

Sample Forms

Mandaluyong TechHub Solutions

EXPENSE REPORT

Name: Dionne R. Carson
 Employee ID: 5
 Department: Software Development
 Manager: Sarah D. Johnson
 Position: Software Engineer
 Purpose: Business Trip

PERIOD
 From: 09/11/2023
 To: 09/25/2023

DATE	DESCRIPTION	EXPENSE TYPE	AMOUNT
09/11/2023	Roundtrip flight, Manila to San Francisco	Travel	PHP 27,740.00
09/11/2023	5 nights stay at the hotel	Rent	PHP 65,480.00
09/11/2023	Breakfast, lunch, dinner	Meals	PHP 16,650.00
09/13/2023	Registration fee for the conference	Events	PHP 27,740.00
09/11/2023	Taxi and subway fares	Travel	PHP 2,774.00
TOTAL EXPENSES			PHP 140,384.00

* Don't forget to attach receipts *

Dionne R. Carson 09/09/2023
 Employee Signature Date
 Sarah D. Johnson 09/05/2023
 Authorized By Date

Mandaluyong TechHub Solutions

EXPENSE REPORT

Name: John B. Smith
 Employee ID: 1
 Department: Marketing and Communication Department
 Manager: Elaine W. Chao
 Position: Graphic Designer
 Purpose: Marketing Event

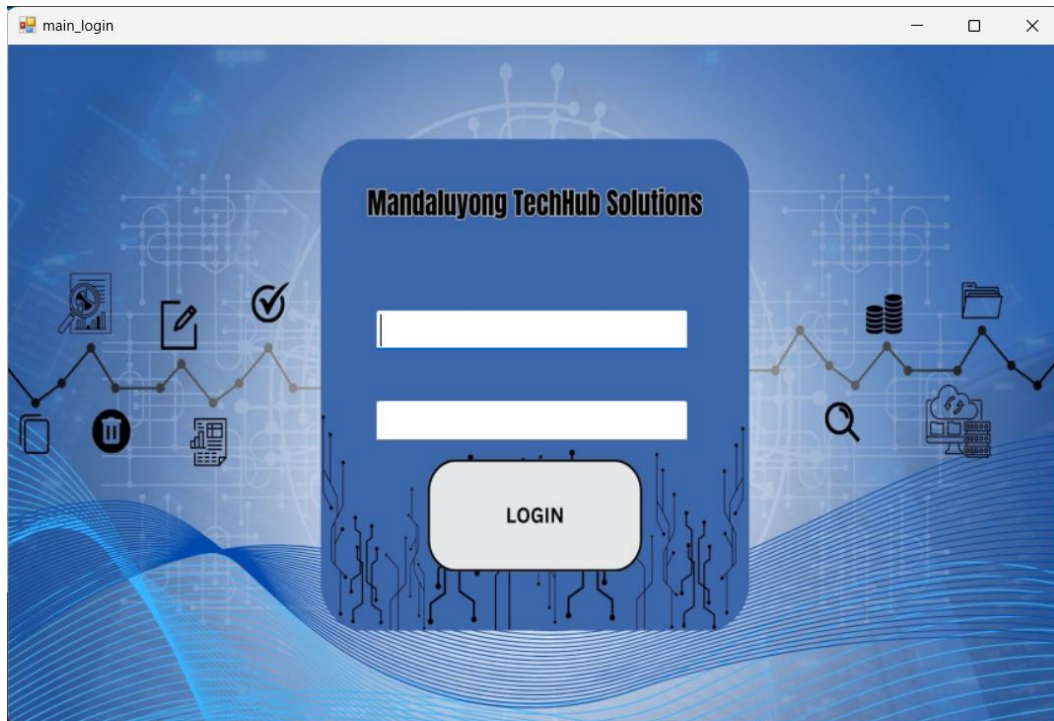
PERIOD
 From: 08/27/2023
 To: 08/28/2023

DATE	DESCRIPTION	EXPENSE TYPE	AMOUNT
08/27/2023	Payment for the event venue	Rent	PHP 20,000.00
08/27/2023	Catering	Meal	PHP 30,000.00
08/27/2023	Audio-visual equipment	Rent	PHP 10,000.00
08/27/2023	Printing and producing marketing materials	Supplies	PHP 5,000.00
08/27/2023	Purchasing gifts and giveaways to attendees	Benefits	PHP 5,000.00
TOTAL EXPENSES			PHP 70,000.00

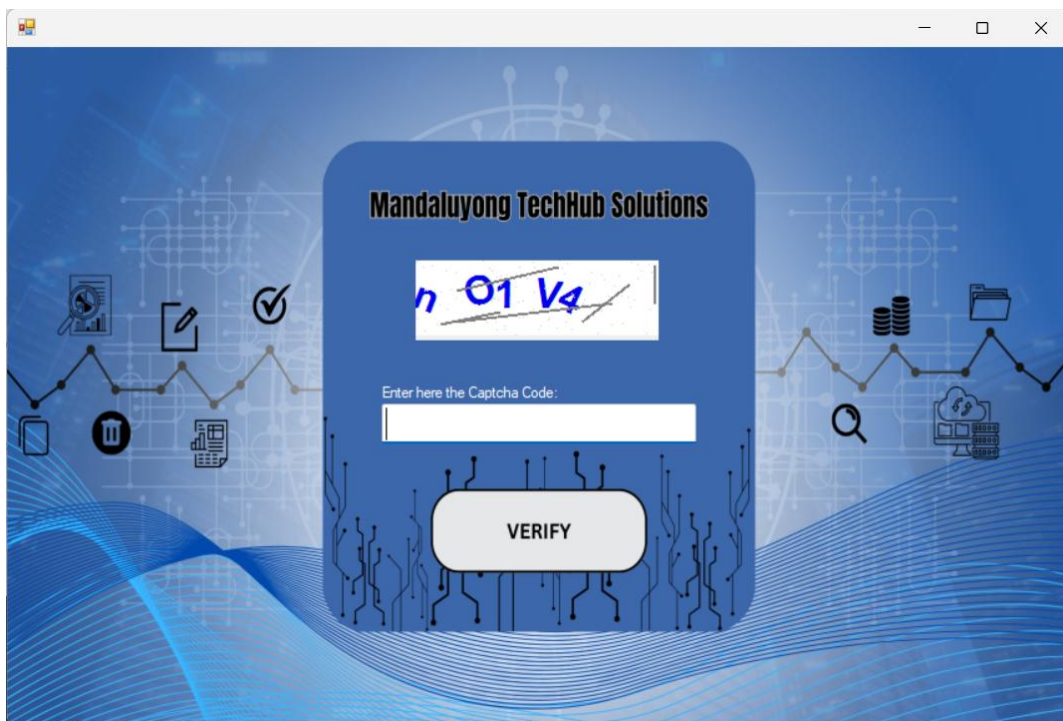
* Don't forget to attach receipts *

John B. Smith 08/24/2023
 Employee Signature Date
 Elaine W. Chao 08/25/2023
 Authorized By Date

Screenshots of the system



Main Login



Multi-factor Authentication

System Interface for Admin

ACCOUNTS

EMPLOYEES

DEPARTMENT

POSITION

EXPENSE TYPE

PURPOSE

AUTHORIZATION

OVERVIEW

AUDIT TRAIL

REPORT

LOGOUT

Mandaluyong TechHub Solutions

ADMINISTRATOR

User ID:

Email:

Password:

Employee ID:

SEARCH

ADD

EDIT

DELETE

	ID	EMAIL	PASS	EMPLOYEE_ID
▶	1	john.smith@example.com	smithJ123	1
	2	carlosanaB@gmail.com	ananana12S	2
	3	mendozajose@gmail.com	mendozaJose	3
	4	floresjuan@gmail.com	JuanF123	4
	5	dionne_carson@gmail.com	dionnecarson	5
	6	elaine_chao@gmail.com	chao_Elaine	6
	7	david.thomas@example.com	thomasdavid132	7
	8	sarah.johnson@example.com	saraj	8
	9	howard_benjamin@gmail.com	bjhoward	9
	10	maria.garcia@gmail.com	mariaG143	10
	11	admin@gmail.com	admin	0
	12	admin	admin	0

LOAD

CANCEL

SAVE

Accounts

ACCOUNTS

EMPLOYEES

DEPARTMENT

POSITION

EXPENSE TYPE

PURPOSE

AUTHORIZATION

OVERVIEW

AUDIT TRAIL

REPORT

LOGOUT

Mandaluyong TechHub Solutions

ADMINISTRATOR

Employee ID:

Name:

Department ID:

Position ID:

Contact:

Sex:

Email:

Address:

SEARCH

ADD

EDIT

DELETE

	employee_id	Name	dept_name	pos_name	EMP_CONTACT	EMP_SEX	EMP_EMAIL	EMP_ADDRESS
▶	1	John B. Smith	Marketing and ...	Graphic Designer	09899795949	Male	john.smith@ex...	Ayala Avenue, ...
	2	Ana B. Carlos	Human Resour...	Administrative A...	09846723465	Female	carlosanaB@g...	Katipunan Ave...
	3	Jose A. Mendoza	Software Devel...	Quality Assuran...	09136573826	Male	mendozajose@...	Ortigas Avenue...
	4	Juan L. Flores	Marketing and ...	Social Media S...	09742395426	Male	floresjuan@gm...	Alabang-Zapot...
	5	Dionne R. Cars...	Software Devel...	Software Engin...	09823443726	Female	dionne_carson...	Ayala Avenue, ...
	6	Elaine W. Chao	Marketing and ...	Manager	09877772344	Female	elaine_chao@...	Taft Avenue, M...
	7	David I. Thomas	Human Resour...	Manager	09384627452	Male	david.thomas@...	Suicat Road, P...
	8	Sarah D. Johns...	Software Devel...	Manager	09237346173	Female	sarah.johnson...	Ortigas Avenue...
	9	Benjamin How...	Human Resour...	Human Resource	09983746567	Male	howard_benja...	Emerald Avenu...
	10	Maria A. Garcia	Software Devel...	Human Resource	09234573746	Male	maria.garcia@g...	EDSA, Manila, ...

LOAD

CANCEL

SAVE

Employees

ACCOUNTSEMPLOYEESDEPARTMENTPOSITIONEXPENSE TYPEPURPOSEAUTHORIZATIONOVERVIEWAUDIT TRAILREPORTLOGOUT

Mandaluyong TechHub SolutionsADMINISTRATOR

Department ID:

Department Name:

Manager ID:

SEARCH

ADD

EDIT

DELETE

	DEPT_ID	DEPT_NAME	MANAGER_ID
▶	1	Marketing and Communication Department	6
	2	Human Resources and Administration Departm...	7
	3	Software Development Department	8

LOAD

CANCEL

SAVE

Department

ACCOUNTSEMPLOYEESDEPARTMENTPOSITIONEXPENSE TYPEPURPOSEAUTHORIZATIONOVERVIEWAUDIT TRAILREPORTLOGOUT

Mandaluyong TechHub SolutionsADMINISTRATOR

Position ID:

Position Name:

SEARCH

ADD

EDIT

DELETE

	POS_ID	POS_NAME
▶	1	Manager
	2	Human Resource
	3	Graphic Designer
	4	Administrative Assistant
	5	Quality Assurance Engineer
	6	Software Engineer
	7	Social Media Specialist

LOAD

CANCEL

SAVE

Position

ACCOUNTS
EMPLOYEES
DEPARTMENT
POSITION
EXPENSE TYPE
PURPOSE
AUTHORIZATION
OVERVIEW
AUDIT TRAIL
REPORT
LOGOUT

Mandaluyong TechHub Solutions
ADMINISTRATOR

Expense Type ID:
Expense Type Name:

SEARCH
ADD
EDIT
DELETE

EXP_TYPE_ID	EXP_TYPE_NAME
1	Rent
2	Meal
3	Supplies
4	Benefits
5	Travel
6	Events
7	Marketing
8	Software
9	Professional Service
10	Entertainment

LOAD
CANCEL
SAVE

Expense type

ACCOUNTS
EMPLOYEES
DEPARTMENT
POSITION
EXPENSE TYPE
PURPOSE
AUTHORIZATION
OVERVIEW
AUDIT TRAIL
REPORT
LOGOUT

Mandaluyong TechHub Solutions
ADMINISTRATOR

Purpose ID:
Purpose Description:

SEARCH
ADD
EDIT
DELETE

PURPOSE_ID	PURPOSE_DESCRIPTION
1	Marketing Event
2	Business Trip
3	Charity Donation
4	Product/Service Launch
5	Software Purchase

LOAD
CANCEL
SAVE

Purpose

ACCOUNTS
EMPLOYEES
DEPARTMENT
POSITION
EXPENSE TYPE
PURPOSE
AUTHORIZATION
OVERVIEW
AUDIT TRAIL
REPORT
LOGOUT

Mandaluyong TechHub Solutions
ADMINISTRATOR

Authorization ID:
Employee:
Employee Sign Date: 2024-12-19
Authorized by Date: 2024-12-19

SEARCH
ADD
EDIT
DELETE

	authorization_id	name	es_date	ab_date
▶	1	Elaine W. Chao	8/24/2023	8/25/2023
	2	Sarah D. Johnson	9/3/2023	9/5/2023
	3	Sarah D. Johnson	9/18/2023	12/12/2023
	4	Elaine W. Chao	10/13/2023	10/13/2023
	5	Maria A. Garcia	12/24/2023	12/19/2023

LOAD
CANCEL
SAVE

Authorization

ACCOUNTS
EMPLOYEES
DEPARTMENT
POSITION
EXPENSE TYPE
PURPOSE
AUTHORIZATION
OVERVIEW
AUDIT TRAIL
REPORT
LOGOUT

Mandaluyong TechHub Solutions
ADMINISTRATOR

Overview ID
Employee ID
Purpose ID
From Period 2024-12-19

To Period 2024-12-19
Total Amount
Authorization ID
Department ID

SEARCH
ADD
EDIT
DELETE

	OVERVIEW_ID	EMP_ID	PURPOSE_DESC	FROM_DATE	TO_DATE	TOTAL_AMOUNT	AUTHORIZATION_ID	dept_name
▶	1	1	Marketing Event	8/27/2023	8/28/2023	70000.00	1	Marketing and ...
	2	5	Business Trip	9/11/2023	9/25/2023	140384.00	2	Human Resour...
	3	2	Charity Donation	9/15/2023	9/17/2023	320000.00	3	Software Devel...
	4	4	Product/Service...	10/11/2023	10/12/2023	16441.00	4	Marketing and ...
	5	3	Product/Service...	11/21/2023	11/28/2023	23579.00	5	Software Devel...

LOAD
CANCEL
SAVE

Overview

ACCOUNTS

EMPLOYEES

DEPARTMENT

POSITION

EXPENSE TYPE

PURPOSE

AUTHORIZATION

OVERVIEW

AUDIT TRAIL

REPORT

LOGOUT

Mandaluyong TechHub Solutions

ADMINISTRATOR

Audit Trail ID:

Table Name:

Record ID:

Operation:

Old Values:

New Values:

Change by:

Change at:

SEARCH

ADD

EDIT

DELETE

	id	table_name	record_id	operation	old_values	new_values	changed_by	changed_at
▶	1	expense	24	INSERT			john.smith@ex...	10/26/2024 4:...
	2	authorization	7	UPDATE	emp_id : 1, es...	emp_id : 6, es...	elaine_chao@...	10/26/2024 4:...
	3	overview	8	DELETE				11/3/2024 6.2...
	4	overview	7	DELETE				11/3/2024 6.2...
	5	overview	6	DELETE				11/3/2024 6.2...
	6	authorization	8	DELETE				11/3/2024 6.2...
	7	authorization	7	DELETE				11/3/2024 6.2...
	8	authorization	6	DELETE				11/3/2024 6.2...
	9	employees	11	INSERT				12/19/2024 8:...
	10	employees	11	DELETE				12/19/2024 8:...
	11	employees	10	UPDATE	name : Maria A...	Name : Maria ...		12/19/2024 8:...
	12	employees	11	INSERT				12/19/2024 1:...

LOAD

CANCEL

SAVE

Audit trail

ACCOUNTS

EMPLOYEES

DEPARTMENT

POSITION

EXPENSE TYPE

PURPOSE

AUTHORIZATION

OVERVIEW

AUDIT TRAIL

REPORT

LOGOUT

Overview ID

4

1

of 2

Find | Next

Mandaluyong TechHub Solutions

EXPENSE REPORT

Name

Juan L. Flores

Employee ID

4

Department

Marketing and Communication Department

Manager

Elaine W. Chao

Position

Social Media Specialist

Purpose

Product/Service Launch

Period

From

To

10/11/2023

10/12/2023

DATE	DESCRIPTION	EXPENSE TYPE	AMOUNT
10/11/2023	Purchasing of advertising space on google and social media	Marketing	1500
10/12/2023	Hiring freelance writers to create blog posts and social content about the product	Marketing	1661
10/12/2023	Purchase of email marketing software	Software	12173
10/12/2023	Purchase a new domain name and web hosting	Marketing	1107
TOTAL AMOUNT			16441

11/11/2023

10/13/2023

Report

System Interface for Manager

Manager Form

Manager

Mandaluyong TechHub Solutions **MANAGER**

Employee ID:

Name:

Department:

Position:

Contact:

Email Address:

EXPENSE

AUTHORIZATION

OVERVIEW

LOG OUT

Manager Expense

M_expense

Mandaluyong TechHub Solutions **MANAGER**

EXPENSE TABLE: Search:

	EXP_ID	exp_type_id	EXP_DESCRIPTION	EXP_DATE	EXP_AMOUNT	emp_id
*						

BACK TO MENU **VIEW RECORDS**

Manager Authorization

Mandaluyong TechHub Solutions

MANAGER

EXPENSE TABLE:

Employee ID: 6

Overview ID:

SIGNATURE: none

DATE: 2024-01-02

BACK TO MENU

CANCEL

SAVE

VIEW RECORDS

Manager Overview

Mandaluyong TechHub Solutions

MANAGER

OVERVIEW TABLE:

Search: 6

	OVERVIEW_ID	EMP_ID	PURPOSE_ID	FROM_DATE	TO_DATE	TOTAL_AMOUNT	AUTHORIZATION	DEPT_ID
*								

BACK TO MENU

VIEW REPORT

LOAD RECORDS

Report

The screenshot shows a web browser window titled 'report'. The page header includes 'Mandaluyong TechHub Solutions' and 'EXPENSE REPORT'. The report details for John B. Smith (Employee ID 1) are as follows:

Field	Value
Name	John B. Smith
Employee ID	1
Department	Marketing and Communication Department
Manager	Elaine W. Chao
Position	Graphic Designer
Purpose	Marketing Event

The report period is from 08/27/2023 to 08/28/2023. The expense details are shown in the following table:

DATE	DESCRIPTION	EXPENSE TYPE	AMOUNT
8/27/2023	Payment for the event venue	Rent	20000
8/27/2023	Catering	Meal	30000

At the bottom, there is a 'BACK' button and an 'Overview ID' dropdown menu.

System Interface for Employees

Employee

The screenshot shows the 'Employee' system interface. The header includes 'Mandaluyong TechHub Solutions' and 'EMPLOYEE'. The interface features a sidebar with employee details and a main area with navigation buttons.

Employee Details (Sidebar):

- Employee ID: 1
- Name: John B. Smith
- Department: Marketing and Communication Department
- Position: Graphic Designer
- Contact: 09899795949
- Email Address: john.smith@example.com
- Change password button

Main Area Navigation Buttons:

- EXPENSE
- OVERALL EXPENSE
- OVERVIEW
- LOG OUT

Expense

E_expense
— □ ×

Mandaluyong TechHub Solutions

EMPLOYEE

NAME: John B. Smith

EMPLOYEE ID: 1

DATE MADE: 2024-12-19 📅

OVERVIEW ID: 12

PURPOSE: Marketing Event ▾

EXPENSE ID: ▾

DATE: 2024-12-19 📅

DESCRIPTION:

EXPENSE TYPE: ▾

AMOUNT:

CANCEL
SAVE
SEARCH

ADD
UPDATE
DELETE

	exp_id	exp_date	exp_description	exp_type_name	exp_amount	overview_id
*						

BACK TO MENU
LOAD RECORD
SUBMIT

Overall Expense

E_overall_expense

— □ ×

Mandaluyong TechHub Solutions

EMPLOYEE

Search:

EXPENSE TABLE:

	exp_id	name	exp_type_name	exp_description	exp_date	exp_amount
▶	1	John B. Smith	Rent	Payment for the event ...	8/27/2023	20000.00
	2	John B. Smith	Meal	Catering	8/27/2023	30000.00
	3	John B. Smith	Rent	Audio-visual equipment	8/27/2023	10000.00
	4	John B. Smith	Supplies	Printing and producing ...	8/27/2023	5000.00
	5	John B. Smith	Benefits	Purchasing gifts and gi...	8/27/2023	5000.00
	24	John B. Smith	Meal	SAMPLE	12/16/2023	50.00
	25	John B. Smith	Entertainment	sample5	12/16/2023	50.00
	26	John B. Smith	Rent	sample5	1/1/2024	60.00
	27	John B. Smith	Rent	sample77	1/2/2024	50.00
	28	John B. Smith	Benefits	sample77	1/2/2024	80.00
*						

CANCEL

VIEW RECORDS

Overview(Authorization)

E_overview

Mandaluyong TechHub Solutions

EMPLOYEE

Search:

OVERVIEW TABLE:

	OVERVIEW_ID	EMP_ID	PURPOSE_ID	FROM_DATE	TO_DATE	TOTAL_AMOUNT	AUTHORIZATION	DEPT_ID
▶	1	1	1	8/27/2023	8/28/2023	70000.00	1	1
	6	1	1	12/16/2023	12/16/2023	1.00	1	1
	7	1	1	12/16/2023	12/16/2023	50.00	7	1
	8	1	1	12/16/2023	1/1/2024	110.00	8	1
	9	1	1	1/2/2024	1/2/2024	130.00	9	1
	10	1	1	1/2/2024	1/2/2024	1.00	1	1
*								

CANCEL

LOAD RECORDS

Change Password

Password Setting

Mandaluyong TechHub Solutions

CHANGE PASSWORD

Current Password :

JohnSmith143

Hide

New Password :

johnS3664

Hide

Valid Password

Cancel

Save