



Gulf Aluminium Rolling Mill B.S.C.

CEA / MRE Management System

User Manual

Table of Contents

How to Submit a New CEA Request?.....	3
How to View the Status of the Submited CEA Requisition?	8
How to Approve or Reject an Assigned CEA Requisition?	11
How to Assign an Equipment Number to the CEA Requisition?	13
How to View the Expenses of a CEA Requisition?	15
How to Cancel a CEA Requisition?.....	18
How to Print the CEA Report?	20
How to View the Detailed Expense Report?	22
How to View the Expense Report?.....	23
How to View the Requisition Report?	24
How to Upload an Approved CEA Requisition into JDE?	25
How to Close a CEA Requisition?.....	27
How to Upload New Projects from an Excel File?	28
How to Modify the Project Details?	30
How to Reassign a CEA Requisition to Other Aprover?.....	32

How to Submit a New CEA Request?

- Open the **Project Inquiry** page. Select the Fiscal Year, Project Status, and Cost Center, and then click the **Search** button. Select the desired project from the grid and then click the **Create** button.

The screenshot shows the 'PROJECTS INQUIRY' page. On the left is a sidebar with 'User Functions' (Project Inquiry, Requisition Inquiry), 'Report Functions' (Detailed Expense Report, Expense Report, Requisition Report), and 'Administration'. The main area has filters for 'FISCAL YEAR' (2022), 'PROJECT STATUS' (Active), 'COST CENTER' (7600 - INFORMATION COMM TECHNOLOGY), and search fields for 'PROJECT NO.' and 'KEYWORDS'. Below the filters is a 'Search Results' table with columns: Fiscal Year, Cost Center, Project No., Project Date, Expense Type, and Description. The table contains 8 entries. A red arrow points to the 'Cost Center' dropdown. Another red arrow points to the green 'Search' button at the bottom of the filter section.

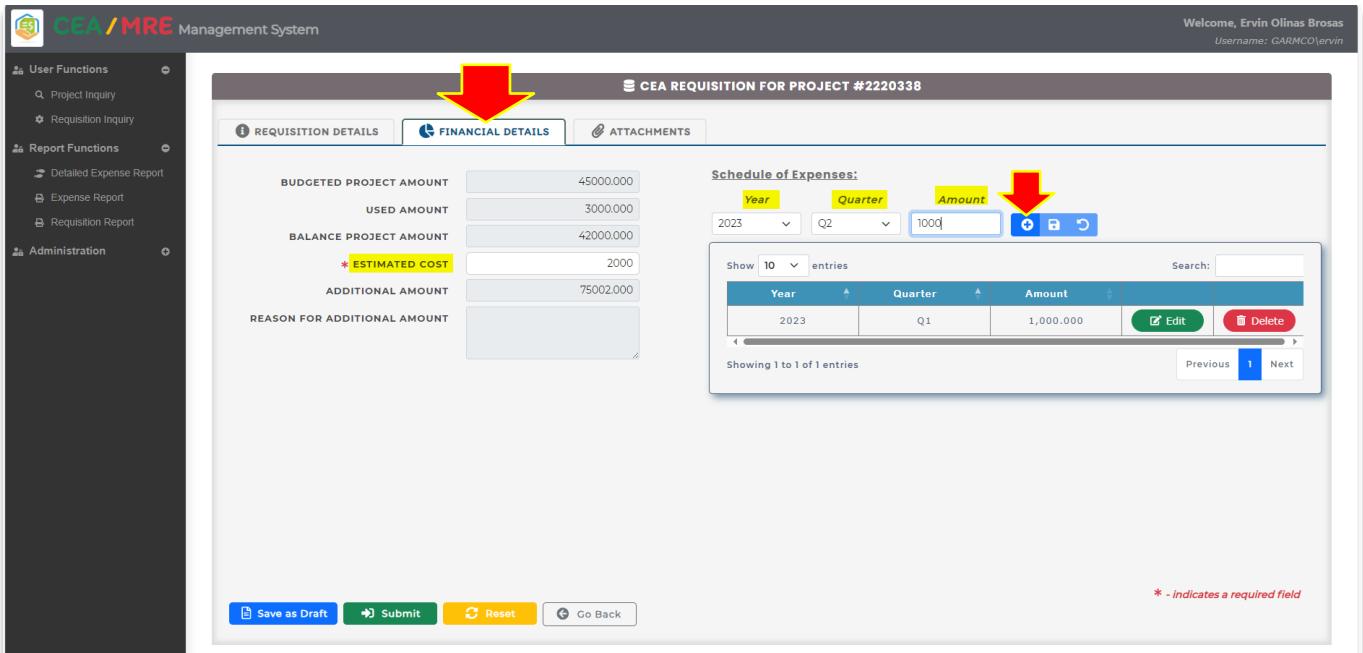
- Provide data to the required fields in the “Requisition Details” tab.

The screenshot shows the 'CEA REQUISITION FOR PROJECT #2220338' page. The left sidebar is identical to the previous screen. The main area has tabs: 'REQUISITION DETAILS' (which is active and highlighted with a red arrow), 'FINANCIAL DETAILS', and 'ATTACHMENTS'. The 'REQUISITION DETAILS' tab contains fields: REQUISITION STATUS (New Requisition), ITEM TYPE (Computer Related), ORIGINATOR (ERVIN OLINAS BROSAS), REQUISITION DESCRIPTION (Test request), EXPENDITURE TYPE (Major Revenue Expenditure), ITEM REQUIRED (Unbudgeted Non-Cap123), REASON FOR REQUISITION (Unbudgeted Non-Cap), DATE OF COMMISSION (18/10/2023), EQUIPMENT DESCRIPTION, and EQUIPMENT PARENT DESC. At the bottom are buttons for Save as Draft, Submit, Reset, and Go Back. A note at the bottom right says '* - indicates a required field'.

- To add expense items, click the **Financial Details** tab and then follow the below procedures.

- Enter value for the **Estimated Cost** field. (*Notes: The sum of all items entered in the **Schedules of Expenses** section should be equal to whatever value specified in this field.*)
- Provide the expense items in the **Schedule of Expenses** section:
 - Select the **Fiscal Year**
 - Select which **Quarter**
 - Specify the **Amount**

- Click the plus icon  to add the expense item into the grid. Repeat these steps for adding multiple expense items.



CEA/MRE Management System

Welcome, Ervin Olinas Brosas
Username: GARMCO\ervin

CEA REQUISITION FOR PROJECT #2220338

REQUISITION DETAILS **FINANCIAL DETAILS** **ATTACHMENTS**

Schedule of Expenses:

Year	Quarter	Amount
2023	Q2	1000

Attachments

Upload Files:

File Name: _____ File Type: _____ File Size: _____

Attachments Grid:

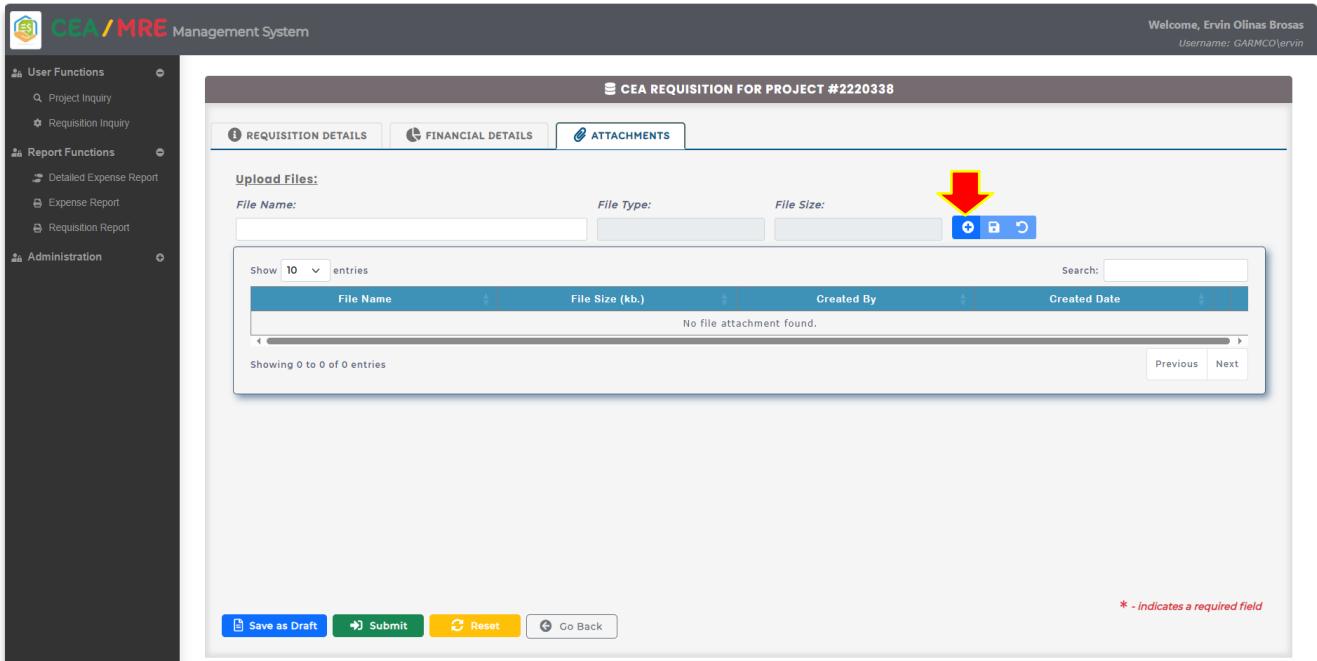
File Name	File Size (kb.)	Created By	Created Date
No file attachment found.			

Buttons: Save as Draft, Submit, Reset, Go Back

* - Indicates a required field

4. To add attachments, click the **Attachments** tab and then follow the below procedures.

- A. Click the plus icon  to open the pop-up form for selecting the desired file.



CEA/MRE Management System

Welcome, Ervin Olinas Brosas
Username: GARMCO\ervin

CEA REQUISITION FOR PROJECT #2220338

REQUISITION DETAILS **FINANCIAL DETAILS** **ATTACHMENTS**

Attachments:

File Name: _____ File Type: _____ File Size: _____

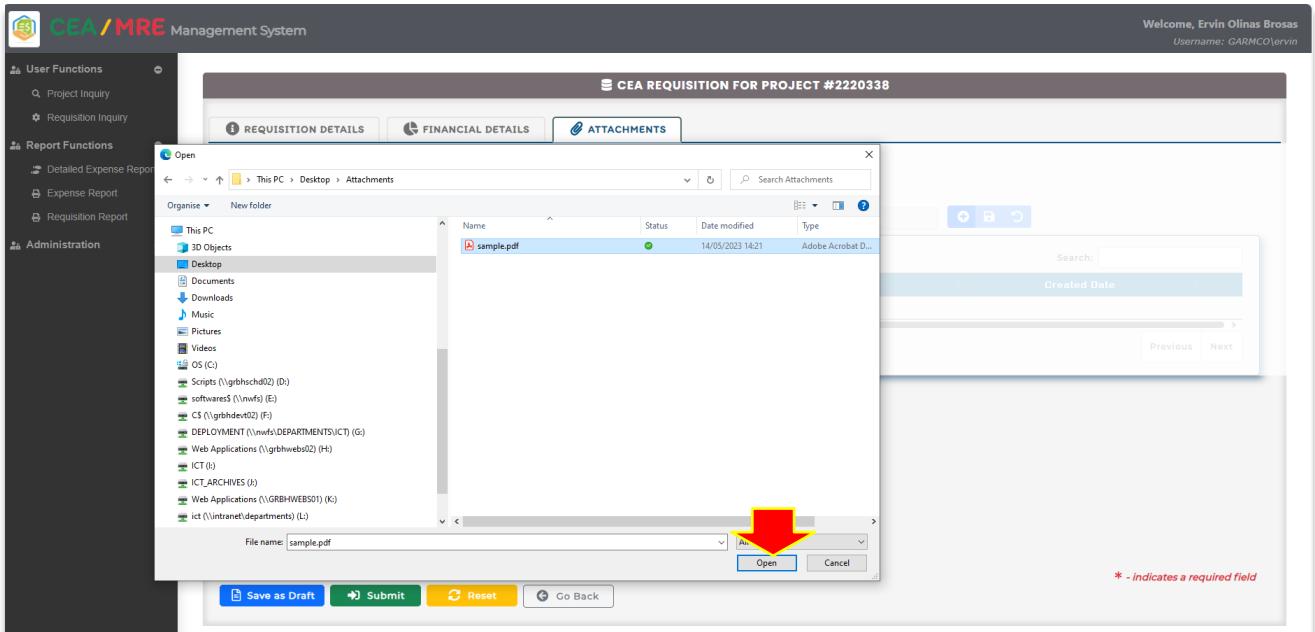
Attachments Grid:

File Name	File Size (kb.)	Created By	Created Date
Showing 0 to 0 of 0 entries			

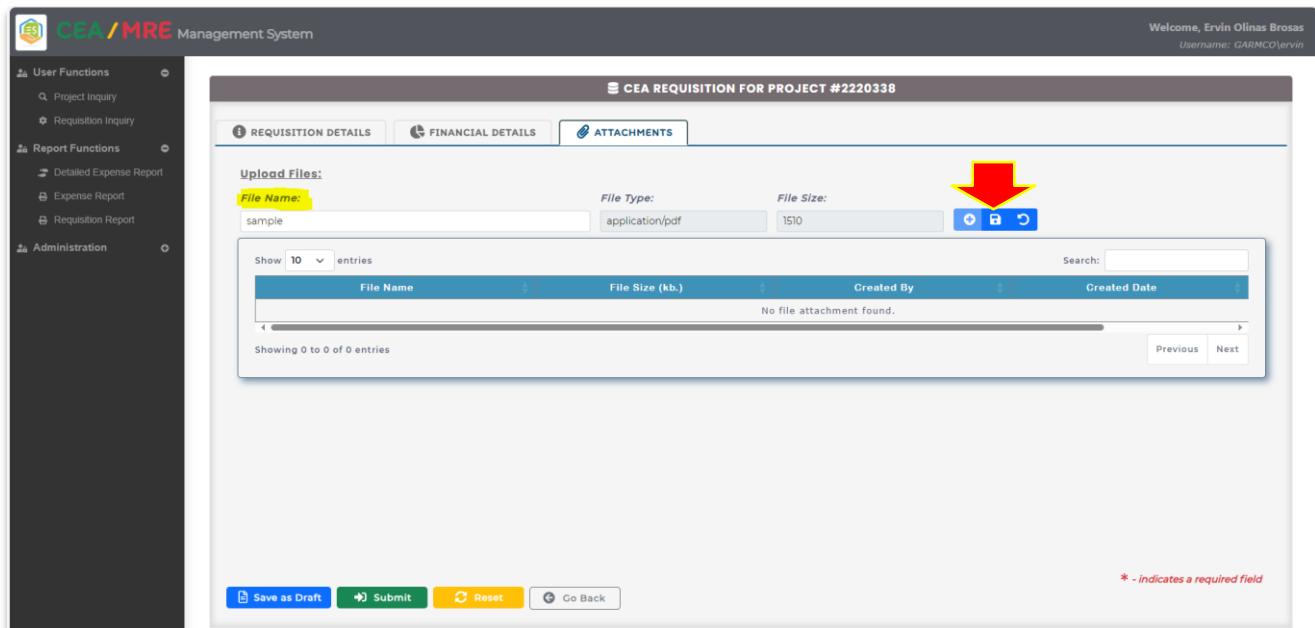
Buttons: Save as Draft, Submit, Reset, Go Back

* - indicates a required field

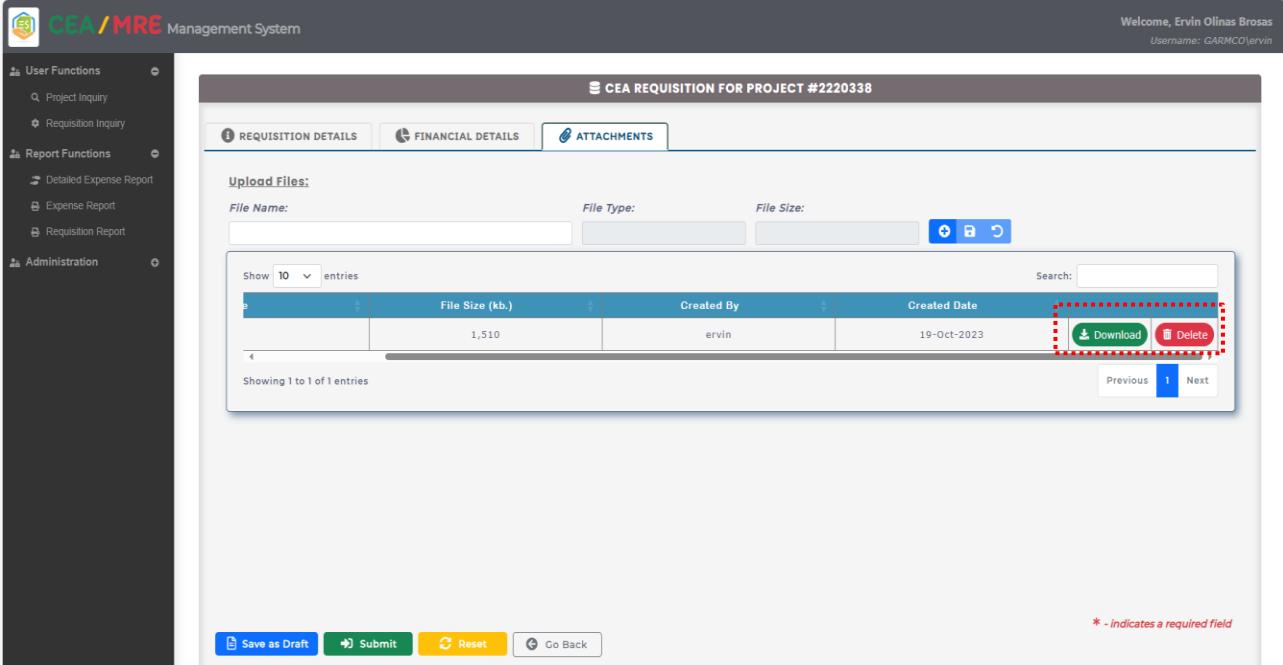
B. Browse the desired file, select it , and then click the **Open** button.



C. You can change the file name if needed, then click the save icon to add the expense item into the grid.



- D. To view and download the attachment, click the download button  in the grid. To delete the attachment, click the delete button 

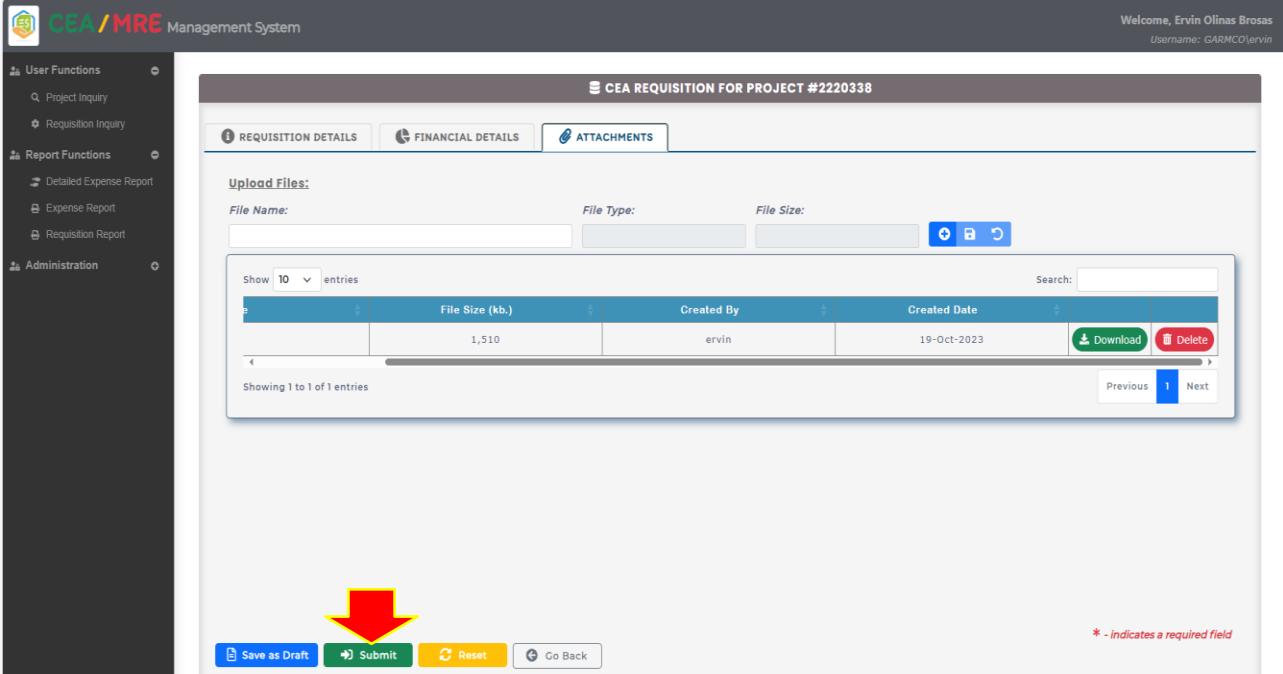


The screenshot shows the 'CEA REQUISITION FOR PROJECT #2220338' page. On the left is a sidebar with 'User Functions' (Project Inquiry, Requisition Inquiry), 'Report Functions' (Detailed Expense Report, Expense Report, Requisition Report), and 'Administration'. The main content area has tabs for 'REQUISITION DETAILS', 'FINANCIAL DETAILS', and 'ATTACHMENTS'. Under 'ATTACHMENTS', there is a table with one entry:

	File Size (kb.)	Created By	Created Date	Action
	1,510	ervin	19-Oct-2023	 

At the bottom are buttons: Save as Draft, Submit (highlighted with a red arrow), Reset, and Go Back.

5. To finalize the CEA request and submit it, click the submit button  which can be found at the bottom of the form.



This screenshot is identical to the previous one, showing the 'CEA REQUISITION FOR PROJECT #2220338' page. The 'Submit' button at the bottom is highlighted with a large red arrow pointing towards it.

6. After submission, the Requisition Inquiry page will be displayed showing the current status of the request.

The screenshot shows the 'REQUISITIONS INQUIRY' page. The left sidebar has sections for User Functions (Project Inquiry, Requisition Inquiry), Report Functions (Detailed Expense Report, Expense Report, Requisition Report), and Administration. The main area has filters for FISCAL YEAR (All), EXPENDITURE TYPE (dropdown), REQUISITION STATUS (All Open Statuses), COST CENTER (dropdown), REQUISITION DATE (From/To), and other search criteria like PROJECT NO., REQUISITION NO., KEYWORDS, and CREATED BY (All, Me, Others). Below the filters is a 'FILTER PENDING APPROVALS' button. The search results table has columns: Project No., Requisition No., Status, Currently Assigned To, Requisition Date, and Description. One row is shown with Project No. 2220338, Requisition No. 20230114, Status 'Waiting For Approval', Assigned To 10003632 - ERVIN OLINAS BROSAS, Date 19-Oct-2023, and Description MRE - Unbudgeted Non-Cap123. A red arrow points to the 'Status' column. The bottom of the table shows 'Showing 1 to 1 of 1 entries' and navigation buttons for Previous, Next, and a page number 1.

Project No.	Requisition No.	Status	Currently Assigned To	Requisition Date	Description
2220338	20230114	Waiting For Approval	10003632 - ERVIN OLINAS BROSAS	19-Oct-2023	MRE - Unbudgeted Non-Cap123

How to View the Status of the Submitted CEA Requisition?

Option #1:

1. Click the **Requisition Inquiry** link from the navigation bar located at the left-hand side of the screen. Enter the **Requisition No.**, and then click the **Search** button. The basic information about the request will be shown on the grid, and to view the approval status history, click the **Status** field value on the grid.

The screenshot shows the 'REQUISITIONS INQUIRY' page. On the left, a sidebar menu includes 'User Functions' (Project Inquiry, Requisition Inquiry), 'Report Functions' (Detailed Expense Report, Expense Report, Requisition Report), and 'Administration'. A red arrow points to the 'Requisition Inquiry' link. The main area has dropdowns for FISCAL YEAR (2023), EXPENDITURE TYPE, PROJECT NO., and REQUISITION NO. (20230114). It also has filters for REQUISITION STATUS (All Open Statuses), COST CENTER (7600 - INFORMATION COMM TECHNOLOGY), REQUISITION DATE (From, To), and KEYWORDS (enter search string here...). Below these are radio buttons for CREATED BY (All, Me, Others). A 'FILTER PENDING APPROVALS' checkbox is checked. At the bottom are 'Search' and 'Reset' buttons. The 'Search Results:' section shows a table with columns: Project No., Requisition No., Status, Currently Assigned To, Requisition Date, and Description. One row is highlighted with a red arrow pointing to the 'Status' column, which shows 'Submitted for Approval'. The table has 10 entries displayed.

2. The **Requisition Status** page will be displayed on the screen showing the approval process flow, and the currently assigned person where the value of **Current Status** is “In-progress”.

The screenshot shows the 'REQUISITION STATUS' page. The sidebar menu is identical to the previous page. The main area displays a table with columns: Approval Role, Approver, Current Status, Approved Date, and Approval Comments. The table shows five records:

Approval Role	Approver	Current Status	Approved Date	Approval Comments
Originator	10003632 - ERVIN OLINAS BROSAS SOFTWARE ENGINEER	Completed	22-Oct-2023	Approved by Originator
Superintendent	10003656 - TAFSIR AHMAD SIDDIQ AHMAD SOFTWARE DEVELOPER	In-progress		
Cost Center Manager	10003512 - HUSAIN ABEDALI ABDULLA HASA...	Pending		
Item Category Approver	10003870 - FATIMA JAFFAR ABDULLA IT Administrator	Pending		
Executive Manager - Finance	10003726 - SREEJITH KARI PADAKAN HELPDESK ADMINISTRATOR	Pending		

A red arrow points to the 'In-progress' status in the third row. The table has 5 entries displayed.

Option #2:

1. Click the **Requisition Inquiry** link from the navigation bar located at the left-hand side of the screen. Enter the **Requisition No.**, and then click the **Search** button. Click the **Requisition No.** link on the grid.

The screenshot shows the 'REQUISITIONS INQUIRY' page. On the left, there's a sidebar with 'User Functions' (Project Inquiry, Requisition Inquiry), 'Report Functions' (Detailed Expense Report, Expense Report, Requisition Report), and 'Administration'. The main area has filters for FISCAL YEAR (2023), REQUISITION STATUS (All Open Statuses), COST CENTER (7600 - INFORMATION COMM TECHNOLOGY), REQUISITION DATE (From/To), and KEYWORDS (enter search string here...). A 'FILTER PENDING APPROVALS' dropdown is open, showing 'Submitted for Approval'. Below it are 'Search' and 'Reset' buttons. The 'Search Results' table shows one entry: Project No. 2220338, Requisition No. 20230114, Status Submitted for Approval, Currently Assigned To 10003656 - TAFSIR AHMAD SIDDIQ AHMAD, Requisition Date 19-Oct-2023, and Description MRE - Unbudgeted Non-Cap123. A red arrow points to the '20230114' link in the grid.

2. From the CEA Requisition Details page, click the **Other Action** button and then click **View Approvers** link.

The screenshot shows the 'CEA REQUISITION #20230114' details page. The left sidebar is identical to the previous screenshot. The main form includes fields for REQUISITION STATUS (Submitted for Approval), ITEM TYPE (Computer Related), ORIGINATOR (ERVIN OLINAS BROSAS), EXPENDITURE TYPE (Major Revenue Expenditure), and various descriptions like TEST REQUEST, UNBUDGETED NON-CAP. At the bottom left of the grid row, there are three buttons: 'View Approvers' (highlighted with a red box and arrow), 'View Expenses', and 'Recall this Requisition'. Below the grid are 'Other Actions' (dropdown), 'Print', and 'Go Back' buttons. A note at the bottom right says '* - indicates a required field'.

3. The **Requisition Status** page will be displayed on the screen showing the approval process flow, and the currently assigned person where the value of **Current Status** is “In-progress”.

The screenshot shows the 'REQUISITION STATUS' page from the CEA/MRE Management System. The top navigation bar includes 'User Functions' (Project Inquiry, Requisition Inquiry), 'Report Functions' (Detailed Expense Report, Expense Report, Requisition Report), and 'Administration'. The top right corner displays 'Welcome, Ervin Olinas Brosas' and 'Username: GARMCO\ervin'. The main content area has fields for 'PROJECT NO.' (2220338), 'PREPARED BY' (10003632) ERVIN, 'REQUISITION NO.' (20230114), and 'SUBMITTED DATE' (19/10/2023 12:37:00,570 PM). A button bar with 'Refresh' and 'Go Back' is present. Below, a table lists five records:

Approval Role	Approver	Current Status	Approved Date	Approval Comments
Originator	10003632 - ERVIN OLINAS BROSAS SOFTWARE ENGINEER	Completed	22-Oct-2023	Approved by Originator
Superintendent	10003656 - TAFSIR AHMAD SIDDIQ AHMAD SOFTWARE DEVELOPER	In-progress		
Cost Center Manager	10003512 - HUSAIN ABEDALI ABDULLA HASA...	Pending		
Item Category Approver	10003870 - FATIMA JAFFAR ABDULLA IT Administrator	Pending		
Executive Manager - Finance	10003726 - SREEJITH KARI PADAKAN HELPDESK ADMINISTRATOR	Pending		

At the bottom, it says 'Showing 1 to 5 of 5 entries' and includes 'Previous' and 'Next' buttons.

How to Approve or Reject an Assigned CEA Requisition?

1. Click the **Requisition Inquiry** link in the navigation bar located at the left-hand side of the screen. Tick the “**Filter Pending Approvals**” checkbox so that the grid below will display all assigned CEA requisitions. Click the **Requisition No.** link of the desired record you wish to approve.

Welcome, Ervin Olinas Brosas
Username: GARMCO/ervin

User Functions

- Project Inquiry
- Requisition Inquiry**

Report Functions

- Detailed Expense Report
- Expense Report
- Requisition Report

Administration

REQUISITIONS INQUIRY

FISCAL YEAR	2023	EXPENDITURE TYPE	
REQUISITION STATUS		PROJECT NO.	
COST CENTER		REQUISITION NO.	
REQUISITION DATE	From	To	KEYWORDS
<input checked="" type="checkbox"/> FILTER PENDING APPROVALS	Show requisitions assigned to me	CREATED BY	
<input type="button" value="Search"/> <input type="button" value="Reset"/>		<input type="radio"/> All <input checked="" type="radio"/> Me <input type="radio"/> Others	
Search Results:			
Show 10 entries			
Project No.	Requisition No.	Status	Currently Assigned To
2320031	20230142	Submitted for Approval	10003632 - ERVIN OLINAS BROSAS
15-Nov-2023 CEA - HRMS and Payroll system			
Description			
Showing 1 to 1 of 1 entries			
Previous 1 Next			

2. In the **CEA Requisition** page, click the **Approve** button if you want to approve the request. Otherwise, click the **Reject** button to reject the request. Take note that the “**Approver Comments**” field is required when rejecting the request.

Welcome, Ervin Olinas Brosas
Username: GARMCO/ervin

User Functions

- Project Inquiry
- Requisition Inquiry

Report Functions

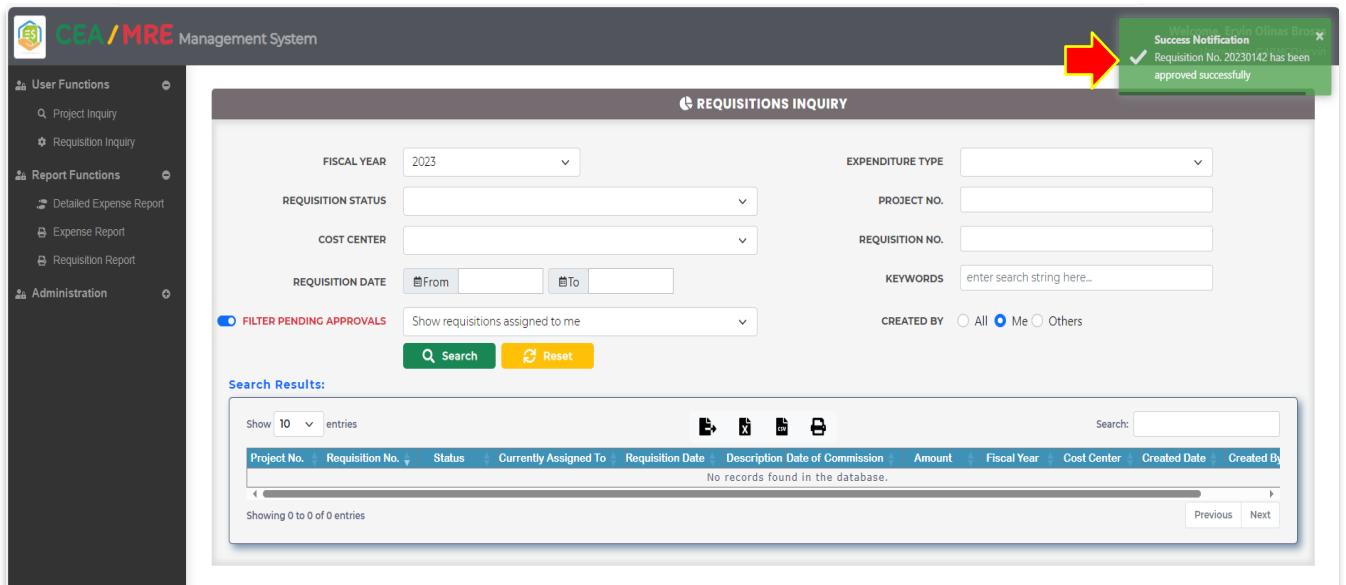
- Detailed Expense Report
- Expense Report
- Requisition Report

Administration

CEA REQUISITION #20230142

REQUISITION DETAILS		FINANCIAL DETAILS	ATTACHMENTS
REQUISITION STATUS	Submitted for Approval	PREPARED BY	ERVIN OLINAS BROSAS
* ITEM TYPE	Computer Related	* ORIGINATOR	ERVIN OLINAS BROSAS
* REQUISITION DESCRIPTION	Test CEA 123456	EXPENDITURE TYPE	Capital Expenditure Approval
DATE	15/11/2023	* ITEM REQUIRED	HRMS and Payroll system
COST CENTER	7600 - INFORMATION COMM TECHNOLOGY	* REASON FOR REQUISITION	
PROJECT NO.	2320031	The current HRMS and Payroll is shared between a DotNET application and JDE. To be license compliant for Payroll, it would be necessary to either buy JDE license (~BD155,000) or replace it with a different application	
FISCAL YEAR	2023	* DATE OF COMMISSION	15/11/2023
* EST. LIFE SPAN	2	EQUIPMENT DESCRIPTION	
PLANT LOCATION	Drawing Office	EQUIPMENT PARENT DESC.	
* ACCOUNT NO.	9000.116190.9000	APPROVAL ROLE	Originator
EQUIPMENT NO.	search equipment here	* - indicates a required field	
EQUIPMENT PARENT NO.			
CURRENTLY ASSIGNED TO	10003632 - ERVIN OLINAS BROSAS		
* APPROVER COMMENTS		all okay!	
<input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="Reassign"/> <input type="button" value="Other Actions"/> <input type="button" value="Print"/> <input type="button" value="Go Back"/>			

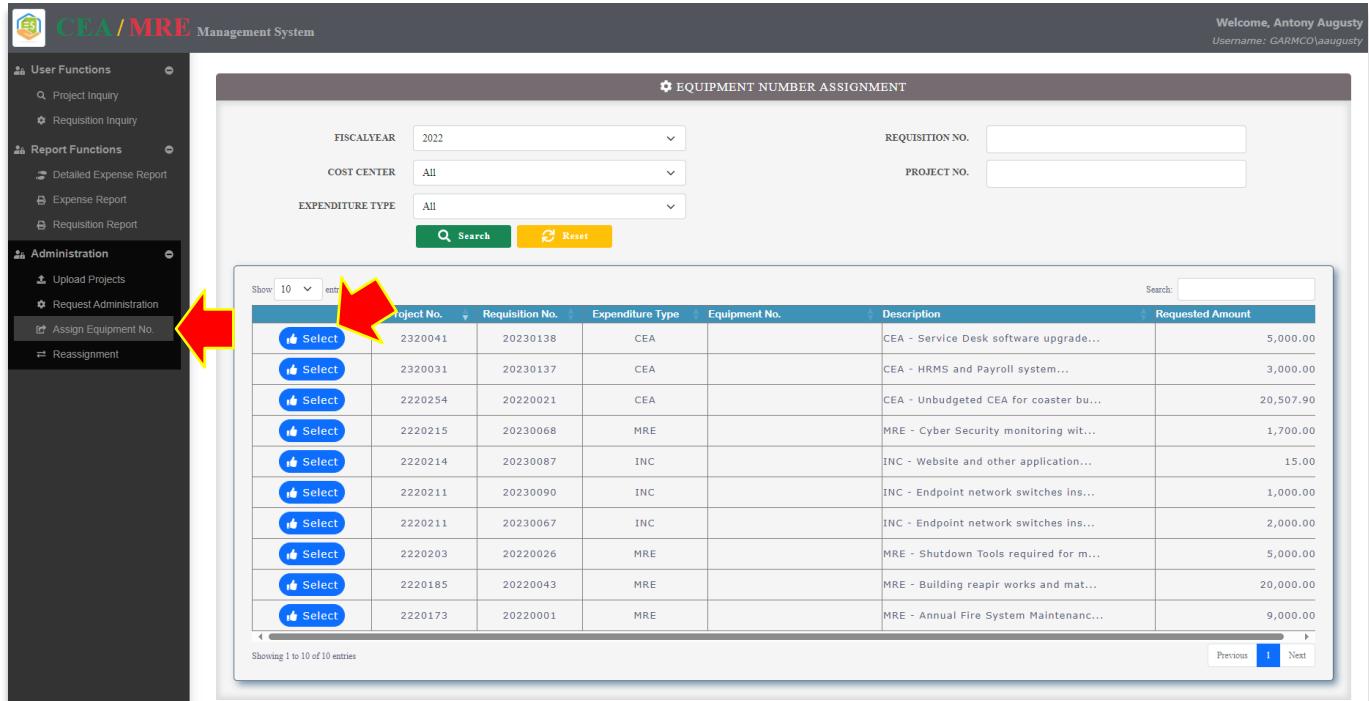
3. A toast message will appear at the top-right corner of the screen to inform the user about the successful operation. At the same time, the requisition will go out from the user's list of assigned requisitions since the workflow will proceed to the next approver in the sequence.



How to Assign an Equipment Number to the CEA Requisition?

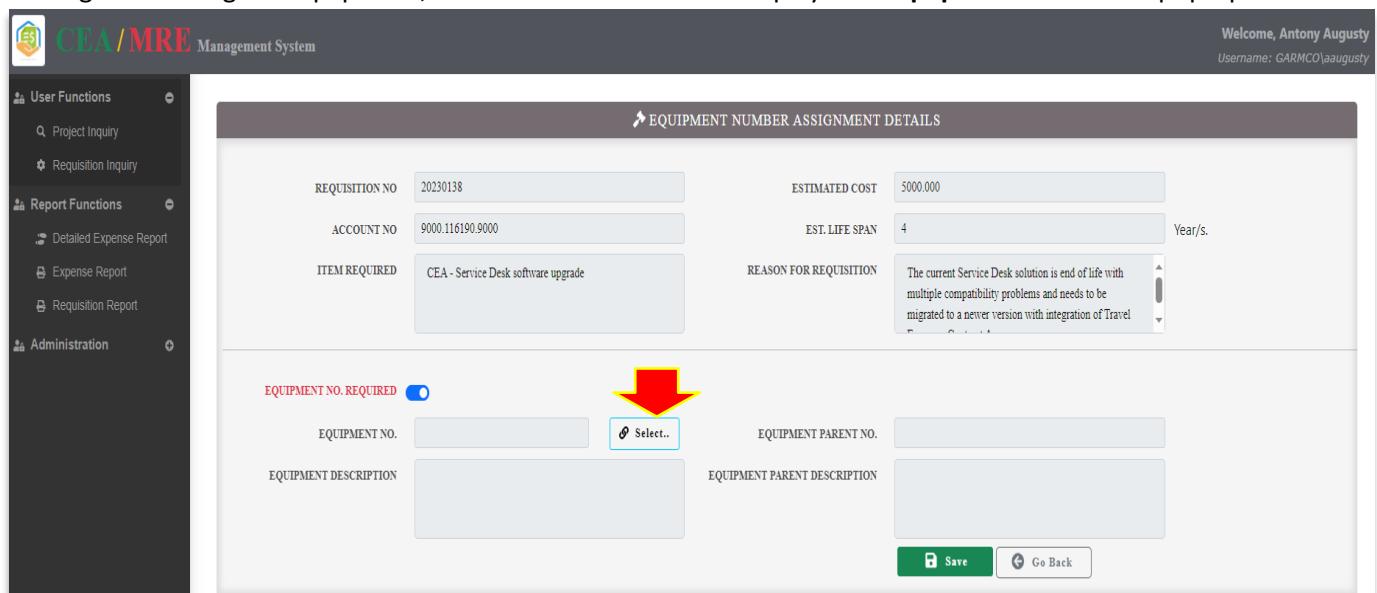
To assign an equipment number to a CEA requisition, the request should be in any of the following statuses: 'Approved', 'ChairmanApproved', and 'UploadToOneWorld'. When an equipment number was already assigned to a CEA requisition, it will not be listed in the search result grid. Below summarizes the step-by-step procedures on how to assign the equipment number to the requisition.

1. Click the **Assign Equipment No.** link from the navigation bar located at the left-hand side of the screen. Choose the desired requisition, and then click the **Select** button  from the grid to open the "Equipment Number Assignment Details" page.



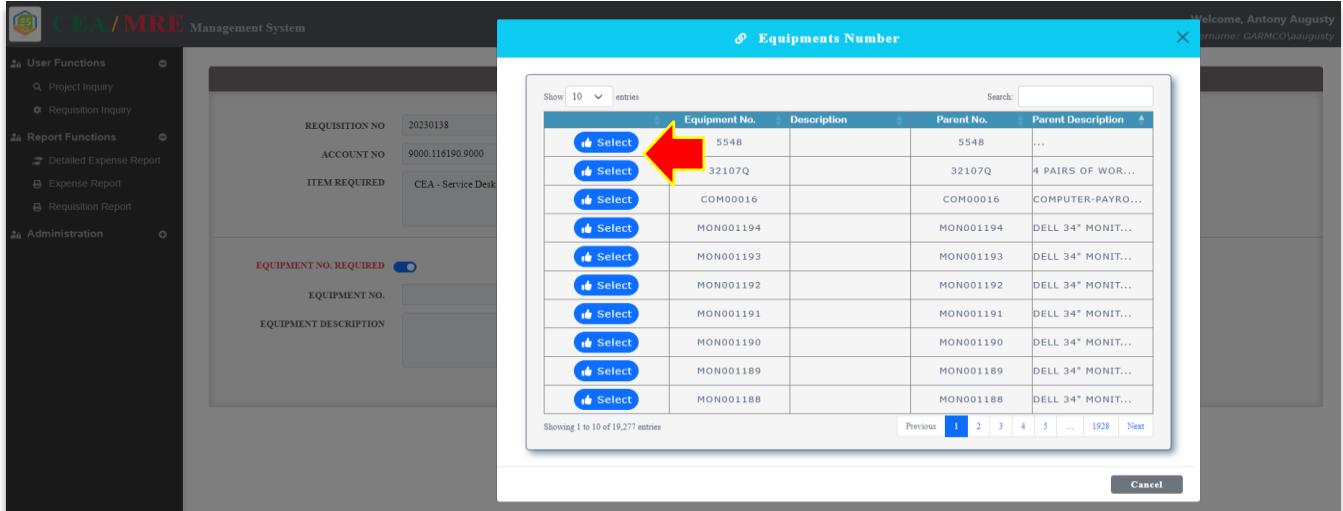
The screenshot shows the 'EQUIPMENT NUMBER ASSIGNMENT' page. On the left, a sidebar lists 'User Functions' (Project Inquiry, Requisition Inquiry), 'Report Functions' (Detailed Expense Report, Expense Report, Requisition Report), and 'Administration' (Upload Projects, Request Administration, Assign Equipment No., Reassignment). A red arrow points to the 'Assign Equipment No.' link. The main area shows a grid of requisitions with columns: FISCALYEAR (2022), COST CENTER (All), EXPENDITURE TYPE (All), Project No. (Requisition No.), Expenditure Type, Equipment No., Description, and Requested Amount. A second red arrow points to the 'Select' button next to the first row in the grid.

2. To begin allocating the equipment, click the **Select** button to display the "Equipment Number" pop-up form.



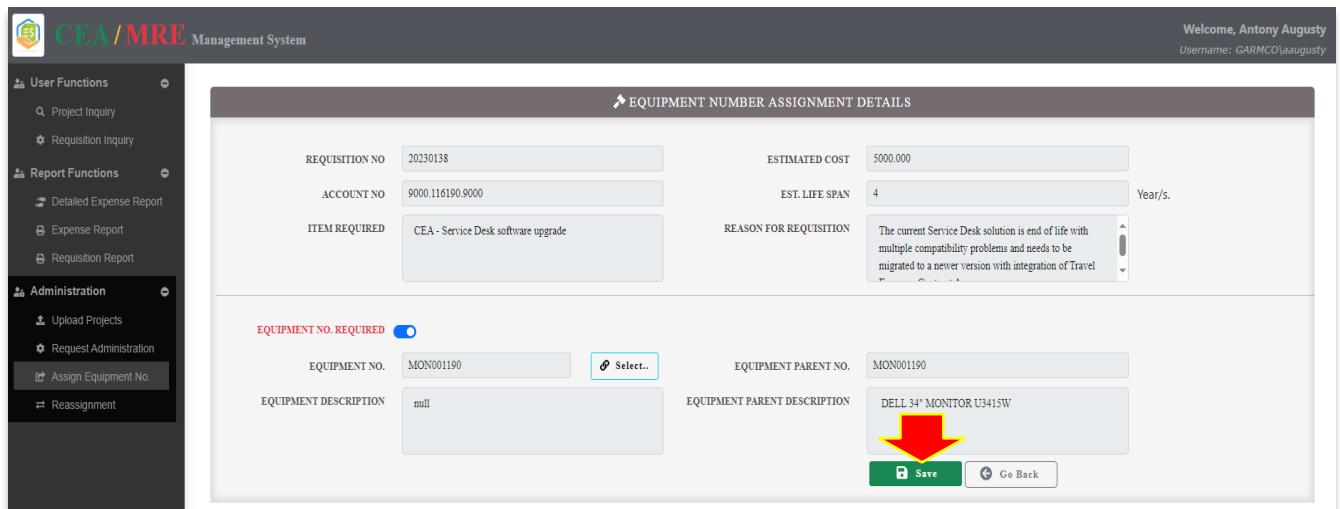
The screenshot shows the 'EQUIPMENT NUMBER ASSIGNMENT DETAILS' pop-up form. It includes fields for REQUISITION NO. (20230138), ESTIMATED COST (5000.00), ACCOUNT NO. (9000.116190.9000), EST. LIFE SPAN (4 Year/s), ITEM REQUIRED (CEA - Service Desk software upgrade), and REASON FOR REQUISITION (The current Service Desk solution is end of life with multiple compatibility problems and needs to be migrated to a newer version with integration of Travel). At the bottom, there are fields for EQUIPMENT NO. REQUIRED (with a toggle switch), EQUIPMENT NO. (with a 'Select...' button highlighted by a red arrow), EQUIPMENT PARENT NO., EQUIPMENT DESCRIPTION, EQUIPMENT PARENT DESCRIPTION, and buttons for Save and Go Back.

3. Choose the desired equipment from list shown in the grid, and then click the **Select** button  to finalize the selection.



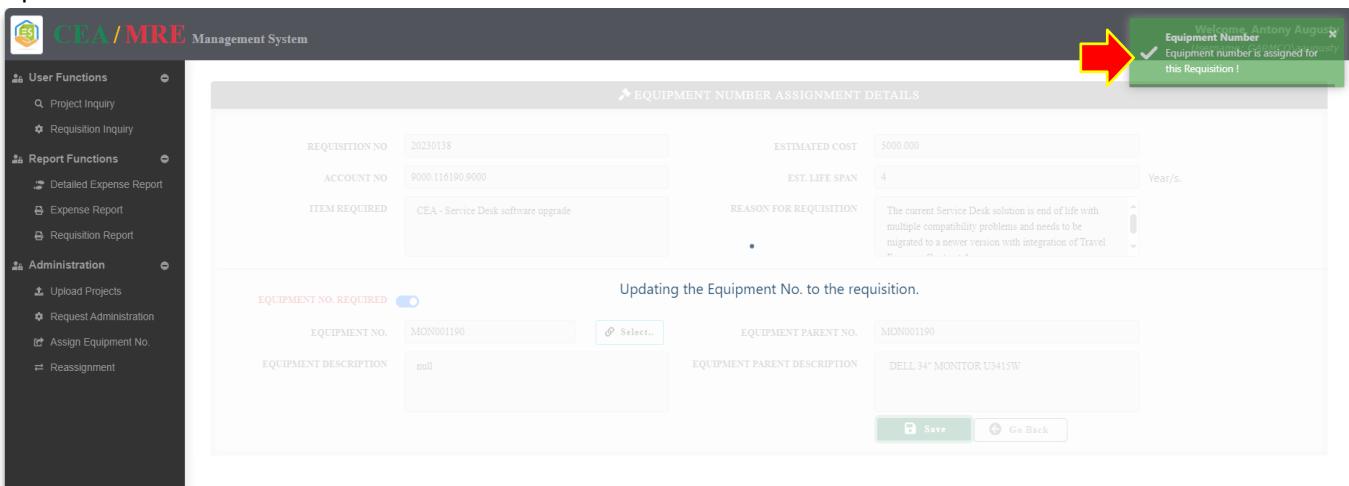
The screenshot shows the 'Equipments Number' search results grid. The first row, which has 'Select' buttons next to it, corresponds to the highlighted row in the previous step. A red arrow points to one of the 'Select' buttons in this row.

4. The details of the selected equipment will be displayed on the form. To save changes to the database, click the **Save** button.



The screenshot shows the 'EQUIPMENT NUMBER ASSIGNMENT DETAILS' form. The 'EQUIPMENT NO.' field contains 'MON001190' and has a 'Select...' button next to it. The 'EQUIPMENT PARENT NO.' field contains 'MON001190'. A red arrow points to the 'Select...' button. Another red arrow points to the 'Save' button at the bottom right of the form.

5. A notification message will appear at the top-right corner of the screen to inform users about the successful operation.



The screenshot shows the same 'EQUIPMENT NUMBER ASSIGNMENT DETAILS' form after the 'Save' button was clicked. A green notification box in the top right corner displays the message 'Equipment Number is assigned for this Requisition!' with a checkmark icon. A red arrow points to this notification box. The form fields remain the same as in the previous screenshot.

How to View the Expenses of a CEA Requisition?

Option #1:

- Click the **Requisition Inquiry** link from the navigation bar located at the left-hand side of the screen. Enter the desired **Requisition No.**, and then click the **Search** button. In the search result grid, scroll to the right until the **View Expenses** button is shown. Click this button to open the **Expenses View** page..

The screenshot shows the 'REQUISITIONS INQUIRY' page. On the left, a sidebar lists 'User Functions' (Project Inquiry, Requisition Inquiry), 'Report Functions' (Detailed Expense Report, Expense Report, Requisition Report), and 'Administration'. A red arrow points to the 'Requisition Inquiry' link. The main area has search filters for FISCAL YEAR (2023), REQUISITION STATUS (All Open Statuses), COST CENTER (7600 - INFORMATION COMM TECHNOLOGY), REQUISITION DATE (From and To fields), and other criteria like EXPENDITURE TYPE, PROJECT NO., REQUISITION NO., and KEYWORDS. Below the filters is a 'FILTER PENDING APPROVALS' dropdown with a red arrow pointing to it. At the bottom are 'Search' and 'Reset' buttons. The 'Search Results:' grid shows one entry: 'Description: Scrap metal required to setup Aluminum UBC scrap re...', 'Date of Commission: 05-Sep-2021', 'Amount: 50,000.000', 'Fiscal Year: 2021', 'Cost Center: 3890', 'Created Date: 05-Sep-2021', 'Created By: 10003832 - Soju Somanathan'. A red arrow points to the 'View Expenses' button in the grid's toolbar.

- The **Expenses View** page will show all purchase order requisitions created for the CEA. To export data into Excel or CSV file format, click the corresponding icon in the grid's toolbar. To print the report, click the print icon in the toolbar.

The screenshot shows the 'EXPENSES VIEW' page. The sidebar is identical to the previous screenshot. The main area displays purchase order requisition details: PROJECT NO. (2210184), REQUISITION NO. (20210098), REQUISITION AMOUNT (BD) (50000.000), PO TOTAL (BD) (2886.200), GL TOTAL (BD) (2886.200), and REQUISITION BALANCE (BD) (44227.600). A green box highlights the '11.54% used' status. Below this, a message says 'Found 62 record(s.)'. The grid shows 62 records with columns: Cost Center, Order #, Order Date, Line #, Description 1, Description 2, and Supplier. A red dashed box highlights the toolbar icons for Export (Excel), Print, and Refresh. At the bottom, a red arrow points to the 'View Expenses' button in the grid's toolbar.

Option #2:

- Click the **Requisition Inquiry** link from the navigation bar located at the left-hand side of the screen. Enter the **Requisition No.**, and then click the **Search** button. Click the **Requisition No.** link on the grid.

REQUISITIONS INQUIRY

FISCAL YEAR	2023	EXPENDITURE TYPE	
REQUISITION STATUS	All Open Statuses	PROJECT NO.	
COST CENTER	7600 - INFORMATION COMM TECHNOLOGY	REQUISITION NO.	20210098
REQUISITION DATE	From: _____ To: _____	KEYWORDS	enter search string here...
FILTER PENDING APPROVALS			
<input type="button" value="Search"/> <input type="button" value="Reset"/>			

Search Results:

Show: 10 entries	Project No.	Requisition No.	Status	Currently Assigned To	Requisition Date	Description
Showing 1 to 1 of 1 entries	2210184	20210098	Uploaded to OneWorld		05-Sep-2021	CEA - Construction of building to setup Aluminum UBC scrap re...

- From the CEA Requisition Details page, click the **Other Action** button and then click **View Expenses** link.

CEA REQUISITION #20210098

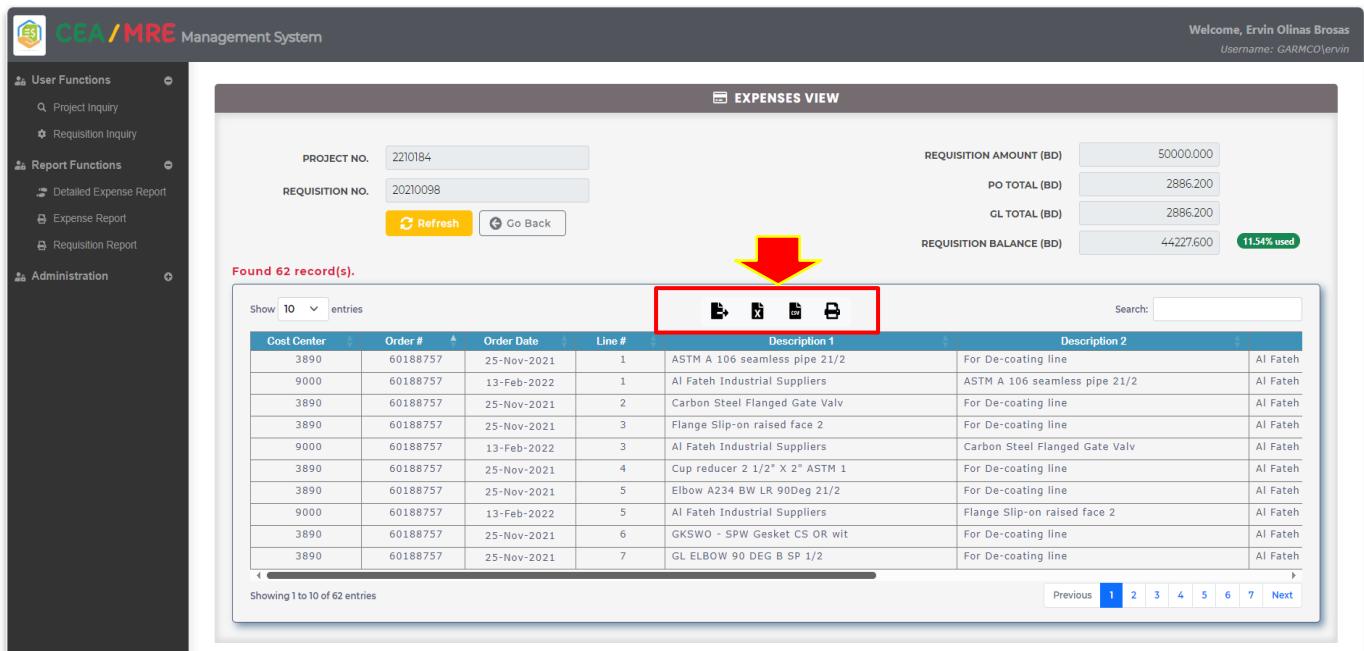
REQUISITION DETAILS

REQUISITION STATUS	Uploaded to OneWorld	PREPARED BY	SOJU SOMANATHAN
* ITEM TYPE	Projects	* ORIGINATOR	SOJU SOMANATHAN
* REQUISITION DESCRIPTION	Construction of building	EXPENDITURE TYPE	Capital Expenditure Approval
DATE	05/09/2021	* ITEM REQUIRED	Construction of building to setup Aluminum UBC scrap recycling plant.
COST CENTER	3890 - GENERAL FACTORYPLANT SERVICES	<p>GARMCO is planning to install new de-coating furnace and a shredder machine as an initiative to setup an aluminum recycling plant to process used beverage cans (UBC). The existing plant building complex lacks enough space to install De-coating and Shredde</p>	
PROJECT NO.	2210184		
FISCAL YEAR	2021		
* EST. LIFE SPAN	15		
PLANT LOCATION	All		
* ACCOUNT NO.	9000.116190.9000		
EQUIPMENT NO.	search equipment here		
EQUIPMENT PARENT NO.			
View Approvers View Expenses Recall this Requisition		Not Assigned	

Other Actions

* - indicates a required field

3. The **Expenses View** page will show all purchase order requisitions created for the CEA. To export data into an Excel or CSV file format, click the corresponding icon in the grid's toolbar. To print the report, click the print icon in the toolbar.



The screenshot shows the 'EXPENSES VIEW' page of the CEA/MRE Management System. The top navigation bar includes 'User Functions' (Project Inquiry, Requisition Inquiry), 'Report Functions' (Detailed Expense Report, Expense Report, Requisition Report), and 'Administration'. The top right shows 'Welcome, Ervin Olinas Brosas' and 'Username: GARMCO\ervin'. The main area has search fields for 'PROJECT NO.' (2210184) and 'REQUISITION NO.' (20210098), and buttons for 'Refresh' and 'Go Back'. To the right are summary boxes for 'REQUISITION AMOUNT (BD)' (50000.00), 'PO TOTAL (BD)' (2886.200), 'GL TOTAL (BD)' (2886.200), 'REQUISITION BALANCE (BD)' (44227.600), and '11.54% used'. Below these are sections for 'Found 62 record(s.)' and a table of requisition details. The table has columns: Cost Center, Order #, Order Date, Line #, Description 1, and Description 2. The table shows 10 entries from 1 to 10 of 62 total. A red arrow points to the toolbar icons above the table, which include icons for Print, Export, and Copy. The bottom of the page shows pagination from 1 to 7.

Cost Center	Order #	Order Date	Line #	Description 1	Description 2
3890	60188757	25-Nov-2021	1	ASTM A 106 seamless pipe 21/2	For De-coating line
9000	60188757	13-Feb-2022	1	Al Fateh Industrial Suppliers	ASTM A 106 seamless pipe 21/2
3890	60188757	25-Nov-2021	2	Carbon Steel Flanged Gate Valv	For De-coating line
3890	60188757	25-Nov-2021	3	Flange Slip-on raised face 2	For De-coating line
9000	60188757	13-Feb-2022	3	Al Fateh Industrial Suppliers	Carbon Steel Flanged Gate Valv
3890	60188757	25-Nov-2021	4	Cup reducer 2 1/2" X 2" ASTM 1	For De-coating line
3890	60188757	25-Nov-2021	5	Elbow A234 BW LR 90Deg 21/2	For De-coating line
9000	60188757	13-Feb-2022	5	Al Fateh Industrial Suppliers	Flange Slip-on raised face 2
3890	60188757	25-Nov-2021	6	GKSWO - SPW Gesket CS OR wit	For De-coating line
3890	60188757	25-Nov-2021	7	GL ELBOW 90 DEG B SP 1/2	For De-coating line

How to Cancel a CEA Requisition?

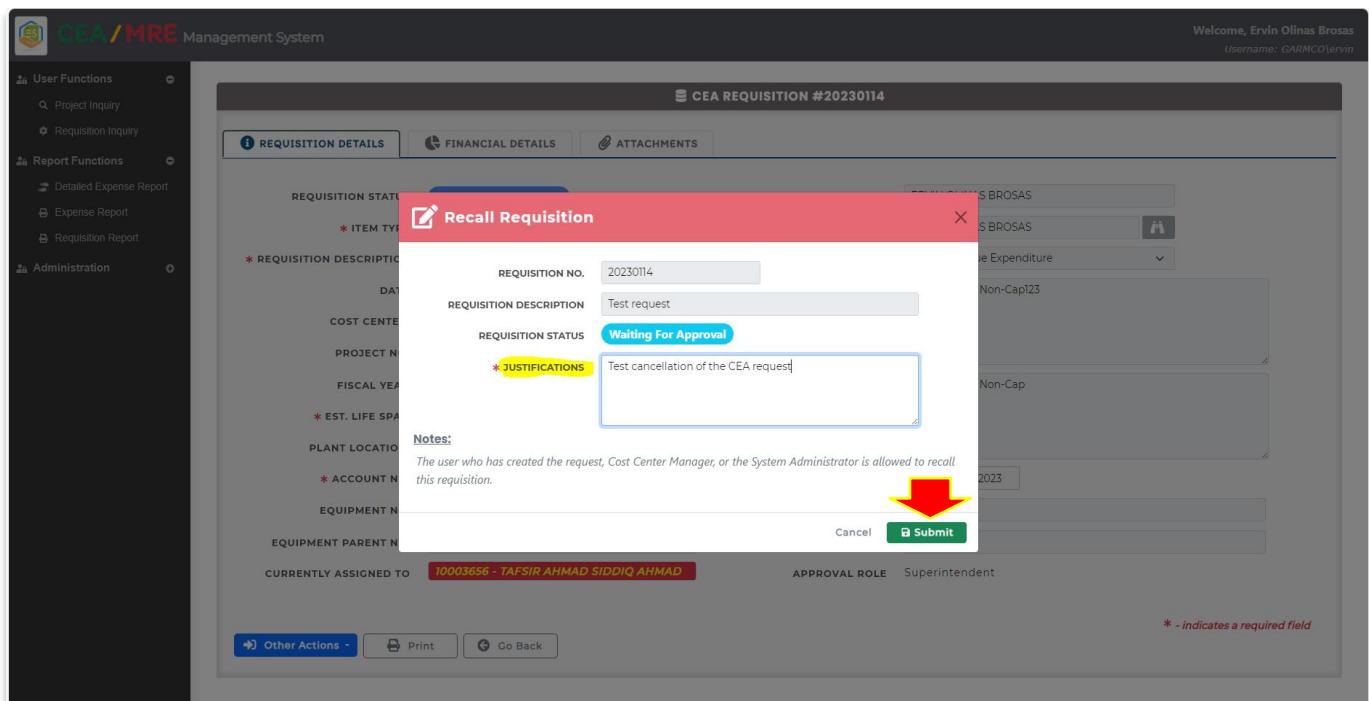
1. Click the **Requisition Inquiry** link from the navigation bar located at the left-hand side of the screen. Enter the **Requisition No.**, and then click the **Search** button. Click the **Requisition No.** link on the grid.

The screenshot shows the 'REQUISITIONS INQUIRY' page. On the left, a sidebar lists 'User Functions' (Project Inquiry, Requisition Inquiry), 'Report Functions' (Detailed Expense Report, Expense Report, Requisition Report), and 'Administration'. The 'Requisition Inquiry' link is highlighted with a red arrow. The main area has dropdowns for 'FISCAL YEAR' (2023), 'REQUISITION STATUS' (All Open Statuses), 'COST CENTER' (7600 - INFORMATION COMM TECHNOLOGY), and 'REQUISITION DATE' (From and To fields). A search bar contains 'REQUISITION NO.' (20230114) and 'KEYWORDS' (empty). Below is a table titled 'Search Results' with columns: Project No., Requisition No., Status, Currently Assigned To, Requisition Date, and Description. A row for '2220338' and '20230114' is selected, showing 'Submitted for Approval' status and assigned to '10003656 - TAFSIR AHMAD SIDDIQ AHMAD'. A red arrow points to the 'Requisition No.' link in this row. At the bottom, there are 'Previous' and 'Next' buttons.

2. From the CEA Requisition Details page, click the **Other Action** button and then click the **Recall this Requisition** link.

The screenshot shows the 'CEA REQUISITION #20230114' page. The left sidebar is identical to the previous screenshot. The main form has tabs for 'REQUISITION DETAILS', 'FINANCIAL DETAILS', and 'ATTACHMENTS'. Under 'REQUISITION STATUS', it says 'Submitted for Approval'. Other fields include 'ITEM TYPE' (Computer Related), 'REQUISITION DESCRIPTION' (Test request), 'DATE' (19/10/2023), 'COST CENTER' (7600 - INFORMATION COMM TECHNOLOGY), 'PROJECT NO.' (2220338), 'FISCAL YEAR' (2022), 'EST. LIFE SPAN' (0), 'PLANT LOCATION' (All), 'ACCOUNT NO.' (7600.554510.1300), 'EQUIPMENT NO.' (search equipment here), and 'EQUIPMENT PARENT NO.' (10003656 - TAFSIR AHMAD SIDDIQ AHMAD). A red arrow points to the 'Recall this Requisition' link in the bottom left of the grid. Other buttons in the grid include 'View Approvers', 'View Expenses', 'Print', and 'Go Back'. A note at the bottom right says '* - indicates a required field'.

3. The **Recall Requisition** pop-up form will appear on the screen. Provide the **Justification**, and then click the **Submit** button.



How to Print the CEA Report?

1. Click the **Requisition Inquiry** link from the navigation bar located at the left-hand side of the screen. Enter the desired **Requisition No.**, and then click the **Search** button. Click the **Requisition No.** link on the grid.

The screenshot shows the 'REQUISITIONS INQUIRY' page. On the left, a sidebar lists 'User Functions' (Project Inquiry, Requisition Inquiry), 'Report Functions' (Detailed Expense Report, Expense Report, Requisition Report), and 'Administration'. The 'Requisition Inquiry' link is highlighted with a red arrow. In the center, there are filters for FISCAL YEAR (2023), EXPENDITURE TYPE, PROJECT NO., REQUISITION STATUS (All Open Statuses), COST CENTER (7600 - INFORMATION COMM TECHNOLOGY), REQUISITION DATE (From, To), and KEYWORDS. A yellow box highlights the 'REQUISITION NO.' field containing '20230114'. Below these are 'FILTER PENDING APPROVALS' and 'Search' (green) and 'Reset' (yellow) buttons. The 'Search Results:' section shows a table with columns: Project No., Requisition No., Status, Currently Assigned To, Requisition Date, and Description. A row for '2220338' has a '20230114' link under 'Requisition No.' which is also highlighted with a red arrow. The table includes a search bar and navigation buttons for 'Previous' and 'Next'.

2. Click the **Print** button.

The screenshot shows the 'CEA REQUISITION #20230114' page. The left sidebar is identical to the previous screenshot. The main form contains various fields: REQUISITION STATUS (Submitted for Approval), ITEM TYPE (Computer Related), ORIGINATOR (ERVIN OLINAS BROSAS), EXPENDITURE TYPE (Major Revenue Expenditure), REQUISITION DESCRIPTION (Test request), ITEM REQUIRED (Unbudgeted Non-Cap23), COST CENTER (7600 - INFORMATION COMM TECHNOLOGY), PROJECT NO. (2220338), FISCAL YEAR (2022), EST. LIFE SPAN (0), PLANT LOCATION (All), ACCOUNT NO. (7600.554510.1300), EQUIPMENT NO. (search equipment here), EQUIPMENT PARENT NO. (10003656 - TAFSIR AHMAD SIDDIQ AHMAD), REASON FOR REQUISITION (Unbudgeted Non-Cap), DATE OF COMMISSION (19/10/2023), EQUIPMENT DESCRIPTION, EQUIPMENT PARENT DESC., and APPROVAL ROLE (Superintendent). At the bottom, there are buttons for 'Other Actions', 'Print' (highlighted with a red arrow), and 'Go Back'.

3. The report will be shown on the screen. Click the print toolbar icon to send the document to the printer, or click the save button to save a copy of the document, in PDF format, to the local file system.

The screenshot shows a web browser window titled "CEA Requisition - CEA / MRE Ma" with the URL "localhost:8888/ReportFunctions/Report/RequisitionPrint?requisitionId=20230114&callerForm=CEARequisition". The page content is a "Major Revenue Expenditure" report. It includes the GARMCO logo, a table with requisition details, a table for reason for requisition, project details, and a schedule of expenses. At the bottom, there are sections for approval by the Chief Executive Officer and Chairman, along with distribution and date information. The top right toolbar has several icons, with a red box and arrow highlighting the print icon.

Major Revenue Expenditure

Item Required: Unbudgeted Non-Cap123

Requisition No:	20230114
Status:	Submitted for Approval
Date Requested:	19/10/2023
Total Project Cost:	2,000,000 BD

Reason For Requisition: Unbudgeted Non-Cap

Project No:	2220338	Cost Center:	7600
Plant Location:		Ext. Life Span:	0 Years/s
Equipment Parent No:		Commissioning Date:	19/10/2023
Equipment Child No:		Description:	Test request
Originator:	ERVIN OLINAS BROSAS	Department:	INFORMATION & COMM. TECHNOLOGY

Approved By	Role	Date and Time

Approved Budget:	45,000.000
Additional Amount Requested:	.000
Total project amount requested	
5,000.000	

Account No: 7600.554510.1300 -

Schedule of Expenses:

Year	Quarter	Amount
2023	Q1	1,000,000 BD
2023	Q2	1,000,000 BD

Approved By	Approved By
Chief Executive Officer	Chairman
Date:	Date:

Distribution: Original retained by Finance
2 Copies to originator who will retain one and forward the other to Purchasing with requisition

23/10/2023 01:44:12 PM

How to View the Detailed Expense Report?

1. Click the **Detailed Expense Report** link from the navigation bar located at the left-hand side of the screen. Fill in the search filter criteria to fine tune the result, and then click the **Search** button.

The screenshot shows the CEA / MRE Management System interface. On the left, a sidebar lists 'User Functions' (Project Inquiry, Requisition Inquiry), 'Report Functions' (Detailed Expense Report, Expense Report, Requisition Report), and 'Administration'. A red arrow points from the 'Detailed Expense Report' link in the 'Report Functions' section to the search form on the right. The main area is titled 'DETAILED EXPENSE REPORT' and contains four filter fields: 'COST CENTER' (All), 'PROJECT STATUS' (All), 'EXPENDITURE TYPE' (All), and 'REQUISITION STATUS' (Outstanding). Below these is a 'FISCAL YEAR' field with a date range selector ('From' and 'To' dropdowns) and a red box highlighting the 'From' dropdown. At the bottom are 'Search' and 'Reset' buttons. A 'Search Results:' table is displayed, showing columns for Project (No., Cost Center, Fiscal Year, Description, Expenditure type, Budget, Status), Requisition (No., Description, Budget), and a 'Search' input field. The table shows 0 entries.

2. Click the Excel toolbar icon to export the data displayed on the grid into an Excel file format.

CEA / MRE Management System

User Functions

- Project Inquiry
- Requisition Inquiry

Report Functions

- Detailed Expense Report
- Expense Report
- Requisition Report

Administration

DETAILED EXPENSE REPORT

COST CENTER: All

EXPENDITURE TYPE: All

FISCAL YEAR: From 2022 To 2023

SEARCH RESULTS:

No.	Cost Center	Fiscal Year	Description	Expenditure Type	Budget	Status	No.	Description	Requisition	Budget
2220254	7150	2022	Unbudgeted CEA	CEA	0.000	Active	20220021	Unbudgeted CEA...		20,507.1
2220254	7150	2022	Unbudgeted CEA	CEA	0.000	Active	20220021	Unbudgeted CEA...		20,507.1
2220254	7150	2022	Unbudgeted CEA	CEA	0.000	Active	20220021	Unbudgeted CEA...		20,507.1
2220185	3890	2022	Building...	MRE	20000.000	Active	20220043	Building...		20,000.1
2220185	3890	2022	Building...	MRE	20000.000	Active	20220043	Building...		20,000.1
2220185	3890	2022	Building...	MRE	20000.000	Active	20220043	Building...		20,000.1
2220185	3890	2022	Building...	MRE	20000.000	Active	20220043	Building...		20,000.1
2220185	3890	2022	Building...	MRE	20000.000	Active	20220043	Building...		20,000.1
2220185	3890	2022	Building...	MRE	20000.000	Active	20220043	Building...		20,000.1
2220185	3890	2022	Building...	MRE	20000.000	Active	20220043	Building...		20,000.1
2220185	3890	2022	Building...	MRE	20000.000	Active	20220043	Building...		20,000.1
2220185	3890	2022	Building...	MRE	20000.000	Active	20220043	Building...		20,000.1

Showing 1 to 10 of 186 entries

Downloads

- Expense Report.xlsx
- Open file
- Requirements Summary Report.xlsx
- Removed
- sample.pdf
- Removed
- Expenses Summary Report.xlsx
- Removed
- PayrollReport.pdf
- Removed

Search:

How to View the Expense Report?

1. Click the **Expense Report** link from the navigation bar located at the left-hand side of the screen. Fill in the search filter criteria to fine tune the result, and then click the **Search** button.

Welcome, Ervin Olinas Brosas
Username: GARMCO/ervin

EXPENSE REPORT

COST CENTER: All EXPENDITURE TYPE: All PROJECT STATUS: All REQUISITION STATUS: Outstanding

FISCAL YEAR: From: All To: All

Search Results:

Project No.	Cost Center	Expenditure Type	Fiscal Year	Project Status	Requisition No.	Requisition Date	Budget	Requisition Description	Requisition Status
No data available									

Showing 0 to 0 of 0 entries

2. Click the Excel toolbar icon to export the data displayed on the grid into an Excel file format.

Downloads

- Expense Report (1).xlsx Open file
- Expense Report.xlsx Open file
- Requisitions Summary Report.xlsx Removed
- sample.pdf Removed
- Expenses Summary Report.xlsx Removed
- PaySlipReport.pdf Removed

See more

EXPENSE REPORT

COST CENTER: All EXPENDITURE TYPE: All PROJECT STATUS: All REQUISITION STATUS: Outstanding

FISCAL YEAR: From: All To: All

Search Results:

Project No.	Cost Center	Expenditure Type	Fiscal Year	Project Status	Requisition No.	Requisition Date	Budget	Requisition Description	Requisition Status
2200002	2110	CEA	2020	Closed	20200092	31-Mar-2020	45,000.000	MF1 shutdown refractory repair	Uploaded t
2200002	2110	CEA	2020	Closed	20200091	31-Mar-2020	13,500.000	MF1 steel repair shutdown job	Uploaded t
2200002	2110	CEA	2020	Closed	20200090	31-Mar-2020	15,000.000	MF2 Refractory additional...	Uploaded t
2210121	3890	MRE	2021	Active	20210020	31-Jan-2021	5,000.000	Plantwide weighing indicator	Uploaded t
2210119	3890	MRE	2021	Active	20210019	31-Jan-2021	6,000.000	Instrument tools calibration	Uploaded t
2210139	3890	MRE	2021	Active	20210094	31-Aug-2021	25,000.000	Screw Compressor New Air End	Uploaded t
2200064	3890	CEA	2020	Closed	202000215	30-Nov-2020	25,000.000	Phase 2 Of Power Saving LED...	Uploaded t
2200068	3890	CEA	2020	Closed	20200086	30-Mar-2020	10,000.000	Polymer dosing system	Uploaded t
2220166	3890	MRE	2022	Active	20220047	30-Jan-2022	20,000.000	Plant Wide AC Maintenance...	Uploaded t
2190131	3240	CEA	2019	Closed	20190078	30-Apr-2019	56,500.000	Hotmill work rolls	Uploaded t

Showing 1 to 10 of 144 entries

Previous 1 2 3 4 5 ... 15 Next

How to View the Requisition Report?

1. Click the **Expense Report** link from the navigation bar located at the left-hand side of the screen. Fill in the search filter criteria to fine tune the result, and then click the **Search** button.

The screenshot shows the CEA/MRE Management System interface. On the left, a sidebar lists 'User Functions' (Project Inquiry, Requisition Inquiry), 'Report Functions' (Detailed Expense Report, Expense Report, Requisition Report), and 'Administration'. The 'Requisition Report' link is highlighted with a red arrow. The main area is titled 'REQUISITION REPORT' and contains search filters for COST CENTER (All), EXPENDITURE TYPE (All), REQUISITION STATUS (Outstanding), and FISCAL YEAR (From/To/All). Below the filters is a 'Search Results' grid with columns: No., Cost Center, Fiscal Year, Requisition No., Description, Requisition Date, Requisition Status, and Requisition Amount. A message indicates 'No data available'. At the bottom, there are buttons for 'Previous' and 'Next'.

2. Click the Excel toolbar icon to export the data displayed on the grid into an Excel file format.

This screenshot shows the same interface as the previous one, but with data populated in the grid. The grid has columns: No., Cost Center, Fiscal Year, Requisition No., Description, Requisition Date, Requisition Status, and Requisition Amount. The 'Description' column shows truncated text. A red box highlights the toolbar icons above the grid, including the Excel icon. To the right, a sidebar shows a list of files in 'Downloads', with the 'Requisition Report.xlsx' file being opened. A red arrow points to the 'See more' link in the top right corner of the grid area.

How to Upload an Approved CEA Requisition into JDE?

Note that the access for posting an approved CEA request into JDE is granted only to authorized personnel that include the Exec. Personal Assistant role as well as some ICT Administrators. No other users have access to this feature, hence, this form is locked when opened by an unauthorized user.

1. Click the **Requisition Administration** link from the navigation bar located at the left-hand side of the screen. Enter the desired **Requisition No.**, and then click the **Search** button. Click the **Upload to OneWorld** button on the grid to post the CEA request into JDE system.

The screenshot shows the CEA/MRE Management System interface. On the left, there's a sidebar with various menu items under 'User Functions' and 'Administration'. The 'Request Administration' item is highlighted with a yellow arrow. The main area is titled 'REQUISITION ADMINISTRATION'. It has search filters for 'COST CENTER', 'EXPENDITURE TYPE', 'FISCAL YEAR', 'PROJECT NO.', 'REQUISITION STATUS', and 'KEYWORDS'. A search button and a reset button are also present. The results grid shows one entry: Requisition No. 20230136, Requisition Date 29-Oct-2023, Description 'CEA - Service Desk software upgrade...', Status 'Approved', Amount '1,500.000', Action 'Upload to OneWorld' (which has a yellow arrow pointing to it), and Used Amount '0.000'. A red arrow points to the 'REQUISITION NO.' field where '20230136' is entered. A red arrow also points to the 'Search Results:' section below the grid.

2. A system notification about the successful posting to JDE will be sent to the Originator cc copy to the request creator, as well as to all persons who have approved the request.

[TESTING] CEA/MRE Requisition #20230136 - Testing ICT CEA request

CEA Administrator <CEASystem@garmco.com>
To ERVIN OLINAS BROSAS
Cc ervin.brosas@garmco.com

If there are problems with how this message is displayed, click here to view it in a web browser.

SUN 29/10/2023 12:05 PM

COMPLETED CEA/MRE REQUISITION #20230136

Note: This is an auto-generated email, please do not reply.

Dear ERVIN OLINAS BROSAS,

CEA/MRE Requisition No. 20230136 has been completed and posted to JDE successfully.

For more information about the request, please click the below button.

View Request

Regards,
CEA System Administrator

3. Once posted to JDE, the request status will change to **Uploaded to OneWorld**, and the **Close Requisition** action button will be shown on the grid. This button will be used to close the CEA request.

The screenshot shows the CEA/MRE Management System interface. On the left is a sidebar with navigation links for User Functions (Project Inquiry, Requisition Inquiry), Report Functions (Detailed Expense Report, Expense Report, Requisition Report), and Administration (Upload Projects, Request Administration, Assign Equipment No., Reassignment). The main area is titled 'REQUISITION ADMINISTRATION'. It includes search filters for COST CENTER (All), EXPENDITURE TYPE, FISCAL YEAR (All), PROJECT NO., REQUISITION STATUS (20230136), and KEYWORDS. Below the filters is a 'Search Results' table with columns: Requisition No., Requisition Date, Description, Status, Amount, Action, and Used Amount. A single row is displayed: Requisition No. 20230136, Requisition Date 29-Oct-2023, Description CEA - Service Desk software upgrade..., Status Uploaded to OneWorld, Amount 1,500.000, Action Close Requisition, and Used Amount 0.000. The status 'Uploaded to OneWorld' is highlighted in yellow. The bottom of the table shows pagination: Showing 1 to 1 of 1 entries, Previous, Next, and a page number 1.

Requisition No.	Requisition Date	Description	Status	Amount	Action	Used Amount
20230136	29-Oct-2023	CEA - Service Desk software upgrade...	Uploaded to OneWorld	1,500.000	Close Requisition	0.000

How to Close a CEA Requisition?

Note that the access for closing a CEA requisition is granted only to authorized personnel that include the Exec. Personal Assistant role as well as some ICT Administrators. No other users have access to this feature, hence, this form is locked when opened by an unauthorized user.

1. Click the **Requisition Administration** link from the navigation bar located at the left-hand side of the screen. Enter the desired **Requisition No.**, and then click the **Search** button. Click the **Upload to OneWorld** button on the grid to post the CEA request into JDE system.

The screenshot shows the 'REQUISITION ADMINISTRATION' page. On the left, a navigation menu includes 'Request Administration' (highlighted with a red arrow). The main search area has fields for COST CENTER (All), EXPENDITURE TYPE, FISCAL YEAR (All), PROJECT NO., REQUISITION STATUS (All), and KEYWORDS (enter search string here...). A red arrow points to the 'Search' button. Below the search area is a table titled 'Search Results' with columns: Requisition No., Requisition Date, Description, Status, Amount, Action, and Used Amount. The table shows 'No data available'. At the bottom right of the table, a red arrow points to the 'Close Requisition' button.

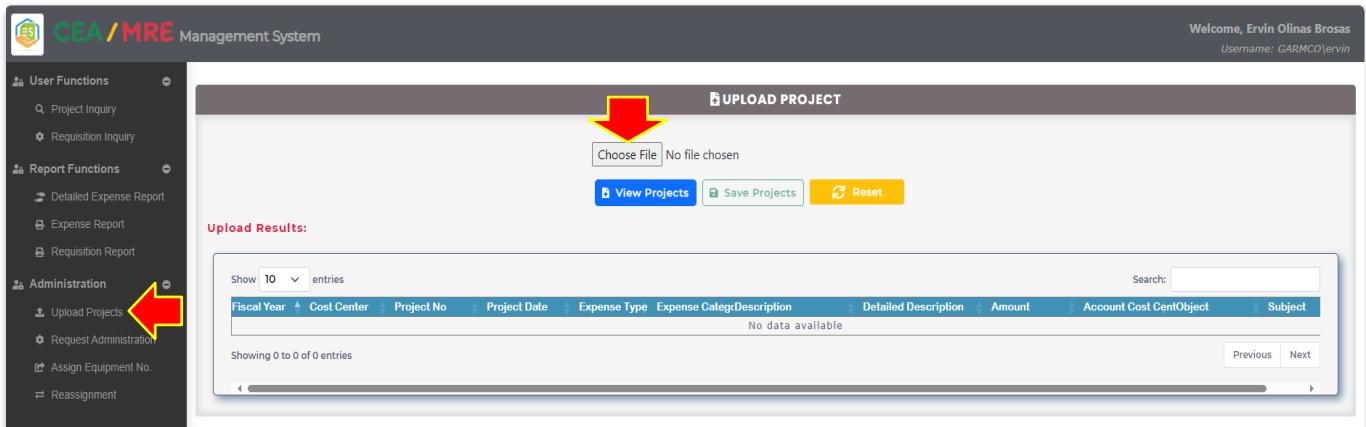
2. Click the **Close Requisition** button in the grid to set the CEA requisition into closed status. Note that an email notification will be sent to the request creator cc copy to the Originator and all persons who have approved the request.

The screenshot shows the same 'REQUISITION ADMINISTRATION' page after a search. The 'Search Results' table now displays one entry: Requisition No. 20230136, Requisition Date 29-Oct-2023, Description 'CEA - Service Desk software upgrade...', Status 'Uploaded to OneWorld', Amount '1,500.000', Action (highlighted with a red arrow), and Used Amount '0.000'. The 'Close Requisition' button is visible in the Action column.

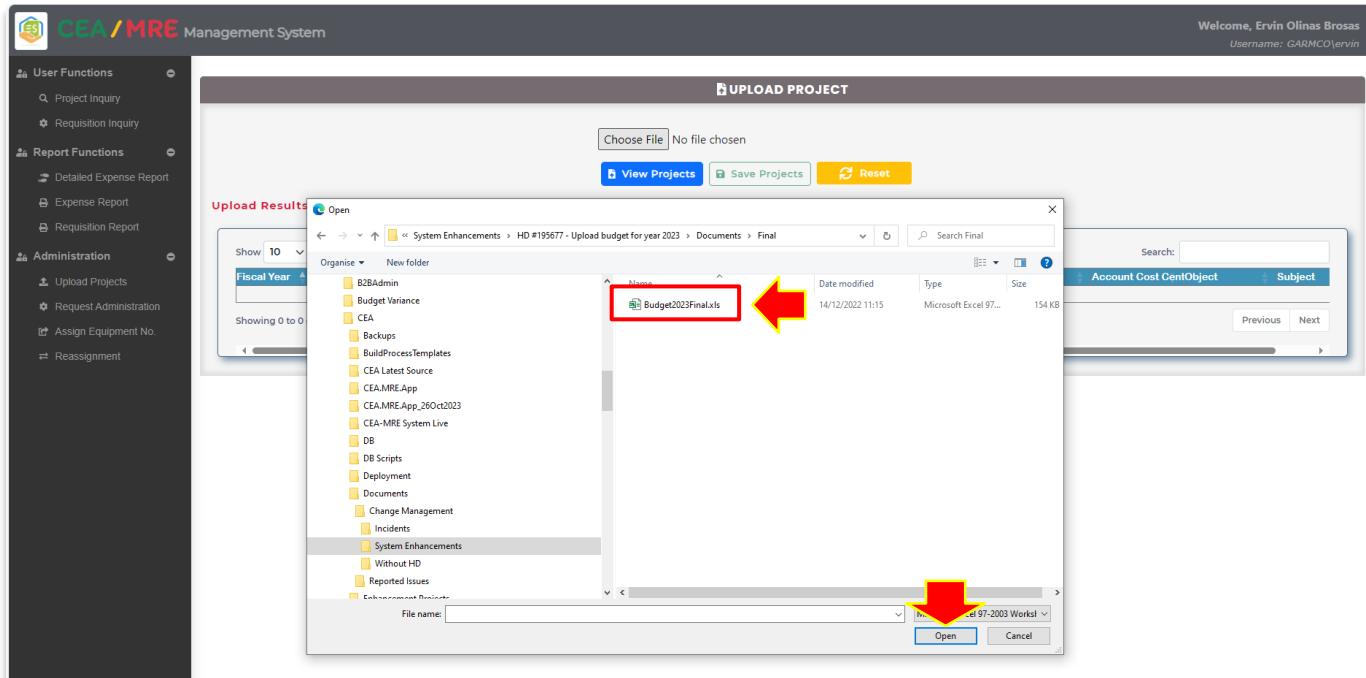
How to Upload New Projects from an Excel File?

Note that the access for uploading new projects into the system is given only to selected users from the Finance department, so no other users can use this feature. Below summarizes the step-by-step procedures on how to upload new projects from an external Excel file.

1. Expand the **Administration** menu item and then click **Upload Projects** link. Click the **Choose File** button to select and upload the desired Excel file.



2. Locate the Excel file that contains the list of all projects with budget information. Select the desired file and then click the Open button.



3. Click the **View Projects** button to show in the grid the list of all projects contained in the selected Excel file, which need to be uploaded in the system.

UPLOAD PROJECT

Choose File: Budget2023Final.xls

View Projects **Save Projects** **Reset**

Upload Results:

Fiscal Year	Cost Center	Project No.	Project Date	Expense Type	Expense Category	Description	Detailed Description
2023	7800	2320216	01-Jan-2023	CEA	Maintenance	Unbudgeted CEA	Unbudgeted CEA
2023	7800	2320293	01-Jan-2023	INC	Non Capital	Unbudgeted Non-Cap	Unbudgeted Non-Cap
2023	7700	2320215	01-Jan-2023	CEA	Maintenance	Unbudgeted CEA	Unbudgeted CEA
2023	7700	2320292	01-Jan-2023	INC	Non Capital	Unbudgeted Non-Cap	Unbudgeted Non-Cap
2023	7600	2320031	01-Jan-2023	CEA	Maintenance	HRMS and Payroll system	The current HRMS and Payroll is shared betw
2023	7600	2320041	01-Jan-2023	CEA	Maintenance	Service Desk software upgrade	The current Service Desk solution is end of li
2023	7600	2320165	01-Jan-2023	INC	Non Capital	Laptops	New laptops for employees @BDS500 for 2023
2023	7600	2320166	01-Jan-2023	INC	Non Capital	Network monitoring solution upgrade	The current network monitoring solution is e
2023	7600	2320167	01-Jan-2023	INC	Non Capital	New subscription for AutoCAD and Solid works	Requirement for Project Office
2023	7600	2320214	01-Jan-2023	CEA	Maintenance	Unbudgeted CEA	Unbudgeted CEA

Showing 1 to 10 of 293 entries

Search:

Previous **1** **2** **3** **4** **5** ... **30** Next

4. Verify the information displayed on the grid, and then click the **Save Projects** button to initiate the upload process. If data is uploaded successfully, a notification alert will be shown at the top-right corner of the screen. In the same manner, data in the grid will be cleared out.

UPLOAD PROJECT

Choose File: No chosen

View Projects **Save Projects** **Reset**

Upload Results:

Fiscal Year	Cost Center	Project No.	Project Date	Expense Type	Expense Category	Description	Detailed Description
No records found in the database.							

Showing 0 to 0 of 0 entries

Search:

Previous Next

Welcome, Antony Augusto
Data saved successful
Excel data saved successfully into the database!

5. To check and verify the uploaded projects, go to the Project Inquiry page and then specify the search filters.

PROJECTS INQUIRY

FISCAL YEAR: 2023

PROJECT STATUS: Active

COST CENTER: 7600 - INFORMATION COMM TECHNOLOGY

EXPENDITURE TYPE:

PROJECT NO.:

KEYWORDS: enter search string here...

Search **Reset**

Search Results:

Fiscal Year	Cost Center	Project No.	Project Date	Expense Type	Description	Detail
+Create	2023	7600	2320291	01-Jan-2023	INC	Unbudgeted Non-Cap
+Create	2023	7600	2320214	01-Jan-2023	CEA	Unbudgeted CEA
+Create	2023	7600	2320167	01-Jan-2023	INC	New subscription for AutoCAD and Solid w
+Create	2023	7600	2320166	01-Jan-2023	INC	Network monitoring solution upgrade
+Create	2023	7600	2320165	01-Jan-2023	INC	Laptops
+Create	2023	7600	2320041	01-Jan-2023	CEA	Service Desk software upgrade
+Create	2023	7600	2320031	01-Jan-2023	CEA	HRMS and Payroll system

Showing 1 to 7 of 7 entries

Search:

Previous **1** Next

How to Modify the Project Details?

Note that only authorized employees from the Finance department have access to this functionality, hence, this form is locked when opened by an unauthorized user.

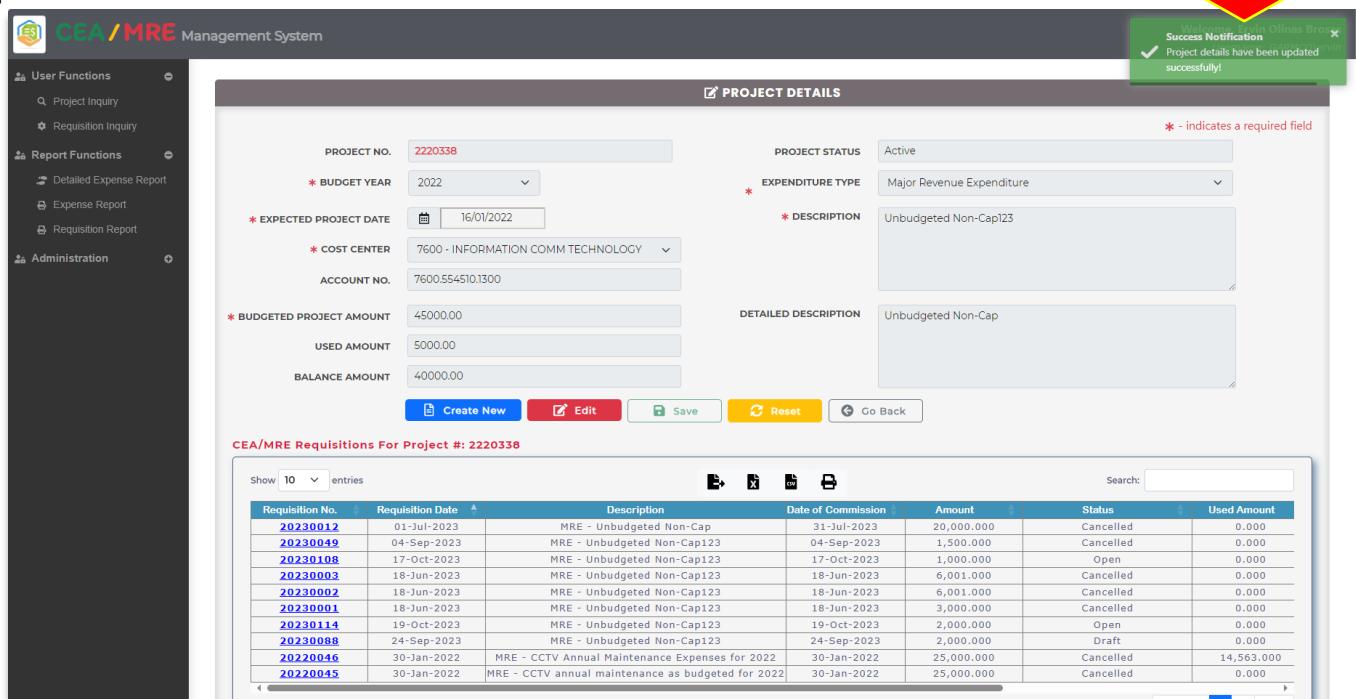
- Click the **Project Inquiry** link from the navigation bar located at the left-hand side of the screen. Select the desired project to edit from the grid, and then click the **Project No.** link. Take note that only authorized person can modify the project details, which is usually given to Finance team since they are the ones who manage the project budget.

The screenshot shows the 'PROJECTS INQUIRY' page. On the left, a sidebar lists 'User Functions' including 'Project Inquiry' (which has a red arrow pointing to it), 'Requisition Inquiry', 'Report Functions' (with 'Detailed Expense Report', 'Expense Report', 'Requisition Report'), and 'Administration'. The main area shows a grid of project data with columns: FISCAL YEAR, COST CENTER, PROJECT NO., PROJECT DATE, EXPENSE TYPE, and DESCRIPTION. Row 2220261 is highlighted with a red arrow. At the bottom, there are buttons for 'Search' and 'Reset'.

- Click the **Edit** button to modify the project details such as Budget Year, Expenditure Type, Expected Project Date, Description, Detailed Description, Cost Center, and Budgeted Project Amount. Click the **Save** button to commit changes to the database.

The screenshot shows the 'PROJECT DETAILS' page. The left sidebar is identical to the previous one. The main area contains form fields for 'PROJECT NO.', 'BUDGET YEAR', 'EXPECTED PROJECT DATE', 'COST CENTER', 'ACCOUNT NO.', 'BUDGETED PROJECT AMOUNT', 'USED AMOUNT', and 'BALANCE AMOUNT'. Below these are sections for 'EXPENDITURE TYPE', 'DESCRIPTION', and 'DETAILED DESCRIPTION'. At the bottom, there are buttons for 'Create New', 'Edit', 'Save' (which has a red arrow pointing to it), 'Reset', and 'Go Back'. A red arrow also points to the 'Edit' button in the bottom toolbar. Below the toolbar is a grid titled 'CEA/MRE Requisitions For Project #: 2220338' with columns: Requisition No., Requisition Date, Description, Date of Commission, Amount, Status, and Used Amount.

8. A toast message will be shown at the top-right corner of the screen confirming the successful data update process.



The screenshot shows the CEA/MRE Management System interface. On the left is a navigation sidebar with sections like User Functions, Report Functions, and Administration. The main area is titled "PROJECT DETAILS" and contains fields for Project No. (2220338), Budget Year (2022), Expected Project Date (16/01/2022), Cost Center (7600 - INFORMATION COMM TECHNOLOGY), Account No. (7600.554510.1300), Budgeted Project Amount (45000.00), Used Amount (5000.00), and Balance Amount (40000.00). To the right, there are fields for Project Status (Active), Expenditure Type (Major Revenue Expenditure), and Description (Unbudgeted Non-Cap123). Below these are "DETAILED DESCRIPTION" and "Unbudgeted Non-Cap". At the bottom are buttons for Create New, Edit, Save, Reset, and Go Back. A green toast message in the top right corner reads: "Success Notification" and "Project details have been updated successfully!". A red arrow points to this toast message.

Requisition No.	Requisition Date	Description	Date of Commission	Amount	Status	Used Amount
20230012	01-Jul-2023	MRE - Unbudgeted Non-Cap	31-Jul-2023	20,000.000	Cancelled	0.000
20230049	04-Sep-2023	MRE - Unbudgeted Non-Cap123	04-Sep-2023	1,500.000	Cancelled	0.000
20230108	17-Oct-2023	MRE - Unbudgeted Non-Cap123	17-Oct-2023	1,000.000	Open	0.000
20230003	18-Jun-2023	MRE - Unbudgeted Non-Cap123	18-Jun-2023	6,001.000	Cancelled	0.000
20230002	18-Jun-2023	MRE - Unbudgeted Non-Cap123	18-Jun-2023	6,001.000	Cancelled	0.000
20230001	18-Jun-2023	MRE - Unbudgeted Non-Cap123	18-Jun-2023	3,000.000	Cancelled	0.000
20230114	19-Oct-2023	MRE - Unbudgeted Non-Cap123	19-Oct-2023	2,000.000	Open	0.000
20230088	24-Sep-2023	MRE - Unbudgeted Non-Cap123	24-Sep-2023	2,000.000	Draft	0.000
20220046	30-Jan-2022	MRE - CCTV Annual Maintenance Expenses for 2022	30-Jan-2022	25,000.000	Cancelled	14,563.000
20220045	30-Jan-2022	MRE - CCTV annual maintenance as budgeted for 2022	30-Jan-2022	25,000.000	Cancelled	0.000

How to Reassign a CEA Requisition to Other Aprover?

Note that only System Administrators can reassign a CEA requisition to any approver. An access violation error message will be shown on the screen if an unauthorized user tried to access this form. To reassign a requisition, the status should be in any of the following: 'Submitted for Approval' or 'Awaiting Chairman Approval'.

1. Click the **Reassignment** link from the navigation bar located at the left-hand side of the screen. Fill in the search criteria fields to fine tune the search results, and then click the **Search** button. Normally, the CEA requisition number is entered for reassigning a single record.

The screenshot shows the CEA/MRE Management System interface. On the left, there's a sidebar with various menu items under 'User Functions', 'Report Functions', and 'Administration'. A red arrow points to the 'Reassignment' link under Administration. The main content area is titled 'REASSIGNMENT REQUISITION'. It has search filters for 'COST CENTER' (All), 'EXPENDITURE TYPE' (All), 'CURRENTLY ASSIGNED TO' (with a search bar and magnifying glass icon), 'REQUISITION NO.' (empty), and 'FISCAL YEAR' (From 2023, To 2023). Below these are 'Search Results' and a 'REASSIGN REQUISITION' section with fields for 'NEW APPROVER' (search bar and magnifying glass), 'REMARKS' (text area), and buttons for 'Reassign' and 'Reset'.

2. The CEA requisition should be in the status of either '**Submitted for Approval**' or '**Awaiting Chairman Approval**', otherwise, an error will appear on the screen.

This screenshot is similar to the previous one but includes an error message. A red box highlights a pink banner at the top with the text 'Error! Please check the requisition number status should be in 'Submitted' or 'AwaitingChairmanApproval''. The rest of the interface is identical to the first screenshot, showing the search filters, search results table, and reassignment form.

3. Select the desired requisition from the grid, and then click the **checkbox** to mark the record for reassignment. Enter the employee number of the new approver and then type the remarks, which is a required field. Click the Reassign button to finalize the reassignment process

CEA/MRE Management System

Welcome, Ervin Olinas Brosas
Username: GARMCO\ervin

REASSIGNMENT REQUISITION

COST CENTER	All	REQUISITION NO.	20230135
EXPENDITURE TYPE	All	FISCAL YEAR	From 2023 To 2023
CURRENTLY ASSIGNED TO	search employee here...		
Search Results:		Search:	
Show: 10 entries		Search:	
Project No	Requisition No	Status	Currently Assigned To
2320291	20230135	Submitted for Approval	ERVIN OLINAS BROSAS
Requisition Date: 26-Oct-2023 Cost Center: 7600			

Showing 1 to 1 of 1 entries 1 row selected

REASSIGN REQUISITION

NEW APPROVER	10005035	REMARKS	Test reassignment
--------------	----------	---------	-------------------

Reassign **Reset**

4. A toast message will be shown at the top-right corner of the screen to inform users about the success reassignment operation.

CEA/MRE Management System

Welcome, Ervin Olinas Brosas
Reassignment Successful
Successfully reassigned to the new approver

REASSIGNMENT REQUISITION

COST CENTER	All	REQUISITION NO.	
EXPENDITURE TYPE	All	FISCAL YEAR	From 2023 To 2023
CURRENTLY ASSIGNED TO	search employee here...		
Search Results:		Search:	
Show: 5 entries		Search:	
Project No	Requisition No	Status	Currently Assigned To
No records found in the database.			
Showing 0 to 0 of 0 entries			

REASSIGN REQUISITION

NEW APPROVER	search employee here...	REMARKS	
--------------	-------------------------	---------	--

Reassign **Reset**

5. To check and verify the reassigned approver, go to the Requisition Inquiry page, enter the requisition number, and then click the status button to view the details of the approver status.

The screenshot shows the CEA/MRE Management System interface. The top navigation bar includes the logo, 'CEA/MRE Management System', and a welcome message for 'Ervin Olinas Brosas' with the username 'GARMCO\ervin'. The left sidebar contains 'User Functions' (Project Inquiry, Requisition Inquiry), 'Report Functions' (Detailed Expense Report, Expense Report, Requisition Report), and 'Administration'. The main content area is titled 'REQUISITION STATUS' and shows a grid of approval records for requisition number 20230135. The grid columns include Approval Role, Approver, Current Status, Approved Date, and Approval Comments. The records are as follows:

Approval Role	Approver	Current Status	Approved Date	Approval Comments
Originator	10003632 - ERVIN OLINAS BROSAS SOFTWARE ENGINEER	Completed	26-Oct-2023	Test approval by Originator
Superintendent	10003656 - TAFSIR AHMAD SIDDIQ AHMAD SOFTWARE DEVELOPER	Completed	26-Oct-2023	Test approval by Superintendent
Cost Center Manager	10003632 - ERVIN OLINAS BROSAS SOFTWARE ENGINEER	Completed	07-Nov-2023	Approved by Cost Center Manager
Item Category Approver	10003870 - FATIMA JAFFAR ABDULLA IT Administrator	Completed	07-Nov-2023	Approved by Item Cat
Executive Manager - Finance	10005035 - ANTONY AUGUSTY HELPDESK ADMINISTRATOR	In-progress		

Below the grid, it says 'Showing 1 to 5 of 5 entries' and has navigation buttons for 'Previous' and 'Next'.