

HORIZON 5.3 UPGRADE

DALNET'S ACQUISITIONS TESTING

7/17/00

Attached are three separate checklists for use while testing Acquisitions functionality as part of the Horizon 5.3 upgrade:

Checklist 1 – Basic Functionality and Fixes in Acquisitions Module

These lists will help us make sure that major functions and records are working as expected in the Acquisitions Module. Fixes to bugs are also included.

Checklist 2 – Basic Functionality and Fixes in Acquisitions Manager Module

This list helps us make sure that major functions and records are working as expected in the Acquisitions Manager Module. Fixes to bugs are also included.

Checklist 3 – Enhancements

This list addresses brand new acquisitions features that have been incorporated as part of the 5.3 upgrade. Please see the attached updates to the Horizon Acquisitions User's Guide for reference.

(A. Lim)

Checklist 1 – Basic Acquisitions Functionality and 5.3 Fixes

1. Create a purchase request (PR) in two ways:
 - a. from scratch with the “new” button
 - b. by sending a record from Searching into the Acq module
2. Make sure that you can search for the PRs successfully.
3. Can you delete a PR successfully?
4. Create a purchase order (PO) header and lines in three ways:
 - a. from scratch with the “new” button
 - b. by sending a record from Searching into the Acq module
 - c. by copying a PR into a PO
5. Make sure that you can search for the POs by header and by line successfully.
6. Does printing of the PO work in negotiable and draft forms?
7. Can you print a cancellation notice?
8. Are acq-created bibs searchable in the StafPAC Search module?
9. Are item statuses on acq-created items set to “on order” appropriately?
10. Can you receive items?
11. Can you un-receive items?
12. Is “barcoding upon receipt” working OK?
13. Are item statuses on acq-created items set to “in process” appropriately when items are received?
14. Are budget amounts calculating accurately as you order items?
15. Can you use the “budget split” feature in a PO line item?
16. Can you record the backorder of an item?
17. Can you cancel PO line items successfully?
18. Can you uncancel a PO line successfully?
19. Can you un-do an entire PO?
20. Are the item detail windows indicating that all of this activity is being recorded accurately?
21. Can you copy a PO and can you copy a PO line into another PO?
22. Can you enter multiple budgets for a PO line?
23. Can you change the budget on a PO line, and if so, does Horizon transfer the encumbrance from the old budget to the new budget?
24. Can you force a claim successfully? (Note: Dayend will have to be run for this test.)
25. Can you review and print the claims list after Dayend has been run?
26. Search for existing, pre-5.3 records and review them. Do they look like they’ve been affected adversely by the upgrade? Can you search for existing, pre-5.3 POs without any problems?
27. Use the “display” and “sort” features available in the module. Are they working normally?
28. Bug Fix: Can you select a large font for printing of POs without having an overflow error occur and Acquisitions Module crashing?
29. Bug Fix: Is budget limit checking better in the upgrade? Do you get the appropriate error messages if you try to exceed a budget for ordering?
30. Bug Fix: Open numerous POs receive mode. Does this cause crashing of the module?
31. Bug Fix: Is item barcode verification working in Acquisitions to stop you from entering a wrong or duplicate barcode?
32. Create statement headers and use the statements to invoice items.
33. Can you search for the new statements successfully?
34. Can you un-do the invoicing of a PO line?
35. Search for existing, pre-5.3 records and review some of them. Do they look like they’ve been affected adversely by the upgrade? Can you search for existing, pre-5.3 statements without any problems?

36. Can you record a supplemental invoice?
37. Are you able to apply credit memos and refunds successfully?
38. Can you un-do the application of a credit memo?
39. Can you create and print vouchers? (Even if you don't use this feature, we need to make sure the feature still works as expected.)
40. Are budget amounts calculating accurately as you invoice items, e.g. are amounts moving to "spent" and are "available" funds decreasing?
41. Use the "display" and "sort" features available in the module. Are they working normally?

I have performed the tasks listed above and found no serious functionality problems.

Checked by (Name): _____ Date: _____

Checklist 2 – Basic Functionality in 5.3 Acquisitions Manager Module

1. Use the Budget Summary Report feature to search and report on different budgets in a variety of ways. Can you do this successfully?
2. Are the budget amounts in the various columns calculating accurately?
3. Can you use the Titles by Budget Report feature successfully?
4. Can you use the Titles by Vendor Report feature successfully?
5. Are you able to print the reports?
6. Are you able to “save to file” the reports?
7. Can you set up a new budget? If you use the new budget, are columns totaling accurately?
8. Change a budget’s status to “closed.” Does the system stop you from using the budget?
9. Use the “Edit Vendor” feature that is listed on the Acquisitions submenu of the Horizon Menu Manager to:
 - a. Create a vendor record from scratch
 - b. Edit a vendor record
 - c. Delete a newly created vendor
10. Can you search for your new vendor successfully?
11. Bug Fix: Can you search for a budget in the Budget Summary Report if the allocation is “0”? Previously, we could not do this.

I have performed the tasks listed above and found no serious functionality problems.

Checked by (Name): _____ Date: _____

Checklist 3 – Testing of 5.3 Enhancements

To use this checklist, please refer to attached portions of Horizon 5.3 Update Chapters, as indicated below.

Note: If you received this document electronically or without attachments, you can find the referenced Horizon 5.3 Update Chapters on the 5.3 client CD-ROM. This documentation can be downloaded to your PC in PDF format as part of the 5.3 client installation. In addition, it can be found at: <http://www.epixtech.com> in the "support services"/"customer support" area of the *epixtech* website. See your system administrator for ID and password information, if necessary.

1. New "spent event" options are available. To test, create three POs, each with a different "spent event" option. Follow through with normal ordering, receiving and statement approval processes to make sure that the "spent events" occur as selected on the three PO headers. (See Page 3 of the 5.3 update chapter, "Purchase Orders.")
2. PO line approval is now available as a manual or automatic process. To test, use the process in both manual or automatic modes and make sure you can un-do approvals as well. (See Pages 4-13 of the 5.3 update chapter, "Purchase Orders.")
3. Clean up of acq-created item, copy and bib records attached to POs is now available. To test, cancel an order, undo an order and undo a receipt. Horizon will prompt you to see if you would like to change or delete the acq-created records appropriately. Check your catalog to see if the records have been changed or deleted as desired.
4. Automatic renewal of standing orders is now available. To test, set up the renewal process on both existing and new POs and make sure that you can un-do renewals as well. (See Pages 16-39 of the 5.3 update chapter, "Purchase Orders.")
5. Statement approval process is now available. To test, approve statements individually and in batches. Make sure you can un-do statement approvals. (See Pages 3-10 of the 5.3 update chapter, "Statements.")
6. Horizon now lets you batch reassign budgets and budget amounts at the budget level and at the title level. To test this, create new budgets. Then, try to reassign budget amounts and budget title amounts to some of these new budgets. Then try to batch transfer budget unspent amounts to newly created budgets. (See Pages 3-20 of the 5.3 update chapter, "Setup.")
7. Fiscal Year Allocation Batch Changes. You now should be able in Acq Manager to make batch changes by fiscal year. Try changing some old budget's statuses in batches from "frozen" to "closed." Make sure that the newly closed budget's cannot be used on POs.
8. There is a new "acq/serials link" incorporated into the upgrade, but this new link is mostly related to enhancing Serials work, e.g. serials staff can attach PO lines to copy records in Serials Controls and can view ordering and payment information. Therefore, testing should be done by Serials staff members. Acquisitions staff members can contact A.Lim for more information, if desired.
9. Real-time updates of PO headers is now working. Please test to see if refreshing of POs is no longer necessary for calculations on the PO header.
10. Printed POs should now have the total amounts of the POs on them.
11. EDIFACT uploading and invoice processing is now possible, but this will not be tested at DALNET Office at this time.

I have performed the tasks listed above and found no serious functionality problems.

Checked by (Name): _____ Date: _____