



Test Plan and Approval Form

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Integration Test Plan
User Training Test Plan

Using the Test Plan and Approval Form

Completed by:	The Integration Test Plan is used by the Project Leader and FACTS Implementation Consultant. The Training Test Plan is used by users from each functional area and the Implementation Consultant.
Purpose:	To verify that the system control files and application files are set up properly, modifications provide the functionality specified, data has been converted accurately, and users are thoroughly trained.
How it is used:	<p>The Test Plan includes two parts:</p> <p>Integration Test Plan</p> <p>The Integration Test Plan verifies that the various application modules work together properly. Complete the Integration Test Plan, performing each of the functions indicated for the modules you have installed. At various points during the testing, the Test Plan will prompt you to verify that information has posted to the correct General Ledger account.</p> <p>After the testing is complete, both the Implementation Consultant and Project Leader review it and document any problems or open issues on the Open Issues Log. After completing the Integration Test, the Customer and the Local FACTS Office sign the Test Plan to indicate their approval of the testing.</p> <p>User Training Test Plan</p> <p>The User Training Test Plan provides further testing of the system and insures that users understand how to use the system prior to going live. Users from each functional area complete the functions indicated for their area on the User Training Test Plan. Any problems or open issues are noted on the Open Issues Log. The Implementation Consultant and Project Leader observe the testing and provide any additional training needed on the functions. Blank lines are available for you to include modifications that must be tested.</p>
When it is used:	During Readiness Assessment
Who uses it:	Customer and reviewed by the FACTS Implementation Consultant
File under:	Training and Testing/Readiness Assessment
Last revised:	05/01
File:	<p>Test Plan Approval.exe</p> <p>This is a self-extracting zipped MS Word document and must be printed/viewed through MS Word. This file is located in the Software Solutions Nexus – Facts/Documentation and Education/PIA.</p> <p>Note: The Software Solutions Nexus is a private extranet and is available for local Facts personnel only.</p>

Integration Test Plan (Training Mode)

Function	Value/Comments/Notes
<input type="checkbox"/> Add a new vendor	
<input type="checkbox"/> Add a new item	
<input type="checkbox"/> Add a new customer	
Inventory:	
<input type="checkbox"/> Enter beginning balances through Inventory Adjustments	
<input type="checkbox"/> Perform Item Inquiry: - Warehouse	
<input type="checkbox"/> Print Adjustment Register and Update #: (verify entries and posting to GL accounts)	
<input type="checkbox"/> Perform Item Inquiry: - Warehouse	
Perform a Warehouse Transfer through Transfer Entry:	
<input type="checkbox"/> Print Transfer Ticket and confirm	
<input type="checkbox"/> Print Shipment Register and Update #: (verify entries and posting to GL accounts)	
<input type="checkbox"/> Print Transfer Status Report and review	
<input type="checkbox"/> Confirm Receipt	
<input type="checkbox"/> Print Receipt Register and Update #: (verify entries and posting to GL accounts)	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
Sales Order Processing:	
<input type="checkbox"/> Sell inventory to a customer (stock, non-stock, uninventoried, and temporary items)	
<input type="checkbox"/> Enter Deposits on an order	
<input type="checkbox"/> Print Pick Ticket, Invoice, Counter Sale	
<input type="checkbox"/> Perform Item Inquiry: - Warehouse - Sales - Orders	
<input type="checkbox"/> Resolve deposits on an order	
<input type="checkbox"/> Confirm order and invoice customer	
<input type="checkbox"/> Enter payments on an order	
<input type="checkbox"/> Perform item inquiry: - Warehouse - Sales - Orders	
<input type="checkbox"/> Perform customer inquiry: - Orders	
<input type="checkbox"/> Run Daily Sales Register #: (verify entries and posting to GL accounts)	
<input type="checkbox"/> Perform Customer and Item Inquiry	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Integration Test Plan

Function	Value/Comments/Notes
Purchasing:	
<input type="checkbox"/> Order inventory from a vendor: (stock and non-stock/special order items)	
<input type="checkbox"/> Import a Suggested PO from a Sales Order	
<input type="checkbox"/> Perform Item Inquiry: - Warehouse - Orders	
<input type="checkbox"/> Receive inventory	
<input type="checkbox"/> Run Receipts Register and Update #: (verify entries and posting to GL accounts)	
<input type="checkbox"/> Perform Item Inquiry: - Warehouse - Receipts - Orders	
<input type="checkbox"/> Enter Invoice Receipt from vendor	
<input type="checkbox"/> Run Invoice Receipt Reg. and Update #: (verify entries and posting to GL accounts)	
<input type="checkbox"/> Run AP Document Reg. and Update #: (verify entries and posting to GL accounts)	
<input type="checkbox"/> Perform Vendor Inquiry: - Open Document	
<input type="checkbox"/>	
<input type="checkbox"/>	
Accounts Payable:	
<input type="checkbox"/> Enter Invoice from vendor	
<input type="checkbox"/> Run AP Document Reg. and Update #: (verify entries and posting to GL accounts)	
<input type="checkbox"/> Perform Vendor Inquiry: - Open Document	
<input type="checkbox"/> Select vendor invoice for payment	
<input type="checkbox"/> Print AP checks	
<input type="checkbox"/> Run Check Register and Update #: (verify entries and posting to GL accounts)	
<input type="checkbox"/> Perform Vendor Inquiry: - Open Document	
<input type="checkbox"/>	
<input type="checkbox"/>	
Accounts Receivable:	
<input type="checkbox"/> Apply payment to customer account	
<input type="checkbox"/> Run Cash Receipts Reg. and Update #: (verify entries and posting to GL accounts)	
<input type="checkbox"/> Perform Customer Inquiry: - Open Documents - Aging - Orders	
<input type="checkbox"/> Print Customer Statement	
<input type="checkbox"/>	
<input type="checkbox"/>	

Integration Test Plan (Continued)

Function	Value/Comments/Notes
General Ledger:	
<input type="checkbox"/> Enter Journal Entries	
<input type="checkbox"/> False close General Ledger	
<input type="checkbox"/> Print Trial Balance and Financial Statements (verify entries and posting to GL accounts)	
<input type="checkbox"/> _____	
<input type="checkbox"/> _____	
<input type="checkbox"/> _____	
System Management:	
<input type="checkbox"/> Enter a New Facts User Code	
<input type="checkbox"/> Set Defaults, Hot Keys, Colors in Terminal F/M	
<input type="checkbox"/> Set Up a Report Template	
<input type="checkbox"/> Set Search Preferences in Customer Search	
<input type="checkbox"/> Set View Preferences in Item Inquiry	
<input type="checkbox"/> Enter and Run a Job Stream	
<input type="checkbox"/> _____	
<input type="checkbox"/> _____	
<input type="checkbox"/> _____	
<input type="checkbox"/> _____	
<input type="checkbox"/> _____	
<input type="checkbox"/> _____	
<input type="checkbox"/> _____	
<input type="checkbox"/> _____	
<input type="checkbox"/> _____	
<input type="checkbox"/> _____	
<input type="checkbox"/> _____	
<input type="checkbox"/> _____	
<input type="checkbox"/> _____	

Local FACTS Office:	Customer:
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="text-align: center;">Local Facts Office Name</div>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="text-align: center;">Customer Name</div>
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="text-align: center;">Name</div>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="text-align: center;">Name</div>
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="text-align: center;">Title</div>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="text-align: center;">Title</div>
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="text-align: center;">Date</div>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="text-align: center;">Date</div>

User Training Test Plan (Training Mode)

Application	Who
Inventory:	
<input type="checkbox"/> Add/Change Items through Item F/M and Warehouse/Item F/M	
<input type="checkbox"/> Enter beginning balances through Adjustment entry <ul style="list-style-type: none"> - Enter LIFO/FIFO items - Enter Serial/Lot items - Print Register, review and update 	
<input type="checkbox"/> Perform a physical inventory <ul style="list-style-type: none"> - Proper cutoff (A Day's Work in a Day) - Print count sheets and capture quantities - Perform count - When and what operational processes can begin - Enter counts - Print Discrepancy Report and review - Update balances - Print Adjustment Register, review and update 	
<input type="checkbox"/> Perform Cost and Price Changes: <ul style="list-style-type: none"> - Manual cost changes - Price level vs. Quantity break - Effective Dates - Enter suggested prices, edit and update (1 item and multiple items) 	
<input type="checkbox"/> Setup Contract Pricing (SO function)	
<input type="checkbox"/> Warehouse Transfers: <ul style="list-style-type: none"> - Suggested Transfer (full process from SO to receipt) - Quick Transfer 	
<input type="checkbox"/> Enter MSDS items	
<input type="checkbox"/> Print several Inventory reports and review	
<input type="checkbox"/> Perform several Inventory inquiries	
<input type="checkbox"/> If setting up usage: <ul style="list-style-type: none"> - Read Gordon Graham Distribution Inventory Management - Review FACTS Restocking functions - Attend Advanced Inventory Class 	
<input type="checkbox"/> Create DOT HazMat materials through DOT Code F/M (SO Function) and assign to an item	
<input type="checkbox"/> _____	
<input type="checkbox"/> _____	
<input type="checkbox"/> _____	
<input type="checkbox"/> _____	

User Training Test Plan (Training Mode)

Application	Who
Sales Order Processing	
<input type="checkbox"/> Add/Change customers through Customer F/M (AR function)	
<input type="checkbox"/> In Sales Order Entry:	
- Add a customer	
- Inquire on PO#: answer customer's initial questions	
- Resolve a credit hold	
- Inquire on inventory information: past sales, pricing, on-order	
- Edit line items within an order	
- Lookup an open sales order by document or customer	
- Setup a temporary ship-to	
- Drop ship a customer order	
- Look up a past sale and copy an item into current sales order	
- Enter a 'Special Order' item (Temporary Item)	
- Look up a Catalog Item and bring into current sales order	
- Create a Suggested Warehouse Transfer	
- Create a Suggested Purchase Order (stocked item)	
- Enter a memo on order and a line item	
- Enter an item that has an interchange / substitutes	
- Enter a MSDS item	
- Enter an item with multiple units of measure (pricing and selling)	
- Enter an item with DOT Hazmat data	
- Enter an order with multiple warehouses	
- Enter deposits on an order	
- Enter payments on an order	
<input type="checkbox"/> Batch print: work orders / picking tickets / packing slips	
<input type="checkbox"/> Update an order with freight information:	
- box, packing slip and print labels	
- print shipping manifest	
<input type="checkbox"/> Print a Bill of Lading with DOT Hazmat information	
<input type="checkbox"/> Confirm order for shipping and invoicing	
<input type="checkbox"/> Enter a Direct Invoice	
<input type="checkbox"/> Enter a Credit Memo for a customer (one as a Return, one as an Allowance)	
<input type="checkbox"/> Enter a Counter Sale	
<input type="checkbox"/> Batch Print Invoices, Credit Memos, Counter Sales	
<input type="checkbox"/> Run the Daily Sales Register, review and update	
<input type="checkbox"/> Print several SO Reports and review	
<input type="checkbox"/> Quotes:	
- Enter a quote	
- Convert to a Sales Orders	
- Bring in an existing quote into new quote	
- Maintain quote file	
<input type="checkbox"/> Print MSDS Sheets	
<input type="checkbox"/> CRS:	
- Enter a Return	
- Convert to a Credit Memo	
<input type="checkbox"/> Blanket SO:	
- Enter a Blanket Sales Order	
- Update one Release of Blanket Sales Order	
<input type="checkbox"/>	

User Training Test Plan (Training Mode)

Application	Who
Purchasing:	
<input type="checkbox"/> Print and review Suggested PO Report	
<input type="checkbox"/> Perform PO Entry - import special orders and make changes - stock items and non-inventory (supplies) items	
<input type="checkbox"/> Print POs - batch printing and reprint	
<input type="checkbox"/> Change a PO and reprint	
<input type="checkbox"/> Print PO Status Report	
<input type="checkbox"/> Other: - Break SO/PO tie - Process a Direct Ship	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
Receiving:	
<input type="checkbox"/> Print Receiving Schedule Report	
<input type="checkbox"/> Print Receiving document	
<input type="checkbox"/> Verify packing slip to receipt document	
<input type="checkbox"/> Perform Receipt Entry: - Assume full receipt vs. backorder - Enter discrepancies: wrong item, wrong costs, wrong quantity	
<input type="checkbox"/> Print PO Fill Report - Special orders and backorders	
<input type="checkbox"/> Perform Non-PO Receipt entry (no associated PO)	
<input type="checkbox"/> Run PO Receipts Register	
<input type="checkbox"/> Commit backorders (SO function)	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
Purchasing/Accounts Payable (inventory)	
Record payable for <u>inventory</u>:	
<input type="checkbox"/> Receive invoice and apply to PO - Print Uninvoiced Receipts Report - Match invoice to packing slip and receipt entry	
<input type="checkbox"/> Print Invoice Receipt Register	
<input type="checkbox"/> Print Period Receipts Discrepancy Report and correct discrepancies: - Inventory - Quantity - Cost	
<input type="checkbox"/> Update Open Payables File (AP Document Entry and Adjustment Register)	
<input type="checkbox"/> Put invoice on hold	
<input type="checkbox"/> Record a Credit Memo received from a vendor	
<input type="checkbox"/> Return merchandise to a vendor	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

User Training Test Plan (Training Mode)

Application	Who
Accounts Payable: (Expense)	
<input type="checkbox"/> Record payable for <u>expenses</u> (non-purchase orders)	
<input type="checkbox"/> Perform Document Entry to record invoices and credit memos	
<input type="checkbox"/> Print Document Entry Register and review (do not update)	
<input type="checkbox"/> Enter changes/corrections to invoices: <ul style="list-style-type: none"> -Document Adjustment entry for \$ changes - Document Change F/M for dates, current discount, PO #, etc. 	
<input type="checkbox"/> Update Document Entry Register, review and update	
<input type="checkbox"/> Perform Vendor Inquiry – Open Documents	
<input type="checkbox"/> Recurring Invoices: Enter Recurring Invoice List Recurring Invoices Post Recurring Invoices Print Document Entry Register, review and update	
<input type="checkbox"/> _____	
<input type="checkbox"/> _____	
<input type="checkbox"/> _____	
Accounts Payable (Payment)	
<input type="checkbox"/> Print and review: Cash Requirements Report Open Payables Report Aged Payables Report	
<input type="checkbox"/> Print and review Hold List	
<input type="checkbox"/> Hold or release invoices in contention for payment	
<input type="checkbox"/> Select payment by date: <ul style="list-style-type: none"> - cutoff date for next check writing due date and discount date 	
<input type="checkbox"/> Perform Individual Invoice Selection	
<input type="checkbox"/> Print Payment Selection List	
<input type="checkbox"/> Unselect payments to reach cash target	
<input type="checkbox"/> Print checks	
<input type="checkbox"/> Reprint checks (assume printer jammed and need new checks printed)	
<input type="checkbox"/> Run Check Register, review and update	
<input type="checkbox"/> Void checks	
<input type="checkbox"/> Perform manual check entry and non-invoice check entry: <ul style="list-style-type: none"> - Loan payment - Cash transfer 	
<input type="checkbox"/> Run check register, review and update	
<input type="checkbox"/> Perform AP inquiries: Payment History Ledgercard Open Documents Activity	
<input type="checkbox"/> _____	
<input type="checkbox"/> _____	
<input type="checkbox"/> _____	

User Training Test Plan (Training Mode)

Application	Who
Accounts Receivable <ul style="list-style-type: none"> <input type="checkbox"/> Apply Cash to a customer's account <ul style="list-style-type: none"> - Automatically - Step through: <ul style="list-style-type: none"> • take a discount in full • make an adjustment to write off a balance - Remainder on Account <input type="checkbox"/> Adjust an account misposted <input type="checkbox"/> Apply a credit memo to an open invoice <input type="checkbox"/> Enter a zero check to apply an existing credit memo <input type="checkbox"/> Perform miscellaneous cash receipts (i.e. loans, due-to's, etc.) <input type="checkbox"/> Print Automatic Credit Application Register and review <input type="checkbox"/> Recurring Invoices <ul style="list-style-type: none"> - Enter Recurring Invoice - List Recurring Invoices - Post Recurring Invoices <input type="checkbox"/> Process a returned check <input type="checkbox"/> Print dunning letters <input type="checkbox"/> Apply service charges and print statements <input type="checkbox"/> Print the following AR reports and review: <ul style="list-style-type: none"> - Aged Trial Balance (with collection information) - Open Receivables Reports <input type="checkbox"/> Perform several AR inquiries <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ 	
General Ledger <ul style="list-style-type: none"> <input type="checkbox"/> Print Trial Balance Report <input type="checkbox"/> Enter recurring and reversing entries <input type="checkbox"/> Enter allocating entries: <input type="checkbox"/> Print recurring, allocating and reversing entries <input type="checkbox"/> Post recurring and reversing entries <input type="checkbox"/> Run Trial Balance: <ul style="list-style-type: none"> - Tie to ledgers and reconcile from other applications <input type="checkbox"/> Perform an End of Period false close (updates ending balances) <input type="checkbox"/> Print Financial Statements and review <input type="checkbox"/> Make additional correcting journal entries, perform another EOP false close, print financial statements and review. Continue this process until correct. <input type="checkbox"/> Prior Period Journal Entries: <ul style="list-style-type: none"> - Enter Prior Period Journal Entry - Run Journal Print - Update Prior Period Journal Entries - Run Financial Statements for Prior Period <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ 	

User Training Test Plan (Training Mode)

	Application	Who
	Sales Analysis	
<input type="checkbox"/>	Post Sales Analysis	
<input type="checkbox"/>	Commissions:	
	- Flag commissions for payment	
	- Commission entry and correction	
	- Run Commission Report	
<input type="checkbox"/>	Perform SA inquiries	
<input type="checkbox"/>	Print several SA reports and review	
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
	End of Period	
<input type="checkbox"/>	Close out all applications:	
<input type="checkbox"/>	- Purchase Order	
<input type="checkbox"/>	- Sales Order	
<input type="checkbox"/>	- Accounts Receivable	
<input type="checkbox"/>	- Inventory Control	
<input type="checkbox"/>	- Sales Analysis	
<input type="checkbox"/>	- Accounts Payable	
<input type="checkbox"/>	- General Ledger	
<input type="checkbox"/>	Make decision to 'purge' or 'no purge' various registers/reports and file according to internal policies and procedures.	
<input type="checkbox"/>	Other EOP procedures:	
<input type="checkbox"/>	- Reconcile checking accounts	
<input type="checkbox"/>	- Vendor maintenance (inactive, delete, temporary)	
<input type="checkbox"/>	- Customer maintenance (active, inactive, hold)	
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
	Advanced Training	
<input type="checkbox"/>	System Management (Banking, Security, other setup)	
<input type="checkbox"/>	Manufacturing Control	
<input type="checkbox"/>	Electronic Price Updates	
<input type="checkbox"/>	Remote Order Entry	
<input type="checkbox"/>	Office Automation	
<input type="checkbox"/>	Payroll	
<input type="checkbox"/>	Faxlink	
<input type="checkbox"/>	TeleFACTS	
<input type="checkbox"/>	Report Writer	
<input type="checkbox"/>	Clippership	
<input type="checkbox"/>	Job Stream	
<input type="checkbox"/>	Cash Drawer Handling	
<input type="checkbox"/>	Credit Card Handling	
<input type="checkbox"/>		
<input type="checkbox"/>		

User Training Test Plan (Training Mode)

Application	Who
Other:	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
Other:	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
Other:	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
Other:	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Local FACTS Office:	Customer:
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="text-align: center;">Local Facts Office Name</div>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="text-align: center;">Customer Name</div>
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="text-align: center;">Name</div>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="text-align: center;">Name</div>
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="text-align: center;">Title</div>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="text-align: center;">Title</div>
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="text-align: center;">Date</div>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="text-align: center;">Date</div>