

RECOVERY TASKS | By Category

Clients Federal Credit Union - CAPIus BCP Reports



Checkmark indicates that the task has been completed.

Accounting/Finance Tasks

Member Inquiries - Collections

Inventory #: 2242

Category: Accounting/Finance Tasks - Collections

SCHEDULING | Within 24 Hours

Task: Respond to all incoming member calls and emails regarding collections.

Supporting Data:

Procedure: RP04-MediaClientCommunications

Responsibility: Team Leader

Assistant Team Leader

Assigned To:

Assigned To:

Vendor(s):

Out-of-Balance Situations

Inventory #: 2261

Category: Accounting/Finance Tasks - General/Miscellaneous

SCHEDULING | Within 24 Hours

Task: Monitor and assist in determining the cause of out-of-balance situations and track the progress of problem resolution.

Supporting Data:

Procedure:

Responsibility: Team Leader

Assistant Team Leader

Assigned To:

Assigned To:

Vendor(s):

Documentation of Expenses

Inventory #: 2288

Category: Accounting/Finance Tasks - Recovery Expenses

SCHEDULING | Within 24 Hours

Task: Collect and record all recovery related charges and expenses. Forward information to and coordinate with Accounting to ensure that all recovery related expenses are separated from normal business expenses.

Supporting Data:

Procedure:

Responsibility: Team Leader

Assistant Team Leader

Assigned To:

Assigned To:

Vendor(s):

G/L Account Number Assignments

Inventory #: 2289

Category: Accounting/Finance Tasks - Recovery Expenses

SCHEDULING | Within 24 Hours

Task: Provide special account numbers for recording recovery related expenses.

Supporting Data:

Procedure:

Responsibility: Team Leader

Assistant Team Leader

Assigned To:

Assigned To:

Vendor(s):