

HOW TO MAKE GC PRODUCTION REQUEST (REGULAR GC)



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

GC Sales Report (EOD)

Sodexo Budget Request

Adjustment

Budget Ledger

GC Ledger

Budget Request

Pending Request 1

Approved Request 21

Cancelled Request 4

Store GC Request

Pending Request 1

Released GC 685

Cancelled Request 20

Promo GC Released

Released GC 14

Institution GC Sales

Transactions 883

GC Production Request

Pending Request 0

Approved Request 42

Cancelled Request 8

Adjustments

Budget Adjustments 0

Allocation Adjustments 5

Special GC Request

Pending Request 7

Approved GC 427

Reviewed GC For Releasing 8

Released GC 159

Cancelled Request 1

Current Budget

P 47,254,936.00

EOD

EOD List 803

1st Step: Click on Transaction Pending Request button under GC Production Request Module.

Production Request Form 3

P.R. No. 0048

Date Requested: November 16, 2024

*Date Needed: November 16, 2024

Upload Scan Copy: Choose File f.png

*Remarks: testing

Denomination P 500.00

*Quantity 1

pc(s) left 94,456

P 1,000.00 0 47,228

P 2,000.00 0 23,614

P 5,000.00 0 9,445

Prepared by: Sample Sample

Submit

Current Budget

P 47,228,436.00

2nd Step: Fill-up Production Request form and input quantities for corresponding denomination for GC Production then click Submit to finalize Production Request form.



HOW TO APPROVE GC PENDING PRODUCTION REQUEST



The dashboard shows various modules for Gift Check monitoring. The 'GC Production Request' module is highlighted with a red box and a hand icon pointing to the 'Pending Request' button, which has a count of 3.

Module	Status	Count
Promo GC Request	Pending Request	6
	Approved Request	17
	Cancelled Request	0
GC Production Request	Pending Request	3
	Approved Request	39
	Cancelled Request	8
Special External GC Request	Pending (GC Holder Entry)	5
	Approved GC	426
	Released GC	159
	Cancelled Request	1

Other modules visible include 'Promo GC Received' (Released GC: 14, Promo List: 14), 'Current Budget' (₱ 47,228,936.00), and 'Available GC for Allocation / Sales' (₱ 500.00: 2409, ₱ 1,000.00: 2667, ₱ 2,000.00: 1014, ₱ 5,000.00: 0).

1st Step: Click Pending Request button under GC Production Request module..

The 'Pending Production Request' table shows a single entry with the following details:

PR No.	Date Request	Total Amount	Date Needed	Requested By	Department
0048	November 15, 2024	500.00	November 16, 2024	Sample Sample	Corporate Treasury

The table also includes a search bar, a 'Show 10 entries' dropdown, and pagination controls (First, Previous, 1, Next, Last).

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



[Corporate Marketing]

Welcome, Marketing Sample

My Account

- Dashboard
- Promo GC Request
- Promo
- Released Promo GC
- Promo GC Status
- Manage Supplier
- Sales
- Verified GC Per Store
- About Us

Production Request Approval Form

*Request Status:

Approved

Date Approved:

November 16, 2024

Upload Document:

Choose File 20240929_141544.jpg

*Remarks:

DRYRUN

*Checked by:

Junrey C. Villasan

*Approved by:

Mary Grace Celeste I. Bernaldez

Prepared By:

Marketing Sample

Submit

Production Request Details

PE no.:

0048

Department:

Corporate Treasury

Date Requested:

November 15, 2024

Time Requested:

1:25 pm

Date Needed:

November 16, 2024

Request Document:

Download

Remarks:

Testing

Requested by:

Sample Sample

Denomination	Quantity	
P 500.00	1	P 500.00
Total		P 500.00

- 3rd Step:** Fill-up and Update Production Request Approval Form .On the left side it shows the Production Request Details.
- 4th Step:** Click Submit to finalize the request.



GC BARCODE NUMBER GENERATION



Gift Check MONITORING SYSTEM

Welcome, Sample Sample

Budget Request

Pending Request	1
Approved Request	21
Cancelled Request	4

GC Production Request

Pending Request	0
Approved Request	40
Cancelled Request	8

Current Budget

₱ 47,228,436.00

EOD

EOD List	803
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Store GC Request

Pending Request	1
Released GC	685
Cancelled Request	20

Adjustments

Budget Adjustments	0
Allocation Adjustments	5

Special GC Request

Pending Request	5
Approved GC	426
Reviewed GC For Releasing	7
Released GC	159
Cancelled Request	1

Promo GC Released

Released GC	14
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Institution GC Sales

Transactions	679
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Production Request No. 0048 has been approved please click button to generate barcode.

Generate Barcode

1st Step: Click Generate Barcode button to generate barcode for the approved GC Production Request.



GC REQUISITION FORM



Gift Check MONITORING SYSTEM

Welcome, Marketing Sample

My Account

Dashboard

- Promo GC Request
- Promo
- Released Promo GC
- Promo GC Status
- Manage Supplier
- Sales
- Verified GC Per Store
- About Us

Promo GC Request

- Pending Request (6)
- Approved Request (17)
- Cancelled Request (0)

GC Production Request

- Pending Request (0)
- Approved Request (40)
- Cancelled Request (8)

Special External GC Request

- Pending (GC Holder Entry) (5)
- Approved GC (426)
- Released GC (159)
- Cancelled Request (1)

Promo GC Received

- Released GC (14)
- Promo List (14)

Available GC for Allocation / Sales

P 500.00	2409
P 1,000.00	2667
P 2,000.00	1014
P 5,000.00	0

View GC

Current Budget

₱ 47,228,436.00

Please fill up Requisition Form for Production Request No. 0048 P.O. [Click Here](#)

1st Step: Click Requisition Form for Production Request.

Gift Check MONITORING SYSTEM

Welcome, Marketing Sample

My Account

Dashboard

- Promo GC Request
- Promo
- Released Promo GC
- Promo GC Status
- Manage Supplier
- Sales
- Verified GC Per Store
- About Us

Suggested E-Requisition Entry

E-Request No.: 0041

Finalize: **Approved**

Prod. Req. #: 0048

Date Requested: November 15, 2024

Date Needed: November 16, 2024

Location: AGC Head Office

Department: Marketing

Remarks: TESTING

Checked by: Jay Raymond C. Ingles

Approved by: Marketing Sample

Select Supplier: Starlink

Contact Person: Elon Musk

Contact No.: 02135245

Address: Taga ilaha

Request for gift cheque printing as per breakdown provided below.

Denomination	Qty	Unit	Barcode No. Start	Barcode No. End
₱ 500.00	1	pc(s)	1210000066919	1210000066919

[Confirm](#)

2nd Step: Fill-up Suggested E-Requisition Entry Form for Approval.

3rd Step: Click Confirm to create the requisition.



MONITORING SYSTEM

[Corporate Marketing]

Welcome, Marketing Sample

My Account

Dashboard

Promo GC Request

Promo

Released Promo GC

Promo GC Status

Manage Supplier

Sales

Verified GC Per Store

About Us

Suggested E-Requisition Entry

E-Request No.:

Finalize:

Prod. Req. #:

Date Requested:

Date Needed:

Location:

Department:

Remarks:

Checked by:

Approved by:

Confirmation

Are you sure you want to create requisition?

Yes No

Starlink

Elon Musk

02135245

Taga ilaha

November 16, 2024

AGC Head Office

Marketing

TESTING

Jay Raymond C. Ingles

Marketing Sample

Request for gift cheque printing as per breakdown provided below.

Denomination	Qty	Unit	Barcode No. Start	Barcode No. End
P 500.00	1	pc(s)	1210000066919	1210000066919

Confirm

4th Step: Click Yes to finalize the requisition.

5th Step: Once GC E-Requisition has been made E-Requisition Report will pop-out. An Excel file can also be downloaded.

MONITORING SYSTEM

[Corporate Marketing]

Welcome, Marketing Sample

My Account

Dashboard

Promo GC Request

Promo

Released Promo GC

Promo GC Status

Manage Supplier

Sales

Verified GC Per Store

About Us

E-Requisition Report

requis0041.pdf

1 / 1 | 100% +

Export (Excel)

Marketing Department

ALTURAS GROUP OF COMPANIES

GC E-Requisition

E-Req. No: 0041

Date Requested: November 15, 2024

Date Needed: November 16, 2024

Request for gift cheque printing as per breakdown provided below.

Denomination	Qty	Unit	Barcode No. Start	Barcode No. End
500.00	1	pcs	1210000066919	1210000066919

Supplier Information

Company Name	Starlink
Contact Person:	Elon Musk
Contact #:	02135245
Address:	Taga ilaha

K22 (Signature over Printed Name)														
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Marketing Department													
2	ALTURAS GROUP OF COMPANIES													
3	GC E-Requisition													
4														
5	E-Req. No. 0041										Date Requested:		November 15, 2024	
6											Date Needed:		November 16, 2024	
7														
8	Request for gift cheque printing as per breakdown provided below.													
9	Denomination		Qty		Unit		Barcode No. Start				Barcode No. End			
10	500		1		pcs		- 1210000066919				- 1210000066919			
11														
12	Supplier Information													
13	Company Name:				Starlink									
14	Contact Person:				Elon Musk									
15	Contact #:				2135245									
16	Address:				Taga ilaha									
17														
18														
19	Checked By:										Approved By:			
20														
21	Jay Raymond C. Ingles										Marketing Sample			
22	(Signature over Printed Name)										(Signature over Printed Name)			
23														

BARCODE CHECKER



The dashboard shows the user's profile and navigation menu on the left. The main content area displays four summary cards: Special External GC Request (5 Pending, 426 Approved, 159 Released, 1 Cancelled), GC Production Request (40 Approved, 8 Cancelled), Available GC for Allocation / Sales (a table with denominations and counts), and a View GC button.

Denomination	Count
P 500.00	2409
P 1,000.00	2667
P 2,000.00	1014
P 5,000.00	0

1st Step: Click Barcode Checker on Dashboard.

The Barcode Checker page has two tabs: Barcode Checker (active) and Barcode Search. The Barcode Checker tab contains input fields for Date Scanned, GC Barcode #, and Scanned By, along with a Submit button. A table displays scanned records with columns for GC Barcode #, Denomination, Date Scanned, and Scanned By. Summary statistics are shown at the bottom right.

GC Barcode #	Denomination	Date Scanned	Scanned By
1410000015203	2,000.00	October 14, 2024	Custodian Account
1310000027004	1,000.00	October 14, 2024	Custodian Account
1210000066915	500.00	October 14, 2024	Custodian Account
1410000015202	2,000.00	October 14, 2024	Custodian Account
1210000066914	500.00	October 14, 2024	Custodian Account

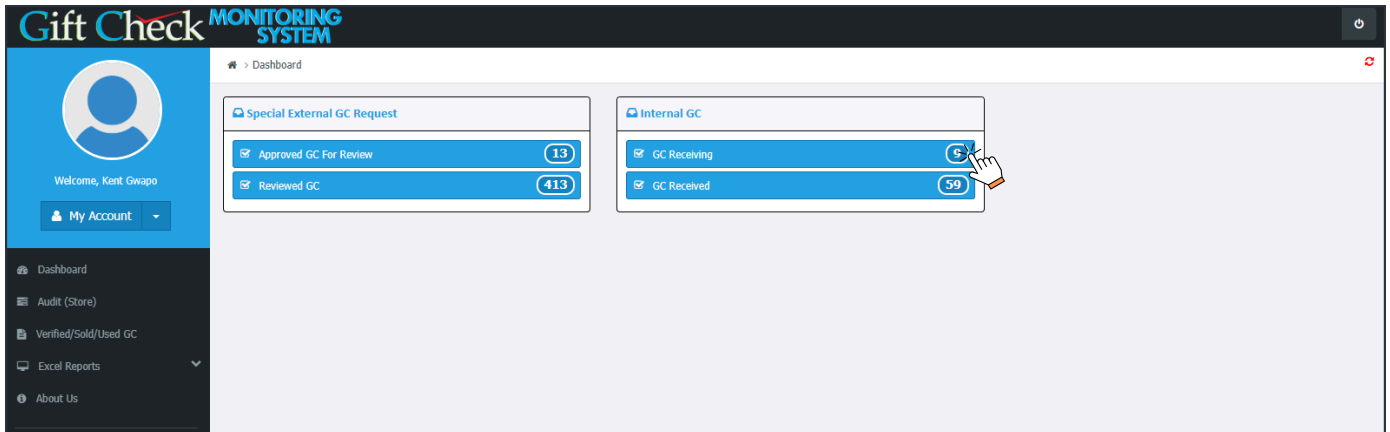
Regular GC Scanned Count: 61723
Special External GC Scanned Count: 5
Total GC Scanned: 61728
Number of GC Scanned Today: 0

2nd Step: Click GC Barcode # and Scan the GC Barcode for Barcode Check then Click on Submit.



GC RECEIVING (BARCODE VALIDATION)

➤ Internal Audit Department



1st Step: Log-in Internal Audit Department Account for GC Receiving.

2nd Step: Click GC Receiving under Internal GC.

Gift Check MONITORING SYSTEM

Welcome, Kent Gwapo

My Account

Dashboard

Audit (Store)

Verified/Sold/Used GC

Excel Reports

About Us

GC Receivingasdasd

Show 10 entries

Search:

FAD Rec. #	E Req. #	Trans Date	Supplier Name	P.O. #	Textfile Name
1722	011	August 31, 2019	RED CARPET DIGITAL PRINT INC.	4-21693	GC_11.txt
155	013	May 19, 2020	UNI-FAB METAL INDUSTRIES	211	GC_13.txt
155	014	May 19, 2020	UNI-FAB METAL INDUSTRIES	211	GC_14.txt
155	015	October 18, 2021	UNI-FAB METAL INDUSTRIES	211	GC_15.txt
155	016	November 09, 2022	UNI-FAB METAL INDUSTRIES	211	GC_16.txt
155	018	July 28, 2023	UNI-FAB METAL INDUSTRIES	211	GC_18.txt
155	021	July 30, 2024	UNI-FAB METAL INDUSTRIES	211	GC_21.txt
155	004	January 06, 2016	UNI-FAB METAL INDUSTRIES	211	GC_4.txt
155	042	July 30, 2024	UNI-FAB METAL INDUSTRIES	211	GC_42.txt
45	045	July 19, 2024	UNI-FAB METAL INDUSTRIES	211	GC_45.txt

Showing 1 to 10 of 10 entries

First Previous 1 Next Last

3rd Step: To view click on GC Receiving line.

4th Step: There are two options for GC Validation: **Validate by Range** and **Validate by Barcode**.



For validating GC using **Validate by Barcode:**

Gift Check MONITORING SYSTEM

Welcome, Kent Gwapo

My Account

Dashboard

Audit (Store)

Verified/Sold/Used GC

Excel Reports

About Us

FAD Textfile Details asdasd

GC Receiving No.

E-Requisition No.

FAD Receiving Type

Received As

Denomination	Qty Received	Validated GC
500.00	<input type="text" value="1"/>	<input type="text" value="0"/>
1,000.00	<input type="text" value="0"/>	<input type="text" value="0"/>
2,000.00	<input type="text" value="0"/>	<input type="text" value="0"/>
5,000.00	<input type="text" value="0"/>	<input type="text" value="0"/>

☐ Validate By Range ☒ **Validate By Barcode** ☐ Scanned GC

P.O. Details

FAD Receiving No:

Transaction Date:

Reference No:

Purchase Order No:

Purchase Date:

Reference PO No:

Payment Terms:

Location Code:

Department Code:

Supplier Name:

Mode of Payment:

Remarks:

Checked By:

Prepared By:

5th Step: Click Validate by Barcode to start on validating GC.

6th Step: Scan GC Barcode Number then click Submit.

Gift Check MONITORING SYSTEM

Welcome, Kent Gwapo

My Account

Dashboard

Audit (Store)

Verified/Sold/Used GC

Excel Reports

About Us

FAD Textfile Details asdasd

GC Receiving No.

E-Requisition No.

FAD Receiving Type

Received As

Denomination	Qty Received	Validated GC
500.00	<input type="text" value="1"/>	<input type="text" value="0"/>
1,000.00	<input type="text" value="0"/>	<input type="text" value="0"/>
2,000.00	<input type="text" value="0"/>	<input type="text" value="0"/>
5,000.00	<input type="text" value="0"/>	<input type="text" value="0"/>

☐ Validate By Range ☒ **Validate By Barcode** ☐ Scanned GC

Validate By GC Barcode

Receive No: Date:

Validated By:

P.O. Details

FAD Receiving No:

Transaction Date:

Reference No:

Purchase Order No:

Purchase Date:

Reference PO No:

Payment Terms:

Location Code:

Department Code:

Supplier Name:

Mode of Payment:

Remarks:

Checked By:

Prepared By:

7th Step: By clicking submit, barcode number with Corresponding Amount of GC will appear. Click Submit to finalize GC Barcode Validation.

Gift Check MONITORING SYSTEM

Welcome, Kent Gwapo

My Account

Dashboard

Audit (Store)

Verified/Sold/Used GC

Excel Reports

About Us

FAD Textfile Details asdasd

GC Receiving No. 60

E-Requisition No. 042

FAD Receiving Type WHOLE

Received As - Select -

Denomination	Qty Received	Validated GC
500.00	1	0
1,000.00	0	0
2,000.00	0	0
5,000.00	0	0

Validate By Range

Validate By Barcode

Scanned GC

Submit

Manager Key

Submit

8th Step: GC Barcode number already scanned.

Gift Check MONITORING SYSTEM

Welcome, Kent Gwapo

My Account

Dashboard

Audit (Store)

Verified/Sold/Used GC

Excel Reports

About Us

FAD Textfile Details asdasd

GC Receiving No. 60

E-Requisition No. 042

FAD Receiving Type WHOLE

Received As - Select -

Denomination	Qty Received	Validated GC
500.00	1	0
1,000.00	0	0
2,000.00	0	0
5,000.00	0	0

Validate By Range

Validate By Barcode

Scanned GC

Submit

Manager Key

Submit

9th Step: Click Scanned GC to view the validated and scanned GC.

Gift Check MONITORING SYSTEM

Welcome, Kent Gwapo

My Account

Dashboard

Audit (Store)

Verified/Sold/Used GC

Excel Reports

About Us

FAD Textfile Details asdasd

GC Receiving No. 60

E-Requisition No. 042

FAD Receiving Type WHOLE

Received As - Select -

Denomination	Qty Received	Validated GC
500.00	1	0
1,000.00	0	0
2,000.00	0	0
5,000.00	0	0

Validate By Range

Validate By Barcode

Scanned GC

Submit

Manager Key

Submit

Scanned GC

Show 10 entries Search:

GC Barcode #	Denomination	Action
121000066920	500.00	

Showing 1 to 1 of 1 entries First Previous 1 Next Last

Close

10th Step: To search for scanned GC, input GC Barcode # in the search box.

FAD Textfile Details

GC Receiving No. 60
E-Requisition No. 042
FAD Receiving Type WHOLE
Received As - Select -

Denomination	Qty Received	Validated GC
500.00	1	1
1,000.00	0	0
2,000.00	0	0
5,000.00	0	0

Validate By Range Validate By Barcode Scanned GC

P.O. Details

FAD Receiving No: 155
Transaction Date: 07/30/2024
Reference No: 2
Purchase Order No: 211
Purchase Date: 11/15/2024
Reference PO No: CORPORATE-MARKETING
Payment Terms: 5
Location Code: CORP
Department Code: CORP-MKTG
Supplier Name: UNI-FAB METAL INDUSTRIES
Mode of Payment: Accounts Payable
Remarks: OKEY
Checked By: RITCHEL MUTIA
Prepared By: Norien Caren

Manager Key Submit

11th Step: Validated GC must be equal to Quantity Received per Denomination. Click Submit to finalize GC Validation and Scanning.

Confirmation

Are you sure you want to Save Transaction?

OK Cancel

12th Step: Click OK to confirm.