

USER ACCEPTANCE TESTING TASK LIST

March 2, 2015

TASKS TO BE COMPLETED DURING FUAT

<u></u>	Test Course de	E control Dec. Ite	Charles and		Tasta Name
Step	lest Scenario	Expected Results	Status	Comments	lester Name
			(Pass/Fail)		
	Verify menu navigation	User should have left drop down			
	Main Manue ROP Manue & ROP Dovralle Banafit				
	Main Menu > bok Menus > bok Payroli > beneni	navigation.			
	Reconciliation				
		While clicking on the right arrow			
	Main Menu - > BOR Menus -> BOR Payroll -> Benefit Reconciliation -				
	Search Menu:	the menus should cascade/tile			
		onto each other as shown			
		onto cach other as shown.			
	Manager Self-Service				
	Supplier Contracts				
	🗀 Items 🔸				
	🗀 Suppliers				
	Procurement Contracts				
	Purchasing				
	eProcurement				
	Travel and Expenses				
	Accounts Receivable				
	Accounts Payable				
	BOR Menus				
	Asset Management BOR Accounts Payable BOR Accounts Payable BOR Accounts Payable				
	Commitment Control BOR Budget Prep				
	General Ledger BOR General Ledger				
	Allocations				
	Statutory Reports				
	Set Up Financials/Supp BOR Utilities BOR Payroll Interfaces				
	Enterprise Components BOR Payroll Reports				
	Background Processes				
	Worklist Common Remitter				
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Step	Test Scenario		Expected Results	Status (Pass/Fail)	Comments	Tester Name
Ontio	Verify that all 5 Benefit Reconditions are present. Click on the Benefit Reconciliation the right navigation and display not be able to the right navigation and display not be able to the right navigation and display not be able to the right navigation and display not be able to the right navigation and display not be able to the right navigation and display not be able to the right navigation and display not be able to the right navigation and display not be able to the right navigation and display not be able to the right navigation and display not be able to the right navigation and display not be able to the right navigation and display not be able to the right navigation and display not be able to the right navigation and display not be able to the right navigation and display not be able to the right navigation and the right navigation and display not be able to the right navigation and display not be able to the right navigation and display not be able to the right navigation and display not be able to the right navigation and display not be able to the right navigation and display not be able to the right navigation and display not be able to the right navigation and t	g an folder to initiate nenus g accounting g Audit Tools hts accountilation	The Benefit Reconciliation expanded menu should show 5 folders: 1.Benefit Accounting 2.Retiree Benefit Accounting 3.Supplemental PDR Accounting 4.Benefit Accounting Audit Tools 5.Payroll Adjustments User should have left drop down navigation. While clicking on the right arrow the menus should cascade/tile onto each other as shown.			
Favorites	Main Menu - > BOR Menus -> BOR Payroll -> Main Menu - > BOR Menus -> BOR Payroll -> DOR Menus > BOR Payroll -> Perefit Reconciliation Reconciliation Refit Accounting Benefit Accounting Audut Tools Personnel Services Detail Benefit Process Audit	Benefit Reconciliation - Benefit Recounting Retiree Benefit Accounting Supplemental PDR Account Benefit Accounting Audit To Payroll Adjustments	ting ols			Supplemental PDR Accounting Supplemental PDR Accounting Supplemental PDR Processes
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Step	Test Scenario	Expected Results	Status	Comments	Tester Name
	Test for Benefit Accounting Processes and Inquiry folders access Click on the Benefit Accounting – right arrow Benefit Accounting Retiree Benefit Account Supplemental PDR Acc Benefit Accounting Audit Tools Payroll Adjustments	Verify folders are present for Benefit Processes and Benefit Inquiry/Reports.			
	Test for Benefit Processes Click on the Benefit Processes Benefit Processes Benefit Processes Benefit Inquiry/Reports Tools Create Benefit Acctg Entries Benefit Mass Error Correction Benefit Reporting Table Benefit Plan - Deduct Code Map	The Benefit Processes expanded folder should show 5 Benefit Accounting processes. User should have access to all processes.			



Step	Test Scenario	Expected Results	Status (Pass/Fail)	Comments	Tester Name
	Test for Benefit Inquiry/Reports access Click on the Benefit Inquiry/Reports – right arrow Benefit Processes Benefit Inquiry/Reports Benefit Inquiry/Reports Benefit Inquiry/Reports Benefit Recon Errors (Aug-May) Benefit Reconciliation Detail Benefit Processes Particular Particul	The Benefit Inquiry/Reports expanded folder should show 9 queries/reports. User should have access to all queries.			



Step	Test Scenario	Expected Results	Status	Comments	Tester Name
			(Pass/Fail)		
	<u>Verify access to reconciliation queries</u> Select Faculty Pay Group Members query to run				
	Benefit Processes Benefit Inquiry/Reports Tools Benefit Recon Errors (Aug-May) Benefit Reconciliation Detail Benefit Promium Recon RBT Faculty Pay Group Members Trous Reconciliation call You Benefit Deduction Code Mapping Account Progression Report Benefit Elections Benefit Elections Benefit Detail Transactions	Select Faculty Pay Group Members query.			
	BOR_ADP_CES_FACULTY - Faculty Pay Group Members	Enter institution Business Unit			
	Business Unit:	results.			
	Unit	Results should include employees in "F" pay group.			



Step	Test Scenario	Expected Results	Status (Pass/Fail)	Comments	Tester Name
	Verify ability to run recon reports Select Benefit Premium Recon RPT to run Benefit Processes Benefit Inquity/Reports Benefit Reconciliation Detail Faculty Pay Group Members 7/5fbs Reconciliation Jan-Jul Benefit Deduction Code Mapping Account Progression Report Benefit Detail Transactions	 Enter the run control normally used to run this report. 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. 			



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Step	Test Scenario	Expected Results	Status (Pass/Fail)	Comments	Tester Name
Proc Bu: Dec	Report Option Benefit Premium Reconciliation Report Run Control ID SUPPORT Report Manager Report Manager Report Only Variances Report Option Detail Benefit Plan Employee Sta	Process Monitor Run tus			
S S	Reporting Data Begin Date 11/01/2014 End Date 11/30/2014 ave Image: Return to Search Image: Notify	Add 29 Update/Dis	spia		
	Test for Retiree Benefit Accounting Processes and Inquiry/RPTS folders access Click on the Retiree Benefit Accounting – right arrow Image: Im	Verify folders are present for Retiree Benefit Processes and Retiree Benefit Inquiry/RPTS.			



Step	Test Scenario	Expected Results	Status (Pass/Fail)	Comments	Tester Name
	Test for Retiree Benefit Processes Click on the Retiree Benefit Processes – right arrow				
	 Retiree Benefit Processer Retiree Benefit Inquiry/RP Create Retiree Benefit Acctg Retiree Ben. Error Correction Build Retiree Recv Aging Data Retiree Benefit Parameters 	The Retiree Benefit Processes expanded folder should show 4 Retiree Benefit Accounting processes. User should have access to each process.			
	Test for Retiree Benefit Inquiry/RPTS access Click on the Retiree Benefit Inquiry/RPTS- right arrow Retiree Benefit Processes Retiree Benefit Inquiry/RP Retiree Benefit Inquiry/RP Retiree Receivables Change Retiree Receivables Aging Job Earnings Distribution	The Retiree Benefit Inquiry/RPTS expanded folder should show 3 Retiree Benefit Accounting queries. User should have access to each query.			



Step	Test Scenario	Expected Results	Status (Pass/Fail)	Comments	Tester Name
	Test for Supplemental PDR Accounting ProcessesClick on the Supplemental PDR Accounting Processes – right arrow				
	Create SUPPDR Acctg Entries	The Supplemental PDR Processes expanded folder should show 3 Supplemental PDR Accounting processes.			
	Benefit Accounting Audit Supplemental PDR Processes Payroll Adjustments	User should have access to each process.			



Step	Test Scenario	Expected Results	Status	Comments	Tester Name
	Test for Benefit Accounting Audit Tools access Click on the Benefit Accounting Audit Tools – right arrow		(Pass/Fail)		
	 Personnel Services Detail Benefit Accounting Retiree Benefit Accounting Supplemental PDR Acco Benefit Accounting Audit roots Payroll Adjustments 	The Benefit Accounting Audit Tools expanded folder should show 4 Benefit Accounting Audit Tools queries/views. User should have access to each tool.			



Step	Test Scenario	Expected Results	Status	Comments	Tester Name
			(Pass/Fail)		
	Test for Payroll Adjustments access Click on the Payroll Adjustments – right arrow Create Payroll Recon Adjustment Enter Payroll Adjustments to GL Supplemental PDR Accc Benefit Accounting Audit Payroll Adjustments Payroll Adjustments	The Payroll Adjustments expanded folder should show 5 Payroll Adjustment processes/queries. User should have access to each process/query.			



Name and Navigation changes				
Old	New			
BOR Menus > BOR Payroll > Carrier Enrollment Accounting > Create CES Accounting Entries	BOR Menus > BOR Payroll > Benefit Reconciliation > Benefit Accounting > Benefit Processes > Create Benefit Acctg Entries			
BOR Menus > BOR Payroll > Carrier Enrollment Accounting > Correct CES Acctg Errors	BOR Menus > BOR Payroll > Benefit Reconciliation > Benefit Accounting > Benefit Processes > Benefit Acctg Error Correction			
BOR Menus > BOR Payroll > Carrier Enrollment Accounting > CES Mass Error Correction	BOR Menus > BOR Payroll > Benefit Reconciliation > Benefit Accounting > Benefit Processes > Benefit Mass Error Correction			
BOR Menus > BOR Payroll > Carrier Enrollment Accounting > Journal Generate CES Acctg	BOR Menus > BOR Payroll > Benefit Reconciliation > Benefit Accounting > Benefit Processes > Jrnl Generate Benefit Acctg			
BOR Menus > BOR Payroll > Carrier Enrollment Accounting > Create CES Reporting Table	BOR Menus > BOR Payroll > Benefit Reconciliation > Benefit Accounting > Benefit Processes > Create Benefit Reporting Table			
BOR Menus > BOR Payroll > Carrier Enrollment Accounting > CES Plan to Deduction Code Map	BOR Menus > 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	BOR Menus > BOR Payroll > Benefit Reconciliation > Retiree Benefit Accounting > Retiree
Benefit Accounting	Benefit Processes > Create Retiree Benefit Acctg
BOR Menus > BOR Payroll > Retiree Accounting > Retiree Benefits > Retiree Ben. Error	BOR Menus > BOR Payroll > Benefit Reconciliation > Retiree Benefit Accounting > Retiree
Correction	Benefit Processes > Retiree Ben Error Correction
BOR Menus > BOR Payroll > Retiree Accounting > Retiree Benefits > Jrnl Generate Retiree	BOR Menus > BOR Payroll > Benefit Reconciliation > Retiree Benefit Accounting > Retiree
Benefits	Benefit Processes > Jrnl Generate Retiree Benefits
BOR Menus > BOR Payroll >Retiree Accounting > Retiree Benefits > Build Retiree Recv	BOR Menus > BOR Payroll > Benefit Reconciliation > Retiree Benefit Accounting > Retiree
Aging Data	Benefit Processes > Build Retiree Recv Aging Data
BOR Menus > BOR Payroll >Retiree Accounting > Retiree Benefits > Retiree Benefit	BOR Menus > BOR Payroll > Benefit Reconciliation > Retiree Benefit Accounting > Retiree
Parameters	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 <u>PSFIN_Upgrade@usg.edu</u>

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