**PAZADVINV002 INVOICE WITH INVOICE MODIFICATIONS - USE TAX**

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| Project ID |  | Application Name/Version | ProcureAZ /Baseline Verx.x |
| Date of Test |  | Cycle/Pass # |  |
| Author | Ted Spencer | Verifier |  |
| Tester: |  | Date Tested: |  |

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| Test Scenario(s) | ADV019S01: As an Accounts Payable user, I would like to be able to designate at the header level of an Invoice whether the Invoice will require Use Tax information. This attribute on the Invoice should determine whether Use Tax fields will be available for entry when designating accounting. (Dollars & Cents only)  ADV019S02: As an Accounts Payable user, I would like to be able to assign Use Tax dollar amounts to the accounting on one or more accounts. (Dollars & Cents only) |
| Test Cases | ADV019S01B01: The label on the Invoice Header should read “Is use Tax required and not already on the PO?”  ADV019S01B02: The Use Tax setting must be available on the Invoice document type, and selectable from the General tab on the document.  ADV019S01B03: The Use Tax attribute must provide users with a Boolean option for determining whether Use Tax applies on the Invoice or not. The Use Tax selection will default to ‘No’  ADV019S01B04: The Use Tax field is required on the Invoice.  ADV019S01B05: The Use Tax setting must be viewable from the Summary tab on an Invoice.  ADV019S01B06: Selecting ‘Yes’ as the value for Use Tax will make additional fields for Use Tax to be available on the Accounts Tab.  ADV019S02B01: If Use Tax is ‘Yes’ at the Header level, then fields for entering a Use Tax amount should be available for any accounting lines on the Invoice.  ADV019S02B02: If Use Tax is ‘No’ at the Header level, then fields for entering a Use Tax amount should NOT be available for accounting lines on the Invoice.  ADV019S02B03: Custom Columns for accounting will display collapsed by default, and the user can expand/collapse using the standard +/- UI components.  ADV019S02B04: The Use Tax amount must be a positive number and support decimals (X.XX). |
| System Environment |  |
| Prerequisites | Configuration of Custom Columns per design  **PO with multiple lines to pay – Tester may have to create one as BP** |
| Test IDs/passwords | AP: any aptester |
| Comments: |  |

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| Step # | Ref. No | Action | Expected Results | Actual Results | Pass Fail |
|  |  | 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> |  |  |
|  |  | Select Documents 🡪 Invoices 🡪 New | PO Search displays with a Find button. |  |  |
|  |  | Find a PO with 2 or more items with Permit to Pay. Click PO link. [Tester: you may have to create a PO with multi lines if unable to locate – please use 2-way match in creating PO] | PO displays with action for Create Invoice. |  |  |
|  |  | Click Create Invoice | Invoice displays, General tab. |  |  |
|  | ADV019 S01B01 ADV019 S01B02 | Verify that Use Tax field is labeled according to the design. | Label = “Is use Tax required and not already on the PO?” |  |  |
|  | ADV019 S01B03 | Verify that the Use Tax options are Yes and No, and that it defaults to No. | Use Tax pull-down includes Yes and No with a default of No. |  |  |
|  | ADV019 S01B04 | Verify that Use Tax cannot be left blank. | Use Tax has no blank selection available. |  |  |
|  |  | Enter or verify required fields (Invoice Description = <script number + tester initials>, Vendor Invoice Date, Invoice Date). Click Save & Continue. | Use Tax retains the “No” value. |  |  |
|  |  | Click Items tab. Add amount to Pay and any other required fields. Click Save & Continue. | Items tab saves successfully. |  |  |
|  | ADV019 S02B03 | Click Accounts tab. Verify the Distribution Information section is collapsed. Click to expand and collapse the tab. | The Distribution Information section can expand and collapse. |  |  |
|  | ADV019 S02B02 | Expand the Distribution Information tab. Verify that Use Tax Amount field is not present for any item. | There is no Use Tax Amount field on the Accounts Tab. |  |  |
|  |  | Click General tab. Set Use Tax to Yes. Click Save & Continue. |  |  |  |
|  | ADV019 S01B06 ADV019 S02B01 ADV019 S02B04 | Click Accounts tab. Expand the Distribution Information tab. Verify that Use Tax Amount field is present for each item; enter a negative amount (approximately equal to -5%) with 3 decimals (-X.XXX). Click Save & Continue. | [error message should require positive value; value should round to two decimals] |  |  |
|  | ADV019 S02B04 | Change value to positive amount (X.XX). Click Save & Continue. | Error message should disappear. |  |  |
|  |  | End of Test | Pass/Fails and unexpected results has been noted for each step and any issues have been reported |  |  |