***General Information***

ACTUAL EXPENSE REPORT

|  |  |  |
| --- | --- | --- |
| **Related Business Blueprint: P07.06.01.02** | | |
| **Tester** | | |
| **Name** | **Position** | **Tested Date** |
|  | Key User – Accounting To Profit | 01.11.2019 |
|  |  |  |
| **Expected Results:**   * User membuat form untuk pengajuan uang muka, melakukan reimbursement atau settlement atas biaya yang telah dilakukan dengan uang muka yang telah diterima sebelumnya | | |

***Setup Data***

| **AX Field** | **Value/Code** | **Description** | **Comments and Notes** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |

*Testing Steps/Transactional Steps*

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No** | **Bus. Process Doc** | **Sub Process** | **Menu Path** | **Field** | **Test Data** | **Expected Result** | **Actual Result** | **Tester/Team** | **OK/Error** | **Remarks** |
| 1. **P07.06.01.02–Actual Expense Report** | | | | | | | | | | |
| 1.1 | User | Membuat Actual Expense Report (input) | Travel and Expense > Common >> Expense Report >>> All Expense Report | |  |  | | --- | --- | | **Expense Input** | | | Entity | **YMI** | | Employee |  | | VendorID |  | | Currency |  | | Request Date |  | | Has Cash Advance |  | | |  |  |  |  |  |
| 1.2 | Dept Head & Division Head | Melakukan manual Approval |  |  | |  |  |  |  |  |
| 1.3 | Finance Section Head | Melakukan Approval secara system dan melakukan posting expense report | Expense Report > Actions >> Approve  Kemudian posting journal expense |  | | Dr Expense Ledger  XXXXX  Cr Adv Other XXXXX |  |  |  |  |
| 1.4 | Finance Section Head | Membuat Payment Reimbursement | Travel and Expense > Common >> Expense Report >>> All Expense Report  Klik Add Payment Journal | |  |  | | --- | --- | | **Expense Input** | | | Entity | **YMI** | | Name |  | | Bank Account |  | | | Payment tersettle dengan Advance Journal  Dr AP Other (Vendor) XXXXXX  Cr Cash/Bank XXXXXX |  |  |  |  |

***Confirmation / Approval of Testing Results***

**Overall Testing Status:**

Pass and accepted

Passed with note :

Failed

**Comments:**

|  |
| --- |
|  |
|  |
|  |
|  |

**Approved by :** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Print Name :**

**Position :**

**Date :**