**PAZREC002 - Direct Open PO Receiving by Quantity**

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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) | ADV012S01: As an Accounts Payable user I must be able to input Invoice Quantity and Invoice Unit Price for each Commodity Line on Invoices that are “Receive by quantity.” This is so the values for these items can be received in the desired format in Advantage  TSC002: Create Release POs and cancel in various stages of the receipt process |
| Test Cases   |  | | --- | |  | |  | |  | |  | | ADV012S01B01: A custom column must be present at the Commodity Line -level on the Items tab of all Invoices that allows a user to indicate Yes/No for “Receive by quantity”  ADV012S01B02: If the user selects Yes for Receive by quantity, custom column logic will be present to display additional required fields at the Commodity Line level for:  Invoice Quantity – This field accepts Numeric input. The numeric standard will be enforced on the interface.  Invoice Unit Price – This field accepts currency and should be setup with the currency data type. The currency standard will be enforced on the interface.  The PO Unit Price for each item should be viewable in the item description. <Item Description> + (Net Unit Cost: <Net Unit Cost>)  Net Unit Cost will be calculated as line item unit price minus any item discount associated with that line. Invoice/Payment terms discounts will not be included in the Net Unit Cost Calculation.   |  | | --- | | TCC004: Validate that you can cancel: a specific item, all items, partial receipt item, add a comment (required) | | TCC005: Validate that cancelling a receipt can cancel the Release PO | | TCP028: Items --> general: Cancel All | | TCP030: Items --> general: Validate return all | |
| System Environment |  |
| Prerequisites | Accounting details required to pay invoice by quantity, final pay |
| Test IDs/passwords |  |
| Comments: | This script will create multiple POs to validate the cancellation process of receipts |

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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 | Text in the Description, NIGP Class & NIGP Class Items fields are displayed as typed and/or selected.  Quantity=75 Unit Cost=20.00 |  |  |
|  |  | 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 = 0* | *Alternate ID = 0* |  |  |
|  |  | *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 | An automatic number has been assigned to the Alternate ID field. |  |  |
|  |  | Click the “Create Receipt” button next to the first item | New Receipt page displays |  |  |
|  |  | Enter a Receipt Description… “PAZREC002 CANCEL All” | Text is displayed as typed |  |  |
|  |  | Click the “Save & Continue” button | New Receipt page is refreshed |  |  |
|  |  | Click the “Items” tab | Item page is displayed |  |  |
|  | TCC004 [all items]  TCP028  TSC002 | Enter a Comment in the comment box (Tester’s choice) and  Click the “Cancel All” button | Comments text displays as typed.  Cancellation Confirmation pop-up message displays |  |  |
|  |  |  | Receipt page is refreshed |  |  |
|  | TCP028  TSC002 | Click the “Summary” tab | Summary page displays. Item Information details displays “Receipt Type” = Cancel |  |  |
|  |  | Click the “Submit for Approval” button  Click “OK” on the pop-up confirmation message | Approval page displays |  |  |
|  | TCC004 | Select the “Automatic approval” radio button & Click “Save & Continue” button | Receipt page displays |  |  |
|  |  | Click the “Home” button | Home page displays |  |  |
|  |  | Select Documents 🡪 POs 🡪 Canceled | Purchase Order – Canceled page displays |  |  |
|  | TCC005 | Select the Open Market tab and look for the PO you just created in the cancelled list | PO is listed in the list confirming that cancelling all items cancels the PO |  |  |
|  |  | 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  Receipt Method = Quantity | All required fields are completed for this PO that will add 2 items, then do a partial receipt on one item and then cancel both items including the partial receipt remaining items. Text is displayed as typed.  Receipt Method = Quantity |  |  |
|  |  | 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” |  |  |
|  |  | Item 1:  Quantity=50 Unit Cost=20  Complete the Description, NIGP Class & NIGP Class Item fields. Text typed and/or selected is Tester’s choice  Click “Save and Add Item” button  Item 2:  Complete the Quantity, Unit Cost, Description, NIGP Class & NIGP Class Item fields. Text typed and/or selected are Tester’s choice | Text in the Description, NIGP Class & NIGP Class Items fields are displayed as typed and/or selected.  Item 1:  Quantity=50 Unit Cost=20.00  Item 2:  Tester’s choice |  |  |
|  |  | 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 = 0 | Alternate ID = 0 |  |  |
|  |  | 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 | An automatic number has been assigned to the Alternate ID field. |  |  |
|  |  | Click the “Create Receipt” button next to the first item | New Receipt page displays |  |  |
|  |  | Enter a Receipt Description… “PAZREC002 Partial Receipt” | 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 on for first item | Page is refreshed. “Receipt Item Receiving/Return Details” section is added |  |  |
|  | TCC004 | Enter “25” in quantity to partially receive the item.  Click “Save & Exit” button | Receipt page is refreshed |  |  |
|  |  | Click the “Summary” tab | Summary page displays. Item #1 PO Item Receipt Details displays “Receipt Type” = Receiving |  |  |
|  |  | Click the “Submit for Approval” button  Click “OK” on the pop-up confirmation message | Approval page displays |  |  |
|  |  | Select the “Automatic approval” radio button & Click “Save & Continue” button | Receipt page displays |  |  |
|  |  | Click “Back to PO” link | Open Market Purchase Order page displays |  |  |
|  |  | Click the “Create Receipt” button on the Summary page | New Receipt page displays (to cancel the remaining items on both line items) |  |  |
|  |  | Enter a description in the “Receipt Description\*” field (tester’s choice)  Click the “Save & Continue” button | Text is displayed as typed. |  |  |
|  | TCC004  TSC002 | Click “Cancel Item” button for Item #1 | Receipt Item Cancel Detail section displays |  |  |
|  | TCC004 | Enter a Comment in the box – Testers choice and click the “Save & Continue” button | Receipt page displays |  |  |
|  |  | Click the “Receiving” button on item #2 | Receipt Item Receiving/Return Details section displays |  |  |
|  | TCP030 | Enter total Remaining Quantity in the “Receive” AND “Return” field. Enter a comment – Tester’s choice. | Tester has entered Remaining Quantity in the Return field and has added a comment. [this is to receive and return all items] |  |  |
|  |  | Click the “Save & Exit” button | Receipt page displays |  |  |
|  |  | Click the Summary tab | Summary page displays |  |  |
|  |  | Click the “Submit for Approval” button  Click “OK” on the pop-up confirmation message | Approval page displays |  |  |
|  |  | Select the “Automatic approval” radio button & Click “Save & Continue” button | Receipt page displays |  |  |
|  |  | Click the “Logout” link | 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 Document 🡪 Invoice 🡪 New | New Invoice – Search PO page displays |  |  |
|  |  | Type in the Script number in the “PO Description” field and  Click “Find It” at the bottom of the page | Search results displays under the Search Options box |  |  |
|  |  | Select the radio button next to the PO created above and click the “Select” button | New Invoice page displays |  |  |
|  |  | Input Invoice number\* = <Script No>, <Testers Initials>, <date&time now> | Invoice number is displayed as type |  |  |
|  |  | Input Invoice Description=<Script No>AND text “Quantity=Yes” | Invoice Description is displayed as typed |  |  |
|  |  | Click Items Tab | Item tab displays |  |  |
|  |  | Select “NO” for Receive by Quantity | Custom fields are not present: Invoice Quantity  Invoice Unit Price  PO Unit Price not available in item description. <Item Description> + (Net Unit Cost: <Net Unit Cost>) |  |  |
|  |  | Select “Yes” for Receive by Quantity | Custom fields are present:  Invoice Quantity  Invoice Unit Price  PO Unit Price is available in item description = .<Item Description> + (Net Unit Cost: <Net Unit Cost>) |  |  |
|  |  | Enter the “Permit to Pay” amount in the “Invoice Amount” field and mark item as “Final Pay”.  Validate custom columns meet criteria as indicated  **Invoice Quantity** – This field accepts Numeric input.  **Invoice Unit Price** – This field accepts currency and should be setup with the currency data type.  Confirm that the PO Unit Price for each item is viewable in the item description. <Item Description> + (Net Unit Cost: <Net Unit Cost>)  Net Unit Cost will be calculated as line item unit price minus any item discount associated with that line. Invoice/Payment terms discounts will not be included in the Net Unit Cost Calculation | Fields are validated as indicated.  Line Item #1 is set to “Final Pay”  Line Item #2 Permit to Pay amount = $0.00 |  |  |
|  |  | Click the “Save & Continue” button | Page is refreshed |  |  |
|  |  | Click the “Accounts” tab | Account page displays |  |  |
|  |  | Enter the Accounting details as provide above in the Prerequisites section above | Text is displayed as typed |  |  |
|  |  | Click the “Save & Continue” button | Page is refreshed |  |  |
|  |  | Click the “Summary” tab | Summary page is displayed |  |  |
|  |  | Click the “Submit for Approval” button.  Click “OK” on the confirmation pop-up | Approval page displays |  |  |
|  |  | Select the “Automatic approval” radio button & Click “Save & Continue” button | Invoice page displays |  |  |
|  |  | Click the “Save & Continue” button at the bottom of the page in the “Approval Actions” section  Click “OK” on the confirmation pop-up | Page is refreshed.  Status = Approved for Payment |  |  |
|  |  | Click the Logout button | Logout page displays |  |  |
|  |  | End of Test | Pass/Fails and unexpected results has been noted for each step and any issues have been reported |  |  |