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 a new Non-PO Voucher, with multiple lines and multiple distribution lines.  Run Batch Budget Check, Batch Document Tolerance.  Do NOT post. | Voucher ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Budget Check = Valid  Doc Tol = Valid |  |  |  |
| 3 | Create a Voucher by copying in a Purchase Order and Process through to Posted Status.  *PO created in Purchasing Test Scenario 2 may be used here.* | Voucher ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Match Status = Matched  Budget Check = Valid  Doc Tol = Valid  Post Status = Posted |  |  |  |
| 4 | Create a Voucher by copying in a Receipt and Process through to Posted Status, via the On Demand Processes for Matching, Budget Checking, Document Tolerance, and Voucher Post.  *Receipt created in Purchasing Test Scenario 8 may be used here.* | Voucher ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Match Status = Matched  Budget Check = Valid  Doc Tol = Valid  Post Status = Posted |  |  |  |
| 5 | Create a Voucher by copying in a PO that existed prior to the PTools upgrade. Process to Posted Status using Batch or On Demand processes.  *PO created in Purchasing Test Scenario 5 may be used here.* | Voucher ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Match Status = Matched  Budget Check = Valid  Doc Tol = Valid  Post Status = Posted |  |  |  |
| 6 | Process a Voucher that existed prior to the PTools upgrade to a Posted status. | Voucher ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Confirm that Voucher statuses are updated, as expected |  |  |  |
| 7 | Create a new voucher for an ACH or EFT vendor. Process through to Posted Status.  Confirm Payment Method information on Payment tab is correct. | Voucher ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| 8 | Enter an Adjustment Voucher for a voucher that existed prior to PTools upgrade. Process to a Posted Status. | Voucher ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| 9 | Delete a Voucher that existed prior to PTools upgrade. | Voucher ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Voucher deleted successfully |  |  |  |
| 10 | Close a Voucher that existed prior to PTools upgrade. | Voucher ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Voucher closed successfully |  |  |  |
| 11 | Find a Voucher with a Match Exception. Functionally resolve Match Exception and run the Batch Match job. | Voucher ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Confirm that Voucher Match Status is updated to ‘Matched’ |  |  |  |
| 12 | Find a Voucher with a Document Tolerance Exception. Resolve or Override exception and run the Document Tolerance Batch job. | Voucher ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Confirm the Doc Tol Status is updated to Valid. |  |  |  |
| 13 | Voucher Upload, if currently using:  Use MS Excel worksheet or BOR External Voucher Upload process. |  |  |  |  |
| 14 | Run Voucher Build process. Use Query BOR\_AP\_STAGED\_INVOICES to determine what invoices exist in the voucher staging tables. | Voucher ID(s)\_\_\_\_\_\_\_\_\_\_\_\_\_  Vouchers Build Successfully |  |  |  |
| 15 | Run Query BOR\_AP\_UNPOSTED\_VCHRS | Confirm that Voucher created in Test Scenario 2 is included in query results. |  |  |  |
| 16 | Run Query BOR\_AP\_DUE | Confirm that Vouchers created in Test Scenarios 3, 4, 5, 6, and 7 are included in query results. |  |  |  |
| 17 | Review AP Accounting Entries | Confirm entries exist for Vouchers created in Test Scenarios 5 and 6. |  |  |  |
| 18 | Run DLY paycycle. | Confirm Paycycle runs Successfully. |  |  |  |
| 19 | Open Check file in Swiftview. | Confirm check displays as expected. |  |  |  |
| 20 | Print 1 check. | Confirm check prints as expected. |  |  |  |
| 21 | Run ACH or EFT paycycle. | Confirm Voucher created in Test Scenario 7 is included in Paycycle. |  |  |  |
| 22 | View ACH or EFT File. | Confirm file is formatted as expected. |  |  |  |
| 23 | Run Query BOR\_AP\_UNPOSTED\_PYMNTS | Confirm payments created in Paycycles above are included in query results. |  |  |  |
| 24 | Run Payment Post. | Confirm Payments are Posted. |  |  |  |
| 25 | Payment Cancellation for a payment that existed prior to PTools upgrade:  Void / Re-Issue  *OR*  Void /Close Liability  Run Payment Post | Payment Reference\_\_\_\_\_\_\_\_\_  If Void / Re-Issue, confirm new payment row exists on voucher payment tab.  If Void / Close Liability, confirm Voucher is Closed. |  |  |  |
| 26 | Run Positive Pay process. | Confirm Payments created in above DLY paycycle are included in file. |  |  |  |
| 27 | 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](mailto:donna.wooddell@usg.edu)

Or fax (706) 583-2297