

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

4. Sign-Off

Name	Role	Signature	Date

