## Test Plan

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| --- | --- |
| Test Items (Module Name) | Finance |
| Brief Introduction | Finance module deals with financial transactions concerning students and organisations. |
| Environment | Windows 7/Apache 2.4 |
| Test Type | Manual Regression Testing |
| Test Name | **Finance Batch** |
| Test Case ID | 34.1 - 34.10 |

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

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## 

## Test Cases

| Case ID &  Test Objective | Test Prerequisite | Test Procedure (Actions/Steps) | Data | Expected Outcome | Actual Outcome | Result | Actions Required |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 34.1 Search Payment batches | Must have security access to   * Finance Batch | Go to Finance and click on Finance Batch |  | Finance Batch module is loaded. |  |  |  |
| Click on the **Payment Batch Entry tab** if it's not loaded by default |  |  |  |  |  |
| Enter the data | * Batch Number * Status * Condition | Data is visible |  |  |  |
| Click on **Search** button |  | Search displays list of Batches and corresponding batch payments. |  |  |  |
| 34.2.1 Add a Batch | Must have security access to   * Finance Batch | Go to Finance and click on Finance Batch |  | Finance Batch module is loaded. |  |  |  |
| Click on the **Payment Batch Entry tab** if it's not loaded by default. |  |  |  |  |  |
| Click on the **Add button** that is just beside the payment batch title. |  | A new line added to the grid with default values. |  |  |  |
| Enter the data in Batch header area (to the right side of the screen) | * Reference * Batch Total * Future Year * Select Invoice * Bank account * Print Receipt | Data is visible |  |  |  |
| Click on **Save Batch Header** button. |  | Batch record created successfully.  Record will be highlighted under Payment Batch Grid.  Batch Status Shows as **I** **(In Progress)** |  |  |  |
| 34.2.2 Edit a batch record | Must have security access to   * Finance Batch   Must have existing batch header record. To create one refer to   * [34.2.1 Add batch record](#_34.2.1_Add_a) | Go to Finance and click on Finance Batch |  | Finance Batch module is loaded. |  |  |  |
| Click on the **Payment Batch Entry tab** if it's not loaded by default. |  |  |  |  |  |
| Enter batch number in the text field | * Batch Number |  |  |  |  |
| Click on **Search** button |  | Search brings up the record and displays in the below grid. |  |  |  |
| Click on the **Edit button** that is just beside the payment batch title. |  | All the batch header fields turns in to editable fields. |  |  |  |
| Enter the data in Batch header area (to the right side of the screen) | * Reference * Batch Total * Future Year * Select Invoice * Bank account * Print Receipt | Data is visible |  |  |  |
| Click on **Save Batch Header** button |  | Batch record updated successfully.  Record will be highlighted under Payment Batch Grid. |  |  |  |
| 34.2.3 Delete a batch record | Must have security access to   * Finance Batch   Must have existing batch header record. To create one refer to   * [34.2.1 Add batch record](#_34.2.1_Add_a)   The batch status must be in **Printed** or **Cancelled** Status. | Go to Finance and click on Finance Batch |  | Finance Batch module is loaded. |  |  |  |
| Click on the Payment Batch Entry tab if it's not loaded by default. |  |  |  |  |  |
| Enter batch number in the text field | * Batch Number |  |  |  |  |
| Click on **Search** button |  | Search brings up the record and displays in the below grid. |  |  |  |
| Click on the **Delete button** that is just beside the payment batch title. |  | A confirmation message asking user to confirm the deletion |  |  |  |
| Say **Yes** on confirmation message |  | Batch record deleted successfully.  Record will be removed from Payment Batch Grid. |  |  |  |
| 34.2.4 Save a batch record | Must have security access to   * Finance Batch   Batch Status must be in **In Progress** Status | Go to Finance and click on Finance Batch |  | Finance Batch module is loaded. |  |  |  |
| Click on the Payment Batch Entry tab if it's not loaded by default. |  |  |  |  |  |
| Enter batch number in the text field | * Batch Number * Status as **In Progress** |  |  |  |  |
| Click on **Search** button |  | Search brings up the record and displays in the below grid. |  |  |  |
| Click on **Save Payment** **Batch** button (which is on bottom right side of the screen) |  | Status of the batch updated successfully to **S** (Saved). |  |  |  |
| 34.2.5 Cancel a batch record | Must have security access to   * Finance Batch   Must have existing batch header record. To create one refer to   * [34.2.1 Add batch record](#_34.2.1_Add_a)   Batch Status must be in **In Progress** Status | Go to Finance and click on Finance Batch |  | Finance Batch module is loaded. |  |  |  |
| Click on the Payment Batch Entry tab if it's not loaded by default. |  |  |  |  |  |
| Enter batch number in the text field | * Batch Number * Status as **In Progress** |  |  |  |  |
| Click on **Search** button. |  | Search brings up the record and displays in the below grid. |  |  |  |
| Click on **Cancel Payment Batch** button (which is on bottom right side of the screen) |  | A confirmation message asking user to Confirm batch Cancellation. |  |  |  |
| Click **Yes** on confirmation message |  | Status of the batch updated successfully to **C** (Cancelled). |  |  |  |
| 34.2.6 Print a batch record | Must have security access to   * Finance Batch   Batch Status must be in **Saved** Status. To save the batch refer to   * [34.2.4 Save batch record](#_34.2.1_Add_a) | Go to Finance and click on Finance Batch |  | Finance Batch module is loaded. |  |  |  |
| Click on the Payment Batch Entry tab if it's not loaded by default. |  |  |  |  |  |
| Enter the data | * Batch Number * Status as **Saved** |  |  |  |  |
| Click on **Search** button. |  | Search brings up the Saved records and displays in the below grid. |  |  |  |
| Click on the selected record that you wish to take the print |  |  |  |  |  |
| Click on the **Print Payment Batch** |  | Report opens in new tab keeping the current one open.  Simultaneously, a confirmation message appears on screen asking user to confirm the batch was printed. |  |  |  |
| Say **Yes** on the confirmation message. |  | The status of the selected batch changes to P (Printed) |  |  |  |
| 34.3.1 Add a Payment to the batch | Must have security access to   * Finance Batch   Batch Status must be in **In-Progress** Status | Go to Finance and click on Finance Batch |  | Finance Batch module is loaded. |  |  |  |
| Click on the **Payment Batch Entry tab** if it's not loaded by default. |  |  |  |  |  |
| Enter the data | * Batch Number * Status as In-Progress | Data is visible |  |  |  |
| Click on **Search** button |  | Search displays list of available batches |  |  |  |
| Click on a batch record that you wish to Add Payments |  | Item selected  Displays list of Batch Payments if they are any existing |  |  |  |
| Click on the **Add button** near to Batch Payments Title |  | Payer Search Pop up window appears on screen. |  |  |  |
| Enter the data | If the payer is **person** enter any of the below details   * Surname * First Name * Student ID * Debtor ID * Invoice No   If the payer is an **Organisation** enter any of the below details   * Name in Quick Find | Data is visible in text fields |  |  |  |
| Click on the **Search** button on the pop up screen |  | Result will be displayed in corresponding grids. |  |  |  |
| Select a payer record that you wish to add it to the batch |  | Item Selected |  |  |  |
| Click on the **Select** button at the bottom of the screen |  | Payer will be added to the Batch payments grid |  |  |  |
| Enter the data to the right side of the screen (Batch Payment) | * Invoice No * Amount * Cash * Bank * Branch * Reference * Future Year * Activation Date * Study Contract | Data is visible in text fields |  |  |  |
| Click **Save Payment** button that is on the right side of the screen or  **Save** button near to Batch Payments title |  | Payment batch will be saved successfully. |  |  |  |
| 34.3.2 Edit a Batch Payment | Must have security access to   * Finance Batch   Must have existing payment made to the batch. To create one refer to   * [34.3.1 Add a payment to the Batch](#_34.3.1_Add_a) | Go to Finance and click on Finance Batch |  | Finance Batch module is loaded. |  |  |  |
| Click on the **Payment Batch Entry** tab if it's not loaded by default. |  |  |  |  |  |
| Enter the data | * Batch Number * Status as In-Progress | Data is visible |  |  |  |
| Click on **Search** button |  | Search displays list of available batches and its payments |  |  |  |
| Click on a **batch record** that you wish to Edit Payments. |  | Item selected  Displays list of Batch Payments if they are any existing |  |  |  |
| Click on the **Payment** that you want to make changes. |  | Item selected |  |  |  |
| Click on the **Edit button** near to Batch Payments Title |  |  |  |  |  |
| Enter the data to the right side of the screen (Batch Payment) | * Invoice No * Amount * Cash * Bank * Branch * Reference * Future Year * Activation Date * Study Contract | Data is visible in text fields |  |  |  |
| Click **Save Payment** button that is on the right side of the screen or  **Save** button near to Batch Payments title |  | Payment batch will be saved successfully. |  |  |  |
| 34.3.3 Delete a Batch Payment | Must have security access to   * Finance Batch   Must have batch status in **In-Progress**  Must have existing payment made to the batch. To create one refer to   * [34.3.1 Add a payment to the Batch](#_34.3.1_Add_a) | Go to Finance and click on Finance Batch |  | Finance Batch module is loaded. |  |  |  |
| Click on the **Payment Batch Entry** tab if it's not loaded by default. |  |  |  |  |  |
| Enter the data | * Batch Number * Status as In-Progress | Data is visible |  |  |  |
| Click on **Search** button |  | Search displays list of available batches and its payments |  |  |  |
| Click on a **batch** record that you wish to Delete Payments. |  | Item selected  Displays list of Batch Payments if they are any existing. |  |  |  |
| Click on the **Payment** that you want to delete |  | Item selected |  |  |  |
| Click on the **Delete button** near to Batch Payments Title |  | A confirmation message appears on screen asking user to confirm the deletion |  |  |  |
| Say **Yes** on the confirmation message. |  | Record will be deleted from the Batch Payments grid |  |  |  |
| 34.3.4 Print Receipt | Must have security access to   * Finance Batch   Must have existing payments made to the batch. To create on refer to   * [34.3.1 Add a payment to the Batch](#_34.3.1_Add_a) | Go to Finance and click on Finance Batch |  | Finance Batch module is loaded. |  |  |  |
| Click on the **Payment Batch Entry** tab if it's not loaded by default. |  |  |  |  |  |
| Enter the data | * Batch Number * Status as In-Progress or Saved | Data is visible |  |  |  |
| Click on **Search** button |  | Search displays list of available batches and its payments |  |  |  |
| Click on a **batch** record that you wish to Print Payments. |  | Item selected  Displays list of Batch Payments if they are any existing |  |  |  |
| Click on the Payment that you want to Print |  | Item selected |  |  |  |
| Click on the **Batch Payment** button near to Payments Total text |  | That displays a batch payment form to the right side of the screen. |  |  |  |
| Click on **Print Receipt** Button |  | Report will be Opened in a new tab keeping the current one open.  And  Status of the payment will change to **P (Printed)** |  |  |  |
| 34.4.1 Search for GL Transfer entries | Must have security access to   * Finance Batch | Go to Finance and click on Finance Batch |  | Finance Batch module is loaded. |  |  |  |
| Click on the **GL Transfer** tab |  |  |  |  |  |
| Enter the data | * Batch Number * Status as In-Progress or Saved | Data is visible |  |  |  |
| Click on **Search** button |  | Search displays list of available GL entries. |  |  |  |
| 34.4.2 Create new GL Transfer Batch | Must have security access to   * Finance Batch | Go to Finance and click on Finance Batch |  | Finance Batch module is loaded. |  |  |  |
| Click on the **GL Transfer** tab |  |  |  |  |  |
| Click on **create new GL Transfer** **Batch** button to the right side of the screen |  | Select Date Pop up appears on screen. |  |  |  |
| Select a date for activating transactions prior to that date |  | Date selected |  |  |  |
| Click on **Save** button on the pop up |  | A new GL transfer batch has been created successfully with the status In-Progress **(I).**  A long running process runs in the back ground which shows whether the process is complete or not. |  |  |  |
| 34.4.3 Re-Generate new GL Transfer Batch | Must have security access to   * Finance Batch   Must have GL Transfer batch status in **In-Progress** | Go to Finance and click on Finance Batch |  | Finance Batch module is loaded. |  |  |  |
| Click on the **GL Transfer** tab |  |  |  |  |  |
| Click on a record that is in **'In progress'** status (I) |  |  |  |  |  |
| Click on **Regenerate GL Transfer Batch** button to the right side of the screen |  | A confirmation message pop up appears on screen asking to confirm the regeneration. |  |  |  |
| Say **Yes** on the confirmation message |  | Grid will be refreshed shortly.  A long running process runs in the back ground which shows whether the process is complete or not. |  |  |  |
| 34.4.4 Save GL Transfer Batch | Must have security access to   * Finance Batch   Must have existing GL Transfer Batch. To create one refer to   * [34.4.2 Create GL Transfer Batch](#_34.4.2_Create_new)   Must have GL Transfer batch status in **In-Progress** | Go to Finance and click on Finance Batch |  | Finance Batch module is loaded. |  |  |  |
| Click on the GL Transfer tab |  |  |  |  |  |
| Click on a record that is in **'In progress'** status (I) |  |  |  |  |  |
| Click on **Save GL Transfer Batch** button to the right side of the screen |  | A confirmation message pop up appears on screen asking to confirm batch Save. |  |  |  |
| Say **Yes** on the confirmation message |  | Grid will be refreshed shortly with the status being changed to **S** (Saved). |  |  |  |
| 34.4.5 Print GL Transfer Batch Detail | Must have security access to   * Finance Batch   Must have existing GL Transfer Batch. To create one refer to   * [34.4.2 Create GL Transfer Batch](#_34.4.2_Create_new)   Must have GL Transfer batch status in **In-Progress** | Go to Finance and click on Finance Batch |  | Finance Batch module is loaded. |  |  |  |
| Click on the GL Transfer tab |  |  |  |  |  |
| Enter the data | * Batch Number * Status |  |  |  |  |
| Click on **Search** button |  | Search displays the relevant record |  |  |  |
| Click on **Print GL Transfer Batch** detail button to the right side of the screen |  | A confirmation message pop up appears on screen asking to confirm user that the batch was printed. |  |  |  |
| Say **Yes** on the confirmation message |  | Grid will be refreshed shortly with the **Times printed** column being updated to the number of times it has printed. |  |  |  |
| 34.4.6 Print GL Transfer Batch Summary | Must have security access to   * Finance Batch   Must have existing GL Transfer Batch. To create one refer to   * [34.4.2 Create GL Transfer Batch](#_34.4.2_Create_new) | Go to Finance and click on Finance Batch |  | Finance Batch module is loaded. |  |  |  |
| Click on the GL Transfer tab |  |  |  |  |  |
| Enter the data | * Batch Number * Status |  |  |  |  |
| Click on **Search** button |  | Search displays the relevant record |  |  |  |
| Click on **Print GL Transfer Batch summary** button to the right side of the screen |  | A confirmation message pop up appears on screen asking to confirm user that the batch was printed. |  |  |  |
| Say **Yes** on the confirmation message |  | Grid will be refreshed shortly with the **Times printed** column being updated to the number of times it has printed. |  |  |  |
| 34.5 Import Batch | Must have security access to   * Finance Batch   Must have the payments file generated from finance one.  The file must be in .csv format. | Go to Finance and click on Finance Batch |  | Finance Batch module is loaded. |  |  |  |
| Click on the **Payment Batch Entry** tab |  |  |  |  |  |
| Click on the Import Batch button |  | A window opens asking user to select the file from file explorer. |  |  |  |
| Select the Payments file from the file explorer and click open |  | Opens the file by performing all validations.  Batch headers with associate Payments will be imported to the corresponding grid from the file.  Any file import errors will be shown in a log file. |  |  |  |
| 34.6 Import Payments | Must have security access to   * Finance Batch   Must have existing batch. To create one refer to   * [34.2.1 Add a Batch](#_34.2.1_Add_a)   Must have batch status in **In-Progress**  The import payments file must be in .Pay format | Go to Finance and click on Finance Batch |  | Finance batch module is loaded |  |  |  |
| Click on the Payment Batch Entry tab |  |  |  |  |  |
| Enter the data | * Batch Number * Status in **In-Progress** | Data is visible |  |  |  |
| Click on **Search** button |  | Search displays list of batches that are with **In-Progress** state. |  |  |  |
| Click on a record that you wish to Import payments |  | Item Selected |  |  |  |
| Click on Import Payments button |  | Payment Import Detail popup appears on screen |  |  |  |
| Enter the data | * Payment Method * Payer Name |  |  |  |  |
| Click on Save button on the pop up window |  | A window opens asking user to select the payments file from file explorer. |  |  |  |
| Select the file and click open |  | Validations will be done to the import process and if the process went successful the payments will be displayed in the corresponding grid. |  |  |  |
| 34.7.1 Document Printing - Print Invoices | Must have security access to   * Finance Batch   Make sure to configure reports path in config.php. | Go to Finance and click on Finance Batch |  | Finance batch module is loaded |  |  |  |
| Click on **Document Printing** button |  | Shows sub menu items |  |  |  |
| Click on **Print Invoices** button |  | A confirmation message asking user to confirm the printing of all the invoices that are in queue. |  |  |  |
| Say **Yes** on the confirmation message |  | Report opens in a separate tab keeping the current one open.  And  Simultaneously, another confirmation message appears asking users to confirm the status of the invoices to be printed. |  |  |  |
| 34.7.2 Document Printing - Print Receipts | Must have security access to   * Finance Batch   Make sure to configure reports path in config.php. | Go to Finance and click on Finance Batch |  | Finance batch module is loaded |  |  |  |
| Click on **Document Printing** button |  | Shows sub menu items |  |  |  |
| Click on **Print Receipts** button |  | A confirmation message asking user to confirm the printing of all the receipts that are in queue. |  |  |  |
| Say **Yes** on the confirmation message |  | Report opens in a separate tab keeping the current one open.  And  Simultaneously, another confirmation message appears asking users to confirm the status of the receipts to be printed. |  |  |  |
| 34.7.3 Document Printing - Print Credit Notes | Must have security access to   * Finance Batch   Make sure to configure reports path in config.php. | Go to Finance and click on Finance Batch |  | Finance batch module is loaded |  |  |  |
| Click on **Document Printing** button |  | Shows sub menu items |  |  |  |
| Click on **Print Credit Notes** button |  | A confirmation message asking user to confirm the printing of all the Credit notes that are in queue. |  |  |  |
| Say **Yes** on the confirmation message |  | Report opens in a separate tab keeping the current one open.  And  Simultaneously, another confirmation message appears asking users to confirm the status of the credit notes to be printed. |  |  |  |
| 34.7.4 Document Printing - Print Refunds | Must have security access to   * Finance Batch   Make sure to configure reports path in config.php. | Go to Finance and click on Finance Batch |  | Finance batch module is loaded |  |  |  |
| Click on **Document Printing** button |  | Shows sub menu items |  |  |  |
| Click on **Print Refunds** button |  | A confirmation message asking user to confirm the printing of all the refunds that are in queue. |  |  |  |
| Say **Yes** on the confirmation message |  | Report opens in a separate tab keeping the current one open.  And  Simultaneously, another confirmation message appears asking users to confirm the status of the refunds to be printed. |  |  |  |
| 34.8.1 Debtor processing - Run Ageing Process | Must have security access to   * Finance Batch | Go to Finance and click on Finance Batch |  | Finance batch module is loaded |  |  |  |
| Click on **Debtor Processing** button |  | Shows sub menu items |  |  |  |
| Click on **Run Ageing Process** button |  | Enter an Ageing date pop up appears on screen |  |  |  |
| Enter the data | * Activate transactions prior to * By Year * Include all the payments. |  |  |  |  |
| Click on **Save** button on the popup |  | Ageing process will be run in the background. |  |  |  |
| 34.8.2 Debtor processing - Aged Debtors report | Must have security access to   * Finance Batch   Make sure to configure reports path in config.php.  Must have run the Ageing process. To run, refer to   * [34.8.1 Debtor Processing - Run Ageing Process](#_34.8.1_Debtor_processing) | Go to Finance and click on Finance Batch |  | Finance batch module is loaded |  |  |  |
| Click on **Debtor Processing** button |  | Shows sub menu items |  |  |  |
| Click on **Aged Debtors report** button |  | A confirmation message asking user to confirm whether he/she have run Ageing process before. |  |  |  |
| Say **yes** on the confirmation message. |  | Report navigates to new tab keeping the current one open. |  |  |  |
| 34.8.3 Debtor processing - Update Credit status | Must have security access to   * Finance Batch   Make sure to configure reports path in config.php.  Must have run the Ageing process. To run, refer to   * [34.8.1 Debtor Processing - Run Ageing Process](#_34.8.1_Debtor_processing) | Go to Finance and click on Finance Batch |  | Finance batch module is loaded |  |  |  |
| Click on **Debtor Processing** button |  | Shows sub menu items |  |  |  |
| Click on **Update Credit status** button |  | A confirmation message asking user to confirm whether he/she have run Ageing process before. |  |  |  |
| Say **yes** on the confirmation message. |  | Credit Status codes pop up appears on screen. |  |  |  |
| Enter the data | * Under 30 days * Under 60 days * Under 90 days * Over 90 days | Data is visible |  |  |  |
| Click **save** button on the pop up. |  | A process runs in the background to update the credit status of the debtors. |  |  |  |
| 34.8.4 Debtor processing - print Statements | Must have security access to   * Finance Batch   Make sure to configure reports path in config.php. | Go to Finance and click on Finance Batch |  | Finance batch module is loaded |  |  |  |
| Click on **Debtor Processing** button |  | Shows sub menu items |  |  |  |
| Click on **Print Statements** button |  | Enter Statement parameters pop up appears on screen. |  |  |  |
| Enter the data | * Include transactions up to and including * Record type * include the following * Nil Balance Debtors * Credit Balance Debtors * No Statement * Debtors with at least one transaction after * View Only | Data is visible |  |  |  |
| Click **save** button on the pop up. |  | Report navigates to new tab keeping the current one open.  Simultaneously, a confirmation message appears asking user to confirm whether the statements have been printed successfully or not. |  |  |  |
| 34.9.1 Other Processes - Bank Lodgement Report | Must have security access to   * Finance Batch   Make sure to configure reports path in config.php. | Go to Finance and click on Finance Batch |  | Finance batch module is loaded |  |  |  |
| Click on **Other Processes** button |  | Shows sub menu items |  |  |  |
| Click on **Bank Lodgement Report** button |  | Report opens in new tab keeping the current one open. |  |  |  |
| 34.9.2 Other Processes - Convert Future Transactions | Must have security access to   * Finance Batch   Make sure to configure reports path in config.php. | Go to Finance and click on Finance Batch |  | Finance batch module is loaded |  |  |  |
| Click on **Other Processes** button |  | Shows sub menu items |  |  |  |
| Click on **Convert Future Transactions** button |  | Convert future transactions pop up appears on screen |  |  |  |
| Enter the data | * Activate transactions prior to |  |  |  |  |
| Click on **Save** button on pop up |  | A long running process runs in the back ground which shows whether the process is complete or not. |  |  |  |
| 34.9.3 Other Processes - Year End | Must have security access to   * Finance Batch   Make sure to configure reports path in config.php. | Go to Finance and click on Finance Batch |  | Finance batch module is loaded |  |  |  |
| Click on **Other Processes** button |  | Shows sub menu items |  |  |  |
| Click on **Year End** button |  | **Enter year End Date** pop up appears on screen |  |  |  |
| Enter the data | * Activate transactions prior to |  |  |  |  |
| Click on **Save** button on pop up |  |  |  |  |  |
| 34.10 Print Generic Finance Reports | Must have security access to   * Finance Batch   Make sure to configure reports path in config.php. | Go to Finance and click on Finance Batch |  | Finance batch module is loaded |  |  |  |
| Click on **Print** button just beside the other processes button |  | Report viewer popup appears on screen |  |  |  |
| Click on the desired report |  |  |  |  |  |
| 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 on the **Run** button on report viewer pop up. |  | Report navigates to new tab and opens up the report keeping the current window open. |  |  |  |