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# **Testing Major Upgrades to Banner Baseline and the Georgia Enhancements and Reporting Results**

**Test Plan for Version 8.x**

**Office of Information and  
Instructional Technology**

**June 2010**

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## Testing Major Upgrades to Banner Baseline and the Georgia Enhancements

### Introduction

#### Objectives

The objective of testing and certifying a major release is to assure the quality of the application and identify any known issues before implementation. In addition to SunGard Higher Education Solutions (SHES) testing the Baseline product, OIIT and institutional Beta sites test the baseline upgrade and the Georgia Enhancements.

#### Target Audience

The target audience for these instructions is functional users.

#### Documentation

The campus DBA should download the documentation from the ftp server for you before you begin testing. Available documentation for Banner baseline and the Georgia Enhancements is placed on the ftp server with the application software to be tested.

In addition, Banner baseline documentation, including user guides, is available on the SHES Unified Digital Campus (UDC) Support Center at the following URL: <http://connect.sungardhe.com/>.

#### Testing Environment

The software in this release must be placed into a test environment.

Do not place or run any of the items contained in this release in a production environment until testing is complete and the certified production release is available.

#### Prerequisites

Information about prerequisites for testing is provided in the SHES Upgrade Guide.

#### Using the Business Practice Flow for Testing

To align the testing process more closely with the business practices on the campuses, the following outline and reporting form for test results are based on those practices. The items in this reporting form are in the same order as the process flow that many campuses routinely follow throughout the year. For major releases, testing of all parts of the application used in this flow is essential.

#### Business Practice Flow

The business practice flow is organized into the following categories:

- Items Requiring One-time Setup
- Set Up Financial Aid (once a year—February-May)
- Set Up Term
- Recruit Student

- Tape Loads
- Create General Person Data
- Admissions
- Self-Service for Students—Admission Application
- Assign Housing/Meals/Phone
- Financial Aid Applicant Processing
- General Student Data
- Establish Holds
- Create Direct Deposit Subscription Records
- Registration
- Create Direct Debit Subscription Records
- Write Receipts
- Process Student Health Insurance
- Load College Work Study Payroll Data
- HOPE Invoicing
- End of Day Processing
- Auditing Tool Kit
- Student and Exchange Visitor Information System (SEVIS)
- Mid-term Processing
- Academic Transcripts
- End-of-Term Processing
- Once-a-Year Items
- Banner Web Tailor, Student, General, Faculty, and Advisor Self-Service

**Note**

This test plan is designed for testing baseline Banner upgrades. Please be sure to test third-party products (Luminis, TouchNet, PeopleSoft, etc.) in addition to the testing steps listed in this document.

## Instructions for Functional Testing

### Guidelines for Functional Testing

For complete and successful testing of the baseline product, you must refer to the SHES Banner documentation placed on the ftp server with the software to be tested for critical information about new and modified forms and processes, enhancements, and defect corrections addressed by this release. You need to use the test plan and the SHES release guides together to check the release adequately.

The test plan does not test every form and process in Banner, but it checks those that most USG institutions use. You are encouraged to run any additional processes that your institution normally uses. Please report your test results for these processes as well.

### New Functionality and Known Issues

New forms and processes are included in the test plan, but you should refer to documentation for information about new functionality, enhancements, and defect corrections. See the SHES Unified Digital Campus (UDC) Support Center for information about known issues.

### Testing with Valid Data

In order to test this release thoroughly, you should not only follow your normal business practices and processes to see if the application runs correctly, but you should also try multiple scenarios that you might not encounter often in an effort to identify any anomalies.

Test to ensure that the application does what it is designed to do and not anything else. Test to see if the application works correctly with valid data. Does it do what it should when it should?

### Testing with Invalid Data

After you've tested using valid data, test again with invalid data. If the data should be rejected, are they? When you enter faulty data, do you get the error messages that you should? For example, if there is a range of acceptable values, test values within the range first. Then test values outside of the range and test the endpoints of the range to see what happens.

Test to see that the functionality that should be present works correctly and test to see that other functionality isn't present.

### Testing Processes

Run each process in **audit** mode before running in **update** mode.

### Identifying a Problem

Test a limited number of items at a time. If you're testing for data outside a range, change one value at a time so that you can tell what input caused the error. If you do find a problem when you are testing, repeat the steps that led to the problem. Make specific notes about the steps that you follow and the results that you obtain at each step. Narrow the list of causes as much as possible.

**Test Environment  
Precautions**



Place the forms and scripts in this release into a test environment only. Do not place or run any of the items contained in this test release in a production environment.

You should not apply the test release to production. Even if you certify an item during testing, someone else might identify defects with the same item. The production release is not necessarily identical to the test release. Specifically, the certified production release of the Georgia Enhancements has different version numbers from the beta release.



## Support during Testing

### Requesting Support for Testing

We appreciate the extraordinary effort that testing for a major upgrade requires, and we want to do our best to provide you with the support that you need from the technical installation through retesting for remediation and production release. We do not want you to run into a problem and have to wait for a response from us before you can continue.

Use the following procedure if you have questions or need support for testing to obtain help as quickly as possible:

1. Contact us first by sending a message to [ban\\_test@usg.edu](mailto:ban_test@usg.edu). Everyone at OIIT who is working with the testing process (DBAs, developers, and functional analysts) is subscribed to this list, so your message will be received and distributed immediately.
2. Call the person you're working with AFTER you send your e-mail. If you call and reach voice-mail without also notifying [ban\\_test](mailto:ban_test), your message may remain in someone's voice mailbox until that person checks their voicemail. Testing is a high priority for us, but we're not always at our phones to get your calls. You'll get a quicker response if you notify the list and then call if you need an immediate response.
3. If you call to request support, use 706-583-2003 (rather than using the OIIT Customer Service helpdesk). Explain that you are a beta test site. Your call will be forwarded to the appropriate staff member. Make sure you explain that you are testing and not requesting customer support.

### Items Requiring One-time Setup

Date/Time:

Check items that apply to your testing:

Institution:

Name:

INB \_\_\_\_\_

Title:

OLR \_\_\_\_\_

Phone:

Email:

Oracle Version: \_\_\_\_\_

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
A. Establish college/university information	Gen	GUAINST	All						
B. Define user profile	AR	TGAUPRF	AR						
C. Create 1098 process									
1. Create a tax report code	AR	TTVREPT	AR						
2. Create a tax type code	AR	TTVTAXT	AR						
D. Direct Deposit Set Up									
1. Define the e-mail process	GaMod	ZTVPROC	AR						
2. Define e-mail status	GaMod	ZTVSTAT	AR						
3. Define e-mail rules	GaMod	ZUREMRU	AR						
4. Build e-mail text rules	GaMod	ZURMAIL	AR						

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
5. Define the e-mail hierarchy	GaMod	ZUREHIR	AR						
6. Define letter codes	Gen	GTVLETR	AR						
7. Define each letter code status	GaMod	ZUREPLS	AR						
8. Build direct deposit controls	GaMod	ZSRDDRU	AR						
9. Load Bank Routing Numbers	GaMod	ZGRDIRD	AR						
10. Verify that bank routing numbers exist	Gen	GXVDIRD	AR						
E. Define GPA display rules	Stu	SHAGPAR	Rec						
F. Set up CAPP									
1. Establish curriculum rules controls	Stu	SOACTRL	Rec						
2. Define the program rules	Stu	SMAPRLE	Rec						
3. Define curriculum rules	Stu	SOACURR	Rec						
4. Access the area library	Stu	SMAALIB	Rec						
5. Define area requirements	Stu	SMAAREA	Rec						
6. Assign area to program	Stu	SMAPROG	Rec						
7. Create a group	Stu	SMAGLIB	Rec						

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
8. Define group requirements	Stu	SMAGROP	Rec						
9. Assign group to area	Stu	SMAAREA	Rec						
G. Set up communication plans									
1. Establish communication plan codes	Stu	STVCPLN	Adm/ Rec						
2. Establish material codes	Stu	STVMATL	Adm/ Rec						
3. Establish contact type codes	Stu	STVCTYP	Adm/ Rec						
4. Establish communication group codes	Stu	STVCGRP	Adm/ Rec						
5. Define material rules	Stu	SOAMATL	Adm/ Rec						
6. Assign material codes to groups	Stu	SOACGRP	Adm/ Rec						
7. Assign material codes to communication plan	Stu	SOACPLN	Adm/ Rec						
8. Establish communication rules	Stu	SOACOMM	Adm/ Rec						
H. Set up population selection and letter generation									

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
1. Define application rules	Gen	GLRAPPL	Adm/ Rec/FA						
2. Define population selection rules	Gen	GLRSLCT	Adm/ Rec/FA						
3. Define variable rules	Gen	GLRVRBL	Adm/ Rec/FA						
4. Establish letter codes	Gen	GTVLETR	Adm/ Rec/FA						
5. Establish paragraph codes	Gen	GTVPARA	Adm/ Rec/FA						
6. Create paragraph form	Gen	GUAPARA	Adm/ Rec/FA						
7. Assign paragraphs to letter	Gen	GUALETR	Adm/ Rec/FA						
8. Extract letter data	Gen	GLBLSEL	Adm/ Rec/FA						
9. Run letter generation process	Gen	GLRLETR	Adm/ Rec/FA						
I. Set up Georgia academic requirement rules									
1. Establish non-course requirement codes	Stu	STVNCRQ	Rec						
2. Establish non-course requirement status codes	Stu	STVNCST	Rec						

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
3. Establish test form validation codes	Stu	STVTEFR	Rec						
4. Establish test codes	Stu	STVTEFC	Rec						
5. Establish CPC- fulfilling courses rules	GaMod	ZOACPCF	Rec						
6. Establish CPC- fulfilling test rules	GaMod	ZOACPCT	Rec						
7. Establish history/constitution fulfilling course rules	GaMod	ZOALHCF	Rec						
8. Establish Georgia academic requirement hold validation codes	Stu	STVHLDD	Rec						
9. Establish Georgia requirements hold rules	GaMod	ZOAGARH	Rec						
10. Establish Georgia requirements rules	GaMod	ZOAGARQ	Rec						
11. Establish Georgia requirements security rules	GaMod	ZOAGARS	Rec						
12. Establish Georgia requirements test rules	GaMod	ZOAGART	Rec						
13. Establish Georgia requirements type validation codes	GaMod	ZTVGARQ	Rec						

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
14. Establish Georgia requirements establishment rules	GaMod	ZOAGARE	Rec						
J. Set up Georgia non-academic requirement rules									
1. Establish immunization/ medical hold validation codes	Stu	STVHLDD	Rec						
2. Establish immunization codes	Stu	GTVIMMU	Rec						
3. Establish immunization status codes	Stu	GTVIMST	Adm/ Rec						
4. Create SSN Transcript comment code	Stu	STVORIG	Rec						
K. Create transfer institutions	Stu	STVSBGI	Adm/ Rec						
L. Create transfer terms for institutions	Stu	SOABGTA	Adm/ Rec						
M. Create grades for transfer institutions	Stu	SHATGRD	Adm/ Rec						
N. Create transfer courses for institutions	Stu	SHATATR	Adm/ Rec						
O. Create Athletic attributes	Stu	STVSAAT	Adm/ Rec						

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
P. Create Athletic Academic Eligibility	Stu	STVSAEL	Adm/ Rec						
Q. Create Athletic Qualifier Status	Stu	STVSARE	Adm/ Rec						
R. Create Athletic Residency Exceptions	Stu	STVSARX	Adm/ Rec						
S. Create Athlete Transfer Status Validation	Stu	STVSATR	Adm/ Rec						



**Additional Forms and Processes Tested for One-time Setup**

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	

**Additional Notes**

**Remediation Testing Comments**

To request support for testing, first notify OIIT at [ban\\_test@usg.edu](mailto:ban_test@usg.edu)

### Set Up Financial Aid (Once a Year—February–May)

Date/Time:

Check items that apply to your testing:

Institution:

Name:

INB \_\_\_\_\_

Title:

OLR \_\_\_\_\_

Phone:

Email:

Oracle Version: \_\_\_\_\_

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
A. Complete institutional setup form	FA	ROAINST	FA						
B. Complete COD Entity ID Rules Form	FA	RORCODI	FA						
C. Review INAS Global Policy Option Rules Form	FA	RNRGLXX	FA						
D. Review Logging Control Form	FA	ROALOGC	FA						
E. Review Logged Data Form	FA	ROILOGA	FA						
F. Roll FA New Year Process	FA	ROPROLL	FA						
G. Update (validate) EDE	FA	RORDATA	FA						
H. Define aid period term rules	FA	RORTPRD	FA						
I. User-defined variables description	FA	RORUSER	FA						
J. Define non year specific descriptions for user-defined fields	FA	RORNYVD	FA						
K. Set up rules for batch posting	FA	RORPOST	FA						

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
L. Set up packaging options	FA	RPROPTS	FA						
M. Set up fund management rules form	FA	RFRMGMT	FA						
N. Define degree award codes	FA	RPRDEGR	FA						
O. Algorithmic Packaging Rule Code Validation Form	FA	RTVALGR	FA						
P. Algorithmic Packaging Rules Form	FA	RPRALGR	FA						
Q. Fund Category Validation Form	FA	RTVFCAT	FA						
R. Packaging Group Fund Category Maximums Rules Form	FA	RPRFCAT	FA						
S. Review class codes	FA	RPRCLSS	FA						
T. Update Financial Aid CIP Code Rules	FA	RPICIPC	FA						
U. Potential Athletic Grant Defaults	FA	RAAPAGD	FA						
V. Update State Advanced/Honors Program Codes	FA	RPISAHP	FA						
W. Define comment codes	FA	RTVCCOM	FA						
X. Define Tracking Requirements	FA	RTVTREQ	FA						
Y. Define resource codes	FA	RTVARSC	FA						
Z. Set up/update rules form	FA	RORRULE	FA						
AA. Review audit grade codes	FA	RPRAUDT	FA						
BB. Review Loan Options	FA	RPRLOPT	FA						

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
CC. Review Loan Period	FA	RPRLPRD	FA						
DD. Review packaging group fund rules	FA	RPRGFND	FA						
EE. Set up term dates and aid percentages	FA	RFRASCH	FA						
FF. Set up default term dates and aid percentages	FA	RFRDEFA	FA						
GG. Maintain FA hours	FA	ROAENRL	FA						
HH. Update classes not counted for FA	FA	ROASECT	FA						
II. Term Roll Process	FA	ROPTERM	FA						
JJ. Athletic Grant Term Roll Process	FA	RAPAGRL	FA						
KK. Roll Previous Awards	FA	RPRAROL	FA						
LL. Fund Balance Roll Process	FA	RFPFBRL	FA						

**Additional Forms and Processes Tested for Set Up Financial Aid**

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	

**Additional Notes**

**Remediation Testing Comments**

To request support for testing, first notify OIIT at [ban\\_test@usg.edu](mailto:ban_test@usg.edu)

## Set Up Term

Date/Time:

Institution:

Name:

Title:

Phone:

Email:

Check items that apply to your testing:

INB \_\_\_\_\_

OLR \_\_\_\_\_

Oracle Version: \_\_\_\_\_

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
A. Review validation forms	Stu	STVTERM	Rec						
B. Review/establish term controls	Stu	SOATERM	Rec						
C. Create attribute codes	Stu/AR	STVATTR	Rec/AR						
D. Create new subject codes	Stu	STVSUBJ	Rec						
E. Create or customize registration error messages	Stu	SFARMSG	Adm/Rec						
F. Create incomplete grade rules	Stu	SHAINCG	Adm/Rec						
G. Create waitlist rules	Stu	SOAWLTC	Rec						
H. Create mass entry waitlist code column names	Stu	STVMECL	Rec						
I. Enter basic course information	Stu	SCACRSE	Rec						
J. Create course catalog labor distribution data	Stu	SCACLBD	Rec						
K. Enter syllabus information	Stu	SCASYLB	Rec						
L. Enter course detail information	Stu	SCAETL	Rec						

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
M. Enter mutual course exclusion information	Stu	SCAMEXC	Rec						
N. Enter course registration restrictions	Stu	SCARRES	Rec						
O. Enter prerequisite and test score restrictions	Stu	SCAPREQ	Rec						
P. Enter schedule restrictions	Stu	SCASRES	Rec						
Q. Enter base maintenance	Stu	SCABASE	Rec						
R. Prepare schedule									
1. Roll Schedule from current term to new term through job submission (GJAPCTL)	Stu	SSRROLL	Rec						
2. Create a faculty record	Stu	SPAIDEN	Rec						
3. Enter faculty personnel data	Stu	SIAPER	Rec						
4. Enter faculty information	Stu	SIINST	Rec						
5. Create or modify a section of a course manually	Stu	SSASECT	Rec						
6. Create section catalog labor distribution data	Stu	SSACLBD	Rec						
7. Create waitlist section controls	Stu	SSAWLSC	Rec						
8. Create or modify section syllabus information manually.	Stu	SSASYLB	Rec						
9. Enter schedule detail data	Stu	SSADETL	Rec						

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
10. Enter section registration restrictions	Stu	SSARRES	Rec						
11. Enter schedule prerequisite and test score restrictions	Stu	SSAPREQ	Rec						
12. Enter flat rates for distance education courses	GaMod	ZSAFFEE	AR/Rec						
13. Run the extract to identify distance education courses to be reported to the SREB	GaMod	ZORELCA	Rec						
14. Run the electronic campus data export process	GaMod	ZORSREB	Rec						
15. Run the extract to pull Vista courses	GaMod	ZSRDIS	Rec						
S. Set up housing									
1. Define housing term	Loc Man	SLATERM	Housing						
2. Define room assignment codes and refund rules	Loc Man	SLAASCD	Housing						
3. Define meal assignment codes and refund rules	Loc Man	SLAMSCD	Housing						
4. Define phone assignment codes and refund rules	Loc Man	SLAPSCD	Housing						
5. Set fee assessment rules for room, meal, and phone	Loc Man	SLALMFE	Housing						
T. Check Admissions Setup <i>Best practice does not use SAAQKER (Quick Entry Rules Form).</i>									



Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
1. Establish admissions decision rules	Adm	SAADCSN	Adm						
2. Establish admissions checklist rules	Adm	SAACHKB	Adm						
3. Define checklist Item source/ origination codes	Adm	STVCKSR							
4. Define application checklist item status codes	Adm	STVCKST							
U. Establish Georgia requirement creation rules	GaMod	ZORRQCR	Rec						
V. Load bank routing numbers	GaMod	ZGRDIRD	AR						
W. Detail Code Maintenance									
1. Define detail codes	GaMod	ZSADETC	AR						
2. Validate chartfield strings	GaMod	ZSICHFD	AR						
3. Make mass changes to detail codes	GaMod	ZSRMASS	AR						
4. Report on active working areas	GaMod	ZSRMSUM	AR						
X. Build contracts and exemptions									
1. Create contract and assign student	AR	TSACONT	AR						
2. Create exemption and assign student	AR	TSAEXPT	AR						
Y. Assign attribute codes	Stu/AR	ZGRATTR	Rec/AR						
Z. Set up registration									

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
1. Establish registration maximum hours	Stu	SFAMHRS	Rec/AR						
2. Build fee assessment rules	Stu	SFARGFE	Rec/AR						
3. Build registration additional fees	Stu	SFAEFEE	Rec/AR						
4. Build registration fees minimum/maximum charge controls	Stu	SFAFMAX	Rec/AR						
5. Build registration additional fees control	Stu	SFAAFEE	Rec/AR						
6. Build Enrollment Status Codes and Refund Rules	Stu	SFAESTS	Rec/AR						
7. Build Registration Status Codes and Refund Rules	Stu	SFARSTS	Rec/AR						
AA. Build continuant terms rules	Stu	SOACTRM	Rec						
BB. Review and establish cross validations	Gen	GTVSDAX	Rec						

**Additional Forms and Processes Tested for Set Up Term**

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	

**Additional Notes**

**Remediation Testing Comments**

To request support for testing, first notify OIIT at [ban\\_test@usg.edu](mailto:ban_test@usg.edu)

## Recruit Student

**Date/Time:**

**Check items that apply to your testing:**

**Institution:**

**Name:**

**INB** \_\_\_\_\_

**Title:**

**OLR** \_\_\_\_\_

**Phone:**

**Email:**

**Oracle Version:** \_\_\_\_\_

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
A. Display prospect	Stu	SRARINF	Adm						
B. Enter source visit/prospect information for student	Stu	SRASRCE	Adm						
C. Enter recruiter appointments/visit information	Stu	SRARAPT	Adm						
D. Enter recruitment record	Stu	SRARECR	Adm						
E. Run population selection/letter generation									
1. Define a population	Gen	GLRSLCT	Adm/ Rec/FA						
2. Run the population extraction	Gen	GLBDATA	Adm/ Rec/FA						
3. Verify the population selected	Gen	GLAEXTR	Adm/ Rec/FA						
4. Set up population selections	FA	RORPOST	Adm/ Rec/FA						
5. Set up batch versions	FA	RORBPST	Adm/ Rec/FA						
6. Run the letter extraction	Gen	GLBLSEL	Adm/ Rec/FA						

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
7. Run letter generation process	Gen	GLRLETR	Adm/ Rec/FA						

**Additional Forms and Processes Tested for Recruit Student**

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	

**Additional Notes**

**Remediation Testing Comments**

To request support for testing, first notify OIIT at [ban\\_test@usg.edu](mailto:ban_test@usg.edu)

## Tape Loads

Date/Time:

Check items that apply to your testing:

Institution:

Name:

INB \_\_\_\_\_

Title:

OLR \_\_\_\_\_

Phone:

Email:

Oracle Version: \_\_\_\_\_

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
A. Load Student Data (may include SAT, ACT, GMAT and/or GRE scores)									
1. Create search or test score tape load code	Stu	STVPREL	Rec						
2. Create tape code	Stu	STVTAPE	Rec						
3. Define tape field names	Stu	STVTPFD	Rec						
4. Check source/background institution codes	Stu	STVSBGI	Rec						
5. Define admissions test score source code	Stu	STVTSRC	Rec						
6. Define contact type codes	Stu	STVCTYP	Rec						
7. Define common matching source code	Gen	GTVCMSC	Adm						
8. Create common matching source rules	Gen	GORCMSC	Adm						
9. Query matching sources for an element and update matching rules	Gen	GOICMSS	Adm						

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
10. Create EDI rule group code	Stu	STVEGRP	Rec						
11. Create interface code	Stu	STVINFC	Rec						
12. Create test score percentile type codes	Stu	STVTSPT	Rec						
13. Create tape load conversion rules	Stu	SOTCNVT	Rec						
14. Create tape load preferences	Stu	SAAERUL	Rec						
15. Create common matching rules	Gen	GORCMRL	Adm						
16. Create tape field position rules	Stu	SRATPFD	Rec						
17. Define tape file delimiter type rules	Stu	SORDLIM	Rec						
18. Define tape file test score controls	Stu	SRATPTS	Rec						
19. Create electronic prospect default options	Stu	SRAPRED	Rec						
20. Create nickname translations	Gen	GORNAME	Adm						
21. Run the SSN dash removal script against the Compass test flat file	GaMod	compass_ssn.shl	Rec						
22. Load tape	Stu	SRTLLOAD	Rec						
23. Match loaded prospects manually	Gen	GOAMTCH	Adm						
24. Create load records manually	Stu	SPIPREL	Rec						



Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
25. Match records automatically	Stu	SRRSRIN	Rec						
26. Load records automatically	Stu	SRRPREL	Rec						
27. View detail load information per student	Stu	SRAPREL	Rec						
28. Remove temporary load records	Stu	S RTPURG	Rec						
B. Load financial aid data									
1. Load data into temp table	FA	RCBTPXX	FA						
2. Match applicant records	FA	RCPMTCH	FA						
3. Load applicant records	FA	RCRTPXX	FA						
4. Resolve unmatched records	FA	R CRSUSP	FA						
5. View applicant population	FA	GLIEXTR	FA						
6. Delete FA data load tables	FA	RCPDTMP	FA						

**Additional Forms and Processes Tested for Tape Loads**

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	

**Additional Notes**

**Remediation Testing Comments**

To request support for testing, first notify OIIT at [ban\\_test@usg.edu](mailto:ban_test@usg.edu)

## Create General Person Data

Date/Time:

Check items that apply to your testing:

Institution:

Name:

INB \_\_\_\_\_

Title:

OLR \_\_\_\_\_

Phone:

Email:

Oracle Version: \_\_\_\_\_

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
A. Create identification record, using query forms to select data (SOAIDEN and ROAIDEN)	Stu	SPAIDEN	Adm/FA						
B. Create general person data	Stu	SPAPERS	Adm/FA						
C. Enter telephone number	Stu	SPATELE	Adm/FA						
D. Enter emergency contact data	Stu	SPAEMRG	Adm/FA						
E. Enter prior college information	Stu	SOAPCOL	Adm/FA						
F. Enter transfer work	Stu	SHATRNS	Adm/FA						
G. Articulate transfer work	Stu	SHATAEQ	Adm/FA						
H. Enter test score information	Stu	SOATEST	Adm/FA						
I. Enter guardian information	Stu	SOAFOLK	Adm/FA						
J. Enter international information	Gen	GOAINTL	Adm/Intl						
K. Create SEVIS information	Gen	GOASEVS	Adm/Intl						
L. Run SEVIS Batch Export Process	Gen	GORSEVE	Adm/Intl						
M. Review history	Gen	GOASEVR	Adm/Intl						

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
N. Create related comments	Stu	SPACMNT	Adm/FA						
O. Enter residency information	GaMod	ZOARESI	Adm/FA						
P. Create high school grade codes	GaMod	ZTVHSGR	Adm/Rec						
Q. Define specific high school codes	GaMod	ZOAHSGR	Adm/Rec						
R. Enter high school data including Georgia Testing ID (GTID)	GaMod	ZOAHSCD	Adm/FA						
S. Define index codes	GaMod	ZTVINDX	Adm/Rec						
T. Define index calculation rules	GaMod	ZOAINDX	Adm/Rec						
U. Establish admissions index for population selection	GaMod	ZORINDC	Adm/Rec						
V. Update admissions index for a student	GaMod	ZOAINDP	Adm/Rec						
W. Establish Georgia requirements	GaMod	ZORRQCR	Rec						
X. Create/update Georgia requirements	GaMod	ZOAGARP	Adm/FA						
Y. Create immunization requirement creation rules	Gen	GTVSDAX	Rec						
Z. Create immunization requirements	GaMod	ZPRIMMU	Adm/FA						
AA. Create immunization information	Gen	GOAIMMU	Adm/FA						
BB. Generate GRITS Client Data file	GaMod	ZGRIRQF	Adm/Rec						

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
CC. Upload GRITS Client Data file		GRITS	Adm/ Rec						
DD. Generate GRITS Query file	GaMod	ZGRIRQF	Adm/ Rec						
EE. Upload GRITS Query file		GRITS	Adm/ Rec						
FF. Download GRITS immunization file		GRITS	Adm/ Rec						
GG. Load GRITS immunization file into GOAIMMU	GaMod	ZGRIDLD	Adm/ Rec						
HH. Create CPC desired course rules	GaMod	ZOACPCD	Adm/FA						
II. Create history/Constitution desired course rules	GaMod	ZOALHCD	Adm/FA						
JJ. Create high school CPC fulfilling rules	GaMod	ZOACPCH	Adm/FA						
KK. Update CPC HS Requirements	GaMod	ZORCPCH	Adm/FA						

**Additional Forms and Processes Tested for Create General Person Data**

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	

**Additional Notes**

**Remediation Testing Comments**

To request support for testing, first notify OIIT at [ban\\_test@usg.edu](mailto:ban_test@usg.edu)

## Admissions

Date/Time:

Check items that apply to your testing:

Institution:

Name:

INB \_\_\_\_\_

Title:

OLR \_\_\_\_\_

Phone:

Email:

Oracle Version: \_\_\_\_\_

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
A. Create application	Stu	SAAADMS	Adm/Reg						
B. Admit a new student	Stu	SAADCRV	Adm/Reg						
C. Assign communication plan	Stu	SOAPLAN	Adm/Reg						
D. Review/enter student mail information	Stu	SUAMAIL	Adm/Reg						

**Additional Forms and Processes Tested for Admissions**

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	

**Additional Notes**

**Remediation Testing Comments**

To request support for testing, first notify OIIT at [ban\\_test@usg.edu](mailto:ban_test@usg.edu)



## Self-Service for Students – Admission Application

Date/Time:

Check items that apply to your testing:

Institution:

Name:

INB \_\_\_\_\_

Title:

OLR \_\_\_\_\_

Phone:

Email:

Oracle Version: \_\_\_\_\_

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
A. Establish Admission Request Checklist Code	WWW-Student	STVADMR	Adm/Rec						
B. Establish Admission Application Status Code	WWW-Student	STVAPST	Adm/Rec						
C. Establish Admission Application Decision Code	WWW-Student	STVAPDC	Adm/Rec						
D. Establish Address Role Privileges	WWW-Student	GOAADRL	Adm/Rec						
E. Establish EDI Application Source Code	WWW-Student	STVAPLS	Adm/Rec						
F. Establish Application Verification Steps	WWW-Student	STVASTA	Adm/Rec						
G. Establish Web Application Section Code	WWW-Student	STVWSCT	Adm/Rec						
H. Establish Web Application Elements Code	WWW-Student	STVWSCF	Adm/Rec						
I. Establish Application Type Code	WWW-Student	STVWAPP	Adm/Rec						
J. View EDI Rule Group Code	WWW-Student	STVEGRP	Adm/Rec						

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
K. Establish EDI Verification Label Code	WWW-Student	STVXLBL	Adm/Rec						
L. Define Web Admission Application Questions	WWW-Student	SAAWUDQ	Adm/Rec						
M. Define Web Application Calendar Rules Code	WWW-Student	SAAWATR	Adm/Rec						
N. View Web Application Term	WWW-Student	SOAATRM	Adm/Rec						
O. View Web Application Term Calendar Rules	WWW-Student	SAAWAAD	Adm/Rec						
P. Define Web Application Customized List	WWW-Student	SAAWADP	Adm/Rec						
Q. Define Web Application Default Rules	WWW-Student	SAAWADF	Adm/Rec						
R. Define Electronic Admissions Procedure/Routine	WWW-Student	SAAECRL	Adm/Rec						
S. Review Electronic Admissions Application Rules	WWW-Student	SAAERUL	Adm/Rec						
T. Populate EDI Cross-Reference Rules  <b>Note:</b> See Process Web Admissions Applications, EDI Setup Procedures and Processing EDI Applications	WWW-Student	SOAXREF							
U. Acting as a potential student, apply for admissions	WWW-Student	Institution-specific	Adm/Rec						
V. Acting as a potential student, view application status	WWW-Student	Institution-specific	Adm/Rec						
W. Acting as a potential student, view the application summary	WWW-Student	Institution-specific	Adm/Rec						

**Additional Forms and Processes Tested for Self-Service for Students – Admission Application**

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	

**Additional Notes**

**Remediation Testing Comments**

To request support for testing, first notify OIIT at [ban\\_test@usg.edu](mailto:ban_test@usg.edu)

## Assign Housing/Meals/Phone

Date/Time:

Check items that apply to your testing:

Institution:

Name:

INB \_\_\_\_\_

Title:

OLR \_\_\_\_\_

Phone:

Email:

Oracle Version: \_\_\_\_\_

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
A. Create housing/meal application	Loc Man	SLARMAP	Housing						
B. Enter a roommate application	Loc Man	SLARMAT	Housing						
C. Enter a room assignment	Loc Man	SLARASG	Housing						
D. Enter a meal assignment	Loc Man	SLAMASG	Housing						
E. Enter a phone assignment	Loc Man	SLAPASG	Housing						
F. Run batch assessments for room, meal, phone	Loc Man	SLRFASM	Housing						

**Additional Forms and Processes Tested for Assign Housing/Meals/Phone**

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	

**Additional Notes**

**Remediation Testing Comments**

To request support for testing, first notify OIIT at [ban\\_test@usg.edu](mailto:ban_test@usg.edu)

## Financial Aid Applicant Processing

Date/Time:

Check items that apply to your testing:

Institution:

Name:

INB \_\_\_\_\_

Title:

OLR \_\_\_\_\_

Phone:

Email:

Oracle Version: \_\_\_\_\_

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
A. Verify applicant prior year status	FA	ROIASIQ	FA						
B. Create FA student record	FA	ROASTAT	FA						
C. Maintain student FA record	FA	ROARMAN	FA						
D. Maintain year specific user-defined data	FA	ROAUSDF	FA						
E. Maintain non year specific user-defined data	FA	ROANYUD	FA						
F. Create aid year specific rows of data in the ROBUSDF table and non aid year specific rows in the ROBNYUD table	FA	ROPUSER	FA						
G. Enter comment codes as needed	FA	RHACOMM	FA						
H. Enter reported data	FA	RNANAXX	FA						
1. Verify VA benefits	FA	RPRVABN	FA						
2. Edit existing needs analysis	FA	RNAPRXX	FA						

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
3. Edit need analysis supplemental form	FA	RNASUXX	FA						
4. Verify needs analysis	FA	RNAVRXX	FA						
5. Edit existing needs analysis	FA	RNAOVXX	FA						
6. Log corrections to ISIR	FA	RLRLOGG	FA						
7. Review corrections	FA	REACORR	FA						
8. Create file for ISIR corrections	FA	REBCDXX	FA						
9. Run correction request control request	FA	RERCRCR	FA						
10. Estimate family contribution.	FA	RNEINXX	FA						
11. Process ISIRCorr/Request Control Report	FA	RERCRCR	FA						
12. View Pell eligibility for single student	FA	ROAPELL	FA						
13. Create Academic Year Rules for Pell	FA	RORACYR	FA						
14. Create Financial Aid Crossover Terms for Pell	FA	RPRCRSS	FA						
15. Calculate Pell eligibility for batch	FA	RPEPELL	FA						
16. RORHSDP (Financial Aid High School Data Posting Process)	FA	RORHSDP	FA						
17. ROAHSMT (Applicant High School Data Form)	FA	ROAHSMT	FA						
18. RPRSMRT (SMART Grant Eligibility Report)	FA	RPRSMRT	FA						

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
19. Create Financial Aid Major Rules	FA	RPRMAJR	FA						
20. Review TEACH Grant Agreement to Serve Form	FA	RPATATS	FA						
21. Calculate Pell unmet need	FA	RORCALC	FA						
22. Review need analysis results	FA	RNARSXX	FA						
23. Review need analysis results for aid years prior to 0607	FA	RNARSLT							
24. Review miscellaneous results	FA	RNIMSXX	FA						
25. Create Grant Origination Records	FA	RERORXX	FA						
26. Create Extraction File for COD	FA	REREXXX	FA						
27. Import COD File	FA	RERIMXX	FA						
28. 2009-2010 COD 3.0c File Import	FA	RERIM3C	FA						
29. Unmatched COD Records form	FA	RPAUCOD	FA						
30. Run COD Import/Export Report	FA	RERIMEX	FA						
31. Process origination and disbursement records	FA	RERORXX	FA						
32. Load Pell files into Banner	FA	RERFIXX	FA						
33. Verify Pell disbursement records	FA	READIXX	FA						
34. Update original record in electronic data exchange	FA	REAORXX	FA						



Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
35. Verify Pell Origination Data	FA	REIYTDO	FA						
36. Verify Pell Disbursement Data	FA	REIYTDD	FA						
37. Verify Pell Reconciliation Data	FA	REIRECN	FA						
38. Print COD records	FA	RERCDXX	FA						
I. Correct Pell records	FA	REACORR	FA						
J. Print Grant COD Report	FA	RERGRNT	FA						
K. Review pending requirements	FA	RRAAREQ	FA						
L. Place student in requirements group	FA	ROAIMMP	FA						
M. Assign single applicant to group	FA	RBAABUD	FA						
N. Assign applicants to groups	FA	RORGRPS	FA						
O. Place student in requirements group	FA	ROAIMMP	FA						
P. Package a payment manually	FA	RPAAPMT	FA						
Q. Place student in package group	FA	ROAIMMP	FA						
R. Run packaging in batch	FA	RPEPCKG/ New API logic	FA						
S. Run packaging for low-need, HOPE-awarded students who have resources that exist on RPAARSC	GaMod/ FA	RPEPCKG/ New API logic	FA						
T. Make applicant award	FA	RPAAWRD	FA						
U. Validate applicant award in batch	FA	RPRVAWD	FA						
V. Process direct loans									

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
1. Originate direct loan	FA	RPALORG	FA						
2. Process direct loan manually	FA	RPRLORC	FA						
3. Upload direct loans	FA	RPRDUXX	FA						
4. Process disbursement matching	FA	RPRRECD	FA						
5. Review and edit upload	FA	RPALDSB	FA						
W. Correct a direct loan									
1. Record changes to student loan information	FA	RPALORG	FA						
2. View direct loan changes	FA	RPADLCR	FA						
3. Load corrections	FA	RPRDUXX	FA						
4. View direct loan account summary	FA	RPIDLAS	FA						
5. Compare direct loans	FA	RPRCPxx	FA						
X. Process electronic loan									
1. Create electronic loan application	FA	RPRELAP	FA						
2. Review and edit electronic loan application	FA	RPAELAP	FA						
3. Upload EFT disbursement roster	FA	RPREFTL	FA						
4. Create electronic loan application	FA	RPRELAP	FA						
5. Extract loan application data	FA	RPRELAX	FA						
6. Upload loan application data	FA	RPRELRU	FA						
7. Post EFT processes	FA	RPREFTP	FA						

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
8. Process Hold/Release requests	FA	RPRHDRL	FA						
9. Process loan summary report	FA	RPRLSUM	FA						
10. Process loan funding exception report	FA	RPRLNEX	FA						
11. Process FA transcript	FA	RHRTRAN	FA						
Y. Process loan manually									
1. Complete loan application manually	FA	RPALAPP	FA						
2. Review and edit the application	FA	RPALDSB	FA						
Z. Process NSLDS									
1. Load transfer monitoring records	FA	RNRTMNI	FA						
2. Complete transfer monitoring form	FA	RNATMNT	FA						
3. Process transfer monitoring application	FA	RNRTMAC	FA						
4. Extract transfer monitoring records	FA	RNRTMNE	FA						
5. View and edit NSLDS record	FA	RNASLXX	FA						
AA. Extract state fund									
A. Define state fund codes	FA	RFRSTCD	FA						
B. Extract state funds	FA	RERCALX	FA						
BB. Load GSFAPPS									

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
1. Request initial file		SURFER	FA						
2. Request subsequent files	GaMod	ZHRAPPS	FA						
3. Load return file	GaMod	ZOPAPPL	FA						
4. View GSFAPPS data	GaMod	ZHAAPPS	FA						
5. View PAID Hours data	GaMod	ZHAHOPE ZHAAPPS	FA						
CC. Run the High School Load Process pt.1	GaMod	ZORINFR	FA						
DD. Run High School Load process pt. 2	GaMod	ZORHSL	FA						
EE. Establish HOPE Fund Code Rules	GaMod	ZFRHOPE	FA						
FF. Establish rules for each HOPE Fund Code	GaMod	ZORRULE	FA						
GG. Review and establish cross validations	Gen	GTVSDAX	Rec						
HH. Establish Exclusion Fund Rules	GaMod	ZFRHEXF	FA						
II. Establish HOPE Tier Rules	GaMod	ZVTIER	FA						
JJ. Establish HOPE Eligibility Status rules	GaMod	ZTVHPEL	FA						
KK. Establish HOPE Eligibility Reason codes	GaMod	ZTVHPER	FA						
LL. Establish SBGI and Grade Code Modes to be excluded in HOPE processing	GaMod	ZHAHPEX	FA						
MM. Calculate HOPE accumulation manually	GaMod	ZHAHOPE	FA						

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
NN. Calculate HOPE transfer GPA	GaMod	ZORHTGA	FA						
OO. Calculate HOPE accumulation in batch	GaMod	ZORHGPA	FA						
PP. Run packaging for low-need, HOPE-awarded students who have resources that exist on RPAARSC	FA/ GaMod	RPEPKG/ New API logic	FA						
QQ. Establish SAP Group Validation codes	GaMod	ZTVSGRP	FA						
RR. Establish SAP Group Rules	GaMod	ZORSAPR	FA						
SS. Establish SAP Grade Codes	GaMod	ZHASGRD	FA						
TT. Calculate batch SAP group status	GaMod	ZOBSGRP	FA						
UU. Calculate SAP in batch	GaMod	ZOBSAPR	FA						
VV. Calculate SAP status manually	GaMod	ZOASAPR	FA						
WW. Create Title IV Authorizations	FA	TVVAUTH	FA						
XX. Create multiple Title IV authorizations	FA	TVAMASS	FA						
YY. Create Title IV authorizations from FA requirements	FA	TVPREQA	FA						
ZZ. Establish email settings									
1. Define e-mail letter rules	FA	RORELTR	FA						
2. Create the text for email generated via ROREMAL	FA	RORELTF	FA						

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
3. Define the module type of 'R' for Financial Aid email letters & the view, ROVFAID, as the source of variable data	FA	RTVELTM	FA						
4. Run Financial Aid E-mail Process	FA	ROREMAL	FA						

**Additional Forms and Processes Tested for Financial Aid Applicant Processing**

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	

**Additional Notes**

**Remediation Testing Comments**

To request support for testing, first notify OIIT at [ban\\_test@usg.edu](mailto:ban_test@usg.edu)

## General Student Data

Date/Time:

Check items that apply to your testing:

Institution:

Name:

INB \_\_\_\_\_

Title:

OLR \_\_\_\_\_

Phone:

Email:

Oracle Version: \_\_\_\_\_

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
A. Create General Student Record	Stu	SGASTDN	Rec						
1. Complete Additional Information	Stu	SGASADD	Rec						
2. Create multiple advisor form	Stu	SGAADVR	Rec						
3. Create Athletic Academic Progress	Stu	SGAAPRG	Rec						



**Additional Forms and Processes Tested for General Student Data**

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	

**Additional Notes**

**Remediation Testing Comments**

To request support for testing, first notify OIIT at [ban\\_test@usg.edu](mailto:ban_test@usg.edu)

## Establish Holds

Date/Time:

Check items that apply to your testing:

Institution:

Name:

INB \_\_\_\_\_

Title:

OLR \_\_\_\_\_

Phone:

Email:

Oracle Version: \_\_\_\_\_

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
A. Establish and release holds using Student module	Stu	SOAHOLD	All Areas						
B. Run release of holds process	GaMod	ZHRREHO	All Areas						
B. Establish and release holds using FA module	FA	ROAHOLD	All Areas						
C. Run AR release holds process	Stu	TGPHOLD	All Areas						
D. Run Student release holds process	Stu	SGPHOLD	All Areas						
E. Run generic hold set process	GaMod	ZPRHOLD	All Areas						

**Additional Forms and Processes Tested for Establish Holds**

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	

**Additional Notes**

**Remediation Testing Comments**

To request support for testing, first notify OIIT at [ban\\_test@usg.edu](mailto:ban_test@usg.edu)

## Create Direct Deposit Subscription Records

Date/Time:

Check items that apply to your testing:

Institution:

Name:

INB \_\_\_\_\_

Title:

OLR \_\_\_\_\_

Phone:

Email:

Oracle Version: \_\_\_\_\_

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
A. Acting as a Student, log into the secure area.	WWW-Student	Institution-Specific	AR						
1. Select the Student & Financial Aid menu option	WWW-Student	Institution-Specific	AR						
2. Select the e-Deposit menu option	WWW-Student	Institution-Specific	AR						
3. Create banking information	WWW-Student	Institution-Specific	AR						
4. Confirm e-Deposit subscription agreement	WWW-Student	Institution-Specific	AR						
5. Confirm acknowledgement	WWW-Student	Institution-Specific	AR						
B. Maintain Direct Deposit records									
1. Review current and historical subscription data	GaMod	ZSADDSD	AR						
2. Review e-mail notifications	GaMod	ZURAEML	AR						

**Additional Forms and Processes Tested for Create Direct Deposit Subscription Records**

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	

**Additional Notes**

**Remediation Testing Comments**

To request support for testing, first notify OIIT at [ban\\_test@usg.edu](mailto:ban_test@usg.edu)

## Registration

**Date/Time:**

**Check items that apply to your testing:**

**Institution:**

**Name:**

**INB** \_\_\_\_\_

**Title:**

**OLR** \_\_\_\_\_

**Phone:**

**Email:**

**Oracle Version:** \_\_\_\_\_

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
A. Complete course registration and assess fees	Stu	SFAREGS	Rec/AR						
1. Run batch process for fee assessment	Stu	SFRFASC	AR						
B. Verify audit history record	AR	SFAFAUD	AR						
C. If question arises with fee assessment, run this process	AR	SFRFEES	AR						
D. Purge fee assessment audit history	AR	SFPFAUD	AR						
E. Disburse Financial Aid manually	FA	ROAIMMP	FA						
F. Disburse Financial Aid in batch	FA	RPEDISB	FA						
G. Run disbursement validation report	FA	RPRVDIS	FA						
H. Review disbursement results	FA	ROIDISB	FA						
I. Create a message to print on bill	AR	TGAMESG	AR						
J. Create schedule/bill rules	AR	TSASBRL	AR						
K. Print student bills	AR	TSRCBIL	AR						

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
L. Print third party invoices	AR	TSRTBIL	AR						
M. Accept payment	AR	TSASPAY	AR						
N. Verify Receipt	AR	TGARCPT	AR						
O. Review available statements, payment history and unbilled activity	AR	TGISTMT	AR						
P. Alter Registration (Drop/Add)									
1. Drop course	Stu	SFAREGS	Rec						
Q. Drop/delete course	Stu	SFAREGS	Rec						
R. Add course	Stu	SFAREGS	Rec						
S. Total student withdrawal	Stu	SFAREGS	Rec/FA						
T. Create a student withdrawal record	Stu	SFAWDRL	Rec/FA						
U. Check/Delete unfulfilled prerequisites	GaMod	ZORPRQD	Rec						
V. Enter mass entry admissions	Stu	SAAMAPP	Rec						
W. Check waitlist notification	Stu	SFIWLNT	Rec						
X. Manage waitlist priorities	Stu	SFAWLPR	Rec						
Y. Manage cross list waitlist priorities	Stu	SFAXWLP	Rec						
Z. Manage reserved seats	Stu	SFARWLP	Rec						
AA. Query reserved seats	Stu	SSIRESV	Rec						
BB. Set Waitlist Seats to Zero	Stu	SSRASTZ	Rec						

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
CC. Produce waitlist notifications for CRNs	Stu	SFRBWLP	Rec						
DD. Reorder waitlist priority	Stu	SFPWLRO	Rec						
EE. Query mass entry event audit trail	Stu	SOAMAUD	Rec						
FF. Verify Fee Assessment	AR	TSAAREV	AR						
GG. Disburse Financial Aid	FA	RPEDISB	FA						
HH. Repeat disbursement process	FA	ROAIMMP	FA						
II. Run registered but not paid process	FA	SFRRNOP	FA						
JJ. Run acceptance flag update process	Stu	ZSRAFLU	Rec/AR						
KK. Process Title IV									
1. Identify students who have dropped all hours or do not participate in the term (without official withdrawal notification).	Stu	SFRNOWD	Rec						
2. Withdraw the students	Stu	SFAREGS	Rec						
3. Create withdrawal records manually	Stu	SFAWDRL	Rec						
4. Create withdrawal records in batch	Stu	SFRWDRL	Rec						
5. Run the mass drop of students process	GaMod	ZFPDROP	Rec						
6. Create mass entry registration records	Stu	SFAMREG	Rec						



Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
7. Review mass entry report	Stu	SORMEBP	Rec						
8. Purge mass entry audit history	Stu	SOPMAUD	Rec						
JJ. Calculate Title IV Repayment	AR/FA	RPATIVC	AR/FA						
KK. Calculate Title IV repayment in batch	AR	RPRTIVC	AR						
LL. Process Refunds									
1. Identify students with credit balances (audit)	AR	TSRRFND	AR						
MM. Use if student is not entitled	AR	TSAACCT	AR						
1. Use if student is entitled (update)	AR	TSRRFND	AR						
NN. PLUS Loan refunding									
1. Create detail code for PLUS Loan Refunding verifying that refund type is set to 'P'	AR	ZSADETC	AR						
OO. Confirm that students have been awarded and disbursed PLUS loans	FA/AR	RPAAWRD TSAAREV	FA/AR						
1. Process Application of Payments Process	AR	TGRAPPL							
2. Execute Auto Refund Credit Amount	AR	TSRRFND							
3. Verify that refund is reflected correctly on student's account	AR	TSAAREV							
PP. Review student and AR info	AR	TSICSRV	AR						

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
QQ.Add/update Instructional Method	Stu	ZSASECT	Rec						

**Additional Forms and Processes Tested for Registration**

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	

**Additional Notes**

**Remediation Testing Comments**

To request support for testing, first notify OIIT at [ban\\_test@usg.edu](mailto:ban_test@usg.edu)

### Third Party Contracts and Exemptions

Date/Time:

Check items that apply to your testing:

Institution:

Name:

INB \_\_\_\_\_

Title:

OLR \_\_\_\_\_

Phone:

Email:

Oracle Version: \_\_\_\_\_

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
A. Third Party Contracts									
1. Define the base contract rules	AR	TSACONT	AR						
2. Manually assign students to the contract	AR	TSACONT	AR						
3. Load students from a file and assign to contract	AR	TSPCSTU	AR						
4. Release credits to student accounts	AR	TSRTBIL/ TSRCBIL	AR						
5. Record payments received from the third party selecting the Contract Pay Detail indicator.	AR	TSADETL/ TSAAREV	AR						
6. Manually record payment details per student	AR	TSACPDT	AR						
7. Load payment details from a file	AR	TSPCPDT	AR						
8. Apply payments	AR	TGRAPPL	AR						

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
9. Review contract account transactions	AR	TSACONR	AR						
B. Exemptions									
1. Define the base exemption rules	AR	TSAEXPT	AR						
2. Manually assign students to the exemption	AR	TSAEXPT	AR						
3. Release credits to student accounts	AR	TSRTBIL/ TSRCBIL	AR						
4. Apply payments	AR	TGRAPPL	AR						

**Additional Forms and Processes Tested for Third Party Contracts and Exemptions**

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	

**Additional Notes**

**Remediation Testing Comments**

To request support for testing, first notify OIIT at [ban\\_test@usg.edu](mailto:ban_test@usg.edu)

## Write Receipts

Date/Time:

Check items that apply to your testing:

Institution:

Name:

INB \_\_\_\_\_

Title:

OLR \_\_\_\_\_

Phone:

Email:

Oracle Version: \_\_\_\_\_

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
A. Request Retiree AR and Direct Billing payment files from HR (ADP Files)	ADP/HR		AR						
B. Place file in the \$DATA_HOME/arsys directory			AR						
C. Execute the load process	GaMod	ZSRINLD	AR						
D. Write a departmental or non-student receivable receipt	GaMod	ZSAMISC	AR						

**Additional Forms and Processes Tested for Write Receipts**

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	

**Additional Notes**

**Remediation Testing Comments**

To request support for testing, first notify OIIT at [ban\\_test@usg.edu](mailto:ban_test@usg.edu)



## Process Student Health Insurance

Date/Time:

Check items that apply to your testing:

Institution:

Name:

INB \_\_\_\_\_

Title:

OLR \_\_\_\_\_

Phone:

Email:

Oracle Version: \_\_\_\_\_

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
A. Process Student Health Insurance									
1. Create submission file	GaMod	ZSRSHIR	AR						
B. Load exemption records	GaMod	ZSRHIEL	AR						

**Additional Forms and Processes Tested for Process Student Health Insurance**

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	

**Additional Notes**

**Remediation Testing Comments**

## Load College Work Study Payroll Data

Date/Time:

Check items that apply to your testing:

Institution:

Name:

INB \_\_\_\_\_

Title:

OLR \_\_\_\_\_

Phone:

Email:

Oracle Version: \_\_\_\_\_

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
A. Request the College Work Study file from HRMS (ADP) payroll	HRMS		AR						
B. Place file in the \$DATA_HOME/finaid directory			AR						
C. Execute the load process	FA	ZRPWST1	AR						
D. Correct errors	FA		AR						
E. Execute the load process	FA	ZRPWST1	AR						
F. Execute the update process	FA	ZRPWST2	AR						
G. Verify that records are updated	FA	RPAAWRD	FA						
H. Verify that records are updated	FA	RJASEAR	FA						
I. Execute the remaining balance process	FA	ZRRWSTD							

**Additional Forms and Processes Tested for Load College Work Study Payroll Data**

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	

**Additional Notes**

**Remediation Testing Comments**

To request support for testing, first notify OIIT at [ban\\_test@usg.edu](mailto:ban_test@usg.edu)

## HOPE Invoicing

Date/Time:

Check items that apply to your testing:

Institution:

Name:

INB \_\_\_\_\_

Title:

OLR \_\_\_\_\_

Phone:

Email:

Oracle Version: \_\_\_\_\_

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
A. Review and establish cross validations	Gen	GTVSDAX	Rec						
B. Create label for non-HOPE funds	Student	STVXLBL	FA						
C. Create eCORE or Distance Ed courses	Student	SSAETL	FA						
D. Create eCORE or Distance Ed courses	AR	TSADETC	FA						
E. Create a HOPE Invoicing file	GaMod	ZHRHINV	FA						
F. Submit file to the GSFC		SURFER	FA						
G. Verify that charges extracted properly for students with eCORE (with Y in field 29 of the HOPE Invoicing file)		SURFER	FA						
H. Load the GSFC return file	GaMod	ZHRGHIL	FA						
I. Verify records loaded	GaMod	ZHARCON	FA						
J. Run Learning Support	GaMod	ZORLSUP	FA						
K. Run Reconciliation Report for HOPE comparison	GaMod	ZHRFARR	FA						

**Additional Forms and Processes Tested for HOPE Invoicing**

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	

**Additional Notes**

**Remediation Testing Comments**

To request support for testing, first notify OIIT at [ban\\_test@usg.edu](mailto:ban_test@usg.edu)

## End of Day Processing

Date/Time:

Check items that apply to your testing:

Institution:

Name:

INB \_\_\_\_\_

Title:

OLR \_\_\_\_\_

Phone:

Email:

Oracle Version: \_\_\_\_\_

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
A. Assess Fees	AR	SFRFASC	AR						
B. Assess housing & meal charges	AR	SLRFASM	AR						
C. Apply contracts, exemption and deposits	AR	TSRCBIL	AR						
D. Start aging accounts with an outstanding balance due	AR	ZSRCBIL	AR						
E. Start aging accounts with an outstanding balance due on non-student receivables	AR	TFRBILL	AR						
F. Close all non-cash drawer cashier sessions	AR	TGRCLOS/ TGACREV	AR						
G. Close cash drawer cashier sessions	AR	TGACREV	AR						
H. Process refunds	AR	TSRRFND	AR						
I. Finalize all closed cashier sessions	AR	TGACSPV	AR						

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
J. Produce reports of all finalized cashier sessions	AR	TGRCSHR	AR						
K. Apply all payments	AR	TGRAPPL	AR						
L. Unapply payments from application pending roster	AR	TSAUNAP	AR						
M. Reapply payments	AR	TSAAREV	AR						
N. Create GL & AP entries	AR	TGRFEED	AR						
O. Generate reconciliation report	AR	TGRRCON	AR						
P. Aging Analysis	GaMod	ZGRAGES	AR						
Q. Execute the Non-Banner finance interface	GaMod	ZGRPSLD	AR						
R. Reset a problematic feed	GaMod	zorfred.sql	AR						



**Additional Forms and Processes Tested for End of Day Processing**

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	

**Additional Notes**

**Remediation Testing Comments**

To request support for testing, first notify OIIT at [ban\\_test@usg.edu](mailto:ban_test@usg.edu)

## GSFC Auditing Tool Kit

Date/Time:

Check items that apply to your testing:

Institution:

Name:

INB \_\_\_\_\_

Title:

OLR \_\_\_\_\_

Phone:

Email:

Oracle Version: \_\_\_\_\_

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
A. Extract data from the RNANAx form and place it into a .txt file.	GaMod	ZAQNANA	FA						
B. Extract data from the ROASTAT form and place it into a .txt file.	GaMod	ZAQSTAT	FA						
C. Extract data from the RPAARSC form and place it into a .txt file.	GaMod	ZAQARSC	FA						
D. Extract data from the SAAADMS form and place it into a .txt file.	GaMod	ZAQADMS	FA						
E. Extract data from the SGASTDN form and place it into a .txt file.	GaMod	ZAQSTDN	FA						
F. Extract certain data from the SOAHSCH form and place it into a .txt file.	GaMod	ZAQHSCH	FA						

**Additional Forms and Processes Tested for the GSFC Auditing Tool Kit**

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	

**Additional Notes**

**Remediation Testing Comments**

To request support for testing, first notify OIIT at [ban\\_test@usg.edu](mailto:ban_test@usg.edu)

## Auditing Tool Kit

Date/Time:

Check items that apply to your testing:

Institution:

Name:

INB \_\_\_\_\_

Title:

OLR \_\_\_\_\_

Phone:

Email:

Oracle Version: \_\_\_\_\_

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
A. Create list of term codes	GaMod	ZAQTERM	AR						
B. Create a list of term based designators	GaMod	ZAQTBDS	AR						
C. List additional registration fees	GaMod	ZAQAFEE	AR						
D. List registration fees for a term	GaMod	ZAQRGFE	AR						
E. Create list of refund by total rules	GaMod	ZAQRFND	AR						
F. List AR Supervisors and cashiers assigned	GaMod	ZAQCASN	AR						
G. Create list of supervisors and restricted users	GaMod	ZAQTPRF	AR						
H. Create list of financial aid transactions with a source code of 'T'	GaMod	ZAQCSHT	AR						
I. Create listing of residency status codes and students assigned	GaMod	ZAQRESS	AR						
J. Produce listing of third party contracts	GaMod	ZAQTPCR	AR						

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
K. Produce Exemptions and Rate Codes Report	GaMod	ZAQEXRC	AR						
L. Produce Course Section Fees report	GaMod	ZAQCSFR	AR						
M. Requirements Satisfied by SQL Scripts									
1. List all users with AR object access	GaMod	zaqctls.sql	TS						
2. Value based security status	GaMod	zaqqvbs.sql	TS						
3. Auditing status for taismgr	GaMod	zaqtaud.sql	TS						
4. Users with permission to access taismgr objects at the database level	GaMod	zaqtobj.sql	TS						
5. Security violation user activity	GaMod	zaqalog.sql	TS						
6. Oracle roles	GaMod	zaqrole.sql	TS						
7. Users with access to specific objects	GaMod	zaqscls.sql	TS						
8. Assigning users to specific profile for security	GaMod	zaafunc.sql/ zaaprof.sql/ zaagrpf.sql/ zaaexpw.sql	TS						

**Additional Forms and Processes Tested for Auditing Tool Kit**

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	

**Additional Notes**

**Remediation Testing Comments**

To request support for testing, first notify OIIT at [ban\\_test@usg.edu](mailto:ban_test@usg.edu)

## Student and Exchange Visitor Information System (SEVIS)

Date/Time:

Check items that apply to your testing:

Institution:

Name:

INB \_\_\_\_\_

Title:

OLR \_\_\_\_\_

Phone:

Email:

Oracle Version: \_\_\_\_\_

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
A. Review validation forms									
1. Establish Creation Reason Code	Gen	GTVSVCR	Adm/Intl						
2. Establish Dependent Termination Code	Gen	GTVSVDT	Adm/Intl						
3. Establish Education Level Code	Gen	GTVSVEL	Adm/Intl						
4. Establish EV End Program Reason Code	Gen	GTVSVEP	Adm/Intl						
5. Establish Drop Below Full Time Reason Code	Gen	GTVSVFT	Adm/Intl						
6. Establish Request for Form Reprint Code	Gen	GTVSVRP	Adm/Intl						
7. Establish Termination Reason Code	Gen	GTVSVTR	Adm/Intl						
8. Establish Category Code	Gen	GTVSVCC	Adm/Intl						
9. Establish Consular Post Code	Gen	GTVSVCP	Adm/Intl						

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
10. Establish Governmental Organization Code	Gen	GTVSVGO	Adm/Intl						
11. Establish International Organization Code	Gen	GTVSVIO	Adm/Intl						
12. Establish Infraction Type Code	Gen	GTVSVIT	Adm/Intl						
13. Establish Exchange Visitor Position Code	Gen	GTVSVPC	Adm/Intl						
14. Establish Transmittal Status Code	Gen	GTVSVTS	Adm/Intl						
B. Create international data	Gen	GOAINTL	Adm/Intl						
C. Review international history	Gen	GOASEVS	Adm/Intl						
D. Review transmittal history	Gen	GOASEVR	Adm/Intl						
E. View transmittal status	Gen	GOISEVS	Adm/Intl						
F. View header information	Gen	GOISVBH	Adm/Intl						
G. Run SEVIS batch extract process	Gen	GORSEVE	Adm/Intl						



**Additional Forms and Processes Tested for Student and Exchange Visitor Information System (SEVIS)**

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	

**Additional Notes**

**Remediation Testing Comments**

To request support for testing, first notify OIIT at [ban\\_test@usg.edu](mailto:ban_test@usg.edu)

## Mid-term Processing

Date/Time:

Check items that apply to your testing:

Institution:

Name:

INB \_\_\_\_\_

Title:

OLR \_\_\_\_\_

Phone:

Email:

Oracle Version: \_\_\_\_\_

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
A. Set census dates	Stu	SOATERM	Rec						
1. Recalculate Regents' GPA	GaMod	ZORRGPA	Rec						
B. Facilities									
1. Translate building codes	GaMod	ZLARBDG	Facilities						
2. Enter supplemental building information	GaMod	ZLABSUP	Facilities						
3. Enter supplemental room information	GaMod	ZLARSUP	Facilities						
4. Run FIR extraction process	GaMod	ZORFIRR	Facilities						
C. Run RUR extraction process	GaMod	ZORRURR	Rec						
D. Run Graduate Salary Survey (not all institutions)	GaMod	ZORGSAL	Rec						
E. Report Learning Support from the Web	GaMod	DO NOT TEST.	Rec						If you run the ls_collect script to submit data, it will overwrite the data that you submitted last year.

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
F. Run Voyager Library Interaction Process	GaMod	ZORVLIB	Reg						
G. Run Time Status Calculation Update	GaMod	ZFRTMST	Rec/FA						
H. Run National Student Loan Clearinghouse process	GaMod	ZFRNSLC	Rec/FA						

**Additional Forms and Processes Tested for Mid-term Processing**

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	

**Additional Notes**

**Remediation Testing Comments**

To request support for testing, first notify OIIT at [ban\\_test@usg.edu](mailto:ban_test@usg.edu)

## Academic Transcripts

Date/Time:

Check items that apply to your testing:

Institution:

Name:

INB \_\_\_\_\_

Title:

OLR \_\_\_\_\_

Phone:

Email:

Oracle Version: \_\_\_\_\_

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
A. Confirm default FTP location information	Stu	SHACTRL	Rec						
B. Check default FTP location for each institution	Stu	SOASBGA	Rec						
C. Confirm term type code	Stu	STVTERM	Rec						
D. Create transcript type code	Stu	STVTPRT	Rec						
E. Build transcript type rules for baseline transcript	Stu	SHATPRT	Rec						
F. Build transcript type rules for Georgia Enhancement transcript	GaMod	ZHATPRT	Rec						
G. Populate Electronic field for PESC/XML capable institutions	Stu	STVSBGI	Rec						
H. Translate Banner values to PESC standard codes	Stu	SOAXREF	Rec						
I. Create document status rules	Stu	STVDSTS	Rec						
J. Export XML transcript									

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
1. Enter transcript request with external institution code populated	Stu	SHARQTC	Rec						
K. Enter transcript request via Self-Service	Web for Student	Institution Specific	Rec						
L. Run export process	Stu	SHRPESE	Rec						
M. Confirm XML file creation	Stu	Institution Specific	Rec						
N. Track status of exported XML document	Stu	SHIEPTD	Rec						
O. Confirm transmission to Texas Server									
P. Import XML transcript									
1. Run import process	Stu	SHRPESI	Rec						
2. Track status of imported XML document	Stu	SHIIPD	Rec						
3. Update Source/Background institution data for XML transmission	Stu	SOASBGA	Rec						
Q. View XML transcript	GaMod	ZHAEDIS	Rec						
R. Verify and match student	GaMod / Stu	ZHAEDIS / GOAMTCH	Rec						
S. Route test scores to SOATEST	GaMod	ZHAEDIS	Rec						
T. Confirm test scores	Stu	SOATEST	Rec						

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
U. Route non-course requirements to ZOAGARP	GaMod	ZHAEDIS	Rec						
V. Confirm non-course requirements	GaMod	ZOAGARP	Rec						
W. Route immunizations to GOAIMMU	GaMod	ZHAEDIS	Rec						
X. Confirm immunizations	Gen	GOAIMMU	Rec						
Y. Route Student Attributes to SGASADD	GaMod	ZHAEDIS	Rec						
Z. Confirm student attributes	Stu	SGASADD	Rec						
AA. Route course data to transfer articulation	GaMod	ZHAEDIS	Rec						
BB. Load course data	Stu	SHATAEQ	Rec						
CC. Confirm course data	Stu	SHATAEQ	Rec						
DD. Request individual transcript	Stu	SHARQTC	Rec						
EE. Request transcripts in batch	Stu	SHRTPOP	Rec						
FF. Print baseline academic transcript	Stu	SHRTRTC	Rec						
GG. Request transcript	Stu	SHARQTC	Rec						
HH. Print Georgia Enhancement transcript	GaMod	ZHRTRTC	Rec						
II. Send XML catalog	Stu	SCRCATE	Rec						
JJ. Import XML catalog	Stu	SHRTCIM	Rec						

**Additional Forms and Processes Tested for Academic Transcripts**

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	

**Additional Notes**

**Remediation Testing Comments**

To request support for testing, first notify OIIT at [ban\\_test@usg.edu](mailto:ban_test@usg.edu)



## End-of-Term Processing

Date/Time:

Institution:

Name:

Title:

Phone:

Email:

Check items that apply to your testing:

INB \_\_\_\_\_

OLR \_\_\_\_\_

Oracle Version: \_\_\_\_\_

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
A. Print grade rolls	Stu	SFRSLST	Rec						
B. Enter final grades	Stu	SFAALST	Rec						
C. Roll grades to history manually	Stu	SFAALST	Rec						
D. Roll grades to history in batch	Stu	SHRROLL	Rec						
E. Roll learner to outcome	Stu	SHRROUT	Rec						
F. Process grade changes	Stu	SHAINST	Rec						
G. Run Repeats process	Stu	SHRRPTS	Rec						
H. Calculate GPA	Stu	SHRCGPA	Rec						
I. Calculate academic standing	Stu	SHRASTD	Rec						
J. Update Georgia Requirements			Rec						
1. Update CPC requirements	GaMod	ZORCPED	Rec						
2. Update test requirements	GaMod	ZORCPER	Rec						
3. Update Learning Support <b>Note:</b> Run process using a population selection.	GaMod	ZORGARU	Rec						

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
4. Update CPC requirements	GaMod	ZORCPCR	Rec						
5. Verify CPC-desired courses used	GaMod	ZOACPCU	Rec						
6. Run Regents' Test Load Process	GaMod	ZHRRTL	Rec						
7. Update Regents' Test results	GaMod	ZORRTPR	Rec						
8. Run optional Regents' Test population selection.	GaMod	Reg_write_req .sql	Rec						
9. Update optional Regents' Test requirements	GaMod	ZORGARU	Rec						
10. Update Learning Support attempts	GaMod	ZORLSUI	Rec						
11. View LS attempts	GaMod	ZOALSAT	Rec						
12. Update legislative requirements for government, history, constitution	GaMod	ZORLHCR	Rec						
13. Verify history/constitution used courses	GaMod	ZOALHCU	Rec						
14. Update Regents GPA	GaMod	ZORRGPA	Rec						
15. Produce grade mailers	Stu	SHRGRDE	Rec						
16. View student's term sequence course history	Stu	SHATERM	Rec						
17. View student's Georgia GPA course history	Stu	ZHATERM	Rec						
18. Compile HOPE totals for transmission to GSFC	GaMod	ZFBGEXP	Rec						

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
K. Process CAPP Compliance									
1. Enter compliance request	Stu	SMARQCM	Rec						
2. Update compliance request	Stu	SMACACT	Rec						
3. Run batch compliance	Stu	SMRBCMP	Rec						
4. Produce compliance report	Stu	SMRCMPL	Rec						
5. Review compliance results	Stu	SMICRLT	Rec						
6. Review program output results	Stu	SMIPOUT	Rec						
7. Review area output results	Stu	SMIAOUT	Rec						
8. Review group output results	Stu	SMIGOUT	Rec						
L. Process graduates									
1. Apply for graduation	Stu	SHADEGR	Rec						
2. Change diploma	Stu	SHADIPL	Rec						
3. Change degree status from sought to awarded	Stu	SHRDEGS	Rec						
4. Run the Anticipated Graduation Date process	GaMod	ZHRANGR	Rec						

**Additional Forms and Processes Tested for End-of-Term Processing**

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	

**Additional Notes**

**Remediation Testing Comments**

To request support for testing, first notify OIIT at [ban\\_test@usg.edu](mailto:ban_test@usg.edu)

## Once-a-Year Items

**Date/Time:**

**Check items that apply to your testing:**

**Institution:**

**Name:**

**INB** \_\_\_\_\_

**Title:**

**OLR** \_\_\_\_\_

**Phone:**

**Email:**

**Oracle Version:** \_\_\_\_\_

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
A. Process 1098s									
B. Populate rules	AR	TSATAXR	AR						
C. Complete student tax information	AR	TSATAXI	AR						
D. Run process	AR	TSP1098	AR						
E. Verify records created	AR	TSATAXN	AR						
F. Create tax notification and flat file	AR	TSR1098	AR						
G. Create third party outsource file of student financial statement	AR	TSRTRAF	AR						
H. Run SAP once a year after spring term									
I. Create SAP student group	GaMod	ZTVSGRP	FA						
J. Run SAP group process	GaMod	ZOBSGRP	FA						
K. Run SAP process	GaMod	ZOBSAPR	FA						
L. Verify records updated	GaMod	ZOASAPR	FA						

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
M. Verify records updated	FA	ROASTAT	FA						
N. Process FISAP									
1. View and edit FISAP person maintenance form	FA	ROAFSAP	FA						
2. Process FISAP Report	FA	RORFSXX	FA						
O. Delete records from ZURGFTT temporary table	GaMod	ZOPGFTT	AR						
P. Load updated zip code and county data file	GaMod	ZGRZIPC	Adm/Rec						
Q. Run Zip Code Load process in View mode to see differences between zip code data file and data currently in GTVZIPC	GaMod	ZGRZIPC	Adm/Rec						
R. Run Zip Code Load process in Insert mode to load new zip code records	GaMod	ZGRZIPC	Adm/Rec						
S. Run Zip Code Load process in Update mode to update existing zip code records	GaMod	ZGRZIPC	Adm/Rec						

**Additional Forms and Processes Tested for Once-a-Year Items**

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	

**Additional Notes**

**Remediation Testing Comments**

To request support for testing, first notify OIIT at [ban\\_test@usg.edu](mailto:ban_test@usg.edu)

## Banner Web Tailor, Student, Financial Aid, General, Faculty and Advisors Self-Service

Date/Time:

Check items that apply to your testing:

Institution:

Name:

INB \_\_\_\_\_

Title:

OLR \_\_\_\_\_

Phone:

Email:

Oracle Version: \_\_\_\_\_

**Note:** When testing the Banner Web products, the location of menu items and options within each menu is determined by the institution through Web Tailor. The Banner Web module for the item is identified, but the items are labeled institution-specific because each institution determines their own URL.

Business Process or Test Step	Module	Validation Tables and Institutionally Determined Web Locations	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
A. Establish global web rules	Web Tailor		DBA						
B. Define procedures, menus, menu items, role access, info graphics and text	Web Tailor		DBA						
C. Set up web controls	Banner Baseline	SOATERM	Rec						
D. Review/establish crosswalk validation	Banner Baseline	GTVSDAX	Rec						
E. Review/establish web display rules	Banner Baseline	SOAWDSP	Rec						
F. Indicate e-mail addresses to be displayed	Banner Baseline	GTVEMAL	Rec						
G. Define user PIN numbers	Banner Baseline	GOATPAC	Rec						



Business Process or Test Step	Module	Validation Tables and Institutionally Determined Web Locations	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
H. Establish address role privileges	Banner Baseline	GOAADRL	Rec						
I. Establish directory options	Banner Baseline	GOADIRO	Rec						
J. Indicate valid e-mail addresses to be displayed	Banner Baseline	GOAEMAL	Rec						
K. Indicate course registration status codes	Banner Baseline	STVRSTS	Rec						
L. Indicate enrollment status codes	Banner Baseline	STVESTS	Rec						
M. Indicate subject codes	Banner Baseline	STVSUBJ	Rec						
N. Create application source	Banner Baseline	STVAPLS	Rec						
O. Create application verification steps	Banner Baseline	STVASTA	Rec						
P. Establish application types	Banner Baseline	STVWAPP	Rec						
Q. Establish web application sections	Banner Baseline	STVWSCT	Rec						
R. Establish Self-Service Options Code	Banner Baseline	STVWSSO	Rec						
S. Establish Payment Options Code	Banner Baseline	STVWPYO	Rec						
T. Establish graduation application status types	Banner Baseline	STVGAST	Rec						

Business Process or Test Step	Module	Validation Tables and Institutionally Determined Web Locations	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
U. Establish graduation application display rule codes	Banner Baseline	STVGADR	Rec						
V. Establish graduation application display rules	Banner Baseline	SHAGADR	Rec						
W. Establish graduation application selection rules	Banner Baseline	SHAGADS	Rec						
X. Establish graduation application eligibility rules	Banner Baseline	SHAGELR	Rec						
Y. Establish codes for changes to degree completion,	Stu	STVDCPR	Rec						
Z. Maintain Graduation Applications	Banner Baseline	SHAGAPP	Rec						
AA. View Transcript Request Rules	Banner Baseline	SHAWTRR	Rec						
BB. View Transcript Request Status Form	Banner Baseline	SHARQTS	Rec						
CC. Establish EDI group rules	Banner Baseline	STVEGRP	Rec						
DD. Establish EDI verification labels	Banner Baseline	STVXLBL	Rec						
EE. Establish address types	Banner Baseline	STVATYP	Rec						
FF. Indicate hold types	Banner Baseline	STVHLDD	Rec						
GG. Indicate transcript types	Banner Baseline	STVTPRT	Rec						
HH. Indicate degree codes	Banner Baseline	STVDEGC	Rec						

Business Process or Test Step	Module	Validation Tables and Institutionally Determined Web Locations	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
II. Establish faculty status codes	Banner Baseline	STVFCST	Rec						
JJ. Establish transcript type rules	Banner Baseline	SHATPRT	Rec						
KK. Create faculty information record	Banner Baseline	SIAINST	Rec						
LL. Establish hold types	Banner Baseline	RTVHOLD	FA						
MM. Indicate messages to be displayed	Banner Baseline	RTVMESG	FA						
NN. Indicate packaging groups	Banner Baseline	RTVPGRP	FA						
OO. Indicate FA options	Banner Baseline	ROAINST	FA						
PP. Execute the modified script to mask the user ID on User Login page of Self-Service	GaMod	twbkwbi1.sql	Rec						
QQ. Acting as a student, log into Self-Service	Banner Baseline	Institution- specific	Stu						
RR. Acting as a student, select a term	Web for General	Institution-specific	Rec						
SS. Acting as a student, view student information	Web for General	Institution-specific	Rec						
TT. Acting as a student, view address and telephone information	Web for General	Institution-specific	Rec						
UU. Acting as a student, view email addresses	Web for General	Institution-specific	Rec						

Business Process or Test Step	Module	Validation Tables and Institutionally Determined Web Locations	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
VV. Acting as a student, register for courses	Web for General	Institution-specific	Rec						
WW. Acting as a student, alter schedule through drop/add	Web for General	Institution-specific	Rec						
XX. Acting as a student, view the student schedule	Web for General	Institution-specific	Rec						
YY. Acting as an advisor, view the academic transcript	Web for General	Institution-specific	Rec						
ZZ. Acting as an advisor, enter grades	Web for General	Institution-specific	Rec						
AAA. Acting as a potential student, apply for admissions	Web for Student	Institution-specific	Adm						
BBB. Acting as a potential student, view application status	Web for Student	Institution-specific	Adm						
CCC. Acting as a potential student, view the application summary	Web for Student	Institution-specific	Adm						
DDD. Acting as a student, select a term	Web for Student	Institution-specific	Rec						
EEE. Acting as a student, register for the selected term	Web for Student	Institution-specific	Rec						
FFF. Acting as a student, search for available courses	Web for Student	Institution-specific	Rec						

Business Process or Test Step	Module	Validation Tables and Institutionally Determined Web Locations	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
GGG. Acting as a student, alter course schedule through drop/add	Web for Student	Institution-specific	Rec						
HHH. Acting as a student, view the registration status	Web for Student	Institution-specific	Rec						
III. Acting as a student, view the schedule by day and time	Web for Student	Institution-specific	Rec						
JJJ. Acting as a student, view the detail schedule	Web for Student	Institution-specific	Rec						
KKK. Acting as a student, view fee assessment	Web for Student	Institution-specific	AR						
LLL. Acting as a student, view holds	Web for Student	Institution-specific	Rec						
MMM. Acting as a student, view grades (mid-term and final)	Web for Student	Institution-specific	Rec						
NNN. Acting as a student, view the transcript	Web for Student	Institution-specific	Rec						
OOO. Acting as a student, view the account summary, the account summary by term, and the statement and payment history.	Web for Student	Institution-specific	AR						
PPP. Acting as a student, select a tax year	Web for Student	Institution-specific	AR						
QQQ. Acting as a student, view the tax information	Web for Student	Institution-specific	AR						

Business Process or Test Step	Module	Validation Tables and Institutionally Determined Web Locations	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
RRR. Acting as a faculty member, select a term	Web for Faculty and Advisors	Institution-specific	Fac/Adv						
SSS. Acting as a faculty member, enter a student id	Web for Faculty and Advisors	Institution-specific	Fac/Adv						
TTT. Acting as a faculty member, view student information	Web for Faculty and Advisors	Institution-specific	Fac/Adv						
UUU. Acting as a faculty member, view student address and telephone number	Web for Faculty and Advisors	Institution-specific	Fac/Adv						
VVV. Acting as a faculty member, view the student email address	Web for Faculty and Advisors	Institution-specific	Fac/Adv						
WWW. Acting as a faculty member, register a student	Web for Faculty and Advisors	Institution-specific	Fac/Adv						
XXX. Acting as a faculty member, alter the student schedule	Web for Faculty and Advisors	Institution-specific	Fac/Adv						
YYY. Acting as a faculty member, view the student schedule	Web for Faculty and Advisors	Institution-specific	Fac/Adv						

Business Process or Test Step	Module	Validation Tables and Institutionally Determined Web Locations	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
ZZZ. Acting as a faculty member, view the academic transcript	Web for Faculty and Advisors	Institution-specific	Fac/Adv						
AAAA. Acting as a faculty member, enter grades	Web for Faculty and Advisors	Institution-specific	Fac/Adv						
BBBB. HOPE Authorizations									
1. Build rules for Authorization	Banner Baseline	TVVAUTH	AR						
CCCC. Build Crosswalk for Authorizations	Banner Baseline	GTVSDAX	General						
DDDD. As Web Tailor administrator, customize delivered authorization messages as needed by the institution	Web for Student	Institution-specific	FA						
EEEE. As a student, log in to Web service to view authorization page	Web for Student	Institution- specific	FA						
FFFF. As a student, provide authorization to funds awarded	Web for Student	Institution- specific	FA						
GGGG. Financial Aid Award by Term- Baseline Version									
1. Define the Question Codes for any question to be displayed on Self-Service	Banner Baseline	RTVWEBQ	FA						

Business Process or Test Step	Module	Validation Tables and Institutionally Determined Web Locations	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
2. Create and/or modify web questions & answer rules	Banner Baseline	RORWBQA	FA						
3. Define Text Rule Codes to be displayed on Self-Service	Banner Baseline	RTVWTXT	FA						
4. Create and/or modify web text rules	Banner Baseline	RORWTXT	FA						
5. Create and/or modify web variables	Banner Baseline	RORWVAR	FA						
6. Create and/or modify web tab rules	Banner Baseline	RORWTAB	FA						
7. As the Web Tailor administrator, modify informational text for appropriate links and Web pages	Web for Student	Institution-specific	DBA						
8. Acting as a student, log into Banner Self-Service	Web for Student	Institution – specific	Stu/FA						
9. Acting as a student, navigate through Self-Service Web pages	Web for Student	Institution – specific	Stu/FA						
10. Acting as a student, locate the Award for Aid Year page (From the Financial Aid menu)	Web for Student	Institution – specific	Stu/FA						



Business Process or Test Step	Module	Validation Tables and Institutionally Determined Web Locations	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
11. From the Award for Aid Year page, navigate through the various tabs your institution has chosen to set up (General Info, Award Overview, Resources/Additional Info, Terms & Conditions, Accept Award Offer and Special Messages)	Web for Student	Institution-specific	FA						
12. Acting as a student, verify that your institution-specific information is displayed on the various tabs, above	Web for Student	Institution-specific	FA						
13. Run Web Applicant Info Process	Banner Baseline	RPPINFO	FA						
14. Run Web Applicant Info Purge Process	Banner Baseline	RPPPINF	FA						
15. Review outside resource information, award information and question responses	Banner Baseline	RPAINFO	FA						
16. View & update the lender selected by a student or parent	Banner Baseline	RPASLND	FA						
HHHH. Modify messages for the student to view on award letter	Banner Baseline	RTVMESG	FA						

Business Process or Test Step	Module	Validation Tables and Institutionally Determined Web Locations	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
III. Manually create message for student to view on award letter	Banner Baseline	ROAMESG	FA						
JJJ. Ethnicity and Race Enhancement									
1. Review/establish crosswalk validation (SSMREDATE/RESTARTDAT)	General	GTVSDAX	Institution-specific						
2. Review/establish crosswalk validation (SSMREDATE/REENDDATE)	General	GTVSDAX	Institution-specific						
3. Review/establish Regulatory Race Validation Form	General	GTVRRAC	Institution-specific						
4. Review/establish Race Rules Form	General	GORRACE	Institution-specific						
5. Update Ethnicity and Race webpage	Web for General	bwgkomre.P_RaceSurvey	Institution-specific						
6. View Race Survey	Web for General	bwgkomre.P_RaceSurveyConfirm	Institution-specific						
7. Update Ethnicity and Race webpage	Web for General	bwgkomre.P_SelectEthnicityRace	Institution-specific						
8. View Ethnicity Survey	Web for General	bwgkomre.P_ViewEthnicityRace	Institution-specific						
9. Review Ethnicity and Race webpage	Web Tailor	bwgkomre.P_RaceSurveyConfirm	Institution-specific						
KKKK. Self-Service Graduation Application Enhancement									

Business Process or Test Step	Module	Validation Tables and Institutionally Determined Web Locations	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
1. Review/establish Graduation Status Validation Form	Student	STVGAST	Institution-specific						
2. Review/establish Graduation Application Display Rules Validation Form	Student	STVGADR	Institution-specific						
3. Review/establish rules that assign display selection codes to students based on curricula data	Student	SHAGADS	Institution-specific						
4. Review/establish Self-Service Graduation Application Display Rules	Student	SHAGADR	Institution-specific						
5. Review/establish Graduation Application Eligibility Rules	Student	SHAGELR	Institution-specific						
6. Update Graduation Date Selection webpage	Web for Student	bwskgrad.p_proc_grad_date	Institution-specific						
7. Update Graduation Ceremony Selection webpage	Web for Student	bwskgrad.p_proc_ceremony	Institution-specific						
8. Update Diploma Name Selection webpage	Web for Student	bwskgrad.p_proc_diploma_name	Institution-specific						
9. Update Diploma Name Selection – Name Change webpage	Web for Student	bwskgrad.p_proc_diploma_name	Institution-specific						

Business Process or Test Step	Module	Validation Tables and Institutionally Determined Web Locations	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
10. Update Name Change Information webpage	Web for Student	bwgtkoinf.P_DisUpdName	Institution-specific						
11. Update Diploma Mailing Address Selection webpage	Web for Student	bwskgrad.p_proc_diploma_addr	Institution-specific						
12. Update Diploma Mailing Address Selection – Address Change webpage	Web for Student	bwskgrad.p_proc_diploma_addr	Institution-specific						
13. Update Graduation Application Payment	Web for Student	bwskgrad.p_proc_payment	Institution-specific						
14. Review Graduation Application Summary webpage	Web for Student	bwskgrad.p_disp_confirm	Institution-specific						
15. Update Graduation Application Signature webpage	Web for Student	bwskgrad.p_disp_sigpage	Institution-specific						
16. Update Graduation Application webpage	Web for Student	bwskgrad.p_view_gradapp	Institution-specific						
LLLL. Catalog Extract and Load Enhancement									
1. As Web Tailor administrator, change Data Element Names for the Catalog Entries	Web Tailor	bwckctlg.p_display_courses	Institution-specific						
2. As Web Tailor administrator, suppress Data Elements from the Catalog Entries	Web Tailor	bwckctlg.p_display_courses	Institution-specific						

Business Process or Test Step	Module	Validation Tables and Institutionally Determined Web Locations	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
3. As Web Tailor administrator, display Data Elements on the Catalog Entries webpage	Web Tailor	bwckctlg.p_display_courses	Institution-specific						
4. As Web Tailor administrator, change Sections Link Text on the Catalog Entries webpage	Web Tailor	bwckctlg.p_display_courses	Institution-specific						
5. As Web Tailor administrator, suppress Sections Link from the Catalog Entries webpage	Web Tailor	bwckctlg.p_display_courses	Institution-specific						
6. As Web Tailor administrator, display Sections Link on the Catalog Entries webpage	Web Tailor	bwckctlg.p_display_courses	Institution-specific						
7. As Web Tailor administrator, change Data Element Names for the Class Schedule Listing webpage	Web Tailor	bwckctlg.p_disp_listcrse or bwckschd.p_get_crse_unsec	Institution-specific						
8. As Web Tailor administrator, suppress Data Elements from the Class Schedule Listing webpage	Web Tailor	bwckctlg.p_disp_listcrse or bwckschd.p_get_crse_unsec	Institution-specific						

Business Process or Test Step	Module	Validation Tables and Institutionally Determined Web Locations	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
9. As Web Tailor administrator, display Data Elements on the Class Schedule Listing webpage	Web Tailor	bwckctlg.p_disp_listcrse or bwckschd.p_get_crse_unsec	Institution-specific						
10. As Web Tailor administrator, change Catalog Link Text on the Class Schedule Listing webpage	Web Tailor	bwckctlg.p_disp_listcrse or bwckschd.p_get_crse_unsec	Institution-specific						
11. As Web Tailor administrator, suppress Catalog Link from the Class Schedule Listing webpage	Web Tailor	bwckctlg.p_disp_listcrse or bwckschd.p_get_crse_unsec	Institution-specific						
12. As Web Tailor administrator, display Catalog Link on the Class Schedule Listing webpage	Web Tailor	bwckctlg.p_disp_listcrse or bwckschd.p_get_crse_unsec	Institution-specific						
13. As Web Tailor administrator, customize Field Labels on the Course Catalog Search webpage	Web Tailor	bwckctlg.p_disp_listcrse or bwckschd.p_get_crse_unsec	Institution-specific						
14. As Web Tailor administrator, customize Field Labels on the Class Schedule Search webpage	Web Tailor	bwckctlg.p_disp_listcrse or bwckschd.p_get_crse_unsec	Institution-specific						
MMMM. Accept Admissions Offer Enhancement									

Business Process or Test Step	Module	Validation Tables and Institutionally Determined Web Locations	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
1. Review/establish Admission Application Decision Code Validation Form	Student	STVAPDC	Student						
2. Review/establish Electronic Admissions Applications Rules Form (DCSN/ALLOWDECISION)	Student	SAAERUL	Student						
3. Review/establish Electronic Admissions Applications Rules Form (DCSN/CONFIRMCODE)	Student	SAAERUL	Student						
4. Review/establish Electronic Admissions Applications Rules Form (DCSN/CONFIRMLABEL)	Student	SAAERUL	Student						
5. Review/establish Electronic Admissions Applications Rules Form (DCSN/WITHDRAWLABEL)	Student	SAAERUL	Student						
6. Review/establish Electronic Admissions Applications Rules Form (DCSN/WITHDRAWCODE)	Student	SAAERUL	Student						

Business Process or Test Step	Module	Validation Tables and Institutionally Determined Web Locations	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
7. Review/establish Electronic Admissions Applications Rules Form (DCSN/CAPTUREWDI NFO)	Student	SAERUL	Student						
8. Update Applicant Withdrawal Information	Web for Student	bwskadec.P_ApplicantWDInfo	Institution-specific						
9. Review Application Summary	Web for Student	bwskasta.P_Dispatch_StatusSaradap	Institution-specific						
NNNN. Concise Student Schedule Enhancement									
1. Update Print on Schedule on the Course Registration Status Code Validation Form	Student	STVRSTS	Student						
2. Review/establish class titles (WEBCTINUSE) – WebCT only	Student	GTVSDAX	Institution-specific						
3. Review/establish class titles (CPINUSE)	Student	GTVSDAX	Institution-specific						
4. Review/establish class titles (WEBCTLOGIN)	Student	GTVSDAX	Institution-specific						
5. Review/establish class titles (WEBCONTENT) – WebCT only	Student	GTVSDAX	Institution-specific						
6. Review/establish class titles (INTCOMP) – WebCT only	Student	GTVSDAX	Institution-specific						



Business Process or Test Step	Module	Validation Tables and Institutionally Determined Web Locations	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	
7. As student, select Concise Student Schedule option	Web for Student	bwskcrse.P_CrseSchdDetl	Institution-specific						
8. As Web Tailor administrator, display Data Elements on the Catalog Entries webpage	Web Tailor	bwckctlg.p_display_courses	Institution-specific						

**Additional Forms and Processes Tested for Banner Web Tailor, Student, General, Faculty and Advisors Self-Service**

Business Process	Module	Form/ Process	Testing Group	Testing successful			Criticality		Comments (Required if testing not successful.)
				Yes	No	Not tested	Critical functional defect	Noncritical defect	

**Additional Notes**

**Remediation Testing Comments**

To request support for testing, first notify OIIT at [ban\\_test@usg.edu](mailto:ban_test@usg.edu)