# **Oval Administration Training Module**

Version: 0.1

Date: 30th October 2019

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| The purpose of this document is to provide training guidance for Oval Administration. It should be used in conjunction with the application. |

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## Change History

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| --- | --- | --- |
| Version | Date | Changes |
| 0.1 | 30/10/2019 | Initial Document |
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# Introduction

The purpose of this document is to provide training for the Oval Administration Application. Step by step instructions will be provided to assist with the creation and editing of Oval Administration.

Use cases will be used to depict the scenario.

## Use Case 1

Create a new Chart of Accounts.

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| --- | --- | --- |
| Step Number | Steps | Expected Outcome |
| 1 | Navigate to Chart of Accounts in Oval Administration. | Chart of Accounts Tab displayed. |
| 2 | Click on the New button. | New Chart of Accounts popup displayed. |
| 3 | Enter a name for the Chart of Accounts. | Chart of Accounts Name entered. |
| 4 | Click on Save | Chart of Accounts Created. The ability to be able to add the Ledger Accounts is now displayed. |
| 5 | Click on New Ledger Account. | Ledger Account popup displayed. |
| 6 | Enter the Ledger Account Name. | Ledger Account Name created. |
| 7 | Select the Chart of Accounts this relates to. | Chart of Accounts selected. |
| 8 | Select the Ledger Account Type this relates to. | Ledger Account Type selected. |
| 9 | Click on Save and New. | Ledger Account popup displayed. |

## Use Case 2

Create new financial years.

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| Step Number | Steps | Expected Outcome |
| 1 | Navigate to the Financial Years Tab. | Financial Years tab displayed. |
| 2 | Click on New. | Financial years popup displayed. |
| 3 | Enter the Financial Year Name. | Financial Year Name Entered. |
| 4 | Select the status of draft. | Status of draft selected. |
| 5 | Enter the start and end dates. | Start and end dates entered. |
| 6 | Select the pattern of calendar months. | Calendar months selected. |
| 7 | Click on save. | The Accounting Periods are automatically setup. |

## Use Case 3

Create new Companies and Department’s (Entities).

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| Step Number | Steps | Expected Outcome |
| 1 | Navigate to the Entities tab in Oval Administration. | Entities tab displayed. |
| 2 | Click on New. | Entities popup displayed. |
| 3 | Select the Record Type of either Company or Department. | Company or Department selected. |
| 4 | Enter the Entity Name and the Legal Entity Name. | Entity Name and Legal Entity Name displayed. |
| 5 | Select the COA for this Entity. | COA selected. |
| 6 | Search for the Parent Entity if this is a child. | Parent Entity selected. |
| 7 | Select a default currency code. | Currency code selected. |
| 8 | Enter the contact information. | Contact information entered. |
| 9 | Enter the address details. | Address details entered. |
| 10 | Click on Save. | Entity details saved. |

## Use Case 4

Create the Financial Year associated with a Company or Department.

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| Step Number | Steps | Expected Outcome |
| 1 | Navigate to the Entities tab in Oval Administration. | Entities tab displayed. |
| 2 | Select the entity created in Test Case 1. | Entity selected. |
| 3 | Click on New Financial Year. | New Entity Financial Year popup displayed. |
| 4 | Enter the following information:  Entity Financial Year = FY2019  Ensure the Entity is the one created in Use Case 3.  Create New Financial Year  Select currency of Euros  Tick the 'Is Current' checkbox.  Click on save. | New Financial Year is created.  The Entity Accounting Periods are created.  The current month is marked as 'is current' for the correct year. |

## Use Case 5

Create new Bank Accounts.

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| Step Number | Steps | Expected Outcome |
| 1 | Navigate to the Bank Accounts tab in Oval Administration. | Bank Accounts tab displayed. |
| 2 | Click on New. | Bank Account popup displayed. |
| 3 | Enter the Bank Account Name. | Bank Account Name entered. |
| 4 | Enter the Bank Name. | Bank Name entered. |
| 5 | Select the currency. | Currency is selected. |
| 6 | Search for the Entity this Bank Account relates to. | Entity selected. |
| 7 | Enter the Bank Account Number. | Bank Account Number entered. |
| 8 | Enter the Bank sort-code. | Bank sort -code entered. |
| 9 | Click on save. | Bank details created. |

## Use Case 6

Create new Tax Rates.

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| Step Number | Steps | Expected Outcome |
| 1 | Navigate to the Tax Rates tab in Oval Administration. | Tax Rates tab displayed. |
| 2 | Click on New. | New Tax Rate popup is displayed. |
| 3 | Enter the Tax Rate Name. | Tax Rate Name entered. |
| 4 | Enter the Rate %. | Rate % entered. |
| 5 | Select the currency applicable to this tax rate. | Currency selected. |
| 6 | Click on Save. | Tax Rate successfully saved. |