GENIUS Testing Plan – Plan Manager

The following test plan outlines the test items and features to be tested once functional training has been completed. It has been designed as only a guide and is provided in a format for editing to suit an individual organisation’s requirements.

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| **Contents**[Test one – sending + signing service agreements 1](#_Toc77259059)[Test two – managing plan managed CLAIMS 1](#_Toc77259060)[Test three – managing invoices to NDIA 3](#_Toc77259061)[Test four – managing engagements 4](#_Toc77259062) |

# Test one – sending + signing service agreements

**To test sending + signing a service agreement**

1. Access your GENIUS client engagement
2. Select ‘Edit’
3. Expand ‘Service Agreement’
	1. Select ‘Send agreement’
	2. Select service agreement template
	3. Select ‘Client/Representative’
	4. Click ‘Send’
4. This will open the electronic signature form
	1. Select ‘Get started’
	2. Select ‘Click to sign’
	3. Insert signature
	4. Select ‘Continue’ + ‘Confirm
5. Upon signing, service agreement will send to the recipient for signing
6. Recipient opens the form + signs from the email sent to them

# Test two – managing plan managed CLAIMS

**Steps**

* Upload provider invoice + approval process
* Archiving provider invoices
* Generate a plan managed claim
* Generate bulk upload
* Reconcile claim
* Sync claim

**To test managing plan managed claims**

1. Add provider invoice to ‘Manage provider invoices’
	1. Select ‘Add provider invoice’
	2. Enter name of client
	3. Enter provider invoice reference #
	4. Enter name of provider
	5. Upload provider invoice file
	6. (Optional) Add claim notes
2. Approve the provider invoice
3. In plan managed claim to NDIA, select ‘Create claim’
	1. Select the approved provider invoice
	2. Details from the provider invoice will automatically populate, e.g. provider name + invoice reference
	3. Enter start + end period
	4. Enter due date (NB: leave this empty to create a draft bill when exporting to Xero/MYOB)
	5. Select price book
	6. Select the item code
	7. Enter quantity
	8. Click ‘Save’
4. Approve the claim
	1. Approved claims will be automatically added to the bulk upload file when it is generated
5. Generate bulk upload file
	1. Select ‘Generate report’
	2. Select ‘NDIS Bulk Upload File’
	3. Select ‘Generate’
	4. NB: Do not change the name of this file. The bulk upload will generate with a filename convention YYYYMMDD000000.CSV.
6. Upload the NDIS Bulk Upload file to the NDIA Portal
	1. Once the bulk upload is complete, the NDIA should provide a Payee Payment Remittance Advice within 1-5 business days
	2. The remittance advice will be used for reconciling payments in GENIUS
7. Upon receiving Payee Payment Remittance Advice CSV from the NDIA, return to GENIUS
	1. Select ‘Generate report’
	2. Select ‘NDIA Reconciliation Report’
	3. Select ‘Choose file’
	4. Select the Payee Payment Remittance Advice CSV file
	5. Select ‘Generate’
8. On selecting ‘Generate’ the reconciliation is complete and a reconciliation results report will be generated
	1. Open the Reconciliation results report
	2. If the claim was fully paid, column Q will show ‘TRUE’
		1. These claims will be treated as ‘NDIA Reconciled’
	3. If the claim was partially paid, column Q will show ‘FALSE’
		1. These claims will be treated as ‘NDIA Claimed + Gap’
	4. If the claim was not recognized as a GENIUS claim, column Q will remain blank
		1. This commonly occurs if the bulk upload filename was changed prior to uploading to the portal



1. Once reconciled, the claim can be synced to MYOB/Xero
	1. Select the claim
	2. Select ‘Sync selected’

# Test three – managing invoices to NDIA

**Steps**

There are a number of different types of invoices created in the NDIA invoice panel :

* Create a one - off invoice (Plan managed set-up fee)
* Create a recurring invoice ( Plan managed monthly adminsitartion fee)
* Generate bulk upload
* Reconcile invoice
* Sync invoice

**To test managing invoices to NDIA managed claims**

1. In Invoice to NDIA, select ‘Create invoice’
	1. Select the client
	2. Enter start + end period
	3. Enter due date (NB: leave this empty to create a draft bill when exporting to Xero/MYOB)
	4. Select price book
	5. Select the item code
	6. Enter quantity
	7. Click ‘Save’
2. Approve the invoice
	1. Approved invoices will automatically be added to the bulk upload file when it is generated
3. Generate bulk upload file
	1. Select ‘Generate report’
	2. Select ‘NDIS Bulk Upload File’
	3. Select ‘Generate’
	4. NB: Do not change the name of this file. The bulk upload will generate with a filename convention YYYYMMDD000000.CSV.
4. Upload the NDIS Bulk Upload file to the NDIA Portal
	1. Once the bulk upload is complete, the NDIA should provide a Payee Payment Remittance Advice within 1-5 business days
	2. The remittance advice will be used for reconciling payments in GENIUS
5. Upon receiving Payee Payment Remittance Advice CSV from the NDIA, return to GENIUS
	1. Select ‘Generate report’
	2. Select ‘NDIA Reconciliation Report’
	3. Select ‘Choose file’
	4. Select the Payee Payment Remittance Advice CSV file
	5. Select ‘Generate’
6. On selecting ‘Generate’ the reconciliation is complete and a reconciliation results report will be generated
	1. Open the Reconciliation results report
	2. If the invoice was fully paid, column Q will show ‘TRUE’
		1. These invoices will be treated as ‘NDIA Reconciled’
	3. If the invoice was partially paid, column Q will show ‘FALSE’
		1. These invoices will be treated as ‘NDIA Claimed + Gap’
	4. If the invoice was not recognized as a GENIUS invoice, column Q will remain blank
		1. This commonly occurs if the bulk upload filename was changed prior to uploading to the portal



1. Once reconciled, the invoice can be synced to MYOB/Xero
	1. Select the invoice
	2. Select ‘Sync selected'

# Test four – managing engagements

When an engagement is approaching its expiry date, a renewal can be triggered. The renewal process is used to renew engagements, including schedules of support, service bookings + agreements. An engagement can also be expired if a plan is finished early.

**Steps**

* Renewing engagements
* Expiring engagements

**To test managing engagements**

1. Navigate to the GENIUS Clients panel
2. Select the ‘Renewal’ icon
	1. The yellow renewal icon means a renewal has commenced and is currently pending approval
	2. The blue renewal icon means a renewal has not yet commenced and is pending actioning
	3. A green renewal icon means a renewal has been completed and is awaiting the new plan date to come into effect



1. Complete the engagement amendments for renewal
	1. Ensure schedule of supports are renewed + finalized to match client’s needs
	2. Ensure service bookings are up to date and match the NDIA portal
	3. Ensure new service agreement can be generated and signed
2. Upon completing renewal, the engagement will be active from the start date of the renewed plan and previous engagement expires

If a plan end date has been set incorrectly, it cannot be extended. In these circumstances, the engagement must be manually expired.

**To manually expire an engagement**

1. Edit the engagement
2. Set ‘Plan end date’ to a date in the past, e.g. the day the last plan ended.
3. Click ‘Save + Close’

This will manually expire the engagement and a renewal can be triggered.