

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-ADD_SUPPLIER **TEST STATUS:** Not Started

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_MAINTAIN_SUPPLIERS

BUS PROCESS: AP-010-020-001_ADD_SUPPLIER

DESCRIPTION: Add a new supplier in CAPPS

EXPECTED RESULTS: Supplier added in CAPPS with address, location, and TINS Information

NAVIGATION: Suppliers > Supplier Information > Add/Update > Supplier

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:	Scenario:
N/A	

SCENARIO STEPS:

STEP # 1 Navigate to Suppliers > Supplier Information > Add/Update > Supplier. Select the 'Add a New Value' tab.

STEP # 2 Enter:
Set ID
Supplier Id
Persistence (Regular)
Click 'Add'

STEP # 3 On the Identifying Information page, Enter:
Supplier Short Name
Supplier Name

STEP # 4 Click on the 'Address' tab.

STEP # 5 On The Address tab, enter:
Description
Address 1
City
Postal
State

STEP # 6 Click on the 'Location' Tab. Enter:
Location (Mailcode)
Description

STEP # 7 Click on the 'TINS Information' tab.

STEP # 8 In the Vendor Ownership Information section, enter:
Ownership Type and Other Required Fields as required by the Ownership Type.

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- STEP #*** 9 In the Vendor Location section, enter:
 Location Name
 Payment Type and Other Required Fields as required by the Payment Type.
- STEP #*** 10 If your Agency is NOT using the TINS interface, click 'Save' and continue at Step 16.
- STEP #*** 11 Click the "Send to TINS" check box.
- STEP #*** 12 Click the TINS T-code(s) link (under the Send to TINS check box)
- STEP #*** 13 In the Mail Code Level T-Codes:
 * Click the "Master Level Setup -- 600" check box
 Click 'OK'
- STEP #*** 14 Click 'Save'
- STEP #*** 15 After the interface has been run, verify the Vendor information has been updated in TINS.
- STEP #*** 16 Test Complete

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SCENARIO NAME: AP-ADD_SUPPLIER_WITH_7_NUMBER **TEST STATUS:** Not Started

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_MAINTAIN_SUPPLIERS, TX_FIN_AP_VN_TINS_SSN

BUS PROCESS: AP-010-020-002_ADD_SUPPLIER_WITH_7_NUMBER

DESCRIPTION: Add a new supplier in CAPPS that is an Individual Recipient and has an SSN, such as an Employee, Individual Recipient or Sole Owner.

EXPECTED RESULTS: Supplier added in CAPPS with A '7' vendor number, SSN, address, location, and TINS Information

NAVIGATION: Suppliers > Supplier Information > Add/Update > Supplier

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:	Scenario:
N/A	

SCENARIO STEPS:

STEP # 1 Navigate to Suppliers > Supplier Information > Add/Update > Supplier. Select the 'Add a New Value' tab.

STEP # 2 Enter:
 Set ID
 Supplier Id (Supplier ID should begin with a '7')
 Persistence (Regular)
 Click 'Add'

STEP # 3 On the Identifying Information page, Enter:
 Supplier Short Name
 Supplier Name

STEP # 4 Expand the Additional ID Numbers.

STEP # 5 In the ID Number section, enter:
 Type (SSN)
 ID Number

STEP # 6 Click on the 'Address' tab.

STEP # 7 On The Address tab, enter:
 Description
 Address 1
 City
 Postal
 State

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- STEP #*** 8 Click on the 'Location' Tab. Enter:
 Location (Mailcode)
 Description
- STEP #*** 9 Click on the 'TINS Information' tab.
- STEP #*** 10 In the Vendor Ownership Information section, enter:
 Ownership Type and Other Required Fields as required by the Ownership Type.
- STEP #*** 11 In the Vendor Location section, enter:
 Location Name
 Payment Type and Other Required Fields as required by the Payment Type.
- STEP #*** 12 Click "Save"
- STEP #*** 13 Test Complete

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SCENARIO NAME: AP-APPROVE_SUPPLIER **TEST STATUS:** Optional

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_APPROVE_SUPPLIERS

BUS PROCESS: AP-010-020-003_APPROVE_SUPPLIER

DESCRIPTION: Approve suppliers setup by Supplier Specialist I

EXPECTED RESULTS: Suppliers entered by Supplier Specialist I will be approved

NAVIGATION: Suppliers > Supplier Information > Approve > Approve Supplier

COMMENTS: Suppliers are not available for vouchering until they have been approved.

The Supplier page can also be used to approve suppliers if there is a need to review the Summary, TINS Information, CMBL Information and HUB Information tabs as these are not included on the Approve Supplier page

ACTUAL RESULTS:

DEPENDENCIES:

Description:

Supplier added by a Supplier Specialist I

Scenario:

AP-ADD_SUPPLIER

SCENARIO STEPS:

- STEP # 1** Navigate to Suppliers > Supplier Information > Approve > Approve Supplier.
- STEP # 2** Select the 'Find an Existing Value' tab.
Enter:
SetID
Click 'Search' to obtain a list of suppliers requiring approval.
- STEP # 3** If there is more than one supplier requiring approval a list will be displayed and the appropriate supplier can be selected to review/approve. Otherwise, if there is just one needing approval it will be displayed immediately.
- STEP # 4** Review the Identifying Information, Address and Location
- STEP # 5** To review the TINS information, CMBL Information or HUB Information information, continue at step 6, otherwise continue with step 9.
- STEP # 6** Navigate to Suppliers > Supplier Information > Add/Update > Supplier.
- STEP # 7** Select the 'Find an Existing Value' tab.
Enter:
SetID
Supplier ID
Click 'Search'

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- STEP #** 8 Review the supplier information on the various tabs, including the TINS Information, CMBL Information, and HUB Information.
- STEP #** 9 Click on the Identifying Information tab and change the Supplier Status to 'Approved'
- STEP #** 10 Click 'Save'.
- STEP #** 11 Test Complete

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SCENARIO NAME: AP-ADD_SUMMARY_VENDOR **TEST STATUS:** Optional

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_MAINTAIN_SUPPLIERS

BUS PROCESS: AP-010-030-001_ADD_SUMMARY_VENDOR

DESCRIPTION: Create a Single Payment Supplier that can be used as a Summary Vendor.

EXPECTED RESULTS: Single Payment Supplier created to use as a Summary Vendor

NAVIGATION: Suppliers > Supplier Information > Add/Update > Supplier

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:	Scenario:
N/A	

SCENARIO STEPS:

STEP # 1 Navigate to Suppliers > Supplier Information > Add/Update > Supplier. Select the 'Add a New Value' tab.

STEP # 2 Enter:
Set ID
Supplier Id
Persistence (Single Payment Supplier)
Click 'Add'

STEP # 3 On the "Single Payment Supplier" page, Enter:
Location
Short Name
Supplier Name
Description (optional)

STEP # 4 In the "Default Settings" section, change Effective Date to 01/01/1901.
Click on the "Payment Type" dropdown and select the applicable payment type.

STEP # 5 Click Save

STEP # 6 Test Complete

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SCENARIO NAME: AP-ADD_SUPPLIER_LOCATION **TEST STATUS:** Not Started

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_MAINTAIN_SUPPLIERS

BUS PROCESS: AP-020-010-001_ADD_SUPPLIER_LOCATION

DESCRIPTION: Set up new mailcode for an existing supplier, such as a CMBL Supplier and optionally send to TINS.

EXPECTED RESULTS: Mail Code will be added in CAPPS, and if applicable, can be sent to TINS

NAVIGATION: Suppliers > Supplier Information > Add/Update > Supplier

COMMENTS: Mail Code can be added to a regular supplier or CMBL supplier.

ACTUAL RESULTS:

DEPENDENCIES:

Description:	Scenario:
Can use existing supplier such as a CMBL Supplier or create a new vendor using Add Supplier Test Scenario listed here	

SCENARIO STEPS:

STEP # 1 Navigate to Suppliers > Supplier Information > Add/Update > Supplier. Select the 'Find an Existing Value' tab.

STEP # 2 Enter:
SetID
Supplier Id
Click 'Search' button

STEP # 3 Click on the 'Address' tab

STEP # 4 In the 'Supplier Address' section, click on the '+' sign to add a new address.

STEP # 5 Enter new address information:
Description
Address 1
City
State
Zip

STEP # 6 Click 'Save'

STEP # 7 Click on the 'Location' tab

STEP # 8 In the 'Location' section, click the '+' sign to add a new location.

STEP # 9 Enter location information for the new location:
Location (Mailcode)
Description
Select the Address that was added. Click the "Default" check box to make this the default mailcode.

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- STEP #*** 10 Click on the 'TINS Information' tab
- STEP #*** 11 If the Vendor Ownership Information does not exist, enter Ownership Type and other Required Fields for that Ownership Type.
- STEP #*** 12 In the 'Vendor Location Information/Location Information' section for the new location, enter:
 Location Name
 Payment Type and other Required Fields for that Payment Type.
- STEP #*** 13 If your Agency is NOT using the TINS interface, click 'Save' and continue at Step 19.
- STEP #*** 14 Click the "Send to TINS" check box.
- STEP #*** 15 Click the TINS T-code(s) link (under the Send to TINS check box)
- STEP #*** 16 In the Mail Code Level T-Codes:
 * Click the "Master Level Setup -- 600" check box (if the Supplier has not been setup in TINS, such as a CMBL Supplier)
 * Click the "Mail Code Setup -- 650" check box
Click 'OK'
- STEP #*** 17 Click 'Save'.
- STEP #*** 18 After the interface has been run, verify the Vendor information has been updated in TINS.
- STEP #*** 19 Test Complete

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SCENARIO NAME: AP-SEND_NEW_SUPPLIER_TO_TINS **TEST STATUS:** Optional

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_MAINTAIN_SUPPLIERS

BUS PROCESS: AP-020-020-001_SEND_NEW_SUPPLIER_TO_TINS

DESCRIPTION: Create a new supplier in CAPPS and send it to TINS using the CAPPS to TINS interface

EXPECTED RESULTS: New supplier will be added in TINS after adding to CAPPS and running the CAPPS to TINS interface

NAVIGATION: Suppliers > Supplier Information > Add/Update > Supplier

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:	Scenario:
N/A	

SCENARIO STEPS:

STEP # 1 Navigate to Suppliers > Supplier Information > Add/Update > Supplier. Select the 'Add a New Value' tab.

STEP # 2 Enter:
Set ID
Supplier Id
Persistence (Regular)
Click 'Add'

STEP # 3 On the Identifying Information page, Enter:
Supplier Short Name
Supplier Name

STEP # 4 Click on the 'Address' tab.

STEP # 5 On The Address tab, enter:
Description
Address 1
City
Postal
State

STEP # 6 Click on the 'Location' Tab. Enter:
Location (Mailcode)
Description

STEP # 7 Click on the 'TINS Information' tab.

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- STEP #*** 8 In the Vendor Ownership Information section, enter the Ownership Type. Enter any other information required for the Ownership.
- STEP #*** 9 In the Vendor Location section, enter:
 Location Name
 Payment Type
- STEP #*** 10 Click the 'Send to TINS' checkbox.
- STEP #*** 11 Click the 'TINS T-code' link.
- STEP #*** 12 Select 'Master Level Setup - 600' and click 'OK'.
- STEP #*** 13 Click "Save"
- STEP #*** 14 After the TINS interface has run, verify that the Supplier was added in TINS.
- STEP #*** 15 Test Complete

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SCENARIO NAME: AP-VENDOR_HOLD **TEST STATUS:** Optional

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_MAINTAIN_SUPPLIERS

BUS PROCESS: AP-020-030-001_VENDOR_HOLD

DESCRIPTION: Place a vendor on hold using the TINS Interface.

EXPECTED RESULTS: Supplier is placed on hold in TINS

NAVIGATION: Suppliers > Supplier Information > Add/Update > Supplier

COMMENTS: This scenario is not applicable if agency does not use the TINS interface or will not use the TINS interface for holds.

ACTUAL RESULTS:

DEPENDENCIES:

Description:

Can use existing vendor or create a new vendor using Add Supplier Test Scenario listed here

Scenario:

SCENARIO STEPS:

- STEP # 1** Navigate to Suppliers > Supplier Information > Add/Update > Supplier. Select the 'Find an Existing Value' tab.
- STEP # 2** Enter:
Business Unit
Supplier ID
Check Correct History box

Click Search
- STEP # 3** Select the 'TINS Information' tab.
- STEP # 4** In the Vendor Location Information box, scroll until the location is on a TINS location. (The location will not begin with an '*'.)
- STEP # 5** Click the 'Send to TINS' box.
- STEP # 6** In the "Vendor Hold Information" section, enter:
Reason Code
Name
Liability Amount
Effective Date of Hold
- STEP # 7** Click Save
- STEP # 8** In the Vendor Location Information box, Click the TINS T-code hyperlink.
- STEP # 9** Select the Payee Hold Setup t-code:
Payee Hold Setup 640

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- STEP #** 10 Click hourglass next to the tcode and select Hold Reason Code from previous step.
Click OK.
- STEP #** 11 Click Save.
- STEP #** 12 After interface is run, verify the Vendor is on hold in TINS.
- STEP #** 13 Test Complete

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SCENARIO NAME: AP-VENDOR INQUIRY **TEST STATUS:** Optional

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_VN_TINS_SSN

BUS PROCESS: AP-030-010-001_VENDOR INQUIRY

DESCRIPTION: Cross reference a vendor's social security number to their equivalent "7" vendor id, or vice versa.

EXPECTED RESULTS: Ability to cross reference a vendor's social security number to their equivalent "7" vendor id, or vice versa.

NAVIGATION: Suppliers> Supplier Information> Add/Update> Vendor Inquiry

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description: Add a new supplier in CAPPS that is an Individual Recipient and has an SSN, such as an Employee.	Scenario: AP- ADD_SUPPLIER_WITH_7_NUMBER
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SCENARIO STEPS:

STEP # 1 Navigate to 'Suppliers> Supplier Information> Add/Update> Vendor Inquiry'

STEP # 2 In the Vendor Inquiry page, enter the following:
Set ID
Social Security No (Vendor's SS#)

STEP # 3 Click Search

STEP # 4 Search Result will display
Vendor Name
7 Number (vendor ID)
Ck Digit
SSN
ITIN

STEP # 5 Click "Clear" box to reset

STEP # 6 This time enter the following:
Setid: Enter Agency Setid
7 Number: Enter or Select Vendor ID begin with "7"

STEP # 7 Click Search

STEP # 8 Search Result will display Vendor Name; 7 Number (vendor ID); Ck Digit, SSN, and ITIN

STEP # 9 Test complete

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SCENARIO NAME: AP-SUPPLIER INQUIRY_SUPPLIER_LOC **TEST STATUS:** Optional

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_APPROVE_SUPPLIERS

BUS PROCESS: AP-030-010-002_SUPPLIER INQUIRY_SUPPLIER_LOC

DESCRIPTION: Inquire on supplier information

EXPECTED RESULTS: User can inquire on Supplier Address, Location and TINS information.

NAVIGATION: Suppliers > Supplier Information > Add/Update > Supplier

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:	Scenario:
Add a New Supplier in CAPPS	

SCENARIO STEPS:

STEP # 1 Navigate to Suppliers > Supplier Information > Add/Update > Supplier. Select the 'Find an Existing Value' tab.

STEP # 2 Enter:
 SetID
 Supplier Id
 Click the 'Search' button

STEP # 3 Click on the "Identifying Information" to view supplier's general information

STEP # 4 Click on the "Address" tab to view addresses

STEP # 5 Click on the 'Location' tab to view mail codes.

STEP # 6 Click on the 'TINS Information' tab to view TINS mail codes.

STEP # 7 Test Completed

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SCENARIO NAME: AP-VCHR_USING_SPEEDCHRT **TEST STATUS:** Optional
MODULE NAME: Accounts Payable **TESTER**
JOB PROFILES: TX_FIN_AP_ENTER_VOUCHERS
BUS PROCESS: AP-040-010-001_VCHR_USING_SPEEDCHRT
DESCRIPTION: Create a regular Non-PO voucher and use a speed chart to enter the distribution lines.
EXPECTED RESULTS: Distribution lines on voucher are auto populated from the agency speedchart.
NAVIGATION: Accounts Payable -> Vouchers -> Add/Update -> Regular Entry
COMMENTS:
ACTUAL RESULTS:
DEPENDENCIES:
Description: Agency Speedchart must exist. **Scenario:**

SCENARIO STEPS:

- STEP # 1** Navigate to Accounts Payable -> Vouchers -> Add/Update -> Regular Entry . Select the "Add a New Value" tab on Voucher Entry page.
- STEP # 2** Enter :
Business Unit
Voucher Style (Regular)
Supplier Id
Invoice Number
Invoice Date
Total Amount

Click the 'Add' button.
- STEP # 3** Verify:
* Accounting Date defaults to current date
* Payment Type defaults from Supplier Setup.
- STEP # 4** In the Invoice Lines Section, Enter:
Line Amount
SpeedChart
Description
Invoice Receipt Date
Service Date
Rqsted Pmt Date
Invoice Description
- STEP # 5** In the Distribution Line section, the Chartfields should be filled based on the speedchart you selected. Enter any additional fields that are necessary.
- STEP # 6** Click on the Voucher Attributes tab
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- STEP #*** 7 Verify that the correct accounting entry template is selected.
- STEP #*** 8 Click "Save".
- STEP #*** 9 If your agency runs the AP processes from the page, perform steps 10 through 14, otherwise continue at step 15.
- STEP #*** 10 Click on the 'Invoice Information' tab.
- STEP #*** 11 Select Budget Check in the Action Dropdown.
- STEP #*** 12 Click the 'Run' button. Click 'Yes' to wait for the process to run. Once the pop-up window shows a Run Status of 'Success' or 'Warning', close the pop-up window and click the refresh icon.
- STEP #*** 13 Click on the 'Summary' tab.
- STEP #*** 14 Verify that the Voucher passed budget checking:
 Budget Status = Valid
- STEP #*** 15 If your agency is using AP Workflow and voucher requires submission, complete the following step, otherwise continue at Step 17.
- STEP #*** 16 Click 'Submit Approval'
- STEP #*** 17 Test Complete

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SCENARIO NAME: AP-VCHR WITH DLT/COMMENTS/ATTCHMNT **TEST STATUS:** Optional

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_ENTER_VOUCHERS

BUS PROCESS: AP-040-010-002_VCHR WITH DLT/COMMENTS/ATTCHMNT

DESCRIPTION: Enter a voucher that with an account that requires a DLT. Enter DLT comments and regular comments. Add an attachment

EXPECTED RESULTS: Receive message that DLT is required for account. DLT and regular comments can be added.

NAVIGATION: Accounts Payable -> Vouchers -> Add/Update -> Regular Entry

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:	Scenario:
Must have an account where the DLT is required. Also, DLT comments must exist in the agency configuration set up.	

SCENARIO STEPS:

STEP # 1 Navigate to Accounts Payable -> Vouchers -> Add/Update -> Regular Entry . Select the "Add a New Value" tab on Voucher Entry page.

STEP # 2 Enter :
Business Unit
Voucher Style (Regular)
Supplier Id
Invoice Number
Invoice Date
Total Amount
Click the 'Add' button.

STEP # 4 In the Invoice Lines Section, Enter:
Line Amount
Description
Invoice Receipt Date
Service Date
Rqsted Pmt Date
Invoice Description

STEP # 5 In the Distribution Line section, enter the accounting distribution based on your agencies chartfields or use a speedchart; Chose an account that requires DLT.

STEP # 6 Click on the Voucher Attributes tab

STEP # 7 Verify that the correct accounting entry template is selected.

STEP # 8 Click "Save".

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- STEP #** 9 The message will display saying 'This Voucher has an account in Line 1 which requires DLT.' Click 'OK'
- STEP #** 10 Navigate back to the Invoice Information tab and click the 'Add DLT Comments' link.
- STEP #** 11 Click 'Use Standard Comments'
- STEP #** 12 Enter the following:
 Comment Type - DLT
 Comment Id
- STEP #** 13 Click 'OK'
- STEP #** 14 Click 'OK'
- STEP #** 15 Click 'Save'
- STEP #** 16 Click on the Comments link to enter a regular comment.
- STEP #** 17 Enter Comments and click ok.
- STEP #** 18 Click the 'Attachments' link to add an attachment.
- STEP #** 19 Click the 'Add Attachment' button.
- STEP #** 20 Click the 'Browse' button and locate a file to attach. Double click on the file.
- STEP #** 21 Click the 'Upload' button.
- STEP #** 22 Enter a 'Description'
- STEP #** 23 Click the 'Ok' button
- STEP #** 24 Verify that an attachment has been adding by looking at the number next to the Attachment link.
- STEP #** 26 Click 'Save'
- STEP #** 27 If your agency runs the AP processes from the page, perform steps 28 through 30, otherwise continue at step 31.
- STEP #** 28 Click on the 'Invoice Information' tab.
- STEP #** 29 Select 'Budget Check' in the Action Dropdown.
- STEP #** 30 Click the 'Run' button. Click 'Yes' to wait for the process to run. Once the pop-up window shows a Run Status of 'Success' or 'Warning', close the pop-up window and click the refresh icon.
- STEP #** 31 If your agency is using AP Workflow and voucher requires submission, complete the following step, otherwise continue at step 33.
- STEP #** 32 Click 'Submit Approval'
- STEP #** 33 Test Complete

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SCENARIO NAME: AP-CHANGE_MAILCODE_ON_VCHR **TEST STATUS:** Optional
MODULE NAME: Accounts Payable **TESTER**
JOB PROFILES: TX_FIN_AP_ENTER_VOUCHERS
BUS PROCESS: AP-040-010-003_CHANGE_MAILCODE_ON_VCHR
DESCRIPTION: Create a voucher and change the mailcode.
EXPECTED RESULTS: Mailcode can be changed and address id is updated.
NAVIGATION: Accounts Payable -> Vouchers -> Add/Update -> Regular Entry
COMMENTS:
ACTUAL RESULTS:
DEPENDENCIES:
Description: Supplier must have multiple Mailcodes. **Scenario:** AP-ADD_SUPPLIER_LOCATION

SCENARIO STEPS:

- STEP # 1** Navigate to Accounts Payable -> Vouchers -> Add/Update -> Regular Entry . Select the "Add a New Value" tab on Voucher Entry page.
- STEP # 2** Enter :
Business Unit
Voucher Style (Regular)
Supplier Id (Supplier should have multiple locations)
Invoice Number
Invoice Date
Total Amount
Click the 'Add' button.
- STEP # 3** Change the Location. Verify that the Address changed.
- STEP # 4** In the Invoice Lines Section, Enter:
Line Amount
Description
Invoice Receipt Date
Service Date
Rqsted Pmt Date
Invoice Description
- STEP # 5** In the Distribution Line section, enter the accounting distribution based on your agencies chartfields or use a speedchart.
- STEP # 6** Click on the Voucher Attributes tab
- STEP # 7** Verify that the correct accounting entry template is selected.
- STEP # 8** Click "Save".

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- STEP #*** 9 If your agency runs the AP processes from the page, perform steps 10 through 12, otherwise continue at step 13.
- STEP #*** 10 Click on the 'Invoice Information' tab.
- STEP #*** 11 Select Budget Check in the Action Dropdown.
- STEP #*** 12 Click the 'Run' button. Click 'Yes' to wait for the process to run. Once the pop-up window shows a Run Status of 'Success' or 'Warning', close the pop-up window and click the refresh icon.
- STEP #*** 13 If your agency is using AP Workflow and voucher requires submission, complete complete the following step, otherwise continue at step 15.
- STEP #*** 14 Click 'Submit Approval'
- STEP #*** 15 Test Complete

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SCENARIO NAME: AP-INFER_AY_FOR_NON_PO_VOUCHER **TEST STATUS:** Optional

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_ENTER_VOUCHERS

BUS PROCESS: AP-040-010-004_INFER_AY_FOR_NON_PO_VOUCHER

DESCRIPTION: Verify that the AY on the voucher distribution line is automatically inferred (copied) from the Service Date for accounts where the AY Infer is turned on and that the AY is not automatically inferred for accounts that are not inferred.

EXPECTED RESULTS: The AY on the voucher distribution line will be automatically inferred (copied) from the Service Date for a Consumable Account.

NAVIGATION: Accounts Payable -> Vouchers -> Add/Update -> Regular Entry

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:

Scenario:

- 1) Agency must have chosen to use the "Appropriation Year (AY) Infer" customization.
- 2) Will need an account that has the 'CONSUMABLE' Attribute and an account that does not have the "NON CONSUMABLE" attribute.

SCENARIO STEPS:

- STEP # 1** Navigate to Accounts Payable -> Vouchers -> Add/Update -> Regular Entry . Select the "Add a New Value" tab on Voucher Entry page.
- STEP # 2** Enter :
 Business Unit
 Voucher Style (Regular)
 Supplier Id
 Invoice Number
 Invoice Date
 Total Amount
 Click the 'Add' button.
- STEP # 3** In the Invoice Lines section, click the "+" sign to add a new invoice line. Enter "1" and click "OK". A second invoice line will be added.
- STEP # 4** Enter the following in the Invoice Lines section for the first invoice line:
 Invoice Line Amount
 Description
 Invoice Receipt Date
 Service Date
 Rqsted Payment Date
 Invoice Description (If this is left blank, the Descripton will be used.)

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- STEP # 5** Enter the following in the Distribution Line section for each invoice line:
Account (Enter an account where the AY will be inferred)
- Tab out of the field.
- STEP # 6** Verify that the Appropriation Year was correctly inferred from the Service Date.
- STEP # 7** Enter the remaining fields in the Distribution Line section based on your agencies chartfields.
- STEP # 8** Enter the following in the Invoice Lines section for the second invoice line:
Invoice Line Amount
Description
Invoice Receipt Date
Service Date
Rqsted Pmt. Date
Invoice Description (If this is left blank, the Description will be used.)
- STEP # 9** Enter the following in the Distribution Line section for the second invoice line:
Account (Enter a an account where the AY Infer flag is not used)
- Tab out of the field.
- STEP # 10** Verify that the Appropriation Year was not inferred. (Blank)
- STEP # 11** Enter the remaining fields in the Distribution Line section for the second invoice line based on your agencies chartfields.
- STEP # 12** Click "Save"
- STEP # 13** If your agency runs the AP processes from the page, perform steps 14 through 15, otherwise continue at step 16.
- STEP # 14** Select 'Budget Check' in the Action Dropdown.
- STEP # 15** Click the 'Run' button. Click 'Yes' to wait for the process to run. Once the pop-up window shows a Run Status of 'Success' or 'Warning', close the pop-up window and click the refresh icon.
- STEP # 16** If your agency is using AP Workflow and voucher requires submission, complete the following step, otherwise continue at step 18.
- STEP # 17** Click 'Submit Approval'. Click Ok.
- STEP # 18** Test Complete

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SCENARIO NAME: AP-ADD_REG_VOUCHER **TEST STATUS:** Not Started

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_ENTER_VOUCHERS

BUS PROCESS: AP-040-010-010-001_ADD_REG_VOUCHER

DESCRIPTION: Create a regular Non-PO voucher.

EXPECTED RESULTS: An online Non-PO Voucher is created, budget checked and submitted for approval

NAVIGATION: Accounts Payable -> Vouchers -> Add/Update -> Regular Entry

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:	Scenario:
N/A	

SCENARIO STEPS:

- STEP # 1** Navigate to Accounts Payable -> Vouchers -> Add/Update -> Regular Entry . Select the "Add a New Value" tab on Voucher Entry page.
- STEP # 2** Enter :
Business Unit
Voucher Style (Regular)
Supplier Id
Invoice Number
Invoice Date
Total Amount
- Click the 'Add' button.
- STEP # 3** Verify:
* Accounting Date defaults to current date.
* Payment Type defaults from Supplier Setup.
- STEP # 4** In the Invoice Lines Section, enter:
Line Amount
Description
Ship To (if applicable)
Invoice Receipt Date
Service Date
Rqsted Pmt Date
Invoice Description
- STEP # 5** In the Invoice Line section, select an applicable speedchart or in the Distribution Line section, enter applicable agency chartfield values.
- STEP # 6** To add an additional line, perform steps 7 through 9, otherwise continue at step 10.

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- STEP #*** 7 Click the '+' at the top of the Invoice Lines section to add an additional voucher line.
- STEP #*** 8 Enter 1 to add one line to voucher. Click OK.
- STEP #*** 9 Repeat steps 4 thru 5 to add the Invoice Line Section and Distribution Line Section.
- STEP #*** 10 Click on the Voucher Attributes tab
- STEP #*** 11 Verify that the correct accounting entry template is selected.
- STEP #*** 12 Click "Save".
- STEP #*** 13 If your agency runs the AP processes from the page, perform steps 14 through 15, otherwise continue at step 16.
- STEP #*** 14 Select 'Budget Check' in the Action Dropdown.
- STEP #*** 15 Click the 'Run' button. Click 'Yes' to wait for the process to run. Once the pop-up window shows a Run Status of 'Success' or 'Warning', close the pop-up window and click the refresh icon.
- STEP #*** 16 If your agency is using AP Workflow and voucher requires submission, complete the following step, otherwise continue at step 18.
- STEP #*** 17 If "Submit Approval" button is available, click "Submit Approval". Click OK.
- STEP #*** 18 Test Complete

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SCENARIO NAME: AP-ADD_REG_VOUCHER_WTH_USAS REQ NO **TEST STATUS:** Optional
MODULE NAME: Accounts Payable **TESTER**
JOB PROFILES: TX_FIN_AP_ENTER_VOUCHERS
BUS PROCESS: AP-040-010-010-002_ADD_REG_VOUCHER_WTH_USAS REQ NO
DESCRIPTION: Create a Non PO Voucher populating the USAS Req No.field.
EXPECTED RESULTS: A Non-PO voucher with the USAS Req No. populated with a user defined values created
NAVIGATION: Navigate to Accounts Payable -> Vouchers -> Add/Update -> Regular Entry
COMMENTS: This script only applies to agencies that will not systematically interface their Legacy Purchase Order information into CAPPS Purchasing module, but have the need to capture their Legacy PO IDs.

ACTUAL RESULTS:

DEPENDENCIES:

Description:

Purchase Order from an external system

Scenario:

SCENARIO STEPS:

- STEP # 1** Navigate to Accounts Payable -> Vouchers -> Add/Update -> Regular Entry . Select the "Add a New Value" tab on Voucher Entry page.
- STEP # 2** Enter :
Business Unit
Voucher Style (Regular)
Supplier Id
Invoice Number
Invoice Date
Total Amount
- Click the 'Add' button.
- STEP # 3** Verify:
* Accounting Date defaults to current date.
* Payment Type defaults from Supplier Setup.
- STEP # 4** In the Invoice Lines Section, Enter:
Line Amount
Description
Ship To (if applicable)
PCC Code - select value other than "0"
USAS Req. No.
Invoice Receipt Date
Service Date
Rqsted Pmt Date (if applicable)
Invoice Description (if different from Description above)

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- STEP # 5** In the Invoice Line section, select appropriate speedchart and/or in the Distribution Line section, complete the applicable agency chartfield values
- STEP # 6** To add an additional line, perform steps 7 through 9, otherwise continue at step 10.
- STEP # 7** Go to the last invoice line, click '+' and enter the number of rows to add. Click OK.
- STEP # 9** Repeat steps 4 thru 5 to populate the new line(s)
- STEP # 10** Click on the Voucher Attributes tab
- STEP # 11** Verify accounting entry template / T-Code is correct
- STEP # 12** Click "Save".
- STEP # 13** If your agency runs the AP processes from the page, continue to steps 14 , otherwise continue at step 17.
- STEP # 14** Select 'Budget Check' in the Action Dropdown.
- STEP # 15** Click the 'Run' button. Click 'Yes' to wait for the process to run. Once the pop-up window shows a Run Status of 'Success' or 'Warning', close the pop-up window and click the refresh icon.
- STEP # 16** If the 'Submit Approval' box is available, click "Submit Approval". Click OK
- STEP # 17** Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-ADD_VCHR_WTH_USAS REQ_AND_ASSET TEST STATUS: Optional INFO

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_ENTER_VOUCHERS

BUS PROCESS: AP-040-010-010-003_ADD_VCHR_WTH_USAS REQ_AND_ASSET INFO

DESCRIPTION: Create an asset related Non-PO voucher using the USAS Req Number field to capture a Non-CAPPS PO ID. This script is applicable to agencies that will not use CAPPS Purchasing module to create purchase orders.

EXPECTED RESULTS: Non-PO Voucher with asset Information is created. The USAS Req No.is populated with the external generated PO number

NAVIGATION: Navigate to Accounts Payable -> Vouchers -> Add/Update -> Regular Entry .

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:

PO ID from external or third party system

A shell asset Id must exist in AM.

Asset Account that does not have the Asset attribute or the statewide asset/voucher configuration is turned off.

Scenario:

AM-INT_SHELL_ASSET

SCENARIO STEPS:

- STEP # 1** Navigate to Accounts Payable -> Vouchers -> Add/Update -> Regular Entry . Select the "Add a New Value" tab on Voucher Entry page.
- STEP # 2** Enter :
- Business Unit
 - Voucher Style (Regular)
 - Supplier Id
 - Invoice Number
 - Invoice Date
 - Total Amount
- Click the 'Add' button.
- STEP # 3** Verify:
- * Accounting Date defaults to current date.
 - * Payment Type defaults from Supplier Setup.

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- STEP # 4** In the Invoice Lines Section, Enter:
Line Amount
Description
Ship To (if applicable)
PCC Code - select value other than "0"
USAS Req. No.
Invoice Receipt Date
Service Date
Order Date (optional)
Invoice Description(if different from Description)
- STEP # 5** Select applicable speedchart in the Invoice Line section or In the Distribution Line section , enter the applicable agency chartfield values
- STEP # 6** In the Distribution Line section - Asset tab, check the "Asset" box and enter the following:
Business Unit (AM)
Quantity
Asset Profile
Asset ID (or Tag Number)
- STEP # 7** Click on the Voucher Attributes tab
- STEP # 8** Verify accounting entry template / T-Code is correct
- STEP # 9** Click "Save".
- STEP # 10** If your agency runs the AP processes from the page, continue at step 11, otherwise continue at step 15.
- STEP # 11** Select 'Budget Check' in the Action Dropdown.
- STEP # 12** Click the 'Run' button. Click 'Yes' to wait for the process to run. Once the pop-up window shows a Run Status of 'Success' or 'Warning', close the pop-up window and click the refresh icon.
- STEP # 13** If your agency is using AP Workflow and voucher requires submission, complete step 16, otherwise continue at step 15.
- STEP # 14** If "Submit Approval" button is available, click "Submit Approval". Click OK.
- STEP # 15** Test Complete

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SCENARIO NAME: AP-MVV_PAYS_AT_HEADER **TEST STATUS:** Not Started

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_ENTER_VOUCHERS

BUS PROCESS: AP-040-010-020-001_MVV_PAYS_AT_HEADER

DESCRIPTION: Create a Multi Vendor Voucher that pays at the header

EXPECTED RESULTS: Multi-Vendor Voucher created and the vendor in the voucher header will be used for payment in USAS

NAVIGATION: Accounts Payable -> Vouchers -> Add/Update -> Regular Entry

COMMENTS: This script would be used for payments such as direct bill payments.

ACTUAL RESULTS:

DEPENDENCIES:

Description:	Scenario:
N/A	

SCENARIO STEPS:

STEP # 1 Navigate to Accounts Payable -> Vouchers -> Add/Update -> Regular Entry . Select the "Add a New Value" tab on Voucher Entry page.

STEP # 2 Enter :
Business Unit
Voucher Style (Multi Vendor Voucher)
Supplier Id
Invoice Number
Invoice Date
Total Amount
Click the 'Add' button.

STEP # 3 In the Invoice Information Header section, verify:
Accounting Date: Defaults to current date
Payment Type: Defaults from Vendor setup

STEP # 4 In the Invoice Lines section, click "+" sign to add a new invoice line. Enter "1" and click "OK".

STEP # 5 In the Invoice Information section for Line 1, Enter:
Line Amount
Description
Invoice
Invoice Date
Invoice Description
Ref Supplier Id

STEP # 6 In the Distribution Line section, enter applicable agency chartfield values or select applicable speedchart.

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- STEP # 7** In the Invoice Information section for Line 1, click the 'Copy Dates' Link
- STEP # 8** Enter:
Invoice Receipt Date
Service Date
Rqsted Pmt. Date
Invoice Date
Click 'OK'
- STEP # 9** Verify that the following fields were populated in the Invoice Information section for Line 1 and Line 2:
Invoice Receipt Date
Service Date
Rqsted Pmt. Date
Invoice Date
- STEP # 10** In the Invoice Information section for Line 2, Enter:
Line Amount
Description
Invoice
Invoice Description
Ref Supplier Id,
- STEP # 11** In the Distribution Line section for Line 2, enter applicable agency chartfield values or select applicable speedchart.
- STEP # 12** Click the 'Voucher Attributes' tab.
- STEP # 13** Change the Template to an accounting entry template that will generate a 264/905 tcode.
- STEP # 14** Click 'OK' to the Confidentiality warning message.
- STEP # 15** Click "Save"
- STEP # 16** If your agency runs the AP processes from the page, perform steps 17 through 19, otherwise continue at step 20.
- STEP # 17** Click on the 'Invoice Information' tab.
- STEP # 18** Select 'Budget Check' in the Action Dropdown.
- STEP # 19** Click the 'Run' button. Click 'Yes' to wait for the process to run. Once the pop-up window shows a Run Status of 'Success' or 'Warning', close the pop-up window and click the refresh icon.
- STEP # 20** If the "Submit Approval" button is displayed, click "Submit Approval".
Click OK
- STEP # 21** Test Complete.

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-MVV_PAYS_AT_LINE **TEST STATUS:** Not Started

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_ENTER_VOUCHERS

BUS PROCESS: AP-040-010-020-002_MVV_PAYS_AT_LINE

DESCRIPTION: Create a multi-vendor voucher that pays at the line.

EXPECTED RESULTS: The vendors and invoice information are captured in the Voucher Line level and will be used for payment in USAS

NAVIGATION: Accounts Payable -> Vouchers -> Add/Update -> Regular Entry

COMMENTS: T-Code 225 will issue a payment to the vendors on the lines and not the header.

ACTUAL RESULTS:

DEPENDENCIES:

Description:	Scenario:
N/A	

SCENARIO STEPS:

- STEP # 1** Navigate to Accounts Payable -> Vouchers -> Add/Update -> Regular Entry . Select the "Add a New Value" tab on Voucher Entry page.
- STEP # 2** Enter :
Business Unit
Voucher Style (Multi Vendor Voucher)
Supplier Id
Invoice Number
Invoice Date
Total Amount
Click the 'Add' button.
- STEP # 3** In the Invoice Information Header section, verify:
Accounting Date: Defaults to current date
Payment Type: Defaults from Vendor setup
- STEP # 4** In the Invoice Lines section, click the "+" sign to add a new invoice line. Enter "1" and click "OK" to add a second invoice line.

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- STEP # 5** Enter the following in the Invoice Lines section for each invoice line:
Line Amount
Description
Invoice Receipt Date
Service Date
Rqsted Payment Date
Invoice Description (If this is left blank, the Descripton will be used.)
Invoice
Invoice Date
Ref Supplier Id
- STEP # 6** In the Distribution Line section, enter the applicable agency chartfield values or select applicable speedchart for each invoice line.
- STEP # 7** Click on the Voucher Attributes tab.
- STEP # 8** Select an accounting template that will generate a 225 t-code.
- STEP # 9** Click "Save"
- STEP # 10** If your agency runs the AP processes from the page, perform steps 11 through 13, otherwise continue at step 14.
- STEP # 11** Click on the 'Invoice Information' tab.
- STEP # 12** Select 'Budget Check' in the Action Dropdown.
- STEP # 13** Click the 'Run' button. Click 'Yes' to wait for the process to run. Once the pop-up window shows a Run Status of 'Success' or 'Warning', close the pop-up window and click the refresh icon.
- STEP # 14** If your agency is using AP Workflow and voucher requires submission, complete the following step, otherwise continue at step 16.
- STEP # 15** If "Submit Approval" button is available, click "Submit Approval". Click OK.
- STEP # 16** Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-CREATE_SUMMARY_PMT **TEST STATUS:** Optional

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_ENTER_VOUCHERS

BUS PROCESS: AP-040-010-030-001_CREATE_SUMMARY_PMT

DESCRIPTION: Create a Voucher that uses a Summary Vendor Number and allows payment at the line to payees that do not have a TIN.

EXPECTED RESULTS: A Summary Payment Voucher is created.

NAVIGATION: Accounts Payable -> Vouchers -> Add/Update -> Regular Entry

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:	Scenario:
Summary Vendor Number (Single Payment Vendor) must exist.	AP-ADD_SUMMARY_VENDOR

SCENARIO STEPS:

- STEP # 1** Navigate to Accounts Payable -> Vouchers -> Add/Update -> Regular Entry . Select the "Add a New Value" tab on Voucher Entry page.
- STEP # 2** Enter :
Business Unit
Voucher Style (Single Payment Voucher)
Supplier Id (Summary Vendor -- Single Payment)
Invoice Number
Invoice Date
Total Amount
Click the 'Add' button.
- STEP # 3** In the Invoice Lines Section, Enter:
Line Amount
Description
Invoice Receipt Date
Service Date
Rqsted Pmt Date
Invoice Description
- STEP # 4** Click the 'Single Payee Vendor Info' link.

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- STEP # 5** Enter:
Name
Address1
City
Postal
State
Click 'OK'
- STEP # 6** In the Distribution Line section, enter the accounting distribution based on your agency's chartfields values, or select applicable speedchart.
- STEP # 7** Click on the Voucher Attributes tab
- STEP # 8** Select the Accounting Template that will generate a 245 tcode for a Summary Vendor Payment.
- STEP # 9** Click "Save".
- STEP # 10** If your agency runs the AP processes from the page, perform steps 11 through 13, otherwise continue at step 14.
- STEP # 11** Click on the 'Invoice Information' tab.
- STEP # 12** Select Budget Check in the Action Dropdown.
- STEP # 13** Click the 'Run' button. Click 'Yes' to wait for the process to run. Once the pop-up window shows a Run Status of 'Success' or 'Warning', close the pop-up window and click the refresh icon.
- STEP # 14** If your agency is using AP Workflow and voucher requires submission, complete the following step, otherwise continue at step 16.
- STEP # 15** If "Submit Approval" button is available, click "Submit Approval". Click OK.
- STEP # 16** Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-CREATE_ITV **TEST STATUS:** Not Started

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_ENTER_VOUCHERS

BUS PROCESS: AP-040-010-040-001_CREATE_ITV

DESCRIPTION: Create an ITV payment.

EXPECTED RESULTS: Voucher will have a payment type of 'T' which will require an RTI to be entered.

NAVIGATION: Accounts Payable -> Vouchers -> Add/Update -> Regular Entry

COMMENTS: In this scenario, an RTI number will be entered. Must have a valid RTI setup in USAS. Not all of the agencies RTI numbers reside in the USAS Agency Set Up region, so an RTI will be provided for testing.

ACTUAL RESULTS:

DEPENDENCIES:

Description:

Must have a valid RTI setup in USAS. RTI number will be provided.

Scenario:

SCENARIO STEPS:

- STEP # 1** Navigate to Accounts Payable > Vouchers > Add/Update > Regular Entry. Select the "Add a New Value" tab on Voucher Entry page.
- STEP # 2** Enter :
Business Unit
Voucher Style (Regular)

Click the 'Add' button.
- STEP # 3** Scroll down to the Invoice Lines section. Verify that the RTI field is gray and unavailable for entry.
- STEP # 4** In the header section, enter :
Invoice Number
Invoice Date
Total Amount
- STEP # 5** Enter a Supplier Id that can be paid by ITV (Ex: State Agency, etc.)
- STEP # 6** Verify that the Payment Type is populated with "T" and the RTI field is now available for entry. (If the Payment Type is not "T", change the payment type.)

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- STEP #*** 7 In the Invoice Lines Section, Enter:
 Line Amount
 Description
 RTI
 Invoice Receipt Date
 Service Date
 Rqsted Pmt Date
 Invoice Description
- STEP #*** 8 In the Distribution Line section, enter applicable agency chartfield values or select applicable speedchart
- STEP #*** 9 Click the 'Voucher Attributes' tab.
- STEP #*** 10 Select a Template that will generate an ITV Payment for a Doc Type T.
- STEP #*** 11 Click "Save"
- STEP #*** 12 If your agency runs the AP processes from the page, perform steps 13 through 15, otherwise continue at step 16.
- STEP #*** 13 Click on the 'Invoice Information' tab.
- STEP #*** 14 Select 'Budget Check' in the Action Dropdown.
- STEP #*** 15 Click the 'Run' button. Click 'Yes' to wait for the process to run. Once the pop-up window shows a Run Status of 'Success' or 'Warning', close the pop-up window and click the refresh icon.
- STEP #*** 16 If your agency is using AP Workflow and voucher requires submission, complete the following step, otherwise continue at step 17.
- STEP #*** 17 If "Submit Approval" button is available, click "Submit Approval". Click OK.
- STEP #*** 18 Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-CREATE_USX_MAN_VOUCHER **TEST STATUS:** Optional

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_ENTER_VOUCHERS

BUS PROCESS: AP-040-010-050-001_CREATE_USX_MAN_VOUCHER

DESCRIPTION: Create a CAPPS voucher to record charges or payments in CAPPS that were entered directly into USAS and match up the IN/HX Browsers

EXPECTED RESULTS: A USX/MAN voucher is created, sending a transaction to the IN Browser but not to USAS when the outbound interface is run. When the inbound interface is run the transaction on the IN Browser will match up with a USAS HX transaction on the HX Recycle Browser and go to history with the HX transaction dropping off of the HX Recycle Browser.

NAVIGATION: Accounts Payable -> Vouchers -> Add/Update -> Regular Entry

COMMENTS: An example of when this script might be used would be when a document is entered directly into USAS and will be coming in to CAPPS on the HX. A counterpart voucher will need to be entered into CAPPS to keep the two systems in balance. Assigning a Payment Type of 'USX' will cause the voucher to go to the IN Browser to match up with the USAS HX transaction but the voucher will not go to USAS as it will not have a valid USAS T-Code.

This scenario is written for a Non-PO voucher but MAN/USX vouchers could also be entered as PO vouchers

ACTUAL RESULTS:

DEPENDENCIES:

Description:

A document entered directly into USAS and lands on the HX Recycle Browser.

Scenario:

SCENARIO STEPS:

STEP # 1 Navigate to Accounts Payable -> Vouchers -> Add/Update -> Regular Entry .
Select the "Add a New Value" tab on Voucher Entry page.

STEP # 2 Enter :
Business Unit
Voucher Style (Regular)
Supplier Id
Invoice Number
Invoice Date
Gross Invoice Amount

Click the 'Add' button.

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- STEP #** 3 Accounting Date: defaults to current date.
Payment Type: Change to "USX"
USAS Doc #: Enter value
- STEP #** 4 In the Invoice Lines Section, enter:
 Line Amount
 Invoice Receipt Date
 Service Date
 Rqsted Payment Date
 Invoice Description
- STEP #** 5 In the Distribution Line section, enter applicable agency chartfield values or select applicable speedchart.
- STEP #** 6 Click on the Voucher Attributes tab
- STEP #** 7 In Accounting Instructions section:
Template: Change default value and select "MANUAL" from droplist
- STEP #** 8 Click "OK" to the Confidentiality Indicator message
- STEP #** 9 Click "Save"
- STEP #** 10 If your agency runs the AP processes from the page, perform steps 11 through 12, otherwise continue at step 13.
- STEP #** 11 On the Invoice Information tab, select 'Budget Check' in the Action Dropdown.
- STEP #** 12 Click the 'Run' button. Click 'Yes' to wait for the process to run. Once the pop-up window shows a Run Status of 'Success' or 'Warning', close the pop-up window and click the refresh icon.
- STEP #** 13 If "Submit Approval" button is available, click "Submit Approval". Click OK.
- STEP #** 14 Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-CREATE_MAN_MAN_VOUCHER **TEST STATUS:** Optional

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_ENTER_VOUCHERS

BUS PROCESS: AP-040-010-050-002_CREATE_MAN_MAN_VOUCHER

DESCRIPTION: Create a MAN/MAN voucher to record an expenditure in CAPPS only. The voucher is not sent to the IN Browser or to USAS.

EXPECTED RESULTS: A MAN/MAN voucher is created to record an expenditure in CAPPS only. The voucher is not sent to the IN Browser or to USAS.

NAVIGATION: Accounts Payable > Vouchers > Add/Update > Regular Entry

COMMENTS: An example of when this script might be used would be when an expenditure or adjustment is necessary in CAPPS only. For example, an expenditure was recorded to the wrong Department and needs to be corrected. USAS does not track by department so the adjustment would be needed only in CAPPS.

This scenario is written for a Non-PO voucher but MAN/MAN vouchers could also be entered as PO vouchers

ACTUAL RESULTS:

DEPENDENCIES:

Description:

Entry of a Non-PO voucher

Scenario:

AP-ADD_REG_VOUCHER

SCENARIO STEPS:

- STEP # 1** Navigate to: Accounts Payable > Vouchers > Add/Update > Regular Entry
- STEP # 2** Enter:
Business Unit
Voucher Style (Adjustment)
Supplier Id
Invoice Number
Invoice Date
Click the 'Add' button
- STEP # 3** Expand the 'Copy From Source Document' section
- STEP # 4** Click 'Copy from Worksheet' link
- STEP # 5** Enter the Voucher ID and click 'Search'
- STEP # 6** Select the line to copy in to the adjustment voucher and click 'Copy Selected Lines'
- STEP # 7** In the Distribution Lines section, change the distribution to record the correct expenditure.

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- STEP #** 8 In the Invoice Lines section, enter the Inv Receipt DT and Service Date.
- STEP #** 9 In the Copy From Source Document section, Click 'Copy from Worksheet' link again
- STEP #** 10 Enter the Voucher ID and click 'Search'
- STEP #** 11 For this copy function, select 'Reverse Qty/Amt' and select the line to copy in to the adjustment voucher and click 'Copy Selected Lines'
- STEP #** 12 Navigate to the 2nd invoice line and enter the Inv Receipt Dt and Service Date and make other necessary updates.
- STEP #** 13 On the voucher header, change the Total to 0.00 and click calculate. Difference should be calculated as 0.00
- STEP #** 14 Change the Payment Type to 'MAN'
- STEP #** 16 Click the Voucher Attribute tab.
- STEP #** 17 Change the accounting entry template to 'CASH ADJ' or a template that hits the cash account '0045'
- STEP #** 18 Back on the Invoice Information tab, enter the USAS Doc#
- STEP #** 19 Click 'Save'
- STEP #** 20 If your agency runs the AP processes from the page, perform steps 21 through 22, otherwise continue at step 23.
- STEP #** 21 On the Invoice Information tab, select 'Budget Check' in the Action Dropdown.
- STEP #** 22 Click the 'Run' button. Click 'Yes' to wait for the process to run. Once the pop-up window shows a Run Status of 'Success' or 'Warning', close the pop-up window and click the refresh icon.
- STEP #** 23 If "Submit Approval" button is available, click "Submit Approval". Click OK.
- STEP #** 24 Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-COPY PO **TEST STATUS:** Optional

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_ENTER_VOUCHERS

BUS PROCESS: AP-040-020-001-001_COPY PO

DESCRIPTION: Create a PO voucher using the " Copy PO" functionality instead of Copy PO Worksheet functionality. All PO Lines will be copied into the Voucher.

EXPECTED RESULTS: A PO Voucher is created with the entire PO (all PO Lines) copied into the voucher.

NAVIGATION: Accounts Payable>Vouchers>Add/Update>Regular Voucher>Add

COMMENTS: This scenario steps the user through adding an attachment to the voucher.

ACTUAL RESULTS:

DEPENDENCIES:

Description: A Dispatched PO must exist.	Scenario: PO-PO - Add PO sourced from requisition
--	---

SCENARIO STEPS:

- STEP # 1** Navigate to Accounts Payable -> Vouchers -> Add/Update -> Regular Entry - "Add a New Value" tab.
- STEP # 2** On the Voucher Entry page, enter Voucher Header Information :
Business Unit
Voucher ID: Defaults to NEXT
Voucher Style: (Regular)
Supplier ID
Invoice Number
Invoice Date

Click "Add"
- STEP # 3** In the Invoice Information Section, verify
Accounting Date: Defaults to current date
Payment Type: Defaults from the Supplier setup
- STEP # 4** Expand the "Copy from Source Document" section and enter:
PO Unit
PO Number
Click "Copy PO"
- STEP # 5** Verify the Voucher Line(s) and Distribution Line information copied from the Purchase Order lines

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- STEP #*** 6 In the Invoice Lines section, enter:
 Invoice Receipt Date
 Service Date
 Invoice Description (if different than PO description)
- STEP #*** 7 .Review Distribution Line Information
- STEP #*** 8 Click on the Voucher Attributes Tab.
 Verify defaulted Accounting Entry Template/Tcode is correct
- STEP #*** 9 Click the 'Invoice Information' tab.
- STEP #*** 10 In the header section, click "Add Attachment".
 Click "Choose file" box and select the file to be attached from appropriate directory
 Click "Upload " button.
 Enter a Description.
 Click OK.
- STEP #*** 11 Click "Save".
- STEP #*** 12 If your agency runs the AP processes from the page, continue to the next step.
 Otherwise, continue at step 17.
- STEP #*** 13 Click on the 'Invoice Information' tab.
- STEP #*** 14 Select 'Match, Doc Tol, Bdgt' in the Action Dropdown.
- STEP #*** 15 Click the 'Run' button. Click 'Yes' to wait for the process to run. Once the pop-up
 window shows a Run Status of 'Success' or 'Warning', close the pop-up window and
 click the refresh icon.
- STEP #*** 16 If "Submit Approval" button is available, click "Submit Approval". Click OK.
- STEP #*** 17 Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-PO_VOUCHER_ADJUST_PERCENTAGE **TEST STATUS:** Optional

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_ENTER_VOUCHERS

BUS PROCESS: AP-040-020-006_PO_VOUCHER_ADJUST_PERCENTAGE

DESCRIPTION: Create a PO Voucher that requires adjusting and re-allocating the percentage on the voucher distribution lines when partial payments are made.

EXPECTED RESULTS: Voucher distribution lines are corrected by using the Adjust PO Percentage and/or the Allocate by Percentage buttons.

NAVIGATION: Accounts Payable -> Vouchers -> Add/Update -> Regular Entry

COMMENTS: This script is only applicable to a PO vouchers requiring partial payment, and where each PO voucher Line(s) have multiple distribution lines.

ACTUAL RESULTS:

DEPENDENCIES:

Description: PO distributed by quantity with multiple distributions on a single line that does not require receiving.	Scenario: PO-PO - Add PO sourced from requisition
---	---

SCENARIO STEPS:

STEP # 1 Navigate to Accounts Payable -> Vouchers -> Add/Update -> Regular Entry
Click the 'Add a New Value' tab

STEP # 2 On the Voucher Entry page, Click on the 'Add a New Value' tab.
Enter Voucher Header Information:
 Business Unit
 Voucher ID: Defaults to NEXT
 Voucher Style: (Regular)
 Supplier ID
 Invoice Number
 Invoice Date
Click 'Add'

STEP # 3 Expand the 'Copy from Source Document' section

STEP # 4 Go to 'Copy From' field, select 'Purchase Order Only'
Click 'Go'

STEP # 5 In the Copy from Worksheet Page, Enter:
 PO Business Unit
 PO Number From
Click Search

STEP # 6 In the Select PO line section:
Check the PO lines to copy and change the quantity to approximately 10% of the PO quantity. Click the 'Copy Selected Lines' button.

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- STEP #*** 7 In Invoice Information - Distribution Lines section, click 'View All' and note the PO Percent, Percent and Merchandise Amt fields.
They should appear as expected and the PO Percent and Percent should equal each other.
If they do not, continue to the next step, otherwise, skip to step 10
- STEP #*** 8 Click the 'Adjust PO Percentage' button. At the message: (The Distribution Percentage and PO Percentage contain different values. (7030,954) Would you like to override the Distribution Percentage with the PO Percentage for all Distribution lines?)
Click 'Yes' and note the PO Percentage and Percentage are now equal
- STEP #*** 9 Click 'Allocate by Percentage' and note the Merchandise Amt is now as expected
- STEP #*** 10 Enter 'Inv Receipt Dt', 'Service Date' and 'Reqstd Pmt Date'
Click 'Save'
- STEP #*** 11 If your agency runs the AP processes from the page, continue to step 12-14, otherwise continue to step 15
- STEP #*** 12 In the Invoice Information tab, select 'Match, Doc Tol, Bdgt' in the Action Dropdown.
- STEP #*** 13 Click the 'Run' button.
Click 'Yes' to run the wait process message. Once the pop-up window shows a Run Status of 'Success' or 'Warning', close the pop-up window and click the refresh icon.
- STEP #*** 14 If "Submit Approval" button is available, click "Submit Approval". Click OK.
- STEP #*** 15 Test Complete
- STEP #*** 16

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-PO_VOUCHER_WITH_ASSET_INFO **TEST STATUS:** Not Started
MODULE NAME: Accounts Payable **TESTER**
JOB PROFILES: TX_FIN_AP_ENTER_VOUCHERS
BUS PROCESS: AP-040-020-010_PO_VOUCHER_WITH_ASSET_INFO
DESCRIPTION: Create a PO voucher for an asset.
EXPECTED RESULTS: A PO Voucher is created with Asset ID and Asset Profile inherited from the PO Receipt
NAVIGATION: Accounts Payable -> Vouchers -> Add/Update -> Regular Entry
COMMENTS: The "Copy From: PO Receipt" functionality must be used always when a GL Account is flagged as an 'Capital Asset' account

ACTUAL RESULTS:

DEPENDENCIES:

Description:

A PO receipt has been created for an Asset

Scenario:

PO-Receipt - Capital Asset Multi-funded

SCENARIO STEPS:

- STEP # 1** Navigate to Accounts Payable -> Vouchers -> Add/Update -> Regular Entry . Select the "Add a New Value" tab
- STEP # 2** Enter:
Voucher Style (Regular)
Supplier Id
Invoice Number
Invoice Date
Click 'Add'
- STEP # 3** Expand the 'Copy From Source Document'
- STEP # 4** Select 'PO Receipt' in the "Copy From" field. Click 'Go'.
- STEP # 5** On the Copy Worksheet, enter:
Business Unit
PO Number
Click 'Search'
- STEP # 6** In the Select Receiver Lines section:
Select receipt line(s) to be copied
- STEP # 7** Go to Additional Search Criteria section: Click "Copy Selected Lines" box
- STEP # 8** Verify Invoice Line(s) copied from PO Receipt Line(s)
- STEP # 9** In the Invoice Line section enter:
Inv Receipt Dt
Invoice Description (If different from PO description)

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- STEP #*** 10 In the Distirbution Line section, click "Asset" tab and verify asset information is populated
- STEP #*** 11 Click on the Voucher Attributes Tab.
Verify the Accounting Entry Template/Tcode.
- STEP #*** 12 Click "Save".
- STEP #*** 13 If your agency runs the AP processes from the page, continue at step 14, otherwise, continue at step 17.
- STEP #*** 14 Click on the 'Invoice Information' tab.
- STEP #*** 15 Select 'Match, Doc Tol, Bdgt' in the Action Dropdown.
- STEP #*** 16 Click the 'Run' button. Click 'Yes' to wait for the process to run. Once the pop-up window shows a Run Status of 'Success' or 'Warning', close the pop-up window and click the refresh icon.
- STEP #*** 17 If "Submit Approval" button in available, click "Submit Approval". Click OK.
- STEP #*** 18 Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-PO_ONLY_WKSHT **TEST STATUS:** Not Started

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_ENTER_VOUCHERS

BUS PROCESS: AP-040-020-010-001_PO_ONLY_WKSHT

DESCRIPTION: Create a voucher using the Purchase Order Only worksheet function. Ensure selected PO lines are copied into the voucher lines

EXPECTED RESULTS: Successfully create a voucher using the Purchase Order Only worksheet function.

NAVIGATION: Accounts Payable> Vouchers> Add/Update> Regular Voucher> Add

COMMENTS: This script assumes Matching process will be run on demand using the voucher page. However, Matching process can also run through a batch process (scheduled or ad hoc).

ACTUAL RESULTS:

DEPENDENCIES:

Description: A dispatched PO must exist.	Scenario: PO-PO - Add stand-alone PO
--	--

SCENARIO STEPS:

STEP # 1 Navigate to Accounts Payable -> Vouchers -> Add/Update -> Regular Entry - "Add a New Value" tab.

STEP # 2 On the Voucher Entry page, enter Voucher Header Information :
Business Unit
Voucher ID: Defaults to NEXT
Supplier ID
Invoice Number
Invoice Date

Click "Add"

STEP # 3 In the Invoice Information Section, enter:
Accounting Date - defaults to current date
Payment Type - defaults from Supplier profile

STEP # 4 Expand "Copy from the Source Document" section.

Go to "Copy From" field, select "Purchase Order Only"
Click "Go"

STEP # 5 In the Copy from Worksheet Page, Enter:
PO Business Unit
PO Number From
Click Search

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- STEP # 6** In the Select PO line section:
Check the PO lines to copy
Go to the Additional Search Criteria section, click the 'Copy Selected Lines' button.
- STEP # 7** Verify the Voucher Lines and Distribution Line information copied from the Purchase Order lines
- STEP # 8** On each Invoice Line section enter:
Invoice Receipt Date
Service Date
Invoice Description (if different than PO description)
- STEP # 9** Review Distribution Line Information
- STEP # 10** Click on the Voucher Attributes Tab.
Verify the Accounting Entry Template/Tcode.
- STEP # 11** Click 'Save'.
- STEP # 12** If your agency runs the AP processes from the page, continue to the next step, otherwise, continue at step 17.
- STEP # 13** Click on the 'Invoice Information' tab.
- STEP # 14** Select 'Match, Doc Tol, Bdgt' in the Action Dropdown.
- STEP # 15** Click the 'Run' button. Click 'Yes' to wait for the process to run. Once the pop-up window shows a Run Status of 'Success' or 'Warning', close the pop-up window and click the refresh icon.
- STEP # 16** If "Submit Approval" button is available, click "Submit Approval". Click OK.
- STEP # 17** Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-PO_RCV_WKSHT **TEST STATUS:** Not Started

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_ENTER_VOUCHERS

BUS PROCESS: AP-040-020-010-002_PO_RCV_WKSHT

DESCRIPTION: Create a voucher using the Receiver Worksheet.

EXPECTED RESULTS: Create a voucher using the Receiver Worksheet.

NAVIGATION: Accounts Payable>Vouchers>Add/Update>Regular Voucher>Add

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description: A Received PO must exist.	Scenario: PO-Receipt - Add Receipt
--	--

SCENARIO STEPS:

- STEP # 1** Navigate to Accounts Payable -> Vouchers -> Add/Update -> Regular Entry - "Add a New Value" tab.
- STEP # 2** On the Voucher Entry page, enter Voucher Header Information :
Business Unit
Voucher ID: Defaults to NEXT
Voucher Style: Regular
Supplier ID
Invoice Number
Invoice Date
Click the "Add" button.
- STEP # 3** In the Invoice Information Section, verify
Accounting Date: Defaults to current date
Payment Type: Defaults from the Supplier setup
- STEP # 4** Expand the "Copy from Source Document" section and enter value in the following field:
Copy From: Select 'PO Receipt' from dropdown list
Click 'GO'
- STEP # 6** In the Receiver Lookup Criteria, enter:
PO Business Unit
PO Number
Click 'Search'
- STEP # 7** In the Select Receiver Lines section:
Select receipt line(s) to be copied
Go to Additional Search Criteria section, click "Copy Selected Lines" box

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- STEP #*** 8 Review Invoice Line(s) and Distribution Line Information copied from the PO Receipt Line(s)
- STEP #*** 9 In the Invoice Line section, enter:
 Invoice Receipt Dt
 Service Date
 Invoice Description (if different than PO description)
- STEP #*** 10 Click on the Voucher Attributes Tab.
 Verify the Accounting Entry Template/Tcode.
- STEP #*** 11 Click the 'Save' button.
- STEP #*** 12 If your agency runs the AP processes from the online page, continue to step 13, otherwise, continue at step 17.
- STEP #*** 13 Click on the 'Invoice Information' tab.
- STEP #*** 14 Select 'Match, Doc Tol, Bdgt' in the Action Dropdown.
- STEP #*** 15 Click the 'Run' button. Click 'Yes' to wait for the process to run. Once the pop-up window shows a Run Status of 'Success' or 'Warning', close the pop-up window and click the refresh icon.
- STEP #*** 16 If "Submit Approval" button is available, click "Submit Approval". Click OK.
- STEP #*** 17 Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-PO_RCV_WKSHT_MULTI_RECVR **TEST STATUS:** Optional
MODULE NAME: Accounts Payable **TESTER**
JOB PROFILES: TX_FIN_AP_ENTER_VOUCHERS
BUS PROCESS: AP-040-020-010-003_PO_RCV_WKSHT_MULTI_RECVR
DESCRIPTION: Create a Voucher from multiple PO Receipts.
EXPECTED RESULTS: A PO Voucher is created and each voucher line will be associated to a different receipt.
NAVIGATION: Accounts Payable> Voucher >Add/Update>Regular Entry>Add
COMMENTS: This script will allow a user to create a PO Voucher from multiple PO Receipts for a Supplier

ACTUAL RESULTS:

DEPENDENCIES:

Description:

More than one receipt for the same supplier.

Scenario:

PO-Receipt - Multiple Receipts

SCENARIO STEPS:

- STEP # 1** Navigate to Accounts Payable -> Vouchers -> Add/Update -> Regular Entry - "Add a New Value" tab.
- STEP # 2** On the Voucher Entry page, enter Voucher Header Information :
Business Unit
Voucher ID: Defaults to NEXT
Voucher Style: Regular
Supplier ID
Invoice Number
Invoice Date
Click "Add"
- STEP # 3** In the Invoice Information Section, verify
Accounting Date: Defaults to current date
Payment Type: Defaults from Supplier setup
- STEP # 4** Expand "Copy from the Source Document:" section, and enter or select value in the following field:
Copy From: Select 'PO Receipt' from droplist
Click 'GO'
- STEP # 5** In the Receiver Lookup Criteria page, enter:
PO Business Unit:
PO Number
Click 'Search'
- STEP # 6** In the Select Receiver Line(s) section, check the receipt line(s) to copy into the voucher line(s)

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- STEP # 7** In "Additional Search Criteria" section,
Click "Copy Selected Lines"
- STEP # 8** Review Voucher Line(s) and Distribution Line (s) Information copied.
Use "View All" in the Invoice Line section to display all the lines
- STEP # 9** On each Invoice Line, enter:
Invoice Receipt Dt
Service Date
Invoice Description (if different than PO description)
- STEP # 10** To copy additional PO Receipt /Receipt Lines. repeat step 4 to 9
- STEP # 11** Go to the "Invoice Total" in the voucher header section. Copy the amount from the Line Total field into the "TOTAL" field. Click Calculate box. (The Difference should display zero)
- STEP # 12** Click the Voucher Attribute tab.
Verify the accounting entry template/T-code
- STEP # 13** Save Voucher.
- STEP # 14** If your agency runs the AP processes from the page, continue to step 15, otherwise, continue at step 19.
- STEP # 15** Click on the 'Invoice Information' tab.
- STEP # 16** Select 'Match, Doc Tol, Bdgt' in the Action Dropdown.
- STEP # 17** Click the 'Run' button. Click 'Yes' to wait for the process to run. Once the pop-up window shows a Run Status of 'Success' or 'Warning', close the pop-up window and click the refresh icon.
- STEP # 18** If "Submit Approval" button is available, click "Submit Approval". Click OK.
- STEP # 19** Test complete

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SCENARIO NAME: AP-PO_RCVR_PART_PAY **TEST STATUS:** Optional

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_ENTER_VOUCHERS

BUS PROCESS: AP-040-020-010-004_PO_RCVR_PART_PAY

DESCRIPTION: Create voucher to partially pay a PO Receipt

EXPECTED RESULTS: Voucher for partial payment is created

NAVIGATION: Accounts Payable -> Vouchers -> Add/Update -> Regular Entry

COMMENTS: This script will be used to partially pay a PO or PO Receipt.

ACTUAL RESULTS:

DEPENDENCIES:

Description:	Scenario:
A PO Receipt with two lines, one distributed by Amt and one by Qty	PO-PO - Distrib by Amt and Qty

SCENARIO STEPS:

- STEP # 1** Navigate to Accounts Payable -> Vouchers -> Add/Update -> Regular Entry - "Add a New Value" tab.
- STEP # 2** On Voucher Entry Page, enter Voucher Header Information:
Business Unit
Voucher ID: Defaults to NEXT
Voucher Style: (Regular)
Supplier ID
Invoice Number
Invoice Date
Click "Add"
- STEP # 3** Verify:
* Accounting Date defaults to current date.
* Payment Type defaults from Supplier Setup.
- STEP # 4** Expand the "Copy from Source Document" section.
- STEP # 5** In the "Copy From field", select "PO Receipt"
- STEP # 6** In the Receiver Lookup Criteria, enter:
PO Business Unit
PO Number
Click 'Search'
- STEP # 7** In the Select Receiver Lines section:
Select receipt line(s) to be copied
Reduce "Merchandise Amount" (for PO distributed by Amount) or reduce "Quantity" (For PO distributed by Quantity)

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- STEP #** 8 Go to Additional Search Criteria section: Click "Copy Selected Lines" box
- STEP #** 9 Review Invoice and Distribution Lines copied from the PO Receipt
- STEP #** 10 On each Invoice Line, enter:
 Invoice Receipt Dt
 Service Date
 Invoice Description (if different than PO description)
- STEP #** 11 Go to the voucher header "Invoice Total" section, verify the "Total" field is the same as Line Total field. If not, change the "Total" field amount to be same as Line Total. Click Calculate box (the Difference should display zero).
- STEP #** 12 Click on the Voucher Attributes Tab.
 Verify the Accounting Entry Template/Tcode.
- STEP #** 13 Click "Save".
- STEP #** 14 If your agency runs the AP processes from the page, continue to step15, otherwise, continue at step 19.
- STEP #** 15 Click on the 'Invoice Information' tab.
- STEP #** 16 Select 'Match, Doc Tol, Bdgt' in the Action Dropdown.
- STEP #** 17 Click the 'Run' button. Click 'Yes' to wait for the process to run. Once the pop-up window shows a Run Status of 'Success' or 'Warning', close the pop-up window and click the refresh icon.
- STEP #** 18 If "Submit Approval" button is available, click "Submit Approval". Click OK.
- STEP #** 19 Test complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-PO_ONLY_WKSHT_MULTI PO **TEST STATUS:** Optional

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_ENTER_VOUCHERS

BUS PROCESS: AP-040-020-010-005_PO_ONLY_WKSHT_MULTI PO

DESCRIPTION: Copy multiple purchase orders into one voucher using the Copy PO Worksheet functionality

EXPECTED RESULTS: A Voucher with multiple purchase orders will be created

NAVIGATION: Accounts Payable>Vouchers>Add/Update>Regular Voucher

COMMENTS: This script will allow a user to create a single voucher from different purchase orders for a supplier

ACTUAL RESULTS:

DEPENDENCIES:

Description:	Scenario:
Multiple dispatched Purchase Orders must exist.	PO-PO - Copy PO

SCENARIO STEPS:

STEP # 1 Navigate to: Accounts Payable>Vouchers>Add/Update>Regular Entry
Add a New Value tab

STEP # 2 Enter or Select the following values in the Voucher Header Information Page:
Business Unit
Voucher ID (should default to NEXT)
Supplier ID
Invoice Number
Invoice Date
Click ADD

STEP # 3 In the Invoice Information Section, verify
Accounting Date
Payment Type

STEP # 4 Expand section "Copy from the Source Document" and enter or select value for the following field :
Copy From:Select "Purchase Order Only"
Click "Go"

STEP # 5 On the Copy from Worksheet Page, enter or select the following:
PO Business Unit
PO Number From:
Click Search

STEP # 6 In the Select PO Lines section:
Check the PO lines to be copied.
In the Additional Search Criteria section, click the 'Copy Selected Lines' button.

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- STEP #*** 7 Review Voucher and Distribution Line(s) copied from the Purchase Order line(s)
- STEP #*** 8 In the Invoice Line section, enter values for the following:
 Invoice Receipt Date
 Service Date
 Reqsted Pymnt Date
 Invoice Description (if different than PO description)
- STEP #*** 9 To copy another PO number for the same supplier, repeat Step 4 - 8
- STEP #*** 10 Go to the Voucher Header section.
Delete the amount in the "Total" field, and copy the amount from the "Line Total" to the "Total" field
- STEP #*** 11 Click on the Voucher Attributes Tab.
Verify the Accounting Entry Template/Tcode.
- STEP #*** 12 Click "Save"
- STEP #*** 13 If your agency runs the AP processes from the page, continue at step 14, otherwise, continue at step 18.
- STEP #*** 14 Click on the 'Invoice Information' tab.
- STEP #*** 15 Select 'Match, Doc Tol, Bdgt' in the Action Dropdown.
- STEP #*** 16 Click the 'Run' button. Click 'Yes' to wait for the process to run. Once the pop-up window shows a Run Status of 'Success' or 'Warning', close the pop-up window and click the refresh icon.
- STEP #*** 17 If "Submit Approval" button is available, click "Submit Approval". Click OK.
- STEP #*** 18 Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-PO_ITV **TEST STATUS:** Optional

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_ENTER_VOUCHERS

BUS PROCESS: AP-040-020-010-007_PO_ITV

DESCRIPTION: Create a PO Voucher and pay using an RTI number.

EXPECTED RESULTS: An ITV voucher with an RTI number is created.

NAVIGATION: Accounts Payable > Vouchers > Add/Update > Regular Entry

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:

2) Must have a valid RTI setup in USAS. RTI number will be provided.

1) A PO Receipt must exist for the same supplier being used in this test script. This supplier should have an RTI number and is paid by ITV.

Scenario:

PO-Receipt - Add Receipt

SCENARIO STEPS:

- STEP # 1** Navigate to Accounts Payable -> Vouchers -> Add/Update -> Regular Entry . Select the "Add a New Value" tab on Voucher Entry page.
- STEP # 2** Enter :
Business Unit
Voucher Style (Regular)
Supplier Id (leave blank)
Invoice Number
Invoice Date
- STEP # 3** Click the 'Add' button.
- STEP # 4** Scroll down to the Invoice Lines section to verify that the RTI field is grayed out and unavailable for entry.
- STEP # 5** Select or enter a Supplier Id that can be paid by ITV (Ex: State Agency, etc.) You should use the same supplier id that is on the PO that you will be pulling into this voucher.
If you receive a message stating "The Accounting Entry template changed due to Vendor Change", Click "OK".
- STEP # 6** Verify that the Payment Type is populated with "T" and the RTI field is now available for entry.

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- STEP # 7** Expand the "Copy from Source Document" section.
In the "Copy From" field:
Select "PO Receipt" and click "Go"
- STEP # 8** In the Copy from Worksheet Page:
PO Business Unit
PO Number
Click Search
- STEP # 9** In the Select Receiver Lines section:
Select receipt line(s) to be copied
Go to Additional Search Criteria section: Click "Copy Selected Lines" box
- STEP # 10** Verify that the Voucher and Distribution Line(s) were populated from the Purchase Order Receipt lines
- STEP # 11** On each Invoice Line section enter:
RTI
Invoice Receipt Date
Reqsted Pmt. Date: (if not already populated)
Invoice Description (If different from PO Line Description)
- STEP # 12** Click on the Voucher Attributes Tab.
Verify Accounting Entry Template/Tcode. Make sure you are using a Template that will generate an ITV Payment for a Doc Type "T".
- STEP # 13** If you changed the value in the accounting entry template field and receive the following message, Click 'OK': "Changing the Accounting Entry Template will reset the Confidentiality Indicators."
- STEP # 14** Click 'Save'.
- STEP # 15** If your agency runs the AP processes from the page, continue to step 16. Otherwise, continue at step 19.
- STEP # 16** Click on the 'Invoice Information' tab.
- STEP # 17** Select 'Match, Doc Tol, Bdgt' in the Action Dropdown.
- STEP # 18** Click the 'Run' button. Click 'Yes' to wait for the process to run. Once the pop-up window shows a Run Status of 'Success' or 'Warning', close the pop-up window and click the refresh icon.
- STEP # 19** If "Submit Approval" button is available, click "Submit Approval". Click OK.

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STEP # 20

Test Complete

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SCENARIO NAME: AP-AMOUNT_ONLY_PO_VOUCHER **TEST STATUS:** Not Started

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_ENTER_VOUCHERS

BUS PROCESS: AP-040-020-010-008_AMOUNT_ONLY_PO_VOUCHER

DESCRIPTION: Create a Voucher against an Amount Only Purchase Order. (Rent, Lease, etc.). Review remaining encumbrance amount.

EXPECTED RESULTS: A PO Voucher is created and user can verify the remaining balance of the encumbrance

NAVIGATION: Accounts Payable -> Vouchers -> Add/Update -> Regular Entry

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:	Scenario:
Create an Amount-Based Purchase Order with receipt not required.	PO-PO - Using Amount Only

SCENARIO STEPS:

STEP # 1 Navigate to Accounts Payable -> Vouchers -> Add/Update -> Regular Entry
Click Add a New Value tab

Select the "Add a New Value" tab

STEP # 2 Enter :
Business Unit
Voucher Style (Regular)
Supplier Id
Invoice Number
Invoice Date
Click the 'Add' button.

STEP # 3 Expand the 'Copy from Source Document' section.

STEP # 4 Go to the "Copy From" field, select 'Purchase Order Only'. Click 'Go'

STEP # 5 On the Copy Worksheet, enter:
Business Unit
PO Number From
Click the 'Search' button.

STEP # 6 In the "Select PO Lines" section,
Check the PO line(s) to copy.
Change the original Merchandise Amount to a lesser amount for any of the selected PO Line(s).

STEP # 7 In the "Additional Search Criteria" section, click the 'Copy Selected Lines' button.

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- STEP #** 8 Review Voucher and Distribution Line(s) copied from the Purchase Order
- STEP #** 9 In the Invoice Line section, enter:
 Invoice Receipt Dt
 Service Date
 Rqsted Pmt Date
- STEP #** 10 In the Voucher Header - Invoice Total section, verify "TOTAL" field is same with "Line Total". If not, change "Total" amount to be the same as Line Total. Click Calculate box. (The Difference should display zero)
- STEP #** 11 Click the Voucher Attributes tab.
 Verify Accounting Entry Template/T-code
- STEP #** 12 Click Save.
- STEP #** 13 If your agency runs the AP processes from the page, continue to step14, otherwise, continue at step 17.
- STEP #** 14 Click on the 'Invoice Information' tab.
- STEP #** 15 Select 'Match, Doc Tol, Bdgt' in the Action Dropdown.
- STEP #** 16 Click the 'Run' button. Click 'Yes' to wait for the process to run. Once the pop-up window shows a Run Status of 'Success' or 'Warning', close the pop-up window and click the refresh icon.
- STEP #** 17 In the Voucher Header section, click "Calculate Remain PO Amount" box
- STEP #** 18 If "Submit Approval" button is available, click "Submit Approval". Click OK.
- STEP #** 19 Test Complete
- STEP #** 23
- STEP #** 24

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SCENARIO NAME: AP-GENERATE_MATCH_EXCEPTION **TEST STATUS:** Optional

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_ENTER_VOUCHERS

BUS PROCESS: AP-040-020-010-009_GENERATE_MATCH_EXCEPTION

DESCRIPTION: Create a PO Voucher from a receipt where the invoice is greater than the amount/quantity received in order to create a match exception.

EXPECTED RESULTS: Match Exception will be generated.

NAVIGATION: Accounts Payable>Vouchers>Add/Update >RegularVoucher Add

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description: A Received PO must exist.	Scenario: PO-Receipt - Add Receipt
--	--

SCENARIO STEPS:

- STEP # 1** Navigate to Accounts Payable -> Vouchers -> Add/Update -> Regular Entry - select "Add a New Value" tab.
- STEP # 2** On Voucher Entry Page, enter Voucher Header Information:
Business Unit
Voucher ID: Defaults to NEXT
Voucher Style: (Regular)
Supplier ID
Invoice Number
Invoice Date
Click "Add"
- STEP # 3** In the Invoice Information Section, verify
Accounting Date = Defaults to current date
Payment Type Defaults from the Supplier setup
- STEP # 4** Expand the "Copy from Source Document" section and enter value in the following field:
Copy From: Select 'PO Receipt' from list
Click 'GO'
- STEP # 5** In the "Receiver Lookup Criteria" section, enter:
PO Business Unit
PO Number
Click 'Search'

CAPPS 2017 UAT Scenario Report

- STEP #** 6 In the "Select Receiver Lines" section:
 Select receipt line(s) to be copied
 Change the "Qty" or "Amount" for more than the original value of the PO or PO Receipt
- STEP #** 7 Go to "Additional Search Criteria" section, click "Copy Selected Lines" box
- STEP #** 8 Review Invoice and Distribution Lines copied from the PO Receipt
- STEP #** 9 On each Invoice Line, enter:
 Invoice Receipt Dt
 Invoice Description (if different than PO description)
- STEP #** 10 In the "Invoice Total" section of the voucher header, verify the "Total" amount is equal to the "Line Total" . If not, copy amount from "Line Total" field into the "Total" field. Click "Calculate" box, the "Difference" field should display zero.
- STEP #** 11 Click on the Voucher Attributes Tab.
 Verify the Accounting Entry Template/Tcode.
- STEP #** 12 Click "Save".
- STEP #** 13 If your agency runs the AP processes from the page, continue to step14, otherwise, continue at step 17.
- STEP #** 14 Click on the 'Invoice Information' tab.

 Select 'Match, Doc Tol, Bdgt' in the Action Dropdown.
- STEP #** 15 Click the 'Run' button. Click 'Yes' to wait for the process to run. Once the pop-up window shows a Run Status of 'Success' or 'Warning', close the pop-up window and click the refresh icon.
- STEP #** 16 Click on the Summary tab
- STEP #** 17 Verify Match Status = Exceptions

 Click on "Exceptions" link.
- STEP #** 18 Review Match Exceptions (match rules with exclamation point)
- STEP #** 19 Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-ADD_FREIGHT_AS_VOUCHER_LINE **TEST STATUS:** Optional

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_ENTER_VOUCHERS

BUS PROCESS: AP-040-020-010-011_ADD_FREIGHT_AS_VOUCHER_LINE

DESCRIPTION: Create PO Voucher and add freight as a separate voucher line. Freight was not originally included in the PO but was charged in the Supplier's Invoice.

EXPECTED RESULTS: A PO Voucher is created with a separate non-po line for freight charges

NAVIGATION: Accounts Payable -> Vouchers -> Add/Update -> Regular Entry

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description: Need a Dispatched PO that has been received.	Scenario: PO-Receipt - Add Receipt
---	--

SCENARIO STEPS:

STEP # 1 Navigate to Accounts Payable -> Vouchers -> Add/Update -> Regular Entry- "Add a New Value" tab.

STEP # 2 On Voucher Entry Page, enter Voucher Header Information:
Business Unit
Voucher ID: Defaults to NEXT
Voucher Style: (Regular)
Supplier ID
Invoice Number
Invoice Date

STEP # 3 Click "Add"

STEP # 4 In the Invoice Information Section, verify
Accounting Date = Defaults to current date
Payment Type Defaults from the Supplier setup

STEP # 5 Expand "Copy from Source Document" section.
In the "Copy From" field, select "PO Receipt"
Click 'GO'

STEP # 6 In the Receiver Lookup Criteria, enter:
PO Business Unit
PO Number
Click 'Search'

CAPPS 2017 UAT Scenario Report

- STEP # 7** In the Select Receiver Line(s) section, select receipt line(s) to copy to the voucher line(s)
- STEP # 8** In "Additional Search Criteria" section.
Click "Copy Selected Lines" box
- STEP # 9** Review Invoice and Distribution Lines copied from the PO Receipt
- STEP # 10** On each Invoice Line, enter:
Invoice Receipt Dt
Service Date
Invoice Description (if different than PO description)
- STEP # 11** Go to the last Invoice Line and Click "+" . Enter number of rows to add: (1).
Click "OK"
- STEP # 12** In the added Invoice Line, enter:
Invoice Line Amount (Freight Amount)
USAS Requisition: enter or copy PO ID from line 1
Invoice Receipt Date
Service Date
Invoice Description (if different than PO description)
- STEP # 13** In the Invoice Line, select "Speedchart" from droplist or in the Distribution Line section, select or enter the applicable agency chartfields.
- STEP # 14** Go to Header section, In the Invoice Total box, copy amount from "Line Total" field to the "Total" field.
Click "Calculate" box (Difference should display zero).
- STEP # 15** Click on the "Voucher Attributes" tab

Verify the Accounting Entry Template/Tcode
- STEP # 16** Click "Save".
- STEP # 17** If your agency runs the AP processes from the page, continue at step 18, otherwise, continue at step 21.
- STEP # 18** Click on the 'Invoice Information' tab.
- STEP # 19** Select 'Match, Doc Tol, Bdgt' in the Action Dropdown.
- STEP # 20** Click the 'Run' button. Click 'Yes' to wait for the process to run. Once the pop-up window shows a Run Status of 'Success' or 'Warning', close the pop-up window and click the refresh icon.
- STEP # 21** If the "Submit Approval" button is available, Click 'Submit Approval' .
Click OK.
- STEP # 22** Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-CREATE_PO_MVV_VCHR **TEST STATUS:** Optional
MODULE NAME: Accounts Payable **TESTER**
JOB PROFILES: TX_FIN_AP_ENTER_VOUCHERS
BUS PROCESS: AP-040-020-010-013_CREATE_PO_MVV_VCHR
DESCRIPTION: Create a Multi Vendor Voucher for a purchase order.
EXPECTED RESULTS: A partial pay on a multi-vendor voucher from a Purchase Order.
NAVIGATION: Accounts Payable -> Vouchers -> Add/Update -> Regular Entry
COMMENTS:
ACTUAL RESULTS:
DEPENDENCIES:

Description: Dispatched Purchase Order	Scenario: PO-PO - Distrib by Amt and Qty
--	--

SCENARIO STEPS:

- STEP # 1** Navigate to Accounts Payable -> Vouchers -> Add/Update -> Regular Entry . Select the "Add a New Value" tab on Voucher Entry page.
- STEP # 2** Enter :
Business Unit
Voucher Style (Multi Vendor Voucher)
Supplier Id
Invoice Number
Invoice Date

Click the 'Add' button.
- STEP # 3** Expand the 'Copy From Source Document' section
- STEP # 4** In the 'Copy PO' field, select 'Purchase Order Only'. Click the 'Go' link.
- STEP # 5** On the Copy Worksheet, complete the following:
PO Business Unit
PO Number From
Click the 'Search' button.
- STEP # 6** In the PO Lines section, select the lines to be copied in the voucher by clicking the 'Select' box.
Reduce "Merchandise Amount" (for PO distributed by Amount) or reduce "Quantity"
(For PO distributed by Quantity)
- STEP # 7** Click the 'Copy Selected Lines' box.
- STEP # 8** Verify the Invoice Line(s) and Distribution Line(s)

CAPPS 2017 UAT Scenario Report

- STEP #** 9 In the Invoice Lines section, complete the following:
 Inv. Receipt Dt
 Service Date
 Reqsted Pmt. Date
 Invoice Description (if different than PO descripton)
 Invoice
 Invoice Date
 Ref Supplier Id
- STEP #** 10 Click on the 'Voucher Attribute' tab.
- STEP #** 11 Select the appropriate Template/Tcode.
- STEP #** 12 Click 'Save'.
- STEP #** 13 If your agency runs the AP processes from the page, continue at step 14, otherwise, continue at step 17 .
- STEP #** 14 Click on the 'Invoice Information' tab.
- STEP #** 15 Select 'Match, Doc Tol, Bdgt' in the Action Dropdown.
- STEP #** 16 Click the 'Run' button. Click 'Yes' to wait for the process to run. Once the pop-up window shows a Run Status of 'Success' or 'Warning', close the pop-up window and click the refresh icon.
- STEP #** 17 If "Submit Approval" button in available, click "Submit Approval". Click OK.
- STEP #** 18 Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-PROCARD **TEST STATUS:** Not Started

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_ENTER_VOUCHERS

BUS PROCESS: AP-040-020-020-001_PROCARD

DESCRIPTION: Create a Procard voucher from a Procard PO

EXPECTED RESULTS: A Procard Voucher will be created and voucher lines will include supplier information copied from ProCard requisitions.

NAVIGATION: Accounts Payable -> Vouchers -> Add/Update -> Regular Entry

COMMENTS: This script will create a ProCard voucher style with voucher lines containing supplier information from individual requisitions sourced to a ProCard purchase order. The PO will have the Credit Card provider as the vendor.

ACTUAL RESULTS:

DEPENDENCIES:

Description:

A Procard PO has been dispatched using a req with vendors on the line.

Scenario:

PO-Procard - Procard PO

SCENARIO STEPS:

- STEP # 1** Navigate to Accounts Payable -> Vouchers -> Add/Update -> Regular Entry. Click the Add new value tab.
- STEP # 2** On the Voucher Entry Page, enter:
Business Unit:
Voucher ID: Defaults to NEXT
Voucher Style: PROCARD
Supplier ID (Defaults from Agency ProCard Setup)
Invoice Number: (Defaults from Agency ProCard Setup)
Invoice Date
Click "Add"
- STEP # 3** In the Invoice Information Section:
Accounting Date: Defaults to current date
Payment Type: Defaults from Vendor setup
- STEP # 4** Expand "Copy from Source Document" section.
In the "Copy From" field, select "Purchase Order Only" .
Click "Go"
- STEP # 5** in the Copy from Worksheet Page, enter:
PO Business Unit
PO Number From
Click Search
Search results will appear in the 'Select PO Lines' Section of the page.

CAPPS 2017 UAT Scenario Report

- STEP #*** 6 In the Select PO Lines section, check the PO Lines to copy
- In "Additional Search Criteria" section, click "Copy Select Lines" box
- STEP #*** 7 Review the Voucher and Distribution Line(s) copied from the Purchase Order
- STEP #*** 8 On the Voucher Line, if the supplier location is blank, click on the "Supplier Location" drop down and select the appropriate location.
- STEP #*** 9 Go to Invoice Line 1 click "Copy Dates":, enter the following:
 Invoice Receipt Date
 Service Date
 Rqsted Pmt Date
 Invoice Date
Click "OK"
- STEP #*** 10 Click "Voucher Attributes" tab
- STEP #*** 11 Verify Accounting Entry Template/T-Code
- STEP #*** 12 Click 'Save'
- STEP #*** 13 If your agency runs the AP processes from the page, continue at step 13, otherwise, continue at step 16.
- STEP #*** 14 Click on the 'Invoice Information' tab.
- STEP #*** 15 Select 'Match, Doc Tol, Bdgt' in the Action Dropdown.
- STEP #*** 16 Click the 'Run' button. Click 'Yes' to wait for the process to run. Once the pop-up window shows a Run Status of 'Success' or 'Warning', close the pop-up window and click the refresh icon.
- STEP #*** 17 If "Submit Approval" button is available, click "Submit Approval". Click OK.
- STEP #*** 18 Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-CREATE_TEMPLATE_VOUCHER **TEST STATUS:** Not Started
MODULE NAME: Accounts Payable **TESTER**
JOB PROFILES: TX_FIN_AP_ENTER_VOUCHERS
BUS PROCESS: AP-040-020-040-001_CREATE_TEMPLATE_VOUCHER
DESCRIPTION: Create a template voucher.
EXPECTED RESULTS: Template Voucher created.
NAVIGATION: Accounts Payable -> Vouchers -> Add/Update -> Regular Entry
COMMENTS:
ACTUAL RESULTS:
DEPENDENCIES:
Description: **Scenario:**
N/A

SCENARIO STEPS:

- STEP # 1** Navigate to Accounts Payable -> Vouchers -> Add/Update -> Regular Entry . Select the "Add a New Value" tab on Voucher Entry page.
- STEP # 2** Enter :
Business Unit
Voucher Id (NEXT)
Voucher Style (Template Voucher)
Supplier Id
Invoice Date
Gross Invoice Amount
Click the 'Add' button.
- STEP # 3** In the Voucher Header section, click on the 'Template' link.
- STEP # 4** Enter:
Template Id
Description
Click 'OK'.
- STEP # 5** In the Invoice Line section, select applicable speedchart and/or in the Distribution line section, enter the applicable agency GL Chartfields.
- STEP # 6** Click on the Voucher Attributes tab
- STEP # 7** Verify that the correct accounting entry template is selected.
- STEP # 8** Click "Save".

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-CREATE_VCHR_FROM_TEMPLATE **TEST STATUS:** Not Started

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_ENTER_VOUCHERS

BUS PROCESS: AP-040-020-040-002_CREATE_VCHR_FROM_TEMPLATE

DESCRIPTION: Create a voucher from a Template Voucher.

EXPECTED RESULTS: Voucher can be created from a Template Voucher.

NAVIGATION: Accounts Payable -> Vouchers -> Add/Update -> Regular Entry

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description: Template Voucher	Scenario: AP-CREATE_TEMPLATE_VOUCHER
---	--

SCENARIO STEPS:

STEP # 1 Navigate to Accounts Payable -> Vouchers -> Add/Update -> Regular Entry . Select the "Add a New Value" tab on Voucher Entry page.

STEP # 2 Enter :
Business Unit
Voucher Style (Regular)
Supplier Id (Supplier Id from the Template Voucher)
Invoice Number
Invoice Date
Click the 'Add' button.

STEP # 3 Expand the 'Copy From Source Document' section

STEP # 4 In the "Copy From" field, select 'Template' from dropdown list.

STEP # 6 Click 'Go'

STEP # 7 Select Template Id, Click 'Copy From Template'

STEP # 8 In the Invoice Lines Section, verify and change if necessary:
Line Amount
Invoice Receipt Date
Service Date
Invoice Description

CAPPS 2017 UAT Scenario Report

- STEP #** 9 In the Distribution Line section, verify the GL codes were copied from the Template Voucher.
Verify Distribution Line Merchandise Amount is equal to Line Amount. If not, enter the appropriate amount.
- STEP #** 10 In the header section, verify that "Total" field is equal to "Line Total" field. If not, copy amount from "Line Total" to the "Total" field.
- STEP #** 13 Click on the Voucher Attributes tab
- STEP #** 14 Verify that the correct accounting entry template is selected.
- STEP #** 15 Click "Save".
- STEP #** 16 If your agency runs the AP processes from the page, continue at step 17, otherwise, continue at step 21.
- STEP #** 17 Click on the 'Invoice Information' tab.
- STEP #** 18 Select 'Budget Check' in the Action Dropdown.
- STEP #** 19 Click the 'Run' button. Click 'Yes' to wait for the process to run. Once the pop-up window shows a Run Status of 'Success' or 'Warning', close the pop-up window and click the refresh icon.
- STEP #** 20 If the "Submit Approval" button is available, Click 'Submit Approval' . Click OK.
- STEP #** 21 Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-REVIEW_INTEREST_VOUCHER **TEST STATUS:** Optional
MODULE NAME: Accounts Payable **TESTER**
JOB PROFILES: Any AP Role
BUS PROCESS: AP-040-030-010-001_REVIEW_INTEREST_VOUCHER
DESCRIPTION: Review an Interest voucher that was created for a voucher that had a past due payment.
EXPECTED RESULTS: An Interest Voucher should be created in CAPPS with the USAS Doc # referenced that created the interest.

NAVIGATION: Accounts Payable -> Vouchers -> Add/Update -> Regular Entry

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:

1) Create a voucher with the Invoice Receipt Date and Service Date more than 30 days in the past for an amount over \$100 so that interest will be generated.

2) After USAS has run, use the USAS 86 screen to determine the interest voucher number.

Scenario:

AP-ADD_REG_VOUCHER

SCENARIO STEPS:

- STEP # 1** Navigate to Accounts Payable -> Vouchers -> Add/Update -> Regular Entry . Select the "Find an Existing Value" tab on Voucher Entry page.
- STEP # 2** Enter :
Business Unit
Voucher Id begins with 'I'
Click the 'Search' button.
- STEP # 3** If you have the Interest Voucher number from USAS, look for it in the Search Results. The Interest Voucher number will be the same as the number in USAS except the 5th character will be replaced with an alpha character.

Click the Voucher Id
- STEP # 4** If you do NOT know the Interest Voucher number from USAS, select a Voucher in the Search Results.
- STEP # 5** Click the 'Invoice Information' tab.

CAPPS 2017 UAT Scenario Report

STEP # 6 Verify the USAS Doc #.
On the GL Distribution Line(s), verify the GL coding is correct.
Click on the "USAS Data" tab and verify the "Ref Doc Number" (this will be the
CAPPS Voucher Id that generated the interest)

STEP # 7 Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-REVIEW_EDI_VOUCHER **TEST STATUS:** Optional

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_ENTER_VOUCHERS

BUS PROCESS: AP-040-030-020-001_REVIEW_EDI_VOUCHER

DESCRIPTION: Verify that a Voucher that was loaded into CAPPS via the CAPPS AP EDI Voucher interface was loaded correctly

EXPECTED RESULTS: Vouchers that were loaded from the AP EDI file into CAPPS AP should have been loaded with the correct data provided in the file and also be in a "Postable" status.

NAVIGATION: Accounts Payable -> Vouchers -> Add/Update -> Regular Entry

COMMENTS: Agency should create a test AP EDI file from their system and have worked with the CPA for the appropriate access/set up so that they can FTP their file and have it loaded into the CAPPS UAT region. Prior to running this scenario, the UAT Tester should work with their internal team to get a list of invoice information that is contained in their test AP EDI file so that they will be able to confirm that the information on the CAPPS AP voucher that was created is correct.

ACTUAL RESULTS:

DEPENDENCIES:

Description:

Agency must send an AP EDI file containing vouchers via FTP Protocol to CPA and request that file be loaded into CAPPS Financials UAT Test Environment

Scenario:

SCENARIO STEPS:

- STEP # 1** Navigate to: Accounts Payable -> Vouchers -> Add/Update -> Regular Entry
- STEP # 2** Click on the "Find an Existing Value" tab or hyperlink
Enter values in the following search fields (based on the values for your invoices that were in your AP EDI file):
 - Business Unit
 - Invoice Number
 - Voucher Source: Select "EDI"Click "Search"
- STEP # 3** On the "Summary" tab, verify the entry status is "Postable"
- STEP # 4** Go to the "Invoice Information" tab and verify that the information on the voucher in CAPPS matches the information that was contained for that voucher in the AP EDI file
- STEP # 5** Go to the voucher "Attributes" tab and verify that the correct accounting entry template is populated and the correct T-Code is displayed.
- STEP # 6** If your agency runs the AP processes from the page, navigate back to the Invoice Information tab and perform steps 7 through 8, otherwise continue at step 9.
- STEP # 7** Select 'Budget Check' in the Action Dropdown.

CAPPS 2017 UAT Scenario Report

- STEP #*** 8 Click the 'Run' button. Click 'Yes' to wait for the process to run. Once the pop-up window shows a Run Status of 'Success' or 'Warning', close the pop-up window and click the refresh icon.
- STEP #*** 9 If your agency is using AP Workflow and voucher requires submission, complete the following step, otherwise continue at step 11.
- STEP #*** 10 Click 'Submit Approval'. Click OK.
- STEP #*** 11 Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-UPDATE-REGULAR-VOUCHER **TEST STATUS:** Optional

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_ENTER_VOUCHERS

BUS PROCESS: AP-050-010-001-UPDATE-REGULAR-VOUCHER

DESCRIPTION: Make changes to a non-po voucher that is not posted.

EXPECTED RESULTS: Voucher can be updated.

NAVIGATION: Accounts Payable >

COMMENTS: This scenario would be used when a voucher needs to be updated/corrected and the voucher has not been posted or the voucher has been unposted.

ACTUAL RESULTS:

DEPENDENCIES:

Description:
An unposted non-po voucher.

Scenario:
AP-UNPOST_VOUCHER

SCENARIO STEPS:

- STEP # 1** Navigate to Accounts Payable > Vouchers > Add/Update > Regular Entry
- STEP # 2** Click on the 'Find an Existing Value' tab
- STEP # 3** Enter the Voucher ID.
- STEP # 4** On the Summary tab, verify that the Voucher has not been posted:
Post Status = Unposted
- STEP # 5** Click the Invoice Information tab.
- STEP # 6** Make any necessary changes to the voucher.
- STEP # 7** Click 'Save'.
- STEP # 8** If your agency runs the AP processes from the page, perform steps 9 through 10; otherwise continue at step 11.
- STEP # 9** On the Invoice Information tab, select 'Budget Check' in the Action Dropdown.
- STEP # 10** Click the 'Run' button. Click 'Yes' to wait for the process to run. Once the pop-up window shows a Run Status of 'Success' or 'Warning', close the pop-up window and click the refresh icon.
- STEP # 11** If "Submit Approval" button is available, click "Submit Approval". Click OK.
- STEP # 12** Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-UNMATCH_PO_VOUCHER **TEST STATUS:** Optional

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_REV_EXCEPTIONS

BUS PROCESS: AP-050-010-010-001_UNMATCH_PO_VOUCHER

DESCRIPTION: Unmatch a PO Voucher

EXPECTED RESULTS: Voucher Summary tab- Match Status will display "Ready", indicating that the voucher has been unmatched

NAVIGATION: Accounts Payable > Review Accounts Payable Info > Vouchers > Match Workbench

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description: PO Voucher that has been matched but is not posted. **Scenario:** AP-PO_ONLY_WKSHT

SCENARIO STEPS:

STEP # 1 Navigate to Accounts Payable > Review Accounts Payable Info > Vouchers > Match Workbench

STEP # 2 Enter:
Business Unit
Match Status (Matched)
Voucher Id - Select "Equal To" in the drop down and then enter your voucher id in the box that appears next to the Voucher ID drop down box.

STEP # 3 Click the yellow "Search" button

STEP # 4 Click the 'Matched' link next to your voucher listed in the Search results section.

STEP # 5 Review the 'Matched Vouchers' information and verify that this is the voucher you wish to unmatch.

STEP # 6 Close the 'Matched Vouchers' page.

STEP # 7 Click the 'Undo Match' box next to your voucher in the Search results section

STEP # 8 In the "Action" Dropdown, select 'Undo Matching'

STEP # 9 Click 'Run'

STEP # 10 Wait for the Matching Process to complete. Once the pop-up window shows a Run Status of 'Success' or 'Warning', close the pop-up window.

STEP # 11 On the Match Workbench page, click "Ok" in the Message box that appeared saying "Undo Matching has been launched with Process Instance number.."
Click the 'Search' button.

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- STEP #** 12 Verify that you received Message 'No data found for the given search Criteria. Please modify the search criteria and try again.'
- Click 'OK'
- STEP #** 13 Change the Match Status to 'To Be Matched'. Click 'Search'
- STEP #** 14 Your voucher should appear in the Search results section.
 Under the "Vouchers" column in the search results section, your voucher id should appear in the form of a hyperlink. Click on this link.
 It should bring up the "Summary" page of your voucher.
 Verify that the "Match Status" is "Ready".
- STEP #** 15 Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-DISASSOCIATE_RECEIPT **TEST STATUS:** Optional

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_ENTER_VOUCHERS

BUS PROCESS: AP-050-010-010-002_DISASSOCIATE_RECEIPT

DESCRIPTION: Disassociate a receipt from a voucher.

EXPECTED RESULTS: PO and receipt is no longer associated to the voucher.

NAVIGATION: Accounts Payable -> Vouchers -> Add/Update -> Regular Entry

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:

Need a PO Voucher that was created from a PO Receipt but is not matched or posted.

Scenario:

AP-PO_RCV_WKSHT

SCENARIO STEPS:

- STEP # 1** Navigate to Accounts Payable -> Vouchers -> Add/Update -> Regular Entry Select the "Find and Existing Value" tab
- STEP # 2** Enter
Business Unit
Voucher Id
Click the 'Search' button.
- STEP # 3** Verify:
Match Status is "Ready" or "No Match"
Post Status is Unposted
- STEP # 4** Click the 'Invoice Information' tab
- STEP # 5** In the Invoice Lines / Purchase Order section, click on the Associate Receiver(s) link.
- STEP # 6** In the Associated Receiver(s) section, click the 'Delete' checkbox next to the po receipt that you want to disassociate from the voucher.
- STEP # 7** Click the 'OK' button.
This takes you back to the Voucher "Invoice Information" page.
- STEP # 8** Click 'Save'
- STEP # 9** Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-UNPOST_VOUCHER **TEST STATUS:** Optional

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_VCHR_MAINT

BUS PROCESS: AP-050-010-020-001_UNPOST_VOUCHER

DESCRIPTION: Verify the ability to unpost a voucher and that the accounting entries are reversed.

EXPECTED RESULTS: When a posted voucher is unposted, the accounting entries are reversed and it is as if it were never posted. After reposting, the transaction will process through the USAS outbound without error.

NAVIGATION: Accounts Payable > Vouchers > Add/Update > Regular Entry

COMMENTS: Prior to unposting, it is important to verify that the Voucher has been posted (Post Status = Posted), but NOT picked up by the CAPPS to USAS outbound interface:

The post process creates voucher accounting entries, which are journal generated to the General Ledger. The unpost process reverses the original voucher accounting entries. If a voucher is being unposted after the journal generate has run, journal generate should be run again in order to Reverse the accounting entries in GL

ACTUAL RESULTS:

DEPENDENCIES:

Description:

Posted non-po voucher that has not been picked up by the USAS outbound interface.

Scenario:

AP-ADD_REG_VOUCHER

When the scenario has been completed, the voucher can be changed and re-posted.

AP-UPDATE-REGULAR-VOUCHER

SCENARIO STEPS:

- STEP # 1** Navigate to Accounts Payable > Vouchers > Add/Update > Regular Entry
- STEP # 2** Click on the 'Find an Existing Value' tab.
- STEP # 3** Enter the Voucher ID for the Voucher to be unposted.
- STEP # 4** Verify that the Voucher has been posted but not picked up by the outbound interface:
 - Post Status = Posted
 - USAS Proc Status = 'Y'
- STEP # 5** Navigate to Accounts Payable > Vouchers > Add/Update > UnPost Voucher
- STEP # 6** Enter the following for the Voucher to be unposted.
 - Business Unit
 - Voucher Id
- STEP # 7** Click the 'Search' button
- STEP # 8** Click the 'UnPost' button. When the message box appears stating that the voucher has been unposted, click the 'OK' button.
- STEP # 9** Navigate to Accounts Payable > Vouchers > Add/Update > Regular Entry

CAPPS 2017 UAT Scenario Report

- STEP #** 10 Click the 'Find an Existing Value' tab and enter the Voucher Id.
- STEP #** 11 Verify that the Voucher has been unposted.
Post Status = Unposted
- STEP #** 12 Navigate to Accounts Payable > Review Accounts Payable Info > Vouchers > Accounting Entries
- STEP #** 13 Enter the Voucher Id and click the 'Search' button.
- STEP #** 14 In the Accounting Information section, click 'View All'
- STEP #** 15 Verify that the Accounting Entries have been reversed.
- STEP #** 16 Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-UNPOST_PO_VOUCHER **TEST STATUS:** Optional

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_VCHR_MAINT

BUS PROCESS: AP-050-010-020-002_UNPOST_PO_VOUCHER

DESCRIPTION: Unpost a posted PO Voucher

EXPECTED RESULTS: When a posted voucher is unposted, the accounting entries are reversed and it is as if it were never posted.

NAVIGATION: Accounts Payable > Vouchers > Add/Update > UnPost Voucher

COMMENTS: A posted voucher should never be unposted after it has been picked up by the outbound interface and sent to USAS.

After a voucher is posted, PeopleSoft Payables prevents you from changing various information on the voucher including but not limited to the GL distribution line fields. If you must update any of this information after posting, you must first unpost the voucher.

If a voucher is being unposted after the journal generate has run, journal generate should be run again in order to Reverse the accounting entries in GL

ACTUAL RESULTS:

DEPENDENCIES:

Description:

PO Voucher that has been posted

Scenario:

AP-PO_ONLY_WKSHT

SCENARIO STEPS:

- STEP # 1** Navigate to: Accounts Payable > Vouchers > Add/Update > Regular Entry
- STEP # 2** Entry the Voucher ID for the voucher to be unposted
- STEP # 3** Verify the voucher has been posted but not picked up by the outbound interface
Post Status = Posted
USAS Proc Status = 'Y'
- STEP # 4** Navigate to: Accounts Payable > Vouchers > Add/Update > Unpost Voucher
Enter the following fields to locate the voucher to be unposted:
Business Unit
Voucher ID
Click 'Search'
- STEP # 5** Click 'Unpost'. When the message box appears stating that the voucher has been unposted, click the 'OK' button.
- STEP # 6** Navigate to: Accounts Payable > Vouchers > Add/Update > Regular Entry
- STEP # 7** Verify the voucher has been unposted. Post Status = Unposted

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STEP # 8

Test Complete

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SCENARIO NAME: AP-FINALIZE_PO_VOUCHER_LINE **TEST STATUS:** Not Started

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_ENTER_VOUCHERS

BUS PROCESS: AP-050-010-030-001_FINALIZE_PO_VOUCHER_LINE

DESCRIPTION: Create a PO Voucher and finalize a PO line.

EXPECTED RESULTS: PO Line is finalized or liquidated. The encumbrance line amount is zero.

NAVIGATION: Accounts Payable -> Vouchers -> Add/Update -> Regular Entry

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:	Scenario:
PO that has been partially paid	AP-PO_RCVR_PART_PAY

SCENARIO STEPS:

- STEP # 1** Navigate to Accounts Payable -> Vouchers -> Add/Update -> Regular Entry. Select 'Find an Existing Value' tab
- STEP # 2** Enter :
Business Unit
Voucher ID
Click the 'Search' button. If a list of vouchers is displayed, select the desired voucher.
- STEP # 3** Click the "Invoice Information" tab
- STEP # 4** In the Distribution Line(s) section, verify the "Finalize" field is not checked and the "PO Finalized" field is "N".
- STEP # 5** In the Voucher Header section, click "Calc Remain PO Amts" box
- STEP # 6** In the Invoice Lines section, verify "PO Remaining Amount" field displays PO Line (encumbrance) remaining balance
- STEP # 7** In the Invoice Lines section, within the "Purchase Order" box, click the "Finalize Line" icon (below the Force Price box)
- STEP # 8** Click the 'YES' button to the message: 'This action will finalize all eligible distributions for this line. Continue? (7030,344) ' message
- STEP # 9** Click 'Save'
- STEP # 10** In the Voucher Header section, select 'Budget Checking' in the Action Dropdown.

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- STEP #*** 11 Click the 'Run' button. Click 'Yes' to wait for the process to run. Once the pop-up window shows a Run Status of 'Success' or 'Warning', close the pop-up window and click the refresh icon.
- STEP #*** 12 In the Voucher Header section, click "Calc Remain PO Amt" box
- STEP #*** 13 In the Invoice Lines section, verify "PO Remaining Amt" field displays zero
- STEP #*** 14 In the Distribution Line section, verify "Finalized" field is checked and "PO Finalized" field is "Y".
- STEP #*** 15 End of test

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-FINALIZE_PO_VOUCHER **TEST STATUS:** Optional

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_ENTER_VOUCHERS

BUS PROCESS: AP-050-010-030-002_FINALIZE_PO_VOUCHER

DESCRIPTION: Finalize a PO on a voucher

EXPECTED RESULTS: The entire PO is finalized or liquidated, and the PO remaining balance is zero

NAVIGATION: Accounts Payable -> Vouchers -> Add/Update -> Regular Entry

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:	Scenario:
Partially paid PO Voucher that has not been finalized	AP-PO_RCVR_PART_PAY

SCENARIO STEPS:

STEP # 1 Navigate to Accounts Payable -> Vouchers -> Add/Update -> Regular Entry
Select the 'Find an Existing Value' tab

STEP # 2 Enter:
Business Unit
Voucher Id
Click the 'Search' button.

STEP # 3 Click on the 'Invoice Information' tab.

STEP # 4 In the Distribution Line section, verify Finalize field is not checked and PO Finalized field is 'N'

STEP # 5 In the Voucher Header section, click 'Calc Remain PO Amt's' box

STEP # 6 In the Invoice Lines section, verify PO Remaining Amount field displays remaining encumbrance balance

STEP # 7 In the Voucher Header section, click 'Finalize Document' icon (below Supplier Hierarchy)

STEP # 8 Click 'Yes' to the message: 'This action will finalize all eligible distributions for this voucher. Continue? (7030,342)' message.

STEP # 9 Click 'Save'

STEP # 10 In the Voucher Header section, select 'Budget Checking' in the Action Dropdown

STEP # 11 Click the 'Run' button. Click 'Yes' to wait for the process to run. Once the pop-up window shows a Run Status of 'Success' or 'Warning', close the pop-up window and click the refresh icon.

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- STEP #*** 12 In the Voucher Header section, click 'Calc Remain PO Amt's' box
- STEP #*** 13 In the Invoice Lines section, verify PO Remaining Amt field displays zero
- STEP #*** 14 In the Distribution Line section, verify Finalized field is checked and PO Finalized field is 'Y'.
- STEP #*** 15 End of test

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-UNFINALIZE_PO_VOUCHER_LINE **TEST STATUS:** Not Started

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_ENTER_VOUCHERS

BUS PROCESS: AP-050-010-040-001_UNFINALIZE_PO_VOUCHER_LINE

DESCRIPTION: Unfinalize a PO Voucher Line

EXPECTED RESULTS: PO Line(s) are unfinalized. The PO Line remaining amount prior to finalizing is available for vouchering.

NAVIGATION: Accounts Payable -> Vouchers -> Add/Update -> Regular Entry

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description: PO Voucher Line(s) have been finalize.	Scenario: AP-FINALIZE_PO_VOUCHER_LINE
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SCENARIO STEPS:

STEP # 1 Navigate to Accounts Payable -> Vouchers -> Add/Update -> Regular Entry .
Select 'Find an Existing Value' tab

STEP # 2 Enter :
Business Unit
Voucher Id
Click the 'Search' button. If a voucher list is presented, select the desired voucher.

STEP # 3 Click the 'Invoice Information' tab

STEP # 4 In the Distribution Line(s) section, verify the PO Finalized field is 'Y'.

STEP # 5 In the Voucher Header section, click 'Calc Remain PO Amts' box

STEP # 6 In the Invoice Lines section, verify PO Remaining Amount field displays zero balance

STEP # 7 In the Purchase Order box of the Invoice Line(s) that have been finalized, click the 'Undo Finalize Line' icon (below the 'Force Price' checkbox).

STEP # 8 Click the 'Yes' button to the message: This action will undo finalize for all eligible distributions for this line. Continue? (7030,345)

STEP # 9 Click 'Save'

STEP # 10 Verify that the PO Finalized field on the Distribution Line is 'N' for the Invoice Line.

STEP # 11 Select 'Budget Checking' in the Action Dropdown.

STEP # 12 Click the 'Run' button. Click 'Yes' to wait for the process to run. Once the pop-up window shows a Run Status of 'Success' or 'Warning', close the pop-up window and click the refresh icon.

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- STEP #** 13 In the Voucher Header section, Click 'Calc Remain PO Amt' box
- STEP #** 14 In the Invoice Lines section, verify PO Remaining Amt field displays an amount
- STEP #** 15 In the Distribution Line section, verify PO Finalized field is 'N' and Finalized box is unchecked.
- STEP #** 16 End of test

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-UNFINALIZE_PO_VOUCHER **TEST STATUS:** Optional

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_ENTER_VOUCHERS

BUS PROCESS: AP-050-010-040-002_UNFINALIZE_PO_VOUCHER

DESCRIPTION: Unfinalize a PO Voucher

EXPECTED RESULTS: PO is unfinalized or unliquidated. The PO remaining balance is available.

NAVIGATION: Accounts Payable -> Vouchers -> Add/Update -> Regular Entry

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description: A PO Voucher that has been finalized.	Scenario: AP-FINALIZE_PO_VOUCHER
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SCENARIO STEPS:

STEP # 1 Navigate to Accounts Payable -> Vouchers -> Add/Update -> Regular Entry .
Select the 'Find an Existing Value' tab on Voucher Entry page.

STEP # 2 Enter:
Business Unit
Voucher Id
Click the 'Search' button. If a voucher list is presented, select the desired voucher.

STEP # 3 Click on the 'Invoice Information' tab.

STEP # 4 Verify that the PO Finalized field on the Distribution Line is 'Y'.

STEP # 5 In the Voucher Header section, click 'Calc Remain PO Amt's' box

STEP # 6 In the Invoice Lines section, verify 'PO Remaining Amount' field displays zero balance

STEP # 7 In the Voucher Header section, click the 'Unfinalize Document' icon (below Supplier Hierarchy field)

STEP # 8 Click the 'Yes' button to the message: This action will undo finalize for all eligible distributions for this line. Continue? (7030,345)

STEP # 9 Click 'Save'

STEP # 10 Select 'Budget Checking' in the Action Dropdown.

STEP # 11 Click the 'Run' button. Click 'Yes' to wait for the process to run. Once the pop-up window shows a Run Status of 'Success' or 'Warning', close the pop-up window and click the refresh icon.

STEP # 12 In the Voucher Header section, Click 'Calc Remain PO Amt' box

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- STEP #*** 13 In the Invoice Lines section, verify PO Remaining Amt field displays the remaining encumbrance balance
- STEP #*** 14 In the Distribution Line section, verify Finalized field is unchecked and PO Finalized field is 'N' for all distribution lines
- STEP #*** 15 Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-CREATE_ETV **TEST STATUS:** Not Started

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_ENTER_VOUCHERS

BUS PROCESS: AP-050-020-001_CREATE_ETV

DESCRIPTION: Create an online ETV Voucher

EXPECTED RESULTS: ETV created via an Adjustment voucher style

NAVIGATION: Accounts Payable -> Vouchers -> Add/Update -> Regular Entry

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:	Scenario:
Must have a regular voucher that has been posted	AP-ADD_REG_VOUCHER

SCENARIO STEPS:

STEP # 1 Navigate to Accounts Payable -> Vouchers -> Add/Update -> Regular Entry Select the "Add a New Value" tab

STEP # 2 Enter :
Business Unit
Voucher Style (Adjustments)
Supplier Id
Invoice Number
Invoice Date
Click the 'Add' button.

STEP # 3 Verify:
Accounting Date defaults to current date
Payment Type defaults from Vendor setup

STEP # 4 Expand the 'Copy from Source Document' section.

STEP # 5 Click the 'Copy from Worksheet' link.

STEP # 6 Enter the Voucher Id.

STEP # 7 Click the 'Search' button. Click 'View All' to see all voucher lines.

STEP # 8 Check the 'Reverse Qty/Amt' checkbox.

STEP # 9 Check the 'Select' box for the voucher lines.

STEP # 10 Click the 'Copy Selected Lines' button.

STEP # 11 In the Invoice Line Section, verify that the Invoice Line and Distribution Line information from the original Voucher was copied in with a negative dollar amount.

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- STEP #** 12 In the Invoice Line Section, enter:
 Invoice Receipt Dt
 Service Date
 Reqsted Pmt. Date
- STEP #** 13 In the 'Copy from Source Document' section, click the 'Copy from Worksheet' link.
- STEP #** 14 Enter the same Voucher Id that was used to create the previous voucher line(s).
- STEP #** 15 Click the 'Search' button. Click 'View All' to see all voucher lines.
- STEP #** 16 Check the 'Select' box for the same voucher lines previously selected in Step 9. Do NOT check the 'Reverse Qty/Amt' checkbox.
- STEP #** 17 Click the 'Copy Selected Lines' button.
- STEP #** 18 Verify that the line(s) were copied into the voucher.
- STEP #** 19 Click on the 'View All' link on the Invoice Lines and scroll down to the line(s) with the positive amounts.
- STEP #** 20 Modify the distribution line(s) with positive amount to the correct GL Chartfield or Comp Object.
- STEP #** 21 In the Invoice Line Section, enter:
 Invoice Receipt Dt
 Service Date
 Reqsted Pmt. Date
- STEP #** 22 In the InvoiceTotal Section in the header, update the Total to \$0.
- STEP #** 23 Click the 'Voucher Attributes' tab.
- STEP #** 24 Change the Template to one that uses the ETV tcode 408. Click 'Yes' to the Confidentiality message if it is displayed.
- STEP #** 25 Click 'Save'
- STEP #** 26 Click 'OK' to the 'DLT is Required for this Transaction' warning message.
- STEP #** 27 Click the 'Invoice Information' tab.
- STEP #** 28 Click the 'Add DLT Comments' hyperlink.
- STEP #** 29 Click 'Use Standard Comments' link.
- STEP #** 30 Enter:
 Comment Type (DLT)
 Comment Id Click 'OK'
- STEP #** 31 Click 'OK' on the Header Comments window
- STEP #** 32 Click 'Save'
- STEP #** 33 If your agency runs the AP processes from the page, perform steps 34 through 35, otherwise continue at step 36.
- STEP #** 34 Select Budget Check in the Action Dropdown.
- STEP #** 35 Click the 'Run' button. Click 'Yes' to wait for the process to run. Once the pop-up window shows a Run Status of 'Success' or 'Warning', close the pop-up window and click the refresh icon.

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- STEP #** 36 If your agency is using AP Workflow and voucher requires submission, complete the following step, otherwise continue at step 38.
- STEP #** 37 If "Submit Approval" button is available, click "Submit Approval". Click OK.
- STEP #** 38 Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-REVERSE_NON_PO_VCHR **TEST STATUS:** Optional

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_ENTER_VOUCHERS

BUS PROCESS: AP-050-030-001_REVERSE_NON_PO_VCHR

DESCRIPTION: Create a MAN/MAN reversal voucher to reverse charges of a NON-PO voucher

EXPECTED RESULTS: Reversal voucher is created

NAVIGATION: Accounts Payable -> Vouchers -> Add/Update -> Regular Entry

COMMENTS: Typically this scenario would happen when a non-po voucher is deleted in USAS before it was paid. This test script is not applicable for reversing multi-vendor vouchers.

Before proceeding with this test script the user should identify an accounting entry template that will hit the same offset account as the voucher being reversed. Most of the time for reversing a voucher that was deleted in USAS the offset account is likely to be Accounts Payable (1009).

ACTUAL RESULTS:

DEPENDENCIES:

Description:

A Regular Non-PO regular voucher that has been sent to USAS (USAS Proc Status equal to "U")

Scenario:

AP-ADD_REG_VOUCHER

SCENARIO STEPS:

- STEP # 1** Navigate to Accounts Payable -> Vouchers -> Add/Update -> Regular Entry
Select the "Add a New Value" tab
- STEP # 2** Enter :
Business Unit
Voucher Style (Reversal)
Supplier Id
Invoice Number
Invoice Date
Click the 'Add' button.
- STEP # 3** Expand 'Copy from Source Document'
- STEP # 4** Enter or select the 'Voucher Id' of the original Non-PO voucher that needs to be reversed
- STEP # 5** Do not click the 'Reverse Voucher' checkbox. This check box applies to Pay Cycle Manager which CAPPS does not use since payments are made through USAS.
- STEP # 6** Click the 'Copy to Voucher' button.

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- STEP # 7** In the Invoice Lines section, enter:
Inv Receipt Dt
Service Date
- STEP # 8** In the Invoice Header,
Select Payment Type 'MAN' using the select tool (magnifying glass)
Enter a USAS Document Number.
Note: with a payment type of MAN the USAS Doc# field will open up for entry and entry is required.
- STEP # 9** Click on the 'Voucher Attributes' tab.
- STEP # 10** Select a template that will create a MAN tcode and will use the correct offset account.
Click OK to the message 'Changing the Accounting Entry Template will reset the Confidentiality Indicators (21000,54)' if it displays.
- STEP # 11** Click 'Save'
- STEP # 12** If your agency runs the AP processes from the page, perform steps 13 through 15, otherwise continue at step 16.
- STEP # 13** Click on the 'Invoice Information' tab.
- STEP # 14** Select 'Budget Check' in the Action Dropdown.
- STEP # 15** Click the 'Run' button. Click 'Yes' to wait for the process to run. Once the pop-up window shows a Run Status of 'Success' or 'Warning', close the pop-up window and click the refresh icon.
- STEP # 16** If your agency is using AP Workflow and voucher requires submission, complete step 17, otherwise continue at step 18
- STEP # 17** If "Submit Approval" button is available, click "Submit Approval". Click OK.
- STEP # 18** Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-REVERSE_PO_VCHR **TEST STATUS:** Not Started

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_ENTER_VOUCHERS

BUS PROCESS: AP-050-030-002_REVERSE_PO_VCHR

DESCRIPTION: Create a MAN/MAN reversal of a Regular PO voucher to reverse charges and restore the encumbrance

EXPECTED RESULTS: Reversal created and encumbrance restored

NAVIGATION: Accounts Payable -> Vouchers -> Add/Update -> Regular Entry

COMMENTS: This script is typically used when a PO voucher was created and sent to USAS but was deleted from USAS before it was paid. This scenario is not applicable for reversing multi-vendor vouchers.

Before proceeding with this test script the user should identify an accounting entry template that will hit the same offset account as the voucher being reversed. Most of the time for reversing a voucher that was deleted in USAS the offset account is likely to be Accounts Payable (1009).

ACTUAL RESULTS:

DEPENDENCIES:

Description:

A PO Voucher that has been sent to USAS (USAS Proc Status equal to "U")

Scenario:

AP-PO_RCV_WKSHT

SCENARIO STEPS:

- STEP # 1** Navigate to Accounts Payable -> Vouchers -> Add/Update -> Regular Entry Select the "Add a New Value" tab
- STEP # 2** Enter :
Business Unit
Voucher Style (Reversal)
Supplier Id
Invoice Number
Invoice Date
Click the 'Add' button.
- STEP # 3** Expand 'Copy from Source Document'
- STEP # 4** Enter the 'Voucher Id'
- STEP # 5** Do not click the 'Reverse Voucher' checkbox. This checkbox applies to Pay Cycle Manager which CAPPS does not use since payments are made through USAS.
- STEP # 6** Click the 'Copy to Voucher' button.

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- STEP # 7** In the Invoice Lines section, enter:
 Inv Receipt Dt
 Service Date
- STEP # 8** In the Purchase Order box within the Invoice Lines section, check the 'Adjust Mtch Values/Encumbrance' checkbox or if matching does not apply to your agency check the "Restore Encumbrance" box, to restore the encumbrance and adjust the purchase order quantity or amount
- STEP # 9** In the Invoice Header, select Payment Type 'MAN' using the select tool (magnifying glass). Enter a USAS Document Number.
Note: with a payment type of MAN and a T-Code of MAN, a USAS Document Number is required
- STEP # 10** Click on the 'Voucher Attributes' tab.
- STEP # 11** Select a template that will create a 'MAN' tcode and the appropriate offset account. Click OK to the message 'Changing the Accounting Entry Template will reset the Confidentiality Indicators (21000,54) if it appears
- STEP # 12** Click 'Save'
- STEP # 13** If your agency runs the AP processes from the page, continue at step 14, otherwise, continue at step 17.
- STEP # 14** Click on the 'Invoice Information' tab.
- STEP # 15** Select 'Match, Doc Tol, Bdgt' in the Action Dropdown.
- STEP # 16** Click the 'Run' button and click 'Yes' to wait for the process to run. Once the pop-up window shows a Run Status of 'Success' or 'Warning', close the pop-up window and click the refresh icon.
- STEP # 17** If your agency is using AP Workflow and voucher requires submission, continue to step 18, otherwise continue at step 19
- STEP # 18** If "Submit Approval" button is available, click "Submit Approval". Click OK.
- STEP # 19** Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-REVERSE_MVV_NON_PO_VCHR **TEST STATUS:** Optional

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_ENTER_VOUCHERS

BUS PROCESS: AP-050-030-003_REVERSE_MVV_NON_PO_VCHR

DESCRIPTION: Create a MAN/MAN MVV voucher to reverse charges of a Non-PO MVV voucher.

EXPECTED RESULTS: A Non-PO MVV voucher is created to reverse an original Non PO MVV voucher.

NAVIGATION: Accounts Payable -> Vouchers -> Add/Update -> Regular Entry

COMMENTS: This script is typically used when a Non-PO MVV voucher was created and sent to USAS but was deleted from USAS before it was paid.

Before proceeding with this test script the user should identify an accounting entry template that will hit the same offset account as the voucher being reversed. Most of the time for reversing a voucher that was deleted in USAS the offset account is likely to be Accounts Payable (1009).

ACTUAL RESULTS:

DEPENDENCIES:

Description:

A Non-PO MVV Voucher that has been sent to USAS (USAS Proc Status = 'U')

Scenario:

AP-MVV_PAYS_AT_HEADER

SCENARIO STEPS:

- STEP # 1** Navigate to Accounts Payable -> Vouchers -> Add/Update -> Regular Entry Select the "Add a New Value" tab
- STEP # 2** Enter : Business Unit Voucher Style (Multi-Vendor Reversal) Supplier Id Invoice Number Invoice Date Click the 'Add' button.
- STEP # 3** In the Invoice Header: Select Payment Type 'MAN' using the select tool (magnifying glass) Enter a USAS Document Number. Note: with a payment type of MAN and a T-Code of MAN, a USAS Document Number is required
- STEP # 4** Expand the 'Copy From Source Button'.
- STEP # 5** Enter the Voucher Id.
- STEP # 6** Click the 'Copy to Voucher' button.
- STEP # 7** On the Voucher Lines, enter the: Invoice Receipt Date Service Date Invoice Invoice Date
- STEP # 8** In the voucher header, Invoice Total box, verify the Line Total equals the Total. If not adjust the Total amount.
- STEP # 9** Click on the 'Voucher Attributes' tab

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- STEP #** 10 Select a template that will create a 'MAN' tcode and the appropriate offset account. Click OK to the message 'Changing the Accounting Entry Template will reset the Confidentiality Indicators (21000,54) if it appears
- STEP #** 11 Click 'Save'
- STEP #** 12 Click on the 'Invoice Information' tab.
- STEP #** 13 If your agency runs the AP processes from the page, perform steps 14 through 16, otherwise continue at step 17.
- STEP #** 14 Select 'Budget Checking' in the Action Dropdown.
- STEP #** 15 Click the 'Yes' button to the message: Do you want to wait for the process to be completed? Voucher will be displayed after process ends. (7050,54)
- STEP #** 16 Once the pop-up window shows a Run Status of 'Success' or 'Warning', close the pop-up window and click the refresh icon.
- STEP #** 17 If your agency is using AP Workflow and voucher requires submission, complete the following step, otherwise continue at step 18.
- STEP #** 18 If "Submit Approval" button is available, click "Submit Approval". Click OK.
- STEP #** 19 Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-REVERSE_MVV_PO_VCHR **TEST STATUS:** Optional

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_ENTER_VOUCHERS

BUS PROCESS: AP-050-030-004_REVERSE_MVV_PO_VCHR

DESCRIPTION: Create a MAN/MAN MVV voucher to reverse a PO MVV voucher and restore the encumbrance

EXPECTED RESULTS: MVV voucher is created to reverse an original MVV PO voucher and encumbrance is restored.

NAVIGATION: Accounts Payable -> Vouchers -> Add/Update -> Regular Entry

COMMENTS: This script is typically used when a PO MVV voucher was created and sent to USAS but was deleted from USAS before it was paid.

When reversing a MVV PO Voucher where a PO Receipt worksheet was used to create the original MVV PO Voucher, it is necessary to go back to the PO and make sure the PO Lines' Receiving is set to 'Optional', not 'Required'. If necessary, change it to 'Optional' prior to copying the PO into the voucher and then change it back after the voucher is created.

Before proceeding with this test script the user should identify an accounting entry template that will hit the same offset account as the voucher being reversed. Most of the time for reversing a voucher that was deleted in USAS the offset account is likely to be Accounts Payable (1009).

ACTUAL RESULTS:

DEPENDENCIES:

Description:

A PO MVV Voucher that has been sent to USAS (USAS Proc Status = 'U')

Scenario:

AP-CREATE_PO_MVV_VCHR

SCENARIO STEPS:

- STEP # 1** Navigate to Accounts Payable -> Vouchers -> Add/Update -> Regular Entry Select the "Add a New Value" tab
- STEP # 2** Enter: Business Unit Voucher Style (Multi-Vendor Reversal) Supplier Id Invoice Number Invoice Date Click the 'Add' button.
- STEP # 3** In the Invoice Header: Select Payment Type 'MAN' using the select tool (magnifying glass) Enter a USAS Document Number. Note: with a payment type of MAN and a T-Code of MAN, a USAS Document Number is required
- STEP # 4** Expand 'Copy from Source Document'
- STEP # 5** Enter the Voucher Id and click the 'Copy to Voucher' button.
- STEP # 6** In the Invoice Line section, enter: Invoice Receipt Dt

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- STEP #** 7 In the Purchase Order box for each line, verify that the 'Adjust Match Values/Encumbrance' is selected if the matching and encumbrance should be reset.
- STEP #** 8 Click on the 'Voucher Attributes' tab
- STEP #** 9 Select a template that uses the 'MAN' tcode and the appropriate offset account.
- STEP #** 10 Click OK to the message 'Changing the Accounting Entry Template will reset the Confidentiality Indicators (21000,54)' if necessary.
- STEP #** 11 Click 'Save'
- STEP #** 12 Click on the 'Invoice Information' tab.
- STEP #** 13 If your agency runs the AP processes from the page, perform steps 12 through 15, otherwise continue at step 16.
- STEP #** 14 Select 'Budget Checking' in the Action Dropdown.
- STEP #** 15 Click the 'Yes' button to the message: Do you want to wait for the process to be completed? Voucher will be displayed after process ends. (7050,54)
- STEP #** 16 Once the pop-up window shows a Run Status of 'Success' or 'Warning', close the pop-up window and click the refresh icon.
- STEP #** 17 If your agency is using AP Workflow and voucher requires submission, complete the following step, otherwise continue at step 18.
- STEP #** 18 If "Submit Approval" button is available, click "Submit Approval". Click OK.
- STEP #** 19 Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-CANCEL_NON_PO_VCHR **TEST STATUS:** Not Started

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_ENTER_VOUCHERS

BUS PROCESS: AP-050-030-011_CANCEL_NON_PO_VCHR

DESCRIPTION: Create a USX/MAN cancellation voucher using the reversal voucher style to reverse charges of a Non-PO voucher

EXPECTED RESULTS: Cancellation voucher is created in CAPPS and sent to the IN Browser

NAVIGATION: Accounts Payable -> Vouchers -> Add/Update -> Regular Entry

COMMENTS: This script is typically used when a payment from a CAPPS Non-PO voucher was cancelled in USAS with a cancellation document. The cancellation needs to be recorded in CAPPS to keep the two systems in balance. This script should be followed up with a script to reconcile the USAS cancellation transaction on the HX Recycle Browser with the CAPPS cancellation transaction on the IN Browser. (Note: Once Voucher Post, Journal Generate and the Outbound processes have run a transaction will land on the USAS Archive IN Browser for matching to the USAS HX transaction on the HX Recycle Browser).

ACTUAL RESULTS:

DEPENDENCIES:

Description:

A Non PO Voucher that has been processed in CAPPS and paid in USAS

Payment Cancellation in USAS

Scenario:

AP-
ADD_REG_VOUCHER_WTH_USAS
REQ NO

AP-USAS_CANCELLATION

SCENARIO STEPS:

- STEP # 1** Navigate to Accounts Payable -> Vouchers -> Add/Update -> Regular Entry Select the "Add a New Value" tab.
- STEP # 2** Enter:
Business Unit
Voucher Id (enter the 'C' doc that was created in USAS)
Voucher Style (Reversal)
Supplier Id or Supplier Name
Invoice Number
Invoice Date
Click the 'Add' button.
- STEP # 3** Expand 'Copy from Source Document'
- STEP # 4** In the Voucher ID field, enter or select the voucher id of the Non-PO voucher that created the original payment
- STEP # 5** Do not click the 'Reverse Voucher' checkbox. This checkbox applies to Pay Cycle Manager which CAPPS does not use since payments are made through USAS.

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- STEP # 6** Click the 'Copy to Voucher' button. Notice that the amount is copied in is negative. This is a feature of the 'Reversal' voucher style.
- STEP # 7** In the Invoice Lines section, for each line enter:
 Inv Receipt Dt
 Service Date
- STEP # 8** In the Invoice Header, select Payment Type 'USX' using the select tool (magnifying glass).
Enter a USAS Document Number. Note: with selecting the payment type of USX the USAS Doc# field will open up for entry and entry is required. Enter the same 'C' Doc number entered on the voucher header.
- STEP # 9** Click on the 'Voucher Attributes' tab
- STEP # 10** Change the template to 'CANCEL'
Click OK to the message 'Changing the Accounting Entry Template will reset the Confidentiality Indicators (21000,54)
- STEP # 11** Click 'Save'
- STEP # 12** If your agency runs the AP processes from the page, perform steps 13, otherwise continue at step 16
- STEP # 13** In the Invoice Header section, select the following:
 Action = 'Match, Doc Tol, Bdgt'. Click the 'Run' button.
- STEP # 14** Click the 'Yes' button to the message: Do you want to wait for the process to be completed?
- STEP # 15** Once the pop-up window shows a Run Status of 'Success' or 'Warning', close the pop-up window and click the refresh icon.
- STEP # 16** If "Submit Approval" button is available, click 'Submit Approval'.
- STEP # 17** Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-CANCEL_PO_VCHR **TEST STATUS:** Optional

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_ENTER_VOUCHERS

BUS PROCESS: AP-050-030-012_CANCEL_PO_VCHR

DESCRIPTION: Create a USX/MAN cancellation voucher using the reversal voucher style to reverse charges of a PO SVV voucher and restore the encumbrance

EXPECTED RESULTS: Cancellation voucher created in CAPPS and sent to the IN Browser and encumbrance restored

NAVIGATION: Accounts Payable -> Vouchers -> Add/Update -> Regular Entry

COMMENTS: This script is typically used when a payment from a CAPPS PO voucher was cancelled in USAS with a cancellation document and the cancellation needs to be recorded in CAPPS and the encumbrance restored to keep the two systems in balance. This script should be followed up with a script to reconcile the USAS cancellation transaction on the HX Recycle Browser with the CAPPS cancellation transaction on the IN Browser. (Note: Once Voucher Post, Journal Generate and the Outbound processes have run a transaction will land on the USAS Archive IN Browser for matching to the USAS HX transaction on the HX Recycle Browser.

ACTUAL RESULTS:

DEPENDENCIES:

Description:

PO Voucher that has been processed in CAPPS and paid in USAS

Payment Cancellation in USAS

Scenario:

AP-PO_RCV_WKSHT

AP-USAS_CANCELLATION

SCENARIO STEPS:

- STEP # 1** Navigate to Accounts Payable -> Vouchers -> Add/Update -> Regular Entry Select the "Add a New Value" tab.
- STEP # 2** Enter:
Business Unit
Voucher Id (enter the 'C' doc that was created in USAS)
Voucher Style (Reversal)
Supplier Id or Supplier Name
Invoice Number
Invoice Date
Click the 'Add' button
- STEP # 3** Expand the 'Copy from Source Document' section
- STEP # 4** In the 'Voucher Id' field, select or enter the PO voucher that created the original payment
- STEP # 5** Do not click the 'Reverse Voucher' checkbox. This checkbox applies to Pay Cycle Manager which CAPPS does not use since payments are made through USAS.

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- STEP # 6** Click the 'Copy to Voucher' button. Notice that the amount is copied in is negative.
- STEP # 7** In the Invoice Header,
Select Payment Type 'USX' using the select tool (magnifying glass).
Enter a USAS Document Number.
Note: with a payment type of USX the USAS Doc# field will open up for entry and entry is required. Enter the same 'C' Doc number entered on the voucher header
- STEP # 8** In the Invoice Lines section, enter:
Inv Receipt Dt
Service Date
- STEP # 9** Also in the Invoice Lines section:
Locate the Purchase Order box and check the "Adjust Mtch Values/Encumbrance" checkbox or the "Restore Encumbrance" checkbox if matching is not applicable for your agency. Checking this box will result in the encumbrance being restored once budget checking is run on the voucher
- STEP # 10** Click on the 'Voucher Attributes' tab. Change the template to 'CANCEL'
Click OK to the message 'Changing the Accounting Entry Template will reset the Confidentiality Indicators (21000,54)
- STEP # 11** Click 'Save'
- STEP # 12** If your agency runs the AP processes from the page, continue at step 13, otherwise, continue at step 16.
- STEP # 13** Click on the 'Invoice Information' tab.
- STEP # 14** Select 'Match, Doc Tol, Bdgt' in the Action Dropdown.
- STEP # 15** Click the 'Run' button. Click 'Yes' to wait for the process to run. Once the pop-up window shows a Run Status of 'Success' or 'Warning', close the pop-up window and click the refresh icon.
- STEP # 16** If the 'Submit Approval' button is available, Click 'Submit Approval'
- STEP # 17** Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-CANCEL_MVV_NON_PO_VCHR **TEST STATUS:** Optional

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_ENTER_VOUCHERS

BUS PROCESS: AP-050-030-013_CANCEL_MVV_NON_PO_VCHR

DESCRIPTION: Create a USX/MAN cancellation voucher to reverse charges of a Non-PO MVV voucher

EXPECTED RESULTS: Cancellation voucher created in CAPPS and sent to the IN Browser

NAVIGATION: Accounts Payable > Vouchers > Add/Update > Regular Entry

COMMENTS: This script is typically used when a payment from a CAPPS MVV Non-PO voucher was cancelled in USAS with a cancellation document and the cancellation needs to be recorded in CAPPS to keep the two systems in balance. This script should be followed up with a script to reconcile the USAS cancellation transaction on the HX Recycle Browser with the CAPPS cancellation transaction on the IN Browser.
(Note: Regardless of the original MVV voucher paying the header or line vendor, the CAPPS cancellation voucher lines need to reflect the format of the USAS cancellation voucher lines.)

ACTUAL RESULTS:

DEPENDENCIES:

Description:

Non-PO MVV voucher

Payment must be cancelled in USAS.

Scenario:

AP-MVV_PAYS_AT_HEADER

AP-USAS_CANCELLATION

SCENARIO STEPS:

- STEP # 1** Navigate to Accounts Payable > Vouchers > Add/Update > Regular Entry; Select the "Add a New Value" tab
- STEP # 2** In the Voucher Entry page, enter : Business Unit Voucher Id (Cancellation Document Number from USAS - C-doc) Voucher Style (Multi-Vendor Reversal) Supplier Id (the same ID as the original MVV Non-PO Voucher that was cancelled) Invoice Number Invoice Date
- STEP # 3** In the Invoice Header: Select Payment Type 'USX' using the select tool (magnifying glass). Enter a USAS Document Number. Enter the same 'C' Doc number entered on the voucher header in the USAS Doc#. Note: with a payment type of USX the US
- STEP # 4** Expand 'Copy From Source Document'
- STEP # 5** Enter Voucher Id and click the 'Copy to Voucher' button.
- STEP # 6** In the Invoice Lines section, enter: Inv Receipt Dt Service Date
- STEP # 7** Go to the Voucher Header section, Invoice Total box and change the Total amount to equal the Line Total field
- STEP # 8** Click on the 'Voucher Attributes' tab

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- STEP #** 9 Change the accounting entry template to 'CANCEL' Click OK to the message 'Changing the Accounting Entry Template will reset the
- STEP #** 10 Click 'Save'
- STEP #** 11 Click on the 'Invoice Information' tab.
- STEP #** 12 If your agency runs the AP processes from the page, perform steps 13 through 14, otherwise continue at step 15.
- STEP #** 13 Select 'Budget Check' in the Action Dropdown., click RUN button
- STEP #** 14 Click the 'Yes' button to the message: Do you want to wait for the process to be completed? Once the pop-up window shows a Run Status of 'Success' or 'Warning', close the pop-up window and click the refresh icon.
- STEP #** 15 If "Submit Approval" box is available, click 'Submit Approval'
- STEP #** 16 Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-CANCEL_MVV_PO_VCHR **TEST STATUS:** Optional

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_ENTER_VOUCHERS

BUS PROCESS: AP-050-030-014_CANCEL_MVV_PO_VCHR

DESCRIPTION: Create a USX/MAN MVV PO cancellation voucher to reverse charges of a PO voucher and restore the encumbrance

EXPECTED RESULTS: Cancellation MVV PO voucher created in CAPPS and sent to the IN Browser and encumbrance restored

NAVIGATION: Accounts Payable -> Vouchers -> Add/Update -> Regular Entry

COMMENTS: This script is typically used when a payment from a CAPPS MVV PO voucher was cancelled in USAS with a cancellation document and the cancellation needs to be recorded in CAPPS and the encumbrance restored to keep the two systems in balance. This script should be followed up with a script to reconcile the USAS cancellation transaction on the HX Recycle Browser with the CAPPS cancellation transaction on the IN Browser. (Note: Once Voucher Post, Journal Generate and the Outbound processes have run a transaction will land on the USAS Archive IN Browser for matching to the USAS HX transaction on the HX Recycle Browser).

Note: Regardless of the original MVV voucher paying the header or line vendor, the CAPPS cancellation voucher lines need to reflect the format of the USAS cancellation voucher lines

Note: If the PO being used in this script requires receiving the PO Lines will need to be updated to Receiving = Optional

ACTUAL RESULTS:

DEPENDENCIES:

Description:

- 1) Create a PO MVV voucher with a current USAS Payment Due Date so it will pay immediately in USAS.
- 2) Create a cancellation MVV document in USAS to cancel the payment in the previous dependency.

Scenario:

AP-CREATE_PO_MVV_VCHR
AP-USAS_CANCELLATION

SCENARIO STEPS:

- STEP # 1** Navigate to Accounts Payable > Vouchers > Add/Update > Regular Entry; Select the "Add a New Value" tab
- STEP # 2** In the Voucher Entry page, enter : Business Unit Voucher Id (Cancellation Document Number from USAS - C-doc) Voucher Style (Multi-Vendor Reversal) Supplier Id (the same ID as the original MVV Non-PO Voucher that was cancelled) Invoice Number Invoice Date
- STEP # 3** In the Invoice Header: Select Payment Type 'USX' using the select tool (magnifying glass). Enter a USAS Document Number. Enter the same 'C' Doc number entered on the voucher header in the USAS Doc#. Note: with a payment type of USX the US

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- STEP #** 4 Expand 'Copy From Source Document'
- STEP #** 5 Enter Voucher Id and click the 'Copy to Voucher' button.
- STEP #** 6 In the Invoice Lines section, enter: Inv Receipt Dt Service Date
- STEP #** 7 In the Purchase Order box for the Invoice Line, verify that the 'Adjust Mtch Values/Encumbrance' is checked. (This will restore the values back to the purchase order and the money back in the budget.)
- STEP #** 8 Go to the Voucher Header section, Invoice Total box and change the Total amount to equal the Line Total field
- STEP #** 9 Click on the 'Voucher Attributes' tab
- STEP #** 10 Change the accounting entry template to 'CANCEL' Click OK to the message 'Changing the Accounting Entry Template will reset the
- STEP #** 11 Click 'Save'
- STEP #** 12 Click on the 'Invoice Information' tab.
- STEP #** 13 If your agency runs the AP processes from the page, perform steps 14 through 15, otherwise continue at step 16.
- STEP #** 14 Select 'Budget Check' in the Action Dropdown., click RUN button
- STEP #** 15 Click the 'Yes' button to the message: Do you want to wait for the process to be completed? Once the pop-up window shows a Run Status of 'Success' or 'Warning', close the pop-up window and click the refresh icon.
- STEP #** 16 If "Submit Approval" box is available, click 'Submit Approval'
- STEP #** 17 Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-DELETE_VOUCHER **TEST STATUS:** Optional

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_VCHR_MAINT

BUS PROCESS: AP-050-040-001_DELETE_VOUCHER

DESCRIPTION: Delete a Non-PO Voucher

EXPECTED RESULTS: Voucher is Deleted.
If budget check was run on the voucher before it was deleted, the budget will be restored.

NAVIGATION: Accounts Payable -> Vouchers -> Add/Update -> Delete Voucher

COMMENTS: This functionality should be used as an exception versus being used as a rule.

Once a voucher has gone through the posting process, it cannot be deleted, even if it is unposted.

Once a voucher has been deleted, it will no longer be viewable on any of the on-line CAPPS pages and it will not be available for any further processing. It will be stored behind the scenes on the CAPPS AP tables with a status of "Deleted" and can be queried using the Query/Reporting tools that are delivered with CAPPS.

ACTUAL RESULTS:

DEPENDENCIES:

Description:

A Non-PO voucher that has not yet been posted but has been budget checked

Scenario:

AP-ADD_REG_VOUCHER

SCENARIO STEPS:

- STEP # 1** Navigate to Accounts Payable -> Vouchers -> Add/Update -> Delete Voucher
- STEP # 2** Enter :
Business Unit
Voucher Id
Click the 'Search' button.
- STEP # 3** Click the 'Delete' button.
- STEP # 4** Click 'OK' to the message: 'Press OK to delete the voucher. Press Cancel if you do not want to delete the voucher.'
- STEP # 5** Click 'OK' to the message: 'Budget transactions related to this voucher have been deleted. (7030,473) ' Please review your budget account balance and activity.'

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- STEP # 6** Navigate to: Accounts Payable > Vouchers > Add/Update > Regular Entry
Click "Find an Existing Value"
Enter:
 Business Unit
 Voucher Id (the voucher id that you deleted)
Click "Search"
You should see the message "No matching values were found"
- STEP # 7** Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-REFUND_OF_EXPENDITURE **TEST STATUS:** Not Started

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_ENTER_VOUCHERS

BUS PROCESS: AP-050-050-001_REFUND_OF_EXPENDITURE

DESCRIPTION: Refund of Expenditure for Non PO Voucher

EXPECTED RESULTS: Refund of Expenditure created.

NAVIGATION: Accounts Payable -> Vouchers -> Add/Update -> Regular Entry

COMMENTS: The negative amount voucher with an Accounting Entry Template EXP RF 180 (Tcode 180R) in CAPPS will be interfaced or brought into USAS as a refund of expenditure transaction with a positive amount.

ACTUAL RESULTS:

DEPENDENCIES:

Description:
Posted Voucher

Scenario:
AP-ADD_REG_VOUCHER

SCENARIO STEPS:

- STEP # 1** Navigate to Accounts Payable -> Vouchers -> Add/Update -> Regular Entry . Select the "Add a New Value" tab on Voucher Entry page.
- STEP # 2** Enter:
Business Unit
Voucher ID (NEXT)
Voucher Style (Reversal)
Supplier ID (same as Supplier ID on Original Voucher)
Invoice Number
Invoice Date

Click "Add"
- STEP # 3** On the Invoice Information Header section, verify:
Accounting Date (Defaults to current date)
Payment Type (Defaults from Supplier)
- STEP # 4** Expand the 'Copy From Source Document' section.
- STEP # 5** In the Voucher Id field, select or enter Voucher ID to be reversed.
- STEP # 6** Do not check "Reverse Voucher" checkbox.

Click the 'Copy to Voucher' button.

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- STEP # 7** In the Voucher Line section, enter the information below:
Invoice Receipt Date
Service Date
- STEP # 8** Verify the distribution lines from the original voucher.
- STEP # 9** Click the Voucher Attributes tab
- STEP # 10** In the Accounting Instructions section, select a Template that will generate a 180 Tcode.
If you receive the message stating that "Changing the AET will change the Confidentiality Indicator(s) etc..", click "OK"
- STEP # 11** Click 'Save'
- STEP # 12** If your agency runs the AP processes from the page, perform steps 13 through 15, otherwise continue at step 17.
- STEP # 13** Click on the 'Invoice Information' tab.
- STEP # 14** Select 'Budget Check' in the Action Dropdown.
- STEP # 15** Click the 'Run' button. Click 'Yes' to wait for the process to run. Once the pop-up window shows a Run Status of 'Success' or 'Warning', close the pop-up window and click the refresh icon.
- STEP # 16** If "Submit Approval" box is available, click "Submit Approval". Click "OK".
- STEP # 17** Test complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-REFUND_OF_EXPENDITURE_PO_VCHR **TEST STATUS:** Optional

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_ENTER_VOUCHERS

BUS PROCESS: AP-050-050-002_REFUND_OF_EXPENDITURE_PO_VCHR

DESCRIPTION: Refund of Expenditure for PO Voucher

EXPECTED RESULTS: PO Voucher Refund of Expenditure is created.

NAVIGATION: Navigate to Accounts Payable -> Vouchers -> Add/Update -> Regular Entry

COMMENTS: The negative amount voucher with an Accounting Entry Template EXP RF 180 (Tcode 180R) in CAPPS will be interfaced or brought into USAS as a refund of expenditure transaction with a positive amount.

ACTUAL RESULTS:

DEPENDENCIES:

Description: Posted PO Voucher	Scenario: AP-PO_RCV_WKSHT
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SCENARIO STEPS:

- STEP # 1** Navigate to Accounts Payable -> Vouchers -> Add/Update -> Regular Entry . Select the "Add a New Value" tab
- STEP # 2** Enter:
 Business Unit
 Voucher ID (NEXT)
 Voucher Style (Reversal)
 Supplier ID (same as Supplier ID on Original Voucher)
 Invoice Number
 Invoice Date
- Click "Add"
- STEP # 3** On the Invoice Information Header section, verify:
 Accounting Date (Defaults to current date)
 Payment Type (Defaults from Supplier)
- STEP # 4** Expand the 'Copy From Source Document' section.
- STEP # 5** In the Voucher Id field, select or enter Voucher ID to be reversed.
- STEP # 6** Do not check "Reverse Voucher" checkbox.
 Click the 'Copy to Voucher' button.

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- STEP # 7** In the Voucher Line section, enter the information below:
Invoice Receipt Date
Service Date
Order Date
- STEP # 8** In the Voucher Line - Purchase Order box:
Check the "Adjust Mtch Values/Encumbrance" box or if matching does not apply to your agency check the "Restore Encumbrance" box
- STEP # 9** Verify the distribution lines from the original voucher.
- STEP # 10** Click the Voucher Attributes tab
- STEP # 11** In the Accounting Instructions section, select a Template that will generate a 180 Tcode. If you receive the message stating that "Changing the AET will change the Confidentiality Indicator(s) etc..", click "OK"
- STEP # 12** Click 'Save'
- STEP # 13** If your agency runs the AP processes from the page, continue to step 13, otherwise, continue at step 16.
- STEP # 14** Click on the 'Invoice Information' tab.
- STEP # 15** Select 'Match, Doc Tol, Bdgt' in the Action Dropdown.
- STEP # 16** Click the 'Run' button. Click 'Yes' to wait for the process to run. Once the pop-up window shows a Run Status of 'Success' or 'Warning', close the pop-up window and click the refresh icon.
- STEP # 17** If the "Submit Approval" button is available, Click 'Submit Approval' . Click "OK".
- STEP # 18** Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-REFUND_OF_REVENUE **TEST STATUS:** Not Started

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_ENTER_VOUCHERS

BUS PROCESS: AP-050-060-001_REFUND_OF_REVENUE

DESCRIPTION: Create a voucher for a refund of revenue

EXPECTED RESULTS: User creates a voucher for a refund of revenue.

NAVIGATION: Accounts Payable -> Vouchers -> Add/Update -> Regular Entry

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:	Scenario:
N/A	

SCENARIO STEPS:

- STEP # 1** Navigate to Accounts Payable -> Vouchers -> Add/Update -> Regular Entry . Select the "Add a New Value" tab on Voucher Entry page.
- STEP # 2** Enter :
Business Unit
Voucher Style (Regular)
Supplier Id
Invoice Number
Invoice Date
Total Amount
Click the 'Add' button.
- STEP # 3** In the Invoice Information Header section, verify:
Accounting Date: Defaults to current date
Payment Type: Defaults from Vendor setup Invoice Information
- STEP # 4** Enter Voucher Line Information:
Line Amount
Description
Invoice Receipt Date
Service Date
Rqsted Pmt Date
Invoice Description - Enter invoice description to be sent to USAS
- STEP # 5** In the Distribution Line section, enter the accounting distribution based on your agencies chartfields or use a speedchart
- STEP # 6** Click the Voucher Attributes tab.

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- STEP #** 7 In the Accounting Instructions section: enter:
 Template: Select an Accounting entry template that produces a 222 tcode.
- STEP #** 8 Message will be displayed: Changing the Accounting Entry Template will change the Confidentiality Indicator(s). (21000,54) Click 'OK'
- STEP #** 9 Click Save.
- STEP #** 10 If your agency runs the AP processes from the page, perform steps 11 through 13, otherwise continue at step 14.
- STEP #** 11 Click on the 'Invoice Information' tab.
- STEP #** 12 Select 'Budget Check' in the Action Dropdown.
- STEP #** 13 Click the 'Run' button. Click 'Yes' to wait for the process to run. Once the pop-up window shows a Run Status of 'Success' or 'Warning', close the pop-up window and click the refresh icon.
- STEP #** 14 If your agency is using AP Workflow and voucher requires submission, complete the following step, otherwise continue at step 16.
- STEP #** 15 Click 'Submit Approval'. Click "OK".
- STEP #** 16 Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-REVIEW_BUDGET_EXCEPTIONS **TEST STATUS:** Not Started

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: All Roles

BUS PROCESS: AP-050-070-010-001_REVIEW_BUDGET_EXCEPTIONS

DESCRIPTION: Review Budget Exception(s) on a voucher

EXPECTED RESULTS: Exceptions will display with reasons for failure

NAVIGATION: Accounts Payable -> Vouchers -> Add/Update -> Regular Entry

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:

Must have a voucher that has a Budget Status of "Exceptions". You can review the Voucher Exception Report in order to find a voucher with budget exceptions

Scenario:

AP-VCHR_EXCEPTION_REPORT

SCENARIO STEPS:

- STEP # 1** Accounts Payable -> Vouchers -> Add/Update -> Regular Entry - Find Existing Value
- STEP # 2** On the Search Criteria page, enter the following:
Business Unit
Voucher ID
Click "Search" box
- STEP # 3** On the Summary page:
In the Budget Satus field, click "Exceptions" link
- STEP # 4** In the Voucher Exception tab, review the list in the "Budget with Exceptions" section
- STEP # 5** Click " Go To" icon in the Transfer column
- STEP # 6** Click on "Go to Budget Exceptions" link

Review the budget exception(s) on the Commitment Control Budget Exceptions page
- STEP # 7** Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-CORRECT_MATCH_EXCEPTION **TEST STATUS:** Optional
MODULE NAME: Accounts Payable **TESTER**
JOB PROFILES: TX_FIN_AP_ENTER_VOUCHERS
BUS PROCESS: AP-050-070-020-001_CORRECT_MATCH_EXCEPTION
DESCRIPTION: Correct a Match Exception on a Voucher
EXPECTED RESULTS: Voucher is matched
NAVIGATION: Accounts Payable -> Vouchers -> Add/Update -> Regular Entry
COMMENTS: To correct match exceptions, determine the cause of the exceptions and the source document to be corrected. If the discrepancy is caused by an inaccurate Supplier's invoice, then correct the voucher. If the PO (price or quantity) or Receipt is incorrect, the Purchasing Team or Receiver will have to make the necessary corrections.

ACTUAL RESULTS:

DEPENDENCIES:

Description:

Generate match exception.

Scenario:

AP-GENERATE_MATCH_EXCEPTION

SCENARIO STEPS:

- STEP # 1** Navigate to Accounts Payable -> Vouchers -> Add/Update -> Regular Entry Select the "Find and Existing Value" tab
- STEP # 2** Enter:
Business Unit
Voucher Id
Click 'Search'
- STEP # 3** On the Summary tab, verify:
Match Status = Exceptions
- STEP # 6** Click on the 'Invoice Information' tab.
- STEP # 7** In the Invoice Lines section, locate line(s) with yellow triangle icon and an exclamation point. Click icon to review error(s)
- STEP # 8** Make the appropriate correction to the Line Quantity or Unit Price fields to match the PO Line.
- STEP # 9** Click "Calculate" box.
- STEP # 10** Verify Invoice Line Amount was recalculated.
Verify Distribution Line was recalculated.

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- STEP #** 11 In the Voucher Header, copy the amount from the "Line Total" field to the "TOTAL" field. Click Calculate box. (The Difference should display zero)
- STEP #** 12 Click 'Save'
- STEP #** 13 Click 'OK' to the message: Difference between voucher and total payment amounts is xxxx -- apply to existing scheduled payment? (7030,379)
- STEP #** 14 If message 'Sum of associated receiver line quantities not equal to quantity on voucher line 1' displays, click OK and then click Associate Receiver(s) hyperlink and adjust the 'Quantity to Match (PO UOM)', then click OK again. Otherwise skip to step 16
- STEP #** 15 Click 'Save'
- STEP #** 16 If your agency runs the AP processes from the page, continue at step 15, otherwise continue at step 18.
- STEP #** 17 Select 'Matching' in the Action Dropdown.
- STEP #** 18 Click the 'Run' button. Click 'Yes' to wait for the process to run. Once the pop-up window shows a Run Status of 'Success' or 'Warning', close the pop-up window and click the refresh icon.
- STEP #** 19 In the Summary tab, verify the Match Status is "Matched"
- STEP #** 20 Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-CORRECT_DOC_TOL_EXCEPTION **TEST STATUS:** Optional
MODULE NAME: Accounts Payable **TESTER**
JOB PROFILES: TX_FIN_AP_ENTER_VOUCHERS
BUS PROCESS: AP-050-070-030-001_CORRECT_DOC_TOL_EXCEPTION
DESCRIPTION: Correct Document Tolerance Exception(s) on a voucher
EXPECTED RESULTS: Voucher doc tolerance is corrected
NAVIGATION: Accounts Payable -> Vouchers -> Add/Update -> Regular Entry
COMMENTS: Document Tolerance Exception(s) on a voucher can result from unit price or quantity variance between PO and Voucher. It can also result from charges that are in the voucher but are not in the Purchase Orders - such as Freight Charge, Miscellaneous Charge or Service Charge

ACTUAL RESULTS:

DEPENDENCIES:

Description:

Generate match exception.

Scenario:

AP-GENERATE_MATCH_EXCEPTION

SCENARIO STEPS:

- STEP # 1** Accounts Payable -> Vouchers -> Add/Update -> Regular Entry - Find an Existing Value
- STEP # 2** On the Search Criteria page, enter the following:
Business Unit
Voucher ID
Click "Search"
- STEP # 3** In the Summary tab, click the Doc Tol Status "Exceptions" link
- STEP # 4** Verify and review the exceptions.
- STEP # 5** Click "Return to Search"
- STEP # 6** Navigate back to: Accounts Payable -> Vouchers -> Add/Update -> Regular Entry - Find Existing Value tab
- STEP # 7** On the Search Criteria page, enter the following:
Business Unit
Voucher ID
Click "Search"
- STEP # 8** Click "Invoice Information" tab
- STEP # 9** In Invoice Lines section, make the necessary correction(s) to the appropriate Line(s)

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- STEP #*** 10 Click "Calculate" box in the Invoice Line section for the line(s) on which you made the correction(s)
- STEP #*** 11 Verify Line Amount and Distribution Line(s) are recalculated
- STEP #*** 12 In the Voucher Header section click the "Calculate" button. Copy the amount from "Line Total" to the "TOTAL" field. Click the "Calculate" button. (The Difference should display zero)
- STEP #*** 13 Click 'Save'
- STEP #*** 14 Click 'OK' to the message: Difference between voucher and total payment amounts is xxxx -- apply to existing scheduled payment? (7030,379)
- STEP #*** 15 If your agency runs the AP processes from the page, continue at step 16, otherwise, continue at step 19.
- STEP #*** 16 Select "Doc Tol" in the Action Dropdown.
- STEP #*** 17 Click the 'Run' button. Click 'Yes' to wait for the process to run. Once the pop-up window shows a Run Status of 'Success' or 'Warning', close the pop-up window and click the refresh icon.
- STEP #*** 18 In the Summary tab, verify "Doc Tol Status" is "Valid"
- STEP #*** 19 Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-OVERRIDE_MATCH_EXCEPTION **TEST STATUS:** Optional
MODULE NAME: Accounts Payable **TESTER**
JOB PROFILES: TX_FIN_AP_REV_EXCEPTIONS
BUS PROCESS: AP-050-080-010-001_OVERRIDE_MATCH_EXCEPTION
DESCRIPTION: Override match exception
EXPECTED RESULTS: Match exceptions are overridden
NAVIGATION: Accounts Payable -> Review Accounts Payable Info -> Vouchers -> Match Workbench
COMMENTS:
ACTUAL RESULTS:
DEPENDENCIES:
Description: PO Voucher with match exception. **Scenario:** AP-GENERATE_MATCH_EXCEPTION

SCENARIO STEPS:

- STEP # 1** Navigate to Accounts Payable -> Review Accounts Payable Info -> Vouchers -> Match Workbench
- STEP # 2** On the Match Workbench page, enter Search Criteria:
Business Unit
Match Status (Match Exceptions Exist)
Click 'Search'
- STEP # 3** In the search results section, locate your voucher and click on the 'Match Exceptions Exist' link next to your voucher
- STEP # 4** On the Match Exception Workbench Detail page, review the match rules exceptions (rules with red exclamation point)
- STEP # 5** If you want to override the match exception(s) at the header level of the voucher, select "Override" from "Voucher Match Action" dropdown box at the top of the page. Enter a comment in the "Match Action Comments" box and click the "Apply" button
Note: If overriding at the header level, Match exceptions on ALL voucher lines will be overridden for that voucher.
OR

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- STEP # 6** If you want to override the match exception(s) at the voucher line level, select "Override" from "Voucher Line Match Action" dropdown box on the applicable voucher line(s) and click the "Apply" button
(Note: If overriding at the Voucher Line Match Action level, only match exceptions for the lines selected will be overridden)
- STEP # 7** Click "Save"
- STEP # 8** In the "Action" field at the bottom of the page, select "Matching"
- STEP # 13** Click the "Run" Button.

Go to the Match Workbench window, click "Y" to message: "Matching has been launched with Process Instance Number xxxx" if it appears.
- STEP # 14** Navigate to Accounts Payable -> Review Accounts Payable Info -> Vouchers -> Match Workbench
- STEP # 16** In the Search page, enter:
Business Unit
Match Status (Matched)
Voucher ID (Equal To)
Enter your voucher ID in the box next to the "Voucher ID" box
Click Search
- STEP # 17** Verify the Match Type is "Matched with Override".
- STEP # 18** Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-OVERRIDE_DOC_TOLERANCE **TEST STATUS:** Not Started

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_REV_EXCEPTIONS

BUS PROCESS: AP-050-080-020-001_OVERRIDE_DOC_TOLERANCE

DESCRIPTION: Override a doc tolerance exception.

EXPECTED RESULTS: Doc Tolerance exception can be overridden.

NAVIGATION: Accounts Payable>Vouchers>Add/Update>Regular Entry

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:

Create a PO Voucher with a receipt that has a doc tolerance exception.

Scenario:

AP-GENERATE_MATCH_EXCEPTION

To create the doc tolerance exception, increase the price on an item in the voucher line.

SCENARIO STEPS:

- STEP # 1** Navigate to Accounts Payable>Vouchers>Add/Update>Regular Entry.
- STEP # 2** Click the 'Find an Existing Value'.
- STEP # 3** Enter:
 - Business Unit
 - Voucher Id Click 'Search'
- STEP # 4** On the Summary tab, verify that the Doc Tol Status is Exceptions.
- STEP # 5** Click the Doc Tol Status 'Exceptions' link.
- STEP # 6** On the Document Tolerance Exceptions page, click the 'Override' checkbox.
- STEP # 7** Click 'Save'
- STEP # 8** Navigate to Accounts Payable>Vouchers>Add/Update>Regular Entry.
- STEP # 9** Click the 'Find an Existing Value'.
- STEP # 10** Enter:
 - Business Unit
 - Voucher Id
 - Click 'Search'
- STEP # 11** On the Summary tab, verify that the Doc Tol Status is 'Valid'.
- STEP # 12** Test Complete

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SCENARIO NAME: AP-CREDIT_LINE_VOUCHER **TEST STATUS:** Optional

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_ENTER_VOUCHERS

BUS PROCESS: AP-050-090-001_CREDIT_LINE_VOUCHER

DESCRIPTION: Use the "Regular Voucher" style to enter a Credit Memo

EXPECTED RESULTS: A "Regular Voucher" style is used to enter a credit memo.

NAVIGATION: Accounts Payable -> Vouchers -> Add/Update -> Regular Entry

COMMENTS: The steps in this script will create a positive line for payment and a negative line for the credit. The two lines must sum to an amount that is greater than or equal to zero.

This scenario was created using a Non-PO Voucher. A credit line could also be added to a PO Voucher.

ACTUAL RESULTS:

DEPENDENCIES:

Description:
N/A

Scenario:

SCENARIO STEPS:

- STEP # 1** Navigate to Accounts Payable -> Vouchers -> Add/Update -> Regular Entry . Select the "Add a New Value" tab on Voucher Entry page.
- STEP # 2** Enter :
Business Unit
Voucher Style (Regular)
Supplier Id
Invoice Number
Invoice Date
Total Amount
Click the 'Add' button.
- STEP # 3** In the Invoice Lines Section, Enter:
Line Amount (enter a positive amount)
Description
Invoice Receipt Date
Service Date
Rqsted Payment Date
Invoice Description
- STEP # 4** In the Distribution Line section, enter the applicable agency chartfields or use a speedchart.
- STEP # 5** Add an additional line:
Click the '+' at the top of the Invoice Lines section to add an additional voucher line.

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- STEP # 6** Enter 1 to add one line to voucher.
Click OK.
- STEP # 7** In the Invoice Lines Section, Enter:
Line Amount (enter a negative amount - this line and the first voucher line should total to an amount that is greater than or equal to zero)
Description
Invoice Receipt Date
Service Date
Rqsted Payment Date
Invoice Description
- STEP # 8** In the Distribution Line section, enter the applicable agency chartfields or use a speedchart.
- STEP # 9** Scroll to voucher header and click the 'Calculate' button and ensure that the sum total of the Lines matches the Total Amount in the voucher header section. Adjust the Total Amount as necessary.
- STEP # 10** Click on the Voucher Attributes tab
- STEP # 11** Verify that the correct accounting entry template is selected.
- STEP # 12** Click "Save".
- STEP # 13** If your agency runs the AP processes from the page, perform steps 14 through 16, otherwise continue at step 17.
- STEP # 14** Click on the 'Invoice Information' tab.
- STEP # 15** Select Budget Check in the Action Dropdown.
- STEP # 16** Click the 'Run' button. Click 'Yes' to wait for the process to run. Once the pop-up window shows a Run Status of 'Success' or 'Warning', close the pop-up window and click the refresh icon.
- STEP # 17** If your agency is using AP Workflow and voucher requires submission, complete the following step, otherwise continue at step 19.
- STEP # 18** Click the 'Submit for Approval' button. Click "OK".
- STEP # 19** Test Complete

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SCENARIO NAME: AP-REVIEW_VCHR_BUILD_FATAL_ERR **TEST STATUS:** Optional
MODULE NAME: Accounts Payable **TESTER**
JOB PROFILES: TX_FIN_AP_ENTER_VOUCHERS
BUS PROCESS: AP-050-100-001_REVIEW_VCHR_BUILD_FATAL_ERR
DESCRIPTION: Correct Voucher Build Errors for an EDI Voucher
EXPECTED RESULTS: Should be able to navigate to the Voucher Build Error Details page, find the voucher in error, and correct the error through the "Quick Invoice Entry" page
NAVIGATION: Accounts Payable -> Vouchers -> Maintain > Voucher Build Error Detail
COMMENTS: This script is Optional
The agency will need their internal IT department to generate a test AP EDI file to be sent to the CPA to be loaded into the CAPPS UAT testing environment

ACTUAL RESULTS:

DEPENDENCIES:

Description:

- 1) Prior to running this test script, the Agency must send an AP EDI file containing vouchers via FTP Protocol to CPA and request that the file be loaded into CAPPS Financials UAT Test Environment or an interest voucher must be generated in USAS.
- 2) This AP EDI file should have at least one voucher that will generate an error that will prevent the voucher from being built by the voucher build process.

Scenario:

Error to include in the AP EDI file for this Test:
Create a voucher line record (001) in the AP EDI file that does not have a corresponding Distrib Line Record (002).

SCENARIO STEPS:

- | | |
|-----------------|--|
| STEP # 1 | Navigate to: Accounts Payable -> Vouchers -> Maintain > Voucher Build Error Detail |
| STEP # 2 | Enter values in the following search fields:
Business Unit
Invoice Number
Click "Search" |
| STEP # 3 | On the "Voucher Build Error Detail" page, review the Header and/or Invoice Line Errors |
| STEP # 4 | Click on the "Correct Errors" hyperlink.
This should take you to the "Quick Invoice Entry" page |

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- STEP # 5** Under the "Fetch Voucher Lines" section, click on the "Line Details" button
In the "Invoice Lines" section, click on the "Distribution" button on the line that does not contain the corresponding GL Distribution record
- STEP # 6** On the GL Distribution Line, enter:
Qty
Amount
GL Coding information.
Click "Ok"
Change "Build Status" to "To Build"
Click "Save"
Make note of your Voucher Id number as you will need it in test script AP-070-040-003
RUN_VCHR_BUILD_TO_FIX_ERRORS
- STEP # 7** Run test script AP-070-040-003_RUN_VCHR_BUILD_TO_FIX_ERRORS
- STEP # 8** Test Complete

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SCENARIO NAME: AP-REVIEW_VCHR_BUILD_ERR **TEST STATUS:** Optional

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_ENTER_VOUCHERS

BUS PROCESS: AP-050-100-003_REVIEW_VCHR_BUILD_ERR

DESCRIPTION: Review Voucher Build Errors for vouchers that are loaded through the AP EDI interface

EXPECTED RESULTS: Should be able to navigate to the Voucher Build Error Detail page, view voucher build error, and correct the voucher build error through the regular Voucher Entry page

NAVIGATION: Accounts Payable > Vouchers > Maintain > Voucher Build Error Detail

COMMENTS: This script is Optional
The agency will need their internal IT department to generate a test AP EDI file to be sent to the CPA to be loaded into the CAPPS UAT testing environment

ACTUAL RESULTS:

DEPENDENCIES:

Description:

1) Prior to running this test script, the Agency must send an AP EDI file containing vouchers via FTP Protocol to CPA and request that the file be loaded into CAPPS Financials UAT Test Environment or an interest voucher must be generated in USAS.

2) This AP EDI file should have at least one voucher that will generate an error through the voucher build process.

Error to Use for This Test:
Voucher Line Amounts do not total to Voucher Gross Amount

Scenario:

SCENARIO STEPS:

- STEP # 1** Navigate to: Accounts Payable > Vouchers > Maintain > Voucher Build Error Detail
- STEP # 2** Enter values in the following search fields:
Business Unit
Invoice Number
Click "Search"
- STEP # 3** On the "Voucher Build Error Detail" page, review the Header and/or Line Errors
- STEP # 4** Click on the "Correct Errors" hyperlink.
This should take you to the Voucher Entry page

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- STEP #*** 5 On the "Invoice Information" tab, correct the voucher line amounts and/or header gross amount so that the voucher line amounts total to the header gross amount.
Click "Save"
If you receive the "Difference between voucher and total payment amounts is \$ ###... apply to existing scheduled payment?" message, click "Ok"
- STEP #*** 6 Go to the Voucher "Summary" tab and verify that the voucher Entry Status is "Postable"
- STEP #*** 7 Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-LOAD_ASSETS **TEST STATUS:** Not Started

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_RUN_BATCH_PROCESS

BUS PROCESS: AP-070-002_LOAD_ASSETS

DESCRIPTION: Run the Load Asset Request to send asset information to AM

EXPECTED RESULTS: Asset Cost will be interfaced successfully into the AM module

NAVIGATION: Accounts Payable > Batch Processes > Extracts and Loads > Load Asset Request

COMMENTS: This is an optional script. The process is scheduled to run as a batch process daily for each business unit.

ACTUAL RESULTS:

DEPENDENCIES:

Description:

Posted Vouchers with Assets Information

Scenario:

AP-
PO_VOUCHER_WITH_ASSET_INFO

SCENARIO STEPS:

- STEP # 1** Navigate to Accounts Payable > Batch Processes > Extracts and Loads > Load Assets Request.
- STEP # 2** If you have a run control already setup for Load Assets, click 'Find an Existing Value' tab.
Click "Search" and select your run control ID. Skip to step 5
- STEP # 3** If you do not have a run control ID for Load Assets, click on the 'Add a New Value' tab and type in a run control name that you can remember. No spaces are allowed in the name, however, you can use an underscore.('_')
- STEP # 4** Click 'Add'. This should take you to the 'Load Assets Request' page.
- STEP # 5** On the "Load Assts Request" page, enter:
Request Id
Description
Process Frequency (Always Process)
Process Option (Process Voucher)
In the "Details" Section:
Enter: Business Unit
Enter: Voucher Id
Click "Save"
- STEP # 6** Click 'Run'

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- STEP # 7** On the Process Scheduler Request page:
Under the "Process List" section, verify that the checkbox next to the Payables to Assets Interface item is checked.
Verify the value under the "Type" column is "Web"
Verify the value under the "Format" column is "TXT"
Click 'OK'
This will take you back to the "Load Assets Request" page
- STEP # 8** Verify that a Process Instance number is displayed.
Make note of the Process Instance number
- STEP # 9** Click the 'Process Monitor' link.
- STEP # 10** On the "Process Monitor" page
In the "Process List" section, in the "Instance" column, locate your Process Instance Number.
Click the 'Refresh' button at the top of the page.
When the Run Status of your process instance shows 'Success' and distribution status shows 'Posted', your job has successfully completed
- STEP # 11** Click the 'Go Back to Load Asset Request' link
- STEP # 12** Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-RUN_BUDGET_CHECK_ONLINE **TEST STATUS:** Optional

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_ENTER_VOUCHERS

BUS PROCESS: AP-070-010-001_RUN_BUDGET_CHECK_ONLINE

DESCRIPTION: Run a voucher through the budget checking process from the voucher entry page

EXPECTED RESULTS: After running the voucher through the budget checking process, the Budget Check status of the voucher should be "Valid"

NAVIGATION: Accounts Payable > Vouchers > Add/Update > Regular Entry

COMMENTS: The Budget Check process must be run against the voucher and the Budget Check status for that voucher must be "Valid" before the Voucher Posting process can be run.

Note: for PO vouchers, Document Tolerance must run prior to running Budget Checking

ACTUAL RESULTS:

DEPENDENCIES:

Description:

Must have either a PO Voucher than has been run through Doc Tolerance checking or must have a Non-PO voucher.

Scenario:

AP-ADD_REG_VOUCHER

SCENARIO STEPS:

- STEP # 1** Navigate to Accounts Payable > Vouchers > Add/Update > Regular Entry
- STEP # 2** Click on 'Find an Existing Value' and enter:
Business Unit
Voucher Id
Click 'Search'
- STEP # 3** Once the voucher displays, click on the 'Invoice Information' tab
- STEP # 4** In the voucher header, click on the dropdown arrow of the 'Action' box and select 'Budget Checking'.
Click on the 'Run' button next to that box
- STEP # 5** A message box will appear asking: 'Do you want to wait for the process to be completed? Voucher will be displayed after process ends. (7050, 54).'
Click 'Yes'.
- STEP # 6** Once the pop-up window shows a Run Status of 'Success' or 'Warning', close the pop-up window and click the refresh icon. The refresh button is the double green arrows icon. Once the budget checking is complete, then after you click on the refresh button, the voucher 'Action' box will be re-displayed.
- STEP # 7** Click on the voucher 'Summary' tab. The 'Budget Status' should be 'Valid'.
- STEP # 8** Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-RUN_BUDGET_CHECK_BATCH **TEST STATUS:** Optional

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_RUN_BATCH_PROCESS

BUS PROCESS: AP-070-010-002_RUN_BUDGET_CHECK_BATCH

DESCRIPTION: Run budget checking for the voucher using the batch run control page

EXPECTED RESULTS: Voucher Budget Check status should be changed to "Valid" upon completion of this test

NAVIGATION: Accounts Payable > Batch Processes > Vouchers > Budget Check

COMMENTS: The Budget Check process must be run against the voucher and the Budget Check status for that voucher must be "Valid" before the Voucher Posting process can be run.

ACTUAL RESULTS:

DEPENDENCIES:

Description:	Scenario:
Must have a PO Voucher that has been run through Doc Tolerance checking or must have a Non-PO Voucher that has been saved.	AP-ADD_REG_VOUCHER

SCENARIO STEPS:

STEP # 1 Navigate to Accounts Payable > Batch Processes > Vouchers > Budget Check

STEP # 2 If you have a run control already setup for Budget Checking, click 'Find an Existing Value' tab.
Click "Search" and select your run control ID. Skip to step 5

STEP # 3 If you do not have a run control ID for Budget Checking, click on the 'Add a New Value' tab and type in a run control name that you can remember. No spaces are allowed in the name, however, you can use an underscore.('_')

STEP # 4 Click 'Add'. This should take you to the 'Budget Check' page.

STEP # 5 On the "Budget Check" run control page, click on the "Process Frequency" drop down box and select 'Always Process'

STEP # 6 Enter a Description that you can remember

STEP # 7 Click on the 'Transaction Type' lookup box select 'AP_VOUCHER'

STEP # 8 Leave the 'Budget Pre-Check' check box blank.

STEP # 9 In the 'Selection Parameters' section, click on the drop down box for 'Field Name' and select 'Business Unit'. Under the 'Value Type' column select 'Value'. Under the 'From/To' column select your business unit. Click the '+' sign at the end of this row so that it will add another row underneath this one.

STEP # 10 In the 'Field Name' drop down box select 'Voucher ID'. In the 'Value Type' drop down box select 'Value'. In the 'From/To' drop down box select the voucher id that you want to budget check. Click the 'Save' button at the bottom of the page.

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- STEP #** 11 Click the 'Run' button. The 'Process Scheduler Request' window should pop up. Underneath the 'Process List' section, make sure that the check box next to the budget checking process (Comm. Cntrl. Budget Processor) is checked on. Also make sure that under the 'Type' column the value of 'Web' is entered. Under the 'Format' column, make sure that the value of 'TXT' is entered.
- STEP #** 12 Click on 'OK'. The 'Process Scheduler Request' window should disappear and you will see a 'Process Instance' number displayed underneath the "Run" button on the "Budget Check" page. Make note of your process instance number.
- STEP #** 13 Click on the 'Process Monitor' hyperlink. This will take you to the Process Monitor page. Look for the process instance number on this page. This is your batch job for the Budget Checking process that you just submitted.
- STEP #** 14 Click the 'Refresh' button at the top of the Process Monitor page.
- STEP #** 15 When Run Status for your process instance says 'Success', the budget checking job is completed.
- STEP #** 16 Navigate to Accounts Payable > Vouchers > Add/Update > Regular Entry and pull up the voucher that you just ran through the budget checking process. Click on the 'Summary' tab. The Budget Status for your voucher should be 'Valid'
- STEP #** 17 Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-RUN_DOC_TOLERANCE_ONLINE **TEST STATUS:** Optional
MODULE NAME: Accounts Payable **TESTER**
JOB PROFILES: TX_FIN_AP_ENTER_VOUCHERS
BUS PROCESS: AP-070-020-001_RUN_DOC_TOLERANCE_ONLINE
DESCRIPTION: Run Document Tolerance for a Voucher from the Vouchery Entry page
EXPECTED RESULTS: A PO voucher should successfully run through the Document Tolerance process
NAVIGATION: Accounts Payable > Vouchers > Add/Update > Regular Entry
COMMENTS: This process should take only a few minutes to run
ACTUAL RESULTS:
DEPENDENCIES:

Description: Must have a PO Voucher	Scenario: AP-PO_ONLY_WKSHT
---	--------------------------------------

SCENARIO STEPS:

- STEP # 1** Navigate to Accounts Payable > Vouchers > Add/Update > Regular Entry
Click on "Find an Existing Value" and enter"
Business Unit
Voucher Id
Click 'Search'
- STEP # 2** Once the voucher displays, click on the 'Invoice Information' tab and select 'Document Tolerance' from the 'Action' drop down box.
Click 'Run'
- STEP # 3** You will receive a message that states: 'Do you want to wait for the process to be completed? Voucher will be displayed after the process ends. (7050,54)'.
Click 'Yes'
- STEP # 4** Once the pop-up window shows a Run Status of 'Success' or 'Warning', close the pop-up window and click the refresh icon. The Refresh Icon is the double green arrows. When the Document Tolerance process is finished, the 'Action' drop down box will re-appear on your screen.
- STEP # 5** Click on the voucher 'Summary' tab. Verify that the 'Doc Tol Status' = Valid.
- STEP # 6** Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-RUN_DOC_TOLERANCE_BATCH **TEST STATUS:** Optional
MODULE NAME: Accounts Payable **TESTER**
JOB PROFILES: TX_FIN_AP_RUN_BATCH_PROCESS
BUS PROCESS: AP-070-020-002_RUN_DOC_TOLERANCE_BATCH
DESCRIPTION: Run Doc Tolerance from the batch run control page
EXPECTED RESULTS: The Doc Tolerance status for the voucher should be changed to "Valid"
NAVIGATION: Accounts Payable -> Batch Processes-> Vouchers> Document Tolerance
COMMENTS:
ACTUAL RESULTS:
DEPENDENCIES:

Description: Must have a PO Voucher	Scenario: AP-PO_ONLY_WKSHT
---	--------------------------------------

SCENARIO STEPS:

- STEP # 1** Navigate to Accounts Payable -> Batch Processes-> Vouchers> Document Tolerance
- STEP # 2** If you have a run control already setup for Doc Tolerance Checking, click 'Find an Existing Value' tab.
Click "Search" and select your run control ID. Skip to step 5
- STEP # 3** If you do not have a run control ID for Doc Tolerance Checking, click on the 'Add a New Value' tab and type in a run control name that you can remember. No spaces are allowed in the name, however, you can use an underscore.('_')
- STEP # 4** Click 'Add'. This should take you to the 'Doc Tolerance' run control page.
- STEP # 5** On the Doc Tolerance run control page, enter:
Description (enter a meaningful description)
In the 'Process Frequency' drop down, select 'Always Process'
In the 'Document Type' drop down select 'Voucher'
In the 'Run Option' drop down select 'Voucher'
This will enable the 'Business Unit' and 'Voucher Id' fields in the 'Voucher' section below
- STEP # 6** In the 'Voucher' section, click on the 'Business Unit' lookup enter your business unit.
Click on the 'Voucher ID' lookup box and select your voucher id.
Click 'Save'

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- STEP #*** 7 Click 'Run'
The 'Process Scheduler Request' page will be displayed
- STEP #*** 8 On the 'Process Scheduler Request' page make sure that the box next to 'Document Tolerance Checking' (FS_DOC_TOL) is checked on
Make sure that under the 'Type' column the value of 'Web' is entered
Make sure that under the 'Format' column the value of 'TXT' is entered
Click 'OK'
The 'Document Tolerance' page will be displayed again
- STEP #*** 9 You should see a Process Instance number displayed showing the Document Tolerance batch process running.
- STEP #*** 10 Click on the Process Monitor hyperlink and find the process instance just initiated. It should be the same Process Instance number displayed in the previous step.
- STEP #*** 11 Each time the 'Refresh' button is pressed, the Run Status will be updated.
Once the Run status displays 'Success' the job has completed
- STEP #*** 12 At the bottom of the Process Monitor page, click the 'Go back to Document Tolerance Requests' link
This should take you back to the 'Document Tolerance' page.
- STEP #*** 13 Navigate to: Accounts Payable >Vouchers > Add/Update > Regular Entry and click on 'Find Existing Value'
- STEP #*** 14 Enter Business Unit and Voucher ID to pull up the voucher. Click on the 'Summary' tab and verify the 'Doc Tol Status' is 'Valid'
- STEP #*** 15 Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-RUN_MATCHING_ONLINE **TEST STATUS:** Optional

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_ENTER_VOUCHERS

BUS PROCESS: AP-070-030-001_RUN_MATCHING_ONLINE

DESCRIPTION: Run the Voucher Matching Process from the Voucher Entry page

EXPECTED RESULTS: Voucher should be in a "Matched" status after it has been run through the matching process

NAVIGATION: Accounts Payable > Vouchers > Add/Update > Regular Entry

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:

Must have a PO Voucher

Scenario:

AP-PO_ONLY_WKSHT

SCENARIO STEPS:

- STEP # 1** Navigate to Accounts Payable > Vouchers > Add/Update > Regular Entry and click on "Find an Existing Voucher"
Enter your business unit and voucher id and click "Search" and pull up your voucher
- STEP # 2** Go to the "Invoice Information" page
- STEP # 3** Click the dropdown on the "Action" box. Select "Matching"
Click "Run"
- STEP # 4** A message will appear stating: "Do you want to wait for the process to be completed? Voucher will be displayed after process ends. (7050,54)"
Click "Yes"
- STEP # 5** Once the pop-up window shows a Run Status of 'Success' or 'Warning', close the pop-up window and click the refresh icon. The refresh icon is the double green arrows icon
When the matching process has completed, the "Action" drop down box will re-appear on your screen.
Go to the voucher "Summary" page for your voucher and verify that the Match Status = "Matched"
If status is "matched", your on-line testing for matching is complete
- STEP # 6** Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-RUN_MATCHING_BATCH **TEST STATUS:** Optional

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_RUN_BATCH_PROCESS

BUS PROCESS: AP-070-030-002_RUN_MATCHING_BATCH

DESCRIPTION: Run matching using the batch run control page

EXPECTED RESULTS: After running through the Match process, the voucher should have a "Matched" status

NAVIGATION: Accounts Payable -> Batch Processes-> Vouchers> Matching

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description: Must have a PO Voucher	Scenario: AP-PO_ONLY_WKSHT
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SCENARIO STEPS:

- STEP # 1** Navigate to Accounts Payable -> Batch Processes-> Vouchers> Matching
- STEP # 2** If you have a run control already setup for Matching, click 'Find an Existing Value' tab. Click "Search" and select your run control ID. Skip to step 5
- STEP # 3** If you do not have a run control ID for Matching, click on the 'Add a New Value' tab and type in a run control name that you can remember. No spaces are allowed in the name, however, you can use an underscore.('_')
- STEP # 4** Click 'Add'. This should take you to the 'Matching' run control page.
- STEP # 5** On the "Match Request" run control page enter a Description
Click on the "Process Frequency" drop down and select "Always Process"
Click on the "Match Action" drop down and select "Matching"
Click on the "Options" drop down and select "Voucher"
Leave the "As Of Date" field Blank
Make sure the "Run Document Association Only" checkbox is not checked
Make sure the "Autopilot Run Control" checkbox is not checked

CAPPS 2017 UAT Scenario Report

- STEP # 6** In the "Voucher" section click the dropdown for the "Business Unit" column and select your business unit
Click on the "Voucher ID" dropdown and select your voucher id that you want to match
Click "Save"
Click "Run"
The "Process Scheduler Request" page should be displayed
- STEP # 7** On the "Process Scheduler Request" Page in the "Process List" section, make sure the check the box for "AP Matching" (AP_MATCH) is checked on.
The system should take you back to the "Match Request"
- STEP # 8** The Process Instance will be displayed at the top of the "Match Request" page. Make note of the Process Instance number.
Click the "Process Monitor" link
This should take you to the "Process Monitor" page
- STEP # 9** You should see your Process Instance number in the "Process List" section.
Click "Refresh"
Process Name "AP_MATCH " run status will be refreshed. Upon successful completion of the Matching job, the RUN STATUS will be "Success"
- STEP # 10** Click the "Go back to Match Request" link at the bottom of the "Process Monitor" page to go back to the "Match Request" page .
- STEP # 11** Navigate to Accounts Payable > Vouchers > Add/Update > Regular Entry and click on "Find an Existing Value". Enter your Business Unit and Voucher Id in the search criteria, click "Search" and it should pull up your voucher.
Look on the "Summary" tab and verify that the "Match Status" of your voucher = "Matched"
- STEP # 12** Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-POST_VOUCHER_ONLINE **TEST STATUS:** Optional

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_VCHR_MAINT

BUS PROCESS: AP-070-040-001_POST_VOUCHER_ONLINE

DESCRIPTION: Run voucher post from the voucher entry page

EXPECTED RESULTS: Voucher Post status should be "Posted"

NAVIGATION: Accounts Payable > Vouchers > Add/Update > Regular Entry

COMMENTS: Old script, N/A now

ACTUAL RESULTS:

DEPENDENCIES:

Description:	Scenario:
Must have a voucher that has gone through all of the AP Processes.	AP-ADD_REG_VOUCHER

SCENARIO STEPS:

STEP # 1 Navigate to Accounts Payable > Vouchers > Add/Update > Regular Entry and click on "Find Existing Value"

STEP # 2 Enter your Business Unit and Voucher Id in the search criteria and click "Search"
Click on the "Invoice Information" tab

STEP # 3 Click on the "Action" box drop down and select "Voucher Post"
Click "Run"

STEP # 4 A message will be displayed stating: "Do you want to wait for the process to be completed? Voucher will be displayed after process ends. (7050,54)"
Click "Yes"

STEP # 5 Once the pop-up window shows a Run Status of 'Success' or 'Warning', close the pop-up window and click the refresh icon. The Refresh icon is the double green arrow icon
Once Voucher Posting has completed, the "Action" box will re-appear on your page.

STEP # 6 Click on the "Summary" tab and verify that the "Post Status" is "Posted".
Your testing should be complete.

STEP # 7 Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-POST_VOUCHER_BATCH **TEST STATUS:** Optional

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_RUN_BATCH_PROCESS

BUS PROCESS: AP-070-040-002_POST_VOUCHER_BATCH

DESCRIPTION: Run the voucher post process using the batch run control page

EXPECTED RESULTS: After running through the voucher post process, the voucher should have a Post Status of "Posted"

NAVIGATION: Accounts Payable > Batch Processes > Vouchers > Voucher Posting

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:	Scenario:
Must have a voucher that has gone through all of the AP Processes.	AP-ADD_REG_VOUCHER

SCENARIO STEPS:

- STEP # 1** Navigate to Accounts Payable > Batch Processes > Vouchers > Voucher Posting
- STEP # 2** If you have a run control already setup for Voucher Posting, click 'Find an Existing Value' tab.
Click "Search" and select your run control ID. Skip to step 5
- STEP # 3** If you do not have a run control ID for Voucher Posting click on the 'Add a New Value' tab and type in a run control name that you can remember. No spaces are allowed in the name, however, you can use an underscore.('_')
- STEP # 4** Click 'Add'. This should take you to the 'Voucher Posting' run control page.
- STEP # 5** On the Voucher Posting run control page, enter a Short Description into the "Request Id" field
Enter a Long Description into the "Description" field
Select "Always Process" in the "Process Frequency" drop down
Select "Post Voucher" in the "Post Voucher Option" drop down
Leave the default value as "Invoicing Supplier" in the "Prepayment Application Method" box

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- STEP # 6** In the "Post Voucher List" section, click on the "Business Unit" dropdown and select your Business Unit
In the "Voucher ID" drop down select your voucher id that you wish to post.
Leave the "Autopilot Run Control" check box blank
Click "Save"
Click "Run"
- STEP # 7** The "Process Scheduler Request" window should appear
Verify that the box is checked next to the "PS/AP Voucher Posting" checkbox.
Verify that the value under the "Type" column is "Web".
Verify that the value under the "Format" column is "TXT"
Click 'OK'
- STEP # 8** You will be taken back to the "Voucher Posting Request" page.
A "Process Instance" number will be displayed at the top of the "Voucher Posting Page"
Make note of the Process Instance Number
- STEP # 9** Click on the "Process Monitor" hyperlink.
It should take you to the "Process Monitor" page.
You should see your process instance number in the "Process List" section (i.e., the AP_PSTVCHR job).
Once the "Run Status" is "Success" you can verify that your voucher was posted.
- STEP # 10** Navigate to Accounts Payable > Vouchers > Add/Update > Regular Entry and click on "Find Existing Value"
Enter your Business Unit and Voucher Id in the search criteria and click on "Search"
Your voucher should be displayed.
Click on the "Summary" tab and verify that the "Post Status" is "Posted"
- STEP # 11** Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-RUN_VCHR_BUILD_TO_FIX_ERRORS **TEST STATUS:** Optional

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_RUN_BATCH_PROCESS

BUS PROCESS: AP-070-040-003_RUN_VCHR_BUILD_TO_FIX_ERRORS

DESCRIPTION: Run the voucher build process to build vouchers that have been corrected on the Quick Invoice Entry page

EXPECTED RESULTS: The corrected voucher should be successfully built and have an entry status of "Postable".

NAVIGATION: Accounts Payable > Batch Processes > Vouchers > Voucher Build

COMMENTS: If a voucher encounters a "fatal" error during the voucher build process, this means that the voucher cannot be built until that error is resolved. The error is fixed by entering the appropriate information on the "Quick Invoice Entry" page and then re-running the Voucher Build process to pull in the EDI voucher(s) that was previously in error.

ACTUAL RESULTS:

DEPENDENCIES:

Description:

Voucher(s) that originally failed the voucher build process. Corrections have been made on the Quick Invoice Entry page for this voucher(s) and now it needs to be re-run through the Voucher Build process

Scenario:

AP-REVIEW_VCHR_BUILD_FATAL_ERR

SCENARIO STEPS:

- STEP # 1** Navigate to Accounts Payable > Batch Processes > Vouchers > Voucher Build
- STEP # 2** If you have a run control already setup for Voucher Build, click 'Find an Existing Value' tab.
Click "Search" and select your run control ID. Skip to step 5
- STEP # 3** If you do not have a run control ID for Voucher Build, click on the 'Add a New Value' tab and type in a run control name that you can remember. No spaces are allowed in the name, however, you can use an underscore.('_')
- STEP # 4** Click 'Add'. This should take you to the 'Voucher Build' run control page.

CAPPS 2017 UAT Scenario Report

- STEP # 5** On the Voucher Build run control page, enter a short description in the "Request Id" field
Enter a description in the "Description" field
Leave "From Date" blank
Leave "To Date" blank
Leave the "Assign Invoice ID" box checked on
Leave the "Assign Invoice Date" box checked on
Select "Business Unit" in the "Process Option" box
Select "Errors/Staged Vouchers" in the "Voucher Sources" box
In the "Selection Parameters" section,
Select your agency's business unit in the "Business Unit" box
In the "Interfaces" section,
Select "EDI" in the "Voucher Build Interfaces" box
Click "Save"
- STEP # 6** Click "Run"
On the "Process Scheduler Request" pop up page, in the "Process List" section, make sure the check box next to the Voucher Build job is checked on.
Make sure that the value in the "Type" column is "Web".
Make sure that the value in the "Format" column is "TXT".
Click "Ok"
- STEP # 7** It will take you back to the "Voucher Build" run control page.
A "Process Instance" number will be displayed. Make note of this process instance number.
Click on the "Process Monitor" hyperlink.
This will take you to the Process Monitor, Process List page.
In the "Process List" section, in the "Instance" column, find your process instance number.
Click on the "Refresh" button.
When the "Run Status" of your job is "Success" that means your job is complete.
Click on the "Go back to Voucher Build Request" hyperlink.
- STEP # 8** Navigate to : Accounts Payable > Vouchers > Add/Update > Regular Entry
Click on "Find an Existing Value"
Enter your voucher id from test script "AP-050-100-001
_REVIEW_VCHR_BUILD_FATAL_ERR" in the Voucher ID field
Click "Search"
- STEP # 9** This search should find your voucher and you should be able to pull it up on the Voucher regular entry page
- STEP # 10** Click on the Voucher "Summary" tab.
If the Voucher "Entry Status" is "Postable", then skip to Step 9 (Test Complete).
If the voucher "Entry Status" is "Recycle", then click on the Voucher "Invoice Information" tab and correct any additional errors.
Click "Save"
Click on Voucher "Summary" tab.
Voucher "Entry Status" should be "Postable".

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STEP # 11

Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-JOURNAL_GEN_VOUCHER_BATCH **TEST STATUS:** Optional

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_RUN_BATCH_PROCESS

BUS PROCESS: AP-070-050-002_JOURNAL_GEN_VOUCHER_BATCH

DESCRIPTION: Run journal generator for a voucher using the batch run control page

EXPECTED RESULTS: The voucher should be journal generated and an AP journal should be created in the CAPPS GL that contains the GL entries for the voucher

NAVIGATION: General Ledger > Journals > Subsystem Journals > Generate Journals

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:

Need to have a voucher that has been posted

Scenario:

AP-ADD_REG_VOUCHER

SCENARIO STEPS:

- STEP # 1** Navigate to General Ledger > Journals > Subsystem Journals > Generate Journals
- STEP # 2** If you have a run control already setup for Journal Generator, click 'Find an Existing Value' tab.
Click "Search" and select your run control ID. Skip to step 5
- STEP # 3** If you do not have a run control ID for Journal Generator, click on the 'Add a New Value' tab and type in a run control name that you can remember. No spaces are allowed in the name, however, you can use an underscore.('_')
- STEP # 4** Click 'Add'. This should take you to the 'Journal Generator' run control page.
- STEP # 5** On the Journal Generator run control page, in the "Journal Processing Options" section, make sure the "Edit", "Budget Check", and "Post" check boxes are all checked on.

CAPPS 2017 UAT Scenario Report

- STEP # 6** In the "Process Request Parameters" section, click on the "Always" button.
Click on the "SetID" dropdown and select your Setid
Click on the "Accounting Definition Name" drop down and select the "Payables Definition" (this is usually named "APDEFN")
Click on the "Application Business Unit" drop down and select your business unit.
Click on the "Ledger Group" drop down and select "ACTUALS".
Click on the "From Date Option" dropdown and select "Specify Date".
Click on the "To Date Option" drop down and select "Specify Date".
Enter the Accounting Date of your voucher in the "From Date" field.
Enter the Accounting Date of your voucher in the "To Date" field.
NOTE: The accounting date of your voucher normally defaults to the date on which you entered the voucher into CAPPS. To verify the accounting date of your voucher, you can pull up your voucher on the voucher entry page, go to the "Invoice Information" tab and you will see the "Accounting Date" field in the header section of that page.
To do this, click on the "New Window" hyperlink on the top of your screen, navigate to Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry and click on "Find an Existing Value".
Enter your Business Unit and Voucher Id in the search criteria fields and then click "Search".
Once the voucher is displayed, click on "Invoice Information" tab and look in the voucher header section at the "Accounting Date" field for the voucher's accounting date. Go back to the "General Journals" page and enter this date into the "From Date" and "To Date" fields.
Click "Save"
Click "Run"
You should be taken to the "Process Scheduler Request" page
- STEP # 7** On the "Process Scheduler Request" page, In the "Process List" section, check on the box next to the "FS_JGEN" item. Verify that the value entered under the "Type" column for this line is "Web" and the value entered under the "Format" column for this line is "TXT".
Make sure the checkboxes next to the other processes are NOT checked on.
Click "OK".
You will be taken back to the "General Journals Request" page.
There will a Process Instance number displayed at the top right of this page.
- STEP # 8** Click on the "Process Monitor" link at the top of the page
This should take you to the "Process Monitor" page
You should see your process instance number in the "Process List" section of this page. It will be for your "FS_JGEN" job.
Once the "Run Status" shows "Success", your journal generator for that voucher should be complete.

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- STEP #** 9 To verify that your voucher was journal generated and to find the journal id navigate to the following:
Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Accounting Entries
Enter your business unit in the "Business Unit" field
Enter your voucher id in the "Voucher ID" field
Click "Search"
Your voucher information should be displayed in the "Accounting Information" section.
Click on the "Journal" tab
You should see the Journal ID number under the "Journal ID" column.
- STEP #** 10 Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-VERIFY_PMT_NUM_ON_VOUCHER **TEST STATUS:** Optional

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: ALL Roles

BUS PROCESS: AP-070-060-001_VERIFY_PMT_NUM_ON_VOUCHER

DESCRIPTION: Verify that a voucher processed through USAS and that the payment number field on the voucher distribution line is populated with the correct USAS Warrant Number or Payment Number

EXPECTED RESULTS: Voucher distribution line is populated with the correct USAS Warrant Number or Payment Number.

NAVIGATION: Accounts Payable -> Vouchers -> Add/Update -> Regular Entry

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description: Voucher Paid in USAS	Scenario: AP-ADD_REG_VOUCHER
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SCENARIO STEPS:

- STEP # 1** Navigate to Accounts Payable -> Vouchers -> Add/Update -> Regular Entry Select the "Find an Existing Value" tab
- STEP # 2** Enter:
Business Unit
Voucher ID

Click "Search"
- STEP # 3** On the Summary tab, verify that the voucher has processed through USAS.
USAS Process Status = P
- STEP # 4** Click on the "Invoice Information" tab
- STEP # 5** In the Header Section, verify the following fields:
USAS Proc Stat: Should be "P" (Processed in USAS)
USAS Proc Dt: Populated with a USAS process date
USAS Doc #: Populated with a USAS document number
- STEP # 6** In the Distribution Lines Section, click on the USAS Data tab and verify the following fields:
Payment number - populated with a Payment Number
- STEP # 7** Verify USAS Data for each distribution line.
- STEP # 8** Test Complete.

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-INBOUND_BROWSER **TEST STATUS:** Optional
MODULE NAME: Accounts Payable **TESTER**
JOB PROFILES: TX_FIN_AP_INTERFACE_RECON
BUS PROCESS: AP-070-070-010-001_INBOUND_BROWSER
DESCRIPTION: Locate and review an HX transaction on the HX Recycle Browser
EXPECTED RESULTS: Successfully locate and review an HX transaction on the HX Recycle Browser
NAVIGATION: CAPPS Statewide > Statewide Interfaces > HX Recycle Browser
COMMENTS: This script is useful to review an HX transaction for a document that was entered directly into USAS to create a counterpart CAPPS USX/MAN voucher.

ACTUAL RESULTS:

DEPENDENCIES:

Description:

- 1) An expenditure document entered directly in USAS
- 2) HX transaction coming from USAS that does not find a match on the IN Browser

Scenario:

SCENARIO STEPS:

- STEP # 1** Navigate to CAPPS Statewide > Statewide Interfaces > HX Recycle Browser
- STEP # 2** From 'Find an Existing Value' tab, enter:
SetID
USAS Agency Number
USAS Document Number

Click 'Search'
- STEP # 3** The USAS document will display if it is on the HX Recycle Browser
- STEP # 4** Note that there are four fields that can be edited: Ref Doc No, Ref Doc Suffix, Multi-purpose Code and USAS Doc Date. These fields are open for editing to get the HX transaction to match up with the companion CAPPS Voucher on the USAS Archive IN Browser.
- STEP # 5** Page over to the right and notice a checkbox also available for entry titled 'Delete Trans'. Checking this checkbox will cause the HX Transaction to be deleted from the HX Recycle Browser the next time the inbound process is run for the business unit. This should only be done if it is determined this transaction is not an unresolved reconciliation item and there is no chance it will match up with a transaction on the IN Browser.
- STEP # 6** Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-INBOUND_COMPARE_PASS **TEST STATUS:** Optional

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_INTERFACE_RECON

BUS PROCESS: AP-070-070-010-002_INBOUND_COMPARE_PASS

DESCRIPTION: Verify transactions on the HX Recycle Browser and IN Browser matched up and dropped off of the browsers.

EXPECTED RESULTS: Transactions cannot be found on the HX Recycle Browser or IN Browser as they matched up and dropped off and went to history.

NAVIGATION: CAPPS Statewide > Statewide Interfaces > HX Recycle Browser

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:

1) A Payment Voucher is created in CAPPS and fully processed and paid in USAS

2) Inbound process is run

Scenario:

AP-ADD_REG_VOUCHER

SCENARIO STEPS:

STEP # 1 Navigate to CAPPS Statewide > Statewide Interfaces > HX Recycle Browser

STEP # 2 From 'Find an Existing Value' tab, enter:
SetID
USAS Agency Number
USAS Document Number

Click 'Search'

STEP # 3 The USAS document will display only if it has not yet matched up with a transaction on the IN Browser. For this test the match should have been successful and the search should be unsuccessful.

STEP # 4 Open a new window by clicking the 'New Window' hyperlink at the top of the page and in the new window navigate to CAPPS Statewide > Statewide Interfaces > USAS Archive IN Browser

STEP # 5 From 'Find an Existing Value' tab, enter:
Business Unit
Set Control Value
ISAS Interface (enter ISUS01B for Accounts Payable transactions)
USAS Agency Number
USAS Document Year
USAS Document Number

Click 'Search'

CAPPS 2017 UAT Scenario Report

- STEP # 6** The CAPPS voucher will display only if it has not yet matched up with a transaction on the HX Recycle Browser or if there was an 'Error in Matching'. For this test the match should have been successful and the search should be unsuccessful.
- STEP # 7** Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-INBOUND_CORRECTED_ERROR **TEST STATUS:** Optional

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_INTERFACE_RECON

BUS PROCESS: AP-070-070-010-003_INBOUND_CORRECTED_ERROR

DESCRIPTION: AP Voucher where status on IN Browser is changed to 'Corrected Error'

EXPECTED RESULTS: Matching between the IN Browser and HX will be successful but the compare will fail. The IN Browser Status will be set to 'Error in HX Matching'. Once the user has made a correction in CAPPS (usually through a MAN/MAN adjustment voucher) the status on the IN transaction will be updated to 'Corrected Error', causing the transaction on the IN Browser to drop off and go to history. The process status on the original voucher will be updated to 'P'

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

COMMENTS: Note: This is a 4 day test

ACTUAL RESULTS:

DEPENDENCIES:

Description:

Day 1) Create a voucher making sure it is sent to USAS. Do not do a pre-release in USAS to allow the document to be edited prior to processing.

Day 2) Edit the USAS Document on the IT file, changing the Comptroller Object. Another USAS cycle must run followed by processing of a CAPPS Inbound

Day 3) Once the USAS Document has posted and paid, enter a MAN/MAN voucher using the Adjustment voucher style to record the expenditure to the correct Account. This will be a net zero voucher with one line (invoice or distribution) recording a negative amount to the original expense account and a second line (invoice or distribution) added with a positive amount to record the expense to the correct account.

Scenario:

AP-ADD_REG_VOUCHER

AP-CREATE_MAN_MAN_VOUCHER

SCENARIO STEPS:

STEP # 1 Day 3) From the CAPPS main menu, navigate to CAPPS Statewide > Statewide Interfaces > USAS Archive IN Browser

CAPPS 2017 UAT Scenario Report

- STEP #*** 2 From 'Find an Existing Value' tab, enter:
 Business Unit
 Set Control Value
 ISAS Interface (enter ISUS01B for Accounts Payable transactions)
 USAS Agency Number
 USAS Document Year
 USAS Document Number
 Click 'Search'
- STEP #*** 3 When the transaction on the IN Browser displays, navigate to the Doc Status tab and verify the Status is 'Error in HX Matching'
- STEP #*** 4 In the dropdown window under 'Change Status To', select Status 'Corrected Error'
- STEP #*** 5 Day 4) Allow the inbound process runs again the following morning.
- STEP #*** 6 Navigate to CAPPS Statewide > Statewide Interfaces > USAS Archive IN Browser
- STEP #*** 7 From 'Find an Existing Value' tab, enter:
 Business Unit
 Set Control Value
 ISAS Interface (enter ISUS01B for Accounts Payable transactions)
 USAS Agency Number
 USAS Document Year
 USAS Document Number
 Click 'Search'
- STEP #*** 8 The transaction on the IN Browser that was in 'Error in HX Matching' status the prior day should no longer be available for display
- STEP #*** 9 Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-INBOUND_DELETED_FROM_ARCHIVE_IN **TEST STATUS:** Optional
MODULE NAME: Accounts Payable **TESTER**
JOB PROFILES: TX_FIN_AP_INTERFACE_RECON
BUS PROCESS: AP-070-070-010-004_INBOUND_DELETED_FROM_ARCHIVE_IN
DESCRIPTION: Change the status of a transaction on the IN Browser to 'Delete from Archive IN Table'
EXPECTED RESULTS: The IN Browser Status will be set to 'Deleted From Archive IN' and will drop off of the IN Browser during the next inbound processing.

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

COMMENTS: If a transaction on the IN Browser fails the matching or compare process but a correcting CAPPS voucher is not needed, the transaction must be deleted from the IN Browser. This could happen for example on a MAN/USX transaction where the USAS Document Number is entered wrong on the CAPPS Voucher.

ACTUAL RESULTS:

DEPENDENCIES:

Description:

- 1) Need a voucher that was created with a tcode of MAN and a payment type of USX
- 2) Outbound needs to run in order for the MAN/USX voucher to go into the IN Browser

Scenario:

AP-ADD_REG_VOUCHER

SCENARIO STEPS:

- STEP # 1** Day 1) Navigate to CAPPS Statewide > Statewide Interfaces > USAS Archive IN Browser
- STEP # 2** From 'Find an Existing Value' tab, enter:
Business Unit
Set Control Value
ISAS Interface (enter 'ISUS01B' for Accounts Payable transactions)
USAS Agency Number
USAS Document Year
USAS Document Number
Click 'Search'
- STEP # 3** For this test script, the transaction should display on the IN Browser as it should not find a match on the HX Recycle Browser.
- STEP # 4** Navigate to the Doc Status tab and note the Document Status of 'Not Yet Processed By Intfc.'
- STEP # 5** In the dropdown window under 'Change Status To', select Status 'Deleted From Archive IN Table'
- STEP # 6** Day 2) Allow the inbound process to run again the following morning.
- STEP # 7** From the CAPPS main menu, navigate to CAPPS Statewide > Statewide Interfaces > USAS Archive IN Browser

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- STEP #*** 8 From 'Find an Existing Value' tab, enter:
 Business Unit
 Set Control Value
 ISAS Interface (enter ISUS01B for Accounts Payable transactions)
 USAS Agency Number
 USAS Document Year
 USAS Document Number
 Click 'Search'
- STEP #*** 9 The transaction on the IN Browser that was changed to 'Deleted From Archive IN
Table' status the prior day should no longer be available for display
- STEP #*** 10 Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-INBOUND_DELETED_FROM_USAS **TEST STATUS:** Optional

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_INTERFACE_RECON

BUS PROCESS: AP-070-070-010-005_INBOUND_DELETED_FROM_USAS

DESCRIPTION: Change the status of a transaction on the IN Browser to 'Deleted from USAS' when an AP voucher creates a USAS document that is deleted in USAS.

EXPECTED RESULTS: After marking a transaction on the IN Browser as 'Deleted From USAS' it will drop off and go to history and the Process Status on the original voucher will be changed to 'X'

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

COMMENTS: Once a voucher is deleted in USAS the associated transaction sitting on the IN Browser needs to be marked as 'Deleted from USAS'
Note: This is a 3 day test

ACTUAL RESULTS:

DEPENDENCIES:

Description:

Day 1) A voucher is entered into CAPPS and sent to USAS. Note: do not pre-release the voucher so it can be deleted on Day 2.

Day 2) The USAS Document is deleted from USAS

Scenario:

AP-ADD_REG_VOUCHER

SCENARIO STEPS:

- STEP # 1** Day 2) From the CAPPS main menu, navigate to CAPPS Statewide > Statewide Interfaces > USAS Archive IN Browser
- STEP # 2** From 'Find an Existing Value' tab, enter:
Business Unit
Set Control Value
ISAS Interface (enter ISUS01B for Accounts Payable transactions)
USAS Agency Number
USAS Document Year
USAS Document Number
Click 'Search'
- STEP # 3** When the transaction on the IN Browser displays, navigate to the Doc Status tab and verify the Status is 'Not Yet Processed By Intfc.'
- STEP # 4** In the dropdown window under 'Change Status To', select Status 'Deleted from USAS'.
Click 'Save'
- STEP # 5** Day 3) Allow the inbound process to run again the following morning.
- STEP # 6** From the CAPPS main menu, navigate to CAPPS Statewide > Statewide Interfaces > USAS Archive IN Browser

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- STEP #*** 7 From 'Find an Existing Value' tab, enter:
 Business Unit
 Set Control Value
 ISAS Interface (enter ISUS01B for Accounts Payable transactions)
 USAS Agency Number
 USAS Document Year
 USAS Document Number
 Click 'Search'
- STEP #*** 8 The transaction on the IN Browser that was changed to 'Deleted from USAS' status the
 prior day should no longer be available for display
- STEP #*** 9 Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-INBOUND_NO_MATCH **TEST STATUS:** Optional
MODULE NAME: Accounts Payable **TESTER**
JOB PROFILES: TX_FIN_AP_INTERFACE_RECON
BUS PROCESS: AP-070-070-010-006_INBOUND_NO_MATCH
DESCRIPTION: Review transactions on the IN Browser and HX Recycle Browser and update the 4 fields on the HX transaction to match the companion transaction on the IN Browser
EXPECTED RESULTS: After editing a transaction on the HX Recycle Browser it will match up with a transaction on the IN Browser during the next inbound processing
NAVIGATION: CAPPS Statewide > Statewide Interfaces > HX Recycle Browser
COMMENTS: Note: this is a 2 Day test

ACTUAL RESULTS:

DEPENDENCIES:

Description:

Transactions exist on the USAS Archive IN Browser and the HX Recycle Browser for a document that have different values in the 4 match fields (Ref Doc No, Ref Doc Suffix, Multi-purpose Code, USAS Doc Date)

Scenario:

SCENARIO STEPS:

- STEP # 1** Day 1) Navigate to the HX Recycle Browser: CAPPS Statewide > Statewide Interfaces > HX Recycle Browser
- STEP # 2** On the 'Find an Existing Value' tab, enter:
SetID
USAS Agency Number
USAS Document Number
USAS Document Year
Click 'Search'
- STEP # 3** Open a new window by pressing the New Window hyperlink at the top of the page.
- STEP # 4** In the new window, navigate to the USAS Archive IN Browser: CAPPS Statewide > Statewide Interfaces > USAS Archive IN Browser
- STEP # 5** On the 'Find an Existing Value' tab, enter:
Business Unit
Set Control Value
ISAS Interface (enter ISUS01B for AP transactions)
USAS Agency Number
USAS Document Year
USAS Document Number
Click 'Search'

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- STEP # 6** Compare the 4 match fields (Ref Doc No, Ref Doc Suffix, Multi-purpose Code, USAS Doc Date) between the transactions on the HX Recycle Browser and the USAS Archive IN Browser. Where they are different, edit the HX transaction to match the IN transaction.
- STEP # 7** Day 2) After the inbound runs again the following morning, look for the transaction on the HX Recycle Browser to verify it cannot be found. On the 'Find an Existing Value' tab, enter:
SetID
USAS Agency Number
USAS Document Number
USAS Document Year
Click 'Search'
- STEP # 8** Verify the transaction on the IN Browser cannot be found. On the 'Find an Existing Value' tab, enter:
Business Unit
Set Control Value
ISAS Interface (enter ISUS01B for AP transactions)
USAS Agency Number
USAS Document Year
USAS Document Number
Click 'Search'
- STEP # 9** Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-INBOUND_PMT_LIQ_JRNL **TEST STATUS:** Optional

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: ???

BUS PROCESS: AP-070-070-010-007_INBOUND_PMT_LIQ_JRNL

DESCRIPTION: Inquire on payment liquidation journals generated from the USAS to CAPPS Inbound process

EXPECTED RESULTS: The user will be able to successfully inquire on payment liquidation journals.

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

COMMENTS: One liquidation journal is created for each BU each day the inbound is run. This one liquidation journal can have many lines as it will roll up liquidation line amounts for all inbound documents by chartfield values. For example, if there were six vouchers processed by USAS in a nightly cycle for a BU/Agency and three of the vouchers had matching chartfield values and the other three had different but again matching values, one payment liquidation journal would be created with 2 lines.

ACTUAL RESULTS:

DEPENDENCIES:

Description:

Scenario:

A generated payment liquidation journal is budget checked and posted.

SCENARIO STEPS:

- STEP # 1** Navigate to: General Ledger > Journals > Journal Entry > Create/Update Journal Entries
- STEP # 2** On the 'Find an Existing Value' tab, enter:
Business Unit
Journal Date
Source: (USA)
(blank out all other search fields)
Click 'Search'
- STEP # 3** Review the journal
- STEP # 4** Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-INBOUND_CANCEL_UPDATE_VCHR **TEST STATUS:** Optional
MODULE NAME: Accounts Payable **TESTER**
JOB PROFILES: TX_FIN_AP_INTERFACE_RECON
BUS PROCESS: AP-070-070-010-008_INBOUND_CANCEL_UPDATE_VCHR
DESCRIPTION: Verify when a cancellation voucher is processed the distribution line on original payment voucher is updated with the cancellation document number on the USAS tab
EXPECTED RESULTS: The original payment voucher will be updated with the cancellation document number on the USAS tab
NAVIGATION: CAPPS Statewide > Statewide Interfaces > HX Recycle Browser

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:

Scenario:

- 1) A regular voucher is created and sent to USAS and fully processed, creating a payment AP-ADD_REG_VOUCHER
- 2) A cancellation document is created in USAS and comes into CAPPS on the HX file AP-USAS_CANCELLATION

SCENARIO STEPS:

- STEP # 1** Navigate to: CAPPS Statewide > Statewide Interfaces > HX Recycle Browser
- STEP # 2** On the 'Find an Existing Value' tab, enter:
 SetID
 USAS Agency Number
 USAS Document Number (USAS Cancellation Document)
 USAS Document Year
 Click 'Search'
- STEP # 3** Locate the Ref Doc No to assist in finding the original payment voucher. The Ref Doc No is the USAS document created from the CAPPS voucher.
 Note: The related CAPPS Voucher number is the same as the Ref Doc No except the first character is replaced by a zero.
- STEP # 4** Open a new window by pressing the New Window hyperlink at the top of the page.
- STEP # 5** In the new window, navigate to: Accounts Payable > Vouchers > Add/Update > Regular Entry
- STEP # 6** On the 'Find an Existing Value' tab, enter:
 Business Unit
 Voucher ID (derived from Ref Doc No on the Cancellation Voucher - see the Note in Step 3)
 Click 'Search'
- STEP # 7** Once the voucher displays, click on the Invoice Information page
- STEP # 8** In the Distribution Lines section, click on the USAS Data tab

CAPPS 2017 UAT Scenario Report

- STEP #* 9 In the Ref Doc Number field, verify it has been populated with the USAS Cancellation Document Number

- STEP #* 10 Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-OUTBOUND_IN_BROWSER **TEST STATUS:** Optional

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_INTERFACE_RECON

BUS PROCESS: AP-070-070-020-001_OUTBOUND_IN_BROWSER

DESCRIPTION: Review a transaction on the USAS Archive IN Browser

EXPECTED RESULTS: Successfully review the transaction information on the USAS IN Browser for vouchers picked up by the outbound process (with a valid USAS T-Code or a T-Code of MAN with a Payment Type of 'USX').

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

COMMENTS: Entries on the IN Browser are waiting to match up with HX transactions coming to CAPPS from USAS.

ACTUAL RESULTS:

DEPENDENCIES:

Description:

AP Voucher entered with a valid USAS T-Code (or a 'MAN' T-Code and a 'USX' Payment Type) and run through all batch processes including the CAPPS to USAS Outbound Process

Scenario:

AP-ADD_REG_VOUCHER

SCENARIO STEPS:

- STEP # 1** Navigate to the USAS Archive IN Browser: CAPPS Statewide > Statewide Interfaces > USAS Archive IN Browser
- STEP # 2** On the 'Find an Existing Value' tab, enter:
Business Unit
Set Control Value
ISAS Interface (enter ISUS01B for AP transactions)
USAS Agency Number
USAS Document Year (optional)
USAS Document Number (optional)
Click 'Search'
- STEP # 3** Review the transaction on the IN Browser
- STEP # 4** Click on the 'Doc Status' tab and note the Current Status.
- 'Not Yet Processed By Intfc.' is assigned to transactions that have not yet matched up with an HX Transactions.
- 'Error in HX Matching' is assigned to transactions that have successfully matched to an HX transaction but failed the compare processing.
- STEP # 5** Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-OUTBOUND_VOUCHER_UPDATES **TEST STATUS:** Optional

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: ALL roles

BUS PROCESS: AP-070-070-020-002_OUTBOUND_VOUCHER_UPDATES

DESCRIPTION: Verify the outbound process updated the USAS Process Status, USAS Processing Date and USAS Doc# on the CAPPS voucher

EXPECTED RESULTS: The USAS Process Status is updated to a value of 'U', the USAS Processing Date is updated to the current date and the USAS Doc# is set for vouchers picked up by the CAPPS to USAS Outbound interface

NAVIGATION: Accounts Payable > Vouchers > Add/Update > Regular Entry

COMMENTS: USAS Proc Stat on the Header, Invoice Line and Distribution Line will be changed from 'Y' to 'U' when the outbound interface picks up a voucher and sends it to USAS. All these USAS Proc Status fields will change to 'P' once the voucher is fully processed and paid in USAS and the HX matches up with the transaction on the IN Browser. The voucher header status and Invoice Line status may change to 'S' if some (but not all) of the invoice lines or distribution lines pay in USAS.

ACTUAL RESULTS:

DEPENDENCIES:

Description:

Voucher created with a valid USAS T-Code and processed all the way through the outbound processing

Scenario:

AP-ADD_REG_VOUCHER

SCENARIO STEPS:

- STEP # 1** Navigate to: Accounts Payable > Vouchers > Add/Update > Regular Entry
- STEP # 2** Select the 'Find an Existing Value' tab and enter:
Business Unit
Voucher ID (previously entered voucher that was picked up by the outbound interface)
Click the 'Search' button.
- STEP # 3** On the Summary tab, review the USAS Process Status which should be set to a value of 'U'. The USAS Processing Date should be set to the date the outbound ran.
- STEP # 4** Click on the Invoice Information tab.
- STEP # 5** In the header, review the USAS Proc Stat which should be set to a value of 'U'. The USAS Proc Dt field should be set to the date the outbound ran.
- STEP # 6** Also on the header review the USAS Doc# field. This will be set to the USAS Document number sent to USAS for the voucher.
- STEP # 7** In the Invoice Lines section, review the USAS Proc Stat which should be set to a value of 'U'. The USAS Proc Dt should be set to the date the outbound ran.

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- STEP #*** 8 In the Distribution Lines section, click on the USAS Data tab and review the USAS Proc Stat which should be set to a value of 'U'. The USAS Proc Dt should be set to the date the outbound ran.
- STEP #*** 9 Test Complete.

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-USAS_CANCELLATION **TEST STATUS:** Optional

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: Appropriate USAS Security Required

BUS PROCESS: AP-070-080-010-001_USAS_CANCELLATION

DESCRIPTION: Create a cancellation document in USAS to cancel a payment from a previous CAPPS voucher.

EXPECTED RESULTS: Once the cancellation document is processed by USAS it will show up the following day on the CAPPS HX Recycle browser.

NAVIGATION: Login to USAS using User Class 09 and go to the 44 screen.

COMMENTS: If you don't have the USAS security to do this, request assistance from the USAS team.

ACTUAL RESULTS:

DEPENDENCIES:

Description:	Scenario:
A CAPPS Voucher is fully processed by USAS creating a payment	AP-ADD_REG_VOUCHER

SCENARIO STEPS:

- STEP # 1** Day 1) Login to USAS using User Class 09 and go to the 44 screen.
- STEP # 2** Recall a payment generated from a previous document by placing an R in the Action field and populating the Payment No field with the payment number and pressing 'Enter'
- STEP # 3** When the payment info displays, enter Action = C, Cancel Reason Code = 302 (or any other valid code), Document No = CXjjjxxx (jjj is the 3 digit julian day, xxx can be any number assigned by the agency), and Override = Y. Process by hitting the F6 Key
- STEP # 4** Day 2) After the Inbound has run
Navigate to the HX Recycle Browser: CAPPS Statewide > Statewide Interfaces > HX Recycle Browser
- STEP # 5** On the 'Find an Existing Value' tab, enter:
SetID
USAS Agency Number
USAS Document Number (This is the Cancellation Document Number that was created in USAS in Step 3)
USAS Document Year
Click 'Search'
- STEP # 6** Review the cancellation document on the HX Recycle Browser
- STEP # 7** Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-USAS_PRE-RELEASE_REPORT **TEST STATUS:** Not Started

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: Any Role

BUS PROCESS: AP-080-010-001_USAS_PRE-RELEASE_REPORT

DESCRIPTION: Run the USAS Pre-Release Report

EXPECTED RESULTS: The Pre-Release Report will be generated and will report on all vouchers for the specified USAS processing date with a USAS Process Status of 'U'

NAVIGATION: CAPPS Reports > Statewide Reports > Accounts Payable > USAS Pre-Release Report

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:

Vouchers have gone through AP Processes and the CAPPS to USAS Outbound interface has run.

Scenario:

SCENARIO STEPS:

- STEP # 1** Navigate to CAPPS Reports > Statewide Reports > Accounts Payable > USAS Pre-Release Report.
- STEP # 2** Select the Add a New Value tab and enter:
Run Control Id
Click the 'Add' button.
* Note -- The Run Control Id is used to run a report and to save the report parameters that are selected. Once it has been created, it can be re-used to run the report.
- STEP # 3** Enter:
USAS Batch Date (Enter '01/01/1900' to see what needs to be released for the current date)
SetID

Click the 'Save' button.
- STEP # 4** Click the 'Run' button.
- STEP # 5** Verify:
'USAS Pre-Release Report - XML' is selected
*Type 'Web' is selected
*Format 'PDF' is selected
- STEP # 6** Click the 'OK' button.
- STEP # 7** Notice the Process Instance Number under the 'Run' button.
- STEP # 8** Click the 'Process Monitor' link.

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- STEP #** 9 Notice the Process Instance Number under the Process List. This is the batch job that is running the selected report. Click the Refresh button until the Run Status is 'Success' and the Distribution status is 'Posted'.
- STEP #** 10 Click the 'Go back to CPA USAS Pre-Release Report link.
- STEP #** 11 Click the 'Report Manager' link.
- STEP #** 12 Click the 'Administration' tab.
- STEP #** 13 In the Report List, click on the TXCAP003-TXCAP003.pdf file for the Process Instance that you ran.
- STEP #** 14 The Pre-Release Report should be displayed.
- STEP #** 15 The "USAS Batch Id" column contains the batch information that you will need in order to create your Pre-Release in USAS on the 35 screen.
Characters 1 - 3 > Agency No.
Characters 4 - 9 > Batch Date
Character 10 > Batch Type
Characters 11 - 13 > Batch Number
- STEP #** 16 The rest of the columns on the report contain information about each of the vouchers, by voucher line, that were picked up by the outbound and sent to USAS for payment. You should see information such as the USAS Doc # that was assigned to each voucher, Suffix pertaining to each voucher line, payment due date, requested payment date, vendor information, and transaction amount.
- STEP #** 17 Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-VIEW_SCHEDULED_USAS_PRE-RELEASE_RPT **TEST STATUS:** Not Started

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES:

BUS PROCESS: AP-080-010-002_VIEW_SCHEDULED_USAS_PRE-RELEASE_RPT

DESCRIPTION: The USAS Pre-Release Report will run on a schedule and send an email to the user to view the report.

EXPECTED RESULTS: The USAS Pre-Release Report successfully generated from the Control M shecdule and was received via email. The email should open the link for the report. The Pre-Release Report will be generated and will report on all vouchers for the specified USAS processing date with a USAS Process Status of 'U'.

NAVIGATION: Email

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:

Must be setup to get email on Control M

Scenario:

SCENARIO STEPS:

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

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-VCHR_EXCEPTION_REPORT **TEST STATUS:** Not Started

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: Any Role

BUS PROCESS: AP-080-020-001_VCHR_EXCEPTION_REPORT

DESCRIPTION: Run the Voucher Exception Report

EXPECTED RESULTS: The Voucher Exception Report will display vouchers that have exceptions or are not posted. When the voucher is journal generated, it will then show up on this report until the related GL journal has posted. If the voucher encounters errors during the CAPPS to USAS outbound, it will show up on this report with the applicable error message.

NAVIGATION: CAPPS Reports > Statewide Reports > Accounts Payable > Voucher Exceptions Report

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:	Scenario:
N/A	

SCENARIO STEPS:

- STEP # 1** Navigate to CAPPS Reports > Statewide Reports > Accounts Payable > Voucher Exceptions Report.
- STEP # 2** Select the Add a New Value tab and enter:
Run Control Id
Click the 'Add' button.
* Note -- The Run Control Id is used to run a report and to save the report parameters that are selected. Once it has been created, it can be re-used to run the report.
- STEP # 3** Enter:
Business Unit
Sort By
Click the 'Save' button.
- STEP # 4** Click the 'Run' button.
- STEP # 5** Verify:
'Voucher Exception Report' is selected
*Type 'Web' is selected
*Format 'PDF' is selected
- STEP # 6** Click the 'OK' button.
- STEP # 7** Notice the Process Instance Number under the 'Run' button.
- STEP # 8** Click the 'Process Monitor' link.

CAPPS 2017 UAT Scenario Report

- STEP #** 9 Notice the Process Instance Number under the Process List. This is the batch job that is running the selected report. The report being run is TX_VCHR_EXP.
- STEP #** 10 Click the 'Go back to Voucher Exception Report link.
- STEP #** 11 Click the 'Report Manager' link.
- STEP #** 12 Click the 'Administration' tab.
- STEP #** 13 In the Report List, click on the TXCAP018 - TXCAP018.pdf file for the Process Instance that you ran.
- STEP #** 14 The Voucher Exception Report should be displayed.
- STEP #** 15 The vouchers on this report either have an exception and/or are not yet posted and will not get picked up by the outbound.
- STEP #** 16 Pick a voucher id on this report and review the value in the "Entry Status" column. If the value is "Recycled" this means that there is an error on the voucher, it needs to be reviewed on the Voucher Add/Update page (Menu Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry), and then corrected. Example of this type of error is a combo edit error.
- STEP #** 17 Pick a voucher id on this report and review the value in the "Doc Tol Status" column. If the value is "Error" this means that there is a Document Tolerance error between the voucher and its related PO. Example would be that the voucher was entered for more than the allowable amount for the PO.
The voucher then needs to run through Doc Tolerance again.
- STEP #** 18 Pick a voucher id on this report and review the value in the "Budget Ok Status" column. If the value is "Not Budget Checked" this means that the voucher has not yet been run through the budget checking process. If the value is "Error in Budget Check", this means that there is a budget error and you may need to review the GL Coding block on your voucher and then talk to your GL/Budget analyst to determine the best course of action to correct the error. The voucher then needs to run through Budget Checking again.
- STEP #** 19 Pick a voucher id on this report and review the value in the "Match Status" column. If the value is "Match Exceptions Exist", that means there is a matching error between the Voucher, PO, and/or PO Receipt. You will need to review the error and determine the best course of action to correct the matching error.
The voucher then needs to run through matching again.
- STEP #** 20 Pick a voucher id on this report and review the value in the "Post Status" column. If the value is "Unposted", this means that the voucher has not yet run through the Voucher Post. Once the voucher successfully runs through the voucher posting process, it should fall off of this report.

CAPPS 2017 UAT Scenario Report

- STEP #*** 21 If a voucher is on this report and there is a value in the "Journal Id" column, that most likely means that the voucher passed all of the AP processes, including the voucher post, it was journal generated to the CAPPS GL module, and now the related Journal either has an error and/or has not posted. The Journal must be posted before the voucher will get picked up by the outbound and taken to USAS. Once the journal is successfully posted, the voucher should fall off of this report.
- STEP #*** 22 Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-VIEW_SCHEDULED_VCHR_EXCPTN_RPT **TEST STATUS:** Not Started

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES:

BUS PROCESS: AP-080-020-002_VIEW_SCHEDULED_VCHR_EXCPTN_RPT

DESCRIPTION: The Voucher Exception Report will run on a schedule and send an email to the user to view the report.

EXPECTED RESULTS: The Voucher Exception Report successfully generated from the Control M shecdule and was received via email. The email should open the link for the report. The Voucher Exception Report will display vouchers that have exceptions or are not posted. When the voucher is journal generated, it will then show up on this report until the related GL journal has posted. If the voucher encounters errors during the CA.

NAVIGATION: Email

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:

Must be setup to get email on Control M

Scenario:

SCENARIO STEPS:

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

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-VOUCHER_PRINT **TEST STATUS:** Not Started

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: Any Role

BUS PROCESS: AP-080-030-001_VOUCHER_PRINT

DESCRIPTION: Run Voucher Print

EXPECTED RESULTS: The Voucher Print Report will be generated and will report on all vouchers with a USAS Processing Date equal to the current date with a USAS Process Status of 'U'

NAVIGATION: CAPPS Reports > Statewide Reports > Accounts Payable > Voucher Print

COMMENTS: Note: If selecting an individual voucher on the run control the USAS Process Status does not have to be 'U' to be picked up by the report

ACTUAL RESULTS:

DEPENDENCIES:

Description:	Scenario:
Vouchers should be created, posted, journal generated and picked up by the USAS Interface prior to running.	

SCENARIO STEPS:

STEP # 1 Navigate to CAPPS Reports > Statewide Reports > Accounts Payable > Voucher Print

STEP # 2 Select the "Add a New Value" tab and enter:
Run Control Id
Click the 'Add' button.
* Note -- The Run Control Id is used to run a report and to save the report parameters that are selected. Once it has been created, it can be re-used to run the report.

STEP # 3 Enter:
Business Unit
USAS Processing Date -- Enter '01/01/1900' to get the Vouchers from the current date, i.e., the vouchers that were picked up by the Outbound for the current date
Check the box for "Include DLT"
Leave all other fields blank.

Click the 'Save' button.

STEP # 4 Click the 'Run' button.

STEP # 5 Verify:
'Voucher Print' is selected
*Type 'Web' is selected
*Format 'PDF' is selected

STEP # 6 Click the 'OK' button.

STEP # 7 Notice the Process Instance Number will be displayed under the 'Run' button.

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- STEP #** 8 Click the 'Process Monitor' link.
- STEP #** 9 The Process Instance Number will be displayed under the Process List section and under the Process Name will be "TXCAP002".
- STEP #** 10 Click the 'Go back to Voucher Print' link.
- STEP #** 11 Click the 'Report Manager' link.
- STEP #** 12 Click the 'Administration' tab.
- STEP #** 13 In the Report List, click on the TXCAP002 - TXCAP002.pdf file for the Process Instance that you ran.
- STEP #** 14 The Voucher Print should be displayed.
- STEP #** 15 There should be a voucher print for each of the vouchers that were picked up by the outbound for that date.
It will contain detailed information about each voucher, including the USAS Document Number that is assigned to it.
- STEP #** 16 This report shows the vendor information, voucher header information, and detailed information at the voucher line and GL coding block level.
- STEP #** 17 This voucher print can be printed, signed, and attached to all of the supporting documentation for its related invoice.
- STEP #** 18 Take one of the vouchers from the voucher print report output and navigate to the voucher add/update page in CAPPS and compare the information on the voucher print report to the voucher in CAPPS and verify that the information matches.
Menu Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry
- STEP #** 19 Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-DRAFT_VCHR_PRINT **TEST STATUS:** Optional

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: ???

BUS PROCESS: AP-080-040-001_DRAFT_VCHR_PRINT

DESCRIPTION: Run the Draft Voucher Print

EXPECTED RESULTS: The Draft Voucher Print report will print for the voucher specified on the run control

NAVIGATION: Accounts Payable > Vouchers > Add/Update > Regular Entry

COMMENTS: Note: the Draft Voucher Print can be run as a batch report from the navigation: CAPPS Reports > Statewide Reports > Accounts Payable > Draft Voucher Print

ACTUAL RESULTS:

DEPENDENCIES:

Description: Enter and Save a voucher.	Scenario: AP-ADD_REG_VOUCHER
--	--

SCENARIO STEPS:

STEP # 1 Navigate to Accounts Payable > Vouchers > Add/Update > Regular Entry.

STEP # 2 Select the "Find an Existing Value" tab and enter :
Business Unit
Voucher ID
Click the 'Search' button.

STEP # 3 Click the 'Invoice Information' tab.

STEP # 4 Click the 'Draft Voucher Print' button.

STEP # 5 Review the Report

STEP # 6 Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-RUN_MATCH_EXCEPTION_REPORT **TEST STATUS:** Optional

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: ???

BUS PROCESS: AP-080-050-001_RUN_MATCH_EXCEPTION_REPORT

DESCRIPTION: Run the Match Exception Report to identify Voucher Match Exceptions.

EXPECTED RESULTS: Successfully run the Match Exceptions Report.

NAVIGATION: Accounts Payable > Reports > Vouchers > Match Exceptions

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description: Generate match exception	Scenario: AP-GENERATE_MATCH_EXCEPTION
---	---

SCENARIO STEPS:

STEP # 1 Navigate to Accounts Payable -> Reports > Vouchers > Match Exceptions

STEP # 2 Select the Add a New Value tab and enter:
 Run Control Id
 Click the 'Add' button.
 * Note -- The Run Control Id is used to run a report and to save the report parameters that are selected. Once it has been created, it can be re-used to run the report.

STEP # 3 In the Request Parameters, enter the Business Unit.

STEP # 4 Click the 'Run' Button.

STEP # 6 Verify:
 The 'Match Exception Report' is selected
 *Type 'Web' is selected
 *Format 'PDF' is selected

STEP # 7 Click 'OK.'

STEP # 8 Verify that a Process Instance Number was generated.
 Make note of your process instance number.

STEP # 9 Click the 'Process Monitor' link.

STEP # 10 Click the 'Refresh' button until the 'APX1090' Report has the following:
 Run Status = 'Success'
 Distribution Status = 'Posted'

STEP # 11 Click the 'Go back to Match Exceptions' link.

STEP # 12 Click the 'Report Manager' link.

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- STEP #** 13 Click the 'Administration' tab.
- STEP #** 14 Click on the 'APX1090 - APX1090.pdf' link to open the report.
- STEP #** 15 Verify the Match Exceptions
- STEP #** 16 Test Complete.

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-REVIEW_WORKLIST **TEST STATUS:** Optional

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: ALL Roles

BUS PROCESS: AP-100-020-010-002_REVIEW_WORKLIST

DESCRIPTION: Use the worklist page to review and approve pending vouchers for approval.

EXPECTED RESULTS: Successfully review worklist

NAVIGATION: Worklist > Worklist

COMMENTS: When an agency has the automated workflow turned on, the worklist is used to review and take action on items that are assigned to you.

ACTUAL RESULTS:

DEPENDENCIES:

Description:
Submitted vouchers for approval

Scenario:
AP-ADD_REG_VOUCHER

SCENARIO STEPS:

- STEP # 1** Navigate to Worklist > Worklist.
- STEP # 2** Your worklist displays all items that have been routed to you to work on. Use the workflow worklist to navigate to the Voucher Approval pages to inspect and take action on vouchers that must be approved for payment. In the "Link" column, click on the item that you wish to work on and it should take you to the "Approval Framework - Vouchers" page
- STEP # 3** Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME:	AP-APPROVAL	TEST STATUS:	Optional
MODULE NAME:	Accounts Payable	TESTER	
JOB PROFILES:	TX_FIN_AP_VOUCHER_APPROVER along with a Workflow Role		
BUS PROCESS:	AP-100-020-020-001_APPROVAL		
DESCRIPTION:	Approval of a voucher is performed		
EXPECTED RESULTS:	Approval of a voucher is performed at the applicable approval level.		
NAVIGATION:	Worklist > Worklist		
COMMENTS:	<p>This is used when an agency has the automated AP Workflow turned on and is applicable to each approval level.</p> <p>If your agency requires more than one person to approve at any of the approval levels, then this scenario will need to be run multiple times at the applicable approval level(s), i.e., once each by the separate approvers for that approval level.</p>		
ACTUAL RESULTS:			
DEPENDENCIES:			
Description:	Scenario:		
Submitted vouchers that require one or more levels of approval		AP-ADD_REG_VOUCHER	

SCENARIO STEPS:

STEP #	1	Navigate to Worklist > Worklist
STEP #	2	Locate the voucher that is pending approval and click the hyperlink under the "Link" column This will take you to the "Approval Framework - Vouchers" page.
STEP #	3	Review summary information on the "Approval" tab
STEP #	4	Click on the "Line Information" tab and review the line information for the voucher.
STEP #	5	Click on the "Charge Information" tab and review the GL Coding from the voucher distribution lines
STEP #	6	Click on the "Approval" tab and review comments by clicking on the comments icon and attachments by clicking on the "attachments" hyperlink
STEP #	7	Enter comments as needed and then click the "Approve" button.
STEP #	8	Verify the "Voucher Approval" section (Approval History) shows the approval from current approver. When all required Levels of approvals are made, the status should show "approved". For voucher requiring additional levels of approval, the status will be "Pending".
STEP #	9	If email notification is turned on for when a voucher is requiring additional approval, verify the email went out and was delivered successfully.

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STEP # 10

Test Complete.

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-LVL1_SELF_APPROVAL **TEST STATUS:** Optional

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_VOUCHER_APPROVER with a Workflow Role

BUS PROCESS: AP-100-020-020-002_LVL1_SELF_APPROVAL

DESCRIPTION: Negative test - Verify voucher approval cannot be performed by the same user who entered the voucher

EXPECTED RESULTS: Voucher submitted for approval cannot be approved by the submitter who is also an approver

NAVIGATION: Worklist > Worklist

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description: Submitted vouchers that require Level 1 approval	Scenario: AP-ADD_REG_VOUCHER
---	--

SCENARIO STEPS:

STEP # 1 Login as the same user who entered a voucher and submitted it for approval and navigate to Worklist > Worklist. This user should have AP Level 1 Approver authority

STEP # 2 Attempt to locate the voucher pending approval in the User Worklist. Verify the voucher is not in the users worklist.

STEP # 3 Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-MASS_APPROVE_VOUCHERS **TEST STATUS:** Optional

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_VOUCHER_APPROVER with a Workflow Role

BUS PROCESS: AP-100-020-020-005_MASS_APPROVE_VOUCHERS

DESCRIPTION: Approval of Vouchers using AP Mass Approval Page rather than Worklist page

EXPECTED RESULTS: Vouchers are approved or denied or pushed back.

NAVIGATION: Accounts Payable>Vouchers>Approve>Mass Voucher Approval

COMMENTS: Multiple Vouchers can be approved/denied/pushed back at once using the Mass Voucher Approval page.

Deny action sends the voucher back to the originator; Pushback action sends the voucher back to the prior approver, in cases where multiple levels of approval is required.

ACTUAL RESULTS:

DEPENDENCIES:

Description:

Vouchers have been entered and submitted for approval

Scenario:

AP-ADD_REG_VOUCHER

SCENARIO STEPS:

- STEP # 1** Navigate to: Accounts Payable>Vouchers>Approve>Mass Voucher Approval
- STEP # 2** In the Search Criteria section, enter :
Business Unit
Approval Status (Pending)
Click Search.
- STEP # 3** In the Voucher ID column, check and click the "Voucher ID" to be reviewed.
(Note: Another window will open displaying the "Regular Entry" page)
- STEP # 4** Review "Summary" tab information
- STEP # 5** Click the "Invoice Information" tab.

Review voucher header, line and distribution information.
- STEP # 6** In the Invoice Information, header section, review "Attachment" and "DLT Comments" links
- STEP # 7** Click the "Voucher Attributes" tab

Review Accounting Entry Template/Tcode
- STEP # 8** Go back to the "Mass Voucher Approval" window

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- STEP #** 9 Expand "Comments" section, and enter comment. (This step is optional for Approving vouchers, but required for Denying or Pushing back Vouchers)
- STEP #** 10 Click the applicable action box: APPROVE or DENY or PUSHBACK.
(Note: The action "Deny" will send transaction back to the person who entered the voucher. The action "Push Back" will send transaction back to the previous approver, where multiple levels of approval is needed for workflow approval.)
- STEP #** 11 Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-VOUCHER_DENIAL **TEST STATUS:** Optional

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_VOUCHER_APPROVER with a Workflow Role

BUS PROCESS: AP-100-020-030-001_VOUCHER_DENIAL

DESCRIPTION: Deny a voucher that has been submitted for approval

EXPECTED RESULTS: An approver at any level

NAVIGATION: Worklist > Worklist

COMMENTS: An approver at any level can Deny a voucher when it is in their worklist.

ACTUAL RESULTS:

DEPENDENCIES:

Description: A Voucher has been submitted for approval	Scenario: AP-ADD_REG_VOUCHER
--	--

SCENARIO STEPS:

STEP # 1 Login as an AP Approver and navigate to Worklist > Worklist

STEP # 2 Locate the voucher pending approval and click the hyperlink under the "Link" column

STEP # 3 Review summary information under the "Approval" tab

STEP # 4 Click on the "Line Information" tab and review the line summary information

STEP # 5 Click on the "Charge Information" tab and review the GL Coding from the voucher distribution lines

STEP # 6 Click on the "Approval" tab and review comments by clicking on the comments icon and attachments by clicking on the attachments hyperlink

STEP # 7 Enter comment and then click the Deny button

STEP # 8 Verify the Approval History shows the Voucher as denied

STEP # 9 If email notification is turned on for when a voucher is denied, verify the email went out and was delivered successfully

STEP # 10 Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-VOUCHER_PUSHBACK **TEST STATUS:** Optional

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_VOUCHER_APPROVER with a Workflow Role

BUS PROCESS: AP-100-020-040-001_VOUCHER_PUSHBACK

DESCRIPTION: Perform pushback of a voucher that has been submitted for level 2 approval or above

EXPECTED RESULTS: Level 2 approval, or higher, of a voucher is pushed back to the previous approver's worklist

NAVIGATION: Worklist > Worklist

COMMENTS: This script is only valid for agencies that require more than one level of approval for their vouchers

Note: Pushback only returns a voucher to the previous level of approval; a level 1 approver cannot "pushback" a voucher submitted for approval, it can only be "denied"

ACTUAL RESULTS:

DEPENDENCIES:

Description:

Complete Level 1 approval of the voucher

Scenario:

AP-APPROVAL

SCENARIO STEPS:

- STEP # 1** Login as an AP Level 2 Approver, or higher, and navigate to Worklist > Worklist
- STEP # 2** Locate the voucher pending approval and click the hyperlink under the Link column
- STEP # 3** Review summary information under the "Approval" tab
- STEP # 4** Click on the "Line Information" tab and review the line summary information
- STEP # 5** Click on the "Charge Information" tab and review the GL Coding from the voucher distribution lines
- STEP # 6** Click on the "Approval" tab and review comments by clicking on the comments icon and attachments by clicking on the attachments hyperlink
- STEP # 7** Verify the "Voucher Approval" history shows the previous Approval level as approved and the current approval level in Pending status, then enter comments as necessary and click the Pushback button
- STEP # 8** Verify the "Voucher Approval" history shows the Voucher as pushed back to the previous approval level
- STEP # 9** If email notification is turned on for when a voucher is pushed back, verify the email went out and was delivered successfully

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STEP # 10

Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-CREATE-CONTROL_GROUP **TEST STATUS:** Optional
MODULE NAME: Accounts Payable **TESTER**
JOB PROFILES: TX_FIN_AP_VOUCHER_APPROVER
BUS PROCESS: AP-100-030-001_CREATE-CONTROL_GROUP
DESCRIPTION: Add a control group.
EXPECTED RESULTS: Control Group is created and assigned.
NAVIGATION: Accounts Payable > Control Group > Group Information
COMMENTS: Voucher control groups can be used to control the number and total dollar amount of vouchers entered by one or more individuals. They can also be used to control when the vouchers in that control group are eligible to be pulled into the voucher posting job.

ACTUAL RESULTS:

DEPENDENCIES:

Description:

1) The agency must have one or more voucher entry persons that have their user preferences set to "Enter Vouchers Only in Groups"

Scenario:

SCENARIO STEPS:

- STEP # 1** Navigate to Accounts Payable -> Control Group -> Group Information. Select the "Add a New Value" tab.
- STEP # 2** Enter:
Business Unit
Group Id: (should default to NEXT)
Click 'ADD'.
- STEP # 3** On the Assignment Tab, enter:
Gross Amt
Nbr of Vouchers
- STEP # 4** This step is optional: If you want to reserve a string of voucher numbers for this control group, then under Voucher Numbering, click 'Reserve Voucher Numbers' If you do not wish to reserve voucher numbers for this control group, then skip this step and continue to Step 5.
- STEP # 5** Click on the "Accounting" tab

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- STEP #*** 6 In the "Posting Timing" box, click on "Post Only when Group Balanced"
In the "Actions" box, uncheck the "Post Group" checkbox.
This will prevent any of the vouchers that are entered into this control group from being posted until the AP Manager comes back into this group and checks the "Post Group" box back on.
- STEP #*** 7 Click the Vouchers tab.
- STEP #*** 8 Verify:
 Nbr of Vouchers
 Control Gross Amount
These values should match the Nbr of Vouchers and Gross Amt that were entered in the "Control Totals" section on the "Assignment" tab
- STEP #*** 9 Click the 'Assignment' tab.
- STEP #*** 10 Enter:
 Status (Assigned)
 Assigned To (select the user id that will be entering the voucher(s) in this control group)
- STEP #*** 11 Click 'Save'
- STEP #*** 12 Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-CREATE_CONTROL_GRP_VCHR **TEST STATUS:** Optional

MODULE NAME: Accounts Payable **TESTER**

JOB PROFILES: TX_FIN_AP_ENTER_VOUCHERS with correct user preference

BUS PROCESS: AP-100-030-002_CREATE_CONTROL_GRP_VCHR

DESCRIPTION: Add a voucher within a Control Group

EXPECTED RESULTS: A voucher is entered in a control group.

NAVIGATION: Accounts Payable -> Vouchers -> Add/Update -> Regular Entry

COMMENTS: Voucher control groups can be used to control the number and total dollar amount of vouchers entered by one or more individuals. They can also be used to control when the vouchers in that control group are eligible to be pulled into the voucher posting job.

ACTUAL RESULTS:

DEPENDENCIES:

Description:

1) Control Group must exist and be assigned to the user that is entering the voucher

Scenario:

AP-CREATE-CONTROL_GROUP

SCENARIO STEPS:

STEP # 1 Navigate to Accounts Payable -> Vouchers -> Add/Update -> Regular Entry . Select the "Add a New Value" tab on Voucher Entry page.

STEP # 2 Verify that the Control Group Id field is populated with a Control Group number.

STEP # 3 Enter :
Business Unit
Voucher Style (Regular)
Supplier Id
Invoice Number
Invoice Date
Gross Amount (Amount created for the Control Group) Click the 'Add' button.

STEP # 4 In the Invoice Lines Section, Enter:
Line Amount
Description
Invoice Receipt Date
Service Date
Rqsted Payment Date
Invoice Description

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- STEP # 5** In the Distribution Line section, enter the applicable agency chartfield values or select applicable speedchart.
- STEP # 6** Click 'Save'
- The following message will be displayed: Control Group xxxxxxxxx balances. Do you want to move to the next control group assigned to you? (7030,137)
- STEP # 7** Click 'OK'
- STEP # 8** If your agency runs the AP processes from the page, perform steps 9 through 10, otherwise continue at step 11.
- STEP # 9** Select "Budget Check" in the Action Dropdown
- STEP # 10** Click the 'Run' button. Click 'Yes' to wait for the process to run. Use the refresh button to determine when the process has completed.
- STEP # 11** If you agency is using AP Workflow and voucher requires submission, complete the following step, otherwise continue at step 13.
- STEP # 12** Click "Submit Approval". Click "OK".
- STEP # 13** Test Complete

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: AP-REVIEW_CONTROL_GROUP **TEST STATUS:** Optional
MODULE NAME: Accounts Payable **TESTER**
JOB PROFILES: ALL Roles
BUS PROCESS: AP-100-030-003_REVIEW_CONTROL_GROUP
DESCRIPTION: Review and Verify a Control Group
EXPECTED RESULTS: Control group is balanced, has the voucher information, and is verified.
NAVIGATION: Accounts Payable > Control Group > Group Information
COMMENTS: Voucher control groups can be used to control the number and total dollar amount of vouchers entered by one or more individuals. They can also be used to control when the vouchers in that control group are eligible to be pulled into the voucher posting job.

ACTUAL RESULTS:

DEPENDENCIES:

Description:

1) Control Group Created

2) Vouchers created using the Control Group that was created in dependency #1.

Scenario:

AP-CREATE-CONTROL_GROUP

AP-CREATE_CONTROL_GRP_VCHR

SCENARIO STEPS:

- STEP # 1** Navigate to Accounts Payable -> Control Group -> Group Information. Select the "Find an Existing Value" tab.
- STEP # 2** In the Search Criteria, enter:
Business Unit
Control Group Id
Click 'Search'
- STEP # 3** On the 'Assignment' tab, verify
Status = Ready for Review

Verify the "Actual Totals" match the "Control Totals".
- STEP # 4** Click the 'Vouchers' tab
- STEP # 5** Verify the Voucher Information listed is correct
- STEP # 6** Click on the "Accounting" tab
Verify that the "Post Group" checkbox is checked on
- STEP # 7** Click on the 'Assignment' tab.

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- STEP #* 8 Change the Status to 'Verified'.
- STEP #* 9 Click 'Save'
- STEP #* 10 Test Complete