



### Test History

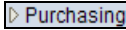
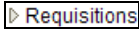

Date	Tester	Pass/Fail	Notes

### Time to Test

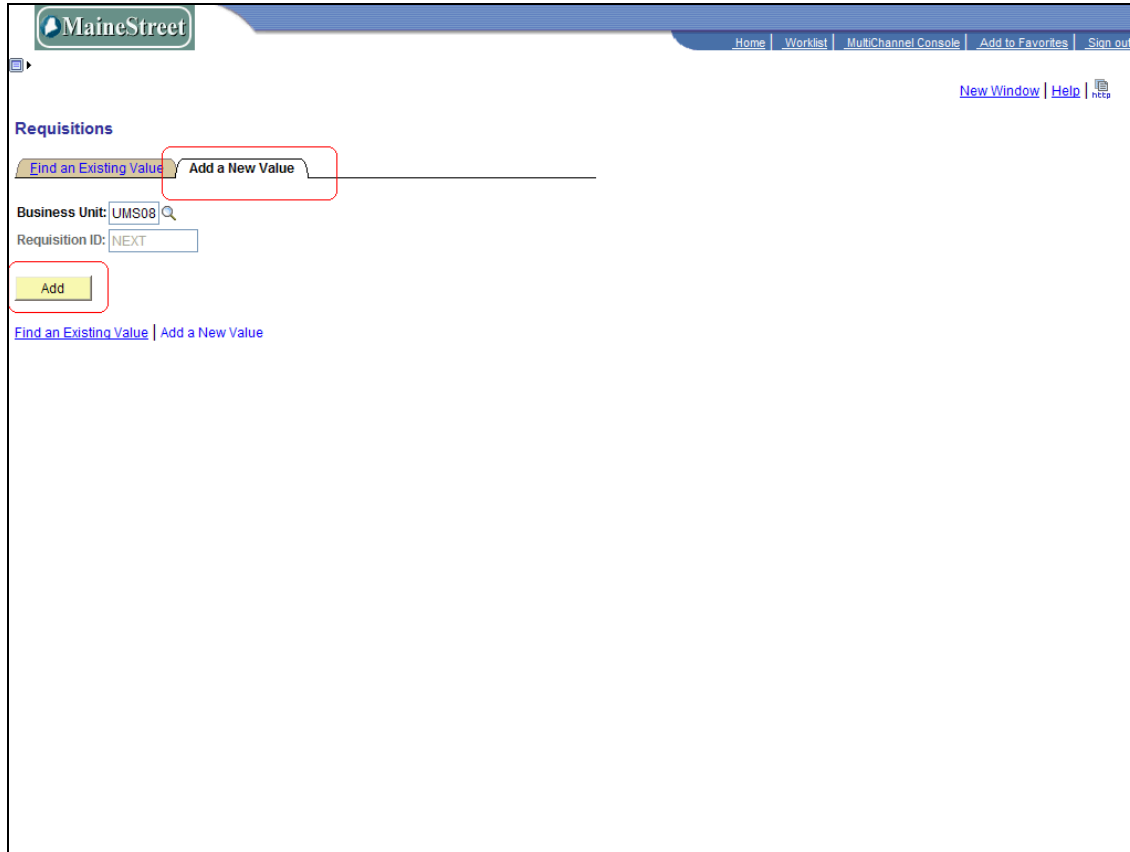
Estimated Time	
Actual Time	

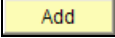
### Test Setup

### Test Navigation

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

## Test Procedure



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

Step	Action	Input	Expected Results	Pass	Fail
5.	<p>The <b>Requisitions</b> page is used to enter header and line details for your purchase. The header information should enter by default. For this example, you will retain all the header default values.</p> <p>To set the defaults for this requisition, click the <b>Requisition Defaults</b> link.</p> <p><a href="#">Requisition Defaults</a></p>				

# Test Document

## Entering a Requisition With a One-Time Address



MaineStreet

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

New Window | Help | Customize Page

### Maintain Requisitions

#### Requisition Defaults

Business Unit: UMS08      Requisition Date: 07/10/2008      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: 8000000017      Project Enterprise      \*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"/>	UMS08	<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.	<p>Use the <b>Requisition Defaults</b> page to set the header and item defaults for your requisition. In this example, you need to set up a one-time ship-to address for the selected transaction.</p> <p>Click the <b>One Time Address</b> link to open the <b>Req One Time Address Default</b> page.</p> <p><a href="#">One Time Address</a></p>				



# Test Document

## Entering a Requisition With a One-Time Address

[Home](#) | [Worklist](#) | [MultiChannel Console](#) | [Add to Favorites](#) | [Sign out](#)

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

**Req One Time Address Default**

Business Unit: UMS08      Requisition Date: 07/10/2008  
 Requisition ID: NEXT      Status: Pending

**Address**

Country:	<input type="text" value="USA"/> United States	Prefix:	<input type="text"/>
Address 1:	<input type="text"/>	Phone:	<input type="text"/>
Address 2:	<input type="text"/>	Ext:	<input type="text"/>
Address 3:	<input type="text"/>	Fax:	<input type="text"/>
Address 4:	<input type="text"/>		
City:	<input type="text"/>		
County:	<input type="text"/>	Postal:	<input type="text"/>
State:	<input type="text"/>		

Step	Action	Input	Expected Results	Pass	Fail
7.	<p>The address you enter on the <b>Req One Time Address Default</b> page serves as the default one-time address for all new lines and schedules on your transaction document.</p> <p>To begin, enter the appropriate street address in the <i>Address 1</i> field.</p>				
8.	If necessary, enter a second line for the address in the <i>Address 2</i> field.				
9.	Enter the appropriate City for the address in the <i>City</i> field.				
10.	Enter the appropriate State in the <i>State</i> field.				
11.	Enter the appropriate Postal code in the <i>Postal</i> field.				

# Test Document

## Entering a Requisition With a One-Time Address



[Home](#) | [Worklist](#) | [MultiChannel Console](#) | [Add to Favorites](#) | [Sign out](#)

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

**Req One Time Address Default**

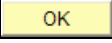
Business Unit: UMS08      Requisition Date: 07/10/2008  
 Requisition ID: NEXT      Status: Pending

**Address**

Country:	<input type="text" value="USA"/> United States	Prefix:	<input type="text"/>
Address 1:	<input type="text" value="410 Main St"/>	Phone:	<input type="text"/>
Address 2:	<input type="text" value="Suite 60"/>	Ext:	<input type="text"/>
Address 3:	<input type="text"/>	Fax:	<input type="text"/>
Address 4:	<input type="text"/>		
City:	<input type="text" value="Bangor"/>		
County:	<input type="text"/>	Postal:	<input type="text" value="04401"/>
State:	<input type="text" value="ME"/> Maine		

OK
Cancel
Refresh

Step	Action	Input	Expected Results	Pass	Fail
12.	Click the <b>OK</b> button to return to the <b>Requisition Defaults</b> page. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">OK</div>				

Step	Action	Input	Expected Results	Pass	Fail
13.	On the <b>Requisition Defaults</b> page, click the <b>OK</b> button. 				

# Test Document

## Entering a Requisition With a One-Time Address



MaineStreet

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

New Window | Help | Customize Page |

### Maintain Requisitions

#### Requisition

Business Unit: UMS08      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: 07/10/2008      On-line entry [Add Comments](#)  
 Origin: ONL      Dollar [Requisition Activities](#)  
 \*Currency Code: USD  
 Accounting Date: 07/10/2008

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:

Save   Notify   Refresh      Add   Update/Display

Step	Action	Input	Expected Results	Pass	Fail
14.	On the <b>Requisition</b> page, in the <b>Line</b> section, enter a description of the first item in the Line 1 <b>Description</b> field.				
15.	Enter the quantity of items in the <b>Quantity</b> field.				
16.	Enter the appropriate unit of measure in the <b>UOM</b> field.				
17.	Enter <b>MISC</b> in the <b>Category</b> field. This is the only category used by UMS at this time.				
18.	Enter the price in the <b>Price</b> field.				

Step	Action	Input	Expected Results	Pass	Fail
19.	Click the <i>Add a Row</i> button to add an additional line to the requisition. 				

# Test Document

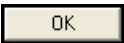
## Entering a Requisition With a One-Time Address



The screenshot displays a web application interface for entering a requisition. An 'Explorer User Prompt' dialog box is open, asking the user to 'Enter number of rows to add.' The input field contains the number '1'. The background shows the 'Requisition' form with the following details:

- Business Unit: UMS08
- Requisition ID: NEXT
- Status: Pending
- Budget Status: Not Chk'd
- Header:
  - \*Requester: 0099999
  - Requisition Date: 07/10/2008
  - Origin: ONL
  - \*Currency Code: USD
  - Accounting Date: 07/10/2008
- Amount Summary:
  - Total Amount: 0.00 USD
- Line Table:
 

Line	Item	Description	Quantity	*UOM	Category	Price	Amount	Status
1		FABRIC	100	EA	MISC	98	0.00	Pending

Step	Action	Input	Expected Results	Pass	Fail
20.	<p>A prompt should appear where you will enter the number of rows to add. "1" enters by default.</p> <p>Click the <b>OK</b> button.</p> 				

**Maintain Requisitions**

**Requisition**

Business Unit: UMS08      Status: Pending  
 Requisition ID: NEXT      Budget Status: Not Chk'd  
 Hold From Further Processing

**Header**

\*Requester: 0099999      Requester Name      [Requisition Defaults](#)  
 Requisition Date: 07/10/2008      [Requester Info](#)      [Add Comments](#)  
 Origin: ONL      On-line entry      [Requisition Activities](#)  
 \*Currency Code: USD      Dollar  
 Accounting Date: 07/10/2008

**Amount Summary**

Total Amount: 9,800.00 USD

Line	Item	Description	Quantity	*UOM	Category	Price	Amount	Status
1		HON 5901 CHAIR, AB90	100.0000	EA	MISC	98.00000	9,800.00	Pending
2			0.0000			0	0.00	Pending

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

Save    Notify    Refresh      Add    Update/Display

Step	Action	Input	Expected Results	Pass	Fail
21.	Enter the quantity of items in the <b>Quantity</b> field.				
22.	Enter the appropriate unit of measure in the <b>UOM</b> field.				
23.	Enter <b>MISC</b> in the <b>Category</b> field. This is the only category used by UMS at this time.				
24.	Enter the price in the <b>Price</b> field.				

# Test Document

## Entering a Requisition With a One-Time Address



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

New Window | Help | Customize Page

---

**Maintain Requisitions**

**Requisition**

Business Unit: UMS08      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: 07/10/2008      [Requester Info](#)      [Add Comments](#)  
 Origin: ONL      On-line entry      [Requisition Activities](#)  
 \*Currency Code: USD      Dollar  
 Accounting Date: 06/10/2008

**Amount Summary**

Total Amount: 9,950.00 USD


**Line**      Customize | Find | View All | First | 1-2 of 2 | Last

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

Line	Item	Description	Quantity	*UOM	Category	Price	Amount	Status
1		HON 5901 CHAIR, AB90	100.0000	EA	MISC	98.00000	9,800.00	Pending
2		HON BOOKCASE	2.0000	EA	MISC	75.00000	150.00	Pending

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

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

Step	Action	Input	Expected Results	Pass	Fail
25.	Click the <b>Save</b> button. 				
26.	Notice that a <b>Requisition ID</b> has been generated. You have successfully entered a requisition for items to ship to a one-time address.				



# Test Document

## Entering a Requisition With a One-Time Address

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

New Window | Help | Customize Page |

---

**Maintain Requisitions**

### Requisition

Business Unit: UMS08      Status: Pending  
 Requisition ID: 8000000844      [Copy From](#)      Budget Status: Not Chk'd   
 Hold From Further Processing

**Header**

\*Requester:  Requester Name      [Requisition Defaults](#)  
 Requisition Date: 07/10/2008      [Requester Info](#)      [Add Comments](#)  
 Origin: ONL      On-line entry      [Requisition Activities](#)  
 \*Currency Code: USD      Dollar  
 Accounting Date: 06/10/2008

**Amount Summary**

Total Amount: 9,950.00 USD

Line	Item	Description	Quantity	*UOM	Category	Price	Amount	Status
1		HON 5901 CHAIR, AB90	100.0000	EA	MISC	98.000000	9,800.00	Pending
2		HON BOOKCASE	2.0000	EA	MISC	75.000000	150.00	Pending

\*Go to:

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

### Additional Validation