

ERP System – Manual Test Pack

Prepared by: **Nabeel Mustafa – QA Tester**

Email: nabeelmuu421@gmail.com | Phone: 0543695488

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About this Pack

This document contains a professional, recruiter-ready QA manual testing package for a generic ERP system. It includes a Software Test Plan (STP), a Software Test Design with detailed test cases (STD), a Bug Report template, and a Software Test Report (STR) summary. The structure and formatting follow common QA documentation practices.

1. Software Test Plan (STP)

1.1 Objectives

Verify core ERP modules (Authentication, User & Roles, Inventory, Purchasing, Sales, Accounting, HR/Payroll, Reporting) meet functional requirements, are stable under typical load, and are fit for UAT and production roll-out.

1.2 In Scope

- Functional testing of core modules and integrations (e.g., Inventory → Sales → Accounting).
- Positive/negative, boundary, and error-handling scenarios.
- Smoke and regression cycles; sanity checks per build.
- Basic cross-browser (Chrome, Firefox) and role-based access checks.

1.3 Out of Scope

- Performance/stress beyond basic smoke (handled separately).
- Penetration testing (handled by Security team).
- Legacy modules earmarked for deprecation.

1.4 Assumptions & Risks

- Stable QA environment with anonymized seed data.
- User roles and permissions are preconfigured.
- 3rd-party services (e.g., payment, email) available or stubbed.

1.5 Test Strategy

Risk-based prioritization (P1–P3). Coverage by module and user role. Defect lifecycle via JIRA. Entry criteria: latest build deployed, smoke green; Exit criteria: ≥95% P1 pass, 0 open blockers, critical defects resolved or deferred with approval.

1.6 Deliverables

- Test cases (STD), execution results, defect logs, and final STR.
- Traceability matrix from requirements to test cases.

1.7 Responsibilities

QA: test design, execution, reporting. Dev: bug fixes. PO/BA: requirement clarifications. Ops: environment & data. PM: risk/plan alignment.

1.8 Schedule

Week 1: Test design & data. Week 2–3: Execution & defect triage. Week 4: Regression & STR sign-off.

2. Software Test Design (STD) – Test Cases

2.1 Login & Authentication

	Title	Pre-requisites	Steps	Expected Result
_001	Valid login (Admin)	Admin user exists	1. Open login page 2. Enter valid admin creds 3. Click Login	Redirect to dashboard; admin name visible
_002	Invalid password	Known username	1. Enter valid username + wrong password 2. Click Login	Inline error 'Invalid credentials'; no session
_003	Locked account behavior	User flagged as locked	1. Enter locked user creds 2. Click Login	Message 'Account locked'; support link visible

2.2 User & Role Management

	Title	Pre-requisites	Steps	Expected Result
01	Create new user	Admin logged in	1. Go to Users 2. Click New 3. Fill details 4. Assign 'Sales' 5. Save	User created; appears in list; default password
02	Role permissions – Sales cannot access Accounting	Sales User exists	1. Login as Sales 2. Attempt open Accounting > GL	Access denied/hidden per RBAC; no data entry

2.3 Inventory

	Title	Pre-requisites	Steps	Expected Result
01	Add item	Admin logged in	1. Inventory > New Item 2. Enter SKU, name, cost, price 3. Save	Item saved; SKU unique check; appears in list
02	Receive stock (GRN)	Item exists; supplier exists	1. Purchasing > Receive 2. Select PO or create GRN 3. Enter qty 4. Post	On-hand qty increases; movement logged
03	Negative stock prevention	Item low stock	1. Sales > Create SO 2. Exceed available qty 3. Attempt ship	System blocks or warns per config; no negative stock

2.4 Purchasing

	Title	Pre-requisites	Steps	Expected Result
001	Create Purchase Order	Supplier exists; item exists	1. Purchasing > New PO 2. Add line(s) 3. Save/Submit	PO number generated; status 'Open'; totals calculated
002	PO approval workflow	PO requires approval	1. Submit PO 2. Login as approver 3. Approve	Status 'Approved'; audit history records action

2.5 Sales

	Title	Prerequisites	Steps	Expected Result
001	Create Sales Order	Customer exists; item exists	1. Sales > New SO 2. Add line(s) 3. Save	SO number generated; status 'Open'
002	Invoice from SO	Approved SO exists	1. Sales > Invoice 2. Select SO 3. Post	AR invoice created; tax calc correct; documents

2.6 Accounting (GL/AR/AP)

	Title	Prerequisites	Steps	Expected Result
001	Post AR payment	Open AR invoice exists	1. Accounting > Receipts 2. Select customer/invoice 3. Enter amount 4. Save/Post	Invoice closed/partially closed; ledger updated
002	Trial Balance	Multiple transactions exist	1. Reports > Trial Balance 2. Select period 3. Run	Debits equal credits; balances reflect position

2.7 HR / Payroll

	Title	Prerequisites	Steps	Expected Result
001	Create employee	HR role logged in	1. HR > Employees > New 2. Fill personal & payroll data 3. Save	Employee created; unique ID assigned; active
002	Run payroll	Employees with salaries exist	1. Payroll > Run 2. Select period 3. Generate 4. Post	Payslips generated; GL postings created

2.8 Reporting & Audit

	Title	Prerequisites	Steps	Expected Result
001	Sales report by period	Sales data exists	1. Reports > Sales 2. Set date range 3. Run 4. Export	Report shows correct totals; CSV/PDF export
001	Audit trail integrity	Multiple user actions recorded	1. Admin > Audit Trail 2. Filter by date/user 3. Review entry	Each critical action has user, timestamp, details

3. Bug Report Template

Field	Description / Example
Issue ID	ERP-<module>-<seq> (e.g., ERP-SAL-045)
Title	Short, action-oriented summary (e.g., 'SO invoice tax miscalculated at 17% VAT')
Severity / Priority	Blocker, Critical, Major, Minor / P1–P3
Environment	Build #, URL, Browser/OS, Test data
Preconditions	User role, existing records, feature flags
Steps to Reproduce	Numbered reproducible steps
Expected Result	What should happen per requirement/spec
Actual Result	What actually happens (attach evidence)
Attachments	Screenshots, logs, HAR, SQL queries if applicable
Workaround	If any
Assignee / Owner	Team or developer
Status	New, InProgress, Fixed, Verified, Closed, Deferred

4. Software Test Report (STR) – Summary

4.1 Execution Summary

Metric	Count / %
Total Test Cases	—
Executed	—
Passed	—
Failed	—
Blocked/Skipped	—
Pass Rate	—

4.2 Defect Summary

Severity	Open	Closed
Blocker	—	—
Critical	—	—
Major	—	—
Minor	—	—

4.3 Risks & Recommendations

- Stabilize Accounting VAT calculation edge cases before UAT.
- Expand regression coverage on RBAC to prevent privilege leaks.
- Automate smoke suite for Login, Inventory, Sales, and Posting flows.

4.4 Signoff

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Reviewed by: _____

Approval (PM/PO): _____