



# USER ACCEPTANCE TESTING TASK LIST

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- 1 **Verify menu navigation**  
BOR Menus, BOR Payroll










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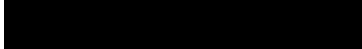




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06/30/2015  
Final Report Flag – DO NOT check  
Click the Save button  
Click Run  
Click OK







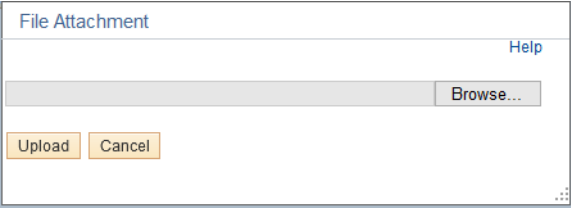
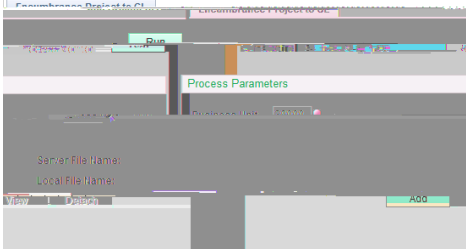


	a New Value	Third Party Purge Payroll processing parameter page.			
27	<b><u>Verify the BOR Payroll Interface folder contents</u></b>	There should be two processes shown.		View of the BOR Payroll Interfaces submenus.	

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			







The screenshot displays the Oracle PeopleSoft Financials interface. At the top, a navigation breadcrumb shows the path: **Favorites** > **Main Menu** > **BOR Menus** > **BOR Payroll**. The main content area is a tree view of folders and reports. The folders include:

- 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...
- 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 produce consolidated contribution files for remittances to retirement providers and TSA's
- Benefit Reconciliation**
  - Benefit Reconciliation

The interface also features a top navigation bar with the Oracle logo and a 'Home' button. The bottom of the screenshot shows a standard Windows taskbar with several open application windows.



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Name of UAT Participant (Print)

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Signature

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Date Completed

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