

System Upgrade Functional Testing Checklist



The following table is a checklist of functional areas of IT2 which is used as part of the Upgrade process. Please mark the areas of the system that you plan to test with either Yes or No and the areas that you have tested as either Pass or Fail.

Treasury Process	Critical Function	Plan to Test	Tester	Week	Pass, Fail, N/A
Control & Automation					
01. Segregation of Duties	Enter User Group	Yes			Pass
	Change User Group	Yes			Pass
	Approve User Group	Yes			Fail
	Enter User	No			N/A
	Change User				
	Approve User				
02. Regional Access to Data	Enter Data Access Profile				
	Change Data Access Profile				
	Restrict Data Access				
03. Security & Key Controls	Validate Password Settings				
04. Regional & Market Data	Import FX Rates				
	Import Interest Rates				
	Import Commodity Prices				
	Import Equity/Bond Prices				
05. Group Structure	Input Party Data				
	Input Internal Company				
	Change Internal Company				
	Verify Internal Company				
06. Bank Relationships & Accounts	Input Bank				
	Change Bank				
	Verify Bank				
	Input Bank Account				
	Change Bank Account				
	Verify Bank Account				
07. Beneficiaries & Repetitives	Input External Party				
	Change External Party				
	Verify External Party				
	Input Repetitive				
	Change Repetitive				
	Verify Repetitive				
08. Integration & Automation	Automated Run of Each Job				
	Manual Run of Jobs				
09. System Activity & Audit	Validate Audit Trail Entries				
	Validate Audit Trail Emails				
10. Database Administration	Dump Database				
	Load Database				
Cash & Liquidity Management					
01. Multi Bank Reporting	Import Bank Statements				
	Update Cash Balance Via IT2 NET				
02. Transaction Reconciliation	Automatic Reconciliation				
	Manual Reconciliation				
	Manually Set Funds Types				
	Manually Set GL Allocations				
03. Cash Position Reporting	Cash Position Workbenches				
	Cash Position Reports				
04. Cash Forecasting	Import Forecast Cash Flows				
	Enter Cash Profile				
	Change Cash Profile				
	Update Forecast in IT2 NET				
05. Invoice Netting	Enter Netting Date				
	Enter/Import Netting Items (including IT2 NET)				
	Run Netting Cycle				
	Generate Netting Settlements				
06. Notional Pooling	Review Notional Pooling Reports				
07. Target Balance Transfers	Run Automatic Cash Concentration				
	Run Manual Balance Concentration				
08. In-house Banking	ZBA Sweep Mirror Entries on Internal Accounts				
	Review Internal Bank Account Positions				
	Calculate Interest on Internal Accounts				
Funding & Asset Management					
01. Liquid Funds	Enter MMF Buy or Sell				
	Input/Import Fact or Factor				
	Calculate Dividends				
02. Short Term Funding	Input Short Term Borrowing Deal				
	Change Deal				
03. Capital Markets & LT Bank Finance	Input Facility				
	Input Long Term Loan				
	Change Long Term Loan				
	Input Bond/Equity Issue				
	Input Sell Bond/Equity Activity				
	Change Activity				
04. Short Term Investment	Input Short Term Investment Deal				
	Change Short Term Investment Deal				
05. Investment Portfolio	Input Bond/Equity Issue				
	Input Buy & Sell Bond/Equity Activity				
	Change Activities				

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06. Trade Finance Management	Input L/C or Guarantees				
	Change L/C or Guarantees				
07. Internal Funding	Input Intercompany Loan				
	Change Intercompany Loan				
Position & Risk Management					
01. FX Exposure & Hedging	Review FX Position (Workbench/Report)				
	Update/Input FX Exposure				
	Enter FX Hedging Deal				
	Create Hedge Relationship				
02. IR Rate Exposure & Hedging	Review IR Position (Workbench/Report)				
	Update/Input IR Exposure				
	Enter IR Hedging Deal				
	Create Hedge Relationship				
03. Credit Risk Exposure & Hedging	Review Credit Risk Position (Workbench/Report)				
	Update/Input Credit Exposure				
	Enter CDS Hedging Deal				
04. Commodity Exposure & Hedging	Review Commodity Position (Workbench/Report)				
	Update/Input Commodity Exposure				
	Enter Commodity Hedging Deal				
	Create Hedge Relationship				
05. Futures Management	Create Futures Contract				
	Input Futures Trade				
	Update Futures Margins				
06. Portfolio & Deal Analytics	Run Revaluation				
	Review Revalued Positions (Workbench/Report)				
07. Policy Compliance & Limit Monitoring	Input/Change Limit				
	Recreate Limit Usage				
	Review Limit Availability & Usage (Workbench/Report)				
	Review Limit Availability & Breach Email (Deal Entry)				
08. Value at Risk	Create Correlation Set				
	Calculate Correlations				
	Create VAR Calculation Set				
	Calculate VAR				
	Review VAR Results (Workbench)				
09. What-if Scenarios	Create/Change FX Scenario				
	Create/Change IR Scenario				
	Run Scenario Revaluation				
	Review Scenario Results (Workbench/Report)				
10. Potential Trade Impact	Enter Trial Deal				
	Run Revaluation for Trial Deals				
	Review Revaluation Results (Workbench/Report)				
	Commit Trial Deal				
Back Office & Accounting					
01. Online Trading	Create Partial Deal				
	Upload to Deal System				
	Download Completed Deal				
02. Internal Trading	Input/Approve/Submit Deal Request in IT2 NET				
	Offer/Accept/Reject Rate				
	Commit Requested Deal				
	Mirror Internal Deal to External Counterparty				
03. Trade Capture & Verification	Deal Verification				
	Print Deal Ticket				
04. Confirmation Processing	Print Confirmations				
	Send Chaser				
	Record Incoming Confirmation Status				
05. Deal Maintenance	Rate Index and Price Reset and Fixing				
	Exercise Options				
	Fix FRAs				
	Rollover Deals				
	Monitor Hedge Designations				
	Run Hedge Monitor				
06. Payments Management	Repetitive Matching and Payment Creation				
	Input Manual Payment				
	Input/Process Settlement Request via IT2 NET				
	Verify Payment				
	Authorise Payment				
	Release Payment to Bank (Test)				
	Download Payment Status (ACK/NAK)				
06c. Continuous Linked Settlement	Input CLS Eligible Deal				
	Send CLS Confirmation				
	Import & Monitor CLS Matching Status				
07. Integrated Accounting	Update Accounting Rates				
	Run Revaluation				
	View Projected Postings				
	Run Nominal Ledger				
	Validate Journal Entries (workbench/reports)				
	Close Accounting Period				

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	Validate Balances/BS Revaluation (workbench/reports)				
	Export Journal Entries				
08. Hedge Accounting	Assess Hedge Effectiveness Results (workbench)				
	Validate OCI & P&L Allocation				
	Validate Hedge Accounting Journal Entries				
Workflow & Reporting Overview					
01. Treasury Process Mapping	Open & Use Key Process Maps				
	Save a Change to a Process Map				
02. Management Dashboards	Open & Use Key Management Dashboards				
	Save a Change to a Management Dashboard				
03. Workbenches	Open & Use Key Workbenches				
	Save a Change to a Workbench				
04. IT2 Reports	Open Key IT2 Reports				
	Save a Change to an IT2 Report				
05. Crystal Reports & ODBC	Open Key Crystal Reports				
06. Charts	Create a Chart on a Report/Workbench				
	Save Changes to a Chart				
07. Organising, Batching & Printing	Run Key Report Batches & Jobs				
	Check and Run "My Reports"				
System Performance					
Performance of Intensive Functions	Import Bank Statements				
	Import Cash Forecasts (AP/AR/Other)				
	Import Cashbooks				
	Import Netting Profiles				
	Run Automatic Reconciliation				
	Run Revaluation				
	Run Nominal Ledger				
	Open High Volume Workbenches				
	Open High Volume Reports				
Total Coverage	176 Tests	Planned: 3 (2%)			Passed: 2 (67%)