Archive Project-

SOPs for Archive Project

Private & Confidential

ABC Mississauga

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Archive Project SOPs iii

1. Introduction

This section outlines the purpose and scope of the for the Archive Project.

1.1 Purpose

The purpose of this document is to create SOPs to test the functions in the Archive that the users have requested in the requirements document.

Please note that the version you are reading is a draft due to the daily updating. This is a unique document, which has not been attempted before at ABC Inc. Every SOP contains instructions to the reader/user on using the various features as well as information on the visual result which is contained in separate documents (Appendix A, Appendix B etc.) due to the size of the documents. The hotlinks to the screen images from this document will be updated only in the final document.

1.2 Expected Results

In the list of SOPs there is a column, which provides information on the **expected result** for each test case.

Grouping	Test Case No.	Access Level	Name of SOP	P=Positive N=Negative	Purpose of the SOP	Instructions (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remark s
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Due to the size of this document, separate files (Appendix A, Appendix B, etc.) have been created which contains the screen images of the expected results. This document (containing the SOPs) should be read in conjunction with the Appendices.

Archive Project - SOPs

2. Grouping of SOPs

The SOPs will be grouped as follows:

- o SEC = Security Logging in on to OnDemand for various levels of users AND logging off
- FLD = Folder access
- DOC = Document/Report Access
- o ANN = Annotations Text, Graphical
- o SRC = Searches Retrievability of different reports based on the following criteria
 - CRS Account Number
 - Cheque Serial Number or range of Serial Numbers
 - Date or Date Range
 - Report Description
 - Company Name

Each search field or a combination of several fields

- TBB = Tool Bar Buttons
- MBB = Menu Bar Buttons

3. SOPs for OnDemand

GROUPING LEGEND: SEC=Security FLD=Folder Access DOC=Document/Report Access ANN=Annotations SRC=Searches TBB=Tool Bar

Buttons MBB=Menu Bar Buttons DAF=Functions specific to DAF

ACCESS LEVEL LEGEND: ABCCRSSupervisors = Manager, Team Leader, Production Control Officer

ABCCRSOfficers = Officers (Accounts)
ABCCRSAuditors = Audit Officers

Grouping	SOP No.	Access Level	Name of the SOP		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success) aba sylvan
		ser	Logon and Logoff (Se	e A	Appendix	A for screen images)		
3.1.1	Logon							
SEC	CB001	S	Logging on to OnDemand	Р	Ability of authorized users to	Double-click the left mouse button on the OnDemand icon (or follow any instructions provided to you separately)	Screen No.A1, A2, A3, A5– Appendix A	
					logon to OnDemand	Log on to OnDemand by doing the following:		
						(a) Enter the User ID (for ABC#CRSSUP Group)		
						(b) Enter your password		
						(c) Select OK .		

Grouping	SOP No.	Access Level	Name of the SOP		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
SEC	CB002	0	Logging on to OnDemand	P	Ability of authorized users to logon to OnDemand	Double-click the left mouse button on the OnDemand icon (or follow any instructions provided to you separately) Log on to OnDemand by doing the following: (a) Enter the User ID (for ABC#CRSSUP Group) (b) Enter your password (c) Select OK .	Screen No.A1, A2, A3, A5– Appendix A		
SEC	CB003	A	Logging on to OnDemand	P	Ability of authorized users to logon to OnDemand	Double-click the left mouse button on the OnDemand icon (or follow any instructions provided to you separately) Log on to OnDemand by doing the following: (a) Enter the User ID (for ABC#CRSAUDTR Group) (b) Enter your password (c) Select OK .	Screen No.A1, A2, A3, A5– Appendix A		

Grouping	SOP No.	Access Level	Name of the SOF		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success) sylvantes sylvantes sylvantes
3.1.2	LogOff /	Exi	it OnDemand					
SEC	CB004	S	Logoff	From File Menu		1.		
SEC	CB005	0	Logoff	From File Menu		1.		
SEC	CB006	Α	Logoff	From File Menu		1.		
SEC	CB007	S	Exit OnDemand	From File Menu		1.		
SEC	CB008	0	Exit OnDemand	From File Menu		1.		
SEC	CB009	Α	Exit OnDemand	From File Menu		1.		
3.2 SEC	End Us	ser	Functional Verifying user ID's	Testing – En	To ensure that users belonging to CRS Dept.	Review and compare with report or printout of all user ID's and permissions from OnDemand	Information for each user is correctly set up (Review paper documentation)	
		ABCCRSSupervisors			can log on to OnDemand without any encumbran ce			

Grouping	SOP No.	Access Level	Name of the SOP		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
SEC	CB0011	ABCCRSOfficers	Verifying user ID's individually	P	To ensure that users belonging to CRS Dept. can log on to OnDemand without any encumbran ce	Review and compare with report or printout of all user ID's and permissions from OnDemand	Information for each user is correctly set up (Review paper documentation)		
SEC	CB0012	ABCCRSAuditors	Verifying user ID's individually	P	To ensure that users belonging to CRS Dept. can log on to OnDemand without any encumbran ce	Review and compare with report or printout of all user ID's and permissions from OnDemand	Information for each user is correctly set up (Review paper documentation)		
SEC	CB0013	ABCCRSSupervi	End User CRS – Supervisors each user group:	Р	To test End User permissions for Supervisor group	 Log on to OnDemand Enter the User ID Enter your password Select OK 	Screen No.A5 – Appendix A		

Grouping	SOP No.	Access Level	Name of the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
SEC	CB0014	ABCCRSOfficer	End User permissions for each user group	Officers	P	To test End User permissions for Officers user group	 Log on to OnDemand Enter the User ID Enter your password Select OK 	Screen No.A5 – Appendix A		
SEC	CB0015	ABCCRSAuditor	End User permissions for each user group:	Auditors	P	To test End User permissions for Audigtors user group	Log on to OnDemand Enter the User ID Senter your password Select OK	Screen No.A5 – Appendix A		
	CB0016	ABCAccountingStaff	Test End User permissions for user groups not allowed		N	To ensure that unauthorize d users are not able to access OnDemand	1. Log on to OnDemand 2. Enter any User ID 3. Enter any password 4. Select OK	Screen No.A5 – Appendix A		
SEC	CB0017	ABCAccountingStaff	Test End User permissions for users repeated log-on		N	To ensure that unauthorize d users are not able to access OnDemand	1. Log on to OnDemand 2. Enter any User ID (for ABCAccountingStaff Group) 3. Enter any password 4. Select OK 5. Repeat steps 2 to 4 with wrong ID and wrong PW	Screen No.A4 – Appendix A		

Grouping	SOP No.	Access Level	Name of the SO	me of the SOP		f the SOP		Name of the SOP		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success) may sylvan
3.2.1 Folder Access (Sample folders only – Other folders are included in the SOPs under different sections) 3.2.1.1 Cheque Serial Number Folder													
FLD	CB0018		Cheque Serial Number Folder	Supervisors	Р	Verify list of reports are included in the folder	After logging in, select All from the Open a Folder screen. Select Reports - Cheque Serial Number View and press Open. In the next screen that appears select the	Screen A6 & A7 – Appendix A					
EI D	ODOMO		Ol O i l	Off	-		appropriate date range e.g. "Between 01/01/01 and 12/31/01" and press Search.	0.0000000000000000000000000000000000000					
FLD	CB0019		Cheque Serial Number Folder	Officers	P	Verify list of reports are included in the folder	 After logging in, select All from the Open a Folder screen. Select Reports - Cheque Serial Number View and press Open. 	Screen A6 & A7 – Appendix A					
							3. In the next screen that appears select the appropriate date range e.g. "Between 01/01/01 and 12/31/01" and press Search.						
FLD	CB0020		Cheque Serial Number Folder	Auditors	P	Verify list of reports are included in the folder	After logging in, select All from the Open a Folder screen. Select ABC Reports - Cheque Serial Number View and press Open. In the next screen that appears select the appropriate date range e.g. "Between 01/01/01 and 12/31/01" and press Search.	Screen A6 & A7 – Appendix A					

Grouping	SOP No.	Access Level	Name of the SO	Р		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success) Bay sylvanics				
3.2.1	3.2.1.2 Internal Accounts Balancing Folder												
FLD	CB0021		Internal Accounts Balancing Folder	Supervisors	Р	Verify list of reports are included in the folder	After logging in, select All from the Open a Folder screen. Select ABC Reports – Internal Accts: Balancing View and press Open.	Screen A6 & A8 – Appendix A					
							3. In the next screen that appears select the appropriate date range e.g. "Between 01/01/01 and 12/31/01" and press Search.						
FLD	CB0022		Internal Accounts Balancing Folder	Officers	P	Verify list of reports are included in the folder	 After logging in, select All from the Open a Folder screen. Select ABC Reports – Internal Accts: Balancing View and press Open. In the next screen that appears select the appropriate date range e.g. "Between 01/01/01 and 12/31/01" and press Search. 	Screen A6 & A8 – Appendix A					
FLD	CB0023		Internal Accounts Balancing Folder	Auditors	Р	Verify list of reports are included in the folder	 After logging in, select All from the Open a Folder screen. Select ABC Reports – Internal Accts: Balancing View and press Open. In the next screen that appears select the appropriate date range e.g. "Between 01/01/01 and 12/31/01" and press Search. 	Screen A6 & A8 – Appendix A					

Grouping	SOP No.	Access Level	Name of the SOP			Name of the SOP		Name of the SOP		Name of the SOP		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success) Banana sylvana
3.2.2 Documents/Reports Access															
3.2.2.1 Cheque Serial No. Folder															
DOC	CB0024		Paid Items Report 301	Sup	Access to the Report	Р	Test with sample report	After arriving at the screen that displays all the reports, under the "Report Description" column select 301 Paid Items and press Enter.	Screen A9– Appendix A						
DOC	CB0025		Paid Items Report 301	Offic ers	Access to the Report	Р	Test with sample report	After arriving at the screen that displays all the reports, under the "Report Description" column select 301 Paid Items and press Enter.	Screen A9– Appendix A						
DOC	CB0026		Paid Items Report 301	Audi tors	Access to the Report	Р	Test with sample report	After arriving at the screen that displays all the reports, under the "Report Description" column select 301 Paid Items and press Enter.	Screen A9– Appendix A						
DOC	CB0027		Paid Items Report 301	Sup	Print	Р	Printing the Report	When the Report appears, you can print the report by selecting the Print button or by selecting File and then Print .	The Report will be printed						
DOC	CB0028		Paid Items Report 301	Offic ers	Print	Р	Printing the Report	When the Report appears, you can print the report by selecting the Print button or by selecting File and then Print .	The Report will be printed						
DOC	CB0029		Paid Items Report 301	Audi tor	Print	Р	Printing the Report	When the Report appears, you can print the report by selecting the Print button or by selecting File and then Print .	The Report will be printed						
DOC	CB0030		Paid	Sup	Сору	N	Not be able	1. When the Report appears, select Edit .	All the options are grayed out.						

Grouping	SOP No.	Access Level	Name of	f the SO	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
			Items Report 301				to copy the report				
DOC	CB0031		Paid Items Report 301	Offic ers	Сору	N	Not be able to copy the report	1. When the Report appears, select Edit .	All the options are grayed out.		
DOC	CB0032		Paid Items Report 301	Audi tors	Сору	N	Not be able to copy the report	1. When the Report appears, select Edit .	All the options are grayed out.		
DOC	CB0033		Paid No Issue Report 303	Sup	Access to the Report	Р	Test with sample report	After arriving at the screen that displays all the reports, under the "Report Description" column select 301 Paid Items and press Enter.	Screen A10– Appendix A		
DOC	CB0034		Paid No Issue Report 303	Offic ers	Access to the Report	Р	Test with sample report	After arriving at the screen that displays all the reports, under the "Report Description" column select 303 Paid No Issue and press Enter.	Screen A10– Appendix A		
DOC	CB0035		Paid No Issue Report 303	Audi tor	Access to the Report	Р	Test with sample report	After arriving at the screen that displays all the reports, under the "Report Description" column select 303 Paid No Issue and press Enter.	Screen A10– Appendix A		
DOC	CB0036		Paid No Issue Report	Sup	Print	Р	Printing the Report	When the Report appears, you can print the report by selecting the Print button or by selecting File and then Print .	The Report will be printed		

Grouping	SOP No.	Access Level	Name of	the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
			303								
DOC	CB0037		Paid No Issue Report 303	Offic ers	Print/Fax	Р	Printing the Report	When the Report appears, you can print the report by selecting the Print button or by selecting File and then Print .	The Report will be printed		
DOC	CB0038		Paid No Issue Report 303	Audi tor	Print/Fax	Р	Printing the Report	When the Report appears, you can print the report by selecting the Print button or by selecting File and then Print .	The Report will be printed		
DOC	CB0039		Paid No Issue Report 303	Sup	Сору	N	Not be able to copy the report	1. When the Report appears, select Edit .	All the options are grayed out.		
DOC	CB0040		Paid No Issue Report 303	Offic ers	Сору	N	Not be able to copy the report	1. When the Report appears, select Edit .	All the options are grayed out.		
DOC	CB0041		Paid No Issue Report 303	Audi tor	Сору	N	Not be able to copy the report	1. When the Report appears, select Edit .	All the options are grayed out.		
DOC	CB0042		Stop Payme nts Report	Sup	Access to the Report	Р	Test with sample report	After arriving at the screen that displays all the reports, under the "Report Description" column select 304 Stop Payment and	Screen A11- Appendix A		

Grouping	SOP No.	Access Level	Name of	the SO	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
			304					press Enter.			
DOC	CB0043		Stop Payme nts Report 304	Offic ers	Access to the Report	Р	Test with sample report	After arriving at the screen that displays all the reports, under the "Report Description" column select 304 Stop Payment and press Enter.	Screen A11– Appendix A		
DOC	CB0044		Stop Payme nts Report 304	Audi tor	Access to the Report	Р	Test with sample report	After arriving at the screen that displays all the reports, under the "Report Description" column select 304 Stop Payment and press Enter.	Screen A11– Appendix A		
DOC	CB0045		Stop Payme nts Report 304	Sup	Print/Fax	Р	Printing the Report	When the Report appears, you can print the report by selecting the Print button or by selecting File and then Print .	The Report will be printed		
DOC	CB0046		Stop Payme nts Report 304	Offic ers	Print/Fax	Р	Printing the Report	When the Report appears, you can print the report by selecting the Print button or by selecting File and then Print .	The Report will be printed		
DOC	CB0047		Stop Payme nts Report 304	Audi tor	Print/Fax	Р	Printing the Report	When the Report appears, you can print the report by selecting the Print button or by selecting File and then Print .	The Report will be printed		
DOC	CB0048		Stop Payme nts Report	Sup	Сору	N	Not be able to copy the report	When the Report appears, select Edit .	All the options are grayed out.		

Grouping	SOP No.	Access Level	Name of	f the SO	Р		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success) as a same as a sam
			304							
DOC	CB0049		Stop Payme nts Report 304	Offic ers	Сору	N	Not be able to copy the report	1. When the Report appears, select Edit .	All the options are grayed out.	
DOC	CB0050		Stop Payme nts Report 304	Audi tor	Сору	N	Not be able to copy the report	When the Report appears, select Edit .	All the options are grayed out.	
3.2.2	.2 Intern	al A	Account	s Bala	ncing Folder (I	Эосі	ıments/Rep	orts Access):		
DOC	CB0051		Outsta nding Issues Report 305	Sup	Access to the Report	P	Test with sample report	After arriving at the screen that displays all the reports, under the "Report Description" column select 305 Outstanding Issues and press Enter.	Screen A12– Appendix A	
DOC	CB0052		Outsta nding Issues Report 305	Offic ers	Access to the Report	Р	Test with sample report	After arriving at the screen that displays all the reports, under the "Report Description" column select 305 Outstanding Issues and press Enter.	Screen A12– Appendix A	
DOC	CB0053		Outsta nding Issues Report 305	Audi tor	Access to the Report	Р	Test with sample report	After arriving at the screen that displays all the reports, under the "Report Description" column select 305 Outstanding Issues and press Enter.	Screen A12– Appendix A	

Grouping	SOP No.	Access Level	Name of	f the SO	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
DOC	CB0054		Outsta nding Issues Report 305	Sup	Print	P	Printing the Report	When the Report appears, you can print the report by selecting the Print button or by selecting File and then Print .	The Report will be printed		
DOC	CB0055		Outsta nding Issues Report 305	Offic ers	Print	Р	Printing the Report	When the Report appears, you can print the report by selecting the Print button or by selecting File and then Print .	The Report will be printed		
DOC	CB0056		Outsta nding Issues Report 305	Audi tor	Print	Р	Printing the Report	When the Report appears, you can print the report by selecting the Print button or by selecting File and then Print .	The Report will be printed		
DOC	CB0057		Outsta nding Issues Report 305	Sup	Сору	N	Not be able to copy the report	1. When the Report appears, select Edit .	All the options are grayed out.		
DOC	CB0058		Outsta nding Issues Report 305	Offic ers	Сору	N	Not be able to copy the report	1. When the Report appears, select Edit .	All the options are grayed out.		
DOC	CB0059		Outsta nding Issues Report 305	Audi tor	Сору	N	Not be able to copy the report	1. When the Report appears, select Edit .	All the options are grayed out.		

Grouping	SOP No.	Access Level	Name of	the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
DOC	CB0060		File Maint. Regist er Report 3	Sup	Access to the Report	Р	Test with sample report	After arriving at the screen that displays all the reports, under the "Report Description" column select Report 3 Maintenance Report and press Enter.	Screen A13– Appendix A		
DOC	CB0061		File Maint. Regist er Report 3	Offic ers	Access to the Report	Р	Test with sample report	After arriving at the screen that displays all the reports, under the "Report Description" column select Report 3 Maintenance Report and press Enter.	Screen A13– Appendix A		
DOC	CB0062		File Maint. Regist er Report 3	Audi tor	Access to the Report	Р	Test with sample report	After arriving at the screen that displays all the reports, under the "Report Description" column select Report 3 Maintenance Report and press Enter.	Screen A13– Appendix A		
DOC	CB0063		File Maint. Regist er Report 3	Sup	Print	Р	Printing the Report	When the Report appears, you can print the report by selecting the Print button or by selecting File and then Print .	The Report will be printed		
DOC	CB0064		File Maint. Regist er Report 3	Offic cers	Print/Fax	Р	Printing the Report	When the Report appears, you can print the report by selecting the Print button or by selecting File and then Print .	The Report will be printed		

Grouping	SOP No.	Access Level	Name of	f the SO	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
DOC	CB0065		File Maint. Regist er Report 3	Audi tor	Print/Fax	Р	Printing the Report	When the Report appears, you can print the report by selecting the Print button or by selecting File and then Print .	The Report will be printed		
DOC	CB0066		File Maint. Regist er Report 3	Sup	Сору	N	Not be able to copy the report	1. When the Report appears, select Edit .	All the options are grayed out.		
DOC	CB0067		File Maint. Regist er Report 3	Offic ers	Сору	N	Not be able to copy the report	1. When the Report appears, select Edit .	All the options are grayed out.		
DOC	CB0068		File Maint. Regist er Report 3	Audi tor	Сору	N	Not be able to copy the report	1. When the Report appears, select Edit .	All the options are grayed out.		
DOC	CB0069		FRS D.R:Ac count Bal. Report 7	Sup	Access to the Report	Р	Test with sample report	After arriving at the screen that displays all the reports, under the "Report Description" column select Rpt 007 FRS Daily: Account Balance and press Enter.	Screen A14– Appendix A		

Grouping	SOP No.	Access Level	Name of	the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
DOC	CB0070		FRS D.R:Ac count Bal. Report 7	Offic ers	Access to the Report	P	Test with sample report	After arriving at the screen that displays all the reports, under the "Report Description" column select Rpt 007 FRS Daily: Account Balance and press Enter.	Screen A14– Appendix A		
DOC	CB0071		FRS D.R:Ac count Bal. Report 7	Audi tor	Access to the Report	P	Test with sample report	After arriving at the screen that displays all the reports, under the "Report Description" column select Rpt 007 FRS Daily: Account Balance and press Enter.	Screen A14– Appendix A		
DOC	CB0072		FRS D.R:Ac count Bal. Report 7	Sup	Print/Fax	Р	Printing the Report	When the Report appears, you can print the report by selecting the Print button or by selecting File and then Print .	The Report will be printed		
DOC	CB0073		FRS D.R:Ac count Bal. Report 7	Offic ers	Print/Fax	P	Printing the Report	When the Report appears, you can print the report by selecting the Print button or by selecting File and then Print .	The Report will be printed		
DOC	CB0074		FRS D.R:Ac count Bal. Report 7	Audi tor	Print/Fax	Р	Printing the Report	When the Report appears, you can print the report by selecting the Print button or by selecting File and then Print .	The Report will be printed		

SOP No.	Access Level	Name of	the SO	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success) assumment Success) sylvania
CB0075		FRS D.R:Ac count Bal. Report 7	Sup	Сору	N	Not be able to copy the report	1. When the Report appears, select Edit .	All the options are grayed out.	
CB0076		FRS D.R:Ac count Bal. Report 7	Offic ers	Сору	N	Not be able to copy the report	1. When the Report appears, select Edit .	All the options are grayed out.	
CB0077		FRS D.R:Ac count Bal. Report 7	Audi tor	Сору	N	Not be able to copy the report	1. When the Report appears, select Edit .	All the options are grayed out.	
					rts)				
CB0078		Paid Items Report 301	Sup	Add Notes	P	To ensure ability of user to add notes	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. When the report opens, select Notes from the menu bar	Screen A15 – Appendix A	
	CB0075 CB0076 CB0077 Annotat	CB0076 CB0077 Annotation A Cheque So	CB0075 CB0075 FRS D.R:Ac count Bal. Report 7 CB0076 FRS D.R:Ac count Bal. Report 7 CB0077 FRS D.R:Ac count Bal. Report 7 Annotations Permi CB0078 Paid Items Report Report	CB0075 FRS D.R:Ac count Bal. Report 7 CB0076 FRS D.R:Ac ers count Bal. Report 7 CB0077 FRS D.R:Ac count Bal. Report 7 CB0077 FRS D.R:Ac tor count bal. Report 7 CB0077 FRS D.R:Ac count bal. Report 7 CB0077 FRS D.R:Ac count bal. Report 7 CB0077 FRS D.R:Ac count bal. Sup litems Report Sup	CB0075 FRS D.R:Ac count Bal. Report 7 CB0076 FRS D.R:Ac count Bal. Report 7 CB0077 FRS D.R:Ac count Bal. Report 7 CB0077 FRS D.R:Ac count Bal. Report 7 CB0077 FRS D.R:Ac count Tor Copy tor Copy Count Bal. Report Tor Count Bal. Report Tor Count Bal. Report Tor Count Bal. Report Tor Count Tor Count Bal. Report Tor Count Bal. Report Tor Count Tor Count Bal. Report Tor Count Tor Count Bal. Report Tor Count Bal. Report Tor Count Tor Count Bal. Report Tor	CB0075	CB0075 FRS D.R:Ac count Bal. Report 7 CB0076 FRS D.R:Ac count Bal. Report 7 CB0077 FRS D.R:Ac count Bal. Report 7 CB0078 Paid Items Report 7 CB0078 Paid Items Report Sup Add Notes P To ensure ability of user to add	CB0075 FRS D.R:Ac count Bal. Report 7 CB0076 FRS D.R:Ac count Bal. Report 7 CB0077 FRS D.R:Ac count Bal. Report 17 CB0078 Paid Items Sup Add Notes Paid Items Report 301 Annotations Permissions (Sample Reports) J. After arriving at the screen that displays all the report of sue of the "Report and onces" 11. After arriving at the screen that displays all the report of sue of the "Report and onces" 12. After arriving at the screen that displays all the report of sue of the "Report and onces" 13. After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. 2. When the report opens, select Notes from	CB0075

Grouping	SOP No.	Access Level	Name of	f the SO	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
ANN	CB0079		Paid Items Report 301	Offic ers	Add Notes	Р	To ensure ability of user to add notes	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Screen A15 – Appendix A		
								When the report opens, select Notes from the menu bar			
								3. Select Add Notes			
ANN	CB0080		Paid Items Report 301	Audit or	Add Notes	N	To ensure inability of user to add notes	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Not able to add notes		
								When the report opens, select Notes from the menu bar			
								3. Select Add Notes			
ANN	CB0081		Paid Items Report 301	Sup	Add Graphical Annotation	Р	To ensure ability of user to add graphical annotations on the report	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. When the report opens, select Notes from the menu bar	Screen A16 - Appendix A		
								3. Select any of the options e.g. Pen, Highlighter, Box, etc.			
ANN	CB0082		Paid Items Report 301	Offic ers	Add Graphical Annotation	Р	To ensure ability of user to add graphical annotations on the	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. When the report opens, select Notes from the menu bar	Screen A16 - Appendix A		

Grouping	SOP No.	Access Level	Name of	the SOF	5		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
							report	3. Select any of the options e.g. Pen, Highlighter, Box, etc.			
ANN	CB0083		Paid Items Report 301	Audit or	Add Graphical Annotation	N	To ensure inability of user to add graphical annotations on the report	 After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. When the report opens, select Notes from the menu bar Select any of the options e.g. Pen, Highlighter, Box, etc. 	Not able to add notes		
ANN	CB0084		Paid Items Report 301	Sup	View Notes	P	To ensure ability of user to view the notes made in the report	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. When the report opens, select Notes from the menu bar Select View Notes from the menu bar.	Screen A17 - Appendix A		
ANN	CB0085		Paid Items Report 301	Offic ers	View Notes	P	To ensure ability of user to view the notes made in the report	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. When the report opens, select Notes from the menu bar Select View Notes from the menu bar.	Screen A17 - Appendix A		
ANN	CB0086		Paid Items Report	Audit or	View Notes	P	Ability of user to view the notes made in the	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select	Screen A17 - Appendix A		

Grouping	SOP No.	Access Level	Name of	f the SO	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
			301				report	301 Paid Items and press Enter.2. When the report opens, select Notes from the menu bar3. Select View Notes from the menu bar.			
ANN	CB0087		Paid Items Report 301	Sup	View Graphical Annotation	P	Ability of user to view the notes made in the report	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	When the report opens you should be able see the graphical annotations (stamps, highlights, etc.)		
ANN	CB0088		Paid Items Report 301	Offic ers	View Graphical Annotation	P	Ability of user to view the notes made in the report	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	When the report opens you should be able see the graphical annotations (stamps, highlights, etc.)		
ANN	CB0089		Paid Items Report 301	Audit or	View Graphical Annotation	P	Ability of user to view the notes made in the report	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	When the report opens you should be able see the graphical annotations (stamps, highlights, etc.)		
ANN	CB0090		Paid Items Report 301	Sup	View User's ID of Graphical Annotation (GA)	Р	Ability to view the User's ID who made the GA in the report	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. When the report opens you should be able see the graphical annotations (GA) e.g. stamps, highlights, etc. Select the GA and press your right mouse	In the Stamp Property Sheet screen you will see the User's ID in the gray box (see Screen Append A)		

Grouping	SOP No.	Access Level	Name of	the SOI			Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
								button 4. From the options, select Stamp Property Sheet .			
ANN	CB0091		Paid Items Report 301	Offic ers	View User's ID of Graphical Annotation (GA)	Р	Ability to view the User's ID who made	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	In the Stamp Property Sheet screen you will see the User's ID in the gray box (see Screen Append A)		
							the GA in the report	When the report opens you should be able see the graphical annotations (GA) e.g. stamps, highlights, etc.			
								Select the GA and press your right mouse button			
								4. From the options, select Stamp Property Sheet .			
ANN	CB0092		Paid Items Report 301	Audit or	View User's ID of Graphical Annotation	P	Ability to view the User's ID who made the GA in the report	 After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. When the report opens you should be able see the graphical annotations (GA) e.g. stamps, highlights, etc. 	In the Stamp Property Sheet screen you will see the User's ID in the gray box (see Screen		
								Select the GA and press your right mouse button			
								4. From the options, select Stamp Property Sheet .			
ANN	CB0093		Paid Items Report	Sup	Delete Notes	Р	To ensure ability of Supervisor	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select	Screen A18 - Appendix A		

Grouping	SOP No.	Access Level	Name of	Name of the SOP			Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
			301				to delete the notes	301 Paid Items and press Enter.			
							made in the report	When the report opens, select Notes from the menu bar			
							'	3. Select View Notes from the menu bar.			
								4. Select Delete Notes.			
								From the "Delete Notes" screen, select the note/s you want to delete and then press Delete.			
								6. Select Yes.			
ANN	CB0094		Paid Items Report 301	Offic ers	Delete Notes	N	To ensure the inability of Officers to delete	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Not be able to delete notes		
							the notes made in the report	When the report opens, select Notes from the menu bar			
								3. Select View Notes from the menu bar.			
								4. Select Delete Notes.			
								From the "Delete Notes" screen, select the note/s you want to delete and then press Delete.			
								6. Select Yes.			
ANN	CB0095		Paid Items Report 301	Audit or	Delete Notes	N	To ensure the inability of Auditors to delete the notes made in the	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. When the report opens, select Notes from	Not be able to delete notes		

Grouping	SOP No.	Access Level	Name of	Name of the SOP			Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
							report	the menu bar			
								3. Select View Notes from the menu bar.			
								4. Select Delete Notes.			
								From the "Delete Notes" screen, select the note/s you want to delete and then press Delete.			
								6. Select Yes.			
ANN	CB0096		Paid Items Report 301	Sup	Delete Graphical Annotation	P	To ensure ability of Supervisor to delete the graphical annotation made in the report	1. After arriving at the screen that displays the graphical annotation (see SOPs 73 & 74), select the graphical annotation you want to delete 2. Right click your mouse. 3. Select Delete Box or Stamp, etc. 4. Select Yes.	The graphical annotation/s will be deleted.		
ANN	CB0097		Paid Items Report 301	Offic ers	Delete Graphical Annotation	N	To ensure the inability of Officers to delete the graphical annotation made in the report	After arriving at the screen that displays the graphical annotation (see SOPs 73 & 74), select the graphical annotation you want to delete Right click your mouse.	Not be able to delete graphical annotation		
ANN	CB0098		Paid Items Report 301	Audit or	Delete Graphical Annotation	N	To ensure the inability of Auditors to delete the	After arriving at the screen that displays the graphical annotation (see SOPs 73 & 74), select the graphical annotation you want to delete	Not be able to delete graphical annotation		

Grouping	SOP No.	Access Level	Name of the SOP			Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks	
							graphical annotation made in the report	2. Right click your mouse.			
ANN	CB0099		Paid Items Report 301	Sup	Update Notes	P	To ensure ability of Supervisor to use the "Update" feature of notes made in the report	 After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. When the report opens, you will see an icon , which indicates that note/s is/are present in the report. Select that icon and click your right mouse button. Select any of the options you require. 	Screen A19 - Appendix A		
ANN	CB00100		Paid Items Report 301	Offic ers	Update Notes	P	To ensure ability of Officers to use the "Update" feature of notes made in the report	 After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. When the report opens, you will see an icon , which indicates that note/s is/are present in the report. Select that icon and click your right mouse button. Select any of the options you require. 	Screen A19 - Appendix A		
ANN	CB00101		Paid Items Report 301	Audit or	Update Notes	N	To ensure inability of Auditors to use the	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	The options to change the appearance of the note are grayed out.	?	

Grouping	SOP No.	Access Level	Name of	Name of the SOP			Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
							"Update" feature of notes made in the report	 2. When the report opens, you will see an icon , which indicates that note/s is/are present in the report. 3. Select that icon and click your right mouse button. 			
	CB00102		Paid Items Report 301	Sup	Update Graphical Annotation (GA)	P	To ensure ability of Supervisor to use the "Update" feature of GA made in the report	 After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. When the report opens you should be able see the graphical annotations (GA) e.g. stamps, highlights, etc. Select the GA and press your right mouse button From the options, select Stamp Property Sheet. Make the necessary changes you want to the appearance of the GA 	Screen A20 - Appendix A		
ANN	CB00103		Paid Items Report 301	Offic ers	Update Graphical Annotation	P	To ensure ability of Officers to use the "Update" feature of GA made in the report	 After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. When the report opens you should be able see the graphical annotations (GA) e.g. stamps, highlights, etc. Select the GA and press your right mouse button From the options, select Stamp Property 	Screen A20 - Appendix A		

Grouping	SOP No.	Access Level	Name of	Name of the SOP			Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
								Sheet.			
								5. Make the necessary changes you want to the appearance of the GA			
ANN	CB00104		Paid Items Report 301	Audit or	Update Graphical Annotation	N	To ensure the inability of Auditors to use the "Update" feature of GA made in the report	 After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. When the report opens you should be able see the graphical annotations (GA) e.g. stamps, highlights, etc. 	The features will be grayed out.		
							·	Select the GA and press your right mouse button			
ANN	CB00105		Paid Items Report 301	Sup	Copy Notes	P	To ensure ability of user to copy notes	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Screen A21 - Appendix A The note will be copied to your clipboard.		
								When the report opens, select Notes from the menu bar			
								3. Select View Notes			
								4. From the Notes screen, select the contents of the note you want to copy and press the Copy button.			
ANN	CB00106		Paid Items Report 301	Offic ers	Copy Notes	N	To ensure inability of Officers to copy notes	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Not able to copy notes		
								When the report opens, select Notes from the menu bar			

Grouping	SOP No.	Access Level	Name of	Name of the SOP			Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
								3. Select View Notes			
								From the Notes screen, you will see the Copy feature is grayed out.			
ANN	CB00107		Paid Items Report 301	Audit or	Copy Notes	N	To ensure inability of Auditors to copy notes	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Not able to copy notes		
								When the report opens, select Notes from the menu bar			
								3. Select View Notes			
								From the Notes screen, you will see the Copy feature is grayed out.			
ANN	CB00108		Paid Items Report 301	Sup	Copy Graphical Annotation	Р	To ensure ability of Supervisors to copy	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	No option to copy	?	
							GA's made in the report	When the report opens you should be able see the graphical annotations (GA) e.g. stamps, highlights, etc.			
								Select the GA and press your right mouse button			
								4. From the options, select Stamp Property Sheet .			
ANN	CB00109		Paid Items Report 301	Offic ers	Copy Graphical Annotation	N		1.	Not able to copy graphical annotation	?	

Grouping	SOP No.	Access Level	Name of the SOP Paid Audit Copy Graphical Apportation				Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
ANN	CB00110		Paid Items Report 301	Audit or	Copy Graphical Annotation	N		1.	Not able to copy graphical annotation	?	
	CB00111		Paid Items Report 301	Sup	Print Notes	P	To ensure ability of user to print the notes made in the report	 After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. When the report opens, select Notes from the menu bar Select View Notes from the menu bar. In the Notes screen, if there are several notes available, select the note you want to print and press Print Note. If you want to print all the notes available, press Print All Notes. When you arrive at the "Print" screen, select the printer you want to use and press Print. 	Screen A22 - Appendix A		
ANN	CB00112		Paid Items Report 301	Offic ers	Print Notes	P	To ensure ability of user to print the notes made in the report	1. After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. 2. When the report opens, select Notes from the menu bar 3. Select View Notes from the menu bar. 4. In the Notes screen, if there are several	Screen A22 - Appendix A		

Grouping	SOP No.	Access Level	Name of	ame of the SOP			Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
								notes available, select the note you want to print and press Print Note . If you want to print all the notes available, press Print All Notes .			
								5. When you arrive at the "Print" screen, select the printer you want to use and press Print.			
ANN	CB00113		Paid Items Report 301	Audit or	Print Notes	Р	To ensure ability of user to print the notes	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Screen A22 - Appendix A		
							made in the report	When the report opens, select Notes from the menu bar			
								3. Select View Notes from the menu bar.			
								4. In the Notes screen, if there are several notes available, select the note you want to print and press Print Note . If you want to print all the notes available, press Print All Notes .			
								5. When you arrive at the "Print" screen, select the printer you want to use and press Print.			
ANN	CB00114		Paid Items Report 301	Sup	Print Graphical Annotation (GA)	Р	To ensure ability of Users to print GA's	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	No option to print	?	
							made in the report	When the report opens you should be able see the graphical annotations (GA) e.g. stamps, highlights, etc.			

Grouping	SOP No.	Access Level	Name of	the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
								3. Select the GA and press your right mouse button4. From the options, select Stamp Property Sheet.			
ANN	CB00115		Paid Items Report 301	Offic ers	Print Graphical Annotation	P	To ensure ability of Users to print GA's made in the report	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. When the report opens you should be able see the graphical annotations (GA) e.g. stamps, highlights, etc.	No option to print	?	
								Select the GA and press your right mouse button From the options, select Stamp Property Sheet.			
ANN	CB00116		Paid Items Report 301	Audit	Print Graphical Annotation	Р	To ensure ability of Users to print GA's made in the report	 After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. When the report opens you should be able see the graphical annotations (GA) e.g. stamps, highlights, etc. Select the GA and press your right mouse button From the options, select Stamp Property 	No option to print	?	
ANN	CB00117		Paid	Sup	Sort Notes –	Р	Ability to	Sheet. 1. After arriving at the screen that displays all	Screen A23 - Appendix A		
			Items		Ascending	•	sort Notes	the reports (see test case 0014), under			

Grouping	SOP No.	Access Level	Name of				Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
			Report 301				in ascending order.	the "Report Description" column select 301 Paid Items and press Enter. 2. When the report opens, select Notes from the menu bar 3. Select View Notes from the menu bar. 4. In the Notes screen, select Sort Notes.			
								5. When you arrive at the "Sort Notes" screen, select Ascending and press Sort.			
ANN	CB00118		Paid Items Report 301	Offic ers	Sort Notes – Ascending	P	Ability to sort Notes in ascending order.	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. When the report opens, select Notes from the menu bar Select View Notes from the menu bar.	Screen A23 - Appendix A		
								4. In the Notes screen, select Sort Notes.5. When you arrive at the "Sort Notes" screen, select Ascending and press Sort.			
ANN	CB00119		Paid Items Report 301	Audit or	Sort Notes – Ascending	P	Ability to sort Notes in ascending order.	 After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. When the report opens, select Notes from the menu bar Select View Notes from the menu bar. In the Notes screen, select Sort Notes. 	Screen A23 - Appendix A		

Grouping	SOP No.	Access Level	Name of	the SOI	5		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
								5. When you arrive at the "Sort Notes" screen, select Ascending and press Sort.			
ANN	CB00120		Paid Items Report 301	Sup	Sort Notes – Descending	P	Ability to sort Notes in descending order.	 After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. When the report opens, select Notes from the menu bar Select View Notes from the menu bar. 	Screen A23 - Appendix A		
								 4. In the Notes screen, select Sort Notes. 5. When you arrive at the "Sort Notes" screen, select Descending and press Sort. 			
ANN	CB00121		Paid Items Report 301	Offic ers	Sort Notes – Descending	P	Ability to sort Notes in descending order.	 After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. When the report opens, select Notes from the menu bar Select View Notes from the menu bar. In the Notes screen, select Sort Notes. When you arrive at the "Sort Notes" screen, select Descending and press Sort. 	Screen A23 - Appendix A		
ANN	CB00122		Paid Items Report	Audit	Sort Notes – Descending	P	Ability to sort Notes in	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select	Screen A23 - Appendix A		

Grouping	SOP No.	Access Level	Name of	f the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
			301				descending order.	 301 Paid Items and press Enter. 2. When the report opens, select Notes from the menu bar 3. Select View Notes from the menu bar. 4. In the Notes screen, select Sort Notes. 5. When you arrive at the "Sort Notes" screen, select Descending and press Sort. 			
	CB00123		Paid Items Report 301	Sup	Sort Notes –Date	P	Ability to sort Notes according to creation date and time	1. After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. 2. When the report opens, select Notes from the menu bar 3. Select View Notes from the menu bar. 4. In the Notes screen, select Sort Notes. 5. When you arrive at the "Sort Notes" screen, select Creation Date and Time and press Sort.	Screen A23 - Appendix A		
ANN	CB00124		Paid Items Report 301	Offic ers	Sort Notes -Date	Р	Ability to sort Notes according to creation date and time	 After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. When the report opens, select Notes from the menu bar Select View Notes from the menu bar. 	Screen A23 - Appendix A		

Grouping	SOP No.	Access Level	Name of	the SOF	5		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
								4. In the Notes screen, select Sort Notes.			
								When you arrive at the "Sort Notes" screen, select Creation Date and Time and press Sort.			
ANN	CB00125		Paid Items Report 301	Audit or	Sort Notes -Date	P	Ability to sort Notes according to creation	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Screen A23 - Appendix A		
							date and time	When the report opens, select Notes from the menu bar			
								3. Select View Notes from the menu bar.			
								4. In the Notes screen, select Sort Notes.			
								5. When you arrive at the "Sort Notes" screen, select Creation Date and Time and press Sort .			
ANN	CB00126		Paid Items Report 301	Sup	Sort Notes 1 – User ID 1	Р	Ability to sort Notes according to User ID	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Screen A23 - Appendix A		
								When the report opens, select Notes from the menu bar			
								3. Select View Notes from the menu bar.			
								4. In the Notes screen, select Sort Notes.			
								5. When you arrive at the "Sort Notes" screen, select User ID and press Sort.			
ANN	CB00127		Paid Items	Offic	Sort Notes 1 –	Р	Ability to sort Notes	After arriving at the screen that displays all the reports (see test case 0014), under	Screen A23 - Appendix A		

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Grouping	SOP No.	Access Level	Name of	the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
			Report 301	ers	User ID 1		according to User ID	the "Report Description" column select 301 Paid Items and press Enter.			
								When the report opens, select Notes from the menu bar			
								3. Select View Notes from the menu bar.			
								4. In the Notes screen, select Sort Notes.			
								5. When you arrive at the "Sort Notes" screen, select User ID and press Sort.			
ANN	CB00128		Paid Items Report 301	Audit or	Sort Notes 1 – User ID 1	P	Ability to sort Notes according to User ID	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Screen A23 - Appendix A		
								When the report opens, select Notes from the menu bar			
								3. Select View Notes from the menu bar.			
								4. In the Notes screen, select Sort Notes.			
								5. When you arrive at the "Sort Notes" screen, select User ID and press Sort.			
ANN	CB00129		Paid Items Report 301	Sup	Sort Notes 1 – User ID 2	P	Ability to sort Notes according to User ID	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Screen A23 - Appendix A		
								When the report opens, select Notes from the menu bar			
								3. Select View Notes from the menu bar.			
								4. In the Notes screen, select Sort Notes.			

SOP No.	Access Level	Name of	the SO			Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
							When you arrive at the "Sort Notes" screen, select User ID and press Sort.			
CB00130		Paid Items Report 301	Offic ers	Sort Notes 1 – User ID 2	Р	Ability to sort Notes according to User ID	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Screen A23 - Appendix A		
							When the report opens, select Notes from the menu bar			
							3. Select View Notes from the menu bar.			
							4. In the Notes screen, select Sort Notes.			
							When you arrive at the "Sort Notes" screen, select User ID and press Sort.			
CB00131		Paid Items Report 301	Audit or	Sort Notes 1 – User ID 2	Р	Ability to sort Notes according to User ID	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Screen A23 - Appendix A		
							When the report opens, select Notes from the menu bar			
							3. Select View Notes from the menu bar.			
							4. In the Notes screen, select Sort Notes.			
							5. When you arrive at the "Sort Notes" screen, select User ID and press Sort.			
CB00132		Paid Items Report 301	Sup	Sort Notes 2 – User ID 1	Р	Ability to sort Notes according to User ID	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Screen A23 - Appendix A		
	CB00130	CB00130	CB00130 Paid Items Report 301 CB00131 Paid Items Report 301 CB00132 Paid Items Report 301	CB00130 Paid Items Report 301 Sup Items Report Report Report Sup Items Report Report Report Report Report Report Sup Items Report Report Sup Items Report Su	CB00130 Paid Items Report 301 Paid Items Report Seport Se	CB00130	CB00130 Paid Items Report 301 Paid Items Report Paid Items Rep	CB00130 Paid ltems Report 301 Paid ltems Adudit ltems Report 301 Paid ltems Report 301 Paid ltems Adudit ltems Adudit ltems Report 301 Paid ltems Adudit ltems Adudit ltems Adudit ltems Adudit ltems Report 301 Paid ltems Adudit ltems Adudit ltems Adudit ltems Report 301 Paid ltems Adudit ltems Adudit ltems Adudit ltems Report 301 Paid ltems Adudit ltems Adudit ltems Report 301 Paid ltems Adudit ltems Adudit ltems Adudit ltems Report 301 Paid ltems Adudit ltems Adudit ltems Adudit ltems Adudit ltems Adudit ltems Report 301 Paid ltems Adudit ltems Ad	CB00130 Paid Items Report 301 Paid Items 301 Paid It	CB00130 Paid tlems Report 301 Paid tlems and press Enter. CB00131 Paid tlems and press Enter. CB00132 Paid tlems and press Enter. Sort Notes 1 - User ID 2 Paid tlems and press Enter. Ability to sort Notes 301 Paid tlems and press Enter. Ability to sort Notes from the menu bar. A bility to sort Notes from the menu bar. A bility to sort Notes from the menu bar. A bility to sort Notes from the menu bar. A bility to sort Notes from the menu bar. A bility to sort Notes from the menu bar. A bility to sort Notes from the menu bar. A bility to sort Notes from the menu bar. A bility to sort Notes from the menu bar. A bility to sort Notes from the menu bar. A bility to sort Notes from the menu bar. A bility to sort Notes from the menu bar. A bility to sort Notes from the menu bar. A lin the Notes screen, select Notes from the menu bar. A lin the Report Description column select from the menu bar. A lin the Report Description from the menu bar. A lin the Report Description from the menu bar. A lin the Report Description from the menu bar. A lin the Report Description from the menu bar. A lin the Report Description from the menu bar. A lin the Report Description from the menu bar. A lin the Report Description from the menu bar. A lin the Report Description from the m

Grouping	SOP No.	Access Level	Name of	the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
								the menu bar			
								3. Select View Notes from the menu bar.			
								4. In the Notes screen, select Sort Notes.			
								5. When you arrive at the "Sort Notes" screen, select User ID and press Sort.			
ANN	CB00133		Paid Items Report 301	Offic ers	Sort Notes 2 – User ID 1	Р	Ability to sort Notes according to User ID	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Screen A23 - Appendix A		
								When the report opens, select Notes from the menu bar			
								3. Select View Notes from the menu bar.			
								4. In the Notes screen, select Sort Notes.			
								5. When you arrive at the "Sort Notes" screen, select User ID and press Sort.			
ANN	CB00134		Paid Items Report 301	Audit or	Sort Notes 2 – User ID 1	Р	Ability to sort Notes according to User ID	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Screen A23 - Appendix A		
								When the report opens, select Notes from the menu bar			
								3. Select View Notes from the menu bar.			
								4. In the Notes screen, select Sort Notes.			
								5. When you arrive at the "Sort Notes" screen, select User ID and press Sort.			

Grouping	SOP No.	Access Level	Name of	f the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
ANN	CB00135		Paid Items Report 301	Sup	Sort Notes 2 – User ID 2	Р	Ability to sort Notes according to User ID	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Screen A23 - Appendix A		
								When the report opens, select Notes from the menu bar			
								3. Select View Notes from the menu bar.			
								4. In the Notes screen, select Sort Notes.			
								When you arrive at the "Sort Notes" screen, select User ID and press Sort.			
ANN	CB00136		Paid Items Report 301	Offic ers	Sort Notes 2 – User ID 2	P	Ability to sort Notes according to User ID	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Screen A23 - Appendix A		
								When the report opens, select Notes from the menu bar			
								3. Select View Notes from the menu bar.			
								4. In the Notes screen, select Sort Notes.			
								When you arrive at the "Sort Notes" screen, select User ID and press Sort.			
ANN	CB00137		Paid Items Report 301	Audit or	Sort Notes 2 – User ID 2	Р	Ability to sort Notes according to User ID	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Screen A23 - Appendix A		
								When the report opens, select Notes from the menu bar			
								3. Select View Notes from the menu bar.			

Grouping	SOP No.	Access Level	Name of	the SOF			Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
								4. In the Notes screen, select Sort Notes .			
								5. When you arrive at the "Sort Notes" screen, select User ID and press Sort.			
ANN	CB00138		Paid Items Report 301	Sup	Sort Notes 3 – User ID 1	Р	Ability to sort Notes according to User ID	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Screen A23 - Appendix A		
								When the report opens, select Notes from the menu bar			
								3. Select View Notes from the menu bar.			
								4. In the Notes screen, select Sort Notes.			
								5. When you arrive at the "Sort Notes" screen, select User ID and press Sort.			
ANN	CB00139		Paid Items Report 301	Offic ers	Sort Notes 3 – User ID 1	Р	Ability to sort Notes according to User ID	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Screen A23 - Appendix A		
								When the report opens, select Notes from the menu bar			
								3. Select View Notes from the menu bar.			
								4. In the Notes screen, select Sort Notes.			
								5. When you arrive at the "Sort Notes" screen, select User ID and press Sort.			
ANN	CB00140		Paid Items Report 301	Audit or	Sort Notes 3 – User ID 1	Р	Ability to sort Notes according to	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select	Screen A23 - Appendix A		

Grouping	SOP No.	Access Level	Name of	the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
							User ID	301 Paid Items and press Enter.			
								When the report opens, select Notes from the menu bar			
								3. Select View Notes from the menu bar.			
								4. In the Notes screen, select Sort Notes.			
								When you arrive at the "Sort Notes" screen, select User ID and press Sort.			
ANN	CB00141		Paid Items Report 301	Sup	Sort Notes 3 – User ID 2	Р	Ability to sort Notes according to User ID	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Screen A23 - Appendix A		
								When the report opens, select Notes from the menu bar			
								3. Select View Notes from the menu bar.			
								4. In the Notes screen, select Sort Notes.			
								When you arrive at the "Sort Notes" screen, select User ID and press Sort.			
ANN	CB00142		Paid Items Report 301	Offic ers	Sort Notes 3 – User ID 2	Р	Ability to sort Notes according to User ID	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Screen A23 - Appendix A		
								When the report opens, select Notes from the menu bar			
								3. Select View Notes from the menu bar.			
								4. In the Notes screen, select Sort Notes.			
								5. When you arrive at the "Sort Notes"			

Grouping	SOP No.	Access Level	Name of	the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
								screen, select User ID and press Sort .			
ANN	CB00143		Paid Items Report 301	Audit or	Sort Notes 3 – User ID 2	Р	Ability to sort Notes according to User ID	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Screen A23- Appendix A		
								When the report opens, select Notes from the menu bar			
								3. Select View Notes from the menu bar.			
								4. In the Notes screen, select Sort Notes.			
								5. When you arrive at the "Sort Notes" screen, select User ID and press Sort.			
ANN	CB00144		Outsta nding Issues 305	Sup	Add Notes	Р	To ensure ability of user to add notes	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Screen A15 - Appendix A		
								When the report opens, select Notes from the menu bar			
								3. Select Add Notes			
ANN	CB00145		Outsta nding Issues 305	Offic ers	Add Notes	P	To ensure ability of user to add notes	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Screen A15 - Appendix A		
								When the report opens, select Notes from the menu bar			

Grouping	SOP No.	Access Level	Name of	the SOI			Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
								3. Select Add Notes			
ANN	CB00146		Outsta nding Issues 305	Audit or	Add Notes	N	To ensure inability of user to add notes	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Not able to add notes		
								When the report opens, select Notes from the menu bar			
								3. Select Add Notes			
ANN	CB00147		Outsta nding Issues 305	Sup	Add Graphical Annotation	P	To ensure ability of user to add graphical annotations on the report	 After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. When the report opens, select Notes from the menu bar Select any of the options e.g. Pen, Highlighter, Box, etc. 	Screen A16 - Appendix A		
ANN	CB00148		Outsta nding Issues 305	Offic ers	Add Graphical Annotation	P	To ensure ability of user to add graphical annotations on the report	 After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. When the report opens, select Notes from the menu bar Select any of the options e.g. Pen, Highlighter, Box, etc. 	Screen A16 - Appendix A		
ANN	CB00149		Outsta nding Issues 305	Audit or	Add Graphical Annotation	N	To ensure ability of user to add graphical	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select	Not able to add notes		

Grouping	SOP No.	Access Level	Name of	the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
							annotations on the report	 301 Paid Items and press Enter. 2. When the report opens, select Notes from the menu bar 3. Select any of the options e.g. Pen, Highlighter, Box, etc. 			
ANN	CB00150		Outsta nding Issues 305	Sup	View Notes	P	To ensure ability of user to view the notes made in the report	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. When the report opens, select Notes from the menu bar Select View Notes from the menu bar.	Screen A17 - Appendix A		
ANN	CB00151		Outsta nding Issues 305	Offic ers	View Notes	P	To ensure ability of user to view the notes made in the report	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. When the report opens, select Notes from the menu bar Select View Notes from the menu bar.	Screen A17 - Appendix A		
ANN	CB00152		Outsta nding Issues 305	Audit or	View Notes	P	Ability of user to view the notes made in the report	 After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. When the report opens, select Notes from the menu bar Select View Notes from the menu bar. 	Screen A17 - Appendix A		

Grouping	SOP No.	Access Level	Name of	f the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
ANN	CB00153		Outsta nding Issues 305	Sup	View Graphical Annotation	Р	Ability of user to view the notes made in the report	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	When the report opens you should be able see the graphical annotations (stamps, highlights, etc.)		
ANN	CB00154		Outsta nding Issues 305	Offic ers	View Graphical Annotation	P	Ability of user to view the notes made in the report	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	When the report opens you should be able see the graphical annotations (stamps, highlights, etc.)		
ANN	CB00155		Outsta nding Issues 305	Audit or	View Graphical Annotation	P	Ability of user to view the notes made in the report	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	When the report opens you should be able see the graphical annotations (stamps, highlights, etc.)		
ANN	CB00156		Outsta nding Issues 305	Sup	View User's ID of Graphical Annotation (GA)	P	Ability to view the User's ID who made the GA in the report	1. After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. 2. When the report opens you should be able see the graphical annotations (GA) e.g. stamps, highlights, etc. 3. Select the GA and press your right mouse button 4. From the options, select Stamp Property Sheet.	In the Stamp Property Sheet screen you will see the User's ID in the gray box (see Screen Append A)		
ANN	CB00157		Outsta nding	Offic	View User's ID of Graphical	Р	Ability to view the	After arriving at the screen that displays all the reports (see test case 0014), under	In the Stamp Property Sheet screen you will see the User's ID		

Grouping	SOP No.	Access Level	Name of	f the SO	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
			Issues 305	ers	Annotation (GA)		User's ID who made the GA in the report	the "Report Description" column select 301 Paid Items and press Enter. 2. When the report opens you should be able see the graphical annotations (GA) e.g. stamps, highlights, etc. 3. Select the GA and press your right mouse	in the gray box (see Screen Append A)		
								button 4. From the options, select Stamp Property Sheet .			
ANN	CB00158		Outsta nding Issues 305	Audit or	View User's ID of Graphical Annotation	P	Ability to view the User's ID who made the GA in the report	1. After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. 2. When the report opens you should be able see the graphical annotations (GA) e.g. stamps, highlights, etc. 3. Select the GA and press your right mouse button	In the Stamp Property Sheet screen you will see the User's ID in the gray box (see Screen Append A)		
								From the options, select Stamp Property Sheet.			
ANN	CB00159		Outsta nding Issues 305	Sup	Delete Notes	P	To ensure ability of Supervisor to delete the notes made in the report	 After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. When the report opens, select Notes from the menu bar Select View Notes from the menu bar. 	Screen A18 - Appendix A		

Grouping	SOP No.	Access Level	Name of	the SOI	.		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
								4. Select Delete Notes.5. From the "Delete Notes" screen, select the			
								note/s you want to delete and then press Delete .			
								6. Select Yes.			
ANN	CB00160		Outsta nding Issues 305	Offic ers	Delete Notes	N	To ensure the inability of Officers to delete	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Not be able to delete notes		
							the notes made in the report	When the report opens, select Notes from the menu bar			
								3. Select View Notes from the menu bar.			
								4. Select Delete Notes.			
								 From the "Delete Notes" screen, select the note/s you want to delete and then press Delete. 			
								6. Select Yes.			
ANN	CB00161		Outsta nding Issues 305	Audit or	Delete Notes	N	To ensure the inability of Auditors to delete	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Not be able to delete notes		
							the notes	When the report opens, select Notes from the menu bar			
					re	-1	3. Select View Notes from the menu bar.				
								4. Select Delete Notes.			
								5. From the "Delete Notes" screen, select the note/s you want to delete and then press			

Grouping	SOP No.	Access Level	Name of	the SOF	5		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
								Delete. 6. Select Yes.			
ANN	CB00162		Outsta nding Issues 305	Sup	Delete Graphical Annotation	P	To ensure ability of Supervisor to delete the graphical annotation made in the report	1. After arriving at the screen that displays the graphical annotation (see SOPs 73 & 74), select the graphical annotation you want to delete 2. Right click your mouse. 3. Select Delete Box or Stamp, etc. 4. Select Yes.	The graphical annotation/s will be deleted.		
ANN	CB00163		Outsta nding Issues 305	Offic ers	Delete Graphical Annotation	Z	To ensure the inability of Officers to delete the graphical annotation made in the report	After arriving at the screen that displays the graphical annotation (see SOPs 73 & 74), select the graphical annotation you want to delete Right click your mouse.	Not be able to delete graphical annotation		
ANN	CB00164		Outsta nding Issues 305	Audit or	Delete Graphical Annotation	N	To ensure the inability of Auditors to delete the graphical annotation made in the report	After arriving at the screen that displays the graphical annotation (see SOPs 73 & 74), select the graphical annotation you want to delete Right click your mouse.	Not be able to delete graphical annotation		
ANN	CB00165		Outsta nding	Sup	Update Notes	Р	To ensure ability of	After arriving at the screen that displays all the reports (see test case 0014), under	Screen A19 - Appendix A		

Grouping	SOP No.	Access Level	Name of	the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
ANN	CB00166		Outsta nding Issues 305	Offic ers	Update Notes	P	Supervisor to use the "Update" feature of notes made in the report To ensure ability of Officers to use the "Update" feature of notes made in the report	the "Report Description" column select 301 Paid Items and press Enter. 2. When the report opens, you will see an icon, which indicates that note/s is/are present in the report. 3. Select that icon and click your right mouse button. 4. Select any of the options you require. 1. After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. 2. When the report opens, you will see an icon, which indicates that note/s is/are present in the report. 3. Select that icon and click your right mouse button. 4. Select any of the options you require.	Screen A19 - Appendix A		
ANN	CB00167		Outsta nding Issues 305	Audit or	Update Notes	N	To ensure inability of Auditors to use the "Update" feature of notes made in the report	 After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. When the report opens, you will see an icon , which indicates that note/s is/are present in the report. Select that icon and click your right mouse button. 	The options to change the appearance of the note are grayed out.	?	

Grouping	SOP No.	Access Level	Name of	the SOI	5		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
ANN	CB00168		Outsta nding Issues 305	Sup	Update Graphical Annotation (GA)	P	To ensure ability of Supervisor to use the "Update" feature of GA made in the report	 After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. When the report opens you should be able see the graphical annotations (GA) e.g. stamps, highlights, etc. Select the GA and press your right mouse button From the options, select Stamp Property Sheet. Make the necessary changes you want to the appearance of the GA 	Screen A20 - Appendix A		
ANN	CB00169		Outsta nding Issues 305	Offic ers	Update Graphical Annotation	P	To ensure ability of Officers to use the "Update" feature of GA made in the report	1. After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. 2. When the report opens you should be able see the graphical annotations (GA) e.g. stamps, highlights, etc. 3. Select the GA and press your right mouse button 4. From the options, select Stamp Property Sheet. 5. Make the necessary changes you want to the appearance of the GA	Screen A20 - Appendix A		
ANN	CB00170		Outsta nding	Audit or	Update Graphical	N	To ensure the inability	After arriving at the screen that displays all the reports (see test case 0014), under	The features will be grayed out.		

Grouping	SOP No.	Access Level	Name of	the SO	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
			Issues 305		Annotation		of Auditors to use the "Update" feature of GA made in the report	the "Report Description" column select 301 Paid Items and press Enter. 2. When the report opens you should be able see the graphical annotations (GA) e.g. stamps, highlights, etc. 3. Select the GA and press your right mouse button			
ANN	CB00171		Outsta nding Issues 305	Sup	Copy Notes	Р	To ensure ability of user to copy notes	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. When the report opens, select Notes from the menu bar Select View Notes From the Notes screen, select the contents of the note you want to copy and press the Copy button.	Screen A21 - Appendix A The note will be copied to your clipboard.		
ANN	CB00172		Outsta nding Issues 305	Offic ers	Copy Notes	N	To ensure inability of Officers to copy notes	1. After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. 2. When the report opens, select Notes from the menu bar 3. Select View Notes 4. From the Notes screen, you will see the Copy feature is grayed out.	Not able to copy notes		
ANN	CB00173		Outsta nding	Audit	Copy Notes	N	To ensure inability of	After arriving at the screen that displays all the reports (see test case 0014), under	Not able to copy notes		

Grouping	SOP No.	Access Level	Name of	the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
			lssues 305	or			Auditors to copy notes	the "Report Description" column select 301 Paid Items and press Enter. 2. When the report opens, select Notes from the menu bar			
								3. Select View Notes			
								From the Notes screen, you will see the Copy feature is grayed out.			
ANN	CB00174		Outsta nding Issues 305	Sup	Copy Graphical Annotation	P	To ensure ability of Supervisors to copy GA's made in the report	 After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. When the report opens you should be able see the graphical annotations (GA) e.g. stamps, highlights, etc. Select the GA and press your right mouse button From the options, select Stamp Property Sheet. 	No option to copy	?	
	CB00175		Outsta nding Issues 305	Offic ers	Copy Graphical Annotation	N		1.	Not able to copy graphical annotation	?	
	CB00176		Outsta nding Issues 305	Audit or	Copy Graphical Annotation	N		1.	Not able to copy graphical annotation	?	
ANN	CB00177		Outsta nding Issues	Sup	Print Notes	Р	To ensure ability of user to print	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select	Screen A22 - Appendix A		

Grouping	SOP No.	Access Level	Name of	the SO	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
			305				the notes made in the report	 301 Paid Items and press Enter. When the report opens, select Notes from the menu bar Select View Notes from the menu bar. In the Notes screen, if there are several notes available, select the note you want to print and press Print Note. If you want to print all the notes available, press Print All Notes. When you arrive at the "Print" screen, select the printer you want to use and press Print. 			
ANN	CB00178		Outsta nding Issues 305	Offic ers	Print Notes	P	To ensure ability of user to print the notes made in the report	 After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. When the report opens, select Notes from the menu bar Select View Notes from the menu bar. In the Notes screen, if there are several notes available, select the note you want to print and press Print Note. If you want to print all the notes available, press Print All Notes. When you arrive at the "Print" screen, select the printer you want to use and press Print. 	Screen A22 - Appendix A		
ANN	CB00179		Outsta	Audit	Print Notes	Р	To ensure	1. After arriving at the screen that displays all	Screen A22 - Appendix A		

Grouping	SOP No.	Access Level	Name of	the SOI	5		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
			nding Issues 305	or			ability of user to print the notes made in the report	the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. 2. When the report opens, select Notes from the menu bar 3. Select View Notes from the menu bar. 4. In the Notes screen, if there are several notes available, select the note you want to print and press Print Note. If you want to print all the notes available, press Print All Notes. 5. When you arrive at the "Print" screen, select the printer you want to use and press Print.			
ANN	CB00180		Outsta nding Issues 305	Sup	Print Graphical Annotation (GA)	P	To ensure ability of Users to print GA's made in the report	 After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. When the report opens you should be able see the graphical annotations (GA) e.g. stamps, highlights, etc. Select the GA and press your right mouse button From the options, select Stamp Property Sheet. 	No option to print	?	
ANN	CB00181		Outsta nding Issues 305	Offic ers	Print Graphical Annotation	Р	To ensure ability of Users to print GA's	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select	No option to print	?	

Grouping	SOP No.	Access Level	Name of	the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
							made in the report	 301 Paid Items and press Enter. 2. When the report opens you should be able see the graphical annotations (GA) e.g. stamps, highlights, etc. 3. Select the GA and press your right mouse button 4. From the options, select Stamp Property Sheet. 			
ANN	CB00182		Outsta nding Issues 305	Audit	Print Graphical Annotation	P	To ensure ability of Users to print GA's made in the report	 After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. When the report opens you should be able see the graphical annotations (GA) e.g. stamps, highlights, etc. Select the GA and press your right mouse button From the options, select Stamp Property Sheet. 	No option to print	?	
ANN	CB00183		Outsta nding Issues 305	Sup	Sort Notes – Ascending	P	Ability to sort Notes in ascending order.	 After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. When the report opens, select Notes from the menu bar Select View Notes from the menu bar. In the Notes screen, select Sort Notes. 	Screen A23 – Appendix A		

Grouping	SOP No.	Access Level	Name of	the SOF	5		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
								5. When you arrive at the "Sort Notes" screen, select Ascending and press Sort.			
ANN	CB00184		Outsta nding Issues 305	Offic ers	Sort Notes – Ascending	Р	Ability to sort Notes in ascending order.	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. When the report opens, select Notes from the menu bar	Screen A23 – Appendix A		
								3. Select View Notes from the menu bar.			
								4. In the Notes screen, select Sort Notes.			
								5. When you arrive at the "Sort Notes" screen, select Ascending and press Sort.			
ANN	CB00185		Outsta nding Issues 305	Audit or	Sort Notes – Ascending	Р	Ability to sort Notes in ascending	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Screen A23 – Appendix A		
							order.	When the report opens, select Notes from the menu bar			
								3. Select View Notes from the menu bar.			
								4. In the Notes screen, select Sort Notes.			
								5. When you arrive at the "Sort Notes" screen, select Ascending and press Sort.			
ANN	CB00186		Outsta nding Issues 305	Sup	Sort Notes – Descending	P	Ability to sort Notes in descending order.	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. When the report opens, select Notes from	Screen A23 – Appendix A		

Grouping	SOP No.	Access Level	Name of	f the SO	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
								the menu bar			
								3. Select View Notes from the menu bar.			
								4. In the Notes screen, select Sort Notes.			
								5. When you arrive at the "Sort Notes" screen, select Descending and press Sort.			
ANN	CB00187		Outsta nding Issues 305	Offic ers	Sort Notes – Descending	P	Ability to sort Notes in descending	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Screen A23 – Appendix A		
						order.	When the report opens, select Notes from the menu bar				
								3. Select View Notes from the menu bar.			
								4. In the Notes screen, select Sort Notes.			
								 When you arrive at the "Sort Notes" screen, select Descending and press Sort. 			
ANN	CB00188		Outsta nding Issues 305	Audit or	Sort Notes – Descending	Р	Ability to sort Notes in descending	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Screen A23 – Appendix A		
						order.	When the report opens, select Notes from the menu bar				
								3. Select View Notes from the menu bar.			
								4. In the Notes screen, select Sort Notes.			
								5. When you arrive at the "Sort Notes" screen, select Descending and press			

Grouping	SOP No.	Access Level	Name of	the SOI			Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
								Sort.			
ANN	CB00189		Outsta nding Issues 305	Sup	Sort Notes -Date	P	Ability to sort Notes according to creation date and time	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. When the report opens, select Notes from the menu bar	Screen A23 – Appendix A		
								3. Select View Notes from the menu bar.			
								4. In the Notes screen, select Sort Notes.			
								When you arrive at the "Sort Notes" screen, select Creation Date and Time and press Sort.			
ANN	CB00190		Outsta nding Issues 305	Offic ers	Sort Notes -Date	Р	Ability to sort Notes according to creation	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Screen A23 – Appendix A		
							date and time	When the report opens, select Notes from the menu bar			
								3. Select View Notes from the menu bar.			
								4. In the Notes screen, select Sort Notes.			
								5. When you arrive at the "Sort Notes" screen, select Creation Date and Time and press Sort.			
ANN	CB00191		Outsta nding Issues 305	Audit or	Sort Notes -Date	P	Ability to sort Notes according to creation date and	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Screen A23 – Appendix A		

Grouping	SOP No.	Access Level	Name of	the SOI	o		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
							time	When the report opens, select Notes from the menu bar			
								3. Select View Notes from the menu bar.			
								4. In the Notes screen, select Sort Notes.			
								When you arrive at the "Sort Notes" screen, select Creation Date and Time and press Sort.			
ANN	CB00192		Outsta nding Issues 305	Sup	Sort Notes 1 – User ID 1	Р	Ability to sort Notes according to User ID	1. After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter .	Screen A23 – Appendix A		
								When the report opens, select Notes from the menu bar			
								3. Select View Notes from the menu bar.			
								4. In the Notes screen, select Sort Notes.			
								When you arrive at the "Sort Notes" screen, select User ID and press Sort.			
ANN	CB00193		Outsta nding Issues 305	Offic ers	Sort Notes 1 – User ID 1	Р	Ability to sort Notes according to User ID	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Screen A23 – Appendix A		
								When the report opens, select Notes from the menu bar			
								3. Select View Notes from the menu bar.			
								4. In the Notes screen, select Sort Notes.			
								5. When you arrive at the "Sort Notes"			

Grouping	SOP No.	Access Level	Name of	the SOI	5		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
								screen, select User ID and press Sort .			
ANN	CB00194		Outsta nding Issues 305	Audit or	Sort Notes 1 – User ID 1	Р	Ability to sort Notes according to User ID	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Screen A23 – Appendix A		
								When the report opens, select Notes from the menu bar			
								3. Select View Notes from the menu bar.			
								4. In the Notes screen, select Sort Notes.			
								5. When you arrive at the "Sort Notes" screen, select User ID and press Sort.			
ANN	CB00195		Outsta nding Issues 305	Sup	Sort Notes 1 – User ID 2	Р	Ability to sort Notes according to User ID	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Screen A23 – Appendix A		
								When the report opens, select Notes from the menu bar			
								3. Select View Notes from the menu bar.			
								4. In the Notes screen, select Sort Notes.			
								5. When you arrive at the "Sort Notes" screen, select User ID and press Sort.			
ANN	CB00196		Outsta nding Issues 305	Offic ers	Sort Notes 1 – User ID 2	Р	Ability to sort Notes according to User ID	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Screen A23 – Appendix A		
				05				2. When the report opens, select Notes from			

Grouping	SOP No.	Access Level	Name of	the SOI	0		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
								the menu bar			
								3. Select View Notes from the menu bar.			
								4. In the Notes screen, select Sort Notes.			
								5. When you arrive at the "Sort Notes" screen, select User ID and press Sort.			
ANN	CB00197		Outsta nding Issues 305	Audit or	Sort Notes 1 – User ID 2	Р	Ability to sort Notes according to User ID	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Screen A23 – Appendix A		
								When the report opens, select Notes from the menu bar			
								3. Select View Notes from the menu bar.			
								4. In the Notes screen, select Sort Notes.			
								5. When you arrive at the "Sort Notes" screen, select User ID and press Sort .			
ANN	CB00198		Outsta nding Issues 305	Sup	Sort Notes 2 – User ID 1	Р	Ability to sort Notes according to User ID	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Screen A23 – Appendix A		
								When the report opens, select Notes from the menu bar			
								3. Select View Notes from the menu bar.			
								4. In the Notes screen, select Sort Notes.			
								5. When you arrive at the "Sort Notes" screen, select User ID and press Sort.			

Grouping	SOP No.	Access Level	Name of	f the SO	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
ANN	CB00199		Outsta nding Issues 305	Offic ers	Sort Notes 2 – User ID 1	Р	Ability to sort Notes according to User ID	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Screen A23 – Appendix A		
								When the report opens, select Notes from the menu bar			
								3. Select View Notes from the menu bar.			
								4. In the Notes screen, select Sort Notes.			
								5. When you arrive at the "Sort Notes" screen, select User ID and press Sort.			
ANN	CB00200		Outsta nding Issues 305	Audit or	Sort Notes 2 – User ID 1	Р	Ability to sort Notes according to User ID	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Screen A23 – Appendix A		
								When the report opens, select Notes from the menu bar			
								3. Select View Notes from the menu bar.			
								4. In the Notes screen, select Sort Notes.			
								5. When you arrive at the "Sort Notes" screen, select User ID and press Sort.			
ANN	CB00201		Outsta nding Issues 305	Sup	Sort Notes 2 – User ID 2	Р	Ability to sort Notes according to User ID	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Screen A23 – Appendix A		
								When the report opens, select Notes from the menu bar			
								3. Select View Notes from the menu bar.			

Grouping	SOP No.	Access Level	Name of	the SOF			Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
								4. In the Notes screen, select Sort Notes .			
								5. When you arrive at the "Sort Notes" screen, select User ID and press Sort.			
ANN	CB00202		Outsta nding Issues 305	Offic ers	Sort Notes 2 – User ID 2	P	Ability to sort Notes according to User ID	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Screen A23 – Appendix A		
								When the report opens, select Notes from the menu bar			
								3. Select View Notes from the menu bar.			
								4. In the Notes screen, select Sort Notes.			
								5. When you arrive at the "Sort Notes" screen, select User ID and press Sort.			
ANN	CB00203		Outsta nding Issues 305	Audit or	Sort Notes 2 – User ID 2	Р	Ability to sort Notes according to User ID	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Screen A23 – Appendix A		
								When the report opens, select Notes from the menu bar			
								3. Select View Notes from the menu bar.			
								4. In the Notes screen, select Sort Notes.			
								5. When you arrive at the "Sort Notes" screen, select User ID and press Sort.			
ANN	CB00204		Outsta nding Issues 305	Sup	Sort Notes 3 – User ID 1	Р	Ability to sort Notes according to	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select	Screen A23 – Appendix A		

Grouping	SOP No.	Access Level	Name of	the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
							User ID	301 Paid Items and press Enter.			
								When the report opens, select Notes from the menu bar			
								3. Select View Notes from the menu bar.			
								4. In the Notes screen, select Sort Notes.			
								When you arrive at the "Sort Notes" screen, select User ID and press Sort.			
ANN	CB00205		Outsta nding Issues 305	Offic ers	Sort Notes 3 – User ID 1	Р	Ability to sort Notes according to User ID	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Screen A23 – Appendix A		
								When the report opens, select Notes from the menu bar			
								3. Select View Notes from the menu bar.			
								4. In the Notes screen, select Sort Notes.			
								When you arrive at the "Sort Notes" screen, select User ID and press Sort.			
ANN	CB00206		Outsta nding Issues 305	Audit or	Sort Notes 3 – User ID 1	Р	Ability to sort Notes according to User ID	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Screen A23 – Appendix A		
								When the report opens, select Notes from the menu bar			
								3. Select View Notes from the menu bar.			
								4. In the Notes screen, select Sort Notes.			
								5. When you arrive at the "Sort Notes"			

Grouping	SOP No.	Access Level	Name of	the SO	0		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
								screen, select User ID and press Sort.			
ANN	CB00207		Outsta nding Issues 305	Sup	Sort Notes 3 – User ID 2	Р	Ability to sort Notes according to User ID	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Screen A23 – Appendix A		
								When the report opens, select Notes from the menu bar			
								3. Select View Notes from the menu bar.			
								4. In the Notes screen, select Sort Notes.			
								5. When you arrive at the "Sort Notes" screen, select User ID and press Sort.			
ANN	CB00208		Outsta nding Issues 305	Offic ers	Sort Notes 3 – User ID 2	Р	Ability to sort Notes according to User ID	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Screen A23 – Appendix A		
								When the report opens, select Notes from the menu bar			
								3. Select View Notes from the menu bar.			
								4. In the Notes screen, select Sort Notes.			
								5. When you arrive at the "Sort Notes" screen, select User ID and press Sort.			
ANN	CB00209		Outsta nding Issues 305	Audit or	Sort Notes 3 – User ID 2	Р	Ability to sort Notes according to User ID	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Screen A23 – Appendix A		
								2. When the report opens, select Notes from			

Grouping	SOP No.	Access Level	Name of	the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
								the menu bar			
								3. Select View Notes from the menu bar.			
								4. In the Notes screen, select Sort Notes .			
								5. When you arrive at the "Sort Notes" screen, select User ID and press Sort.			
	. 2 Intern	al A			ncing Folder (A			emissions (Sample Reports)	Coroon A4E Annoralis A	1	I
ANN	CB00210		FRS:A cc.Bal 7	Sup	Add Notes	Р	To ensure ability of user to add notes	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Screen A15 – Appendix A		
								When the report opens, select Notes from the menu bar			
								3. Select Add Notes			
ANN	CB00211		FRS:A cc.Bal 7	Offic ers	Add Notes	Р	To ensure ability of user to add notes	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Screen A15 – Appendix A		
								When the report opens, select Notes from the menu bar			
								3. Select Add Notes			
ANN	CB00212		FRS:A cc.Bal 7	Audit or	Add Notes	N	To ensure ability of user to add notes	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. When the report opens, select Notes from	Not able to add notes		

Grouping	SOP No.	Access Level	Name of	the SOI	5		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
								the menu bar 3. Select Add Notes			
ANN	CB00213		FRS:A cc.Bal 7	Sup	Add Graphical Annotation	P	To ensure ability of user to add graphical annotations on the report	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. When the report opens, select Notes from the menu bar Select any of the options e.g. Pen, Highlighter, Box, etc.	Screen A16 - Appendix A		
ANN	CB00214		FRS:A cc.Bal 7	Offic ers	Add Graphical Annotation	P	To ensure ability of user to add graphical annotations on the report	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. When the report opens, select Notes from the menu bar Select any of the options e.g. Pen, Highlighter, Box, etc.	Screen A16 - Appendix A		
ANN	CB00215		FRS:A cc.Bal 7	Audit or	Add Graphical Annotation	N	To ensure ability of user to add graphical annotations on the report	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. When the report opens, select Notes from the menu bar Select any of the options e.g. Pen, Highlighter, Box, etc.	Not able to add notes		
ANN	CB00216		FRS:A	Sup	View Notes	Р	To ensure	1. After arriving at the screen that displays all	Screen A17 - Appendix A		

Grouping	SOP No.	Access Level	Name of	f the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
			cc.Bal 7				ability of user to view the notes made in the report	the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. 2. When the report opens, select Notes from the menu bar 3. Select View Notes from the menu bar.			
ANN	CB00217		FRS:A cc.Bal 7	Offic ers	View Notes	Р	To ensure ability of user to view the notes made in the report	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. When the report opens, select Notes from the menu bar Select View Notes from the menu bar.	Screen A17 - Appendix A		
ANN	CB00218		FRS:A cc.Bal 7	Audit or	View Notes	P	Ability of user to view the notes made in the report	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. When the report opens, select Notes from the menu bar Select View Notes from the menu bar.	Screen A17 - Appendix A		
ANN	CB00219		FRS:A cc.Bal 7	Sup	View Graphical Annotation	Р	Ability of user to view the notes made in the report	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	When the report opens you should be able see the graphical annotations (stamps, highlights, etc.)		
ANN	CB00220		FRS:A cc.Bal	Offic ers	View Graphical Annotation	Р	Ability of user to view	After arriving at the screen that displays all the reports (see test case 0014), under	When the report opens you should be able see the graphical		

Grouping	SOP No.	Access Level	Name of	the SOI	5		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
			7				the notes made in the report	the "Report Description" column select 301 Paid Items and press Enter.	annotations (stamps, highlights, etc.)		
ANN	CB00221		FRS:A cc.Bal 7	Audit or	View Graphical Annotation	P	Ability of user to view the notes made in the report	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	When the report opens you should be able see the graphical annotations (stamps, highlights, etc.)		
ANN	CB00222		FRS:A cc.Bal 7	Sup	View User's ID of Graphical Annotation (GA)	P	Ability to view the User's ID who made the GA in the report	1. After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. 2. When the report opens you should be able see the graphical annotations (GA) e.g. stamps, highlights, etc. 3. Select the GA and press your right mouse button 4. From the options, select Stamp Property Sheet.	In the Stamp Property Sheet screen you will see the User's ID in the gray box (see Screens A24 & A25 - Append A)		
ANN	CB00223		FRS:A cc.Bal 7	Offic ers	View User's ID of Graphical Annotation (GA)	P	Ability to view the User's ID who made the GA in the report	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. When the report opens you should be able see the graphical annotations (GA) e.g. stamps, highlights, etc. Select the GA and press your right mouse button	In the Stamp Property Sheet screen you will see the User's ID in the gray box box (see Screens A24 & A25 - Append A)		

Grouping	SOP No.	Access Level	Name of	the SOF	5		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
								4. From the options, select Stamp Property Sheet .			
ANN	CB00224		FRS:A cc.Bal 7	Audit or	View User's ID of Graphical Annotation	P	Ability to view the User's ID who made the GA in the report	 After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. When the report opens you should be able see the graphical annotations (GA) e.g. stamps, highlights, etc. 	In the Stamp Property Sheet screen you will see the User's ID in the gray box box (see Screens A24 & A25 - Append A)		
								3. Select the GA and press your right mouse button4. From the options, select Stamp Property			
								Sheet.			
ANN	CB00225		FRS:A cc.Bal 7	Sup	Delete Notes	P	To ensure ability of Supervisor to delete the notes made in the	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. When the report opens, select Notes from the menu bar	Screen A18 - Appendix A		
							report	3. Select View Notes from the menu bar.			
								4. Select Delete Notes .			
								5. From the "Delete Notes" screen, select the note/s you want to delete and then press Delete.			
								6. Select Yes.			
ANN	CB00226		FRS:A cc.Bal 7	Offic ers	Delete Notes	N	To ensure the inability of Officers	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select	Not be able to delete notes		

Grouping	SOP No.	Access Level	Name of	f the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
							to delete the notes made in the report	 301 Paid Items and press Enter. When the report opens, select Notes from the menu bar Select View Notes from the menu bar. Select Delete Notes. From the "Delete Notes" screen, select the note/s you want to delete and then press Delete. Select Yes. 			
ANN	CB00227		FRS:A cc.Bal 7	Audit	Delete Notes	N	To ensure the inability of Auditors to delete the notes made in the report	1. After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. 2. When the report opens, select Notes from the menu bar 3. Select View Notes from the menu bar. 4. Select Delete Notes. 5. From the "Delete Notes" screen, select the note/s you want to delete and then press Delete. 6. Select Yes.	Not be able to delete notes		
ANN	CB00228		FRS:A cc.Bal 7	Sup	Delete Graphical Annotation	P	To ensure ability of Supervisor to delete the graphical	After arriving at the screen that displays the graphical annotation (see SOPs 73 & 74), select the graphical annotation you want to delete Right click your mouse.	The graphical annotation/s will be deleted.		

Grouping	SOP No.	Access Level	Name of	the SOI			Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
							annotation made in the report	3. Select Delete Box or Stamp, etc.4. Select Yes.			
ANN	CB00229		FRS:A cc.Bal 7	Offic ers	Delete Graphical Annotation	N	To ensure the inability of Officers to delete the graphical annotation made in the report	 After arriving at the screen that displays the graphical annotation (see SOPs 73 & 74), select the graphical annotation you want to delete Right click your mouse. 	Not be able to delete graphical annotation		
ANN	CB00230		FRS:A cc.Bal 7	Audit or	Delete Graphical Annotation	N	To ensure the inability of Auditors to delete the graphical annotation made in the report	 After arriving at the screen that displays the graphical annotation (see SOPs 73 & 74), select the graphical annotation you want to delete Right click your mouse. 	Not be able to delete graphical annotation		
ANN	CB00231		FRS:A cc.Bal 7	Sup	Update Notes	P	To ensure ability of Supervisor to use the "Update" feature of notes made in the report	 After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. When the report opens, you will see an icon , which indicates that note/s is/are present in the report. Select that icon and click your right mouse button. 	Screen A19 - Appendix A		

Grouping	SOP No.	Access Level	Name of	f the SO	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
								4. Select any of the options you require.			
ANN	CB00232		FRS:A cc.Bal 7	Offic ers	Update Notes	P	To ensure ability of Officers to use the "Update" feature of notes made in the report	 After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. When the report opens, you will see an icon , which indicates that note/s is/are present in the report. Select that icon and click your right mouse 	Screen A19 - Appendix A		
								button. 4. Select any of the options you require.			
ANN	CB00233		FRS:A cc.Bal 7	Audit	Update Notes	N	To ensure inability of Auditors to use the "Update" feature of notes made in the report	1. After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. 2. When the report opens, you will see an icon, which indicates that note/s is/are present in the report. 3. Select that icon and click your right mouse button.	The options to change the appearance of the note are grayed out.	?	
ANN	CB00234		FRS:A cc.Bal 7	Sup	Update Graphical Annotation (GA)	P	To ensure ability of Supervisor to use the "Update" feature of GA made in the report	1. After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. 2. When the report opens you should be able see the graphical annotations (GA) e.g. stamps, highlights, etc. 3. Select the GA and press your right mouse	Screen A20 - Appendix A		

Grouping	SOP No.	Access Level	Name of	the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
								 button 4. From the options, select Stamp Property Sheet. 5. Make the necessary changes you want to the appearance of the GA 			
ANN	CB00235		FRS:A cc.Bal 7	Offic ers	Update Graphical Annotation	P	To ensure ability of Officers to use the "Update" feature of GA made in the report	1. After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. 2. When the report opens you should be able see the graphical annotations (GA) e.g. stamps, highlights, etc. 3. Select the GA and press your right mouse button 4. From the options, select Stamp Property Sheet. 5. Make the necessary changes you want to the appearance of the GA	Screen A20 - Appendix A		
ANN	CB00236		FRS:A cc.Bal 7	Audit	Update Graphical Annotation	N	To ensure the inability of Auditors to use the "Update" feature of GA made in the report	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. When the report opens you should be able see the graphical annotations (GA) e.g. stamps, highlights, etc. Select the GA and press your right mouse button	The features will be grayed out.		

Grouping	SOP No.	Access Level	Name of	f the SO	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
ANN	CB00237		FRS:A cc.Bal 7	Sup	Copy Notes	Р	To ensure ability of user to copy notes	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Screen A21 - Appendix A The note will be copied to your clipboard.		
								When the report opens, select Notes from the menu bar			
								3. Select View Notes			
								 From the Notes screen, select the contents of the note you want to copy and press the Copy button. 			
ANN	CB00238		FRS:A cc.Bal 7	Offic ers	Copy Notes	N	To ensure inability of Officers to copy notes	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Not able to copy notes		
								When the report opens, select Notes from the menu bar			
								3. Select View Notes			
								From the Notes screen, you will see the Copy feature is grayed out.			
ANN	CB00239		FRS:A cc.Bal 7	Audit or	Copy Notes	N	To ensure inability of Auditors to copy notes	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Not able to copy notes		
								When the report opens, select Notes from the menu bar			
								3. Select View Notes			
								4. From the Notes screen, you will see the			

Grouping	SOP No.	Access Level	Name of	the SOI			Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
								Copy feature is grayed out.			
ANN	CB00240		FRS:A cc.Bal 7	Sup	Copy Graphical Annotation	Р	To ensure ability of Supervisors to copy GA's made in the report	 After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. When the report opens you should be able see the graphical annotations (GA) e.g. stamps, highlights, etc. 	No option to copy	?	
								Select the GA and press your right mouse button			
								4. From the options, select Stamp Property Sheet .			
ANN	CB00241		FRS:A cc.Bal 7	Offic ers	Copy Graphical Annotation	N		1.	Not able to copy graphical annotation	?	
ANN	CB00242		FRS:A cc.Bal 7	Audit or	Copy Graphical Annotation	N		1.	Not able to copy graphical annotation	?	
ANN	CB00243		FRS:A cc.Bal 7	Sup	Print Notes	P	To ensure ability of user to print the notes made in the report	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. When the report opens, select Notes from	Screen A22 - Appendix A		
							-	the menu bar 3. Select View Notes from the menu bar.			
								4. In the Notes screen, if there are several notes available, select the note you want to print and press Print Note. If you want to print all the notes available, press Print			

Grouping	SOP No.	Access Level	Name of	the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
								All Notes.			
								When you arrive at the "Print" screen, select the printer you want to use and press Print.			
ANN	CB00244		FRS:A cc.Bal 7	Offic ers	Print Notes	Р	To ensure ability of user to print the notes	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Screen A22 - Appendix A		
							made in the report	When the report opens, select Notes from the menu bar			
								3. Select View Notes from the menu bar.			
								4. In the Notes screen, if there are several notes available, select the note you want to print and press Print Note . If you want to print all the notes available, press Print All Notes .			
								When you arrive at the "Print" screen, select the printer you want to use and press Print.			
ANN	CB00245		FRS:A cc.Bal 7	Audit or	Print Notes	P	To ensure ability of user to print the notes made in the report	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. When the report opens, select Notes from the menu bar	Screen A22 - Appendix A		
								Select View Notes from the menu bar. In the Notes screen, if there are several			
								notes available, select the note you want			

Grouping	SOP No.	Access Level	Name of	the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
								to print and press Print Note . If you want to print all the notes available, press Print All Notes .			
								5. When you arrive at the "Print" screen, select the printer you want to use and press Print.			
ANN	CB00246		FRS:A cc.Bal 7	Sup	Print Graphical Annotation (GA)	Р	To ensure ability of Users to print GA's	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	No option to print	?	
							made in the report	When the report opens you should be able see the graphical annotations (GA) e.g. stamps, highlights, etc.			
								Select the GA and press your right mouse button			
								4. From the options, select Stamp Property Sheet .			
ANN	CB00247		FRS:A cc.Bal 7	Offic ers	Print Graphical Annotation	P	To ensure ability of Users to print GA's	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	No option to print	?	
							made in the report	When the report opens you should be able see the graphical annotations (GA) e.g. stamps, highlights, etc.			
								Select the GA and press your right mouse button			
								4. From the options, select Stamp Property Sheet .			

Grouping	SOP No.	Access Level	Name of	the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
ANN	CB00248		FRS:A cc.Bal 7	Audit or	Print Graphical Annotation	Р	To ensure ability of Users to print GA's made in the report	 After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. When the report opens you should be able see the graphical annotations (GA) e.g. stamps, highlights, etc. Select the GA and press your right mouse 	No option to print	?	
								button 4. From the options, select Stamp Property Sheet .			
	CB00249		FRS:A cc.Bal 7	Sup	Sort Notes – Ascending	P	Ability to sort Notes in ascending order.	 After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. When the report opens, select Notes from the menu bar Select View Notes from the menu bar. In the Notes screen, select Sort Notes. When you arrive at the "Sort Notes" screen, select Ascending and press Sort. 	Screen A23 – Appendix A		
ANN	CB00250		FRS:A cc.Bal 7	Offic ers	Sort Notes – Ascending	Р	Ability to sort Notes in ascending order.	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. When the report opens, select Notes from the menu bar	Screen A23 – Appendix A		

Grouping	SOP No.	Access Level	Name of	the SO	5		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
								3. Select View Notes from the menu bar.			
								4. In the Notes screen, select Sort Notes.			
								5. When you arrive at the "Sort Notes" screen, select Ascending and press Sort.			
ANN	CB00251		FRS:A cc.Bal 7	Audit or	Sort Notes – Ascending	Р	Ability to sort Notes in ascending	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Screen A23 – Appendix A		
						order.	When the report opens, select Notes from the menu bar				
								3. Select View Notes from the menu bar.			
								4. In the Notes screen, select Sort Notes.			
								5. When you arrive at the "Sort Notes" screen, select Ascending and press Sort.			
ANN	CB00252		FRS:A cc.Bal 7	Sup	Sort Notes – Descending	P	Ability to sort Notes in descending	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Screen A23 – Appendix A		
							order.	When the report opens, select Notes from the menu bar			
								3. Select View Notes from the menu bar.			
								4. In the Notes screen, select Sort Notes.			
								5. When you arrive at the "Sort Notes" screen, select Descending and press Sort.			
ANN	CB00253		FRS:A	Offic	Sort Notes -	Р	Ability to	1. After arriving at the screen that displays all	Screen A23 – Appendix A		

Grouping	SOP No.	Access Level	Name of	f the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
			cc.Bal 7	ers	Descending		sort Notes in descending order.	the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. 2. When the report opens, select Notes from			
								the menu bar			
								3. Select View Notes from the menu bar.4. In the Notes screen, select Sort Notes.			
								5. When you arrive at the "Sort Notes" screen, select Descending and press Sort.			
ANN	CB00254		FRS:A cc.Bal 7	Audit or	Sort Notes – Descending	Р	Ability to sort Notes in descending	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Screen A23 – Appendix A		
							order.	When the report opens, select Notes from the menu bar			
								3. Select View Notes from the menu bar.			
								4. In the Notes screen, select Sort Notes.			
								5. When you arrive at the "Sort Notes" screen, select Descending and press Sort.			
ANN	CB00255		FRS:A cc.Bal 7	Sup	Sort Notes -Date	P	Ability to sort Notes according to creation date and time	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter. When the report opens, select Notes from	Screen A23 – Appendix A		
							uiile	the menu bar			

Grouping	SOP No.	Access Level	Name of	the SOI	o		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
								3. Select View Notes from the menu bar.			
								4. In the Notes screen, select Sort Notes.5. When you arrive at the "Sort Notes" screen, select Creation Date and Time and press Sort.			
ANN	CB00256		FRS:A cc.Bal 7	Offic ers	Sort Notes -Date	Р	Ability to sort Notes according to creation	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Screen A23 – Appendix A		
							date and time	When the report opens, select Notes from the menu bar			
								3. Select View Notes from the menu bar.			
								4. In the Notes screen, select Sort Notes.			
								When you arrive at the "Sort Notes" screen, select Creation Date and Time and press Sort.			
ANN	CB00257		FRS:A cc.Bal 7	Audit or	Sort Notes -Date	Р	Ability to sort Notes according to creation	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Screen A23 – Appendix A		
							date and time	2. When the report opens, select Notes from the menu bar			
								3. Select View Notes from the menu bar.			
								4. In the Notes screen, select Sort Notes .			
								When you arrive at the "Sort Notes" screen, select Creation Date and Time and press Sort.			

Grouping	SOP No.	Access Level	Name of	f the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
ANN	CB00258		FRS:A cc.Bal 7	Sup	Sort Notes 1 – User ID 1	Р	Ability to sort Notes according to User ID	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Screen A23 – Appendix A		
								When the report opens, select Notes from the menu bar			
								3. Select View Notes from the menu bar.			
								4. In the Notes screen, select Sort Notes.			
								5. When you arrive at the "Sort Notes" screen, select User ID and press Sort.			
ANN	CB00259		FRS:A cc.Bal 7	Offic ers	Sort Notes 1 – User ID 1	Р	Ability to sort Notes according to User ID	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Screen A23 – Appendix A		
								When the report opens, select Notes from the menu bar			
								3. Select View Notes from the menu bar.			
								4. In the Notes screen, select Sort Notes.			
								5. When you arrive at the "Sort Notes" screen, select User ID and press Sort.			
ANN	CB00260		FRS:A cc.Bal 7	Audit or	Sort Notes 1 – User ID 1	Р	Ability to sort Notes according to User ID	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Screen A23 – Appendix A		
								When the report opens, select Notes from the menu bar			
								3. Select View Notes from the menu bar.			

Grouping	SOP No.	Access Level	Name of	the SOI)		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
								4. In the Notes screen, select Sort Notes .			
								5. When you arrive at the "Sort Notes" screen, select User ID and press Sort.			
ANN	CB00261		FRS:A cc.Bal 7	Sup	Sort Notes 1 – User ID 2	Р	Ability to sort Notes according to User ID	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Screen A23 – Appendix A		
								When the report opens, select Notes from the menu bar			
								3. Select View Notes from the menu bar.			
								4. In the Notes screen, select Sort Notes.			
								5. When you arrive at the "Sort Notes" screen, select User ID and press Sort.			
ANN	CB00262		FRS:A cc.Bal 7	Offic ers	Sort Notes 1 – User ID 2	Р	Ability to sort Notes according to User ID	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Screen A23 – Appendix A		
								When the report opens, select Notes from the menu bar			
								3. Select View Notes from the menu bar.			
								4. In the Notes screen, select Sort Notes.			
								5. When you arrive at the "Sort Notes" screen, select User ID and press Sort.			
ANN	CB00263		FRS:A cc.Bal 7	Audit or	Sort Notes 1 – User ID 2	Р	Ability to sort Notes according to	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select	Screen A23 – Appendix A		

Grouping	SOP No.	Access Level	Name of	f the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
							User ID	301 Paid Items and press Enter.			
								When the report opens, select Notes from the menu bar			
								3. Select View Notes from the menu bar.			
								4. In the Notes screen, select Sort Notes.			
								When you arrive at the "Sort Notes" screen, select User ID and press Sort.			
ANN	CB00264		FRS:A cc.Bal 7	Sup	Sort Notes 2 – User ID 1	P	Ability to sort Notes according to User ID	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Screen A23 – Appendix A		
								When the report opens, select Notes from the menu bar			
								3. Select View Notes from the menu bar.			
								4. In the Notes screen, select Sort Notes.			
								When you arrive at the "Sort Notes" screen, select User ID and press Sort.			
ANN	CB00265		FRS:A cc.Bal 7	Offic ers	Sort Notes 2 – User ID 1	Р	Ability to sort Notes according to User ID	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Screen A23 – Appendix A		
								When the report opens, select Notes from the menu bar			
								3. Select View Notes from the menu bar.			
								4. In the Notes screen, select Sort Notes.			
								5. When you arrive at the "Sort Notes"			

Grouping	SOP No.	Access Level	Name of	the SO	0		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
								screen, select User ID and press Sort.			
ANN	CB00266		FRS:A cc.Bal 7	Audit or	Sort Notes 2 – User ID 1	P	Ability to sort Notes according to User ID	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Screen A23 – Appendix A		
								When the report opens, select Notes from the menu bar			
								3. Select View Notes from the menu bar.			
								4. In the Notes screen, select Sort Notes.			
								5. When you arrive at the "Sort Notes" screen, select User ID and press Sort.			
ANN	CB00267		FRS:A cc.Bal 7	Sup	Sort Notes 2 – User ID 2	Р	Ability to sort Notes according to User ID	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Screen A23 – Appendix A		
								When the report opens, select Notes from the menu bar			
								3. Select View Notes from the menu bar.			
								4. In the Notes screen, select Sort Notes.			
								5. When you arrive at the "Sort Notes" screen, select User ID and press Sort.			
ANN	CB00268		FRS:A cc.Bal 7	Offic ers	Sort Notes 2 – User ID 2	Р	Ability to sort Notes according to User ID	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Screen A23 – Appendix A		
								2. When the report opens, select Notes from			

Grouping	SOP No.	Access Level	Name of	f the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
								the menu bar			
								3. Select View Notes from the menu bar.			
								4. In the Notes screen, select Sort Notes.			
								5. When you arrive at the "Sort Notes" screen, select User ID and press Sort .			
ANN	CB00269		FRS:A cc.Bal 7	Audit or	Sort Notes 2 – User ID 2	Р	Ability to sort Notes according to User ID	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Screen A23 – Appendix A		
								When the report opens, select Notes from the menu bar			
								3. Select View Notes from the menu bar.			
								4. In the Notes screen, select Sort Notes.			
								5. When you arrive at the "Sort Notes" screen, select User ID and press Sort.			
ANN	CB00270		FRS:A cc.Bal 7	Sup	Sort Notes 3 – User ID 1	P	Ability to sort Notes according to User ID	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Screen A23 – Appendix A		
								When the report opens, select Notes from the menu bar			
								3. Select View Notes from the menu bar.			
								4. In the Notes screen, select Sort Notes.			
								5. When you arrive at the "Sort Notes" screen, select User ID and press Sort.			

Grouping	SOP No.	Access Level	Name of	f the SO	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
ANN	CB00271		FRS:A cc.Bal 7	Offic ers	Sort Notes 3 – User ID 1	Р	Ability to sort Notes according to User ID	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Screen A23 – Appendix A		
								When the report opens, select Notes from the menu bar			
								3. Select View Notes from the menu bar.			
								4. In the Notes screen, select Sort Notes.			
								5. When you arrive at the "Sort Notes" screen, select User ID and press Sort.			
ANN	CB00272		FRS:A cc.Bal 7	Audit or	Sort Notes 3 – User ID 1	Р	Ability to sort Notes according to User ID	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Screen A23 – Appendix A		
								When the report opens, select Notes from the menu bar			
								3. Select View Notes from the menu bar.			
								4. In the Notes screen, select Sort Notes.			
								5. When you arrive at the "Sort Notes" screen, select User ID and press Sort.			
ANN	CB00273		FRS:A cc.Bal 7	Sup	Sort Notes 3 – User ID 2	Р	Ability to sort Notes according to User ID	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Screen A23 – Appendix A		
								When the report opens, select Notes from the menu bar			
								3. Select View Notes from the menu bar.			

Grouping	SOP No.	Access Level	Name of	f the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
								4. In the Notes screen, select Sort Notes .			
								When you arrive at the "Sort Notes" screen, select User ID and press Sort.			
ANN	CB00274		FRS:A cc.Bal 7	Offic ers	Sort Notes 3 – User ID 2	Р	Ability to sort Notes according to User ID	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Screen A23 – Appendix A		
								When the report opens, select Notes from the menu bar			
								3. Select View Notes from the menu bar.			
								4. In the Notes screen, select Sort Notes.			
								5. When you arrive at the "Sort Notes" screen, select User ID and press Sort.			
ANN	CB00275		FRS:A cc.Bal 7	Audit or	Sort Notes 3 – User ID 2	Р	Ability to sort Notes according to User ID	After arriving at the screen that displays all the reports (see test case 0014), under the "Report Description" column select 301 Paid Items and press Enter.	Screen A23 – Appendix A		
								When the report opens, select Notes from the menu bar			
								3. Select View Notes from the menu bar.			
								4. In the Notes screen, select Sort Notes.			
								5. When you arrive at the "Sort Notes" screen, select User ID and press Sort.			

Grouping	SOP No.	Access Level	Name of the SO	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success) Washer Sylvenses
				cility (DAF) F		lder (See	Appendix B for screen images)	
DAF	CB00276	S	Accessing the DAF Folder	Supervisors	P	Ability to access the DAF Folder and verify list of reports are included in the folder	 After logging in, select All from the Open a Folder screen. Select ABC Reports – DAF Report View and press Open. In the next screen that appears select the appropriate date range e.g. "Between 01/01/01 and 12/31/01" and press Search. 	Screen B1 & B2 - Appendix B	
DAF	CB00277	S	Accessing the various reports based on the status	Search by "Pending"	P	Ability to search for "Pending" reports	 After logging in, select All from the Open a Folder screen. Select ABC Reports – DAF Report View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 12/31/01") In the Report Status field select Pending from the drop-down options Press Search. 	Screen B3 - Appendix B	

Grouping	SOP No.	Access Level	Name of the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
DAF	CB00278	w	Accessing the various reports based on the status	Search by "Actioned"	P	Ability to search for "Actioned" reports	 After logging in, select All from the Open a Folder screen. Select ABC Reports – DAF Report View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 12/31/01") In the Report Status field select Actioned from the drop-down options Press Search. 	Screen B4 - Appendix B		
DAF	CB00279	Ø	Accessing the various reports based on the status	Search by "UnActioned"	P	Ability to search for "UnActione d" reports	 After logging in, select All from the Open a Folder screen. Select ABC Reports – DAF Report View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 12/31/01") In the Report Status field select UnActioned from the drop-down options Press Search. 	Screen B5 - Appendix A		

Grouping	SOP No.	Access Level	Name of the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
DAF	CB00280	0	Accessing the DAF Folder	Officers	P	Ability to access the DAF Folder and verify list of reports are included in the folder	 After logging in, select All from the Open a Folder screen. Select ABC Reports – DAF Report View and press Open. In the next screen that appears select the appropriate date range e.g. "Between 01/01/01 and 12/31/01" and press Search. 	Screen B1 & B2 - Appendix B		
DAF	CB00281	0	Accessing the various reports based on the status	Search by "Pending"	P	Ability to search for "Pending" reports	 After logging in, select All from the Open a Folder screen. Select ABC Reports – DAF Report View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 12/31/01") In the Report Status field select Pending from the drop-down options Press Search. 	Screen B3 - Appendix B		

Grouping	SOP No.	Access Level	Name of the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
DAF	CB00282	0	Accessing the various reports based on the status	Search by "Actioned"	P	Ability to search for "Actioned" reports	 After logging in, select All from the Open a Folder screen. Select ABC Reports – DAF Report View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 12/31/01") In the Report Status field select Actioned from the drop-down options Press Search. 	Screen B4 - Appendix B		
DAF	CB00283	0	Accessing the various reports based on the status	Search by "UnActioned"	P	Ability to search for "UnActione d" reports	 After logging in, select All from the Open a Folder screen. Select ABC Reports – DAF Report View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 12/31/01") In the Report Status field select UnActioned from the drop-down options Press Search. 	Screen B5 - Appendix A		

Grouping	SOP No.	Access Level	Name of the SOF	5		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
DAF	CB00284	A	Accessing the DAF Folder	Auditors	P	Ability to access the DAF Folder and verify list of reports are included in the folder	 After logging in, select All from the Open a Folder screen. Select ABC Reports – DAF Report View and press Open. In the next screen that appears select the appropriate date range e.g. "Between 01/01/01 and 12/31/01" and press Search. 	Screen B1 & B2 - Appendix B		
DAF	CB00285	A	Accessing the various reports based on the status	Search by "Pending"	P	Ability to search for "Pending" reports	 After logging in, select All from the Open a Folder screen. Select ABC Reports – DAF Report View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 12/31/01") In the Report Status field select Pending from the drop-down options Press Search. 	Screen B3 - Appendix B		

Grouping	SOP No.	Access Level	Name of the SO	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
DAF	CB00286	A	Accessing the various reports based on the status	Search by "Actioned"	P	Ability to search for "Actioned" reports	 After logging in, select All from the Open a Folder screen. Select ABC Reports – DAF Report View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 12/31/01") In the Report Status field select Actioned from the drop-down options Press Search. 	Screen B4 - Appendix B		
DAF	CB00287	A	Accessing the various reports based on the status	Search by "UnActioned"	P	Ability to search for "UnActione d" reports	1. After logging in, select All from the Open a Folder screen. 2. Select ABC Reports – DAF Report View and press Open. 3. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 12/31/01") 4. In the Report Status field select UnActioned from the drop-down options 5. Press Search.	Screen B5 - Appendix A		
DAF	CB00288	S	Paid Sup Excep. 302	Search by Report	P	Verify report is included in the folder	 After logging in, select All from the Open a Folder screen. Select ABC Reports – DAF Report View and press Open. In the next screen that appears select the appropriate date range e.g. "Between 01/01/01 and 12/31/01" and press 	Screen B6 - Appendix A		

Grouping	SOP No.	Access Level	Name of	f the SO	Р		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
								Search.			
DAF	CB00289	S	Paid Excep. 302	Sup	Change status to Pending	Р	Ability to change the status of report to Pending	From the above screen, under Report Description, select 302 Paid Exception and press Pend.	Screen B7 - Appendix A		
DAF	CB00290	S	Paid Excep. 302	Sup	Change status to Actioned	Р	Ability to change the status of report to Actioned	From the above screen, under Report Description, select 302 Paid Exception and press Action.	Screen B8 - Appendix A		
DAF	CB00291	0	Paid Excep. 302	Offic ers	Change status to Pending	Р	Ability to change the status of report to Pending	From the above screen, under Report Description, select 302 Paid Exception and press Pend.	Screen B7 - Appendix A		
DAF	CB00292	0	Paid Excep. 302	Offic ers	Change status to Actioned	Р	Ability to change the status of report to Actioned	From the above screen, under Report Description, select 302 Paid Exception and press Action.	Screen B8 - Appendix A		
DAF	CB00293	0	Paid Excep. 302	Offic ers	Search by "Pending"	P	Ability to search for "Pending" 302 reports	 After logging in, select All from the Open a Folder screen. Select ABC Reports – DAF Report View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 12/31/01") In the Report Description field select 302 	Screen B9 - Appendix B		

Grouping	SOP No.	Access Level	Name of	the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
								Paid Exception from the drop down options 5. In the Report Status field select Pending from the drop-down options 6. Press Search.			
DAF	CB00294	0	Paid Excep. 302	Offic ers	Search by "Actioned"	P	Ability to search for "Actioned" 302 reports	 After logging in, select All from the Open a Folder screen. Select ABC Reports – DAF Report View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 12/31/01") In the Report Description field select 302 Paid Exception from the drop down options In the Report Status field select Actioned from the drop-down options Press Search. 	Screen B10 - Appendix B		
DAF	CB00295	0	Paid Excep. 302	Offic ers	Change status from Actioned to Pending	P	Ability to change the status of report to Pending	From the above screen, under Report Description, select 302 Paid Exception and press Pending.	Screen B7 - Appendix A		
DAF	CB00296	0	Paid Excep. 302	Offic ers	Change status from Pending to Actioned	P	Ability to change the status of report to Actioned	From the above screen, under Report Description, select 302 Paid Exception and press Actioned.	Screen B8 - Appendix A		

Grouping	SOP No.	Access Level	Name of	f the SO	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
DAF	CB00297	A	Paid Excep. 302	Audit or	Check Status	P	Ability to select a report and see the status	 After logging in, select All from the Open a Folder screen. Select ABC Reports – DAF Report View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 12/31/01") In the Report Description field select 302 Paid Exception from the drop down 	Screen B6 - Appendix A		
								options 5. Press Search .			
DAF	CB00298	Α	Paid Excep. 302	Audit or	Change status to Pending	N	Inability to change the status of report to Pending	From the above screen, under Report Description, select 302 Paid Exception and press Pend.	Not able to change status		
DAF	CB00299	A	Paid Excep. 302	Audit or	Change status to Actioned	N	Inability to change the status of report to Actioned	From the above screen, under Report Description, select 302 Paid Exception and press Action.	Not able to change status		
DAF	CB00300	A	Paid Excep. 302	Audit or	Search by "Pending"	Р	Ability to change the status of report to Pending	From the above screen, under Report Description, select 302 Paid Exception and press Pend.	Screen B7 - Appendix A		
DAF	CB00301	A	Paid Excep. 302	Audit or	Search by "Actioned"	Р	Ability to change the status of	From the above screen, under Report Description, select 302 Paid Exception and press Action.	Screen B8 - Appendix A		

Grouping	SOP No.	Access Level	Name of	f the SO	Р		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
							report to Actioned				
DAF	CB00302	Α	Paid Excep. 302	Audit or	Change status from Actioned to Pending	N	Ability to change the status of report to Pending	From the above screen, under Report Description, select 302 Paid Exception and press Pending.	Not be able to change the status		
DAF	CB00303	Α	Paid Excep. 302	Audit or	Change status from Pending to Actioned	N	Ability to change the status of report to Actioned	From the above screen, under Report Description, select 302 Paid Exception and press Actioned.	Not be able to change the status		
	-				•		·	r (See Appendix B for screen imag	,		
DAF	CB00304	S	Accessir Compan DAF Fol	y Wide	Supervisors	P	Ability to access the CW DAF Folder and verify list of reports are included in the folder	 After logging in, select All from the Open a Folder screen. Select ABC Reports – DAF Report View and press Open. In the next screen that appears select the appropriate date range e.g. "Between 01/01/01 and 12/31/01" and press Search. 	Screen B11 - Appendix B		

Grouping	SOP No.	Access Level	Name of the SOI	Þ		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
DAF	CB00305	W	Accessing the various reports based on the status	Search by "Pending"	P	Ability to search for "Pending" reports	 After logging in, select All from the Open a Folder screen. Select ABC Reports – Company Wide DAF Report View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 12/31/01") In the Report Status field select Pending from the drop-down options Press Search. 	Screen B12 - Appendix B		
DAF	CB00306	Ø	Accessing the various reports based on the status	Search by "Actioned"	P	Ability to search for "Actioned" reports	 After logging in, select All from the Open a Folder screen. Select ABC Reports – Company Wide DAF Report View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 12/31/01") In the Report Status field select Actioned from the drop-down options Press Search. 	Screen B13 - Appendix B		

Grouping	SOP No.	Access Level	Name of the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
DAF	CB00307	S	Accessing the various reports based on the	Search by "UnActioned"	Р	Ability to search for "UnActione	 After logging in, select All from the Open a Folder screen. 	Screen B14 - Appendix A		
			status			d" reports	Select ABC Reports – Company Wide DAF Report View and press Open.			
							 In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 12/31/01") 			
							In the Report Status field select UnActioned from the drop-down options			
							5. Press Search .			
DAF	CB00308	0	Accessing the Company Wide	Officers	Р	Ability to access the	After logging in, select All from the Open a Folder screen.	Screen B11 - Appendix B		
			DAF Folder			CW DAF Folder and verify list of	Select ABC Reports – Company Wide DAF Report View and press Open.			
						reports are included in the folder	3. In the next screen that appears select the appropriate date range e.g. "Between 01/01/01 and 12/31/01" and press Search.			

Grouping	SOP No.	Access Level	Name of the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
DAF	CB00309	0	Accessing the various reports based on the status	Search by "Pending"	P	Ability to search for "Pending" reports	 After logging in, select All from the Open a Folder screen. Select ABC Reports – Company Wide DAF Report View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 12/31/01") In the Report Status field select Pending from the drop-down options Press Search. 	Screen B12 - Appendix B		
DAF	CB00310	0	Accessing the various reports based on the status	Search by "Actioned"	P	Ability to search for "Actioned" reports	 After logging in, select All from the Open a Folder screen. Select ABC Reports – Company Wide DAF Report View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 12/31/01") In the Report Status field select Actioned from the drop-down options Press Search. 	Screen B13 - Appendix B		

Grouping	SOP No.	Access Level	Name of the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
DAF	CB00311	0	Accessing the various reports based on the	Search by "UnActioned"	Р	Ability to search for "UnActione	After logging in, select All from the Open a Folder screen. Select ARC Penerte Company Wide	Screen B14 - Appendix A		
			status			d" reports	Select ABC Reports – Company Wide DAF Report View and press Open.			
							3. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 12/31/01")			
							In the Report Status field select UnActioned from the drop-down options			
							5. Press Search .			
DAF	CB00312	Α	Accessing the Company Wide	Auditors	Р	Ability to access the	 After logging in, select All from the Open a Folder screen. 	Screen B11 - Appendix B		
			DAF Folder			CW DAF Folder and verify list of	Select ABC Reports – Company Wide DAF Report View and press Open.			
						reports are included in the folder	3. In the next screen that appears select the appropriate date range e.g. "Between 01/01/01 and 12/31/01" and press Search.			

Grouping	SOP No.	Access Level	Name of the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
DAF	CB00313	Α	Accessing the various reports based on the status	Search by "Pending"	P	Ability to search for "Pending" reports	 After logging in, select All from the Open a Folder screen. Select ABC Reports – Company Wide DAF Report View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 12/31/01") In the Report Status field select Pending from the drop-down options Press Search. 	Screen B12 - Appendix B		
DAF	CB00314	A	Accessing the various reports based on the status	Search by "Actioned"	P	Ability to search for "Actioned" reports	1. After logging in, select All from the Open a Folder screen. 2. Select ABC Reports – Company Wide DAF Report View and press Open. 3. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 12/31/01") 4. In the Report Status field select Actioned from the drop-down options 5. Press Search.	Screen B13 - Appendix B		

Grouping	SOP No.	Access Level	Name of	the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
DAF	CB00315	A	Accessin various r based or status	eports	Search by "UnActioned"	P	Ability to search for "UnActione d" reports	 After logging in, select All from the Open a Folder screen. Select ABC Reports – Company Wide DAF Report View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 12/31/01") In the Report Status field select UnActioned from the drop-down options Press Search. 	Screen B14 - Appendix A		
DAF	CB00316	Ø	Comp any Wide Paid Except ion	Sup	Search by Report	P	Verify report is included in the folder	1. After logging in, select All from the Open a Folder screen. 2. Select ABC Reports – Company Wide DAF Report View and press Open. 3. In the next screen that appears select the appropriate date range e.g. "Between 01/01/01 and 12/31/01" 4. In the Report Description field select Company Wide Paid Exception from the drop-down options 5. Press Search.	Screen B15 - Appendix A		
DAF	CB00317	S	Comp any Wide Paid Excep tion	Sup	Change status to Pending	P	Ability to change the status of report to Pending	From the above screen, under Report Description, select Company Wide Paid Exception and press Pend.	Screen B16 - Appendix A		
DAF	CB00318	S	Comp	Sup	Change status to	Р	Ability to	1. From the above screen, under Report	Screen B17 - Appendix A		

Grouping	SOP No.	Access Level	Name of	f the SO	Р		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
			any Wide Paid Excep tion		Actioned		change the status of report to Actioned	Description, select Company Wide Paid Exception and press Action.			
DAF	CB00319	0	Comp any Wide Paid Excep tion	Offic ers	Change status to Pending	Р	Ability to change the status of report to Pending	From the above screen, under Report Description, select Company Wide Paid Exception and press Pend.	Screen B16 - Appendix A		
DAF	CB00320	0	Comp any Wide Paid Excep tion	Offic ers	Change status to Actioned	Р	Ability to change the status of report to Actioned	From the above screen, under Report Description, select Company Wide Paid Exception and press Action.	Screen B17 - Appendix A		
DAF	CB00321	0	Comp any Wide Paid Excep tion	Offic ers	Search by "Pending"	P	Ability to search for "Pending" Company Wide Paid Exception reports	 After logging in, select All from the Open a Folder screen. Select ABC Reports – Company Wide DAF Report View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 12/31/01") In the Report Description field select Company Wide Paid Exception from the drop down options In the Report Status field select Pending from the drop-down options Press Search. 	Screen B18 - Appendix B		

Grouping	SOP No.	Access Level	Name of	f the SO	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
DAF	CB00322	0	Comp any Wide Paid Excep tion	Offic ers	Search by "Actioned"	P	Ability to search for "Actioned" Company Wide Paid Exception reports	 After logging in, select All from the Open a Folder screen. Select ABC Reports – Company Wide DAF Report View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 12/31/01") In the Report Description field select Company Wide Paid Exception from the drop down options In the Report Status field select Actioned from the drop-down options Press Search. 	Screen B19 - Appendix B		
DAF	CB00323	0	Comp any Wide Paid Excep tion	Offic ers	Change status from Actioned to Pending	Р	Ability to change the status of report to Pending	From the above screen, under Report Description, select Company Wide Paid Exception and press Pending.	Screen B16 - Appendix A		
DAF	CB00324	0	Comp any Wide Paid Excep tion	Offic ers	Change status from Pending to Actioned	P	Ability to change the status of report to Actioned	From the above screen, under Report Description, select Company Wide Paid Exception and press Actioned.	Screen B17 - Appendix A		
DAF	CB00325	A	Comp any Wide Paid Excep	Audit or	Check Status	Р	Ability to select a report and see the status	After logging in, select All from the Open a Folder screen. Select ABC Reports – Company Wide DAF Report View and press Open.	Screen B11 - Appendix A		

Grouping	SOP No.	Access Level	Name of	the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
			tion					 3. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 12/31/01") 4. In the Report Description field select Company Wide Paid Exception from the drop down options 5. Press Search. 			
DAF	CB00326	A	Comp any Wide Paid Excep tion	Audit or	Change status to Pending	N	Inability to change the status of report to Pending	From the above screen, under Report Description, select Company Wide Paid Exception and press Pend.	Not able to change status		
DAF	CB00327	Α	Comp any Wide Paid Excep tion	Audit or	Change status to Actioned	N	Inability to change the status of report to Actioned	From the above screen, under Report Description, select Company Wide Paid Exception and press Action.	Not able to change status		
DAF	CB00328	Α	Comp any Wide Paid Excep tion	Audit or	Search by "Pending"	P	Ability to change the status of report to Pending	From the above screen, under Report Description, select Company Wide Paid Exception and press Pend.	Screen B18 - Appendix A		
DAF	CB00329	Α	Comp any Wide Paid Excep tion	Audit or	Search by "Actioned"	P	Ability to change the status of report to Actioned	From the above screen, under Report Description, select Company Wide Paid Exception and press Action.	Screen B19 - Appendix A		

Grouping	SOP No.	Access Level	Name of	f the SO	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
DAF	CB00330	A	Comp any Wide Paid Excep tion	Audit or	Change status from Actioned to Pending	N	Inability to change the status of report to Pending	From the above screen, under Report Description, select Company Wide Paid Exception and press Pending.	Not able to change the status		
DAF	CB00331	A	Comp any Wide Paid Excep tion	Audit or	Change status from Pending to Actioned	N	Inability to change the status of report to Actioned	From the above screen, under Report Description, select Company Wide Paid Exception and press Actioned.	Not able to change the status		

Grouping	SOP No.	Access Level	ame of the SOF			Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success) Banana sylvana
			Function	•	Se	earches (See Appendix C for screen ima	ages)	
	CB00332	Cr	heque SN	Date Range	Р	To ensure the information on the reports for each folder appears correctly in the Document List	 After logging in, select All from the Open a Folder screen. Select ABC Reports – Cheque Serial Number View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 12/31/01") Press Search. 	Screen C1 - Appendix C (Screen images to be included using 17" monitor)	
	CB00333	Int	t.A/c.Bal.	Date Range	P	To ensure the information on the reports for each folder appears correctly in the Document List	 After logging in, select All from the Open a Folder screen. Select ABC Reports – Internal Accts: Balancing View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 12/31/01") Press Search. 	Screen C2 - Appendix C	

Grouping	SOP No.	Access Level	Name of the SOI			Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
	CB00334		General Report	Date Range	P	To ensure the information on the reports for each folder appears correctly in the Document List	 After logging in, select All from the Open a Folder screen. Select ABC Reports – General Report View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 12/31/01") Press Search. 	Screen C3 - Appendix C		
	CB00335		CRS A/c.No.	Date Range	P	To ensure the information on the reports for each folder appears correctly in the Document List	 After logging in, select All from the Open a Folder screen. Select ABC Reports – CRS Account Number View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 12/31/01") Press Search. 	Screen C4 - Appendix C		

Grouping	SOP No.	Access Level	Name of the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
	CB00336		Ext. A/c. Issued File Balancing	Date Range	P	To ensure the information on the reports for each folder appears correctly in the Document List	 After logging in, select All from the Open a Folder screen. Select ABC Reports – External Accts: Issued File Balancing View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 12/31/01") Press Search. 	Screen C5 - Appendix C		
	CB00337		Ext. A/c. Paid File Balancing	Date Range	P	To ensure the information on the reports for each folder appears correctly in the Document List	 After logging in, select All from the Open a Folder screen. Select ABC Reports – External Accts: Paid File Balancing View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 12/31/01") Press Search. 	Screen C6 - Appendix C		

Grouping	SOP No.	Access Level	Name of the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
	CB00338		DAF	Date Range	P	To ensure the information on the reports for each folder appears correctly in the Document List	 After logging in, select All from the Open a Folder screen. Select ABC Reports – DAF Report View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 12/31/01") Press Search. 	Screen C7 - Appendix C		
	CB00339		Company wide DAF	Date Range	Р	To ensure the information on the reports for each folder appears correctly in the Document List	 After logging in, select All from the Open a Folder screen. Select ABC Reports – Company Wide DAF Report View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 12/31/01") Press Search. 	Screen C8 - Appendix C		

Grouping	SOP No.	Access Level	Name of the SO	Р		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success) aba sylvantes
			s for Search,	for each Report <i>ler</i>	t ac	ross all Fol	ders		
SRC	CB00340	S	Stop Payment 304	Date Range	P	Verify valid date range works (gives a list of all the 304 reports in the selected date range)	 After logging in, select All from the Open a Folder screen. Select ABC Reports – Cheque Serial Number View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 12/31/01") In the Report Description field, select 304 Stop Payment from the drop-down options. Press Search. 	Screen C9 – Appendix C	
SRC	CB00341	S	Stop Payment 304	Date range + CRS Account + Cheque SN	P	Verify the correct report is accessed after keying the 3 fields	 After logging in, select All from the Open a Folder screen. Select ABC Reports - Cheque Serial Number View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 12/31/01") In the CRS Account field, enter the account number you are searching on (e.g. 4243) In the Cheque Serial Number field enter the Cheque number you are searching 	Screen C10 - Appendix C	

Grouping	SOP No.	Access Level	Name of the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result	Remarks
							(e.g. 1830) 6. Press Search .			
SRC	CB00342	Ø	Stop Payment 304	Date range + CRS Account + Cheque SN + Report Descrip. + Company No. + Company Name	P	Verify the correct report is accessed after keying the 6 fields	 After logging in, select All from the Open a Folder screen. Select ABC Reports – Cheque Serial Number View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") In the CRS Account field, enter the account number you are searching on (e.g. 4243) In the Cheque Serial Number field enter the Cheque number you are searching (e.g. 1830) In the Report Description field enter the report you want to search for from the drop down options (e.g. 304 Stop Payment) In the Company Number field enter the company number you are searching (e.g. 31100) In the Company Name field enter the company name you are searching followed by a "%" (e.g. Branch%) Press Search. 	Screen C11 – Appendix C		
	CB00343	S	Cancelled Items 304	Date Range	Р	Verify valid date range	1. After logging in, select All from the Open	Screen C12 – Appendix C		

Grouping	SOP No.	Access Level	Name of the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
	CB00344	ω	Cancelled Items 304	Date range + CRS Account + Cheque SN	P	works (gives a list of all the 304 Cancelled Items reports in the selected date range) Verify the correct report is accessed after keying the 3 fields	 a Folder screen. Select ABC Reports – Cheque Serial Number View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 12/31/01") In the Report Description field, select 304 Cancelled Items from the drop-down options. Press Search. After logging in, select All from the Open a Folder screen. Select ABC Reports – Cheque Serial Number View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") In the CRS Account field, enter the account number you are searching on (e.g. 205) In the Cheque Serial Number field enter the Cheque number you are searching (e.g. 463489) Press Search. 	Screen C13 – Appendix C		
	CB00345	S	Cancelled Items 304	Date range + CRS Account + Cheque SN + Report Descrip.	Р	Verify the correct report is accessed	After logging in, select All from the Open a Folder screen. Select ABC Reports – Cheque Serial	Screen C14- Appendix C		

Grouping	SOP No.	Access Level	Name of the SOI	P	Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
				+ Company No. + CompaName	after keying the 6 fields	Number View and press Open. 3. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") 4. In the CRS Account field, enter the account number you are searching on (e.g. 205) 5. In the Cheque Serial Number field enter the Cheque number you are searching (e.g. 463489) 6. In the Report Description field enter the report you want to search for from the drop down options (e.g. 304 Cancelled items) 7. In the Company Number field enter the company number you are searching (e.g. 30000) 8. In the Company Name field enter the			
	CB00346	S	Void Items 304	Date Range F	Verify valid	company name you are searching followed by a "%" (e.g. Internal%) 9. Press Search . 1. After logging in, select All from the Open	Screen C15 – Appendix C		
					date range works (gives a list of all the 304 Void Items reports in	 a Folder screen. 2. Select ABC Reports – Cheque Serial Number View and press Open. 3. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") 			

Grouping	SOP No.	Access Level	Name of the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
						the selected date range)	 4. In the Report Description field, select 304 Void Items from the drop-down options. 5. Press Search. 			
	CB00347	S	Void Items 304	Date range + CRS Account + Cheque SN	P	Verify the correct report is accessed after keying the 3 fields	 After logging in, select All from the Open a Folder screen. Select ABC Reports – Cheque Serial Number View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") In the CRS Account field, enter the account number you are searching on (e.g. 11908) In the Cheque Serial Number field enter the Cheque number you are searching (e.g. 27628) Press Search. 	Screen C16 – Appendix C		
	CB00348	S	Void Items 304	Date range + CRS Account + Cheque SN + Report Descrip. + Company No. + Company Name	P	Verify the correct report is accessed after keying the 6 fields	 After logging in, select All from the Open a Folder screen. Select ABC Reports – Cheque Serial Number View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") In the CRS Account field, enter the account number you are searching on 	Screen C17- Appendix C		

Grouping	SOP No.	Access Level	Name of the SOI			Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
	CB00349	ω	Trace List 306	Date Range	P	Verify valid date range works (gives a list of all the 306 Trace List reports in the selected date range)	 (e.g. 11908) 5. In the Cheque Serial Number field enter the Cheque number you are searching (e.g. 27628) 6. In the Report Description field enter the report you want to search for from the drop down options (e.g. 304 Void items) 7. In the Company Number field enter the company number you are searching (e.g. 50000) 8. In the Company Name field enter the company name you are searching followed by a "%" (e.g. Franklin%) 9. Press Search. 1. After logging in, select All from the Open a Folder screen. 2. Select ABC Reports – Cheque Serial Number View and press Open. 3. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") 4. In the Report Description field, select 306 Trace List from the drop-down options. 5. Press Search. 	Screen C18 – Appendix C		
	CB00350	S	Trace List 306	Date range + CRS Account +	Р	Verify the correct report is	After logging in, select All from the Open a Folder screen.	Screen C19 – Appendix C		

Grouping	SOP No.	Access Level	Name of the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
				Cheque SN		accessed after keying the 3 fields	 Select ABC Reports – Cheque Serial Number View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") In the CRS Account field, enter the account number you are searching on (e.g. 4243) In the Cheque Serial Number field enter the Cheque number you are searching (e.g. 154865) Press Search. 			
	CB00351	S	Trace List 306	Date range + CRS Account + Cheque SN + Report Descrip. + Company No. + Company Name	P	Verify the correct report is accessed after keying the 6 fields	 After logging in, select All from the Open a Folder screen. Select ABC Reports – Cheque Serial Number View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") In the CRS Account field, enter the account number you are searching on (e.g. 4243) In the Cheque Serial Number field enter the Cheque number you are searching (e.g. 154865) In the Report Description field enter the report you want to search for from the drop down options (e.g. 306 Trace List) 	Screen C20 – Appendix C		

Grouping	SOP No.	Access Level	Name of the SOI	5		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
							 7. In the Company Number field enter the company number you are searching (e.g. 31100) 8. In the Company Name field enter the company name you are searching followed by a "%" (e.g. Branch%) 9. Press Search. 			
	CB00352	Ø	Company wide Maintenance 3	Date Range	P	Verify valid date range works (gives a list of all the Company Wide Maintenanc e 3 reports in the selected date range)	 After logging in, select All from the Open a Folder screen. Select ABC Reports – Cheque Serial Number View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") In the Report Description field, select Rpt 3 Company Wide Maintenance from the drop-down options. Press Search. 	Screen C21 – Appendix C		
	CB00353	S	Company wide Maintenance 3	Date range + CRS Account + Cheque SN	P	Verify the correct report is accessed after keying the 3 fields	 After logging in, select All from the Open a Folder screen. Select ABC Reports – Cheque Serial Number View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") In the CRS Account field, enter the account number you are searching on 	Screen C22 – Appendix C		

Grouping	SOP No.	Access Level	Name of the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
							 (e.g. 0) 5. In the Cheque Serial Number field enter the Cheque number you are searching (e.g. 1266) 6. Press Search. 			
	CB00354	Ø	Company wide Maintenance 3	Date range + CRS Account + Cheque SN + Report Descrip. + Company No. + Company Name	P	Verify the correct report is accessed after keying the 6 fields	 After logging in, select All from the Open a Folder screen. Select ABC Reports – Cheque Serial Number View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") In the CRS Account field, enter the account number you are searching on (e.g. 0) In the Cheque Serial Number field enter the Cheque number you are searching (e.g. 1266) In the Report Description field enter the report you want to search for from the drop down options (e.g. Rpt.3 Company Wide Maintenance) In the Company Number field enter the company number you are searching (e.g. 11000) In the Company Name field enter the company name you are searching followed by a "%" (e.g. Branch%) 	Screen C23 – Appendix C		

Grouping	SOP No.	Access Level	Name of the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
							9. Press Search .			
	CB00355	O	Reversal Register 8	Date Range	P	Verify valid date range works (gives a list of all the Reversal Register 8 reports in the selected date range)	 After logging in, select All from the Open a Folder screen. Select ABC Reports – Cheque Serial Number View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") In the Report Description field, select Report 8 Reversal Register from the drop-down options. Press Search. 	Screen C24 – Appendix C		
	CB00356	Ø	Reversal Register 8	Date range + CRS Account + Cheque SN	P	Verify the correct report is accessed after keying the 3 fields	 After logging in, select All from the Open a Folder screen. Select ABC Reports – Cheque Serial Number View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") In the CRS Account field, enter the account number you are searching on (e.g. 0) In the Cheque Serial Number field enter the Cheque number you are searching (e.g. 1266) Press Search. 	Screen C25 – Appendix C		

Grouping	SOP No.	Access Level	Name of the SO	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
	CB00357	W	Reversal Register 8	Date range + CRS Account + Cheque SN + Report Descrip. + Company No. + Company Name	P	Verify the correct report is accessed after keying the 6 fields	 After logging in, select All from the Open a Folder screen. Select ABC Reports – Cheque Serial Number View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") 	Screen C26 – Appendix C		
							In the CRS Account field, enter the account number you are searching on (e.g. 3808)			
							5. In the Cheque Serial Number field enter the Cheque number you are searching (e.g. 4402522)			
							6. In the Report Description field enter the report you want to search for from the drop down options (e.g. Report 8 Reversal Register)			
							7. In the Company Number field enter the company number you are searching (e.g. 24000)			
							8. In the Company Name field enter the company name you are searching followed by a "%" (e.g. TOR%)			
							9. Press Search .			
	CB00358	S	Dormant Account [992]	Date Range	Р	Verify valid date range	After logging in, select All from the Open a Folder screen.	Screen C27 – Appendix C		
						works (gives a list of all the	Select ABC Reports – Cheque Serial Number View and press Open.			

Grouping	SOP No.	Access Level	Name of the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
	CB00359	ω	Dormant Account [992]	Date range + CRS Account + Cheque SN	P	Dormant Account reports in the selected date range) Verify the correct report is accessed after keying the 3 fields	 In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") In the Report Description field, select Dormant Account Report from the dropdown options. Press Search. After logging in, select All from the Open a Folder screen. Select ABC Reports – Cheque Serial Number View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") In the CRS Account field, enter the account number you are searching on (e.g.1252) In the Cheque Serial Number field enter the Cheque number you are searching (e.g.887067) Press Search. 	Screen C28 – Appendix C		
	CB00360	S	Dormant Account [992]	Date range + CRS Account + Cheque SN + Report Descrip. + Company No. + Company Name	P	Verify the correct report is accessed after keying the 6 fields	After logging in, select All from the Open a Folder screen. Select ABC Reports – Cheque Serial Number View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between	Screen C29 – Appendix C		

Grouping	SOP No.	Access Level	Name of the SOP	Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
					01/01/01 and 01/01/02") 4. In the CRS Account field, enter the account number you are searching on (e.g. 1252)			
					5. In the Cheque Serial Number field enter the Cheque number you are searching (e.g. 887067)			
					 In the Report Description field enter the report you want to search for from the drop down options (e.g. Dormant Report) 			
					 In the Company Number field enter the company number you are searching (e.g. 30000) 			
					8. In the Company Name field enter the company name you are searching followed by a "%" (e.g. PMO%)			
					9. Press Search .			

Grouping	SOP No.	Access Level	Name of the SO	Р		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success) may sylvan
			count Balanc			-			
SRC	CB00361	S	Outstanding Issues 305	Date Range	P	Verify valid date range works (gives a list of all the 305 Outstanding Issues reports in the selected date range)	 After logging in, select All from the Open a Folder screen. Select ABC Reports – Internal Accts: Balancing View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") In the Report Description field, select 305 Outstanding Issues from the dropdown options. Press Search. 	Screen C30 – Appendix C	
SRC	CB00362	S	Outstanding Issues 305	Date range + CRS Account + Company No.	P	Verify the correct report is accessed after keying the 3 fields	 After logging in, select All from the Open a Folder screen. Select ABC Reports – Internal Accts: Balancing View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") In the CRS Account field, enter the account number you are searching on (e.g. 4782) In the Company Number field enter the Company number you are searching (e.g. 11000) Press Search. 	Screen C31 – Appendix C	

Grouping	SOP No.	Access Level	Name of the SO	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
SRC	CB00363	O	Outstanding Issues 305	Date range + CRS Account + Report Descrip. + Company No. + Company Name	P	Verify the correct report is accessed after keying the 5 fields	 After logging in, select All from the Open a Folder screen. Select ABC Reports – Internal Accts: Balancing View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") In the CRS Account field, enter the account number you are searching on (e.g. 4782) In the Company Number field enter the Company number you are searching (e.g. 11000) In the Report Description field enter the report you want to search for from the drop down options (e.g. 305 Outstanding Issues) In the Company Name field enter the company name you are searching followed by a "%" (e.g. BCE%) Press Search. 	Screen C32 – Appendix C		
SRC	CB00364	S	Input Journal Summary 1	Date Range	P	Verify valid date range works (gives a list of all the Report 1 Input Journal	After logging in, select All from the Open a Folder screen. Select ABC Reports – Internal Accts: Balancing View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02")	Screen C33 – Appendix C		

Grouping	SOP No.	Access Level	Name of the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
						Summary reports in the selected date range)	4. In the Report Description field, select Report 1 Input Journal Summary from the drop-down options. 5. Press Search.			
SRC	CB00365	S	Input Journal Summary 1	Date range + CRS Account + Report Description	P	Verify the correct report is accessed after keying the 3 fields	 After logging in, select All from the Open a Folder screen. Select ABC Reports – Internal Accts: Balancing View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") In the CRS Account field, enter the account number you are searching on (e.g. 4014) In the Company Number field enter the Company number you are searching (e.g. 11000) Press Search. 	Screen C34 – Appendix C		
SRC	CB00366	S	Input Journal Summary 1	Date range + CRS Account + Report Descrip. + Company No. + Company Name	Р	Verify the correct report is accessed after keying the 5 fields	 After logging in, select All from the Open a Folder screen. Select ABC Reports – Internal Accts: Balancing View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") In the CRS Account field, enter the account number you are searching on 	Screen C35 – Appendix C		

Grouping	SOP No.	Access Level	Name of the SOI			Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
SRC	CB00367	S	FRS Daily	Date Range	P	Verify valid	 (e.g. 4014) 5. In the Company Number field enter the Company number you are searching (e.g. 11000) 6. In the Report Description field enter the report you want to search for from the drop down options (e.g. Report 1 Input Journal Summary) 7. In the Company Name field enter the company name you are searching followed by a "%" (e.g. CANADIAN%) 8. Press Search. 1. After logging in, select All from the Open 	Screen C36 – Appendix C		
			Report: Account Balance 7			date range works (gives a list of all the Rpt 7 FRS Daily:Accou nt Balance reports in the selected date range)	 a Folder screen. Select ABC Reports – Internal Accts: Balancing View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") In the Report Description field, select Rpt 7 FRS Daily:Account Balance from the drop-down options. Press Search. 			
SRC	CB00368	S	FRS Daily Report: Account Balance 7	Date range + CRS Account + Company No.	Р	Verify the correct report is accessed after keying	After logging in, select All from the Open a Folder screen. Select ABC Reports – Internal Accts: Balancing View and press Open.	Screen C37 – Appendix C		

Grouping	SOP No.	Access Level	Name of the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
						the 3 fields	3. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02")			
							4. In the CRS Account field, enter the account number you are searching on (e.g. 8036)			
							5. In the Company Number field enter the Company number you are searching (e.g. 21000)			
							6. Press Search .			
SRC	CB00369	S	FRS Daily Report: Account Balance 7	Date range + CRS Account + Report Descrip. + Company No. + Company Name	P	Verify the correct report is accessed after keying the 5 fields	 After logging in, select All from the Open a Folder screen. Select ABC Reports – Internal Accts: Balancing View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") In the CRS Account field, enter the account number you are searching on (e.g. 8036) In the Company Number field enter the 	Screen C38 – Appendix C		
							Company number you are searching (e.g. 21000)			
							In the Report Description field enter the report you want to search for from the drop down options (e.g. Rpt 7 FRS Daily:Account Balance)			
							7. In the Company Name field enter the			

Grouping	SOP No.	Access Level	Name of the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
							company name you are searching followed by a "%" (e.g. DIRECT%) 8. Press Search .			
SRC	CB00370	S	List of Drafts for CRS Reimbursemen ts [991]	Date Range	P	Verify valid date range works (gives a list of all the List of Drafts for CRS Reimburse ments reports in the selected date range)	 After logging in, select All from the Open a Folder screen. Select ABC Reports – Internal Accts: Balancing View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") In the Report Description field, select List of Drafts for CRS Reimbursements from the drop-down options. Press Search. 	Screen C39 – Appendix C		
SRC	CB00371	S	List of Drafts for CRS Reimbursemen ts [991]	Date range + CRS Account + Report Description	P	Verify the correct report is accessed after keying the 3 fields	 After logging in, select All from the Open a Folder screen. Select ABC Reports – Internal Accts: Balancing View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") In the CRS Account field, enter the account number you are searching on (e.g. 3808) In the Company Number field enter the Company number you are searching (e.g. 10358) 	Screen C40 – Appendix C		

Grouping	SOP No.	Access Level	Name of the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
							6. Press Search .			
SRC	CB00372	O	List of Drafts for CRS Reimbursemen ts [991]	Date range + CRS Account + Report Descrip. + Company No. + Company Name	P	Verify the correct report is accessed after keying the 5 fields	 After logging in, select All from the Open a Folder screen. Select ABC Reports – Internal Accts: Balancing View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") In the CRS Account field, enter the account number you are searching on (e.g. 3808) In the Company Number field enter the Company number you are searching (e.g. 10358) In the Report Description field enter the report you want to search for from the drop down options (e.g. List of Drafts for CRS Reimbursements) In the Company Name field enter the company name you are searching followed by a "%" (e.g%) Press Search. 	Screen C41 – Appendix C		
SRC	CB00373	S	List of Drafts for CRS Replacements [990]	Date Range	P	Verify valid date range works (gives a list of all the List of Drafts for	After logging in, select All from the Open a Folder screen. Select ABC Reports – Internal Accts: Balancing View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between")	Screen C42 – Appendix C		

Grouping	SOP No.	Access Level	Name of the SOI	5		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
						CRS Replaceme nts reports in the selected date range)	01/01/01 and 01/01/02") 4. In the Report Description field, select List of Drafts for CRS Replacements from the drop-down options. 5. Press Search.			
SRC	CB00374	Ø	List of Drafts for CRS Replacements [990]	Date range + CRS Account + Report Description	P	Verify the correct report is accessed after keying the 3 fields	 After logging in, select All from the Open a Folder screen. Select ABC Reports – Internal Accts: Balancing View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") In the CRS Account field, enter the account number you are searching on (e.g. 3808) In the Company Number field enter the Company number you are searching (e.g. 10358) Press Search. 	Screen C43 – Appendix C		
SRC	CB00375	Ø	List of Drafts for CRS Replacements [990]	Date range + CRS Account + Report Descrip. + Company No. + Company Name	Р	Verify the correct report is accessed after keying the 5 fields	1. After logging in, select All from the Open a Folder screen. 2. Select ABC Reports – Internal Accts: Balancing View and press Open. 3. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") 4. In the CRS Account field, enter the	Screen C44 – Appendix C		

Grouping	SOP No.	Access Level	Name of the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
							account number you are searching on (e.g. 3808) 5. In the Company Number field enter the Company number you are searching (e.g. 10358) 6. In the Report Description field enter the report you want to search for from the drop down options (e.g. List of Drafts for CRS Replacements) 7. In the Company Name field enter the company name you are searching followed by a "%" (e.g%) 8. Press Search.			
	3 Gener	s	Ceport Folder Company wide Input Journal Summary 1	Date Range	P	Verify valid date range works (gives a list of all the Rpt 1 Company Wide Input Journal Summary reports in the selected date range)	 After logging in, select All from the Open a Folder screen. Select ABC Reports – General Report View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") In the Report Description field, select Rpt 1 Company Wide Input Journal Summary from the drop-down options. Press Search. 	Screen C45 – Appendix C		

Grouping	SOP No.	Access Level	Name of the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
SRC	CB00377	Ø	Company wide Input Journal Summary 1	Date range + CRS Account + Report Description	P	Verify the correct report is accessed after keying the 3 fields	 After logging in, select All from the Open a Folder screen. Select ABC Reports – General Report View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") In the CRS Account field, enter the account number you are searching on (e.g. 0) In the Company Number field enter the Company number you are searching (e.g. 11000) Press Search. 	Screen C46 – Appendix C		
SRC	CB00378	O	Company wide Input Journal Summary 1	Date range + CRS Account + Report Descrip. + Company No. + Company Name	P	Verify the correct report is accessed after keying the 5 fields	 After logging in, select All from the Open a Folder screen. Select ABC Reports – General Report View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") In the CRS Account field, enter the account number you are searching on (e.g. 0) In the Company Number field enter the Company number you are searching (e.g. 11000) In the Report Description field enter the 	Screen C47 – Appendix C		

Grouping	SOP No.	Access Level	Name of the SOI	5		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
							report you want to search for from the drop down options (e.g. Rpt 1 Company Wide Input Journal Summary) 7. In the Company Name field enter the company name you are searching followed by a "%" (e.g. MONTREAL%) 8. Press Search .			
SRC	CB00379	Ø	Company wide Input Journal Reject 2	Date Range	P	Verify valid date range works (gives a list of all the Rpt 2 Company Wide Input Journal Reject reports in the selected date range)	1. After logging in, select All from the Open a Folder screen. 2. Select ABC Reports – General Report View and press Open. 3. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") 4. In the Report Description field, select Rpt 2 Company Wide Input Journal Reject from the drop-down options. 5. Press Search.	Screen C48 – Appendix C		
SRC	CB00380	S	Company wide Input Journal Reject 2	Date range + CRS Account + Report Description	P	Verify the correct report is accessed after keying the 3 fields	 After logging in, select All from the Open a Folder screen. Select ABC Reports – General Report View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") In the CRS Account field, enter the account number you are searching on 	Screen C49 – Appendix C		

Grouping	SOP No.	Access Level	Name of the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
							(e.g. 0) 5. In the Company Number field enter the Company number you are searching (e.g. 11000) 6. Press Search .			
SRC	CB00381	Ø	Company wide Input Journal Reject 2	Date range + CRS Account + Report Descrip. + Company No. + Company Name	P	Verify the correct report is accessed after keying the 5 fields	 After logging in, select All from the Open a Folder screen. Select ABC Reports – General Report View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") In the CRS Account field, enter the account number you are searching on (e.g. 0) In the Company Number field enter the Company number you are searching (e.g. 11000) In the Report Description field enter the report you want to search for from the drop down options (e.g. Rpt 2 Company Wide Input Journal Reject) In the Company Name field enter the company name you are searching followed by a "%" (e.g. MONTREAL%) Press Search. 	Screen C50 – Appendix C		
SRC	CB00382	S	Purged Transactions 6	Date Range	Р	Verify valid date range	1. After logging in, select All from the Open	Screen C51 – Appendix C		

Grouping	SOP No.	Access Level	Name of the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
SRC	CB00383	S	Purged Transactions 6	Date range + CRS Account + Company Number	P	works (gives a list of all the Report 6 Purged Transaction s reports in the selected date range) Verify the correct report is accessed after keying the 3 fields	 a Folder screen. Select ABC Reports – General Report View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") In the Report Description field, select Report 6 Purged Transactions from the drop-down options. Press Search. After logging in, select All from the Open a Folder screen. Select ABC Reports – General Report View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") In the CRS Account field, enter the account number you are searching on (e.g. 4146) In the Company Number field enter the Company number you are searching (e.g. 31100) Press Search. 	Screen C52 – Appendix C		
SRC	CB00384	S	Purged Transactions 6	Date range + CRS Account + Report Descrip. + Company No.	Р	Verify the correct report is accessed	After logging in, select All from the Open a Folder screen. Select ABC Reports – General Report	Screen C53 – Appendix C		

Grouping	SOP No.	Access Level	Name of the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
				+ Company Name		after keying the 5 fields	View and press Open. 3. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") 4. In the CRS Account field, enter the account number you are searching on (e.g. 4146) 5. In the Company Number field enter the Company number you are searching (e.g. 31100) 6. In the Report Description field enter the report you want to search for from the drop down options (e.g. Report 6 Purged Transactions) 7. In the Company Name field enter the company name you are searching followed by a "%" (e.g. DIRECT%)			
SRC	CB00385	Ø	Reversal Register Report 11	Date Range	P	Verify valid date range works (gives a list of all the Report 11 Reversal Register reports in the selected date range)	 8. Press Search. 1. After logging in, select All from the Open a Folder screen. 2. Select ABC Reports – General Report View and press Open. 3. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") 4. In the Report Description field, select Report 11 Reversal Register from the drop-down options. 	Screen C54 – Appendix C		

Grouping	SOP No.	Access Level	Name of the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
							5. Press Search .			
SRC	CB00386	S	Reversal Register Report 11	Date range + CRS Account + Report Description	P	Verify the correct report is accessed after keying the 3 fields	 After logging in, select All from the Open a Folder screen. Select ABC Reports – General Report View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") In the CRS Account field, enter the account number you are searching on (e.g. 8184) In the Company Number field enter the Company number you are searching (e.g. 21000) Press Search. 	Screen C55 – Appendix C		
SRC	CB00387	Ø	Reversal Register Report 11	Date range + CRS Account + Report Descrip. + Company No. + Company Name	P	Verify the correct report is accessed after keying the 5 fields	 After logging in, select All from the Open a Folder screen. Select ABC Reports – General Report View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") In the CRS Account field, enter the account number you are searching on (e.g. 8184) In the Company Number field enter the Company number you are searching (e.g. 	Screen C56 – Appendix C		

Grouping	SOP No.	Access Level	Name of the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
							 21000) 6. In the Report Description field enter the report you want to search for from the drop down options (e.g. Report 11 Reversal Register) 7. In the Company Name field enter the company name you are searching followed by a "%" (e.g. capital%) 8. Press Search. 			
SRC	CB00388	S	FRS Daily Lodge: /Remove Stop Summary [996]	Date Range	P	Verify valid date range works (gives a list of all the FRS Daily Lodge: /Remove Stop Summary reports in the selected date range)	 After logging in, select All from the Open a Folder screen. Select ABC Reports – General Report View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") In the Report Description field, select FRS Daily Lodge: /Remove Stop Summary from the drop-down options. Press Search. 	Screen C57 – Appendix C		
SRC	CB00389	S	FRS Daily Lodge: /Remove Stop Summary [996]	Date range + CRS Account + Report Description	Р	Verify the correct report is accessed after keying the 3 fields	 After logging in, select All from the Open a Folder screen. Select ABC Reports – General Report View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") 	Screen C58 – Appendix C		

Grouping	SOP No.	Access Level	Name of the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
							4. In the CRS Account field, enter the account number you are searching on (e.g. 0) 5. In the Company Number field enter the Company number you are searching (e.g. 11000)			
							6. Press Search .			
SRC	CB00390	Ø	FRS Daily Lodge: /Remove Stop Summary [996]	Date range + CRS Account + Report Descrip. + Company No. + Company Name	P	Verify the correct report is accessed after keying the 5 fields	 After logging in, select All from the Open a Folder screen. Select ABC Reports – General Report View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") In the CRS Account field, enter the account number you are searching on (e.g. 0) In the Company Number field enter the Company number you are searching (e.g. 11000) In the Report Description field enter the report you want to search for from the drop down options (e.g. FRS Daily Lodge: /Remove Stop Summary) In the Company Name field enter the company name you are searching followed by a "%" (e.g. montreal%) Press Search. 	Screen C59 – Appendix C		

Grouping	SOP No.	Access Level	Name of the SO	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
SRC	CB00391	Ø	CRS Account Summary 490	Date Range	P	Verify valid date range works (gives a list of all the 490 CRS Account Summary reports in the selected date range)	 After logging in, select All from the Open a Folder screen. Select ABC Reports – General Report View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") In the Report Description field, select 490 CRS Account Summary from the drop-down options. Press Search. 	Screen C60 – Appendix C		
SRC	CB00392	Ø	CRS Account Summary 490	Date range + CRS Account + Report Description	P	Verify the correct report is accessed after keying the 3 fields	1. After logging in, select All from the Open a Folder screen. 2. Select ABC Reports – General Report View and press Open. 3. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") 4. In the CRS Account field, enter the account number you are searching on (e.g. 0) 5. In the Report Description field, select 490 CRS Account Summary from the drop-down options. 6. Press Search.	Screen C61 – Appendix C		
SRC	CB00393	S	CRS Account Summary 490	Date range + CRS Account + Report Descrip.	Р	Verify the correct report is	After logging in, select All from the Open a Folder screen.	Screen C62 – Appendix C		

Grouping	SOP No.	Access Level	Name of the SOP		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks										
				npany No. npany	accessed after keying the 5 fields	 Select ABC Reports – General Report View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") 													
						4. In the CRS Account field, enter the account number you are searching on (e.g. 0)													
						5. In the Company Number field enter the Company number you are searching (e.g. 0)													
																6. In the Report Description field enter the report you want to search for from the drop down options (e.g. 490 CRS Account Summary)			
						7. In the Company Name field enter the company name you are searching followed by a "%" (e.g. Toronto%)													
						8. Press Search .													

Grouping	SOP No.	Access Level	Name of the SO	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
3.4.2.	4 CRS A	cco	unt No. Folde	er						
	CB00394	Ø	Company wide Paid No Issue [998]	Date Range	P	Verify valid date range works (gives a list of all the Company Wide Paid No Issue reports in the selected date range)	 After logging in, select All from the Open a Folder screen. Select ABC Reports – CRS Account Number View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") In the Report Description field, select Company Wide Paid No Issue from the drop-down options. Press Search. 	Screen C63 – Appendix C		
SRC	CB00395	Ø	Company wide Paid No Issue [998]	Date range + CRS Account + Report Description	P	Verify the correct report is accessed after keying the 3 fields	 After logging in, select All from the Open a Folder screen. Select ABC Reports – CRS Account Number View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") In the CRS Account field, enter the account number you are searching on (e.g. 8109) In the Company Number field enter the Company number you are searching (e.g. 21000) Press Search. 	Screen C64 – Appendix C		

Grouping	SOP No.	Access Level	Name of the SO	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
SRC	CB00396	S	Company wide Paid No Issue [998]	Date range + CRS Account + Report Descrip. + Company No. + Company Name	Р	Verify the correct report is accessed after keying the 5 fields	After logging in, select All from the Open a Folder screen. Select ABC Reports – CRS Account Number View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02")	Screen C65 – Appendix C		
							4. In the CRS Account field, enter the account number you are searching on (e.g. 8109)			
							5. In the Company Number field enter the Company number you are searching (e.g. 21000)			
							6. In the Report Description field enter the report you want to search for from the drop down options (e.g. Company Wide Paid No Issue)			
							7. In the Company Name field enter the company name you are searching followed by a "%" (e.g. calgary%)			
000	000007	•	ED0 D ::	2 . 2	-) () () () () ()	8. Press Search.	000 4 11 0		
SRC	CB00397	S	FRS Daily Report: Daily Lodge Stop [997]	Date Range	P	Verify valid date range works (gives a list	After logging in, select All from the Open a Folder screen. Select ABC Reports – CRS Account	Screen C66 – Appendix C		
			. [921]			of all the FRS Daily Report: Daily Lodge	Number View and press Open. 3. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02")			

Grouping	SOP No.	Access Level	Name of the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
						Stop reports in the selected date range)	4. In the Report Description field, select FRS Daily Report: Daily Lodge Stop from the drop-down options. 5. Press Search.			
SRC	CB00398	S	FRS Daily Report: Daily Lodge Stop [997]	Date range + CRS Account + Report Description	P	Verify the correct report is accessed after keying the 3 fields	 After logging in, select All from the Open a Folder screen. Select ABC Reports – CRS Account Number View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") In the CRS Account field, enter the account number you are searching on (e.g. 4324) In the Company Number field enter the Company number you are searching (e.g. 11000) Press Search. 	Screen C67 – Appendix C		
SRC	CB00399	S	FRS Daily Report: Daily Lodge Stop [997]	Date range + CRS Account + Report Descrip. + Company No. + Company Name	P	Verify the correct report is accessed after keying the 5 fields	 After logging in, select All from the Open a Folder screen. Select ABC Reports – CRS Account Number View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") In the CRS Account field, enter the account number you are searching on 	Screen C68 – Appendix C		

Grouping	SOP No.	Access Level	Name of the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
SRC	CB00400	S	FRS Daily Report: Paid Against Stop [995]	Date Range	P	Verify valid date range works (gives a list of all the FRS Daily Report: Daily Lodge Stop reports in the	 (e.g. 4324) 5. In the Company Number field enter the Company number you are searching (e.g. 11000) 6. In the Report Description field enter the report you want to search for from the drop down options (e.g. FRS Daily Report: Daily Lodge Stop) 7. In the Company Name field enter the company name you are searching followed by a "%" (e.g. MONTREAL%) 8. Press Search. 1. After logging in, select All from the Open a Folder screen. 2. Select ABC Reports – CRS Account Number View and press Open. 3. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") 4. In the Report Description field, select FRS Daily Report: Paid Against Stop 	Screen C69 – Appendix C		
						selected date range)	from the drop-down options. 5. Press Search .			
SRC	CB00401	S	FRS Daily Report: Paid Against Stop [995]	Date range + CRS Account + Report Description	P	Verify the correct report is accessed after keying	After logging in, select All from the Open a Folder screen. Select ABC Reports – CRS Account Number View and press Open.	Screen C70 – Appendix C		

Grouping	SOP No.	Access Level	Name of the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
						the 3 fields	3. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02")			
							4. In the CRS Account field, enter the account number you are searching on (e.g. 4782)			
							5. In the Report Description field select FRS Daily Report: Paid Against Stop from the drop-down options.			
							6. Press Search .			
SRC	CB00402	S	FRS Daily Report: Paid	Date range + CRS Account +	Р	Verify the correct	After logging in, select All from the Open a Folder screen.	Screen C71 – Appendix C		
			Against Stop [995]	Report Descrip. + Company No. + Company		report is accessed after keying	Select ABC Reports – CRS Account Number View and press Open.			
				Name		the 5 fields	3. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02")			
							In the CRS Account field, enter the account number you are searching on (e.g. 4782)			
							5. In the Company Number field enter the Company number you are searching (e.g. 11000)			
							6. In the Report Description field enter the report you want to search for from the drop down options (e.g. FRS Daily Report: Paid Against Stop)			
							7. In the Company Name field enter the			

Grouping	SOP No.	Access Level	Name of the SO	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
							company name you are searching followed by a "%" (e.g. MONTREAL%) 8. Press Search .			
3.4.2.	.5 Extern	nal 2	 Accounts Issu	ed File Balance	Fo	lder	o. 11033 Scarcii .			
SRC	CB00403	S	File Maintenance Register 3	Date Range	P	Verify valid date range works (gives a list of all the Report 3 Maintenanc e reports in the selected date range)	 After logging in, select All from the Open a Folder screen. Select ABC Reports – External Accounts Issued File Balance View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") In the Report Description field, select Report 3 Maintenance from the dropdown options. Press Search. 	Screen C72 – Appendix C		
SRC	CB00404	S	File Maintenance Register 3	Date range + CRS Account + Report Description	P	Verify the correct report is accessed after keying the 3 fields	1. After logging in, select All from the Open a Folder screen. 2. Select ABC Reports – External Accounts Issued File Balance View and press Open. 3. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") 4. In the CRS Account field, enter the account number you are searching on (e.g. 299)	Screen C73 – Appendix C		

Grouping	SOP No.	Access Level	Name of the SO	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
							 5. In the Report Description field select Report 3 Maintenance from the drop- down options. 6. Press Search. 			
SRC	CB00405	S	File Maintenance Register 3	Date range + CRS Account + Report Descrip. + Company No. + Company Name	P	Verify the correct report is accessed after keying the 5 fields	1. After logging in, select All from the Open a Folder screen. 2. Select ABC Reports – External Accounts Issued File Balance View and press Open. 3. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") 4. In the CRS Account field, enter the account number you are searching on (e.g. 299) 5. In the Company Number field enter the Company number you are searching (e.g. 10000) 6. In the Report Description field enter the report you want to search for from the drop down options (e.g. Report 3 Maintenance) 7. In the Company Name field enter the company name you are searching followed by a "%" (e.g. REED%) 8. Press Search.	Screen C74 – Appendix C		
SRC	CB00406	S	FRS Daily Report: Online	Date Range	Р	Verify valid date range	After logging in, select All from the Open a Folder screen.	Screen C75 – Appendix C		

Grouping	SOP No.	Access Level	Name of the SO	Р		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
			Cancel Report [994]			works (gives a list of all the FRS Daily Report: Online Cancel reports in the selected date range)	2. Select ABC Reports – External Accounts Issued File Balance View and press Open. 3. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") 4. In the Report Description field, select FRS Daily Report: Online Cancel Report from the drop-down options. 5. Press Search.			
SRC	CB00407	S	FRS Daily Report: Online Cancel Report [994]	Date range + CRS Account + Report Description	P	Verify the correct report is accessed after keying the 3 fields	 After logging in, select All from the Open a Folder screen. Select ABC Reports – External Accounts Issued File Balance View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") In the CRS Account field, enter the account number you are searching on (e.g. 11614) In the Report Description field select FRS Daily Report: Online Cancel from the drop-down options. Press Search. 	Screen C76 – Appendix C		
SRC	CB00408	S	FRS Daily Report: Online Cancel Report	Date range + CRS Account + Report Descrip.	Р	Verify the correct report is	After logging in, select All from the Open a Folder screen. Select ABC Reports – External	Screen C77 – Appendix C		

Grouping	SOP No.	Access Level	Name of the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
			[994]	+ Company No. + Company Name		accessed after keying the 5 fields	Accounts Issued File Balance View and press Open. 3. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") 4. In the CRS Account field, enter the account number you are searching on (e.g. 11614) 5. In the Company Number field enter the Company number you are searching (e.g. 21000) 6. In the Report Description field enter the report you want to search for from the drop down options (e.g. FRS Daily Report: Online Cancel) 7. In the Company Name field enter the company name you are searching followed by a "%" (e.g. anadarko%) 8. Press Search.			
SRC	CB00409	S	FRS Daily Report:: Online Issues Report [993]	Date Range	Р	Verify valid date range works (gives a list of all the FRS Daily Report: Online Issues reports in the selected	 After logging in, select All from the Open a Folder screen. Select ABC Reports – External Accounts Issued File Balance View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") In the Report Description field, select 	Screen C78 – Appendix C		

Grouping	SOP No.	Access Level	Name of the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
						date range)	FRS Daily Report: Online Issues Report from the drop-down options. 5. Press Search.			
SRC	CB00410	Ø	FRS Daily Report:: Online Issues Report [993]	Date range + CRS Account + Report Description	P	Verify the correct report is accessed after keying the 3 fields	 After logging in, select All from the Open a Folder screen. Select ABC Reports – External Accounts Issued File Balance View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") In the CRS Account field, enter the account number you are searching on (e.g. 8192) In the Report Description field select FRS Daily Report: Online Issues from the drop-down options. Press Search. 	Screen C79 – Appendix C		
SRC	CB00411	Ø	FRS Daily Report:: Online Issues Report [993]	Date range + CRS Account + Report Descrip. + Company No. + Company Name	P	Verify the correct report is accessed after keying the 5 fields	 After logging in, select All from the Open a Folder screen. Select ABC Reports – External Accounts Issued File Balance View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") In the CRS Account field, enter the account number you are searching on 	Screen C80 – Appendix C		

Grouping	SOP No.	Access Level	Name of the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
							 (e.g. 8192) 5. In the Company Number field enter the Company number you are searching (e.g. 21000) 6. In the Report Description field enter the report you want to search for from the drop down options (e.g. FRS Daily Report: Online Cancel) 7. In the Company Name field enter the company name you are searching followed by a "%" (e.g. Branch%) 8. Press Search. 			
3.4.2.	6 Extern	al A	Accounts Paid	! File Balance Fo	olde	er			<u> </u>	
SRC	CB00412	S	Report 2 Input Journal Reject	Date Range	P	Verify valid date range works (gives a list of all the Report 2 Input Journal Reject reports in the selected date range)	 After logging in, select All from the Open a Folder screen. Select ABC Reports – External Accounts Paid File Balance View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") In the Report Description field, select Report 2 Input Journal Reject Report from the drop-down options. Press Search. 	Screen C81 – Appendix C		
SRC	CB00413	S	Report 2 Input Journal Reject	Date range + CRS Account +	Р	Verify the correct	After logging in, select All from the Open a Folder screen.	Screen C82 – Appendix C		

Grouping	SOP No.	Access Level	Name of the SO	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
				Report Description		report is accessed after keying the 3 fields	 Select ABC Reports – External Accounts Paid File Balance View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") In the CRS Account field, enter the account number you are searching on (e.g. 4014) In the Report Description field select Report 2 Input Journal Reject from the drop-down options. Press Search. 		,	
SRC	CB00414	Ø	Report 2 Input Journal Reject	Date range + CRS Account + Report Descrip. + Company No. + Company Name	P	Verify the correct report is accessed after keying the 5 fields	 After logging in, select All from the Open a Folder screen. Select ABC Reports – External Accounts Paid File Balance View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") In the CRS Account field, enter the account number you are searching on (e.g. 4014) In the Company Number field enter the Company number you are searching (e.g. 11000) In the Report Description field enter the 	Screen C83 – Appendix C		

Grouping	SOP No.	Access Level	Name of the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
							report you want to search for from the drop down options (e.g. Report 2 Input Journal Reject)			
							7. In the Company Name field enter the company name you are searching followed by a "%" (e.g. Canadian%)			
							8. Press Search .			
SRC	CB00415	Ø	Rpt 4 Duplicate Serial Number	Date Range	P	Verify valid date range works (gives a list of all the Rpt 4 Duplicate Serial Number reports in the selected date range)	 After logging in, select All from the Open a Folder screen. Select ABC Reports – External Accounts Paid File Balance View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") In the Report Description field, select Rpt 4 Duplicate Serial Number from the drop-down options. Press Search. 	Screen C84 – Appendix C		
SRC	CB00416	S	Rpt 4 Duplicate Serial Number	Date range + CRS Account + Report Description	P	Verify the correct report is accessed after keying the 3 fields	1. After logging in, select All from the Open a Folder screen. 2. Select ABC Reports – External Accounts Paid File Balance View and press Open. 3. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") 4. In the CRS Account field, enter the	Screen C85 – Appendix C		

Grouping	SOP No.	Access Level	Name of the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
							account number you are searching on (e.g. 4502) 5. In the Report Description field select Rpt 4 Duplicate Serial Number from the dropdown options. 6. Press Search .			
SRC	CB00417	Ø	Rpt 4 Duplicate Serial Number	Date range + CRS Account + Report Descrip. + Company No. + Company Name	P	Verify the correct report is accessed after keying the 5 fields	 After logging in, select All from the Open a Folder screen. Select ABC Reports – External Accounts Paid File Balance View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") In the CRS Account field, enter the account number you are searching on (e.g. 4502) In the Company Number field enter the Company number you are searching (e.g. 11000) In the Report Description field enter the report you want to search for from the drop down options (e.g. Rpt 4 Duplicate Serial Number) In the Company Name field enter the company name you are searching followed by a "%" (e.g. Canada%) Press Search. 	Screen C86 – Appendix C		

Grouping	SOP No.	Access Level	Name of the SO	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
SRC	CB00418	S	301 Paid Items	Date Range	P	Verify valid date range works (gives a list of all the 301 Paid Items reports in the selected date range)	 After logging in, select All from the Open a Folder screen. Select ABC Reports – External Accounts Paid File Balance View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") In the Report Description field, select Rpt 4 Duplicate Serial Number from the drop-down options. Press Search. 	Screen C87 – Appendix C		
SRC	CB00419	S	301 Paid Items	Date range + CRS Account + Report Description	P	Verify the correct report is accessed after keying the 3 fields	 After logging in, select All from the Open a Folder screen. Select ABC Reports – External Accounts Paid File Balance View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") In the CRS Account field, enter the account number you are searching on (e.g. 4243) In the Report Description field select 301 Paid Items from the drop-down options. Press Search. 	Screen C88 – Appendix C		
SRC	CB00420	S	301 Paid Items	Date range + CRS Account +	Р	Verify the correct	1. After logging in, select All from the Open	Screen C89 – Appendix C		

Grouping	SOP No.	Access Level	Name of the SOP	Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
			Report Descrip. + Company No.	report is accessed	a Folder screen.			
			+ Company Name	after keying the 5 fields	 Select ABC Reports – External Accounts Paid File Balance View and press Open. 			
					3. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02")			
					4. In the CRS Account field, enter the account number you are searching on (e.g. 4243)			
					 In the Company Number field enter the Company number you are searching (e.g. 31100) 			
					In the Report Description field enter the report you want to search for from the drop down options (e.g. 301 Paid Items)			
					7. In the Company Name field enter the company name you are searching followed by a "%" (e.g. Branch%)			
					8. Press Search .			

Grouping	SOP No.	Access Level	Name of the SO	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
3.4.2.	7 Docum	neni	t Audit Facilit	y (DAF) Folder						
SRC	CB00421	S	Paid Exception 302	Date Range	P	Verify valid date range works (gives a list of all the 302 Paid Exception reports in the selected date range)	 After logging in, select All from the Open a Folder screen. Select ABC Reports – DAF Report View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") In the Report Description field, select 302 Paid Exception from the drop-down options. Press Search. 	Screen C90 – Appendix C		
SRC	CB00422	S	Paid Exceptions 302	Date range + CRS Account + Report Description	P	Verify the correct report is accessed after keying the 3 fields	 After logging in, select All from the Open a Folder screen. Select ABC Reports – DAF Report View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") In the CRS Account field, enter the account number you are searching on (e.g. 4014) In the Report Description field select 302 Paid Exception from the drop-down options. Press Search. 	Screen C91 – Appendix C		

Grouping	SOP No.	Access Level	Name of the SO	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
SRC	CB00423	S	Paid Exceptions 302	Date range + CRS Account + Report Descrip. + Company No. + Company Name	P	Verify the correct report is accessed after keying the 5 fields	 After logging in, select All from the Open a Folder screen. Select ABC Reports – DAF Report View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") In the CRS Account field, enter the account number you are searching on (e.g. 4014) In the Company Number field enter the Company number you are searching (e.g. 11000) In the Report Description field enter the report you want to search for from the drop down options (e.g. 302 Paid Exception) In the Company Name field enter the company name you are searching followed by a "%" (e.g. Canadian%) Press Search. 	Screen C92 – Appendix C		
SRC	CB00424	S	Paid No Issue 303	Date Range	P	Verify valid date range works (gives a list of all the 302 Paid No Issue reports in	 After logging in, select All from the Open a Folder screen. Select ABC Reports – DAF Report View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") 	Screen C93 – Appendix C		

Grouping	SOP No.	Access Level	Name of the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
						the selected date range)	 4. In the Report Description field, select 303 Paid No Issue from the drop-down options. 5. Press Search. 			
SRC	CB00425	S	Paid No Issue 303	Date range + CRS Account + Report Description	P	Verify the correct report is accessed after keying the 3 fields	 After logging in, select All from the Open a Folder screen. Select ABC Reports – DAF Report View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") In the CRS Account field, enter the account number you are searching on (e.g. 8192) In the Report Description field select 303 Paid No Issue from the drop-down options. Press Search. 	Screen C94 – Appendix C		
SRC	CB00426	S	Paid No Issue 303	Date range + CRS Account + Report Descrip. + Company No. + Company Name	P	Verify the correct report is accessed after keying the 5 fields	 After logging in, select All from the Open a Folder screen. Select ABC Reports – DAF Report View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") In the CRS Account field, enter the account number you are searching on 	Screen C95 – Appendix C		

Grouping	SOP No.	Access Level	Name of the SO	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
							 (e.g. 8192) 5. In the Company Number field enter the Company number you are searching (e.g. 21000) 6. In the Report Description field enter the report you want to search for from the drop down options (e.g. 303 Paid No Issue) 7. In the Company Name field enter the company name you are searching followed by a "%" (e.g. Branch%) 8. Press Search. 			
3.4.2	.8 Comp	any	 wide DAF Fo	lder			o. 11033 Scarcii .			
SRC	CB00427	S	Company wide Paid Exception [999]	1	P	Verify valid date range works (gives a list of all the Company wide Paid Exception reports in the selected date range)	 After logging in, select All from the Open a Folder screen. Select ABC Reports – Company Wide DAF Report View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") In the Report Description field, select Company wide Paid Exception from the drop-down options. Press Search. 	Screen C96 – Appendix C		
SRC	CB00428	S	Company wide Paid Exception [999]	Date range + CRS Account + Report	Р	Verify the correct report is	After logging in, select All from the Open a Folder screen. Select ABC Reports – DAF Report View	Screen C97 – Appendix C		

Grouping	SOP No.	Access Level	Name of the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
				Description		accessed after keying the 3 fields	and press Open. 3. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") 4. In the CRS Account field, enter the account number you are searching on (e.g. 8257) 5. In the Report Description field select Company wide Paid Exception from the drop-down options. 6. Press Search.			
SRC	CB00429	S	Company wide Paid Exception [999]	Date range + CRS Account + Report Descrip. + Company No. + Company Name	P	Verify the correct report is accessed after keying the 5 fields	 After logging in, select All from the Open a Folder screen. Select ABC Reports – Company Wide DAF Report View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") In the CRS Account field, enter the account number you are searching on (e.g. 8257) In the Company Number field enter the Company number you are searching (e.g. 21000) In the Report Description field enter the report you want to search for from the drop down options (e.g. Company Wide Paid Exception) 	Screen C98 – Appendix C		

Grouping	SOP No.	Access Level	Name of the SOP	Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	
					7. In the Company Name field enter the company name you are searching followed by a "%" (e.g. Calgary%)8. Press Search.			

Grouping	SOP No.	Access Level	Name of the SO	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success) Babarana sylvana sylvana
3.4.3	By Find	l Co	ommand (See	Appendix D for	· sci	reen image	s of test results)		
3.4.3	.1 Chequ	ie S	erial No. Fold	ler					
SRC	CB00430	S	Paid Items Report 301	Find Cheque S/N - Button	Р	Find cheque SN	After logging in, select All from the Open a Folder screen.	Screen D1 – Appendix D	
						in a report using the button	Select ABC Reports – Cheque Serial Number View and press Open.		
						feature	3. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02")		
							In the Report Description field select 301 Paid Items from the drop-down options.		
							5. Press Search .		
							Open the report by pressing the Enter key.		
							7. From the opened report, click the Find the specified text string button (5 th button from the left)		
							8. From the Find screen, in the String field, enter the Cheque Serial Number you are searching on (e.g.154865) and press the Find button.		
SRC	CB00431	S	Paid Items Report 301	Find Cheque S/N - Button	N	Invalid cheque SN	After logging in, select All from the Open a Folder screen.	Screen D2 – Appendix D	
							2. Select ABC Reports - Cheque Serial		

Grouping	SOP No.	Access Level	Name of the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
							Number View and press Open. 3. In the next screen that appears select the			
							appropriate date range (e.g. "Between 01/01/01 and 01/01/02")			
							4. In the Report Description field select 301 Paid Items from the drop-down options.			
							5. Press Search .			
							Open the report by pressing the Enter key.			
							 From the opened report, click the Find the specified text string button (5th button from the left) 			
							8. From the Find screen, in the String field, enter an <u>incorrect</u> Cheque Serial Number you are searching on (e.g.174567) and press the Find button.			
SRC	CB00432	S	Paid Items Report 301	Find Cheque S/N - Menu	Р	Find a cheque SN	After logging in, select All from the Open a Folder screen.	Screen D1 – Appendix D		
						in a report using the menu/F5	Select ABC Reports – Cheque Serial Number View and press Open.			
						feature	3. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02")			
							In the Report Description field select 301 Paid Items from the drop-down options.			
							5. Press Search .			
							6. Open the report by pressing the Enter			

Grouping	SOP No.	Access Level	Name of the SOF	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
							 key. 7. From the opened report, click the F5 function key. 8. From the Find screen, in the String field, enter the Cheque Serial Number you are searching on (e.g.154865) and press the Find button. 			
SRC	CB00433	S	Paid Items Report 301	Find Cheque S/N - Menu	N	Invalid cheque SN	 After logging in, select All from the Open a Folder screen. Select ABC Reports – Cheque Serial Number View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") In the Report Description field select 301 Paid Items from the drop-down options. Press Search. Open the report by pressing the Enter key. From the opened report, click the F5 function key. From the Find screen, in the String field, enter an incorrect Cheque Serial Number you are searching on (e.g.174567) and press the Find button. 	Screen D2 – Appendix D		
SRC	CB00434	S	Paid Items Report 301	Find \$ amount - Button	Р	Find a \$ amount in a report using	After logging in, select All from the Open a Folder screen.	Screen D3 – Appendix A		

Grouping	SOP No.	Access Level	Name of the SOI	P		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
						the button feature	Select ABC Reports – Cheque Serial Number View and press Open.			
							3. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02")			
							4. In the Report Description field select 301 Paid Items from the drop-down options.			
							5. Press Search .			
							Open the report by pressing the Enter key.			
							7. From the opened report, click the Find the specified text string button (5 th button from the left)			
							8. From the Find screen, in the String field, enter the \$ amount you are searching on (e.g.237.82) and press the Find button.			
SRC	CB00435	S	Paid Items Report 301	Find \$ amount - Button	N	Invalid \$ amount	After logging in, select All from the Open a Folder screen.	Screen D4 – Appendix D		
							Select ABC Reports – Cheque Serial Number View and press Open.			
							3. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02")			
							In the Report Description field select 301 Paid Items from the drop-down options.			
							5. Press Search .			
							6. Open the report by pressing the Enter			

Grouping	SOP No.	Access Level	Name of the SOI			Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
							key. 7. From the opened report, click the Find the specified text string button (5 th button from the left) 8. From the Find screen, in the String field, enter an incorrect \$ amount (e.g.1234567237.82) and press the Find button.			
SRC	CB00436	σ	Paid Items Report 301	Find \$ amount - Menu	P	Find a \$ amount in a report using the menu/F5 feature	 After logging in, select All from the Open a Folder screen. Select ABC Reports – Cheque Serial Number View and press Open. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") In the Report Description field select 301 Paid Items from the drop-down options. Press Search. Open the report by pressing the Enter key. From the opened report, click the F5 function key. From the Find screen, in the String field, enter the \$ amount you are searching on (e.g.237.82) and press the Find button. 	Screen D3 – Appendix A		
SRC	CB00437	S	Paid Items Report 301	Find \$ amount - Menu	N	Invalid \$ amount S/N	After logging in, select All from the Open a Folder screen.	Screen D4 – Appendix D		

Grouping	SOP No.	Access Level	Name of the SOP	Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
					Select ABC Reports – Cheque Serial Number View and press Open.			
					3. In the next screen that appears select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02")			
					In the Report Description field select 301 Paid Items from the drop-down options.			
					5. Press Search .			
					Open the report by pressing the Enter key.			
					7. From the opened report, click the F5 function key.			
					8. From the Find screen, in the String field, enter an incorrect \$ amount (e.g.1234567237.82) and press the Find button.			

3.4.4 By Logical / Expression Find

3.4.4.1 For the following reports (Cheque Serial Number Folder):

- Paid Items Report 301
- Paid Exceptions Report 302
- Outstanding Issues Report 305

SRC	CB00438	Paid Items Report 301	Expression Find –	Р	Cheque Serial No. only	After logging in, select All from the Open a Folder screen.	Screen D5 – Appendix D	
			Cheque S/N			2. Select ABC Reports – Cheque Serial		

Grouping	SOP No.	Access Level	Name of the Se	OP		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result	Remarks
							Number View and press Open.			
							3. From the Folder Search Screen select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02")			
							 In the Report Description field select 301 Paid Items from the drop-down options. 			
							5. Press Search .			
							Open the report by pressing the Enter key.			
							7. Select Expression Find from the Search pulldown menu			
							Highlight SERIALNUM and press the Insert button.			
							SERIALNUM appears in the Expression field.			
							10. Select "=" from the Fields box; press the Insert button.			
							11. Key in the cheque serial number to be located (e.g. 160027); press the Find button.			
SRC	CB00439		Paid Items Report 301	Expression Find	N	Incorrect Cheque Serial	1. After logging in, select All from the Oper Folder screen.	Screen Appendix D		
				Cheque S/N		No.	2. Select ABC Reports – Cheque Serial Number View and press Open.			
							In the next screen that appears select the appropriate date range (e.g. "Between	9		

Grouping	SOP No.	Access Level	Name of the So	OP .		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
SRC	CB00440		Paid Items Report 301	Expression Find - Find All: - Date Range - Cheque SN - Report/s	P	- Date Range - Cheque SN - Report/s	 01/01/01 and 01/01/02") In the Report Description field select 30' Paid Items from the drop-down options. Press Search. Open the report by pressing the Enter key. From the opened report, click the F5 function key. From the Find screen, in the String field, enter an incorrect \$ amount (e.g.1234567237.82) and press the Find button. Select ABC Reports - Cheque Serial Number View and press Open. From the Folder Search Screen select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") In the Report Description field select 30' Paid Items from the drop-down options. Press Search. Open the report by pressing the Enter key. From the opened report, select the Search menu. Select Expression Find from the list of options Highlight SERIALNUM and press the Inseptitution. 	Screen D6 – Appendix D 1 y. h		

Grouping	SOP No.	Access Level	Name of the SOP			Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
							 9. Select ">=" from the Fields box; press the Insert button. 10. Key in the beginning cheque serial number you are searching on (e.g. 1654st). 11. Insert the "logical AND" (&) search operator. 12. Highlight SERIALNUM and press the Insert button. 13. Select "<=" from the Fields box; press the Insert button. 14. Key in the ending cheque serial number you are searching on (e.g. 165457). 15. Press the Find All button. 	57). he		
SRC	CB00441		Paid Items Report 301	Expression Find: - Date Range - Cheque SN - Report/s	N	Incorrect: - Date Range - Cheque SN - Report/s	 Open ABC Reports – Cheque Serial Number View. From the Folder Search Screen select ar appropriate date range (e.g. "Between 01/01/01 and 01/01/02") In the Report Description field select 30 Paid Items from the drop-down options. Press Search. View the report by pressing the Enter keeen. From the opened report, select the Search menu. Select Expression Find from the list of 	y.		

Grouping	SOP No.	Access Level	Name of the So	OP			Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual lest Result (F=Fail S=Success)	Remarks
							 options 8. Highlight ISSUEDATE and press the Insert button. 9. Select ">=" from the Fields box; press the Insert button. 10. Key in the beginning ISSUEDATE to searched (e.g.052101). 11. Insert the "logical AND" (&) search operator. 12. Highlight ISSUEDATE and press the Insert button. 13. Select "<=" from the Fields box; press the Insert button. 14. Key in the ending ISSUEDATE to be searched on (e.g. 063001). 15. Press the Find button. 	e be		
SRC	CB00442		Paid Items Report 301	Expression Find: - Date Range - Cheque SN - Report/s Search Result	P	- Date Range - Cheque SN - Report/s Search Result - Move to a selected row	 Open ABC Reports – Cheque Serial Number View. From the Folder Search Screen select ar appropriate date range (e.g. "Between 01/01/01 and 01/01/02") In the Report Description field select 30 Paid Items from the drop-down options. Press Search. View the report by pressing the Enter key From the opened report, select the Search 	y <u>.</u>		

Grouping	SOP No.	Access Level	Name of the SO	OP.			Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
SRC	CB00443		Paid Items Report 301	Expression Find: - Date Range - Cheque SN - Report/s Search Result	N	Incorrect - Date Range - Cheque SN - Report/s Search Result - One row selected	 Select Expression Find from the list of options Highlight ISSUEDATE and press the Inserbutton. Select ">=" from the Fields box; press the Inserbutton. Key in the ISSUEDATE to be searche 042701). Press the Find All button. Double click on the last entry of the record entries to go directly to that line entry. Open ABC Reports - Cheque Serial Number View. From the Folder Search Screen select an appropriate date range (e.g. "Between 01/01/01 and 01/01/02") In the Report Description field select 30 Paid Items from the drop-down options. Press Search. View the report by pressing the Enter key find from the Search menu. Highlight ISSUEDATE and press the Inserbutton. 	Screen D9 – Appendix D 1 1. 1. 1. 1. 1. 1. 1. 1. 1.		

Grouping	SOP No.	Access Level	Name of the So	OP	Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result	Remarks
						 8. Select ">=" from the Fields box; press the Insert button. 9. Key in the beginning ISSUEDATE to be searched (e.g.052101). 10. Insert the "logical AND" (&) search operator. 11. Highlight ISSUEDATE and press the Insert button. 12. Select "<=" from the Fields box; press the Insert button. 13. Key in the ending ISSUEDATE to be searched on (e.g. 063001).). 14. Insert the "logical AND" (&) search operator. 15. SERIALNUM appears in the Expression field. 16. Select "=" from the Fields box; press the Insert button. 17. Key in the cheque number to be located (e.g. 0005178674); press the Find button. 18. Press the Find button. 	ne ed		
SRC	CB00444		Paid Exceptions Report - 302	Expression Find P - Cheque S/N	Cheque Serial No. only	 Select ABC Reports – Cheque Serial Number View and press Open. In the Folder Search Screen enter an appropriate date range (e.g. "Between 01/01/01 and 01/01/02") In the Report Description field select 302 	Screen D5 – Appendix D		

Grouping	SOP No.	Access Level	Name of the S	OP		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result Actual Test Result	Remarks
							Paid Exception from the drop-down options. 4. Press Search. 5. View the report by pressing the Enter ke 6. Select Expression Find from the Search menu. 7. In the Expression Find screen, highlight SERIALNUM: press the Insert button. 8. SERIALNUM appears in the Expression field. 9. Select "=" from the Fields box; press the Insert button. 10. Key in the cheque number to be local (e.g. 0005178674); press the Find butto	y. n	
SRC	CB00445		Paid Exceptions Report - 302	Expression Find Cheque S/N	N	Incorrect Cheque Serial No.	1. Select ABC Reports – Cheque Serial Number View and press Open. 2. In the Folder Search Screen enter an appropriate date range (e.g. "Between 01/01/01 and 01/01/02") 3. In the Report Description field select 30 Paid Exception from the drop-down options. 4. Press Search. 5. View the report by pressing the Enter key 6. Select Expression Find from the Search menu.	у.	

Grouping	SOP No.	Access Level	Name of the SC	OP.			Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
SRC	CB00446		Paid Exceptions Report - 302	Expression Find: - Date Range - IssueAmount - Cheque SN - Report/s	P	- IssueAmount Range - Cheque SN - Report/s	 7. In the Expression Find screen, highlight SERIALNUM: press the Insert button. 8. SERIALNUM appears in the Expression field. 9. Select "=" from the Fields box; press the Insert button. 10. Key in the cheque number to be locate (e.g. 0009999999); press the Find button 1. Open ABC Reports – Cheque Serial Number View. 2. From the Folder Search Screen select an appropriate date range (e.g. "Between 01/01/01 and 01/01/02") 3. Select 302 Paid Exception from the Report Description field drop-down options. 4. Press Search. 5. View the report by pressing Enter. 6. Select Expression Find from the Search menu options. 7. Highlight ISSUEAMOUNT and press the Insert button. 8. Select ">=" from the Fields box; press the Insert button. 9. Key in the ISSUEAMOUNT to be searched. 	Screen D5 – Appendix D	A	
							150.00). 10. Insert the "logical AND" (&) search			

Grouping	SOP No.	Access Level	Name of the So	OP			nstructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result	Remarks
							operator. 11. Highlight ISSUEAMOUNT and press insert button. 12. Select "<=" from the Fields box; press the Insert button. 13. Key in the ending ISSUEAMOUNT to searched on (e.g. 350.00). 14. Insert the "logical AND" (&) search operator. 15. SERIALNUM appears in the Expression field. 16. Select "=" from the Fields box; press the Insert button. 17. Key in the cheque number to be locat (e.g. 0005178674); press the Find button.	ne be ed		
SRC	CB00447		Paid Exceptions Report - 302	Expression Find: - Date Range - Cheque SN - Report/s	N	Incorrect: - IssueAmount Range - Cheque SN - Report/s	 Open ABC Reports – Cheque Serial Number View. From the Folder Search Screen select an appropriate date range (e.g. "Between 01/01/01 and 01/01/02") Select 302 Paid Exception from the Report Description field drop-down options. Press Search. View the report by pressing Enter. Select Expression Find from the Search 			

Grouping	SOP No.	Access Level	Name of the So	OP			Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result	Remarks
							menu options.			
							7. Highlight ISSUEAMOUNT and press the Insert button.			
							Select ">=" from the Fields box; press the Insert button.	9		
							9. Key in the ISSUEAMOUNT to be searche 150.00).	d		
							Insert the "logical AND" (&) search operator.			
							11. Highlight ISSUEAMOUNT and press t Insert button.	he		
							12. Select "<=" from the Fields box; press the Insert button.	ne		
							13. Key in the ending ISSUEAMOUNT to searched on (e.g. 350.00).	be		
							14. Insert the "logical AND" (&) search operator.			
							15. SERIALNUM appears in the Expression field.			
							16. Select "=" from the Fields box; press the Insert button.	9		
							17. Key in the cheque number to be locate (e.g. 0005178674); press the Find buttor			
SRC	CB00448		Paid Exceptions	Expression Find - All:	Р	- IssueAmount Search Result		Screen D8 – Appendix D		
			Report - 302	- Date Range - IssueAmount		Move to a selected row.	2. From the Folder Search Screen select an appropriate date range (e.g. "Between			

Grouping	SOP No.	Access Level	Name of the So	OP			nstructions/Procedures (steps to follow, lata to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
				- Cheque SN - Report/s Search Result			 01/01/01 and 01/01/02") 3. Select 302 Paid Exception from the Report Description field drop-down options. 4. Press Search. 			
							5. View the report by pressing the Enter key6. Select Expression Find from the Search menu options.			
							7. Highlight ISSUEAMOUNT and press the Insert button.			
							8. Select "=" from the Fields box; press the Insert button.			
							9. Key in the ISSUEAMOUNT to be located 150.00).			
							10. Press the Find All button.11. Double click on the last entry of the record entries to go directly to that line entry.			
SRC	CB00449		Paid Exceptions Report - 302	Expression Find: - Date Range - Cheque SN - Report/s Search Result	N	Incorrect - IssueAmount Search Result - One row selected	 Open ABC Reports – Cheque Serial Number View. From the Folder Search Screen select an appropriate date range (e.g. "Between 01/01/01 and 01/01/02") Select 302 Paid Exception from the 	Screen D9 – Appendix D		
							Report Description field drop-down options.			

Grouping	SOP No.	Access Level	Name of the So	OP			structions/Procedures (steps to follow, ata to obtain, etc.)	Ехр	pected Result		Actual Test Result (F=Fail S=Success)	Remarks
							4. Press Search .			-		
							5. View the report by pressing the Enter key	<mark>y.</mark>				
							Select Expression Find from the Search menu options.	n				
							7. Highlight ISSUEAMOUNT and press the Insert button.					
							8. Select ">=" from the Fields box; press the Insert button.	е				
							9. Key in the ISSUEAMOUNT to be located 1500000.00).					
							10. Press the Find button.					
SRC	CB00450		Outstanding Issues Report	Expression Find	Р	Cheque Serial No. only	Select ABC Reports – Cheque Serial Number View and press Open.		Screen D5 – Appendix D			
			305	Cheque S/N			 From the Folder Search Screen select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") 	е				
							3. Select Outstanding Issues Report 305 from the Report Description field dropdown options.					
							4. Press Search .					
							5. View the report by pressing the Enter key	у.				
							Select Expression Find from the Search pulldown menu	1				
							7. Highlight SERIALNUM; press the Insert button.					
							8. Select "=" from the Fields box; press the	9				

Grouping	SOP No.	Access Level	Name of the S	OP			Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
							Insert button. 9. Key in the cheque serial number to be located (e.g. 0007689369); press the Find button.	I		
SRC	CB00451		305 Outstanding Issues	Expression Find - Cheque S/N	Z	Incorrect Cheque Serial No.	 Select ABC Reports – Cheque Serial Number View and press Open. From the Folder Search Screen select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") Select 305 Outstanding Issues from the Report Description field drop-down options. Press Search. View the report that contains Cheque S/N 0007689369 by pressing the Enter key. Select Expression Find from the Search pulldown menu Highlight SERIALNUM; press the Insert button. Select "=" from the Fields box; press the Insert button. Key in the cheque serial number to be located (e.g. 0007689369); press the Find button. 			
SRC	CB00452		305 Outstanding Issues	Search without Autoview Date Range	Р	Locate a list of documents	Select ABC Reports – Cheque Serial Number View and press Open. Select Autoview -> None from the Option	Screen D46 – Appendix D		

Grouping	SOP No.	Access Level	Name of the S	ОР			Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result	F=Fall S=Success)	demarks
SRC	CB00453		305 Outstanding Issues	Search with Autoview Date Range	0	Locate a list of documents and automatically view first document matched	pull-down menu. 3. From the Folder Search Screen select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") 4. Select 305 Outstanding Issues from the Report Description field drop-down options. 5. Press Search. 6. View the document with cheque serial number of 0007689369. 1. Select ABC Reports – Cheque Serial Number View and press Open. 2. Select Autoview -> First Document from the Options pull-down menu. 3. From the Folder Search Screen select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") 4. Select 305 Outstanding Issues from the Report Description field drop-down options. 5. Press Search.	Screen D46 – Appendix D Screen D17 – Appendix D Document should automatically open to the first page of the first document on the hit list.			
SRC	CB00454		305 Outstanding Issues	Search with Autoview – First Document Date Range Cheque S/N	D	Locate a single document	Select ABC Reports – Cheque Serial Number View and press Open. Select Autoview -> First Document from the Options pull-down menu. From the Folder Search Screen select the appropriate date range (e.g. "Between")				

Grouping	SOP No.	Access Level	Name of the S	OP		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.) Expected Result Expected Result [F-Eail S=Success] Remarks
SRC	CB00455		305	Search with	P	Locate a single	01/01/01 and 01/01/02") 4. Select 305 Outstanding Issues from the Report Description field drop-down options. 5. Enter Cheque S/N 0007689369 6. Press Search.
SKC	СВ00433		Outstanding Issues	Autoview – Single Document Date Range Cheque S/N	r	document	Number View and press Open. 2. Select Autoview -> Single Document from the Options pull-down menu. 3. From the Folder Search Screen select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") 4. Select 305 Outstanding Issues from the Report Description field drop-down options. 5. Enter Cheque S/N 0007689369 6. Press Search.
SRC	CB00456		305 Outstanding Issues	Expression Find: - Date Range - Cheque SN - Report/s	Р	- Date Range - Cheque SN - Report/s	

Grouping	SOP No.	Access Level	Name of the SOP	Purpose of the SOP	structions/Procedures (steps to follow, ita to obtain, etc.)	Expected Result	Actual Test Result	(F=Fall S=Success)	demarks
					4. Press Search .				
					5. View the report that contains Cheque S/N 0007689369 by pressing the Enter key.	I			
					6. Select Expression Find from the Search pulldown menu				
					7. Highlight ISSUEDATE and press the Inse button.	ert			
					8. Select ">=" from the Fields box; press the Insert button.	e			
					9. Key in the beginning ISSUEDATE to be searched (e.g.052101).				
					10. Insert the "logical AND" (&) search operator.				
					11. Highlight ISSUEDATE and press the Insert button.				
					12. Select "<=" from the Fields box; press the linear button."	ne			
					13. Key in the ending ISSUEDATE to be searched on (e.g. 063001).).				
					14. Insert the "logical AND" (&) search operator.				
					15. SERIALNUM appears in the Expression field.				
					16. Select "=" from the Fields box; press the Insert button.	Э			
					17. Key in the cheque serial number to be located (e.g. 0007689369); press the Fin				

Grouping	SOP No.	Access Level	Name of the So	OP		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result	Remarks
SRC	CB00457		305	Expression Find:	N	Incorrect:	button. 1. Select ABC Reports – Cheque Serial	Screen D9 – Appendix D		
SKC	CB00457		Outstanding	- Date Range	IN	- Cheque SN	Number View and press Open.	Screen D9 – Appendix D		
			Issues	- Cheque SN - Report/s		- Report/s	2. From the Folder Search Screen select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02")	е		
							Select 305 Outstanding Issues from the Report Description field drop-down options.			
							4. Press Search .			
							5. View the report that contains Cheque S/N 0007689369 by pressing the Enter key.	ı		
							Select Expression Find from the Search pulldown menu.	1		
							7. Highlight ISSUEDATE and press the Inse button.	ert		
							8. Select ">=" from the Fields box; press th Insert button.	e		
							9. Key in the beginning ISSUEDATE to be searched (e.g.052101).			
							10. Insert the "logical AND" (&) search operator.			
							11. Highlight ISSUEDATE and press the Insert button.			
							12. Select "<=" from the Fields box; press t Insert button.	he		
							13. Key in the ending ISSUEDATE to be			

Grouping	SOP No.	Access Level	Name of the So	OP .			Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
SRC	CB00458		305 Outstanding Issues	Expression Find: - Date Range - Cheque SN - Report/s Search Result	P	- Date Range - Cheque SN - Report/s Search Result - One row selected	searched on (e.g. 063001).). 14. Insert the "logical AND" (&) search operator. 15. SERIALNUM appears in the Expression field. 16. Select "=" from the Fields box; press the Insert button. 17. Key in the cheque serial number to be located (e.g. 0009999999); press the Find button. 1. Select ABC Reports – Cheque Serial Number View and press Open. 2. From the Folder Search Screen select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") 3. Select 305 Outstanding Issues from the Report Description field drop-down options. 4. Press Search. 5. View the report that contains Cheque S/N 0007689369 by pressing the Enter key. 6. Select Expression Find from the Search pulldown menu 7. Highlight ISSUEDATE and press the Inser button. 8. Select ">=" from the Fields box; press the Insert button.	Screen D10 – Appendix D		

Grouping	SOP No.	Access Level	Name of the So	OP			Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result	Remarks
							 9. Key in the beginning ISSUEDATE to be searched (e.g.052101). 10. Insert the "logical AND" (&) search operator. 11. Highlight ISSUEDATE and press the Insert button. 12. Select "<=" from the Fields box; press the Insert button. 13. Key in the ending ISSUEDATE to be searched on (e.g. 063001).). 14. Insert the "logical AND" (&) search operator. 15. SERIALNUM appears in the Expression field. 16. Select "=" from the Fields box; press the Insert button. 17. Key in the cheque serial number to be located (e.g. 0007689369); press the Findbutton. 	e e d		
SRC	CB00459		305 Outstanding Issues	Expression Find: - Date Range - Cheque SN - Report/s Search Result	P	Expression Find – Find All One row selected	Select ABC Reports – Cheque Serial Number View and press Open. From the Folder Search Screen select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") Select 305 Outstanding Issues from the Report Description field drop-down options.			

Grouping	SOP No.	Access Level	Name of the SOP	Purpose of the SOP	structions/Procedures (steps to follow, ita to obtain, etc.)	Expected Result	Actual Test Result	(F=Fall S=Success)	demarks
					4. Press Search .				
					5. View the report that contains Cheque S/N 0007689369 by pressing the Enter key.	I			
					6. Select Expression Find from the Search pulldown menu				
					7. Highlight ISSUEDATE and press the Inse button.	ert			
					8. Select ">=" from the Fields box; press the Insert button.	e			
					9. Key in the beginning ISSUEDATE to be searched (e.g.052101).				
					10. Insert the "logical AND" (&) search operator.				
					11. Highlight ISSUEDATE and press the Insert button.				
					12. Select "<=" from the Fields box; press the linear button."	ne			
					13. Key in the ending ISSUEDATE to be searched on (e.g. 063001).).				
					14. Insert the "logical AND" (&) search operator.				
					15. SERIALNUM appears in the Expression field.				
					16. Select "=" from the Fields box; press the Insert button.	Э			
					17. Key in the cheque serial number to be located (e.g. 0007689369); press the Fin				

Grouping	SOP No.	Access Level	Name of the So	OP		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.) Expected Result Expected Result Compared to the content of the content o
							All button.
SRC	CB00460		305 Outstanding Issues	Expression Find: - Date Range - Cheque SN - Report/s Search Result	N	Incorrect - Date Range - Cheque SN - Report/s Search Result - One row selected	3. Select 305 Outstanding Issues from the Report Description field drop-down options. 4. Press Search. 5. View the report that contains Cheque S/N 0007689369 by pressing the Enter key. 6. Select Expression Find from the Search pulldown menu 7. Highlight ISSUEDATE and press the Insert button. 8. Select ">=" from the Fields box; press the Insert button. 9. Key in the beginning ISSUEDATE to be searched (e.g.052101). 10. Insert the "logical AND" (&) search operator. 11. Highlight ISSUEDATE and press the Insert button. 12. Select "<=" from the Fields box; press the Insert button.
							13. Key in the ending ISSUEDATE to be

Grouping	SOP No.	Access Level	Name of the So	e SOP			Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success) aba sylvan
	• 0		Find (Large l	Reports –100 page	es)	_	searched on (e.g. 063001).). 14. Insert the "logical AND" (&) search operator. 15. SERIALNUM appears in the Expression field. 16. Select "=" from the Fields box; press the Insert button. 17. Key in the cheque serial number to be located (e.g. 0009999999); press the Fin All button.	e e	
	CB00461	S	305 Outstanding Issues	Single View F		Locate and View a 100-pg document Report Date Cheque S/N	1. Select ABC Reports – Cheque Serial Number View and press Open. 2. From the Folder Search Screen select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") 3. Select 305 Outstanding Issues from the Report Description field drop-down options. 4. Press Search. 5. View the document with cheque serial number of 0007689369.		
SRC	CB00462	S	305 Outstanding	Multi View F)	View multiple pages	Select ABC Reports – Cheque Serial Number View and press Open.	Screen D12 – Appendix D and	

Grouping	SOP No.	Access Level	Name of the S	OP		Instructions/Procedures (steps to follow, data to obtain, etc.) Expected Result Expected Result Remarks Remarks
			Issues	Side-by-side	concurrently of a 100-page document Report Date Cheque S/N	
SRC	CB00463	0	305 Outstanding Issues	Multi View P Top-to-bottom	View multiple pages concurrently of a 100-page document Report Date Cheque S/N	1. Select ABC Reports – Cheque Serial Number View and press Open. 2. From the Folder Search Screen select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") 3. Select 305 Outstanding Issues from the Report Description field drop-down options.

Grouping	SOP No.	Access Level	Name of the So	OP			Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Succes)	Remarks
SRC	CB00464	O	305 Outstanding Issues	Multi View F Cascade	P	View multiple pages concurrently of a 100-page document Report Date Cheque S/N	 4. Press Search. 5. View the document with cheque serial number of 0007689369. 6. From the Options pull-down menu, active MultiView 7. From the Window pull-down menu, select New Window 8. From the Window pull-down menu, select Tile Horizontall 9. From the top-most document window, go page 39. 10. From the bottom-most document window, go to page 70. 1. Select ABC Reports – Cheque Serial Number View and press Open. 2. From the Folder Search Screen select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") 3. Select 305 Outstanding Issues from the Report Description field drop-down options. 4. Press Search. 5. View the document with cheque serial number of 0007689369. 6. From the Options pull-down menu, active MultiView 7. From the Window pull-down menu, select 	Screen D12 – Appendix D and Screen D15 – Appendix D		

Grouping	SOP No.	Access Level	Name of the So	OP			Instructions/Procedures (steps to follow, data to obtain, etc.)	Actual Test Result (F=Fail S=Success) (F=Fail S=Success)
SRC	CB00465	A	305 Outstanding Issues	Multiple docs viewed as a single document	Р	Separate documents of similar type can be viewed as a single document	New Window 8. From the Window pull-down menu, select Cascade 9. From the highest (the one on top) docume window, go to page 70. 10. From the underneath document (the one laying below the other one) window, g to page 39. 1. Select ABC Reports – Cheque Serial Number View and press Open. 2. From the Folder Search Screen select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") 3. Select 305 Outstanding Issues from the Report Description field drop-down options. 4. Press Search. 5. From the Options pull-down menu, activa	Screen D16 – Appendix D Screen D17 – Appendix D
SRC	CB00466	A	305 Outstanding Issues	Multiple docs viewed as a single document	N	Separate documents of unlike type can be viewed as a single	View Combined Documents 6. Select 3 documents from the hit list so tha all documents are highlighted concurrently 7. Press Enter to view the documents. 1. Select ABC Reports – Cheque Serial Number View and press Open. 2. From the Folder Search Screen select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02")	Screen D18 – Appendix D Screen D19 – Appendix D

Grouping	SOP No.	Access Level	Name of the So	OP	Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Actual Test Result (F=Fail S=Success)
					document	3. Press Search. 4. From the Options pull-down menu, activate View Combined Documents 5. Select 3 documents from the hit list with a different Report Description so that each document is highlighted concurrently. 6. Press Enter to view the documents.	ate
	By Logic DAF Fo		Find (Multip) or 302 Paid Exception	le Reports) Single View	Locate and View a document Report Date Company Name	1. Select ABC Reports – DAF Report View press Open. 2. From the Folder Search Screen select the appropriate date range (e.g. "Between 01 and 01/01/02") 3. Select 302 Paid Exception from the Rep Description field drop-down options. 4. Press Search.	· 9 /01/01
SRC	CB00468	S	302 Paid Exception	Multi View P Side-by-side	View multiple pages concurrently o a document Report Date Company	5. View the document for Company Name Canada Post Corp. 1. Select ABC Reports – DAF Report View press Open. 2. From the Folder Search Screen select the appropriate date range (e.g. "Between 01 and 01/01/02") 3. Select 302 Paid Exception from the Rep	Screen D13 – Appendix D

Grouping	SOP No.	Access Level	Name of the S	OP			nstructions/Procedures (steps to follow, data to obtain, etc.)	Expect	red Result	Actual Test Result (F=Fail S=Success)	Remarks
						Name	Description field drop-down options.				
							4. Press Search .				
							5. View the document for Company Name Canada Post Corp				
							6. From the Options pull-down menu, active MultiView	ate			
							7. From the Window pull-down menu, select Window	ct New			
							8. From the Window pull-down menu, select Vertical	t Tile			
							9. From the left-most document window, hig SERIAL NUM 0005167956.	ghlight			
							10. From the right-most document window highlight SERIAL NUM 0005180002.	W,			
SRC	CB00469	0	302 Paid Exception	Multi View	Р	View multiple pages	Select ABC Reports – DAF Report View press Open.	v and	Screen D12 – Appendix D		
			LXCOPHOIT	Top-to-bottom		concurrently of	2. From the Folder Search Screen select the	e	Screen D14 – Appendix D		
						a document	appropriate date range (e.g. "Between 01				
						Report Date	and 01/01/02")				
						Company Name	3. Select 302 Paid Exception from the Rep Description field drop-down options.	ort			
							4. Press Search .				
							5. View the document for Company Name Canada Post Corp				
							6. From the Options pull-down menu, activa MultiView	ate			

Grouping	SOP No.	Access Level	Name of the So	OP		Instructions/Procedures (steps to follow, data to obtain, etc.)	Expect	red Result	Actual Test Result	(F=Fail S=Success)	Remarks
SRC	CB00470	0	302 Paid Exception	Multi View Cascade	View multiple pages concurrently of a document Report Date Company Name	 7. From the Window pull-down menu, select Window 8. From the Window pull-down menu, select Horizontal 9. From the top-most document window, hig SERIAL NUM 0005167956. 10. From the bottom-most document window highlight SERIAL NUM 0005180002. 1. Select ABC Reports – DAF Report View press Open. 2. From the Folder Search Screen select the appropriate date range (e.g. "Between 01 and 01/01/02") 3. Select 302 Paid Exception from the Rep Description field drop-down options. 4. Press Search. 5. View the document for Company Name Canada Post Corp 6. From the Options pull-down menu, active MultiView 7. From the Window pull-down menu, select Window 8. From the Window pull-down menu, select Cascade 9. From the top-layered document window, highlight SERIAL NUM 0005167956. 10. From the bottom-layered document window 	t Tile ghlight dow, v and e 1/01/01 port ate	Screen D12 – Appendix D Screen D15 – Appendix D			

Grouping	SOP No.	Access Level	Name of the So	OP			Instructions/Procedures (steps to follow, data to obtain, etc.)	Expect	ed Result	Actual Test Result (F=Fail S=Success)	Remarks
							highlight SERIAL NUM 0005180002.				
SRC	CB00471	A	302 Paid Exception	Multiple docs viewed as a single document	P	Separate documents of similar type can be viewed as a single document		ort tte	Screen 16 – Appendix D Screen 17 – Appendix D		
SRC	CB00472	A	302 Paid Exception	Multiple docs viewed as a single document	N	Separate documents of unlike type can be viewed as a single document	1. Select ABC Reports – DAF Report View press Open. 2. From the Folder Search Screen select the appropriate date range (e.g. "Between 01/0 and 01/01/02") 3. Select 302 Paid Exception from the Report Description field drop-down options. 4. Press Search. 5. View the document for Company Name Canada Post Corp	: /01/01	Screen D18 – Appendix D Screen D19 – Appendix D		

Grouping	SOP No.	Access Level	Name of the COD	Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success) ab man sy
					6. From the Options pull-down menu, activities Combined Document 7. Select 2 documents from the hit list so the documents are highlighted concurrently. 8. Press Enter to view the documents.	nat both	

3.4.7 Next Document Button

3.4.7.1 Cheque Serial Number Folder

SRC	CB00473	S	FRS Daily Report: Online Issues	Search and obtain more than 1 result	P		Select ABC Reports – Cheque Serial Number View and press Open. From the Folder Search Screen select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") Select FRS Daily Report: Online Issues from the Report Description field dropdown options. 4. Press Search.	Screen D23 – Appendix D
	CB00474	S	FRS Daily Report: Online Issues	Open first document	Р		 Highlight the CRS Account 8192 document; then press Enter to view the document. Open Windows Explore to verify that a single document has been placed in the c:\Program Files\IBM\OnDemand32\Data directory. The name of the file will be similar to D3-11c.A32 	Screen D23 – Appendix D Screen D24 – Appendix D
SRC	CB00475	S	FRS Daily Report:	Up and Down		Verify documents	While viewing the document, close the current document and open the next	Screen D20 – Appendix D

Grouping	SOP No.	Access Level	Name of the So	Name of the SOP Online Issues buttons		Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success) Asher (F=Fail S=Success) (F=Fail S=Success) (F=Fail S=Success)
			Online Issues	buttons	can be open from within another open document	document on the hit list (CRS Account 8737) 2. Click on the Down arrow to open the next document from the hit list. 3. Click on the Up arrow to open the previous document listed on the hit list (CRS Account 8192). 4. Open Windows Explore to verify that only a single document has been placed in the c:\Program Files\IBM\OnDemand32\Data directory. The name of the file will be similar to D4-11c.A32	Screen D21 – Appendix D Screen D24 – Appendix D	
SRC	CB00476	S	Dormant Account Report	Search and obtain more than 1 result without closing documents		While still viewing CRS Account 8192, click on the Folder Search Screen icon. Select Dormant Account Report from the Report Description pull-down field. Press search	Screen D22 – Appendix D	
SRC	CB00477	S	Dormant Account Report	View an additional document		Highlight the CRS Account 1287 document; then press Enter to view the document. Open Windows Explore to verify that a second document has been placed in the c:\Program Files\IBM\OnDemand32\Data directory. The name of the file will be similar to D3-11c.A32	Screen D25 – Appendix D	
SRC	CB00478	S	Dormant Account Report	View an open document		While viewing a document, view another currently opened document. Click on the Right arrow to open the next	Screen D26 – Appendix D Screen D27 – Appendix D	

SOP No.	Access Level	Name of the S	ОР		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
						document that is currently open.	Screen D25 – Appendix D		
						Click on the Left arrow to open the prior document that is currently open.			
						4. Open Windows Explore to verify that only 2 documents have been placed in the c:\Program Files\IBM\OnDemand32\Data directory. The name of the file will be similar to <i>D4-11c.A32</i>			
CB00479	0	Paid Items Report 301	Up and Down buttons			1.			
CB00480	A	Paid Items Report 301	Search and obtain more than 1 result			1.			
CB00481	Α	Paid Items Report 301	Open Report 1			1.			
CB00482	Α	Paid Items Report 301	Open Report 2			1.			
CB00483	Α	Paid Items Report 301	Up and Down buttons			1.			
Tool B	ar I	Buttons							
CB00484	S	Open Folder	Selection 1	N	Verify Open Folder TBB is activated	After the initial logon, click the Open Folder tool bar button.	Screen D28 – Appendix D		
CB00485	S	Open Folder	Selection 2	Р	Verify Open Folder TBB is activated	Open.	Screen D29 – Appendix D		
	CB00479 CB00480 CB00481 CB00482 CB00483 Tool B	CB00479 O CB00480 A CB00481 A CB00482 A CB00483 A Tool Bar	CB00479 O Paid Items Report 301 CB00480 A Paid Items Report 301 CB00481 A Paid Items Report 301 CB00482 A Paid Items Report 301 CB00483 A Paid Items Report 301 CB00483 A Paid Items Report 301 CB00484 S Open Folder	CB00479 O Paid Items Report 301 buttons CB00480 A Paid Items Report 301 more than 1 result CB00481 A Paid Items Report 301 CB00482 A Paid Items Report 301 CB00483 A Paid Items Report 301 CB00483 A Paid Items Report 301 CB00483 A Paid Items Report 301 CB00484 S Open Folder Selection 1	CB00479 O Paid Items Report 301	CB00479 O Paid Items Report 301 buttons CB00480 A Paid Items Report 301 Search and obtain more than 1 result CB00481 A Paid Items Report 301 CB00482 A Paid Items Report 301 CB00483 A Paid Items Report 301 CB00483 A Paid Items Report 301 CB00484 S Open Folder Selection 1 N Verify Open Folder TBB is activated CB00485 S Open Folder Selection 2 P Verify Open Folder TBB is	document that is currently open. 3. Click on the Left arrow to open the prior document that is currently open. 4. Open Windows Explore to verify that only 2 documents have been placed in the c:\Program Files\IBM\OnDemand32\Data directory. The name of the file will be similar to D4-11c.A32 CB00480 A Paid Items Report 301 Search and obtain more than 1 result CB00481 A Paid Items Report 301 Open Report 1 CB00482 A Paid Items Report 301 CB00483 A Paid Items Report 301 CB00484 S Open Folder Selection 1 N Verify Open Folder TBB is activated CB00485 S Open Folder Selection 2 P Verify Open Folder TBB is CB00486 General Report View then click	CB00479 O Paid Items Report 301 Den Report 1 CB00482 A Paid Items Report 301 Open Report 2 1.	CB00481 A Paid Items Report 301 CB00482 A Paid Items Report 301 CB00484 S Open Folder Selection 2 Paid Items Report 301 CB00485 S Open Folder Selection 2 Paid Items Report 301 Verify Open Folder TBB is activated Selection 2 Paid Items Report 301 Selection 3 Selection 3 Selection 4 Selection 5 Paid Items Report 301 Selection 6 Selection 6 Paid Items Report 301 Selection 7 Paid Items Report 301 Selection 8 Selection 9 Paid Items Report 301 Selection 9 Paid Ite

Grouping	SOP No.	Access Level	Name of the S	OP			Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
TBB	CB00486	0	Open Folder	Selection 1	N	Verify Open Folder TBB is activated	After the initial logon, click the Open Folder tool bar button.	Screen D28 – Appendix D		
TBB	CB00487	0	Open Folder	Selection 2	P	Verify Open Folder TBB is activated	After the initial logon, select ABC General Report View then click Open. After the initial logon, click the Open Folder toolbar button.	Screen D29 – Appendix D		
TBB	CB00488	Α	Open Folder	Selection 1	N	Verify Open Folder TBB is activated	After the initial logon, click the Open Folder toolbar button.	Screen D28 – Appendix D		
TBB	CB00489	A	Open Folder	Selection 2	Р	Verify Open Folder TBB is activated	After the initial logon, select ABC General Report View then click Open. After the initial logon, click the Open Folder toolbar button.	Screen D29 – Appendix D		
TBB	CB00490	S	Print	Options screen	P	Verify Printer TBB is activated	1. Select the ABC Cheque Serial Number View; press Enter. 2. Enter a Date range using the ABCbols t-1y through t. 3. Open the first document on the hit list. 4. Click the Printer toolbar button	Screen D30 – Appendix D Screen D31 – Appendix D		
TBB	CB00491	S	Print	Select printer	Р	Verify Select Printer option is activated	Select the ABC Cheque Serial Number View; press Enter. Enter a Date range using the ABCbols t-1y through t.	Screen D32 – Appendix D		

Grouping	SOP No.	Access Level	Name of the So	OP		•	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
							3. Open the first document on the hit list.			
							4. Click the Printer toolbar button			
							5. Click the down arrow next to the setup button to select a printer.			
TBB	CB00492	S	Print	Orientation (P/L)	Р	Verify Printer Setup is	Select the ABC Cheque Serial Number View; press Enter.	Screen D32 – Appendix D		
						available for page orientation	2. Enter a Date range using the ABCbols t-1y through t .			
							3. Open the first document on the hit list.			
							4. Click the Printer toolbar button			
							5. Click the Setup button (or Page Setup , depending on your printer selection) to select the page orientation for print (portrait or landscape).			
TBB	CB00493	S	Print	All pages	Р	Verify Print All Pages is	Select the ABC Cheque Serial Number View; press Enter.	Screen D31 – Appendix D		
						activated	2. Enter a Date range using the ABCbols t-1y through t .			
							3. Open the first document on the hit list.			
							4. Click the Printer toolbar button			
							5. Click on ■ All Pages to print the complete document			
TBB	CB00494	S	Print	Current page	Р	Verify Print Current Page	Select the ABC Cheque Serial Number View; press Enter.	Screen D31 – Appendix D		
						is activated	2. Enter a Date range using the ABCbols			

Grouping	SOP No.	Access Level	Name of the So	SOP		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success) sylvana sylvana
							 t-1y through t. 3. Open the first document on the hit list. 4. Click the Printer toolbar button 5. Click on Current Page to print the 		
ТВВ	CB00495	S	Print	Selected page/s	Р	Verify Print Selected Pages is activated.	page being viewed. 1. Select the ABC Cheque Serial Number View; press Enter. 2. Enter a Date range using the ABCbols	Screen D31 – Appendix D Screen D33 – Appendix D	
						delivated.	 t-1y through t. 3. Open the first document on the hit list. 4. Click the Printer toolbar button 5. Click on Selected Pages to print 		
							the complete document. 6. Print 5 pages from the document: Page 1		
							 Page 7 Page 12-14 7. Click From List, select 1, Click Add Pages 		
							 8. Select 7, Click Add Pages 9. Click ■ By Range, enter 12 in From Page, enter 14 in To Page; Click Add Range. 		
TBB	CB00496	0	Print	Options screen	Р	Verify Printer	Select the ABC Cheque Serial	Screen D30 – Appendix D	

Grouping	SOP No.	Access Level	Name of the So	OP			Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
						TBB is activate	d Number View; press Enter.	Screen D31 – Appendix D		
							2. Enter a Date range using the ABCbols t-1y through t .			
							3. Open the first document on the hit list.			
							4. Click the Printer toolbar button			
TBB	CB00497	0	Print	Select printer	Р	Verify Select Printer option	Select the ABC Cheque Serial Number View; press Enter.	Screen D32 – Appendix D		
						activated	2. Enter a Date range using the ABCbols t-1y through t .			
							3. Open the first document on the hit list.			
							4. Click the Printer toolbar button			
							5. Click the down arrow next to the setup button to select a printer.			
TBB	CB00498	0	Print	Orientation (P/L)	Р	Verify Printer Setup is	Select the ABC Cheque Serial Number View; press Enter.	Screen D32 – Appendix D		
						available for page orientatio	2. Enter a Date range using the ABCbols t-1y through t .			
							3. Open the first document on the hit list.			
							4. Click the Printer toolbar button			
							5. Click the Setup button (or Page Setup , depending on your printer selection) to select the page orientation for print (portrait or landscape).			
TBB	CB00499	0	Print	All pages	Р	Verify Print All Pages is	Select the ABC Cheque Serial	Screen D31 – Appendix D		

Grouping	SOP No.	Access Level	Name of the So	OP			Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
						activated	Number View; press Enter.			
							2. Enter a Date range using the ABCbols t-1y through t .			
							3. Open the first document on the hit list.			
							4. Click the Printer toolbar button			
							Click on All Pages to print the complete document			
TBB	CB00500	0	Print	Current page	Р	Verify Print Current Page	Select the ABC Cheque Serial Number View; press Enter.	Screen D31 – Appendix D		
						is activated	2. Enter a Date range using the ABCbols t-1y through t .			
							3. Open the first document on the hit list.			
							4. Click the Printer toolbar button			
							Click on Current Page to print the page being viewed.			
TBB	CB00501	0	Print	Selected page/s	Р	Verify Print	1. Select the ABC Cheque Serial	Screen D31 – Appendix D		
						Selected Pages is	Number View; press Enter.	Screen D33 – Appendix D		
						activated.	2. Enter a Date range using the ABCbols t-1y through t .			
							3. Open the first document on the hit list.			
							4. Click the Printer toolbar button			
							Click on Selected Pages to print the complete document.			
							6. Print 5 pages from the document:			

Grouping	SOP No.	Access Level	Name of the SO	OP			nstructions/Procedures (steps to follow, ata to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
ТВВ	CB00502	Α	Print	Options screen	Р	Verify Printer TBB is activated	 Page 1 Page 7 Page 12-14 7. Click From List, select 1, Click Add Pages 8. Select 7, Click Add Pages 9. Click By Range, enter 12 in From Page, enter 14 in To Page; Click Add Range. 1. Select the ABC Cheque Serial Number View; press Enter. 2. Enter a Date range using the ABCbols t-1y through t. 3. Open the first document on the hit list. 4. Click the Printer toolbar button 	Screen D30 – Appendix D Screen D31 – Appendix D		
	CB00503	A	Print	Select printer	P	Verify Select Printer option is activated	 Enter a Date range using the ABCbols t-1y through t. Open the first document on the hit list. Click the Printer toolbar button Click the down arrow next to the setup button to select a printer. 	Screen D32 – Appendix D		
TBB	CB00504	Α	Print	Orientation (P/L)	Р	Verify Printer Setup is available for	Select the ABC Cheque Serial Number View; press Enter.	Screen D32 – Appendix D		

Grouping	SOP No.	Access Level	Name of the SOP				Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
						page orientatio	n 2. Enter a Date range using the ABCbols t-1y through t .			
							3. Open the first document on the hit list.			
							4. Click the Printer toolbar button			
							5. Click the Setup button (or Page Setup , depending on your printer selection) to select the page orientation for print (portrait or landscape).			
TBB	CB00505	A	Print	All pages	Р	Verify Print All Pages is activated	1. Select the ABC Cheque Serial Number View; press Enter.	Screen D31 – Appendix D		
							Enter a Date range using the ABCbols t-1y through t.			
							3. Open the first document on the hit list.			
							4. Click the Printer toolbar button			
							Click on All Pages to print the complete document			
TBB	CB00506	A	Print	Current page F	Р	Verify Print Current Page is activated	Select the ABC Cheque Serial Number View; press Enter.	Screen D31 – Appendix D		
							2. Enter a Date range using the ABCbols t-1y through t .			
							3. Open the first document on the hit list.			
							4. Click the Printer toolbar button			
							Click on Current Page to print the page being viewed.			

Grouping	SOP No.	Access Level	Name of the So	OP.			Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
TBB	CB00507	A	Print	Selected page/s	P	Verify Print Selected Pages is activated.	 Select the ABC Cheque Serial Number View; press Enter. Enter a Date range using the ABCbols t-1y through t. Open the first document on the hit list. Click the Printer toolbar button Click on Selected Pages to print the complete document. Print 5 pages from the document: Page 1 Page 7 Page 12-14 Click From List, select 1, Click Add Pages Select 7, Click Add Pages Click By Range, enter 12 in From Page, enter 14 in To Page; Click Add Range. 	Screen D31 – Appendix D Screen D33 – Appendix D		
ТВВ	CB00508	Ø	Zoom button	25%	P	Verify Zoom TBB is activate	 Select the ABC Cheque Serial Number View folder; press Enter. Enter a Date range using the ABCbols t-1y through t. Open the first document on the hit list. Click the Zoom toolbar button Click 25%; press OK 	Screen D35 Screen D34		

Grouping	SOP No.	Access Level	Name of the So	OP			Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
ТВВ	CB00509	Ø	Zoom button	50%	P	Verify Zoom TBB is activated	 Select the ABC Cheque Serial Number View folder; press Enter. Enter a Date range using the ABCbols t-1y through t. Open the first document on the hit list. Click Toom toolbar button Click Toom 50%; press OK 	Screen D35 Screen D34		
TBB	CB00510	S	Zoom button	75%	P	Verify Zoom TBB is activated	 Select the ABC Cheque Serial Number View folder; press Enter. Enter a Date range using the ABCbols t-1y through t. Open the first document on the hit list. Click Toom toolbar button Click 75%; press OK 	Screen D35 Screen D34		
ТВВ	CB00511	Ø	Zoom button	100%	P	Verify Zoom TBB is activated	 Select the ABC Cheque Serial Number View folder; press Enter. Enter a Date range using the ABCbols t-1y through t. Open the first document on the hit list. Click the Zoom toolbar button Click 100%; press OK 	Screen D35 Screen D34		
TBB	CB00512	S	Zoom button	150%	Р	Verify Zoom TBB is activated	Select the ABC Cheque Serial Number View folder; press Enter. Enter a Date range using the ABCbols	Screen D35 Screen D34		

Grouping	SOP No.	Access Level	Name of the So	OP			Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
							 t-1y through t. 3. Open the first document on the hit list. 4. Click the Zoom toolbar button 5. Click 150%; press OK 			
TBB	CB00513	S	Zoom button	200%	Р	Verify Zoom TBB is activate	 Select the ABC Cheque Serial Number View folder; press Enter. Enter a Date range using the ABCbols t-1y through t. Open the first document on the hit list. Click the Zoom toolbar button Click 200%; press OK 	Screen D35 Screen D34		
ТВВ	CB00514	S	Zoom button	500%	Р	Verify Zoom TBB is activate	 Select the ABC Cheque Serial Number View folder; press Enter. Enter a Date range using the ABCbols t-1y through t. Open the first document on the hit list. Click the Zoom toolbar button Click 500%; press OK 	Screen D35 Screen D34		
TBB	CB00515	S	Zoom button	1000%	P	Verify Zoom TBB is activate	Select the ABC Cheque Serial Number View folder; press Enter. Enter a Date range using the ABCbols t-1y through t. Open the first document on the hit list.	Screen D35 Screen D34		

Grouping	SOP No.	Access Level	Name of the So	OP			Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
							4. Click the Zoom toolbar button			
							5. Click ■ 1000% ; press OK			
TBB	CB00516	0	Zoom button	25%	Р	Verify Zoom TBB is activated	Select the ABC Cheque Serial Number View folder; press Enter.	Screen D35		
							Enter a Date range using the ABCbols t-1y through t.	Screen D34		
							3. Open the first document on the hit list.			
							4. Click the Zoom toolbar button			
							5. Click ■ 25% ; press OK			
TBB	CB00517	0	Zoom button	50%	Р	Verify Zoom TBB is activated	Select the ABC Cheque Serial Number View folder; press Enter.	Screen D35		
							Enter a Date range using the ABCbols t-1y through t.	Screen D34		
							3. Open the first document on the hit list.			
							4. Click the Zoom toolbar button			
							5. Click ■ 50% ; press OK			
TBB	CB00518	0	Zoom button	75%	Р	Verify Zoom TBB is activated	Select the ABC Cheque Serial Number View folder; press Enter.	Screen D35		
						133 10 4011/4100	Enter a Date range using the ABCbols t-1y through t.	Screen D34		
							3. Open the first document on the hit list.			
							4. Click the Zoom toolbar button			
							5. Click T5% ; press OK			

Grouping	SOP No.	Access Level	Name of the So	OP.			Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
TBB	CB00519	0	Zoom button	100%	Р	Verify Zoom TBB is activated	 Select the ABC Cheque Serial Number View folder; press Enter. Enter a Date range using the ABCbols t-1y through t. Open the first document on the hit list. Click the Zoom toolbar button Click 100%; press OK 	Screen D35 Screen D34		
TBB	CB00520	0	Zoom button	150%	Р	Verify Zoom TBB is activated	 Select the ABC Cheque Serial Number View folder; press Enter. Enter a Date range using the ABCbols t-1y through t. Open the first document on the hit list. Click the Zoom toolbar button Click 150%; press OK 	Screen D35 Screen D34		
TBB	CB00521	0	Zoom button	200%	P	Verify Zoom TBB is activated	 Select the ABC Cheque Serial Number View folder; press Enter. Enter a Date range using the ABCbols t-1y through t. Open the first document on the hit list. Click the Zoom toolbar button Click 200%; press OK 	Screen D35 Screen D34		
TBB	CB00522	0	Zoom button	500%	Р	Verify Zoom TBB is activated	Select the ABC Cheque Serial Number View folder; press Enter. Enter a Date range using the ABCbols	Screen D35 Screen D34		

Grouping	SOP No.	Access Level	Name of the So	OP .			Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
							t-1y through t.3. Open the first document on the hit list.4. Click the Zoom toolbar button			
ТВВ	CB00523	О	Zoom button	1000%	Р	Verify Zoom TBB is activate	 5. Click ■ 500%; press OK 1. Select the ABC Cheque Serial Number View folder; press Enter. 2. Enter a Date range using the ABCbols t-1y through t. 3. Open the first document on the hit list. 4. Click the Zoom toolbar button 5. Click ■ 1000%; press OK 	Screen D35 Screen D34		
ТВВ	CB00524	A	Zoom button	25%	P	Verify Zoom TBB is activate	 Select the ABC Cheque Serial Number View folder; press Enter. Enter a Date range using the ABCbols t-1y through t. Open the first document on the hit list. Click the Zoom toolbar button Click 25%; press OK 	Screen D35 Screen D34		
TBB	CB00525	A	Zoom button	50%	Р	Verify Zoom TBB is activate	1. Select the ABC Cheque Serial Number View folder; press Enter. 2. Enter a Date range using the ABCbols t-1y through t. 3. Open the first document on the hit list.	Screen D35 Screen D34		

Grouping	SOP No.	Access Level	Name of the S	ОР			Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
							4. Click the Zoom toolbar button			
							5. Click ■ 50% ; press OK			
TBB	CB00526	Α	Zoom button	75%	Р	Verify Zoom TBB is activate	Select the ABC Cheque Serial Number View folder; press Enter.	Screen D35		
						TDD is activate	Enter a Date range using the ABCbols t-1y through t.	Screen D34		
							3. Open the first document on the hit list.			
							4. Click the Zoom toolbar button			
							5. Click ■ 75% ; press OK			
TBB	CB00527	Α	Zoom button	100%	Р	Verify Zoom TBB is activate	Select the ABC Cheque Serial Number View folder; press Enter.	Screen D35 Screen D34		
							2. Enter a Date range using the ABCbols t-1y through t .			
							3. Open the first document on the hit list.			
							4. Click the Zoom toolbar button			
							5. Click ■ 100% ; press OK			
TBB	CB00528	Α	Zoom button	150%	Р	Verify Zoom TBB is activate	Select the ABC Cheque Serial Number View folder; press Enter.	Screen D35 Screen D34		
							2. Enter a Date range using the ABCbols t-1y through t .	55.55 55 1		
							3. Open the first document on the hit list.			
							4. Click the Zoom toolbar button			
							5. Click 150% ; press OK			

Grouping	SOP No.	Access Level	Name of the S	OP		•	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
TBB	CB00529	Α	Zoom button	200%	Р	Verify Zoom TBB is activated	 Select the ABC Cheque Serial Number View folder; press Enter. Enter a Date range using the ABCbols t-1y through t. Open the first document on the hit list. Click the Zoom toolbar button Click 200%; press OK 	Screen D35 Screen D34		
ТВВ	CB00530	A	Zoom button	500%	P	Verify Zoom TBB is activated	 Select the ABC Cheque Serial Number View folder; press Enter. Enter a Date range using the ABCbols t-1y through t. Open the first document on the hit list. Click the Zoom toolbar button Click 500%; press OK 	Screen D35 Screen D34		
ТВВ	CB00531	A	Zoom button	1000%	P	Verify Zoom TBB is activated	 Select the ABC Cheque Serial Number View folder; press Enter. Enter a Date range using the ABCbols t-1y through t. Open the first document on the hit list. Click the Zoom toolbar button Click 1000%; press OK 	Screen D35 Screen D34		
TBB	CB00532	S	Display a specific page	Selection 1	P	Verify Go To Page TBB is activated	Select the ABC External Accounts: Issued File Balancing View folder; press Enter.	Screen D36 Screen D37		

Grouping	SOP No.	Access Level	Name of the So	OP.		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
							2. Enter a Date range using the ABCbols t-1y through t. 3. Open the report for CRS Account			
							1708 document on the hit list.			
							4. Click the GoTo Page toolbar button			
							5. Select 3 then press OK .			
TBB	CB00533	S	Display a specific page	Selection 2	Р	Verify Go To Page TBB is activated	Select the ABC External Accounts: Issued File Balancing View folder; press Enter.	Screen D36 Screen D37		
							Enter a Date range using the ABCbols t-1y through t.			
							Open the report for CRS Account 15377 document on the hit list.			
							4. Click the GoTo Page toolbar button			
							5. Select 6 then press OK .			
TBB	CB00534	0	Display a specific page	Selection 1			1.			
TBB	CB00535	0	Display a specific page	Selection 2			1.			
TBB	CB00536	Α	Display a specific page	Selection 1			1.			
TBB	CB00537	Α	Display a specific page	Selection 2			1.			
TBB	CB00538	S	Find first	Selection 1	Р	Verify Find	1. Select the ABC External Accounts:	Screen D38		
			occurrence of a spec. text			TBB is activated	Issued File Balancing View folder; press Enter.	Screen D39		
			string				2. Enter a Date range using the ABCbols	Screen D40		

Grouping	SOP No.	Access Level	Name of the So	OP		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
ТВВ	CB00539	S	Find first occurrence of a spec. text string	Selection 2	Р	Verify Find TBB is activated	t-1y through t. 3. Open the report for CRS Account 1708 document on the hit list. 4. Click the Find Text String toolbar button 5. Entert Paid Date then press Find. 1. Select the ABC External Accounts: Issued File Balancing View folder; press Enter. 2. Enter a Date range using the ABCbols t-1y through t.	Screen D38 Screen D39 Screen D40		
ТВВ	CB00540	0	Find a spec.	Selection 1			 3. Open the report for CRS Account 15377 document on the hit list. 4. Click the Find Text String toolbar button 5. Entert 0000002756 then press Find. 			
			text string				<u>"</u>			
TBB	CB00541	0	Find a spec. text string	Selection 2			1.			
TBB	CB00542	Α	Find a spec. text string	Selection 1			1.			
TBB	CB00543	Α	Find a spec. text string	Selection 2			1.			
TBB	CB00544	S	Find prev. text string	Selection 1 (If not grayed out)		Verify Find Previous TBB is activated	Click the Find Previous Text String toolbar button	Screen D40		

Grouping	SOP No.	Access Level	Name of the So	OP .		Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
TBB	CB00545	S	Find next text string	Selection 1 (If not grayed out)	Verify Find next TBB is activated	Click the Find Next Text String toolbar button	Screen D42 Screen D40		
TBB	CB00546	S	Find prev. text string	Selection 2 (If not grayed out)	Verify Find Previous TBB is activated	Click the Find Previous Text String toolbar button	Screen D41 Screen D40		
TBB	CB00547	S	Find next text string	Selection 2 (If not grayed out)	Verify Find next TBB is activated	Click the Find Next Text String toolbar button	Screen D42 Screen D40		
ТВВ	CB00548	S	Find all occurrences of a text string	Selection 1	Verify Find All works when activated with the Find TBB	1. Select the ABC External Accounts: Issued File Balancing View folder; press Enter. 2. Enter a Date range using the ABCbols t-1y through t. 3. Open the report for CRS Account 1708 document on the hit list. 4. Click the Find Text String toolbar button 5. Enter Paid Date then press Find All. 6. Double-click on the Page 2, Line 27, line match.	Screen D38 Screen D43		
TBB	CB00549	S	Find all occurrences of a text string	Selection 2	Verify Find All works when activated with the Find TBB	Select the ABC External Accounts: Issued File Balancing View folder; press Enter. Enter a Date range using the ABCbols t-1y through t. Open the report for CRS Account	Screen D38 Screen D39 Screen D43		

Grouping	SOP No.	Access Level	Name of the So	OP	Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
						 15377 document on the hit list. 4. Click the Find Text String toolbar button 5. Enter 0000002756 then press Find All. 6. Double-click on the Page 6, Line 51, line match. 			
TBB	CB00550	Ø	Display	Next Page	Verify Next Page TBB is activated	1. Select the ABC External Accounts: Issued File Balancing View folder; press Enter. 2. Enter a Date range using the ABCbols t-1y through t. 3. Open the report for CRS Account 15377 document on the hit list. 4. Click on the Right Arrow in the Blue Book icon on the toolbar	Screen D44		
TBB	CB00551	S	Display	Previous Page	Verify Previou Page TBB is activated	1. Within the same document, click on the Left Arrow in the Blue Book icon on the toolbar	Screen D45		
TBB	CB00552	0	Display	Previous Page		1.			
TBB	CB00553	0	Display	Next Page		1.			
TBB	CB00554	A	Display	Previous Page		1.			
TBB	CB00555	A	Display	Next Page	Marie Na	1.	0		
TBB	CB00556	S	View existing notes in the document	Notes icon P	Verify Notes TBB is activate	Select the ABC Cheque Serial Number View folder; press Enter. Enter a Date range using the ABCbols	Screen D47 Screen D48		

Grouping	SOP No.	Access Level	Name of the SC	OP			Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
ТВВ	CB00557	S	Add a new note	Notes icon	P	Verify Notes TBB is activated	t-1y through t. 3. Select 304 Void Items from the Report Description field drop-down options. 4. Press Search. 5. Open the first document on the hit list. 6. Click the Notes toolbar button 1. Select the ABC Cheque Serial Number View folder; press Enter. 2. Enter a Date range using the ABCbols t-1y through t. 3. Select 304 Void Items from the Report Description field drop-down options. 4. Press Search. 5. Open the first document on the hit list. 6. Click the Notes toolbar button 7. Select Add a Note; enter the text of the note; select Save.	Screen D47 Screen D48 Screen D49		
TBB	CB00558	0	View existing notes in the document	Notes icon	Р	Verify Notes TBB is activated	Select the ABC Cheque Serial Number View folder; press Enter. Enter a Date range using the ABCbols t-1y through t. Select 304 Void Items from the Report Description field drop-down	Screen D51		

Grouping	SOP No.	Access Level	Name of the So	OP			Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
							options.			
							4. Press Search .			
							5. Open the first document on the hit list.			
							6. Click the Notes toolbar button			
TBB	CB00559	0	Add a new note	Notes icon	Р	Verify Notes TBB is activated	Select the ABC Cheque Serial Number View folder; press Enter.	Screen D51		
							2. Enter a Date range using the ABCbols t-1y through t .			
							 Select 304 Void Items from the Report Description field drop-down options. 			
							4. Press Search .			
							5. Open the first document on the hit list.			
							6. Click the Notes toolbar button			
							Select Add a Note; enter the text of the note; select Save.			
TBB	CB00560	Α	View existing notes in the	Notes icon	Р	Verify Notes TBB is activated	1. Select the ABC Cheque Serial	Screen D50 – Appendix D		
			document			I DD IS activate	′'	Only public notes displayed		
							Enter a Date range using the ABCbols t-1y through t.			
							 Select 304 Void Items from the Report Description field drop-down options. 			
							4. Press Search .			
							5. Open the first document on the hit list.			

Grouping	SOP No.	Access Level	Name of the So	OP		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
							6. Click the Notes toolbar button			
TBB	CB00561	A	Add a new note	Notes icon	N	Verify Notes TBB is activate	Select the ABC Cheque Serial Number View folder; press Enter. Enter a Date range using the ABCbols t-1y through t.	Screen D50 – Appendix D Add Note grayed out Only public notes displayed		
							Select 304 Void Items from the Report Description field drop-down options.			
							4. Press Search .			
							5. Open the first document on the hit list.			
							6. Click the Notes toolbar button			
TBB	CB00562	S	View search criteria + doc list	Folder search from within open document	P	Verify Folder Search Scree TBB is activate	· · · · · · · · · · · · · · · · · · ·	Screen D22 – Appendix D		
							field drop-down options.			
							4. Press Search .			
							5. View CRS Account 8192.			
							 While still viewing CRS Account 8192, click on the Folder Search Screen icon. 			
							7. Select Dormant Account Report from the Report Description pull-			

Grouping	SOP No.	Access Level	Name of the Se	OP			Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
							down field.			
							8. Press search			
							 Highlight the CRS Account 1287 document; then press Enter to view the document. 			
TBB	CB00563	0	View search criteria + doc	Folder search from within open	Р	Verify Folder Search Screen	Select ABC Reports – Cheque Serial Number View and press Open.	Screen D22 – Appendix D		
			list	document		is activated	2. From the Folder Search Screen select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02")			
							Select FRS Daily Report: Online Issues from the Report Description field drop-down options.			
							4. Press Search .			
							5. View CRS Account 8192.			
							While still viewing CRS Account 8192, click on the Folder Search Screen icon.			
							 Select Dormant Account Report from the Report Description pull- down field. 			
							8. Press search			
							9. Highlight the CRS Account 1287 document; then press Enter to view the document.			
TBB	CB00564	Α	View search criteria + doc	Folder search from within open	Р	Verify Folder Search Screen	Select ABC Reports – Cheque Serial Number View and press Open.	Screen D22 – Appendix D		

Grouping	SOP No.	Access Level	Name of the So	OP .		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
			list	document		TBB is activate	 2. From the Folder Search Screen select the appropriate date range (e.g. "Between 01/01/01 and 01/01/02") 3. Select FRS Daily Report: Online Issues from the Report Description field drop-down options. 4. Press Search. 5. View CRS Account 8192. 6. While still viewing CRS Account 8192, click on the Folder Search Screen icon. 7. Select Dormant Account Report from the Report Description pull- 		45	
							down field. 8. Press search 9. Highlight the CRS Account 1287 document; then press Enter to view the document.			
TBB	CB00565	S	View previous open doc.		P	Verify View Previous Oper Document is activated.	Select the ABC Cheque Serial Number View folder; press Enter. Enter a Date range using the ABCbols t-1y through t. Select FRS Daily Report: Online Issues from the Report Description field drop-down options. Press Search. Highlight all 3 items for the Nova	Screen D27 – Appendix D		

Grouping	SOP No.	Access Level	Name of the SOP			nstructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	marks
						company. 6. Select View All Selected. 7. While viewing one of the selected documents click on the Left arrow to open the prior document that is currently open.			
TBB	CB00566	0	View previous open doc.	P	Verify View Previous Open Document is activated	1. Select the ABC Cheque Serial Number View folder; press Enter. 2. Enter a Date range using the ABCbols t-1y through t. 3. Select FRS Daily Report: Online Issues from the Report Description field drop-down options. 4. Press Search. 5. Highlight all 3 items for the Nova company. 6. Select View All Selected. 7. While viewing one of the selected documents click on the Left arrow to open the prior document that is currently open.	Screen D27 – Appendix D		
TBB	CB00567	A	View previous open doc.	P	Verify View Previous Open Document is activated	Select the ABC Cheque Serial Number View folder; press Enter. Enter a Date range using the ABCbols t-1y through t. Select FRS Daily Report: Online Issues from the Report Description	Screen D27 – Appendix D		

Purpose of the SOP Instructions/Procedures (steps to follow, data to obtain, etc.) Field drop-down options. 4. Press Search. 5. Highlight all 3 items for the Nova company. 6. Select View All Selected. 7. While viewing one of the selected documents click on the Left arrow to open the prior document that is currently open. P. Verify View 1. White viewing one of the selected Screen D26 – Appendix D	rks
5. Highlight all 3 items for the Nova company. 6. Select View All Selected. 7. While viewing one of the selected documents click on the Left arrow to open the prior document that is currently open. TBB CB00568 S View next P Verify View 1. While viewing one of the selected Screen D26 – Appendix D	
company. 6. Select View All Selected. 7. While viewing one of the selected documents click on the Left arrow to open the prior document that is currently open. TBB CB00568 S View next P Verify View 1. While viewing one of the selected Screen D26 – Appendix D	
7. While viewing one of the selected documents click on the Left arrow to open the prior document that is currently open. TBB CB00568 S View next P Verify View 1. While viewing one of the selected Screen D26 – Appendix D	
documents click on the Left arrow to open the prior document that is currently open. TBB CB00568 S View next P Verify View 1. While viewing one of the selected Screen D26 – Appendix D	
previously opened doc. Next Open Document is activated documents click on the Right arrow to open the next document that is currently open.	
TBB CB00569 O View next previously opened doc. P Verify View Next Open Document is activated P Verify View Next Open document selick on the Right arrow to open the next document that is currently open. Screen D26 – Appendix D documents click on the Right arrow to open the next document that is	
TBB CB00570 A View next previously opened doc. P Verify View Next Open Document is activated P Verify View opened toc. 1. While viewing one of the selected documents click on the Right arrow to open the next document that is currently open.	
TBB CB00571 S View Next item in doc list	
TBB CB00572 O View Previous P Verify the View 1. From within an open document, close Screen D21 – Appendix D Previous Item the current document and open the	

Grouping	SOP No.	Access Level	Name of the SOP		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.) Expected Result Expected Result Remarks
			item in doc list		on Hit List is activated.	previous document on the hit list. 2. Click on the Up arrow to open the previous document listed on the hit list.
TBB	CB00573	A	View Previous item in doc list	P	Verify the Vie Previous Iter on Hit List is activated.	n the current document and open the
TBB	CB00574	S	Use the Help (?) option	P	Verify the He l TBB is activated	
TBB	CB00575	0	Use the Help (?) option	P	Verify the Hel TBB is activated	
TBB	CB00576	A	Use the Help (?) option	P	Verify the He l TBB is activa	

Grouping	SOP No.	Access Level	Name of the SOP		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
						mouse button.			
TBB	CB00577	S	Short cut 10: Find total	P	Verify the Fin Total Shortco is activated		Screens D55, D56, Appendix D		
						t-1y through t.			
						 Select Report 3 Maintenance from the Report Description field drop- down options. 			
						4. Press Search .			
						5. View the item for the Wirtz Group Personnel company.			
						6. Click on the Shortcut #10 icon			
						7.			
TBB	CB00578	0	Short cut 10: Find total	Р	Verify the Fin		Screens D55, D56, D42 Appendix D		
					is activated	2. Enter a Date range using the ABCbols t-1y through t .			
						 Select Dormant Account Report from the Report Description field drop-down options. 			
						4. Press Search .			
						5. View the item for the PMO English Dormant company.			
						6. Click on the Shortcut #10 icon			
						7. Click on Find Next text icon to move			

Grouping	SOP No.	Access Level	Name of the SOP			Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
						to the next Total text match			
TBB	CB00579	A	Short cut 10: Find total	P	Verify the Find Total Shortcut is activated		Screens D55, D56, Appendix D		
TBB	CB00580	\circ	View related Report 3	P	Verify Related Documents TBB is activated	Number View folder; press Enter.	Screens D57, D62 – Appendix D		
TBB	CB00581	S	View related Report 301	Р	Verify Related Documents TBB is activated	Number View folder; press Enter.	Screens D58, D62 – Appendix D		

Grouping	SOP No.	Access Level	Name of the SC	OP P			Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
							t-1y through t.			
							Select Dormant Account Report from the Report Description field drop-down options.			
							4. Press Search .			
							5. View the item for the PMO English Dormant company.			
							6. Click on the RD2 TBB			
TBB	CB00582	S	View related Report 302	F	Р	Verify Related Documents	Number View folder; press Enter.	Screens D59, D62 – Appendix D		
						TBB is activated	2. Enter a Date range using the ABCbols t-1y through t .			
							 Select Dormant Account Report from the Report Description field drop-down options. 			
							4. Press Search .			
							5. View the item for the PMO English Dormant company.			
							6. Click on the RD3 TBB			
TBB	CB00583	S	View related Report 303	F	Р	Verify Related Documents	Number View folder; press Enter.	Screens D60, D62 – Appendix D		
						TBB is activated	2. Enter a Date range using the ABCbols t-1y through t .			
							3. Select Dormant Account Report from the Report Description field drop-down options.			

Grouping	SOP No.	Access Level	Name of the SOP		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
						4. Press Search .			
						View the item for the PMO English Dormant company.			
						6. Click on the RD4 TBB			
TBB	CB00584	S	View related Report 306	Р	Verify Related Documents	Number View folder; press Enter.	Screens D61, D62 – Appendix D		
					TBB is activat	2. Enter a Date range using the ABCbols t-1y through t .			
						 Select Dormant Account Report from the Report Description field drop-down options. 			
						4. Press Search .			
						5. View the item for the PMO English Dormant company.			
						6. Click on the RD5 TBB			
TBB	CB00585	0	View related Report 3	N	Verify a relate document is	1. Select the ABC Cheque Serial Number View folder; press Enter.	Screens D57, D62 – Appendix D		
					viewable	2. Enter a Date range using the ABCbols t-1y through t .			
						 Select Dormant Account Report from the Report Description field drop-down options. 			
						4. Press Search .			
						5. View the item for the PMO English Dormant company.			

Grouping	SOP No.	Access Level	Name of the SC	OP .			Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
							6. Click on the RD1 TBB			
TBB	CB00586	0	View related Report 301	P	Р	Verify a related document is viewable	Number View folder; press Enter.	Screens D58, D64 – Appendix D		
							2. Enter a Date range using the ABCbols t-1y through t .			
							Select 304 Stop Payment from the Report Description field drop-down options.			
							4. Press Search .			
							5. View the item for the Branch Remittances company.			
							6. Click on the RD2 TBB.			
							7. Close the related document by clicking on the ⊠ on the upper right window of the 301 document.			
TBB	CB00587	0	View related Report 302	Р	Р	Verify a related document is	Select the ABC Cheque Serial Number View folder; press Enter.	Screens D59, D65 – Appendix D		
						viewable	Enter a Date range using the ABCbols t-1y through t.			
							Select Rpt 4 – Duplicate Serial Number from the Report Description field drop-down options.			
							4. Press Search .			
							5. View the item for the Branch Remittances company.			
							6. Click on the RD3 TBB.			

Grouping	SOP No.	Access Level	Name of the SO	OP			Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
							7. Close the related document by clicking on the ⊠ on the upper right window of the 302 document.			
TBB	CB00588	0	View related Report 303	F	P	Verify a related document is viewable	 Select the ABC Cheque Serial Number View folder; press Enter. Enter a Date range using the ABCbols t-1y through t. Select FRS Daily Report: Online Issues from the Report Description field drop-down options. Press Search. View the item for the Branch Remittances company. Click on the RD4 TBB. Close the related document by clicking on the ☑ on the upper right window of the 303 document. 	Screens D60, D63 – Appendix D		
ТВВ	CB00589	0	View related Report 306	F	Р	Verify a related document is viewable	1. Select the ABC Cheque Serial Number View folder; press Enter. 2. Enter a Date range using the ABCbols t-1y through t. 3. Select 304 Stop Payment from the Report Description field drop-down options. 4. Press Search. 5. View the item for the Branch	Screens D61, D66 – Appendix D		

Grouping	SOP No.	Access Level	Name of the So	OP		Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
					•	Remittances company.			
						6. Click on the RD5 TBB.			
						7. Close the related document by clicking on the ⊠ on the upper right window of the 301 document.			
TBB	CB00590	Α	View related Report 3	N	Verify a related document is	Select the ABC Cheque Serial Number View folder; press Enter.	Screens D57, D62 – Appendix D		
					viewable	2. Enter a Date range using the ABCbols t-1y through t .			
						Select Dormant Account Report from the Report Description field drop-down options.			
						4. Press Search .			
						View the item for the PMO English Dormant company.			
						6. Click on the RD1 TBB			
TBB	CB00591	Α	View related Report 301	P	Verify a related document is	Select the ABC Cheque Serial Number View folder; press Enter.	Screens D58, D64 – Appendix D		
					viewable	Enter a Date range using the ABCbols t-1y through t.			
						3. Select 304 Stop Payment from the Report Description field drop-down options.			
						4. Press Search .			
						5. View the item for the Branch Remittances company.			

Grouping	SOP No.	Access Level	Name of the SOP		Purpose of the SOP		nstructions/Procedures (steps to follow, lata to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
						•	6. Click on the RD2 TBB.7. Close the related document by			
							clicking on the on the upper right window of the 301 document.			
TBB	CB00592	Α	View related Report 302	Р	Verify a rela		Select the ABC Cheque Serial Number View folder; press Enter.	Screens D59, D65 – Appendix D		
					viewable		2. Enter a Date range using the ABCbols t-1y through t .			
							Select Rpt 4 – Duplicate Serial Number from the Report Description field drop-down options.			
							4. Press Search .			
							5. View the item for the Branch Remittances company.			
							6. Click on the RD3 TBB.			
							7. Close the related document by clicking on the ☒ on the upper right window of the 302 document.			
TBB	CB00593	Α	View related Report 303	Р	Verify a rela		Select the ABC Cheque Serial Number View folder; press Enter.	Screens D60, D63 – Appendix D		
					viewable		2. Enter a Date range using the ABCbols t-1y through t .			
							3. Select FRS Daily Report: Online Issues from the Report Description field drop-down options.			
							4. Press Search .			

Grouping	SOP No.	Access Level	Name of the So	OP .		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
							5. View the item for the Branch Remittances company.			
							6. Click on the RD4 TBB.			
							7. Close the related document by clicking on the ☒ on the upper right window of the 303 document.			
TBB	CB00594	Α	View related Report 306		Р	Verify a related document is	d 1. Select the ABC Cheque Serial Number View folder; press Enter.	Screens D61, D66 – Appendix D		
			·			viewable	Enter a Date range using the ABCbols t-1y through t.			
							 Select 304 Stop Payment from the Report Description field drop-down options. 			
							4. Press Search .			
							5. View the item for the Branch Remittances company.			
							6. Click on the RD5 TBB.			
							7. Close the related document by clicking on the ☒ on the upper right window of the 301 document.			

Grouping	SOP No.	Name of the SOP	Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success) ab was
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3.6 Menu Bar Buttons

3.6.1 Disallowed Functions

3.6.1.1 Paid Items Report 301

3.0.1	.1 I um In	ems Kepori .					
MBB	CB00595	File	Save Named Query	Verify user is unable to create a named query	Select the ABC – Cheque Serial Number View folder; press Enter. Click on the File dropdown menu.	Screen D67 – Appendix D	
MBB	CB00596	File	Select Named Query	Verify user is unable to access a named query	Select the ABC – Cheque Serial Number View folder; press Enter. Click on the File dropdown menu.	Screen D67 – Appendix D	
MBB	CB00597	File	Delete Named Query	Verify a user is unable to delete a named query	Select the ABC – Cheque Serial Number View folder; press Enter. Click on the File dropdown menu.	Screen D67 – Appendix D	
MBB	CB00598	View	Select View	Verify a user has access to Select aView	1. Select the ABC Cheque Serial Number View folder; press Enter. 2. Enter a Date range using the ABCbols t-1y through t. 3. Select 301 Paid Items from the Report Description field drop-down options. 4. Press Search. 5. View the item for the Branch Remittances company.	Enabled only if expression find enabled Screens D68, D69 – Appendix D	

Grouping	SOP No.	Access Level	Name of the S	SOP	•	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
						Click on the View dropdown menu Select Select View			
MBB	CB00599		View	Reset View	Verify a user has access to Select a View	While viewing the 301 Paid Exceptions report for the Branch Remittances company, click on the View dropdown menu.	Screen D68 – Appendix D		
MBB	CB00600		View	Save View	Verify a user has access to Create and Save a View	While viewing the 301 Paid Items report for the Branch Remittances company, click on the View dropdown menu.	Screen D68 – Appendix D		
MBB	CB00601		View	Set Default View	Verify a user has access to Set a Defaultt a View	While viewing the 301 Paid Items report for the Branch Remittances company, click on the View dropdown menu.	Screen D68 – Appendix D		
MBB	CB00602		View	Delete View	Verify a user has access to Delete a View	While viewing the 301 Paid Items report for the Branch Remittances company, click on the View dropdown menu.	Screen D68 – Appendix D		
MBB	CB00603		Edit	Copy Text from Document	Verify a user cannot copy text	While viewing the 301 Paid Items report for the Branch Remittances company, click on the Edit dropdown menu.	Must select text in open report to ensure this is disabled Screen D70 – Appendix D		
MBB	CB00604		Edit	Copy Bitmap from Document	Verify a user cannot copy graphics	While viewing the 301 Paid Items report for the Branch Remittances company, click on the Edit dropdown menu.	Must select text in open report to ensure this is disabled Screen D70 – Appendix D		
MBB	CB00605		Edit	Copy Document pages to File	Verify a user cannot copy a	While viewing the 301 Paid Items report for the Branch Remittances company, click on the Edit dropdown	Screen D70 – Appendix D		

Grouping	SOP No.	Access Level	Name of the	SOP	Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
					document	menu.			
3.6.1	.2 Paid I	Exce	ptions Repo	ort 302					
MBB	CB00606		File	Save Named Query		1.			
MBB	CB00607		File	Select Named Query		1.			
MBB	CB00608		File	Delete Named Query		1.			
MBB	CB00609		View	Select View		1.	Enabled only if expression find enabled		
MBB	CB00610		View	Reset View		1.			
MBB	CB00611		View	Save View		1.			
MBB	CB00612		View	Set Default View		1.			
MBB	CB00613		View	Delete View		1.			
MBB	CB00614		Edit	Copy Text from Document		1.	Must select text in open report to ensure this is disabled		
MBB	CB00615		Edit	Copy Bitmap from Document		1.	Must select text in open report to ensure this is disabled		
MBB	CB00616		Edit	Copy Document pages to File		1.			
3.6.1	.3 Paid N	Vo I	ssue Report	303					
MBB	CB00617		File	Save Named Query		1.			

Grouping	SOP No.	Access Level	Name of the S	ame of the SOP		Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
MBB	CB00618		File	Select Named Query		1.			
MBB	CB00619		File	Delete Named Query		1.			
MBB	CB00620		View	Select View		1.	Enabled only if expression find enabled		
MBB	CB00621		View	Reset View		1.			
MBB	CB00622		View	Save View		1.			
MBB	CB00623		View	Set Default View		1.			
MBB	CB00624		View	Delete View		1.			
MBB	CB00625		Edit	Copy Text from Document		1.	Must select text in open report to ensure this is disabled		
MBB	CB00626		Edit	Copy Bitmap from Document		1.	Must select text in open report to ensure this is disabled		
MBB	CB00627		Edit	Copy Document pages to File					

Grouping	SOP No.	Access Level	Name of th	ne SOP	Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success) may sylvania
3.6.1	.4 Stop I	Payn	nent Repo	ort 304				
MBB	CB00628		File	Save Named Query		1.		
MBB	CB00629		File	Select Named Query		1.		
MBB	CB00630		File	Delete Named Query		1.		
MBB	CB00631		Edit	Copy Text from Document		1.	Must select text in open report to ensure this is disabled	
MBB	CB00632		Edit	Copy Bitmap from Document		1.	Must select text in open report to ensure this is disabled	
MBB	CB00633		Edit	Copy Document pages to File				
3.6.1	.5 Cance	elled	Items Re	port 304			-	
MBB	CB00634		File	Save Named Query		1.		
MBB	CB00635		File	Select Named Query		1.		
MBB	CB00636		File	Delete Named Query		1.		
MBB	CB00637		Edit	Copy Text from Document		1.	Must select text in open report to ensure this is disabled	
MBB	CB00638		Edit	Copy Bitmap from Document		1.	Must select text in open report to ensure this is disabled	
MBB	CB00639		Edit	Copy Document				

Grouping	SOP No.	Access Level	Name of the S	e of the SOP P the pages to File		Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
				pages to File					
3.6.1	.6 Void I	tem	s Report 304	1					
MBB	CB00640		File	Save Named Query		1.			
MBB	CB00641		File	Select Named Query		1.			
MBB	CB00642		File	Delete Named Query		1.			
MBB	CB00643		Edit	Copy Text from Document		1.	Must select text in open report to ensure this is disabled		
MBB	CB00644		Edit	Copy Bitmap from Document		1.	Must select text in open report to ensure this is disabled		
MBB	CB00645		Edit	Copy Document pages to File					
3.6.1	.7 Outsta	ındi	ing Issues Re	eport 305					
MBB	CB00646		File	Save Named Query		1.			
MBB	CB00647		File	Select Named Query		1.			
MBB	CB00648		File	Delete Named Query		1.			
MBB	CB00649		View	Select View		1.	Enabled only if expression find enabled		
MBB	CB00650		View	Reset View		1.			

Grouping	SOP No.	Access Level	Name of the SOP		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
MBB	CB00651		View	Save View		1.			
MBB	CB00652		View	Set Default View		1.			
MBB	CB00653		View	Delete View		1.			
MBB	CB00654		Edit	Copy Text from Document		1.	Must select text in open report to ensure this is disabled		
MBB	CB00655		Edit	Copy Bitmap from Document		1.	Must select text in open report to ensure this is disabled		
MBB	CB00656		Edit	Copy Document pages to File					
3.6.1.8 Trace List Report 306									
MBB	CB00657		File	Save Named Query		1.			
MBB	CB00658		File	Select Named Query		1.			
MBB	CB00659		File	Delete Named Query		1.			
MBB	CB00660		Edit	Copy Text from Document		1.	Must select text in open report to ensure this is disabled		
MBB	CB00661		Edit	Copy Bitmap from Document		1.	Must select text in open report to ensure this is disabled		
MBB	CB00662		Edit	Copy Document pages to File					

Grouping	SOP No.	Access Level	Name of th	ne SOP	Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success) Walana Sylven
3.6.1	.9 Input	Jou	rnal Sum	mary Report 1				
MBB	CB00663		File	Save Named Query		1.		
MBB	CB00664		File	Select Named Query		1.		
MBB	CB00665		File	Delete Named Query		1.		
MBB	CB00666		Edit	Copy Text from Document		1.	Must select text in open report to ensure this is disabled	
MBB	CB00667		Edit	Copy Bitmap from Document		1.	Must select text in open report to ensure this is disabled	
MBB	CB00668		Edit	Copy Document pages to File				
3.6.1	.10 Com	pan	y wide Inp	out Journal Summary	Report 1		1	
MBB	CB00669		File	Save Named Query		1.		
MBB	CB00670		File	Select Named Query		1.		
MBB	CB00671		File	Delete Named Query		1.		
MBB	CB00672		Edit	Copy Text from Document		1.	Must select text in open report to ensure this is disabled	
MBB	CB00673		Edit	Copy Bitmap from Document		1.	Must select text in open report to ensure this is disabled	
MBB	CB00674		Edit	Copy Document				

Grouping	SOP No.	Access Level	Name of the S	SOP	Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
				pages to File					
3.6.1	.11 Inpu	t Jo	urnal Rejec	t Report 2					
MBB	CB00675		File	Save Named Query		1.			
MBB	CB00676		File	Select Named Query		1.			
MBB	CB00677		File	Delete Named Query		1.			
MBB	CB00678		Edit	Copy Text from Document		1.	Must select text in open report to ensure this is disabled		
MBB	CB00679		Edit	Copy Bitmap from Document		1.	Must select text in open report to ensure this is disabled		
MBB	CB00680		Edit	Copy Document pages to File					
3.6.1	.12 Com	pan	y wide Inpu	t Journal Reject Rej	oort 2				
MBB	CB00681		File	Save Named Query		1.			
MBB	CB00682		File	Select Named Query		1.			
MBB	CB00683		File	Delete Named Query		1.			
MBB	CB00684		Edit	Copy Text from Document		1.	Must select text in open report to ensure this is disabled		
MBB	CB00685		Edit	Copy Bitmap from Document		1.	Must select text in open report to ensure this is disabled		

Grouping	SOP No.	Access Level		SOP	Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success) Bayanas sylvanas
MBB	CB00686		Edit	Copy Document pages to File				
3.6.1	.13 File	Mai	ntenance R	egister Report 3				
MBB	CB00687		File	Save Named Query		1.		
MBB	CB00688		File	Select Named Query		1.		
MBB	CB00689		File	Delete Named Query		1.		
MBB	CB00690		Edit	Copy Text from Document		1.	Must select text in open report to ensure this is disabled	
MBB	CB00691		Edit	Copy Bitmap from Document		1.	Must select text in open report to ensure this is disabled	
MBB	CB00692		Edit	Copy Document pages to File				
3.6.1	.14 Com	pan	y wide Main	ntenance Report 3	-			
MBB	CB00693		File	Save Named Query		1.		
MBB	CB00694		File	Select Named Query		1.		
MBB	CB00695		File	Delete Named Query		1.		
MBB	CB00696		Edit	Copy Text from Document		1.	Must select text in open report to ensure this is disabled	
MBB	CB00697		Edit	Copy Bitmap from		1.	Must select text in open report to	

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Grouping	SOP No.	Access Level	Name of the S	SOP	Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result	Remarks
				Document			ensure this is disabled		
MBB	CB00698		Edit	Copy Document pages to File					
3.6.1	.15 Dupl	icat	e Serial Nun	nber Report 4					
MBB	CB00699		File	Save Named Query		1.			
MBB	CB00700		File	Select Named Query		1.			
MBB	CB00701		File	Delete Named Query		1.			
MBB	CB00702		Edit	Copy Text from Document		1.	Must select text in open report to ensure this is disabled		
MBB	CB00703		Edit	Copy Bitmap from Document		1.	Must select text in open report to ensure this is disabled		
MBB	CB00704		Edit	Copy Document pages to File					
3.6.1	.16 Purg	ed T	Transactions	s Report 6					
MBB	CB00705		File	Save Named Query		1.			
MBB	CB00706		File	Select Named Query		1.			
MBB	CB00707		File	Delete Named Query		1.			
MBB	CB00708		Edit	Copy Text from Document		1.	Must select text in open report to ensure this is disabled		

Grouping	SOP No.	Access Level	Name of the S	SOP	Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result [F=Fail S=Success] Wash sylvan
MBB	CB00709		Edit	Copy Bitmap from Document		1.	Must select text in open report to ensure this is disabled	
MBB	CB00710		Edit	Copy Document pages to File				
3.6.1	.17 FRS	Dai	ly Report : A	Account Balance Re	port 7			
MBB	CB00711		File	Save Named Query		1.		
MBB	CB00712		File	Select Named Query		1.		
MBB	CB00713		File	Delete Named Query		1.		
MBB	CB00714		Edit	Copy Text from Document		1.	Must select text in open report to ensure this is disabled	
MBB	CB00715		Edit	Copy Bitmap from Document		1.	Must select text in open report to ensure this is disabled	
MBB	CB00716		Edit	Copy Document pages to File				
3.6.1	.18 Acco	unt	Balance Re	port 8				
MBB	CB00717		File	Save Named Query		1.		
MBB	CB00718		File	Select Named Query		1.		
MBB	CB00719		File	Delete Named Query		1.		
MBB	CB00720		Edit	Copy Text from		1.	Must select text in open report to	

Grouping	SOP No.	Access Level	Name of the S	ОР	Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
				Document			ensure this is disabled		
MBB	CB00721		Edit	Copy Bitmap from Document		1.	Must select text in open report to ensure this is disabled		
MBB	CB00722		Edit	Copy Document pages to File					
3.6.1	.19 Reve	rsal	Register Re	port 11	-		•		
MBB	CB00723		File	Save Named Query		1.			
MBB	CB00724		File	Select Named Query		1.			
MBB	CB00725		File	Delete Named Query		1.			
MBB	CB00726		Edit	Copy Text from Document		1.	Must select text in open report to ensure this is disabled		
MBB	CB00727		Edit	Copy Bitmap from Document		1.	Must select text in open report to ensure this is disabled		
MBB	CB00728		Edit	Copy Document pages to File					

Grouping	SOP No.	Access Level	Name of th	ne SOP	Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success) asylamment sylamment sylamment
3.6.1	.20 Com	panj	y wide Pa	uid Exception Report [9	99]			
MBB	CB00729		File	Save Named Query		1.		
MBB	CB00730		File	Select Named Query		1.		
MBB	CB00731		File	Delete Named Query		1.		
MBB	CB00732		Edit	Copy Text from Document		1.	Must select text in open report to ensure this is disabled	
MBB	CB00733		Edit	Copy Bitmap from Document		1.	Must select text in open report to ensure this is disabled	
MBB	CB00734		Edit	Copy Document pages to File				
3.6.1	.21 FRS	Dai	ly Report	: Online Cancel Repo	rt [994]			
MBB	CB00735		File	Save Named Query		1.		
MBB	CB00736		File	Select Named Query		1.		
MBB	CB00737		File	Delete Named Query		1.		
MBB	CB00738		Edit	Copy Text from Document		1.	Must select text in open report to ensure this is disabled	
MBB	CB00739		Edit	Copy Bitmap from Document		1.	Must select text in open report to ensure this is disabled	
MBB	CB00740		Edit	Copy Document				

Grouping	SOP No.	Access Level	Name of th	ne SOP	Pur _l the			structions/Procedures (steps to follow, ata to obtain, etc.)	Expected Result	Actual Test Result	Remarks
				pages to File							
3.6.1	.22 FRS	Dai	ly Report:	: Online Issues Repor	t [993]					
MBB	CB00741		File	Save Named Query				1.			
MBB	CB00742		File	Select Named Query				1.			
MBB	CB00743		File	Delete Named Query				1.			
MBB	CB00744		Edit	Copy Text from Document				1.	Must select text in open report to ensure this is disabled		
MBB	CB00745		Edit	Copy Bitmap from Document				1.	Must select text in open report to ensure this is disabled		
MBB	CB00746		Edit	Copy Document pages to File							
3.6.1	.23 List o	of D	rafts for C	CRS Reimbursements	R	eport [991]	1				
MBB	CB00747		File	Save Named Query				1.			
MBB	CB00748		File	Select Named Query				1.			
MBB	CB00749		File	Delete Named Query				1.			
MBB	CB00750		Edit	Copy Text from Document				1.	Must select text in open report to ensure this is disabled		
MBB	CB00751		Edit	Copy Bitmap from Document				1.	Must select text in open report to ensure this is disabled		

Grouping	SOP No.	Access Level	Name of the	SOP		Purpose of the SOP	structions/Procedures (steps to follow, ata to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
MBB	CB00752		Edit	Copy Document pages to File						
3.6.1	.24 List o	of D	rafts for Cl	RS Replacements Ro	ерс	ort [990]				
MBB	CB00753		File	Save Named Query			1.			
MBB	CB00754		File	Select Named Query			1.			
MBB	CB00755		File	Delete Named Query			1.			
MBB	CB00756		Edit	Copy Text from Document			1.	Must select text in open report to ensure this is disabled		
MBB	CB00757		Edit	Copy Bitmap from Document			1.	Must select text in open report to ensure this is disabled		
MBB	CB00758		Edit	Copy Document pages to File						
3.6.1	.25 Com	pan	y wide Paid	! No Issue Report [9	98]			ı	
MBB	CB00759		File	Save Named Query			1.			
MBB	CB00760		File	Select Named Query			1.			
MBB	CB00761		File	Delete Named Query			1.			
MBB	CB00762		Edit	Copy Text from Document			1.	Must select text in open report to ensure this is disabled		
MBB	CB00763		Edit	Copy Bitmap from			1.	Must select text in open report to		

Grouping	SOP No.	Access Level	Name of the	SOP		Purpose of the SOP		nstructions/Procedures (steps to follow, ata to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
				Document					ensure this is disabled		
MBB	CB00764		Edit	Copy Document pages to File							
3.6.1	.26 FRS	Dai	ly Lodge: L	Daily Lodge/Remove	e Si	top Summa	ary	Report [996]		•	
MBB	CB00765		File	Save Named Query				1.			
MBB	CB00766		File	Select Named Query				1.			
MBB	CB00767		File	Delete Named Query				1.			
MBB	CB00768		Edit	Copy Text from Document				1.	Must select text in open report to ensure this is disabled		
MBB	CB00769		Edit	Copy Bitmap from Document				1.	Must select text in open report to ensure this is disabled		
MBB	CB00770		Edit	Copy Document pages to File							
3.6.1	.27 FRS	Dai	ly Report :	Daily Lodge Stop R	ер	ort [997]		•			
MBB	CB00771		File	Save Named Query				1.			
MBB	CB00772		File	Select Named Query				1.			
MBB	CB00773		File	Delete Named Query				1.			
MBB	CB00774		Edit	Copy Text from Document				1.	Must select text in open report to ensure this is disabled		

Grouping	SOP No.	Access Level	Name of the S	SOP		Purpose of the SOP	structions/Procedures (steps to follow, ata to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
MBB	CB00775		Edit	Copy Bitmap from Document			1.	Must select text in open report to ensure this is disabled		
MBB	CB00776		Edit	Copy Document pages to File						
3.6.1	.28 FRS	Dai	ly Report : I	Paid Against Stop R	Rep	ort [995]				
MBB	CB00777		File	Save Named Query			1.			
MBB	CB00778		File	Select Named Query			1.			
MBB	CB00779		File	Delete Named Query			1.			
MBB	CB00780		Edit	Copy Text from Document			1.	Must select text in open report to ensure this is disabled		
MBB	CB00781		Edit	Copy Bitmap from Document			1.	Must select text in open report to ensure this is disabled		
MBB	CB00782		Edit	Copy Document pages to File						
3.6.1	.29 CRS	Acc	ount Summ	ary Report 490					•	
MBB	CB00783		File	Save Named Query			1.			
MBB	CB00784		File	Select Named Query			1.			
MBB	CB00785		File	Delete Named Query			1.			
MBB	CB00786		Edit	Copy Text from			1.	Must select text in open report to		

Grouping	SOP No.	Access Level	Name of the So	ОР	Purpose of the SOP	structions/Procedures (steps to follow, ta to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
				Document			ensure this is disabled		
MBB	CB00787		Edit	Copy Bitmap from Document		1.	Must select text in open report to ensure this is disabled		
MBB	CB00788		Edit	Copy Document pages to File					
3.6.1	.30 Dorn	nani	t Account Re	eport [992]				l	
MBB	CB00789		File	Save Named Query		1.			
MBB	CB00790		File	Select Named Query		1.			
MBB	CB00791		File	Delete Named Query		1.			
MBB	CB00792		Edit	Copy Text from Document		1.	Must select text in open report to ensure this is disabled		
MBB	CB00793		Edit	Copy Bitmap from Document		1.	Must select text in open report to ensure this is disabled		
MBB	CB00794		Edit	Copy Document pages to File					

4. List of Results of all SOPs

Test Case No.	Name of Test Case	Date Tested	Who Tested	Result (S=Success F=Failure)	Remarks
SEC-001	Logging in to OnDemand				

5. List of Failures and Actions taken to Resolve

Test Case No.	Test Case Name	Description of Failure	Action Taken	By Whom	Remarks

6. Document information

This section provides information about this document.

6.1 Title and author

Document Name: Archive Project

ABC Reports

SOPs for OnDemand – CRS Dept.

Document Number: (Draft 5)

Business Systems

Analyst / Technical

Writer:

Tino Sequeira

Appendix A - Screen Images for SOPs in OnDemand

(Draft 2)

Private & Confidential

Testing_Jan_13_Appendix_A.doc

ABC, Mississauga

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2.		
4.		
	Access the OnDemand application	
	Log on to the system	
	Key in your User ID and password	
	Unexpected Result	
	Expected Result	
	Access to all folders you are authorized to access	
	Access to all reports in the Cheque Serial Number Folder	
	Access to all reports in the Internal Accounts Balancing Folder	
	Select Report 301 – Paid Items	
	Select Report 303 – Paid No Issue	
	Select Report 304 – Stop Payment	
	Select Report 305 – Outstanding Issues	
	Select Report 3 – Maintenance Report	
	Select Rpt 007 FRS Daily: Account Balance	
	Adding text notes in the opened report	
	Adding lines, arrows, stamps and any graphical annotations in a report	
	Viewing Notes	8
	Deleting Notes	8
	Updating Notes in the report	
	Updating the graphical annotation	
	Copying Notes	
	Printing Notes	
	Sorting Notes:	
	View User's ID who made graphical annotation in the report – Step 1	
	View User's ID who made graphical annotation in the report – Step 2	
	Select Report 302 – Paid Exceptions	
	Select Report 306 – Trace List	
	Select Reversal Register Report 8	13
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	3.2 REVISION HISTORY	

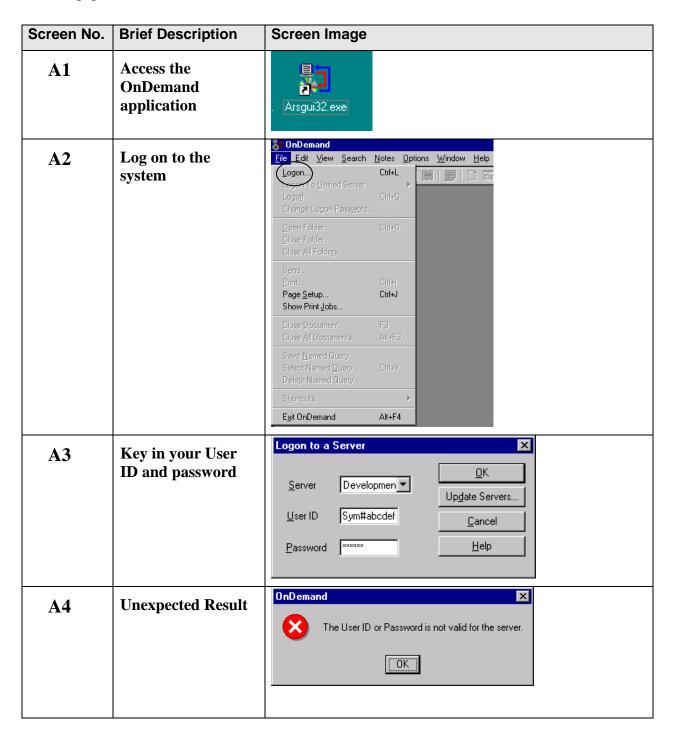
1. Introduction

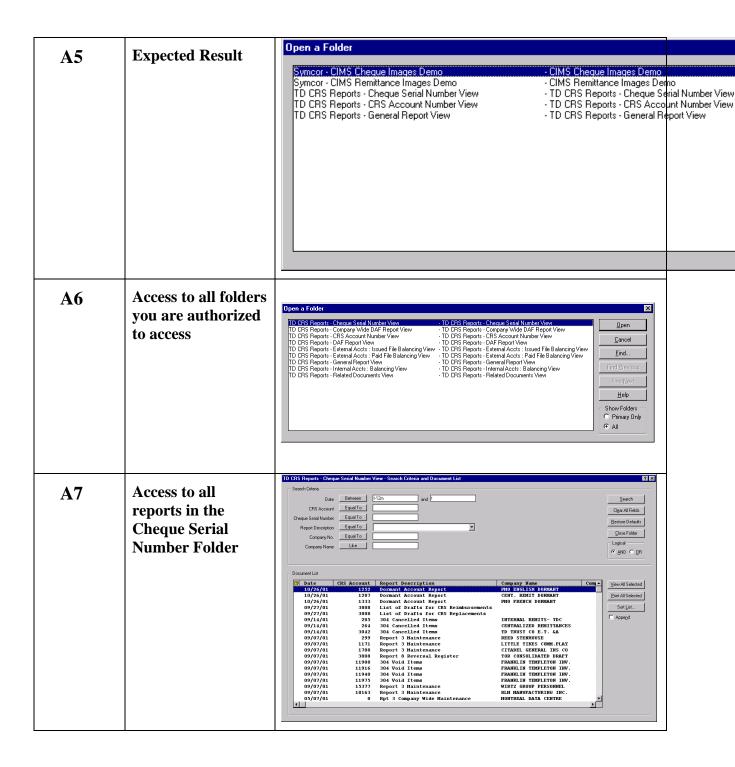
This section outlines the purpose and scope of the Appendix A - Screen Images for SOPs in OnDemand for the Archive Project.

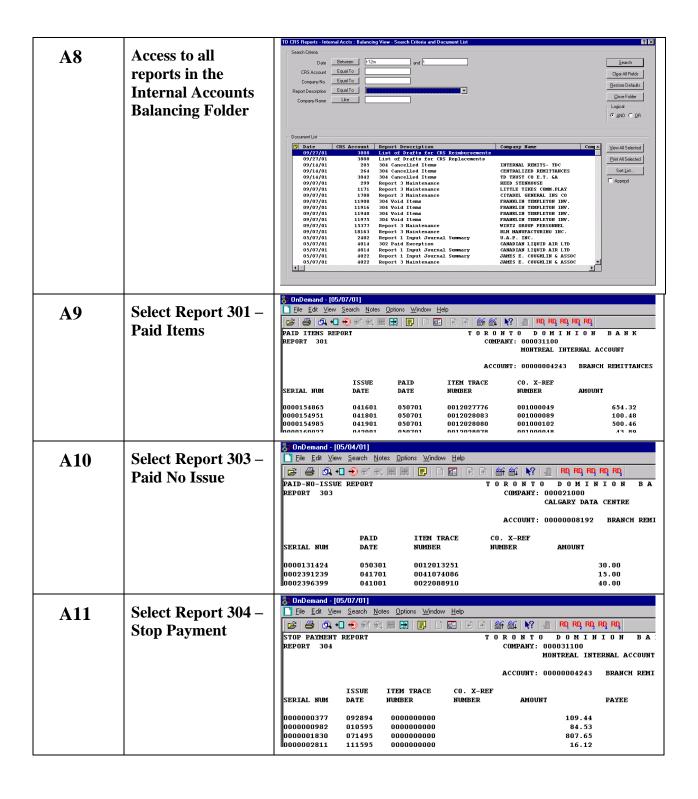
1.1 Purpose

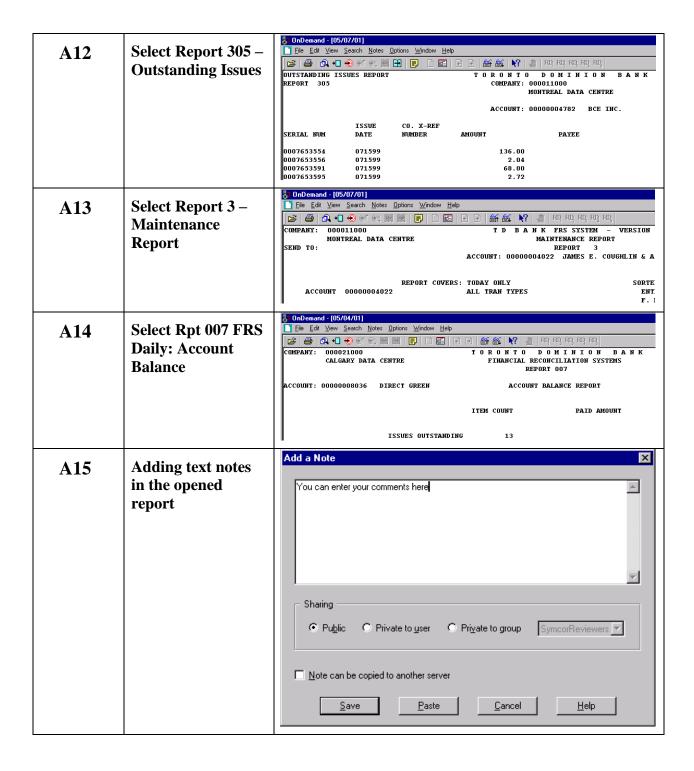
The purpose of this document is to provide screen images of SOPs (section 3.1) and are described in the main document **SOPs for OnDemand project.**

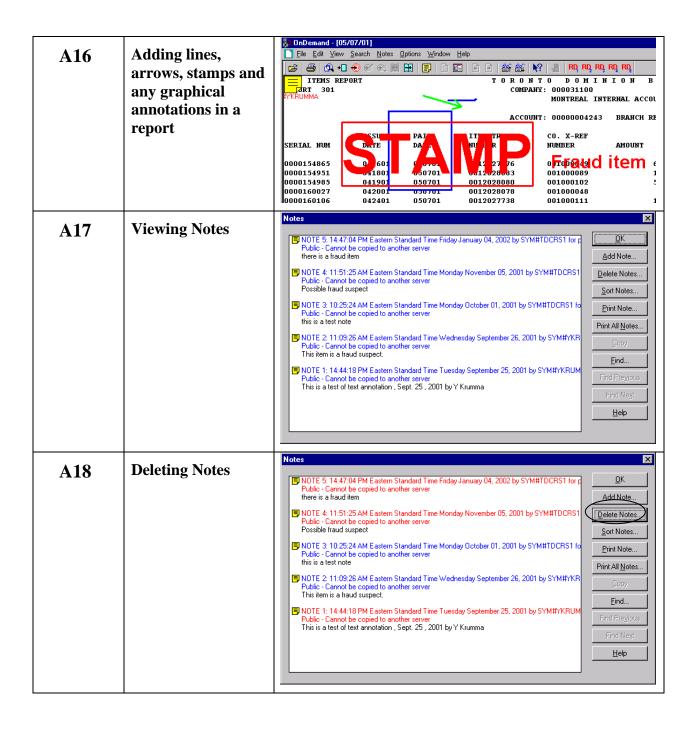
2. Appendix A - Screen shots from SOPs - Section 3.1

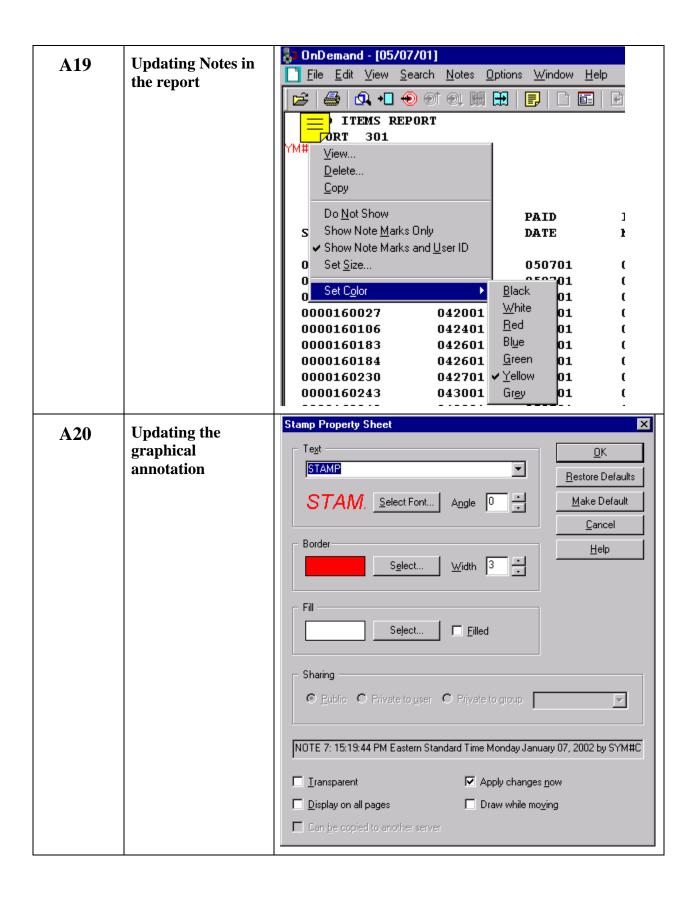


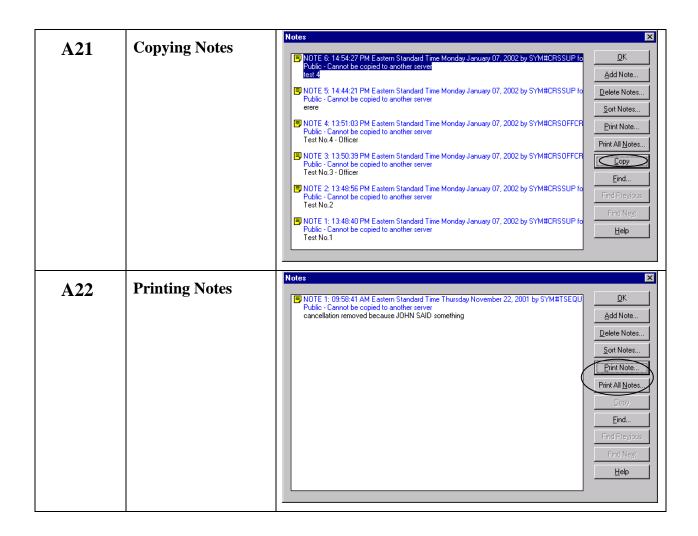




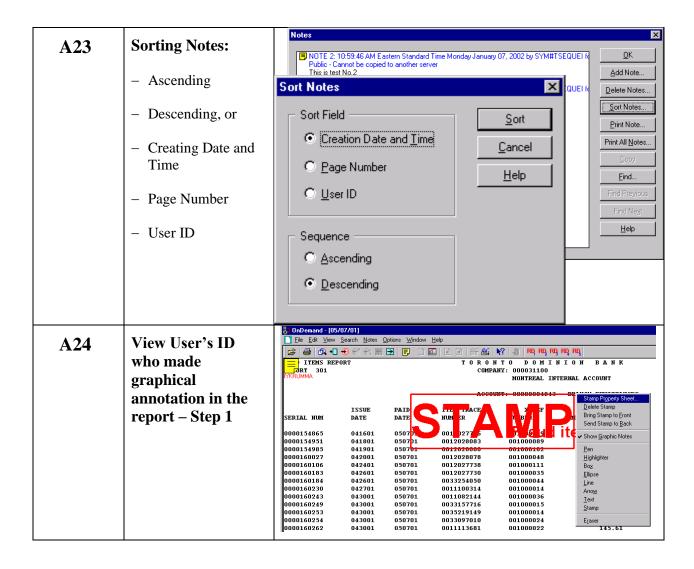


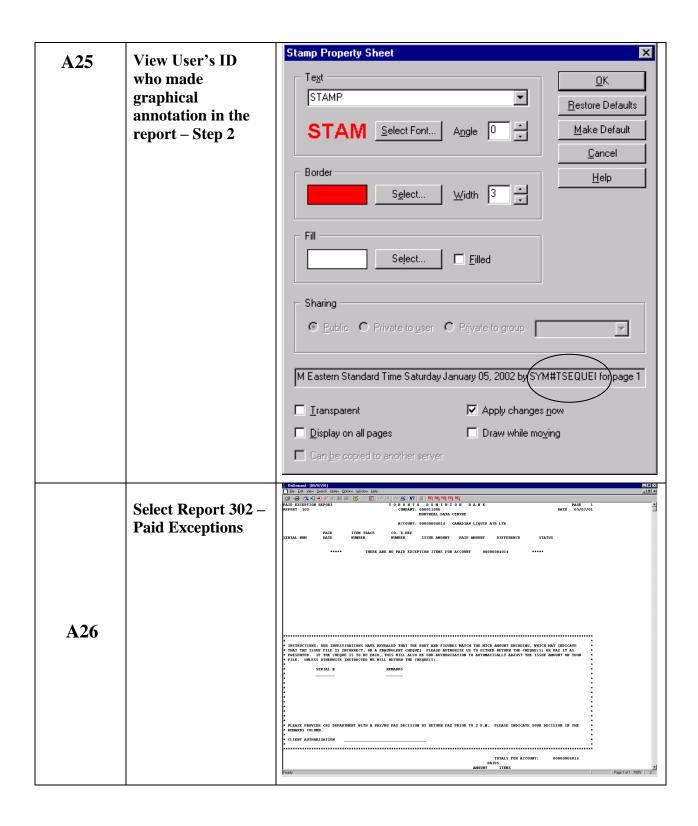












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3. Document information

This section provides information about this document.

3.1 Title and author

Document Name: Archive Project

Appendix A - Screen Images for SOPs in OnDemand

Document Number: (Draft 2)

Business Systems Tino Sequeira

Analyst / Technical

Writer

File Name: G:\..... Testing_Jan_12_Appendix_A.doc]

3.2 Revision history

Date	Revision	Work Done
January 02	Draft 1	Created after meeting today YK/TS
January 04	Draft 1	Updated
January 05	Draft 1	Updated
January 07	Draft 1	Updated
January 09	Draft 1	Updated
January 10	Draft 1	Updated
January 11	Draft 1	This document was split up into three parts – Appendix A, B and C due to the expanding file size.
January 12	Draft 1	Updated
January 13	Draft 1	Updated
January 21	Draft 2	Updated