## Test Plan

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| --- | --- |
| Test Items (Module Name) | Finance |
| Brief Introduction | The Finance module holds financial information, such as accounts, fees. |
| Environment | Windows 7/ Apache 2.4 |
| Test Type | Manual Regression Testing |
| Test Name | **Finance Administration** |
| Test Case ID | 33.1 - 33.6 |

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

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**Refer to generic test plan template for the following feature**

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

## Test Cases

| Case ID &  Test Objective | Test Prerequisite | Test Procedure (Actions/Steps) | Data | Expected Outcome | Actual Outcome | Result | Actions Required |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 33.1.1 Add an Account | Must have security access to   * Finance Administration | Go to Finance and click Finance Administration |  | Finance Administration module is loaded |  |  |  |
| Click on **Account Setup** tab if it is not selected by default |  | Displays list of existing accounts |  |  |  |
| Click on **Add** button |  | Add new account pop up appears on screen |  |  |  |
| Enter the data | * Organisation Unit * Account Type * Account Name * GL Account Code * Contra Account * Visible * Inactive | Data is visible |  |  |  |
| Click on **Save** button |  | New account has been created successfully. |  |  |  |
| 33.1.2 Update an Account | Must have security access to   * Finance Administration   Must have existing account. To create on refer to   * [33.1.1 Add an Account](#_33.1.1_Add_an) | Go to Finance and click Finance Administration |  | Finance Administration module is loaded |  |  |  |
| Click on **Account Setup** tab if it is not selected by default |  | Displays list of existing accounts |  |  |  |
| Select an account that you wish to update |  |  |  |  |  |
| Click on **Edit** button |  | Edit account pop up appears on screen |  |  |  |
| Enter the data | * Organisation Unit * Account Type * Account Name * GL Account Code * Contra Account * Visible * Inactive | Data is visible |  |  |  |
| Click on **Save** button |  | Account has been updated successfully. |  |  |  |
| 33.1.3 Delete an Account | Must have security access to   * Finance Administration   Must have existing account. To create on refer to   * [33.1.1 Add an Account](#_33.1.1_Add_an) | Go to Finance and click Finance Administration |  | Finance Administration module is loaded |  |  |  |
| Click on Account Setup tab if it is not selected by default |  | Displays list of existing accounts |  |  |  |
| Select an account that you wish to delete |  | Record selected |  |  |  |
| Click on **Delete** button |  | Confirmation message popup appears on screen |  |  |  |
| Say **yes** on Confirmation popup |  | Account has been deleted successfully. |  |  |  |
| 33.1.4 Add a Fee type | Must have security access to   * Finance Administration | Go to Finance and click Finance Administration |  | Finance Administration module is loaded |  |  |  |
| Click on **Fee types** tab |  | Displays list of existing fees |  |  |  |
| Click on **Add** button |  | Add new Fee Type pop up appears on screen |  |  |  |
| Enter the data | * Description * Calculation Method * Default Account * Fee Type Multipliers for MOE , Domestic full cost recovery, International full cost recovery * MOE Max Exempt flag * MOE Fee Maxima fee type. | Data is visible |  |  |  |
| Click on **Save** button |  | Fee Type has been Created successfully. |  |  |  |
| 33.1.5 Update a Fee type | Must have security access to   * Finance Administration   Must have existing fee. To create on refer to   * [33.1.4 Add a fee type](#_33.1.4_Add_a) | Go to Finance and click Finance Administration |  | Finance Administration module is loaded |  |  |  |
| Click on **Fee types** tab |  | Displays list of existing fees |  |  |  |
| Select a record that you wish to update |  | Record selected |  |  |  |
| Click on **Edit** button |  | Edit Fee Type pop up appears on screen |  |  |  |
| Enter the data | * Description * Calculation Method * Default Account * Fee Type Multipliers for MOE , Domestic full cost recovery, International full cost recovery * MOE Max Exempt flag * MOE Fee Maxima fee type. | Data is visible |  |  |  |
| Click on **Save** button |  | Fee type has been updated successfully. |  |  |  |
| 33.1.6 Delete a Fee type | Must have security access to   * Finance Administration   Must have existing fee. To create on refer to   * [33.1.4 Add a fee type](#_33.1.4_Add_a) | Go to Finance and click Finance Administration |  | Finance Administration module is loaded |  |  |  |
| Click on Fee types tab |  | Displays list of existing fees |  |  |  |
| Select a record that you wish to delete |  | Record selected |  |  |  |
| Click on **Delete** button |  | Confirmation pop up message appears on screen |  |  |  |
| Say **Yes** on confirmation |  | Record deleted successfully. |  |  |  |
| 33.1.7 Add an enrolment fee | Must have security access to   * Finance Administration | Go to Finance and click Finance Administration |  | Finance Administration module is loaded |  |  |  |
| Click on **Enrolment Fees** tab |  | Displays a default offered teaching programme with existing fees |  |  |  |
| Select an **offered Teaching programm**e from the drop down to which you want to add new fee |  | Record selected |  |  |  |
| Click on **Add** button |  | Add new Enrolment Fee pop up appears on screen |  |  |  |
| Enter the data | * Fee Type * Description * Amount * MOE amount * Domestic Full Cost Recovery * International Full Cost Recovery * GST Exempt * Usage Rule * Loan Eligible * Based on SC EFTS * Minimum Fee * Maximum Fee | Data is visible |  |  |  |
| Click on **Save** button |  | Enrolment Fee has been Created successfully. |  |  |  |
| 33.1.8 Update an enrolment fee | Must have security access to   * Finance Administration   Must have existing enrolment fee. To create on refer to   * [33.1.7 Add an Enrolment fee type](#_33.1.7_Add_an) | Go to Finance and click Finance Administration |  | Finance Administration module is loaded |  |  |  |
| Click on **Enrolment Fees** tab |  | Displays a default offered teaching programme with existing fees |  |  |  |
| Select an **offered Teaching programm**e from the drop down to which you want to update the fee |  | Record selected |  |  |  |
| Select the fee from the right grid that you wish to update |  | Fee selected |  |  |  |
| Click on **Edit** button |  | Edit new Enrolment Fee pop up appears on screen with existing data. |  |  |  |
| Enter the data | * Fee Type * Description * Amount * MOE amount * Domestic Full Cost Recovery * International Full Cost Recovery * GST Exempt * Usage Rule * Loan Eligible * Based on SC EFTS * Minimum Fee * Maximum Fee | Data is visible |  |  |  |
| Click on **Save** button |  | Enrolment Fee has been updated successfully. |  |  |  |
| 33.1.9 Delete an enrolment fee | Must have security access to   * Finance Administration   Must have existing enrolment fee. To create on refer to   * [33.1.7 Add an Enrolment fee type](#_33.1.7_Add_an) | Go to Finance and click Finance Administration |  | Finance Administration module is loaded |  |  |  |
| Click on **Enrolment Fees** tab |  | Displays a default offered teaching programme with existing fees |  |  |  |
| Select an **offered Teaching programm**e from the drop down to which you want to delete the fee |  | Record selected |  |  |  |
| Select the fee from the right grid that you wish to delete |  | Fee selected |  |  |  |
| Click on **delete** button |  | Confirmation pop up message appears on screen |  |  |  |
| Say **Yes** on confirmation message |  | Enrolment Fee has been deleted successfully. |  |  |  |
| 33.1.10 Add a Miscellaneous Fees | Must have security access to   * Finance Administration | Go to Finance and click Finance Administration |  | Finance Administration module is loaded |  |  |  |
| Click on **Miscellaneous Fees** tab |  | Displays list of existing Miscellaneous fees |  |  |  |
| Click on **Add** button |  | Add new Miscellaneous Fee pop up appears on screen |  |  |  |
| Enter the data | * Fee type * Description * Account * Amount * GST Exempt * Loan Eligible | Data is visible |  |  |  |
| Click on **Save** button |  | Miscellaneous Fee has been Created successfully. |  |  |  |
| 33.1.11 Update a Miscellaneous Fees | Must have security access to   * Finance Administration   Must have existing Miscellaneous fee. To create on refer to   * [33.1.10 Add an Miscellaneous fees](#_33.1.10_Add_a) | Go to Finance and click Finance Administration |  | Finance Administration module is loaded |  |  |  |
| Click on **Miscellaneous Fees** tab |  | Displays list of existing Miscellaneous fees |  |  |  |
| Select a record that you wish to update |  | Record selected |  |  |  |
| Click on **Edit** button |  | Edit Miscellaneous Fee pop up appears on screen |  |  |  |
| Enter the data | * Fee type * Description * Account * Amount * GST Exempt * Loan Eligible | Data is visible |  |  |  |
| Click on **Save** button |  | Miscellaneous Fee has been updated successfully. |  |  |  |
| 33.1.12 Delete a Miscellaneous Fees | Must have security access to   * Finance Administration   Must have existing Miscellaneous fee. To create on refer to   * [33.1.10 Add an Miscellaneous fees](#_33.1.10_Add_a) | Go to Finance and click Finance Administration |  | Finance Administration module is loaded |  |  |  |
| Click on Miscellaneous Fees tab |  | Displays list of existing Miscellaneous fees |  |  |  |
| Select a record that you wish to delete |  | Record selected |  |  |  |
| Click on **Delete** button |  | Confirmation pop up message appears on screen |  |  |  |
| Say **Yes** on confirmation |  | Record deleted successfully. |  |  |  |
| 33.2 Move fee types from current to next year (M) | Must have security access to   * Finance Administration | Go to Finance and click Finance Administration |  | Finance Administration module is loaded |  |  |  |
| Click on **Fee types** tab |  | Displays list of existing fee type  and  Button 'M' above the tabs will be enabled |  |  |  |
| Click on the **'M'** button. |  | A confirmation message asking user to move fee from next to current year |  |  |  |
| Say **Yes** on the Confirmation message |  | Grid will be refreshed with the new fees  **and**  All the fees will be moved from next year to current year. |  |  |  |
| 33.3 Generate EFTS based fees (G) | Must have security access to   * Finance Administration | Go to Finance and click Finance Administration |  | Finance Administration module is loaded |  |  |  |
| Click on **Enrolment Fees** tab |  | Displays list of existing fees for an Offered teaching programme  and  Button 'G' above the tabs will be enabled |  |  |  |
| Select an offered teaching programme that you wish to generate fees for |  | Item Selected. |  |  |  |
| Click on the '**G'** button. |  | A confirmation message saying user that generating fees will not check the MOE Fee Maxima rules. |  |  |  |
| Say **Yes** on the confirmation message |  | Auto -Generate Enrolment fee pop up appears on screen. |  |  |  |
| Enter the data | * Fee type * Revenue Account * MOE Multiplier * FCR Domestic Multiplier * FCR international Multiplier * Usage Rule * Description | Data is visible. |  |  |  |
| Click **Save** button on pop up. |  | Fees will be added to the selected programme. |  |  |  |
| 33.4 Update selected OTE fee amounts (U) | Must have security access to   * Finance Administration | Go to Finance and click Finance Administration |  | Finance Administration module is loaded |  |  |  |
| Click on **Enrolment Fees** tab |  | Displays list of existing fees for an Offered teaching programme  and  Button 'U' above the tabs will be enabled |  |  |  |
| Select an **offered teaching programme** that you wish to update fees for |  | Item Selected. |  |  |  |
| Click on the **'U'** button |  | Grid will be refreshed with the updated fees. |  |  |  |
| 33.5 Verify fees on/off (V) | Must have security access to   * Finance Administration | Go to Finance and click Finance Administration |  | Finance Administration module is loaded |  |  |  |
| Click on **Enrolment Fees** tab |  | Displays list of existing fees for an Offered teaching programme  and  Button 'V' above the tabs will be enabled |  |  |  |
| Select an **offered teaching programme** that you wish to verify the fees for |  | Item Selected. |  |  |  |
| Click on the **'V'** button |  | An information pop up message appears on screen saying user Fees verified flag set successfully. |  |  |  |
| Click **OK** button on the pop up message. |  | **Fees Verified** message can be seen just beside the Offered Teaching title on the left side of the screen. |  |  |  |