**UAT Form**

**Verification and Acceptance**

**Purpose:** The purpose of this User Acceptance Testing is to verify and accept the requested report as per Report Requirements Identification Form.

|  |  |
| --- | --- |
| **Report Name:** |  |
| **Report System Code:** |  |
| **Requester Department:** |  |
| **Delivered On:** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Please fill the following table with the list of fields in the report and their related/verified/Accepted status:** | | | | | |
| **SN** | **Field name** | **Related (Y/N)** | **Verified (Y/N)** | **Accepted (Y/N)** | **Comments** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Verified by:** | **Signature** | **Requested Date** |
| **Name:** |  |  |
| **Email:** | **Ext. #:** | |

|  |  |
| --- | --- |
| **SIS TEAM USE ONLY** | |
| Implemented On: |  |
| Received By: |  |