### Test Script M&R/CLARA/IMM/2022/006/0011

### Matter(006)/Receipt No(0011)

***General Information***

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| --- | --- | --- | --- |
| **Tester Details** | |  |  |
| **Name** | **User ID** | **Tested Environment** | **Tested Date** |
|  |  | Pre-Production |  |
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|  |  |  |  |
|  |  |  |  |
| **Expected Results:**  Matter Receipt No 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 |  |  |
| Receipt No | 2 | Select a Matter and click options button, click Edit icon and then Click Receipt No tab | Has to display the Receipt tab list page |  |  |
| List search / Filter | 3 | Enter the required values in the Search field on the top of list page | Will filter the records according to search criteria in the list page |  |  |
| Add new Receipt | 4 | Select a new button from top of list page | Will Open a New popup screen to add the new expense with below fields |  |  |
|  | 5 |  | 1. Document type - Select the relevant document type from Dropdown - Mandatory |  |  |
|  | 6 |  | 2. Upload Receipt file - Select receipt No document from local system and upload the document - Mandatory |  |  |
|  | 7 |  | 3. Receipt No - Entry field - Mandatory |  |  |
|  | 8 |  | 4. Receipt type - Select relevant type from dropdown - Optional |  |  |
|  | 9 |  | 5. Date Sent to Govt Agency - select date - Optional |  |  |
|  | 10 |  | 6. receipt date- Select date - Mandatory |  |  |
|  | 11 |  | 7. Receipt No Date- Select Date - Optional |  |  |
|  | 12 |  | 8. Status - Default status - Pending - Non-Editable |  |  |
|  | 13 |  | 9. Mozeo SMS Notes - Entry field - Mandatory |  |  |
|  | 14 |  | On Clicking Save button, 1. will add a new Receipt Number to the matters and added in the list page 2. Receive success Message |  |  |
| Update Receipt No with Approval Notice | 15 | Select a receipt No and go to Options and Click Edit Icon | Will Open the details of Selected Receipt No |  |  |
|  |  |  | **General tab** |  |  |
|  | 16 |  | 1. Document type - Auto Populate - Editable |  |  |
|  | 17 |  | 2. Upload Receipt file - Auto Populate - Editable |  |  |
|  | 18 |  | 3. Receipt No - Auto Populate – Non Editable |  |  |
|  | 19 |  | 4. Receipt type - Auto Populate - Editable |  |  |
|  | 20 |  | 5. Date Sent to Govt Agency- Auto Populate - Editable |  |  |
|  | 21 |  | 6. receipt date- Auto Populate - Editable |  |  |
|  | 22 |  | 7. Receipt No Date - Auto Populate - Editable |  |  |
|  | 23 |  | 8. Status - Auto Populate - Editable |  |  |
|  | 24 |  | 9. Mozeo SMS Notes - Auto Populate - Editable |  |  |
|  |  | When Status is changed from Pending to Approved, update the below fields (When the Receipt No status is Approved, update is not allowed) | **Approval** |  |  |
|  | 25 |  | 1. Approval Receipt Date - Select the date - Optional |  |  |
|  | 26 |  | 2. Approval date- Optional |  |  |
|  | 27 |  | 3. Expiration date - Optional |  |  |
|  | 28 |  | 4. Eligibility date - Mandatory |  |  |
|  | 29 |  | 5. Reminder days - Mandatory |  |  |
|  | 30 |  | 6. Reminder date - Auto calculate and Non-Editable |  |  |
|  |  |  | **Admin** |  |  |
|  | 31 |  | 1.Created by - Auto Populate/ Non-Editable |  |  |
|  | 32 |  | 2.Created on - Auto Populate/ Non-Editable |  |  |
|  | 33 |  | On Clicking Update button 1. Update the details of selected Receipt No 2. Receive success message 3. Create a record in Expiration date tab automatically |  |  |
| Cancel Update | 34 |  | On Clicking cancel button, Close the Pop-up screen and go back to Matter List page |  |  |
| Display Receipt No | 35 | Select an expense and Click Options button and then click display icon | Has to display the selected Receipt No Details |  |  |
| Delete Receipt No | 36 | Select a Receipt No and Click Options button and then click delete icon | Delete the Selected the record |  |  |
| Options | 37 | Click Options button | Will display the required options for this screen |  |  |
| 38 | Click Download icon from Options | Will down the list page records in Xlsx format |  |  |

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

**Overall Testing Status:**

Pass and accepted

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

Failed

**Comments:**

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

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

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