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 | Add a New Vendor. | Vendor ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Vendor Saved Successfully |  |  |  |
| 3 | Approve/Unapprove a Vendor. | Approved Vendor ID\_\_\_\_\_\_\_\_\_\_Unapproved Vendor ID\_\_\_\_\_\_\_\_ |  |  |  |
| 4 | Update a Vendor that existed prior to PTools upgrade. | Vendor ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Vendor Updated and Saved Successfully. |  |  |  |
| 5 | Consolidated Institutions ONLY:Confirm Read Only access to SHARE vendor file. | Confirm ability to view vendor information. |  |  |  |
| 6 | Consolidated Institutions ONLY:Confirm Read Only access to Payables, Purchasing, Sales/Use Tax and 1099 links on Location tab. | Confirm ability to view information in each link. |  |  |  |
| 6 | Search for Vendor using the Review Vendors page. | Search using various criteria returns desired results. |  |  |  |
| 7 | Run Inactivate Vendor Process. | Confirm Vendors inactivated as expected. |  |  |  |
| 8 | Run Duplicate Vendor Report. |  Review Report and Validate. |  |  |  |

# 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