



Test History

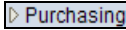
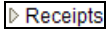
Date	Tester	Pass/Fail	Notes

Time to Test

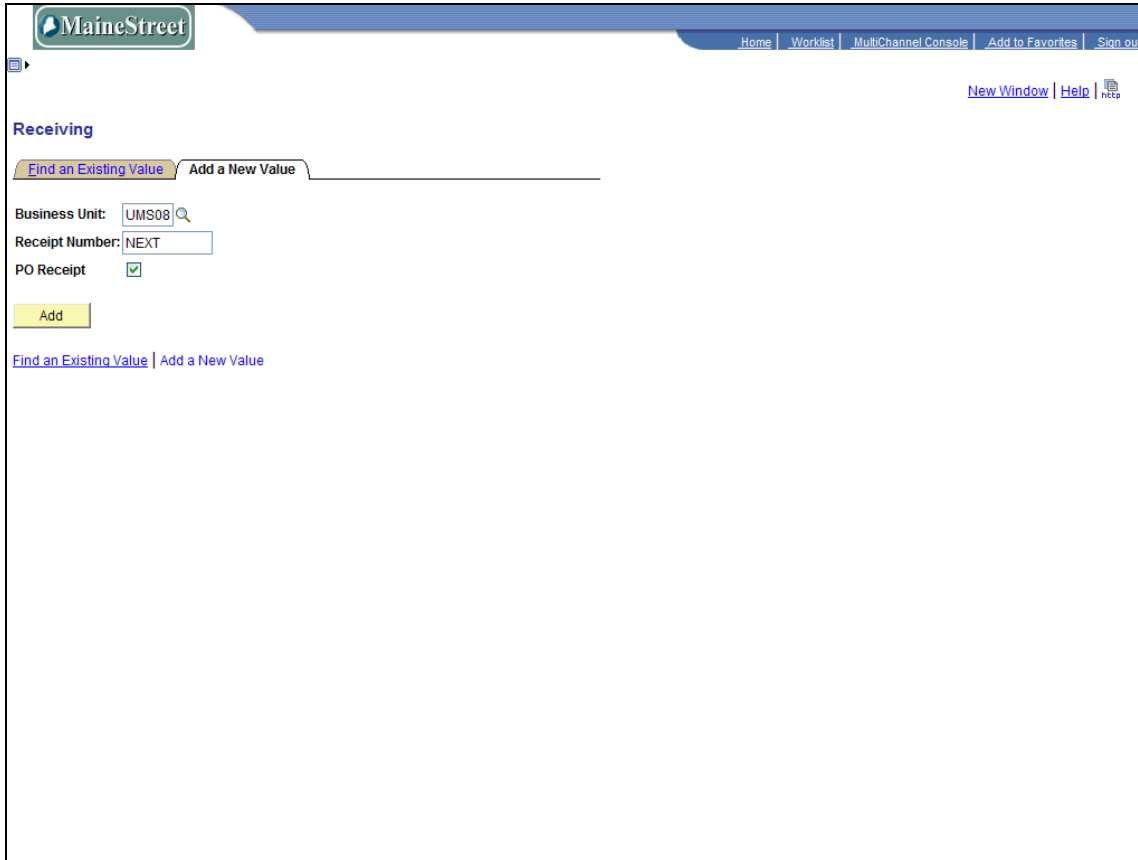
Estimated Time	
Actual Time	


Test Setup

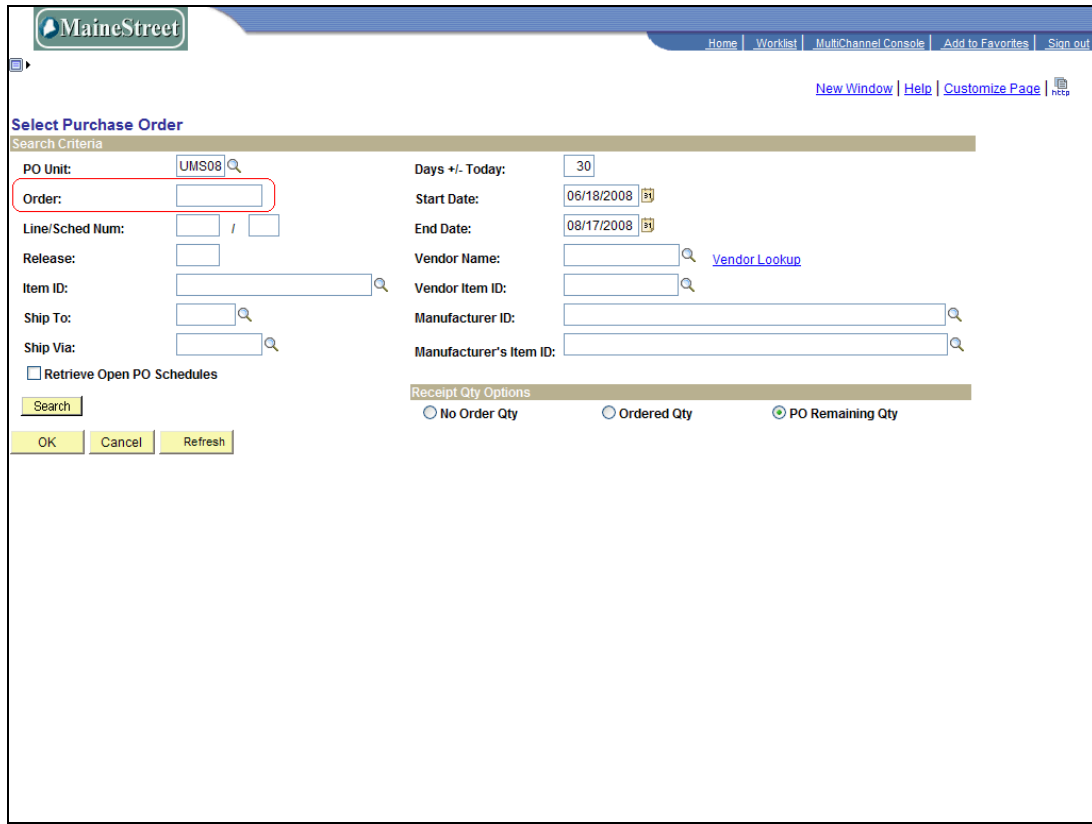
Test Navigation

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


Test Procedure




Step	Action	Input	Expected Results	Pass	Fail
4.	<p>On the Receiving <i>Add a New Value</i> page, verify that the PO Receipt box is checked.</p> <p>Click the Add button to open the Select Purchase Order page.</p> 				



Step	Action	Input	Expected Results	Pass	Fail
5.	<p>Use the Select Purchase Order page to search for and retrieve purchase order schedules against which to create receipts.</p> <p>In the Search Criteria section of the page, your Business Unit should enter by default in the PO Unit field.</p> <p>In this example, we will enter the Purchase Order # in the Order field as part of our search criteria.</p>				



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Select Purchase Order

Search Criteria

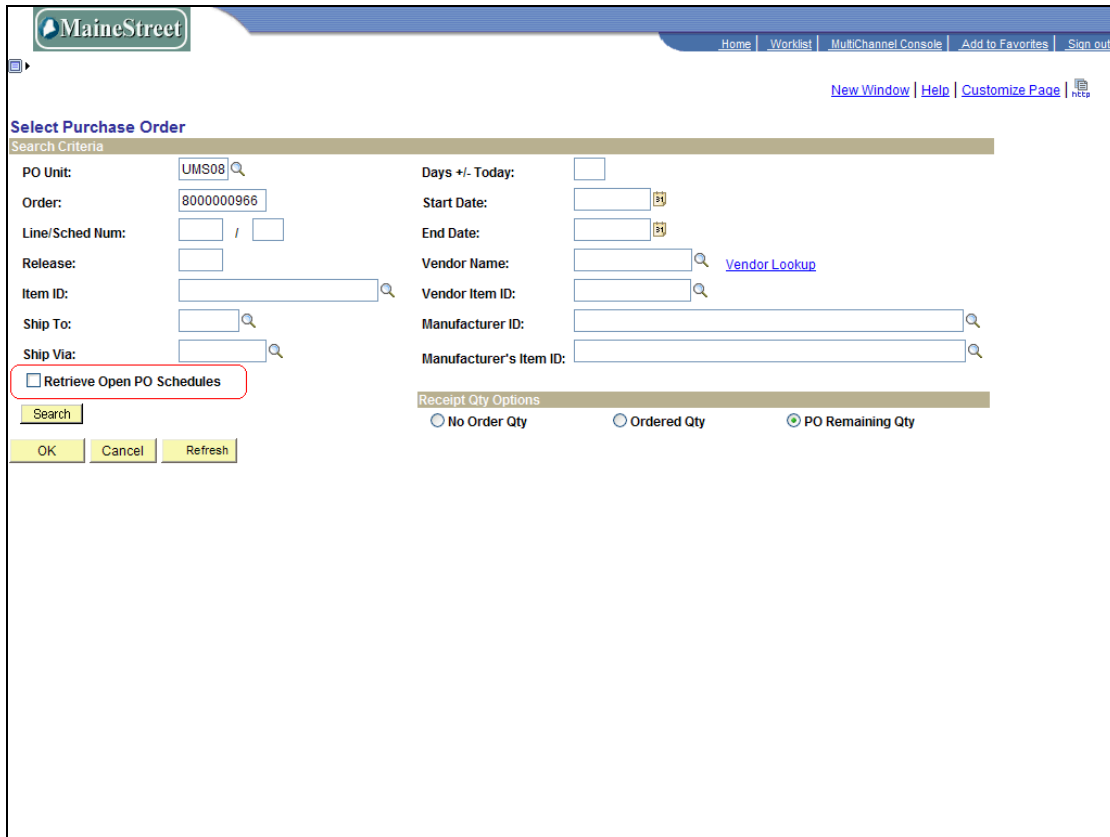
PO Unit: <input type="text" value="UMS08"/>	Days +/- Today: <input type="text" value="30"/>
Order: <input type="text" value="8000000966"/>	Start Date: <input type="text" value="06/18/2008"/>
Line/Sched Num: <input type="text"/> / <input type="text"/>	End Date: <input type="text" value="08/17/2008"/>
Release: <input type="text"/>	Vendor Name: <input type="text"/> Vendor Lookup
Item ID: <input type="text"/>	Vendor Item ID: <input type="text"/>
Ship To: <input type="text"/>	Manufacturer ID: <input type="text"/>
Ship Via: <input type="text"/>	Manufacturer's Item ID: <input type="text"/>

Retrieve Open PO Schedules

Receipt Qty Options

No Order Qty
 Ordered Qty
 PO Remaining Qty

Step	Action	Input	Expected Results	Pass	Fail
6.	Use the Days +/- Today field to enter a value to further restrict or expand the number of purchase order schedules that appear within the Start Date and End Date fields. This value is added or subtracted from the current date to calculate the start date and end date values. You may also enter the start date and end date. The system will select all schedules whose due date falls on or between the two dates.				



Step	Action	Input	Expected Results	Pass	Fail
7.	Place a checkmark in the Retrieve Open PO Schedules box to retrieve only purchase order schedules that haven't been fully received. <input type="checkbox"/> Retrieve Open PO Schedules				
8.	In the Receipt Qty Options section of the page, select the PO Remaining Qty radio button to have the receipt display the numeric difference between the quantity ordered and the current quantity received. Selecting this option replaces the received quantity with the quantity that has not yet been received. <input checked="" type="radio"/> PO Remaining Qty				

Test Document Creating Receipts



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Select Purchase Order

Search Criteria

PO Unit: <input type="text" value="UMS08"/>	Days +/- Today: <input type="text"/>
Order: <input type="text" value="800000966"/>	Start Date: <input type="text"/>
Line/Sched Num: <input type="text"/> / <input type="text"/>	End Date: <input type="text"/>
Release: <input type="text"/>	Vendor Name: <input type="text"/> Vendor Lookup
Item ID: <input type="text"/>	Vendor Item ID: <input type="text"/>
Ship To: <input type="text"/>	Manufacturer ID: <input type="text"/>
Ship Via: <input type="text"/>	Manufacturer's Item ID: <input type="text"/>

Retrieve Open PO Schedules

Search

Receipt Qty Options

 No Order Qty
 Ordered Qty
 PO Remaining Qty

OK
Cancel
Refresh

Step	Action	Input	Expected Results	Pass	Fail
9.	Click the <i>Search</i> button to display purchase order lines and schedules that match the entered criteria. <div style="border: 1px solid black; display: inline-block; padding: 2px 5px; margin-top: 5px;">Search</div>				

Select Purchase Order

Search Criteria

PO Unit: Days +/- Today:

Order: Start Date:

Line/Sched Num: / End Date:

Release: Vendor Name: [Vendor Lookup](#)

Item ID: Vendor Item ID:

Ship To: Manufacturer ID:

Ship Via: Manufacturer's Item ID:

Retrieve Open PO Schedules

Receipt Qty Options

No Order Qty Ordered Qty PO Remaining Qty


Retrieved Rows

Selected Rows [Shipping Related](#) [More Details](#)

Customize | Find | View All | First | 1-3 of 3 | Last

Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
<input checked="" type="checkbox"/>	UMS08	8000000963	1	1		07/15/2008	10.0000			LINE 1
<input checked="" type="checkbox"/>	UMS08	8000000963	1	2		07/15/2008	10.0000			LINE 1
<input checked="" type="checkbox"/>	UMS08	8000000963	2	1		07/15/2008	10.0000			LINE 2

[Select All](#) [Clear All](#)

Step	Action	Input	Expected Results	Pass	Fail
10.	<p>After you click the Search button, the Retrieved Rows section appears on the page. All the purchase order lines and schedules that match the search criteria appear.</p> <p>Place a checkmark in the Sel box adjacent to a purchase order line to select that line. You can select one or more lines, or check the Select All box to mark all lines.</p> 				

Test Document Creating Receipts



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New Window | Help | Customize Page

Select Purchase Order

Search Criteria

PO Unit: Days +/- Today:

Order: Start Date:

Line/Sched Num: / End Date:

Release: Vendor Name: [Vendor Lookup](#)

Item ID: Vendor Item ID:

Ship To: Manufacturer ID:

Ship Via: Manufacturer's Item ID:

Retrieve Open PO Schedules

Search

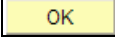
Receipt Qty Options
 No Order Qty Ordered Qty PO Remaining Qty

Retrieved Rows	Shipping Related	More Details	First	1-3 of 3	Last
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
<input checked="" type="checkbox"/>	UMS08	8000000963	1	1		07/15/2008	10.0000			LINE 1
<input checked="" type="checkbox"/>	UMS08	8000000963	1	2		07/15/2008	10.0000			LINE 1
<input checked="" type="checkbox"/>	UMS08	8000000963	2	1		07/15/2008	10.0000			LINE 2

Select All Clear All

OK Cancel Refresh

Step	Action	Input	Expected Results	Pass	Fail
11.	Click the OK button to open the Maintain Receipt - Receiving page. 				

Maintain Receipts

Receiving

Business Unit: UMS08 Receipt Status: Open ✗

Receipt ID: NEXT [Add Comments](#) [Activities](#)

[Header Details](#)

Select Purchase Order

Line	Item	Description	Price	Receipt Qty	*Recv UOM	Accept Qty	Status	Serial	Device Track	Stock UOM	Device Track
1		DESKS	10.00000	10.0000	EA	10.0000	Open			EA	Device Track ✗
2		CHAIRS	10.00000	10.0000	EA	10.0000	Open			EA	Device Track ✗
3		LIGHTS	5.00000	10.0000	EA	10.0000	Open			EA	Device Track ✗

Interface Receipt

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

Step	Action	Input	Expected Results	Pass	Fail
12.	<p>Use the Maintain Receipt - Receiving page to create receipts for purchase order line items.</p> <p>The <i>Accept Qty</i> field displays the quantity of items accepted.</p> <p>Note: At this step in the process, unless additional details are desired by the Department, you can Save the Receipt.</p> <p>Click the Header Details link to access the Maintain Receipts - Header Details page.</p>				



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Maintain Receipts

Header Details

Business Unit: UMS08	*Receipt Date: 07/18/2008	Receipt Time: 1:21PM
Receipt ID: NEXT	User ID: 0099999	
Receive Source: On-line	Receipt Status: Open	
Vendor: 0000000011	Name: ADVERTISING SPECIALISTS OF ME	
Location: 8000000006	*Ship To: 8000000019	

Last Change Date: Last User to Modify:

Shipping Information

Carrier ID: <input type="text"/>	Container ID: <input type="text"/>
Vehicle ID: <input type="text"/>	Nbr Cartons: <input type="text"/>
Driver ID: <input type="text"/>	Pallets In: <input type="text"/>
Bill of Lading: <input type="text"/>	Pallets Out: <input type="text"/>
Pack Slip: <input type="text"/>	Port Of Unloading: <input type="text"/>
Shipment Number: <input type="text"/>	Ship From Country: USA
Pro Number: <input type="text"/>	Ship From Location: <input type="text"/>

Match Options

Invoice: <input type="text"/>	<input type="checkbox"/> Allow ERS
Invoice Dt Op: <input type="text"/>	Match Status: To Match
Freight Terms: <input type="text"/>	Match Rule: STANDARD

Receipt Hold Options	Receipt Processing Options
<input type="checkbox"/> Hold Receipt	<input checked="" type="checkbox"/> Process Manufacturing
<input type="checkbox"/> Hold Inventory	<input checked="" type="checkbox"/> Process Inventory
<input type="checkbox"/> Hold Assets	<input checked="" type="checkbox"/> Process Assets

Step	Action	Input	Expected Results	Pass	Fail
13.	Use this page to view and enter receipt header information. Click the OK button to return to the Maintain Receipt - Receiving page. <div style="text-align: center; margin-top: 5px;"> <input type="button" value="OK"/> </div>				

Maintain Receipts

Receiving

Business Unit: UMS08 Receipt Status: Open ✖

Receipt ID: NEXT [Add Comments](#) [Activities](#)

[Header Details](#)

Header

[Select Purchase Order](#)


Line	Item	Description	Price	Receipt Qty	*Recv UOM	Accept Qty	Status	Serial	Device Track	Stock UOM	Device Track
1		DESKS	10.00000	10.0000	EA	10.0000	Open			EA	✖
2		CHAIRS	10.00000	10.0000	EA	10.0000	Open			EA	✖
3		LIGHTS	5.00000	10.0000	EA	10.0000	Open			EA	✖

Interface Receipt


Save Notify Refresh Add Update/Display

Main Content

Step	Action	Input	Expected Results	Pass	Fail
14.	Click the Add Comments link to access the Maintain Receipts - Receipt Header Comments page. Add Comments				



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Maintain Receipts

Receipt Header Comments

Business Unit: UMS08 Receipt Nbr: NEXT
 Receipt Status: Open

Retrieve Active Comments Only

*Sort Method: *Sort Sequence:

Comments
Find | View All First | 1 of 1 | Last

[Copy Standard Comments](#) Comment Status: Active

Shown at Voucher

Associated Document

Attachment

From -> RCV UMS08-NEXT

Step	Action	Input	Expected Results	Pass	Fail
15.	Use this page to add header level comments that will be associated with this receiver ID. Once comments are added, the link should display as Edit Comments . Click the link to add additional header level comments or to review existing ones. Click the OK button to open the Maintain Receipt - Receiving page. <input type="button" value="OK"/>				

Maintain Receipts

Receiving

Business Unit: UMS08 Receipt Status: Open ✘

Receipt ID: NEXT [Add Comments](#) [Activities](#)

[Header Details](#)

[Select Purchase Order](#)

Line	Item	Description	Price	Receipt Qty	*Recv UOM	Accept Qty	Status	Serial	Device Track	Stock UOM	Device Track
1		DESKS	10.00000	10.0000	EA	10.0000	Open		<input type="checkbox"/>	EA	Device Track ✘
2		CHAIRS	10.00000	10.0000	EA	10.0000	Open		<input type="checkbox"/>	EA	Device Track ✘
3		LIGHTS	5.00000	10.0000	EA	10.0000	Open		<input type="checkbox"/>	EA	Device Track ✘

Interface Receipt

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

Step	Action	Input	Expected Results	Pass	Fail
16.	Click the Activities link to open the Maintain Receipts - Activities page.				

Test Document Creating Receipts



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Maintain Receipts

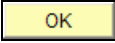
Activities

Business Unit: UMS08 Receipt ID: NEXT Receipt Status: Open

Activities Find | View All First 1 of 1 Last

Done	*Due Date	Comments
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

OK Cancel Refresh

Step	Action	Input	Expected Results	Pass	Fail
17.	<p>Use this page to add or review activities associated with the receipt header.</p> <p>Click the OK button to return to the Maintain Receipt - Activities page.</p> <p></p>				

Maintain Receipts

Activities

Business Unit: UMS08 Receipt Status: Open ✘

Receipt ID: NEXT [Add Comments](#) [Activities](#)

[Header Details](#)

[Select Purchase Order](#)

Receipt Lines Customize | Find | View All | First | 1-3 of 3 | Last

Line	Item	Description	Price	Receipt Qty	*Recv UOM	Accept Qty	Status	Serial	Device Track	Stock UOM	Device Track
1		DESKS	10.00000	10.0000	EA	10.0000	Open		<input type="checkbox"/>	EA	Device Track ✘
2		CHAIRS	10.00000	10.0000	EA	10.0000	Open		<input type="checkbox"/>	EA	Device Track ✘
3		LIGHTS	5.00000	10.0000	EA	10.0000	Open		<input type="checkbox"/>	EA	Device Track ✘

Interface Receipt

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

Step	Action	Input	Expected Results	Pass	Fail
18.	Click the <i>Details</i> icon on a line to open the Receipt Line Details page for that line. 				



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Maintain Receipts

Receipt Line Details for Line 1

Business Unit: UMS08 User ID: 0099999

Receipt ID: NEXT Item: [LINE 1](#)

Receipt Line: 1 Status: Open

[Expand All](#) [Collapse All](#)

Details

Status: Open Price: 10.00000

Receipt Datetime: Amount: 100.00 USD

Ship To: 8000000019 Net Receipt Quantity: 10.0000

Allocation Type: FIFO

- ▶ Receipt Quantity
- ▶ Receipt Status
- ▶ Manufacturer Information
- ▶ Optional Data
- ▶ Source Information

Step	Action	Input	Expected Results	Pass	Fail
19.	<p>Use this page to view details about the receipt. This page formats the information you see here and on the subsequent tabs in a single long page format.</p> <p>Click the <i>Return</i> button to return to the Maintain Receipts - Activities page.</p> <p><input type="button" value="Return"/></p>				

Maintain Receipts

Activities

Business Unit: UMS08 Receipt Status: Open ✘

Receipt ID: NEXT [Add Comments](#) [Activities](#)

[Header Details](#)

Header

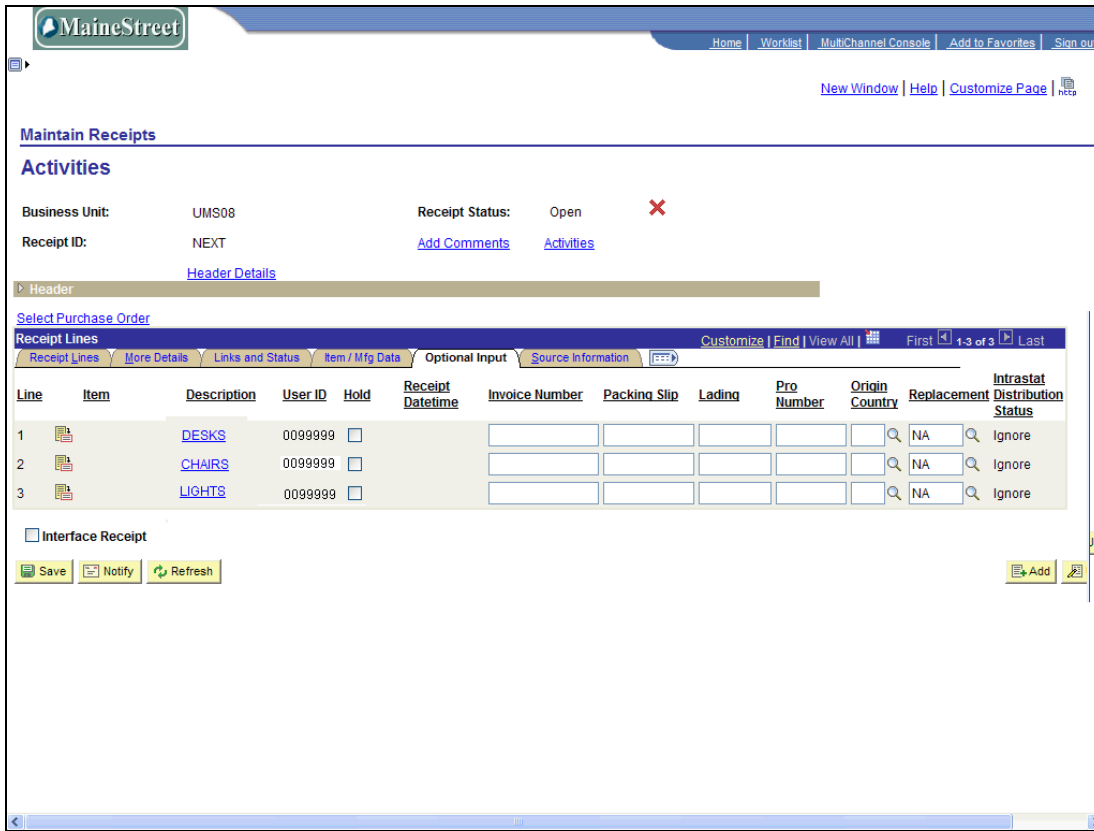
Select Purchase Order

Receipt Lines Customize | Find | View All | First 1-3 of 3 Last

Line	Item	Description	Price	Receipt Qty	*Recv UOM	Accept Qty	Status	Serial	Device Track	Stock UOM	Device Track
1		DESKS	10.00000	10.00000	EA	10.00000	Open		<input type="checkbox"/>	EA	Device Track ✘
2		CHAIRS	10.00000	10.00000	EA	10.00000	Open		<input type="checkbox"/>	EA	Device Track ✘
3		LIGHTS	5.00000	10.00000	EA	10.00000	Open		<input type="checkbox"/>	EA	Device Track ✘

Interface Receipt

Step	Action	Input	Expected Results	Pass	Fail
20.	On the Maintain Receipts - Activities page, click the <i>Optional Input</i> tab. Optional Input				



The screenshot shows the 'Maintain Receipts' page in the MaineStreet application. 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', and 'Customize Page'. The main content area is titled 'Maintain Receipts' and 'Activities'. It displays the following information:

- Business Unit: UMS08
- Receipt Status: Open (with a red 'X' icon)
- Receipt ID: NEXT
- Buttons: [Add Comments](#), [Activities](#)
- Header: [Header Details](#)
- Select Purchase Order
- Receipt Lines section with tabs: [Receipt Lines](#), [More Details](#), [Links and Status](#), [Item / Mfg Data](#), [Optional Input](#), [Source Information](#)
- Table with columns: Line, Item, Description, User ID, Hold, Receipt Datetime, Invoice Number, Packing Slip, Lading, Pro Number, Origin Country, Replacement, Intrastat Distribution Status
- Table rows:

Line	Item	Description	User ID	Hold	Receipt Datetime	Invoice Number	Packing Slip	Lading	Pro Number	Origin Country	Replacement	Intrastat Distribution Status
1	DESKS	0099999	<input type="checkbox"/>							NA	Ignore	
2	CHAIRS	0099999	<input type="checkbox"/>							NA	Ignore	
3	LIGHTS	0099999	<input type="checkbox"/>							NA	Ignore	
- Buttons: Interface Receipt, [Save](#), [Notify](#), [Refresh](#), [Add](#)

Step	Action	Input	Expected Results	Pass	Fail
21.	<p>Use this tab to enter or view information such as the following:</p> <ul style="list-style-type: none"> • Invoice ID. • Packing slip ID. • Country of origin. • Whether the shipment is a replacement for a prior return. <p>Click the Save button if you enter information on this page</p> <p>Click the Receipt Lines tab.</p> <p>Receipt Lines</p>				

Maintain Receipts

Activities

Business Unit: UMS08 Receipt Status: Open **X**

Receipt ID: NEXT [Add Comments](#) [Activities](#)

[Header Details](#)

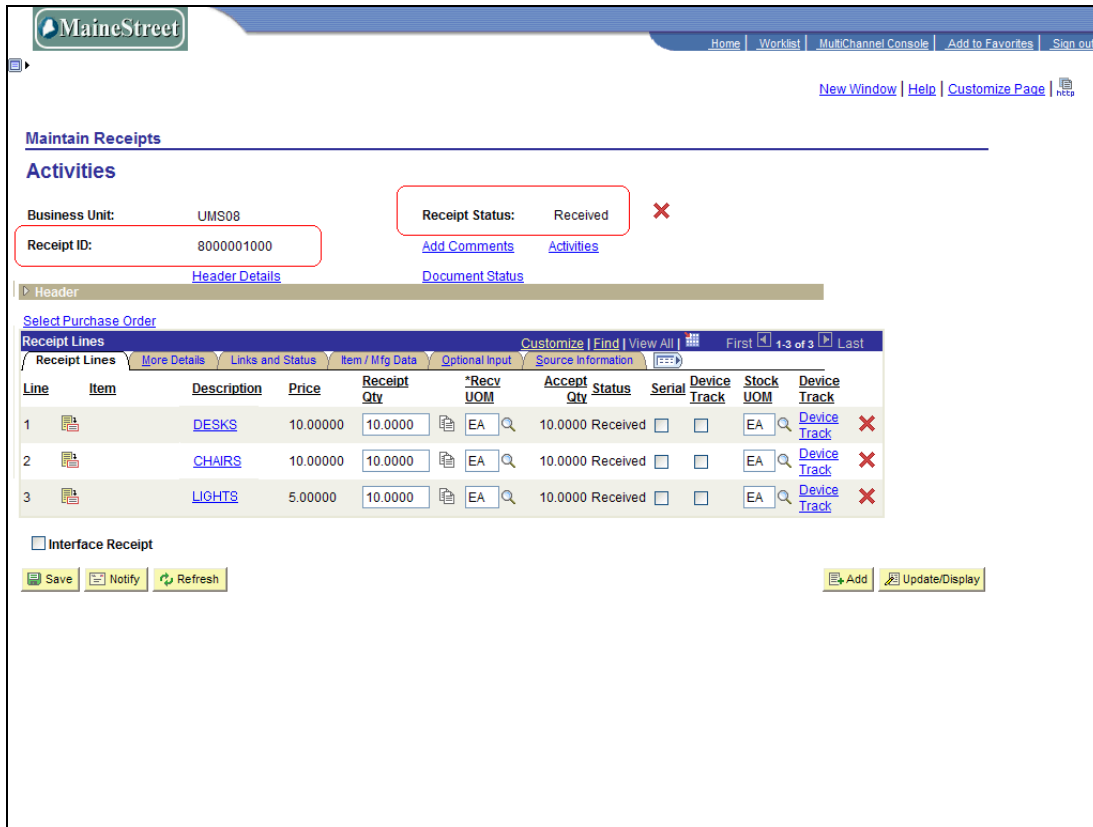
Header

[Select Purchase Order](#)

Line	Item	Description	Price	Receipt Qty	*Recv UOM	Accept Qty	Status	Serial	Device Track	Stock UOM	Device Track
1		DESKS	10.00000	<input type="text" value="10.0000"/>	EA	10.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	EA	Device Track X
2		CHAIRS	10.00000	<input type="text" value="10.0000"/>	EA	10.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	EA	Device Track X
3		LIGHTS	5.00000	<input type="text" value="10.0000"/>	EA	10.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	EA	Device Track X

Interface Receipt

Step	Action	Input	Expected Results	Pass	Fail
22.	On the Maintain Receipts - Activities page, click the <i>Save</i> button. 				



Maintain Receipts

Activities

Business Unit: UMS08 Receipt Status: Received ✖

Receipt ID: 8000001000 Add Comments Activities

Header Details Document Status

Select Purchase Order

Line	Item	Description	Price	Receipt Qty	*Recv UOM	Accept Qty	Status	Serial	Device Track	Stock UOM	Device Track
1	DESKS	DESKS	10.00000	10.0000	EA	10.0000	Received			EA	✖
2	CHAIRS	CHAIRS	10.00000	10.0000	EA	10.0000	Received			EA	✖
3	LIGHTS	LIGHTS	5.00000	10.0000	EA	10.0000	Received			EA	✖

Interface Receipt

Save Notify Refresh Add Update/Display

Step	Action	Input	Expected Results	Pass	Fail
23.	<p>Verify that the system generates a Receipt ID for the receipt you created.</p> <p>Verify the Receipt Status has been updated. Possible status values are:</p> <ul style="list-style-type: none"> • Received (fully received) • Canceled (canceled) 				
24.	End of Procedure.				

Additional Validation