




CRP TEST SCRIPTS

Accounts Payable 2.0

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Creation Date: October 26, 2009
Last Updated: November 11, 2009
Control Number: 01
Version: 1

Approvals:

William Green



Document Control

Change Record

Date	Author	Version	Change Reference
26-Oct-09	William A. Green	1	No previous document

Reviewers

Name	Position

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1	Library Master	Project Library
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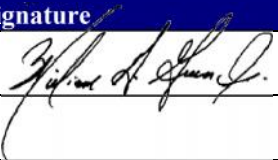
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AP 2.0 Scenario Control Sheet

Module:	Accounts Payable
Scenario Identification:	AP 2.0
Scenario Description:	Payments and Expense Reports

Comments:

Signatures:

Name	Signature	Date	Comments
Oracle Consultant William A. Green, Jr.			

Test Case Scenario Control:

Status = O (Open - not yet attempted), F (Failed - tested but not signed off), C (Complete and signed off),
N (Newly created - needs to be assessed for if/when it should be tested)

Scenario #	Test Case Scenario Name	Script (Y/N)	Status	Initials of Tester	Comments / Related Issues
2.1	Submitting a Payment Batch	Y			
2.2	Voiding a Check	Y			
2.3	Submitting a Quick Check	Y			
2.4	Import Expense Reports	Y			
2.5	Supplier Merge	Y			

AP 2.1 Submitting a Payment Batch

Test Script Number:	AP 2.1	Author:	William A. Green, Jr.
Test Script Name:	Submitting a Payment Batch for Validated Invoices	Date Updated:	February 8, 2013

Description:

This test script was designed to test the payment of multiple invoices

Prerequisites:

- GL Period Opened
- PO Period Opened

Test Data Requirements:

- Vendors defined with active payment sites
- Financials and Payables Options Defined
- Validated Invoices
- Banks, bank accounts and bank documents defined
- XML Formats, Payment Defaulting Rules and Payment Process files defined

Expected Results:

All invoices should be paid and the payment batch confirmed.

Actual Results:

Test Case Scenario Steps:

Step #	Description	Navigation Path	Data	Comments
1	Navigate to the payment batch form	GME_Payables Manager → Payments → Entry → Payments Manager		
2	Navigate to the Payment Process Requests form	Click on the "Payment Process Requests" <TAB>		

Step #	Description	Navigation Path	Data	Comments
3	Submit a new payment requests	Click on the "Submit Single Request" <BUTTON>		
4	Enter Payment header information		Pmt Proc Req Name =	
5	Enter Selection Criteria		(Required Fields) Pay Through Date = (Optional Fields) Pmt Date From = Pmt Priority High = Pmt Priority Low = Supplier Type = Payee = Payment Method = Invoice Batch = Pay Groups =	
6	Enter Payment Attributes	Click on the "Payment Attributes" <BUTTON>	(Required Fields) Payment Date = Bank Account = Payment Document = Process File = Ex. Rate Type = User	Payment date cannot be prior to today. Payment Process File will default from payment document.
7	Optionally, enter Processing information	Click on the "Processing" <BUTTON>	Stop after Select = Yes Stop after Creation = Yes	
8	Submit Payment Batch	Click on the ":Submit" <BUTTON>		
9	Track the status of the payment batch	In the "Payment Process Request" form, Click on the "Go" <BUTTON>	Pmt Process Request =	Enter the name from step 4 above
10	Optionally, review invoices pending review	Click on the "Start Action" <IMAGE>		If the start action image is inactive, keep refreshing the form by clicking on the "Go" buton. If after a while it is still unavailable, click on the "Show" link to see the details of the batch.

Step #	Description	Navigation Path	Data	Comments
11	Optionally, remove invoices from the payment batch	Click on the "Remove from Request" <BUTTON>	Select the invoices to remove	Be sure to select the invoices you want to remove from the batch prior to clicking the button
12	Confirm removal	Click on the "Yes" <BUTTON>		
13	Optionally, add invoices to the payment batch	Click on the "Add Scheduled Payments" <BUTTON>		
14	Find invoice	Click on the "Go" <BUTTON>	Payee =	
15	Add Invoice	Click on the "Select" <BUTTON>		
16	Submit the invoices for payment	Click on the "Submit" <BUTTON>		
17	Track the status of the payment batch	In the "Payment Process Request" form, Click on the "Go" <BUTTON>	Pmt Process Request =	Enter the name from step 4 above
18	Optionally, review the Pending Payments	Click on the "Start Action" <IMAGE>		If the start action image is inactive, keep refreshing the form by clicking on the "Go" button. If after a while it is still unavailable, click on the "Show" link to see the details of the batch.
19	Optionally, remove any payments from the payment batch	Select the payment and click on the "Remove" <BUTTON>		
20	Confirm the removal	Click on the "Yes" <BUTTON>		

Step #	Description	Navigation Path	Data	Comments
21	Run the payment process	Choose "Run Payment Process" from the dropdown field and click on the "Go" <BUTTON>		The checks will print automatically in the assigned printer. BE SURE TO HAVE CHECK STOCK IN THE PRINTER PRIOR TO SUBMITTING THIS STEP.
22	Track the status of the payment batch	In the "Payment Process Request" form, Click on the "Go" <BUTTON>	Pmt Process Request =	Enter the name from step 4 above
23	Confirm the batch	Click on the "Take Action" <IMAGE>		In order to see the take action image, you will have to click on the "Show" link next to the batch name.
24	Optionally, record any spoiled checks	Click on the "Record Spoiled Payment Documents" link	Doc Num From = Doc Num To =	
25	Update Spoiled check statuses	Click on the "Update Print Status" <BUTTON>		
26	Record Print Status	Click on the "Continue" <BUTTON>		
27	Confirm statuses	Click on the "Apply" <BUTTON>		

AP 2.2 Voiding a Check

Test Script Number:	AP 2.2	Author:	William A. Green, Jr.
Test Script Name:	Voiding a check	Date Updated:	February 8, 2013

Description:

This test script was designed to test the voiding of a payment

Prerequisites:

- AP 2.1 or AP 2.2

Test Data Requirements:

- Completed payments

Expected Results:

Payment should be voided and invoice should be ready for re-payment and inclusion in a new payment batch.

Actual Results:

Test Case Scenario Steps:

Step #	Description	Navigation Path	Data	Comments
1	Navigate to the payment batch form	GME_Payables Manager → Payments → Entry → Payments Manager		
2	Navigate to the Payment form	Click on the "Payments" <TAB>		
3	Enter Search criteria to locate payment	Click on the "Go" <BUTTON>	Payee = Ref Number = Doc Number = Pmt Date = Pmt Amount =	
4.	Void the check	Click on the "Void" <IMAGE>		
5.	Enter the reason and void date		Reason = Date =	

Step #	Description	Navigation Path	Data	Comments
6.	Submit the void	Click on the Apply <BUTTON>		
7	Confirm the void	Click on the “Yes” <BUTTON>		
8	Validate the status of the payment			The status of the check should now be void
9	Validate the status of the invoice			The status of the invoice should now be unpaid

AP 2.3 Submitting a Quick Check

Test Script Number:	AP 2.3	Author:	William A. Green, Jr.
Test Script Name:	Submit a Quick (Manual) check	Date Updated:	February 8, 2013

Description:

This test script was designed to test submitting a quick from within the invoice workbench

Prerequisites:

- Validated Invoices

Test Data Requirements:

- Invoices requiring payment

Expected Results:

Paid invoice

Actual Results:

Step #	Description	Navigation Path	Data	Comments
1.	Navigate to the invoice work bench	GME_Payables Manager → Invoices → Entry → Invoice Batches		
2.	Locate Invoice Batch		Batch =	
3	Locate the Invoice to be paid			
4	Open the actions form	Click on the "Actions" <BUTTON>	Pay in Full = Yes	
5	Submit the payment	Click on the "OK" <BUTTON>		
6	Enter the payment information		Payment Date = Bank Account = Payment Method = Payment Document =	
7	Save the payment	CTRL-S		

AP 2.4 Import Expense Report

Test Script Number:	AP 2.4	Author:	William A. Green, Jr.
Test Script Name:	Import Expense report	Date Updated:	February 8, 2013

Description:

This test script was designed to test the import of expense reports

Prerequisites:

- GL Period Open
- AP Period Open

Test Data Requirements:

- Approved Expense Reports

Expected Results:

Imported expense reports

Actual Results:

Test Case Scenario Steps:

Step #	Description	Navigation Path	Data	Comments
1	Navigate to the concurrent requests form	Other → Requests → Run		
2	Choose concurrent request program		Name = Expense Report Export	
3.	Enter request parameters		(Required Fields) Source = "Payables Expense Reports" (Optional Fields) Transfer DFF = Yes GL Date = Group = Debug Switch = Org Name Send Notifications =	Set the debug switch to "Yes" if you wish to debug any issues with import.
4.	Review Requests	View → Requests		

Step #	Description	Navigation Path	Data	Comments
5	View log file	Click on the “View Log” <BUTTON>		You should see the same number of expenses fetched and created.

AP 2.5 Supplier Merge

Test Script Number:	AP 2.5	Author:	William A. Green, Jr.
Test Script Name:	Supplier Merge	Date Updated:	February 8, 2013

Description:

This test script was designed to test the merging of suppliers

Prerequisites:

- None

Test Data Requirements:

- Two Suppliers

Expected Results:

Merged Suppliers

Actual Results:

Test Case Scenario Steps:

Step #	Description	Navigation Path	Data	Comments
1	Navigate to the Merge Suppliers form	Suppliers → Supplier Merge		
2	Enter Merge Parameters		Invoices = All PO = Unchecked From Supplier = From Supplier Site = Copy Site = Unchecked To Supplier = To Supplier Site =	
3.	Merge Suppliers	Click the "Merge" <BUTTON>		
4.	Review Supplier Merge Report			