

Office: LUPON SCHOOL OF FISHERIES
Aging of Outstanding Advances to Officers and Employees
As of August 31, 2017

Name	Fund	Particulars	Reference No. (Check/LDDAP/ADA etc...)	Date	Amount Granted (NET)	Not Yet Due	Aging			
							1-30 days	31-60 days	61-90 days	Over 90 days
Nur Aisha Gandaruzza	F161	Payment of cash advance to purchase meat, fruits & vegetable products	1394124	24-Aug-17	12,185.10	12,185.10				
Totals					12,185.10	12,185.10	-			

Prepared by:



MAE ANN M. GUDES
Accountant I

Certified Correct by:



Chief Accountant/Head of Accounting Unit

Noted by:



Chief FMS/IMSD

Note: Maintain individual report for each of the following accounts:

Account Title	Account Code
1. Due from NGAs	1-03-03-010-00
2. Due from GOCCs	1-03-03-020-00
3. Due from LGUs	1-03-03-030-00
4. Due from Officers and Employees	1-03-05-020-00
5. Due from NGOs/POs	1-03-05-030-00
6. Advances for Operating Expenses	1-99-01-010-00
7. Advances for Payroll	1-99-01-020-00
8. Advances to Special Disbursing Officers	1-99-01-030-00
9. Advances to Officers and Employees	1-99-01-040-00

Specifications:

- Excel Format: Saved as MS Excel 2003-2007 version;
- 1 row for each record; no merging of cells;
- Save name format: region abbreviation + report title e.g RO1CAvancestoofficersandemployees