User Acceptance Testing Task List

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

# Tasks To be completed in FUAT

| **Step** | **Test Scenario** | **Expected Results** | **Status**  **(Pass/Fail)** | **Comments** | **Tester Name** |
| --- | --- | --- | --- | --- | --- |
| 1 | Process an expense report that existed prior to the PeopleTools (Foundations) upgrade and has a status of Submitted or Pending Approval.  Get it to Approved status. | Able to process the report and approvals/workflow functions as usual. |  |  |  |
| 2 | Create a new expense report and submit. | Able to enter and submit the report. |  |  |  |
| 3 | Fully approve the report from Step #2. | Approvals/workflow function as usual. |  |  |  |
| 4 | Modify the approved Expense Report using Modify Approved Transactions. | Modify Approved Transactions page should load and display the expense report just approved. |  |  |  |
| 5 | Create and submit a travel authorization. | Able to enter and submit the Travel Authorization. |  |  |  |
| 6 | Fully approve the travel authorization. | Approvals/workflow function as usual. |  |  |  |
| 7 | Create and submit a cash advance, if applicable for your institution. | Able to enter and submit the cash advance. |  |  |  |
| 8 | Fully approve the cash advance, if applicable for your institution | Approvals/workflow function as usual. |  |  |  |
| 9 | Run Query BOR\_EX\_DUE. | Ensure that results are returned. You should see the above Approved transactions that have not been Paid. |  |  |  |
| 10 | Run Staging to stage the above expense transactions. | Transactions stage as usual. |  |  |  |
| 11 | Run an expenses paycycle for EFT and, if applicable, CHK. | Ensure that all of the above staged transactions are paid. |  |  |  |
| 12 | Post Liabilities/Post Payments | Ensure transactions are posted. |  |  |  |
| 13 | Run Query BOR\_EX\_OPEN\_CASHADV\_BAL if your institution uses Cash Advances. | Ensure that results are returned. You should see Account 132300 Recon by EmplID. |  |  |  |

# 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