USER ACCEPTANCE TESTING TASK LIST

1	Verify menu navigation BOR Menus, BOR Payroll Main Menu: Search Menu: Image: Self-Service Manager Self-Service Manager Self-Service Suppliers Suppliers	User should have left drop down navigation. While clicking on the right arrow the menus should cascade/tile onto each other as shown.		

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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	<u>Verify the BOR Payroll Interface folder</u> <u>contents</u>	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 navigateïdhtinghpaQqିଠ Payroll		
Geor Peop	rgia PeopleSoft Financials v9.2 bleTools v8.53		UAT a	nd Sign off 3/2/2015

	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.	page.	Provensionana Region (ACL) Concerning Rained of logical and the CL Process Parameters Service File (tame: Local Rie (tame: Vypy) Process Parameters A00	
	Help Browse Upload Cancel			
	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.			
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.	

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

Navigate to the Encumbrance Trans Listing 34

	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 guery 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	

Favorites - Main Menu - BOR M	enus -> BOR Payroll -			Home
iyroll Reports			BOR Payroll I	Interfaces BOR Pa
	BDB Deporting Viewe and Maintenance Tables BOR Payroll Interfaces BOR Payroll Interfaces Project and Dept Interface Payroll to GL Encumbrance Projection to GL	Common Remitter_	R Payroll Reports Encumbrance Trans Listing Employee Paycheck Payroll YTD Summary 7 More	BOR Payroll Processing BOR Payroll Processing Pay Dist Code Maintenance Fringe Reallocation Table Year End Payroll Accrual 3 More
Common Remitter This folder contains the processes to prod remittances to relifement providers, and TS Text	ce consolidated contribution files for	Benefit Reconcilia	iliation tion	

Name of UAT Participant (Print)

Signature

Date Completed

PSFIN_Upgrade@usg.edu

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