User Acceptance Testing Task List

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

# Tasks To be completed in FUAT

Notice: All processing will be for September data.

The ADP Reconciliation Task List is meant to guide you through scenarios to ensure proper security, menus, and panels operate in the manner they are expected and ensure a stable and successful tools upgrade.  This UAT exercise will take you from the Work Table Load process through the Journal Generation and give you scripts to ensure that you are able to navigate, process, and complete the exercises.  Any errors/issues should be noted as “Fail” and the details should be listed in the comments section of the task list.

Existing Run Control IDs may be used, but it is recommended that users verify all parameters to ensure correct results are produced.

| **Step** | **Test Scenario** | **Expected Results** | **Status**  **(Pass/Fail)** | **Comments** | **Tester Name** |
| --- | --- | --- | --- | --- | --- |
| 1 | Dependency-Load Open Coupon Report – September 2013 data | Successful load of data |  | Verify 589 data rows were loaded into the PS\_COBRA\_RECV\_BOR table | Debbie Farmer (ITS) |
| 2 | Dependency – Load the Compensated Absences Report – September 2013 data | Successful load of data |  | Verify 16,673 data rows were loaded into the PS\_ADP\_COMPABS\_BOR TABLE | Debbie Farmer (ITS) |
| 3 | Dependency – Load the Supplemental PDR File – September 2013 data | Successful load of data |  | Verify 13,552 data rows were loaded into the PS\_SUPPDR\_LOAD\_BOR table | Debbie Farmer (ITS) |
| 4 | Dependency – Load the CES Data Dump File – September 2013 data | Successful load of data |  | Verify 136,805 data rows were loaded into the BOR\_ADP\_CES\_TBL table | Debbie Farmer (ITS) |
|  | **CARRIER ENROLLMENT ACCOUNTING** |  |  |  |  |
|  | Verify navigation menus for Carrier Enrollment processing, queries, and reports | User can navigate to the selected menu(s) easily and that the correct menus are available to the user |  |  |  |
| 5 | Create CES Accounting Entries:  Load and Validate CES Accounting Entries for September 2013 data | The process will run successfully and errors will be produced if any. If errors, process will say “warning”. |  |  |  |
| 6 | Correct CES Accounting Errors | Users will correct errors using methods used during normal monthly procedures. |  |  |  |
|  |  |  |  |  |  |
| 7 | Create Accounting Entries :  “Load Error Corrections” for September 2013 data. | Process will load error corrections; process will run successfully, data will populate the PERS\_SERV\_BOR table and HR\_ACCTG\_TABLE. |  |  |  |
| 8 | Journal Generate CES Accounting: Payroll Definition: PYRLCEDEF Template: PAYROLL\_CE | Process will run to success, Log/Trace will show 1 journal with Mask “CESXXXXXXX”. Verify this journal totals the September journal in production. |  |  |  |
| 9 | Run Personal Services Detail Query for:   * September 1-30, 2013, * Acct 235951-235951, * EMPLID=%, TRANS ID=% | Query will provide output for criteria provided. Verify data with same criteria in Production. |  |  |  |
| 10 | Create CES Reporting Table for:   * September 1-30, 2013 | Process will run to success and populate reporting tables. |  |  |  |
| 11 | CES Reconciliation Detail-   * test output for one EMPLID. | Query will provide output for criteria provided. Validate this data in production for this EMPLID. |  |  |  |
| 12 | CES Control Report for:   * September 1-30, 2013 | Query will provide output for criteria provided. Verify data with September results in production. |  |  |  |
|  | **RETIREMENT PROCESSING** |  |  |  |  |
| 1 | Retirement Accounting:  Load and Validate Benefit Accounting for September 1-30, 2013 | The process will run successfully and errors will be produced if any. |  |  |  |
| 2 | Retiree Benefit Correction- | Users will correct errors using methods used during normal monthly procedures. |  |  |  |
| 3 | Retirement Accounting:  “Load Error Corrections” for September 2013 data | Users will load error corrections; process will run successfully, data will populate the PERS\_SERV\_BOR table and HR\_ACCTG\_TABLE. Banner file may be produced if institutions have LOA’s. Test this file with Banner group at institution.  (Bottom signoff is for Banner group if applicable, if not leave blank) |  |  |  |
|  |  |  |
| 4 | Personal Services Detail Query-   * Date September 1-30, 2013 * Acct = 120210-120230 * EMPLID=% * TRANS TYPE=% | Query will provide output for criteria provided. Verify data with same criteria in Production. |  |  |  |
| 5 | Journal Generate RET Accounting:   * Accounting Definition: PYRLRBDEF * Template: PAYROLL\_RT | Process will run to success, Log/Trace will show 1 journal with Mask “RTXXXXXXXX”. Verify this journal totals the September journal in production. |  |  |  |
| 6 | Build Retiree Receivable Aging   * September 2013 | The process will run successfully and populate BOR\_ADP\_RET\_AGE table. |  |  |  |
| 7 | ADP Retiree Receivable Aging   * DED CD=% * EMPLID= % * ACCOUNT = 129230 | The query will provide output for the criteria provided through September 2013. Verify data with same criteria in Production. |  |  |  |
|  | **SUPPLEMENTAL PDR ACCOUNTING** |  |  |  |  |
| 1 | Supplemental PDR Accounting:  Load and Validate Benefit Accounting for September 1-30, 2013 | The process will run successfully and errors will be produced if any. |  |  |  |
| 2 | Supplemental Error Correction- | Users will correct errors using methods used during normal monthly procedures. |  |  |  |
| 3 | Supplemental PDR Accounting:  “Load Error Corrections” for September 2013 data | Users will load error corrections; process will run successfully, data will populate the PERS\_SERV\_BOR table and HR\_ACCTG\_TABLE. |  |  |  |
| 4 | Journal Generate RET Accounting:   * Accounting Definition: PYRLSPDEF * Template: PAYROLL\_SP | Process will run to success, Log/Trace will show 1 journal with Mask “SPXXXXXXXX”. Verify this journal totals the September journal in production. |  |  |  |
| 5 | Open Coupon Query   * As of 9/30/2013 | The query will provide output based on the criteria. Verify data with same criteria in Production. |  |  |  |

# Signature and submission Page

**Institution:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Verification by the Campus Coordinator that 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