User Acceptance Testing Task List

**Due by COB Monday, November 4, 2013**

# Tasks To be completed in FUAT

Notice: All processing will be for September data. **Corrections for all Common Remitter updates must be completed by close of business on Monday, October 28, 2013 to allow remaining CR testing to be completed successfully.**

The Common Remitter 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 Common Remitter processing and reports | User can navigate to the selected menu(s) easily and that the correct menus are available to the user |  |  |  |
| 2 | TSA Work Table Load – Payrun ID 933 | Successful load of data, Verify totals in the CR\_USG\_2013XXXX\_933.txt file with the same .txt file obtained from the Production database. |  |  | Debbie Farmer (ITS) |
| 3 | RET Work Table Load – ERS – September 2013 | Successful load of data, Verify totals in the USG\_CR\_WRK\_ERS\_2013xxxx.txt file with the same .txt file obtained from the Production database. |  |  | Debbie Farmer (ITS) |
| 4 | RET Work Table Load – ORP – September 2013 | Successful load of data, Verify totals in the USG\_CR\_WRK\_ORP\_2013xxxx.txt file with the same .txt file obtained from the Production database. |  |  | Debbie Farmer (ITS) |
| 5 | RET Work Table Load – TRS – September 2013 | Successful load of data, Verify totals in the USG\_CR\_WRK\_TRS\_2013xxxx.txt file with the same .txt file obtained from the Production database. |  |  | Debbie Farmer (ITS) |
|  | **TSA Processing and Reconcilement** |  |  |  |  |
| 6 | Review TSA Work Table Errors report – make any necessary corrections for Payrun ID 933 | Verify that no errors exist and/or request corrections for ADD/Delete as necessary – via email noted above |  |  |  |
| 7 | Verify TSA Payrun ID 933 total amounts using any or all of the following reports as needed:   * TSA Details for all plans * TSA Work Net Positive Data * TSA Work Net Negative Data * TSA Work Net Zero Data * TSA Variances Work Table * TSA Variances Detail | Pre-Reconcile TSA amounts, these should match Production totals |  | Note reports used in reconcilement: |  |
| 8 | TSA Final Extract – Payrun ID 933 | Successful final extract of data completed, Verify totals in the CR\_USG\_2013XXXX\_933.txt file with the same .txt file obtained from the Production database. Verify that outbound files were successfully created: CR\_USGXXXXX\_2013XXXX.txt and DEMO\_USGXXXXX\_2013XXXX.txt were successfully created for each Business Unit |  |  | Debbie Farmer (ITS) |
|  | Stop TSA Processing and Reconcilement until Tuesday, October 29, 2013, 8:00 am to allow the final extract to be completed. | Users may begin with Step 9 on Tuesday, October 29, 2013, 8:00 am, a notice will not be sent. |  |  |  |
| 9 | After Final Extract completion, Verify final TSA Payrun ID 933 total amounts using any or all of the following reports as needed:   * TSA History Details * TSA History Net Positive Data * TSA History Net Negative Data * TSA History Net Zero Data * TSA Remittance * PERS\_SERV\_BOR Detail | Post-Reconcile TSA amounts, the amounts should match Production totals prior to the final extract |  | Note reports used in reconcilement: |  |
| 10 | Run the Create TSA Accounting Entries | Data should be staged in the HR\_ACCTG\_LINE and PERS\_SERV\_BOR tables for journal generation |  |  |  |
| 11 | Run the Generate TSA Journal Entries and review journal amounts | Journal should successfully generate, verify that the accounts and amounts match the Production journal for the TSA entries for Payrun ID 933, it will not be necessary to Post the journal |  |  |  |
|  | **RET Processing and Reconcilement** |  |  |  |  |
| 12 | Verify September 2013 total amounts using any or all of the following reports as needed:   * Work Table Load Details * Detail Results * Ret Provider Summary Wrk Tbl * Retirement Provider Variances * Retirement Provider Variances Detail | Pre-Reconcile RET amounts, these should match Production totals.  Review the Work Table Errors report for assistance in identifying issues. |  | Note reports used in reconcilement: |  |
| 13 | Review Work Table Errors report –for September 2013 | Where errors exist make the necessary corrections using the Add Contribution Row and/or RET Provider Adjustments menus as needed |  |  |  |
| 14 | Add Contribution Row | Use only as needed – not all BUs will have Contribution Rows to be added |  |  |  |
| 15 | RET Provider Adjustments | Use only as needed – not all BUs will have adjustments |  |  |  |
| 16 | Run the RET Provider Validation process for each provider as required | All added or adjustment rows to be successfully validated and have a Valid status – Validation process may be run as many times as necessary |  |  |  |
|  | Stop RET Processing and Reconcilement until Tuesday, October 29, 2013, 8:00 am to allow the final extracts to be completed. | Users may begin with Step 16 on Tuesday, October 29, 2013, 8:00 am, a notice will not be sent. |  |  |  |
| 17 | RET Provider Final Extract – VALI – September 2013 | Successful final extract of data completed, Verify totals in the USG\_CR\_VALIC\_2013XXXX.txt file with the same .txt file obtained from the Production database. Verify that outbound file was successfully created: VALI\_consolidated\_2013XXXX.txt |  |  | Debbie Farmer (ITS) |
| 18 | RET Provider Final Extract – TIAA – September 2013 | Successful final extract of data completed, Verify totals in the USG\_CR\_FID\_2013XXXX.txt file with the same .txt file obtained from the Production database. Verify that outbound file is successfully created: FID\_consolidated\_2013XXXX.txt |  |  | Debbie Farmer (ITS) |
| 19 | RET Provider Final Extract – TRS – September 2013 | Successful final extract of data completed, Verify totals in the USG\_CR\_TRS\_2013XXXX.txt file with the same .txt file obtained from the Production database. Verify that outbound files are successfully created for each business unit: 201309XXXX.trs.txt |  |  | Debbie Farmer (ITS) |
| 20 | RET Provider Final Extract – ERS – September 2013 | Successful final extract of data completed, Verify totals in the USG\_CR\_ERS\_2013XXXX.txt file with the same .txt file obtained from the Production database. Verify that outbound file is successfully created: 201309999-002/ERSGA |  |  | Debbie Farmer (ITS) |
| 21 | Run the following reports used for direct reporting to the Provider websites:   * ERS Summary Report * TRS Summary Report | Successfully produces report which should match the same reports obtained from the Production database. |  |  | Debbie Farmer (ITS) |
| 22 | After Final Extract completion, Verify final September 2013 total amounts using any or all of the following reports as needed:   * ERS Summary Report * TRS Summary Report * RET Provider Summary Hist Tbl * History Table Load Details * RET Provider Summary Hist * RET Benefit Plan Summary Hist | Post-Reconcile RET amounts, the amounts should match Production totals prior to the final extract |  | Note reports used in reconcilement: |  |
| 23 | Run inquiry reports for review purposes only:   * Retirement Certification Rpt * Termination Reason Hist tbl |  |  |  |  |
| 24 | Run the Create RET Accounting Entries | Data should be staged in the HR\_ACCTG\_LINE and PERS\_SERV\_BOR tables for journal generation |  |  |  |
| 25 | Run the Generate RET Journal Entries and review journal amounts | Journal should successfully generate, verify that the accounts and amounts match the Production journal for the RET entries for September 2013 – it will not be necessary to Post the journal |  |  |  |
| 26 | Verify that pre-consolidation Business Unit data reports and queries can be run for the “OLD” business unit ID’s for any of the Common Remitter reports and queries. |  |  |  |  |

# 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](mailto:donna.wooddell@usg.edu)

Or fax (706) 583-2297