Bank of Xanadu – Project Plan

College Name: Edmonds Community College

Department: Computer Information Systems

Assignment Name: TA4 (Team Assignment #4)

Date Prepared: May 18, 2013

Team Name: Team Awesome

Team Members: Jon Raymond Melchizedek Day, Lindsy Carter, Brendan Jones, Joanna Tran, Michelle Lawson, Kemseng Sath

DATE: May 18, 2013
TO: Mr. Patrick Jay
Vice President & Manager
FROM: Team Awesome
Lindsy Carter, Jon Day, Joanna Tran,
Kemseng Sath, Michelle Lawson, Brendan Jones
SUBJECT: Contract Payment System – **Test Plan**

Attached is the Test Plan for the new Automated Contractual Payment System created by Team Awesome for Bank of Xanadu. We would like to meet with you at Bank of Xanadu – Bellevue in Room 124 on Saturday, May 18, 2013 to discuss this Implementation Plan with you.

Team Awesome looks forward to this meeting. If you have any questions please feel free to contact us.

Regards,

Lindsy Carter
Jon Day
Joanna Tran
Kemseng Sath
Michelle Lawson
Brendan Jones

BANK OF XANADU TEST PLAN

May 18, 2013

Presented by: Team Awesome

Lindsy Carter
Jon Day
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Table of Contents

1 - Introduction	5
2 – Testing Approach	5
3 – Test Environment	5
4 – Test Scenarios	6-8
5 – Sample Test Data	9
Appendix	10
Appendix A – Sample Test Data	11-40
Appendix B – Sample Test Data	41-43

Introduction

A critical aspect of software development is thorough software testing. Implementing a comprehensive test plan will enable Team Awesome to provide Bank of Xanadu with the accurate, efficient application with which to track contractor expenses. We will cover the testing approach, test environment, test scenarios, and sample test data.

Testing Approach

Team Awesome will utilize a combination of white box testing, black box testing and user acceptance testing to ensure this new application will not only meet, but exceed Bank of Xanadu expectations in terms of accuracy.

- **Black Box Testing**: This approach will be used to test the system from the user perspective, to ensure typical inputs and outputs function as expected. The testing will be completed by Bank of Xanadu employees. Black box testing is a valuable test method because by having a user who has no knowledge of the code or processes of the application, we get a true picture of the applications intuitiveness.
- **White Box Testing**: This approach will be used to test the system more thoroughly, examining more paths and testing the system behavior when unexpected or incorrect data is entered. This testing is valuable because more paths are tested than with black box testing includes examining the applications behavior when incorrect data is entered.
- **User Acceptance Testing**: The combination of black box testing and white box testing will provide an accurate assessment of the system's functionality and accuracy. To round out the testing process Team Awesome will also utilize user acceptance testing to test that aesthetics, ease of use and intuitiveness of the system. Bank of Xanadu's managers and accountants will perform this testing, to ensure they are satisfied with the application.

Test Environment

The legacy system and the new system will run concurrently for up to 90 days before we eliminate the old and rely solely on the new system. Items and/or conditions must exist prior to testing and the factors that lead to the success of the testing. We consider the factors as the following:

- **WHERE**: We will conduct a testing plan within active workplace at the Bellevue branch as the pilot. Working in concurrent with the current system.
- **WHEN**: The testing will happen during normal business hours. This will help the accountants and managers test the system under normal business circumstances and it doesn't disrupt business functions by having to coordinate after or before hours testing. We decided we will do testing system in next week. Testing will not affect the legacy system because we have designed a completely new system, it runs similarly as old system but more productive and sufficiency.
- **HOW**: We will conduct three approaches to testing the new system, Black Box Testing, White Box Testing and User Acceptance testing at the client's location. Users of the system will be testing a set of testing scenarios in addition to completing tasks in the system as they normally would. The IT staff will be doing code testing and understanding the documentation as they will be supporting the system. We will complete the testing with user acceptance to ensure the new automated system is up to exact standards and functionality.
- **WHO**: Bank of Xanadu employees (accountants/managers) will be completing the user testing. The IT staff will be doing the white box testing in order to ensure accuracy of intent. They will also be the support and will need to test possible scenarios.
- **READINESS**: All of the critical system users will need to be trained including the accountants, management, and IT staff. The accountants will be the primary users of the system and will being the training with them. The IT staff will be trained next as they will be needed to support the system. The managers will then be trained as they will be reviewing the information at least monthly and need to be there for the accountants. We will also implement a "train the trainer" program and select someone that is the main trainer of the new system. Suitable test data sheets must be done before testing and they will hand out for all users including a simple testing as well.

Test Scenarios

Below is the testing matrix to show a list of the tests to be performed on the system before the manual system can be removed. The detailed version of the testing scenarios can be found in Appendix A.

ID	Scenario	Condition/Description	Level	Unit/Objective
TS001	RECEIVE CONTRACT	This will occur on receipt of a new contract. The accountant will Navigate to the Contract screen and add a new contract into the system.	System	The objective for this test is to ensure that the user can logon to the system, navigate to the "Enter Contract" screen, and successfully enter a new contract
TS002	ADD NEW BANK INFORMATION	If the bank information is not currently entered into the system the accountant will navigate to the Create Vendor screen; add new vendor, bank contact, bank unit, or bank division information into the system	System	The objective of this test is to ensure the user can add and save new records for new or existing contracts
TS003	CONTRACT EXCEPTION	If there is a problem with the contract the accountant will navigate to the Contract screen, enter default value into the field that missing/incorrect information, and enter the date and the reason for the contract return in the "Contract Notes" field	System	The objective for this test is to ensure the user can enter an incomplete contract into the system and generate a return memo
TS004	UPDATE CONTRACT	If there is a problem with the invoice the accountant will navigate to the Contract screen, search for the contract, enter the update information to the system	System	The objective for this test is to ensure the user can update a contract that exists in the system
TS005	RECEIVED INVOICE	This will occur on receipt of a new invoice. The accountant will navigate to the Invoice screen and add a new invoice into the system	System	The objectives for this test is to ensure that the user can logon to the system navigate to the "Enter Invoice" screen, and successfully enter a new invoice.
TS006	INVOICE EXCEPTION	If there is a problem with the invoice the accountant will navigate to the Invoice screen enter default value into the field that is missing/incorrect information, and enter the date and the reason for the contract return in the "Contract Notes" field	System	The objectives for this test is to ensure that the user can logon to the system navigate to the "Enter Invoice" screen, and successfully entering invoice information to the system and generate a return memo to the

				Buyer
TS007	UPDATE INVOICE	If invoice information has changed for any reason the accountant will navigate to the Invoice screen, search for the invoice, enter the update information to the system	System	The objectives for this test is to ensure that the user can logon to the system navigate to the "Enter Invoice" screen, and successfully enter a update invoice
TS008	INVOICE STATUS INQUIRY	When a vendor call to inquire about payment status the accountant will navigate to the Inquiry screen, enter the invoice information to display the requested data	System	The objective for this test is to ensure that the user can logon to the system, navigate to the "Invoice Inquiry" screen, and successfully enter a new inquiry and produce the desired output
TS009	PAY INVOICE	If invoice has been approved the accountant will change the status of the invoice to paid and it will be sent to A/P for a check to be cut	System	The objective for this test is to ensure the user can create, save, and generate an accurate invoice
TS010	ACCRUE INVOICE	If accrual is needed, the accountant will navigate to the Invoice screen to enter the accrual amount, which will show on the Accrual report	System	The objective for this test is to ensure the user can create, save, and generate an accurate invoice
TS011	RUN ACCOUNTING REPORTS	At end of accounting period, accountant will need to navigate to the Reports screen, select the appropriate period and print reports	System	The objective for this test is to ensure the user can access and print the G/L Report and the Accruals Report
TS012	RUN MANAGEMENT REPORTS	At end of accounting period, accountant will need to navigate to the Reports screen, select the appropriate period and print reports	System	The objective for this test is to ensure that the manager user can successfully logon to the system, navigate to the "Run Management Reports" screen, and successfully run the management reports

Sample Test Data

Sample test data is extremely important as it shows a portion of what the actual system will produce under normal (and sometimes abnormal) system operations. A sample of this can be found in Appendix B.

BANK OF XANADU APPENDIX

Appendix A

Scenario ID: TS001	Test Type: System	Tester: Pete	Date: 5/04/13
Scenario Name:	RECEIVE CONTRACT		
Background and Test Objective(s):	The objective for this test is to ensure that the user can logon to the system, navigate to the "Enter Contract" screen, and successfully enter a new contract.		
Related Use Cases or Test Scenarios:	Contract Exception, Add New Contract Info, Update Contract		
Testing Notes:	Be sure that a valid "Contract_Code" is written on the contract.		

Case	Test Condition(s)	Test Activities	Expected Results/Notes	Actual Results	/Notes
01	A new contract has been reviewed and is ready to be entered in the system.	Logon to the system and enter valid user name and password.	User should achieve access to the system and be directed to the application main menu.	☐ Pass ☐ Fail	
02	See above	Logon to the system and enter an invalid user name & password.	User should be denied access to the system and an error message should display instructing the user they have entered incorrect user name & password and to reenter the correct information.	☐ Pass ☐ Fail	
03	Ready to navigate to the contract entry screen	Select the correct option to go to the "Contract Entry" screen	The contract entry screen should appear.	☐ Pass ☐ Fail	
04	A valid vendor needs to be selected for the contract.	Select the vendor lookup arrow in the vendor field and select the correct vendor	The correct vendor should appear in the list and should be able to be selected to populate the "Vendor" field.	☐ Pass ☐ Fail	
05	See above	See above	Vendor number does not appear in lookup list – refer to "Add New	☐ Pass ☐ Fail	

			Contract Information" test scenario.		
06	Contract information is ready to be entered into the system	Enter a valid data value for EACH field on the "Contract Entry" screen/form. Use lookups for any field that has a lookup feature.	Each applicable field should accept the correct valid data entered.	☐ Pass ☐ Fail	
07	New contract record is ready to be saved into the system.	"SAVE" the record according to the on-screen command.	The system should save the new contract record to the "Contract" table.	☐ Pass ☐ Fail	
08	User is ready to exit from the "Contract Entry" screen.	"EXIT" the contract screen according to the on-screen command.	User should return to the "Main Menu" screen.	☐ Pass ☐ Fail	

Testing Notes:

Tests Completed by:_____ Date Conducted:_____

Reviewed by:_____ Date Reviewed:_____

Corrective Actions:

☐ Passed: No further action required (Date:_____, Initials:_____)

☐ Errors Submitted for Correction (Date:_____, Initials:_____)

☐ Errors Corrected (Date:_____, Initials:_____)

☐ Retested (Date:_____, Initials:_____)

☐ Other:

Scenario ID: TS002	Test Type: System	Tester: Brendan	Date: 5/09/13
Scenario Name:	ADD NEW BANK INFORMATION		
Background and Test Objective(s):	The objective of this test is to ensure the user can add and save new records for new or existing contracts.		
Related Use Cases or Test Scenarios:	Receive Contract		
Testing Notes:			

Case	Test Condition(s)	Test Activities	Expected Results/Notes	Actual Results	/Notes
01	Ready to navigate to the Create Vendor screen.	Select the correct option to go to the Create Vendor screen.	The Create Vendor screen should appear.	☐ Pass ☐ Fail	
02	At the Create Vendor screen.	Enter the vendor name into the system.	The vendor name should appear and persist on-screen.	☐ Pass ☐ Fail	
03	New vendor name input into system.	Save the new record.	System should confirm save.	☐ Pass ☐ Fail	
04	Saved new vendor name.	Close the program, open the program, and input the Contractor Number that corresponds with the new vendor name.	Database should be able to find the input number.	☐ Pass ☐ Fail	
05	Contract received and ready for input.	Input bank Contact Person not currently in the system.	Database should **not** be able to find the input number.	☐ Pass ☐ Fail	
06	Contract received and ready for input.	Input existing Contact Person.	Database **should** be able to find the input number.	☐ Pass ☐ Fail	
07	Ready to navigate to the Create Contact screen.	Select the correct option to go to the Create Contact screen.	The Create Contact screen should appear.	☐ Pass ☐ Fail	

08	At the Create Contact screen.	Enter the bank contact name into the system.	The bank contact name should appear and persist on-screen.	☐ Pass ☐ Fail	
09	New bank contact input into system.	Save the new record.	System should confirm save.	☐ Pass ☐ Fail	
10	Saved new bank contact.	Close the program, open the program, and input the saved bank contact name.	Database should be able to find the Contact Person.	☐ Pass ☐ Fail	
11	Contract received and ready for input.	Input bank unit number not currently in the system.	Database should **not** be able to find the input number.	☐ Pass ☐ Fail	
12	Contract received and ready for input.	Input existing bank unit number.	Database **should** be able to find the input number.	☐ Pass ☐ Fail	
13	Ready to navigate to the Create Unit screen.	Select the correct option to go to the Create Unit screen.	The Create Unit screen should appear.	☐ Pass ☐ Fail	
14	At the Create Unit screen.	Enter the bank unit number into the system.	The bank unit number should appear and persist on-screen.	☐ Pass ☐ Fail	
15	New bank unit number input into system.	Save the new record.	System should confirm save.	☐ Pass ☐ Fail	
16	Saved new bank unit number.	Close the program, open the program, and input the saved bank unit number.	Database should be able to find the Charge Unit.	☐ Pass ☐ Fail	
17	Contract received and ready for input.	Input bank division name not currently in the system.	Database should **not** be able to find the corresponding Bank Division.	☐ Pass ☐ Fail	
18	Contract received and ready for input.	Input existing bank division name.	Database should be able to find the corresponding Bank Division.	☐ Pass ☐ Fail	

19	Ready to navigate to the Create Division screen.	Select the correct option to go to the Create Division screen.	the Create Division screen should appear.	☐ Pass ☐ Fail	
20	At the Create Division screen.	Enter the bank division name into the system.	The bank division name should appear and persist on-screen.	☐ Pass ☐ Fail	
21	New bank division name input into system.	Save the new record.	System should confirm save.	☐ Pass ☐ Fail	
22	Saved Bank Division record.	Close the program, open the program, and input the saved bank division name.	Database should be able to find the Bank Division.	☐ Pass ☐ Fail	

Testing Notes:

Tests Completed by:_____ Date Conducted:_____

Reviewed by:_____ Date Reviewed:_____

Corrective Actions:

☐ Passed: No further action required (Date:_____, Initials:_____)

☐ Errors Submitted for Correction (Date:_____, Initials:_____)

☐ Errors Corrected (Date:_____, Initials:_____)

☐ Retested (Date:_____, Initials:_____)

☐ Other:

Scenario ID: TS003	Test Type: System	Tester: Brendan	Date: 5/12/13
Scenario Name:	CONTRACT EXCEPTION		
Background and Test Objective(s):	The objective for this test is to ensure the user can enter an incomplete contract into the system and generate a return memo		
Related Use Cases or Test Scenarios:	Receive Contract		
Testing Notes:			

Case	Test Condition(s)	Test Activities	Expected Results/Notes	Actual Results	/Notes
01	A contract exception has been created	Logon to the system and enter valid user name and password.	User should achieve access to the system and be directed to the application main menu	☐ Pass ☐ Fail	
02	See above	Logon to the system and enter an invalid use name and password	User should be denied access to the system and an error message should display instructing the user they have entered incorrect user name and password and to reenter the correct information.	☐ Pass ☐ Fail	
03	Ready to navigate to the correct entry screen	Select the correct option to go to the "Contract Exception" screen.	The contract exception screen should appear	☐ Pass ☐ Fail	
04	Ready to enter contract information	Replace the missing or incorrect information with the new	Each applicable field should accept the correct valid data entered.	☐ Pass ☐ Fail	
05	Ready to enter payment status	Select "Ready to Pay" according to the on-screen command	The system should save the invoice record to the "Contract" table	☐ Pass ☐ Fail	

06	Ready to enter reason to the "Contract Notes" field	Select "Contract Notes" according to the on-screen command and entering the reason why this invoice cannot be paid.	The information will appear in the "Contract Notes" field.	☐ Pass ☐ Fail	
07	Contract record is ready to be saved into the system and generate a return memo	"SAVE" the record according to the on-screen command	The system should save the contract record to the "Contract" table and generate a return memo to the Buyer	☐ Pass ☐ Fail	
08	User is ready to exit from the "Contract Entry" screen	"EXIT" the contract screen according to the on-screen command	User should return to the "Main Menu" screen	☐ Pass ☐ Fail	

Testing Notes:

Tests Completed by:_____ Date Conducted:_____

Reviewed by:_____ Date Reviewed:_____

Corrective Actions:

☐ Passed: No further action required (Date:_____, Initials:_____)

☐ Errors Submitted for Correction (Date:_____, Initials:_____)

☐ Errors Corrected (Date:_____, Initials:_____)

☐ Retested (Date:_____, Initials:_____)

☐ Other:

Scenario ID: TS004	Test Type: System	Tester: Brendan	Date: 5/12/13
Scenario Name:	UPDATE CONTRACT		
Background and Test Objective(s):	The objective for this test is to ensure the user can update a contract that exists in the system		
Related Use Cases or Test Scenarios:	Update Invoice, Receive Contract		
Testing Notes:			

Case	Test Condition(s)	Test Activities	Expected Results/Notes	Actual Results	/Notes
01	A revised contract has been reviewed and is ready to enter in the system.	Logon to the system and enter valid user name and password.	User should achieve access to the system and be directed to the application main menu	☐ Pass ☐ Fail	
02	See above	Logon to the system and enter an invalid use name and password	User should be denied access to the system and an error message should display instructing the user they have entered incorrect user name and password and to reenter the correct information.	☐ Pass ☐ Fail	
03	Ready to navigate to the correct entry screen for Update Contract	Select the correct option to go to the "Update Contract" screen	The contract entry screen should appear	☐ Pass ☐ Fail	
04	Search for the original contract	Select the contract ID lookup arrow in the contract ID field and select the correct contract	The information for that contract ID will display on the screen	☐ Pass ☐ Fail	
05	Ready to enter new contract information in the system	Enter the updated information in applicable field	Each applicable field should accept the correct valid data entered.	☐ Pass ☐ Fail	

06	Updated contract record is ready to be saved into the system.	"SAVE" the record according to the on-screen command	The system should save the new contract record to the "Contract" table	☐ Pass ☐ Fail	
07	Ready to navigate to the correct entry screen for update invoice	Select the correct option to go to the "Update Contract" screen.	The update contract screen should appear	☐ Pass ☐ Fail	
08	Search for the contract exception	Select the contract lookup arrow in the invoice field and select the correct contract	The information for that invoice will display on the screen.	☐ Pass ☐ Fail	
09	Ready to enter the update invoice in the system	Select the fields that have missing or zero value. Entering the correct information from the contract exception.	Each applicable field should accept the correct valid data entered.	☐ Pass ☐ Fail	
10	Ready to run system check for service date	Select the correct option to run a system check for the service date on the "Invoice" screen	The result is the dates for programming service fall within the date range specified on the contract	☐ Pass ☐ Fail	
11	See above	See above	The dates is not falling within the date range specified on the contract – refer to "Contract Exception"	☐ Pass ☐ Fail	
12	Ready to run system check for bill rate	Select the correct option to run a system check for the bill rate on the "Contract" screen	The result is the bill rate is the same as the "Hourly Fee" on the contract.	☐ Pass ☐ Fail	
13	See above	See above	The bill rate is not the same as the "Hourly Fee" on the contract– refer to "Contract Exception"	☐ Pass ☐ Fail	
14	Ready to run system check the total amount for revised invoice	Select the correct option to run a system check for the invoice total on the "Contract" screen	The result is the revised invoice total is not exceeding the "Fee Maximum" amount on	☐ Pass ☐ Fail	

			the contract.		
15	See above	See above	The invoice total exceed the 'Fee Maximum" – refer to "Contract Exception"	☐ Pass ☐ Fail	
16	Finished entering all required information and validating the contract now it's ready to be send to A/P to pay	Select "Approved to Pay" according to the on-screen command	The system should save the updated invoice record to the "Contract" table	☐ Pass ☐ Fail	
17	User is ready to exit from the "Invoice Entry" screen.	"EXIT" the invoice screen according to the on-screen command	User should return to the "Main Menu" screen	☐ Pass ☐ Fail	

Testing Notes:

Tests Completed by:_____ Date Conducted:_____

Reviewed by:_____ Date Reviewed:_____

Corrective Actions:

☐ Passed: No further action required (Date:_____, Initials:_____)

☐ Errors Submitted for Correction (Date:_____, Initials:_____)

☐ Errors Corrected (Date:_____, Initials:_____)

☐ Retested (Date:_____, Initials:_____)

☐ Other:

Scenario ID: TS005	Test Type: System	Tester: Joanna Tran	Date: 05/13/13
Scenario Name:	RECEIVED INVOICE		
Background and Test Objective(s):	The objectives for this test is to ensure that the user can logon to the system navigate to the "Enter Invoice" screen, and successfully enter a new invoice.		
Related Use Cases or Test Scenarios:	Invoice Exception, Update Invoice		
Testing Notes:	Be sure that the project manager approve the invoice and sign-off authorizing payment including the proper bank unit that is to be charged.		

Case	Test Condition(s)	Test Activities	Expected Results/Notes	Actual Results	/Notes
01	A new invoice has been reviewed and is ready to be entered into the system.	Logon to the system and enter a valid user name and password.	User should achieve access to the system and be directed to the application main menu	☐ Pass ☐ Fail	
02	See above	Logon to the system and enter an invalid use name and password.	User should be denied access to the system and an error message should display instructing the user they have entered incorrect user name and password and to reenter the correct information.	☐ Pass ☐ Fail	
03	Ready to navigate to the correct entry screen	Select the correct option to go to the "Invoice Entry" screen	The invoice entry screen should appear.	☐ Pass ☐ Fail	
04	A valid vendor needs to be selected for the invoice	Select the vendor lookup arrow in the vendor field and select the correct vendor.	The correct vendor should appear in the list and should be able to be selected to populate the "Vendor" field.	☐ Pass ☐ Fail	
05	See above	See above	Vendor number does not appear in lookup list – refer to "Add New Contract Information" test scenario.	☐ Pass ☐ Fail	

06	A valid contract ID needs to be selected for the invoice	Select the contract ID lookup arrow in the contract ID field and select the correct contract	The correct contract ID should appear in the list and should be able to be selected to populate the "Contract" field.	☐ Pass ☐ Fail	
07	See above	See above	Contract ID does not appear in lookup list – refer to "Add New Contract Information"	☐ Pass ☐ Fail	
08	Invoice information is ready to be entered into the system	Enter a valid data value for EACH field on the "Invoice Entry" screen/form. Use lookups for any field that has a lookup feature.	Each application field should accept the correct valid data entered.	☐ Pass ☐ Fail	
09	Ready to run system check for service date	Select the correct option to run a system check for the service date on the "Invoice" screen	The result is the dates for programming service fall within the date range specified on the contract	☐ Pass ☐ Fail	
10	See above	See above	The dates is not falling within the date range specified on the contract – refer to "Invoice Exception"	☐ Pass ☐ Fail	
11	Ready to run system check for bill rate	Select the correct option to run a system check for the bill rate on the "Invoice" screen	The result is the bill rate is the same as the "Hourly Fee" on the contract.	☐ Pass ☐ Fail	
12	See above	See above	The bill rate is not the same as the "Hourly Fee" – refer to "Invoice Exception"	☐ Pass ☐ Fail	
13	Ready to run system check the total amount for that invoice	Select the correct option to run a system check for the invoice total on the "Invoice" screen	The result is the invoice total does not exceed the "Fee Maximum" amount on the contract.	☐ Pass ☐ Fail	
14	See above	See above	The invoice total exceed the 'Fee Maximum" – refer to "Invoice Exception"	☐ Pass ☐ Fail	

15	Finished entering all required information and validating the invoice now it's ready to be send to A/P to pay	Select "Approved to Pay" according to the on-screen command	The system should save the new invoice record to the "Invoice" table	☐ Pass ☐ Fail	
16	User is ready to exit from the "Invoice Entry" screen.	"EXIT" the invoice screen according to the on-screen command	User should return to the "Main Menu" screen	☐ Pass ☐ Fail	

Testing Notes:

Tests Completed by:_____ Date Conducted:_____

Reviewed by:_____ Date Reviewed:_____

Corrective Actions:

☐ Passed: No further action required (Date:_____, Initials:_____)

☐ Errors Submitted for Correction (Date:_____, Initials:_____)

☐ Errors Corrected (Date:_____, Initials:_____)

☐ Retested (Date:_____, Initials:_____)

☐ Other:

Scenario ID: TS006	Test Type: System	Tester: Joanna Tran	Date: 05/13/13
Scenario Name:	INVOICE EXCEPTION		
Background and Test Objective(s):	The objectives for this test is to ensure that the user can logon to the system navigate to the "Enter Invoice" screen, and successfully entering invoice information to the system and generate a return memo to the Buyer.		
Related Use Cases or Test Scenarios:	Received Invoice		
Testing Notes:	An invoice has been received that is either incomplete or invalid.		

Case	Test Condition(s)	Test Activities	Expected Results/Notes	Actual Results	/Notes
01	A new invoice has been reviewed and is incomplete and/or invalid information	Logon to the system and enter valid user name and password.	User should achieve access to the system and be directed to the application main menu	☐ Pass ☐ Fail	
02	See above	Logon to the system and enter an invalid use name and password	User should be denied access to the system and an error message should display instructing the user they have entered incorrect user name and password and to reenter the correct information.	☐ Pass ☐ Fail	
03	Ready to navigate to the correct entry screen	Select the correct option to go to the "Invoice Entry" screen.	The invoice entry screen should appear	☐ Pass ☐ Fail	
04	Ready to enter invoice information	Entering as much information as possible. Enter "missing/invalid" or default to "zero" value in the field of missing information.	Each applicable field should accept the correct valid data entered.	☐ Pass ☐ Fail	
05	Ready to enter payment status	Select "Do Not Pay" according to the on-screen command	The system should save the invoice record to the "Invoice" table	☐ Pass ☐ Fail	

06	Ready to enter reason to the "Invoice Notes" field	Select "Invoice Notes" according to the on-screen command and entering the reason why this invoice cannot be paid.	The information will appear in the "Invoice Notes" field.	☐ Pass ☐ Fail	
07	Invoice record is ready to be saved into the system and generate a return memo	"SAVE" the record according to the on-screen command	The system should save the invoice record to the "Invoice" table and generate a return memo to the Buyer explaining the reason for the return	☐ Pass ☐ Fail	
08	User is ready to exit from the "Invoice Entry" screen	"EXIT" the invoice screen according to the on-screen command	User should return to the "Main Menu" screen	☐ Pass ☐ Fail	

Testing Notes:

Tests Completed by:_____ Date Conducted:_____

Reviewed by:_____ Date Reviewed:_____

Corrective Actions:

☐ Passed: No further action required (Date:_____, Initials:_____)

☐ Errors Submitted for Correction (Date:_____, Initials:_____)

☐ Errors Corrected (Date:_____, Initials:_____)

☐ Retested (Date:_____, Initials:_____)

☐ Other:

Scenario ID: TS007	Test Type: System	Tester: Joanna Tran	Date: 05/13/13
Scenario Name:	UPDATE INVOICE		
Background and Test Objective(s):	The objectives for this test is to ensure that the user can logon to the system navigate to the "Enter Invoice" screen, and successfully enter a update invoice.		
Related Use Cases or Test Scenarios:	Receive Invoice, Update Contract		
Testing Notes:	Be sure that a revised invoice and/or a contract extension		

Case	Test Condition(s)	Test Activities	Expected Results/Notes	Actual Results	/Notes
01	A revise invoice and/or a contract extension have been reviewed and are ready to enter in the system.	Logon to the system and enter valid user name and password.	User should achieve access to the system and be directed to the application main menu	☐ Pass ☐ Fail	
02	See above	Logon to the system and enter an invalid use name and password	User should be denied access to the system and an error message should display instructing the user they have entered incorrect user name and password and to reenter the correct information.	☐ Pass ☐ Fail	
03	Ready to navigate to the correct entry screen for contract extension	Select the correct option to go to the "Contract Entry" screen	The contract entry screen should appear	☐ Pass ☐ Fail	
04	Search for the original contract	Select the contract ID lookup arrow in the contract ID field and select the correct contract	The information for that contract ID will display on the screen	☐ Pass ☐ Fail	
05	Ready to enter new contract information in the system	Enter an update/new information on applicable field	Each applicable field should accept the correct valid data	☐ Pass ☐ Fail	

			entered.		
06	Updated contract record is ready to be saved into the system.	"SAVE" the record according to the on-screen command	The system should save the new contract record to the "Contract" table	☐ Pass ☐ Fail	
07	Ready to navigate to the correct entry screen for update invoice	Select the correct option to go to the "Invoice Entry" screen.	The invoice entry screen should appear	☐ Pass ☐ Fail	
08	Search for the returned invoice	Select the invoice lookup arrow in the invoice field and select the correct invoice	The information for that invoice will display on the screen.	☐ Pass ☐ Fail	
09	Ready to enter the update invoice in the system	Select the fields that have missing or zero value. Entering the correct information from the updated invoice.	Each applicable field should accept the correct valid data entered.	☐ Pass ☐ Fail	
10	Ready to run system check for service date	Select the correct option to run a system check for the service date on the "Invoice" screen	The result is the dates for programming service fall within the date range specified on the contract	☐ Pass ☐ Fail	
11	See above	See above	The dates is not falling within the date range specified on the contract – refer to "Invoice Exception"	☐ Pass ☐ Fail	
12	Ready to run system check for bill rate	Select the correct option to run a system check for the bill rate on the "Invoice" screen	The result is the bill rate is the same as the "Hourly Fee" on the contract.	☐ Pass ☐ Fail	
13	See above	See above	The bill rate is not the same as the "Hourly Fee" on the contract– refer to "Invoice Exception"	☐ Pass ☐ Fail	

14	Ready to run system check the total amount for revised invoice	Select the correct option to run a system check for the invoice total on the "Invoice" screen	The result is the revised invoice total is not exceeding the "Fee Maximum" amount on the contract.	☐ Pass ☐ Fail	
15	See above	See above	The invoice total exceed the 'Fee Maximum" – refer to "Invoice Exception"	☐ Pass ☐ Fail	
16	Finished entering all required information and validating the invoice now it's ready to be send to A/P to pay	Select "Approved to Pay" according to the on-screen command	The system should save the updated invoice record to the "Invoice" table	☐ Pass ☐ Fail	
17	User is ready to exit from the "Invoice Entry" screen.	"EXIT" the invoice screen according to the on-screen command	User should return to the "Main Menu" screen	☐ Pass ☐ Fail	

Testing Notes:

Tests Completed by:_____ Date Conducted:_____

Reviewed by:_____ Date Reviewed:_____

Corrective Actions:

☐ Passed: No further action required (Date:_____, Initials:_____)

☐ Errors Submitted for Correction (Date:_____, Initials:_____)

☐ Errors Corrected (Date:_____, Initials:_____)

☐ Retested (Date:_____, Initials:_____)

☐ Other:

Scenario ID: TS008	Test Type: System	Tester: Lindsy	Date: 5/13/13
Scenario Name:	INVOICE STATUS INQUIRY		
Background and Test Objective(s):	The objective for this test is to ensure that the user can logon to the system, navigate to the "Invoice Inquiry" screen, and successfully enter a new inquiry and produce the desired output.		
Related Use Cases or Test Scenarios:	None		
Testing Notes:	Accountant gets inquiry right from the Vendor		

Case	Test Condition(s)	Test Activities	Expected Results/Notes	Actual Results	/Notes
01	Accountant receives an inquiry from the Vendor for payment status on an invoice.	Log into the system with a valid username and password	Access to the system granted and directed to main screen	☐ Pass ☐ Fail	
02	See above	Log into the system with an invalid username and password	Access to the system denied and an error message is displayed asking the user to try again	☐ Pass ☐ Fail	
03	Ready to navigate to the Invoice Inquiry screen	Select the correct tab on the screen to be directed to the "Invoice Inquiry" screen	The Invoice Inquiry screen should appear.	☐ Pass ☐ Fail	
04	A valid vendor needs to be selected for the invoice inquiry	Use the vendor lookup to select correct vendor from the vendor field	The correct vendor should be selected from the list to populate the vendor field	☐ Pass ☐ Fail	
05	See above	See above	Vendor number does not appear in lookup list then refer to test scenario for "Add New Contract Information"	☐ Pass ☐ Fail	

06	Invoice inquiry ready to be reviewed	Look up the invoice number from the drop down look up of invoice numbers for the vendor.	The invoice in question is available to select and produce the output to screen	☐ Pass ☐ Fail	
07	See above	See above	Invoice number is not present then refer to test scenario for "Receive Invoice"	☐ Pass ☐ Fail	
08	User is ready to exit from the "Invoice Inquiry" screen.	"EXIT" the invoice inquiry according to the commands found on the screen.	Return to the main menu	☐ Pass ☐ Fail	

Testing Notes:

Tests Completed by:_____ Date Conducted:_____

Reviewed by:_____ Date Reviewed:_____

Corrective Actions:

☐ Passed: No further action required (Date:_____, Initials:_____)

☐ Errors Submitted for Correction (Date:_____, Initials:_____)

☐ Errors Corrected (Date:_____, Initials:_____)

☐ Retested (Date:_____, Initials:_____)

☐ Other:

Scenario ID: TS009	Test Type: System	Tester: Brendan	Date: 5/16/13
Scenario Name:	PAY INVOICE		
Background and Test Objective(s):	The objective for this test is to ensure the user can create, save, and generate an accurate invoice		
Related Use Cases or Test Scenarios:	Accrue Invoice		
Testing Notes:			

Case	Test Condition(s)	Test Activities	Expected Results/Notes	Actual Results	/Notes
01	An invoice has been approved for payment	Logon to the system and enter a valid user name and password.	User should achieve access to the system and be directed to the application main menu	☐ Pass ☐ Fail	
02	See above	Logon to the system and enter an invalid use name and password.	User should be denied access to the system and an error message should display instructing the user they have entered incorrect user name and password and to reenter the correct information.	☐ Pass ☐ Fail	
03	Ready to navigate to the correct entry screen	Select the correct option to go to the "Invoice Payment" screen	The invoice payment screen should appear.	☐ Pass ☐ Fail	
04	A valid vendor needs to be selected for the invoice	Select the vendor lookup arrow in the vendor field and select the correct vendor.	The correct vendor should appear in the list and should be able to be selected to populate the "Vendor" field.	☐ Pass ☐ Fail	
05	A valid invoice needs to be selected for payment	Select the invoice lookup arrow in the invoice field and select the invoice number	The correct invoices should appear in the list and should be able to be selected to populate the "Invoice" field.	☐ Pass ☐ Fail	

06	Ready for A/P	Send the invoice to A/P for payment	A/P gets the approved and ready invoice for payment	☐ Pass ☐ Fail	
06	User is ready to exit from the "Invoice Entry" screen.	"EXIT" the invoice screen according to the on-screen command	User should return to the "Main Menu" screen	☐ Pass ☐ Fail	

Testing Notes:

Tests Completed by:_____ Date Conducted:_____

Reviewed by:_____ Date Reviewed:_____

Corrective Actions:

☐ Passed: No further action required (Date:_____, Initials:_____)

☐ Errors Submitted for Correction (Date:_____, Initials:_____)

☐ Errors Corrected (Date:_____, Initials:_____)

☐ Retested (Date:_____, Initials:_____)

☐ Other:

Scenario ID: TS010	Test Type: System	Tester: Brendan	Date: 5/16/13
Scenario Name:	ACCRUE INVOICE		
Background and Test Objective(s):	The objective for this test is to ensure the user can create, save, and generate an accurate invoice		
Related Use Cases or Test Scenarios:	Accrue Invoice		
Testing Notes:			

Case	Test Condition(s)	Test Activities	Expected Results/Notes	Actual Results	/Notes
01	Logged in to system	Search for invoice currently in the system	Invoice should appear	☐ Pass ☐ Fail	
02	Logged in to system	Search for invoice NOT in the system	System should alert user to missing or non-existent invoice	☐ Pass ☐ Fail	
03	At Invoice screen	Input current month and year in "Date Accrued" field	System should accept date	☐ Pass ☐ Fail	
04	At Invoice screen	Input non-current month in "Date Accrued" field	System should alert user to incorrect input	☐ Pass ☐ Fail	
05	At Invoice screen	Input non-current year in "Date Accrued" field	System should alert user to incorrect input	☐ Pass ☐ Fail	
06	At Invoice screen	Save the invoice	System should save the invoice	☐ Pass ☐ Fail	
07	Saved Invoice	Exit and re-load the invoice	Invoice should have all the current information on it from the most recent save	☐ Pass ☐ Fail	

08	At Invoice screen	Generate Data Entry Sheet	System should generate Data Entry Sheet with all the relevant information on it	☐ Pass ☐ Fail	
09	At Data Entry Sheet	Print Data Entry Sheet	Data Entry Sheet should successfully print	☐ Pass ☐ Fail	

Testing Notes:

Tests Completed by:_____ Date Conducted:_____

Reviewed by:_____ Date Reviewed:_____

Corrective Actions:

☐ Passed: No further action required (Date:_____, Initials:_____)

☐ Errors Submitted for Correction (Date:_____, Initials:_____)

☐ Errors Corrected (Date:_____, Initials:_____)

☐ Retested (Date:_____, Initials:_____)

☐ Other:

Scenario ID: TS011	Test Type: System	Tester: Brendan	Date: 5/16/13
Scenario Name:	RUN ACCOUNTING REPORTS		
Background and Test Objective(s):	The objective for this test is to ensure the user can access and print the G/L Report and the Accruals Report		
Related Use Cases or Test Scenarios:	None		
Testing Notes:			

Case	Test Condition(s)	Test Activities	Expected Results/Notes	Actual Results	/Notes
01	Begins when the deadline due date for the "Contract Programmer's Monthly Expense Recap Report", "Contract Programmer Report – Fee Maximum vs Actuals", and "Monthly Contract Recap" is reached.	Log into the system with a valid username and password	Access to the system granted and directed to main screen	☐ Pass ☐ Fail	
02	See above	Log into the system with an invalid username and password	Access to the system denied and an error message is displayed asking the user to try again	☐ Pass ☐ Fail	
03	User has successfully logged into the system	Select the correct tab on the screen to be directed to the "Run Accounting Reports" screen	The Run Accounting Reports screen should appear.	☐ Pass ☐ Fail	
04	User has navigated to "Run Accounting Reports" screen	Navigate buttons to select "G/L Report" report	The "G/L Report" report should be selected from the list to populate the report field	☐ Pass ☐ Fail	

05	See above	Enter the date range for the current reporting period	Successfully enter the date	☐ Pass ☐ Fail	
06	Report is ready to process	Select the PRINT option	Report prints to screen and ready to save	☐ Pass ☐ Fail	
07	Report is printed	Save report	Successfully save the report	☐ Pass ☐ Fail	
08	See above	Press the "Menu" button and return to the Reports menu	You should navigate to the "Reports Menu" page	☐ Pass ☐ Fail	
09	User had navigated to "Run Accounting Reports" Screen	Navigate buttons to select "Accruals Report" report	The "Accruals Report" report should be selected from the list to populate the report field	☐ Pass ☐ Fail	
10	See above	Enter the date range for the current reporting period	Successfully enter the date	☐ Pass ☐ Fail	
11	Report is ready to process	Select the PRINT option	Report prints to screen and ready to save	☐ Pass ☐ Fail	
12	Report is printed	Save report	Successfully save the report	☐ Pass ☐ Fail	
13	See above	Navigate to the "Exit" button and return to the "Main Menu"	You should navigate to the "Main Menu" page	☐ Pass ☐ Fail	
Testing Notes:					
Tests Completed by:_____ Date Conducted:_____					
Reviewed by:_____ Date Reviewed:_____					

Corrective Actions:

- ☐ Passed: No further action required (Date:_____, Initials:_____)
- ☐ Errors Submitted for Correction (Date:_____, Initials:_____)
- ☐ Errors Corrected (Date:_____, Initials:_____)
- ☐ Retested (Date:_____, Initials:_____)
- ☐ Other:

Scenario ID: TS012	Test Type: System	Tester: Lindsy	Date: 5/13/13
Scenario Name:	RUN MANAGEMENT REPORTS		
Background and Test Objective(s):	The objective for this test is to ensure that the manager user can successfully logon to the system, navigate to the "Run Management Reports" screen, and successfully run the management reports.		
Related Use Cases or Test Scenarios:	None		
Testing Notes:			

Case	Test Condition(s)	Test Activities	Expected Results/Notes	Actual Results	/Notes
01	Begins when the deadline due date for the "Contract Programmer's Monthly Expense Recap Report", "Contract Programmer Report – Fee Maximum vs Actuals", and "Monthly Contract Recap" is reached.	Log into the system with a valid username and password	Access to the system granted and directed to main screen	☐ Pass ☐ Fail	
02	See above	Log into the system with an invalid username and password	Access to the system denied and an error message is displayed asking the user to try again	☐ Pass ☐ Fail	
03	User has successfully logged into the system	Select the correct tab on the screen to be directed to the "Run Management Reports" screen	The Run Management Reports screen should appear.	☐ Pass ☐ Fail	
04	User has navigated to "Run Management Reports" screen	Navigate buttons to select "Programmer Expense" report	The "Programmer Expense" report should be selected from the list to populate the report field	☐ Pass ☐ Fail	

05	See above	Enter the date range for the current reporting period	Successfully enter the date	☐ Pass ☐ Fail	
06	Report is ready to process	Select the PRINT option	Report prints to screen and ready to save	☐ Pass ☐ Fail	
07	Report is printed	Save report	Successfully save the report	☐ Pass ☐ Fail	
08	See above	Press the “Menu” button and return to the Reports menu	You should navigate to the “Reports Menu” page	☐ Pass ☐ Fail	
09	User had navigated to “Run Management Reports” Screen	Navigate buttons to select “Fee Maximum” report	The “Fee Maximum” report should be selected from the list to populate the report field	☐ Pass ☐ Fail	
10	See above	Enter the date range for the current reporting period	Successfully enter the date	☐ Pass ☐ Fail	
11	Report is ready to process	Select the PRINT option	Report prints to screen and ready to save	☐ Pass ☐ Fail	
12	Report is printed	Save report	Successfully save the report	☐ Pass ☐ Fail	
13	See above	Press the “Menu” button and return to the Reports menu	You should navigate to the “Reports Menu” page	☐ Pass ☐ Fail	
14	User had navigated to “Run Management Reports” Screen	Navigate buttons to select “Contract Recap” report	The “Contract Recap” report should be selected from the list to populate the report field	☐ Pass ☐ Fail	
15	See above	Enter the date range for the current reporting period	Successfully enter the date	☐ Pass ☐ Fail	

16	Report is ready to process	Select the PRINT option	Report prints to screen and ready to save	☐ Pass ☐ Fail	
17	See above	Save report	Successfully save the report	☐ Pass ☐ Fail	
18	Report is printed	Press the "Menu" button and return to the Reports menu	You should navigate to the "Reports Menu" page	☐ Pass ☐ Fail	
19	See above	Navigate to the "Exit" button and return to the "Main Menu"	You should navigate to the "Main Menu" page	☐ Pass ☐ Fail	

Testing Notes:

Tests Completed by:_____ Date Conducted:_____

Reviewed by:_____ Date Reviewed:_____

Corrective Actions:

☐ Passed: No further action required (Date:_____, Initials:_____)

☐ Errors Submitted for Correction (Date:_____, Initials:_____)

☐ Errors Corrected (Date:_____, Initials:_____)

☐ Retested (Date:_____, Initials:_____)

☐ Other:

Appendix B

ENTITY	ATTRIBUTE	VALID DATA	INVALID DATA
CONTACTS	Contact_Fname	jon, Jon, JON - any valid alpha characters a-z	J3on, j on, @df - any non-alpha character
	Contact_Lname	jon, Jon, JON - any valid alpha characters a-z	J3on, j on, @df - any non-alpha character
	Contact_Phone	555-555-5555 - complete phone number separated by hyphens	(555)555-5555, 555555555, ad3-343.3add - any data that doesn't follow the phone number format separated by hyphens
	Contact_Email	okay@okay.com - a valid email address	okay@com, okay.com, @com - any invalid email address
CONTRACTS	Contract_Code	day1208 - up to 5 letters followed by 4 month and year numbers	adfadd1208, 2334adkjd, ad23 - any data which is not 1-5 letters followed by 4 month and year numbers
	Contract_Rate	12.1, .99, 12 - any non-negative number with up to 2 decimal points	ad.23, 01.21, 1.234 - anything which is not a non-negative number with up to 2 decimals
	Contract_Start_Date	2343/12/09 - any valid date with 4 year month day separated by slashes	2344-12-09, 12/08/1234, ad/333/a3 - anything which is not a valid date format with 4 year month day separated by slashes
	Contract_End_Date	2343/12/09 - any valid date with 4 year month day separated by slashes	2344-12-09, 12/08/1234, ad/333/a3 - anything which is not a valid date format with 4 year month day separated by slashes
	Contract_Fee_Max	12.1, .99, 12 - any non-negative number with up to 2 decimal points	ad.23, 01.21, 1.234 - anything which is not a non-negative number with up to 2 decimals
	Contract_Desc	alkadsfj234 - any data	no invalid data
DIVISIONS	Division_Code	ADD, FAE, EYY - any group of 3 all uppercase letters	add, 3a4, DAFK - anything which is not a group of 3 all uppercase letters
	Division_Name	jon, Jon, JON - any valid alpha characters a-z	J3on, j on, @df - any non-alpha character

INVOICES	Invoice_Number	34423, 2134455, 223 - any group of non-negative numbers	234.74, -344, adklj - anything which is not a group of non-negative numbers
	Invoice_Date	2343/12/09 - any valid date with 4 year month day separated by slashes	2344-12-09, 12/08/1234, ad/333/a3 - anything which is not a valid date format with 4 year month day separated by slashes
	Invoice_Start_Date	2343/12/09 - any valid date with 4 year month day separated by slashes	2344-12-09, 12/08/1234, ad/333/a3 - anything which is not a valid date format with 4 year month day separated by slashes
	Invoice_End_Date	2343/12/09 - any valid date with 4 year month day separated by slashes	2344-12-09, 12/08/1234, ad/333/a3 - anything which is not a valid date format with 4 year month day separated by slashes
	Invoice_Due_Date	2343/12/09 - any valid date with 4 year month day separated by slashes	2344-12-09, 12/08/1234, ad/333/a3 - anything which is not a valid date format with 4 year month day separated by slashes
	Invoice_Hours	12.1, .99, 12 - any non-negative number with up to 2 decimal points	ad.23, 01.21, 1.234 - anything which is not a non-negative number with up to 2 decimals
	Invoice_Desc	alkadsfj234 - any data	no invalid data
	Invoice_Rate	12.1, .99, 12 - any non-negative number with up to 2 decimal points	ad.23, 01.21, 1.234 - anything which is not a non-negative number with up to 2 decimals
	Invoice_Total	12.1, .99, 12 - any non-negative number with up to 2 decimal points	ad.23, 01.21, 1.234 - anything which is not a non-negative number with up to 2 decimals
	Invoice_Sheet_Hours	12.1, .99, 12 - any non-negative number with up to 2 decimal points	ad.23, 01.21, 1.234 - anything which is not a non-negative number with up to 2 decimals
	Invoice_Status	approved, denied - either "approved" or "denied"	yes, no, 238507a - anything which is not "approved" or "denied"
	Invoice_Date_To_AP	2343/12/09 - any valid date with 4 year month day separated by slashes	2344-12-09, 12/08/1234, ad/333/a3 - anything which is not a valid date format with 4 year month day separated by slashes
	Invoice_Accrual	yes, no - either "yes" or "no"	maybe, 23890a, ahhhh - anything which is not "yes" or "no"

PROGRAMMERS	Prog_Fname	jon, Jon, JON - any valid alpha characters a-z	J3on, j on, @df - any non-alpha character
	Prog_Lname	jon, Jon, JON - any valid alpha characters a-z	J3on, j on, @df - any non-alpha character
REPORTS	Start_Date	2343/12/09 - any valid date with 4 year month day separated by slashes	2344-12-09, 12/08/1234, ad/333/a3 - anything which is not a valid date format with 4 year month day separated by slashes
	End_Date	2343/12/09 - any valid date with 4 year month day separated by slashes	2344-12-09, 12/08/1234, ad/333/a3 - anything which is not a valid date format with 4 year month day separated by slashes
UNITS	Unit_Number	1234, 2345, 3456 - any group of 4 valid numbers	23444, 123, as32 - anything which isn't a group of 4 numbers
	Unit_Location	edmonds - any valid alpha characters a-z	edmon3ds, ed monds, @df - any non-alpha character
VENDORS	Vendor_Name	jon, Jon, JON - any valid alpha characters a-z	J3on, j on, @df - any non-alpha character
	Vendor_Street	jon, Jon, JON - any valid alpha characters a-z	J3on, j on, @df - any non-alpha character
	Vendor_City	edmonds - any valid alpha characters a-z	edmon3ds, ed monds, @df - any non-alpha character
	Vendor_State	WA, MT, CA - any all uppercase 2 state format	aE, aa, 33 - any non all uppercase 2 state format
	Vendor_Zip	55555, 55555-5555 - any valid zip code format	aad33, 3333, 234-2a - any non-valid zip code format
	Vendor_Phone	555-555-5555 - complete phone number separated by hyphens	(555)555-5555, 555555555, ad3-343.3add - any data that doesn't follow the phone number format separated by hyphens
	Vendor_Email	okay@okay.com - a valid email address	okay@com, okay.com, @com - any invalid email address
	Vendor_Notes	alkadsfj234 - any data	no invalid data