



### Test History

Date	Tester	Pass/Fail	Notes

### Time to Test

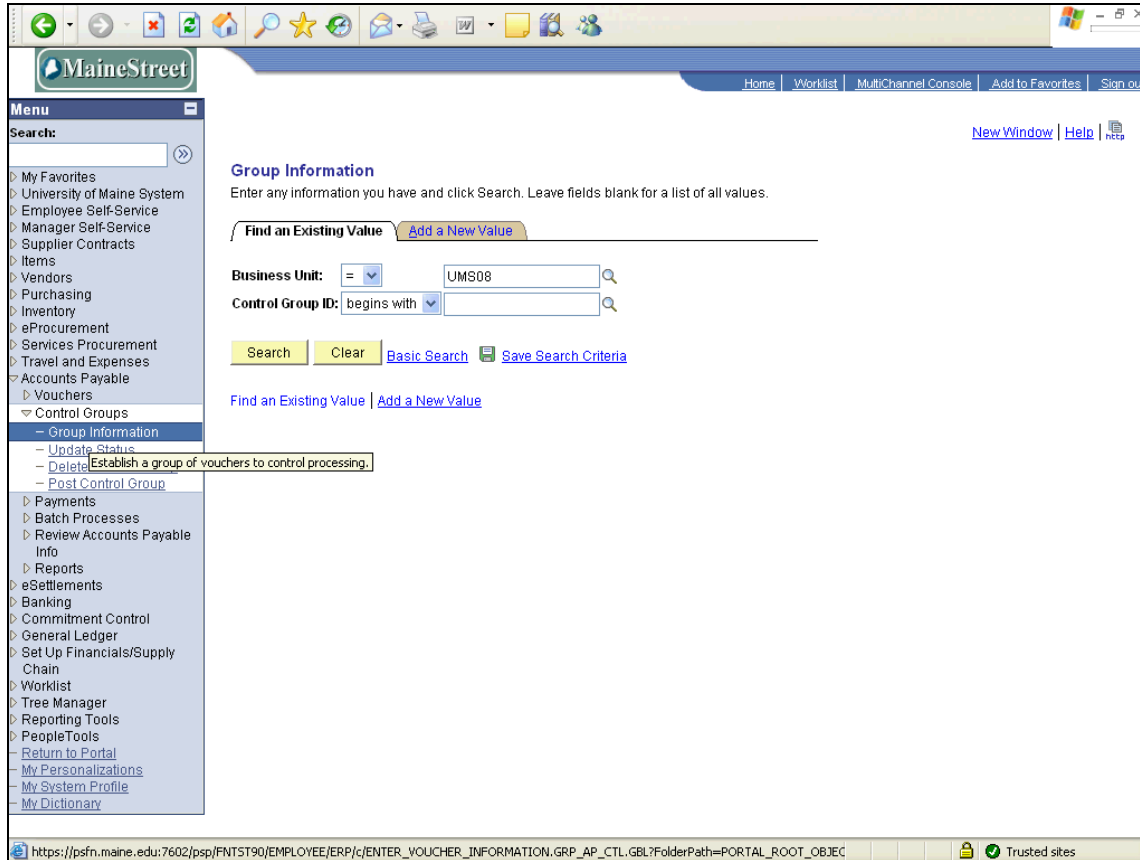
Estimated Time	
Actual Time	

### Test Setup

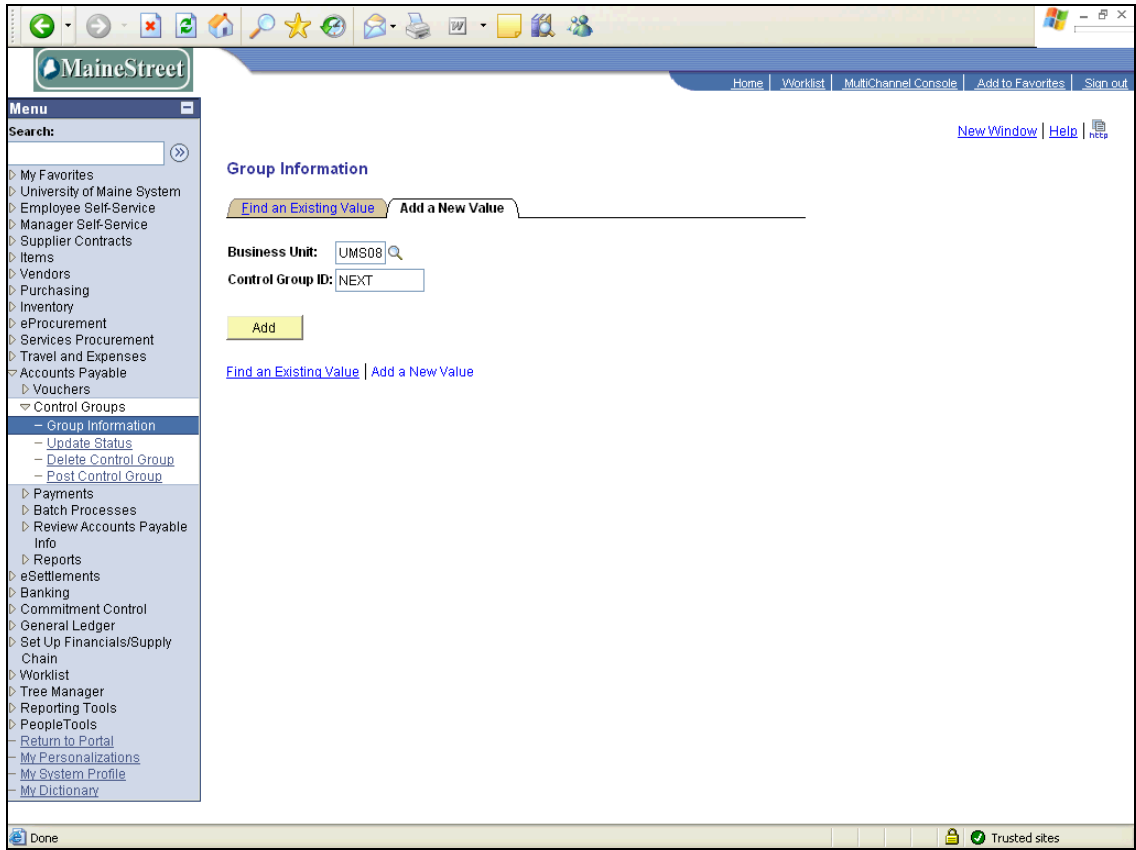
### Test Navigation

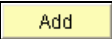
Step	Action	Input	Expected Results	Pass	Fail
1.	Click the <b>Control Groups</b> link. <a href="#">▶ Control Groups</a>				
2.	Click the <b>Group Information</b> link. <a href="#">Group Information</a>				

## Test Procedure



Step	Action	Input	Expected Results	Pass	Fail
3.	On the <b>Group Information</b> page, click the <b>Add a New Value</b> tab. <a href="#">Add a New Value</a>				



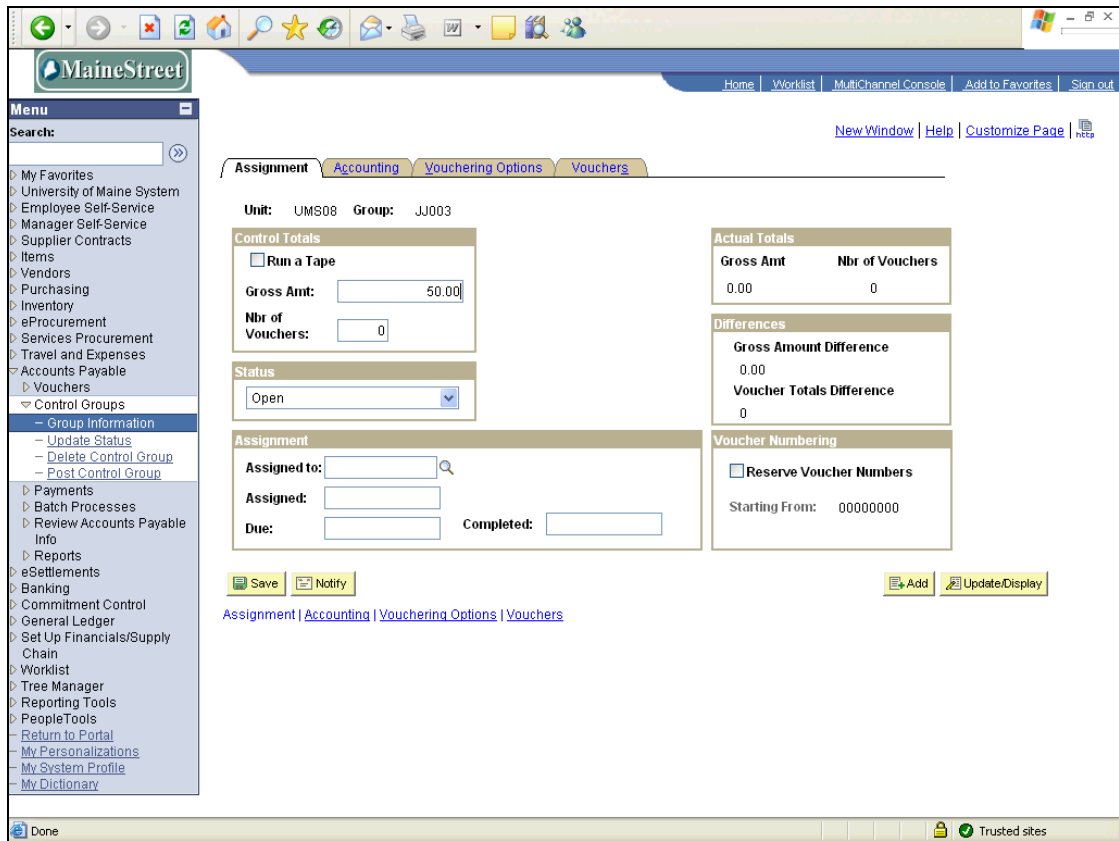
Step	Action	Input	Expected Results	Pass	Fail
4.	In the <i>Control Group ID</i> field, enter an ID.				
5.	Click the <b>Add</b> button. 				

# Test Document

## Creating a Control Group and Vouchers



Step	Action	Input	Expected Results	Pass	Fail
6.	On the <b>Assignment</b> page, enter the desired information into the <b>Gross Amt</b> field.				



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

**Menu**  
 Search:   
 My Favorites  
 University of Maine System  
 Employee Self-Service  
 Manager Self-Service  
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 Inventory  
 eProcurement  
 Services Procurement  
 Travel and Expenses  
 Accounts Payable  
 Vouchers  
 Control Groups  
 - Group Information  
   - Update Status  
   - Delete Control Group  
   - Post Control Group  
 Payments  
 Batch Processes  
 Review Accounts Payable Info  
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 Commitment Control  
 General Ledger  
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**Assignment** | **Accounting** | **Vouchering Options** | **Vouchers**

Unit: UMS08 Group: JJ003

**Control Totals**  
 Run a Tape  
 Gross Amt:   
 Nbr of Vouchers:

**Actual Totals**  

Gross Amt	Nbr of Vouchers
0.00	0

**Differences**  

Gross Amount Difference	0.00
Voucher Totals Difference	0

**Status**

**Assignment**  
 Assigned to:    
 Assigned:   
 Due:  Completed:

Reserve Voucher Numbers  
 Starting From: 00000000

[Assignment](#) | [Accounting](#) | [Vouchering Options](#) | [Vouchers](#)

Step	Action	Input	Expected Results	Pass	Fail
7.	Enter the desired information into the <i>Nbr of Vouchers</i> field.				

# Test Document

## Creating a Control Group and Vouchers



The screenshot shows the 'MaineStreet' web application interface. The left-hand menu is expanded to 'Control Groups' and then 'Vouchers'. The main content area displays the 'Vouchers' page for Unit: UMS08 and Group: JJ003. The page is divided into several sections:

- Control Totals:** Includes a 'Run a Tape' checkbox, 'Gross Amt: 50.00', and 'Nbr of Vouchers: 2'.
- Actual Totals:** A table with columns 'Gross Amt' (0.00) and 'Nbr of Vouchers' (0).
- Differences:** Shows 'Gross Amount Difference' (50.00) and 'Voucher Totals Difference' (0).
- Assignment:** Fields for 'Assigned to:', 'Assigned:', 'Due:', and 'Completed:'.
- Voucher Numbering:** Includes a 'Reserve Voucher Numbers' checkbox and 'Starting From: 00000000'.

Buttons for 'Save', 'Notify', 'Add', and 'Update/Display' are visible at the bottom of the form area. The status of the control group is 'Open'.

Step	Action	Input	Expected Results	Pass	Fail
8.	Click on the drop-down arrow in the <i>Status</i> field.				

The screenshot shows the 'Vouchers' page in the MaineStreet application. The breadcrumb trail is 'Assignment | Accounting | Vouchering Options | Vouchers'. The page displays the following information:

- Unit:** UMS08 **Group:** JJ003
- Control Totals:**
  - Run a Tape
  - Gross Amt:** 50.00
  - Nbr of Vouchers:** 2
- Actual Totals:**

Gross Amt	Nbr of Vouchers
0.00	0
- Status:** Open (dropdown menu is open showing options: Open, Assigned, Entry Set Aside, Open, Ready for Review, Supervisor Set Aside, Verified)
- Differences:**
  - Gross Amount Difference:** 50.00
  - Voucher Totals Difference:** 2
- Voucher Numbering:**
  - Reserve Voucher Numbers
  - Starting From: 00000000

Buttons at the bottom include 'Save', 'Notify', 'Add', and 'Update/Display'. The status bar at the bottom shows 'Done' and 'Trusted sites'.

Step	Action	Input	Expected Results	Pass	Fail
9.	From the drop-down list select <b>Assigned</b> .				
	Assigned				

# Test Document

## Creating a Control Group and Vouchers



The screenshot shows the MaineStreet web application interface. The left sidebar contains a 'Menu' with various navigation options. The main content area is titled 'Assignment' and includes the following sections:

- Unit:** UMS08 **Group:** JJ003
- Control Totals:**
  - Run a Tape
  - Gross Amt:** 50.00
  - Nbr of Vouchers:** 2
- Status:** Assigned
- Assignment:**
  - Assigned to:** [Searchable field]
  - Assigned:** [Field]
  - Due:** [Field] **Completed:** [Field]
- Actual Totals:**

Gross Amt	Nbr of Vouchers
0.00	0
- Differences:**
  - Gross Amount Difference:** 50.00
  - Voucher Totals Difference:** 2
- Voucher Numbering:**
  - Reserve Voucher Numbers
  - Starting From: 00000000

Buttons at the bottom include 'Save', 'Notify', 'Add', and 'Update/Display'. A breadcrumb trail at the bottom reads: 'Assignment | Accounting | Vouchering Options | Vouchers'.

Step	Action	Input	Expected Results	Pass	Fail
10.	In the <i>Assignment</i> section, enter the appropriate emplid into the <i>Assigned to</i> field.				

Step	Action	Input	Expected Results	Pass	Fail
11.	In the <i>Voucher Numbering</i> section, click the <b>Reserve Voucher Numbers</b> checkbox. <input type="checkbox"/> Reserve Voucher Numbers				
12.	Click the <b>Save</b> button. <input type="button" value="Save"/>				

# Test Document

## Creating a Control Group and Vouchers



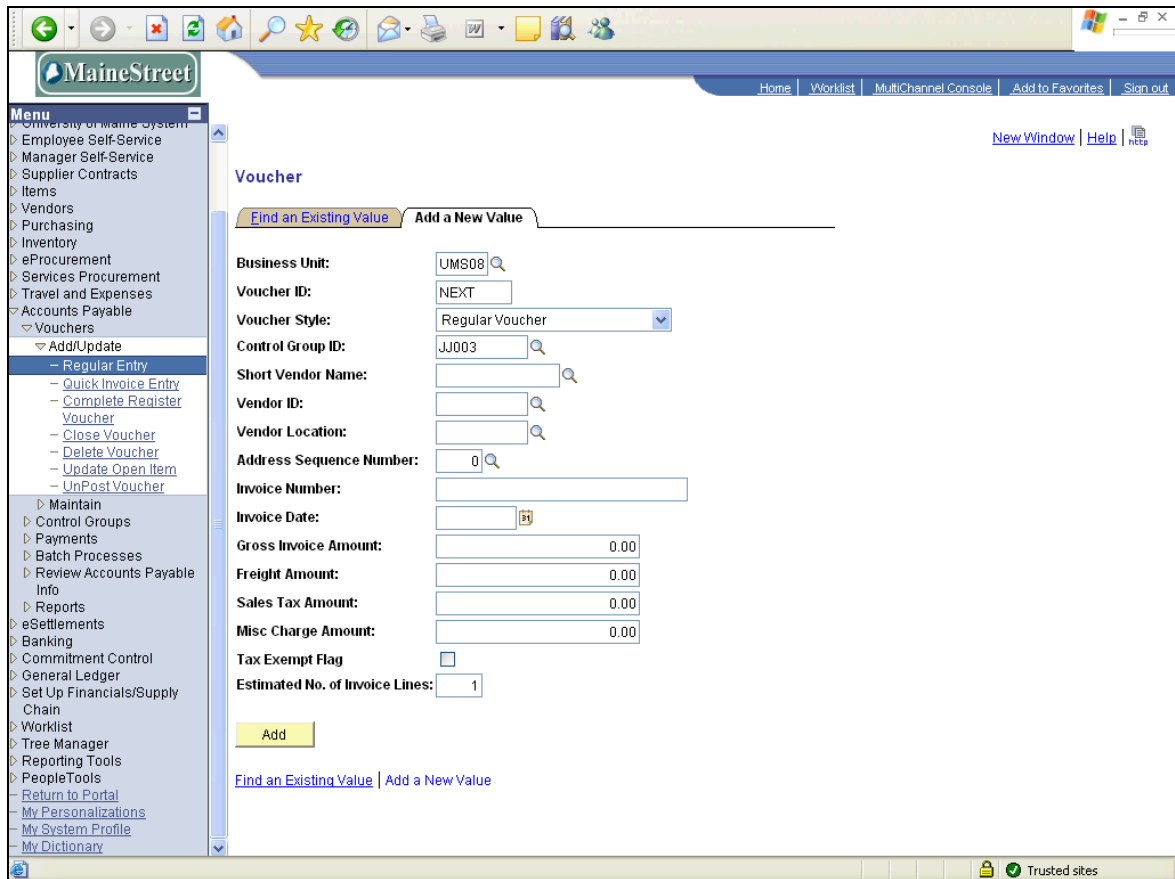
The screenshot shows the MaineStreet web application interface. The left sidebar contains a 'Menu' with various navigation options. The main content area is titled 'Assignment' and 'Accounting' and 'Vouchering Options' and 'Vouchers'. It displays the following information:

- Unit:** UMS08 **Group:** JJ003
- Control Totals:**
  - Run a Tape
  - Gross Amt:** 50.00
  - Nbr of Vouchers:** 2
- Status:** Assigned
- Assignment:**
  - Assigned to:** 0013164 (Jeff Joy)
  - Assigned:** 02/06/09 10:32AM
  - Due:** 02/06/09 10:44AM **Completed:** [Empty]
- Actual Totals:**

Gross Amt	Nbr of Vouchers
0.00	0
- Differences:**
  - Gross Amount Difference:** 50.00
  - Voucher Totals Difference:** 2
- Voucher Numbering:**
  - Reserve Voucher Numbers
  - Starting From:** 80029410

Buttons for 'Save', 'Notify', 'Add', and 'Update/Display' are visible at the bottom of the form area.

Step	Action	Input	Expected Results	Pass	Fail
13.	From the Financials menu, click the <b>Vouchers</b> link. 				
14.	Click the <b>Add/Update</b> link. 				
15.	Click the <b>Regular Entry</b> link. 				



The screenshot shows the 'Voucher' form in the MaineStreet application. The form is titled 'Voucher' and has two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is active. The form contains the following fields:

- Business Unit: UMS08
- Voucher ID: NEXT
- Voucher Style: Regular Voucher
- Control Group ID: JJ003
- Short Vendor Name: (empty)
- Vendor ID: (empty)
- Vendor Location: (empty)
- Address Sequence Number: 0
- Invoice Number: (empty)
- Invoice Date: (empty)
- Gross Invoice Amount: 0.00
- Freight Amount: 0.00
- Sales Tax Amount: 0.00
- Misc Charge Amount: 0.00
- Tax Exempt Flag:
- Estimated No. of Invoice Lines: 1


There is an 'Add' button at the bottom of the form. Below the form, there are links for 'Find an Existing Value' and 'Add a New Value'. The left sidebar shows a menu with 'Vouchers' expanded to 'Add/Update'.

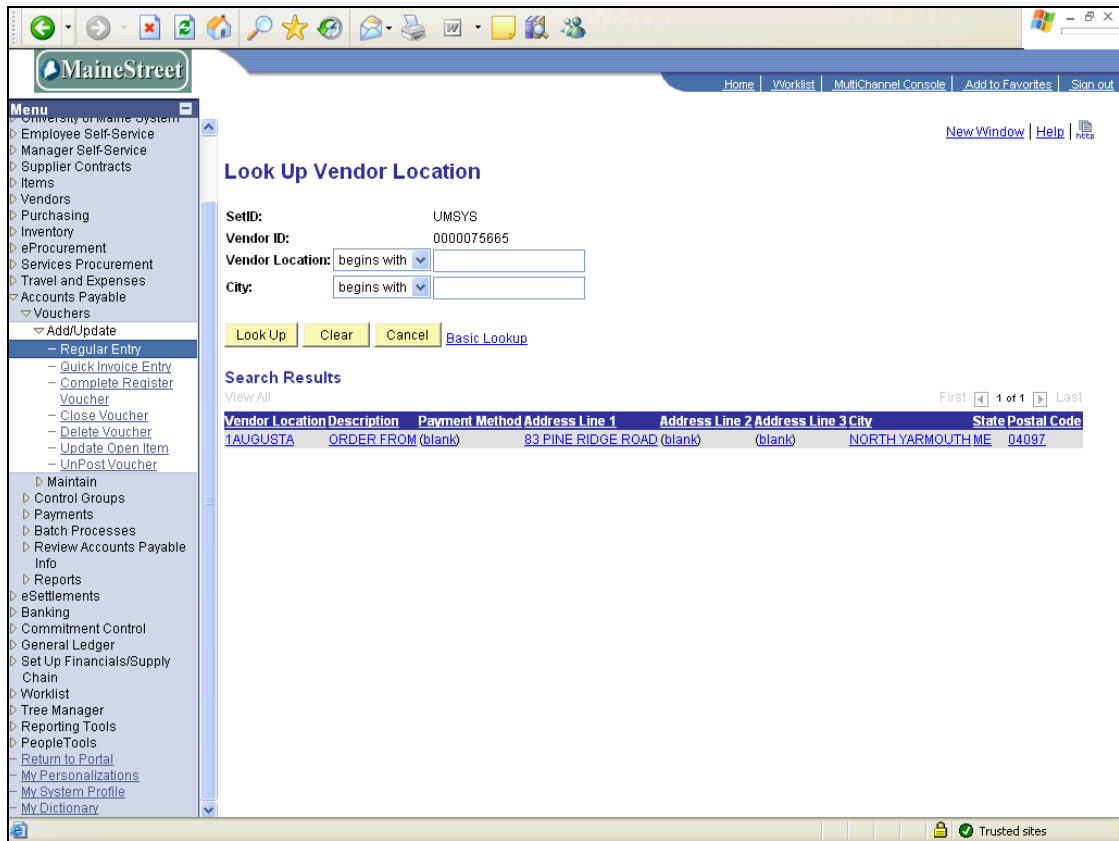
Step	Action	Input	Expected Results	Pass	Fail
16.	On the <b>Voucher</b> page, enter the appropriate Vendor ID into the <b>Vendor ID</b> field.				

# Test Document

## Creating a Control Group and Vouchers



Step	Action	Input	Expected Results	Pass	Fail
17.	In the <i>Vendor Location</i> field, click the <i>Look up Vendor Location</i> button. 				



Step	Action	Input	Expected Results	Pass	Fail
18.	Click on the appropriate <b>Vendor Location</b> to select it.				

# Test Document

## Creating a Control Group and Vouchers



Step	Action	Input	Expected Results	Pass	Fail
19.	The <b>Invoice Information</b> page opens. Enter the invoice number into the <b>Invoice Number</b> field.				



# Test Document

## Creating a Control Group and Vouchers

The screenshot shows the 'MaineStreet' application window. The 'Invoice Information' section includes fields for Business Unit (UMS08), Voucher ID (NEXT), Voucher Style (Regular), Invoice Number (TEST555), Invoice Date (02/06/2009), and Action (Run, Print Invoice). The 'Copy from a Source Document' section has fields for PO Unit, Purchase Order, and Worksheet Copy Option. The 'Vendor' section includes Vendor (0000075665), Name (YARMOUTH-001), Location (1AUGUSTA), and Address (YARMOUTH SCHOOL OF ETIQUETTE & PROTOCOL, 83 PINE RIDGE ROAD, NORTH YARMOUTH, ME 04097). The 'Pay Terms' section shows 30 Net 30, Control Group (JJ003), Accounting Date (02/06/2009), and Currency (USD). The 'Total' is 0.00. The 'Invoice Lines' section shows a single line with 'Distribute by' set to 'Amount', 'Quantity' 1, 'UOM' Amount, 'Unit Price' 0.00, and 'Extended Amount' 0.00. The 'Distribution Lines' section is also visible.


Step	Action	Input	Expected Results	Pass	Fail
20.	In the <i>Invoice Date</i> field, click the <i>calendar</i> button to select the appropriate date.				

# Test Document

## Creating a Control Group and Vouchers



The screenshot shows the 'Invoice Information' and 'Vendor' sections of the MaineStreet application. The 'Pay Terms' field is set to '30 Net 30' and is circled in red. The 'Look up Pay Terms' button is also visible. The vendor information includes 'YARMOUTH SCHOOL OF ETIQUETTE & PROTOCOL'.

Step	Action	Input	Expected Results	Pass	Fail
21.	If it is necessary to change the Payment Terms, in the <i>Pay Terms</i> field, click the <i>Look up Pay Terms</i> button. 				



# Test Document

## Creating a Control Group and Vouchers

**Look Up Pay Terms**

SetID: UMSYS  
 Payment Terms ID: begins with

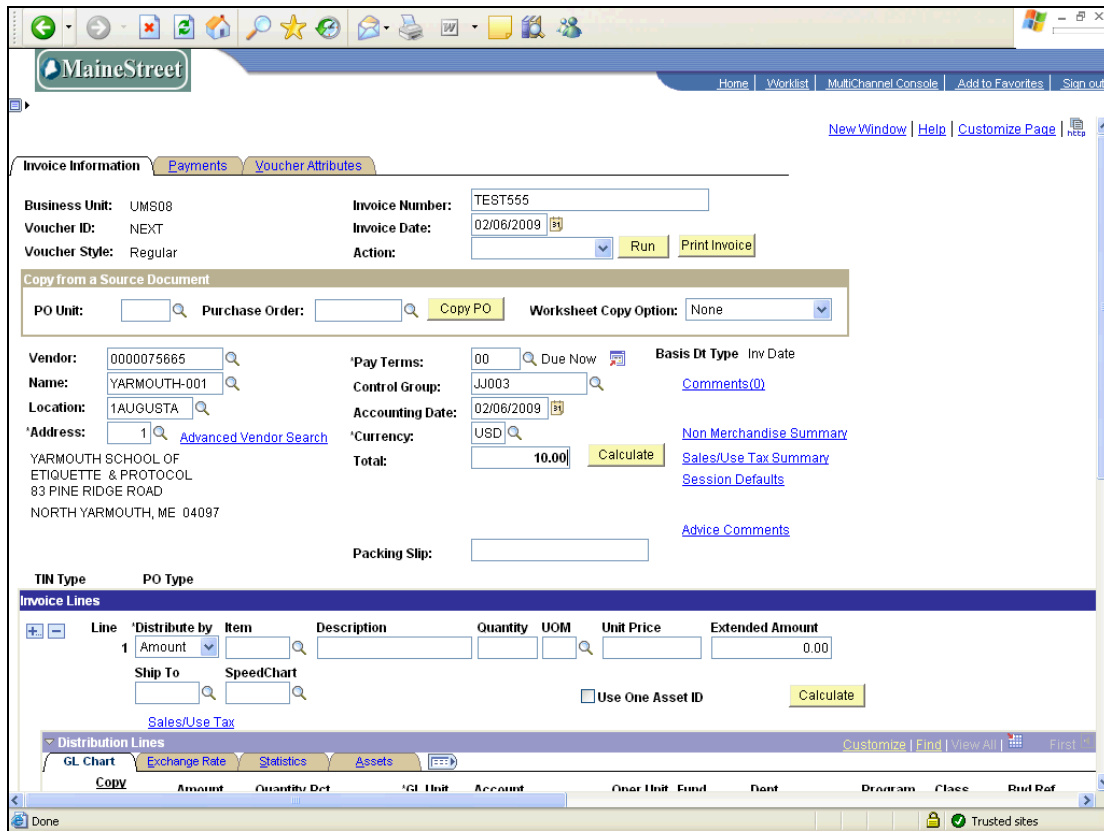
Look Up Clear Cancel Basic Lookup

**Search Results**  
 View All First 1-46 of 46 Last

Payment Terms ID	Short Description	Description	Payment Terms Type	Terms Applicability
00	Due Now	Pay-Next Cycle (lose discount)	Single	Vendor
05	Net 5	Due in 5 days	Single	Vendor
07	Net 7	Due in 7 days	Single	Vendor
1%15	1/15 net30	1% discount in 15 days, net 30	Single	Vendor
10	Net 10	Due in 10 Days	Single	Vendor
10/10	10/10Net30	10%discount in 10 days, Net 30	Single	Vendor
10M	10thMonth	Due on the 10th of this month	Single	Vendor
10M10	10Mos10th	10 Months - 10th of each month	Multiple	Vendor
10N	10thNextMo	Due on the 10th of next month	Single	Vendor
11M10	11Mos10th	11 Months - 10th of each month	Multiple	Vendor
12M10	12Mos10th	12months - 10th of each month	Multiple	Vendor
12MON	12 Months	12 Months - end of each month	Multiple	Vendor
15	Net 15	Due in 15 days	Single	Vendor
1D10N	1/10 Net30	1% Discount in 10 days, Net 30	Single	Vendor
2%10T	2% on 10th	2% discount paid on 10th	Single	Vendor
2/15	2/15 Net30	2% discount in 15 days, Net 30	Single	Vendor
20	Net 20	Due in 20 days	Single	Vendor
24MON	24 Months	Pays out over 24 Months	Multiple	Vendor
25	Net 25	Due in 25 days	Single	Vendor
25M	25th	Due on the 25th of this month	Single	Vendor
25N	25th Next	Due on the 25th of next month	Single	Vendor
25OFF	25% Off	25% Discount	Single	Vendor
2D	2/10 Net30	2% Discount in 10 days, Net 30	Single	Vendor
2D20N	2/20 Net30	2% Discount in 20 days, Net 30	Single	Vendor

Step	Action	Input	Expected Results	Pass	Fail
22.	From the Search Results list, click on the appropriate <b>Payment Term</b> to select it.				

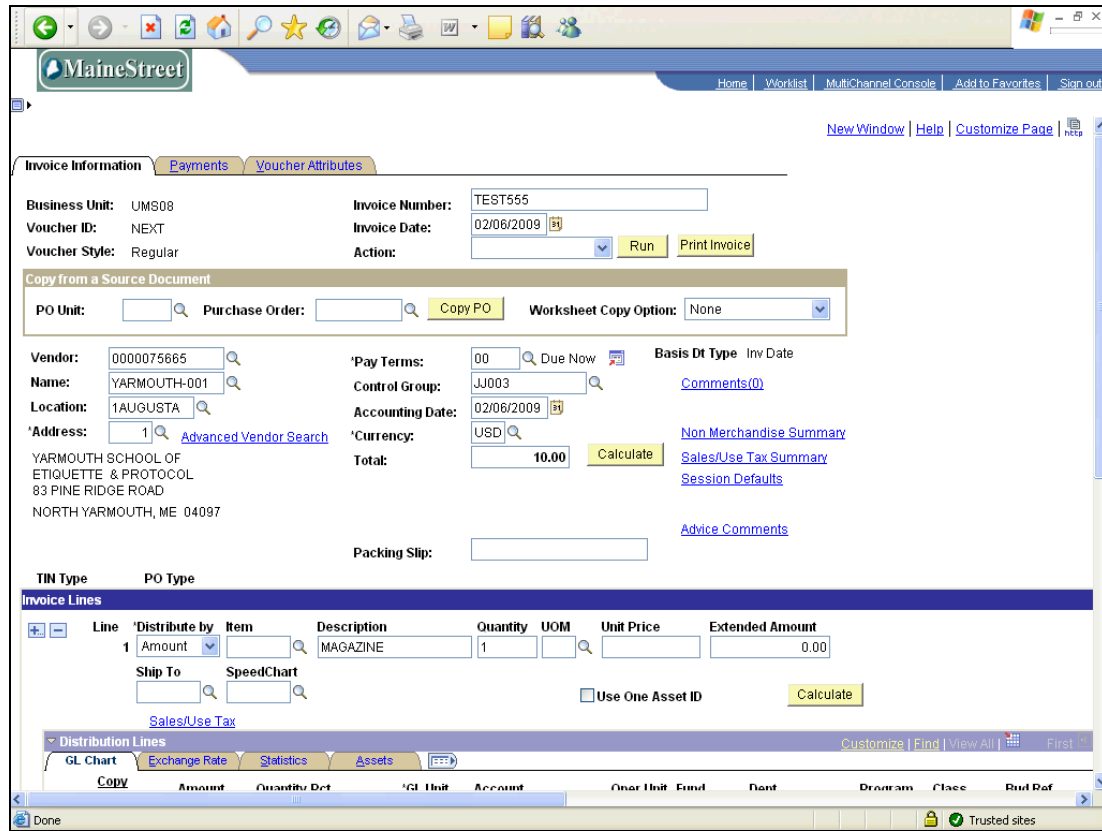




The screenshot displays the 'MaineStreet' application window. The 'Invoice Information' tab is active, showing fields for Business Unit (UMS08), Invoice Number (TEST555), Voucher ID (NEXT), Invoice Date (02/06/2009), and Voucher Style (Regular). Below this is a 'Copy from a Source Document' section with PO Unit and Purchase Order fields. The 'Vendor' section includes Vendor ID (0000075665), Name (YARMOUTH-001), Location (1AUGUSTA), and Address (YARMOUTH SCHOOL OF ETIQUETTE & PROTOCOL, 83 PINE RIDGE ROAD, NORTH YARMOUTH, ME 04097). The 'Pay Terms' section shows '00 Due Now' and 'Control Group' (JJ003). The 'Basis Dt Type' is 'Inv Date'. The 'Accounting Date' is 02/06/2009 and the 'Currency' is USD. A 'Total' of 10.00 is displayed with a 'Calculate' button. The 'Invoice Lines' section shows a table with one line item: Line 1, Distribute by Amount, Description field, Quantity, UOM, Unit Price, and Extended Amount 0.00. Below the table are 'Ship To' and 'SpeedChart' fields, and a 'Use One Asset ID' checkbox. The bottom of the window shows a 'Distribution Lines' section with tabs for 'GL Chart', 'Exchange Rate', 'Statistics', and 'Assets'.

Step	Action	Input	Expected Results	Pass	Fail
24.	In the <i>Invoice</i> section, enter an invoice description into the <i>Description</i> field.				





The screenshot shows the MaineStreet software interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', and 'Sign out'. Below this, there are tabs for 'Invoice Information', 'Payments', and 'Voucher Attributes'. The 'Invoice Information' tab is active, displaying fields for Business Unit (UMS08), Invoice Number (TEST555), Voucher ID (NEXT), Invoice Date (02/06/2009), and Voucher Style (Regular). There are buttons for 'Run' and 'Print Invoice'. Below this is a 'Copy from a Source Document' section with fields for PO Unit, Purchase Order, and Worksheet Copy Option. The 'Vendor' section includes fields for Vendor (0000075665), Name (YARMOUTH-001), Location (1AUGUSTA), and Address (YARMOUTH SCHOOL OF ETIQUETTE & PROTOCOL, 83 PINE RIDGE ROAD, NORTH YARMOUTH, ME 04097). There are also fields for Pay Terms (00), Control Group (JJ003), Accounting Date (02/06/2009), and Currency (USD). A 'Total' field shows 10.00 with a 'Calculate' button. The 'Invoice Lines' section shows a table with columns for Line, Distribute by, Item, Description, Quantity, UOM, Unit Price, and Extended Amount. The first line is Line 1, Amount, MAGAZINE, Quantity 1, UOM, Unit Price, and Extended Amount 0.00. There are also fields for Ship To, SpeedChart, and a 'Use One Asset ID' checkbox. At the bottom, there is a 'Distribution Lines' section with tabs for 'GL Chart', 'Exchange Rate', 'Statistics', and 'Assets'. The 'GL Chart' tab is active, showing a table with columns for 'COPY', 'Amount', 'Quantity Det', 'GL Unit', 'Account', 'One Unit', 'Fund', 'Dept', 'Program', 'Class', and 'Fund Ref'.

Step	Action	Input	Expected Results	Pass	Fail
26.	Enter the appropriate unit of measure into the <i>UOM</i> field.				

# Test Document

## Creating a Control Group and Vouchers



MaineStreet

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

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

**Invoice Information** | Payments | Voucher Attributes

Business Unit: UMS08 Invoice Number: TEST555  
 Voucher ID: NEXT Invoice Date: 02/06/2009  
 Voucher Style: Regular Action:

Copy from a Source Document  
 PO Unit:  Purchase Order:   Worksheet Copy Option: None

Vendor: 0000075665 Pay Terms: 00 Due Now Basis Dt Type Inv Date  
 Name: YARMOUTH-001 Control Group: JJ003 [Comments\(0\)](#)  
 Location: 1AUGUSTA Accounting Date: 02/06/2009  
 Address: 1 [Advanced Vendor Search](#) Currency: USD [Non Merchandise Summary](#)  
 YARMOUTH SCHOOL OF ETIQUETTE & PROTOCOL [Sales/Use Tax Summary](#)  
 83 PINE RIDGE ROAD [Session Defaults](#)  
 NORTH YARMOUTH, ME 04097 [Advice Comments](#)

Total: 10.00

Packing Slip:

TIN Type PO Type

**Invoice Lines**

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount		MAGAZINE	1	EA		0.00

Ship To:  SpeedChart:   
 Use One Asset ID

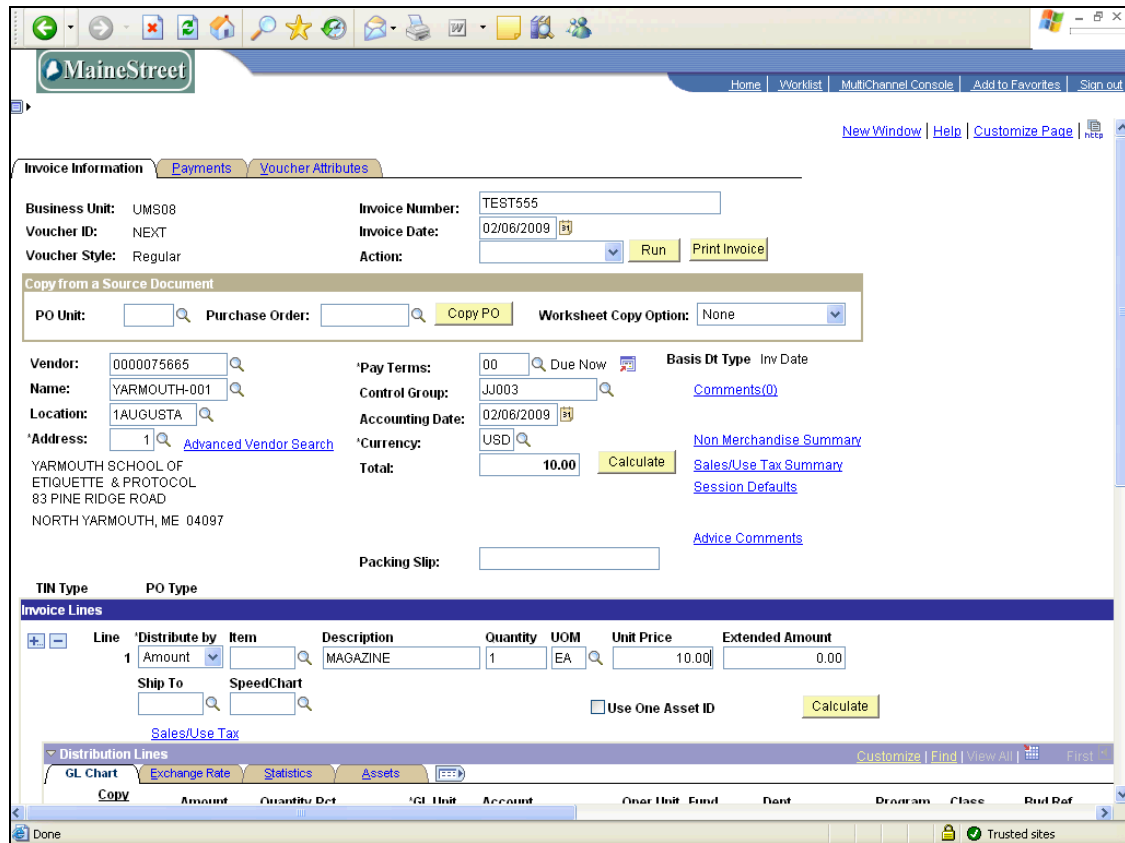
[Sales/Use Tax](#)

GL Chart Exchange Rate Statistics Assets

Copy Amount Quantity Det %GL Unit Account One Unit First Date Program Class Ref Ref

Done Trusted sites

Step	Action	Input	Expected Results	Pass	Fail
27.	Enter the unit price into the <i>Unit Price</i> field.				



The screenshot shows the 'MaineStreet' application window. The 'Invoice Information' tab is active, displaying fields for Business Unit (UMS08), Invoice Number (TEST555), Voucher ID (NEXT), Invoice Date (02/06/2009), and Voucher Style (Regular). Below this is a 'Copy from a Source Document' section with fields for PO Unit, Purchase Order, and Worksheet Copy Option. The 'Vendor' section includes Vendor ID (0000075665), Name (YARMOUTH-001), Location (1AUGUSTA), and Address (YARMOUTH SCHOOL OF ETIQUETTE & PROTOCOL, 83 PINE RIDGE ROAD, NORTH YARMOUTH, ME 04097). Other fields include Pay Terms (00 Due Now), Control Group (JJ003), Accounting Date (02/06/2009), Currency (USD), and Total (10.00). A table of 'Invoice Lines' is visible below, with one line item: Line 1, Distribute by Amount, Item, Description MAGAZINE, Quantity 1, UOM EA, Unit Price 10.00, and Extended Amount 0.00. The interface also includes navigation tabs like 'Payments' and 'Voucher Attributes', and various utility buttons like 'Run', 'Print Invoice', and 'Calculate'.

Step	Action	Input	Expected Results	Pass	Fail
28.	Enter the extended amount into the <i>Extended Amount</i> field.				

# Test Document

## Creating a Control Group and Vouchers



**Name:** YARMOUTH-001  
**Location:** 1AUGUSTA  
**'Address:** 1  
 YARMOUTH SCHOOL OF ETIQUETTE & PROTOCOL  
 83 PINE RIDGE ROAD  
 NORTH YARMOUTH, ME 04097

**Control Group:** JJ003  
**Accounting Date:** 02/06/2009  
**'Currency:** USD  
**Total:** 10.00

**Invoice Lines**  

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount		MAGAZINE	1	EA	10.00	10.00

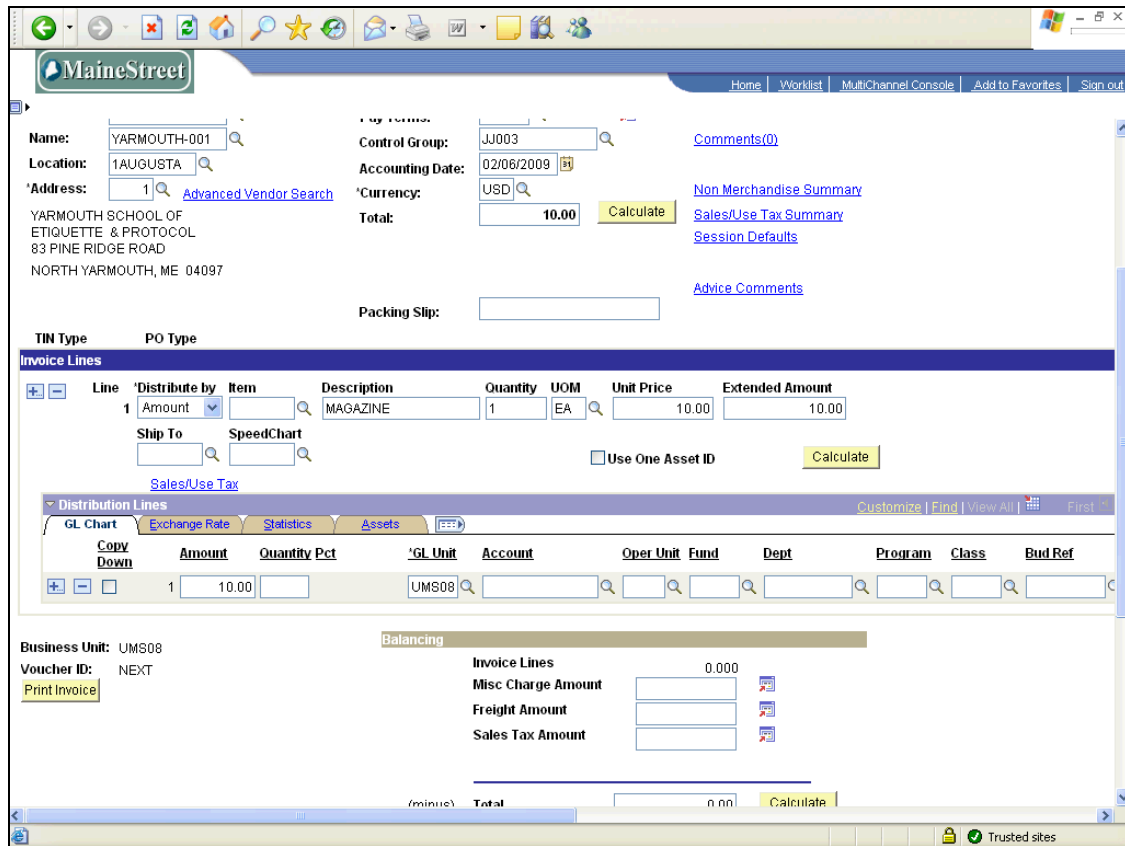
**Distribution Lines**  

Line	Amount	Quantity	Pct	'GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	Bud Ref
1	0.00			UMS08							

**Business Unit:** UMS08  
**Voucher ID:** NEXT  
**Print Invoice**

**Balancing**  
 Invoice Lines: 0.000  
 Misc Charge Amount:   
 Freight Amount:   
 Sales Tax Amount:   
**Total:** 0.00

Step	Action	Input	Expected Results	Pass	Fail
29.	In the <i>Distribution Lines</i> section, enter the amount into the <b>Amount</b> field.				



Step	Action	Input	Expected Results	Pass	Fail
30.	Enter the quantity into the <b>Quantity</b> field.				

# Test Document

## Creating a Control Group and Vouchers



**Name:** YARMOUTH-001  
**Location:** 1AUGUSTA  
**'Address:** 1 [Advanced Vendor Search](#)  
 YARMOUTH SCHOOL OF ETIQUETTE & PROTOCOL  
 83 PINE RIDGE ROAD  
 NORTH YARMOUTH, ME 04097

**Control Group:** JJ003  
**Accounting Date:** 02/06/2009  
**'Currency:** USD  
**Total:** 10.00

[Comments\(0\)](#)  
[Non Merchandise Summary](#)  
[Sales/Use Tax Summary](#)  
[Session Defaults](#)  
[Advice Comments](#)

**TIN Type**      **PO Type**  
**Packing Slip:**

**Invoice Lines**

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount		MAGAZINE	1	EA	10.00	10.00

**Ship To**      **SpeedChart**  
     

Use One Asset ID     

[Sales/Use Tax](#)

**Distribution Lines**

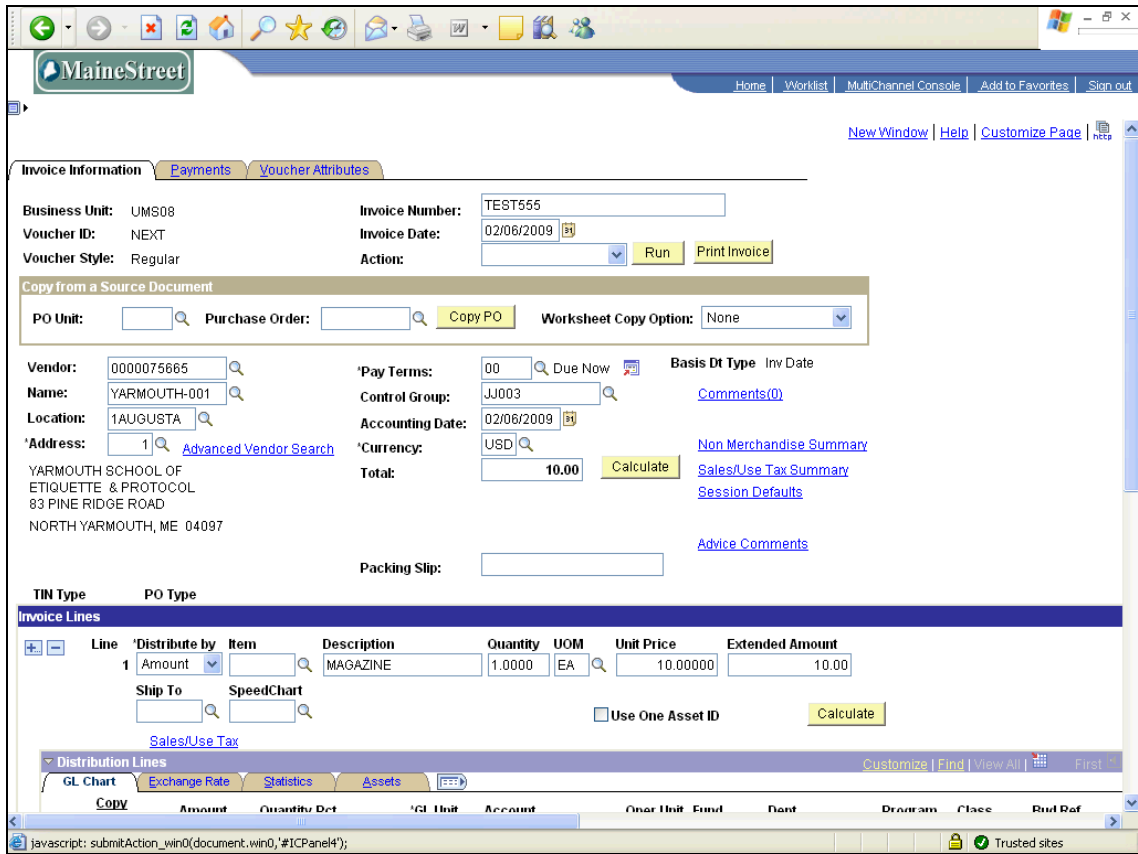
Copy Down	Amount	Quantity Pct	'GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	Bud Ref
1	10.00	1	UMS08							

**Business Unit:** UMS08  
**Voucher ID:** NEXT

**Balancing**

Invoice Lines	0.000
Misc Charge Amount	<input type="text"/>
Freight Amount	<input type="text"/>
Sales Tax Amount	<input type="text"/>
<b>Total</b>	0.00 <input type="button" value="Calculate"/>

Step	Action	Input	Expected Results	Pass	Fail
31.	Enter the appropriate ChartField combination.				



**Invoice Information** | **Payments** | **Voucher Attributes**

Business Unit: UMS08      Invoice Number: TEST555  
 Voucher ID: NEXT      Invoice Date: 02/06/2009  
 Voucher Style: Regular      Action:

Copy from a Source Document  
 PO Unit:       Purchase Order:             Worksheet Copy Option: None

Vendor: 0000075665      'Pay Terms: 00 Due Now      Basis Dt Type: Inv Date  
 Name: YARMOUTH-001      Control Group: JJ003      [Comments\(0\)](#)  
 Location: 1AUGUSTA      Accounting Date: 02/06/2009  
 'Address: 1      [Advanced Vendor Search](#)      'Currency: USD      [Non Merchandise Summary](#)  
 YARMOUTH SCHOOL OF      Total: 10.00            [Sales/Use Tax Summary](#)  
 ETIQUETTE & PROTOCOL      [Session Defaults](#)  
 83 PINE RIDGE ROAD      [Advice Comments](#)  
 NORTH YARMOUTH, ME 04097

Packing Slip:

TIN Type      PO Type

**Invoice Lines**

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount		MAGAZINE	1.0000	EA	10.00000	10.00

Ship To:       SpeedChart:        Use One Asset ID     

[Sales/Use Tax](#)

**Distribution Lines**

GL Chart      Exchange Rate      Statistics      Assets     

Amount      Quantity Det      'GL Unit      Account      One Unit      Fund      Dept      Program      Class      Bud Ref

Step	Action	Input	Expected Results	Pass	Fail
32.	Scroll to the top of the page and click the <i>Payments</i> tab. <input type="button" value="Payments"/>				

# Test Document

## Creating a Control Group and Vouchers



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

NORTH YARMOUTH, ME 04097

**Payment Information** Find | View All | First 1 of 1 Last

**Scheduled Payment:** 1

<b>*Remit to:</b> 0000075665	<b>Gross Amount:</b> 0.00 USD	
<b>Location:</b> 1AUGUSTA	<b>Discount:</b> 0.00 USD <input type="checkbox"/> <b>Discount Denied</b>	
<b>*Address:</b> 1	<b>Scheduled Due:</b>	
YARMOUTH SCHOOL OF ETIQUETTE & PROTOCOL 83 PINE RIDGE ROAD NORTH YARMOUTH, ME 04097		
	<b>Net Due:</b>	
	<b>Discount Due:</b>	
	<b>Accounting Date:</b>	

**Payment Method**

<b>*Bank:</b> FLBK2	<b>Pay Group:</b>	
<b>*Account:</b> AP	<b>*Handling:</b> RE	
<b>*Method:</b> CHK Check	<b>*Netting:</b> N	
<b>Message:</b> <input type="text"/> <a href="#">Messages</a> Message will appear on remittance advice.		

**Schedule Payment**

<b>*Action:</b> Schedule	<b>Payment Date:</b>	
<b>Pay:</b>	<b>Reference:</b>	

**Payment Options**

<b>Hold Payment</b> <input type="checkbox"/>	<b>Separate Payment</b> <input type="checkbox"/>
<b>Hold Reason:</b>	<b>Letter of Credit:</b>

[Payment Inquiry](#) | [Holiday/Currency Options](#) | [Express Payment](#) | [Vendor Bank Account](#)  
[Payment Note](#)

Step	Action	Input	Expected Results	Pass	Fail
33.	If it is necessary to have a check returned to your campus location, in the <b>Payment Method</b> section of the page, click the <b>Look up Handling</b> button adjacent to the <b>Handling</b> field. 				
34.	On the Search Results page, click on the appropriate Payment Handling to select it.				



# Test Document Creating a Control Group and Vouchers

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NORTH YARMOUTH, ME 04097

[Find](#) | [View All](#) | First | 1 of 1 | Last

**Scheduled Payment:** 1

**\*Remit to:** 0000075665 [Q](#) **Gross Amount:** 0.00 USD  
**Location:** 1AUGUSTA [Q](#) **Discount:** 0.00 USD  Discount Denied  
**\*Address:** 1 [Q](#)  
 YARMOUTH SCHOOL OF ETIQUETTE & PROTOCOL  
 83 PINE RIDGE ROAD  
 NORTH YARMOUTH, ME 04097  
**Scheduled Due:**  [B](#)  
**Net Due:**   
**Discount Due:**   
**Accounting Date:**

**Payment Method**

**\*Bank:** FLBK2 **Pay Group:**  [Q](#)  
**\*Account:** AP **\*Handling:** 8A [Q](#)  
**\*Method:** CHK Check **\*Netting:** N [Q](#)  
**Message:**  [Messages](#)  
 Message will appear on remittance advice.

**Schedule Payment**

**\*Action:** Schedule  **Payment Date:**   
**Pay:**  **Reference:**

**Payment Options**

**Hold Payment**  **Separate Payment**   
**Hold Reason:**  [Q](#)  
**Letter of Credit:**  [Q](#)

[Payment Inquiry](#) | [Holiday/Currency Options](#) | [Express Payment](#) | [Vendor Bank Account](#)  
**Payment Note**

Done Trusted sites

Step	Action	Input	Expected Results	Pass	Fail
35.	Click the <b>Save</b> button on the <b>Payments</b> page.				
36.	Click the <b>Add</b> button.				

# Test Document

## Creating a Control Group and Vouchers



**Voucher**

[Find an Existing Value](#) [Add a New Value](#)

Business Unit: UMS08

Voucher ID: NEXT

Voucher Style: Regular Voucher

Control Group ID: JJ003

Short Vendor Name: KLANES ED-001

Vendor ID: 0000044456

Vendor Location: 8000000926

Address Sequence Number: 1

Invoice Number:

Invoice Date:

Gross Invoice Amount: 0.00

Freight Amount: 0.00

Sales Tax Amount: 0.00


Misc Charge Amount: 0.00

Tax Exempt Flag:

Estimated No. of Invoice Lines: 1

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

Step	Action	Input	Expected Results	Pass	Fail
37.	On the <b>Voucher</b> page, click the <b>Look up Vendor Location</b> button. 				
38.	On the Search Results page, click on the appropriate Vendor Location to select it.				



# Test Document Creating a Control Group and Vouchers

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

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

### Voucher

[Find an Existing Value](#) | [Add a New Value](#)

**Business Unit:** UMS08

**Voucher ID:** NEXT

**Voucher Style:** Regular Voucher

**Control Group ID:** JJ003

**Short Vendor Name:** KLANES ED-001

**Vendor ID:** 0000044456

**Vendor Location:** 8000000926

**Address Sequence Number:** 1

**Invoice Number:**

**Invoice Date:**

**Gross Invoice Amount:** 0.00

**Freight Amount:** 0.00

**Sales Tax Amount:** 0.00

**Misc Charge Amount:** 0.00

**Tax Exempt Flag:**

**Estimated No. of Invoice Lines:** 1

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

Done

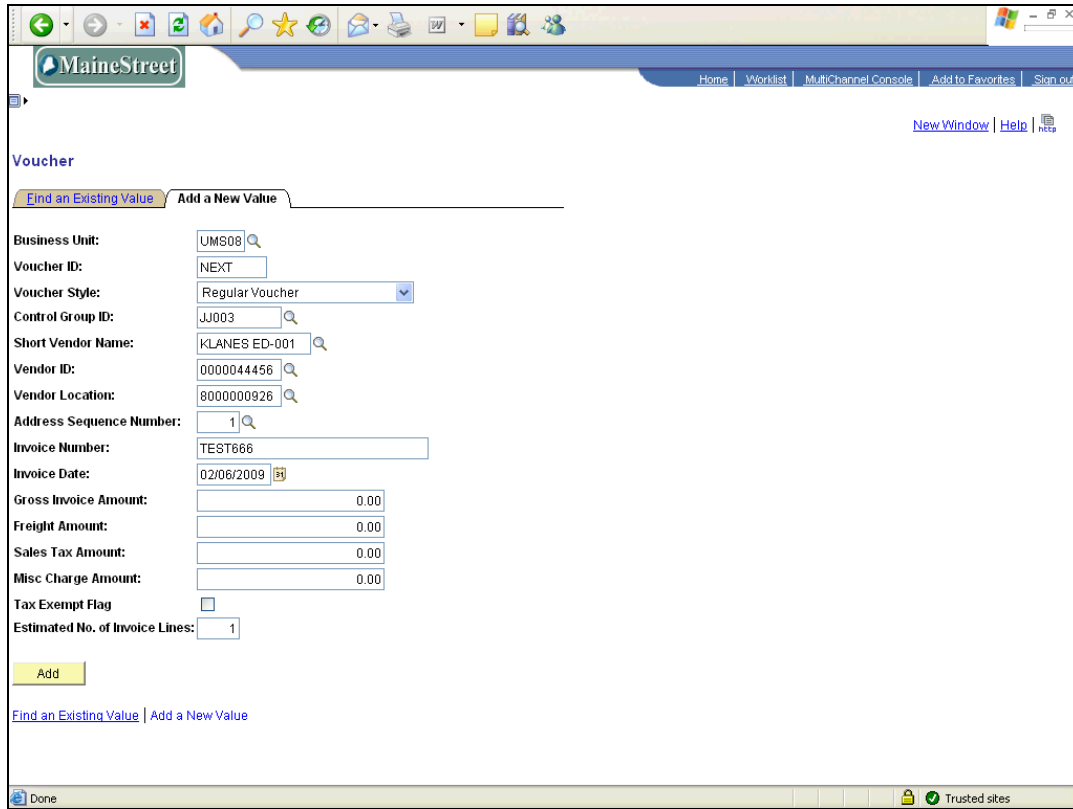
Step	Action	Input	Expected Results	Pass	Fail
39.	On the <b>Voucher</b> page, enter an invoice number into the <i>Invoice Number</i> field.				

# Test Document

## Creating a Control Group and Vouchers



Step	Action	Input	Expected Results	Pass	Fail
40.	Click the calendar icon on the calendar button adjacent to the <b>Invoice Date</b> field to lookup and select the appropriate date.				



**Voucher**

[Find an Existing Value](#) | [Add a New Value](#)

Business Unit: UMS08

Voucher ID: NEXT

Voucher Style: Regular Voucher

Control Group ID: JJ003

Short Vendor Name: KLANES ED-001

Vendor ID: 0000044456

Vendor Location: 8000000926

Address Sequence Number: 1

Invoice Number: TEST666

Invoice Date: 02/06/2009

Gross Invoice Amount: 0.00

Freight Amount: 0.00

Sales Tax Amount: 0.00

Misc Charge Amount: 0.00

Tax Exempt Flag:

Estimated No. of Invoice Lines: 1

[Find an Existing Value](#) | [Add a New Value](#)

Step	Action	Input	Expected Results	Pass	Fail
41.	Enter the Gross Invoice Amount in the <i>Gross Invoice Amount</i> field.				
42.	Click the <b>Add</b> button. <input type="button" value="Add"/>				

# Test Document

## Creating a Control Group and Vouchers



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

**Invoice Information** | [Payments](#) | [Voucher Attributes](#)

**Business Unit:** UMS08      **Invoice Number:** TEST666  
**Voucher ID:** NEXT      **Invoice Date:** 02/06/2009  
**Voucher Style:** Regular      **Action:**

**Copy from a Source Document**  
**PO Unit:**        **Worksheet Copy Option:** None

**Vendor:** 0000044456      **Pay Terms:** 30 Net 30      **Basis Dt Type:** Inv Date  
**Name:** KLANES ED-001      **Control Group:** JJ003      [Comments\(0\)](#)  
**Location:** 8000000926      **Accounting Date:** 02/06/2009  
**Address:** 1 [Advanced Vendor Search](#)      **Currency:** USD  
 KLANES EDUC INFO TRAINING HUB      **Total:** 40.00   
 93 NORRIDGEWOCK RD      [Non Merchandise Summary](#)  
 FAIRFIELD, ME 04937      [Sales/Use Tax Summary](#)  
    [Session Defaults](#)  
    [Withholding](#)  
    [Advice Comments](#)

**TIN Type**      **PO Type**

**Invoice Lines**


Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount						40.00

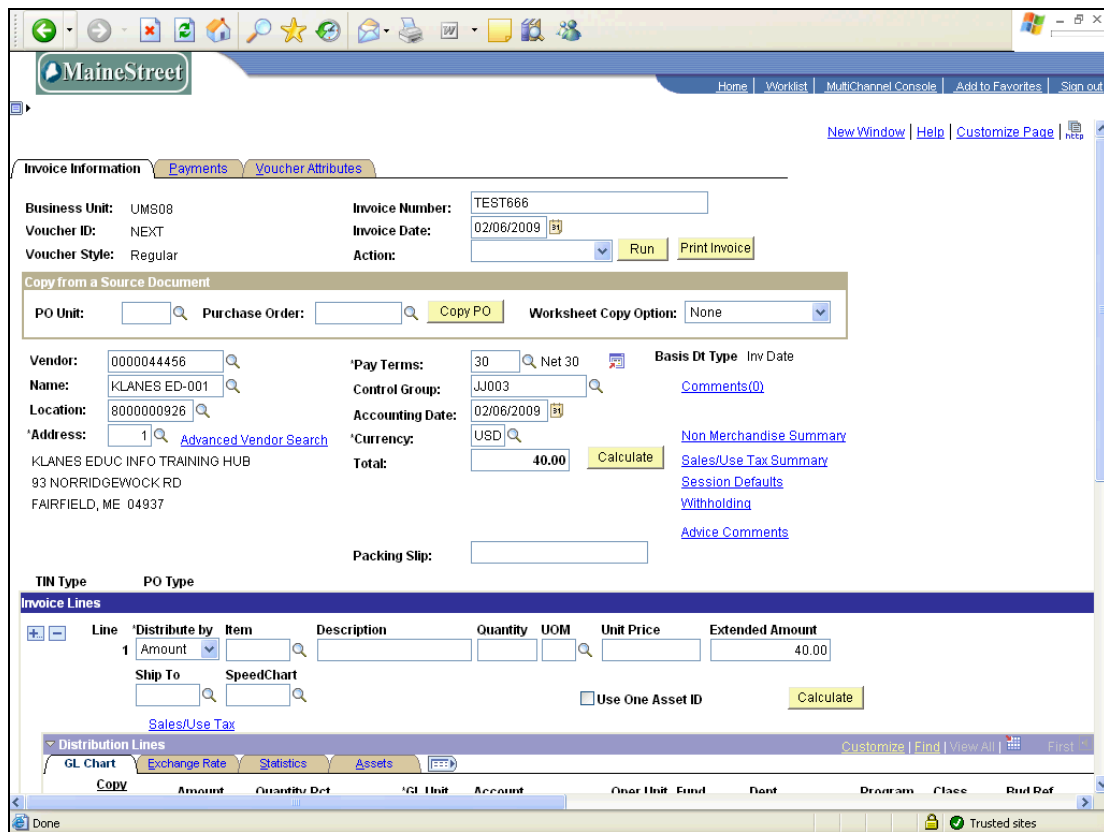
**Ship To:**         Use One Asset ID     

[Sales/Use Tax](#)

**Distribution Lines**      [Customize](#) | [Find](#) | [View All](#) | [First](#)

Amount      Quantity Det      GL Unit      Account      One Unit      End      Date      Program      Class      Bud Ref

Step	Action	Input	Expected Results	Pass	Fail
43.	If the payment terms have changed, on the <b>Invoice Information</b> page, click the <b>Look up Pay Terms</b> button. 				
44.	On the Search Results page, click on the appropriate Payment Term to select it.				



**Invoice Information** | Payments | Voucher Attributes

Business Unit: UMS08      Invoice Number: TEST666  
 Voucher ID: NEXT      Invoice Date: 02/06/2009  
 Voucher Style: Regular      Action: [Run] [Print Invoice]

Copy from a Source Document  
 PO Unit: [ ]      Purchase Order: [ ]      Copy PO      Worksheet Copy Option: None

Vendor: 0000044456      \*Pay Terms: 30 Net 30      Basis Dt Type: Inv Date  
 Name: KLANES ED-001      Control Group: JJ003      Comments(0)  
 Location: 8000000926      Accounting Date: 02/06/2009  
 \*Address: [1]      \*Currency: USD      Non Merchandise Summary  
 KLANES EDUC INFO TRAINING HUB      Total: 40.00      Calculate      Sales/Use Tax Summary  
 93 NORRIDGEWOCK RD                Session Defaults  
 FAIRFIELD, ME 04937                Withholding  
                   Advice Comments

TIN Type      PO Type

**Invoice Lines**

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount	[ ]	[ ]	[ ]	[ ]	[ ]	40.00

Ship To: [ ]      SpeedChart: [ ]      Use One Asset ID: [ ]      Calculate

Sales/Use Tax

Distribution Lines      Exchange Rate      Statistics      Assets      GL Chart

Copy      Amount      Quantity Det      GL Unit      Account      One Unit      Fund      Dept      Program      Class      Rpt Ref

Step	Action	Input	Expected Results	Pass	Fail
45.	On the <b>Invoice Information</b> page, enter an item description into the <i>Description</i> field.				
46.	Enter the item quantity in the <i>Quantity</i> field.				
47.	Enter the appropriate unit of measure into the <b>UOM</b> field.				
48.	Enter the appropriate unit price into the <i>Unit Price</i> field.				

# Test Document

## Creating a Control Group and Vouchers



**Vendor:** UUUUU44450  
**Name:** KLANES ED-001  
**Location:** 8000000926  
**Address:** 1  
 KLANES EDUC INFO TRAINING HUB  
 93 NORRIDGEWOCK RD  
 FAIRFIELD, ME 04937

**'Pay Terms:** 30  
**Control Group:** JJ003  
**Accounting Date:** 02/06/2009  
**'Currency:** USD  
**Total:** 40.00

**Packing Slip:**

**TIN Type**    **PO Type**

**Invoice Lines**

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount		BOOK	1	EA	40.00	40.00

**Ship To**    **SpeedChart**

Use One Asset ID    **Calculate**

[Sales/Use Tax](#)

**Distribution Lines**

Copy Down	Amount	Quantity Pct	GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	Bud Ref
1	40.00		UMS08							

**Business Unit:** UMS08  
**Voucher ID:** NEXT  
[Print Invoice](#)

**Balancing**

Invoice Lines	0.000
Misc Charge Amount	
Freight Amount	
Sales Tax Amount	

Step	Action	Input	Expected Results	Pass	Fail
49.					
50.	Enter the appropriate ChartField combination.				



# Test Document

## Creating a Control Group and Vouchers

**Invoice Information** | Payments | Voucher Attributes

Business Unit: UMS08      Invoice Number: TEST666  
 Voucher ID: NEXT      Invoice Date: 02/06/2009  
 Voucher Style: Regular      Action: [Run] [Print Invoice]

Copy from a Source Document  
 PO Unit: [ ]      Purchase Order: [ ]      Copy PO      Worksheet Copy Option: None

Packing Slip: [ ]

TIN Type      PO Type

**Invoice Lines**

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount	[ ]	BOOK	1.0000	EA	40.00000	40.00

Ship To: [ ]      SpeedChart: [ ]       Use One Asset ID      [Calculate]

Sales/Use Tax

**Distribution Lines**      Customize | Find | View All | First

GL Chart	Exchange Rate	Statistics	Assets	Print						
Copy Down	Amount	Quantity Pct	GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	Bud Ref
1	40.00	1.0000	UMS08	61000	[ ]	00	8850000	[ ]	[ ]	[ ]

Business Unit: UMS08      Balancing

Voucher ID: NEXT      Invoice Lines: 0.000  
 Print Invoice      Misc Charge Amount: [ ]  
 Freight Amount: [ ]  
 Sales Tax Amount: [ ]

Step	Action	Input	Expected Results	Pass	Fail
51.	When finished, click the <b>Payments</b> tab. <a href="#">Payments</a>				

# Test Document


## Creating a Control Group and Vouchers

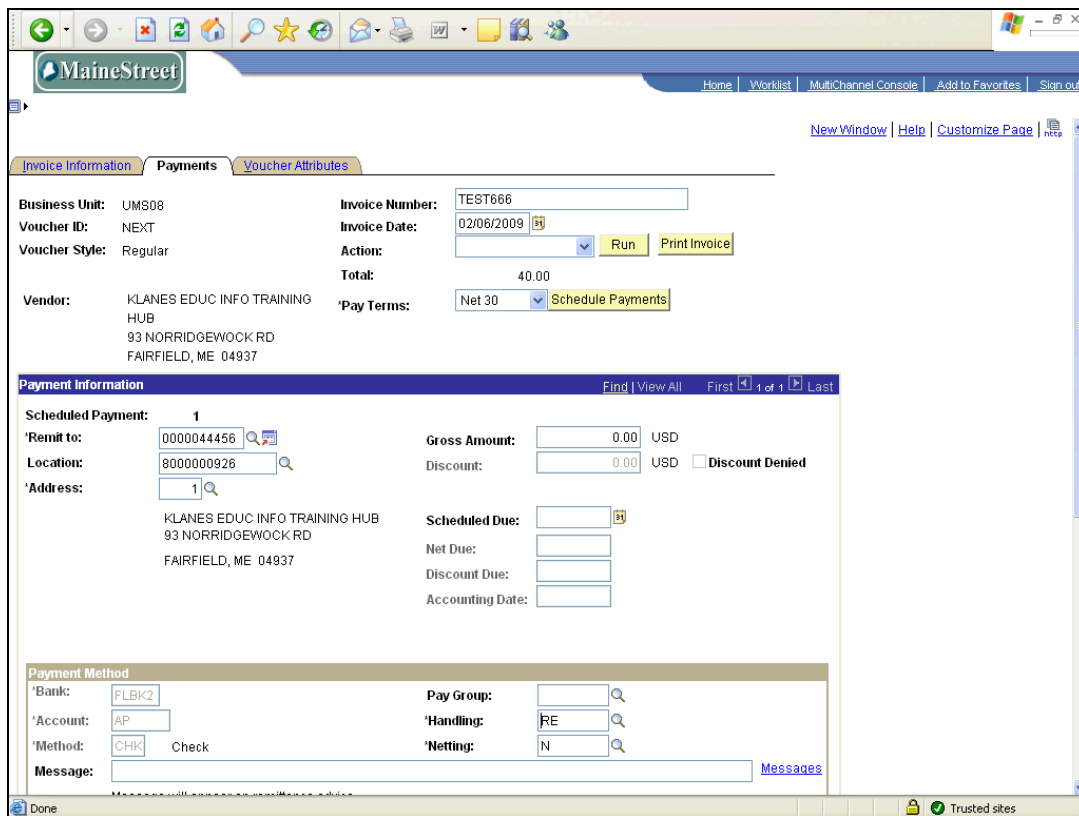


The screenshot shows the 'MaineStreet' application interface. At the top, there are navigation tabs for 'Invoice Information', 'Payments', and 'Voucher Attributes'. The 'Payments' tab is active. Below the tabs, there are fields for 'Business Unit' (UMS08), 'Voucher ID' (NEXT), and 'Voucher Style' (Regular). To the right, there are fields for 'Invoice Number' (TEST666), 'Invoice Date' (02/06/2009), and 'Total' (40.00). There are also buttons for 'Run' and 'Print Invoice'. Below this, the 'Vendor' information is listed: 'KLANES EDUC INFO TRAINING HUB, 93 NORRIDGEWOCK RD, FAIRFIELD, ME 04937'. The 'Pay Terms' are set to 'Net 30' with a 'Schedule Payments' button.

The 'Payment Information' section shows 'Scheduled Payment: 1'. It includes fields for 'Remit to' (0000044456), 'Location' (800000926), and 'Address' (1). To the right, there are fields for 'Gross Amount' (0.00 USD), 'Discount' (0.00 USD), and 'Discount Denied' (checkbox). Below these are fields for 'Scheduled Due', 'Net Due', 'Discount Due', and 'Accounting Date'.

The 'Payment Method' section is at the bottom. It includes fields for 'Bank' (FLBK2), 'Account' (AP), 'Method' (CHK - Check), and 'Message'. To the right, there are fields for 'Pay Group', 'Handling' (RE), and 'Netting' (N). A red circle is drawn around the 'Handling' dropdown menu.

Step	Action	Input	Expected Results	Pass	Fail
52.	If it is necessary to change the handling code, on the <b>Payments</b> page, click the Look up <b>Handling</b> button in the <b>Payment Method</b> section of the page. 				
53.	On the Search Results page, click on the appropriate Payment Handling to select it.				



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

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

**Invoice Information** | Payments | Voucher Attributes

Business Unit: UMS08 Invoice Number: TEST666  
 Voucher ID: NEXT Invoice Date: 02/06/2009  
 Voucher Style: Regular Action: Run Print Invoice  
 Total: 40.00  
 Vendor: KLANES EDUC INFO TRAINING HUB  
 93 NORRIDGEWOCK RD  
 FAIRFIELD, ME 04937 Pay Terms: Net 30 Schedule Payments

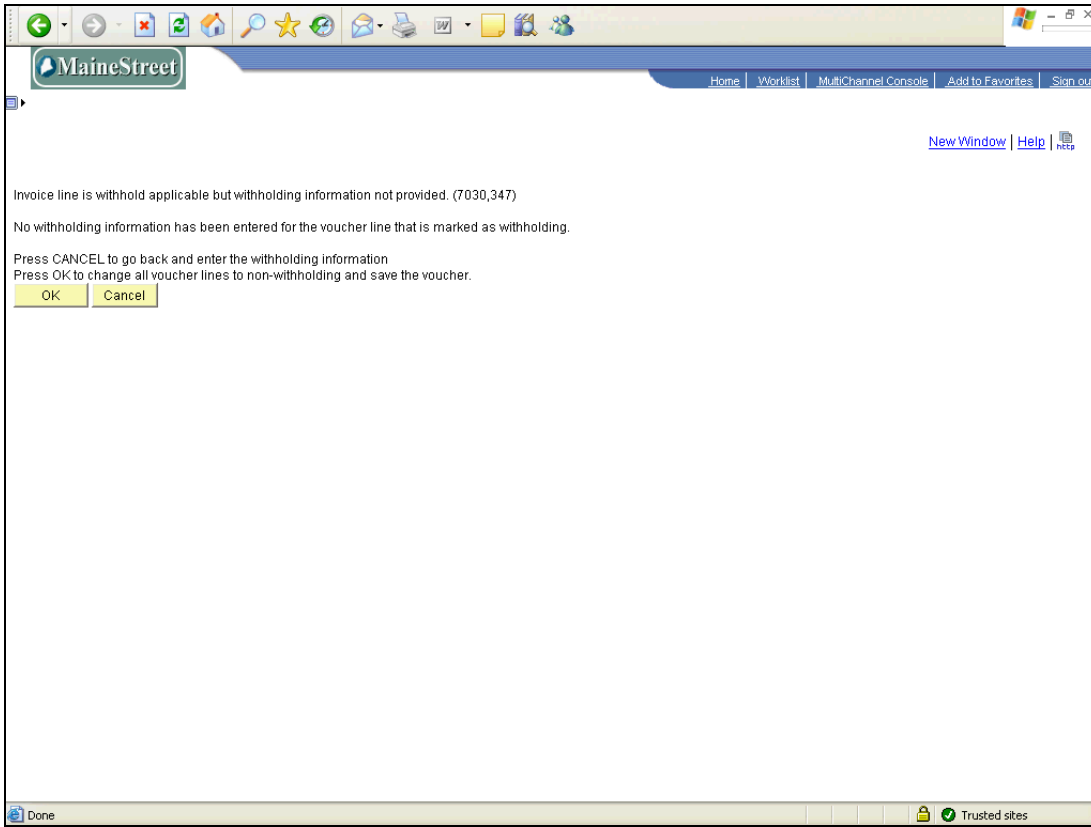
**Payment Information** Find | View All First 1 of 1 Last


Scheduled Payment: 1  
 Remit to: 0000044456 Gross Amount: 0.00 USD  
 Location: 8000000926 Discount: 0.00 USD  Discount Denied  
 Address: 1  
 KLANES EDUC INFO TRAINING HUB  
 93 NORRIDGEWOCK RD  
 FAIRFIELD, ME 04937 Scheduled Due:   
 Net Due:   
 Discount Due:   
 Accounting Date:   
 Payment Method  
 Bank: FLBK2 Pay Group:   
 Account: AP Handling: RE  
 Method: CHK Check Netting: N  
 Message: [Messages](#)

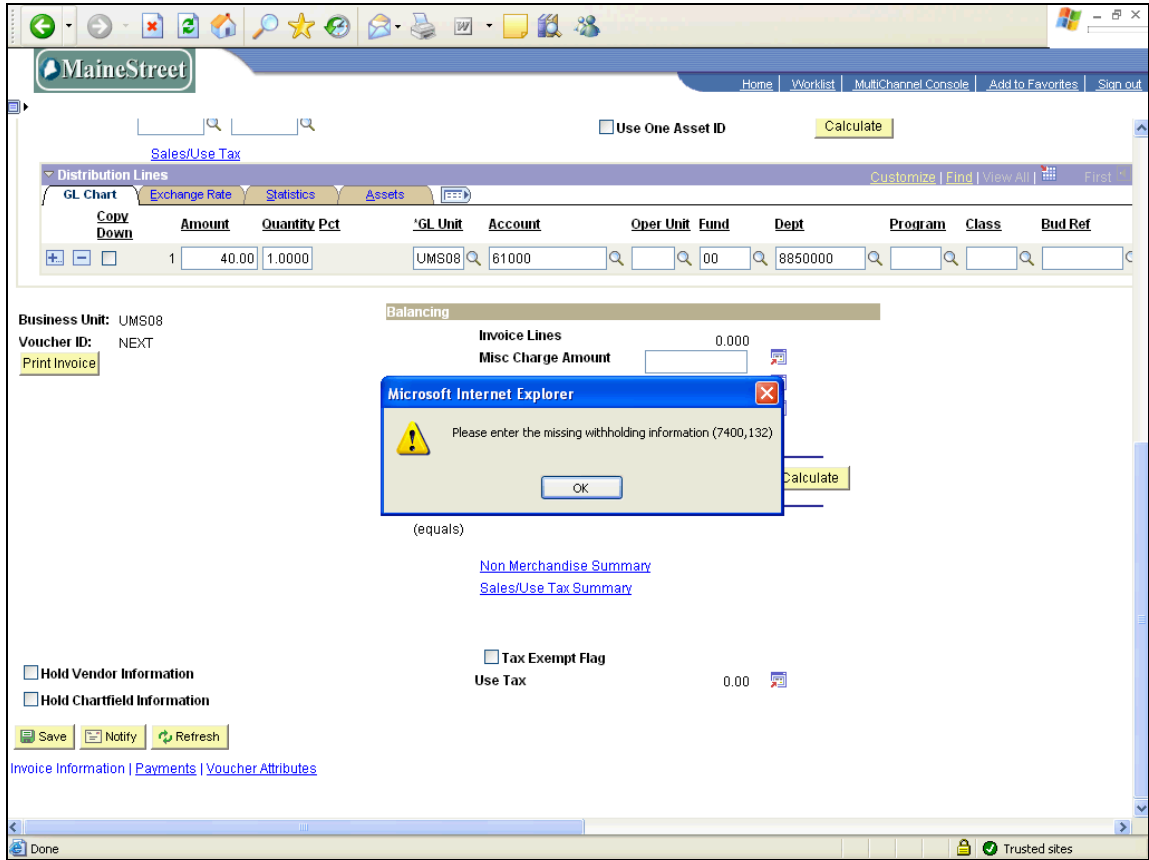
Step	Action	Input	Expected Results	Pass	Fail
54.	Click the <b>Invoice Information</b> tab. <a href="#">Invoice Information</a>				
55.	On the <b>Invoice Information</b> page, click the <b>Save</b> button. <a href="#">Save</a>				

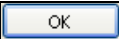
# Test Document

## Creating a Control Group and Vouchers



Step	Action	Input	Expected Results	Pass	Fail
56.	Click the <b>Cancel</b> button. 				



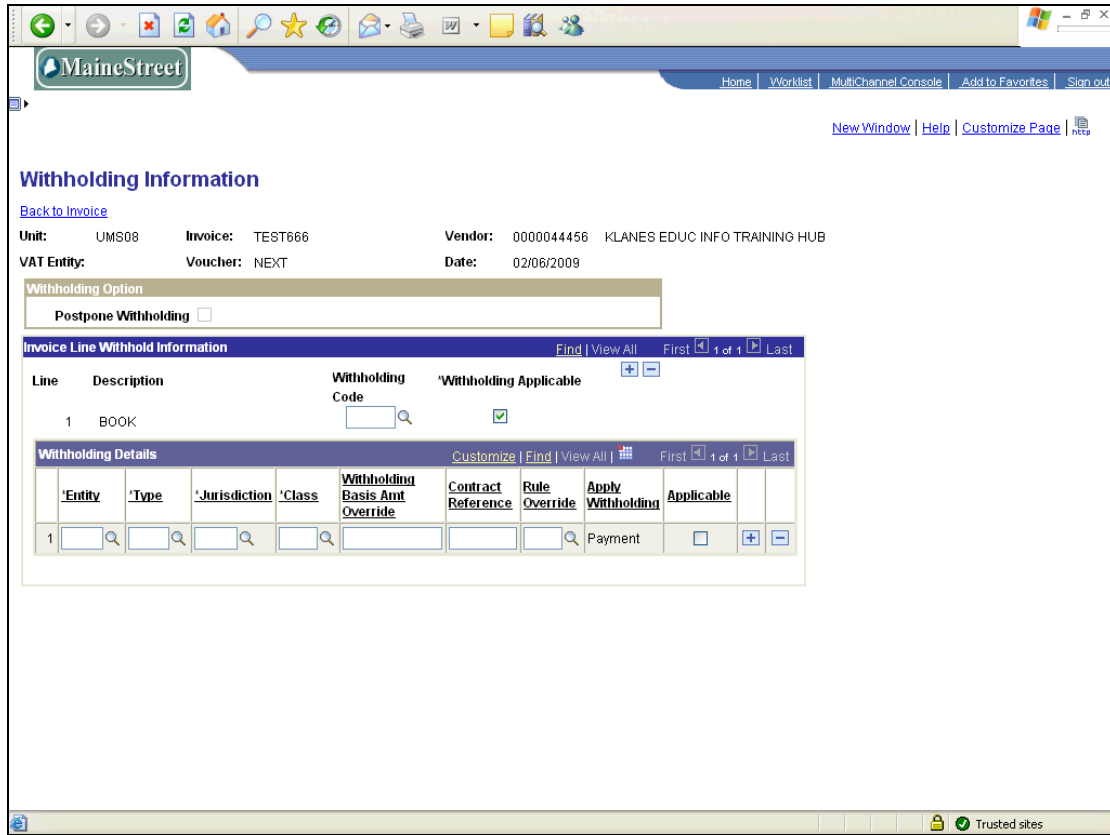
Step	Action	Input	Expected Results	Pass	Fail
57.	When prompted to enter withholding information click the <b>OK</b> button. 				

# Test Document

## Creating a Control Group and Vouchers



Step	Action	Input	Expected Results	Pass	Fail
58.	On the Invoice Information page, click the <b>Withholding</b> link. <a href="#">Withholding</a>				



**Withholding Information**

[Back to Invoice](#)

Unit: UMS08      Invoice: TEST666      Vendor: 0000044456      KLANES EDUC INFO TRAINING HUB  
 VAT Entity:      Voucher: NEXT      Date: 02/06/2009

Withholding Option

Postpone Withholding

Invoice Line Withhold Information

Line	Description	Withholding Code	Withholding Applicable
1	BOOK	<input type="text"/>	<input checked="" type="checkbox"/>

Withholding Details

'Entity	'Type	'Jurisdiction	'Class	Withholding Basis Amt Override	Contract Reference	Rule Override	Apply Withholding	Applicable
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Payment	<input type="checkbox"/>

Step	Action	Input	Expected Results	Pass	Fail
59.	On the <b>Withholding Information</b> page, enter the appropriate code into the <b>Withholding Code</b> field.				
60.	Press <b>[Tab]</b> key.				

# Test Document

## Creating a Control Group and Vouchers



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

### Withholding Information

[Back to Invoice](#)  
**Unit:** UMS08    **Invoice:** TEST666    **Vendor:** 0000044456    KLANES EDUC INFO TRAINING HUB  
**VAT Entity:**    **Voucher:** NEXT    **Date:** 02/06/2009

**Withholding Option**  
 Postpone Withholding


**Invoice Line Withhold Information** Find | View All First 1 of 1 Last  

Line	Description	Withholding Code	Withholding Applicable
1	BOOK	07	<input checked="" type="checkbox"/>

**Withholding Details** Customize | Find | View All First 1 of 1 Last  

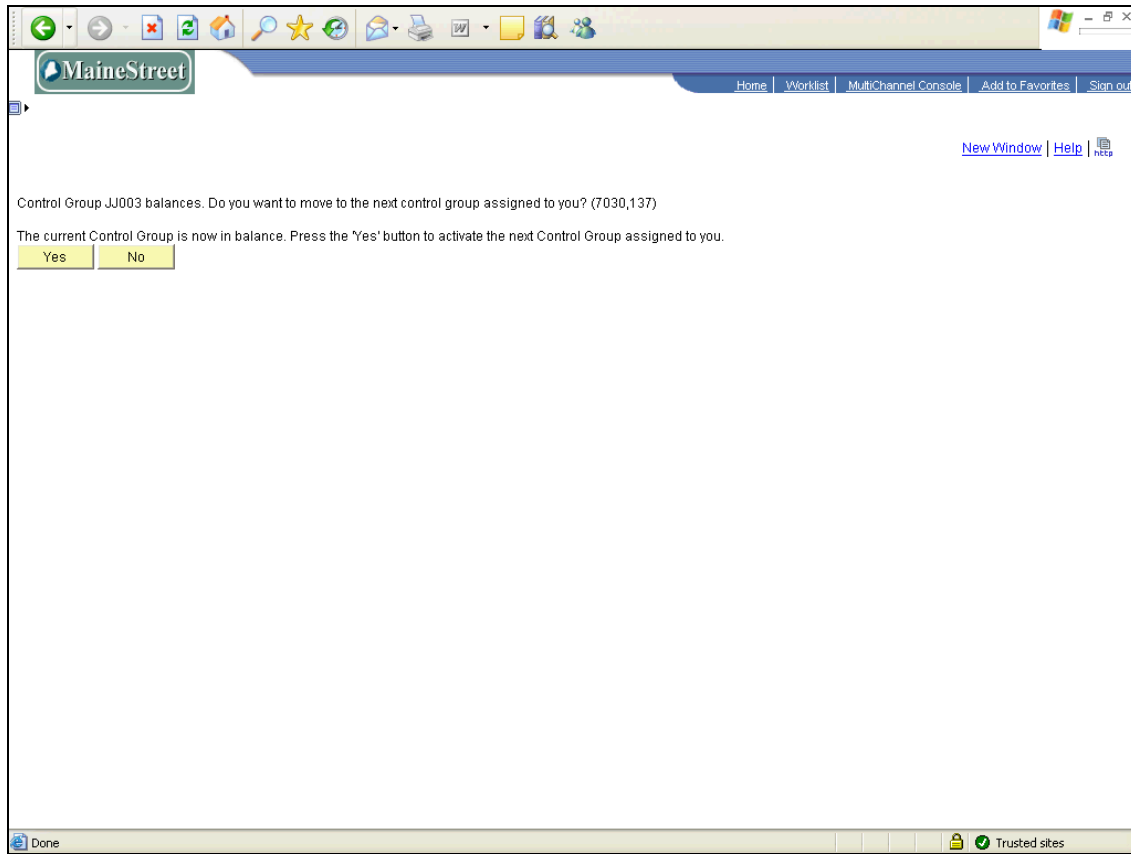
	Entity	Type	Jurisdiction	Class	Withholding Basis Amt Override	Contract Reference	Rule Override	Apply Withholding	Applicable
1	IRS	1099	FED	07				Payment	<input checked="" type="checkbox"/>

Step	Action	Input	Expected Results	Pass	Fail
61.	Click the <b>Back to Invoice</b> link. <a href="#">Back to Invoice</a>				

Step	Action	Input	Expected Results	Pass	Fail
62.	Click the <b>Save</b> button. 				

# Test Document

## Creating a Control Group and Vouchers



Step	Action	Input	Expected Results	Pass	Fail
63.	When asked if you would like to proceed to the next control group, click the <b>No</b> button. <input type="button" value="No"/>				



# Test Document

## Creating a Control Group and Vouchers

Step	Action	Input	Expected Results	Pass	Fail
64.	Next, from the Financials menu, click the <b>Control Groups</b> link. <a href="#">Control Groups</a>				
65.	Click the <b>Group Information</b> link. <a href="#">Group Information</a>				

# Test Document

## Creating a Control Group and Vouchers





The screenshot shows the 'Assignment' page in the MaineStreet application. The breadcrumb trail is: Home > Worklist > MultiChannel Console > Add to Favorites > Sign out. The page title is 'Assignment' with sub-tabs for 'Accounting', 'Vouchering Options', and 'Vouchers'. The main content area includes:

- Unit:** UMS08 **Group:** JJ003
- Control Totals:** A 'Run a Tape' checkbox, 'Gross Amt:' field with value 50.00, and 'Nbr of Vouchers:' field with value 2.
- Actual Totals:** A table showing 'Gross Amt' as 50.00 and 'Nbr of Vouchers' as 2.
- Differences:** A table showing 'Gross Amount Difference' as 0.00 and 'Voucher Totals Difference' as 0.
- Status:** A dropdown menu currently set to 'Assigned'.
- Assignment:** 'Assigned to:' field with value 0013164 and name Jeff Joy; 'Assigned:' field with value 02/06/09 10:32AM; 'Due:' field with value 02/06/09 10:44AM; and an empty 'Completed:' field.
- Voucher Numbering:** A checked checkbox for 'Reserve Voucher Numbers' and a 'Starting From:' field with value 80029410.

Buttons at the bottom include 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'. The browser address bar shows the URL: https://psfn.maine.edu:7602/psp/FNTST90/EMPLOYEE/ERP/c/ENTER\_VOUCHER\_INFORMATION.GRP\_AP\_CTL.GBL?FolderPath=PORTAL\_ROOT\_OBJEC

Step	Action	Input	Expected Results	Pass	Fail
66.	If the Control Group balances, on the <b>Assignment</b> page, click on the drop-down arrow in the <b>Status</b> field.				

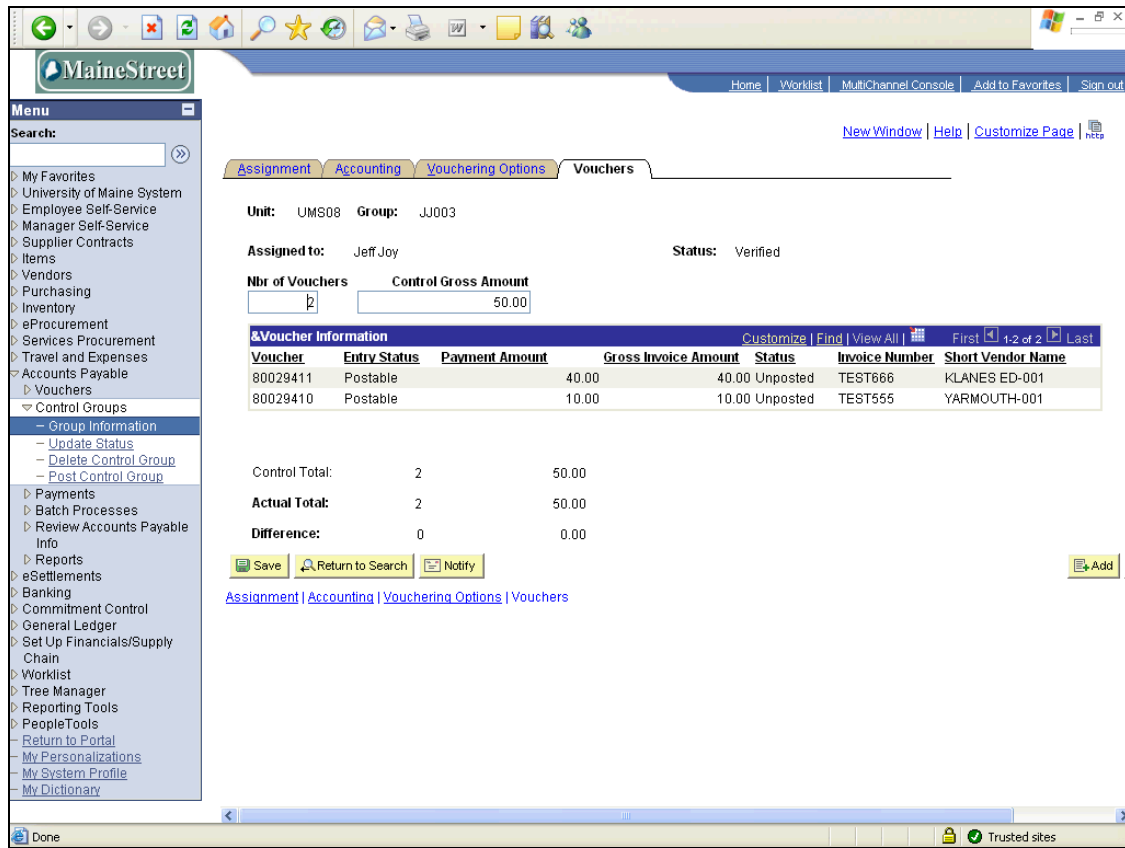
Step	Action	Input	Expected Results	Pass	Fail
67.	Click on <b>Verified</b> from the drop-down menu. 				
68.	Click the <b>Save</b> button. 				

# Test Document

## Creating a Control Group and Vouchers



Step	Action	Input	Expected Results	Pass	Fail
69.	Click the <b>Vouchers</b> tab. <a href="#">Vouchers</a>				



**Unit:** UMS08 **Group:** JJ003

**Assigned to:** Jeff Joy **Status:** Verified

**Nbr of Vouchers:** 2 **Control Gross Amount:** 50.00

Voucher	Entry Status	Payment Amount	Gross Invoice Amount	Status	Invoice Number	Short Vendor Name
80029411	Postable	40.00	40.00	Unposted	TEST666	KLANES ED-001
80029410	Postable	10.00	10.00	Unposted	TEST555	YARMOUTH-001

Control Total: 2 50.00  
 Actual Total: 2 50.00  
 Difference: 0 0.00

Buttons: Save, Return to Search, Notify, Add

Step	Action	Input	Expected Results	Pass	Fail
70.	Click the <b>Assignment</b> tab. <a href="#">Assignment</a>				

# Test Document

## Creating a Control Group and Vouchers



Step	Action	Input	Expected Results	Pass	Fail
71.	<b>End of Procedure.</b>				

### Additional Validation