

## WORK INSTRUCTION

### Asset Management Support Office – Daily Collection and Deposit

Code : DAP-AMSO-WI-02	Revision No. : 1	Effectivity: 8 November 2017	Page: 1 of 2
-----------------------	------------------	------------------------------	--------------

**1.0 PURPOSE.** This document serves as guide to ensure that all cash and cheque collections are remitted and properly deposited to government depository bank.

## **2.0 SCOPE**

2.1 This work instruction covers DAPCC's daily cash, and cheque collection and deposit process.

## **3.0 DEFINITION OF TERMS**

3.1 **Daily Collection Report (DCR)** – this report displays daily sales over a specified period.

3.2 **Statement of Account** – a record of itemized breakdown of client charges

3.3 **Billing Statement** – a summary of charges to be given to the client as basis for their payment

3.4 **Unit Representative Collector** – assigned payment collector from different units who will remit cash collections to the cashier daily.

## **4.0 DETAILS**

Item No.	Activity	Responsibility	Interface
4.1	<b>Payment and Remittance Collection</b>  <b>For DAPCC Unit Sales Collection</b> a. Receives cash remittance, issued sales invoices and sales report from DAPCC Unit Representative Collector ; b. Matches the entries of the issued invoices, sales report with the cash remittance; c. Issues Official Receipt;	Cashier	Sales Invoice; Sales Report; Official Receipt
	<b>For Clients and Guests (Payment Upon Check-out)</b> a. Receives payment from clients; b. Issues official receipt;	Cashier	Statement of Account; Billing Statement; Official Receipt; Daily Collection Report

### WORK INSTRUCTION

#### Asset Management Support Office – Daily Collection and Deposit

Code : DAP-AMSO-WI-02	Revision No. : 1	Effectivity: 8 November 2017	Page: 2 of 2
-----------------------	------------------	------------------------------	--------------

	<b>For Clients and Guests (Payment for Pick-up within CALABARZON Area )</b> a. Files and monitors all Billing Statement issued to clients from CALABARZON; b. Calls clients for payment follow-up; c. Pick-up collections; d. Issues official receipt; e. Returns paid Billing Statement to Billing Clerk for filing.	Cashier	Billing Statement; Statement of Account; Official Receipt; Daily Collection Report
4.2	<b>Daily Collection Report</b> a. Summarizes all the collections for the day; b. Prepares daily collection report.	Cashier	
4.2	<b>Daily Deposits of Collection</b> a. Prepares Deposit Slip; b. Matches deposit slip with the (Daily) Collection Report; c. Deposits collection in Landbank of the Philippines; d. Files validated Deposit Slip.	Cashier	Deposit Slip
4.3	<b>Collection Report Submission to DAP Pasig Cashier</b> a. Submits consolidated collection report to DAP Pasig Cashier with complete attachment (Sales Invoice, Daily Collection Report, Official Receipt, and Validated Deposit Slip	Cashier	Consolidated Collection Report