
Officer

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DAILY WORKSHEET

End of Day, Week, Month, Quarter, Year Task work sheets for Group Collections

Officer

Date: ,, , Day:;: tuesday Name; dolly Signature;.....

DAILY TASK LIST		
TASKS	By whom	signature
Prepare daily collections report		
Check the email + “ Reply Done” on all emails		
Update the 2 nd payments		
Reply to the emails from agents, marketing/ academic managers		
Update all the payments in wisenet		
Go through the bank statements and record the payment on my excel sheet		
Meeting with neda at 1pm		
Make evening report for 2 nd payment		
Make report for collections according to the colleges		
Write a email to neda and ambi reporting how much cash I received end of the day		
Neda check the amount again and confirms it		
DID STARTER LIST FOR LIC AND MC		

DAILY WORKSHEET

End of Day, Week, Month, Quarter, Year Task work sheets for Group Collections

Officer

Date: Day; Wednesday

Name: Dolly

Signature;

DAILY TASK LIST

TASKS	By whom	signature
Prepare daily collections report		
Check the email		
Update the 2 nd payments		
Reply to the emails from agents, marketing/ academic managers		
Update all the payments in wisenet		
Go through the bank statements and record the payment on my excel sheet		
Make evening report for 2 nd payment		
Make report for collections according to the colleges		
Update all the 2 nd payment on wisenet for whole week for Thursday's report, plus make excel sheet which includes all admin fees and cancellation fees from student which does not go on wisenet.		
Write a email to neda and ambi reporting how much cash I received end of the day		
Neda check the amount again and confirms it.		
Filing the invoices in proper folders.		
Deposit the cheques in the bank		

DAILY WORKSHEET

End of Day, Week, Month, Quarter, Year Task work sheets for Group Collections

Officer

Date: ... Day; Thursday Name; Dolly Signature;

DAILY TASK LIST		
TASKS	By whom	signature
Prepare daily collections report		
Check the email		
Update the 2 nd payments		
Reply to the emails from agents, marketing/ academic managers		
Update all the payments in wisenet		
Go through the bank statements and record the payment on my excel sheet		
Individual meeting with all the marketing managers after they finish with neda, solve the query they have, update the missing payments and so on.. Plus ask them to sign off the shit.		
Cancel the students for non payment in myob and prisms and let academic managers and SSO know about it by email plus you keep the copy of it		
Make evening report for 2 nd payment		
Make report for collections according to the colleges.		
Give neda signed sheet by marketing managers.		
Update non – commencement/ cancel from SSO.		
Write a email to neda and ambi reporting how much cash I received end of the day		
Neda check the amount again and confirms it.		
Filing the invoices in proper folders.		

DAILY WORKSHEET

End of Day, Week, Month, Quarter, Year Task work sheets for Group Collections

Officer

Date..... Day; FRIDAY Name;: DOLLY

Signature;.....

DAILY TASK LIST

TASKS	By whom	signature
Prepare daily collections report		
Check the email		
Update the 2 nd payments		
Reply to the emails from agents, marketing/ academic managers		
Update all the payments in wisenet		
Go through the bank statements and record the payment on my excel sheet		
Meeting with all the academic managers as per their schedule timings and do the CTS meeting. Ask them about why these payments are outstanding. Email the CTS minutes to all academic managers and cc neda.		
Give neda the signed sheet end of the day.		
<i>Report to neda whosoever did not attend the meeting</i>		
<i>Make a report in word to what academic managers said after the meeting</i>		
Cancel the student from Myob and Prisms- send email to SSO/ Academic managers		
Make evening report for 2 nd payment		
Make report for collections according to the colleges		
Write a email to neda and ambi reporting how much cash I received end of the day		
Neda check the amount again and confirms it.		

DAILY WORKSHEET

Neda check the amount again and confirms it.		