

Closeout Script FINAL.xls

**Script Name** Closeout Component Test Script  
**Description** The purpose of this script is to test the functionality contained in the Closeout module.  
**Created By** Seth Sinclair  
**Prerequisites** Final Awards Complete  
**Outputs** Transactions sent to Accounting  
**Use Cases Covered** Closeout, Update FISAP  
**Conditions Covered**

Step	Value to Enter/Action	Expected Results	Actual Results	Pass/Fail	SIR #	Test Conditions
1	<b>Login to the Site</b>					
2	Open <Internet Explorer> Brower from the Desktop	Internet Explorer opens				
3	Enter <http://test.cbs.sfa.ed.gov:8532/CBSWebApp/admin/adminWelcome.jsp> into the browser address window	A security password box displays (for testing purposes only)				
4	Enter <cbs> in the Username field	Field accepts value				
5	Enter <cbstest> in the Password field	Field accepts value				
6	Select the <OK> button	The system displays the Campus-Based Admin Login page. In the center of the page is a Login button. There is a following instruction notifying the Admin User how to proceed: "Welcome to Campus-Based Administration. To access the Campus Based Admin site: 1. Select the "Login" button, 2. Enter your PIN information. The PIN serves as your identifier to let you access information in systems for the Department of Education. If you do not have a PIN, go to the Department of Education PIN Registration site to apply, 3. Enter the Campus-Based Admin TG Number, 4. After login authentication is complete, the Campus-Based Admin home page will be displayed." If your security rights have not yet been established, contact the CB Security Officer at the Campus-Based Programs office.				
7	Select <Log In> button	A security password box displays (for testing purposes only)				
8	Enter <integrate> in the Username field	Field accepts value (this step is for testing purposes only and will not be necessary in February).				
9	Enter <pin1026> in the password field	Field accepts value				
10	Select <OK>	The System displays the PIN Authentication site with the following fields: social security number, first two letters of last name, date of birth, and PIN. The PIN Authentication site is outside of the eCB System.				
11	Enter <222334444> into the SSN field	Field accepts value.				

Closeout Script FINAL.xls

Step	Value to Enter/Action	Expected Results	Actual Results	Pass/Fail	SIR #	Test Conditions
12	Enter <cl> into the first two letters of last name field	Field accepts value.				
13	Enter <10221970> in the DOB field	Field accepts value.				
14	Enter <2141> in the PIN number field.	Field accepts value.				
15	Select <Submit Request> button	Security Message displays				
16	If Security message displays, select <Yes>	The System displays a screen where the Admin User enters the Admin TG number. There is a field to enter a TG number. There is a Next button. There is a following instruction notifying the Admin User how to proceed: "Please enter your TG number using uppercase letters. The TG number is case-sensitive".				
17	Enter <TG08899> into the TG field and	Field accepts value.				
18	Select the <Next> button	The System displays the Campus-Based Admin home page. The following links are displayed on the left navigation bar: Accounting, Awards, ComLog, Communications, FISAP Update, Hold Schools, Manual Adjustments, New Schools, PART, PLIST, Recalculation, Reports, Tracking, Waivers, Work Colleges, Logout.				
19	<b>Basic Flow - Admin User Wants to View/Verify Closeout Adjustments</b>					
20	Select the <Awards> link from the left Navigation bar	The Awards Main Menu Page displays providing instructions on how to use the module.				
21	Select the <E. Close Out> link from the Awards left navigation bar	The System displays the E. Close Out page. There is an instruction notifying the Admin User how to proceed and an Initialize button.				CO001, CO002
22	Select <Initialize> button	Message displays <A close out list is currently generating. Check back in a few minutes to see if it has completed.>				
23	Wait (@ 7 minutes) and select <E. Close Out> link from the Awards left navigation bar.	The System displays the E. Close Out page, which shows a list of all instances where the FISAP expenditure is less than the award amount. Also included on this list are instances where the school did not report any expenditure for the amount awarded for that period. Listed are the serial number, school name, award year, document number, project code, amount allocated for the previous award year for each type of award, and the expenditure amounts for that year reported on the FISAP, and the adjustment (difference). The list is sorted by serial number. There is a View ATH button to the right of each row. There is a Submit button. There is a Printer Friendly Version link. There is an instruction notifying the Admin User how to proceed.				

Closeout Script FINAL.xls

Step	Value to Enter/Action	Expected Results	Actual Results	Pass/Fail	SIR #	Test Conditions
24	Verify the following Closeout Adjustment Amounts are displayed. 1. SN 000027 (University of North Alabama) Close Out Adjustment for \$2863.00 for P007A2000 2. SN 000027 (University of North Alabama) Close Out Adjustment for \$2381.00 for P038A2000 3. SN 000070 (Southern Community College) Close Out Adjustment for \$20,772.00 for P033A2000	Values are displayed.				CO002
25	Select the <View ATH> link located next to Chattahoochee Valley CMTY College	The System displays the ATH report for the school in a pop-up window. There is a close button. The Award Amount displayed for P007A2000 is \$33,212.00				
26	Select the <Close> button	The System displays the Awards - Close Out Adjustments page				
27	<b>Admin User wants to Update Expenditure Data for &lt;000020 Chatahoochee Valley CMTY College&gt; then Re-Run Closeouts</b>					CO007
28	Select the <Home> link in the Top Navigation Bar	The System displays the Campus-Based Admin home page. The following links are displayed on the left navigation bar: Accounting, Awards, ComLog, Communications, FISAP Update, Hold Schools, Manual Adjustments, New Schools, PART, PLIST, Recalculation, Reports, Tracking, Waivers, Work Colleges, Logout.				CO007
29	Select <FISAP Update> link from the left navigation bar	System displays FISAP Update Main Page with explanations for each FISAP Update option: A) Update FISAP, B) Comments, C) Edit Suppression				FIS003, FIS004
30	Select the Serial Number Radio button in the Select School area top navigation	Field Accepts value				CO007
31	Enter <000020> in the Serial Number field in the top navigation search	Field Accepts value				CO007
32	Select <2002-2003> from Year dropdown box	Field Displays value				CO007
33	Select the <Go> button	The System displays the school name, serial number, and Campus-Based year at the top of the page.				CO007

Closeout Script FINAL.xls

Step	Value to Enter/Action	Expected Results	Actual Results	Pass/Fail	SIR #	Test Conditions
34	Select <A. Update FISAP> link from the left navigation bar	The System displays Part 1 Section A of the FISAP in the same format as it is displayed to the School User.				FIS003, FIS004
35	Select the <Part 4> link on the left navigation bar	The System displays Part IV, Section A of the FISAP				CO007
36	Select <Section E> on the left navigation bar button	The System displays Part IV, Section E of the FISAP				CO007
37	Enter <1687> in Field 14 - "Administrative Cost Allowance Claimed"	Field Accepts value				CO007
38	Select the <Submit> link from the left navigation bar - continue submit process until it is complete	The data is saved.				CO007
39	Select the <Logout> link on the left navigation bar	The System displays a message with a proceed button.				CO007
40	Select the <Proceed> button	The System displays the Update FISAP Module.				CO007
41	Select the <Home> link in the Top Navigation Bar	The System displays the Campus-Based Admin home page. The following links are displayed on the left navigation bar: Accounting, Awards, ComLog, Communications, FISAP Update, Hold Schools, Manual Adjustments, New Schools, PART, PLIST, Recalculation, Reports, Tracking, Waivers, Work Colleges, Logout.				CO007
42	Select the <Awards> link from the left Navigation bar	The System displays the Awards page.				CO007
43	Select the <E. Close Out> link from the Awards left navigation bar	The System displays the E. Close Out page. The previously generated list of Close Outs displays along with an Initialize button.				CO001, CO002
44	Select <Intialize> button	Message displays <A close out list is currently generating. Check back in a few minutes to see if it has completed.>				
45	Wait (@ 7 minutes) and select <E. Close Out> link from the Awards left navigation bar.	The System displays the E. Close Out page, which shows a list of all instances where the FISAP expenditure is less than the award amount.				
46	Verify that School 000020 is no longer on the list.	The value is no longer displayed.				
47	<b>Admin User wants to view the Expended Amount Greater than Award Amount Report</b>					
48	Select the <F. Reports> link from the left navigation bar	The System displays the Reports page.				
49	Select the <Expended Amount Greater than Award Amount > report	The System displays the Report in a new window.				
50	Select the <Close> button at the bottom of the report.	The Report window closes.				

Closeout Script FINAL.xls

Step	Value to Enter/Action	Expected Results	Actual Results	Pass/Fail	SIR #	Test Conditions
51	<b>Admin User wants to Print the Closeout Adjustments</b>					
52	Select the D. Close Out Adjustments link from the left navigation bar					CO0001
53	Select the "Printer Friendly Version" link located at the top of the Close Out Adjustments page	The System displays the Report in a new window.				
54	Select the <Print> button.	Report is printed.				
55	Select the <x> button in the upper right-hand corner of the report window	The Report window closes.				
56	<b>Submit and Verify that Closeout Transactions Appear in the Accounting Module</b>					
57	Select <D. Close out> link from left nav bar	Closeout Adjustment transaction appears in the list of Pending Transactions.				
58	Select the <Submit> button at the bottom of the page	The System displays an alert message at the top of the page notifying the Admin User that the schools are about to be closed out and asking if the Admin User wants to proceed. There is a Yes button and a No button.				
59	Select the <Yes> button	The System displays the E. Close Out page with a message stating <There are no outstanding close out adjustments at this time. If you have just submitted the Close Out Transactions, wait ten minutes and view them in the Accounting module > The transaction is sent to the accounting module for processing.				CO003, CO004, CO005, CO006
60	Select the <Home> link in the Top Navigation bar	The Campus-Based Admin Home Page displays				
61	Select the <Accounting> link on the Left Navigation bar	The Accounting Main Page displays with an explanation of the Accounting Module.				
62	Select the <A. Approve Transactions> link from the Left Navigation bar	The Approve Transactions page displays.				
63	Verify that the Closeout Adjustment Transaction appears in the Approve Transactions Cue NOTE - IT MAY TAKE SEVERAL MINUTES AFTER SUBMITTING IN THE CLOSEOUT MODULE FOR THE TRANSACTION TO DISPLAY IN THE APPROVE TRANSACTIONS CUE	Closeout Adjustment transaction appears in the list of Pending Transactions.				CO004

Closeout Script FINAL.xls

Step	Value to Enter/Action	Expected Results	Actual Results	Pass/Fail	SIR #	Test Conditions
64	<b>Reject the Closeout Adjustments in the Accounting Module</b>					
65	Select the <Detail> button next to the Closeout Transaction	The System displays the A Approve Transactions - Detail View page for the Closeout adjustment. There is a View ATH button for each school listed. There is an Approve button, a Reject button, and a Previous button. There is a button to view rejected transactions that has the number of transactions rejected listed next to it.				
66	Verify that the following Schools appear in the detailed view: 000027 000073 000338 007103	Values are displayed.				
67	Select the <Reject> button	The System displays the A. Approve Transactions - Reject Transaction page. There is an instruction that indicates the Admin User must enter a reason for rejection. To the right of each row is a View ATH button. Above this list is a required text area labeled for the reviewer to record a reason for the rejection. The Admin User must enter a reason or an error message is generated when focus is shifted from the page. There is a Previous button and a Reject button.				
68	Enter <Testing Rejecting the Closeout Adjustment> in the Reasons for Rejections text area.	Field accepts value				
69	Select <Reject> button	The System displays a message alerting the Admin User that the user is about to reject the transaction. There is a Yes and No button.				
70	Select <Yes> button	The System displays the Approve Transaction page. The transaction no longer appears in the Approve Transactions list.				
71	<b>Resubmit Closeouts and Verify that Transactions Appear in the Accounting Module</b>					
72	Select the <Home> link in the Top Navigation Bar	The Campus-Based Admin Home Page displays				
73	Select the <Awards> link from the left Navigation bar	The Awards Main Menu Page displays providing instructions on how to use the module.				
74	Select the <E. Close Out> link from the Awards left navigation bar	The System displays the E. Close Out page. There is an instruction notifying the Admin User how to proceed and an Initialize button.				CO001.

Closeout Script FINAL.xls

Step	Value to Enter/Action	Expected Results	Actual Results	Pass/Fail	SIR #	Test Conditions
75	Select <Intialize> button	Message displays <A close out list is currently generating. Check back in a few minutes to see if it has completed.>				
76	Wait a few minutes and select <E. Close Out> link from the Awards left navigaation bar.	The System displays the E. Close Out page, which shows a list of all instances where the FISAP expenditure is less that the award amount. Also included on this list are instances where the school did not report any expenditure for the amount awarded for that period. Listed are the serial number, school name, award year, document number, project code, amount allocated for the previous award year for each type of award, and the expenditure amounts for that year reported on the FISAP, and the adjustment (difference). The list is sorted by serial number. There is a View ATH button to the right of each row. There is a Submit button. There is a Printer Friendly Version link. There is an instruction notifying the Admin User how to proceed.				
77	Select the <Submit> button	The System displays an alert message at the top of the page notifying the Admin User that the schools are about to be closed out and asking if the Admin User wants to proceed. There is a Yes button and a No button.				
78	Select the <Yes> button	The System displays the E. Close Out page with a message stating that there are no schools to process. The transaction is sent to the accounting module for processing.				CO003, CO004, CO005, CO006
79	Select the <Home> link in the Top Navigation bar	The Campus-Based Admin Home Page displays				
80	Select the <Accounting> link on the Left Navigation bar	The Accounting Main Page displays with an explanation of the Accounting Module.				
81	Select the <A. Approve Transactions> link from the Left Navigation bar	The Approve Transactions page displays.				
82	Verify that the Closeout Adjustment Transaction appears in the Approve Transactions Cue	Closeout Adjustment transaction appears in the list of Pending Transactions.				CO004
83	<b>Admin wants to Approve the Closeout Transaction</b>					
84	Click the <Check Box > Next to the Closeout Adjustment Transaction	Check box is checked for the transaction				AC007 and AC008
85	Select the <Approve> button	The System displays a message at the top of the page alerting the Admin User that the transaction is about to be approved. There is a Yes button and No button.				AC019
86	Select <Yes> button	The System displays the A. Approve Transactions page without the newly approved transaction				AC020
87	Verify transaction is gone from the list	Transaction is no longer displaying on the list				AC020

Closeout Script FINAL.xls

Step	Value to Enter/Action	Expected Results	Actual Results	Pass/Fail	SIR #	Test Conditions
88	Select the <Reports> link from the left navigation bar	The System displays the Reports page for Accounting.				
89	Select the <Approved Transactions> report	The System displays the report in a new window				
90	Verify that the Closeout Adjustment has been approved.	The report displays the transaction.				
121	<b>Automatic Recalculation - School Submits FISAP Data After Award Has Been Granted</b>					
122	Enter <http://test.cbs.sfa.ed.gov:8532> in the Brower URL	The System displays the Campus-Based log-in page for the school side of the FISAP.				
123	Enter <cbs> in the Username field	Field accepts value				ADS001
124	Enter <cbstest> in the Password field	Field accepts value				
125	Select the <OK> button	The system displays a login Page				
126	Select <Log In> button	A security password box displays (for testing purposes only)				ADS002
127	Enter <integrate> in the Username field	Field accepts value (this step is for testing purposes only and will not be necessary in February).				
128	Enter <pin1026> in the password field	Field accepts value				
129	Select <OK>	The System displays the PIN Authentication site with the following fields: social security number, first two letters of last name, date of birth, and PIN. The PIN Authentication site is outside of the eCB System.				ADS003
130	Enter <22222222> into the SSN field	Field accepts the value.				ADS003
131	Enter <le> into the first two letters of last name field	Field accepts the value.				ADS003
132	Enter <10221970> in the DOB field	Field accepts the value.				ADS003
133	Enter <2071> in the PIN number field.	Field accepts the value.				ADS003
134	Select <Submit Request> button	Security Message displays				ADS003
135	If Security message displays, select <Yes>	The System displays a screen where the Admin User enters the Admin TG number. There is a field to enter a TG number. There is a Next button. There is a following instruction notifying the Admin User how to proceed: "Please enter your TG number using uppercase letters. The TG number is case-sensitive".				ADS004
136	Enter <TG22222> into the TG field and	Field accepts the value.				ADS005
137	Select the <Next> button	The System displays the Setup - Change Schools page.				ADS005
138	Select <Boston University> in the Change Schools dropdown field	Field displays value				
139	Select the <Change Schools> button	The System displays the Change Schools page with Boston University in the Change Schools Dropdown box.				

Closeout Script FINAL.xls

Step	Value to Enter/Action	Expected Results	Actual Results	Pass/Fail	SIR #	Test Conditions
140	Select the <FISAP> link from the Main Menu Page	The System displays Part I, Page 1 of the FISAP. There are links on the left navigation bar to the various parts of the FISAP, along with links for Additional Info, Validation, Submit, and Logout. "New School" is displayed at the top of the page.				ADS006
141	Select <Part II> from the Left Navigation Bar	Part II of the FISAP Displays				
142	Enter <20000> in Section D, Field 7a	Field Accepts Value				
143	Enter <380000000> in Section E, Field 22A	Field Accepts Value				
144	Enter <273> in Section F, Field 25A	Field Accepts Value				
145	Enter <10> in Section F, Field 25C	Field Accepts Value				
146	Select the <Submit > link located on the left navigation bar.	Validation Page displays with message "Your FISAP has passed all required validation checks. To proceed with the submission process, select the Continue to Submit Button Below."  <Continue to Submit> button and <Print Friendly Version> link are available.				
147	Select the <Continue to Submit> link.	Submittal page is displayed with message "By selecting "Submit" below you are agreeing to the following statements: We certify that information contained in this FISAP is in compliance with governing legislation and regulations and is true and accurate to the best of our knowledge. We understand that the information is subject to an audit and program review by representatives of the Secretary of Education. WARNING: Any person who knowingly provides false or misleading information on this FISAP will be subject to a fine up to \$10,000 or to imprisonment for up to 5 years or both under the provisions of the United States Criminal Code Title 18, Section 1001." To complete the FISAP submission process, you must ensure the following steps are done in addition to selecting "Submit" below: 1. The Debarment Form and Signature Page is printed and signed (available in Self-Service). 2. The Lobbying Form (optional) is printed and signed (available in Self-Service). 3. These forms are mailed to: Electronic FISAP Administrator 8300 Colesville Road, Suite 600 Silver Spring, MD 20910  A <Submit> button and a <Help> Button are available.				

Closeout Script FINAL.xls

Step	Value to Enter/Action	Expected Results	Actual Results	Pass/Fail	SIR #	Test Conditions
148	Select the <Submit> button	The System displays a confirmation page with the date and time of the submission along with the User ID.				
149	Select the <Logout> link located on the left navigation bar	The System displays a warning message asking if the User is sure he/she wants to log out.				
150	Select the <Yes> button	The System displays a logout confirmation page				
151	<b>Login to the Admin Site to Approve Recalc</b>					
152	Open <Internet Explorer> Brower from the Desktop	Internet Explorer opens				
153	Enter <http://dev.cbs.sfa.ed.gov:8531/CBSWebApp/admin/adminWelcome.jsp> into the browser address window	A security password box displays (for testing purposes only)				ADS001
154	Enter <cbs> in the Username field	Field accepts value				
155	Enter <cbstest> in the Password field	Field accepts value				
156	Select the <OK> button	The system displays the Campus-Based Admin Login page. In the center of the page is a Login button. There is a following instruction notifying the Admin User how to proceed: "Welcome to Campus-Based Administration. To access the Campus Based Admin site: 1. Select the "Login" button, 2. Enter your PIN information. The PIN serves as your identifier to let you access information in systems for the Department of Education. If you do not have a PIN, go to the Department of Education PIN Registration site to apply, 3. Enter the Campus-Based Admin TG Number, 4. After login authentication is complete, the Campus-Based Admin home page will be displayed." If your security rights have not yet been established, contact the CB Security Officer at the Campus-Based Programs office.				ADS002
157	Select <Log In> button	A security password box displays (for testing purposes only)				
158	Enter <integrate> in the Username field	Field accepts value (this step is for testing purposes only and will not be necessary in February).				
159	Enter <pin1026> in the password field	Field accepts value				ADS003
160	Select <OK>	The System displays the PIN Authentication site with the following fields: social security number, first two letters of last name, date of birth, and PIN. The PIN Authentication site is outside of the eCB System.				ADS003
161	Enter <222334444> into the SSN field	Field accepts value.				ADS003
162	Enter <cl> into the first two letters of last name field	Field accepts value.				ADS003
163	Enter <10221970> in the DOB field	Field accepts value.				ADS003
164	Enter <2111> in the PIN number field.	Field accepts value.				ADS003
165	Select <Submit Request> button	Security Message displays				ADS004

Closeout Script FINAL.xls

Step	Value to Enter/Action	Expected Results	Actual Results	Pass/Fail	SIR #	Test Conditions
166	If Security message displays, select <Yes>	The System displays a screen where the Admin User enters the Admin TG number. There is a field to enter a TG number. There is a Next button. There is a following instruction notifying the Admin User how to proceed: "Please enter your TG number using uppercase letters. The TG number is case-sensitive".				ADS005
167	Enter <TG08899> into the TG field and	Field accepts value.				ADS005
168	Select the <Next> button	The System displays the Campus-Based Admin home page. The following links are displayed on the left navigation bar: Accounting, Awards, ComLog, Communications, FISAP Update, Hold Schools, Manual Adjustments, New Schools, PART, PLIST, Recalculation, Reports, Tracking, Waivers, Work Colleges, Logout.				ADS006
169	Select the "Recalculation" link from the left navigation bar of the Campus-Based Admin Hope Page.	<p>The System displays the main Recalculation page. The following information is displayed -</p> <p>Manual Recalculations (Recalc Manual)                      The manual recal function allows for analysis of recalculation scenarios. Data entered for analysis in this area is not saved. You must select a school from the page header in order to enter the manual recalculation area.</p> <p>FISAP-Generated Recalculations                      When a school resubmits a FISAP after final awards, the award amount could be affected. Options for automatic recalculation are:</p> <p>Recalc Automatic: Select this option to review FISAP-generated recalculations that have not been processed. Here you have the opportunity to approve the recalculation and send it to the Accounting module or remove it from the list to be processed.</p> <p>Recalc Transaction Log: Select this option to view pending recalculations that were approved in the Recalculation module but have not received final approval from Accounting. When a pending recalculation is approved in Accounting, it is removed from this log.</p> <p>Recalc History: Select this option to view a school's recalculation history. You must select a school from the page header in order to access this area.</p>				RE007

Closeout Script FINAL.xls

Step	Value to Enter/Action	Expected Results	Actual Results	Pass/Fail	SIR #	Test Conditions
170	Select the <Recalc Automatic>	The System displays the Automatic Recalculation – FISAP-Generated Recalculation page, which lists all affected unprocessed FISAPs submitted after final awards, listed by school name (BOSTON UNIVERSITY, COLGATE UNIVERSITY. Each school is listed in a row with school name, award year, serial number, date created, document number, current award status, adjustment amount, updated award amount and project code. Next to each entry is a check box. At the end of each row is an ATH button. At the bottom of the page is a Generate Award button, a Remove button, and a text box labeled Description (required). Each school name is a link. There is a Printer Friendly Version link. There is an instruction notifying the Admin User how to proceed - "To generate an award, select the check box next to the school, enter a description, and select "Generate Award." To remove a school, select the check box next to the school and select "Remove." To view a comparison report between the original data and the newly-submitted data, select the school name."				RE007, RE008, RE009
171	<b>Enter a Description, then Submit to Accounting</b>					
172	Enter <Testing Recalculation> into the Description field	Field accepts value				RE011
173	Select the <Generate Award> button	The System displays the Automatic Recalculation – Review Transaction page, which shows a transaction summary in a table that includes school name, serial number, document ID, project code, creator, creation date, amount, award code and description, and reviewer ID. There is also a table showing the existing award total, the difference (adjustment), and the new award. Beneath these fields is the transaction description. Another table shows the current award total, the adjustment amount, and the new award total. There is a Submit button and a Previous button. There is an instruction notifying the Admin User how to proceed - "You have selected to send a transaction to accounting. Select "Proceed" to continue."				RE012, RE013, RE014
174	Select the <Submit> button	An alert message displays, warning the User that they are about to send the transaction to accounting A "Back" button is available.				RE015
175	Select the <Proceed> Button	The System displays the Automatic Recalculation – Transaction Log page. There is a notice that the transactions on the page have been sent to accounting for approval.				RE016
176	<b>Navigate to Accounting Module and Approve Recalc Transaction</b>					

Closeout Script FINAL.xls

Step	Value to Enter/Action	Expected Results	Actual Results	Pass/Fail	SIR #	Test Conditions
177	Select <Accounting> from the left nav bar	<p>Verify the from the Campus-Based Admin home page:</p> <p>There are five main functions of the Accounting module: approving or rejecting pending transactions (A. Approve Transactions), viewing and/or deleting transactions (B. View Rejected Transactions), posting tentative awards for schools to view in Self-Service (C. Post Tentative Awards), updating authorization amounts (D. Authorization Amounts), and viewing reports (E. Reports).</p> <p>A. Approve Transactions Pending transactions are queued here awaiting approval or rejection. Transactions that are approved are sent to FMS for processing and posted to each school's ATH. Rejected transactions are sent to the rejected transactions area.</p> <p>B. View Rejected Transactions Rejected transactions may be deleted from the Campus-Based database, or they can be approved for processing.</p> <p>About Final Awards When a Final Award is approved, the simulations associated with that award are deleted from the Campus-Based System. The simulation data associated with the approved Final Award is not deleted. When a Final Award is rejected, the simulations associated with that award are NOT</p> <p>C. Post Tentative Awards Tentative Awards must receive final approval from the Accounting module before th</p> <p>D. Authorization Amounts Authorization amounts may be added, updated or deleted in this area.</p> <p>E. Reports</p>				AC014

Closeout Script FINAL.xls

Step	Value to Enter/Action	Expected Results	Actual Results	Pass/Fail	SIR #	Test Conditions
178	Select <Approve Transactions> from the Accounting sub menu	The System displays the A. Approve Transactions page, with the following list of outstanding transactions: Close out - Deobligations XXXObligations - 30 PEPS, 15 Other, 15 Perkins, and 9 Tracking Each transaction type is in a row that starts with a check box, and includes fields for transaction type, number of transactions, total amount, description, creator, and date created. There is a Detail button in each transaction. There is an Approve button and a Select All button. Near the top of the page is the text "Rejected Transactions" which has a digit in parentheses next to it. This digit indicates the total of rejected transactions. To the right of this text is a button labeled "View" that the Admin User selects to view the deleted transactions. There is an instruction notifying the Admin User how to proceed				AC007, AC008, AC014
179	<b>Admin wants to Approve Recalculation Transactions without Viewing Details</b>					
180	Click the <Check Box > Next to the Recalculation for Boston University	Check box is checked for the transaction				AC007 and AC008
181	Select the <Approve> button	The System displays a message at the top of the page alerting the Admin User that the transaction is about to be approved. There is a Yes button and No button.				AC019
182	Select <Yes> button	The System displays the A. Approve Transactions page without the newly approved transaction				AC020
183	Verify transaction is gone from the list	Transaction is no longer displaying on the list				AC020
184	Select the <Reports> link from the left navigation bar	The System displays the Reports page for Accounting.				
185	Select the <Approved Transactions> report	The System displays the report in a new window				
186	Verify that the Recalculation for Boston University appears on the report.	The report displays the transaction.				