



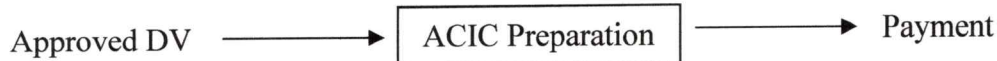
REPUBLIC OF THE PHILIPPINES  
**NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY**  
**QUALITY OPERATING PROCEDURE**

Document Code	QOP-AS-CS-02
Date Effective	29 March 2017
Revision Number	01
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<b>TITLE</b>	<b>PREPARATION OF ADVICE OF CHECKS ISSUED AND CANCELLED USING LBP ACICDES 2.0</b>
<b>PURPOSE</b>	This process ensures that the requests for payment of claims are properly acted upon receipt of approved Disbursement Voucher up to the preparation of Advice of Checks Issued and Cancelled (ACIC).
<b>SCOPE</b>	This process involves the preparation of Advice of Checks Issued and Cancelled.
<b>DEFINITION OF TERMS</b>	1) Advice of Checks Issued and Cancelled Data Entry System (ACICDES 2.0) - is a system provided by LBP to Government Agencies to process Advice of Check Issued and Cancelled (ACIC).

**PROCESS DESCRIPTION**

This process includes the preparation of the Advice of Checks Issued and Cancelled (ACIC) for submission to the LBP to ensure the proper, timely and efficient processing of claims.



**PROCESS FLOW**

STEP NO.	PROCESS / STEPS	DETAILS	RESPONSIBLE PERSON	REFERENCE / INTERFACE
	<b>START</b>			
1.	Logging in to LBP WIN ACICDES 2.0	Log in to the LBP WIN ACICDES 2.0.  Assign authorized signatories depending on the amount they are authorized to sign.	Administrative Officer	<ul style="list-style-type: none"> <li>LBP WIN ACICDES 2.0</li> </ul>
		Log in to LBP WIN ACICDES 2.0.  Encode the ACIC details in the required fields.	Administrative Officer	<ul style="list-style-type: none"> <li>ACIC</li> </ul>
		Log in to LBP WIN ACICDES 2.0. Click <b>“Generate LBP File”</b> and <b>“BTR File”</b> and save to the USB.	Administrative Officer	<ul style="list-style-type: none"> <li>LBP WIN ACICDES 2.0</li> </ul>



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2.	Generating and submitting ACIC.	<p>Generate and submit ACIC-LBP File to LBP with the USB.</p> <p>Generate and submit ACIC-BTR File to LBP with the duplicate check stub.</p>	Administrative Officer	<ul style="list-style-type: none"> <li>ACIC-LBP File</li> <li>ACIC-BTR File</li> </ul>
3.	Retention of documented information	Retain all records in accordance with Control of Documented Information Retained Procedure.	Administrative Officer	<ul style="list-style-type: none"> <li>All records relevant to check preparation.</li> <li>Control of Documented Information Retained Procedure</li> </ul>
	<b>END</b>			
<b>RECORDS GENERATED</b>		1) Advice of Checks Issued and Cancelled (ACIC) - LBP 2) Advice of Checks Issued and Cancelled (ACIC) - BTR		

Prepared by	Reviewed by	Approved by
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