

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: GL_CF_ATTRIBUTE_MAINT **TEST STATUS:** Optional

MODULE NAME: General Ledger **TESTER**

JOB PROFILES: TX_FIN_GL_Config II

BUS PROCESS: GL-010-040-010_GL_CF_ATTRIBUTE_MAINT

DESCRIPTION: ID 421- New attributes can be added and associated with chartfield values. Existing attribute values can be changed.

EXPECTED RESULTS: New attributes can be added and associated with chartfield values. Existing attribute values can be changed.

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:

- STEP # 1** Navigate to Main Menu>Set Up Financials/Supply Chain > Common Definitions > Design ChartFields >Define Values >ChartField Values. Click on the Account link. Select "SETID". Select "Account Type" E -Expenditures. Press 'Search'.
- STEP # 2** On the Account Page, click the hyperling 'Attributes' in the middle of the page. This will take you to the Chartfield Attributes page for this account.
- STEP # 3** This page is available for editing. You may view/edit the attribute value if it is existing. You can add new rows or delete rows. The Magnifying Glass will show you the values available for the Chartfield Attribute field and the Chartfield Attribute Value field.
- STEP # 4** Press the '+' sign to add a new row. Use magifying glass to populate the fields. For example, populate Chartfield Attribute field with "TX_AP_FLAG", and ChartField Attribute Value field with "Y". Press OK, when done.
- STEP # 5** Save the record.
- STEP # 6** You have added an attribute to the Account. Prior to completing the exercise, it is recommended to go back and remove the attribute as the attributes are already loaded and rarely need updates.

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SCENARIO NAME: GL_CF_VALUES **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES: TX_FIN_GL_Config I

BUS PROCESS: GL-010-040-020_GL_CF_VALUES

DESCRIPTION: ID 423-Chartfield values can be successfully added and updated.

EXPECTED RESULTS: Chartfield values can be successfully added and updated.

NAVIGATION: Navigate to SetUp Financials/Supply Chain> Common Definitions> Design ChartFields> Define Values> Chartfield Values

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:

Must have the security access to correct history and enter a GL journal.

Scenario:

SCENARIO STEPS:

- STEP # 1** Navigate to SetUp Financials/Supply Chain> Common Definitions> Design ChartFields> Define Values> Chartfield Values. Click on the Chartfield links displayed on the Chartfile Values page, for example, Account (for Comp Object codes). Then click on Add a New Value tab.
- STEP # 2** Enter your agency code in the "SetID" field Enter the Comp Object Code in the "Account" field. Then click on the "Add" button. Account page displays.
- STEP # 3** Effective Date = Today's date default. Change to 01/01/1901 in most cases, Status= Active defaults, Enter Description Enter Short Description Click on the Attributes link to add an attribute to the account. Click on the Long Description link and enter additional description as required. Select Monetary Account Type from dropdown box.
- STEP # 4** Save your data entry. You have just created a new account. You can ignore the Map to Alternate Account tab.
- STEP # 5** Create a GL Journal entry to verify the new account that you have just created can be selected out on the journal line. Navigate to Main Menu > General Ledger > Journals > Journal Entry Create/Update Journal Entries. Add a New Value
- STEP # 6** Return to the Chartfield Values Page and select the newly created account. Check the icon "Correct History".
- STEP # 7** Change the new account's status to "Inactive" and Save the change.
- STEP # 8** Repeat Step 3 above (Create a new journal) to verify that the newly created account cannot be used on a transaction (it does not show on the Account look-up list)
- STEP # 9** Optionally: Try to create other chartfields that are used by your agency (fund, pca, department, etc). Repeat steps 1-8 for your new try.

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SCENARIO NAME: GL_CF_SPEEDTYPE_CREATE **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES: TX_FIN_GL_Config II

BUS PROCESS: GL-010-040-030_GL_CF_SPEEDTYPE_CREATE

DESCRIPTION: ID 435 - Create a new Speedtype to be used with Journals. A Speedtype is used as a shortcut to automatically populate Chartfield values on a journal entry.

EXPECTED RESULTS: A new SpeedType is successfully created, used on a journal entry, and deleted.

NAVIGATION: Set Up Financials/Supply Chain>Common Definitions>Design ChartFields>Define Values> SpeedTypes> Add a New Value.

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:	Scenario:
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SCENARIO STEPS:

- STEP # 1** Navigate to Main Menu>Set Up Financials/Supply Chain>Common Definitions>Design ChartFields>Define Values> SpeedTypes Add a New Value.
- STEP # 2** Select SetID from dropdown box. Enter Speedtype Key. Click Add.
- STEP # 3** Enter a description of the Speedtype and the chartfield values that will be used to populate a journal line.
- STEP # 4** Save the SpeedType.
- STEP # 5** Create a journal entry using the new speedtype. If you don't know how to create a GL journal online, follow the steps in Scenario GL-020-110_GL_JRNL_POST
- STEP # 6** Return to the Speedtype page and search for the new speedtype. Verify that a trash can icon appears on the speedtype page for purposes of deleting speedtype values. Click to delete the new speedtype. Message box displays; Are you sure you want to delete SpeedType (SpeedType name)? Click on Yes.
- STEP # 7** Return to the SpeedType search page and verify that the speedchart is deleted from the system.
- STEP # 8** End

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SCENARIO NAME: GL_JRNL_SPEEDTYPE **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES: TX_FIN_GL_Config II and TX_FIN_GL_PRC_JOURNAL

BUS PROCESS: GL-010-040-035_GL_JRNL_SPEEDTYPE

DESCRIPTION: ID 475 - Create and edit a journal using a speedtype. Only test this scenario if you skipped step 4 on Scenario GL-010-040-030_GL_CF_SPEEDTYPE_CREATE

EXPECTED RESULTS: A journal is successfully created and processed using a speedtype.

NAVIGATION: Main Menu -> General Ledger -> Journals -> Journal Entry -> Create/Update Journal Entries

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:
Create a Speedtype prior to using on a journal

Scenario:
GL_CF_SPEEDTYPE_CREATE

SCENARIO STEPS:

- STEP # 1** Create a journal entry. Navigate to Main Menu>General Ledger> Journals> Journal Entry> Create Journal Entries> Add a new value.
- STEP # 2** On the Header page, enter Long Description and verify that the Ledger Group = ACTUALS.
- STEP # 3** On the Lines page, select a valid speedtype and add any additional chartfield values not included on the speedtype and amount. Copy the journal line adding any additional required chartfield values and make sure that the journal is balanced. SAVE.
- STEP # 4** Click the Process button for 'Edit Journal' and verify that the Journal Status = V.

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SCENARIO NAME: GL-GL_CF_COMBO_EDIT_BUILD **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES: TX_FIN_GL_Config I

BUS PROCESS: GL-010-040-040_GL_CF_COMBO_EDIT_BUILD

DESCRIPTION: ID 434 - Establish a combo edit rule and verify the combo selector table is populated.

EXPECTED RESULTS: The combination selector table data is populated with valid combinations.

NAVIGATION: Set Up Financials/Supply Chain >Common Definitions > Design Chartfields> Combination Editing>Combination Definition

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description: **Scenario:**

SCENARIO STEPS:

- STEP # 1** Use the Expense accounts and Budget Reference CF as the basis for a new Combination Edit
- STEP # 2** Create the chartfield combination editing definition. Navigate to Main Menu>Set Up Financials/Supply Chain>Common Definitions>Design ChartFields> Combination Editing>Combination Definition> ChartField Combination Editing Definition Click the Add a New Value tab Enter SetID Enter Combination Definition = TESTAY17. Click Add Enter (short) description, Enter Long Description, Select Anchor Chartfield from the dropdown Select the Second Chartfield from the dropdown Select the Third Chartfield from the dropdown Select the Fourth Chartfield from the dropdown Save. After saving, the Anchor Chartfield box will have a 'check' on Account (the system defaults the Anchor Chartfield on the top chartfield. This completes the combo edit definition.
- STEP # 3** Create the combination edit rule. Navigate to Main Menu> Set Up Financials/Supply Chain> Common Definitions> Design Chartfields> Combination Editing> Combination Rule> Add a New Value. Enter SetID Enter the Combination Rule name-TESTAY17 Click Add The "Rule Definition" page displays
- STEP # 4** Enter Description Enter Long Description Enter 01/01/1901 in the Effective Date From field. Enter the Combination Definition ID defined in the previous step (TESTAY17) Do not check the value required box under the Non-Anchor Chartfield Option. Keep other defaulted value on this page.
- STEP # 5** On the Chartfield Combinations tab: Anchor Chartfield: insert the account in the Node/Value Select al Non-Anchor Chartfield Save. This completes the combo edit rule.

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- STEP # 6** Create a Combination Process Group. Navigate to Main Menu> Set Up Financials/Supply Chain> Common Definitions> Design Chartfields> Combination Editing> Combination Group> Add a New Value. Enter SetID Enter Process Group Enter data in the required fields (with * sign) Enter Combination Definition Choose "Master Selector Tables" in Combo Editing Option field Choose "Mark Invalid" in Anchor Values not in Rules field Ensure "Valid Combinations" in Combination Group Defines field, Enter the Combination Rule. Save the page This completes the combo edit group.
- STEP # 7** Add the combo edit process group to Ledgers for a Unit. Navigate to Main Menu>Set Up Financials/Supply Chain> Business Unit Related> General Ledger> Ledgers for a Unit. On the Journal Edit Options tab, select and enter the Process Group under Chartfield Combo Edit. Keep other default values on this page. Save the page
- STEP # 8** Build Combination Data. Navigate to Main Menu>Set Up Financials/Supply Chain> Common Definitions> Design Chartfields> Combination Editing> Build Combination Data Select the Add a New Value tab, Enter a text string (no space in between) in the Run Control ID field, Click Add The Build Combination Data Request page displays
- STEP # 9** On the Build Combination Data Request page, ensure: Process Frequency = "Always" Enter Business Unit Ledger = "Actuals" Build Option = "Build Selector Tables", Keep other default values. Save.
- STEP # 10** Click the Run button on the page The Process Scheduler Request page displays Click on OK Notice the Process Instance # Click on the Process Monitor link on the top of the page Once the process has run to success, review the Combination Data. Navigate to Set Up Financials/Supply Chain> Common Definitions> Design Chartfields> Combination Editing> Review Combination Selector Table Data. Enter SetId, Group, Rule and click Search.
- STEP # 11** Create a Journal using the Combo Edit. The offset Account of 0045 will error
- STEP # 12** Remove Edit #1: Go Back to Step 7 and remove TESTAY17 from the Chartfield Combo Edit. Save your change.
- STEP # 13** Remove Edit#2: Navigate to Set Up Financials/Supply Chain >Common Definitions > Design Chartfields> Combination Editing>Combo Copy/Rename/Delete. Add run control COMBODELETE.
- STEP # 14** Ensure Action Code = 'Delete', Combination Object = 'Group', SetID = your agency ID Enter 'TESTAY17' in the Process Group Field Check 'Clear Master Selector Tables' Save Press Run Process Scheduler Request page displays Click OK. Notice the Process Instance #
- STEP # 15** Click the Process Monitor link Process is done when Run Status = Success and Distribution Status = Posted The process will remove data from the Master Selector Table To delete the Combination Object Group and Definition follow the same process but clear the check box on the Clear Master Selector Tables.
- STEP # 16** End

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SCENARIO NAME: GL_CF_COMBO_EDIT_ERROR **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES: TX_FIN_GL_PRC_JOURNAL

BUS PROCESS: GL-010-040-045_GL_CF_COMBO_EDIT_ERROR

DESCRIPTION: ID 420 - Combination edits will fail only for the specified transaction sources, and will pass for the other transaction sources.

EXPECTED RESULTS:

NAVIGATION: Navigation: Setup Financials> Supply Chain> Business Unit Related> General Ledger> Ledgers for a Unit.

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:

Scenario:

SCENARIO STEPS:

- STEP # 1** Select active Combination Edit.
Navigation: Setup Financials> Supply Chain> Business Unit Related> General Ledger> Ledgers for a Unit.
- STEP # 2** Enter Business Unit from drop down box
Click the Search tab
The Definition page displays
- STEP # 3** Select the "Journal Edit Options" tab.
In the "Chartfield Combo Edit" section select a combination edit group to use for the test from the "Process Group" dropdown.
- STEP # 4** Save the change. (Note - As part of the GL configuration all active Chartfield Combination Edits would have been populated)
- STEP # 5** Change the "Transaction Source Option" from "All Transaction Sources" to "Specific Transaction Sources".
- STEP # 6** Go to the "Chartfield Combo Edit" box. Click the "Transaction Source"
- STEP # 7** The Transaction Source box appears
- STEP # 8** From the "Combo Edit Transaction Source" dropdown box select a source transaction = General Ledger Journal
Click OK
- STEP # 9** Save the page

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- STEP #** 10 Enter a General Ledger Journal transaction with the chartfield string not valid by the Combo Edit Rule, and verify that the transaction receives combo edit errors.
Navigation: Main Menu>General Ledger>Journals>Journal Entry>Create/Update Journal Entries> Add a New Value
- STEP #** 11 End

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SCENARIO NAME: GL_CF_TREE_CREATE **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES: TX_FIN_GL_Config II

BUS PROCESS: GL-010-050_GL_CF_TREE_CREATE

DESCRIPTION: ID 431 - Create a new tree.

EXPECTED RESULTS: A tree is successfully created.

NAVIGATION: Main Menu > Tree Manager > Tree Manager, then select the Create New Tree tab

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:

Scenario:

SCENARIO STEPS:

STEP #

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SCENARIO NAME: GL_CF_TREE_MODIFY **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES: TX_FIN_GL_Config II

BUS PROCESS: GL-010-050-01_GL_CF_TREE_MODIFY

DESCRIPTION: ID 426 -A tree has been successfully modified.

EXPECTED RESULTS: A tree has been successfully modified.

NAVIGATION: Main Menu > Tree Manager > Tree Manager, then select the Find an Existing Tree tab

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:

Agency testing this scenario will select one of their existing PS Tree to modify

Scenario:

SCENARIO STEPS:

- STEP # 1** Navigate to Tree Manager. Main Menu>Tree Manager>Tree Manager. Find an Existing Value. Enter SetID and click Search. Select an existing tree to modify.
- STEP # 2** Click the "Check out Tree" link (to enable updates) and then click the "Expand All" hyperlink to view all values.
- STEP # 3** Select a detail value to delete and click the delete icon. Receive a message verifying the delete.
- STEP # 4** Save the Tree and verify the change.
- STEP # 5** Add the deleted node back to the tree and Save.

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SCENARIO NAME: GL_JRNL_BALANCING_CFS **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES: TX_FIN_GL_PRC_JOURNAL

BUS PROCESS: GL-010-070-030_GL_JRNL_BALANCING_CFS

DESCRIPTION: ID 466 - Verify that the ledger balancing Chartfields are operating correctly.

EXPECTED RESULTS: Ledger balancing for the selected Chartfields operates as expected.

NAVIGATION: General Ledger> Ledgers> Ledger Groups> Find an Existing Value

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:

Ledger Balancing Chartfields have been selected on the Ledger Balancing tab of the Ledger Groups page

Scenario:

SCENARIO STEPS:

STEP #

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SCENARIO NAME: GL_JRNL_ATTACHMENT **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES: TX_FIN_GL_PRC_JOURNAL

BUS PROCESS: GL-020-010_GL_JRNL_ATTACHMENT

DESCRIPTION: ID 437 - Attach and review a GL Journal attachment.

EXPECTED RESULTS: File can be attached and reviewed.

NAVIGATION: General Ledger > Journals > Journal Entry > Create/Update Journal Entries

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:

A GL Journal needs to exist or be created. An attachment file (excel, Word, etc.) must be accessible to be attached. You can also refer to the Journal Post scenario for steps to create a journal

Scenario:

GL-GL_JRNL_POST

SCENARIO STEPS:

- STEP # 1** Create an on-line journal. Navigation: Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries . On the Create/Update Journal Entries page, enter Business Unit if it is not already default filled. Leave Journal ID as "NEXT" (allows CAPPS to assign an ID#) or enter an ID# if desired. Leave the Journal Date as the current date or change the date. Click "Add". On the Header page, enter a Long Description, Ledger Group (ACTUALS), Source (ONL).
- STEP # 2** On the Header tab, click the "Attachments" link and then the "Add Attachment" button. "File Attachment" box displays. Click on "Choose File"
- STEP # 3** Browse to find the file to attach. Highlight the file. Click on "Open" Click on "Upload".From the "Journal Entry Attachments" page click on "OK"
- STEP # 4** On the Lines page, fill in the Required Chartfields (Account, Fund, PCA,APPN/PCAF and Amount). In addition, fill in any ORG Budget-related Chartfields (Dept, Project, etc.). Click on the "+" button to add another line. On line 2, fill in the Required Chartfields (Account, Fund, PCA, Budget Ref and Amount). In addition, fill in any ORG Budget-related Chartfields (Dept, Project, etc.). Click "Save". A confirmation message will appear. Click "OK".
- STEP # 5** Save the journal.
- STEP # 6** Verify that the file can be retrieved. Click the Attachments link. In the Details section, click the hyperlink for the attached file. The file opens.
- STEP # 7** Close the journal page by clicking on 'Return to Search'. Select the journal and reopen it. Verify that the attached file can still be viewed and the journal attachment was still able to open.
- STEP # 8** End

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SCENARIO NAME: GL_JRNL_LINE_COPY_DOWN **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES: TX_FIN_GL_PRC_JOURNAL

BUS PROCESS: GL-020-010_GL_JRNL_LINE_COPY_DOWN

DESCRIPTION: ID 438 - Establish journal line copy down options and verify functionality.

EXPECTED RESULTS: Journal lines copy down according to the criteria selected.

NAVIGATION: Create a journal entry. General Ledger> Journals> Journal Entry> Create Journal Entries

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:	Scenario:
None	

SCENARIO STEPS:

- STEP # 1** Create a journal entry. Use Scenario GL-020-110_GL_JRNL_POST as an example how to create a journal if needed.
- STEP # 2** Navigation: Main Menu>General Ledger> Journals> Journal Entry> Create\Update Journal Entries> Add a new value
- STEP # 3** On the Journal Header page, enter Long Description and verify that the Ledger Group = ACTUALS.
- STEP # 4** On the Journal Lines page, complete the the 1st line by filling in the Required Chartfields (Account, Fund, PCA, Budget Ref and Amount). In addition, fill in ORG Budget-related Chartfields (Dept, Project, etc.) required for your agency. Click on the 'Template List' hyperlink and navigate to the 'Journal Line Copy Down - Copy Journal Line Columns to New Lines' box. Make changes to the copy down selection Chartfield selections. For this test, uncheck the Fund and check the Amount selections. Click "Save". Press the OK button to navigate back to the Lines Panel.
- STEP # 5** Type '3' in the 'Lines to Add:' box and click on the '+' to insert three new rows. Verify that the columns copied down according to the template selections in step 3. Complete or change, if applicable the remaining required fields, making sure that the journal is balanced by Chartfields. Save and edit the journal
- STEP # 6** Select the 'Post Journal' Process and click the Process button. Verify that the Journal Status changes to 'P' (posted).
- STEP # 7** End

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SCENARIO NAME: GL_JRNL_REVERSE **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES: TX_FIN_GL_PRC_JOURNAL

BUS PROCESS: GL-020-010_GL_JRNL_REVERSE

DESCRIPTION: ID 441 - Create an auto-reversing Journal

EXPECTED RESULTS: A reversing journal entry is automatically created based upon the date criteria specified on the original journal.

NAVIGATION: General Ledger> Journals> Journal Entry> Create/Update Journal Entries.

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:	Scenario:
None	

SCENARIO STEPS:

- STEP # 1** Create a journal entry to be auto reversed. Verify the Automatic Post Reversals option is not checked. Navigate to Main Menu> Set Up Financial/Supply Chain>Business Unit Related>General Ledger> Ledgers For A Unit> Journal Post Options.
- STEP # 2** Click on the Lines tab on the top of the page Complete the lines information Save, Edit, and Post the journal.
- STEP # 3** Navigate to Main Menu>General Ledger> Journals> Journal Entry> Create/Update Journal Entries. Verify that the reversal entry was created on the specified date, but did not post
- STEP # 4** Verify that the signs on the entries are reversed from the original.
- STEP # 5** End

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SCENARIO NAME: GL_JRNL_DELETE **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES: TX_FIN_GL_PRC_JOURNAL

BUS PROCESS: GL-020-010-010_GL_JRNL_DELETE

DESCRIPTION: ID 433 - Delete a journal entry prior to posting and verify the journal can be physically deleted (cannot be displayed). Verify that a posted journal cannot be deleted.

EXPECTED RESULTS: User is able to delete a journal prior to posting, but is unable to delete after posting. User can re-use the deleted journal's ID & date on a subsequent journal entry.

NAVIGATION: General Ledger> Journals> Journal Entry> Create Journal Entries

COMMENTS: Verify that the "physical" journal delete option is selected on the Installation Options for General Ledger. Main Menu/Set Up Financials/Supply Chain Install /Installation Options/General Ledger

ACTUAL RESULTS:

DEPENDENCIES:

Description:

Verify that the "physical" journal delete option is selected on the Installation Options for General Ledger

Scenario:

SCENARIO STEPS:

- STEP # 1** You can delete a journal that has not been posted. You can delete a journal that is not yet posted after it successfully passes budget checking. Delete it by accessing the Journal Entry - Lines page.
- STEP # 2** Create a Journal using chartfield values that will impact budget. Navigate to General Ledger> Journals> Journal Entry> Create Journal Entries>Add a New Value. Select Business Unit from dropdown box. Accept Journal ID, and Journal Date defaults. Click on the OK button. The Header page displays. Enter "Long Description" Verify that the Ledger Group = ACTUALS.
- STEP # 3** Click the "Lines" tab. Lines page displays. Populated Journal Line required fields. Edit the journal, Journal ID is assigned and Journal Status and Budget Status =V. Journal is not Posted and can be Deleted. To delete the Journal select the Process "Delete Journal" and click the Process button. Receive a message asking if you want to delete the journal. Click Yes. Message is generated that the journal ID was physically deleted. Click OK
- STEP # 4** Once a journal is deleted, the same Journal ID can't be used unless the User Preference allows for not using the NEXT function.
- STEP # 5** Return to the journal search page and select a journal with Journal Header Status = "Posted to Ledgers". On the lines page, click the Process button for "Delete Journal". Verify that the following error message is generated: "Cannot delete this journal because part or all of this journal has been posted." Once the journal has a status of "P" = Posted the Process box does not default in.

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STEP # 6

Journals that have been posted must be unposted and can never be deleted. End.

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SCENARIO NAME: GL_JRNL_COPY **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES: TX_FIN_GL_PRC_JOURNAL

BUS PROCESS: GL-020-010-050_GL_JRNL_COPY

DESCRIPTION: ID 430 -A new journal is created by copying an existing journal.

EXPECTED RESULTS: A new journal is created by copying an existing journal. A Word file is attached to a journal.

NAVIGATION: General Ledger> Journals> Journal Entry> Copy Journals

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:	Scenario:
a GL Journal must exist to be used to copy from	

SCENARIO STEPS:

- STEP # 1** Create a journal entry using the 'Copy Journals' feature. Navigation: Main Menu> General Ledger> Journals> Journal Entry> Copy Journals> Add a New Value. Enter a run control ID (if one does not exist) and click Add. Copy Journal Request page displays.
- STEP # 2** On the "Copy Journals Request" page, select a posted processed Journal ID to be copied. In the "Process Request Parameters" box make the following selections from the drop down box; "Process Frequency" = Always, Select "Unit", Select posted "Journal ID", Accept the "Date" Accept "New Journal ID" default = NEXT, Accept "New Date" & "Curr Effdt" = today's Date. "SAVE" the page and make note of the New Journal ID.
- STEP # 3** Click Run on the Copy Journals Request page. The Process Scheduler Request page displays. Click OK on the Process Scheduler Request window. Process Instance # displays
- STEP # 4** Click the link for the Process Monitor to view the status of the journal copy process. Refresh the Process Monitor page until Run Status = Success and Distribution Status = Posted.
- STEP # 5** Verify that the new journal entry is available. Navigate to General Ledger> Journals> Journal Entry> Create Journal Entries> Find an Existing Value. Accept the Business Unit default Accept the value in Journal Header Status, Blank out the Source Keep the value in Entered By filed which is normally your OPRID. Click Search. The Journal Header page displays.
- STEP # 6** On the Header page, change the Long Description and verify that the Ledger ACTUALS is populated, and the USAS information from the original journal did not copy to the new journal.

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- STEP # 7** Add an attachment by clicking the “Attachments” link on the Journal Header page. “Journal Entry Attachments” window will appear prompting you to “Add Attachment” and then browse to find the attachment Add the attachment and upload the file. Click “OK” to return to the Journal Header page.
- STEP # 8** Verify the Header is updated to indicate one attachment has been added.
- STEP # 9** On the Lines page, change the amounts for each line, ensuring that the journal is balanced. Save, Edit, and Post.

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SCENARIO NAME: GL_JRNL_PRINT_ONLINE **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES: TX_FIN_GL_PRC_JOURNAL

BUS PROCESS: GL-020-010-070_GL_JRNL_PRINT_ONLINE

DESCRIPTION: ID 481 - Print a Journal from the Journal Lines Page. Verify new XML version.

EXPECTED RESULTS: Journal Detail report is displayed on the window, and can be printed.

NAVIGATION: General Ledger>Journals>Journal Entry>Create/Update Journal Entries

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:

Scenario:

SCENARIO STEPS:

- STEP # 1** Navigate to Main Menu>General Ledger>Journals>Journal Entry>Create/Update Journal Entries. Click on the Find an Existing Value tab. Click on the Clear button. Enter a Business Unit and Source "ONL". Click on the Search button Search Result is populated
- STEP # 2** Click an existing Journal ID to print. The Header page displays Click on the Lines button
- STEP # 3** On the Journal Lines page, Use the Process drop down box to find the "Print Journal" Click the Process button. On completion of the Print process the report will display
- STEP # 4** Print the report
- STEP # 5** End

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: GL-JRNL_UNPOST **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES: TX_FIN_GL_JOURNAL_MAINT

BUS PROCESS: GL-020-010-080_JRNL_UNPOST

DESCRIPTION: ID 442 - Unpost a GL Journal

EXPECTED RESULTS: Journal is unposted.

NAVIGATION: General Ledger> Journals> Process Journals> Mark Journals for Unposting

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:

A posted Journal must exist and the unpost period must be open.

Scenario:

SCENARIO STEPS:

- STEP # 1** Navigate to the unpost process: Main Menu>General Ledger> Journals> Process Journals> Mark Journals for Unposting. Search for a journal to unpost, or enter a specific journal ID.
- STEP # 2** Check the Process box next to the journal to select it for the unpost process. Click the 'Unpost Selected Journals' hyperlink and click OK to the message.
- STEP # 3** At the Post Journals Request screen, click Run. Select GL Journal Posting and click OK. Verify that the process completes successfully by viewing the status on the Process Monitor - Run Status = Success and Distribution Status = Posted
- STEP # 4** Verify that the journal was successfully unposted. Navigate to Main Menu>General Ledger> Journals> Journal Entry> Create/Update Journal Entries. Enter the Journal ID that was selected to unpost. Two journals should be retrieved. The journal with Unpost Sequence 0 will show the original journal that has now been unposted. Sequence 1 is the entry containing the reversing entry.
- STEP # 5** End

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SCENARIO NAME: GL_JRNL_GEN **TEST STATUS:** Not Started
MODULE NAME: General Ledger **TESTER**
JOB PROFILES: GL Analyst
BUS PROCESS: GL-020-020_GL_JRNL_GEN
DESCRIPTION: ID 474 - Journal Generate from AP submodule
EXPECTED RESULTS: Journal is created for accounts payable & posts.
NAVIGATION: General Ledger>Journals>Subsystem Journals>Generate Journals
COMMENTS:
ACTUAL RESULTS:

DEPENDENCIES:

Description:

Collaborate with the AP team to identify Posted but not yet Journal Generated vouchers. Upon Completion of this scenario, the voucher accounting lines should be updated with a GL Journal ID, indicating this has been recorded in GL.

Scenario:

SCENARIO STEPS:

- STEP # 1** Begin by verifying that there is a voucher eligible for journal generating. If not, create a voucher in AP and post. Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry > Find an Existing Voucher. Enter 0 into Voucher ID, if searching for an eligible voucher.
- STEP # 2** Navigate to Main Menu>General Ledger>Journals>Subsystem Journals>Generate Journals. Use an existing run control or add a new run control. Complete the required information on the run control, selecting the accounting entry definition for Accounts Payable journals (APDEFN), and the template for accruals. Mark the Journal Processing Options to Edit, Budget Check and Post. Save the page. Click Run. The Process Scheduler Request screen will appear: Select FS_JEN and click OK. Monitor the Process Monitor until the process runs to Success.
- STEP # 3** When the process runs to Success, navigate to the Journal Entry page and verify that the journal was created as expected. Source = AP
- STEP # 4** Verify the information on the journal header and lines page. The Journal Status =P and Budget Status =V.
- STEP # 5** End

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SCENARIO NAME: GL_JRNL_GEN_CHANGE_EDIT **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES: TX_FIN_GL_JOURNAL_MAINT

BUS PROCESS: GL-020-020_GL_JRNL_GEN_CHANGE_EDIT

DESCRIPTION: ID 439 - Verify that user preferences are set up to disallow changes to journals generated from subsystems. Create an AP voucher and Journal Generate. Unable to make changes or delete a journal generated journal.

EXPECTED RESULTS: Unable to make changes or delete a journal generated journal.

NAVIGATION: Main Menu -> General Ledger> Journals> Subsystem Journals> Generate Journals.

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:

Collaborate with the AP team to identify Posted but not yet Journal Generated vouchers.

1) Not a dependency, but to test this script you may use the AP journal created by the previous script GL-020-020_GL_JRNL_GEN.

2) The AP Journal should NOT be posted so the user can change a chartfield. To accomplish this, manually run Journal Generate, but do not select EDIT/POST on the run control.

Scenario:

GL_JRNL_GEN

SCENARIO STEPS:

- STEP # 1** Verify that user preferences are set up to disallow changes to journals generated from subsystems. Navigation: Set Up Financials/Supply Chain> Common Definitions> User Preferences>General Ledger. Journal Entry Options box: "Change Journals from Journal Generator" box should be unchecked.
- STEP # 2** Create an AP voucher and Journal Generate. Accounts Payable> Vouchers> Add/Update> Regular Entry. Enter Business Unit and Voucher ID = NEXT. Click Add. On the Invoice Information Page, select a vendor, and enter an invoice description, invoice date, and other required information.
- STEP # 3** Complete the Invoice Line and Distribution information. SAVE.
- STEP # 4** On the Invoice Information Page, select 'Budget Checking' in the 'Action' field and then press the 'Run' button. Click YES at the message 'Do you want to wait for the process to be completed? Voucher will be displayed after process ends'.
- STEP # 5** Return to the Invoice Information page and select 'Voucher Post' in the 'Action' field. Press the 'Run' button. Click YES at the message 'Do you want to wait for the process to be completed? Voucher will be displayed after process ends. Navigateto: Main Menu> Accounts Payable> Vouchers> Add/Update>Regular Entry . Search to the Summary page and verify the voucher Post Status of 'Posted.'

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- STEP #** 6 Navigate to Main Menu>General Ledger> Journals> Subsystem Journals> Generate Journals. Run the journal generation process. Verify the Generate Journals page Post check box is unchecked.
- STEP #** 7 Verify that the voucher successfully journal generated. Main Menu>Accounts Payable> Review Accounts Payable Info> Vouchers> Accounting Entries. Enter Business Unit and the Voucher ID. Click 'Search'. On the 'Journal' tab, note the Journal ID number.
- STEP #** 8 View the Journal entry. Main Menu>General Ledger> Journals> Journal Entry> Create Journal Entries> Find An Existing Value. Enter the AP Journal ID.
- STEP #** 9 On the Header and Lines pages, verify that no changes are allowed to be made in the journal. The Header and Lines pages should be grayed out.
- STEP #** 10 Navigate back to user preferences and change to allow changes to journals generated from subsystems.
- STEP #** 11 Navigate back to the AP Journal using Main Menu>General Ledger> Journals> Journal Entry> Create Journal Entries> Find an Existing Value. Enter the AP journal generated in the prior step and verify the fields are now ungrayed to allow certain changes.
- STEP #** 12 End

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: GL_JRNL_IMPORT_EXCEL **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES: TX_FIN_GL_JOURNAL_MAINT

BUS PROCESS: GL-020-030_GL_JRNL_IMPORT_EXCEL

DESCRIPTION: ID 471 - Import journals from Excel file and view the Journals via the Journal Entry Page.

EXPECTED RESULTS: Import journals from Excel file and view the Journals via the Journal Entry Page. Also should successfully edit and post the journal.

NAVIGATION: Navigate to General Ledger> Journals> Import Journals >Spreadsheet Journals

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:

Must have the 3 files associated with the JRNL1.XLS file on the C drive of the computer that is being used for testing. JRNL1.XLS, JRNL.LOG.xls, JRNL.Macro.xla

Scenario:

SCENARIO STEPS:

- STEP # 1** Locate the CAPPS modified JRNL1.XLS file, and create a new sheet. Click the "Setup" button Enter values to the following edit fields: Business Unit Date Ledger Group Source User ID Multibook defaults to N AutoGen Lines defaults to Y Language = English Message Options: Log Successful and Error Message Check the Display Message Online box Online Import Control: Address TBD, Your User ID After Successful Import: Change import status to Do Not Import Click the OK button
- STEP # 2** Click on the Journal Sheet "New" Enter the Journal Sheet Name- AGY_TEST Click OK
- STEP # 3** This will take you to Spreadsheet Journal Import page. Click + on row 5 on the Journal Header section The "New Journal Header" page displays Enter Business Unit Journal ID default to "NEXT", Journal Date Ledger Group "ACTUALS", Source "ONL" USAS Proc Date Effective Date Description Hit "OK" to process. The Journal Header section will show the data that you entered from above. To add/subtract lines to the sheet you will need to click on the "+/-".
- STEP # 4** Next you will need to add the required chartfields for your agency Click + on row 9 Entered Unit Account Ledger "ACTUALS" Account Fund Dept ID Class Budget Ref Other Chartfields as required Amount needed to complete transaction. Click "+" to enter another row or journal line that corresponds to debit or credit on the prior line Journal Lines must be balanced.
- STEP # 5** Hit the Excel "Save" button to save. Then click on the "House" button.

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- STEP # 6** This will take you back to the Spreadsheet Journal Import page. Click on the “Write File” button to select sheet box and highlight “Agy_Test”. Hit OK. A file is created and ready for upload Note the file name
- STEP # 7** Navigate to Main Menu>General Ledger> Journals> Import Journals >Spreadsheet Journals. Click on the Add a new value tab Add a Run Control ID named “Report” for the Journal Import process. Hit the “Add” button. The "Spreadsheet Journal Import Request" page displays
- STEP # 8** From the "Report Request Parameters" box click on the “Add” button The "File Attachment" box displays Click on the "Choose File" tub Browse to find .txt document Highlight the "Agy_Test" file to move it to the "File Name" field Click on "Open" Click the “Upload” button "Attached File" name displays
- STEP # 9** Click on the “Run” Process Scheduler Request page displays Click “OK” button Notice the Process Instance number.
- STEP # 10** Click on the Process Monitor link to see results. Verify the Run Status is listed as "Success" and Distribution Status is "Posted" Click on the Detail link. Process Detail page displays Click on the "View Log/Trace" link The "View Log/Trace file displays Click on the links to show the # of journals that was imported and Journal information.
- STEP # 11** Navigate to Main Menu>General Ledger> Journal Entry> Create/Update Journal Entry>Find an Existing Value Search by Business Unit, Journal Source, Journal Date Click on “Search”
- STEP # 12** On the Haeder page Verify\enter Long Description Verify Ledger Group = ACTUALS
- STEP # 13** Click on the Lines tab at the top of the page Review Chartfield values and amounts Use the drop down Process box to find the “Post Journal” and hit the “Process” button. Next, hit “OK” to the question of do you want to post this journal?
- STEP # 14** Select the "Edit Journal" in the Process drop-down box Click the Process button
- STEP # 15** Select the "Post Journal" in the Process drop-down box Click the Process bitton
- STEP # 16** End

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: GL_KK_PREV_BUD_CHK **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES: Integration

BUS PROCESS: GL-020-070-020_GL_KK_PREV_BUD_CHK

DESCRIPTION: ID 470 - Create a GL Journal, edit and budget check the journal and verify the budget results. Add an additional line using a different chartfield combination and verify the budget impact.

EXPECTED RESULTS: The budget checking process works correctly, as only the additional chartfield combination impacts the budget.

NAVIGATION:

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:

Scenario:

SCENARIO STEPS:

- STEP # 1** Create a Voucher but first Navigate to Main Menu> Commitment Control>Review Budget Activities> Budgets Overview and note the budget balances for two different budgets prior to processing a transaction.
- STEP # 2** Create Voucher. Navigation: Main Menu>Accounts Payable>Vouchers>Add/Update>Regular entry>Add a New Value Select Business Unit from drop down box Accept Voucher ID =NEXT Accept Voucher Style = Regular Voucher Invoice Number: =Today's date Enter an Invoice Date =Today's Date Gross amount: Leave Blank
- STEP # 3** Click "Add" The Invoice Information page is displayed with the values entered on the Voucher Entry page.
- STEP # 4** Copy from the Source Document: PO Unit: leave blank PO Number: leave blank Copy From: Select 'Purchase Order Only' from list Click 'GO' Copy Worksheet page will display
- STEP # 5** On the Copy from Worksheet Page: PO Business Unit: Enter PO Business Unit PO Number From: Enter PO Number Click Search Search results will appear in the 'Select PO Lines' Section of the page.
- STEP # 6** Select the PO lines to Copy and click the 'Copy Selected Lines' button.
- STEP # 7** Invoice Information page will display. The Voucher Line and Distribution Line information are populated from the Purchase Order lines that were copied.

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- STEP #** 8 In the Invoice Lines section of the Invoice Information Page: Invoice Receipt Date: Enter the Date the Invoice was received Service Date: Enter the date of service Invoice Description: Enter a description of the invoice
- STEP #** 9 Review Distribution Line Information **Chartfield combination from PO can be overridden if necessary
- STEP #** 10 Click on the Voucher Attributes Tab. Review Accounting Entry Template and ensure that STD 225 is selected.
- STEP #** 11 Ensure the PO voucher saves successfully.
- STEP #** 12 Create a journal entry to be edited from the online page.
- STEP #** 13 Navigate to Main Menu>General Ledger> Journals> Journal Entry> Create Journal Entries Add a new value. Select Business from Dropdown Accept all other default values Click Add The Header page displays
- STEP #** 14 On the Header page: Enter Long Description Verify that the Ledger Group = ACTUALS.
- STEP #** 15 On the Lines page, enter chartfield values and amounts, making sure that the journal is balanced. SAVE the page Then click the Process button for 'Edit Journal' and verify that the Journal Status = V. Verify impact to budget. There will be no impact to budget.
- STEP #** 16 Add two more expense lines to the Journal - one line with the above chartfield string and one with a different chartfield string. Save the journal
- STEP #** 17 Verify that the Budget Line status of the first chartfield string on the journal entry previously budget checked is still "V" Valid.
- STEP #** 18 Edit and Budget check the journal. Verify that the budget is impacted only by the two additional lines.
- STEP #** 19 End

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: GL-GL_JRNL_POST_FUTURE **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES: TX_FIN_GL_PRC_JOURNAL

BUS PROCESS: GL-020-070-110_GL_JRNL_POST_FUTURE

DESCRIPTION: ID 473 - Test 'Do Not Post Future Dated Jrnls' feature.

EXPECTED RESULTS: Journal does not post on the future date specified.

NAVIGATION: Set Up Financials/Supply Chain> Business Unit Related> General Ledger> Ledgers for a Unit

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description: **Scenario:**

SCENARIO STEPS:

STEP # 1 Navigate to Main Menu>Set Up Financials/Supply Chain> Business Unit Related> General Ledger> Ledgers for a Unit. Enter Business Unit and click the search button. Verify that the configuration to 'Do Not Post Future Dated Jrnls' is selected.

STEP # 2 Create a journal entry. General Ledger> Journals> Journal Entry> Create Journal Entries> Add a new value. Enter Business Unit, Journal ID = NEXT, Journal Date = tomorrow's date. Click the "Add" button.

STEP # 3 On the Header page enter Long Description, verify that the Ledger Group = ACTUALS, source is ONL, journal date is a future date, all other fields use default values.

STEP # 4 On the Lines page, enter chartfield values and amounts, making sure that the journal is balanced. SAVE. Then click the Process button for 'Edit Journal' and verify that the Journal Status = V.

STEP # 5 Select the 'Post Journal' Process and click the Process button. Verify that an error message appears stating that you cannot post a future dated journal.

STEP # 6 End

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SCENARIO NAME: GL_JRNL_WORKFLOW **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES: TX_FIN_GL_JOUR_APPRV

BUS PROCESS: GL-020-090_GL_JRNL_WORKFLOW

DESCRIPTION: ID 476 - Verify that when workflow is configured, journal entries will not post until approved.

EXPECTED RESULTS: Journal is routed to the appropriate approver and will not post until approved.

NAVIGATION: Main Menu -> General Ledger -> Journals -> Journal Entry -> Create/Update Journals (GL Journal approval workflow is triggered off here)

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:	Scenario:
GL Journal Approval Workflow must be setup, Approvers must have the proper security role.	

SCENARIO STEPS:

- STEP # 1** The assumption is either Virtual Approver method or Approval Framework method has been configured for Business Units that require approval. Turn workflow on for 21200 at the journal source level. Source = 'ONL' and 'REV' will require approvals. Navigate to Main Menu>Set Up Financials/Supply Chain> Common Definitions> Journals> Source>Approval Options Click on "Find an Existing Value" Enter "SetID" or click on the dropdown box and make a selection Enter "Source" or click on the dropdown box and make a selection Click "Search" Click on the Approval Options tab "Journal Approval Option" = "Require Approval"
- STEP # 2** Create a journal entry using a source that does not require approval (not ONL or REV). Save & Process Edits the journal Verify that approvals are not required. Post the journal
- STEP # 3** Create a journal entry using Source ONL and REV and follow the workflow process to verify that approvals are working as designed for each source. Run "Edit Journal" Journal Status and Budget Status will change from N to V Run Post Journal Process Message Box displays - "Cannot Post this journal because is is not approved yet" "You have selected to Post this journal. However, workflow approval rule is enabled and this journal is not approved yet. You need to edit and submit this journal for approval before it can be posted. Your selection is canceled"
- STEP # 4** End

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: GL-GL_JRNL_POST **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES: TX_FIN_GL_PRC_JOURNAL

BUS PROCESS: GL-020-110_GL_JRNL_POST

DESCRIPTION: ID 432- Post a journal entry from the online page and from the menu.

EXPECTED RESULTS: Successful post online and via menu.

NAVIGATION: 1) Main Menu -> General Ledger -> Journals -> Journal Entry -> Create/Update Journal Entries (to post journals online); 2) General Ledger -> Journals -> Process Journals -> Mark Journals for Posting

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description: Note: This is the entire journal entry process from entry to post.

Scenario:

SCENARIO STEPS:

- STEP # 1** Create a journal entry to be posted from the online page. General Ledger> Journals> Journal Entry> Create Journal Entries> Add a New Value. Select Business Unit from dropdown box. Accept Journal ID & Journal Date defaults. Click the Add button
- STEP # 2** The journal Header page displays. Enter Long Description. Verify that the Ledger Group = ACTUALS Accept all other defaults. Click on the Lines tab, the Lines page displays. Populate required fields ensuring the journal is balance (Debits = Credits). Save the Journal Entry. Journal ID changes from NEXT to assigned #.
- STEP # 3** Select the "Edit Journal" process and click the Process button for 'Edit Journal' and verify that the Journal Status = V and the Budget Status = V. Post the journal online.
- STEP # 4** Select the "Post Journal" Process and click the Process button. Click OK to the question 'Are you sure that you want to post this journal?'. Verify that the Journal Status is now 'P'.
- STEP # 5** Create a journal entry to be posted from the Journal Process page. General Ledger> Journals> Journal Entry> Create Journal Entries> Add a New Value. Select Business Unit from dropdown box. Accept Journal ID & Journal Date defaults. Click the Add button
- STEP # 6** The journal Header page displays. Enter Long Description. Accept all other defaults. Click on the Lines tab, the Lines page displays. Populate required fields ensuring the journal is balance (Debits = Credits). Save the Journal Entry. Journal ID changes from NEXT to assigned #.
- STEP # 7** Select the "Edit Journal" process and click the Process button for 'Edit Journal' and verify that the Journal Status = V and the Budget Status = V.

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- STEP # 8** Go to the "Mark Journals for Posting page. Navigation: General Ledger> Journals> Process Journals> Mark Journals for Posting. The Mark Journals for Posting page displays. Select Unit from dropdown box. Enter the Journal ID and click "Search" Only journals that need to be Posted will display. Check the Process box to select the journal for posting and then click the "Post Selected Journals" link. Message box displays-Are you sure that you want to post this journal. Click OK.
- STEP # 9** The Post Journals Request page displays. On the Post Journals Request page, click "Run". Select the GL_JP process and click OK. Process instance # displays.
- STEP # 10** On the Post Journals Request page, click on the Process Monitor hyperlink and verify that the GL_JP (journal post) process ends in Success. Run Status =Success. Distribution Status = Posted

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: GL_USAS_JRNL_DOC_TYPE_CHANGE **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES: TX_FIN_GL_PRC_JOURNAL

BUS PROCESS: GL-030-010-010_GL_USAS_JRNL_DOC_TYPE_CHANGE

DESCRIPTION: ID 458 - Ensure when the Statewide Setup for T-code lookup is set as a J Doc, that a D doc journal can also be processed.

EXPECTED RESULTS: The USAS Processing fields are updated correctly on the journal.

NAVIGATION: Navigate to CAPPS Statewide > Statewide Setup > USAS T-code Lookup

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:	Scenario:
Must have security to view a USAS Tcode and enter a GL journal.	
Must have ability to release batch in USAS test region.	

SCENARIO STEPS:

- STEP # 1** Navigate to CAPPS Statewide > Statewide Setup > USAS T-code Lookup. Enter SetID T-code 195 will create a journal and 195D will create a Deposit Journal for GL. Note the default doc type = J.???
- STEP # 2** Open a new window and create a Journal Entry using Tcode 195 to produce a "D" doc instead of the default document "J". Navigate to General Ledger> Journals> Journal Entry> Add a New Value. Add Business Unit Accept Journal ID = NEXT Accept Journal Date = TODAY'S DATE Hit Add The Header page displays
- STEP # 3** At the Header page accept Ledger Group = ACTUALS Source = ONL Enter Long Description, Click on the Add DLT Comments link and add comment For USAS Document Number field enter a "D" to override the automatic generation of the "J" document # assigned by the interface. All other values can default in.
- STEP # 4** Click on the Lines tab and enter required chartfields (to be determined during testing for your agency). This agency used the following chartfields required by their agency. Notice that the T Code is entered on the Revenue chartfield line to enable the correct interface information required by USAS. A Journal ID number is created once you save the document. Run the Edit Journal Process
- STEP # 5** Next post transaction. The journal status should change to "P" for posted and budget status should change to "V" for valid.

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- STEP # 6** This is a Batch process that is run overnight Navigate to Main Menu>CAPPS Statewide>Statewide Interfaces>Interface Run Control Enter SetID Click on Search Search Result is populated Select ISAS Interface: ISUS02B CAPPS to USAS - GL Run the Interface and verify that the interface assigned a USAS Doc number beginning with a "D". Check the next day that the transaction processes in USAS verify the USAS Doc #, USASProcStat = P and the USASProcDt = the day the transaction processed in USAS.
- STEP # 7** Navigate to Main Menu>CAPPS Statewide>Statewide Interfaces> HX Recycle Browser and verify the transactions were moved back to the HX Recycle Browser.
- STEP # 8** Navigate to Main Menu> CAPPS Statewide>Statewide Interfaces> HX Archive Browser and verify the transaction is no longer available on the archive table.
- STEP # 9** End

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SCENARIO NAME: GL_USAS_JRNL_INFO_UPDATE **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES: TX_FIN_GL_PRC_JOURNAL

BUS PROCESS: GL-030-010-020_GL_USAS_JRNL_INFO_UPDATE

DESCRIPTION: ID 459 - Verify USAS processing related fields are properly updated on GL Journal entries.

EXPECTED RESULTS: USAS information is updated correctly on the online journal pages.

NAVIGATION: General Ledger> Journals> Journal Entry> Create Journal Entries> Add

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description: **Scenario:**

SCENARIO STEPS:

- STEP # 1** Add new Journal. Navigate to General Ledger> Journals> Journal Entry> Create Journal Entries> Add New Value. On the Lines Page, enter the chartfield values and a T-code. Save the Journal
- STEP # 2** Manually Journal Edit, Budget Check and Post the Journal from the Journal Lines page. If workflows is needed, submit the journal for approval. Continue when approved.
- STEP # 3** Validate the Journal Header USAS Proc Status status is 'Y'. This means the journal is ready to interface to USAS.
- STEP # 4** Navigate to Main Menu>CAPPS Statewide>Statewide Interfaces>Interface Run Control Run the ISUS02B - CAPPS to USAS - GL Interface to USAS Return to the Journal Header page. Verify that the USAS Proc Status changed to "U" (sent to USAS, but still unprocessed) and that the USAS Process Date (Interface process Date) and USAS Doc Number are populated on the Journal Header.
- STEP # 5** This is a Automatic Process-USAS to ISAS Interface The next day, run the USAS inbound Interface (HX) and return to the Journal Header page. Verify that the USAS Proc Status field changed from "U" to "P" (processed by USAS). The Journal has completed the USAS cycle and automatically reconciled.

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SCENARIO NAME: GL_USAS_JRNL **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES: TX_FIN_GL_PRC_JOURNAL

BUS PROCESS: GL-030-010-030_GL_USAS_JRNL

DESCRIPTION: ID 469 - Create a journal entry using a common USAS Tcode.

EXPECTED RESULTS: Journal is processed successfully in USAS using USAS Tcode

NAVIGATION: CAPPS Statewide > Statewide Setup > USAS T-code Lookup

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:

CAPPS
Configuration of USAS Tcodes during implementation
USAS release capabilities in USAS test region

Scenario:

SCENARIO STEPS:

- STEP # 1** Create a Journal using a T-Code Navigating to General Ledger> Journals> Journal Entry> Create Journal Entries> Add a New Value.
- STEP # 2** On the Lines page, enter the appropriate chartfield values and amounts including T-Code on the revenue/expenditure account line.
- STEP # 3** Edit, Budget Check and Post the Journal.
- STEP # 4** The is Automated Process Run the ISUS02B outbound interface and verify the transaction appears as expected in USAS. Navigate to Main Menu>CAPPS Statewide> Statewide Interfaces>Interface Run Control
- STEP # 5** The is Automated Process After the USIS01B inbound interface has been run verify the journal header USAS fields have been updated.
- STEP # 6** USAS PROC STAT flag on the Journal Header is updated to 'Y' initially. After the interface, it is set to 'U'. After it is received back from USAS on the HX, it is 'P'.
- STEP # 7** End

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SCENARIO NAME: GL_HCM_JOURNAL **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES:

BUS PROCESS: GL-030--010-040_GL_HCM_JOURNAL

DESCRIPTION: ID 860 - After Payroll and supplemental payroll are loaded to GL, verify that the journals was created correctly with Journal Source = PAY and and correct chartfields. Run Journals Edit\Budget Check. Post the journal

EXPECTED RESULTS:

NAVIGATION: Navigator to General Ledger>Journals>Journal Entry>Create/Update Journal Entries

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:

Scenario:

SCENARIO STEPS:

- STEP # 1** Navigator to General Ledger>Journals>Journal Entry>Create/Update Journal Entries. On Find an Existing Value tab, enter Business Unit, select 'PAY' in the Source lookup, click Search.
- STEP # 2** View the listed journals, and identify the journals for the month (normally, two journals for the main payroll, and one journal for supplemental payroll). The main payroll journals are listed with same Journal Total Lines and Journal Total Debits (amount), with the accrual journal created at the end of the month, and the liquidation journal created the beginning of the following month.
- STEP # 3** Open the journal, verify that 2 journals were created with journal source = PAY as follows: Journal 1 should contain the expense & payable accounts, and Journal 2 should contain the payable and cash accounts.
- | | | | |
|----------------------|-----------|-------|----------------------|
| Journal 1 | DR | | |
| CR | ----- | ----- | Expense Acct |
| Payroll Payable Acct | Journal 2 | DR | |
| CR | ----- | ----- | Payroll Payable Acct |
| Cash Acct | | | |
- STEP # 4** Go to the Lines tab, run Edit Journal process to ensure the journal has 'V' on Journal Status and Budget Status. Then run Post Journal process to post the journal.
- STEP # 5** Go back to the Search page by clicking Return to Search at the bottom of the journal pages, open the second payroll journal, repeat steps 3-4 from above.

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STEP # 6 If supplemental payroll journal is created for a month, the journal should contain the expense & cash accounts

DR	CR
-----	-----
Expense Acct	cash

STEP # 7 End

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: GL_USPS_JOURNAL **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES: TX_FIN_GL_PRC_JOURNAL

BUS PROCESS: GL-030-010-040_GL_USPS_JOURNAL

DESCRIPTION: ID 464 - Process a regular payroll production file into the CAPPS upgrade database to test the USPS Interface Program.

EXPECTED RESULTS: Two USPS journals will populate into CAPPS. One journal should contain the expense & payable accounts, and the second journal should contain the payable and cash accounts.

NAVIGATION: General Ledger>Journals>Journal Entry>Create/Update Journal Entries

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:

Agency will need to have a USPS file in production or have a USPS file created for a new agency.

Scenario:

SCENARIO STEPS:

- STEP # 1** Navigate to General Ledger>Journals>Journal Entry>Create/Update Journal Entries. Select a payroll journal number from production for an agency that uses AGY CF 1. For the example we will use the July 1st regular payroll for an agency.
- STEP # 2** Request technical run the USPS interface into UPGSYS using payroll file number above 83064FR0 for the agency. For a new agency you will use a USPS journal number from a previous USAS posted journal or one will be created.
- STEP # 3** Verify that 2 journals were created with journal source = USP as follows: Journal 1 should contain the expense & payable accounts, and Journal 2 should contain the payable and cash accounts. Both should have the Agy CF 1 chartfield populated.
- | | | | |
|----------------------|-----------|-------|----------------------|
| Journal 1 | DR | | |
| CR | ----- | ----- | Expense Acct |
| Payroll Payable Acct | Journal 2 | DR | |
| CR | ----- | ----- | Payroll Payable Acct |
| Cash Acct | | | |
- STEP # 4** Compare journal totals between the production database and the UPG database and verify that they match. ***** UPGSYS journals match the FSPRD journals exactly. *****
- STEP # 5** End

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: GL_USAS_HX_DELETE **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES: TX_FIN_GL_PRC_ALLOC_SUBSYS_REC

BUS PROCESS: GL-040-020-010_GL_USAS_HX_DELETE

DESCRIPTION: ID 467 - Manually delete record off the HX Recycle Browser

EXPECTED RESULTS: Transaction is deleted from the HX Recycle Browser. Note: Transactions manually deleted may be viewed on the HX Archive Browser, however, are not available to unarchive.

NAVIGATION: Navigate to CAPPS Statewide>Statewide Interfaces>HX Recycle Browser

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:

Test this scenario after the USAS inbound interface has been run. The interface will populate the HX table with transactions that can be archived.

Scenario:

SCENARIO STEPS:

- STEP # 1** Navigate to CAPPS Statewide>Statewide Interfaces>HX Recycle Browser and review transactions by SetID and specific AY.
- STEP # 2** Select a USAS Document that does not require a matched transaction in CAPPS and can be deleted from the HX Recycle Browser.
- STEP # 3** On the HX Recycle Browser, mark the transaction to delete and Save.
- STEP # 4** Navigate to Main Menu> CAPPS Statewide Statewide Interfaces HX Recycle Mass Archive page Select Add a New Value or Find an Existing Value Select/enter Run control. Business Unit will default to BU per user's operator preferences.
- STEP # 5** Select a Request Type of "Delete". All fields other than Business Unit should be grayed out and message of "All Business Unit transactions marked for deletion on the HX Recycle Browser will be archived". Note: The Matching Transactions to be Archived shows number of transactions marked for deletion on the HX Recycle Browser.
- STEP # 6** Run the process and verify the Run Status = Success and Distribution Status = Posted
- STEP # 7** Navigate back to the Main Menu>CAPPS Statewide>Statewide Interfaces>HX Recycle Browser Verify the transaction is no longer on the HX Recycle Browser.
- STEP # 8** Navigate to Main Menu>CAPPS Statewide>Statewide Interfaces>HX Archive Browse Verify the transaction has been moved to the archive table. Note: The archive status is set to "Manual". Since this was deleted from the HX Recycle Browser, it cannot be unarchived. This action assumes this transaction does not need to be entered or matched to a CAPPS transaction.

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STEP # 9

End

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: GL_USAS_IN_DELETE **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES: TX_FIN_GL_PRC_JOURNAL

BUS PROCESS: GL-040-020-020_GL_USAS_IN_DELETE

DESCRIPTION: ID 448 - Create a journal that will go to USAS using T Code 195D. Transactions are successfully deleted from the Archive IN Browser.

EXPECTED RESULTS: Transactions are successfully deleted from the IN Browser.

NAVIGATION: CAPPS Statewide> Statewide Interfaces> USAS Archive IN Browser

COMMENTS: Create MAN T-Code Journal to interface to USAS, then delete from the IN page.

ACTUAL RESULTS:

DEPENDENCIES:

Description:

This scenario will require you to create a Journal entry with a MAN Tcode. If needed, you can complete this scenario.

Scenario:

GL-GL_USAS_TCODE_MAN

SCENARIO STEPS:

- STEP # 1** Review Dependency prior to start of this Scenario. The object of this test is to only send a transaction to the IN Browser and then delete it.
- STEP # 2** Navigate to General Ledger>Journals>Journal Entry> Create/Update Journal Entries. Create a journal that will go to USAS. Using T Code 195D Manually entr USAS Document Number on the Journal Header???? Edit & Post the journal.
- STEP # 3** USAS PROC STAT flag on the Journal Header is updated to 'Y' because it meets USAS requirements.
- STEP # 4** Record the USAS Doc Number as you will need this to recall the record on the IN Browser . Number is populated on nightly batch run. Some agencies manually enter the USAD Doc #
- STEP # 5** After the interface is run, Validate the USAS PROC STAT flag on the Journal is update to 'U'.
- STEP # 6** Navigate to CAPPS Statewide> Statewide Interfaces> USAS Archive IN Browser. Find the record (using the USAS DOC NUM from Step 4).
- STEP # 7** Review the Record. Select "Deleted from USAS" or "Deleted from Archive IN Table" and Save. This updates the record status from 'not processed' to 'archive'
- STEP # 8** Verify that the next interface cycle will automatically remove the record from the table.
- STEP # 9** The record will be removed from the active IN table and archived for future reference.

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: GL-GL_USAS_TCODE_MAN **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES: TX_FIN_GL_PRC_JOURNAL

BUS PROCESS: GL-040-020-030_GL_USAS_TCODE_MAN

DESCRIPTION: ID 463 - Verify the 'MAN' T-Code operates as expected on GL Journals.

EXPECTED RESULTS: Transactions with a 'MAN' T-code are not sent to USAS, but do populate the USAS Archive IN Browser.

NAVIGATION: CAPPS Statewide> Statewide Interfaces> HX Recycle Browser>

COMMENTS: This scenario requires the user to create two transactions. One in USAS that will populated the HX archive and one that will be created in CAPPS that will populate the IN Browser (and not go to USAS). Once both transactions are present on the HX/IN tables and reconciled, the transaction will be considered present in both systems.

ACTUAL RESULTS:

DEPENDENCIES:

Description:

Enter a USAS transaction directly into USAS. Can be a Tcode 195, 403/404 NA on a CAPPS scenario

Scenario:

SCENARIO STEPS:

- STEP # 1** See Dependency. Enter a journal transaction directly into USAS. The next day, verify that the transactions appear in CAPPS on the HX Recycle Browser. CAPPS Statewide> Statewide Interfaces> HX Recycle Browser> Locate the existing Value for the desired agency.
- STEP # 2** Create a CAPPS journal entry to match the transaction on the HX Recycle Browser. General Ledger> Journals> Journal Entry> Create Journal Entries> Add a New Value. On the Lines page, complete all required chartfield values and amounts ensuring that the transaction matches the entry on the HX Recycle Browser. Use a MAN T-Code and the USAS DOC NUM from Step 1.
- STEP # 3** Run the outbound interface. Verify that the journal entry appears on the IN Browser.
- STEP # 4** The next step is to manually input data to the HX record to allow it to reconcile to the IN Record. You will cross-reference data from the CAPPS jrnal to HX record.
- STEP # 5** HX: On the HX Recycle Browser, record the CAPPS document numbers in the Ref Doc No and Ref Doc Suffix fields (the CAPPS journal numbers = the first 10 of the 11 Digits of the Ref Doc No and Suffix fields. Input the multi-purpose code by copying from the USAS Archive IN Browser.
- STEP # 6** The next day, run the inbound interface and verify that the transactions matched and the status on the journal is now set to 'P'.
- STEP # 7** End

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: GL_USAS_HX_MASS_ARCHIVE **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES: TX_FIN_GL_PRC_ALLOC_SUBSYS_REC

BUS PROCESS: GL-040-020-040_GL_USAS_HX_MASS_ARCHIVE

DESCRIPTION: ID 456 - Archive transactions from the HX Recycle Browser

EXPECTED RESULTS: Transactions are successfully archived

NAVIGATION: CAPPS Statewide>Statewide Interfaces>HX Recycle Browser

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:

Journal is processed successfully in USAS.
Successful post online and via menu. Journal must use a Tcode 195, 403/404 to process to USAS and return to the HX file

Scenario:

GL_USAS_JRNL
GL-GL_JRNL_POST

SCENARIO STEPS:

- STEP # 1** Review cDependency prio to start of this Scenario. The object of this test is to only send a transation to the IN Browser and then delete it.
- STEP # 2** Navigate to CAPPS Statewide>Statewide Interfaces>HX Recycle Browser>Find an Existing Value Enter SetID Click Search Search Result displays
- STEP # 3** View transactions and note the values to be used for the archival selection criteria. For example, all transactions with certain USAS Doc Year, Doc Type, etc.
- STEP # 4** Navigate to Main Menu>CAPPS Statewide>Statewide Interfaces>HX Recycle Mass Archive page Click on Find an Existing Value or Add a New Value Enter Run Control ID Click Add or Search The Tx Run Hx Arch page displays
- STEP # 5** Enter criteria to mark transactions for Archive: Request Type = Archive Business Unit Note the Matching Transactions to be Archived shows number of transactions marked available for archive on the HX Recycle Browser based on the selection parameters. Enter USAS Doc Start # Save the page
- STEP # 6** Click the Run Button. The Process Scheduler Request page displays Click on OK Note the Process Instance # Click Process Monitor link Verify Run Status = Success and Distribution Status = Posted.
- STEP # 7** Navigate back to CAPPS Statewide>Statewide Interfaces>HX Recycle Browser>Find an Existing Value Verify the transaction is no longer on the HX Recycle Browser.
- STEP # 8** On the Administration tab, select the report pdf. Make sure you can open/view/print the report. If click the report name does not get response, then click the Details link (to the right of the report name), click the file with pdf extension.

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- STEP #** 8 Navigate to Main Menu> CAPPS Statewide>Statewide Interfaces> HX Archive Browser and verify the transaction has been moved to the archive table.
- STEP #** 9 End

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: GL_USAS_HX_MASS_UNARCHIVE **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES: TX_FIN_GL_PRC_ALLOC_SUBSYS_REC

BUS PROCESS: GL-040-020-050_GL_USAS_HX_MASS_UNARCHIVE

DESCRIPTION: ID 457 - UnArchive transactions from the HX Recycle Browser

EXPECTED RESULTS: Transactions are successfully unarchived

NAVIGATION: CAPPS Statewide>Statewide Interfaces>HX Archive Browser

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description: Complete this scenario first as you will need to 'un'archive these records	Scenario: GL_USAS_HX_MASS_ARCHIVE
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SCENARIO STEPS:

- STEP # 1** Review Dependency prior to start of this Scenario. The object of this test is un-archive records previously archived.
- STEP # 2** Navigate to CAPPS Statewide>Statewide Interfaces>HX Archive Browser and note the transaction to be moved back to the HX Recycle Browser. The selected transaction should have an Archive Process Status of "Auto". Note -Transactions with Archive Process Status of "Manual" cannot be unarchived.
- STEP # 3** Select one or more transactions to be unarchived noting values to be used for selection criteria, for example, by Process Instance.
- STEP # 4** Navigate Main Menu> CAPPS Statewide> Statewide Interfaces> HX Recycle Mass Archive Add or find an existing Run control. Click Search The Tx Run Hx Arch page displays
- STEP # 5** Enter criteria to mark transactions for UnArchive: Request Type = UnArchive Business Unit Note the Matching Transactions to be UnArchive shows number of transactions marked available on the HX Recycle Mass Archive based on the selection parameters. Enter USAS Doc Start # Save the page
- STEP # 6** Click the Run Button. The Process Scheduler Request page displays Click on OK Note the Process Instance # Click Process Monitor link Verify Run Status = Success and Distribution Status = Posted.
- STEP # 7** Click on the Details hyperlink and drill down to the Message Log information which tells you the number of files unArchived
- STEP # 8** Navigate to Main Menu>CAPPS Statewide>Statewide Interfaces> HX Recycle Browser and verify the transactions were moved back to the HX Recycle Browser.

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- STEP #** 9 Navigate to Main Menu> CAPPS Statewide>Statewide Interfaces> HX Archive
Browser and verify the transaction is no longer available on the archive table.
- STEP #** 10 End

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: GL-CLOSE_ACCT_PERIOD **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES: TX_FIN_GL_PRC_YEAR_END

BUS PROCESS: GL-060-020_CLOSE_ACCT_PERIOD

DESCRIPTION: ID 425 - Close accounting period to prevent transactions from posting to the prior month

EXPECTED RESULTS: Transactions cannot be processed against a closed period.

NAVIGATION: Set Up Financials/Supply Chain> Business Unit Related> General Ledger> Open Periods> Open Period Update

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description: **Scenario:**

SCENARIO STEPS:

- STEP # 1** Navigate to Main Menu> Set Up Financials/Supply Chain> Business Unit Related> General Ledger> Open Periods> Open Period Update. Close an accounting period by changing the dates.
- STEP # 2** Enter: PeopleSoft Product: GL Business Unit: XXXXX Ledger Group: ACTUALS Click "Search" "Open Period Update" page displays
- STEP # 3** The 'From Period' should be adjusted to the current period that is open for all Transaction Types, preventing entry into the prior month.
- STEP # 4** The Adjustment Periods are also available to be opened or closed.
- STEP # 5** Save the Record
- STEP # 6** Create a journal. Enter Business Unit Accept Journal ID = NEXT In the Journal Date field, use a date in the closed period. On "Add" message box displays
- STEP # 7** Receive a warning message ' Journal Date is not in an open period for this ledger. This means the journal can not be posted to the Ledger unless the period is re-opened. Click "OK" and complete the journal
- STEP # 8** On Save receives an error message

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SCENARIO NAME: OPEN_ACCOUNTING_PERIOD **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES: TX_FIN_GL_Config II

BUS PROCESS: GL-060-030_OPEN_ACCOUNTING_PERIOD

DESCRIPTION: ID 841 - Open an Accounting Period

EXPECTED RESULTS: Open an Accounting Period

NAVIGATION: Set Up Financials/Supply Chain> Business Unit Related> General Ledger> Open Periods> Open Period Update

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description: **Scenario:**

SCENARIO STEPS:

STEP # 1 Navigate to Main Menu>Set Up Financials/Supply Chain> Business Unit Related> General Ledger> Open Periods> Open Period Update. Open an accounting period by changing the dates.

STEP # 2 Enter: PeopleSoft Product: GL Business Unit: XXXXX Ledger Group: ACTUALS

STEP # 3 The 'From Period' and 'To Period' should be adjusted to the current period that is open for all Transaction Types, allowing entry into the current month.

STEP # 4 The Adjustment Periods are also available to be opened or closed.

STEP # 5 Save the Record

STEP # 6 Create a journal. In the Journal Date field, use a date in the open period.

STEP # 7 Save the journal without any issues. Journal Id is assigned.

STEP # 8 End

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: GL_CLOSE_FY **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES:

BUS PROCESS: GL-060-050_GL_CLOSE_FY

DESCRIPTION: ID 427 - Establish Period 0 balances in the current year

EXPECTED RESULTS: Current year Period 0 balances are established using the prior year accounting activity

NAVIGATION: Main Menu>General Ledger> Close Ledgers> Request Ledger Close.

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:	Scenario:
Closing rule must exist.	

SCENARIO STEPS:

- STEP # 1** Verify that a closing rule and closing process group exists for the desired business unit. If not, create a closing rule and process group.
- STEP # 2** Verify that FY2015 is not currently closed (no LEDGER entries for FY = 2014 pd 999, or FY = 2015 pd 0).
- STEP # 3** Navigate to Main Menu>General Ledger> Close Ledgers> Request Ledger Close. Create a run control for the FY close process.
- STEP # 4** Complete fields on Run Control: Process Frequency: Always Close Request Type: CLOSE BU for Prompting: Your agenc's Business Unit Closing Group: CLOSE Fiscal Year : 20xx (prior year) Ledger Group: ACTUALS Ledger: ACTUALS Closing Date Option: BU Process Dt Business Unit to Close: Your agenc's Business Unit
- STEP # 5** "Save" the page. Click on the "Run" Button.
- STEP # 6** The "Process Scheduler Request" page displays
- STEP # 7** Click "OK". Process Instance # appears
- STEP # 8** Click on the Process Monitor hyperlink. GLPCLOSE "Run Status" = Success and "Disribution Status" = "Posted" Verify that closing entries were created. Also, if the closing rule specified that a journal entry be created for the closing entries, verify that the journals were created.

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: GL_JRNL_ADJUST_PERIOD **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES: TX_FIN_GL_PRC_JOURNAL, TX_FIN_GL_Config II

BUS PROCESS: GL-060-070_GL_JRNL_ADJUST_PERIOD

DESCRIPTION: ID 465 - Create an end-of-year adjusting entry in prior year period 998

EXPECTED RESULTS: Journal should post to adjustment period.

NAVIGATION: General Ledger > Journals > Journal Entry > Create/Update Journal Entries

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:

Scenario:

SCENARIO STEPS:

- STEP # 1** Navigate to Main Menu>Set Up Financials/Supply Chain>Business Unit Related>General Ledger>Open Period and make sure the adjustment period 998 is open and associated with the prior FY.
- STEP # 2** Navigate to General Ledger>Journal Entry>Create/Update Journal Entries. Create a journal.
- STEP # 3** On the Journal Header page, select "Adjusting Entry" and period "998". Complete the journal entry, budget check and post.
- STEP # 4** Navigate to Main Menu>General Ledger > General Reports > Ledger Activity. General Ledger Activity page displays
- STEP # 5** Find an existing Run Control ID by hitting the Search button, or Add a new one.
- STEP # 6** Enter the Ledger Activity Report criteria; BU: xxxxx Ledger: ACTUALS Fiscal Year: Prior Year Include Adjustment Period: 998 From Period/To Period: None
- STEP # 7** Check the "Show Journal Detail" box
- STEP # 8** Click the "Refresh" tab to expand the Chartfield Selection: Check CF's needed and 'Save' the page.
- STEP # 9** Press Run. The Process Scheduler Request page displays. Click "OK"
- STEP # 10** Process Instance # displays. Click on the Process Monitor Link.
- STEP # 11** Once process GLS7002 completes with "Run Status" = Success and "Distribution Status" = Posted, review report. Click on the "Go back to General Ledger Activity" link. Click on the "Report Manager" link. Click on the "Administration" tab. The Journal entr

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STEP # 12

End

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SCENARIO NAME: GL_CLOSE_FY_UNDO **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES: TX_FIN_GL_PRC_YEAR_END

BUS PROCESS: GL-060-080_GL_CLOSE_FY_UNDO

DESCRIPTION: ID 428 -Undo Fiscal Year Close. Rows inserted from Ledger Close process are removed.

EXPECTED RESULTS: Rows inserted from Ledger Close process are removed.

NAVIGATION: General Ledger> Close Ledgers> Request Ledger Close

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:	Scenario:
Must first close the FY before you can undo the close	GL_CLOSE_FY

SCENARIO STEPS:

- STEP # 1** Verify that a closing rule and closing process group exists for the desired business unit. If not, create a closing rule and process group.
- STEP # 2** Navigate to Main Menu> General Ledger> Close Ledgers> Request Ledger Close. Create a run control for the FY close process.
- STEP # 3** Complete fields on Run Control: Process Frequency: Always Close Request Type: Undo BU for Prompting: Your agency's Business Unit Closing Group: CLOSE Fiscal Year : 20xx (prior year) Ledger Group: ACTUALS Ledger: ACTUALS Closing Date Option: BU Process Dt Business Unit to Close: Your agency's Business Unit
- STEP # 4** "Save" the page. Click on the "Run" Button
- STEP # 5** The "Process Scheduler Request" page displays
- STEP # 6** Click "OK". Process Instance # appears
- STEP # 7** Click on the Process Monitor hyperlink. GLPCLOSE "Run Status" = Success and "Disribution Status" = "Posted"verify that closing entries were removed. Also, if the closing rule specified that a journal entry be created for the closing entries, verify that the journals were unposted.

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: GL_REPORT_LEDGER_ACTIVITY **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES: TX_FIN_GL_INQUIRY

BUS PROCESS: GL-070_GL_REPORT_LEDGER_ACTIVITY

DESCRIPTION: ID 454 - Run Ledger Activity Report

EXPECTED RESULTS: Report displays the expected information and can be printed.

NAVIGATION: Main Menu-> General Ledger -> General Reports -> Ledger Activity

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:	Scenario:
NA	

SCENARIO STEPS:

- STEP # 1** Navigate to Main Menu>General Ledger> General Reports> Ledger Activity. Select an existing Run Control ID or create a new one. Click "Add"
- STEP # 2** The Ledger Activity Report page displays.
- STEP # 3** Enter Report Request Parameters: Unit, Ledger, Fiscal Year, Leave "From Period" "To Period" blank unless you are running for a specific period.
- STEP # 4** Click on the "Refresh" button to open up the Chartfield Selection.
- STEP # 5** Check the Include CF box for chartfield selection
- STEP # 6** Save the page and click "Run" button
- STEP # 7** The Process Scheduler Request page displays. Click "OK" Process Instance # displays.
- STEP # 8** Click the Process Monitor hyperlink to monitor the status of the process. When the Status = Success and Distribution Status = Posted, click on the "Go back to the General Ledger Activity" link. Click on the "Report Manager" hyperlink.
- STEP # 9** On the Administration tab, click on the report name. Verify that the report can be viewed online, as well as printed.
- STEP # 10** End

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: GL_JRNL_INQUIRE **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES: GL Inquiry

BUS PROCESS: GL-070-010_GL_JRNL_INQUIRE

DESCRIPTION: ID 472 - Be able to Review Journal information from the Inquiry page including attachments.

EXPECTED RESULTS: Be able to review Journal information along with attachments on journals

NAVIGATION: Main Menu -> General Ledger -> Review Financial Information -> Journals

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:	Scenario:
NA	

SCENARIO STEPS:

- STEP # 1** Navigate to Main Menu>General Ledger> Review Financial Information> Journals. Add a new Inquiry name or find an existing value.
- STEP # 2** Fill out the desired Inquiry criteria; Unit, Ledger, Year, From Period, To Period. Click Search. Journals populate. Click on the Journal ID you want to review. Journal Inquiry Details page displays.
- STEP # 3** Click on view DLT comments hyperlink and make sure that the DLT comments are displayed on the journal
- STEP # 4** Identify a journal with an attachment from the search criteria page). Click the attachment icon. View the attachment.
- STEP # 5** End

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: GL_REPORT_TRIAL_BAL **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES: TX_FIN_GL_INQUIRY

BUS PROCESS: GL-070-070_GL_REPORT_TRIAL_BAL

DESCRIPTION: ID 455 - Run a monthly Trail Balance(Delivered Report)

EXPECTED RESULTS: Report displays the expected information and can be printed.

NAVIGATION: Main Menu -> General Ledger -> General Ledger Report -> Trial Balance

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:	Scenario:
NA	

SCENARIO STEPS:

- STEP # 1** Navigate to Main Menu> General Ledger>General Reports>Trail Balance.
- STEP # 2** Search/Create a Run Control ID for the process or use an exiting one if available.
- STEP # 3** Enter/Select Business Uint. Select the Ledger Group 'ACTUALS' and the desired Fiscal Year and Accounting Period.
- STEP # 4** Click Refresh to open up the Chartfield Selection. Select the chartfield criteria for the report
- STEP # 5** "Save" the page and click "Run" button
- STEP # 6** The Process Scheduler Request page displays. Click OK. Process Instance # displays.
- STEP # 7** Click on Process Monitor link. On the Process List page, ensure the UserID field has your User ID, the From and To fields have the current date or has a range of dates. Click Refresh to view the status of the process. When the report runs to Success/Posted, return to the run control page by clicking "Go Back to Trial Balance" link. Then click the Report Manager link.
- STEP # 8** On the Administration tab, select the report pdf. Make sure you can open/view/print the report. If click the report name does not get response, then click the Details link (to the right of the report name), click the file with pdf extension.
- STEP # 9** End

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: GL_REPORT_CHARTFIELDS **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES: TX_FIN_GL_INQUIRY

BUS PROCESS: GL-070-090_GL_REPORT_CHARTFIELDS

DESCRIPTION: ID 858 - Produce, review, and print the GL Chartfields report

EXPECTED RESULTS: Be able to print reports for Chartfields ((Account, Fund, Appropriation/PCA, Department, etc) that have been setup in CAPPS FIN for agencies.

NAVIGATION: Main Menu -> Setup Financials/Supply Chain -> Common Definitions -> Chartfield Reports

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:	Scenario:
NA	

SCENARIO STEPS:

- STEP # 1** Navigate to Chartfield Reports: Main Menu> Set Up Financials/Supply Chain Common Definitions>Design ChartFields> Reports> ChartField Reports. The "Chartfield Report" page displays
- STEP # 2** On the Chartfield Reports page,click the Chartfield link (Account, Fund, etc), Chartfield page "Account" displays
- STEP # 3** Select an existing Run Control value, or create a new one. On the (Chartfield) Run Control page, make sure SETID field had your Agency ID. The "As of Date" field value should should keep the default.
- STEP # 4** Save the page. Click the Run button on the top fo the page. The "Process Scheduler Request" page displays. Then click the OK. Process Instance # displays top right hand of page.
- STEP # 5** Click the Process Monitor link, you are now on the Process Monitor page. On this page, User ID should default to your User ID, if not enter your User ID. Make sure the From (date) and To (date) fields are current, both fields can be the same date, or y
- STEP # 6** When you see "Success" in the Run Status field, click the Go Back to Account link (or any chartfield you are running the report for). You are back to the (chartfield) Run Control page.
- STEP # 7** Notice the link Report Manager on the top of the page, click on it will take you to the Report Manager page. There are 4 tabs on this page. Click the Administration tab, find your report, click the report name with pdf extension.

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- STEP # 8** If you receive no response, click the Details link to the right of the report name. Then click the file name with extension .pdf. Make sure you can view and print the report.
- STEP # 9** End

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: GL_REPORT_CHARTFIELD_ATTRIBUTES **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES: TX_FIN_GL_INQUIRY

BUS PROCESS: GL-070-100_GL_REPORT_CHARTFIELD_ATTRIBUTES

DESCRIPTION: ID 859 - Produce, review and print the GL Chartfield Attributes report

EXPECTED RESULTS: Be able to produce, review and the agency's chartfield attributes report.

NAVIGATION: Main Menu -> Setup Financials/Supplychain - Common Definitions - Design Chartfields -> Reports -> Chartfield Attributes

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:	Scenario:
na	

SCENARIO STEPS:

- STEP # 1** Navigate to Chartfield Reports: Main Menu> Set Up Financials/Supply Chain Common Definitions>Design ChartFields> Reports> ChartField Attributes. The "ChartField Attributes" page displays
- STEP # 2** Select an existing Run Control value, or create a new one. On the "ChartField Attributes" Run Control page, make sure SETID field has your Agency ID. Click on the "Chartfield Name" dropdown box and make a selection. "Save" the page. Click the "Run
- STEP # 3** The "Process Scheduler Request" page displays. Click the OK button. Process Instance # displays top right hand of page.
- STEP # 4** You are back on the Chartfield Attribute (Run Control) page. Notice the Process Instance number. Click the Process Monitor link.
- STEP # 5** Click the Process Monitor link, you are now on the Process Monitor page. On this page, User ID should default to your User ID, if not enter your User ID. Make sure the From (date) and To (date) fields are current, both fields can be the same date, or
- STEP # 6** The 'Run Status' =Success. The Distribution Status = Posted. You can hit the Refresh button to the Run Status to change from (Queued - Processing - Success/Error/Warning).
- STEP # 7** On Report Manager page, click on Administration tab. Find the report "Chartfield Attributes Report" link. If you receive no response, click the Details link on the right. Find document with pdf extension. Click on the link, review or print the report.
- STEP # 8** End

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: GL-CONFIG_GL_JRNL_ENTRY_TEMPLATE **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES: na

BUS PROCESS: GL-CONFIG_GL_JRNL_ENTRY_TEMPLATE

DESCRIPTION: ID 468 - Create and verify custom journal entry template. Note: Agency users are actually not allowed to do this

EXPECTED RESULTS: A custom template is created and defaults to the journal entry line.

NAVIGATION: Set Up Financials/Supply Chain> Common Definitions> Journals> Entry Template

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:	Scenario:
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SCENARIO STEPS:

- STEP # 1** Note: GL - Agency users are actually not allowed to do this. If you still opt to test this scenario, follow the steps 2-4.
- STEP # 2** Navigate to Main Menu>Set Up Financials/Supply Chain> Common Definitions> Journals> Entry Template. Create a new template ID for a specific user ID or permission list.
- STEP # 3** Select/Deselect fields on the Entry template to specify what should be displayed on the journal lines page for the agency. Check the "default" box. Save.
- STEP # 4** Create a new journal entry and verify that the fields displayed on the journal lines page match the default template created in the prior step. Complete the journal entry Save, Edit, and Post.
- STEP # 5** End

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: GL_KK_BUD_CHECK_ACTIVITY **TEST STATUS:** Not Started
MODULE NAME: General Ledger **TESTER**
JOB PROFILES: Integration
BUS PROCESS: GL-CONFIG_GL_KK_BUD_CHECK_ACTIVITY
DESCRIPTION: ID 486 - Create Req, Purchase Order, Voucher and review budget activity at each step
EXPECTED RESULTS: Budget updates and liquidations occur correctly throughout the Req-PO-Voucher cycle.
NAVIGATION: Main Menu -> Commitment Control -> Review Budget Activities -> Budget Inquiry
COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:

This script requires creating a requisition and sourcing to a PO and Voucher. Recommend working with the appropriate module for this scenario.

Scenario:

SCENARIO STEPS:

- STEP # 1** Create an E-Pro Requisition. First to get a budget overview on the chartfields (object/fund/dept/pca/ay, etc) you are about to create requisition for, and note down the balance of budget, pre-encumbrance, and encumbrance. Navigation: Commitment Control -> Review Budget Activities -> Budgets Overview, Use an existing Inquiry Name or Add a new one, enter Business Unit, Ledger Group (ORG), tab out and enter the chartfields you have. Then Create an E-Pro Requisition by following script PO-020-001-001 (PO-Req- Add ePro requisition) Save, Approve, Budget Check.
- STEP # 2** Run budget overview on the same chartfields as in the previous step, verify that the Requisition created the expected pre-encumbranc, or the existing pre-encumbrance is increased, and the budget balance is reduced by the requisition amount.
- STEP # 3** Copy the Requisition to a Purchase Order by following script PO-050-010 (PO-PO - Add PO sourced from requisition) and complete the PO. Save, Budget Check, and Dispatch.
- STEP # 4** Return to the Budget Overview and verify that the pre-encumbrance was liquidated and the encumbrance was created as expected and budget balances stayed intact.
- STEP # 5** Create an AP Voucher for the Purchase Order. Save, Approve, Budget Check, Post.
- STEP # 6** Return to the budget inquiry and verify that the encumbrance was liquidated and the expenditure was created as expected, and budget balances stayed intact.
- STEP # 7** End

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: GL-GL_CF_COMBO_EDIT_ERROR **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES: 1) GL Config ii (for building the charfield combo rule). 2) GL Clerk (for entering the journal transactions and run journal editing.

BUS PROCESS: GL-GL_CF_COMBO_EDIT_ERROR

DESCRIPTION: Specific combination edit process groups can be limited to specific source transactions.

EXPECTED RESULTS: Combination edits will fail only for the specified transaction sources, and will pass for the other transaction sources.

NAVIGATION: Setup Financials> Supply Chain> Business Unit Related> General Ledger> Ledgers for a Unit

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description: A combo edit rule/groups exists. Combo editing is activated for all of the transaction sources used in this test.	Scenario: GL-GL_CF_COMBO_EDIT_BUILD
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SCENARIO STEPS:

STEP #

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: GL_KK_TRANS_EXPIRED_BUD **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES: TX_FIN_KK_PRC_BUDGET_JOUR

BUS PROCESS: KK-010-030_GL_KK_TRANS_EXPIRED_BUD

DESCRIPTION: ID 424-Enter a transaction with a budget date outside of the expired date range on the Budget Definition. Then change the budget date to fall inside the date range and budget check.

EXPECTED RESULTS: A transaction cannot be processed with a budget date outside of the expired date range.

NAVIGATION: Commitment Control>Define Control Budgets>Budget Definitions

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:	Scenario:
A user will need budget security and use a journal entry template with the budget date field checked. A member of the CPA Financials Analysts team can set up budget security.)	

SCENARIO STEPS:

- STEP # 1** Navigate to the Budget Definition Expiration ChartField Tab. Main Menu> Commitment Control>Define Control Budgets>Budget Definitions>Expiration Chartfield and note the valid begin & expire dates for the Appropriation Year to be used in the transaction.
- STEP # 2** Enter Journal with journal date later than the expire date on the Expiration Chartfield page on the Budget Definition (Note: the Budget Date on the journal will default to the Journal Date) ,
- STEP # 3** The journal should result in budget edit error status. Click on the Budget Status "E" and navigate to the GL Journal Exceptions page. Verify that the message states that the transaction is outside the expired date range.
- STEP # 4** Navigate back to the journal and change the budget date to fall within the valid date range. If you can't change the Budget Date on the journal, easy way would be create a new journal with journal data fall within the valid date range according to the Expiration Chartfield page. Run the Edit Journal Process, the journal should receive a status of 'V' = Valid Verify that Budget Checking status is 'V' = Valid.

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: GL_KK_IMPORT_ATTRIB **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES: TX_FIN_KK_PRC_BUDGET_JOUR

BUS PROCESS: KK-010-040_GL_KK_IMPORT_ATTRIB

DESCRIPTION: ID 483 - Be able to load Budget Attributes from Excel Spreadsheet into CAPPS

EXPECTED RESULTS: Budget Attributes are loaded into CAPPS

NAVIGATION: Navigate to Commitment Control> Define Control Budgets> Import Budget Attributes.

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:

An online version of the CAPPS Budget Attribute Load excel spreadsheet (template) must be available to CAPPS Users

Scenario:

SCENARIO STEPS:

- STEP # 1** Identify at least two Budget Attributes to be added and verify they do not currently exist in the system.
- STEP # 2** Complete the budget attribute import spreadsheet template with the desired attributes. Click the Download button to create the flat file. Verify that the .txt file was placed in the C:\temp folder.
- STEP # 3** Navigate to Main Menu_Commitment Control>Define Control Budgets>Import Budget Attributes to attach the file from the c:\temp folder to the import run control. Click Add File Attachment box displays Click on "Choose File" Click on file to highlight File is moved to "FileName" field Click on "Open" Click on "Upload" File is now "Attached" Click "Save" Click "Run"
- STEP # 4** The Process Scheduler Request page displays Click on OK Notice Process Instance # Click on the Process Monitor link
- STEP # 5** When the process runs to Success/Posted, verify that the attributes were successfully imported. Navigate to Main Menu>Commitment Control> Define Control Budget> Budget Attributes. Enter Business Unit Enter Ledger Group Click on Search Commitment Control Budget Attributes page displays Click Fetch Budget Chartfields displays - Review Click on Set Options link and review
- STEP # 6** End

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: KK_BUD_ATTRIBUTE_CREATE **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES: TX_FIN_KK_CONFIG_1, TX_FIN_KK_PRC_BUDGET_JOUR

BUS PROCESS: KK-010-040-020_KK_BUD_ATTRIBUTE_CREATE

DESCRIPTION: ID 477 - Create a budget attribute online and from the budget journal line page.

EXPECTED RESULTS: A budget attribute is successfully added online and through a budget journal.

NAVIGATION: Commitment Control>Define Control Budgets>Budget Attributes

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:	Scenario:
Recommend an Org or Approp budget be posted prior to running this scenario.	

SCENARIO STEPS:

- STEP # 1** Recommended a budget be posted so user will have a valid CF string (APPROP or ORG) to use in this scenario.
- STEP # 2** Navigate to Main Menu>Commitment Control>Define Control Budgets>Budget Attributes> Add a New Value. Enter the Business Unit Enter Budget Ledger Group Click "Add"
- STEP # 3** The "Commitment Control Budget Attributes" page displays
- STEP # 4** In the "Budget Chartfields" grid, enter the budget chartfields for the attribute Click on the "Set Options" link. Enter "Eff Date" Accept "Status" = A Change the "Control Option" from Default to either "Control" or "Track w/Budget" Feel free to enter "Begin Date" and "End Date" for the Attribute Enter "Description" if desired Make sure you are changing the control option to one different from the default on the Budget Definition page. Click "OK" "Save" the attribute
- STEP # 5** Return to the attributes search and select "Find an Existing value" Enter "Business Unit" Enter "Ledger Group" Enter the Account used in the attribute into the search criteria Click the "Fetch" button "Budget Chartfields" are populated Verify that the attribute was created.
- STEP # 6** Create an attribute from a budget journal entry. Navigate to Main Menu> Commitment Control> Budget Journals> Enter Budget Journals> Find an Existing Value. Click the search key and select a Posted Budget journal.
- STEP # 7** Go to the Budget Lines Page and click on the "Set Options" button. Change the Options then click on the "Apply" button. Save the budget journal.

CAPPS 2017 UAT Scenario Report

- STEP # 8** Verify that the attributes are displayed on the Budget Details Inquiry. Navigate to Main> Menu>Commitment Control>Review Budget Activities> Budget Details. Populate the information for the Budgets that have attributes. Click "Search" The "Commitment Control Budget Details" page displays Click on the "Attributes" link The "Budget Detail Attributes" page displays Verify that the "Commitment Control Option" is "Tracking w/ Budget"
- STEP # 9** End

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: GL_KK_BUD_ATTRIBUTE_ERROR **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES: TX_FIN_KK_PRC_BUDGET_JOUR

BUS PROCESS: KK-010-040-GL_KK_BUD_ATTRIBUTE_ERROR

DESCRIPTION: ID 478 - Close a budget so that it can no longer be used on a transaction via budget attribute.

EXPECTED RESULTS: Budget checking error on a journal entry due to closed budget.

NAVIGATION: 1) Commitment Control> Define Control Budgets> Budget Attributes (for review or add Budget Attributes) 2) General Ledger> Journals> Journal Entry> Create Journal Entries> Add a new value (for adding a GL Actuals journal)

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:

Scenario:

SCENARIO STEPS:

- STEP # 1** Navigate to Budget Attributes. Main Menu>Commitment Control> Define Control Budgets> Budget Attributes. Find an Existing Value. Verify that there is an existing attribute for a closed budget. If not, create one. See Script 477 - KK-010-040-020_KK_BUD_ATTRIBUTE_CREATE
- STEP # 2** Verify that the closed budget cannot be used on a source transaction. Navigate to Main Menu>General Ledger> Journals> Journal Entry> Create Journal Entries> Add a new value. Create a journal using the Attribute chartfields
- STEP # 3** On the Lines page, enter the required chartfield values for the closed budget. Make sure the journal entry is balanced and SAVE. Click the Process button for 'Edit Journal' and verify that the "Journal Status = V "Budget Status" = E
- STEP # 4** Click on the Budget Status link to view the budget error. Verify that the error is 'Budget is Closed'.
- STEP # 5** End

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: GL_KK_BUD_ASSOCIATED **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES: TX_FIN_GL_PRC_JOURNAL, TX_FIN_KK_INQUIRY

BUS PROCESS: KK-010-060_GL_KK_BUD_ASSOCIATED

DESCRIPTION: ID 443 - Verify an Associated Revenue Estimating Budget to an Appropriation budget. The Associated Revenue budget impacts the Appropriation budget.

EXPECTED RESULTS: The Revenue Estimating Budget is associated to an Appropriation Budget and revenue transactions impact the expenditure budget balance.

NAVIGATION: Main Menu -> Commitment Control> Define Control Budgets> Associated Budgets (for verifying the existence of REVEST association to an Expenditure Ledger Group) 2) Main Menu -> General Ledger> Journals> Journal Entry -> Create/Update Journal Entries (for enter a revenue journal); 3) Main Menu -> Commitment Control -> Review Budget Activities -> Budget Overview (for verifying the revenue journal entry amount is displayed as "Associated Revenue" on the related expense budget)

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:

A Budget Association must exist between Revenue and Expenditure budget ledgers. This is covered in step 1.

Scenario:

SCENARIO STEPS:

- STEP # 1** Verify that the Revenue Budget Definition has an association with an Expenditure Budget. Navigate to Main Menu>Commitment Control> Define Control Budgets> Budget Definition. Enter the Revenue Estimate Ledger Group and Verify that there's an expenditure budget ledger group in the "Associated Expenditure Budget" field.
- STEP # 2** Navigate to Main Menu>Commitment Control>Define Control Budgets>Associated Budgets Add a New Value or Find an Existing Value. Enter the Revenue Estimate Ledger Group name.
- STEP # 3** Add a valid revenue budget and valid expenditure budget to be associated. Designate how amounts in the revenue budget should affect the spending authority in the expense budget (ex. 100% of collected revenue to increase the available balance on the related expenditure budget).
- STEP # 4** Complete a journal entry using the revenue budget from the prior step. Main menu> General Ledger> Journals> Journal Entry> Create/Update Journal Entries> Add a new value.
- STEP # 5** Navigate to Main Menu> Commitment Control> Review Budget Activities>Budgets Overview. Either add a new Inquiry name, or use an existing one. Enter criteria for the expenditure budget used in the association. Click on the Search button.

CAPPS 2017 UAT Scenario Report

- STEP #* 6 Verify that the journal entry amount is displayed as “Associated Revenue” on the related expense budget and impacts the “Available Budget” as expected.
- STEP #* 7 End

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: GL_KK_FUTURE_DATE_TRXN **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES: Integration

BUS PROCESS: KK-030-020_GL_KK_FUTURE_DATE_TRXN

DESCRIPTION: ID 436 - Create future year pre-encumbrance and encumbrance transactions against new year appropriations.

EXPECTED RESULTS: Ability to save, budget check, and post the requisition and purchase order tied to a future appropriation year.

NAVIGATION: 1) Main Menu ->Commitment Control -> Review Budget Activities -> Budget Details (for verifying future year budget exists and have balance available) 2) Main Menu -> eProcurement -> Manage Requisitions (for creating/updating requisitions, 3) Main Menu -> Purchasing -> Purchase Order -> Add/Update Pos (for creating or updating Pos)

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:	Scenario:
1) Future year (e.g. 2017) budget must exist. 2)The accounting period for the future year dated transaction must be open.	

SCENARIO STEPS:

- STEP # 1** Verify a future year budget exists and has available balance. Navigate to Main Menu> Commitment Control> Review Budget Activities> Budget Details. Either add a new Inquiry name, or use an existing one. Search for a Future Appropriation Year budget. If none exists, create one.
- STEP # 2** Create a Requisition for the future year budget. Navigate to Main Menu>Purchasing> Requisitions> Add/Update Requisitions> Add a New Value. Enter/Select Business Unit, Requisition ID = NEXT. Click the 'Add' button.
- STEP # 3** On the "Line Details" enter Description, Quantity, UOM, NIGP Class, NIGP Item, and price. Then click on the "Schedule" icon and accept or enter the Ship To and enter the Due date.
- STEP # 3** The Maintain Requisition page displays. Enter "Requisition Name"
- STEP # 4** Click on the 'Default' icon (open book), the Requisition Line Default page displays. Go to the 'Detail' tab, enter all required chartfield values. Then click on the 'Details' tab and record the 'Budget Date' as a date that falls within the future budget year. (ex. 09/01/2014 is the first day of the 2015 budget year).
- STEP # 5** From the Schedule page, click the 'Return to the Main Page' hyperlink and SAVE the Requisition. Click on the 'Approve' icon and verify that the Status changes from 'Open' to 'Approved'. Then click on the 'Budget Check' icon and verify that the Budget Status changes from 'Not Checked' to "Valid".

CAPPS 2017 UAT Scenario Report

- STEP # 6** Navigate to the Budget Inquiry to verify that the requisition correctly hit the future year appropriation. Main Menu>Commitment Control> Review Budget Activities> Activity Log. Enter Search Criteria. " Transaction Type" = REQ_PREENC. Select BU and Ledger Group. Click 'Search' and select the requisition ID from the prior step.
- STEP # 7** Review the transaction lines posted to the Commitment Control Ledgers. Verify that the requisition posted to all ledgers correctly. Write down REQ ID
- STEP # 8** Create a Purchase Order for the future year budget. Main Menu>Purchasing> Purchase Orders> Add/Update POs> Add a New Value. Select "Business Unit" from dropdown. Enter PO ID . Click the "Add" button. Purchase Order page displays
- STEP # 9** Enter Header "Supplier"
- STEP # 10** Click on the "Copy From" drop down and select "Requisition". The "Copy Purchase Order From Requisition" page displays. Enter the Requisition ID from step 7. Click "Search". The "Requisition Line" displays. Select the Requisition and click "Copy to PO"
- STEP # 11** On the Line Details, enter description, quantity, UOM, category, price. On the Class/Item page, enter NIGP Class and NIGP Item. Then click on the 'Schedule' icon. Enter the Due date and Ship To. NOTE: If the due date is far enough in the future, you will get a warning message that the due date is out of range. You can click OK to proceed.
- STEP # 12** Click on the 'Distribution' icon and on the 'Chartfields' tab, enter all required chartfield values. Then click on the 'Details/Tax' tab and record the 'Budget Date' as a date that falls within the future budget year. (ex. 09/01/2014 is the first day of the 2015 budget year). Enter a location. Click OK.
- STEP # 13** From the Schedules page, click the 'Return to Main Page' hyperlink and SAVE the Purchase Order. Click on the 'Approve PO' icon and verify that the Status changes from 'Open' to 'Approved'. Then click on the 'Budget Check' icon and verify that the Budget Status changes from 'Not Checked' to 'Valid'.
- STEP # 14** Navigate to the Budget Inquiry to verify that the purchase order correctly hit the future year appropriation . Main Menu>Commitment Control> Review Budget Activities> Budget Details.
- STEP # 15** Review the transaction lines posted to the Commitment Control Ledgers. Verify that the purchase order posted to the other budget ledgers correctly.
- STEP # 16** End

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: GL_KK_BUD_CREATE_PARENT_FR_CHILD **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES: TX_FIN_KK_PRC_BUDGET_JOUR

BUS PROCESS: KK-030-020-010_GL_KK_BUD_CREATE_PARENT_FR_CHILD

DESCRIPTION: ID 484 - Auto generate a parent budget from a child budget.

EXPECTED RESULTS: A parent budget budget is automatically created when a child budget is posted.

NAVIGATION: Commitment Control> Budget Journals> Enter Budget Journals> Add a New Value.

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:

Scenario:

SCENARIO STEPS:

- STEP # 1** Navigate to Main Menu>Commitment Control>Review Budget Activity>Budget Overview. Create a new Inquiry Name or use an existing one and Hit “search”. Enter a Business Unit, Ledger Group/Set, and Ledger Group “ORG”.
- STEP # 2** On the Budget Overview page notice the Budget Amount in each of the Departments.
- STEP # 3** Create an APPROP Budget Journal in Business Unit XXX00. Navigate to Main Menu>Commitment Control> Budget Journals> Enter Budget Journals> Add a New Value. Enter Business Unit = XXX00, Journal ID = NEXT, and Journal Date = today's date. On the Header Page, enter Ledger Group = ORG and check the Parent Budget Option of “Generate Parent Budgets”.
- STEP # 4** Go to the Budget Lines page and enter valid chartfield values.
- STEP # 5** Post the Journal.
- STEP # 6** Review the budget results by navigating to Main Menu> Commitment Control>Review Budget Activities>Budget Overview Use an existing or create a new Inquiry. Notice that the Budget has increased in the department with budget journal amounts entered above. Click on the Budget Detail Icon to review the results.
- STEP # 7** Next Drill down to the activity log and verify impact by drilling down to the Activity Log Inquiry and finally to the Activity Log lines to see the Approp budget impact.
- STEP # 8** End

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: BUD_JRNL_SPEEDTYPE **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES: TX_FIN_GL_Config I, TX_FIN_KK_PRC_BUDGET_JOUR

BUS PROCESS: KK-030-020-020_BUD_JRNL_SPEEDTYPE

DESCRIPTION: ID 488 - Create and enter a budget journal using a speedtype and verify that it populates chartfield values similar to a GL Journal.

EXPECTED RESULTS: The Budget Journal Entry is created using a speedtype.

NAVIGATION: Commitment Control> Budget Journals> Enter Budget Journals> Add a New Value.

COMMENTS: GL Config I is needed for GL Speedtype setup if adding

ACTUAL RESULTS:

DEPENDENCIES:

Description: Speed Type should be created first.	Scenario: GL_CF_SPEEDTYPE_CREATE
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SCENARIO STEPS:

STEP # 1 Create a Budget Journal. Main Menu>Commitment Control> Budget Journals> Enter Budget Journals> Add a New Value. Enter the required budget header information.

STEP # 2 Go to the Budget Lines page and click on the SpeedType Lookup Icon. Select a valid Speedtype with budget chartfields and click the OK button.

STEP # 3 Verify that the chartfields are populated from the speedtype as expected.

STEP # 4 Complete the budget journal and post.

STEP # 5 End

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: DELETE_BUDGET_JOURNAL **TEST STATUS:** Not Started
MODULE NAME: General Ledger **TESTER**
JOB PROFILES: TX_FIN_KK_PRC_BUDGET_JOUR
BUS PROCESS: KK-030-020-030_DELETE_BUDGET_JOURNAL
DESCRIPTION: ID 842 - Delete a budget journal before it is posted
EXPECTED RESULTS: Delete a budget journal before it is posted
NAVIGATION: Commitment Control> Budget Journals> Enter Budget Journals>

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:

An unposted budget journals must exist before executing this script.

Scenario:

SCENARIO STEPS:

- STEP # 1** In order to delete a budget journal it cannot be POSTED. Follow KK-030-020-020_GL_KK_BUD_JRNL_COPY (Script 488) to create a budget journal.
- STEP # 2** Save the journal.
- STEP # 3** On Budget Lines tab, go to the *Process field. Select Delete Journal and press the 'Process' Button to the right of the field
- STEP # 4** Are you sure you want to delete this journal? Press 'Yes' to proceed.
- STEP # 5** System will place you at the Enter Budget Journals page.
- STEP # 6** End

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: GL_KK_BUD_JRNL_COPY **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES: TX_FIN_KK_PRC_BUDGET_JOUR

BUS PROCESS: KK-030-020-040_GL_KK_BUD_JRNL_COPY

DESCRIPTION: ID 446 - Ability to copy Budget Journal from the Budget Journal Entry Page

EXPECTED RESULTS: The Budget Journal is copied.

NAVIGATION: Main Menu > Commitment Control > Budget Journals > Enter Budget Journals

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:

A budget journal must be existing before executing this script.

Scenario:

SCENARIO STEPS:

- STEP # 1** Navigate to a Main Menu>Budget Journal. Commitment Control> Budget Journals> Enter Budget Journals> Find an existing value. Enter Business Unit, and click search.
- STEP # 2** Select any of the Journal from the search results. Click on the Budget Lines Tab, and select "Copy Journal" in the Process field. Click "Process".
- STEP # 3** The Budget Journal Copy page displays, accept the defaults and click OK. The new "Journal ID" displays
- STEP # 4** Save the new Journal and Post the Journal, and the Journal Status changes to Posted.

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: MASS_DELETE_BUDGET_JOURNAL **TEST STATUS:** Not Started
MODULE NAME: General Ledger **TESTER**
JOB PROFILES: TX_FIN_KK_MAINT_BUDGET_JOUR
BUS PROCESS: KK-030-020-050_MASS_DELETE_BUDGET_JOURNAL
DESCRIPTION: ID 844 - Use Mass Delete functionality for multiple budget journal prior to posting
EXPECTED RESULTS: KK Budget Journal mass delete functionality for multiple budget
NAVIGATION: Commitment Control> Budget Journals> Enter Budget Journals>Mass Delete Budget Journals

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:

One or more budget journals must exist before executing this script.

Scenario:

SCENARIO STEPS:

- STEP # 1** To delete a Budget Journal, first create one and do not post it. Follow KK-030-020-020_GL_KK_BUD_JRNL_COPY (Script 488) to create a budget journal.
- STEP # 2** Save Journal
- STEP # 3** Navigate to the Mass Delete Budget Journal page: Main Menu> Commitment Control> Budget Journals>Mass Delete Budget Journals
- STEP # 4** Enter Business Unit and Ledger Group of the Budget Journal created. Press Search.
- STEP # 5** Multiple journals should appear under 'Journals' grid. Check the 'Process' field for the journal you want to delete. Check multiple journals as needed.
- STEP # 6** Optional: Show Jrnl hyperlink will open journal in a separate tab.
- STEP # 7** Save
- STEP # 8** Delete hyperlink is shown at mid-page. Click on it.
- STEP # 9** Message: Are you sure you want to delete this journal? (18021,896). Press OK.
- STEP # 10** Journal Deleted. Validate by seeing if you can pull the journal back up on the budget journal entry page
- STEP # 11** End

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: KK_IMPORT_BUD_JRNL **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES: TX_FIN_KK_PRC_BUDGET_JOUR

BUS PROCESS: KK-030-030-010_GL_KK_IMPORT_BUD_JRNL

DESCRIPTION: ID 479- Import and post Budget Journals.

EXPECTED RESULTS: Budget Journals are imported.

NAVIGATION: 'Commitment Control>Budget Journals>Import Budget

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:	Scenario:
Must have budget excel spreadsheet on testing computer	

SCENARIO STEPS:

- STEP # 1** Complete a Budget Import Spreadsheet for an Original Budget. This agency used the Budget Entry Type of "O" for Original Budget Click the download button and verify that the txt file was copied to the c:\Users\Public folder or wherever the file was saved .
- STEP # 2** Navigate to Main Menu>Commitment Control> Budget Transfer Journals> Import Budget Journals. The "Import Commitment Control Budget Journals" page displays Enter "Journal ID Mask" Select "SetID" from dropdown box Click "Add" File Attachment box displays Click on "Choose File" and navigate to where the file was saved. Highlight the file. It has moved to the "File Name"dropdown box. Click on "Open" Click on "Upload" "Attached File" is populated with the file name "Save" the page
- STEP # 3** "Run" the import process. "Process Scheduler Request" page displays Select "flat FileBudget Jrnl Import" Click on "OK" Notice the Process Instance # Click on the "Process Monitor" link
- STEP # 4** When the process completes (Success, Posted), navigate to the Main Menu> Commitment Control>Budget Journals>Enter Budget Transfer>Find an Existing Value to verify journal load via Import Budget Journals. Enter Business Unit Enter Journal Date Click on "Search" and make a selection Go to the "Budget Lines" "Post" the journal
- STEP # 5** Verify the impact to the Budgets
- STEP # 6** End

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: GL_KK_IMPORT_TRANSFER **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES: KK Analyst II

BUS PROCESS: KK-030-030-060_GL_KK_IMPORT_TRANSFER

DESCRIPTION: ID 482 - Be able to import budget journals from spreadsheet, and view the Budget Journals in CAPPS.

EXPECTED RESULTS: Ability to import and post budget transfer journals from spreadsheet tool.

NAVIGATION: Main Menu -> Commitment Control -> Budget Journals -> Import Budget Journals

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:	Scenario:
User(s) testing this scenario must have security to and Commitment Control Import Budget Journals.	

SCENARIO STEPS:

- STEP # 1** Complete a Budget Import Spreadsheet for a Budget Transfer. The Budget Entry type should be either 2 - Transfer Adjustment or 3 - Transfer Original Verify that Budget Debits = Credits. Click the download button and verify that the txt file was copied to the c:\Users\Public folder or wherever the file was saved .
- STEP # 2** Navigate to Main Menu>Commitment Control> Budget Transfer Journals> Import Budget Journals. The "Import Commitment Control Budget Journals" page displays Enter "Journal ID Mask" Select "SetID" from dropdown box Click "Add" File Attachment box displays Click on "Choose File" and navigate to where the file was saved. Highlight the file. It has moved to the "File Name"dropdown box. Click on "Open" Click on "Upload" "Attached File" is populated with the file name "Save" the page
- STEP # 3** "Run" the import process. "Process Scheduler Request" page displays Select "flat FileBudget Jrnl Import" Click on "OK" Notice the Process Instance # Click on the "Process Monitor" link
- STEP # 4** When the process completes (Success, Posted), navigate to the Main Menu> Commitment Control>Budget Journals>Enter Budget Transfer>Find an Existing Value to verify journal load via Import Budget Journals. Enter Business Unit Enter Journal Date Click on "Search" and make a selection Go to the "Budget Lines" "Post" the journal
- STEP # 5** Verify the impact to the Budgets
- STEP # 6** End

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: KK-BUDGET_TRANSFER **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES: TX_FIN_KK_PRC_BUDGET_JOUR

BUS PROCESS: KK-030-050-070_BUDGET_TRANSFER

DESCRIPTION: ID 845- Budget Transfer. Use either Approp or Org Ledger Group.

EXPECTED RESULTS: Budget Transfer. Use either Approp or Org Ledger Group.

NAVIGATION: Commitment Control> Budget Journals> Enter Budget Transfer>

COMMENTS: Ledger group is not specified. Use agency specific ledger when executing the scenario.

ACTUAL RESULTS:

DEPENDENCIES:

Description:	Scenario:
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SCENARIO STEPS:

STEP # 1 Users may transfer budgets between any two budget strings as long as there is available budget. Before starting transfer, run budget overview on the chartfield string you will transfer out budget. Navigate to Main Menu>Commitment Control Review > Bu

STEP # 2 "Select Business Unit" from dropdown box. Accept "Journal ID" and "Journal Date" defaults.. Press Add. "Budget Header" page displays

STEP # 3 Select "Ledger Group" from dropdown box. Budget Entry Type: Transfer Adjustment is the default, select Transfer Original if there is no previous transfer. Enter reason for transfer in the "Long Description" field; click Add DLT Comments link to enter D

STEP # 4 Click on the "Budget Lines" Tab. Input Chartfields as required by the budget definition, and enter T Code 012 (Transfer out). In the Amount field, place a negative amount as this will represent the 'Transfer Out' budget.

STEP # 5 Lines to add section. Press the '+' sign. This add line 2 and will represent the Transfer-in' Budget, enter chartfields and T Code 018, ensure the amount is positive. Once completed, "Save" the budget journal

STEP # 6 On the '*Process' field, select Post Journal and press the 'Process Button'. This will post the journal.

STEP # 7 Run Budget Overview again to verify the budget transfer. Navigate to Main Menu> Commitment Control Review > Budget Activities > Budgets Overview. Either add a new Inquiry name, or use an existing one.

STEP # 8 Validate Transfer

STEP # 9 End

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: GL_KK_BUD_JRNL_UNPOST **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES: TX_FIN_KK_MAINT_BUDGET_JOUR

BUS PROCESS: KK-030-070_GL_KK_BUD_JRNL_UNPOST

DESCRIPTION: ID 440 - 0Unpost a Budget journal entry.

EXPECTED RESULTS: Successful unposting process.

NAVIGATION: Main Menu >Commitment Control > Post Control Budget Journals > Mark for Unposting

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:	Scenario:
Must have budget journals that have been posted before executing this scenario	

SCENARIO STEPS:

- STEP # 1** Navigate to a Budget Journal. Main Menu>Commitment Control> Budget Journals> Enter Budget Journals> Find an existing value. Enter Business Unit, and click search.
- STEP # 2** Select any Posted Journal from the search results and note the Journal ID.
- STEP # 3** Navigate to Main Menu>Commitment Control>Post Control Budget Journals>Mark for Unposting and populate Selection Criteria (Business Unit, Ledger Group, Journal ID) and click on the Search button. Journal information is populated.
- STEP # 4** Mark the Process check box for the applicable Journal to be unposted and click on the "Unpost Selected Journals" hyperlink. Message box displays "Are you sure you want to unpost this journal" Click o the OK button. The "Post Commitment Control Budget Journal Request" page displays.
- STEP # 5** Run the unpost process and verify that the process runs to success. Click on the "Run" button. The "Process Scheduler Request" page displays. Click on the "OK" button. The Process Instance # displays. Click on the "Process Monitor", verify the process run to Success.
- STEP # 6** Navigate back to Commitment Control> Budget Journals>Enter Budget Journals> Find an Existing Value and verify the Journal is in Unposted status.
- STEP # 7** IF the unposted budget journal generated parent budgets upon initial posting, verify that the auto generated budget lines were also unposted. Navigate to Main Menu> Commitment Control> Review Budget Activities>Budget Details. Enter the criteria for a parent budget transaction auto generated from the child budget journal.
- STEP # 8** End

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: GL_KK_WORKFLOW **TEST STATUS:** Not Started
MODULE NAME: General Ledger **TESTER**
JOB PROFILES: TX_FIN_KK_BUDGET_APPROVER
BUS PROCESS: KK-030-100_GL_KK_WORKFLOW
DESCRIPTION: ID 453 - Submit and approve budget journals via workflow
EXPECTED RESULTS: Budget journals are routed to the appropriate approver and will not post until approved.
NAVIGATION: Main Menu -> Commitment Control - Budget Journals -> Enter Budget Journals or Enter Budget Transfers (because the workflow is kicked off from here)

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:

- 1) Workflow Approval Process for budget journals setup.
- 2) Budget managers who approve the budget journals must have user security role TX_WF_BDJOURNALAPPR_0100.
- 3) in User Profiles, the security role TX_WF_BDJOURNALAPPR_0100 must have the proper User Route Control Profile setup.
- 4) Workflow must turn on in Approval Options of the GL Business Unit Definition.

Scenario:

SCENARIO STEPS:

- STEP # 1** Turn workflow on for commitment control journals at the Ledgers for a Unit. Role 1 for Ledgers APPROP, DIVISION, DEPTID, PROJECT, PROJECT_CHILD. Role 2 for Ledger REVEST & accounts 301454-55.
- STEP # 2** Create a budget journal entry in REVEST that does not use account 301454 or 301455. Save and Submit into workflow. Exit the page and then recall the budget journal. Verify that the status changed to "Approved" without requiring an approval action. Post. Navigate to Main Menu>Set Up Financials/Supply Chain> Business Unit Related> Genral Ledger>Ledger for a Unit
- STEP # 3** Create a budget journal entry in each of the ledgers requiring approval and attempt to post. Navigate to Main Menu>Set Up Financials/Supply Chain> Business Unit Related> Genral Ledger>Ledger for a Unit Enter Business Unit Click Search Navigate to the Approval Options page Select Detail Ledger APPROP In the Control Budget Journal box select Approval Option = Required Save the page
- STEP # 4** Navigate to Main Menu>Commitment Control>Budget Journals>Enter Budget Select Add a New Value Select Business Unit Journal ID =NEXT Journal Date = 09/01/2016 Click Add
- STEP # 5** Populate Budget Header: Enter Ledger Group Enter Long DESCR Accept all other defaults Click on the Budget Line tab

CAPPS 2017 UAT Scenario Report

- STEP #*** 6 Populate Charfields Enter Amount Save Journal ID changes from NEXT to number
Run the Post Journal Process Click the Process tab Message box displays: Cannot Post
a Busget Journal that has not received Final Approval Then follow the transaction
through the approval process, verifying that the process works as designed.
- STEP #*** 7 Click on the PDF and verify report data.
- STEP #*** 8 End

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: GL_USAS_KK_APPROP_BUDGET **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES: TX_FIN_KK_PRC_BUDGET_JOUR

BUS PROCESS: KK-040-040_GL_USAS_KK_APPROP_BUDGET

DESCRIPTION: ID 460 - Create an Appropriation Budget Adjustment using T-code.
Transactions are processed successfully in USAS.

EXPECTED RESULTS: Transactions are processed successfully in USAS.

NAVIGATION: Main Menu > Commitment Control > Budget Journals > Enter Budget Journals

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:	Scenario:
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SCENARIO STEPS:

STEP # 1 Create an Appropriation Budget Adjustment using T-code. Navigate to Main Menu> Commitment Control> Budget Journals> Enter Budget Journals> Add a New Value Select Business Unit from dropdown box Accept Journal ID and Journal Date defaults Click on Add Budget Header page displays

STEP # 2 On the Header, enter Ledger Group = APPROP Click on the “Add DLT Comments” hyperlink to add comment. Enter Long Description as required Accept all other defaults Click on the Budget Lines tab

STEP # 3 On the Lines page, enter the appropriate chartfield values and amounts using T-Code. Edit Journal Post Budget Journal.

STEP # 4 Navigate to Main Menu>CAPPS Statewide>Statewide Interfaces>Interface Run Control Run the ISUS02B - CAPPS to USAS - GL Interface to USAS Verify that the USAS Process Status on the budget header was updated to “U” (sent to USAS).

STEP # 5 The next day, verify that both transactions appear as expected in USAS and also in CAPPS and the USAS information was appropriately updated.

STEP # 6 End

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: GL_USAS_KK_INTRFC_APPROP_TRANSFER **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES: TX_FIN_KK_PRC_BUDGET_JOUR, TX_FIN_KK_INQUIRY

BUS PROCESS: KK-040-040-030_GL_USAS_KK_INTRFC_APPROP_TRANSFER

DESCRIPTION: ID 461- Create appropriation budget transfer journals using the most common USAS T-codes.

EXPECTED RESULTS: Budget transfers are successfully processed by USAS.

NAVIGATION: Commitment Control>Budget Journals>Enter Budget Journals

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:	Scenario:
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SCENARIO STEPS:

- | | | |
|---------------|--|--|
| STEP # | | |
| 1 | | Create an Appropriation Budget Transfer journal using T-codes 012 and 018. Navigate to Main Menu>Commitment Control> Budget Journals> Enter Budget Journals> Add a New Value Select Business Unit from dropdown box Accept Journal ID and Journal Date defaults Click on Add Budget Header page displays |
| 2 | | On the Budget Header enter: Ledger Group = APPROP Budget Entry Type = Transfer Original Click on the Edit DLT Comments link to enter legal test Accept all other defaults Click on the Budget Lines tab |
| 3 | | On the Lines page, enter the appropriate Chartfield values, Amounts using T-Codes 012 and 018. T Codes 012 and 018 require Agency General Ledger (AGL) Save the Journal Post the Budget Transfer Journal. |
| 4 | | Navigate to Main Menu>Commitment Control>Review Budget Activity>Budget Overview to verify Budget Transfer Create a new Inquiry Name or use an existing one and Hit “search”. Enter a Business Unit, Ledger Group/Set and Ledger “ORG”. You may create a new budget or as in the ex |
| 5 | | This is a Automatic Process-USAS to ISAS Interface Run the USAS to CAPPS interface and verify the budget journal was updated with USAS Process related information. This includes the USAS Process Status “P”, the USAS Processing Date, and the USAS Document Number is populated. |
| 6 | | End |

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: USAS_KK_BUD_JRNL_DELETE_IN **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES: TX_FIN_KK_INTFC_SUBSYS_RECON

BUS PROCESS: KK-040-090_USAS_KK_BUD_JRNL_DELETE_IN

DESCRIPTION: ID 462 - Update a budget journal that has been sent to USAS, but not processed to Deleted from USAS via the Archive IN Browser.

EXPECTED RESULTS: After updating a budget journal to Deleted from USAS in the Archive IN Browser, the USAS Proc Stat should update to X after the next USAS inbound (the status is not updated simultaneously).

NAVIGATION: Main Menu > CAPPS Statewide > Statewide Interfaces > HX Archive Browser

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:

Navigate to Commitment Control> Budget Journals> Enter Budget Journals. Add a Budget Journal in the APPROP Ledger Group.

Run the CAPPS to USAS Interface to populate the Archive IN Browser

Scenario:

SCENARIO STEPS:

- STEP # 1** Navigate to Commitment Control> Budget Journals> Enter Budget Journals. Add a Budget Journal in the APPROP Ledger Group.
- STEP # 2** On the budget lines page, select chartfields and t-code combination that will receive errors in USAS. Save and Post the Budget Journal.
- STEP # 3** This is a automatic process Run the ISAS to USAS interface to send the journal to USAS. Navigate to Main Menu>CAPPS Statwide>Statewide Interface>Interface Run Control
- STEP # 4** Verify the USAS Proc Stat and Date for the journal is not processed in USAS.
- STEP # 5** Navigate to CAPPS Statewide> Statewide Interfaces> USAS Archive IN Browser. Search for the budget journal document.
- STEP # 6** On The “Doc Status” tab, select “Deleted from USAS” and save.
- STEP # 7** Following the next inbound automatic process, verify that the USAS Proc Stat on the budget journal header is updated to X, and the record is no longer on the USAS IN Browser.
- STEP # 8** End

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: GL_JRNL_BUD_PRE-CHECK **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES: TX_FIN_GL_PRC_JOURNAL, TX_FIN_KK_INQUIRY

BUS PROCESS: KK-050-010-010_GL_JRNL_BUD_PRE-CHECK

DESCRIPTION: ID 447 - Verify GL journal transactions can be processed using a budget pre-check option. This capability provides pre-validation of the transaction data.

EXPECTED RESULTS: A journal can be budget pre-checked without impact to the Budget.

NAVIGATION: Navigate to Set Up Financials/Supply Chain>Install>Installation Options

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:

A valid Journal must exist (e.g. Journal passes regular edits); the Enable Budget Pre-check option is turned on.

Scenario:

SCENARIO STEPS:

- STEP # 1** Navigate to Main Menu> Set Up Financials/Supply Chain>Install>Installation Options> Commitment Control and verify the " Enable Budget Pre-check" option is turned on.
- STEP # 2** Navigate to Main Menu>Commitment Control>Review Budget Activities>Budget Details. Select a budget and verify the budget balance prior to adding the journal.
- STEP # 3** Create an expenditure journal by navigating to General Ledger>Journals>Journal Entry> Create/Update Journal Entries. Populate with valid values then run the Budget Pre-check process (Edit/Pre-check) from the process menu.
- STEP # 4** Verify the "Budget Status" is set to P for "Provisionally Valid" on the Lines page
- STEP # 5** Navigate back to the Budget Details and refresh the inquiry. Verify the budget was not impacted.
- STEP # 6** Post the Journal and verify the results. The budget balance should be decreased/increased by the amount of the journal.
- STEP # 7** End

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: GL_KK_BUD_PARENT_CHILD **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES: TX_FIN_KK_PRC_BUDGET_JOUR

BUS PROCESS: KK-050-010-020_GL_KK_BUD_PARENT_CHILD

DESCRIPTION: ID 487 - Verify a parent-child relationship between two budget ledgers and verify that the link operates as expected.

EXPECTED RESULTS: Child Budgets are linked to Parent budgets and cannot exceed the parent budget.

NAVIGATION: 1) Main Menu -> Commitment Control - Define Control Budgets - Budget Definitions (for reviewing the APPROP and ORG budget definition); 2) Main Menu -> Commitment Control -> Review Budget Activities -> Budget Details (for reviewing budget balance) 3) Main Menu -> Commitment Control -> Budget Journals -> Enter Budget Journals (for creating a budget journal)

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:

- 1) make sure Child Budgets Exceed Option" check box is cleared on the ORG level Budget Definition
- 2) ORG Budget (Definition) is associated with Parent (Appropriation) Budget.

Scenario:

SCENARIO STEPS:

- STEP # 1** Verify that the budget checking rules disallow child budgets to exceed parent Budgets. Navigate to Main Menu>Commitment Control> Define Control Budgets> Budget Definitions> Find an Existing Value Enter the "SetID Value" and the child budget "Ledger Group" = ORG, on Control Budget Definition page verify that the "Child Budgets Exceed Option" check box is cleared.
- STEP # 2** On the Control Budget Definition page, verify that the child budget is correctly associated with the parent budget by having value 'APPROP' in the Parent Control Budget field. Navigate to Main Menu>Commitment Control> Define Control Budgets> Budget Definitions> Find an Existing Value. Enter the "SetID Value" and the child budget "Ledger Group" = ORG.
- STEP # 3** Review a Parent Budget balance by navigating to Main Menu>Commitment Control> Review Budget Activities>Budget Details.
- STEP # 4** Create an Budget Journal for a Child (ORG) Budget. Navigate to Main Menu> Commitment Control> Budget Journals> Add a New Value. Make sure the "GENERATE PARENT BUDGET" checkbox is unchecked.
- STEP # 5** On the Budget Lines page, enter an amount for this budget that would exceed the Appropriation (parent) budget. Click the 'Process' button to post the journal.

CAPPS 2017 UAT Scenario Report

- STEP #*** 6 Click on the Budget Header Status "Error" link and view the error message "Exceeds Parent Budget."
- STEP #*** 7 Navigate back to the budget journal and change the amount so that it does not exceed the parent budget and post the budget.
- STEP #*** 8 End

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: KK-GL_KK_BUDGET_PRE-CHECK **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES: TX_FIN_GL_PRC_JOURNAL, TX_FIN_KK_INQUIRY

BUS PROCESS: KK-050-010-030_GL_KK_BUDGET_PRE-CHECK

DESCRIPTION: ID 422-Verify budget transactions can be processed using a budget pre-check option. This capability provides pre-validation of the transaction data against budget definitions.

EXPECTED RESULTS: A budget journal can be budget pre-checked without impact to the budget balance.

NAVIGATION: Main Menu Search Menu: Start your searchMenu sorted in ascending order. Click to sort in descending order. Accounts Payable Accounts Receivable Allocations Application Diagnostics Asset Management Background Processes Banking Billing CAPPS Reports CAPPS Statewide Cash Management Catalog Management Commitment Control Cost Accounting CPA Interfaces Customer Contracts Customer Returns Customers Deal Management Development Utilities Employee Self-Service Engineering Enterprise Components eProcurement eSettlements Excise and Sales Tax/VAT IND Financial Gateway General Ledger Grants Inventory IT Asset Management Items Maintenance Management Manager Self-Service Manufacturing Definitions Order Management Partners PeopleTools Pricing Configuration Procurement Contracts Production Control Products Program Management Project Costing Proposal Management Purchasing Quality Real Estate Management Reporting Tools Resource Management Risk Management SCM Integrations Services Procurement Set Up Financials/Supply Chain Sourcing Staffing Statutory Reports Supplier Contracts Suppliers Supply Planning Travel Administration Travel and Expenses Tree Manager VAT and Intrastat Worklist Change My Password My Dictionary My Feeds My Personalizations Main Menu > General Ledger > Journals >Journal Entry Create/Update Journal Entries

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:

Navigate to Set Up Financials/Supply Chain>Install>Installation Options and verify the Enable Budget Pre-check option is turned on

Scenario:

SCENARIO STEPS:

STEP #

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: GL_KK_BUD_SEC_BUDGET_DT_OVERRIDE **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES: TX_FIN_KK_PRC_BUDGET_JOUR (plus KK Security Rule)

BUS PROCESS: KK-050-030_GL_KK_BUD_SEC_BUDGET_DT_OVERRIDE

DESCRIPTION: ID 429 - Budget Journal entry budget date can be successfully changed and the document budget checked.

EXPECTED RESULTS: Journal entry budget date can be successfully changed and the document budget checked.

NAVIGATION: Main Menu -> General Ledger -> Journals -> Journal Entry -> Create/Update Journal Entries

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:	Scenario:
Commitment Control Security Rule BD_DATE must be assigned to the tester's user id.	

SCENARIO STEPS:

- STEP # 1** Verify that you have security to override the budget date field. Note: If the Security Rule “BD_DATE” is not assigned to your user id, and you need it to test this scenario please contact ProjectOne.Secutiry@cpa.texas.gov.
- STEP # 2** Create a journal entry. Main Menu>General Ledger> Journals> Journal Entry> Create Journal Entries> Add a new value. Business Unit Journal ID = NEXT (defaulted, indicating to the system that the Journal ID will be the next available sequential number) Journal Date = today's date. Click the Add button. The Journal Header page displays
- STEP # 3** Complete the Journal Header Information. Populate required fields and accept all defaults Enter Long Description about the journal
- STEP # 4** On the Lines page, enter valid chartfield values making sure that the journal is balanced, (debit=credit) by the required charfields (normally FUND/PCA/AY). Scroll to the Budget date field and change the date to a date in the prior month. Click the Save button Notice: When the journal is saved, Journal ID is created; the Process is defaulted to Edit Journal.
- STEP # 5** Edit and Post the Journal. Edit Journal and Post Journal are two separate processes. Edit Journal process validates the chartfields, and verify the journal is balanced by the specified chartfields. The Post Process performs the function of Edit Journal, and sends the journal data to the Ledger. When the journal is saved, the journal is defaulted to Edit Journal in the Process field. If you are ready to post the journal thought it is yet to pass the Edit process, you can change the Process to Post Journal and hit the Process button. Once the journal is posted, the Journal Status will change to “P”, the Budget Status will stay on “V”.

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: GL_KK_BUD_CHECK_ACCOUNT_CHANGE **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES: Integration

BUS PROCESS: KK-050-030-010_GL_KK_BUD_CHECK_ACCOUNT_CHANGE

DESCRIPTION: ID 444 - Account ChartField updated on a Requisition and a PO properly impacts the Budget.

EXPECTED RESULTS: Account Code change properly impacts Budget checking.

NAVIGATION: 1) Main Menu -> eProcurement -> Requisition (for creating/updating requisitions); 2) Main Menu -> Purchasing ->Purchase Orders -> Add/Update Pos (for creating/updating Pos)

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:	Scenario:
To execute this scenario, KK staff needs to work with staff from Req, PO to make sure they update and work a REQ/PO.	

SCENARIO STEPS:

STEP # 1 Navigate to Main Menu>Purchasing > Requisitions > Add/Update Requisitions > Add a New Value Tab Create a requisition with one or more lines. Approve and budget check.

STEP # 2 Navigate to Commitment Control>Review Budget Activities>Activity Log. Select transaction type of REQ_PREENC, Ledger Group: Org and BU = XXX00. Review the budget impact.

STEP # 3 Navigate to the Req distribution page and update the account code originally assigned on the Requisition. Approve and budget check. Review the impact to the Activity Log.

STEP # 4 Create a purchase order with one or more lines (copy the req from above). Approve and budget check the Purchase Order.

STEP # 5 Navigate to Main Menu>Commitment Control>Review Budget Activities>Activity Log. Select transaction type of PO_POENC, Ledger Group: Org and BU = XXX00. Review the budget impact.

STEP # 6 Navigate to the PO distribution page and update the account code originally assigned on the Requisition. Ensure account code can be updated. Review the impact to the Activity Log.

STEP # 7 End

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: GL_KK_CLOSE_ACTIVITY_PO **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES: Integration

BUS PROCESS: KK-050-050-030_GL_KK_CLOSE_ACTIVITY_PO

DESCRIPTION: ID 485 - Verify PO closing entries are written as a negative to the activity log and retained as a separate entry.

EXPECTED RESULTS: The activity log shows a separate entry for the closing entry.

NAVIGATION: 1) Main Menu -> Purchasing -> Purchase Orders -> Add/Update Pos (for creating/updating Pos); 2) Commitment Control>Review Budget Activities>Activity Log

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:

To execute this scenario, KK Staff needs to work with PO staff who can close/cancel a PO

Scenario:

PO_CANCEL_PO_HDR_AFTRBCM

SCENARIO STEPS:

- STEP # 1** Navigate to Main Menu>Purchasing>Purchase Orders>Review PO Information>Purchase Orders Select a PO to be cancelled. Only PO that are Approved and /or Budget Checked can be cancelled.
- STEP # 2** Click on the RED X to cancel the PO Message box displays Click the Yes button to cancel the PO If the PO was not Budget Checked, the Cancel Purchase Order page displays Click OK
- STEP # 3** If the PO was Budget Checked: Click on the Red X Message Box Displays Click Yes to cancel the PO Cancel Purchase Order page displays Make a decision on if PO is to be sourced again Click on Continue
- STEP # 4** Click on Budget Check button to move money from the encumbrance bucket back to the Budget bucket if the PO was a stand-alone, or move the money from encumbrance to pre-encumbrance if the PO was sourced from a requisition.
- STEP # 5** Inquire on the PO commitment control impact by navigating to Main Menu>Commitment Control>Review Budget Activities>Activity Log; use an existing Inquiry name if it is available or add a new one, select Transaction Type "PO_POENC", enter the BU and PO numbers.
- STEP # 6** Verify that the process created a credit entry for the remaining balance.
- STEP # 7** End

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: KK-GL_KK_BUD_EXCEPTION **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES: TX_FIN_KK_PRC_BUDGET_JOUR

BUS PROCESS: KK-050-060_GL_KK_BUD_EXCEPTION

DESCRIPTION: ID 445 - Create Error on Budget Journal and review Budget Exception Log. The system should generate an budget error message

EXPECTED RESULTS: The system should generate an error message

NAVIGATION: Main Menu > Commitment Control > Review Budget Check Exceptions > Budget Exceptions

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description: **Scenario:**

SCENARIO STEPS:

- STEP # 1** Navigate to Main Menu>Commitment Control> Budget Journals> Enter Budget Transfer>Add a New Value.
- STEP # 2** Enter values on the Budget Journal that should produce an error (ex. Value not on the correct tree level).
- STEP # 3** Post the Budget Journal and verify that the Budget header Status shows Error. Click on the Budget Errors tab to view the exception.
- STEP # 4** Correct the budget error and Post the Budget Journal.

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: GL_KK_REPORT_ATTRIB **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES: TX_FIN_KK_INQUIRY

BUS PROCESS: KK-070_GL_KK_REPORT_ATTRIB

DESCRIPTION: ID 449 - Run Budget Attribute Report

EXPECTED RESULTS: The report should run successfully and produce the correct results.

NAVIGATION: Main Menu -> Commitment Control -> Budget Reports -> Budget Attributes Report

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:	Scenario:
NA	

SCENARIO STEPS:

- STEP # 1** Navigate to Main Menu>Commitment Control> Budget Reports> Budget Attributes Report.
- STEP # 2** Find an existing Run Control ID by hitting the Search button, or Add a new one.
- STEP # 3** Ensure the Business Unit represents your agency. Select the Ledger Group that has Attribute built on, or leave the Ledger Group field blank. Leave As of Date field blank. "Save" the page. Click Run, Process Scheduler Request page displays. Click OK. Commitment Control Budget Attributes Report page displays. Porcess Instance # appears.
- STEP # 4** Click the Process Monitor link to view the status of the report. Ensure your user id is in the User ID field, the From (Date) and To(Date) can be the current date or in a range. Click Refresh button. When the process status = Success/Posted, return to the Run Control page by clicking "Go Back to Budget Attributes Report", then click the "Report Manager" link.
- STEP # 5** On the Administration tab, click on the report name (link), If the link does not respond click the Details link on the right. Click the file with pdf extension. View and Print the report.
- STEP # 6** End

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: KK-GL_KK_REPORT_BUD_CONTROL **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES: TX_FIN_KK_INQUIRY

BUS PROCESS: KK-070_GL_KK_REPORT_BUD_CONTROL

DESCRIPTION: ID 450 -Run Budget Control Report

EXPECTED RESULTS: Report runs to success and produces data as expected.

NAVIGATION: Mqain Menu -> Commitment Control -> Budget Reports -> Budget Control Report

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:	Scenario:
NA	

SCENARIO STEPS:

- STEP # 1** Navigate to Main Menu>Commitment Control>Budget Reports> Budget Control Report. Select/Create a Run Control ID.
- STEP # 2** Enter/select SETID which is the agency # . Take Ledger Group default value (All), or Specify the Ledger Group you want to report. No need to specify the As of Date. Save the page. Click 'Run', then click OK on the following page.
- STEP # 3** Click the Process Monitor link. Ensure the User ID field is filled with yours. The From (date) and To (date) can be filled with current date or in a range. Click Refresh
- STEP # 4** When the process completes (Success/Posted), click the "Go Back to Budget Control Report" link, then click the Report Manager link.
- STEP # 5** On the Administration tab, Click on the report name, view and print the report. If the report name link does not respond, click the Details link on the right, then click the file with pdf extension, then view, print, and verify the report.
- STEP # 6** End

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: GL_KK_REPORT_BUD_STATUS **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES: TX_FIN_KK_INQUIRY

BUS PROCESS: KK-070_GL_KK_REPORT_BUD_STATUS

DESCRIPTION: ID 451 - Run Budget Status Report

EXPECTED RESULTS: Report runs to success and produces data as expected.

NAVIGATION: Main Menu -> Commitment Control -> Budget Reports -> Budget Status

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:	Scenario:
NA	

SCENARIO STEPS:

- STEP # 1** Navigate to Main Menu>Commitment Control>Budget Reports> Budget Status. Select/Create a Run Control ID for the report.
- STEP # 2** Complete the report criteria; Report Request Parameters: Business Unit. Leave "Ledger Group" Blank. Click on "Refresh" to expand the Chartfield Selection. Check the "Include CF" box to select Chartfield Name .
- STEP # 3** Save the page and click "Run" button
- STEP # 4** The Process Scheduler Request page displays. Click "OK"
- STEP # 5** When the process completes (Success/Posted), navigate to the Report Manager> Administration tab.
- STEP # 6** Click on the PDF and verify report data.
- STEP # 7** End

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: GL_KK_REPORT_BUD_TRANS_DETAIL **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES: TX_FIN_KK_INQUIRY or TX_FIN_KK_BUDGET_APPROVER

BUS PROCESS: KK-070_GL_KK_REPORT_BUD_TRANS_DETAIL

DESCRIPTION: ID 452 - Run Budget Transaction Detail Report

EXPECTED RESULTS: Report runs to success and produces data as expected.

NAVIGATION: Main Menu -> Commitment Control -> Budget Reports -> Budget Transaction Detail

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:	Scenario:
NA	

SCENARIO STEPS:

- STEP # 1** Begin by navigating to Main Menu>Commitment Control>Budget Reports> Ledger Detail. Select/Create a Run Control ID.
- STEP # 2** Complete the report criteria; Report Request Parameters: Business Unit. Leave "Ledger Group" Blank. Click on "Refresh" to expand the Chartfield Selection. Check the "Include CF" box to select Chartfield Name .
- STEP # 3** Save the page and click "Run" button
- STEP # 4** The Process Scheduler Request page displays. Click "OK"
- STEP # 5** Process Instance # displays. Click on the Process Monitor Link.
- STEP # 6** When the process completes (Success/Posted), navigate to the Report Manager> Administration tab by clicking on the "Go back to the Ledger Details" link.
- STEP # 7** Click on the PDF and verify report data.

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: GL_KK_INQUIRE_ACTIVITY_LOG **TEST STATUS:** Not Started

MODULE NAME: General Ledger **TESTER**

JOB PROFILES: TX_FIN_KK_INQUIRY

BUS PROCESS: KK-070-100_GL_KK_INQUIRE_ACTIVITY_LOG

DESCRIPTION: ID 480 - The ability to search Activity Log by Req, Purchase Order, Voucher, or Journal.

EXPECTED RESULTS: Activity Log information can be searched by REQ, PO , Voucher , or Journal.

NAVIGATION: Main Menu -> Commitment Control -> Review Budget Activities -> Activity Log

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:	Scenario:
NA	

SCENARIO STEPS:

- STEP # 1** Review the budget impact of a transaction type by navigating to Main Menu> Commitment Control>Review Budget Activities>Activity Log. Select/Create a New Value or Find an Existing Value Click Search
- STEP # 2** The Commitment Control Activity Log page displays. Enter criteria for Requisition activity in a specific Budget Ledger: Transaction Type, Ledger Group Click on the Search tab The Requisition are populated in the Commitment Control Activity log Lines box
- STEP # 3** Search and review the detail information for a specific transaction.
- STEP # 4** Repeat steps 2-3 for a Purchase Order, Voucher, and Journal Entry.
- STEP # 5** End