USER ACCEPTANCE TESTING TASK LIST

March 2, 2015

TASKS TO BE COMPLETED DURING FUAT

Step	Test Scenario	Expected Results	Status (Pass/Fail)	Comments	Tester Name
1	**Verify menu navigation** BOR Menus, BOR Payroll 	User should have left drop down navigation. While clicking on the right arrow the menus should cascade/tile onto each other as shown.			
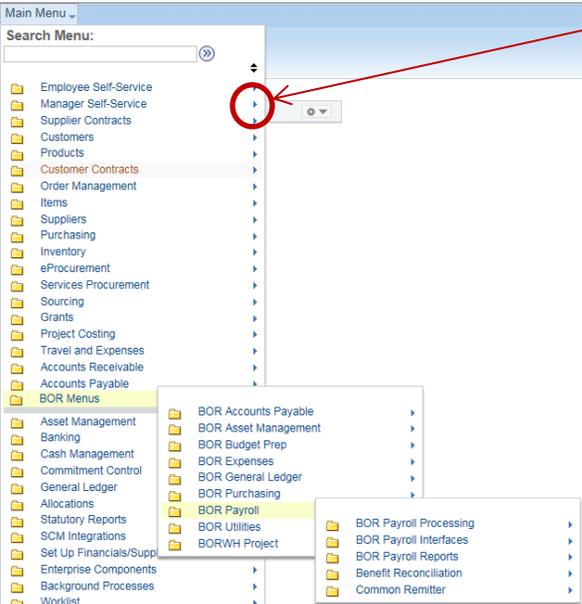
Step	Test Scenario	Expected Results	Status (Pass/Fail)	Comments	Tester Name
2	**Verify that the three BOR Payroll subfolders are present when the menu is tiled.**	BOR Payroll Processing BOR Payroll Interfaces BOR Payroll Reports Availability of menus are dependent upon user role assignment.		Left menu navigational views: 	
3	**Verify the BOR Payroll Processing folder contents** 	There should be one subfolder "TIGA" and five processes shown.		View of all BOR Payroll Processing contents. 	
4	**If your user role includes TIGA processing, verify the TIGA subfolder contents**	There should be six TIGA processes/reports showing.		View of TIGA processes and reports.	

Step	Test Scenario	Expected Results	Status (Pass/Fail)	Comments	Tester Name
				Load Payroll for TIGA Edit TIGA Payroll Data TIGA Payroll Modifications TIGA Payroll Detail TIGA Payroll Summary TIGA Final Process and Report	
5	**Click on the Load Payroll for TIGA menu**	You should be navigated to the Build TIGA Reporting Table Run Control page, click Search		View of the TIGA Reporting Table Run Control page. **Build TIGA Reporting Table** Enter any information you have and click Search. Leave fields blank for a list of Find an Existing Value	Add a New Value ▼ Search Criteria Search by: Run Control ID begins with [ ] ☐ Case Sensitive Search Advanced Search Find an Existing Value	Add a New Value	
6	**Click on a Run Control from the Search results**	The run parameters page should be returned		View of the run parameters page.	

Step	Test Scenario	Expected Results	Status (Pass/Fail)	Comments	Tester Name
7	**Verify the Business Unit search – click on the magnifying glass**	Verify search results returned are for your specific Business Unit only and that it can be selected		View of the Business Unit search. 	
8	**Verify *Begin Date search functionality** • Click the calendar link – select July 1, 2014	The Calendar page should be presented		View of the Calendar page search	
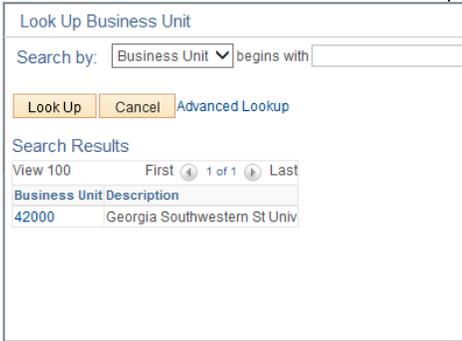
Step	Test Scenario	Expected Results	Status (Pass/Fail)	Comments	Tester Name
				Calendar ☒ February ▾ 2015 ▾ S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 **23** 24 25 26 27 28 ◀ Current Date ▶	
9	**Verify *End Date search functionality** • Click the calendar link – select June 30, 2015	The Calendar page should be presented		Calendar ☒ February ▾ 2015 ▾ S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 **23** 24 25 26 27 28 ◀ Current Date ▶	
10	**Click the Save button on the run parameters page**	Fiscal Year = 2015 should be populated		View of a completed run parameters page.	
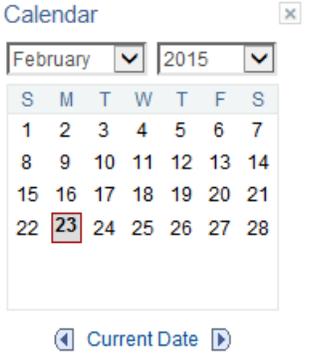
Step	Test Scenario	Expected Results	Status (Pass/Fail)	Comments	Tester Name
	• Verify that the correct Fiscal Year is populated			Business Unit 42000 *Begin Date 07/01/2014 *End Date 06/30/2015 Fiscal Year 2015	
11	**Click the Run and OK buttons to process**	Process should run to Success		Click the Process Monitor link to monitor the Run Status.	
12	**Click the Edit TIGA Reporting Table menu** • Select or enter your business unit and click search • Verify results returned are for your specific business unit employees only	The Search page should open.		Review the search results.	
13	**Select any one employee** • Verify pre-populated fields that are not editable have values	Business Unit Emplid First Name Last Name Middle Name Name Suffix (if applicable) Fiscal Year			
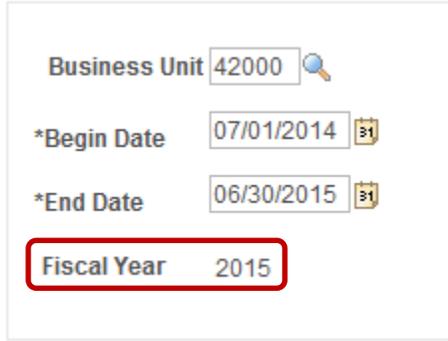
Step	Test Scenario	Expected Results	Status (Pass/Fail)	Comments	Tester Name
14	**Verify editable fields are open for edit**	Social Security # Job Family Account BOR Entity Code Pay Group Total Salary			
15	**Verify Insert/Delete functionality** • Click the plus sign • Click the minus sign	That data rows are inserted/deleted when function buttons are clicked			
16	**Run the TIGA Payroll Modification online query** • Enter or search for your business unit • Fiscal Year = 2014	Data should be returned for edits performed		Status will show data rows marked as MODIFIED and ORIGINAL	
17	**Run the TIGA Payroll Detail online query** • Enter or search for your business unit • Fiscal Year = 2014	Data should be returned for all data rows			
18	**Run the TIGA Payroll Summary online query** • Enter or search for your business unit • Fiscal Year = 2014	Data should be returned in account summary order			
19	**Run the TIGA Final Process and Report** • Enter or Search for Business Unit • Enter or Search for Begin Date = 07/01/2014 • Enter or Search for End Date =	That the process will run successfully		View of the process parameters page	

Step	Test Scenario	Expected Results	Status (Pass/Fail)	Comments	Tester Name
	06/30/2015 • Final Report Flag – DO NOT check • Click the Save button • Click Run • Click OK			Business Unit 42000 *Begin Date 07/01/2014 *End Date 06/30/2015 ☐ Final Report Flag Check this flag only after reconciling all Payroll Accounts! Check this flag only at the end of the FISCAL YEAR.	
20	**Verify results in the Details link in the Process monitor** • Click the Details hyperlink • Click the View/Log Trace hyperlink	There should be five files returned. BORADP44_XXXXX.CSV BORADP44_XXXXX.TXT SQR_BORADP44_xxxxxxx.log boradp44_xxxxxxx.PDF boradp44_xxxxxxx.out		View of output files. View Log/Trace Report Report ID: 6187423 Process Instance: 6893765 Mes Name: BORADP44 Process Type: SQR Report Run Status: Success BORADP44 Distribution Details Distribution Node: DNODE Expiration Date: 03/03/2015 File List Name	File Size (bytes)	Datetime Created BORADP44_42000.csv	35,919	02/24/2015 2:26:1 BORADP44_42000.txt	149,688	02/24/2015 2:26:1 SQR_BORADP44_6893765.log	1,858	02/24/2015 2:26:1 boradp44_6893765.PDF	38,078	02/24/2015 2:26:1 boradp44_6893765.out	13,403	02/24/2015 2:26:1	
21	**Navigate to the Pay Dist Code Maintenance menu** • Click the Search button to perform search (Business Unit will be the only criteria used) • Click the Business Unit Search •	Verify search returns all current values Verify your business unit is the only one available			
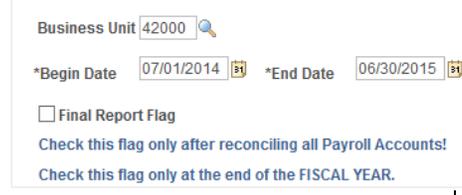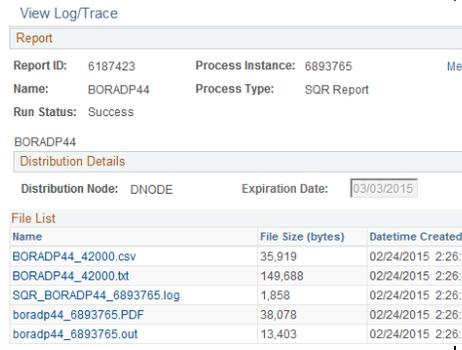
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Step	Test Scenario	Expected Results	Status (Pass/Fail)	Comments	Tester Name
	• Click the Budget with Department search • Click the Project search	Verify departments are returned Verify projects are returned			
22	**Click the Add a New Value tab** • Enter a dummy 12 digit code – beginning with the first two digits of your business unit i.e. 423456789123 DO NOT SAVE	Confirm navigation to the Add page Once dummy account code has been entered, confirm navigation to the ADP Account Code Maintenance page		View of the ADP Account Code Maintenance page ADP Account Code Maintenace Account Code 423456789123 Business Unit Chartfield Distributions *Effective Date *Status Description 1 02/24/2015 Active	
23	**Click the Fringe Reallocation Table menu** • Verify Search Criteria page is presented • Verify that the Add a New Value tab is available	*** If your institution does not have any Fringe Reallocations set up there will be no results returned			
24	**Click on the Year End Payroll Accrual menu** • Perform search for Run Control ID or Add a New Value	Once Run Control ID has been selected, verify that you are navigated to the Year End Payroll Accrual processing parameter page		View of the Year End Payroll Accrual page.	
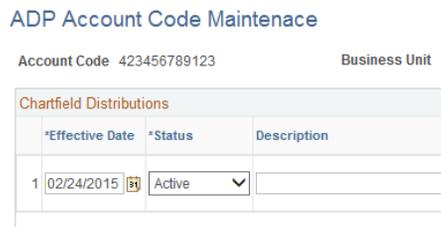
Step	Test Scenario	Expected Results	Status (Pass/Fail)	Comments	Tester Name
25	**Click on the Zero Pers Serv Encumbrance menu** • Perform search for Run Control ID or Add a New Value	Once Run Control ID has been selected, verify that you are navigated to the Zero Pers Serv Encumbrance processing parameter page.		View of the Zero Pers Serv Encumbrance page. 	
26	**Click on the Third Party Purge Payroll menu** • Perform search for Run Control ID or Add	Once Run Control ID has been selected, verify that you are navigated to the		View of the Third Party Purge Payroll page.	
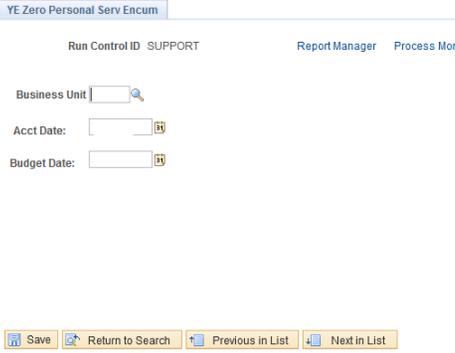
Step	Test Scenario	Expected Results	Status (Pass/Fail)	Comments	Tester Name
	a New Value	Third Party Purge Payroll processing parameter page.			
27	**Verify the BOR Payroll Interface folder contents**	There should be two processes shown.		View of the BOR Payroll Interfaces submenus.	
28	**Click on the Payroll to GL menu** • Perform search for Run Control ID or Add a New Value	Once Run Control ID has been selected, verify that you are navigated to the Payroll to GL processing parameter page.		View of the Payroll to GL parameter page.	
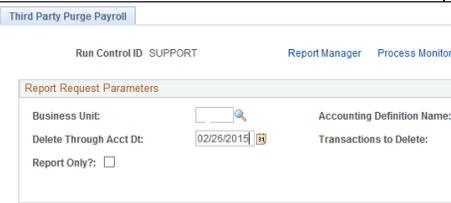
Step	Test Scenario	Expected Results	Status (Pass/Fail)	Comments	Tester Name
	• Verify that the Business Unit search presents only your business unit and select. • Click on the Add button. Verify that the File Attachment upload box is presented. **File Attachment** _Help_ Browse... Upload Cancel • Click the Browse button and search for a file (this can be any file for this testing does not have to be a payroll file) • Click the Upload button – confirm that the file loads into the Process Parameters window. • Click the Save button • Click the Delete button – confirm file is removed from the Process Parameters window.			Payroll to GL/AR Run Control ID Payroll_GL_TST Report Manager Process Monitor Process Parameters Business Unit Include Encumbrances: ☐ Server File Name: Local File Name: Add Delete View Detach	
29	**<u>Click on the Encumbrance Projection to GL menu</u>** • Perform search for Run Control ID or Add a New Value	Once Run Control ID has been selected, verify that you are navigated to the Encumbrance Projection to GL processing parameter		View of the Encumbrance Projection to GL parameter page.	

Step	Test Scenario	Expected Results	Status (Pass/Fail)	Comments	Tester Name
	• Verify that the Business Unit search presents only your business unit and select. • Click on the Add button. Verify that the File Attachment upload box is presented. • Click the Browse button and search for a file (this can be any file for this testing does not have to be a payroll file) • Click the Upload button – confirm that the file loads into the Process Parameters window. • Click the Save button • Click the Delete button – confirm file is removed from the Process Parameters window.	page.			
30	**Verify the BOR Payroll Reports folder contents**	There should be one subfolder "Audit" and nine reports shown.		View of the BOR Payroll Reports submenus.	
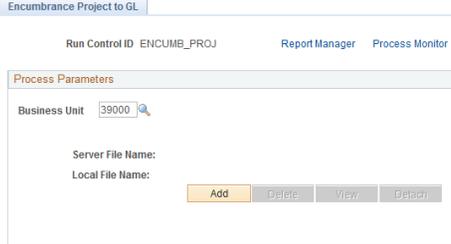
Step	Test Scenario	Expected Results	Status (Pass/Fail)	Comments	Tester Name
31	**Navigate to the subfolder "Audit" contents**	There should be only two reports shown.		View of the Audit subfolder reports. 	
32	**Click on the ADP File Load Audit menu** • Verify results are returned	This report provides the last date of processed information for the monthly data loads			

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33	**Click on the ADP Audit Job Table menu** • Verify prompts for run parameters	Business Unit From Date To Date Audit Action (Add, Delete, etc.) Action (Hire etc..) Change Amount <> 0			
34	**Navigate to the Encumbrance Trans Listing report** • Select the Business Unit prompt • Select the Pay Run ID prompt	Verify that only your business unit is shown Verify that only Pay Run ID's ending with "E" are available for selection		This report has been corrected to have a prompt for only encumbrance projection payun ID's. Encumbrance Payrun ID's end with "E"	
35	**Navigate to the Run Employee Pay Check Report** • Select the Business Unit prompt • Click the Begin Date calendar search • Click the End Date calendar search • In the Report Option group box click the All Employees radio button	Verify that only your business unit is shown Verify that the calendar is searchable Verify no other criteria is presented			

Step	Test Scenario	Expected Results	Status (Pass/Fail)	Comments	Tester Name
	• In the Report Option group box click the Some Employees radio button	Verify that an Empl ID search box is presented			
36	**Navigate to the Payroll YTD Summary report** • Verify three prompts are shown and have search link	Business Unit Begin Date End Date			
37	**Navigate to the Payroll Deduction Register query** • Verify four prompts are shown and have search link (except for Company)	Business Unit Company Begin Date End Date			
38	**Navigate to the Payroll register by Ded. Code query** • Verify five prompts are shown and have search link (except for Company and DEDCD)	Business Unit Company Month Begin Date Month End Date DEDCD			
39	**Navigate to the Compensated Absences Query** • Verify three prompts are shown and have search link • Enter or Select your Business Unit • Search for the last Transaction Load Date • Enter Fiscal Year End Date = 06/30/2015 • Click the View Results button	Business Unit Transaction Load Date Fiscal Year End Date Verify results are returned			

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Step	Test Scenario	Expected Results	Status (Pass/Fail)	Comments	Tester Name
40	**Navigate to the Compare Job Rates query** • Verify three prompts are shown and have search link	Business Unit Fiscal Year End Date Comp Absence Report Date			
41	**Navigate to the Salary Data query** • Verify two prompts are shown and have search link	Business Unit Effective Date			
42	**Navigate to the Benefits Summary query** • Verify three prompts are shown and have search link	Business Unit From Date To Date			
	This is a reference view of tiled menus with both left and right navigations:				

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Step	Test Scenario	Expected Results	Status (Pass/Fail)	Comments	Tester Name

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ORACLE

Main Menu > BOR Menus >

📁 **BOR Payroll**

ADP Reporting Views and Maintenance Tables

BOR Payroll Processing ▶
BOR Payroll Interfaces ▶
BOR Payroll Reports ▶
Benefit Reconciliation ▶
Common Remitter ▶

📁 **BOR Payroll Processing**
BOR Payroll Processing
  Pay Dist Code Maintenance
  Fringe Reallocation Table
  Year End Payroll Accrual
    3 More...

📁 **BOR Payroll Interfaces**
BOR Payroll Interfaces
  Project and Dept Interface
  Payroll to GL
  Encumbrance Projection to GL

📁 **BOR Payroll Reports**
  Encumbrance Trans Listing
  Employee Paycheck
  Payroll YTD Summary
    7 More...

📁 **Benefit Reconciliation**
Benefit Reconciliation
  Benefit Accounting
  Retiree Benefit Accounting
  Supplemental PDR Accounting
    2 More...

📁 **Common Remitter**
This folder contains the processes to produce consolidated contribution files for remittances to retirement providers and TSAs.
  📁 Retirement
  📁 TSA

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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 PSFIN_Upgrade@usg.edu