

## 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 DIPLAY  
VERIFY PAYMENT METHOD/CHANGE IF NEEDED  
RUN DOCUMENT TOLERANCE FOR PO VOUCHERS  
RUN VOUCHER BUDGET CHECK

RUN VOUCHER POST  
CHECK VOUCHER ACCOUNTING LINE

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