| CRJ-001 | Select the Cash Receipts Journal | Initial Cash Receipts Journal conditions | Logged into cpX | 1. Select Reports 2. Select Cash Receipts Journal |  | All Report Settings are blank | Can enter Report Settings |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| CRJ-002 | Trust Accounts | Active Trust and Cost accounts are available for reporting | CRJ-001 | 1. Select Trust Account Dropdown | 1. 001 | All Active Trust and Cost Accounts are listed (001, 002, COST, COST2) |  |  |  |
| CRJ-003 | Beginning and Ending Control Number | Control Number entry conditions – Success | CRJ-001 and 002 | 1. Enter 1 to 4 position number for Beginning and Ending where beginning number is less than Ending 2. Click Create Report | 1. 9150-9151 | See test output |  | “Beginning Control Number must be before the Ending Check Number” | Fail |
| CRJ-004 | Beginning and Ending Control Number | Control Number entry conditions - Error | CRJ-001 and 002 | 1. Enter 1 to 4 position number for Beginning and Ending where beginning number is GREATER than Ending 2. Click Create Report | 1. 9151-9150 | Error: “Beginning Control Number must be before the Ending Control Number” | Error Persists | "Beginning Control Number must be before the Ending Check Number" | Fail |
| CRJ-005 | Beginning and Ending Client | Client Range Selection - Success | CRJ-001 and 002 | 1. Select Beginning and Ending Client Numbers where Beginning is less than the Ending 2. Click Create Report | 1. 1000-00-2000-00 | See test output |  |  |  |
| CRJ-006 | Beginning and Ending Client | Client Range Selection- Error | CRJ-001 and 002 | 1. Select Beginning and Ending Client Numbers where the Beginning is GREATER than the Ending 2. Click Create Report |  | Error: “Beginning Client Number must be before the Ending Client Number” | Error Persists |  |  |
| CRJ-007 | Client Group Code Entry | 4 Character Client Group entry enabled | A Client with ACME Group Code exists  CRJ-001 and 002 | 1. Enter Client Group Code 2. Click Create Report | 1. ACME | See test output | No Results | Client Group Code only allows AC of the ACME entry | Fail |
| CRJ-008 | Transaction Code Filter allows all receipt type transactions | Selecting a Receipt Transaction Code | CRJ-001 and 002 | 1. Click Transaction Code dropdown |  | All Receipt Transaction codes are listed: DP, DA, DD, DR, EC, RC, CA, CM, DM, CC, SC, CR, FR, GR, AR, BF, TT, TF, GD, TP and 99 which is for all codes |  |  |  |
| CRJ-009 | CRJ for Consumer Payments | Create a CRJ for Consumer Payment Transactions | CRJ-001, 002 and CRJ-008 | 1. Select DP 2. Create Report |  |  | Report persists on screen until next Report Settings are changed |  |  |
| CRJ-010 | CRJ for Direct Payments | Create a CRJ for Direct Payment Transactions (DD) | CRJ-001, 002 and CRJ-008 | 1. Select DD 2. Create Report |  |  | Report persists on screen until next Report Settings are changed |  |  |
| CRJ-011 | CRJ for Direct Payments with Remittance | Create a CRJ for Direct Payment with remittance Transactions (DR) | CRJ-001, 002 and CRJ-008 | 1. Select DR 2. Create Report |  |  | Report persists on screen until next Report Settings are changed |  |  |
| CRJ-012 | CRJ for Payment via Corr Atty | Create a CRJ for Payment via Corr Atty Transactions (DA) | CRJ-001, 002 and CRJ-008 | 1. Select DA 2. Create Report |  |  | Report persists on screen until next Report Settings are changed |  |  |
| CRJ-013 | CRJ for Error Corrections | Create a CRJ for Error Correction Transactions (EC) | CRJ-001, 002 and CRJ-008 | 1. Select EC 2. Create Report |  |  | Report persists on screen until next Report Settings are changed |  |  |
| CRJ-014 | CRJ for Return Check | Create a CRJ for Return Check Transactions (RC) | CRJ-001, 002 and CRJ-008 | 1. Select RC 2. Create Report |  |  | Report persists on screen until next Report Settings are changed |  |  |
| CRJ-015 | CRJ for Cost Advance | Create a CRJ for Cost Advance Transactions (CA) | CRJ-001, 002 and CRJ-008 | 1. Select CM 2. Create Report |  |  | Report persists on screen until next Report Settings are changed |  |  |
| CRJ-016 | CRJ for Credit Memos | Create a CRJ for Credit Memo Transactions (CM) | CRJ-001, 002 and CRJ-008 | 1. Select RC 2. Create Report |  |  | Report persists on screen until next Report Settings are changed |  |  |
| CRJ-017 | CRJ for Debit Memos | Create a CRJ for Debit Memo Transactions (DM) | CRJ-001, 002 and CRJ-008 | 1. Select DM 2. Create Report |  |  | Report persists on screen until next Report Settings are changed |  |  |
| CRJ-018 | CRJ for Court Cost Refunds | Create a CRJ for Court Cost Refund Transactions (CC) | CRJ-001, 002 and CRJ-008 | 1. Select CC 2. Create Report |  |  | Report persists on screen until next Report Settings are changed |  |  |
| CRJ-019 | CRJ for Statutory Cost Refunds | Create a CRJ for Statutory Cost Refund Transactions (SC) | CRJ-001, 002 and CRJ-008 | 1. Select SC 2. Create Report |  | SC receipts are not used “We Couldn’t find any data” is expected | Report persists on screen until next Report Settings are changed |  |  |
| CRJ-020 | CRJ for Seed Money Receipt | Create a CRJ for Seed Money Transactions (CR) | CRJ-001, 002 and CRJ-008 | 1. Select CR 2. Create Report |  |  | Report persists on screen until next Report Settings are changed |  |  |
| CRJ-021 | CRJ for Fee Receipts | Create a CRJ for Fee Receipt Transactions (FR) | CRJ-001, 002 and CRJ-008 | 1. Select FR 2. Create Report |  |  | Report persists on screen until next Report Settings are changed |  |  |
| CRJ-022 | CRJ for Gross Receipts | Create a CRJ for Gross Remittance Method Invoice Transactions (GR) | CRJ-001, 002 and CRJ-008 | 1. Select GR 2. Create Report |  |  | Report persists on screen until next Report Settings are changed |  |  |
| CRJ-023 | CRJ for Transfer from Trust | Create a CRJ for Transfer receipts from Trust Transactions (TT) | CRJ-001, 002 and CRJ-008 | 1. Select TT 2. Create Report |  |  | Report persists on screen until next Report Settings are changed |  |  |
| CRJ-024 | CRJ for Transfer from Cost Account | Create a CRJ for Transfers from Cost Account Transactions (TF) | CRJ-001, 002 and CRJ-008 | 1. Select TF 2. Create Report |  |  | Report persists on screen until next Report Settings are changed |  |  |
| CRJ-025 | Test all receipt types on the Cash Receipts Journal | Trust 001 select control number | BATCH-001: (Batch import test case with all receipt types)  Path to menu | 1. Select Trust 2. Enter Beginning Control Number 3. Enter Ending Control Number 4. Create Report 5. Click Download | 1. 001 2. \*\_\_\_\_\_ 3. \*\_\_\_\_\_   \*Depends on the Cash Receipts Control Number used in BATCH-001 |  | Report persists on screen until next Report Settings are changed |  |  |
| CRJ-026 | Test Report Settings  All Trusts | Returning receipts for all trust (and cost accounts) | Trusts 001, 002 and COST with receipts  Path to menu | 1. Leave Trust empty 2. Select All Trusts radio button 3. Create Report 4. Click Download |  |  | Report persists on screen until next Report Settings are changed |  |  |
| CRJ-027 | Test Report Settings  Cost Accounts | Returning receipts for Cost accounts only | Cost accounts include cash receipts  Path to menu | 1. Leave Trust empty 2. Select All Costs radio button 3. Create Report 4. Click Download |  |  | Report persists on screen until next Report Settings are changed |  |  |
| CRJ-028 | Test Report Settings  Control Number Range | Returning receipts for a range of control numbers | Trust 001 selected control number range includes receipts  Path to menu | 1. Select Trust 2. Enter Beginning Control Number 3. Enter Ending Control Number 4. Create Report 5. Click Download | 1. 001 2. #9150 3. #9151 |  | Report persists on screen until next Report Settings are changed |  |  |
| CRJ-029 | Report Settings  For a Client Range | Returning receipts for a select range of clients. | Trust 001 receipts for selected client range  Path to menu | 1. CRJ-028 steps 1-3 2. Select Beginning Client 3. Select Ending Client 4. Create Report 5. Click Download | 1. N/A 2. Client 1000-00 3. Client 2000-00 |  | Report persists on screen until next Report Settings are changed |  |  |
| CRJ-030 | Report Settings  For a Client Group | Returning receipts for clients sharing a select group code | Trust 001 receipts for selected client group  Path to menu | 1. CRJ-028 steps 1-3 2. Select Client Group Code 3. Create Report 4. Click Download | 1. N/A 2. Code: ACME |  | Report persists on screen until next Report Settings are changed | Client Group codes can be 1 to 10 characters, this field only allows 2 characters | Fail |
| CRJ-031 | Report Settings  For a Transaction Code | Returning receipts for CR transactions | Trust 001 receipts | 1. CRJ-028 steps 1-3 2. Select Transaction Code 3. Create Report 4. Click download | 1. N/A 2. Code: CR |  | Report persists on screen until next Report Settings are changed |  |  |
| CRJ-032 | Report Settings  For a Workby | Returning receipts for Workby AB | Trust 001 receipts | 1. CRJ-028 steps 1-3 2. Select Workby 3. Create Report 4. Click download | 1. N/A 2. Workby: AB |  | Report persists on screen until next Report Settings are changed |  |  |
| CRJ-033 | Report Settings  For a Corresponding Attorney | Returning receipts for a Corresponding Attorney | Trust 001 receipts | 1. CRJ-028 steps 1-3 2. Select Transaction Code 3. Create Report 4. Click download | 1. N/A 2. Code: CR | No CR Transactions should report: “We couldn’t find any data” | Screen persists with “We couldn’t find any data” e |  |  |
| CRJ-034 | Report Settings for a “Recorded Date” range | Returning receipts to Trust 001 from Recorded Date 10/1/2021 to 11/11/2021 | Trust 001 receipts | 1. Select Trust 2. Select Beginning Control Number 3. Select Ending Control Number 4. Filter Recorded Date 5. Select Beginning Date 6. Select Ending Date 7. Create Report 8. Click download | 1. N/A 2. 9160 3. 9160 4. Recorded Date 5. 10/1/2021 6. 11/11/2021 |  | Report persists on screen until next Report Settings are changed |  |  |
| CRJ-035 | Report Settings for a “Transaction Date” rang | Returning receipts to Trust 001 from Transaction Date 10/1/2021 to 11/11/2021 | Trust 001 receipts | 1. Select Trust 2. Select Beginning Control Number 3. Select Ending Control Number 4. Filter by Trans Date 5. Select Beginning Date 6. Select Ending Date 7. Create Report 8. Click download | 1. N/A 2. 9160 3. 9160 4. Transaction Date 5. 10/1/2021 6. 11/11/2021 | Payment on Transaction date 9/30/2021 excluded because range starts after that date | Report persists on screen until next Report Settings are changed |  |  |
| CRJ-036 | Report Settings for Firm Money Transactions | Return receipts for accounting codes: DP, DA, DD, DR, GR, DM, CM, FR, CR only | Trust 001 receipts | 1. CRJ-035 steps 1-6 2. Enable “Only Include Firm Money Transactions” 3. Create Report 4. Click download |  |  | Report persists on screen until next Report Settings are changed |  |  |
| CRJ-037 | Report Settings for to include the allocation details | Return receipts showing Principal, Interest, Attorney Fees, Recoverable and Non-Recoverable Costs | Trust 001 receipts | 1. CRJ-035 steps 1-6 2. Enable “Include Allocation” 3. Create Report 4. Click download |  | Allocation enabled   * Principal * Interest * Attorney Fees * Recoverable Costs * Non-Recov Costs   The CSV export includes ALL columns always. | Report persists on screen until next Report Settings are changed |  |  |
| CRJ-038 | Report Settings to NOT “Include Details” | Return receipts with column set excluding the “details” | Trust 001 Receipts | 1. Any Report Settings… 2. Disable Include Details 3. Disable Include Allocation 4. Create Report |  | Screen table only shows these columns:   * Trust Account * Case * Type * Description * Transaction Date * Recorded Date * Deposit Amount * Firm Impress * Costs * Fees * Suit Fees * Proceeds * Direct Payments * Returned Checks * Proceeds Date   The CSV export includes ALL columns always. | Report persists on screen until next Report Settings are changed |  |  |