



# **Creation of Payment Document (Check / ADA Number)**

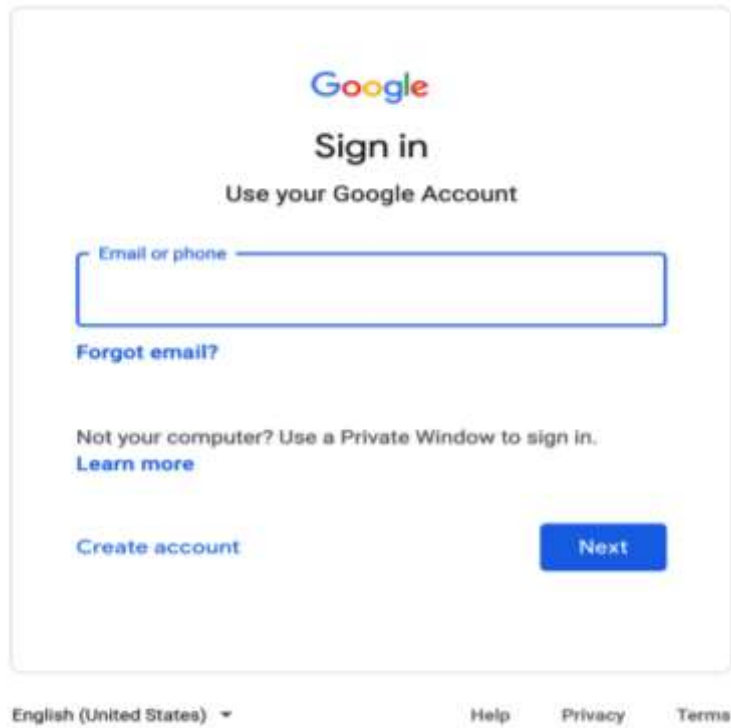
## 1. DOCUMENT CONTROL

### 1.1 Change Record

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

### 1.2 Description

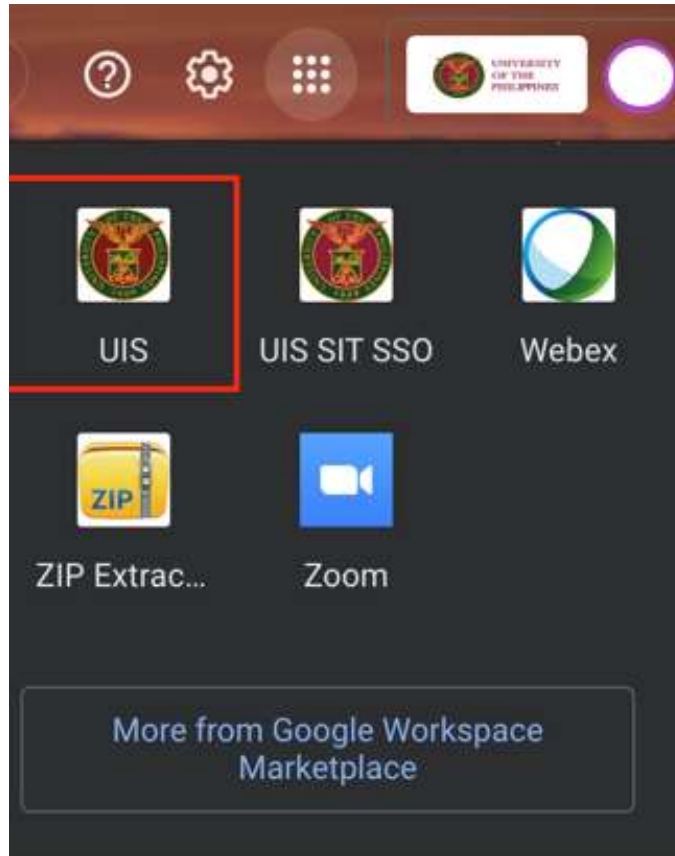
<b>Process ID</b>	
<b>Process Name</b>	Management of Payment Document (Check / ADA Number)
<b>Functional Domain</b>	Cash Management Module
<b>Responsibility</b>	Cash Management Cash Officer
<b>Purpose</b>	To create a new Check / ADA series in the system
<b>Data Requirement</b>	<ul style="list-style-type: none"> <li>• Bank Account Information such as               <ul style="list-style-type: none"> <li>○ Bank Account Name</li> <li>○ Bank Account Number</li> </ul> </li> </ul>
<b>Dependencies</b>	<ul style="list-style-type: none"> <li>• Bank and bank account are registered in the Cash Management Module</li> </ul>
<b>Scenario</b>	The Cash Officer is to create a payment document series.



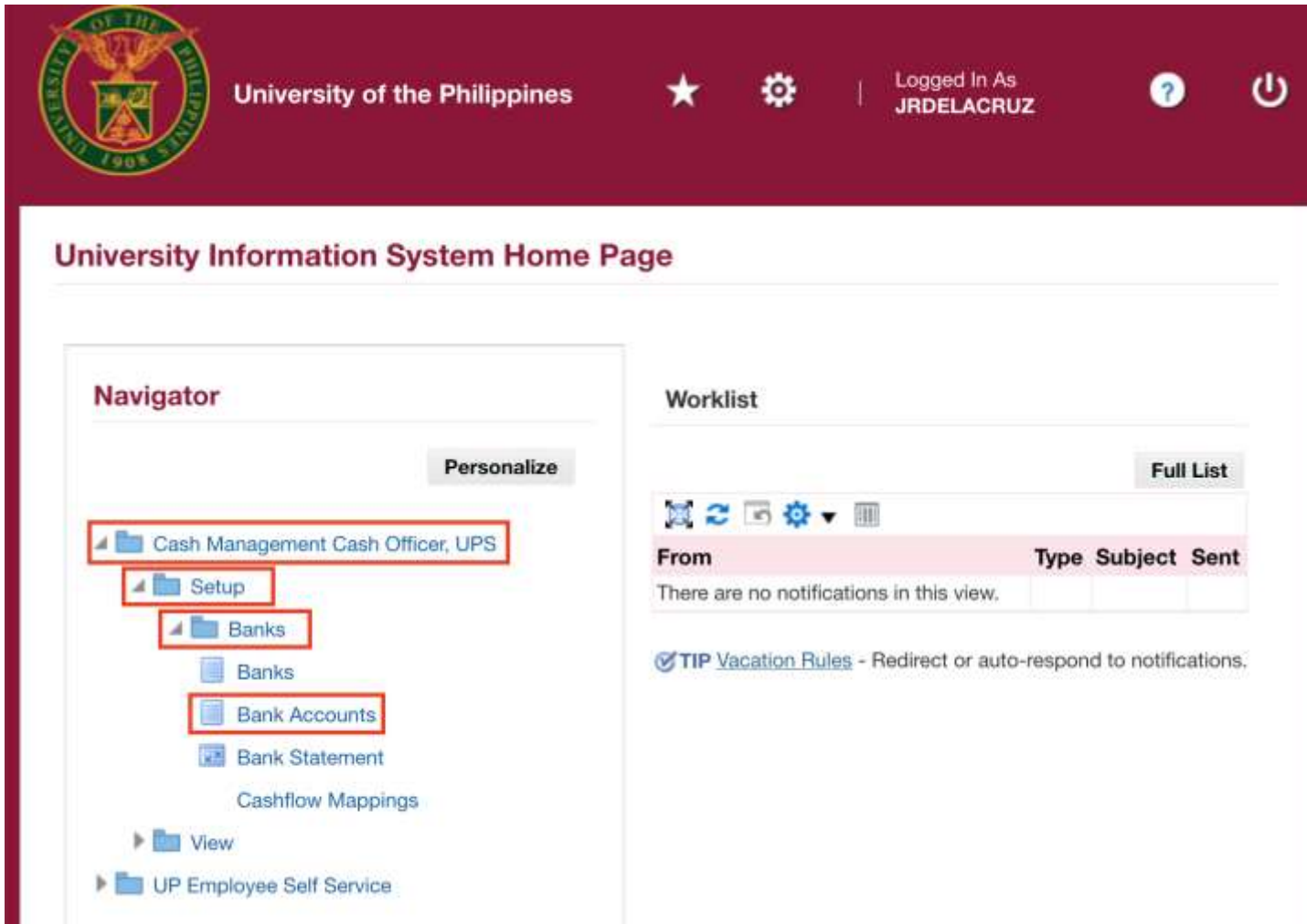
The image shows a screenshot of the Google Sign in page. At the top center is the Google logo. Below it, the text reads "Sign in" and "Use your Google Account". There is a large text input field with the placeholder text "Email or phone". Below the input field is a link that says "Forgot email?". Further down, there is a line of text: "Not your computer? Use a Private Window to sign in." followed by a link "Learn more". At the bottom left is a link "Create account" and at the bottom right is a blue button labeled "Next". At the very bottom of the page, there are three links: "English (United States)" with a dropdown arrow, "Help", "Privacy", and "Terms".

**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**.

**Cash Management** | Home | Clock | Star | Gear | Logged In As JRDELACRUZ | Help | Power

**Manage Bank Accounts**

### Bank Accounts

**Simple Search**

**Advanced Search**

Account Name

Legal Account Name

Account Owner

Bank Name

Alternate Account Name

Account Number

Currency

Branch Name

**Go** | Clear All

Create |

Account Name	Alternate Account Name	Legal Account Name	Account Number	Bank Name	Bank Number	Branch Name	Branch Number
No search conducted.							

Results: 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.

**Cash Management**

Logged In As JRDELACRUZ

### Manage Bank Accounts

## Bank Accounts

Simple Search

Advanced Search

Account Name: Test%  
Legal Account Name:  
Account Owner:  
Bank Name:  
Alternate Account Name:  
Account Number:  
Currency:  
Branch Name:

Go Clear All

Select Account Update Account **Manage Payment Documents** Create

Account Name	Alternate Account Name	Legal Account Name	Account Number	Bank Name	Bank Number	Branch Name	Branch Number
Test Bank Account 0001			0123456789	Test Bank 0001		Test Bank Branch 0001	

**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.

Manage Bank Accounts

Manage Bank Accounts >

### Payment Documents

Bank Name Test Bank 0001 Account Name Test Bank Account 0001  
Branch Name Test Bank Branch 0001 Account Number 0123456789  
Country Philippines Currency Name Philippine Peso

**Create** [Refresh] [Print] [Settings] [List]

Name	Paper Stock Type	Format	Status	Skipped Documents	Unused Documents	Update
Test Payment Document	Blank Stock	UP Standard Check Format	Active			

[Return to Internal Bank Accounts](#)

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

Click on the **Create** button.



Manage Bank Accounts

Manage Bank Accounts > Payment Documents >

### Create Payment Document

Cancel Apply

Bank Name: Test Bank 0001 Account Name: Test Bank Account 0001  
Branch Name: Test Bank Branch 0001 Account Number: 0123456789  
Country: Philippines Currency: Philippine Peso

\* Indicates required field

#### Document Information

\* Name   
\* Paper Stock Type: Blank Stock   
 Attached Remittance Stub  
Number of Lines per Remittance Stub   
Number of Setup Documents   
\* Format   
Payment Document Category

#### Document Numbers

\* First Available Document Number   
Last Available Document Number

▶ Checkbooks

#### Additional Information

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

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

**Manage Bank Accounts**

Manage Bank Accounts > Payment Documents >

**Create Payment Document** Cancel Apply

Bank Name: Test Bank 0001      Account Name: Test Bank Account 0001  
 Branch Name: Test Bank Branch 0001      Account Number: 0123456789  
 Country: Philippines      Currency: Philippine Peso

\* Indicates required field

**Document Information**

\* Name:   
 \* Paper Stock Type: Blank Stock   
 Attached Remittance Stub  
 Number of Lines per Remittance Stub:   
 Number of Setup Documents:   
 \* Format: UP%    
 Payment Document Category:

Code	Name
UP RDA FORMAT	UP RDA FORMAT
XXUP_CHECK_STANDARD_FORMAT	UP Standard Check Format
UP_LDDAP_ADA	UP LDDAP-ADA

**Document Numbers**

\* First Available Document Number:   
 Last Available Document Number:

▶ **Checkbooks**

**Additional Information**

**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.

Manage Bank Accounts

Manage Bank Accounts > Payment Documents >

### Create Payment Document

Cancel Apply

Bank Name Test Bank 0001 Account Name Test Bank Account 0001  
 Branch Name Test Bank Branch 0001 Account Number 0123456789  
 Country Philippines Currency Philippine Peso

\* Indicates required field

#### Document Information

\* Name TB RDA  
 \* Paper Stock Type Blank Stock  
 Attached Remittance Stub  
 Number of Lines per Remittance Stub  
 Number of Setup Documents  
 \* Format UP RDA FORMAT  
 Payment Document Category

#### Document Numbers

\* First Available Document Number 1  
 Last Available Document Number

#### Checkbooks

Prefix	* Start Number	* End Number	Date Received	Number of Documents	Remove

#### Additional Information

## 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.

Manage Bank Accounts

Manage Bank Accounts > Payment Documents >

### Create Payment Document

Cancel **Apply**

Bank Name Test Bank 0001 Account Name Test Bank Account 0001  
 Branch Name Test Bank Branch 0001 Account Number 0123456789  
 Country Philippines Currency Philippine Peso

\* Indicates required field

#### Document Information

\* Name TB RDA  
 \* Paper Stock Type Blank Stock  
 Attached Remittance Stub  
 Number of Lines per Remittance Stub  
 Number of Setup Documents  
 \* Format UP RDA FORMAT  
 Payment Document Category

#### Document Numbers

\* First Available Document Number 1  
 Last Available Document Number

#### Checkbooks

Name	Prefix	* Start Number	* End Number	Date Received	Number of Documents	Remove
No results found.						

#### Additional Information

Context Value

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

The screenshot shows the 'Banks' section of the FMIS interface. At the top, there is a navigation bar with the university logo, the word 'Banks', and several icons (home, refresh, star, settings). The user is logged in as 'JRDELACRUZ'. Below the navigation bar, the page title is 'Manage Bank Accounts'. A yellow confirmation banner states 'Confirmation: TB RDA was created.'. Below this, the 'Payment Documents' section displays details for a newly created document: Bank Name (Test Bank 0001), Branch Name (Test Bank Branch 0001), Country (Philippines), Account Name (Test Bank Account 0001), Account Number (0123456789), and Currency Name (Philippine Peso). A toolbar with 'Create' and various icons is visible. A table lists the payment documents with columns for Name, Paper Stock Type, Format, Status, Skipped Documents, Unused Documents, and Update. Two documents are listed: 'TB RDA' and 'Test Payment Document', both with 'Active' status and 'Blank Stock' type. A 'Return to Internal Bank Accounts' link is at the bottom left.

Name	Paper Stock Type	Format	Status	Skipped Documents	Unused Documents	Update
TB RDA	Blank Stock	UP RDA FORMAT	Active			
Test Payment Document	Blank Stock	UP Standard Check Format	Active			

**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.