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 | Confirm Security Access is the same as current production as you navigate in the upgraded UAT environment. |  |  |  |  |
| 2 | Process PO created in ePro Test Scenario 5, through Dispatch. Confirm Receiving is Required. | PO Budget Checks SuccessfullyPO Document Tolerance runs successfullyPO Dispatch runs successfullyPO ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| 3 | Review Printed copy of PO (if needed, navigate to Print POs in Review PO Information section to print a PO copy). | Confirm printed PO looks as expected. |  |  |  |
| 4 | Make an Amount and Chartfield change to a Dispatched PO that existed prior to the PTools upgrade, creating a Change Order.Confirm Receiving is Required. | Confirm a Change Order number is assigned.PO ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| 5 | Complete Amount and Chartfield Approvals for PO in Test Scenario 4.Process PO to a Dispatched Status. | Confirm PO status is updated to Approved.PO ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| 6 | Create a PO with multiple lines and multiple distribution lines. Process to a Dispatched Status. | Confirm PO is created.PO ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| 7 | Create a PO with Asset Info defined on Distribution Line. Process PO to a Dispatched Status. | Confirm PO is created.PO ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| 8 | Create Receipt for POs created in Test Scenarios 2 and 5. | Receipt ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Receipt ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| 9 | Create Receipt for an Asset.*PO created in Purchasing Test Scenario 7 may be used here.* | Receipt ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| 10 | Create a partial Receipt for a PO. | Receipt ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| 11 | Run Batch PO Budget Check (can run for full BU or define PO ID). | Confirm PO is budget checked successfully – either to Valid or Error Status. |  |  |  |
| 12 | Run On Demand Budget Check process from Maintain Purchase Order page, for a PO that existed prior to the PTools upgrade. | Confirm PO is budget checked successfully – either to Valid or Error Status. |  |  |  |
| 13 | Cancel a PO from the Maintain Purchase Order page. | PO Status is updated to Cancelled. |  |  |  |
| 14 | Cancel a PO and select Yes to re-source the requisition. | PO Status is updated to Cancelled and Requisition is available on the Expedite Reqs page. |  |  |  |
| 15 | Close a PO using the PO Reconciliation Workbench. | PO status is updated to Complete. |  |  |  |
| 16 | Run the Batch PO Close Process (PO\_POREP – PSJOB). Review the Close Purchase Order report when completed.  | Process runs successfully and Closed PO report is created. |  |  |  |
| 17 | Run PO Open Enc as of Acctg Period Report (Navigation: BOR Menus > BOR Purchasing > BOR PO Reports). | Report returns expected data. |  |  |  |
| 18 | Run Query BOR\_PO\_OPEN\_AMOUNT\_ALL. | Confirm POs created in Test Scenarios 2, 4, 6, and 7 are included in query results. |  |  |  |
| 19 | Run any additional Processes, Queries, or Reports, as desired. Please list additional items below. |  |  |  |  |

# 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