# **Oval Accounting – Posting Rules Training Module**

Version: 0.1

Date: 30th October 2019

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| The purpose of this document is to provide training guidance for the Posting Rules feature within Oval Accounting. It should be used in conjunction with Oval Accounting.  |

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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 Posting Rules feature within Oval Accounting. Step by step instructions will be provided to assist with the creation and editing of Posting rules.

Use cases will be used to depict the scenario.

## Use Case 1

Create a postal schedule template.

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| Step Number  | Steps  | Expected Outcome  |
| 1 | Navigate to Posting Schedules in Oval Accounting.  | Posting Schedules tab displayed. |
| 2 | Click on New.  | New Posting Schedule popup displayed.  |
| 3 | Enter the Posting Schedule Name.  | Posting Schedule name displayed.  |
| 4 | Enter the schedule Type daily  | Daily entered.  |
| 5 | Enter the schedule percentage 50%. | 50% entered. |
| 6 | Enter the direct ledger account Deferred Revenue. | Deferred Revenue entered.  |
| 7 | Enter the Credit Ledger Account Deferred Expense. | Deferred Expense entered.  |
| 8 | Ensure the is active check box is ticked.  | Is active check box ticked.  |
| 9 | Click on save.  | The test schedule has been setup. |

## Use Case 2

Create a posting rule.

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| Test Number  | Test Steps  | Expected Outcome  |
| 1 | Navigate to Posting rules Tab.  | Posting Rules tab displayed. |
| 2 | Click on New.  | New Posting Rule popup displayed. |
| 3 | Select the record type Product.  | Record type product displayed.  |
| 4 | Click on next.  | Daily entered.  |
| 5 | Enter the Posting rule Name.  | Posting rule name displayed.  |
| 6 | Select the company entity.  | Company entity displayed.  |
| 7 | Enter the Transaction Type | Transaction type entered.  |
| 8 | Search for the debit ledger account direct expense. | Direct expense selected. |
| 9 | Search for the Credit Ledger Account Sales.  | Credit Ledger Account Sales selected. |
| 10 | Search for the product the posting rule applies.  | Product selected. |
| 11 | Search for the default tax rate of Income 20%. | Tax rate selected. |
| 12 | Search for the posting schedule setup in use case 1.  | Posting rule selected.  |
| 13 | Click on save.  | Posting rule setup. |

## Use Case 3

Create a transaction to use the posting rule.

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| Test Number  | Test Steps  | Expected Outcome  |
| 1 | Navigate to Transactions in Oval Accounting.  | Transactions tab displayed. |
| 2 | Click on New.  | New Transaction popup displayed. |
| 3 | Select Sales Invoice.  | Sales invoice displayed. |
| 4 | Click on next.  | New Transaction sales Invoice popup displayed.  |
| 5 | Enter the Transaction Date.  | Transaction date entered.  |
| 6 | Select the price book the product relates to. | Pricebook selected. |
| 7 | Click on save.  | Transaction has been created. |
| 8 | Create a line entry using the product from use case 2.  | Line entry created.  |
| 9 | Click on save.  | Transaction created. |

## Use Case 4

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| Step Number  | Steps  | Expected Outcome  |
| 1 | Navigate to Transactions in Oval Accounting.  | Transactions tab displayed.  |
| 2 | Select the Transaction created in use case 3.  | Transaction selected.  |
| 3 | Change the status of the Transaction to Posted.  | Status of the transaction changed to posted.  |
| 4 | Validate the Entity displays the accounting journal entry for this transaction correctly.  | Transaction amounts displayed correctly: Debit Amount = 240 Credit amount = USD 40 USD 100 USD 100  |
| 5 | Validate the correct ledger accounts are debited and credited.  | Ledger account Sales credited. Ledger account direct expense debited. |