PEOPLESOFT FINANCIAL PROJECT TEST PLANS

TOPIC 1

MAINTAIN VENDORS

FIND AN EXISTING VENDOR
ADD A NEW ADDRESS
ADD A NEW LOCATION
ADD A NEW 1099 CLASS
ADD AN ALTERNATE NAME
CHANGE REMIT TO VENDOR ON LOCATION
ADD A NEW VENDOR
DELETE A VENDOR
INACTIVATE AN EXISTING VENDOR
ADD ACH
ADD EFT
ADD CONTACT

WHAT HAS BEEN CUSTOMIZED

THE "DELETE" CHECK BOX
VENDOR TIN
EMPLID
ENTERED, BY/MAINTAINED, BY/LAST UPDATE
"FORM W-9" CHECK BOX/DATE W-9 RECEIVED
APPROVAL DATE/ BY
NAME CHANGE PAGE,
ACH PAYMENT METHOD UPDATES,
EFT PAYMENT METHOD UPDATE
VENDOR ADDR/PAYMENT ALTERNATE NAME DISPLAY

TOPIC 2

CONTROL GROUPS

FIND AN EXISTING CONTROL GROUP
ADD A CONTROL GROUP
DELETE A CONTROL GROUP
POST A CONTROL GROUP

TOPIC 3

ENTERING VOUCHER INFORMATION

FIND AN EXISTING VOUCHER
ADD A REGULAR VOUCHER
ADD A PO VOUCHER
ADD A VOUCHER AGAINST A DISCOUNT VENDOR
ADD A VOUCHER AGAINST A REPORTABLE VENDOR
ENTER AN (CREDIT) ADJUSTMENT
ENTER A JOURNAL VOUCHER
ENTER A REVERSAL VOUCHER
VERIFY VENDOR STATUS(1099, INACTIVE, ETC)
VERIFY VOUCHER STATUS/CORRECT IF NEEDED
SAVE VOUCHER
VERIFY PAYEE/PAYMENT ADDRESS/CHANGE IF NEEDED
PAYMENT ALTERNATE NAME DISPLAY
VERIFY PAYMENT METHOD/CHANGE IF NEEDED
RUN DOCUMENT TOLERANCE FOR PO VOUCHERS
RUN VOUCHER BUDGET CHECK
WHAT HAS BEEN CUSTOMIZED
ON THE "INVOICE INFORMATION" TAB LOOK FOR THE "UU FIELDS"/SOURCE DOC PREFIX AND NUMBER AND DOC_CNTL# 
ON THE "PAYMENTS" TAB LOOK FOR THE "VERIFIED" CHECK BOX UNDER LOCATION IF THE VENDOR IS REPORTABLE, UNDER THE WITHHOLDING LINK LOOK FOR THE "WITHHOLDING CHECK FLAG"
RESET BUDGET CHECK PAGE

TOPIC 4
MAINTAIN CONTRACTS
FIND AN EXISTING CONTRACT
CREATE A NON PO CONTRACT
CREATE A CONTRACT WITH NEGATIVE LINES (WITHHOLDING)
STAGE RELEASES FOR NON PO CONTRACTS
CREATE RECURRING RELEASES FOR PO CONTRACTS
CREATE RECURRING RELEASES FOR CONTRACTS WITH NEGATIVE LINES (WITHHOLDING)
REVIEW STAGED RELEASES
DELETE STAGED RELEASES
RUN VOUCHER BUILD (BUILD STAGED RELEASES)
VERIFY DATA
REVIEW AND CORRECT BATCH VOUCHER ERRORS AND PRE-EDIT ERRORS
RUN DOCUMENT TOLERANCE IF BUILDING PO STAGED VOUCHERS
RUN VOUCHER BUDGET CHECK
RUN VOUCHER POST
CHECK VOUCHER ACCOUNTING LINE

TOPIC 5
PROCESSING PAYMENTS
CANCEL A PAYMENT(VOID/VOID AND REISSUE/VOID AND PUT ON HOLD)
CANCEL A PAYMENT AGAINST A PURCHASE ORDER- VOID AND CLOSE (CHECK PO ENCUMBRANCE)
INQUIRE ON A PAYMENT
REVIEW A PAYMENT
CREATE AN EXPRESS PAYMENT
CREATE A PAYCYCLE
CREATE AN ACH PAYCYCLE
CREATE AN EFT PAYCYCLE
ACT ON POTENTIAL LOST DISCOUNT
ACT ON WITHHOLDING ALERT
RESTART PAYCYCLE
RESET PAYCYCLE
PRINT TRIAL REGISTER
PRINT CHECKS
RUN PAYMENT POST
CHECK VOUCHER ACCOUNTING LINE

TOPIC 6
MANUAL PAYMENTS
RECORD A MANUAL CHECK
POST A MANUAL PAYMENT
VOID A MANUAL PAYMENT
CORRECT A MANUAL PAYMENT
POST CORRECTION
CHECK VOUCHER ACCOUNTING LINE

WHAT HAS BEEN CUSTOMIZED

TO CORRECT AN LPC THAT HAS BEEN RECORDED IN ERROR YOU NEED TO VOID AND CLOSE LIABILITY.
THEN RE-ENTER CORRECT INFORMATION AND RECORD CHECK ON "MAX/MAY OR MAZ".
SOURCE DOC PREFIX EQUALS LC THEN PAYMENT/BANK DEFAULTS
SOURCE DOC PREFIX EQUALS LC THEN SOURCE DOC NUMBER EQUALS CHECK NUMBER

TOPIC 7  CAMPUS ORDERS
ENTER A CAMPUS ORDER
VERIFY CAMPUS ORDER SUMMARY

WHAT HAS BEEN CUSTOMIZED

JOURNAL LINE DESCRIPTION SHOWS THE ALTERNATE DEPARTMENT NAME

TOPIC 8  EDI PROCESSING
RUN EDI FOR EVERY SATELLITE
RUN VOUCHER BUILD
VERIFY DATA
REVIEW AND CORRECT BATCH VOUCHER ERRORS AND PRE-EDIT ERRORS
RUN BUDGET CHECK
RUN VOUCHER POST
CHECK VOUCHER ACCOUNTING LINE

TOPIC 9  UOFU APPLICATIONS
RUN
USAP0015 (DUPLICATE INVOICE/SQR)
USRECON (AP ACCOUNT POSITIVE PAY/SQR)
USLP0001 (LPC POSITIVE PAY/SQR)
UAP0005 (PAYMENT DISCOUNT POST/SQR)
USAP0012 (VENDOR DELTE/SQR)
USAPH008 (GRADUATE STIPENDS/SQR)
SFAPLOAD (IA VENDOR LOAD/SQR)
USAP0016 (AUDIT FILES/SQR)

MCMP
PRINT CHECKS
SPOIL CHECKS
SPOIL FORMS
UPDATE SECURITY
UPDATE ENTITIES

LP CHECKS-ORDERS
ADD/UPDATE CUSTODIANS
POSITIVE PAY WEB APP

WITHHOLDING
UPDATE VOUCHER LINE WITHHOLDINGS