



### Test History

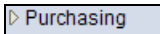
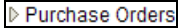

Date	Tester	Pass/Fail	Notes

### Time to Test

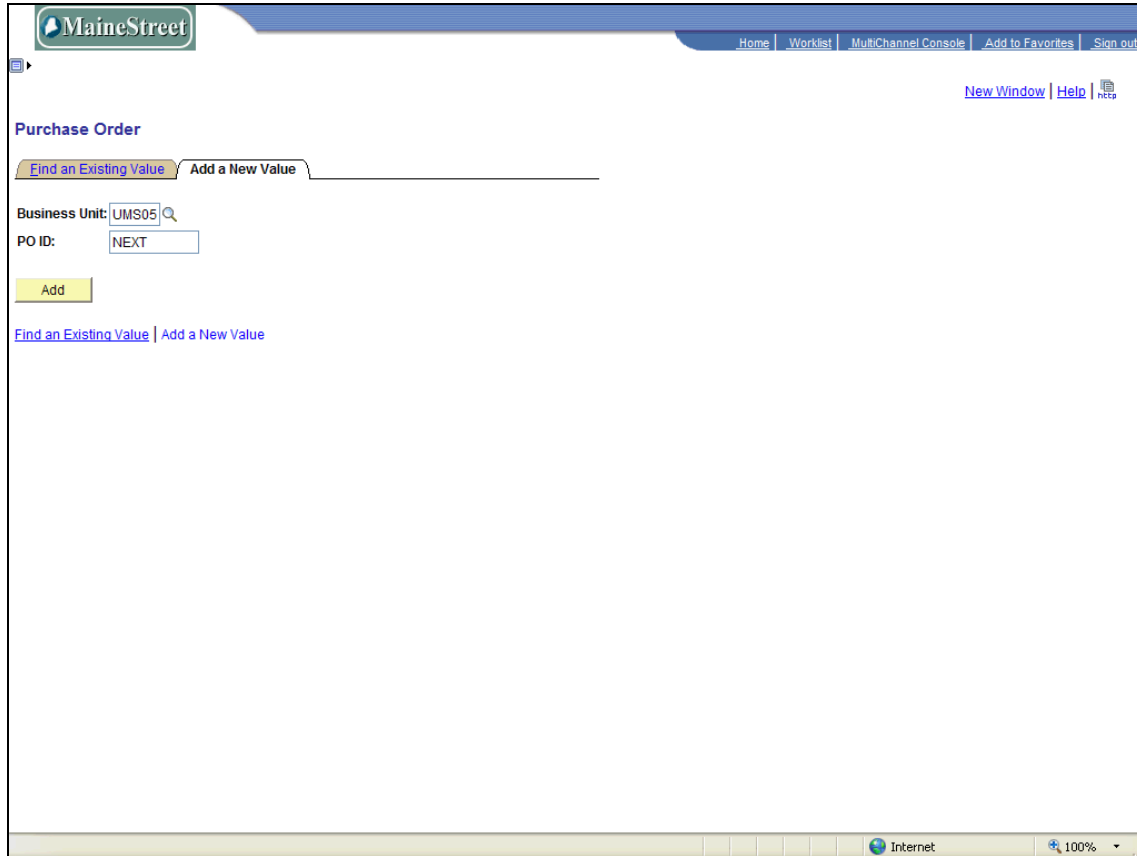
Estimated Time	
Actual Time	

### Test Setup

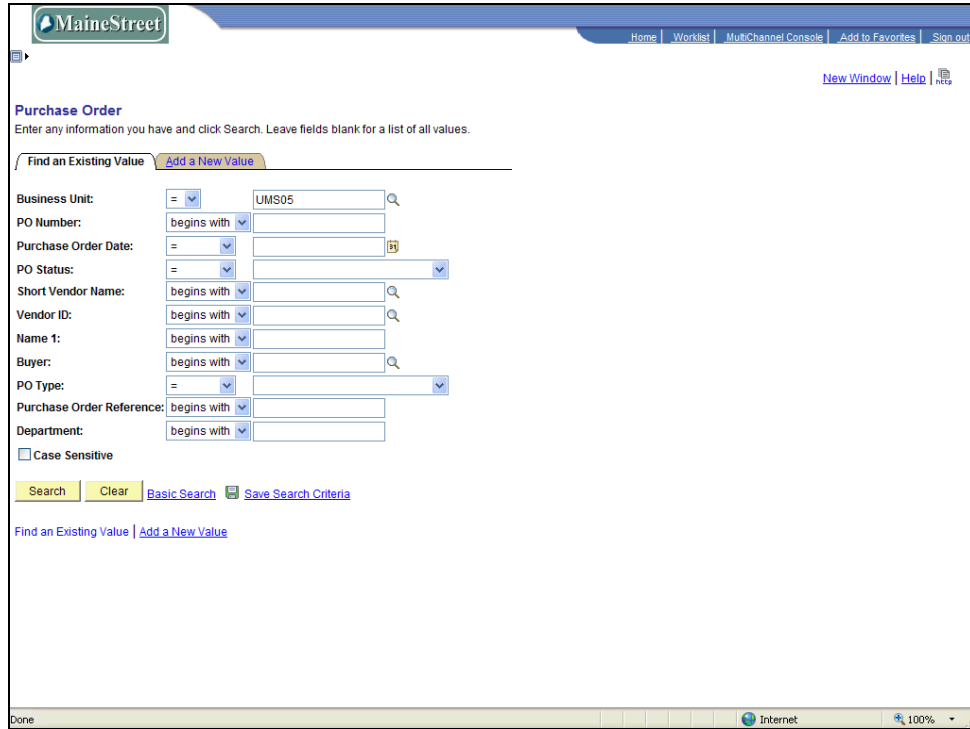
### Test Navigation

Step	Action	Input	Expected Results	Pass	Fail
1.	Begin by navigating to the <b>Purchase Order</b> page.  From the Financials menu, click the <b>Purchasing link</b> . 				
2.	Click the <b>Purchase Orders</b> link. 				
3.	Click the <b>Add/Update POs</b> link. 				

## Test Procedure



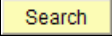
Step	Action	Input	Expected Results	Pass	Fail
4.	Click the <i>Find an Existing Value</i> tab. <a href="#">Find an Existing Value</a>				



The screenshot shows the 'Purchase Order' search page in the MaineStreet system. The page includes a navigation bar with links for Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. Below the navigation bar, there are tabs for 'Find an Existing Value' and 'Add a New Value'. The search criteria section contains the following fields:

- Business Unit: dropdown menu set to '=', text input field containing 'UMS05', and a search icon.
- PO Number: dropdown menu set to 'begins with', text input field.
- Purchase Order Date: dropdown menu set to '=', text input field, and a 'BY' button.
- PO Status: dropdown menu set to '=', text input field, and a dropdown arrow.
- Short Vendor Name: dropdown menu set to 'begins with', text input field, and a search icon.
- Vendor ID: dropdown menu set to 'begins with', text input field, and a search icon.
- Name 1: dropdown menu set to 'begins with', text input field.
- Buyer: dropdown menu set to 'begins with', text input field, and a search icon.
- PO Type: dropdown menu set to '=', text input field, and a dropdown arrow.
- Purchase Order Reference: dropdown menu set to 'begins with', text input field.
- Department: dropdown menu set to 'begins with', text input field.

At the bottom of the search criteria section, there is a 'Case Sensitive' checkbox and a 'Search' button. Below the search criteria, there are links for 'Find an Existing Value' and 'Add a New Value'. The browser status bar at the bottom shows 'Done', 'Internet', and '100%' zoom.

Step	Action	Input	Expected Results	Pass	Fail
5.	Enter the appropriate <b>PO ID</b> into the <b>PO Number</b> field.				
6.	Click the <b>Search</b> button. 				

# Test Document

## Entering PO Change Orders



MaineStreet

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

New Window | Help | Customize Page |

### Maintain Purchase Order

#### Purchase Order

Unit: UMS05 Department charging is LASST Inst & Ctr PO Status: Dispatched

PO ID: 5000043642 Budget Status: Valid

Copy From: [Dropdown]  Hold From Further Processing

Header

\*PO Date: 12/04/2008 Vendor Search

Vendor: MCMMASTER-C-001 Vendor Details

\*Vendor ID: 0000002778 MCMMASTER-CARR SUPPLY

\*Buyer: 0099999 Employee Name

PO Reference: [Text Box]

Backorder Status: None Create BackOrder

Receipt Status: Not Recvd

\*Dispatch Method: Print Dispatch

Amount Summary

Merchandise: 41.50

Freight/Tax/Misc.: 0.00 Calculate

Total Amount: 41.50 USD

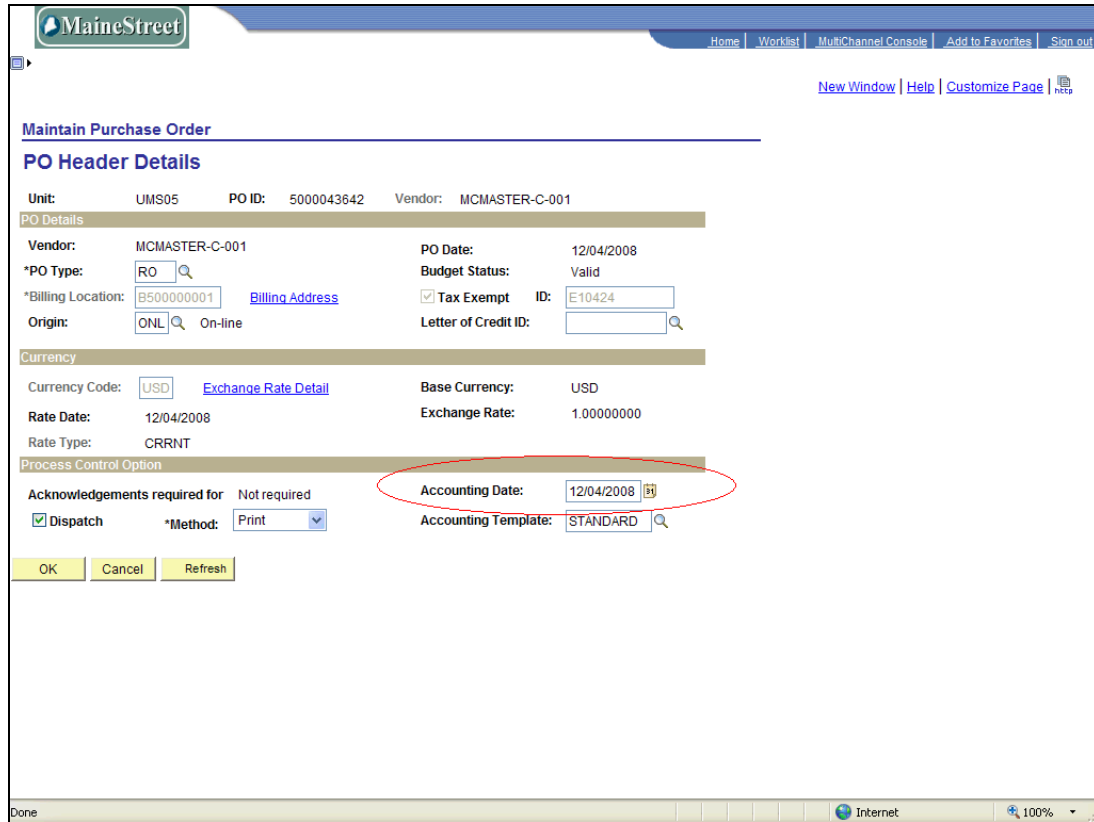
[Header Details](#) [PO Activities](#)  
[PO Defaults](#) [Document Status](#)  
[Edit Comments](#) [Requisitions](#)  
[Purchasing Kit](#) [Catalog](#) [Item Search](#)

Line	Item	Description	PO Qty	*UOM	Category	Price	Amount	Status
1		95630A470 Teflon flat washer ID 0.281, OD 0.500, screw size 1/4"	10.0000	PKG	MISC	4.15000	41.50	Active

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

Save Return to Search Notify Refresh Add Update/Display

Step	Action	Input	Expected Results	Pass	Fail
7.	Use the <b>Purchase Order</b> page to create and update purchase orders online.  First, click the <b>Header Details</b> link <a href="#">Header Details</a>				



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

New Window | Help | Customize Page

### Maintain Purchase Order

#### PO Header Details

Unit: UMS05 PO ID: 5000043642 Vendor: MCMASTER-C-001

**PO Details**

Vendor: MCMASTER-C-001 PO Date: 12/04/2008  
 \*PO Type: RO Budget Status: Valid  
 \*Billing Location: B500000001 Billing Address  Tax Exempt ID: E10424  
 Origin: ONL On-line Letter of Credit ID:


**Currency**

Currency Code: USD Exchange Rate Detail Base Currency: USD  
 Rate Date: 12/04/2008 Exchange Rate: 1.00000000  
 Rate Type: CRRNT

**Process Control Option**

Acknowledgements required for Not required  
 Dispatch \*Method: Print  
 Accounting Date: 12/04/2008 B  
 Accounting Template: STANDARD

OK Cancel Refresh

Step	Action	Input	Expected Results	Pass	Fail
8.	On the <b>PO Header Details</b> page, change the <b>Accounting Date</b> to Current Date. You cannot create a change order unless the PO is in the current accounting date.  Click the <b>Choose a date</b> button. 				

# Test Document

## Entering PO Change Orders



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

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

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**Maintain Purchase Order**

**PO Header Details**

Unit: UMS05    PO ID: 5000043642    Vendor: MCMaster-C-001

**PO Details**

Vendor: MCMaster-C-001    PO Date: 12/04/2008  
 \*PO Type: RO    Budget Status: Valid  
 \*Billing Location: B500000001    [Billing Address](#)     Tax Exempt    ID: E10424  
 Origin: ONL    On-line    Letter of Credit ID:

**Currency**

Currency Code: USD    [Exchange Rate Detail](#)    Base Currency: USD  
 Rate Date: 12/04/2008    Exchange Rate: 1.00000000  
 Rate Type: CRRNT

**Process Control Option**

Acknowledgements required for: Not required    Accounting Date: 12/04/2008      
 Dispatch    \*Method: Print    Accounting Template: STANDARD


December 2008

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

[Current Date](#)

Internet    100%

Step	Action	Input	Expected Results	Pass	Fail
9.	Click the <b>Current Date</b> link. <a href="#">Current Date</a>				
10.	Click the <b>OK</b> button. <input type="button" value="OK"/>				

Step	Action	Input	Expected Results	Pass	Fail
11.	<p>On the Purchase Order page, to make a change to <b>Header Details</b>, such as Buyer or Billing Location, click the <b>Change Order</b> button in the upper-right corner of the page. This will cause the fields that trigger header level change order to become available for entry.</p> <p>Click the <b>Change Order</b> (triangle) button.</p> 				

# Test Document

## Entering PO Change Orders



MaineStreet

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

New Window | Help | Customize Page |

### Maintain Purchase Order

#### Purchase Order

Unit: UMS05 [Department charging is LASST Inst & Ctr](#) PO Status: Dispatched

PO ID: 5000043642 Budget Status: Not Chk'd

Copy From:   Hold From Further Processing

Header

\*PO Date: 12/04/2008 Vendor Search

Vendor: MCMaster-C-001 [Vendor Details](#)

\*Vendor ID: 0000002778 MCMaster-CARR SUPPLY

\*Buyer: 0099999 Employee Name

PO Reference:

Backorder Status: None [Create BackOrder](#)

Receipt Status: Not Recvd

\*Dispatch Method: Print

Amount Summary

Merchandise: 41.50

Freight/Tax/Misc.: 0.00

Total Amount: 41.50 USD

[Header Details](#) [PO Activities](#)  
[PO Defaults](#) [Document Status](#)  
[Edit Comments](#) [Requisitions](#)  
[Purchasing Kit](#) [Catalog](#) [Item Search](#)

Lines

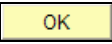
Details | Ship To/Due Date | Statuses | Item Information | Attributes | BFO | Contract | Receiving

Line	Item	Description	PO Qty	*UOM	Category	Price	Amount	Status
1		95630A470 Teflon flat washer ID 0.281, OD 0.500, screw size 1/4"	10.0000	PKG	MISC	4.15000	41.50	Active

\*Go to:

Done Internet 100%

Step	Action	Input	Expected Results	Pass	Fail
12.	<p>To make changes to <b>PO Defaults</b>, such as <i>Ship To, Ship Via, Freight Terms</i>, click the <b>PO Defaults</b> link. You may also make changes to the Distribution here, although Distribution changes are not considered Change Orders.</p> <p>Click the <b>PO Defaults</b> link.</p> <p><a href="#">PO Defaults</a></p>				

Step	Action	Input	Expected Results	Pass	Fail
13.	<p>Changes made on the <b>Purchase Order Defaults</b> page will default to all lines on the PO. When you click <b>OK</b> you will be required to complete the <b>Retrofit</b> page. You must complete the Retrofit page or the purchase order will not process. Alternatively, you can make these changes at the Line Level for each line however it is easier to make them once using the PO Defaults link.</p> <p>Click the <b>OK</b> button.</p> 				

# Test Document

## Entering PO Change Orders



MaineStreet

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

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### Maintain Purchase Order

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

Unit: UMS05 PO ID: 5000043642 Vendor: MCMASTER-C-001

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 PO.  
 Select 'Apply to All Distribs' to apply changes to all distribution lines on the PO.


Apply	Distrib Line	Field Name	Field Value	Apply to All Distribs
<input type="checkbox"/>	1	Budget Date	2009-02-25	<input type="checkbox"/>

Select All  Clear All

OK Cancel Refresh

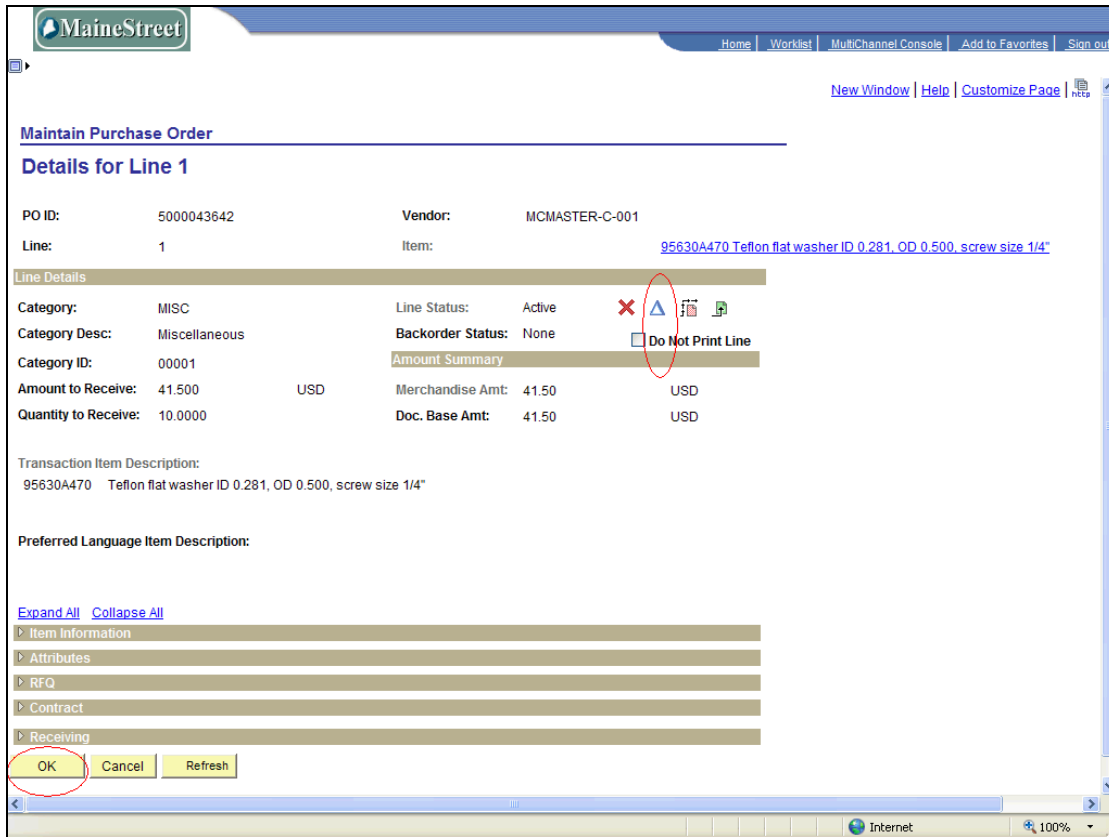
Internet 100%

Step	Action	Input	Expected Results	Pass	Fail
14.	Click the <b>OK</b> button. 				


Step	Action	Input	Expected Results	Pass	Fail
15.	To make a change to the Line Description access the Line Details icon, click the <b>Line Details</b> button. 				

# Test Document

## Entering PO Change Orders



Step	Action	Input	Expected Results	Pass	Fail
16.	On the <b>Details for Line 1</b> page, click the <b>Chng Line</b> (triangle) icon. The fields that trigger line level change order should become available for entry. When finished, click the <b>OK</b> button.				

Step	Action	Input	Expected Results	Pass	Fail
17.	<p>To make Schedule changes at the Line Level (<i>Ship To, Ship Via, Freight Terms</i>), first click the <i>Schedule</i> icon.</p> <p>Click the <b>Schedule</b> button.</p> 				

# Test Document

## Entering PO Change Orders



MaineStreet

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

New Window | Help | Customize Page

### Maintain Purchase Order

#### Schedules

Unit: UMS05 Vendor: MCMaster-C-001  
 PO ID: 5000043642 PO Date: 12/04/2008  
 PO Status: Dispatched

[Return to Main Page](#)

Lines Find | View All First 1 of 1 Last

Line: 1 Item: 95630A470 Teflon flat washer ID 0.281\_OD 0.500\_screw size 1/4 PO Qty: 10.0000 PKG Amount: 41.50 USD

Schedules Customize | Find | View All | First 1 of 1 Last

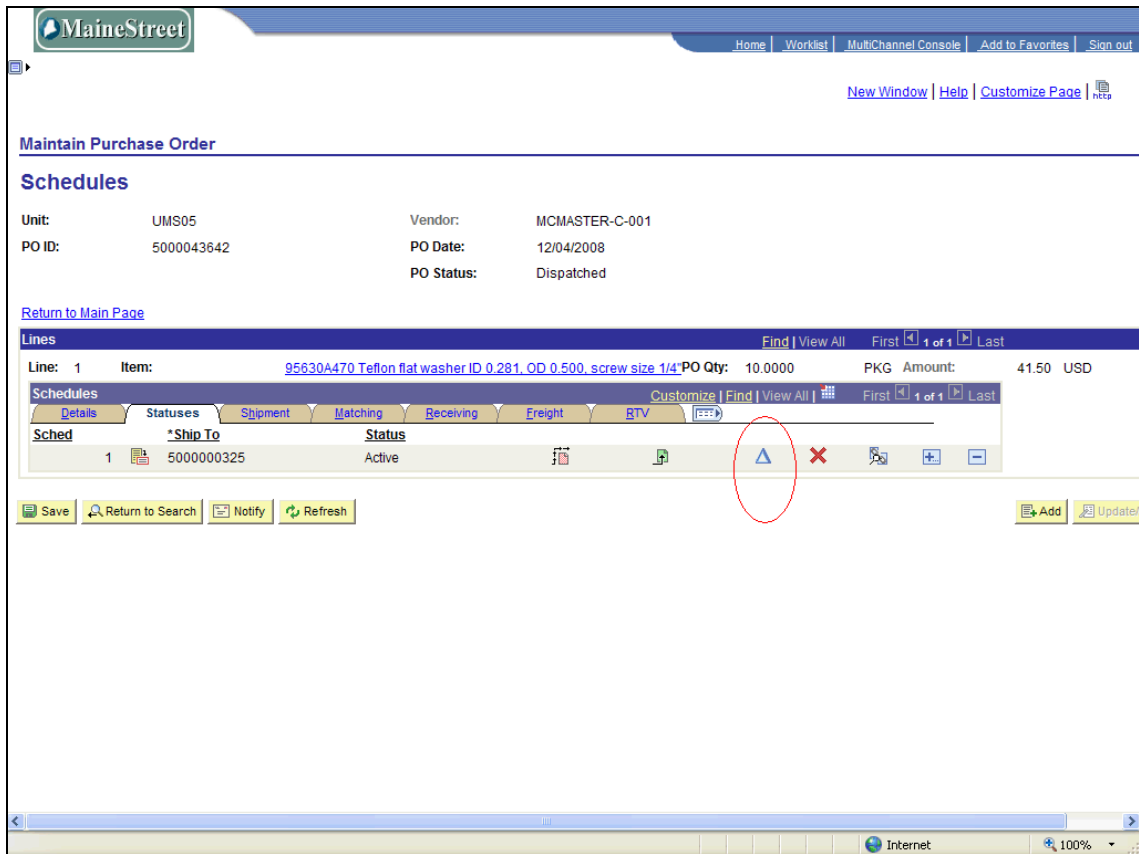
Details **Statuses** Shipment Matching Receiving Freight RTV


Sched	*Ship To	*PO Qty	Price	Amount	Status
1	5000000325	10.0000	4.15000	41.50	Active

Save Return to Search Notify Refresh Add Update

Internet 100%

Step	Action	Input	Expected Results	Pass	Fail
18.	<p>On the <b>Schedules</b> page, click the <b>Statuses</b> Tab.</p> <p><b>Note:</b> You can also make changes to the <b>Distribution</b>, however, these changes are not considered Change Orders.</p> <p>Click the <b>Statuses</b> tab.</p> <p><a href="#">Statuses</a></p>				



Step	Action	Input	Expected Results	Pass	Fail
19.	With the <i>Statuses</i> tab selected, click the <i>Create Schedule Change</i> button. The fields that trigger change order schedule level changes become available for entry. 				

# Test Document

## Entering PO Change Orders



MaineStreet

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

New Window | Help | Customize Page |

### Maintain Purchase Order

#### Schedules

Unit: UMS05 Vendor: MCMASTER-C-001  
 PO ID: 5000043642 PO Date: 12/04/2008  
 PO Status: Dispatched

[Return to Main Page](#)

Lines Find | View All First 1 of 1 Last

Line: 1 Item: 95630A470 Teflon flat washer ID 0.281\_OD 0.500\_screw size 1/4 PO Qty: 10.0000 PKG Amount: 41.50 USD

Schedules Customize | Find | View All First 1 of 1 Last

Details Statuses Shipment Matching Receiving Freight BTV

Sched ^Ship To Status

Sched	1	5000000325	Active					
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Save Return to Search Notify Refresh Add Update

Done Internet 100%

Step	Action	Input	Expected Results	Pass	Fail
20.	To access the <i>Ship To</i> and <i>Ship Via</i> fields, click on the <i>Shipment</i> Tab. To access the <i>Freight Terms</i> click the <i>Freight</i> Tab.				



# Test Document Entering PO Change Orders


The screenshot shows the 'Maintain Purchase Order' page in the MaineStreet application. The 'Schedules' section is expanded, showing details for a purchase order. The 'Return to Main Page' link is circled in red. The interface includes a navigation bar at the top with links for Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. The main content area displays the purchase order details, including Unit (UMS05), Vendor (MCMaster-C-001), PO ID (5000043642), PO Date (12/04/2008), and PO Status (Dispatched). The 'Lines' section shows a table with columns for Line, Item, PO Qty, and PKG Amount. The 'Schedules' section shows a table with columns for Sched, Ship To, Freight Terms, Arbitration, Charge Method, and Freight Charge Override. The 'Return to Main Page' link is located in the top left corner of the 'Schedules' section.

Step	Action	Input	Expected Results	Pass	Fail
21.	On the <b>Schedules</b> page, click the <b><u>Return to Main Page</u></b> link.				

# Test Document

## Entering PO Change Orders



Step	Action	Input	Expected Results	Pass	Fail
22.	<p>On the <b>Purchase Order</b> page, if you add a line, this should automatically create a change order for the line and new schedules are added. If you change the quantity on a purchase order line, and only one schedule exists, this should automatically create a change order for the schedule.</p> <p>When finished, click the <b>Save</b> button.</p> 				

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

## Additional Validation