**PAZINV003 PO Change Order with Adjustments & Invoicing**

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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) | TSI003: Cancel an invoice, then do an adjustment receipt, do a change order on the PO, receive the adjustment, create invoice |
| Test Cases | TCI020: Cancel an invoice, then do an adjustment receipt, do a change order on the PO, receive the adjustment, create invoice |
| System Environment |  |
| Prerequisites | Script may be preset with a Purchase Order in Complete Receipt status [3 Items with Quantities=10, 11, and 12] and an Invoice in Approved for Payment status. |
| Test IDs/passwords | AP: aptester2  APSup: aptester1 (AP Supervisor)  BP: bptester1 |
| Comments: | This script illustrates the constraint that Change Orders are not allowed against items that have already been Paid or that have an Invoice In Progress. It also illustrates the ability to cancel an Invoice that is Approved for Payment (but not Paid) in order to “back it out” and re-open a PO for a Change Order.  To execute this script properly, the Cancel Invoice step must happen before the original Invoice has had a chance to be paid through the financial interface batch process.  Major steps of this script:  Items are partially received against a PO.  Invoice for partially received items is approved against a PO.  [Defective goods need to be returned and Change Order processed.]  Cancel Invoice while it is still in Approved for Payment status.  Enter Receipt Adjustment to back out Received items.  Create Change Order, modify non-Closed items.  Re-receive against changed lines.  Enter new Invoice for corrected quantity, mark as Final Pay. Submit, approve.  Check PO, verify it is closed. |

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| Step # | Ref. No | Action | Expected Results | Actual Results | Pass Fail |
|  |  | 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> |  |  |
|  |  | [Create a PO with 3 items: each Quantity = 10, Unit Cost = $10. Description = <script number + tester initials. Add Vendor, Accounting, Submit & Approve.] | PO is in Sent status. |  |  |
|  |  | [From PO, click Create Receipt to completely receive PO with Receive All. Receipt Description = <script number + initials + “Setup”] | PO and each Item changes to Complete Receipt status. |  |  |
|  |  | Log out as BP user. Log in as APSupervisor. [Create and approve an Invoice, full amount, Final Pay. Description = <script number + tester initials] | Invoice is in Approved for Payment status. |  |  |
|  |  | Click on Items tab. For Item 1, enter full amount ($100) and click Final Pay. For Item 2, enter full amount ($100) and do NOT click Final Pay. Click Save & Continue. | Information message shows that Item 2 is fully paid but does not have Final Pay box checked. |  |  |
|  |  | Click Summary tab. Submit for Approval, confirm, automatic approval, Save & Continue. | Status = 4IR – Ready for Approval. |  |  |
|  |  | As AP Supervisor, approve Invoice. | Status = 4IA – Approved for Payment. |  |  |
|  |  | Click on Back to PO (to the right of the Summary tab). | PO is in 3PCR – Complete Receipt status. Item 1 is in 3PCO – Closed status. Items 2 & 3 are in 3PCR – Complete 4 Receipt status. |  |  |
|  |  | Log out as AP user, log in as BP user. Navigate to PO (Documents > POs > Complete Receipt). Click on PO, then click on Change Orders tab. | Create Change Order button is available. |  |  |
|  |  | Click Create Change Order. | Change Order (In Progress) page displays at Items General tab. |  |  |
|  |  | Click Item 1. | Item 1 page displays; fields are not editable. Exit button is available. |  |  |
|  |  | Click Exit. At Items General tab, check Items 2 & 3 the same way. | No item is editable. |  |  |
|  |  | Click on the Summary tab. | Buttons = Save & Continue, Delete Change Order. |  |  |
|  |  | Click Delete Change Order, confirm message. | PO displays at Summary tab. Change Orders tab does not have a counter like “Change Orders (1)”. |  |  |
|  |  | Log out as BP user; log in as AP Supervisor. Click Documents > Invoices > Invoice Search. Using Script number in Invoice Number field, find the Invoice approved at the beginning and click on it. | Invoice is in Status 4IA – Approved for Payment. Buttons include Cancel Invoice. |  |  |
|  |  | At Summary tab, click Cancel Invoice. |  |  |  |
|  |  | Click Cancel Invoice. Confirm. | Status = 4IC – Canceled. |  |  |
|  |  | Click Back to PO. Check the PO Item statuses. | Statuses are unchanged: PO is in 3PCR – Complete Receipt status. Item 1 is in 3PCO – Closed status. Items 2&3 are in 3PCR – Complete Receipt status. |  |  |
|  |  | Log out as AP, log in as BP. Find PO from Documents > POs > Complete Receipt results, Open Market tab. Click on PO number. | PO displays at Summary tab. Receipt Information section is shows original Receipt. Buttons = Create Receipt and View Receipt History. |  |  |
|  |  | As before, create a Change Order. View the Items tab to see whether item amounts can be modified (e.g., increased). | Items are all closed to edits. |  |  |
|  |  | Delete Change Order. | Still no Change Orders displaying on Change Orders tab (counter). |  |  |
|  |  | From Summary tab, click Create Receipt. | Receipt page displayed. |  |  |
|  |  | Add Description <script number + initials + “Adj”>. Click Save & Continue. Click Items tab. | Item 1 has View Item History button. Items 2 & 3 also have Add Adjustment buttons. |  |  |
|  |  | Click Add Adjustment for Item 2. | Item 2 page displays lines for Receiving Adjustment, Return Adjustment, and Cancel Adjustment. |  |  |
|  |  | Enter -6 for Receiving Adjustment on Item 2. Click Save & Exit. | Receipt page displays at Items General tab with Item 2 showing -6.0(4.0) as Net Received Quantity (PO Receipts Total). |  |  |
|  |  | Click Add Adjustment for Item 3, enter -10 for Receiving Adjustment. Click Save & Exit. | Item 3 displays with -10.0(0.0) as Net Received Quantity (PO Receipts Total). |  |  |
|  |  | Click Summary tab. | Buttons include Submit for Approval, Cancel Receipt. |  |  |
|  |  | Click Submit for Approval. Confirm, select Automatic. Click Back to PO to see results of Receipt Adjustment. | PO Items are in Status Closed (#1), Partial Receipt (#2), and Sent (#3). |  |  |
|  |  | Once again, click on Change Orders tab and create a Change Order. Click on Items tab. | Items 2 and 3 now have editable quantity fields. |  |  |
|  |  | Click Item 2. | Item 2 is displayed with editable fields. |  |  |
|  |  | Set Quantity = 1; click Save & Continue. | Error displays that Quantity cannot be less than amount received. |  |  |
|  |  | Set Quantity = 6 (same as already received), Unit Cost = $11. Click Save & Continue. |  |  |  |
|  |  | Click Item 3; change Quantity to 9. Click Save & Continue. | PO Ordered Quantity for Item 3 now shows 9. |  |  |
|  |  | Click Summary tab. Submit Change Order for approval. Confirm, automatic approval, Save & Continue. Apply Change Order, OK vendor notification. | Summary tab shows Item 1 “Closed”, Item 2 “Complete Receipt” & new Unit Cost, Item 3 “Sent”. |  |  |
|  |  | At Summary tab Receipt Information Section, click Create Receipt. Description = <Script # + Initials + Final Rect>. Click Save & Continue. Go to Items tab. | Buttons: Item 1 = View Item History; Item 2 = Add Adjustment, View Item History; Item 3 = Add Receiving, Cancel Item, Add Adjustment, View Item History |  |  |
|  |  | At Item 3 line, click Add Receipt. | Item 3 Receipt page displays. |  |  |
|  |  | Enter full quantity (10) for Receiving. Click Save & Continue. Click Summary, Submit for Approval, confirm, automatic approval, Save & Continue. | PO Status = 3PCR – Complete Receipt |  |  |
|  |  | Verify Item statuses. | Item 1, 3PCO – Closed. Items 2 & 3: 3PCR - Complete Receipt |  |  |
|  |  | Log out as BP, log in as AP. Find PO and Create Invoice; Invoice Number = <tester’s choice>, Description = <Script # + Initials + Final>. Click Save & Continue. Click Items tab. | Only Items 2 and 3 are available to pay. |  |  |
|  |  | Click Pay All Items. Check Final Pay for both Items. Click Save & Continue. |  |  |  |
|  |  | Click Summary tab. Click Submit for Approval, confirm, automatic approval, Save & Continue. | Status: 4IR - Ready for Approval |  |  |
|  |  | As AP Supervisor, approve Invoice. | Status: 4IA - Approved for Payment |  |  |
|  |  | Click Back to PO to view PO items. | Receipt History shows 4 receipts: Full Receipt, 2 adjustments, and a Final Receipt. Invoice History shows 2 Invoices: one Canceled, one Approved for Payment. All 3 items are 3PCO – Closed. |  |  |
|  |  | End of Test | Pass/Fails and unexpected results has been noted for each step and any issues have been reported |  |  |