**PAVINV006 - Invoice Modifications - Edit Payment Terms & Cancel Payment AFIS Validation Scripts - AP-UA-05-24 & AP-UA-05-40**

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| --- | --- | --- | --- |
| Project ID |  | Application Name/Version | ProcureAZ /Baseline Ver12.5 |
| Date of Test |  | Cycle/Pass # |  |
| Author |  | Verifier |  |
| Tester: |  | Date Tested: |  |

|  |  |
| --- | --- |
| Test Scenario(s) | ADV015S01: As an Accounts Payable Supervisor I would like to be able to cancel an invoice that has been sent for payment (4IA - Approved for Payment), so that the invoice will not be processed and paid in Advantage.  ADV018S02: As an Accounts Payable user, I would like to be able to change the Payment terms on an Invoice so that I can accurately apply payment terms by vendor at the header level under the General Tab |
| Test Cases | ADV015S01B01: The Accounts Payable Supervisor will have a Cancel Payment button on the Invoice Summary tab for sending a cancellation of the previously submitted Invoice.  ADV015S01B02: ProcureAZ will send a Cancel transaction. If Advantage can cancel the Invoice, then the Invoice is cancelled. If not, then it stays in Approved for Payment status, and the user will receive an error message regarding the failure to cancel the Invoice (reference integration document for possible failure messages).  ADV015S01B03: The Cancel Payment button will only be available on Invoices in the 4IA - Approved for Payment status.  ADV015S01B04: Cancelled Invoices will update the Permit to Pay amounts on the applicable PO back to the original amount.  ADV015S01B05: Cancelling the Invoice will not instigate a change order. [no change order button on the invoice]  ADV018S02B01: If Payment Terms changeable for an Agency, an Edit button will be available for the user next to Payment Terms The fields for changing discount values will default to un-editable states.  ADV018S02B02: Edits to Payment Terms will allow a user to select from a dropdown of available Discount Terms.  ADV018S02B03: Upon selecting and saving new Payment Terms, the Payment Discount and Payment Days values will be updated to reflect the applicable Discount and Day for the selected Terms.  ADV018S02B04: The user may reset the values of the Payment Terms to the original value if the user has not saved changes.  ADV018S02B05: Changes to Payment Terms will NOT require a change order.  ADV018S02B06: NOTE: In ProcureAZ the Payment Terms are set up by an Internal Administrator. The Payment Terms include a Discount Percentage and the number of days from Invoice date to Payment (see image below). These values will be pulled from any new Payment Terms selection and updated on the General Tab of the Invoice once the Terms are saved |
| System Environment |  |
| Prerequisites | **This script uses the PO created by PAZREQ0014 – Direct OM Requisition to Receipt.**   * **If that PO is not available tester can create & receive a new Direct OM PO with 1 item with a quantity > 1**    + **For streamlined invoice entry, do not include tax on your item** |
| Test IDs/passwords | Basic Purchasing (BP):  Accounts Payable (AP):  AP Supervisor: |
| Comments: | **This may be a multi-day Script (depending on when the AFIS disbursement job is scheduled) THE PROCESS FOR THE WARRANT/EFT DISBURSEMENT MUST OCCUR before step 1.42 to end can be executed**  Script will create a PO in which to validate the changing of payment terms on invoices then the invoice that has been sent for payment. Two invoices will be created, one that should be able to be cancelled and one that has passed the disbursement process. |
| UAT AFIS Scripts | AP-UA-05-24 |
| UAT AFIS Goal | Create invoice in ProcureAZ with a payment discount. Validate through disbursement that discount is taken correctly. |
| UAT AFIS Preparation | AD Chain (distribution) job must be scheduled  Check the Payment Terms options in ProcureAZ to choose the discount rate and # days you wish to test, and enter it here. Payment Terms = |

| Step # | Ref. No | Action | Expected Results | Actual Results | Pass Fail |
| --- | --- | --- | --- | --- | --- |
|  | Day 1 | Login as AP user by entering the Login ID & password provided above in the Login Box | ProcureAZ Home page displays with the greeting “Welcome back <AP’s Name> |  |  |
|  |  | Search for PO from script PAZREQ0014 by entering Script ID in PO Description field (or Search for the PO you created to start this script). Open the PO. | Permit to pay amount greater than 0. (If = 0, tester will either create one as noted above or chose a PO with Permit to pay amount > 0) |  |  |
|  |  | Click the Create Invoice button in the Invoice Information section. | New Invoice – Search PO page displays |  |  |
|  |  | Enter Invoice Number = <script ID> <testers initials> <todays date> “01”  Invoice Description=<script ID><testers choice>  Enter other required information if any (testers choice) | Text displays as typed |  |  |
|  | ADV018S02  ADV018S02B01 | Confirm that there is an “Edit” link for Payment Terms field | Edit button is available for Payment Terms |  |  |
|  |  | Make a note of the Payment Terms, Payment Terms Day, & Payment Discount entries | Fields are noted in order to validate they change when new payment terms are selected |  |  |
|  | ADV018S02B01 | Change the Payment Terms fields without clicking the “Edit” link | The fields cannot be changed |  |  |
|  | ADV018S02B01 | Click the “Edit” link | The field is now changeable |  |  |
|  | ADV018S02B02 ADV018S02B03  ADV018S02B06  AP-UA-05-24 | Click the selection arrow in the Payment Terms field and make a new selection that has at least 1% discount <Suggestion: 1% Net 30> Make sure Payment Terms and Payment Date are set so the discount will be taken in AFIS.  Click “Save & Continue” | A different payment term is selected. Payment Terms, Payment Terms Day, & Payment Discount entries has been automatically updated based on the new selection for Payment Terms | Payment Terms = |  |
|  |  | Click the Items tab  Click the + next to the item number to display additional fields | Fields revealed for Receive by Quantity?, Service From Date and Service To Date. |  |  |
|  |  | Set Receive by Quantity to “Yes”  Enter ½ of the “Quantity” ordered in the “Invoice Quantity” field.  NOTE: To determine the quantity ordered, right click the Back to PO link at the top of the invoice and select “open in new tab”. Navigate to the new tab, scroll down to review the quantity ordered for the item. Click the original tab with your in progress invoice to enter ½ the quantity. Leave the PO tab open because you will need it later.  Enter the Net Unit Cost  NOTE: The Net Unit Cost is displayed in parenthesis on the invoice item after the Item description. | Invoice Quantity, and Unit Price display after pull-down set to Yes. |  |  |
|  |  | Calculate theInvoice Amount and enter in the “Invoice Amount” field  Review the Item on the PO to determine whether the item included a tax rate.  Calc for item w/o Tax Rate  (Quantity\*Net Unit Cost)  Calc w/Tax Rate  (Quantity\*Net Unit Cost) \* (1+TaxRate) | Text displays as typed. Tester enters Invoice amount based Calculation |  |  |
|  |  | Click “Save & Continue” button | Page is refreshed |  |  |
|  |  | Click the “Accounts” tab  This tab should be populated. The only modifications would be if the allocations should be different between accounting lines or the event type needs to be changed on the invoice. | Account page displays  Text displays as typed |  |  |
|  |  | Click “Save & Continue” | Page is refreshed |  |  |
|  | ADV018S02B05  ADV018S02 | Click the “Summary” tab | Summary page displays  Status=In Progress  A change order was not required to change the payment terms |  |  |
|  |  | Click “Submit for Approval” button  Click “OK” on the Confirmation message | Approval options page displays |  |  |
|  |  | Select “Automatic approval”  Click “Save & Continue” | Invoice Page displays  Status=Ready for Approval |  |  |
|  |  | Select Documents 🡪 Invoice 🡪 New (TO CREATE ANOTHER INVOICE THAT WILL CHANGE TO BE PAID TODAY) | New Invoice – Search PO page displays |  |  |
|  |  | Enter Script ID in “PO Description” field and click the “Find It” button | Search results displays under the search option fields |  |  |
|  |  | Select the PO’s radio button created above and click “Select” button | New Invoice page displays |  |  |
|  |  | Enter Invoice Number = <script ID> <testers initials> <todays date> “02”  Invoice Description=<script ID> <’INVOICE2’>  Enter other required information if any (testers choice) | Text displays as typed |  |  |
|  | AP-UA-05-24 | Change the Payment Date to Todays Date [AFIS Date] | Payment Date=today date | Pmt Date = |  |
|  |  | Click “Save & Continue” | Page is refreshed. |  |  |
|  |  | Click the Items tab  Click the + next to the item number to display additional fields | Item page displays  Fields revealed for Receive by Quantity?, Service From Date and Service To Date. |  |  |
|  |  | Set Receive by Quantity to “Yes”  Enter the remainder of the “Quantity” ordered in the “Invoice Quantity” field.  NOTE: Return to the Item on the PO to confirm ½ the quantity ordered if needed. Click the original tab with your in progress invoice to enter ½ the quantity.  Enter the Net Unit Cost  NOTE: The Net Unit Cost is displayed in parenthesis on the invoice item after the Item description.  Calculate the ~~Pay~~ Invoice Amount and enter in the “Invoice Amount” field  Review the Item on the PO to determine whether the item included a tax rate.  Calc for item w/o Tax Rate  (Quantity\*Net Unit Cost)  Calc w/Tax Rate  (Quantity\*Net Unit Cost) \* (1+TaxRate) | Text displays as typed |  |  |
|  |  | Click “Save & Continue” button | Page is refreshed |  |  |
|  |  | Click the “Accounts” tab  Verify the information that was inherited from the Purchase Order. No changes are needed. | Account page displays  Text displays as typed |  |  |
|  | ADV018S02B05 | Click the “Summary” tab | Summary page displays  Status=In Progress  A change order was not required to change the payment terms |  |  |
|  |  | Click “Submit for Approval” button  Click “OK” on the Confirmation message | Approval options page displays |  |  |
|  |  | Select “Automatic approval”  Click “Save & Continue” | Invoice Page displays  Status=Ready for Approval |  |  |
|  | ADV015S01B03 | Scroll to the bottom of the invoice  Options are:  Print  Cancel Invoice | Cancel payment options is available. |  |  |
|  |  | Click Logout | Logout page displays |  |  |
|  | ADV015S01B01 | Login as AP Supervisor user by entering the Login ID & password provided above in the Login Box | ProcureAZ Home page displays with the greeting “Welcome back <’s AP Supervisor Name> |  |  |
|  |  | Locate the 1st Invoice created above and Approve | Invoice Status=Approve for Payment |  |  |
|  |  | Find the alternate ID Number, and record it. | Alternate ID from AFIS begins with PR. | Alt ID = |  |
|  | ADV015S01B01 | Scroll to the bottom of the invoice  Options are:  Print  Cancel Invoice | Both options are available |  |  |
|  |  | Locate the 2nd Invoice created above and Approve | Invoice Status=Approve for Payment |  |  |
|  |  | Find the alternate ID Number, and record it. | Alternate ID from AFIS begins with PR. | Alt ID = |  |
|  |  | Scroll to the bottom of the invoice  Options are:  Print  Cancel Invoice | Both options are available |  |  |
|  |  | Click the Logout button | Logout page displays – end of day 1 |  |  |
|  | **Day 2 –** AFTER **THE PROCESS FOR THE WARRANT/EBT DISBURSEMENT** | After the process for the warrant/ebt based on the payment date of the 2nd invoice --Login as AP Supervisor user by entering the Login ID & password provided above in the Login Box | ProcureAZ Home page displays with the greeting “Welcome back <’s AP Supervisor Name> |  |  |
|  | ADV015S01B04 | Locate the PO created above and note the Permit to Pay amount | Permit to Pay amount is noted to ensure amount is updated when the invoice is cancelled |  |  |
|  |  | Locate the 1st Invoice created above | Invoice Status=Approve for Payment |  |  |
|  |  | Scroll to the bottom of the invoice  Options are:  Print  Cancel Payment | Both options are available |  |  |
|  | ADV015S01B04 | Make a note of the invoice’s amount to pay. | Amount to pay is noted to ensure the permit to pay amount is increased by this amount when the invoice is cancelled |  |  |
|  | ADV015S01B05 | Click the “Cancel Payment” button  Click OK on the confirmation message | Payment is able to be cancelled.  Status=Ready for Approval  A change order was not required to cancel the invoice |  |  |
|  |  | Locate the 2nd Invoice created above | Status not= Ready for Approval |  |  |
|  | ADV015S01B03 | Scroll to the bottom of the invoice  Options is:  Print | Print options is available  Cancel payment option not available |  |  |
|  | ADV015S01B04  ADV015S01B02 | Locate the PO created above and note the Permit to Pay amount | The Permit to Pay amount has increased by the amount of the cancelled invoice |  |  |
|  |  | Logout | Logout page displays |  |  |
|  |  | End of Test | Pass/Fails and unexpected results has been noted for each step and any issues have been reported |  |  |

# UAT Validation in AFIS

AFIS determines at time of disbursement whether to take the Payment Discount. Check the job schedule to confirm when the AD Chain runs to generate the disbursement and collect the discount, if it qualifies under the Payment Terms.

| AFIS Step # | Ref. No | Action | Expected Results | Actual Results | Pass Fail |
| --- | --- | --- | --- | --- | --- |
|  |  | Check the Invoice Date, Payment Date, and Payment Terms In ProcureAZ. Calculate the number of days apart. |  | Inv Dt =  Pmt Dt=  Days=  Disc %= |  |
|  |  | With the Alt ID from the Invoice, Search the Document Catalog for the PRCPZ1. | One Version is listed:  1: New, Final | Dept = Doc ID = |  |
|  | AP-UA-05-22 | Open the Invoice. Verify the Record Date and Discount Amount. | Record Date is the same as ProcureAZ Invoice Date. Discount = Actual Amt \* Disc%. Pmt Amt = Actual – Disc Amt. | Rcrd Dt = Actual $ =  Disc $=  Pmt $= |  |
|  |  | Go to Vendor component, Discount Terms tab; verify Terms. | Days 1 and Percent 1 show Terms from Invoice. | Days 1=  Pct1 = |  |
|  |  | Follow the Forward Reference to the AD. Check the Check/EFT Issue Date. Calculate the number of days since ProcureAZ Invoice Date. Confirm the discount % applied during the script was taken. | Check/EFT Issue Date is same as Payment Date from ProcureAZ.  Issue Dt – Invoice Dt ≤ Disc Days | Issue Dt =  Issue Dt – Invc Dt = |  |
|  |  | Find the PRCPZ1 from 1.37 (the first Invoice Alternate ID) in AFIS. Click on the modification final document and confirm that the invoice is now zero. |  |  |  |
|  |  | Use the pull-down Document Menu to select Document References. |  |  |  |
|  |  | Click Backward Reference to see the PO that was referenced on the PRC document. | Document Reference Query shows the current PO and a modified. Confirm that the PO now has the amount of the canceled invoice available. | POPZ1 ID = |  |
|  |  | End of AFIS Test | Pass/Fails and unexpected results has been noted for each step and any issues have been reported |  |  |