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**AP\_5.4.2: Process a Vendor Payment-Check**

Prepared for

**[Customer Name]**

Project

**[Project Name]**

Prepared by

Contributors

**[Document contributors]**

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| **Description of Deliverable: Test Script Sample Simplified**  The requirements specification for the application. | | | |
| **Team Lead Member Sign-Off** (To be signed off by team member upon completion) | | | |
| Name (Print or Type) | Date | | Signature |
|  |  | |  |
| **PMO Quality Sign-Off** (To be signed off by Person(s) appointed for quality review) | | | |
| Name (Print or Type) | Date | | Signature |
|  |  | |  |
| **Team Sign-Off** (To be signed off by team leader only when deliverable has been satisfactorily completed and quality is acceptable) | | | |
| Name (Print or Type) | | Date | Signature |
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**Revision History:**

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| Version | Date | Sections Revised | Description |
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**Related Documents:**

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# script parameters/assumptions

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| **Script Owner** |  |
| **Workstream** | Finance Management and Reporting |
| **Master Process** | Accounts Payable |
| **Sub-Process** | Vendor Payments Process- US |
| **Test Description** | Process a Vendor Check Payment in a Different Functional Currency |
| **Actor(s)** | AP Clerk, Accountant, Accounting Manager |
| **Country Specific? (Yes/No)** | Yes |
| **Applicable Country or Countries** | US/Canada |
| **Set-Up Assumptions** | * Open vendor invoices exist * Checks are created and check layout is set up |

# Activities Index

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Activity# | Descriptive Activity Name | Role | Workstream Responsible | Status |
| [1](#Step1) | Print aging report | Accounts Payable Coordinator | FMR | PASS |
| [2](#Step2) | Create a payment journal and pay in a currency other than the invoice currency | Accounts Payable Coordinator | FMR | PASS |
| [3](#Step5) | Submit payment journal for approval | Accounts Payable Coordinator | FMR | PASS |
| [4](#Step6) | Approver approves the payment journal | Accountant, Accounting Manager | FMR | PASS |
| [5](#Step7) | Generate payment for the approved payment journal | Accounts Payable Coordinator | FMR | PASS |
| [6](#Step8) | Post the payment journal | Accountant, Accounting Manager | FMR | PASS |
| [7](#Step9) | Validate ledger postings | Accountant, Accounting Manager | FMR | PASS |

# test data

***Pre-Test Data Requirements Activity #2 – Create payment journal***

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| --- | --- | --- | --- | --- | --- | --- |
| Field | Value | Comments |  | Field | Value | Comments |
| ***Create a non-PO invoices for vendor V000012 and approve and post them according to workflow. Then create payment journal to pay this invoice.*** | | |  | **Name** | VPayChk | In the **Journal** form |
| Invoice #1 |  |  |  | **Date** | 3/24/10 | In the **Journal voucher** form |
| **Invoice date** | 1/22/10 |  |  | **Account** | V000011 |
| **Invoice number** | 09780 |  |  | **Offset account type** | Bank |
| **Invoice amount** | 54,035.33 |  |  | **Offset account** | BOAOPS2874 |
| **Currency** | USD |  |  | **Method of payment** | Check |
|  |  |  |  | **Currency** | USD |
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***Expected Ledger Postings Summary (If applicable)***

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Posting | | Ledger Account | Account Name | Sales Region Dimension | Segment Dimension | Cost Center Dimension | Financial Site Dimension | Debit/  Credit | Amount |
| 1 | Expected | **20210** | AP Trade | N/A | N/A | N/A | N/A | Debit | 54,035.33 |
| Actual | **20210** | AP Trade | N/A | N/A | N/A | N/A | Debit | 54,035.33 |
| 2 | Expected | **10020** | Cash in Bank - Operating | N/A | N/A | N/A | N/A | Credit | 54,035.33 |
| Actual | **10020** | Cash in Bank - Operating | N/A | N/A | N/A | N/A | Credit | 54,035.33 |

## [Activity #1](#Step_1): Print aging report

**Critical Functions:**

1. In the **Vendor aging report** form, select **Due date** from the drop down list of the **Criteria** field.
2. In the **Vendor aging report** form, select the appropriate aging bucketsfrom the drop down list of the **Aging buckets** field.
3. In the **Vendor aging report** form, select **Day** in the **Day/Mth** field.
4. In the **Vendor aging report** form, select the appropriate **print directions** and **details** and click **OK.**

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| **Function #** | **Performed By** | **Expected Results** | **Actual Results** |
| 1 | Accounts Payable Coordinator | **Due date** should be selected in the **Criteria** field | Worked as expected |
| 2 | Accounts Payable Coordinator | 30/60/120 should be selected in the **Aging buckets** field | Worked as expected |
| 3 | Accounts Payable Coordinator | In the **Day/Mth** field, **Day** should be selected | Worked as expected |
| 4 | Accounts Payable Coordinator | Box of the **Details**, **Negative balance**, **Payment positioning** fields should be checked | Worked as expected |

***Expected Ledger Postings (if applicable)***

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Posting | | Ledger Account | Account Name | Sales Region Dimension | Segment Dimension | Cost Center Dimension | Financial Site Dimension | Debit/  Credit | Amount |
| 1 | Expected | **No Postings** |  |  |  |  |  |  |  |
| Actual | **No Postings** |  |  |  |  |  |  |  |
| 2 | Expected | **No Postings** |  |  |  |  |  |  |  |
| Actual | **No Postings** |  |  |  |  |  |  |  |

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| **Activity 1** | |
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| **Activity 1** | |
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## [Activity #2](#Step_3): Create a payment journal

**Critical Functions:**

1. In the **Journal** form, create a new payment journal (**Ctrl+N**) and select **VPayChk.**
2. Click the **Lines** button to open the **Journal voucher** form and enter data per data table.
3. Click **Functions** and select **Settlement** to open the **Open transaction editing** form and select appropriate vendor invoice.
4. In the **Journal voucher** form, select the appropriate bank account per text data table from the drop down list of the **Offset account** field.
5. Select **Check** from the drop down list of the **Method of payment** field, validate journal and close.

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| **Function #** | **Performed By** | **Expected Results** | **Actual Results** |
| 1 | Accounts Payable Coordinator | New Journal should be created and **VPayChk** should be selected from the drop down list of the **Name** field | Worked as expected |
| 2 | Accounts Payable Coordinator | Data can be entered in the relevant fields in the **Journal voucher** form | Worked as expected |
| 3 | Accounts Payable Coordinator | **Open transaction editing** form opens, which lists all open invoices associated with the vendor | Worked as expected |
| 4 | Accounts Payable Coordinator | Invoice amount is transferred to the journal voucher line in the **Debit** field when the specific invoice is marked in the **Open transaction editing** form | Worked as expected |
| 5 | Accounts Payable Coordinator | Check is selected as the method of payment and journal line is validated and states OK | Worked as expected |

***Expected Ledger Postings***

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Posting | | Ledger Account | Account Name | Sales Region Dimension | Segment Dimension | Cost Center Dimension | Financial Site Dimension | Debit/  Credit | Amount |
| 1 | Expected | **No Postings** |  |  |  |  |  |  |  |
| Actual | **No Postings** |  |  |  |  |  |  |  |
| 2 | Expected | **No Postings** |  |  |  |  |  |  |  |
| Actual | **No Postings** |  |  |  |  |  |  |  |

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| **Activity 2** | |
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| **Activity 2** | |
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| **Activity 2** | |
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## [Activity #3](#Step_5): Submit journal for approval

**Critical Functions:**

1. In the **Journal** form, select the appropriate payment journal, and click the **Submit** button for approval.
2. When the **Vendor Disbursement Journal – Submit** dialog box opens, enter any relevant comment.
3. In the **Vendor Disbursement Journal – Submit** dialog box, click the **Submit** button to submit the payment journal for approval.

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| **Function #** | **Performed By** | **Expected Results** | **Actual Results** |
| 1 | Accounts Payable Coordinator | The **Submit** button in the **Journal** form should be enabled | Worked as expected |
| 2 | Accounts Payable Coordinator | The **Vendor Disbursement Journal – Submit** dialog box should open | Worked as expected |
| 3 | Accounts Payable Coordinator | The payment journal should be submitted for approval | Worked as expected |

***Expected Ledger Postings (if applicable)***

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Posting | | Ledger Account | Account Name | Sales Region Dimension | Segment Dimension | Cost Center Dimension | Financial Site Dimension | Debit/  Credit | Amount |
| 1 | Expected | **No Postings** |  |  |  |  |  |  |  |
| Actual | **No Postings** |  |  |  |  |  |  |  |
| 2 | Expected | **No Postings** |  |  |  |  |  |  |  |
| Actual | **No Postings** |  |  |  |  |  |  |  |

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| **Activity 3** | |
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## [Activity #4](#Step4): Approver approves the payment journal

**Critical Functions:**

1. Open your **Notifications** list.
2. Select vendor payment journal, and click **Go to Origins** button.
3. Click the **Actions** button and select **Approve.**
4. Write a comment, and click **Approve.**

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| **Function #** | **Performed By** | **Expected Results** | **Actual Results** |
| 1 | Controller | Invoice journal list opens and payment journal is highlighted | Worked as expected |
| 2 | Controller | Approval comment box opens | Worked as expected |
| 3 | A/P Coordinator | Payment is approved, Post button become available | Worked as expected |
| 4 | A/P Coordinator | Posted box on payment journal is checked, showing that the payment journal was posted | Worked as expected |

***Expected Ledger Postings***

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Posting | | Ledger Account | Account Name | Sales Region Dimension | Segment Dimension | Cost Center Dimension | Financial Site Dimension | Debit/  Credit | Amount |
| 1 | Expected | **No Postings** |  |  |  |  |  |  |  |
| Actual | **No Postings** |  |  |  |  |  |  |  |
| 2 | Expected | **No Postings** |  |  |  |  |  |  |  |
| Actual | **No Postings** |  |  |  |  |  |  |  |

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| **Activity 4** | |
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## [Activity #5](#Step5): Generate payment for the approved payment journal

**Critical Functions:**

1. In the **Journal** form, select the appropriate payment journal that has been approved by the approver.
2. Click **Functions** and select **Generate payments** to open the **Generate payments**  form.
3. Select **Check** in **Method of payment** field.
4. Select the appropriate bank account in the **Bank account** field, and click **Show format dialog** checkbox.
5. Click **OK** to generate the check payment.

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| **Function #** | **Performed By** | **Expected Results** | **Actual Results** |
| 1 | Accounts Payable Coordinator | The approved payment journal should exist | Worked as expected |
| 2 | Accounts Payable Coordinator | The Journal voucher form should open and **Generate payments** option should be available when the **Functions** button is clicked | Worked as expected |
| 3 | Accounts Payable Coordinator | The **Generate payment** form should open and appropriate data are entered in the relevant fields such as **Method of payment**, **Bank account**, and **Journal number** | Worked as expected |
| 4 | Accounts Payable Coordinator | Check is created | Worked as expected |
| 5 | Accounts Payable Coordinator | Payment status is changed to ‘Sent’ after check is generated | Worked as expected |

***Expected Ledger Postings (If applicable)***

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Posting | | Ledger Account | Account Name | Sales Region Dimension | Segment Dimension | Cost Center Dimension | Financial Site Dimension | Debit/  Credit | Amount |
| 1 | Expected | **No postings** |  |  |  |  |  |  |  |
| Actual | **No postings** |  |  |  |  |  |  |  |
| 2 | Expected | **No postings** |  |  |  |  |  |  |  |
| Actual | **No postings** |  |  |  |  |  |  |  |

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| **Activity 5** | |
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## [Activity #6](#Step6): Post the payment journal

**Critical Functions:**

1. In the **Journal voucher** form, select the payment journal and click **Post** and choose **Post** to post the payment journal.

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| **Function #** | **Performed By** | **Expected Results** | **Actual Results** |
| 1 | Accountant | The payment journal should be posted without error | Worked as expected |

***Expected Ledger Postings (if applicable)***

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Posting | | Ledger Account | Account Name | Sales Region Dimension | Segment Dimension | Cost Center Dimension | Financial Site Dimension | Debit/  Credit | Amount |
| 1 | Expected | **20210** | AP Trade | N/A | N/A | N/A | N/A | Debit | 54,035.33 |
| Actual | **20210** | AP Trade | N/A | N/A | N/A | N/A | Debit | 54,035.33 |
| 2 | Expected | **10020** | Cash in Bank - Operating | N/A | N/A | N/A | N/A | Credit | 54,035.33 |
| Actual | **10020** | Cash in Bank - Operating | N/A | N/A | N/A | N/A | Credit | 54,035.33 |

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| **Activity 6** | |
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| **Activity 7** | |

## [Activity #7](#Step_7): Validate ledger postings of the payment journal

**Critical Functions:**

1. Navigate to **Accounts Payable>Journals>Payments>Payment journal**, and selected the payment journal that has been posted and click the **Lines** button to open the **Journal voucher** form.
2. In the **Journal voucher** form, click the **Inquiries** button and select **Voucher** option to view the **Voucher transactions** form.
3. In the **Voucher transactions** form, verify the accuracy of ledger postings of the payment journal.

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| **Function #** | **Performed By** | **Expected Results** | **Actual Results** |
| 1 | Accountant | The **Journal voucher** form should open | Worked as expected |
| 2 | Accountant | The **Voucher transactions** form should open | Worked as expected |
| 3 | Accountant | The ledger postings details should be indicated in the **Voucher transactions** form | Worked as expected |

***Expected Ledger Postings (if applicable)***

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Posting | | Ledger Account | Account Name | Sales Region Dimension | Segment Dimension | Cost Center Dimension | Financial Site Dimension | Debit/  Credit | Amount |
| 1 | Expected | **20210** | AP Trade | N/A | N/A | N/A | N/A | Debit | 54,035.33 |
| Actual | **20210** | AP Trade | N/A | N/A | N/A | N/A | Debit | 54,035.33 |
| 2 | Expected | **10020** | Cash in Bank - Operating | N/A | N/A | N/A | N/A | Credit | 54,035.33 |
| Actual | **10020** | Cash in Bank - Operating | N/A | N/A | N/A | N/A | Credit | 54,035.33 |

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| **Activity 7** | |
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