**TEST PLAN DOCUMENT**

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15. **INTRODUCTION**

This document presents the System Test Plan for the "Bills to Pay" and "Accounting Reports" modules in the Xero application. It outlines the scope, objectives, and approach to system testing, ensuring alignment among stakeholders. The plan includes details on features to be tested, entry and exit criteria, resource allocation, responsibilities, and the testing schedule, ensuring comprehensive validation of these critical functionalities.

1. Test Items

* Bills to Pay Module test items:

1. Bill Management (This category includes core functionalities for creating, modifying, approving, and annotating bills, forming the foundation of bill management workflows): create bills, edit bills, delete bills, approve bills, manage custom notes
2. Payment Processing (Focused on handling payments efficiently, these features streamline scheduling, batch processing, and real-time tracking of payment statuses): schedule payments, batch payments, payment status tracking for bills
3. Reporting and Insights (These features provide detailed insights into bill statuses, transaction details, and historical data, enabling better decision-making and auditing): outstanding bill summary, view bill history, detailed bill transaction by contact
4. Workflow and Approvals (This category addresses the management of approval processes for pending bills, ensuring smoother workflows and compliance): pending bill approval workflow
5. Search and Export Utilities (These utilities enhance the usability of the module by enabling efficient filtering, exporting, and adding attachments for bills): filter and search bills, export bills, attach bills

* Accounting Reports Module test items:

1. Report generation and customization (This category focuses on generating reports, customizing them to meet specific needs, and saving tailored versions for future use): view standard reports, customize reports, save customize reports, generate aged receivables/payables, compare periods
2. Financial Insights and Analysis (These features provide in-depth financial insights and analysis, allowing users to explore key metrics and performance indicators): drill down, income sections, gross profit, cost of goods sold
3. Report Sharing and Scheduling (Enables users to plan and automate report sharing and scheduling, ensuring timely distribution and collaboration): Schedule reports, share reports
4. Data export and historical access (Focuses on exporting reports for external use and maintaining access to historical data for reference and compliance purposes): export report, access reports history

1. **Features to be Tested:**

Bills to Pay Module

1. Add New Bill
   * Validate successful input and saving of a new bill, including all required details.
2. Edit Bill Details
   * Ensure users can modify existing bill details (e.g., due date, amount).
3. Delete Bill
   * Test the ability to delete a previously created bill.
4. Schedule Bill Payment
   * Verify users can schedule payments for future dates and update them as needed.
5. Track Bill Status
   * Confirm the system accurately displays bill statuses (e.g., pending, paid, overdue).
6. Filter and Search Bills
   * Ensure users can filter and search bills using various criteria (e.g., vendor, due date, amount).

Accounting Reports Module

1. Generate Financial Reports
   * Test the generation of various financial reports (e.g., Profit & Loss, Balance Sheet).
2. Export Reports
   * Verify users can export reports in multiple formats (e.g., PDF, Excel).
3. Access Control for Reports
   * Ensure only authorized users can access and view specific reports.
4. Filter and Drill-down in Reports
   * Test filtering report data and drilling down into details (e.g., by period, category).
5. Update Real-Time Data
   * Validate that reports display up-to-date financial data based on recent activity.

In addition to the core features listed, functional testing will also include cross-functional checks to ensure usability, data integrity, and security across these features.