SOP FINANCE

1. Daily task
   1. Arrival of group
      1. Check Report > Reservation in daily for upcoming arrival booking
   2. Receive & expense daily
      1. Check report > Finance > Finance Statement > General Ledger > Bank
      2. Attached doc. Of Official Receipt, pay bill voucher, pay guide advance voucher and supplier bill or customer invoice based on General Ledger transaction
      3. Attached bank report or cash flow activity from General Ledger
2. Before group arrival
   1. Invoice
   2. Bill
   3. Guide Advance
3. During tour
   1. Bill
   2. Guide Advance
4. After tour
   1. Bill
   2. Guide Advance