

Validation, UAT & Sign-off Pack

Purpose: Provide evidence that the Excel reporting pack has been validated, user-tested, and approved for release. This document can be used as a release record and as an audit-friendly checklist.

Project	Excel Reporting Pack(Sales + Finance + Decision Tools)	Version	Portfolio
Prepared By Analyst (role-based)		Date	_____

1) Validation Checks

Validation confirms that reported values are consistent, formulas are correct, and business rules are applied across monthly, quarterly, and yearly views (per customer and per market).

- Reconciliation: Revenue, COGS, and Target totals in the report match source extracts for the selected period.
- Mapping completeness: No unmapped Market or Customer values (or exceptions are documented).
- Time coverage: Monthly periods are complete and roll-ups to quarter/year sum correctly.
- Target vs Actual: Variance % formula is correct; Target = 0 is handled (displayed as N/A).
- P&L, logic: Gross Profit and margin metrics are calculated from aggregated totals (not averaged).
- Business rule: Inter-company transfers are excluded consistently across all P&L, views.
- Scenario tool: Price floor and minimum margin rules trigger correctly, approval tier routing is correct.
- Refresh: Refresh process completes successfully and updates all report pages without errors.

2) UAT test cases

User Acceptance Testing (UAT) verifies that the report pack works as intended for business users and supports common decision scenarios.

Test Case	Steps	Expected result	Result	Status
Target vs Actual Fileters	Select Market + Month	All KPIs/charts update consistently	_____	Pass/Fail
Quarter & Year roll-up	Switch Month -> Quarter/Year	Totals equal sum of months, no missing periods	_____	Pass/Fail

P&L, exclusions	Use a period containing transfers	Inter-company transfers excluded from revenue	-----	Pass/Fail
Discount routing	Set discount to 15%	Tier 2 approval required, margin impact visible	-----	Pass/Fail
Priority matrix ranking	Adjust effort/impact inputs	Quadrant placement and rank update correctly	-----	Pass/Fail

3) Sign-off And Release Decision

Sign-off is recorded at role level. For portfolio purposes, sign-off can be simulated using roles (no real names or company identifiers).

Role	Scope of review	Decision	Comments/Actions
Sales Manager	Target vs Actual report, discount scenario tool	Approved / Changes	----- -----
Finance Controller	P&L; logic, exclusions, reconciliation	Approved / Changes	----- -----
Executive Sponsor	Overall pack readiness and release decision	Approved / Changes	----- -----