

HOW TO: TEST/VALIDATE IN YOUR ERP SYSTEM



- Once a test document is successfully delivered to your ERP, it is crucial to validate that Conexiom is sending the correct information in the correct fields just as if you had typed it in manually.
- Follow the steps outlined below for best practices when testing the delivered documents in your ERP.



Testing the Output File

What are you assessing during testing?

- **Information Sent in Output File**

Normally this is reviewed directly in your ERP system within your regular working screens however you may have a different place to view this information or may be reviewing the sent output file directly.

- Are all expected fields populated?
- Is anything empty or missing that shouldn't be?
- Do the populated values reflect the changes, updates and logic that took place in Conexiom? (if applicable)

a. Data Accuracy

- Is the header populated correctly?
- Check line by line for the expected information.
 - Are all lines displaying the expected information?

b. Data Transformations/ Rules

- Were transformations and look ups applied and sent over to your ERP as expected?
 - Does the document appear just as if you had typed it manually?

Useful tips when testing:

- Make sure to compare original documents with the data in your system.
 - You can download the original document from Conexiom by clicking on the document links on the test document tab, so you don't need to look for it in your email.
- Test multiple test documents that cover all variations
 - Examples: multiple pages vs one; difference in where to find a part number; ones that need a quantity transformation vs ones that do not.

Addressing Issues:

If you encounter any issues, follow these steps:

1. Review all documents/alerts for potential problems.
 - Take note of the issue seen including the document number and line number.
2. Once all documents are reviewed and all notes are collected then Submit a change request.
 - Send 1 change request for all needed changes, follow our Change Request Best Practices
3. For assistance, contact your Conexiom Representative.
 - Once the requested changes have been made the alerts will be regenerated and you can review before delivering to your ERP system.

Repeat the process as needed.