

ID	Test Description	Pre-conditions	Step	Proceduce	Expected results
1	Check action when the Head of department reject the request	A request is sent to the Head of department	1	Check status of the request	Not enough information
2	Check action when the Head of department approve the request	A request is sent to the Head of department	1	Check status of the request	The request is sent to the Accounting department & a notification is sent to the Accounting department
3	Check action when the Accounting department reject the request	A request is sent to the Accounting department	1	Check status of the request	Not enough information
4	Check action when the Accounting department reject the request with an added requirement	A request is sent to the Accounting department	1	Check status of the request	The request is resent to the PIC for completion
5	Check action when the PIC complete the added requirement	A request is sent to the PIC for completion	1	Check status of the request	The request is sent directly to the Accounting department without re-approval from the Head of department.
6	Check action when the Accounting department accept the request with the total price is under 50 million dong	A request is sent to the Accounting department & total price < 50 milion dong	1	Check status of the request	The request is sent to Financial Admin & a notification is sent to the Head of department
7	Check action when the Accounting department accept the request with the total price is 50 million dong and above	A request is sent to the Accounting department & total price >= 50 milion dong	1	Check status of the request	The request is sent to Financial Admin & a notification is sent to the Board of directors