# **Oval Accounting – Transactions Training Module**

Version: 0.1

Date: 28th October 2019

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| The purpose of this document is to provide training guidance for the Transactions 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 | 28/10/2019 | Initial Document |
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# Introduction

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

Use cases will be used to depict the scenario.

## Use Case 1

Create a new Sales Invoice and validate the transaction values are correct.

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| Step Number | Steps | Expected Outcome |
| 1 | Navigate to Transactions in Oval Accounting. | Transactions Tab displayed. |
| 2 | Click on new transaction. | New Transaction popup displayed. |
| 3 | Select the Transaction Record Type of Sales Invoice. | Sales Invoice Record type displayed. |
| 4 | Click on Next. | New Transaction: Sales Invoice displayed. |
| 5 | Select a Transaction Date of today. | Transaction Date selected. |
| 6 | Select the currency of Euro. | Euro selected. |
| 7 | Search for the Company Entity. | Company Entity Selected. |
| 8 | Search for the current Entity Accounting Period. | Entity Accounting Period Selected. |
| 9 | Click on Save. | Transaction type saved. |
| 10 | Click on new Transaction Entity. | New Transaction Entity popup displayed. |
| 11 | Change the quantity to 3 | Quantity changed to 3. |
| 12 | Search for a Product. | Product selected. |
| 13 | Enter a unit price of 60.50 | Unit price of 60.50 entered. |
| 14 | Change the currency to Euro. | Currency changed to Euro. |
| 15 | Select a Tax Rate of VAT at 20% | Vat rate of 20% selected. |
| 16 | Search for a Ledger Account. | Ledger Account selected. |
| 17 | Click on save. | Ledger Account selected. |
| 18 | Validate the Financial Information displays the following:  Net Amount = EUR 181.50 (USD 165.00)  Tax Amount = EUR 36.30 (USD 33)  Gross Amount = EUR 217.80 (USD 198) | Values correctly displayed. |
| 19 | Validate the Financial Information for Entity displays the following:  Net Amount = 181.50  Tax Amount = 36.30  Gross Amount = 217.80 | Values correctly displayed. |
| 20 | Validate the Financial Information for Base displays the following:  Net Amount = 165.00  Tax Amount = 33  Gross Amount = 198 | Values displayed correctly. |

## Use Case 2

Create a new transaction and add a percentage discount.

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| Step Number | Steps | Expected Outcome |
| 1 | Navigate to transactions in Oval Accounting. | Transactions Tab displayed. |
| 2 | Click on new transaction. | New Transaction popup displayed. |
| 3 | Select Sales Invoice and click on next. | New Transaction, Sales Invoice displayed. |
| 4 | Enter a Transaction date of today. | Today’s date entered. |
| 5 | Search for a company entity. | Company entity entered. |
| 6 | Search for an Entity Accounting Period. | Entity Accounting Period selected. |
| 7 | Click on save. | Transaction type created. |
| 8 | Click on new Transaction Entry. | New transaction entry popup displayed. |
| 9 | Search for a Product. | Product selected. |
| 10 | Search for a ledger account. | Ledger account selected. |
| 11 | Enter the unit price of 100. | Unit price entered. |
| 12 | Search for a tax rate. | Tax rate selected. |
| 13 | Click on save. | Transaction entry created. |
| 14 | Click on the transaction entry. | Transaction entry displayed with discount fields. |
| 15 | Add a discount percent of 10 % and click on save. | Discount of 10 % saved. |
| 16 | Validate the following values are populated:  Discount percent 10%  Discount Amount 10  New Amount Original 100  Net Amount 90  Tax Amount 18  Gross Amount 108 | Values populated correctly. |
| 17 | Validate the same values are populated in the Base and Entity fields. | Values populated correctly. |

## Use Case 3

Create a new transaction and add a discount amount.

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| Step Number | Steps | Expected Outcome |
| 1 | Navigate to transactions in Oval Accounting. | Transactions Tab displayed. |
| 2 | Click on new transaction. | New Transaction popup displayed. |
| 3 | Select Sales Invoice and click on next. | New Transaction, Sales Invoice displayed. |
| 4 | Enter a Transaction date of today. | Today’s date entered. |
| 5 | Search for a company entity. | Company entity entered. |
| 6 | Search for an Entity Accounting Period. | Entity Accounting Period selected. |
| 7 | Click on save. | Transaction type created. |
| 8 | Click on new Transaction Entry. | New transaction entry popup displayed. |
| 9 | Search for a Product. | Product selected. |
| 10 | Search for a ledger account. | Ledger account selected. |
| 11 | Enter the unit price of 100. | Unit price entered. |
| 12 | Search for a tax rate. | Tax rate selected. |
| 13 | Click on save. | Transaction entry created. |
| 14 | Click on the transaction entry. | Transaction entry displayed with discount fields. |
| 15 | Enter a discount amount of 10 in the discount amount field. | Discount amount of 10 entered. |
| 16 | Validate the following values are populated:   Discount Amount 10  New Amount Original 100  Net Amount 90  Tax Amount 18  Gross Amount 108 | Discount amounts populated. (be nice if the discount % was also calculated) |
| 17 | Validate the same values are displayed in the Base and Entity fields. | Same values displayed. |

## Use Case 4

Remove the discount from the Transaction.

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| Step Number | Steps | Expected Outcome |
| 1 | Using the Transaction from Use Case 3, edit the transaction entry. | Transaction entry ready for edit. |
| 2 | Remove the discount amount and click on save. | The discount amount is removed. |
| 3 | Validate the discount amount has also been removed from the Base and Entity fields. | Discount amount has been removed. |

## Use Case 5

Only Sales and Purchase orders can have discounts applied.

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| Step Number | Steps | Expected Outcome |
| 1 | Navigate to transactions in Oval Accounting. | Transactions Tab displayed. |
| 2 | Click on new transaction. | New Transaction popup displayed. |
| 3 | Create an Other Expenditure and add a line entry. | Other Expenditure created. |
| 4 | Edit the line entry and validate discount fields are not displayed. | Discount fields are not displayed. |
| 5 | Create an Other Income and add a line entry. | Other Income created. |
| 6 | Edit the line entry and validate discount fields are not displayed. | Discount fields are not displayed. |
| 7 | Create a Purchase Payment and add a line entry. | Purchase Payment created. |
| 8 | Edit the line entry and validate discount fields are not displayed. | Discount fields are not displayed. |
| 9 | Create a Sales Payment and add a line entry. | Sales Payment created. |

## Use Case 6

Multiple line entries can be added to a Sales Invoice with or without a discount.

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| Step Number | Steps | Expected Outcome |
| 1 | Navigate to transactions in Oval Accounting. | Transactions Tab displayed. |
| 2 | Click on new transaction. | New Transaction popup displayed. |
| 3 | Select Sales Invoice. | Sales Invoice Template displayed. |
| 4 | Enter today's date. | Today's date entered. |
| 5 | Search for a Company Entity. | Company Entity entered. |
| 6 | Search for Entity Accounting Period. | Entity Accounting period entered. |
| 7 | Click on Save. | Transaction type created. |
| 8 | Create a new Transaction entry for 100. | New transaction entry created. |
| 9 | Create a second line entry for 200. | New transaction entry created. |
| 10 | Edit the line entry and add a discount of 10% | Discount applied. |
| 11 | Validate the discount only applies to this line entry. | Only applies to this line entry. |