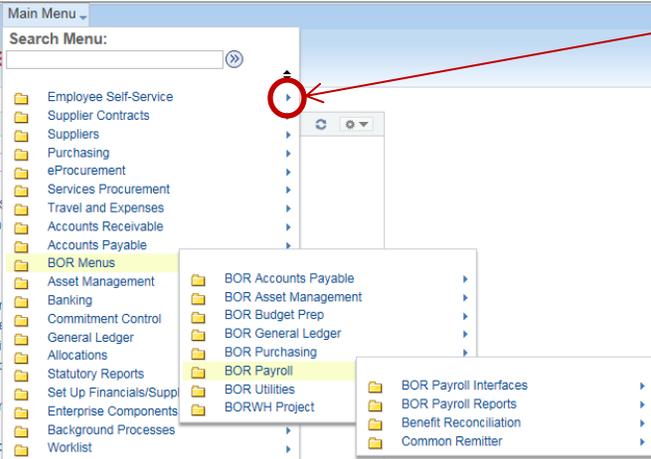
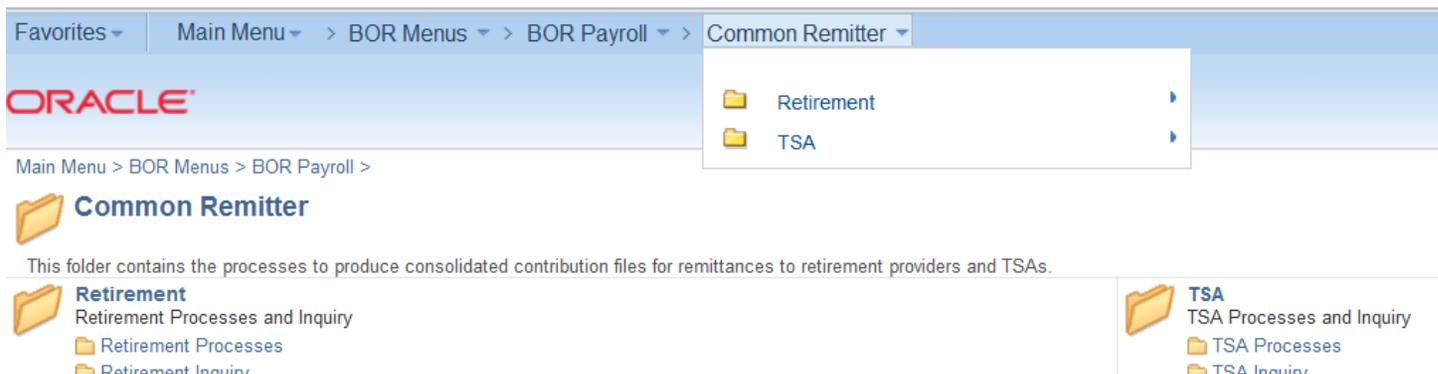


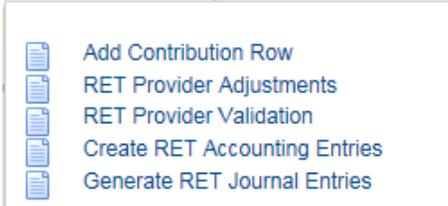
USER ACCEPTANCE TESTING TASK LIST

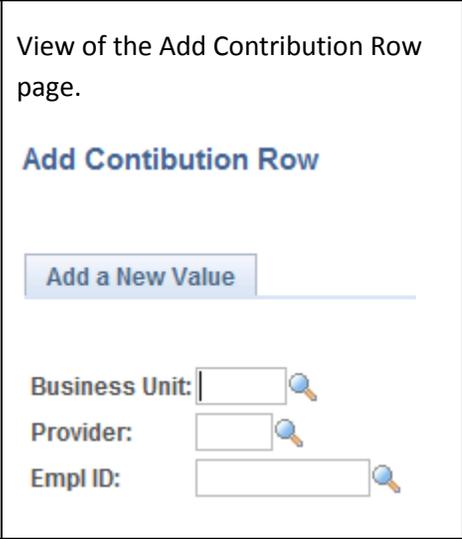
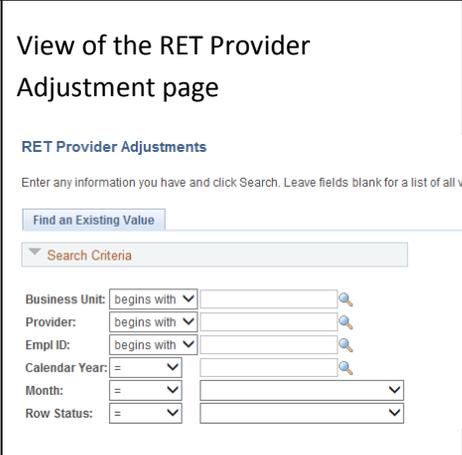
March 2, 2015

TASKS TO BE COMPLETED DURING FUAT

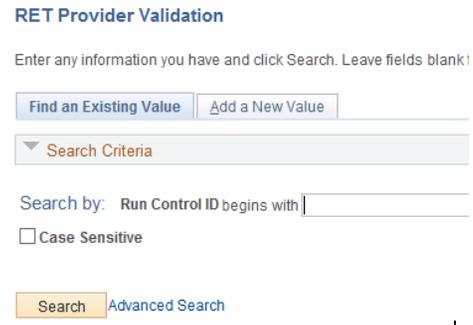
Step	Test Scenario	Expected Results	Status (Pass/Fail)	Comments	Tester Name
1	<u>Verify menu navigation</u> BOR Menus, BOR Payroll, Common Remitter 	User should have left drop down navigation. While clicking on the right arrow the menus should cascade/tile onto each other as shown.			

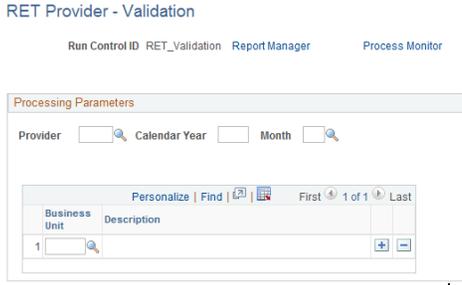
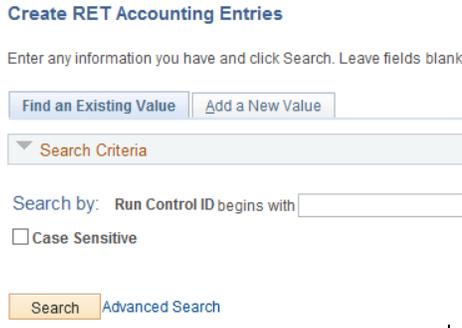
Step	Test Scenario	Expected Results	Status (Pass/Fail)	Comments	Tester Name
2	<p><u>Verify that both the Retirement and TSA folders are present</u></p> <p>Click on the Common Remitter folder – this will cause the right navigation and menus to be displayed.</p> 	<p>The Common Remitter expanded menu should be presented. The view should show the Retirement and TSA folders.</p>		<p>Right menu navigational views:</p> 	
3	<p><u>This is a reference view of tiled menus with both left and right navigations:</u></p> 				

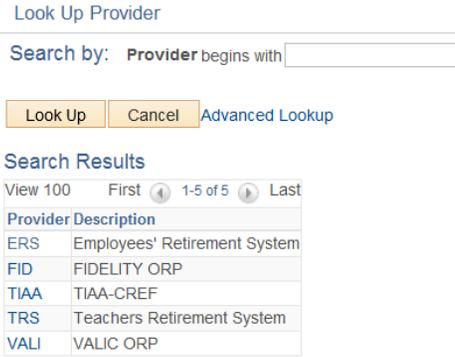
Step	Test Scenario	Expected Results	Status (Pass/Fail)	Comments	Tester Name
4	<p><u>Testing for Retirement Processes and Inquiry</u></p> <p><u>Click on the Retirement - right arrow</u></p> 	<p>Verify folders are present for Retirement Processes and Retirement Inquiry</p>		<p>User should see the below cascaded view.</p> 	
5	<p><u>Click on the Retirement Processes folder - right arrow</u></p> 	<p>Verify five processes are shown</p>		<p>User should see the below cascaded view.</p> 	

Step	Test Scenario	Expected Results	Status (Pass/Fail)	Comments	Tester Name
6	<u>Click on the Add Contribution Row pagelet</u>	Confirm that you are navigated to the Add Contribution Row page		View of the Add Contribution Row page. 	
7	<u>Click on the RET Provider Adjustments pagelet</u>	Confirm that you are navigated to the RET Provider Adjustments, Search Criteria page		View of the RET Provider Adjustment page 	

Step	Test Scenario	Expected Results	Status (Pass/Fail)	Comments	Tester Name															
8	<u>Click on the Search button</u> <ul style="list-style-type: none"> Business Unit must be populated – should default in field 	Verify search results returned are for your specific Business Unit only		View of search results RET Provider Adjustments Enter any information you have and click Search. Lr <input type="button" value="Find an Existing Value"/> <div style="border: 1px solid #ccc; padding: 5px;"> <p>▼ Search Criteria</p> <p>Business Unit: begins with ▼ 42000</p> <p>Provider: begins with ▼</p> <p>Empl ID: begins with ▼</p> <p>Calendar Year: = ▼</p> <p>Month: = ▼</p> <p>Row Status: = ▼</p> </div> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Basic Search"/> <input type="button" value="Save"/></p> <p>Search Results</p> <p>Only the first 300 results can be displayed.</p> <p>View All First 1-100 of 300 Last</p> <table border="1"> <thead> <tr> <th>Business Unit</th> <th>Empl ID</th> <th>Provider</th> <th>Month</th> <th>Row Status</th> </tr> </thead> <tbody> <tr> <td>42000</td> <td></td> <td>ERS</td> <td>Dec</td> <td>Valid</td> </tr> <tr> <td>42000</td> <td></td> <td>ERS</td> <td>Dec</td> <td>Valid</td> </tr> </tbody> </table>	Business Unit	Empl ID	Provider	Month	Row Status	42000		ERS	Dec	Valid	42000		ERS	Dec	Valid	
Business Unit	Empl ID	Provider	Month	Row Status																
42000		ERS	Dec	Valid																
42000		ERS	Dec	Valid																

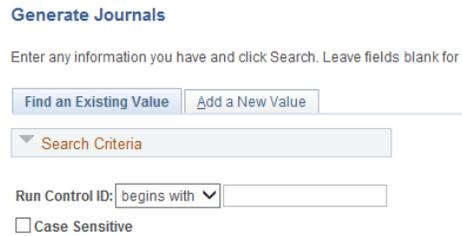
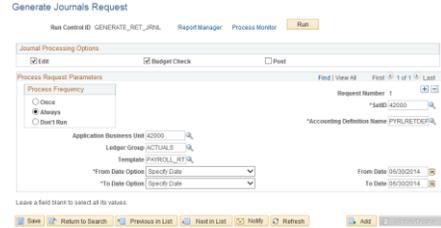
Step	Test Scenario	Expected Results	Status (Pass/Fail)	Comments	Tester Name
9	<u>Click on any EmplID returned in search</u>	Confirm that you are navigated to the RET Provider Adjustments Search page		View of the RET Provider Adjustments page  <p>The screenshot shows the 'RET Provider Adjustments' page. It includes input fields for Empl ID, Business Unit, Provider (ERS), and Posting Year/Month (2014 10). Below these are two tables. The first table, 'RET Provider Adjustments', has columns: Benefit Plan, Adj. Year, Adj. Month, Payroll Deduction Code, Earnings Type, Pay Reason, and Percent. It contains one row: 1 GTDC, 00GDCP, Regular, 00, 100.0. The second table, 'Adjustments', has the same columns and contains one row: 1 GTI, dropdown, dropdown, 00GDGI, Regular, REG, 100.0.</p>	
10	<u>Click on the RET Provider Validation menu</u> <ul style="list-style-type: none"> Verify Run Control ID search is presented and perform search 	Verify existing Run Control IDs are present		View of Run Control page  <p>The screenshot shows the 'RET Provider Validation' page. It has a text prompt: 'Enter any information you have and click Search. Leave fields blank!'. There are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below is a 'Search Criteria' section with a dropdown menu. The search criteria is set to 'Run Control ID begins with' followed by an empty text box. There is a 'Case Sensitive' checkbox which is unchecked. At the bottom are 'Search' and 'Advanced Search' buttons.</p>	

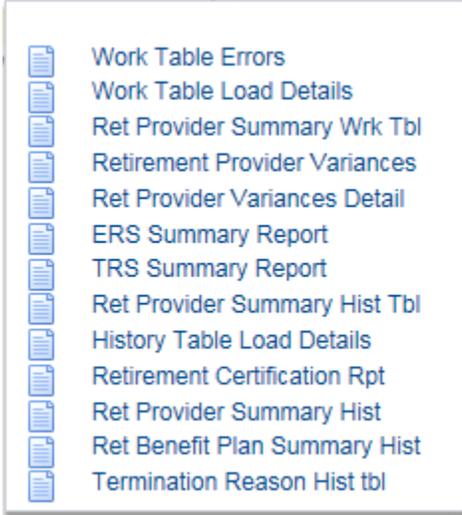
Step	Test Scenario	Expected Results	Status (Pass/Fail)	Comments	Tester Name
11	<u>Click Search on the RET Provider Validation pagelet</u>	Confirm that you are navigated to the RET Provider-Validation page		View of RET Provider – Validation Processing Parameters page 	
12	<u>Click on the Create RET Accounting Entries pagelet</u> <ul style="list-style-type: none"> Verify Run Control ID search is presented and perform search 	Select or Add a Run Control		View the the Create RET Accounting Entries Run Control page 	

Step	Test Scenario	Expected Results	Status (Pass/Fail)	Comments	Tester Name
		Confirm that you are navigated to the Create RET Accounting Entries Run Control page		View of the Create RET Accounting Entries page after a run control is selected 	
13	<u>Click on each drop down search function</u> <ul style="list-style-type: none"> Verify content in each search field 	Business Unit – should be institution specific and display institution name Provider – should have ERS, FID, TIAA, TRS and VALI Verify Distribute to GL is checked on and cannot be unchecked Verify Calendar Year		View of the Provider Search 	

Step	Test Scenario	Expected Results	Status (Pass/Fail)	Comments	Tester Name
		<p>may be manually entered</p> <p>Verify Month search contains all 12 calendar months</p> <p>Verify Accounting Date may be manually entered or searched with the calendar search function</p> <p>Verify Fiscal Year and Period populates</p> <p>Verify Cash/Clearing Account may be manually entered or contains accounts in the drop down search</p> <p>Verify Account name is displayed</p> <p>Verify Receivables Account may be manually entered or contains accounts in the drop down search</p>			

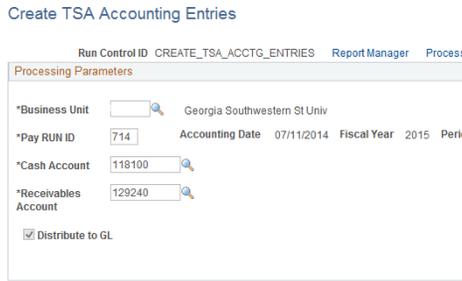
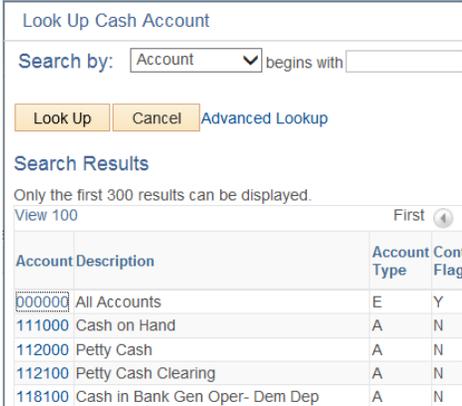
Step	Test Scenario	Expected Results	Status (Pass/Fail)	Comments	Tester Name
		Verify account name is displayed			
14	<u>Select "TRS" as the Provider on the Create RET Accounting Entries page</u>	Verify that the adjustment fields appear		View of the TRS adjustment fields EE Adj Amount <input type="text"/> ER Adj Amount <input type="text"/> Interest Amount <input type="text"/> Account <input type="text"/>  Department <input type="text"/>  Fund Code <input type="text"/>  Class Field <input type="text"/>  Program <input type="text"/> 	
15	<u>Select "TRS" as the Provider on the Create RET Accounting Entries page</u>	Verify that the adjustment fields appear		View of the ERS adjustment fields EE Adj Amount <input type="text"/> ER Adj Amount <input type="text"/> GTDC EE Adj Amount <input type="text"/> Interest Amount <input type="text"/> Account <input type="text"/>  Department <input type="text"/>  Fund Code <input type="text"/>  Class Field <input type="text"/>  Program <input type="text"/> 	
16	<u>Select "TIAA" as the Provider on the Create RET Accounting Entries page</u>	Verify that the Receivables Account field appears		View of the Receivables Account field *Cash/Clearing Account <input type="text"/>  ADP Clearing - Benefits <input type="text"/>  Receivables Account <input type="text"/> 	

Step	Test Scenario	Expected Results	Status (Pass/Fail)	Comments	Tester Name
17	<p><u>Click on the Generate RET Journal Entries pagelet</u></p> <p>Select a Run Control ID or Add a new one.</p>	Confirm that you are navigated to the Generate Journals Run Control ID page		<p>View of the Generate Journal Run Control ID page</p> 	
18	<p><u>After the Run Control ID has been entered the page should navigate to the Generate Journal Request page.</u></p>	Confirm that the Generate Journals Request page is presented and that all search fields are functional.		<p>View of the Generate Journals Request page</p> 	

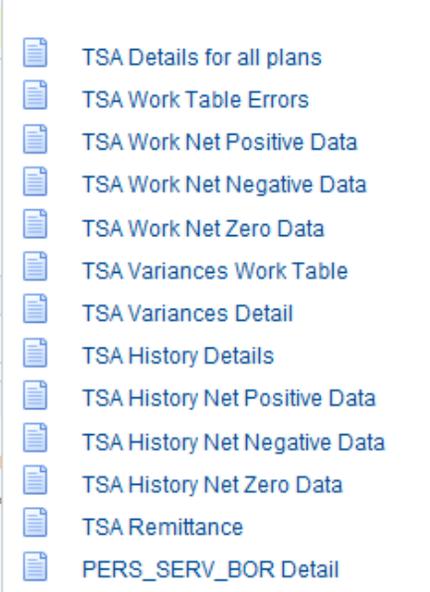
Step	Test Scenario	Expected Results	Status (Pass/Fail)	Comments	Tester Name
19	<u>Click on the Retirement Inquiry folder - right arrow</u> 	Verify thirteen inquiries are shown – (these are online queries and reports)		View of the left or drop down navigation 	
20	<u>Click on each of the thirteen online query/report(s)</u>	Verify that each Query /Report is displayed			
View of the right or expanded navigation					

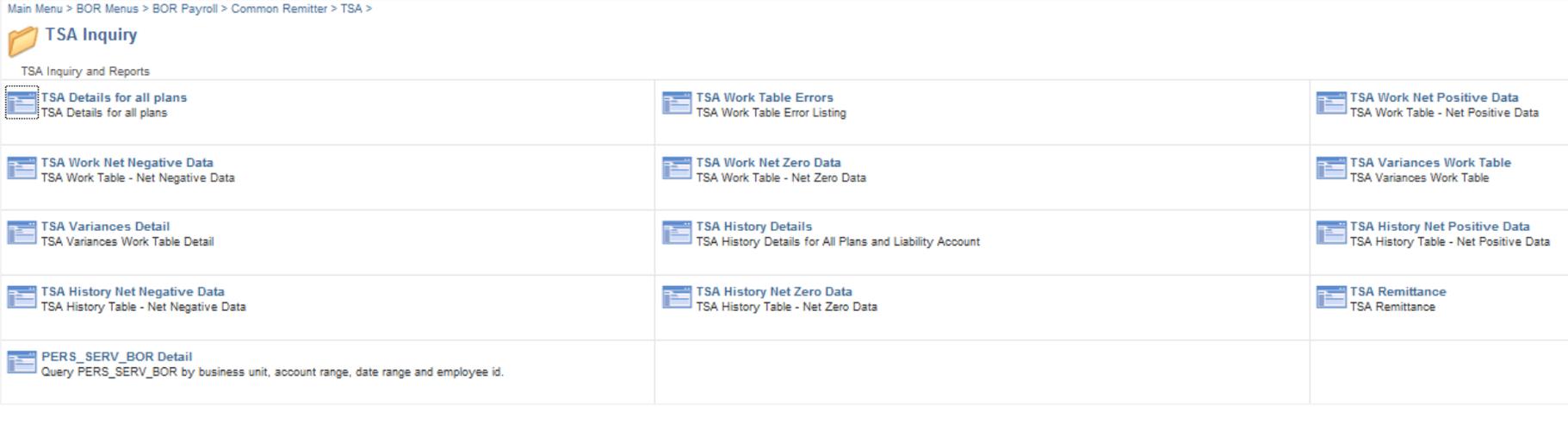
Step	Test Scenario	Expected Results	Status (Pass/Fail)	Comments	Tester Name															
<p>Main Menu > BOR Menus > BOR Payroll > Common Remitter > Retirement ></p> <p> Retirement Inquiry</p> <p>Retirement Inquiry and Reports</p> <table border="1"> <tr> <td> Work Table Errors Work Table Error listing</td> <td> Work Table Load Details This query displays all the rows inserted into the Work Table</td> <td> Ret Provider Summary Wrk Tbl Retirement Provider Summary from the Work Table</td> </tr> <tr> <td> Retirement Provider Variances CR Retirement Provider Variances Work Table</td> <td> Ret Provider Variances Detail CR Retirement Provider Variances Wrk Table Detail</td> <td> ERS Summary Report ERS Salary & Contribution Summary Report (known as EPBP022 in EV5)</td> </tr> <tr> <td> TRS Summary Report TRS Summary Report</td> <td> Ret Provider Summary Hist Tbl Retirement Provider Summary from the History Table</td> <td> History Table Load Details This query displays all the rows inserted into the History Table</td> </tr> <tr> <td> Retirement Certification Rpt Retirement Certification Report from the History Table</td> <td> Ret Provider Summary Hist Retirement Plan Summary Totals Report providing Emplid Count and Amounts</td> <td> Ret Benefit Plan Summary Hist Retirement Plan Summary Totals Report Emplid Count and Amounts.</td> </tr> <tr> <td> Termination Reason Hist tbl Common remitter Termination Dates and Reasons</td> <td></td> <td></td> </tr> </table>						 Work Table Errors Work Table Error listing	 Work Table Load Details This query displays all the rows inserted into the Work Table	 Ret Provider Summary Wrk Tbl Retirement Provider Summary from the Work Table	 Retirement Provider Variances CR Retirement Provider Variances Work Table	 Ret Provider Variances Detail CR Retirement Provider Variances Wrk Table Detail	 ERS Summary Report ERS Salary & Contribution Summary Report (known as EPBP022 in EV5)	 TRS Summary Report TRS Summary Report	 Ret Provider Summary Hist Tbl Retirement Provider Summary from the History Table	 History Table Load Details This query displays all the rows inserted into the History Table	 Retirement Certification Rpt Retirement Certification Report from the History Table	 Ret Provider Summary Hist Retirement Plan Summary Totals Report providing Emplid Count and Amounts	 Ret Benefit Plan Summary Hist Retirement Plan Summary Totals Report Emplid Count and Amounts.	 Termination Reason Hist tbl Common remitter Termination Dates and Reasons		
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 Termination Reason Hist tbl Common remitter Termination Dates and Reasons																				
21	<u>Run the Work Table Load Details</u> <ul style="list-style-type: none"> Calendar Year 2015 and Month = January, populate all other fields with the wildcard (%) 	Detailed data should be returned																		
22	<u>Run the RET Provider Summary Hist</u> <ul style="list-style-type: none"> Calendar Year 2014 and Month = December 	Summary data should be returned																		
23	<u>Run the ERS Summary Report</u> <ul style="list-style-type: none"> Calendar Year 2014 and Month = December 	Verify .pdf report successfully generated by reviewing the Process Monitor, Details, View																		

Step	Test Scenario	Expected Results	Status (Pass/Fail)	Comments	Tester Name
		Log/Trace file			
24	<u>Testing for TSA Processes and Inquiry</u> <u>Click on the Common Remitter folder</u> 	The Common Remitter expanded menu should be presented. The view should show the Retirement and TSA folders.			
25	<u>Click on the TSA - right arrow</u> 	Verify folders are present for TSA Processes and TSA Inquiry		User should see the below cascaded view. 	
26	<u>Click on the TSA Processes folder - right arrow</u>	Verify two processes are shown		User should see the below cascaded view.	

Step	Test Scenario	Expected Results	Status (Pass/Fail)	Comments	Tester Name
		Entries Run Control page		Entries page 	
28	<u>Click on each drop down search function</u> <ul style="list-style-type: none"> Verify content in each search 	Business Unit – should be institution specific and display institution name Pay RUN ID – is a manual entry field Verify Cash/Clearing Account may be manually entered or contains accounts in the drop down search Verify Receivables Account may be manually entered or contains accounts in		View of the Cash Account search 	

Step	Test Scenario	Expected Results	Status (Pass/Fail)	Comments	Tester Name
		the drop down search			
29	<p><u>Click on the Generate TSA Journal Entries pagelet</u></p> <p>Select a Run Control ID or Add a new one.</p>	Confirm that you are navigated to the Generate Journals Run Control ID page		<p>View of the Generate Journal Run Control ID page</p> <p>Generate Journals</p> <p>Enter any information you have and click Search. Leave fields blank</p> <p>Find an Existing Value Add a New Value</p> <p>Search Criteria</p> <p>Run Control ID: begins with <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p>	
30	<p><u>After Run Control ID has been entered the page should navigate to the Generate Journal Request page.</u></p>	Confirm that the Generate Journals Request page is presented and that all search fields are functional.		<p>Generate Journals Request</p> <p>Run Control ID: GENERATE_JRNL Report Manager Process Monitor Run</p> <p>Journal Processing Options</p> <p><input checked="" type="checkbox"/> Edit <input checked="" type="checkbox"/> Budget Check <input type="checkbox"/> Post</p> <p>Process Request Parameters</p> <p>Find View All First 1 of 1 Last</p> <p>Request Number 1 *SMB 42000</p> <p>Process Frequency</p> <p><input type="radio"/> Once *Accounting Definition Name PYRETRCER</p> <p><input checked="" type="radio"/> Always</p> <p><input type="radio"/> Don't Run</p> <p>Application Business Unit: 02000</p> <p>Ledger Group: ACTUALS</p> <p>Template: PARROLL_JRN</p> <p>*From Date Option: Specific Date From Date: 05/03/2014</p> <p>*To Date Option: Specific Date To Date: 05/03/2014</p> <p>Leave a field blank to select all its values.</p> <p>Save Return to Search Previous in List Next in List Notify Refresh Add</p>	
31	<p><u>Click on the TSA Inquiry folder - right arrow</u></p>	Verify thirteen inquires are shown – (these are online		View of the left or drop down navigation	

Step	Test Scenario	Expected Results	Status (Pass/Fail)	Comments	Tester Name
		queries and reports)			
View of the right or expanded navigation					

Step	Test Scenario	Expected Results	Status (Pass/Fail)	Comments	Tester Name
<p>Main Menu > BOR Menus > BOR Payroll > Common Remitter > TSA ></p>  <p>The screenshot shows the 'TSA Inquiry' page with a navigation breadcrumb. Below the title, there are several report links: 'TSA Details for all plans', 'TSA Work Net Negative Data', 'TSA Variances Detail', 'TSA History Net Negative Data', and 'PERS_SERV_BOR Detail'. On the right side, there are more report links: 'TSA Work Table Errors', 'TSA Work Net Zero Data', 'TSA History Details', 'TSA History Net Zero Data', 'TSA Work Net Positive Data', 'TSA Variances Work Table', 'TSA History Net Positive Data', and 'TSA Remittance'.</p>					
32	<u>Click on each of the thirteen online query/report(s)</u> <ul style="list-style-type: none"> Verify that each Query /Report is displayed 	That each Query /Report be displayed with run prompts			
33	<u>Run the TSA Details for all plans</u> <ul style="list-style-type: none"> Business Unit = XXXXX, Payrun ID = 135, Provider = wildcard (%), Row Status = wildcard (%) 	Detailed data should be returned		Confirm that the data returned for your Business Unit's employees	
34	<u>Run the TSA History Details</u> <ul style="list-style-type: none"> Business Unit = XXXXX, Payrun ID = D34, Provider = wildcard (%), Row Status = wildcard (%) 	Detail History data should be returned		Confirm that the data returned for your Business Unit's employees	

Step	Test Scenario	Expected Results	Status (Pass/Fail)	Comments	Tester Name
35	<u>Run the TSA Remittance</u> Business Unit = XXXXX, Payrun ID = D34, Check the Summary Report Only check box	Verify .pdf report successfully generated by reviewing the Process Monitor, Details, View Log/Trace file			

SIGNATURE AND SUBMISSION PAGE

Institution: _____

Verification by UAT Participant that the UAT Tasks have been successfully completed:

Name of UAT Participant (Print)

Signature

Date Completed

Return completed/signed form by COB Monday, March 2, 2015 to PSFIN_Upgrade@usg.edu