

## User Acceptance Testing Notification

**Subject: Invitation to [Insert Project] User Acceptance Testing**

Dear [Employee's Name],

We are pleased to inform you that **you have been selected to participate in User Acceptance Testing (UAT) for the upcoming implementation of Adobe Workfront**, which will replace our current SAP system for Finance. Your role in this phase is crucial for ensuring a seamless transition and effective deployment of the new system.

### 1. Integration Overview:

- Adobe Workfront will integrate with several third-party tools including D365, Microsoft, and QuickBooks. These integrations will enhance our workflow by streamlining data transfer and improving overall efficiency.

### 2. Key Differences:

- **From SAP to Workfront:** Unlike SAP, which focuses on traditional ERP functionalities, Adobe Workfront offers a more user-friendly, project-centric approach. Expect changes in how tasks are tracked, reports are generated, and workflows are managed. Workfront's interface supports real-time project management, facilitating better collaboration and visibility into financial planning processes.

### 3. Go-Live Date:

- The integration with Adobe Workfront is scheduled to go live on [Go-Live Date]. Your involvement in UAT is critical to ensure that the system meets our needs and performs as expected.

### 4. Importance of Your Participation:

- **Role in UAT:** Your participation in UAT will help validate the system's functionality, identify potential issues, and ensure that the solution aligns with our financial planning requirements. Your feedback will directly impact the project's success and the system's effectiveness in supporting our finance operations.

### 5. Training and Learning:

- **Required Training:** You will receive comprehensive training on Adobe Workfront and its integrations. Training will cover new features, process changes, and how to leverage third-party tool integrations. You will also have access to user guides and support materials to assist you throughout the UAT process.

### Why This Matters:

- **Project Gains:** Your insights will be invaluable in refining the system, improving its usability, and ensuring it meets our business needs. Effective UAT will contribute to a smoother transition and better overall performance post-implementation.

We appreciate your commitment and expertise in this important phase of the project. Please confirm your participation and look out for further details on the training schedule.

Thank you for your contribution to making this transition a success.

Best regards,

[Your Name]  
[Your Position]  
[Your Company]  
[Contact Information]