



General Ledger/Commitment Control User Acceptance Testing

February 12, 2015

9:00 AM

Julie Thompson

Agenda

- ▶ 9:00 Recap and Updates on Day 1
- ▶ 9:30 Testing
- ▶ 12:00 Lunch
- ▶ 1:30 Resume Testing
- ▶ 4:15 Recap
- ▶ 4:30 Question and Answer

Module Overview - GL

- ▶ Budget Reference effects in General Ledger
- ▶ New Journal Workflow and Attachments
- ▶ Projected Balance field
- ▶ Journal Generation
- ▶ Project and Grant setup
- ▶ Project Sync Process
- ▶ GL Workcenters
- ▶ Reports
 - Ledger History Report – new and improved!
 - Agency Funds
 - nVisions

Testing Scenarios

	Test Scenario	Expected Result
25	Open accounting periods 6 thru 12 for 2015 and period 1 for 2016 for Actuals, if not already open. Migrate to subsystems.	Periods are opened successfully
26	Run BOR_KK_AVAIL_BALANCE for both Budget Reference 2015 and 2016. (When prompted for fiscal year, use 2015 and 2016 respectively. Use wildcards for other values)	Query runs and returns valid results
27	Enter new GL journal dated 7/15/2015 to a 2015 chartstring. Do not update Budget Date. Budget Check journal. **	Should receive "No Budget Exists" error.
28	Click on Budget Status E to display Error details. Expand columns to view chartstring.	User can view chartstring. Budget Ref is 2015, Budget Period is 2016

** If you are the sole approver at UAT, you will need to enter journals as another user. If you do not know of a user ID from your institution that you can use, we can give you that information.

Testing Scenarios

	Test Scenario	Expected Result
29	Correct journal by setting budget date to 6/30/2015 or earlier. (If budget date is not visible, you may not have security to see the budget date.)	Budget date can be updated.
30	Re-edit/budget check query. Submit for approval.	Journal is valid and can be submitted
31	Enter new GL journal dated 7/20/2015 to a 2016 chartstring with available budget. (Use budgets created on UAT Day 1) Do not update budget date.	Journal is created
32	Edit and Budget Check journal.	Journal budget checks successfully

Testing Scenarios

	Test Scenario	Expected Result
33	Navigate to Commitment Control > Define Control Budgets > Budget Definitions and retrieve APPROP budget definition	Budget Definition is retrieved, Effdt is 7/1/2015
34	On first tab, Control Budget Options, choose Budget Reference for your Expiration CF and save. (You'll need to be in Correct History mode)	Budget Definition is saved
35	Click on Expiration Chartfield tab and populate as shown below and save. (warning about child budget is normal, ok to proceed)	Budget Definition is saved

Control Budget Options | Ruleset Chartfield | Keys and Translations | **Expiration Chartfield** | Budget Period Status

SetID 98000 Ledger Group APPROP

Effective Date Find | View All First 1 of 2 Last

*Effective Date 07/01/2015 *Status Active

*Description Appropriation Definition Status Valid

Expiration ChartField Budget Reference

SetIDs for ChartField Find | View All First 1 of 1 Last

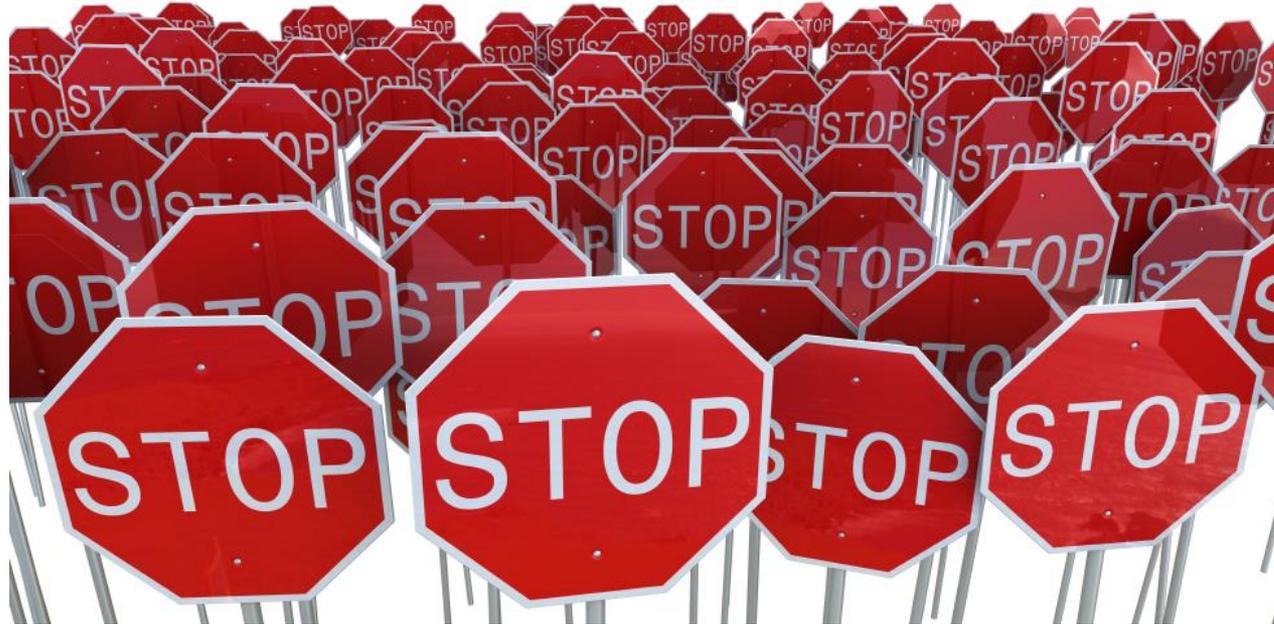
*SetID SHARE

ChartField Values Personalize | Find | View All First 1 of 1 Last

Value	Begin Date	Expiration Date	End Date
2016	07/01/2015	07/15/2015	07/30/2015

Testing Scenarios

	Test Scenario	Expected Result
36	Return to Journal from step 31 and update monetary amounts and save.	Edit Status and Budget Status should be set back to N.
37	Re-edit/budget check query.	Journal should receive budget error.
38	Click on Budget Status of E to view Error, view exception detail	Budget error of "Funding is Expired"
39	If someone in UAT group has authority to override, override transaction and re-budget check. Otherwise, navigate back to journal and change budget date to 7/14/2015 and rebudget check.	Journal has Budget Status of Valid
40	Submit into workflow.	Journal is submitted.



Discussion

Expiration Chartfield

- ▶ Can be used to replace functionality of Budget Period 'Hold' or 'Close'
- ▶ If Budget Reference is expired:
 - Monies encumbered can be spent with no error
 - Unencumbered monies will receive budget error "Funding is expired."
 - Error can be overridden
- ▶ If Budget Reference is ended:
 - Monies encumbered and unencumbered will receive budget error "Outside Expired Date Range."
 - Error can be overridden

Journals

- ▶ New workflow
- ▶ Attachments
- ▶ T-Accounts/Projected Balance field

BusinessUnit, Ledger and ChartField Combination								Personalize Find  
Business Unit	Ledger	Account	Fund Code	Department	Program Code	Class Field	Budget Reference	Journal Line Description
98000	ACTUALS	714100	11920	1211000	16100	11000	2014	Cash

Projected Balance		
	Debit Amount	Credit Amount
Current Balance :	0.00	0.00
	20.00	0.00
Projected Balance :	20.00	0.00

[Return](#)

Testing Scenarios

	Test Scenario	Expected Result
41	Enter GL Journal with a 2015 Budget Reference and Budget Date and save. From header tab, add two attachments to journal. Check “show to approver” box on one attachment.	Journal is created and attachments are added successfully.
42	Change the journal template for journal id created in step 41 to template id TACCOUNT. Hit OK and return to journal lines tab. Click the Projected Balance link on the journal line.	Projected Balance will display for the journal line's chartstring
43	Run the edit/budget check process, submit into workflow	Journal is set to Pending Approval.

Testing Scenarios

	Test Scenario	Expected Result
44	GL Approver- Confirm the 3 journals submitted above appear in worklist. Confirm that: - Journal from step 27 shows budget ref alert - Journal from step 31 shows no budget ref alert - Journal from step 41 has only one attachment visible	Journals are as expected.
45	Deny journal from step 41, adding comments	Journal is removed from approver's worklist
46	Journal Entry user – Go to your worklist and confirm journal does appear . Retrieve journal and click on Approval History	Journal can be retrieved, approval history can be viewed
47	Resubmit journal	Journal is back in approver's worklist

Testing Scenarios

	Test Scenario	Expected Result
48	Approvers – approve and post journals	Journals are posted.
49	Run workflow query BOR_GL_JRNL_WORKFLOW_AUDIT using date range of 2/1/2015 to 7/30/2015.	Query returns UAT activity.

Journals

- ▶ Journal Generation
- ▶ AP and other submodule journals exempt from journal workflow

Testing Scenarios

	Test Scenario	Expected Result
50	Run BOR_JE_PENDING	Query returns accounts payable transactions
51	Navigate to General Ledger > Journals > Subsystem Journals > Generate Journals and run Journal Generation for Accounts Payable journals. Choose Edit and Budget Check boxes. Do not check Post box.	Journal is created
52	Go to Journal Entry page and retrieve AP journals searching by date and source	AP journal is retrieved
53	Go to lines tab, verify journal has a valid edit and budget check. Attempt to submit journal into workflow.	Journal cannot be submitted into workflow

Journal Processing

- ▶ Journal Unpost
- ▶ Encumbrance Journals
- ▶ Mark KK journals to Post

Journal Processing

	Test Scenario	Expected Result
54	Unpost existing 8.9 journal	Journal is able to be unposted
55	Enter Encumbrance Journal to the ACTUALS ledger with the Encumbrance radio button checked. Save, edit, and budget check journal.	Journal is created.
56	Use "Mark KK journals to Post" process to post journal in step 55. Verify that journal is posted and cannot be edited.	Journal will be marked as posted

Projects and Grant

- ▶ New fields on project/grant definition
 - Added Accountant and Invoice Approver fields
 - Grant Bill will allow user to choose whose signature appears on invoice.
- ▶ Project Sync

Testing Scenarios

	Test Scenario	Expected Result
57	Create a new grant. Have the effective dates span current date. e.g. 7/1/2014 to 4/30/2015. Set the grant to control at the PRMST_EXP level, and track without budget at PRMST_REV and PROJ_GRT	New grant is created.
58	Run project sync process: BOR Menu > BOR GL > GL Processing > Sync project to KK	Process runs to success
59	Navigate to Budget Definition for PRMST_EXP, Control Chartfield tab and confirm new grant was added to list and is Open. (You can use the Find feature if you have a long list)	Budget definitions are updated with new grant.
60	Enter zero dollar budget for grant at PRMST_EXP level, post budget journal	Budget Journal is posted
61	Enter journal for expenditure to grant and budget check	Journal has budget exception

Testing Scenarios

	Test Scenario	Expected Result
62	Run BOR_KK_EXCEPTIONS query for all transaction types by using % in source tran field, verify journal from step 61 is returned in results.	Query returns accurate results
63	Use Review Budget Check Exceptions menu to view budget error.	Budget Error can be viewed
64	Override Error and re-budget check	Budget check is successful
65	Use Budgets Overview to view PRMST_EXP budget and expenditure. Drill down on expenditure.	Budget and expenditure can be viewed.

Other General Ledger

- ▶ Allocations
 - 9.2 allows for exclusion criteria
 - Resolved issue with abend when project_id was added to basis record.
- ▶ Open Items
- ▶ Speedtypes

Testing Scenarios

	Test Scenario	Expected Result
66	Run PLANT allocations process	PL journals are created.
67	Run Open Item Transaction Listing Report for account 132300	Report is produced correctly and accurately reflects activity
68	Use Review Open Item Status screen to view balances for account 213113	Inquiry produces correctly and accurately reflects activity
69	Create a new speedtype for a specific user. Verify you can specify a budget reference when creating.	New speedtype is created.
70	Create a journal using the new speedtype created in step 52.	Journal is created.

General Ledger Reports

- ▶ Ledger History Reports
 - Three reports combined into one:
 - BORRG018, BORRG021, and BORRG21A
 - Now BORRG014
 - Users can still choose between Summary, Detail, and Detail with Beginning Balance
 - Improved descriptions, added column for transaction type, optimized spacing
- ▶ Agency Funds Report
 - Deptid field added
- ▶ nVisions

Testing Scenarios

	Test Scenario	Expected Result
71	Run Ledger History Report – any parameters	Report is produced correctly and accurately reflects activity
72	Run Agency Funds Report for FY Ending 2014. Click to Exclude Inactive Departments.	Report is produced and includes deptid and descriptions
73	Run CASHFLOW nVision to Web	Report appears in Report Manager
74	Run SNP nVision to Window	Report runs to success and displays in window



...well, of the test scenarios anyway....

Workcenters

The screenshot displays the 'General Ledger WorkCenter' interface. It features a top navigation bar with 'Main' and 'Reports/Queries' tabs. Below this, there are three main sections: 'My Work', 'Queries', and 'Reports/Processes'. The 'My Work' section includes categories like 'Current Work' (with sub-items: Incomplete Journals, Journals Ready for Processing, Journals Pending My Approval), 'Exceptions' (with sub-items: Journals With Errors, Journals With Edit Errors, Journals With Balance Errors, Journals - Commitment Control Exceptions, Budget Journal Exceptions), and 'Links' (with sub-items: Manage and Monitor Journals, Other Useful Links). The 'Queries' section includes 'Query Manager' and 'GL Queries' (with sub-items: BOR_KK_AVAIL_BALANCE, BOR_TRIAL_BALANCE_AUD, BOR_KK_EXCEPTIONS, BOR_JE_PENDING). The 'Reports/Processes' section includes 'My Processes' (with sub-items: Request Allocation, Sync KK and Project Definition), 'GL Reports' (with sub-items: Budget Activity Report, Grant Budget Activity Report, Trial Balance, Open Item Transaction Report), 'Monitor' (with sub-items: Process Monitor, Report Manager), and 'Journal Reports' (with sub-items: Journal Entry Detail, Journal Edit Errors Report).

Reminder: Not in FPRE currently, but will be in FPROD at Go-Live

Send requests for additions to julie.thompson@usg.edu

Banner UAT

- ▶ Institutions will be able to test Banner processes.
- ▶ Banner UAT scenarios will be provided during both GL and AP UAT and will also be posted to the Georgia*FIRST* website.
- ▶ Testing should be executed between February 16 - February 25.
- ▶ Testing will be conducted in a 2nd UAT environment 'SCITEST'
 - URL: scitest.gafirst.usg.edu

Banner UAT

- ▶ Instructions for creating a link from Banner test to SCITEST database was sent to both Banner and PSFIN listservs on 2/06/2015.
- ▶ Links should be created to UAT no later than February 13th.
- ▶ AP staff need to attend AP UAT prior to beginning Banner AP scenarios.
- ▶ Security – you will need to work with your Security Admin to confirm your security roles have been updated in SCITEST.
- ▶ Refer to Georgia*FIRST* website (Project Information> PeopleSoft Financials 9.2 Upgrade):
[http://www.usg.edu/gafirst-fin/project information/peoplesoft financials 9.2 upgrade](http://www.usg.edu/gafirst-fin/project%20information/peoplesoft%20financials%209.2%20upgrade)

Banner UAT

- ▶ Questions or issues related to UAT:
 - Email: PSFIN_UPGRADE@usg.edu
 - Make the email subject as descriptive as possible:
- ▶ UAT Sign off forms should be sent to this email group by February 25th.
- ▶ Please note that SCITEST should only be used for your Banner UAT testing. Continue to use FPRE for GL/KK testing.

Homework

- ▶ Banner Testing!
- ▶ Journal Spreadsheet Upload
 - Download files for FPRE from http://www.usg.edu/gafirst-fin/project_information/peoplesoft_financials_9.2_upgrade
- ▶ P-Card interface
- ▶ Query Retrofits





Questions?