

User Acceptance Testing (UAT) Test Script

Description:

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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

FMIS – Creating Bank

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

Main Menu	
р	ersonalize
🗉 🚞 Cash Management Super User,	UPD
🕀 🛅 Fixed Assets, UPD	
🕀 🛅 iProc Requester-Direct Charge 8	<u>& FA, UPD</u>
🕀 🛅 iProc Requester-Inventory Supp	olies, UPD
🛨 🚞 <u>Payables Super User, UPD</u>	
🛨 🚞 <u>Payables Super User, UPM</u>	
🕀 🛄 Payables Super User, UPOU	
🕀 🛄 Payables Super User, UPPGH	
🕀 🗖 Payables Super User, UPS	
🕀 🛄 Purchasing Super User, UPD	
🛨 🛄 <u>Receivables Super User, UPD</u>	
🛨 🛄 <u>Receivables Super User, UPM</u>	

STEP 2 Select *Setup*.





🖃 🚞 <u>Setup</u>
🛨 🚞 <u>System</u>
🖽 🚞 Banks
🛨 🚞 <u>Miscellaneous</u>

STEP 4 Select *Banks*.



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

OF THE	Cash Management		navi.	gator 🔻	Favorites	Home Logou	t Diagnostics
Manage Banks and Bran	iches						
Overview Banks	Bank Branches						
Banks							
Cimple Coord							
Simple Search							
						A	dvanced Search
Bank Name		Alter	nate Bank Name				
Short Bank Name		<u> </u>	Bank Number			<u> </u>	
Country		<u> </u>					
Go Clear All							
Create							
Bank Name	Alternate Bank Name	Short Bank Name	Bank Number	Country	Update Bank	View Branches	Create Branch
No search conducted.							



Caseta Danks and Dranches, Danks >			
	Ca	ncel Step 1 of 3	Save and Next
* Indicates required field			
Bank Options	Create new bank		
	Select an existing party and add	bank details	
* Country	<u> </u>	-	
* Bank Name			
Alternate Bank Name			
Short Bank Name]	
Bank Number		1	
Description		1	
Taynayer ID		1	
Tax Registration Number		<u></u>	
XML Messages Email			
Inactive Date			
Context Value			

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

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

* Country 🔄 🔍

Field Name	Description	Remarks		
Country	Country where the bank is located	•	Must be selected from	
	Ex. Philippines	a maintained list of		
		values.		
		•	Required field.	

No.

Search and	select: Country				
Search				Can Sele	Selecting the Country Name: 1. Type the country name on the textbox.
To find yo Search By	ur item, select a filter item in the pull Country Name 💌 Philippines	Idown list and enter a value in the text field	d, then select the "Go" button.		2. Click button.
Results					3. <i>Results</i> panel will be updated.
Select	Quick Select	Country Name	Country Code		4. Click the 💿 button of the
0		Philippines	PH		country name, and click the Select
About this	Page				button.
				Can(Se	

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

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	•	Required field	
	Ex. 17 Bank	•	Text field	
		•	Alphanumeric	

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

Manage Banks and Branches: Banks: Ban	k Information >						
Create Bank: Bank Address							
		Cance <u>l</u> Bac <u>k</u>	Step 2 of 3 Save	e 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 Sa	ve and Next Finish			



STEP 9

Bank Address Details				
Address				
	* Country	United States		
	* Address Line 1	•	1	
	Address Line 2			
	Address Line 3			
	Address Line 4			
	City			
	County			
	State	•		
	Postal Code			
	Addressee			
	Status	Active		
	Geography Code Override	Identifying Address		
Context Value	ocography code overhoe			

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

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

* Country	R	9
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Field Name	Description	Remarks
Country	Country where the bank is located Ex. Philippines	 Must be selected from a maintained list of values. Required field.

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

Search and Sel	ect: Country			
				Can(S
Search				
To find your it Search By Co	em, select a filter item in the pu untry Name 💌 Philippines	illdown list and enter a value in the text fi	eld, then select the "Go" button.	
Results				
Gelect	Quick Select	Country Name	Country Code	
0		Philippines	PH	
About this Pag	2			

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.

Can(Se



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	• Required field
	Ex. Manila, PHILIPPINES	• Text field
		Alphanumeric

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

Manage Danks and Dranches.	Danks >			
Create Bank: Bank Address				
		Cance! Back Ste	ep 2 of 3 Save	and Next Finish
Create Bank: Bank Addres	ises			
Bank Name 17 Bar Bank	ık Number			
Addresses				
View Removed Create				
Address	Country	Identifying	Update	Remove
Manila, PHILIPPINES	Addresses Philippines		1	2
		Cancel Back S	Step 2 of 3 Sav	e 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				and Back Store 2 (2) Trick
			La	ncei 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 Co	ontact >					
Confirmation The bank `17 Bank' has been created.						
Banks						
Simple Search						
						Advanced Search
Bank Name	<u> </u>	Alternate Bank N	ame		<u> </u>	
Short Bank Name	<u> </u>	Bank Nur	nber		<u> </u>	
Country	<u> </u>					
Go Clear All						
Create						
Bank Name Alternate Bank Name	Short Bank Name	Bank Number	Country	Update Bank	View Branches	Create Branch
17 Bank			Philippines	1	1007	1



Result Information:

Expected Results

• Bank details are created and saved.

Confirmation The bank '17 Bank' 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.