



16. PAYMENT PARTNERS CONSOLIDATE REPORT PROCEDURE

Process on payment partners consolidated report.

Office or Division:	Customer Service Division			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government			
Who may avail?	Balanga Water District Concessionaire			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Daily Collection Summary Report (4pcs., Original)		Payment Partners		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. None	1. Receive daily collection report.	None	10 minutes	Customer Service Officer
2. None	2. Validate the document submitted.	None	10 minutes	Customer Service Officer
3. None	3. Generate daily collection summary from MRBCMS.	None	10 minutes	Customer Service Officer
4. None	4. Review and consolidate daily collection report and daily collection summary.	None	10 minutes	Customer Service Officer
5. None	5. Submit the daily collection report and daily collection summary to Finance Department	None	5 minutes	Customer Service Officer
Total:		None	45 minutes	