



Test History


Date	Tester	Pass/Fail	Notes

Time to Test

Estimated Time	
Actual Time	

Test Setup

Navigation

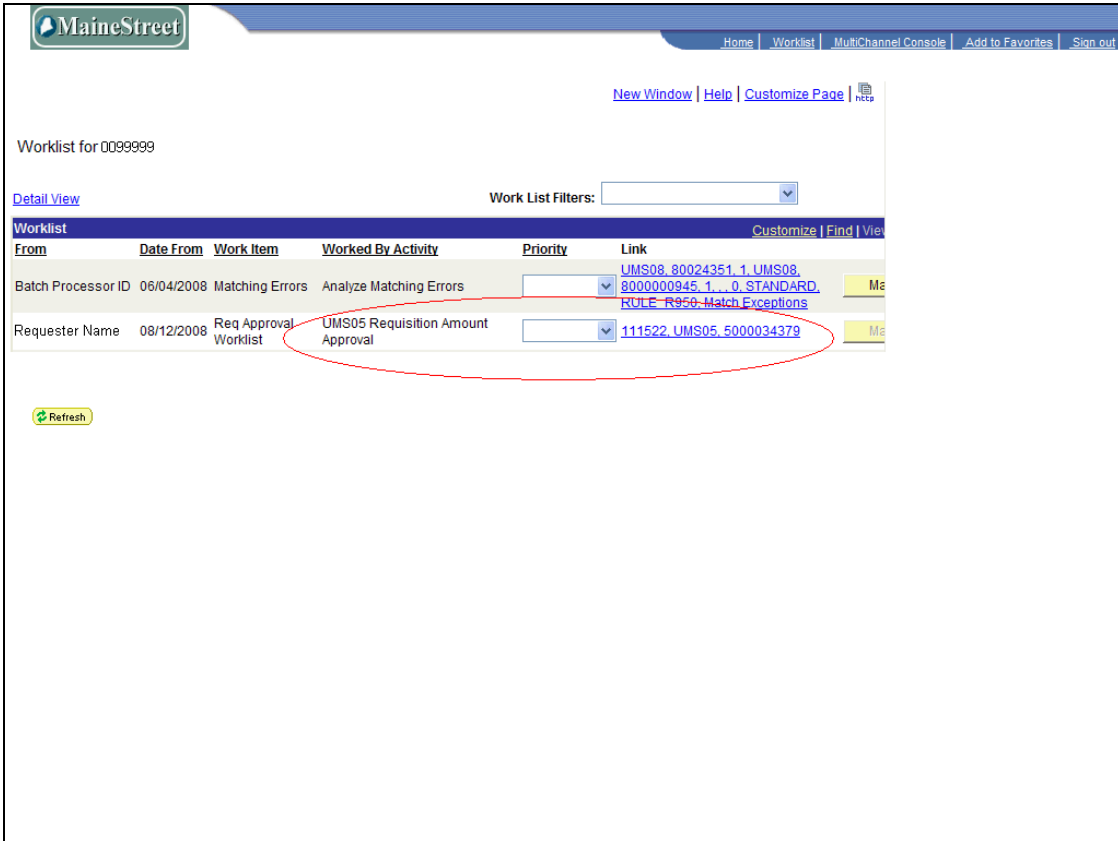
Step	Action	Input	Expected Results	Pass	Fail
1.	Click the Worklist link located in the navigation bar at the top of your screen. 				

Test Document

Approving Requisition Amounts



Test Procedure



Step	Action	Input	Expected Results	Pass	Fail
2.	On the Worklist page, click on the link for Req Approval Worklist item.				

The screenshot shows the 'Requisition Amount Approval' page. At the top, there is a navigation bar with 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', and 'Sign out'. Below this, there are links for 'New Window', 'Help', 'Customize Page', and 'help'. The main content area includes:

- Unit:** UMS05 **Req:** 5000034379 **Requester:** Requester Name
- *Approval Action:** Approve (dropdown) **Approval Status:** In Process
- Comment:** A text area for entering comments.
- Amount Details:**
 - Requisition Date:** 08/12/2008
 - Total Amount:** 51,000.000 Dollar
 - Total Base Amount:** 51,000.000 Dollar
- Line Details:** A table with columns: Line, Sched, Status, Amount, Currency, Base Amt, Base Currency, Req Qty, UOM, Revision. One row is visible: 1, 1, Active, 51,000.00 USD, 51000.00 USD, 1.0000 EA.
- Distributions/ChartFields:** A table with columns: Line, Sched, Distrib, Status, Distrib by, Qty, Amount, GL Unit, Dept, Account, Class, Fund, Program, Project, Oper Unit. One row is visible: 1, 1, 1 Open, Qty, 1.0000, 51000.000, UMS05 5745100, 61000, 00.
- Buttons at the bottom: Save, View Worklist, Previous in Worklist, Next in Worklist, Notify.

Step	Action	Input	Expected Results	Pass	Fail
3.	<p>Use the Requisition Amount Approval page to <i>approve</i>, <i>deny</i>, or <i>recycle</i> a requisition.</p> <p>The amounts that appear in the Amount Details section are the amounts you are being asked to approve</p> <p>Use the Line Details section to view the specific line information for the requisition.</p> <p>Click the Details tab to view additional details about the amount.</p> <p>Details</p>				

Test Document

Approving Requisition Amounts



MaineStreet

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page | Help

Requisition Amount Approval

Unit: UMS05 Req: 5000034379 Requester: Requester Name

*Approval Action: Approval Status: In Process

Comment

Amount Details

Requisition Date: 08/12/2008

Total Amount: 51,000.000 Dollar

Total Base Amount: 51,000.000 Dollar

Line Details

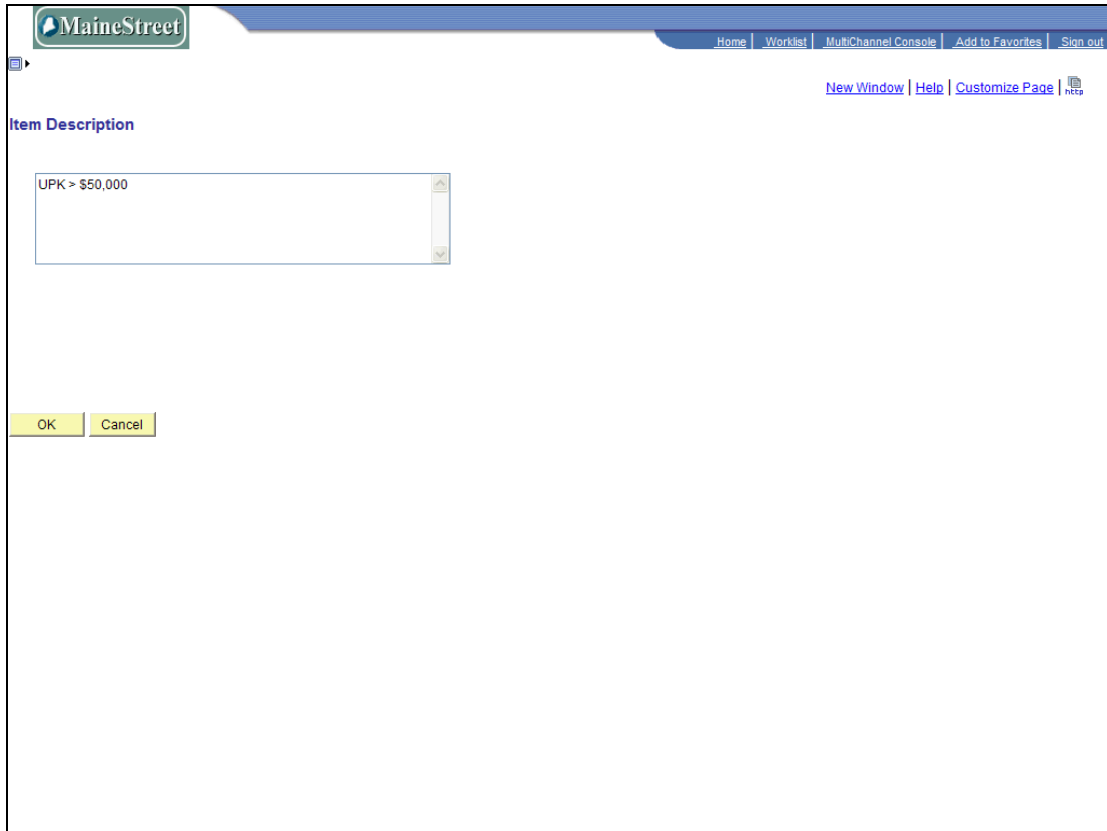
Line	Sched	Status	Item	Description	Price Tol	Price Tol Under	% Prc Tol Under	Buyer	RFQ Required
1	1	Active		UPK > \$50,000	99,999,999.99999	99999999.99999	0.00	0033660	N

Distributions/ChartFields

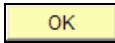
Line	Sched	Distrib	Status	Distrib by	Qty	Amount	GL Unit	Dept	Account	Class	Fund	Program	Project	Oper Unit
1	1	1	Open	Qty	1.0000	51000.000	UMS05	5745100	61000		00			

Save View Worklist Previous in Worklist Next in Worklist Notify

Step	Action	Input	Expected Results	Pass	Fail
4.	<p>The items associated with the requisition should display.</p> <p>The Distributions/Chartfields section should display the chartfield combination to which the line will be charged.</p> <p>Click the item's Description link to view the complete description for a specific item.</p>				



The screenshot shows the MaineStreet application interface. At the top left is the MaineStreet logo. The top navigation bar includes links for Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. On the right side, there are links for New Window, Help, and Customize Page. The main content area is titled "Item Description" and contains a text input field with the text "UPK > \$50,000". Below the input field are two buttons: "OK" and "Cancel".

Step	Action	Input	Expected Results	Pass	Fail
5.	Click the OK button. 				

Test Document

Approving Requisition Amounts



MaineStreet Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page |

Requisition Amount Approval

Unit: UMS05 Req: 5000034379 Requester: Requester Name

*Approval Action: Approval Status: In Process

Comment

Amount Details

Requisition Date: 08/12/2008

Total Amount: 51,000.000 Dollar

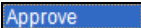
Total Base Amount: 51,000.000 Dollar

Line Details Customize | Find | First | 1 of 1 | Last

Line	Sched	Status	Item	Description	Price Tol	Price Tol Under	% Prc Tol	% Prc Tol Under	Buyer	RFQ Required
1	1	Active		UPK > \$50,000	99,999,999.99999	99999999.99999	0.00		0033660	N

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	51000.000	UMS05	5745100	61000		00			

Step	Action	Input	Expected Results	Pass	Fail
6.	<p>In this example, we will approve the requisition. (The same process is used to <i>Recycle</i> and <i>Deny</i> the requisition)</p> <p>To Approve the requisition, check that the <i>Approval Action</i> is set to Approve and click the <i>Save</i> button.</p>				
7.	<p>Click on Approve to select it.</p> 				

The screenshot shows the 'Requisition Amount Approval' page in the MaineStreet system. At the top, there are navigation links: Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. Below this, there are links for New Window, Help, and Customize Page. The main content area includes:

- Unit:** UMS05 **Req:** 5000034379 **Requester:** Requester Name
- *Approval Action:** Approve (dropdown menu) **Approval Status:** In Process
- Comment:** A large text area for entering a comment.
- Amount Details:**
 - Requisition Date:** 08/12/2008
 - Total Amount:** 51,000.000 Dollar
 - Total Base Amount:** 51,000.000 Dollar
- Line Details:** A table with columns: Line, Sched, Status, Item, Description, Price Tol, Price Tol Under, % Prc Tol, % Prc Tol Under, Buyer, and RFQ Required. One line is shown: Line 1, Sched 1, Status Active, Description LPK > \$50,000, Price Tol 99,999,999.99999, Price Tol Under 99999999.99999, % Prc Tol 0.00, Buyer 0033660, RFQ Required N.
- Distributions/ChartFields:** A table with columns: Line, Sched, Distrib, Status, Distrib by, Qty, Amount, GL Unit, Dept, Account, Class, Fund, Program, Project, and Oper Unit. One distribution is shown: Line 1, Sched 1, Distrib 1 Open, Qty 1.0000, Amount 51000.000, GL Unit UMS05 5745100, Account 61000, Fund 00.

At the bottom of the form, there are buttons: Save, View Worklist, Previous in Worklist, Next in Worklist, and Notify.

Step	Action	Input	Expected Results	Pass	Fail
8.	<p>If you wish, you can enter a comment about this approval in the <i>Comment</i> section. If you Deny or Recycle a Req Amount, you should enter a comment about why you are denying or recycling the amount.</p> <p>When ready, click the Save button.</p> 				

Test Document

Approving Requisition Amounts



[Home](#) | [Worklist](#) | [MultiChannel Console](#) | [Add to Favorites](#) | [Sign out](#)

[New Window](#) | [Help](#) | [Customize Page](#) |

PO Dispatch Routing

PO Dispatch Routing

Business Unit UMS05

Requisition ID 5000034379

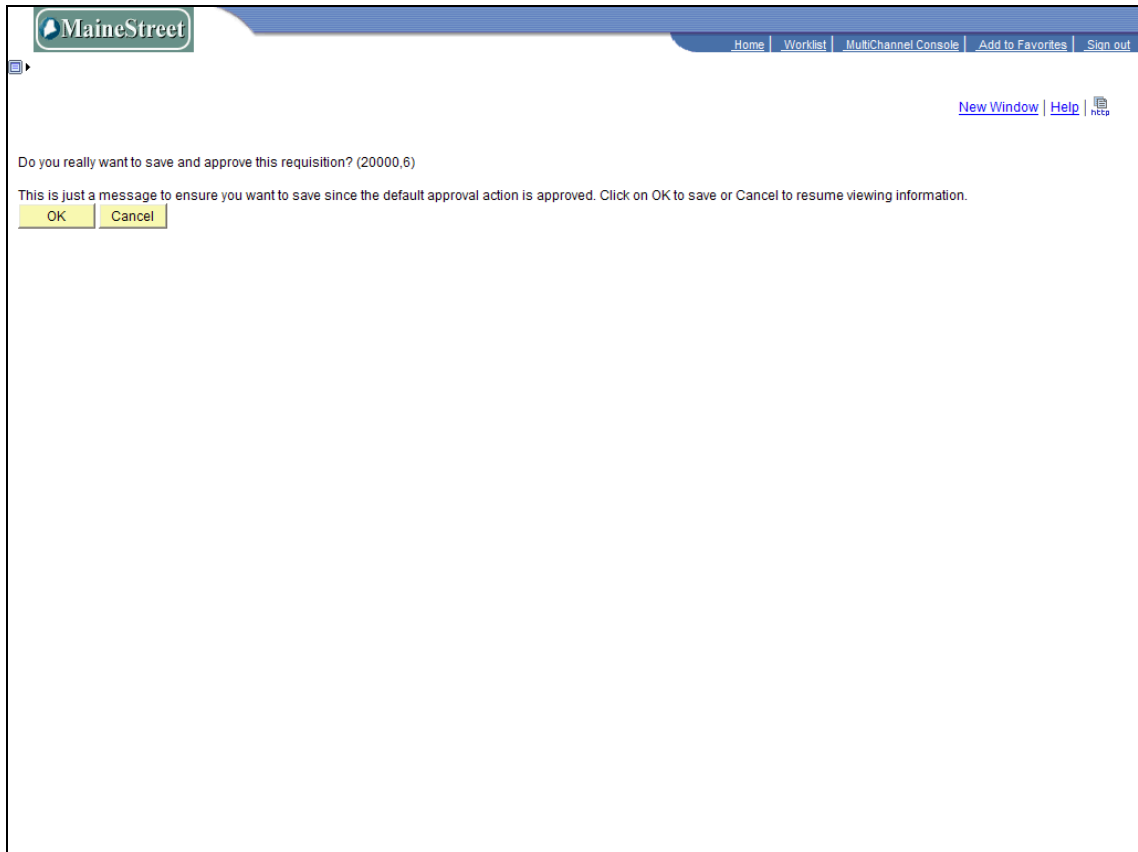
When the dispatch method on the PO is set to print, the employee named below will receive a pdf file containing the actual PO for printing and sending to the vendor. You can change the employee to whom the pdf file is sent by selecting another name using the prompt. Click OK when done.

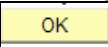
Note: If the PO Type is Prepaid, the pdf file is sent to the user for your campus who is responsible for getting the check cut that needs to go with the order. This name cannot be changed.

User ID

OK
Cancel

Step	Action	Input	Expected Results	Pass	Fail
9.	Click the OK button. 				



Step	Action	Input	Expected Results	Pass	Fail
10.	Click the OK button to confirm you wish to approve the requisition. 				

Test Document

Approving Requisition Amounts



MaineStreet

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page | [Print]

Requisition Amount Approval

Unit: UMS05 Req: 5000034379 Requester: Requester Name

*Approval Action: Approval Status: Complete

Comment

Amount Details

Requisition Date: 08/12/2008

Total Amount: 51,000.000 Dollar

Total Base Amount: 51,000.000 Dollar

Line Details

Line	Sched	Status	Amount	Currency	Base Amt	Base Currency	Req Qty	UOM	Revision
1	1	Active	51,000.00	USD	51000.00	USD	1.0000	EA	

Distributions/ChartFields

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	51000.000	UMS05	5745100	61000		00			

Save | View Worklist | Previous in Worklist | Next in Worklist | Notify

Step	Action	Input	Expected Results	Pass	Fail
11.	The <i>Approval Status</i> should display as Complete .				
12.	End of Procedure.				

Additional Validation