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| **Test Case** | **Test Steps** | **Expected Results** | **Transaction name** | **Pass** | **Fail** |
| 1 | Enter correct user name and password | Login successful / user taken to home page | User Login |  |  |
| 2 | Enter correct user name and incorrect password | Login failed / return message: incorrect user name or password | User Login |  |  |
| 3 | Enter incorrect username and incorrect password | Login failed / return message: incorrect user name or password | User Login |  |  |
| 4 | Enter incorrect username and correct password | Login failed / return message: incorrect user name or password | User Login |  |  |
| 5 | Logout tab selected | brought to login page | Logout |  |  |
| 6 | change password tab selected | Change password form displayed | Password change |  |  |
| 7 | Enters new password and enters matching password in the confirm field | Password change successful | Password change |  |  |
| 8 | Enters new password under 8 digits | Password change failed / return message: password needs at least 8 digits | Password change |  |  |
| 9 | Enters new password and enters an mismatching password in the confirm field | Password change failed / return message: passwords do not match | Password change |  |  |
| 10 | Leave both fields blank | Password change failed / return message: password required | Password change |  |  |
| 11 | Enters username, matching passwords and assigns role | New user added successfully | Add user |  |  |
| 12 | Enter mismatching passwords | New user failed / return message: passwords do not match | Add user |  |  |
| 13 | Enter password under 8 digits | New user failed / return message: password must be at least 8 digits | Add user |  |  |
| 14 | Fail to assign role | New user failed / return message: must choose a role | Add user |  |  |
| 15 | All fields left blank | New user failed / return message: username required | Add user |  |  |
| 16 | Enter username, password left blank | New user failed / return message: password required | Add user |  |  |
| 17 | Username left blank | User edit failed / return message: username required | Edit user |  |  |
| 18 | Enter password under 8 digits | User edit failed / return message: password must be at least 8 digits | Edit user |  |  |
| 19 | Enter mismatching passwords | User edit failed / return message: passwords do not match | Edit user |  |  |
| 20 | Enter updated user info | User edit successful | Edit user |  |  |
| 21 | Add user link selected on manage users page | Add new user form displayed | Manage users |  |  |
| 22 | Active user link selected on manage users page | Active users displayed | Manage users |  |  |
| 23 | Inactive user link selected on manage users page | Inactive users displayed | Manage users |  |  |
| 24 | Activate user tab selected for inactive user | Selected user is now displayed as active | Manage users |  |  |
| 25 | Inactivate user tab selected for active user | Selected user is now displayed as inactive | Manage users |  |  |
| 26 | Edit user tab selected for active user | Edit user form displayed | Manage users |  |  |
| 27 | Add new account link selected on manage accounts page | Add new account form displayed | Manage accounts |  |  |
| 28 | Enter name, description blank, any user, any category, not deleted | Search result(s) matching account name displayed | Manage accounts - search |  |  |
| 29 | Enter name, description blank, any user, any category, deleted | Search result(s) matching account name displayed | Manage account - search |  |  |
| 30 | Name blank, enter description, any user, any category, not deleted | Search result(s) matching account description displayed | Manage account - search |  |  |
| 31 | Name blank, enter description, any user, any category, deleted | Search result(s) matching account description displayed | Manage account - search |  |  |
| 32 | Account search by category | Search result(s) matching appropriate account category displayed | Manage account - search |  |  |
| 33 | Account search by user | Search result(s) matching appropriate user displayed | Manage account - search |  |  |
| 34 | Account search for not deleted | Appropriate search result(s) displayed | Manage account - search |  |  |
| 35 | Account search for deleted | Appropriate search result(s) displayed | Manage account - search |  |  |
| 36 | Edit tab selected for account on search result | Edit account form displayed | Manage accounts |  |  |
| 37 | Delete tab selected for account on search result | Account add to deleted accounts | Manage accounts |  |  |
| 38 | Account name left blank | Add new account failed / return message: name required | Add account |  |  |
| 39 | Account description left blank | Add new account failed / return message: description required | Add account |  |  |
| 40 | Beginning balance left blank | Add new account failed / return message: beginning balance required | Add account |  |  |
| 41 | Account code left blank | Add new account failed / return message: account code required | Add account |  |  |
| 42 | Normal balance not selected | Add new account failed / return message: normal balance required | Add account |  |  |
| 43 | Category not selected | Add new account failed / return message: category required | Add account |  |  |
| 44 | All appropriate information entered | Add account successful | Add account |  |  |
| 45 | Category name left blank | Add new category failed / return message: name required | Add category |  |  |
| 46 | Category description left blank | Add new category failed / return message: description required | Add category |  |  |
| 47 | All appropriate information entered | Add new category successful | Add category |  |  |
| 48 | Add new category link selected on manage categories page | Add new category form displayed | Manage categories |  |  |
| 49 | Show deleted categories link selected on manage categories page | Deleted categories displayed | Manage categories |  |  |
| 50 | Show regular categories link selected on manage categories page | Regular categories displayed | Manage categories |  |  |
| 51 | Edit tab selected for category under regular categories | Edit category form displayed | Manage categories |  |  |
| 52 | Delete tab selected for category under regular categories | Category moved to deleted categories | Manage categories |  |  |
| 53 | Undelete tab selected for category under deleted categories | Category moved to regular categories | Manage categories |  |  |
| 54 | Journal entry description left blank | Journal entry failed / return message: description required | Journalize |  |  |
| 55 | Journal entry date left blank | Journal entry failed / return message: date required | Journalize |  |  |
| 56 | Account not selected | Journal entry failed / return message: missing account | Journalize |  |  |
| 57 | Amount not entered | Journal entry failed / return message: missing amount | Journalize |  |  |
| 58 | Enter mismatch debt and credit amounts | Journal entry failed / return message: debit/credit must be equal | Journalize |  |  |
| 59 | Credit all accounts | Journal entry failed / return message: must have at least one debit and credit | Journalize |  |  |
| 60 | Debit all accounts | Journal entry failed / return message: must have at least one debit and credit | Journalize |  |  |
| 61 | Post journal entry tab selected under pending journal entries | Journal entry posted | Journalize |  |  |
| 62 | Delete journal entry tab selected under pending journal entries | Journal entry added to deleted journal entries | Journalize |  |  |
| 63 | Undelete tab selected under deleted journal entries | Journal entry added to pending journal entries | Journalize |  |  |
| 64 | View tab selected under chart of accounts | Corresponding account ledger displayed | View account ledger |  |  |
| 65 | Unadjusted trial balance tab selected under the reports page | Trial balance displayed | View Reports |  |  |
| 66 | Unadjusted income statement tab selected under the reports page | Income statement displayed | View Reports |  |  |
| 67 | Unadjusted statement of retained earnings tab selected under the reports page | Statement of retained earnings displayed | View Reports |  |  |
| 68 | Unadjusted balance sheet tab selected under the reports page | Balance sheet displayed | View Reports |  |  |
| 69 | Ratio analysis tab selected under reports page | Ratios displayed | View Reports |  |  |
| 70 | Ratio thresholds tab selected under reports page | Ratio thresholds displayed | View Reports |  |  |
| 71 | Home tab selected on horizontal menu | Home page displayed | Home - Horizontal Menu |  |  |
| 72 | Categories tab selected on horizontal category dropdown tab | Manage categories page displayed | Categories - Horizontal Menu |  |  |
| 73 | Add new category tab selected on horizontal category dropdown tab | Add new category form displayed | Categories - Horizontal Menu |  |  |
| 74 | Account tab selected on horizontal account dropdown tab | Manage accounts page displayed | Accounts - Horizontal Menu |  |  |
| 75 | Add new account tab selected on horizontal account dropdown tab | Add new account form displayed | Accounts - Horizontal Menu |  |  |
| 76 | Users tab selected on horizontal users dropdown tab | Manage users page displayed | Users - Horizontal Menu |  |  |
| 77 | Add new user tab selected on horizontal users dropdown tab | Add new user form displayed | Users - Horizontal Menu |  |  |
| 78 | Chart of accounts tab selected on horizontal menu | Chart of account displayed | Chart of accounts - Horizontal Menu |  |  |
| 79 | Pending tab selected on horizontal journal dropdown tab | Pending journal entries displayed | Journal - Horizontal Menu |  |  |
| 80 | Deleted tab selected on horizontal journal dropdown tab | Deleted journal entries displayed | Journal - Horizontal Menu |  |  |
| 81 | Posted tab selected on horizontal journal dropdown tab | Posted journal entries displayed | Journal - Horizontal Menu |  |  |
| 82 | Trial balance tab selected on horizontal reports dropdown tab | Trial balance displayed | Reports - Horizontal Menu |  |  |
| 83 | Income statement tab selected on horizontal reports dropdown tab | Income statement displayed | Reports - Horizontal Menu |  |  |
| 84 | Statement of retained earnings tab selected on horizontal reports dropdown tab | Retained earnings displayed | Reports - Horizontal Menu |  |  |
| 85 | Balance sheet tab selected on horizontal reports dropdown tab | Balance sheet displayed | Reports - Horizontal Menu |  |  |
| 86 | Ratio analysis tab selected on horizontal reports dropdown tab | Ratios displayed | Reports - Horizontal Menu |  |  |
| 87 | Ratio thresholds tab selected on horizontal reports dropdown tab | Ratio threshold displayed | Reports - Horizontal Menu |  |  |
| 88 | Home tab selected on vertical menu | Home page displayed | Home - Vertical Menu |  |  |
| 89 | Categories tab selected on vertical category dropdown tab | Manage categories page displayed | Categories - Vertical Menu |  |  |
| 90 | Add new category tab selected on vertical category dropdown tab | Add new category form displayed | Categories - Vertical Menu |  |  |
| 91 | Account tab selected on vertical account dropdown tab | Manage accounts page displayed | Accounts - Vertical Menu |  |  |
| 92 | Add new account tab selected on vertical account dropdown tab | Add new account form displayed | Accounts - Vertical Menu |  |  |
| 93 | Users tab selected on vertical users dropdown tab | Manage users page displayed | Users - Vertical Menu |  |  |
| 94 | Add new user tab selected on vertical users dropdown tab | Add new user form displayed | Users - Vertical Menu |  |  |
| 95 | Chart of accounts tab selected on vertical menu | Chart of account displayed | Chart of accounts - Vertical Menu |  |  |
| 96 | Pending tab selected on vertical journal dropdown tab | Pending journal entries displayed | Journal - Vertical Menu |  |  |
| 97 | Deleted tab selected on vertical journal dropdown tab | Deleted journal entries displayed | Journal - Vertical Menu |  |  |
| 98 | Posted tab selected on vertical journal dropdown tab | Posted journal entries displayed | Journal - Vertical Menu |  |  |
| 99 | Trial balance tab selected on vertical reports dropdown tab | Trial balance displayed | Reports - Vertical Menu |  |  |
| 100 | Income statement tab selected on vertical reports dropdown tab | Income statement displayed | Reports - Vertical Menu |  |  |
| 101 | Statement of retained earnings tab selected on vertical reports dropdown tab | Retained earnings displayed | Reports - Vertical Menu |  |  |
| 102 | Balance sheet tab selected on vertical reports dropdown tab | Balance sheet displayed | Reports - Vertical Menu |  |  |
| 103 | Ratio analysis tab selected on vertical reports dropdown tab | Ratios displayed | Reports - Vertical Menu |  |  |
| 104 | Ratio thresholds tab selected on vertical reports dropdown tab | Ratio threshold displayed | Reports - Horizontal Menu |  |  |