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BCVR 2023 – 6 MEMORANDUM Circular No. 3.1

TO: **ALL DEPARTMENTS; Accounting and Finance Dept., Pharmacy and Regulatory Dept., Store Operations Dept., Sales and Mktg. Dept., IT & Inventory Dept., Distribution and Warehouse Dept., Branch Operations Dept.**

FR: **EBR**

SUBJECT: **BCVR Daily / Monthly Official Google Template for concern Department / Area of Operations**

DATE: **JUNE 2023**

MESSAGE: **This Memo Circular No. 3.1 refers to the Daily / Monthly recording/updating of vital data the department / company uses in its operations. Proper recording and complete data promote work efficiency and yield positive result.**

Each template serve an important purpose: From Monitoring our Sales (deficit), Account Receivables & Collection, Fasten Purchase to Suppliers, Help prioritize the work needed to be done on a Daily/Weekly/Monthly basis, Resolve pending/delayed deliveries, Account/Inventory of Incoming & Outgoing Stocks, Minimize Expired Products, Give Customers Satisfaction, Track down our Progress, Serve us Reminders and Key Performance Indicators. etc…

Pls. refer to the following Official G Template attached. Failure to Comply with out a valid reason, in updating the following are tantamount to Negligence of Work.

Print and File a Monthly Record of Final Sales Report for reference and other important files needed.

- MANAGEMENT



BCVR Prime Enterprise Google Template	Access	To be Updated By:	DESCRIPTION
D001 - Master Product list and Pricelist	ITD, EBR, MRER, AFD, PCD	IT Officer/Purchasing Staff-Mngr.	List of all the business' products with their product description, packaging, multiple prices, product supplier, product distributor, and product manufacturer. Is used by authorized persons to track and view all products from a high level standpoint.
D002 - Company Product list and Pricelist	DDS, PHSS, IBS, DW	IT Officer/Purchasing Staff-Mngr.	Same with D001 - Master Product list and Pricelist but with lesser attributes and prices, to lessen information being presented to the users of this template. Is used by frontliners and encoders for their reference of the product list and prices.
D003 - Field Product and Pricelist	FSR, EBR,MRER	IT Officer/Purchasing Staff-Mngr.	Same with D001 - Master Product list and Pricelist but with lesser attributes and prices, to lessen information being presented to the users of this template. Is used by distribution field staff for their reference of the product list and prices
D004 - Compiled Supplier's Pricelist	AFD, ITD, PCD, MRER, EBR	IT Officer/Purchasing Staff-Mngr.	- Are compilation of product list and pricelist from suppliers. Is used as a reference for ordering stocks and tracking of supplier's item prices.
D005 - Distribution Client Product list and Pricelist	DF Clients,	IT Officer/Purchasing Staff-Mngr./Sales Mngr.	- Same with D001 - Master Product list and Pricelist but with lesser attributes and and only one price, to lessen information being presented to the users of this template. Is given to distribution clients for their reference of the product list and prices.
D006 - Government Client Product List and Pricelist	GPF Clients	IT Officer/Purchasing Staff-Mngr./Sales Mngr.	- Same with D001 - Master Product list and Pricelist but with lesser attributes and and only one price, to lessen information being presented to the users of this template. Is given to Government clients for their reference of the product list and prices
D007 - Sales/Acctg Monitoring [GPFS, DFS]	ITD, AFD, EBR, MRER	IT Officer / Acctg. Officer / Sales Mngr.	- Is used to monitor the sales of all Distribution/Warehouse Field Clients: Distribution Field Sales 1 & 2, LGU Bulan Botica ng Bayan Weekly Order, Province of Catanduanes, and Government Private Field Sales. It is used by both Sales & Accounting Department to monitor status of delivery, Peso Capital, and Collection Updates
D008 - Sales/Acctg Monitoring [DPGS]	AFD, EBR, MRER	PHSS & DDS Staff / Officers	Is used to monitor the daily sales of all walk in/wholesale clients for Distribution Display Store and Pharmacy & Health Supplies Store. As well as recording and monitoring the Monthly/YTD Sales Performance.
D009 - Sales/Acctg Monitoring [BRS-BFS]	BOD, ANM, EBR, MRER	IBS & IPGM Staff / Officer	Is used to monitor the daily sales of all walk in/wholesale and field sales clients for Iriga Branch Store and Iriga Branch Pharmacy & Gen. Miller. As well as recording and monitoring the Monthly/YTD Sales Performance C20
D010 - Forms	DDS, PHSS, IBS, DW	IT Officer / Encoders	- Is used to compile all of BCVRs forms for easier reprinting and creation of labels and stickers for client orders.
D011 - Out of Stocks/Items Lacking	ITD, PCD, EBR, MRER	Encoders, Purchaser, Pharmacist	- Is used to track and monitor all out of stocks for Distribution Field Clients, Pharmacy Requests, and Branch requests, and lacking items for field sales clients (GPFS, PFS, BFS, DFGS)
D012 - Pricelist - Bulan	ITD, AFD, MRER, EBR	IT Officer, Accounting Officer	- Is used for recording and tracking of determined price for LGU Bulan Botica ng Bayan.
D013 - Monthly Sales Report	EBR, MRE, ITD	IT Officer, IBS, PHSS Officers, DDS officer, Acctg. Officer, FSR1/FSR2, EBR	Is used to monitor the summarized monthly sales for each of BCVRs departments. Actual Stocks movement recording of Warehouse Prep/Receiving Team
D014 - Masterlist of Clients [GPFS, DFS, DFGS, PFS, PWRS, BFS, BWRS]	ITD, BOD, PRD, EBR, MER, DF/FSR Staff	IT Officer, FSR1/FSR2, Encoders of Fronting Stores	- Is used for compilation of all of BCVRs clients by each type (GPFS, DFS, DFGS, PFS, PWRS, BFS, BWRS).
D015 - Masterlist of Suppliers	ITD, PCD, AFD, EBR, MER	Purchasing Officer, IT Officer	- Is used for compilation of all of BCVRs suppliers with their supplier information.
D016 - Product list with Supplier Information	PRD, EBR,MRER	Purchasing Officer, IT Officer	Same with D001 - Master Product list and Pricelist but with lesser attributes and no prices, Only Supplier, Distributor, Manufacturer information.
D017 - Distribution Stocks Availability	FSR Staff, DFS Clients,EBR,MRER	IT Officer, Purchasing Staff	- Is used by Distribution Field staff to present available stocks for the week to distribution field clients.
D018 - Monthly Warehouse Stocks Movement Summary Report	DWD, ITD, EBR, MRER, Acctg Staff 1	DW Assistant, Prep/Receiving Team Assigned	Is used to monitor the summarized monthly Actual Stocks movement recording of Warehouse Prep/Receiving Team From Sales Order, Stocks Transfer, Stocks Received from Suppliers and Stocks Returns from Clients.

DFS1 - Distribution Field Sales Monitoring/ DFGS1	FSR1, EBR, HR	FSR1	It is used by Fields Sales Rep in monitoring/recording their monthly sales booking, delivery, returns, AR and collection, both DFS and DFGS Sales. It MUST be regularly updated. It also contains their Monthly Sales/YTD& Collection Performance which are used during Monthly/ Quarterly Sales Review. It also records Monthly Sales Forecast of FSR's
DFS2 - Distribution Field Sales Monitoring DFGS2	FSR1, EBR, HR	FSR2	
DFS3 - Distribution Field Sales Monitoring DFGS2	FSR1, EBR, HR	FSR3	
FSR1 - Field Sales Report 1	FSR1, EBR, HR	FSR1	It is used/regularly updated by Field Sales Representative in making their SMART SAP DAPAT weekly, Monthly Itinerary, Program/Project Implementation monitoring, Copy/Updated Masterlist with Complete/ Important Client Details and other matters or vital information which will guide/ help FSR effective/efficient with their work
FSR2 - Field Sales Report 2	FSR1, EBR, HR	FSR2	
FSR3 - Field Sales Report 3	FSR1, EBR, HR	FSR3	
BCVR [P001] Purchase Order – [Supplier]	ITD, AFD, PD	Purchasing Staff, IT Officer, Encoders	- Is used by Purchasing and IT/Inventory Department in creating, recording and monitoring of purchase orders to suppliers
CF1 - Canvass Form Capital Bidding for G PFS/ PFS1/ DFGS1 - Albay, Masbate & Sorsogon	FSR1, EBR, Pharmacist, Sr. Canvassers, Bidding Officer, MRER	FSR 1. EBR. Pharmacist. Sr. Canvassers. Bidding Officer	Used by FSR1 in determining the Partial capital of an identified Sales opportunity; input item description, AEC; capital and completed details of the possible transaction. To be Counter Check by Sr. Canvasser for Price Concern and Pharmacist for correct/proper item description. For approval by EBR/MRER
CF2 - Canvass Form Capital Bidding for G PFS/ PFS1/ DFGS2 - Camarines Norte, Camarines Sur & Catanduanes	FSR2, EBR, Pharmacist, Sr. Canvassers, Bidding Officer, MRER	FSR 2 EBR. Pharmacist. Sr. Canvassers. Bidding Officer	Used by FSR2 in determining the Partial capital of an identified Sales opportunity; input item description, AEC; capital and completed details of the possible transaction. To be Counter Check by Sr. Canvasser for Price Concern and Pharmacist for correct/proper item description. For approval by EBR/MRER
CF3 - Canvass Form Capital Bidding for G PFS/ BFS - Rinconada	ANM, EBR, Pharmacist, Sr. Canvassers, Bidding Officer, MRER	ANM. EBR. Pharmacist. Sr. Canvassers. Bidding Officer	Used by BOM in determining the Partial capital of an identified Sales opportunity; input item description, AEC; capital and completed details of the possible transaction. To be Counter Check by Sr. Canvasser for Price Concern and Pharmacist for correct/proper item description. For approval by EBR/MRER
CF4 - Canvass Form Capital Bidding for G PFS/ PFS/ BFS - Encoders - Sr. Canvassers	Encoders, EBR, Pharmacist, Sr. Canvassers, Bidding Officer	Encoders. EBR. Pharmacist. Sr. Canvassers. Bidding Officer	Used by Encoders/Sr. Canvasser in determining the Partial capital of an identified EMERGENCY Sales opportunity; input item description, AEC; capital and complete details of the possible transaction. To be Counter Check by Sr. Canvasser for Price Concern and Pharmacist for correct/proper item description. For approval by EBR/MRER
BCVR [A001] - G PFS/DFGS Monthly Collection	MRER, EBR, Accountant Acctg Staff 2, Sales & Account Receivables Staff	SAR Staff. Accounting Staff	Accounting Dept. Records of Monthly Govt. Sales Collected, categorized as GFFS with the following Sub-Categories; GFFS In house, DFGB1, DFGB2 and DFGB 3 Base on their territorial assignment. Customers are Province, Municipalities, Cities, Brgy., Public Schools and Other Govt. Institution/Agencies
BCVR [A01.1] - DPGS Monthly Collection	MRER, EBR, Accountant Acctg Staff 1, Sales & Account Receivables Staff	SAR Staff. Accounting Staff	Accounting Dept. Records of Monthly Govt. Sales Collected, categorized as GFFS with the following Sub-Categories; GFFS In house, DFGB1, DFGB2, DFGB 3 and DFGB (DOE Pharmacy Govt. Sales) formerly called Pharmacy Field Sales and DOE Field Sales. Collected Sales Coming from Field Sales Rep, Key Account and BOM Printing Store Naga (PHILSYS DOE).
BCVR [A01.2] - Account Receivables DFS G PFS	MRER, EBR, Accountant Acctg Staff 2, Sales & Account Receivables Staff	SAR Staff. Accounting Staff	Account Receivables with completed deliveries and complete transaction documents
BCVR [A01.3] - Monthly Account Receivables Forecast	MRER, EBR, Accountant Acctg Staff 2, Sales & Account Receivables Staff	SAR Staff. Accounting Staff	Possible/ Target account receivables forecast with completed deliveries and complete transaction documents, for the the current month

	BCVR|A002]- Debit to Account	MRER, EBR, Accountant, Acctg Staff 1	MRER, EBR, Accountant, Acctg Staff 1	Listed as Monthly Account Payables with issued checks to suppliers, bills and other operational expenses
	BCVR|A003] - Transfer to Branches, Stores & Satellite Office	MRER, EBR, Accountant Acctg Staff 2,	MRER, EBR, Accountant Acctg Staff 2,	Accounting records of Stocks Transfer to branches & stores subject for monthly audit purpose and SER counter check
	BCVR|A004] - CBC Bank Reconciliation	MRER, EBR, Accountant Acctg Staff 1	MRER, EBR, Accountant Acctg Staff 1	Reconcile the process of comparing bank actual record listed on the Passbook versus company record. Ensuring all transactions are accounted and descrepancy are identified to prevent fraud and theft from company bank account.
	BCVR|A005] - Accounting Summary Records of Stocks Received	MRER, EBR, Accountant Acctg Staff 1,	MRER, EBR, Accountant Acctg Staff 1,	Record of all summary of stock received from supplier's base on Sales Invoice, DR and CF that is well verified
	BCVR|A006]-Monthly Audit Findings	MRER, EBR, Accountant Acctg Staff 2, Sales & Account Receivables Staff	MRER, EBR, Accountant Acctg Staff 2, Sales & Account Receivables Staff	Audit Findings for all the descrepancy of sale in Order slip Versus System listed to all branches in terms of actual sales and receivables
	BCVR |A007]- Company Operating Expenses	MRER, EBR, Accountant Acctg Staff 1	MRER, EBR, Accountant Acctg Staff 1	Tracking of Company actual expenses vs budget for the year, daily record of company check and cash vouchers
	BCVR |A008] -Accounting Daily Sales Record	MRER, EBR, Accountant Acctg Staff 2	MRER, EBR, Accountant Acctg Staff 2	A record of daily sales to monitor actual sales in order slip and SER. Daily tracking of sales and remitance for each cashier assigned
	BCVR |A009] - Accounting BIR Records	MRER, EBR, Accountant Acctg Staff 1, Bookeeper	MRER, EBR, Accountant Acctg Staff 1, Bookeeper	BIR list of expenses and sales to be declared for company Tax Obligation.
	BCVR |A010]- Accounting HR Employees Cash Advance	MRER, EBR, Accountant, HR Payroll	MRER, EBR, Accountant, HR Payroll	Listed employees all cash advances and loan for Payroll Tracking Purposes deduction.
	BCVR |A011] - Annual Budget	MRER, EBR, Accountant Acctg Staff-Invoicing, Sales & Account Receivables	MRER, EBR, Accountant Acctg Staff-Invoicing, Sales & Account Receivables Staff	Company Annual budget list for all operational need of the company.
	BCVR |A012] - Bulan Price	MRER, EBR, Accountant Acctg Staff 1, Sales & Account Receivables Staff	MRER, EBR, Accountant Acctg Staff 1, Sales & Account Receivables Staff	A pricelist that made for LGU BULAN for SYNC and proper monitoring for actual and audit of both.
	BCVR |A013] - Accounting Month End Report	MRER, EBR, Accountant Acctg Staff 1 & 2, Sales & Account Receivables Staff	MRER, EBR, Accountant Acctg Staff 1 & 2, Sales & Account Receivables Staff	Summary of Accounting Department report for the whole operation of Accounting and Finance Concern.