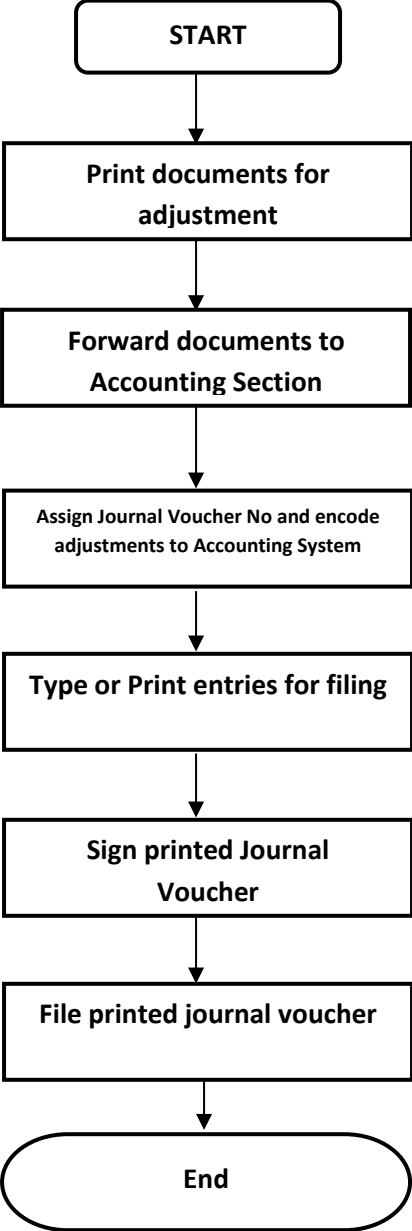


PNP LAKAS TULUNGAN MULTI-PURPOSE COOPERATIVE

Journal Voucher Preparation Process

Narrative Description	Flowchart	Person Responsible
<p>Print necessary documents for adjustment. Documents will be the journal voucher hard copy attachment. Documents should be signed by the person requesting adjustment</p> <p>Note: 1. One voucher per transaction 2. Remarks/note should be detailed</p>	 <pre> graph TD Start([START]) --> Print[Print documents for adjustment] Print --> Forward[Forward documents to Accounting Section] Forward --> Assign[Assign Journal Voucher No and encode adjustments to Accounting System] Assign --> Type[Type or Print entries for filing] Type --> Sign[Sign printed Journal Voucher] Sign --> File[File printed journal voucher] File --> End([End]) </pre>	<p>Bookkeeper I</p> <p>Accountant and General Manager</p> <p>Bookkeeper I</p>