

# HOW TO REQUEST SPECIAL EXTERNAL GC



**1st Step:** Click on Transaction in Dashboard then click Special External GC Payment under Special GC Payment.

**2nd Step:** Fill up Special External GC Payment.

**3rd Step:** The Company Name and Account Name is a system generated, fill in the date needed then click browse to upload the scanned copy.

**4th Step:** Input the denomination amount needed and quantity and select Payment Type.



**Gift Check MONITORING SYSTEM**

Welcome, Sample Sample

My Account

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

Special Ext. GC Payment

Special Int. GC Payment

GC Sales Report (ECG)

Special External GC Payment

Transaction # 443

Payment Date November 19, 2024

Date Needed November 18, 2024

Upload Document

aesthetic\_dark\_pink

Remove

Browse ...

Lookup Customer

AR Number 233

Payment Type Cash

Cash Amount 1,000.00

Amount in words one thousand

Denomination 500.00

Qty 2

Total: 1,000.00

Submit

Confirmation

Are you sure you want to submit GC Transfer Request?

Yes No

**5th Step:** Click on Submit then Yes to finalize the Special External GC Request.

**Gift Check MONITORING SYSTEM**

Welcome, Sample Sample

My Account

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

Special Ext. GC Payment

Special Int. GC Payment

GC Sales Report (ECG)

specialgcpayment482.pdf

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ALTURAS GROUP OF COMPANIES

Head Office - Treasury Department

Institution GC Releasing Report

SGC Req #: 443

Customer: UNITEC PIPE MANUFACTURING CORPORATION

Date Received: November 18, 2024

Account Name: UNITEC PIPE MANUFACTURING

Denomination	Quantity
500.00	2

Total No. of GC: 2 pcs

Total GC Amount: 1,000.00

Received by:

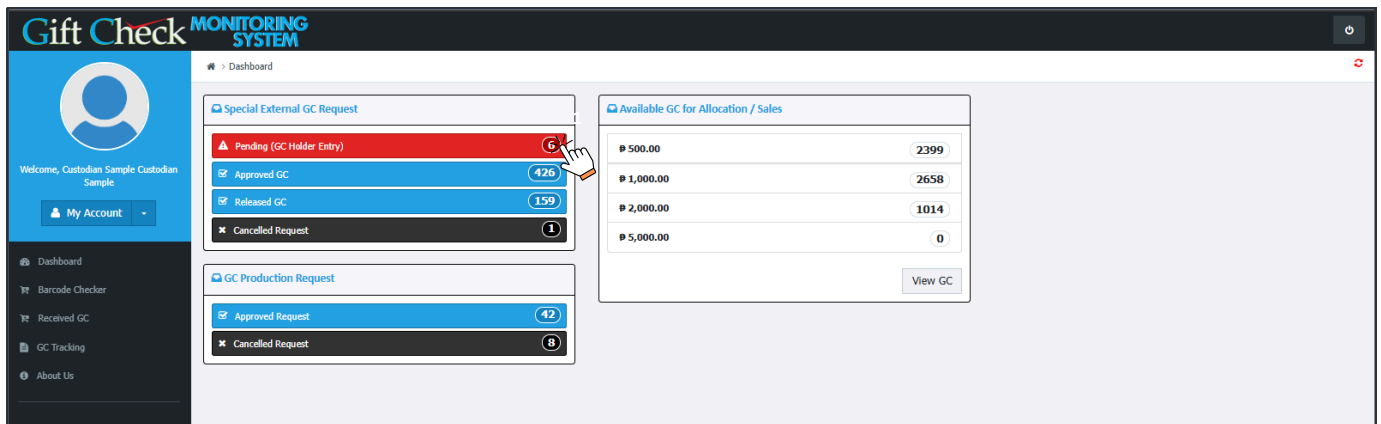
Sample Sample

(Signature over Printed name)

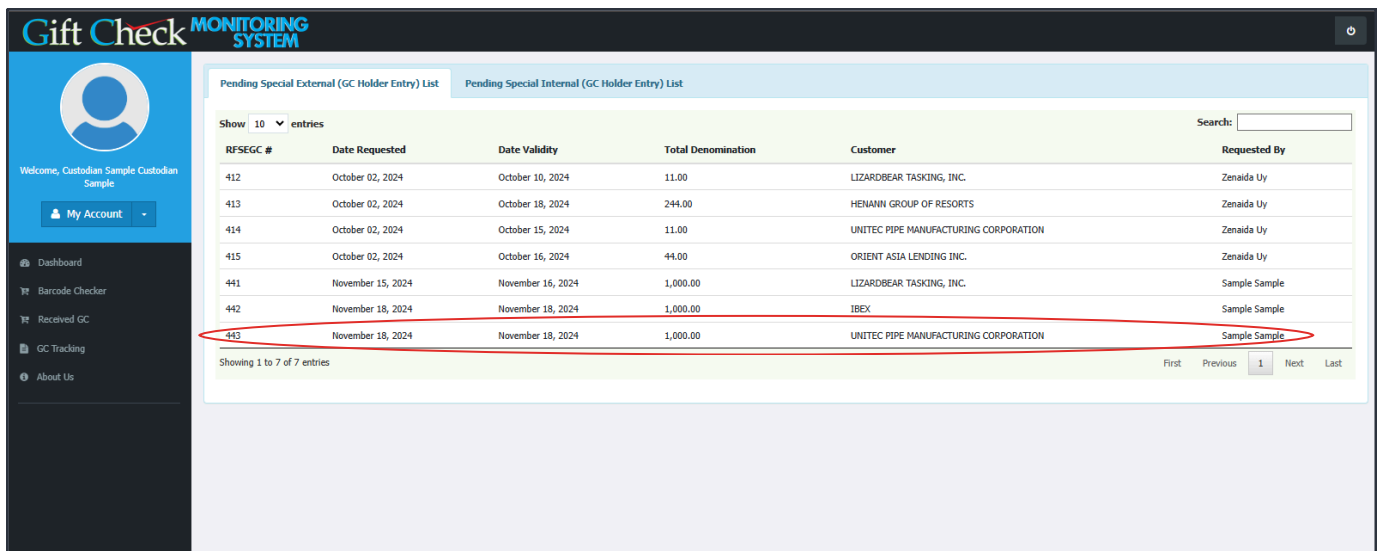
Close

**6th Step:** Once Special External GC has been made Special External Report will pop-out. An PDF file can also be downloaded.

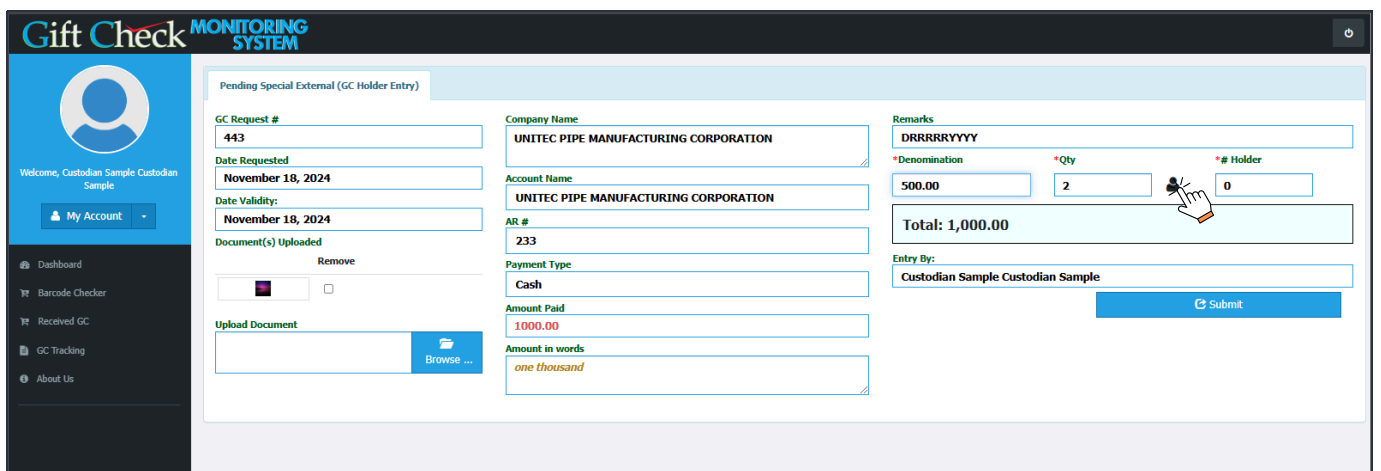
# HOW TO ASSIGN NAME



**1st Step:** Click Pending (GC Holder GC) Request button under Special External GC Request module.



**2nd Step:** To view Pending Special External Request click on Pending Special External line.



**3rd Step:** Click the user symbol to assign name.



**Gift Check MONITORING SYSTEM**

**Assign Customer Employee**

GC Holder Name: [CAGAS]

Denomination: 500.00

\*Last Name: [CAGAS]

\*First Name: [CLAIRE]

\*Middle Name: [CAGAMPANG]

Name Ext.: [ ]

\*Address: [JAGNA, BOHOL]

\*Voucher: [2318]

\*Business Unit: [ICM]

Lastname	First Name	Middle Name	Name ext.	Address	Voucher	Business Unit
No data available in table						

Showing 0 to 0 of 0 entries

First Previous Next Last

**4th Step:** Fill-up Assign Customer Employee Form then click Assign.

**Gift Check MONITORING SYSTEM**

**Assign Customer Employee**

GC Holder Name: [CAGAS]

Denomination: 500.00

\*Last Name: [CAGAS]

\*First Name: [MEISHA]

\*Middle Name: [JUAREZ]

Name Ext.: [ ]

\*Address: [JAGNA, BOHOL]

\*Voucher: [1818]

\*Business Unit: [ICM]

Lastname	First Name	Middle Name	Name ext.	Address	Voucher	Business Unit
CAGAS	CLAIRE	CAGAMPANG		JAGNA, BOHOL	2318	ICM
CAGAS	MEISHA	JUAREZ		JAGNA, BOHOL	1818	ICM

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

**5th Step:** Once it's done Assigning name then Click Close.

**Gift Check MONITORING SYSTEM**

**Pending Special External (GC Holder Entry)**

GC Request #: 443

Date Requested: November 18, 2024

Date Validity: November 18, 2024

Document(s) Uploaded: [ ]

Upload Document: [Browse ...]

Remove: [ ]

AR #: 233

Payment Type: Cash

Amount Paid: 1000.00

Amount in words: one thousand

Confirmation

Save Data?

Total: 1,000.00

Entry By: Sample Sample

**6th Step:** Once it's done Assigning name then Click Submit then Click Yes for confirmation.

# HOW TO APPROVE SPECIAL EXTERNAL GC REQUEST



**Gift Check MONITORING SYSTEM**

Dashboard

Welcome, Maria Jeannie Curay

My Account

Dashboard

Budget Ledger

SPGC Ledger(Promotional)

Reports

About Us

**Promo GC Request**

- Pending Request: 6
- Approved Request: 17
- Cancelled Request: 0

**Budget Request**

- Pending Request: 1
- Approved Request: 21
- Cancelled Request: 0

**Budget Adjustment**

- Pending Request: 1
- Approved Request: 0
- Cancelled Request: 0

**Special GC Request**

- Pending Request (External): 1
- Pending Request (Internal): 0
- Approved GC: 426
- Cancelled Request: 1

**Current Budget**

P 47,251,936.00

**Special GC (Promotional)**

P 0.00

**DTI GC**

P -7,296,000.00

**1st Step:** Click Pending Request (External) button under Special GC Request module.

**Gift Check MONITORING SYSTEM**

Pending Special External GC Request

Show 10 entries

Search:

RFSEGC #	Date Requested	Date Needed	Total Denomination	Customer	Requested by
443	November 18, 2024	November 18, 2024	1,000.00	UNITEC PIPE MANUFACTURING CORPORATION	Sample Sample

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

**2nd Step:** To view Pending Special External Request click on Pending Special External GC Request line.

**Gift Check MONITORING SYSTEM**

Special External GC Request Approval Form

GC HOLDER

**Current Budget**

P 47,251,936.00

**Request Status:** Approved

**Date Approved:** November 19, 2024

**Upload Document:** Choose File No file chosen

**Remarks:**

**Checked by:** Charlotte L. Piquero

**Approved by:** Fanie Abuyo

**Prepared By:** Sample Sample

**Submit**

**Special External GC Request Details**

**RFSEGC #** 443

**Department:** Corporate Treasury

**Date Requested:** November 18, 2024

**Time Requested:** 10:06 am

**Date Needed:** November 18, 2024

**Customer:** UNITEC PIPE MANUFACTURING CORPORATION

**Total Denomination:** 1,000.00

**Payment Type:** Cash

**Payment Amount:** 1,000.00

**AR #:** 233

**Documents:**

**Remarks:** DRRRRYYYYY

**Requested by:** Sample Sample

**3rd Step:** Fill-up Special External Request Approval Form then click Submit.



**Gift Check MONITORING SYSTEM**

Welcome, Maria Jeannie Cury

My Account

Dashboard  
Budget Ledger  
SPGC Ledger(Promotional)  
Reports  
About Us

**Special External GC Request Approval Form**

GC HOLDER

Request Status: **Approved**

Date Approved: **November 19, 2024**

Upload Document: **Choose File** No file chosen

Remarks: **TESTINGGG**

Checked by: **Charlotte L. Piquero**

Approved by: **Fanie Abuyo**

Prepared By: **Sample Sample**

**Confirmation**

Are you sure you want to approved budget request?

**Yes** **No**

**Request Details**

RFSEGC #: **443**

Department: **Corporate Treasury**

Date Requested: **November 18, 2024**

Time Requested: **10:06 am**

Date Needed: **November 18, 2024**

Customer: **UNITEC PIPE MANUFACTURING CORPORATIO**

Total Denomination: **1,000.00**

Payment Type: **Cash**

Payment Amount: **1,000.00**

AR #: **233**

Documents:

Remarks: **DRRRRRYYYY**

Requested by: **Sample Sample**

**Submit**

**4th Step:** After submit then Click Yes for confirmation.

**Gift Check MONITORING SYSTEM**

Welcome, Maria Jeannie Cury

My Account

Dashboard  
Budget Ledger  
SPGC Ledger(Promotional)  
Reports  
About Us

**Special External GC Approval Report**

gcspecial482.pdf

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**ALTURAS GROUP OF COMPANIES**  
Head Office - Finance Department  
Special External GC Approval Report

Request #: **443** Date Approved: **November 18, 2024**  
Customer: **UNITEC PIPE MANUFACTURING CORPORATION** Date Needed: **November 18, 2024**

Last name	Firstname	Middlename	Name Ext.	Denomination	Barcode
CAGAS	CLAIRE	CAGAMPANG		500.00	1000002427011
CAGAS	MICHAEL	GUARIZ		500.00	1000002427012

Payment Type: **CASH**  
Amount Received: **23,000.00**  
Total No. of GC: **2**  
Total GC Amount: **1,000.00**

Prepared by: **Sample Sample** (Signature over Printed name)

Checked by: **Charlotte L. Piquero** (Signature over Printed name)

Approved by: **Fanie Abuyo** (Signature over Printed name)

AR #: **233**

**Close**

**5th Step:** Once Special External GC has been approved Special External Report will pop-out. An PDF file can also be downloaded.

## SPECIAL EXTERNAL GC PRINTING



**Gift Check MONITORING SYSTEM**

Welcome, Angel Ugat

My Account

Dashboard

Barcode Checker

Received GC

GC Tracking

About Us

**Special External GC Request**

- Pending (GC Holder Entry) 0
- Approved GC 386
- Released GC 304
- Cancelled Request 0

**GC Production Request**

- Approved Request 18
- Cancelled Request 0

**Available GC for Allocation / Sales**

₱ 100.00	0
₱ 500.00	8329
₱ 1,000.00	2986
₱ 2,000.00	376
₱ 5,000.00	16

View GC

**1st Step:** Click Approved GC button under Special External GC Request module.

**Gift Check MONITORING SYSTEM**

Welcome, Custodian Sample Custodian Sample

My Account

Dashboard

Barcode Checker

Received GC

GC Tracking

About Us

**Approved Special External GC**

Show 10 entries

RFSEGC #	Date Requested	Date Validity	Customer	Date Approved	Approved By
443	November 18, 2024	November 18, 2024	UNITEC PIPE MANUFACTURING CORPORATION	November 18, 2024	Fanie Abuyo
439	October 16, 2024	October 16, 2024	UNITEC PIPE MANUFACTURING CORPORATION	October 16, 2024	Tonton Maboloc
438	October 14, 2024	October 14, 2024	BOHOL BANKERS ASSOCIATION	October 14, 2024	Tonton Maboloc
437	October 14, 2024	October 14, 2024	DU EK SAM, INC.	October 14, 2024	Tonton Maboloc
436	October 14, 2024	October 14, 2024	LIZARDBEAR TASKING, INC.	October 14, 2024	Tonton Maboloc
435	October 14, 2024	October 14, 2024	BOHOL BANKERS ASSOCIATION	October 14, 2024	Tonton Maboloc
434	October 10, 2024	October 10, 2024	ORIENT ASIA LENDING INC.	October 10, 2024	Fanie Abuyo
433	October 10, 2024	October 22, 2024	HENANN GROUP OF RESORTS	October 10, 2024	Tonton Maboloc
432	October 10, 2024	October 10, 2024	LIZARDBEAR TASKING, INC.	October 10, 2024	Tonton Maboloc
431	October 10, 2024	October 10, 2024	DU EK SAM, INC.	October 10, 2024	Tonton Maboloc

Showing 1 to 10 of 426 entries

Previous 1 2 3 4 5 ... 43 Next

**2nd Step:** To view Approved Special GC click on Approved Special External GC line.

**3rd Step:** There are five options for Special GC Printing: **Print Test Size, Print By Request ID, Print by Range, Print by Page.**



## For Print by Range

**Gift Check MONITORING SYSTEM**

Welcome, Custodian Sample Custodian Sample

**Special External GC Request #443** GC Barcodes

**Date Requested:** November 18, 2024

**Date Validity:** November 18, 2024

**Date Approved:** November 18, 2024

**Requested By:** Sample Sample

**Remarks:** TESTINGGG

**Document(s):** [Image]

**Checked By:** Charlotte L. Piquero

**Prepared By:** Maria Jeannie Curay

**AR #:** 233

**Payment Type:** Cash

**Amount:** 1,000.00

**Remarks:** DRRRRYYYYY

**Approved By:** Fanie Abuyo

**Special GC Printing Internalss**

**Print Test Size:** [Field]

**Print By Request ID:** [Field]

**Print By Range:** [Field]

**Print By Barcode:** [Field]

**Print By Page:** [Field]

**\*Barcode Start:** 1000202427801

**\*Barcode End:** 1000202427802

**\*Bottom Margin Per Page:** 0

**Submit**

Reprint this Request

**4th Step:** Input the barcode from start to end the Click on Submit.

**Special External GC Printing**

**Print** 1 sheet of paper

**Destination:** Microsoft Print to PDF

**Pages:** All

**Layout:** Portrait

**Color:** Color

**More settings**

**Print** **Cancel**

172.16.43.7:8080/gc/custodian/hgpcous.php?type=byrange&start=1000202427801&end=1000202427802

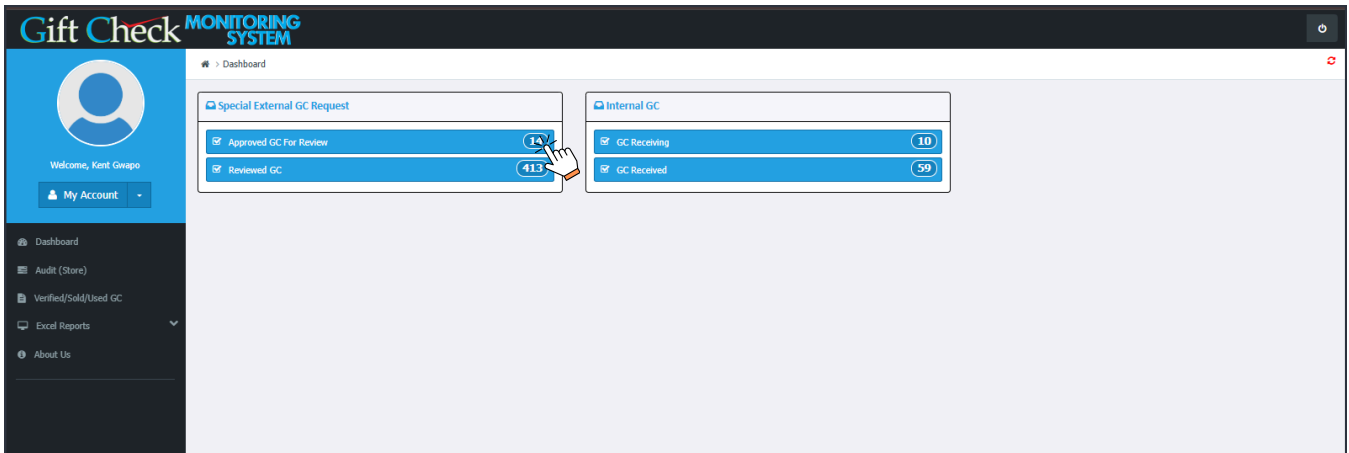
**6th Step:** Once Special GC Request has been made GC Printing design will pop-out then click on Print.





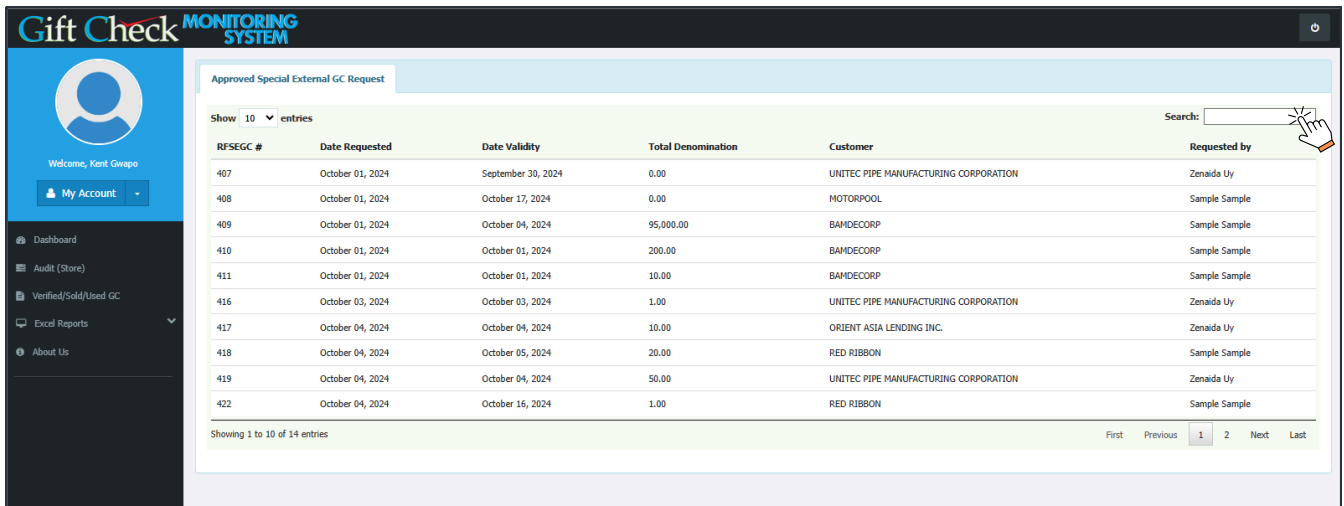
# GC SCAN BARCODE

## Internal Audit Department



The dashboard shows the user 'Welcome, Kent Gwapo' and a sidebar with navigation links: Dashboard, Audit (Store), Verified/Sold/Used GC, Excel Reports, and About Us. The main content area has two summary cards: 'Special External GC Request' and 'Internal GC'. The 'Special External GC Request' card shows 'Approved GC For Review' with 14 items and 'Reviewed GC' with 413 items. The 'Internal GC' card shows 'GC Receiving' with 10 items and 'GC Received' with 59 items. A hand icon points to the 'Approved GC For Review' link.

**1st Step:** Log-in Internal Audit Department Account then click on Approved GC For Review under Special External GC Request.

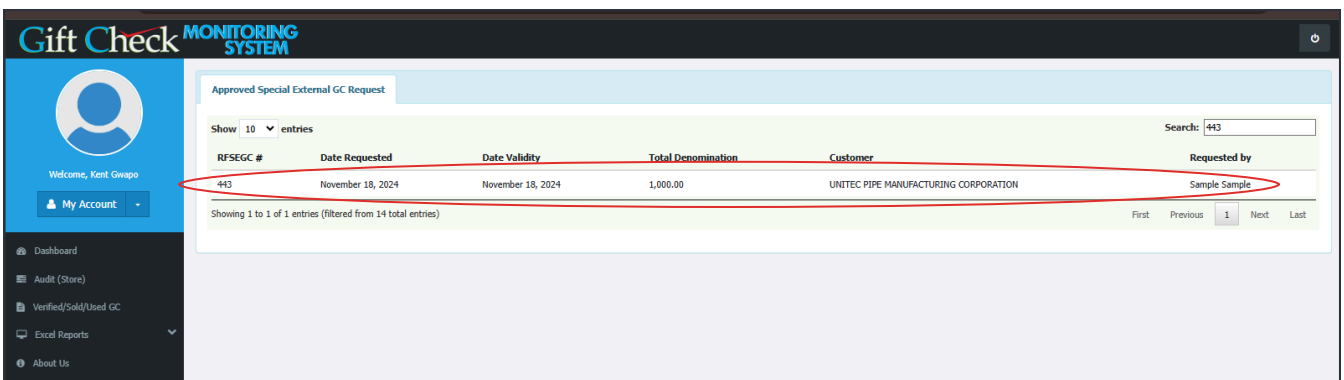


The 'Approved Special External GC Request' page shows a table with 14 entries. A search bar is visible on the right. A hand icon points to the search bar.

RFSEGC #	Date Requested	Date Validity	Total Denomination	Customer	Requested by
407	October 01, 2024	September 30, 2024	0.00	UNITEC PIPE MANUFACTURING CORPORATION	Zenaida Uy
408	October 01, 2024	October 17, 2024	0.00	MOTORPOOL	Sample Sample
409	October 01, 2024	October 04, 2024	95,000.00	BANDECORP	Sample Sample
410	October 01, 2024	October 01, 2024	200.00	BANDECORP	Sample Sample
411	October 01, 2024	October 01, 2024	10.00	BANDECORP	Sample Sample
416	October 03, 2024	October 03, 2024	1.00	UNITEC PIPE MANUFACTURING CORPORATION	Zenaida Uy
417	October 04, 2024	October 04, 2024	10.00	ORIENT ASIA LENDING INC.	Zenaida Uy
418	October 04, 2024	October 05, 2024	20.00	RED RIBBON	Sample Sample
419	October 04, 2024	October 04, 2024	50.00	UNITEC PIPE MANUFACTURING CORPORATION	Zenaida Uy
422	October 04, 2024	October 16, 2024	1.00	RED RIBBON	Sample Sample

Showing 1 to 10 of 14 entries

**2nd Step:** Then Search the RFSEGC # of Special External GC Request to view.



The search results show a single entry for RFSEGC # 443. A red oval highlights the entry.

RFSEGC #	Date Requested	Date Validity	Total Denomination	Customer	Requested by
443	November 18, 2024	November 18, 2024	1,000.00	UNITEC PIPE MANUFACTURING CORPORATION	Sample Sample

Showing 1 to 1 of 1 entries (filtered from 14 total entries)

**3rd Step:** To view click on Approved Special External GC Request line.

**Gift Check MONITORING SYSTEM**

Welcome, Kent Gwapo

My Account

Dashboard

Audit (Store)

Verified/Sold/Used GC

Excel Reports

About Us

Special External GC Details

GC HOLDER

RFSEGC #: 443

Department: Corporate Treasury

Date Requested: November 18, 2024

Time Requested: 10:06 am

Date Validity: November 18, 2024

Customer: UNITEC PIPE MANUFACTURING CORP

Total Denomination: 1,000.00

AR #: 233

Payment Type: Cash

Payment Amount: 1,000

Documents:

Request Remarks: DRRRRYYYYY

Requested by: Sample Sample

Date Approved: November 18, 2024

Approved Remarks: TESTINGGG

Checked By: Charlotte L. Piquero

Approved By: Fanie Abuyo

Prepared By: Maria Jeannie Curay

Show 10 entries

Search:

Lastname	Firstname	Middlename	Ext.	Denomination	Barcode
No data available in table					

Showing 0 to 0 of 0 entries

Remarks:

Total GC Scanned: 0

Total Denomination: 0.00

Reviewed By: Kent Gwapo

Submit

**4th Step:** Click Scan GC to scan the barcode.

**Gift Check MONITORING SYSTEM**

Welcome, Kent Gwapo

My Account

Dashboard

Audit (Store)

Verified/Sold/Used GC

Excel Reports

About Us

Special External GC Details

GC HOLDER

RFSEGC #: 443

Department: Corporate Treasury

Date Requested: November 18, 2024

Time Requested: 10:06 am

Date Validity: November 18, 2024

Customer: UNITEC PIPE MANUFACTURING CORP

Total Denomination: 1,000.00

AR #: 233

Payment Type: Cash

Payment Amount: 1,000

Documents:

Request Remarks: DRRRRYYYYY

Requested by: Sample Sample

Date Approved: November 18, 2024

Approved Remarks: TESTINGGG

Checked By: Charlotte L. Piquero

Approved By: Fanie Abuyo

Prepared By: Maria Jeannie Curay

Scan GC

Date: November 19, 2024

000202427801

Scanned by: Kent Gwapo

Submit

Close

**Gift Check MONITORING SYSTEM**

Welcome, Kent Gwapo

My Account

Dashboard

Audit (Store)

Verified/Sold/Used GC

Excel Reports

About Us

Special External GC Details

GC HOLDER

RFSEGC #: 443

Department: Corporate Treasury

Date Requested: November 18, 2024

Time Requested: 10:06 am

Date Validity: November 18, 2024

Customer: UNITEC PIPE MANUFACTURING CORP

Total Denomination: 1,000.00

AR #: 233

Payment Type: Cash

Payment Amount: 1,000

Documents:

Request Remarks: DRRRRYYYYY

Requested by: Sample Sample

Date Approved: November 18, 2024

Approved Remarks: TESTINGGG

Checked By: Charlotte L. Piquero

Approved By: Fanie Abuyo

Prepared By: Maria Jeannie Curay

Scan GC

Date: November 19, 2024

000202427802

Scanned by: Kent Gwapo

Successfully Scanned.

Submit

Close

Lastname	Firstname	Middlename	Ext.	Denomination	Barcode
CAGAMPANG				500.00	1000202427801
JUAREZ				500.00	1000202427802

Remarks:

Total GC Scanned: 2

Total Denomination: 1,000

Reviewed By: Kent Gwapo

Submit



**5th Step:** Input Barcode numbers then click submit.

The screenshot shows the 'Special External GC Details' form in the Gift Check Monitoring System. The form is filled with the following information:

- RFSEGC #: 443
- Department: Corporate Treasury
- Date Requested: November 18, 2024
- Time Requested: 10:06 am
- Date Validity: November 18, 2024
- Customer: UNITEC PIPE MANUFACTURING CORI
- Total Denomination: 1,000.00
- AR #: 233
- Payment Type: Cash
- Payment Amount: 1,000
- Documents: [Image]
- Request Remarks: DRRRRYYYY
- Requested by: Sample Sample
- Date Approved: November 18, 2024
- Approved Remarks: TESTINGGG
- Checked By: Charlotte L. Piquero
- Approved By: Fanie Abuyo
- Prepared By: Maria Jeannie Curay

On the right, there is a table with 2 entries:

Lastname	Firstname	Middlename	Ext.	Denomination	Barcode
CAGAS	CLAIRE	CAGAMPANG		500.00	1000202427801
CAGAS	MEISHA	JUAREZ		500.00	1000202427802

Below the table, there are fields for 'Remarks', 'Total GC Scanned: 2', 'Total Denomination: 1,000', and 'Reviewed By: Kent Gwapo'. A blue 'Submit' button is at the bottom right, with a hand icon pointing to it.

**6th Step:** Click on Submit to finalize the request.

The screenshot shows the same form as the previous step, but with a 'Confirmation' dialog box overlaid. The dialog box asks 'Are you sure you want to submit?' and has 'Yes' and 'No' buttons. A hand icon is pointing to the 'Yes' button.

**7th Step:** Click Yes to finalize the request.

