


Standard Operating Procedure for Monthly Revenue Collection Report

The monthly Revenue Collection Report is based on deposits made to Treasurer of Guam. A file has been created  Rev_Coll_Rprt_JUNE 2017 where the daily receipt(s) that were submitted for deposit is entered to derive of the Revenue Collection Report dollar amount.

This file will consist of a Summary Sheet and worksheets for each branch. Samples of both these sheets are attached. This file is an in-house reporting.

When entering the receipts into the worksheets, there is one item you need to keep in mind. TOG is only open from 8:00am – 5:00pm. The library closes at 5:30pm. Due to TOG closing at 5pm and the library later, money collected today will not be deposited until tomorrow. Same will go for any money collected on a Saturday. Saturday collection will not be deposited to TOG until Monday.

Therefore, and as an example, for the month of May 2017’s Monthly Revenue Collection Report, you should be entering receipts from April 29, 2017 as it was not accepted and/or acknowledged by TOG until May 1, 2017.

Once all receipts are entered into the Revenue Collection Report file, you will also need to enter the amounts into the Monthly Revenue Collection Report (this is the breakdown that will be attached to the letter that will go to Speaker and OPA’s office). You will lastly need to access the AS400 to ensure that the account is balanced. See steps below to access the AS400 Step.

- 1) Log into the AS400.

```

System . . . . . : C1042BFD
Subsystem . . . . . : QINTER
Display . . . . . : QPADEV0088
Serial number . . . : C106997T

User . . . . . LIBMORAR
Password . . . . . ██████████
Program/procedure . . . . .
Menu . . . . .
Current library . . . . .

DDDDDDDDDD  000000000  AAAAAAAAAA
DDD   DDD 000   000 AAA   AAA
DDD   DDD 000   000 AAA   AAA
DDD   DDD 000   000 AAA   AAA
DDD   DDD 000   000 AAA   AAA
DDD   DDD 000   000 AAAAAAAAAA P P P P P 00000 W W EEEEE RRRR 77
DDD   DDD 000   000 AAA   AAA P P O O W W E R R 77
DDD   DDD 000   000 AAA   AAA P P P P P O O W W E E E RRRR 77
DDD   DDD 000   000 AAA   AAA P O O W W W E R R 77
DDDDDDDDDD  000000000  AAA   AAA P 00000 W W EEEEE R R 77
  
```

2) Choose option 1 for the Accounting Menu.

```
DOR_MENU                                DOR_MENU

Select one of the following:

    1.  DOR Accounting Menu
    2.  GGWIOP Real Property Tax Menu

    5.  Printed Output

   10.  Change your password

   25.  Work with Remote Out Que

   90.  Sign off

Selection or command
==> 1

F3=Exit  F4=Prompt  F9=Retrieve  F12=Cancel
```

3) Choose your assigned printer.

```
6/12/17                                14:33:51

Current output queue: *DEV

Type option, press Enter.
 1=Select

___ GPDXB0ATE      Default output queue for printer GPDXB0ATE
___ GPLNSANDRA    Default output queue for printer GPLNSANDRA
___ GPLN18057     Default output queue for printer GPLN18057
___ GPLSN15212   Default output queue for printer GPLSN15212
___ GPLSN15214   Default output queue for printer GPLSN15214
___ GPLSN1527    Default output queue for printer GPLSN1527
1 GPLSN1528     Default output queue for printer GPLSN1528
___ GPLSX15210   Default output queue for printer GPLSN15210
___ GPLSX15214   Guam Public Library printer ip: 152.14 Eric
___ GPLS15210    Default output queue for printer GPLS15210

F3=Exit      F5=Refresh      F12=Cancel
```

4) Select option 2 for Transaction Browse/Summary.

```
ACCMENU
Select one of the following:

  1. Transaction Data Entry Menu
  2. Transaction Browse/Summary
  3. Appropriation records
  4. Revenue records
  5. General Ledger records
  6. Encumbrance records
  7. Vendor records
  8. Accounts Payable Menu
  9. A/R Menu
 10. Current Year Month End Records (Closed Period Records)
 11. Prior Years Menu
 12. Miscellaneous Receivables/Payables Menu
 13. GSA Menu
 14. Treasurer of Guam Menu

Selection or command
==> 2

F3=Exit  F4=Prompt  F9=Retrieve  F12=Cancel
```

5) Upon hitting "Enter" to select option 2, you will get this message to include carry over. This option should always be "N" for No, press "Enter",

```
ACCMENU
Select one of the following:

  1. Transaction Data Entry Menu
  2. Transaction Browse/Summary
  3. Appropriation records
  4. Reven
  5. Gener
  6. Encum Include carryover records (Y=yes) ? N
  7. Vendo
  8. Accou
  9. A/R Menu
 10. Current Year Month End Records (Closed Period Records)
 11. Prior Years Menu
 12. Miscellaneous Receivables/Payables Menu
 13. GSA Menu
 14. Treasurer of Guam Menu

Selection or command
==> 2

F3=Exit  F4=Prompt  F9=Retrieve  F12=Cancel
```

- 6) You will get the screen below once you have hit enter from Step 5. You will need to enter the areas marked. Account no, Fr tr dte, and To tr dte. Once this information is entered, press "Enter" and you will get the listing of all deposits made to this account number for the month of May 2017. Please also keep in mind that this report will also reflect any expenditure that was drawn from this account. F21 will print you this complete list.

```

LIBMORAR                                     WRKTRN
Acct no : 110023107   Fr tr dte: 5 1 2017   To tr dte: 5 31 2017
Prior ref: _____ TNO . . . : _____ Invoice : _____
Vendor . : _____ P/O no . : _____ Add user : _____
Tran code: _____ Tran amt : _____
Chk Mo/Yr: _____ Fr add dt: _____ To add dt: 99 99 9999
PayrollYr: _____ Run Id: _____ FGIA doc#: _____ FGIAintrf: _____
Type option, press Enter.
5=Display

Opt Account No      Cde Trn date   TNO      Vendor  Ba      Trans Amount
  Inv No   P/O number Prior Ref   FGIA doc # Add Date Add User  CkYr RunI
___ 110023107      604 5/01/17 JP01050117      88          2.05-
___ 110023107      604 5/02/17 JP01050217      88         14.75-
___ 110023107      604 5/03/17 JP01050317      88         15.35-
___ 110023107      604 5/04/17 JP01050417      88          4.75-
___ 110023107      604 5/05/17 JP01050517      88         25.60-
___ 110023107      604 5/05/17 JXA050517      90        182.16
___ 110023107      604 5/08/17 JP01050817      88          7.45-
___ 110023107      604 5/09/17 JP01050917      88         47.64-

F3=Exit      F5=Refresh      F10=Position      F11=Toggle      F12=Cancel
F19=Total    F23=More Opts   F24=More keys     F21=Prt list    F22=Export
  
```

7) Below is what the complete list will look like for May 2017.
 Page 1 & Page 2 with total

Run Date . . : 6/12/17
 Run Time . . : 14:38:18
 User ID . . : LIBMORAR
 Account number : 110023107
 Trans number . :
 Trans code(s) :
 Check mo/year . : /
 Payroll year . : 0000 Run Id: 0000
 Account Number Code Trans Date TNO VendorNo Trans Amt Exp Amt
 InvoiceNo P/O No Prior Ref Ba FGA doc # Add UserId Add Date Check Date CkYr RunId

DEPARTMENT OF ADMINISTRATION
 TRANSACTIONS LIST

Page . . : 1
 Program: PRTRRN

FromTrans date: 5/ 1/2017 To trans date : 5/31/2017 Prior ref . . . :
 Vendor : P/O number . . . : Invoice . . . :
 Add user . . . : Trans amt . . . :
 From add date : / / To add date . . : 99/99/9999
 FGA document# : FGA intrf date: / /

InvoiceNo	P/O No	Code	Trans Date	TNO	VendorNo	Trans Amt	Exp Amt	Add Date	Check Date	Encumb Amt	Rvs
110023107	604	5/ 1/2017	JP01050117	88		2.05-		5/ 2/2017	/ /		
						TPSD100					
110023107	604	5/ 2/2017	JP01050217	88		14.75-		5/ 3/2017	/ /		
						TPSD100					
110023107	604	5/ 3/2017	JP01050317	88		15.35-		5/ 4/2017	/ /		
						TPSD100					
110023107	604	5/ 4/2017	JP01050417	88		4.75-		5/ 5/2017	/ /		
						TPSD100					
110023107	604	5/ 5/2017	JP01050517	88		25.60-		5/ 6/2017	/ /		
						TPSD100					
110023107	604	5/ 5/2017	JXA050517	90		182.16		5/ 5/2017	/ /		
						ACCBIL					
5100X951800RS010800	604	5/ 8/2017	JP01050817	88		7.45-		5/ 9/2017	/ /		
110023107						TPSD100					
110023107	604	5/ 9/2017	JP01050917	88		47.64-		5/10/2017	/ /		
						TPSD100					
110023107	604	5/10/2017	JP01051017	88		21.75-		5/11/2017	/ /		
						TPSD100					
110023107	604	5/11/2017	JP01051117	88		11.95-		5/12/2017	/ /		
						TPSD100					
110023107	604	5/12/2017	JP01051217	88		21.75-		5/13/2017	/ /		
						TPSD100					
110023107	604	5/12/2017	JXA051217	90		127.61		5/12/2017	/ /		
						ACCBIL					
5100X951800RS010800	604	5/15/2017	JP01051517	88		30.25-		5/16/2017	/ /		
110023107						TPSD100					
110023107	604	5/16/2017	JP01051617	88		70.99-		5/17/2017	/ /		
						TPSD100					
110023107	604	5/17/2017	JP01051717	88		15.20-		5/18/2017	/ /		
						TPSD100					
110023107	604	5/18/2017	JP01051817	88		19.40-		5/19/2017	/ /		
						TPSD100					

Run Date . . : 6/12/17
 Run Time . . : 14:38:18
 User ID . . : LIBMORAR
 Account number : 110023107
 Trans number . :
 Trans code(s) :
 Check mo/year . : /
 Payroll year . : 0000 Run Id: 0000
 Account Number Code Trans Date TNO VendorNo Trans Amt Exp Amt
 InvoiceNo P/O No Prior Ref Ba FGA doc # Add UserId Add Date Check Date CkYr RunId

DEPARTMENT OF ADMINISTRATION
 TRANSACTIONS LIST

Page . . : 2
 Program: PRTRRN

FromTrans date: 5/ 1/2017 To trans date : 5/31/2017 Prior ref . . . :
 Vendor : P/O number . . . : Invoice . . . :
 Add user . . . : Trans amt . . . :
 From add date : / / To add date . . : 99/99/9999
 FGA document# : FGA intrf date: / /

InvoiceNo	P/O No	Code	Trans Date	TNO	VendorNo	Trans Amt	Exp Amt	Add Date	Check Date	Encumb Amt	Rvs
110023107	604	5/19/2017	JP01051917	88		19.55-		5/20/2017	/ /		
						TPSD100					
110023107	604	5/22/2017	JP01052217	88		8.35-		5/23/2017	/ /		
						TPSD100					
110023107	604	5/23/2017	JP01052317	88		36.21-		5/24/2017	/ /		
						TPSD100					
110023107	604	5/24/2017	JP01052417	88		14.10-		5/25/2017	/ /		
						TPSD100					
110023107	604	5/25/2017	JP01052517	88		37.50-		5/26/2017	/ /		
						TPSD100					
110023107	604	5/26/2017	JP01052617	88		18.55-		5/27/2017	/ /		
						TPSD100					
110023107	604	5/30/2017	JP01053017	88		33.50-		5/31/2017	/ /		
						TPSD100					
110023107	604	5/31/2017	JP01053117	88		42.35-		6/ 1/2017	/ /		
						TPSD100					

FINAL TOTALS Count: 24 209.22-

Once you have this report from the AS400, you will need to make sure that all amounts from the Revenue Collection Report Worksheets to the Monthly Revenue Collection Report all balance.

If all is balanced, then prepare a Cover letter (sample attached) that will be signed by the Department Head and present to Supervisor for her approval.

Once this letter is signed by the department head, it is now ready for distribution to all the respective parties listed on the Cover Letter.

Another thing to keep in mind is that OPA will not accept their copy unless it is acknowledged by the Speaker's Office. Therefore, Speaker's office will be the first place our runner will go. Once at the Speaker's office, they will acknowledge OPA's Copy and GPLS Copy. All other respective parties' copies can be forwarded via Central Files.

**Rev_Coll_Rprt_May 2017
(Sample - Summary Sheet)**

SUMMARY
Revenue Collection Report
STATE THE MONTH

Account No. 110023107

BRANCH	TOTAL
Hagatna	\$ -
Dededo	\$ -
Bookmobile	\$ -
Yona	\$ -
Barrigada	\$ -
Merizo	\$ -
Agat	\$ -
Grand Total:	\$ -

Account No. 110023116

BRANCH	TOTAL
Administrative Support Unit	\$ -
Grand Total:	\$ -

Total of All Revenue Accounts:

Branches	\$ -
Administrative Support Unit	\$ -
Grand Total:	\$ -

REVENUE COLLECTION REPORT COVER LETTER (Sample – May 2017)



DIPATTAMENTON I KAOHAO GUINAHAN CHAMORRO DEPARTMENT OF CHAMORRO AFFAIRS

Honorable Edward J.B. Calvo
Governor of Guam

Johnny G. Sablan
President, DCA

Raymond S.Tenorio
Lieutenant Governor of Guam



June 1, 2017

The Honorable Benjamin J.F. Cruz
Speaker, Thirty-Fourth Guam Legislature
155 Hesler Place
Hagåtña, Guam 96910



Doris Flores Brooks, CPA
Public Auditor



Office of Public Accountability
Suite 401, Pacific News Building
238 Archbishop Flores Street
Hagåtña, Guam 96910 (lperez@guamopa.org)



Dear Speaker Cruz and Mrs. Brooks:

Håfa Adai! I am submitting Guam Public Library System's Revenue Collection Report for the month of May 2017 as mandated in Public Law 29-19.



Should further information be needed, please contact our office at 475-4753/54.

Senseramente,



Johnny G. Sablan
President

Attachments

cc: The Governor
DOA Director
DOA Comptroller
BBMR, Director
Joaquin Guerrero, BBMR
Administrative Officer, GPLS
Administrative Service Officer, DCA

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MONTHLY REVENUE COLLECTION REPORT (Sample)

**REVENUE COLLECTION REPORT
FY 2017
Account No.: 1100-23107**

		Library Fines/FEE (5100X951800RS010)												
Balance Forward:		2016	2016	2016	2017	2017	2017	2017	2017	2017	2017	2017	2017	
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
	Hagatna													\$ -
	Dededo													\$ -
	Yona													\$ -
	Bookmobile													\$ -
	Barrigada													\$ -
	Agat													\$ -
	Merizo													\$ -
	Deposits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$0.00
	Expen.													\$0.00
	Encumb.													\$0.00
	Sub-Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$0.00
	Available:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$0.00

**REVENUE COLLECTION REPORT
FY 2017
110023116**

		GPLS Gifts/Fundraising (5100X071800RS011)												
Beginning		2016	2016	2016	2017	2017	2017	2017	2017	2017	2017	2017	2017	
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
														\$ -
	**Debit Acct													\$ -
	TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -