**PAZREC001 RECEIPT TO INVOICE W Service Dates**

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

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| Test Scenario(s) | ADV028S0: As a Basic Purchasing or Department Access user completing a Receipt, I would like to be able to enter Service From and Service To dates so that I can indicate that the receipt reflects a specific period of service  ADV028S02: As an Accounts Payable user completing an Invoice, I would like to be able to enter Service From and Service To dates so that I can indicate that the invoice reflects a specific period of service  ADV028S04: Date fields do NOT include time [on the Service To and Service From dates on Invoice and Receipt] (no acceptance criteria provided)  ADV028S05: Display date items were received (On Invoice & Receipt - New Field) [not 'Receipt Date" as this is the date the receipt was entered). (No acceptance criteria provided)  TSC001: Create a Release PO with multi quantities to validate partial receiving and returns |
| Test Cases | ADV028S01B01: Custom columns with a Date field should be available for the “Service From:” field  ADV028S01B01: Custom columns with a Date field should be available for the “Service From:” field  ADV028S01B03: These fields need to be entered at the commodity line level  ADV028S02B01: Custom columns with a Date field should be available for the “Service From:” field  ADV028S02B02: Custom columns with a Date field should be available for the “Service To:” field  ADV028S02B03: These fields need to be entered at the commodity line level  TCC001: Confirm Partial Receipt PO show up under Documents -> Pos --> Partial Receipts (need to know if Open market; Direct Open Market; Master Blankets; Contracts; RPA  TCC002: Validate you can create a receipt by click the "PO Receipt" link on the PO line under (then click the Create receipt button after)  TCC003: Receive on a partial received ; partial invoice item  TCC006: Validate that you can do a partial receipt, then do an adjustment (because some of them were damaged) and return them, then receive them again - looking to be sure the item number adds back the return item  TCC007: Validate that adding attachments to receipts, shows when someone else looks at it (there should be a '(#)' next the "attachment" on the tab  TCC008: View receipt history on the summary tab to be sure its updated  TCC009: Validate that receipt (2) closes the PO |
| System Environment |  |
| Prerequisites |  |
| Test IDs/passwords | DA: AP: |
| Comments: |  |

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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> |  |  |
|  |  | 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 Tester’s 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” |  |  |
|  |  | Quantity=75 Unit Cost=20  Complete the Description, NIGP Class & NIGP Class Item fields. Text typed and/or selected is Tester’s choice  Click the “Save & Add New” button and add another item –  Quantity=40 Unit Cost=10  Complete the Description, NIGP Class & NIGP Class Item fields. Text typed and/or selected is Tester’s choice | Text in the Description, NIGP Class & NIGP Class Items fields are displayed as typed and/or selected.  For item 1: Quantity=75 Unit Cost=20.00  For item 2: Quantity=40 Unit Cost=10.00 |  |  |
|  |  | Click the “Save & Exit” button | Open Market Item Page displays |  |  |
|  |  | Click the Vendor Tab | Vendor General page displays |  |  |
|  |  | Click the “Lookup & Add Vendor” button (Note: Vendor selected will be testers choice) | Lookup & Add Vendor Search page displays |  |  |
|  |  | Click on a letter from the “Browse by:” selection | 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  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 = | Alternate ID = |  |  |
|  |  | 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 |  |  |
|  | TSC001 | 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 | An automatic number has been assigned to the Alternate ID field. |  |  |
|  | TCC002 | Click the “Create Receipt” button next to the first item | New Receipt page displays |  |  |
|  |  | Enter a Receipt Description… “PAZREC001 first round” | Text is displayed as typed |  |  |
|  |  | Click the “Save & Continue” button | New Receipt page is refreshed |  |  |
|  |  | Click the “Items” tab | Item page is displayed |  |  |
|  |  | Click the “Add Receiving” button next to the 1st item | Receiving sections are displayed on the Item 🡪 General tab |  |  |
|  |  | Type ‘75’ in the receiving quantity field | Data is displayed at typed |  |  |
|  | ADV028S01B01  ADV028S01B01  ADV028S01B03 | Validate that the “Service From” Date field as well as “Service To” Date field and Date field are displayed | The “Service From” Date field as well as “Service To” Date field and Date field are displayed |  |  |
|  | ADV028S04 | Select yesterday’s date in both the “Service From” and “Service To” date fields. Ensure that the date only and NOT date and time can be entered. | Dates are displayed as selected. Option to enter Time not available nor is time displayed. |  |  |
|  | ADV028S01 | Click the “Save & Exit” button | Items🡪 General page displays. Item #1 Remaining items = 25 |  |  |
|  |  | Click the “Add Receiving” button next to the 2st item | Receiving sections are displayed on the Item 🡪 General tab |  |  |
|  |  | Type ‘20’ in the receiving quantity field | Data is displayed at typed |  |  |
|  | ADV028S01B01  ADV028S01B01  ADV028S01B03 | Validate that the “Service From” Date field as well as “Service To” Date field and Date field are displayed | The “Service From” Date field as well as “Service To” Date field and Date field are displayed |  |  |
|  | ADV028S04 | Select yesterday’s date in both the “Service From” and “Service To” date fields. Ensure that the date only and NOT date and time can be entered. | Dates are displayed as selected. Option to enter Time not available nor is time displayed. |  |  |
|  |  | Click the Browse button to add and attachment: Tester’s choice. | Attachment is added as selected |  |  |
|  |  | Click the “Save & Exit” button | Attachment page is displayed with item added |  |  |
|  |  | Click the Summary Tab | Summary page displays |  |  |
|  |  | Review Item Information section on the summary page and Item #1 and Item #2 Receipt Details show correct receipt quantity 75 and 20 respectively | Item Information is correct |  |  |
|  |  | Click the “Submit for Approval” button at the bottom of the page.  Click “OK” on the confirmation message | Receipt Approval Options page displays |  |  |
|  |  | Select the “Automatic approval” radio button & Click “Save & Continue” button | Receipt page displays |  |  |
|  |  | Click the “Home” link | Home page displays |  |  |
|  |  | Select Documents 🡪 POs 🡪 Partial Receipt from the “Document” drop-down menu | Purchase Orders – Partial Receipt list displays |  |  |
|  |  | Click on the “Open Market” tab | List of Open Market PO displays |  |  |
|  | TCC001 | Confirm that the PO you created above is included in the list | PO is displayed in the Purchase Orders – Partial Receipt list |  |  |
|  |  | Click the Logout button | Logout page is displayed |  |  |
|  |  | Login as AP user by entering the AP Login ID & password provided above in the Login Box | ProcureAZ Home page displays with the greeting “Welcome back <AP’s Name> |  |  |
|  |  | Select Documents 🡪 Invoice 🡪 New from the Document menu selections | New Invoice – Search PO page is displayed |  |  |
|  |  | Enter the “Script ID” in the PO Description field and Click the “Find it” button | Search results are displayed under the Search Selection Options |  |  |
|  |  | Select the PO you created above by clicking the radio button next to your PO and Click the “Select” button | New Invoice page displays |  |  |
|  |  | Enter the Invoice number\* as follows: <Script # Your initials R1> | Invoice number is displayed as typed |  |  |
|  |  | Enter the Invoice Description as follows\*: <Script # Your initials> AND text: ‘Receipt item 1’ | Invoice description is displayed as typed |  |  |
|  |  | Click “Save & Continue” | Invoice page is refreshed and displaying “General Validation Errors” |  |  |
|  |  | Click the “Items” tab | Item page is displayed |  |  |
|  |  | Enter entire “Permit to Pay” amount for item #1 in the Invoice Amount field. |  |  |  |
|  | ADV028S02B01  ADV028S02B01  ADV028S02B03 | Validate that the “Service From” Date field as well as “Service To” Date field and Date field are displayed | The “Service From” Date field as well as “Service To” Date field and Date field are displayed |  |  |
|  | ADV028S04 | Select yesterday’s date in both the “Service From” and “Service To” date fields. Ensure that the date only and NOT date and time can be entered. | Dates are displayed as selected. Option to enter Time not available nor is time displayed. |  |  |
|  | ADV028S02 | Click the “Save & Continue” button | Page is refreshed |  |  |
|  |  | Click the “Accounts” tab  <Validator: Assistance is requested here to complete payment steps with new process (no TC PDT)> |  |  |  |
|  |  | Click on the “Summary” tab | Summary page is displayed |  |  |
|  |  | Click “Submit for Approval” button at bottom of the page. Click “OK” on the confirmation message | Approval page displays |  |  |
|  |  | Click the radio button for “Automatic approval” then  Click the “Save & Continue” button | Summary page displays. Status = Ready for Approval |  |  |
|  | ADV02S05 | Click “Save & Continue” button in the Approval Actions section at the bottom of the page.  Click “OK” on the pop-up confirmation message | Page is refreshed.  Status=Approved for Payment |  |  |
|  |  | 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 🡪 POs 🡪 Partial Receipt from the “Document” drop-down menu | Purchase Orders – Partial Receipt list displays |  |  |
|  |  | Click on the “Open Market” tab | List of Open Market PO displays |  |  |
|  |  | Select the PO you created above is included in the list | Open Market Purchase Order page is displayed |  |  |
|  |  | Click on the “Summary” tab | Summary page displays |  |  |
|  | TCC007 | Click on the Receipt link in the Receipt Information summary sections | Testers click on the Receipt number link and the Receipt page displays. Document filename attached earlier is displays in the “Header Information” section next to “Attachments:” AND the Attachment tab displays “(1)” indicating the number of attachments to the receipt |  |  |
|  |  | Click the “Back to PO” link | Open Market Purchase Order page is displayed |  |  |
|  |  | Click on the Summary tab (if not there already) | Summary page displays |  |  |
|  |  | Click the “Create Receipt” button | New Receipt page displays |  |  |
|  |  | Enter a Receipt Description… “PAZREC001 Closeout Items 1” | Text is displayed as typed |  |  |
|  |  | Click the “Save & Continue” button | New Receipt page is refreshed |  |  |
|  |  | Click the “Items” tab | Item page is displayed |  |  |
|  | TCC006 | Click the “Add Adjustment” button on item number 1.  Enter 25 in Return Adjustments to return 25 items  Enter Comments <testers choice> in the comments box. |  |  |  |
|  | TCC003 | Click the “Receiving Item” button for item #2. Enter 20 in the Receiving  Type “Receiving remainder” in the comments fields | Text is displayed as typed |  |  |
|  |  | Click “Save & Exit” button |  |  |  |
|  | TCC008 | Click the “Receipts History button | History shows correct number of items received and returned |  |  |
|  |  | Click the “Close Window” button | Receipt page displays |  |  |
|  |  | Click the “Submit for Approval” button  Click “OK” on the confirmation popup | Approval page displays |  |  |
|  |  | Click the radio button for “Automatic approval”  Click the “Save & Continue” button |  |  |  |
|  | TCC006 | Click the “Receiving Item” button for item #1. Enter 25 in the Receiving  Type “Receiving adjustments” in the comments fields. Enter any remainder required fields | Text is displayed as typed.  Receiving the returned items |  |  |
|  |  | Click the “Submit for Approval” button  Click “OK” on the confirmation popup | Approval page displays |  |  |
|  |  | Click the radio button for “Automatic approval”  Click the “Save & Continue” button |  |  |  |
|  |  | Click the Logout button |  |  |  |
|  |  | End of Test | Pass/Fails and unexpected results has been noted for each step and any issues have been reported |  |  |