Cash Book Entry Requisition Declaration

Module Guide: Cash Book Request Declaration (Accountability Report)

Module Location

Finance > Cash Book Request > Cash Book Request Declaration

Module Objective

The **Cash Book Request Declaration** module is used to create an accountability document (SPJ) for funds that have been received from the **Cash Book Request** module. This module is the closing step of the cash advance cycle, where the user reports the real (actual) use of funds and compares it with the amount requested at the beginning.

1. Main View (Declaration List)

The main page of this module displays a list of all Declaration/SPJ documents that have been created.



View Explanation & Filters

This page is for viewing and managing all accountability documents.

- **Filters**: You can search for a specific document by **Document Number** or a date range (**Start Date / End Date**).

- **Declaration List**: The table below will display all SPJ documents that match the filters, with columns such as **Document Number**, **Cash Book Request** (original request reference number), and **Payment Status**.

Button Functions

- **[New]**: The primary button to create a new Declaration/SPJ document.

- **[Cancel]**: To cancel a declaration document that has already been created.

2. Steps to Create a Declaration (Accountability Report)

Step 1: Create a New Declaration

From the Main View, click the **[New]** button to open the **Accountability Report | New** form.

Step 2: Select the Initial Request

On the form that appears, the first step is to link this accountability report with the original fund request:

- In the **Cash Book Request** section (top part), select the **Document Number** of the initial Cash Book Request whose funds you have used. The system will automatically load the details of that request.

Step 3: Fill in Accountability Details

1. In the **Accountability Report** section (bottom part), fill in the **Date** and **Description** of your accountability report.

2. **Important**: In the detail table, in the **Actual Amount** column, enter the real expenditure value based on supporting evidence (receipts, notes, etc.).

Step 4: Save the Declaration

Click **[Save]** at the bottom. The system will record your accountability report and calculate the difference (remaining funds) between the **Requested Amount** and the **Actual Amount**.

Workflow & Integrated Business Process

- This module is the final step to close the cash advance cycle that was initiated in the **Cash Book Request** module.

- After the declaration is created, if there is a remaining balance, the employee must return it to the cashier. If the expenditure was greater than the funds received (underpayment), a reimbursement process can be initiated.

Tips & Important Notes

- This module is crucial for **internal control** and ensuring all operational fund expenditures can be accounted for.

- To ensure the transaction flow is recorded accurately, always select the correct original request **Document Number**.

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