University of the Philippines
Financial Management Information System

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:

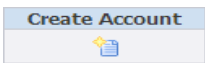| Date	Name	Position	Comments
17May2013	Danica Mae Santos	FMIS Associate	Core Team Review

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

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

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

Selecting the Branch Name:
1. Type the branch name from the list of values.
2. Click [Go] button.
3. *Results* panel will be updated.
4. Click the ⊙ button of the branch name, and click the *Select* button.

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

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

```
Manage Bank Accounts
Manage Banks and Branches: Bank Branches: Branch Address  >   Branch Simple Search  >
  Create Bank Account
  * Indicates required field
      * Country    Philippines
      * Bank Name  17 Bank
      * Branch Name 17 Manila Branch
                                                    Cancel   Continue
```

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

```
Manage Bank Accounts
                   Manage Bank Accounts  >
Account Owner and  Create Bank Account: Account Owner and Use
Use
                                                    Cancel   Step 1 of 5   Next   Finish
Account Information
Account Controls
Account Access        Bank Name  17 Bank     Branch Name  17 Manila
Account Contact        Country  Philippines                Branch
                   * 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 🔍 button.

```
* Bank Account Owner  _____   🔍
```

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

The *Search* window will appear.

Selecting the Bank Account Owner:
1. Type the name of the bank account owner from the list of values.

2. Click [Go] button.

3. *Results* panel will be updated.

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

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

STEP 8   Click the **Next** button and you will be redirected to the *Create Bank Account: Account Information* page.

STEP 9   On the *Account Name* field, type the name of the account and on the *Account Number* field, type the number of account.
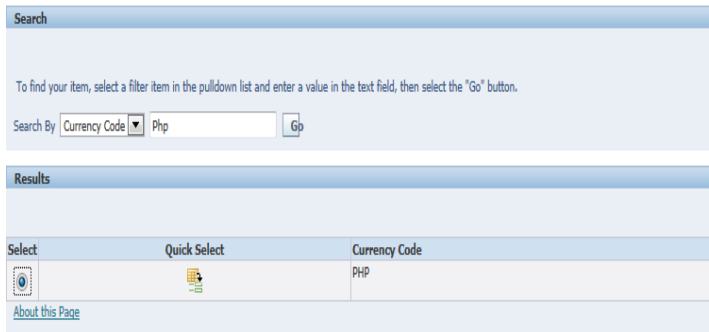
Field Name	Description	Remarks
Account Name	Name of account Ex. 17 account	• Required field • Text field • Alphanumeric
Account Number	Number of Account Ex. 17171717	• Required field • Text field • Numeric

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

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

Selecting the Currency:
1. Type the name of the currency from the list of values.

2. Click [Go] button.
3. ***Results*** panel will be updated.

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

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

Bank Name   **17 Bank**   Branch Name   **17 Manila**
Account Number   **1717171717**   **Branch**
Currency   **PHP**   Country   **Philippines**
* Indicates required field

General Controls

* Cash		Cash Clearing	

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

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

Bank Charges

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

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 Center.Authorizing Officer.General Ledger1.General Ledger2.Object Code1.Object Code2.Special Code.Cash Flow.Future

Agency Location Code

Netting Account   No ▼

Cash Management Controls

Minimum Target Balance   Maximum Target Balance
Minimum Payment Amount   Minimum Receipt Amount
Rounding Factor   ▼   Rounding Rule   ▼
Cash Flow Display Order

Payables Controls

☐ Multiple Currency Payments   ☐ Allow Zero Payments
☐ Pooled Account   Maximum Outlay
Minimum Payment   Maximum Payment

Receivables Controls

☐ Multiple Currency Receipts

Reconciliation Controls

Payables Matching Order 1   Transaction ▼   Float Handling   Ignore ▼
Payables Matching Order 2   Batch ▼   Receivables Matching Order   Transaction ▼

Foreign Currency Bank

Exchange Rate Type   ▼   Exchange Rate Date   Statement Line Date   ▼

Open Interface Controls

☐ Use Reconciliation Open Interfaces   Open Interface Matching Criteria   Transaction Number ▼
Float Status   Clear Status

Manual Reconciliation Tolerances

Tolerance Amount   Tolerance Percentage

Auto Reconciliation Tolerances

Payments

* Tolerance Amount   0.00   * Tolerance Percentage   0
Foreign Tolerance Differences   ▼   Tolerance Differences   ▼

Receipts

* Tolerance Amount	0.00	* Tolerance Percentage	0
Foreign Tolerance Differences	▼		

Cashflows

* Tolerance Amount	0.00	* Tolerance Percentage	0
Foreign Tolerance Differences	▼	Tolerance Differences	▼

Open Interface

* Tolerance Amount	0.00	* Tolerance Percentage	0

Cancel   Back   Step 3 of 5   Save and Next   Finish

STEP 12   On the *Cash* field, click the 🔍 button.

* Cash [   ]

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
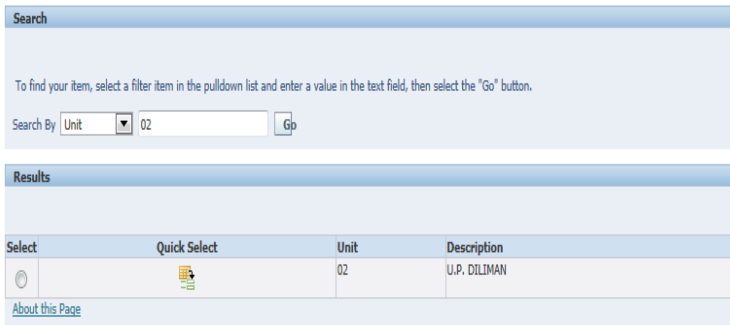* Future

Sea Clear

Results

Create

Select Code Combination

No search conducted.

Ca S

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

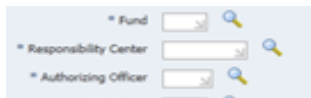| Field Name	Description	Remarks
Unit	UP Unit Ex. 02 (for UP Diliman)	• Required field • Text field • Numeric

Selecting the Unit:
1. Type the number of the unit from the list of values.

2. Click [Go] button.

3. *Results* panel will be updated.

4. Click the ◎ button of the unit, and click the *Select* button.

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 "**-**".

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

STEP 16   On the *General Ledger 1* field, click the 🔍 button.
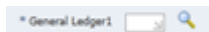
Field Name	Description	Remarks
General Ledger 1	General Ledger Ex. 112 (for Cash in Bank-Local Currency, Savings Account)	• Required field • Text field • Numeric

The *Search* window will appear.
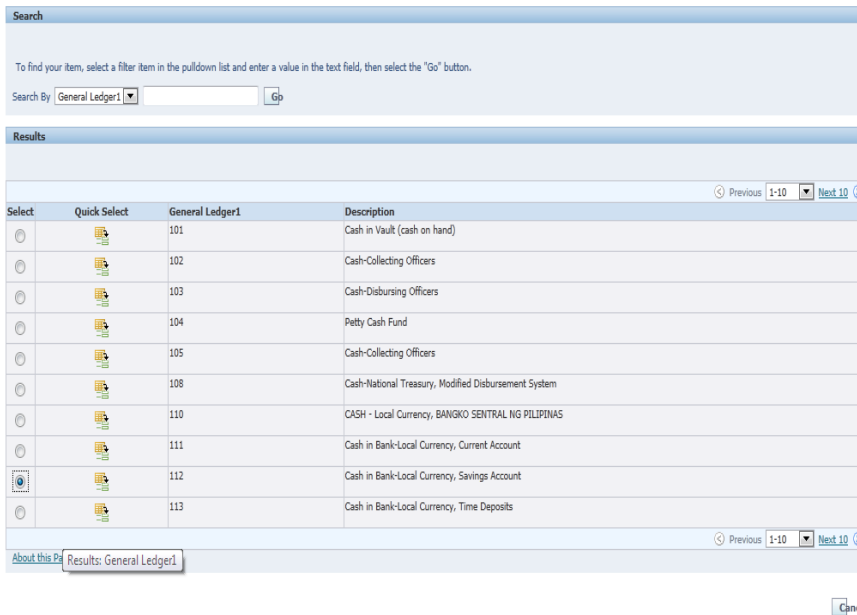
Selecting the Unit:
1. Type the number of the general ledger from the list of values.

2. Click [Go] button.

3. *Results* panel will be updated.

4. Click the [○] button of the general ledger, and click the *Select* button.

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 "**-**".
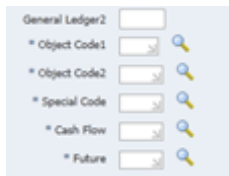

Field Name	Description	Remarks
General Ledger 2	General Ledger 2 Ex. unspecified	• Required field (yellow field) • Text field
Object Code 1	Object Code 1 Ex. unspecified	• Required field (yellow field) • Text field
Object Code 2	Object Code 2 Ex. unspecified	• Required field (yellow field) • Text field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

	Ex. unspecified	• 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.*

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.

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.

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

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

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

STEP 24   On the *Organization* field, click the 🔍 button.
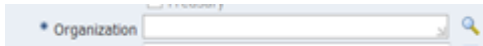
Field Name	Description	Remarks
Unit	UP Unit Ex. 02 (for UP Diliman)	• Required field • Text field • Numeric

The *Search* window will appear
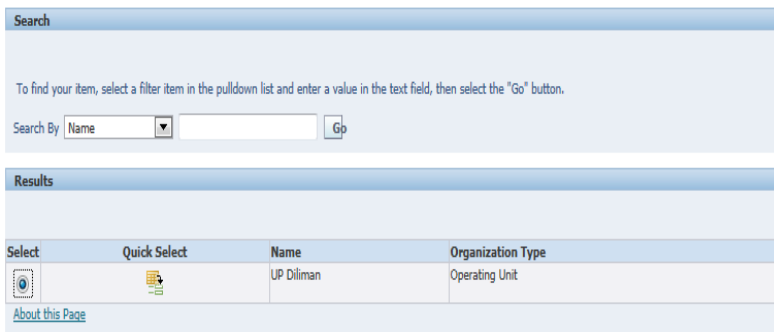
Selecting the Name:
1. Type the name of the organization from the list of values.

2. Click **Go** button.

3. *Results* panel will be updated.

4. Click the ⊙ button of the organization name, and click the *Select* button.

STEP 25   The updated *Grant Access to Organization* window will then appear with the *Account Use* and *Organization* fields updated.
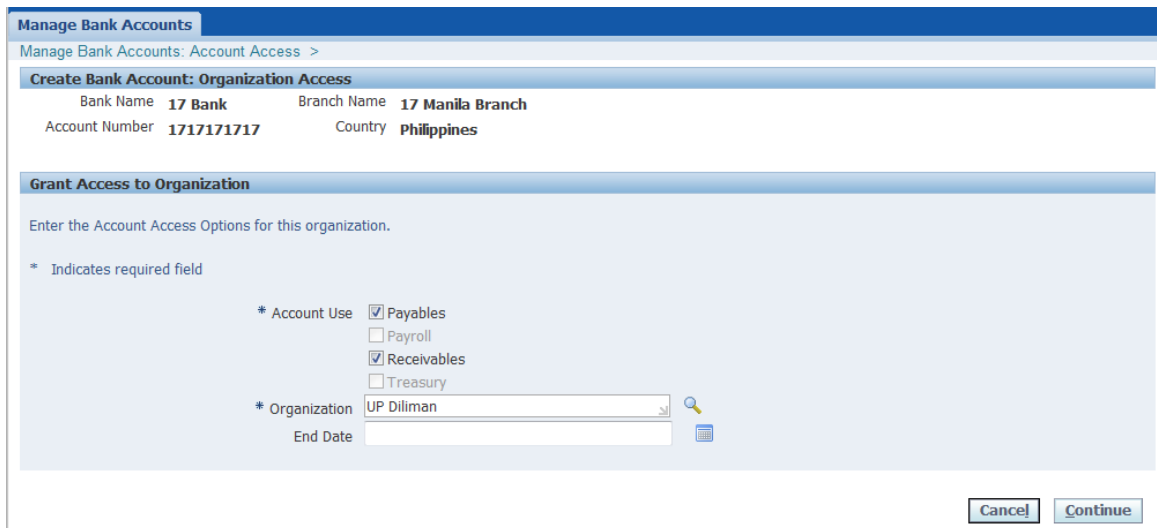
STEP 24 Click the **Continue** button to be redirected to the ***Create Bank Account: Account Access Options*** page.

Manage Bank Accounts

Manage Bank Accounts >

Create Bank Account: Account Access Options

Bank Name	**17 Bank**	Branch Name	**17 Manila Branch**
Account Number	**1717171717**		
Organization	**UP Diliman**	Country	**Philippines**

* Indicates required field

Payables Options

Cash	02.-.-.-.112.-.-.-.-.-.	Cash Clearing	02.-.-.-.118.-.-.-.-.-.
	Unit.Fund.Responsibility Center.Authorizing Officer.General Ledger1.General Ledger2.Object Code1.Object Code2.Special Code.Cash Flow.Future		Unit.Fund.Responsibility Center.Authorizing Officer.General Ledger1.General Ledger2.Object Code1.Object Code2.Special Code.Cash Flow.Future
Bank Charges		Bank Errors	
	Unit.Fund.Responsibility Center.Authorizing Officer.General Ledger1.General Ledger2.Object Code1.Object Code2.Special Code.Cash Flow.Future		Unit.Fund.Responsibility Center.Authorizing Officer.General Ledger1.General Ledger2.Object Code1.Object Code2.Special Code.Cash Flow.Future
Realized Gain		Realized Loss	
	Unit.Fund.Responsibility Center.Authorizing Officer.General Ledger1.General Ledger2.Object Code1.Object Code2.Special Code.Cash Flow.Future		Unit.Fund.Responsibility Center.Authorizing Officer.General Ledger1.General Ledger2.Object Code1.Object Code2.Special Code.Cash Flow.Future
Future Dated Payment		☐ Default Settlement Account	
	Unit.Fund.Responsibility Center.Authorizing Officer.General Ledger1.General Ledger2.Object Code1.Object Code2.Special Code.Cash Flow.Future		
Payment Document Category			

⊞ **Payment Document Categories by Payment Method**

Receivables Options

GL Accounts

|			
Cash	02.-.-.-.112.-.-.-.-.-.	Confirmed Receipts	
	Unit.Fund.Responsibility Center.Authorizing Officer.General Ledger1.General Ledger2.Object Code1.Object Code2.Special Code.Cash Flow.Future		Unit.Fund.Responsibility Center.Authorizing Officer.General Ledger1.General Ledger2.Object Code1.Object Code2.Special Code.Cash Flow.Future
Bank Charges		Remitted Receipts	
	Unit.Fund.Responsibility Center.Authorizing Officer.General Ledger1.General Ledger2.Object Code1.Object Code2.Special Code.Cash Flow.Future		Unit.Fund.Responsibility Center.Authorizing Officer.General Ledger1.General Ledger2.Object Code1.Object Code2.Special Code.Cash Flow.Future
Factored Receipts		AR Short Term Debt	
	Unit.Fund.Responsibility Center.Authorizing Officer.General Ledger1.General Ledger2.Object Code1.Object Code2.Special Code.Cash Flow.Future		Unit.Fund.Responsibility Center.Authorizing Officer.General Ledger1.General Ledger2.Object Code1.Object Code2.Special Code.Cash Flow.Future
BR Short Term Debt		Unapplied Receipts	
	Unit.Fund.Responsibility Center.Authorizing Officer.General Ledger1.General Ledger2.Object Code1.Object Code2.Special Code.Cash Flow.Future		Unit.Fund.Responsibility Center.Authorizing Officer.General Ledger1.General Ledger2.Object Code1.Object Code2.Special Code.Cash Flow.Future
Unidentified Receipts		On-Account Receipts	
	Unit.Fund.Responsibility Center.Authorizing Officer.General Ledger1.General Ledger2.Object Code1.Object Code2.Special Code.Cash Flow.Future		Unit.Fund.Responsibility Center.Authorizing Officer.General Ledger1.General Ledger2.Object Code1.Object Code2.Special Code.Cash Flow.Future

Receivables Activities

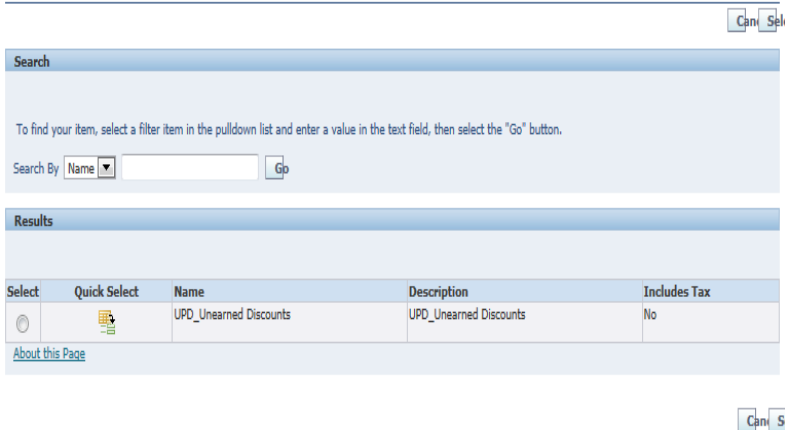|			
Unearned Discounts	UPD_Unearned Discounts	Earned Discounts	
Claim Investigations		Receivable Activity	

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

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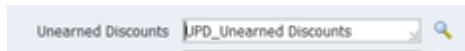
Field Name	Description	Remarks
Unearned Discounts	Unearned Discounts Ex. UPD_Unearned Discounts	• Required field • Text field • Alphabetic

Search and Select: Unearned Discounts

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.

Search By Name ▼ [   ] Go

Results

Select	Quick Select	Name	Description	Includes Tax
○	📲	UPD_Unearned Discounts	UPD_Unearned Discounts	No

About this Page

Selecting the Unearned Discounts:

1. Type the name of the unearned discountsfrom the list of values.

2. Click [Go] button.

3. *Results* panel will be updated.

4. Click the ○ button of the name of the unearned discounts, and click the *Select* button.

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

Manage Bank Accounts

Account Owner and Use
Account Information
Account Controls
Account Access
Account Contact

Manage Bank Accounts >
Create Bank Account: Account Access

Cancel | Back | Step 4 of 5 | Save and Next | Finish

Bank Name **17 Bank**   Branch Name **17 Manila Branch**
Account Number **1717171717**
Country **Philippines**

Click Add Organization Access to grant access to an organization.

Organizations

Add Organization Access

Details	Organization	Payables	Payroll	Receivables	Treasury	End Date	Access	Options
⊞ Show	UP Diliman	☑	☐	☑	☐		✏	✏

Cancel | Back | Step 4 of 5 | Save and Next | 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.

Result Information:

Expected Results
• Bank account details are created and saved. 🔲 Confirmation The Bank Account '17 account' has been created.