Archive Project-

SOPs for Archive Project

Private & Confidential

ABC Mississauga

Contents

1. INTRODUCTION 4

1.1 PURPOSE 4
1.2 EXPECTED RESULTS 4

2. GROUPING OF SOPS 5

3. SOPS FOR ONDEMAND 6

3.1 END USER LOGON AND LOGOFF (SEE APPENDIX A FOR SCREEN IMAGES) 6
3.1.1 Logon 6
3.1.2 LogOff / Exit OnDemand 8
3.2 END USER FUNCTIONAL TESTING – END USER SECURITY 8
3.2.1 Folder Access (Sample folders only – Other folders are included in the SOPs under different sections) 11
3.2.1.1 Cheque Serial Number Folder 11
3.2.1.2 Internal Accounts Balancing Folder 12
3.2.2 Documents/Reports Access 13
3.2.2.1 Cheque Serial No. Folder 13
3.2.2.2 Internal Accounts Balancing Folder (Documents/Reports Access): 17
3.2.3 Annotations Permissions (Sample Reports) 22
3.2.3.1 Cheque Serial Number Folder 22
3.2.3.2 Internal Accounts Balancing Folder (Annotations Permissions (Sample Reports) 70
3.3 DOCUMENT AUDIT FACILITY (DAF) FOLDER (SEE APPENDIX B FOR SCREEN IMAGES) 94
3.3.1 Special Functions for the Three Groups 94
3.3.2 Company wide Document Audit Facility (DAF) Folder (See Appendix B for screen images) 103
3.3.2.1 Special Functions for the Three Groups – Company wide Paid Exception [999] Reports (CW Paid Excep.) 103
3.4 END USERS FUNCTIONAL TESTING – SEARCHES (SEE APPENDIX C FOR SCREEN IMAGES) 114
3.4.1 Proper Format for each Folder 114
3.4.2 Three SOPs for Search, for each Report across all Folders 118
3.4.2.1 Cheque Serial No. Folder 118
3.4.2.2 Internal Account Balancing Folder 131
3.4.2.3 General Report Folder 139
3.4.2.4 CRS Account No. Folder 150
3.4.2.5 External Accounts Issued File Balance Folder 155
3.4.2.6 External Accounts Paid File Balance Folder 160
3.4.2.7 Document Audit Facility (DAF) Folder 166
3.4.2.8 Company wide DAF Folder 169
3.4.3 By Find Command (See Appendix D for screen images of test results) 172
3.4.3.1 Cheque Serial No. Folder 172
3.4.4 By Logical / Expression Find 177
3.4.4.1 For the following reports (Cheque Serial Number Folder): 177
3.4.5 By Logical Find (Large Reports –100 pages) – 199
3.4.5.1 Cheque Serial Number Folder 199
3.4.6 By Logical Find (Multiple Reports) 203
3.4.6.1 DAF Folder 203
3.4.7 Next Document Button 207
3.4.7.1 Cheque Serial Number Folder 207
3.5 TOOL BAR BUTTONS 209
3.6 MENU BAR BUTTONS 246
3.6.1 Disallowed Functions 246

3.6.1.1 Paid Items Report 301 ... 246
3.6.1.2 Paid Exceptions Report 302 ... 248
3.6.1.3 Paid No Issue Report 303 ... 248
3.6.1.4 Stop Payment Report 304 ... 250
3.6.1.5 Cancelled Items Report 304 ... 250
3.6.1.6 Void Items Report 304 ... 251
3.6.1.7 Outstanding Issues Report 305 ... 251
3.6.1.8 Trace List Report 306 ... 252
3.6.1.9 Input Journal Summary Report 1 ... 253
3.6.1.10 Company wide Input Journal Summary Report 1 ... 253
3.6.1.11 Input Journal Reject Report 2 ... 254
3.6.1.12 Company wide Input Journal Reject Report 2 ... 254
3.6.1.13 File Maintenance Register Report 3 ... 255
3.6.1.14 Company wide Maintenance Report 3 ... 255
3.6.1.15 Duplicate Serial Number Report 4 ... 256
3.6.1.16 Purged Transactions Report 6 ... 256
3.6.1.17 FRS Daily Report : Account Balance Report 7 ... 257
3.6.1.18 Account Balance Report 8 ... 257
3.6.1.19 Reversal Register Report 11 ... 258
3.6.1.20 Company wide Paid Exception Report [999] ... 259
3.6.1.21 FRS Daily Report : Online Cancel Report [994] ... 259
3.6.1.22 FRS Daily Report: Online Issues Report [993] ... 260
3.6.1.23 List of Drafts for CRS Reimbursements Report [991] ... 260
3.6.1.24 List of Drafts for CRS Replacements Report [990] ... 261
3.6.1.25 Company wide Paid No Issue Report [998] ... 261
3.6.1.26 FRS Daily Lodge: Daily Lodge/Remove Stop Summary Report [996] ... 262
3.6.1.27 FRS Daily Report : Daily Lodge Stop Report [997] ... 262
3.6.1.28 FRS Daily Report : Paid Against Stop Report [995] ... 263
3.6.1.29 CRS Account Summary Report 490 ... 263
3.6.1.30 Dormant Account Report [992] ... 264

4. LIST OF RESULTS OF ALL SOPS ... 265

5. LIST OF FAILURES AND ACTIONS TAKEN TO RESOLVE ... 266

6. DOCUMENT INFORMATION ... 267

6.1 TITLE AND AUTHOR ... 267

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)	Remarks

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.

2. Grouping of SOPs

The SOPs will be grouped as follows:

- SEC = Security – Logging in on to OnDemand for various levels of users AND logging off
- FLD = Folder access
- DOC = Document/Report Access
- ANN = Annotations - Text, Graphical
- 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)	Remarks
3.1 End User Logon and Logoff (See Appendix A for screen images)									
3.1.1 Logon									
SEC	CB001	S	Logging on to OnDemand	P	Ability of authorized users to logon to OnDemand	1. Double-click the left mouse button on the OnDemand icon (or follow any instructions provided to you separately) 2. 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		

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	O	Logging on to OnDemand	P	Ability of authorized users to logon to OnDemand	1. Double-click the left mouse button on the OnDemand icon (or follow any instructions provided to you separately) 2. 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	1. Double-click the left mouse button on the OnDemand icon (or follow any instructions provided to you separately) 2. 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 SOP			Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
3.1.2 LogOff / Exit OnDemand										
SEC	CB004	S	Logoff	From File Menu			1.			
SEC	CB005	O	Logoff	From File Menu			1.			
SEC	CB006	A	Logoff	From File Menu			1.			
SEC	CB007	S	Exit OnDemand	From File Menu			1.			
SEC	CB008	O	Exit OnDemand	From File Menu			1.			
SEC	CB009	A	Exit OnDemand	From File Menu			1.			
3.2 End User Functional Testing – End User Security										
SEC	CB0010	ABCCRSSupervisors	Verifying user ID's individually		P	To ensure that users belonging to CRS Dept. can log on to OnDemand without any encumbrance	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)		

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 encumbrance	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 encumbrance	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 permissions for each user group:	CRS – Supervisors	P	To test End User permissions for Supervisor group	1. Log on to OnDemand 2. Enter the User ID 3. Enter your password 4. Select **OK**	Screen No.A5 – Appendix A		

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	CB0014	ABCCRSOfficer	End User permissions for each user group	Officers	P	To test End User permissions for Officers user group	1. Log on to OnDemand 2. Enter the User ID 3. Enter your password 4. 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	1. Log on to OnDemand 2. Enter the User ID 3. Enter your password 4. Select **OK**	Screen No.A5 – Appendix A		
SEC	CB0016	ABCAccountingStaff	Test End User permissions for user groups not allowed		N	To ensure that unauthorized 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 unauthorized 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 SOP			Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
3.2.1 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	P	Verify list of reports are included in the folder	1. After logging in, select **All** from the **Open a Folder** screen. 2. Select **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 12/31/01" and press **Search.**	Screen A6 & A7 – Appendix A		
FLD	CB0019		Cheque Serial Number Folder	Officers	P	Verify list of reports are included in the folder	1. After logging in, select **All** from the **Open a Folder** screen. 2. Select **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 12/31/01" and press **Search.**	Screen A6 & A7 – Appendix A		
FLD	CB0020		Cheque Serial Number Folder	Auditors	P	Verify list of reports are included in the folder	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 12/31/01" and press **Search.**	Screen A6 & A7 – Appendix A		

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
3.2.1.2 Internal Accounts Balancing Folder										
FLD	CB0021		Internal Accounts Balancing Folder	Supervisors	P	Verify list of reports are included in the folder	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 12/31/01" and press **Search.**	Screen A6 & A8 – Appendix A		
FLD	CB0022		Internal Accounts Balancing Folder	Officers	P	Verify list of reports are included in the folder	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 12/31/01" and press **Search.**	Screen A6 & A8 – Appendix A		
FLD	CB0023		Internal Accounts Balancing Folder	Auditors	P	Verify list of reports are included in the folder	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 12/31/01" and press **Search.**	Screen A6 & A8 – Appendix A		

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
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	P	Test with sample report	1. 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**	**Officers**	Access to the Report	P	Test with sample report	1. 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**	**Auditors**	Access to the Report	P	Test with sample report	1. 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**	P	Printing the Report	1. 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**	**Officers**	**Print**	P	Printing the Report	1. 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**	**Auditor**	**Print**	P	Printing the Report	1. 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**	**Copy**	N	Not be able	1. When the Report appears, select **Edit**.	All the options are grayed out.		

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
			Items Report **301**				to copy the report				
DOC	CB0031		Paid Items Report **301**	**Officers**	**Copy**	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**	**Auditors**	**Copy**	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	P	Test with sample report	1. 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**	**Officers**	Access to the Report	P	Test with sample report	1. 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**	**Auditor**	Access to the Report	P	Test with sample report	1. 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**	P	Printing the Report	1. 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 SOP				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**	**Officers**	**Print/Fax**	P	Printing the Report	1. 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**	**Auditor**	**Print/Fax**	P	Printing the Report	1. 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**	**Copy**	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**	**Officers**	**Copy**	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**	**Auditor**	**Copy**	N	Not be able to copy the report	1. When the Report appears, select **Edit**.	All the options are grayed out.		
DOC	CB0042		Stop Payments Report	**Sup**	Access to the Report	P	Test with sample report	1. 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 SOP				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 Payments Report **304**	**Officers**	Access to the Report	P	Test with sample report	1. 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 Payments Report **304**	**Auditor**	Access to the Report	P	Test with sample report	1. 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 Payments Report **304**	**Sup**	**Print/Fax**	P	Printing the Report	1. 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 Payments Report **304**	**Officers**	**Print/Fax**	P	Printing the Report	1. 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 Payments Report **304**	**Auditor**	**Print/Fax**	P	Printing the Report	1. 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 Payments Report	**Sup**	**Copy**	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 SOP				Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
			304								
DOC	CB0049		Stop Payments Report **304**	**Officers**	**Copy**	N	Not be able to copy the report	1. When the Report appears, select **Edit**.	All the options are grayed out.		
DOC	CB0050		Stop Payments Report **304**	**Auditor**	**Copy**	N	Not be able to copy the report	1. When the Report appears, select **Edit**.	All the options are grayed out.		
3.2.2.2 Internal Accounts Balancing Folder (Documents/Reports Access):											
DOC	CB0051		Outstanding Issues Report **305**	**Sup**	Access to the Report	P	Test with sample report	1. 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		Outstanding Issues Report **305**	**Officers**	Access to the Report	P	Test with sample report	1. 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		Outstanding Issues Report **305**	**Auditor**	Access to the Report	P	Test with sample report	1. 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 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
DOC	CB0054		Outstanding Issues Report **305**	**Sup**	**Print**	P	Printing the Report	1. 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		Outstanding Issues Report **305**	**Officers**	**Print**	P	Printing the Report	1. 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		Outstanding Issues Report **305**	**Auditor**	**Print**	P	Printing the Report	1. 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		Outstanding Issues Report **305**	**Sup**	**Copy**	N	Not be able to copy the report	1. When the Report appears, select **Edit**.	All the options are grayed out.		
DOC	CB0058		Outstanding Issues Report **305**	**Officers**	**Copy**	N	Not be able to copy the report	1. When the Report appears, select **Edit**.	All the options are grayed out.		
DOC	CB0059		Outstanding Issues Report **305**	**Auditor**	**Copy**	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 SOP				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. Register Report **3**	**Sup**	Access to the Report	P	Test with sample report	1. 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. Register Report **3**	**Officers**	Access to the Report	P	Test with sample report	1. 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. Register Report **3**	**Auditor**	Access to the Report	P	Test with sample report	1. 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. Register Report **3**	**Sup**	**Print**	P	Printing the Report	1. 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. Register Report **3**	**Officers**	**Print/Fax**	P	Printing the Report	1. 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 SOP				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. Register Report **3**	**Auditor**	**Print/Fax**	P	Printing the Report	1. 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. Register Report **3**	**Sup**	**Copy**	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. Register Report **3**	**Officers**	**Copy**	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. Register Report **3**	**Auditor**	**Copy**	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:Account Bal. Report **7**	**Sup**	Access to the Report	P	Test with sample report	1. 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 SOP				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:Account Bal. Report **7**	**Officers**	Access to the Report	P	Test with sample report	1. 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:Account Bal. Report **7**	**Auditor**	Access to the Report	P	Test with sample report	1. 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:Account Bal. Report **7**	**Sup**	**Print/Fax**	P	Printing the Report	1. 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:Account Bal. Report **7**	**Officers**	**Print/Fax**	P	Printing the Report	1. 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:Account Bal. Report **7**	**Auditor**	**Print/Fax**	P	Printing the Report	1. 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 SOP				Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
DOC	CB0075		FRS D.R:Account Bal. Report **7**	**Sup**	**Copy**	N	Not be able to copy the report	1. When the Report appears, select **Edit**.	All the options are grayed out.		
DOC	CB0076		FRS D.R:Account Bal. Report **7**	**Officers**	**Copy**	N	Not be able to copy the report	1. When the Report appears, select **Edit**.	All the options are grayed out.		
DOC	CB0077		FRS D.R:Account Bal. Report **7**	**Auditor**	**Copy**	N	Not be able to copy the report	1. When the Report appears, select **Edit**.	All the options are grayed out.		
3.2.3 Annotations Permissions (Sample Reports)											
3.2.3.1 Cheque Serial Number Folder											
ANN	CB0078		Paid Items Report 301	Sup	**Add Notes**	P	To ensure ability of user to add 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 **Add Notes**	Screen A15 – Appendix A		

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
ANN	CB0079		Paid Items Report 301	Officers	**Add Notes**	P	To ensure ability of user to add 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 **Add Notes**	Screen A15 – Appendix A		
ANN	CB0080		Paid Items Report 301	Auditor	**Add Notes**	N	To ensure inability of user to add 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 **Add Notes**	Not able to add notes		
ANN	CB0081		Paid Items Report 301	Sup	**Add Graphical Annotation**	P	To ensure ability of user to add graphical annotations on 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 **any of the options e.g. Pen, Highlighter, Box, etc.**	Screen A16 - Appendix A		
ANN	CB0082		Paid Items Report 301	Officers	**Add Graphical Annotation**	P	To ensure ability of user to add graphical annotations on the	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	Screen A16 - Appendix A		

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	3. Select **any of the options e.g. Pen, Highlighter, Box, etc.**			
ANN	CB0083		Paid Items Report 301	Auditor	**Add Graphical Annotation**	N	To ensure inability of user to add graphical annotations on 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 **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	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.	Screen A17 - Appendix A		
ANN	CB0085		Paid Items Report 301	Officers	**View Notes**	P	To ensure ability of user to view 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.	Screen A17 - Appendix A		
ANN	CB0086		Paid Items Report	Auditor	**View Notes**	P	Ability of user to view the notes made in the	1. 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 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				report	**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	CB0087		Paid Items Report 301	Sup	**View Graphical Annotation**	P	Ability of user to view 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**.	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	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**.	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	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**.	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)**	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	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 SOP				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	Officers	**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	CB0092		Paid Items Report 301	Auditor	**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 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	CB0093		Paid Items Report	Sup	**Delete Notes**	P	To ensure ability of Supervisor	1. 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 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 made in the report	**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.**			
ANN	CB0094		Paid Items Report 301	Officers	**Delete Notes**	N	To ensure the inability of Officers 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	CB0095		Paid Items Report 301	Auditor	**Delete Notes**	N	To ensure the inability of Auditors to delete the notes made in the	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	Not be able to delete notes		

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	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.**			
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	Officers	**Delete Graphical Annotation**	N	To ensure the inability of Officers 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.	Not be able to delete graphical annotation		
ANN	CB0098		Paid Items Report 301	Auditor	**Delete Graphical Annotation**	N	To ensure the inability of Auditors to delete the	1. 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	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	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	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	CB00101		Paid Items Report 301	Audit or	**Update Notes**	N	To ensure inability of Auditors to use the	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**.	The options to change the appearance of the note are grayed out.	?	

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
							"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.			
ANN	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	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	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	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**	Screen A20 - Appendix A		

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
								Sheet. 5. Make the necessary changes you want to the appearance of the GA			
ANN	CB00104		Paid Items Report 301	Auditor	**Update Graphical Annotation**	N	To ensure the inability of Auditors 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	The features will be grayed out.		
ANN	CB00105		Paid Items Report 301	Sup	**Copy Notes**	P	To ensure ability of user 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, 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	CB00106		Paid Items Report 301	Officers	**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	Not able to copy notes		

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
								3. Select **View Notes** 4. From the **Notes** screen, you will see the Copy feature is grayed out.			
ANN	CB00107		Paid Items Report 301	Auditor	**Copy Notes**	N	To ensure inability of Auditors 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	CB00108		Paid Items Report 301	Sup	**Copy Graphical Annotation**	P	To ensure ability of Supervisors to copy GA's 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**.	No option to copy	?	
ANN	CB00109		Paid Items Report 301	Officers	**Copy Graphical Annotation**	N		1.	Not able to copy 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
ANN	CB00110		Paid Items Report 301	Auditor	**Copy Graphical Annotation**	N		1.	Not able to copy graphical annotation	?	
ANN	CB00111		Paid Items Report 301	Sup	**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 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.**	Screen A22 - Appendix A		
ANN	CB00112		Paid Items Report 301	Officers	**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 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	Auditor	**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 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.**	Screen A22 - Appendix A		
ANN	CB00114		Paid Items Report 301	Sup	**Print Graphical Annotation (GA)**	P	To ensure ability of Users to print GA's 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.	No option to print	?	

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
								3. Select the GA and press your right mouse button 4. From the options, select **Stamp Property Sheet**.			
ANN	CB00115		Paid Items Report 301	Officers	**Print Graphical Annotation**	P	To ensure ability of Users to print GA's 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**.	No option to print	?	
ANN	CB00116		Paid Items Report 301	Auditor	**Print Graphical Annotation**	P	To ensure ability of Users to print GA's 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**.	No option to print	?	
ANN	CB00117		Paid Items	Sup	**Sort Notes – Ascending**	P	Ability to sort Notes	1. After arriving at the screen that displays all the reports (see test case 0014), under	Screen A23 - Appendix A		

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 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	Officers	**Sort Notes – Ascending**	P	Ability to sort Notes in ascending order.	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 **Ascending** and press **Sort.**	Screen A23 - Appendix A		
ANN	CB00119		Paid Items Report 301	Auditor	**Sort Notes – Ascending**	P	Ability to sort Notes in ascending order.	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.**	Screen A23 - Appendix A		

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
								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.	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 **Descending** and press **Sort.**	Screen A23 - Appendix A		
ANN	CB00121		Paid Items Report 301	Offic ers	**Sort Notes – Descending**	P	Ability to sort Notes in descending order.	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 **Descending** and press **Sort.**	Screen A23 - Appendix A		
ANN	CB00122		Paid Items Report	Audit or	**Sort Notes – Descending**	P	Ability to sort Notes in	1. 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 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				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.**			
ANN	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**	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.	Screen A23 - Appendix A		

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. 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	CB00125		Paid Items Report 301	Auditor	**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	CB00126		Paid Items Report 301	Sup	**Sort Notes 1 – User ID 1**	P	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**. 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 **User ID** and press **Sort.**	Screen A23 - Appendix A		
ANN	CB00127		Paid Items	Offic	**Sort Notes 1 –**	P	Ability to sort Notes	1. After arriving at the screen that displays all the reports (see test case 0014), under	Screen A23 - Appendix A		

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 301	ers	**User ID 1**		according to User ID	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 **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	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 **User ID** and press **Sort.**	Screen A23 - Appendix A		
ANN	CB00129		Paid Items Report 301	Sup	**Sort Notes 1 – User ID 2**	P	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**. 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.**	Screen A23 - Appendix A		

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
								5. When you arrive at the “Sort Notes” screen, select **User ID** and press **Sort.**			
ANN	CB00130		Paid Items Report 301	Officers	**Sort Notes 1 – User ID 2**	P	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**. 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 **User ID** and press **Sort.**	Screen A23 - Appendix A		
ANN	CB00131		Paid Items Report 301	Auditor	**Sort Notes 1 – User ID 2**	P	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**. 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 **User ID** and press **Sort.**	Screen A23 - Appendix A		
ANN	CB00132		Paid Items Report 301	Sup	**Sort Notes 2 – User ID 1**	P	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**. 2. When the report opens, select **Notes** from	Screen A23 - Appendix A		

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
								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	Officers	**Sort Notes 2 – User ID 1**	P	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**. 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 **User ID** and press **Sort.**	Screen A23 - Appendix A		
ANN	CB00134		Paid Items Report 301	Auditor	**Sort Notes 2 – User ID 1**	P	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**. 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 **User ID** and press **Sort.**	Screen A23 - Appendix A		

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
ANN	CB00135		Paid Items Report 301	Sup	**Sort Notes 2 – User ID 2**	P	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**. 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 **User ID** and press **Sort.**	Screen A23 - Appendix A		
ANN	CB00136		Paid Items Report 301	Offic ers	**Sort Notes 2 – User ID 2**	P	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**. 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 **User ID** and press **Sort.**	Screen A23 - Appendix A		
ANN	CB00137		Paid Items Report 301	Audit or	**Sort Notes 2 – User ID 2**	P	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**. 2. When the report opens, select **Notes** from the menu bar 3. Select **View Notes** from the menu bar.	Screen A23 - Appendix A		

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. 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**	P	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**. 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 **User ID** and press **Sort.**	Screen A23 - Appendix A		
ANN	CB00139		Paid Items Report 301	Offic ers	**Sort Notes 3 – User ID 1**	P	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**. 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 **User ID** and press **Sort.**	Screen A23 - Appendix A		
ANN	CB00140		Paid Items Report 301	Audit or	**Sort Notes 3 – User ID 1**	P	Ability to sort Notes according to	1. 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 SOP				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**. 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 **User ID** and press **Sort.**			
ANN	CB00141		Paid Items Report 301	Sup	**Sort Notes 3 – User ID 2**	P	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**. 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 **User ID** and press **Sort.**	Screen A23 - Appendix A		
ANN	CB00142		Paid Items Report 301	Offic ers	**Sort Notes 3 – User ID 2**	P	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**. 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 A23 - Appendix A		

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
								screen, select **User ID** and press **Sort.**			
ANN	CB00143		Paid Items Report 301	Auditor	**Sort Notes 3 – User ID 2**	P	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**. 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 **User ID** and press **Sort.**	Screen A23- Appendix A		
ANN	CB00144		Outstanding Issues **305**	Sup	**Add Notes**	P	To ensure ability of user to add 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 **Add Notes**	Screen A15 - Appendix A		
ANN	CB00145		Outstanding Issues **305**	Officers	**Add Notes**	P	To ensure ability of user to add 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	Screen A15 - Appendix A		

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
								3. Select **Add Notes**			
ANN	CB00146		Outstanding Issues **305**	Auditor	**Add Notes**	N	To ensure inability of user to add 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 **Add Notes**	Not able to add notes		
ANN	CB00147		Outstanding Issues **305**	Sup	**Add Graphical Annotation**	P	To ensure ability of user to add graphical annotations on 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 **any of the options e.g. Pen, Highlighter, Box, etc.**	Screen A16 - Appendix A		
ANN	CB00148		Outstanding Issues **305**	Officers	**Add Graphical Annotation**	P	To ensure ability of user to add graphical annotations on 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 **any of the options e.g. Pen, Highlighter, Box, etc.**	Screen A16 - Appendix A		
ANN	CB00149		Outstanding Issues **305**	Auditor	**Add Graphical Annotation**	N	To ensure ability of user to add graphical	1. 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 SOP				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		Outstanding Issues **305**	Sup	**View Notes**	P	To ensure ability of user to view 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.	Screen A17 - Appendix A		
ANN	CB00151		Outstanding Issues **305**	Officers	**View Notes**	P	To ensure ability of user to view 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.	Screen A17 - Appendix A		
ANN	CB00152		Outstanding Issues **305**	Auditor	**View Notes**	P	Ability of user to view 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.	Screen A17 - Appendix A		

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
ANN	CB00153		Outstanding Issues **305**	Sup	**View Graphical Annotation**	P	Ability of user to view 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**.	When the report opens you should be able see the graphical annotations (stamps, highlights, etc.)		
ANN	CB00154		Outstanding Issues **305**	Officers	**View Graphical Annotation**	P	Ability of user to view 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**.	When the report opens you should be able see the graphical annotations (stamps, highlights, etc.)		
ANN	CB00155		Outstanding Issues **305**	Auditor	**View Graphical Annotation**	P	Ability of user to view 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**.	When the report opens you should be able see the graphical annotations (stamps, highlights, etc.)		
ANN	CB00156		Outstanding 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		Outstanding	Offic	**View User's ID of Graphical**	P	Ability to view the	1. 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 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
			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 button 4. From the options, select **Stamp Property Sheet**.	in the gray box (see Screen -- - Append A)		
ANN	CB00158		Outstanding Issues **305**	Auditor	**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 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	CB00159		Outstanding Issues **305**	Sup	**Delete Notes**	P	To ensure ability of Supervisor 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.	Screen A18 - Appendix A		

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. 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		Outstanding Issues **305**	Officers	**Delete Notes**	N	To ensure the inability of Officers 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	CB00161		Outstanding Issues **305**	Auditor	**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	Not be able to delete notes		

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
								Delete. 6. Select **Yes.**			
ANN	CB00162		Outstanding 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		Outstanding Issues **305**	Officers	**Delete Graphical Annotation**	N	To ensure the inability of Officers 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.	Not be able to delete graphical annotation		
ANN	CB00164		Outstanding Issues **305**	Auditor	**Delete Graphical Annotation**	N	To ensure the inability of Auditors 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.	Not be able to delete graphical annotation		
ANN	CB00165		Outstanding	Sup	**Update Notes**	P	To ensure ability of	1. 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 SOP				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**				Supervisor 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.			
ANN	CB00166		Outstanding Issues **305**	Officers	**Update Notes**	P	To ensure ability of Officers 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. 4. Select any of the options you require.	Screen A19 - Appendix A		
ANN	CB00167		Outstanding Issues **305**	Auditor	**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.	?	

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
ANN	CB00168		Outstanding Issues **305**	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 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	CB00169		Outstanding Issues **305**	Officers	**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		Outstanding	Auditor	**Update Graphical**	N	To ensure the inability	1. 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 SOP				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		Outstanding Issues **305**	Sup	**Copy Notes**	P	To ensure ability of user 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, 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		Outstanding Issues **305**	Officers	**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		Outstanding	Audit	**Copy Notes**	N	To ensure inability of	1. 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 SOP				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**	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** 4. From the **Notes** screen, you will see the Copy feature is grayed out.			
ANN	CB00174		Outstanding Issues **305**	Sup	**Copy Graphical Annotation**	P	To ensure ability of Supervisors to copy GA's 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**.	No option to copy	?	
ANN	CB00175		Outstanding Issues **305**	Officers	**Copy Graphical Annotation**	N		1.	Not able to copy graphical annotation	?	
ANN	CB00176		Outstanding Issues **305**	Auditor	**Copy Graphical Annotation**	N		1.	Not able to copy graphical annotation	?	
ANN	CB00177		Outstanding Issues	Sup	**Print Notes**	P	To ensure ability of user to print	1. 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 SOP				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**. 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	CB00178		Outsta nding Issues **305**	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 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.**	Screen A22 - Appendix A		
ANN	CB00179		Outsta	Audit	**Print Notes**	P	To ensure	1. After arriving at the screen that displays all	Screen A22 - Appendix A		

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
			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	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**.	No option to print	?	
ANN	CB00181		Outsta nding Issues **305**	Offic ers	**Print Graphical Annotation**	P	To ensure ability of Users to print GA's	1. 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 SOP				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		Outstanding Issues **305**	Auditor	**Print Graphical Annotation**	P	To ensure ability of Users to print GA's 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**.	No option to print	?	
ANN	CB00183		Outstanding Issues **305**	Sup	**Sort Notes – Ascending**	P	Ability to sort Notes in ascending order.	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.**	Screen A23 – Appendix A		

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
								5. When you arrive at the “Sort Notes” screen, select **Ascending** and press **Sort.**			
ANN	CB00184		Outstanding Issues **305**	Officers	**Sort Notes – Ascending**	P	Ability to sort Notes in ascending order.	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 **Ascending** and press **Sort.**	Screen A23 – Appendix A		
ANN	CB00185		Outstanding Issues **305**	Auditor	**Sort Notes – Ascending**	P	Ability to sort Notes in ascending order.	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 **Ascending** and press **Sort.**	Screen A23 – Appendix A		
ANN	CB00186		Outstanding Issues **305**	Sup	**Sort Notes – Descending**	P	Ability to sort Notes in descending order.	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	Screen A23 – Appendix A		

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
								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		Outstanding Issues **305**	Officers	**Sort Notes – Descending**	P	Ability to sort Notes in descending order.	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 **Descending** and press **Sort.**	Screen A23 – Appendix A		
ANN	CB00188		Outstanding Issues **305**	Auditor	**Sort Notes – Descending**	P	Ability to sort Notes in descending order.	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 **Descending** and press	Screen A23 – Appendix A		

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
					Sort.						
ANN	CB00189		Outstanding Issues **305**	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	CB00190		Outstanding Issues **305**	Officers	**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	CB00191		Outstanding Issues **305**	Auditor	**Sort Notes –Date**	P	Ability to sort Notes according to creation date and	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		

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
							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.** 5. 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**	P	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**. 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 **User ID** and press **Sort.**	Screen A23 – Appendix A		
ANN	CB00193		Outsta nding Issues **305**	Offic ers	**Sort Notes 1 – User ID 1**	P	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**. 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 A23 – Appendix A		

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
								screen, select **User ID** and press **Sort.**			
ANN	CB00194		Outstanding Issues **305**	Auditor	**Sort Notes 1 – User ID 1**	P	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**. 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 **User ID** and press **Sort.**	Screen A23 – Appendix A		
ANN	CB00195		Outstanding Issues **305**	Sup	**Sort Notes 1 – User ID 2**	P	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**. 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 **User ID** and press **Sort.**	Screen A23 – Appendix A		
ANN	CB00196		Outstanding Issues **305**	Officers	**Sort Notes 1 – User ID 2**	P	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**. 2. When the report opens, select **Notes** from	Screen A23 – Appendix A		

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
								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**	P	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**. 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 **User ID** and press **Sort.**	Screen A23 – Appendix A		
ANN	CB00198		Outsta nding Issues **305**	Sup	**Sort Notes 2 – User ID 1**	P	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**. 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 **User ID** and press **Sort.**	Screen A23 – Appendix A		

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
ANN	CB00199		Outstanding Issues **305**	Officers	**Sort Notes 2 – User ID 1**	P	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**. 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 **User ID** and press **Sort.**	Screen A23 – Appendix A		
ANN	CB00200		Outstanding Issues **305**	Auditor	**Sort Notes 2 – User ID 1**	P	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**. 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 **User ID** and press **Sort.**	Screen A23 – Appendix A		
ANN	CB00201		Outstanding Issues **305**	Sup	**Sort Notes 2 – User ID 2**	P	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**. 2. When the report opens, select **Notes** from the menu bar 3. Select **View Notes** from the menu bar.	Screen A23 – Appendix A		

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. In the **Notes** screen, select **Sort Notes.** 5. When you arrive at the "Sort Notes" screen, select **User ID** and press **Sort.**			
ANN	CB00202		Outstanding Issues **305**	Officers	**Sort Notes 2 – User ID 2**	P	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**. 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 **User ID** and press **Sort.**	Screen A23 – Appendix A		
ANN	CB00203		Outstanding Issues **305**	Auditor	**Sort Notes 2 – User ID 2**	P	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**. 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 **User ID** and press **Sort.**	Screen A23 – Appendix A		
ANN	CB00204		Outstanding Issues **305**	Sup	**Sort Notes 3 – User ID 1**	P	Ability to sort Notes according to	1. 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 SOP				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**. 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 **User ID** and press **Sort.**			
ANN	CB00205		Outsta nding Issues **305**	Offic ers	**Sort Notes 3 – User ID 1**	P	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**. 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 **User ID** and press **Sort.**	Screen A23 – Appendix A		
ANN	CB00206		Outsta nding Issues **305**	Audit or	**Sort Notes 3 – User ID 1**	P	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**. 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 A23 – Appendix A		

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
								screen, select **User ID** and press **Sort.**			
ANN	CB00207		Outstanding Issues **305**	Sup	**Sort Notes 3 – User ID 2**	P	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**. 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 **User ID** and press **Sort.**	Screen A23 – Appendix A		
ANN	CB00208		Outstanding Issues **305**	Officers	**Sort Notes 3 – User ID 2**	P	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**. 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 **User ID** and press **Sort.**	Screen A23 – Appendix A		
ANN	CB00209		Outstanding Issues **305**	Auditor	**Sort Notes 3 – User ID 2**	P	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**. 2. When the report opens, select **Notes** from	Screen A23 – Appendix A		

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
								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.**			
3.2.3.2 Internal Accounts Balancing Folder (Annotations Permissions (Sample Reports)											
ANN	CB00210		FRS:Acc.Bal **7**	Sup	**Add Notes**	P	To ensure ability of user to add 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 **Add Notes**	Screen A15 – Appendix A		
ANN	CB00211		FRS:Acc.Bal **7**	Officers	**Add Notes**	P	To ensure ability of user to add 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 **Add Notes**	Screen A15 – Appendix A		
ANN	CB00212		FRS:Acc.Bal **7**	Auditor	**Add Notes**	N	To ensure ability of user to add 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	Not able to add notes		

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
								the menu bar 3. Select **Add Notes**			
ANN	CB00213		FRS:Acc.Bal **7**	Sup	**Add Graphical Annotation**	P	To ensure ability of user to add graphical annotations on 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 **any of the options e.g. Pen, Highlighter, Box, etc.**	Screen A16 - Appendix A		
ANN	CB00214		FRS:Acc.Bal **7**	Officers	**Add Graphical Annotation**	P	To ensure ability of user to add graphical annotations on 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 **any of the options e.g. Pen, Highlighter, Box, etc.**	Screen A16 - Appendix A		
ANN	CB00215		FRS:Acc.Bal **7**	Auditor	**Add Graphical Annotation**	N	To ensure ability of user to add graphical annotations on 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 **any of the options e.g. Pen, Highlighter, Box, etc.**	Not able to add notes		
ANN	CB00216		FRS:A	Sup	**View Notes**	P	To ensure	1. After arriving at the screen that displays all	Screen A17 - Appendix A		

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
			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:Acc.Bal **7**	Officers	**View Notes**	P	To ensure ability of user to view 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.	Screen A17 - Appendix A		
ANN	CB00218		FRS:Acc.Bal **7**	Auditor	**View Notes**	P	Ability of user to view 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.	Screen A17 - Appendix A		
ANN	CB00219		FRS:Acc.Bal **7**	Sup	**View Graphical Annotation**	P	Ability of user to view 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**.	When the report opens you should be able see the graphical annotations (stamps, highlights, etc.)		
ANN	CB00220		FRS:Acc.Bal	Officers	**View Graphical Annotation**	P	Ability of user to view	1. 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 SOP				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:Acc.Bal **7**	Auditor	**View Graphical Annotation**	P	Ability of user to view 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**.	When the report opens you should be able see the graphical annotations (stamps, highlights, etc.)		
ANN	CB00222		FRS:Acc.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:Acc.Bal **7**	Officers	**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	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 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. From the options, select **Stamp Property Sheet**.			
ANN	CB00224		FRS:Acc.Bal **7**	Auditor	**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 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 box (see Screens A24 & A25 - Append A)		
ANN	CB00225		FRS:Acc.Bal **7**	Sup	**Delete Notes**	P	To ensure ability of Supervisor 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.**	Screen A18 - Appendix A		
ANN	CB00226		FRS:Acc.Bal **7**	Officers	**Delete Notes**	N	To ensure the inability of Officers	1. 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 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
							to delete the notes made in the report	**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.**			
ANN	CB00227		FRS:Acc.Bal **7**	Auditor	**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:Acc.Bal **7**	Sup	**Delete Graphical Annotation**	P	To ensure ability of Supervisor to delete the graphical	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.	The graphical annotation/s will be deleted.		

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
							annotation made in the report	3. Select **Delete** Box or Stamp, etc. 4. Select **Yes.**			
ANN	CB00229		FRS:Acc.Bal **7**	Officers	**Delete Graphical Annotation**	N	To ensure the inability of Officers 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.	Not be able to delete graphical annotation		
ANN	CB00230		FRS:Acc.Bal **7**	Auditor	**Delete Graphical Annotation**	N	To ensure the inability of Auditors 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.	Not be able to delete graphical annotation		
ANN	CB00231		FRS:Acc.Bal **7**	Sup	**Update Notes**	P	To ensure ability of Supervisor 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.	Screen A19 - Appendix A		

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. Select any of the options you require.			
ANN	CB00232		FRS:Acc.Bal **7**	Officers	**Update Notes**	P	To ensure ability of Officers 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. 4. Select any of the options you require.	Screen A19 - Appendix A		
ANN	CB00233		FRS:Acc.Bal **7**	Auditor	**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:Acc.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 SOP				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:Acc.Bal **7**	Officers	**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:Acc.Bal **7**	Auditor	**Update Graphical Annotation**	N	To ensure the inability of Auditors 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	The features will be grayed out.		

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
ANN	CB00237		FRS:Acc.Bal **7**	Sup	**Copy Notes**	P	To ensure ability of user 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, 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	CB00238		FRS:Acc.Bal **7**	Officers	**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	CB00239		FRS:Acc.Bal **7**	Auditor	**Copy Notes**	N	To ensure inability of Auditors 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	Not able to copy notes		

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
								Copy feature is grayed out.			
ANN	CB00240		FRS:Acc.Bal **7**	Sup	**Copy Graphical Annotation**	P	To ensure ability of Supervisors to copy GA's 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**.	No option to copy	?	
ANN	CB00241		FRS:Acc.Bal **7**	Officers	**Copy Graphical Annotation**	N		1.	Not able to copy graphical annotation	?	
ANN	CB00242		FRS:Acc.Bal **7**	Auditor	**Copy Graphical Annotation**	N		1.	Not able to copy graphical annotation	?	
ANN	CB00243		FRS:Acc.Bal **7**	Sup	**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 notes available, select the note you want to print and press **Print Note**. If you want to print all the notes available, press **Print**	Screen A22 - Appendix A		

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
								All Notes. 5. When you arrive at the "Print" screen, select the printer you want to use and press **Print.**			
ANN	CB00244		FRS:Acc.Bal **7**	Officers	**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 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.**	Screen A22 - Appendix A		
ANN	CB00245		FRS:Acc.Bal **7**	Auditor	**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 notes available, select the note you want	Screen A22 - Appendix A		

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
								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:Acc.Bal **7**	Sup	**Print Graphical Annotation (GA)**	P	To ensure ability of Users to print GA's 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**.	No option to print	?	
ANN	CB00247		FRS:Acc.Bal **7**	Officers	**Print Graphical Annotation**	P	To ensure ability of Users to print GA's 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**.	No option to print	?	

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
ANN	CB00248		FRS:Acc.Bal **7**	Auditor	**Print Graphical Annotation**	P	To ensure ability of Users to print GA's 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**.	No option to print	?	
ANN	CB00249		FRS:Acc.Bal **7**	Sup	**Sort Notes – Ascending**	P	Ability to sort Notes in ascending order.	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 **Ascending** and press **Sort.**	Screen A23 – Appendix A		
ANN	CB00250		FRS:Acc.Bal **7**	Officers	**Sort Notes – Ascending**	P	Ability to sort Notes in ascending order.	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	Screen A23 – Appendix A		

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
								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:Acc.Bal **7**	Auditor	**Sort Notes – Ascending**	P	Ability to sort Notes in ascending order.	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 **Ascending** and press **Sort.**	Screen A23 – Appendix A		
ANN	CB00252		FRS:Acc.Bal **7**	Sup	**Sort Notes – Descending**	P	Ability to sort Notes in descending order.	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 **Descending** and press **Sort.**	Screen A23 – Appendix A		
ANN	CB00253		FRS:A	Offic	**Sort Notes –**	P	Ability to	1. After arriving at the screen that displays all	Screen A23 – Appendix A		

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
			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:Acc.Bal**7**	Auditor	**Sort Notes – Descending**	P	Ability to sort Notes in descending order.	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 **Descending** and press **Sort.**	Screen A23 – Appendix A		
ANN	CB00255		FRS:Acc.Bal**7**	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	Screen A23 – Appendix A		

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
								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:Acc.Bal **7**	Officers	**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	CB00257		FRS:Acc.Bal **7**	Auditor	**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		

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
ANN	CB00258		FRS:Acc.Bal **7**	Sup	**Sort Notes 1 – User ID 1**	P	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**. 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 **User ID** and press **Sort.**	Screen A23 – Appendix A		
ANN	CB00259		FRS:Acc.Bal **7**	Officers	**Sort Notes 1 – User ID 1**	P	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**. 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 **User ID** and press **Sort.**	Screen A23 – Appendix A		
ANN	CB00260		FRS:Acc.Bal **7**	Auditor	**Sort Notes 1 – User ID 1**	P	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**. 2. When the report opens, select **Notes** from the menu bar 3. Select **View Notes** from the menu bar.	Screen A23 – Appendix A		

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. 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:Acc.Bal **7**	Sup	**Sort Notes 1 – User ID 2**	P	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**. 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 **User ID** and press **Sort.**	Screen A23 – Appendix A		
ANN	CB00262		FRS:Acc.Bal **7**	Officers	**Sort Notes 1 – User ID 2**	P	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**. 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 **User ID** and press **Sort.**	Screen A23 – Appendix A		
ANN	CB00263		FRS:Acc.Bal **7**	Auditor	**Sort Notes 1 – User ID 2**	P	Ability to sort Notes according to	1. 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 SOP				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**. 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 **User ID** and press **Sort.**			
ANN	CB00264		FRS:Acc.Bal **7**	Sup	**Sort Notes 2 – User ID 1**	P	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**. 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 **User ID** and press **Sort.**	Screen A23 – Appendix A		
ANN	CB00265		FRS:Acc.Bal **7**	Officers	**Sort Notes 2 – User ID 1**	P	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**. 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 A23 – Appendix A		

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
								screen, select **User ID** and press **Sort.**			
ANN	CB00266		FRS:Acc.Bal **7**	Auditor	**Sort Notes 2 – User ID 1**	P	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**. 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 **User ID** and press **Sort.**	Screen A23 – Appendix A		
ANN	CB00267		FRS:Acc.Bal **7**	Sup	**Sort Notes 2 – User ID 2**	P	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**. 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 **User ID** and press **Sort.**	Screen A23 – Appendix A		
ANN	CB00268		FRS:Acc.Bal **7**	Officers	**Sort Notes 2 – User ID 2**	P	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**. 2. When the report opens, select **Notes** from	Screen A23 – Appendix A		

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
								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:Acc.Bal **7**	Auditor	**Sort Notes 2 – User ID 2**	P	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**. 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 **User ID** and press **Sort.**	Screen A23 – Appendix A		
ANN	CB00270		FRS:Acc.Bal **7**	Sup	**Sort Notes 3 – User ID 1**	P	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**. 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 **User ID** and press **Sort.**	Screen A23 – Appendix A		

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
ANN	CB00271		FRS:Acc.Bal **7**	Officers	**Sort Notes 3 – User ID 1**	P	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**. 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 **User ID** and press **Sort.**	Screen A23 – Appendix A		
ANN	CB00272		FRS:Acc.Bal **7**	Auditor	**Sort Notes 3 – User ID 1**	P	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**. 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 **User ID** and press **Sort.**	Screen A23 – Appendix A		
ANN	CB00273		FRS:Acc.Bal **7**	Sup	**Sort Notes 3 – User ID 2**	P	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**. 2. When the report opens, select **Notes** from the menu bar 3. Select **View Notes** from the menu bar.	Screen A23 – Appendix A		

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. In the **Notes** screen, select **Sort Notes.** 5. When you arrive at the "Sort Notes" screen, select **User ID** and press **Sort.**			
ANN	CB00274		FRS:Acc.Bal **7**	Officers	**Sort Notes 3 – User ID 2**	P	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**. 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 **User ID** and press **Sort.**	Screen A23 – Appendix A		
ANN	CB00275		FRS:Acc.Bal **7**	Auditor	**Sort Notes 3 – User ID 2**	P	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**. 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 **User ID** and press **Sort.**	Screen A23 – Appendix A		

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
3.3 Document Audit Facility (DAF) Folder (See Appendix B for screen images)									
3.3.1 Special Functions for the Three Groups									
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	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" 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	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 **Pending** from the drop-down options 5. Press **Search**.	Screen B3 - Appendix B		

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
DAF	CB00278	S	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 – 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 B4 - Appendix B		
DAF	CB00279	S	Accessing the various reports based on the status	**Search by "UnActioned"**	P	Ability to search for "UnActioned" 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		

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
DAF	CB00280	O	Accessing the DAF Folder	**Officers**	P	Ability to access the DAF Folder and verify list of reports are included in the folder	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" and press **Search.**	Screen B1 & B2 - Appendix B		
DAF	CB00281	O	Accessing the various reports based on the status	**Search by "Pending"**	P	Ability to search for "Pending" 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 **Pending** from the drop-down options 5. Press **Search**.	Screen B3 - Appendix B		

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
DAF	CB00282	O	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 – 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 B4 - Appendix B		
DAF	CB00283	O	Accessing the various reports based on the status	**Search by "UnActioned"**	P	Ability to search for "UnActioned" 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		

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
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	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" 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	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 **Pending** from the drop-down options 5. Press **Search**.	Screen B3 - Appendix B		

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
DAF	CB00286	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 – 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 B4 - Appendix B		
DAF	CB00287	A	Accessing the various reports based on the status	**Search by "UnActioned"**	P	Ability to search for "UnActioned" 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 Excep. 302 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 – 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" and press	Screen B6 - Appendix A		

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
								Search.			
DAF	CB00289	S	Paid Excep. 302	Sup	**Change status to Pending**	P	Ability to change the status of report to **Pending**	1. 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**	P	Ability to change the status of report to **Actioned**	1. From the above screen, under **Report Description**, select **302 Paid Exception** and press **Action.**	Screen B8 - Appendix A		
DAF	CB00291	O	Paid Excep. 302	Offic ers	**Change status to Pending**	P	Ability to change the status of report to **Pending**	1. From the above screen, under **Report Description**, select **302 Paid Exception** and press **Pend.**	Screen B7 - Appendix A		
DAF	CB00292	O	Paid Excep. 302	Offic ers	**Change status to Actioned**	P	Ability to change the status of report to **Actioned**	1. From the above screen, under **Report Description**, select **302 Paid Exception** and press **Action.**	Screen B8 - Appendix A		
DAF	CB00293	O	Paid Excep. 302	Offic ers	**Search by "Pending"**	P	Ability to search for "Pending" 302 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 Description** field select **302**	Screen B9 - Appendix B		

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
								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	O	Paid Excep. 302	Officers	**Search by "Actioned"**	P	Ability to search for "Actioned" 302 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 Description** field select **302 Paid Exception** from the drop down options 5. In the Report Status field select **Actioned** from the drop-down options 6. Press **Search**.	Screen B10 - Appendix B		
DAF	CB00295	O	Paid Excep. 302	Officers	**Change status from Actioned to Pending**	P	Ability to change the status of report to **Pending**	1. From the above screen, under **Report Description**, select **302 Paid Exception** and press **Pending.**	Screen B7 - Appendix A		
DAF	CB00296	O	Paid Excep. 302	Officers	**Change status from Pending to Actioned**	P	Ability to change the status of report to **Actioned**	1. 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 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
DAF	CB00297	A	Paid Excep. 302	Audit or	**Check Status**	P	Ability to select a report and see the status	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 Description** field select **302 Paid Exception** from the drop down options 5. Press **Search**.	Screen B6 - Appendix A		
DAF	CB00298	A	Paid Excep. 302	Audit or	**Change status to Pending**	N	Inability to change the status of report to **Pending**	1. 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**	1. 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"**	P	Ability to change the status of report to **Pending**	1. 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"**	P	Ability to change the status of	1. 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 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 to **Actioned**				
DAF	CB00302	A	Paid Excep. 302	Audit or	**Change status from Actioned to Pending**	N	Ability to change the status of report to **Pending**	1. From the above screen, under **Report Description**, select **302 Paid Exception** and press **Pending.**	Not be able to change the status		
DAF	CB00303	A	Paid Excep. 302	Audit or	**Change status from Pending to Actioned**	N	Ability to change the status of report to **Actioned**	1. From the above screen, under **Report Description**, select **302 Paid Exception** and press **Actioned.**	Not be able to change the status		

3.3.2 Company wide Document Audit Facility (DAF) Folder (See Appendix B for screen images)

3.3.2.1 Special Functions for the Three Groups – Company wide Paid Exception [999] Reports (CW Paid Excep.)

DAF	CB00304	S	Accessing the Company Wide DAF Folder	**Supervisors**	P	Ability to access the CW DAF Folder and verify list of reports are included in the folder	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" and press **Search.**	Screen B11 - Appendix B		

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
DAF	CB00305	S	Accessing the various reports based on the status	**Search by "Pending"**	P	Ability to search for "Pending" 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 **Pending** from the drop-down options 5. Press **Search**.	Screen B12 - Appendix B		
DAF	CB00306	S	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 SOP			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 status	**Search by "UnActioned"**	P	Ability to search for "UnActioned" 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 **UnActioned** from the drop-down options 5. Press **Search**.	Screen B14 - Appendix A		
DAF	CB00308	O	Accessing the Company Wide DAF Folder	**Officers**	P	Ability to access the CW DAF Folder and verify list of reports are 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" and press **Search.**	Screen B11 - Appendix B		

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
DAF	CB00309	O	Accessing the various reports based on the status	**Search by "Pending"**	P	Ability to search for "Pending" 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 **Pending** from the drop-down options 5. Press **Search**.	Screen B12 - Appendix B		
DAF	CB00310	O	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 SOP			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	O	Accessing the various reports based on the status	**Search by "UnActioned"**	P	Ability to search for "UnActioned" 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 **UnActioned** from the drop-down options 5. Press **Search**.	Screen B14 - Appendix A		
DAF	CB00312	A	Accessing the Company Wide DAF Folder	**Auditors**	P	Ability to access the CW DAF Folder and verify list of reports are 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" and press **Search.**	Screen B11 - Appendix B		

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
DAF	CB00313	A	Accessing the various reports based on the status	**Search by "Pending"**	P	Ability to search for "Pending" 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 **Pending** from the drop-down options 5. 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 SOP				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	Accessing the various reports based on the status		**Search by "UnActioned"**	P	Ability to search for "UnActioned" 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 **UnActioned** from the drop-down options 5. Press **Search**.	Screen B14 - Appendix A		
DAF	CB00316	S	**Company Wide Paid Exception**	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	**Company Wide Paid Exception**	Sup	**Change status to Pending**	P	Ability to change the status of report to **Pending**	1. 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**	P	Ability to	1. From the above screen, under **Report**	Screen B17 - Appendix A		

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
			any Wide Paid Exception		**Actioned**		change the status of report to **Actioned**	**Description**, select **Company Wide Paid Exception** and press **Action.**			
DAF	CB00319	O	**Company Wide Paid Exception**	Officers	**Change status to Pending**	P	Ability to change the status of report to **Pending**	1. From the above screen, under **Report Description**, select **Company Wide Paid Exception** and press **Pend.**	Screen B16 - Appendix A		
DAF	CB00320	O	**Company Wide Paid Exception**	Officers	**Change status to Actioned**	P	Ability to change the status of report to **Actioned**	1. From the above screen, under **Report Description**, select **Company Wide Paid Exception** and press **Action.**	Screen B17 - Appendix A		
DAF	CB00321	O	**Company Wide Paid Exception**	Officers	**Search by "Pending"**	P	Ability to search for "Pending" **Company Wide Paid Exception** 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 Description** field select **Company Wide Paid Exception** from the drop down options 5. In the Report Status field select **Pending** from the drop-down options 6. Press **Search**.	Screen B18 - Appendix B		

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
DAF	CB00322	O	**Company Wide Paid Exception**	Officers	**Search by "Actioned"**	P	Ability to search for "Actioned" **Company Wide Paid Exception** 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 Description** field select **Company Wide Paid Exception** from the drop down options 5. In the Report Status field select **Actioned** from the drop-down options 6. Press **Search**.	Screen B19 - Appendix B		
DAF	CB00323	O	**Company Wide Paid Exception**	Officers	**Change status from Actioned to Pending**	P	Ability to change the status of report to **Pending**	1. From the above screen, under **Report Description**, select **Company Wide Paid Exception** and press **Pending.**	Screen B16 - Appendix A		
DAF	CB00324	O	**Company Wide Paid Exception**	Officers	**Change status from Pending to Actioned**	P	Ability to change the status of report to **Actioned**	1. From the above screen, under **Report Description**, select **Company Wide Paid Exception** and press **Actioned.**	Screen B17 - Appendix A		
DAF	CB00325	A	**Company Wide Paid Excep**	Auditor	**Check Status**	P	Ability to select a report and see the status	1. After logging in, select **All** from the **Open a Folder** screen. 2. Select **ABC Reports – Company Wide DAF Report View** and press **Open**.	Screen B11 - Appendix A		

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
			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	**Company Wide Paid Exception**	Auditor	**Change status to Pending**	N	Inability to change the status of report to **Pending**	1. From the above screen, under **Report Description**, select **Company Wide Paid Exception** and press **Pend.**	Not able to change status		
DAF	CB00327	A	**Company Wide Paid Exception**	Auditor	**Change status to Actioned**	N	Inability to change the status of report to **Actioned**	1. From the above screen, under **Report Description**, select **Company Wide Paid Exception** and press **Action.**	Not able to change status		
DAF	CB00328	A	**Company Wide Paid Exception**	Auditor	**Search by "Pending"**	P	Ability to change the status of report to **Pending**	1. From the above screen, under **Report Description**, select **Company Wide Paid Exception** and press **Pend.**	Screen B18 - Appendix A		
DAF	CB00329	A	**Company Wide Paid Exception**	Auditor	**Search by "Actioned"**	P	Ability to change the status of report to **Actioned**	1. 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 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
DAF	CB00330	A	**Company Wide Paid Exception**	Auditor	**Change status from Actioned to Pending**	N	Inability to change the status of report to **Pending**	1. From the above screen, under **Report Description**, select **Company Wide Paid Exception** and press **Pending.**	Not able to change the status		
DAF	CB00331	A	**Company Wide Paid Exception**	Auditor	**Change status from Pending to Actioned**	N	Inability to change the status of report to **Actioned**	1. 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	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
3.4 End Users Functional Testing – Searches (See Appendix C for screen images)									
3.4.1 Proper Format for each Folder									
	CB00332		Cheque SN	**Date Range**	P	To ensure the information on the reports for each folder appears correctly in the **Document List**	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 12/31/01") 4. Press **Search**.	Screen C1 - Appendix C (Screen images to be included using 17" monitor)		
	CB00333		Int.A/c.Bal.	**Date Range**	P	To ensure the information on the reports for each folder appears correctly in the **Document List**	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 12/31/01") 4. Press **Search**.	Screen C2 - 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
	CB00334		General Report	**Date Range**	P	To ensure the information on the reports for each folder appears correctly in the **Document List**	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 12/31/01") 4. 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**	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 12/31/01") 4. Press **Search**.	Screen C4 - 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
	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**	1. After logging in, select **All** from the **Open a Folder** screen. 2. Select **ABC Reports – External Accts: Issued File Balancing 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. 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**	1. After logging in, select **All** from the **Open a Folder** screen. 2. Select **ABC Reports – External Accts: Paid File Balancing 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. Press **Search**.	Screen C6 - 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
	CB00338		DAF	**Date Range**	P	To ensure the information on the reports for each folder appears correctly in the **Document List**	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. Press **Search**.	Screen C7 - Appendix C		
	CB00339		Company wide DAF	**Date Range**	P	To ensure the information on the reports for each folder appears correctly in the **Document List**	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. Press **Search**.	Screen C8 - 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
3.4.2 Three SOPs for Search, for each Report across all Folders									
3.4.2.1 Cheque Serial No. Folder									
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)	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 12/31/01") 4. In the **Report Description** field, select **304 Stop Payment** from the drop-down options. 5. 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	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 12/31/01") 4. In the **CRS Account** field, enter the account number you are searching on (e.g. 4243) 5. 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 SOP			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. 1830) 6. Press **Search**.			
SRC	CB00342	S	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	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 **CRS Account** field, enter the account number you are searching on (e.g. 4243) 5. In the **Cheque Serial Number** field enter the Cheque number you are searching (e.g. 1830) 6. In the **Report Description** field enter the report you want to search for from the drop down options (e.g. 304 Stop Payment) 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**.	Screen C11 – Appendix C		
	CB00343	S	Cancelled Items 304	**Date Range**	P	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 SOP			Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
						works (gives a list of all the 304 Cancelled Items reports in the selected date range)	**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 12/31/01") 4. In the **Report Description** field, select **304 Cancelled Items** from the drop-down options. 5. Press **Search**.			
	CB00344	S	Cancelled Items 304	**Date range + CRS Account + Cheque SN**	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 – 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 **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. Press **Search**.	Screen C13 – Appendix C		
	CB00345	S	Cancelled Items 304	**Date range + CRS Account + Cheque SN + Report Descrip.**	P	Verify the correct report is accessed	1. After logging in, select **All** from the **Open a Folder** screen. 2. Select **ABC Reports – Cheque Serial**	Screen C14– 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
				+ 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 company name you are searching followed by a "%" (e.g. Internal%) 9. Press **Search**.			
	CB00346	S	Void Items 304	**Date Range**	P	Verify valid date range works (gives a list of all the 304 Void Items reports in	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")	Screen C15 – 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
						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	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 **CRS Account** field, enter the account number you are searching on (e.g. 11908) 5. In the **Cheque Serial Number** field enter the Cheque number you are searching (e.g. 27628) 6. 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	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 **CRS Account** field, enter the account number you are searching on	Screen C17– 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
							(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**.			
	CB00349	S	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)	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 +**	P	Verify the correct report is	1. After logging in, select **All** from the **Open a Folder** screen.	Screen C19 – 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
				Cheque SN		accessed after keying the 3 fields	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 **CRS Account** field, enter the account number you are searching on (e.g. 4243) 5. In the **Cheque Serial Number** field enter the Cheque number you are searching (e.g. 154865) 6. 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	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 **CRS Account** field, enter the account number you are searching on (e.g. 4243) 5. In the **Cheque Serial Number** field enter the Cheque number you are searching (e.g. 154865) 6. 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 SOP			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	S	Company wide Maintenance 3	**Date Range**	P	Verify valid date range works (gives a list of all the Company Wide Maintenance 3 reports in the selected date range)	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 **Rpt 3 Company Wide Maintenance** from the drop-down options. 5. 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	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 **CRS Account** field, enter the account number you are searching on	Screen C22 – 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
							(e.g. 0) 5. In the **Cheque Serial Number** field enter the Cheque number you are searching (e.g. 1266) 6. Press **Search**.			
	CB00354	S	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	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 **CRS Account** field, enter the account number you are searching on (e.g. 0) 5. In the **Cheque Serial Number** field enter the Cheque number you are searching (e.g. 1266) 6. 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) 7. In the **Company Number** field enter the company number you are searching (e.g. 11000) 8. 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 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. Press **Search**.			
	CB00355	S	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)	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 **Report 8 Reversal Register** from the drop-down options. 5. Press **Search**.	Screen C24 – Appendix C		
	CB00356	S	Reversal Register 8	**Date range + CRS Account + Cheque SN**	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 – 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 **CRS Account** field, enter the account number you are searching on (e.g. 0) 5. In the **Cheque Serial Number** field enter the Cheque number you are searching (e.g. 1266) 6. Press **Search**.	Screen C25 – 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
	CB00357	S	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	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 **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**.	Screen C26 – Appendix C		
	CB00358	S	Dormant Account [992]	**Date Range**	P	Verify valid date range works (gives a list of all the	1. After logging in, select **All** from the **Open a Folder** screen. 2. Select **ABC Reports – Cheque Serial Number View** and press **Open**.	Screen C27 – 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
						Dormant Account reports in the selected date range)	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 **Dormant Account Report** from the drop-down options. 5. Press **Search**.			
	CB00359	S	Dormant Account [992]	**Date range + CRS Account + Cheque SN**	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 – 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 **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) 6. 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	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	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) 6. In the **Report Description** field enter the report you want to search for from the drop down options (e.g. Dormant Report) 7. 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 SOP			Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
3.4.2.2 Internal Account Balancing Folder										
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)	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 **Report Description** field, select **305 Outstanding Issues** from the drop-down options. 5. 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	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 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. Press **Search**.	Screen C31 – 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
SRC	CB00363	S	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	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 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. 305 Outstanding Issues) 7. In the **Company Name** field enter the company name you are searching followed by a "%" (e.g. BCE%) 8. 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	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")	Screen C33 – 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
						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	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 account number you are searching on (e.g. 4014) 5. In the **Company Number** field enter the Company number you are searching (e.g. 11000) 6. Press **Search**.	Screen C34 – Appendix C		
SRC	CB00366	S	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	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 account number you are searching on	Screen C35 – 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
							(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**.			
SRC	CB00367	S	FRS Daily Report: Account Balance 7	**Date Range**	P	Verify valid date range works (gives a list of all the Rpt 7 FRS Daily:Account Balance reports in the selected date range)	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 **Report Description** field, select **Rpt 7 FRS Daily:Account Balance** from the drop-down options. 5. Press **Search**.	Screen C36 – Appendix C		
SRC	CB00368	S	FRS Daily Report: Account Balance 7	**Date range + CRS Account + Company No.**	P	Verify the correct report is accessed after keying	1. After logging in, select **All** from the **Open a Folder** screen. 2. Select **ABC Reports – Internal Accts: Balancing View** and press **Open**.	Screen C37 – 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
						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	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 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. 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	Screen C38 – 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
							company name you are searching followed by a "%" (e.g. DIRECT%) 8. Press **Search**.			
SRC	CB00370	S	List of Drafts for CRS Reimbursements [991]	**Date Range**	P	Verify valid date range works (gives a list of all the List of Drafts for CRS Reimbursements reports in the selected date range)	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 **Report Description** field, select **List of Drafts for CRS Reimbursements** from the drop-down options. 5. Press **Search**.	Screen C39 – Appendix C		
SRC	CB00371	S	List of Drafts for CRS Reimbursements [991]	**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 – 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 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)	Screen C40 – 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
							6. Press **Search**.			
SRC	CB00372	S	List of Drafts for CRS Reimbursements [991]	**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 – 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 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 Reimbursements) 7. In the **Company Name** field enter the company name you are searching followed by a "%" (e.g. ___%) 8. 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	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	Screen C42 – 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
						CRS Replacements 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	S	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	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 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. Press **Search**.	Screen C43 – Appendix C		
SRC	CB00375	S	List of Drafts for CRS Replacements [990]	**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 – 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 SOP			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**.			
3.4.2.3 General Report Folder										
SRC	CB00376	S	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)	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 1 Company Wide Input Journal Summary** from the drop-down options. 5. Press **Search**.	Screen C45 – 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
SRC	CB00377	S	Company wide Input Journal Summary 1	**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 **Company Number** field enter the Company number you are searching (e.g. 11000) 6. Press **Search**.	Screen C46 – Appendix C		
SRC	CB00378	S	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	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 **Company Number** field enter the Company number you are searching (e.g. 11000) 6. In the **Report Description** field enter the	Screen C47 – 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 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	S	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	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	Screen C49 – 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
							(e.g. 0) 5. In the **Company Number** field enter the Company number you are searching (e.g. 11000) 6. Press **Search**.			
SRC	CB00381	S	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	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 **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. Rpt 2 Company Wide Input Journal Reject) 7. In the **Company Name** field enter the company name you are searching followed by a "%" (e.g. MONTREAL%) 8. Press **Search**.	Screen C50 – Appendix C		
SRC	CB00382	S	Purged Transactions 6	**Date Range**	P	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 SOP			Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
						works (gives a list of all the Report 6 Purged Transactions reports in the selected date range)	**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 6 Purged Transactions** from the drop-down options. 5. Press **Search**.			
SRC	CB00383	S	Purged Transactions 6	**Date range + CRS Account + Company Number**	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. 4146) 5. In the **Company Number** field enter the Company number you are searching (e.g. 31100) 6. Press **Search**.	Screen C52 – Appendix C		
SRC	CB00384	S	Purged Transactions 6	**Date range + CRS Account + Report Descrip. + Company No.**	P	Verify the correct report is accessed	1. After logging in, select **All** from the **Open a Folder** screen. 2. Select **ABC Reports – General Report**	Screen C53 – 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
				+ 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%) 8. Press **Search**.			
SRC	CB00385	S	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)	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 SOP			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	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. 8184) 5. In the **Company Number** field enter the Company number you are searching (e.g. 21000) 6. Press **Search**.	Screen C55 – Appendix C		
SRC	CB00387	S	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	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. 8184) 5. 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 SOP			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)	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 **FRS Daily Lodge: /Remove Stop Summary** from the drop-down options. 5. Press **Search**.	Screen C57 – Appendix C		
SRC	CB00389	S	FRS Daily Lodge: /Remove Stop Summary [996]	**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")	Screen C58 – 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
							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	S	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	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 **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 Lodge: /Remove Stop Summary) 7. In the **Company Name** field enter the company name you are searching followed by a "%" (e.g. montreal%) 8. Press **Search**.	Screen C59 – 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
SRC	CB00391	S	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)	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 **490 CRS Account Summary** from the drop-down options. 5. Press **Search**.	Screen C60 – Appendix C		
SRC	CB00392	S	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.**	P	Verify the correct report is	1. 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
				+ Company No. **+ Company Name**		accessed after keying the 5 fields	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 **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 SOP			Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
3.4.2.4 CRS Account No. Folder										
SRC	CB00394	S	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)	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 **Company Wide Paid No Issue** from the drop-down options. 5. Press **Search**.	Screen C63 – Appendix C		
SRC	CB00395	S	Company wide Paid No Issue [998]	**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 – 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 **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. Press **Search**.	Screen C64 – 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
SRC	CB00396	S	Company wide Paid No Issue [998]	**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 – 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 **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%) 8. Press **Search**.	Screen C65 – Appendix C		
SRC	CB00397	S	FRS Daily Report: Daily Lodge Stop [997]	**Date Range**	P	Verify valid date range works (gives a list of all the FRS Daily Report: Daily Lodge	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")	Screen C66 – 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
						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	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 **CRS Account** field, enter the account number you are searching on (e.g. 4324) 5. In the **Company Number** field enter the Company number you are searching (e.g. 11000) 6. 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	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 **CRS Account** field, enter the account number you are searching on	Screen C68 – 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
							(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**.			
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 selected date range)	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** from the drop-down options. 5. Press **Search**.	Screen C69 – Appendix C		
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	1. After logging in, select **All** from the **Open a Folder** screen. 2. Select **ABC Reports – CRS Account Number View** and press **Open**.	Screen C70 – 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
						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 Against Stop [995]	**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 – 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 **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	Screen C71 – 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
							company name you are searching followed by a "%" (e.g. MONTREAL%) 8. Press **Search**.			
3.4.2.5 External Accounts Issued File Balance Folder										
SRC	CB00403	S	File Maintenance Register 3	**Date Range**	P	Verify valid date range works (gives a list of all the Report 3 Maintenance reports in the selected date range)	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 **Report Description** field, select **Report 3 Maintenance** from the drop-down options. 5. 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 SOP			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**	P	Verify valid date range	1. After logging in, select **All** from the **Open a Folder** screen.	Screen C75 – 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
			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	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. 11614) 5. In the **Report Description** field select **FRS Daily Report: Online Cancel** from the drop-down options. 6. Press **Search**.	Screen C76 – Appendix C		
SRC	CB00408	S	FRS Daily Report: Online Cancel Report	**Date range + CRS Account + Report Descrip.**	P	Verify the correct report is	1. After logging in, select **All** from the **Open a Folder** screen. 2. Select **ABC Reports – External**	Screen C77 – 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
			[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**	P	Verify valid date range works (gives a list of all the FRS Daily Report: Online Issues reports in the selected	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 **Report Description** field, select	Screen C78 – 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
						date range)	**FRS Daily Report: Online Issues** Report from the drop-down options. 5. Press **Search**.			
SRC	CB00410	S	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	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. 8192) 5. In the **Report Description** field select **FRS Daily Report: Online Issues** from the drop-down options. 6. Press **Search**.	Screen C79 – Appendix C		
SRC	CB00411	S	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	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	Screen C80 – 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
							(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 External Accounts Paid File Balance Folder										
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)	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 **Report Description** field, select **Report 2 Input Journal Reject** Report from the drop-down options. 5. Press **Search**.	Screen C81 – Appendix C		
SRC	CB00413	S	Report 2 Input Journal Reject	**Date range + CRS Account +**	P	Verify the correct	1. After logging in, select **All** from the **Open a Folder** screen.	Screen C82 – 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 Description		report is accessed after keying the 3 fields	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 account number you are searching on (e.g. 4014) 5. In the **Report Description** field select Report 2 Input Journal Reject from the drop-down options. 6. Press **Search**.			
SRC	CB00414	S	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	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 account number you are searching on (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	Screen C83 – 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 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	S	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)	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 **Report Description** field, select **Rpt 4 Duplicate Serial Number** from the drop-down options. 5. 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 SOP			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 drop-down options. 6. Press **Search**.			
SRC	CB00417	S	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	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 account number you are searching on (e.g. 4502) 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. Rpt 4 Duplicate Serial Number) 7. In the **Company Name** field enter the company name you are searching followed by a "%" (e.g. Canada%) 8. Press **Search**.	Screen C86 – 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
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)	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 **Report Description** field, select **Rpt 4 Duplicate Serial Number** from the drop-down options. 5. 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	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 account number you are searching on (e.g. 4243) 5. In the **Report Description** field select **301 Paid Items** from the drop-down options. 6. Press **Search**.	Screen C88 – Appendix C		
SRC	CB00420	S	301 Paid Items	**Date range + CRS Account +**	P	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. + Company Name		report is accessed after keying the 5 fields	**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 account number you are searching on (e.g. 4243) 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. 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 SOP			Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
3.4.2.7 Document Audit Facility (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)	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 01/01/02") 4. In the **Report Description** field, select **302 Paid Exception** from the drop-down options. 5. 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	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 01/01/02") 4. In the **CRS Account** field, enter the account number you are searching on (e.g. 4014) 5. In the **Report Description** field select **302 Paid Exception** from the drop-down options. 6. Press **Search**.	Screen C91 – 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
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	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 01/01/02") 4. In the **CRS Account** field, enter the account number you are searching on (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. 302 Paid Exception) 7. In the **Company Name** field enter the company name you are searching followed by a "%" (e.g. Canadian%) 8. 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	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 01/01/02")	Screen C93 – 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
						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	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 01/01/02") 4. In the **CRS Account** field, enter the account number you are searching on (e.g. 8192) 5. In the **Report Description** field select **303 Paid No Issue** from the drop-down options. 6. 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	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 01/01/02") 4. 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 SOP			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 Company wide DAF Folder										
SRC	CB00427	S	Company wide Paid Exception [999]	**Date Range**	P	Verify valid date range works (gives a list of all the Company wide Paid Exception reports in the selected date range)	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 01/01/02") 4. In the **Report Description** field, select **Company wide Paid Exception** from the drop-down options. 5. Press **Search**.	Screen C96 – Appendix C		
SRC	CB00428	S	Company wide Paid Exception [999]	**Date range + CRS Account + Report**	P	Verify the correct report is	1. After logging in, select **All** from the **Open a Folder** screen. 2. Select **ABC Reports – DAF Report View**	Screen C97 – 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
				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	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 01/01/02") 4. In the **CRS Account** field, enter the account number you are searching on (e.g. 8257) 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 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)	Remarks
							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 SOP		Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
3.4.3 By Find Command (See Appendix D for screen images of test results) ***3.4.3.1 Cheque Serial No. Folder***									
SRC	CB00430	S	Paid Items Report 301	**Find Cheque S/N - Button**	P	Find cheque SN in a report using the button feature	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 **301 Paid Items** from the drop-down options. 5. Press **Search**. 6. Open the report by pressing the **Enter** key. 7. 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 the Cheque Serial Number you are searching on (e.g.154865) and press the **Find** button.	Screen D1 – Appendix D		
SRC	CB00431	S	Paid Items Report 301	**Find Cheque S/N - Button**	N	Invalid cheque SN	1. After logging in, select **All** from the **Open a Folder** screen. 2. Select **ABC Reports – Cheque Serial**	Screen D2 – 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
							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**. 6. Open the report by pressing the **Enter** key. 7. 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 incorrect 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**	P	Find a cheque SN in a report using the menu/F5 feature	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 **301 Paid Items** from the drop-down options. 5. Press **Search**. 6. Open the report by pressing the **Enter**	Screen D1 – 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
							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	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 **301 Paid Items** from the drop-down options. 5. Press **Search**. 6. 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 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**	P	Find a $ amount in a report using	1. After logging in, select **All** from the **Open a Folder** screen.	Screen D3 – Appendix A		

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
						the button feature	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 **301 Paid Items** from the drop-down options. 5. Press **Search**. 6. Open the report by pressing the **Enter** key. 7. 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 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	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 **301 Paid Items** from the drop-down options. 5. Press **Search**. 6. Open the report by pressing the **Enter**	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
							key. 7. 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 incorrect $ amount (e.g.1234567237.82) and press the **Find** button.			
SRC	CB00436	S	Paid Items Report 301	**Find $ amount - Menu**	P	Find a $ amount in a report using the menu/F5 feature	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 **301 Paid Items** from the drop-down options. 5. Press **Search**. 6. 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 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	1. 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
							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 **301 Paid Items** from the drop-down options. 5. Press **Search**. 6. 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 – Cheque S/N**	P	Cheque Serial No. only	1. After logging in, select **All** from the **Open a Folder** screen. 2. Select **ABC Reports – Cheque Serial**	Screen D5 – 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
							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") 4. 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** key. 7. Select **Expression Find** from the Search pulldown menu 8. Highlight SERIALNUM and press the **Insert** button. 9. 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 – Cheque S/N**	N	Incorrect Cheque Serial No.	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	Screen __ – 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
							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**. 6. 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.			
SRC	CB00440		Paid Items Report 301	**Expression Find – Find All:** **- Date Range** **- Cheque SN** **- Report/s**	P	**- Date Range** **- Cheque SN** **- Report/s**	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. In the **Report Description** field select **301 Paid Items** from the drop-down options. 4. Press **Search**. 5. Open the report by pressing the **Enter** key. 6. From the opened report, select the **Search** menu. 7. Select **Expression Find** from the list of options 8. Highlight SERIALNUM and press the **Insert** button.	Screen D6 – 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
							9. Select ">=" from the Fields box; press the Insert button. 10. Key in the beginning cheque serial number you are searching on (e.g. 165457). 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.			
SRC	CB00441		Paid Items Report 301	**Expression Find:** **- Date Range** **- Cheque SN** **- Report/s**	N	**Incorrect:** **- Date Range** **- Cheque SN** **- Report/s**	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. In the **Report Description** field select **301 Paid Items** from the drop-down options. 4. Press **Search**. 5. View the report by pressing the **Enter** key. 6. From the opened report, select the **Search** menu. 7. Select **Expression Find** from the list of	Screen D7 – 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
							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 be 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.			
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**	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. In the **Report Description** field select **301 Paid Items** from the drop-down options. 4. Press **Search**. 5. View the report by pressing the **Enter** key. 6. From the opened report, select the **Search**	Screen D8 – 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
							menu. 7. Select **Expression Find** from the list of options 8. Highlight **ISSUEDATE** and press the **Insert** button. 9. Select ">=" from the Fields box; press the Insert button. 10. Key in the ISSUEDATE to be searched 042701). 11. Press the **Find All** button. 12. Double click on the last entry of the record entries to go directly to that line entry.			
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**	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. In the **Report Description** field select **301 Paid Items** from the drop-down options. 4. Press **Search**. 5. View the report by pressing the **Enter** key. 6. From the opened report, select **Expression Find** from the **Search** menu. 7. Highlight **ISSUEDATE** and press the **Insert** button.	Screen D9 – 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
							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.			
SRC	CB00444		Paid Exceptions Report - 302	**Expression Find – Cheque S/N**	P	Cheque Serial No. only	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 **302**	Screen D5 – 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
							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. 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 located (e.g. 0005178674); press the **Find** button.			
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 **302 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.	Screen D9 – 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
							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 located (e.g. 0009999999); press the **Find** button.			
SRC	CB00446		Paid Exceptions Report - 302	**Expression Find:** **- Date Range** **- IssueAmount** **- Cheque SN** **- Report/s**	P	**- IssueAmount Range** **- Cheque SN** **- Report/s**	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 150.00). 10. Insert the "logical AND" (&) search	Screen D5 – 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
							operator. 11. Highlight ISSUEAMOUNT and press the **Insert** button. 12. Select "<=" from the Fields box; press the Insert button. 13. Key in the ending ISSUEAMOUNT to be 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 located (e.g. 0005178674); press the **Find** button.			
SRC	CB00447		Paid Exceptions Report - 302	**Expression Find:** **- Date Range** **- Cheque SN** **- Report/s**	N	**Incorrect:** **- IssueAmount Range** **- Cheque SN** **- Report/s**	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**	Screen D9 – 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
							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 150.00). 10. Insert the "logical AND" (&) search operator. 11. Highlight ISSUEAMOUNT and press the **Insert** button. 12. Select "<=" from the Fields box; press the Insert button. 13. Key in the ending ISSUEAMOUNT to be 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 located (e.g. 0005178674); press the **Find** button.			
SRC	CB00448		Paid Exceptions Report - 302	**Expression Find - All:** **- Date Range** **- IssueAmount**	P	**- IssueAmount Search Result – Move to a selected row.**	1. Open **ABC Reports – Cheque Serial Number View**. 2. From the Folder Search Screen select an appropriate date range (e.g. "Between	Screen D8 – 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
				- 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** key. 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 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**	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.	Screen D9 – 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
							4. Press **Search**. 5. View the report by pressing the **Enter** key. 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 located 1500000.00). 10. Press the **Find** button.			
SRC	CB00450		Outstanding Issues Report 305	**Expression Find – Cheque S/N**	P	Cheque Serial No. only	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 **Outstanding Issues Report 305** from the **Report Description** field drop-down options. 4. Press **Search**. 5. View the report by pressing the **Enter** key. 6. Select **Expression Find** from the Search pulldown menu 7. Highlight SERIALNUM; press the **Insert** button. 8. Select "=" from the Fields box; press the	Screen D5 – 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
							Insert button. 9. Key in the cheque serial number to be located (e.g. 0007689369); press the **Find** button.			
SRC	CB00451		305 Outstanding Issues	**Expression Find –** **Cheque S/N**	N	Incorrect Cheque Serial No.	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 SERIALNUM; press the **Insert** button. 8. Select "=" from the Fields box; press the Insert button. 9. Key in the cheque serial number to be located (e.g. 0007689369); press the **Find** button.	Screen D9 – Appendix D		
SRC	CB00452		305 Outstanding Issues	**Search without Autoview** **Date Range**	P	Locate a list of documents	1. Select **ABC Reports – Cheque Serial Number View** and press **Open**. 2. Select **Autoview -> None** from the **Options**	Screen D46 – 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
							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.			
SRC	CB00453		305 Outstanding Issues	**Search with Autoview** **Date Range**	P	Locate a list of documents and automatically view first document matched	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**	P	Locate a single document	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	Screen D1 – Appendix D Document should automatically open to the line item searched.		

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. Select **305 Outstanding Issues** from the **Report Description** field drop-down options. 5. Enter Cheque S/N 0007689369 6. Press **Search**.			
SRC	CB00455		305 Outstanding Issues	**Search with Autoview – Single Document** **Date Range** **Cheque S/N**	P	Locate a single document	1. Select **ABC Reports – Cheque Serial 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**.	Screen D1 – Appendix D Document should automatically open to the line item searched.		
SRC	CB00456		305 Outstanding Issues	**Expression Find:** **- Date Range** **- Cheque SN** **- Report/s**	P	**- Date Range** **- Cheque SN** **- Report/s**	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.	Screen D5 – 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
							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 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 **Find**			

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
							button.			
SRC	CB00457		305 Outstanding Issues	**Expression Find:** **- Date Range** **- Cheque SN** **- Report/s**	N	**Incorrect:** **- Cheque SN** **- Report/s**	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 **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	Screen D9 – 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
							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.			
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**	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 **Insert** button. 8. Select ">=" from the Fields box; press the Insert button.	Screen D10 – 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
							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 **Find** button.			
SRC	CB00459		305 Outstanding Issues	**Expression Find:** **- Date Range** **- Cheque SN** **- Report/s Search Result**	P	**Expression Find – Find All One row selected**	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.	Screen D11 – 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
							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 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 **Find**			

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
							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**	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 **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	Screen D7 – 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
							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 All** button.			
3.4.5 By Logical Find (Large Reports –100 pages) – ***3.4.5.1 Cheque Serial Number Folder***										
SRC	CB00461	S	305 Outstanding Issues	**Single View**	P	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.	Screen D17 – Appendix D		
SRC	CB00462	S	305 Outstanding	**Multi View**	P	View multiple pages	1. Select **ABC Reports – Cheque Serial Number View** and press **Open**.	Screen D12 – Appendix D and		

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
			Issues	**Side-by-side**		concurrently of a 100-page document **Report Date** **Cheque S/N**	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, activate **MultiView** 7. From the **Window** pull-down menu, select **New Window** 8. From the Window pull-down menu, select **Tile Vertical** 9. From the left-most document window, go to page 39. 10. From the right-most document window, go to page 70.	Screen D13 – Appendix D		
SRC	CB00463	O	305 Outstanding Issues	**Multi View** **Top-to-bottom**	P	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.	Screen D12 – Appendix D and Screen D14 – 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
							4. Press **Search**. 5. View the document with cheque serial number of 0007689369. 6. From the **Options** pull-down menu, activate **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 to page 39. 10. From the bottom-most document window, go to page 70.			
SRC	CB00464	O	305 Outstanding Issues	**Multi View** **Cascade**	P	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. 4. Press **Search**. 5. View the document with cheque serial number of 0007689369. 6. From the **Options** pull-down menu, activate **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 SOP			Purpose of the SOP	Instructions/Procedures (steps to follow, data to obtain, etc.)	Expected Result	Actual Test Result (F=Fail S=Success)	Remarks
							New Window 8. From the Window pull-down menu, select **Cascade** 9. From the highest (the one on top) document window, go to page 70. 10. From the underneath document (the one laying below the other one) window, go to page 39.			
SRC	CB00465	A	305 Outstanding Issues	**Multiple docs viewed as a single document**	P	Separate documents of similar type can be viewed as a single document	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, activate **View Combined Documents** 6. Select 3 documents from the hit list so that all documents are highlighted concurrently. 7. Press **Enter** to view the documents.	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	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 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	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.			

3.4.6 By Logical Find (Multiple Reports)

3.4.6.1 DAF Folder

SRC	CB00467	S	302 Paid Exception	**Single View**	P	Locate and View a document **Report Date** **Company Name**	1. Select **ABC Reports – DAF Report 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 **302 Paid Exception** from the **Report Description** field drop-down options. 4. Press **Search**. 5. View the document for Company Name **Canada Post Corp**.	Screen D17 – Apendix D		
SRC	CB00468	S	302 Paid Exception	**Multi View** **Side-by-side**	P	View multiple pages concurrently of a document **Report Date** **Company**	1. Select **ABC Reports – DAF Report 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 **302 Paid Exception** from the **Report**	Screen D12 – Appendix D Screen D13 – 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
						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, activate **MultiView** 7. From the **Window** pull-down menu, select **New Window** 8. From the Window pull-down menu, select **Tile Vertical** 9. From the left-most document window, highlight **SERIAL NUM** 0005167956. 10. From the right-most document window, highlight **SERIAL NUM** 0005180002.			
SRC	CB00469	O	302 Paid Exception	**Multi View** **Top-to-bottom**	P	View multiple pages concurrently of a document **Report Date** **Company Name**	1. Select **ABC Reports – DAF Report 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 **302 Paid Exception** from the **Report 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, activate **MultiView**	Screen D12 – Appendix D Screen D14 – 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
							7. From the **Window** pull-down menu, select **New Window** 8. From the Window pull-down menu, select **Tile Horizontal** 9. From the top-most document window, highlight **SERIAL NUM** 0005167956. 10. From the bottom-most document window, highlight **SERIAL NUM** 0005180002.			
SRC	CB00470	O	302 Paid Exception	**Multi View** **Cascade**	P	View multiple pages concurrently of a document **Report Date** **Company Name**	1. Select **ABC Reports – DAF Report 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 **302 Paid Exception** from the **Report 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, activate **MultiView** 7. From the **Window** pull-down menu, select **New 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,	Screen D12 – Appendix D Screen D15 – 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
							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	1. Select **ABC Reports – DAF Report 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 **302 Paid Exception** from the **Report 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, activate **View Combined Document** 7. Select 2 documents from the hit list so that both documents are highlighted concurrently. 8. Press **Enter** to view the documents.	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** 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 **302 Paid Exception** from the **Report Description** field drop-down options. 4. Press **Search**. 5. View the document for Company Name **Canada Post Corp**	Screen D18 – Appendix D Screen D19 – 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
							6. From the **Options** pull-down menu, activate **View Combined Document** 7. Select 2 documents from the hit list so that both documents are highlighted concurrently. 8. Press **Enter** to view the documents.			
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		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 **FRS Daily Report: Online Issues** from the **Report Description** field drop-down options. 4. Press **Search**.	Screen D23 – Appendix D		
SRC	CB00474	S	FRS Daily Report: Online Issues	**Open first document**	P		1. Highlight the **CRS Account 8192** document; then press **Enter** to view the document. 2. 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	1. While viewing the document, close the current document and open the next	Screen D20 – 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
			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**			1. While still viewing **CRS Account 8192**, click on the Folder Search Screen icon. 2. Select **Dormant Account Report** from the **Report Description** pull-down field. 3. Press search	Screen D22 – Appendix D		
SRC	CB00477	S	Dormant Account Report	**View an additional document**			1. Highlight the **CRS Account 1287** document; then press **Enter** to view the document. 2. 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**			1. While viewing a document, view another currently opened document. 2. Click on the **Right** arrow to open the next	Screen D26 – Appendix D Screen D27 – 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 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*	Screen D25 – Appendix D		
SRC	CB00479	O	Paid Items Report 301	**Up and Down buttons**			1.			
SRC	CB00480	A	Paid Items Report 301	**Search and obtain more than 1 result**			1.			
SRC	CB00481	A	Paid Items Report 301	**Open Report 1**			1.			
SRC	CB00482	A	Paid Items Report 301	**Open Report 2**			1.			
SRC	CB00483	A	Paid Items Report 301	**Up and Down buttons**			1.			
3.5 Tool Bar Buttons										
TBB	CB00484	S	Open Folder	**Selection 1**	N	Verify **Open Folder** TBB is activated	1. After the initial logon, click the **Open Folder** tool bar button.	Screen D28 – Appendix D		
TBB	CB00485	S	Open Folder	**Selection 2**	P	Verify **Open Folder** TBB is activated	1. After the initial logon, select **ABC General Report View** then click **Open.** 2. Click the **Open Folder** tool bar button.	Screen D29 – 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
TBB	CB00486	O	Open Folder	**Selection 1**	N	Verify **Open Folder** TBB is activated	1. After the initial logon, click the **Open Folder** tool bar button.	Screen D28 – Appendix D		
TBB	CB00487	O	Open Folder	**Selection 2**	P	Verify **Open Folder** TBB is activated	1. After the initial logon, select **ABC General Report View** then click **Open.** 2. After the initial logon, click the **Open Folder** toolbar button.	Screen D29 – Appendix D		
TBB	CB00488	A	Open Folder	**Selection 1**	N	Verify **Open Folder** TBB is activated	1. After the initial logon, click the **Open Folder** toolbar button.	Screen D28 – Appendix D		
TBB	CB00489	A	Open Folder	**Selection 2**	P	Verify **Open Folder** TBB is activated	1. After the initial logon, select **ABC General Report View** then click **Open.** 2. 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**	P	Verify **Select Printer** option is activated	1. Select the **ABC Cheque Serial Number View**; press **Enter**. 2. Enter a Date range using the ABCbols **t-1y** through **t**.	Screen D32 – 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
							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)**	P	Verify **Printer Setup** is available for page orientation	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 5. Click the **Setup** button (or **Page Setup**, depending on your printer selection) to select the page orientation for print (portrait or landscape).	Screen D32 – Appendix D		
TBB	CB00493	S	Print	**All pages**	P	Verify **Print All Pages** 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 5. Click on ◙ **All Pages** to print the complete document	Screen D31 – Appendix D		
TBB	CB00494	S	Print	**Current page**	P	Verify **Print Current Page** is activated	1. Select the **ABC Cheque Serial Number View**; press **Enter**. 2. Enter a Date range using the ABCbols	Screen D31 – 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
							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 page being viewed.			
TBB	CB00495	S	Print	**Selected page/s**	P	Verify **Print Selected Pages** 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 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**.	Screen D31 – Appendix D Screen D33 – Appendix D		
TBB	CB00496	O	Print	**Options screen**	P	Verify **Printer**	1. Select the **ABC Cheque Serial**	Screen D30 – 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
						TBB is 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	Screen D31 – Appendix D		
TBB	CB00497	O	Print	**Select printer**	P	Verify **Select Printer** option 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 5. Click the **down arrow** next to the setup button to select a printer.	Screen D32 – Appendix D		
TBB	CB00498	O	Print	**Orientation (P/L)**	P	Verify **Printer Setup** is available for page orientation	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 5. Click the **Setup** button (or **Page Setup**, depending on your printer selection) to select the page orientation for print (portrait or landscape).	Screen D32 – Appendix D		
TBB	CB00499	O	Print	**All pages**	P	Verify **Print All Pages** is	1. Select the **ABC Cheque Serial**	Screen D31 – 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
						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 5. Click on ◙ **All Pages** to print the complete document			
TBB	CB00500	O	Print	**Current page**	P	Verify **Print Current Page** 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 5. Click on ◙ **Current Page** to print the page being viewed.	Screen D31 – Appendix D		
TBB	CB00501	O	Print	**Selected page/s**	P	Verify **Print Selected Pages** 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 5. Click on ◙ **Selected Pages** to print the complete document. 6. Print 5 pages from the document:	Screen D31 – Appendix D Screen D33 – 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
							• 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	CB00502	A	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	CB00503	A	Print	**Select printer**	P	Verify **Select Printer** option 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 5. Click the **down arrow** next to the setup button to select a printer.	Screen D32 – Appendix D		
TBB	CB00504	A	Print	**Orientation (P/L)**	P	Verify **Printer Setup** is available for	1. Select the **ABC Cheque Serial Number View**; press **Enter**.	Screen D32 – 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
						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	CB00505	A	Print	**All pages**	P	Verify **Print All Pages** 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 5. Click on ◙ **All Pages** to print the complete document	Screen D31 – Appendix D		
TBB	CB00506	A	Print	**Current page**	P	Verify **Print Current Page** 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 5. Click on ◙ **Current Page** to print the page being viewed.	Screen D31 – 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
TBB	CB00507	A	Print	**Selected page/s**	P	Verify **Print Selected Pages** 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 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**.	Screen D31 – Appendix D Screen D33 – Appendix D		
TBB	CB00508	S	Zoom button	**25%**	P	Verify **Zoom** TBB 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. Open the first document on the hit list. 4. Click the **Zoom** toolbar button 5. Click ◙ **25%;** press **OK**	Screen D35 Screen D34		

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
TBB	CB00509	S	Zoom button	**50%**	P	Verify **Zoom** TBB 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. Open the first document on the hit list. 4. Click the **Zoom** toolbar button 5. Click ◙ **50%;** press **OK**	Screen D35 Screen D34		
TBB	CB00510	S	Zoom button	**75%**	P	Verify **Zoom** TBB 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. Open the first document on the hit list. 4. Click the **Zoom** toolbar button 5. Click ◙ **75%;** press **OK**	Screen D35 Screen D34		
TBB	CB00511	S	Zoom button	**100%**	P	Verify **Zoom** TBB 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. Open the first document on the hit list. 4. Click the **Zoom** toolbar button 5. Click ◙ **100%;** press **OK**	Screen D35 Screen D34		
TBB	CB00512	S	Zoom button	**150%**	P	Verify **Zoom** TBB is activated	1. Select the **ABC Cheque Serial Number View** folder; press **Enter**. 2. Enter a Date range using the ABCbols	Screen D35 Screen D34		

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
							t-1y through **t**. 3. Open the first document on the hit list. 4. Click the **Zoom** toolbar button 5. Click ◙ 1**50%;** press **OK**			
TBB	CB00513	S	Zoom button	**200%**	P	Verify **Zoom** TBB 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. Open the first document on the hit list. 4. Click the **Zoom** toolbar button 5. Click ◙ **200%;** press **OK**	Screen D35 Screen D34		
TBB	CB00514	S	Zoom button	**500%**	P	Verify **Zoom** TBB 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. Open the first document on the hit list. 4. Click the **Zoom** toolbar button 5. Click ◙ **500%;** press **OK**	Screen D35 Screen D34		
TBB	CB00515	S	Zoom button	**1000%**	P	Verify **Zoom** TBB 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. Open the first document on the hit list.	Screen D35 Screen D34		

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. Click the **Zoom** toolbar button 5. Click ◙ **1000%;** press **OK**			
TBB	CB00516	O	Zoom button	**25%**	P	Verify **Zoom** TBB 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. Open the first document on the hit list. 4. Click the **Zoom** toolbar button 5. Click ◙ **25%;** press **OK**	Screen D35 Screen D34		
TBB	CB00517	O	Zoom button	**50%**	P	Verify **Zoom** TBB 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. Open the first document on the hit list. 4. Click the **Zoom** toolbar button 5. Click ◙ **50%;** press **OK**	Screen D35 Screen D34		
TBB	CB00518	O	Zoom button	**75%**	P	Verify **Zoom** TBB 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. Open the first document on the hit list. 4. Click the **Zoom** toolbar button 5. Click ◙ **75%;** press **OK**	Screen D35 Screen D34		

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
TBB	CB00519	O	Zoom button	**100%**	P	Verify **Zoom** TBB 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. Open the first document on the hit list. 4. Click the **Zoom** toolbar button 5. Click ◙ **100%;** press **OK**	Screen D35 Screen D34		
TBB	CB00520	O	Zoom button	**150%**	P	Verify **Zoom** TBB 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. Open the first document on the hit list. 4. Click the **Zoom** toolbar button 5. Click ◙ **150%;** press **OK**	Screen D35 Screen D34		
TBB	CB00521	O	Zoom button	**200%**	P	Verify **Zoom** TBB 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. Open the first document on the hit list. 4. Click the **Zoom** toolbar button 5. Click ◙ **200%;** press **OK**	Screen D35 Screen D34		
TBB	CB00522	O	Zoom button	**500%**	P	Verify **Zoom** TBB is activated	1. Select the **ABC Cheque Serial Number View** folder; press **Enter**. 2. Enter a Date range using the ABCbols	Screen D35 Screen D34		

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
							t-1y through **t**. 3. Open the first document on the hit list. 4. Click the **Zoom** toolbar button 5. Click ◙ **500%;** press **OK**			
TBB	CB00523	O	Zoom button	**1000%**	P	Verify **Zoom** TBB 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. Open the first document on the hit list. 4. Click the **Zoom** toolbar button 5. Click ◙ **1000%;** press **OK**	Screen D35 Screen D34		
TBB	CB00524	A	Zoom button	**25%**	P	Verify **Zoom** TBB 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. Open the first document on the hit list. 4. Click the **Zoom** toolbar button 5. Click ◙ **25%;** press **OK**	Screen D35 Screen D34		
TBB	CB00525	A	Zoom button	**50%**	P	Verify **Zoom** TBB 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. Open the first document on the hit list.	Screen D35 Screen D34		

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. Click the **Zoom** toolbar button 5. Click ◙ **50%;** press **OK**			
TBB	CB00526	A	Zoom button	**75%**	P	Verify **Zoom** TBB 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. Open the first document on the hit list. 4. Click the **Zoom** toolbar button 5. Click ◙ **75%;** press **OK**	Screen D35 Screen D34		
TBB	CB00527	A	Zoom button	**100%**	P	Verify **Zoom** TBB 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. Open the first document on the hit list. 4. Click the **Zoom** toolbar button 5. Click ◙ **100%;** press **OK**	Screen D35 Screen D34		
TBB	CB00528	A	Zoom button	**150%**	P	Verify **Zoom** TBB 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. Open the first document on the hit list. 4. Click the **Zoom** toolbar button 5. Click ◙ **150%;** press **OK**	Screen D35 Screen D34		

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
TBB	CB00529	A	Zoom button	**200%**	P	Verify **Zoom** TBB 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. Open the first document on the hit list. 4. Click the **Zoom** toolbar button 5. Click ◙ **200%;** press **OK**	Screen D35 Screen D34		
TBB	CB00530	A	Zoom button	**500%**	P	Verify **Zoom** TBB 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. Open the first document on the hit list. 4. Click the **Zoom** toolbar button 5. Click ◙ **500%;** press **OK**	Screen D35 Screen D34		
TBB	CB00531	A	Zoom button	**1000%**	P	Verify **Zoom** TBB 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. Open the first document on the hit list. 4. Click the **Zoom** toolbar button 5. 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	1. Select the **ABC External Accounts: Issued File Balancing View** folder; press **Enter**.	Screen D36 Screen D37		

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
							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**	P	Verify **Go To 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 the **GoTo Page** toolbar button 5. Select **6** then press **OK**.	Screen D36 Screen D37		
TBB	CB00534	O	Display a specific page	**Selection 1**			1.			
TBB	CB00535	O	Display a specific page	**Selection 2**			1.			
TBB	CB00536	A	Display a specific page	**Selection 1**			1.			
TBB	CB00537	A	Display a specific page	**Selection 2**			1.			
TBB	CB00538	S	Find first occurrence of a spec. text string	**Selection 1**	P	Verify **Find TBB** is activated	1. Select the **ABC External Accounts: Issued File Balancing View** folder; press **Enter**. 2. Enter a Date range using the ABCbols	Screen D38 Screen D39 Screen D40		

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
							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**.			
TBB	CB00539	S	Find first occurrence of a spec. text string	**Selection 2**	P	Verify **Find 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 the **Find Text String** toolbar button 5. Entert **0000002756** then press **Find**.	Screen D38 Screen D39 Screen D40		
TBB	CB00540	O	Find a spec. text string	**Selection 1**			1.			
TBB	CB00541	O	Find a spec. text string	**Selection 2**			1.			
TBB	CB00542	A	Find a spec. text string	**Selection 1**			1.			
TBB	CB00543	A	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	1. Click the **Find Previous Text String** toolbar button	Screen D41 Screen D40		

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
TBB	CB00545	S	Find next text string	**Selection 1** **(If not grayed out)**		Verify **Find next TBB** is activated	1. 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	1. 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	1. Click the **Find Next Text String** toolbar button	Screen D42 Screen D40		
TBB	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 D39 Screen D43		
TBB	CB00549	S	Find all occurrences of a text string	**Selection 2**		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**	Screen D38 Screen D39 Screen D43		

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
							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	S	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 **Previous 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	O	Display	**Previous Page**			1.			
TBB	CB00553	O	Display	**Next Page**			1.			
TBB	CB00554	A	Display	**Previous Page**			1.			
TBB	CB00555	A	Display	**Next Page**			1.			
TBB	CB00556	S	View existing notes in the document	**Notes icon**	P	Verify **Notes** TBB is activated	1. Select the **ABC Cheque Serial Number View** folder; press **Enter**. 2. Enter a Date range using the ABCbols	Screen D47 Screen D48		

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
							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			
TBB	CB00557	S	Add a new note	**Notes icon**	P	Verify **Notes** TBB 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 **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	O	View existing notes in the document	**Notes icon**	P	Verify **Notes** TBB 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 **304 Void Items** from the **Report Description** field drop-down	Screen D51		

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
							options. 4. Press **Search**. 5. Open the first document on the hit list. 6. Click the **Notes** toolbar button			
TBB	CB00559	O	Add a new note	**Notes icon**	P	Verify **Notes** TBB 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 **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 D51		
TBB	CB00560	A	View existing notes in the document	**Notes icon**	P	Verify **Notes** TBB 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 **304 Void Items** from the **Report Description** field drop-down options. 4. Press **Search**. 5. Open the first document on the hit list.	Screen D50 – Appendix D Only public notes displayed		

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
							6. Click the **Notes** toolbar button			
TBB	CB00561	A	Add a new note	**Notes icon**	N	Verify **Notes** TBB 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 **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	Screen D50 – Appendix D Add Note grayed out Only public notes displayed		
TBB	CB00562	S	View search criteria + doc list	**Folder search from within open document**	P	Verify **Folder Search Screen** TBB is activated	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 **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-	Screen D22 – 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
							down field. 8. Press search 9. Highlight the **CRS Account 1287** document; then press **Enter** to view the document.			
TBB	CB00563	O	View search criteria + doc list	**Folder search from within open document**	P	Verify Folder Search Screen is activated	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 **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-down field. 8. Press search 9. Highlight the **CRS Account 1287** document; then press **Enter** to view the document.	Screen D22 – Appendix D		
TBB	CB00564	A	View search criteria + doc	**Folder search from within open**	P	Verify **Folder Search Screen**	1. Select **ABC Reports – Cheque Serial Number View** and press **Open**.	Screen D22 – 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
			list	**document**		TBB is activated	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-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 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**	Screen D27 – 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
							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	O	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	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**	Screen D27 – 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
							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.			
TBB	CB00568	S	View next previously opened doc.		P	Verify **View Next Open Document** is activated	1. While viewing one of the selected documents click on the **Right** arrow to open the next document that is currently open.	Screen D26 – Appendix D		
TBB	CB00569	O	View next previously opened doc.		P	Verify **View Next Open Document** is activated	1. While viewing one of the selected documents click on the **Right** arrow to open the next document that is currently open.	Screen D26 – Appendix D		
TBB	CB00570	A	View next previously opened doc.		P	Verify **View Next Open Document** is activated	1. While viewing one of the selected documents click on the **Right** arrow to open the next document that is currently open.	Screen D26 – Appendix D		
TBB	CB00571	S	View **Next** item in doc list		P	Verify the **View Next Item on Hit List** is activated.	1. From within an open document, close the current document and open the next document on the hit list. 2. Click on the **Down** arrow to open the next document from the hit list.	Screen D20 – Appendix D		
TBB	CB00572	O	View **Previous**		P	Verify the **View Previous Item**	1. From within an open document, close the current document and open the	Screen D21 – 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
			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 **View Previous Item on Hit List** is activated.	1. From within an open document, close the current document and open the previous document on the hit list. 2. Click on the **Up** arrow to open the previous document listed on the hit list.	Screen D21 – Appendix D		
TBB	CB00574	S	Use the Help (?) option		P	Verify the **Help** TBB is activated	1. From within an open document, click on the **Help** icon (angled arrow and ?). The cursor transforms into ↑? 2. Move the ↑? on top of the **Folder Search Criteria** toolbar; click the left mouse button.	Screens D52, D53, D54 – Appendix D		
TBB	CB00575	O	Use the Help (?) option		P	Verify the **Help** TBB is activated	1. From within an open document, click on the **Help** icon (angled arrow and ?). The cursor transforms into ↑? 2. Move the ↑? on top of the **Folder Search Criteria** toolbar; click the left mouse button.	Screens D52, D53, D54 – Appendix D		
TBB	CB00576	A	Use the Help (?) option		P	Verify the **Help** TBB is activated	1. From within an open document, click on the **Help** icon (angled arrow and ?). The cursor transforms into ↑? 2. Move the ↑? on top of the **Folder Search Criteria** toolbar; click the left	Screens D52, D53, D54 – 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
							mouse button.			
TBB	CB00577	S	Short cut 10: Find total		P	Verify the **Find Total Shortcut** 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 **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.	Screens D55, D56, Appendix D		
TBB	CB00578	O	Short cut 10: Find total		P	Verify the **Find Total Shortcut** 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 **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	Screens D55, D56, D42 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
							to the next *Total* text match			
TBB	CB00579	A	Short cut 10: Find total		P	Verify the **Find Total Shortcut** 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. View the item for the **Andarko Canada Corp** company. 6. Click on the **Shortcut #10** icon	Screens D55, D56, Appendix D		
TBB	CB00580	S	View related Report 3		P	Verify **Related Documents** TBB 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 **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 **RD1** TBB	Screens D57, D62 – Appendix D		
TBB	CB00581	S	View related Report 301		P	Verify **Related Documents** TBB is activated	1. Select the **ABC Cheque Serial Number View** folder; press **Enter**. 2. Enter a Date range using the ABCbols	Screens D58, D62 – 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
							t-1y through **t**. 3. 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		P	Verify **Related Documents** TBB 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 **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	Screens D59, D62 – Appendix D		
TBB	CB00583	S	View related Report 303		P	Verify **Related Documents** TBB 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 **Dormant Account Report** from the **Report Description** field drop-down options.	Screens D60, D62 – 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
							4. Press **Search**. 5. View the item for the **PMO English Dormant** company. 6. Click on the **RD4** TBB			
TBB	CB00584	S	View related Report 306		P	Verify **Related Documents** TBB 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 **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	Screens D61, D62 – Appendix D		
TBB	CB00585	O	View related Report 3		N	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 **Dormant Account Report** from the **Report Description** field drop-down options. 4. Press **Search**. 5. View the item for the **PMO English Dormant** company.	Screens D57, D62 – 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
							6. Click on the **RD1** TBB			
TBB	CB00586	O	View related Report 301		P	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 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.	Screens D58, D64 – Appendix D		
TBB	CB00587	O	View related Report 302		P	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 **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.	Screens D59, D65 – 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
							7. Close the related document by clicking on the ☒ on the upper right window of the 302 document.			
TBB	CB00588	O	View related Report 303		P	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 **FRS Daily Report: Online Issues** from the **Report Description** field drop-down options. 4. Press **Search**. 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.	Screens D60, D63 – Appendix D		
TBB	CB00589	O	View related Report 306		P	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 SOP			Purpose of the SOP	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	A	View related Report 3		N	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 **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 **RD1** TBB	Screens D57, D62 – Appendix D		
TBB	CB00591	A	View related Report 301		P	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 Remittances** company.	Screens D58, D64 – 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
							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	A	View related Report 302		P	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 **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.	Screens D59, D65 – Appendix D		
TBB	CB00593	A	View related Report 303		P	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 **FRS Daily Report: Online Issues** from the **Report Description** field drop-down options. 4. Press **Search**.	Screens D60, D63 – 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
							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	A	View related Report 306		P	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 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.	Screens D61, D66 – 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
3.6 Menu Bar Buttons									
3.6.1 Disallowed Functions									
3.6.1.1 Paid Items Report 301									
MBB	CB00595		File	**Save Named Query**		Verify user is unable to create a named query	1. Select the **ABC – Cheque Serial Number View** folder; press **Enter**. 2. 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	1. Select the **ABC – Cheque Serial Number View** folder; press **Enter**. 2. 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	1. Select the **ABC – Cheque Serial Number View** folder; press **Enter**. 2. 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 SOP			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 on the **View** dropdown menu 7. Select **Select View**			
MBB	CB00599		View	**Reset View**		Verify a user has access to **Select a View**	1. 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**	1. 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**	1. 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**	1. 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	1. 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	1. 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	1. 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 Exceptions Report 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 No Issue Report 303										
MBB	CB00617		File	**Save Named Query**			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	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 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
3.6.1.4 Stop Payment Report 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 Cancelled Items Report 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 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						
3.6.1.6 Void Items Report 304										
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 Outstanding Issues Report 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 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
3.6.1.9 Input Journal Summary 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 Company wide Input Journal Summary Report 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 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 Input Journal Reject 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 Company wide Input Journal Reject Report 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	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	CB00686		Edit	**Copy Document pages to File**						
3.6.1.13 File Maintenance Register 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 Company wide Maintenance 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		

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				ensure this is disabled		
MBB	CB00698		Edit	**Copy Document pages to File**						
3.6.1.15 Duplicate Serial Number 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 Purged Transactions 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 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	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 Daily Report : Account Balance Report 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 Account Balance Report 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 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				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 Reversal Register Report 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 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
3.6.1.20 Company wide Paid Exception Report [999]									
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 Daily Report : Online Cancel Report [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 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
				pages to File						
3.6.1.22 FRS Daily Report: Online Issues Report [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 of Drafts for CRS Reimbursements Report [991]										
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	Instructions/Procedures (steps to follow, data 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 of Drafts for CRS Replacements Report [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 Company wide Paid No Issue Report [998]										
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	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	CB00764		Edit	**Copy Document pages to File**						
3.6.1.26 FRS Daily Lodge: Daily Lodge/Remove Stop Summary 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 Daily Report : Daily Lodge Stop Report [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 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	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 Daily Report : Paid Against Stop Report [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 Account Summary 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 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				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 Dormant Account Report [992]										
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

Contents

1. INTRODUCTION 3

1.1 PURPOSE 3

2. APPENDIX A – SCREEN SHOTS FROM SOPS – SECTION 3.1 4

Access the OnDemand application 4
Log on to the system 4
Key in your User ID and password 4
Unexpected Result 4
Expected Result 5
Access to all folders you are authorized to access 5
Access to all reports in the Cheque Serial Number Folder 5
Access to all reports in the Internal Accounts Balancing Folder 6
Select Report 301 – Paid Items 6
Select Report 303 – Paid No Issue 6
Select Report 304 – Stop Payment 6
Select Report 305 – Outstanding Issues 7
Select Report 3 – Maintenance Report 7
Select Rpt 007 FRS Daily: Account Balance 7
Adding text notes in the opened report 7
Adding lines, arrows, stamps and any graphical annotations in a report 8
Viewing Notes 8
Deleting Notes 8
Updating Notes in the report 9
Updating the graphical annotation 9
Copying Notes 10
Printing Notes 10
Sorting Notes: 11
View User's ID who made graphical annotation in the report – Step 1 11
View User's ID who made graphical annotation in the report – Step 2 12
Select Report 302 – Paid Exceptions 12
Select Report 306 – Trace List 13
Select Reversal Register Report 8 13

3. DOCUMENT INFORMATION 14

3.1 TITLE AND AUTHOR 14
3.2 REVISION HISTORY 14

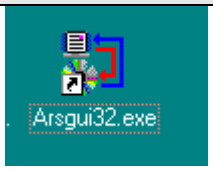
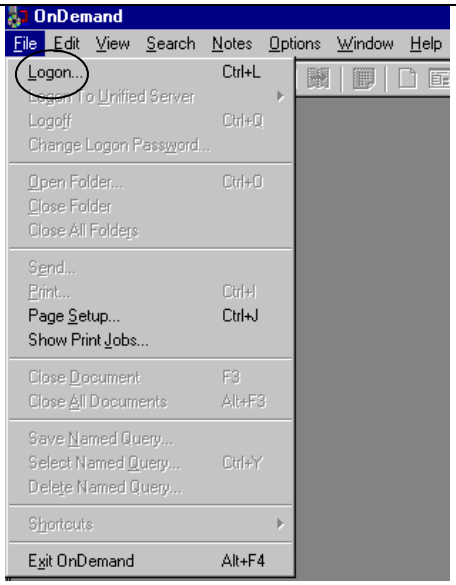
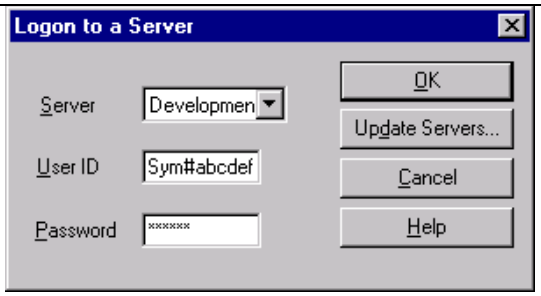
1. Introduction

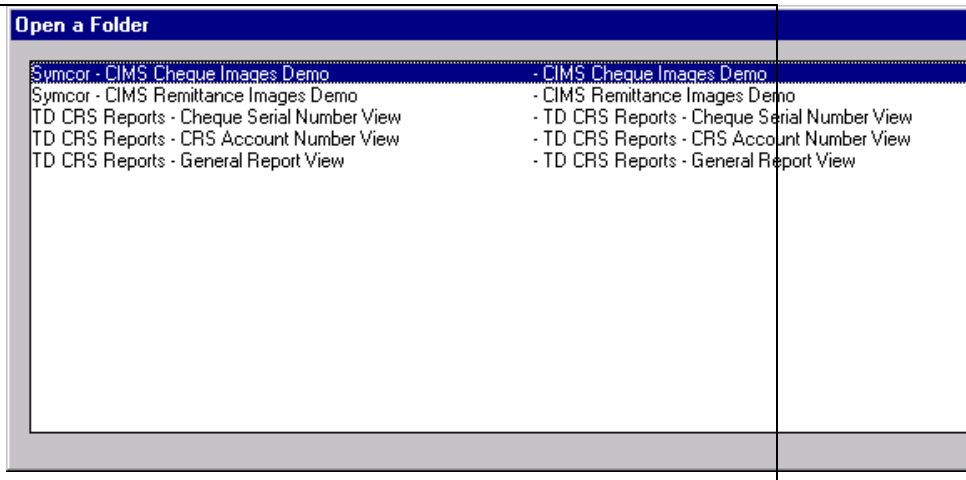
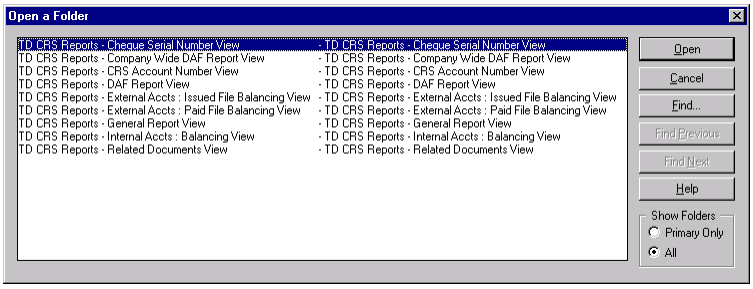
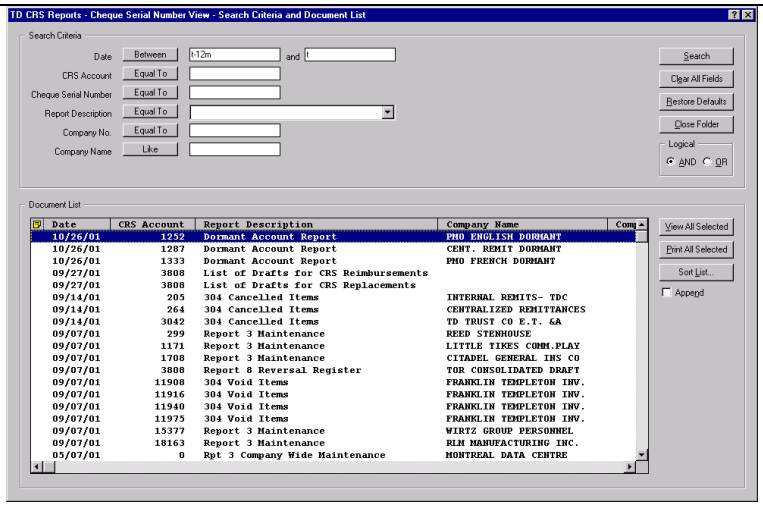
This section outlines the purpose and scope of the Appendix A - Screen Images for SOPs in OnDemand for the Archive Project.

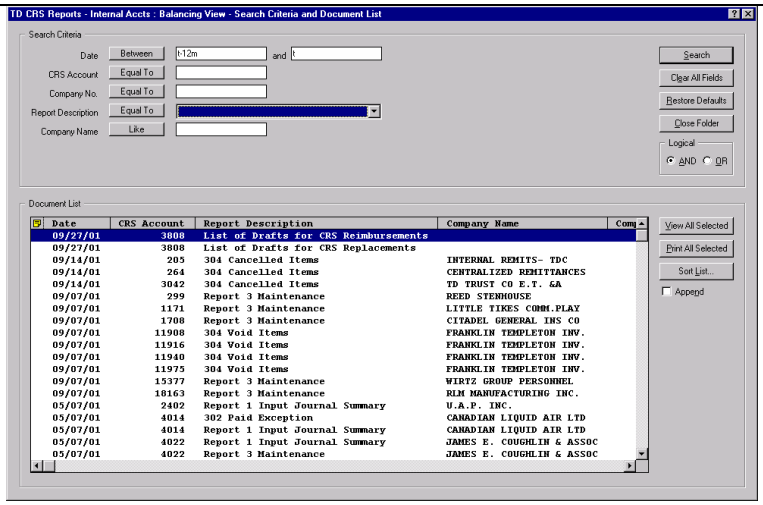
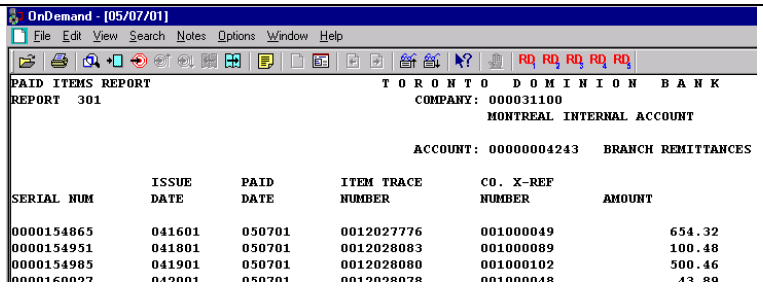
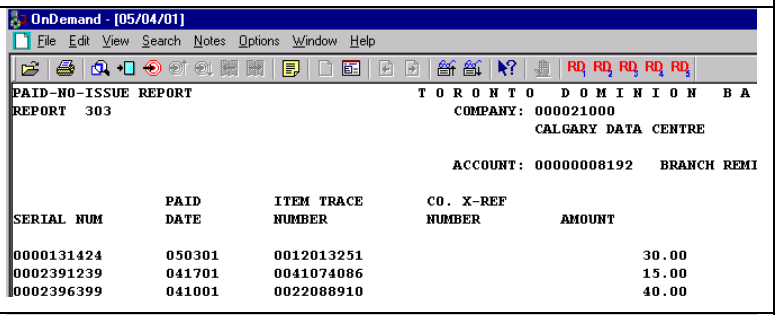
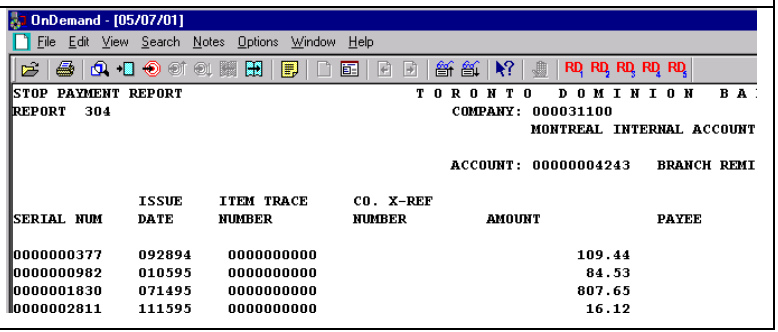
1.1 Purpose

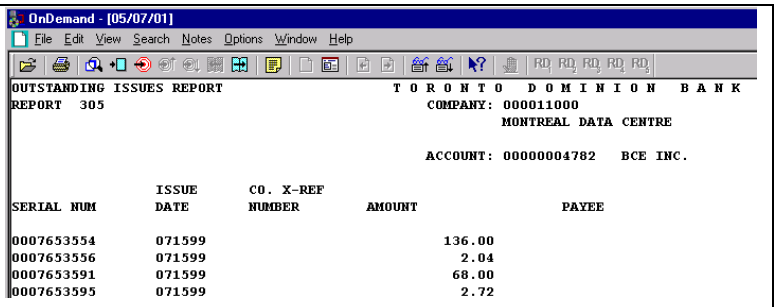
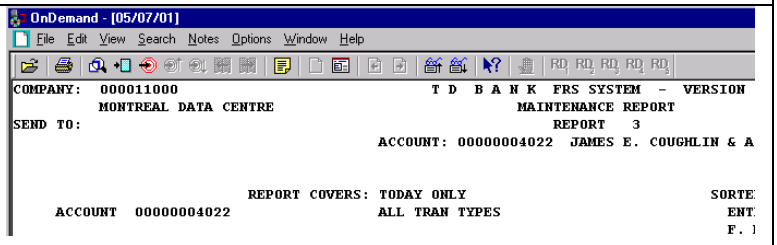
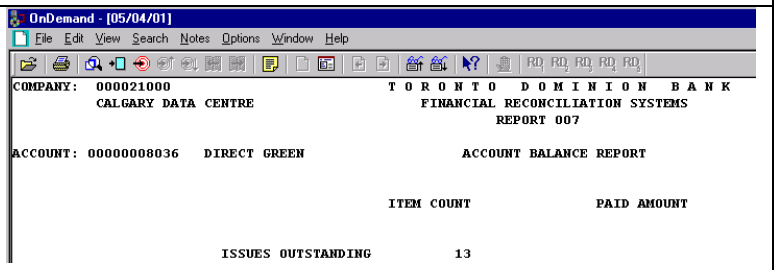
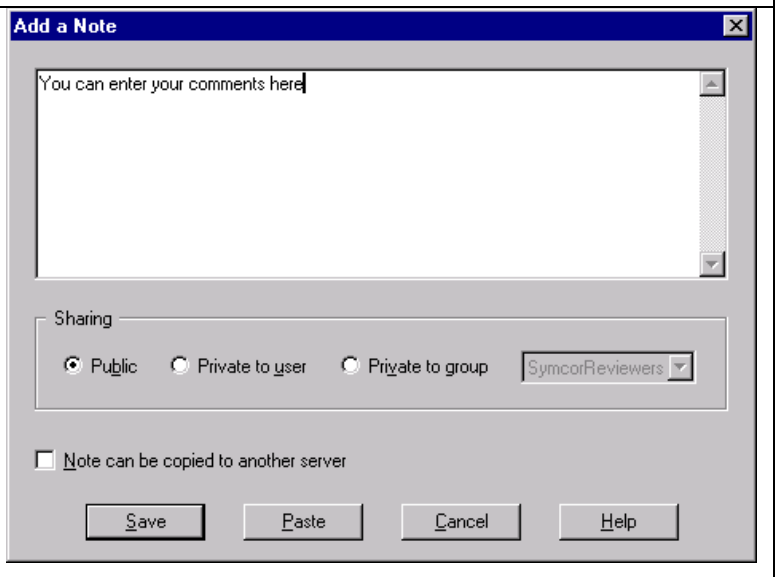
The purpose of this document is to provide screen images of SOPs (section 3.1) and are described in the main document **SOPs for OnDemand project.**

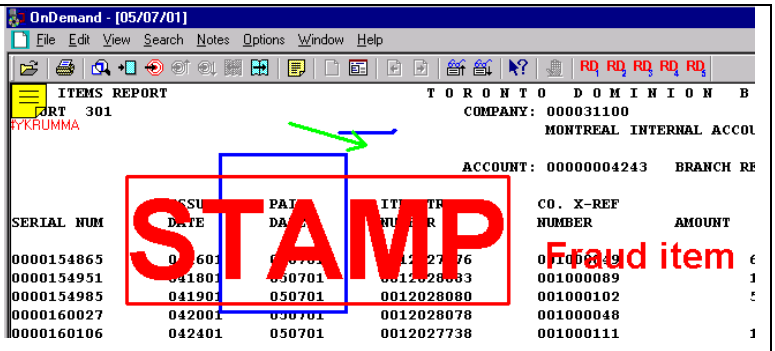
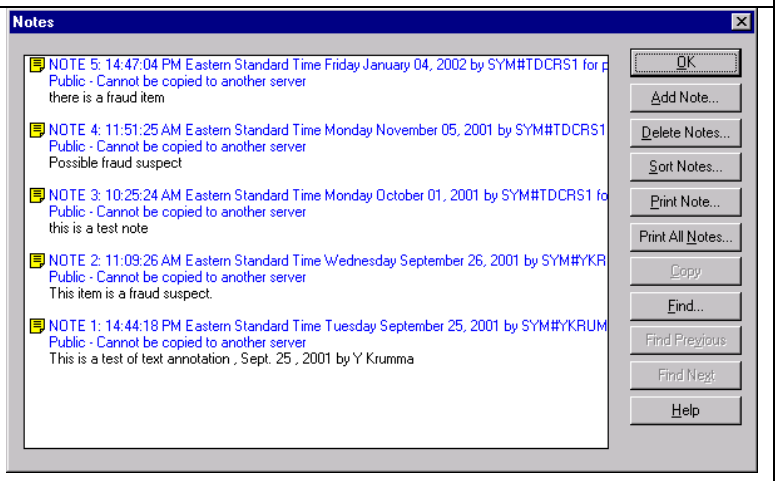
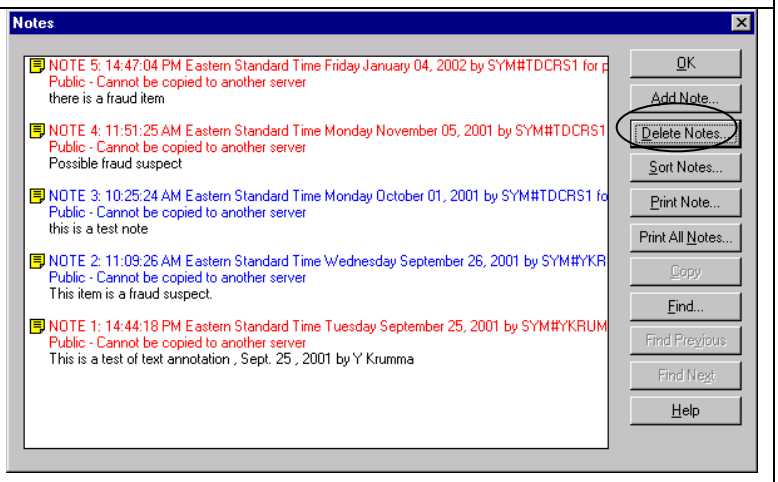
2. Appendix A – Screen shots from SOPs – Section 3.1

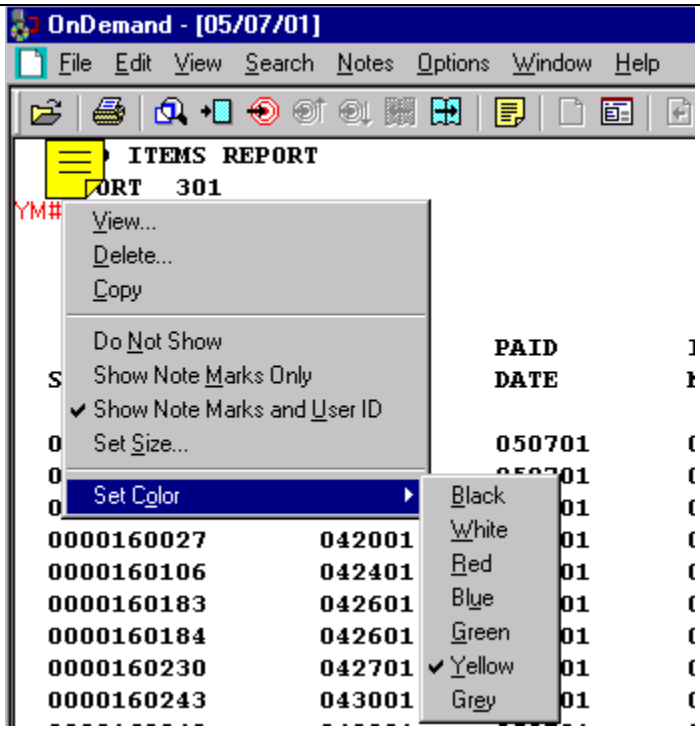
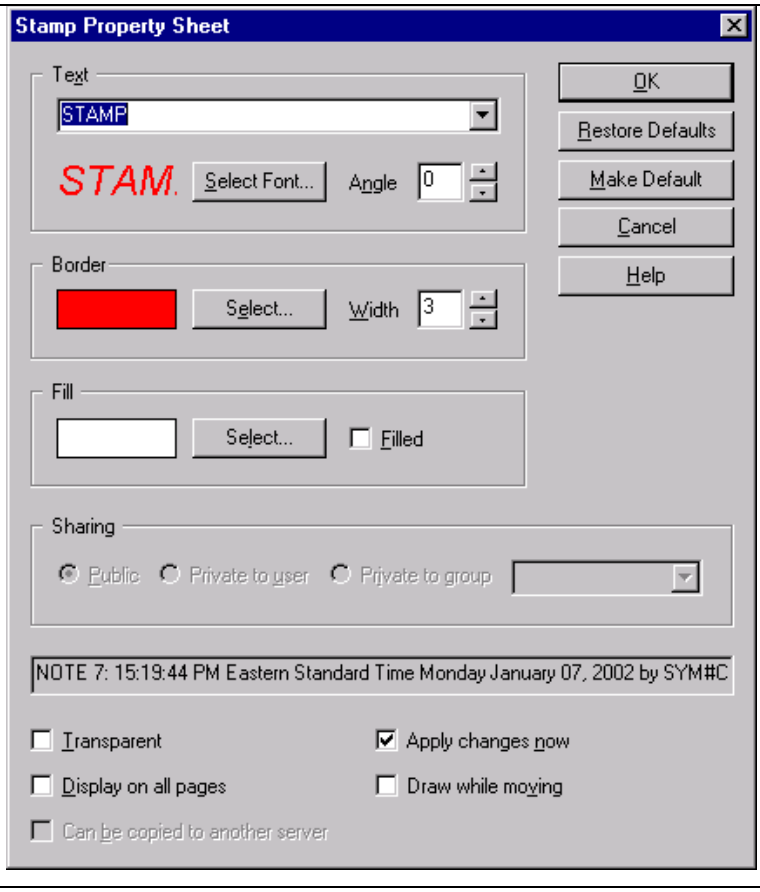
Screen No.	Brief Description	Screen Image
A1	**Access the OnDemand application**	
A2	**Log on to the system**	
A3	**Key in your User ID and password**	
A4	**Unexpected Result**	

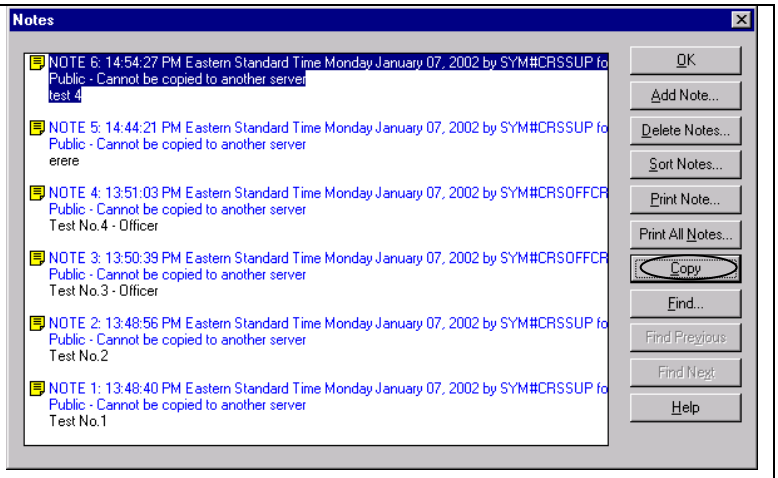
A5	**Expected Result**	
A6	**Access to all folders you are authorized to access**	
A7	**Access to all reports in the Cheque Serial Number Folder**	

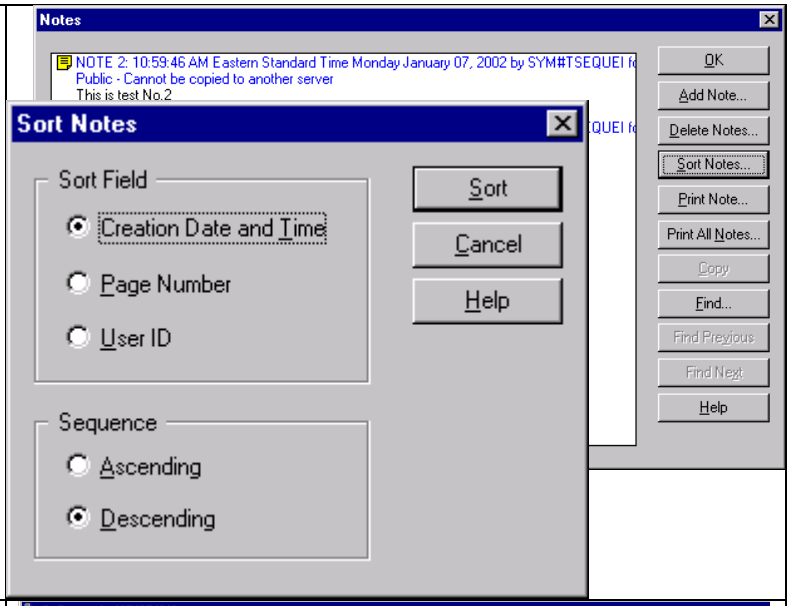
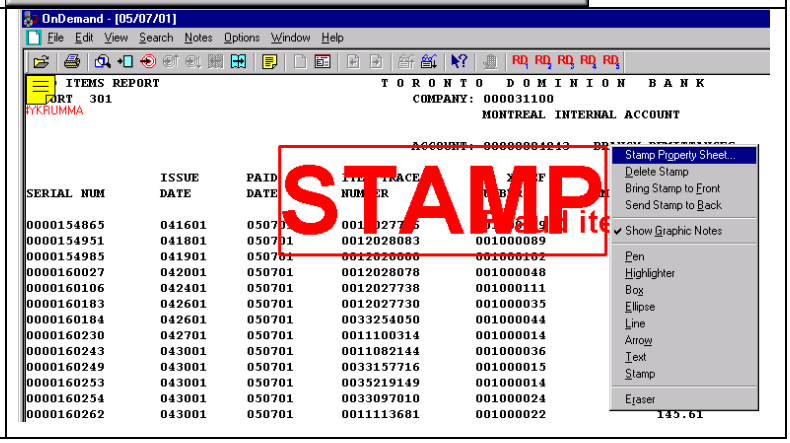
A8	**Access to all reports in the Internal Accounts Balancing Folder**	
A9	**Select Report 301 – Paid Items**	
A10	**Select Report 303 – Paid No Issue**	
A11	**Select Report 304 – Stop Payment**	

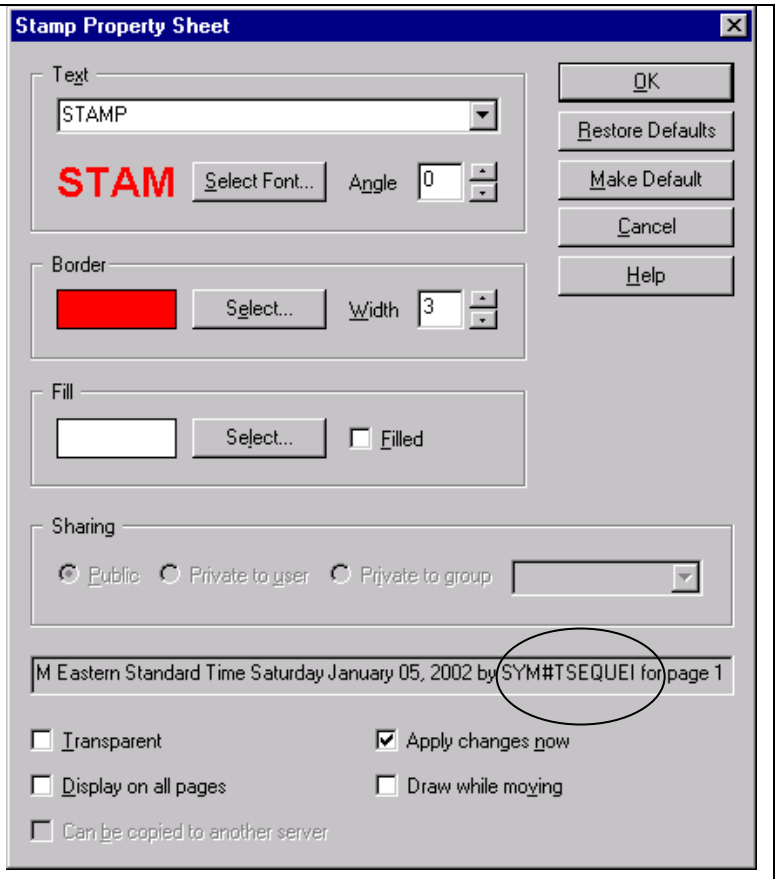
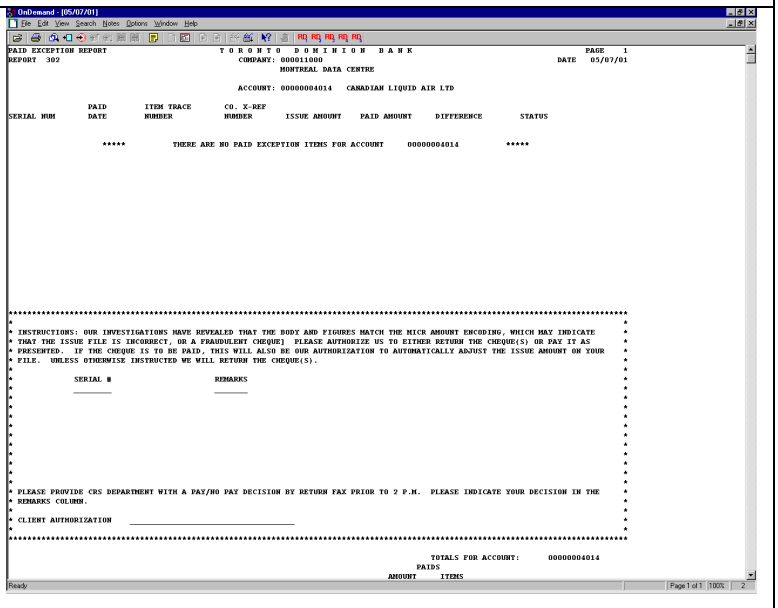
A12	**Select Report 305 – Outstanding Issues**	
A13	**Select Report 3 – Maintenance Report**	
A14	**Select Rpt 007 FRS Daily: Account Balance**	
A15	**Adding text notes in the opened report**	

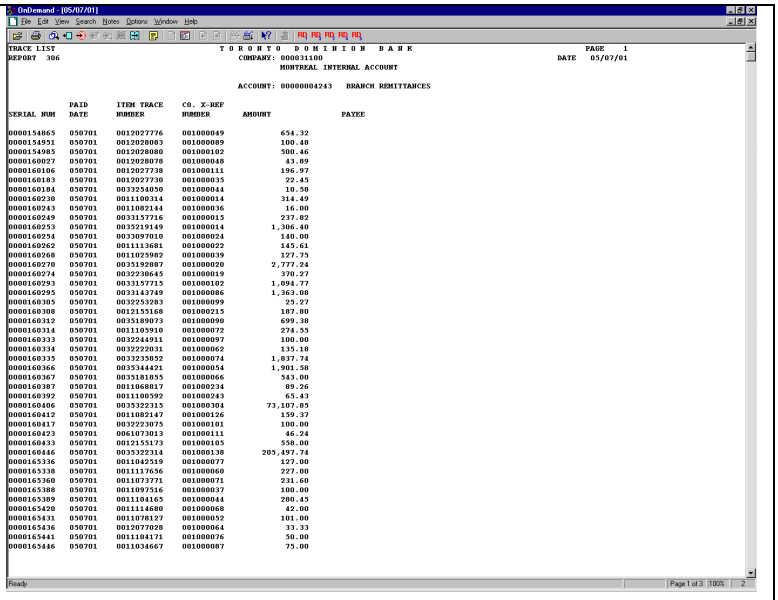
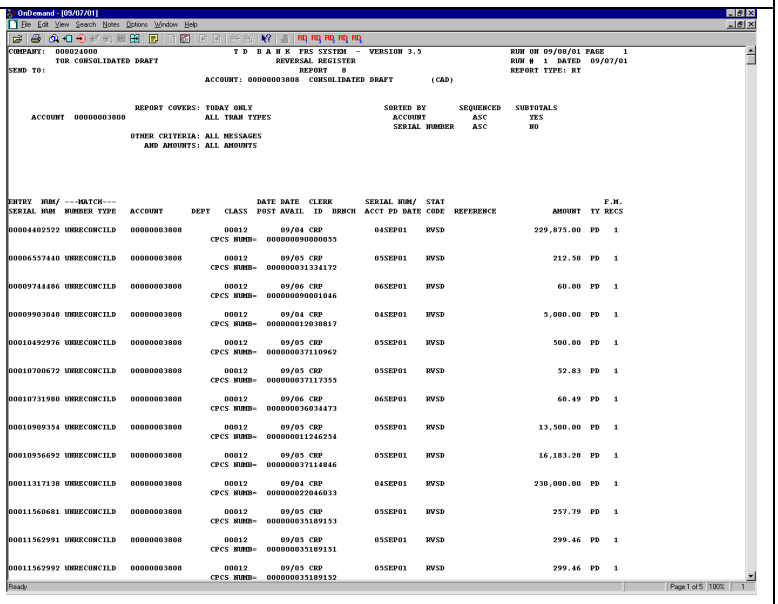
A16	**Adding lines, arrows, stamps and any graphical annotations in a report**	
A17	**Viewing Notes**	
A18	**Deleting Notes**	

A19	**Updating Notes in the report**	
A20	**Updating the graphical annotation**	

A21	**Copying Notes**	
A22	**Printing Notes**	

A23	**Sorting Notes:** – Ascending – Descending, or – Creating Date and Time – Page Number – User ID	
A24	**View User's ID who made graphical annotation in the report – Step 1**	

A25	**View User's ID who made graphical annotation in the report – Step 2**	
A26	**Select Report 302 – Paid Exceptions**	

A27	**Select Report 306 – Trace List**	
A28	**Select Reversal Register Report 8**	
A29		

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 Analyst / Technical Writer	Tino Sequeira
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