

SCMS User's Manual

For Special Disbursing Officer

Author:	D7.C.I.S - C.O.B
Version:	1.0.0
Last Updated:	04-25-24
Changelog:	<Insert Changelogs>

Table of Contents

1	Introduction	3
	Purpose of the System	3
	System Functionality Overview	3
	Importance of Reading the Manual	3
2	Getting Started	4
	Accessing the System	4
	Supported Browsers and Devices	4
	Account Creation and Login Process	5
3	Using the System	8
	Dashboard	11
	Cash Management > Add Cash Disbursements	11
	Cash Management > View Cash Disbursements	11
	Cash Management > Manage Sheets	11
	Financial Reports > Disbursement Report	11
	Financial Reports > Disbursement Register	11
	Financial Reports > Disbursement Record	11
	Financial Reports > Liquidation Report	11
	Libraries > Payee Management	11
	Notifications	11
	Change Password	11
	Other Minor Features	11
	Logout	11
4	Troubleshooting and Support	11
	Common Issues and Solutions	11
	Frequently Asked Questions (FAQs)	11
	How to Contact Support and Request Assistance	11
5	Data Privacy and Security	11
	Information on Data Handling and Storage	11
	Security Measures	11
	Privacy Policy	11
6	Feedback and Suggestions	11
	How to Provide Feedback and Suggestions	11

1. Introduction

Purpose of the System

The purpose of the system is to digitally systematized the process of cash disbursements. Looking forward, the development and implementation of this system envisions a more optimized, organized management and faster processing of cash disbursements.

System Functionality Overview

The system includes following functionalities:

- **Manage cash disbursement entries** (Add, view, update, and delete)
- **Manage cash disbursement sheets:** Upon consolidating all entries for a particular accounting period, the sheet to be created will be submitted to HO-OC for clearing.
- **Report Generation:** Automatically generates a report upon request. Reports include:
 - Cash Disbursement Report
 - Cash Disbursement Register
 - Cash Disbursement Record
 - Liquidation Report
- **Manage payee records:** Since the profile records of payee are needed in adding entries, the system provides a dedicated functionality where you can manage payee's records (add, view and update)
- **Other functionalities** like dashboard for information overview, notifications for every transaction with other users, and change password.

Further details regarding the said functionalities will be expounded in the next sections of the manual.

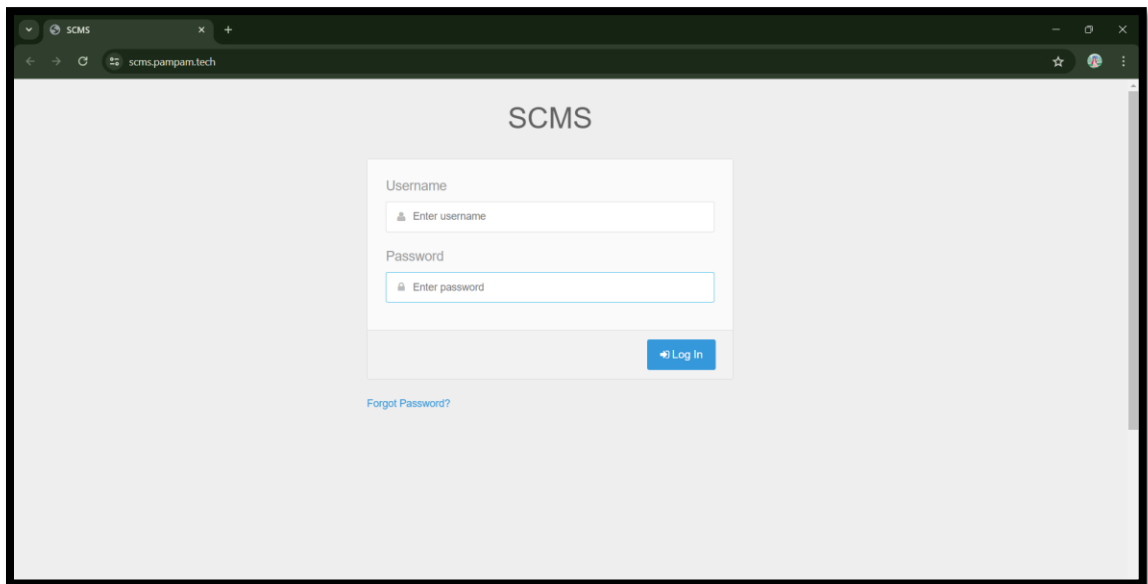
Importance of Reading the Manual

Reading the manual for is crucial for users to grasp its features, functionalities, and navigation. It offers insights into efficient usage, including tips and shortcuts for smoother interaction. By familiarizing with usage and troubleshooting guidelines, users can address common issues independently, saving time and frustration. Additionally, understanding privacy settings and security measures outlined in the manual helps users safeguard their data. Following the manual's recommendations ensures users can make the most of the system's capabilities while navigating it securely and effectively, progressively enhancing overall experience.

2. Getting Started

Accessing the System

1. First, make sure that your computer has stable internet connection, since the system is web-based.
2. Open an internet browser in your computer,
3. In the search/address bar, type/enter <https://scms.pampam.tech>
4. This is the screen you will see upon accessing the said system:



Supported Browsers and Devices

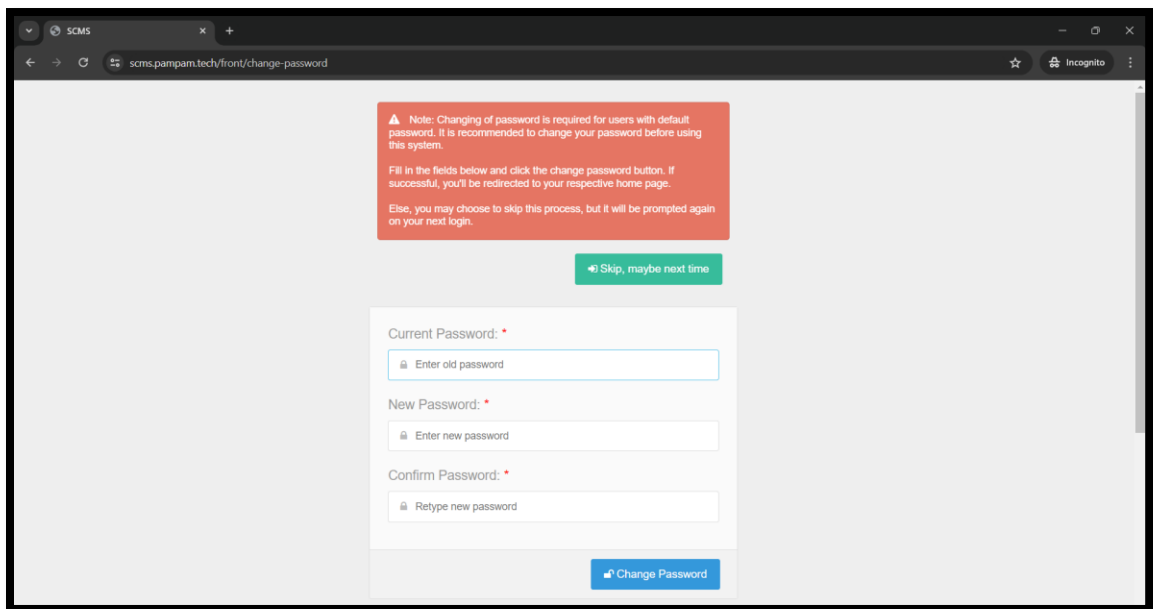
- Even though the system is web-based and can be accessed through mobile devices, it is **NOT RECOMMENDED** to access it in a mobile device. Use only computers (Either desktop or a laptop). The reason is that some of the user interface (the design) of the system maybe broken or will not behave properly if accessed on a device with small screen resolutions.
- For internet browsers, it is **RECOMMENDED TO USE GOOGLE CHROME** for maximum compatibility. For other browsers, the system has been tested on other browsers:
 - **Microsoft Edge** - Compatibility checked, also recommended to use.
 - **Brave** - Compatibility checked, also recommended to use.
 - **Mozilla Firefox** - Compatibility checked, not recommended to use due to misbehaving UI/UX components (Broken images/animations).
 - **Opera GX** - Compatibility checked, not recommended to use due to misbehaving UI/UX components (Broken images/animations).

Account Creation and Login Process

[NOTE] For the account creation, please contact the system administrator. The system administrator will be the one to create the account, and will send it to you via email/viber.

Login Process:

1. Go to <https://scms.pampam.tech>
2. Enter username and password
3. Click the “Log In” button or press the enter key.
4. If the login is success, you will be redirected to the change-password page. It should like this:

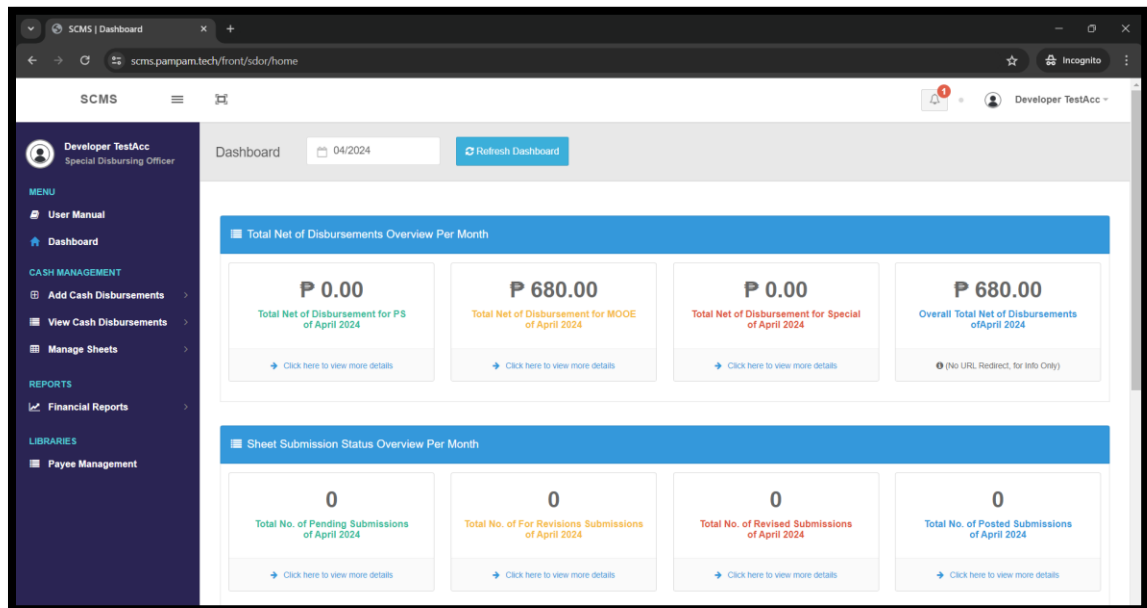
A screenshot of a web browser window showing the 'change-password' page of the SCMS system. The browser's address bar displays 'scms.pampam.tech/front/change-password'. The page features a light gray background. At the top, a red notification box contains a warning icon and text: 'Note: Changing of password is required for users with default password. It is recommended to change your password before using this system. Fill in the fields below and click the change password button. If successful, you'll be redirected to your respective home page. Else, you may choose to skip this process, but it will be prompted again on your next login.' Below this box is a green button labeled 'Skip, maybe next time'. The main form area has three input fields: 'Current Password:' with a placeholder 'Enter old password', 'New Password:' with a placeholder 'Enter new password', and 'Confirm Password:' with a placeholder 'Retype new password'. Each field has a small lock icon to its left. At the bottom right of the form is a blue button labeled 'Change Password'.

This page will only show if accessed your account for the first time, or if you don't change your default password, it will always show every time you log in.

You may opt to skip it, or proceed to changing the password. Just complete all the fields and click the “Change Password” button.

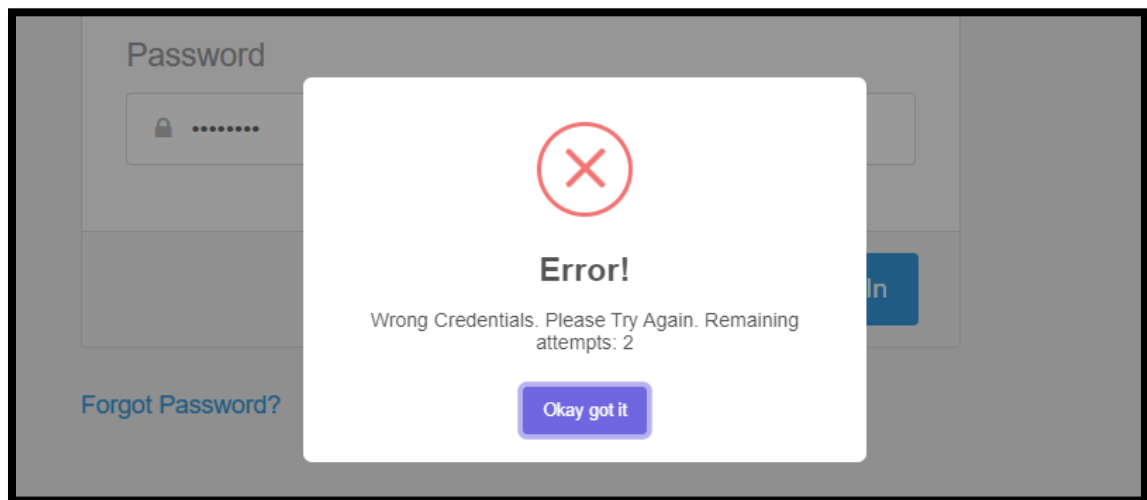
Please also be reminded that in the “Confirm Password” text field, you cannot copy and paste, so you will be forced to retype your new password.

5. If you have successfully changed your password, a prompt will show that you have successfully changed your password and you will be redirected to the dashboard page. It should look like this:



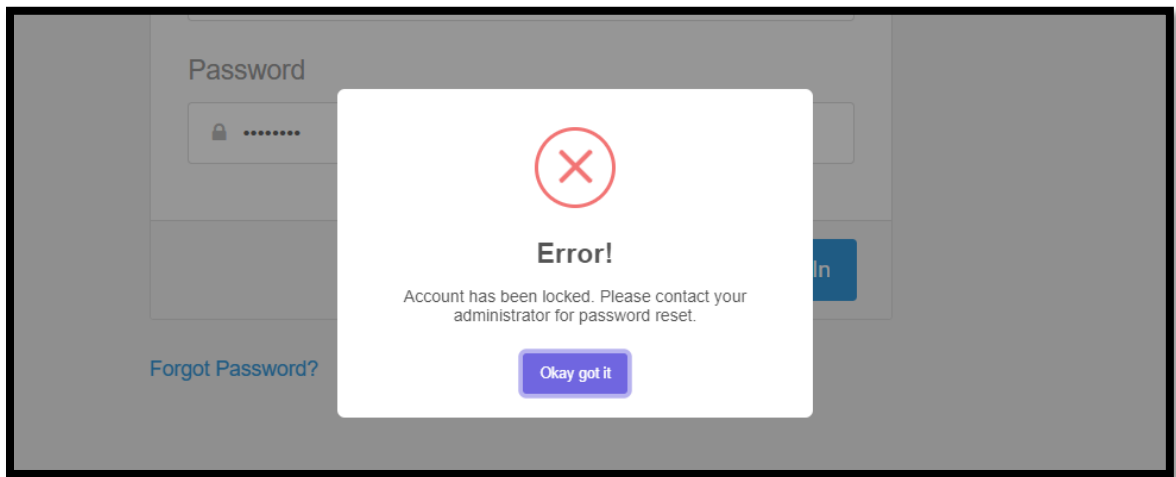
This page will also be shown if you logged-in successfully with a non-default password, or if you just clicked “Skip, Maybe next time” button in the change password page.

6. However, if you have failed to enter your correct credentials, a prompt like this will show:

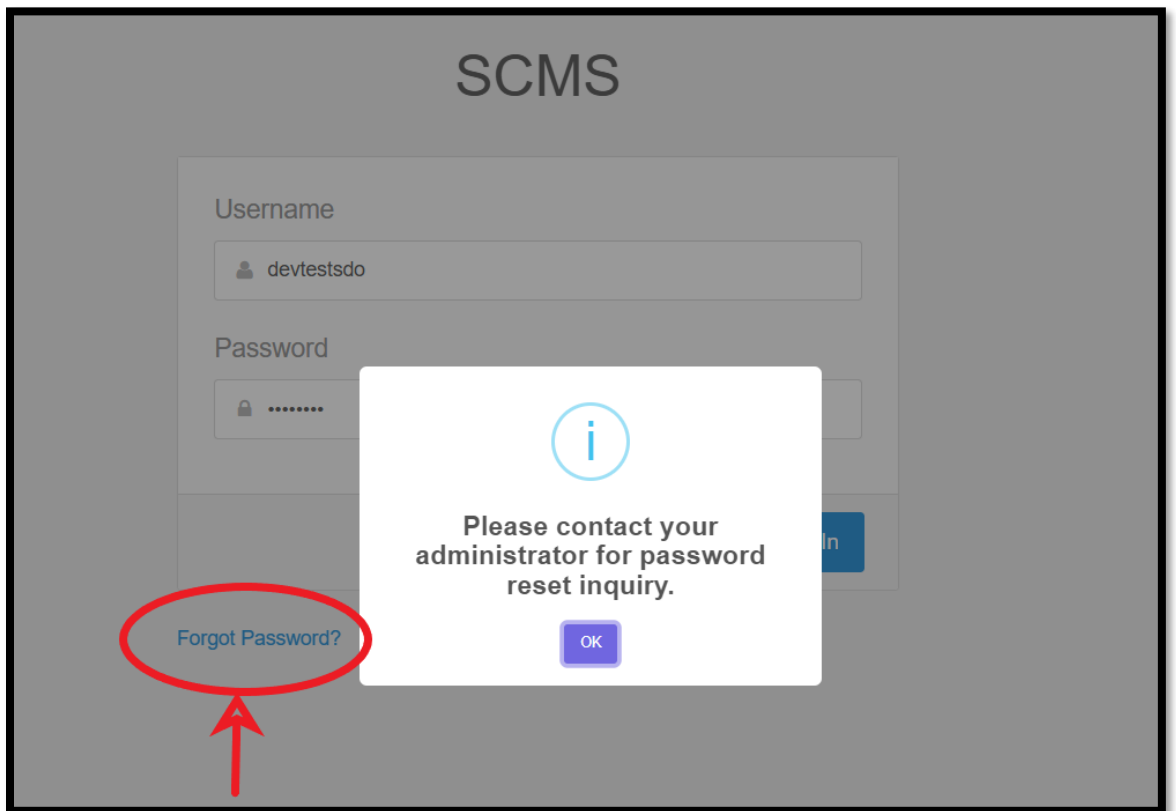


This will only show if you entered a correct username and wrong password. Each user account is allowed to have 3 login attempts.

If all attempts are exhausted, your account will be locked, and you have to report it to the administrator to provide you a new password. The prompt for a locked account should look like this:



7. Same goes for the “Forgot Password” link element below the login component, once clicked, it will show a prompt that should look like this:



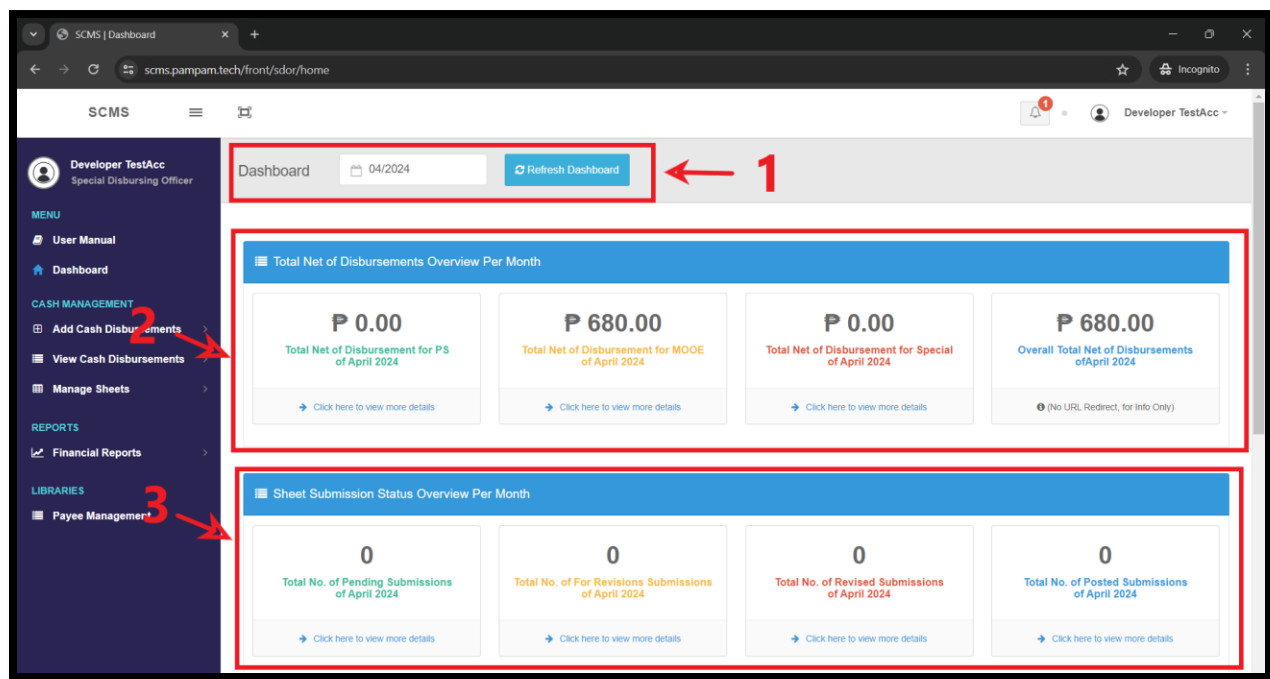
3. Using the System

[NOTE]: Please refer to the number pointed in the red box for the description and steps on how to use the components in the window.

Dashboard

The dashboard contains the count and graphical (chart) overview of cash disbursement transactions of the selected month.

The default loaded data is based on the current month and year.



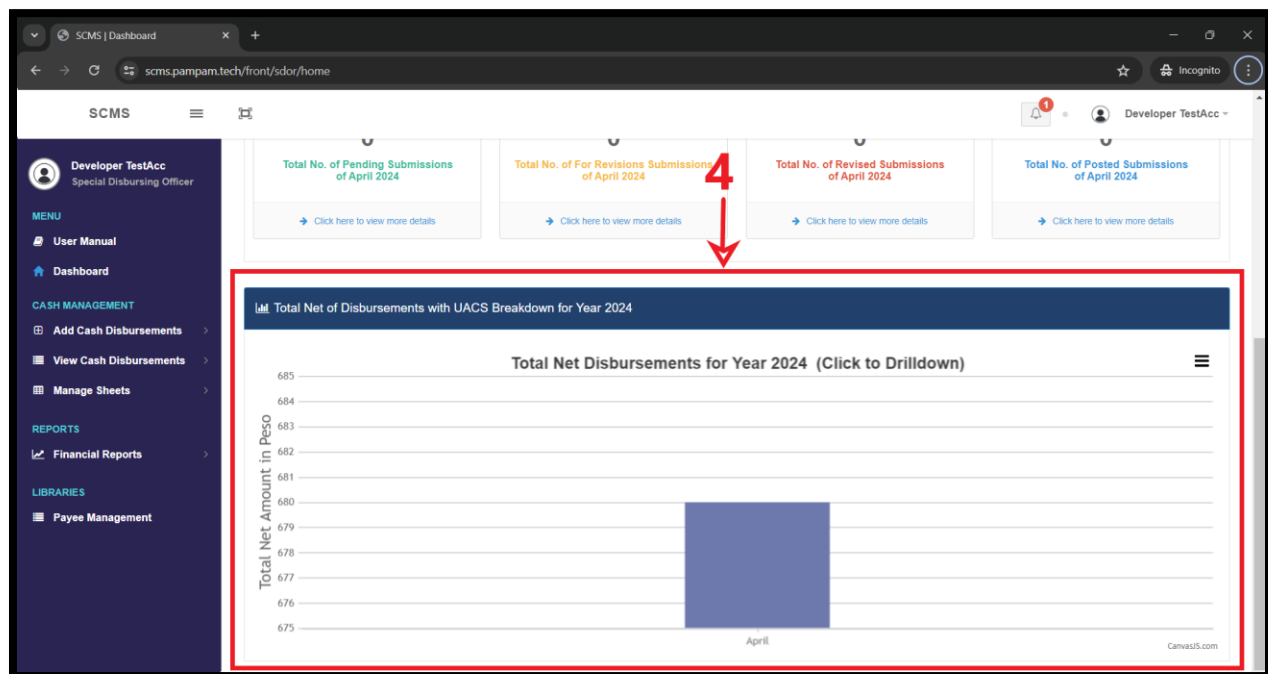
1. **Dashboard Filter** – The filter is automatically set to the current month and year, every time the page is loaded. You can select the previous months and years to view previous data. The filter will only execute by clicking the “Refresh Dashboard” button. You will also notice that the labels of widgets for #2 and #3 will change every time the filter is executed.
2. **Total Net of Disbursements Overview Per Month** – You can see here the total net amount of cash disbursement entries per month (depends on the filter). It is divided into four widgets: For PS, MOOE, Special, and the total of those three previously mentioned. You will also notice that the amount will change every time the filter is executed.

Below the widgets are their respective shortcut URLs (“Click here to view more details”). Once clicked, you will be redirected to the “View Cash Disbursement” page (See page #), and the default loaded data will depend on the selected month and year from the

dashboard filter. (For example, if you selected “04/2024” from the dashboard filter, executed the filter request and clicked the “Click here to view more details” link from the MOOE widget, you will be redirected to a page where the list of MOOE cash disbursement entries for the month and year of 04/2024 will be shown).

3. **Sheet Submission Status Per Month** – You can see here the total sheet submission status count per month (depends on the filter). It is divided into four widgets: For Pending, For Revision, Revised, and Posted. You will also notice that the count will change every time the filter is executed.

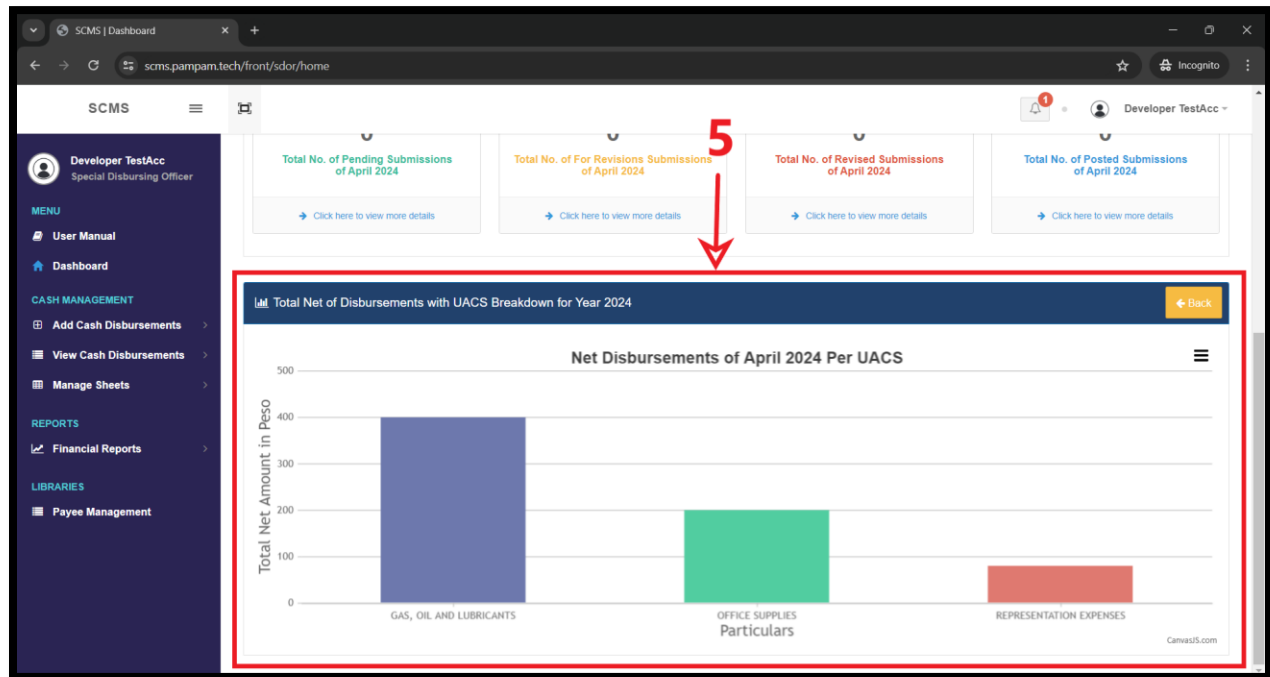
Below the widgets are their respective shortcut URLs (“Click here to view more details”). Once clicked, you will be redirected to the “Manage Sheets” page (See page #), and the default loaded data will depend on the selected month and year from the dashboard filter. (For example, if you selected “04/2024” from the dashboard filter, executed the filter request and clicked the “Click here to view more details” link from the MOOE widget, you will be redirected to a page where the list of MOOE cash disbursement sheets for the month and year of 04/2024 will be shown).



4. **Total Net of Disbursements with UACS Breakdown (Main)** – This chart shows the total net amount of cash disbursements (Includes PS, MOOE, and Special), per month (x axis) per year. Please take note that this chart doesn’t change if the month of the dashboard filter was changed, since this chart is only filterable by year and already shows all months (In

this example, the existing entries available for this particular account is only for April 2024). If the year changes, (For example from 2024 to 2023) the data will change.

Every column is clickable. Once clicked, a breakdown of cash disbursements per UACS particular that are inclusive on the month selected will show (Please refer to next page).



5. **Total Net of Disbursements with UACS Breakdown (Drilldown)** - In continuation of #4, it will show the cash disbursement total net amount per UACS of that particular selected month (In this case, the “April” column was clicked, showing three different particulars and their respective total net amount).

To return from the previous chart’s main view, just click the “Back” button, located in the upper right of the chart.

Cash Management > Add Cash Disbursements

Adding entries for cash disbursements are divided into 3 categories: Personnel Services (PS), Maintenance and Other Operating Expenses (MOOE) and Special Requests (SR).

