**PAZINV004 APPLY CREDIT MEMOS TO INVOICES**

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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) | TSI004: Apply a partial credit memo to an invoice |
| Test Cases | TCI013: Create a Credit Memo  TCI014: Apply a credit memo to an invoice  TCI016: Apply multiple credit memo to an invoice  TCF012: Credit Memos have been enhanced to allow for credit memos to be sent to financial systems as a separate document. Provides credit memos with an independent identifier within the system for tracking the vendor’s credit memo number, and showing how a credit has been applied. |
| System Environment |  |
| Prerequisites | Purchase Order in Partial or Complete Receipt status with Invoices in Paid or Approved for Payment status |
| Test IDs/passwords | AP: aptester2  APSup: aptester1 (AP Supervisor) |
| Comments: | The Test Scenario and Test Cases begin with a Purchase Order in a Partial Receipt or Complete Receipt status. The script will take you through steps related to returning received items and getting a vendor credit to apply against a future invoice.  Begin by assuming that you have fully received, invoiced and paid a PO; that PO is now in Closed status. You cannot reopen it to return items or cancel an Invoice, so the Vendor has provided a Credit Memo that you can apply against future Invoices.  For this script, you will do the following:   1. Find or prepare a Closed PO and a PO in Complete Receipt. (You will invoice twice against it.) 2. Create and Submit a Credit Memo for an amount from the Closed PO. 3. Create 2 more Credit Memos for the same Vendor. 4. Create a partial Invoice against the open PO; apply one Credit Memo, submit. 5. Create a second final Invoice against the same PO; apply two Credit Memos, submit. |

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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> |  |  |
|  |  | [Find or prepare two POs (1 Closed and 1 Complete Receipt) from the Vendor you plan to use. Make sure Received Quantity > 3 (or > $25) to support multiple invoices.] | [Note Vendor and both POs.] |  |  |
|  | TCI013 | Select Documents 🡪 Credit Memo 🡪 New | PO Search displays with a Find button. |  |  |
|  | TCI013 TCF012 | Enter Vendor Credit Memo Number (Script#-Tester initials-1), Description (tester’s choice), and Credit Memo date (today). Select your Vendor from the Vendor lookup. Select your Department and Location. Click Save & Continue. | Confirmation Message “Changes saved successfully.” Credit Memo Number automatically generated. |  |  |
|  | TCI013 | Click Items tab. | Items General tab displays. |  |  |
|  | TCI013 | Add a Description (Closed PO number), Quantity=1 and Unit Cost=$5.00. Click Save & Continue. | Message may display to say that Accounting is missing and required. |  |  |
|  | TCI013 | Click Vendor tab. Verify Vendor information matches the selection made the General tab. | Vendor information corresponds to the Vendor selected at the lookup. |  |  |
|  | TCI013 | Click Accounting tab. Provide sufficient Accounting. Click Save Based on Percentages. Click Rebuild for All Items. Click Save & Continue. | Error message is cleared from page. |  |  |
|  | TCI013 | Click Summary tab. Review information is as entered on other tabs: Credit Memo Number, Vendor Credit Memo Number, Description, Vendor, Credit Memo Amount, Credit Memo Date, Item Details and Accounting. | Status = 11IP In Progress |  |  |
|  | TCI013 | Click Submit for Approval. Confirm. Select Automatic Approval. Click Save & Continue. | Status: 11CA - Approved for Invoice. Buttons = Cancel Credit Memo, Clone Credit Memo, and Print. |  |  |
|  |  | Click Clone Credit Memo. | Fiscal Year selection page may display. |  |  |
|  |  | Select or confirm Fiscal Year. | New Credit Memo page displays with Credit Memo Number automatically populated, but no Vendor Credit Memo Number. |  |  |
|  |  | Enter Vendor Credit Memo Number (Script#-Tester initials-2). Click Save & Continue. | Page refreshes with saved information. |  |  |
|  |  | Click the Items tab; verify that information is cloned from the original Credit Memo. Change Unit Cost to $6.00; Quantity=1. Click Save & Exit. | Summary page displays. Credit Memo Amount = $6.00. |  |  |
|  |  | Submit, Confirm, Automatic Approval, Save & Continue. | Status: 11CA - Approved for Invoice for second Credit Memo. |  |  |
|  |  | Click Documents > Invoices > New. Use PO Lookup to find your Vendor’s PO in Complete Receipt status. Select the PO using the radio button; click Select. | New Invoice page displays with links to PO. |  |  |
|  |  | Enter Invoice Number (Script#-Tester initials) and other required fields (tester’s choice). Click Save & Continue. | Invoice Number is populated |  |  |
|  |  | Click the Items tab. [Verify that there is at least $13.00 in Permit to Pay; if not, add Receipts or do a Change Order to make it work.] | Error displays requiring at least one Item to pay. |  |  |
|  |  | Enter Invoice Amount = $6.00. Click Save & Continue. | Confirmation Message “Changes saved successfully.” |  |  |
|  | TCI014 | Click Credits tab. | Credits page displays (at least) the 2 Credit Memos just created. |  |  |
|  | TCI014 | Expand the first Credit Memo line (Script#-ABC-1). Verify that it shows $5.00 Available Amount. | Total Amount and Available Amount both $5.00. |  |  |
|  | TCI014 | Click Select box at beginning of Item row. Set Amount to Take to $2.00. Click Save & Continue. | Credit Captured to Invoice section shows $2.00. Available Amount on 1st Credit Memo is now only $3.00. |  |  |
|  | TCI014 | Click Summary tab. | Information messages displays that there are credit memos available to be taken. |  |  |
|  | TCI014 | Click Submit for Approval. Confirm with OK. | Approval page displays. |  |  |
|  | TCI014 | Click Automatic approval. Click Save & Continue. Confirm. | Invoice page refreshes; Status = 4IR – Ready for Approval. |  |  |
|  | TCI014 | Log out as AP. Log in as APSup. Approve Invoice. | Invoice page refreshes; Status = 4IA – Approved for Payment |  |  |
|  |  | Log out as APSup. Log in as AP. Create a 2nd Invoice referencing the same PO. Enter Vendor Invoice Number (Script#-Initials-2) and other required fields. Click Save & Continue. | Invoice Number is populated. |  |  |
|  |  | Click Items tab. Enter Invoice Amount = $7.00. Click Save & Continue. | Changes saved successfully. |  |  |
|  | TCI016 | Click Credits tab. Expand the two Credit Memo lines created for this script. Verify that (Script#-ABC-1) shows $3.00 Available Amount and Amount to Take, and (Script#-ABC-2) shows $6.00 Available Amount and Amount to Take. Click both Select boxes. Click Save & Continue. | Error displays that the Invoice must still be greater than 0 after credits are applied. |  |  |
|  | TCI016 | Click both select boxes. Keep #1 Amount to Take at $2.00, change #2 Amount to Take to $4.00. Click Save & Continue. | Both credit memo amounts taken are displayed under Credits Captured to Invoice. The first Credit Memo is no longer displayed under Credit Memo Selection. |  |  |
|  | TCI016 | Click Summary tab and submit Invoice to approval. | Invoice summary shows Invoice Amount = $7.00, Credit Amount $6.00. (Only in Financial System will you see the net payment amount of $1.00.) |  |  |
|  |  | End of Test | Pass/Fails and unexpected results has been noted for each step and any issues have been reported |  |  |