INDEX OF PAYMENTS
(IP)

INSTRUCTIONS

A. The IP is used by the Accounting Division/Unit to record/monitor payments made to each creditor/payee. It shall be maintained by fund cluster.

B. This form shall be accomplished as follows:

1. **Entity Name** – name of the agency/entity
2. **Fund Cluster** – the fund cluster name/code in accordance with the UACS
3. **Creditor/Address/Employee No./TIN** – Creditor's name, address, employee number and/or TIN
4. **Date** – date of the source documents such as DVs/Payrolls
5. **Reference/DV/Payroll No.** – reference document/serial number of the DV/Payroll
6. **Particulars** – details or nature of payments
7. **Check/LDDAP-ADA Date –** the date of check/LDDAP-ADA
8. **Check/LDDAP-ADA No.** – serial number of the check/LDDAP-ADA to be posted after payment
9. **Gross Amount** – total amount payable
10. **Deductions** – amount deducted from the gross amount
11. **Net Amount** – difference between the gross amount payable and the deductions

C. Transactions shall be posted as they occur.