TEST PLAN DOCUMENT

Table of Contents

1) Test Plan Identifier (Naga Bavana Kolasani)

2) Introduction (Hanith Atluri)

3) Test Items (Matt Borowski)

4) Features to be Tested (Yash Vora)

5) Features not to be Tested (Sashank Allugunti)

6) Approach (Meghana Gudipati)

7) Item Pass/Fail Criteria (Jingsi Hu)

8) Suspension Criteria and Resumption Requirements (Naga Bavana Kolasani)

9) Test Deliverables (Hanith Atluri)

10) Remaining Test Tasks (Matt Borowski)

11) Environmental Needs (Yash Vora)

12) Staffing and Training Needs (Noel Sam Routhu)

13) Responsibilities (Sashank Allugunti)

14) Schedule (Noel Sam Routhu)

15) Planning Risks and Contingencies (Noel Sam Routhu)

16) Approvals (Noel Sam Routhu)

1) Test Plan Identifier

Xero-ManualTesting-Team1\_TestPlan\_v1.0

2) Introduction

Welcome to the Test Plan for the Financial Data Entry and Bank Feeds Reconciliation modules of the Xero application. This document delineates the structured strategy and approach for testing these critical components, ensuring the accuracy, reliability, and integrity of financial data processing within Xero.

3) Test Items

* **Financial Data Entry Module Test Items:**
  + Transaction Entry: Testing of various transaction types such as sales invoices, purchase invoices, receipts, and payments.
  + Invoice Management: Testing of invoice creation, editing, deletion, and processing workflows.
  + Bill Management: Testing of bill creation, editing, deletion, and payment workflows.
  + Expense Management: Testing of expense entry, categorization, and reimbursement processes.
  + Journal Entries: Testing of manual journal entries for adjusting transactions or account balances.
  + Tax Handling: Testing of tax calculations, deductions, and compliance with tax regulations.
  + Multi-currency Support: Testing of currency conversion and exchange rate accuracy for transactions in multiple currencies.
  + Data Validation: Testing of data validation rules to ensure the accuracy and integrity of financial data entered into Xero.
* **Bank Feeds and Reconciliation Module Test Items:**
  + Bank Feeds Integration: Testing of the integration between Xero and external financial institutions for importing bank transactions.
  + Transaction Matching: Testing of automated matching algorithms to reconcile bank transactions with corresponding entries in Xero.
  + Bank Reconciliation: Testing of manual reconciliation processes for unmatched transactions or discrepancies.
  + Statement Import: Testing of importing bank statements into Xero for reconciliation purposes.
  + Reconciliation Reports: Testing of reconciliation reports to verify the accuracy and completeness of reconciled transactions.
  + Bank Feeds Security: Testing of security measures to ensure the confidentiality and integrity of bank feed data.

4) Features to be Tested

4.1 Group transactions by pay period

4.2 Export transactions report

4.3 Draft payment

4.4 Publish payment

4.5 Add account to chart of accounts

4.6 Add bank account to chart of accounts

4.7 Import banking data from CSV

4.8 Export chart of accounts as CSV

4.9 Print chart of accounts report

4.10 Archive account from chart of accounts

4.11 Create new journal

4.12 Create new repeating journal entry

4.13 Copy a journal entry

4.14 Edit a journal entry

4.15 Reverse a journal entry

4.16 Set an existing journal entry to repeat

4.17 Void a journal entry

4.18 Archive a journal

4.19 Show journal entry history

4.20 Add a node to journal

4.21 Search a journal

5.1 Automate Data Import

5.2 Display Real-time Updates

5.3 Perform Bank Reconciliation

5.4 Categorizing and Coding

5.5 Managing Bank Account

5.7 Matching Transactions

5.8 Creating Rule Template

5.9 Managing Rules

5.10 Applying Custom Criteria

5.11 Prioritizing Orders

5.12 Assigning Account Codes

5.13 Handling Tax Treatment

5.15 Classifying Accounts

5.16 Editing GL Accounts

5.17 Conducting GL Account Operations

5.18 Performing Bulk Reconciliation

5.19 Generating Reconciliation Reports

5.20 Accessing Transaction History

5.21 Tracking Audit Trail

5.22 Conducting Reporting and Analysis

5.23 Reconciling Bank Statement

5) Features Not to be Tested

5.6 Ensuring Security

5.14 Managing Sub-Accounts

6) Approach

Tests will be conducted per the documented test cases stored in qTest. The test manager will create test runs for each tester. The tester will execute the tests in qTest and mark each case as Pass / Fail / Blocked. The tester should leave notes on actual results and any other relevant details when possible.

When tests are marked as Fail, bug reports will automatically be created in the issue tracker integrated with JIRA - qTest.

Once complete, the test manager should review the test run reports in qTest and report back to the team accordingly.

7) Item Pass/Fail Criteria

All core functionality of the systems should function as expected and outlined in the individual test cases. There must be no critical defects found and an end user must be able to complete a purchase cycle successfully and initiate a refund without any errors. 95% of all test cases should pass and no failed cases should be crucial to the end-user’s ability to use the application.

8) Suspension Criteria and Resumption Requirements

Testing should be paused immediately if either system experiences login issues or failure in any basic CRUD (Create, Read, Update and Delete) actions.

9) Test Deliverables

Upon completion, the test run results will be saved in qTest and the test manager should then run a report for all completed tests.

10) Remaining Test Tasks

The following activities must be completed:

* Test plan prepared.
* Test Design and case specifications written and delivered to the testing team
* Environment should be ready for testing (test data, test logins, test payment information, etc).
* Perform the tests.
* Prepare test summary report.

11) Environmental Needs

The test site must be populated with test data including a variety of products with different prices.

12) Staffing and Training Needs

Testing should be done by Testers, Business Analysts and QA Manager. All personnel should conduct testing on both the modules. The testers assigned should have basic knowledge of the accounting platform.

13) Responsibilities

The Test Manager is responsible for facilitating the testing project, coordinating availability and schedule of testers and training them as needed. Each tester should understand the expectations on completion date and level of quality. The Test Manager should also communicate any risks to the team.

14) Schedule

Testing will take place for 4 weeks with 3 cycles. Giving 1 week as a grace week to finish exploratory testing.

15) Planning Risks and Contingencies

If the first round of testing is not completed within 1 week, it could delay bug fixes and final testing. If this happens, the testing would be delayed for the next cycle and the team would fall back.

If the testers don’t have a basic understanding of the accounting platform, testing could be delayed or not conducted properly.

16) Approvals

The QA Manager and the Professor both must agree on completion of the testing project and determine when it’s ready to proceed to the next step.