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**DOCUMENTATION FOR**

***FMIS 5.0***

**Current Bill Recipient, Division and HQ Payment User Test Plan**

**U.S. Department of Transportation**

**Federal Highway Administration**



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## Document Control

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### Change Record

Date	Author	Version	Change Reference
02/11/2014	Aravinth Kaliappan	1.0	No previous document
03/17/2014	Aravinth Kaliappan	1.1	Updates to test plan to re-test latest build and ensure key functionality for payment recipient user, division user and HQ payment user.
04/09/2014	Aravinth Kaliappan	1.2	Added more test scenarios for Post Validation Errors.
04/19/2014	Aravinth Kaliappan	1.3	Further modifications and special test scenarios added for post validation checks after further testing.

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### Distribution

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## Introduction

This document provides the test scenarios for testing the Projects module.

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## Audience

The intended audiences of this document are Points of Contact and developers for FMIS 5.0.

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## Test Plan

**1.0 OBJECTIVE** - System testing of FMIS 5.0 – CURRENT BILL is to execute all test case scenarios for all payment recipients, all associated FHWA and Federal Lands Division Offices, FHWA and Federal Lands Headquarters Offices associated with Current Bill. The test cases are to test appearance, navigation and all functionalities for the Current Bill screens listed as follows to ensure that ARRA, Highway Trust Fund (HTF) and Federal Lands bills are all displayed correctly and processed without any issues:

Current Bill List

Bill Information (also serves as a Bill Approval screen for Payment Recipients and Divisions)

Bill Details (also serves as a Bill Modifications screen for Payment Recipients)

Bank File Update

Federal Holiday Schedule Update

Payment Recipient TIN Update

Program Code Delphi Information Update

System Lockout

User Maintenance

**2.0 SYSTEM TEST ENVIRONMENT** - Test results should be labeled to reflect day, page and step numbers. All error and corrective actions are to be written on the test plan. (This includes any steps that may have been omitted which caused software not to perform properly. Both initial and sub-sequent test results are to be listed on the test plan).

**Test Data is to be prepared by loading multiple ARRA bills, Highway Trust Fund (HTF) bills, Federal Lands bills and Combination Files.**

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## Date Prep

Payment Recipient VA files created for 'Bill ID' check:

- (1) TestBillUpload-VA-File-for-System-Test-HTF-only.txt
- (2) TestBillUpload-VA-File-for-System-Test-ARRA-only.txt
- (3) TestBillUpload-VA-File-for-System-Test-ARRA-and-HTF-only.txt
- (4) TestBillUpload-VA-File-for-System-Test-ARRA-HTF-Fedlands.txt ([VA-04132014-224PM.DAT](#))

Payment Recipient OH file created for large file:

TestBillUpload-OH-File-for-System-Test-HTF-only.txt

Payment Recipient PR file created for detailed Pre-validations checks:

TestBillUpload-PR-File-for-System-Test-ALL-Prevalidation-Checks.txt  
TestBillUpload-PR-File-for-System-Test-ALL-Prevalidation-Checks.txt

## **Bill ID Format Check Test**

This test is to ensure that the Bill ID is generated as described in the design document:

Bill ids will be assigned on a daily basis in an alpha-numeric 12 character field. The format will be 'YYYYMMDD\_NNN' where the 'YYYYMMDD' is the date on which the file was loaded successfully to the Current Bill database. The 'NNN' will be a three digit sequence number which resets every day.

Bill ids for a given category/type and organization will be numbered sequentially, starting with number 001 for the first category/type of the first file for the day, 002 for the second category/type of the first file for the day and so on. If the first file of the day has only one category/type, the second file will carry the number 002. Example: If the first file for a particular day received has all three categories of data specified in 1. above, the file will be split and loaded as follows:

### **First File: (Has all three types of data)**

Bill ID	Category
YYYYMMDD_001	HTF (Highway Trust Fund)
YYYYMMDD_002	ARRA (American Recovery and Re-investment Act)
YYYYMMDD_003	Federal Lands

### **Second File: (Has only two types of data)**

Bill ID	Category
YYYYMMDD_004	HTF (Highway Trust Fund)
YYYYMMDD_005	ARRA (American Recovery and Re-investment Act)

### **Third File: (Has only one type of data)**

Bill ID	Category
YYYYMMDD_006	HTF (Highway Trust Fund)

## **Related Business Rules:**

### **RULE 1:**

*If the uploaded bill file passes all the pre-upload validations, the bill shall be uploaded to the system. The system shall automatically assign a Bill ID for each uploaded bill. In these cases, a "successful transmission" message shall be returned with the assigned Bill ID/s.*

### **RULE 2:**

*Bills shall be separated into categories. Current categories are Federal Lands, ARRA, and HTF (Highway Trust Fund). When a file is uploaded that contains data from different categories, transactions shall be segregated into separate bills based on category, so that approving officials for each category can approve it.*

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## **Pre-Validations Check**

The following are the list of pre-validation errors that disallow a file from being loaded to the system:

### **DATA DOESN'T MATCH YOUR USER PROFILE**

- (1) Set your user profile using the 'Maintain User' function in FMIS 5.0 to any other payment recipient other than the test file your about to upload.
- (2) Provide screen shot of the 'Edit User' screen showing the same.
- (3) Ensure all Current Bill functions are checked.
- (4) Click 'Save' and exit that screen.
- (5) Return to the 'Current Bill List' screen and click on the upload button to bring up the 'Upload' screen.
- (6) Open the payment recipient file your about to upload using a word processor and show that this text file has a recipient ID that is completely different to the payment recipient user uploading the file.
- (7) Browse and select this text file and click on 'Upload'.
- (8) Capture the results.

INVALID ACTIVITY CODE

INVALID AMOUNT ON DETAIL RECORD

INVALID BILL DATE

INVALID PAYMENT DATE

PROGRAM CODE ENTERED DOES NOT EXIST

INVALID PROJECT-AGREEMENT

INVALID PAYMENT RECIPIENT CODE ON DETAIL\_RECORD

INVALID TRANSACTION TYPE

## Post-Validations Check

To verify all post validations listed above, setup both data files and FMIS 5.0 Projects Area database to create all of the below using one data file upload:

Error Type/Message	Results – Yes/No and Comments
FMIS Project Closed	Cannot expend against a withdrawn or closed project.
FMIS Project Withdrawn	Cannot expend against a withdrawn or closed project.
Project not in FMIS	Invalid federal highway project number.
Exceeds FMIS Project Amt	Requested amount exceeds obligated amount.
No Oblig - Expn Remaining	No Oblig - Expn Remaining
Withdrawn Project-Expn Remaining	Cannot expend against a withdrawn or closed project.
Invalid FMIS Program Code	<b>“Please Enter Valid Program Code”</b> . Displayed when user attempts to tab out of the program code field after entering a program code that does not exist on the database.
No oblig for this Proj/Program Code	No obligations for this Project and Program Code Combination.
Invalid Federal-Land Program Code	<b>“Invalid Federal Highway Project Number”</b> . Displayed when user attempts to commit or save the detail line added after entering a project number that does not exist on the database.
Closed Project-Expn Remaining	Cannot expend against a withdrawn or closed project.
No Obligations	No Obligations
Negative Expn Balance Not Allowed	Negative Expenditure Balance Not Allowed
Invalid Demo ID	<b>“Demo program code and demo Id are not related”</b> . Displayed when user attempts to commit or save the detail like after keying in a Demo ID which is not related to the Program Code if the Program Code is a Demo Program Code.
Demo ID required for Demo Program Code	<p>“A demo id is required for demo program code”.</p> <p>This error is displayed on both occasions of an incoming file and while adding a new detail line to an existing bill.</p> <ul style="list-style-type: none"> <li>(a) When a file having a Demo Program Code is received with no corresponding demo id against it and has multiple demo ids associated with it on the Project Details table on the database.</li> <li>(b) When a detail line is added having a Demo Program Code and no corresponding demo id is keyed in before committing the line to the database.</li> </ul>

**Specific Business Rules Check related to Project Status:**

**RULE 1:**

*The project is NOT in error when the project status is withdrawn pending expenditures and the current expenditures are negative, the requested expenditures are positive and the sum of the requested expenditures and the current expenditures will be less than zero.*

**Test Steps:**

- (1) Identify a project with withdrawn pending expenditures status in FMIS 5.0 projects area. This is denoted by 'Project Status' = '12' on the Projects table.
- (2) Set up the Actual expenditures (current) to be negative.
- (3) When the requested expenditures are greater than zero and the net is still less than zero, the recipient ID, recipient code, program code and project should not be flagged as an error. Provide screenshots.

Test Step	Before	After	Comments
Recipient			
Program Code			
Project Number	ABCD001		
Project Status	Withdrawn /w pending expends	Withdrawn /w pending expends	
Actual Expenditures	-100.00	-100.00	
Requested Expenditures	-50.00	-50.00	
Net Expenditures	-50.00	-50.00	

**RULE 2:**

*The project is in error when requested expenditures are negative and the resulting project expenditure balance is negative. (Negative Expn Balance Not Allowed)*

**Test Steps:**

- (1) Identify an active project with actual expenditures that can be drawn down below zero dollars with a low requested expenditure amount.
- (2) Modify the incoming file to have a requested expenditure amount greater than the actual expenditure amount to draw the amount down below zero. The recipient ID, recipient code, program code and project should now be flagged with a 'Negative Expenditure Balance Not Allowed'. Error message. Provide screenshots.

Test Step	Before	After	Comments
Recipient			
Program Code			
Project Number	EFGH234		
Project Status	Active	Active	
Actual Expenditures	100.00	100.00	
Requested Expenditures	-200.00	-200.00	
Net Expenditures	-100.00	-100.00	
			Flagged as error as explained in (2) above.

**RULE 3:**

*For a distinct federal lands region ('15','16' and '17'), state, and demo program code there can be only one value for Demo ID. Multiple Demo IDs within the same federal lands region, state and demo program code are not allowed.*

**Test Steps:**

- (1) Set up a file from the State (\_\_\_\_\_) as payment recipient with federal lands program codes (A: \_\_\_\_\_ and B: \_\_\_\_\_). Ensure that (B: \_\_\_\_\_) is a Demo Program Code with an inaccurate Demo ID \_\_\_\_\_. Provide screenshot of 'ProgramCodes' table to show that the Demo ID is different then what's being specified in the incoming file.
- (2) The recipient ID, recipient code, program code, project and demo ID should now be flagged with a 'Demo Program Code and Demo ID not related' error message. Provide screenshots.

**RULE 4:**

*The project status will change to Withdrawn from Withdrawn Pending Expenditures when expenditures and pending expenditures are applied to bring current expenditures down to zero for that project.*

**Test Steps:**

- (1) Set up a file from the State (\_\_\_\_\_) as payment recipient with recipient id, program code, project number (withdrawn with pending expenditures (\$\_\_\_\_\_)).
- (2) The detail amount on the corresponding detail as specified in Step (1) should be equal to the \$\_\_\_\_\_ specified above so when the expenditure amount is applied to Projects Area it will change the Project Status to withdrawn.
- (3) Process the file by uploading it, approving the bill (both state and division) and finally transmitting the payment and committing expenditures to projects area.
- (4) The Project Status should now be 'Withdrawn'.

**RULE 5:**

*The project status will change to Closed when expenditures are applied to a project with status of Closed Pending Expenditures and Expenditures = obligations for all program codes within that project.*

Test Steps:

- (1) Set up a file from the State (\_\_\_\_\_) as payment recipient with recipient id, program code, project number (closed with pending expenditures (\$\_\_\_\_\_)).
- (2) The detail amount on the corresponding detail as specified in Step (1) should be equal to the \$\_\_\_\_\_ specified above so when the expenditure amount is applied to Projects Area it will change the Project Status to closed.
- (3) Process the file by uploading it, approving the bill (both state and division) and finally transmitting the payment and committing expenditures to projects area.
- (4) The Project Status should now be 'Closed'.

## ASR 1 – Current Bill List Screen Appearance, Functionality and Navigation

Testing as a Current Bill Payment Recipient User with Correction and Signature Authority:

- (1) After setting yourself up as a payment recipient user with the above rights (STATE \_\_\_\_\_), access the Current Bill List screen.
- (2) Verify if you are able to navigate to the other screens of Current Bill using the Edit icon to the left of every Current Bill listed.
- (3) Verify if the data displayed is for a full year from the current (system date) date.
- (4) Use Manage Filters function to be able to set any from and to date filters on bill date, requested payment date and actual payment date and verify results. Provide screenshots to verify the same.
- (5) Disapprove a bill that's waiting state signature and ensure that it's no longer being displayed on the Current Bill List screen.
- (6) Sort the data displayed on the Current Bill List screen by clicking on the Column Headers and ensure proper display of ascending and descending order data is the result.
- (7) Ensure only data for the above selected Payment Recipient (STATE) is being displayed.
- (8) Verify that the following data elements are displayed properly in the correct format:

Column	Format	Results – Yes/No and Comments
RECIPIENT	State Postal Abbreviation or Other State Locality Postal Abbreviation – Virginia as 'VA'	
MONTH	Bill Month corresponding to the month on the requested payment date.	
BILL TYPE	Acronym and Abbreviated version of the Type of Bill: HTF; ARRA; Federal Lands	
RASPS BATCH ID	For historical data that has been converted over from the previous system, 'BatchYear_BatchMonth_BatchNumber' format.	
BILL ID	Format will be 'YYYYMMDD_NNN' where the 'YYYYMMDD' is the date on which the file was loaded successfully to the Current Bill database. The 'NNN' will be a three digit sequence number which resets every day.	
RECIPIENT VOUCHER NUMBER	No format	
BILL STATUS	Please ensure all bill statuses listed below are displayed properly after setting up test data to reflect every single bill status needed.	
BILL AMOUNT	Currency format with a two digit decimal and \$ sign.	
SCHEDULE NUMBER	Should be displayed for all bills with a Sent To Delphi status or Paid status.	
PAY REC APPROVE DATE	MM/DD/YYYY and accurate	
DIVISION APPROVE DATE	MM/DD/YYYY and accurate	
REQUESTED PAYMENT DATE	MM/DD/YYYY and as per what's on the end date field on every line of data on the uploaded file.	
ACTUAL PAYMENT DATE	MM/DD/YYYY and accurate	

- (9) Set up enough test data for the payment recipient selected by loading, approving,

disapproving, processing payments, committing expenditures and issuing a stop payment to generate all of the Bill Statuses given below:

Project Errors

Division Project Errors

Bill Loaded

Waiting Payment Recipient (State) Sign

Waiting Division Approval

Division Disapproved

Stop Payment

Wait To Be Paid

Sent to Delphi

Paid

Provide screen prints to show the same being displayed on the Current Bill List screen.

- (10) Using the User Maintenance function for Current Bill, change your user type to Division user and ensure that the 'Upload' button is no longer displayed and neither is the 'Process Payments' button.
- (11) Using the User Maintenance function for Current Bill, change your user type to HQ payment user and ensure that the 'Upload' button is no longer displayed and the 'Process Payments' button is displayed.

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## **ASR 1.1.1 – Bill Upload Functionality**

- (1) Login and change your default user type to that of \_\_\_\_\_STATE (Payment Recipient) user type using the CB User maintenance function.
- (2) Ensure that you have Bill Upload, Bill Correction and Update Payment Information rights.
- (3) When navigating back to the Current Bill List screen, the Upload button should be displayed above the Current Bill List grid.

### Successful Upload:

- (4) Load a file without any pre-validation errors from the state above using the Bill Upload screen and ensure that the bill is loaded successfully with the right bill level information – bill id, bill date, requested payment date, requested payment amount, recipient and bill status (which is either ‘Bill Loaded’ or ‘Project Errors’). This can be done using the successful upload response message that gets displayed on the Bill Upload screen and the Current Bill List screen.
- (5) Also verify that the right bill details information – program code, recipient code and recipient id, activity code, federal project number, object class, demo ID, transaction type, detail amount and detail date is also loaded. This can be done using the bill details screen accessed using the edit icon next to each bill on the Current Bill List screen and then the Bill Details tab.

### Unsuccessful Upload:

- (6) Use the pre-Validation check test from above to upload and provide screen shot of an unsuccessful upload response message showing all the pre-validation errors.
- (7) The setup a file to show that two pipe-delimiters with no space in-between would be taken as a field and displays the pre-validation for a required field. Provide screen print.
- (8) Show validations for transaction type ‘10’ for debits with a positive detail amount and show the same for transaction type ‘20’ for credits with a negative detail amount.
- (9) Upload a detail line with hexadecimal money amount for the detail amount field and show that the validation no longer allows that and flags it with an invalid detail amount error message.

### Demo ID check for auto-populate in the case of a single Demo ID and flagged as Post-Validation Project Error when there are multiple Demo IDs:

- (10) Upload a valid file with a Demo Program Code which has only one single demo ID associated with it in the Projects Area but does not have the demo ID in the file. Ensure that the demo ID gets auto populated onto the corresponding detail line by providing a screen shot on the Bill Details screen.
- (11) Upload a valid file with a Demo Program Code which has multiple demo IDs associated with it in the Projects Area but does not have a demo ID in the file. Ensure that the detail line gets flagged with a post-validation error saying ‘Demo ID is required for Demo Program Code’ and the bill has a status of ‘Project Errors’. Verify this by providing a screen shot on the Bill Details screen.

Column	Format	Validation works? – Yes/No and Comments
PAYMENT RECIPIENT VOUCHER NUMBER	Required Alpha Numeric field. Ensure that you have a warning message displayed when you attempt to save payment information without entering data on this field.	Called State Voucher Number
VOUCHER FROM DATE	The voucher from date has to be equal to or less (but not more than 6 months less) than the requested payment date.	
VOUCHER TO DATE	The voucher to date has to be equal to or less (but not more than 6 months less) than the requested payment date and should be greater than the voucher from date.	
VOUCHER TYPE	Valid codes are C – Current and F – Final – Ensure only these are displayed on the drop down	
PAY CODE	Valid payment codes are A, B, C, D, E, and M. – Ensure only these are displayed on the drop down	
PAYEE	It should contain a descriptive name such as “Florida Department of Transportation”. Do not enter “Treasurer” or other titles pertaining to payments. The payment recipient technician or Approving Official can override this value by keying in a custom Payee Name. - This could not be tested as a valid requirement because No format and No set of well-defined Payees or validations were provided by the payment recipients and OCFO.	
MONTH	Bill Month corresponding to the month on the requested payment date. This should be a display only field and accurate.	
BILL ID	Format will be ‘YYYYMMDD_NNN’ where the ‘YYYYMMDD’ is the date on which the file was loaded successfully to the Current Bill database. The ‘NNN’ will be a three digit sequence number which resets every day. This should be a display only field and accurate.	
FMIS APPRV	Should be displayed for all bills with either ‘Approved’ or ‘Disapproved’ text. It should not be approved text for ‘Project Errors’ and ‘Division Project Errors’ Bill Statuses. It should not be disapproved for all bills other than ‘project errors’ and ‘division project errors’. This should be a display only field.	
PAYMENT RECIPIENT APPRV	Should be displayed for all bills with either ‘Approved’, “ or ‘Disapproved’ text. It should not be approved text for ‘Project Errors’ and ‘Division Project Errors’, ‘Bill Loaded’ and ‘Waiting Payment Recipient/State Sign’ Bill Statuses. This should be a display only field.	Called ‘Recipient Approved’.
PAYMENT RECIPIENT APPRV DATE	MM/DD/YYYY and accurate and should capture the date on recipient user signs the bill. This should be a display only field.	
PAYMENT RECIPIENT APPROVING OFFICER	Ensure that the correct name of the payment recipient approving officer is captured when the signature is applied (approved). This should be a display only field.	Called ‘Recipient Approval Officer’.
CONTROL NUMBER	Ensure that this 7 digit unique number is assigned automatically when the bill is approved by the Recipient User. Ensure that the following business rule is completely and accurately followed through with the results of your test: Locate last control number used on bill table for the state and month. if found, increment the new control number by one. otherwise, set the control number as: 2 digit month from requested payment date (mm) concatenated with single digit of the payment fiscal year (y) concatenated with 2 digit recipient code (state FIPS code) concatenated with 01. This should be a display only field.	

Column	Format	Validation works? – Yes/No and Comments
<b>DIVISION APPRV</b>	Should be displayed for all bills with either 'Approved', " or 'Disapproved' text. It should not be approved text for 'Project Errors' and 'Division Project Errors', 'Bill Loaded', 'Waiting Payment Recipient/State Sign' and 'Waiting Division Approval' Bill Statuses. This should be a display only field.	
<b>DIVISION APPRV DATE</b>	MM/DD/YYYY and accurate and should capture the date on which the division user signs the bill. This should be a display only field.	
<b>DIVISION APPROVING OFFICER</b>	Ensure that that the correct name of the payment recipient approving officer is captured when the signature is applied (approved). This should be a display only field.	Called 'Recipient Approval Officer'.
<b>BILL LOADED DATE</b>	Date of upload and this date should be the same as the date on which the actual file was uploaded onto the Current Bill system. This should be a display only field.	
<b>REQ PMT DATE</b>	The date field should be the same as the last date field on every detail line of the file uploaded. This should be a display only field.	Called 'Requested Payment Date'.
<b>AMT SUBMITTED</b>	Bill Amount after bill modifications which should be equal to the Sum of All the Detail Amounts for that Bill ID. This should be a display only field.	
<b>AMT APPROVED</b>	Bill Amount after recipient user's signature which should be equal to the Sum of All the Detail Amounts for that Bill ID. This should be a display only field.	

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## ASR 1.2 and ASR 2.2 – Bill Information Screen Appearance, Functionality and Navigation

### Testing as a Current Bill Payment Recipient User with Correction and Signature Authority:

- (1) After setting yourself up as a payment recipient user with the above rights (STATE \_\_\_\_\_), access the Bill Information screen by clicking on the Edit icon next to a Bill which is in:
  - (a) Paid, Sent to Delphi, Wait To Be Paid, Division Disapproved, Stop Payment and Waiting Division Approval – Save, Sign and Disapprove buttons should be hidden or disabled.
  - (b) Bill Loaded – Save button should be visible and enabled.
  - (c) Waiting State Sign – Sign and Disapprove button should be visible and enabled.
  - (d) Project Errors, Division Project Errors - Save, Sign and Disapprove buttons should be hidden or disabled.

Provide screen prints for each to verify the above.

- (2) Ensure only data for the above selected bill ID is being displayed.
- (3) Verify that the following data elements can be either entered with the right validations specified below or displayed properly in the correct format. Provide screen prints.
- (4) When clicking on the ‘Sign’ button, ensure that the ‘I certify that costs shown in this voucher...’ message pop-up confirmation and then on clicking ‘Yes’, the PIN entry window and ‘OK’ button are displayed. *The invalid PIN entry test will be executed during full integration test with UPACS.*

### Testing as a Current Bill Division User with Signature Authority:

- (1) Using the User Maintenance function for Current Bill, change your user type to Division user. Ensure that you are able to sign and approve only Bills on ‘Waiting Division Approval’ status and disapprove them as well. Provide screen prints to verify the same.
- (2) When a bill is in the ‘**Waiting Division Approval**’ status, this function is disabled, and will not be enabled until after the Division Approving Official signs the bill. The print Signature button should appear on the Bill Information screen upon division approval. (ASR-TBR-0008-(12/28/2012))

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## **ASR 1.3 through 1.5 – Bill Details Screen (Review Project Errors, Modify Details and Add Details) Appearance, Functionality and Navigation**

Testing as a Current Bill Payment Recipient User with Correction and Signature Authority:

- (1) After setting yourself up as a payment recipient user with the above rights (STATE \_\_\_\_\_), access the Bill Information screen by clicking on the Edit icon next to a Bill which is in Project Errors status. Bill ID \_\_\_\_\_
- (2) Click on the Bill Details tab. Ensure only data for the above selected bill ID are being displayed.
- (3) Verify that the following data elements can be either entered with the right validations specified below or displayed properly in the correct format. Provide screen prints.
- (4) Ensure that the ‘Add Bill Detail’ button and ‘Export To Excel’ button are available and enabled.
- (5) All fields on the Bill Details screen should be display only until the Edit Icon to the left extreme of every detail line is clicked. Provide screen prints.

Field/Column	Format	Validation works? – Yes/No and Comments
BILL ID	Format will be 'YYYYMMDD_NNN' where the 'YYYYMMDD' is the date on which the file was loaded successfully to the Current Bill database. The 'NNN' will be a three digit sequence number which resets every day. This should be a display only field.	
BILL STATUS	This should be the same exact bill status for the Bill ID above from the Current Bill List screen. This should be a display only field.	
BILL TYPE	This should be the same exact bill type for the Bill ID above from the Current Bill List screen. HTF, ARRA or Federal Lands. This should be a display only field.	
REQUESTED PAYMENT AMOUNT	This field should carry the requested payment amount (sum of all detail amounts) and should refresh every time the detail amount is changed for the bill. This should be a display only field.	
PROGRAM CODE	This field is updated from the 'Program Code' field on the Detail record transmitted by the Payment Recipient. Therefore, cross check the program codes on the file uploaded to ensure the same program codes are displayed for this particular Bill ID and Bill Type. This should be a display only field.	
RECIPIENT CODE (Region)	The recipient code for Bill Type, HTF and ARRA needs to be '00' indicating FHWA funding source and the recipient code for Bill Type Federal Lands needs to be '15', '16' or '17'. Verify the same and provide screen prints. A FHWA recipient code could be changed to a Federal Lands recipient code but the opposite is not true. Verify this business rule and provide screen prints. This is an editable field when the 'Edit' icon is clicked only for the condition mentioned above.	
RECIPIENT ID (State FIPS Code)	This identifies the state or other state agency that the payment recipient belongs to. This should be a display only field.	
PROJECT NUMBER	Federal Highway Project Number maintained in Projects Area of FMIS 5.0 or Federal Lands Project Number sent in by Payment Recipient. This is an editable field when the 'Edit' icon is clicked.	
DEMO ID	This field holds the Demo ID value. This field will also be a drop down field if the project number and program code has more than one Demo ID associated with it. This is an editable field when the 'Edit' icon is clicked.	
ACTIVITY CODE	This is a two digit alphanumeric code which is a drop down with valid values being '2M' or '50'. Verify the same by providing screenshots.	
UNEXPENDED AMOUNT	This is a calculated amount derived by deducting the actual and pending expenditures from the obligations for a given recipient ID, recipient code, program code, project number and demo ID combination.	
TRANSACTION TYPE	This is the code that identifies a transaction from Debit – '10', Credit – '20' or '???' – '93'.	
DETAIL AMOUNT	This is the project detail expenditure amount submitted by a payment recipient for a particular recipient ID, recipient code, program code, project number and demo ID if any. This is an editable field when the 'Edit' icon is clicked.	
OBJECT CLASS	Drop down field which provides the valid object class codes: 4100, 4105, and 5450.	
ERROR MESSAGE	This is the detail error message for an error type as flagged against the projects area information for a Bill with Project Errors bill status. This error message should be cleared as and when an accurate Bill Correction/Modification is performed on the corresponding Bill Detail Line.	

- (6) Click on the Edit Icon next to a detail line with an Error Message of 'Requested amount exceeds obligated amount.' Ensure that only the Project Number, Recipient Code (if the recipient code is '00'), Demo ID (if the Program Code is Demo Program Code) and Detail Amount fields gets unprotected (become data entry fields). All other fields need to be display only.

- (7) Change the Detail Amount to a value below what's displayed as unexpended amount. Then check on the 'check mark' mark icon to apply changes and ensure that the error message is cleared for that particular detail line.
- (8) Choose another detail line with the same error message. Instead of clicking on the 'Apply/Save Changes'
- (9) Check mark icon, click on the 'Cancel' icon and ensure that the changes were not saved and the error message remains the same. Provide screen prints for all of the above.
- (10) In similar fashion test all post validation errors listed below using the Edit icon or Delete Icon:

Error Message	Related Business Rule	Corrected?
Project required for Non-Federal Lands Program Code	Project Not in FMIS	
Cannot Add Bill When Project Status is Closed or Withdrawn	Project Closed or Withdrawn	
No Obligations for Program Code	No Obligations – Expends remaining	
Demo Program Code and Demo ID Not Related	Invalid Demo ID	
Multiple Demo Ids per Demo Program Code Exist	Invalid Demo ID	
Requested expenditure amount exceeds Obligations	Exceeds FMIS Project Amt	
Federal Lands Bill cannot have more than one detail with Demo ID		
Demo program code requires a detail with Demo ID.	Demo ID required for Demo Program Code.	
Withdrawn Pending Expenditures Project cannot have remaining expenditures.	Withdrawn Project-Expn Remaining	
Closed Pending Expenditures Project cannot have remaining expenditures.	Closed Project-Expn Remaining	

- (11) To test the Add Bill Detail function, login as Payment Recipient user and access a Bill with Project Errors or Bill Loaded or Waiting State Sign status. Ensure that the Add Bill Detail button is visible and enabled. Provide screen print.
- (12) When you access any other bill status, the Add Bill Detail button should not be visible. Provide screen print.
- (13) Click on the Add Bill Detail button and ensure that a new detail line appears at the top of the existing lines and all the fields should be empty data entry fields except for Recipient ID which should be auto-populated with the current recipient ID. The drop down lists should also be empty so the user pick a value.
- (14) Key in valid values and apply the changes by clicking on the Check Mark icon and ensure that the line is added accurately without any error messages.
- (15) Key in valid values except for an incorrect program code and apply the changes by clicking on the Check Mark icon and ensure that the line is not allowed to be and the invalid program code message pops up.
- (16) Ensure that every single entry field is validated in this way and provide screenshots.

## **ASR 3.2 through 3.5 – Process Payments Function (Review Project Errors, Modify Details and Add Details) Appearance, Functionality and Navigation**

Testing as a Current Bill HQ Payment User with Scheduling, Transmitting and Applying Expenditures authority:

Schedule Tab Screen:

- (1) Ensure that when you login as HQ Payment User the ‘Process Payments’ button is displayed right above the Current Bill List on the CB List screen. Ensure no other buttons are displayed.
- (2) When you click on ‘Process Payments’ button, you should be automatically transferred to the Process Payments screen with you being navigated to the ‘Schedule’ tab.
- (3) All waiting to be paid batch statuses which have a requested payment date equal to the current system date (today) or prior should be displayed if they do not have a Schedule Number assigned as yet. Provide screen print to verify the same.
- (4) Ensure that a Starting Schedule No data entry field which is unprotected and auto-populated with an incremented (by one) Schedule Number from the Last No Used display field is displayed. The Payment Date field drop-down should default to Today’s Payments. When you display the full drop down, ‘Next Day’s Payments’ and ‘All Payments’ drop down field values should also be displayed. Please provide screen print to verify the same.
- (5) The Certifying Officer drop down field should also be auto-populated with the first name as per alphabetical order. Dropping down this list item, you should be able to see all users who have been given Certifying Officer rights. Please provide screen print to verify the same.
- (6) The following Columns and Column Headings should be displayed for the grid of data displayed on this tab screen: Bill ID, Recipient, Division Approval Date, Requested Payment Date, Payment Amount, Actual Payment Date, Schedule No and Schedule No Originator. The last two fields should not be populated yet.
- (7) Verify the accuracy of all wait to be paid status Bill Ids and the requested payment dates of current system date or prior using database queries.
- (8) Click on transmit tab to check if there is any data displayed on this tab screen. If there is data displayed on this screen, it should be all Bill Ids which have been assigned a schedule number but have not yet been transmitted. Verify the same using database queries.
- (9) Click on Apply Project Expenditures tab screen to check if there is any data displayed on this tab screen. If there is data displayed on this screen, it should be all Bill Ids which have been assigned a schedule number and have been transmitted to DELPHI (‘Sent to DELPHI’ status) but have not yet been applied to the FMIS 5.0 Projects Area yet. Verify the same using database queries.
- (10) Navigating back to the ‘Schedule tab’ screen, Click on Schedule button. You should be automatically navigated to the Transmit tab and the Bill Ids which were

processed in the previous tab should now be displayed on this screen. Verify by providing screen print.

- (11) Ensure the right Schedule Nos with an 'F' for Today's Payments was generated and displayed and your name has been captured as the Schedule No Originator.
- (12) Click on Transmit button now to transmit the expenditures displayed and should be automatically tabbed to the 'Apply Project Expenditures tab' screen and the data (Bill Ids) that were transmitted in the previous screen should now be displayed with an 'Actual Payment Date' populated which should be an editable field before the 'Commit' button is clicked.
- (13) Return to Current Bill List screen and ensure the Bill Status for these Bill Ids is 'Sent to DELPHI'.
- (14) Returning back to 'Apply Project Expenditures' tab, click on 'Commit' button and ensure that all the Bill Ids are applied and the screen is cleared of data. Check the Projects Area to ensure the data has been applied and verify on the Current Bill List screen that the Bill Status for these Bill Ids reflects 'Paid'. Verify by providing screen prints.
- (15) Repeat steps 5 through 14 for Next Day Payments and All Payments data. The All Payments Schedule Number should have an 'R' in them instead of an 'F'.