



Test History

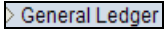
Date	Tester	Pass/Fail	Notes

Time to Test

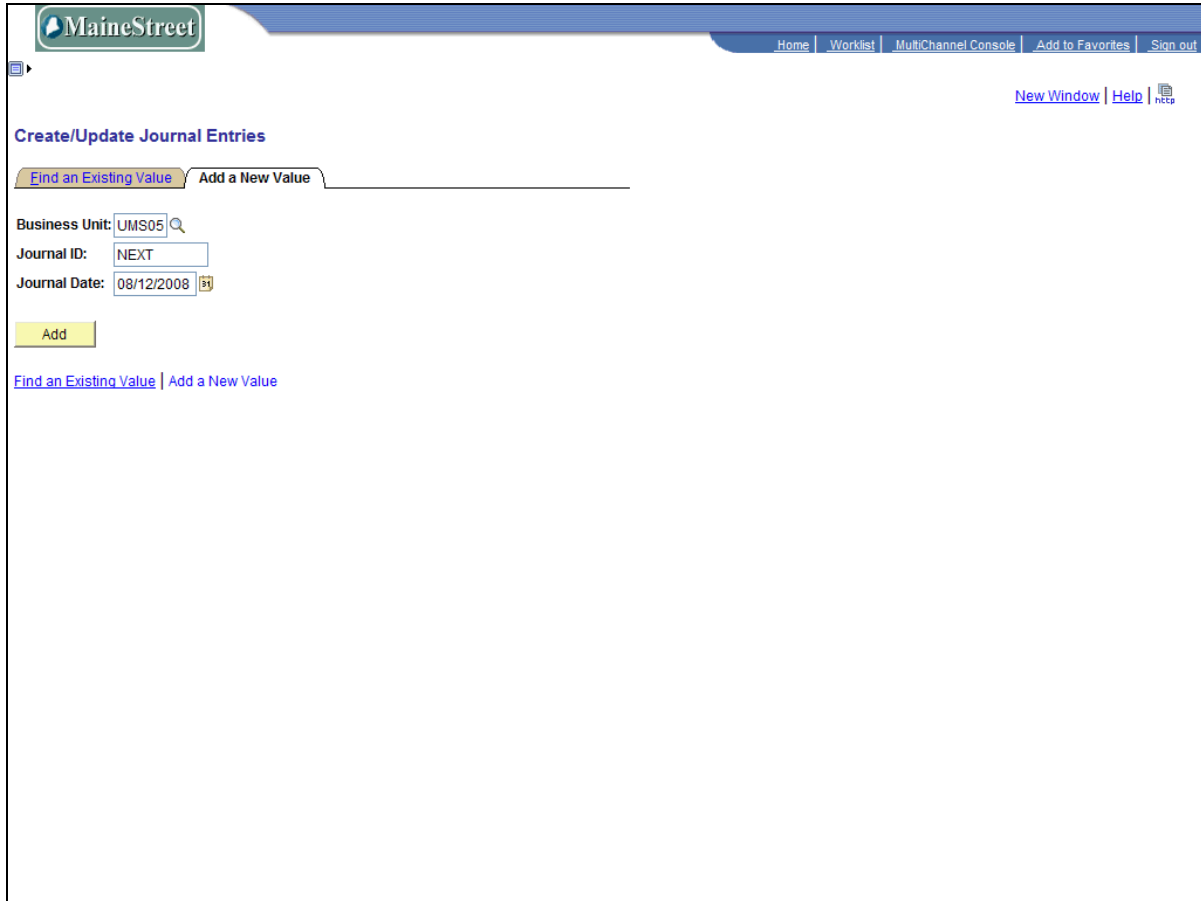
Estimated Time	
Actual Time	

Test Setup


Test Navigation


Step	Action	Input	Expected Results	Pass	Fail
1.	From the Financials menu, click the General Ledger link. 				
2.	Click the Journals link.				
3.	Click the Journal Entry link.				
4.	Click the Create/Update Journal Entries link.				

Test Procedure




The screenshot shows the 'Create/Update Journal Entries' page in the MaineStreet application. The page has a blue header with the 'MaineStreet' logo and navigation links: Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. Below the header, there are links for 'New Window', 'Help', and a small icon. The main content area is titled 'Create/Update Journal Entries' and contains two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. Below the tabs, there are three input fields: 'Business Unit' with the value 'UMS05', 'Journal ID' with the value 'NEXT', and 'Journal Date' with the value '08/12/2008'. A yellow 'Add' button is located below these fields. At the bottom of the form area, there are links for 'Find an Existing Value' and 'Add a New Value'.

Step	Action	Input	Expected Results	Pass	Fail
5.	The three elements required of every Journal Entry... <i>Business Unit</i> , <i>Journal ID</i> , and <i>Journal Date</i> ...should appear on the page. The default values are determined by your Financials User Profile.				
6.	Click the Add button. 				



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[New Window](#) | [Help](#) | [Customize Page](#) | 

Header
Lines
Totals
Errors
Approval

Unit: UMS05 Journal ID: NEXT Date: 08/12/2008

Long Description:

*Ledger Group: Auto Generate Lines

Ledger: Adjusting Entry:

*Source: Fiscal Year: 2009

Reference Number: Period:

SJE Type: ADB Date:

Journal Class: Save Journal Incomplete Status

Transaction Code:

[Currency Defaults: USD / CRRNT / 1](#)

[Reversal: Do Not Generate Reversal](#) [Commitment Control](#)

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

Step	Action	Input	Expected Results	Pass	Fail
7.	The Journal Entry Header contains information that uniquely identifies the Journal Entry: The <i>Business Unit</i> , the <i>Journal ID</i> and the <i>Journal Date</i> . It enables you to set parameters for the Journal Entry, as well.				

Test Document

Create/Update Journal Entry



MaineStreet Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) |

Header | **Lines** | Totals | Errors | Approval

Unit: UMS05 Journal ID: NEXT Date: 08/12/2008

Long Description:

*Ledger Group: ACTUALS Auto Generate Lines

Ledger: Adjusting Entry: Non-Adjusting Entry

*Source: 501 Fiscal Year: 2009

Reference Number: Period: 2

SJE Type: ADB Date: 08/12/2008

Journal Class: Save Journal Incomplete Status


Transaction Code: GENERAL

[Currency Defaults: USD / CRRNT / 1](#) [Commitment Control](#)


[Reversal: Do Not Generate Reversal](#)

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

Step	Action	Input	Expected Results	Pass	Fail
8.	In the <i>Long Description</i> field, enter a description for your Journal Entry that provides a meaningful explanation for a supervisor and others who might look up this Journal Entry via GL Inquiry Pages or other reporting methods.				



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Header
Lines
Totals
Errors
Approval

Unit: UMS05 Journal ID: NEXT Date: 08/12/2008

Long Description: Copier charges to departments May FY07

*Ledger Group: ACTUALS Auto Generate Lines

Ledger: Adjusting Entry: Non-Adjusting Entry

*Source: 501 Fiscal Year: 2009

Reference Number: Period:

SJE Type: ADB Date: 08/12/2008

Journal Class: Save Journal Incomplete Status

Transaction Code: GENERAL

[Currency Defaults: USD / CRRNT / 1](#)
[Reversal: Do Not Generate Reversal](#) [Commitment Control](#)

Header | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

Step	Action	Input	Expected Results	Pass	Fail
9.	In the <i>Reference Number</i> field, enter up to eight alpha/numeric characters to refer the Journal Entry back to a document, person, invoice or any other piece of information that will be helpful in tracking the source of the Journal Entry.				

Test Document

Create/Update Journal Entry



MaineStreet Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) | [help](#)

Header | **Lines** | Totals | Errors | Approval

Unit: UMS05 Journal ID: NEXT Date: 08/12/2008

Long Description: Copier charges to departments May FY07

*Ledger Group: ACTUALS Auto Generate Lines

Ledger: Adjusting Entry: Non-Adjusting Entry

*Source: 501 Fiscal Year: 2009

Reference Number: 0507 Period: 2

SJE Type: ADB Date: 08/12/2008

Journal Class: Save Journal Incomplete Status

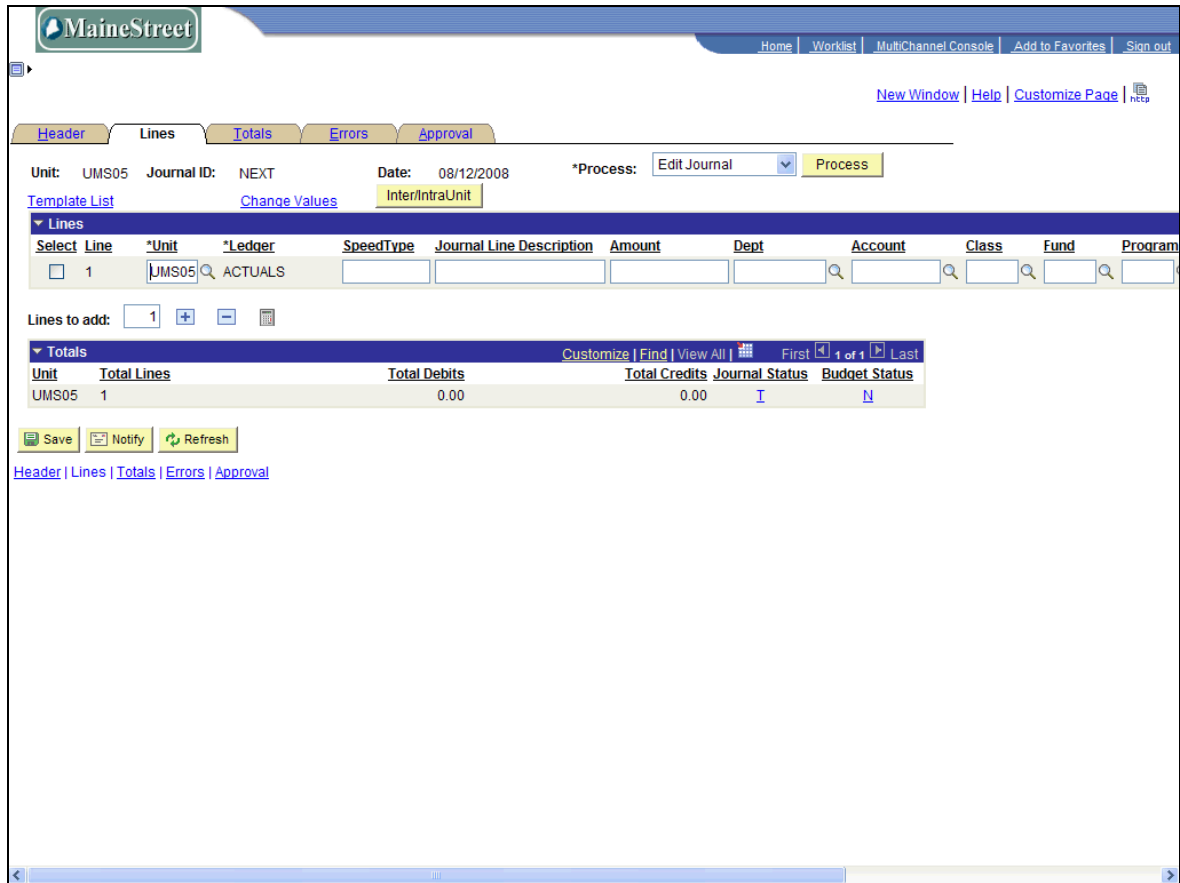
Transaction Code: GENERAL

[Currency Defaults: USD / CRRNT / 1](#) [Commitment Control](#)

[Reversal: Do Not Generate Reversal](#)

Header | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

Step	Action	Input	Expected Results	Pass	Fail
10.	Click the Lines tab. Lines				



Unit: UMS05 Journal ID: NEXT Date: 08/12/2008 *Process: Edit Journal Process

Template List Change Values Inter/IntraUnit

Select	Line	*Unit	*Ledger	SpeedType	Journal Line Description	Amount	Dept	Account	Class	Fund	Program
<input type="checkbox"/>	1	UMS05	ACTUALS								

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UMS05	1	0.00	0.00	I	N

Save Notify Refresh

Header | Lines | Totals | Errors | Approval

Step	Action	Input	Expected Results	Pass	Fail
11.	<p>Use the Lines page to record the transactions making up the Journal Entry.</p> <p>When you open the Lines page, the first line of the Journal Entry appears by default. It should show the <i>Business Unit</i> and <i>Ledger</i> you entered on the Journal Header page.</p>				

Test Document

Create/Update Journal Entry



MaineStreet

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page |

Header | **Lines** | Totals | Errors | Approval

Unit: UMS05 Journal ID: NEXT Date: 08/12/2008 *Process: Edit Journal Process

Template List Change Values Inter/IntraUnit

▼ Lines

Select	Line	*Unit	*Ledger	SpeedType	Journal Line Description	Amount	Dept	Account	Class	Fund	Program
<input type="checkbox"/>	1	UMS05	ACTUALS								

Lines to add: 1 + -

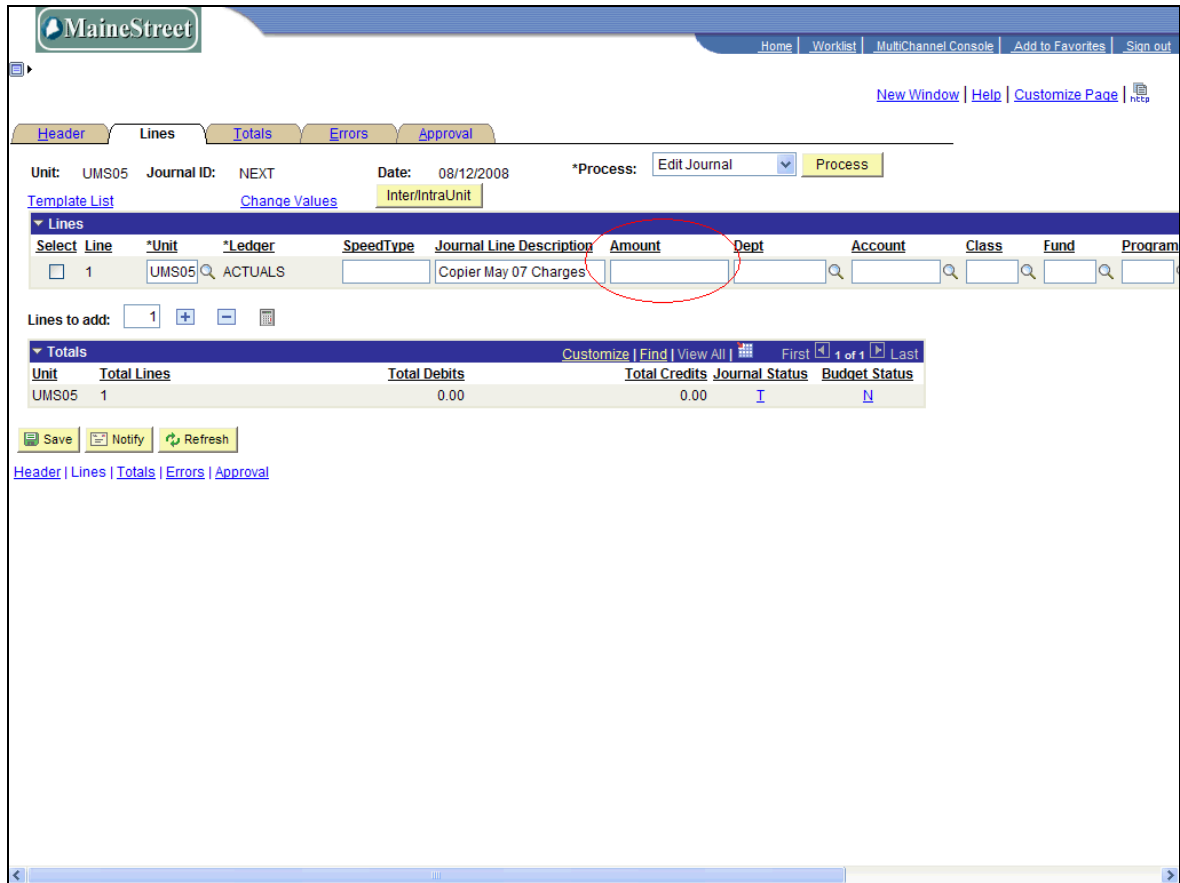
▼ Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UMS05	1	0.00	0.00	I	N

Save Notify Refresh

Header | Lines | Totals | Errors | Approval

Step	Action	Input	Expected Results	Pass	Fail
12.	The <i>Journal Line Description</i> box is where you briefly explain what this line of the Journal Entry does. Limit your Journal Line Description to thirty alpha/numeric characters.				



The screenshot shows the 'MaineStreet' application interface. At the top, there are navigation links: Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. Below this, there are tabs for Header, Lines, Totals, Errors, and Approval. The 'Header' section contains fields for Unit (UMS05), Journal ID (NEXT), Date (08/12/2008), and *Process (Edit Journal). There are also buttons for Template List, Change Values, and Inter/IntraUnit. The 'Lines' section is a table with columns: Select, Line, *Unit, *Ledger, SpeedType, Journal Line Description, Amount, Dept, Account, Class, Fund, and Program. The first row shows Line 1, Unit UMS05, Ledger ACTUALS, and Description Copier May 07 Charges. The 'Amount' field for this line is circled in red. Below the table, there are buttons for Save, Notify, and Refresh. At the bottom, there are links for Header, Lines, Totals, Errors, and Approval.

Step	Action	Input	Expected Results	Pass	Fail
13.	Every line of a Journal Entry requires a value entered in the Amount field. Enter credit values as negative numbers. Enter debit values as positive numbers. Do not enter a positive sign. Do not enter dollar signs or commas. If cents are other than zero, enter a period after the dollar				

Test Document

Create/Update Journal Entry



MaineStreet

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page |

Header | Lines | Totals | Errors | Approval

Unit: UMS05 Journal ID: NEXT Date: 08/12/2008 *Process: Edit Journal Process

Template List Change Values Inter/IntraUnit

Select	Line	*Unit	*Ledger	SpeedType	Journal Line Description	Amount	Dept	Account	Class	Fund	Program
<input type="checkbox"/>	1	UMS05	ACTUALS		Copier May 07 Charges	-350					

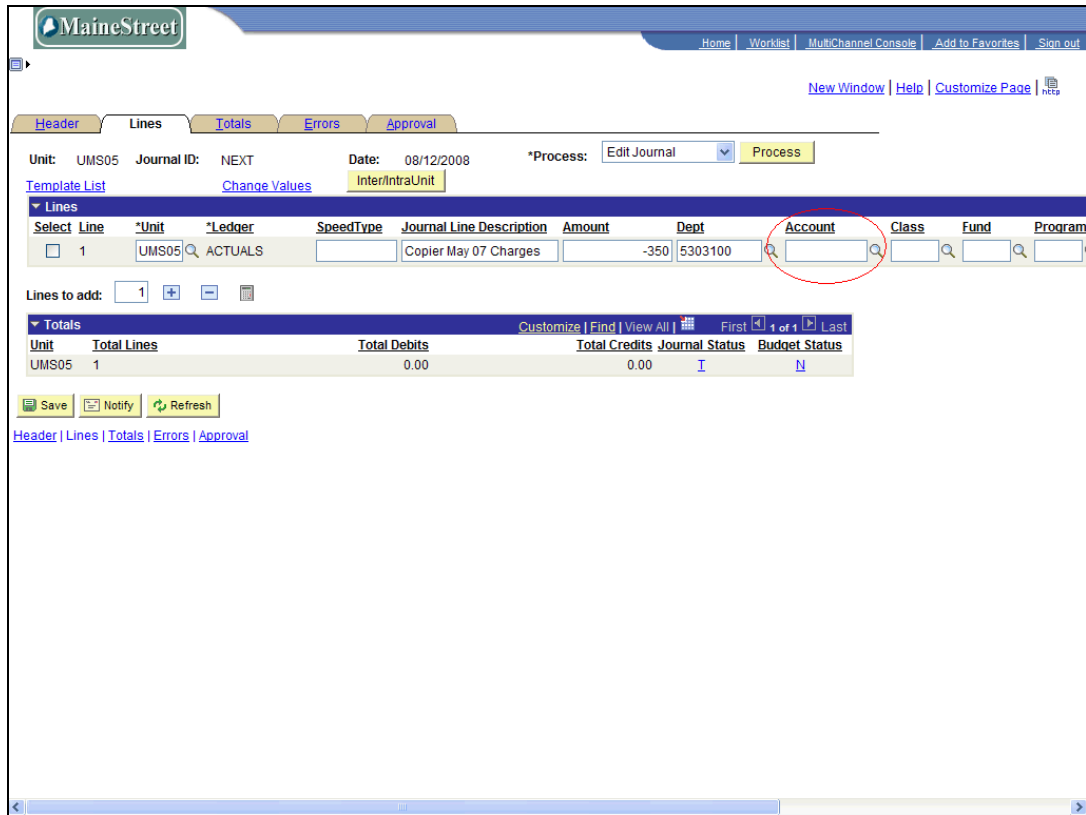
Lines to add: 1 + -

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UMS05	1	0.00	0.00	I	N

Save Notify Refresh

Header | Lines | Totals | Errors | Approval

Step	Action	Input	Expected Results	Pass	Fail
14.	<p>It is required that you enter a value in the Dept ChartField on each line of a Journal Entry. Enter the seven-digit Department ID for the first line of the Journal Entry.</p> <p>If you do not know the seven-digit Department ID, enter the last digit of your <i>Business Unit</i> into the Dept field and click on the lookup button to lookup and select the Department ID.</p> <p>NOTE: if you know part of the department value, it helps to that portion in the Dept field.</p>				




Unit: UMS05 Journal ID: NEXT Date: 08/12/2008 *Process: Edit Journal Process

Select	Line	*Unit	*Ledger	SpeedType	Journal Line Description	Amount	Dept	Account	Class	Fund	Program
<input type="checkbox"/>	1	UMS05	ACTUALS		Copier May 07 Charges	-350	5303100				

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UMS05	1	0.00	0.00	I	N

Save Notify Refresh

Step	Action	Input	Expected Results	Pass	Fail
15.	It is required that you enter a value in the Account ChartField on each line of a Journal Entry. Enter or lookup and select the five-digit Account code for the first line of the Journal Entry.				
16.	After you enter the Dept and Account ChartFields on Line 1 of your Journal Entry, you can save the journal and complete it later, if necessary. Click the Save button. 				

Test Document

Create/Update Journal Entry



MaineStreet

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page | **Saved**

Header | Lines | Totals | Errors | Approval

Unit: UMS05 Journal ID: 0000086455 Date: 08/12/2008 *Process: Edit Journal Process

Template List Search Criteria Change Values Inter/IntraUnit Line: 1

Select	Line	*Unit	*Ledger	SpeedType	Journal Line Description	Amount	Dept	Account	Class	Fund	Program
<input type="checkbox"/>	1	UMS05	ACTUALS		Copier May 07 Charges	-350.00	5303100	60699			

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UMS05	1				

Save Notify Refresh

Header | Lines | Totals | Errors | Approval

Windows Internet Explorer

Journal 0000086455 is saved with incomplete status. (5210,23)

This journal cannot be edited or posted until you change its status to complete.

OK

Step	Action	Input	Expected Results	Pass	Fail
17.	<p>The following message should display when the Journal Entry is saved and no errors were detected:</p> <p><i>Journal 000099999 is saved with incomplete status. This journal cannot be edited or posted until you change its status to complete.</i></p> <p>This message means the Journal Entry will not be batch edited until you either uncheck the Save Journal Incomplete Status box on the Header page, or until you manually run the Edit process from the Lines page.</p> <p>Click the OK button.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">OK</div>				

Unit: UMS05 **Journal ID: 0000086455** Date: 08/12/2008 *Process: Edit Journal Process

Template List Search Criteria Change Values Inter/IntraUnit Line: 1

Select	Line	*Unit	*Ledger	SpeedType	Journal Line Description	Amount	Dept	Account	Class	Fund	Program
<input type="checkbox"/>	1	UMS05	ACTUALS		Copier May 07 Charges	-350.00	5303100	60699			

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UMS05	1	0.00	350.00	I	N

Save Notify Refresh

Header | Lines | Totals | Errors | Approval

Step	Action	Input	Expected Results	Pass	Fail
18.	<p>The word NEXT in the <i>Journal ID</i> field should be replaced with system-assigned ten-digit Journal ID.</p> <p>If you use the two-digit <i>Class</i> code in your Journal Entry, enter the two-digit code into the <i>Class</i> field.</p>				

Test Document

Create/Update Journal Entry



MaineStreet

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page |

Header | **Lines** | Totals | Errors | Approval

Unit: UMS05 **Journal ID: 0000086455** Date: 08/12/2008 *Process: Edit Journal Process

Template List Search Criteria Change Values Inter/IntraUnit Line: 1

Select	Line	*Unit	*Ledger	SpeedType	Journal Line Description	Amount	Dept	Account	Class	Fund	Program
<input type="checkbox"/>	1	UMS05	ACTUALS		Copier May 07 Charges	-350.00	5303100	60699			

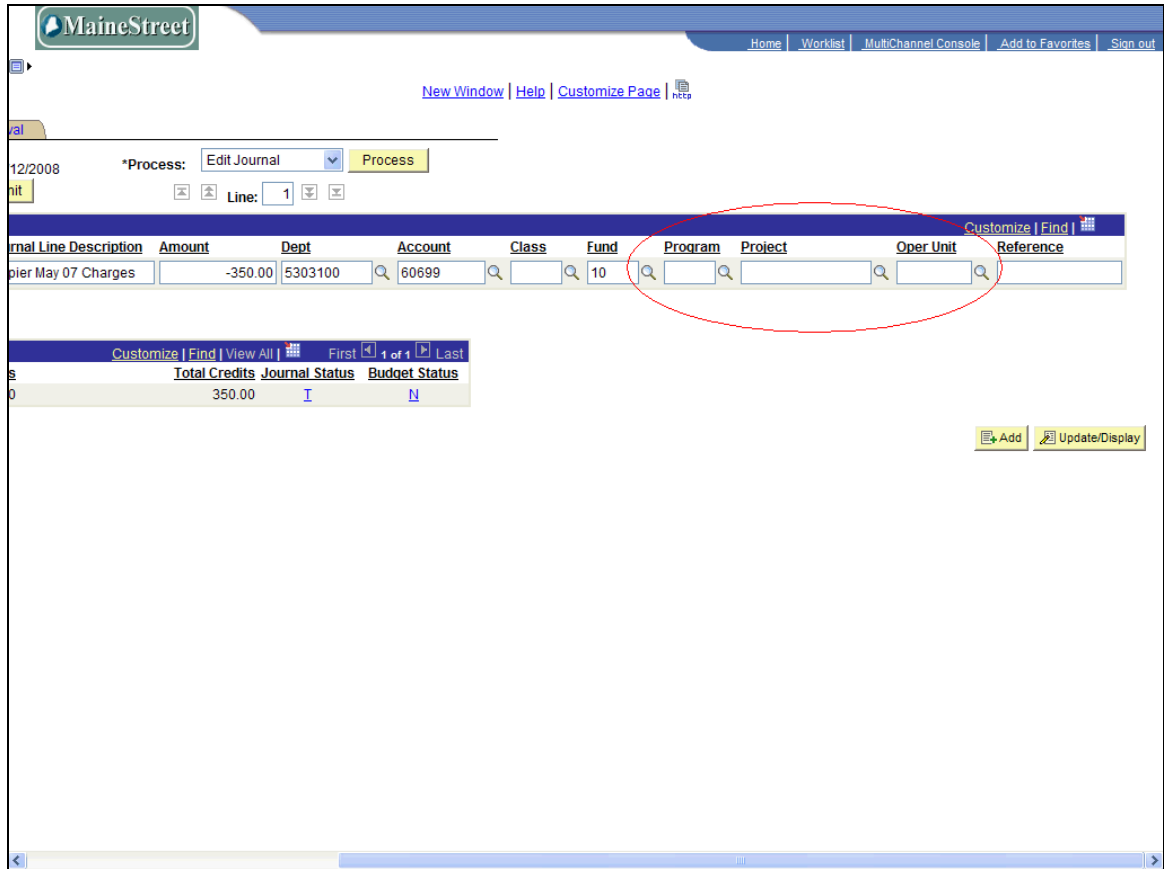
Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UMS05	1	0.00	350.00	I	N

Save Notify Refresh

Header | Lines | Totals | Errors | Approval

Step	Action	Input	Expected Results	Pass	Fail
19.	It is required that you enter a value in the Fund ChartField on each line of a Journal Entry. Enter or lookup and select the seven-digit Department value for the first line of the Journal Entry.				



12/2008 *Process: Edit Journal Process

Line: 1

Journal Line Description	Amount	Dept	Account	Class	Fund	Program	Project	Oper Unit	Reference
Police May 07 Charges	-350.00	5303100	60699		10				

Total Credits	Journal Status	Budget Status
350.00	I	N

Step	Action	Input	Expected Results	Pass	Fail
20.	It is not required that you enter a value in the Program, Project or Operating Unit ChartFields. If you need to use any of these codes in your Journal Entry, follow the same instructions previously described for entering or looking up ChartField values.				

Test Document

Create/Update Journal Entry




The screenshot shows the 'Edit Journal' interface in the MaineStreet system. At the top, there is a navigation bar with 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', and 'Sign out'. Below this, there are links for 'New Window', 'Help', and 'Customize Page'. The main area contains a form for editing a journal entry. The 'Process' dropdown is set to 'Edit Journal', and there is a 'Process' button. The 'Line' field is set to '1'. A table displays the journal entry details:

Journal Line Description	Amount	Dept	Account	Class	Fund	Program	Project	Oper Unit	Reference
Water Meter May 07 Charges	-350.00	5303100	60699		10				

Below the table, there is a summary row with columns for 'Total Credits', 'Journal Status', and 'Budget Status'. The 'Total Credits' is 350.00. There are 'Add' and 'Update/Display' buttons at the bottom right of the form.

Step	Action	Input	Expected Results	Pass	Fail
21.	The Reference field on the Lines page allows you to refer each line of your Journal Entry back to a document, person, invoice or any other piece of information that will be helpful in tracking the source of your Journal Entry line. You may enter up to ten alpha/numeric characters.				

Step	Action	Input	Expected Results	Pass	Fail
22.	<p>After completing Line 1 of the Journal Entry, you can add additional lines.</p> <p>In the <i>Lines to add</i> field, "1" appears by default. If you wish to add more than one line, enter the number of additional lines in the <i>Lines to add</i> field. In this example, we will add only one line to the Journal Entry. Click the + button adjacent to the <i>Lines to add</i> field.</p> 				

Test Document

Create/Update Journal Entry



MaineStreet

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page |

Header | Lines | Totals | Errors | Approval

Unit: UMS05 Journal ID: 0000086455 Date: 08/12/2008 *Process: Edit Journal Process

Template List Search Criteria Change Values Inter/IntraUnit Line: 1

Select	Line	*Unit	*Ledger	SpeedType	Journal Line Description	Amount	Dept	Account	Class	Fund	Program
<input type="checkbox"/>	1	UMS05	ACTUALS		Copier May 07 Charges	-350.00	5303100	60699		10	
<input type="checkbox"/>	2	UMS05	ACTUALS		Copier May 07 Charges	350.00	5303100	60699		10	

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UMS05	2	350.00	350.00	I	N

Save | Notify | Refresh

Header | Lines | Totals | Errors | Approval

Main Content

Step	Action	Input	Expected Results	Pass	Fail
23.	<p>All the values you entered on <i>Line 1</i> should copy into the same fields on the added lines and the amount is equal to the amount required to balance debits and credits. Change chartfield values and other values where necessary.</p> <p>To begin, enter or lookup and select the appropriate Department ID in the <i>Dept</i> ChartField.</p>				

Unit: UMS05 Journal ID: 0000086455 Date: 08/12/2008 *Process: Edit Journal Process

Template List Search Criteria Change Values InterIntraUnit Line: 1

Select	Line	*Unit	*Ledger	SpeedType	Journal Line Description	Amount	Dept	Account	Class	Fund	Program
<input type="checkbox"/>	1	UMS05	ACTUALS		Copier May 07 Charges	-350.00	5303100	60699		10	
<input type="checkbox"/>	2	UMS05	ACTUALS		Copier May 07 Charges	350.00	5303981	60699		10	

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UMS05	2	350.00	350.00	I	N

Save Notify Refresh

Header | Lines | Totals | Errors | Approval

Step	Action	Input	Expected Results	Pass	Fail
24.	Enter or lookup and select the appropriate Account code in the <i>Account</i> ChartField on Line 2.				

Test Document

Create/Update Journal Entry



MaineStreet Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) |

Header | **Lines** | **Totals** | **Errors** | **Approval**

Unit: UMS05 Journal ID: 0000086455 Date: 08/12/2008 *Process: Edit Journal

[Template List](#) [Search Criteria](#) [Change Values](#) Line: 1

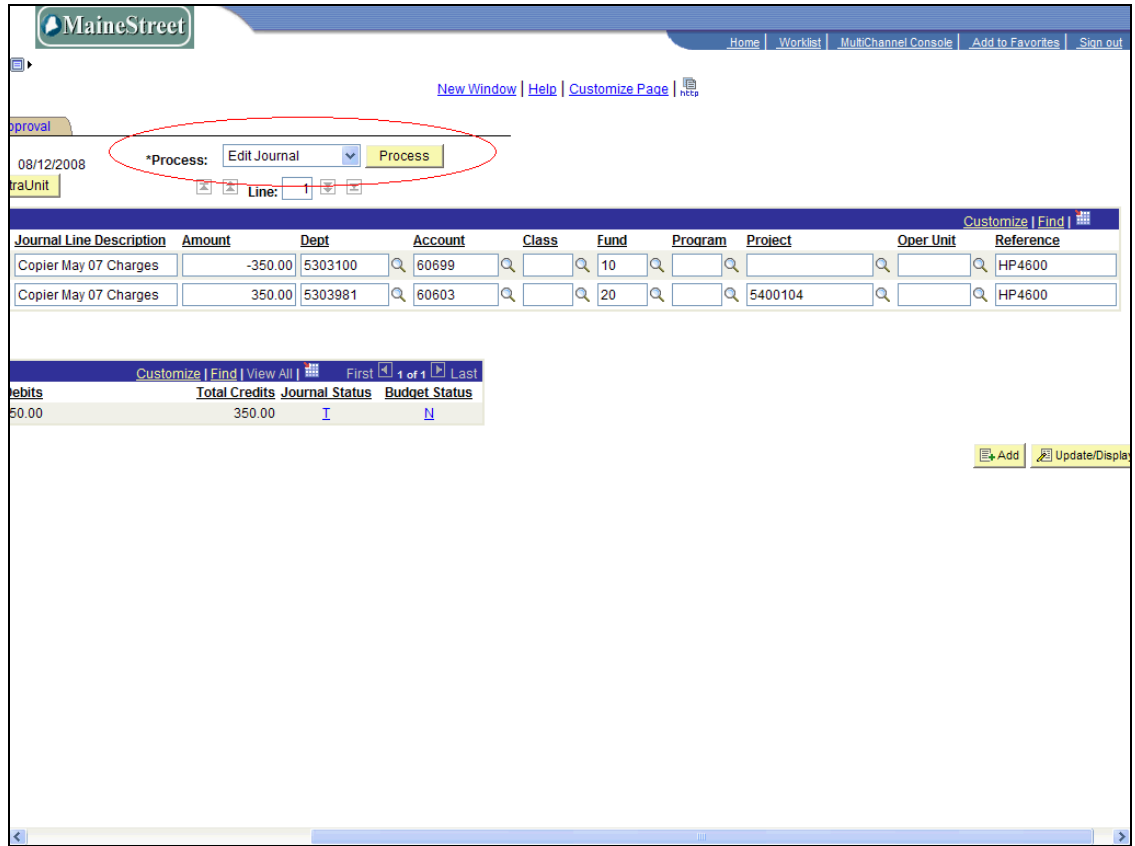
Select	Line	*Unit	*Ledger	SpeedType	Journal Line Description	Amount	Dept	Account	Class	Fund	Program
<input type="checkbox"/>	1	UMS05	ACTUALS		Copier May 07 Charges	-350.00	5303100	60699		10	
<input type="checkbox"/>	2	UMS05	ACTUALS		Copier May 07 Charges	350.00	5303981	60603		10	

Lines to add: 1

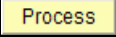
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UMS05	2	350.00	350.00	I	N

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

Step	Action	Input	Expected Results	Pass	Fail
25.	Enter the appropriate Fund code into the Fund ChartField.				



The screenshot shows the MaineStreet application interface. At the top, there is a navigation bar with links for Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. Below this, there are links for New Window, Help, and Customize Page. The main area displays a date of 08/12/2008 and a 'Process' dropdown menu currently set to 'Edit Journal', with a 'Process' button next to it. A red circle highlights this area. Below the process controls is a table with columns: Journal Line, Description, Amount, Dept, Account, Class, Fund, Program, Project, Oper Unit, and Reference. The table contains two rows of data for 'Copier May 07 Charges'. At the bottom, there is a summary table with columns: Credits, Total Credits, Journal Status, and Budget Status. The summary table shows 50.00 credits, a total of 350.00, and a status of 'I'.

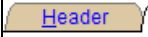
Step	Action	Input	Expected Results	Pass	Fail
26.	<p>To edit a Journal Entry, go to the Process field on the Lines page. Edit Journal should enter by default.</p> <p>Click the Process button to initiate the Edit process.</p> 				

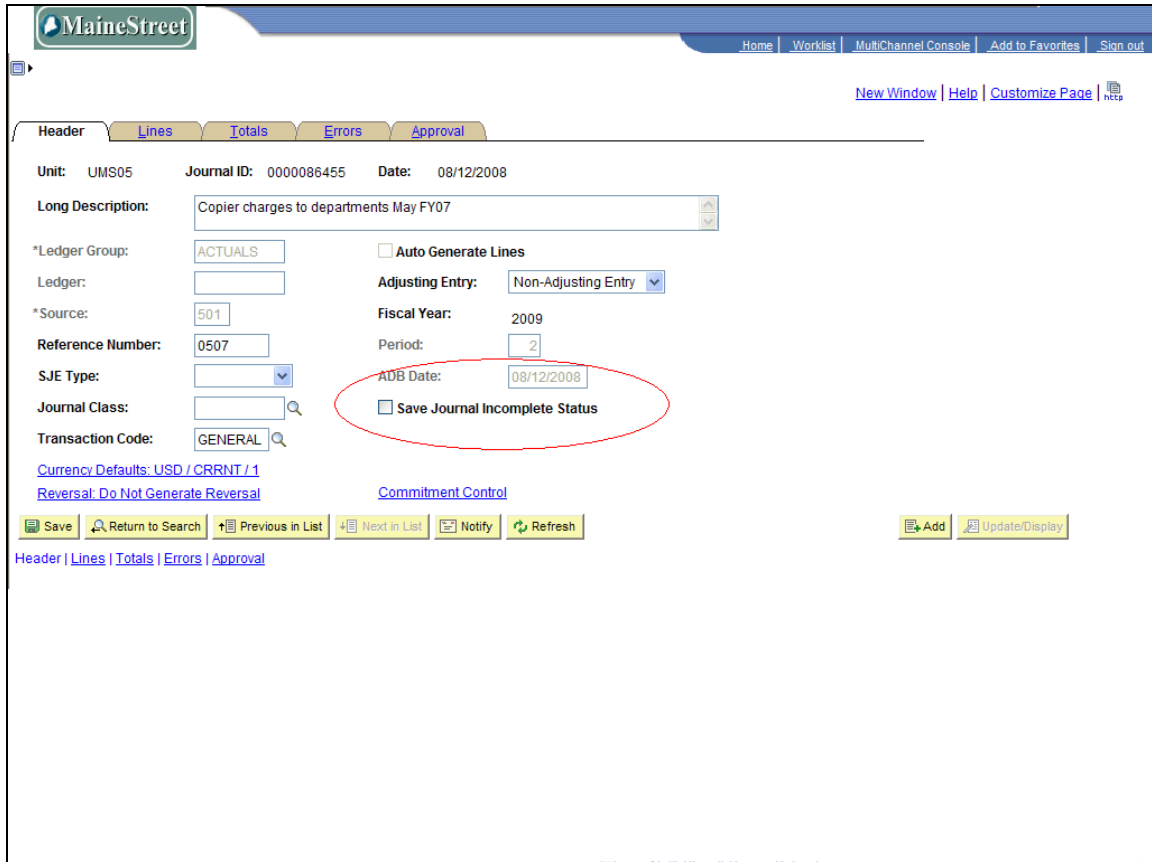
Test Document

Create/Update Journal Entry



The screenshot shows the 'MaineStreet' software interface. At the top, there are navigation links: Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. Below this, there are tabs for Header, Lines, Totals, Errors, and Approval. The 'Header' tab is active, displaying fields for Unit (UMS05), Journal ID (0000086455), Date (08/12/2008), and *Process (Edit Journal). A 'Process' button is visible. Below the header, there are links for Template List, Search Criteria, and Change Values. The 'Lines' section is expanded, showing a table with columns: Select, Line, Error, *Unit, *Ledger, SpeedType, Journal Line Description, Amount, Dept, and Account. Two lines are listed, both for 'Copier May 07 Charges'. Below the lines, there is a 'Lines to add:' section with a value of 1. The 'Totals' section is also expanded, showing a table with columns: Unit, Total Lines, Total Debits, Total Credits, Journal Status, and Budget Status. The 'Journal Status' is 'V' (Valid), which is circled in red. At the bottom, there are buttons for Save, Return to Search, Previous in List, Next in List, Notify, and Refresh. A 'Header' link is also present at the bottom left.

Step	Action	Input	Expected Results	Pass	Fail
27.	<p>After the Journal Entry has completed the Edit process, refer to the Journal Status section of the Lines page to determine if the Journal Entry passed the Edit process.</p> <p>If no errors were detected during the Edit process, the Journal Status of V for <i>valid</i> displays. A journal needs to have a status of <i>Valid</i> in order to posted.</p> <p>Had errors been recognized when the Edit process ran, a Journal Status of E would display.</p> <p>Click on the Header tab.</p> 				



Step	Action	Input	Expected Results	Pass	Fail
28.	On the Header page, notice that the Save Journal Incomplete Status box was automatically unchecked when you ran the Edit process. This means it will be picked-up during the next batch process.				
29.	End of Procedure.				

Additional Validation