

User Acceptance Testing (UAT) Test Script

Description:	
Script ID	
Script Name	Creating Bank Account
Information System	Financial Management Information System
Functional Domain	Financial Management Module – Cash Management
Purpose	To create a new bank account
Data Requirement	Country
	Bank Branch
	Bank Account Owner
	Account Use
	Account Name
	Account Number
	Currency
	Cash
	Cash Clearing
Dependencies	Country, Cash and Cash Clearing are set-ups.
Scenario	A new bank account needs to be created in the system.
Author	Azeil Louisse Codizar and Michelle Dela Cruz

Revision History:

Version Number	Date	Author	Description of Change
1.0	17 April 2013	Azeil Louisse Codizar and Michelle Dela Cruz	Initial Issue



Review and Acknowledgement:

Date	Name	Position	Comments
17May2013	Danica Mae Santos	FMIS Associate	Core Team Review

STEP 1 Search for the *Bank Branch* at the *Sample Search* page.

Bank Branches									
Simple Search									
									Advanced Search
Branch Name	Ы	Alternate E	Branch Name	G					
Branch Number	R	۹,	Country	J (
EDI Location	L	۹,	Bank Name	<u> </u>					
Go Clear All									
Create									
Branch Name	Alternate Branch Name	Branch Number	Update Branch	View Accounts Bank N	ame Alternate Bank Name	Short Bank Name	Bank Number	Country	Create Account
No search conducted.									

STEP 2 On the *Branch Name* field, click the substant button and this window will appear.

Field Name	Description	Remarks
Branch Name	Name of the Branch	• Required field
	Ex. 17 Manila Branch	• Text field
		Alphanumeric

Search and Select: Branch	Name				
				Can Sele	Selecting the Branch Name:
Search					1 Type the branch name from the list of value
					1. Type the branch name from the list of values
To find your item, select a	filter item in the pulldown list and	enter a value in the text field, then selec	t the "Go" button.		2. Click b utton.
Search By Branch Name	 17 Manila Branch 	Gp			3. <i>Results</i> panel will be updated.
Results					1 Click the O button of the branch
					4. Click the button of the branch
					name, and click the <i>Select</i> button.
Select Quick Select	Branch Name	Alternate Branch Name	Branch Number	Country	
0	17 Manila Branch			Philippines	
About this Page					
				Can(Se	

STEP 3 Upon clicking of the **Select** button, it will redirect to the **Bank Branches** page and show the results of the search.

Manage Banks and	Branches									
Overview Banks	Overview Banks Bank Branches									
Manage Banks and E	Branches: Bank	Branches: Bran	ch Address >							
Bank Branches										
Simple Search										
									Advar	iced Search
Branch Nam	e 17 Manila B	ranch	<u> </u>	Alternate	e Branch Na	ime		<u> </u>		
Branch Numbe	r		<u> </u>		Cour	ntry		<u> </u>		
EDI Locatio	n		<u> </u>		Bank Na	ime		<u> </u>		
Go Clear All										
Create										
Branch Alter Name Name	nate Branch	Branch Number	Update Branch	View Accounts	Bank Name	Alternate Bank Name	Short Bank Name	Bank Number	Country	Create Account
<u>17 Manila</u> Branch			1	100	<u>17 Bank</u>				Philippines	1

No.

Create Account

STEP 4 Click the button to be able to add a *Bank Account* and be redirected to the *Create Bank Account* page.

Manage Bank Acco	unte	
Manage Banks and B	Branches: Bank Branches: Branch Address >	Branch Simple Search >
Create Bank Acco	ount	
* Indicates required	field	
* Country	Philippines	
* Bank Name	17 Bank	۹,
* Branch Name	17 Manila Branch 🔊	٩,
		Cance! Continue

STEP 5 Click the **Continue** button and you will be redirected to the *Create Bank Account: Account Owner and Use*

Manage Bank Account	s	
	Manage Bank Accounts >	
Account Owner and Use	Create Bank Account: Account Owner and Use	
Account Information		Cancel Step 1 of 5 Next Finish
Account Controls		
Account Access		
Account Contact	Bank Name 17 Bank Branch Name 17 Manila	
	* Indicates required field	
	* Bank Account Owner	
	* Account Use 🔲 Payables	
	Payroll	
	Receivables	
	Treasury	
		Cancel Step 1 of 5 Next Finish

STEP 6 On the *Bank Account Owner* field, click the solution.

* Bank Account Owner

Field Name	Description		Remarks
Bank Account	Owner of the Bank Account	•	Required field
Owner	Ex. UP Diliman	•	Text field
		•	Alphanumeric

The *Search* window will appear.

Searc	h						
To fin Search	To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.						
Resul	te						
Select	Quick Select	Legal Entity					
\bigcirc		UP Diliman					
0		UP Manila					
0		UP Open University					
0		UP Philippine General Hospital					
0	UP System						
About	this Page						

Selecting the Bank Account Owner:

1. Type the name of the bank account owner from the list of values.



4. Click the button of the name of the bank account owner, and click the *Select* button.

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STEP 7 Choose the Account Use by ticking the appropriate checkbox.

Manage Bank Account	s l		
Account Owner and Use	Manage Bank Accounts > Create Bank Account: Account Owner and Use		
Account Information		Cancel Step 1 of 5	Ne <u>x</u> t Finish
Account Controls Account Access	Pank Name 17 Pank Pranch Name 17 Manih		
Account Contact	Country Philippines Branch * Indicates required field		
L,	* Bank Account Owner UP Diliman 🔄 🔍		
	Payroll		
	Treasury		
		Cancel Step 1 of 5	Ne <u>x</u> t Finish

STEP 8	Click the Next button and you will be redirected to the <i>Create Bank Account:</i>
	Account Information page.

Country Philippines Indicates required field	Branch
* Account Name	
Alternate Account Name	
Short Account Name	
* Account Number	
Check Digit	
* Currency	A
	Multiple Currencies Allowed
IBAN	
Account Type	Q
Account Suffix	
EFT Number	
Secondary Account Reference	
Account Holder	
Alternate Account Holder	
Description	
Start Date	
End Date	

STEP 9 On the *Account Name* field, type the name of the account and on the *Account Number* field, type the number of account.

* Account Name	
* Account Number	

Field Name	Description	Remarks		
Account Name	Account Name Name of account			
	Ex. 17 account	• Text field		
		Alphanumeric		
Account	Number of Account	Required field		
Number	Ex. 17171717	• Text field		
		Numeric		

STEP 10 On the *Currency* field, click the substant button and the *Search* window will appear.

Field Name	Description		Remarks
Currency	Currency of the Bank Account	•	Required field
	Ex. UP Diliman	•	Text field
		•	Alphabetic

Search			
To find your	item, select a filter item in the pulldown list and enter	r a value in the text field, then select the "Go" button.	
Search By	Currency Code 💌 Php 🛛	Gp	
Results			
Select	Quick Select	Currency Code	
۲		рнр	
About this Pa	age		

Selecting the Currency:

1.	Type	the	name	of	the	curr	ency	from	the	list	of
val	lues.										

2. Click **b**utton.

3. *Results* panel will be updated.

4. Click the button of the currency, and click the *Select* button.

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STEP 11 Click Save and Next and you will be redirected to *Create Bank Account: Account Controls* page.

Bank Name 17 Bank Account Number 1717171 Currency PHP * Indicates required field General Controls	Branch Name 717 Country	17 Manila Branch Philippines		
* Cash	Unit.Fund.Responsibility Cent Officer.General Ledger1.Gene Code1.Object Code2.Special Flow.Future	er.Authorizing ral Ledger2.Object Code.Cash	Cash Clearing	Unit.Fund.Responsibility Center.Authorizing Officer.General Ledger1.General Ledger2.Object Code1.Object Code2.Special Code.Cash Flow.Future
Bank Charges	Unit.Fund.Responsibility Cent Officer.General Ledger1.Gene Code1.Object Code2.Special Flow.Future	er.Authorizing ral Ledger2.Object Code.Cash	Bank Errors	Unit.Fund.Responsibility Center.Authorizing Officer.General Ledger1.General Ledger2.Object Code1.Object Code2.Special Code.Cash Flow.Future
Foreign Exchange Charges	Unit.Fund.Responsibility Cent Officer.General Ledger1.Gene Code1.Object Code2.Special Flow.Future	er.Authorizing ral Ledger2.Object Code.Cash	Agency Location Code	
Netting Account	No 🔻			
Cash Management Contr	ols			
Minimum Target B Minimum Payment A Rounding Cash Flow Display Payables Controls	alance mount Factor Order	•	Maximum Target Balance Minimum Receipt Amount Rounding Rule	
Minimum Payment	Multiple Currency Pa Pooled Account	yments M Max	aximum Outlay	Zero Payments
Multiple Currency Re Reconciliation Controls	ceipts			
Payables Matching Order Payables Matching Order Foreign Currency Bank	1 Transaction ▼ 2 Batch ▼	Fl Receivables Ma	oat Handling Ignore ▼ tching Order Transactio	n 🔻
Exchange Rate Type	▼ E	xchange Rate Dat	e Statement Line Date	•
Open Interface Controls				
🔲 Use	Reconciliation Open Inte	erfaces Open	Interface Matching Criter	ia Transaction Number 🔻
Manual Reconciliation To	lerances		Clear Stati	15
Tolerance Amount		Tolerance Percer	itage	
Auto Reconciliation Toler	ances			
Payments				
* Toler	ance Amount 0.00		* Tolerance Percentage	0
Foreign Toleranc	e Differences	•	Tolerance Differences	• •

No.

Receipts				
			-	
* Tolerance Amount	0.00	* Tolerance Percentag	ge O	
Foreign Tolerance Differences		•		
Cashflows				
* Tolerance Amount	0.00	* Tolerance Percentag	ge O]
Foreign Tolerance Differences	•	Tolerance Difference	es 🔻	
Open Interface				
* Tolerance Amount 0.00	*	Tolerance Percentage 0		
		Cancel Ba	ck Step 3 of 5	Save and Next
		Cancei Da		ouve and next

STEP 12 On the *Cash* field, click the sutton.

* Cash	E	D.
	Unit.Fund.Responsibility Center.Authorizing Officer.General Ledger1.General Ledger2.Object Code1.Object Code2.Special Code.Cash Flow.Future	

STEP 13 Enter fields in the *Search* window that will open.

Search		
* Unit		
* Fund		
* Responsibility Center		
* Authorizing Officer		
* General Ledger1		
General Ledger2		
* Object Code1		
* Object Code2		
* Special Code		
* Cash Flow		
* Future		
	Sea Cear	
Results		
Create		
Select Code Combination		
No search conducted.		

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No.

Field Name	Description		Remarks
Unit	UP Unit	•	Required field
	Ex. 02 (for UP Diliman)	•	Text field
		•	Numeric

STEP 14 On the *Unit* field, click the substant button and the *Search* window will appear.

Search					
					Selecting the Unit:
To find your item,	select a filter item in the pulldown list and e	enter a value in the text field	, then select the "Go" button.		1. Type the number of the unit from the list of
Search By Unit	02	Go			values.
Results					2. Click button.
Select	Quick Select	Unit	Description		5. Results panel will be updated.
0		02	U.P. DILIMAN		4. Click the obstacle button of the unit,
About this Page					and click the <i>Select</i> button.
				Can(Se	

STEP 15 On the *Fund* field, *Responsibility Center* field and *Authorizing Officer* field, type or search the value or you may leave it unspecified by typing "-".

* Fund	<u> </u>
* Responsibility Center	Q
* Authorizing Officer	<u> </u>

Field Name	Description	Remarks
Fund	Fund Ex. unspecified	Required fieldText field
Responsibility Center	Responsibility Center Ex. unspecified	Required fieldText field
Authorizing Center	Authorizing Center Ex. unspecified	Required fieldText field

STEP 16 On the *General Ledger 1* field, click the subtron.

* General Ledger1 📃 🔍

Field Name	Description	Remarks
General Ledger	General Ledger	• Required field
1	Ex. 112 (for Cash in Bank-Local Currency,	• Text field
	Savings Account)	Numeric

The *Search* window will appear.

Search					
To find y Search By	our item, select a filter ite General Ledger1 💌	em in the pulldown list and enter a va	alue in the text field, then select the "Go" button.		Selecting the Unit: 1. Type the number of the general
Results					ledger from the list of values.
Select	Ouick Select	General Ledger1	Description	O Previous 1-10 Next 10	2. Click b utton.
0	•	101	Cash in Vault (cash on hand)		3. <i>Results</i> panel will be
0		102	Cash-Collecting Officers		updated.
0		103	Cash-Disbursing Officers		ap ante an
0		104	Petty Cash Fund		4. Click the button of
0		105	Cash-Collecting Officers		the general ledger, and click
0		108	Cash-National Treasury, Modified Disbursement System		the Select button
0		110	CASH - Local Currency, BANGKO SENTRAL NG PILIPINAS		the Sciect Sutton.
0		111	Cash in Bank-Local Currency, Current Account		
۲		112	Cash in Bank-Local Currency, Savings Account		
0		113	Cash in Bank-Local Currency, Time Deposits		
				O Previous 1-10 Next 10 O	
About this	Pa Results: General L	_edger1			
				Cape	-
				Contra 1	

STEP 17 On the *General Ledger 2* field, *Object Code 1* field, *Object Code 2* field, *Special Code* field, *Cash Flow* field, and *Future* field, type or select the value or you may leave it unspecified by typing "-".

General Ledger2	
* Object Code1	🗔 🔍
* Object Code2	🗔 🔍
* Special Code	🗔 🍳
* Cash Flow	🗔 🍳
* Future	🗔 🍳

Field Name	Description	Remarks
General Ledger 2	General Ledger 2 Ex. unspecified	Required field (yellow field)Text field
Object Code 1	Object Code 1 Ex. unspecified	 Required field (yellow field) Text field
Object Code 2	Object Code 2 Ex. unspecified	 Required field (yellow field) Text field
Special Code	Special Code Ex. unspecified	 Required field (yellow field) Text field
Cash Flow	Cash Flow	Required field (yellow

	Ex. unspecified	field) • Text field
Future	Future Ex. unspecified	Required field (yellow field)Text field

STEP 18 The updated *Search* window will open as such with the corresponding resulting *Code Combination* of the *Cash Account Control.*

Search	
* Llait	
Unic	
	U.P. DILIMAN
* Fund	
	Unspecified
* Responsibility Center	
* Authorizing Officer	
	Unspecified
* General Ledger1	117 - Q
	Carb in Bank and Dumpey Swines Arount
General Ledger2	
	Unspecified
* Object Code1	
* Object Code2	
* Special Code	
* Cash Flow	
	Unspecified
* Future	
	Set Clear
Results	
Create	
Calast Cada Cambination	
Select Code Complination	
02	

STEP 19 Click the of the *Code Combination* you just created and you will be redirected to the *Create Bank Account: Account Controls* page with the *Cash* field updated as such.

Create			
Select Code Combinat	ion		
02112			
		Chr	Se
* Cash	02112		
	Unit.Fund.Responsibility Center.Authorizing Officer.General Ledger1.General Ledger2.Obje Code1.Object Code2.Special Code.Cash Flow.Future	ect	

STEP 20 On the *Cash Clearing* field, do steps 13 through 16 and select the *Code Combination* you just created and you will be redirected again to the *Create Bank Account: Account Controls* page with the *Cash Clearing* field updated as such.

Search	
*	
* Unit	
* Fund	
* Responsibility Center	
* Authorizing Officer	
* General Ledger1	
General Ledger2	
* Object Code1	
* Object Code2	
* Special Code	
* Cash Flow	
* Future	
- dure	
	Sei Clear
Results	
Select Code Combination	
01	
02	
© 02.101.913022L118	
02.184118	
04118	
05	
_	
Cash Cleari	ng 02118 🔂

ash Clearing	02118	EQ
	Unit.Fund.Responsibility Center.Authorizing Officer.General Ledger1.General Ledger2.Obje Code1.Object Code2.Special Code.Cash Flow.Future	ct

STEP 21 Click Save and Next to be redirected to the *Create Bank Account: Account Access* page.

Manage Bank Account	s									
Account Owner and Use Account Information Account Controls	Manage Create	Bank Accou Bank Accou	nts: Account C nt: Account A	Controls > ccess		Ca	nce <u>l</u> Bac <u>k</u>	Step 4 of 5	Save and Nex	xt F <u>i</u> nish
Account Access										
Account Contact	Acco Click Ado Organiz	Bank Name ount Number d Organizatio c ations	17 Bank 1717171717 n Access to gra	Branch Nai 7 Coun ant access to an	me 17 Man Branch try Philippi organization	ila nes			Add Organizal	tion Access
	Details	Organizati	on	Payables	Payroll	Receivables	Treasury	End Date	Access	Options
		No results fo	ound.							
						(Cance <u>l</u> Bac <u>k</u>	Step 4 of 5	Save and N	ext Finish

STEP 22 Click the Add Organization Access button to be redirected to the *Grant Access to Organization* page.

Manage Bank Accounts								
Manage Bank Accounts: Account Access >	Janage Bank Accounts: Account Access >							
Create Bank Account: Organization Access								
Bank Name 17 Bank Branch Name	17 Manila							
Account Number 1717171717 Country	Philippines							
Grant Access to Organization								
Enter the Account Access Options for this organizatio * Indicates required field * Account Use * Account Use * Organization End Date	n. Payables Payroll Receivables Treasury							
	Cance! Continue							

STEP 23 Choose the *Account Use* by ticking the appropriate checkbox.

Manage Bank Accounts							
Vanage Bank Accounts: Account Access >							
Create Bank Account: Organization Access							
Bank Name 17 Bank Branch Na	me 17 Manila						
Account Number 1717171717 Cour	Branch Itry Philippines						
	a / Timppires						
Grant Access to Organization							
Enter the Account Access Options for this organiza * Indicates required field * Account Use * Organization End Date	tion. Payables Payroll Receivables Treasury						
	Cance! Continue						

On the *Organization* field, click the subtron. **STEP 24**

 Organization , Q

Field Name	Description		Remarks
Unit	UP Unit	•	Required field
	Ex. 02 (for UP Diliman)	•	Text field
		•	Numeric

The *Search* window will appear

			11	Selecting the Name [.]
Search				
To find yo Search By Results	ur item, select a filter item in the pul Name	down list and enter a value in I	the text field, then select the "Go" button.	 Type the name of the organization from the list of values. Click button. <i>Results</i> panel will be updated.
Select	Quick Select	Name	Organization Type	4. Click the button of the
٢		UP Diliman	Operating Unit	organization name, and click the
About this	Page			Seleci bullon.
				Can S

STEP 25 The updated Grant Access to Organization window will then appear with the Account Use and Organization fields updated.

Manage Bank Accounts									
Manage Bank Accounts: Account Acc	Manage Bank Accounts: Account Access >								
Create Bank Account: Organizati	on Access								
Bank Name 17 Bank	Branch Name 17 Manila Branch								
Account Number 1717171717	Country Philippines								
Grant Access to Organization									
Enter the Account Access Options for	this organization.								
* /	Account Use 🛛 Payables								
	Payroll								
	✓ Receivables								
* C	Jrganization UP Diliman								
	End Date								
	Cancel Continue								

No.

STEP 24 Click the <u>Continue</u> button to be redirected to the *Create Bank Account: Account Access Options* page.



STEP 25 On the *Unearned Discounts* field, click the Search window will appear.

Unearned Discounts	UPD_Unearned Discounts	9
--------------------	------------------------	---

Field Name	Description		Remarks
Unearned	Unearned Discounts	•	Required field
Discounts	Ex. UPD_Unearned Discounts	•	Text field
		•	Alphabetic

Search a	ind Select: Unearned D	iscounts							
				Can	Sele	Selecting	the	Unearned	
Search	i					Discounts [.]			
To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button. Search By Name					 Type the name of the unearned discountsfrom the list of values. Click button. 				
Nebun	3					3. <i>Results</i> par	nel wi	ll be updated.	
Select	Quick Select	Name	Description	Includes Tax		4 Clipte the	\odot	button of the	
O About t	his Page	UPD_Unearned Discounts	UPD_Unearned Discounts	No		4. Click the name of the	unear	rned discounts,	
						and click the	Select	button.	
				Ca	n Se				

STEP 26 Click the *Apply* button and this will redirect you to the updated *Create Bank Account: Account Access* page.

Manage Bank Account	s							-
Account Owner and Use Account Information Account Controls	Manage Bank Accounts > Create Bank Account: Account	nt Access		[Cancel Bac <u>k</u>	Step 4 of 5	Save and Ne	kt Finish
Account Access								
Account Contact	Bank Name 17 Bank Account Number 1717171 Click Add Organization Access to Organizations	Branch 717 Co o grant access to	Name 17 M Bran buntry Philip an organizat	lanila ch opines ion.				
							Add Organiza	tion Access
	Details Organization	Payables	Payroll	Receivables	Treasury	End Date	Access	Options
		M		M				
					Cance <u>l</u> Bac <u>k</u>	Step 4 of 5	Save and N	ext Finish

STEP 27 Click the **Finish** button to end the process and be redirected to the **Bank Accounts** page with the prompt that you have successfully created an account.

Manage Bank Accounts Manage Bank Accounts: Ac	count Access >								
Confirmation The Bank Account '17 account' has been created.									
Bank Accounts									
Simple Search									
Account Name		Alternate Acco	unt Name			A	dvanced Search		
Short Account Name	<u>د</u>	Accour	it Number		21				
Account Owner		Q	Currency						
Bank Name	ĸ	C Bra	nch Name 17 Manila	a Branch					
Go Clear All									
Select Account Update Account Manage Payment Documents Create									
Select Account Name Al	ternate Account Name	Short Account Name	Account Number	Bank Name	Bank Number	Branch Name	Branch Number		
© <u>17 account</u>			1717171717	<u>17 Bank</u>		17 Manila Branch			

Result Information:

Expected Results

• Bank account details are created and saved.

Confirmation The Bank Account '17 account' has been created.

DISCLAIMER: The screenshots in this document are for illustration purposes only and may not be the same as the final user interface.