
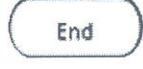


Interaction	Control/Activities	Records
 <p>Start</p>	<p>1. Cheque received will be stamped and sent to Finance Department on the same day or next working day. For cash receipt, issue temporary receipt to payer then go to step 6.</p>	
<p>1. Cheque received send to Finance Department</p>	<p>2. Finance staff will check the cheque details (e.g: payee's name, date, etc).</p>	<ul style="list-style-type: none"> <li>Original Cheque</li> </ul>
<p>4. Return to payer</p>	<p>3. If the details are correct, Finance staff will accept the cheque.</p>	
<p>No</p> <p>2. Check the cheque details?</p>	<p>4. If the details are incorrect, Finance staff will return the cheque to or follow up with the payer.</p>	
<p>Yes</p> <p>3. Finance accept cheque</p>	<p>5. Finance staff will make a photocopy of the cheque for filing/record purpose.</p>	<ul style="list-style-type: none"> <li>Photocopy Cheque</li> </ul>
<p>5. Photocopy the cheque</p>	<p>6. Finance staff key in the details into ClearMind Broker (CMB) and generate a receipt number.</p>	<ul style="list-style-type: none"> <li>Receipt number</li> </ul>
<p>6. Key in CMB and generate receipt number</p>	<p>7. The bank in will be done the next working day from the day Finance received the cheque. Fill in the quantity of cheque in record book and pass it to the Despatch Boy (DB) for banking-in. Despatch boy will bring back the summary of cheque deposit record slip and pass it to Finance Department.</p>	<ul style="list-style-type: none"> <li>Summary of cheque deposit record slip</li> </ul>
<p>7. Bank-in the cheque</p>	<p>8. Print out the computerised official receipts for filing.</p>	<ul style="list-style-type: none"> <li>Official Receipt</li> </ul>
<p>8. Print out official receipt</p>		
 <p>End</p>		

**Workflow Process**

**RECEIPTS-OPERATION**

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