CAPPS 2017 UAT Scenario Report

SCENARIO NAME:	PO-Req - Add ePro requisition	***TEST STATUS:***	Not Started
MODULE NAME:	Purchasing	***TESTER***	
JOB PROFILES:	TX_FIN_EPRO_REQUESTOR		
BUS PROCESS:	PO-020-001-001		
DESCRIPTION:	Enter a simple one-line requisition.		
EXPECTED RESULTS:	Requisition entered, ready for approval and budget check actions.		
NAVIGATION:	Main Menu > eProcurement > Requisitions		
COMMENTS:	Not applicable if agency not using Requisitions. Alternately, requisition can be saved in 'open' status (using Save For Later) and then submitted for approval when requestor is ready.		
ACTUAL RESULTS:			
DEPENDENCIES:			

Description: **Scenario:**

SCENARIO STEPS:

STEP #	1	Navigate to Main Menu > eProcurement >Requisition
STEP #	1	Main Menu > eProcurement > **Requisition**
STEP #	1	Main Menu > eProcurement > Requisition
STEP #	1	Main Menu > eProcurement > **Requisition**
STEP #	1	Main Menu > eProcurement > **Manage Requisitions**
STEP #	1	Create a new requisition with two lines, **Qty = 10** and **Price = 10** on both lines.
STEP #	1	Navigate to the Create Requisition Page: eProcurement > Requisition. "Create Requisition" page will display
STEP #	2	Select **Special Requests**
STEP #	2	Select **Special Requests**

STEP # 2 Select **Special Requests**

STEP # 2 Select the “Special Requests” link

STEP # 2 In the **Requisition ID** field, enter the req number created in Scenario: **Req SpeedCharts** and Click **Search**. If the req is not found, blank out the Date From field and Requester field and Search again. The Request State field should contain **All but Complete**.

STEP # 2 On line 1, set **Distrib By** to '**Qty**' (field is in Accounting Lines section and probably defaulted in as Qty already)

STEP # 2 Click the Special Requests hyperlink. Enter an item description for the item to be ordered, price, quantity, NIGP Class, and unit of measure.

STEP # 3
Item Description: Server
Price: 5200
Quantity: 2
Unit of Measure: EA
NIGP Class: 204
NIGP Item: 53
Due Date: one month from today

STEP # 3 Scroll down to the bottom of the page and click “Add to Cart”

STEP # 3 On line 2, click the **Line Details** button on the req line.

STEP # 3
Item Description: Server
Price: 5200
Quantity: 1
Unit of Measure: EA
NIGP Class: 204
NIGP Item: 53
Due Date: one month from today

STEP # 3
Item Description: Laptop
Price: 1500.00
Quantity: 1
Unit of Measure: EA
NIGP Class: 204
NIGP Item: 53
Due Date: one month from today

STEP # 3 Select '**Copy**' from the <Select Action> dropdown list on the right and click **GO**.

STEP # 3 Populate the following fields to create the first line of your requisition. Note: fields with an asterisk are required.

1. Item Description – enter a description of the good/service you are requesting (Ex. Paper)
2. Price – enter a price
3. Quantity – enter quantity
4. NIGP Class – you can look up the NIGP Class by clicking the magnifying glass and searching by 'Description' - enter a key word and click "Find". You may also refer to a list of NIGP Class codes/descriptions if one is provided.
5. Unit of Measure – enter a unit of measure, i.e., EA, REAM, LOT, BOX, etc.
6. Due Date – enter the date you would like to receive the requested good/service

Also on this page requesters may add line comments in the 'Additional Information' box to clarify their request and enter suggested Supplier or Manufacturer information (depending on your agency's business practice).

STEP # 4 Click **Add to Cart**

STEP # 4 Click **Add to Cart**

STEP # 4 Click the 'Add to Cart' button at the bottom of the page. The "Shopping Cart" icon at the top of the page should now show "1 Line" in your shopping cart. If you will be adding more lines to your requisition follow the steps above.

STEP # 4 Click **Add to Cart**

STEP # 4 Click the "Add to Cart" button. The Cart in the top right area of the screen should be updated with the added items.

STEP # 4 Enter a **Requisition Name**.

STEP # 4 Check the **Amount Only** checkbox and click **OK**. Answer **Yes** on the message that appears.

STEP # 5 Click **Checkout**

STEP # 5 Click **Checkout**

STEP # 5 Once all lines have been added click the "Checkout" button at the top of the page.

STEP # 5 Click the **triangle button** to reveal the Shipping Line and update the **Due Date**.

STEP # 5 Notice the Qty changed to 1 but the Price did not change. Change the Price to 100.00 by clicking the item description, change the price, click Apply, and click **Checkout**.

STEP #	5	Click the "Checkout" button. "Checkout - Review and Submit" page will display
STEP #	5	Click **Checkout**
STEP #	6	Click **Save & Submit**
STEP #	6	Enter a requisition name.
STEP #	6	**Requisition Name:** Server
STEP #	6	**Requisition Name**: Server
STEP #	6	Click **Save & Submit**.
STEP #	6	**Requisition Name:** Laptop
STEP #	6	Enter a requisition name in the “Requisition Name” field at the top of the page. This is a free-form field used by requesters and buyers to identify requisitions.
STEP #	7	Click the gray triangle to the left of the line number to display the Shipping Line information. If the “Ship To” location field is not already populated (defaulted from your requester setup), enter a Ship To location. Note: you can click the magnifying glass next to the “Ship To” field to see and search for Ship To locations available for your agency, or you may refer to a list of your agency’s Ship To locations if one is provided.
STEP #	7	Click the **triangle button** to show Shipping Line
STEP #	7	Expand the ShipTo and Accounting Information section. Verify shipping information and enter valid chartfield values.
STEP #	7	Click the **triangle button** to show Shipping Line
STEP #	7	
STEP #	7	Click the **triangle button** to show Shipping Line
STEP #	7	**Approve** and **Budget Check**.
STEP #	8	Click the **triangle button** to open Accounting Lines. Verify that **Distrib By** is set to **Qty**.
STEP #	8	Click the Save and Submit button. Make note of the requisition ID created. It will be used in scenario **PO-Contract - LBB Reportable Contract.**
STEP #	8	Click the **triangle button** to open Accounting Lines. Verify that **Distrib By** is set to **Qty**.

STEP #	8	Click the gray triangle to the left of Accounting Lines to display the accounting chartfield information (if section is not already expanded)
STEP #	8	Click the **triangle button** to open Accounting Lines. Verify that **Distrib By** is set to **Qty**.
STEP #	9	End of test.
STEP #	9	Click the **Chartfields2** tab and populate the required chartfield elements.
STEP #	9	On the “Chartfield 1” tab, ensure the “Location” field is populated. If the Location field is not already populated (defaulted from your requester setup), enter a valid Location code. Note: you can click the magnifying glass next to the “Location” field to see and search for Locations available for your agency, or you may refer to a list of your agency’s Locations if one is provided.
STEP #	9	Click the **Chartfields2** tab and populate the required chartfield elements.
STEP #	9	If you have a SpeedChart for multiple account lines, enter it or select it from the dropdown list. If you don't have a SpeedChart, reduce the Qty on the Chartfields1 tab to 1, then click the (+) add new row button at the far right. Go to the Chartfields2 tab and **enter all the required fields for each accounting line.**
STEP #	10	Click the **Asset Information** tab. **AM Business Unit**: use the search button (magnifying glass button) or type it in manually. **Profile ID**: 203
STEP #	10	Click the **Asset Information** tab. **AM Business Unit:** use the search button (magnifying glass) or type it in manually **Profile ID:** 284
STEP #	10	Click the **Asset Information** tab. **AM Business Unit:** use the search button (magnifying glass button) or type it in manually. **Profile ID:** 203
STEP #	10	If the requester will be entering chartfield information (Account, Fund Dept, Appt/PCA, Approprition Year, etc.), either enter the coding or select an appropriate speedchart.
STEP #	11	Scroll down to the bottom of the page and click the **Save & Submit** button**.**

STEP #	11	Scroll down to the bottom of the page and click the **Save & Submit** button.
STEP #	11	If desired, the requester can enter additional requisition comments and attachments in the "Requisition Comments and Attachments" box.
STEP #	11	Scroll down to the bottom of the page and click the **Save & Submit** button.
STEP #	12	**Approve** and **Budget check**.
STEP #	12	Scroll to the bottom of the page and click the "Save & Submit" button (approval process will begin) --OR-- click Save For Later to save entries but withhold from approval process. Note: if you are not ready to submit the requisition for approval you can click the "Save for Later" button. This will save the requisition in "Open" status. When ready to complete the requisition, the user will navigate to Main Menu > eProcurement > Manage Requisitions and search for/enter the new requisition ID. In the drop-down "Action" box, select Edit then click the "Go" button to open the requisition. Complete the requisition and click "Save and Submit".
STEP #	12	.
STEP #	12	**Approve** and **Budget check**
STEP #	13	Note the Req ID for use in the **Capitalized Asset PO** scenario.
STEP #	13	Requisition should save successfully. Note the new requisition number.
STEP #	14	End of Test

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SCENARIO NAME:	PO-Requisition Workflow - Approve by level	***TEST STATUS:***	Not Started
MODULE NAME:	Purchasing	***TESTER***	
JOB PROFILES:	TX_FIN_REQ_APPROVER		
BUS PROCESS:	PO-020-010-010		
DESCRIPTION:	Approver identifies requisitions pending their approval via Worklist, reviews and takes action. For this test, approve step -- so that workflow will continue to the next approver(s) until the end.		
EXPECTED RESULTS:	Users able to successfully route requisitions through the designed workflow process, approving each step until requisition status becomes 'approved'.		
NAVIGATION:	Main Menu > Worklist		
COMMENTS:	Not applicable if agency not using Requisitions.		
ACTUAL RESULTS:			

DEPENDENCIES:

Description:	**Scenario:**
Requisition must be submitted for approval (and agency Req WF turned on).	

SCENARIO STEPS:

STEP #	1	Approver logs on to CAPPS Fin and clicks Worklist to view requisitions pending approval. Depending on agency setup,the approver(s) may also receive an email notification.
STEP #	2	Select requisition.
STEP #	3	Add comment (optional), and click Approve.
STEP #	4	Requisition flows to the next approver in the workflow path; until the last step - at which time the status becomes 'approved.'

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SCENARIO NAME: PO-Requisition Workflow - Deny ***TEST STATUS:*** Not Started

MODULE NAME: Purchasing ***TESTER***

JOB PROFILES: TX_FIN_REQ_APPROVER

BUS PROCESS: PO-020-010-010-B

DESCRIPTION: Approver identifies requisitions pending their approval via Worklist, reviews and takes action. For this test, deny step -- so that workflow will cease and go back to the requestor to edit and resubmit.

EXPECTED RESULTS: Users able to successfully route requisitions through the approval process - and halt it when the requisition is 'denied' by an approver.

NAVIGATION: Maiin Menu > Worklist

COMMENTS: Not applicable if agency not using Requisitions.

ACTUAL RESULTS:

DEPENDENCIES:

Description:	Scenario:
Requisition must be submitted for approval (and agency Req WF turned on).	

SCENARIO STEPS:

STEP #	1	Approver logs on to CAPPS Fin and clicks Worklist to view requisitions pending approval. Depending on agency setup,the approver(s) may also receive an email notification.
STEP #	2	Select a requisition.
STEP #	3	Enter a comment (explaining why req is being denied).
STEP #	4	Click Deny.
STEP #	5	Requisition is in Denied status.
STEP #	7	End

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SCENARIO NAME:	PO-Requisition Workflow - Pushback	***TEST STATUS:***	Not Applicable
MODULE NAME:	Purchasing	***TESTER***	
JOB PROFILES:	TX_FIN_REQ_APPROVER		
BUS PROCESS:	PO-020-010-010-C		
DESCRIPTION:	Approver identifies requisitions pending their approval via Worklist, reviews and takes action. For this test, "push back" the req to the prior Step. (This is only possible when the current approval Step is 2 or greater.)		
EXPECTED RESULTS:	Users able to successfully route requisitions through the designed workflow process, including pushing a pending requisition back to the prior approver.		
NAVIGATION:	Main Menu > Worklist		
COMMENTS:	Not applicable if agency not using Requisitions.		
ACTUAL RESULTS:			

DEPENDENCIES:

Description:	**Scenario:**
Requisition must be submitted for approval (and agency Req WF turned on).	
Requisition must be at least at Step 1 in the approval process in order to have a place to push back to.	

SCENARIO STEPS:

STEP #	1	Approver logs on to CAPPS Fin and clicks Worklist to view requisitions pending approval. Depending on agency setup,the approver(s) may also receive an email notification.
STEP #	2	Select requisition.
STEP #	3	Enter comment explaining need for pushback, and click Pushback.
STEP #	4	Workflow path shows requisition as pushed back to prior approval step; verify with approver it is on their Worklist.

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SCENARIO NAME:	PO-Requisition Workflow - Insert Reviewer	***TEST STATUS:***	Not Started
MODULE NAME:	Purchasing	***TESTER***	
JOB PROFILES:	TX_FIN_REQ_APPROVER		
BUS PROCESS:	PO-020-010-020		
DESCRIPTION:	Approver accesses pending requisition via Worklist and inserts another user (does not have to be an approver) into the workflow path as a Reviewer.		
EXPECTED RESULTS:	Users able to successfully route requisitions through the approval process - and insert a Reviewer into the workflow path; this does not affect the rest of the approval steps.		
NAVIGATION:	Main Menu > Worklist		
COMMENTS:	Not applicable if agency not using Requisitions.		
ACTUAL RESULTS:			

DEPENDENCIES:

Description:	**Scenario:**
Requisition must be submitted for approval (and agency Req WF turned on).	

SCENARIO STEPS:

STEP #	1	Approver logs on to CAPPS Fin and clicks Worklist to view requisitions pending approval; then selects a requisition.
STEP #	2	Expand the approval path, then select a place to insert a Reviewer (using the + sign).
STEP #	3	Enter the ID of the user who will Review requisition (using the user ID/name look-up); select the Reviewer option and click OK.
STEP #	4	Inserted reviewer appears within the workflow path. Verify with the user they received the requisition on their Worklist for review.

SCENARIO NAME:	PO-Requisition Workflow - Assign Proxy	***TEST STATUS:***	Not Started
MODULE NAME:	Purchasing	***TESTER***	
JOB PROFILES:	TX_FIN_REQ_APPROVER		
BUS PROCESS:	PO-020-010-030		
DESCRIPTION:	Approver assigns a proxy approver, for a specific date range. The proxy will act on behalf of the approver for the timeframe in effect, and receive email notification of pending requisitions. The proxy must have basic approver security.		
EXPECTED RESULTS:	Users able to successfully route requisitions through a designed proxy approver for a given time period.		
NAVIGATION:	Main Menu > My System Profile		
COMMENTS:	Not applicable if agency not using Requisitions.		
ACTUAL RESULTS:			

DEPENDENCIES:

Description:	**Scenario:**
Requisition must be submitted for approval (and agency Req WF turned on).	

SCENARIO STEPS:

STEP #	1	Approver logs on to CAPPS Fin and goes to the My System Profile page.
STEP #	2	Select the user ID of the proxy approver and the beginning and end dates, and Save.
STEP #	3	Verify the proxy approver is receiving requisitions that usually route to the absent approver.

CAPPS 2017 UAT Scenario Report

SCENARIO NAME:	PO-Requisition Workflow - Workflow Admin	***TEST STATUS:***	Not Started
MODULE NAME:	Purchasing	***TESTER***	

JOB PROFILES: TX_FIN_REQ_APPROVER

BUS PROCESS: PO-020-010-040

DESCRIPTION: Workflow administrator is notified that a requisition is 'stuck' in the approval process, and needs to be approved or reassigned, so that it continues to flow. This may happen when a designated approver is out of office unexpectedly, or if the approver has terminated and no new approver has yet been set up.

EXPECTED RESULTS: Workflow admins able to successfully override (Approve or Reassign) requisitions during the approval process. They can also restart a requisition approval from the beginning.

NAVIGATION: Main Menu > Enterprise Components > Approvals > Approvals > Monitor Approvals

COMMENTS: Not applicable if agency not using Requisitions.

ACTUAL RESULTS:

DEPENDENCIES:

Description:	**Scenario:**
Requisition must be submitted for approval (and agency Req WF turned on).	

SCENARIO STEPS:

STEP #	1	Workflow admin logs on to CAPPS Fin and goes to the Monitor Approvals page.
STEP #	2	Selects 'Requisition' as Approval Process, BU# as the Definition ID, and 'Pending' as Header Status and clicks Search.
STEP #	3	Select requisition.
STEP #	4	In the Approver drop-down, select the approver whose step is being overridden.
STEP #	5	Click Approve.
STEP #	6	Requisition flows to the next approver, remaining in 'Pending' status; if the Admin step is the last step of workflow, then status becomes 'Approved'.
STEP #	7	Viewing requisition's Approval activity later shows the overridden step as 'Admin-Approved'.

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SCENARIO NAME:	PO-Requisition Workflow - Print from Worklist	***TEST STATUS:***	Optional
MODULE NAME:	Purchasing	***TESTER***	
JOB PROFILES:	TX_FIN_REQ_APPROVER		
BUS PROCESS:	PO-020-010-050		
DESCRIPTION:	Print requisition from Worklist		
EXPECTED RESULTS:	Requisition approver is able to print a requisition from the Worklist page		
NAVIGATION:	Worklist link in the top, right corner of the CAPPS home page		
COMMENTS:	Not applicable if agency not using Requisitions.		
ACTUAL RESULTS:			

DEPENDENCIES:

Description:	**Scenario:**
Tester must be a requisition approver and there must be pending requisitions in the tester's worklist (the requisitions must have been saved while workflow was turned on).	PO-Req - Copy Requisition

SCENARIO STEPS:

STEP #	1	Log into the CAPPS Financials application
STEP #	2	In the top, right corner of the CAPPS home page, click the "Worklist" link
STEP #	3	Select one or more requisitions to print by checking the "Include Req" box to the right of the requisition information link.
STEP #	4	In the "Req View Options" box at the top of the page, click the "View Printable Req" link.
STEP #	5	The requisition Print should open in a new window.
STEP #	6	End of Test

SCENARIO NAME:	PO-Req - Cancel Requisition Line	***TEST STATUS:***	Not Started
MODULE NAME:	Purchasing	***TESTER***	
JOB PROFILES:	TX_FIN_EPRO_REQUESTOR		
BUS PROCESS:	PO-020-030-010		
DESCRIPTION:	Cancel a req line in the Manage Requisitions page		
EXPECTED RESULTS:	Req Line cancels and req budget checks successfully		
NAVIGATION:	eProcurement > Manage Requisitions		
COMMENTS:	Not applicable if agency not using Requisitions.		
ACTUAL RESULTS:			

DEPENDENCIES:

Description:	**Scenario:**
Requisition associated with canceled PO Lines making the Req Lines eligible to cancel	PO-Req - Reopen closed requisition

SCENARIO STEPS:

STEP #	1	To complete this test you need a requisition with two or more lines. In order for the req line to be eligible for cancelation it should either (a) not be on a PO yet or (b) if it is on a PO, the PO Line should be canceled using the option of returning the open Qty to the requisition. It's okay if you don't know what that means yet.
STEP #	1	Main Menu > eProcurement > **Manage Requisitions**
STEP #	1	Main Menu > eProcurement > Manage Requisitions
STEP #	2	Search for the requisition used in scenario **PO-020-030-010 Req Line Cancel**
STEP #	2	Use the Req **Copy** function to quickly create a requisition suitable for this test. Go to Main Menu > eProcurement > **Manage Requisitions**
STEP #	2	Search for the requisition used in scenario **PO-020-030-010 Req Cancel**
STEP #	3	Search for the Requisition used in scenario **PO-020-030-030 Re-Open Requisition**
STEP #	3	Choose **Undo-Cancel** in the <Select Action> dropown list. Click **Go**.
STEP #	3	Choose **Cancel** in the <Select Action> dropdown list and click **Go**.

STEP #	4	Click **Reopen Requisition**.
STEP #	4	Click the **Cancel Requisition** button
STEP #	4	Select **Copy** in the dropdown list on the right side of the page for this requisition. Click **Go**.
STEP #	5	Enter a **Requisition Name**.
STEP #	5	In Manage Requisitions, the Request State for this req should now be **Open** and the Budget status should be **Not Chk'd.**
STEP #	5	Back in Manage Requisitions, the **Request State** should be **Canceled** and the **Budget** status should be **Not Chk'd.**
STEP #	6	**Save and Submit.**
STEP #	6	Choose **Edit** from the <Select Action> dropdown list. Click **Go**.
STEP #	6	Select **Check Budget** in the dropdown list and click **Go**.
STEP #	7	**Approve** and **Budget Check** the req.
STEP #	7	**Save & Submit.**
STEP #	7	Note the Req ID for use in scenario **PO-020-030-010 Req Undo Cancel** or go to that scenario now while this requisition is still up in your Manage Requisitions page.
STEP #	8	Go back to **Main Menu > eProcurement > Manage Requisitions** and **search** for the requisition.
STEP #	8	Status should be **Approved** if workflow is turned off.
STEP #	9	Click the **triangle button** to expand the Request Lifespan.
STEP #	9	Click the **Check Budget** link at the bottom of the Confirmation page.
STEP #	10	Click one of the **Cancel** buttons (Red X) at the right side of the lines.

STEP #	11	Click **OK** on the messge "Are you sure you want to cancel?" The Cancel button (Red X) should disappear.
STEP #	12	Click the **Search** button in the Search Requisitions section again to refresh the Req's Request Lifespan. The **Budget status** should change to **Not Chk'd**.
STEP #	13	Select '**Check Budget**' in the dropdown list and click **Go**.
STEP #	14	The Budget status should become **Valid**. **Note the Req ID for use in scenario PO-020-030-010 Req Cancel**
STEP #	15	An alternate way to test canceling requisition lines: -source the req to a PO, -process the PO through Dispatch, -cancel a PO Line, -re-budget check the PO, -go to Manage Requisitions and cancel the associated req line.
STEP #	16	

SCENARIO NAME:	PO-Req - Requisition Close	***TEST STATUS:***	Not Started
MODULE NAME:	Purchasing	***TESTER***	
JOB PROFILES:	TX_FIN_EPRO_REQUESTOR		
BUS PROCESS:	PO-020-030-020		
DESCRIPTION:	Close a requisition via Requester's Workbench		
EXPECTED RESULTS:	Req is closed and has a valid budget status.		
NAVIGATION:	Purchasing > Requisitions > Requester's Workbench		
COMMENTS:	Not applicable if agency not using Requisitions.		
ACTUAL RESULTS:			

DEPENDENCIES:

Description:	**Scenario:**
When this PO is closed…	PO-PO - Close
…use this Req for this scenario.	

SCENARIO STEPS:

STEP #	1	Main Menu > Purchasing > Requisitions > **Requester's Workbench**.
STEP #	2	Tab: **Add a New Value** (the first time you use this page)
STEP #	3	Enter your own **WorkBench ID**. Anything you want. No spaces allowed. ExampleS: REQ or REQ_WORKBENCH
STEP #	4	Click **Add**
STEP #	5	Use the Req ID from Scenario: PO-020-001-001 Two Line Req. Enter the Req ID in the **Requisition field and the To field** to the immediate right.
STEP #	6	Scroll to the bottom of the page and click **Search**.
STEP #	7	Your first time inside Requester's Workbench you will need to enter a **Description**. Anything works. Spaces are allowed.
STEP #	8	Check the **checkbox** by the Requisition ID and click the **Close** button.

STEP #	9	If your Req displays under the Not Qualified side (left side), click the Log button to see the reason. If your Req displays under the **Qualified** side (right side), click the **Yes** button to proceed.
STEP #	10	Click **Yes** on the confirmation message to continue.
STEP #	11	Status = Complete and Budget Status = **Not Chk'd**. Click the **Budget Check** button.
STEP #	12	Click **Yes** to proceed and **Yes** to continue.
STEP #	13	Budget status should become **Valid**.
STEP #	14	Note the **Req ID** for use in scenario **PO-020-030-030 Re-Open Requisition**

SCENARIO NAME:	PO-Req - Reopen closed requisition	***TEST STATUS:***	Not Applicable
MODULE NAME:	Purchasing	***TESTER***	
JOB PROFILES:	TX_FIN_PO_MAINT_PURCHASING		
BUS PROCESS:	PO-020-030-030		
DESCRIPTION:	Re-open a closed requisition		
EXPECTED RESULTS:	Closed req is reopened and available for editing and further processing.		
NAVIGATION:	Purchasing > Requisitions > Reconcile Requisitions > Reopen Requisitions		
COMMENTS:	Not applicable if agency not using Requisitions.		
ACTUAL RESULTS:			

DEPENDENCIES:

Description:	**Scenario:**
Closed Req	PO-Req - Requisition Close

SCENARIO STEPS:

STEP #	1	Main Menu > Purchasing > **Requisitions** > **Reconcile Requisitions** > **Reopen Requisitions**
STEP #	2	Tab: **Add a New Value** (the first time you use this page)
STEP #	3	Fields: Radio button: **Select Requisitions to be Reopened** Reopen Request: **Specific Document** Business Unit: Your Business Unit Requisition ID: from scenario **PO-020-030-020 Close Requisition**
STEP #	4	Click **Run**
STEP #	5	Click **OK** on the Process Scheduler Request
STEP #	6	Give it a minute to run or check the status via the Process Monitor link
STEP #	7	Go back to Main Menu > eProcurement > Manage Requisitions and search for the Requisition, remembering to set the Request State to **All but Complete** and enter the **Req ID** number. **Search**.

STEP #	8	To reinstate the pre-encumbrance, run **Check Budget** in the dropdown list on the right side of the Manage Requisitions page. Note: there may not be any pre-encumbrance to reinstate if the PO Line(s) were canceled using the option of not returning funds to the requisition. Nevertheless, the req is no reopened and can be modified, e.g. Lines added.
STEP #	9	Important: in a production environment, it is usually better to enter a new requisition than to reopen an old requisition that has already been processed. The Req Reopen process is for rare cases where a req was closed prematurely or accidently.
STEP #	10	Note the **Req ID** for use in scenario: PO-020-030-010 Req Line Cancel

SCENARIO NAME:	PO-Contract - Create Zero Dollar Contract	***TEST STATUS:***	Optional
MODULE NAME:	Purchasing	***TESTER***	

JOB PROFILES: TX_FIN_PO_CONTRACTS

BUS PROCESS: PO-040-010

DESCRIPTION: Create 0 dollar contract

EXPECTED RESULTS: $0 procurement contract can be created, approved and saved.

NAVIGATION: Procurement Contracts > Add/Update Contracts

COMMENTS: Agency configuration Purchasing Options should be set for 'Track Competitive Award Inforamtion', 'Track HUB Bids Sent' and Track HUB Bids Received'. Threshold should be zero and the Account Attibute blank.

Make note of Vendor ID and Contract number used for this test. This contract will be used for a different script.

ACTUAL RESULTS:

DEPENDENCIES:

Description:	**Scenario:**

SCENARIO STEPS:

STEP #	1	Follow the navigation Procurement Contracts > Add/Update Contracts and add a new value on the Contract Entry page.
STEP #	1	Navigate to the Contract Entry page: Procurement Contracts > Add/Update Contracts. Add a new value. Allow the Contract ID to default to 'Next', (if agency is using Autonumbering, if not, enter a unique contract ID), enter the Business Unit and select 'Purchase Order' for the contract type. Click the 'Add' button
STEP #	2	Click on Add New Value tab; click Add button. Select Contract Type of Purchase Order.
STEP #	2	On the Contract page select the Copy From Contract link. Enter the Contract ID from the referenced scenario, **PO-Contracts Create Zero Dollar Contract**, enter the Contract created in that test in the Contract ID field. Click on the search button. Select the appropriate lines, if applicable, and click OK.

STEP #	3	Ensure that all values copied correctly: The Contract Status should be 'Open' and the Contract Begin Date should default to today's date. The end date, CAPPS Contract Status, Maximum Amount, Description, Allow Open Item Reference selection and Service/Receipt Date Indicator selection should copy over from original contract. Verify start and end dates are valid. Ensure that all values copied correctly. The Contract Status should be 'Open' and the Contract Begin Date should default to today's date. Verify start and end dates are valid. Note: Values likely to be changed will not copy forward including HUB Bid Details, Purchasing Method, PCC, Maximum Amount and Comments.
STEP #	3	Select any valid value for Vendor ID. Enter a Begin Date and an Expiration Date, Purchasing Method, PCC, and CAPS Contract Status. Select “Allow Open Item Reference" and "Service/Receipt Date Indicator" in the Order Contract Options section. In the Maximum Amount field, enter 0.00. In the HUB Bid/Details Link, select “No” for Competitive.
STEP #	4	Click on the Texas Data tab and enter valid values for the following CAPPS fields: Contract Category (if Other-2227 is selected, the Other Contract Category field will activate and require an entry to specify "goods" or "services"), LBB Contract Reporting should reflect "none", and Contract Auditor. Select the checkbox "Allow Releases to Exceed Max"
STEP #	4	Navigate to the TEXAS Data tab. The Contract Category, Other Contract Category and Contract Auditor values will also be copied over.
STEP #	5	Return to the Contract tab. Select Add Comments link. Enter justification for zero dollar contract (i.e., blanket contract established to capture all PO releases to identify specific quantities required. Blanket Contract established to purchase widgets required, part#ABC123 during contract term at $3.50 each.)
STEP #	5	Navigate back to the Contract tab. Validate Enter Begin and Expire dates, enter Purchasing Method and PCC, Maximum Amount. Enter HUB Bid Details.
STEP #	6	Return to Contract Tab. Set Contract Status to 'Approved'. Save document.
STEP #	6	Navigate to the TEXAS Data tab and select the appropriate LBB Reporting code for this test.
STEP #	7	You should receive a message stating that Competitive Procurement and/or Bid information is required. Click "OK" to clear the message.
STEP #	7	Approve and Save the contract record. END OF TEST
STEP #	8	Click on the HUB Bid Details link in the Header section of the contract Entry page. Change the Competitive? Value to 'Yes' and click on the 'None" checkboxes for Bids Sent and Received information. Save the contract. Approve and resave the contract.
STEP #	9	Contract with exemption for maximum amount is created. End test.

SCENARIO NAME:	PO-Contract - Monitor Contract Releases	***TEST STATUS:***	Not Started
MODULE NAME:	Purchasing	***TESTER***	
JOB PROFILES:	TX_FIN_PO_CONTRACTS TX_FIN_PO_BUYER		
BUS PROCESS:	PO-040-030		
DESCRIPTION:	Identify contract releases made against an approved contract		
EXPECTED RESULTS:	Contract will register contract releases visible on the main Procurement Contract page.		
NAVIGATION:	Procurement Contracts > Add/Update Contracts Purchasing > Purchase Orders > Add/Update Pos		
COMMENTS:			
ACTUAL RESULTS:			
DEPENDENCIES:			

Description: **Scenario:**

SCENARIO STEPS:

STEP # 1

Add a new contract record. Navigate to Procurement Contracts > Add/Update Contracts.
Select an existing Supplier.
Enter a Begin Date of the 1st day of the current month.
Make the expiration date the last day of the current fiscal year.
Enter a valid PM and PCC.
Enter the CAPPS Contract Status of I.
Enter the Maximum Contract Value of $30,000. In the Description field, enter **Test Monitor Releases**.
Enter the HUB Bid Details: select Competitive – Yes. Enter various values for the Bids sent and received. Click OK.
Select All Open Item Reference and Service/Receipt Date Indicator .
In the TEXAS Data tab, select the Contract Category and enter a value for the Contract Auditor.
Approve contract and save record.
Make note of the contract ID and the Supplier ID used for this contract.

STEP # 2

Look at the Amount Summary section of the Procurement Contract page. The Maximum Amount should be 30,000. The Open Item Released Amount will be 0.00. The remaining Amount will be 30,000 and the Remaining Percent will be 100.

STEP #	3	Add a stand-alone PO record. Navigate to Purchasing > Purchase Orders > Add/Update Pos. Add a new PO record. Enter the Supplier ID from the contract created in Step 1. In the PO Line area, in the Description field, enter **Contract Test 1,** with a PO Qty of 1, UOM of LOT, Price of $250. On the Class/Item tab, enter a valid NIGP Class and Item. On the Contract tab, enter the Contract ID created in Step 1. Select the Class/Item tab. The PO Reference field populates with the Contract Description entered from Step 1. Add the appropriate PCC. The Purchasing Method populated from the contract. In the Ship To/Due Date tab, verify the Ship To location.
STEP #	4	Click the “Schedule” icon. Click the Distributions/Chartfields icon in the lower right hand side of the line. Distribute by Amount Enter a valid speedchart (or valid chartfield information if no speedcharts will be used). Enter a valid Account and Appn Year. Click OK. Click the Return to Main Page hyperlink. Save the PO record. Make note of the PO ID created.
STEP #	5	Navigate to Procurement Contracts > Add/Update. Locate the contract created in step 1. Look at the Amount Summary section. The Maximum Amount value is $30,000. The Open Item Released Amount is $250. The Total Released Amount is $250. The Remaining Amount is $29,750. The Remaining Percent is 99.17.
STEP #	6	Click the Document Status link on the Contract page. The Document Status page displays and the PO created in Step 4 displays. END OF TEST

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: PO-Contract - Contract Amendment Track Changes ***TEST STATUS:*** Not Started

MODULE NAME: Purchasing ***TESTER***

JOB PROFILES: TX_FIN_PO_CONTRACTS

BUS PROCESS: PO-040-040

DESCRIPTION: Certain changes made to an existing contract are visible in Contract History. Standard comments and attachments are included with the contract record.

EXPECTED RESULTS: Contract can be modified successfully, re-approved and re-saved. Changed fields can be tracked.

NAVIGATION: Procurement Contracts > Add/Update
Procurement Contracts > Review Contract Information > Contract Change History

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:

Scenario:
PO-Contract - Copy Contract

SCENARIO STEPS:

STEP #	1	Navigate to Procurement Contracts > Add/Update contracts. Arrive at Contract Entry page
STEP #	1	Navigate to Procurement Contracts > Add/Update contracts. Arrive at Contract Entry page.
STEP #	2	Enter/select SetID; press the Find An Existing Value link Displays all contracts for search criteria
STEP #	2	Enter/select SetID; press the Find An Existing Value link Displays all contracts for search criteria
STEP #	3	Search for the contract created in **PO-Contracts Establishing a Parent Contract, step 4**. Select desired approved contract from the search results Contract displayed with most fields greyed-out
STEP #	3	Search for the contract created in **PO-Contract Copy Contract**. Select desired approved contract from the search results. Contract displayed with most fields greyed-out.
STEP #	4	Click the New Version button. A message displays stating Contract must be saved before a Draft can be created. Click Yes. A new version number displays in open status with all of the fields active.
STEP #	4	Change status to 'open'. Contract displayed with all fields available for entry
STEP #	5	Change the Contract Max amount (increase amount)

STEP #	5	Change the Contract Max amount (increase amount)
STEP #	6	Click the Add Comments (or Edit Comments) link Header Comments page displayed
STEP #	6	Click the Add Comments link Header Comments page displayed
STEP #	7	Enter new comments; press OK Returns to the main Contract Entry page; link is titled Edit
STEP #	7	Enter a standard comment. Click the "Use Standard Comments" link. Under "Comment Type" select "DLT". Iin the Comment ID field, select any provided comments. Click OK. The Contract Comments page returns.
STEP #	8	Change the Expire Date to extend for 2 months.
STEP #	8	Scroll to the right of the comments page and select the + button to add a new comment.
STEP #	9	Change the ISAS Contract Status to Amendment.
STEP #	9	A new comment page displays. In the light blue bar you can see "Find View All First < 2 of 2 > Last". This shows the number of comments that you have on this contract.
STEP #	10	Change Status to 'approved' (from drop-down list). Message received stating, “This action will make the Draft version become the Current version when you Save. If you leave the status as Approved and then hit Save, the Current version will become a History version and this Draft version will become the Current version.” Click OK.
STEP #	10	In the comments text area, enter CONTRACT ATTACHMENT INCLUDED. Click on the "Attach" button. Use the Browse function to select a file, click Open, then Upload. The file name of the document selected will appear in the Attachment area. Click OK. The Contract Entry page displays and now shows "Edit Comments"
STEP #	11	Press Save. Record saves successfully.
STEP #	11	Change the Expire Date to a later date
STEP #	12	Change Status to 'approved' (from drop-down list)
STEP #	12	Click the Return to Search button. In the search page, remove the Contract Version number and search only on the contract ID.
STEP #	13	The Search Results will display both versions of the contract. Version 1 will show the status of History and Version 2 will show the status of Current. Users can view both versions.
STEP #	13	Press Save. Record saves successfully.
STEP #	14	Navigate to Procurement Contracts > Review Contract Information > Contract Change History. Search for the contract. Results will display showing the version number and the changes that were made with the sequencing of the changes as well as the userID of the individual making the changes.
STEP #	14	Navigate to Procurement Contracts > Review Contract Information > Contract Change History. Search for contract. Results will display the original and changed values for the conract
STEP #	15	End of test.

STEP # 15 End of test.

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: PO-Contract - Establishing a Parent Contract ***TEST STATUS:*** Optional

MODULE NAME: Purchasing ***TESTER***

JOB PROFILES: TX_FIN_PO_CONTRACTS

BUS PROCESS: PO-040-060

DESCRIPTION: Parent Contracts allow for the association of multiple contracts that have a related purpose.

EXPECTED RESULTS: Parent Contract record is successfully created and associated with 2 child contracts. The maximum contract value, released amount total and remaining amount is reflected correctly.

NAVIGATION: Procurement Contracts > Add/Update Contracts
Procurement Contracts > Parent Contract Record

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:	**Scenario:**
	PO-Contract - Monitor Contract Releases

SCENARIO STEPS:

STEP # 1 Create a new contract record. Navigate to Procurement Contracts>Add/Update Contracts. Add a new Value.

STEP # 2 Select any valid value for Vendor ID.
Enter a Begin Date and an Expiration Date, Purchasing Method, PCC and CAPPS Contract Status.
Select "Allow Open Item Reference in the Order Contract Options section.
In the Maximum Amount field, enter "$5,000".

STEP # 3 Click on the TEXAS Data tab and enter valid values for the following fields:Contract Category, LBB Contract Reporting (none), and Contract Auditor.

STEP # 4 Return to the Contract tab. Set Contract Status to 'Approved". Save document. Make note of the Contract ID that was created for this test

____

STEP # 5 Create a Parent Contract record. Navigate to Procurement Contracts > Parent Contract Record and add a new value. Call this contract **PARENT1**.

STEP #	6	The Parent Contract Record page displays. Contract Status = Active Contract Type = Parent Enter a Contract Name and Description. Enter the Start date of the first day of the current fiscal year. For the end date, enter the 8/31 for 2 FY's from now. Save the contract record. Notice that the Contract Maximum amount, Released Amount Total and Remaining Amount is zero.
STEP #	7	Navigate to the contract created in Step 4. Procurement Contracts > Add/Update Contracts, Find an Existing Value. In the Parent Contract Record field, click the search icon. You should see the Parent contract created in step 5. Select that record. Save the contract record.
STEP #	8	Scroll to the bottom of the page and click the "Return to Search" button.
STEP #	9	Search for the contract used in **PO-Contracts Monitor Contract Releases**
STEP #	10	In the Parent Contract Record field, click the search icon. You should see the Parent contract created in step 5. Save the contract record.
STEP #	11	Navigate to the Parent Contract record. Procurement Contracts > Parent Contract Record. The Contract Maximum, Released Amount Total and Remaining Amount fields will be populated based on the total entries of all child contracts associated to the parent.
STEP #	12	End of Test

CAPPS 2017 UAT Scenario Report

SCENARIO NAME:	PO-Gen - Conflict of Interest Tracking	***TEST STATUS:***	Not Started
MODULE NAME:	Purchasing	***TESTER***	

JOB PROFILES: TX_FIN_PO_BUYER

BUS PROCESS: PO-040-900

DESCRIPTION: Add a contact comment to associate employee as conflict of interest for established supplier.

EXPECTED RESULTS: User will be able to add a conflict of interest contact to an existing vendor without making any other changes to the vendor record. The query will successfully show the contact entered as results.

NAVIGATION: Suppliers > Supplier Information > Add/Update > Supplier
CAPPS Reports > Statewide Reports > Purchasing > Conflict of Interest

COMMENTS: (SB20 2015)

ACTUAL RESULTS:

DEPENDENCIES:

Description:	**Scenario:**

SCENARIO STEPS:

STEP #	1	Navigate to Suppliers > Supplier Information > Add/Update > Supplier.
STEP #	2	The Supplier Information search page displays. The "Add a New Value" tab is not available. Search for an existing Supplier.
STEP #	3	The Supplier record displays. Click the Contacts tab.
STEP #	4	In the Supplier Cotnact area, click the plus sign button to add a new contact record.
STEP #	5	In the Description field, type CONFLICT OF INTEREST.
STEP #	6	In the Details section, let the effective date default to today's date and ensure the effective status shows Active. In the Type field, select Conflict of Interest. In the Name field, type John Doe, in the Title field type Procurement Reviewer.
STEP #	7	Save the supplier record. Record saves without error.
STEP #	8	Navigate to CAPPS Reports > Statewide Reports > Purchasing > Conflict of Interest
STEP #	9	The report will prompt you for SetID and return the employee information entered.
STEP #	10	END OF TEST

CAPPS 2017 UAT Scenario Report

SCENARIO NAME:	PO-Contract - LBB Reportable Contract	***TEST STATUS:***	Not Started
MODULE NAME:	Purchasing	***TESTER***	

JOB PROFILES: TX_FIN_PO_CONTRACTS

BUS PROCESS: PO-040-950

DESCRIPTION: Create LBB Reportable Contract record.

EXPECTED RESULTS: LBB reportable contract record successfully entered and included in LBB interface.

NAVIGATION: Procurement Contracts > Add/Update Contracts
CAPPS Reports > Statewide Reports > Purchasing > LBB Interface Report

COMMENTS: Agency configuration Purchasing Options should be set for 'Track Competitive Award Information', 'Track HUB Bids Sent' and 'Track HUB Bids Received'. Threshold should be zero and Account Attribute blank.

After this test is completed the contract will be included on the LBB Interface batch process. Make note of Contract ID, date of test and Vendor ID used. Report needs to be validated the morning after the test to validate the interface results.

Please note that this test will take a minimum of 2 working days to complete.

ACTUAL RESULTS:

DEPENDENCIES:

Description: **Scenario:**

SCENARIO STEPS:

STEP #	1	Navigate to Procurement Contracts > Add/Update Contracts
STEP #	2	The Contract Entry page displays. Allow the system to assign the NEXT available contract ID number if your agency requested CAPPS to sequentially number or manually enter a unique contract ID. Contract Process Option should be set for Purchase Order. Click Add.
STEP #	3	The Contract Entry page displays. Enter the Buyer ID for this contract entry.
STEP #	4	Enter a Supplier Name or a partial name. Select the vendor information and hit enter. The Supplier ID field populates.
STEP #	5	To ensure the correct Supplier address is associated to the contract, click the PO Defaults link. Select the appropriate mail code to use for the contract and click OK. Note: When you return to the Contract Entry page and hover over the Supplier name to the right of the Supplier ID, the default mail code that is associated to the Supplier ID used will display. This may not be the mail code that you just set as a default.
STEP #	6	Enter a Begin Date and Expire Date.

STEP #	7	Enter a Purchasing Method and PCC.
STEP #	8	In the ISAS Contract Status field, enter "I" for "Initial Execution".
STEP #	9	Enter a Maximum Amount value of $1,500,000.
STEP #	10	In the Description Field, enter "LBB Test, Multiple Categories"
STEP #	11	In the Order Contract Options section, select the "Allow Open Item Reference" option and the Service/Receipt Date Indicator option.
STEP #	12	Scroll to the top of the page. Click the TEXAS Data tab.
STEP #	13	Choose a Contract Category for this contract.
STEP #	14	Click the LBB Contract Reporting hyperlink.
STEP #	15	The LBB Contract Reporting page displays.
STEP #	16	Select Major Info Sys/Gen > $100K and Purchases > $50K and click "OK".
STEP #	17	The TEXAS Data page displays showing Multiple Options Selected for the LBB Contract Reporting Options. Enter a Contract Auditor.
STEP #	18	Navigate back to the Contract Entry page, the Contract tab.
STEP #	19	Click the Add Comments hyperlink.
STEP #	20	The Header Comments page displays. In the Comments section, enter "No Bid Justification Attached"
STEP #	21	In the Associated Document section, click on the Attach button. The File Attachment page displays. Browse and select a document to upload.
STEP #	22	The Header Comments page displays and the attachment displays and is available for viewing or deletion.
STEP #	23	Click OK.
STEP #	24	Contract Entry page displays. The Edit Comments hyperlink is now available.
STEP #	25	Click the HUB Bid Details link. Change the 'Competitive?' drop down to "No". The Bids Sent/Received sections should not be able to be entered. Click OK to exit the Bids page.
STEP #	26	Approve and save the contract record. The record will save without error.
STEP #	27	HOLD TEST: The LBB Interface will run at 7 PM. During production, the contract record will be picked up 5 calendar days after entry, however in UAT the delay has been removed and the record will transmit next day.
STEP #	28	MORNING AFTER STEP 26 WAS COMPLETED: Navigate to CAPPS Reports > Statewide Reports > Purchasing > LBB Interface Report
STEP #	29	Enter a Run Control ID "LBB_Intf"
STEP #	30	Enter SetID and "From Date" to the date that Step 26 was completed and "To Date" equal to "T"
STEP #	31	Run the process.

STEP #	32	The Process Scheduler Request page displays. Ensure the "Type" is set to Web and the Format is set to "PDF" and click OK.
STEP #	33	A Process Instance number will display
STEP #	34	Click the "Report Manager" link. Go to the "Administration" tab.
STEP #	35	Click the pdf file link next to the process instance number generated in step 33.
STEP #	36	The report will display in a separate window.
STEP #	37	Verify the contract created in Step 26 is on the report as being sent to LBB. End of test.

SCENARIO NAME: PO-Contract - Add New Contract Under Threshold with LBB Category

TEST STATUS: Not Started

MODULE NAME: Purchasing

TESTER

JOB PROFILES: TX_FIN_PO_CONTRACTS

BUS PROCESS: PO-040-LBB

DESCRIPTION: Add new contract record and mark for LBB reporting. Edit to meet interface threshold.

EXPECTED RESULTS: New contract record will successfully be saved. Since the contract is marked as LBB reportable but is UNDER threshold, the contract WILL NOT be included in the LBB interface. In order to be included on the interface, the contract record must be marked as reportable and the maximum contract amount should meet or exceed the minimum reporting threshold.

NAVIGATION: Procurement Contracts > Add/Update Contracts
CAPPS Reports > Statewide Reports > Purchasing > LBB Interface Report

COMMENTS: Please note this test will take a minimum of 3 working days to complete.

ACTUAL RESULTS:

DEPENDENCIES:

Description: **Scenario:**

SCENARIO STEPS:

STEP # 1 Follow the navigation Procurement Contracts > Add/Update Contracts.

STEP # 2 The Contract Entry page displays. Allow the system to assign the NEXT available contract ID number if your agency requested CAPPS to sequentially number or manually enter a unique contract ID. Contract Process Option should be set for Purchase Order. Click Add.

STEP # 3 The Contract Entry page displays. Enter the Buyer ID for this contract entry.

STEP # 4 Enter a Supplier Name or a partial name. Select the vendor information and hit enter. The Supplier ID field populates.

STEP # 5 To ensure the correct Supplier address is associated to the contract, click the PO Defaults link. Select the appropriate mail code to use for the contract and click OK. Note: When you return to the Contract Entry page and hover over the Supplier name to the right of the Supplier ID, the default mail code that is associated to the Supplier ID used will display. This may not be the mail code that you just set as a default.

STEP # 6 Enter a Begin Date and Expire Date.
Enter a valid Purchasing Method and PCC combination.
In the CAPPS Contract Status field, enter "I" for "Initial Execution".
Enter a Maximum Amount value of $500.
In the Description Field, enter "LBB Test–Under"

STEP #	7	Click the HUB Bid Details link. Change the 'Competitive?' drop down to "No". The Bids Sent/Received sections should not be able to be entered. Click OK to exit the Bids page.
STEP #	8	In the Order Contract Options section, select the "Allow Open Item Reference" option and the Service/Receipt Date Indicator option.
STEP #	9	Scroll to the top of the page. Click the TEXAS Data tab.
STEP #	10	Choose a Contract Category for this contract.
STEP #	11	Click the LBB Contract Reporting hyperlink. The LBB Contract Reporting page displays.
STEP #	12	Select Major Info Sys/Gen > $100K and Purchases > $50K and click "OK".
STEP #	13	The TEXAS Data page displays showing Multiple Options Selected for the LBB Contract Reporting Options. Enter a Contract Auditor.
STEP #	14	Save the record.
STEP #	15	Record saves successfully. Navigate back to the Contract Entry page, the Contract tab.
STEP #	16	Click the Add Comments hyperlink.
STEP #	17	The Header Comments page displays. In the Comments section, enter "Bid tabulation attached".
STEP #	18	In the Associated Document section, click on the Attach button. The File Attachment page displays. Browse and select a document to upload.
STEP #	19	The Header Comments page displays and the attachment displays and is available for viewing or deletion. Click OK.
STEP #	20	Contract Entry page displays. The Edit Comments hyperlink is now available.
STEP #	21	Approve and save the contract record. Make note of Contract ID and Vendor ID. ____
STEP #	22	HOLD TEST: The LBB Interface will run at 7 PM. During production, the contract record will be picked up 5 calendar days after entry, however in UAT the delay has been removed and the record will transmit next day.
STEP #	23	MORNING AFTER STEP 21 WAS COMPLETED: Navigate to CAPPS Reports > Statewide Reports > Purchasing > LBB Interface Report
STEP #	24	Enter/Locate Run Control ID "LBB_Intf"
STEP #	25	Enter SetID and "From Date" to the date that Step 21 was completed and "To Date" equal to "T"
STEP #	26	Run the process.
STEP #	27	The Process Scheduler Request page displays. Ensure the "Type" is set to Web and the Format is set to "PDF" and click OK.
STEP #	28	A Process Instance number will display
STEP #	29	Click the "Report Manager" link. Go to the "Administration" tab.
STEP #	30	Click the pdf file link next to the process instance number generated in step 28.
STEP #	31	The report will display in a separate window

STEP #	32	Verify the contract created in Step 21 is NOT on the report as being sent to LBB.
STEP #	33	Navigate to back to the contract to edit. Procurement Contracts > Add/Update Contracts. Find an Existing Value. Select the Contract created in Step 21.
STEP #	34	Click the "New Version" button. A message will display stating that the contract must be saved before a draft can be created. Click Yes.
STEP #	35	A new version of the contract is created. Change the Maximum Amount to $60,000.
STEP #	36	Click the TEXAS Data tab. Click the LBB Contract Reporting link. Select Purchases >$50K Save the Contract record.
STEP #	37	Click the Contract tab. Change the status to Approved. A message displays stating that the action will make the draft version become the current version upon saving. Click OK. Save record.
STEP #	38	Record saves without error.
STEP #	39	REPEAT STEPS 22-31
STEP #	40	Verify the contract created in Step 21 and edited on step 38 **IS** on the report as being sent to LBB.
STEP #	41	End of test.

CAPPS 2017 UAT Scenario Report

SCENARIO NAME:	PO-PO - Copy PO	***TEST STATUS:***	Not Started
MODULE NAME:	Purchasing	***TESTER***	
JOB PROFILES:	TX_FIN_PO_BUYER		
BUS PROCESS:	PO-050-010		
DESCRIPTION:	Create a PO using the PO Copy function		
EXPECTED RESULTS:	PO created using the PO Copy function		
NAVIGATION:	Purchasing > Purchase Orders > Add/Update POs		
COMMENTS:			
ACTUAL RESULTS:			

DEPENDENCIES:

Description:	**Scenario:**
PO to copy	PO-PO - Add PO sourced from requisition

SCENARIO STEPS:

STEP #	1	Main Menu > Purchasing > Purchase Orders > **Add/Update POs**
STEP #	1	Go to Purchasing > Purchase Orders > **Add/Update POs**
STEP #	2	Click **Add** if your agency uses autonumbering for POs. Enter a PO ID over the word 'NEXT' if your agency does not use PO autonumbering.
STEP #	2	Click the **Add** button to use Autonumbering or manually enter a **PO ID** and click **Add**.
STEP #	3	Enter **Supplier** 1741976051
STEP #	3	In the '**Copy From**' dropdown list, choose **Purchase Order**.
STEP #	4	Enter the **PO ID** of the PO you want to copy. Select the checkbox. Click **OK**.
STEP #	4	In the **Copy From** dropdown field choose **Requisition**.
STEP #	5	Click **OK** on the message "When copying a PO, the PCC & PM from the source PO will be copied to all lines added to the new PO."
STEP #	5	Enter a **Requisition ID** and click the **Search** button.

STEP #	6	Select one or more lines and click the **Copy to PO** button.
STEP #	6	Click the **HUB Bid Details** link and set Competitive to **NO**. Click **OK**.
STEP #	7	Click the '**Hub Bid Details**' link. Set 'Competitive?" to **No** and click **OK**.
STEP #	7	**Save** the PO.
STEP #	8	Go to the **Class/Item** tab. Verify the **NIGP Class** and **Item** that came in from the Requisition. NIGP Item will need to be entered manually if it did not come in from the Requisition.
STEP #	8	**Approve**. **Budget Check**. **Dispatch**.
STEP #	9	Note the PO ID for use in Scenario: **PO-050-080 PO Add Shipping Line and SpeedChart**
STEP #	9	Enter the **Purchasing Method** and **Purchasing Category Code** (PM & PCC).
STEP #	10	**Save** the PO.
STEP #	11	**Approve**. **Budget Check**. **Dispatch**.
STEP #	12	Navigate to Main Menu > **Reporting Tools** > **Report Manager**. **Administration** tab. Click the .pdf link to view and/or print the PO.

SCENARIO NAME: PO-PO - Create PO Change Order ***TEST STATUS:*** Not Started

MODULE NAME: Purchasing ***TESTER***

JOB PROFILES: TX_FIN_PO_BUYER and "Document Tolerance Override Authorizations" in User Preferences

BUS PROCESS: PO-050-010-010

DESCRIPTION: Create and dispatch a PO change order

EXPECTED RESULTS: Tester should be able to successfully create and dispatch a PO Change Order

NAVIGATION: Main Menu > Purchasing > Purchase Orders > Add/Update POs

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:	Scenario:
Requires a dispatched PO	PO-PO - Add PO sourced from requisition
Requires an approved and budget checked requisition with at least one line still available for sourcing	

SCENARIO STEPS:

STEP # 1

There are two ways of initiating a PO change order:

1. Select a line on a PO and make a change to a field such as price or quantity, or add a new line (ex. use Copy From feature to copy a new requisition line into the PO). When using this method buyer receives a message stating “This action will create a change order. Continue?” upon saving the PO to confirm buyer wants to initiate a change order.
2. Buyer can initiate a PO change order at the header or line level by first clicking the Change Order icon (blue triangle) in the top, right corner of the PO (header) or clicking on the blue triangle on the line (click on the “Status” tab on a the line to see the blue triangle). This method is typically used when the buyer needs to change the Supplier on a dispatched PO. Clicking the Change Order icon (blue triangle) in the PO header un-grays the Supplier field so it can be changed.

Note: Depending on your agency’s configurations, increasing the price/quantity on the PO may create a document tolerance error between the requisition and PO. This error can be overridden with the following security: TX_PO_UPD_DOC_TOL_EXCEPT_UDA role (contained in the PO Buyer Job Profile) AND the “Document Tolerance Override Authorizations” user preference selected.

For this test you will create a PO change order by increasing the quantity on one of the existing PO lines AND copying a new requisition line into the PO. Note: the PO Change order icon (blue triangle) will not be used for this test.

STEP # 2

Navigate to Main Menu > Purchasing > Purchase Orders > Add/Update POs

STEP # 3

Click the “Find an Existing Value” tab

STEP # 4 Enter Business Unit ID (if not already populated with your business unit)

STEP # 5 Enter a PO ID in the PO ID field (you may also use the other available search criteria to select a particular PO or leave the PO ID blank to view all POs for your agency).

STEP # 6 Click the “Search” button at bottom of page

STEP # 7 The selected PO will display (or you will select an existing PO in the Search Results list by clicking on it).

STEP # 8 Select one of the lines on the PO and increase the quantity by one (1).

STEP # 9 In the “Copy From” box in the PO header, click the drop down arrow and select “Requisition”.

STEP # 10 The “Copy Purchase Order from Requisition” page will open.

STEP # 11 Click the magnifying glass next to the Requisition ID field and select a requisition. Click the “Search” button

STEP # 12 Select the requisition line by checking the box to the left of the line.

STEP # 13 Click the “Copy to PO” button. The requisition line will copy into your PO. Note: you may need to add some additional information before saving the PO, such as NIGP Item for the new line if it was not entered on the requisition.

STEP # 14 Click Save

STEP # 15 The message, “This action will create a change order. Continue?” should display. Click Yes.

STEP # 16 In the PO header, “Change Order 1” should now appear below the PO ID and the PO Status should change from Dispatched to Open

STEP # 17 Click the “Approve” button (green check mark) in top, right corner of PO. The PO Status should update to “Approved”.

STEP # 18 Click the “Budget Check” icon (below the “Approve” button). Once process completes, Budget Status should be become “Valid”. Note: Depending on your agency’s configurations, increasing the price/quantity on the PO may create a document tolerance error between the requisition and PO. This error can be overridden with the following security: TX_PO_UPD_DOC_TOL_EXCEPT_UDA role (contained in the PO Buyer Job Profile) AND the “Document Tolerance Override Authorizations” user preference selected.

STEP # 19 Click the Dispatch button

STEP # 20 The Dispatch Options page will open. Click OK.

STEP # 21 The message, “Would you like to wait for confirmation that the PO Dispatch process has completed? (10208,44)” will appear. Click Yes.

STEP # 22 Once the dispatch process has run to completion, the PO Status should update to “Dispatched”

STEP # 23 Scroll to the bottom of the PO page and click the “View Printable Version” link to open a .pdf version of the PO.

STEP #	24	In the header of the PO print (under the PO number) , it should now display "Purchase Order Change Notice (#1)"
STEP #	25	End of Test

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: PO-PO - Add stand-alone PO ***TEST STATUS:*** Not Started

MODULE NAME: Purchasing ***TESTER***

JOB PROFILES: TX_FIN_PO_BUYER

BUS PROCESS: PO-050-020

DESCRIPTION: Create a stand-alone PO without sourcing or copying a requisition.

EXPECTED RESULTS: PO will be created without copying or sourcing a requisition.

NAVIGATION: Purchasing > Purchase Orders > Add/Update POs

COMMENTS: HUB Bid Details may not be applicable to your agency. Enter if prompted, or if competitive/HUB data is required for the purchase.

ACTUAL RESULTS:

DEPENDENCIES:

Description: **Scenario:**

SCENARIO STEPS:

STEP # 1 Go to Main Menu > Purchasing > Purchase Orders > **Add/Update POs**

STEP # 1 Navigate to Main Menu > Purchasing > Purchase Orders > Add/Update POs

STEP # 1 Main Menu > Purchasing > Purchase Orders > **Add/Update POs**

STEP # 1 Main Menu > Purchasing > Purchase Orders > **Add/Update POs**

STEP # 1 Follow the navigation to add a new value for a PO. Specify the Business Unit. Allow the PO ID to default to 'Next'. Click on the 'Add' button.

STEP # 1 Main Menu > Purchasing > Purchase Orders > **Add/Update POs**

STEP # 2 Click Add if your agency uses autonumbering for POs. Enter a PO ID over the word 'NEXT' if your agency does not use PO autonumbering.

STEP # 2 Click **Add** if your agency uses autonumbering for POs.
If not, enter a PO ID over the word 'NEXT' and then click Add.

STEP # 2 Click **Add** if your agency uses autonumbering for POs.
If not, enter a PO ID over the word 'NEXT' and then click Add.

STEP #	2	Click **Add** if your agency uses autonumbering for POs. If not, enter a PO ID over the word 'NEXT' and then click Add.
STEP #	2	On the PO pages, specify vendor, buyer, description, line quantity, UOM, NIGP Class, and NIGP Item, PM, PCC, price, and HUB information.
STEP #	2	Click '**Add**' if your agency uses autonumbering for POs If your agency does not use autonumbering for POs, enter a PO number over the word 'NEXT'.
STEP #	3	Enter Supplier ID 1741976051 (TIBH)
STEP #	3	Enter a **Supplier**. Click Supplier Details and make sure the 3-digit Loc does NOT have an asterisk (*).
STEP #	3	Enter a **Supplier**. Click Supplier Details and make sure the 3-digit Loc does NOT have an asterisk (*).
STEP #	3	Click on the Schedule Details button and enter ShipTo, then click on the distribution icon for line 1 and enter accounting distribution that will pass budget checking. Use an account that requires DLT. The DLT indicator should display 'Y'. Click OK.
STEP #	3	Enter **Supplier** 1741976051
STEP #	3	Enter a **Supplier**. Click Supplier Details and make sure the 3-digit Loc does NOT have an asterisk (*).
STEP #	4	Select **Requisition** in the '**Copy From**' dropdown list. If requisition not being used, go to the line **Details** tab and click the **Schedule** button Then click the **Distributions/Chartfields** icon and **Asset** Info tab--Enter Asset BU and Profile.
STEP #	4	Save the PO. You should receive an error stating that DLT is required.
STEP #	4	Select **Requisition** in the '**Copy From**' dropdown list. If requisition not being used, go to the line **Details** tab and click the **Schedule** button Then click the **Distributions/Chartfields** icon and **Asset** Info tab--Enter Asset BU and Profile.
STEP #	4	Select **Requisition** in the '**Copy From**' dropdown list.
STEP #	4	In the “Copy From” dropdown field in the PO header, select “Requisition”.
STEP #	4	Click the '**Hub Bid Details**' link. Set 'Competitive?" to **No** and click **OK**.
STEP #	5	Enter the **Requisition ID** from a **Capitalized Asset Req - Multi-funded** and click the **Search** button.

STEP #	5	Enter **Description**, **QTY**, **UOM**, and **Price**.
STEP #	5	Enter a Requisition ID and click the Search button.
STEP #	5	Enter the **Requisition ID** from a **Controlled Asset Req** and click the **Search** button.
STEP #	5	Click on the PO header comments link and check the DLT box, then enter a comment (or select an existing DLT Standard Comment).
STEP #	5	Enter a **Requisition ID** from a **Capitalized Asset Req** and click the **Search** button.
STEP #	6	Save the PO successfully.
STEP #	6	**Select** the line checkbox and **click** the Copy to PO button.
STEP #	6	**Select** the line checkbox and **click** the Copy to PO button.
STEP #	6	Select one or more lines to copy and click the “Copy to PO” button.
STEP #	6	Go to the **Class/Item** tab and enter **NIGP Class**, **NIGP Item,** Purchasing Method and Purchasing Category Code.
STEP #	6	**Select** the line checkbox and **click** the Copy to PO button.
STEP #	7	Click the '**Hub Bid Details**' link. Set 'Competitive?" to **No** and click **OK**.
STEP #	7	Click the '**Hub Bid Details**' link. Set 'Competitive?" to **No** and click **OK**.
STEP #	7	Go back to the **Details** tab and click the **Schedule** button.
STEP #	7	Click the '**Hub Bid Details**' link. Set 'Competitive?" to **No** and click **OK**.
STEP #	7	Click the 'Hub Bid Details' link. Set 'Competitive?" to No and click OK.
STEP #	8	Click the **Distributions/Chartfields** button.
STEP #	8	Go to the **Class/Item** tab. Verify the **NIGP Class** and **Item** that came in from the Requisition. NIGP Item will need to be entered manually if it did not come in from the Requisition.

STEP #	8	Go to the **Class/Item** tab. Verify the **NIGP Class** and **Item** that came in from the Requisition. NIGP Item will need to be entered manually if it did not come in from the Requisition.
STEP #	8	Go to the Class/Item tab. Verify the NIGP Class and Item that came in from the Requisition. NIGP Item will need to be entered manually if it did not come in from the Requisition.
STEP #	8	Go to the **Class/Item** tab. Verify the **NIGP Class** and **Item** that came in from the Requisition. NIGP Item will need to be entered manually if it did not come in from the Requisition.
STEP #	9	Enter the **Purchasing Method** and **Purchasing Category Code** (PM & PCC).
STEP #	9	Enter the **Purchasing Method** and **Purchasing Category Code** (PM & PCC).
STEP #	9	Populate the required chartfield values and Click OK. Enter the values manually or by using a SpeedChart. If you use a SpeedChart, the Account (comp object) will need to be entered manually.
STEP #	9	Enter the Purchasing Method and Purchasing Category Code (PM & PCC).
STEP #	9	Enter the **Purchasing Method** and **Purchasing Category Code** (PM & PCC).
STEP #	10	**Save** the PO.
STEP #	10	**Save** the PO.
STEP #	10	Click **Return to Main** page.
STEP #	10	**Save** the PO.
STEP #	10	Click on the “Receiving” tab. Check the “Inspection Required” box. Note: checking the Inspection Required box should open the “Inspection ID” field to the right of the Inspection Required box (you may have to click another tab, and then click the Receiving tab again for the box to open). If desired, you can select an Inspection ID (inspection instructions), such as “INSPECT1”.
STEP #	11	**Approve**. **Budget Check**. **Dispatch**.
STEP #	11	**Approve**. **Budget Check**. **Dispatch**.
STEP #	11	Save the PO.

STEP #	11	**Save** the PO.
STEP #	11	**Approve**. **Budget Check**. **Dispatch**.
STEP #	12	Note the PO ID for use in scenario: **PO-060-020 Receipt for Capitalized Asset - Multi-funded**
STEP #	12	Approve (if not already in Approved status), Budget Check and Dispatch the PO.
STEP #	12	Note the PO ID for use in scenario: **PO-060-020 Receipt for Controlled Asset**
STEP #	12	Note the PO ID for use in scenario: **PO-060-020 Receipt for Capitalized Asset**
STEP #	12	**Approve** the PO. It may be Approved already if Workflow is not turned on.
STEP #	13	**Budget check** the PO.
STEP #	13	Note the PO ID
STEP #	14	**Dispatch** the PO.
STEP #	15	Navigate to Main Menu > **Reporting Tools** > **Report Manager.** **Administration** tab. Click the .pdf link to view and/or print the PO.

SCENARIO NAME: PO-PO - Cancel PO and PO Line ***TEST STATUS:*** Not Started

MODULE NAME: Purchasing ***TESTER***

JOB PROFILES: TX_FIN_PO_BUYER

BUS PROCESS: PO-050-020-010

DESCRIPTION: Cancel a PO Line and Cancel a PO.

EXPECTED RESULTS: Cancel a PO Line and Cancel a PO.

NAVIGATION: Purchasing > Purchase Orders > Add/Update POs

COMMENTS: Requisition steps are Not applicable if agency not using Requisitions.

ACTUAL RESULTS: PO ID:

DEPENDENCIES:

Description: **Scenario:**

SCENARIO STEPS:

STEP # 1 Main Menu > Purchasing > Purchase Orders > **Add/Update POs**

STEP # 2 Tab: **Add a New Value**

STEP # 3 Click **Add**.
(if your agency does not use Autonumbering enter a PO ID over the word 'NEXT'

STEP # 4 Enter a **Supplier**.
Suggested Supplier: TIBH

STEP # 5 Click **Supplier Details** and verify the 3-digit Location does NOT have an asterisk (*).

STEP # 6 **Copy From**: Requisition

STEP # 7 Enter the Req ID from a **prior entered Req**.
Click **Search**.

STEP # 8 Click the checkbox for both lines or click **Select All**.

STEP # 9 Click **Copy To PO**.

STEP #	10	Click the **HUB Bid Details** link and set 'Competitive?' to **No**. Click OK.
STEP #	11	On the **Class/Item t**ab enter NIGP Class, NIGP Item, PM & PCC.
STEP #	12	**Save** the PO.
STEP #	13	**Approve**. **Budget check**. **Dispatch**. When Dispatch finishes, click **Return to Search**.
STEP #	14	Suppose an email arrives from Requestor "sorry, we decided we don't need the Keyboards, we just need the Monitor Stands."
STEP #	15	Click **Search** to bring the PO back up.
STEP #	16	Click the **Line Details** button on the left side of Line 2.
STEP #	17	Click the **Cancel Line** button (Red X).
STEP #	18	Pop Up Messages: Message 1: click Yes to continue Message 2: click No - you do NOT want to reopen the requisition for re-sourcing. Message 3: click No - you do NOT want the open quantity returned to the req for resourcing.
STEP #	19	**Save** the PO.
STEP #	20	**Approve**. **Budget check.**
STEP #	21	Suppose an email is received from Requestor: "sorry again, it turns out we don't need the Monitor Stands either".
STEP #	22	Click the **Cancel PO** button. (red X to the right of PO Status)
STEP #	23	Click **Yes** to continue Select radio button 'No, Do Not Re-Source Reqs' and click Continue.
STEP #	24	Click **Budget Check**.

STEP # 25

Navigate to Purchase Orders > **Review PO Information** > **Purchase Orders**. Pull up the PO. Notice the PO Status is "**Pend Cncl**". This is because the PO had been Dispatched at some point in its life. The dispatch process needs to be run on this PO to change the status from **Pend Cncl** to **Canceled**.

STEP # 26

Note the PO ID for use in Scenario: **PO-050-140 Dispatch a PO in Pend Cancel Status**

CAPPS 2017 UAT Scenario Report

SCENARIO NAME:	PO-PO - Close	***TEST STATUS:***	Not Started
MODULE NAME:	Purchasing	***TESTER***	
JOB PROFILES:	TX_FIN_PO_BUYER		
BUS PROCESS:	PO-050-020-020		
DESCRIPTION:	Close a PO		
EXPECTED RESULTS:	Close a PO		
NAVIGATION:	Purchasing > Purchase Orders > Buyer's Workbench		
COMMENTS:			
ACTUAL RESULTS:	PO ID:		

DEPENDENCIES:

Description:	**Scenario:**
PO eligible to close	

SCENARIO STEPS:

STEP #	1	Main Menu > Purchasing > Purchase Orders > **Buyer's Workbench**
STEP #	2	Tab: **Add a New Value**
STEP #	3	Your first time to use Buyer's Workbench you need to create your own **WorkBench ID**. Use any name you like. No spaces allowed, but you can use underscore(_). Example: CLOSE_PO.
STEP #	4	Subsequent visits to Buyer's Workbench you can search for your own Workbench ID rather than entering a new one each time.
STEP #	5	Click the **Add** button.
STEP #	6	The search page allows all types of searches. Enter a PO number in the Purchase Order field **and** the "To" field to the right.
STEP #	7	Scroll to the bottom of the page and click **Search**.
STEP #	8	Your first time on this page you'll need to enter a **Description**. You can use spaces. Select the **checkbox** to the left of the PO ID.

STEP #	9	Notice the various Action buttons. In this scenario we want to close the PO. Click **Close**.
STEP #	10	On the left you see "Not Qualified". On the right you see "Qualified". This PO should be Qualified to Close. Note: If your PO is listed on the left under Not Qualified, you can click the Log button to see the reason the PO is not eligible to close.
STEP #	11	Assuming the PO is Qualified to close, click the **Yes** button to proceed.
STEP #	12	Click **Yes** on the 'Continue to Close POs' message.
STEP #	13	Notice the **PO Status** has changed to Complete. You must budget check to release any remaining encumbrance back to the budget. Click the Budget Check button.
STEP #	14	Click **Yes** to proceed.
STEP #	15	Click **Yes** to continue.
STEP #	16	Navigate to Purchase Orders > **Add/Update POs**. Enter the PO ID and click **Search**. Below the Search button it should read "No matching values were found." Closed POs can no longer be pulled up in Update mode.
STEP #	17	Navigate to Purchase Orders > **Review PO Information** > **Purchase Orders** and bring up the PO.
STEP #	18	Notice the PO Status is **Compl** (Complete/Closed), the Budget Status is **Valid** which means it has been successfully budget checked, and the Encumbrance Balance is 0.00.
STEP #	19	Note the PO ID for use in scenario: **PO-050-020-030 PO Re-open.**

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: PO-PO - Re-open ***TEST STATUS:*** Optional

MODULE NAME: Purchasing ***TESTER***

JOB PROFILES: TX_FIN_PO_BUYER

BUS PROCESS: PO-050-020-030

DESCRIPTION: Re-open a closed PO

EXPECTED RESULTS: Re-open a closed PO

NAVIGATION: Purchasing > Purchase Orders > Reconcile POs > Reopen POs

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:	Scenario:
Closed PO	PO-PO - Close

SCENARIO STEPS:

STEP # 1 Main Menu > Purchasing > **Purchase Orders** > **Reconcile POs** > **Reopen POs**

STEP # 2 The first time you go to this page you will need to set up a "**Run Control ID**" which is your own custom page. You pick the name. No spaces allowed. Example: REOPEN_PO

STEP # 3 Click **Add**.

STEP # 4 **Reopen Request**: choose 'Specific Document'
Business Unit: (your Business Unit)
Purchase Order: enter the PO ID closed in scenario "**PO-050-020-020 PO Close**"

STEP # 5 Click the **Run** button.

STEP # 6 You can check the progress of the Reopen process by going to the **Process Monitor** (see link on the page). It should go to a status of '**Success**' in less than a minute.

STEP # 7 Navigate to Purchasing > Purchase Orders > **Add/Update POs** and bring up the PO.

STEP # 8 The **Budget Status** should be "**Not Chk'd**".

STEP # 9

Budget checking the PO will re-encumber any funds that were not expended yet when the PO was closed. The funds will have to be available in the budget for the PO to pass budget checking.

SCENARIO NAME: PO-PO - Inquiry ***TEST STATUS:*** Not Started

MODULE NAME: Purchasing ***TESTER***

JOB PROFILES: TX_FIN_PO_INQUIRY

BUS PROCESS: PO-050-030-010

DESCRIPTION: View POs in Inquiry pages

EXPECTED RESULTS: Able to navigate to and view POs in inquiry pages

NAVIGATION: Purchasing > Purchase Orders > Review PO Information > Purchase Orders

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description: **Scenario:**

SCENARIO STEPS:

STEP # 1 Main Menu > Purchasing > Purchase Orders > Review PO Information > Purchase Orders

STEP # 2 Set the PO Status field = Canceled and click Search

STEP # 3 Select any PO from the list to bring it up for viewing

STEP # 4 Click the Document Status link. It should launch a page in a new browser window. Close that window and go back to the PO inquiry page.

STEP # 5 Click Return to Search. Your original search result list should still be there. You can select one or start a new search. -End of test.

CAPPS 2017 UAT Scenario Report

SCENARIO NAME:	PO-PO - Inquiry Balance	***TEST STATUS:***	Not Started
MODULE NAME:	Purchasing	***TESTER***	
JOB PROFILES:	TX_FIN_PO_INQUIRY		
BUS PROCESS:	PO-050-030-020		
DESCRIPTION:	View and navigate in the PO Inquiry Balance page		
EXPECTED RESULTS:	View and navigate in the PO Inquiry Balance page		
NAVIGATION:	Purchasing > Purchase Orders > Review PO Information > PO Inquiry Balance		
COMMENTS:			
ACTUAL RESULTS:			
DEPENDENCIES:			

Description: **Scenario:**

SCENARIO STEPS:

STEP # 1	Menu > Purchasing > Purchase Orders > Review PO Information > PO Inquiry Balance
STEP # 2	Blank out the PO Number field and click Search, or you can enter the first few digits of a PO number and click Search.
STEP # 3	Bring up any PO to view in the PO Inquiry Balance page.
STEP # 4	Notice: PO Remaining Balance at the top of the page.
STEP # 5	Notice: If there are more than one line on this PO you can either click View All or navigate the lines with the arrow buttons near the top right.
STEP # 6	Notice: The Order Amount minus the Amt Invoiced (vouchered) usually equals the Remaining Balance. There are exceptions.
STEP # 7	Notice: The line may have one or more Schedule/Distrib lines in the lower section.
STEP # 8	Notice: If the 'Distrib Closed' box is checked, that means the PO Line has been finalized from the voucher. Finalized means that any unused funds on the line have been returned to the budget and the Balance field is 0.00.

STEP # 9

Click the checkbox at the far left of a Sched / Distrib then click the PO Voucher link in the bottom of the screen. This shows all vouchers entered against that PO Line. Click 'Return' to close the voucher page.

STEP # 10

To view other POs, click the Next in List button at the bottom of the page. Or click Return to Search to see your original search results. -End of test.

CAPPS 2017 UAT Scenario Report

SCENARIO NAME:	PO-PO - Link to Contract	***TEST STATUS:***	Not Started
MODULE NAME:	Purchasing	***TESTER***	
JOB PROFILES:	TX_FIN_PO_CONTRACTS		
BUS PROCESS:	PO-050-040		
DESCRIPTION:	Connect a PO Line to a Procurement Contract		
EXPECTED RESULTS:	Contract connected to PO Line and Contract Released Amount Updated		
NAVIGATION:	Main Menu > Procurement Contracts > Add/Update Contracts		
COMMENTS:			
ACTUAL RESULTS:			
DEPENDENCIES:			

Description: **Scenario:**

SCENARIO STEPS:

STEP #	1	Main Menu > **Procurement Contract** > **Add/Update Contracts**
STEP #	2	Enter a **Contract ID** or click **Add** to use autonumbering.
STEP #	3	Enter the **Administrator/Buyer**, **Supplier ID** 1741976051, **Begin** and **Expire Dates**.
STEP #	4	Enter the **Purchasing Method**, **ISAS Contract Status (I)**, and **Maximum Amount.**
STEP #	5	Check the '**Allow Open Item Reference**' checkbox.
STEP #	6	Click the **HUB Bid Details** link and set Competitive to **NO**.
STEP #	7	Go to the **TEXAS Data** page and populate **Contract Category**, **Other Contract Category**, and **Contract Auditor.**
STEP #	8	Go back to the **Contract** tab and set the status to **Approved**.
STEP #	9	**Save** the contract and make note of the Contract number.
STEP #	10	Create or navigate to the PO you want to connect the contract to. The PO must use the same Supplier as the Contract.

STEP # 11 Go to the **Contract** tab on the **PO Line** and enter the **Contract ID**.

STEP # 12 **Save** the PO.

SCENARIO NAME:	PO-PO - Using Amount Only	***TEST STATUS:***	Not Started
MODULE NAME:	Purchasing	***TESTER***	
JOB PROFILES:	TX_FIN_PO_BUYER		
BUS PROCESS:	PO-050-060		
DESCRIPTION:	Using AMOUNT ONLY on PO Lines		
EXPECTED RESULTS:	Amount Only checked on PO Line		
NAVIGATION:	Purchasing > Purchase Order > Add/Update POs		
COMMENTS:			
ACTUAL RESULTS:	PO ID:		

DEPENDENCIES:

Description:	**Scenario:**
Two line Requisition using Amount Only	PO-Req - Enter Amount-only line

SCENARIO STEPS:

STEP # 1 — Create a new PO by sourcing into the PO a 2-line requisition**.** Use Supplier ID: **1741976051**.

STEP # 2 — Enter **HUB Bid Details**.

STEP # 3 — In the **Class/Item** tab and enter **NIGP Class/Item**, **PM** and **PCC**. In the **Receiving** tab, make sure **Receiving Required** is set to **Optional** or **Required**.

STEP # 4 — Go to the **Attributes** tab.

STEP # 5 — Verify that **Amount Only** is checked on Line 2.
Check the **Amount Only** checkbox on Line 1.

STEP # 6 — Change price on Line 1 from 10.00 to 100.00 to adjust for the Qty changing from 10 to 1.

STEP # 7 — **Save** the PO.

STEP # 8 — **Approve**, **Budget Check** and **Dispatch** the PO.

STEP # 9 — Note the PO ID for Scenario: **PO-060-010 Partially Receive PO Line by Amount**

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: PO-Req - Distrib by Amt and Qty ***TEST STATUS:*** Not Started

MODULE NAME: Purchasing ***TESTER***

JOB PROFILES: TX_FIN_EPRO_REQUESTOR

BUS PROCESS: PO-050-070-001

DESCRIPTION: Create a req, one line distributed by Amt, one line distributed by Qty

EXPECTED RESULTS: Req with one line distributed by Amt and Amount Only checked, one line distributed by Qty, has Status= Approved and Budget Status=Valid.

NAVIGATION: eProcurement > Requisition

COMMENTS: Not applicable if agency not using Requisitions.

ACTUAL RESULTS:

DEPENDENCIES:

Description: **Scenario:**

SCENARIO STEPS:

STEP # 1 Main Menu > eProcurement > Requisition

STEP # 2 Click 'Special Requests'

STEP # 3 Enter for Line 1:
Item Description: Lawn Services
Price: 1500
Quantity: 1 **Unit of Measure**: LOT
NIGP Class: 988 **NIGP Item**: 36

STEP # 4 Click: '**Add to Cart**' for Line 1

STEP # 5 Enter for Line 2:
Item Description: Sprinklers
Price: 10
Quantity: 20 **Unit of Measure**: EA
NIGP Class: 515 **NIGP Item**: 80

STEP # 6 Click '**Add to Cart**' for Line 2

STEP # 7 Click **'Checkout'**

STEP #	8	Enter **Requisition Name**: Lawn Service and Equipment
STEP #	9	Click the **Line Details** button on Line 1.
STEP #	10	Click the '**Amount Only**' checkbox. Click **OK**. Click **Yes.**
STEP #	11	Click the **triangle button** left of Line 1 to show the Shipping Line.
STEP #	12	Click the triangle button left of Accounting Lines.
STEP #	13	Click the 'Chartfields2' tab.
STEP #	14	Enter the required chartfield elements manually or with the help of a SpeedChart.
STEP #	15	Go to Line 2, click the two triangle buttons to get to the Accounting Line. Make sure Distribute By = Qty.
STEP #	16	Go to Chartfields2 tab. Enter the chartfield elements
STEP #	17	Click 'Save & Submit".
STEP #	18	If Status = Approved, click the Check Budget link.
STEP #	19	If Status = Pending Approval, wait for the requisition to be approved through workflow, then budget check the requisition from the Manage Requisitions page.
STEP #	20	Note the Req ID for use in scenario: '**PO-050-070-002 PO Distrib by Amt/Qty**'

CAPPS 2017 UAT Scenario Report

SCENARIO NAME:	PO-PO - Distrib by Amt and Qty	***TEST STATUS:***	Not Started
MODULE NAME:	Purchasing	***TESTER***	
JOB PROFILES:	TX_FIN_PO_BUYER		
BUS PROCESS:	PO-050-070-002		
DESCRIPTION:	Create a PO, one line distributed by Amt, one line distributed by Qty		
EXPECTED RESULTS:	Dispatched PO containing two lines, one distributed by Amount with Amount Only checked, one distributed by Qty		
NAVIGATION:	Purchasing > Purchase Orders > Add/Update POs		
COMMENTS:	Skip requisition steps if agency not using reqs.		
ACTUAL RESULTS:			

DEPENDENCIES:

Description:	**Scenario:**
Two-line Requisition distributed by Qty and Amt	PO-Req - Distrib by Amt and Qty

SCENARIO STEPS:

STEP # 1	Main Menu > Purchasing > Purchase Orders > Add/Update POs. Click Add.
STEP # 2	Enter a **Supplier**. Click the '**Supplier Details**' link and make sure the 3-digit Location does NOT contain an asterisk (*). If it does choose, a different Location or a different Supplier.
STEP # 3	In the '**Copy From**' dropdown list choose '**Requisition**'
STEP # 4	In the **Requisition Name** field enter 'Lawn' and click Search **or** enter the **Requisition ID** field using the Req ID from scenario: 'PO-050-070-001 Req Distrib by Amt/Qty' and click Search.
STEP # 5	Click the '**Select All**' link to select both lines. Click '**Copy To PO**'.
STEP # 6	Click '**HUB Bid Details**' link. Set Competitive to **No** and click **OK** or set Competitive to Yes, enter Bid Information and click OK.
STEP # 7	Go to the **Class/Item** tab. Verify or enter **NIGP Class** and **NIGP Item** for each line. Enter **Purchasing Method** (example: DG) and **Purchase Category Code** (example: E) on Line 1 only.

STEP #	8	Click '**Save**'.
STEP #	9	Go to the **Attritubes** tab and verify that **Amount Only** is checked for Line 1.
STEP #	10	Go back to the Details tab and on Line 2 click the Schedule button.
STEP #	11	Click the Distributions/Chartfields button. Make sure 'Distribute By' is **Quantity**. Click OK.
STEP #	12	Click '**Return to Main Page**'.
STEP #	13	**Approve**. **Budget check**. **Dispatch**.
STEP #	14	Note the PO ID for use in scenario '**PO-060-010 Basic Receiving**'

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: PO-PO - Update Recvd and Partially Paid PO ***TEST STATUS:*** Not Started

MODULE NAME: Purchasing ***TESTER***

JOB PROFILES: TX_FIN_PO_BUYER

BUS PROCESS: PO-050-070-003

DESCRIPTION: Reduce a PO that has been received and partially paid.

EXPECTED RESULTS: Lines 1 and 2 reduced. PO successfully budget checked. Encumbrance balance still remaining.

NAVIGATION: Purchasing > Purchase Orders > Add/Update POs

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:	**Scenario:**
Adjust the PO from this scenario after it has been vouchered.	PO-PO - Distrib by Amt and Qty
This AP scenario must be done before you adjust the PO.	AP-PO_RCVR_PART_PAY

SCENARIO STEPS:

STEP # 1 — Main Menu > Purchasing > Purchase Orders > **Add/Update POs**

STEP # 2 — Pull up the PO created in the scenario for **PO Distrib by Amt/Qty**, but only if it has been vouchered in **AP-040-020-010-004_PO_RCVR_PART_PAY**.

STEP # 3 — **Reduce** the price on line 1 to 900.00. Click **Save**. Should receive a message that the amount cannot be less than previously received. Click **OK**.

STEP # 4 — Change the price on line 1 to 1000.00. Click **Save**. Click **OK** on the warning message. PO should save.

STEP # 5 — Click '**Return to Main Page**' link.

STEP # 6 — Line 2 - **reduce** Qty to 4. Tab out of the field. Message says you cannot change the quantity to be less than the quantity received. Click **OK**.

STEP # 7 — Line 2 - change the Qty to 5. Tab out of the field.

STEP # 8 — **Save** the PO.

STEP #	9	**Approve** (green checkmark button) and **Budget Check** the PO.
STEP #	10	Notice the **Encumbrance Balance** (middle of page, right side). It should be 20.00. This is the unpaid amount on Line 2. Only 30.00 paid against the 50.00.
STEP #	11	You can't reduce line 2 any further to release the 20.00 because you can't reduce it below the received amount.
STEP #	12	Navigate to Main Menu > Purchasing > Purchase Orders > **Review PO Information** > **PO Inquiry Balance**. Pull up the PO.
STEP #	13	**Click the arrow** to navigate to Line 2.
STEP #	14	Click the lower **checkbox** on the left, the one next to the Sched Distrib.
STEP #	15	Click the **PO Voucher** link at the bottom of the page.
STEP #	16	Note the voucher ID that paid against PO Line 2. In a Production environment you can email this Voucher ID and ask them to Finalize the voucher. That will release the stuck encumbrance on Line 2.
STEP #	17	Note: In a Production environment, it may be your business policy to not decrease the PO at all, but rather to finalize the voucher. That will release the remaining encumbrance on both PO Lines without the need to manually reduce the PO.

SCENARIO NAME: PO-Req - Entry using budget SpeedChart ***TEST STATUS:*** Not Started

MODULE NAME: Purchasing ***TESTER***

JOB PROFILES: TX_FIN_EPRO_REQUESTOR

BUS PROCESS: PO-050-080

DESCRIPTION: Use a SpeedChart to populate chartfield elements and save the requisition without an Invalid Chartfield Combo warning.

EXPECTED RESULTS: SpeedChart populates chartfield elements and the req saves without an error.

NAVIGATION: eProcurement > Requisition

COMMENTS: Not applicable if agency not using Requisitions.

ACTUAL RESULTS:

DEPENDENCIES:

Description:	Scenario:
Must have a speedchart and account code (comp object)	

SCENARIO STEPS:

STEP #	1	Main Menu > eProcurement > **Requisition**
STEP #	1	Main Menu > Purchasing > Purchase Orders > **Add/Update POs**
STEP #	2	**Find An Existing Value** tab. Pull up an existing PO.
STEP #	2	Click on **Special Requests**
STEP #	3	Enter **Item Description**, **Price**, **Quantity**, **Unit of Measure**, **NIGP Class** and **Due Date**.
STEP #	3	Click the **Add Row** (+) button on the right side of the line.
STEP #	4	Click **Add to Cart**
STEP #	4	Click **OK** on the 'Enter number of rows to add' message to add 1 row.
STEP #	5	Click **Checkout**

STEP #	5	If the PO was in Dispatched status you will need to click OK on the change order message that appears.
STEP #	6	Enter **Description:** Shipping, **Qty**, **UOM**, and **Price**.
STEP #	6	Enter a **Requisition Name**
STEP #	7	Click the **triangle button** to reveal the **Shipping Line**
STEP #	7	Go to the **Class/Item** tab and enter the **NIGP Class** and **NIGP Item**.
STEP #	8	Go to the **Attributes** tab and click the **Amount Only** checkbox. This allows Receiving to reduce the amount received if the shipping cost comes in less than expected.
STEP #	8	Click the **triangle button** to reveal the **Accounting Lines**
STEP #	9	Click **YES** on the message that Qty will be 1 when using Amount Only.
STEP #	9	Click the **SpeedChart** search button (magnifying glass). The SpeedChart field can be blank when you search or you can enter a few characters to narrow the search.
STEP #	10	Select a **SpeedChart** from the list.
STEP #	10	Go back to the Details tab and click the **Schedule** button.
STEP #	11	Click the **Distributions/Chartfields** button.
STEP #	11	Manually enter the chartfield elements not populated by the SpeedChart, making sure to complete all the accounting lines created by the speedchart.
STEP #	12	Click the **SpeedChart** button. You can leave the field blank or enter a few characters to narrow the search.
STEP #	12	Click **Save & Submit**.
STEP #	13	Select the **SpeedChart**.
STEP #	13	If the chartfield is missing any required fields or contains any conflicting values, a warning message will appear. "Warning--Invalid Chartfields Combination". The req will save, but will not be able to budget check until the problem is corrected.
STEP #	14	If you have an Approved status, **budget check** the requisition.

STEP #	14	Manually enter the required chartfield elements not populated by the SpeedChart, e.g. Account.
STEP #	15	After the requisition is approved, you can budget check the req from the Manage Requisitions page using the dropdown list to the right of the requisition.
STEP #	15	Click **OK**.
STEP #	16	Click the **Return to Main Page** button.
STEP #	17	**Save** the Purchase Order.
STEP #	18	If the chartfield is missing any required fields or contains any conflicting values, a warning message will appear. "Invalid Chartfields Combination". If so, click OK. The PO will save, but will not be able to budget check until the problem is corrected.

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: PO-PO Workflow - Approve ***TEST STATUS:*** Not Started

MODULE NAME: Purchasing ***TESTER***

JOB PROFILES: TX_FIN_PURCHASE_ORDER_APPROVER and TX_WF_PURCHASEORDER_0X00 where X = your approval level/step

BUS PROCESS: PO-050-100A

DESCRIPTION: Approver identifies PO pending their approval via Worklist, reviews and takes action. For this test, approve the step -- so that workflow will continue to the next approver(s) until the end.

EXPECTED RESULTS: POs submitted for approval meet agency-specified criteria, and route to approver(s) as expected.

NAVIGATION: Main Menu > Worklist

COMMENTS: N/A if not using PO workflow

ACTUAL RESULTS:

DEPENDENCIES:

Description:	**Scenario:**
PO must be submitted for approval (and agency PO WF turned on).	

SCENARIO STEPS:

STEP #	1	Approver logs on to CAPPS Fin and clicks Worklist to view POs pending approval. Depending on agency setup,the approver(s) may also receive an email notification.
STEP #	2	Select PO link.
STEP #	3	Add comment (optional), and click Approve.
STEP #	4	PO flows to the next approver in the workflow path; until the last step - at which time the status becomes 'approved.'

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: PO-PO Workflow - Deny ***TEST STATUS:*** Not Started

MODULE NAME: Purchasing ***TESTER***

JOB PROFILES: TX_FIN_PURCHASE_ORDER_APPROVER and TX_WF_PURCHASEORDER_0X00 where X = your approval level/step

BUS PROCESS: PO-050-100B

DESCRIPTION: Approver identifies PO pending their approval via Worklist, reviews and takes action. For this test, deny the PO -- so that workflow will cease and go back to the buyer to edit and resubmit.

EXPECTED RESULTS: POs submitted for approval meet agency-specified criteria, and route to approver(s) as expected; and can be denied by an approver if necessary.

NAVIGATION: Main Menu > Worklist

COMMENTS: N/A if not using PO workflow

ACTUAL RESULTS:

DEPENDENCIES:

Description:	**Scenario:**
PO has been submitted for approval.	

SCENARIO STEPS:

STEP # 1 Approver logs on to CAPPS Fin and clicks Worklist to view POs pending approval. Depending on agency setup,the approver(s) may also receive an email notification.

STEP # 2 Select PO link.

STEP # 3 Add comment (required), and click Deny.

STEP # 4 PO workflow stops, status becomes 'denied', buyer notified.

CAPPS 2017 UAT Scenario Report

SCENARIO NAME:	PO-PO Workflow - Pushback	***TEST STATUS:***	Not Started
MODULE NAME:	Purchasing	***TESTER***	

JOB PROFILES: TX_FIN_PURCHASE_ORDER_APPROVER and TX_WF_PURCHASEORDER_0X00 where X = your approval level/step

BUS PROCESS: PO-050-100C

DESCRIPTION: Approver identifies PO pending their approval via Worklist, reviews and takes action. For this test, pushback the PO -- so that it routes to the prior approval level. (This is only possible when the current approval Step is 2 or greater.)

EXPECTED RESULTS: POs submitted for approval meet agency-specified criteria, and route to approver(s) as expected, including pushback to prior approver (if workflow has multiple steps).

NAVIGATION: Main Menu > Worklist

COMMENTS: N/A if not using PO workflow

ACTUAL RESULTS:

DEPENDENCIES:

Description:	**Scenario:**
PO has been submitted for approval.	
PO must be at least at Step 1 in the approval process in order to have a place to push back to.	

SCENARIO STEPS:

STEP # 1	Approver logs on to CAPPS Fin and clicks Worklist to view POs pending approval. Depending on agency setup,the approver(s) may also receive an email notification.
STEP # 2	Select PO link.
STEP # 3	Add comment (required), and click Push Back.
STEP # 4	Workflow path shows requisition as pushed back to prior approval step; verify with approver it is on their Worklist.

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: PO-PO Workflow - Insert Reviewer ***TEST STATUS:*** Not Started

MODULE NAME: Purchasing ***TESTER***

JOB PROFILES: TX_FIN_PURCHASE_ORDER_APPROVER and TX_WF_PURCHASEORDER_0X00 where X = your approval level/step

BUS PROCESS: PO-050-100D

DESCRIPTION: While on the PO Approval page, an approver inserts another user (does not have to be an approver) into the workflow path -- as a Reviewer.

EXPECTED RESULTS: PO approver can insert a reviewer during the approval process (the Reviewer will view the PO info but won't take direct action).

NAVIGATION: Main Menu > Worklist

COMMENTS: N/A if not using PO workflow

ACTUAL RESULTS:

DEPENDENCIES:

Description:	Scenario:
PO has been submitted for approval.	

SCENARIO STEPS:

STEP # 1	Approver logs on to CAPPS Fin and clicks Worklist to view pending POs.
STEP # 2	Select a PO link.
STEP # 3	On the approval page, expand the approval path, then select a place to insert a Reviewer (using the + sign).
STEP # 4	Enter the ID of the user who will Review the PO (using the user ID/name look-up); then select the Reviewer option and click OK.
STEP # 5	Inserted reviewer appears within the workflow path. Verify with the user they received the PO on their Worklist for review (and cannot approve it).

SCENARIO NAME: PO-PO Workflow - Proxy ***TEST STATUS:*** Not Started

MODULE NAME: Purchasing ***TESTER***

JOB PROFILES: TX_FIN_PURCHASE_ORDER_APPROVER and TX_WF_PURCHASEORDER_0X00 where X = your approval level/step

BUS PROCESS: PO-050-100E

DESCRIPTION: Approver assigns a proxy approver, for a specific date range. The proxy will act on behalf of the approver for the timeframe in effect, and receive email notification of pending POs. The proxy must have basic approver security.

EXPECTED RESULTS: Approver can establish a proxy approver for a date range, so that POs pending approval will route to the proxy.

NAVIGATION: Main Menu > My System Profile

COMMENTS: N/A if not using PO workflow

ACTUAL RESULTS:

DEPENDENCIES:

Description:	**Scenario:**
Proxy approver must be set up with basic PO Approval security profile.	

SCENARIO STEPS:

STEP #	1	Approver logs on to CAPPS Fin and goes to the My System Profile page.
STEP #	2	Select the user ID of the proxy approver and the beginning and end dates, and Save.
STEP #	3	Verify the proxy approver is receiving POs that usually route to the absent approver.

CAPPS 2017 UAT Scenario Report

SCENARIO NAME:	PO-PO Workflow - Admin Actions	***TEST STATUS:***	Not Started
MODULE NAME:	Purchasing	***TESTER***	

JOB PROFILES: TX_WF_ADMIN_XXXXX (XXXXX = Business Unit)

BUS PROCESS: PO-050-100W

DESCRIPTION: Workflow administrator is notified that a PO is 'stuck' in the approval process, and needs to be approved or reassigned, so that it continues to flow. This may happen when a designated approver is out of office unexpectedly, or if the approver has terminated and no new approver has yet been set up.

EXPECTED RESULTS: POs submitted for approval can be overridden (step approved, or reassigned) by designated workflow administrator.The PO workflow can also be restarted.

NAVIGATION: Main Menu > Enterprise Components > Approvals > Approvals > Monitor Approvals

COMMENTS: N/A if not using PO workflow

ACTUAL RESULTS:

DEPENDENCIES:

Description:	**Scenario:**
PO has been submitted for approval.	

SCENARIO STEPS:

STEP #	1	Workflow admin logs on to CAPPS Fin and goes to the Monitor Approvals page.
STEP #	2	Selects 'Purchase Order' as Approval Process, BU# as the Definition ID, and 'Pending' as Header Status and clicks Search.
STEP #	3	Select PO link.
STEP #	4	In the Approver drop-down, select the approver whose step is being overridden.
STEP #	5	Click Approve.
STEP #	6	The PO flows to the next approver, remaining in 'Pending' status; if the Admin step is the last step of workflow, then status becomes 'Approved'.
STEP #	7	Viewing the PO's Approval activity later shows the overridden step as 'Admin-Approved'.

SCENARIO NAME: PO-PO - Budget Check and Doc Tolerance ***TEST STATUS:*** Not Started

MODULE NAME: Purchasing ***TESTER***

JOB PROFILES: TX_FIN_EPRO_REQUESTOR and TX_FIN_PO_BUYER

BUS PROCESS: PO-050-110

DESCRIPTION: See the difference between budget checking and doc tolerance

EXPECTED RESULTS: Generate a doc tolerance error on a Purchase Order and override the doc tol error

NAVIGATION: eProcurement > Requisition -AND- Purchasing > Purchase Orders

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description: **Scenario:**

SCENARIO STEPS:

STEP # 1 Main Menu > eProcurement > **Requisition**

STEP # 2 Click **Special Requests**

STEP # 3
Descr: Pens
Price: 10
Qty: 5
UOM: BOX
NIGP Class: 005
Due Date: one month from today

STEP # 4
click **Add to Cart**
click **Checkout**

STEP # 5 **Requisition Name**: Pens: Doc Tol Test

STEP # 6 Click the **triangle buttons** by the line and shipping to get to the **Chartfields2** tab and enter the required chartfield elements, either manually or with a SpeedChart.

STEP # 7
Save & Submit.
Approve and **Budget check**.

STEP #	8	Note the Requisition ID.
STEP #	9	Main Menu > Purchasing > Purchase Orders > **Add/Update POs.** Click **Add**. (If your agency does not use PO Autonumbering, replace 'NEXT' with the PO ID]
STEP #	10	Enter a **Supplier**, then click the **Supplier Details** link and make sure the 3-digit Loc does not have an asterisk (*).
STEP #	11	In the **'Copy From**' dropdown list select '**Requisition**'.
STEP #	12	Enter the **Requisition ID** created above and click **Search**.
STEP #	13	Select the req line and click **Copy to PO**.
STEP #	14	Click the **HUB Bid Details** link and select '**No**' in the '**Competitive?**' dropdown. Click **OK**.
STEP #	15	Go to the **Class/Item** tab. Click the NIGP Search button. Change the NIGP Complete Description operator to 'contains' and enter '**Pens**'. Click '**Look Up**'. Select NIGP Class **620**.
STEP #	16	Select '**80**' in the NIGP Items search list.
STEP #	17	Enter the **PM** and **PCC** (e.g. DG/E)
STEP #	18	**Save** the PO.
STEP #	19	Notice the **Budget status** and **Doc Tol Status** are both '**Not Checked**'.
STEP #	20	**Approve** and **Budget Check** the PO.
STEP #	21	Notice the **Doc Tol Status** automatically went to 'Valid' without having to manually run the Doc Tol Status process. It ran automatically when you budget checked the PO.

STEP # 22

What is the difference between **Budget Checking** and **Doc Tolerance** at this point?
---The PO budget checking process did not look to the budget to find funds. The funds were removed from the remaining balance in the budget back when the requisition was successfully budget checked.
---The PO budget checking process simply moved the pre-encumbered funds (Requisition) to the encumbrance column of the budget (Purchase Order).
---Pre-encumbrance became 0.00. Encumbrance became 50.00. Remaining budget balance unchanged.
---The Doc Tolerance, on the other hand, didn't care about the budget. It only checked to make sure the amount on the PO wasn't more than the amount on the Requisition, or if it was more, that it wasn't *too much* more. How much is too much? More than the pre-set Req-to-PO tolerance.

STEP # 23

--The PO budget checking process did not look to the budget to find funds. The funds were removed from the remaining balance in the budget back when the requisition was successfully budget checked.
--The PO budget checking process simply moved the pre-encumbered funds (Requisition) to the encumbrance column of the budget (Purchase Order).
--Pre-encumbrance became 0.00. Encumbrance became 50.00. Remaining budget balance unchanged.
--The Doc Tolerance, on the other hand, didn't care about the budget. It only checked to make sure the amount on the PO wasn't more than the amount on the Requisition, or if it was more, that it wasn't *too much* more.

STEP # 24

How much is too much? More than the pre-set Req-to-PO tolerance.

STEP # 25

If you have security access to the Document Tolerance Definition, go to:
Main Menu > Set Up Financials/Supply Chain > Product Related > Procurement Options > Document Tolerance Definition.
Enter your Business Unit in the SetID field.
Enter 'FUND_CODE' in the Chartfield field.
Choose any fund from the Chartfield Value list because the setting is probably the same for all funds. (To be more precise, you would use the fund that exists on your PO Line)

STEP # 26

Click 'Get Tolerance Definition'.

STEP # 27

Note the values in the top row labeled 'When Encumbrance exceeds Pre-encumbrance'. For example, if Percent = 10 and Amount = 500, that means a PO line can be 10% or $500 more than the associated Req Line. Whichever value is LESS will be the limit.

STEP # 28

The req line for Pens is $50.
10% tolerance would allow the PO Line to be increased $5 to $55. This is less than the $500 Amount tolerance, therefore the 10% tolerance is the limit.
If you were buying a $1 million item, then $500 would be the limit.

STEP # 29

Increase the price on the PO to $12.00. (The total line amount will now be $60.00)

STEP # 30

Save the PO and notice two things:
-the Budget Status and Doc Tol Status both flip back to 'Not Chk'd'; and
-the PO is now $60, but the extra $10 has not been encumbered yet (see the Encumbrance Balance field).

STEP # 31

Get the PO back into Approved status if necessary, and run Budget Checking again.
-Should see a mixed result: Budget check passed. Doc Tol failed. (If Doc Tol passed, it's because your agency is using a tolerance greater than 10%. To see Doc Tol fail, increase the price beyond the tolerance percent).

STEP # 32

Click the word 'Error' in the Doc Tol Status field to go to the Document Tolerance Exceptions page.

STEP # 33

If you have security to override Doc Tol Exceptions, then you can check the Override box and click Save.

STEP # 34

Navigate back to the purchase order and notice the Doc Tol is now Valid. [Note: some browsers may have opened a second window when you clicked 'Error', leaving your PO window open. If so, you'll need to release the PO from your screen by clicking the Return to Search button and bring it back up fresh to see that the Doc Tol is now Valid.)

STEP # 35

Increase the Price another penny to $12.01. Save. Approve if necessary. Budget check. Notice that overriding the Doc Tolerance is not a life time override. This extra nickel requires another override. This reminds the purchaser that he or she is operating above the amount approved on the requisition. If your business process allows this, you may want to note in the PO comments why the PO is being increased above the approved req amount.

SCENARIO NAME: PO-PO - Maintain Distributions **TEST STATUS:** Optional

MODULE NAME: Purchasing **TESTER**

JOB PROFILES: KK Budget Analyst

BUS PROCESS: PO-050-120

DESCRIPTION: Move funds between budgets within the same PO Line without accessing the actual purchase order document.

EXPECTED RESULTS: Funds moved between budgets on a single PO line without accessing the actual purchase order document.

NAVIGATION: Purchasing > Purchase Orders > Maintain Distributions

COMMENTS: For non purchasing staff, such as budget

ACTUAL RESULTS:

DEPENDENCIES:

Description: **Scenario:**

SCENARIO STEPS:

STEP # 1 Create a PO with one line, Qty = 10, Price = 10.

STEP # 2 If the PO was built from a Requisiiton, the chartfield elements on the distribution line will already be populated. If you created this PO from scratch without copying in a Requisition, then navigate to the Distribution/Chartfields.

STEP # 3 Enter the required chartfield elements and click OK.

STEP # 4 Save the PO. Approve. Budget Check.

STEP # 5 On the menu bar, open the Purchase Orders menu and select Maintain Distributions. (If you just logged in to resume this scenario, navigate to Main Menu > Purchasing > Purchase Orders > Maintain Distributions)

STEP # 6 The Business Unit and PO ID should already be populated.
Click Search. You are now looking at the distribution line, but you are not inside the actual purchase order document.

STEP #	7	Reduce the Qty from 10 to 8 and attempt to Save. A message will tell you "Quantity (10) not equal to the sum of the distributions (8)." The Quantity of 10 on the PO Line cannot be changed in this page, and the sum of the distribution quantities must equal 10. Therefore, if you reduce the Qty on distribution 1 you must put that Qty on another distribution line.
STEP #	8	Click OK on the message and click the + button at the far right side of the distribution line.
STEP #	9	Dist 2 appears and the Qty of 2 that you removed from Dist 1 defaults into the PO Qty field. Now you have Qty 8 on Dist 1 and Qty 2 on Dist 2. That sums to 10, so you should be able to make any necessary changes to the chartfield elements and click Save. For the sake of this test, just click Save. In a production environment, the whole point of adding a new distrib line would be to move funds to a different budget.
STEP #	10	Scroll back to the far right and notice you're on Distrib 2 of 2. You can click the arrows to navigate between distribution lines.
STEP #	11	Note the PO ID. On the Purchase Orders menu select Add/Update POs.
STEP #	12	Go to the Find an Existing Value tab and enter the PO ID. Click Search.
STEP #	13	Notice the Budget Status has flipped to Not Checked. The funds you moved in the Maintain Distributions page need to be budget checked. Click the Budget Check button.
STEP #	14	When the Budget Status is Valid, navigate to the Distribution/Chartfield. (Schedule button, Distribution button)
STEP #	15	You should see Dist 1 = Qty 8 and Dist 2 = Qty 2.
STEP #	16	You could have inserted the new distribution line from here. The purpose of the Maintain Distributions page is to give someone such as a Budget Analyst access to move dollars around at the encumbrance level without making any changes to the part of the PO that the Supplier will see.

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: PO-PO - Finalizing req lines from a PO ***TEST STATUS:*** Not Started

MODULE NAME: Purchasing ***TESTER***

JOB PROFILES: TX_FIN_PO_BUYER

BUS PROCESS: PO-050-130

DESCRIPTION: Use Finalize on the PO to liquidate the unused amount on the Req

EXPECTED RESULTS: Finalizing the Req from the PO liquidates the Pre-Encumbrance Balance. Undo Finalize from the PO reinstates the Pre-Encumbrance balance.

NAVIGATION: Purchasing > Purchase Orders > Add/Update POs

COMMENTS: Not applicable if agency not using Requisitions.

ACTUAL RESULTS:

DEPENDENCIES:

Description:	**Scenario:**
PO Line built from a Req Line	PO-PO - Budget Check and Doc Tolerance

SCENARIO STEPS:

STEP #	1	Main Menu > Purchasing > Purchase Orders > Add/Update POs. Find an Existing Value. Pull up an existing PO that has not been vouchered against.
STEP #	2	Reduce the price. Save. Budget check.
STEP #	3	Click the 'Requisitions' link on the left side of the page (below the PO Reference field). Memorize or jot down the Req ID.
STEP #	4	Click the Return button.
STEP #	5	Click the 'New Window' link in the upper right side of the page.
STEP #	6	Go to Main Menu > eProcurement > Manage Requisitions.
STEP #	7	Enter the Requisition ID. Blank out the Date From field and Requester field. Click Search.
STEP #	8	Click the triangle button to the left of the Req ID.
STEP #	9	Note the Pre-Encumbrance Balance.

STEP #	10	Leave the Manage Requisitions page open. Go back to the PO which should still be open in the other browser window.
STEP #	11	Find the 'Finalize' button on the PO. It looks like a red piece of paper to the right of the Budget Status field. If you hold your mouse over it you should see the name Finalize Document.
STEP #	12	Click the Finalize button and then click YES on the confirmation message.
STEP #	13	The Budget Status should now be Not Checked. Click the Budget Check button.
STEP #	14	After the PO Budget Status is Valid, go back to the Manage Requisitions page.
STEP #	15	Click the Search button again to refresh the details in the Request Lifespan (the info you see when you click the triangle button to expand the Req ID). Click the triangle button.
STEP #	16	The Pre-Encumbrance Balance should now be 0.00. Clicking the Finalize button on the PO and re-budget checking the PO put the unused $ back into the budget from which it came.
STEP #	17	Go back to the Purchase Order.
STEP #	18	Click the Line Details button on the left side of Line 1 (it's the first button on the line)
STEP #	19	In the upper right hand part of the page, to the right of the Line Status field, you should see a red Finalize button and a green Undo Finalize button. These buttons allow you to Finalize and Undo Finalize individual Req Lines rather than every Req Line associated with the entire PO.
STEP #	20	Click OK to close the Line Details page.
STEP #	21	Click the green Undo Finalize button at the top right of the page and click YES on the confirmation message.
STEP #	22	The Budget Status should be Not Checked. Click the Budget Check button.
STEP #	23	When the Budget Status is Valid, go back to the Manage Requisitions page.
STEP #	24	Click Search to refresh the Req info. Click the triangle button. The Pre-Encumbrance Balance should now be restored because we used the Undo Finalize function on the PO. You could now increase the PO price back to where it started and it would pass budget checking and doc tolerance checking, and would liquidate the remaining $10 on the requisition.

CAPPS 2017 UAT Scenario Report

SCENARIO NAME:	PO-PO - Dispatch PO in Pend Cancel Status	***TEST STATUS:***	Not Started
MODULE NAME:	Purchasing	***TESTER***	
JOB PROFILES:	TX_FIN_PO_BUYER		
BUS PROCESS:	PO-050-140		
DESCRIPTION:	Dispatch a PO in Pend Cancel status		
EXPECTED RESULTS:	PO status goes from Pend Cancel to Canceled		
NAVIGATION:	Purchasing > Purchase Orders > Dispatch POs		
COMMENTS:			
ACTUAL RESULTS:			

DEPENDENCIES:

Description:	**Scenario:**
PO in Pend Cncl status	PO-PO - Cancel PO and PO Line

SCENARIO STEPS:

STEP #	1	Main Menu > Purchase Orders > Dispatch POs
STEP #	2	Your first time to this page, create your own Run Control ID in the 'Add a New Value' tab. No spaces allowed. Example: DISPATCH_PO
STEP #	3	Click Add
STEP #	4	Click the 'Select Purchase Order' link
STEP #	5	Enter the PO ID of a PO that is in Pend Cancel status. You can find one by clicking the New Window link and navigating to Main Menu > Purchasing > Purchase Orders > Review PO Information > Purchase Orders. In the PO Status field choose 'Pending Cancel'. Click Search and note the PO ID of one of the POs.
STEP #	6	Enter the PO ID and Click OK.
STEP #	7	Click Run. Click OK.
STEP #	8	Click the 'Process Monitor' link to the left of the Run button.
STEP #	9	The process will take a minute or so. Click the Refresh button every 5-10 seconds until the Run Status is 'Success'.

STEP #	10	Navigate to Purchase Orders > Review PO Information > Purchase Orders. Pull up the PO.
STEP #	11	The status should now be 'Canceled'.

CAPPS 2017 UAT Scenario Report

SCENARIO NAME:	PO-TxSmartBuy - Req Ineligible Line Punch Out	***TEST STATUS:***	Not Applicable
MODULE NAME:	Purchasing	***TESTER***	

JOB PROFILES: TX_FIN_PO_BUYER and TX_PV_UPD_TSB_USER_UDA role. User also needs TxSmartBuy UAT access via their email address.

BUS PROCESS: PO-055-010-04

DESCRIPTION: Attempt to punch out from a previously returned TxSmartBuy line (not a user entered line).

EXPECTED RESULTS: Lines returned from TxSmartBuy are ineligible for punch out to Texas Smart Buy a second time.

NAVIGATION: eProcurement > Manage Requisitions

COMMENTS: Test PO-055 TxSB Req Entry Shop and Retrieve-Predefined items must be completed by the same tester.

ACTUAL RESULTS:

DEPENDENCIES:

Description:	**Scenario:**
1) Budgets established w/ valid speedcharts;	

SCENARIO STEPS:

STEP #	1	Navigate to eProcurement - Manage Requisitions. Select the requisition that was used in “PO-055-010-03_TxSB Req Entry Shop and Retrieve-Predefined items” script.
STEP #	2	Select a line that contains a “TXSmartBuy Details” hyperlink (the line will contain a line reference greater than 0)
STEP #	3	Click the “View TxSmartBuy Cart” button.
STEP #	4	A CAPPS message displays, “Please Select at least one line in the Requisition before punching out to TxSmartBuy.
STEP #	5	Click OK.
STEP #	6	End of Test

CAPPS 2017 UAT Scenario Report

SCENARIO NAME:	PO-TxSmartBuy - Req Modify and Re-shop line	***TEST STATUS:***	Not Applicable
MODULE NAME:	Purchasing	***TESTER***	

JOB PROFILES: TX_FIN_PO_BUYER and TX_PV_UPD_TSB_USER_UDA role. User also needs TxSmartBuy UAT access via their email address.

BUS PROCESS: PO-055-010-12

DESCRIPTION: Buyer punches out on CAPPS requisition lines, shops, returns lines and then realizes a mistake was made. Buyer re-punches out on the same line(s), shops and returns lines again.

EXPECTED RESULTS: Original (canceled) lines can be re-shopped and returned to CAPPS ePRo requisition.

NAVIGATION: eProcurement > Manage Requisition

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:	**Scenario:**
1) Budget and valid speedcharts established;	
2) an ePro requisition for office supplies containing 2 or more lines that is approved with a valid budget status;	
3) Workflow OFF	

SCENARIO STEPS:

STEP #	1	Search for the ePro Requisition created for this script. Select "Edit" requisition.
STEP #	2	Select one office supply line to be purchased from TxSmartBuy. Click the "View TxSmartBuy Cart" button to punch out to Texas Smart Buy. Search for an item, and add to cart, view cart ("View Cart & Checkout" button). Cart will display CAPPS requisition number.
STEP #	3	Toggle back to the CAPPS requisition. Click the "Refresh From TxSmart Buy" button. The original line checked out will show a Line Reference of "0" and the Qty is unavailable for editing. The line returned from TxSmartBuy will be added to the requisition with the Line Reference of 1.
STEP #	4	It was determined that the incorrect item was selected. The requisition needs to be submitted for approval and budget checked before changes can occur.
STEP #	5	Save and submit requisition. Budget check requisition. Edit the requisition.
STEP #	6	Select the original line that was selected previously. Click "Cancel TxSmartBuy Cart" button. A message displays, "Cancel Cart?" Click Yes. Button disappears.
STEP #	7	The original line remains checked. Select the "View TxSmartBuy Cart" button. Locate your cart that references the current requisition number. The Cart should be blank. Re-shop, add the items. View Cart & Checkout. The new item and qty displays.

STEP #	8	Toggle back to the CAPPS requisition. Click the "Refresh From TxSmartBuy Cart" button.
STEP #	9	The new TxSmartBuy line is added to the requisition.
STEP #	10	Delete the requisition line that was previously added in error.
STEP #	11	CAPPS displays a message, "Delete Confirmation: Delete current/selected rows from this page? The delete will occur when the transaction is saved." Click OK.
STEP #	12	Save and submit requisition and budget check. Requisition saves without error in valid status.
STEP #	13	End of test

SCENARIO NAME: PO-TxSmartBuy - Req Invalid Access

TEST STATUS: Not Applicable

MODULE NAME: Purchasing

TESTER

JOB PROFILES: TX_FIN_EPRO_REQUESTOR, or TX_FIN_PO_BUYER-- without the TX_PV_UPD_TSB_USER_UDA role.

BUS PROCESS: PO-055-010-13

DESCRIPTION: Log in to CAPPS as a Buyer or other user with access to eProcurement but not granted the role for TxSmartBuy punchout. Ensure there are no TxSmartBuy punch out buttons available.

EXPECTED RESULTS: Users not granted the TxSmartBuy security role may not punch out to Texas Smart buy from CAPPS eProcurement.

NAVIGATION: eProcurement > Manage Requisition

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:	Scenario:
1) Budget and valid speedcharts established;	
2) an ePro requisition for TxSmartBuy item containing only one lines that is approved with a valid budget status;	
3) Workflow OFF	

SCENARIO STEPS:

STEP #	1	Log in to CAPPS as a requestor or buyer but without the TxSmartBuy security
STEP #	2	Select a requisition that is approved and budget checked and has not been processed to PO.
STEP #	3	Verify that no TxSmartBuy punch out buttons are available on the ePro requisition edit page.
STEP #	4	End of test

CAPPS 2017 UAT Scenario Report

SCENARIO NAME:	PO-TxSmartBuy - Req Cart Cancel	***TEST STATUS:***	Not Applicable
MODULE NAME:	Purchasing	***TESTER***	

JOB PROFILES: TX_FIN_PO_BUYER and TX_PV_UPD_TSB_USER_UDA role. User also needs TxSmartBuy UAT access via their email address.

BUS PROCESS: PO-055-010-14

DESCRIPTION: Punch-out from ePro req; shop; but then cancel TxSmartBuy cart in CAPPS.

EXPECTED RESULTS:

NAVIGATION: eProcurement > Manage Requisition

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:	**Scenario:**
1) Budget with valid speedcharts;	
	PO-TxSmartBuy - Req Invalid Access
3) Workflow OFF	

SCENARIO STEPS:

STEP #	1	Search for the ePro Requisition created for this script. Select “Edit” requisition.
STEP #	2	Select a requisition line, punch out and shop the line in TxSmart Buy. Add item(s) to cart in TxSmartBuy. At the “Added to Cart” page, close the TxSmartBuy window to simulate having lost the session accidentally.
STEP #	3	At the CAPPS requisition, click the “Cancel TxSmartBuy Cart” button to reset the requisition to be punched out again. The system will return a message “Cancel Cart?” Click Yes. Any previously saved cart information is lost (by design) must re-shopped.
STEP #	4	The “Cancel TxSmartBuy Cart” button disappears.

CAPPS 2017 UAT Scenario Report

SCENARIO NAME:	PO-TxSmartBuy - Req Entry without Autoapprove ***TEST STATUS:*** Not Applicable
MODULE NAME:	Purchasing ***TESTER***
JOB PROFILES:	TX_FIN_PO_BUYER and TX_PV_UPD_TSB_USER_UDA roles but not TX_WF_TSB_AUTO_APPR_0001. User must also have access to TxSmartBuy UAT via their email address.
BUS PROCESS:	PO-055-010-17
DESCRIPTION:	Use approved ePro Requisition to shop Texas Smart Buy and retrieve cart successfully. Assigned Buyer does not have auto approve role and requisition must go through workflow approval after punchout/in from TxSmartBuy.
EXPECTED RESULTS:	TxSB requisition, once "Save and Submit" button is selected, will be saved in Pending status and show the Requisition Approval Path.
NAVIGATION:	eProcurement > Manage Requisition
COMMENTS:	Ensure requisition workflow is turned on
ACTUAL RESULTS:	

DEPENDENCIES:

Description:	**Scenario:**
1) Budgets and valid chartfields established;	
2)An approved ePro requisition for a TxSmartBuy item containing one or multiple lines with a valid budget check;	
3) Workflow ON	

SCENARIO STEPS:

STEP #	1	Search for the ePro Requisition created for this script. Select "Edit" requisition.
STEP #	2	Select the line item to be used and click the "View TxSmartBuy Cart" button
STEP #	3	You will be directed to a new window. TxSmartBuy opens. If you have not signed into TxSmartBuy or if your existing instance has been timed out, you'll be asked to log into the system. Log on (as needed).
STEP #	4	Search for the item listed on requisition.
STEP #	5	Item information page displays. Select the "Add to Cart" button.
STEP #	6	The Cart displays showing various details: a. The Ref Item drop down will contain the CAPPS line item description along with the line number. b. The Quantity will display the qty from the requisition c. The Ship To address list will show the list from the Buyer's TxSmartBuy list. d. The "Additional Charges" area provides additional charges be added for inside delivery, etc., as required for the purchase. e. Click "Add to Cart" button
STEP #	7	The system displays the item that was added to the cart. Select the button "View Cart & Checkout.

STEP #	8	TxSmartBuy returns the cart page displaying the CAPPS Business Unit and Requisition number.
STEP #	9	(Optional Step) Attach a document to this requisition, if required. Click the "Browse" button and select the attachment. Click "Open" and the document will display as a hyperlink beside the "Browse" button.
STEP #	10	Toggle back to the CAPPS requisition.
STEP #	11	Select the Refresh From TxSmartBuy Cart button on the requisition
STEP #	12	CAPPS will return the items from TxSmartBuy. NOTE: The TSB supplier may not be set up in CAPPS. If this is the case, a message will display stating the Supplier is not open for ordering. If this message is received, Click "OK". The supplier will need to be set up in CAPPS before the PO can be created for this requisition. If this message is not received, the supplier is established in CAPPS and is available for ordering.
STEP #	13	CAPPS will cancel the original line and bring in the TxSmartBuy description and vendor. The line reference changes to zero for the original line and references the replaced line number for the new line. NOTE – if the returned record shows "TEXAS SMART BUY" and not a Supplier's name. This, along with the message received previously alerts the Buyer that the TxSmartBuy supplier needs to be added to the agency's CAPPS supplier records.
STEP #	14	Click the TXSmartBuy Details hyperlink.
STEP #	15	The system displays the TxSmartBuy Detail information. The TxSmartBuy supplier details are shown on this page.
STEP #	16	Click return.
STEP #	17	Verify that the new lines brought in the correct NIGP Class/Item information. Click the Line Details icon on line the TxSmartBuy returned line.
STEP #	18	Verify the new line(s) brought in the correct chartfields.
STEP #	19	Verify the Supplier is valid on the requisition line.
STEP #	20	Click the "Save and Submit" button. The confirmation page will display the status as "Pending" and will display the Requisition Approval path. PLEASE NOTE: If your agency is testing with Workflow turned on, the requisition would go through the workflow process and budget checking the requisitions in that process.
STEP #	21	End test

CAPPS 2017 UAT Scenario Report

SCENARIO NAME:	PO-TxSmartBuy - Req Entry and Retrieve Cart with Freight	***TEST STATUS:***	Not Applicable
MODULE NAME:	Purchasing	***TESTER***	

JOB PROFILES: TX_FIN_PO_BUYER and TX_PV_UPD_TSB_USER_UDA and TX_WF_TSB_AUTO_APPR_0001 roles. User also needs TxSmartBuy UAT access via their email address.

BUS PROCESS: PO-055-010-21

DESCRIPTION: Using an approved requisition for a TxSmartBuy (TSB) item that would require an additional freight line (i.e., task chair with inside delivery fee) the TSB Buyer will punch out to TSB to bring back the full TSB items & create the TSB cart. The requisition will be saved and budget checked without error.

EXPECTED RESULTS: Requisition punched out to TxSmartBuy and get additional lines (for freight, or setup or addl misc charge) brought in successfully.

NAVIGATION: eProcurement > Manage Requisition

COMMENTS: Assumes user will have the TxSmartBuy req 'auto approve' role TX_WF_TSB_AUTO_APPR_0001 to bypass workflow.

ACTUAL RESULTS:

DEPENDENCIES:

Description:	**Scenario:**
1) Budgets and chartfields established for single and multiple distribution lines;	
2) an ePro requisition with 1 line, 1 distribution line for a task chair;	
3) an ePro requisition with 1 line and multiple distribution lines for a task chair;	
4) Workflow OFF	

SCENARIO STEPS:

STEP #	1	Search for and select requisition that has been approved and budget checked.
STEP #	2	Punch out to TxSmart Buy. Search for item from approved requisition. Item returns.
STEP #	3	Select the appropriate item and click Add to cart.
STEP #	4	The “Add Item to Cart” page displays. Select the Item Reference from the drop down to associate the new item to the correct CAPPS line.
STEP #	5	Under Additional Charges, Select the appropriate additional charges for inside delivery and installation and add appropriate costs (if any – if no charge, enter $0.00).
STEP #	6	In the Shipping Details section, verify the ship-to address is correct.
STEP #	7	Click the “Add to Cart” button.
STEP #	8	Verify the Cart contains the item to be purchased and the additional charges

STEP #	9	Toggle back to the requisition.
STEP #	10	Click the Refresh from TxSmartBuy button.
STEP #	11	CAPPS will add new lines to the requisition. The original line will contain a Line Reference of 0, and the newly added lines will show sequential numbering for the Line Reference.
STEP #	12	Select the TxSmartBuy Details hyperlink for each line. Verify the information is as expected (item details, supplier and ship to information). Click Return.
STEP #	13	Verify the chartfield information is correct for both of the new lines added. For Test 2, the new lines added should display the multiple distribution lines. Verify both lines.
STEP #	14	Save and submit requisition.
STEP #	15	Requisition saves in aprpoved status; original lines that were punched out become 'canceled'.

CAPPS 2017 UAT Scenario Report

SCENARIO NAME:	PO-TxSmartBuy - Req entry with multiple Distribs	***TEST STATUS:***	Not Applicable
MODULE NAME:	Purchasing	***TESTER***	

JOB PROFILES: TX_FIN_PO_BUYER and TX_PV_UPD_TSB_USER_UDA role. User also needs TxSmartBuy UAT access via their email address.

BUS PROCESS: PO-055-010-23

DESCRIPTION: Using approved requisitions with 2 line (1 single line distrib, 1 multiple-line distrib) -- punch out to TxSmartBuy (TSB) for both items, with Freight.

EXPECTED RESULTS: The requisition will be saved and budget checked without error. TxSB Req will available for PO creation. Resulting req lines --for the item and its freight/misc lines-- will contain all chartfield distrib data from the original lines (whether single or multiple).

NAVIGATION: eProcurement > Manage Requisition

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:	**Scenario:**
1) Valid budgets and speedcharts established for single & multiple distribution lines;	
2) Enter/copy 1 line, 1 distrib requisition for pens (no freight required);	
3) Enter/copy one line, 2 or more distribution line requisition for pens (no freight required);	
4) Workflow OFF	

SCENARIO STEPS:

STEP #	1	Search for one of the ePro Requisitions created for this script. Select “Edit” requisition. PLEASE NOTE: This test will be completed for both requisitions created for this test. Steps 1-19 will be repeated for each requisition.
STEP #	2	Select the line item to be used and click the “View TxSmartBuy Cart” button
STEP #	3	You will be directed to a new window. TxSmartBuy opens. If you have not signed into TxSmartBuy or if your existing instance has been timed out, you’ll be asked to log into the system. Log on (as needed).
STEP #	4	Search for the item listed on the requisition in TxSmartBuy.
STEP #	5	Item information page displays. Select the “Add to Cart” button.

STEP #	6	The Cart displays showing various details: a. The Ref Item drop down will contain the CAPPS line item description along with the line number. b. The Quantity will display the qty from the requisition c. The Ship To address list will show the list from the Buyer's TxSmartBuy list. d. The "Additional Charges" area provides additional charges be added for inside delivery, etc., as required for the purchase. For this test there should NOT be any additional charges added to the cart. e. Click "Add to Cart" button
STEP #	7	The system displays the item that was added to the cart. Select the button "View Cart & Checkout.
STEP #	8	TxSmartBuy returns the cart page displaying the CAPPS Business Unit and Requisition number.
STEP #	9	Toggle back to the CAPPS requisition.
STEP #	10	Select the Refresh From TxSmartBuy Cart button on the requisition
STEP #	11	CAPPS will return the items from TxSmartBuy.
STEP #	12	CAPPS will cancel the original line and bring in the TxSmartBuy description and vendor. The line reference changes to zero for the original line and references the replaced line number for the new line. NOTE – if the returned record shows "TEXAS SMART BUY" and not a Supplier's name. This, along with the message received previously alerts the Buyer that the TxSmartBuy supplier needs to be added to the agency's CAPPS supplier records.
STEP #	13	Click the TXSmartBuy Details hyperlink.
STEP #	14	The system displays the TxSmartBuy Detail information. The TxSmartBuy supplier details are shown on this page.
STEP #	15	Click return.
STEP #	16	Verify that the new lines brought in the correct NIGP Class/Item information. Click the Line Details icon on line the TxSmartBuy returned line.
STEP #	17	Verify the new line(s) brought in the correct chartfields. For Test 2, the new lines added should display the multiple distribution lines. Verify both lines.
STEP #	18	Verify the Supplier is valid on the requisition line.
STEP #	19	Save, resubmit and budget check requisition. PLEASE NOTE: If your agency is testing with Workflow turned on, the requisition would go through the workflow process and budget checking the requisitions in that process.
STEP #	20	End of test

CAPPS 2017 UAT Scenario Report

SCENARIO NAME:	PO-TxSmartBuy - Req retrieve no cart items	***TEST STATUS:***	Not Applicable
MODULE NAME:	Purchasing	***TESTER***	

JOB PROFILES: TX_FIN_PO_BUYER and TX_PV_UPD_TSB_USER_UDA role. User also needs TxSmartBuy UAT access via their email address.

BUS PROCESS: PO-055-020-07

DESCRIPTION: Attempt to retrieve (Refresh from Smart Buy) when either no items have been added yet to the SmartBuy cart or items have been added but need to be deleted.

EXPECTED RESULTS: User is able to either abandon shopping in TxSmartBuy, taking the requisition back to pre-punched out buttons, or continue shopping in TxSmartBuy and retrieve a cart from their session that is in progress.

NAVIGATION: eProcurement > Manage Requisition

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:	Scenario:
1) Budgets established w/ valid speedcharts;	
2) Requisition created by copying an existing TxSmartBuy purchase that contains 2 lines;	
3) Workflow OFF.	

SCENARIO STEPS:

STEP #	1	Search for the ePro Requisition created for this script. Select “Edit” requisition.
STEP #	2	Select the line item to be used and click the “View TxSmartBuy Cart” button. Do not add any items to your cart.
STEP #	3	Toggle to the CAPPS requisition, select “Refresh from TxSmartBuy”
STEP #	4	A message returns “TxSmartbuy Cart contains no Items. Please add Items to the cart before retrieving.” Click OK.
STEP #	5	Click the “Cancel TxSmartBuy Cart” button.
STEP #	6	A message returns, “Cancel Cart?” Click OK.
STEP #	7	“Cancel TxSmartBuy Cart” button disappears.
STEP #	8	End test

CAPPS 2017 UAT Scenario Report

SCENARIO NAME:	PO-TxSmartBuy - Source Req Lines to PO	***TEST STATUS:***	Not Applicable
MODULE NAME:	Purchasing	***TESTER***	

JOB PROFILES: TX_FIN_PO_BUYER and TX_PV_UPD_TSB_USER_UDA role. User also needs TxSmartBuy UAT access via their email address.

BUS PROCESS: PO-055-030-02

DESCRIPTION: Source available TxSmartBuy requisition lines into TxSmartBuy purchase order.

EXPECTED RESULTS: Items successfully sourced to CAPPS and then to TxSmartBuy POs.

NAVIGATION: Purchasing > Purchase Orders > Add/Update PO

COMMENTS: Optional additional steps: Source from multiple requisitions (same vendor). Use requisitions having single and multiple chartfield distributions. Use requisitions that also contained Freight lines.

ACTUAL RESULTS:

DEPENDENCIES:

Description:	**Scenario:**

SCENARIO STEPS:

STEP #	1	Follow navigation to enter a PO. Choose to Add a New Value.
STEP #	2	Enter the Supplier from the requisition line created for this test scenario “PO-055-010-01_TxSB Req Entry Shop and Retrieve-Item With Justification”. Copy From Requisition.
STEP #	3	Select Texas Smart Buy check box and click Search. Select the line item from the requisition created in the script scenario “PO-055-010-01_TxSB Req Entry Shop and Retrieve-Item With Justification”.
STEP #	4	Click Copy to PO.
STEP #	5	Enter HUB information and PM/PCC and verify line details and chartfield distrib lines (whether single or multiple) appear Ok from the requisition line(s). Save.
STEP #	6	Approve and budget check PO. NOTE: If Testing Agency has PO Workflow activated, please follow workflow approval process for testing.
STEP #	7	Click the View TxSmartBuy Cart button.
STEP #	8	TxSmartBuy displays. Your cart will display the number of items on the PO. Click the cart.
STEP #	9	Review your cart. Click Proceed to Checkout.

STEP #	10	The “Finalize Your Order” page displays. Review the information. Enter the Internal Tracking Number (this is a required field). This will be your CAPPS PO number. Enter the full PO number (do not enter the business unit prefix). This will be for your
STEP #	11	The confirmation page displays. Once in a Production environment, TxSmartBuy will send the Supplier the TxSmartBuy PO via email and copy the Buyer. This will not be happening during testing. After approximately 15 minutes, TxSmartBuy will display the T
STEP #	12	Send email to TPASS TxSmartBuy Testing contact and request they release this PO. Due to the justification being required, these PO's will require TPASS to release them before the batch process will pick up the record.
STEP #	13	Toggle back to the CAPPS PO. Enter the TxSmartBuy PO number in the “TxSmartBuyPO ID” field. Save record.

SCENARIO NAME:	PO-TxSmartBuy - Req Modify Quantity	***TEST STATUS:***	Not Applicable
MODULE NAME:	Purchasing	***TESTER***	

JOB PROFILES: TX_FIN_PO_BUYER and TX_PV_UPD_TSB_USER_UDA role. User also needs TxSmartBuy UAT access via their email address.

BUS PROCESS: PO-055-030-09

DESCRIPTION: Ensure that requisition quantity and vendor is modifiable on CAPPS ePro requisition lines returned from TxSmartBuy.

EXPECTED RESULTS: Quantity for requisition previously retrieved from TxSmartBuy may be increased/decreased. Vendor returned from TxSmartBuy available for editing.

NAVIGATION: eProcurement > Manage Requisition

COMMENTS: Test PO-055-020-07_TxSB Retrieve no Cart – No Items and this test MUST be performed by the same tester.

ACTUAL RESULTS:

DEPENDENCIES:

Description:	**Scenario:**
2) Workflow OFF	

SCENARIO STEPS:

STEP #	1	Search for the ePro Requisition created for this script. Select “Edit” requisition. Requisition should have already been retrieved from TxSmartBuy but has not been sourced to a PO.
STEP #	2	Increase the line quantity on the line returned from TxSmartBuy. Save for Later. The Budget Checking Status changes to “Not Checked.
STEP #	3	Decrease the quantity on the returned line. Save for Later. The Budget Checking Status remains “Not Checked”
STEP #	4	Click the line details link on the edited requisition line. Ensure that the vendor id field is open for editing.
STEP #	5	End of test

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: PO-TxSmartBuy - PO Change Order

TEST STATUS: Not Applicable

MODULE NAME: Purchasing

TESTER

JOB PROFILES: TX_FIN_PO_BUYER and TX_PV_UPD_TSB_USER_UDA role. User also needs TxSmartBuy UAT access via their email address.

BUS PROCESS: PO-055-050-15

DESCRIPTION: Create a Change Order in both TxSmartBuy and CAPPS.

EXPECTED RESULTS: Able to create a change order on a CAPPS TxSmartBuy PO

NAVIGATION: Purchasing > Purchase Orders > Add/Update Pos

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:	**Scenario:**
1) CAPPS PO created for TxSmartBuy items in "PO-055-030-11_TxSB Req Source Lines to PO(s) - TXMAS and Non";	
2) Workflow OFF	

SCENARIO STEPS:

STEP #	1	Locate the PO for the TxSmartBuy items created in earlier PO. Following the navigation provided, click the Find an Existing Values tab. The Purchase Order search page is displayed.
STEP #	2	Click the Search button The Maintain Purchase Order Purchase Order page is displayed
STEP #	3	Click the Change Order icon next to the PO Status
STEP #	4	Decrease PO Qty by 1 and click the refresh button. PO Amount will change.
STEP #	5	Click the Save button PO with changes get saved
STEP #	6	Verify the Change Order Sequence Number is assigned below the PO ID.
STEP #	7	Verify the PO Status and Budget Status PO Status should be approved and Budget Status should be "Not Chkd".
STEP #	8	Click the Budget Check icon to run the budget checking process. Budget Checking process will run in the background and when completed budget status will change to 'Valid'
STEP #	9	Click the Dispatch button to execute the dispatch process. A message will appear
STEP #	10	Click the Yes button. Dispatch process will run in the background.
STEP #	11	Verify PO Status after the dispatch process completes. PO Status will change from 'Approved' to 'Dispatched'
STEP #	12	End of test

CAPPS 2017 UAT Scenario Report

SCENARIO NAME:	PO-TxSmartBuy - PO Receipt	***TEST STATUS:***	Not Applicable
MODULE NAME:	Purchasing	***TESTER***	
JOB PROFILES:	TX_FIN_PO_RECEIVER		
BUS PROCESS:	PO-055-050-16		
DESCRIPTION:	Create a receipt on a TxSB PO in CAPPS.		
EXPECTED RESULTS:	Able to identify the TxSmartBuy PO ID from a CAPPS PO (on the PO Inquiry page cross reference) and create a receipt on a CAPPS TxSmartBuy PO		
NAVIGATION:	1. Purchasing > Purchase Orders > Review PO Information > Purchase Orders; and 2. Purchasing > Receipts > Add/Update Receipts		
COMMENTS:			
ACTUAL RESULTS:			

DEPENDENCIES:

Description:	**Scenario:**
1) PO-055-050-15_TxSB PO Change Order;	PO-TxSmartBuy - PO Change Order
2) PO-055-030-11_TxSB Req Source Lines to PO(s) - TXMAS and Non (step 11);	
3) Workflow OFF	

SCENARIO STEPS:

STEP #	1	Follow the navigation listed in test instructions.
STEP #	2	Search for the TxSmartBuy PO created in “PO-055-030-11_TxSB Req Source Lines to PO(s) -TXMAS and Non” test (step 11). Use the TxSmartBuy PO ID number field for this search. Do not use the CAPPS PO number.
STEP #	3	The CAPPS PO record will display. Note the CAPPS PO number for the receipt creation.
STEP #	4	Navigate to Purchasing > Receipts > Add/Update Receipts
STEP #	5	Add a new receipt for the TxSmartBuy PO. Search for the CAPPS PO number, select the line(s) to be received, enter the appropriate quantity(ies) and save receipt.
STEP #	6	Make note of the receipt number.

CAPPS 2017 UAT Scenario Report

SCENARIO NAME:	PO-Receipt - Reject During Receiving	***TEST STATUS:***	Not Started
MODULE NAME:	Purchasing	***TESTER***	
JOB PROFILES:	TX_FIN_PO_RECEIVER		
BUS PROCESS:	PO-060-010		
DESCRIPTION:	Reject delivered goods during receiving		
EXPECTED RESULTS:	Receiver rejects damaged goods during the receiving process.		
NAVIGATION:	Main Menu>Purchasing>Receipts>Add/Update Receipts		
COMMENTS:			
ACTUAL RESULTS:			

DEPENDENCIES:

Description:	**Scenario:**
This test requires a dispatched PO ID with remaining quantity >1 available to receive.	PO-PO - Add PO sourced from requisition

SCENARIO STEPS:

STEP #	1	This test requires a dispatched PO ID with remaining quantity >1 available to receive. Navigate to Main Menu>Purchasing>Receipts>Add/Update Receipts. The Receiving search page
STEP #	1	Navigate to Main Menu>Purchasing>Receipts>Add/Update Receipts. The Receiving search page opens
STEP #	1	This scenario is intended to create multiple receipts for use in scenario: **AP-040-020-010-003_PO_RCV_WKSHT_MULTI_ RECVR**
STEP #	1	This test requires a dispatched PO ID with remaining quantity >1 still available to receive. Navigate to Main Menu>Purchasing>Receipts>Add/Update Receipts. The Receiving search page opens
STEP #	2	Under "Add a New Value", enter Business Unit. Keep Receipt Number as "NEXT" and select PO Receipt. Note: if your agency does not use autonumbering for Receipts you will need to manually enter a Receipt Number.
STEP #	2	Under "Add a New Value", enter Business Unit. Keep Receipt Number as "NEXT" and select PO Receipt. Click "Add". The Select Purchase Order page appears.
STEP #	2	Create or copy a PO (or have another tester with the PO Buyer job profile) do this) that has a quantity of at least three (3) so it cn be received multiple times. One PO Line is fine. For step by step instructions on copying POs refer to scenario listed on the Dependencies tab.

STEP #	2	Under "Add a New Value", enter Business Unit. Keep Receipt Number as "NEXT" and select PO Receipt. Click "Add". The Select Purchase Order page appears.
STEP #	3	Click the **Supplier Details** link to the right of the Supplier name and verify the **Loc** is a 3 digit number with **no asterisk**.
STEP #	3	Enter a PO# in the ID field and click "Search". PO line(s) will appear under "Retrieved Rows". Note: see the Dependencies tab for the test to create a PO.
STEP #	3	Enter a PO# in the ID field and click "Search". PO line(s) will appear under "Retrieved Rows". Note: see the Dependencies tab for the test to create a PO.
STEP #	3	Click "Add". The Select Purchase Order page appears.
STEP #	4	Receive the total quantity on the PO by checking the Select box to the left of the PO line(s). Under Receipt Qty Options, select "PO Remaining Qty".
STEP #	4	Check the “Sel” (select) box on the Selected Rows tab to the left of the PO line to be received. Under Receipt Qty Options, select "PO Remaining Qty".
STEP #	4	Enter the purchase order ID (see the Dependencies tab for the PO to use for this test).
STEP #	4	Make sure the **Quantity** is at least **3** so that the line can be received three times. Make sure **Receiving** is set to either **Optional** or **Required** (in the Receiving tab on the PO Line).
STEP #	5	Click "OK". The Maintain Receipts page opens.
STEP #	5	Click "Search". PO lines will appear under "Retrieved Rows".
STEP #	5	Click “OK”
STEP #	5	**Save, Approve**, **Budget Check** and **Dispatch** the PO.
STEP #	6	Navigate to Main Menu > Purchasing > Receipts > **Add/Update Receipts**. Click **Add**.
STEP #	6	The Maintain Receipts page will open. On the Receipt Lines tab, verify that the receipt quantity, unit of measure (UOM) and price copied from the PO.
STEP #	6	Select all the PO lines on the PO to be received by checking the Select box to the left of the PO line. Under Receipt Qty Options, select "PO Remaining Qty".
STEP #	6	Click "Save". The message, "Receipt, yourReceipt#, is saved and Job, RECV_ 00, has been scheduled for process (Process Instance = 1377020). (10300,253)". Click "Ok" on the message. The record saves and generates a new Receipt ID number. Note the new receipt ID number. On the Receipt Lines tab, note the Accepted Quantities.
STEP #	7	Click on the “More Details” tab.
STEP #	7	Click "OK". The Maintain Receipts page opens.

STEP #	7	Click the "Refresh" button at the bottom of the page. May have to click Refresh several times and wait a few mintues for the receiving job RECV_00 to run. Can also refresh by clicking the Return to Search button at the bottom of the page and searching for the new receipt number.
STEP #	7	In the ID field: enter the **PO ID** created in Step 5.
STEP #	8	Notice on Line 1 which was distributed by Amount Only, the Price can be reduced but not the Qty. Reduce the Price on Line 1 to 1000.
STEP #	8	**Blank out** the **Ship To** field.
STEP #	8	Click on the 'More Details' tab based on the assumption that the tester wants to return one (1) of the received items. Enter the following values: Reject Qty = "1" Reject Action = "R - Return for Replacement" Reject Reason = Damaged or Defective RMA Number = "12345" RMA Line = "1"
STEP #	8	Click on the 'More Details' tab to return one (1) of the received items. Enter the following values: Reject Qty = "1" Reject Action = "R - Return for Replacement" Reject Reason = Damaged or Defective RMA Number = "12345" RMA Line = "1" Verify that the Net Receipt Quantity on the 'More Details' tab has been adjusted to a quantity of one (1) less than the total Receipt Quantity (quantity on the original PO line). For example, if the original PO line had a quantity of four (4) and receiver rejects one (1), the Net Receipt Quantity should be three (3).
STEP #	9	Click "Save". Another message will appear indicating that the receiving Job RECV_00 has been scheduled (see Step 6). Click "Ok" on the message.
STEP #	9	Click **Search**.
STEP #	9	Click on the Receipt Lines tab. Verify the Accepted Qty is one (1) less than the original Receipt Qty.
STEP #	9	Notice on Line 2 which was distributed by Qty, the Qty can be reduced but not the Price. Reduce the Qty to 10.
STEP #	10	**Select** the PO Line by checking the checkbox and click **OK**.
STEP #	10	Click "Save" to save the receipt. A message will be displayed indicating that the receipt has saved and Job RECV_01 has been scheduled for process. Click "OK" on the message window. Record saves with system generated receipt ID number. Note the new Receipt ID number.

STEP #	10	Verify that the Net Receipt Quantity on the 'More Details' tab has been adjusted to a quantity of one (1) less than the quantity originally received. For example, if the tester originally received the full quantity of four (4), then rejected/returned one (1), the Net Receipt Quantity should now be three (3).
STEP #	10	Click "Save". Message will appear indicating that the receiving Job RECV_00 has been scheduled. Click "Ok" on the message and note the new Receipt ID number.
STEP #	11	**Change** the Receipt Qty to **1**.
STEP #	11	End of test
STEP #	11	End of test
STEP #	11	End of test
STEP #	12	Click **Save**.
STEP #	13	Click **OK** on the confirmation message and note the new Receipt ID number.
STEP #	14	Repeat steps 6 - 13 two more times for a total of 3 receipts.
STEP #	15	Note the PO ID and three Receipt IDs for use in scenario **AP-040-020-010-003 _PO_RCV_WKSHT_MULTI_ RECVR**
STEP #	16	End of test

CAPPS 2017 UAT Scenario Report

SCENARIO NAME:	PO-Receipt - Capital Asset Single Fund	***TEST STATUS:***	Not Applicable
MODULE NAME:	Purchasing	***TESTER***	
JOB PROFILES:	TX_FIN_PO_RECEIVER		
BUS PROCESS:	PO-060-020		
DESCRIPTION:	Receive a single-funded (one distribution) capitalized asset.		
EXPECTED RESULTS:	Receipt for single-funded, capitalized asset is successfully created.		
NAVIGATION:	Main Menu > Purchasing > Receipts > Add/Update Receipts		
COMMENTS:			
ACTUAL RESULTS:	PO ID: Receipt ID:		

DEPENDENCIES:

Description:	**Scenario:**
Requires a PO for a single-funded capitalized asset. Prior to beginning test, ensure the PO to be used is single-funded (one distribution). If not, have a purchaser create a single-funded asset PO for this test.	PO-PO - Capitalized Asset PO

SCENARIO STEPS:

STEP # 1

Note: This test requires a PO for a single-funded, capitalized asset. Prior to beginning test, ensure the PO to be used is single-funded (one distribution). If not, have a purchaser create a single-funded asset PO for this test. Navigate to Main Menu > Purchasing > **Receipts** > **Add/Update Receipts**

STEP # 1

Main Menu > Purchasing > **Receipts** > **Add/Update Receipts**

STEP # 1

Main Menu > Purchasing > **Receipts** > **Add/Update Receipts**

STEP # 2

Tab: '**Add a New Value**'
Business Unit should already be populated.
Receipt Number should contain 'NEXT'
PO Receipt should be checked. (Exception: if your agency does not use autonumbering for Receipts, manually enter a Receipt Number)

STEP # 2

Tab: '**Add a New Value**'
Business Unit should already be populated.
Receipt Number should contain 'NEXT' (Exception: if your agency does not use autonumbering for Receipts, manually enter a Receipt Number)
PO Receipt should be checked.

STEP #	2	Tab: '**Add a New Value'** **Business Unit** should already be populated. **Receipt Number** should contain 'NEXT' (Exception: if your agency does not use autonumbering for Receipts, manually enter a Receipt Number) **PO Receipt** should be checked.
STEP #	3	Click '**Add**'
STEP #	3	Click '**Add**'
STEP #	3	Click '**Add**'
STEP #	4	In the **ID** field, enter the PO ID to be used for this test. See the Dependencies tab for the test to create a controlled asset PO.
STEP #	4	In the **ID** field, enter the PO ID being used for this test. See the Dependencies tab for the test to create the multi-funded asset PO.
STEP #	4	In the **ID** field, enter the PO ID to be used for this test. See the Dependencies tab for the test to create a single-funded, asset PO.
STEP #	5	Blank out the '**Ship To**' Field (if it auto-populated)
STEP #	5	Blank out the '**Ship To**' Field (if it auto-populated)
STEP #	5	Blank out any other search fields that may have auto-populated.
STEP #	6	Click '**Search**'
STEP #	6	Click '**Search**'
STEP #	6	Click '**Search**'
STEP #	7	Select the line and click **OK**.
STEP #	7	Select the line and click **OK**.
STEP #	7	Select the line and click **OK**.
STEP #	8	In the **AM Status** field, click the word '**Pending**'.
STEP #	8	In the **AM Status** field, click the word '**Pending**'.

STEP # 8 In the **AM Status** field, click the word '**Pending**'.

STEP # 9 In the "Asset Details" section at the bottom of the page, enter either the Tag Number or the Asset ID (an ID entered in one field will automatically copy to the other field - these fields will always be the same). Enter a Serial ID.

STEP # 9 In the "**Asset Details**" section at the bottom of the page, enter either the Tag Number or the Asset ID (an ID entered in one field will automatically copy to the other field - these fields will always be the same). Enter the Serial ID.

STEP # 9 In the "Apply to Details" section enter the Asset Identification and Tag Number (Tag No and Asset ID must be the same). **Click the "Apply" button** - this will automatically populate the Tag No and Asset ID in the Asset Details section for each distribution line, with numbers sequenced/incremented by one (multiplier = 1) for each distribution line, Ex. AST_1, AST_2, AST_3, etc.

STEP # 10 In the Asset Details section, click on the "More Details" tab and enter a Custodian (if entering the custodian on the receipt will be your agency's business practice).
Click OK.

STEP # 10 Go to the **More Details** tab and enter a **Custodian**.
Click **OK**.

STEP # 10 Click the "**More Details**" tab and enter a Custodian (if entering the custodian on the receipt will be your agency's business practice).
Click OK.

STEP # 11 **Save** the Receipt.

STEP # 11 **Save** the Receipt

STEP # 11 **Save** the Receipt.

STEP # 12 Click **OK** to acknowledge the confirmation message and note the new Receipt ID number.

STEP # 12 Click **OK** to acknowledge the confirmation message and note the new Receipt ID number.

STEP # 12 Click **OK** to acknowledge the confirmation message and note the new Receipt ID number.

STEP # 13 End of test

STEP # 13 End of test

STEP # 13 End of test

SCENARIO NAME: PO-Receipt - Inspect-Reject

TEST STATUS: Not Applicable

MODULE NAME: Purchasing

TESTER

JOB PROFILES: TX_FIN_PO_RECEIVER

BUS PROCESS: PO-060-030

DESCRIPTION: Received items are inspected. One item rejected. Receipt is updated with inspection results and inspector's comments.

EXPECTED RESULTS: Received items are inspected. One item rejected. Receipt is correctly updated with inspection results and inspector's comments.

NAVIGATION: Main Menu > Purchasing > Receipts > Inspect Receipts

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:	**Scenario:**
A dispatched PO with Inspection required on at least one of the lines. Line should have a quantity greater than one (1).	PO-PO - Create PO with Inspection
A receipt with at least one item that has been rejected during the receiving process	PO-Receipt - Reject During Receiving

SCENARIO STEPS:

STEP # 1

Note: this scenario presumes that an item has been received and rejected during receiving. Also,
Inspection Required checkbox is checked on PO Line Details page. Navigate to Main Menu>Purchasing>Receipts>Inspect Receipts. Select Receipt page appears.

STEP # 1

Navigate to Main Menu>Purchasing>Receipts>Add/Update Receipts. The Receiving search page

STEP # 2

Enter the receipt ID in the “Receipt ID” field (Note: you can also enter the PO ID in the “ID” field to search for the receipt used for this test). Ensure Inspection Status = Incomplete. Press "Search" . Retrieved row(s) will display in the lower portion of the page.

STEP # 2

Under "Add a New Value", enter Business Unit. Keep Receipt Number as "NEXT" and select PO Receipt. Click Add. The Select Purchase Order page appears.

STEP # 3

On the Selected Rows tab, place a check mark in the “Sel” box to select the receipt lines to put through the inspection process.

STEP # 3

Enter the purchase order ID in the ID field (make sure all other fields are blank) and click "Search". PO lines will appear under "Retrieved Rows". Note: see the Dependencies tab for the test to create a PO requiring inspection.

STEP #	4	Select all the PO lines on the PO to be received by checking the Select box to the left of the PO line. Under Receipt Qty Options, select "PO Remaining Qty".
STEP #	4	Press "Ok". The Inspect Receipts page appears
STEP #	5	Ensure the receipt line is selected for inspection (check box should already be checked).
STEP #	5	Click "OK". The Maintain Receipts page opens. Verify that Receipt Quantity defaulted correctly from the PO.
STEP #	6	Click Save. A message will be displayed indicating that the receipt has saved and Job RECV_XX has been scheduled for process. Click "OK" on the message. Record saves with system generated receipt ID number. Note the Receipt ID
STEP #	6	In the Inspection Quantity field enter the received quantity (to inspect all received items). Enter the current date in the Inspection Date field. The Reject quantity (as entered on Receipt) should also display. Note: If any inspection instructions were entered on the PO, you can click the “Inspect Instructions” hyperlink near the bottom of the page to view the inspection steps.
STEP #	7	Navigate to Purchasing>Receipts>Inspect Receipts. The Select Receipt page will open.
STEP #	7	Click Save
STEP #	8	Ensure the PO Unit and Receipt Unit default to your business unit. If not, enter your business unit ID in these fields. Enter your Receipt ID in the Receipt ID field. Ensure Inspection Status is “Incomplete”. Clear out any other fields that may be automatically populating. Click Search. Search results will load.
STEP #	8	Click the "View Detail" hyperlink. The Line Details page appears showing the receipt number, item information, receiving and inspection status, inspection date/time and the inspected, received and rejected quantities.
STEP #	9	Enter the current date in the Insp Date field. Insp Date field will populate.
STEP #	9	Click Return
STEP #	10	Enter in the Insp Qty so that it equals Recv Qty.
STEP #	10	Click Save
STEP #	11	Click Save. The message “Saved” will appear in the top, right corner of page when Inspection saves.
STEP #	11	Navigate to Main Menu>Purchasing>Receipts>Add/Update Receipts
STEP #	12	Click the “Find an Existing Value” tab
STEP #	12	Click the “View Detail” link in bottom, left corner of page. The Line Details page will open.
STEP #	13	Under “Receipt Quantity”, verify the received quantity equals the inspected quantity. Click “Return”.
STEP #	13	Enter the Receipt number used for this test.

STEP #	14	Click the "Inspect Instructions" link at the bottom of the page to view any instructions for conducting the inspection.
STEP #	14	Click Search. The Maintain Receipts page opens.
STEP #	15	Click Return. Inspect Receipts page will load.
STEP #	15	Click the "Links and Status" tab
STEP #	16	Verify the Inspect Status shows "Complete" and Inspect Date is populated with correct Date.
STEP #	16	Navigate to Purchasing>Receipts>Add Update Receipts. Receiving page will open.
STEP #	17	Click the Comments bubble icon. Receipt Line comments page appears
STEP #	17	Click on the "Find an Existing Value" tab. Enter the Business Unit ID (if not already populated) and the Receipt ID. Click Search. The Maintain Receipts page will open.
STEP #	18	Enter comments in the Comments text box. Ex. "Inspected all received items. Confirmed one item was damaged and rejected at receiving".
STEP #	18	Click on the "Links and Status" tab, verify the Inspect Status is now "Complete" and the Insp Date has been updated to current date.
STEP #	19	Click OK. System returns to Maintain Receipts main page.
STEP #	19	End of Test
STEP #	20	Click on the "More Details" tab. Verify the Net Receipt Quantity = Inspected Quantity minus Rejected Quantity.
STEP #	21	Click Save. Click OK on message.
STEP #	22	End of Test

CAPPS 2017 UAT Scenario Report

SCENARIO NAME:	PO-Receipt - Cancel Asset Receipt	***TEST STATUS:***	Not Started
MODULE NAME:	Purchasing	***TESTER***	
JOB PROFILES:	TX_FIN_PO_RECEIVER		
BUS PROCESS:	PO-060-040		
DESCRIPTION:	Cancel an asset receipt.		
EXPECTED RESULTS:	An asset receipt is successfully cancelled.		
NAVIGATION:	Main Menu > Purchasing > Receipts > Add/Update Receipts		
COMMENTS:			
ACTUAL RESULTS:			

DEPENDENCIES:

Description:	Scenario:
Requires a PO with an asset	PO-PO - Capitalized Asset PO

SCENARIO STEPS:

STEP #	1	Main Menu > Purchasing > Receipts > Add/Update Receipts
STEP #	1	This test requires an approved, budget checked and dispatched PO with at least two line items available for receiving.
STEP #	1	Test requires a previously created Receipt. Tester will need both the Receipt ID and the associated PO ID. The PO should be fully received on the receipt used for testing. Navigate to Main Menu>Purchasing>Receipts>Add/Update Receipts. Receiving page opens
STEP #	2	Tab: '**Add a New Value**' **Business Unit** should already be populated. **Receipt Number** should contain 'NEXT' (Exception: if your agency does not use autonumbering for Receipts, manually enter a Receipt Number) **PO Receipt** should be checked.
STEP #	2	Click "Find an Existing Value". Enter Business Unit and ID of the PO being used for this test. Click Search. Select the PO and click OK. Maintain Receipts page appears
STEP #	2	Navigate to Main Menu>Purchasing>Receipts>Add/Update Receipts. The Receiving search page opens.
STEP #	3	Under the "Add a New Value" tab, enter your Business Unit ID. Keep Receipt Number as "NEXT" and select PO Receipt. Click Add. The Select Purchase Order page appears.
STEP #	3	Click '**Add**'

STEP #	3	Click the red "X" ("Cancel Receipt") at top of receipt page. (Note: AM Status must not be pending). Receive message "Canceling Receipt cannot be reversed. Do you wish to continue?"
STEP #	4	Enter PO# in the ID field and click "Search". The PO lines will appear under "Retrieved Rows"
STEP #	4	In the **ID** field, enter the PO ID (see the Dependencies tab for a PO with an asset).
STEP #	4	Click "Yes" on the message.
STEP #	5	Click "OK" Receipt will be Cancelled
STEP #	5	Blank out the '**Ship To**' Field (if this field auto-populated)
STEP #	5	Select the first two PO lines to receive by checking the Select box to the left of the PO line. Under Receipt Qty Options, select "PO Remaining Qty". Click "OK". The Maintain Receipts page opens.
STEP #	6	Click '**Search**'
STEP #	6	Receive the first two lines of the PO by clicking the "Save" button. Record saves with system generated receipt ID number. Note the quantities received on each line and the new Receipt ID number.
STEP #	6	Verify Receipt Status updates to "Cancelled". Status of each line should also be cancelled (Status = X).
STEP #	7	Select the line and click **OK**.
STEP #	7	Click the red "X" on one of the receipt lines to cancel the line. The message "Cancelling Item cannot be reversed. Do you wish to continue?" (10300,46). Click "Yes" on the message. Click "Save".
STEP #	7	Navigate to Main Menu>Purchasing>Purchase Orders>Add/Update POs The Purchase Order page appears
STEP #	8	Click on the "Return to Search" button at the bottom of the page. Enter or verify the Business Unit and enter the new receipt number and click "Search".
STEP #	8	In the **AM Status** field, click the word '**Pending**'.
STEP #	8	Click the "Find an Existing Value" tab
STEP #	9	In the "**Asset Details**" section at the bottom of the page, enter either the Tag Number or the Asset ID (an ID entered in one field will automatically copy to the other field - these fields will always be the same). Enter a Serial ID.
STEP #	9	Verify that the Receipt Quantity was updated (reduced) by the quantity on the cancelled receipt line and the line Status now shows as "Cancelled".
STEP #	9	Enter the PO ID and click the search button. The Maintain Purchase Order page appears
STEP #	10	End of Test

STEP #	10	Verify that the Receipt Status on the PO (see PO header) has been updated to "Not Received"
STEP #	10	Click the "**More Details**" tab and enter a Custodian (if entering the custodian on the receipt will be your agency's business practice). Click OK.
STEP #	11	End of test
STEP #	11	**Save** the Receipt
STEP #	12	Click **OK** to acknowledge the confirmation message.
STEP #	13	Note the new Receipt ID
STEP #	14	Click the **Return to Search** button to release the Receipt from the screen, then search for and open the new Receipt.
STEP #	15	Click the **Cancel Receipt** button (Red X) at the top of the receipt page.
STEP #	16	Click **YES** on the cancel confirmation message.
STEP #	17	Click **OK** on the receipt job message.
STEP #	18	Confirm the Receipt Status is updated to "Cancelled".
STEP #	19	End of test

SCENARIO NAME: PO-Procard - Procard Requisition **TEST STATUS:** Optional

MODULE NAME: Purchasing **TESTER**

JOB PROFILES: TX_FIN_EPRO_REQUESTOR

BUS PROCESS: PO-070-010

DESCRIPTION: Requestor enters procurement card purchases, including vendor info, into an ePro requisition.

EXPECTED RESULTS: Requisition reflects procurement card purchases and the appropriate merchant vendor appears on each requisition line. A descriptive name appears in the Requisition Name field on the requisition to enable the Purchaser to identify Procard requisitions.

NAVIGATION: Main Menu > eProcurement > Requisition

COMMENTS: Your agency's business practice in regard to procurement card purchases may differ from what is presented in this test scenario. An individual agency's procurement card business process can be demonstrated during a live, integrated (PO, AP, AM) work session with the agency if desired.

ACTUAL RESULTS:

DEPENDENCIES:

Description:	Scenario:
Will need to create a basic, multi-line requisition (2-4 lines) with the supplier entered on each requisition line	PO-Req - Add ePro requisition

SCENARIO STEPS:

STEP # 1 Note: The steps to enter a Procard requisition are essentially the same as those for entering a regular requisition. The primary difference is the use of the "Requisitions Name" field in the requisition header area to identify the card holder/account and month of the charges shown on the requisition. Also, for a procard requisition, the Supplier will be entered on each line to indicate where the actual charge was made.

STEP # 2 Begin entering a multi-line requisition (see the Dependencies tab for script to enter a basic requisition). Do NOT Save.

STEP # 3 Enter a descriptive name in the "Requisition Name" field on the requisition header that will identify the card holder/account and month of the charges. Example: Cardholder John Smith's card number ends in 7899. The Requisition Name could be "7899 _Smith_Oct2017", "7899_Oct2017" or "Procard_7899_Oct2017". This naming convention will enable the Purchaser to identify Procard requisitions so they can be copied into the purchase order that will be used to pay that month's charges to the credit card vendor, i.e., Citibank.

STEP # 4 Enter the Supplier on each requisition line to indicate where the actual credit card charge was made (Walmart, Home Depot, etc.)

STEP #	5	Complete the requisition by entering any remaining information and click "Save and Submit". Note the new Requisition ID number.
STEP #	6	If requisition workflow is activated, the requisition status will be Pending and the requisition will need to be approved before you can proceed. If workflow is not activated, the requisition status will default to Approved after clicking Save and Submit and you can proceed with this test.
STEP #	7	Once the requisition status is Approved, budget check the requisition. If workflow is not activated, click the "Budget Check" link on the Confirmation page that appears after clicking the Save and Submit button. Otherwise, you can navigate to Main Menu > eProcurement > Manage Requisitions, find your requisition and select "Check Budget" in the "Select Action" drop-down list (right side of page) and click the "Go" button to budget check the requisition.
STEP #	8	Once the requisition has been Approved and Budget Checked it is ready to be sourced/copied into a Procard purchase order.
STEP #	9	End of test

SCENARIO NAME: PO-Procard - Procard PO ***TEST STATUS:*** Optional

MODULE NAME: Purchasing ***TESTER***

JOB PROFILES: TX_FIN_PO_BUYER

BUS PROCESS: PO-070-020

DESCRIPTION: Buyer creates PO for procurement card purchases, copying in requisition(s) containing card charges. PO Summary Doc type selected will be 'Procard', and the PO will dispatch 'in house' rather than to the vendor. The vendor will be the card issuer/payee (ie, Citibank).

EXPECTED RESULTS: A purchase order containing Procard purchases is successfully created, budget checked and dispatched. The PO will be identified as a Procard PO using the Summary Doc Type field on the PO (Summary Doc Type = Procard). The vendor on the PO header will be the card issuer/payee (ie, Citibank).

NAVIGATION: Main Menu > Purchasing > Purchase Orders> Add/Update POs

COMMENTS: Your agency's business practice in regard to procurement card purchases may differ from what is presented in this test scenario. An individual agency's procurement card business process can be demonstrated during a live, integrated (PO, AP, AM) work session with the agency if desired.

ACTUAL RESULTS:

DEPENDENCIES:

Description:	Scenario:
Requires an existing Procard requisition that includes descriptive information in the Requisition Name field to assist the Purchaser in identifying it as a Procard requisition. Also, the Supplier should be listed on each requisition line to indicate where the actual credit card charge was made.	PO-Procard - Procard Requisition

SCENARIO STEPS:

STEP # 1 Note: The steps to enter a Procard purchase order are essentially the same as those for entering a regular purchase order using the requisition copy feature. The primary difference is the use of the "Requisitions Name" field on the requisition to assist the purchaser in identifying Procard requisitions (including card holder, account, month of the charges) to copy into the PO. In addition, the Summary Doc Type field on the PO will be used to identify the PO as a "Procard" PO. When the Summary Doc Type = Procard, the PO can only be dispatched in-house, i.e., it will not be sent to the credit card vendor (Ex. Citibank).

STEP # 2 Navigate to Purchasing > Purchase Orders > Add/Update POs

STEP #	3	Click the "Add" button if your agency uses autonumbering for POs. Enter a PO ID over the word 'NEXT' if your agency will not be using PO autonumbering.
STEP #	4	In the Supplier field on the PO header, enter the name of your Procard issuer (i.e., Citibank), then click the magnifying glass and select Citibank. The supplier fields (name, vendor ID, etc.) will populate.
STEP #	5	Click the "Copy From" box near the top of the PO and select "Requisition".
STEP #	6	Search for Procard requisitions to copy into the PO. In practice, the Purchaser would find Procard requisitions by searching using an agreed upon naming convention in the "Requisition Name" field, such as "7899_Smith_Oct2017" to find requisitions with charges made in October 2017 for cardholder John Smith, card number ending in 7899. See the Dependencies tab for the test to create a Procard requisition.
STEP #	7	Select Procard requisition lines and then click the "Copy to PO" button. The selected requisition lines will copy into the PO.
STEP #	8	Note: The suppliers entered on each line of the Procard requisition do NOT appear on the Procard PO. When AP uses the "Procard" voucher style to pay the PO/credit card vendor, the supplier name (where the actual credit card purchases were made) will copy from the requisition and appear on each voucher line.
STEP #	9	In the "Summary Document Type" field on the PO, select "Procard".
STEP #	10	Click the "Hub Bid Details" link . Set 'Competitive?" to No and click OK.
STEP #	11	On the PO Line, click the "Class/Item" tab. Verify the NIGP Class and Item copied from the Requisition. NIGP Item will need to be entered manually if it did not copy from the Requisition.
STEP #	12	Enter the Purchasing Method (ex. DG - delegated purchase) and the Purchasing Category Code "H" (credit card purchases).
STEP #	13	Click the "Save" button at the bottom of the PO. The PO will save and a PO ID will be generated. Note the new PO ID number.
STEP #	14	Click the "Approve" icon in the top, right corner of the PO to approve the PO. The PO status will update to Approved.
STEP #	15	Click the Budget Check icon. The budget checking process will run and the budget status should update to Valid.

STEP #	16	Click the Dispatch button. The dispatch process will run and the PO status should update to "Dispatched". Note: when the PO Summary Document Type is "Procard", the PO will be dispatched in-house only, the PO will not be sent to the vendor (i.e. Citibank).
STEP #	17	The Procard PO is now ready to be copied into a Procard Voucher.
STEP #	18	End of test

SCENARIO NAME: PO-Config - Enter Standard Comment Type ***TEST STATUS:*** Optional

MODULE NAME: Purchasing ***TESTER***

JOB PROFILES: TX_FIN_PO_CONFIG_1

BUS PROCESS: PO-080-060-A

DESCRIPTION: Agency can add or edit their standard 'canned' comment Types, such as for PO Terms & Conditions and DLT. Once the Type has been defined, agency can proceed with adding actual Standard Comments associated to the Type.

EXPECTED RESULTS: New Standard Comment Type is added, and available to use when creating Standard Comment entries.

NAVIGATION: Set Up Financials/Supply Chain >Product Related >Procurement Options >Purchasing >Standard Comment Type.

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description: **Scenario:**

SCENARIO STEPS:

STEP #	1	Navigate to Set Up Financials/Supply Chain >Product Related >Procurement Options > Purchasing >Standard Comment Type.
STEP #	2	Under "Add a New Value" enter SetID and enter the Statndard Comment Type = GEN. Click "Add"
STEP #	3	Enter an effective date that the comment should be effective (note: types may be associated to legislation which would drive the effective date, this can be a date in the future) Enter a description. When you tab out of that field, the Short Desc field will contain the first 10 characters of the long description entered. This may be changed if desired.
STEP #	4	Save record. Comment Type saves without error.
STEP #	5	End test.

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: PO-Config - Enter Standard Comment ***TEST STATUS:*** Not Started

MODULE NAME: Purchasing ***TESTER***

JOB PROFILES: TX_FIN_PO_CONFIG_1

BUS PROCESS: PO-080-060-B

DESCRIPTION: Agency can add or edit their standard 'canned' comments, such as for PO Terms & Conditions and DLT.

EXPECTED RESULTS: New Standard Comment is added, and available to select into requisition or PO.

NAVIGATION: Set Up Financials/Supply Chain >Product Related >Procurement Options >Purchasing >Standard Comments

COMMENTS: User can also update an existing comment text.

ACTUAL RESULTS:

DEPENDENCIES:

Description:	**Scenario:**
	PO-Config - Enter Standard Comment Type

SCENARIO STEPS:

STEP # 1

Navigate to Set Up Financials/Supply Chain >Product Related >Procurement Options > Purchasing >Standard Comments
Add a New Value

STEP # 2

Enter SetID
Use the Standard Comment Type - such as DLT
Click Add or Update

STEP # 3

Enter an effective date that the comment should be effective (note: types may be associated to legislation which would drive the effective date, this can be a date in the future)
Enter a description.
When you tab out of that field, the Short Desc field will contain the first 10 characters of the long description entered. This may be changed if desired.
In the Comments field, enter a full paragraph of information. This field is expandible and can contain as much information as you need. Ensure that no special characters exist. Special characters will keep the comment from printing on the associated document if selected.

STEP # 4

Save record. New comment saves without error.

STEP # 5

End of test.

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: PO-Config - Enter Location Values ***TEST STATUS:*** Not Started

MODULE NAME: Purchasing ***TESTER***

JOB PROFILES: TX_FIN_PO_CONFIG_1

BUS PROCESS: PO-080-070A

DESCRIPTION: Agency can add or edit Location values, so that they can be selected on requisitions and POs.

EXPECTED RESULTS: Location value is added or updated for the agency.

NAVIGATION: Set Up Financials/Supply Chain >Common >Location >Location

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description: **Scenario:**

SCENARIO STEPS:

STEP # 1

Navigate to Set Up Financials/Supply Chain >Common >Location >Location, Add a New Value
Enter SetID
Enter a location code not to exceed 10 characters.
Click Add

STEP # 2

Enter an effective date that the location should be effective (note: office moves may be noted with an effecitve date of the move in. This can be a date in the future)
Enter a description (30 character limit)
Enter the address information in the fields desired.

STEP # 3

Save record.
Record saves without error.
Make note of the Location Code created:

____

End of test.

CAPPS 2017 UAT Scenario Report

SCENARIO NAME:	PO-Config - Enter ShipTo Location Values	***TEST STATUS:***	Not Started
MODULE NAME:	Purchasing	***TESTER***	
JOB PROFILES:	TX_FIN_PO_CONFIG_1		
BUS PROCESS:	PO-080-070B		
DESCRIPTION:	Agency can add or edit ShipTo Location values, so that they can be selected on requisitions and Pos.		
EXPECTED RESULTS:	ShipTo value is added or updated for the agency.		
NAVIGATION:	Set Up Financials/Supply Chain >Product Related >Procurement Options >Purchasing >ShipTo Locations		
COMMENTS:			
ACTUAL RESULTS:			
DEPENDENCIES:			

Description:	**Scenario:**
	PO-Config - Enter Location Values

SCENARIO STEPS:

STEP # 1

User selects an existing ShipTo code, or enters a new value, based on existing Location value.
Navigate to Set Up Financials/Supply Chain >Product Related >Procurement Options > Purchasing >ShipTo Locations
Add a New Value.
Enter the SetID
Select the location created in **PO-Config - Enter Location values, step 3.**
Click Add.

STEP # 2

The Ship To Locations entry page displays. All information is brought over from the Location associated.
Verify the information is correct.

STEP # 3

Click the Sales/Use Tax link.
In the Tax Exception area, select "Exempt/Exonerated"
Enter 12/31/2999 in the Excptn End Date
Enter "999999999" in t he Sales/Use Tax Exception Certif field.
In the Sales/Use Tax Info section, select "Exempt" in the first drop down.

STEP # 4

Save record.
Record saves without error.
End of test.

SCENARIO NAME: PO-Reports - Receiving Report ***TEST STATUS:*** Not Started

MODULE NAME: Purchasing ***TESTER***

JOB PROFILES: TX_FIN_PO_RECEIVER

BUS PROCESS: PO-090

DESCRIPTION: Run the Receiving Report from the CAPPS Statewide reports menu.

EXPECTED RESULTS: User can run the Receiving report from the CAPPS Statewide reports menu.

NAVIGATION: Main Menu > CAPPS Reports > Statewide Reports > Purchasing > Receiving Report

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:	**Scenario:**
Requires an existing Receipt to print	PO-Receipt - Add Receipt

SCENARIO STEPS:

STEP #	1	Navigate to Main Menu > CAPPS Reports > Statewide Reports > Purchasing > Receiving Report
STEP #	1	Log into the CAPPS UAT portal and then click the "Business Objects" link in the Common Links section. Log into Business Objects using the Business Objects user name and password provided by CAPPS Security. Authentication should be "Windows AD"
STEP #	1	Navigate to Main Menu > CAPPS Reports > Statewide Reports > Purchasing > Requisition Print Report
STEP #	1	Navigate to Main Menu > CAPPS Reports > Statewide Reports > Purchasing > PO Print Report
STEP #	1	Navigate to Main Menu > CAPPS Reports > Statewide Reports > Purchasing > Requisition Status Report
STEP #	1	Navigate to Main Menu > CAPPS Reports > Statewide Reports > Purchasing > Requisitions to be Sourced
STEP #	2	Click the “Add a New Value” tab
STEP #	2	Click the “Add a New Value” tab
STEP #	2	Click the “Add a New Value” tab

STEP # 2 Navigate to: Dashboards > Corporate Dashboards > CAPPS Financials Statewide Reports > Purchasing
The list of statewide Purchasing reports will be displayed:
Class and Item Expenditures
Contracts Report
HUB Bids Sent/Received
HUB Expenditure
HUB Supplemental
Open PO By Department
Open PO's by BU
PO Remaining Balance by PCA and Account
PO Remaining Balance with Chartfield Data
Procurement Contracts
Purchase Order Remaining Balance
Purchaser Workload - PO Summary
Purchaser Workload - POs Not Dispatched
Purchaser Workload - Req Summary
Quarterly PO Change Notices
Receiving Report
Receiving - Payment Status
State Use Exception Report
State Use Report
TIBH Procurement Report
TIBH Set Aside

STEP # 2 Click the “Add a New Value” tab

STEP # 2 Click the “Add a New Value” tab

STEP # 3 Enter a run control name in the “Run Control ID” box (ex. “ReqsTo_Source”) and click “Add”. Note: the Run Control ID you enter is associated with your CAPPS User ID; other users do not have access to your Run Controls.

STEP # 3 Enter a run control name in the “Run Control ID” box (ex. “Req_Print”) and click “Add”. Note: the Run Control ID you enter is associated with your CAPPS User ID; other users do not have access to your Run Controls.

STEP # 3 Click on the desired report (ex. Open POs by BU)

STEP # 3 Enter a run control name in the “Run Control ID” box (ex. “PO_Print”) and click “Add”. Note: the Run Control ID you enter is associated with your CAPPS User ID; other users do not have access to your Run Controls.

STEP # 3 Enter a run control name in the “Run Control ID” box (ex. “Req_Status”) and click “Add”. Note: the Run Control ID you enter is associated with your CAPPS User ID; other users do not have access to your Run Controls.

STEP # 3 Enter a run control name in the “Run Control ID” box (ex. “Receiving_rpt”) and click “Add”. Note: the Run Control ID you enter is associated with your CAPPS User ID; other users do not have access to your Run Controls.

STEP #	4	In the Business Unit field, enter your agency's 5-digit Business Unit ID (if it is not already populated)
STEP #	4	In the Business Unit field, enter your agency's 5-digit Business Unit ID
STEP #	4	In the Business Unit field, enter your agency's 5-digit Business Unit ID
STEP #	4	In the Business Unit field, enter your agency's 5-digit Business Unit ID (if not already populated)
STEP #	4	On the Prompts window: * Enter Business Unit (ex. 21200) * Enter any other required Prompts (ex. Accounting Start Date) * Enter optional Prompts as desired to further refine your report results
STEP #	4	In the Business Unit field, enter your agency's 5-digit Business Unit ID (if not already populated)
STEP #	5	Enter a Requisition ID in the Requisition ID field or click on the magnifying glass icon and select a requisition to print. Note that this page contains multiple search methods and filter criteria for selecting requisitions for printing.
STEP #	5	Enter a From and To requisition approval date.
STEP #	5	In the "Requisition 1" field, enter a specific requisition ID number or click the magnifying glass icon and select a requisition to print. Note that up to ten (10) requisition ID numbers can be entered for printing.
STEP #	5	Click the "Run Query" button.
STEP #	5	Enter an existing Receiver ID (receipt) number or select a Begin and End receipt date.
STEP #	5	In the PO ID field, enter a specific PO ID number or click the magnifying glass icon and select a PO ID. Note that this page contains multiple search methods and filter criteria for selecting PO(s) for printing.
STEP #	6	Click the "Save" button (bottom left)
STEP #	6	Click the "Save" button (bottom left)
STEP #	6	Click the "Save" button (bottom left)
STEP #	6	Click the "Save" button (bottom left)
STEP #	6	The report will be displayed. Note: some reports have multiple tabs at the bottom of the report page
STEP #	6	Click the "Save" button (bottom left)
STEP #	7	Click the "Run" button (top right)
STEP #	7	Click the "Run" button (top right)
STEP #	7	Click the "Run" button (top right)

STEP #	7	From the report page you can use the tools to: * Advance through the report pages (arrows) * Apply additional filters (some reports display fields that can be filtered). * Print the report using the "Printer" icon.
STEP #	7	Click the "Run" button (top right)
STEP #	7	Click the "Run" button (top right)
STEP #	8	To save the report to Excel, click the "Document" button and select "Save report to my computer as - Excel". The report can then be opened and saved in Excel.
STEP #	8	On the Process Scheduler Request window, verify that the Process Name "PO_DISPATCH" is selected (box is checked). The other fields (including Server Name and Recurrence) can be left blank. Note: the PO_DISPATCH process is used for both printing and dispatching the PO.
STEP #	8	On the Process Scheduler Request window, verify that the Requisitions to be Sourced (Process name TXCPO017) is selected (box is checked). The other fields (including Server Name and Recurrence can be left blank).
STEP #	8	On the Process Scheduler Request window, verify that the Receiving Report (Process name TXCPO003) is selected (box is checked). The other fields (including Server Name and Recurrence can be left blank).
STEP #	8	On the Process Scheduler Request window, verify that the Process Name "Requisition Print Report - XML" is selected (box is checked). The other fields (including Server Name and Recurrence) can be left blank.
STEP #	8	On the Process Scheduler Request window, verify that the Requisition Status Report (Process name TXCPO004) is selected (box is checked). The other fields (including Server Name and Recurrence can be left blank).
STEP #	9	Note: At this point, the user can choose to have the Requisition Print report appear automatically in a new browser window on their PC, or they can run the report and access it from the Report Manager page. For testing, user can try both methods on different reports, or run the same report twice, first to Window, and then to Report Manger.
STEP #	9	Note: At this point, the user can choose to have the report appear automatically in a new window on their PC, or they can run the report and access it from the Report Manager page. For testing, user can try both methods on different reports, or run the same report twice, first to Window, and then to Report Manger.
STEP #	9	Note: At this point, the user can choose to have the report appear automatically in a new window on their PC, or they can run the report and access it from the Report Manager page. For testing, user can try both methods on different reports, or run the same report twice, first to Window, and then to Report Manger.

STEP # 9 End of test

STEP # 9 Note: At this point, the user can choose to have the report appear automatically in a new window on their PC, or they can run the report and access it from the Report Manager page. For testing, user can try both methods on different reports, or run the same report twice, first to Window, and then to Report Manger.

STEP # 9 Note: At this point, the user can choose to have the PO Print report appear automatically in a new browser window on their PC, or they can run the report and access it from the Report Manager page. For testing, user can try both methods on different reports, or run the same report twice, first to Window, and then to Report Manger.

STEP # 10 **TO HAVE THE REPORT AUTOMATICALLY OPEN IN A NEW BROWSER WINDOW, FOLLOW THE STEPS BELOW:**

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STEP # 11 Under “Type”, click the drop-down list and select “Window” (so report will appear in a new window).

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STEP # 11 Under “Type”, click the drop-down list and select “Window” (so report will appear in a new window).

STEP # 11 Under “Type”, click the drop-down list and select “Window” (so report will appear in a new window).

STEP # 11 Under “Type”, click the drop-down list and select “Window” (so report will appear in a new browser window).

STEP # 12 Click the “OK” button

STEP # 12 Click the “OK” button

STEP # 12 Click the “OK” button

STEP # 12 Click the “OK” button

STEP # 12 Click the “OK” button

STEP #	13	Once the process runs to completion, the report will appear (pop-up) in a new window. The report can be saved or printed from this window.
STEP #	13	Once the process runs to completion, the report will appear (pop-up) in a new window. The report can be saved or printed from this window.
STEP #	13	Once the Requisition Print process runs to completion, the requisition will appear (pop-up) in a new window. The requisition can be saved or printed from this window.
STEP #	13	Once the process runs to completion, the report will appear (pop-up) in a new window. The report can be saved or printed from this window.
STEP #	13	Once PO Print process runs to completion, PO will appear (pop-up) in a new window. The PO can be saved or printed from this window.
STEP #	14	**TO RUN THE REPORT AND THEN VIEW IT ON THE REPORT MANAGER PAGE, FOLLOW THE STEPS BELOW:**
STEP #	14	**TO RUN THE REPORT AND THEN VIEW IT ON THE REPORT MANAGER PAGE, FOLLOW THE STEPS BELOW:**
STEP #	14	**TO RUN THE REPORT AND THEN VIEW IT ON THE REPORT MANAGER PAGE, FOLLOW THE STEPS BELOW:**
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STEP #	14	**TO RUN THE REPORT AND THEN VIEW IT ON THE REPORT MANAGER PAGE, FOLLOW THE STEPS BELOW:**
STEP #	15	Under “Type”, click the drop-down list and select “Web” (after processing, report will be available in the Report Manager).
STEP #	15	Under “Type”, click the drop-down list and select “Web” (after processing, report will be available in the Report Manager).
STEP #	15	Under “Type”, click the drop-down list and select “Web” (after processing, report will be available in the Report Manager).
STEP #	15	Under “Type”, click the drop-down list and select “Web” (after processing, report will be available in the Report Manager).
STEP #	15	Under “Type”, click the drop-down list and select “Web” (after processing, report will be available in the Report Manager).
STEP #	16	Click the “OK” button
STEP #	16	Click the “OK” button
STEP #	16	Click the “OK” button
STEP #	16	Click the “OK” button
STEP #	16	Click the “OK” button

STEP # 17 User will be taken back to the Receiving Report page; on this page click the “Process Monitor” hyperlink at the top of the page.

STEP # 17 User will be taken back to the Requisition Print Report page; on this page click the “Process Monitor” hyperlink at the top of the page.

STEP # 17 User will be taken back to the Req Status Report page; on this page click the “Process Monitor” hyperlink at the top of the page.

STEP # 17 User will be taken back to the Reqs to be Sourced report page; on this page click the “Process Monitor” hyperlink at the top of the page.

STEP # 17 User will be taken back to the PO Print Report page; on this page click the “Process Monitor” hyperlink at the top of the page.

STEP # 18 From this page you can monitor the status of the print job (Process Name = TXCPO003). You can click the Refresh button on the top, right of page. The Run Status of the job will initially be “Queued”, then “Processing” and then “Success” when the job is complete. When Run Status is “Success”, make note of the 7-digit process “Instance” number in the second column on this page, ex. 1376965.

STEP # 18 From this page you can monitor the status of the print job (Process Name = TXCPO017). You can click the Refresh button on the top, right of page. The Run Status of the job will initially be “Queued”, then “Processing” and then “Success” when the job is complete. When Run Status is “Success”, make note of the 7-digit process “Instance” number in the second column on this page, ex. 1376965.

STEP # 18 From this page you can monitor the status of the print job (Process Name = TXCPO004). You can click the Refresh button on the top, right of page. The Run Status of the job will initially be “Queued”, then “Processing” and then “Success” when the job is complete. When Run Status is “Success”, make note of the 7-digit process “Instance” number in the second column on this page, ex. 1376965.

STEP # 18 From this page you can monitor the status of the print job (Process Name = PO_Dispatch). You can click the Refresh button on the top, right of page. The Run Status of the job will initially be “Queued”, then “Processing” and then “Success” when the job is complete. When Run Status is “Success”, make note of the 7-digit process “Instance” number in the second column on this page, ex. 1376965.

STEP # 18 From this page you can monitor the status of the print job (Process Name = TXCPO002X). You can click the Refresh button on the top, right of page. The Run Status of the job will initially be “Queued”, then “Processing” and then “Success” when the job is complete. When Run Status is “Success”, make note of the 7-digit process “Instance” number in the second column on this page, ex. 1376965.

STEP # 19 Go to bottom of page and click the “Go back to Requisition Print Report” hyperlink.

STEP #	19	Go to bottom of page and click the "Go back to Requisitions to be Sourced" hyperlink.
STEP #	19	Go to bottom of page and click the "Go back to Receiving Report" hyperlink.
STEP #	19	Go to bottom of page and click the "Go back to PO Print Report" hyperlink.
STEP #	19	Go to bottom of page and click the "Go back to Req Status Report" hyperlink.
STEP #	20	Click on the "Report Manager" link at the top of this page.
STEP #	20	Click on the "Report Manager" link at the top of this page.
STEP #	20	Click on the "Report Manager" link at the top of this page.
STEP #	20	Click on the "Report Manager" link at the top of this page.
STEP #	20	Click on the "Report Manager" link at the top of this page.
STEP #	21	On the "Report Manger" page, click on the "Administration" tab
STEP #	21	On the "Report Manger" page, click on the "Administration" tab
STEP #	21	On the "Report Manger" page, click on the "Administration" tab
STEP #	21	On the "Report Manger" page, click on the "Administration" tab
STEP #	21	On the "Report Manger" page, click on the "Administration" tab
STEP #	22	Ensure your User ID is in the User ID field.
STEP #	22	Ensure your User ID is in the User ID field.
STEP #	22	Ensure your User ID is in the User ID field.
STEP #	22	Ensure your User ID is in the User ID field.
STEP #	22	Ensure your User ID is in the User ID field.
STEP #	23	Your Requisition to be Sourced report should be listed at the top of the report list (look for the job description "TXCPO017 - TXCPO017.pdf" and the process Instance number you noted in Step 18).
STEP #	23	Your Requisition Status Report should be listed at the top of the report list (look for the job description "TXCPO004 - TXCPO004.pdf" and the process Instance number you noted in Step 18).
STEP #	23	Your Requisition Print report should be listed at the top of the report list (look for the job description "TXCPO002X - TXCPO002X.pdf" and the process Instance number you noted in Step 18).
STEP #	23	Your PO Print report should be listed at the top of the report list (look for the job name "PO_DISPATCH - PO_DISPATCH.pdf" and the process Instance number you noted in Step 18).

STEP #	23	Your Receiving report should be listed at the top of the report list (look for the job description "TXCPO003 - TXCPO003.pdf" and the process Instance number you noted in Step 18).
STEP #	24	Click on the .pdf link and the report will open. The report can be saved or printed from this window.
STEP #	24	Click on the .pdf link and PO Print report will open. Note: Because the same job (PO_DISPATCH) is used for dispatching and printing POs, each time you dispatch a PO, a .pdf PO Print report is automatically placed in the Report Manager so you can always go here after dispatching to view/print the PO you dispatched.
STEP #	24	Click on the .pdf link and the Requisition Print report will open. The requisition can be saved or printed from this window.
STEP #	24	Click on the .pdf link and the report will open. The report can be saved or printed from this window.
STEP #	24	Click on the .pdf link and the report will open. The report can be saved or printed from this window.
STEP #	25	End of Test
STEP #	25	End of Test
STEP #	25	**To print a PO using the "View Printable Version" link on the PO page:**
STEP #	25	**To print a requisition from the Manage Requisitions page, follow the steps below:**
STEP #	25	End of Test
STEP #	26	Navigate to Main Menu > eProcurement > Manage Requisitions
STEP #	26	Navigate to Main Menu>Purchasing>Purchase Orders>Add/Update POs.
STEP #	27	On the Manage Requisitions page, enter search criteria to select a specific requisition ID or search for all requisitions in the business unit.
STEP #	27	Click the "Find an Existing Value" tab and then enter a specific PO ID or search for multiple POs using the search criteria (Business Unit, Supplier, Buyer, etc.). Click "Search"
STEP #	28	On the Search Results page, select the PO you want to print.
STEP #	28	Select the requisition you want to print. In the "Select Action" dropdown box for the selected requisition (right side of page) choose "View Print" and then click the "Go" button.
STEP #	29	A .pdf version of the requisition will process and then open in a new browser window. The report can be saved or printed from the .pdf file.
STEP #	29	Scroll to the bottom, left corner of the PO page and click the "View Printable Version" link.
STEP #	30	End of test

STEP # 30

The PO Print report will process and then open as a .pdf file in a new browser window. The PO Print report can be saved or printed from the .pdf file.

CAPPS 2017 UAT Scenario Report

SCENARIO NAME: PO-Reports - Print Delivery Report ***TEST STATUS:*** Not Started

MODULE NAME: Purchasing ***TESTER***

JOB PROFILES: TX_FIN_PO_RECEIVER

BUS PROCESS: PO-090-180

DESCRIPTION: Run the receiving report using the "Print Delivery Report" button on the Maintain Receipts page.

EXPECTED RESULTS: User can run the Print Delivery receiving report using the "Print Delivery Report" button on the Maintain Receipts page.

NAVIGATION: Main Menu > Purchasing > Receipts > Add/Update Receipts

COMMENTS:

ACTUAL RESULTS:

DEPENDENCIES:

Description:	**Scenario:**
Requires an existing receipt	PO-Receipt - Add Receipt

SCENARIO STEPS:

STEP # 1 Navigate to Main Menu > Purchasing > Receipts > Add/Update Receipts

STEP # 2 Click the "Find an Existing Value" tab

STEP # 3 Enter the Business Unit and either click the Search button to retrieve all receipts or enter a specific Receipt ID in the Receipt Number field and click Search. The Maintain Receipts page will open.

STEP # 4 Click the “Print Delivery Report” button

STEP # 5 The Receiving Report will display in a new window