User Acceptance Testing Task List

**Due no later than COB Monday, November 4, 2013**

# Tasks To be completed in FUAT

Notice: All processing will be for September data except where noted for the 3rd Party Purge Process. **The BOR Payroll Task List must be completed by close of business on Monday, October 28, 2013 to allow other ADP Recon testing to be completed successfully.**

The BOR Payroll Task List is meant to guide you through scenarios to ensure proper security, menus, and panels operate in the manner they are expected and ensure a stable and successful tools upgrade.  This UAT exercise will take you from the Work Table Load processes through the Journal Generation and give you scripts to ensure that you are able to navigate, process, and complete the exercises.

Existing Run Control IDs may be used, but it is recommended that users verify all parameters to ensure correct results are produced.

| **Step** | **Test Scenario** | **Expected Results** | **Status****(Pass/Fail)** | **Comments** | **Tester Name** |
| --- | --- | --- | --- | --- | --- |
| 1 | Verify left and right navigation menus for BOR Menus/BOR Payroll processing and reports | User can navigate to the selected menu(s) easily and that the correct menus are available to the user |  |  |  |
| 2 | Payroll to GL Interface – BORIF006, check the Include Encumbrances checkbox | Successful interface of Payrun ID 933. The EV5 Payroll to GL text file name is as follows, where XXX = Company ID and NNNNNN = Process Instance. Gl\_933\_XXX\_YYYMMDD\_NNNNNN.txt, and should be the same file used when performing the interface in Production  |  |  |  |
| 3 | Journal Generate Payroll Expenses | Successful journal generation, verify debit/credit totals match debit/credit totals from the Production database journal generated for the same Payrun ID. |  | Note Journal ID: |  |
| 4 | Review Payroll Journal and make any necessary corrections. | Complete Edit/Budget Check/Post |  |  |  |
| 5 | Journal Generate Payroll Encumbrance Liquidation (this is the encumbrance being liquidated by the Payroll to GL interface). | Successful journal generation, verify debit/credit totals match debit/credit totals from the Production database journal generated for the same Payrun ID. |  | Note Journal ID: |  |
| 6 | Review Payroll Journal and make any necessary corrections. | Complete Edit/Budget Check/Post |  |  |  |
| 7 | Encumbrance Projection to GL Interface – BORIF007\*\*\*Note: if the Encumbrance Projection was not run in Production – you may skip this step, but state Process not run in Production in the comments | Successful interface of the September 30, 2013 Encumbrance Projection file. The EV5 Encumbrance projection text file name is as follows, where XXXXX = Business Unit: XXXXX\_epop002.txt and should be the same file used when performing the interface in Production |  |  |  |
| 8 | Journal Generate Encumbrance Projection\*\*\*Note: if the Encumbrance Projection was not run in Production – you may skip this step, but state Process not run in Production in the comments | Successful journal generation, verify debit/credit totals match debit/credit totals from the Production database journal generated for the same Payrun ID. |  | Note Journal ID: |  |
| 9 | Review Encumbrance Projection Journal and make any necessary corrections.\*\*\*Note: if the Encumbrance Projection was not run in Production – you may skip this step, but state Process not run in Production in the comments | Complete Edit/Budget Check/Post |  |  |  |
| 10 | Review Budget Progress Report\*\*\*Note: if the Encumbrance Projection was not run in Production – you may skip this step, but state Process not run in Production in the comments | Verify Encumbrance Projection is included and posted as expected. |  |  |  |
| 11 | Run the 3rd Party Staging Purge for Payrun ID 833. | Verify data was successfully purged (will not be necessary to Unpost or Copy Reverse the original journal for this exercise).  |  |  |  |
| 12 | Run the YE Zero Personal Services Encum – BORIF06D process | Verify process runs successfully and the PS Encumbrances are zeroed as expected. |  |  |  |
| 13 | Verify that pre-consolidation Business Unit data reports and queries can be run for the “OLD” business unit ID’s for any Payroll reports and queries, as may be needed. |  |  |  |  |

# Signature and submission Page

**Institution:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Verification by the Campus Coordinator that the UAT Tasks have been successfully completed:**

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Name of Campus Coordinator (Print)

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Signature

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Date Completed

**Return signed form by COB Monday, November 4, 2013 to Donna Wooddell**:

Via email (pdf) to donna.wooddell@usg.edu

Or fax (706) 583-2297