

Research Foundation for SUNY

Test Plans for SUNY PACS Grants

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| **Test Description:** | 18. Test the ability to Close out an Award |
| **Tester Location:** |  |
| **Test Executed By:** |  |
| **Tester Email Address:** |  |

**Test 18: Close Out an Award**

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| Step | Test Steps | Test Data | Expected Results | Notes |
| 1 | Open browser and navigate to <https://pacsstg3.rfsuny.org/SponsoredPrograms/login> |  | * The SUNY PACS website login page is presented. |  |
| 2 | Log in as **Grantsspecialist**  (Test accounts have been provided) |  | * Log in is successful * **Inbox** displays |  |
| 3 | Click on Grants (tab on the Top), Click on the All Awards tab. Prerequisite: Find an Award that is in a state of Active.  Click on the Award Name and Open up the Award | Use the award that was made active in Test 13. | * The Awards page will display | **NOTE: Save and Continue along the way as you proceed thru the below steps** |
| 4 | Click on the **Complete** button on the left hand side of the screen.  Comments Box: Add any Comments  Click add to add any attachments  **Click OK** | Award now completed & closed.  Add attachment13. | * Complete form displays * The Award state is Now Complete | **Note: Before closing out an award, please make sure that all criteria is meet for award closure based on campus requirements and the award is also being closed in Oracle Grants.** |
| **End of Test** |  |  |  |  |