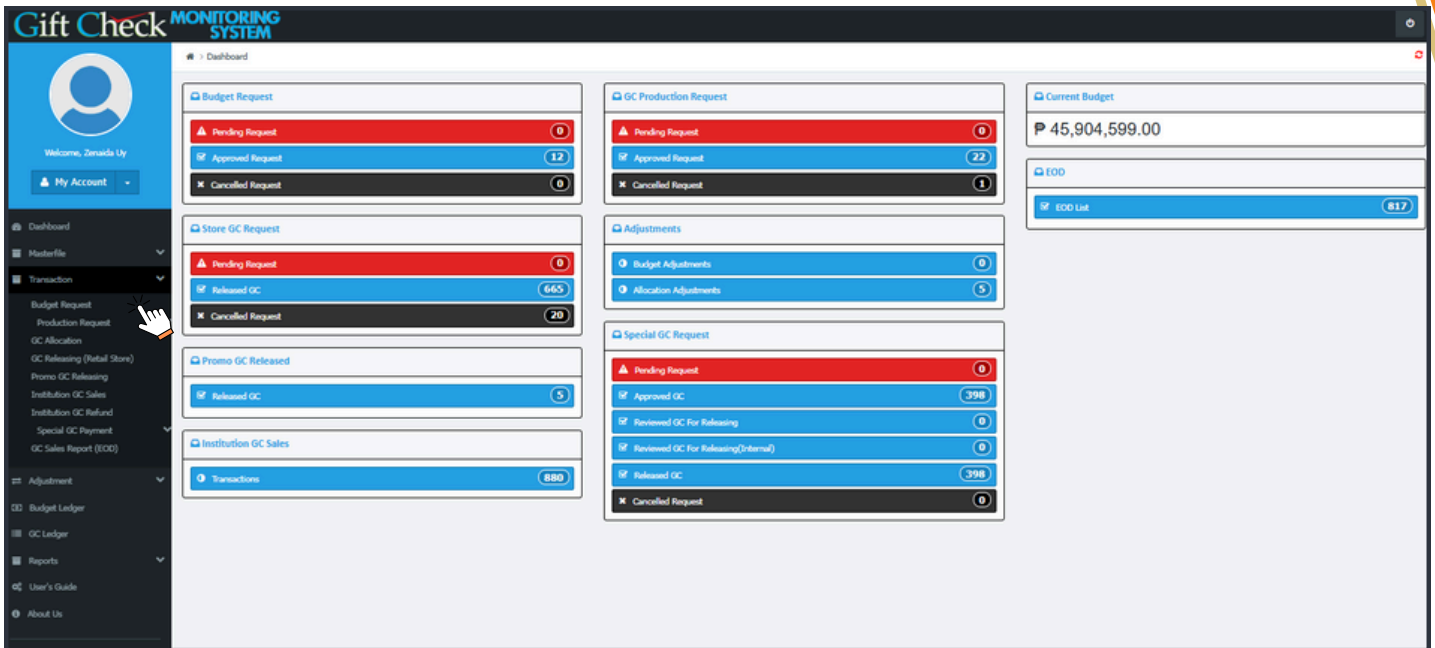


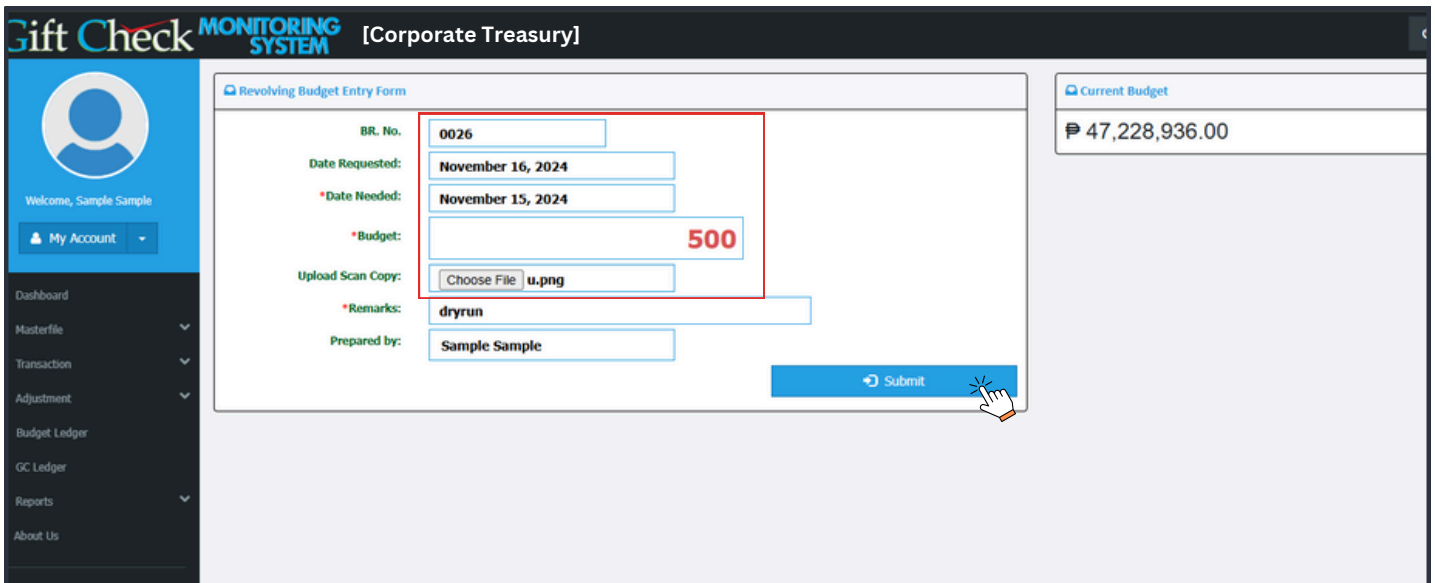
HOW TO CREATE BUDGET REQUEST

Treasury Department



The screenshot shows the 'Gift Check MONITORING SYSTEM' Dashboard. On the left is a sidebar with a user profile (Welcome, Zemaeda Uy) and a menu including Dashboard, Masterfile, Transaction, Budget Request, Production Request, GC Allocation, GC Releasing (Retail Store), Promo GC Releasing, Institution GC Sales, Institution GC Refund, Special GC Payment, GC Sales Report (EOD), Adjustment, Budget Ledger, GC Ledger, Reports, User's Guide, and About Us. The main area displays several summary cards: Budget Request (Pending: 0, Approved: 12, Cancelled: 0), GC Production Request (Pending: 0, Approved: 22, Cancelled: 1), Store GC Request (Pending: 0, Released GC: 665, Cancelled: 20), Promo GC Released (Released GC: 5), Institution GC Sales (Transactions: 880), GC Allocation Request (Pending: 0, Approved: 22, Cancelled: 1), Adjustments (Budget: 0, Allocation: 5), and Special GC Request (Pending: 0, Approved: 398, Reviewed: 0, Released: 398, Cancelled: 0). On the right, there are boxes for Current Budget (P 45,904,599.00) and EOD (EOD List: 817).

1st Step: Click on Transaction in Dashboard then click Budget Request



The screenshot shows the 'Revolving Budget Entry Form' in the 'Gift Check MONITORING SYSTEM [Corporate Treasury]'. The form fields are: BR. No. (0026), Date Requested (November 16, 2024), Date Needed (November 15, 2024), Budget (500), Upload Scan Copy (Choose File | u.png), Remarks (dryrun), and Prepared by (Sample Sample). A red box highlights the Budget, Date Needed, and Upload Scan Copy fields. A 'Submit' button is at the bottom right, with a hand cursor icon pointing to it. On the right, there is a 'Current Budget' box showing P 47,228,936.00. The left sidebar is partially visible, showing the menu.

2nd Step: Fill up Budget Entry Form.

3rd Step: The OR No. and Date Requested is a system generated, fill in the date needed.

4th Step: Input the amount of budget needed then click browse to upload the scanned copy for the

5th Step: Click on Submit then Yes to finalize the Budget Request.

HOW TO APPROVE GC BUDGET REQUEST

➤ Finance Department

Gift Check MONITORING SYSTEM

Welcome, Maria Jeannie Curay

Dashboard

- Promo GC Request
 - Pending Request (0)
 - Approved Request (17)
 - Cancelled Request (0)
- Budget Request
 - Pending Request (1)
 - Approved Request (21)
 - Cancelled Request (0)
- Special GC Request
 - Pending Request (External) (0)
 - Pending Request (Internal) (0)
 - Approved GC (426)
 - Cancelled Request (1)
- Budget Adjustment
 - Pending Request (1)
 - Approved Request (0)
 - Cancelled Request (0)

Current Budget
P 47,228,936.00

Special GC (Promotional)
P 0.00

DTI GC
P -7,296,000.00

1st Step: Click Pending Request button under Budget Request module.

Gift Check MONITORING SYSTEM

Welcome, Maria Jeannie Curay

Pending Budget Request

Show 10 entries

BR No.	Date Requested	Budget Requested	Date Needed	Prepared By
0026	November 15, 2024	500.00	November 15, 2024	Sample Sample

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

2nd Step: To view Pending Budget Request click on Budget Request line.

Gift Check MONITORING SYSTEM

Welcome, Maria Jeannie Curay

Revolving Budget Request Approval Form

*Request Status: **Approved**

Date Approved: November 16, 2024

Upload Document: Choose File f.png

*Remarks: testing

*Checked by: Charlotte L. Piquero

*Approved by: Fanie Abuyo

Prepared By: Tonton Maboloc

Budget Request (Details)

BR. No. 0026

Department: Corporate Treasury

Date Requested: November 15, 2024

Time Requested: 9:58 am

Date Needed: November 15, 2024

Budget Requested: P 500.00

Remarks: dryrun

Requested by: Sample Sample

Submit

3rd Step: Fill-up Budget Request Approval Form then click Submit.