

Summary of MFG Test Use Cases

Case #	Scenario	Pass/Fail	Notes
DESIGN TO BUILD			
D2B01	Design to Build: Create New Inventory Item	Not Tested	
D2B02	Design to Build: Inventory Adjustment	Not Tested	
D2B03	Design to Build: Transfer Inventory via Transfer Order	Not Tested	
D2B04	Design to Build: Transfer Inventory	Not Tested	
D2B05	Design to Build: Item Costing	Not Tested	
D2B06	Design to Build: Build Assembly or Sub-Assembly	Not Tested	
RECORD TO REPORT			
R2R01	Record to Report: Validate Subsidiaries & Segments	Not Tested	
R2R02	Record to Report: Accounting Setup	Not Tested	
R2R03	Record to Report: Validate Period Close	Not Tested	
R2R04	Record to Report: Exchange Rates	Not Tested	
R2R05	Record to Report: Journal Entry	Not Tested	
R2R06	Record to Report: Budgets	Not Tested	
R2R07	Record to Report: Reconcile Credit Card & Bank Statements	Not Tested	
LEAD TO QUOTE			
L2Q01	Lead to Quote: Create and Manage Lead, Opportunity, Quote	Not Tested	
L2Q02	Lead to Quote: Create Online Lead	Not Tested	
L2Q03	Lead to Quote: Establish Quota	Not Tested	
L2Q04	Lead to Quote: Manage Forecasts	Not Tested	
L2Q05	Lead to Quote: Analyze Performance	Not Tested	
ORDER TO CASH			
O2C01	Order to Cash: Create Sales Order, Fulfill, Invoice	Not Tested	
O2C02	Order to Cash: Customer Deposit	Not Tested	
R2C01	Order to Cash: Customer Return - Credit	Not Tested	
R2C02	Order to Cash: Customer Return - Replace	Not Tested	
PROCURE TO PAY			
P2P01	Procure to Pay: Create Vendor	Not Tested	
P2P03	Procure to Pay: Demand Planning	Not Tested	
P2P04	Procure to Pay: Vendor Prepayment	Not Tested	
P2P05	Procure to Pay: Create Purchase Order	Not Tested	
P2P06	Procure to Pay: Purchase Order from Order Items	Not Tested	
P2P08	Procure to Pay: 3-Way Match	Not Tested	
P2P09	Procure to Pay: Vendor Return with Fulfillment	Not Tested	
MANUFACTURING			
MFG01	Mfg: Create Work Order	Not Tested	
MFG03	Mfg: Report Production Completion	Not Tested	
MFG04	Mfg: Work Order Close	Not Tested	
MFG05	Mfg: Contract Manufacturing	Not Tested	

Case #	Scenario	Role	Step #	Step Name	Step Instructions	Verification
Mfg: Create Work Order						
on:	Manually create a work order for production					
MFG01	Create Work Order	Production Manager	Step 1	Create Work Order	<p>NOTE: prior to creating a work order validate the components have quantity on hand or do an inventory adjustment.</p> <ol style="list-style-type: none"> Navigate to Transactions > Manufacturing > Enter Work Orders. Select or enter the following information as it pertains to your business scenario: <ul style="list-style-type: none"> - Select subsidiary - Select assembly (or sub-assy if building to stock) - Enter quantity to build/assy - Set work order to released Click Save. 	<ol style="list-style-type: none"> Work order is successfully Saved, can be found and updated. Open the work order and validate the items on the Items subtab. Print the BOM and validate the quantities required for each component and sub-assy (if any) are valid. Navigate to the Operations subtab and validate each operation is correct including estimated hours.
Mfg: Report Production Completion						
on:	Report quantity completions at the operations					
MFG03	Report Quantity Completions	Production Operation	Step 1	Enter Completion from Work Order	<ol style="list-style-type: none"> Locate the work order (most recent or enter in global search). Click Enter Completion button. Navigate to the Operation Completion section. Select/Enter: <ul style="list-style-type: none"> - Select Operation from the Starting Operation field - Select Operation from the Ending Operation field - Enter a partial quantity completed at these operations (more quantity completions to be recorded in Step 2.) - press the TAB key Review the operations subtab and note the operations that can be edited and the calculated times. Update times if applicable to reflect actual. Click Save. 	<ol style="list-style-type: none"> Work order is found. Completion form opens successfully, entry of data is successful and saved. Validate GL Impact has moved labor, setup and overhead costs into the proper WIP account.

		Production Manager	Step 2	Enter Completion from Operation Tasks	<p>1. Navigate to Transactions > Manufacturing > Manufacturing Operation Tasks.</p> <p>2. Locate the Work Order operation tasks from a list, click View on the operation, and click Enter Completion button.</p> <p>3. Select/Enter:</p> <ul style="list-style-type: none"> - Select Operation from the Starting Operation field - Select Operation from the Ending Operation field - Enter a quantity completed at these operations - press the TAB key <p>5. Review the operations subtab and note the operations that can be edited and the calculated times. Update times if applicable to reflect actual.</p> <p>6. Click Save.</p>	<p>1. Work order and operations are found.</p> <p>2. Completion form opens successfully, entry of data is successful and saved.</p> <p>3. Validate GL Impact has moved labor, setup and overhead costs into the proper WIP account.</p>
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Mfg: Work Order Close

on:	Close Work Orders to finalize accounting for the order					
MFG04	Purchase Order from Order Items	Production Manager	Step 1	Close Work Order	<p>1. Locate and view the Work Order.</p> <p>2. Click the Close button.</p> <p>3. Click Save.</p>	<p>1. Work order is found, viewed, and Close successfully saves.</p> <p>2. Validate the Components subtab information.</p> <p>3. Validate the Routing Items subtab information.</p> <p>4. Validate the GL Impact.</p> <p>5. Validate Work Order status is Closed.</p>

Mfg: Contract Manufacturer

on:	Contract Manufacturing (Turnkey or Tolling)					
		Production Manager	Step 1	Turnkey Process	1. Does Contract Manufacturer (CM) provide all materials and labor? Follow P2P processes to provide purchase order for contract.	
		Production Manager	Step 2	Tolling: Create Work Order	<p>1. Navigate to Transactions > Manufacturing > Enter Work Orders.</p> <p>2. Select or enter the following information as it pertains to your business scenario:</p> <ul style="list-style-type: none"> - Select subsidiary - Select assembly (or sub-assy if building to stock) - Enter quantity to build/assy - Set work order to released <p>3. Click Save.</p>	<p>1. Work order is successfully Saved, can be found and updated.</p> <p>2. Open the work order and validate the items on the Items subtab.</p> <p>3. Print the BOM and validate the quantities required for each component and sub-assy (if any) is valid.</p> <p>4. Navigate to the Operations subtab and validate each operation is correct including estimated hours.</p>

MFG05

Contract Manufacturing (Turnkey or Tolling)

Supply Chain Manager	Step 3	Tolling: Release WO	<ol style="list-style-type: none"> 1. Navigate to previously created work order. Note: components need to be in the CM location. 2. Edit Work Order and select status as Released. 3. Click Save. 	<ol style="list-style-type: none"> 1. Validate work order is found and able to edit. 2. Validate work order status is saved and now released.
Production Operator	Step 4	Tolling: Generate Tolling PO	<p>Generate Tolling PO for Labor & Parts (a PO to match contract)</p> <ol style="list-style-type: none"> 1. From the home Dashboard, click Purchase Order on the Navigation Portlet. 2. In the header section of the new Purchase Order page enter the required fields and information pertaining to your business. Select the CM as the Vendor. 3. On the Items tab, select an Item, Location, and enter Quantity. Click the Add button on the line. Note: Ensure the location is the primary location that will be stocked and shipped to the customer. 4. Click Save. 	<ol style="list-style-type: none"> 1. The Purchase Order form opens. 2. Transaction successfully saved and can be found, and updated. 3. Purchase Order status is Pending Approval or Receipt. Note: if pending approval, have PO approved prior to moving to next step.
Warehouse Operations	Step 5	Tolling: Receive Tolling PO	<ol style="list-style-type: none"> 1. From the home Dashboard, click on 'Orders to Receive' on the Reminders portlet. 2. On the Receive Order page, locate the Purchase Order created in Step 1 and click Receive. 3. On the Item Receipt page, review the Item, Quantity, and Location. Once confirmed, click Save. 	<ol style="list-style-type: none"> 1. Receive Orders page opens. 2. Item Receipt page opens. 3. Transaction successfully saved and can be reviewed. 4. Verify GL impact.
Production Operator	Step 6	Tolling: Complete WO	<ol style="list-style-type: none"> 1. Locate the work order (most recent or enter in global search). 2. Click Enter Completion button. 3. Navigate to the Operation Completion section. 4. Select/Enter: <ul style="list-style-type: none"> - Select Operation from the Starting Operation field - Select Operation from the Ending Operation field - Enter a partial quantity completed at these operations (more quantity completions to be recorded in Step 2.) - press the TAB key 5. Review the operations subtab and note the operations that can be edited and the calculated times. Update times if applicable to reflect actual. 6. Click Save. 	<ol style="list-style-type: none"> 1. Work order is found. 2. Completion form opens successfully, entry of data is successful and saved. 3. Validate GL Impact has moved labor, setup and overhead costs into the proper WIP account.

Production Manager	Step 7	Tolling: Close WO	<ol style="list-style-type: none">1. Locate and view the Work Order.2. Click the Close button.3. Click Save.	<ol style="list-style-type: none">1. Work order is found, viewed, and Close successfully saves.2. Validate the Components subtab information.3. Validate the Routing Items subtab information.4. Validate the GL Impact.5. Validate Work Order status is Closed.
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Case #	Scenario	Role	Step #	Step Name	Step Instructions	Verification
Design to Build: Create new Inventory Item						
on: Manually create a new Inventory Item.						
D2B01	Create new Inventory Item	Supply Chain Manager	Step 1	Create Item	<ol style="list-style-type: none"> 1. From the Home Dashboard, click on the Item Management link in the Navigation Portlet. The New Item page opens. 2. Click on Inventory Item to select the type of item. 3. Enter the following information: <ul style="list-style-type: none"> - Item Name/Number (on page header) - Display Name/Code (on page header) - Replenishment Method (on Inventory tab) - Transfer Ship Price (on Inventory tab) - List Price - Qty 0 column (on Pricing tab) 4. Record your entry details. 5. Click Save. 	<ol style="list-style-type: none"> 1. New item form opens successfully and allows entry. 2. Item successfully Saved, can be viewed and edited. <p>*Note: all items must be created before attaching to assembly items for BOM.</p>
Design to Build: Inventory Adjustment						
on: Manually adjust inventory.						
D2B02	Create Inventory Adjustment	Supply Chain Manager	Step 1	Adjust Inventory	<ol style="list-style-type: none"> 1. From the Home Dashboard, click on the Inventory Adjustment link in the Navigation Portlet. The New Item page opens. Inventory Adjustment page opens. 2. Enter required information. 3. In the header section of the page, select an Adjustment Account (this is typically an expense account). 3. On the Adjustments tab select an Item, select a valid location, and enter <ul style="list-style-type: none"> - Adjust Qty. By a number - Unit Cost 4. Click the Add button on the line. 5. Click Save. 	<ol style="list-style-type: none"> 1. Inventory adjustment form opens successfully. 2. Entries are entered successfully and transaction is saved. 3. Validate item is adjusted with both cost and quantity. 4. View and validate impact on the GL. This may require viewing the transaction from the item.
Design to Build: Transfer Inventory - Transfer Order						
on: Enter Transfer Order, fulfill from source and receive at destination.						
D2B03	Transfer Inventory - Transfer Order	Supply Chain Manager	Step 1	Enter Transfer Order	<ol style="list-style-type: none"> 1. From the home Dashboard, click the Transfer Order link in the Navigation Portlet. 2. In the header section of the page, select the Source Location (use Location from D2B02) and Destination Location. 3. On the Items tab select the Item used in D2B02 and enter Quantity to be transferred. 4. Click the Add button. 5. Click Save. 	<ol style="list-style-type: none"> 1. Transfer order form opens successfully. 2. Transaction successfully Saved and can be viewed. 2. Transfer Order status is Pending Fulfillment.
		Warehouse Operations	Step 2	Fulfill Transfer Order	<ol style="list-style-type: none"> 1. From the home Dashboard click Orders to Fulfill from the Reminders portlet. 2. On the Fulfill Orders page set Transaction Type to 'Transfer Order' and the Bulk Fulfill from Location to the Source Location from Step 1. 3. Click the Fulfill link for the Transfer Order created from Step 1. 4. On the Item Fulfillment page, set Status = Shipped. Click Save. 	<ol style="list-style-type: none"> 1. Item Fulfillment form opens. 2. Able to find the transfer order created earlier. 3. Transaction successfully Saved.

		Warehouse Operations	Step 3	Receive Transfer Order	<ol style="list-style-type: none"> 1. From the home Dashboard click Orders to Receive from the Reminders portlet. 2. On the Receive Orders page click the Receive link for the Transfer Order created from Step 1. 3. On the Item Receipt page, click Save. 	<ol style="list-style-type: none"> 1. Item Receipt page opens. 2. Transaction successfully Saved. 3. Validate quantity and any costs transfer (negative "from location" and positive "to location").
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Design to Build: Inventory Transfer

on:		Manually enter a single inventory transfer.				
D2B04	Inventory Transfer	Supply Chain Manager	Step 1	Enter Inventory Transfer	<ol style="list-style-type: none"> 1. Navigate to Inventory > Inventory > Transfer Inventory. Inventory Transfer page opens. 2. In the header section of the page select the From Location and To Location. 3. On the Items tab select the item used in D2B02 and enter Qty. To Transfer = 1. 4. Click the Add button on the line. 5. Click Save. 	<ol style="list-style-type: none"> 1. Case successfully Saved. 2. Item Quantity on Hand has been reduced by 1 at the From Location and increased by 1 at the To Location.

Design to Build: Item Costing

on:		Update Inventory Item.				
D2B05	Set Item Costing	Supply Chain Manager	Step 1	Update Item Cost	<ol style="list-style-type: none"> 1. Utilizing any of the search features, find the items you will be using for Manufacturing testing. Or add items that will be needed for testing. 2. Select the item to update or verify costing method. 3. Costing choices are: <ul style="list-style-type: none"> - Average - Standard - Specific - FIFO - LIFO - Mixed (combines two or more of above) 4. Click Save. 	<ol style="list-style-type: none"> 1. New item form opens successfully and allows entry. 2. Item successfully Saved, item can be viewed and edited with appropriate costing method applied.

Design to Build: Build Assembly or Sub-Assembly

on:		Manually create a new Assembly or Sub-Assembly.				
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D2B06	Create Assembly or Sub-Assembly	Engineer or Production Manager	Step 1	Create Assembly or Sub-Assy	<ol style="list-style-type: none"> 1. Navigate to Inventory > Items > New. 2. Enter fields that pertain to your item (* asterik means required) <ul style="list-style-type: none"> - Item Name/Number - Description - Is item specific to subsidiary(ies) and/or locations? 3. Select on Purchasing/Inventory sub tab <ul style="list-style-type: none"> - Select costing method - Review fields to determine what is applicable to your item - If using WIP, check the WIP box for each location in the location chart 4. Select on the Components sub tab <ul style="list-style-type: none"> - select appropriate items for this sub-assy - enter the quantity required for each sub-assy 5. Select the Accounting sub tab <ul style="list-style-type: none"> - Update the GL accounts as appropriate - Select Tax Schedule (required) <p>Note: some fields become mandatory when choosing Standard cost.</p> <ol style="list-style-type: none"> 6. Click Save. 	<ol style="list-style-type: none"> 1. New item form opens successfully and allows entry. 2. Sub-assembly is successfully Saved, item can be viewed and edited; components are attached to sub-assy.
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Design to Build: Define Work Calendar(s)

on: Define Work Calendar(s)

Project		Activity		Description		Status		Priority		Risk		Impact		Comments	
ID	Name	Type	Code	Start	End	Progress	Completion	Level	Category	Severity	Frequency	Scope	Time	Cost	Notes
001	Project A	Task A	Sub-task A.1	2023-01-01	2023-01-15	100%	100%	Low	Operational	None	None	None	None	None	Completed successfully.
				2023-01-16	2023-01-31	100%	100%	Low	Operational	None	None	None	None	None	Completed successfully.
002	Project B	Task B	Sub-task B.1	2023-02-01	2023-02-15	50%	50%	Medium	Operational	Minor	Occasional	Scope	1 week	\$10k	Minor delays in resource allocation.
				2023-02-16	2023-02-31	100%	100%	Low	Operational	None	None	None	None	None	Completed successfully.
				2023-03-01	2023-03-15	100%	100%	Low	Operational	None	None	None	None	None	Completed successfully.
				2023-03-16	2023-03-31	100%	100%	Low	Operational	None	None	None	None	None	Completed successfully.
003	Project C	Task C	Sub-task C.1	2023-04-01	2023-04-15	100%	100%	Low	Operational	None	None	None	None	None	Completed successfully.
				2023-04-16	2023-04-31	100%	100%	Low	Operational	None	None	None	None	None	Completed successfully.
				2023-05-01	2023-05-15	100%	100%	Low	Operational	None	None	None	None	None	Completed successfully.
				2023-05-16	2023-05-31	100%	100%	Low	Operational	None	None	None	None	None	Completed successfully.
004	Project D	Task D	Sub-task D.1	2023-06-01	2023-06-15	100%	100%	Low	Operational	None	None	None	None	None	Completed successfully.
				2023-06-16	2023-06-31	100%	100%	Low	Operational	None	None	None	None	None	Completed successfully.
005	Project E	Task E	Sub-task E.1	2023-07-01	2023-07-15	100%	100%	Low	Operational	None	None	None	None	None	Completed successfully.
				2023-07-16	2023-07-31	100%	100%	Low	Operational	None	None	None	None	None	Completed successfully.
				2023-08-01	2023-08-15	100%	100%	Low	Operational	None	None	None	None	None	Completed successfully.
				2023-08-16	2023-08-31	100%	100%	Low	Operational	None	None	None	None	None	Completed successfully.
006	Project F	Task F	Sub-task F.1	2023-09-01	2023-09-15	100%	100%	Low	Operational	None	None	None	None	None	Completed successfully.
				2023-09-16	2023-09-31	100%	100%	Low	Operational	None	None	None	None	None	Completed successfully.
				2023-10-01	2023-10-15	100%	100%	Low	Operational	None	None	None	None	None	Completed successfully.
				2023-10-16	2023-10-31	100%	100%	Low	Operational	None	None	None	None	None	Completed successfully.
007	Project G	Task G	Sub-task G.1	2023-11-01	2023-11-15	100%	100%	Low	Operational	None	None	None	None	None	Completed successfully.
				2023-11-16	2023-11-31	100%	100%	Low	Operational	None	None	None	None	None	Completed successfully.
				2023-12-01	2023-12-15	100%	100%	Low	Operational	None	None	None	None	None	Completed successfully.
				2023-12-16	2023-12-31	100%	100%	Low	Operational	None	None	None	None	None	Completed successfully.
008	Project H	Task H	Sub-task H.1	2024-01-01	2024-01-15	100%	100%	Low	Operational	None	None	None	None	None	Completed successfully.
				2024-01-16	2024-01-31	100%	100%	Low	Operational	None	None	None	None	None	Completed successfully.
				2024-02-01	2024-02-15	100%	100%	Low	Operational	None	None	None	None	None	Completed successfully.
				2024-02-16	2024-02-31	100%	100%	Low	Operational	None	None	None	None	None	Completed successfully.

Role	Step #	Step Name	Step Instructions	Verification
Lead to Quote: Create and Manage Lead, Opportunity, Quote				
then create an Opportunity and Quote.				
Sales	Step 1	Create Lead	<ol style="list-style-type: none"> On the home dashboard page, click the Leads link under the Customer Relationship section of the Navigation Portlet; click New Lead button. Enter the following: <ul style="list-style-type: none"> Customer ID Select Type = Company Company Name Select Sales Rep Email Click Save. 	<ol style="list-style-type: none"> Lead successfully saved. Able to edit Lead.
Sales	Step 2	Manage Lead	<ol style="list-style-type: none"> Using recent records, edit the new Lead. Enter the following: <ul style="list-style-type: none"> Add contact Add information about initial communications Click Save. 	<ol style="list-style-type: none"> Updates successfully made and saved.
Sales	Step 3	Create Opportunity	<ol style="list-style-type: none"> On the home dashboard page, click the Opportunities link under the Sales Transactions section of the Navigation Portlet. Enter the following: <ul style="list-style-type: none"> Company (select the Lead from Step 1) Add a line item to the Items tab either individual line or multiple items by clicking the Add Multiple button (select an item with Available quantity). Click Save. 	<ol style="list-style-type: none"> Transaction successfully Saved. Lead from Step 1 is converted to Prospect. <ul style="list-style-type: none"> A) Return to dashboard and click on Leads - Lead is no longer there B) Return to dashboard and click on Prospects - Lead now appears as Prospect
Sales	Step 4	Create and Manage Quote	<ol style="list-style-type: none"> From either the Opportunity list, turn on the In Line Edit or select Opportunity Review from the top menu, hover the mouse alongside the opportunity under the New column; select New Estimate. Click Save. 	<ol style="list-style-type: none"> Verify the correct Customer and Item information has been carried over. Verify the opportunity status is changed to Issued Estimate. Verify the estimate is now listed under Estimates.

Lead to Quote: Create Online Lead				
check that it has been created in the system.				
Administrator (to access link)	Step 1	Enter Contact Us information	<ol style="list-style-type: none"> Navigate to Setup > Marketing > Online Customer Forms and select Modern Online Lead Form. From the External tab, click on the Publishable Form URL link. Enter required information: <ul style="list-style-type: none"> First Name Last Name Email Company name State Zip Click Submit Form. 	<ol style="list-style-type: none"> Form redirects to another web page. Using Lists>Relationships>Lead, verify the Lead/Contact are added. View Lead and verify the correct information was added.

Lead to Quote: Establish Quota				
ate against Forecast.				
Sales Manager	Step 1	Create Quota	<ol style="list-style-type: none"> Navigate to Forecast > Setup > Establish Quotas. On the Quota page, select the Rep and then enter the Quota for each month. <p>NOTE: If using the same value for each month, then enter the January Amount and then click Fill Down to complete the remaining months.</p> 	<ol style="list-style-type: none"> Quota is saved and appears in the list on the Quotas page.
Sales Manager	Step 2	Validate Forecast vs. Quota	<ol style="list-style-type: none"> Navigate to Forecast > Reports > Forecast vs. Quota. Select a time period for which a Quota was created and click Refresh (if necessary). 	<ol style="list-style-type: none"> Quota is reflected in the Forecast vs. Quota report for the Sales Rep.

Lead to Quote: Manage Forecasts				
ate against Forecast.				
Sales	Step 1	Manage Forecast	<ol style="list-style-type: none"> Using Search feature at the top of the screen and using the quote # from above test, enter EST. and the estimate number (will require any leading characters before the number). Select Edit next to the Estimate found. Update the Estimate/forecast with expected close date and change status to negotiations. 	<ol style="list-style-type: none"> Estimate is found quickly. Estimate is updated. The % probability increased.

Lead to Quote: Analyze Performance				
ate against Forecast.				
Sales Manager	Step 1	Forecast vs Quota	<ol style="list-style-type: none"> Navigate to Forecast>Reports>Forecast vs Quotas. Review report; change date information at bottom of screen and refresh. Note other icons and their functionality on the lower right of the report screen. 	<ol style="list-style-type: none"> Successful run of report and changes. Understand use of report for analysis purposes. Understand additional functionality available.
Sales Manager	Step 2	Forecast by Sales Rep	<ol style="list-style-type: none"> Navigate to Forecast>Reports>Forecast by Sales Rep. Review report; change date information at bottom of screen and refresh. Review other reports to determine needs of your business. 	<ol style="list-style-type: none"> Successful run of report and changes. Understand use of report for analysis purposes.

Custom: <Consultant to complete this section for exception Lead to Quote processes (i.e. script, workflow, or other custom p				
<Enter Role>	Step 1	<Enter Step Name>	<ol style="list-style-type: none"> 	<ol style="list-style-type: none">
<Enter Role>	Step 2	<Enter Step Name>	<ol style="list-style-type: none"> 	<ol style="list-style-type: none">
<Enter Role>	Step 3	<Enter Step Name>	<ol style="list-style-type: none"> 	<ol style="list-style-type: none">
	Additional steps as needed...	<Enter Step Name>	<ol style="list-style-type: none"> 	<ol style="list-style-type: none">

Case #	Scenario	Role	Step #	Step Name	Step Instructions	Verification
Procure to Pay: Create Vendor						
on: Manually create vendor.						
P2P01	Create Vendor	Supply Chain Manager	Step 1	Create Vendor	<ol style="list-style-type: none"> Navigate to the Shortcuts menu and click on Vendors (Vendors page opens). Click the New Vendor button. On the new Vendor page enter the mandatory fields in the header section and fields important to your business and this specific transaction. On the Address tab, click the pencil icon in the Edit column to open the new address window. Complete address fields and click the OK button to close the new Address window. Click the Add button on the line. Click Save. 	<ol style="list-style-type: none"> Vendor successfully Saved, can be found and updated.
Procure to Pay: Demand Planning						
on: Calculate estimated demand to drive supply requirements.						
P2P03	Demand Planning	Supply Chain Manager	Step 1	Calculate Demand	<ol style="list-style-type: none"> From the home Dashboard, click Item Demand Plan on the Navigation Portlet or from Transactions menu. In the header section of the page select the following values (as an example only - adjust appropriately for your business): <ul style="list-style-type: none"> - Location: [location that stores physical inventory] - Projection Method: Moving Average - Projection Interval: Monthly - Projection Duration: 6 - Historical Analysis Duration: 12 Check the box next to one Item in the list. (NOTE: Only items using Time Phased replenishment method will appear in the list) Click Submit. (If Demand Plans Already Exist window appears, then click Overwrite Current Quantities and Submit) Click the View link for Item/Location to view the Demand Plan. 	<ol style="list-style-type: none"> Item Demand Plans form opens. The Item selected appears in the list for the Location selected. Last Modified Date is current date. Demand Plan displays. (NOTE: Moving Average calculates demand based on historical sales. If the Item selected does not have any historical sales, then the values may be blank.)
		Supply Chain Manager	Step 2	Generate Supply Plan	<ol style="list-style-type: none"> From the home Dashboard, click Item Supply Plan on the Navigation Portlet or from Transaction menu. In the header section of the page select the following values: <ul style="list-style-type: none"> - Uncheck Plan Through Distribution Network - Location: Select Location used in Step 1 - Start Date: Use current date - End Date: Current Date + 6 months Check the box next to the Item used in Step 1. Click Submit. In the green Confirmation bar, click the Job Status Page link to view the status of the job. If the job is In Progress, then click the Refresh button until is is Complete. To view the Supply Plan, navigate to Demand Planning > Run Demand Planning > Item Supply Plans and locate the Item/Location in the list. Click View next to the Item/Location. 	<ol style="list-style-type: none"> Generate Item Supply Plan page opens. Item Supply Plans being processed. Supply Plan is calculated.
Procure to Pay: Vendor Prepayment						
on: Enter Vendor Prepayment						

P2P04	Vendor Prepayment	Controller	Step 1	Create Holding Account	<ol style="list-style-type: none"> 1. Navigate to Setup > Accounting > Manage G/L > Chart of Accounts > New. 2. Enter Other Current Asset in the type field. 3. If using account numbers, enter a number in the number field. 4. Enter a name in the name field; for example Temporary Holding. 5. Click Save. 	<ol style="list-style-type: none"> 1. Chart of Accounts form opens successfully. 2. Entry of the new account is successful. 3. Account is saved to the chart of accounts.
		AP Analyst	Step 2	Write a Check	<ol style="list-style-type: none"> 1. Navigate to Transactions > Bank > Write Checks. 2. Select Vendor in the payee field. 3. Navigate to the Expenses subtab and in the Account column select the new account created above. 4. Enter the amount for the prepayment in the amount field. 5. Include any additional notes in the memo field. 6. Click Add. 7. Click Save. 	<ol style="list-style-type: none"> 1. Form opens successfully. 2. Entry of the prepayment is successful. 3. Transaction is saved.
		AP Analyst	Step 3	Enter a Vendor Credit	<ol style="list-style-type: none"> 1. Navigate to Transactions > Payables > Enter Vendor Credits. 2. Select the vendor used in the steps above. 3. Navigate to the Expenses subtab and select the account number added in step 1. 4. Enter the prepayment amount in the amount column. 5. Click Add. 6. Click Save. <p>Note: When you receive the bill from the vendor, you can apply this credit.</p>	<ol style="list-style-type: none"> 1. Form opens successfully. 2. Entry of the credit is successful. 3. Transaction is saved. 4. Validate the new account number created in Step 1 is cleared with a balance of zero. 5. Validate credit on the vendors account. 6. Validate Impact on GL is accurate.

Procure to Pay: Create Purchase Order

on:		Manually create stand alone purchase order, receive items, create vendor bill.				
P2P05	Create Purchase Order	Supply Chain Manager	Step 1	Enter Purchase Order	<ol style="list-style-type: none"> 1. From the home Dashboard, click Purchase Order on the Navigation Portlet. 2. In the header section of the new Purchase Order page enter the required fields and information pertaining to your business. 3. On the Items tab, select an Item, Location, and enter Quantity. Click the Add button on the line. 4. Click Save. <p>NOTE: the Purchase Order status may be Pending Approval or Pending Receipt depending on your configuration.</p>	<ol style="list-style-type: none"> 1. The Purchase Order form opens. 2. Transaction successfully saved and can be found, and updated. 3. Purchase Order status is Pending Approval or Receipt. Note: if pending approval, have PO approved prior to moving to next step.
		Warehouse Operations	Step 2	Receive Purchase Order	<ol style="list-style-type: none"> 1. From the home Dashboard, click on 'Orders to Receive' on the Reminders portlet. 2. On the Receive Order page, locate the Purchase Order created in Step 1 and click Receive. 3. On the Item Receipt page, review the Item, Quantity, and Location. Once confirmed, click Save. 	<ol style="list-style-type: none"> 1. Receive Orders page opens. 2. Item Receipt page opens. 3. Transaction successfully saved and can be reviewed. 4. Verify GL impact.

	AP Analyst	Step 3	Bill Purchase Order	<ol style="list-style-type: none"> 1. From the home Dashboard, click on 'Purchase Orders to Bill' on the Reminders portlet. Bill Purchase Orders page opens. 2. On the Bill Purchase Orders page, filter the list by selecting the Vendor used in Step 1. Then, click on the Date link for the Purchase Order being billed. The Purchase Order from Step 1 opens in View mode. Click the Bill button. 3. Review the Bill information, including Amount, Date, Posting Period, and Terms. Click Save. 	<ol style="list-style-type: none"> 1. Transaction successfully Saved. 2. Bill status is Open.
	AP Analyst	Step 4	Pay Bill	<ol style="list-style-type: none"> 1. From the home Dashboard, click on 'Bills to Pay' from the Reminders portlet. 2. On the Bill Payments page, locate the Bill created in Step 3 and click the Bill link to open the Bill in View mode. Click the Make Payment button. 3. On the Bill Payment page, review the information in the header. Then, on the Apply tab verify that the Apply box is checked for the Bill and click Save. 	<ol style="list-style-type: none"> 1. Bill Payments page opens. 2. Transaction successfully Saved. 3. Vendor Bill status is Paid in Full. 4. Verify the GL Impact.

Procure to Pay: Purchase Order from Order Items

on:	Create purchase order from Order Items page.					
P2P06	Purchase Order from Order Items	Supply Chain Manager	Step 1	Create Purchase Order	<ol style="list-style-type: none"> 1. From the home Dashboard, click Order Items on the Navigation Portlet. 2. On the Order Items page, select the Location where the order will be received. In the item list below, check the box for the item you plan to order. 3. Click Submit. 4. Click Refresh until the Status is Complete. 	<ol style="list-style-type: none"> 1. Order Items page opens. 2. Processed Purchase Orders page appears. 3. Status is Complete, a Purchase Order Number is generated, and Approval Status is Pending Approval or Approved (depending on your configuration). <p>Note: if pending approval - obtain PO approval before moving to next step.</p>
		Warehouse Operations	Step 2	Receive Purchase Order	<ol style="list-style-type: none"> 1. From the home Dashboard, click on 'Orders to Receive' on the Reminders portlet. 2. On the Receive Order page, locate the Purchase Order created in Step 1 and click Receive. Item Receipt page opens. 3. On the Item Receipt page, review the Item, Quantity, and Location. Once confirmed, click Save. 	<ol style="list-style-type: none"> 1. Receive Orders page opens. 2. Transaction successfully Saved. 3. Verify GL impact is accurate.
		AP Analyst	Step 3	Bill Purchase Order	<ol style="list-style-type: none"> 1. From the home Dashboard, click on 'Purchase Orders to Bill' on the Reminders portlet. 2. On the Bill Purchase Orders page, filter the list by selecting the Vendor used in Step 1. Then, click on the Date link for the Purchase Order being billed. Click the Bill button. 3. Review the Bill information, including Amount, Date, Posting Period, and Terms. Click Save. 	<ol style="list-style-type: none"> 1. Bill Purchase Orders page opens. 2. Transaction successfully Saved. 3. Bill status is Open. 4. Verify GL impact is accurate.
		AP Analyst	Step 4	Pay Bill	<ol style="list-style-type: none"> 1. From the home Dashboard, click on 'Bills to Pay' from the Reminders portlet. 2. On the Bill Payments page, locate the Bill created in Step 3 and click the Bill link to open the Bill in View mode. Click the Make Payment button. 3. On the Bill Payment page, review the information in the header. Then, on the Apply tab verify that the Apply box is checked for the Bill and click Save. 	<ol style="list-style-type: none"> 1. Bill Payments page opens. 2. Transaction successfully Saved. 3. Vendor Bill status is Paid in Full. 4. Verify the GL Impact is accurate.

Procure to Pay: 3-Way Match

on:	Create purchase order and receive quantity that exceeds vendor tolerance.				
	Supply Chain Manager	Step 1	Set Vendor Tolerances	<ol style="list-style-type: none"> 1. Using Global Search, locate item from Case #P2P03 and click Edit. Item record opens in Edit mode. 2. On the Items subtab, enter a quantity of 1 and click save. <p>*Tolerances drive 3-Way Match allowances</p>	<ol style="list-style-type: none"> 1. Item successfully Saved.

P2P08	3-Way Match	Supply Chain Manager	Step 2	Enter Purchase Order	<ol style="list-style-type: none"> 1. From the home Dashboard, click Purchase Order on the Navigation Portlet. 2. In the header section of the new Purchase Order page enter the following: - Vendor Name: Use Vendor created in Case P2P03 - Location: Select location where items were received 3. On the Items tab, select the Item from Step 1 and enter Quantity = 10. Click the Add button on the line. 4. Click Save. 	<ol style="list-style-type: none"> 1. Transaction successfully Saved. 2. Purchase Order status is Pending Receipt.
		Warehouse Operations	Step 3	Receive Purchase Order	<ol style="list-style-type: none"> 1. From the home Dashboard, click on 'Orders to Receive' on the Reminders portlet. 2. On the Receive Order page, locate the Purchase Order created in Step 1 and click Receive. 3. On the Item Receipt page, change the quantity to 15 (exceeds tolerances set in Step 1). Click Save. 	<ol style="list-style-type: none"> 1. Receive Orders form opens. 2. Item Receipt form opens. 3. Transaction successfully Saved. 4. Verify GL impact is accurate.
		AP Analyst	Step 4	Bill Purchase Order	<ol style="list-style-type: none"> 1. From the home Dashboard, click on 'Purchase Orders to Bill' on the Reminders portlet. 2. On the Bill Purchase Orders page, filter the list by selecting the Vendor used in Step 2. Then, click on the Date link for the Purchase Order being billed. The Purchase Order from Step 2 opens in View mode. Click the Bill button. 3. On the Bill page, review the Bill information, including Amount, Date, Posting Period, and Terms. Click Save. 	<ol style="list-style-type: none"> 1. Bill Purchase Orders page opens. 2. New Bill page opens 3. Transaction successfully Saved. 4. Bill status is Pending Approval due to exceeded tolerances. 5. Billing Exception button appears. 6. Verify GL impact is accurate.
		Contoller	Step 5	Approve Bill	<ol style="list-style-type: none"> 1. From the home Dashboard, click on 'Bills to Approve' on the Reminders portlet. 2. Click the date link next to the Bill created in Step 4. Bill opens in View mode. 3. Click the Edit button, then change the Approval Status to Approved. 4. Click Save. 	<ol style="list-style-type: none"> 1. Bills to Approve form opens. 2. Transaction successfully Saved. 3. Bill status is Open. NOTE: Approval Status is Pending or Approved depending on your configuration. If approval is pending, it will be required before moving onto the next step. 4. Verify GL impact is accurate.
		AP Analyst	Step 6	Pay Bill	<ol style="list-style-type: none"> 1. From the home Dashboard, click on 'Bills to Pay' from the Reminders portlet. 2. On the Bill Payments page, locate the Bill created in Step 3 and click the Bill link to open the Bill in View mode. Click the Make Payment button. 3. On the Bill Payment page, review the information in the header. Then, on the Apply tab verify that the Apply box is checked for the Bill and click Save. 	<ol style="list-style-type: none"> 1. Bill Payments form opens. 2. Transaction successfully Saved. 3. Vendor Bill status is Paid in Full. 4. Verify GL impact is accurate.

Return to Debit: Vendor Return with Fulfillment

on:	Manually create a Vendor Return from a Vendor Bill.					
	Supply Chain Manager	Step 1	Create Vendor Return Authorization	<ol style="list-style-type: none"> 1. Locate a the Vendor Bill created in scenario P2P03 by entering the bill number into the Global Search and clicking on the transaction. (This number was recorded in Step 3) 2. Click the Aurhoize Return button. 3. On the Vendor Return Authorization page, review the information and click Save. 	<ol style="list-style-type: none"> 1. Transaction successfully Saved. 2. Screen returns to the Vendor Bill. 	

P2P09	Vendor Return with Item Fulfillment	Warehouse Operations	Step 2	Ship Vendor Return Authorization	<ol style="list-style-type: none"> 1. From the Home Dashboard, click on Vendor Return Authorizations to Return on the Reminders portlet. 2. Click on the Date link next to the Return created in Step 1. 3. Click the Return button. Item Fulfillment page opens. 4. Review the Item Fulfillment information and click Save. 	<ol style="list-style-type: none"> 1. Ship Vendor Return Authorization form opens. 2. Vendor Return Authorization opens in View mode. 3. Transaction successfully Saved. 4. Verify GL impact is accurate.
		AP Analyst	Step 3	Credit Vendor Return	<ol style="list-style-type: none"> 1. From the Home Dashboard, click on Vendor Return Authorizations to Refund on the Reminders portlet. Refund 2. Click on the Date link next to the Return created in Step 1. 3. Click the Refund button. Bill Credit page opens. 4. Review the Bill Credit information and click Save. 	<ol style="list-style-type: none"> 1. Vendor Return Authorization form opens. 2. Vendor Return Authorization opens in View mode. 3. Transaction successfully Saved. 4. Verify GL impact is accurate.
		Controller	Step 4 (Optional)	Manage Vendor Refund: Deposit	<p>Optional Step - This step should be used if Vendor provides a refund.</p> <ol style="list-style-type: none"> 1. Navigate to Financial > Banking > Maked Deposits. 2. In the header section of the page, enter the following: <ul style="list-style-type: none"> - Account: Select a cash account to deposit the refund - Memo: Refund for R2C01 3. On the Deposits tab, select the Other Deposits sublist and enter the following onto the first line: <ul style="list-style-type: none"> - Name: Select Vendor used in the Vendor Return - Amount: Enter the amount from the Vendor Credit (Step 3) - Account: Select the Accounts Payable account from Step 3 - Payment Method: Check - Number: Enter a fictional check number 4. Click Add on the line. 5. Click Save. 	<ol style="list-style-type: none"> 1. Deposit form opens. 2. Transaction successfully Saved. 3. Verify GL impact is accurate.
		AP Analyst	Step 5 (Optional)	Manage Vendor Refund: Associate Credit to Deposit	<p>Optional Step - This step should follow Step 4 only if Vendor provides a refund.</p> <ol style="list-style-type: none"> 1. Navigate to Vendors > Accounts Payable > Pay Single Vendor. 2. On the Bill Payment page, click the Apply check box next to the Bill Credit from Step 3 and Deposit from Step 3. 3. Click Save. 	<ol style="list-style-type: none"> 1. Transaction successfully Saved 2. Bill Credit from Step 3 is applied. 3. Verify GL impact is accurate.