



## 6. Processing of Liquidation Reports of Cash Advances, Inventories of Supplies & encoding Payroll to the Electronic New Government Accounting System (eNGAS)

The liquidation report is the final document to close any cash advance previously released to a certain employee for purposes of travel and other special events that need cash advances. This requires the signature of the end user, the Accountant and the Mayor.

<b>Office or Division</b>	Office of the Municipal Accountant			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G - Government to Government			
<b>Who May Avail</b>	Employees			
<b>CHECK LIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>Liquidation of Cash Advances</b>				
Liquidation Report (1Original & 1Duplicate Copy)		by Office/ Department/Employee's		
Official Receipt (1Original & 1Duplicate Copy)		Employee's		
Reimbursement Expenses Receipt (1Original & 1Duplicate Copy)		Employee's		
Certificate of Appearance (1Original & 1Duplicate Copy)		Employee's		
Certificate of Travel Appendix B (1Original & 1Duplicate Copy)		by Office/ Department/Employee's		
Attendance Sheet (1Original & 1Duplicate Copy)		by Office/ Department		
Summary of Expenses (1Original & 1Duplicate Copy)		Employee's		
<b>Inventory of Supplies</b>				
Summary of Supplies & Material Issued (1Original & 1Duplicate Copy)		by Office/ Department		
Requisition Issuance Receipt (1Original & 1Duplicate Copy)		by Office/ Department		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>



1. Forward Liquidation Report to the accounting information desk	1. Receive & record accomplished liquidation reports for transaction number	None	2 Minutes	<i>Staff In Charge</i> Office of the Municipal Accountant
	1.1. Verify status of cash advance and issuance of supplies and materials	None	5 Minutes	<i>Administrative Assistant I</i> Office of the Municipal Accountant
	1.2. Prepared Journal Entry vouchers-post in the subsidiary ledgers and stock cards for supplies	None	10 Minutes	<i>Administrative Assistant I</i> <i>Administrative Officer II</i> Office of the Municipal Accountant
	1.3. Review and Approval of Journal Entries	None	3 Minute	<i>Municipal Accountant</i> Office of the Municipal Accountant
	1.4. Segregation of documents for submission to COA	None	4 Minutes	<i>Administrative Aide I</i> Office of the Municipal Accountant
	<b>TOTAL:</b>	<b>None</b>	<b>24 Minutes</b>	