Agenda

- Purpose and Expected Outcome
- Review BUSN242 Response Template
- Wave 1 UAT Scenarios
  - Functionality Introduction
  - Review Related UAT Scenarios
  - Collect Additional UAT Scenarios
- Wave 2 UAT Scenarios
  - Functionality Introduction
  - Review Related UAT Scenarios
  - Collect Additional UAT Scenarios
- Next Steps
Purpose and Expected Outcome

- **Purpose:**
  - The Purpose of this Workshop is to review the testing scenarios planned for Wave 2 User Acceptance Testing (UAT) – this is part of BUSN242. Our goal is to solicit additional testing scenarios from departments to ensure we have adequately covered the complete business process for each area.

- **Expected Outcome:**
  - Conduct workshops and capture feedback for additional departmental UAT Scenarios.
Review BUSN242 Response Template

- Open Response Template on Desktop
### Wave 1 UAT Scenarios

<table>
<thead>
<tr>
<th>Business Process</th>
<th>UAT Scenario</th>
<th>Brief Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM1 - Acquire Assets</td>
<td>Add Assets from Purchasing and Unitize</td>
<td>Add an asset from a Purchase Order (PO)/PO Voucher and then Unitize.</td>
</tr>
<tr>
<td></td>
<td><strong>AM2 - Maintain Assets</strong></td>
<td><strong>Maintaining Assets - Run Reports</strong></td>
</tr>
<tr>
<td>AM6 - Retire, Reinstate, Assets</td>
<td>Partially Retire an Asset and Validate Retirement Report</td>
<td>Retire/Reinstate - from worksheet, partially, parent/child.</td>
</tr>
<tr>
<td>AM8 - Asset Depreciation</td>
<td>Running Depreciation</td>
<td>Depreciate Asset - calculate depreciation of an asset.</td>
</tr>
</tbody>
</table>
Wave 1 UAT Scenarios

- Collect Additional UAT Scenarios
  - Open dialogue to solicit additional UAT Scenarios for usage during UAT:
    - AM1 – Acquire Assets
    - AM2 – Maintain Assets
    - AM6 - Retire, Reinstate, Assets
    - AM8 - Asset Depreciation
AM1 – Acquire Assets
AM2 - Maintain Assets

Manual Asset Add and Maintain Asset

Asset Processor

- Create Asset in Express Add Page
- Enter Asset Information
- Enter/Default Cost Information
- Enter Additional Information
- Save Asset

- Review Asset in Basic Add Page
- General Information
  - Update/Validate basic information including Class, Type, and Status
- Operation Maintenance
  - Update maintenance related information
- Asset Acquisition
  - Detail
  - Review the cost information associated with the asset
- Location/Comments/Attributes
  - Review the cost information associated with the asset
- Book Page
  - Update/Validate the Depreciation attributes associated with the asset
- Manufacturer/License/Custodian
  - Review/Update additional Physical Information

Start/End
AM8 - Asset Depreciation
# Wave 2 UAT Scenarios

<table>
<thead>
<tr>
<th>Business Process</th>
<th>UAT Scenario</th>
<th>Brief Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM1 - Acquire Assets</td>
<td>Creating an Asset with Installments</td>
<td>Update asset in basic add with the contract number.</td>
</tr>
<tr>
<td>AM2 - Maintain Assets</td>
<td>Asset Management to Add/Update Asset Information and Asset Transactions (ADD, ADJ, TRF, RET)</td>
<td>Run the Inbound Interface to AM to update asset information and perform asset transactions.</td>
</tr>
<tr>
<td>AM2 - Maintain Assets Reports</td>
<td>Run Asset Exception Report</td>
<td>Exception Reports (Reconciliation of Fixed Assets to Property Inventory).</td>
</tr>
<tr>
<td>AM4 - Transfer Asset</td>
<td>Asset Inter Unit Transfer</td>
<td>Perform an inter-unit transfer on an asset.</td>
</tr>
<tr>
<td>AM4 - Transfer Asset</td>
<td>Asset Property Transfer Report</td>
<td>Run Property Transfer Report.</td>
</tr>
</tbody>
</table>
# Wave 2 UAT Scenarios

<table>
<thead>
<tr>
<th>Business Process</th>
<th>UAT Scenario</th>
<th>Brief Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM6 - Retire/Reinstate</td>
<td>Asset Inter Unit Workflow report</td>
<td>Perform an Interunit transfer using the custom workflow and run the 158 Report.</td>
</tr>
<tr>
<td>AM7 - Leased Assets</td>
<td>Leased Assets</td>
<td>Create Leased/Property Assets (Capital/Non) from requisition and create payment schedules.</td>
</tr>
<tr>
<td>AM8 - Depreciate Asset</td>
<td>Run Asset Depreciation by Period Report</td>
<td>Run the Depreciation by Period Report.</td>
</tr>
</tbody>
</table>
| AM9 - Asset Stock Taking | Asset Physical Inventory from Bar scanner to 3rd party (INBOUND) | - Update the asset definition and assign a Tag Number.  
- Process Physical Inventory results and verify that the matching process works as expected.  
- Run the Outbound Asset Interface after processing a physical inventory and verify the interface includes the inventory date.  
- Run the Physical Inventory Extract.  
- Download Asset Inventory Data to an Asset Advantage Barcode Scanner. |
| AM9 - Asset Stock Taking | Asset Physical Inventory Reporting | Run the Physical Inventory Extract and verify tag number is on the report. |
AM9 – Stocktaking

Asset Stocktaking

1. Start
2. Define Extract Scope (Optional)
3. Define Scan Scope
4. Define Physical Inventory Schedule
5. Create Extract
6. Match Loaded Data
7. Load Physical Inventory Data into AM
8. Physical Count of Assets
9. Generate File & Import to Spreadsheet
10. Generate Reconciliation Transactions (Optional)
11. Physical Inventory Reports
12. End
AM7 – Leased Assets
AM7 – Leased Assets
Wave 2 UAT Scenarios

- Collect Additional UAT Scenarios
  - Open dialogue to solicit additional UAT Scenarios for usage during UAT:
    - AM2 - Maintain Assets Reports
    - AM4 - Transfer Asset
    - AM6 - Retire/Reinstate
    - AM7 - Leased Assets
Next Steps

- Provide any additional UAT Scenarios (BUSN242) prior to due date.
- Review and Complete the AM Scenarios as part of the BUSN242 Response Template due **Friday, February 27, 2015.**
Question and Answer

FI$Cal Project Information:
http://www.fiscal.ca.gov/
or e-mail the FI$Cal Project Team at:
fiscal.cmo@fiscal.ca.gov