



### Test History


Date	Tester	Pass/Fail	Notes

### Time to Test

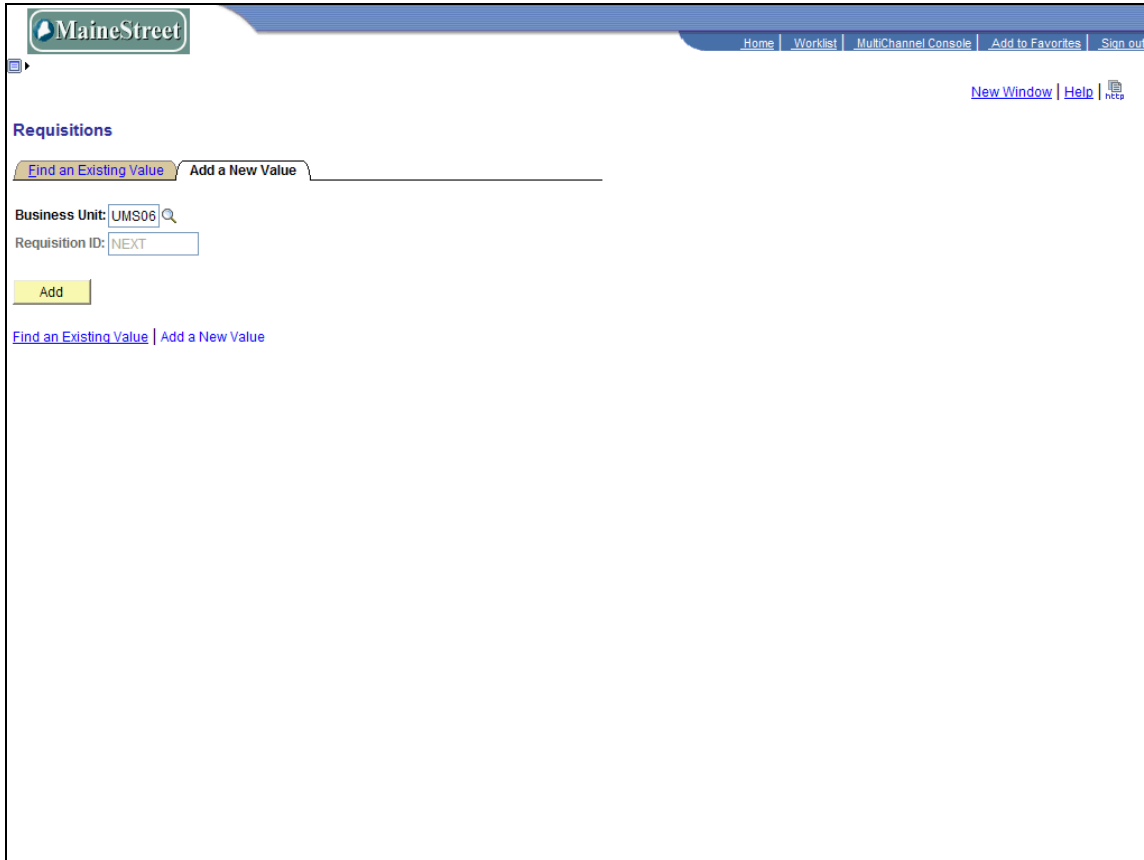
Estimated Time	
Actual Time	


### Test Setup

### Test Navigation

Step	Action	Input	Expected Results	Pass	Fail
1.	From the Financials menu, click the <b>Purchasing</b> link. 				
2.	Click the <b>Requisitions</b> link.				
3.	Click the <b>Add/Update Requisitions</b> link.				

### Test Procedure



Step	Action	Input	Expected Results	Pass	Fail
4.	On the Requisitions page, click the <b>Add</b> button. 				

Step	Action	Input	Expected Results	Pass	Fail
5.	On the <b>Requisition</b> page, click the <b>Copy From</b> link. <a href="#">Copy From</a>				

# Test Document

## Copying a Requisition



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### Maintain Requisitions

#### Copy Requisition

**Header**

Business Unit:

Requisition ID:

Req Status:        Origin:

Requester:

Requester Name:

Requisition Date:        To:

Vendor SetID:  [Vendor Lookup](#)

Vendor ID:   [Vendor Details](#)      Vendor Name:

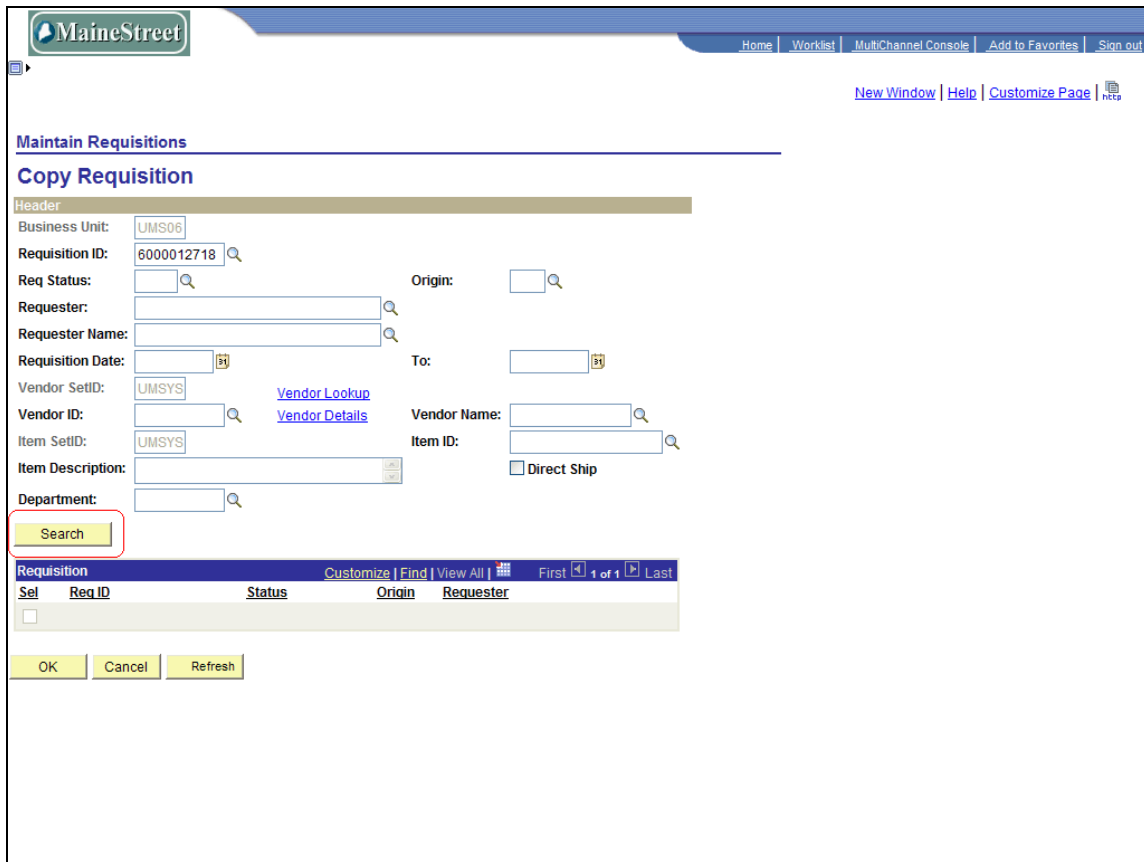
Item SetID:       Item ID:

Item Description:

Department:

Sel	Req ID	Status	Origin	Requester
<input type="checkbox"/>				

Step	Action	Input	Expected Results	Pass	Fail
6.	On the <b>Copy Requisition</b> page, enter look up criteria for the requisition you wish to copy.				



**Maintain Requisitions**

### Copy Requisition

**Header**

Business Unit: UMS06  
 Requisition ID: 6000012718  
 Req Status:   
 Requester:   
 Requester Name:   
 Requisition Date:   
 Vendor SetID: UMSYS  
 Vendor ID:   
 Item SetID: UMSYS  
 Item Description:   
 Department:

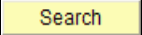
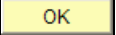
Origin:   
 To:   
 Vendor Name:   
 Item ID:   
 Direct Ship

**Search**

**Requisition**      Customize | Find | View All | First | 1 of 1 | Last

Sel	Req ID	Status	Origin	Requirer
<input type="checkbox"/>				

OK    Cancel    Refresh

Step	Action	Input	Expected Results	Pass	Fail
7.	After entering the look up criteria, click the <b>Search</b> button. 				
8.	Requisitions that match the criteria you entered should appear listed in the <b>Requisition</b> section of the page. If multiple requisitions are listed, place a checkmark adjacent to the requisition you wish to copy.  When ready, click the <b>OK</b> button to create the requisition. 				

# Test Document

## Copying a Requisition



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### Maintain Requisitions

#### Requisition

Business Unit: UMS06      Status: Pending  
 Requisition ID: NEXT      [Copy From](#)      Budget Status: Not Chk'd   
 Hold From Further Processing

**Header**

\*Requester: 0099999 Requester Name      [Requisition Defaults](#)  
 Requisition Date: 06/25/2008      [Requester Info](#)      [Edit Comments](#)  
 Origin: ONL      On-line entry      [Requisition Activities](#)  
 \*Currency Code: USD      Dollar  
 Accounting Date: 06/25/2008

**Amount Summary**

Total Amount: 750.00 USD

Line	Item	Description	Quantity	*UOM	Category	Price	Amount	Status
1		Reservations for	1.0000	EA	MISC	750.00000	750.00	Pending

\*Go to: [...More...](#)

Step	Action	Input	Expected Results	Pass	Fail
9.	<p>At this point, you have the option of updating any field as necessary prior to saving the Requisition.</p> <p>For this example, we will click the <b>Select All</b> checkbox to apply the default field value change to all existing distribution lines on the transaction, regardless of the distribution line value that appears.</p> <p>When ready, click the <b>Save</b> button.</p>				



**Maintain Requisitions**

**Requisition**

Business Unit: UMS06      Status: Pending  
 Requisition ID: 6000012719      Budget Status: Not Chk'd  
 Hold From Further Processing

**Header**

\*Requester: 0099999      Requester Name      [Requisition Defaults](#)  
 Requisition Date: 06/25/2008      [Requester Info](#)      [Edit Comments](#)  
 Origin: ONL      On-line entry      [Requisition Activities](#)  
 \*Currency Code: USD      Dollar  
 Accounting Date: 06/25/2008

**Amount Summary**

Total Amount: 750.00 USD

Line	Item	Description	Quantity	*UOM	Category	Price	Amount	Status
1		Reservations for	1.0000	EA	MISC	750.00000	750.00	Pending

\*Go to: ...More...

Save    Notify    Refresh    Add    Update/Display

Step	Action	Input	Expected Results	Pass	Fail
10.	Notice that after you saved the requisition a Requisition ID was generated. You have successfully copied a requisition.				
11.	<b>End of Procedure.</b>				

## Additional Validation