****FUNCTIONAL TEST SCRIPT FOR**** FINS

| **STEP #** | **TEST****TYPE** | **Scenario description** | **EXPECTED** **RESULT** | **ACTUAL** **RESULT** | **COMMENTS** |
| --- | --- | --- | --- | --- | --- |
|  | Inquire | Access the FINS by entering FINS in Quick Navigation field from any screen or by selecting FINS from the main menu. | A FINS screen will appear with the cursor in the Actor ID field. If navigation to FINS from another Actor level screen the ID will sticky data over to FINS. |  |  |
|  | Inquire | Access the FINS screen, enter a valid Actor ID, press enter or Find. | The financial information is displayed. The Income tab is selected by default. All is selected in the dropdown for relation.  |  |  |
|  | Inquire | Access the FINS screen and enter a valid Actor ID with no financial information entered.  | The header section will populate with the available information and the message ‘No matching records will be displayed.  |  |  |
|  | Inquire | Access the FINS screen, enter a valid Actor ID for whom income information has been entered.  | The header section will populate with the available information and the Income grid will populate with the income details.  |  |  |
|  | Inquire | Access the FINS screen, enter a valid Actor ID for whom Expense information has been entered.  | The header section will populate with the available information and the Income grid will populate with the expense details.  |  |  |
|  | Inquire | Access the FINS screen, enter a valid Actor ID for whom asset information has been entered.  | The header section will populate with the available information and the Income grid will populate with the asset details.  |  |  |
|  | Inquire | Access the FINS screen and enter a valid Actor ID and select an option other than ALL from the relation dropdown.. | The header section will populate with the available information. The income, expense and asset tabs will display only the details associated with the selected Relation. |  |  |
|  | Add | Access the FINS screen and enter a valid Actor ID, select the screen function Add Income and Expenses. | The FINS screen will display in edit mode. The required fields are a tan color, optional fields are white and non-editable fields are gray. |  |  |
|  | Add | Select values for all the required fields using either the look up or the dropdown, enter values in the optional fields. Click the Add icon | The entered information will be saved for the Actor ID and the message ‘Done’ will display. |  |  |
|  | Add | After adding the income information, return to the View Income and Expenses Screen Function.  | The newly entered information is displayed. The ID of the worker who entered the information is inserted by the system and displayed in the Updated By column.  |  |  |
|  | Add | Inquire with a valid Actor ID, go to the Add Income and Expense Screen Function and select the Expenses tab. | The FINS screen will display in edit mode. The required fields are tan color, options fields are white and non-editable fields are gray. |  |  |
|  | Add | Again, enter all required fields and click the New icon | The entered information will be saved for the member ID and the message ‘Done’ will display |  |  |
|  | Add | After adding the expense information, return to the View income and Expenses screen function.  | The newly entered information is displayed. The ID of the worker who entered the information is inserted by the system and displayed in the Updated By column  |  |  |
|  | Add | Inquire with a valid Actor ID, go to the Add Income and Expense screen function and select the Assets tab. | The FINS screen will display in edit mode. The required fields are a tan color, options fields are white and non-editable fields are gray. Notice the Joint column is gray.  |  |  |
|  | Add | Enter the required field (Asset Type), select Joint from the Ownership dropdown. | When Joint is selected from the dropdown, the Joint column becomes editable.  |  |  |
|  | Add | Enter the Asset type, Value, and any other optional fields, click the Add icon | The asset information is saved for that Actor.  |  |  |
|  | Add | After adding the asset information, return to the View Income and Expenses Screen Function.  | The newly entered information is displayed. The ID of the worker who entered the information is inserted by the system and displayed in the Updated By column  |  |  |
|  | Add | Repeat the above steps without entering a required field. | The system displays the missing field in red and gives the error message “Enter Required Field(s)” |  |  |
|  | Modify | Inquire on FINS with a valid Actor ID for whom financial information has been added. | The screen will be populated with information entered for each tab. |  |  |
|  | Modify | After inquire, click the Modify Income and Expense Screen Function | The screen is displayed in edit mode. Not all fields can be modified. The fields that are editable will be either tan(required) or white (optional).  |  |  |
|  | Modify | After inquire, click the Modify Income and Expense screen function. Enter a new value in one or more of the editable fields, click the Save icon | The information is updated with the new values. The message “Update Successful” is displayed.  |  |  |
|  | Modify | Repeat above steps changing various fields on all the tabs. | Each time the new information is displayed and the message “Update Successful” is displayed.  |  |  |