



Test History

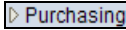
Date	Tester	Pass/Fail	Notes

Time to Test

Estimated Time	
Actual Time	

Test Setup

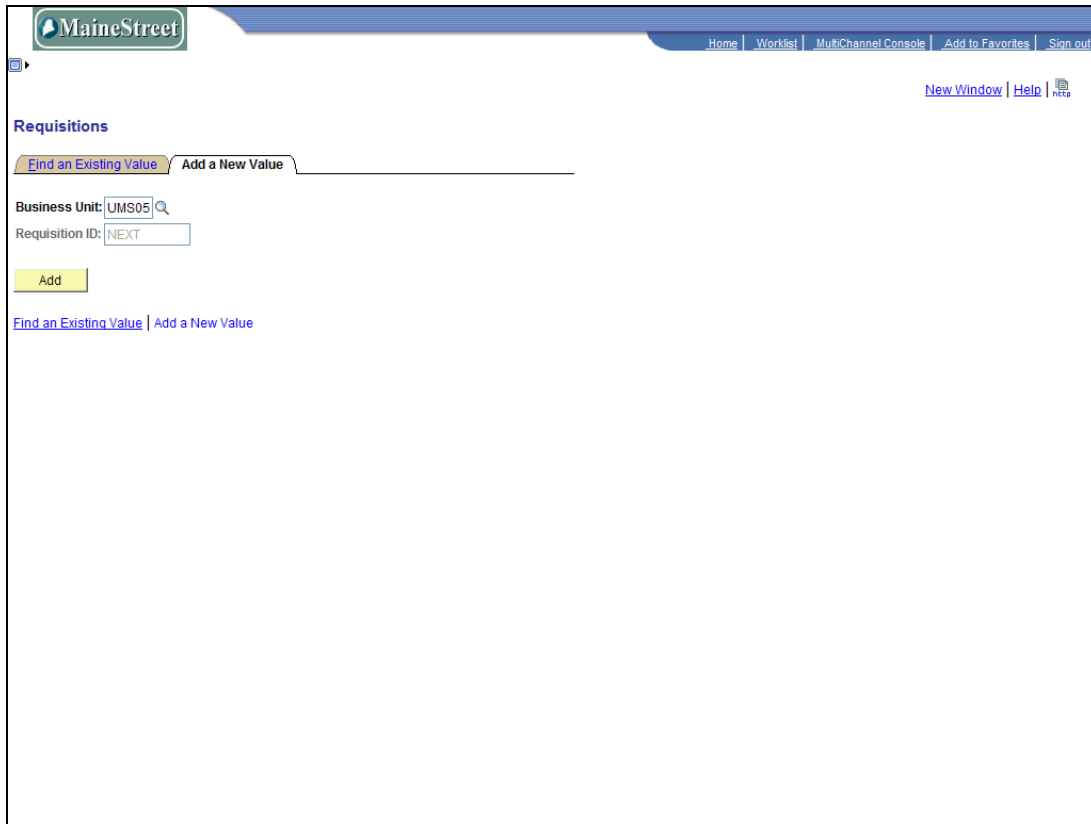
Test Navigation

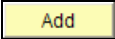
Step	Action	Input	Expected Results	Pass	Fail
1.	From the Financials menu, click the Purchasing link. 				
2.	Click the Requisitions link.				
3.	Click the Add/Update Requisitions link.				

Test Procedure

Test Document

Creating a Requisition



Step	Action	Input	Expected Results	Pass	Fail
4.	<p>On the Requisitions page, make certain the <i>Add a New Value</i> tab is selected.</p> <p>Click the Add button.</p> 				



Maintain Requisitions

Requisition

Business Unit: UMS05 Status: Pending
 Requisition ID: NEXT Budget Status: Not Chkd
 Hold From Further Processing

Header

*Requester: 0099999 Requester Name [Requisition Defaults](#)
 Requisition Date: 08/06/2008 [Requester Info](#) [Add Comments](#)
 Origin: ONL On-line entry [Requisition Activities](#)
 *Currency Code: USD Dollar
 Accounting Date: 08/06/2008 [Amount Summary](#)

Total Amount: 0.00 USD

Line	Item	Description	Quantity	*UOM	Category	Price	Amount	Status
1			0.0000			0	0.00	Pending

*Go to:

Step	Action	Input	Expected Results	Pass	Fail
5.	Use the Requisition page to create requisitions online. Click the Requisition Defaults link to specify the defaults applicable to the requisition.				



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Maintain Requisitions

Requisition Defaults

Business Unit: UMS05 Requisition Date: 08/06/2008 PO Type: Regular Order

Requisition ID: NEXT Status: Pending

Default Options

Default If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

Override If you select this option, all default values entered on this page override the default values found in the default hierarchy.

Line

Buyer: Unit of Measure:

Vendor: Vendor Location: [Vendor Lookup](#)

Category:

Schedule

Ship To: 5000000010 EDUCATION & HUMAN DEVELOPMENT *Distribute by: Quantity

[More PO Defaults](#)

Ultimate Use Code: [One Time Address](#)

Distribution

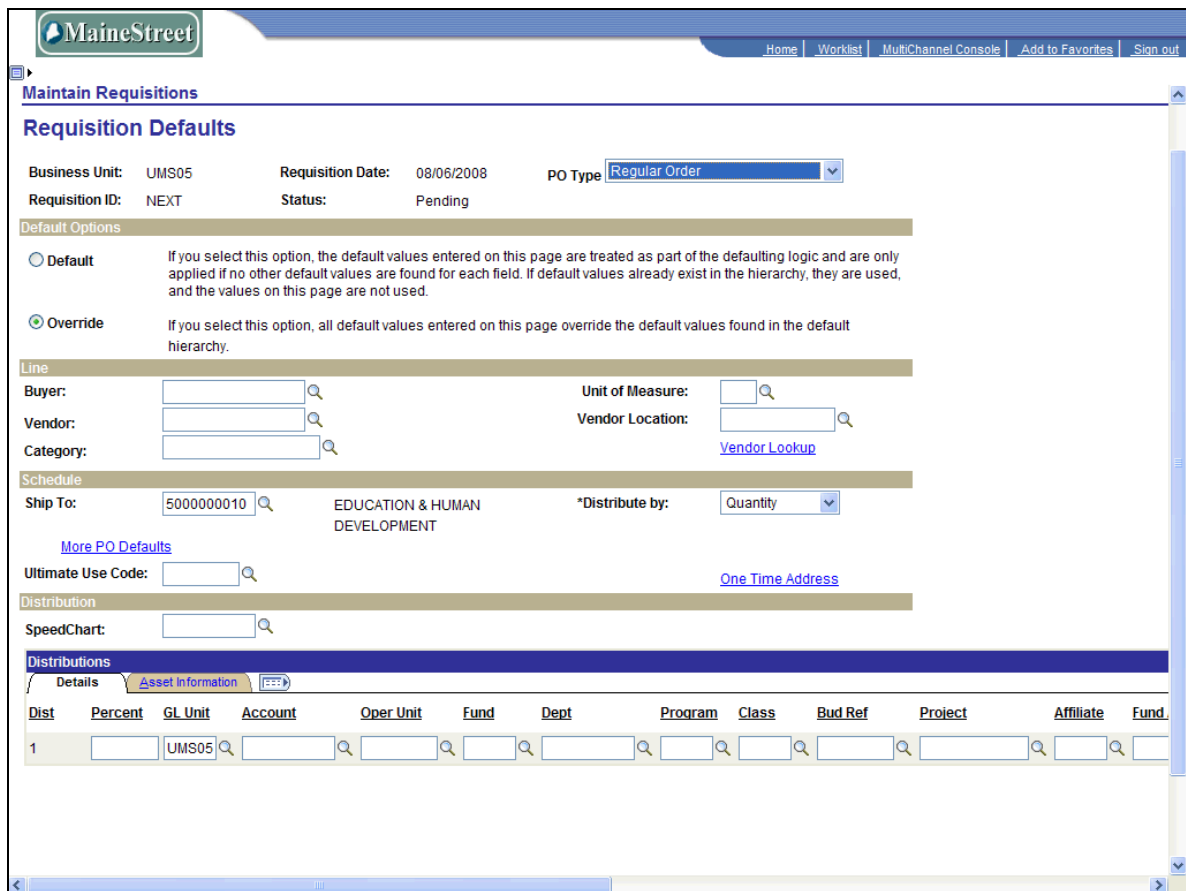
SpeedChart:

Distributions

Details Asset Information

Dist	Percent	GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Project	Affiliate	Fund.
1	<input type="text"/>	UMS05	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Step	Action	Input	Expected Results	Pass	Fail
6.	On the Requisition Defaults page, the first step is to look up and select the appropriate Purchase Order (PO) Type. Click the PO Type drop-down arrow.				
7.	For this example, we will click on Regular Order to select it. <input type="text" value="Regular Order"/>				



The screenshot shows the 'Maintain Requisitions' page with the following details:

- Business Unit:** UMS05
- Requisition Date:** 08/06/2008
- PO Type:** Regular Order
- Requisition ID:** NEXT
- Status:** Pending

Default Options:

- Default**: If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.
- Override**: If you select this option, all default values entered on this page override the default values found in the default hierarchy.

Line

- Buyer:** [Searchable field]
- Unit of Measure:** [Searchable field]
- Vendor:** [Searchable field]
- Vendor Location:** [Searchable field] [Vendor Lookup](#)
- Category:** [Searchable field]

Schedule

- Ship To:** 5000000010 [Searchable field] EDUCATION & HUMAN DEVELOPMENT
- *Distribute by:** Quantity

[More PO Defaults](#)

Ultimate Use Code: [Searchable field] [One Time Address](#)

Distribution

- SpeedChart:** [Searchable field]

Distributions

Details | [Asset Information](#) | [???

Dist	Percent	GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Project	Affiliate	Fund
1		UMS05	[Searchable]	[Searchable]	[Searchable]	[Searchable]	[Searchable]	[Searchable]	[Searchable]	[Searchable]	[Searchable]	[Searchable]

Step	Action	Input	Expected Results	Pass	Fail
8.	<p>On the remainder of the Requisition Defaults page, enter defaults that you wish to apply to the entire requisition.</p> <p>In the <i>Default Options</i> section of the page, if you select the Default option, the new default value/s you enter are assigned only if no other value/s are assigned from system defaults. If you select the Override option, the new value/s override any value/s assigned from system defaults.</p> <p>In the <i>Line</i> section of the page, enter your EmplID into the Buyer field.</p>				

Test Document

Creating a Requisition



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Maintain Requisitions

Requisition Defaults

Business Unit: UMS05 Requisition Date: 08/06/2008 PO Type: Regular Order

Requisition ID: NEXT Status: Pending

Default Options

Default If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

Override If you select this option, all default values entered on this page override the default values found in the default hierarchy.

Line

Buyer: 0099999 Unit of Measure: Vendor: Vendor Location: Category: [Vendor Lookup](#)

Schedule

Ship To: 5000000010 EDUCATION & HUMAN DEVELOPMENT *Distribute by: Quantity

[More PO Defaults](#)

Ultimate Use Code: [One Time Address](#)

Distribution

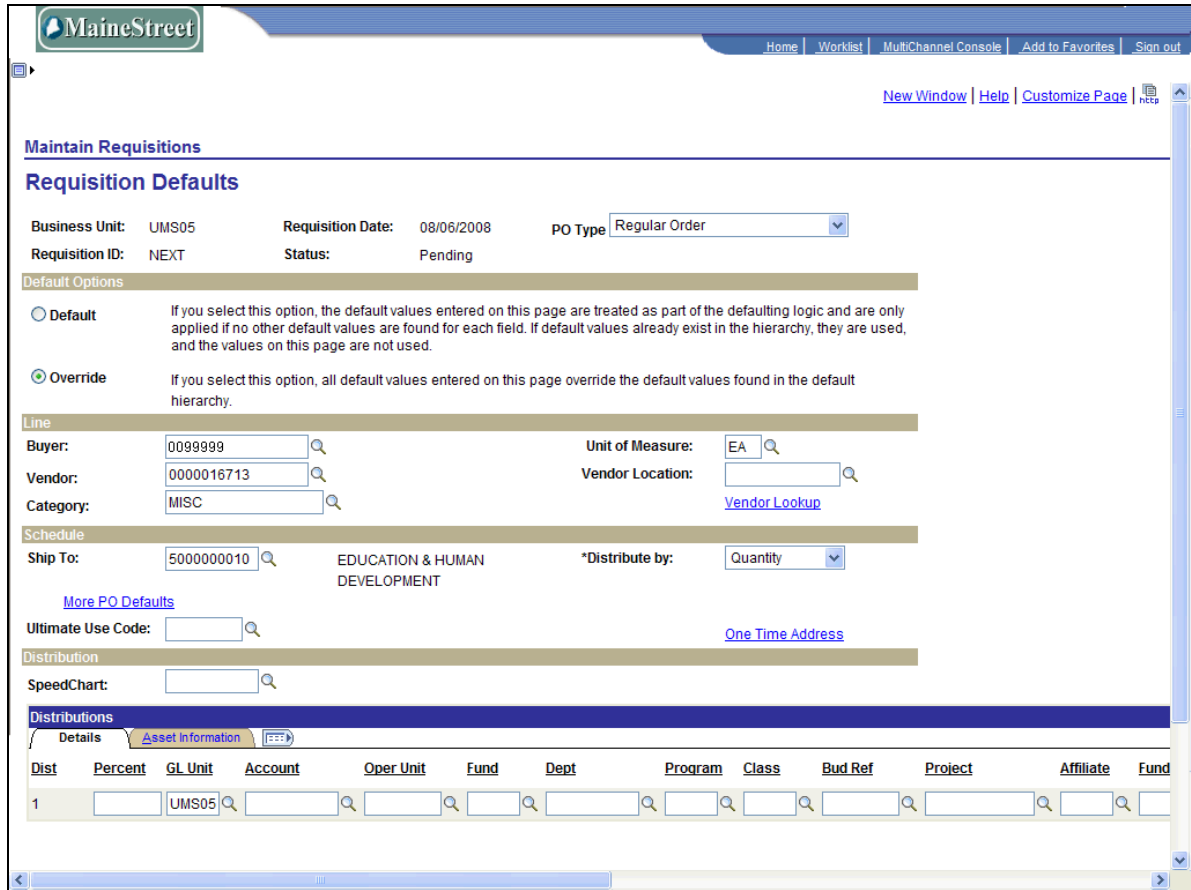
SpeedChart: [One Time Address](#)

Distributions

Details Asset Information (F5)

Dist	Percent	GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Project	Affiliate	Fund.
1		UMS05										

Step	Action	Input	Expected Results	Pass	Fail
9.	Enter the Vendor ID in the <i>Vendor</i> field.				
10.	Enter MISC in the <i>Category</i> field. Note: This is the only category used by UMS at this time.				
11.	Use the <i>Unit of Measure</i> field to enter a default unit of measure for the Requisition.				



Maintain Requisitions

Requisition Defaults

Business Unit: UMS05 Requisition Date: 08/06/2008 PO Type: Regular Order

Requisition ID: NEXT Status: Pending

Default Options

Default If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

Override If you select this option, all default values entered on this page override the default values found in the default hierarchy.

Line

Buyer: 0099999 Unit of Measure: EA

Vendor: 0000016713 Vendor Location: [Vendor Lookup](#)

Category: MISC

Schedule

Ship To: 5000000010 EDUCATION & HUMAN DEVELOPMENT *Distribute by: Quantity

[More PO Defaults](#)

Ultimate Use Code: [One Time Address](#)

Distribution

SpeedChart:

Distributions

Dist	Percent	GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Project	Affiliate	Fund
1	<input type="text"/>	UMS05	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Step	Action	Input	Expected Results	Pass	Fail
12.	Enter the location code for your campus in the <i>Vendor Location</i> field.				

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Maintain Requisitions

Requisition Defaults

Business Unit: UMS05 **Requisition Date:** 08/06/2008 **PO Type:** Regular Order

Requisition ID: NEXT **Status:** Pending

Default Options

Default If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

Override If you select this option, all default values entered on this page override the default values found in the default hierarchy.

Line

Buyer: 0099999 **Unit of Measure:** EA

Vendor: 0000016713 **Vendor Location:** 5000012629

Category: MISC [Vendor Lookup](#)

Schedule

Ship To: 5000000010 EDUCATION & HUMAN DEVELOPMENT ***Distribute by:** Quantity

[More PO Defaults](#)

Ultimate Use Code: [One Time Address](#)

Distribution

SpeedChart:

Distributions

[Details](#) [Asset Information](#) [\[??\]](#)

Dist	Percent	GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Project	Affiliate	Fund
1		UMS05										

Step	Action	Input	Expected Results	Pass	Fail
13.	<p>In the <i>Schedule</i> section of the page, use the <i>Ship To</i> field to enter/change the University location to which the vendor will ship the order. Normally, your usual location will default for you.</p> <p>Use the <i>Distribute by</i> drop-down list to select how you want to distribute the cost. Your choices are either Amount or Quantity. Note: <u>Do not</u> select the Percent option here.</p>				

Maintain Requisitions

Requisition Defaults

Business Unit: UMS05 Requisition Date: 08/06/2008 PO Type: Regular Order

Requisition ID: NEXT Status: Pending

Default Options

Default If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

Override If you select this option, all default values entered on this page override the default values found in the default hierarchy.

Line

Buyer: 0099999 Unit of Measure: EA

Vendor: 0000016713 Vendor Location: 5000012629

Category: MISC [Vendor Lookup](#)

Schedule

Ship To: 5000000010 EDUCATION & HUMAN DEVELOPMENT *Distribute by: Quantity

[More PO Defaults](#)

Ultimate Use Code: [One Time Address](#)

Distribution

SpeedChart:

Distributions

Details [Asset Information](#)

Dist	Percent	GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Project	Affiliate	Fund
1		UMS05										

Step	Action	Input	Expected Results	Pass	Fail
14.	Click the <i>Distribute by</i> drop-down arrow.				
15.	Click on Quantity to select it.	Quantity			

Test Document

Creating a Requisition



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Maintain Requisitions

Requisition Defaults

Business Unit: UMS05 **Requisition Date:** 08/06/2008 **PO Type:** Regular Order
Requisition ID: NEXT **Status:** Pending

Default Options

Default If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

Override If you select this option, all default values entered on this page override the default values found in the default hierarchy.

Line

Buyer: 0099999 **Unit of Measure:** EA
Vendor: 0000016713 **Vendor Location:** 5000012629
Category: MISC [Vendor Lookup](#)

Schedule

Ship To: 5000000010 EDUCATION & HUMAN DEVELOPMENT ***Distribute by:** Quantity
[More PO Defaults](#)

Ultimate Use Code: [One Time Address](#)

Distribution



SpeedChart:

Distributions

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Dist	Percent	GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Project	Affiliate	Fund
1		UMS05										

Step	Action	Input	Expected Results	Pass	Fail
16.	Select the More PO Defaults link to enter defaults for the Requisition Header. More PO Defaults				

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Requisition Header Defaults

Billing Location: Payment Terms ID: Due in 30 days

Dispatch Dispatch Method:

Amount Only Receiving Required

Freight Terms Code: Ship Via Code:

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: Employee Name

Test Document


Creating a Requisition



Step	Action	Input	Expected Results	Pass	Fail
17.	<p>The Requisition Header Defaults page contains the <i>Billing Location</i>, <i>Payment Terms</i>, <i>Dispatch Method</i>, <i>Freight Terms Code</i>, <i>Ship Via Code</i>, and the <i>Dispatch</i> and <i>Amount Only</i> checkboxes. These fields should default for you but may be changed as needed. (The <i>Receiving Required</i> checkbox cannot be changed.)</p> <p>Billing Location: The Billing Location IDs start with the letter “B” followed by the Business Unit number.</p> <p>Payment Terms ID: This defaults from the payment term on the Vendor/Location record. You can override it if the term for this purchase should be different.</p> <p>Dispatch checkbox and Dispatch Method: The Dispatch checkbox is normally checked, indicating that the purchase order will be sent to the vendor. The Dispatch Method is normally “Print” but may be changed. If the PO Type is CI (confirming invoice) both the checkbox and this field will be blank and cannot be changed.</p> <p>Amount Only checkbox: Normally this is left unchecked. Check this box if you want to receive by dollar amount rather than by quantity.</p> <p>Freight Terms Code and Ship Via Code: Use the look up icon to select from the available choices.</p>				



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Requisition Header Defaults

Billing Location:
Payment Terms ID: Due in 30 days

Dispatch
Dispatch Method:

Amount Only
 Receiving Required

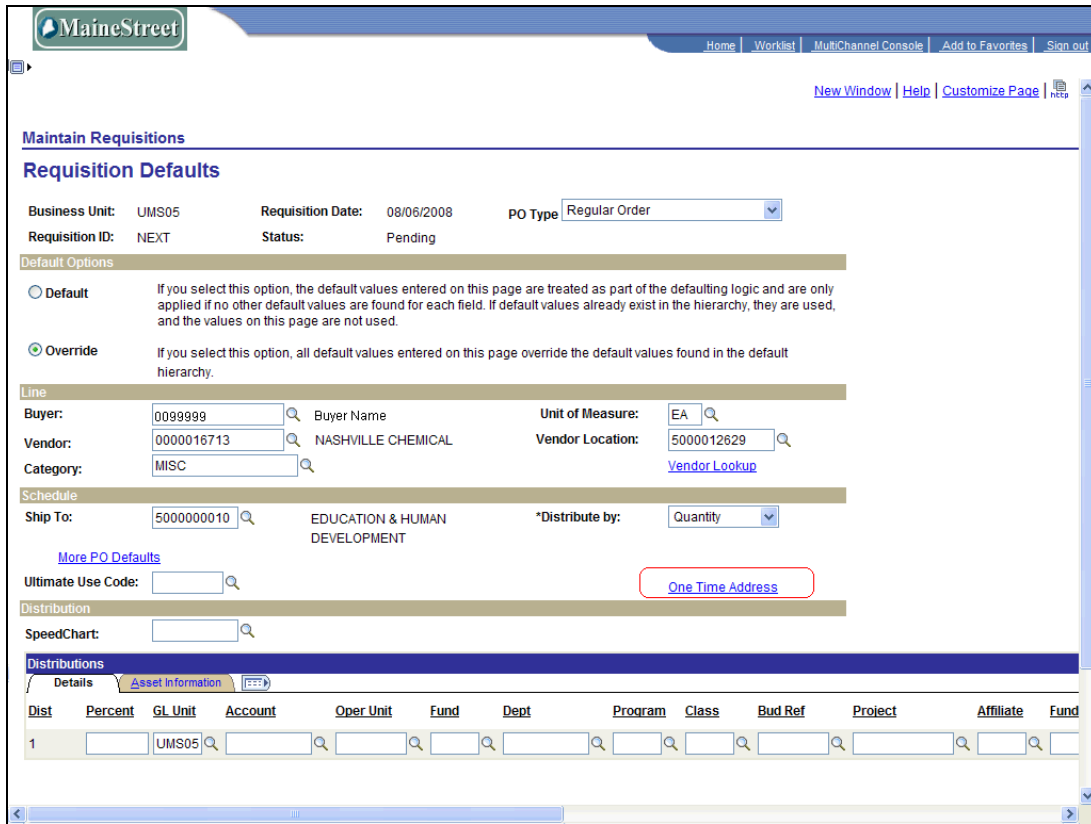
Freight Terms Code:
Ship Via Code:

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.

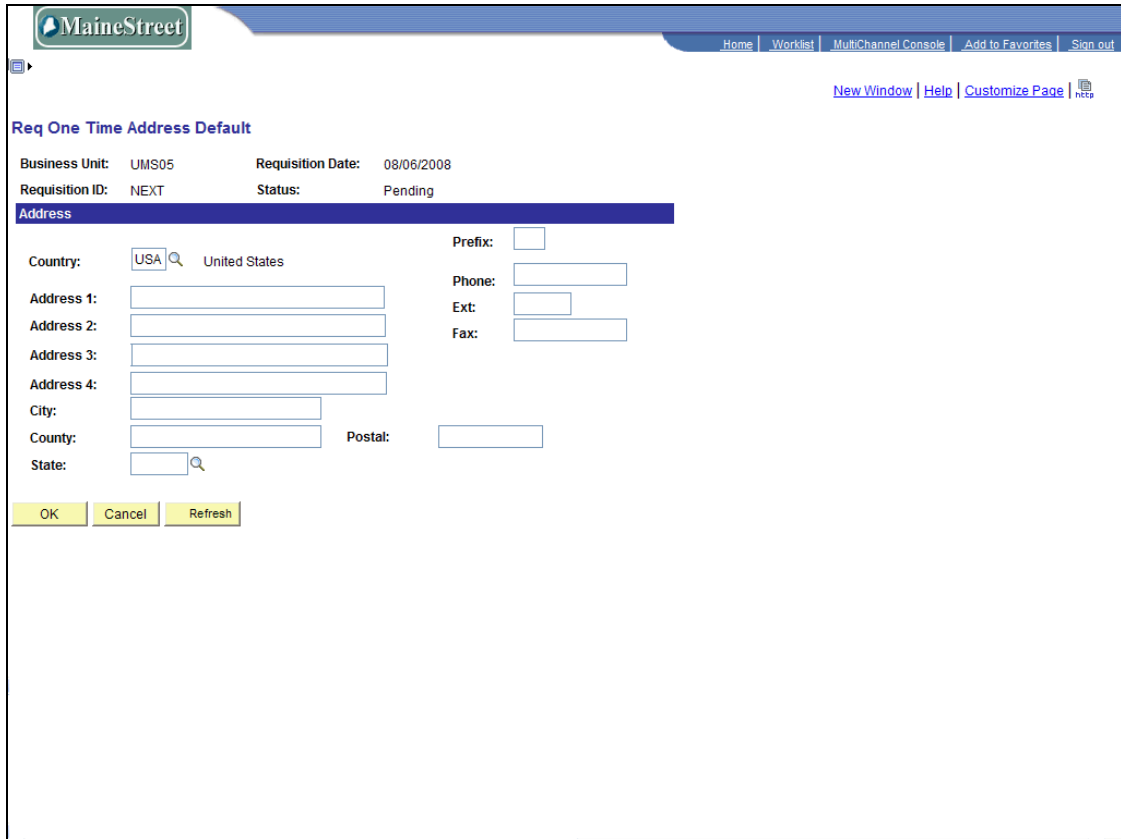
Note: If the PO Type is Prepaid, the pdf file is sent to the user for your campus who is responsible for getting the check cut that needs to go with the order. This name cannot be changed.

User ID:
Employee Name

Step	Action	Input	Expected Results	Pass	Fail
18.	When finished, click the <i>OK</i> button. <input type="button" value="OK"/>				



Step	Action	Input	Expected Results	Pass	Fail
19.	On the Requisition Defaults page, click the One Time Address link. One Time Address				



Req One Time Address Default

Business Unit: UMS05 Requisition Date: 08/06/2008
 Requisition ID: NEXT Status: Pending

Address

Country: Prefix:

Address 1: Phone:

Address 2: Ext:

Address 3: Fax:

Address 4:

City:

County: Postal:

State:

Step	Action	Input	Expected Results	Pass	Fail
20.	Use the Req One Time Address Default page to enter a Ship-To address that is not a University address for special shipments. Click the OK button when finished entering the address. <input type="button" value="OK"/>				

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Maintain Requisitions

Requisition Defaults

Business Unit: UMS05 Requisition Date: 08/06/2008 PO Type: Regular Order

Requisition ID: NEXT Status: Pending

Default Options

Default
If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

Override
If you select this option, all default values entered on this page override the default values found in the default hierarchy.

Line

Buyer: 0099999 Buyer Name Unit of Measure: EA

Vendor: 0000016713 NASHVILLE CHEMICAL Vendor Location: 5000012629

Category: MISC [Vendor Lookup](#)

Schedule

Ship To: 5000000010 EDUCATION & HUMAN DEVELOPMENT *Distribute by: Quantity

[More PO Defaults](#)

Ultimate Use Code: [One Time Address](#)

Distribution

SpeedChart:

Distributions

Details [Asset Information](#)

Dist	Percent	GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Project	Affiliate	Fund
1		UMS05										

Step	Action	Input	Expected Results	Pass	Fail
21.	Use the <i>SpeedChart</i> field to enter a default SpeedChart. The SpeedChart feature enables you to use a code that contains preset distributions.				

Maintain Requisitions

Requisition Defaults

Business Unit: UMS05 Requisition Date: 08/06/2008 PO Type: Regular Order

Requisition ID: NEXT Status: Pending

Default Options

Default: If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

Override: If you select this option, all default values entered on this page override the default values found in the default hierarchy.

Line

Buyer: 0099999 Buyer Name: Unit of Measure: EA

Vendor: 0000016713 NASHVILLE CHEMICAL Vendor Location: 5000012629

Category: MISC [Vendor Lookup](#)

Schedule

Ship To: 5000000010 EDUCATION & HUMAN DEVELOPMENT *Distribute by: Quantity

[More PO Defaults](#)

Ultimate Use Code: [One Time Address](#)

Distribution

SpeedChart:

Distributions

Dist	Percent	GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Project	Affiliate	Fund
1		UMS05										

Step	Action	Input	Expected Results	Pass	Fail
22.	<p>In the <i>Distributions</i> section of the page, in the distribution line, use the <i>Percentage</i> field to specify the percentage of the order quantity that is to be distributed on the distribution line(s).</p> <p>Note: This should default to 100% but may be changed if multiple distributions are required. If you are adding more distribution lines, change the percent field in the first distribution line to the appropriate percentage before adding additional distribution lines.</p>				



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Maintain Requisitions

Requisition Defaults

Business Unit: UMS05 **Requisition Date:** 08/06/2008 **PO Type:** Regular Order

Requisition ID: NEXT **Status:** Pending

Default Options

Default If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

Override If you select this option, all default values entered on this page override the default values found in the default hierarchy.

Line

Buyer: 0099999 Buyer Name **Unit of Measure:** EA

Vendor: 0000016713 NASHVILLE CHEMICAL **Vendor Location:** 5000012629

Category: MISC [Vendor Lookup](#)

Schedule

Ship To: 5000000010 EDUCATION & HUMAN DEVELOPMENT ***Distribute by:** Quantity

[More PO Defaults](#)

Ultimate Use Code: [One Time Address](#)

Distribution

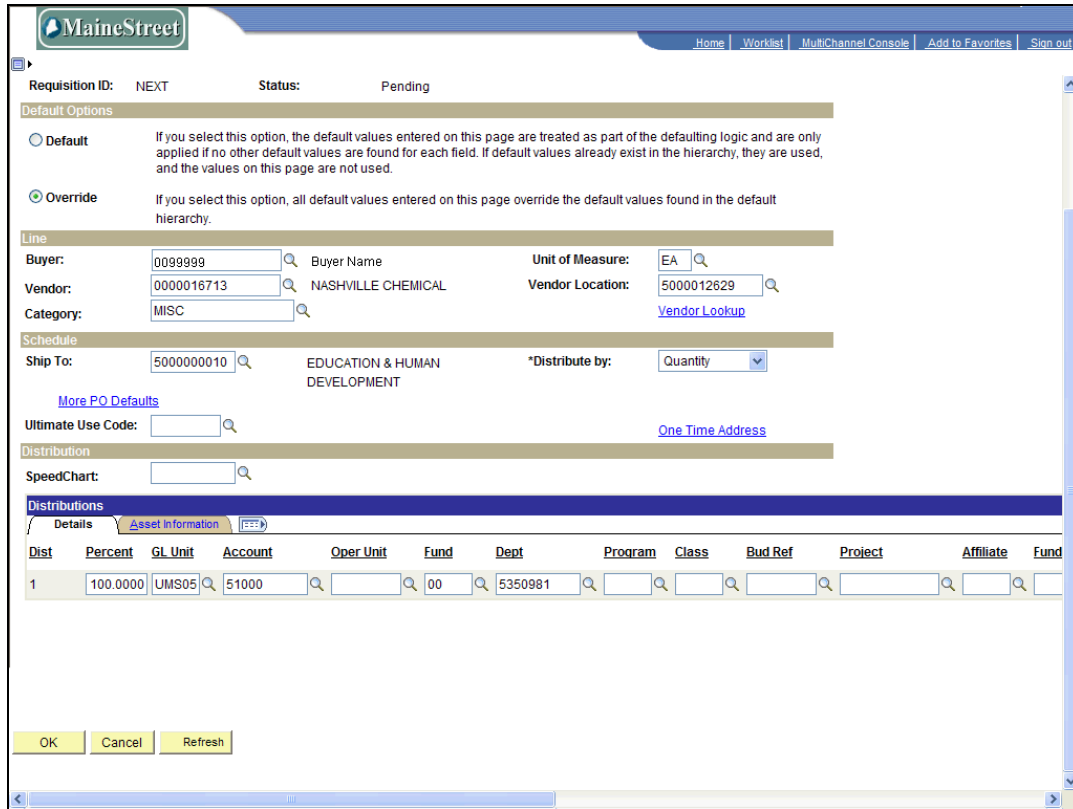
SpeedChart:

Distributions

[Details](#) [Asset Information](#) [EFF]

Dist	Percent	GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Project	Affiliate	Fund
1	100	UMS05										

Step	Action	Input	Expected Results	Pass	Fail
23.	The remaining fields are <i>Chartfields</i> . Enter the appropriate Chartfield combination for this requisition. At a minimum, <i>Account</i> , <i>Fund</i> and <i>Dept</i> are required. <i>Program</i> , <i>Project</i> , <i>Class</i> and <i>Oper Unit</i> may also be used.				



Requisition ID: NEXT Status: Pending

Default Options

Default If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

Override If you select this option, all default values entered on this page override the default values found in the default hierarchy.

Line

Buyer: 0099999 Buyer Name Unit of Measure: EA

Vendor: 0000016713 NASHVILLE CHEMICAL Vendor Location: 5000012629

Category: MISC [Vendor Lookup](#)

Schedule

Ship To: 5000000010 EDUCATION & HUMAN DEVELOPMENT *Distribute by: Quantity

[More PO Defaults](#)

Ultimate Use Code: [One Time Address](#)

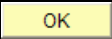
Distribution

SpeedChart:

Distributions

Dist	Percent	GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Project	Affiliate	Fund
1	100.0000	UMS05	51000		00	5350981						

OK Cancel Refresh

Step	Action	Input	Expected Results	Pass	Fail
24.	When finished entering your requisition defaults, click the OK button. 				

Test Document

Creating a Requisition



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Retrofit field changes to "all" existing requisition lines/schedules/distributions....

Business Unit: UMS08 Requisition Date: 05/29/2008
 Requisition ID: NEXT Status: Pending

For Line and Schedule defaults, Select 'Apply' to apply changes to all lines and schedules.
 For Distribution defaults, Select 'Apply' to apply changes to the Distrib Line.
 Example: If you select 'Apply' for Distrib Line 3, the change is applied to each Distrib Line 3 on the requisition.
 Select 'Apply to All Distribs' to apply changes to all distribution lines on the requisition.

Mark All Unmark All

Customize | Find | **View All** | | First | 1-10 of 13 | Last

Apply	Distrib Line	Field Name	Field Value	Apply to All Distribs
<input type="checkbox"/>		Buyer	0099999	
<input type="checkbox"/>		Vendor	0000016713	
<input type="checkbox"/>		Category	MISC	
<input type="checkbox"/>		Unit of Measure	EA	
<input type="checkbox"/>		Vendor Location	5000012629	
<input type="checkbox"/>		Ship To	8000000017	
<input type="checkbox"/>	1	Pct	100	
<input type="checkbox"/>	1	GL Unit	UMS06	<input type="checkbox"/>
<input type="checkbox"/>	1	Account	61000	<input type="checkbox"/>
<input type="checkbox"/>	1	Fund	00	<input type="checkbox"/>

OK Cancel Refresh

Step	Action	Input	Expected Results	Pass	Fail
25.	<p>If you applied changes to your default settings to alter a ChartField value on a distribution line, or a Vendor, for instance, then you should be presented with the Retrofit page after saving the changes.</p> <ul style="list-style-type: none"> - Click the View All button to view all the lines on this page. - If you only want the changes to apply to specific pre-existing distribution lines, check the Apply box for those lines. - If you want the changes to apply to ALL pre-existing distribution lines, place a checkmark in the Mark All box. <p>When ready, click the OK button.</p>				

Step	Action	Input	Expected Results	Pass	Fail
26.	On the Requisitions page, enter a description of the item/s you are ordering in the Description field.				

Test Document

Creating a Requisition



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Maintain Requisitions

Requisition

Business Unit: UMS05 Status: Pending
 Requisition ID: NEXT [Copy From](#) Budget Status: Not Chkd
 Hold From Further Processing

Header

*Requester: 0099999 Requester Name [Requisition Defaults](#)
 Requisition Date: 08/06/2008 [Requester Info](#) [Add Comments](#)
 Origin: ONL On-line entry [Requisition Activities](#)
 *Currency Code: USD Dollar

Accounting Date: 08/06/2008

Amount Summary

Total Amount: 0.00 USD

Line	Item	Description	Quantity	*UOM	Category	Price	Amount	Status
1		Computers	0.0000			0	0.00	Pending

*Go to: ...More...

Save Notify Refresh Add Update/Display

Step	Action	Input	Expected Results	Pass	Fail
27.	In the Quantity field, enter the quantity of the item/s you are ordering.				
28.	Enter the appropriate Unit of Measure in the UOM field.				
29.	Enter the default category into the Category field.				
30.	In the Price field, enter the price for the item/s.				

Maintain Requisitions

Requisition

Business Unit: UMS05 Status: Pending
 Requisition ID: NEXT Budget Status: Not Chk'd
 Hold From Further Processing

Header

*Requester: 00999999 Requester Name [Requisition Defaults](#)
 Requisition Date: 08/06/2008 [Requester Info](#) [Add Comments](#)
 Origin: ONL On-line entry [Requisition Activities](#)
 *Currency Code: USD Dollar
 Accounting Date: 08/06/2008


Amount Summary

Total Amount: 0.00 USD

Line	Item	Description	Quantity	*UOM	Category	Price	Amount	Status
1		Computers	5	EA	MISC	2000.00	0.00	Pending

*Go to:

Save Notify Refresh Add Update/Display

Step	Action	Input	Expected Results	Pass	Fail
31.	Click the <i>Line Comments</i> icon to access the Line Comments page. 				

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Creating a Requisition



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Line Comments

Business Unit: UMS05 Requisition Date: 08/06/2008
 Requisition ID: NEXT Status: Pending Line: 1

*Sort Method: *Sort Sequence:

Comments First Last

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


Send to Vendor Shown at Receipt Shown at Voucher

Associated Document

Attachment Email

From -> REQ UMS05-NEXT

Step	Action	Input	Expected Results	Pass	Fail
32.	Use the Line Comments page to maintain line comments. Click the OK button when finished. <input type="button" value="OK"/>				

Step	Action	Input	Expected Results	Pass	Fail
33.	Click the Line Details icon to open the Details for Line 1 page. 				



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Maintain Requisitions

Details for Line 1

Requisition ID: NEXT Item: [Computers](#)

Line: 1 Do Not Print Line

Line Details

Buyer: 0099999 Line Status: Pending

Buyer Name: Buyer Name [Buyer Information](#) [Amount Summary](#)

Category Code: MISC [View Hierarchy](#) Amount: 10,000.00 USD

Category: Misc Document Base Amount: 10,000.00 USD

Category Description: Miscellaneous

*Transaction Item Description:
Computers

Preferred Language Item Description:

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

- ▶ Vendor Information
- ▶ Item Information
- ▶ Attributes
- ▶ Contract
- ▶ Sourcing Controls

Step	Action	Input	Expected Results	Pass	Fail
34.	<p>Use the Details for Line page to view and/or update details about the Line.</p> <p>Do Not Print Line: Check this box if you do not want the line to print on the PO.</p> <p>Amount Only: When used on the “More PO Defaults” page it applies to all lines. When used here it applies only to the line.</p> <p>NOTE: Any changes made on this page apply only to that line. For example, you would not want to change vendor information here.</p> <p>Click the OK button.</p> <p><input type="button" value="OK"/></p>				



Maintain Requisitions

Requisition

Business Unit: UMS05 Status: Pending
 Requisition ID: NEXT Budget Status: Not Chk'd
 Hold From Further Processing

Header

*Requester: 0099999 Requester Name [Requisition Defaults](#)
[Requester Info](#)
 Requisition Date: 08/06/2008 [Add Comments](#)
 Origin: ONL On-line entry [Requisition Activities](#)
 *Currency Code: USD Dollar
 Accounting Date: 08/06/2008


Amount Summary

Total Amount: 10,000.00 USD

Line	Item	Description	Quantity	*UOM	Category	Price	Amount	Status
1		Computers	5.0000	EA	MISC	2,000.0000	10,000.00	Pending

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


Buttons: Save, Notify, Refresh, Add, Update/Display

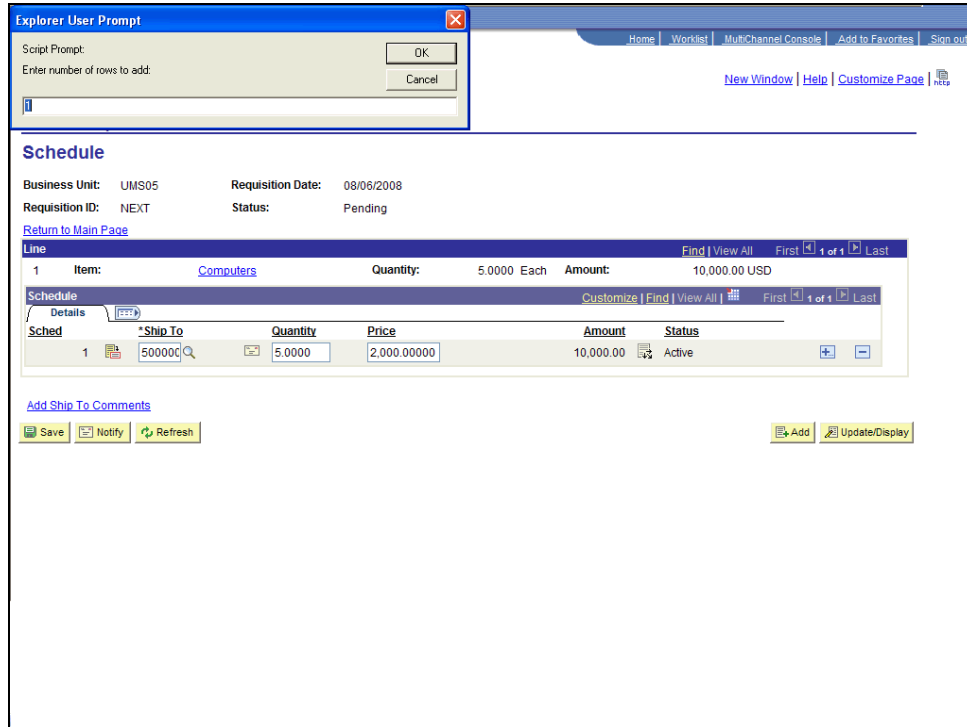
Step	Action	Input	Expected Results	Pass	Fail
35.	On the Requisitions page, click the Line Schedule icon to change the <i>Ship To</i> address and to access the Distribution page. 				


Test Document

Creating a Requisition



Step	Action	Input	Expected Results	Pass	Fail
36.	On the Schedule page, click the + button to add more <i>Ship To</i> lines. Click the Look Up icon adjacent to the <i>Ship To</i> field to search for and select the Ship To location(s) needed. 				



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

Test Document

Creating a Requisition



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Maintain Requisitions

Schedule

Business Unit: UMS05 Requisition Date: 08/06/2008
 Requisition ID: NEXT Status: Pending

[Return to Main Page](#)

Line	Item:	Quantity:	Each	Amount:	
1	Computers	5.0000	Each	10,000.00	USD

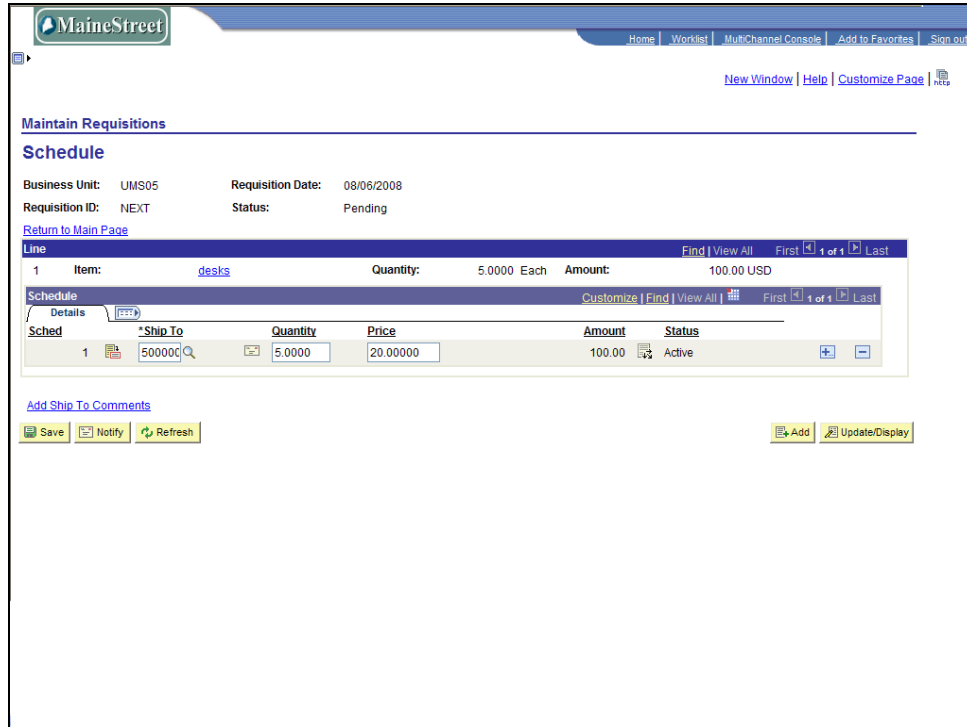
Find | View All First 1 of 1 Last


Schedule Details Customize | Find | View All | First 1-2 of 2 Last

Sched	*Ship To	Quantity	Price	Amount	Status
1	50000C	5.0000	2,000.00000	10,000.00	Active
2	50000C	0.0000	0.00000	0.00	Active

[Add Ship To Comments](#)

Step	Action	Input	Expected Results	Pass	Fail
38.	One-Time Address: If you need to ship to a <i>One-Time Address</i> click the Ship to Address (envelope) icon. 				



Step	Action	Input	Expected Results	Pass	Fail
39.	Click the Distribution button. 				



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Maintain Requisitions

Distribution

Requisition ID: NEXT Item: desks

Line: 1 Status: Active

Schedule: 1

Ship To: 5000000010 EDUCATION Quantity: 5.0000 EA

*Distribute by: Quantity Open Quantity: 5.0000

Amount: 100.00 USD

SpeedChart: [Multi-SpeedCharts](#)

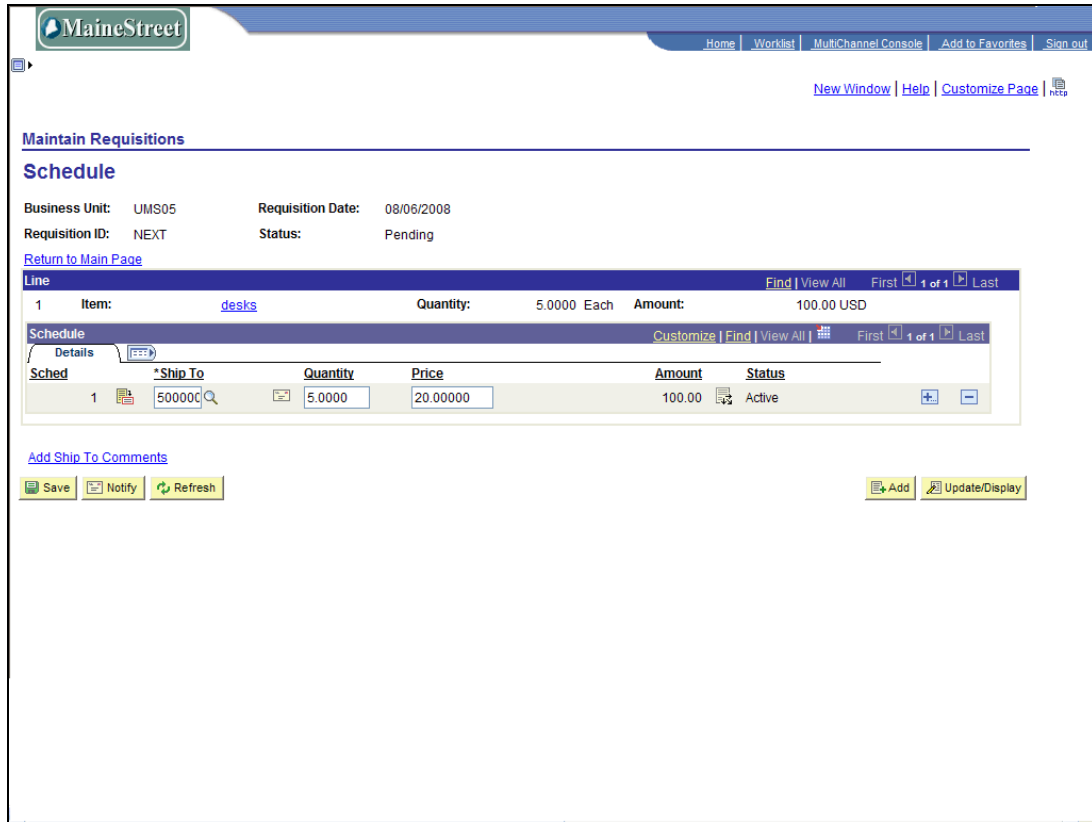
Distributions

Chartfields Details Asset Information [F3]

Distrib	Status	Percent	Quantity	Amount	GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Project
1	Open	100.0000	5.0000	100.00	UMS05	51000		00	5350981				

OK Cancel Refresh

Step	Action	Input	Expected Results	Pass	Fail
40.	<p>If you did not enter the Distribution on the Requisitions Defaults page you can do it here. If you entered the Distribution on the Requisitions Defaults page, you can still make changes here.</p> <p>NOTE: Changes made here apply only to the line.</p> <p>Click OK to go back to the schedule page.</p> <p><input type="button" value="OK"/></p>				



Maintain Requisitions

Schedule

Business Unit: UMS05 Requisition Date: 08/06/2008
 Requisition ID: NEXT Status: Pending

[Return to Main Page](#)

Line	Item	Quantity	Each	Amount
1	desks	5,000	Each	100.00 USD

Schedule

Sched	*Ship To	Quantity	Price	Amount	Status
1	500000	5,000	20.00000	100.00	Active

[Add Ship To Comments](#)

Save Notify Refresh Add Update/Display

Step	Action	Input	Expected Results	Pass	Fail
41.	Click the Return to Main Page link. Return to Main Page				

Test Document

Creating a Requisition



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Maintain Requisitions

Requisition

Business Unit: UMS05 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: 08/06/2008 [Requester Info](#) [Add Comments](#)
 Origin: ONL On-line entry [Requisition Activities](#)
 *Currency Code: USD Dollar

Accounting Date: 08/06/2008


Amount Summary

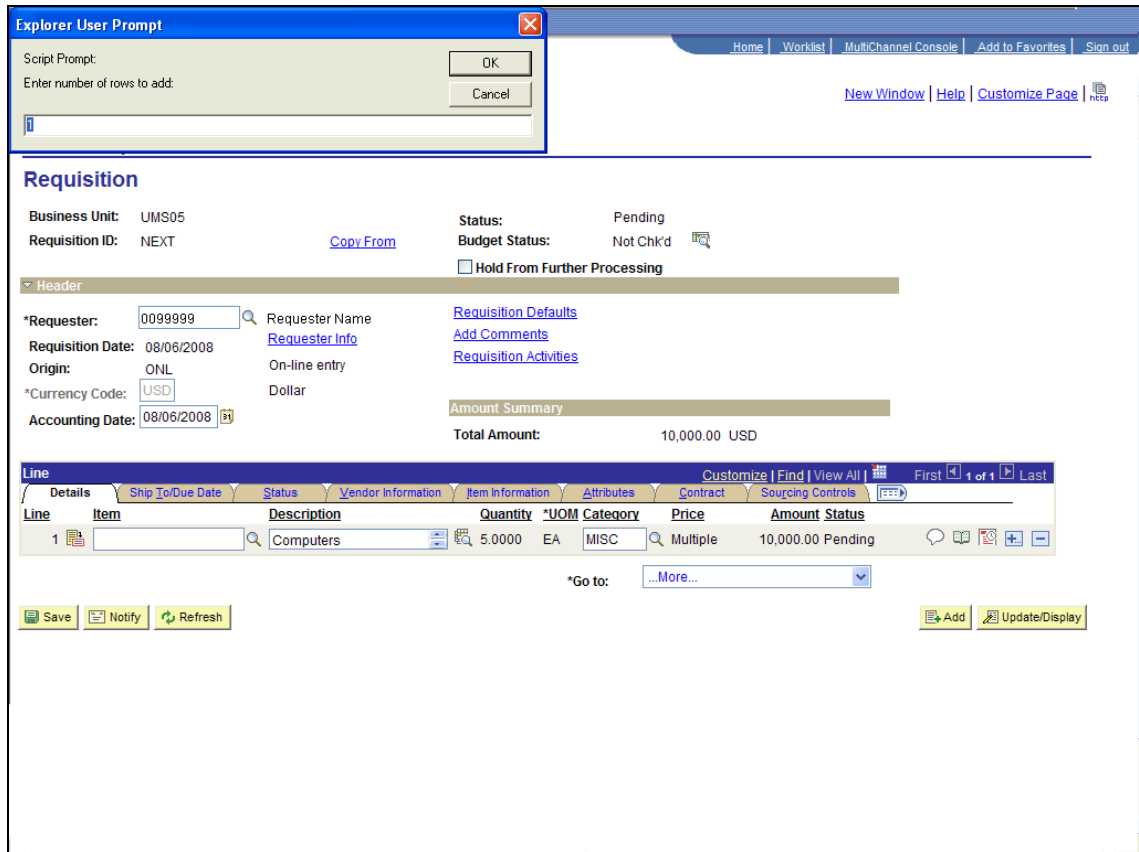
Total Amount: 10,000.00 USD

Line	Item	Description	Quantity	*UOM	Category	Price	Amount	Status
1		Computers	5.0000	EA	MISC	Multiple	10,000.00	Pending


*Go to:

Save Notify Refresh Add Update/Display

Step	Action	Input	Expected Results	Pass	Fail
42.	On the Requisition page, click the Add a Row icon (+). 				



The screenshot shows a web application interface for creating a requisition. An "Explorer User Prompt" dialog box is open in the foreground, asking the user to "Enter number of rows to add:" with an input field containing "1" and "OK" and "Cancel" buttons. The background application shows a "Requisition" header with fields for Business Unit (UMS05), Requisition ID (NEXT), Status (Pending), and Budget Status (Not Chk'd). Below this is a "Header" section with fields for Requester (0099999), Requisition Date (08/06/2008), Origin (ONL), Currency Code (USD), and Accounting Date (08/06/2008). An "Amount Summary" section shows a Total Amount of 10,000.00 USD. A "Line" table is visible with one entry: Line 1, Item Computers, Quantity 5.0000, UOM EA, Category MISC, Price Multiple, Amount 10,000.00, Status Pending. The interface includes various navigation and control buttons like Save, Notify, Refresh, Add, and Update/Display.

Step	Action	Input	Expected Results	Pass	Fail
43.	<p>When the prompt appears, enter the number of lines you wish to add to the Requisition. "1" appears by default.</p> <p>Click the OK button.</p> 				

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Creating a Requisition



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Maintain Requisitions

Requisition

Business Unit: UMS05
 Requisition ID: NEXT [Copy From](#)

Status: Pending
 Budget Status: Not Chk'd

Hold From Further Processing

Header

*Requester: 0099999 Requester Name [Requisition Defaults](#)
[Requester Info](#)

Requisition Date: 08/06/2008 [Add Comments](#)
[Requisition Activities](#)

Origin: ONL On-line entry

*Currency Code: USD Dollar

Accounting Date: 08/06/2008

Amount Summary

Total Amount: 10,000.00 USD

Line


Details | Ship To/Due Date | Status | Vendor Information | Item Information | Attributes | Contract | Sourcing Controls

Line	Item	Description	Quantity	*UOM	Category	Price	Amount	Status
1		Computers	5.0000	EA	MISC	Multiple	10,000.00	Pending
2			0.0000			0	0.00	Pending

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

Save | Notify | Refresh | Add | Update/Display

Step	Action	Input	Expected Results	Pass	Fail
44.	On the new requisition line (line 2), enter a description in the <i>Description</i> field.				
45.	Enter the appropriate Unit of Measure in the <i>UOM</i> field.				
46.	Enter the appropriate category in the <i>Category</i> field.				
47.	Enter the appropriate price in the <i>Price</i> field.				

Step	Action	Input	Expected Results	Pass	Fail
48.	If you entered Schedule/Distribution information on the Requisition Defaults page it should default to this line when the requisition is saved. If you did not enter it on the Requisition Defaults page you need to enter it here. To do so, click the Schedule icon to add the Ship To information and the Distribution icon to add the Chartfield information. When the information is complete click OK , then click Return to Main Page before saving the requisition.				
49.	Click the Save button. 				

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Creating a Requisition



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Maintain Requisitions

Requisition

Business Unit: UMS05 Status: Pending
 Requisition ID: 5000034378 [Copy From](#) Budget Status: Not Chk'd
 Hold From Further Processing

*Requester: 0099999 Requester Name [Requisition Defaults](#)
[Requester Info](#)
 Requisition Date: 08/06/2008 On-line entry [Add Comments](#)
 Origin: ONL Dollar [Requisition Activities](#)
 *Currency Code: USD
 Accounting Date: 08/06/2008

Amount Summary
 Total Amount: 10,125.00 USD

Line	Item	Description	Quantity	*UOM	Category	Price	Amount	Status
1		Computers	5.0000	EA	MISC	2,000.00000	10,000.00	Pending
2		Shipping Costs	1.0000	EA	MISC	125.00000	125.00	Pending

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

Save Notify Refresh Add Update/Display

Step	Action	Input	Expected Results	Pass	Fail
50.	<p>After saving the requisition, verify that a Requisition ID has been generated.</p> <p>The <i>Status</i> field displays the requisition status. A status of Pending indicates the requisition is eligible for the approval process. A status of Approved indicates the requisition is approved.</p>				

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Maintain Requisitions

Requisition

Business Unit: UMS05 **Status:** Pending
Requisition ID: 5000034378 [Copy From](#) **Budget Status:** Not Chk'd
 Hold From Further Processing

Header

***Requester:** Requester Name [Requisition Defaults](#)
Requisition Date: 08/06/2008 [Requester Info](#) [Add Comments](#)
Origin: ONL On-line entry [Requisition Activities](#)
***Currency Code:** USD Dollar
Accounting Date: 08/06/2008

Amount Summary

Total Amount: 10,125.00 USD

Line	Item	Description	Quantity	*UOM	Category	Price	Amount	Status
1		Computers	5.0000	EA	MISC	2,000.00000	10,000.00	Pending
2		Shipping Costs	1.0000	EA	MISC	125.00000	125.00	Pending

*Go to:

Step	Action	Input	Expected Results	Pass	Fail
51.	End of Procedure.				

Additional Validation