

Contents

UAT CHECKLIST - KOPERASI KARYAWAN SKF	1
Tracking Information	1
How to Use This Checklist	1
MODULE 0: AUTHENTICATION & SECURITY	2
MODULE 1: DASHBOARD	3
MODULE 2: KEUANGAN (FINANCE)	3
2.1 Simpanan	3
2.2 Pinjaman	4
2.3 Simulasi Pinjaman	5
2.4 Angsuran Pinjaman	5
2.5 Penarikan Simpanan	6
2.6 SHU	6
MODULE 3: KOPERASI MART	7
3.1 POS (Point of Sale)	7
3.2 Sales & Reports	8
3.3 Product Management	8
3.4 Inventory	9
3.5 Purchasing	9
3.6 Expenses & Others	10
MODULE 4: BELANJA (MEMBER SHOPPING)	11
MODULE 5: LAPORAN & INFORMASI	11
MODULE 6: KEPENGURUSAN	12
MODULE 7: ADMINISTRASI	14
CROSS-FUNCTIONAL & INTEGRATION	16
OVERALL UAT SUMMARY	16
Progress by Priority	16
Progress by Module	17
BUG SUMMARY	17
GO/NO-GO DECISION CRITERIA	17
Exit Criteria Checklist:	17
Recommendation:	18
SIGN-OFF	18
UAT Team Sign-off:	18
Stakeholder Sign-off:	18

UAT CHECKLIST - KOPERASI KARYAWAN SKF

Tracking Information

UAT Period: //_____ to //_____

Version Under Test: 2.0.0

Last Updated: 17 January 2026

Overall Progress: _____%

How to Use This Checklist

1. **Mark status** for each item: Pass | Fail | Blocked | Skipped
2. **Record tester** name & date
3. **Link bug ID** if test failed
4. **Add notes** for important findings

Legend: - **Pass** - Feature working as expected - **Fail** - Bug found, reported - **Blocked** - Can't test (dependency issue) - **Skipped** - Not in scope for this UAT - **Re-test** - Bug fixed, need verification

MODULE 0: AUTHENTICATION & SECURITY

#	Feature	Test Case	Priority	Status	Tester	Date	Bug ID	Notes
1	Login	Valid credentials	P0					
2	Login	Invalid password	P0					
3	Login	Account locked after 5 failed attempts	P1					
4	Password	Reset via email	P1					
5	Password	Change password	P2					
6	Session	Auto-logout after timeout	P2					
7	Session	Remember me function	P3					
8	RBAC	Admin access control	P0					
9	RBAC	Pengurus access control	P0					
10	RBAC	Manager Toko access control	P1					
11	RBAC	Anggota access control	P1					
12	Security	SQL injection prevention	P0					
13	Security	XSS prevention	P0					
14	Security	CSRF protection	P0					

Module 0 Summary: - **Total:** 14 items - **Passed:** ____ | **Failed:** ____ | **Blocked:** ____ | **Skipped:** -

Pass Rate: %

MODULE 1: DASHBOARD

#	Feature	Test Case	Priority	Status	Tester	Date	Bug ID	Notes
15	Dashboard	Page load < 3 seconds	P0					
16	Dashboard	Total members count accurate	P0					
17	Dashboard	Total sim-panan amount	P0					
18	Dashboard	Total pinjaman outstanding	P0					
19	Dashboard	Today's transactions count	P1					
20	Dashboard	Charts & graphs render	P1					
21	Dashboard	Quick access cards functional	P2					
22	Dashboard	Notifications display	P1					
23	Dashboard	Real-time data refresh	P2					
24	Dashboard	Mobile responsive	P1					

Module 1 Summary: - **Total:** 10 items - **Passed:** ____ | **Failed:** ____ | **Blocked:** ____ | **Skipped:** -
Pass Rate: %

MODULE 2: KEUANGAN (FINANCE)

2.1 Simpanan

#	Feature	Test Case	Priority	Status	Tester	Date	Bug ID	Notes
25	Simpanan	View balance (Pokok, Wajib, Sukarela)	P0					
26	Simpanan	Transaction history display	P0					
27	Simpanan	Filter by date range	P1					
28	Simpanan	Export to Excel	P1					
29	Simpanan	Export to PDF	P1					
30	Simpanan	Deposit recording (Admin)	P0					
31	Simpanan	Balance calculation accuracy	P0					

2.2 Pinjaman

#	Feature	Test Case	Priority	Status	Tester	Date	Bug ID	Notes
32	Pinjaman	Submit loan application	P0					
33	Pinjaman	Digital signature capture	P0					
34	Pinjaman	Form validation	P0					
35	Pinjaman	Email notification (submit)	P1					
36	Pinjaman	Approve loan (Penguin)	P0					
37	Pinjaman	Reject loan with reason	P1					
38	Pinjaman	Email notification (approval)	P1					

#	Feature	Test Case	Priority	Status	Tester	Date	Bug ID	Notes
39	Pinjaman	View loan status (Member)	P0					
40	Pinjaman	Payment schedule display	P0					
41	Pinjaman	Eligibility check (no active loan)	P0					

2.3 Simulasi Pinjaman

#	Feature	Test Case	Priority	Status	Tester	Date	Bug ID	Notes
42	Simulasi	Calculate Flat interest	P0					
43	Simulasi	Calculate Efektif interest	P0					
44	Simulasi	Calculate Anuitas	P0					
45	Simulasi	Amortization table display	P1					
46	Simulasi	Export to PDF	P1					
47	Simulasi	Calculation accuracy	P0					

2.4 Angsuran Pinjaman

#	Feature	Test Case	Priority	Status	Tester	Date	Bug ID	Notes
48	Angsuran	Record payment (Admin)	P0					
49	Angsuran	Generate receipt PDF	P1					
50	Angsuran	Update loan balance	P0					
51	Angsuran	Overdue detection	P0					

#	Feature	Test Case	Priority	Status	Tester	Date	Bug ID	Notes
52	Angsuran	Penalty calculation	P1					
53	Angsuran	Reminder notification (H-3)	P1					
54	Angsuran	Payment history tracking	P1					

2.5 Penarikan Simpanan

#	Feature	Test Case	Priority	Status	Tester	Date	Bug ID	Notes
55	Penarikan	Submit with-drawal request	P1					
56	Penarikan	Amount validation (available)	P0					
57	Penarikan	Multi-level approval workflow	P1					
58	Penarikan	Email notification each status	P1					
59	Penarikan	Balance update after completion	P0					
60	Penarikan	Request cancellation	P2					

2.6 SHU

#	Feature	Test Case	Priority	Status	Tester	Date	Bug ID	Notes
61	SHU	Setup period settings	P0					

#	Feature	Test Case	Priority	Status	Tester	Date	Bug ID	Notes
62	SHU	Auto-calculation (Jasa Modal)	P0					
63	SHU	Auto-calculation (Jasa Usaha)	P0					
64	SHU	Distribution accuracy	P0					
65	SHU	Generate SHU slip with QR	P0					
66	SHU	QR code verification	P1					
67	SHU	Export distribution list	P1					

Module 2 Summary: - **Total:** 43 items - **Passed:** ____ | **Failed:** ____ | **Blocked:** ____ | **Skipped:** - **Pass Rate:** %

MODULE 3: KOPERASI MART

3.1 POS (Point of Sale)

#	Feature	Test Case	Priority	Status	Tester	Date	Bug ID	Notes
68	POS	Barcode scan product	P0					
69	POS	Manual product search	P0					
70	POS	Add to cart	P0					
71	POS	Adjust quantity	P0					
72	POS	Calculate total	P0					
73	POS	Member QR scan	P0					
74	POS	Payment - Tunai	P0					
75	POS	Payment - Kredit Member	P0					

#	Feature	Test Case	Priority	Status	Tester	Date	Bug ID	Notes
76	POS	Payment - E-wallet (Mid-trans)	P1					
77	POS	Stock decrease after transaction	P0					
78	POS	Generate digital receipt	P0					
79	POS	Print receipt	P1					
80	POS	Transaction number generation	P0					

3.2 Sales & Reports

#	Feature	Test Case	Priority	Status	Tester	Date	Bug ID	Notes
81	Sales History	View all transactions	P1					
82	Sales History	Filter by date	P1					
83	Sales History	Filter by kasir	P2					
84	Sales History	Filter by payment method	P2					
85	Sales History	Export to Excel	P1					
86	Credit Report	Outstanding credit per member	P1					
87	Credit Report	Aging analysis	P1					
88	Credit Report	Export for payroll	P1					

3.3 Product Management

#	Feature	Test Case	Priority	Status	Tester	Date	Bug ID	Notes
89	Product	Add new product	P1					
90	Product	Edit product	P1					
91	Product	Delete product	P2					
92	Product	Upload image	P1					
93	Product	Barcode unique validation	P0					
94	Product	Category assignment	P1					
95	Category	Add category	P1					
96	Category	Edit category	P2					

3.4 Inventory

#	Feature	Test Case	Priority	Status	Tester	Date	Bug ID	Notes
97	Low Stock	Alert notification	P1					
98	Low Stock	Badge on menu	P2					
99	Stock Opname	Physical count entry	P1					
100	Stock Opname	Variance calculation	P0					
101	Stock Opname	Stock adjustment	P0					
102	Stock Opname	Journal entry creation	P1					
103	Stock Opname	Audit log	P1					

3.5 Purchasing

#	Feature	Test Case	Priority	Status	Tester	Date	Bug ID	Notes
104	Supplier	Add supplier	P1					

#	Feature	Test Case	Priority	Status	Tester	Date	Bug ID	Notes
105	Supplier	Edit supplier	P2					
106	Purchase	Create PO	P1					
107	Purchase	PO number generation	P1					
108	Purchase	Print PO	P1					
109	Purchase	Receive goods (GRN)	P0					
110	Purchase	Stock update after GRN	P0					
111	Purchase	Hutang dagang creation	P1					

3.6 Expenses & Others

#	Feature	Test Case	Priority	Status	Tester	Date	Bug ID	Notes
112	Expense	Record expense	P1					
113	Expense	Upload receipt	P1					
114	Expense	Approve expense	P1					
115	Expense	Journal entry	P1					
116	Consignment	Record inbound	P2					
117	Consignment	Settlement calculation	P2					
118	Voucher	Create voucher	P2					
119	Voucher	Redeem voucher at POS	P2					
120	Voucher	Usage tracking	P2					

Module 3 Summary: - **Total:** 53 items - **Passed:** ____ | **Failed:** ____ | **Blocked:** ____ | **Skipped:** - **Pass Rate:** %

MODULE 4: BELANJA (MEMBER SHOPPING)

#	Feature	Test Case	Priority	Status	Tester	Date	Bug ID	Notes
121	Katalog	Browse all products	P2					
122	Katalog	Category filter	P2					
123	Katalog	Search product	P1					
124	Katalog	Price filter	P2					
125	Katalog	Product detail view	P2					
126	Katalog	Pre-order out-of-stock	P3					
127	Riwayat	View personal transaction	P1					
128	Riwayat	Download digital receipt	P1					
129	Riwayat	Check credit balance	P1					

Module 4 Summary: - **Total:** 9 items - **Passed:** ____ | **Failed:** ____ | **Blocked:** ____ | **Skipped:** - **Pass Rate:** %

MODULE 5: LAPORAN & INFORMASI

#	Feature	Test Case	Priority	Status	Tester	Date	Bug ID	Notes
130	Reports	Generate Balance Sheet	P1					
131	Reports	Generate Income Statement	P1					
132	Reports	Generate Cash Flow	P1					
133	Reports	Sales report	P1					

#	Feature	Test Case	Priority	Status	Tester	Date	Bug ID	Notes
134	Reports	Member report	P2					
135	Reports	Export Excel	P1					
136	Reports	Export PDF	P1					
137	Announcement	Create announcement	P1					
138	Announcement	Broadcast email	P1					
139	Announcement	Read marking	P2					
140	AD/ART	Upload document	P2					
141	AD/ART	Download document	P2					
142	UAT	Submit bug report	P1					
143	UAT	Submit feature request	P2					
144	UAT	Track status	P2					
145	Polling	Create poll	P2					
146	Polling	Vote	P2					
147	Polling	View results	P2					
148	Aspirasi	Submit feedback	P2					
149	Aspirasi	Admin response	P2					
150	Aspirasi	Status tracking	P2					

Module 5 Summary: - **Total:** 21 items - **Passed:** ____ | **Failed:** ____ | **Blocked:** ____ | **Skipped:** -
Pass Rate: %

MODULE 6: KEPENGURUSAN

#	Feature	Test Case	Priority	Status	Tester	Date	Bug ID	Notes
151	Members	Add new member	P0					
152	Members	Edit member	P1					
153	Members	Upload photo	P1					
154	Members	Generate member card	P0					
155	Members	QR code functional	P0					
156	Members	Bulk import Excel	P1					
157	Members	Change status	P1					
158	Asset	Add asset	P2					
159	Asset	Edit asset	P2					
160	Asset	Depreciation calculation	P2					
161	Meeting	Create notulen	P2					
162	Meeting	Upload attachments	P2					
163	Meeting	Export PDF	P2					
164	Pengurus	Add pengurus	P2					
165	Pengurus	Period tracking	P2					
166	Pengurus	Expiry alert	P2					
167	Documents	Select template	P0					
168	Documents	Fill place-holders	P0					
169	Documents	Auto numbering	P0					
170	Documents	Generate PDF	P0					
171	Documents	QR verification	P0					
172	Documents	Archive management	P1					

#	Feature	Test Case	Priority	Status	Tester	Date	Bug ID	Notes
173	Documents	Edit & regenerate	P1					
174	Journal	Manual entry	P1					
175	Journal	Debit = Credit validation	P0					
176	Journal	Posting	P1					
177	Rekon Bank	Import Excel	P1					
178	Rekon Bank	Auto-matching	P1					
179	Rekon Bank	Manual matching	P1					
180	Rekon Bank	Generate report	P1					

Module 6 Summary: - **Total:** 30 items - **Passed:** ____ | **Failed:** ____ | **Blocked:** ____ | **Skipped:** - **Pass Rate:** %

MODULE 7: ADMINISTRASI

#	Feature	Test Case	Priority	Status	Tester	Date	Bug ID	Notes
181	Master Data	Add COA	P1					
182	Master Data	Edit COA	P1					
183	Master Data	Add department	P2					
184	Master Data	Add position	P2					
185	Import	Member bulk upload	P1					
186	Import	Product bulk upload	P1					
187	Import	Template download	P1					
188	Import	Validation & error reporting	P1					
189	Roles	Create custom role	P1					

#	Feature	Test Case	Priority	Status	Tester	Date	Bug ID	Notes
190	Roles	Assign permissions	P1					
191	Roles	Assign user to role	P1					
192	Roles	Permission enforcement	P0					
193	Settings	Update koperasi name	P1					
194	Settings	Upload logo	P1					
195	Settings	Change interest rate	P1					
196	Settings	Email configuration	P1					
197	Settings	WhatsApp configuration	P1					
198	Backup	Manual backup	P0					
199	Backup	Scheduled backup (verify cron)	P1					
200	Backup	Download backup	P1					
201	Backup	Restore from backup	P0					
202	Audit Log	Activity tracking	P1					
203	Audit Log	Filter & search	P2					
204	Audit Log	Export	P2					
205	Payment GW	Midtrans test connection	P1					
206	Payment GW	Payment callback	P0					

Module 7 Summary: - **Total:** 26 items - **Passed:** ____ | **Failed:** ____ | **Blocked:** ____ | **Skipped:** ____ - **Pass Rate:** %

CROSS-FUNCTIONAL & INTEGRATION

#	Category	Test Case	Priority	Status	Tester	Date	Bug ID	Notes
207	Workflow	New member onboarding E2E	P0					
208	Workflow	RAT preparation E2E	P0					
209	Performance	10 concurrent users	P1					
210	Performance	Page load < 3s	P1					
211	Performance	Large report export	P2					
212	Integration	Email sending	P0					
213	Integration	WhatsApp notification	P1					
214	Integration	Midtrans payment	P0					
215	UI	Responsive - Desktop	P0					
216	UI	Responsive - Tablet	P1					
217	UI	Responsive - Mobile	P1					
218	Browser	Chrome compatibility	P0					
219	Browser	Edge compatibility	P1					
220	Browser	Firefox compatibility	P2					

Cross-functional Summary: - Total: 14 items - Passed: ____ | Failed: ____ | Blocked: ____ | Skipped: ____ - *Pass Rate:* %

OVERALL UAT SUMMARY

Progress by Priority

Priority	Total	Passed	Failed	Blocked	Skipped	Pass %
P0 (Critical)	_____	_____	_____	_____	_____	_____%
P1 (High)	_____	_____	_____	_____	_____	_____%
P2 (Medium)	_____	_____	_____	_____	_____	_____%
P3 (Low)	_____	_____	_____	_____	_____	_____%
TOTAL	220	_____	_____	_____	_____	_____%

Progress by Module

Module	Items	Completed	% Progress	Status
0. Authentication	14	_____	_____%	
1. Dashboard	10	_____	_____%	
2. Keuangan	43	_____	_____%	
3. Koperasi Mart	53	_____	_____%	
4. Belanja	9	_____	_____%	
5. Laporan & Informasi	21	_____	_____%	
6. Kepengurusan	30	_____	_____%	
7. Administrasi	26	_____	_____%	
8. Cross-functional	14	_____	_____%	
TOTAL	220	_____	_____%	

Legend: < 50% | 50-89% | 90-100%

BUG SUMMARY

Severity	Open	Fixed	Verified	Closed	Deferred
Critical	_____	_____	_____	_____	_____
High	_____	_____	_____	_____	_____
Medium	_____	_____	_____	_____	_____
Low	_____	_____	_____	_____	_____
TOTAL	_____	_____	_____	_____	_____

Critical Bugs: [List BUG-XXX here if any]

Blockers: [List any P0 bugs blocking progress]

GO/NO-GO DECISION CRITERIA

Exit Criteria Checklist:

- ☐ **Test Execution:** 95% scenarios executed
- ☐ **Pass Rate:** 90% overall
- ☐ **Critical Bugs:** 0 open
- ☐ **High Bugs:** < 3 open (with mitigation plan)
- ☐ **Performance:** Page load < 3s

- ☐ **Security:** No security vulnerabilities found
- ☐ **Integration:** All external APIs working
- ☐ **User Training:** Completed
- ☐ **Documentation:** Updated
- ☐ **Backup & Rollback:** Plan ready

Recommendation:

- ☐ **GO** - Ready for Production
- ☐ **NO-GO** - Need more testing

Reason (if NO-GO): _____

SIGN-OFF

UAT Team Sign-off:

Name	Role	Signature	Date
_____	QA Lead	_____	//_____
_____	Testing Team Lead	_____	//_____

Stakeholder Sign-off:

Name	Role	Signature	Date
_____	Business Owner	_____	//_____
_____	Development Lead	_____	//_____
_____	Project Manager	_____	//_____
_____	Sponsor (Ketua)	_____	//_____

Document Version: 1.0

Contact: qa@kopkarskf.com

Last Updated: 17 January 2026