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 | Interface Process:   1. Run the BORQM002 query 2. If you have current results on the BORQM002 query\*, load one voucher/receiver into Pre-AM. 3. Run the Payables/Purchasing interface to load the data into the Review Financials and Review Phy A pages.    1. Make certain that a September accounting date is used on the Review Financials page.   4. Run Transloader.  \*this scenario is not applicable to institutions with no current results or those not using the interface process. | Asset will be created as a result of the interface process. |  |  |  |
| 2 | Add an asset using Basic Add. Use a September accounting date. | Asset will be created. |  |  |  |
| 3 | Perform a Cost Adjustment to an asset. Use a September accounting date. | Cost will be modified on an asset. |  |  |  |
| 4 | Perform a Book Adjustment to an asset to change its useful life. Use the Life to Date convention and a September accounting date. | Useful life will be modified for an asset. |  |  |  |
| 5 | Retire an asset. Use a September accounting date. | Asset will be retired. |  |  |  |
| 6 | Verify that the assets that you created or modified in steps 1-5 are shown as Open Trans. | Should see Open Trans for added or modified assets. |  |  |  |
| 7 | Run Month End processes for September:   * Depreciation Calculation * Accounting Entry Creation * Depreciation Close | Entries posted to Dist\_Ln table. |  |  |  |
| 8 | Run the BOR\_Asset\_Listing\_Auditors query. Verify results. | Results of query in UAT should match the results when query is run from Production, with the exception of any new assets. |  |  |  |
| 9 | Each AM user should verify that they are able to access those AM menu items that they have access to in Production. | Access to menu items between UAT and PRD should be the same for individual users. |  |  |  |

# Signature and submission Page

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

**Verification by the Campus Coordinator that the UAT Tasks have been successfully completed:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Campus Coordinator (Print)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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