



# Guide for Agency Business Process Testing

SFS has made the Agency Business Process (ABP) environment available to agency users to validate that business processes work in this environment and to allow your agency to practice and perfect the required Soft Go-Live (SGL) and cutover tasks for the SFS Enterprise Enhancement, Phase 1 (EE1) Conversion / Cutover.

## Prepare for ABP

Understanding your agency data that is available in the ABP environment is key to the success of your testing process.

1. Have your agency trainers deliver Delta training to your testers. If they cannot meet your timeframe, have your team members review the EE1 First Look podcasts available via SLMS.
2. Work with your Agency Security Coordinator to ensure User IDs are made available for your testers. An EE1 Role Mapping Guide is available for your reference on [SFS Secure](#).
3. Understand the Budget and General Ledger information available in the ABP environment for your agency. Contact your DOB Budget Examiner for adjustments to or questions about your Financial Plan.
4. Use the ABP environment to test your agency SGL activities in the order they are to occur *FIRST*. Doing this first will ensure the data is properly staged in the ABP environment to support your agency's business process testing and will help ensure your agency is prepared for Cutover and SGL in production.
5. Using the chartfields, budget information and transaction info, create scripts for testers and identify the data to be used in the testing that you gathered and recorded.
6. Purchasing processes, from requisition thru to voucher payment, should be entered within the budget limits to test a successful process. Use larger amounts to perform negative tests (i.e., to test what happens if the budget approval fails).
7. Host a meeting with all your testers, sharing with them your agency's how-to-test guidelines.

## Frequently Asked Questions for ABP

**Q:** For agencies where the BSC serves as the ASA, should we expect to receive login credentials from them, or do we need to specifically request this?

**A:** Your current ASA, whether in the BSC or your agency, should be providing you with credentials.

**Q:** What is the expected turnaround for contract approval in ABP?

**A:** Approximately 24 hours. Approvals and denials are targeted to occur twice daily.

**Q:** Are all agency budgets and KK plans related to budgets going to exist in ABP?

**A:** SFS is not taking any action on Agency KK. KK financial plans will be loaded effective January 1, 2015 in the ABP environment for testing purposes.

**Q:** Will there be any P-card, T-card, and Net Card transactions in the ABP environment?

**A:** Production feeds of those card activities will be in the ABP environment.

**Q:** Will OGS be configuring their P-contracts in advance? Can OGS provide us a list of the contracts that they will be inserting into the ABP environment?

**A:** Agencies should work with OGS. If there is a specific contract you want to use, coordinate with SFS as it relates to the P-contract. OGS P-contracts are being converted, but agency users are not to go into them and set up their distribution information. An OGS contract processor will have to enable a line to be used and requestors from agencies will be able to associate the contract information on their requests. All existing 9.0 contracts will be converted. Some agency contract information provided for soft go-live activities can be used. Coordinate with your Agency OGS contacts as needed.



## Tools Available to Improve Your ABP Testing Experience

SFS*Secure* provides information and resources to assist your agency with EE1 business process testing

- UAT Test Scripts from [SFS\*Secure\*](#).
- BSC hosted agencies should coordinate with their BSC contacts for transaction approval in ABP.
- Your Agency ASA should be the first point of contact for user role issues in ABP.
- Support for ABP testing is provided by the SFS Service Delivery, Production Operations Support Team (POST) to mirror SFS Production. Please contact the SFS Help Desk with ABP incidents. Be sure to identify the environment your question or issue is for ABP in the email or in the incident.
- Job Aids: Job Aids are posted to the Training section of [SFS\*Secure\*](#).

## Bulkload Agencies – Additional Support is Available

### Bulkload Fast Track Support Daily Calls

Calls take place each day from 1 p.m. to 3 p.m.

<b>Conference Call</b>	Local: 1-518-549-0500 Toll Free: 1-844-633-8697 Meeting ID: 643 373 023
<b>WebEx Log In</b>	<a href="#">WebEx Link</a> Meeting number: 643 373 023 Meeting password: Bulkload2015

### Bulkload Testing Page

Bulkload testing resources can be found on the Bulkload Testing Home Page on [SFS\*Secure\*](#).

### Agency One-on-One Meetings

To address a specific EE1 subject area that bulkload liaisons or agency coordinators need fast-track support, SFS subject matter experts will have availability to meet with one or multiple agencies Thursday – Friday from 10:00 a.m. to 11:00 a.m.

Contact the SFS Help Desk and request to work with the SFS Stakeholder Services team to request a meeting. The SFS Team will require at least one day's advance notice to schedule a meeting to discuss a targeted topic.

Version 2, Revision Date: 5/26/15