# **Oval Accounting – Transaction Status 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 Transaction Status 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 Transaction Status feature within Oval Accounting. Step by step instructions will be provided to assist with the creation and editing of Transaction Status.

Use cases will be used to depict the scenario.

## Use Case 1

Create a new transaction and validate the Status of the transaction can be easily changed.

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| Step Number | Steps | Expected Outcome |
| 1 | Navigate to Transactions in Oval Accounting. | Transactions Tab displayed. |
| 2 | Click on New. | New Transaction popup displayed. |
| 3 | Select the record type and click next. | New Transaction of Record Type displayed. |
| 4 | Enter a Transaction Date. | Transaction Date Entered. |
| 5 | Search for the Company Entity. | Company Entity selected. |
| 6 | Search for the Entity Accounting Period. | Entity Accounting Period selected. |
| 7 | Click on save. | Transaction type saved. |
| 8 | Click on add Transaction Entry. | New Transaction Entry popup displayed. |
| 9 | Search for a Product. | Product selected. |
| 10 | Enter a quantity of 3. | Quantity entered |
| 11 | Search for the Ledger Account this relates to. | Ledger Account selected. |
| 12 | Enter a Unit price of 100 for the Product. | Unit Price entered. |
| 13 | Enter a Tax Rate. | Tax Rate entered. |
| 14 | Click on save. | Transaction entry created. |
| 15 | Change the status of the transaction in the Kanban to Pending Approval. | Transaction set to pending approval. |
| 16 | Change the status of the transaction to approved. | Transaction set to approved. |
| 17 | Change the status of the transaction to posted. | Transaction set to posted. |
| 18 | Change the status of the transaction to locked. | Transaction set to locked. |

## Use Case 2

Validate that when a transaction is posted it cannot change status.

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| Step Number | Steps | Expected Outcome |
| 1 | Navigate to Transactions in Oval Accounting. | Transactions Tab displayed. |
| 2 | Click on New. | New Transaction popup displayed. |
| 3 | Select the record type and click next. | New Transaction of Record Type displayed. |
| 4 | Enter a Transaction Date. | Transaction Date Entered. |
| 5 | Search for the Company Entity. | Company Entity selected. |
| 6 | Search for the Entity Accounting Period. | Entity Accounting Period selected. |
| 7 | Click on save. | Transaction type saved. |
| 8 | Click on add Transaction Entry. | New Transaction Entry popup displayed. |
| 9 | Search for a Product. | Product selected. |
| 10 | Enter a quantity of 3. | Quantity entered |
| 11 | Search for the Ledger Account this relates to. | Ledger Account selected. |
| 12 | Enter a Unit price of 100 for the Product. | Unit Price entered. |
| 13 | Enter a Tax Rate. | Tax Rate entered. |
| 14 | Click on save. | Transaction entry created. |
| 15 | Change the status of the transaction in the Kanban to Posted. | Transaction set to Posted. |
| 16 | Change the status back to pending approval. | Transaction status cannot change once posted. |

## Use Case 3

Validate that when a transaction is locked it cannot change status.

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| Step Number | Steps | Expected Outcome |
| 1 | Navigate to Transactions in Oval Accounting. | Transactions Tab displayed. |
| 2 | Click on New. | New Transaction popup displayed. |
| 3 | Select the record type and click next. | New Transaction of Record Type displayed. |
| 4 | Enter a Transaction Date. | Transaction Date Entered. |
| 5 | Search for the Company Entity. | Company Entity selected. |
| 6 | Search for the Entity Accounting Period. | Entity Accounting Period selected. |
| 7 | Click on save. | Transaction type saved. |
| 8 | Click on add Transaction Entry. | New Transaction Entry popup displayed. |
| 9 | Search for a Product. | Product selected. |
| 10 | Enter a quantity of 3. | Quantity entered |
| 11 | Search for the Ledger Account this relates to. | Ledger Account selected. |
| 12 | Enter a Unit price of 100 for the Product. | Unit Price entered. |
| 13 | Enter a Tax Rate. | Tax Rate entered. |
| 14 | Click on save. | Transaction entry created. |
| 15 | Change the status of the transaction in the Kanban to Posted. | Transaction set to Locked. |
| 16 | Change the status back to pending approval. | Transaction status cannot change once posted. |

## Use Case 4

Validate that when a transaction is posted, it appears in the Entity Accounting Journal for the correct entity accounting period.

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| Step Number | Steps | Expected Outcome |
| 1 | Navigate to Transactions in Oval Accounting. | Transactions Tab displayed. |
| 2 | Click on New. | New Transaction popup displayed. |
| 3 | Select the record type and click next. | New Transaction of Record Type displayed. |
| 4 | Enter a Transaction Date. | Transaction Date Entered. |
| 5 | Search for the Company Entity. | Company Entity selected. |
| 6 | Search for the Entity Accounting Period. | Entity Accounting Period selected. |
| 7 | Click on save. | Transaction type saved. |
| 8 | Click on add Transaction Entry. | New Transaction Entry popup displayed. |
| 9 | Search for a Product. | Product selected. |
| 10 | Enter a quantity of 3. | Quantity entered |
| 11 | Search for the Ledger Account this relates to. | Ledger Account selected. |
| 12 | Enter a Unit price of 100 for the Product. | Unit Price entered. |
| 13 | Enter a Tax Rate. | Tax Rate entered. |
| 14 | Click on save. | Transaction entry created. |
| 15 | Change the status of the transaction in the Kanban to Posted. | Transaction set to Posted. |
| 16 | Navigate to Entities in Oval Accounting. | Entities tab displayed. |
| 17 | Select the entity the transaction relates to. | Entity selected. |
| 18 | View the accounting journal entry. | Accounting journal entries displayed. |
| 19 | Validate the Transactions displayed are those locked/posted to the Entity Accounting Period. | Transactions displayed are those posted to the Entity Accounting Period. |