

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 84 1/1
Accounting, Budget, and Cash Office	PROCEDURAL FLOW OF FISCAL TRANSACTION	Revision No. 0
Collection System	ONLINE COLLECTION OF MATRICULATION FEES (LAND BANK OF THE PHILIPPINES)	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     Start([Start]) --&gt; Step1[1. SECURE TUITION FEE ASSESSMENT]     Step1 --&gt; Step2[2. PAYMENT OF TUITION FEE]     Step2 --&gt; Step3[3. STAMPING OF "REGISTERED" ON THE DEPOSIT SLIP]     Step3 --&gt; Step4[4. RECEIVING OF ABSTRACT OF COLLECTIONS AND VERIFICATION OF TRANSACTIONS]     Step4 --&gt; Step5[5. POSTING OF ON-LINE PAYMENTS]     Step5 --&gt; Step6[6. GENERATION AND SUBMISSION OF REPORT]     Step6 --&gt; End([End]) </pre>	<p>Proceeds to respective OCS for assessment of matriculation fees; provides Office of the University Registrar copy of validated Deposit Slip.</p> <p>Pays at any Land Bank of the Philippines branch and submits one copy of validated deposit slip to OUR. May send a photo thru email to OUR and Cash Office.</p> <p>Stamps "Registered" and forwards to Cash Office</p> <p>Receives and verifies Abstract of Collections from LBP.</p> <p>Posts on-line payments to SAIS.</p> <p>Generates and submits Report of Collection and Deposit (RCD) to Accounting Office</p>	<p>Student</p> <p>Student</p> <p>OUR Staff Office</p> <p>Cash Office Staff</p> <p>Cash Office Staff</p> <p>Cash Office Staff</p>

Prepared by/Date:  
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