

**Environment:** TSTING  
**Test Level:** System

**Script # / Name:** 1.5 - Edits (Soft) - Monthly Form  
 This script will test every soft edit scenario, ensuring that the soft edit triggers a warning at both 'Save', 'Submit' and 'Accept'. This script will be testing Monthly Soft Edit Requirement # 3.6 and

**Scenario Description:** 3.7.  
**File Name:**  
**Prerequisite:** N/A



**Executed By / Date:**  
**Product / Release:** TO 130 - Form 2000 Enhancements  
**Prepared By / Date:** Nazia Abbas / 19 May 2003  
**Acceptance Sign Off / Date:**

<b>Pass/Fail</b>	
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Step	Action	Navigation Path	Input	Expected Results	Actual Results	Req #	Pass / Fail	Issues/Comments
<b>Submit Monthly Report</b>								
1	Log into Oracle under <b>System Administrator</b> Responsibility.							
2	Navigate to Users Form. Query for your Username. Choose supplier from the LOV and save	Security-->User-->Define	Austin, Annie (GA 712)	Supplier is assigned to your Username.				
3	Switch Responsibility to <b>FSA GA Manager</b> .							
4	Navigate to the FSA GA Monthly Financial Report and fill out header information accordingly.	GA Monthly Reports	Month: 8 Year: 2003	GA Monthly Reports form appears. Data can be entered for this Month/Year.				
5	Enter appropriate values in the Form to cause Soft Edit 3.6 to be triggered.		MR10_A_P: 2.00 MR10_P: 3.00	Form is populated with amounts entered.				
6	Save form.	Action --> Save		Message is displayed stating that: The following reasonability edit has been violated:  (MR10_A_P/(MR10_P/0.815)) <= 0.185  Press Cancel to make correction. Press OK to continue.		3.1		
7	Click OK.			The warning message closes, form appears. User is allowed to save Form				
8	Click Submit.			Message is displayed stating that: The following reasonability edit has been violated:  (MR10_A_P/(MR10_P/0.815)) <= 0.185  Press Cancel to make correction. Press OK to continue.		3.6, 3.2		
9	Click Cancel.			GA Monthly Form 2000 Report is NOT submitted.				
10	Clear the form, leaving header information intact.			Form is cleared.				
11	Enter appropriate values in the Form to ensure that Soft Edit 3.6 is not triggered.		MR10_P : 88.11 MR10_A_P: 20.00	Form is populated with amounts entered. Amounts will calculate to equal 0.185				
12	Click Submit.			Message is displayed stating that: Are you sure you want to Submit? Edit 3.6 will not be triggered.				
13	Click Cancel.			GA Monthly Form 2000 Report is NOT submitted.				
14	Clear the form, leaving header information intact.			Form is cleared.				
15	Enter appropriate values in the Form to ensure that Soft Edit 3.6 is not triggered.		MR10_P : 5.00 MR10_A_P: 1.00	Form is populated with amounts entered. Amounts will calculate to be less than 0.185				

16	Click Submit.			Message is displayed stating that: Are you sure you want to Submit? Edit 3.6 will not be triggered.			
17	Click Cancel.			GA Monthly Form 2000 Report is NOT submitted.			
18	Clear the form, leaving header information intact.			Form is cleared.			
19	Enter appropriate values in the Form to cause Soft Edit 3.7 to be triggered.		MR11_P: 4.00 MR11_B_O: 10.00 MR11_A_P: 5.00 MR11_A_I: 5.00	Form is populated with amounts entered.			
20	Save form.	Action --> Save		Message is displayed stating that: The following reasonability edit has been violated:  MR11_B_O / (MR11_A_P+ MR11_A_I) <= 0.185  Press Cancel to make correction. Press OK to continue.		3.1, 3.7	
21	Click OK.			The warning message closes, form appears. User is allowed to save Form			
22	Click Submit.			Message is displayed stating that: The following reasonability edit has been violated:  MR11_B_O / (MR11_A_P+ MR11_A_I) <= 0.185  Press Cancel to make correction. Press OK to continue.		3.2, 3.7	
23	Click Cancel.			GA Monthly Form 2000 Report is NOT submitted.		3.2	
24	Clear the form, leaving header information intact.			Form is cleared.			
25	Enter appropriate values in the Form to ensure that Soft Edit 3.7 is not triggered.		MR11_P: 4.00 MR_11_B_O: 1.00 MR_11_A_P: 50.00 MR11_A_I: 50.00	Form is populated with amounts entered. Amounts will calculate to be less than 0.185			
26	Click Submit.			Message is displayed stating that: Are you sure you want to Submit? Edit 3.7 will not be triggered.			
27	Click Cancel.			GA Monthly Form 2000 Report is NOT submitted.			
28	Clear the form, leaving header information intact.			Form is cleared.			
29	Enter appropriate values in the Form to ensure that Soft Edit 3.7 is not triggered.		MR11_P: 4.00 MR_11_B_O: 185.00 MR_11_A_P: 500.00 MR11_A_I: 500.00	Form is populated with amounts entered. Amounts will calculate to equal 0.185			
30	Click Submit.			Message is displayed stating that: Are you sure you want to Submit? Edit 3.7 will not be triggered.			
31	Click Cancel.			GA Monthly Form 2000 Report is NOT submitted.			
32	Clear the form, leaving header information intact.			Form is cleared.			
33	Enter appropriate values in the Form to ensure that Soft Edit 3.7 is not triggered.		MR11_P: 0.00 MR_11_B_O: 1.00 MR_11_A_P: 135.27 MR11_A_I: 135.00	Form is populated with amounts entered. MR11_P is not greater than zero			
34	Click Submit.			Message is displayed stating that: Are you sure you want to Submit? Edit 3.7 will not be triggered.			
35	Click Cancel.			GA Monthly Form 2000 Report is NOT submitted.			

36	Clear the form, leaving header information intact.			Form is cleared.				
37	Enter appropriate values in the Form to cause all of the soft edits to be triggered.		MR10_P : 50.00 MR10_A_P: 2.00 MR10_P: 3.00 MR11_P: 4.00 MR11_B_O: 10.00 MR11_A_P: 5.00 MR11_A_I: 5.00	Form is populated with amounts entered.				
38	Save form.	Action --> Save		The two appropriate Error Messages are displayed. User is given opportunity to Cancel and correct error.		3.1, 3.6, 3.7		
39	Click OK.			The warning message closes, form appears. User is allowed to save Form				
40	Click Submit.			The three appropriate error messages are displayed. User can submit form by clicking 'OK'.		3.6, 3.7		
41	Click OK.			GA Monthly Form 2000 Report is submitted.		3.4		
42	Log into Oracle under <b>System Administrator</b> Responsibility.							
43	Navigate to Users Form. Query for your Username. Remove supplier and save.	Security --> User --> Define		Supplier is removed from your Username.				
<b>Accept Monthly Report</b>								
44	Switch responsibility to <b>FSA Financial Partner Manager</b> .							
45	Navigate to GA Monthly Form 2000.	GA Monthly Reports		GA Monthly Reports form appears.				
46	Query to find the submitted GA Monthly Form 2000. Click Accept button.			The two appropriate Error Messages are displayed. 1) The following reasonability edit has been violated:  (MR10_A_P/(MR10_P/0.815)) <= 0.185  2) The following reasonability edit has been violated:  MR11_B_O / (MR11_A_P+ MR11_A_D) <= 0.185				
47	Click OK.			Status in Header states Accepted.				
48	View Concurrent Requests.	Help --> View My Requests		Find Requests window appears.				
49	Click Find.			Requests window appears. The following requests initiate and complete successfully: FSA FFEL GA Form 2000 AP/GL Load Interface Payables Open Interface Report Journal Import				
50	View output of the Payables Open Interface Report. Record the Invoice Number (AP). Save the Output.							
51	Record the Journal Import Request ID. Verify that the Output file states all of the journal lines headers and batches that were imported with a status of Success. Record the Batch Name (GL). Save the Output.							
52	Query to find Batch ID. Record the Batch ID.		SELECT JE_BATCH_ID FROM GL.GL_JE_BATCHES WHERE NAME LIKE '%<batch name from above>%'	Batch ID appears.				
<b>Verify Journals</b>								
53	Switch responsibility to <b>FSA CFO General Ledger Super User</b> .							
54	Navigate to the Journals Enter screen.	Journals --> Enter		Find Journals Screen is displayed.				
55	Query on the batch name. Select Find.		%<batch name from above>%	Two batches are returned, one for Monthly STAT and one for Monthly USD.				

56	Click inside of STAT batch line and then click the Review Journal button.			Information matches expected results from the 'Expected Results' tab.				
57	Navigate to Submit Requests window.	Help --> View My Requests --> Submit a New Request		Submit a New Request window appears.				
58	Select Single Request and Click OK.			Submit Request window appears.				
59	Use List of Values to select Request Name. Click OK.		Journals - General(180 Char)	Parameters window appears.				
60	Make sure that all fields in parameters screen are populated: use LOV button if necessary.		Type: Line Item Posting Status: Unposted Journals Currency: STAT Period: Jun-03 Start Date: (blank) End Date: (blank) Source: (blank) Batch Name: %<STAT batch number>%	Submit Request window appears.				
61	Click OK and click Submit Request.			Requests window appears.				
62	Click Refresh until all programs have been initiated and completed with status of Normal.			Requests completed with status of normal.				
63	View output of the Journals - General(180 Char). Verify the STAT entries hit the GL according to the CFO Account Mapping documentation. Save the Output.			Accounting is correct.				
64	Close all windows and return to the Enter Journals (FSA FMS) screen.							
65	Click inside of USD batch line and then click the Review Journal button.			Information matches expected results from the 'Expected Results' tab.				
66	Navigate to Submit Requests window.	Help --> View My Requests --> Submit a New Request		Submit a New Request window appears.				
67	Select Single Request and Click OK.			Submit Request window appears.				
68	Use List of Values to select Request Name. Click OK.		Journals - General(180 Char)	Parameters window appears.				
69	Make sure that all fields in parameters screen are populated: use LOV button if necessary.		Type: Line Item Posting Status: Unposted Journals Currency: USD Period: Jun-03 Start Date: (blank) End Date: (blank) Source: (blank) Batch Name: %<USD batch number>%	Submit Request window appears.				
70	Click OK and click Submit Request.			Requests window appears.				
71	Click Refresh until all programs have been initiated and completed with status of Normal.			Requests completed with status of normal.				
72	View output of the Journals - General(180 Char). Verify the STAT entries hit the GL according to the CFO Account Mapping documentation. Save the Output.			Accounting is correct.				
<b>Approve Invoice</b>								
73	Switch Responsibility to <b>FSA FFEL GA Payable SuperUser</b> .							
74	Navigate to the Invoice Batches screen. Query on Batch Name from above.	Invoices --> Entry --> Invoice Batches	%<batch name from above>%	Verify that there are line item distributions for every line filled out on the invoice.				
75	Verify that there is a separate distribution line item for each field entered on the Monthly Form 2000 Report.	Click Invoices-->Distributions		Results match expected results for AP.				
76	Approve the invoice and batch.	Click Actions...1 -->Check Approve-->OK		Batch is approved				
<b>Process Payment</b>								
77	Switch Responsibility to <b>FSA FFEL GA Payments Manager</b> .							
78	Navigate to the Payment Batches Screen.	Payments --> Entry --> Payment Batches		Payment Batches Screen appears				

79	Process a new Payment Batch for the GA Pay Group. Record the Pay through Date.		Batch Name: FL1 Pay Group: GA Pay Group Document: Electronic Pay through Date: <SYSDATE +21>	Form is populated with data entered by the user. Batch Name is changed to the next sequential number.				
80	Record the Payment Batch Name that the system assigns.							
81	Select and Build payment batch. Verify message. Record the Request ID.	Actions..1-->Click Select and Build		Message states: 'payables submitted your payment batch request to Select Invoices. The request number is _____'.				
82	Verify message. Record the Request ID.			Message states: 'payables submitted your payment batch request to Build Payments. The request number is _____'.				
83	Verify that the Selecting and Building of the payment batch kicked the 'FSA FFEL GA Payments Manager' interface. Record the Request ID.			FSA FFEL GA Payments Manager' interface kicks off and completes with a status of Normal.				
84	Verify that the 'AutoSelect' completed with a status of Normal. Record the Request ID.			AutoSelect' completes with a status of Normal.				
85	Verify that the 'Check For Economically Beneficial Discounts' completed with a status of Normal. Record the Request ID.			Check For Economically Beneficial Discounts' completes with a status of Normal.				
86	Verify that the 'Build Payments' completed with a status of Normal. Record the Request ID.			Build Payments' completes with a status of Normal.				
87	Select only the Monthly Report for Payment. Set payment for all other invoices in the batch to NO. (Payment batch will rebuild)	Payment Batches Window --> Click Payments.		Invoices appear.				
88	Format payment batch. Verify message. Record the Request ID.	Actions..1 --> Format		Message states: 'Payables submitted your payment batch request to Format Payments. The request number is _____'.				
89	Verify that the Selecting and Building of the payment batch kicked off the 'FSA Treasury Vendor ACH Initiate Program' interface. Record the Request ID.			The 'FSA Treasury Vendor ACH Initiate Program' completes with a status of Normal.				
90	Verify that the Selecting and Building of the payment batch kicked the 'FSA Process Treasury Vendor ACH Initiate Program' interface. Record the Request ID.			The 'FSA Process Treasury Vendor ACH Initiate Program' completes with a status of Normal.				
91	Verify that the Selecting and Building of the payment batch kicked the 'FSA Process Treasury Vendor ACH Main Program' interface. Record the Request ID.			FSA FFEL GA Payments Manager				
92	Confirm Payment Batch. Record the Request ID.	Actions...1 --> Confirm		Confirm Payment Batches Screen appeared with the pending payment documents listed.				
93	Record the Treasury Begin Document Number of the payment batch. Record the Treasury End Document Number of the payment batch.							
94	Verify message. Record the Request ID.			Message states: 'payables submitted your payment batch programs. The request numbers are _____ and _____'.				
95	Verify that the Selecting and Building of the payment batch kicked off the 'FSA FFEL GA Payments Manager' interface. Record the Request ID.			The 'FSA FFEL GA Payments Manager' completes with a status of Normal.				
96	Verify that the 'Confirm Payment Batch' program completed with a status of Normal. Record the Request ID.			The 'Confirm Payment Batch' completes with a status of Normal.				

97	Verify that the 'Separate Remittance Advice Program' program completed with a status of Normal. Record the Request ID. Verify that the Output file states the invoices that were remitted for payment.			The 'Separate Remittance Advice Program' completes with a status of Normal. Output file indicates that batches were remitted for payment.				
98	Verify that the 'Final Payment Register Program' completed with a status of Normal. Record the Request ID. Verify that the Output file states details about each check that was generated and the invoices that each check covers.			The 'Final Payment Register Program' completes with a status of Normal. Output file indicates that details about each check that was generated and the invoices that each check covers.				
<b>Payables Transfer to GL</b>								
99	Switch responsibility to <b>FSA FFEL GA Payables SuperUser</b> .							
100	Navigate to the Submit Requests window.	Others --> Requests --> Run		Submit a New Request window appears.				
101	Click OK.			Submit Request window appears.				
102	Use List of Values to select Request Name. Click OK.		Payables Transfer to General Ledger	Parameters window appears.				
103	Enter tomorrow's date for the Post Through Date.			Submit Request window appears.				
104	Click OK and click Submit Request.			Requests window appears.				
105	Click Refresh until all programs have been initiated and completed with status of Normal.			Requests completed with status of normal.				
106	Verify that the Journal Import is automatically kicked off. Record the Request ID. Record Batch Name from Output file.			Journal Import is automatically kicked off and completes successfully. Output indicates that bathes were transferred successfully.				
107	Query to find Batch ID. Record the Batch ID.		SELECT JE_BATCH_ID FROM GL.GL_JE_BATCHES WHERE NAME LIKE '<batch name from above>: %'	Batch ID appears.				
108	Return to Oracle and open the output of the Payables Transfer to GL and ensure that the bath appears.			Batch appears.				
109	Switch Responsibility to <b>FSA CFO General Ledger SuperUser</b> .							
110	Navigate to the Journals Enter screen.	Journals --> Enter		Find Journals Screen is displayed.				
111	Query on the batch name. Select Find.		%<Batch Name from the Journal Import from Payables Transfer to General Ledger>%	Enter Journals Screen is displayed.				
112	Click Review Journal.			Invoice appears with accounting for each line. Accounting matches Expected Results.				
113	Navigate to Submit Requests window.	Help --> View My Requests --> Submit a New Request		Submit a New Request window appears.				
114	Select Single Request and Click OK.			Submit Request window appears.				
115	Use List of Values to select Request Name. Click OK.		Journals - General(180 Char)	Parameters window appears.				
116	Make sure that all fields in parameters screen are populated: use LOV button if necessary.		Type: Line Item Posting Status: Unposted Journals Currency: USD Period: Jun-03 Start Date: (blank) End Date: (blank) Source: (blank) Batch Name: %<Purchase Invoices batch number>%	Submit Request window appears.				
117	Click OK and click Submit Request.			Requests window appears.				
118	Click Refresh until all programs have been initiated and completed with status of Normal.			Requests completed with status of normal.				

119	View output of the Journals - General(180 Char). Verify the Purchase Invoice entries hit the GL according to the CFO Account Mapping documentation. Save the Output.			Accounting is correct.				
120	Close all windows and return to the Enter Journals (FSA FMS) screen.							
121	Click inside of USD batch line and then click the Review Journal button.			Information matches expected results from the 'Expected Results' tab.				
122	Navigate to Submit Requests window.	Help --> View My Requests --> Submit a New Request		Submit a New Request window appears.				
123	Select Single Request and Click OK.			Submit Request window appears.				
124	Use List of Values to select Request Name. Click OK.		Journals - General(180 Char)	Parameters window appears.				
125	Make sure that all fields in parameters screen are populated; use LOV button if necessary.		Type: Line Item Posting Status: Unposted Journals Currency: USD Period: Jun-03 Start Date: (blank) End Date: (blank) Source: (blank) Batch Name: %<Payments USD batch number>%	Submit Request window appears.				
126	Click OK and click Submit Request.			Requests window appears.				
127	Click Refresh until all programs have been initiated and completed with status of Normal.			Requests completed with status of normal.				
128	View output of the Journals - General(180 Char). Verify the STAT entries hit the GL according to the CFO Account Mapping documentation. Save the Output.			Accounting is correct.				
<b>Create Journals</b>								
129	Close all windows and return to the Navigator Screen.							
130	Navigate to Submit Requests window.	Others --> Requests --> Submit a New Request		Submit a New Request window appears.				
131	Select Single Request and Click OK.			Submit Request window appears.				
132	Use List of Values to select Request Name. Click OK.		Program: Create Journals	Parameters window appears.				
133	Accept default parameters.			Submit Request window appears.				
134	Click OK and click Submit Request.			Requests window appears.				
135	Click Refresh until all programs have been initiated and completed with status of Normal.			Requests completed with status of normal.				
136	View output of the Create Journals Report. Record the Batch Name. Save the Output.							
137	Run query to find Batch ID. Record the Batch ID.		SELECT JE_BATCH_ID FROM GL.GL_JE_BATCHES WHERE NAME LIKE '%<batch name from above>%'	Batch ID appears.				
138	Close all windows and return to the Requests screen. Click Submit a New Request.							
139	Select Single Request and Click OK.			Submit Request window appears.				
140	Use List of Values to select Request Name. Click OK.		Journals - General(180 Char)	Parameters window appears.				
141	Make sure that all fields in parameters screen are populated, use LOV button if necessary.		Type: Line Item Posting Status: Unposted Journals Currency: USD Period: Jun-03 Start Date: (blank) End Date: (blank) Source: (blank) Batch Name: %<Create Journals batch number>%	Submit Request window appears.				

142	Click OK and click Submit Request.			Requests window appears.				
143	Click Refresh until all programs have been initiated and completed with status of Normal.			Requests completed with status of normal.				
144	View output of the Journals - General(180 Char). Verify the Create Journals entries hit the GL according to the CFO Account Mapping documentation. Save the Output.			Accounting is correct.				
<b>Treasury Confirmation</b>								
145	Switch Responsibility to <b>FSA FFEL GA Federal Administrator</b> .							
146	Navigate to the Treasury Confirmation and Reconciliation screen.	Confirm --> Confirm		Treasury Confirmation and Reconciliation screen appears.				
147	Enter following information into form. Click Confirm. Record the Request ID.		Payment Batch: <Payment Batch from Above> Treasury Begin: <number> Treasury End: <number + count - 1> Accomplished Date: <today's date>	Message states: 'The request number is '				
148	View Concurrent Requests.	Help --> View My Requests		Find Requests window appears.				
149	Click Find.			Requests window appears. The following requests initiate and complete successfully: Journal Import				
150	Record the Journal Import Request ID. Verify that the Output file states all of the journal lines headers and batches that were imported with a status of Success. Record the Batch Name. Save the Output.							
151	Run query to find Batch ID. Record the Batch ID.		SELECT JE_BATCH_ID FROM GL.GL_JE_BATCHES WHERE NAME LIKE '%<batch name from above>%'	Batch ID appears.				
152	Switch Responsibility to <b>FSA CFO General Ledger SuperUser</b> .							
153	Navigate to the Journals Enter screen.	Journals --> Enter		Batch appears				
154	Query on the batch name. Select Find.		%<Treasury Confirmation Batch Name>%	Enter Journals Screen is displayed.				
155	Click Review Journal.			Invoice appears with accounting for each line. Accounting matches Expected Results.				
156	Navigate to Submit Requests window.	Help --> View My Requests --> Submit a New Request		Submit a New Request window appears.				
157	Select Single Request and Click OK.			Submit Request window appears.				
158	Use List of Values to select Request Name. Click OK.		Journals - General(180 Char)	Parameters window appears.				
159	Make sure that all fields in parameters screen are populated: use LOV button if necessary.		Type: Line Item Posting Status: Unposted Journals Currency: USD Period: Jun-03 Start Date: (blank) End Date: (blank) Source: (blank) Batch Name: %<Treasury Confirmation batch name>%	Submit Request window appears.				
160	Click OK and click Submit Request.			Requests window appears.				
161	Click Refresh until all programs have been initiated and completed with status of Normal.			Requests completed with status of normal.				
162	View output of the Journals - General(180 Char). Verify the USD entries hit the GL according to the CFO Account Mapping documentation. Save the Output.			Accounting is correct.				
<b>Post Batches</b>								
163	Navigate to the Post Journals screen.	Journals --> Post						

164	Query on the Period.		Jun-03					
165	Click the checkbox next to all Postable Batches created in this script. Click Post. Record Request ID.			Message states: 'The request number is '				
166	View Concurrent Requests.	Help --> View My Requests		Find Requests window appears.				
167	Click Find.			Requests window appears. The Posting request initiates and completes successfully.				
168	View output of the Posting request. Verify that all batches were posted successfully. Save the Output.			All batches were posted successfully.				
169	Log out of Oracle Applications.							