



Test History


Date	Tester	Pass/Fail	Notes

Time to Test

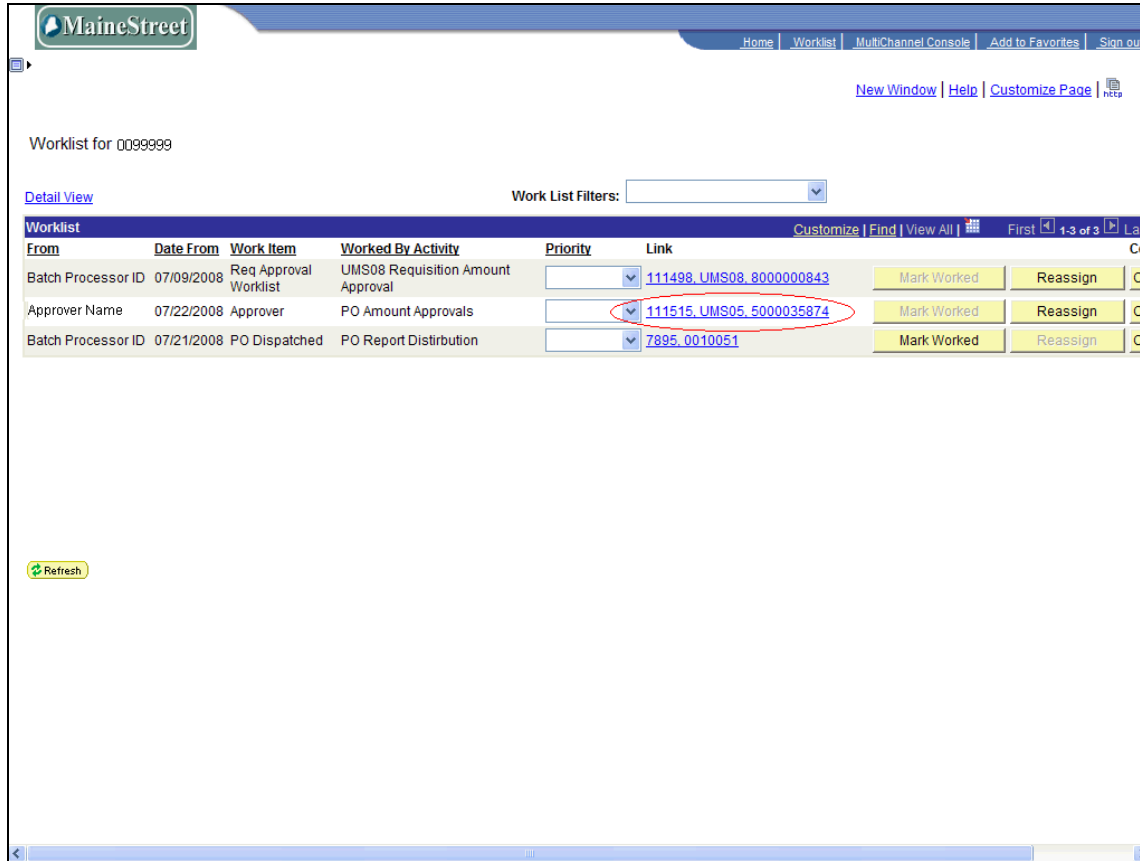
Estimated Time	
Actual Time	

Test Setup

Navigation

Step	Action	Input	Expected Results	Pass	Fail
1.	From the Financials navigation bar, click the Worklist link to open your Worklist page. 				

Test Procedure



Step	Action	Input	Expected Results	Pass	Fail
2.	<p>On your Worklist page, in the Worked By Activity column, look for PO Amount Approvals items.</p> <p>Click on the link for the item in the Link column to open the Purchase Order Amount Approval page.</p>				



Test Document

Approving & Denying PO Amounts

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Purchase Order Amount Approval

Unit: UMS05 PO ID: 5000035874 Vendor: 0000000011

*Approval Action: Approval Status: In Process

Comment

PO Amount

Buyer: Buyer Name

PO Reference:

PO Date: 07/22/2008

Merchandise Total Amount: 60,000.00 USD Merchandise Total Base: 60,000.00 USD

PO Total Value: 60,000.00 PO Total Base: 60,000.00

Lines Customize | Find | View All | First | 1 of 1 | Last

Line	Sched	UOM	PO Qty	Amount	Currency	Base Amt	Base Currency	Description
1	1	EA	1.0000	60000.00	USD	60000.00	USD	test

Distributions/ChartFields Customize | Find | View All | First | 1 of 1 | Last

Line	Sched	Distrib	Status	Distrib by	Qty	Amount	GL Unit	Dept	Account	Class	Fund	Program	Project	Oper Unit
1	1	1	Open	Qty	1.0000	60000.000	UMS05	5745100	61000		00			

Step	Action	Input	Expected Results	Pass	Fail
3.	Use the Purchase Order Amount Approval page to view details and approve amounts for purchase orders that require your approval. The amounts that appear are the amounts that you are approving. You can change these values on the Purchase Order and Schedules pages.				

Test Document

Approving & Denying PO Amounts



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Purchase Order Amount Approval

Unit: UMS05 PO ID: 5000035874 Vendor: 0000000011

*Approval Action: Approve Approval Status: In Process

Comment

PO Amount

Buyer: Buyer Name

PO Reference:

PO Date: 07/22/2008

Merchandise Total Amount: 60,000.00 USD Merchandise Total Base: 60,000.00 USD

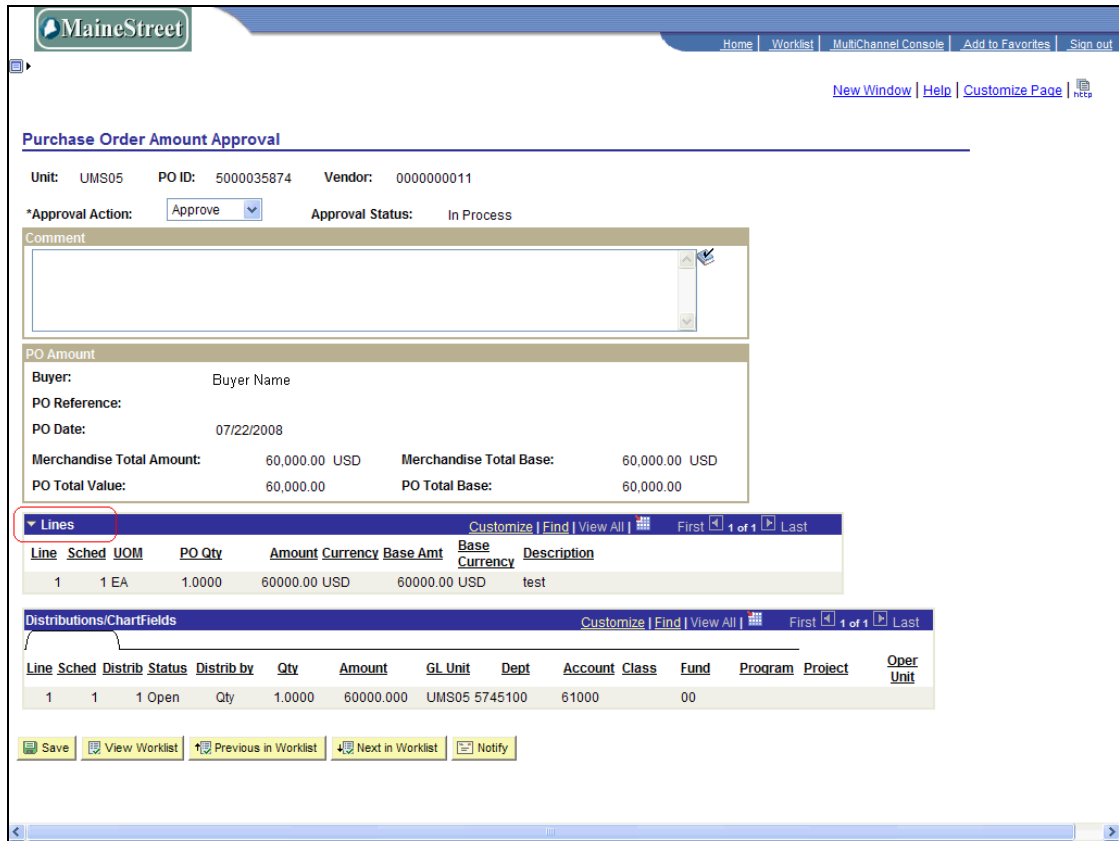
PO Total Value: 60,000.00 PO Total Base: 60,000.00


Line	Sched	UOM	PO Qty	Amount	Currency	Base Amt	Base Currency	Description
1	1	EA	1.0000	60000.00	USD	60000.00	USD	test

Line	Sched	Distrib	Status	Distrib by	Qty	Amount	GL Unit	Dept	Account	Class	Fund	Program	Project	Oper Unit
1	1	1	Open	Qty	1.0000	60000.000	UMS05	5745100	61000		00			

Save View Worklist Previous in Worklist Next in Worklist Notify

Step	Action	Input	Expected Results	Pass	Fail
4.	<p>In the PO Amount section of the page, the Buyer's name and the PO Date displays along with the following information:</p> <p>Merchandise Total Amount - displays the quantity of items multiplied by the unit price in the purchase order currency.</p> <p>Merchandise Total Base - displays the quantity of items multiplied by the unit price in the base currency for the business unit.</p> <p>PO Total Value - displays the merchandise total amount plus taxes, freight, and miscellaneous charges in the purchase order currency.</p> <p>PO Total Base - displays the merchandise total amount plus taxes, freight, and miscellaneous charges in the base currency for the business unit.</p>				



Step	Action	Input	Expected Results	Pass	Fail
5.	Click the <i>Expand Lines</i> button to expand the Lines section. 				

Test Document

Approving & Denying PO Amounts



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Purchase Order Amount Approval

Unit: UMS05 PO ID: 5000035874 Vendor: 0000000011

*Approval Action: Approval Status: In Process

Comment

PO Amount

Buyer: Buyer Name

PO Reference:

PO Date: 07/22/2008

Merchandise Total Amount: 60,000.00 USD Merchandise Total Base: 60,000.00 USD

PO Total Value: 60,000.00 PO Total Base: 60,000.00

Lines Customize | Find | View All | First 1 of 1 Last

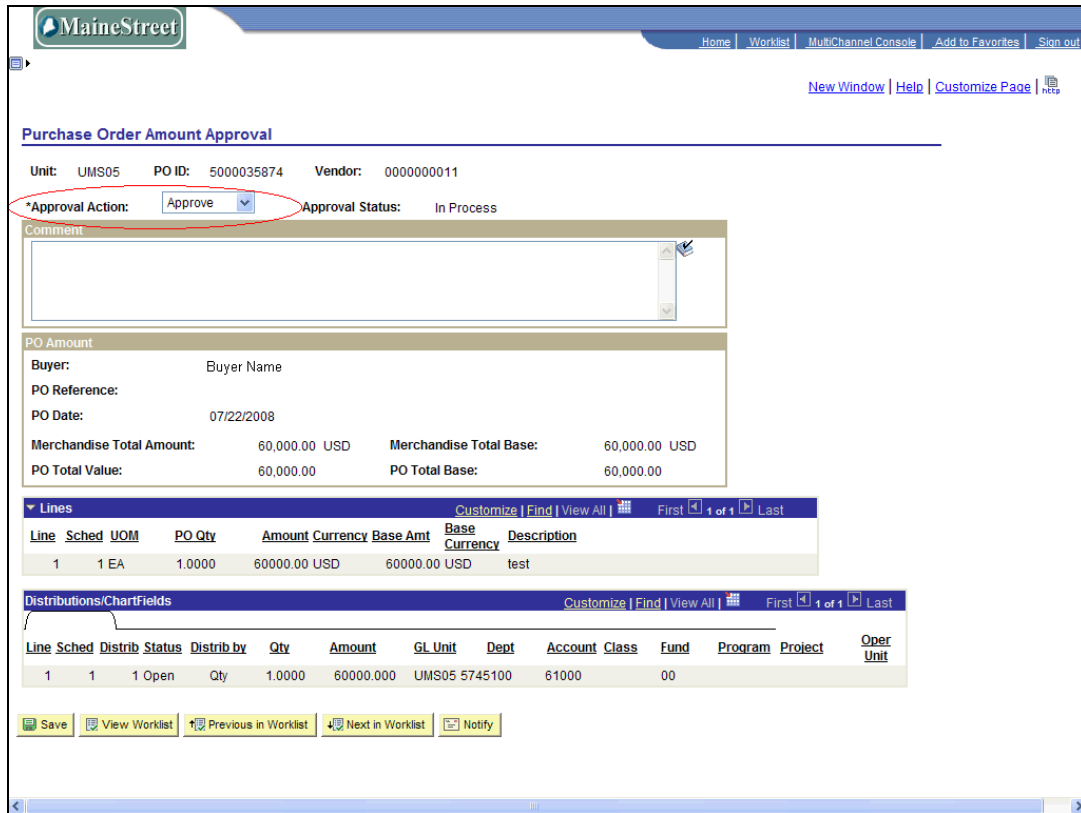
Line	Sched	UOM	PO Qty	Amount	Currency	Base Amt	Base Currency	Description
1	1	EA	1.0000	60000.00	USD	60000.00	USD	test

Distributions/ChartFields Customize | Find | View All | First 1 of 1 Last

Line	Sched	Distrib	Status	Distrib by	Qty	Amount	GL Unit	Dept	Account	Class	Fund	Program	Project	Oper Unit
1	1	1	Open	Qty	1.0000	60000.000	UMS05	5745100	61000		00			

Save View Worklist Previous in Worklist Next in Worklist Notify

Step	Action	Input	Expected Results	Pass	Fail
6.	<p>You can view line detail information for the PO in the <i>Lines</i> section.</p> <p>The <i>Distributions/ChartFields</i> section displays account information for the PO.</p>				



Purchase Order Amount Approval

Unit: UMS05 PO ID: 5000035874 Vendor: 0000000011

*Approval Action: **Approve** Approval Status: In Process

Comment

PO Amount

Buyer: Buyer Name

PO Reference:

PO Date: 07/22/2008

Merchandise Total Amount: 60,000.00 USD Merchandise Total Base: 60,000.00 USD

PO Total Value: 60,000.00 PO Total Base: 60,000.00

Line	Sched	UOM	PO Qty	Amount	Currency	Base Amt	Base Currency	Description
1	1	EA	1.0000	60000.00	USD	60000.00	USD	test

Line	Sched	Distrib	Status	Distrib by	Qty	Amount	GL Unit	Dept	Account	Class	Fund	Program	Project	Oper Unit
1	1	1	Open	Qty	1.0000	60000.0000	UMS05	5745100	61000		00			

Step	Action	Input	Expected Results	Pass	Fail
7.	Click the Approval Action drop-down arrow.				

Test Document

Approving & Denying PO Amounts



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Purchase Order Amount Approval

Unit: UMS05 PO ID: 5000035874 Vendor: 0000000011

*Approval Action: Approval Status: In Process

Comment

PO Amount

Buyer: Buyer Name

PO Reference:

PO Date: 07/22/2008

Merchandise Total Amount: 60,000.00 USD Merchandise Total Base: 60,000.00 USD

PO Total Value: 60,000.00 PO Total Base: 60,000.00

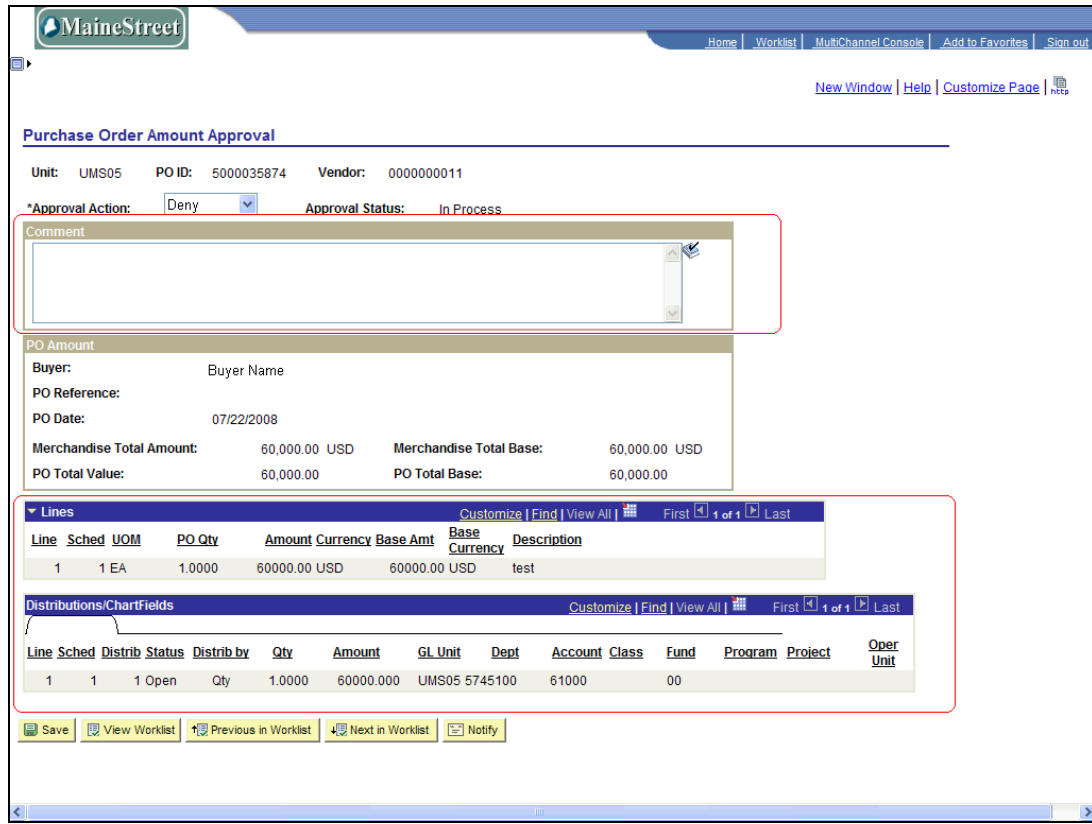
Lines Customize | Find | View All | First 1 of 1 Last

Line	Sched	UOM	PO Qty	Amount	Currency	Base Amt	Base Currency	Description
1	1	EA	1.0000	60000.00	USD	60000.00	USD	test

Distributions/ChartFields Customize | Find | View All | First 1 of 1 Last

Line	Sched	Distrib	Status	Distrib by	Qty	Amount	GL Unit	Dept	Account	Class	Fund	Program	Project	Oper Unit
1	1	1	Open	Qty	1.0000	60000.000	UMS05	5745100	61000		00			

Step	Action	Input	Expected Results	Pass	Fail
8.	For this example, we'll deny the purchase order.				



Purchase Order Amount Approval

Unit: UMS05 PO ID: 5000035874 Vendor: 000000011

*Approval Action: Approval Status: In Process

Comment

PO Amount

Buyer: Buyer Name

PO Reference:

PO Date: 07/22/2008


Merchandise Total Amount: 60,000.00 USD Merchandise Total Base: 60,000.00 USD

PO Total Value: 60,000.00 PO Total Base: 60,000.00

Line	Sched	UOM	PO Qty	Amount	Currency	Base Amt	Base Currency	Description
1	1	EA	1.0000	60000.00	USD	60000.00	USD	test

Line	Sched	Distrib	Status	Distrib by	Qty	Amount	GL Unit	Dept	Account	Class	Fund	Program	Project	Oper Unit
1	1	1	Open	Qty	1.0000	60000.000	UMS05 5745100	61000	00					

Save View Worklist Previous in Worklist Next in Worklist Notify

Step	Action	Input	Expected Results	Pass	Fail
9.	Enter a comment in the <i>Comment</i> field that explains the reason for the action.				
10.	Click the Save button. 				

Test Document

Approving & Denying PO Amounts



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Purchase Order Amount Approval

Unit: UMS05 PO ID: 5000035874 Vendor: 0000000011

*Approval Action: Approval Status: Denied

Comment
Item no longer on the approved list.

PO Amount
Buyer: Buyer Name
PO Reference:
PO Date: 07/22/2008
Merchandise Total Amount: 60,000.00 USD Merchandise Total Base: 60,000.00 USD
PO Total Value: 60,000.00 PO Total Base: 60,000.00

Lines
Customize | Find | View All | First | 1 of 1 | Last

Line	Sched	UOM	PO Qty	Amount	Currency	Base Amt	Base Currency	Description
1	1	EA	1.0000	60000.00	USD	60000.00	USD	test

Distributions/ChartFields
Customize | Find | View All | First | 1 of 1 | Last

Line	Sched	Distrib	Status	Distrib by	Qty	Amount	GL Unit	Dept	Account	Class	Fund	Program	Project	Oper Unit
1	1	1	Open	Qty	1.0000	60000.000	UMS05	5745100	61000		00			

Save View Worklist Previous in Worklist Next in Worklist Notify

Step	Action	Input	Expected Results	Pass	Fail
11.	<p>After selecting Save, the Approval Status should change from <i>In Process</i> to <i>Denied</i>..</p> <p>If you have authority for final approval and approve the purchase order, the Approval Status changes from <i>Initial</i> to <i>Complete</i>. If you do not have the authority to complete the approval or if you deny or recycle the purchase order, the Approval Status remains <i>In Process</i> and routes to the next role user in the approval definition.</p>				
12.	End of Procedure.				

Additional Validation