University of the Philippines
Financial Management Information System

User Acceptance Testing (UAT)
Test Script

Description:

Script ID	
Script Name	Creating Check Series
Information System	Financial Management Information System
Functional Domain	Financial Management Module – Cash Management
Purpose	To create new check series
Data Requirement	
Dependencies	
Scenario	
Author	Rabelais Medina

Revision History:

Version Number	Date	Author	Description of Change
1.0	13 Feb 2014	Rabelais Medina	Initial Issue

Review and Acknowledgement:

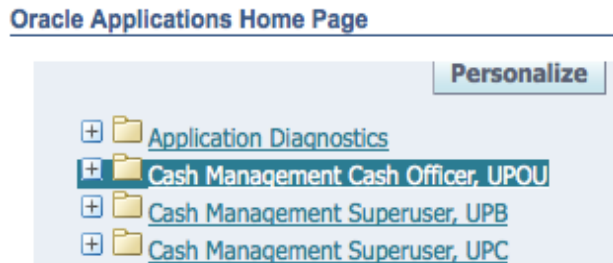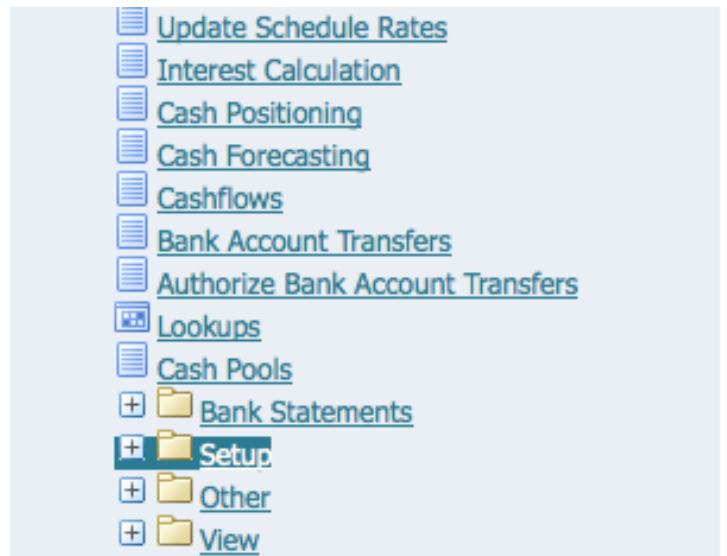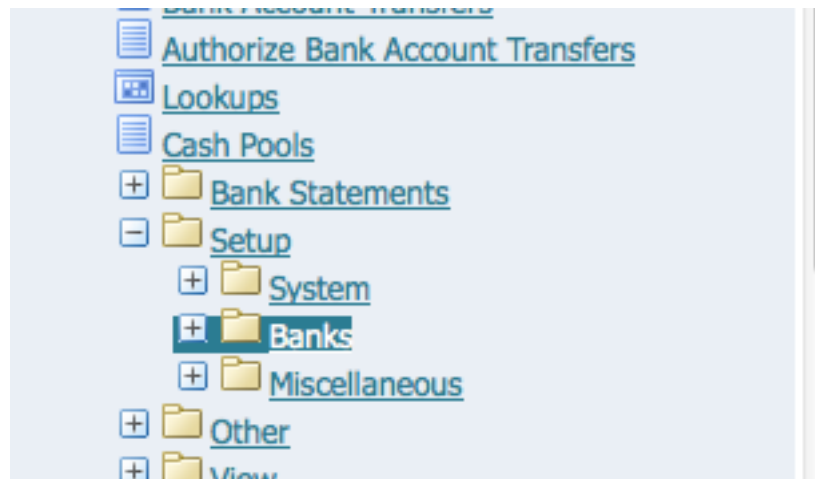| Date	Name	Position	Comments

STEP 1   Select *Cash Management Cash Office UPOU*
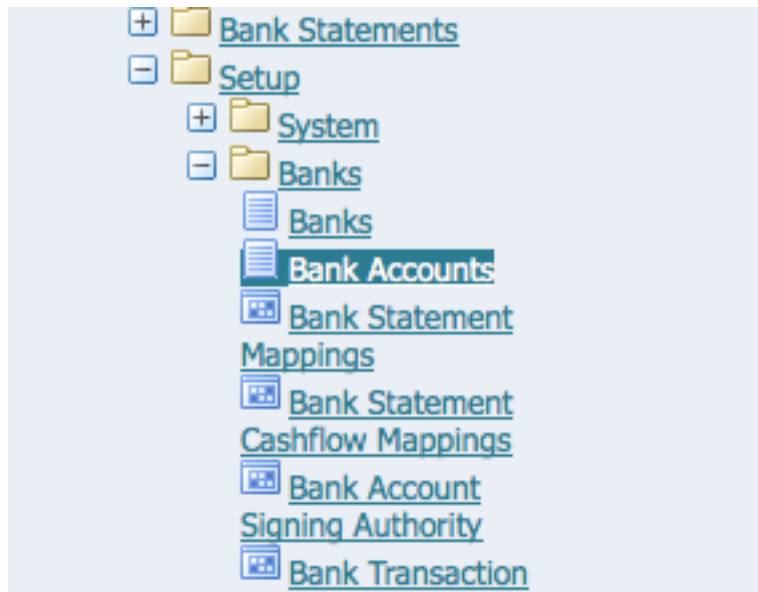

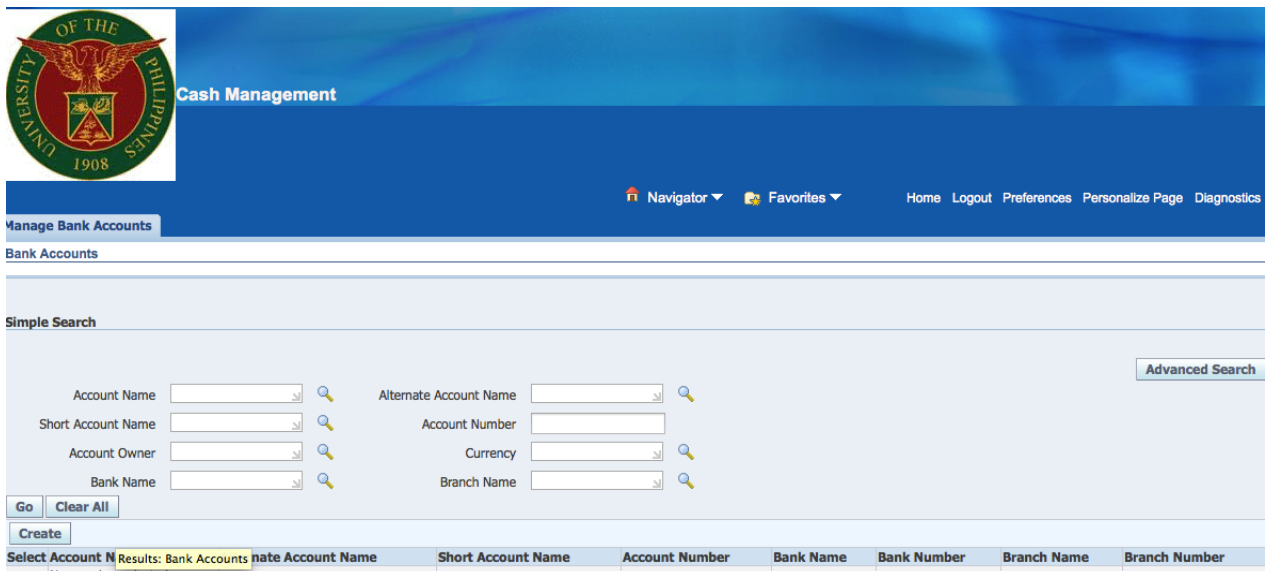**STEP 2**   Select *Setup*

STEP 3   Select *Banks*

STEP 4   Select *Accounts*

The ***Bank Accounts*** window will appear

STEP 5   Enter the account name and click on ***Go.*** The accounts will appear at the
bottom of the page.

STEP 6   Click on the *Select* column of the bank

STEP 7   Click on *Manage Payment Documents*
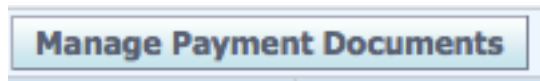
The *Payment Documents* window will appear

STEP 8   Click on *Create*
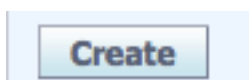
STEP 9   Fill in the fields with the following information

STEP 9   Click on *Apply*.

The confirmation will appear.