



## User Acceptance Testing (UAT) Test Script

### Description:

Script ID	
Script Name	Creating Check Series
Information System	Financial Management Information System
Functional Domain	Financial Management Module – Cash Management
Purpose	To create new check series
Data Requirement	
Dependencies	
Scenario	
Author	Rabelais Medina

### Revision History:

Version Number	Date	Author	Description of Change
1.0	13 Feb 2014	Rabelais Medina	Initial Issue

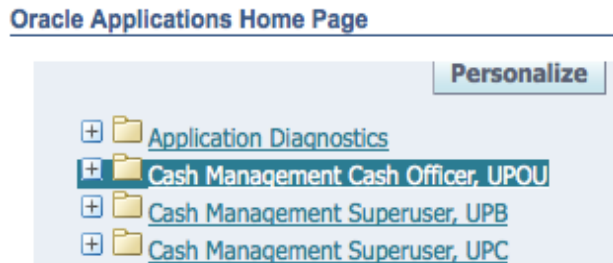
**Review and Acknowledgement:**

Date	Name	Position	Comments

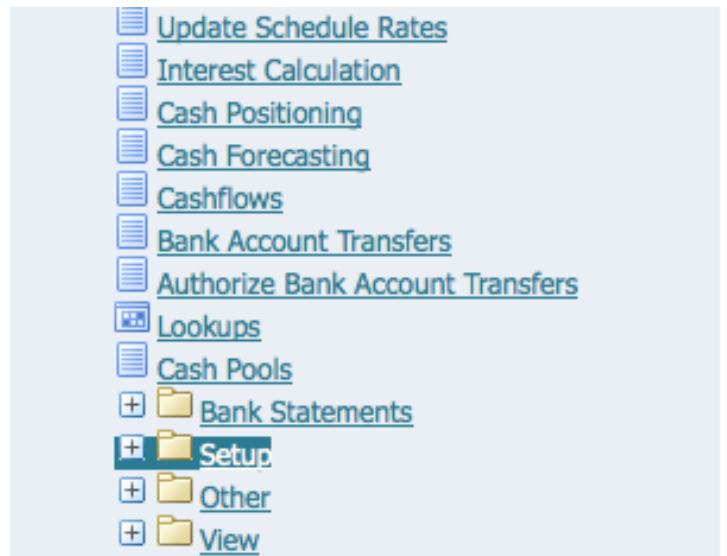


No.

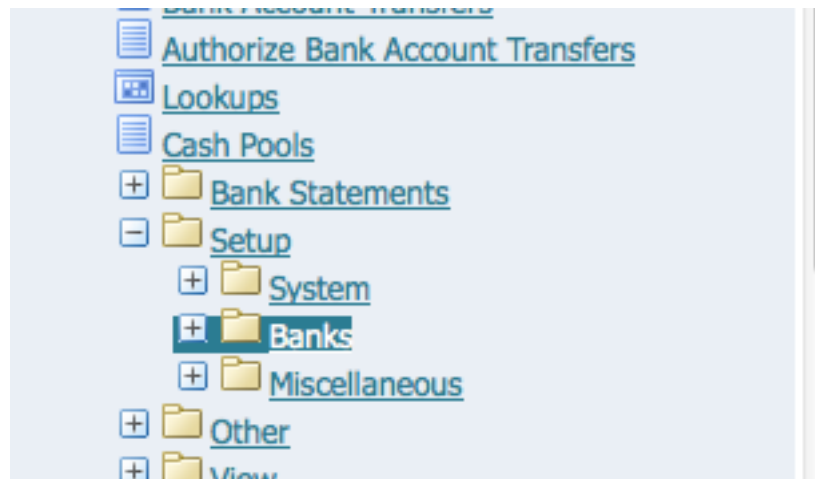
**STEP 1**      Select *Cash Management Cash Office UPOU*



**STEP 2**      Select *Setup*



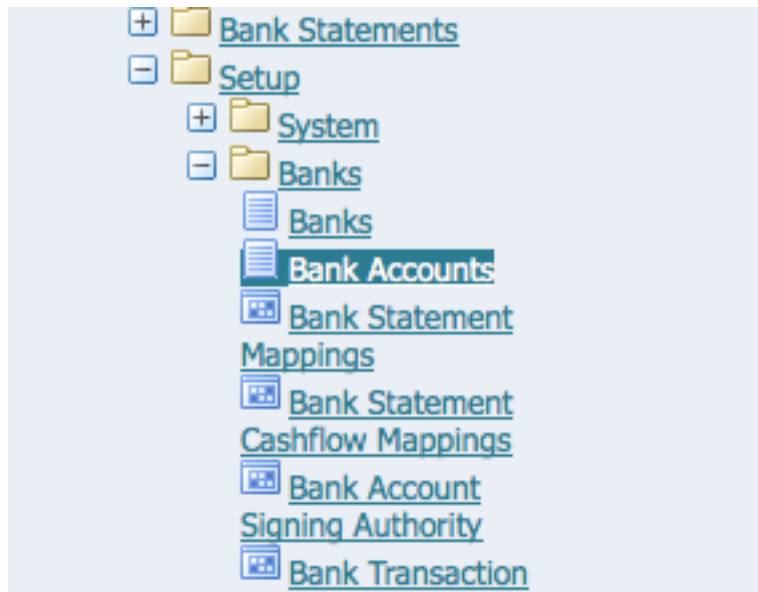
**STEP 3**      Select *Banks*



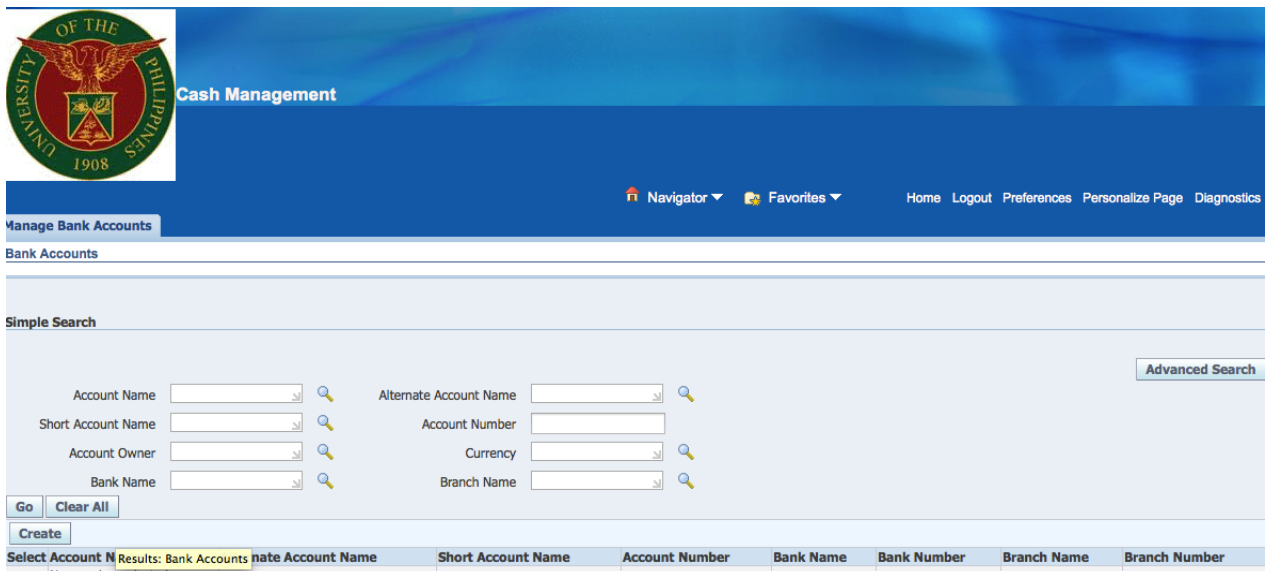


No.

**STEP 4**      *Select Accounts*



The **Bank Accounts** window will appear



**STEP 5**      Enter the account name and click on **Go**. The accounts will appear at the bottom of the page.



No.

Manage Bank Accounts

Bank Accounts

Simple Search

Account Name   Alternate Account Name

Short Account Name   Account Number

Account Owner   Currency

Bank Name   Branch Name

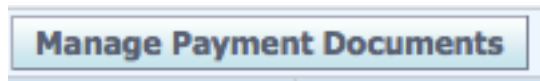
Select Account |  |  |

Select Account Name	Alternate Account Name	Short Account Name	Account Number	Bank Name	Bank Number	Branch Name	Branch Number
<input type="radio"/> <a href="#">UPV Tacloban College – Revolving Fund</a>			UPVT LBP RF 0182-1056-19	<a href="#">Land Bank of the Philippines</a>		<a href="#">Sagkahan</a>	
<input type="radio"/> <a href="#">UPV Tacloban College – Trust Fund</a>			UPVT LBP TF 0182-1063-30	<a href="#">Land Bank of the Philippines</a>		<a href="#">Sagkahan</a>	
<input type="radio"/> <a href="#">UPV Tacloban College – General Fund</a>			UPVT LBP GF 0182-1056-00	<a href="#">Land Bank of the Philippines</a>		<a href="#">Sagkahan</a>	

**STEP 6** Click on the *Select* column of the bank



**STEP 7** Click on *Manage Payment Documents*



The *Payment Documents* window will appear

Manage Bank Accounts

Manage Bank Accounts >

Payment Documents

Bank Name **Land Bank of the Philippines** Account Name **UPV Tacloban College – General Fund**

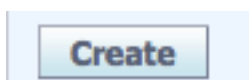
Branch Name **Sagkahan** Account Number **UPVT LBP GF 0182-1056-00**

Country **PHP** Currency Name **Philippine Peso**

Name	Paper Stock Type	Format	Status	Skipped Documents	Update
No results found.					

[Return to Internal Bank Accounts](#)

**STEP 8** Click on *Create*





No.

**STEP 9** Fill in the fields with the following information

**Document Information**

\* Name

\* Paper Stock Type   Attached Remittance Stub

Number of Lines per Remittance Stub

Number of Setup Documents

\* Format

Payment Document Category

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**Document Numbers**

\* First Available Document Number

Last Available Document Number

*STEP 9* Click on *Apply*.

Account Name **UPV Tacloban College – General Fund**

Account Number **UPVT LBP GF 0182-1056-00**

Currency **Philippine Peso**

The confirmation will appear.

**Manage Bank Accounts**

Manage Bank Accounts >

**Confirmation**  
UPV Tacloban College – General Fund was created.

**Payment Documents**

Bank Name	<b>Land Bank of the Philippines</b>	Account Name	<b>UPV Tacloban College – General Fund</b>
Branch Name	<b>Sagkahan</b>	Account Number	<b>UPVT LBP GF 0182-1056-00</b>
Country	<b>PHP</b>	Currency Name	<b>Philippine Peso</b>

Name	Paper Stock Type	Format	Status	Skipped Documents	Update
UPV Tacloban College – General Fund	Blank Stock	UP Standard Check Format	Active		

[Return to Internal Bank Accounts](#)

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