**PAZTRIREQ001 TRIRIGA REQUISITION**

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| Project ID |  | Application Name/Version | ProcureAZ /Baseline Verx.x |
| Date of Test |  | Cycle/Pass # |  |
| Author | Theresa Green | Verifier |  |
| Tester: |  | Date Tested: |  |

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| Test Scenario(s) | TRIV03S01: As a Basic Purchasing or Department Access user, I would like to be required to indicate whether a Requisition or a Purchase Order is a TRIRIGA Requisition or a TRIRIGA Purchase Order in order to support the interface between ProcureAZ and TRIRIGA  TRIV03S02: As a Basic Purchasing or Department Access User, I would like to be able to capture a Task Number in ProcureAZ on a TRIRIGA Requisition  TRIV03S04: As a Basic Purchasing or Department Access, Accounts Payable or Inquiry user, I would like to be able to allow Custom Columns to be searched for using Advanced Search for Purchase Orders and Requisitions |
| Test Cases | TRIV03S01B01: A Custom Column should be created that allows users to designate whether or not a Requisition/Purchase Order is a TRIRIGA Requisition/TRIRIGA Purchase Order.  TRIV03S01B02: This Custom Column should be required  TRIV03S02B01: A custom column for “Task Number” should be created to appear on the General Tab of the Requisition document.  TRIV03S02B02: This column should be established with the settings required to only display this custom column if a user has indicated that this is a TRIRIGA Requisition (See Story 1 above)  TRIV03S02B03: This column should be created with an Equivalency, such that any data entered within this column will flow to the respective column in a TRIRIGA Purchase Order (See Story 3 below).  TRIV03S02B04: Once displayed on Requisition this column must be required  TRIV03S04B01: On the Define Custom Columns page for Purchase Orders and Requisitions, there should be a checkbox that allows that custom column to be “Advanced Search Enabled.”  TRIV03S04B02: If checked and saved, then that field will appear on the Advanced Search Screen. |
| System Environment |  |
| Prerequisites |  |
| Test IDs/passwords | DA:  Vendor: |
| Comments: |  |

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| Step # | Ref. No | Action | Expected Results | Actual Results | Pass Fail |
|  |  | Login as DA user by entering the Login ID & password provided above in the Login Box | ProcureAZ Home page displays with the greeting “Welcome back <DA’s Name> |  |  |
|  |  | Select Documents 🡪 Requisitions 🡪 New | Create a New Requisition page displays |  |  |
|  |  | At the General tab, Enter Description on General Tab –  Short Descript = <script ID, Tester’s Initials>.  Set Requisition Type = “Release” | Page refreshes  Fields are populated as typed/selected |  |  |
|  | **TRIV02S01B01**  **TRIV03S01B02** | Set External Document Type to “None” and confirm this field cannot be left blank  Click “Save & Continue” | No blank/empty selection available in the dropdown selection  Page is refreshed. Requisition Number is populated.  Fields: Maximo PO Number and/or Tririga Task Number do not display |  |  |
|  | **TRIV03S01B01** | Set External Document Type to “Maximo”  Click “Save & Continue” | Page is refreshed.  Maximo PO Number displays  Field: Tririga Task Number do not display  Error message “Maximio PO Number” is required |  |  |
|  | **TRIV03S01B01**  **TRIV03S02B01**  **TRIV03S02B02**  **TRIV03S02B04** | Set External Document Type to “Tririga”  Click “Save & Continue” | Page is refreshed.  Tririga Task Number field displays  Error message “Tririga Task Number” is required |  |  |
|  | **TRIV03S02B03** | Set Tririga Task Number (without spaced) to <SCRIPT ID><Testers Initials> todays date. Tester: make a note of the number used | Tririga Task Number displays as typed. Tester makes a note of the Tririga Task Number to be used later |  |  |
|  |  | Click Save & Continue. | Page is refreshed. |  |  |
|  |  | Click the items tab. | Release Requisition page displays with only a Search Items button. |  |  |
|  | TRIV03S01  TRIV03S02 | Click Search Items button. | Search Items displays a Search Using box and a collapsed Advanced Search toggle. |  |  |
|  |  | Enter “Widget” in the Search Using box.  Click Find It. | All items displayed in Release Results have the Searched term in the Item Description. |  |  |
|  |  | Select 2 Items from the list WITH THE SAME VENDOR and enter a Quantity that does not create a value over $1,000.  Click the “Add to Req & Exit” button. | Item page is displayed with selected item showing the Quantity and calculating a Total Cost. |  |  |
|  |  | Click Save and Continue. | Page is refreshed |  |  |
|  |  | Click the Item # “1” to display the line item description section | Maximo Item Number does not appears on the Items Level description page |  |  |
|  |  | Click Save & Continue |  |  |  |
|  |  | Click the upper Account tab. | Account page displays. |  |  |
|  |  | Add accounting information | Text displays as typed |  |  |
|  |  | Click “Save Based on Percentages”  Click “Rebuild for all items” | Page is refreshed. Actg distribution error do not appear |  |  |
|  |  | Click the Summary tab. | Summary page displays. |  |  |
|  |  | Validate that the Summary tab fields match the General and Item tabs. | Values match. |  |  |
|  |  | Click the “Submit for Approval” button at the bottom of the page | Confirmation message displays |  |  |
|  |  | Click the “OK” button on the “Are you sure” confirmation message | Approval options page displays |  |  |
| 1. **“** |  | Validate that no approval was triggered by the Requisition amount under $10,000. | “No approval path meets the document criteria” is displayed. |  |  |
|  |  | Select “Automatic approval” option and click the “Save & Continue” button. Confirm message with OK. | Purchase Order(s) Created page displays with a link for the Purchase Order created. |  |  |
|  |  | Click on the OK button. | Home page displays |  |  |
|  | TRIV03S04 | Click on the Advance Search by clicking the magnify glass in upper right corner of the screen | Advance Search displays |  |  |
|  |  | Set document type = Purchase Orders | Advance Search field options for Purchase Orders displays |  |  |
|  | TRIV03S04  TRIV03S04B01 TRIV03S04B02 | Validate that the following fields are available search options:  Document Designation  TRIRIGA TASK NUMBER | Fields appears on the Advance Search Screen |  |  |
|  |  | Set document type to Requisitions | Advance Search field options for Requisitions displays |  |  |
|  | TRIV03S04B01 TRIV03S04B02 | Validate that the following fields are available search options:  Document Designation  TRIRIGA TASK Number | Fields appears on the Advance Search Screen |  |  |
|  | TRIV03S04B01 TRIV03S04B02 | Enter TRIRIGA TASK Number used in Requisition created above in “TRIRIGA TASK Number” field  Click “Find It” | The Requisition created above displays in the search results |  |  |
|  |  | Click the “Clear” button | Search options are refreshed |  |  |
|  | TRIV03S04B01 TRIV03S04B02 | Enter Document Designation as “Tririga”  Click “Find It” | The Requisition created above displays in the search results |  |  |
|  |  | Click the “Clear” button | Search options are refreshed |  |  |
|  | MAX001S04B06 | Set document type = Purchase Orders | Advance Search field options for Purchase Orders displays |  |  |
|  |  | Enter TRIRIGA TASK Number used in Requisition created above in “TRIRIGA TASK Number” field  Click “Find It” | The Purchase Order for the Requisition created above displays in the search results |  |  |
|  |  | Click on the Purchase Order # created above | Purchase Order Page displays |  |  |
|  | TRIV03S03B03 | Validate that the Tririga Task Number created in the Requisition flowed respectively to the Purchase Order | The Tririga Task Number created in the Requisition displays in the Tririga Task Number field in the Purchase Order |  |  |
|  |  | Click on the Summary Tab  & Submit the Purchase Order | Purchase Order successfully submitted.  Status = Sent |  |  |
|  |  | Click the Logout button | Logout page displays |  |  |
|  |  | End of Test | Pass/Fails and unexpected results has been noted for each step and any issues have been reported |  |  |