Cashiering Process Flows

Process Flows Signatories

No.	Name	Position	Signature	Date
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Process Flows Signatories

No.	Name	Position	Signature	Date
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
32				
33				
34				
35				
36				
37				
38				
39				
40				

Shapes and Definitions

Oval (Start): Represents the beginning a process.

Oval (End): Represents the end of a process.

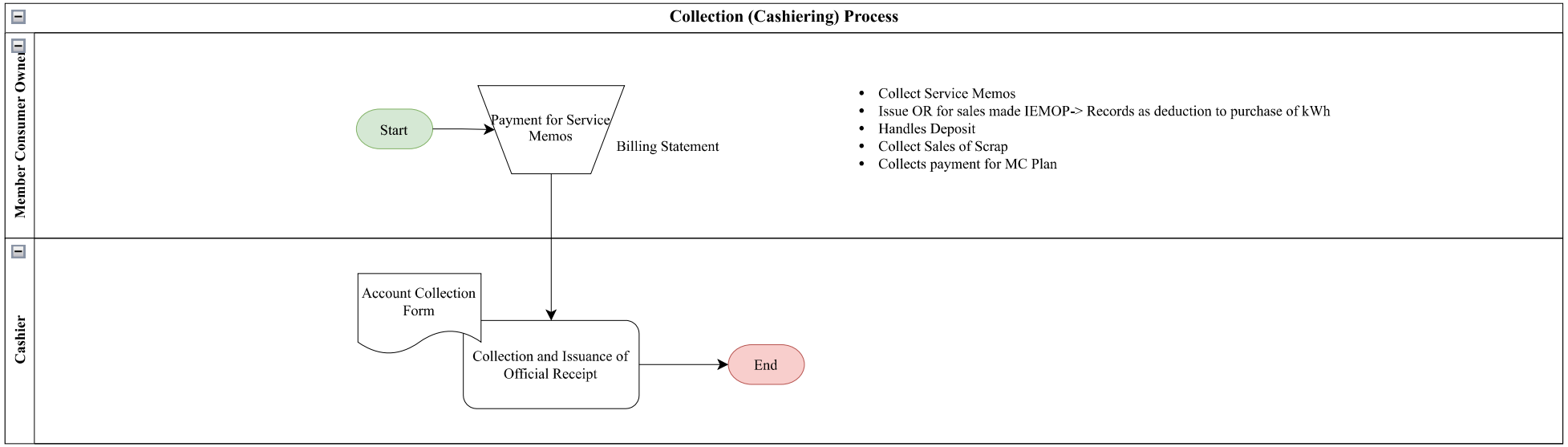
Diamond (Decision): Represents a decision point.

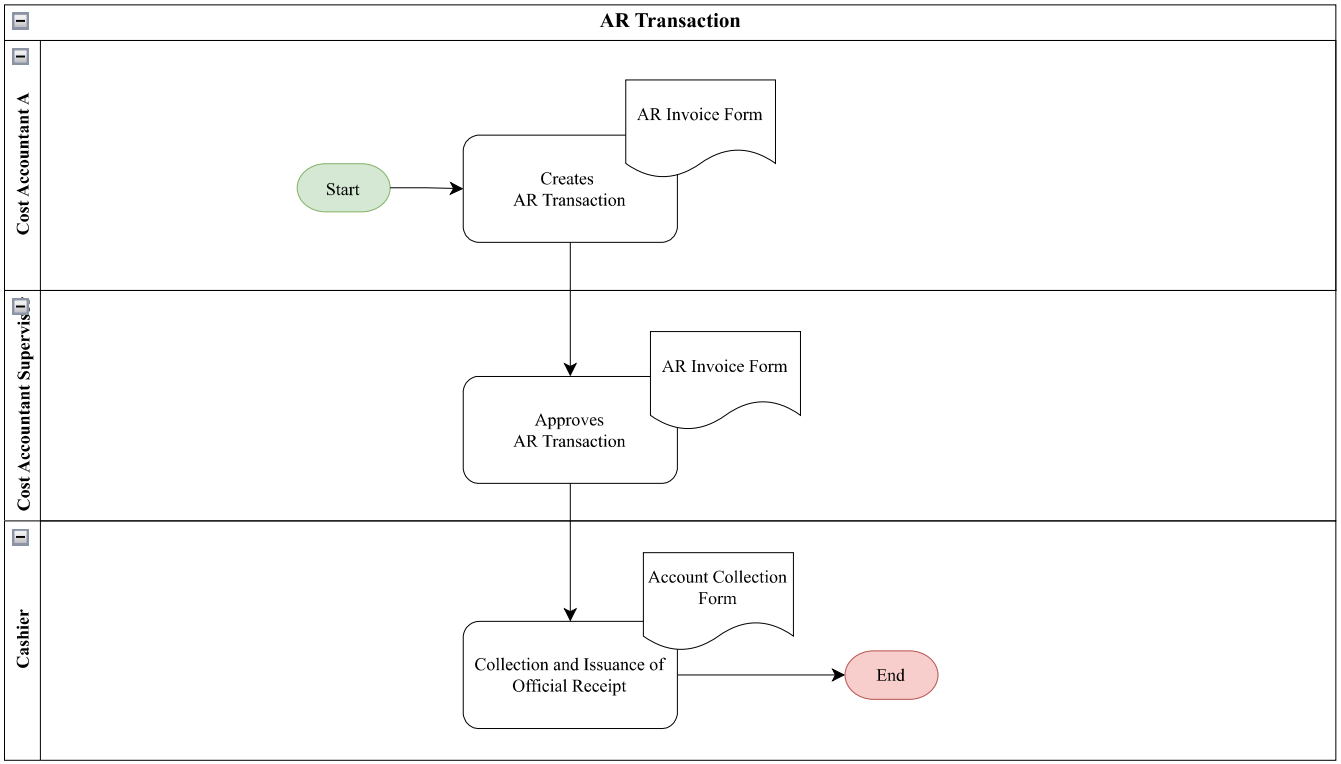
Document: Represents a document or report generated during the process.

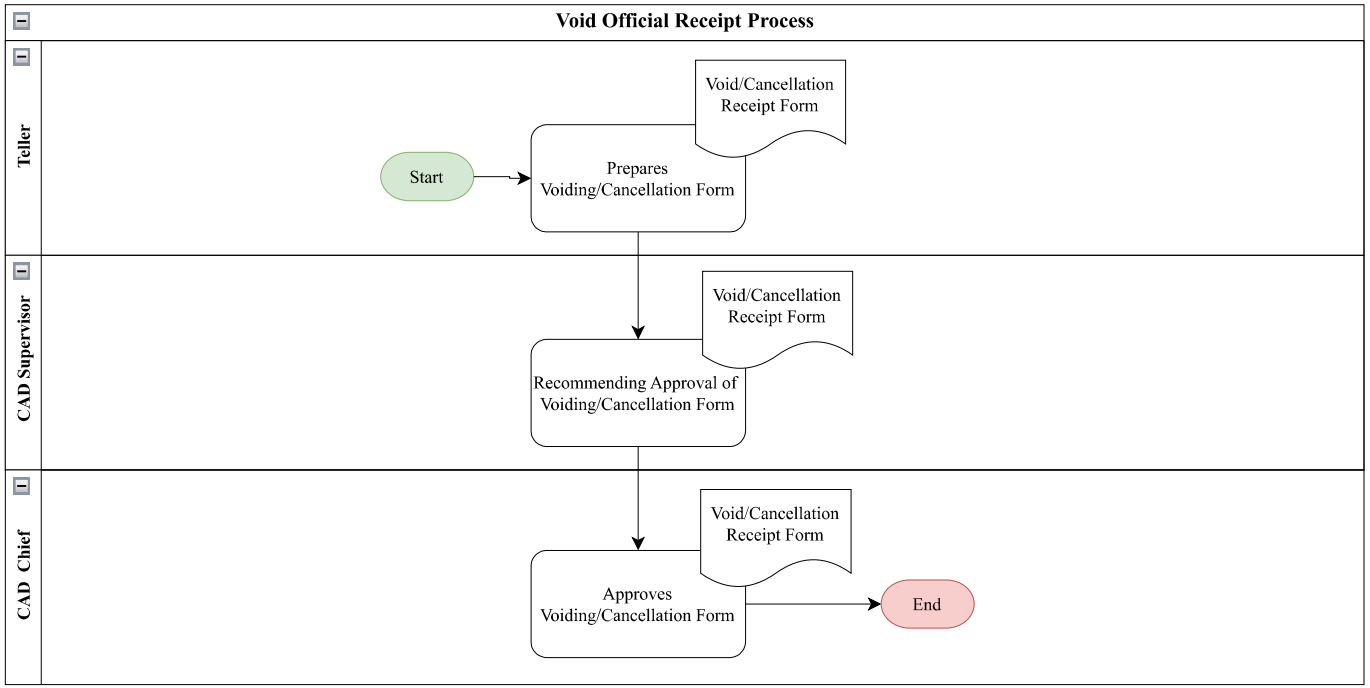
Trapezoid (Manual Operation): Represents a step performed manually by a person, not by the system.

Predefined Process (Subprocess): Represents a process that is detailed in a separate flowchart process.

Rectangle (Process): Represents a step executed within the system.

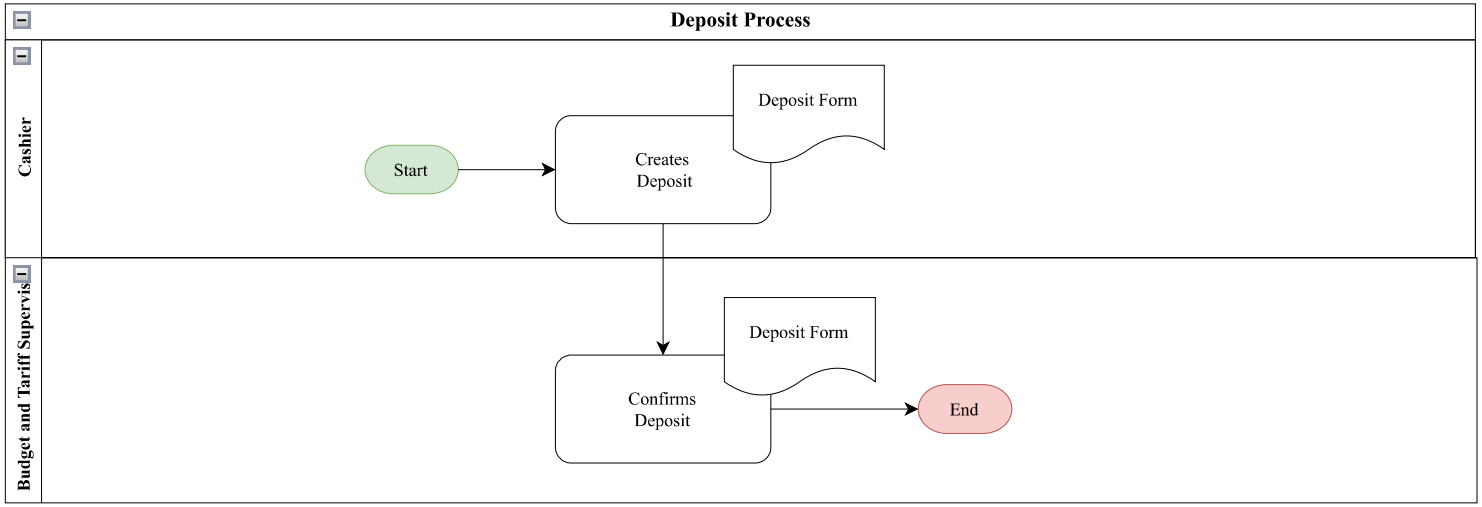

Collection (Cashiering) Process
Member Consumer Owned
Cashier
Start
Payment for Service Memos
Billing Statement
Account Collection Form
Collection and Issuance of Official Receipt
End
Collect Service Memos
Issue OR for sales made IEMOP-> Records as deduction to purchase of kWh
Handles Deposit
Collect Sales of Scrap
Collects payment for MC Plan

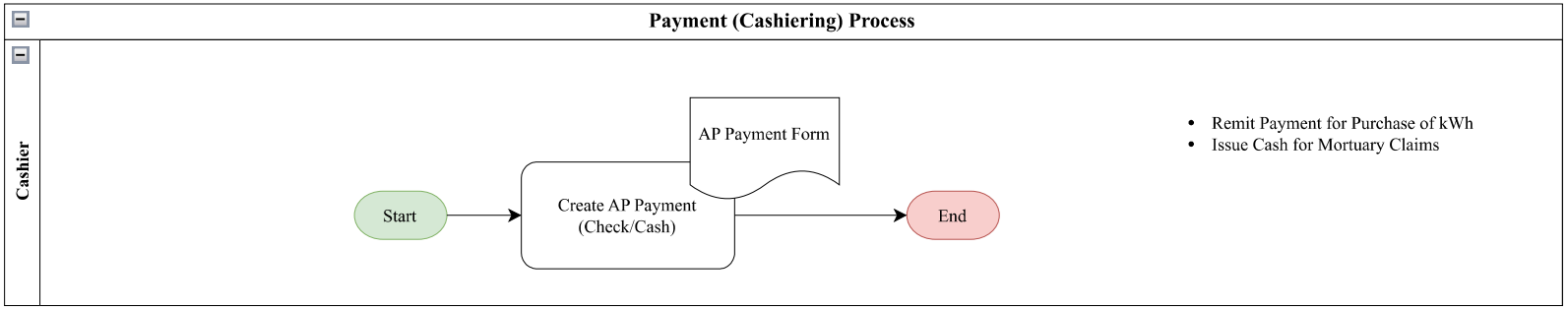

AR Transaction
Cost Accountant A
Cost Accountant Supervisor
Cashier
Start
Creates
AR Transaction
AR Invoice Form
Approves
AR Transaction
AR Invoice Form
Collection and Issuance of
Official Receipt
Account Collection
Form
End

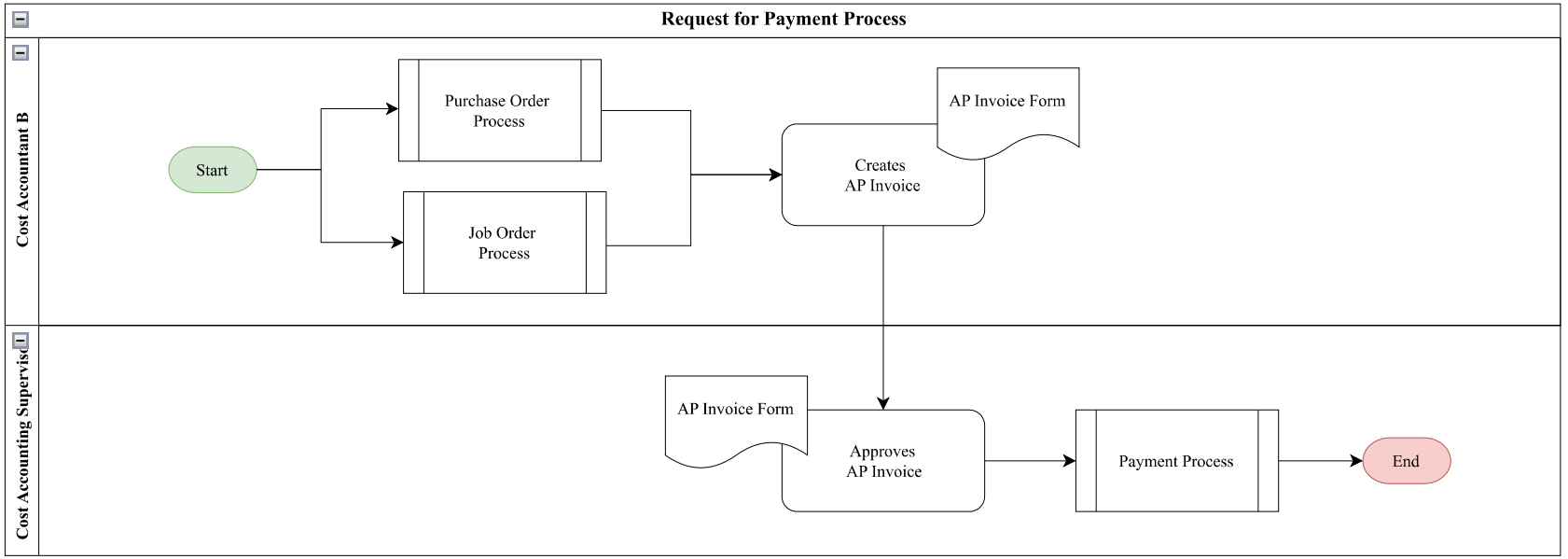


Acronyms and Abbreviations

- CAD - Connection and Disconnection


Deposit Process
Cashier
Budget and Tariff Supervis
Start
Creates Deposit
Deposit Form
Confirms Deposit
Deposit Form
End


Payment (Cashiering) Process
Cashier
AP Payment Form
Start
Create AP Payment
(Check/Cash)
End
Remit Payment for Purchase of kWh
Issue Cash for Mortuary Claims


Request for Payment Process
Cost Accountant B
Cost Accounting Supervisor
Start
Purchase Order Process
Job Order Process
AP Invoice Form
Creates AP Invoice
AP Invoice Form
Approves AP Invoice
Payment Process
End