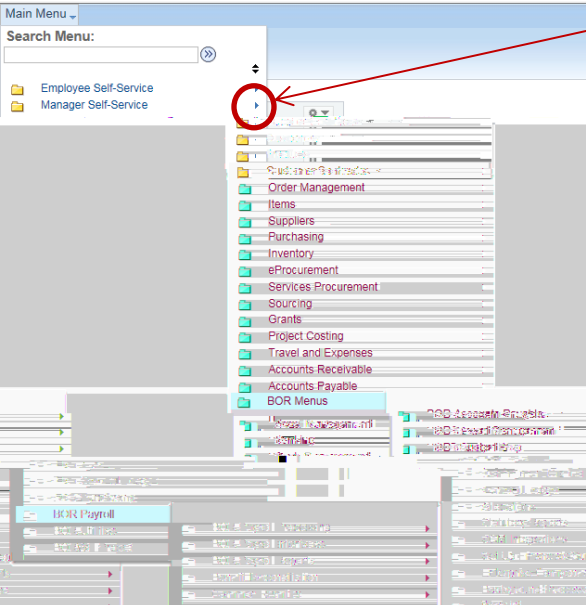


# USER ACCEPTANCE TESTING TASK LIST

1	<p><b>Verify menu navigation</b> BOR Menus, BOR Payroll</p> 	<p>User should have left drop down navigation.</p> <p>While clicking on the right arrow the menus should cascade/tile onto each other as shown.</p>			










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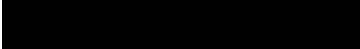




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06/30/2015  
Final Report Flag – DO NOT check  
Click the Save button  
Click Run  
Click OK







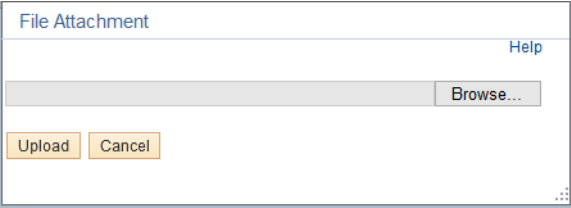
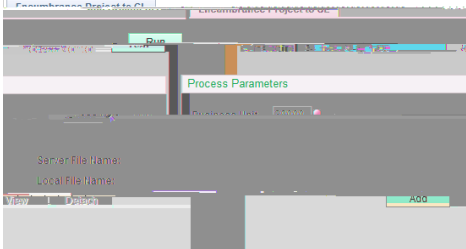


	a New Value	Third Party Purge Payroll processing parameter page.			
27	<b><u>Verify the BOR Payroll Interface folder contents</u></b>	There should be two processes shown.		View of the BOR Payroll Interfaces submenus.	

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 navigating to the QRC Payroll





	<p>Verify that the Business Unit search presents only your business unit and select.</p> <p>Click on the Add button. Verify that the File Attachment upload box is presented.</p>  <p>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.</p>	page.			
30	<b><u>Verify the BOR Payroll Reports folder contents</u></b>	There should be one subfolder "Audit" and nine reports shown.		View of the BOR Payroll Reports submenus.	





33	<b><u>Click on the ADP Audit Job Table menu</u></b> Verify prompts for run parameters	Business Unit From Date To Date Audit Action (Add, Delete, etc.) Action (Hire etc.) Change Amount <> 0			

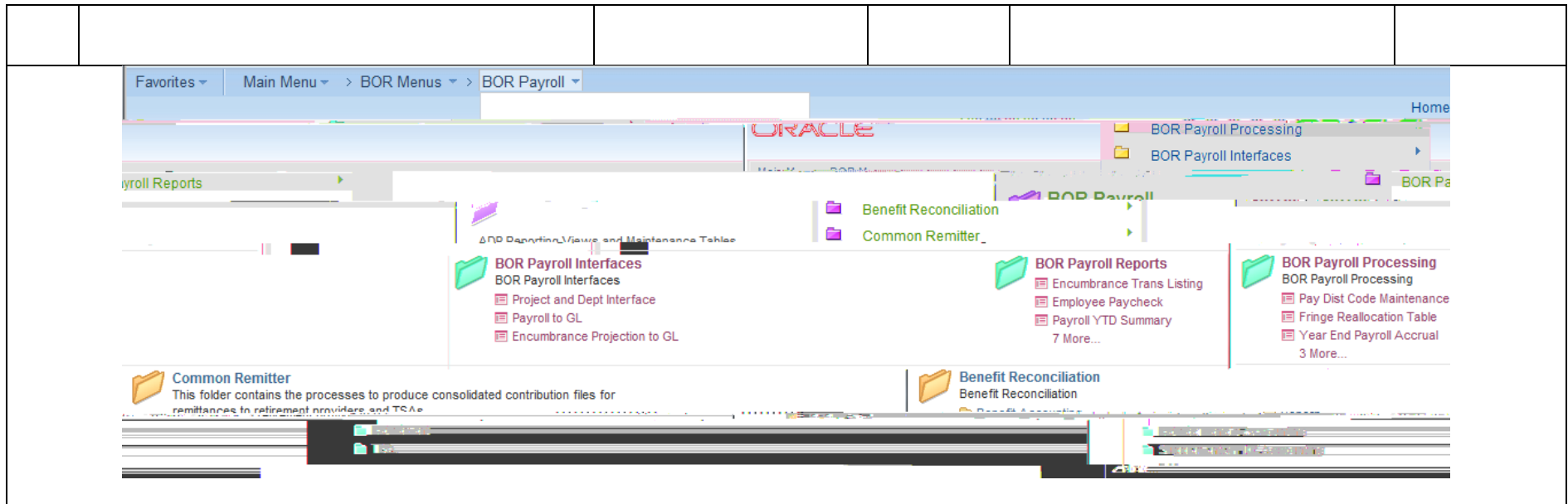
34 **Navigate to the Encumbrance Trans Listing**



	In the Report Option group box click the Some Employees radio button	Verify that an Empl ID search box is presented			
36	<b><u>Navigate to the Payroll YTD Summary report</u></b>  Verify three prompts are shown and have search link	Business Unit Begin Date End Date			
37	<b><u>Navigate to the Payroll Deduction Register query</u></b>  Verify four prompts are shown and have search link (except for Company)	Business Unit Company Begin Date End Date			
38	<b><u>Navigate to the Payroll register by Ded. Code query</u></b>  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	<b><u>Navigate to the Compensated Absences Query</u></b>  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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Name of UAT Participant (Print)

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Signature

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Date Completed

[PSFIN\\_Upgrade@usg.edu](mailto:PSFIN_Upgrade@usg.edu)