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 | Open accounting periods 3 and 4, if not already open. |  |  |  |  |
| 2 | Enter GL Journal , save, edit and budget check journal. | Journal created. Journal ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| 3 | Submit journal to initiate journal workflow. | Journal is set to Pending Approval and user name appears in the Approval tab. |  |  |  |
| 4 | GL Approver – confirm journal submitted above appears in worklist. Retrieve and submit journal. | Journal is set to Approved and user name appears on Approval tab. |  |  |  |
| 5 | GL Jrnl Approver – Post Journal. | Journal is posted. |  |  |  |
| 6 | GL Jrnl Approver – enter journal, edit, budget check, and submit.  | Verify that journal does not go to approved. Confirm message is received that additional approval is required.Journal created. Journal ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| 7 | Run Trial Balance Report by Fund. | Report is produced correctly. |  |  |  |
| 8 | Run Ledger Activity Report; check to include CF and Detail boxes. | Report is produced and accurately reflects activity. |  |  |  |
| 9 | Run BOR\_JE\_PENDING query. | Submodule transactions created in AP and EX UAT testing are represented in query.  |  |  |  |
| 10 | Journal Generate AP transactions, check edit, budget check and post boxes. | AP journals are created and posted.Journals created. Journal IDs\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| 11 | Journal Generate Expense transactions, check edit, budget check, and post boxes (for those schools currently using expenses). | Expense journals are created.Journals created. Journal IDs\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| 12 | Go to Process Journals and run Edit Journals process (you may choose to also budget check and post). | Journals are edited (and posted, if applicable). |  |  |  |
| 13 | Run PCARD or Phone Bill Interface; make sure file has lowercase “.txt”extension.  | File is loaded to PCARD or Phone Bill table. |  |  |  |
| 14 | Journal generate PCARD or Phone Bill transactions loaded above. | Journals are generated.Journal created. Journal ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| 15 | Unpost existing journal. | Journal is able to be unposted.Journal ID used\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| 16 | Use Journal Load spreadsheet to upload a journal (for those schools currently using it). | Journal is loaded into PeopleSoft.Journal ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| 17 | Enter Encumbrance journal (to ACTUALS ledger with Encumbrance radio button checked). Edit and budget check journal. | Journal created. Journal ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| 18 | Use “Mark KK journals to Post” process under BOR Menus to post journal created in #17. Return to Journal Inquiry to verify result. | Journals will be marked as Posted and cannot be edited. |  |  |  |
| 19 | Enter non-zero Budget Journal, to APPROP and post. | Journal created. Journal ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| 20 | Enter non-zero Budget Journal to PROJ\_GRT, mark to Generate parent, and post. | Journal created. Journal ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| 21 | Use Budget Overview inquiry screen to view the budgets for project(or grant) used in #20. | Budget overview inquiry should show PROJ\_GRT budget and PRMST\_EXP budget. |  |  |  |
| 22 | Enter a $0 budget to APPROP and post. | Journal created. Journal ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| 23 | Enter an online journal to the chartstring in #22, edit, and budget check. | Journal should have a budget error.Journal created. Journal ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| 24 | Run BOR\_KK\_EXCEPTIONS query for all transaction types (use % in source tran field). | Query is returned within a reasonable time (< 3 minutes) and journal in #23 appears. |  |  |  |
| 25 | Use Review Budget Check Exceptions menu to view Budget Error for journal in #23. |  |  |  |  |
| 26 | Override exception and re-budget check. | Transaction will have a Warning status after re-budget check. |  |  |  |
| 27 | Post journal. |  |  |  |  |
| 28 | Run Budget Status Report.  |  |  |  |  |
| 29 | Run Trial Balance Report for ledger ENCUMB, account 381100, group by fund. |  |  |  |  |
| 30 | Run Budget Activity Report under BOR Menus for fund 10600, FY 2013, Pd 1 through 6. |  |  |  |  |
| 31 | Run PLANT allocations process. | Verify that PL journals are produced. Journal IDs\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| 32 | Run Open Item Transaction Listing report under BOR Menus > BOR GL Reports for account 132300. |  |  |  |  |
| 33 | Use “Review FSA Balances” inquiry screen to view balances for account 213113. |  |  |  |  |
| 34 | Run nVision report SNP, output to Web.*Note: There are currently 8 nVisions that are not running in FUAT. We are aware of this issue and working to resolve it.* | Report appears in Report Manager. |  |  |  |
| 35 | Add a new project or grant. | Project/grant id \_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| 36 | Run project sync. |  |  |  |  |
| 37 | Verify security access to queries and pages is the same as current Production. |  |  |  |  |
| 38 | Run any additional queries, reports, or inquiries that you deem appropriate. |  |  |  |  |

# 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