

Subject [Nov 2025] Closing Schedule

From LE THI XUAN TAM님

Sent 25/11/2025 PM 12:42

To CGVN CM; CGVN Floor Supervisor; CGVN OPERATION SUPPORT; CGVN Purchasing Team; CGVN Concession; CGVN Media Sales; CGVN FILM PROGRAMMING; Operation Sales North; Operation Sales Central; Operation Sales South; CGVN Operation Efficiency; PHUNG BICH THAO님; LE THANH PHUONG님; DONG THANH MAI님; VO TUONG VY님

Cc 임성일님 [Im Sung-il]; TRUONG NGOC THY님; 이정국님 [J.K]; CGVN ACC; CGVN RCM; NGUYEN THI THANH THAO님; ONS VINA - CGV Dev Group; NGUYEN THI VAN ANH님

Dear All,

Please kindly refer to the below schedule for the monthly closing of **Nov-2025**.

If you need any further support, please feel free to contact me.

Thank you for your co-operation!

■Closing Schedule Management

Type	Closing Task	Deadline
Sales	*Closing Sale(CinoX) & SITE Cash/Deposit	
	1) CinoX Daily closing/ Monthly Closing	01/12/20
	2) SAP Daily closing Doc(1~31)	01/12/20
	※ SITE Cash & Deposit	01/12/20
	VAT(Complimentary Ticket) Settlement	01/12/20
	CinoX-Site Other sales(Lease 등)	02/12/20
	CinoX-Site Sales>Cinema Lease Contract>Cinema Lease Sales Mgt.	02/12/20
	CJ Member PP-Card(Other Sales)	01/12/20
	Media Sales	02/12/20
	Distribution Sale/ Distribution Revenue Settle	02/12/20
	Loyalty Point Earn/ Redeem/ Unearned	02/12/20
COGS	* Concession Team (F&B, Non F&B)/e-accounting	
	1. Tax Invoice Register	
	- Actual	27/11/2025 for a date before : 02/12/2025 for inv 28-30/1
	- Predicted	03/12/20
	2. - Check Data/Goods Receipt Settlement (F&B)	03/12/20
	- Check Data/Goods Receipt/ Issue/Adjust (Mkt Items)	03/12/20
	- Check Data/Goods Receipt/ Issue/Adjust (Uniform)	03/12/20
	- Check Data/Goods Receipt (Others)	03/12/20
	Confirm Data of Receipt, issue, Inventory (F&B)	03/12/20
	3. Purchasing Closing SAP Doc Slip	03/12/20
	*Revenue Sharing	
	1. Estimated Revenue Sharing	03/12/20
	2. Actual Revenue Sharing	20/12/20

	IMAX Revenue Sharing	03/12/20
	4DX Surcharge	03/12/20
	Cost of Distribution	03/12/20
Others	Petty cash settle (CinoX)	01/12/20
	Voucher/Gift Card Internal Expense	03/12/20
	Debit Credit Settlement/Accrual	03/12/20
	MS+GS+OS incentive accrual	03/12/20
Payroll	- Payroll	
	Payroll Document slip	03/12/20
Other Operating Incomes	Exchange Coupon Settlement	03/12/20
	Voucher/Gift Card Expire Settlement	03/12/20
Asset	Asset Acquisition	01/12/20
	Depreciation	01/12/20
AR/AP	3rd-Party Sponsor Settlement	01/12/20
	Suspense Receipt/Advance Received Settlement	03/12/20
Closing Adjustment	Periodic(Prepaid) Exp settle	03/12/20
	Interest income & expense	03/12/20
	Adjustment Internal Transaction	03/12/20
	Settlement foreign exchange revaluation All transactions in foreign currency must be completed before settlement (including clearing)	03/12/20
	Clearing AR/ AP	04/12/20
	Confirm/Net-off VAT	04/12/20
	CIT(Corporate Income Tax)	04/12/20

Best Wishes,

Xuan Tam (Ms.)

M: 0934 889 030

Ext: 130

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