

CONFERENCE ROOM PILOT SCRIPT - PROCUREMENT (partial)

Task ID	Task Description	Assigned To	Test Status	Menu	Program	Version	Steps
C	PROCESSING PURCHASE ORDERS						
6	PURCHASING RECEIPTS						
	a Review Processing Options for Receipts by PO - See Tab Details Below			G43A11	P4312	ZJDE0001	1. Distribution 2. Procurement 3. Daily Processing 4. Stock Based 5. Purchase Order Processing 6. Receive by P.O. 7. Right Click or Edit Command 8. Prompt for Values 9. Review Processing Tabs 10. OK
	- Defaults Tab			G43A11	P4312	ZJDE0001	1. Inquiry Order Type = OP (standard PO) 2. Receipt Document Type = OV (receiving doc)
	- Status Default Tab			G43A11	P4312	ZJDE0001	1. Incoming Status Code 1 = 230 (approved) 2. Incoming Status Code 2 = 280 (print PO) 3. Incoming Status Code 3 = 400 (record receipt) 4. Outgoing Status for Partial = 400 (record receipt) 5. Outgoing Status for Closing = 999 (completed) 6. Outgoing Status for Canceling = 999 (completed)
	- Display Tab			G43A11	P4312	ZJDE0001	1. Sales Order Backorders = Blank (do not release) 2. Lot Information = Blank (not displayed) 3. Cost Protection = Blank (display) 4. Kit Display = Blank (parent line) 5. Receiving Mode = 1 (by purchase order)
	- Process Tab			G43A11	P4312	ZJDE0001	1. Supplier Update = 1 (update if supplier # = 0) 2. Lot Default = Blank (lots not used) 3. Option Default Select = 1 (automatic) 4. Serial Numbers = Blank (no serial numbers) 5. Quantity Entry = Blank (default open quantity) 6. Landed Costs = Blank (no landed cost) 7. Receipts Traveler = Blank (do not print) 8. Supplier Analysis = 1 (capture history) 9. Text Deletion = (future) 10. Direct to Ship Status = Blank (no direct ship) 11. Receipt Routing = Blank (not activated) 12. Journal Entries = 1 (summarize)
	- Tolerances Tab			G43A11	P4312	ZJDE0001	1. Quantity and Amount = 1 (warning) 2. Date = 1 (warning)
	- Warehousing Tab (n/a - for Advanced Warehouse)			G43A11	P4312	ZJDE0001	
	- Currency Tab (n/a)			G43A11	P4312	ZJDE0001	
	- Versions Tab			G43A11	P4312	ZJDE0001	1-12. All Versions for inquiries/revisions = Blank
	- Flexible Accounting (n/a - for Cost Management)			G43A11	P4312	ZJDE0001	

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	- Bulk Transactions			G43A11	P4312	ZJDE0001	1. Quantities = Blank (Standard) 2. Transaction Volumes = Blank (Ambient)
	- Interoperability Tab			G43A11	P4312	ZJDE0001	1. Transaction Type = Blank (Interop not used)
	- Workflow Tab			G43A11	P4312	ZJDE0001	1. Receipts Email = Blank (no email notification) 2. Completion Email = (no email notification)
b	Process Receipt by PO			G43A11	P4312	ZJDE0001	1. Distribution 2. Procurement 3. Daily Processing 4. Stock Based 5. Purchase Order Processing 6. Receive by P.O. 7. Enter PO Number (optional) OR - Specify Search Info on QBE line 8. Find 9. Highlight Desired PO 10. Select 11. Highlight Desired Receipt Lines 12. OK 13. Enter Receipt Doc Number 14. Review/Revise Rec Opt (= 1) 15. Review/Revise 2nd Item# 16. Review/Revise Quantity 17. OK 18. Close
c	Review Processing Options for Receipts by Item - see section 6a above for other tabs			G43A11	P4312	ZJDE0002	1. Distribution 2. Procurement 3. Daily Processing 4. Stock Based 5. Purchase Order Processing 6. Receive by Item 7. Right Click or Edit Command 8. Prompt for Values 9. Review Processing Tabs 10. OK
	- Display Tab			G43A11	P4312	ZJDE0002	1. Sales Order Backorders = Blank (do not release) 2. Lot Information = Blank (not displayed) 3. Cost Protection = Blank (display) 4. Kit Display = Blank (parent line) 5. Receiving Mode = 1 (by purchase order)

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d	Process Receipts by Item			G43A11	P4312	ZJDE0002	1. Distribution 2. Procurement 3. Daily Processing 4. Stock Based 5. Purchase Order Processing 6. Enter Receipts by Item 7. Enter PO Number (optional) OR - Specify Search Info on QBE line 8. Find 9. Highlight Desired PO 10. Select 11. Highlight Desired Receipt Lines 12. OK 13. Enter Receipt Doc Number 14. Review/Revise Rec Opt (= 1) 15. Review/Revise 2nd Item# 16. Review/Revise Quantity 17. OK 18. Close
e	Alter Unit Cost at Time of Receipt			G43A11	P4312	ZJDE0001 or ZJDE0002	1. Distribution 2. Procurement 3. Daily Processing 4. Stock Based 5. Purchase Order Processing 6. Receipts by P.O. (or Receipts by Item) 7. Enter PO Number (optional) OR - Specify Search Info on QBE line 8. Find 9. Highlight Desired PO 10. Select 11. Enter Receipt Doc Number 12. Review/Revise Quantity 13. Review/Revise Unit Cost 14. Clear Amount Field (recalculates) 15. OK 16. Close

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f	Reverse Receipt Transaction			G43A15	P43214	ZJDE0001	<ol style="list-style-type: none"> 1. Distribution 2. Procurement 3. Daily Processing 4. Stock Based 5. Receipts Matching and Posting 6. Open Receipts by Supplier 7. Enter PO Number (optional) OR - Specify Search Info on QBE line 8. Find 9. Review/Revise G/L Date (Header) 10. Highlight Desired PO Receipt Line 11. Reverse Receipt - Row Menu Exit 12. <u>C</u>lose 13. <u>O</u>K - Reversal Verification 14. <u>C</u>lose (2X)
g	Review Item Availability and Cardex			G43A11	P4312	ZJDE0001 or ZJDE0002	<ol style="list-style-type: none"> 1. Distribution 2. Procurement 3. Daily Processing 4. Stock Based 5. Purchase Order Processing 6. Receive by P.O. (or Receive by Item) 7. Enter PO Number (optional) OR - Specify Search Info on QBE line 8. Find 9. Highlight Desired PO 10. PO Detail from Row Menu Exit 11. Highlight Desired Row 12. Item Availability from Row Menu Exit 13. Review Availability Information 14. Item Ledger from Row Menu Exit 15. Review Item Ledger Information 16. <u>S</u>elect for Detail 17. <u>C</u>lose (4X)

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h	Review Receipts & Reversals in GL			G43AA11	P4312	ZJDE0001 or ZJDE0002	1. Distribution 2. Procurement 3. Daily Processing 4. Stock Based 5. Purchase Order Processing 6. Receive by P.O. (or Receive by Item) 7. Enter PO Number (optional) OR - Specify Search Info on QBE line 8. Find 9. Highlight Desired PO 10. Batch Review - Form Menu Exit 11. Enter Doc Number (optional) OR - Specify Search Info on QBE line 12. Find 13. Highlight Desired Row 14. Journal Entries from Row Menu Exit 15. Review G/L Journal Information 16. Close
i	Test Tolerance Limits			G43A11	P4312	ZJDE0001 or ZJDE0002	1. Distribution 2. Procurement 3. Daily Processing 4. Stock Based 5. Purchase Order Processing 6. Receive by P.O. (or Receive by Item) 7. Review Processing Options for Tolerances - See processing options section 6a above 8. Enter PO Number (optional) OR - Specify Search Info on QBE line 9. Find 10. Highlight Desired PO 11. Select 12. Highlight Desired Receipt Line 13. OK 14. Enter Receipt Doc Number 15. Enter Quantity > Tolerance 16. OK 17. Cancel 18. Close