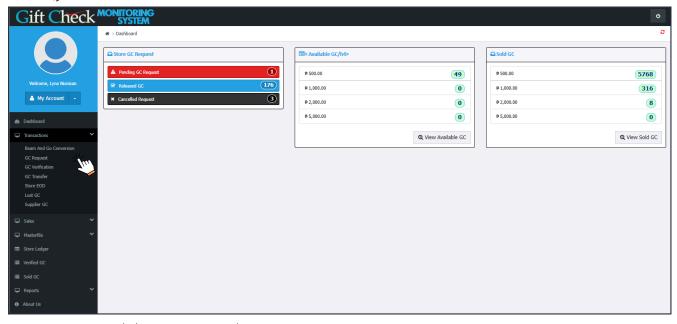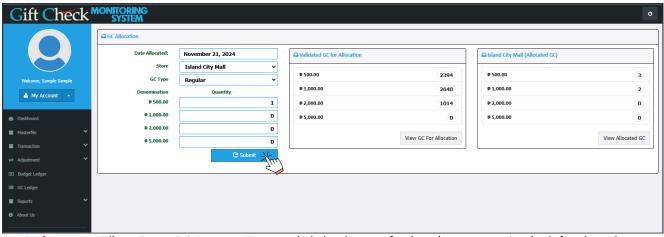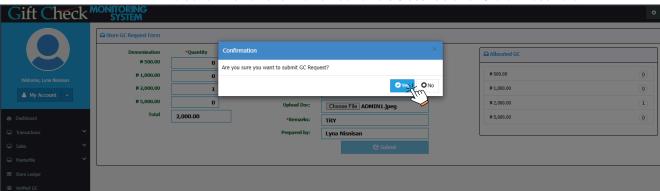# GC REQUISITION PER STORE

Retail Store Account

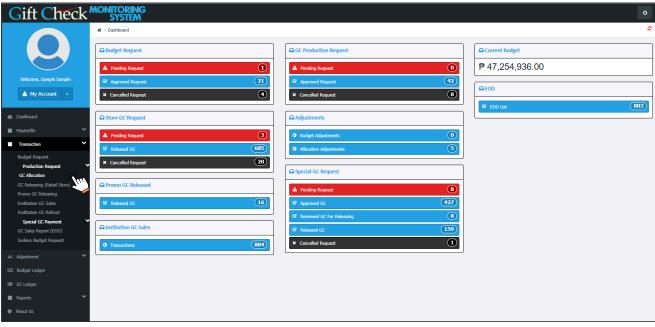**1st Step:** Click GC Request under Transaction to create a Store GC Request.

2nd Step: Fill-up Store GC Request Form and click submit to finalize the request. On the left side it shows the denomination and the number of GC's available for Store Allocation.
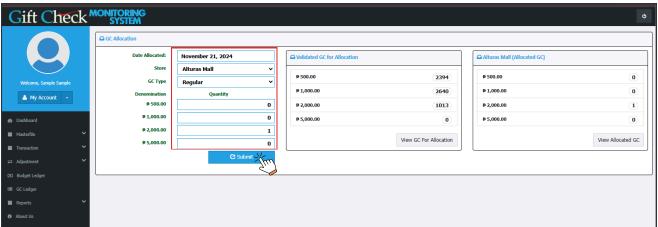

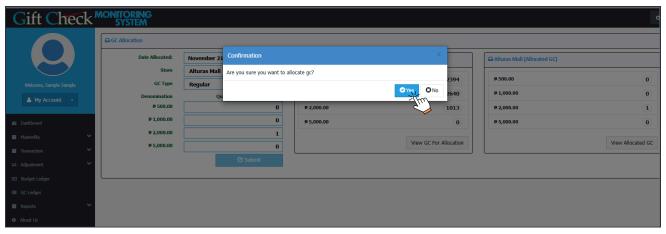**3rd Step:** Click "Yes" for confirmation of GC Request.

GC ALLOCATION

> **Treasury Department**

1st Step: Click Transaction on Dashboard then click Allocate GC to request for GC Allocation.

2nd Step: Fill-up GC Allocation Form and quantities per denomination needed for requisition then "Submit"..
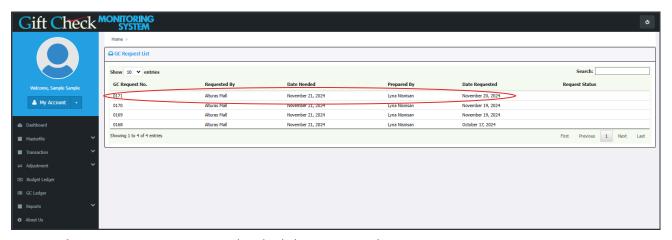

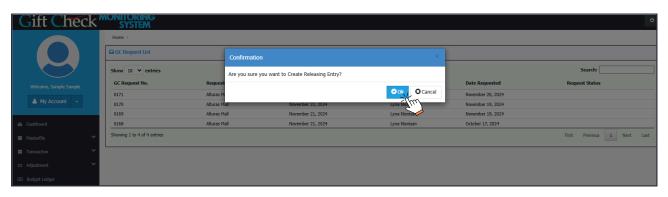**3rd Step:** Click OK to confirm GC Allocation.
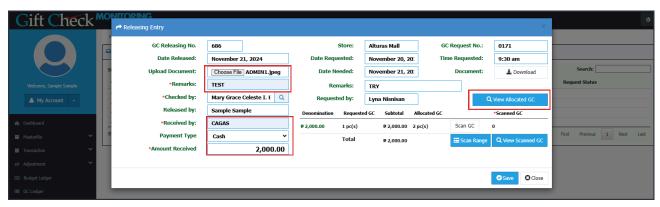
GC ALLOCATION APPROVAL

Treasury Department

1st Step: Click Pending Request button under Store GC Request Module.

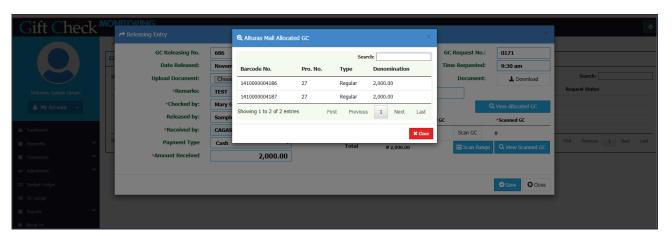**2nd Step:** To view GC Request details click GC Request line.

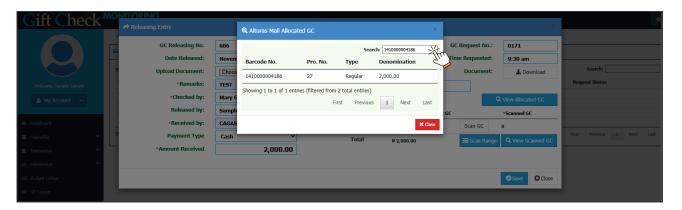**3rd Step:** Click Ok to Create Releasing Entry Form.

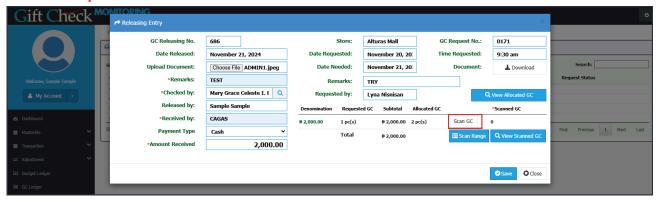**4th Step:** Fill-up and complete Releasing Entry Form.

5th Step: Click View Allocated GC to check for GC barcode number ready for releasing.
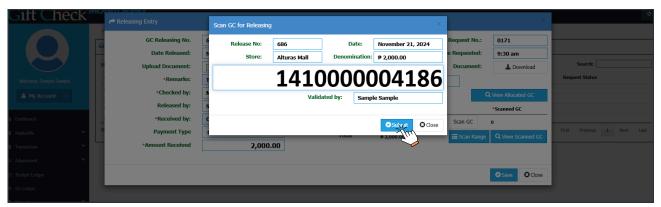

6th Step: To search for Store Allocated GC, input GC Barcode # in the search box.
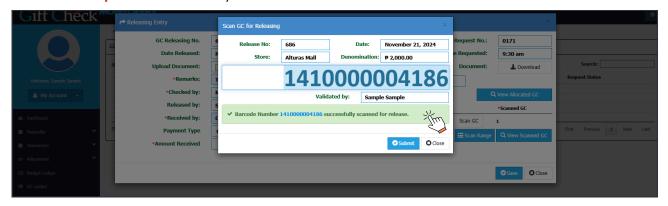
7th Step: Click Scan GC button to scan each GC barcode number.

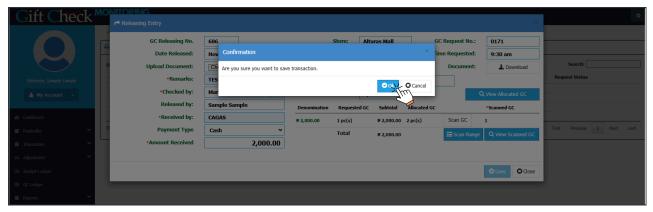**8th Step:** Scan GC barcode number then click submit.

9th Step: GC successfully scanned.

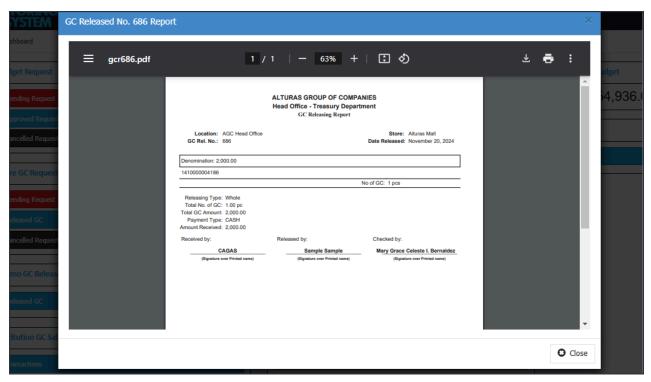**10th Step:** Allocated GC must be equal to Scanned GC. Click save to finalize GC Releasing Entry Form.

11th Step: Click OK to Save the Transaction.

12th Step: GC Releasing Report is available for viewing.
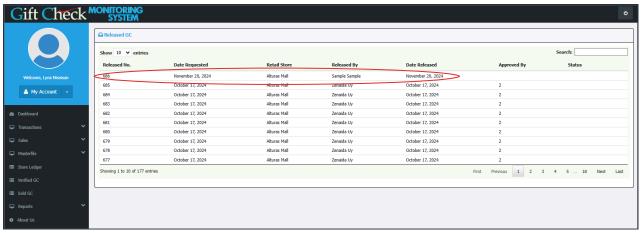
Sample GC Releasing Report Document

13th Step: Log-in Store Department Account for GC Receiving.
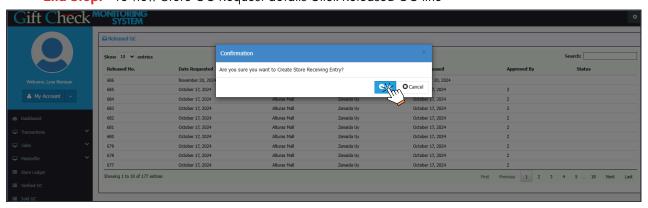
RETAIL STORE - GC RECEIVING
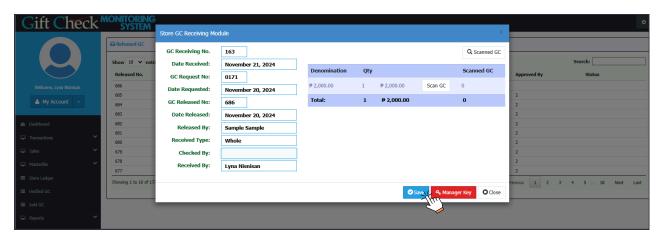
▶ Retail Store Account

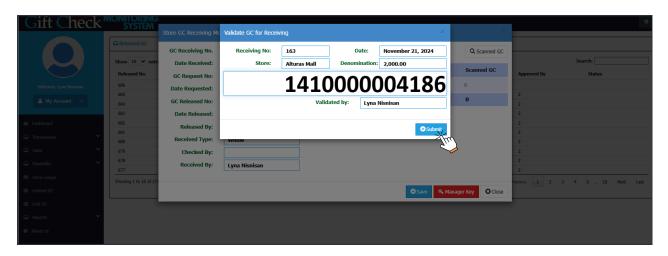**1st Step:** Click Released GC button under Store GC Request Module.

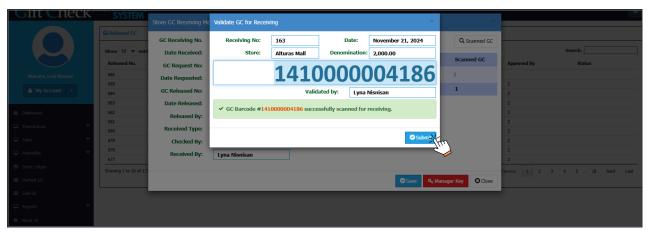**2nd Step:** To view Store GC Request details Click Released GC line
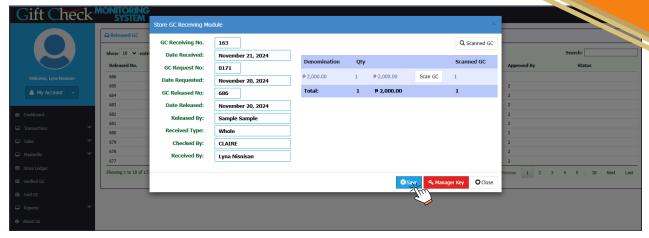

3rd Step: Click OK to Create Store Receiving Entry.

4th Step: Fill-up Store GC Receiving Form and Scan all validated GC ready for receiving.
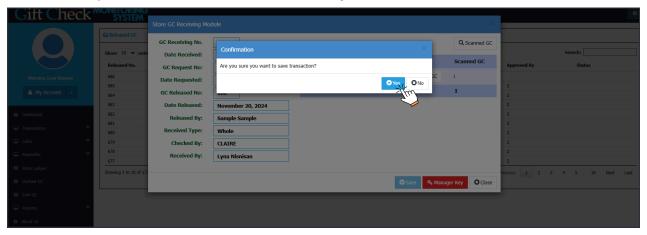

5th Step: Scan GC Barcode Number and then click Submit to Validate GC for receiving.
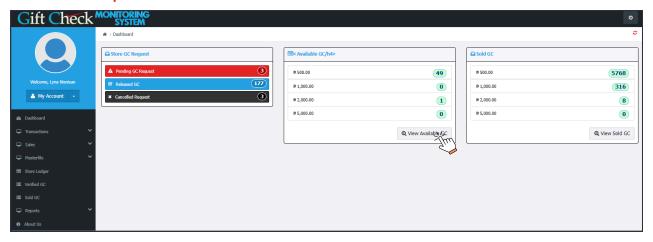

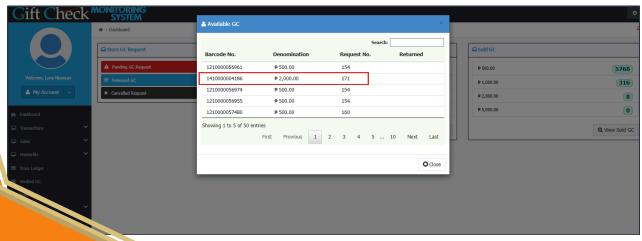**6th Step:** Barcode number successfully scanned.

7th Step: Click Save to finalize the store receiving form with Scanned GC.

8th Step: Click Yes to save and confirm the Transaction.

9th Step: Click Available GC button to view the number of GC received.

10th Step: Available allocated GC.