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 | Create Special Request RequisitionSave and SubmitConfirm Approval Workflow steps appear as expected | Confirm Req ID assigned. Req ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Approval Workflow is as expected |  |  |  |
| 3 | Fully Approve Requisition created in Test Scenario 1 | Approvals/Workflow function as usual  |  |  |  |
| 4 | Budget Check Requisition from Test Scenario 1, via Manage Requisitions page, once Approval is completed | Requisition is budget checked successfully – either to Valid or Error status |  |  |  |
| 5 | Expedite Requisition from Test Scenario 1, once successfully budget checked | PO created PO ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| 6 | Expedite a Requisition that existed prior to the PTools upgrade | PO created PO ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| 7 | Edit a Requisition that existed prior to the PTools upgrade. Save and Submit | Approval Workflow is as expected |  |  |  |
| 8 | Approve a Requisition that existed prior to the PTools upgrade. (Look for status of Pending Approval) | Requisition status updated to Approved |  |  |  |
| 9 | Deny a Requisition that existed prior to the PTools upgrade | Requisition status updated to Denied |  |  |  |
|  10 | Run Batch Requisition Budget Check . Choose a Requisition that currently has a Budget Status of Not Checked and ensure it is updated after the Budget Check process is completed | Requisition is budget checked successfully – either to Valid or Error status.Req ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| 11 | Create Receipt via Desktop Receiving | Receipt successfully created. |  |  |  |
| 12 | Cancel a Requisition via the Manage Requisitions page | Requisition Status is updated to Cancelled |  |  |  |
| 13 | Close Requisition via the Requisition Reconciliation Workbench | Requisition Status is updated to Complete |  |  |  |
| 14 | Run Query BOR\_REQ\_OPEN\_AMOUNT\_ALL | Confirm Query results include Requisition used in Test Scenario 10 |  |  |  |
| 15 | 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