

USER ACCEPTANCE TESTING TASK LIST

March 2, 2015

TASKS TO BE COMPLETED DURING FUAT Status **Expected Results Test Scenario** Step Comments **Tester Name** (Pass/Fail) Verify menu navigation 1 User should have left BOR Menus, BOR Payroll, Common Remitter drop down navigation. Main Menu 🗸 While clicking on the Search Menu: right arrow the menus \otimes should cascade/tile Employee Self-Service Supplier Contracts 0 0 onto each other as Suppliers Purchasing shown. eProcurement Services Procurement Travel and Expenses Accounts Receivable Accounts Payable BOR Menus BOR Accounts Payable Asset Management BOR Asset Management 🛅 Banking Commitment Control BOR Budget Prep BOR General Ledger 🛅 General Ledger BOR Purchasing Allocations Statutory Reports BOR Payroll BOR Payroll Interfaces Set Up Financials/Supp 🛅 BOR Utilities Enterprise Components 🚊 BORWH Project BOR Payroll Reports Benefit Reconciliation Background Processes Common Remitter Contract Worklist



Step	Test Scenario	Expected Results	Status (Pass/Fail)	Comments	Tester Name
2	Verify that both the Retirement and TSA folders are present Click on the Common Remitter folder – this will cause the right navigation and menus to be displayed. Image: Bor Payroll Interfaces Image: Bor Payroll Reports Image: Bor Pa	The Common Remitter expanded menu should be presented. The view should show the Retirement and TSA folders.		Right menu navigational views: Retirement Retirement Processes and Inquiry Retirement Processes Retirement Inquiry TSA TSA Processes and Inquiry TSA Processes TSA Inquiry	
3	This is a reference view of tiled menus with both left Favorites • Main Menu • > BOR Menus • ORACLE* Main Menu > BOR Menus > BOR Payroll > Ø Common Remitter This folder contains the processes to produce consolidate Ø Retirement Retirement Processes and Inquiry Betirement Inquiry Betirement Inquiry	A second	n Remitter Retirement TSA to retirement provide	rs and TSAs. TSA TSA Processes and Inquiry □ TSA Processes □ TSA Inquiry	

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Step	Test Scenario	Expected Results	Status (Pass/Fail)	Comments	Tester Name
4	Testing for Retirement Processes and Inquiry				
	Click on the Retirement - right arrow			User should see the below cascaded view.	
	☐ Retirement ☐ TSA	Verify folders are present for Retirement Processes and Retirement Inquiry		 Retirement Processes Retirement Inquiry 	
5	<u>Click on the Retirement Processes folder - right</u> arrow	Verify five processes are shown		User should see the below cascaded view.	
	 Retirement Processes Retirement Inquiry 			Add Contribution Row RET Provider Adjustments RET Provider Validation Create RET Accounting Entries Generate RET Journal Entries	



Step	Test Scenario	Expected Results	Status (Pass/Fail)	Comments	Tester Name
6	Click on the Add Contribution Row pagelet	Confirm that you are navigated to the Add Contribution Row page		View of the Add Contribution Row page. Add Contibution Row Add a New Value Business Unit:	
7	Click on the RET Provider Adjustments pagelet	Confirm that you are navigated to the RET Provider Adjustments, Search Criteria page		View of the RET Provider Adjustment page RET Provider Adjustments Enter any information you have and click Search. Leave fields blank for a list of all value Find an Existing Value Search Criteria Business Unit: begins with Provider: begins with Calendar Year: = Month: = Row Status: = Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value Value	alı

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Step	Test Scenario	Expected Results	Status (Pass/Fail)	Comments Tester Name
8	Click on the Search button	Verify search results		View of search results
8	 Business Unit must be populated – should default in field 	Verify search results returned are for your specific Business Unit only		View of search results RET Provider Adjustments Enter any information you have and click Search. Let Find an Existing Value Search Criteria Business Unit: begins with 42000 Provider: begins with Calendar Year: Nonth: = Month: = Month: = Calendar Year: Now Status: = Month: = Search Clear Basic Search Save Search Results Only the first 300 results can be displayed. View All First 1-100 of 300 Last
				Business Unit Empl ID Provider Month Row Status 42000 ERS Dec Valid
				42000 ERS Dec Valid



Step	Test Scenario	Expected Results	Status (Pass/Fail)	Comments	Tester Name
9	<u>Click on any EmplID returned in search</u>	Confirm that you are navigated to the RET Provider Adjustments Search page		View of the RET Provider Adjustments page RET Provider Adjustments Empl ID Business Unit Provider ERS Posting Year/Month 2014 10 Benefit Adj. Year Adj. Payroll Earnings Pay Per Plan Adj. Year Adj. Payroll Earnings Pay Per I GTC 00GDCP Regular 00 10 Adjustments Benefit Adj. Year Adj. Payroll Earnings Pay Per Plan Adj. Year Adj. Payroll Earnings Pay Per Plan Adj. Year Adj. Payroll Earnings Pay Per I GTC V V 00GDCI Regular V REC 100	201 2 2 0.0 0 0 0
10	 Click on the RET Provider Validation menu Verify Run Control ID search is presented and perform search 	Verify existing Run Control IDs are present		View of Run Control page RET Provider Validation Enter any information you have and click Search. Leave fields blan Find an Existing Value Add a New Value Search Criteria Search by: Run Control ID begins with Case Sensitive Search Advanced Search	k1
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Step	Test Scenario	Expected Results	Status (Pass/Fail)	Comments	Tester Name
11	<u>Click Search on the RET Provider Validation</u> pagelet	Confirm that you are navigated to the RET Provider-Validation page		View of RET Provider – Validation Processing Parameters page RET Provider - Validation Run Control ID RET_Validation Report Manager Process Monitor Processing Parameters Provider	
12	Click on the Create RET Accounting Entries pagelet • Verify Run Control ID search is presented and perform search	Select or Add a Run Control		View the the Create RET Accounting Entries Run Control page Create RET Accounting Entries Enter any information you have and click Search. Leave fields blar Find an Existing Value Add a New Value Search Criteria Search by: Run Control ID begins with Case Sensitive Search Advanced Search	nk

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Step	Test Scenario	Expected Results	Status (Pass/Fail)	Comments	Tester Name
		Confirm that you are navigated to the Create RET Accounting Entries Run Control page		View of the Create RET Accounting Entries page after a run control is selected Create RET Accounting Entries Rue control ID CREATE_RET_ACCTG_ENTRIES Report Manager Process Mont Processing Parameters Processing Parameters Provider @ Distribute to GL C-calendar Year 2014 @ Fiscal Year 2014 Period 12 C-calendar Year 2014 @ Fiscal Year 2014 Period 12 C-calendar Year 2019 @ Retirement Clearing - Benefits Receivables	tor 121
13	 Click on each drop down search function Verify content in each search field 	Business Unit – should be institution specific and display institution name		View of the Provider Search Look Up Provider Search by: Provider begins with	-
		Provider – should have ERS, FID, TIAA, TRS and VALI		Look Up Cancel Advanced Lookup Search Results View 100 First (1-5 of 5 (2) Last	
		Verify Distribute to GL is checked on and cannot be unchecked		Provider DescriptionERSEmployees' Retirement SystemFIDFIDELITY ORPTIAATIAA-CREFTRSTeachers Retirement SystemVALIVALIC ORP	
		Verify Calendar Year			

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Step	Test Scenario	Expected Results	Status (Pass/Fail)	Comments	Tester Name
		may be manually			
		entered			
		Verify Month search			
		contains all 12			
		calendar months			
		Verify Accounting			
		Date may be manually			
		entered or searched			
		with the calendar			
		search function			
		Verify Fiscal Year and			
		Period populates			
		Varify Cash (Clearing			
		Account may be			
		manually entered or			
		contains accounts in			
		the drop down search			
		the drop down search			
		Verify Account name			
		is displayed			
		Verity Receivables			
		Account may be			
		manually enered or			
		contains accounts in			
		the drop down search			



Step	Test Scenario	Expected Results	Status (Pass/Fail)	Comments	Tester Name
		Verify account name is displayed			
14	Select "TRS" as the Provider on the Create RET Accounting Entries page	Verify that the adjustment fields appear		View of the TRS adjustment fields	
15	Select "TRS" as the Provider on the Create RET Accounting Entries page	Verify that the adjustment fields appear	View of the E	RS adjustment fields	
16	Select "TIAA" as the Provider on the Create RET Accounting Entries page	Verify that the Receivables Account field appears	View of the F	Receivables Account field	



Step	Test Scenario	Expected Results	Status (Pass/Fail)	Comments	Tester Name
17	Click on the Generate RET Journal Entries pagelet Select a Run Control ID or Add a new one.	Confirm that you are navigated to the Generate Journals Run Control ID page		View of the Generate Journal Run Control ID page Generate Journals Enter any information you have and click Search. Leave fields blank for Find an Existing Value Add a New Value Search Criteria Run Control ID: begins with V	ra
18	After the Run Control ID has been entered the page should navigate to the Generate Journal Request page.	Confirm that the Generate Journals Request page is presented and that all search fields are functional.			



Step	Test Scenario	Expected Results	Status (Pass/Fail)	Comments	Tester Name
19	Click on the Retirement Inquiry folder - right arrow	Verify thirteen inquires are shown – (these are online queries and reports)		View of the left or drop down navigation Work Table Errors Work Table Load Details Ret Provider Summary Wrk Tbl Retirement Provider Variances Ret Provider Variances Detail ERS Summary Report TRS Summary Report Ret Provider Summary Hist Tbl History Table Load Details Retirement Certification Rpt Ret Provider Summary Hist Ret Benefit Plan Summary Hist Termination Reason Hist tbl	
20	Click on each of the thirteen online query/report(s)	Verify that each Query /Report is displayed			
View	of the right or expanded navigation				



Step	Test Scenario		Expected Results	Status (Pass/Fail)	Comments	Tester Name	
Main Mer	nu > BOR Menus > BOR Payroll > Common Remitter > Retirement >						
R	etirement Inquiry						
	ork Table Errors ork Table Error listing	Work Table This query d	able Load Details ry displays all the rows inserted into the Work Table		Ret Provider Summary Wrk Tbl Retirement Provider Summary from the Work Table	Ret Provider Summary Wrk Tbl Retirement Provider Summary from the Work Table	
CR Retirement Provider Variances Work Table		rovider Variances Detail lirement Provider Variances Wrk Table Detail		ERS Summary Report ERS Salary & Contribution Summary Report (known as EPBP022 in EV5)			
	S Summary Report S Summary Report	Ret Provid Retirement F	er Summary Hist Tbl Provider Summary from the History Table		History Table Load Details This query displays all the rows inserted into the History T	Fable	
Retirement Certification Rpt Retirement Certification Report from the History Table		Ret Provid Retirement F	rovider Summary Hist ment Plan Summary Totals Report providing Emplid Count and Amounts		Ret Benefit Plan Summary Hist Retirement Plan Summary Totals Report Emplid Count and Amounts.		
	rmination Reason Hist tbl mmon remitter Termination Dates and Reasons						
 21 <u>Run the Work Table Load Details</u> Calendar Year 2015 and Month = January, populate all other fields with the wildcard (%) 		Detailed data should be returned					
 22 <u>Run the RET Provider Summary Hist</u> • Calendar Year 2014 and Month = December 		Summary data should be returned					
 23 <u>Run the ERS Summary Report</u> Calendar Year 2014 and Month = December 		Verify .pdf report successfully generated by reviewing the Process Monitor, Details, View					



Step	Test Scenario	Expected Results	Status (Pass/Fail)	Comments	Tester Name
		Log/Trace file			
24	Solution Solution End of the common Remitter folder Click on the Common Remitter folder BOR Payroll Interfaces BOR Payroll Reports Benefit Reconciliation Common Remitter Retirement TSA	The Common Remitter expanded menu should be presented. The view should show the Retirement and TSA folders.			
25	Click on the TSA - right arrow	Verify folders are present for TSA Processes and TSA Inquiry		User should see the below cascaded view. TSA Processes TSA Inquiry	
26	Click on the TSA Processes folder - right arrow	Verify two processes are shown		User should see the below cascaded view.	

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Step	Test Scenario	Expected Results	Status (Pass/Fail)	Comments	Tester Name
	 TSA Processes TSA Inquiry 			Create TSA Accounting Entries Generate TSA Journal Entries	-
27	Click on the Create TSA Accounting Entries page • Verify Run Control ID search is presented and perform search	Select or Add a Run Control		View of the Create TSA Accounting Entries page Create TSA Accounting Entries Enter any information you have and click Search. Leave fields blank for a list of all v Find an Existing Value Add a New Value Search Criteria Search by: Run Control ID begins with Case Sensitive Search Advanced Search	al
		Confirm that you are navigated to the Create TSA Accounting		View of the Create TSA Accounting	

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Step	Test Scenario	Expected Results	Status (Pass/Fail)	Comments	Tester Name
		Entries Run Control page		Entries page Create TSA Accounting Entries Run Control ID CREATE_TSA_ACCTG_ENTRIES Report Manager Proc Processing Parameters *Business Unit Georgia Southwestern St Univ *Pay RUN ID 714 Accounting Date 07/11/2014 Fiscal Year 2015 Pu *Cash Account 118100 *Receivables 129240 #Count Distribute to GL	951 Sfi
28	Click on each drop down search function Verify content in each search	Business Unit – should be institution specific and display institution name Pay RUN ID – is a manual entry field Verify Cash/Clearing Account may be manually entered or contains accounts in the drop down search Verify Receivables Account may be manually enered or		View of the Cash Account search Look Up Cash Account Search by: Account Look Up Cancel Advanced Lookup Search Results Only the first 300 results can be displayed. View 100 First Account Description Account Contemposities D000000 All Accounts E Y11000 Cash on Hand A N 112000 Petty Cash A N 112100 Petty Cash A N 118100 Cash in Bank Gen Oper- Dem Dep A N	ni 49

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Step	Test Scenario	Expected Results	Status (Pass/Fail)	Comments	Tester Name
		the drop down search			
29	Click on the Generate TSA Journal Entries pagelet Select a Run Control ID or Add a new one.	Confirm that you are navigated to the Generate Journals Run Control ID page		View of the Generate Journal Run Control ID page Generate Journals Enter any information you have and click Search. Leave fields blan Find an Existing Value Add a New Value Search Criteria Run Control ID: begins with V Case Sensitive	nk
30	After Run Control ID has been entered the page should navigate to the Generate Journal Request page.	Confirm that the Generate Journals Request page is presented and that all search fields are functional.		Security Doctors Restriction Automatic Doctors Restriction Automatic Doctors Restriction Tele Restriction Tele Restriction Automatic Doctors Restriction Tele Restriction Automatic Doctors Restriction Tele Restriction Automatic Doctors Restriction Restriction Restriction	
31	Click on the TSA Inquiry folder - right arrow	Verify thirteen inquires are shown – (these are online		View of the left or drop down navigation	



Step	Test Scenario	Expected Results	Status (Pass/Fail)	Comments	Tester Name	
	TSA Processes	queries and reports)		 TSA Details for all plans TSA Work Table Errors TSA Work Net Positive Data TSA Work Net Positive Data TSA Work Net Zero Data TSA Variances Work Table TSA Variances Detail TSA History Details TSA History Net Positive Data TSA History Net Negative Data TSA History Net Negative Data TSA History Net Zero Data TSA History Net Zero Data TSA Remittance PERS_SERV_BOR Detail 		
View of the right or expanded navigation						



Step	Test Scenario	Expected Results	Status (Pass/Fail)	Comments		Tester Name
Main Men T TSA In	u > BOR Menus > BOR Payroll > Common Remitter > TSA > SA Inquiry quiry and Reports					
TS/	A Details for all plans Details for all plans	TSA Work Table Errors TSA Work Table Error Listing			TSA Work TSA Work T	Net Positive Data able - Net Positive Data
	A Work Net Negative Data Work Table - Net Negative Data	TSA Work Net Zero Data TSA Work Table - Net Zero Data			TSA Varian TSA Varianc	nces Work Table es Work Table
	A Variances Detail Variances Work Table Detail	TSA History Details TSA History Details for All Plans	and Liability Account		TSA History	y Net Positive Data Table - Net Positive Data
TS/	A History Net Negative Data History Table - Net Negative Data	TSA History Net Zero Data TSA History Table - Net Zero Dat	a		TSA Remit TSA Remitta	tance ince
PE Qu	RS_SERV_BOR Detail ry PERS_SERV_BOR by business unit, account range, date range and employee id.					
32	 Click on each of the thirteen online query/report(s) Verify that each Query /Report is displayed 	That each Query /Report be displayed with run prompts				
33	 Run the TSA Details for all plans Business Unit = XXXXX, Payrun ID = 135, Provider = wildcard (%), Row Status = wildcard (%) 	Detailed data should be returned		Confirm that the data retur your Business Unit's emplo	rned for yees	
34	 <u>Run the TSA History Details</u> Business Unit = XXXXX, Payrun ID = D34, Provider = wildcard (%), Row Status = wildcard (%) 	Detail History data should be returned		Confirm that the data retur your Business Unit's emplo	rned for yees	



Step	Test Scenario	Expected Results	Status (Pass/Fail)	Comments	Tester Name
35	Run the TSA Remittance Business Unit = XXXXX, Payrun ID = D34, Check the Summary Report Only check box	Verify .pdf report successfully generated by reviewing the Process Monitor, Details, View Log/Trace file			



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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