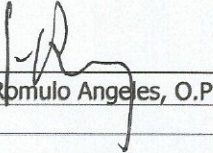


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| Procedure No: | ADM-PROC-FNR-0011 |
| Procedure Title: | General Journal Preparation for the Bookstore |
| Related Policy: | ADM-POL-FNR-0012 General Journal Policy |
| Date of Issuance: | S.Y. 2009-2010 |
| Effectivity: | S.Y. 2009-2010 to present |
| Page Number: | One (1) |
| Office of Origin: (Procedure Expert) | Finance and Resources Office |
| "Supersedes" Notification: | |
| Procedure Description: | This procedure details the preparation, requirements and key persons involved in the preparation of the General Journal |
| Areas of Responsibility: | Finance and Resources Office |
| Procedure Details: | <p>Step 1. The Bookkeeper prepares one copy of the Journal Voucher based on its supporting documents (i.e. bank reconciliation statement, monthly requisition report, etc.)</p> <p>Step 2. The Bookkeeper records the date, journal voucher number, journal entries and the explanation in the journal book.</p> <p>Step 3. The Bookkeeper files the Journal Vouchers and its supporting documents.</p> <p>Step 4. The Bookkeeper retains the Journal Book for the preparation of the General Ledger.</p> |
| Procedure Approval Authority: | Finance and Resources Director Vice President for Financial Affairs |
| References: | Journal Vouchers General Journal |
| Definition: | |
| Help Page: | Finance and Resources Office |
| Prepared by: | Planning, Funding and Development Office |
| Approved by: |  Bro. Romulo Angeles, O.P. |
| Date of Approval: | |