

Interaction	Control/Activities	Records
<p>Start</p> <p>1. To check invoices, verify & approval.</p> <p>2. Journal and post entries into Proline</p> <p>3. Check and print remittance</p> <p>4. Enter payment details and issue cheque</p> <p>5. Check by Finance SM/AM</p> <p>6. Signed by authorized signatories</p> <p>7. Photocopy cheque for filing</p> <p>8. Send cheque to payee</p> <p>9. File a copy</p> <p>End</p>	<p>1. The payment staff will stamp the received supplier invoices and staff reimbursement forms.</p> <p>1.1 <u>Supplier Invoices</u> All supplier invoices must be verified and approved by respective HOD prior sending to Finance Dept.</p> <p>1.2 <u>Utilities, Monthly Contractual Commitments</u> Payment staff to check and verify.</p> <p>1.3 <u>Staff Claim Reimbursement Form</u> All staff reimbursement forms must be checked by payment staff and subsequently verified by Finance Senior Manager/Assistant Manager. Next, the document will be passed to the CEO/COO for approval.</p> <p>2. The payment staff will journalise and post the entries into the Proline Cash Flow System (Proline).</p> <p>3. Store the Remittance Report in Proline and check the payee's name, amount and date of the cheque. Print Remittance Advice for filing and provide a copy to supplier.</p> <p>4. The payment staff will go to the Proline to enter the payment details then issue cheque.</p> <p>5. Pass the Cash Flow Report, Invoice, Remittance Advice and cheque to Finance Senior Manager (SM)/Assistant Manager (AM) for checking.</p> <p>6. After Finance SM/AM verify, the payment staff to pass the Cash Flow Report, Invoice, Remittance Advice and cheque to authorized cheque signatories for signature.</p> <p>7. After cheque has been signed, the cheque will be copied for record/filing.</p> <p>8. Send cheque and a copy of Remittance Advice to payee. Acknowledgement is required if payee self-collect the cheque.</p> <p>9. File the Remittance Advice with photocopy of supporting documents such as copy of cheque, invoices.</p>	<ul style="list-style-type: none"> Supplier's invoices Utility bills Staff claim reimbursement form Proline Remittance Advice Proline Cheque Cash Flow Report Invoice Remittance Advice Cheque Cash Flow Report Invoice Remittance Advice Cheque Photocopy cheque Cheque Remittance Advice Remittance Advice Photocopy of cheque Invoice

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