### Test Script M&R/CLARA/L&E/2022/007/0002

### Billing(007)/Prebill Approval(0002)

***General Information***

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

***Process***

| **Process** | **Step #** | **Steps** | **Expected Results** | **Actual Results** | **Pass/Fail/**  **Not executed** |
| --- | --- | --- | --- | --- | --- |
| Prebill | 1 | Enter the User ID and Password in the login page | Should be able to Login successfully and open the landing page |  |  |
|  | 2 | Choose Menu, navigate to Billing and then Click Prebill Approval button | Has to display the Prebill Approval screen list page |  |  |
| Search Prebill | 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 |  |  |
| Approve Prebills | 7 | Select a record from the List page and click Approve button from Actions | Will Open a New screen with below fields |  |  |
|  |  |  | **Prebill Details** |  |  |
|  | 8 |  | Client Name - Auto Populated - Non-Editable |  |  |
|  | 9 |  | Prebill Batch No - Auto Populated - Non-Editable |  |  |
|  | 10 |  | Prebill No - Auto Populated - Non-Editable |  |  |
|  | 11 |  | Prebill Date - Auto Populated - Non-Editable |  |  |
|  | 12 |  | Assigned Partner - Auto Populated - Non-Editable |  |  |
|  | 13 |  | Matter No - Auto Populated - Non-Editable |  |  |
|  | 14 |  | Prebill Amount - Auto Populated - Non-Editable |  |  |
|  | 15 |  | Status - Auto Populated - Non-Editable |  |  |
|  |  |  | **Time Ticket Details** |  |  |
|  | 16 |  | 1. Time Ticket No - Auto Populated - Non-Editable |  |  |
|  | 17 |  | 2. Time Keeper - Auto Populated - Non-Editable |  |  |
|  | 18 |  | 3. Booked Hours - Auto Populated - Non-Editable |  |  |
|  | 19 |  | 4. Billable Amount - Auto Populated - Non-Editable |  |  |
|  | 20 |  | 5. Time Ticket Description - Auto Populated - Non-Editable |  |  |
|  | 21 |  | 6. Bill Type - Auto Populated - Editable |  |  |
|  | 22 |  | 7. Approved Hours - Default booked Hours - Editable |  |  |
|  | 23 |  | 8. Approved Amount - Auto Populated - Non-Editable |  |  |
|  | 24 |  | 9. Approved Description - Entry field |  |  |
|  |  |  | **Expense Details** |  |  |
|  | 25 |  | 1.Expense No - Auto Populated - Non-Editable |  |  |
|  | 26 |  | 2.Expense Date - Auto Populated - Non-Editable |  |  |
|  | 27 |  | 3.Expense Code - Auto Populated - Non-Editable |  |  |
|  | 28 |  | 4.Expense Amount - Auto Populated - Non-Editable |  |  |
|  | 29 |  | 5.Description - Auto Populated - Non-Editable |  |  |
|  | 30 |  | 6.Bill Type - Auto Populated - Non-Editable |  |  |
|  | 31 | Click Approve | On Clicking Approve button below changes will be applied |  |  |
|  | 32 |  | 1. Approved Hours, Amount, Description will be updated in the corresponding time tickets 2. Status of Prebill, Time tickets and Expense details will be updated 3. Receive Success message 4. Notification sent back to Billing Users |  |  |
|  | 33 | Click cancel button | Will close the Prebill Approval screen and go the list page without saving the Approval details |  |  |
| Display Prebill | 34 | Select an Prebill and Click Options button and then click display icon | Has to display the selected Prebill Details |  |  |
| Delete Prebill | 35 | Deletion of Record is not possible |  |  |  |
| Options | 36 | Click Options button | Will display the required options for this screen |  |  |
| 37 | 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 :** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_