

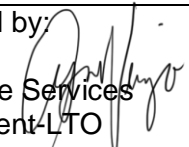
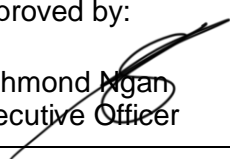
MITSUKOSHI MOTORS PHILIPPINES, INC.		
POLICY AND PROCEDURE		
POLICY TITLE :	VERIFYING CLOSED CASH ACCOUNT THRU BMS	Ref. No. CSD 16-020
DEPARTMENT :	CORPORATE SERVICES DEPARTMENT	
TO :	BRANCH MANAGER/CASHIER	

OBJECTIVE

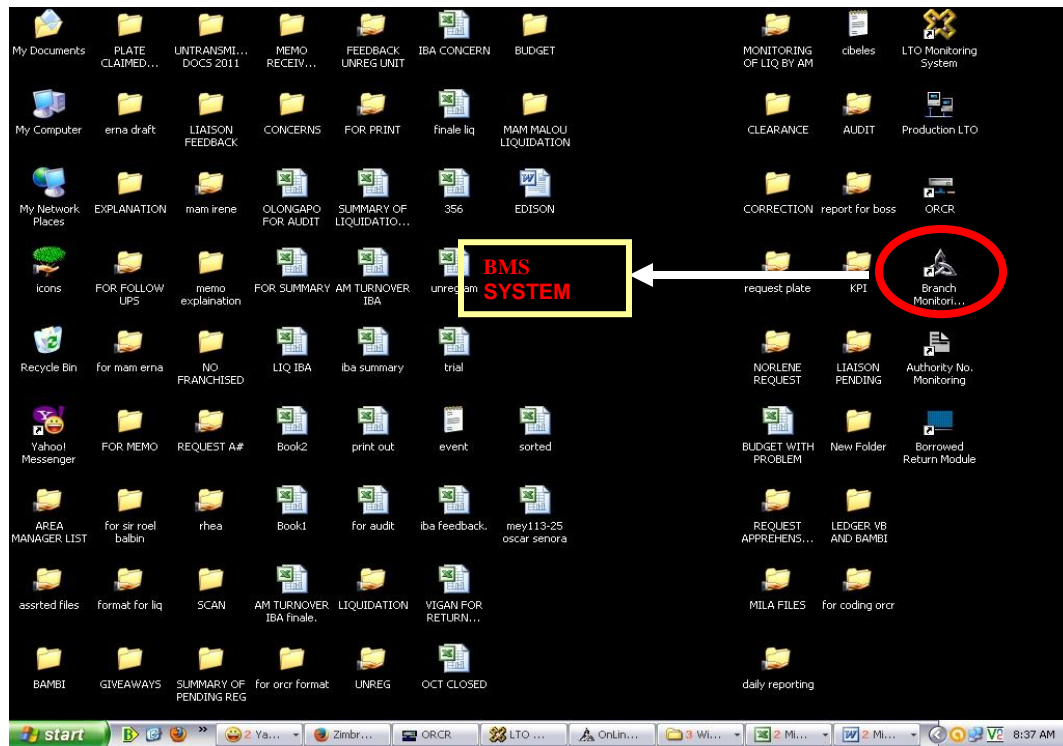
1. To guide the branch in determining and checking the actual status of account thru Branch Monitoring System (BMS).
2. To ensure that closed account had been fully paid thru regular payment, Option-to-Cash, pre-termination or cash sales.

POLICIES

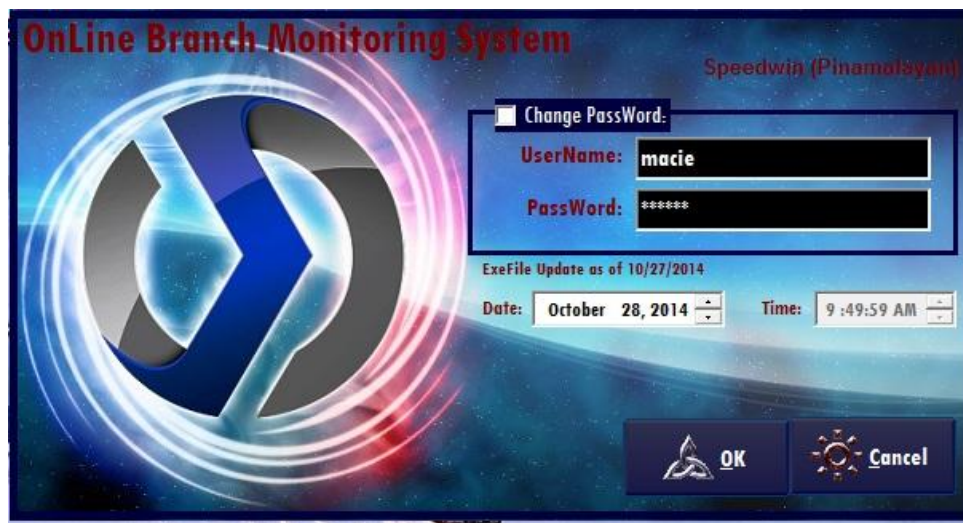
1. All closed accounts shall be verified thru BMS.
2. Any discrepancy from the actual data against BMS softcopy should be reconciled, and accounted to Cashier and Branch manager, then shall be coordinated to Accounting department.
3. Summary of Closed account/Cash should be printed on a monthly basis every 10th day of the Month from BMS Reports.

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PROCEDURES

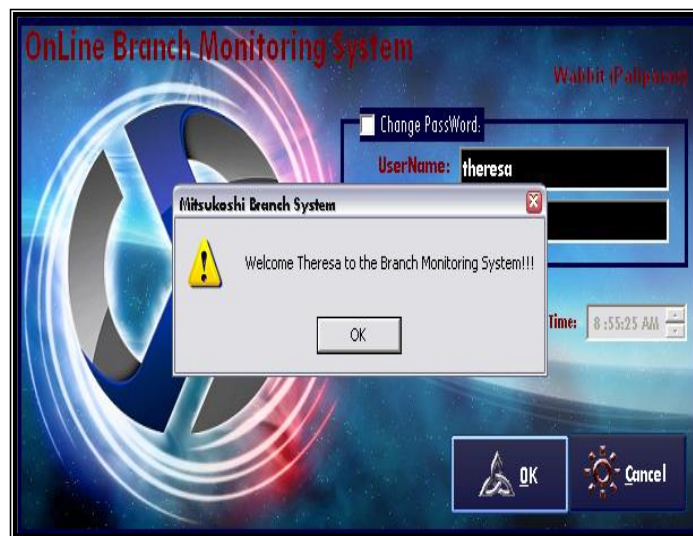


1. Click the Branch Monitoring System (BMS).
2. Type username and password to sign in the system.



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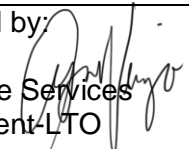
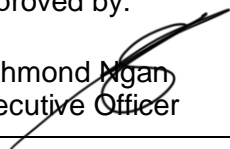
3. Click "Enter" button.
4. Click "OK".



5. The main menu of Branch Monitoring System will appear and select "Reports".



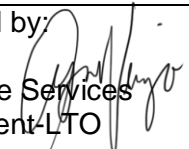
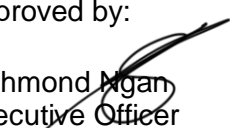
6. Select the "List of Reports".

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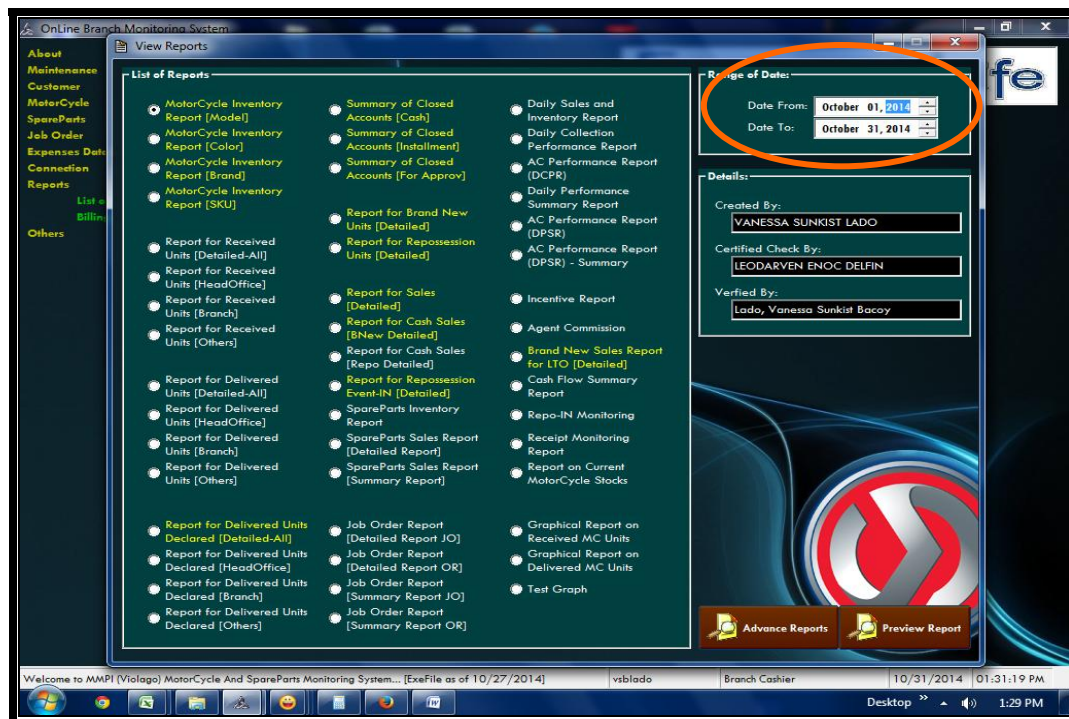


7. From the list of reports, select “Summary of Closed Accounts /Cash”.

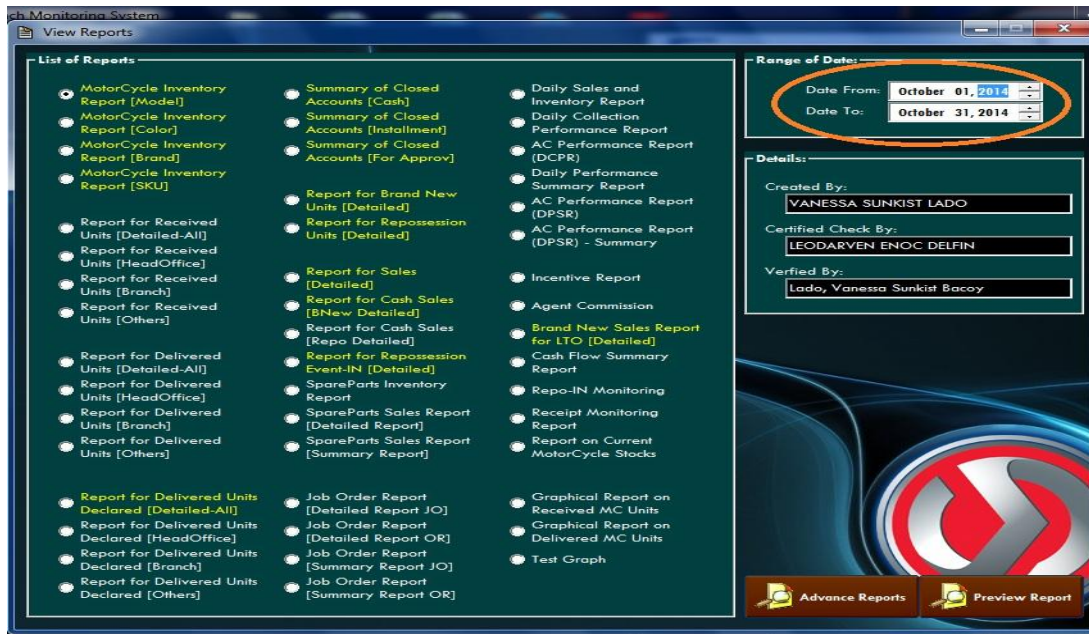


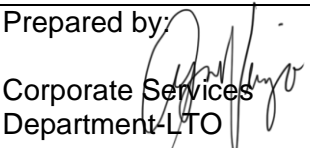
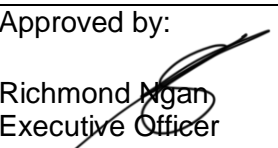
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8. Click and change “Range of Date”.



9. Then click “Preview Report”



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10. The summary of reports selected will appear. Click Print Icon to print. Click Export Icon to export the data into MS Excel worksheet.

Print Export

MMPI (Violago)
Summary of Closed Account (Cash) Range: October 01, 2014 - October 31, 2014

Original Customer Owner		Current Customer Owner		Type	Class	Engine No.	Chassis No.	Date Release	Date Closed	Unfld. Pen.	Amount	OTC Null Pay.
Account No.	Customer Name	Account No.	Customer Name									
		1001410014	CONTACT INTEGRATED MARKETING COMMUNICATIONS SPECIALISTS, INC. ---	Cam	SN	FMVX3*2H04891	RLGSC11AHEH04891	10/14/2014	10/14/2014	-	44,000.00	-
		1001410013	CONTACT INTEGRATED MARKETING COMMUNICATIONS SPECIALISTS, INC. ---	Cam	SN	FMVX3*2H04891	RLGSC11AHEH04891	10/14/2014	10/14/2014	-	44,000.00	-
		1001410016	CONTACT INTEGRATED MARKETING COMMUNICATIONS SPECIALISTS, INC. ---	Cam	SN	FMVX3*2H047004	RLGSC11AHEH04890	10/14/2014	10/14/2014	-	44,000.00	-
		1001410017	CONTACT INTEGRATED MARKETING COMMUNICATIONS SPECIALISTS, INC. ---	Cam	SN	FMVX3*2H04893	RLGSC11AHEH04893	10/14/2014	10/14/2014	-	44,000.00	-
2341109017	DIOMEDES G. PERALPIDE	1001410021	DIOMEDES G. PERALPIDE	Cam	SN	FMVX3*2H04894	RLGSC11AHEH04894	10/23/2014	10/23/2014	-	20,000.00	-
		1001410024	DIOMEDES G. PERALPIDE	Cam	SN	FMVX3*2H04894	RLGSC11AHEH04894	10/23/2014	10/23/2014	-	148,000.00	-

VANESSA SUNWIST LAGO LUDAEVEN ENOC DRUPIN Ludo, Vanessa Sunwist LAGO
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