

**University of the Philippines
OPES - PMS
CASH OFFICE REFERENCE TABLE**

CODE	FUNCTIONS	OUTPUT KRA	PERFORMANCE INDICATORS	AGREED TIME in minutes	Equivalent Points	OPERATIONAL DEFINITION
GENERAL DISBURSEMENT SYSTEM						
CSH_DK_001	To receive approved DVs	Approved DVs received	Per approved DV	5	0.083	Receives DVs forwarded by the Accounting Office and checks the completeness of signatories on the boxes provided on the DV. Checked if tax certificates are attached to the DVs of suppliers of goods and services.
CSH_DK_002	To prepare check	Check prepared	Per check	7	0.117	In compliance with NGAS, encoded the general reference data such as the chart of accounts, accountable officer, bank account number and responsibility center in the database
CSH_DK_003	To stamp "PAID" and check number on each DV and supporting documents	DV stamped	Per DV	7	0.117	Stamps "paid" on DVs and all supporting documents and the corresponding check number and date being prepared
CSH_DK_004	To update the Check Register.	Check Register updated	Per check	2	0.033	Recorded in the Warrant Registry Book the details of check numerically per fund code
CSH_DK_005	To prepare, print and verify advice of checks released	Advice of released checks prepared, printed, and verified	Per check	1	0.017	Generated daily report of Advice of checks issued, forwarded Advice to the bank for their guide to detect fraudulent check encashment
CSH_DK_006	To review, verify and sign checks	Checks reviewed, verified, and signed	Per check	4	0.067	Reviews the completeness and consistency of documents attached to the DVs and initialed the original copy of check.
CSH_DK_007	To sort checks for countersignature by signing authority	Checks sorted	Per check	1	0.017	Segregates and forwarded DVs with checks to different signatories of check (DBO and OVCA)
CSH_DK_008	To deliver DVs and checks for countersignature	DVs and checks delivered	Travel	actual	Actual	Delivers DVs and checks for countersignature

CSH_DK_009	To receive countersigned checks	Countersigned checks received	Per check	1	0.017	Receives all checks returned to the the Cash Office by signatories. See to it that all checks being returned to the Cash Office are all accounted for in 24 hours.
CSH_DK_010	To detach original check, duplicate DV and tax certificate	Check detached	Per check	2	0.033	Detaches original checks from the original DVS, Tax Certificate were attached to the individual check of suppliers
CSH_DK_011	To prepare notice of available check	Notice prepared	Per check	5	0.083	Prepares notice of available check
CSH_DK_012	To deliver checks to payee	Checks delivered	Travel	actual	Actual	Delivers checks to payee
CSH_DK_013	To release checks to payees	Checks released				Payees acknowledges payments by signing on the Warrant Registry Book and on the original copy of DVs.
		supplier	Per supplier	10	0.167	
		personal	Per person	5	0.083	
CSH_DK_014	To prepare report of checks released	Report of released checks prepared	Per check	1	0.017	Encoded in the database the date of release. Prepares monthly report of unreleased checks per fund code
CSH_DK_015	To prepare Report of Checks Issued (RCI) and attach OR, check copy, DV, supporting documents, and to bundle by fund	Report of Check Issued prepared	Per DV	4	0.067	Generates weekly reports per fund as required by NGAS, bundles vouchers by fund
CSH_DK_016	To review the weekly RCI	RCI reviewed	Per DV	3	0.050	Reviews per month the weekly RCI
CSH_DK_017	To submit RCI to Accounting Office	RCI submitted	Travel	actual	Actual	Submits to Accounting Office and COA checked and verified RCI and bundled documents
CSH_DK_018	To insert Official Receipts received after corresponding DV has been filed and submitted to Accounting Office and COA	OR Attached	Per OR	10	0.167	Late ORs issued are attached to corresponding DVs which are already submitted to Accounting Office or COA
CSH_DK_019	To prepare "list of Official Receipt to follow" (UPOU)	List prepared	Per OR	2	0.033	Prepares summary list of OR's which are submitted late to Cash Office
CSH_DK_020	Photocopies ORs, deposit slips and other SDs of remittances (GSIS, HDMF, PHIC, COOP, Provident Fund) to be submitted to Acctg Office	Documents photocopied	Per document	1	0.017	Photocopies ORs, deposit slips and other SDs of remittances (GSIS, HDMF, PHIC, COOP, Provident Fund) to be submitted to Acctg Office
CSH_DK_021	To prepare communications pertaining to cancelled checks to be submitted to COA and Accounting Office	Communications prepared	Per communication	5	0.083	Communications of cancelled checks were forwarded to Accounting Office and to COA

CSH_DK_022	To prepare report of stale checks	Report of stale checks prepared	Per stale check	1	0.017	Generates monthly report of Stale Checks, stamped it with the word "stale" checked and verified the total per fund and forwarded to Accounting Office
CSH_DK_023	To post stale checks in the registry book and stamp STALE on face of check	Stale checks posted	Per check	1	0.017	Prepares monthly report of stale checks per fund code, records in the W.R.B. Submittd to the COA thru the Accounting Office
CSH_DK_024	To process request for check replacement of stale check	Request processed	Per request	15	0.250	Processes request for check replacement of stale check
CSH_DK_025	To make stop payment order	Stop payment order made	Per payment	5	0.083	Fills up bank order form to stop payment
CSC_001	Payment of vouchers by check.	Check prepared	Number of checks prepared		1.633	Receives, sorts, distributes, encodes data, prints, stamps, signs, checks and verifies correctness, countersigns, records, releases, and prepares reports.

DISBURSEMENTS BY CASH

CSH_DC_001	To receive approved DVs	Approved DVs received	Per DV	5	0.083	Receives DVs forwarded by the Accounting Office and checks the completeness of signatories on the boxes provided on the DV. Checked if tax certificates are attached to the DVs of suppliers of goods and services.
CSH_DC_002	To attach cash to payslips for employees/students	Cash attached	per payslip	1	0.017	Attaches cash to payslips and counter balance against the payroll
CSH_DC_003	To pay officials and employees, students and other payees	Officials, employees, students and other payees paid	Per person	5	0.083	Pays officials, students, employees, and other payees and examines the correctness of all supporting documents attached and presented
CSH_DC_004	To check completeness of bundled payslip and cash against unclaimed pay and safekeep money	Bundled payslips and cash checked and safekept	Per bundled payslip	5	0.083	Checks the completeness of bundled payslip and cash against unclaimed payslip and safekeep money
CSH_DC_005	To prepare Report of Disbursements, signs the Certification portion	Report of Disbursement prepared	Per DV	3	0.050	Prepares Report of Disbursements, signs the Certification portion

CSH_DC_006	To encode all DVs paid per fund code	DVs encoded	Per DV	5	0.083	Encodes all DVs in the database per fund codes, obligation number, DV/Payroll number, responsibility centers, deduction, gross amount, net amount, etc.
CSH_DC_007	To segregate original DVs/payroll and duplicate copies of DVs/payroll supporting documents	Original DVs/payroll and its duplicate copies segregated	Per DV	2	0.033	Segregates the duplicates from the original DVs making sure that original DVs have all the complete attachments and that duplicate copies are complete for file records.
CSH_DC_008	To maintain Cashbook to monitor daily balance if additional cash advance per fund is needed for the month.	Cashbook and daily balance per fund are monitored and maintained	Number of Cashbook maintained per fund.	5	0.083	Maintains Cashbook to ensure the correctness of entries and monitors daily the balance in the cash advance to determine if additional cash advance is still needed for the month.
CSH_DC_009	To stamp PAID and indicate RD number on paid payrolls and bundle all the set of DVs encashed segregated per week (1-7; 8-15; 16-22; 23-31 of the month)	Set of DVs paid per week are bundled	Per bundled DVs	10	0.167	Stamps PAID and bundles DVs for submission to COA through Accounting Office
CSH_DC_010	To verify the correctness of names, amounts in the DV against the data indicated in the Report of Cash disbursement.	Correctness of DV against data indicated in the Report of Cash disbursement verified	Per DV	5	0.083	Verifies the correctness of names, amount, fund code against the data indicated in the Report of Cash Disbursement
CSH_DC_011	To submit bundled DVs including the Reports prepared and all the complete attachments to COA thru the Accounting Office.	Bundled DVs and reports prepared and all attachments submitted	Travel	Actual	Actual	Submits to the COA thru the Accounting Office all bundled DVs and weekly report of Disbursements per fund code.
CSC_002	Payment of vouchers by cash	Paid vouchers	Number of paid vouchers		0.767	Receives, sorts, distributes, encodes data, pays, stamps, checks and verifies correctness, records, releases, and prepares reports.
DISBURSEMENTS THROUGH BANK						
CSH_DB_001	To receive approved DVs	Duly Processed DV	Per DV	5	0.083	Receives DVs forwarded by the Accounting Office and checks the completeness of signatories on the boxes provided on the DV. Checked if tax certificates are attached to the DVs of suppliers of goods and services.

CSH_DB_002	To segregate according to bank and fund charges and assign Request to Debit an Account (RADA) number	DVs segregated	Per DV	3	0.050	Segregates DVs/Payrolls according to bank and fund charges.
CSH_DB_003	To prepare remittance list and forwarded to corresponding bank and Request Authority to Debit an Account (RADA) for each fund	List prepared and forwarded	Per DV	6	0.100	Records/logs Remittance list/diskette prepared monitors the status if already signed by the Head of Cash Office.
CSH_DB_004	To review DVs and supporting documents of RADA	DVs reviewed	Per DV	5	0.083	Reviews RADA list prepared
CSH_DB_005	To sign RADA	RADA signed	Per RADA	3	0.050	Signs RADA
CSH_DB_006	To remit/deliver signed and approved RADA/Transfer Order/Interfund Transfer to corresponding banks	RADA delivered	Travel	Actual	Actual	Remits/delivers to the banks all RADA and let them sign in the Warrant Registry Book and RADA File copy.
CSH_DB_007	To stamp PAID through RADA number and date of RADA all DVs/Payroll encoded and all its attachments	DVs/Payroll stamped	Per DV	1	0.017	Stamps all the DVs/Payroll including all its attachments per RADA assigned with RADA number and date of RADA.
CSH_DB_008	To segregate original from duplicate copies per RADA assigned and bundle all the set of RADA segregated per week	Segregated and bundled	Per bundled DV	2	0.033	Segregates the duplicates from the original DVs/Payroll making sure that original DVs/Payrolls have all the complete attachments and that duplicate copies are complete for file records.
CSH_DB_009	To submit bundled RADA including the reports prepared and all the complete attachments to COA through Accounting office	RADA submitted	Travel	Actual	Actual	Submits to the COA thru UPD Accounting Office all bunled RADA and weekly reports of Disbursements thru banks per fund/per bank
CSC_003	Payment of vouchers through the bank	Paid vouchers	Number of paid vouchers		0.417	Receives, sorts, distributes, encodes data, pays, stamps, checks and verifies correctness, records, releases, and prepares reports.
COLLECTION AND DEPOSIT SYSTEM						
CSH_CD_001	To receive cash/check and issue Official Receipt (OR)	OR issued	Per OR	5	0.083	Issues Official Receipts as proof of payment.
CSH_CD_002	To count and balance collection per fund	counted and balanced	Per OR	0.5	0.008	Generates total collection per fund
CSH_CD_003	To re-count cash/check and prepare deposit slips per fund	recounted and deposited	Bills	0.060	0.001	Verifies correctness of collections

CSH_CD_004	To review ORs used against collection per fund and per collector	ORs and collection reviewed	Per OR	0.5	0.008	Checks the details of payment in every ORs issued by collector
CSH_CD_005	To deposit collection to the bank	collection deposited	Travel	actual	Actual	Prepares deposit slips for transmission of collections to the bank.
CSH_CD_006	To update Cash Receipts Record (CRR)	CRR updated	Per entry	1	0.017	Records daily collections in the Cash Receipts Record (CRR) per collector
CSH_CD_007	To prepare Report of Collection and Deposits (RCD)	RCD prepared	Per entry	1	0.017	Generates computerized Report of Collections and prepares deposit slips per fund
CSH_CD_008	To review and sign RCD	RCD approved	Per entry	1	0.017	Checks & verifies RCD before approval for deposit
CSH_CD_009	To sort and bundle ORs	ORs sorted and bundled	Per OR	1	0.017	Sorts and bundles ORs
CSH_CD_010	To submit RCD with ORs and deposit slips to Accounting Office	RCD, ORs and Deposit slips submitted	Travel	actual	Actual	Submits Report of Collection & Deposits to the Acctg. Office regularly.
CSH_CD_011	To pick-up checks from different agencies	checks collected	Travel	actual	Actual	Picks-up checks from different government & private entities for scholarships of students, donations and/or funds for UP Diliman's research projects.
PAY PARKING AREA COLLECTION (PGH ONLY)						
CSH_CD_012	To issue ticket to parker	Ticket issued	Per ticket	5	0.083	Issues ticket to parker
CSH_CD_013	To direct car to designated place	Number of cars directed	Per car	5	0.083	Directs car to designated place
CSH_CD_014	To collect parking fee from parker	Amount of fees collected	Fees collected	5	0.083	Collects parking fee from parker
CSH_CD_015	To issue OR for payment received	Number of OR issued	Per OR	5	0.083	Issues OR for payment received
CSH_CD_016	To prepare remittance report	Number of report prepared	Per report	30	0.500	Prepares remittance report
CSH_CD_017	To remit collection	Amount of collection remitted	Per collection	20	0.333	Remits collection
COLLECTION THROUGH CREDIT CARD						
CSH_CC_001	To prepare reports of collections through credit card	Credit card collection reports prepared	Per report	30	0.500	Prepares report of collection through credit card
CSH_CC_002	To balance and reconcile credit card payments at the bank versus amount received from students	Credit card payments at the bank against amount received from students, balanced and reconciled	Per number of payees encoded versus amount credited in the bank	30	0.500	Balances and reconciles report versus amount collected

CSC_004	Collection and deposit					2.334	Collects, issues receipt, prepares deposit slips, deposits collection. Prepares report and updates cash book.
TIME DEPOSITS							
CSH_TD_001	To determine account balances and projected expenses for the month	Account balances and projected expenses per month determined	Per fund	60		1.000	Consolidates/compares all quotations and decides which bank to invest with.
CSH_TD_002	To conduct canvass from different banks the interest rates offered	Canvass on interest rate offered by different banks conducted	Per canvass	15		0.250	Prepares letter request for signature of the officer concerned
CSH_TD_003	To prepare letter/IOF/DV request to invest/pay-out/roll-over	Letter/IOF/DV request to invest/pay-out/roll-over prepared	Per transaction	10		0.167	Have the IICFs signed by the Head of the UPD Cash Office and Head of the Budget Office. Prepares summary of IICFs for endorsement to the Chancellor to be signed by the Vice Chancellor for Administration
CSH_TD_004	To review and initial/sign Investment Documents	Investment documents are reviewed and initialed/signed	Per document	5		0.083	Encodes/validates each and every passbook/certificate. Checks if all data are accurate and complete. Ensure that all investment are accounted for.
CSH_TD_005	To prepare schedule of maturities ensuring that every week there is a maturing placement	Passbook updated	Per passbook	3		0.050	Records all passbooks and certificates to be updated .
CSH_TD_006	To have passbook updated by respective bank	Passbook updated	Per passbook	5		0.083	Prepares Schedule of Investment for all Funds. Prepares schedule per maturity date, per bank, per major account. Monitors the percentage of placements per bank.
CSH_TD_007	To prepare monthly Inventory of Investments	Monthly inventory of investments prepared	Per passbook	5		0.083	Adds total collection and deducts total disbursements to and from the previous fund balances. Monitors which fund is needing augmentation or which fund has considerable balance that can be invested.
CSC_05	Placement of time deposit	Per transaction				1.717	Evaluates cash position, conducts canvass of interest rates. Prepares Investment Order Form (IOF) and submits to Investment Committee for approval. Updates cash book.

ADMINISTRATIVE SERVICES (HOUSEKEEPING)

CSH_AS_004	To receive and inspect completeness of accountable forms	Accountable forms inspected	Per set	1	0.017	Receives and inspects completeness of accountable forms
CSH_AS_007	To prepare letter of introduction/authentication of specimen signature card/employees record of new employees to open payroll account	letter/authentication/record prepared	Per letter/authentication/record	5	0.083	Prepares letter of introduction/authentication of specimen signature card/employees record of new employees to open payroll account
CSH_AS_008	To prepare certification of true copy of official receipt for lost OR	certification prepared	per certification	5	0.083	Prepares certification of true copy of official receipt for lost OR
CSH_AS_017	To prepare enrollment breakdown report	Enrollment Report prepared	per Form 5	1	0.017	Prepares enrollment breakdown report
CSH_AS_018	To approve GSIS loans (UPV only)	Loans processed and approved	Per loan	1	0.017	Approves GSIS loans (UPV only)
CSH_AS_019	Bond application and renewal processing (UP PGH and Visayas)	bond application and renewal prepared	Per application/renewal	5	0.083	Prepares bond application and renewal processing
CSH_AS_020	To update document tracking system on released checks (UP System and UPV)	Document Tracking System updated	Per check	5	0.083	Updates document tracking system on released checks (UP System and UPV), indicating among others the check number, date, amount, official receipt
CSH_AS_021	To prepare deposit slips for fund transfer	Deposit slips prepared	Per deposit Slip	8	0.133	Prepares deposit slips for fund transfer
CSH_AS_022	To review and sign deposit slip for fund transfer	Deposit slip reviewed and signed	Per deposit Slip	3	0.050	Reviews and signs deposit slip for fund transfer
CSH_AS_023	To prepare monthly Report of Check Accountability	Monthly Report of Check Accountability prepared	Per report	15	0.250	Prepares inventory report of used and unused checks and submits to COA thru the Accounting Office.
CSH_AS_025	To receive approved Check and Record in the Cash Disbursement Record	Approved check received and recorded	Per check	2	0.033	Provides record of cash advances taken are recorded in the cashbook per fund classification
CSH_AS_026	To encash check in Bank	Check encashed	Travel	actual	Actual	Encash check in the bank,
CSH_AS_027	To count encashed check	Cash counted	Per P500,000	0.06	0.001	Counts money encashed by bundles of denomination of bills

CSH_AS_028	To close cash advances at the end of the month and prepares monthly report of disbursement to settle cash advance. Return the unused amount of cash advance to the Collecting Officer for deposit to the bank & indicates the same in the report of disbursements.	Cash Advances/prepared report with prepared bank deposit slip and official receipt for the unused amount of cash advance closed	Number of Cash Advance	60	1.000	Closes cash advances at the end of the month and prepares monthly report of disbursement to settle cash advance. Returns the unused amount of cash advance to the OIC for deposit to the bank & indicates the same in the report of disbursements.
CSH_AS_029	To prepare individual Obligation Request for unclaimed stipends/salaries which were closed but later claimed	Obligation request prepared	Per ObR	15	0.250	Prepares individual Obligation Request for unclaimed stipends/salaries which were closed but later claimed
CSH_AS_030	To prepare replenishment voucher for all debited accounts	DV prepared	Per DV	10	0.167	Prepares Replenishment vouchers by adding all RADA issued per fund per bank (LBP/PVB) every 15th and 31st of the month.
CSH_AS_031	To deposit replenishment check received from check disbursement section to corresponding bank	Check deposited	Per deposit Slip	10	0.167	Prepares deposit slips per fund per bank (LBP/PVB) and deposits the same to the corresponding banks after the Head of the UPD Cash Office signed the same.
CSH_AS_032	To deposit checks to respective accounts/bank payroll account through Bank	Checks deposited	Travel	actual	Actual	Deposits checks to respective accounts/bank payroll account through Bank
CSH_AS_033	To send notices to individual recipient	Notices sent	Per notice/recipient	1	0.017	Sends notices to individual recipient
CSH_AS_034	To issue accountable forms to different Special Collecting Officers	Accountable forms issued	Per SCO	20	0.333	Issues Accountable forms, ORs and Toll Gate Tickets to all SCOs of the university
CSH_AS_035	To conduct surprise cash count to SCO	Cash count conducted	Per visit	30	0.500	Conducts surprise cash count to SCO
CSH_AS_036	To monitor daily remittances of SCOs	Monitoring conducted	Per daily report	20	0.333	Monitors daily collections of every SCOs
CSH_AS_037	To prepare/send monthly report of collections to rentals, use of facilities, central store	Report prepared/sent	Per report	15	0.250	Prepares/sends monthly report of collections to rentals, use of facilities, central store
CSH_AS_038	To prepare monthly report of accountability of ORs issued	Report prepared	Per report	30	0.500	Prepares monthly report of accountability for all used & unused Ors by the UPD Cash Office & for all issued Ors to the SCOs of the university

CSH_AS_039	To record and monitor fund transfer from UP System and other sources and prepares monthly report of on-line transfer/Recapitulation Report	Monthly report prepared	Per report	60	1.000	Records and monitors fund transfer from UP System and other sources and prepares monthly report of on-line transfer/Recapitulation Report
CSH_AS_040	To prepare status of investments, combo-balances and time deposit per fund	Daily cash position prepared	Per fund	60	1.000	Gathers and consolidates all Reports of Disbursements made by the Section concerned and all Reports of Collections. Checks and verifies all amount credited to each passbook of all accounts. Sums-up all expenses incurred and debited through the bank. Monitors all expenses and collection of the University of the Philippines (checks issued and OR issued) for all funds.