:** TX\_FIN\_AM\_PRC\_INTERFACES

**BUS PROCESS:** AM-090-030\_SPA\_STAGE\_TABLE\_DELETE\_ROW

**DESCRIPTION:** Delete rows from the SPA staging table.

**EXPECTED RESULTS:** A row is deleted from the SPA staging table.

**NAVIGATION:** CAPPS Statewide > Statewide Interfaces > SPA Interfaces > SPA Staging Table

**COMMENTS:**

**ACTUAL RESULTS:**

**DEPENDENCIES:**

**Description:**

Run a test transmit process.

**Scenario:**

AM-SPA\_STAGE\_TEST

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## SCENARIO STEPS:

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- STEP # 1** Navigate to: CAPPS Statewide > Statewide Interfaces > SPA Interfaces > SPA Staging Table  
Click on the 'Search by:' field dropdown and select 'Agency'.  
Enter your Agency.  
Click Search.  
Select a SPA Create/Transmit File that was run in test mode and has a value of 'No' by clicking on the Agency link next to the desired file.  
The Spa Staging Table page is displayed.
- STEP # 2** Choose a row and delete it by selecting the delete row icon, '-' in the second column.  
Click OK to the Delete Confirmation message that pops up if that is the row you wish to delete.
- STEP # 3** Click the Save button to save the update file.
- STEP # 4** End of Procedure.

# CAPPS 2017 UAT Scenario Report

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**SCENARIO NAME:** AM-SPA\_STAGE\_TRANSMIT **TEST STATUS:** Not Started

**MODULE NAME:** Asset Management **TESTER**

**JOB PROFILES:** TX\_FIN\_AM\_PRC\_INTERFACES

**BUS PROCESS:** AM-090-030\_SPA\_STAGE\_TRANSMIT

**DESCRIPTION:** Run the CAPPS to SPA Interface staging in transmit mode.

**EXPECTED RESULTS:** All eligible rows will populate on the staging table. The results may be viewed by navigating to: CAPPS Statewide > Statewide Interfaces > SPA Interfaces > SPA Staging Table

**NAVIGATION:** CAPPS Statewide > Statewide Interfaces > SPA Interfaces > CAPPS to SPA Interface

**COMMENTS:**

**ACTUAL RESULTS:**

**DEPENDENCIES:**

**Description:**

The process should be run in test mode to allow verification and accuracy of the CAPPS transactions to be interfaced to SPA.

**Scenario:**

AM-SPA\_STAGE\_TEST

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## SCENARIO STEPS:

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- STEP # 1** Run the process for a single business unit with the transmit file flag set to 'Yes'.  
Navigate to: CAPPS Statewide > Statewide Interfaces > SPA Interfaces > CAPPS to SPA Interface  
The CAPPS to SPA Interface Run Control page is displayed.
- STEP # 2** Click on the Add a New Value tab.  
Enter a Run Control ID:  
Click the Add button.  
Enter your Agency's Business Unit.  
Select 'Yes' for the Transmit File field.  
Click on the Run button.  
The Process Scheduler Request page pops up.  
Accept the defaults.  
Click the OK button to submit the TX\_SPA002 process.  
The CAPPS to SPA Interface Run Control page will now have a Process Instance number.
- STEP # 3** Verify the TX\_SPA002 process completes successfully by clicking on the Process Monitor link.  
Occasionally click on the Refresh button until the TX\_SPA002 process has a Run Status of Success.

## *CAPPS 2017 UAT Scenario Report*

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- STEP # 4** Go to the staging table page and review the rows created.  
Navigate to: CAPPS Statewide > Statewide Interfaces > SPA Interfaces > SPA Staging Table  
Click on the 'Search by:' field dropdown and select 'Agency'.  
Enter your Agency.  
Click Search.  
The list of transactions will be displayed.
- STEP # 5** Verify that the rows reflect the eligible transactions from testing completed in other scenarios and that the Create/Transmit File flag is set to 'Yes' (far right column)
- STEP # 6** There are five different 'T' codes to verify.  
1. T code 'I' - a new Asset add.  
2. T code '-' - a non-financial change like Description or Serial number.  
3. T code 'A' - asset cost increase.  
4. T code 'D' - asset cost decrease.  
5. T code 'E' - an asset retirement.
- STEP # 7** End of Procedure.

# CAPPS 2017 UAT Scenario Report

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**SCENARIO NAME:** AM-SPA\_UPDT\_CLASS **TEST STATUS:** Not Started

**MODULE NAME:** Asset Management **TESTER**

**JOB PROFILES:** TX\_FIN\_AM\_MAINT\_ASSETS, TX\_FIN\_AM\_PRC\_INTERFACES

**BUS PROCESS:** AM-090-030\_SPA\_UPDT\_CLASS

**DESCRIPTION:** Update the asset class in CAPPS and interface the change to SPA.

**EXPECTED RESULTS:** User can change the asset class in CAPPS and interface the update to SPA.

**NAVIGATION:** Asset Management > Asset Transactions > Owned Assets > Basic Add

**COMMENTS:**

**ACTUAL RESULTS:**

**DEPENDENCIES:**

**Description:**

Select an existing asset

**Scenario:**

AM-BASIC\_ADD

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## SCENARIO STEPS:

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- STEP # 1** Navigate to: Asset Management > Asset Transactions > Owned Assets > Basic Add  
Asset Basic Information page displays.  
Select an asset by entering a Business Unit and an Asset ID.  
Click the Search button to display the General Information page.
- STEP # 2** Update the Asset Class field with a different Asset Class value.
- STEP # 3** Click on the Save button to save the updated asset.
- STEP # 4** Now run the SPA002 interface and verify results.  
Run test script AM-090-030\_SPA\_STAGE\_TRANSMIT.
- STEP # 5** End of Procedure.

# CAPPS 2017 UAT Scenario Report

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**SCENARIO NAME:** AM-SPA\_REVIEW\_FOR\_ERRORS **TEST STATUS:** Not Started

**MODULE NAME:** Asset Management **TESTER**

**JOB PROFILES:** TX\_FIN\_AM\_PRC\_INTERFACES

**BUS PROCESS:** AM-090-040\_SPA\_REVIEW\_FOR\_ERRORS

**DESCRIPTION:** Access the SPA processed transactions and review for errors.

**EXPECTED RESULTS:** The SPA staging table is reviewed for errors and if errors found, the error messages are displayed.

**NAVIGATION:** CAPPS Statewide > Statewide Interfaces > SPA Interfaces > SPA Staging Table

**COMMENTS:**

**ACTUAL RESULTS:**

**DEPENDENCIES:**

<b>Description:</b>	<b>Scenario:</b>
Process to update the transmitted data with a pass or fail status.	AM-SPA_STATUS_UPDATE

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## SCENARIO STEPS:

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- STEP # 1** Review the SPA process file for errors.  
Navigate to: CAPPS Statewide > Statewide Interfaces > SPA Interfaces > SPA Staging Table  
Enter SPA Staged Dttmstp:  
Enter Agency:  
**Note:** If you do not know the exact date of the SPA Staged dttmstp, enter the Agency and click the Search button.  
Click the Search button.  
The SPA staging table page will be displayed.
- STEP # 2** Review the rows for errors.  
To see if any row is in error, look for any rows displaying **'Fail'** in the SPA Transmittal Status column.
- STEP # 3** To see the error message(s), navigate to:CAPPS Statewide > Statewide Interfaces > SPA Interfaces > SPA PRINT Error  
The SPA PRINT Error page is displayed.  
Enter Agency:  
Enter SPA File Created dttmstp:
- STEP # 4** Review the error messages displayed.
- STEP # 5** End of Procedure.



# CAPPS 2017 UAT Scenario Report

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**SCENARIO NAME:** AM-SPA\_STATUS\_UPDATE **TEST STATUS:** Not Started

**MODULE NAME:** Asset Management **TESTER**

**JOB PROFILES:** TX\_FIN\_AM\_PRC\_INTERFACES

**BUS PROCESS:** AM-090-040\_SPA\_STATUS\_UPDATE

**DESCRIPTION:** Update the staging table rows to Pass/Fail based on the results of the SPA update run.

**EXPECTED RESULTS:** Staging table will be updated to Pass or Fail based on results of SPA Transaction File Transmit and processing in SPA.

**NAVIGATION:** CAPPS Statewide > Statewide Interfaces > SPA Interfaces > SPA Staging Table

**COMMENTS:**

**ACTUAL RESULTS:**

**DEPENDENCIES:**

<b>Description:</b> SPA Transmit process	<b>Scenario:</b> AM-SPA_STAGE_TRANSMIT
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## SCENARIO STEPS:

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- STEP # 1** Run this process after you have received confirmation that the transaction file has been processing in SPA and the PRINTS and PROCESS files have been delivered to CAPPS.
- STEP # 2** Verify in the staging table that the Pass/Fail flags have been updated to their correct values.  
Navigate to: CAPPS Statewide > Statewide Interfaces > SPA Interfaces > SPA Staging Table  
Click on the 'Search by:' field dropdown and select 'Agency'.  
Enter your Agency.  
Click Search.  
Select a file by clicking on the Agency link next to the desired file.  
The Spa Staging Table page is displayed.
- STEP # 3** Verify the rows reflect the eligible transactions and that the SPA Transmittal Status flag is set to 'Pass' or 'Fail'.
- STEP # 4** There are five possible 'T' codes to verify.  
1. T code 'I' - a new Asset.  
2. T code '' - a non-financial change like Description or Serial number.  
3. T code 'A' - asset cost increase.  
4. T code 'D' - asset cost decrease.  
5. T code 'E' - an asset retirement.
- STEP # 5** End of Procedure.

# CAPPS 2017 UAT Scenario Report

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**SCENARIO NAME:** AM-SPA\_EXTRACT\_PROCESS **TEST STATUS:** Not Started

**MODULE NAME:** Asset Management **TESTER**

**JOB PROFILES:** TX\_FIN\_AM\_PRC\_INTERFACES

**BUS PROCESS:** AM-090-050\_SPA\_EXTRACT\_PROCESS

**DESCRIPTION:** This script will run the SPA extract process to update the CAPPS recon report.

**EXPECTED RESULTS:** SPA Extract process runs to success.

**NAVIGATION:** CAPPS Statewide > Statewide Interfaces > SPA Interfaces > SPA Extract Process

**COMMENTS:**

**ACTUAL RESULTS:**

**DEPENDENCIES:**

**Description:**

**Scenario:**

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## SCENARIO STEPS:

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- STEP # 1** Extract the SPA transactions to determine what passed or failed.  
Navigate to: CAPPS Statewide > Statewide Interfaces > SPA Interfaces > SPA Extract Process  
The SPA Extract Processing Run Control page is displayed.
- STEP # 2** Click on the Add a New Value tab.  
Enter a Run Control ID:  
Click the Add button.  
Enter your Agency's Business Unit.  
Click on the Run button.  
The Process Scheduler Request page pops up.  
Accept the defaults.  
Click the OK button to submit the TX\_SPA000 process.  
The CAPPS to SPA Extract Processing Run Control page will now have a Process Instance number.
- STEP # 3** Verify the TX\_SPA000 process completes successfully by clicking on the **Process Monitor** link.  
Occasionally click on the **Refresh** button until the TX\_SPA000 process has a Run Status of Success.
- STEP # 4** End of Procedure.

# CAPPS 2017 UAT Scenario Report

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**SCENARIO NAME:** AP-080-030-002\_VIEW\_SCHEDULED\_VOUCHER\_PRINT **TEST STATUS:** Optional

**MODULE NAME:** Asset Management **TESTER**

**JOB PROFILES:**

**BUS PROCESS:** AP-080-030-002\_VIEW\_SCHEDULED\_VOUCHER\_PRINT

**DESCRIPTION:** The Voucher Print will run on a schedule and send an email to the user to view the report

**EXPECTED RESULTS:** The Voucher Print successfully generated from the Control M shecdule and was received via email. The email should open the link for the report. The Voucher Print Report will report on all vouchers with a USAS Processing Date equal to the current date with a USAS Process Status of 'U'.

**NAVIGATION:** Email

**COMMENTS:**

**ACTUAL RESULTS:**

**DEPENDENCIES:**

Description:	Scenario:
Must be setup to get email on Control M	

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## SCENARIO STEPS:

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- STEP # 1** In your email, look for an email from DoNotReply-cappsfinxxx1@cpa.texas.gov with the title: CAPPS FINPRD Voucher Print - xxx00 (where the xxx is your agency number).
- STEP # 2** Open the email. The email should say something like: Below is a link for your agency's FINxxx Voucher Print. Login to CAPPS FINxxx before clicking the link.
- STEP # 3** Click the link in the email.
- STEP # 4** If you are not logged in, complete steps xx-xx otherwise, go to step xx.
- STEP # 5** Click the 'I agree' button.
- STEP # 6** Enter your user id and password.
- STEP # 7** Click on the report link (pdf or xls) under the File List.
- STEP # 8** Click the 'Open' link.
- STEP # 9** The Report should be displayed.
- STEP # 10** Test Complete