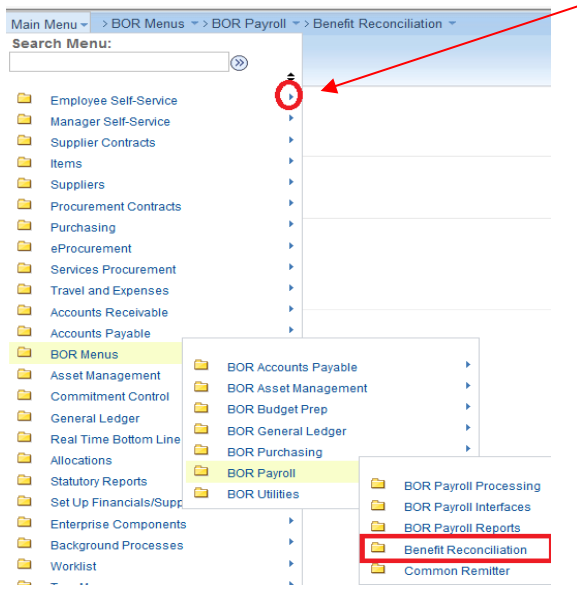
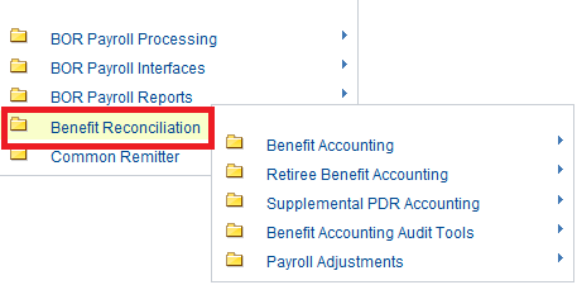


USER ACCEPTANCE TESTING TASK LIST

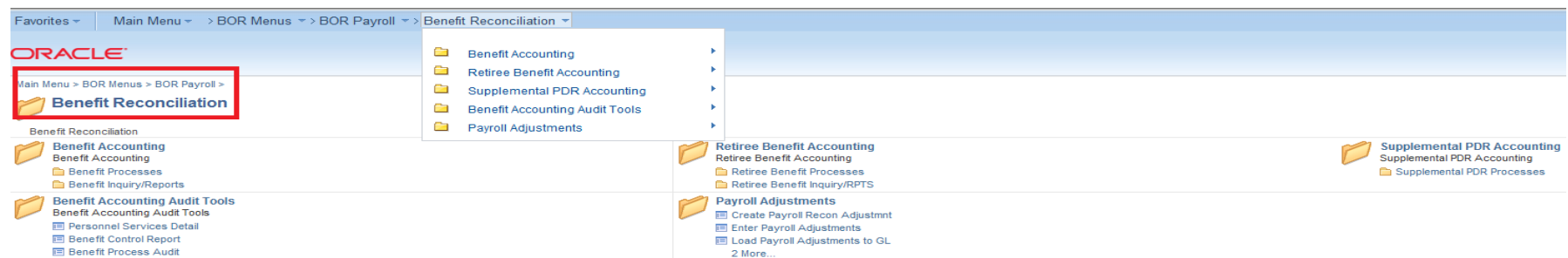
March 2, 2015

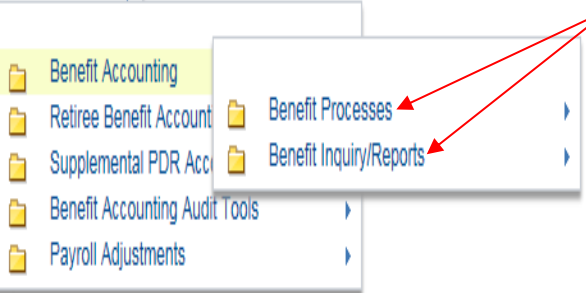
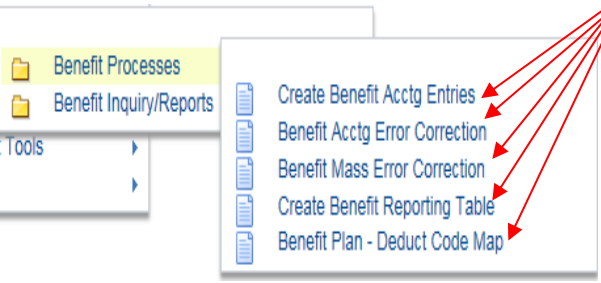
TASKS TO BE COMPLETED DURING FUAT

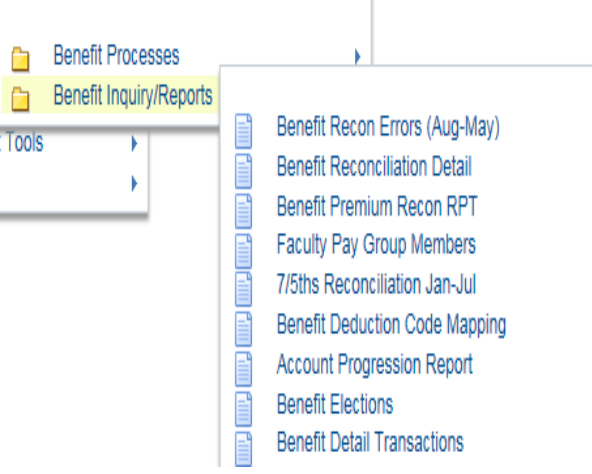
Step	Test Scenario	Expected Results	Status (Pass/Fail)	Comments	Tester Name
	<p>Verify menu navigation Main Menu > BOR Menus > BOR Payroll > Benefit Reconciliation</p> 	<p>User should have left drop down navigation.</p> <p>While clicking on the right arrow the menus should cascade/tile onto each other as shown.</p>			

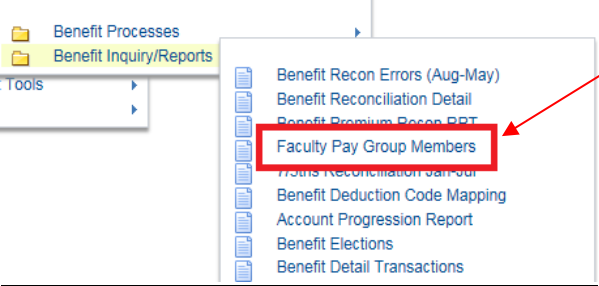
Step	Test Scenario	Expected Results	Status (Pass/Fail)	Comments	Tester Name
	<p><u>Verify that all 5 Benefit Reconciliation menu items are present.</u></p> <p>Click on the Benefit Reconciliation folder to initiate the right navigation and display menus</p> 	<p>The Benefit Reconciliation expanded menu should show 5 folders:</p> <ol style="list-style-type: none"> 1. Benefit Accounting 2. Retiree Benefit Accounting 3. Supplemental PDR Accounting 4. Benefit Accounting Audit Tools 5. Payroll Adjustments <p>User should have left drop down navigation.</p> <p>While clicking on the right arrow the menus should cascade/tile onto each other as shown.</p>			


Optional left navigation view of all 5 Benefit Reconciliation menu items

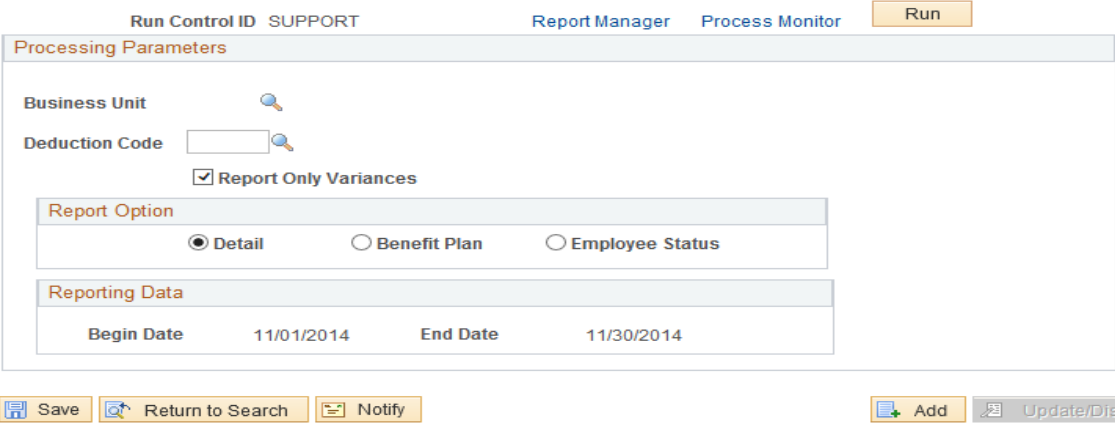
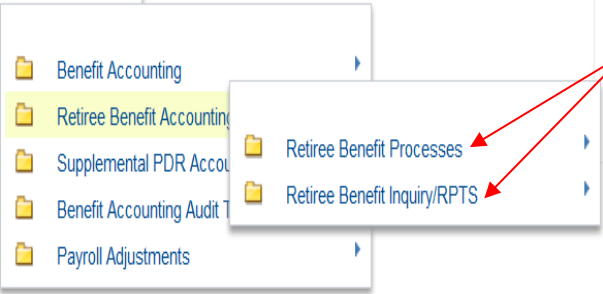


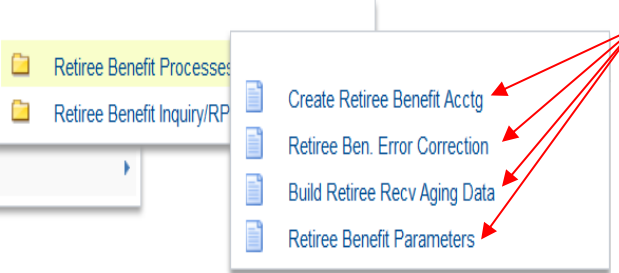
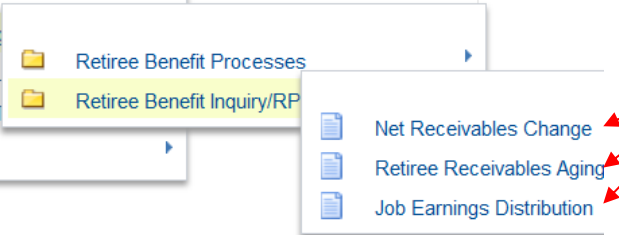
Step	Test Scenario	Expected Results	Status (Pass/Fail)	Comments	Tester Name
	<p><u>Test for Benefit Accounting Processes and Inquiry folders access</u></p> <p>Click on the Benefit Accounting – right arrow</p> 	<p>Verify folders are present for Benefit Processes and Benefit Inquiry/Reports.</p>			
	<p><u>Test for Benefit Processes</u></p> <p>Click on the Benefit Processes – right arrow</p> 	<p>The Benefit Processes expanded folder should show 5 Benefit Accounting processes.</p> <p>User should have access to all processes.</p>			

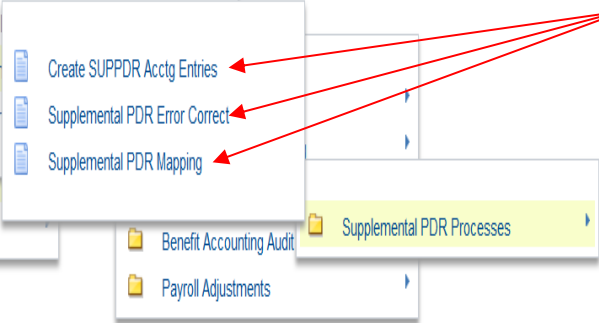
Step	Test Scenario	Expected Results	Status (Pass/Fail)	Comments	Tester Name
	<p><u>Test for Benefit Inquiry/Reports access</u></p> <p>Click on the Benefit Inquiry/Reports – right arrow</p> 	<p>The Benefit Inquiry/Reports expanded folder should show 9 queries/reports.</p> <p>User should have access to all queries.</p>			

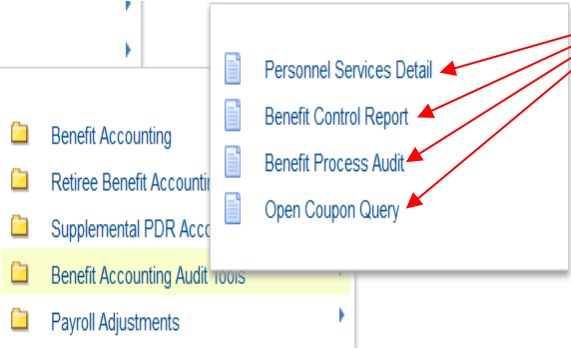
Step	Test Scenario	Expected Results	Status (Pass/Fail)	Comments	Tester Name		
	<p><u>Verify access to reconciliation queries</u></p> <p>Select Faculty Pay Group Members query to run</p>  <p>BOR_ADP_CES_FACULTY - Faculty Pay Group Members</p> <p>Business Unit: <input type="text"/> </p> <p><input type="button" value="View Results"/></p> <table border="1"> <thead> <tr> <th>Unit</th> </tr> </thead> <tbody> <tr> <td> </td> </tr> </tbody> </table>	Unit		<p>Select Faculty Pay Group Members query.</p> <p>Enter institution Business Unit number and click on view results.</p> <p>Results should include employees in "F" pay group.</p>			
Unit							

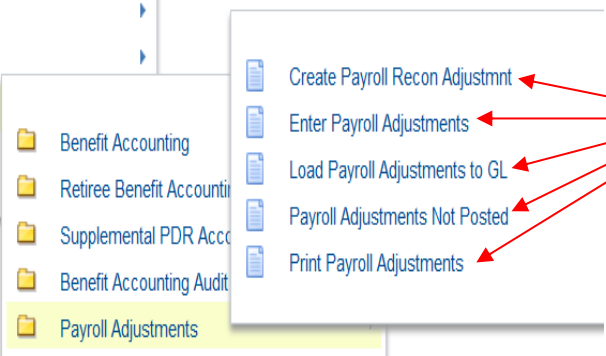
Step	Test Scenario	Expected Results	Status (Pass/Fail)	Comments	Tester Name
	<p><u>Verify ability to run recon reports</u></p> <p>Select Benefit Premium Recon RPT to run</p> 	<p>Enter the run control normally used to run this report.</p> <ol style="list-style-type: none"> 1. Enter Business Unit. 2. Deduction Code is blank. 3. Report Only Variances is checked ON. 4. Report Option is Detail 5. Reporting dates should be pre-populated with 11-01-2014 – 11-30-2014. 6. Click on Save. 7. Click on Run. 8. Click on Process Monitor. 9. Success process should create a PDF file with November 2014 variances. 			

Step	Test Scenario	Expected Results	Status (Pass/Fail)	Comments	Tester Name
	<p>Run Benefit Premium Reconciliation Report</p> 				
	<p><u>Test for Retiree Benefit Accounting Processes and Inquiry/RPTS folders access</u></p> <p>Click on the Retiree Benefit Accounting – right arrow</p> 	<p>Verify folders are present for Retiree Benefit Processes and Retiree Benefit Inquiry/RPTS.</p>			

Step	Test Scenario	Expected Results	Status (Pass/Fail)	Comments	Tester Name
	<p><u>Test for Retiree Benefit Processes</u></p> <p>Click on the Retiree Benefit Processes – right arrow</p> 	<p>The Retiree Benefit Processes expanded folder should show 4 Retiree Benefit Accounting processes.</p> <p>User should have access to each process.</p>			
	<p><u>Test for Retiree Benefit Inquiry/RPTS access</u></p> <p>Click on the Retiree Benefit Inquiry/RPTS– right arrow</p> 	<p>The Retiree Benefit Inquiry/RPTS expanded folder should show 3 Retiree Benefit Accounting queries.</p> <p>User should have access to each query.</p>			

Step	Test Scenario	Expected Results	Status (Pass/Fail)	Comments	Tester Name
	<p><u>Test for Supplemental PDR Accounting Processes</u></p> <p>Click on the Supplemental PDR Accounting Processes – right arrow</p> 	<p>The Supplemental PDR Processes expanded folder should show 3 Supplemental PDR Accounting processes.</p> <p>User should have access to each process.</p>			

Step	Test Scenario	Expected Results	Status (Pass/Fail)	Comments	Tester Name
	<p><u>Test for Benefit Accounting Audit Tools access</u></p> <p>Click on the Benefit Accounting Audit Tools – right arrow</p> 	<p>The Benefit Accounting Audit Tools expanded folder should show 4 Benefit Accounting Audit Tools queries/views.</p> <p>User should have access to each tool.</p>			

Step	Test Scenario	Expected Results	Status (Pass/Fail)	Comments	Tester Name
	<p><u>Test for Payroll Adjustments access</u></p> <p>Click on the Payroll Adjustments – right arrow</p> 	<p>The Payroll Adjustments expanded folder should show 5 Payroll Adjustment processes/queries.</p> <p>User should have access to each process/query.</p>			

Name and Navigation changes	
Old	New
BOR Menu > BOR Payroll > Carrier Enrollment Accounting > Create CES Accounting Entries	BOR Menu > BOR Payroll > Benefit Reconciliation > Benefit Accounting > Benefit Processes > Create Benefit Acctg Entries
BOR Menu > BOR Payroll > Carrier Enrollment Accounting > Correct CES Acctg Errors	BOR Menu > BOR Payroll > Benefit Reconciliation > Benefit Accounting > Benefit Processes > Benefit Acctg Error Correction
BOR Menu > BOR Payroll > Carrier Enrollment Accounting > CES Mass Error Correction	BOR Menu > BOR Payroll > Benefit Reconciliation > Benefit Accounting > Benefit Processes > Benefit Mass Error Correction
BOR Menu > BOR Payroll > Carrier Enrollment Accounting > Journal Generate CES Acctg	BOR Menu > BOR Payroll > Benefit Reconciliation > Benefit Accounting > Benefit Processes > Jnl Generate Benefit Acctg
BOR Menu > BOR Payroll > Carrier Enrollment Accounting > Create CES Reporting Table	BOR Menu > BOR Payroll > Benefit Reconciliation > Benefit Accounting > Benefit Processes > Create Benefit Reporting Table
BOR Menu > BOR Payroll > Carrier Enrollment Accounting > CES Plan to Deduction Code Map	BOR Menu > BOR Payroll > Benefit Reconciliation > Benefit Accounting > Benefit Processes > Benefit Plana to Deduction Code Map

Name and Navigation changes	
Old	New
BOR Menus > BOR Payroll > Carrier Enrollment Accounting > CES Recon Errors (Aug to May)	BOR Menus > BOR Payroll > Benefit Reconciliation > Benefit Accounting > Benefit Inquiry/Reports > Benefit Recon Errors (Aug-May)
BOR Menus > BOR Payroll > Carrier Enrollment Accounting > CES Reconciliation Detail	BOR Menus > BOR Payroll > Benefit Reconciliation > Benefit Accounting > Benefit Inquiry/Reports > Benefit Reconciliation Detail
BOR Menus > BOR Payroll > Carrier Enrollment Accounting > CES Premium Reconciliation Rpt	BOR Menus > BOR Payroll > Benefit Reconciliation > Benefit Accounting > Benefit Inquiry/Reports > Benefit Premium Recon RPT
BOR Menus > BOR Payroll > Carrier Enrollment Accounting > Faculty Pay Group Members	BOR Menus > BOR Payroll > Benefit Reconciliation > Benefit Accounting > Benefit Inquiry/Reports > Faculty Pay Group Members
BOR Menus > BOR Payroll > Carrier Enrollment Accounting > Faculty Reconciliation Jan - Jul	BOR Menus > BOR Payroll > Benefit Reconciliation > Benefit Accounting > Benefit Inquiry/Reports > 7/5ths Reconciliation Jan-Jul
BOR Menus > BOR Payroll > Carrier Enrollment Accounting > CES Deduction Code Mapping	BOR Menus > BOR Payroll > Benefit Reconciliation > Benefit Accounting > Benefit Inquiry/Reports > Benefit Deduction Code Mapping
BOR Menus > BOR Payroll > Carrier Enrollment Accounting > ADP Account Progression Report	BOR Menus > BOR Payroll > Benefit Reconciliation > Benefit Accounting > Benefit Inquiry/Reports > Account Progression Report

Name and Navigation changes	
Old	New
BOR Menus > BOR Payroll > Carrier Enrollment Accounting > Winflex Benefit Elections	BOR Menus > BOR Payroll > Benefit Reconciliation > Benefit Accounting > Benefit Inquiry/Reports > Benefit Elections
BOR Menus > BOR Payroll > Carrier Enrollment Accounting > ADP CES Detail Transactions	BOR Menus > BOR Payroll > Benefit Reconciliation > Benefit Accounting > Benefit Inquiry/Reports > Benefit Detail Transactions
BOR Menus > BOR Payroll > Retiree Benefit Accounting > Retiree Benefits > Retiree Benefit Accounting	BOR Menus > BOR Payroll > Benefit Reconciliation > Retiree Benefit Accounting > Retiree Benefit Processes > Create Retiree Benefit Acctg
BOR Menus > BOR Payroll > Retiree Accounting > Retiree Benefits > Retiree Ben. Error Correction	BOR Menus > BOR Payroll > Benefit Reconciliation > Retiree Benefit Accounting > Retiree Benefit Processes > Retiree Ben Error Correction
BOR Menus > BOR Payroll > Retiree Accounting > Retiree Benefits > Jrnl Generate Retiree Benefits	BOR Menus > BOR Payroll > Benefit Reconciliation > Retiree Benefit Accounting > Retiree Benefit Processes > Jrnl Generate Retiree Benefits
BOR Menus > BOR Payroll > Retiree Accounting > Retiree Benefits > Build Retiree Recv Aging Data	BOR Menus > BOR Payroll > Benefit Reconciliation > Retiree Benefit Accounting > Retiree Benefit Processes > Build Retiree Recv Aging Data
BOR Menus > BOR Payroll > Retiree Accounting > Retiree Benefits > Retiree Benefit Parameters	BOR Menus > BOR Payroll > Benefit Reconciliation > Retiree Benefit Accounting > Retiree Benefit Processes > Retiree Benefit Parameters

Name and Navigation changes	
Old	New
BOR Menus > BOR Payroll >Retiree Accounting > Retiree Benefits > ADP Retiree Receivables Aging	BOR Menus > BOR Payroll > Benefit Reconciliation > Retiree Benefit Accounting > Retiree Benefit Inquiry/Reports > Retiree Receivable Aging
BOR Menus > BOR Payroll >Retiree Accounting > Retiree Benefits > ADP Net Receivables Change	BOR Menus > BOR Payroll > Benefit Reconciliation > Retiree Benefit Accounting > Retiree Benefit Inquiry/Reports > Net Receivables change
BOR Menus > BOR Payroll >Retiree Accounting > Retiree Benefits > Job Earnings Distribution	BOR Menus > BOR Payroll > Benefit Reconciliation > Retiree Benefit Accounting > Retiree Benefit Inquiry/Reports > Job Earnings Distribution
BOR Menus > BOR Payroll >Retiree Accounting > Supplemental PDR > Supplemental PDR Accounting	BOR Menus > BOR Payroll > Benefit Reconciliation > Supplemental PDR Accounting > Supplemental PDR Process > Create SUPPDR Acctg Entries
BOR Menus > BOR Payroll >Retiree Accounting > Supplemental PDR > Supplemental PDR Error Correct	BOR Menus > BOR Payroll > Benefit Reconciliation > Supplemental PDR Accounting > Supplemental PDR Process > Supplemental PDR Error Correct
BOR Menus > BOR Payroll >Retiree Accounting > Supplemental PDR > Jrnl Generate Supplemental PDR	BOR Menus > BOR Payroll > Benefit Reconciliation > Supplemental PDR Accounting > Supplemental PDR Process > Jrnl Generate Supplemental PDR
BOR Menus > BOR Payroll >Retiree Accounting > Supplemental PDR > Supplemental PDR Mapping	BOR Menus > BOR Payroll > Benefit Reconciliation > Supplemental PDR Accounting > Supplemental PDR Process > Supplemental PDR Mapping

Name and Navigation changes	
Old	New
BOR Menus > BOR Payroll > Carrier Enrollment Accounting > Personal Services Detail BOR Menus > BOR Payroll > Retiree Accounting > Retiree Benefits > Personnel Services Detail BOR Menus > BOR Payroll > Payroll Adjustments > Personal Services Detail	BOR Menus > BOR Payroll > Benefit Reconciliation > Benefit Accounting Audit Tools > Personal Services Detail
BOR Menus > BOR Payroll > Carrier Enrollment Accounting > CES Control Report BOR Menus > BOR Payroll > Retiree Accounting > Retiree Benefits > CES Control Report	BOR Menus > BOR Payroll > Benefit Reconciliation > Benefit Accounting Audit Tools > Benefit Control Report
BOR Menus > BOR Payroll > Carrier Enrollment Accounting > ADP Process Audit	BOR Menus > BOR Payroll > Benefit Reconciliation > Benefit Accounting Audit Tools > Benefit Process Audit
BOR Menus > BOR Payroll > Retiree Accounting > Supplemental PDR > Open Coupon Query	BOR Menus > BOR Payroll > Benefit Reconciliation > Benefit Accounting Audit Tools > Open Coupon Query
BOR Menus > BOR Payroll > Payroll Adjustments > Create Payroll Recon Adjustment	BOR Menus > BOR Payroll > Benefit Reconciliation > Payroll Adjustments > Create Payroll Adjustment

Name and Navigation changes	
Old	New
BOR Menus > BOR Payroll > Payroll Adjustments > Enter Payroll Recon Adjustment	BOR Menus > BOR Payroll > Benefit Reconciliation > Paryoll Adjustments > Enter Payroll Adjustment
BOR Menus > BOR Payroll > Payroll Adjustments > Load Payroll Adjustments	BOR Menus > BOR Payroll > Benefit Reconciliation > Payroll Adjustments > Load Payroll Adjustments to GL
BOR Menus > BOR Payroll > Payroll Adjustments > Payroll Adjustments Not Posted	BOR Menus > BOR Payroll > Benefit Reconciliation > Payroll Adjustments > Payroll Adjustments Not Posted
BOR Menus > BOR Payroll > Payroll Adjustments > Print Payroll Adjustments	BOR Menus > BOR Payroll > Benefit Reconciliation > Payroll Adjustments > Print Payroll Adjustments
BOR Menus > BOR Payroll > Payroll Adjustments > Journal Generate Adjustments	BOR Menus > BOR Payroll > Benefit Reconciliation > Payroll Adjustments > Jrnl Generate Adjustments

SIGNATURE AND SUBMISSION PAGE

Institution: _____

Verification by UAT Participant that the UAT Tasks have been successfully completed:

Name of UAT Participant (Print)

Signature

Date Completed

Return completed/signed form by COB Monday, March 2, 2015 to PSFIN_Upgrade@usg.edu