



### Test History

Date	Tester	Pass/Fail	Notes

### Time to Test

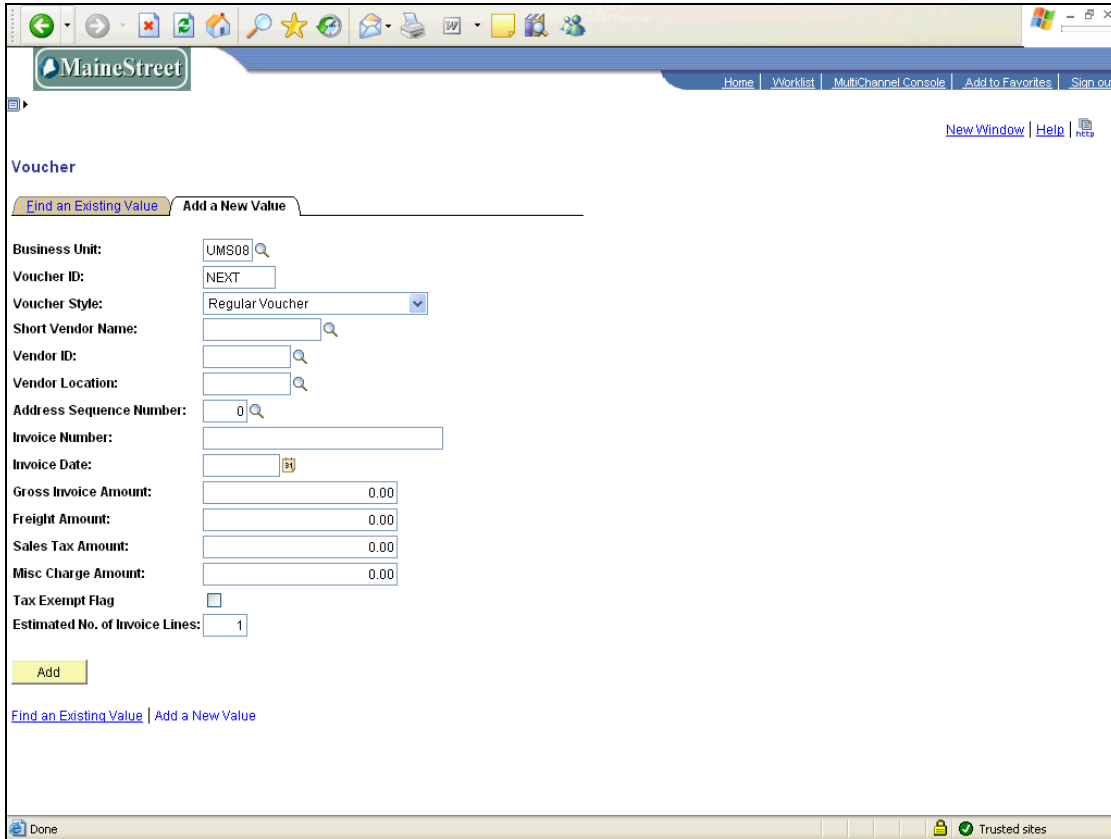
Estimated Time	
Actual Time	

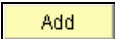
### Test Setup

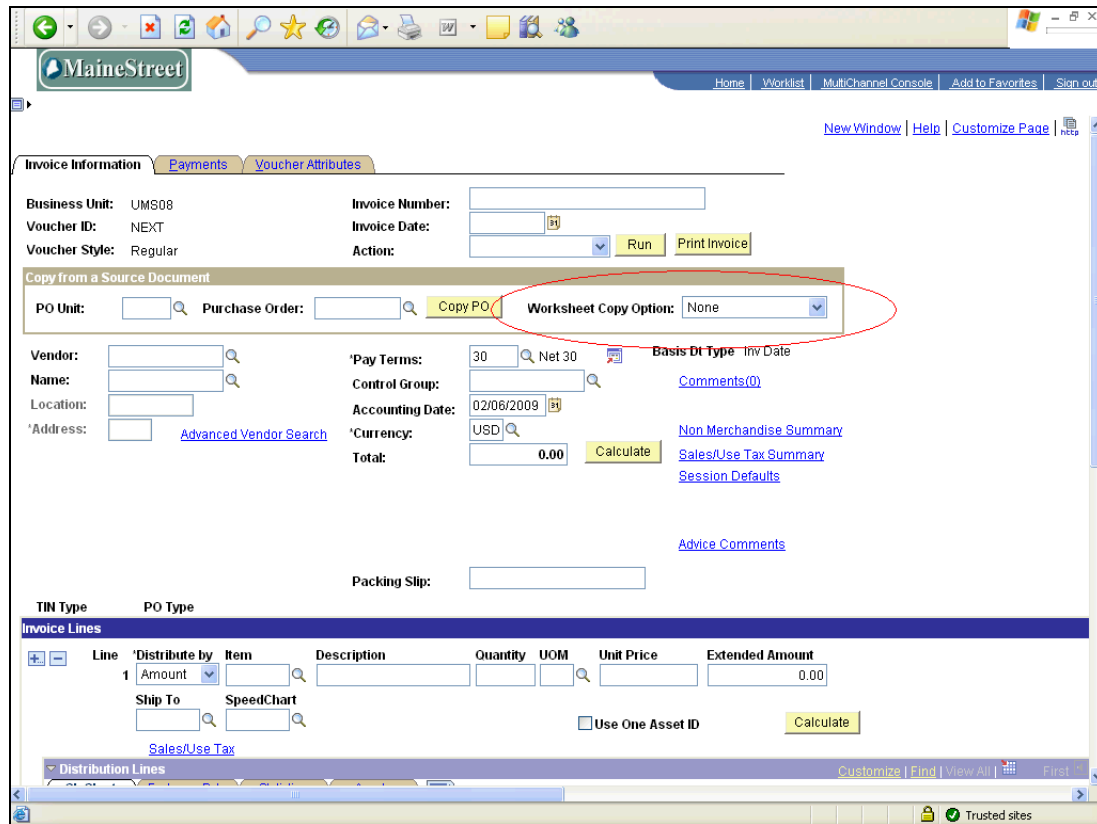
### Test Navigation

Step	Action	Input	Expected Results	Pass	Fail
1.	Click the <b>Accounts Payable</b> link. <a href="#">▶ Accounts Payable</a>				
2.	Click the <b>Vouchers</b> link. <a href="#">▶ Vouchers</a>				
3.	Click the <b>Add/Update</b> link. <a href="#">▶ Add/Update</a>				
4.	Click the <b>Regular Entry</b> link. <a href="#">▶ Regular Entry</a>				

## Test Procedure



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



The screenshot shows the 'MaineStreet' web application interface. The 'Invoice Information' tab is active, displaying various fields for invoice creation. A red circle highlights the 'Worksheet Copy Option' field, which is currently set to 'None'. Other visible fields include Business Unit (UMS08), Voucher ID (NEXT), Invoice Number, Invoice Date, and Voucher Style (Regular). The 'Copy from a Source Document' section includes fields for PO Unit, Purchase Order, and Copy PO. The 'Vendor' section includes Name, Location, and Address. The 'Pay Terms' section shows '30 Net 30'. The 'Accounting Date' is '02/06/2009' and the 'Currency' is 'USD'. The 'Total' is '0.00'. The 'Invoice Lines' section shows a table with one line item.

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

Step	Action	Input	Expected Results	Pass	Fail
6.	On the <b>Invoice information</b> page, click the drop-down arrow in the <b>Worksheet Copy Option</b> field.				

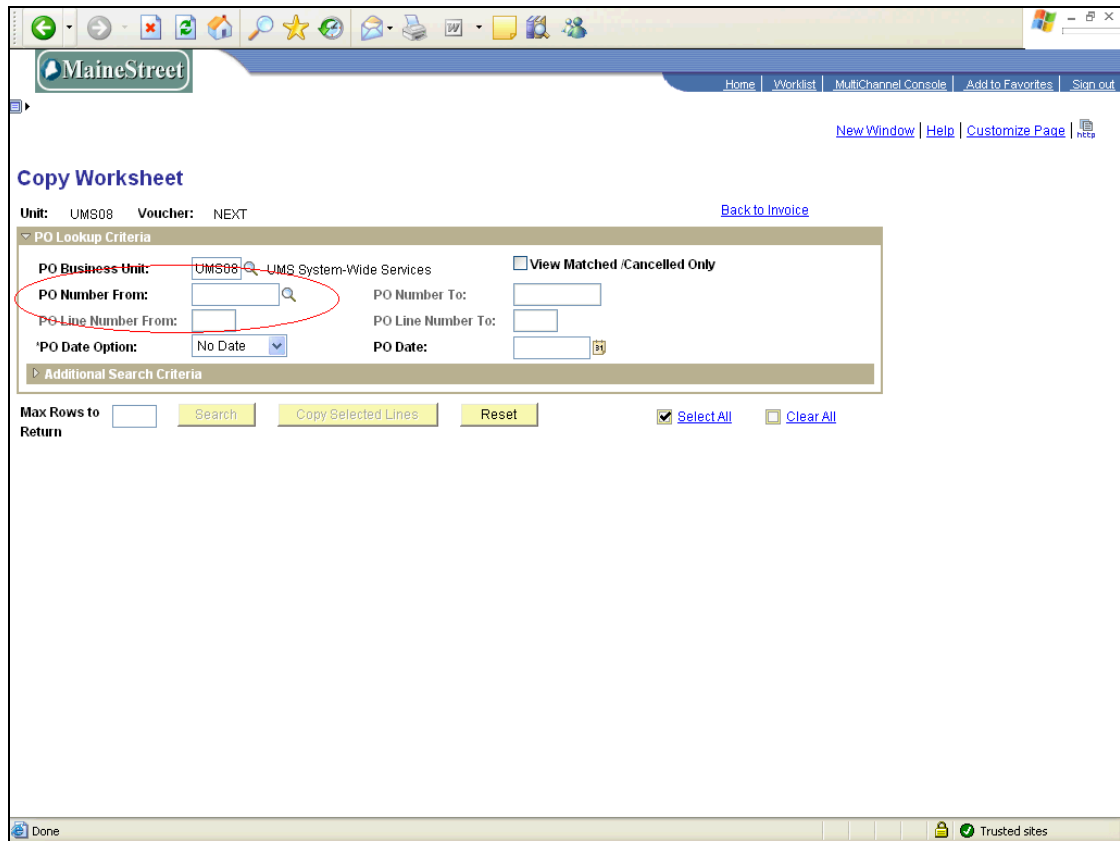
# Test Document

## Creating a Voucher with PO



The screenshot shows the MaineStreet web application interface. The 'Invoice Information' section includes fields for Business Unit (UMS08), Voucher ID (NEXT), Voucher Style (Regular), Invoice Number, Invoice Date, and Action (Run, Print Invoice). The 'Copy from a Source Document' section includes fields for PO Unit, Purchase Order, Worksheet Copy Option (set to None), Vendor Name, Location, Address, Pay Terms (30 Net 30), Control Group, Accounting Date (02/06/2009), Currency (USD), and Total (0.00). A dropdown menu for 'Worksheet Copy Option' is open, showing options: Non PO Receipt, None, PO Receipt, Purchase Order Only, Template, and Voucher. The 'Purchase Order Only' option is highlighted. Below this, there are fields for TIN Type, PO Type, Invoice Lines (with a table for Line 1), Ship To, SpeedChart, and Use One Asset ID. The interface also includes navigation links like 'Advanced Vendor Search', 'Sales/Use Tax Summary', and 'Session Defaults'.

Step	Action	Input	Expected Results	Pass	Fail
7.	For this example, click on Purchase Order to select it. <a href="#">Purchase Order Only</a>				



**Copy Worksheet**

Unit: UMS08 Voucher: NEXT [Back to Invoice](#)

**PO Lookup Criteria**

PO Business Unit: UMS08 UMS System-Wide Services  View Matched / Cancelled Only

PO Number From:  PO Number To:

PO Line Number From:  PO Line Number To:

PO Date Option: No Date PO Date:

Additional Search Criteria

Max Rows to Return:      Select All  Clear All

Step	Action	Input	Expected Results	Pass	Fail
8.	The <b>Copy Worksheet</b> page opens. Enter the appropriate PO Number in the <b>PO Number From</b> field.				
9.	Press <b>[Tab]</b> key.				

# Test Document

## Creating a Voucher with PO



The screenshot shows the 'Copy Worksheet' page in the MaineStreet application. The page title is 'Copy Worksheet'. Below the title, there is a navigation bar with links for 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', and 'Sign out'. There are also links for 'New Window', 'Help', and 'Customize Page'. The main content area is titled 'Copy Worksheet' and includes the following information:

- Unit: UMS08 Voucher: NEXT [Back to Invoice](#)
- PO Lookup Criteria**
  - PO Business Unit: UMS08 UMS System-Wide Services  View Matched /Cancelled Only
  - PO Number From: 8000001141 PO Number To:
  - PO Line Number From:  PO Line Number To:
  - PO Date Option: No Date PO Date:
- Additional Search Criteria**
  - Max Rows to Return:
  - 
  - Select All  Clear All

The 'Search' button in the 'Additional Search Criteria' section is circled in red.

Step	Action	Input	Expected Results	Pass	Fail
10.	In the <i>Additional Search Criteria</i> section, click the <b>Search</b> button. <input type="button" value="Search"/>				

**Copy Worksheet**

Unit: UMS08 Voucher: NEXT [Back to Invoice](#)

**PO Lookup Criteria**

PO Business Unit: UMS08 UMS System-Wide Services  View Matched /Cancelled Only

PO Number From: 8000001141 PO Number To:

PO Line Number From:  PO Line Number To:

\*PO Date Option: No Date PO Date:

**Additional Search Criteria**

Max Rows to Return:  Search Copy Selected Lines Reset  Select All  Clear All

**Select PO Lines** Find | View All First

PO Unit: UMS08 PO No.: 8000001141 [Header Comments](#) PO Date: 10/29/2008 Buyer: Lee Honey

Vendor ID: 0000085126 ORACLE USA INC PO Type: RO

Select	Line Number	Schedule Number	Item ID	Description	Quantity Vouchered	UOM	Unit Price	Merchandise Amt	Currency	PO Qty	UOM PO	PO Price	Amount Only	Receiving Required	Vendor Item ID	Mfg Item
<input type="checkbox"/>	1	1		COBOL License and Maintenance	8168.9300	EA	1.00000	8168.93	USD	8168.9300	EA	1.00		<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Select All  Clear All

PO Line Count: 1 PO Total: \$8,168.93

Step	Action	Input	Expected Results	Pass	Fail
11.	Enter the desired information into the <b>Quantity Vouchered</b> field.				

# Test Document

## Creating a Voucher with PO



MaineStreet

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

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

### Copy Worksheet

Unit: UMS08 Voucher: NEXT [Back to Invoice](#)

**PO Lookup Criteria**

PO Business Unit: UMS08 UMS System-Wide Services  View Matched /Cancelled Only

PO Number From: 8000001141 PO Number To:

PO Line Number From:  PO Line Number To:

PO Date Option: No Date PO Date:

Additional Search Criteria

Max Rows to Return:      Select All  Clear All

**Select PO Lines** [Find](#) | [View All](#) | [First](#)

PO Unit: UMS08 PO No.: 8000001141 [Header Comments](#) PO Date: 10/29/2008 Buyer: Lee Honey

Vendor ID: 0000085126 ORACLE USA INC PO Type: RO


Select	Line Number	Schedule Number	Item ID	Description	Quantity Vouchered	UOM	Unit Price	Merchandise Amt	Currency	PO Qty	UOM PO	PO Price	Amount Only	Receiving Required	Vendor Item ID	Mfg Item
<input type="checkbox"/>	1	1		COBOL License and Maintenance	10.00	EA	1.00000	8168.93	USD	8168.9300	EA	1.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

Select All  Clear All

PO Line Count: 1 PO Total: \$8,168.93

Done

Step	Action	Input	Expected Results	Pass	Fail
12.	Click the <b>Select</b> checkbox to select the line to copy. <input type="checkbox"/>				
13.	Click the <b>Copy Selected Lines</b> button. <input type="button" value="Copy Selected Lines"/>				


Step	Action	Input	Expected Results	Pass	Fail
14.	On the <b>Invoice Information</b> page, enter the invoice number into the <b>Invoice Number</b> field.				
15.	In the <b>Invoice Date</b> field, click the calendar button. 				

# Test Document

## Creating a Voucher with PO



The screenshot shows the 'MaineStreet' web application interface. The 'Invoice Information' section includes fields for Business Unit (UMS08), Invoice Number (invoice1111), Voucher ID (NEXT), and Voucher Style (Regular). A 'Copy from a Source Document' section has fields for PO Unit and Purchase Order. The 'Vendor' section shows details for ORACLE USA INC. A calendar pop-up is displayed over the 'Current Date' link, showing the month of February 2009 with the 6th selected. The 'Invoice Lines' section shows a table with one line item: 'COBOL License and Mair' with a quantity of 10.0000 and a unit price of 1.00000. A 'Save' button is visible at the bottom of the interface.

Step	Action	Input	Expected Results	Pass	Fail
16.	Click the <b>Current Date</b> link. <a href="#">Current Date</a>				
17.	Click the <b>Save</b> button. 				

The screenshot shows the 'MaineStreet' web application interface. The 'Invoice Information' tab is active. Key fields include:

- Business Unit: UMS08
- Voucher ID: 80029407
- Voucher Style: Regular
- Invoice Number: invoice1111
- Invoice Date: 02/06/2009
- Action: (circled in red)
- Buttons: Run, Print Invoice
- Copy from a Source Document section with PO Unit, Purchase Order, Copy PO, and Worksheet Copy Option.
- Vendor: 0000085126 (ORACLE USA-001)
- Location: 8ORDER FRQ
- Address: ORACLE USA INC, 500 ORACLE PARKWAY, REDWOOD SHORES, CA 94065
- Pay Terms: 30 Net 30
- Control Group: (empty)
- Accounting Date: 02/06/2009
- Currency: USD
- Total: 10.00
- Difference: 0.00
- Buttons: Calculate, Non Merchandise Summary, Sales/Use Tax Summary, Session Defaults, Advice Comments
- TIN Type: PO Type: Reg Order
- Invoice Lines table:
 

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Quantity		COBOL License and Mair	10.00000	EA	1.00000	10.00
- Buttons: Ship To, SpeedChart, Use One Asset ID, Force Price, Calculate
- Links: Sales/Use Tax, Purchase Order & Receiver Info, Associate Receiver(s)
- Bottom navigation: Distribution Lines, GL Chart, Exchange Rate, Statistics, Assets

Step	Action	Input	Expected Results	Pass	Fail
18.	<p><b>Note:</b> This step and the steps that follow are optional. The matching and budget checking processes are scheduled to run three times a day, Monday - Friday at 10:30am, 1:30pm and 11:00pm.</p> <p>Click on the drop-down arrow in the <i>Action</i> field.</p>				

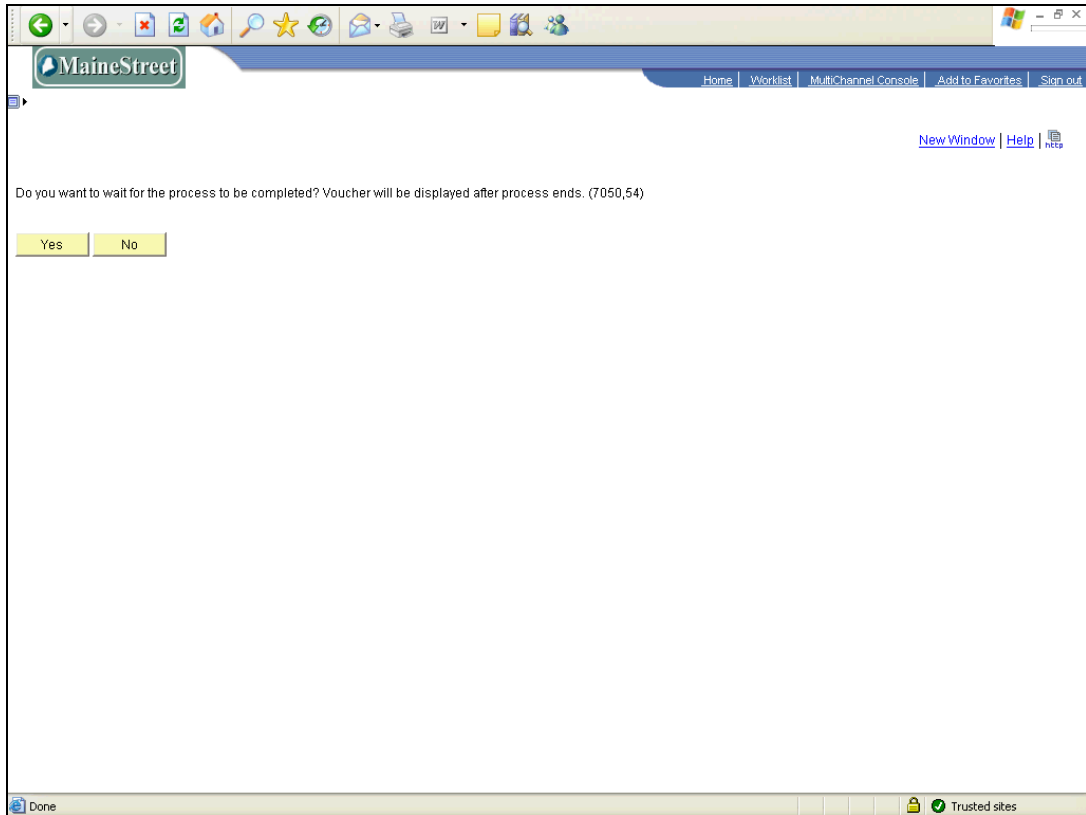
# Test Document


## Creating a Voucher with PO



The screenshot shows the 'Invoice Information' tab in the MaineStreet application. The 'Copy from a Source Document' dropdown menu is open, showing options: 'Budget Checking', 'Match, Doc Tol, Bdgt', and 'Matching'. The 'Match, Doc Tol, Bdgt' option is selected. The 'Run' button is highlighted in yellow. Other visible fields include Business Unit (UMS08), Invoice Number (invoice1111), Invoice Date (02/06/2009), and Vendor (ORACLE USA INC).

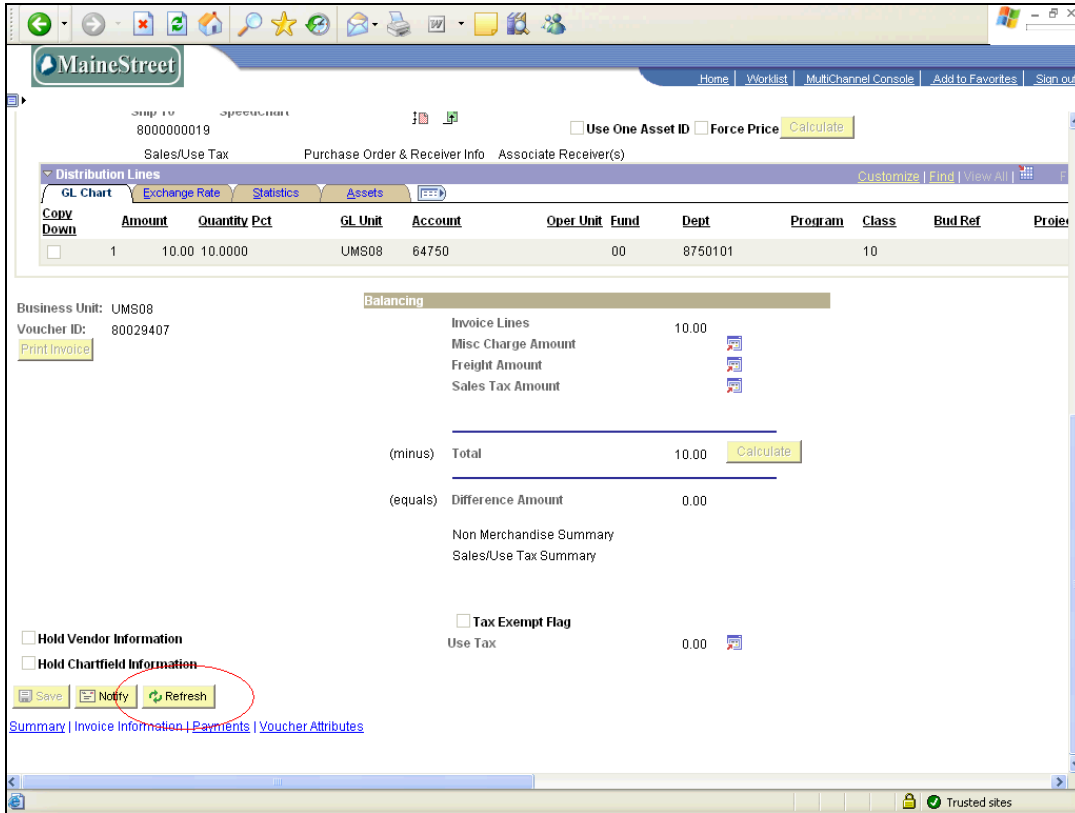
Step	Action	Input	Expected Results	Pass	Fail
19.	From the drop-down list click on <b>Match, Doc Tol, Bdgt</b> to select it. <input type="text" value="Match, Doc Tol, Bdgt"/>				
20.	Click the <b>Run</b> button. <input type="button" value="Run"/>				




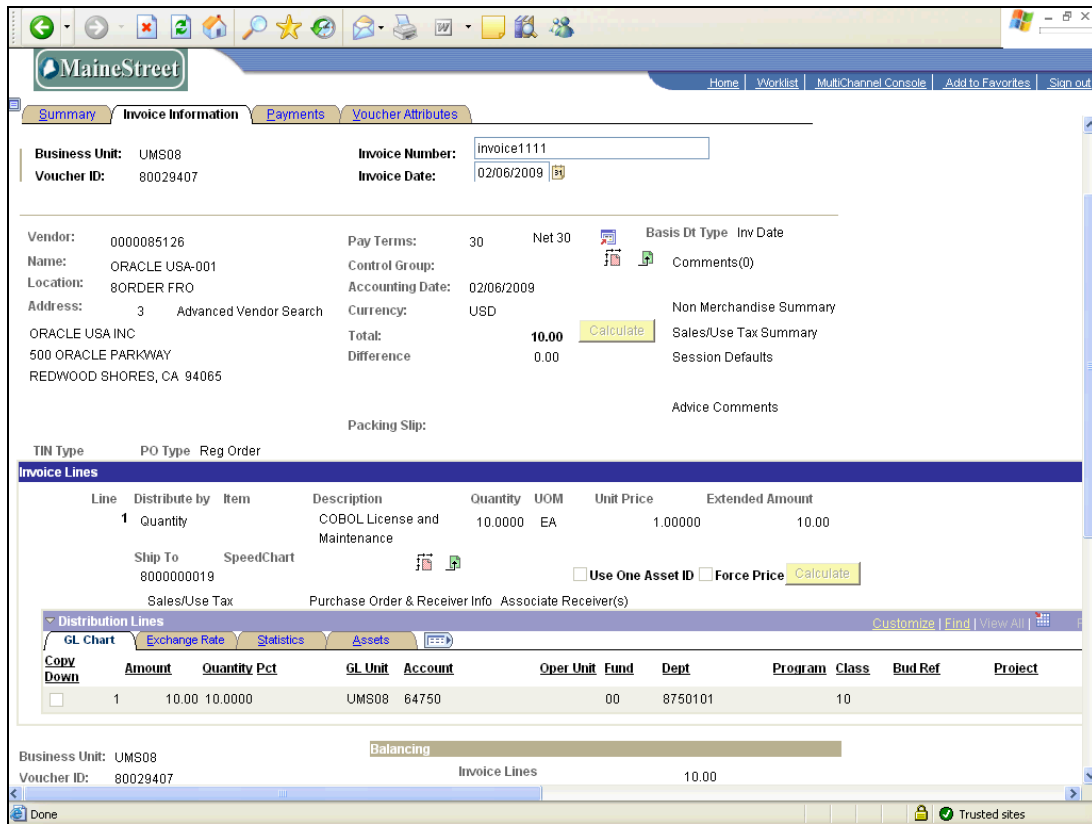
Step	Action	Input	Expected Results	Pass	Fail
21.	When prompted if to wait for the process to complete, click the <b>Yes</b> button. 				


# Test Document

## Creating a Voucher with PO



Step	Action	Input	Expected Results	Pass	Fail
22.	Click the <b>Refresh</b> button. 				



Step	Action	Input	Expected Results	Pass	Fail
23.	Click the <b>Summary</b> tab. 				

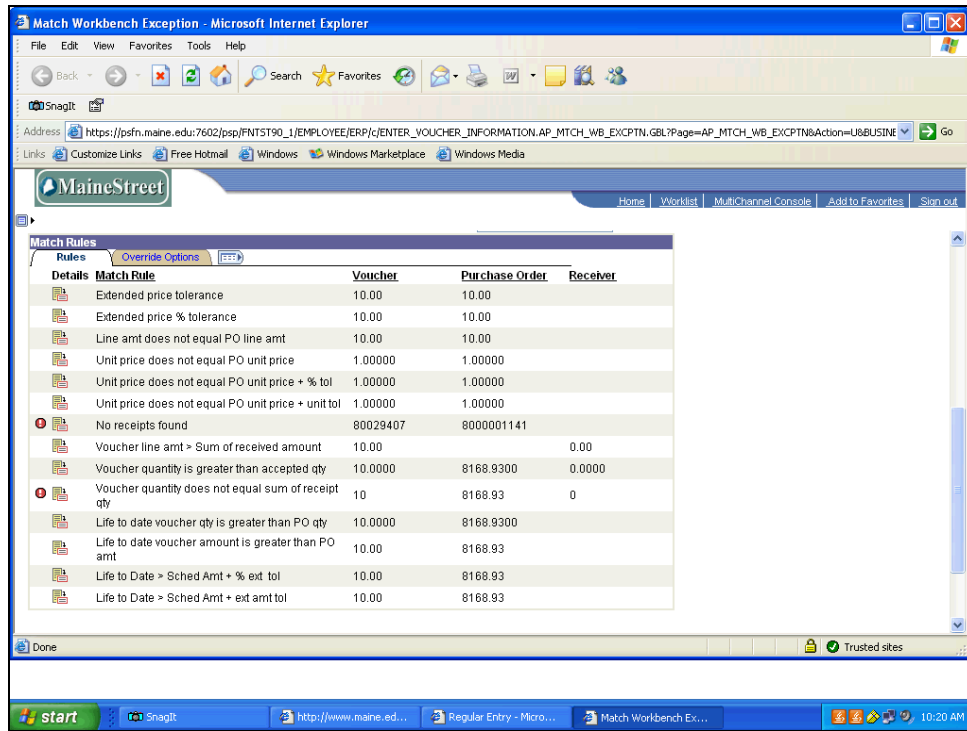
# Test Document

## Creating a Voucher with PO



The screenshot shows the 'Summary' page of the MaineStreet application. The page has a blue header with the 'MaineStreet' logo and navigation links like 'Home', 'Worklist', and 'MultiChannel Console'. Below the header, there are tabs for 'Summary', 'Invoice Information', 'Payments', and 'Voucher Attributes'. The 'Summary' tab is active, displaying a list of voucher details in two columns. The details include Business Unit (UMS08), Invoice Date (02/06/2009), Vendor Name (ORACLE USA INC), and Budget Status (Not Ch'kd). At the bottom of the page, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'. A 'View Related' dropdown menu is set to 'Payment Inquiry' with a 'Go' button next to it.

Step	Action	Input	Expected Results	Pass	Fail
24.	On the <b>Summary</b> page, click the <b>Exceptions</b> link. <a href="#">Exceptions</a>				



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

### Additional Validation