

# **Material Management**

## **Inventory Control Module Testing Scripts**

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<b>Lawson 8.1.0 – Inventory Control Module Testing</b>			
<b>Script ID/Name:</b>	IC-001	Process an inventory receipt.	
<b>Product Work Team:</b>	Materiel Management – Core Team – Inventory Control	<b>Related Process Map:</b>	
<b>Prepared By:</b>		<b>Last Updated:</b>	01/01/2012
<b>Predecessor Scripts:</b>		<b>Successor Scripts:</b>	N/A
<b>Test Log-in:</b>	N/A	<b>Starting Program:</b>	IC20.1 - Receipts
<b>Tested By:</b>		<b>Test Date:</b>	
<b>Test Data to be set up:</b> Asset locations, inventory items.			
<p><b>Test Description:</b> Receive items into inventory. This type of receiving increases inventory stock on hand Level and is used for miscellaneous receipts such as finding an extra box of items in the hallway. Identify multiple item numbers and conduct the following separate tests:</p> <ul style="list-style-type: none"> <li>• Receive one item into inventory</li> <li>• Select multiple items and receive into the inventory</li> </ul>			
<p><b>Test Steps (include all steps, input data, special conditions, reports)</b></p> <ol style="list-style-type: none"> <li>1. Access Receipts form – IC20.1</li> <li>2. Enter Company</li> <li>3. Enter Location = asset location</li> <li>4. Document – Auto Assigned</li> <li>5. Enter FC (function code) = A</li> <li>6. Enter Item number if known, if not, search in the drop down list and select the item number.</li> <li>7. Enter Quantity.</li> <li>8. Click on the Add button. Note that UOM, Cost and Bin code default from system set ups.</li> <li>9. Click on the Release button.</li> </ol> <p style="text-align: center;"><b>Note: Inventory levels will not be updated if transactions are not released.</b></p>			
<b>Expected Results:</b> A receipt document was created and stock on hand levels were increased.			
<b>Actual Results:</b>			
<b>Actions Required:</b>			
<b>Signature:</b>			

<b>Lawson 8.1.0 – Inventory Control Module Testing</b>			
<b>Script ID/Name:</b>	IC-002	Process an inventory issue.	
<b>Product Work Team:</b>	Materiel Management – Core Team – Inventory Control	<b>Related Process Map:</b>	
<b>Prepared By:</b>		<b>Last Updated:</b>	01/01/2012
<b>Predecessor Scripts:</b>	N/A	<b>Successor Scripts:</b>	IC-003
<b>Test Log-in:</b>	N/A	<b>Starting Program:</b>	IC21.1 - Issues
<b>Tested By:</b>		<b>Test Date:</b>	
<b>Test Data to be set up:</b> Asset locations, requesting locations, inventory items. Prices will not default for average cost company.			
<b>Test Description:</b> Use this form to process “emergency/walk up” issues for chargeable and non-chargeable items in the Inventory Control module. This type of issue processing will bypass processing in the warehouse module. Requesting location incurs an expense for the issued items.			
<b>Test Steps (include all steps, input data, special conditions, reports)</b>			
<ol style="list-style-type: none"> <li>1. Access Issues form – IC21.1</li> <li>2. Enter Company= 1</li> <li>3. Enter Location = MM1</li> <li>4. Document – Auto Assigned</li> <li>5. Enter To Company = leave blank.</li> <li>6. Enter Requesting Location</li> <li>7. Enter FC (function code) = A</li> <li>8. Enter Item number if known, if not, search in the drop down list and select the item number.</li> <li>9. Enter Quantity.</li> <li>10. Enter Account</li> <li>11. Enter Cost – Prices do not default.</li> <li>12. Click on the Add button. Note that UOM and Bin code default from system set ups.</li> <li>13. Click on the Release button.</li> </ol> <p><b>Note: Inventory levels will not be updated if transactions are not released.</b></p>			
<b>Expected Results:</b> An inventory item issue was created and stock on hand levels were decreased.			
<b>Actual Results:</b>			
<b>Actions Required:</b>			
<b>Signature:</b>			

<b>Lawson 8.1.0 – Inventory Control Module Testing</b>			
<b>Script ID/Name:</b>	IC-003	Process a negative inventory issue.	
<b>Product Work Team:</b>	Materiel Management – Core Team – Inventory Control	<b>Related Process Map:</b>	
<b>Prepared By:</b>		<b>Last Updated:</b>	01/01/2012
<b>Predecessor Scripts:</b>	IC-002	<b>Successor Scripts:</b>	IC-021, IC-022
<b>Test Log-in:</b>	N/A	<b>Starting Program:</b>	IC21.1 - Issues
<b>Tested By:</b>		<b>Test Date:</b>	
<b>Test Data to be set up:</b> Asset locations, requesting locations, inventory items.			
<b>Test Description:</b> Use this form to process negative issues for chargeable and non-chargeable items by crediting the requesting location and increasing stock on hand levels when someone returns a requested item from the storeroom.			
<b>Test Steps (include all steps, input data, special conditions, reports)</b>			
<ol style="list-style-type: none"> <li>1. Access Issues form – IC21.1</li> <li>2. Enter Company</li> <li>3. Enter Location = Asset location</li> <li>4. Document – Auto Assigned</li> <li>5. Enter To Company = leave blank.</li> <li>6. Enter Requesting Location</li> <li>7. Default Debit Account will default from the Requesting Location</li> <li>8. Enter FC (function code) = A</li> <li>9. Enter Item number if known, if not, search in the drop down list and select the item number.</li> <li>10. Enter negative Quantity = (ie: 4-)</li> <li>11. Enter Deb Acct = Enter the accounting from the header (Default Debit Acct)</li> <li>12. Click on the Add button. Note that UOM and Bin code default from system set ups.</li> <li>13. Click on the Release button.</li> </ol> <p style="text-align: center;"><b>Note: Inventory levels will not be updated if transactions are not released.</b></p>			
<b>Expected Results:</b> A negative issue was created and stock on hand levels were increased.			
<b>Actual Results:</b>			
<b>Actions Required:</b>			
<b>Signature:</b>			

<b>Script ID/Name:</b>	IC-004	Process a direct inventory transfer.	
<b>Product Work Team:</b>	Materiel Management – Core Team – Inventory Control	<b>Related Process Map:</b>	
<b>Prepared By:</b>		<b>Last Updated:</b>	01/01/2012
<b>Predecessor Scripts:</b>	N/A	<b>Successor Scripts:</b>	N/A
<b>Test Log-in:</b>	N/A	<b>Starting Program:</b>	IC22.1 - Transfers
<b>Tested By:</b>		<b>Test Date:</b>	
<b>Test Data to be set up:</b> Asset locations, inventory item being transferred must exist in both asset locations.			
<b>Test Description:</b> Use this form to transfer items between 2 asset locations that are not far from each other. With this type of direct transfer, stock on hand levels update immediately in both locations when the transaction is released. Receiving is not required with direct transfers.			
<b>Test Steps (include all steps, input data, special conditions, reports)</b>			
<ol style="list-style-type: none"> <li>1. Access Transfers form – IC22.1</li> <li>2. Enter Company</li> <li>3. Enter From Location = Asset Location</li> <li>4. Enter Document = user defined (ie: initials+date – CB091203)</li> <li>5. Enter To Company = From Company will default.</li> <li>6. Enter To Location = Asset Location</li> <li>7. Enter In Transit = N</li> <li>8. Enter FC (function code) = A</li> <li>9. Enter Item number if known, if not, search in the drop down list and select the item number.</li> <li>10. Enter Quantity.</li> <li>11. Click on the Add button. Note that UOM, From Bin and To Bin codes default from system set ups.</li> <li>12. Click on the Release button.</li> </ol> <p><b>Note: Inventory levels will not be updated if transactions are not released.</b></p>			
<b>Expected Results:</b> An inventory item was successfully transferred as a direct transfer and stock on hand level decreased correctly in the “From Location” and increased at the “To Location”.			
<b>Actual Results:</b>			
<b>Actions Required:</b>			
<b>Signature:</b>			

<b>Lawson 8.1.0 – Inventory Control Module Testing</b>			
<b>Script ID/Name:</b>	IC-005	Process an inventory adjustment	
<b>Product Work Team:</b>	Materiel Management – Core Team – Inventory Control	<b>Related Process Map:</b>	
<b>Prepared By:</b>		<b>Last Updated:</b>	01/01/2012
<b>Predecessor Scripts:</b>	N/A	<b>Successor Scripts:</b>	N/A
<b>Test Log-in:</b>	N/A	<b>Starting Program:</b>	IC24.1 - Adjustments
<b>Tested By:</b>		<b>Test Date:</b>	
<b>Test Data to be set up:</b> Asset locations, inventory items.			
<b>Test Description:</b> Use this form to make quantity adjustments to inventory items.			
<b>Test Steps (include all steps, input data, special conditions, reports)</b>			
<ol style="list-style-type: none"> <li>1. Access Adjustments form – IC24.1</li> <li>2. Enter Company</li> <li>3. Enter Location = asset location</li> <li>4. Document Number – Auto Assigned</li> <li>5. Enter FC (function code) = A</li> <li>6. Enter Item number if known, if not, search in the drop down list and select the item number.</li> <li>7. Enter Quantity.</li> <li>8. Enter Cost</li> <li>9. Click on the Add button. Note that UOM, Cost and Bin code default from system set ups.</li> <li>10. Click on the Release button.</li> </ol> <p style="text-align: center;"><b>Note: Inventory levels will not be updated if transactions are not released.</b></p>			
<b>Expected Results:</b> Adjustment to inventory item increased stock on hand level.			
<b>Actual Results:</b>			
<b>Actions Required:</b>			
<b>Signature:</b>			

<b>Lawson 8.1.0 – Inventory Control Module Testing</b>			
<b>Script ID/Name:</b>	IC-006	Process a negative inventory adjustment	
<b>Product Work Team:</b>	Materiel Management – Core Team – Inventory Control	<b>Related Process Map:</b>	
<b>Prepared By:</b>		<b>Last Updated:</b>	01/01/2012
<b>Predecessor Scripts:</b>	N/A	<b>Successor Scripts:</b>	N/A
<b>Test Log-in:</b>	N/A	<b>Starting Program:</b>	IC24.1 - Adjustments
<b>Tested By:</b>		<b>Test Date:</b>	
<b>Test Data to be set up:</b> Asset locations, inventory items.			
<b>Test Description:</b> Use this form to make negative quantity adjustments to chargeable and non-chargeable inventory items.			
<b>Test Steps (include all steps, input data, special conditions, reports)</b>			
<ol style="list-style-type: none"> <li>1. Access Adjustments form – IC24.1</li> <li>2. Enter Company</li> <li>3. Enter Location = Asset Location</li> <li>4. Enter Document = user defined (ie: initials+date – CB091203)</li> <li>5. Enter FC (function code) = A</li> <li>6. Enter Item number if known, if not, search in the drop down list and select the item number.</li> <li>7. Enter Quantity = Negative quantity (ie: 6-)</li> <li>8. Click on the Add button. Note that UOM and Bin code default from system set ups. cost does not default for negative Adjustments.</li> <li>9. Click on the Release button.</li> </ol> <p><b>Note: Inventory levels will not be updated if transactions are not released.</b></p>			
<b>Expected Results:</b> Adjustment to inventory item decreased stock on hand level.			
<b>Actual Results:</b>			
<b>Actions Required:</b>			
<b>Signature:</b>			

<b>Lawson 8.1.0 – Inventory Control Module Testing</b>			
<b>Script ID/Name:</b>	IC-007	Process an inventory item cost adjustment	
<b>Product Work Team:</b>	Materiel Management – Core Team – Inventory Control	<b>Related Process Map:</b>	.
<b>Prepared By:</b>		<b>Last Updated:</b>	01/01/2012
<b>Predecessor Scripts:</b>	IC-001/IC007	<b>Successor Scripts:</b>	N/A
<b>Test Log-in:</b>	N/A	<b>Starting Program:</b>	IC28.1 – Cost Adjustments
<b>Tested By:</b>		<b>Test Date:</b>	
<b>Test Data to be set up:</b> Released inventory receipt or adjustment transactions			
<b>Test Description:</b> Use this form to make cost adjustments to chargeable and non-chargeable inventory items. Item must have been previously received or adjusted in the Inventory Control module. Document number from these transactions are required to perform cost adjustments.			
<b>Test Steps (include all steps, input data, special conditions, reports)</b>			
<ol style="list-style-type: none"> <li>1. Access Cost Adjustments form – IC28.1</li> <li>2. Enter Company</li> <li>3. Enter Location = Asset Location</li> <li>4. Enter Item number</li> <li>5. Enter Document = select from drop down list</li> <li>6. Click on the Inquire button to display the receipt/adjustment transaction.</li> <li>7. Enter New Cost</li> <li>8. Note: Adjust To Zero feature is used with companies defined as Average Costing. If used, it will clear the last entered cost and will not affect the average costing for the item.</li> <li>9. Click on the Change button.</li> </ol> <p style="text-align: center;"><b>Note: Inventory levels will not be updated if transactions are not released.</b></p>			
<b>Expected Results:</b> Successfully changed the cost of a receipt/adjustment record			
<b>Actual Results:</b>			
<b>Actions Required: ONLY MATERIEL WILL USE THIS APPLICATION – KEEP OUT OF TRAINING.</b>			
<b>Signature:</b>			

<b>Lawson 8.1.0 – Inventory Control Module Testing</b>			
<b>Script ID/Name:</b>	IC-008	Print par location count sheets	
<b>Product Work Team:</b>	Materiel Management – Core Team – Inventory Control	<b>Related Process Map:</b>	
<b>Prepared By:</b>		<b>Last Updated:</b>	01/01/2012
<b>Predecessor Scripts:</b>	IC-018	<b>Successor Scripts:</b>	IC-009
<b>Test Log-in:</b>	N/A	<b>Starting Program:</b>	IC281 – Par Inventory Worksheet
<b>Tested By:</b>		<b>Test Date:</b>	
<b>Test Data to be set up:</b> Report Group containing all defined Par Locations			
<b>Test Description:</b> Run this program to generate a worksheet that provides shelf location, item number, item description, par level, UOM and a column to enter counts for supplies in the par location. Counts can then be easily entered into the system to create an order.			
<b>Test Steps (include all steps, input data, special conditions, reports)</b>			
<ol style="list-style-type: none"> <li>1. Access Par Inventory Worksheet program – IC281</li> <li>2. Enter user defined Job Name</li> <li>3. Enter Description for the Job Name or leave it blank for system default.</li> <li>4. Enter Company</li> <li>5. Enter Report Group (optional) = Use this field only if you wish to group the par locations when printing worksheets, otherwise leave it blank.</li> <li>6. Enter Par Location = Select the par location from the drop down list</li> <li>7. Enter Sequence Option = S (prints in shelf location sequence)</li> <li>8. Add the Job by clicking on the Add button.</li> <li>9. Click Submit from the left panel.</li> <li>10. Click Submit again.</li> <li>11. Click Job Scheduler from the left panel</li> <li>12. Click Active Jobs from the left panel to see if the job finished running. Click “Refresh” button if it hasn’t until you no longer see the job display.</li> <li>13. Click Print Files from the left panel.</li> <li>14. Highlight the Job you have just run by clicking on it with your cursor.</li> <li>15. Click View from the left panel.</li> </ol>			
<b>Expected Results:</b> Par count sheets have generated successfully for the identified par locations.			
<b>Actual Results:</b>			
<b>Actions Required:</b>			
<b>Signature:</b>			

<b>Lawson 8.1.0 – Inventory Control Module Testing</b>
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<b>Script ID/Name:</b>	IC-009	Create par location orders	
<b>Product Work Team:</b>	Materiel Management – Core Team – Inventory Control	<b>Related Process Map:</b>	
<b>Prepared By:</b>		<b>Last Updated:</b>	01/01/2012
<b>Predecessor Scripts:</b>	IC-008	<b>Successor Scripts:</b>	WH-002 / PO-011
<b>Test Log-in:</b>	N/A	<b>Starting Program:</b>	IC83.1 – Par Location Counts
<b>Tested By:</b>		<b>Test Date:</b>	
<b>Test Data to be set up:</b> Requesting locations defined via IC81 must have Accounting Unit added.			
<b>Test Description:</b> Use this form to enter counts from the worksheets and create inventory or non-stock orders. User cannot enter a value that is greater than the par level defined in IC81.1 Use both chargeable and non-chargeable items.			
<b>Test Steps (include all steps, input data, special conditions, reports)</b>			
<ol style="list-style-type: none"> <li>1. Access Par Locations Counts form – IC83.1</li> <li>2. Enter Company</li> <li>3. Enter Par Location</li> <li>4. Enter Requester = Requester ID</li> <li>5. Requisition # will be auto assigned by the system.</li> <li>6. Click on the List button to display the first 6 par items.</li> <li>7. Enter FC (function code) = A , on the line to be replenished.</li> <li>8. Enter Count = on hand quantity from the worksheet. Note: System will calculate how much to order based on par level quantity minus on hand quantity.</li> <li>9. <b>Click on the Add button.</b> Note the requisition number assigned by the system.</li> <li>10. Screen will change to display only the items that were selected.</li> <li>11. To enter additional items click on the List button again and page down to the next 6 par items.</li> <li>12. Enter FC (function code) = A , on the line to be replenished.</li> <li>13. Enter Count = on hand quantity from the worksheet. Note: System will calculate how much to order based on par level quantity minus on hand quantity.</li> <li>14. <b>Click on the Change button.</b></li> <li>15. Repeat steps 11 thru 14 to add additional items.</li> <li>16. Click the Release button when finished ordering.</li> </ol> <p><b>Note: Requisition must be released in order to create a pick ticket or a purchase order.</b></p>			
<b>Expected Results:</b> Successfully created and released a par order.			
<b>Actual Results:</b>			
<b>Actions Required:</b>			
<b>Signature:</b>			

<b>Lawson 8.1.0 – Inventory Control Module Testing</b>			
<b>Script ID/Name:</b>	IC-010	Auto Reordering Using Requisition PO's set up (IC12)	
<b>Product Work Team:</b>	Materiel Management – Core Team – Inventory Control	<b>Related Process Map:</b>	
<b>Prepared By:</b>		<b>Last Updated:</b>	8/20/2004
<b>Predecessor Scripts:</b>	IC-017	<b>Successor Scripts:</b>	
<b>Test Log-in:</b>	N/A	<b>Starting Program:</b>	IC12.1 – Item Location
<b>Tested By:</b>		<b>Test Date:</b>	
<b>Test Data to be set up:</b>			
<b>Test Description:</b> Use this form to set up auto reordering parameters to replenish the storeroom. Reorder Levels, Reorder Quantities and Vendors are defined for reordering.			
<b>Test Steps (include all steps, input data, special conditions, reports)</b>			
<ol style="list-style-type: none"> <li>1. Access Item Location set up form – IC12.1</li> <li>2. Enter Company = 1100</li> <li>3. Enter Location = MM1</li> <li>4. Enter Item = Enter item number if known, otherwise select from the drop down list.</li> <li>5. Click on the Inquire button.</li> <li>6. Click on the Reorder tab from the left panel.</li> <li>7. Enter Reorder Policy = FOP</li> <li>8. Enter Reorder Document = R</li> <li>9. Enter Reorder Point</li> <li>10. Enter Reorder Quantity</li> <li>11. Click on the Change button</li> <li>12. Click on the Source button from the left panel.</li> <li>13. Click on the blue Replenishment link</li> <li>14. Enter Replenishment Priority = 1</li> <li>15. Enter Vendor = Vendor ID number</li> <li>16. Click on the Add button and system will display the Source screen again.</li> <li>17. Enter Automatic Purchasing = Y</li> <li>18. Click on the Change button.</li> </ol>			
<b>Expected Results:</b> Items ready to be reordered should be on the Replenishment by Requisitions file (IC142). Review results in Requisitions (RQ10.1)			
<b>Actual Results:</b>			
<b>Actions Required:</b>			
<b>Signature:</b>			

<b>Lawson 8.1.0 – Inventory Control Module Testing</b>			
<b>Script ID/Name:</b>	IC-011	Auto Reordering Using Requisition PO's set up (RQ01)	
<b>Product Work Team:</b>	Materiel Management – Core Team – Inventory Control	<b>Related Process Map:</b>	
<b>Prepared By:</b>		<b>Last Updated:</b>	8/20/2004
<b>Predecessor Scripts:</b>	IC-009	<b>Successor Scripts:</b>	IC-011
<b>Test Log-in:</b>	N/A	<b>Starting Program:</b>	RQ01.1 – Requesting Location
<b>Tested By:</b>		<b>Test Date:</b>	
<b>Test Data to be set up:</b>			
<b>Test Description:</b> Use this form to set up your asset location also as a Requesting Location since we'll be using requisitions to replenish the asset locations.			
<b>Test Steps (include all steps, input data, special conditions, reports)</b>			
<b>Main Tab:</b>			
<ol style="list-style-type: none"> <li>1. Access Requesting Location set up form – RQ01.1</li> <li>2. Enter From Company = 1100</li> <li>3. Enter From Location = MM1</li> <li>4. Enter Transaction Type = IS</li> <li>5. Enter Issue Account = Cost center of the asset location</li> <li>6. Enter Fill/Kill = F</li> </ol>			
<b>Address Tab</b>			
<ol style="list-style-type: none"> <li>7. Enter Location's Receiving Address.</li> <li>8. Click on the Add button.</li> </ol>			
<b>Expected Results:</b> Requesting Location is successfully added.			
<b>Actual Results:</b>			
<b>Actions Required:</b>			
<b>Signature:</b>			

<b>Lawson 8.1.0 – Inventory Control Module Testing</b>			
<b>Script ID/Name:</b>	IC-012	Auto Reordering Using Requisition PO's set up (RQ04)	
<b>Product Work Team:</b>	Materiel Management – Core Team – Inventory Control	<b>Related Process Map:</b>	
<b>Prepared By:</b>		<b>Last Updated:</b>	8/20/2004
<b>Predecessor Scripts:</b>	IC-010	<b>Successor Scripts:</b>	IC-012
<b>Test Log-in:</b>	N/A	<b>Starting Program:</b>	RQ04.1 – Requester
<b>Tested By:</b>		<b>Test Date:</b>	
<b>Test Data to be set up:</b>			
<b>Test Description:</b> Use this form to set up the Requesting Location as a “requester” since the requisition will be automatically created instead of manually by IC142 (Replenishment by Requisitions Program)			
<b>Test Steps (include all steps, input data, special conditions, reports)</b>			
<ol style="list-style-type: none"> <li>1. Access the Requester set up form – RQ04.1</li> <li>2. Enter Requester = must be entered exactly as indicated below in UPPER CASE: IC142MM1</li> <li>3. Enter Company = 1100</li> <li>4. Enter Approval Type = 3 – No approvals Needed</li> <li>5. Enter Status = A</li> <li>6. Enter Default Entry Code = 1</li> <li>7. Enter Use Entered Cost Default = y</li> <li>8. Enter From Price Agreements = Y</li> <li>9. Enter From Last PO/Cost = Y</li> <li>10. Click on the ADD Button</li> </ol>			
<b>Expected Results:</b> Requester is successfully created.			
<b>Actual Results:</b>			
<b>Actions Required:</b>			
<b>Signature:</b>			

<b>Lawson 8.1.0 – Inventory Control Module Testing</b>			
<b>Script ID/Name:</b>	IC-013	Auto Reordering Using Requisition PO's (IC142)	
<b>Product Work Team:</b>	Materiel Management – Core Team – Inventory Control	<b>Related Process Map:</b>	
<b>Prepared By:</b>		<b>Last Updated:</b>	8/20/2004
<b>Predecessor Scripts:</b>	IC-O12	<b>Successor Scripts:</b>	IC-014
<b>Test Log-in:</b>	N/A	<b>Starting Program:</b>	IC142 – Replenishment By Requisition PO's
<b>Tested By:</b>		<b>Test Date:</b>	
<b>Test Data to be set up:</b>			
<b>Test Description:</b>	Run Replenishment by Requisition PO's (IC142) to replenish an inventory location through a requisition interface with the Purchase Order application. After requisitions are created, you can review/modify and release them in RQ10.1 (Requisition).		
<b>Test Steps (include all steps, input data, special conditions, reports)</b>			
<ol style="list-style-type: none"> <li>1. Access Replenishment By Requisition PO's program – IC142</li> <li>2. Enter user defined Job Name</li> <li>3. Enter Description for the Job Name or leave it blank for system default.</li> <li>4. Enter Company</li> <li>5. Enter Location = Asset Location – MM1 <b>YOU MUST ENTER THIS FIELD, ELSE IT WILL RUN FOR <u>ALL</u> ASSET LOCATIONS</b></li> <li>6. Enter Inventory Class = Optional</li> <li>7. Enter Create Unreleased Documents = Y (requisitions will be created in “Unreleased” status for Review/modifications. User then has to release them. Released requisitions cannot be modified.)</li> <li>8. Enter Inactive Items = Y/N</li> <li>9. Enter Print Exception Report = Y/N (If=Y, it will also list items that will not be on the requisition along with a reason.)</li> <li>10. Enter Use Req Location as From Location = Y</li> <li>11. Add the Job by clicking on the Add button.</li> <li>12. Click Submit from the left panel.</li> <li>13. Click Submit again.</li> <li>14. Click Job Scheduler from the left panel.</li> <li>15. Click Active from the left panel to see if the job finished running. Click “Refresh” button if it hasn't until you no longer see the job display.</li> <li>16. Click Print Files from the left panel.</li> <li>17. Highlight the Job you have just run by clicking on it with your cursor.</li> <li>18. Click View from the left panel.</li> <li>19. Note the “Requisition” number that is assigned. You will need this number to continue processing.</li> </ol>			
<b>Expected Results:</b>	Items set up for reordering in IC12.1 has been successfully created on requisitions.		
<b>Actual Results:</b>			
<b>Actions Required:</b>			
<b>Signature:</b>			

<b>Lawson 8.1.0 – Requisition Module Testing</b>			
<b>Script ID/Name:</b>	IC-014	Review/Modify/Release Requisitions Created by Auto Replenishment for Inventory (I type) items	
<b>Product Work Team:</b>	Materiel Management – Core Team – Inventory Control	<b>Related Process Map:</b>	MOVED to Warehouse Scripts
<b>Prepared By:</b>		<b>Last Updated:</b>	01/01/2012
<b>Predecessor Scripts:</b>	IC - 012	<b>Successor Scripts:</b>	PO - 009
<b>Test Log-in:</b>	N/A	<b>Starting Program:</b>	RQ10.1 - Requisition
<b>Tested By:</b>		<b>Test Date:</b>	
<b>Test Data to be set up:</b> Requesters, requesting locations, asset locations, inventory items, approval codes, Requisitions.			
<b>Test Description:</b> Use RQ10.1 to review, modify and release requisitions that were auto created by IC142 (Replenishment by Requisition PO's) program.			
<b>Test Steps (include all steps, input data, special conditions, reports)</b>			
<ol style="list-style-type: none"> <li>1. Access Requisition form – RQ10.1</li> <li>2. Enter Requester = IC142MM1</li> <li>3. Enter Requisition Number = Number that IC142 provided</li> <li>4. Click on the “Inquire” button</li> <li>5. Note the number of tabs on the left panel. All of these with the exception of “Lines” tab, are considered To be “header tabs”. If any changes are made on the these tabs, click on the “CHANGE” button on Top to save the changes.</li> <li>6. Click on the “LINES” tab from the left panel to make changes to line information. Note the “Sub tabs” under the LINES tab. Data on these tabs can also be changed.</li> <li>7. First field on each line is called the (FC) Function Code field. A = Add new line C = Change line info D = Delete line</li> <li>8. Use one of the functions above for a line to be maintained/modified and make modifications, ie:Quantity.</li> </ol> <p><b>NOTE: You CAN NOT override the Item Number. If you don't want that item to be ordered at this time, you must delete the line by entering 'D' in the FC field.</b></p> <ol style="list-style-type: none"> <li>9. Click on the CHANGE button on top to save the changes.</li> </ol> <p><b><u>Important:</u> When making changes to a line, FC (Function Code) <u>MUST</u> be entered and CHANGE button on top <u>MUST</u> be clicked.</b></p>			
<b>Expected Results:</b> Requisition successfully created for an inventory item for the correct requesting location.			
<b>Actual Results:</b>			
<b>Actions Required:</b>			
<b>Signature:</b>			

<b>Lawson 8.1.0 – Inventory Control Module Testing</b>			
<b>Script ID/Name:</b>	IC-015	Item Master Maintenance	
<b>Product Work Team:</b>	Materiel Management – Core Team – Inventory Control	<b>Related Process Map:</b>	
<b>Prepared By:</b>		<b>Last Updated:</b>	01/01/2012
<b>Predecessor Scripts:</b>	N/A	<b>Successor Scripts:</b>	IC-016
<b>Test Log-in:</b>	N/A	<b>Starting Program:</b>	IC11.1 – Item Master
<b>Tested By:</b>		<b>Test Date:</b>	
<b>Test Data to be set up:</b>			
<b>Test Description:</b> Use this form to maintain items in the Item Master table. Demonstrate the Add, Change and Delete functions. Change the description on at least one item on a vendor agreement			
<b>Test Steps (include all steps, input data, special conditions, reports)</b>			
<ol style="list-style-type: none"> <li>1. Access Item Master form – IC11.1</li> <li>2. Enter Item Group = Sample</li> <li>3. Enter Item = Item number if known, otherwise select from the drop down list.</li> <li>4. Click on the Inquire button.</li> <li>5. Make a change to one of the Description field values and click on the Change button. Note: make a change the description of one item on a vendor agreement.</li> <li>6. Clear the screen by pressing Ctr + Shift + X and create a new item.</li> <li>7. Enter Item Group =</li> <li>8. Item Number – System Assigned</li> <li>9. Enter all of the pertinent fields such as Stock UOM and UOM conversions.</li> <li>10. Click on the Add button.</li> <li>11. Inquire on an existing item and then click on the Delete button.</li> <li>12. Inquire on the new item that was just added.</li> <li>13. Click on the Delete button.</li> </ol>			
<b>Expected Results:</b> Item maintenance in the Item Master was successful.			
<b>Actual Results:</b>			
<b>Actions Required:</b>			
<b>Signature:</b>			

<b>Lawson 8.1.0 – Inventory Control Module Testing</b>			
<b>Script ID/Name:</b>	IC-016	Create Vendor Agreement Item Desc Update	
<b>Product Work Team:</b>	Materiel Management – Core Team – Inventory Control	<b>Related Process Map:</b>	
<b>Prepared By:</b>		<b>Last Updated:</b>	01/01/2012 /3
<b>Predecessor Scripts:</b>	IC-015	<b>Successor Scripts:</b>	N/A
<b>Test Log-in:</b>	N/A	<b>Starting Program:</b>	PO125
<b>Tested By:</b>		<b>Test Date:</b>	
<b>Test Data to be set up:</b> Item master maintenance on description field, agreement for the same item.			
<b>Test Description:</b> Run this program to update item description on the vendor agreement file whenever a description change is made to the same item in the Item Master file.			
<b>Test Steps (include all steps, input data, special conditions, reports)</b>			
<ol style="list-style-type: none"> <li>1. Access Vendor Agreement Item Desc Update – PO125</li> <li>2. Enter user defined Job Name</li> <li>3. Enter Description for the Job Name or leave it blank for system default.</li> <li>4. Enter Procurement Group =</li> <li>5. Enter Update = N (for viewing) –or- Enter Update = Y (for processing)</li> <li>6. Add the Job by clicking on the Add button.</li> <li>7. Click Submit from the left panel.</li> <li>8. Click Submit again.</li> <li>9. Click Job Scheduler from the left panel.</li> <li>10. Click Active from the left panel to see if the job finished running. Click “Refresh” button if it hasn’t until you no longer see the job display.</li> <li>11. Click Print Files from the left panel.</li> <li>12. Highlight the Job you have just run by clicking on it with your cursor.</li> <li>13. Click View from the left panel.</li> </ol>			
<b>Expected Results:</b> PO25 lines will be updated when a change is made in IC11.			
<b>Actual Results:</b>			
<b>Actions Required:</b>			
<b>Signature:</b>			

<b>Lawson 8.1.0 – Inventory Control Module Testing</b>			
<b>Script ID/Name:</b>	IC-017	Item Location Maintenance	
<b>Product Work Team:</b>	Materiel Management – Core Team – Inventory Control	<b>Related Process Map:</b>	
<b>Prepared By:</b>		<b>Last Updated:</b>	01/01/2012
<b>Predecessor Scripts:</b>	IC-015	<b>Successor Scripts:</b>	N/A
<b>Test Log-in:</b>	N/A	<b>Starting Program:</b>	IC12.1 – Item Location
<b>Tested By:</b>		<b>Test Date:</b>	
<b>Test Data to be set up:</b> Item Master records.			
<b>Test Description:</b> Use this form to maintain items in the Item Location table. Demonstrate the Add, Change and Delete functions.			
<b>Test Steps (include all steps, input data, special conditions, reports)</b>			
<ol style="list-style-type: none"> <li>1. Access Item Location form – IC12.1</li> <li>2. Enter Company</li> <li>3. Enter Location = Asset location.</li> <li>4. Enter Item = Item number if known, otherwise select from the drop down list.</li> <li>5. Click on the Inquire button.</li> <li>6. Make a change to one of the field values and click on the Change button.</li> <li>7. Clear the screen by pressing Ctr + Shift + X and add a new item to the location.</li> <li>8. Enter all of the pertinent fields such as Bins, GL category, reorder info.</li> <li>9. Click on the Add button.</li> <li>10. Inquire on an existing item and then click on the Delete button.</li> <li>11. Inquire on the new item that was just added.</li> <li>12. Click on the Delete button.</li> </ol>			
<b>Expected Results:</b> Item maintenance in the Item Location table was successful.			
<b>Actual Results:</b>			
<b>Actions Required:</b>			
<b>Signature:</b>			

<b>Lawson 8.1.0 – Inventory Control Module Testing</b>			
<b>Script ID/Name:</b>	IC-018	Par Location Maintenance	
<b>Product Work Team:</b>	Material Management – Core Team – Inventory Control	<b>Related Process Map:</b>	
<b>Prepared By:</b>		<b>Last Updated:</b>	01/01/2012
<b>Predecessor Scripts:</b>	N/A	<b>Successor Scripts:</b>	N/A
<b>Test Log-in:</b>	N/A	<b>Starting Program:</b>	IC81.1 – Cart/Par Location
<b>Tested By:</b>		<b>Test Date:</b>	
<b>Test Data to be set up:</b> Item Location records.			
<b>Test Description:</b> Use this form to maintain items in the Cart/Par Location table. Demonstrate the Change and Delete functions.			
<b>Test Steps (include all steps, input data, special conditions, reports)</b>			
<ol style="list-style-type: none"> <li>1. Access Cart/Par Location form – IC81.1</li> <li>2. Enter Company</li> <li>3. Enter Par Location = Select from the drop down list.</li> <li>4. Click on the Inquire button.</li> <li>5. Enter the FC (function code) = C on one of the item lines.</li> <li>6. Enter a new Par Level quantity.</li> <li>7. Click on the Change button</li> <li>8. Enter the FC (function code) = D on one of the item lines</li> <li>9. Click on the Change button to delete the line.</li> </ol>			
<b>Expected Results:</b> Item maintenance in the Cart/Par Location table was successful.			
<b>Actual Results:</b>			
<b>Actions Required:</b>			
<b>Signature:</b>			

<b>Lawson 8.1.0 – Inventory Control Module Testing</b>			
<b>Script ID/Name:</b>	IC-019	Bin Location Maintenance	
<b>Product Work Team:</b>	Materiel Management – Core Team – Inventory Control	<b>Related Process Map:</b>	N/A
<b>Prepared By:</b>		<b>Last Updated:</b>	01/01/2012
<b>Predecessor Scripts:</b>	N/A	<b>Successor Scripts:</b>	N/A
<b>Test Log-in:</b>	N/A	<b>Starting Program:</b>	IC15.2 - Bins
<b>Tested By:</b>		<b>Test Date:</b>	
<b>Test Data to be set up:</b> Item locations and Items, and bin types.			
<b>Test Description:</b> This set up table is used to create and maintain bin locations. Bins represent a level of storage that exists within a company location areas , racks, shelves and rows.			
<b>Test Steps (include all steps, input data, special conditions, reports)</b>			
<ol style="list-style-type: none"> <li>1. Access Bins form – IC15.2</li> <li>2. Enter Company</li> <li>3. Enter Position To = Optional. It is used to access a specific bin.</li> <li>4. Enter Location = asset location</li> <li>5. Enter FC code = A(dd), C(hange), D(elete)</li> <li>6. Enter Bin = user defined value</li> <li>7. Enter Type = A (restricts/allows issues and receipts for the specific bin)</li> <li>8. Click the Add button to add a new bin</li> <li>9. Click the Change button to change a bin</li> </ol>			
<b>Expected Results:</b> Bins are added and maintained successfully.			
<b>Actual Results:</b>			
<b>Actions Required:</b>			
<b>Signature:</b>			

<b>Lawson 8.1.0 – Inventory Control Module Testing</b>			
<b>Script ID/Name:</b>	IC-020	Item Search Inquiry	
<b>Product Work Team:</b>	Materiel Management – Core Team – Inventory Control	<b>Related Process Map:</b>	N/A
<b>Prepared By:</b>		<b>Last Updated:</b>	01/01/2012
<b>Predecessor Scripts:</b>	N/A	<b>Successor Scripts:</b>	N/A
<b>Test Log-in:</b>	N/A	<b>Starting Program:</b>	IC30.1 – Item Search
<b>Tested By:</b>		<b>Test Date:</b>	
<b>Test Data to be set up:</b> Released inventory transactions.			
<b>Test Description:</b> Use this form to search for an item in the Item Master using description, generic name, inventory and purchasing classes and user-defined-field-1.			
<b>Test Steps (include all steps, input data, special conditions, reports)</b>			
<ol style="list-style-type: none"> <li>1. Access Item Search form – IC30.1</li> <li>2. Enter Company</li> <li>3. Enter Access Code = Select from drop down list to limit the search to type of value, otherwise leave blank to view all records in the Item Master.</li> <li>4. Enter item Description</li> <li>5. Click on the Inquire button.</li> </ol>			
<b>Expected Results:</b> Desired items with corresponding access code are displayed.			
<b>Actual Results:</b>			
<b>Actions Required:</b>			
<b>Signature:</b>			

<b>Lawson 8.1.0 – Inventory Control Module Testing</b>			
<b>Script ID/Name:</b>	IC-021	Inquire on stock status	
<b>Product Work Team:</b>	Materiel Management – Core Team – Inventory Control	<b>Related Process Map:</b>	N/A
<b>Prepared By:</b>		<b>Last Updated:</b>	01/01/2012
<b>Predecessor Scripts:</b>	N/A	<b>Successor Scripts:</b>	N/A
<b>Test Log-in:</b>	N/A	<b>Starting Program:</b>	IC45.1 – Stock Status
<b>Tested By:</b>		<b>Test Date:</b>	
<b>Test Data to be set up:</b> Released inventory, requisition, purchase order transactions.			
<b>Test Description:</b> Use this form to look up item availability by supply and demand. Transactions listed on this form are either those that have not yet been shipped or have not yet been received in the asset location.			
<b>Test Steps (include all steps, input data, special conditions, reports)</b>			
<ol style="list-style-type: none"> <li>1. Access Stock Status form – IC45.1</li> <li>2. Enter Company</li> <li>3. Enter Location = Asset location</li> <li>4. Enter Item Number or select from the drop down list.</li> <li>5. Click on the Inquire button.</li> </ol>			
<b>Expected Results:</b> Orders that have not yet been shipped or have not yet been received in the asset location are displayed correctly.			
<b>Actual Results:</b>			
<b>Actions Required:</b>			
<b>Signature:</b>			

<b>Lawson 8.1.0 – Inventory Control Module Testing</b>			
<b>Script ID/Name:</b>	IC-022	Inquire on transaction history	
<b>Product Work Team:</b>	Materiel Management – Core Team – Inventory Control	<b>Related Process Map:</b>	N/A
<b>Prepared By:</b>		<b>Last Updated:</b>	01/01/2012
<b>Predecessor Scripts:</b>	N/A	<b>Successor Scripts:</b>	N/A
<b>Test Log-in:</b>	N/A	<b>Starting Program:</b>	IC50.1 – Transaction History
<b>Tested By:</b>		<b>Test Date:</b>	
<b>Test Data to be set up:</b> Released inventory, purchase order transactions.			
<b>Test Description:</b> Use this form to view transaction history for all inventory items. Transaction history records are updated to the inventory control module as a result of transactions processed in the purchase and inventory control modules such as issues, adjustments, PO receipts etc.			
<b>Test Steps (include all steps, input data, special conditions, reports)</b>			
<ol style="list-style-type: none"> <li>1. Access Transaction History form – IC50.1</li> <li>2. Enter Company</li> <li>3. Enter Location = Asset location</li> <li>4. Enter Item Number or select from the drop down list.</li> <li>5. Click on the Inquire button.</li> </ol>			
<b>Expected Results:</b> All IC and PO transactions for inventory items with “closed” status should display.			
<b>Actual Results:</b>			
<b>Actions Required:</b>			
<b>Signature:</b>			

<b>Lawson 8.1.0 – Inventory Control Module Testing</b>			
<b>Script ID/Name:</b>	IC-023	Inquire usage history by period	
<b>Product Work Team:</b>	Materiel Management – Core Team – Inventory Control	<b>Related Process Map:</b>	N/A
<b>Prepared By:</b>		<b>Last Updated:</b>	01/01/2012
<b>Predecessor Scripts:</b>	N/A	<b>Successor Scripts:</b>	N/A
<b>Test Log-in:</b>	N/A	<b>Starting Program:</b>	IC49.1 – Usage History
<b>Tested By:</b>		<b>Test Date:</b>	
<b>Test Data to be set up:</b> Released inventory transactions.			
<b>Test Description:</b> Use this form to view the usage (receipts, adjustments, transfers, issues) history by period for a specific item for a specified year for inventory items.			
<b>Test Steps (include all steps, input data, special conditions, reports)</b>			
<ol style="list-style-type: none"> <li>1. Access Usage History form – IC49.1</li> <li>2. Enter Company</li> <li>3. Enter Location = Asset location</li> <li>4. Enter Item Number or select from the drop down list.</li> <li>5. Enter Year = Current year</li> <li>6. Quarter =</li> <li>7. Click on the Inquire button.</li> </ol>			
<b>Expected Results:</b> Correct Usage by Period is displayed.			
<b>Actual Results:</b>			
<b>Actions Required:</b>			
<b>Signature:</b>			

<b>Lawson 8.1.0 – Inventory Control Module Testing</b>			
<b>Script ID/Name:</b>	IC-024	Create inventory reorder advice report	
<b>Product Work Team:</b>	Materiel Management – Core Team – Inventory Control	<b>Related Process Map:</b>	N/A
<b>Prepared By:</b>		<b>Last Updated:</b>	01/01/2012
<b>Predecessor Scripts:</b>	N/A	<b>Successor Scripts:</b>	N/A
<b>Test Log-in:</b>	N/A	<b>Starting Program:</b>	IC225 – Inventory Reorder Advice
<b>Tested By:</b>		<b>Test Date:</b>	
<b>Test Data to be set up:</b> Released and approved requisitions for inventory items.			
<b>Test Description:</b> Run this report to create a reorder advice for items near depletion. This program calculates reorder quantities for items that have an available quantity that is less than the reorder point. Although very similar to IC140, it does not create a PO interface file.			
<b>Test Steps (include all steps, input data, special conditions, reports)</b>			
<ol style="list-style-type: none"> <li>1. Access Inventory Reorder Advice program – IC225</li> <li>2. Enter user defined Job Name</li> <li>3. Enter Description for the Job Name or leave it blank for system default.</li> <li>4. Enter Company</li> <li>5. Enter Location = Asset location</li> <li>6. Add the Job by clicking on the Add button.</li> <li>7. Click Submit from the left panel.</li> <li>8. Click Submit again.</li> <li>9. Click Job Scheduler from the left panel.</li> <li>10. Click Active from the left panel to see if the job finished running. Click “Refresh” button if it hasn’t until you no longer see the job display.</li> <li>11. Click Print Files from the left panel.</li> <li>12. Highlight the Job you have just run by clicking on it with your cursor.</li> <li>13. Click View from the left panel.</li> </ol>			
<b>Expected Results:</b> Only those items whose available quantities are less than their reorder points print on the report.			
<b>Actual Results:</b>			
<b>Actions Required:</b>			
<b>Signature:</b>			

<b>Lawson 8.1.0 – Inventory Control Module Testing</b>			
<b>Script ID/Name:</b>	IC-025	Create report for changes made to Item Master records.	
<b>Product Work Team:</b>	Materiel Management – Core Team – Inventory Control	<b>Related Process Map:</b>	N/A
<b>Prepared By:</b>		<b>Last Updated:</b>	01/01/2012
<b>Predecessor Scripts:</b>	IC-012	<b>Successor Scripts:</b>	N/A
<b>Test Log-in:</b>	N/A	<b>Starting Program:</b>	IC191 – Item Master Audit Trail
<b>Tested By:</b>		<b>Test Date:</b>	
<b>Test Data to be set up:</b> Changes made to Item Master records. Set Audit flag on IC00 to “Y”.			
<b>Test Description:</b> Run this report to view who made any type of changes to the item master file (IC11.1). It displays “before” and “after” values of the changed fields along with date and time stamps.			
<b>Test Steps (include all steps, input data, special conditions, reports)</b>			
<ol style="list-style-type: none"> <li>1. Access Item Master Audit Trail program – IC191</li> <li>2. Enter user defined Job Name</li> <li>3. Enter Description for the Job Name or leave it blank for system default.</li> <li>4. Enter Item Group =</li> <li>5. Enter Date range for maintenance activity</li> <li>6. Enter Item number or leave it blank to run for all items with maintenance activity for the date range.</li> <li>7. Enter Report = N (don't print), Y (print)</li> <li>8. Enter Delete Audit Records = N</li> <li>9. Add the Job by clicking on the Add button.</li> <li>10. Click Submit from the left panel.</li> <li>11. Click Submit again.</li> <li>12. Click Job Scheduler from the left panel.</li> <li>13. Click Active from the left panel to see if the job finished running. Click “Refresh” button if it hasn't until you no longer see the job display.</li> <li>14. Click Print Files from the left panel.</li> <li>15. Highlight the Job you have just run by clicking on it with your cursor.</li> <li>16. Click View from the left panel.</li> </ol>			
<b>Expected Results:</b> Items with changes done to them within the date range print on the report.			
<b>Actual Results:</b>			
<b>Actions Required:</b>			
<b>Signature:</b>			

<b>Lawson 8.1.0 – Inventory Control Module Testing</b>			
<b>Script ID/Name:</b>	IC-026	Create report for changes made to Item Location records.	
<b>Product Work Team:</b>	Materiel Management – Core Team – Inventory Control	<b>Related Process Map:</b>	N/A
<b>Prepared By:</b>		<b>Last Updated:</b>	01/01/2012
<b>Predecessor Scripts:</b>	IC-014	<b>Successor Scripts:</b>	N/A
<b>Test Log-in:</b>	N/A	<b>Starting Program:</b>	IC192 – Item Location Audit Trail
<b>Tested By:</b>		<b>Test Date:</b>	
<b>Test Data to be set up:</b> Changes made to Item Location records.			
<b>Test Description:</b> Run this report to view who made any type of changes to the item location file (IC12.1). It displays “before” and “after” values of the changed fields along with date and time stamps.			
<b>Test Steps (include all steps, input data, special conditions, reports)</b>			
<ol style="list-style-type: none"> <li>1. Access Item Location Audit Trail program – IC192</li> <li>2. Enter user defined Job Name</li> <li>3. Enter Description for the Job Name or leave it blank for system default.</li> <li>4. Enter Company</li> <li>5. Enter Location = Asset location</li> <li>6. Enter Date range for maintenance activity</li> <li>7. Enter Item number or leave it blank to run for all items with maintenance activity for the date range.</li> <li>8. Enter Report = N (don't print), Y (print)</li> <li>9. Enter Delete Audit Records = N</li> <li>10. Add the Job by clicking on the Add button.</li> <li>11. Click Submit from the left panel.</li> <li>12. Click Submit again.</li> <li>13. Click Job Scheduler from the left panel.</li> <li>14. Click Active from the left panel to see if the job finished running. Click “Refresh” button if it hasn't until you no longer see the job display.</li> <li>15. Click Print Files from the left panel.</li> <li>16. Highlight the Job you have just run by clicking on it with your cursor.</li> <li>17. Click View from the left panel.</li> </ol>			
<b>Expected Results:</b> Items with changes done to them within the date range print on the report.			
<b>Actual Results:</b>			
<b>Actions Required:</b>			
<b>Signature:</b>			

<b>Lawson 8.1.0 – Inventory Control Module Testing</b>			
<b>Script ID/Name:</b>	IC-027	Create Killed Item Report	
<b>Product Work Team:</b>	Materiel Management – Core Team – Inventory Control	<b>Related Process Map:</b>	N/A
<b>Prepared By:</b>		<b>Last Updated:</b>	01/01/2012
<b>Predecessor Scripts:</b>	N/A	<b>Successor Scripts:</b>	N/A
<b>Test Log-in:</b>	N/A	<b>Starting Program:</b>	IC243
<b>Tested By:</b>		<b>Test Date:</b>	
<b>Test Data to be set up:</b> Released requisitions with inventory items that have insufficient or no stock on hand. Requesting locations set to “Kill” backorders.			
<b>Test Description:</b> Use this report to print all items that have not been processed because the requisition line was flagged to "kill" back orders.			
<b>Test Steps (include all steps, input data, special conditions, reports)</b>			
<ol style="list-style-type: none"> <li>1. Access Killed Item Report – IC243</li> <li>2. Enter user defined Job Name</li> <li>3. Enter Description for the Job Name or leave it blank for system default.</li> <li>4. Enter Company =</li> <li>5. Enter Buyer =</li> <li>6. Enter Requesting Location =</li> <li>7. Add the Job by clicking on the Add button.</li> <li>8. Click Submit from the left panel.</li> <li>9. Click Submit again.</li> <li>10. Click Job Scheduler from the left panel.</li> <li>11. Click Active from the left panel to see if the job finished running. Click “Refresh” button if it hasn’t until you no longer see the job display.</li> <li>12. Click Print Files from the left panel.</li> <li>13. Highlight the Job you have just run by clicking on it with your cursor.</li> <li>14. Click View from the left panel.</li> </ol>			
<b>Expected Results:</b> Print a report of killed items.			
<b>Actual Results:</b>			
<b>Actions Required:</b>			
<b>Signature:</b>			

<b>Lawson 8.1.0 – Inventory Control Module Testing</b>			
<b>Script ID/Name:</b>	IC-028	(IC Period Close) Create unreleased IC documents report	
<b>Product Work Team:</b>	Materiel Management – Core Team – Inventory Control	<b>Related Process Map:</b>	N/A
<b>Prepared By:</b>		<b>Last Updated:</b>	01/01/2012
<b>Predecessor Scripts:</b>	IC001-007	<b>Successor Scripts:</b>	IC-029-30-31-32
<b>Test Log-in:</b>	N/A	<b>Starting Program:</b>	IC222 – Unreleased Documents
<b>Tested By:</b>		<b>Test Date:</b>	
<b>Test Data to be set up:</b> Unreleased inventory transactions.			
<b>Test Description:</b> Run this report to print a report of unreleased documents for a company. Unreleased documents identify item transactions that have not been released to the Inventory Control module. Any unreleased IC document will prevent the IC module from closing at period end.			
<b>Test Steps (include all steps, input data, special conditions, reports)</b>			
<ol style="list-style-type: none"> <li>1. Access Unreleased Documents program – IC222</li> <li>2. Enter user defined Job Name</li> <li>3. Enter Description for the Job Name or leave it blank for system default.</li> <li>4. Enter Company</li> <li>5. Enter Location = Asset location</li> <li>6. Enter Document Type (optional) or leave blank to run this report for all IC document types.</li> <li>7. Add the Job by clicking on the Add button.</li> <li>8. Click Submit from the left panel.</li> <li>9. Click Submit again.</li> <li>10. Click Job Scheduler from the left panel.</li> <li>11. Click Active from the left panel to see if the job finished running. Click “Refresh” button if it hasn’t until you no longer see the job display.</li> <li>12. Click Print Files from the left panel.</li> <li>13. Highlight the Job you have just run by clicking on it with your cursor.</li> <li>14. Click View from the left panel.</li> </ol>			
<b>Expected Results:</b> Only unreleased inventory control transactions print on the report.			
<b>Actual Results:</b>			
<b>Actions Required:</b>			
<b>Signature:</b>			

<b>Lawson 8.1.0 – Inventory Control Module Testing</b>			
<b>Script ID/Name:</b>	IC-029	(IC Period Close) Release Unreleased IC Receipts	
<b>Product Work Team:</b>	Materiel Management – Core Team – Inventory Control	<b>Related Process Map:</b>	N/A
<b>Prepared By:</b>		<b>Last Updated:</b>	01/01/2012
<b>Predecessor Scripts:</b>	IC-028	<b>Successor Scripts:</b>	IC-033
<b>Test Log-in:</b>	N/A	<b>Starting Program:</b>	IC 20 – Receipts
<b>Tested By:</b>		<b>Test Date:</b>	
<b>Test Data to be set up:</b> Unreleased inventory receipts			
<b>Test Description:</b> Use this application to release unreleased inventory receipt transactions.			
<b>Test Steps (include all steps, input data, special conditions, reports)</b>			
<ol style="list-style-type: none"> <li>1. Access Receipts form – IC20.1</li> <li>2. Enter Company</li> <li>3. Enter Location = asset location</li> <li>4. Enter Document #</li> <li>5. Click on the Inquire button</li> <li>6. Click on the Release button.</li> </ol>			
<b>Expected Results:</b> Transactions successfully released.			
<b>Actual Results:</b>			
<b>Actions Required:</b>			
<b>Signature:</b>			

<b>Script ID/Name:</b>	IC-030	(IC Period Close) Release Unreleased IC Issues	
<b>Product Work Team:</b>	Materiel Management – Core Team – Inventory Control	<b>Related Process Map:</b>	N/A
<b>Prepared By:</b>		<b>Last Updated:</b>	01/01/2012
<b>Predecessor Scripts:</b>	IC-028	<b>Successor Scripts:</b>	IC-033
<b>Test Log-in:</b>	N/A	<b>Starting Program:</b>	IC21 – Issues
<b>Tested By:</b>		<b>Test Date:</b>	
<b>Test Data to be set up:</b> Unreleased inventory issues.			
<b>Test Description:</b> Use this application to release unreleased inventory issue transactions.			
<b>Test Steps (include all steps, input data, special conditions, reports)</b>			
<ol style="list-style-type: none"> <li>1. Access Issues form – IC21.1</li> <li>2. Enter Company</li> <li>3. Enter Location = asset location</li> <li>4. Enter Document #</li> <li>5. Click on the Inquire button</li> <li>6. Click on the Release button.</li> </ol>			
<b>Expected Results:</b> Transactions successfully released.			
<b>Actual Results:</b>			
<b>Actions Required:</b>			
<b>Signature:</b>			

<b>Lawson 8.1.0 – Inventory Control Module Testing</b>			
<b>Script ID/Name:</b>	IC-031	(IC Period Close) Release Unreleased IC Transfers	
<b>Product Work Team:</b>	Materiel Management – Core Team – Inventory Control	<b>Related Process Map:</b>	N/A
<b>Prepared By:</b>		<b>Last Updated:</b>	01/01/2012
<b>Predecessor Scripts:</b>	IC-028	<b>Successor Scripts:</b>	IC-033
<b>Test Log-in:</b>	N/A	<b>Starting Program:</b>	IC 22 – Transfers
<b>Tested By:</b>		<b>Test Date:</b>	
<b>Test Data to be set up:</b> Unreleased inventory transfers			
<b>Test Description:</b> Use this application to release unreleased inventory transfer transactions.			
<b>Test Steps (include all steps, input data, special conditions, reports)</b>			
<ol style="list-style-type: none"> <li>1. Access Transfers form – IC22.1</li> <li>2. Enter Company</li> <li>3. Enter Location = asset location</li> <li>4. Enter Document #</li> <li>5. Click on the Inquire button</li> <li>6. Click on the Release button.</li> </ol>			
<b>Expected Results:</b> Transactions successfully released.			
<b>Actual Results:</b>			
<b>Actions Required:</b>			
<b>Signature:</b>			

<b>Lawson 8.1.0 – Inventory Control Module Testing</b>			
<b>Script ID/Name:</b>	IC-032	(IC Period Close) Release Unreleased IC Adjustments	
<b>Product Work Team:</b>	Materiel Management – Core Team – Inventory Control	<b>Related Process Map:</b>	N/A
<b>Prepared By:</b>		<b>Last Updated:</b>	01/01/2012
<b>Predecessor Scripts:</b>	IC-028	<b>Successor Scripts:</b>	IC-033
<b>Test Log-in:</b>	N/A	<b>Starting Program:</b>	IC 24 – Adjustments
<b>Tested By:</b>		<b>Test Date:</b>	
<b>Test Data to be set up:</b> Unreleased inventory adjustments.			
<b>Test Description:</b> Use this application to release unreleased inventory adjustment transactions.			
<b>Test Steps (include all steps, input data, special conditions, reports)</b>			
<ol style="list-style-type: none"> <li>1. Access Adjustments form – IC24.1</li> <li>2. Enter Company</li> <li>3. Enter Location = asset location</li> <li>4. Enter Document #</li> <li>5. Click on the Inquire button</li> <li>6. Click on the Release button.</li> </ol>			
<b>Expected Results:</b> Transactions successfully released.			
<b>Actual Results:</b>			
<b>Actions Required:</b>			
<b>Signature:</b>			

<b>Lawson 8.1.0 – Inventory Control Module Testing</b>			
<b>Script ID/Name:</b>	IC-033	(IC Period Close) Run the GL Interface Program	
<b>Product Work Team:</b>	Materiel Management – Core Team – Inventory Control	<b>Related Process Map:</b>	N/A
<b>Prepared By:</b>		<b>Last Updated:</b>	01/01/2012
<b>Predecessor Scripts:</b>	IC-029-30-31-32	<b>Successor Scripts:</b>	IC-034
<b>Test Log-in:</b>	N/A	<b>Starting Program:</b>	IC130 – General Ledger Interface
<b>Tested By:</b>		<b>Test Date:</b>	
<b>Test Data to be set up:</b> Released inventory and PO receipt transactions.			
<b>Test Description:</b> This program is run to update the General Ledger File with inventory and Purchase Order receipt transactions. This program can run throughout the month and must also run during period closing.			
<b>Test Steps (include all steps, input data, special conditions, reports)</b>			
<ol style="list-style-type: none"> <li>1. Access General Ledger Interface program – IC130</li> <li>2. Enter user defined Job Name</li> <li>3. Enter Description for the Job Name or leave it blank for system default.</li> <li>4. Enter Company</li> <li>5. Enter Update = Y/N (Run in Report mode first to view any extraordinary entry)</li> <li>6. Enter Post Thru Date = transactions with less than or equal to this date to be posted to GL</li> <li>7. Add the Job by clicking on the Add button.</li> <li>8. Click Submit from the left panel.</li> <li>9. Click Submit again.</li> <li>10. Click Job Scheduler from the left panel.</li> <li>11. Click Active from the left panel to see if the job finished running. Click “Refresh” button if it hasn’t until you no longer see the job display.</li> <li>12. Click Print Files from the left panel.</li> <li>13. Highlight the Job you have just run by clicking on it with your cursor.</li> <li>14. Click View from the left panel.</li> </ol>			
<b>Expected Results:</b> Determined IC and PO receipt transactions print on the report.			
<b>Actual Results:</b>			
<b>Actions Required:</b>			
<b>Signature:</b>			

<b>Lawson 8.1.0 – Inventory Control Module Testing</b>			
<b>Script ID/Name:</b>	IC-034	(IC Period Close) Close Inventory Control Period	
<b>Product Work Team:</b>	Materiel Management – Core Team – Inventory Control	<b>Related Process Map:</b>	N/A
<b>Prepared By:</b>		<b>Last Updated:</b>	01/01/2012
<b>Predecessor Scripts:</b>	IC-033	<b>Successor Scripts:</b>	IC-035
<b>Test Log-in:</b>	N/A	<b>Starting Program:</b>	IC190 – Closing
<b>Tested By:</b>		<b>Test Date:</b>	
<b>Test Data to be set up:</b> Posted inventory and PO receipt transactions.			
<b>Test Description:</b> This program is run to close out the current inventory period. When closing the Last period of the year, the period end dates for next year <b>MUST</b> be entered. During the closing of all other periods, leave these fields blank. This report will also provide a report of unreleased transactions if there are any and will not close the period. Either release or delete them in IC25.1 and continue the process with running IC130 again.			
<b>Test Steps (include all steps, input data, special conditions, reports)</b>			
<ol style="list-style-type: none"> <li>1. Access Closing program – IC190</li> <li>2. Enter user defined Job Name</li> <li>3. Enter Description for the Job Name or leave it blank for system default.</li> <li>4. Enter Company</li> <li>5. Add the Job by clicking on the Add button.</li> <li>6. Click Submit from the left panel.</li> <li>7. Click Submit again.</li> <li>8. Click Job Scheduler from the left panel.</li> <li>9. Click Active from the left panel to see if the job finished running. Click “Refresh” button if it hasn’t until you no longer see the job display.</li> <li>10. Click Print Files from the left panel.</li> <li>11. Highlight the Job you have just run by clicking on it with your cursor.</li> <li>12. Click View from the left panel.</li> </ol>			
<b>Expected Results:</b> Message indicating that the “IC Period has closed” will be displayed on the report.			
<b>Actual Results:</b>			
<b>Actions Required:</b>			
<b>Signature:</b>			

<b>Lawson 8.1.0 – Inventory Control Module Testing</b>			
<b>Script ID/Name:</b>	IC-035	(IC Period Close) Run the subsystem close for the Inventory Control module.	
<b>Product Work Team:</b>	Materiel Management – Core Team – Inventory Control	<b>Related Process Map:</b>	N/A
<b>Prepared By:</b>		<b>Last Updated:</b>	01/01/2012
<b>Predecessor Scripts:</b>	IC-034	<b>Successor Scripts:</b>	N/A
<b>Test Log-in:</b>	N/A	<b>Starting Program:</b>	IC199 – Subsystem Close
<b>Tested By:</b>		<b>Test Date:</b>	
<b>Test Data to be set up:</b>			
<b>Test Description:</b> This program is run to close the Inventory Control GL period.			
<b>Test Steps (include all steps, input data, special conditions, reports)</b>			
<ol style="list-style-type: none"> <li>1. Access Subsystem Close program – IC199</li> <li>2. Enter user defined Job Name</li> <li>3. Enter Description for the Job Name or leave it blank for system default.</li> <li>4. Enter Company</li> <li>5. Enter GL Period = Period number to be closed</li> <li>6. Enter GL Year = 2003</li> <li>7. Add the Job by clicking on the Add button.</li> <li>8. Click Submit from the left panel.</li> <li>9. Click Submit again.</li> <li>10. Click Job Scheduler from the left panel.</li> <li>11. Click Active from the left panel to see if the job finished running. Click “Refresh” button if it hasn’t until you no longer see the job display.</li> <li>12. Click Print Files from the left panel.</li> <li>13. Highlight the Job you have just run by clicking on it with your cursor.</li> <li>14. Click View from the left panel.</li> </ol>			
<b>Expected Results:</b> Message indicating that the “IC Period has closed” will be displayed on the report.			
<b>Actual Results:</b>			
<b>Actions Required:</b>			
<b>Signature:</b>			

<b>Lawson 8.1.0 – Inventory Control Module Testing</b>			
<b>Script ID/Name:</b>	IC-036	(IC Period Close) Create inventory valuation report	
<b>Product Work Team:</b>	Materiel Management – Core Team – Inventory Control	<b>Related Process Map:</b>	N/A
<b>Prepared By:</b>		<b>Last Updated:</b>	01/01/2012
<b>Predecessor Scripts:</b>	IC-035	<b>Successor Scripts:</b>	IC-037
<b>Test Log-in:</b>	N/A	<b>Starting Program:</b>	IC233 – Inventory Valuation
<b>Tested By:</b>		<b>Test Date:</b>	
<b>Test Data to be set up:</b> Inventory items with receipts.			
<b>Test Description:</b> Run this report to print a report of inventory valuation.			
<b>Test Steps (include all steps, input data, special conditions, reports)</b>			
<ol style="list-style-type: none"> <li>1. Access Inventory Valuation program– IC233</li> <li>2. Enter user defined Job Name</li> <li>3. Enter Description for the Job Name or leave it blank for system default.</li> <li>4. Enter Company = 1100</li> <li>5. Enter Location = Asset location – MM1</li> <li>6. Enter Costing Method = AVG</li> <li>7. Enter Include Zero Quantity Items = Y</li> <li>8. Enter Total Only = Y</li> <li>9. Enter Consignment Items = 0</li> <li>10. Add the Job by clicking on the Add button.</li> <li>11. Click Submit from the left panel.</li> <li>12. Click Submit again.</li> <li>13. Click Job Scheduler from the left panel.</li> <li>14. Click Active from the left panel to see if the job finished running. Click “Refresh” button if it hasn’t until you no longer see the job display.</li> <li>15. Click Print Files from the left panel.</li> <li>16. Highlight the Job you have just run by clicking on it with your cursor.</li> <li>17. Click View from the left panel.</li> </ol>			
<b>Expected Results:</b> Correct dollar value is displayed on the report.			
<b>Actual Results:</b>			
<b>Actions Required:</b>			
<b>Signature:</b>			

<b>Lawson 8.1.0 – Inventory Control Module Testing</b>			
<b>Script ID/Name:</b>	IC-037	(IC Period Close) Run Period End Valuation Report	
<b>Product Work Team:</b>	Materiel Management – Core Team – Inventory Control	<b>Related Process Map:</b>	N/A
<b>Prepared By:</b>		<b>Last Updated:</b>	01/01/2012
<b>Predecessor Scripts:</b>	IC-036	<b>Successor Scripts:</b>	IC-038
<b>Test Log-in:</b>	N/A	<b>Starting Program:</b>	IC234 – Period End Valuation Report
<b>Tested By:</b>		<b>Test Date:</b>	
<b>Test Data to be set up:</b> Released and posted Inventory control transactions.			
<b>Test Description:</b> Run this program to valuate inventory as of a specific date. This report will allow to balance inventory valuation totals with inventory general ledger account totals calculated after IC130 runs.			
<b>Test Steps (include all steps, input data, special conditions, reports)</b>			
<ol style="list-style-type: none"> <li>1. Access Period End Valuation Report – IC234</li> <li>2. Enter user defined Job Name</li> <li>3. Enter Description for the Job Name or leave it blank for system default.</li> <li>4. Enter Company =</li> <li>5. Enter Location = Asset location</li> <li>6. Enter Date Option = U (to generate the report by gl update date); T (to generate the report by the transaction date).</li> <li>7. Enter Valuation Date = Current date.</li> <li>8. Enter Zero Quantity Items = Y</li> <li>9. Enter Total Option = N (to print by item detail); Y (to print by item summary)</li> <li>10. Enter Consignment Items = 0</li> <li>11. Add the Job by clicking on the Add button.</li> <li>12. Click Submit from the left panel.</li> <li>13. Click Submit again.</li> <li>14. Click Job Scheduler from the left panel.</li> <li>15. Click Active from the left panel to see if the job finished running. Click “Refresh” button if it hasn’t until you no longer see the job display.</li> <li>16. Click Print Files from the left panel.</li> <li>17. Highlight the Job you have just run by clicking on it with your cursor.</li> <li>18. Click View from the left panel.</li> </ol>			
<b>Expected Results:</b> Report is successfully run and items valuations are displayed.			
<b>Actual Results:</b>			
<b>Actions Required:</b>			
<b>Signature:</b>			

<b>Lawson 8.1.0 – Inventory Control Module Testing</b>			
<b>Script ID/Name:</b>	IC-038	(IC Period Close) Run Distribution History Report	
<b>Product Work Team:</b>	Materiel Management – Core Team – Inventory Control	<b>Related Process Map:</b>	N/A
<b>Prepared By:</b>		<b>Last Updated:</b>	01/01/2012
<b>Predecessor Scripts:</b>	IC-039	<b>Successor Scripts:</b>	N/A
<b>Test Log-in:</b>	N/A	<b>Starting Program:</b>	IC280 – Distribution History Report
<b>Tested By:</b>		<b>Test Date:</b>	
<b>Test Data to be set up:</b> Released and posted inventory control transactions.			
<b>Test Description:</b> Run this report to print a report of every inventory transaction for the month, similar to IC130 (General Ledger Interface).			
<b>Test Steps (include all steps, input data, special conditions, reports)</b>			
<ol style="list-style-type: none"> <li>1. Access Distribution History Report – IC280</li> <li>2. Enter user defined Job Name</li> <li>3. Enter Description for the Job Name or leave it blank for system default.</li> <li>4. Enter Company =</li> <li>5. Enter Date</li> <li>6. Enter Print Detail = Y/N</li> <li>7. Add the Job by clicking on the Add button.</li> <li>8. Click Submit from the left panel.</li> <li>9. Click Submit again.</li> <li>10. Click Job Scheduler from the left panel.</li> <li>11. Click Active from the left panel to see if the job finished running. Click “Refresh” button if it hasn’t until you no longer see the job display.</li> <li>12. Click Print Files from the left panel.</li> <li>13. Highlight the Job you have just run by clicking on it with your cursor.</li> <li>14. Click View from the left panel.</li> </ol>			
<b>Expected Results:</b> Transactions are successfully printed on the report.			
<b>Actual Results:</b>			
<b>Actions Required:</b>			
<b>Signature:</b>			

<b>Lawson 8.1.0 – Inventory Control Module Testing</b>			
<b>Script ID/Name:</b>	IC-039	(Physical Inventory) Create inventory valuation report	
<b>Product Work Team:</b>	Materiel Management – Core Team – Inventory Control	<b>Related Process Map:</b>	N/A
<b>Prepared By:</b>		<b>Last Updated:</b>	01/01/2012
<b>Predecessor Scripts:</b>	N/A	<b>Successor Scripts:</b>	IC-040
<b>Test Log-in:</b>	N/A	<b>Starting Program:</b>	IC233 – Inventory Valuation
<b>Tested By:</b>		<b>Test Date:</b>	
<b>Test Data to be set up:</b> Inventory items with receipts.			
<b>Test Description:</b> Run this report to print a report of inventory valuation.			
<b>Test Steps (include all steps, input data, special conditions, reports)</b>			
<ol style="list-style-type: none"> <li>1. Access Inventory Valuation program– IC233</li> <li>2. Enter user defined Job Name</li> <li>3. Enter Description for the Job Name or leave it blank for system default.</li> <li>4. Enter Company</li> <li>5. Enter Location = Asset location</li> <li>6. Enter Costing Method = AVG</li> <li>7. Enter Include Items With Zero SOH = Y/N</li> <li>8. Enter Total Only = Y/N</li> <li>9. Enter Consignment Items = Y/N</li> <li>10. Add the Job by clicking on the Add button.</li> <li>11. Click Submit from the left panel.</li> <li>12. Click Submit again.</li> <li>13. Click Job Scheduler from the left panel.</li> <li>14. Click Active from the left panel to see if the job finished running. Click “Refresh” button if it hasn’t until you no longer see the job display.</li> <li>15. Click Print Files from the left panel.</li> <li>16. Highlight the Job you have just run by clicking on it with your cursor.</li> <li>17. Click View from the left panel.</li> </ol>			
<b>Expected Results:</b> Correct dollar value is displayed on the report.			
<b>Actual Results:</b>			
<b>Actions Required:</b>			
<b>Signature:</b>			

<b>Lawson 8.1.0 – Inventory Control Module Testing</b>			
<b>Script ID/Name:</b>	IC-040	(Physical Inventory) Create Select ID's for items to freeze	
<b>Product Work Team:</b>	Material Management – Core Team – Inventory Control	<b>Related Process Map:</b>	N/A
<b>Prepared By:</b>		<b>Last Updated:</b>	01/01/2012
<b>Predecessor Scripts:</b>	IC-039	<b>Successor Scripts:</b>	IC-041
<b>Test Log-in:</b>	N/A	<b>Starting Program:</b>	IC70.1 – Select IDs
<b>Tested By:</b>		<b>Test Date:</b>	
<b>Test Data to be set up:</b> Item locations and Items.			
<b>Test Description:</b> Create Select ID's that are required to identify all or groups of items to be counted.			
<b>Test Steps (include all steps, input data, special conditions, reports)</b>			
<ol style="list-style-type: none"> <li>1. Access Select Ids form – IC70.1</li> <li>2. Enter Company</li> <li>3. Enter Select ID = user defined code that represent a group of items to be counted.</li> <li>4. Enter Description for the Select ID</li> <li>5. Enter Require Entry of Count Quantities = Y</li> <li>6. Enter UOM Required When Entering Counts = N</li> <li>7. Enter Page Totals Required When Entering Counts = N</li> <li>8. Enter Items With Zero Stock On Hand = Y</li> <li>9. Enter Items With No Cost = Y</li> <li>10. Enter All Locations = N</li> <li>11. Enter Report Group = Select the Report Group that identifies the asset location from the drop down list.</li> <li>12. Enter Consignment Items = 0, 1, 2 (Include Consignment Items, No Consignment Items, Only Consignment Items) respectively.</li> <li>13. Use “Class, Bin – Logic – Items “ tabs to narrow item selection for cycle counts.</li> <li>14. Click on the Add button.</li> </ol>			
<b>Expected Results:</b> Select ID's are successfully created.			
<b>Actual Results:</b>			
<b>Actions Required:</b>			
<b>Signature:</b>			

<b>Lawson 8.1.0 – Inventory Control Module Testing</b>			
<b>Script ID/Name:</b>	IC-041	(Physical Inventory) Freeze items to be counted	
<b>Product Work Team:</b>	Materiel Management – Core Team – Inventory Control	<b>Related Process Map:</b>	N/A
<b>Prepared By:</b>		<b>Last Updated:</b>	01/01/2012
<b>Predecessor Scripts:</b>	IC-040	<b>Successor Scripts:</b>	IC-042
<b>Test Log-in:</b>	N/A	<b>Starting Program:</b>	IC170 – Freeze Selected Items
<b>Tested By:</b>		<b>Test Date:</b>	
<b>Test Data to be set up:</b> Item locations and Items.			
<b>Test Description:</b> This program will “freeze” the items selected by the Select ID. Freezing will capture the current SOH levels for the items to be counted.			
<b>Test Steps (include all steps, input data, special conditions, reports)</b>			
<ol style="list-style-type: none"> <li>1. Access Freeze Selected Items program – IC170</li> <li>2. Enter user defined Job Name</li> <li>3. Enter Description for the Job Name or leave it blank for system default.</li> <li>4. Enter Company</li> <li>5. Enter Select ID</li> <li>6. Add the Job by clicking on the Add button.</li> <li>7. Click Submit from the left panel.</li> <li>8. Click Submit again.</li> <li>9. Click Job Scheduler from the left panel.</li> <li>10. Click Active from the left panel to see if the job finished running. Click “Refresh” button if it hasn’t until you no longer see the job display.</li> <li>11. Click Print Files from the left panel.</li> <li>12. Highlight the Job you have just run by clicking on it with your cursor.</li> <li>13. Click View from the left panel.</li> </ol>			
<b>Expected Results:</b> Items that belong to the Select ID are successfully selected (frozen).			
<b>Actual Results:</b>			
<b>Actions Required:</b>			
<b>Signature:</b>			

<b>Lawson 8.1.0 – Inventory Control Module Testing</b>			
<b>Script ID/Name:</b>	IC-042	(Physical Inventory) Print count sheets	
<b>Product Work Team:</b>	Materiel Management – Core Team – Inventory Control	<b>Related Process Map:</b>	N/A
<b>Prepared By:</b>		<b>Last Updated:</b>	01/01/2012
<b>Predecessor Scripts:</b>	IC-041	<b>Successor Scripts:</b>	IC - 043
<b>Test Log-in:</b>	N/A	<b>Starting Program:</b>	IC270 – Count Sheets
<b>Tested By:</b>		<b>Test Date:</b>	
<b>Test Data to be set up:</b> Item locations and Items.			
<b>Test Description:</b> Use this program to print count sheets for the items to be counted. These count sheets are used to record actual counts during the cycle count			
<b>Test Steps (include all steps, input data, special conditions, reports)</b>			
<ol style="list-style-type: none"> <li>1. Access Count Sheets program – IC270</li> <li>2. Enter user defined Job Name</li> <li>3. Enter Description for the Job Name or leave it blank for system default.</li> <li>4. Enter Company</li> <li>5. Enter Select ID</li> <li>6. Enter Print Tags = N</li> <li>7. Enter Print Count Sheets = Y</li> <li>8. Enter Freeze Print Quantity = N</li> <li>9. Enter Print Only This Page = N</li> <li>10. Add the Job by clicking on the Add button.</li> <li>11. Click Submit from the left panel.</li> <li>12. Click Submit again.</li> <li>13. Click Job Scheduler from the left panel.</li> <li>14. Click Active from the left panel to see if the job finished running. Click “Refresh” button if it hasn’t until you no longer see the job display.</li> <li>15. Click Print Files from the left panel.</li> <li>16. Highlight the Job you have just run by clicking on it with your cursor.</li> <li>17. Click View from the left panel.</li> </ol>			
<b>Expected Results:</b> Count sheets are printed only for the items to be counted.			
<b>Actual Results:</b>			
<b>Actions Required:</b>			
<b>Signature:</b>			

<b>Lawson 8.1.0 – Inventory Control Module Testing</b>			
<b>Script ID/Name:</b>	IC-043	(Physical Inventory) Enter new counts	
<b>Product Work Team:</b>	Materiel Management – Core Team – Inventory Control	<b>Related Process Map:</b>	N/A
<b>Prepared By:</b>		<b>Last Updated:</b>	01/01/2012
<b>Predecessor Scripts:</b>	IC-042	<b>Successor Scripts:</b>	IC - 044
<b>Test Log-in:</b>	N/A	<b>Starting Program:</b>	IC72.1 – Counts By Page
<b>Tested By:</b>		<b>Test Date:</b>	
<b>Test Data to be set up:</b> Item locations and Items.			
<b>Test Description:</b> Use this form to enter new counts for the items.			
<b>Test Steps (include all steps, input data, special conditions, reports)</b>			
<ol style="list-style-type: none"> <li>1. Access Counts By Page form – IC72.1</li> <li>2. Enter Company</li> <li>3. Enter Select ID</li> <li>4. Enter Page = page number from the count sheet</li> <li>5. Click on the Inquire button</li> <li>6. Enter the new Count</li> <li>7. UOM will default from system set ups</li> <li>8. Enter Reason Code for the count variance</li> <li>9. Click on the Change button</li> </ol>			
<b>Expected Results:</b> New counts are successfully entered.			
<b>Actual Results:</b>			
<b>Actions Required:</b>			
<b>Signature:</b>			

<b>Lawson 8.1.0 – Inventory Control Module Testing</b>			
<b>Script ID/Name:</b>	IC-044	(Physical Inventory) Update variances and new counts	
<b>Product Work Team:</b>	Materiel Management – Core Team – Inventory Control	<b>Related Process Map:</b>	N/A
<b>Prepared By:</b>		<b>Last Updated:</b>	01/01/2012
<b>Predecessor Scripts:</b>	IC-043	<b>Successor Scripts:</b>	IC - 045
<b>Test Log-in:</b>	N/A	<b>Starting Program:</b>	IC175 – Update Variances
<b>Tested By:</b>		<b>Test Date:</b>	
<b>Test Data to be set up:</b> Item locations and Items.			
<b>Test Description:</b> Run this program in “report” mode to review the variances. If needed, go back for re-count. Once satisfied with the counts, run it in “Update” mode to update the system with new quantities.			
<b>Test Steps (include all steps, input data, special conditions, reports)</b>			
<ol style="list-style-type: none"> <li>1. Access Update Variances program – IC175</li> <li>2. Enter user defined Job Name</li> <li>3. Enter Description for the Job Name or leave it blank for system default.</li> <li>4. Enter Company</li> <li>5. Enter Select ID</li> <li>6. Enter Update = Y/N <b>Note:</b> (Run in “Report” mode “N” first to review variances. Then run in “Update” mode, “Y”)</li> <li>7. Enter GL Post Date = current date</li> <li>8. Enter Sort Option = 1</li> <li>9. Enter Delete Records = N</li> <li>10. Add the Job by clicking on the Add button.</li> <li>11. Click Submit from the left panel.</li> <li>12. Click Submit again.</li> <li>13. Click Job Scheduler from the left panel.</li> <li>14. Click Active from the left panel to see if the job finished running. Click “Refresh” button if it hasn’t until you no longer see the job display.</li> <li>15. Click Print Files from the left panel.</li> <li>16. Highlight the Job you have just run by clicking on it with your cursor.</li> <li>17. Click View from the left panel.</li> </ol>			
<b>Expected Results:</b> New counts are successfully updated into Lawson.			
<b>Actual Results:</b>			
<b>Actions Required:</b>			
<b>Signature:</b>			

<b>Lawson 8.1.0 – Inventory Control Module Testing</b>			
<b>Script ID/Name:</b>	IC-045	(Physical Inventory) Delete Freeze Records	
<b>Product Work Team:</b>	Materiel Management – Core Team – Inventory Control	<b>Related Process Map:</b>	N/A
<b>Prepared By:</b>		<b>Last Updated:</b>	01/01/2012
<b>Predecessor Scripts:</b>	IC-044	<b>Successor Scripts:</b>	IC-046
<b>Test Log-in:</b>	N/A	<b>Starting Program:</b>	IC179 – Delete Freeze Records
<b>Tested By:</b>		<b>Test Date:</b>	
<b>Test Data to be set up:</b> Item locations and Items.			
<b>Test Description:</b> After the variances are explained and the new counts are updated into Lawson, use this program to delete the freeze records.			
<b>Test Steps (include all steps, input data, special conditions, reports)</b>			
<ol style="list-style-type: none"> <li>1. Access Delete Freeze Records program – IC179</li> <li>2. Enter user defined Job Name</li> <li>3. Enter Description for the Job Name or leave it blank for system default.</li> <li>4. Enter Company</li> <li>5. Enter Select ID</li> <li>6. Add the Job by clicking on the Add button.</li> <li>7. Click Submit from the left panel.</li> <li>8. Click Submit again.</li> <li>9. Click Job Scheduler from the left panel.</li> <li>10. Click Active from the left panel to see if the job finished running. Click “Refresh” button if it hasn’t until you no longer see the job display.</li> <li>11. Click Print Files from the left panel.</li> <li>12. Highlight the Job you have just run by clicking on it with your cursor.</li> <li>13. Click View from the left panel.</li> </ol>			
<b>Expected Results:</b> Freeze records are deleted.			
<b>Actual Results:</b>			
<b>Actions Required:</b>			
<b>Signature:</b>			

<b>Lawson 8.1.0 – Inventory Control Module Testing</b>			
<b>Script ID/Name:</b>	IC-046	(Physical Inventory) Create inventory valuation report	
<b>Product Work Team:</b>	Materiel Management – Core Team – Inventory Control	<b>Related Process Map:</b>	N/A
<b>Prepared By:</b>		<b>Last Updated:</b>	01/01/2012
<b>Predecessor Scripts:</b>	IC-045	<b>Successor Scripts:</b>	N/A
<b>Test Log-in:</b>	N/A	<b>Starting Program:</b>	IC233 – Inventory Valuation
<b>Tested By:</b>		<b>Test Date:</b>	
<b>Test Data to be set up:</b> Inventory items with receipts.			
<b>Test Description:</b> Run this report to print a report of inventory valuation.			
<b>Test Steps (include all steps, input data, special conditions, reports)</b>			
<ol style="list-style-type: none"> <li>1. Access Inventory Valuation program– IC233</li> <li>2. Enter user defined Job Name</li> <li>3. Enter Description for the Job Name or leave it blank for system default.</li> <li>4. Enter Company</li> <li>5. Enter Location = Asset location</li> <li>6. Enter Costing Method = AVG</li> <li>7. Enter Include Items With Zero SOH = Y/N</li> <li>8. Enter Total Only = Y/N</li> <li>9. Enter Consignment Items = Y/N</li> <li>10. Add the Job by clicking on the Add button.</li> <li>11. Click Submit from the left panel.</li> <li>12. Click Submit again.</li> <li>13. Click Job Scheduler from the left panel.</li> <li>14. Click Active from the left panel to see if the job finished running. Click “Refresh” button if it hasn’t until you no longer see the job display.</li> <li>15. Click Print Files from the left panel.</li> <li>16. Highlight the Job you have just run by clicking on it with your cursor.</li> <li>17. Click View from the left panel.</li> </ol>			
<b>Expected Results:</b> Correct dollar value is displayed on the report.			
<b>Actual Results:</b>			
<b>Actions Required:</b>			
<b>Signature:</b>			