

MITSUKOSHI MOTORS PHILIPPINES, INC.		
POLICY AND PROCEDURE		
POLICY TITLE :	VIEWING AND PRINTING MONTHLY REPORT OF BRAND NEW CASH CLOSED CCOUNT	Ref No.CSD 16-021
DEPARTMENT :	CORPORATE SERVICES DEPARTMENT(CSD)	
TO :	BRANCH MANAGER/CASHIER	

OBJECTIVE

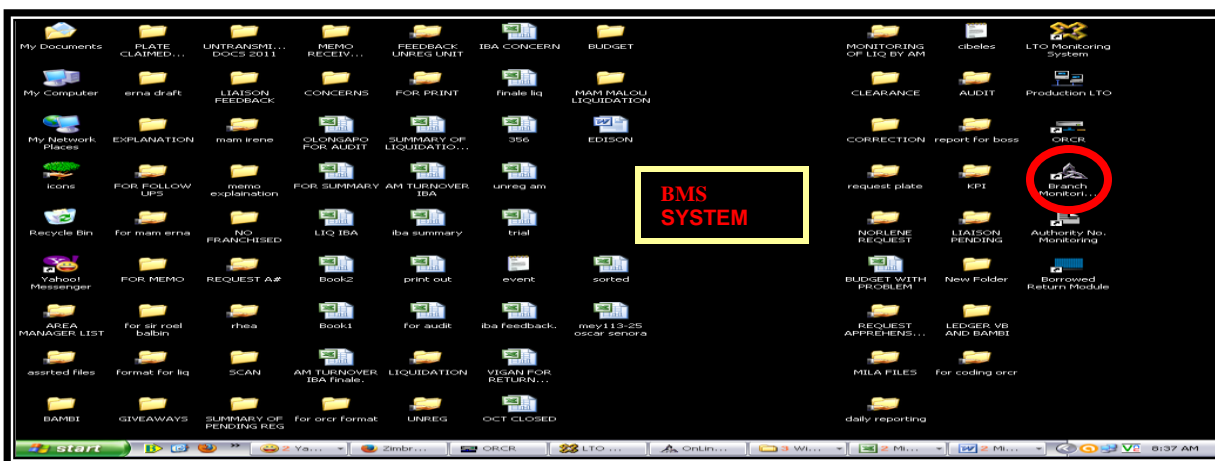
To guide the branch in producing and printing Summary of Cash/ Closed Accounts per month for monitoring on the arrival of original Certificate of Registration (CR) from CSD-LTO.

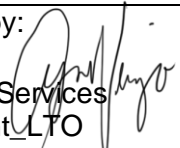
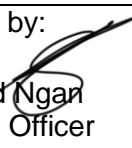
POLICIES

1. It is the responsibility of the Branch Manager and Cashier to monitor the closed/cash accounts every end of the month.
2. The branch must maintain hardcopy and softcopy for monitoring purposes of the closed/cash accounts..

PROCEDURE

1. Click the Branch Monitoring System (BMS) Icon.

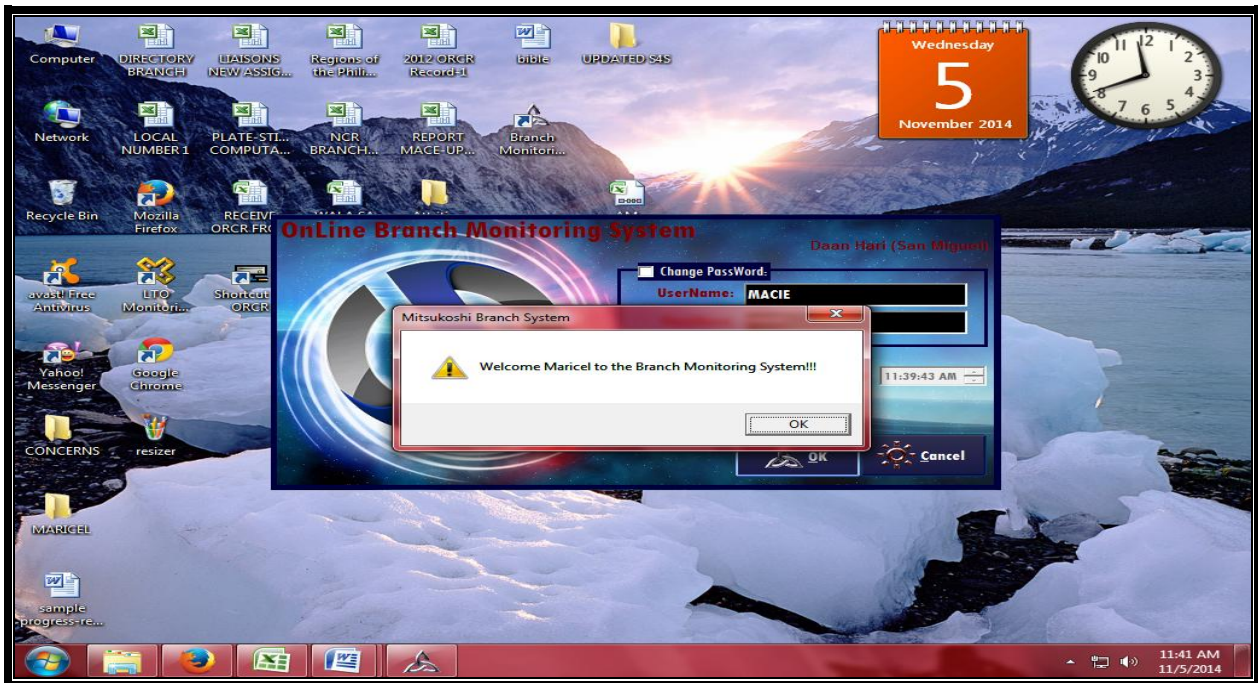


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2. Enter username and the password



3. Click the “enter” button to open the system or click “OK”.



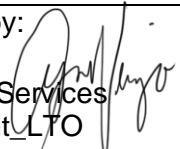
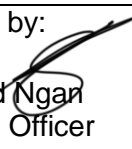
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4. In the Main Menu, Select and Click “Reports”.

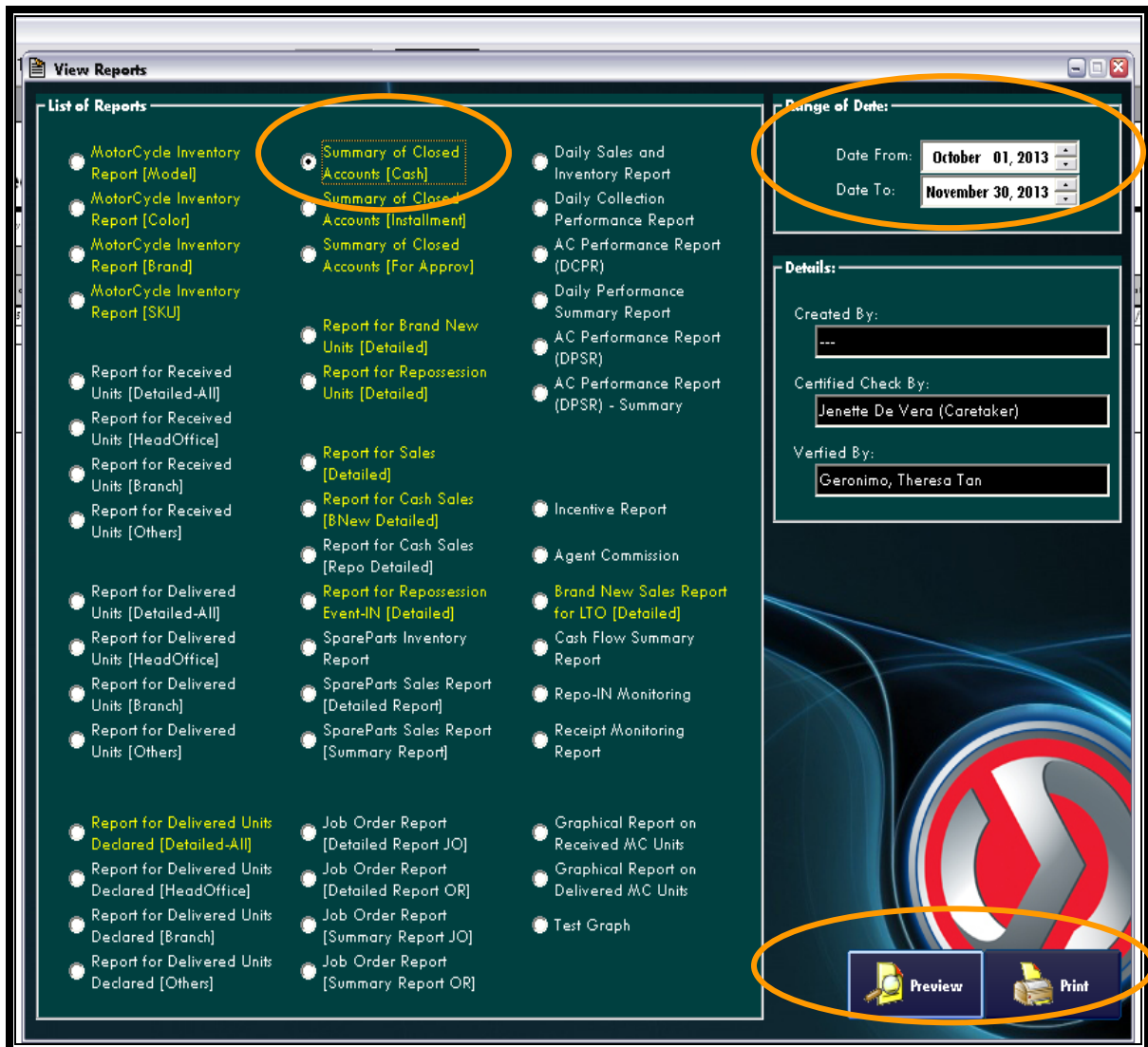


5. Select the “List of Reports”.



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6. Select the report to be printed for monitoring
 - 6.1. Select “Summary of Closed Accounts [Cash]. Go to Step No. 7 to step 9)
 - 6.2. Select “Summary of Closed Accounts [Installment].Go to Step 7 to step 9)
 - 6.3. Select “Summary of Closed Accounts [For Approval].Go to Step 7 to step 9)
7. Click “Range of Date”



8. Click “Preview”. Set Printer to use and Size of Paper (Long).
9. Click “Printer” icon to print

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10. Click "Export" icon to extract the data into Excel Worksheet for softcopy reference.

Speedwin (Pinamalayan)

Summary of Closed Account [Cash] Range: October 01, 2013 - November 30, 2013

Original Customer Owner		Current Customer Owner		Type	Class	Engine No.	Chassis No.	Date Release	Date Closed	UnPd. Pen.	Amount	OTC Full Pay
Account No.	Customer Name	Account No.	Customer Name									
1650809012	NESTOR M. GUERRA	1651310033	ISERIO, MARCELINO RINGOR	Cash	RP	VMVX382D005099	RLGMB11DD62004938	10/21/2013	10/21/2013	-	10,000.00	• •

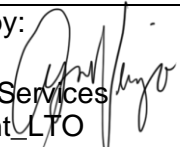
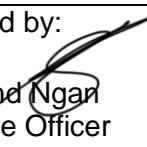
Created By

Jenette De Vera (Caretaker)

Checked By

Geranimo, Theresa Tan

Verified By

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