**PAZINV001 - PO with Multi-Invoice Final Pay AFIS Validation Scripts –**

**AP-UA-05-19 & AP-UA-05-22**

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

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| --- | --- | --- |
| Test Scenario(s) | TSI001: Create multiple Invoices on a Purchase Order | |
| Test Cases | TCI001: Invoice Final Pay on a partial received; partial invoice; fully received item  TCI002: Confirm invoices in all status  TCI003: Ensure duplicate invoice #s cannot be created  TCI004: General tab: Validate invoice #, Description, Invoice Date, effective date, payment date are required  TCI005: Items --> pay the invoice - all; confirm final Pay is checked  TCI006: Items --> pay the invoice – partial  TCI008: Validate that Invoice can be submitted  TCI017: Add freight to an invoice when creating (extra line item)  TCI018: Add misc. to an invoice when creating | |
| System Environment |  | |
| Prerequisites |  | |
| Test IDs/passwords | Basic Purchasing (BP) user:  Accounts Payable (AP) user:  AP Supervisor: | |
| Comments: | This script creates a PO then creates multiple invoice with Freight and Miscellaneous charges on header. | |
| UAT AFIS Scripts | AP-UA-05-19 | AP-UA-05-22 |
| UAT AFIS Goal | Create invoice from ProcureAZ with Freight on header. Validate mapping of Freight information to AFIS as a new commodity line and event. | Create invoice in ProcureAZ with Miscellaneous charges at the header. Validate mapping to AFIS as a new commodity line and event. |
| UAT AFIS Preparation | None | |

| Step # | Ref. No | Action | Expected Results | Actual Results | Pass Fail |
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|  |  | Login As BP user by entering the Login ID & password provided above in the Login Box | ProcureAZ Home page displays with the greeting “Welcome back <BP’s Name> |  |  |
|  |  | Select Documents 🡪 POs 🡪 New | Create a New Purchase Order options page displays |  |  |
|  |  | Select “Create a purchase order from scratch” radio button option  Then select from the PO Type of the New Purchase Order\*: dropdown selections “Open Market” | New PO page displays |  |  |
|  |  | Complete all required information on General Tab –  Short Description\*: = <script ID, Open Market, Tester’s Initials>;  Additional fields, if required, are Testers choice | All required fields are completed. Text is displayed as typed |  |  |
|  |  | Click “Save & Continue” button at the bottom of the page | Page is refreshed. PO Number has been automatically assigned |  |  |
|  |  | Click the items tab | Item page is displayed |  |  |
|  |  | Click the “Add Item” button | Add Item Page is displayed to input first item being requested.  Field “Print Sequence\*:” = “1” |  |  |
|  |  | Complete the Description, Quantity, Unit Cost, Unit of Measure, NIGP Class & NIGP Class Item fields. Text typed and/or selected is Tester’s choice  Click the “Save & Add New” | Item 1: Text in the Description, Quantity, NIGP Class & NIGP Class Items fields are displayed as typed and/or selected. |  |  |
|  |  | Complete the Description, Quantity, NIGP Class & NIGP Class Item fields. Text typed and/or selected is Tester’s choice  Click the “Save & Add New” | Item 2: Text in the Description, Quantity, NIGP Class & NIGP Class Items fields are displayed as typed and/or selected. |  |  |
|  |  | Complete the Description, Quantity, NIGP Class & NIGP Class Item fields. Text typed and/or selected is Tester’s choice | Item 3: Text in the Description, Quantity, NIGP Class & NIGP Class Items fields are displayed as typed and/or selected. |  |  |
|  |  | Click “Save & Exit” button | Open Market Item Page displays. 3 Items are on the Items 🡪 General Page |  |  |
|  |  | Click the Vendor Tab | Vendor General page displays |  |  |
|  |  | Click the “Lookup & Add Vendor” button (Note: vendor select will be testers choice) | Lookup & Add Vendor Search page displays |  |  |
|  |  | Click on a letter from the “Browse by:” selection at the bottom of the search screen | List of Vendors with the initial selected displays below the search criteria box |  |  |
|  |  | Select a Vendor by clicking in the radio button of your choice (use one with an alternate ID that begins with PZ) and click the “Add Vendor” button at the bottom of the page | Vendor selected is added to the Vendor General Page |  |  |
|  |  | Click the “Save & Continue” button | Vendor General Page is refreshed |  |  |
|  |  | Click the Upper Accounting tab | Accounting Page is displayed |  |  |
|  |  | Enter Accounting Lines –  Click “Save Based on Percentages”. | Text is displayed as typed |  |  |
|  |  | Click the Rebuild for All Items | Page is Refresh |  |  |
|  |  | Click on the “Summary Tab” | Summary page is display. |  |  |
|  |  | Validate that the Header Information’s  “Alternate ID:” field is blank. | Alternate ID is blank. |  |  |
|  |  | Click the “Submit for Approval” button at the bottom of the page | Confirmation message displays |  |  |
|  |  | Click the “OK” button on the confirmation message | Approval options page displays |  |  |
|  |  | Select “Automatic approval” option and click the “Save & Continue” button | Open Market page is displayed. Status = Ready to Send |  |  |
|  |  | Scroll to the bottom of the page and under Vendor Notification Actions, click the “Save & Continue” button | Vendor Notification Result page displays |  |  |
|  |  | Click the “OK” button | PO Vendor Notification Result page displays page displays. Status = Sent |  |  |
|  |  | Scroll up to the Header’s Information section and validate that the Alternate ID: has been assigned. Record it here. | An automatic number has been assigned to the Alternate ID field. | Alt ID = |  |
|  |  | Click the “Create Receipt” button | New Receipt page displays |  |  |
|  |  | Enter a description in the Receipt Description\* field (Tester’s choice but include Script ID) and Confirm Required fields. | Description displays as typed. Required fields are Department, location & Receipt Owner |  |  |
|  |  | Click the “Save & Continue” button | Page is refreshed |  |  |
|  |  | Click the “Items” tab | Items page displays |  |  |
|  |  | Click the “Add Receiving” button on the 1st Item | Receipt page displays |  |  |
|  |  | Tester: Confirm that you may optionally add the “Service To” and “Service From” Dates. Time is not available (Dates are testers choice) | Service To and Service From dates can be entered |  |  |
|  |  | Enter the entire “Remaining Quantity” (for Item #1) in Receiving  Click the “Save and Exit” button | Receipt Page displays. Item number received is available in the “New Received Quantity” column for PO Item #1. |  |  |
|  |  | Click the Summary Tab | Summary page displays |  |  |
|  |  | Click the “Submit for Approval” button. Click “OK” on the confirmation popup message | Approval page displays |  |  |
|  |  | Select the radio button next to “Automatic approval” and click the “Save & Continue” button | Receipt page displays |  |  |
|  |  | Click the Logout button | Logout page displays |  |  |
|  |  | 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 | Purchase Order Search options page displays |  |  |
|  |  | Locate the PO you just created by entering the Script No in the “PO Description” field and click the “Find It” button | Search results displays under the Search dialog box. PO created above is included in the search results |  |  |
|  |  | Select the radio button by the above PO and click the “Select” button | New Invoice page displays |  |  |
|  | TCI004 | Click the “Save & Continue” button | Missing required information error message displays |  |  |
|  | TCI004 | Validate that the following required dates fields contain default information:  Invoice Date\*: = today’s date  Effective Date\*: = today’s date  Payment Date\*: = Future date | All required date fields are prepopulated as indicated. |  |  |
|  | TCI004 | Enter the “Invoice Number\*:” as <Script #> <testers initials> <01> | Text displays as typed |  |  |
|  |  | Click the “Save & Continue” button | Missing required information error message displays |  |  |
|  | TCI004 | Enter “Invoice Description\*:” as <Script #> <testers initials> <01> <todays date> | Text displays as typed |  |  |
|  | TCI004 | Click “Save & Continue” | Page is refreshed with “General Validation Error regarding Invoice Accounting. |  |  |
|  | TCI018 AP-UA-05-22 | Click on the “Misc Amount:” link | Invoice Freight and Misc. Charges page displays |  |  |
|  | TCI018 AP-UA-05-22 | Enter:  Enter Accounting Information  Dollars\* = “20”  Click “Save & Exit” button | Invoice General page is displays. Misc. Amount: = $20.00 |  |  |
|  | TCI017 AP-UA-05-19 | Click on the “Freight Amount:” link | Invoice Freight and Misc. Charges page displays |  |  |
|  | TCI017 AP-UA-05-19 | Enter:  Enter Accounting Information  Dollars\* = “30”  Click “Save & Exit” button | Invoice General page is displays. Freight Amount: = $30.00 |  |  |
|  |  | Click on the “Items” tab | Item page displays |  |  |
|  | TCI006 | For PO Item #1 only, enter the entire “Permit To Pay” dollar amount in the “Invoice Amount” | Text displays as typed |  |  |
|  |  | Click the “Save & Continue” button | Page is refreshed with “General Validation Error regarding Invoice Accounting. |  |  |
|  |  | Click the “Account” tab | Accounts page displays |  |  |
|  |  | Confirm no  TC  PDT fields | TC and PDT fields are not present |  |  |
|  |  | Click “Save & Continue” | Page is Refreshed |  |  |
|  |  | Click the Summary tab | Summary page displays |  |  |
|  |  | Click the “Submit for Approval” button. Click “OK” on the confirmation popup message | Approval page displays |  |  |
|  | TCI008 | Select the radio button next to “Automatic approval” and click the “Save & Continue” button | Invoice page displays |  |  |
|  |  | As AP Supervisor, approve the Invoice. (Log out and log in if needed.) Record the Alternate ID generated. | Invoice Status = 4IA – Approved for Payment.  Alternate ID from AFIS begins with PR. | Alt ID = |  |
|  |  | Click the Logout button | Logout page displays |  |  |
|  |  | Login As BP user by entering the Login ID & password provided above in the Login Box | ProcureAZ Home page displays with the greeting “Welcome back <BP’s Name> |  |  |
|  |  | Select Documents 🡪 Receipt 🡪 New | PO Receipts – Search PO page displays |  |  |
|  |  | Locate the PO you created above by entering the Script ID in the “PO Description” field and click the “Find It” button | Search results displays under the Search dialog box. PO created above is included in the search results |  |  |
|  |  | Select the radio button by the above PO and click the “Select” button | New Receipt page displays |  |  |
|  |  | Enter a description in the Receipt Description\* field (Tester’s choice but include Script ID) | Description displays as typed. |  |  |
|  |  | Click the “Save & Continue” button | Page is refreshed |  |  |
|  |  | Click the “Items” tab | Items page displays |  |  |
|  |  | Click the “Add Receiving” button on the 2nd Item | Receipt page displays |  |  |
|  |  | Tester: Confirm that you may optionally add the “Service To” and “Service From” Dates. Time is not available (Dates are testers choice) | Service To and Service From dates can be entered |  |  |
|  |  | Enter the entire “Remaining Quantity” (for Item #2) in Receiving  Click the “Save and Exit” button | Receipt Page displays. Item number received is available in the “New Received Quantity” column for PO Item #2. |  |  |
|  |  | Click the “Add Receiving” button on the 3rd Item | Receipt page displays |  |  |
|  |  | Tester: Confirm that you may optionally add the “Service To” and “Service From” Dates. Time is not available (Dates are testers choice) | Service To and Service From dates can be entered |  |  |
|  |  | Enter the entire “Remaining Quantity” (for Item #3) in Receiving  Click the “Save and Exit” button | Receipt Page displays. Item number received is available in the “New Received Quantity” column for PO Item #3. |  |  |
|  |  | Click the Summary Tab | Summary page displays |  |  |
|  |  | Click the “Submit for Approval” button. Click “OK” on the confirmation popup message | Approval page displays |  |  |
|  |  | Select the radio button next to “Automatic approval” and click the “Save & Continue” button | Invoice page displays |  |  |
|  |  | Click the Logout button | Logout page displays |  |  |
|  |  | 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 | Create a New Purchase Order options page displays |  |  |
|  |  | Locate the PO you created by entering the Script No in the “PO Description” field and click the “Find It” button | Search results displays under the Search dialog box. PO created above is included in the search results |  |  |
|  | TCI002 | Select the radio button by the above PO and click the “Select” button | New Invoice page displays  Status = In Progress |  |  |
|  |  | Enter the “Invoice Number\*:” as <Script #> <testers initials> <01> | Text displays as typed |  |  |
|  |  | Enter “Invoice Description\*:” as <Script #> <testers initials> <02> <todays date> | Text displays as typed |  |  |
|  | TCI003 | Click “Save & Continue” | Page is refreshed with “General Validation Error” regarding Invoice Accounting AND INVOICE DUPLICATION ERROR- INVOICE NUMBER ALREADY EXISTS. |  |  |
|  |  | Enter the “Invoice Number\*:” as <Script #> <testers initials> <02>  Click the “Save & Continue” button | Page is refreshed with “General Validation Error” regarding Invoice Accounting |  |  |
|  |  | Click the Items Tab | Item page displays |  |  |
|  | TCI005 | For Items 2 and 3, enter the “Invoice Amount” to the “Permit to Pay” amount for each item and click the “Final Pay” checkbox for both items | For Items 2 and 3, “Permit to Pay” amount = “Invoice Amount”  Final Pay is checked for Items 2 and 3 |  |  |
|  |  | Click the “Save & Continue” button | Page is refreshed with “General Validation Error” |  |  |
|  |  | Click the “Account” tab | Accounts page displays |  |  |
|  |  | Confirm no  TC  PDT fields | TC and PDT fields are not present |  |  |
|  |  | Click “Save & Continue” | Page is Refreshed |  |  |
|  |  | Click the Summary tab | Summary page displays |  |  |
|  |  | Click the “Submit for Approval” button. Click “OK” on the confirmation popup message | Approval page displays |  |  |
|  |  | Select the radio button next to “Automatic approval” and click the “Save & Continue” button | Invoice page displays |  |  |
|  |  | As AP Supervisor, approve the Invoice. (Log out and log in if needed.) Record the Alternate ID generated. | Invoice Status = 4IA – Approved for Payment.  Alternate ID from AFIS begins with PR. | Alt ID = |  |
|  | Pazinv01 | Click the Logout button | Logout page displays |  |  |
|  |  | End of Test | Pass/Fails and unexpected results noted for each step and any issues reported |  |  |

# UAT Validation in AFIS

AFIS creates new Commodity lines for Miscellaneous and Freight charges added at the header of the Invoice in ProcureAZ. Log into AFIS to verify the separate lines

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| --- | --- | --- | --- | --- | --- |
| AFIS Step # | Ref. No | Action | Expected Results | Actual Results | Pass Fail |
|  |  | 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, and verify that a Commodity Line is for Freight charges. | 1 Line for Freight, $30.00  Event Type = APZ4  Commodity = 962-86 | Freight Ln =  Amt =  ETyp=  Comm= |  |
|  | AP-UA-05-19 | Verify that a Commodity Line is for Miscellaneous charges. | 1 Line is for Misc, $20.00  Event Type = APZ3  Commodity = 963-39 | Misc Ln =  Amt =  ETyp=  Comm= |  |
|  |  | End of AFIS Test | Pass/Fails and unexpected results has been noted for each step and any issues have been reported |  |  |