



University of the Philippines  
**Financial Management Information System**



## User Acceptance Testing (UAT) Test Script

### Description:

Script ID	
Script Name	Creating Bank
Information System	Financial Management Information System
Functional Domain	Financial Management Module – Cash Management
Purpose	To create /set-up a new bank
Data Requirement	Bank name and address
Dependencies	
Scenario	A new bank needs to be created in the system.
Author	Azeil Louisse Codizar;Michelle Dela Cruz

### Revision History:

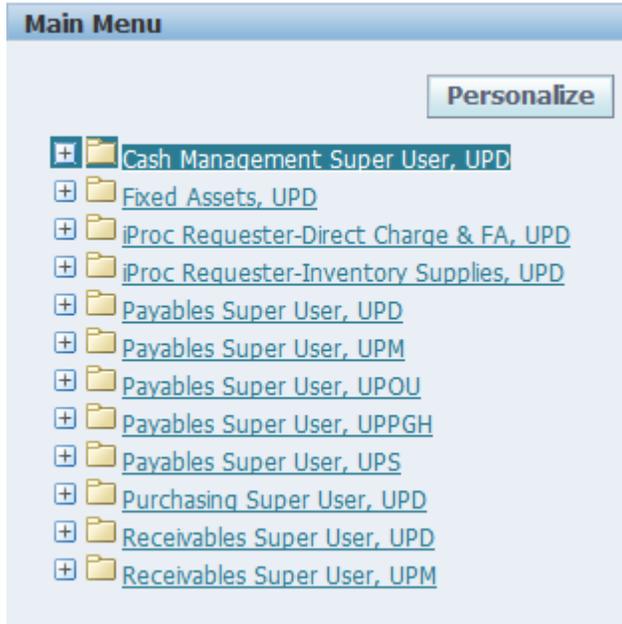
Version Number	Date	Author	Description of Change
1.0	15 April 2013	Azeil Louisse Codizar; Michelle Dela Cruz	Initial Issue



**Review and Acknowledgement:**

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

**STEP 1** Proceed to Navigation page and select *Cash Management Super User, UPD*.

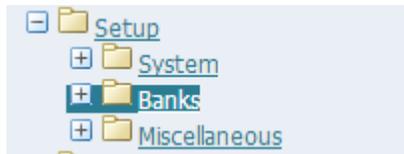


**STEP 2** Select *Setup*.

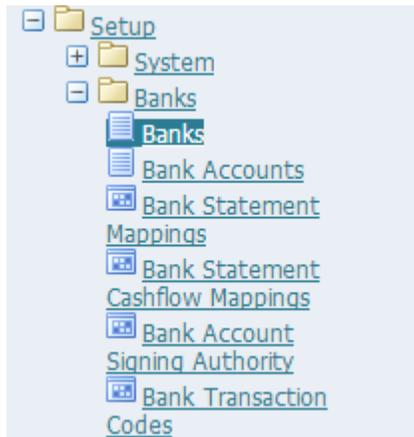




STEP 3 Select **Banks**.



STEP 4 Select **Banks**.



The user will be redirected to *Manage Banks and Branches* page.

Cash Management

Navigator Favorites Home Logout Diagnostics

Manage Banks and Branches

Overview Banks Bank Branches

Banks

Simple Search

Bank Name Alternate Bank Name Short Bank Name Bank Number Country

Go Clear All

Create

Bank Name	Alternate Bank Name	Short Bank Name	Bank Number	Country	Update Bank	View Branches	Create Branch
No search conducted.							

**STEP 5** Click the  button. The *Create Bank: Bank Information* page will appear.

**STEP 6** On the *Country* field, click the  button.

Field Name	Description	Remarks
Country	Country where the bank is located Ex. Philippines	<ul style="list-style-type: none"> <li>Must be selected from a maintained list of values.</li> <li>Required field.</li> </ul>

The page wherein you can select the country will appear and you may *select* the **Country Name** from the list of values

Search and Select: Country

Search

To find your item, select a filter item in the dropdown list and enter a value in the text field, then select the "Go" button.

Search By: Country Name | Philippines | Go

Results

Select	Quick Select	Country Name	Country Code
<input type="radio"/>		Philippines	PH

About this Page

**Selecting the Country Name:**

1. Type the country name on the textbox.
2. Click button.
3. **Results** panel will be updated.
4. Click the button of the country name, and click the **Select** button.

**STEP 7** On the **Bank Name** field, type the name of the bank.

\* Bank Name

Field Name	Description	Remarks
Bank Name	Name of the Bank Ex. 17 Bank	<ul style="list-style-type: none"> <li>• Required field</li> <li>• Text field</li> <li>• Alphanumeric</li> </ul>

**STEP 8** Click button. You will be redirected to **Step 2 of 3** or the **Create Bank: Bank Address** page.

Manage Banks and Branches: Banks: Bank Information >

Create Bank: Bank Address

Cancel Back Step 2 of 3 Save and Next Finish

Create Bank: Bank Addresses

Bank Name **17** Bank Number

**Bank**

Addresses

View Removed Create

Address	Country	Identifying	Update	Remove
No results found.				

Cancel Back Step 2 of 3 Save and Next Finish

**STEP 9** Click the  button. The *Bank Address Details* page will appear.

**STEP 10** On the *Country* field, click the  button.

Field Name	Description	Remarks
<b>Country</b>	Country where the bank is located Ex. Philippines	<ul style="list-style-type: none"> <li>Must be selected from a maintained list of values.</li> <li>Required field.</li> </ul>

The page wherein you can select the country will appear and you may *select* the *Country Name* from the list of values

**Selecting the Country Name:**

1. Type the country name on the textbox..
2. Click  button.
3. **Results** panel will be updated.
4. Click the  button of the country name, and click the **Select** button.



**STEP 11** On the *Address Line 1* field, enter the first line of the address of the bank.

\* Address Line 1

Field Name	Description	Remarks
Address Line 1	Address of the Bank Ex. Manila, PHILIPPINES	<ul style="list-style-type: none"> <li>• Required field</li> <li>• Text field</li> <li>• Alphanumeric</li> </ul>

**STEP 12** Click the **Apply** button and the updated window will appear.

Manage Banks and Branches: Banks >  
Create Bank: Bank Address

Cancel Back Step 2 of 3 Save and Next Finish

**Create Bank: Bank Addresses**

Bank Name **17 Bank** Bank Number

**Addresses**

View Removed Create

Address	Country	Identifying	Update	Remove
Manila, PHILIPPINES	Addresses Philippines			

Cancel Back Step 2 of 3 Save and Next Finish

**STEP 12** Click **Save and Next** button. You will be redirected to *Step 3 of 3* or the *Create Bank: Bank Contact* page.

Create Bank: Bank Contact

Cancel Back Step 3 of 3 Finish

Bank Name **17 Bank User** Bank Number  
Country **Philippines**

**Contacts**

Create Contact

Select Name	Phone	Email	Address	Update
No results found.				

Cancel Back Step 3 of 3 Finish



**STEP 13** Click the **Finish** button to end the process and you will be redirected to the updated **Manage Banks and Branches** page with the prompt that you have successfully created a bank.

**Manage Banks and Branches**  
Overview | **Banks** | Bank Branches  
Manage Banks and Branches: Banks: Bank Contact >

**Confirmation**  
The bank '17 Bank' has been created.

**Banks**

**Simple Search**

Bank Name  Alternate Bank Name   
Short Bank Name  Bank Number   
Country  **Advanced Search**

**Go** **Clear All**

**Create**

Bank Name	Alternate Bank Name	Short Bank Name	Bank Number	Country	Update Bank	View Branches	Create Branch
<a href="#">17 Bank</a>				Philippines			



**Result Information:**

**Expected Results**

- Bank details are created and saved.

