



Voluntary Flexible Agreement Operational Support

Test Plan



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1 INTRODUCTION

1.1 PURPOSE & SCOPE

This document describes the overall testing strategy for the Voluntary Flexible Agreement (VFA) Operational Support project. The new, automated VFA process requires the development of application extensions to Student Financial Assistance's (SFA's) Financial Management System (FMS). These extensions will undergo unit, integration, and user acceptance testing before being made available to SFA FMS users. Successful completion of these testing phases will ensure that the new extensions meet both the business needs of the end users as well as the functional requirements specified in the VFA Design Document.

1.2 BACKGROUND

The task described in this document supports the VFAs that were introduced in Section 428A of the 1998 Amendments to the Higher Education Act of 1965. These amendments mandated the negotiation and implementation of VFAs with Guaranty Agencies (GAs) participating in the Federal Family Education Loan (FFEL) Program. These VFAs are intended to provide alternatives to the current GA financing model. This task supports the pilot VFAs that have been negotiated between the Department of Education ("the Department") and the following GAs:

- Massachusetts Higher Education Assistance Corporation (American Student Assistance) (ASA)
- California Student Aid Commission
- Great Lakes Higher Education Guaranty Corporation
- Texas Guaranteed Student Loan Corporation.

This task involves automating the process used to collect claims and fee information from the GAs participating in the VFA program. In the current process, VFA participants manually send weekly claims projections and VFA fee information in spreadsheet form to the Student Financial Assistance (SFA) Financial Management Division via fax and e-mail. The process will automate the collection of this information via the development of new forms and database structures for SFA's Financial Management System (FMS). These Web-based forms will allow VFA users to enter data directly into SFA FMS, rather than requiring SFA Financial Management personnel to transfer the data from the incoming spreadsheets to SFA FMS. The goal of the automated VFA process is to enhance program integrity, increase cost efficiencies, and improve the availability and delivery of student financial aid.

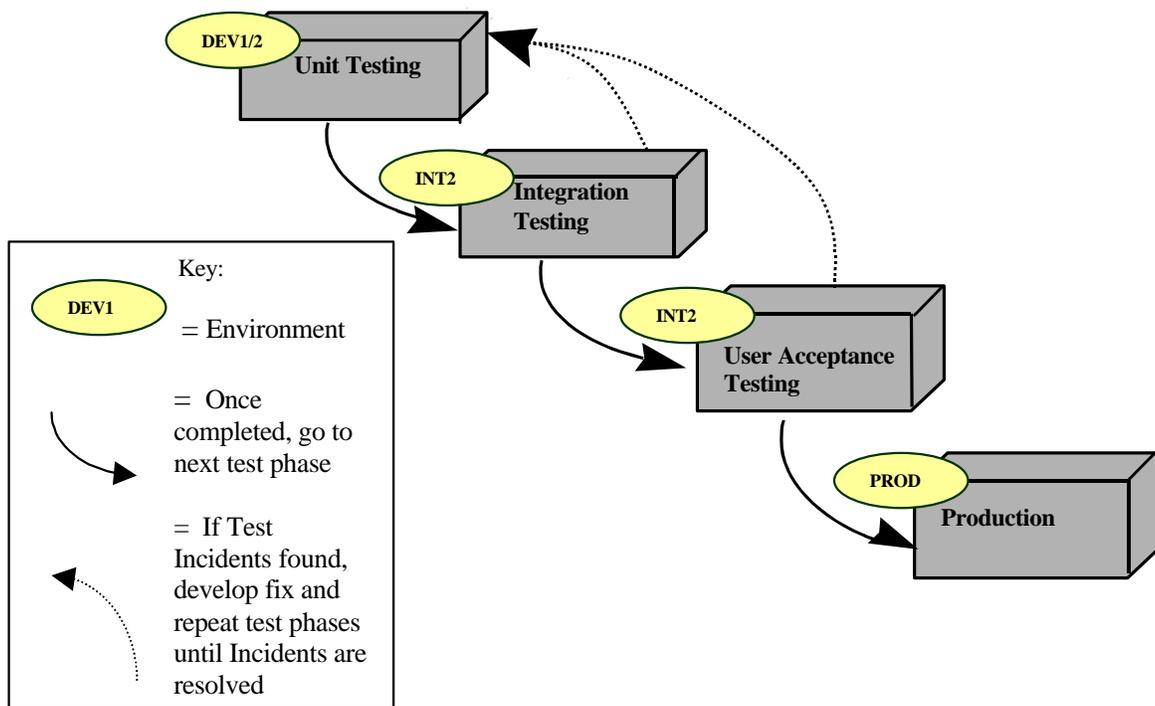
Every week, GAs whose VFAs require them to submit weekly claims projections will enter and submit a GA VFA Weekly Report. GAs will also enter data related to their VFA fee on a monthly, quarterly, or annual basis (as specified in their particular VFA) by submitting a GA VFA Fee Report. The schedule of submissions required by the VFAs is shown on the following page:



GA Name	GA Code	Submit GA VFA Weekly Report?	Frequency of Submitting GA VFA Fee Report
ASA	725	Yes	Monthly
California	706	No	Annually
Great Lakes	755	Yes	Quarterly
Texas	748	Yes	Monthly, Annually

1.3 TEST OVERVIEW

Several phases of testing will be conducted to ensure that the automated VFA process meets the business needs of SFA. The testing will also ensure that the new application extensions meet the requirements specified in the VFA Design Document (see Appendix 4.7, “Requirements Matrix”). In all phases of testing, the VFA Test Team will be responsible for identifying test incidents and communicating them to the Development Team. The figure below shows the relationships between the various phases of testing that will be conducted. These phases are discussed in more detail in Section 2.4, “TEST SCHEDULE.”



1.3.1 Unit Testing

The VFA Development Team and the VFA Test Team will conduct unit testing to ensure that each developed code module meets its particular business needs and requirements. Unit testing will be conducted in the DEV1 and DEV2 environments.

1.3.2 Integration Testing

The VFA Test Team will conduct integration testing to ensure that all developed code modules work together to meet the intended business needs and requirements. Integration testing will also ensure that the application extensions developed for the automated VFA process work with the changes developed as part of the SFA FMS Phase III release. Integration testing will be conducted in the INT2 environment.

1.3.3 User Acceptance Testing

The VFA Test Team and SFA client personnel will conduct user acceptance testing to ensure that the extensions are ready for implementation. User acceptance indicates that the extensions are ready for deployment to the production-level system, and is the final step in the process of development and testing. User acceptance testing will be conducted in the INT2 environment.

1.4 ASSUMPTIONS

The following assumptions have been made in relation to the testing of the automated VFA process:

1. The VFA Test Team is responsible for testing the application extensions developed to support the automated VFA process.
2. The VFA Test Team is not responsible for testing any functionality delivered as part of the SFA FMS Phase III release.
3. The complete payment process that is executed after a VFA report is accepted remains unchanged from the current Form 2000 payment process, with the following exceptions:
 - The data exchange interface between the VFA reports and AP/GL
 - The Terms of Payment for VFA reports will be immediate.

1.5 REFERENCES

The following documents were used in the development of this test plan:

1. VFA Design Document
2. SFA FMS Phase III Test Plan
3. SFA FMS Phase III Testing Incident Report
4. SFA FMS Phase III Test Script
5. Accenture Business Integration Methodology Test Plan Outline
6. Capability Maturity Model Test Plan
7. Capability Maturity Model Test Script.



2 TESTING APPROACH

2.1 TEST CONTENT

Automating the VFA process requires the development of five new forms. Each form will be tested thoroughly to ensure that the design requirements have been met. Testing will include the GA VFA Weekly Report; the GA VFA Fee Reports for ASA, California, Great Lakes, and Texas; and the related database integration.

2.2 TEST PREPARATION

2.2.1 Test Environment

Testing will be conducted in three environments. Unit testing will be conducted in the DEV1 and DEV2 environments, which will include the code developed for the automated VFA process. The INT2 environment, which will also include the SFA FMS Phase III code, will be used for integration and user acceptance testing. After user acceptance, the code will be migrated to the Production environment, where it will be available for VFA and SFA Financial Partner users.

2.2.2 Test Data

Sample test data will be created based on previously submitted invoices from the VFA GAs. Weekly, monthly, quarterly, and annual data samples will be created, based on the frequency of each GA’s VFA report submissions. Test data will be used to test normal processing, error processing and reasonability checking. Actual data submitted by VFA participants will be used for the User Acceptance Test.

2.2.3 Users and Roles

The roles that will be used in the automated VFA process are listed in the table below. The VFA Test Team will hold testing IDs for each of these roles to conduct thorough testing from the perspective of all users.

Role	Function
GA VFA 706 User	Enter/save California VFA reports
GA VFA 706 Manager	Enter/save/submit California VFA reports
GA VFA 725 User	Enter/save ASA VFA Reports
GA VFA 725 Manager	Enter/save/submit ASA VFA Reports
GA VFA 748 User	Enter/save Texas VFA Reports
GA VFA 748 Manager	Enter/save/submit Texas VFA Reports
GA VFA 755 User	Enter/save Great Lakes VFA Reports
GA VFA 755 Manager	Enter/save/submit Great Lakes VFA Reports
SFA Financial Partners Manager	Accept/reject VFA reports
SFA FFEL GA Payables	Approve invoices
SFA FFEL CFO Payments Manager	Process Payment Batches and Payment Registers
SFA FFEL CFO Federal Administrator	Enter Treasury Confirmation



2.2.4 Test Conditions

Test conditions represent the lowest level of detail contained in this test plan. Each condition is intended to test exactly how the system responds to a user action. They are based directly on the requirements gathered in the design process, and can range in scope from broad functionality to specific system responses. This approach verifies that the system is operating correctly, and that the system functionality is complete.

Test conditions are grouped into test scripts, with each condition tested as a step of a particular test script. Since conditions range in scope, they can be tested in multiple scripts. Refer to Appendix 4.6, “Test Mapping Matrix,” for a complete inventory of the conditions included in each script and the corresponding design requirements. Refer to Appendix 4.1, “Mapping of Test Cycles to Scripts,” for a complete inventory of VFA test scripts. Refer to Appendix 4.7, “Requirements Matrix”, for a complete list of the design requirements.

2.2.5 Test Scripts

A test script (the next level of detail up from test conditions) is a collection of related test conditions put into a sequence of steps. Two types of test scripts will be written. Unit test scripts will ensure that all required components are included on each form. Functional test scripts will be written using the process flows that have been defined in the VFA Design Document for each functional area. They will be written from the perspective of a particular user role, and will contain very detailed steps in a simple and straightforward manner, which will allow users unfamiliar with the system to execute the scripts if necessary. The script will incorporate pre-determined test data that applies to a given scenario, and will specify the expected results of each step.

The test scripts will include two sections. The first is an informational section to document the test executor, date, cycle, purpose and prerequisites for a given test. The second section will include the detailed instructions for each step needed to complete the test. For each step, this section will include the condition number being tested, a description of the condition, the action for the tester to take, the expected result, an area for documenting the actual result, a column to indicate whether the step passes or fails, and an area for comments. Refer to Appendix 4.2, “Sample Test Script,” for an example.

2.2.6 Test Cycles

A test cycle (the highest level of testing detail) is a logical collection of test scripts, grouped by functionality. These test cycles will be developed using the process flows established in the VFA Design Document. The VFA Test Team has created test cycles that logically separate system functionality into discrete units for testing purposes. Several of these cycles are related to the different frequencies at which various reports are submitted in the automated VFA process. Test cycles ultimately describe how a group of test scripts will be executed. Therefore, there will be multiple VFAs being tested in each cycle. The cycles are listed and described below.

1. Login Cycle:

The Login Cycle tests the functionality associated with logging into SFA FMS and viewing the various types of reports that are available for specified user IDs and responsibilities. This cycle will ensure that the new VFA reports will be available only to authorized users.



2. VFA Weekly Report Cycle:

The VFA Weekly Report Cycle tests the functionality associated with the GA VFA Weekly Report that will be submitted weekly by ASA, Great Lakes, and Texas. This cycle will test all workflows associated with the weekly report, including report submission, acceptance/rejection, payment, and accounting. This cycle includes a unit test script for the VFA Weekly Report.

3. Monthly VFA Fee Reports Cycle:

The Monthly VFA Fee Reports Cycle tests the functionality associated with the GA VFA Fee Reports that will be submitted monthly by ASA and Texas. This cycle will test all workflows associated with the VFA Fee Report, including report submission, acceptance/rejection, payment, and accounting. This cycle will also test the changes that have been made to the Form 2000 Monthly Report submission process for VFA GAs. This cycle includes unit test scripts for the ASA VFA Fee Report and the Texas VFA Fee Report.

4. Quarterly VFA Fee Reports Cycle:

The Quarterly VFA Fee Reports Cycle tests the functionality associated with the GA VFA Fee Reports that will be submitted quarterly by Great Lakes. This cycle will test all workflows associated with the VFA Fee Report, including report submission, acceptance/rejection, payment, and accounting. This cycle includes a unit script for the Great Lakes VFA Fee Report.

5. Annual VFA Fee Reports Cycle:

The Annual VFA Fee Reports Cycle tests the functionality associated with the GA VFA Fee Reports that will be submitted annually by California and Texas. This cycle will test all workflows associated with the VFA Fee Report, including report submission, acceptance/rejection, payment, and accounting. This cycle includes unit test scripts for the California VFA Fee Report and the Texas VFA Fee Report.

6. Form 2000 Monthly Reports Cycle:

The Form 2000 Monthly Reports Cycle tests the functionality associated with the GA Monthly Reports that will be submitted by the GAs participating in the VFA program. This cycle will test the reconciliation that is required between the VFA Weekly Reports and the GA Monthly Report.

7. System-Generated Reports Cycle:

The System-Generated Reports Cycle tests the functionality associated with the new VFA Statement of Account report and the modified GA Form 2000 Account Mapping report. This cycle will ensure that the changes made for these reports will apply to VFA GAs only.

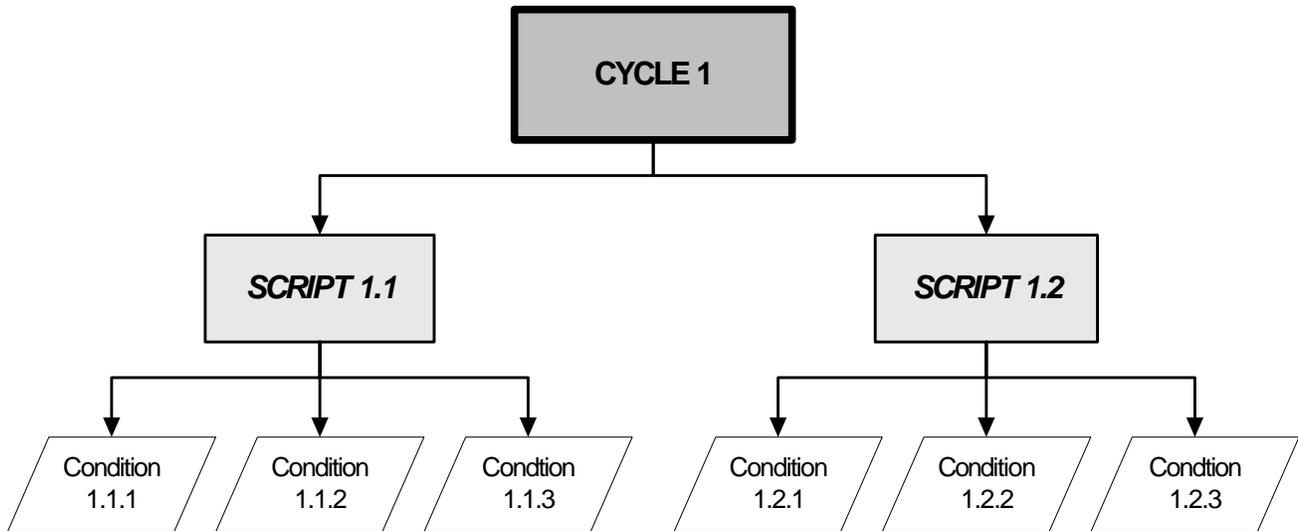
8. Miscellaneous Cycle:

The Miscellaneous Cycle tests several scenarios consistent across all VFA GAs, regardless of their frequency of reporting. For example, this cycle tests the changes to the GA Maintenance screen that will indicate whether a GA is participating in the VFA program.



2.2.7 Summary of Testing Hierarchy

The following figure illustrates the testing hierarchy: test cycles to scripts to conditions.



In summary, the testing approach to the VFA Operational Support effort will be organized into three levels. At the highest level, testing will be divided into test cycles. The test cycles are made up of multiple test scripts. Each test script consists of a sequence of steps that will be executed for each test. The test scripts are a collection of test conditions, which correspond to requirements gathered during the design phase. The test conditions represent the most detailed level of information for testing.



2.3 TEST EXECUTION

2.3.1 Test Status

Throughout testing, the actual test results will be compared to the expected results for each step in a given script to determine if all conditions pass. The Test Team member will indicate a pass or fail at each step. Although one failed condition disqualifies an entire script, depending on the circumstances of the failed conditions, the Test Team member will complete the script. Additionally, free-form testing will be conducted as needed to investigate incidents as they arise.

At the completion of each test script, the Test Team member will evaluate the result of the entire test as “Pass,” “Retest,” or “Fail.” A status of “Pass” indicates that the expected results were achieved. A status of “Retest” indicates that the actual results do not match the expected results for reasons that can be corrected and retested (i.e. bad test data, environmental setbacks, or unforeseen interruptions). Explanations must be provided for all cases with status of “Retest.” A Status of “Fail” indicates that actual results do not match expected results and the errors cannot be corrected during the test. Testing is considered complete when each test script has a status of “Pass” and the VFA Test Team has reviewed the results. In the case that a script has a status of “Fail,” an incident will be reported according to the procedures outlined in section 2.3.2.

A log of all test progress will be kept that will summarize the test date, test script, test executor, test status, and comments for all tests performed or scheduled to be performed. Refer to Appendix 4.5, “Sample Test Execution Log,” for a sample format.

2.3.2 Incident Reporting

The VFA Test Team will record all incidents detected during testing. The VFA Test Team will perform an initial analysis of the incident, to determine if the problem was caused by:

- Problem(s) with the test data
- Problem(s) in the test environment
- An incorrectly run test script
- A misunderstanding of what the expected result should be.

If the incident is determined to involve system or environmental inconsistencies, the incident will be recorded in a Testing Incident Report to be forwarded to the Development Team or Technical Support Team for assessment and proposed solution(s). If the incident is determined to be business process related, the VFA Test Team will discuss the incident with SFA Financial Partners personnel.



2.3.2.1 Testing Incident Report

The Testing Incident Report will be completed and submitted to the Development Team in the case of an incident or problem related to the testing. The Testing Incident Report is designed to capture as much information as possible to relay to the Development Team. This information will enable re-creation of the situation that caused the incident, and will include the following:

1. Date and time of the problem.
2. Name and contact information of conducting Test Team member.
3. Severity of the problem:
 - Severity 1 = Major problem, system doesn't respond or crashes, loss of data
 - Severity 2 = Major feature halts, incorrect results after execution
 - Severity 3 = Expectations of major feature not met, work-around possible
 - Severity 4 = Feature executes correctly but minor cosmetic change required
4. Description of the problem and the related test execution steps.
5. Screen or report prints to illustrate the error that has occurred.

Refer to Appendix 4.3, "Sample Testing Incident Report," for a sample report.

2.3.2.2 Test Incident Log

The VFA Test Team will maintain a log of all incidents encountered during testing. This log will include information regarding the date of the incident, description of the events surrounding the incident, contact individual, actions taken, status, and the related script, cycle, and condition numbers.

Refer to Appendix 4.4, "Sample Test Incident Log," for a sample log.

2.3.3 Development Iterations

During testing, both the Development Team and the Test Team will identify system errors. These errors will be documented using a Testing Incident Report. The Development Team Lead will review the new incidents that have been submitted. If an incident is valid, it will be assigned a priority (e.g., high, medium, low). A high priority indicates immediate attention is necessary. A medium priority indicates that it is highly desirable for the incident to be corrected. A low priority indicates a nice-to-have change that will be addressed only after all higher priorities have been addressed. If an incident is invalid, the Development Team Lead will discuss the incident with the Test Team. The Test Team will close the incident and include an explanation in the testing incident report.

The Development Team will perform appropriate software fix updates and unit testing in the DEV1 and DEV2 environments. Upon receiving Development Team Lead approval, a migration request will be submitted to return the software to INT2. When the software is available for retest in INT2, the VFA Test Team will be notified. The build process for software fixes will be ongoing and cyclical. New builds will occur as often as needed to address recently resolved incidents.



2.4 TEST SCHEDULE

2.4.1 Unit Testing

Unit testing ensures that the logic programmed for each modification meets the functional requirements specified in the VFA Design Document. The Development Team and the Test Team will perform unit testing in the DEV1 and DEV2 environments. After coding the software, the developer will perform testing until all unit test conditions pass successfully. The VFA Test Team will also execute unit test scripts to address “look and feel” issues. The VFA Test Team and Development Team will perform unit testing until the program meets the functional requirements as set forth in the design. The Development Team Lead will conduct a final review of the program. Once a program has successfully completed unit testing, it will be migrated to the INT2 environment for integration testing.

2.4.2 Integration Testing

Once all the code modules developed for the automated VFA process have completed unit testing, the VFA Test Team will be responsible for integration testing of the software in the INT2 environment. Integration testing confirms that not only do the modules work together according to the design, but that the modules also work together with other system components as intended. The SFA FMS Test Team will also be conducting a major test effort for SFA FMS Phase III at the same time as the VFA testing. However, the VFA Test Team will not be involved in testing SFA FMS Phase III software.

2.4.3 User Acceptance Testing

User acceptance testing, the last phase of testing, occurs before migration into the production environment. At this time, members of the SFA Financial Management group review and approve the system. These representatives will have the opportunity to execute the code in the INT2 environment in order to verify that the system requirements as defined in the VFA Design Document have been satisfied. User acceptance testing will ensure that:

- All programs have been designed according to requirements
- All users have been set up with the appropriate roles
- All VFA-related accounting is processed correctly.

If testing incidents are recorded during user acceptance testing, the Development and Test Teams will work to create and test fixes before the system is deployed.



3 TEST RESULTS

3.1 Completed Activities

3.1.1 Unit Testing

Unit testing began in the DEV1 environment and continued in the DEV2 environment. SFA Financial Management personnel participated in unit testing and worked with the Test Team to develop the test script for the user acceptance test.

3.1.2 User Acceptance Test #1

The first round of user acceptance testing was conducted with SFA Financial Management personnel on August 22, 2001. Eleven incidents were written during the test. The Development and Test Teams worked to create and test fixes before the final round of user acceptance testing.

Incident Report #	Severity	Title
113	Severity 4	Update Text for Weekly in Misc SOA
114	Severity 3	VFA SOA for SFA Users
115	Severity 1	Treasury Confirmation Doesn't Complete
116	Severity 1	Misc SOA Missing Weekly Report
117	Severity 1	Missing Value in Monthly SOA
118	Severity 2	Data in Monthly SOA
119	Severity 1	Missing Text on Texas Fee Report
120	Severity 3	Fee Report Terms of Payment
121	Severity 1	Year-End Misc SOA
122	Severity 3	Misc SOA Not Generated for Texas Fee Report
123	Severity 4	Misc SOA for Great Lakes

3.1.3 User Acceptance Test #2

The final round of user acceptance testing was conducted with SFA Financial Management personnel on September 7, 2001. The test was completed with zero defects and the following two incidents:

Incident Report #	Severity	Title
143	Severity 4	Update User Guides for Monthly Close-out
144	Enhancement	Update Invoice Number for Annual Fee Reports

3.2 Upcoming Activities

After the final round of user acceptance testing, the Development and Test Teams will work to create and test fixes before the system is deployed. The teams will then work to prepare for the upcoming Production Readiness Review.



4 APPENDICES

4.1 Mapping of Test Cycles to Scripts

Cycle #	Cycle Name	Script #	Script Name
1	Login	1.1	GA User Login
		1.2	SFA User Login
2	VFA Weekly Report	2.1	VFA Weekly Report - Unit Test
		2.2	VFA Weekly Report - GA Entry
		2.3	VFA Weekly Report - SFA Acceptance
		2.4	VFA Weekly Report - SFA Rejection
		2.5	VFA Weekly Report - Payment Processing
		2.6	VFA Weekly Report - Accounting
3	Monthly VFA Fee Reports	3.1	ASA VFA Fee Report - Unit Test
		3.2	ASA VFA Fee Report - GA Entry
		3.3	Texas VFA Fee Report - Unit Test (Monthly)
		3.4	Texas VFA Fee Report - GA Entry (Monthly)
		3.5	ASA and Texas VFA Fee Reports - SFA Acceptance
		3.6	ASA and Texas VFA Fee Reports - SFA Rejection
		3.7	ASA and Texas VFA Fee Reports - Payment Processing
		3.8	ASA VFA Fee Report - Accounting
		3.9	Texas VFA Fee Report - Accounting (Monthly)
4	Quarterly VFA Fee Reports	4.1	Great Lakes VFA Fee Report - Unit Test
		4.2	Great Lakes VFA Fee Report - GA Entry
		4.3	Great Lakes VFA Fee Report - SFA Acceptance
		4.4	Great Lakes VFA Fee Report - SFA Rejection
		4.5	Great Lakes VFA Fee Report - Payment Processing
		4.6	Great Lakes VFA Fee Report - Accounting
5	Annual VFA Fee Reports	5.1	California VFA Fee Report - Unit Test
		5.2	California VFA Fee Report - GA Entry
		5.3	Texas VFA Fee Report - Unit Test (Annual)
		5.4	Texas VFA Fee Report - GA Entry (Annual)
		5.5	California and Texas VFA Fee Reports - SFA Acceptance
		5.6	California and Texas VFA Fee Reports - SFA Rejection
		5.7	California and Texas VFA Fee Reports - Payment Processing
		5.8	California VFA Fee Report - Accounting
		5.9	Texas VFA Fee Report - Accounting (Annual)
6	Form 2000 Monthly Report	6.1	Form 2000 Monthly Report - GA Entry
		6.2	Form 2000 Monthly Report - SFA Acceptance
		6.3	Form 2000 Monthly Report - SFA Rejection
		6.4	Form 2000 Monthly Report - Reconcile VFA Weekly Reports
7	System-Generated Reports	7.1	Statement of Account
		7.2	GA Form 2000 Account Mapping
8	Miscellaneous	8.1	FTP
		8.2	GA Maintenance Screen
9	User Acceptance	9.1	VFA User Acceptance Test Script



4.2 Sample Test Script

VFA User Acceptance Test Script					
Test Participants: _____					Test Result: _____
Date: _____					
* Note: In the case of a failed step, the actual results will be noted in the comments/actual results column. In other cases, the actual results are assumed to equate to the expected results.					
Step	Responsibility	Action Required	Expected Results	Pass/Fail	Comments / Actual Results *
1	VFA 755 Manager	Login to FMS as a Great Lakes GA VFA manager. Record Login: _____	FMS program opens. SFA VFA Manager Navigator Window is displayed.		
2	SFA FP Manager	Login to FMS as a Financial Partners manager. Record Login: _____	FMS program opens. SFA FP Manager Navigator Window is displayed.		
3	VFA 755 Manager	Submit VFA Weekly Report for June 1-7, 2001: Defaults: \$5,827,611.98 Exempt/LLR: \$0.00 Death/Disability:\$366,630.05 Closed Schools: \$0.00 Bankruptcy: \$416,331.59 Unpaid Refunds: \$0.00 Discharges: \$0.00	Total Claims Due GA: \$6,610,573.62		



Test Plan

VFA Operational Support

Step	Responsibility	Action Required	Expected Results	Pass/Fail	Comments / Actual Results *
4	SFA FP Manager	Accept weekly report for June 1-7, 2001.			
5	SFA FFELGA Payables	Approve invoice for June 1-7 weekly report. Invoice Batch number: _____			
6	SFA FP Manager or VFA 755 Manager	Run the Miscellaneous SOA.			
7	SFA FFELGA Payables Manager	Create, build, format, and confirm payment batch. Payment Batch Number:_____			
8	SFA FFELGA Payables Manager	Process Payment Register.			
9	SFA FFELGA Federal Administrator	Enter Treasury Confirmation.			



Test Plan

VFA Operational Support

Step	Responsibility	Action Required	Expected Results	Pass/Fail	Comments / Actual Results *
10	VFA 755 Manager	Submit VFA Weekly Report for June 8-14, 2001: Defaults: \$1,544,804.04 Exempt/LLR: \$0.00 Death/Disability: \$433,402.92 Closed Schools: \$0.00 Bankruptcy: \$152,313.64 Unpaid Refunds: \$0.00 Discharges: \$0.00	Total Claims Due GA: \$2,130,520.60		
11	SFA FP Manager	Accept weekly report for June 8-14, 2001.			
12	SFA FFELGA Payables	Approve invoice for June 8-14 weekly report. Invoice Batch number: _____			
13	SFA FP Manager or VFA 755 Manager	Run the Miscellaneous SOA.			
14	SFA FFELGA Payables Manager	Create, build, format, and confirm payment batch. Payment Batch Number: _____			
15	SFA FFELGA Payables Manager	Process Payment Register.			



Test Plan

VFA Operational Support

Step	Responsibility	Action Required	Expected Results	Pass/Fail	Comments / Actual Results *
16	SFA FFELGA Federal Administrator	Enter Treasury Confirmation.			
17	VFA 755 Manager	Submit VFA Weekly Report for June 15-21, 2001: Defaults: \$1,429,220.11 Exempt/LLR: \$1,047.12 Death/Disability: \$537,727.58 Closed Schools: \$0.00 Bankruptcy: \$14,112.50 Unpaid Refunds: \$0.00 Discharges: \$0.00	Total Claims Due GA: \$1,982,107.31		
18	SFA FP Manager	Accept weekly report for June 15-21, 2001.			
19	SFA FFELGA Payables	Approve invoice for June 15-21 weekly report.			
20	SFA FP Manager or VFA 755 Manager	Run the Miscellaneous SOA.			
21	SFA FFELGA Payables Manager	Create, build, format, and confirm payment batch. Payment Batch Number: _____			



Test Plan

VFA Operational Support

Step	Responsibility	Action Required	Expected Results	Pass/Fail	Comments / Actual Results *
22	SFA FFELGA Payables Manager	Process Payment Register.			
23	SFA FFELGA Federal Administrator	Enter Treasury Confirmation.			
24	VFA 755 Manager	Submit VFA Weekly Report for June 22-28, 2001: Defaults: \$8,011,579.52 Exempt/LLR: \$0.00 Death/Disability: \$844,698.62 Closed Schools: \$0.00 Bankruptcy: \$708,148.82 Unpaid Refunds: \$0.00 Discharges: \$0.00	Total Claims Due GA: \$9,564,426.96		
25	SFA FP Manager	Accept weekly report for June 22-28, 2001.			
26	SFA FFELGA Payables	Approve invoice for June 22-28 weekly report. Invoice Batch number: _____			
27	SFA FP Manager or VFA 755 Manager	Run the Miscellaneous SOA.			



Test Plan

VFA Operational Support

Step	Responsibility	Action Required	Expected Results	Pass/Fail	Comments / Actual Results *
28	SFA FFELGA Payables Manager	Create, build, format, and confirm payment batch. Payment Batch Number: _____			
29	SFA FFELGA Payables Manager	Process Payment Register.			
30	SFA FFELGA Federal Administrator	Enter Treasury Confirmation.			
31	VFA 755 Manager	Enter GA Monthly Report for June, 2001, as specified in note received on 8/21	Total Due GA on Monthly Report: \$15,848,601.98		
32	SFA FP Manager	Accept monthly report for June, 2001.			
33	SFA FFELGA Payables	Approve invoice for June monthly report. Invoice Batch number: _____			
34	SFA FP Manager or VFA 755 Manager	Run the Monthly Detail SOA Report.			
35	SFA FFELGA Payables Manager	Create, build, format, and confirm payment batch. Payment Batch Number: _____			



Test Plan

VFA Operational Support

Step	Responsibility	Action Required	Expected Results	Pass/Fail	Comments / Actual Results *
36	SFA FFELGA Payables Manager	Process Payment Register.			
37	SFA FFELGA Federal Administrator	Enter Treasury Confirmation.			
38	SFA FP Manager	Check that difference between weekly claims payments and Total Due GA on monthly report is reflected in the monthly SOA.	Net Due GA on Monthly SOA: (\$15,803,984.01)		
39	VFA 755 Manager	Check details of weekly claims payments on SOA report.	Total Due GA - Week 1:\$13,091,432.00 Week 2:\$6,093,362.00 Week 3:\$2,132,184.25 Week 4:\$10,335,607.74 Total of Weeklies: \$31,652,585.99		
	VFA 755 Manager	Submit VFA Weekly Report for July 01-07, 2001: Defaults: \$9,709,685.56 Exempt/LLR: \$0.00 Death/Disability: \$349,870.19 Closed Schools: \$938.59 Bankruptcy: \$275,113.40 Unpaid Refunds: \$0.00 Discharges: \$0.00	Total Claims Due GA: \$10,335,607.74		



Test Plan

VFA Operational Support

Step	Responsibility	Action Required	Expected Results	Pass/Fail	Comments / Actual Results *
	SFA FP Manager	Accept weekly report for July 01-07, 2001.			
	SFA FFELGA Payables	Approve invoice for July 01-07 weekly report. Invoice Batch number: _____			
	SFA FP Manager or VFA 755 Manager	Run the Miscellaneous SOA.			
	SFA FFELGA Payables Manager	Create, build, format, and confirm payment batch. Payment Batch Number:_____			
	SFA FFELGA Payables Manager	Process Payment Register.			
	SFA FFELGA Federal Administrator	Enter Treasury Confirmation.			
	SFA FP Manager or VFA 755 Manager	Run the Monthly Detail SOA Report for June.	Verify that the weekly for Jul 01-07,2001 is not reflected on the June Monthly SOA.		
40	SFA FFELGA Payables	Enter Standard Invoice for Check receipt from GA for month of Jun.	Amount of check = \$15803,984.01		
	SFA FP Manager or VFA 755 Manager	Run the Monthly Detail SOA Report for June.	Verify that the June Monthly SOA reflects the check from the GA entered as a standard invoice.		



Test Plan

VFA Operational Support

Step	Responsibility	Action Required	Expected Results	Pass/Fail	Comments / Actual Results *
42	VFA 755 Manager	Login to FMS as a Great Lakes GA VFA manager. Record Login: _____	FMS program opens. SFA VFA Manager Navigator Window is displayed.		
43	SFA FP Manager	Login to FMS as a Financial Partners manager. Record Login: _____	FMS program opens. SFA FP Manager Navigator Window is displayed.		
44	VFA 755 Manager	Enter VFA Fee Report for Q3 2001: Performance Based Fee Due for Quarter: \$10,760,830.00 Other Collection Revenues: \$1,536,844.86 Less: Collection Costs: \$0.00	Amount Due To/From Guarantor: \$4,950,179.26 (Net Collection Costs = \$1,536,844.86 Less: AMF = \$3,598,940.00 Less: GA Retention = \$3,748,555.60)		
45	SFA FP Manager	Accept VFA Fee report for Q3 2001.			
46	SFA FFELGA Payables	Approve invoice for Q3 2001 VFA Fee Report. Invoice Batch number: _____			
47	SFA FP Manager or VFA 755 Manager	Run the Miscellaneous SOA.			
48	SFA FFELGA Payables Manager	Create, build, format, and confirm payment batch. Payment Batch Number: _____			



Test Plan

VFA Operational Support

Step	Responsibility	Action Required	Expected Results	Pass/Fail	Comments / Actual Results *
49	SFA FFELGA Payables Manager	Process Payment Register.			
50	SFA FFELGA Federal Administrator	Enter Treasury Confirmation.			
51	VFA 706 Manager	Login to FMS as a California GA VFA manager. Record Login: _____	FMS program opens. SFA VFA Manager Navigator Window is displayed.		
52	SFA FP Manager	Login to FMS as a Financial Partners manager. Record Login: _____	FMS program opens. SFA FP Manager Navigator Window is displayed.		
53	VFA 706 Manager	Enter VFA Fee Report for 2001: Shared Claims Savings Fee: \$10,136,997.00 Collection Recovery Rate Improvement Fee: \$1,664,292.00	Total Claims Due GA: \$11,801,289.00		
54	SFA FP Manager	Accept VFA Fee report for 2001.			
55	SFA FFELGA Payables	Approve invoice for 2001 VFA Fee Report. Invoice Batch number: _____			
56	SFA FP Manager or VFA 706 Manager	Run the Miscellaneous SOA.			



Test Plan

VFA Operational Support

Step	Responsibility	Action Required	Expected Results	Pass/Fail	Comments / Actual Results *
57	SFA FFELGA Payables Manager	Create, build, format, and confirm payment batch. Payment Batch Number: _____			
58	SFA FFELGA Payables Manager	Process Payment Register.			
59	SFA FFELGA Federal Administrator	Enter Treasury Confirmation.			
60	VFA 725 Manager	Login to FMS as a ASA GA VFA manager. Record Login: _____	FMS program opens. SFA VFA Manager Navigator Window is displayed.		
61	SFA FP Manager	Login to FMS as a Financial Partners manager. Record Login: _____	FMS program opens. SFA FP Manager Navigator Window is displayed.		
62	VFA 725 Manager	Enter VFA Fee Report for June 2001: Portfolio Wellness Fee: \$1,130,716.30 LPIF: \$71,220.05 Consolidation Fee for Averting Default: \$0.00	Total Claims Due GA: \$1,201,936.35		
63	SFA FP Manager	Accept VFA Fee report for June 2001.			



Test Plan

VFA Operational Support

Step	Responsibility	Action Required	Expected Results	Pass/Fail	Comments / Actual Results *
64	SFA FFELGA Payables	Approve invoice for June 2001 VFA Fee Report. Invoice Batch number: _____			
65	SFA FP Manager or VFA 725 Manager	Run the Miscellaneous SOA.			
66	SFA FFELGA Payables Manager	Create, build, format, and confirm payment batch. Payment Batch Number:_____			
67	SFA FFELGA Payables Manager	Process Payment Register.			
68	SFA FFELGA Federal Administrator	Enter Treasury Confirmation.			
69	VFA 748 Manager	Login to FMS as a Texas GA VFA manager. Record Login:_____	FMS program opens. SFA VFA Manager Navigator Window is displayed.		
70	SFA FP Manager	Login to FMS as a Financial Partners manager. Record Login:_____	FMS program opens. SFA FP Manager Navigator Window is displayed.		
71	VFA 748 Manager	Enter VFA Fee Report for June 2001: Delinquency Prevention Fee: \$10,136,997.00 Default Aversion Fee: \$5,788.00	Total Claims Due GA: \$10,142,785.00		



Test Plan

VFA Operational Support

Step	Responsibility	Action Required	Expected Results	Pass/Fail	Comments / Actual Results *
72	SFA FP Manager	Accept VFA Fee report for June 2001.			
73	SFA FFELGA Payables	Approve invoice for June 2001 VFA Fee Report. Invoice Batch number: _____			
74	SFA FP Manager or VFA 748 Manager	Run the Miscellaneous SOA.			
75	SFA FFELGA Payables Manager	Create, build, format, and confirm payment batch. Payment Batch Number:_____			
76	SFA FFELGA Payables Manager	Process Payment Register.			
77	SFA FFELGA Federal Administrator	Enter Treasury Confirmation.			
78	VFA 748 Manager	Login to FMS as a Texas GA VFA manager. Record Login:_____	FMS program opens. SFA VFA Manager Navigator Window is displayed.		
79	SFA FP Manager	Login to FMS as a Financial Partners manager. Record Login:_____	FMS program opens. SFA FP Manager Navigator Window is displayed.		



Test Plan

VFA Operational Support

Step	Responsibility	Action Required	Expected Results	Pass/Fail	Comments / Actual Results *
80	VFA 748 Manager	Enter VFA Fee Report for 2001: Performance Adjustment (Net Back): \$312,909.00	Total Claims Due GA: \$312,909.00		
81	SFA FP Manager	Accept VFA Fee report for June 2001.			
82	SFA FFELGA Payables	Approve invoice for June 2001 VFA Fee Report. Invoice Batch number: _____			
83	SFA FP Manager or VFA 748 Manager	Run the Miscellaneous SOA.			
84	SFA FFELGA Payables Manager	Create, build, format, and confirm payment batch. Payment Batch Number:_____			
85	SFA FFELGA Payables Manager	Process Payment Register.			
	SFA FFELGA Federal Administrator	Enter Treasury Confirmation.			



4.3 Sample Testing Incident Report

Number	Title	Incident Date	Detected By	Status
1	Weekly Report - Needs Dashes	7/23/2001	Ahmad Usmani	Closed
Functional Area		Test Script/Condition	Assignee	
Weekly Report		2.1.7	Ahmad Usmani	
Activity	Severity	Recurring Problem		
Free-Form Testing	Severity 4	Yes		
Description of Problem				
Need to change "Defaults Net" to "Defaults-Net". Also need to change underscores to dashes for item numbers. For example, change "SR_1_A" to "SR-1-A". The figures in the Design Document will also need to be updated.				
Possible Cause / Solution				
Typing and Default Property settings				
Corrective Action Taken				
Date Completed		Resolved By		
8/6/2001		Gopala Vedula		
Corrective Action Taken				
Fixed typing and set default property correctly.				
Retest of Corrective Action				
Retest Date	Results of Retest	Retested By		
8/6/2001	Pass			
Comments				
Passed retest.				



4.4 Sample Test Incident Log

Test Incident Log



<i>Status</i>	<i>Severity</i>	<i>Incident Date</i>	<i>IR #</i>	<i>Title</i>	<i>Contact</i>	<i>Corrective Action Taken</i>	<i>Script/ Condition</i>
Closed	Severity 3	7/24/2001	2	Fragmented Input Field	Ahmad Usmani		2.1
Open	Severity 2	7/24/2001	4	Texas GA Code and Name	Emily Plenge		2.1.15
	Severity 3	7/24/2001	3	Entry Fields Don't Line Up With Labels	Ahmad Usmani		2.1
		7/24/2001	5	"Date To" less than "Date From"	Emily Plenge		2.2.15
	Severity 4	7/23/2001	1	Weekly Report - Needs Dashes	Ahmad Usmani		N/A
Re-Test	Severity 1	7/24/2001	6	TBD	Ahmad Usmani	FIXED THE REPORT	2.2.15



4.5 Sample Test Execution Log

Test Execution Log					
Date	Test Script #	Script Name	Test Executor	Status	Comments



4.6 Test Mapping Matrix

Cycle #	Cycle Name	Script #	Script Name	Cond. #	Condition	Req. #	Comments
						2	No interface needed.
1	Login	1	GA User Login	1.1.1	Verify that a VFA User can access VFA reports in addition to Form 2000 GA reports.	UI.3	
				1.1.2	Verify that a VFA Manager can access VFA reports in addition to Form 2000 GA reports.	UI.3	
				1.1.3	Verify that a GA User cannot access VFA reports.	UI.3	
				1.1.4	Verify that a GA Manager cannot access VFA reports.	UI.3	
				1.1.5	Verify that a non VFA or GA user cannot access the VFA reports.	UI.3	
				1.1.6	Verify that a non VFA or GA manager cannot access the VFA reports.	UI.3	
				1.1.7	Verify that a VFA GA User can login to FMS.	UI.3	
				1.1.8	Verify that a VFA GA Manager can login to FMS.	UI.3	
				1.1.9	Verify that the GA VFA Weekly Report option is not available to California users or managers.	UI.3	California doesn't submit weekly reports
				1.1.10	Verify that the submit button is only activated when a GA VFA Manager is logged on.	UI.3	
		2	SFA User Login	1.2.1	Verify that an FP User can access VFA reports in addition to Form 2000 GA reports.	UI.101	



Test Plan

VFA Operational Support

Cycle #	Cycle Name	Script #	Script Name	Cond. #	Condition	Req. #	Comments
				1.2.2	Verify that an FP Manager can access VFA reports in addition to Form 2000 GA reports.	UI.101	
				1.2.3	Verify that a non FP user cannot access the VFA reports.	UI.101	
				1.2.4	Verify that a non FP manager cannot access the VFA reports.	UI.101	
				1.2.5	Verify that an FP User can view submitted data on the GA VFA reports (weekly and fee) .	UI.101	
				1.2.6	Verify that an FP manager can view submitted data on the GA VFA reports (weekly and fee).	UI.101	
2	Weekly Report	1	GA VFA Weekly Report Appearance	2.1.1	Verify that the GA VFA Weekly Report relates to exactly one fiscal month and year.	UI.1	
				2.1.2	Verify that the GA VFA Weekly Report consists of the following areas: 1) Header section 2) Weekly section 3) Form submission section.	FC.5	
				2.1.3	Verify that the header section of the GA VFA Weekly Report includes the following display-only fields: 1) GA Code 2) GA Name 3) Status 4) ED Comments.	FH.1	
				2.1.4	Verify that the header section of the GA VFA Weekly Report includes a required entry field to specify the week.	FH.4	May use "Date" entry field and counter instead.
				2.1.5	Verify that the header section of the GA VFA Weekly Report includes an optional "GA Comments" entry field.	FH.8	



Test Plan

VFA Operational Support

Cycle #	Cycle Name	Script #	Script Name	Cond. #	Condition	Req. #	Comments
				2.1.6	Verify that the first item in the weekly section of the GA VFA Weekly Report is a display-only currency field labeled "Claims Paid" (item number SR-1), located in the Amount Due To/(From) Guarantor column.	WS.1	
				2.1.7	Verify that the second item in the weekly section of the GA VFA Weekly Report is a required currency entry field labeled "Defaults - Net" (SR-1-A), located in the Details column.	WS.2	
				2.1.8	Verify that the third item in the weekly section of the GA VFA Weekly Report is a required currency entry field labeled "Exempt/Lender of Last Resort" (SR-1-B), located in the Details column.	WS.3	
				2.1.9	Verify that the fourth item in the weekly section of the GA VFA Weekly Report is a required currency entry field labeled "Death/Disability" (SR-1-C), located in the Details column.	WS.4	
				2.1.10	Verify that the fifth item in the weekly section of the GA VFA Weekly Report is a required currency entry field labeled "Closed School/False Certification" (SR-1-D), located in the Details column.	WS.5	
				2.1.11	Verify that the sixth item in the weekly section of the GA VFA Weekly Report is a required currency entry field labeled "Bankruptcy" (SR-1-E), located in the Details column.	WS.6	



Test Plan

VFA Operational Support

Cycle #	Cycle Name	Script #	Script Name	Cond. #	Condition	Req. #	Comments
				2.1.12	Verify that the seventh item in the weekly section of the GA VFA Weekly Report is a required currency entry field labeled "Unpaid Refunds" (SR-1-F), located in the Details column.	WS.7	
				2.1.13	Verify that the eighth item in the weekly section of the GA VFA Weekly Report is a required currency entry field labeled "Discharges" (SR-1-G), located in the Details column.	WS.8	
				2.1.14	Verify that the form submission section of the GA VFA Weekly Report consists of a "Submit" button.	FS.1	
				2.1.15	Verify that the system populates the GA Code and GA Name fields in the header section.	FH.2	Added in testing.
		2	GA VFA Weekly Report Entry	2.2.1	Verify that the system requires the user to indicate that a GA VFA Weekly Report is to be processed.	UI.4	
				2.2.2	Verify that the system supports the entry of claims projections on a weekly basis via the GA VFA Weekly Report.	UI.5	
				2.2.3	Verify that the system allows GA users to edit reports that are in "New" status.	UI.10	
				2.2.4	Verify that the system populates the "Claims Paid" field using the following algorithm: Claims Paid = Defaults-Net + Exempt/Lender of Last Resort + Death/Disability + Closed School/False Certification + Bankruptcy + Unpaid Refunds + Discharges	WS.1.2	



Test Plan

VFA Operational Support

Cycle #	Cycle Name	Script #	Script Name	Cond. #	Condition	Req. #	Comments
				2.2.5	Verify that the system sends an e-mail notification to the GA when a GA manger submits the GA VFA Weekly Report.	EN.1	
				2.2.6	Verify that the system sends an e-mail notification to SFA when a GA manager submits the GA VFA Weekly Report.	EN.101	
				2.2.8	Verify that the item numbers stored in the database for the fields on the GA VFA M/Q/A Reports include the GA code.	FC.6	
				2.2.9	Verify that the system processes the data in the form only after the user selects the "Submit" button.	FS.2	Print table contents before and after pressing "Submit".
				2.2.10	Verify that the status is updated to SUBMIT on submission.	FS.2	
				2.2.11	Verify that a weekly report can be saved, and that the status updates to SAVED.	FV.2	
				2.2.12	Verify that upon saving a weekly report before submission, it is saved in the FFELVFA_WEEKLY_REPORT table with a status_flag of SAVED.	FV.2	
				2.2.13	Verify that the system allows GA users to edit reports that are in "SAVED" status.	FV.2	
				2.2.14	Verify that the submit button is only activated when data is in the form and a GA VFA Manager is logged on.	FS.3	
				2.2.15	Verify that the "date from" cannot be greater than the "date to" field.	FH.4	Added in testing.



Test Plan

VFA Operational Support

Cycle #	Cycle Name	Script #	Script Name	Cond. #	Condition	Req. #	Comments
				2.2.16	Verify that the system prevents the submission of a GA VFA Weekly Report if its time period (defined as the days between but not including its "Date From" and "Date To") overlaps the time period of a previously submitted report.	FS.3	Added in response to comment by Cynthia Heath at monthly checkpoint meeting on 7/18/01
				2.2.17	Verify that the system shall alert the user with specific error messages in the case of missing or incomplete data fields.		Added in testing.
		3	GA VFA Weekly Report Acceptance	2.3.1	Verify that the system requires the user to indicate that a GA VFA Weekly Report is to be processed.	UI.102	
				2.3.2	Verify that the system supports the review of claims projections (GA VFA Weekly Reports) that have been submitted by a GA user.	UI.103	
				2.3.3	Verify that the system supports searching for a VFA report based on the contents of any field on the report.	UI.104	
				2.3.4	Verify that the SFA form consists of the following: 1) Form header 2) VFA report as submitted by the GA user 3) Form Acceptance/Rejection section.	FC.101	
				2.3.5	Verify that the "GA Comments" field in the SFA form header is a display-only field.	FC.102	
				2.3.6	Verify that the "ED Comments" field in the SFA form header is an optional text entry field.	FC.103	



Test Plan

VFA Operational Support

Cycle #	Cycle Name	Script #	Script Name	Cond. #	Condition	Req. #	Comments
				2.3.7	Verify that all fields on the SFA form that are included as part of the VFA report are display-only fields.	FC.104	
				2.3.8	Verify that the system prohibits any updates to a report once it is in "Accepted" status.	FA.103	
				2.3.9	Verify that the system supports immediate creation of invoices for payment of approved weekly claims projections entered on the GA VFA Weekly Report.	SI.2	
				2.3.10	Verify that the system sets the status of the submitted report to "Accepted" when the SFA user selects the "Accept" button.	FA102.1	
		4	GA VFA Weekly Report Rejection	2.4.1	Verify that the system sends an e-mail notification to the GA when an SFA user rejects a VFA report.	EN.3	
				2.4.2	Verify that the system supports the entry of comments by SFA users in the "ED Comments" entry field.	UI.105	
				2.4.3	Verify that the Form Acceptance/Rejection section consists of the following: 1) An "Accept" button 2) A "Reject" button.	FA.101	
				2.4.4	Verify that a message is displayed if an SFA FP MGR attempts to reject a report before entering comments in the "ED Comments" field.	FR.101	
				2.4.5	Verify that the system sets the status of the submitted report to "Rejected" and disables the "Reject" button after the SFA user selects the "Reject" button.	FR.102	



Test Plan

VFA Operational Support

Cycle #	Cycle Name	Script #	Script Name	Cond. #	Condition	Req. #	Comments
				2.4.6	Verify that the system prohibits any updates to the report by an SFA user once it is in "Rejected" status.	FR.103	
				2.4.7	Verify that the system does not support creation of an invoice until a report has been accepted.	FA.103	
		5	GA VFA Weekly Report Payment Processing	2.5.1	Verify that the system supports payment of claims projections on a weekly basis for accepted reports by way of automatically generated invoices.	UI.5.1	The system shall support payment of claims projections on a weekly basis.
				2.5.2	Verify that the system does not pay claims projections for rejected invoices.	UI.5.1	Does GA get e-mail after invoice rejection?
				2.5.3	Verify that the system sends an e-mail notification that the Statement of Account is ready to be generated to the GA when an SFA user approves an invoice.	EN.4	
				2.5.4	Verify that the sytem sends an e-mail notification that the Statement of Account is ready to be generated to SFA when an SFA user approves an invoice.	EN.103.1	
				2.5.5	Verify that an automatically generated GA VFA invoice can be APPROVED.	SI.4	
				2.5.6	Verify that an automatically generated GA VFA invoice can be PAID.	SI.4	
				2.5.7	Verify that an automatically generated GA VFA invoice can be CONFIRMED.	SI.4	



Test Plan

VFA Operational Support

Cycle #	Cycle Name	Script #	Script Name	Cond. #	Condition	Req. #	Comments
				2.5.8	Verify that the Invoice created reflects information submitted from GA VFA Weekly Report.	SI.4	
				2.5.9	Verify that the TRIAL_BALANCE is updated only after the Invoice has been approved.	SI.4	
				2.5.10	Verify that the TRIAL_BALANCE is updated only after the payment batch has been confirmed.	SI.4	
				2.5.11	Verify that the TRIAL_BALANCE is updated only after the treasury confirmation has been entered.	SI.4	
		6	GA VFA Weekly Report Accounting	2.6.1	Verify that the system accounts for all entries on the GA VFA Weekly Report as specified in the VFA Field Accounting Rules document.	AC.1	
				2.6.2	Verify that no accounting occurs until the invoice has been approved.	AC.1	
				2.6.3	Verify that this invoice approval accounting occurs after invoice is approved.	AC.1	
				2.6.4	Verify that payment batch processing accounting occurs only after payment batch has been selected built and confirmed.	AC.1	
				2.6.5	Verify that the treasury confirmation accounting occurs only after treasury confirmation is received.	AC.1	
		7	GA VFA Weekly Report Reconciliation	2.7.1	Verify that the system has prepopulated with the total values of the claims submitted in the prior four weekly GA VFA weekly submissions.	RC.1	



Test Plan

VFA Operational Support

Cycle #	Cycle Name	Script #	Script Name	Cond. #	Condition	Req. #	Comments
				2.7.2	Verify that the system has prepopulated with the total values of the detailed claims submitted in the prior four weekly GA VFA weekly submissions.	RC.1	
				2.7.3	Verify that the system will not prepopulated values of the claims submitted in the prior four weekly GA VFA weekly submissions that do not have approved, paid and confirmed invoices.	RC.1	
				2.7.4	Verify that the invoice that is automatically created is for the difference of the actual monthly claims in F2000 monthly minus the sum of the weeklies already paid for.	RC.1	
				2.7.5	Verify that the line items on the invoice that is automatically created is for the difference of the actual detailed monthly claims in F2000 monthly minus the sum of the weeklies detailed claims already paid for.	RC.1	
3	Monthly Report	1	ASA GA VFA Fee Report Appearance	3.1.1	Verify that the ASA GA VFA Fee Report relates to exactly one fiscal month and year.	UI.1	
				3.1.2	Verify that the ASA GA VFA Fee Report consists of the following areas: 1) Header section 2) Monthly section 3) Form submission section.	FC.2	
				3.1.3	Verify that the item numbers displayed on the ASA GA VFA Fee Report do not include the GA code.	FC.7	
				3.1.4	Verify that the header section of the ASA GA VFA Fee Report includes the following display-only fields: 1) GA Code 2) GA Name 3) Status 4) ED Comments.	FH.1	



Test Plan

VFA Operational Support

Cycle #	Cycle Name	Script #	Script Name	Cond. #	Condition	Req. #	Comments
				3.1.5	Verify that the system populates the GA Code and GA Name fields in the header section.	FH.2	
				3.1.6	Verify that the header section of the ASA GA VFA Fee Report includes a required "For Fiscal Month of" entry field.	FH.5.1	
				3.1.7	Verify that the header section of the ASA GA VFA M/Q/A Fee Report includes an optional "GA Comments" entry field.	FH.8	
				3.1.8	Verify that the first item in the monthly section of the ASA GA VFA Fee Report is a display-only currency field labeled "Net Fee Due GA" (725-SR-2), located in the Amount Due To/(From) Guarantor column.	ASA.2	
				3.1.9	Verify that the second item in the monthly section of the ASA GA VFA Fee Report is a required currency entry field labeled "Portfolio Wellness Fee" (725-SR-2-A), located in the Details column.	ASA.3	
				3.1.10	Verify that the third item in the monthly section of the ASA GA VFA Fee Report is a required currency entry field labeled "LPIF" (725-SR-2-B), located in the Details column.	ASA.4	
				3.1.11	Verify that the fourth item in the monthly section of the ASA GA VFA Fee Report is a required currency entry field labeled "Consolidation Fee for Averting Default" (725-SR-2-C), located in the Details column.	ASA.5	



Test Plan

VFA Operational Support

Cycle #	Cycle Name	Script #	Script Name	Cond. #	Condition	Req. #	Comments
				3.1.12	Verify that the form submission section of the VFA supplemental invoice shall consist of a "Submit" button.	FS.1	
				3.1.13	Verify that the submit button is only active for VFA MGR IDs.	FS.1	Added in testing.
		2	ASA GA VFA Fee Report Entry	3.2.1	Verify that the system requires the user to indicate that a GA VFA Fee Report is to be processed.	UI.4.1	
				3.2.2	Verify that the system supports the entry of VFA fee information for ASA on a monthly basis.	UI.7	
				3.2.3	Verify that the system allows GA users to edit reports that are in "In Process" status.	UI.10	
				3.2.4	Verify that the system populates the "Net Fee Due GA" field using the entries in the fields using the following algorithm: Net Fee Due GA = Portfolio Wellness Fee + LPIF + Consolidation Fee for Averting Default	ASA.2.2	
				3.2.5	Verify that the system displays the "Reasonability Edit Failure" Caution message if the Portfolio Wellness Fee (725-SR-2-A) entered on the ASA GA VFA Fee Report is greater than or equal to one-twelfth of the previous fiscal year-end original principal balance of open loans.	CM.6	
				3.2.6	Verify that the system sends an e-mail notification to the GA when a GA manager submits the ASA GA VFA Fee Report.	EN.1	



Test Plan

VFA Operational Support

Cycle #	Cycle Name	Script #	Script Name	Cond. #	Condition	Req. #	Comments
				3.2.7	Verify that upon saving a fee report before submission, it is saved in the FFELVFA_WEEKLY_REPORT table with a status_flag of SAVED.	FV.2	
				3.2.8	Verify that the system sets the status of the report to "Accepted" and displays a message that the AP/GL load processes are going to start if all data in the report satisfies the reasonability edits.	FA.102.1	
				3.2.9	Verify that the system displays a "Caution" message identifying the fields in violation if any data in the report violates the reasonability edits.	FA.102.2	
				3.2.10	Verify that the system sends an e-mail notification to SFA when a GA manager submits the ASA GA VFA Fee Report.	EN.101	
				3.2.11	Verify that the item numbers stored in the database for the fields on the GA VFA M/Q/A Reports include the GA code.	FC.6	
				3.2.12	Verify that the system processes the data in the form only after the user selects the "Submit" button.	FS.2	Print table contents before and after pressing "Submit".
				3.2.13	Verify that the system allows GA users to edit reports that are in "New" status.	UI.6	
				3.2.14	Verify that the submit button is only activated when data is in the form and a GA VFA Manager is logged on.	FS.3	
				3.2.15	Verify that the status is updated to SUBMIT on submission.	FS.2	



Test Plan

VFA Operational Support

Cycle #	Cycle Name	Script #	Script Name	Cond. #	Condition	Req. #	Comments
		3	Texas GA VFA Fee Report Appearance	3.3.1	Verify that the Texas GA VFA Fee Report relates to exactly one fiscal month and year.	UI.1	
				3.3.2	Verify that the Texas GA VFA Fee Report consists of the following areas: 1) Header section 2) Monthly section 3) Annual section 4) Form submission section.	FC.3	
				3.3.3	Verify that the item numbers displayed on the Texas GA VFA Fee Report do not include the GA code.	FC.7	
				3.3.4	Verify that the header section of the Texas GA VFA M/Q/A Fee Report includes the following display-only fields: 1) GA Code 2) GA Name 3) Status 4) ED Comments.	FH.1	
				3.3.5	Verify that the system populates the GA Code and GA Name fields in the header section.	FH.2	
				3.3.6	Verify that the header section of the Texas GA VFA Fee Report includes a required "For Fiscal Mon/Yr" entry field.	FH.6.1	
				3.3.7	Verify that the header section of the Texas GA VFA M/Q/A Fee Report includes an optional "GA Comments" entry field.	FH.8	
				3.3.8	Verify that the first item in the monthly section of the Texas GA VFA Fee Report is a display-only currency field labeled "Net Fee Due GA" (748-SR-2), located in the Amount Due To/(From) Guarantor column.	TX.2	
				3.3.9	Verify that the second item in the monthly section of the Texas GA VFA Fee Report is a required currency entry field labeled "Delinquency Prevention Fee (DPF)" (748-SR-2-A), located in the Details column.	TX.3	



Test Plan

VFA Operational Support

Cycle #	Cycle Name	Script #	Script Name	Cond. #	Condition	Req. #	Comments
				3.3.10	Verify that the third item in the monthly section of the Texas GA VFA Fee Report is a required currency entry field labeled "Default Aversion Fee (DAF)" (748-SR-2-B), located in the Details column.	TX.4	
				3.3.11	Verify that the form submission section of the VFA supplemental invoice shall consist of a "Submit" button.	FS.1	
		4	Texas GA VFA Fee Report Entry	3.4.1	Verify that the system requires the user to indicate that a GA VFA Fee Report is to be processed.	UI.4.1	
				3.4.2	Verify that the system supports the entry of VFA fee information for Texas on a monthly basis.	UI.8	
				3.4.3	Verify that the system requires the user to indicate whether a monthly or annual Texas GA VFA Fee Report is being entered.	FH.6.1.1	
				3.4.4	Verify that the system populates the "Net Fee Due GA" field using the following algorithm: Net Fee Due GA = Delinquency Prevention Fee + Default Aversion Fee	TX.2.2	
				3.4.5	Verify that the system sends an e-mail notification to the GA when a GA manager submits a monthly Texas GA VFA M/Q/A Fee Report.	EN.1	
				3.4.6	Verify that the system sends an e-mail notification to SFA when a GA manager submits a monthly Texas GA VFA M/Q/A Fee Report.	EN.101	
				3.4.7	Verify that the item numbers stored in the database for the fields on the GA VFA M/Q/A Reports include the GA code.	FC.6	



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VFA Operational Support

Cycle #	Cycle Name	Script #	Script Name	Cond. #	Condition	Req. #	Comments
				3.4.8	Verify that the system processes the data in the form only after the user selects the "Submit" button.	FS.2	Print table contents before and after pressing "Submit".
				3.4.9	Verify that the system allows GA users to edit reports that are in "New" status.	UI.6	
				3.4.10	Verify that the submit button is only activated when data is in the form and a GA VFA Manager is logged on.	FS.3	
				3.4.11	Verify that the status is updated to SUBMIT on submission.	FS.2	
		5	Form 2000 Monthly Report Entry	3.5.1	Verify that the "Form 2000 Monthly Report GA Submission" Caution message is displayed when a VFA GA submits Form 2000.	CM.4	
				3.5.2	Verify that the "Form 2000 Monthly Report GA Submission" Caution message is not displayed when a non-VFA GA submits Form 2000.	CM.4	
				3.5.3	Verify that the system sends an e-mail notification to the GA when a GA manager submits a Form 2000 monthly report (different message for VFA report submission).	EN.1	
				3.5.4	Verify that the system sends an e-mail notification to SFA when a GA manager submits a Form 2000 monthly report (different message for VFA report submission).	EN.101	



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VFA Operational Support

Cycle #	Cycle Name	Script #	Script Name	Cond. #	Condition	Req. #	Comments
		6	ASA and Texas GA VFA Fee Report Acceptance	3.6.1	The system shall require the user to indicate that a GA VFA Monthly/Quarterly/Annual Fee Report is to be processed.	UI.102.1	
				3.6.2	The system shall support the review of VFA fee information (GA VFA Monthly/Quarterly/Annual Fee Reports) that have been submitted by a GA user.	UI.103.1	
				3.6.3	The system shall support searching for a VFA report based on the contents of any field on the report.	UI.104	
				3.6.4	The SFA form shall consist of the following: 1) Form header 2) VFA report as submitted by the GA user 3) Form Acceptance/Rejection section.	FC.101	
				3.6.5	The "GA Comments" field in the SFA form header shall be a display-only field.	FC.102	
				3.6.6	The "ED Comments" field in the SFA form header shall be an optional text entry field.	FC.103	
				3.6.7	On the SFA form, all fields included as part of the VFA report shall be display-only fields.	FC.104	
				3.6.8	The system shall prohibit any updates to a report once it is in "Accepted" status.	FA.103	
				3.6.9	Each Caution message shall include 1) A reason for the message 2) A "Cancel" button 3) An "OK" button.	CM.101	
				3.6.10	If the user presses the "Cancel" button, the system shall redisplay the VFA report to allow the user to review the data in the report.	CM.102	



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VFA Operational Support

Cycle #	Cycle Name	Script #	Script Name	Cond. #	Condition	Req. #	Comments
				3.6.11	If the user presses the "OK" button, the system shall process the VFA report as entered, continue saving the data, set the status of the report to "Accepted", and display a message that the AP/GL load processes are going to start.	CM.103	
				3.6.12	The system shall display the "Reasonability Edit Failure" Caution message if the Portfolio Wellness Fee (725-SR-2-A) entered on the ASA GA VFA Monthly/Quarterly/Annual Fee Report is greater than or equal to one-twelfth of the previous fiscal year-end original principal balance of open loans.	CM.105	
		7	Form 2000 Monthly Report Acceptance	3.7.1	Each Caution message shall include 1) A reason for the message 2) A "Cancel" button 3) An "OK" button.	CM.101	
				3.7.2	If the user presses the "Cancel" button, the system shall redisplay the VFA report to allow the user to review the data in the report.	CM.102	
				3.7.3	If the user presses the "OK" button, the system shall process the VFA report as entered, continue saving the data, set the status of the report to "Accepted", and display a message that the AP/GL load processes are going to start.	CM.103	



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VFA Operational Support

Cycle #	Cycle Name	Script #	Script Name	Cond. #	Condition	Req. #	Comments
				3.7.4	When an SFA user attempts to accept a Form 2000 Monthly Report from a GA, the system shall display the "Form 2000 Monthly Report SFA Acceptance" Caution message, which indicates the number of GA VFA Weekly Reports that have been accepted for the GA in that month.	CM.104	
		8	ASA and Texas GA VFA Fee Report Rejection	3.8.1	Verify that the system allows GA users to edit reports that are in "Rejected" status.	UI.10	
				3.8.2	The system shall allow GA users to resubmit reports that have been rejected by SFA Financial Management.	UI.10.1	
				3.8.3	When an SFA user rejects a VFA report, the system shall send an e-mail notification to the GA that the report has been rejected.	EN.3	
				3.8.4	The system shall support the entry of comments by SFA users in the "ED Comments" entry field.	UI.105	
				3.8.5	Verify that a message is displayed if an SFA FP MGR attempts to reject a report before entering comments in the "ED Comments" field.	FR.101	
				3.8.6	Verify that the system sets the status of the submitted report to "Rejected" and disables the "Reject" button after the SFA user selects the "Reject" button.	FR.102	
				3.8.7	Verify that the system prohibits any updates to the report by an SFA user once it is in "Rejected" status.	FR.103	



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VFA Operational Support

Cycle #	Cycle Name	Script #	Script Name	Cond. #	Condition	Req. #	Comments
		9	Form 2000 Monthly Report Rejection	3.9.1	Verify that the system sends an e-mail notification to the GA when an SFA user rejects a Form 2000 monthly report (different message for VFA report rejection).	EN.3	
		10	ASA and Texas GA VFA Fee Report Payment Processing	3.10.1	Invoice approved, process monthly VFA fee payment to ASA	UI.7.1	
				3.10.2	Invoice approved, process monthly VFA fee payment to Texas	UI.8.1	
				3.10.3	Invoice rejected, do not process payment	EN.3	
				3.10.4	When an SFA user approves an invoice for a VFA payment, the system shall send an e-mail notification that the Statement of Account is ready to be generated to the GA.	EN.4	
				3.10.5	When an SFA user approves an invoice for a VFA payment, the system shall send an e-mail notification that the Statement of Account is ready to be generated to the SFA Financial Management common mailbox.	EN.103.1	
				3.10.6	Verify that an automatically generated GA VFA invoice can be APPROVED.	SI.4	
				3.10.7	Verify that an automatically generated GA VFA invoice can be PAID.	SI.4	
				3.10.8	Verify that an automatically generated GA VFA invoice can be CONFIRMED.	SI.4	
				3.10.9	Verify that the Invoice created reflects information submitted from GA VFA Weekly Report.	SI.4	



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VFA Operational Support

Cycle #	Cycle Name	Script #	Script Name	Cond. #	Condition	Req. #	Comments
				3.10.10	Verify that the TRIAL_BALANCE is updated only after the Invoice has been approved.	SI.4	
				3.10.11	Verify that the TRIAL_BALANCE is updated only after the payment batch has been confirmed.	SI.4	
				3.10.12	Verify that the TRIAL_BALANCE is updated only after the treasury confirmation has been entered.	SI.4	
		11	ASA GA VFA Fee Report Accounting	3.11.1	Verify that the system accounts for all entries on the ASA GA VFA M/Q/A Fee Report as specified in the VFA Field Accounting Rules document.	AC.1	
				3.11.2	Verify that no accounting occurs until the invoice has been approved.	AC.1	
				3.11.3	Verify that this invoice approval accounting occurs after invoice is approved.	AC.1	
				3.11.4	Verify that payemnt batch processing accounting occurs only after payment batch has been selected built and confirmed.	AC.1	
				3.11.5	Verify that the treasury confirmation accounting occurs only after treasury confirmation is received.	AC.1	
		12	Texas Monthly GA VFA Fee Report Accounting	3.12.1	Verify that the system accounts for all entries on the monthly portion of the Texas GA VFA M/Q/A Fee Report as specified in the VFA Field Accounting Rules document.	AC.1	
				3.12.2	Verify that no accounting occurs until the invoice has been approved.	AC.1	
				3.12.3	Verify that this invoice approval accounting occurs after invoice is approved.	AC.1	



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VFA Operational Support

Cycle #	Cycle Name	Script #	Script Name	Cond. #	Condition	Req. #	Comments
				3.12.4	Verify that payemnt batch processing accounting occurs only after payment batch has been selected built and confirmed.	AC.1	
				3.12.5	Verify that the treasury confirmation accounting occurs only after treasury confirmation is received.	AC.1	
4	Quarterly Report	1	Great Lakes GA VFA Report Appearance	4.1.1	Verify that all Quarterly VFA reports shall relate to exactly one fiscal quarter and fiscal year.	UI.1.2	
				4.1.2	Verify that the Great Lakes GA VFA Monthly/Quarterly/Annual Fee Report shall consist of the following areas: 1) Header section 2) Quarterly section 3) "For Information Purposes Only" section 4) Form submission section.	FC.1	
				4.1.3	Verify that the item numbers displayed on the Great Lakes GA VFA Fee Report do not include the GA code.	FC.7	
				4.1.4	Verify that the header section of the Great Lakes GA VFA Fee Report includes the following display-only fields: 1) GA Code 2) GA Name 3) Status 4) ED Comments.	FH.1	
				4.1.5	Verify that the system populates the GA Code and GA Name fields in the header section.	FH.2	
				4.1.6	Verify that the header section of the Great Lakes GA VFA Fee Report includes a required "For Fiscal Quarter of" entry field.	FH.4.1	
				4.1.7	Verify that the header section of the Great Lakes GA VFA M/Q/A Fee Report includes an optional "GA Comments" entry field.	FH.8	



Cycle #	Cycle Name	Script #	Script Name	Cond. #	Condition	Req. #	Comments
				4.1.8	The first item in the quarterly section of the Great Lakes GA VFA Monthly/Quarterly/Annual Fee Report shall be a display-only currency field labeled "Net Fee Due GA" (755-SR-3). This field shall be located in the Amount Due To/(From) Guarantor column.	GL.2	
				4.1.9	Verify thatThe second item in the quarterly section of the Great Lakes GA VFA Monthly/Quarterly/Annual Fee Report shall be a required currency entry field labeled "Performance-Based Fee Due for Quarter" (755-SR-3-A). This entry field shall be located in the Details column.	GL.3	
				4.1.10	Verify that The third item in the quarterly section of the Great Lakes GA VFA Monthly/Quarterly/Annual Fee Report shall be a display-only currency field labeled "Net Collection Costs" (755-SR-3-B). This field shall be located in the Details column.	GL.4	
				4.1.11	Verify that The fourth item in the quarterly section of the Great Lakes GA VFA Monthly/Quarterly/Annual Fee Report shall be a display-only currency field labeled "Less: AMF" (755-SR-3-C). This field shall be located in the Details column.	GL.5	
				4.1.12	Verify that the fifth item in the quarterly section of the Great Lakes GA VFA Monthly/Quarterly/Annual Fee Report shall be a display-only currency field labeled "Less: GA Retention" (755-SR-3-D). This field shall be located in the Details column.	GL.6	



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VFA Operational Support

Cycle #	Cycle Name	Script #	Script Name	Cond. #	Condition	Req. #	Comments
				4.1.13	Verify that the first item in the informational section of the Great Lakes GA VFA Monthly/Quarterly/Annual Fee Report shall be a required currency entry field labeled "Other Collection Revenues". This entry field shall be located in the Details column.	GL.8	
				4.1.14	Verify that the second item in the informational section of the Great Lakes GA VFA Monthly/Quarterly/Annual Fee Report shall be a required currency entry field labeled "Less: Collection Costs". This entry field shall be located in the Details column.	GL.9	
				4.1.15	Verify that the third item in the informational section of the Great Lakes GA VFA Monthly/Quarterly/Annual Fee Report shall be a display-only currency field labeled "Net Collection Costs". This field shall be located in the Details column.	GL.10	
				4.1.16	Verify that the form submission section of the VFA supplemental invoice shall consist of a "Submit" button.	FS.1	
				4.1.17	The Great Lakes GA VFA Monthly/Quarterly/Annual Fee Report shall consist of the following areas: 1) Header section 2) Quarterly section 3) "For Information Purposes Only" section 4) Form submission section.	FC.1	
				4.1.18	The item numbers displayed on the GA VFA Monthly/Quarterly/Annual Fee Reports shall not include the GA code.	FC.7	



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VFA Operational Support

Cycle #	Cycle Name	Script #	Script Name	Cond. #	Condition	Req. #	Comments
				4.1.19	Verify that the header section of the Great Lakes GA VFA M/Q/A Fee Report includes the following display-only fields: 1) GA Code 2) GA Name 3) Status 4) ED Comments.	FH.1	
				4.1.20	The "GA Comments" field in the SFA form header shall be a display-only field.	FC.102	
				4.1.21	The "ED Comments" field in the SFA form header shall be an optional text entry field.	FC.103	
				4.1.22	The header section of the Great Lakes GA VFA Monthly/Quarterly/Annual Fee Report shall include a required "For Fiscal Quarter of" entry field.	FH.4.1	
				4.1.23	Verify that the submit button is only active for VFA MGR IDs.	FS.1	Added in testing.
		2	Great Lakes GA VFA M/Q/A Fee Report Entry	4.2.1	Verify that the Great Lakes VFA Fee Report relates to exactly one fiscal month and year.	UI.1	
				4.2.2	The system shall require the user to indicate that a GA VFA Monthly/Quarterly/Annual Fee Report is to be processed.	UI.4.1	
				4.2.3	The system shall support the entry of VFA fee information for Great Lakes on a quarterly basis ("GA VFA Monthly/Quarterly/Annual Fee Report").	UI.6	
				4.2.4	The Great Lakes GA VFA Monthly/Quarterly/Annual Fee Report shall be available for selection only if all of Great Lakes's monthly Form 2000s for the quarter are in "Accepted" status.	UI.6.2	



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VFA Operational Support

Cycle #	Cycle Name	Script #	Script Name	Cond. #	Condition	Req. #	Comments
				4.2.5	The system shall use the GA user's SFA FMS Oracle Applications user name to populate the GA Code and GA Name fields in the header section.	FH.2	
				4.2.6	The system shall populate the "Net Fee Due GA" field using the following algorithm: Net Fee Due GA = Performance-Based Fee Due for Quarter + Net Collection Costs - AMF - GA Retention	GL.2.2	
				4.2.7	The system shall populate the "Net Collection Costs" field using the following algorithm: Net Collection Costs (755-SR-3-B) = (-1) * Net Collection Costs (from information-only section)	GL.4.1	
				4.2.8	The system shall populate the "Less: AMF" field based on the quarterly AMF invoice paid to Great Lakes and stored in FMS.	GL.5.1	
				4.2.9	The system shall populate the "Less: GA Retention" field with data retrieved from fields MR-10, MR-10-A, MR-11-B, MR-12-B, and MR-13-B of Great Lakes's three completed Forms 2000 for the quarter, using the following algorithm: GA Retention = MR-10 - MR-10-A + MR-11-B + MR-12-B + MR-13-B	GL.6.1	
				4.2.10	The system shall populate the "Net Collection Costs" field using the following algorithm: Net Collection Costs = Other Collection Revenues - Collection Costs	GL.10.1	



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VFA Operational Support

Cycle #	Cycle Name	Script #	Script Name	Cond. #	Condition	Req. #	Comments
				4.2.11	Verify that the system sends an e-mail notification to the GA when a GA manager submits the Great Lakes GA VFA M/Q/A Fee Report.	EN.1	
				4.2.12	Verify that the system sends an e-mail notification to SFA when a GA manager submits the Great Lakes GA VFA M/Q/A Fee Report.	EN.101	
				4.2.13	Verify that the item numbers stored in the database for the fields on the GA VFA M/Q/A Reports include the GA code.	FC.6	
				4.2.14	Verify that the system processes the data in the form only after the user selects the "Submit" button.	FS.2	Print table contents before and after pressing "Submit".
				4.2.15	The system shall support searching for a VFA report based on the contents of any field on the report.	UI.104	
				4.2.16	The SFA form shall consist of the following: 1) Form header 2) VFA report as submitted by the GA user 3) Form Acceptance/Rejection section.	FC.101	
				4.2.17	Verify that the system allows GA users to edit reports that are in "New" status.	UI.6	
				4.2.18	Verify that the submit button is only activated when data is in the form and a GA VFA Manager is logged on.	FS.3	
				4.2.19	Verify that the status is updated to SUBMIT on submission.	FS.2	



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VFA Operational Support

Cycle #	Cycle Name	Script #	Script Name	Cond. #	Condition	Req. #	Comments
				4.2.20	Verify that the data on the report is processed into the FFELVFA_FEE_REPORTS table.		
		3	Great Lakes GA VFA M/Q/A Fee Report Acceptance	4.3.1	On the SFA form, all fields included as part of the VFA report shall be display-only fields.	FC.104	
				4.3.2	The system shall prohibit any updates to a report once it is in "Accepted" status.	FA.103	
				4.3.3	Verify that the system supports the review of claims projections (GA VFA Weekly Reports) that have been submitted by a GA user.	UI.103	
				4.3.4	Verify that the system supports searching for a VFA report based on the contents of any field on the report.	UI.104	
				4.3.5	Verify that the "ED Comments" field in the SFA form header is an optional text entry field.	FC.103	
				4.3.6	Verify that the system sets the status of the submitted report to "Accepted" when the SFA user selects the "Accept" button.	FS.2	
				4.3.7	Verify that the system supports immediate creation of invoices for payment of approved weekly claims projections entered on the GA VFA Weekly Report.	SI.2	
				4.3.8	Verify that the system does not support creation of an invoice until a report has been accepted.	SI.2	
		4	Great Lakes GA VFA M/Q/A Fee Report Rejection	4.4.1	When an SFA user rejects a VFA report, the system shall send an e-mail notification to the GA that the report has been rejected.	EN.3	



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VFA Operational Support

Cycle #	Cycle Name	Script #	Script Name	Cond. #	Condition	Req. #	Comments
				4.4.2	The system shall support the entry of comments by SFA users in the "ED Comments" entry field.	UI.105	
				4.4.3	Verify that a message is displayed if an SFA FP MGR attempts to reject a report before entering comments in the "ED Comments" field.	FR.101	
				4.4.4	Verify that the system sets the status of the submitted report to "Rejected" and disables the "Reject" button after the SFA user selects the "Reject" button.	FR.102	
				4.4.5	Verify that the system prohibits any updates to the report by an SFA user once it is in "Rejected" status.	FR.103	
		5	Great Lakes GA VFA M/Q/A Fee Report Payment Processing	4.5.1	Invoice approved, process payment	UI.6.1	Does GA get e-mail after invoice rejection?
				4.5.2	Invoice rejected, do not process payment		
				4.5.3	When an SFA user approves an invoice for a VFA payment, the system shall send an e-mail notification that the Statement of Account is ready to be generated to the GA.	EN.4	
				4.5.4	When an SFA user approves an invoice for a VFA payment, the system shall send an e-mail notification that the Statement of Account is ready to be generated to the SFA Financial Management common mailbox.	EN.103.1	



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VFA Operational Support

Cycle #	Cycle Name	Script #	Script Name	Cond. #	Condition	Req. #	Comments
				4.5.5	Verify that an automatically generated GA VFA invoice can be APPROVED.	SI.4	
				4.5.6	Verify that an automatically generated GA VFA invoice can be PAID.	SI.4	
				4.5.7	Verify that an automatically generated GA VFA invoice can be CONFIRMED.	SI.4	
				4.5.8	Verify that the Invoice created reflects information submitted from GA VFA Weekly Report.	SI.4	
				4.5.9	Verify that the TRIAL_BALANCE is updated only after the Invoice has been approved.	SI.4	
				4.5.10	Verify that the TRIAL_BALANCE is updated only after the payment batch has been confirmed.	SI.4	
				4.5.11	Verify that the TRIAL_BALANCE is updated only after the treasury confirmation has been entered.	SI.4	
		6	Great Lakes GA VFA M/Q/A Fee Report Accounting	4.6.1	Verify that the system accounts for all entries on the Great Lakes GA VFA M/Q/A Fee Report as specified in the VFA Field Accounting Rules document.	AC.1	



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VFA Operational Support

Cycle #	Cycle Name	Script #	Script Name	Cond. #	Condition	Req. #	Comments
				4.6.2	Verify that no accounting occurs until the invoice has been approved.	AC.1	
				4.6.3	Verify that this invoice approval accounting occurs after invoice is approved.	AC.1	
				4.6.4	Verify that payemnt batch processing accounting occurs only after payment batch has been selected built and confirmed.	AC.1	
				4.6.5	Verify that the treasury confirmation accounting occurs only after treasury confirmation is received.	AC.1	
5	Annual Report	1	California GA VFA Annual Fee Report Appearance	5.1.1	Verify that all California VFA reports shall relate to exactly one fiscal year.	UI.1.1	
				5.1.2	Verify that the California GA VFA Monthly/Quarterly/Annual Fee Report shall consist of the following areas: 1) Header section 2) Annual section 3) Form submission section.	FC.4	
				5.1.3	Verify that the item numbers displayed on the California GA VFA Fee Report do not include the GA code.	FC.7	
				5.1.4	Verify that the header section of the California GA VFA Fee Report includes the following display-only fields: 1) GA Code 2) GA Name 3) Status 4) ED Comments.	FH.1	
				5.1.5	Verify that the system populates the GA Code and GA Name fields in the header section.	FH.2	
				5.1.6	Verify that the header section of the California GA VFA Monthly/Quarterly/Annual Fee Report shall include a required "Fiscal Year" entry field.	FH.7	



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VFA Operational Support

Cycle #	Cycle Name	Script #	Script Name	Cond. #	Condition	Req. #	Comments
				5.1.7	Verify that the header section of the California GA VFA M/Q/A Fee Report includes an optional "GA Comments" entry field.	FH.8	
				5.1.8	Verify that the first item in the annual section of the California GA VFA Monthly/Quarterly/Annual Fee Report shall be a display-only currency field labeled "Net Fee Due GA" (706-SR-4). This field shall be located in the Amount Due To/(From) Guarantor column.	CA.1	
				5.1.9	Verify that the "Net Performance Fee Due GA" category label shall be displayed in bold text.	CA.1.1	
				5.1.10	Verify that the second item in the annual section of the California GA VFA Monthly/Quarterly/Annual Fee Report shall be a required currency entry field labeled "Default Aversion Fee (DAF)" (706-SR-4-A). This entry field shall be located in the Details column.	CA.2	
				5.1.11	Verify that the third item in the annual section of the California GA VFA Monthly/Quarterly/Annual Fee Report shall be a required currency entry field labeled "Collection Recovery Rate Improvement Fee" (706-SR-4-B). This entry field shall be located in the Details column.	CA.3	
				5.1.12	Verify that the form submission section of the VFA supplemental invoice shall consist of a "Submit" button.	FS.1	



Test Plan

VFA Operational Support

Cycle #	Cycle Name	Script #	Script Name	Cond. #	Condition	Req. #	Comments
				5.1.13	Verify that the submit button is only active for VFA MGR IDs.	FS.1	Added in testing.
		2	California GA VFA M/Q/A Fee Report Entry	5.2.1	All California VFA reports shall relate to exactly one fiscal year.	UI.1.1	
				5.2.3	The system shall support the entry of VFA fee information to California on an annual basis ("GA VFA Monthly/Quarterly/Annual Fee Report").	UI.9	
				5.2.5	The item numbers displayed on the GA VFA Monthly/Quarterly/Annual Fee Reports shall not include the GA code.	FC.7	
				5.2.7	The system shall use the GA user's SFA FMS Oracle Applications user name to populate the GA Code and GA Name fields in the header section.	FH.2	
				5.2.8	The header section of the California GA VFA Monthly/Quarterly/Annual Fee Report shall include a required "Fiscal Year" entry field.	FH.7	
				5.2.11	The system shall populate the "Net Fee Due GA" field using the entries in the fields using the following algorithm: Net Fee Due GA = Default Aversion Fee + Collection Recovery Rate Improvement Fee	CA.1.2	
				5.2.14	Verify that the system sends an e-mail notification to the GA when a GA manager submits the California GA VFA M/Q/A Fee Report.	EN.1	
				5.2.15	Verify that the system sends an e-mail notification to SFA when a GA manager submits the California GA VFA Fee Report.	EN.101	



Test Plan

VFA Operational Support

Cycle #	Cycle Name	Script #	Script Name	Cond. #	Condition	Req. #	Comments
				5.2.16	Verify that the item numbers stored in the database for the fields on the GA VFA M/Q/A Reports include the GA code.	FC.6	
				5.2.17	Verify that the system processes the data in the form only after the user selects the "Submit" button.	FS.2	
				5.2.18	Verify that the system allows GA users to edit reports that are in "New" status.	UI.6	
				5.2.19	Verify that the submit button is only activated when data is in the form and a GA VFA Manager is logged on.	FS.3	
				5.2.20	Verify that the status is updated to SUBMIT on submission.	FS.2	
		3	Texas GA VFA M/Q/A Fee Report Appearance	5.3.1	All Texas annual VFA reports shall relate to exactly one fiscal year.	UI.1.1	
				5.3.2	Verify that the Texas GA VFA Monthly/Quarterly/Annual Fee Report shall consist of the following areas: 1) Header section 2) Monthly section 3) Annual section 4) Form submission section.	FC.4	
				5.3.3	The item numbers displayed on the GA VFA Monthly/Quarterly/Annual Fee Reports shall not include the GA code.	FC.3	Print table contents before and after pressing "Submit".
				5.3.4	Verify that the header section of the Texas GA VFA M/Q/A Fee Report includes the following display-only fields: 1) GA Code 2) GA Name 3) Status 4) ED Comments.	FH.1	



Test Plan

VFA Operational Support

Cycle #	Cycle Name	Script #	Script Name	Cond. #	Condition	Req. #	Comments
				5.3.5	Verify that the system shall use the GA user's SFA FMS Oracle Applications user name to populate the GA Code and GA Name fields in the header section.	FH.2	
				5.3.6	The header section of the Texas GA VFA Monthly/Quarterly/Annual Fee Report shall include a required "Fiscal Year" entry field.	FH.7	
				5.3.7	Verify that the header section of the Texas GA VFA M/Q/A Fee Report includes an optional "GA Comments" entry field.	FH.8	
				5.3.8	Verify that the first item in the annual section of the Texas GA VFA Monthly/Quarterly/Annual Fee Report shall be a display-only currency field labeled "Collections Fee" (748-SR-4). This field shall be located in the Amount Due To/(From) Guarantor column.	TX.6	
				5.3.9	Verify that the second item in the annual section of the Texas GA VFA Monthly/Quarterly/Annual Fee Report shall be a required currency entry field labeled "Performance Adjustment (Net Back)". This entry field shall be located in the Details column.	TX.7	
				5.3.10	Verify that the form submission section of the VFA supplemental invoice shall consist of a "Submit" button.	FS.1	
				5.3.11	Verify that the form header section of the VFA supplemental invoice shall allow the user to indicate that an annual form is to be processed(ex via Checkbox).	FH.7	Added in testing.



Test Plan

VFA Operational Support

Cycle #	Cycle Name	Script #	Script Name	Cond. #	Condition	Req. #	Comments
		4	Texas GA VFA M/Q/A Fee Report Entry	5.4.1	The system shall require the user to indicate that a GA VFA Monthly/Quarterly/Annual Fee Report is to be processed.	UI.4.1	
				5.4.2	Verify that the system supports the entry of VFA fee information for Texas on an annual basis.	UI.8	
				5.4.3	Verify that the system requires the user to indicate whether a monthly or annual Texas GA VFA Fee Report is being entered.	FH.6.1.1	
				5.4.4	The first item in the annual section of the Texas GA VFA Monthly/Quarterly/Annual Fee Report shall be a display-only currency field labeled "Collections Fee" (748-SR-4). This field shall be located in the Amount Due To/(From) Guarantor column.	TX.6	
				5.4.5	The system shall populate the "Collections Fee" field using the entries in the fields using the following algorithm: Collections Fee = Performance Adjustment (Net Back)	TX.6.1	
				5.4.6	The second item in the annual section of the Texas GA VFA Monthly/Quarterly/Annual Fee Report shall be a required currency entry field labeled "Performance Adjustment (Net Back)". This entry field shall be located in the Details column.	TX.7	
				5.4.7	Each Caution message shall include 1) A reason for the message 2) A "Cancel" button 3) An "OK" button.	CM.1	
				5.4.8	If the user presses the "Cancel" button, the system shall redisplay the VFA report being processed to allow the user to edit the data.	CM.2	



Test Plan

VFA Operational Support

Cycle #	Cycle Name	Script #	Script Name	Cond. #	Condition	Req. #	Comments
				5.4.9	If the user presses the "OK" button, the system shall process the VFA report as entered, continue saving the data, and set the status of the report to "Submitted".	CM.3	
				5.4.10	The system shall display the "Reasonability Edit Failure" Caution message if the Collections Fee (748-SR-4) entered on the Texas GA VFA Monthly/Quarterly/Annual Fee Report is greater than the sum of (the fee on regular collections * the dollar amount of regular collections) and (the fee on rehabilitated or consolidated collections * the dollar amount of rehabilitated or consolidated collections), as based on the recovery rate, which can be calculated as the sum of Form 2000 fields MR-12 and MR-13 for the year divided by field AR-8 from the GA Annual Report.	CM.7	
				5.4.11	Verify that the system sends an e-mail notification to the GA when a GA manager submits an annual Texas GA VFA M/Q/A Fee Report.	EN.1	
				5.4.12	Verify that the system sends an e-mail notification to SFA when a GA manager submits an annual Texas GA VFA M/Q/A Fee Report.	EN.101	
				5.4.13	When the user selects the "Accept" button, the system shall perform reasonability edits on the data in the report where possible.	FA.102	
				5.4.14	If all data in the report satisfies the reasonability edits, the system shall set the status of the report to "Accepted" and display a message that the AP/GL load processes are going to start.	FA.102.1	



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VFA Operational Support

Cycle #	Cycle Name	Script #	Script Name	Cond. #	Condition	Req. #	Comments
				5.4.15	If any data in the report violates the reasonability edits, the system shall display a "Caution" message identifying the fields in violation.	FA.102.2	
				5.4.16	When a GA manager submits a VFA report, the system shall send an e-mail notification to the SFA Financial Management common mailbox (OSFA_GAR@ed.gov).	EN.101	
				5.4.17	Verify that the system allows GA users to edit reports that are in "New" status.	UI.6	
				5.4.18	Verify that the item numbers stored in the database for the fields on the GA VFA M/Q/A Reports include the GA code.	FC.6	
				5.4.19	Verify that the system processes the data in the form only after the user selects the "Submit" button.	FS.2	
				5.4.20	Verify that the system performs reasonability checking on the data in the form when the user selects the "Submit" button.	UI.6	
				5.4.21	Verify that the submit button is only activated when data is in the form and a GA VFA Manager is logged on.	FS.3	
				5.4.22	Verify that the status is updated to SUBMIT on submission.	FS.2	
		5	California and Texas GA VFA M/Q/A Fee Report Acceptance	5.5.1	The system shall account for all entries on the GA VFA Weekly Reports and the GA VFA Monthly/Quarterly/Annual Fee Reports in FMS as specified in the VFA Field Accounting Rules document.	AC.1	



Test Plan

VFA Operational Support

Cycle #	Cycle Name	Script #	Script Name	Cond. #	Condition	Req. #	Comments
				5.5.2	The system shall support searching for a VFA report based on the contents of any field on the report.	UI.104	
				5.5.3	The SFA form shall consist of the following: 1) Form header 2) VFA report as submitted by the GA user 3) Form Acceptance/Rejection section.	FC.101	
				5.5.4	The "GA Comments" field in the SFA form header shall be a display-only field.	FC.102	
				5.5.5	The "ED Comments" field in the SFA form header shall be an optional text entry field.	FC.103	
				5.5.6	On the SFA form, all fields included as part of the VFA report shall be display-only fields.	FC.104	
				5.5.7	The system shall prohibit any updates to a report once it is in "Accepted" status.	FA.103	
				5.5.8	Each Caution message shall include 1) A reason for the message 2) A "Cancel" button 3) An "OK" button.	CM.101	
				5.5.9	If the user presses the "Cancel" button, the system shall redisplay the VFA report to allow the user to review the data in the report.	CM.102	
				5.5.10	If the user presses the "OK" button, the system shall process the VFA report as entered, continue saving the data, set the status of the report to "Accepted", and display a message that the AP/GL load processes are going to start.	CM.103	



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VFA Operational Support

Cycle #	Cycle Name	Script #	Script Name	Cond. #	Condition	Req. #	Comments
				5.5.11	The system shall display the "Reasonability Edit Failure" Caution message if the Collections Fee (748-SR-4) entered on the Texas GA VFA Monthly/Quarterly/Annual Fee Report is greater than the sum of (the fee on regular collections * the dollar amount of regular collections) and (the fee on rehabilitated or consolidated collections * the dollar amount of rehabilitated or consolidated collections), as based on the recovery rate, which can be calculated as the sum of Form 2000 fields MR-12 and MR-13 for the year divided by field AR-8 from the GA Annual Report.	CM.106	
		6	California and Texas GA VFA M/Q/A Fee Report Rejection	5.6.1	When an SFA user rejects a VFA report, the system shall send an e-mail notification to the GA that the report has been rejected.	EN.3	
				5.6.2	The system shall support the entry of comments by SFA users in the "ED Comments" entry field.	UI.105	
				5.6.3	Verify that a message is displayed if an SFA FP MGR attempts to reject a report before entering comments in the "ED Comments" field.	FR.101	
				5.6.4	Verify that the system sets the status of the submitted report to "Rejected" and disables the "Reject" button after the SFA user selects the "Reject" button.	FR.102	
				5.6.5	Verify that the system prohibits any updates to the report by an SFA user once it is in "Rejected" status.	FR.103	



Test Plan

VFA Operational Support

Cycle #	Cycle Name	Script #	Script Name	Cond. #	Condition	Req. #	Comments
		7	California and Texas GA VFA M/Q/A Fee Report Payment Processing	5.7.1	Invoice approved, process annual VFA fee payment to California	UI.8.1	
				5.7.2	Invoice approved, process annual VFA fee payment to Texas	UI.9.1	Does GA get e-mail after invoice rejection?
				5.7.3	Invoice rejected, do not process payment	SI.2	
				5.7.4	When an SFA user approves an invoice for a VFA payment, the system shall send an e-mail notification that the Statement of Account is ready to be generated to the GA.	EN.4	
				5.7.5	When an SFA user approves an invoice for a VFA payment, the system shall send an e-mail notification that the Statement of Account is ready to be generated to the SFA Financial Management common mailbox.	EN.103.1	
				5.7.6	Verify that an automatically generated GA VFA invoice can be APPROVED.	SI.4	
				5.7.7	Verify that an automatically generated GA VFA invoice can be PAID.	SI.4	
				5.7.8	Verify that an automatically generated GA VFA invoice can be CONFIRMED.	SI.4	
				5.7.9	Verify that the Invoice created reflects information submitted from GA VFA Weekly Report.	SI.4	
				5.7.10	Verify that the TRIAL_BALANCE is updated only after the Invoice has been approved.	SI.4	



Test Plan

VFA Operational Support

Cycle #	Cycle Name	Script #	Script Name	Cond. #	Condition	Req. #	Comments
				5.7.11	Verify that the TRIAL_BALANCE is updated only after the payment batch has been confirmed.	SI.4	
				5.7.12	Verify that the TRIAL_BALANCE is updated only after the treasury confirmation has been entered.	SI.4	
		8	California GA VFA M/Q/A Fee Report Accounting	5.8.1	Verify that the system accounts for all entries on the California GA VFA M/Q/A Fee Report as specified in the VFA Field Accounting Rules document.	AC.1	
				5.8.2	Verify that no accounting occurs until the invoice has been approved.	AC.1	
				5.8.3	Verify that this invoice approval accounting occurs after invoice is approved.	AC.1	
				5.8.4	Verify that payment batch processing accounting occurs only after payment batch has been selected built and confirmed.	AC.1	
				5.8.5	Verify that the treasury confirmation accounting occurs only after treasury confirmation is received.	AC.1	
		9	Texas Annual GA VFA M/Q/A Fee Report Accounting	5.9.1	Verify that the system accounts for all entries on the annual portion of the Texas GA VFA M/Q/A Fee Report as specified in the VFA Field Accounting Rules document.	AC.1	
				5.9.2	Verify that no accounting occurs until the invoice has been approved.	AC.1	
				5.9.3	Verify that this invoice approval accounting occurs after invoice is approved.	AC.1	
				5.9.4	Verify that payment batch processing accounting occurs only after payment batch has been selected built and confirmed.	AC.1	



Test Plan

VFA Operational Support

Cycle #	Cycle Name	Script #	Script Name	Cond. #	Condition	Req. #	Comments
				5.9.5	Verify that the treasury confirmation accounting occurs only after treasury confirmation is received.	AC.1	
6	System-Generate d Reports	1	VFA Statement of Account	6.1.1	The Statement of Account for a selected VFA shall reflect all weekly payments made to the VFA.	RP.2	
				6.1.2			
				6.1.3			
				6.1.2	When an SFA user approves an invoice for a VFA payment, the system shall send an e-mail notification that the Statement of Account is ready to be generated to the GA.	EN.4	Add to all payment processing scripts, don't test in script 6.1 - because it assumes the weekly payment has been made as a prerequisite
				6.1.3	The Statement of Account for a selected VFA shall reflect all weekly payments made to the VFA.	RP.102	RP.102 references to RP.2
		2	GA Form 2000 Account Mapping	6.2.1	The system shall provide a modified SFA GA Form 2000 Account Mapping Report that includes information on the fields in the VFA reports.	RP.103	



Test Plan

VFA Operational Support

Cycle #	Cycle Name	Script #	Script Name	Cond. #	Condition	Req. #	Comments
				3			
				6.2.2	The new fields in the SFA GA Form 2000 Account Mapping Report shall apply only to GAs participating in the VFA program.	RP.103.1	
				6.2.3	The SFA GA Form 2000 Account Mapping Report shall be run from the Standard Report Submission form with the following optional input parameters: 1) From Effective Date 2) To Effective Date 3) GA Code 4) GA Name.	RP.103.2	
				6.2.4	The SFA GA Form 2000 Account Mapping Report shall contain the following information: 1) GA Code 2) GA Name 3) From Effective Date 4) To Effective Date 5) Item Number 6) Fund 7) Limitation 8) Activity 9) Fiscal Year 10) Budget Year 11) Account 12) Cohort Year 13) CFDA Limitation 14) Organization 15) Object Class 16) Source Code 17) Cost Code 18) Institution 19) Loan / Grant Type 20) Debit Accounts 21) Credit Accounts.	RP.103.3	
7	Miscellaneous	1	FTP	7.1.1	Verify that FTP cannot be used to enter data for the VFA reports.	SI.1	
		2	GA Maintenance Screen	7.2.1	"VFA" box should be checked for VFA GAs	RP.104	
				7.2.2	"VFA" box should not be checked for VFA GAs	RP.104	



Test Plan

VFA Operational Support

Cycle #	Cycle Name	Script #	Script Name	Cond. #	Condition	Req. #	Comments
				7.2.3	The GA Maintenance screen shall indicate the frequency at which the GA will submit its GA VFA Monthly/Quarterly/Annual Fee Reports.	RP.105	



4.7 Requirements Matrix

4.7.1 GA Requirements

Subject	Req #	Requirement Description	Source of Requirement	Current Policy	User(s)	Comments
USER INTERFACE						
User Interface	UI.1	All VFA monthly reports shall relate to exactly one fiscal month and year.	TO 74 Business Case Development Cost Assumption 4e		Texas; ASA	Need table that maps weeks to months.
User Interface	UI.1.1	All annual VFA reports shall relate to exactly one fiscal year.	TO 74 Business Case Development Cost Assumption 4e		California	
User Interface	UI.1.2	All Quarterly VFA reports shall relate to exactly one fiscal quarter and fiscal year.	TO 74 Business Case Development Cost Assumption 4e		Great Lakes	
User Interface	UI.2	All VFA reports shall be standardized to include as much commonality between reports as possible.	TO 74 Business Case Development Cost Assumption 4b		Great Lakes; Texas; ASA; California	
User Interface	UI.3	The system shall use the GA user's SFA FMS Oracle Applications user name and role to determine the types of reports that are available in the Navigator window.	FMS GA Guide	Functionality currently in place	Great Lakes; Texas; ASA; California	VFA reports should be available only to users with the following roles: SFA GA VFA User or SFA GA VFA Manager.
User Interface	UI.4	The system shall require the user to indicate that a GA VFA Weekly Report is to be processed.	FMS GA Guide		Great Lakes; Texas; ASA	
User Interface	UI.4.1	The system shall require the user to indicate that a GA VFA Fee Report is to be processed.	FMS GA Guide		Great Lakes; Texas; ASA; California	



Test Plan

VFA Operational Support

Subject	Req #	Requirement Description	Source of Requirement	Current Policy	User(s)	Comments
User Interface	UI.5	The system shall support the entry of claims projections on a weekly basis ("GA VFA Weekly Report").	VFAs and supplemental invoices		Great Lakes; Texas; ASA	Update to Navigator window for VFA participants only.
User Interface	UI.5.1	The system shall support payment of claims projections on a weekly basis.	VFAs and supplemental invoices		Great Lakes; Texas; ASA	
User Interface	UI 5.2	The system shall prohibit the submission of a GA VFA Weekly Report for a fiscal month if the GA Monthly Report has already been submitted.	Unit Test		Great Lakes; Texas; ASA	
User Interface	UI.6	The system shall support the entry of VFA fee information for Great Lakes on a quarterly basis ("GA VFA Fee Report").	Great Lakes VFA Para 1(b)		Great Lakes	Update to Navigator window for VFA participants only.
User Interface	UI.6.1	The system shall support payment of a VFA fee to Great Lakes on a quarterly basis.	Great Lakes VFA Para 1(b)		Great Lakes	
User Interface	UI.6.2	The system shall support submitting the Great Lakes GA VFA Fee Report only if 1) all three of Great Lakes' monthly Form 2000s for the quarter are in "Accepted" status, and 2) Great Lakes' AMF invoice for the quarter has been approved.	Meeting with Financial Management, 5/24/01		Great Lakes	Enable/disable entry in Navigator window as appropriate. Need Form 2000 status from FMS.
User Interface	UI.7	The system shall support the entry of VFA fee information for ASA on a monthly basis ("GA VFA Fee Report").	ASA VFA Supplemental Invoice		ASA	
User Interface	UI.7.1	The system shall support payment of a VFA fee to ASA on a monthly basis.	ASA VFA Para 4		ASA	



Subject	Req #	Requirement Description	Source of Requirement	Current Policy	User(s)	Comments
User Interface	UI.8	The system shall support the entry of VFA fee information for Texas on a monthly and annual basis ("GA VFA Fee Report").	Texas VFA Supplemental Invoice		Texas	
User Interface	UI.8.1	The system shall support payment of a VFA fee to Texas on a monthly and annual basis.	Texas VFA Supplemental Invoice		Texas	
User Interface	UI.9	The system shall support the entry of VFA fee information to California on an annual basis ("GA VFA Fee Report").	California VFA		California	
User Interface	UI.9.1	The system shall support payment of a VFA fee to California on an annual basis.	California VFA		California	
User Interface	UI.10	The system shall allow GA users to edit reports that are in "New", "In Process" or "Rejected" status.	FFEL-GA FP User Guide		Great Lakes; Texas; ASA; California	
User Interface	UI.10.1	The system shall allow GA users to resubmit reports that have been rejected by SFA Financial Management.	FMS GA Guide		Great Lakes; Texas; ASA; California	
User Interface	UI.11	The system shall prevent GA users from submitting multiple VFA Fee Reports for the same time period.	Supplemental Invoices		Great Lakes; Texas; ASA; California	
FORM CONTENTS						
Great Lakes VFA Fee Report Contents	FC.1	The Great Lakes GA VFA Fee Report shall consist of the following areas: 1) Header section 2) Quarterly section 3) "For Information Purposes Only" section 4) Form submission section.	Great Lakes VFA Supplemental Invoice		Great Lakes	



Subject	Req #	Requirement Description	Source of Requirement	Current Policy	User(s)	Comments
ASA VFA Fee Report Contents	FC.2	The ASA GA VFA Fee Report shall consist of the following areas: 1) Header section 2) Monthly section 3) Form submission section.	ASA VFA Supplemental Invoice		ASA	
Texas Form Contents	FC.3	The Texas GA VFA Fee Report shall consist of the following areas: 1) Header section 2)) Monthly section 3) Annual section 4) Form submission section.	Texas VFA Supplemental Invoice		Texas	
California Form Contents	FC.4	The California GA VFA Fee Report shall consist of the following areas: 1) Header section 2) Annual section 3) Form submission section.	California VFA		California	
GA Weekly Report Form Contents	FC.5	The GA VFA Weekly Report shall consist of the following areas: 1) Header section 2) Weekly section 3) Form submission section.	Supplemental Invoices		Great Lakes, Texas, ASA	
VFA Fee Report Form Contents	FC.6	The item numbers stored in the database for the fields on the GA VFA Fee Reports shall include the GA code.	CFO Accounting, 6/18/01		Great Lakes; Texas; ASA; California	Accounting needs to be able to identify every item number uniquely. Prefixing the item number with the GA code makes the item number unique.
VFA Fee Report Form Contents	FC.7	The item numbers displayed on the GA VFA Fee Reports shall not include the GA code.	VFA IPT Core Team meeting, 6/20/01		Great Lakes; Texas; ASA; California	For readability purposes, do not display the GA code in every field on the report.
HEADER SECTION						
GA Form Header Section	FH.1	The header section of all GA VFA reports shall include the following display-only fields: 1) GA Code 2) GA Name 3) Status 4) ED Comments.	FMS GA Guide	Displayed on Form 2000	Great Lakes; Texas; ASA; California	



Subject	Req #	Requirement Description	Source of Requirement	Current Policy	User(s)	Comments
GA Form Header Section	FH.2	The system shall use the GA user's SFA FMS Oracle Applications user name to populate the GA Code and GA Name fields in the header section.	FMS GA Guide	Functionality currently in place	Great Lakes; Texas; ASA; California	
Weekly Report Header Section	FH.4	The header section of the GA VFA Weekly Report shall include a required entry field to specify the week.	Supplemental Invoices		Great Lakes; Texas; ASA	
Great Lakes Header Section	FH.4.1	The header section of the Great Lakes GA VFA Fee Report shall include a required "For Fiscal Quarter of" entry field.	Great Lakes VFA Supplemental Invoice		Great Lakes	
ASA Header Section	FH.5.1	The header section of the ASA GA VFA Fee Report shall include a required "For Fiscal Month of" entry field.	ASA VFA Supplemental Invoice		ASA	
Texas Header Section	FH.6.1	The header section of the Texas GA VFA Fee Report shall include a required "For Fiscal Mon/Yr" entry field.	Texas VFA Supplemental Invoice		Texas	
Texas Header Section	FH.6.1.1	The system shall require the user to specify whether a monthly or annual Texas VFA fee report is being entered.	Texas VFA Supplemental Invoice		Texas	Suggested implementation: "Annual" checkbox.
Texas Header Section	FH.6.1.2	The default selection for the Texas VFA Fee Report shall be the monthly report.	Unit Test		Texas	
Texas Header Section	FH.7	The header section of the Texas VFA Fee Report shall include an optional "Annual" checkbox.	Texas VFA Supplemental Invoice		Texas	
GA Form Header Section	FH.8	The header section of all GA VFA reports shall include an optional "GA Comments" entry field.	FMS GA Guide		Great Lakes; Texas; ASA; California	



Subject	Req #	Requirement Description	Source of Requirement	Current Policy	User(s)	Comments
WEEKLY REPORT						
Weekly Report	WS.1	The first item in the weekly section of the GA VFA Weekly Report shall be a display-only currency field labeled "Claims Paid" (item number SR-1). This field shall be located in the Amount Due To/(From) Guarantor column.	Great Lakes VFA Supplemental Invoice		Great Lakes; Texas; ASA	
Weekly Report	WS.1.2	The system shall populate the "Claims Paid" field using the following algorithm: <i>Claims Paid = Defaults-Net + Exempt/Lender of Last Resort + Death/Disability + Closed School/False Certification + Bankruptcy + Unpaid Refunds + Discharges</i>	FMS GA Guide		Great Lakes; Texas; ASA	
Weekly Report	WS.2	The second item in the weekly section of the GA VFA Weekly Report shall be a required currency entry field labeled "Defaults - Net" (SR-1-A). This entry field shall be located in the Details column.	Great Lakes VFA Supplemental Invoice		Great Lakes; Texas; ASA	
Weekly Report	WS.3	The third item in the weekly section of the GA VFA Weekly Report shall be a required currency entry field labeled "Exempt/Lender of Last Resort" (SR-1-B). This entry field shall be located in the Details column.	Great Lakes VFA Supplemental Invoice		Great Lakes; Texas; ASA	
Weekly Report	WS.4	The fourth item in the weekly section of the GA VFA Weekly Report shall be a required currency entry field labeled "Death/Disability" (SR-1-C). This	Great Lakes VFA Supplemental Invoice		Great Lakes; Texas; ASA	



Subject	Req #	Requirement Description	Source of Requirement	Current Policy	User(s)	Comments
		"Death/Disability" (SR-1-C). This entry field shall be located in the Details column.				
Weekly Report	WS.5	The fifth item in the weekly section of the GA VFA Weekly Report shall be a required currency entry field labeled "Closed School/False Certification" (SR-1-D). This entry field shall be located in the Details column.	Great Lakes VFA Supplemental Invoice		Great Lakes; Texas; ASA	
Weekly Report	WS.6	The sixth item in the weekly section of the GA VFA Weekly Report shall be a required currency entry field labeled "Bankruptcy" (SR-1-E). This entry field shall be located in the Details column.	Great Lakes VFA Supplemental Invoice		Great Lakes; Texas; ASA	
Weekly Report	WS.7	The seventh item in the weekly section of the GA VFA Weekly Report shall be a required currency entry field labeled "Unpaid Refunds" (SR-1-F). This entry field shall be located in the Details column.	Great Lakes VFA Supplemental Invoice		Great Lakes; Texas; ASA	
Weekly Report	WS.8	The eighth item in the weekly section of the GA VFA Weekly Report shall be a required currency entry field labeled "Discharges" (SR-1-G). This entry field shall be located in the Details column.	Great Lakes VFA Supplemental Invoice		Great Lakes; Texas; ASA	
GREAT LAKES FEE REPORT QUARTERLY SECTION						



Subject	Req #	Requirement Description	Source of Requirement	Current Policy	User(s)	Comments
Great Lakes Quarterly Section	GL.2	The first item in the quarterly section of the Great Lakes GA VFA Fee Report shall be a display-only currency field labeled "Net Fee Due GA" (755-SR-3). This field shall be located in the Amount Due To/(From) Guarantor column.	Great Lakes VFA Supplemental Invoice		Great Lakes	
Great Lakes Quarterly Section	GL.2.2	The system shall populate the "Net Fee Due GA" field using the following algorithm: <i>Net Fee Due GA = Performance-Based Fee Due for Quarter + Net Collection Costs - AMF - GA Retention</i>	FMS GA Guide		Great Lakes	
Great Lakes Quarterly Section	GL.3	The second item in the quarterly section of the Great Lakes GA VFA Fee Report shall be a required currency entry field labeled "Performance-Based Fee Due for Quarter" (755-SR-3-A). This entry field shall be located in the Details column.	Great Lakes VFA Supplemental Invoice		Great Lakes	
Great Lakes Quarterly Section	GL.4	The third item in the quarterly section of the Great Lakes GA VFA Fee Report shall be a display-only currency field labeled "Net Collection Costs" (755-SR-3-B). This field shall be located in the Details column.	Great Lakes VFA Supplemental Invoice		Great Lakes	
Great Lakes Quarterly Section	GL.4.1	The system shall populate the "Net Collection Costs" field using the following algorithm: $\text{Net Collection Costs (755-SR-3-B)} = (-1) * \text{Net Collection Costs (from information-only section)}$	Great Lakes VFA Supplemental Invoice		Great Lakes	Net Collection Costs from Information-Only section is negative; multiplying by (-1) converts it to a positive number



Subject	Req #	Requirement Description	Source of Requirement	Current Policy	User(s)	Comments
Great Lakes Quarterly Section	GL.5	The fourth item in the quarterly section of the Great Lakes GA VFA Fee Report shall be a display-only currency field labeled "Less: AMF" (755-SR-3-C). This field shall be located in the Details column.	Great Lakes VFA Supplemental Invoice		Great Lakes	
Great Lakes Quarterly Section	GL.5.1	The system shall populate the "Less: AMF" field based on the quarterly AMF invoice paid to Great Lakes and stored in FMS.	Meeting with Financial Management, 5/24/01		Great Lakes	Use quarterly AMF payment stored in FMS.
Great Lakes Quarterly Section	GL.6	The fifth item in the quarterly section of the Great Lakes GA VFA Fee Report shall be a display-only currency field labeled "Less: GA Retention" (755-SR-3-D). This field shall be located in the Details column.	Great Lakes VFA Supplemental Invoice		Great Lakes	
Great Lakes Quarterly Section	GL.6.1	The system shall populate the "Less: GA Retention" field with data retrieved from fields MR-10, MR-10-A, MR-11-B, MR-12-B, and MR-13-B of Great Lakes's three completed Forms 2000 for the quarter, using the following algorithm: $GA\ Retention = MR-10 - MR-10-A + MR-11-B + MR-12-B + MR-13-B$	Great Lakes VFA Supplemental Invoice	Entered manually by GA user	Great Lakes	Q: Use Form 2000 for last month or all months in quarter? A: For all months in the quarter. Use Form 2000 data stored in FMS.
GREAT LAKES INFORMATION-ONLY SECTION						
Great Lakes Information Only Section	GL.8	The first item in the informational section of the Great Lakes GA VFA Fee Report shall be a required currency entry field labeled "Other Collection Revenues". This entry field shall	Great Lakes VFA Supplemental Invoice		Great Lakes	



Subject	Req #	Requirement Description	Source of Requirement	Current Policy	User(s)	Comments
		be located in the Details column.				
Great Lakes Information Only Section	GL.9	The second item in the informational section of the Great Lakes GA VFA Fee Report shall be a required currency entry field labeled "Less: Collection Costs". This entry field shall be located in the Details column.	Great Lakes VFA Supplemental Invoice		Great Lakes	
Great Lakes Information Only Section	GL.10	The third item in the informational section of the Great Lakes GA VFA Fee Report shall be a display-only currency field labeled "Net Collection Costs". This field shall be located in the Details column.	Great Lakes VFA Supplemental Invoice		Great Lakes	
Great Lakes Information Only Section	GL.10.1	The system shall populate the "Net Collection Costs" field using the following algorithm: <i>Net Collection Costs = Other Collection Revenues - Collection Costs</i>	Great Lakes VFA Supplemental Invoice		Great Lakes	
ASA Monthly Section	ASA.2	The first item in the monthly section of the ASA GA VFA Fee Report shall be a display-only currency field labeled "Net Fee Due GA" (725-SR-2). This field shall be located in the Amount Due To/(From) Guarantor column.	ASA VFA Supplemental Invoice		ASA	
ASA FEE REPORT						



Subject	Req #	Requirement Description	Source of Requirement	Current Policy	User(s)	Comments
ASA Monthly Section	ASA.2.2	The system shall populate the "Net Fee Due GA" field using the entries in the fields using the following algorithm: <i>Net Fee Due GA = Portfolio Wellness Fee + LPIF + Consolidation Fee for Averting Default</i>	ASA VFA Supplemental Invoice		ASA	
ASA Monthly Section	ASA.3	The second item in the monthly section of the ASA GA VFA Fee Report shall be a required currency entry field labeled "Portfolio Wellness Fee" (725-SR-2-A). This entry field shall be located in the Details column.	ASA VFA Supplemental Invoice		ASA	
ASA Monthly Section	ASA.4	The third item in the monthly section of the ASA GA VFA Fee Report shall be a required currency entry field labeled "LPIF" (725-SR-2-B). This entry field shall be located in the Details column.	ASA VFA Supplemental Invoice		ASA	
ASA Monthly Section	ASA.5	The fourth item in the monthly section of the ASA GA VFA Fee Report shall be a required currency entry field labeled "Consolidation Fee for Averting Default" (725-SR-2-C). This entry field shall be located in the Details column.	ASA VFA Supplemental Invoice		ASA	
TEXAS FEE REPORT						
Texas Monthly Section	TX.1	If the user indicates that the form to be processed is an annual report, the entry fields in the monthly section shall be disabled.	Texas VFA Supplemental Invoice		Texas	



Subject	Req #	Requirement Description	Source of Requirement	Current Policy	User(s)	Comments
Texas Monthly Section	TX.2	The first item in the monthly section of the Texas GA VFA Fee Report shall be a display-only currency field labeled "Net Fee Due GA" (748-SR-2). This field shall be located in the Amount Due To/(From) Guarantor column.	Texas VFA Supplemental Invoice		Texas	
Texas Monthly Section	TX.2.2	The system shall populate the "Net Fee Due GA" field using the following algorithm: <i>Net Fee Due GA = Delinquency Prevention Fee + Default Aversion Fee</i>	FMS GA Guide		Texas	
Texas Monthly Section	TX.3	The second item in the monthly section of the Texas GA VFA Fee Report shall be a required currency entry field labeled "Delinquency Prevention Fee (DPF)" (748-SR-2-A). This entry field shall be located in the Details column.	Texas VFA Para 2(c)		Texas	
Texas Monthly Section	TX.4	The third item in the monthly section of the Texas GA VFA Fee Report shall be a required currency entry field labeled "Default Aversion Fee (DAF)" (748-SR-2-B). This entry field shall be located in the Details column.	Texas VFA Para 2(d)		Texas	
Texas Annual Section	TX.5	If the user indicates that the form to be processed is a monthly report, the entry fields in the annual section shall be disabled.	Texas VFA Supplemental Invoice		Texas	



Subject	Req #	Requirement Description	Source of Requirement	Current Policy	User(s)	Comments
Texas Annual Section	TX.6	The first item in the annual section of the Texas GA VFA Fee Report shall be a display-only currency field labeled "Collections Fee" (748-SR-4). This field shall be located in the Amount Due To/(From) Guarantor column.	Texas VFA Para 2(e)		Texas	
Texas Annual Section	TX.6.1	The system shall populate the "Collections Fee" field using the entries in the fields using the following algorithm: <i>Collections Fee = Performance Adjustment (Net Back)</i>	Texas VFA Para 2(e)		Texas	
Texas Annual Section	TX.7	The second item in the annual section of the Texas GA VFA Fee Report shall be a required currency entry field labeled "Performance Adjustment (Net Back)". This entry field shall be located in the Details column.	Texas VFA Para 2(e)		Texas	
CALIFORNIA FEE REPORT						
California Annual Section	CA.1	The first item in the annual section of the California GA VFA Fee Report shall be a display-only currency field labeled "Net Fee Due GA" (706-SR-4). This field shall be located in the Amount Due To/(From) Guarantor column.	California VFA		California	
California Annual Section	CA.1.2	The system shall populate the "Net Fee Due GA" field using the entries in the fields using the following algorithm: <i>Net Fee Due GA = Default Aversion Fee + Collection Recovery Rate Improvement Fee</i>	California VFA Para 3		California	



Subject	Req #	Requirement Description	Source of Requirement	Current Policy	User(s)	Comments
California Annual Section	CA.2	The second item in the annual section of the California GA VFA Fee Report shall be a required currency entry field labeled "Default Aversion Fee (DAF)" (706-SR-4-A). This entry field shall be located in the Details column.	California VFA Para 3(c)		California	
California Annual Section	CA.3	The third item in the annual section of the California GA VFA Fee Report shall be a required currency entry field labeled "Collection Recovery Rate Improvement Fee" (706-SR-4-B). This entry field shall be located in the Details column.	California VFA Para 3(d)		California	
FORM SUBMISSION						
Form Submission	FS.1	The form submission section of the VFA supplemental invoice shall consist of a "Submit" button.	FMS GA Guide		Great Lakes; Texas; ASA; California	
Form Submission	FS.2	The system shall process the data in the form only after the user selects the "Submit" button.	FMS GA Guide		Great Lakes; Texas; ASA; California	
Form Submission	FS.3	The system shall prevent the submission of a GA VFA Weekly Report if its time period (defined as the days between but not including its "Date From" and "Date To") overlaps the time period of a previously submitted report.	VFA IPT Monthly Checkpoint meeting, 7/18/01		Great Lakes; Texas; ASA	
CAUTION MESSAGE						



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VFA Operational Support

Subject	Req #	Requirement Description	Source of Requirement	Current Policy	User(s)	Comments
Caution Message	CM.1	Each Caution message shall include 1) A reason for the message 2) A "Cancel" button 3) An "OK" button.	FMS GA Guide		Great Lakes; Texas; ASA; California	
Caution Message	CM.2	If the user presses the "Cancel" button, the system shall redisplay the VFA report being processed to allow the user to edit the data.	FMS GA Guide		Great Lakes; Texas; ASA; California	
Caution Message	CM.3	If the user presses the "OK" button, the system shall process the VFA report as entered, continue saving the data, and set the status of the report to "Submitted".	FMS GA Guide		Great Lakes; Texas; ASA; California	
Caution Message	CM.4	When a GA user attempts to submit a Form 2000 Monthly Report, the system shall display the "Form 2000 Monthly Report GA Submission" Caution message, indicating the number of GA VFA Weekly Reports that have been submitted and a message that no additional GA Weekly VFA Reports can be submitted for the month.	Meeting with Oracle Developers, 6/11/01		Great Lakes; Texas; ASA	Need table that maps weeks to months.
Caution Message	CM.6	The system shall display the "Reasonability Edit Failure" Caution message if the Portfolio Wellness Fee (725-SR-2-A) entered on the ASA GA VFA Fee Report is greater than or equal to one-twelfth of the previous fiscal year-end original principal balance of open loans.	Meeting with Financial Management, 6/16/01		ASA	



Subject	Req #	Requirement Description	Source of Requirement	Current Policy	User(s)	Comments
Caution Message	CM.7	The system shall display the "Reasonability Edit Failure" Caution message if the Collections Fee (748-SR-4) entered on the Texas GA VFA Fee Report is greater than the sum of (the fee on regular collections * the dollar amount of regular collections) and (the fee on rehabilitated or consolidated collections * the dollar amount of rehabilitated or consolidated collections), as based on the recovery rate, which can be calculated as the sum of Form 2000 fields MR-12 and MR-13 for the year divided by field AR-8 from the GA Annual Report.	Meeting with Financial Management, 6/16/01		ASA	See Section 2.5.1.3, "Annual Fee Calculation", and Section 2.5.3, "Reasonability Logic".
REPORTS						
Reports	RP.2	The Statement of Account for a selected VFA shall reflect all weekly payments made to the VFA.	Meeting with Financial Management, 5/24/01		Great Lakes; Texas; ASA; California; ED	If possible, include all payments of AMF, LPIF, and miscellaneous invoices.
EMAIL NOTIFICATION						
E-mail Notification	EN.1	When a GA user submits a VFA report, the system shall send an e-mail notification to the GA.	FFEL-GA FP User Guide	E-mail notification is currently sent for Form 2000	Great Lakes; Texas; ASA; California	
E-mail Notification	EN.3	When an SFA user rejects a VFA report, the system shall send an e-mail notification to the GA that the report has been rejected.	GA Payments Process Flow	E-mail notification is currently sent for Form 2000	Great Lakes; Texas; ASA; California	



Subject	Req #	Requirement Description	Source of Requirement	Current Policy	User(s)	Comments
E-mail Notification	EN.4	When an SFA user approves an invoice for a VFA payment, the system shall send an e-mail notification that the Statement of Account is ready to be generated to the GA.	FFEL-GA FP User Guide	E-mail notification is currently sent for Form 2000	Great Lakes; Texas; ASA; California	
SYSTEM INTERFACES						
System Interfaces	SI.1	All VFA entries shall be via the newly created reports. There will be no file load (FTP) for VFAs.	TO 74 Business Case Development Cost Assumption 4f		Great Lakes; Texas; ASA; California	Q: Is an FTP done for the VFAs today? A: Yes, for some GAs.
System Interfaces	SI.2	The system shall support immediate payment for invoices generated by GA VFA Weekly Reports and GA VFA Fee Reports.	Meeting with Financial Management, 5/24/01	21-day waiting period for payments of monthly invoices	Great Lakes; Texas; ASA	Change terms of payment from "Net 21" to "Immediate."
System Interfaces	SI.3	The system shall include a counter in the invoice and batch numbers for GA VFA Weekly Reports to indicate the number of weekly reports that have been submitted for the fiscal month.	IR #76 (Judy Mittman, SFA FP)		Great Lakes; Texas; ASA	
ACCOUNTING						
Accounting	AC.1	The system shall account for all entries on the GA VFA Weekly Reports and the GA VFA Fee Reports in FMS as specified in the VFA Field Accounting Rules document.	VFA Project Codes document, received from Financial Mgmt 5/25/01		Great Lakes; Texas; ASA; California	



4.7.2 SFA Requirements

Subject	Req #	Requirement Description	Source of Requirement	Current Policy	User(s)	Change in Policy/Procedure?	Comments
USER INTERFACES							
User Interface	UI.101	The system shall use the SFA user's FMS Oracle Applications user name to determine the types of reports that are available in the Navigator window.	FFEL-GA FP User Guide	Functionality currently in place	SFA		
User Interface	UI.102	The system shall require the user to indicate that a GA VFA Weekly Report is to be processed.	FFEL-GA FP User Guide		SFA for Great Lakes, Texas, ASA		Update to Navigator window.
User Interface	UI.102.1	The system shall require the user to indicate that a GA VFA Monthly/Quarterly/Annual Fee Report is to be processed.	FFEL-GA FP User Guide		SFA for Great Lakes, Texas, ASA, California		Update to Navigator window.
User Interface	UI.103	The system shall support the review of claims projections (GA VFA Weekly Reports) that have been submitted by a GA user.	VFAs and supplemental invoices		SFA for Great Lakes, Texas, ASA		
User Interface	UI.103.1	The system shall support the review of VFA fee information (GA VFA Monthly/Quarterly/Annual Fee Reports) that have been submitted by a GA user.	VFAs and supplemental invoices		SFA for Great Lakes, Texas, ASA, California		
User Interface	UI.104	The system shall support searching for a VFA report based on the contents of any field on the report.	FFEL-GA FP User Guide	Functionality currently in place	SFA		



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VFA Operational Support

Subject	Req #	Requirement Description	Source of Requirement	Current Policy	User(s)	Change in Policy/Procedure?	Comments
User Interface	UI.105	The system shall support the entry of comments by SFA users in the "ED Comments" entry field.	FFEL-GA FP User Guide		SFA		
FORM CONTENTS							
Form Contents	FC.101	The SFA form shall consist of the following: 1) Form header 2) VFA report as submitted by the GA user 3) Form Acceptance/Rejection section.	FFEL-GA FP User Guide		SFA		
Form Contents	FC.102	The "GA Comments" field in the SFA form header shall be a display-only field.	FFEL-GA FP User Guide		SFA		
Form Contents	FC.103	The "ED Comments" field in the SFA form header shall be an optional text entry field.	FFEL-GA FP User Guide		SFA		
Form Contents	FC.104	On the SFA form, all fields included as part of the VFA report shall be display-only fields.	FFEL-GA FP User Guide		SFA		
FORM ACCEPTANCE							
Form Acceptance	FA.101	The Form Acceptance/Rejection section shall consist of the following: 1) An "Accept" button 2) A "Reject" button.	FFEL-GA FP User Guide	Buttons are displayed below the VFA form	SFA		
Form Acceptance	FA.102	When the user selects the "Accept" button, the system shall perform reasonability edits on the data in the report where possible.	FFEL-GA FP User Guide		SFA		
Form Acceptance	FA.102.1	If all data in the report satisfies the reasonability edits, the system shall set the status of the report to "Accepted" and display a message that the AP/GL load processes are going to start.	FFEL-GA FP User Guide		SFA		



Subject	Req #	Requirement Description	Source of Requirement	Current Policy	User(s)	Change in Policy/Procedure?	Comments
Form Acceptance	FA.102.2	If any data in the report violates the reasonability edits, the system shall display a "Caution" message identifying the fields in violation.	FFEL-GA FP User Guide		SFA		See "Caution Message" requirements below.
Form Acceptance	FA.103	The system shall prohibit any updates to a report once it is in "Accepted" status.	FFEL-GA FP User Guide		Great Lakes; Texas; ASA; California; SFA		
FORM REJECTION							
Form Rejection	FR.101	When the user selects the "Reject" button, the system shall display a message stating that comments must be entered in the "ED Comments" field.	FFEL-GA FP User Guide		SFA		
Form Rejection	FR.102	When the SFA user enters comments and selects the "Reject" button, the system shall set the status of the submitted report to "Rejected" and disable the "Reject" button.	FFEL-GA FP User Guide		SFA		
Form Rejection	FR.103	The system prohibit any updates to the report by an SFA user once it is in "Rejected" status.	FFEL-GA FP User Guide		SFA		
CAUTION MESSAGE							
Caution Message	CM.101	Each Caution message shall include 1) A reason for the message 2) A "Cancel" button 3) An "OK" button.			SFA		
Caution Message	CM.102	If the user presses the "Cancel" button, the system shall redisplay the VFA report to allow the user to review the data in the report.			SFA		



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VFA Operational Support

Subject	Req #	Requirement Description	Source of Requirement	Current Policy	User(s)	Change in Policy/Procedure?	Comments
Caution Message	CM.103	If the user presses the "OK" button, the system shall process the VFA report as entered, continue saving the data, set the status of the report to "Accepted", and display a message that the AP/GL load processes are going to start.			SFA		
Caution Message	CM.104	When an SFA user attempts to accept a Form 2000 Monthly Report from a GA, the system shall display the "Form 2000 Monthly Report SFA Acceptance" Caution message, which indicates the number of GA VFA Weekly Reports that have been accepted for the GA in that month.	Meeting with Financial Management, 6/5/01; Meeting with Oracle developers, 6/11/01		SFA for Great Lakes, Texas, ASA	New Caution message when accepting Form 2000 Monthly Report from VFA participants only	
Caution Message	CM.105	The system shall display the "Reasonability Edit Failure" Caution message if the Portfolio Wellness Fee (725-SR-2-A) entered on the ASA GA VFA Monthly/Quarterly/Annual Fee Report is greater than or equal to one-twelfth of the previous fiscal year-end original principal balance of open loans.	Meeting with Financial Management, 6/16/01		SFA for ASA		



Subject	Req #	Requirement Description	Source of Requirement	Current Policy	User(s)	Change in Policy/Procedure?	Comments
Caution Message	CM.106	The system shall display the "Reasonability Edit Failure" Caution message if the Collections Fee (748-SR-4) entered on the Texas GA VFA Monthly/Quarterly/Annual Fee Report is greater than the sum of (the fee on regular collections * the dollar amount of regular collections) and (the fee on rehabilitated or consolidated collections * the dollar amount of rehabilitated or consolidated collections), as based on the recovery rate, which can be calculated as the sum of Form 2000 fields MR-12 and MR-13 for the year divided by field AR-8 from the GA Annual Report.	Meeting with Financial Management, 6/16/01		ASA		See Section 2.5.1.3, "Annual Fee Calculation", and Section 2.5.3, "Reasonability Logic".
REPORTS							
Reports	RP.103	The system shall provide a modified SFA GA Form 2000 Account Mapping Report that includes information on the fields in the VFA reports.	SFA FMS Functional Design for FFEL GA Reporting Application Extensions		SFA		See Section 5.2, "SFA GA VFA Account Mapping Report".
Reports	RP.103.1	The new fields in the SFA GA Form 2000 Account Mapping Report shall apply only to GAs participating in the VFA program.	SFA FMS Functional Design for FFEL GA Reporting Application Extensions		SFA		
Reports	RP.103.2	The SFA GA Form 2000 Account Mapping Report shall be run from the Standard Report Submission form with the following optional input parameters: 1) From Effective Date 2) To Effective Date 3) GA Code 4) GA Name.	SFA FMS Functional Design for FFEL GA Reporting Application Extensions		SFA		



Subject	Req #	Requirement Description	Source of Requirement	Current Policy	User(s)	Change in Policy/Procedure?	Comments
Reports	RP.103.3	The SFA GA Form 2000 Account Mapping Report shall contain the following information: 1) GA Code 2) GA Name 3) From Effective Date 4) To Effective Date 5) Item Number 6) Fund 7) Limitation 8) Activity 9) Fiscal Year 10) Budget Year 11) Account 12) Cohort Year 13) CFDA Limitation 14) Organization 15) Object Class 16) Source Code 17) Cost Code 18) Institution 19) Loan / Grant Type 20) Debit Accounts 21) Credit Accounts.	SFA FMS Functional Design for FFEL GA Reporting Application Extensions		SFA		
Reports	RP.104	The GA Maintenance screen shall indicate whether a GA is participating in the VFA program.	SFA FMS Functional Design for FFEL GA Reporting Application Extensions		SFA		
Reports	RP.105	The GA Maintenance screen shall indicate the frequency at which the GA will submit its GA VFA Monthly/Quarterly/Annual Fee Reports.	SFA FMS Functional Design for FFEL GA Reporting Application Extensions		SFA		
EMAIL NOTIFICATION							
E-mail Notification	EN.101	When a GA user submits a VFA report, the system shall send an e-mail notification to the SFA Financial Management common mailbox (OSFA_GAR@ed.gov).	FFEL-GA FP User Guide	E-mail notification is currently sent for Form 2000	Great Lakes; Texas; ASA; California; SFA	Additional e-mails will be generated for new GA VFA Weekly and GA VFA Monthly/Quarterly/Annual Fee Reports.	



Subject	Req #	Requirement Description	Source of Requirement	Current Policy	User(s)	Change in Policy/Procedure?	Comments
E-mail Notification	EN.102	When an SFA user rejects a VFA report, the system shall send an e-mail notification to the GA that the report has been rejected.	GA Payment Process Flow	E-mail notification is currently sent for Form 2000	Great Lakes; Texas; ASA; California; SFA		Same as EN.3
E-mail Notification	EN.103	When an SFA user approves an invoice for a VFA payment, the system shall send an e-mail notification that the Statement of Account is ready to be generated to the GA.	FFEL-GA FP User Guide	E-mail notification is currently sent for Form 2000	Great Lakes; Texas; ASA; California		
E-mail Notification	EN.103.1	When an SFA user approves an invoice for a VFA payment, the system shall send an e-mail notification that the Statement of Account is ready to be generated to the SFA Financial Management common mailbox.	FFEL-GA FP User Guide	E-mail notification is currently sent for Form 2000	SFA		



Test Plan

VFA Operational Support

Fee Components for each VFA																					
VFA	Item No	Fee Due GA	Timing	VFA Source Paragraph	TC Code	Fund Code	Cat	BFY	Acct	Org	LIM	Obj Class	Acty	CFDA	Cohort Year	SEC	Source Code	Cost Code	Inst	Loan	Dest
California GA706	SR4_T_706	Net Fee Due GA	Annually	California VFA	No accounting necessary - Net Fee will not be posted separately as a memo entry. Only components will be posted as line items individually to the AP.																
	SR4_A_P_706	Default Aversion Fee	Annually	California VFA 3.C	VFA_PBF01	4251XNY	B	02	218000, 211000, 461000, 490100	ENJB0001	BVF	4103K	000	032	01	N	GV	LRD0	GA706	01	AP
	SR4_B_P_706	Collection Recovery Rate Improvement Fee	Annually	California VFA 3.D	VFA_PBF01	4251XNY	B	02	218000, 211000, 461000, 490100	ENJB0000	BVF	4103N	000	032	01	N	GV	LRD0	GA706	00	AP
Great Lakes GA755	SR3_T_755	Net Fee Due GA	Quarterly	Great Lakes VFA	No accounting necessary - Net Fee will not be posted separately as a memo entry. Only components will be posted as line items individually to the AP.																
	SR3_A_P_755	Performance Based Fee	Quarterly	Great Lakes VFA 1(a) - (c)	VFA_AMF01	0243XNY	B	02	610000, 211000, 310000, 570100, 461000, 490100	ENJB0000	BVF	4103I	000	000	01	N	GV	LRD0	GA755	00	AP
	SR3_B_P_755	Net Collection Costs Due	Quarterly	Great Lakes VFA 1.c.4	VFA_PBF01	4251XNY	B	02	218000, 211000, 461000, 490100	ENJB0000	BVF	4103I	000	032	01	N	GV	LRD0	GA755	00	AP



Test Plan

VFA Operational Support

Fee Components for each VFA																						
VFA	Item No	Fee Due GA		Timing	VFA Source Paragraph	TC Code	Fund Code	Cat	BFY	Acct	Org	LIM	Obj Class	Acty	CFDA	Cohort Year	SEC	Source Code	Cost Code	Inst	Loan	Dest
	SR3_C_P_755	Less AMF		Quarterly	From Current VFA Invoice	Will be derived based on the TC of the original NSLDS AMF payment.	0243XNY	B	02	211000, 610000, 570000, 310000, 490100, 461000	ENJB0000	625	4103G	000	000	01	N	GV	LRD0	GA7555	GA75	GL
	SR3_D_P_755	Principal		Quarterly	From Current VFA Invoice	VFA_GA_RET_P_REV01	4251XNY	B	02	135000, 139900	ENJB0000	BDC	74011	000	032	PS	N	GV	LRD0	GA7555	GA75	GL
	SR3_D_I_755	Less GA Retention	Interest	Quarterly	From Current VFA Invoice	VFA_GA_RET_I_REV01	4251XNY	B	02	134000, 139900	ENJB0000	BB7	65011	STF	032	PS	N	GV	LRD0	GA7555	GA75	GL
	for information only	Collection Costs		Quarterly	Great Lakes VFA 1.c.4	N/A	4251XNY	B	02	930002	ENJB0000	BVF	4103I	000	032	01	N	GV	LRD0	GA75500		GL as Memo
		Other Collection Revenues		Quarterly	Great Lakes VFA 1.c.4	N/A	4251XNY	B	02	930001	ENJB0000	BVF	4103I	000	032	01	N	GV	LRD0	GA75500		GL as Memo
	SR3_B_P_755	Net Collection Costs Due		Quarterly	Great Lakes VFA 1.c.4	VFA_PBF01	4251XNY	B	02	218000, 211000, 461000, 490100	ENJB0000	BVF	4103I	000	032	01	N	GV	LRD0	GA75500		AP



Fee Components for each VFA																				
Fee Due GA	Timing	VFA Source Paragraph	TC Code	Fund Code	Cat	BF Y	Acct	Org	LIM	Obj Class	Acty	CFDA	Cohort Year	SEC	Source Code	Cost Code	Inst	Loan	Dest	
Texas																				
GA748	SR2_T_748	Net Performance Fee Due GA	Monthly	Texas VFA	No accounting necessary - Net Performance Fee will not be posted separately as a memo entry. Only components will be posted as line items individually to the AP.															
	SR2_A_P_748	Delinquency Prevention Fee	Monthly	Texas VFA 2 (c)	VFA_PBF01	4251XNYB	02	218000, 211000, 461000, 490100	ENJB0000	BVF	4103J	000	032	01	N	GV	LRD0	GA74800	AP	
	SR2_B_P_748	Default Aversion Fee	Monthly	Texas VFA 2 (d)	VFA_PBF01	4251XNYB	02	218000, 211000, 461000, 490100	ENJB0000	BVF	4103K	000	032	01	N	GV	LRD0	GA74800	AP	
	SR4_A_P_748	Collections Fee	Annually	Texas VFA 2 (e)	VFA_PBF01	4251XNYB	02	218000, 211000, 461000, 490100	ENJB0000	BVF	4103I	000	032	01	N	GV	LRD0	GA74800	AP	



Weekly Reinsurance Claims																				
Item No	Category	Timing	Source	Fund Code	Cat	BFY	Acct	Org	LIM	Obj Class	Acty	CFDA	Cohort Year	SEC	Source Code	Cost Code	Inst	Loan	Dest	
ASA, Great Lakes, Texas	SR1_T	Total Claims	Weekly	Current Form 2000 Monthly Payments	No accounting necessary - Total Claims will not be posted separately as a memo entry. Only components will be posted as line items individually to the AP.															
	SR1_A_P	Defaults	Weekly	Current Form 2000 Monthly Payments	MR1_A_P_TC01	4251XNY	B	02	218000, 145000, 480200, 490200	ENJB0000	BDC	3302C	000	032	PS	N	GA	LRD0	GA725, GA755, GA74800	AP
	SR1_B_P	Exempt/Lender of Last Resort	Weekly	Current Form 2000 Monthly Payments	MR1_B_P_TC01	4251XNY	B	02	218000, 145000, 480200, 490200	ENJB0000	BDC	3302C	000	032	PS	N	GA	LRD0	GA725, GA755, GA74800	AP
	SR1_C_P	Death/Disability	Weekly	Current Form 2000 Monthly Payments	MR1_C_P_TC01	4251XNY	B	02	218000, 145000, 480200, 490200	ENJB0000	BDD	4201B	000	032	PS	N	GA	LRD0	GA725, GA755, GA74800	AP
	SR1_D_P	Closed Schools/False Certification	Weekly	Current Form 2000 Monthly Payments	MR1_D_P_TC01	4251XNY	B	02	218000, 145000, 480200, 490200	ENJB0000	BDC	4201D	000	032	PS	N	GA	LRD0	GA725, GA755, GA74800	AP
	SR1_E_P	Bankruptcy	Weekly	Current Form 2000 Monthly Payments	MR1_E_P_TC01	4251XNY	B	02	218000, 145000, 480200, 490200	ENJB0000	BBK	4201C	000	032	PS	N	GA	LRD0	GA725, GA755, GA74800	AP



