User Acceptance Testing Task List

**Due no Later Than COB Monday, November 4, 2013**

# Tasks To be completed in FUAT

The Budget Prep Module 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 extract to the export and give you scripts to ensure that you are able to navigate, process, and complete the exercises. Any errors/issues should be noted as “Fail” and the details should be listed in the comments section of the task list and an email notification sent to PSFIN@USG.EDU so the process can be reviewed by ITS staff immediately.

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** |
| --- | --- | --- | --- | --- | --- |
|  | Setup Hours/Parameters |  | Pass | Hours/Parameters will be set up for year 2014 | Wanda Aldridge (ITS) |
|  | Extract File from EV5R for BP | Files will be extracted from clone and placed in FTP folder for each institution to download. | Pass | This will be what institutions will use for UAT extract. If they normally get these from HR/payroll, they will need to do this for UAT as well. | Wanda Aldridge (ITS) |
| 1 | Review Paygroup Raise Effective Date Parameters | Access panel, verify data is there for your institution. |  |  |  |
| 2 | Review Fringe Accounts | Access panel, verify data is there for your institution. |  |  |  |
| 3 | Reason Codes | Access panel, verify reason codes have defaulted. |  |  |  |
| 4 | HR/Payroll Extract/Load | Upload file, process to success, verify # H,R,J,D records on .pdf output in view log/trace to original File epoh009.txt file for # records. |  |  |  |
| 5 | Financials Extract | Process to success, verify extract data |  |  |  |
| 6 | Budget Copy to current version | Process runs successfully- 2 versions of budget |  |  |  |
| 7 | Update Personal Services-   * Give 12% raise * Use reason code of your choice. * Change raise eff. date to 7/1/2014 | All fields will accept change and proposed budget will change to proposed salary amount.  \*Make note of Department and position to verify in reports later. |  |  |  |
| 8 | Update Personal Service- Split the distribution on one employee to 50/50 with another department including fringe. | The panel will save and salary and fringe amounts will be calculated based on a 50/50 split.  \*Make note of Department and position to verify in reports later. |  |  |  |
| 9 | Update Non-Personal Services-  Increase a Departmental Budget Appropriation by $5,000 | The panel will save and the Departmental Budget will be increased by $5,000.  \*Make note of Department to verify in reports later. |  |  |  |
| 10 | Add a new Revenue Budget to Fund 10600 for $5,000. | The panel will save and revenue budgets will increase by $5,000  \*Make note of Chart field to verify in reports later. |  |  |  |
| 11 | Update Grant Budget- Increase a Grant Budget by $1000 | The panel will save and the Grant budget will be increased by $1000.  \*Make note of Grant to verify in reports later. |  |  |  |
| 12 | Verify Inquire panels: Aggregate Details, Personal Services, Non-Personal Services, Grant Budget | The Panels should be available. |  |  |  |
|  |  |  |  |  |  |
| 13 | Run Fringe Generate | The process should run to success. |  |  |  |
| 14 | Run the Build Financials | The process should run to success. |  |  |  |
| 15 | Update Fringe online- Update a Personal Services Fringe and Lock it. | The panel should save.  \*Make note of Department and position to verify in reports later. |  |  |  |
|  | You’ll need to run Fringe and Build on this department from exercise #15 | The processes should run to success. |  |  |  |
| 16 | Run Schedule C | Report will run to success, File will be in Log/Trace. |  |  |  |
| 17 | Run Schedule D | Report will run to success, File will be in Log/Trace. |  |  |  |
| 18 | Run Schedule E | Report will run to success, File will be in Log/Trace. |  |  |  |
| 19 | Run Schedule G-1 | Report will run to success, File will be in Log/Trace. Validate data in exercises in Steps 7-11 and Step 15. |  |  |  |
| 20 | Run Schedule K | Report will run to success, File will be in Log/Trace. |  |  |  |
| 21 | Run Revenue/Expense Compare | Report will run to success, File will be in Log/Trace. |  |  |  |
| 22 | Run Export to Financials | Process will run success, |  |  |  |
| 23 | Run HR/Payroll Export | Process will run to Success, Validate results of exercises in Steps 7-8. |  |  |  |

# Signature and submission Page

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

**Verification by the Campus Coordinator that 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](mailto:donna.wooddell@usg.edu)

Or fax (706) 583-2297