

Business Process

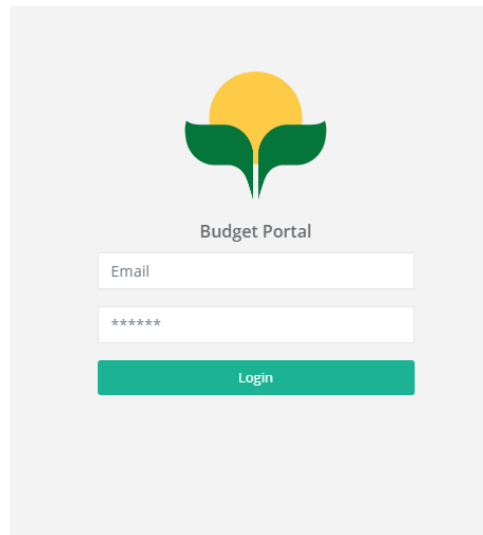
Name Supplemental Budget Request

Scenario

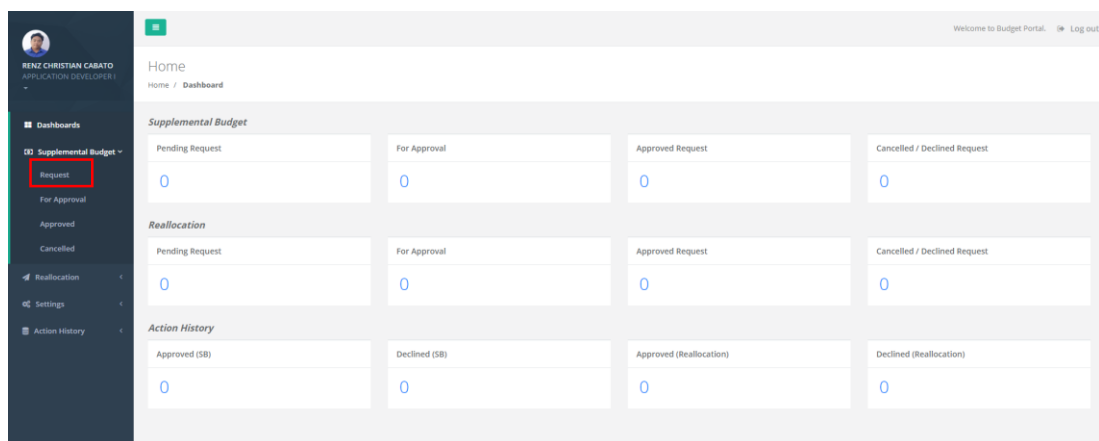
Description	Supplemental Budget Request (All employee)	Scenario No.	1
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System Procedure

- Go to link: <http://10.96.4.138:8668/login>
Note: URL must be copied completely.
- Input email and password used in MyPortal system.



- On the side bar menu, choose **“Supplemental Budget → Request”**.



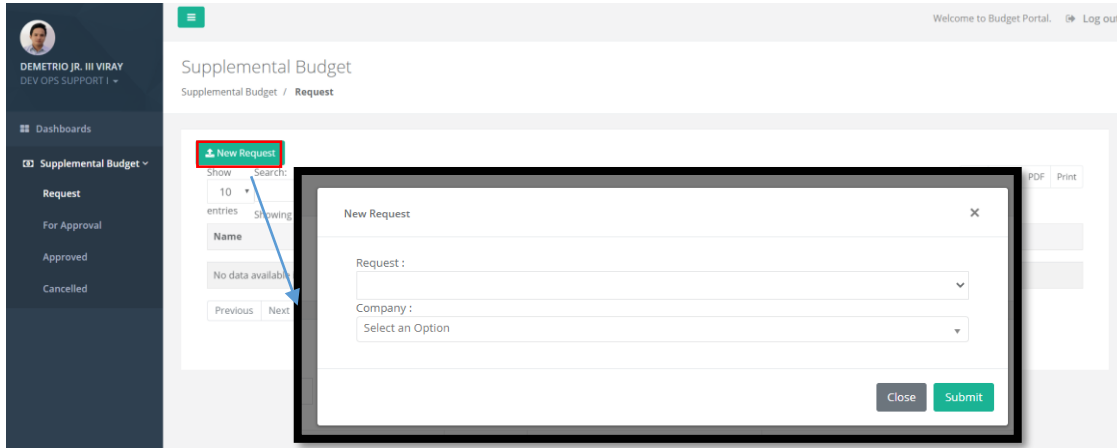
System Procedure

4. Click “New Request” button to file supplemental budget. Also in this tab you can view all pending requests.

a. Type of Request

- No endorsement needed
- Need endorsement

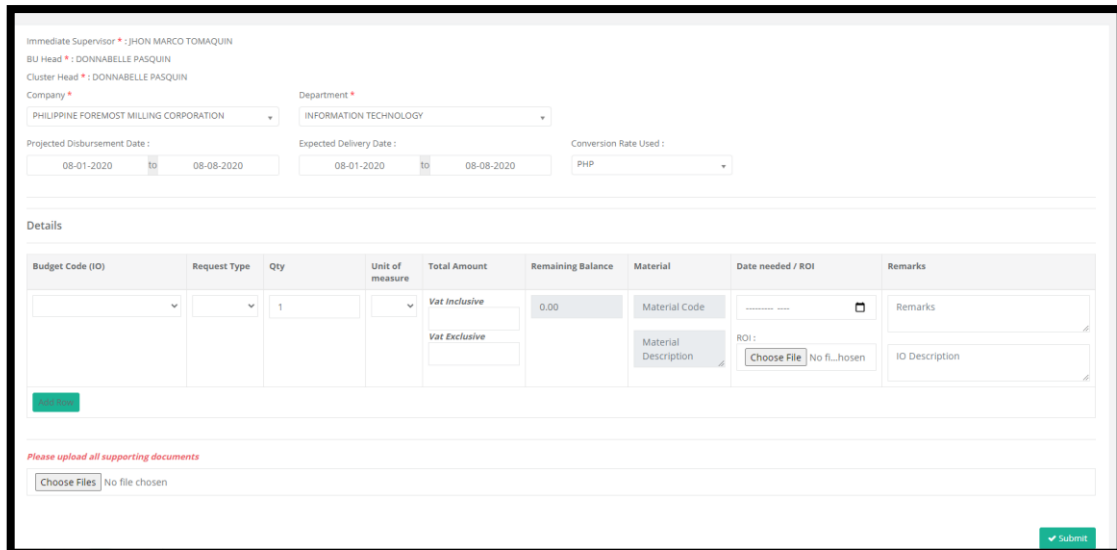
Note: The system will automatically determine if the company selected is SAP based or not.



The screenshot shows the 'Supplemental Budget' portal interface. On the left is a sidebar with a user profile for 'DEMETRIO JR. III VIRAY' and a menu with 'Dashboards', 'Supplemental Budget', and 'Request'. The main area shows a 'New Request' button highlighted with a red box. A blue arrow points from this button to a modal form titled 'New Request'. The modal form contains two dropdown menus: 'Request :' and 'Company : Select an Option'. At the bottom right of the modal are 'Close' and 'Submit' buttons.

5. No endorsement needed.

5.1 SAP



The screenshot shows the 'SAP' request form. At the top, it displays user information: 'Immediate Supervisor * : JHON MARCO TOMAQUIN', 'BU Head * : DONNABELLE PASQUIN', and 'Cluster Head * : DONNABELLE PASQUIN'. Below this are dropdown menus for 'Company *' (PHILIPPINE FOREMOST MILLING CORPORATION) and 'Department *' (INFORMATION TECHNOLOGY). There are also date fields for 'Projected Disbursement Date' and 'Expected Delivery Date', both set to '08-01-2020' to '08-08-2020', and a 'Conversion Rate Used' dropdown set to 'PHP'. The main section is titled 'Details' and contains a table with columns: Budget Code (IO), Request Type, Qty, Unit of measure, Total Amount, Remaining Balance, Material, Date needed / ROI, and Remarks. The table has one row with 'Qty' set to '1' and 'Total Amount' set to '0.00'. Below the table is a 'Please upload all supporting documents' section with a 'Choose Files' button and 'No file chosen' text. At the bottom right is a 'Submit' button.

System Procedure

5.2 Non SAP

Immediate Supervisor * : JHON MARCO TOMAQUIN
BU Head * : DONNABELLE PASQUIN
Cluster Head * : DONNABELLE PASQUIN

Company * : AMIGO AGRO INDUSTRIAL DEVELOPMENT CORPORAT...
Department * : INFORMATION TECHNOLOGY

Projected Disbursement Date : 08-01-2020 to 08-08-2020
Expected Delivery Date : 08-01-2020 to 08-08-2020
Conversion Rate Used : PHP

Details

Budget Code (IO)	Request Type	Qty	Unit of measure	Total Amount	Remaining Balance	Material	Date needed / ROI	Remarks
		1		Vat Inclusive Vat Exclusive	0.00	Material Code Material Description	ROI : Choose File No file chosen	Remarks Description

Please upload all supporting documents
Choose Files No file chosen

Submit

6. Need endorsement

Note : Additional Approver will be required

6.1 SAP

Immediate Supervisor * : RENZ CHRISTIAN CABATO
BU Head * : RENZ CHRISTIAN CABATO
Cluster Head * : RENZ CHRISTIAN CABATO

Company * : PHILIPPINE FOREMOST MILLING CORPORATION
Department * : INFORMATION TECHNOLOGY

Projected Disbursement Date : 08-02-2020 to 08-09-2020
Expected Delivery Date : 08-02-2020 to 08-09-2020
Conversion Rate Used : PHP

Additional Approver *
Choose Approver

Details

Budget Code (IO)	Request Type	Qty	Unit of measure	Total Amount	Remaining Balance	Material	Date needed / ROI	Remarks
		1		Vat Inclusive Vat Exclusive	0.00	Material Code Material Description	ROI : Choose File No file chosen	Remarks IO Description

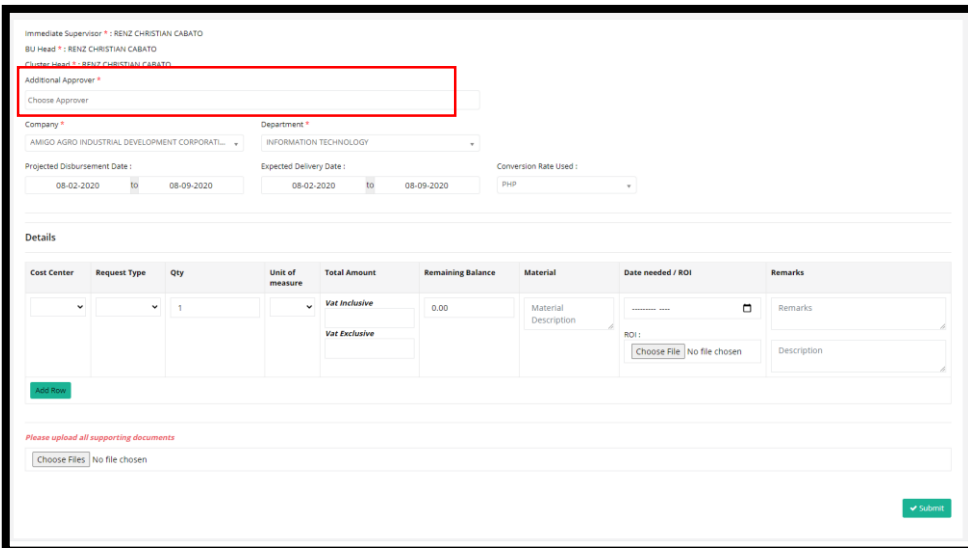
Add Row

Please upload all supporting documents
Choose Files No file chosen

Submit

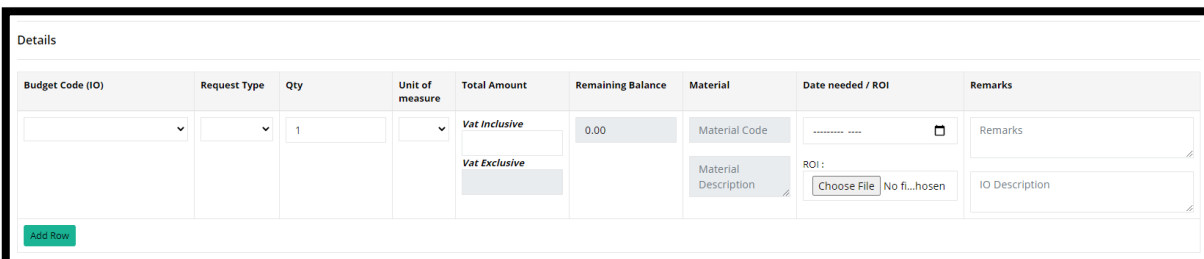
System Procedure

6.2 Non SAP



7. Request Supplemental Budget for SAP

7.1 Existing IO



Enter budget code(IO)

→ the system will automatically get if the request type is direct expense, asset or inventorable.

a. If direct expense, the following are the required fields:

- total amount

Note:

VAT exclusive amount will be automatically computed based on the inputted VAT Inclusive amount.

If the plant code is non vatable, VAT Inclusive will be the same as VAT Exclusive value.

- remaining balance
- date needed (year and month)

b. If asset, the following are the required fields:

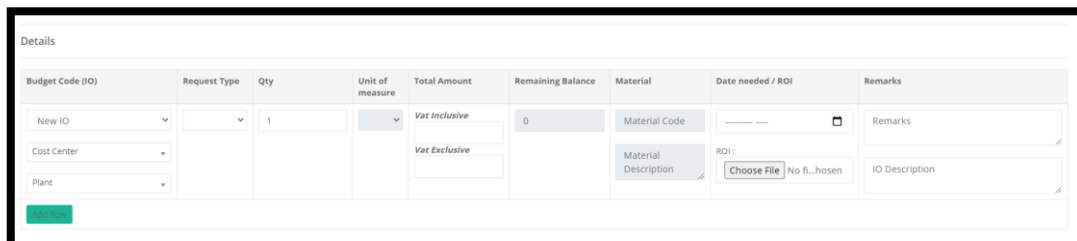
- quantity
- unit of measure
- total amount
- remaining balance
- date needed (year and month)
- ROI attachment

c. If inventorable, the following are the required fields:

- quantity
- total amount
- remaining balance
- date needed (year and month)

System Procedure

7.2 New IO



The screenshot shows a web form titled 'Details' for creating a new IO. The form is organized into several sections:

- Header Section:** Budget Code (IO), Request Type, Qty, Unit of measure, Total Amount, Remaining Balance, Material, Date needed / ROI, Remarks.
- Form Fields:**
 - Budget Code (IO): New IO (dropdown)
 - Request Type: (dropdown)
 - Qty: 1 (input)
 - Unit of measure: (dropdown)
 - Total Amount: (input)
 - Remaining Balance: 0 (input)
 - Material: Material Code (input), Material Description (input)
 - Date needed / ROI: (input)
 - Remarks: (input)
- Additional Fields:**
 - Vat Inclusive: (input)
 - Vat Exclusive: (input)
 - ROI: (input)
 - IO Description: (input)

- Select cost center, entry required.
- Select plant, entry required.
- Request type, entry required: if direct expense or asset or inventoriable.
- If direct expense, the following are the fields to be filled out:
 - quantity → (optional)
 - unit of measure → (optional)
 - total amount → (required)
 - date needed → (required)
 - ROI → (optional)
 - remarks → (optional)
 - IO description → (required)
- If asset, the following are fields to be filled out:
 - quantity → (required)
 - unit of measure → (required)
 - total amount → (required)
 - date needed → (required)
 - ROI attachment → (required)
 - remarks → (optional)
 - IO description → (required)
- If inventoriable, the following are the fields to be filled out:
 - quantity → (required)
 - unit of measure → (required)
 - total amount → (required)
 - material code → (optional)
 - material description → (optional)
 - date needed → (required)
 - RIO attachment → (optional)
 - remarks → (optional)
 - IO description → (optional)

8. Upload all supporting documents.(Required)

- the following are the attachment type allowed to upload:
 - power point
 - excel
 - word
 - pdf
 - image (preferred in word or in pdf)

System Procedure

b. maximum size allowed per file is 100mb.

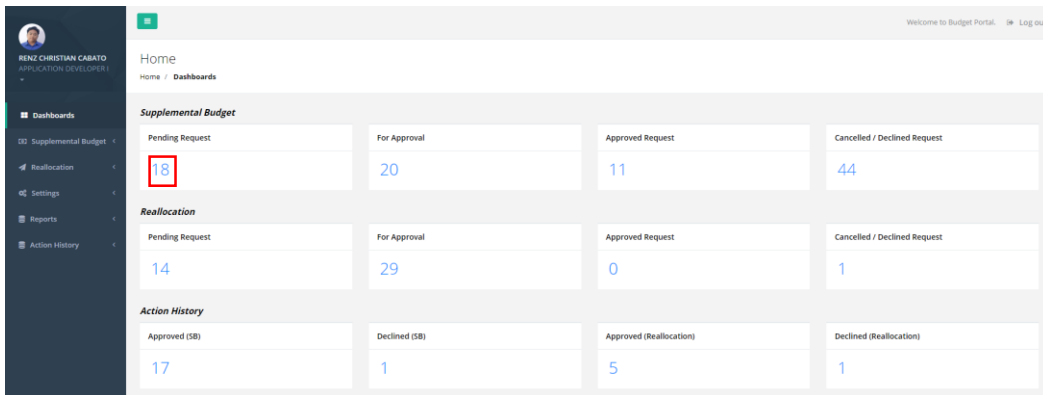
Please upload all supporting documents

Choose Files No file chosen

Scenario

Description	View pending request (All employee)	Scenario No.	2
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1. Go to dashboard then click the number under “Pending Request”.



Home / Dashboards

Supplemental Budget

Pending Request	For Approval	Approved Request	Cancelled / Declined Request
18	20	11	44

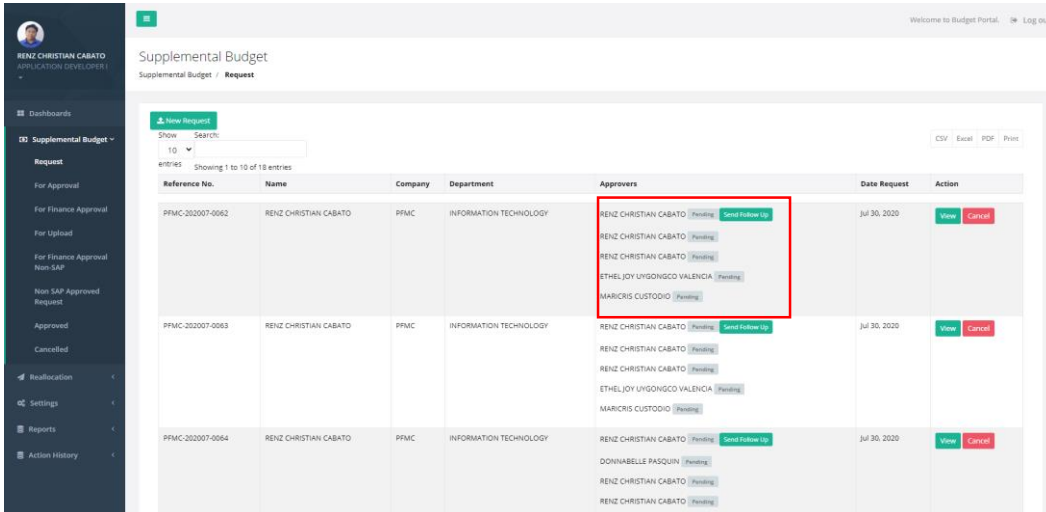
Reallocation

Pending Request	For Approval	Approved Request	Cancelled / Declined Request
14	29	0	1

Action History

Approved (58)	Declined (58)	Approved (Reallocation)	Declined (Reallocation)
17	1	5	1

2. View all pending requests and its approval status.



Supplemental Budget / Request

New Request

Show 5847(0)

10

Showing 1 to 10 of 18 entries

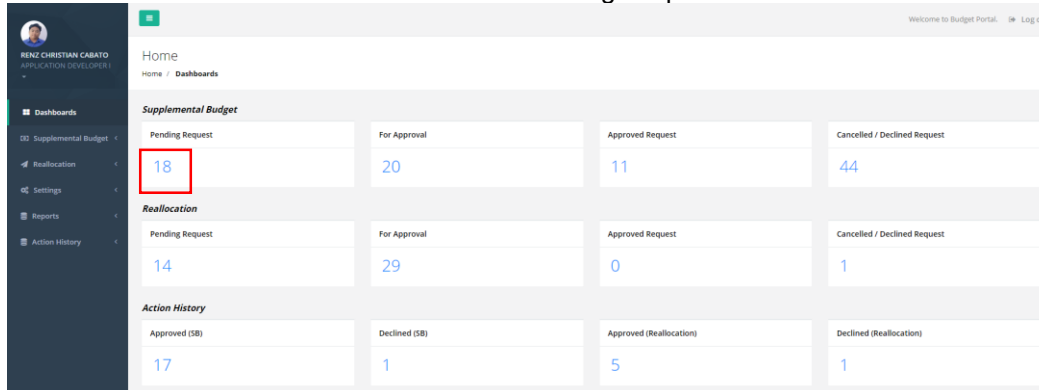
Reference No.	Name	Company	Department	Approvers	Date Request	Action
PRMC-202007-0062	RENZ CHRISTIAN CABATO	PRMC	INFORMATION TECHNOLOGY	RENZ CHRISTIAN CABATO - Pending RENZ CHRISTIAN CABATO - Pending RENZ CHRISTIAN CABATO - Pending ETHEL JOY UYONGGOD VALENCA - Pending MARICRIS CUSTODIO - Pending	Jul 30, 2020	View Cancel
PRMC-202007-0063	RENZ CHRISTIAN CABATO	PRMC	INFORMATION TECHNOLOGY	RENZ CHRISTIAN CABATO - Pending RENZ CHRISTIAN CABATO - Pending RENZ CHRISTIAN CABATO - Pending ETHEL JOY UYONGGOD VALENCA - Pending MARICRIS CUSTODIO - Pending	Jul 30, 2020	View Cancel
PRMC-202007-0064	RENZ CHRISTIAN CABATO	PRMC	INFORMATION TECHNOLOGY	RENZ CHRISTIAN CABATO - Pending DONNABELLE PASQUIN - Pending RENZ CHRISTIAN CABATO - Pending RENZ CHRISTIAN CABATO - Pending	Jul 30, 2020	View Cancel

System Procedure

Scenario

Description	Cancel Request (All employee)	Scenario No.	3
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1. Go to dashboard then click the number under “Pending Request”.



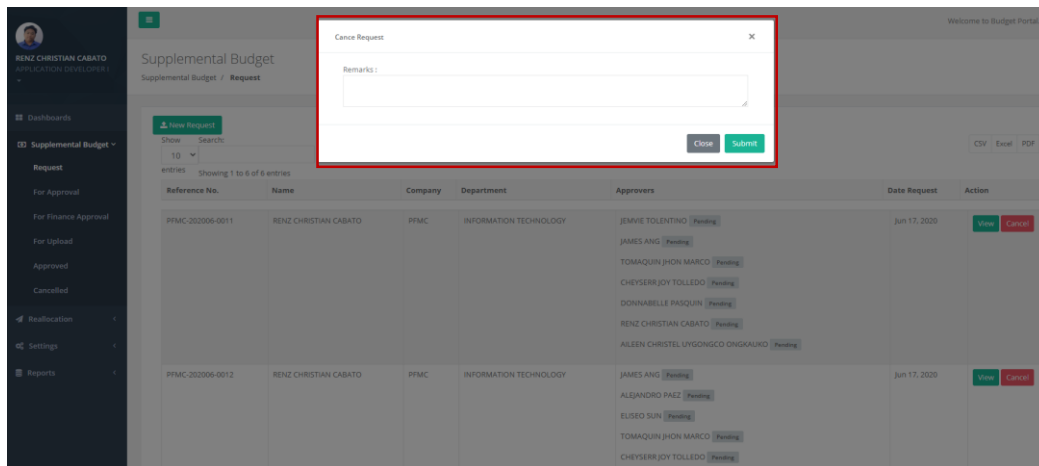
The dashboard shows the following data:

Supplemental Budget			
Pending Request	For Approval	Approved Request	Cancelled / Declined Request
18	20	11	44

Reallocation			
Pending Request	For Approval	Approved Request	Cancelled / Declined Request
14	29	0	1

Action History			
Approved (58)	Declined (58)	Approved (Reallocation)	Declined (Reallocation)
17	1	5	1

2. Click cancel and input remarks. Click submit button to proceed.



The 'Cancel Request' modal dialog box is shown with the following fields:

- Remarks: (Text input field)
- Buttons: Close, Submit

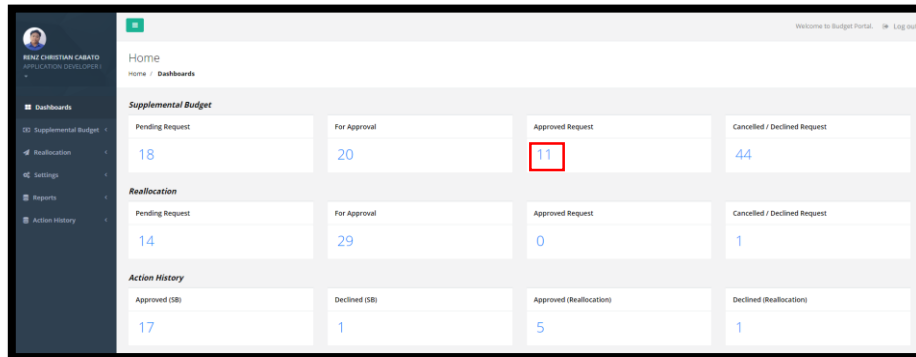
The background shows a table of requests with the following columns: Reference No., Name, Company, Department, Approvers, Date Request, and Action. The 'Action' column contains 'Cancel' buttons for each request.

System Procedure

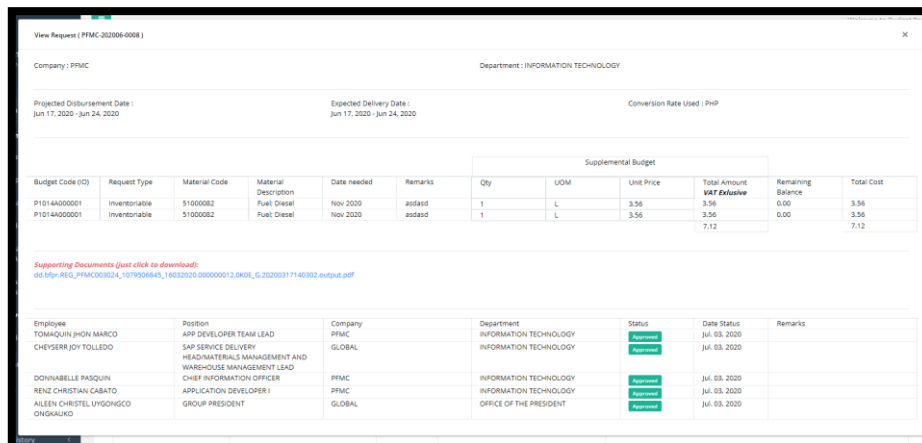
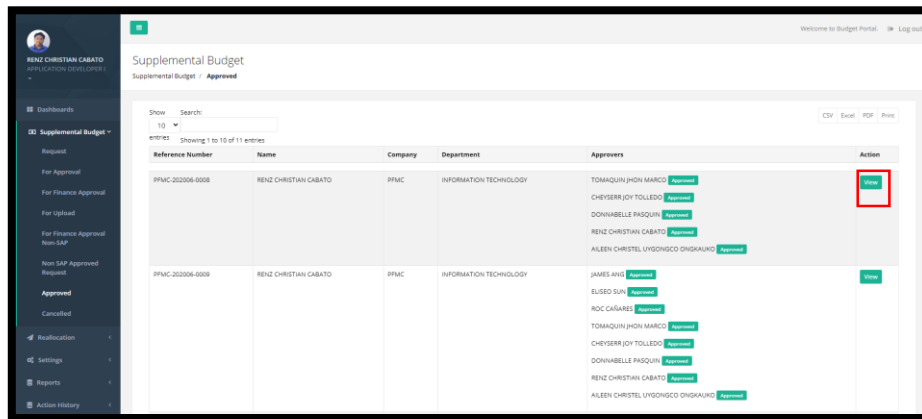
Scenario

Description	View Approved Request (All Roles)	Scenario No.	4
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1. Go dashboard then click the number under “Approved Request”.



2. Click “View” button to see all approved request.

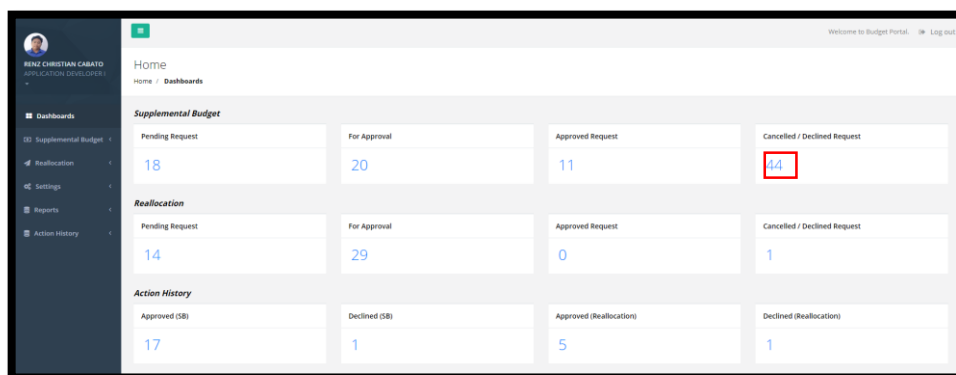


System Procedure

Scenario

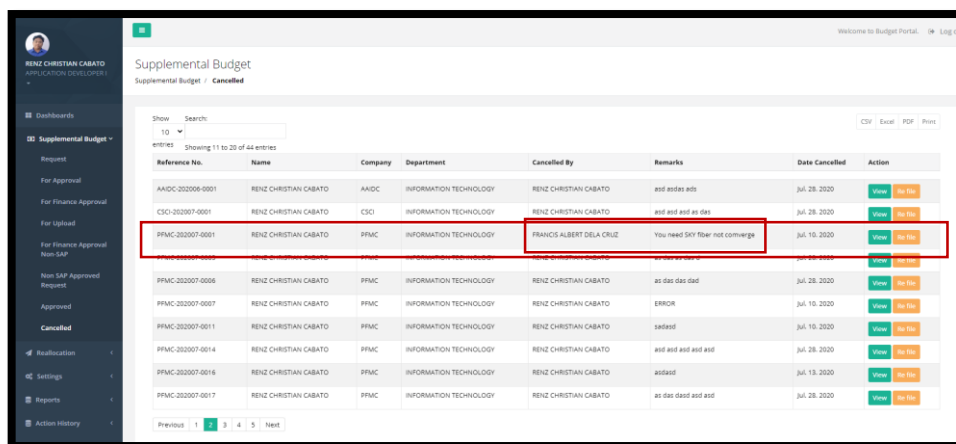
Description	View Cancelled/Declined Request (All Roles)	Scenario No.	5
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1. Go to dashboard then click the number under Cancel Request(SB)



Supplemental Budget			
Pending Request	For Approval	Approved Request	Cancelled / Declined Request
18	20	11	44
Reallocation			
Pending Request	For Approval	Approved Request	Cancelled / Declined Request
14	29	0	1
Action History			
Approved (SB)	Declined (SB)	Approved (Reallocation)	Declined (Reallocation)
17	1	5	1

2. In this tab you can view who declined your request and their reason.



Reference No.	Name	Company	Department	Cancelled By	Remarks	Date Cancelled	Action
AAICD-202006-0001	RENZ CHRISTIAN CABATO	AAICD	INFORMATION TECHNOLOGY	RENZ CHRISTIAN CABATO	and asdas asd	Jul. 28, 2020	View No file
CSO-202007-0001	RENZ CHRISTIAN CABATO	CSO	INFORMATION TECHNOLOGY	RENZ CHRISTIAN CABATO	and asd and asd asd	Jul. 28, 2020	View No file
PPMAC-202007-0001	RENZ CHRISTIAN CABATO	PPMAC	INFORMATION TECHNOLOGY	FRANCIS ALBERT DELA CRUZ	You need SAP file not converge	Jul. 10, 2020	View No file
PPMAC-202007-0002	RENZ CHRISTIAN CABATO	PPMAC	INFORMATION TECHNOLOGY	RENZ CHRISTIAN CABATO	asdas asd asd	Jul. 28, 2020	View No file
PPMAC-202007-0006	RENZ CHRISTIAN CABATO	PPMAC	INFORMATION TECHNOLOGY	RENZ CHRISTIAN CABATO	as das das das	Jul. 28, 2020	View No file
PPMAC-202007-0007	RENZ CHRISTIAN CABATO	PPMAC	INFORMATION TECHNOLOGY	RENZ CHRISTIAN CABATO	ERROR	Jul. 10, 2020	View No file
PPMAC-202007-0011	RENZ CHRISTIAN CABATO	PPMAC	INFORMATION TECHNOLOGY	RENZ CHRISTIAN CABATO	sadasd	Jul. 10, 2020	View No file
PPMAC-202007-0014	RENZ CHRISTIAN CABATO	PPMAC	INFORMATION TECHNOLOGY	RENZ CHRISTIAN CABATO	asd asd and asd	Jul. 28, 2020	View No file
PPMAC-202007-0016	RENZ CHRISTIAN CABATO	PPMAC	INFORMATION TECHNOLOGY	RENZ CHRISTIAN CABATO	asdasd	Jul. 13, 2020	View No file
PPMAC-202007-0017	RENZ CHRISTIAN CABATO	PPMAC	INFORMATION TECHNOLOGY	RENZ CHRISTIAN CABATO	as das dasd and asd	Jul. 28, 2020	View No file

System Procedure

Scenario

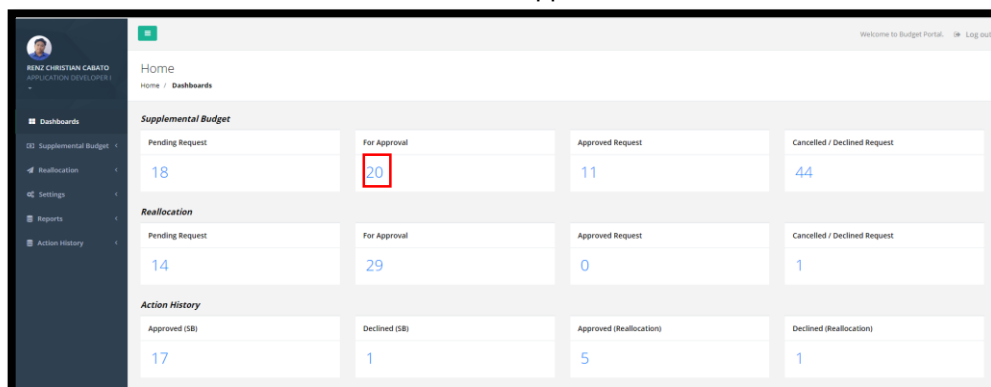
Description

Approve/Decline
(for Dept. Heads Role)

Scenario No.

6

1. Go to dashboard then click number under “For Approval”.

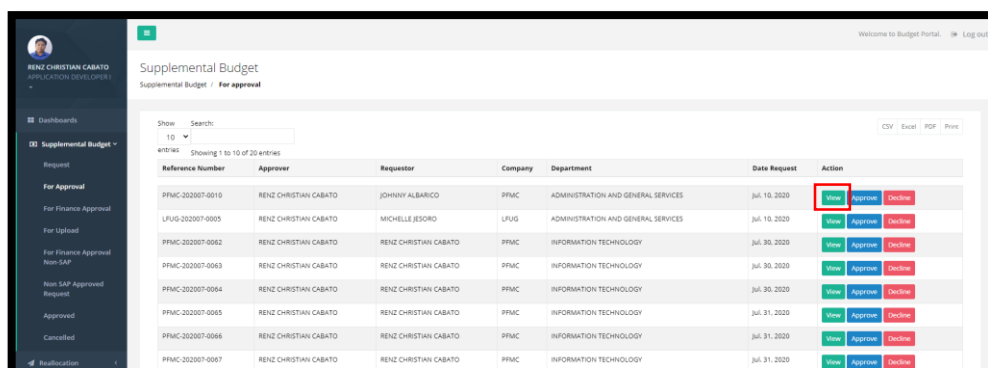


The dashboard shows a sidebar with navigation links: Home, Dashboards, Supplemental Budget, Reallocation, Settings, Reports, and Action History. The main content area displays four summary cards for the Supplemental Budget:

Pending Request	For Approval	Approved Request	Cancelled / Declined Request
18	20	11	44

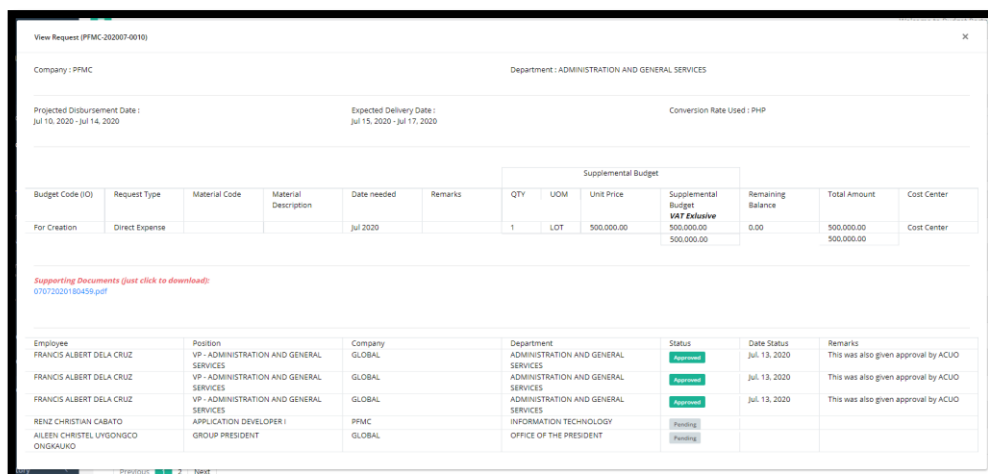
Below these are similar cards for Reallocation and Action History.

2. Click “View” to view all details of request.



The 'For Approval' page shows a list of requests with columns: Reference Number, Approver, Requester, Company, Department, Date Request, and Action. The 'Action' column contains buttons: View, Approve, and Decline. The first row is highlighted.

Reference Number	Approver	Requester	Company	Department	Date Request	Action
PPMC-202007-0010	RENZ CHRISTIAN CABATO	JOHNNY ALBARICO	PPMC	ADMINISTRATION AND GENERAL SERVICES	Jul. 10, 2020	View Approve Decline
LPUG-202007-0005	RENZ CHRISTIAN CABATO	MICHELLE JESORO	LPUG	ADMINISTRATION AND GENERAL SERVICES	Jul. 10, 2020	View Approve Decline
PPMC-202007-0062	RENZ CHRISTIAN CABATO	RENZ CHRISTIAN CABATO	PPMC	INFORMATION TECHNOLOGY	Jul. 30, 2020	View Approve Decline
PPMC-202007-0063	RENZ CHRISTIAN CABATO	RENZ CHRISTIAN CABATO	PPMC	INFORMATION TECHNOLOGY	Jul. 30, 2020	View Approve Decline
PPMC-202007-0064	RENZ CHRISTIAN CABATO	RENZ CHRISTIAN CABATO	PPMC	INFORMATION TECHNOLOGY	Jul. 30, 2020	View Approve Decline
PPMC-202007-0065	RENZ CHRISTIAN CABATO	RENZ CHRISTIAN CABATO	PPMC	INFORMATION TECHNOLOGY	Jul. 31, 2020	View Approve Decline
PPMC-202007-0066	RENZ CHRISTIAN CABATO	RENZ CHRISTIAN CABATO	PPMC	INFORMATION TECHNOLOGY	Jul. 31, 2020	View Approve Decline
PPMC-202007-0067	RENZ CHRISTIAN CABATO	RENZ CHRISTIAN CABATO	PPMC	INFORMATION TECHNOLOGY	Jul. 31, 2020	View Approve Decline



The 'View Request' page displays details for request PPMC-202007-0010. It includes a table for the Supplemental Budget and a table for supporting documents.

Budget Code (IO)	Request Type	Material Code	Material Description	Date needed	Remarks	QTY	UOM	Unit Price	Supplemental Budget VAT Exclusive	Remaining Balance	Total Amount	Cost Center
For Creation	Direct Expense			Jul 2020		1	LOT	500,000.00	500,000.00	0.00	500,000.00	Cost Center

Supporting Documents (just click to download):
07072020104456.pdf

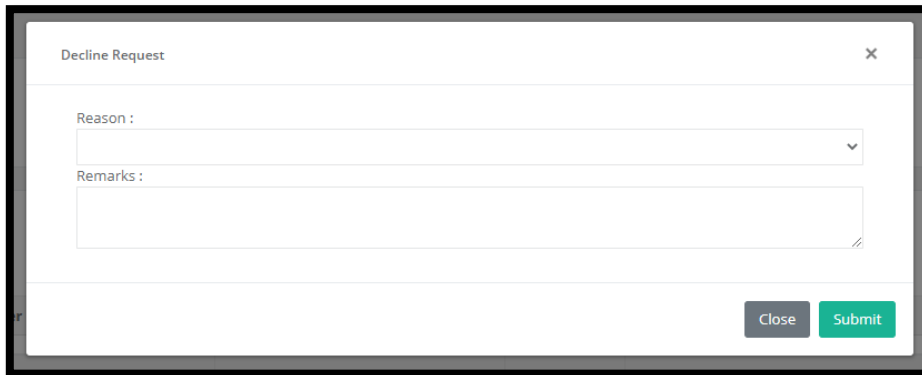
Employee	Position	Company	Department	Status	Date Status	Remarks
FRANCIS ALBERT DELA CRUZ	VP - ADMINISTRATION AND GENERAL SERVICES	GLOBAL	ADMINISTRATION AND GENERAL SERVICES	Approved	Jul. 13, 2020	This was also given approval by ACUO
FRANCIS ALBERT DELA CRUZ	VP - ADMINISTRATION AND GENERAL SERVICES	GLOBAL	ADMINISTRATION AND GENERAL SERVICES	Approved	Jul. 13, 2020	This was also given approval by ACUO
FRANCIS ALBERT DELA CRUZ	VP - ADMINISTRATION AND GENERAL SERVICES	GLOBAL	ADMINISTRATION AND GENERAL SERVICES	Approved	Jul. 13, 2020	This was also given approval by ACUO
RENZ CHRISTIAN CABATO	APPLICATION DEVELOPER I	PPMC	INFORMATION TECHNOLOGY	Pending		
AILEEN CHRISTEL UNGONGCO ONGKAUKO	GROUP PRESIDENT	GLOBAL	OFFICE OF THE PRESIDENT	Pending		

System Procedure

3. To approve request, just click “Approve” to approve request. Click submit to proceed.



4. To decline request, just click “Decline” to approve request. Input reason and remarks. Click submit to proceed.



System Procedure

Scenario

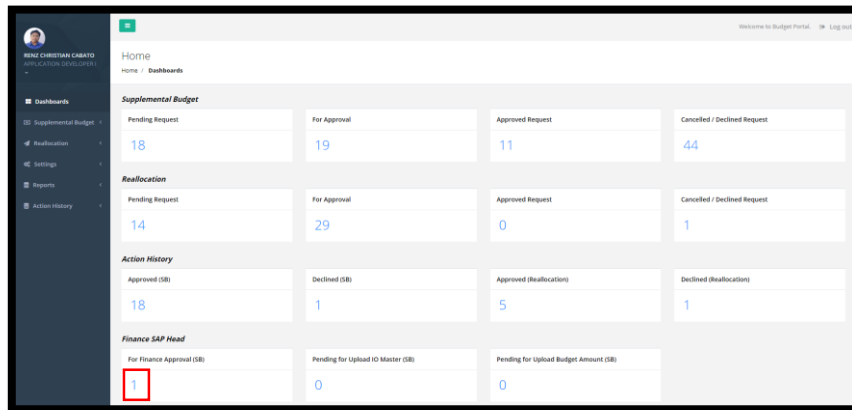
Description

Approve/Decline (Finance Role on BU using SAP)

Scenario No.

7

1. Go to dashboard then click the number under "For Finance Approval".



Home

Supplemental Budget

Pending Request	For Approval	Approved Request	Cancelled / Declined Request
18	19	11	44

Reallocation

Pending Request	For Approval	Approved Request	Cancelled / Declined Request
14	29	0	1

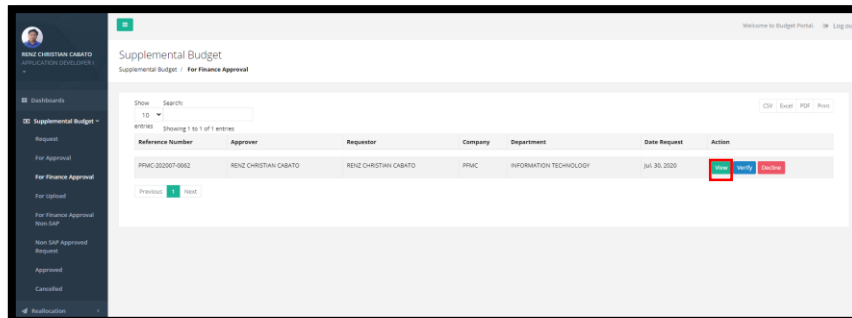
Action History

Approved (SB)	Declined (SB)	Approved (Reallocation)	Declined (Reallocation)
18	1	5	1

Finance SAP Head

For Finance Approval (SB)	Pending for Upload IO Master (SB)	Pending for Upload Budget Amount (SB)
1	0	0

2. Click "View" to see details of request.



Supplemental Budget

For Finance Approval

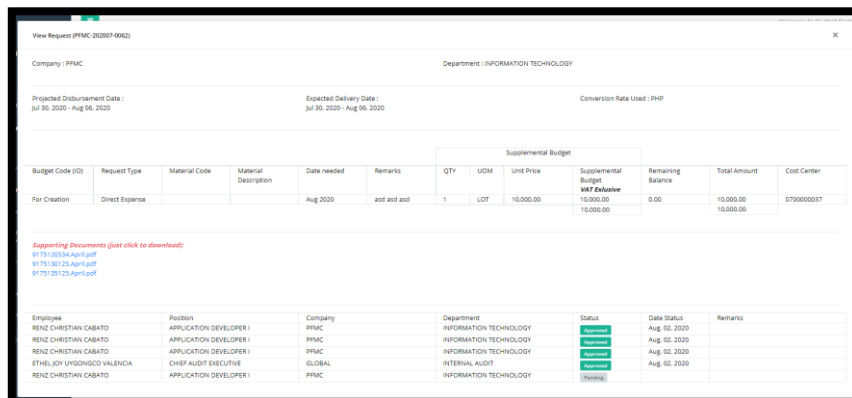
Show Search

10

Showing 1 to 1 of 1 entries

Reference Number	Approver	Requester	Company	Department	Date Request	Action
PPMC-202007-0962	RENZ CHRISTIAN CABATO	RENZ CHRISTIAN CABATO	PPMC	INFORMATION TECHNOLOGY	Jul 30, 2020	View Edit Delete

Previous Next



View Request (PPMC-202007-0962)

Company: PPMC Department: INFORMATION TECHNOLOGY

Projected Disbursement Date: Jul 30, 2020 - Aug 06, 2020 Expected Delivery Date: Jul 30, 2020 - Aug 06, 2020 Conversion Rate Used: PHP

Budget Code (IO)	Request Type	Material Code	Material Description	Date needed	Remarks	QTY	UDM	Unit Price	Supplemental Budget	Remaining Balance	Total Amount	Cost Center
For Creation	Direct Expense			Aug 2020	and and and	1	LOT	10,000.00	10,000.00	0.00	10,000.00	0700000017

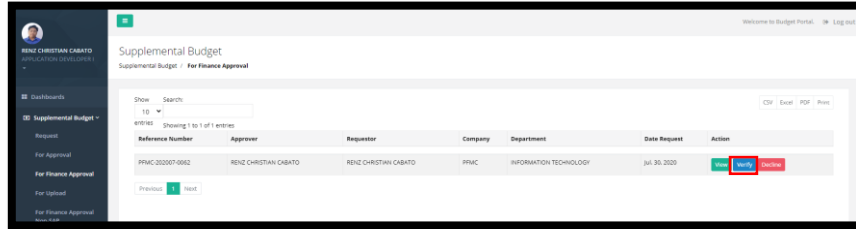
Supporting Documents (Just click to download):

917510534-April.pdf
917510534-April.pdf
917510534-April.pdf

Employee	Position	Company	Department	Status	Date Status	Remarks
RENZ CHRISTIAN CABATO	APPLICATION DEVELOPER I	PPMC	INFORMATION TECHNOLOGY	Approved	Aug 02, 2020	
RENZ CHRISTIAN CABATO	APPLICATION DEVELOPER I	PPMC	INFORMATION TECHNOLOGY	Approved	Aug 02, 2020	
RENZ CHRISTIAN CABATO	APPLICATION DEVELOPER I	PPMC	INFORMATION TECHNOLOGY	Approved	Aug 02, 2020	
ETHIL JOY UYONGCO VALENCIA	CHIEF AUDIT EXECUTIVE	GLOBAL	INTERNAL AUDIT	Approved	Aug 02, 2020	
RENZ CHRISTIAN CABATO	APPLICATION DEVELOPER I	PPMC	INFORMATION TECHNOLOGY	Pending	Aug 02, 2020	

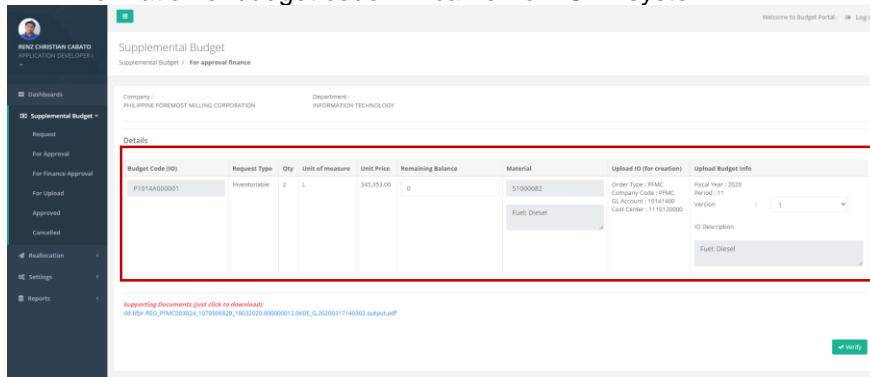
System Procedure

3. Verify Request. Click “submit” to proceed to request”.



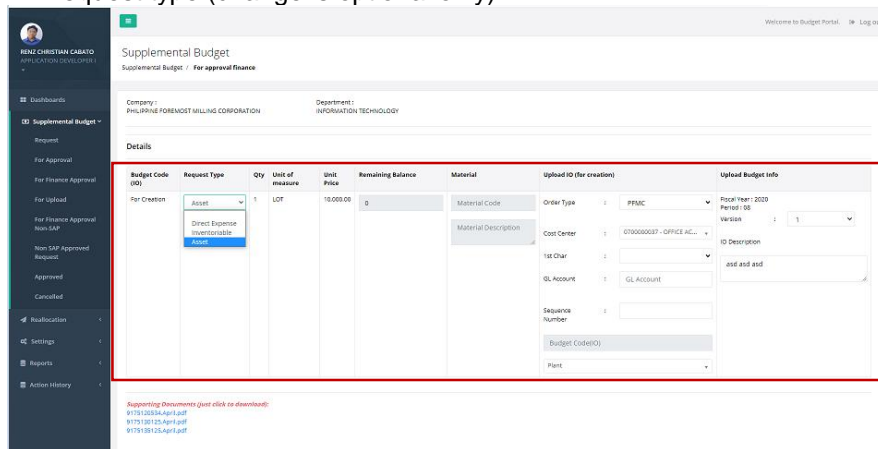
a. If existing IO

- need to check remaining balance if correct from SAP or Budget Report uploaded.
- information of budget code will come from SAP system.



b. If new IO, the following are required fields:

- order type
- cost center
- 1st character
- GL account (system will automatically check if GL Account is valid based on GL master data in SAP system)
- sequence number (system will automatically check if budget code already exist in SAP system)
- plant (Dropdown)
- IO description
- request type (change is optional only)

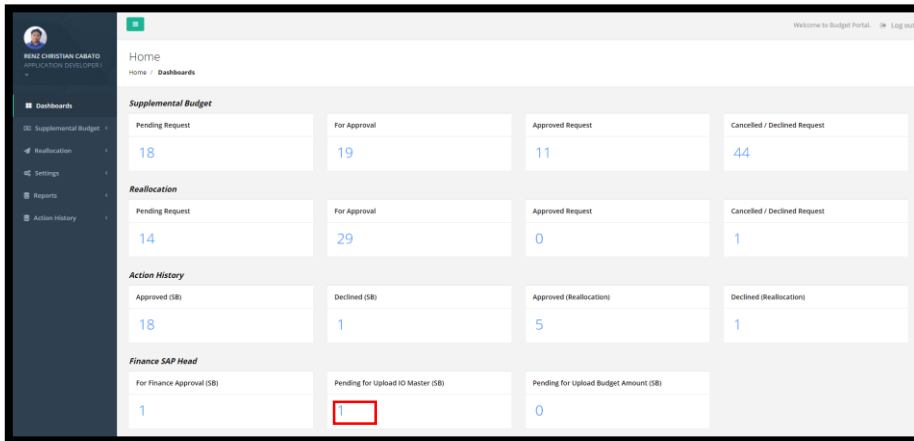


System Procedure

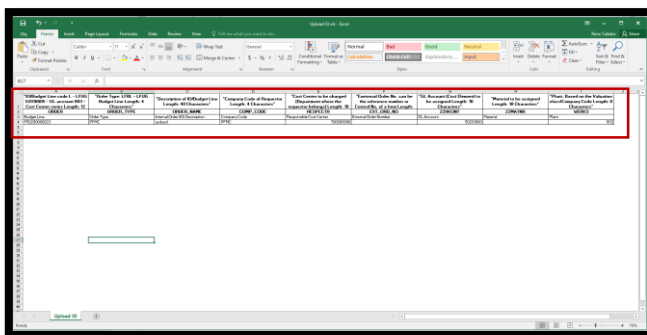
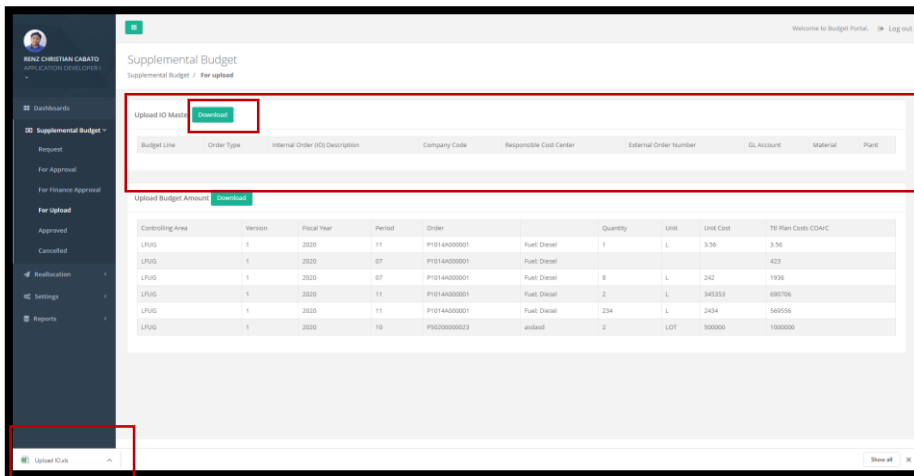
Scenario

Description	Download Template Upload IO (Finance Role on BU using SAP)	Scenario No.	8
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1. Click the number under “Pending for Upload IO master(SB)”.



2. Click “download” to extract it from the portal.

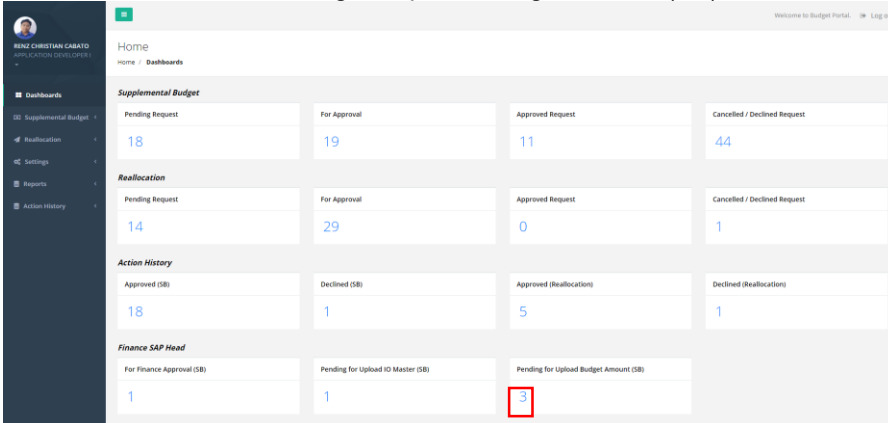


System Procedure

Scenario

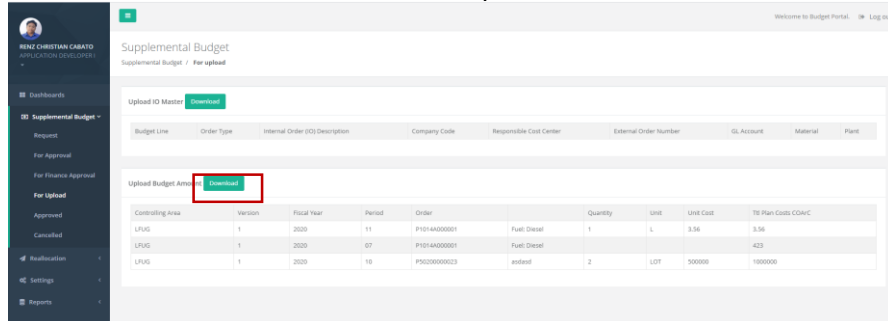
Description	Download Template Upload Budget Amount (Finance Role on BU using SAP)	Scenario No.	9
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- Click number under “Pending for upload Budget Amount(SB)

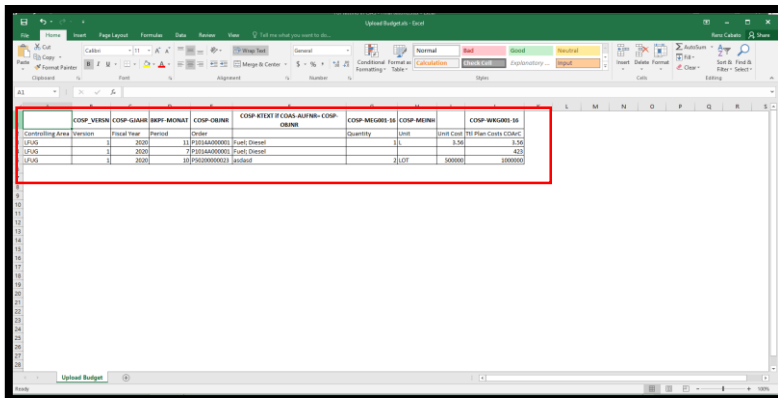


The screenshot shows the 'Supplemental Budget' dashboard. Under the 'Finance SAP Head' section, there are three boxes: 'For Finance Approval (SB)' with value 1, 'Pending for Upload ID Master (SB)' with value 1, and 'Pending for Upload Budget Amount (SB)' with value 3. The number 3 is highlighted with a red square.

- Click the download to extract it from the portal.



The screenshot shows the 'Supplemental Budget' page with the 'Upload ID Master' section. A 'Download' button is highlighted with a red box. Below it, there is a table with columns: Budget Line, Order Type, Internal Order (IO) Description, Company Code, Responsible Cost Center, External Order Number, GL Account, Material, and Plant.



The screenshot shows an Excel spreadsheet with the following data:

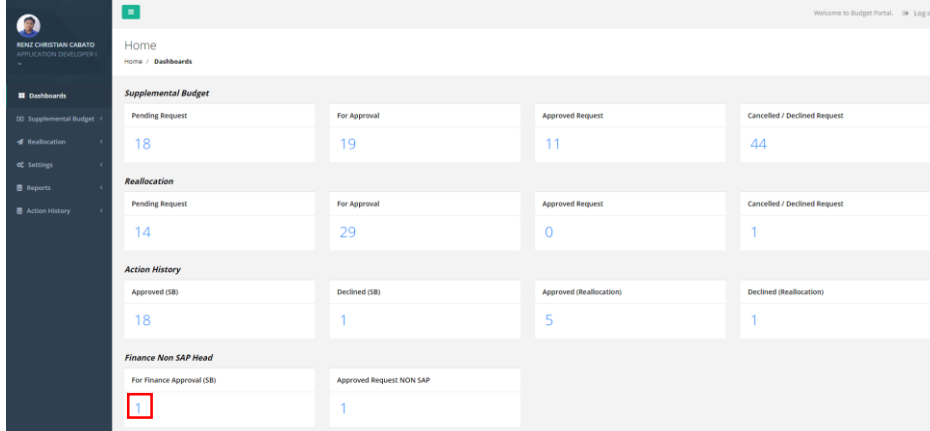
COOP-VERSION	COOP-GLAUF	COOP-MONAT	COOP-ONLINE	COOP-TEXT	COOP-ALPHABET	COOP-ONLINE	COOP-MESES	COOP-MESEN	COOP-MESES-SE
Controlling Area	Version	Fiscal Year	Period	Order	Quantity	Unit	Unit Cost	10 Plan Costs (Cost)	
LFUS	1	2020	11	P1014A000001	Fuel Diesel	1	L	3.56	3.56
LFUS	1	2020	07	P1014A000001	Fuel Diesel	1	L	423	423
LFUS	1	2020	10	P50200000023	androl	2	LOT	500000	1000000

System Procedure

Scenario

Description	Approve Request (Finance Role on BU not using SAP)	Scenario No.	10
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1. Click number under “For Finance Approval(SB)”



Home / Dashboards

Supplemental Budget

Pending Request	For Approval	Approved Request	Cancelled / Declined Request
18	19	11	44

Reallocation

Pending Request	For Approval	Approved Request	Cancelled / Declined Request
14	29	0	1

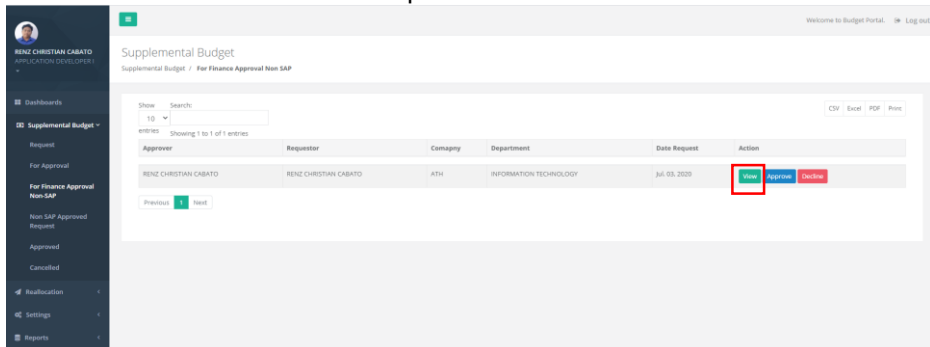
Action History

Approved (SB)	Declined (SB)	Approved (Reallocation)	Declined (Reallocation)
18	1	5	1

Finance Non SAP Head

For Finance Approval (SB)	Approved Request NON SAP
1	1

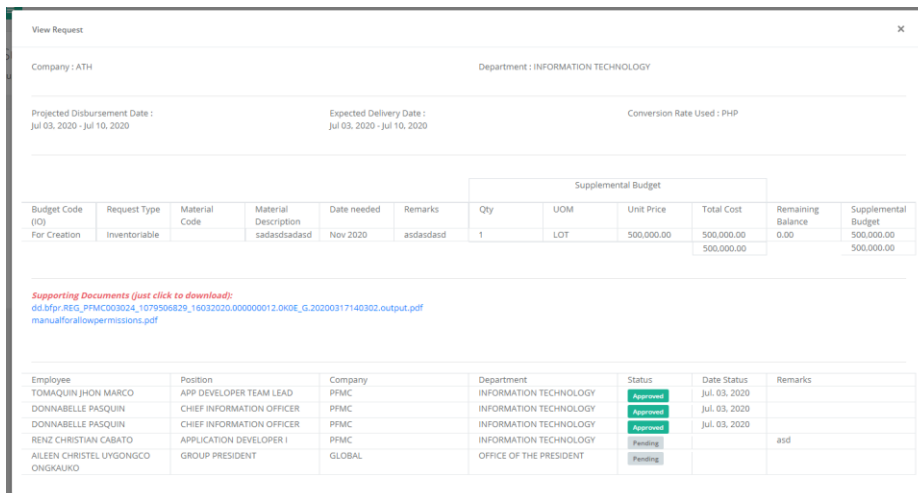
2. Click “view” to see all details of request.



Supplemental Budget / For Finance Approval Non SAP

Show: 10 entries

Approver	Requester	Company	Department	Date Request	Action
RENZ CHRISTIAN CABATO	RENZ CHRISTIAN CABATO	ATH	INFORMATION TECHNOLOGY	Jul 03, 2020	View Approved Cancelled



View Request

Company: ATH Department: INFORMATION TECHNOLOGY

Projected Disbursement Date: Jul 03, 2020 - Jul 10, 2020 Expected Delivery Date: Jul 03, 2020 - Jul 10, 2020 Conversion Rate Used: PHP

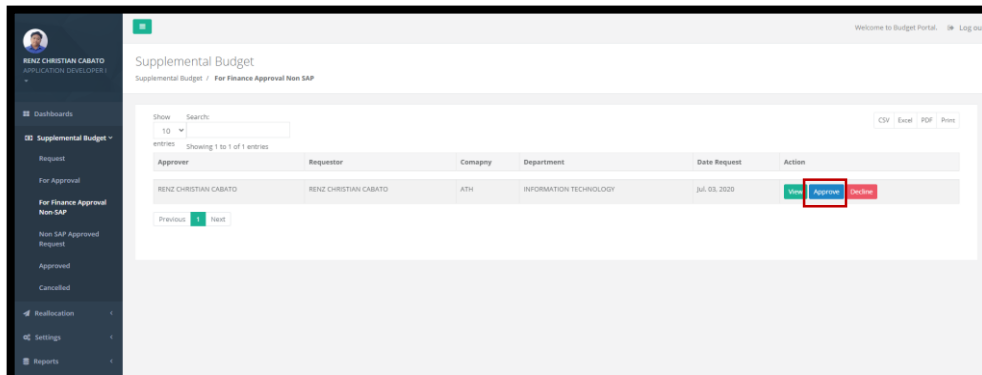
Budget Code (IO)	Request Type	Material Code	Material Description	Date needed	Remarks	Qty	UOM	Unit Price	Total Cost	Remaining Balance	Supplemental Budget
For Creation	Inventoriable		sadasdsad	Nov 2020	asdasdsad	1	LOT	500,000.00	500,000.00	0.00	500,000.00

Supporting Documents (just click to download):
[dd.bfpr.REG_PPMC003024_1079506829_16032020.000000012.0K0E_G_20200317140302.output.pdf](#)
[manualforallowpermissions.pdf](#)

Employee	Position	Company	Department	Status	Date Status	Remarks
TOMASQUIN JHON MARCO	APP DEVELOPER TEAM LEAD	PPMC	INFORMATION TECHNOLOGY	Approved	Jul 03, 2020	
DONNABELLE PASQUIN	CHIEF INFORMATION OFFICER	PPMC	INFORMATION TECHNOLOGY	Approved	Jul 03, 2020	
DONNABELLE PASQUIN	CHIEF INFORMATION OFFICER	PPMC	INFORMATION TECHNOLOGY	Approved	Jul 03, 2020	
RENZ CHRISTIAN CABATO	APPLICATION DEVELOPER I	PPMC	INFORMATION TECHNOLOGY	Pending		and
AILEEN CRISTEL UYONGCO	GROUP PRESIDENT	GLOBAL	OFFICE OF THE PRESIDENT	Pending		

System Procedure

3. Click “Approve” to approve request.

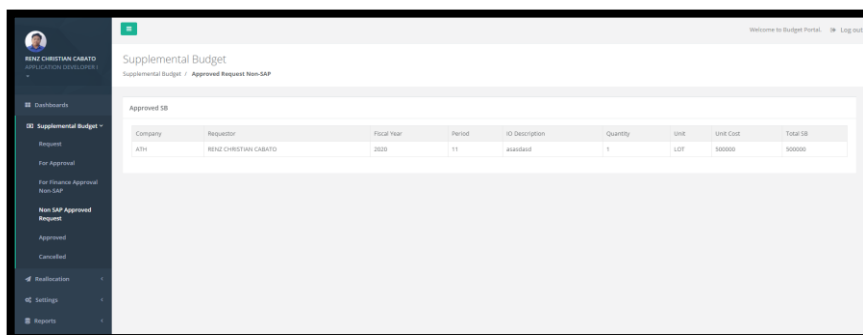
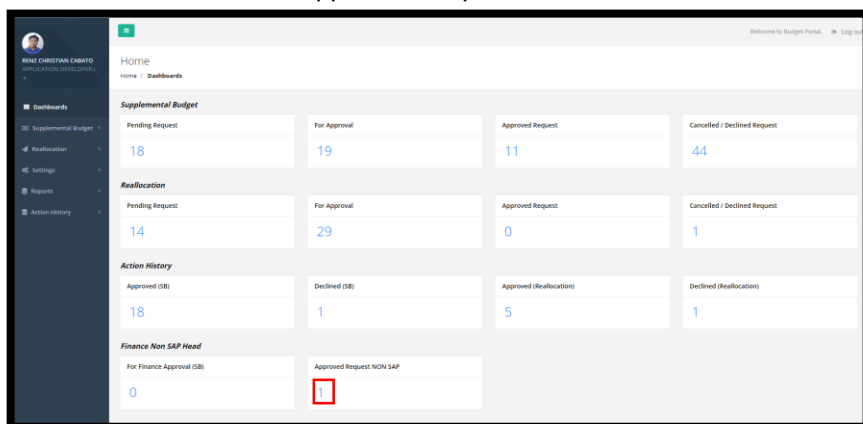


System Procedure

Scenario

Description	View all approved Request(Finance Non SAP)	Scenario No.	11
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1. Click the number bellow “Approved Request Non SAP”



System Procedure

Scenario

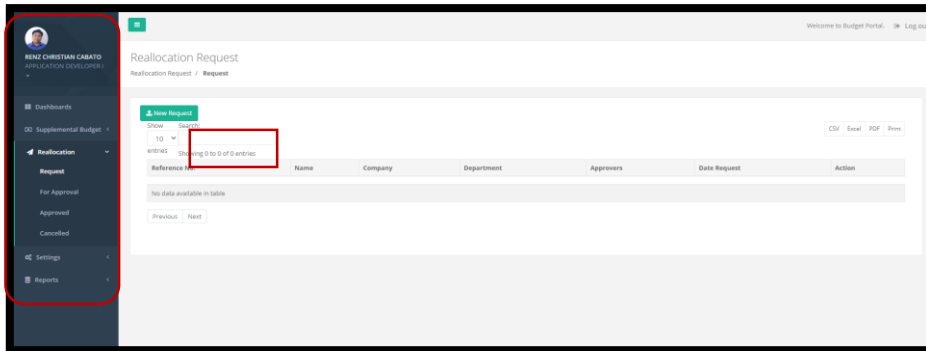
Description

Request Re Allocation(SAP company only)

Scenario No.

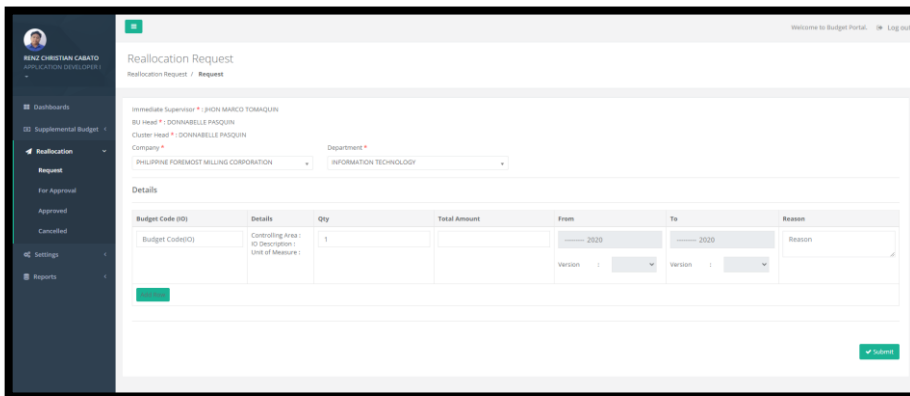
12

1. On the side bar menu, choose “Reallocation → Request → New Request”



2. The following are the required fields:

- company
- budget code(IO)
- quantity
- total amount
- from and to date
- versions
- reason



System Procedure

Scenario

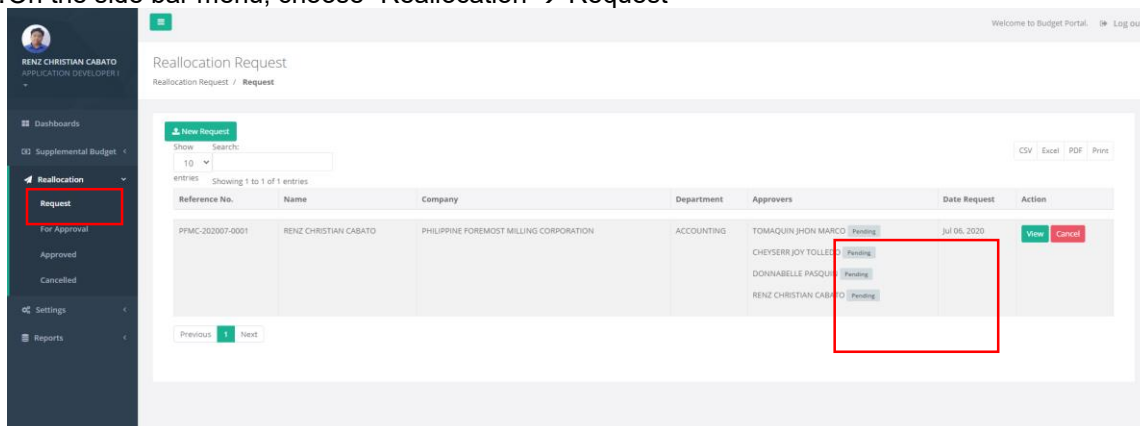
Description

View status of request

Scenario No.

13

1. On the side bar menu, choose "Reallocation → Request"



Reallocation Request

Reallocation Request / Request

New Request

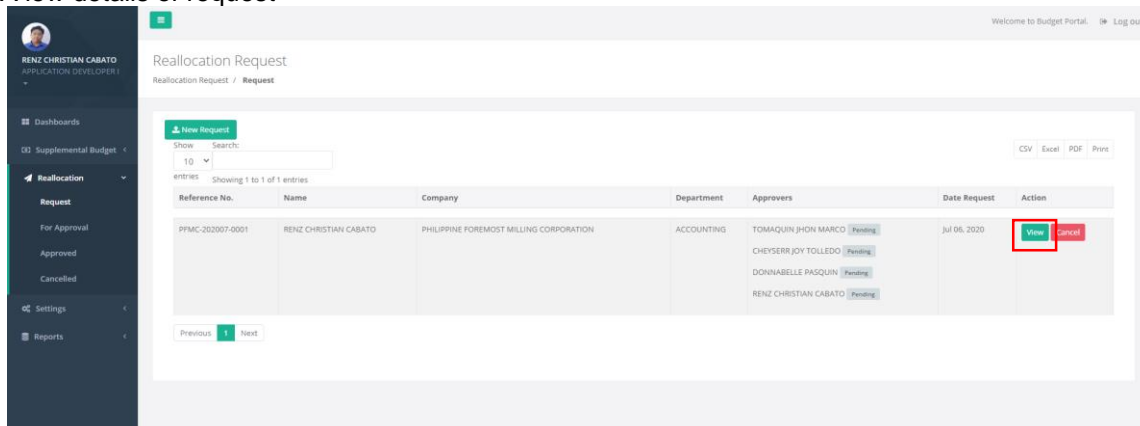
Show Search: 10

entries Showing 1 to 1 of 1 entries

Reference No.	Name	Company	Department	Approvers	Date Request	Action
PFMC-202007-0001	RENZ CHRISTIAN CABATO	PHILIPPINE FOREMOST MILLING CORPORATION	ACCOUNTING	TOMAQUIN JHON MARCO Pending CHEYSERR JOY TOLLEDO Pending DONNABELLE PASQUIN Pending RENZ CHRISTIAN CABATO Pending	Jul 06, 2020	View Cancel

Previous 1 Next

2. View details of request



Reallocation Request

Reallocation Request / Request

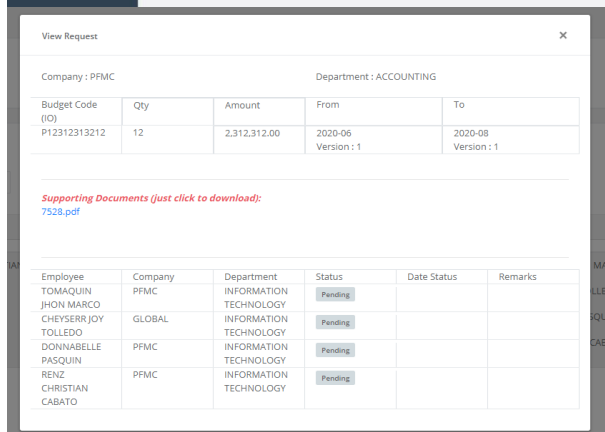
New Request

Show Search: 10

entries Showing 1 to 1 of 1 entries

Reference No.	Name	Company	Department	Approvers	Date Request	Action
PFMC-202007-0001	RENZ CHRISTIAN CABATO	PHILIPPINE FOREMOST MILLING CORPORATION	ACCOUNTING	TOMAQUIN JHON MARCO Pending CHEYSERR JOY TOLLEDO Pending DONNABELLE PASQUIN Pending RENZ CHRISTIAN CABATO Pending	Jul 06, 2020	View Cancel

Previous 1 Next



View Request

Company : PFMC Department : ACCOUNTING

Budget Code (IO)	Qty	Amount	From	To
P12312313212	12	2,312,312.00	2020-06 Version : 1	2020-08 Version : 1

Supporting Documents (just click to download):
[7528.pdf](#)

Employee	Company	Department	Status	Date Status	Remarks
TOMAQUIN JHON MARCO	PFMC	INFORMATION TECHNOLOGY	Pending		
CHEYSERR JOY TOLLEDO	GLOBAL	INFORMATION TECHNOLOGY	Pending		
DONNABELLE PASQUIN	PFMC	INFORMATION TECHNOLOGY	Pending		
RENZ CHRISTIAN CABATO	PFMC	INFORMATION TECHNOLOGY	Pending		

System Procedure

Scenario

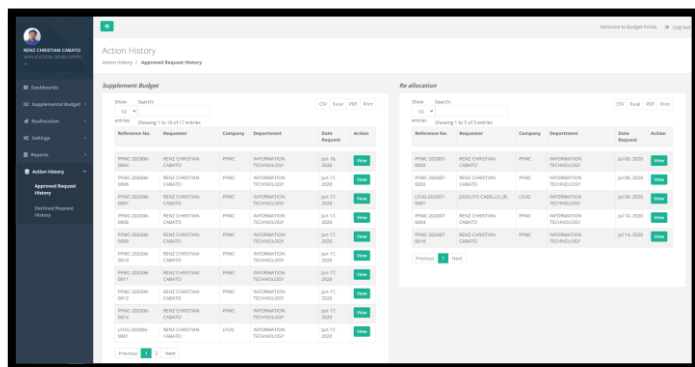
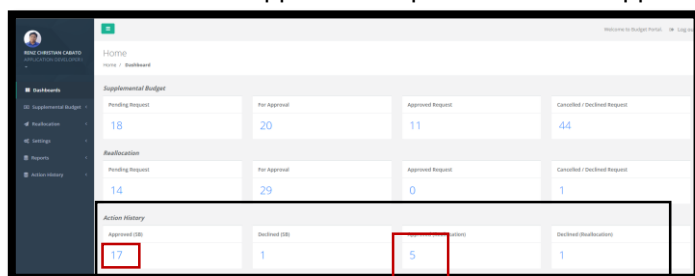
Description

View all your Action History
(Approver)

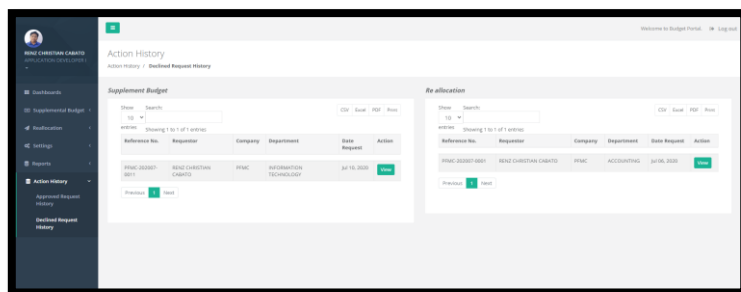
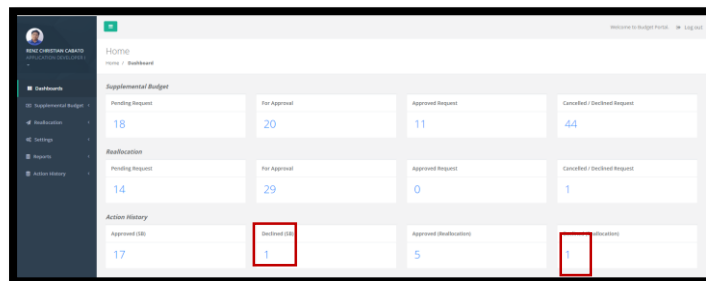
Scenario No.

13

1. Click number under “Approved Request” to view all approved request (supplemental and reallocation).



2. Click number under “Declined” to view all declined request (supplemental and reallocation).

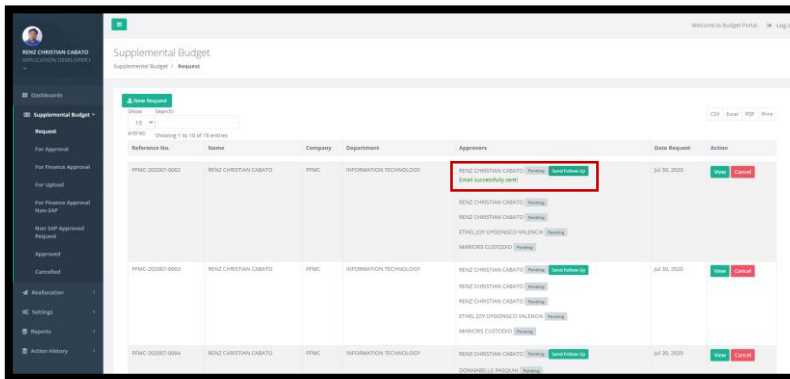
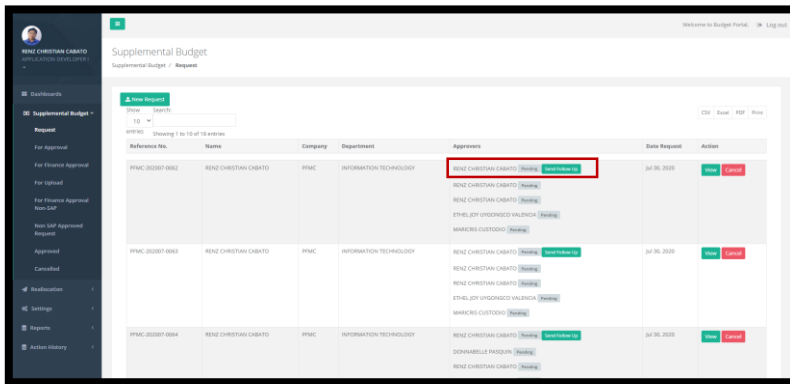
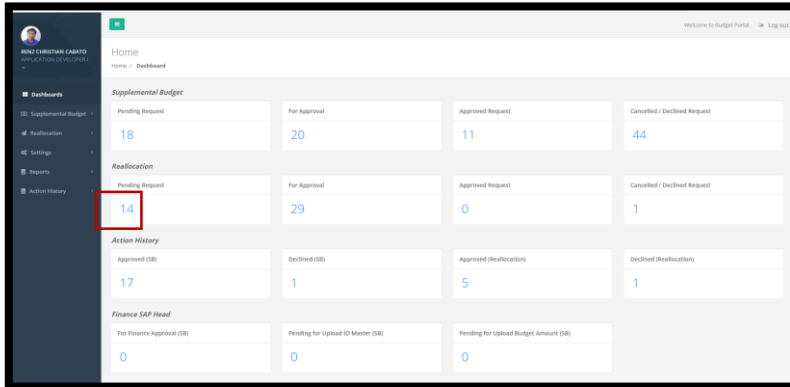


System Procedure

Scenario

Description	Manual Follow Up (Email)	Scenario No.	14
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1. Go to Dashboard and click “Send follow Up”



System Procedure

Scenario

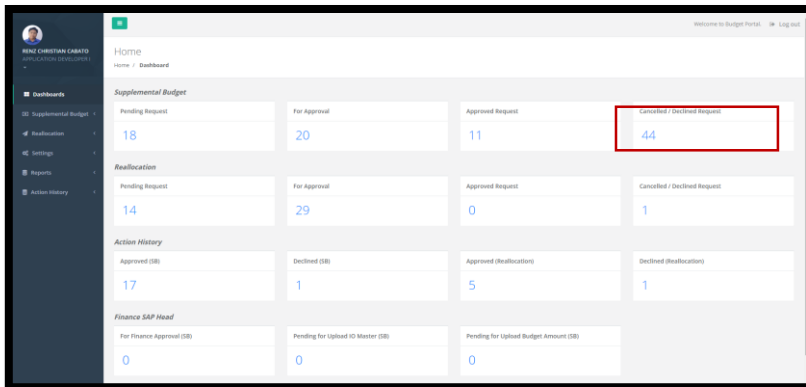
Description

Refile Declined Request

Scenario No.

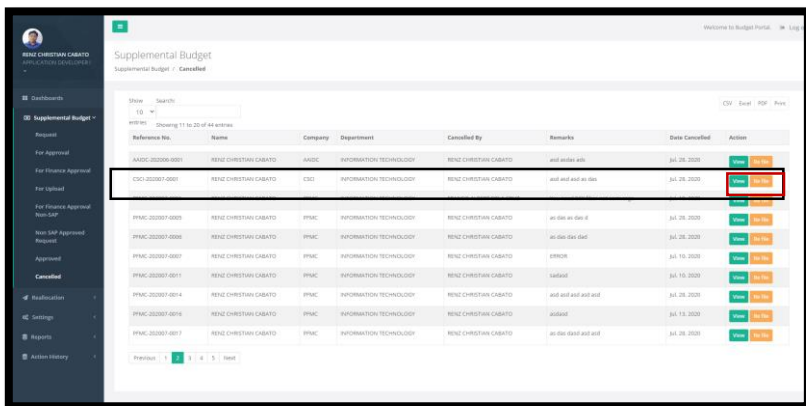
15

1. Go to Dashboard and click “Cancelled / Declined Request”.



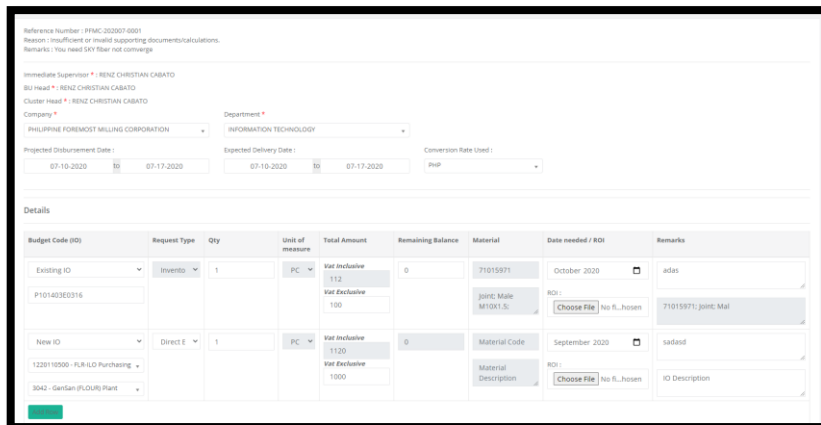
The screenshot shows the dashboard with various request counts. The 'Cancelled / Declined Request' count is 44, which is highlighted with a red box. Other counts include: Pending Request (18), For Approval (20), Approved Request (11), Reallocation (14), For Approval (29), Approved Request (0), and Canceled / Declined Request (1).

2. Click “Refile”.



The screenshot shows the 'Cancelled' tab with a list of requests. The 'Refile' button for the first request is highlighted with a red box. The table lists requests with columns: Reference No., Name, Company, Department, Cancelled By, Remarks, Date Cancelled, and Action.

3. You may now change all content and resubmit again. Click submit to proceed.



The screenshot shows the 'Details' form for a request. It includes fields for Reference Number (PPAC-202007-0001), Reason (insufficient or invalid supporting documents/calculations), Immediate Supervisor (RENZ CHRISTIAN CABATO), BU Head (RENZ CHRISTIAN CABATO), Cluster Head (RENZ CHRISTIAN CABATO), Company (PHILIPPINE FOREMOST MILLING CORPORATION), Department (INFORMATION TECHNOLOGY), Projected Disbursement Date (07-10-2020 to 07-17-2020), Expected Delivery Date (07-10-2020 to 07-17-2020), Conversion Rate Used (PHP), Budget Code (IO), Request Type (Invest), Qty (1), Unit of measure (PC), Total Amount (112), Remaining Balance (0), Material (JOINT Male M10X1.5), Date needed / IO (October 2020), and Remarks (adas).

-END-