

DISBURSEMENT REPORTS - SCHOOLS (for NON-IUs) Instructions

1. Encode basic information such as Name of School Head, Position, Name of School, District and Account Number in the designated boxes as illustrated below:

2. Start your input in the Check and Advices to Debit Account Disbursements Record (CkRec).
 - a. Click the desired month (ex. CkRec January, 2016)
 - b. Once you have opened the CkRec, you can now input the following:
 - i. Beginning balance (applicable for January 2016 only)
 - ii. LDDAP Number for deposits/downloads or DV Number for check disbursements
 - iii. Date of issuance of the LDDAP issued or date of the preparation of DV
 - iv. Check Number, date issued and date released
 - v. Payee
 - vi. Choose from the dropdown list the appropriate account name

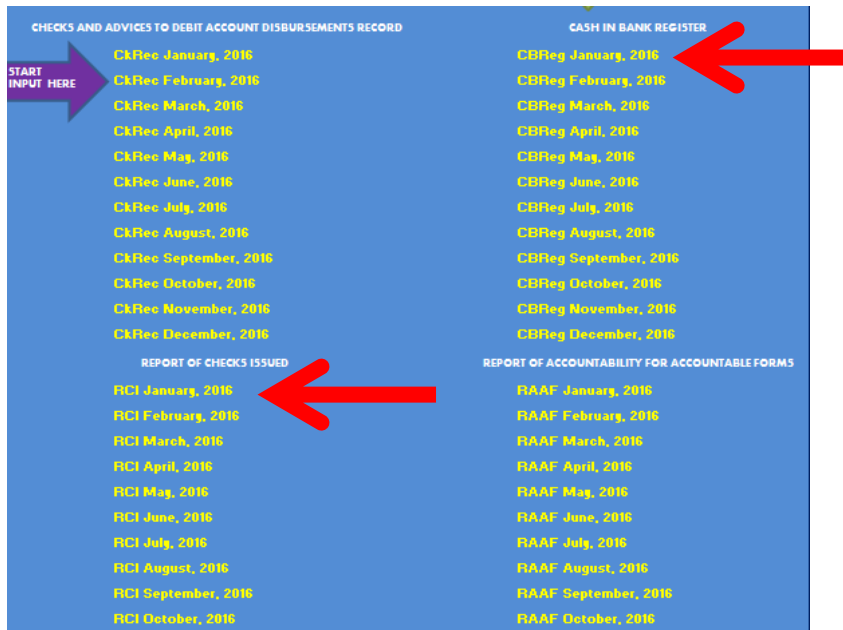
Appendix 34 [BACK TO MAIN](#)

CHECKS AND ADVICES TO DEBIT ACCOUNT DISBURSEMENTS RECORD											
										Fund Cluster : 01	
										Sheet No. :	1
		Official Designation			Station						
Date Released	Payee	UACS Object Code	Nature of Payment	Amount				Account Name	Gross	WHT	NET
				NCA Received/ Deposit Made	Check Issued	ADA Issued	NCA/Bank Balance				
			Beginning Balance								
								Other Miscellaneous Disbursement Expenses			
								RfM Semi-Expendable Machinery			
								RfM Semi-Expendable Office Equipment			
								RfM Semi-Expendable ICT			
								RfM Semi-Expendable Disaster Response			
								RfM Semi-Expendable Other Machinery an...			
								RfM Semi-Expendable Furniture and Fixtu...			

- vii. Gross Amount
- viii. Amount of Withholding Tax

- c. If you want to go back to the main page, click the button 'BACK TO MAIN'

- Once the Check and Advices to Debit Account Disbursement Record (CkRec) is completely filled up, you may then generate the corresponding reports on Cash in Bank Register (CBReg) and Report of Checks Issued (RCI) by clicking the applicable month.



- To generate the Report of Accountability for Accountable Forms (RAAF), encode the quantity and inclusive check numbers for the beginning balances (January, 2016 only), receipt and issue.

Appendix 01 [BACK TO MAIN](#)

REPORT OF ACCOUNTABILITY FOR ACCOUNTABLE FORMS
January 1-31, 2016

DEPARTMENT OF EDUCATION Fund Cluster : 01
DIVISION OF MALAYBALAY CITY

Accountable Forms			Beginning Balance		Receipt		Issue		Ending Balance		
Name of Form	Number	Face Value	Quantity	Inclusive Serial Nos.		Quantity	Inclusive Serial Nos.		Quantity	Inclusive Serial Nos.	
				From	To		From	To		From	To
A. WITH FACE VALUE											
NONE											
B. WITHOUT FACE VALUE											
Checks											

- Make sure to save your work.
- Print the reports using the following format and size:
 - Check and Advices to Debit Account Disbursements Record (CkRec) – A4, landscape
 - Cash in Bank Register (CBReg) – FLS 8.5x 13, landscape
 - Report of Checks Issued (RCI)) – A4, landscape
 - Report of Accountability for Accountable Forms (RAAF)) – A4, landscape