### Test Script M&R/CLARA/CORP/2022/002/0019

### Business(002)/Billing Format(0019)

***General Information***

|  |  |  |  |
| --- | --- | --- | --- |
| **Tester Details** | |  |  |
| **Name** | **User ID** | **Tested Environment** | **Tested Date** |
|  |  | Pre-Production |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Expected Results:**  Billing Format Created/updated/deleted Successfully | | | |

***Process***

| **Process** | **Step #** | **Steps** | **Expected Results** | **Actual Results** | **Pass/Fail/**  **Not executed** |
| --- | --- | --- | --- | --- | --- |
| Login | 1 | Enter the User ID and Password in the login page | Should be able to Login successfully and open the landing page |  |  |
| List page | 2 | Click the Settings Menu and navigate to Business/Billing Format and click the button | Has to open the List page |  |  |
| 3 | Should display all the records in the list page |  |  |
| Search | 4 | Click Search button | Has to open the search criteria fields |  |  |
| 5 | Search Options can be single or multiple. Enter the required search field values and click search. This will update the list page records according to the search |  |  |
| 6 | Click Reset button | On Clicking reset will clear the search field values and will make all the fields as blank & Click search again will provide the unfiltered list |  |  |
| List Search / filter | 7 | Enter the required values in the filter field on the top of list page | Will filter the records according to search criteria in the list page |  |  |
| Options | 8 | Click Options button | Will display the required options for this screen |  |  |
| 9 | Click Download icon from Options | Will down the list page records in xlsx format |  |  |
| Create New | 10 | Click New Button | Has to open a new Pop-up screen to Enter the below field details |  |  |
| 11 | **General** |  |  |
| 12 | 1. Class - (Class ID -3 selected automatically and this is Non-Editable) |  |  |
| 13 | 2. Description - Entry Field - Mandatory |  |  |
| 14 | 3. Status- Autofill "ACTIVE" status - Mandatory |  |  |
| 15 | **Format Options** |  |  |
| 16 | 1. Time tickets - check box - Optional |  |  |
| 17 | 2. Payment Summary- check box - optional |  |  |
| 18 | 3. Show Previous balance/Payment received - Check box - Optional |  |  |
| 19 | 4. Cost details - Check box - Optional |  |  |
| 20 | 5. Show last date of payment - check box - optional |  |  |
| 21 | 6. Task based Billing - Check box - optional |  |  |
| 22 | 7. Comments - Entry field - Optional |  |  |
| 23 | 8. Message - Entry Field - Optional |  |  |
| 24 | validation - Error message will be Popped up if Mandatory fields are not filled |  |  |
| 25 | On Clicking Save button, 1. will save the all the entered details  2. Receive success Message  3. A new record is added in the List page |  |  |
| cancel creation | 26 |  | On Clicking cancel button, Close the Pop-up screen and go back to List page |  |  |
| Edit | 27 | Select a record and click edit from Options icon on the top of the list page | validation - Should not allow to select multiple rows |  |  |
| 28 |  | Has to open the update screen with below options to edit |  |  |
| 29 |  | Error message will be Popped up if Mandatory fields are not filled |  |  |
| 30 |  | **General** |  |  |
| 31 |  | 1. Class - Auto Populate/ Non-Editable |  |  |
| 32 |  | 2. Description- Auto Populate/Editable |  |  |
| 33 |  | 3. Status- Auto Populate/Editable |  |  |
| 34 |  | **Format Options** |  |  |
| 35 |  | 1. Time tickets - check box - Editable |  |  |
| 36 |  | 2. Payment Summary- check box - Editable |  |  |
| 37 |  | 3. Show Previous balance/Payment received - Check box - Editable |  |  |
| 38 |  | 4. Cost details - Check box - Editable |  |  |
| 39 |  | 5. Show last date of payment - check box - Editable |  |  |
| 40 |  | 6. Task based Billing - Check box - Editable |  |  |
| 41 |  | 7. Comments - Entry field - Editable |  |  |
| 42 |  | 8. Message - Entry Field - Editable |  |  |
| 43 |  | on clicking Update button 1. Update the edited records in the list page 2. Receive success message |  |  |
| Cancel Update | 44 |  | On Clicking cancel button, Close the Pop-up screen and go back to List page |  |  |
| Display | 45 | Select a record and click Display from Options icon on the top of the list page | Should display the details of the selected record |  |  |
| Delete | 46 | Select a record and click delete from Options icon on the top of the list | validation - Should not allow to select multiple rows |  |  |
| 47 |  | Delete the selected record from the list page |  |  |

***Confirmation / Approval of Testing Results***

**Overall Testing Status:**

Pass and accepted

Passed with note \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Failed

**Comments:**

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**Approved by :** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name :** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date :**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_