

# Functional Acceptance Criteria Document

## ERP Deployment Project

### Document Version

### Date

### Prepared by

### Approved by

## 1. Purpose

This document defines the functional acceptance criteria for the successful deployment of the ERP system. It forms the basis for system validation, user testing, and final acceptance.

## 2. Scope

The acceptance criteria outlined herein apply to all key functional modules and processes implemented as part of the ERP deployment project.

## 3. Acceptance Criteria Summary

#	Module / Functionality	Acceptance Criteria	Test Method	Status
1	Finance & Accounting	<ul style="list-style-type: none"><li>Ledger entry creation, modification, and reporting work as specified.</li><li>Automated invoice generation and reconciliation process completes without errors.</li><li>Role-based access implemented for all finance users.</li></ul>	System Test / UAT	
2	Procurement	<ul style="list-style-type: none"><li>Purchase requisition and order workflows are functional.</li><li>Supplier onboarding and evaluation forms operate as required.</li><li>Approval matrix is applied correctly.</li></ul>	UAT	
3	Inventory Management	<ul style="list-style-type: none"><li>Stock updates reflect in real-time across system.</li><li>Physical vs. system reconciliation report can be generated.</li><li>Alerts and thresholds for low stock levels function as expected.</li></ul>	System Test	
4	Human Resources	<ul style="list-style-type: none"><li>Employee data import and updates work without data loss.</li><li>Leave application and approval workflow is functional.</li><li>Payslips are generated as per payroll cycle.</li></ul>	UAT	
5	Reporting & Dashboards	<ul style="list-style-type: none"><li>Core reports (Financial, Inventory, HR) are accessible by authorized users.</li><li>Dashboards update with latest data per refresh cycle.</li></ul>	System Test	

## 4. Sign-Off

Name	Role	Signature	Date

