Function A - Loading and maintenance of product information   Date Updated: 02/01/13

Test Run #			**Version**	**1.0**
Test Case Name	**TC-A1 Importing Existing Item Master data from Excel**			
Test Objective	**Confirm integrity of process for importing existing Item Master data from an Excel file**			
Requirements Tested	Import an entire list of items (part numbers) from Excel. Run MISys Item Master Detail report and compare each item's data to the data in Excel.			
Test Setup /Prerequisites	1. No Item Master records in Test Environment. 2. User Security Group established allowing Item Master setup capabilities. 3. User should logon to MISys using the Test User ID (TESTDOC1) setup for this Security Group. 4. User should following **Work Instruction ????** - <u>Adding and Maintaining the Item Master and Bill of Material (BOM) Data in MISys</u> when performing the test steps. 5. Variable data entered by:_____.			
Application Version	MISys 6.0			

	Test Step		Test Results		Disposition	Tested by:
Step	**Input Action**	**Expected Results**	**Actual Result**		**Pass / Fail**	**Initials / Date**
1.	**Review the Excel file containing existing Item Master data for import into MISYs –** be sure that all Item Master records to be loaded are entered correctly in the Excel file. Count the number of records in the file. Print a copy of the file and save as **Exhibit_____.**	Excel file contains ??? records with all required fields containing data.				
2.	**Import the Excel file of Item Master data into MISys –** go to the **Master Files>Items** screen. Next, go to the menu at the top of the screen and select **File>Import>Items.** Follow the Work Instruction to complete the import. Note the number of records that were successfully updated.	Items are imported with no errors. The number of records imported agrees with the number of records counted in the Excel file.				
3.	**Compare accuracy of imported data to Excel source file –** print the **Reports>MASTER FILES-Item Master Detail** report. Compare the number of records on the report to the source Excel file. Review and compare the data for each item on the MISys report to the source Excel file. Save a copy of the printed file as **Exhibit_____.**	The number of records on the report agrees with the Excel file. The detail data on the report compares with the Excel file.				

Approvals:

Pre-Approvals		
Business Owner Pre-Approved By:		Date:
QA Pre-Approved By:		Date:
Execution Comments		
Overall Test Status	PASS ☐	FAIL ☐
Post Approvals		
Performed By:		Date:
Reviewed By:		Date: