

Transfer of Funds

SECTION A. Basic Information

The Transfer of Funds (TF) document is used to transfer funds (cash) between accounts. There are two kinds of transfer transactions, mandatory and non-mandatory.

Mandatory transfers are required to meet contractual agreements. Specific object codes are used to identify these transactions. Examples of these are: moving dedicated student fees to the retirement of indebtedness fund group for principal *and interest payments on bonds*.

Non-mandatory transfers are allocations of unrestricted cash between fund groups which are not required either by the terms of a loan or by other external agreements. These transfers are the most commonly used throughout the university.

Business Rules

Only Object code sub types TN (Nonmandatory Transfers) and MT (Mandatory Transfers) are allowed on this document.

Allowable Object codes for testing

	Obj Code	Obj Code	Pending
	Type	sub Type	Ledger Entry
1663	IN	TN	TI
1696	IN	TN	TI
1697	IN	MT	TI
1698	IN	MT	TI
1699	IN	TN	TI
5163	EX	TN	TE
5197	EX	MT	TE
5198	EX	MT	TE
5199	EX	TN	TE
99XX	EX	TN	TE

Mandatory Transfers In must equal Mandatory Transfers Out.

Nonmandatory Transfers In must equal Nonmandatory Transfers Out.

Kuali Transfer of Funds TESTING CHECK SHEET	NAME OF TESTER:		
	ACCEPTANCE DATE and TIME:		
RELEASE NUMBER:			
RELEASE DATE:			
TESTING ENVIRONMENT:			
THINGS TO TEST FOR:	Individual Sign-off	Date	Notes
General			
Check ability to tab through fields			
Document Overview Tab			
Verify that Description is required			
Accounting Lines Tab			
Check all fields for search/lookups - that icons are present			
Verify data fills in for all fields as you tab out or select return values			
Leave fields blank; verify error messages when routing (Chart, account, object, amount are required)			
Verify that you can add/delete lines			
Change values - verify that they update when you tab out or take some action the values are updated			
Verify that From/To (Income/Expense) lines balance			
Enter multiple lines where possible; initiate docs where one side has more lines than the other			
Verify that Mandatory Transfer Outs = Mandatory Transfers In			
Verify that Nonmandatory Transfer Outs = Nonmandatory Transfers In			
Pending Ledger Entries Tab			
Verify that Cash is the offset and that debits/credits display correctly			
Verify Balance Type is Actual (AC)			
Verify that the Object type has changed to TE or TI.			
Notes and Attachments			
Verify that you cannot add a blank note.			
Add notes			
Verify that you cannot add a blank attachment.			
Verify that you can add an attachment.			
Adhoc Recipients			
Verify that you cannot add an invalid user in the person field.			
Verify that you cannot add a blank person.			
Verify that you cannot add a blank workgroup.			
Verify that you can add valid persons and workgroups and they route.			
Buttons			
Copy - should create editable replicated copy			
Save - should allow document to be saved incomplete - should note this on the Route Log - Saved-Incomplete			

Kuali Transfer of Funds TESTING CHECK SHEET	NAME OF TESTER:		
	ACCEPTANCE DATE and TIME:		
RELEASE NUMBER:			
RELEASE DATE:			
TESTING ENVIRONMENT:			
THINGS TO TEST FOR:	Individual Sign-off	Date	Notes
Cancel - should remove the doc completely from the system -return user to main menu or blank document. The Cancel button should only display for the initiator if document not acted on by another user.			
Route - should route only completed validated documents - Description, at least one From and one To Account and object, amounts > 0, all items entered should be valid and active. Once Routed, Route Log Status = Enroute.			
Approve - should only display if Approval is required - only fields the approver can change should be active. Once approved, Route Log should note status - EnRoute; or if final approval- status = Approved.			
Disapprove - should only display if Approval required. If disapproved, message should display and approver should be returned to main menu.			
Close - should save document and return user to main menu.			
Sufficient Funds Checking			
If sufficient funds on - verify that sufficient funds are checked at appropriate level			
INQUIRIES/BALANCES			
Look at appropriate inquiry/balance screens both when creating/modifying a document and when looking at a document thru document search			
Check all drill-down capabilities on each screen			
Check that search/lookup capabilities are behind blank fields as appropriate			
SEARCH/LOOKUPS			
For any blank fields where there are search/lookup screens, check to see that they work			
Do document search, using various criteria; sort in various ways			

Normal User Scenarios

Normal user role

user id	user role	user org	fiscal officer for acct
user 1	normal user	BL-PSY	--
user 2	normal user	BL-PSY	1031400
user 3	normal user	BL-PSY	1031401

A Normal User can approve any document which is routed to him/her for approval, at its current route level. A Normal User can see any other document, but cannot perform any workflow actions on it.

General Routing: TOF Routes to all fiscal officers for accounts used on the document.

Scenario N1:

User1 creates a new document using an accounts in the "from" and "to" sections for which user 2 is the fiscal officer and routes the document.

From:

Use the look up icon to find an object code belonging to the following object types - you should receive an error

- IC
- EE
- AS
- LI
- FB

Use the look up icon to find an IN object code type with the following object sub type codes

- AS Not Allowed
- BU Not Allowed
- CI Not Allowed
- GI Not Allowed
- MT** Allowed Enter amount less than 0; you should receive an error
Enter amount equal to 0; you should receive an error
Enter amount greater than 0; should process OK
- NA Not Allowed
- SF Not Allowed
- SS Not Allowed
- ST Not Allowed
- TN** Allowed Enter amount less than 0; you should receive an error
Enter amount equal to 0; you should receive an error
Enter amount greater than 0; should process OK

To:

Use the look up icon to find an object code belonging to the following object types - you should receive an error

- IC
- EE
- AS
- LI
- FB

Use the look up icon to find an EX object code type with the following object sub type codes

- AS Not Allowed
- BU Not Allowed
- CI Not Allowed
- GI Not Allowed
- MT** Allowed Enter amount less than 0; you should receive an error
Enter amount equal to 0; you should receive an error
Enter amount greater than 0; should process OK
- NA Not Allowed
- SF Not Allowed
- SS Not Allowed
- ST Not Allowed
- TN** Allowed Enter amount less than 0; you should receive an error
Enter amount equal to 0; you should receive an error
Enter amount greater than 0; should process OK

User2 retrieves the document via Workflow Action List and approves the document.

User3 retrieves the same document via Workflow Document search, creates a copy and routes for user2 approval.

User2 retrieves the document via Workflow action list and disapproves the document.

User1 retrieves the document via Workflow action list. Copies it and routes.

User2 retrieves the document via Workflow Action List and performs the following actions and approves:

From

Change the account to another account for which they are the fiscal officer, change the object code and enter a lesser amount.

Add another line using an account for which they are the fiscal officer and enter an amount that when added with the above amount equals the total amount.

Try using an object code from a couple of the disallowed IN Object Sub types from above - should receive an error.

To

Change the account to another account for which they are the fiscal officer, change the object code and enter a lesser amount.

Try using an object code from a couple of the disallowed EX Object Sub types from above - should receive an error.

Add another line using an account for which they are the fiscal officer and enter an amount that when added with the above amount equals the total amount.

Scenario N2:

User1 creates a new document:

From:

Use an account for which user3 is the fiscal officer.

Use an object code of type IN and sub type MT.

To:

Use an account for which user2 is the fiscal officer.

Use an object code of type IN and sub type MT.

Route the document you should receive an error - Income amounts must equal expense amounts.

Change the To object code to object code of type EX and sub type MT. Route the document.

User3 retrieves the document via Workflow Action List and performs the following actions which should return error message:

Changes the account to an account for which you are not the fiscal officer - try to approve - should receive error.

Changes the amount - try to approve should receive error.

Verify that you cannot change accounts in the TO section

Return accounts/amounts to original values or accounts to an account of which you are the FO - approve the document.

User2 retrieves the document via Workflow Action List and performs the following actions which should return error message:

Changes the account to an account for which you are not the fiscal officer - try to approve - should receive error.

Changes the amount - try to approve should receive error.

Verify that you cannot change accounts in the FROM section

User2 then Closes the document.

Scenario N3:

User1 creates a new document:

From:

Use an account for which user3 is the fiscal officer.
Use an object code of type IN and sub type TN.

To:

Use an account for which user3 is the fiscal officer.
Use an object code of type EX and sub type TN.

Adhoc route the document to user2 requesting approval.
Route the document.

User2 retrieves the document via Workflow Action List and disapproves the document -verify that you are asked to provide a reason.

User3 verifies that he/she received an FYI that the document was disapproved.

User1 verifies the document displays in Workflow Action List as disapproved.

Scenario N4:

User1 creates a new document by copying the TOF created in Scenario N3.

From:

Use an account for which user3 is the fiscal officer.
Use an object code of type IN and sub type TN.

To:

Use an account for which user3 is the fiscal officer.
Use an object code of type EX and sub type TN.

Adhoc route the document to user2 requesting approval.
Route the document.

User2 retrieves the document via Workflow Action List and approves the document.

User3 retrieves the document via Workflow Action List and approves the document - verify that you can change the accounts/amounts in both the FROM and TO sections. Totals should remain the same.

Scenario N5:

User1 creates a new document:

From:

Use an account for which user3 is the fiscal officer.
Use an object code of type IN and sub type TN.

To:

Use an account for which user3 is the fiscal officer.
Use an object code of type EX and sub type TN.

Adhoc route the document to user2 requesting acknowledgement.
Route the document.

User2 retrieves the document via Workflow Action List and acknowledges the document.

User3 retrieves the document via Workflow Action List and approves the document.

Scenario N6:

User1 creates a new document:

From:

Use an account for which user3 is the fiscal officer.
Use an object code of type IN and sub type TN.

To:

Use an account for which user3 is the fiscal officer.
Use an object code of type EX and sub type TN.

Adhoc route the document to user2 requesting FYI.
Route the document.

User2 verifies the document displays in Workflow Action List as FYI

User3 retrieves the document via Workflow Action List and approves the document.

Scenario N7:

User1 creates a new document:

From:

Use an account for which user3 is the fiscal officer.
Use an object code of type IN and sub type TN.

To:

Use an account for which user3 is the fiscal officer.
Use an object code of type EX and sub type TN.

Save the document.

User2 retrieves the document via Document Search and verifies that the doc is view only.

User1 retrieves the document via Workflow Action List and cancels the document.

Scenario N9:

User1 creates a new document:

From:

Use an account for which user3 is the fiscal officer.
Use an object code of type IN and sub type TN.

To:

Use an account for which user2 is the fiscal officer.
Use an object code of type EX and sub type TN.

Route the document.

User2 retrieves the document via Document Search and verifies that he/she can only change accounts that he/she is the FO for and amounts in the TO section. Approves.

User3 retrieves the document via Document Search and verifies that he/she can only change accounts that he/she is the FO for and amounts in the FROM section. Approves.

Normal User & Super User Scenarios

user id	user role	user org	fiscal officer for	
			acct	
user 1	normal user	BL-PSY	--	
user 2	normal user	BL-PSY	1031400	
user 3	normal user	BL-PSY	1031401	
user 18	supervisor	BL-PSY	--	

Super user roles summarized

eDoc Initiated - not routed --> Cancel, Route, Blanket Approve
eDoc Initiated/routed --> Route, Blanket Approve, Disapprove

General Routing: TOF Routes to all fiscal officers for accounts used on the document.

NOTE: For all scenarios verify that the document cannot be edited by the Supervisor or the adhoc approver (even if FO?).

Scenario NS1:

User1 creates a new document:

From:

Use an account for which user2 is the fiscal officer.
Use an object code of type IN and sub type TN.

To:

Use an account for which user2 is the fiscal officer.
Use an object code of type EX and sub type TN.

Saves the document.

User18 retrieves the document via Workflow Action List and cancels the document.

Scenario NS2:

User2 creates a new document:

From:

Use an account for which user3 is the fiscal officer.
Use an object code of type IN and sub type TN.

To:

Use an account for which user3 is the fiscal officer.
Use an object code of type EX and sub type TN.

Saves the document.

User18 retrieves the document via Workflow Action List and routes the document.

User3 retrieves the document via Workflow Action List and approves the document.

Scenario NS3:

User2 creates a new document:

From:

Use an account for which user3 is the fiscal officer.
Use an object code of type IN and sub type TN.

To:

Use an account for which user2 is the fiscal officer.
Use an object code of type EX and sub type TN.

Saves the document.

User18 retrieves the document via Workflow Action List and blanket approves the document.

User2 verifies the document displays in Workflow Action List as FYI

User3 verifies the document displays in Workflow Action List as FYI

Scenario NS4:

User2 creates a new document:

From:

Use an account for which user3 is the fiscal officer.
Use an object code of type IN and sub type TN.

To:

Use an account for which user3 is the fiscal officer.
Use an object code of type EX and sub type TN.

Adhoc route to user1 for approval.
Routes the document.

User18 retrieves the document via Workflow Action List and approves the document for user1 (assuming adhoc routing occurs before FO routing).

User3 retrieves the document via Workflow Action List and approves the document.

Scenario NS5:

User2 creates a new document:

From:
Use an account for which user3 is the fiscal officer.
Use an object code of type IN and sub type TN.

To:
Use an account for which user3 is the fiscal officer.
Use an object code of type EX and sub type TN.

Adhoc route to user1 for approval.
Routes the document.

User18 retrieves the document via Workflow Action List and approves the document for user1 (assuming adhoc routing occurs before FO routing).

User3 retrieves the document via Workflow Action List and performs the following actions and approves without error:

Change the account to another account for which they are the fiscal officer in both the To and From sections, change the object code and enter a lesser amount.
Add another line using an account for which they are the fiscal officer and enter an amount that when added with the above amount equals the total amount.

Scenario NS6:

User2 creates a new document:

From:
Use an account for which user3 is the fiscal officer.
Use an object code of type IN and sub type TN.

To:
Use an account for which user3 is the fiscal officer.
Use an object code of type EX and sub type TN.

Adhoc route to user1 for approval.
Routes the document.

User18 retrieves the document via Workflow Action List and approves the document for user1 (assuming adhoc routing occurs before FO routing).

User3 retrieves the document via Workflow Action List and performs the following actions which should return error message:

Changes the account to an account for which you are not the fiscal officer - try to approve - should receive error.
Changes the amount - try to approve should receive error.

User3 then Closes the document.

Scenario NS7:

User2 creates a new document:

From:
Use an account for which user3 is the fiscal officer.
Use an object code of type IN and sub type TN.

To:
Use an account for which user3 is the fiscal officer.
Use an object code of type EX and sub type TN.

Adhoc route to user1 for approval.
Routes the document.

User18 retrieves the document via Workflow Action List and blanket approves the document.

User1 verifies the document displays in Workflow Action List as FYI

User3 verifies the document displays in Workflow Action List as FYI

Normal User, Super User & Admin User Scenarios

user id	user role	user org	fiscal officer for	
			acct	
user 1	normal user	BL-PSY	--	
user 2	normal user	BL-PSY	1031400	
user 3	normal user	BL-PSY	1031401	
user 4	admin user	BL-PSY	--	
user 5	admin user	BL-PSY	1031403	
user 18	supervisor	BL-PSY	--	

Admin user roles summarized

An Administrator can give blanket approval to any document which he/she initiates, or which is routed to him/her for approval.

General Routing: TOF Routes to all fiscal officers for accounts used on the document.

NOTE: For all scenarios verify that the document cannot be edited by the Supervisor or the adhoc approver (even if FO?)

Scenario NSA1:

User1 creates a new document:

From:

Use an account for which user5 is the fiscal officer.
Use an object code of type IN and sub type MT.

To:

Use an account for which user5 is the fiscal officer.
Use an object code of type EX and sub type MT.

Routes the document.

User5 retrieves the document via Workflow Action List and approves the document.

Scenario NSA2:

User2 creates a new document:

From:

Use an account for which user5 is the fiscal officer.
Use an object code of type IN and sub type TN.

To:

Use an account for which user5 is the fiscal officer.
Use an object code of type EX and sub type TN.

Adhoc routes to user4.
Routes the document.

User4 retrieves the document via Workflow Action List and blanket approves the document.

User5 verifies the document displays in Workflow Action List as FYI

Scenario NSA3:

User4 creates a new document:

From:

Use an account for which user3 is the fiscal officer.
Use an object code of type IN and sub type TN.

To:

Use an account for which user3 is the fiscal officer.
Use an object code of type EX and sub type TN.

Blanket approves the document.

User3 verifies the document displays in Workflow Action List as FYI

Scenario NSA4:

User4 creates a new document:

From:

Use an account for which user3 is the fiscal officer.
Use an object code of type IN and sub type TN.

To:

Use an account for which user5 is the fiscal officer.
Use an object code of type EX and sub type TN.

Blanket approves the document.

User5 verifies the document displays in Workflow Action List as FYI

User3 verifies the document displays in Workflow Action List as FYI

Scenario NSA5:

User4 creates a new document:

From:

Use an account for which user3 is the fiscal officer.
Use an object code of type IN and sub type TN.

To:

Use an account for which user5 is the fiscal officer.
Use an object code of type EX and sub type TN.

Routes the document.

User5 retrieves the document via Workflow Action List and blanket approves the document.

User3 verifies the document displays in Workflow Action List as FYI

Scenario NSA6:

User2 creates a new document:

From:

Use an account for which user3 is the fiscal officer.
Use an object code of type IN and sub type TN.

To:

Use an account for which user5 is the fiscal officer.
Use an object code of type EX and sub type TN.

Routes the document.

User5 retrieves the document via Workflow Action List and performs the following actions and approves without error:

Change the account to another account for which they are the fiscal officer, change the object code and enter a lesser amount.

Add another line using an account for which they are the fiscal officer and enter an amount that when added with the above amount equals the total amount.

User3 retrieves the document via Workflow Action List and performs the following actions which should return error message:

Changes the account to an account for which you are not the fiscal officer - try to approve - should receive error.

Changes the amount - try to approve should receive error.

User3 then Closes the document.

User5 retrieves the document via Workflow Action List and blanket approves the document.

User3 verifies the document displays in Workflow Action List as FYI

FIS Object Code Types

ABBR	TITLE	EXAMPLE
IN	INCOME / CASH	Receipt & deposited cash associated with your normal source of income; i.e., cash sales.
IC	INCOME NOT CASH	Recognizing income when cash had previously been recorded; i.e., taking deferred income into current income.
TI	TRANSFER INCOME	Associated to the transfer of funds received from an account; i.e., income object type codes will change to TI.
CH	CASH NOT INCOME	Receipt of cash sale of assets or collection of receivable.
EX	EXPENSE / EXPENDITURE	A cash outlay satisfying a debt; i.e., paying an invoice.
ES	EXPENSE NOT EXPENDITURE	Recognizing expenses associated with the production of income; i.e., depreciation, accounts payable expense.
EE	EXPENDITURE NOT EXPENSE	Cash outlay for asset acquisition; i.e., transaction affects the balance sheet not profit or loss statement.
TE	TRANSFER EXPENSE	Associated to the transfer of funds out of an account; i.e., expense object code will change to TE.
AS	ASSET	Balance sheet item having value; i.e., cash, accounts receivable, inventory, equipment.
LI	LIABILITY	Balance sheet item indicating a debt to another party.
FB	FUND BALANCE	The net of assets and liabilities, much the same as net worth.

Definition of Roles

Formal roles	
Supervisor (SUPER)	A Supervisor can give blanket approval to any document, can approve any document at its current route level, and can route or cancel any document which has not already been routed for approval.
Administrator (ADMIN)	An Administrator can give blanket approval to any document which he/she initiates, or which is routed to him/her for approval.
Exception Workgroup	Users in the Exception Workgroup can cancel, approve, blanket approve, or disapprove any document that becomes flagged as an “exception”.
Normal User (NORMAL)	A Normal User is a user who does not have one of the previous three roles. A Normal User can approve any document which is routed to him/her for approval, at its current route level. A Normal User can see any other document, but cannot perform any workflow actions on it.
Document-related roles	
Initiator	A document’s Initiator is the user who initiates the document.
Approver	A document’s Approver is anyone who is called upon to approve the document, at any route level (including ad
Reviewer	A reviewer is a user to whom a document is routed for Acknowledgement or FYI.
Other	An “other” user of a document is any user who has neither a formal role nor a document-related role with respect