


Workflow Process

PAYMENT- BROKING

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Interaction	Control/Activities	Records
	<p>1. The payment staff will generate the Payment Listing Analysis Report from ClearMind Broker (CMB).</p>	<ul style="list-style-type: none"> • Payment Listing Analysis Report
<p>1. Generate Payment listing analysis report</p>	<p>2. Memorandum of Policy (MOP) number will be allocated in the creditor/debtor account according to the Payment Listing Analysis Report and the receipt number will be tagged to the last MOP number. Payment is generated in the CMB by keying in the date, payee's name and bank account number.</p>	<ul style="list-style-type: none"> • ClearMind Broker
<p>2. Input payment date CMB</p>	<p>3. The payment staff will go to CMB to mark the respective payments to be made to Insurers and allocate the cheque number according to bank and account number. Date, payee's name and amount will also be recorded on the Cheque Butt.</p>	<ul style="list-style-type: none"> • Payment Listing Analysis Report • Cheque Butt
<p>3. Check and print Remittance</p>	<p>4. Store the Remittance Report in CMB and check the Payee's name, amount and official receipt number. Print two copies of Remittance Advice for record/filing and client.</p>	<ul style="list-style-type: none"> • Remittance Advice
<p>4. Store the Remittance Report in CMB</p>	<p>5. Issue cheque/TT Remittance.</p>	<ul style="list-style-type: none"> • Cheque/Remittance
<p>5. Issue cheque/TT remittance</p>	<p>6. A Proline Cash Flow Report will be generated.</p>	<ul style="list-style-type: none"> • Cheque • Cash Flow Report
<p>6. Proline cash flow report generated</p>	<p>7. Pass the Cash Flow Report, Remittance Advice, Tax Invoice and cheque to Finance HOD/AM for verification.</p>	<ul style="list-style-type: none"> • Cheque • Remittance Advice • Tax Invoice
<p>7. Verify by Finance HOD / AM</p>	<p>8. After Finance HOD/AM has verified, the payment staff passes the Cash Flow Report , Remittance Advice, Invoice and cheque to the authorized signatories.</p>	<ul style="list-style-type: none"> • Cash Flow Report • Remittance Advice • Invoice • Cheque
<p>8. Cheque signed by Authorized signatories</p>	<p>9. Photocopy the cheque for record/filing.</p>	<ul style="list-style-type: none"> • Photocopy cheque
<p>9. Photocopy cheque for filing</p>	<p>10. Send cheque and a copy of Remittance Advice & Tax Invoice to Insurers and obtain acknowledgement in the Out Going Cheque Record Listing.</p> <p>For Insurers outside KL, Finance will bank in the cheque and email the payment advice and cheque accordingly.</p>	<ul style="list-style-type: none"> • Cheque • Remittance Advice • Invoice • Outgoing Cheque Record Listing
<p>10. Send cheque, remittance advice & invoice to insurer</p>		
<p>Continue to step 11</p>		

Interaction	Control/Activities	Records
<p>11. Filing the Remittance Advice with supporting documents</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">End</p>	<p>11. Attach the Remittance Advice with photocopy of supporting documents such as copy of cheque, Payment Listing Analysis Report and file accordingly.</p>	<ul style="list-style-type: none"> • Remittance Advice • Photocopy of cheque • Payment Listing Analysis Report

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