**PAZINV005 SUBCONTRACTOR PAYMENTS AGAINST PURCHASE ORDERS**

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

|  |  |
| --- | --- |
| Test Scenario(s) | TSI005: Track Subcontractor payments against a PO. |
| Test Cases | TCI021: Allow Prime Contractor to record payments to Subcontractor  TCI022: Allow Subcontractor to acknowledge payments from Prime  TCI023: Allow Subcontractor to correct payment information from Prime |
| System Environment |  |
| Prerequisites | This script follows PAZBID004 Track Subcontractor Requirements on Bids. Use that script to prepare the Contract that will track payments a Subcontractor, or you can create a new PO. (Recommended: a service contract for a lump sum to be received by dollars in two partial payments.)  You will need the login for the two Vendors that are on the PO. The Prime Contractor is the Vendor awarded on the PO, and the Sub is the Subcontractor on the Vendor | Subcontractors tab.) |
| Test IDs/passwords | BP:  AP: aptester1 (includes AP Supervisor role) |
| Comments: | Overview:   1. Identify PO from prior script that has a Subcontractor. 2. BP adds a Receipt (partial) to the PO. 3. AP adds a Payment (partial) to the PO. 4. Prime Contractor adds a Payment record for the Subcontractor. 5. Subcontractor acknowledges payment record. 6. Repeat Receipt and Payment for Final amount. 7. Repeat Prime Contractor entry of payment to Sub. 8. Repeat Sub acknowledgement, add a correction. 9. BP reviews payment history on Subcontractors tab. 10. Prime corrects second payment entry. 11. Sub acknowledges second payment correction. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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> |  |  |
|  |  | Find PO from Script PAZBID004, or award a PO to a Vendor that has a Subcontractor Vendor. | Summary tab has Create Receipt button in Receipt Information section. |  |  |
|  |  | Note the PO Number here. |  |  |  |
|  |  | Note Vendor1 login here. |  |  |  |
|  |  | Note Vendor2 login here. |  |  |  |
|  |  | Click Create Receipt. | New Receipt page displays. |  |  |
|  |  | Description=”Milestone complete”; click Save & Continue. |  |  |  |
|  |  | Click Items tab. Click Add Receiving for Item 1. | Receipt page for Item 1 displays. |  |  |
|  |  | For Receipt Type=Receiving, enter Amount for half of Item (10,000 if Ordered Amount is $20,000). Click Save & Continue. | Received amount displays. |  |  |
|  |  | Click Summary tab. Click Submit for Approval; confirm, automatic, Save & Continue. | Receipt status = 5CA – Approved for Invoice. PO Status = 3PPR – Partial Receipt |  |  |
|  |  | Log out as BP; log in as AP. |  |  |  |
|  |  | Click Documents > Invoices > New, search PO#. Click radio selector for PO; click Select action button. | On PO, Invoice Information section has Create Invoice button. |  |  |
|  |  | Click Create Invoice. | Invoice for PO displays. |  |  |
|  |  | Add Description, Invoice Number, and Invoice Date. Save & Continue. | Item displays with Permit to Pay equal to half of PO (e.g., $10,000 of $20,000). |  |  |
|  |  | Click Items. Enter Permit to Pay amount (10,000). Save & Continue. | Accounting errors may display. |  |  |
|  |  | Update accounts, go to Summary. |  |  |  |
|  |  | Submit for Approval. Confirm, automatic, Save & Continue. |  |  |  |
|  |  | As AP Supervisor, click Save & Continue with Approve selected. | Invoice status = 4IA – Approved for Payment. |  |  |
|  |  | Log out as AP; log in as Vendor1. |  |  |  |
|  |  | Click POs tab; click on Script’s PO in the unacknowledged group. | Download acknowledgement page displays. |  |  |
|  |  | Click “I am acknowledging…” box and the Proceed button. | PO displays. |  |  |
|  |  | Click Subcontractors tab. | Vendor2 as Subcontractor with estimated % and amount; button for Add New Payment. |  |  |
|  | TCI021 | Click Add New Payment. | Vendor select, Amount, Sub Invoice #, and Payment Date. |  |  |
|  |  | Select Vendor2; enter 25% of payment ($2,500); Date=today. | Vendor Notification result page displays. |  |  |
|  |  | Click OK. | Subcontractor page displays with payment to Vendor2. |  |  |
|  |  | Log out Vendor1, log in Vendor2. |  |  |  |
|  |  | Click PO tab. | Subcontractor POs shows PO. |  |  |
|  |  | Click PO link. | PO has Subcontractors tab. |  |  |
|  |  | Click Subcontractors tab. | Payment displays with Create link under Acknowledgement. |  |  |
|  |  | Click Create link. | Page shows Acknowledgement option. |  |  |
|  | TCI022 | Verify “I acknowledge…correct” response. Click Save & Exit. | Payment Page shows View link under Acknowledgement. |  |  |
|  |  | Log out as Vendor, log in as BP. |  |  |  |
|  |  | Find PO; go to Subcontractors tab under Vendor. | Page shows Subcontractor payment with View link. |  |  |
|  | TCI022 | Click View (Acknowledgement). | Page shows Vendor2 acknowledgement that Payment amount is correct. |  |  |
|  |  | At Summary, repeat Receipt step to add “Milestone 2 Payment.” | PO status = 3PCR – Complete Receipt. |  |  |
|  |  | As AP user, repeat Invoice step to add Final payment, using Final Pay indicator. | Invoice status = 4IA – Approved for Payment. |  |  |
|  | TCI021 | As Vendor1, repeat Add New Payment step to record payment of $3,200 to Vendor2. |  |  |  |
|  | TCI023 | As Vendor2, repeat Acknowledge step, but change to “I acknowledge payment but the amount is incorrect.” | Field for correct amount becomes editable. |  |  |
|  | TCI023 | Enter correct amount $3,150; Save & Exit. |  |  |  |
|  |  | As BP user, review the PO Subcontractors tab. | Page displays two payments with View acknowledgement links. |  |  |
|  | TCI022 TCI023 TSI005 | Verify the acknowledgements are as entered. |  |  |  |
|  |  | End of Test | Pass/Fails and unexpected results has been noted for each step and any issues have been reported |  |  |