

What to Test?

This document lists suggested testing while you have a new version of Munis in a TEST/TRAIN environment. This is not a complete list. Please test all processing that may pertain to your daily procedures.

This listing describes non-module specific functions that should be tested. On the following pages, there are Munis module-specific testing suggestions.

TESTED (YES/NO)	What to Test?	DESCRIPTION
	Environment Preparation	Review system requirements found in the Munis KnowledgeBase to confirm appropriately matches upgrade needs.
	Upgrade Time	Record time to upgrade test to help plan for production upgrade down-time:
	Workflow	Test business practices to identify any potential changes to office workflow from implementing new features.
	Connectivity	Test every PC that has Munis installed to assure they can connect to the new version of Munis for testing as well as your concurrent Live environment.
	Configuration	Review Release Upgrade and Configuration guides found in the Munis KnowledgeBase for new settings and features.
	Menus and security	Make sure all users have their applicable menus and Munis programs available to them. Also, make sure menu security is in place for menus that users should <u>not</u> be able to access. Be sure to see that all Roles and permissions carried over successfully. New roles are created for new permissions or style changes to permissions. The new roles can be identified by the appendix of (<i>migrated</i>) in the Role description field and will need to be assigned to users.
	Custom Menus	Test any custom menus that your site uses.
	Audits	Review new audit functions; enable those that match your internal security requirements and test resource usage and performance impacts of additional auditing.
	Remote Users	Test connectivity for all your remote users who use VPN, Terminal Server, or some other means of accessing Munis remotely.
	Web Client	Test connectivity of the Munis Web Client, if used
	Printers	Test all printers for all users. Local and network printers. Keep in mind that dot matrix/pin-fed printers may not work with the new version of Munis.
	Reports	Test all typical reports for all modules
	TylerForms	Print samples of any TylerForms
	Custom Forms	Print samples of any custom forms established within Munis
	Custom Form Definitions	Perform a review of user modified form definitions (<i>Admin > Printer/Device Control > Forms Definition F/M > Review</i>)
	Cashiering Hardware	Test all receipt printers, scanners, cash drawers
	Crystal Reports	Test common Crystal reports to validate connectivity to the new Munis database.
	3 rd Party software	Test all 3 rd party products that interface with Munis such as Munis MapLink, Tyler Content Manager, Munis Self Service, and Tyler Cashiering.
	Munis Scheduler	Test the Munis Scheduler functionality with the new version of Munis, if used.
	Imports/Exports	Test any and all import and export files to/from other software. This may include a bridge to a different cashiering or financial system, UB Hand Held files, Motor Vehicle files from/to the State, County Delinquent files, Tax CAMA imports and updates, and any other files that are interfaced with Munis.
	Performance	Test key time-dependent processes to validate server performance with the new release.
	Munis Internet Update (MIU)	Ensure the MIU is installed and all items available for the test environment are applied.
	Custom Features	Test all custom enhancements added to Munis for your site.
	Anticipated Changes	Test all fixes and features expected with the new release.
	Data Entry	Test routine data entry functions to validate user interface and existing procedure documents.

	Dashboard	Test opening Central Programs and viewing data (Note first time opening will need to click on the settings and establish what you wish to view for defaults).
	Dashboard	Test adding a web part and viewing data in the web part.
	Dashboard	Test adding a favorite program.

Testing Checklist for a New Munis Release (suggested)

FINANCIALS:

	(P)ass/(F)ail/NA
Inquiry	_____
1. View General Ledger Master Table	_____
2. View Budget Master Table	_____
3. View Vendor Master Table	_____
4. View General ledger Account Inquiry – perform drill down	_____
5. Find PO's/Reqs in PO Inquiry	_____
6. View Inventory Master	_____
7. View Fixed Assets Master	_____
8. View Work Order Master	_____
9. Other _____	_____
Reports	_____
1. GL Trial Balance	_____
2. YTD Budget Report	_____
3. Vendor Invoice List	_____
4. Open PO Report	_____
5. Inventory List by Location	_____
6. Fixed Asset List by Location	_____
7. Other _____	_____
Processing	_____
1. Enter a requisition	_____
2. Approve the requisition	_____
3. Convert to a PO	_____
4. Post the PO	_____
5. Print POs (on blank paper without forms)	_____
6. Enter an AP invoice against the requisition	_____
7. Post the AP invoice	_____
8. Print a Warrant Report	_____
9. Print Checks (on blank paper without forms)	_____
10. Find journals in Journal Inquiry using date find	_____
11. 1099 Processing	_____
12. Other _____	_____

PROJECT ACCOUNTING:

Inquiry	_____
1. View Project Master Table	_____
2. View GL Master with Project Code	_____
3. View Project Budget Report	_____
4. Other _____	_____

CONTRACT MANAGEMENT:

Inquiry/Processing	_____
1. View Contract Master File	_____
2. Enter a Requisition against a contract	_____
3. View Contract Master to highlight changes	_____
4. Other _____	_____

PAYROLL/HR:

Inquiry

- 1. View Deduction master _____
- 2. View Pay Type Master _____
- 3. View Employee Master _____
- 4. View Employee Detail History – Perform Drill Down _____
- 5. View Position Table _____
- 6. View Terminated Employee Table _____
- 7. Other _____

Reports

- 1. Employee Detail _____
- 2. Employee Accrual _____
- 3. Detail Check History Report _____
- 4. Payroll Register _____
- 5. Confirm all state specific reporting programs are present and working as expected. _____
- 6. Other _____

Processing

- 1. Add a deduction record in the Deduction/Benefit Master. _____
- 2. Add a pay record in Pay Type Code FM. _____
- 3. Add a new Employee. _____
- 4. Add pay records in Employee Job/Salary FM. _____
- 5. Add deduction records in Employee Deductions. _____
- 6. Add accrual records in Employee Accruals. _____
- 7. Start a new Payroll in Payroll Start/Status. _____
- 8. Create a Time & Attendance batch and add records using your normal entry method. Be sure to include accrual time in the records added. _____
- 9. Import a Time & Attendance file. _____
- 10. Generate Earnings/Deductions for the new payroll. _____
- 11. Enter exceptions in EDFM for the new payroll, including accrual time. _____
- 12. Print the Final Proof. _____
- 13. Run the Employee Update. _____
- 14. Print checks and/or advices (on blank paper without forms). _____
- 15. Run the GL Distribution Journal- validate the proof report and post to the GL. _____
- 16. Verify the positive pay file if you create one (Check Register program). _____
- 17. Add an Action through Actions Entry and Post it to ‘live’. _____
- 18. Verify the check reconciliation import through the Payroll Check Reconciliation program. _____
- 19. Verify Applicant Tracking job postings. _____
- 20. Apply for a job through ESS. _____
- 21. Process a time off request through ESS. _____
- 22. Process time entry through ESS. _____
- 23. Validate Benefits Enrollment processing. _____
- 24. Validate any site specific functionality or recent custom enhancements. _____
- 25. Validate Workflow processing for any of the aforementioned functions that utilize it (Email only- don’t validate Workflow in a Test environment with Workflow Assistant or My Work). _____
- 26. Other _____

WORKFLOW:

Inquiry/Processing

- 1. Business Rules File Maintenance _____
- 2. Pending Action Inquiry _____
- 3. Distributed Entry with Workflow _____
- 4. Other _____

MUNIS OFFICE:

Processing

- 1. Export from GL Account Inquiry into Excel _____
- 2. Export from GL Account Inquiry in Word _____
- 3. Other _____

UTILITY BILLING:

Inquiry

- 1. View Charge Code file with Rate Tables _____
- 2. View Account Master - Perform Drill Down _____
- 3. View Customer File _____
- 4. View Bill Inquiry _____
- 5. View Charges File Maintenance _____
- 6. Other _____

Reports

- 1. Consumption Inquiry/Report _____
- 2. UB Aging Report _____
- 3. Charge/Payment History _____
- 4. Detail Receivables Register _____
- 5. Other _____

Processing

- 1. Add new account _____
- 2. Create water service record _____
- 3. Start a new bill run (or final bill run) _____
 - a. View Charges File Maintenance _____
- 4. Enter meter reading manually _____
- 5. Run Charges Proof Register _____
- 6. Generate AR _____
- 7. Print Bills (on blank paper without forms) _____
- 8. Make a payment to a bill _____
- 9. Other _____

Bill Run Process

- 1. Generate Charges – confirm you get the expected number of accounts generated into your cycle.
- 2. Test Export Handheld and confirm export file has not changed unexpectedly. If possible, do a test with your handheld software and verify they can accept the file for reading.
- 3. Test Import Handheld File and confirm reads import correctly
- 4. Run your normal processing in Charges Maintenance to verify your charge codes are rating correctly. Run a Calc All in charges maintenance and make sure there are no serious errors or warnings.
- 5. Run your Final Charge Proof Register and make sure the report has the expected totals and no serious errors.
- 6. Run your Generate AR and confirm the bills are created without errors and confirm the totals reconcile to your Charge Proof Register. Verify the GL Journal Entry was created properly.
- 7. Run Select Deposits and Apply Credits and Deposits. Verify the report totals reconcile and that your GL Journal Entry was created properly. Verify the credits were properly applied/transferred to the new bills.

8. Process your Bill Print File and verify the file/format has not changed unexpectedly. If you work with a 3rd party vendor, send them a test file to confirm they can still accept and process the file.
9. Process your EFT/Bank Draft File. If possible, send a test file to the bank to make sure they can still accept and process the file.

Final Bill Run Process

1. Select a few accounts to run thru a final bill process.
2. Follow your regular processes for creating pending accounts and/or flagging accounts for final billing.
3. Verify that you can enter accounts manually and/or use the select final process to pull accounts into the final bill run.
4. Run thru steps 4 – 8 above.
5. Process the Move in/Move Out step of the final bill run and confirm all pending accounts move in correctly.

Payment Processing

1. Create a payment batch in Payment Entry and process a few payments as you normally would. Take some Utility Bill Payments, misc. cash payments and any other type of payments you company might process. Verify the batch is released and posts to the General Ledger as expected without error.
2. If you process lockbox files, test the lockbox process. Verify the file imports without error and that you can release and post your lockbox batch without error.
3. If you have CSS, verify that you can look up accounts/bills and take a payment. If you use another web online payment process, verify you can import the payments thru the web payments import program as you normally would.
4. If you take security deposits, verify that you can add a deposit to an account and take payment for that deposit.

Special Processing

1. Run the Apply Late Fee Process and verify the correct accounts are selected into the process and that the fees are applied to the accounts/bills properly. Verify the GL Journal Entry was created correctly.
2. Run the Delinquent Notice Process and confirm the correct accounts are selected into the process. Print a sample delinquent notice file to ensure no unexpected changes to the file/format. If you are working with a 3rd party print vendor, send them a sample file to ensure they can still accept and process the file.
3. Run the Cut Off Process and confirm the correct accounts are selected into the process. If you create service orders, verify the service orders are created correctly and that you can follow your normal process.
4. If your site runs any of the other processes under Special Processing Menu, please verify that you are able to process these as you normally do.

Collection Processing

1. If your site uses any of the processes under the collection processing menu, such as Over-Short Adjustment Process, Forgive Interest, Bill Refund Processing, etc., verify you are able to run these processes as you normally do.

Account/Service Maintenance/Customer Maintenance

1. Create a new account and/or Customer and add services to the account. Verify that you are able to follow your existing processes without error.
2. Verify you are able to lookup, update, and make any changes to the Account Master, Customer Maintenance and Service Maintenance screens as you normally would.

UB Parameters and AR Parameters

3. Sometimes with upgrades to new releases, new fields are added to the Parameters screen. Please check the release notes for this and also check the UB Parameter Screen and AR Parameter screen so you are familiar with any new parameters added and how they work.

Other Menu Items

1. Verify you can access, do a find, modify, etc. to any screens you currently have access to.

Verify any Custom Code or Special Calculations

1. Verify custom code or custom calculations for your site

Other:

1. If there are any processes not listed above that your site relies on heavily and processes on a regular basis, please verify these work as expected.

OTHER REVENUE (TAX/EXCISE/GENERAL BILLING):

Inquiry

- 1. View Customer File
- 2. View Parcel File
- 3. View Charge Code File
- 4. View Tax Year Parameter
- 5. View Motor Vehicle Master File
- 6. View Bill Inquiry – look up several bills
- 7. View Lien File
- 8. View Receipt Inquiry
- 9. View Activity Totals Inquiry/Report

Reports

- 1. Summary Receivables
- 2. Detail Receivable Register
- 3. Posted Payments Report
- 4. State-specific reports and/or filings

Processing

- 1. Create a new General Billing Customer
- 2. Add a GB Invoice
- 3. Print the GB Invoice
- 4. Make a payment against the GB
- 5. Add a TX abatement or adjustment and post it.
- 6. Make a payment against a Tax/Excise/Personal Property/Ect.
- 7. Print Payments Proof
- 8. Post Payments
- 9. Use Receipt Inquiry to find the payment
- 10. Process a billing import
- 11. Execute a bill run through to spooling bills for every property category
- 12. Execute delinquent processing for every property category
- 13. Process lockbox payments

PERMITS & CODE ENFORCEMENT:

Inquiry

- 1. View Permit Type f/m
- 2. View Project Type f/m
 - a. Find a Project type with the 4 “bottom buttons” checked which indicates there is data. If none, build some defaults at the bottom.
 - b. Drill down using the bottom buttons.
- 3. View Inspection Type f/m
 - a. Drill down into Inspectors and Checklist at bottom
- 4. View Violation Code f/m
 - a. Drill down into Enforcement Steps
- 5. View Property Master
 - a. Perform drill down using the Side Menu options.

Reports

- 1. Applications Status Report
- 2. Inspections History Report
- 3. Violations Report
- 4. Contractors Report
- 5. Dept/Board Review Report

Processing

- 1. Add a new Property.
 - a. Set up default Restrictions, Hazards, and Violations at the bottom.

- 2. Add a new Application. _____

 - a. Use a Project/Act that has the four defaults set in Project Type f/m
(One each is fine.) _____
 - b. Make sure the App automatically set up the default Permits,
Prerequisites, Inspections, and Dept/Board Reviews by choosing
the options to view. _____
 - c. Choose the Collect side menu option. Make sure you can accept
payments for the Fees and the system links to the A/R module properly. _____

PARKING TICKETS:

- Inquiry** _____
- 1. View Parking Ticket (PT) Parameter File _____
 - 2. View PT Charge Codes _____
 - 3. View Owner Maintenance _____
- Reports** _____
- 1. Issue by location report _____
 - 2. Violations by issue date report _____
 - 3. Issuer productivity report _____
- Processing** _____
- 1. PT Entry _____
 - 2. PT Inquiry _____
 - 3. Review Export/Import of data _____
 - 4. Review Late Processing _____

BUSINESS LICENSES:

- Inquiry** _____
- 1. View Customer File _____
 - 2. View Description Codes _____
 - 3. View BL Charge Codes _____
 - 4. View BL Master File _____
 - 5. View BL Late Payment process _____
 - 6. View Bill Inquiry _____
 - 7. View Business Analysis Report _____
 - 8. View Business Location Report _____

ANIMAL LICENSES:

- Inquiry** _____
- 1. View Animal Type File _____
 - 2. View Customer File _____
 - 3. View AL Master File _____
 - 4. View License Detail Report _____
 - 5. View License History Report _____
 - 6. View Tag Report _____