Creation of Payment Document (Check / ADA Number)

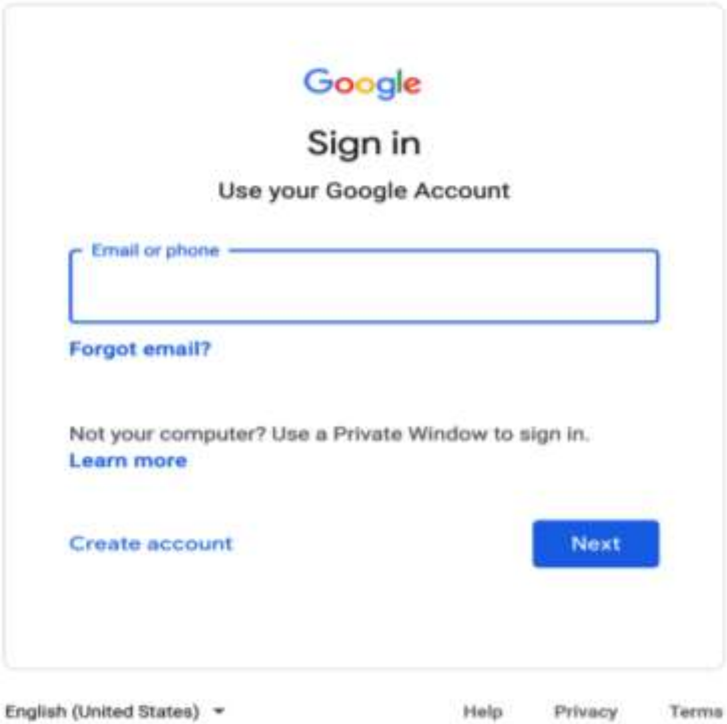
1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference:
19 October 2020	Kenex Carl Mina	1.0	Initial

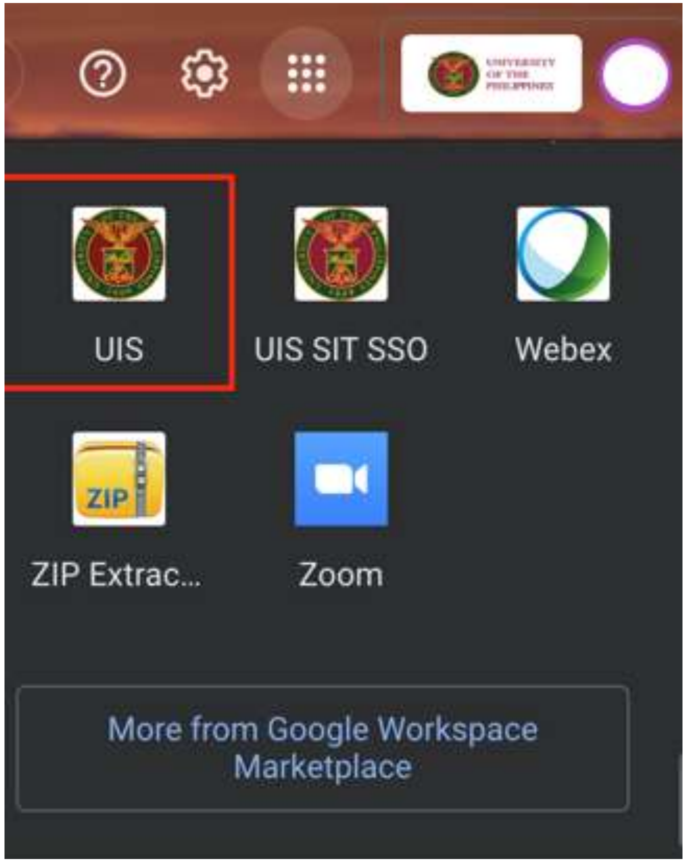
1.2 Description

Process ID	
Process Name	Management of Payment Document (Check / ADA Number)
Functional Domain	Cash Management Module
Responsibility	Cash Management Cash Officer
Purpose	To create a new Check / ADA series in the system
Data Requirement	• Bank Account Information such as ○ Bank Account Name ○ Bank Account Number
Dependencies	• Bank and bank account are registered in the Cash Management Module
Scenario	The Cash Officer is to create a payment document series.

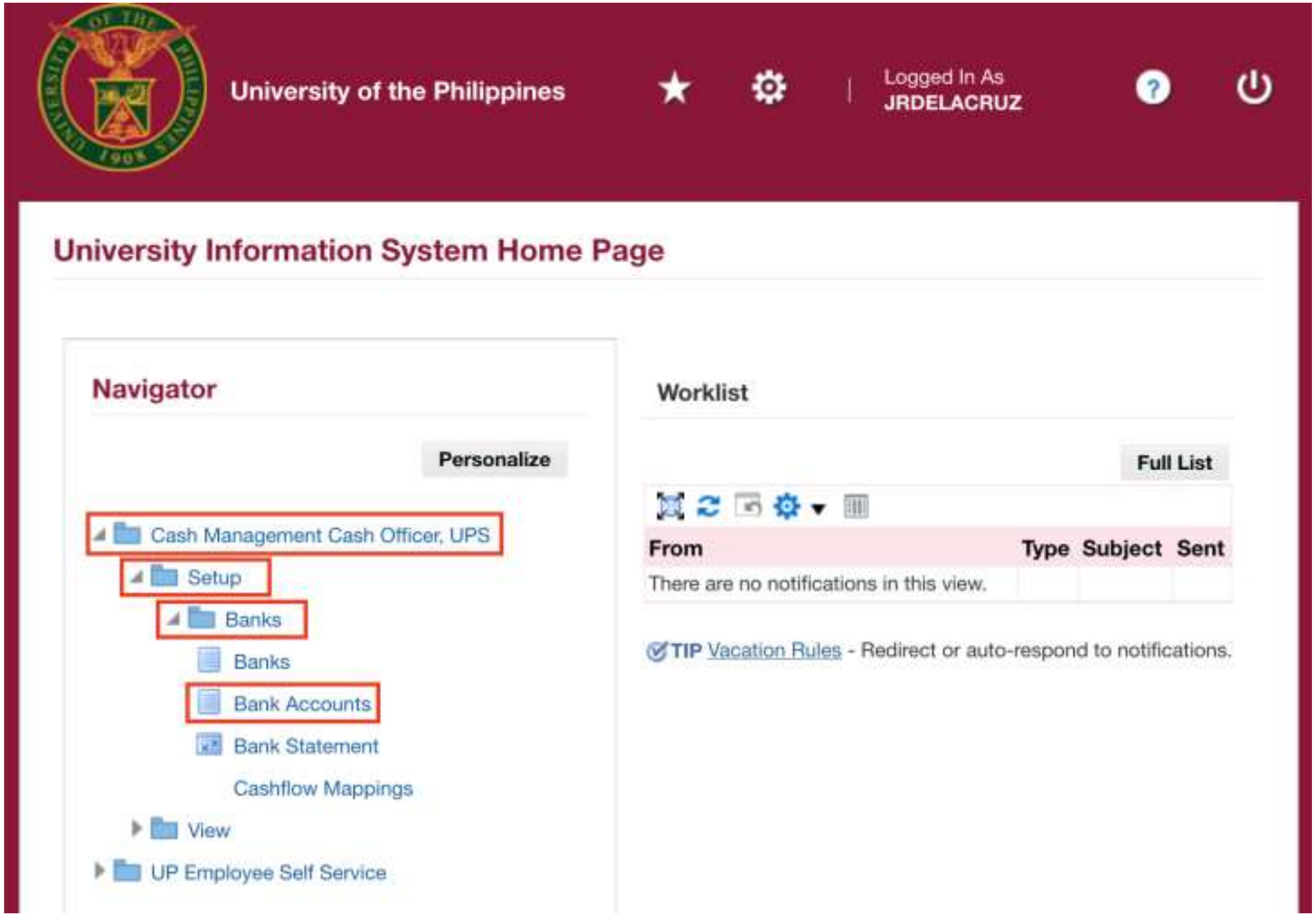


Step 1. Go to ***https://uis.up.edu.ph***

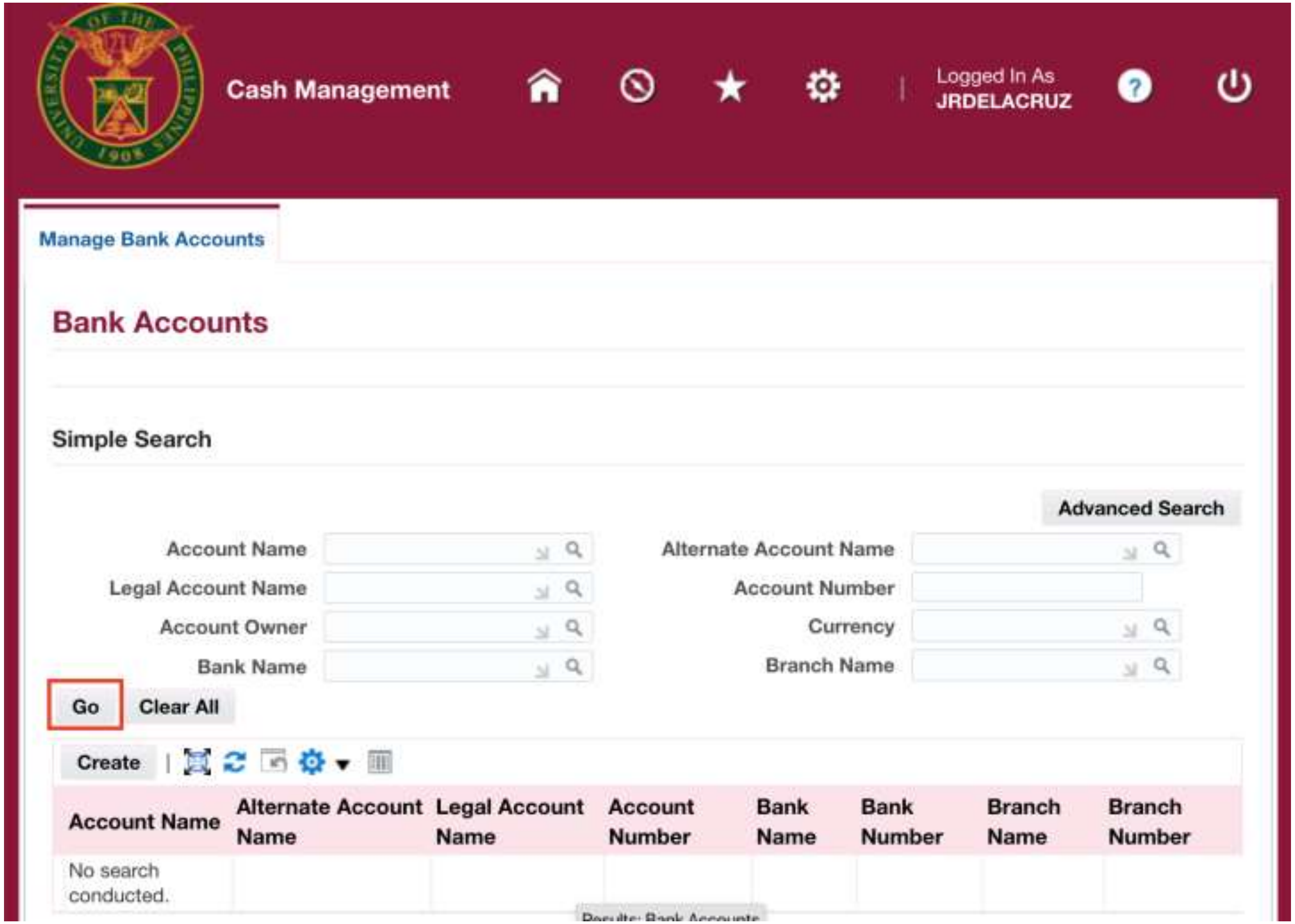
Step 2. Log-in your UP Mail credentials (e.g. ***email*** and ***password***)



Or you may open your UP Mail and go to the Google Workspace and select **UIS**



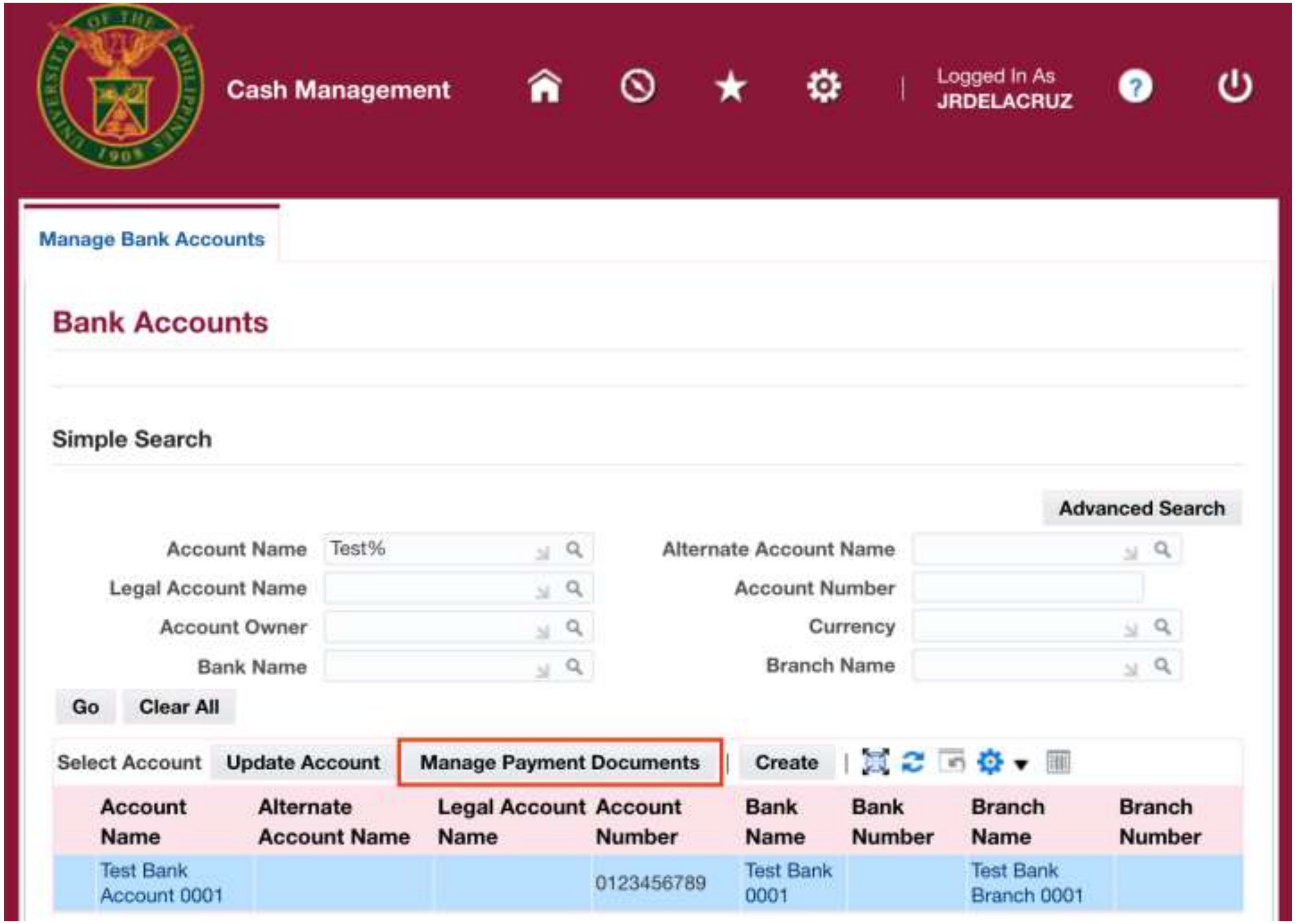
Step 3. From ***UIS Home Page*** proceed to ***Main Menu.*** In the ***Cash Management Cash Officer*** responsibility navigate to ***Setup > Banks > Bank Accounts***.



Step 3. The ***Manage Bank Accounts*** page will open.

Enter a bank account information in one of the search parameters, then click ***Go***.

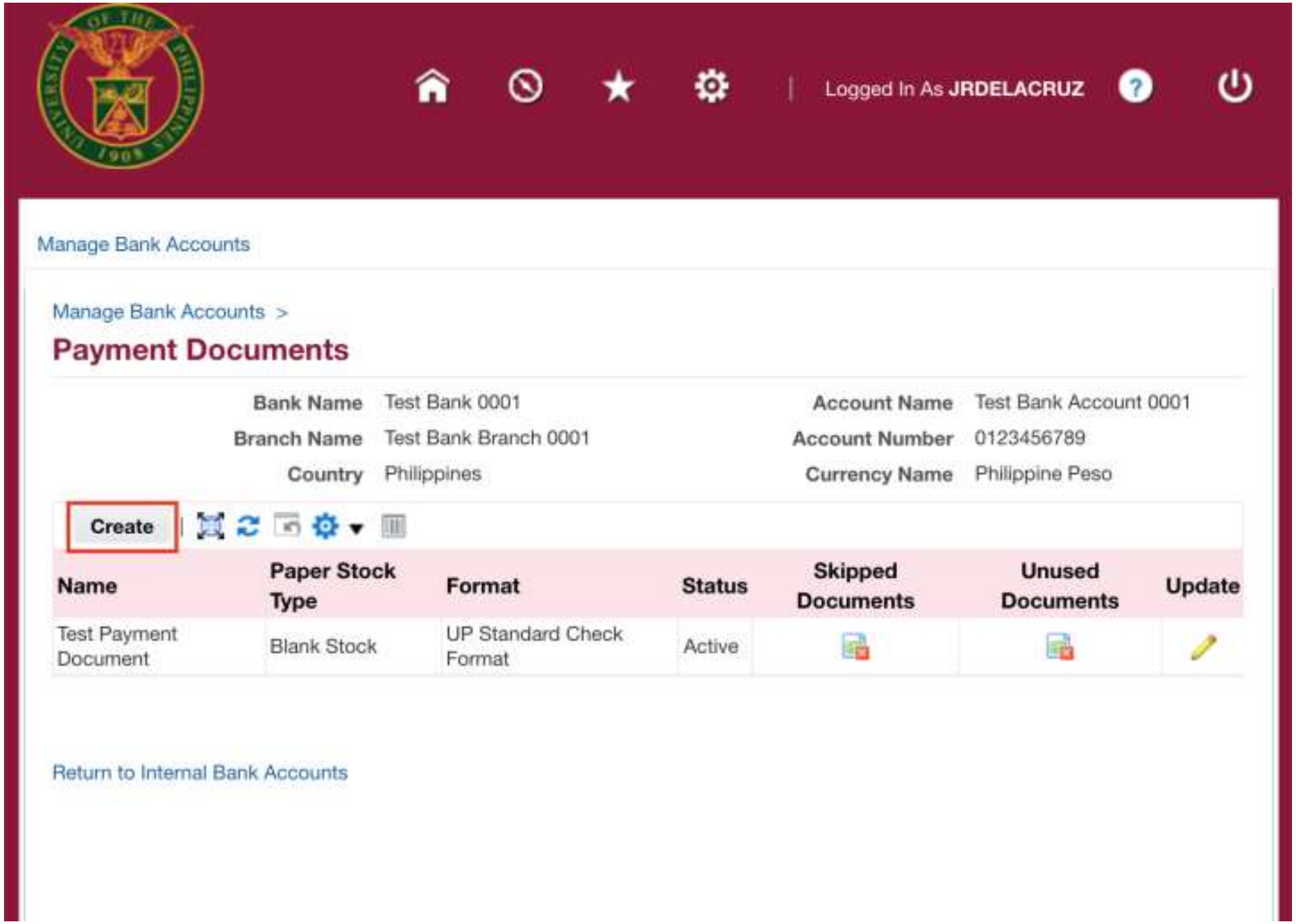
Note: *When the end-user sees a magnifying glass button on a field, this means that a list of value is available. Just click the magnifying glass button to open the list of values.*



Step 3. Bank accounts satisfying the search criteria will appear.

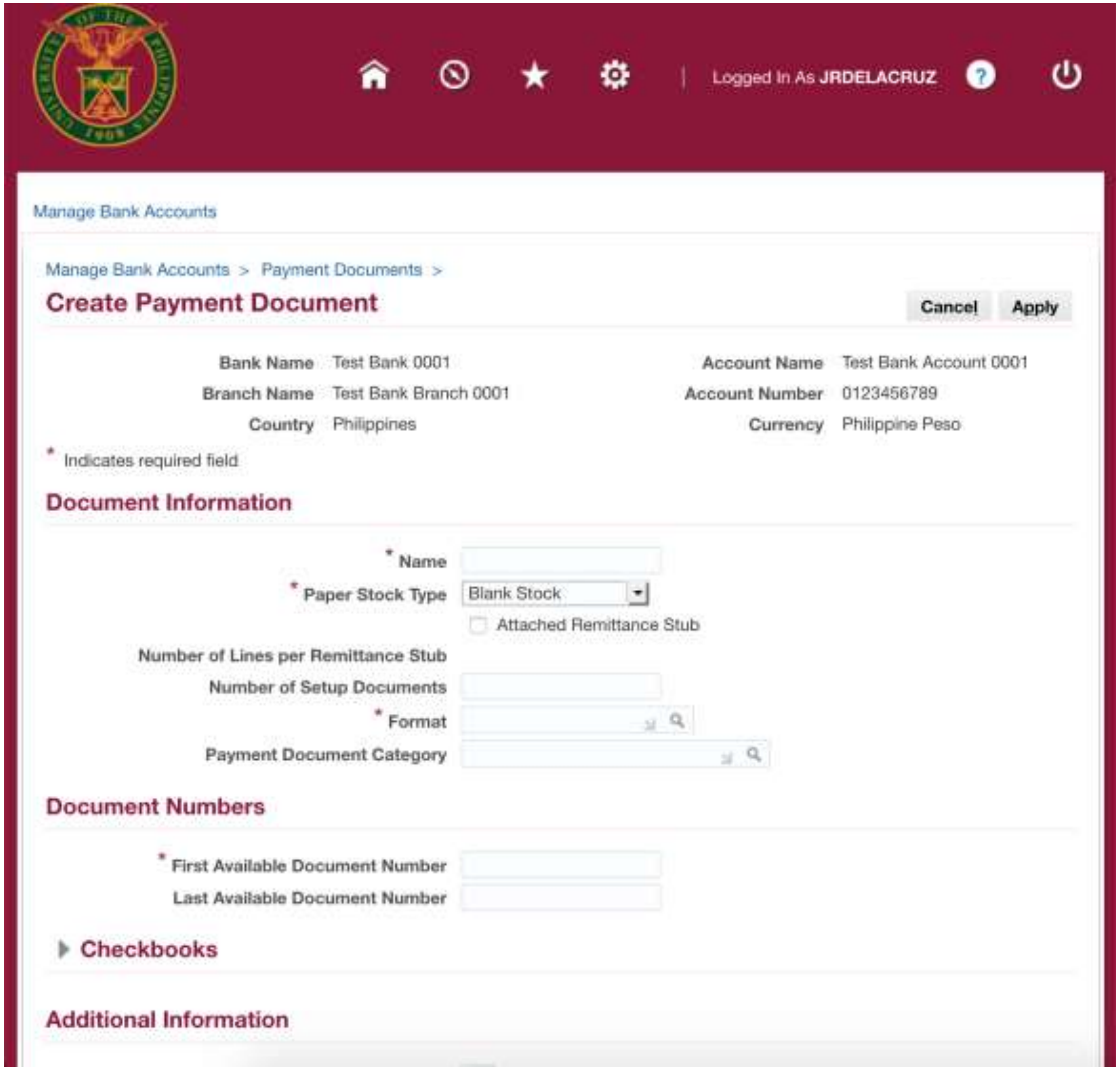
Click on the select column of the bank account.

Then click the ***Manage Payment Documents*** button.



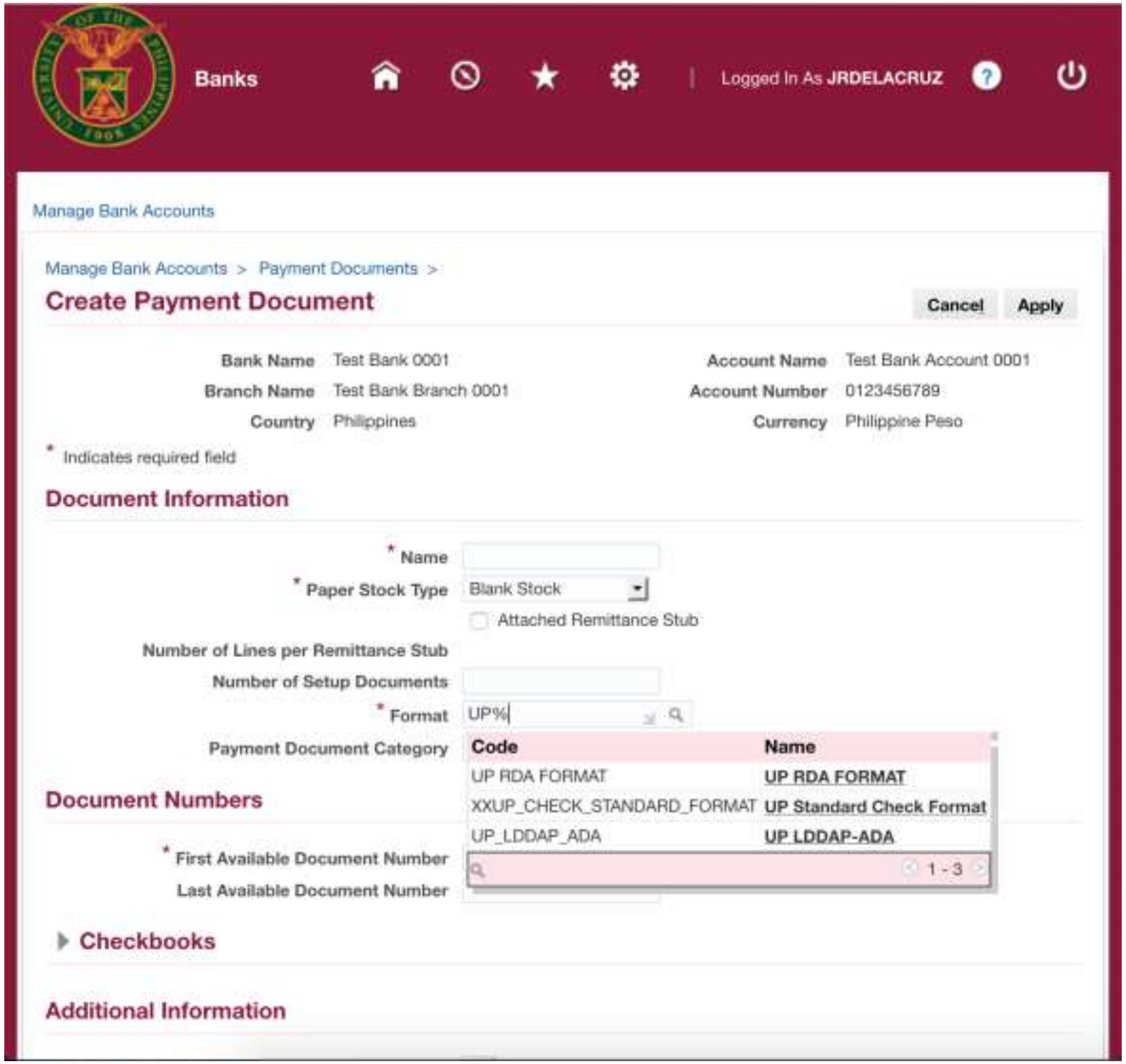
Step 4. The ***Payment Documents*** page will open.

Click on the ***Create*** button.



Step 5. The ***Create Payment Document*** page will open. Fill-out the required fields.

Choose ***Blank Stock*** for the ***Paper Stock Type*** field.



Format

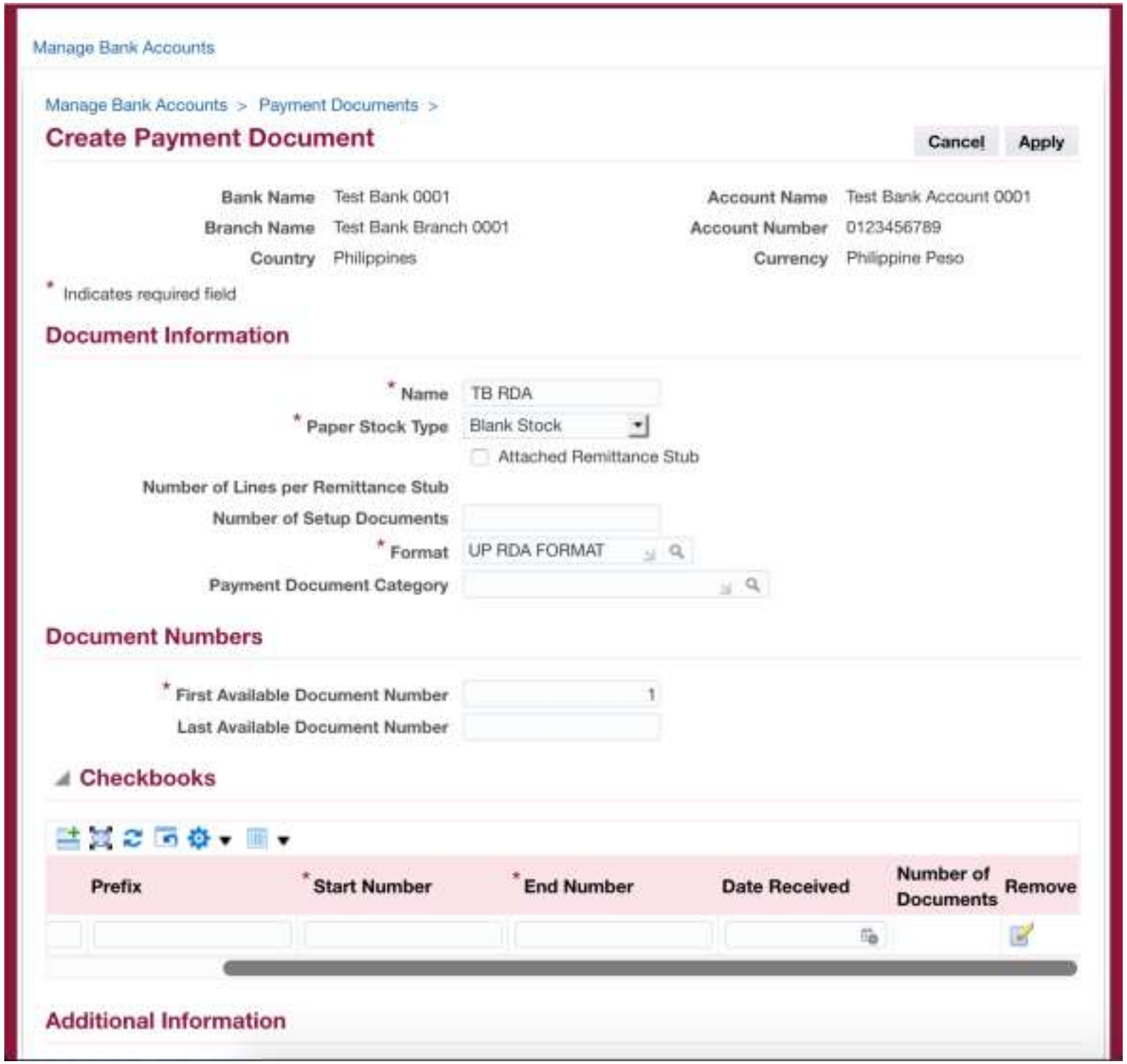
Payment Method in Payables that will be using the payment document.

UP RDA FORMAT – ADA / RDA Payment Method

UP Standard Check Format – Check Payment Method

UP LDDAP-ADA – LDDAP-ADA Payment Method

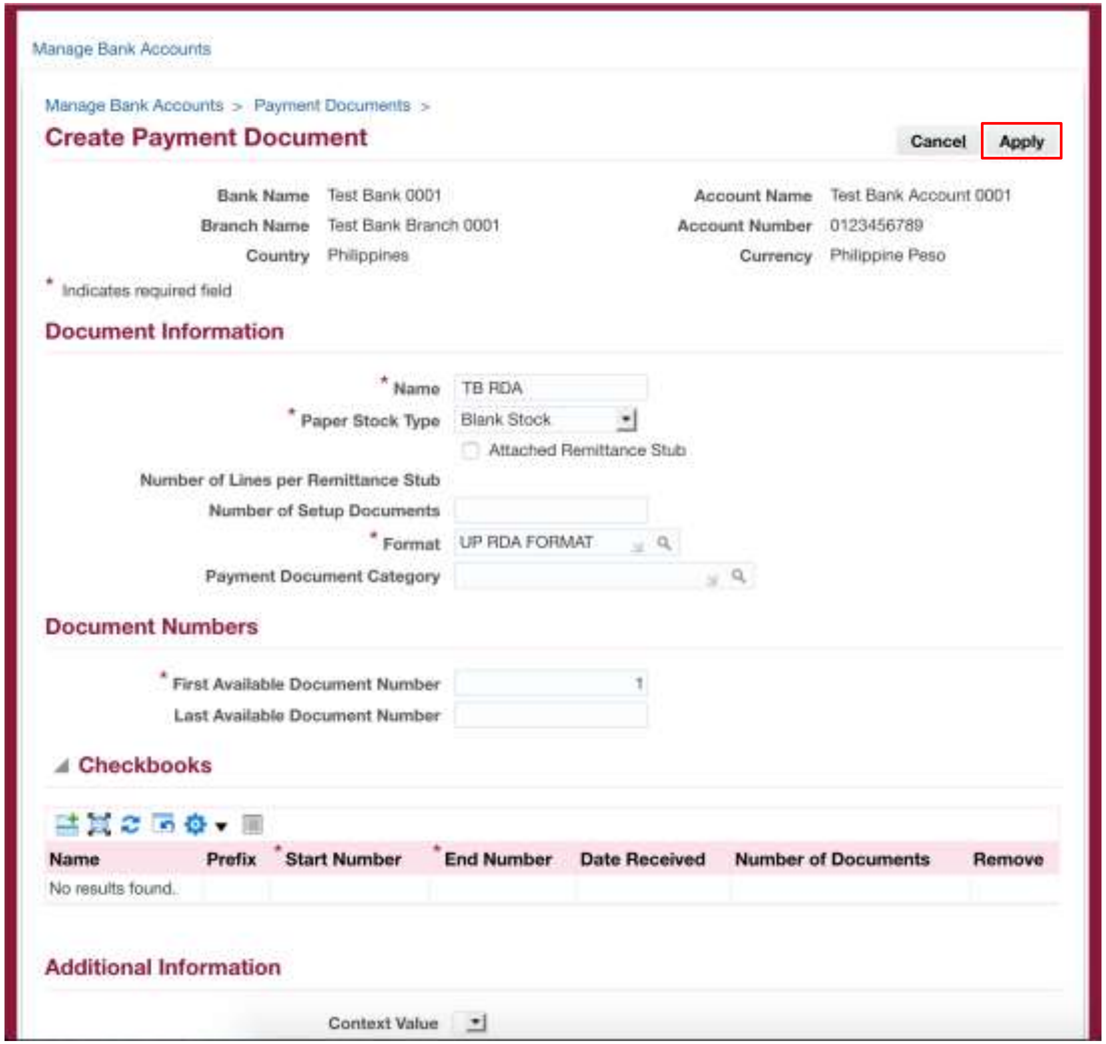
Note: *When the end-user sees a magnifying glass button on a field, this means that a list of value is available. Just click the magnifying glass button to open the list of values.*



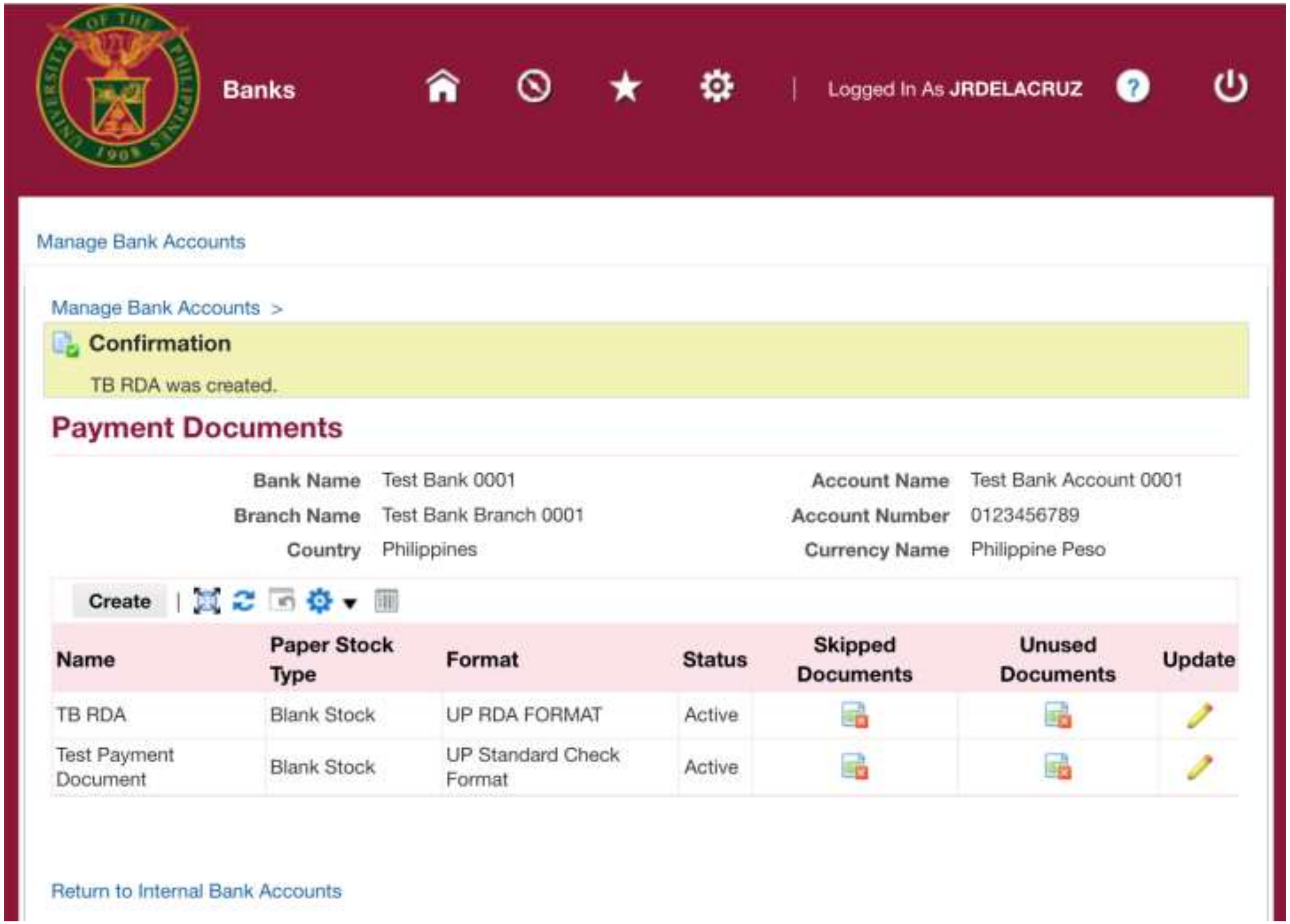
Checkbooks

Organizes payment document series into “checkbook” groups.

If payment document does not have particular checkbook groups, click on the ***Remove*** button found at the end.



Step 4. Once the details of the Payment Document has been filled out, click on the ***Apply*** icon.



Step 5. You will be redirected to the **Payment Documents** window.

A confirmation will appear that the Payment Document is created.

Expected Result:
A Payment Document is created and ready to be used for Payments.

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