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| SAP09 | **SAP FND TESTING SIGN OFF** | whitebacklogo |

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| Save completed form with the following text as file name:  **CMRXXXX – Brief description of call** (word doc)  on the G:\FND > FUG > CMR WORKINGS  When the call is signed off on SAP, finance super user to attach **signed** SAP09 (PDF) to CMR call as proof of testing. This is important for audit purposes.  http://web.uct.ac.za/depts/finance/images/note.gif  Please attach sample of **relevant** screen shots / print outs to describe the call and also evidence of the call being resolved. | **CMR #** |  |
| **CMR area** |  |
|  |  |

**Section 1: Call description** *(To be completed in full by Finance Super User)*

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| --- | --- |
| **Business requirements** - Provide a short description of the request and attach screen shots/printouts of the request. | |
|  | |
| Attached are copies of the screen shots / print outs | |
| **Requestor** (Name) |  |
| **Date of request** |  |

**Section 2: Tester’s Results** *(To be completed when positive and negative testing has been successful)*

|  |  |
| --- | --- |
| **Testing confirmation -** Provide a short description of the testing and attach screen shots/printouts if applicable. | |
|  | |
| Attached are copies of the screen shots / print outs | |
| **Tester** (Name) |  |
| **Date testing completed** |  |
| **Tester signature** |  |

**Section 3: CMR signed off > PRD client to be updated**

|  |  |
| --- | --- |
| **Finance Super User** (Name) |  |
| **Date of CMR sign off** |  |
| **Finance Super User signature** |  |