## Test Plan

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| --- | --- |
| Test Items (Module Name) | Client |
| Brief Introduction | The debtor module deals with all the financial information concerning Organisations within Artena. It manages cash flow within your tertiary education organisation and handles debtor transactions like Invoicing, payments, credit notes, refunds, write-offs. |
| Environment | Windows 7/Apache 2.5 |
| Test Type | Manual Regression Testing |
| Test Name | **Client/Organisation/Debtor Transactions** |
| Test Case ID | 15.1 - 15.30 |

|  |  |
| --- | --- |
| Tested By | Date |
|  |  |

Contents

[Test Plan 1](#_Toc360787458)

[Test Cases 2](#_Toc360787459)

[15.1.1 Add Debtor to an Organisation 2](#_Toc360787460)

[15.1.2 Edit Organisation Debtor 2](#_Toc360787461)

[15.2 Create Misc Invoice 2](#_Toc360787462)

[15.2.1 Create Proforma invoice 2](#_Toc360787463)

[15.2.2 Associate to Payment 2](#_Toc360787464)

[15.2.3 Add Invoice Items to the miscellaneous Invoice 2](#_Toc360787465)

[15.2.4 Edit Invoice Items to the miscellaneous Invoice 2](#_Toc360787466)

[15.2.5 Delete Invoice Items to the miscellaneous Invoice 2](#_Toc360787467)

[15.3 Clone Invoice 2](#_Toc360787468)

[15.4 Pay Invoice 2](#_Toc360787469)

[15.5 Create Credit Note full, refundable, blank 2](#_Toc360787470)

[15.6 Convert Proforma Invoice 2](#_Toc360787471)

[15.7 Cancel proforma invoice 2](#_Toc360787472)

[15.8 Delete Cancelled proforma 2](#_Toc360787473)

[15.9 Print Invoice 2](#_Toc360787474)

[15.11 Create Misc Payment 2](#_Toc360787475)

[15.11.1 Create Future Payment 2](#_Toc360787476)

[15.11.2 Associate to Invoice 2](#_Toc360787477)

[15.11.3 Edit Association 2](#_Toc360787478)

[15.11.4 Delete Association 2](#_Toc360787479)

[15.12.1 Edit Payment Comments 2](#_Toc360787480)

[15.12.2 Edit Payment Study contract 2](#_Toc360787481)

[15.12.3 Reverse comments 2](#_Toc360787482)

[15.13 Convert Future Payment 2](#_Toc360787483)

[15.14 Reverse Payment 2](#_Toc360787484)

[15.15.1 Refund Payment Amount 2](#_Toc360787485)

[15.15.2 Refund Payment Balance 2](#_Toc360787486)

[15.16 Print Payment Balance 2](#_Toc360787487)

[15.18 Reverse refund 2](#_Toc360787488)

[15.19 Print Refund 2](#_Toc360787489)

[15.21 Create Write off 2](#_Toc360787490)

[15.22 Reverse Write off 2](#_Toc360787491)

[15.24 View GL Entries 2](#_Toc360787492)

[15.25 Related invoices 2](#_Toc360787493)

[15.26 Print Reports 2](#_Toc360787494)

[15.27 Print Debtor Statement that is on Debtor details screen 2](#_Toc360787495)

**Refer to generic test plan templates for the following features**

[15.10 Send Invoice](file:///\\zodiac\Keep%20Development\Software%20Development\Regression%20Project\040%20Development\Generic%20Test%20plans\TestPlan_Correspondence.dotx)

[15.17 Send Payment](file:///\\zodiac\Keep%20Development\Software%20Development\Regression%20Project\040%20Development\Generic%20Test%20plans\TestPlan_Correspondence.dotx)

[15.20 Send Refund](file:///\\zodiac\Keep%20Development\Software%20Development\Regression%20Project\040%20Development\Generic%20Test%20plans\TestPlan_Correspondence.dotx)

[15.23 Send Write-off](file:///\\zodiac\Keep%20Development\Software%20Development\Regression%20Project\040%20Development\Generic%20Test%20plans\TestPlan_Correspondence.dotx)

[15.28 Correspondence](file:///\\zodiac\Keep%20Development\Software%20Development\Regression%20Project\040%20Development\Generic%20Test%20plans\TestPlan_Correspondence.dotx)

[15.29 Contact Log](file:///\\zodiac\Keep%20Development\Software%20Development\Regression%20Project\040%20Development\Generic%20Test%20plans\TestPlan_ContactLog.dotx)

[15.30 Post-It-Note](file:///\\zodiac\Keep%20Development\Software%20Development\Regression%20Project\040%20Development\Generic%20Test%20plans\TestPlan_Post%20It%20Note.dotx)

## Test Cases

| Case ID &  Test Objective | Test Prerequisite | Test Procedure (Actions/Steps) | Data | Expected Outcome | Actual Outcome | Result | Actions Required |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 15.1.1 Add Debtor to an Organisation | Must have security access to   * Client   Must have created organisation. To create an Organisation refer to the following test case   * **2.5** Add Organisation | Click on the Client Module |  | Client module is loaded |  |  |  |
| Select **Any Organisation / Any Orgunit Debtor** from the select Item drop down |  |  |  |  |  |
| Enter the data | * Name * Orgunit ID * Tran Type * Tran No * Debtor ID | Data is visible in text fields |  |  |  |
| Click on **Search** button |  | Search displays list of Organisations.  **Ref:** If the list brings the desired organisation then see test case **15.1.2** |  |  |  |
| Double click on the selected Organisation |  | Screen changes to Organisation view |  |  |  |
| Click on **Add Debtor** button on Organisation Tree |  | Confirmation message appears on screen |  |  |  |
| Say **yes** on confirmation message |  | Screen changes to debtor view |  |  |  |
| Enter the data | * Credit rating * comments |  |  |  |  |
| Click on **Save** button |  | Organisation Debtor record created successfully. |  |  |  |
| 15.1.2 Edit Organisation Debtor | Must have security access to   * Client   Must have created organisation with Debtor role assigned. To create one refer to the following test cases   * **2.5** Add Organisation * [15.1.1 Add Organisation Debtor](#_15.1.1_Add_Debtor) | Click on the Client Module |  | Client module is loaded |  |  |  |
| Select **Any Organisation/Org Unit Debtor** from the select Item drop down |  |  |  |  |  |
| Enter the data | * Name * Orgunit ID * Tran Type * Tran No * Debtor ID | Data is visible in text fields |  |  |  |
| Click on **Search** button |  | Search displays list of Organisations |  |  |  |
| Double click on the selected Organisation |  | Screen changes to Organisation view |  |  |  |
| Click on **Debtor** button on Organisation Tree |  | Screen changes to Debtor |  |  |  |
| Click on **Edit** button on Debtor Details tab |  |  |  |  |  |
| Enter the data | * Credit rating * comments |  |  |  |  |
| Click on **Save** button |  | Organisation Debtor record updated successfully. |  |  |  |
| 15.2 Create Misc Invoice | Must have security access to   * Client   Must have existing debtor record. to create one refer to   * [15.1.1 Add Organisation Debtor](#_15.1.1_Add_Debtor) | Click on the Client Module |  | Client module is loaded |  |  |  |
| Select **Any Organisation/Orgunit Debtor** from the select Item drop down |  |  |  |  |  |
| Enter the data | * Name * Orgunit ID * Tran Type * Tran No * Debtor ID | Data is visible in text fields |  |  |  |
| Click on **Search** button |  | Search displays list of Organisations |  |  |  |
| Double click on the selected Organisation |  | Screen changes to Organisation view |  |  |  |
| Click on **Debtor** button on Organisation Tree |  | Screen changes to debtor view |  |  |  |
| Click on Debtor Transaction tab |  |  |  |  |  |
| Click on **Invoices** button |  |  |  |  |  |
| Click on **Create New Invoice** button |  |  |  |  |  |
| Enter the data | * Instalments * Comments |  |  |  |  |
| Click on **Save** button |  | Invoice created successfully. |  |  |  |
| 15.2.1 Create Proforma invoice | Must have security access to   * Client   Must have existing debtor record. to create one refer to   * [15.1.1 Add Organisation Debtor](#_15.1.1_Add_Debtor) | Click on the Client Module |  | Client module is loaded |  |  |  |
| Select **Any organisation/Orgunit Debtor** from select Item drop down |  |  |  |  |  |
| Enter the data | * Name * Orgunit ID * Tran Type * Tran No * Debtor ID | Data is visible in text fields |  |  |  |
| Click on **Search** button |  | Search displays list of Organisations |  |  |  |
| Double click on the selected Organisation |  | Screen changes to Organisation view |  |  |  |
| Click on **Debtor** button on Organisation Tree |  | Screen changes to debtor view |  |  |  |
| Click on Debtor Transaction tab |  |  |  |  |  |
| Click on **create new invoice** button |  |  |  |  |  |
| Enter the data | * Pro-Forma * Activation date |  |  |  |  |
| Click on **Save** button |  | Proforma Invoice created successfully. |  |  |  |
| 15.2.2 Associate to Payment | Must have security access to   * Client   Must have existing debtor record. to create one refer to   * [15.1.1 Add Organisation Debtor](#_15.1.1_Add_Debtor)   Must have existing invoice record. to create one refer to   * [15.2 Create Misc Invoice](#_15.2_Create_Misc) | Click on the Client Module |  | Client module is loaded |  |  |  |
| Select **Any organisation/Orgunit Debtor** from select Item drop down |  |  |  |  |  |
| Enter the data | * Name | Data is visible in text fields |  |  |  |
| Click on **Search** button |  | Search displays list of Organisations |  |  |  |
| Double click on the selected Organisation |  | Screen changes to Organisation view |  |  |  |
| Click on **Debtor** button on Organisation Tree |  | Screen changes to debtor view |  |  |  |
| Click on **Debtor Transaction ->All Transactions** tab  or  Click on **Debtor Transaction -> Invoices** |  |  |  |  |  |
| Click on **Invoice** button |  | Menu will pop down |  |  |  |
| Click on **Associate to Payment** button |  | Invoice-payment association pop up opens. |  |  |  |
| Enter the data | * Associated Amount |  |  |  |  |
| Click on **Save button** |  | Invoice - payment association will be saved successfully. |  |  |  |
| 15.2.3 Add Invoice Items to the miscellaneous Invoice | Must have security access to   * Client | Click on the Client Module |  | Client module is loaded |  |  |  |
| Select **Any Organisation/Orgunit Debtor** from select Item drop down |  |  |  |  |  |
| Enter the data | * Name * Orgunit ID * Tran Type * Tran No * Debtor ID | Data is visible in text fields |  |  |  |
| Click on **Search** button |  | Search displays list of Organisations |  |  |  |
| Double click on the selected Organisation |  | Screen changes to Organisation view |  |  |  |
| Click on **Debtor** button on Organisation Tree |  | Screen changes to debtor view |  |  |  |
| Click on **Debtor Transactions** tab |  |  |  |  |  |
| Click on **Invoices** button |  |  |  |  |  |
| Click on **Create New Invoice** button |  |  |  |  |  |
| Enter the data | * Pro-Forma * Instalments * Activation date |  |  |  |  |
| Click on **add** button near Miscellaneous Fees |  |  |  |  |  |
| Enter the data | * Fee type * Description * Account * Amount |  |  |  |  |
| Click on **Save** button |  | Invoice Item Added to invoice successfully . |  |  |  |
| 15.2.4 Edit Invoice Items to the miscellaneous Invoice | Must have security access to   * Client | Click on the Client Module |  | Client module is loaded |  |  |  |
| Select **Any Organisation/Orgunit Debtor** from select Item drop down |  |  |  |  |  |
| Enter the data | * Name * Orgunit ID * Tran Type * Tran No * Debtor ID | Data is visible in text fields |  |  |  |
| Click on Search button |  | Search displays list of Organisations |  |  |  |
| Double click on the selected Organisation |  | Screen changes to Organisation view |  |  |  |
| Click on **Debtor** button on Organisation Tree |  | Screen changes to debtor view |  |  |  |
| Click on Debtor Transaction tab |  |  |  |  |  |
| Click on Invoices button |  |  |  |  |  |
| Click on **Create New Invoice** button |  |  |  |  |  |
| Enter the data | * Pro-Forma * Instalments * Activation date |  |  |  |  |
| Click on **add** button near Miscellaneous Fees |  |  |  |  |  |
| Enter the data | * Fee type * Description * Account * Amount |  |  |  |  |
| Click on **Edit** button near Invoice Items grid. |  |  |  |  |  |
| Enter the data | * Fee type * Description * Account * Amount |  |  |  |  |
| Click on **Save** button |  | Invoice Item Added to invoice successfully . |  |  |  |
| 15.2.5 Delete Invoice Items to the miscellaneous Invoice | Must have security access to   * Client | Click on the Client Module |  | Client module is loaded |  |  |  |
| Select **Any Organisation/Orgunit Debtor** from select Item Drop down |  |  |  |  |  |
| Enter the data | * Name * Orgunit ID * Tran Type * Tran No * Debtor ID | Data is visible in text fields |  |  |  |
| Click on Search button |  | Search displays list of Organisations |  |  |  |
| Double click on the selected Organisation |  | Screen changes to Organisation view |  |  |  |
| Click on **Debtor** button on Organisation Tree |  | Screen changes to debtor view |  |  |  |
| Click on Debtor Transaction tab |  |  |  |  |  |
| Click on **Invoices** button |  |  |  |  |  |
| Click on **Create New Invoice** button |  |  |  |  |  |
| Enter the data | * Pro-Forma * Instalments * Activation date |  |  |  |  |
| Click on **add** button near Miscellaneous Fees |  |  |  |  |  |
| Enter the data | * Fee type * Description * Account * Amount |  |  |  |  |
| Click on **delete** button on Invoice Items grid |  | Confirmation popup appears on screen. |  |  |  |
| Say **Yes** on confirmation message |  | Invoice Item deleted successfully. |  |  |  |
| 15.3 Clone Invoice | Must have security access to   * Client   Must have existing invoice record. to create one refer to   * [15.2 Create Misc Invoice](#_15.2_Create_Misc) | Click on the Client Module |  | Client module is loaded |  |  |  |
| Select **Any Organisation/Orgunit Debtor** from select Item drop down |  |  |  |  |  |
| Enter the data | * Name * Orgunit ID * Tran Type * Tran No * Debtor ID | Data is visible in text fields |  |  |  |
| Click on **Search** button |  | Search displays list of Organisations |  |  |  |
| Double click on the selected Organisation |  | Screen changes to Organisation view |  |  |  |
| Click on **Debtor** button on Organisation Tree |  | Screen changes to debtor view |  |  |  |
| Click on Debtor Transaction tab |  |  |  |  |  |
| Select an Invoice that you wish to clone |  |  |  |  |  |
| Click on **clone Invoice** button on Invoice details page |  |  |  |  |  |
| Enter the data | * Pro-Forma * Instalments * Activation date |  |  |  |  |
| Click on **Save** button |  | Invoice copied successfully. |  |  |  |
| 15.4 Pay Invoice | Must have security access to   * Client   Must have existing invoice record. to create one refer to   * [15.2 Create Misc Invoice](#_15.2_Create_Misc) | Click on the Client Module |  | Client module is loaded |  |  |  |
| Select **Any Organisation/Orgunit Debtor** from select Item drop down |  |  |  |  |  |
| Enter the data | * Name * Orgunit ID * Trans Type * Trans No * Debtor ID | Data is visible in text fields |  |  |  |
| Click on **Search** button |  | Search displays list of Organisations |  |  |  |
| Double click on the selected Organisation |  | Screen changes to Organisation view |  |  |  |
| Click on **Debtor** button on Organisation Tree |  | Screen changes to debtor view |  |  |  |
| Click on Debtor Transaction tab |  |  |  |  |  |
| Select an **Invoice** that you wish to Pay |  |  |  |  |  |
| Click on **Pay Invoice** button on Invoice details page |  |  |  |  |  |
| Enter the data | * Amount * Payer Name * Payment Date * Entry Date * Payment Method * Study Contract * Reference * Future Year * Activation Date * Comments |  |  |  |  |
| Click on **Save** button |  | Paid Invoice successfully. |  |  |  |
| 15.5 Create Credit Note full, refundable, blank | Must have security access to   * Client   Must have existing invoice record. to create one refer to   * [15.2 Create Misc Invoice](#_15.2_Create_Misc) | Click on the Client Module |  | Client module is loaded |  |  |  |
| Select **Any Organisation/Orgunit Debtor** from select Item drop down |  |  |  |  |  |
| Enter the data | * Name * Orgunit ID * Trans Type * Trans No * Debtor ID | Data is visible in text fields |  |  |  |
| Click on **Search** button |  | Search displays list of Organisations |  |  |  |
| Double click on the selected Organisation |  | Screen changes to Organisation view |  |  |  |
| Click on **Debtor** button on Organisation Tree |  | Screen changes to debtor view |  |  |  |
| Click on Debtor Transaction tab |  |  |  |  |  |
| Select an **Invoice** that you wish to credit note |  |  |  |  |  |
| Click on **create credit note** button on Invoice details page |  |  |  |  |  |
| Enter the data | * Pro-Forma * Instalments * Activation date |  |  |  |  |
| Click on **Save** button |  | Invoice credit noted successfully. |  |  |  |
| 15.6 Convert Proforma Invoice | Must have security access to   * Client   Must have existing proforma invoice record. to create one refer to   * [15.2.1 Create Proforma Invoice](#_15.2.1_Create_Proforma) | Click on the Client Module |  | Client module is loaded |  |  |  |
| Select **Any Organisation/Orgunit Debtor** from select Item drop down |  |  |  |  |  |
| Enter the data | * Name * Orgunit ID * Trans Type * Trans No * Debtor ID | Data is visible in text fields |  |  |  |
| Click on **Search** button |  | Search displays list of Organisations |  |  |  |
| Double click on the selected Organisation |  | Screen changes to Organisation view |  |  |  |
| Click on **Debtor** button on Organisation Tree |  | Screen changes to debtor view |  |  |  |
| Click on Debtor Transaction tab |  |  |  |  |  |
| Select a **Proforma Invoice** that you wish to convert |  |  |  |  |  |
| Click on **convert proforma** on Invoice details page. |  | Proforma invoice converted to normal invoice successfully. |  |  |  |
| 15.7 Cancel proforma invoice | Must have security access to   * Client   Must have converted the Proforma invoice. To convert one refer to   * [15.6 Convert Proforma Invoice](#_15.6_Convert_Proforma) | Click on the Client Module |  | Client module is loaded |  |  |  |
| Select **Any Organisation/Orgunit Debtor** from select Item drop down |  |  |  |  |  |
| Enter the data | * Name * Orgunit ID * Trans Type * Trans No * Debtor ID | Data is visible in text fields |  |  |  |
| Click on **Search** button |  | Search displays list of Organisations |  |  |  |
| Double click on the selected Organisation |  | Screen changes to Organisation view |  |  |  |
| Click on **Debtor** button on Organisation Tree |  | Screen changes to debtor view |  |  |  |
| Click on Debtor Transaction tab |  |  |  |  |  |
| Select a **proforma Invoice** that you wish to cancel |  |  |  |  |  |
| Click on **Cancel proforma** button on Invoice details page. |  | Proforma invoice cancelled successfully. |  |  |  |
| 15.8 Delete Cancelled proforma | Must have security access to   * Client   Must have Cancelled the Proforma invoice. To Cancel one refer to   * [15.7 Cancel Proforma Invoice](#_15.6_Convert_Proforma) | Click on the Client Module |  | Client module is loaded |  |  |  |
| Select **Any Organisation/Orgunit Debtor** from select Item drop down |  |  |  |  |  |
| Enter the data | * Name * Orgunit ID * Trans Type * Trans No * Debtor ID | Data is visible in text fields |  |  |  |
| Click on **Search** button |  | Search displays list of Organisations |  |  |  |
| Double click on the selected Organisation |  | Screen changes to Organisation view |  |  |  |
| Click on **Debtor** button on Organisation Tree |  | Screen changes to debtor view |  |  |  |
| Click on Debtor Transaction tab |  |  |  |  |  |
| Select a **Cancelled proforma Invoice** that you wish to delete |  |  |  |  |  |
| Click on **delete cancelled Pro-Forma** button on Invoice details page |  |  |  |  |  |
| Say **yes** on confirmation message |  | Invoice deleted successfully. |  |  |  |
| 15.9 Print Invoice | Must have security access to   * Client   Must have configured the report server in config.php  Must have created Invoice. To create one refer to   * [15.2 Create Misc Invoice](#_15.2_Create_Misc) | Click on the Client Module |  | Client module is loaded |  |  |  |
| Select **Any Organisation/Orgunit Debtor** from select Item drop down |  |  |  |  |  |
| Enter the data | * Name * Orgunit ID * Trans Type * Trans No * Debtor ID | Data is visible in text fields |  |  |  |
| Click on **Search** button. |  | Search displays list of Organisations |  |  |  |
| Double click on the selected Organisation |  | Screen changes to Organisation view |  |  |  |
| Click on **Debtor** button on Organisation Tree |  | Screen changes to debtor view |  |  |  |
| Click on Debtor Transaction tab |  |  |  |  |  |
| Select an Invoice that you wish to Print |  |  |  |  |  |
| Click on **Print Invoice** button on Invoice details page |  | Report Viewer pop up appears on screen |  |  |  |
| Select a desired report that you wish to print. |  | Report selected. |  |  |  |
| If the parameter value is not set, go to Advanced tab and double click on the value to place in a clip board.  Then Paste the parameter value in the value field. |  | Value is visible in text field. |  |  |  |
| Click Run on the report viewer |  | Report opens in a new tab keeping the current screen open. |  |  |  |
| 15.11 Create Misc Payment | Must have security access to   * Client   Must have existing Invoice. To create one refer to   * [15.2 Create Misc Invoice](#_15.2_Create_Misc) | Click on the Client Module |  | Client module is loaded |  |  |  |
| Select **Any Organisation/Orgunit Debtor** from select Item drop down |  |  |  |  |  |
| Enter the data | * Name * Orgunit ID * Trans Type * Trans No * Debtor ID | Data is visible in text fields |  |  |  |
| Click on **Search** button |  | Search displays list of Organisations |  |  |  |
| Double click on the selected Organisation |  | Screen changes to Organisation view |  |  |  |
| Click on **Debtor** button on Organisation Tree |  | Screen changes to debtor view |  |  |  |
| Click on Debtor Transaction tab |  |  |  |  |  |
| Go to **Payments** tab. |  |  |  |  |  |
| Click on **create Payment** button |  |  |  |  |  |
| Enter the data | * Amount * Payer Name * Payment Date * Entry Date * Comments |  |  |  |  |
| Click on **Save** button |  | Miscellaneous Payment created successfully. |  |  |  |
| 15.11.1 Create Future Payment | Must have security access to   * Client   Must have existing Invoice. To create one refer to   * [15.11 Create Misc Invoice](#_15.11_Create_Misc) | Click on the Client Module |  | Client module is loaded |  |  |  |
| Select **Any Organisation/Orgunit Debtor** from select Item drop down |  |  |  |  |  |
| Enter the data | * Name * Orgunit ID * Trans Type * Trans No * Debtor ID | Data is visible in text fields |  |  |  |
| Click on **Search** button |  | Search displays list of Organisations |  |  |  |
| Double click on the selected Organisations |  | Screen changes to Organisation view |  |  |  |
| Click on **Debtor** button on Organisation Tree |  | Screen changes to debtor view |  |  |  |
| Click on Debtor Transaction tab |  |  |  |  |  |
| Go to **Payments** tab. |  |  |  |  |  |
| Click on **create Payment** button |  |  |  |  |  |
| Enter the data | * Amount * Payer Name * Payment Date * Entry Date * **Future Year** * **Activation Date** * Comments |  |  |  |  |
| Click on **Save** button |  | Future Payment created successfully. |  |  |  |
| 15.11.2 Associate to Invoice | Must have security access to   * Client   Must have existing payment. To create one refer to   * [15.2 Create Misc Payment](#_15.2_Create_Misc) | Click on the Client Module |  | Client module is loaded |  |  |  |
| Select **Any Organisation/Orgunit Debtor** from select Item drop down |  |  |  |  |  |
| Enter the data | * Name * Orgunit ID * Trans Type * Trans No * Debtor ID | Data is visible in text fields |  |  |  |
| Click on **Search** button |  | Search displays list of Organisations |  |  |  |
| Double click on the selected Organisation |  | Screen changes to Organisation view |  |  |  |
| Click on **Debtor** button on Organisation Tree |  | Screen changes to debtor view |  |  |  |
| Click on Debtor Transaction ->All Transactions tab  or  Click on Debtor Transaction -> Payments |  |  |  |  |  |
| Click on **Payments** button |  | Menu will pop down |  |  |  |
| Click on **Associate to Invoice** button |  | Invoice-payment association pop up opens. |  |  |  |
| Enter the data | * Associated Amount |  |  |  |  |
| Click on **Save** button on popup. |  | Invoice - payment association will be saved successfully |  |  |  |
| 15.11.3 Edit Association | Must have security access to   * Client   Must have existing Association. To create one refer to   * [15.11.2 Association to Invoice](#_15.11.2_Associate_to) | Click on the Client Module |  | Client module is loaded |  |  |  |
| Select **Any Organisation/Orgunit Debtor** from select Item drop down |  |  |  |  |  |
| Enter the data | * Name * Orgunit ID * Trans Type * Trans No * Debtor ID | Data is visible in text fields |  |  |  |
| Click on **Search** button |  | Search displays list of Organisations |  |  |  |
| Double click on the selected Organisation |  | Screen changes to Organisation view |  |  |  |
| Click on **Debtor** button on Organisation Tree |  | Screen changes to debtor view |  |  |  |
| Click on Debtor Transaction ->All Transactions tab |  |  |  |  |  |
| Click on any Associations |  | Menu will pop down |  |  |  |
| Click on **Edit Association** button on Assignment detail page on the right side of the screen |  | Invoice-payment association pop up opens. |  |  |  |
| Enter the data | * Associated Amount |  |  |  |  |
| Click on **Save** button |  | Invoice - payment association updated successfully |  |  |  |
| 15.11.4 Delete Association | Must have security access to   * Client   Must have existing Association. To create one refer to   * [15.11.2 Association to Invoice](#_15.11.2_Associate_to) | Click on the Client Module |  | Client module is loaded |  |  |  |
| Select **Any Organisation/Orgunit Debtor** from select Item drop down |  |  |  |  |  |
| Enter the data | * Name * Orgunit ID * Trans Type * Trans No * Debtor ID | Data is visible in text fields |  |  |  |
| Click on **Search** button |  | Search displays list of Organisations |  |  |  |
| Double click on the selected Organisation |  | Screen changes to Organisation view |  |  |  |
| Click on **Debtor** button on Organisation Tree |  | Screen changes to debtor view |  |  |  |
| Click on Debtor Transaction ->All Transactions tab |  |  |  |  |  |
| Click on any Associations |  | Menu will pop down |  |  |  |
| Click on **Delete Association** button on Assignment detail page on the right side of the screen |  | Confirmation message appears on screen |  |  |  |
| Say **Yes** on confirmation message. |  | Deleted Association successfully. |  |  |  |
| 15.12.1 Edit Payment Comments | Must have security access to   * Client   Must have existing payment. To create one refer to   * [15.2 Create Misc Payment](#_15.2_Create_Misc) | Click on the Client Module |  | Client module is loaded |  |  |  |
| Select **Any Organisation/Orgunit Debtor** from select Item drop down |  |  |  |  |  |
| Enter the data | * Name * Orgunit ID | Data is visible in text fields |  |  |  |
| Click on **Search** button |  | Search displays list of Organisations |  |  |  |
| Double click on the selected Organisations |  | Screen changes to Organisation view |  |  |  |
| Click on **Debtor** button on Organisation Tree |  | Screen changes to debtor view |  |  |  |
| Click on Debtor Transaction tab |  |  |  |  |  |
| Go to Payments tab. |  |  |  |  |  |
| Click on a **payment transaction** that you wish to edit comments. |  |  |  |  |  |
| Enter the data | * Comments |  |  |  |  |
| Click on **Save** button |  | Comments added to Payment successfully. |  |  |  |
| 15.12.2 Edit Payment Study contract | Must have security access to   * Client   Must have existing payment. To create one refer to   * [15.2 Create Misc Payment](#_15.2_Create_Misc) | Click on the Client Module |  | Client module is loaded |  |  |  |
| Select **Any Organisation/Orgunit Debtor** from select Item drop down |  |  |  |  |  |
| Enter the data | * Name * Orgunit ID * Trans Type * Trans No * Debtor ID | Data is visible in text fields |  |  |  |
| Click on **Search** button |  | Search displays list of Organisations |  |  |  |
| Double click on the selected Organisations |  | Screen changes to Organisations view |  |  |  |
| Click on **Debtor** button on Organisation Tree |  | Screen changes to debtor view |  |  |  |
| Click on Debtor Transaction tab |  |  |  |  |  |
| Go to Payments tab. |  |  |  |  |  |
| Click on a **payment** that you wish to edit Study contract details. |  |  |  |  |  |
| Enter the data. | * Study Contract |  |  |  |  |
| Click on **Save** button |  | Study contract added to payment successfully. |  |  |  |
| 15.12.3 Reverse comments | Must have security access to   * Client   Must have existing payment. To create one refer to   * [15.2 Create Misc Payment](#_15.2_Create_Misc) | Click on the Client Module |  | Client module is loaded |  |  |  |
| Select **Any Organisation/ Org unit Debtor** from select Item drop down |  |  |  |  |  |
| Enter the data | * Name * Orgunit D * Trans Type * Trans No * Debtor ID | Data is visible in text fields |  |  |  |
| Click on Search button |  | Search displays list of Organisations |  |  |  |
| Double click on the selected Organisations |  | Screen changes to Organisations view |  |  |  |
| Click on **Debtor** button on Organisation Tree |  | Screen changes to debtor view |  |  |  |
| Click on Debtor Transaction tab |  |  |  |  |  |
| Go to Payments tab. |  |  |  |  |  |
| Click on a **Payment** transaction |  |  |  |  |  |
| Click on View/Edit Reverse Comments |  |  |  |  |  |
| Click on Save button |  |  |  |  |  |
| 15.13 Convert Future Payment | Must have security access to   * Client   Must have existing future payment. To create one refer to   * [15.11.1 Create Future Payment](#_15.11.1_Create_Future) | Click on the Client Module |  | Client module is loaded |  |  |  |
| Select **Any Organisation/ Org unit Debtor** from select Item drop down |  |  |  |  |  |
| Enter the data | * Name * Orgunit ID * Trans Type * Trans No * Debtor ID | Data is visible in text fields |  |  |  |
| Click on **Search** button |  | Search displays list of Organisations |  |  |  |
| Double click on the selected Organisation |  | Screen changes to Organisation view |  |  |  |
| Click on **Debtor** button on Organisation Tree |  | Screen changes to debtor view |  |  |  |
| Click on Debtor Transaction tab |  |  |  |  |  |
| Go to Payments tab. |  |  |  |  |  |
| Click on **Future Payment Transaction** that you wish to convert |  |  |  |  |  |
| Click on **Convert future payment** button on payment details page |  | Confirmation message appears on screen |  |  |  |
| Say **Yes** on confirmation |  | Future payment has been converted successfully. |  |  |  |
| 15.14 Reverse Payment | Must have security access to   * Client   Must have existing payment. To create one refer to   * [15.2 Create Misc Payment](#_15.2_Create_Misc) | Click on the Client Module |  | Client module is loaded |  |  |  |
| Select **Any Organisation/ Org unit Debtor** from select Item drop down |  |  |  |  |  |
| Enter the data | * Name * Orgunit Debtor * Trans Type * Trans No * Debtor ID | Data is visible in text fields |  |  |  |
| Click on **Search** button |  | Search displays list of persons |  |  |  |
| Double click on the selected Person |  | Screen changes to Person view |  |  |  |
| Click on **Debtor** button on Person Tree |  | Screen changes to debtor view |  |  |  |
| Click on Debtor Transaction tab |  |  |  |  |  |
| Go to Payments tab. |  |  |  |  |  |
| Click on a **Payment transaction** that you wish to reverse the payment |  |  |  |  |  |
| Click on **reverse payment** button on payment details page |  | Confirmation message appears on screen |  |  |  |
| Say **Yes** on Confirmation message |  | Payment has been reversed successfully. |  |  |  |
| 15.15.1 Refund Payment Amount | Must have security access to   * Client   Must have existing payment. To create one refer to   * [15.2 Create Misc Payment](#_15.2_Create_Misc) | Click on the Client Module |  | Client module is loaded |  |  |  |
| Select **Any Organisation/ Org unit Debtor** from select Item drop down |  |  |  |  |  |
| Enter the data | * Name * Orgunit ID * Trans Type * Trans No * Debtor ID | Data is visible in text fields |  |  |  |
| Click on **Search** button |  | Search displays list of persons |  |  |  |
| Double click on the selected Organisation |  | Screen changes to Organisation View |  |  |  |
| Click on **Debtor** button on Organisation Tree |  | Screen changes to debtor view |  |  |  |
| Click on Debtor Transaction tab |  |  |  |  |  |
| Go to Payments tab. |  |  |  |  |  |
| Click on a Payment transaction that you wish to refund. |  |  |  |  |  |
| Click on **Refund Payment amount** on payment details page |  | Confirmation message appears on screen |  |  |  |
| Say **Yes** on Confirmation message |  | Refund popup appears on screen. |  |  |  |
| Enter the data | * Reference |  |  |  |  |
| Click **Save** button |  | Refund has been created successfully. |  |  |  |
| 15.15.2 Refund Payment Balance | Must have security access to   * Client   Must have existing payment. To create one refer to   * [15.2 Create Misc Payment](#_15.2_Create_Misc) | Click on the Client Module |  | Client module is loaded |  |  |  |
| Select **Any Organisation/ Org unit Debtor** from select Item drop down |  |  |  |  |  |
| Enter the data | * Name * Orgunit ID * Trans Type * Trans No * Debtor ID | Data is visible in text fields |  |  |  |
| Click on **Search** button |  | Search displays list of Organisations |  |  |  |
| Double click on the selected Organisations |  | Screen changes to Organisation view |  |  |  |
| Click on **Debtor** button on Organisation Tree |  | Screen changes to debtor view |  |  |  |
| Click on Debtor Transaction tab |  |  |  |  |  |
| Go to Payments tab. |  |  |  |  |  |
| Click on Payment transaction |  |  |  |  |  |
| Click on **Refund Balance** button on payment details page |  |  |  |  |  |
| Say **Yes** on Confirmation message. |  | Refund popup appears on screen |  |  |  |
| Enter the data | * Reference |  |  |  |  |
| Click on **Save** Button. |  | Refund has been created successfully. |  |  |  |
| 15.16 Print Payment Balance | Must have security access to   * Client   Must have existing payment. To create one refer to   * [15.2 Create Misc Payment](#_15.2_Create_Misc) | Click on the Client Module |  | Client module is loaded |  |  |  |
| Select **Any Organisation/ Org unit Debtor** from select Item drop down |  |  |  |  |  |
| Enter the data | * Name * Orgunit ID * Trans Type * Trans No * Debtor ID | Data is visible in text fields |  |  |  |
| Click on **Search** button |  | Search displays list of Organisations |  |  |  |
| Double click on the selected Organisation |  | Screen changes to Organisation view |  |  |  |
| Click on **Debtor** button on Organisation Tree |  | Screen changes to debtor view |  |  |  |
| Click on Debtor Transaction tab |  |  |  |  |  |
| Go to Payments tab. |  |  |  |  |  |
| Click on Payment transaction |  |  |  |  |  |
| Click on **Print Payment** button on payment details page |  | Report Viewer popup appears on screen |  |  |  |
| Choose a desired report |  | Refund popup appears on screen |  |  |  |
| If the parameter value is not set, go to Advanced tab and double click on the value to place in a clip board.  Then Paste the parameter value in the value field. |  | Value is visible in text field. |  |  |  |
| Click **Run** on report viewer. |  | Report will be opened in a new tab keeping the current as opened. |  |  |  |
| 15.18 Reverse refund | Must have security access to   * Client   Must have existing payment. To create one refer to   * [15.15.1 Refund Payment Amount](#_15.15.1_Refund_Payment) * [15.15.2 Refund Payment Balance](#_15.15.2_Refund_Payment) | Click on the Client Module |  | Client module is loaded |  |  |  |
| Select **Any Organisation/ Org unit Debtor** from select Item drop down |  |  |  |  |  |
| Enter the data | * Name * Orgunit ID * Trans Type * Trans No * Debtor ID | Data is visible in text fields |  |  |  |
| Click on **Search** button |  | Search displays list of persons |  |  |  |
| Double click on the selected Organisation |  | Screen changes to Organisation view |  |  |  |
| Click on **Debtor** button on Organisation Tree |  | Screen changes to debtor view |  |  |  |
| Click on Debtor Transaction tab |  |  |  |  |  |
| Go to Payments tab. |  |  |  |  |  |
| Click on **Refund** transaction |  |  |  |  |  |
| Click on **Reverse Refund Balance** button on refund details page |  |  |  |  |  |
| Say **Yes** on Confirmation message. |  | Refund has been reversed successfully. |  |  |  |
| 15.19 Print Refund | Must have security access to   * Client | Click on the Client Module |  | Client module is loaded |  |  |  |
| Select **Any Organisation/ Org unit Debtor** from select Item drop down |  |  |  |  |  |
| Enter the data | * Name * Orgunit ID * Trans Type * Trans No * Debtor ID | Data is visible in text fields |  |  |  |
| Click on Search button |  | Search displays list of Organisations |  |  |  |
| Double click on the selected Organisation |  | Screen changes to Organisation view |  |  |  |
| Click on **Debtor** button on Organisation Tree |  | Screen changes to debtor view |  |  |  |
| Click on Debtor Transaction tab |  |  |  |  |  |
| Go to All transactions tab. |  |  |  |  |  |
| Click on **Refund transaction** that you wish to print |  |  |  |  |  |
| Click on **Print Refund** button on Refund details page |  | Report Viewer popup appears on screen |  |  |  |
| Choose a desired report |  | Refund popup appears on screen |  |  |  |
| If the parameter value is not set, go to Advanced tab and double click on the value to place in a clip board.  Then Paste the parameter value in the value field. |  | Value is visible in text field. |  |  |  |
| Click **Run** on report viewer |  | Report will be opened in a new tab keeping the current as opened. |  |  |  |
| 15.21 Create Write off | Must have security access to   * Client   Must have existing Invoice. To create one refer to   * [15.2 Create Misc Invoice](#_15.2_Create_Misc) | Click on the Client Module |  | Client module is loaded |  |  |  |
| Select **Any Organisation/ Org unit Debtor** from select Item drop down |  |  |  |  |  |
| Enter the data | * Name * Orgunit ID * Trans Type * Trans No * Debtor ID | Data is visible in text fields |  |  |  |
| Click on Search button |  | Search displays list of Organisations |  |  |  |
| Double click on the selected Organisation |  | Screen changes to Organisation view |  |  |  |
| Click on **Debtor** button on Organisation Tree |  | Screen changes to debtor view |  |  |  |
| Click on Debtor Details tab |  |  |  |  |  |
| Click on **Write off** button |  |  |  |  |  |
| Enter the details | * Reason * Date * Partial * Select Invoices |  |  |  |  |
| Click **Save** button on write off window. |  | Write off created successfully and a report has been opened in a new tab keeping the current tab open. |  |  |  |
| 15.22 Reverse Write off | Must have security access to   * Client   Must have existing Write off. To create one refer to   * [15.21 Create Write off](#_15.21_Create_Write) | Click on the Client Module |  | Client module is loaded |  |  |  |
| Select **Any Organisation/ Org unit Debtor** from select Item drop down |  |  |  |  |  |
| Enter the data | * Name * Orgunit ID * Trans Type * Trans No * Debtor ID | Data is visible in text fields |  |  |  |
| Click on **Search** button |  | Search displays list of Organisations |  |  |  |
| Double click on the selected Organisation |  | Screen changes to Organisation view |  |  |  |
| Click on **Debtor** button on Organisation Tree |  | Screen changes to debtor view |  |  |  |
| Click on Debtor Details tab |  |  |  |  |  |
| Click on reverse write off button |  | Confirmation message appears on screen. |  |  |  |
| Say yes on confirmation on the popup. |  | Write off has been reversed successfully. |  |  |  |
| 15.24 View GL Entries | Must have security access to   * Client | Click on the Client Module |  | Client module is loaded |  |  |  |
| Select **Any Organisation/ Org unit Debtor** from select Item drop down |  |  |  |  |  |
| Enter the data | * Name * Orgunit ID * Trans Type * Trans No * Debtor ID | Data is visible in text fields |  |  |  |
| Click on **Search** button |  | Search displays list of Organisations |  |  |  |
| Double click on the selected Organisation |  | Screen changes to Organisation view |  |  |  |
| Click on **Debtor** button on Organisation Tree |  | Screen changes to debtor view |  |  |  |
| Click on Debtor Transactions tab |  |  |  |  |  |
| Click on **GL Entries tab** on to the right side of the screen |  |  |  |  |  |
| Click on **View All entries** button |  |  |  |  |  |
| Search by Transaction Number |  |  |  |  |  |
| Click **Apply button** |  | Search displays transactions that are searched for. |  |  |  |
| 15.25 Related invoices | Must have security access to   * Client   Make sure to have alternate invoices created through enrolment invoice | Click on the Client Module |  | Client module is loaded |  |  |  |
| Select **Any Organisation/ Org unit Debtor** from select Item drop down |  |  |  |  |  |
| Enter the data | * Name * Orgunit ID * Trans Type * Trans No * Debtor ID | Data is visible in text fields |  |  |  |
| Click on **Search** button |  | Search displays list of Organisations |  |  |  |
| Double click on the selected Organisation |  | Screen changes to Organisation view |  |  |  |
| Click on **Debtor** button on Organisation Tree |  | Screen changes to debtor view |  |  |  |
| Click on Related Invoices tab |  | Can view the related invoices here. |  |  |  |
| 15.26 Print Reports | Must have security access to   * Client   Must have configured the report server in config.php | Click on the Client Module |  | Client module is loaded |  |  |  |
| Select **Any Organisation/ Org unit Debtor** from select Item drop down |  |  |  |  |  |
| Enter the data | * Name * Orgunit ID * Trans Type * Trans No * Debtor ID | Data is visible in text fields |  |  |  |
| Click on **Search** button. |  | Search displays list of Organisations |  |  |  |
| Double click on the selected Organisation |  | Screen changes to Organisation view |  |  |  |
| Click on **Debtor** button on Organisation Tree |  | Screen changes to debtor view |  |  |  |
| Click on the **print button** that is above the person tree |  | Report Viewer pop up appears on screen |  |  |  |
| Select a desired report that you wish to print. |  | Report selected. |  |  |  |
| If the parameter value is not set, go to Advanced tab and double click on the value to place in a clip board.  Then Paste the parameter value in the value field. |  | Value is visible in text field. |  |  |  |
| Click **Run** on the report viewer |  | Report opens in a new tab keeping the current screen open. |  |  |  |
| 15.27 Print Debtor Statement that is on Debtor details screen | Must have security access to   * Client   Must have configured the report server in config.php | Click on the Client Module |  | Client module is loaded |  |  |  |
| Select **Any Organisation/ Org unit Debtor** from select Item drop down |  |  |  |  |  |
| Enter the data | * Name * Orgunit ID * Trans Type * Trans No * Debtor ID | Data is visible in text fields |  |  |  |
| Click on **Search** button. |  | Search displays list of Organisations |  |  |  |
| Double click on the selected Organisation |  | Screen changes to Organisation view |  |  |  |
| Click on **Debtor** button on Organisation Tree |  | Screen changes to debtor view |  |  |  |
| Click on the print button that is on Debtor details screen |  | Report Viewer pop up appears on screen |  |  |  |
| Select a desired report that you wish to print. | * Organisation Debtor Single statement * Organisational Debtor Statement | Report selected. |  |  |  |
| Click **View** on the report viewer to just view the report or  Click **Print** on the report viewer to View and print the report |  | Report opens in a new tab keeping the current screen open.  If Print option is selected, a confirmation message appears on screen. |  |  |  |
| If Print option is selected, Say yes on the confirmation message to update the print status of the report |  | Report status has been updated to **"Printed".** |  |  |  |