### Test Script M&R/CLARA/L&E/2022/006/0007

### Matter(006)/Expense(0007)

***General Information***

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| **Tester Details** | |  |  |
| **Name** | **User ID** | **Tested Environment** | **Tested Date** |
|  |  | Pre-Production |  |
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|  |  |  |  |
|  |  |  |  |
| **Expected Results:**  Matter Expense 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 |  |  |
| Expenses tab | 2 | Select a Matter and click options button, click Edit icon and then Click Expenses tab | Has to display the Expenses tab list page |  |  |
| Search expenses | 3 | Click Search Button | Has to open the search criteria fields |  |  |
| 4 | Search Options can be single or multiple (only for required fields). Enter the required search field values and click search. This will update the list page records according to the search |  |  |
| 5 | 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 | 6 | 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 |  |  |
| Options | 7 | Click Options button | Will display the required options for this screen |  |  |
| 8 | Click Download icon from Options | Will down the list page records in Xlsx format |  |  |
| Add new expense | 9 | Select a new button from top of list page | Will Open a New popup screen to add the new expense with below fields |  |  |
|  | 10 |  | 1. Expense code - Select the options from Dropdown |  |  |
|  | 11 |  | 2. Cost type - Auto filled based on the selected expense code |  |  |
|  | 12 |  | 3. Cost per item - Auto filled based on the selected expense code |  |  |
|  | 13 |  | 4. No of Items - Enter the no of items |  |  |
|  | 14 |  | 5. Amount - Automatically calculated - (Cost per item \* No of items) |  |  |
|  | 15 |  | 6. Description - Enter remarks about the expenses |  |  |
|  | 16 |  | 7. Expense type - select from dropdown |  |  |
|  | 17 |  | 8. Bill type - Select from dropdown |  |  |
|  | 18 |  | 9. Write off - Choose Yes or No option |  |  |
|  | 19 |  | On Clicking Save button, 1. will add a new expense to the matters and added in the list page 2. Receive success Message |  |  |
| Update Expense | 20 | Select an expense and go to Options and Click Edit Icon | Will Open the details of Selected Expense |  |  |
|  | 21 |  | 1. Expense code - Editable |  |  |
|  | 22 |  | 2. Cost type - Non-Editable |  |  |
|  | 23 |  | 3. Cost per item - Non-Editable |  |  |
|  | 24 |  | 4. No of Items - Editable |  |  |
|  | 25 |  | 5. Amount - Automatically calculated –  (Cost per item x No of items) |  |  |
|  | 26 |  | 6. Description - Editable |  |  |
|  | 27 |  | 7. Expense type - Editable |  |  |
|  | 28 |  | 8. Bill type - Editable |  |  |
|  | 29 |  | 9. Write off - Editable |  |  |
|  | 30 |  | On Clicking Update button 1. Update the details of selected Note 2. Receive success message |  |  |
| Cancel Update | 31 |  | On Clicking cancel button, Close the Pop-up screen and go back to Matter List page |  |  |
| Display Expense | 32 | Select an expense and Click Options button and then click display icon | Has to display the selected Expense Details |  |  |
| Delete Expense | 33 | Select an expense and Click Options button and then click delete icon | Will Delete the Selected the record if the expense is not posted |  |  |

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

**Overall Testing Status:**

Pass and accepted

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

Failed

**Comments:**

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

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

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