Business Process	
Name	Budget Request Portal

Scenario			
Description	Supplemental Budget Request (All employee)	**Scenario No.**	1
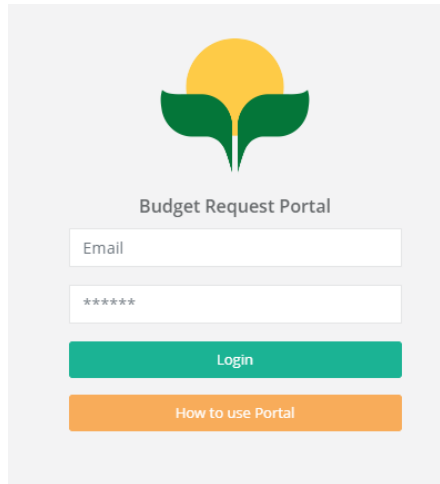
System Procedure
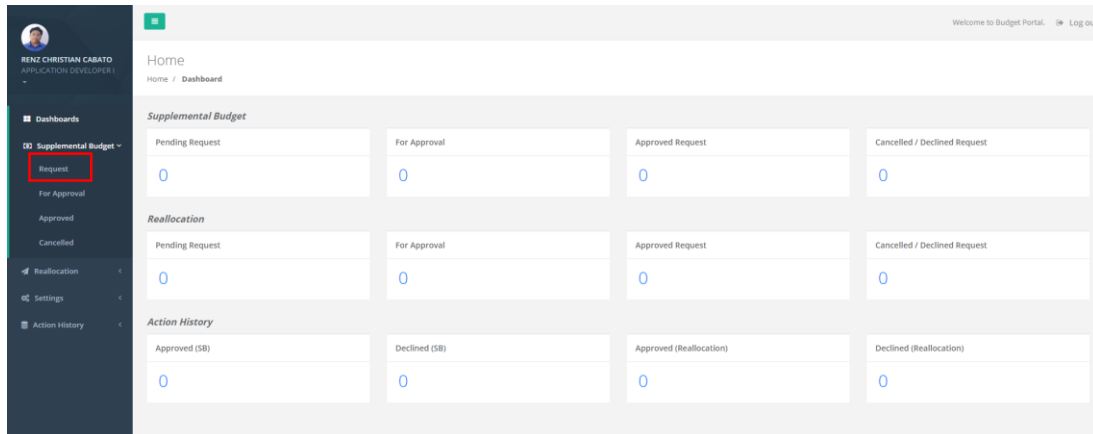
1. Go to link: http://10.96.4.138:8668/login
   Note: URL must be copied completely.
2. Input email and password used in MyPortal system.

Budget Request Portal

Email

******

Login

How to use Portal

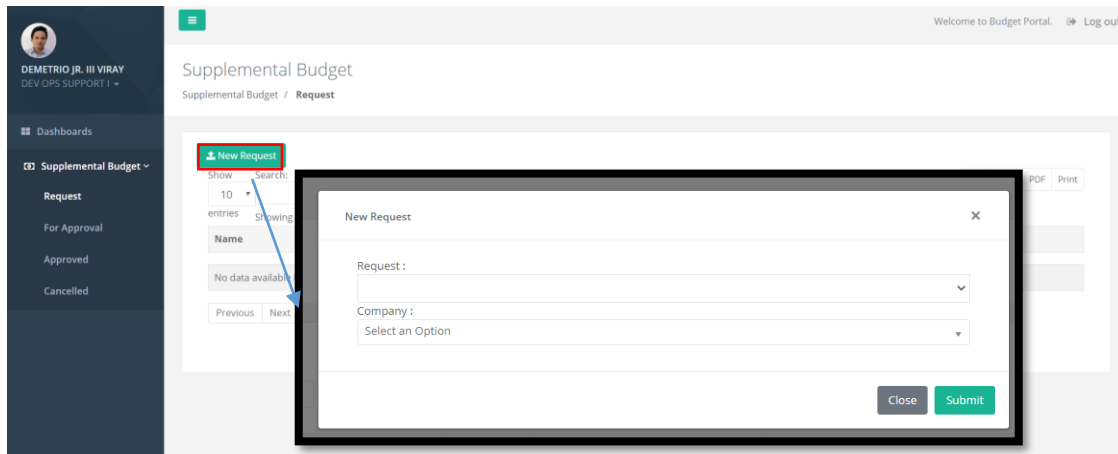3. On the side bar menu, choose **"Supplemental Budget → Request"**.

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

System Procedure

a. Type of Request
 - No endorsement needed
 - Need endorsement
 Note: The system will automatically determine if the company selected is SAP based or not.
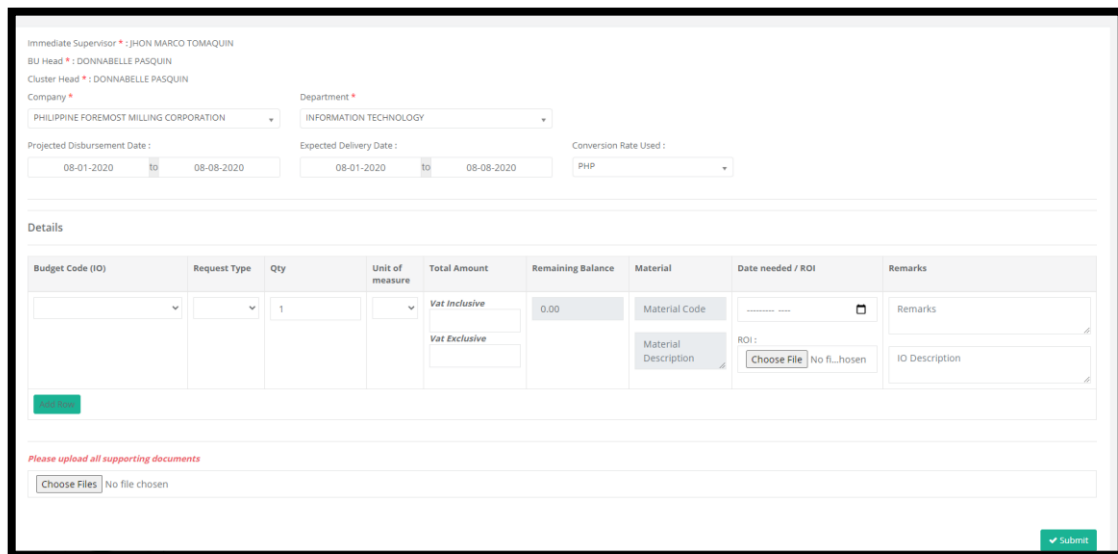

5. No endorsement needed.
 5.1 SAP

System Procedure

5.2 Non SAP

6. Need endorsement

Note : Additional Approver will be required

6.1 SAP

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 inventoriable.
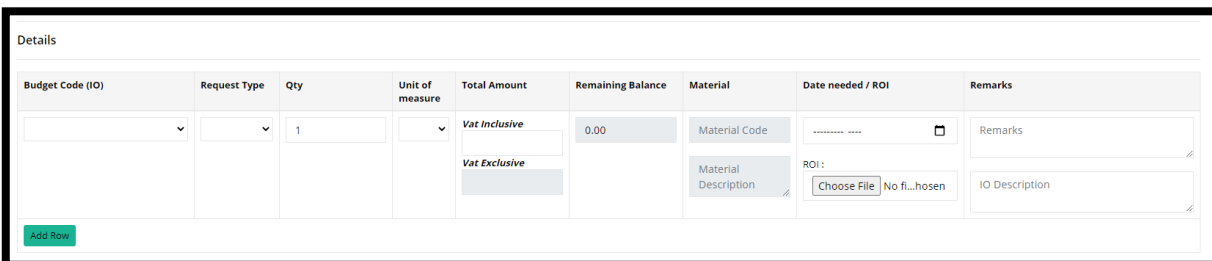a. If direct expense, the following are the required fields:
  - total amount
      Note:
      VAT exclusive amount will be automatically computed based on the inputted VAT Inclusive amount.
      If the plant code is non vatable, VAT Inclusive will be the same as VAT Exclusive value.
  - remaining balance
  - date needed (year and month)
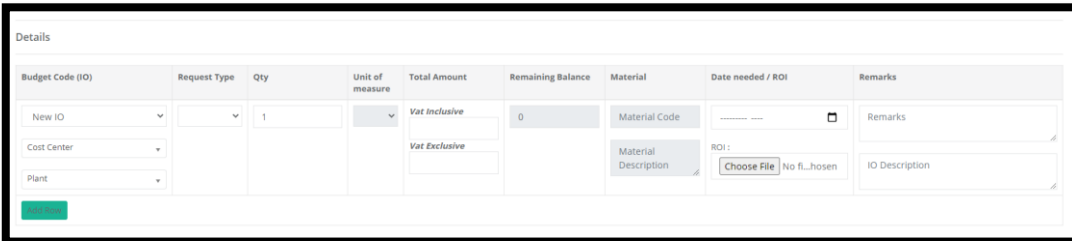b. If asset, the following are the required fields:
  - quantity
  - unit of measure
  - total amount
  - remaining balance
  - date needed (year and month)
  - ROI attachment
c. If inventoriable, the following are the required fields:
  - quantity
  - total amount
  - remaining balance
  - date needed (year and month)

System Procedure

7.2 New IO

a. Select cost center, entry required.
b. Select plant, entry required.
c. Request type, entry required: if direct expense or asset or inventoriable.
d. 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)
e. 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)
f. 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)
  a. the following are the attachment type allowed to upload:
      - power point
      - excel
      - word
      - pdf
      - image (preferred in word or in pdf)

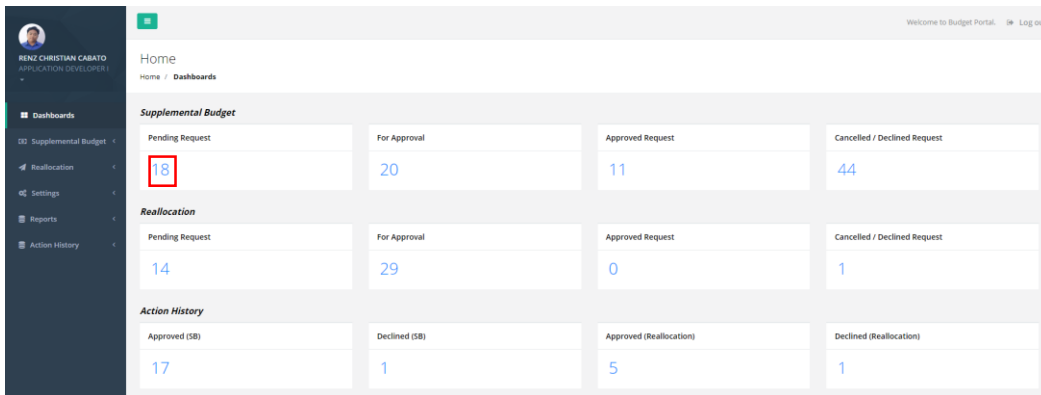| **System Procedure** |
| --- |

b. maximum size allowed per file is 100mb.

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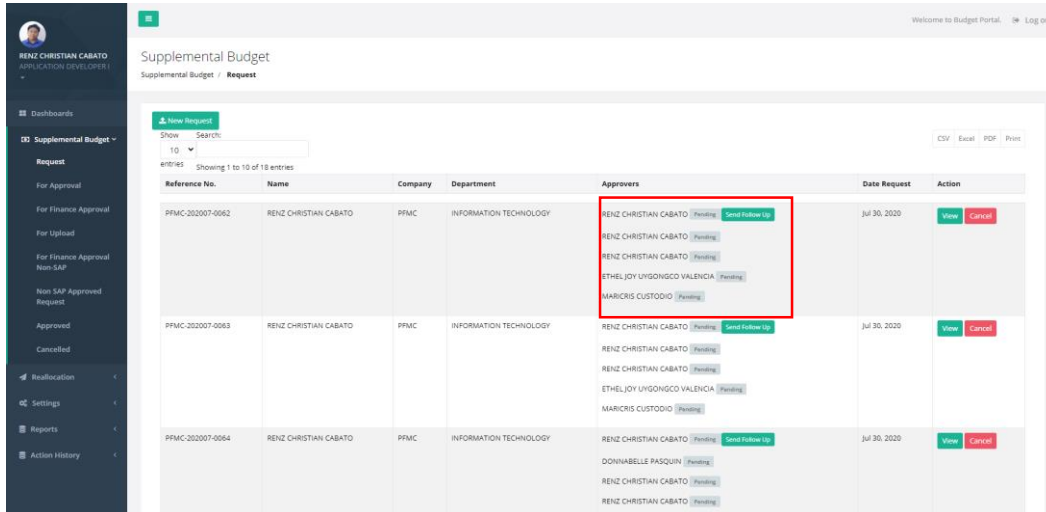
1. Go to dashboard then click the number under "Pending Request".

2. View all pending requests and its approval status.
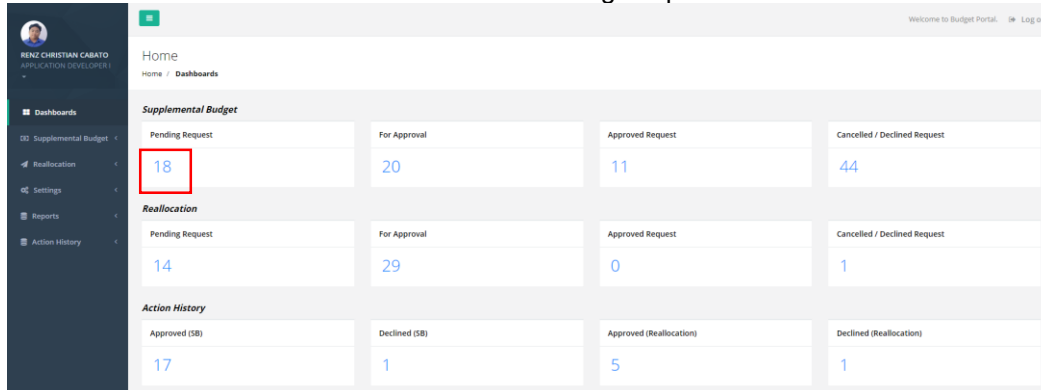
System Procedure			
Scenario			
Description	Cancel Request (All employee)	**Scenario No.**	3
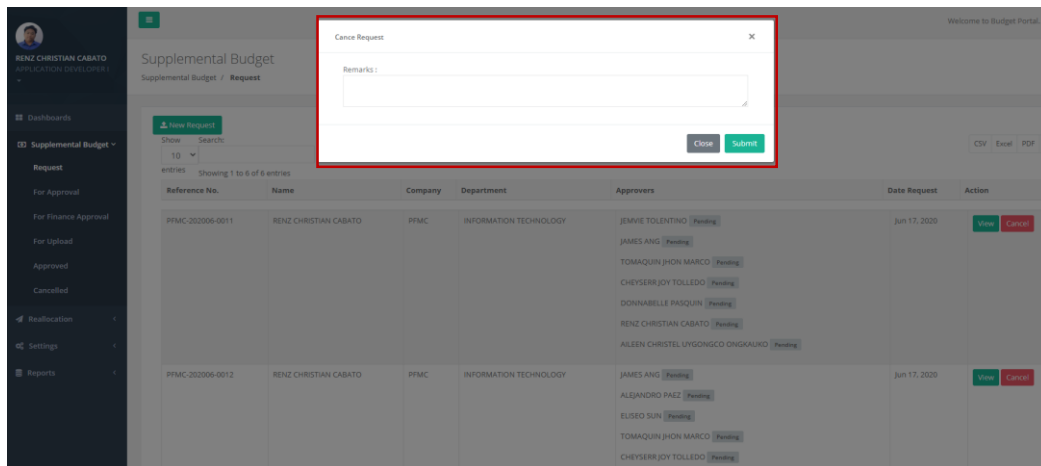
1. Go to dashboard then click the number under "Pending Request".

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

System Procedure			
Scenario			
Description	View Approved Request (All Roles)	**Scenario No.**	4

1. Go dashboard then click the number under "Approved Request".
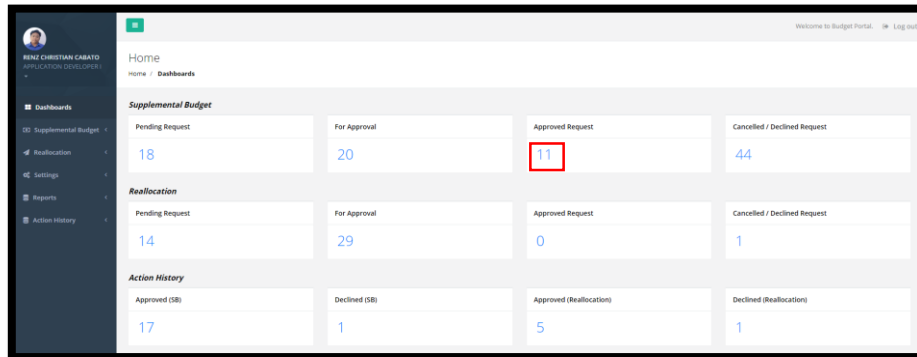
2. Click "View" button to see all approved request.

	Budget Request Portal **USER GUIDE**	Version: 1.0 Released date: August 2, 2020
LA FILIPINA UY GONGCO GROUP OF COMPANIES		
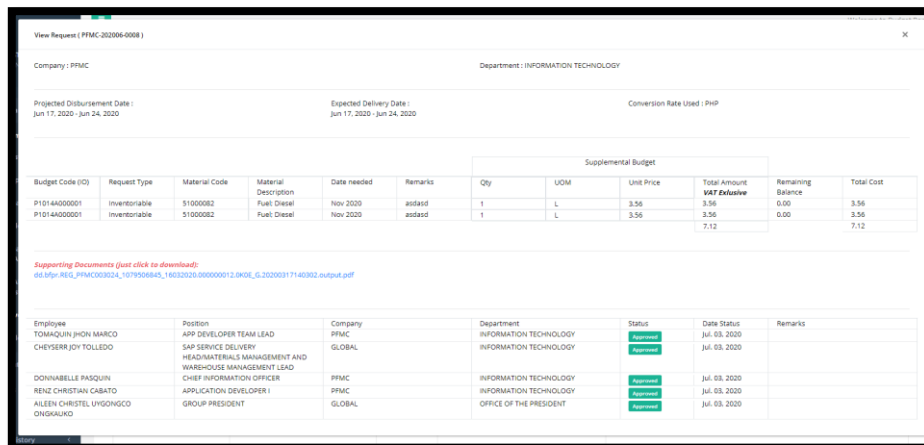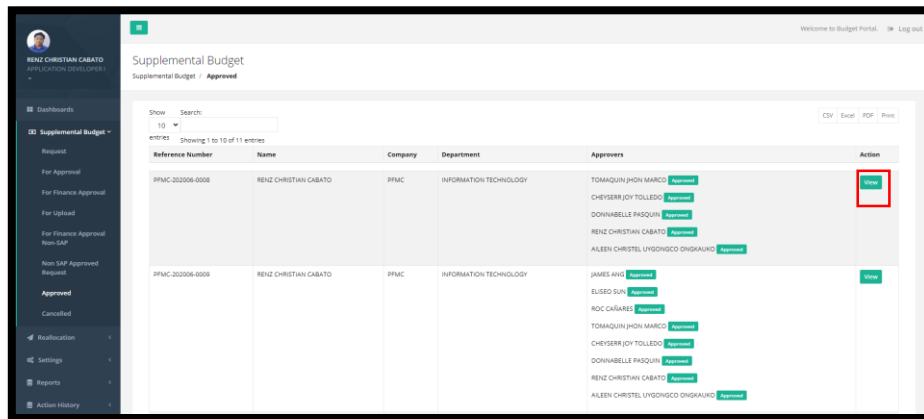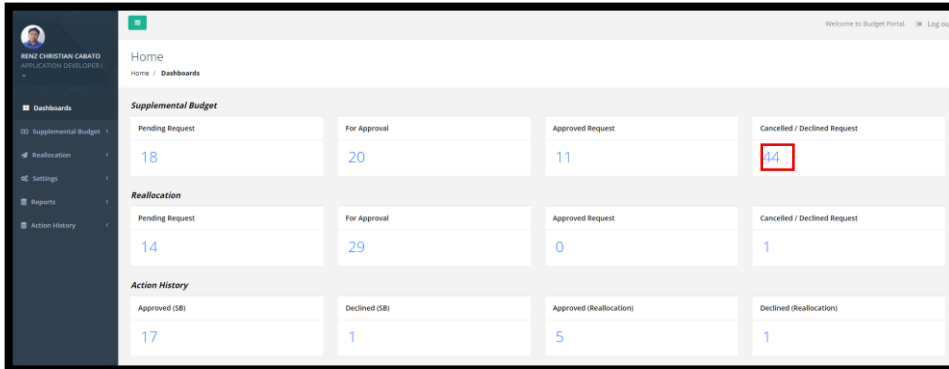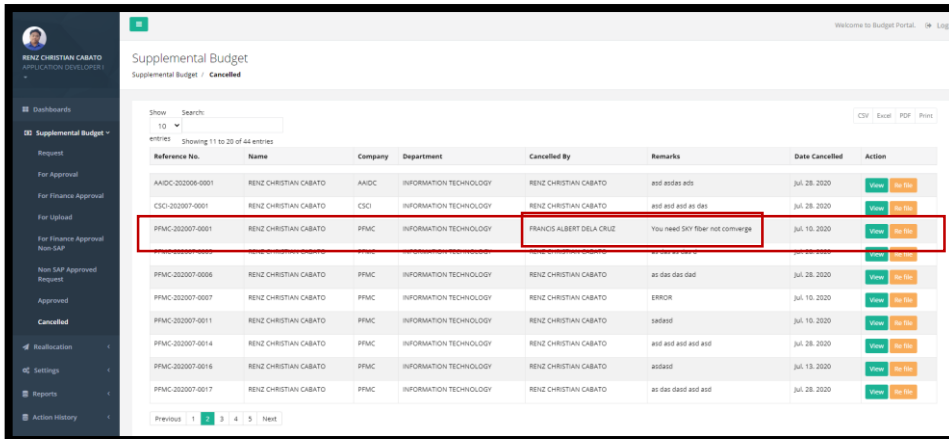
System Procedure			
Scenario			
Description	View Cancelled/Declined Request (All Roles)	**Scenario No.**	5

1. Go to dashboard then click the number under Cancel Request(SB)

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

System Procedure			
Scenario			
Description	Approve/Decline (for Dept. Heads Role)	**Scenario No.**	6

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

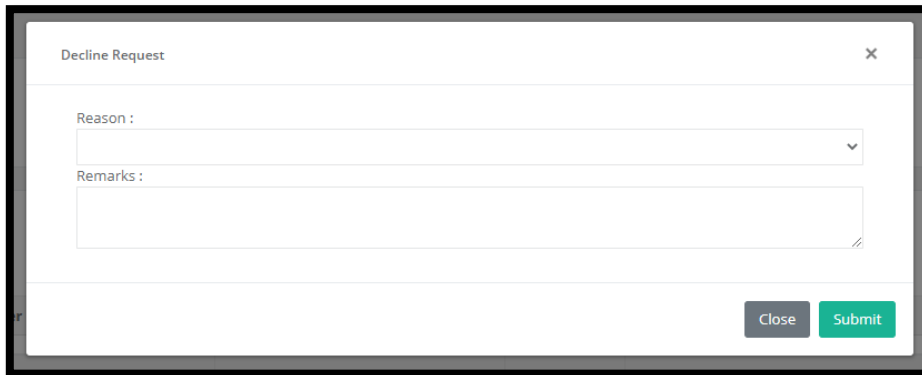2. Click "View" to view all details of request.

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.
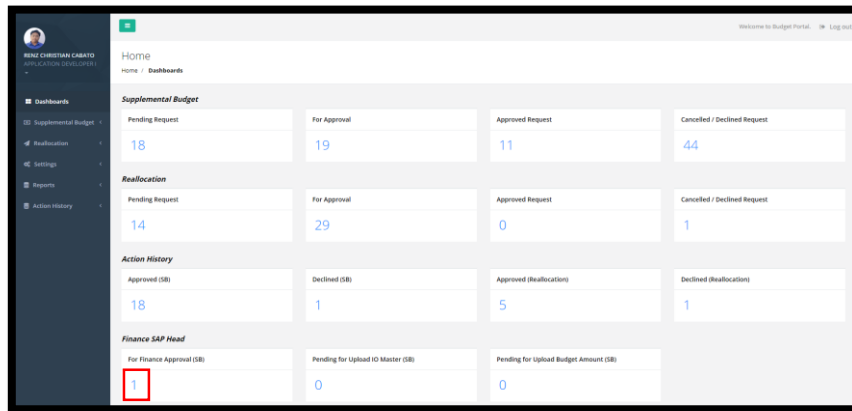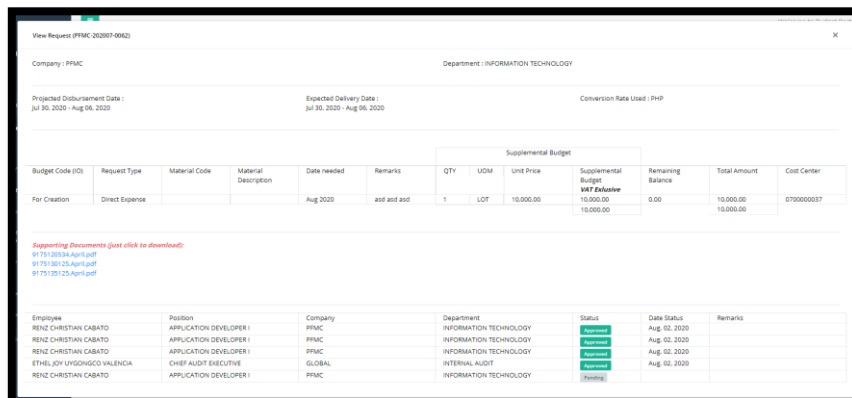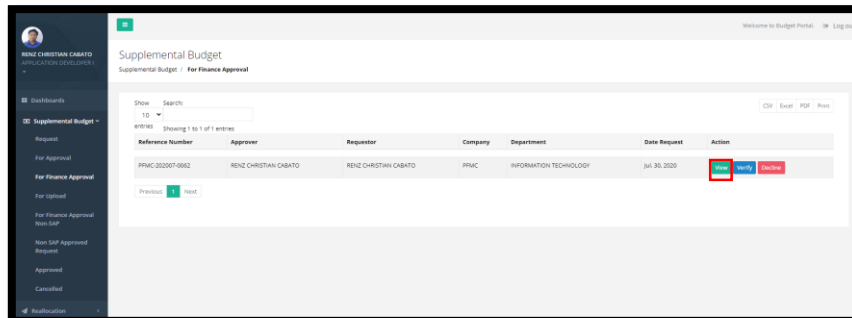
System Procedure

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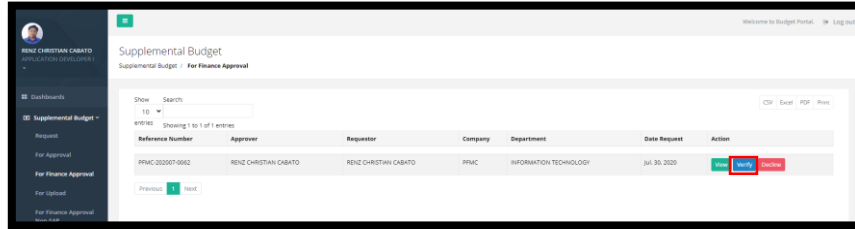
2. Click "View" to see details of request.

System Procedure

3. Verify Request. Click "submit" to proceed to request".
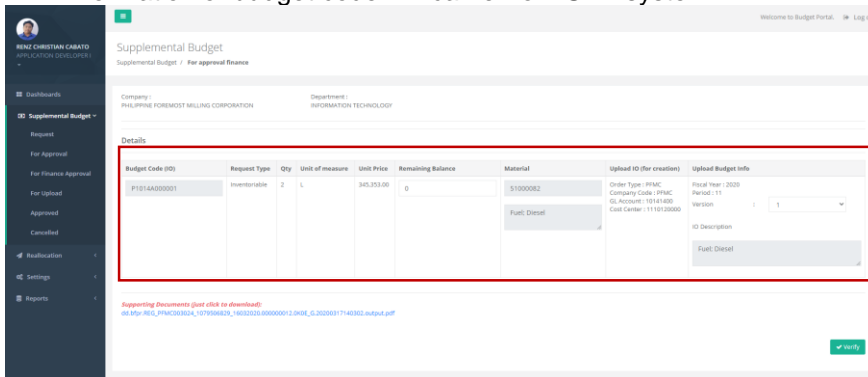
a. If existing IO
  - need to check remaining balance if correct from SAP or Budget Report uploaded.
  - information of budget code will came from SAP system.

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)

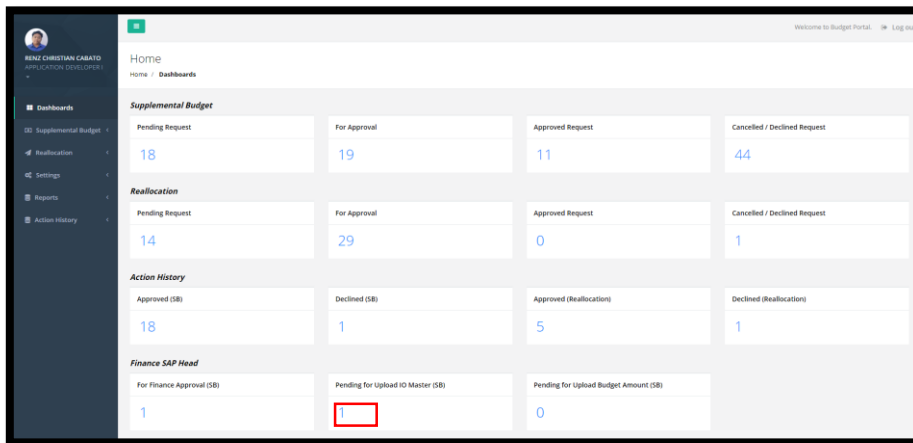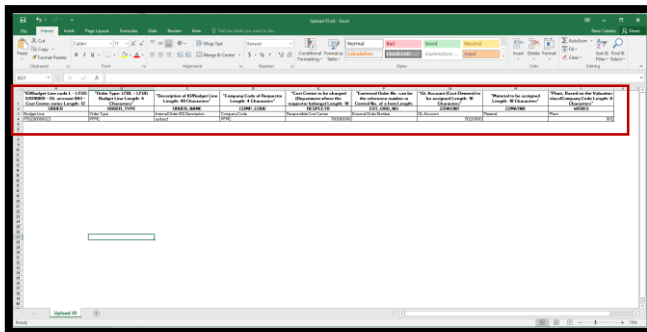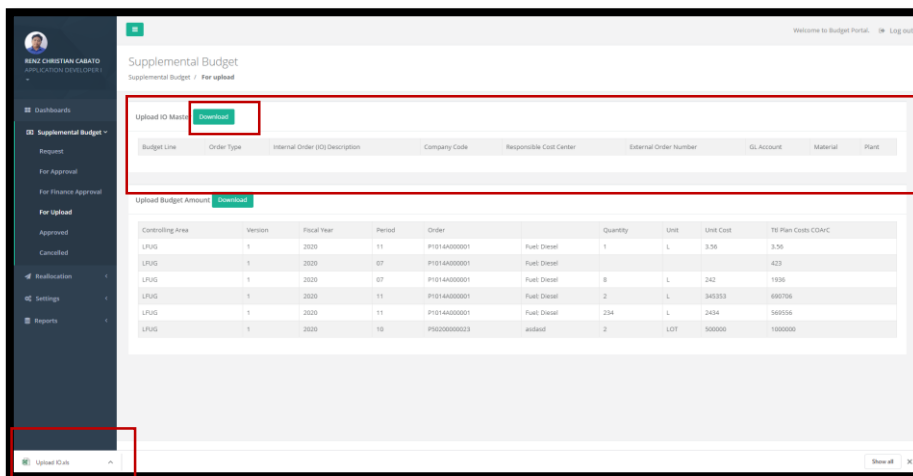| System Procedure			
Scenario			
Description	Download Template Upload IO (Finance Role on BU using SAP)	**Scenario No.**	8

1. Click the number under "Pending for Upload IO master(SB)".
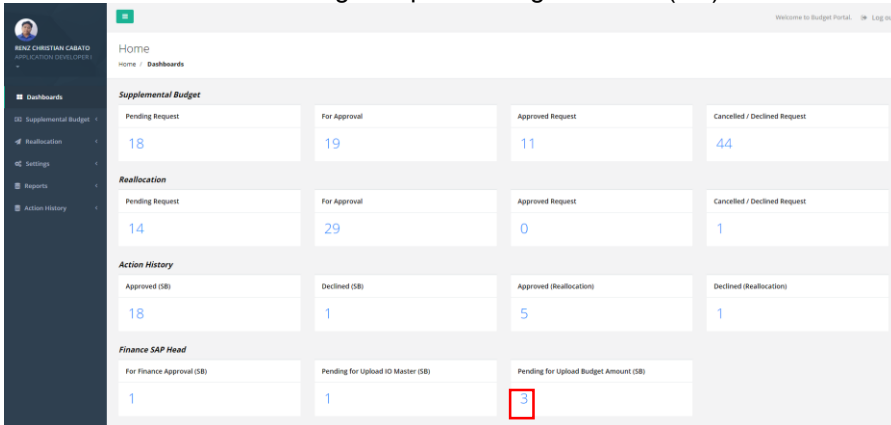

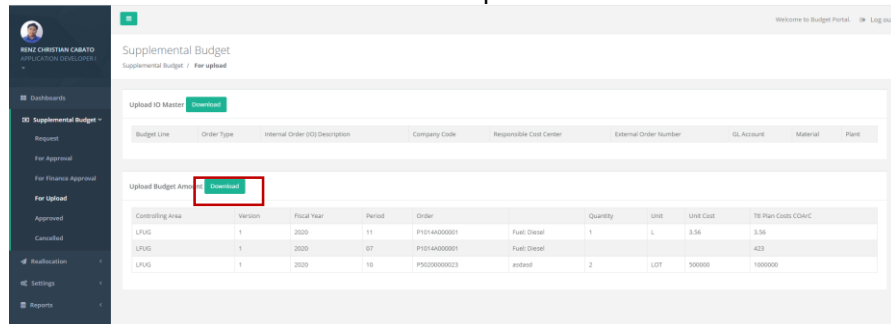2. Click "download" to extract it from the portal.

System Procedure			
Scenario			
Description	Download Template Upload Budget Amount (Finance Role on BU using SAP)	**Scenario No.**	9

1. Click number under "Pending for upload Budget Amount(SB)

2. Click the download to extract it from the portal.
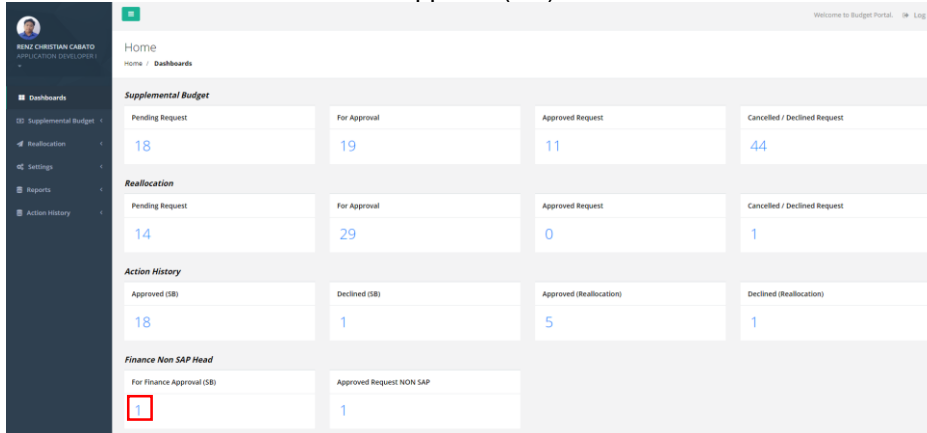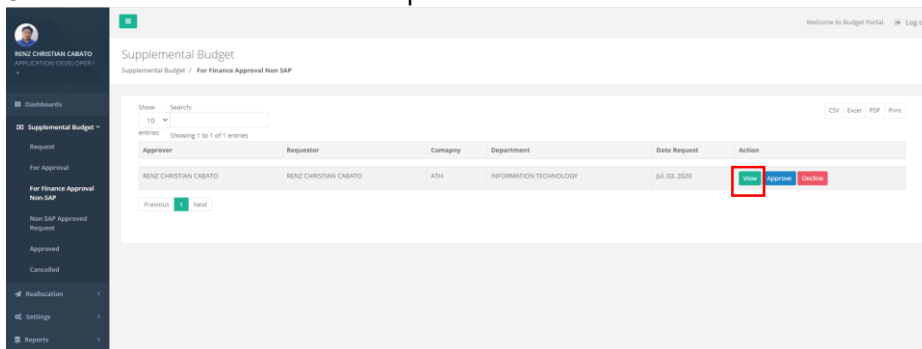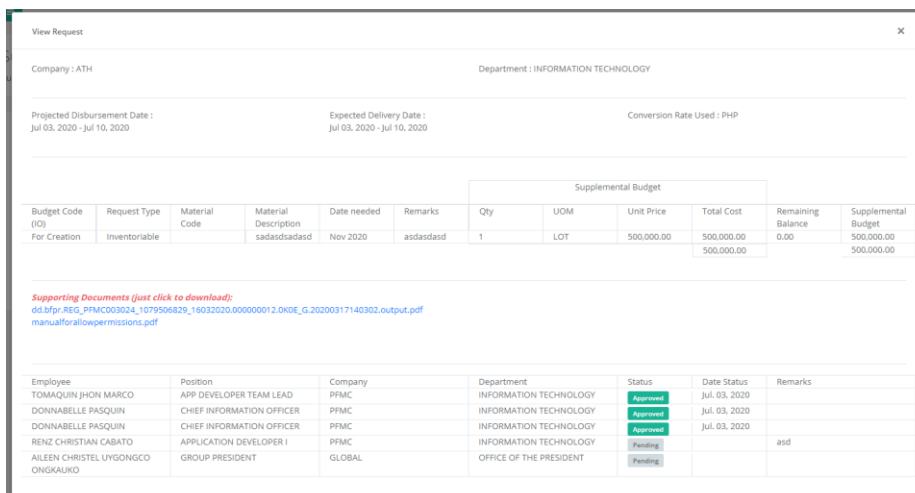
System Procedure			
Scenario			
Description	Approve Request (Finance Role on BU not using SAP)	**Scenario No.**	10

1. Click number under "For Finance Approval(SB)"

2. Click "view" to see all details of request.

System Procedure

3. Click "Approve" to approve request.
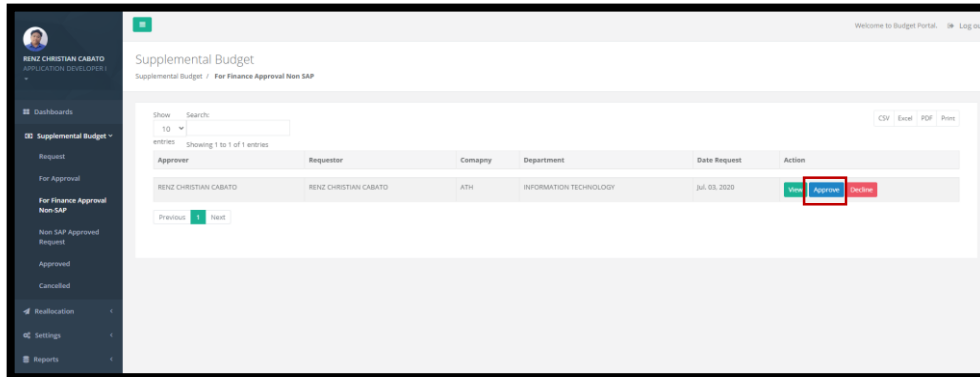
System Procedure			
Scenario			
Description	View all approved Request(Finance Non SAP)	**Scenario No.**	11

1. Click the number bellow "Approved Request Non SAP"
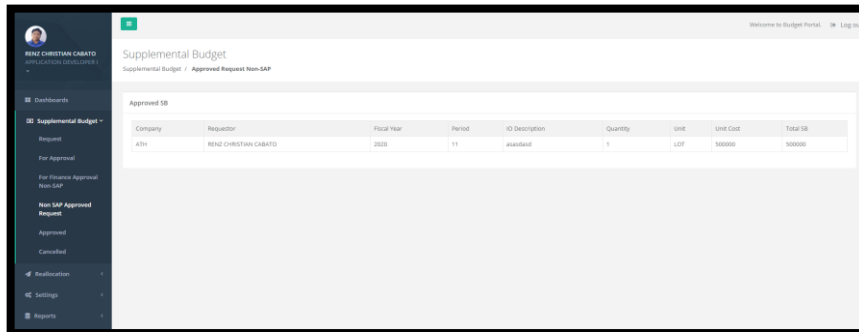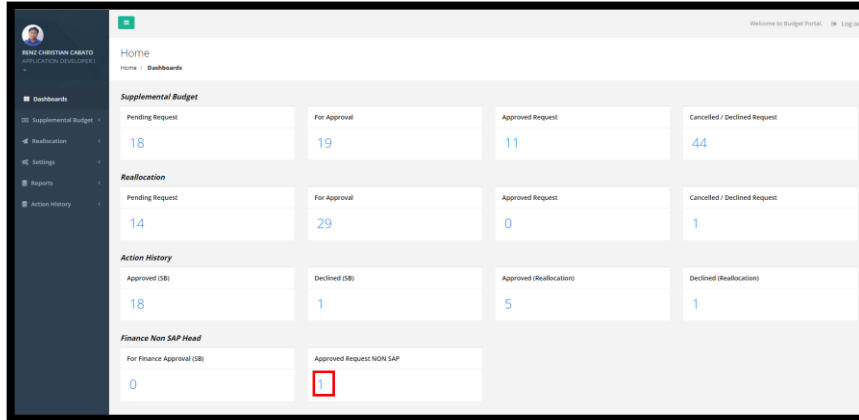
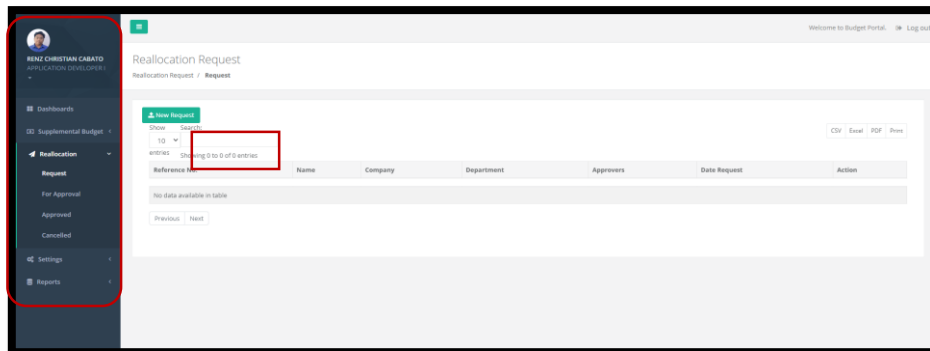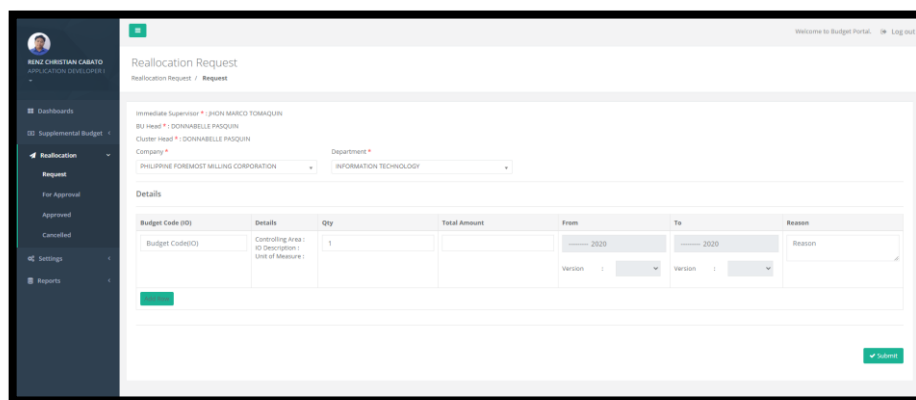| **System Procedure**			
Scenario			
Description	Request Re Allocation(SAP company only)	**Scenario No.**	12

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
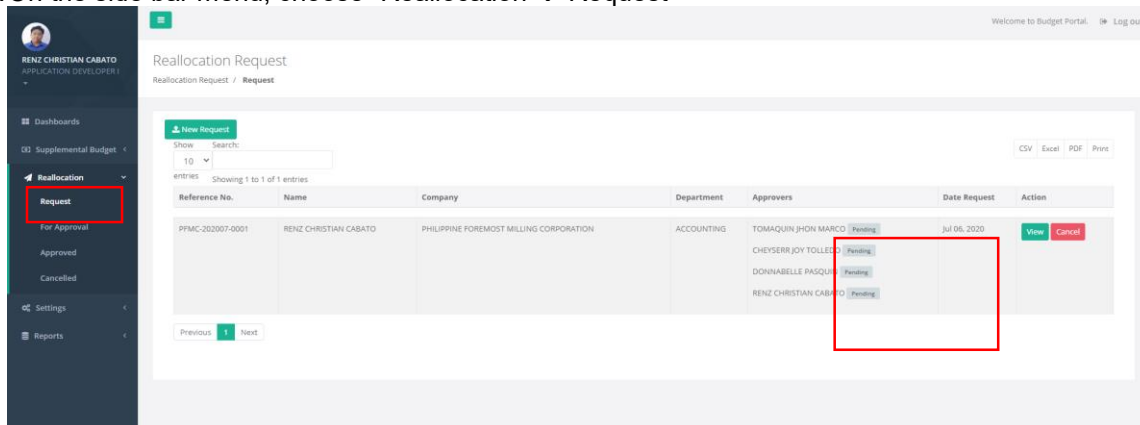   - from and to date
   - versions
   - reason

System Procedure			
Scenario			
Description	View status of request	**Scenario No.**	13
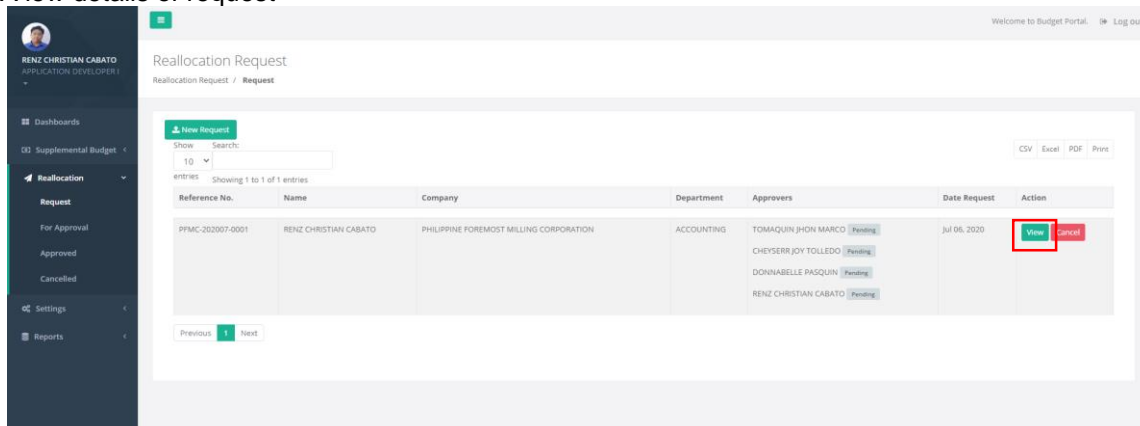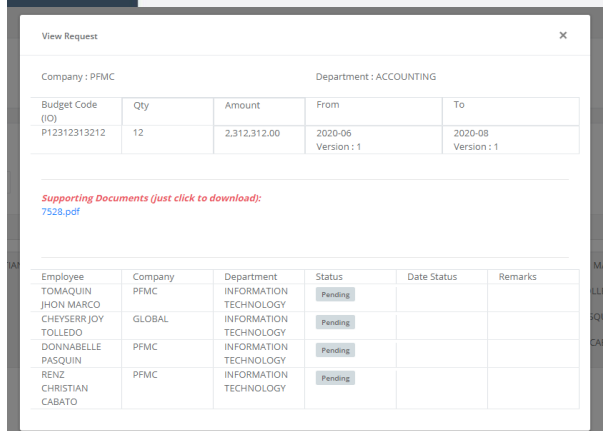
1. On the side bar menu, choose "Reallocation → Request"

2. View details of request

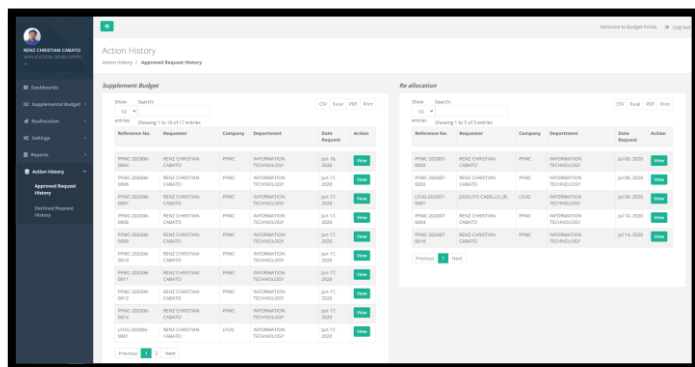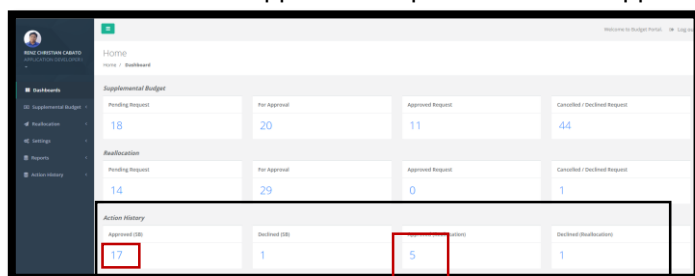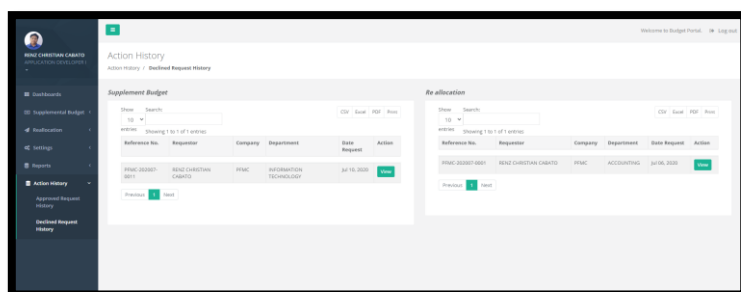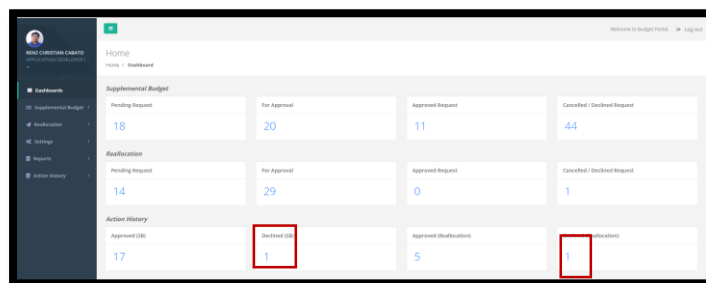| **System Procedure**				
Scenario				
Description	View all your Action History (Approver)	**Scenario No.**		13

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).
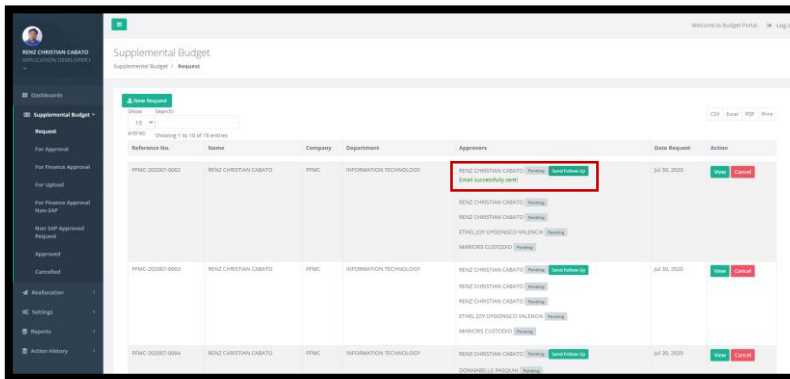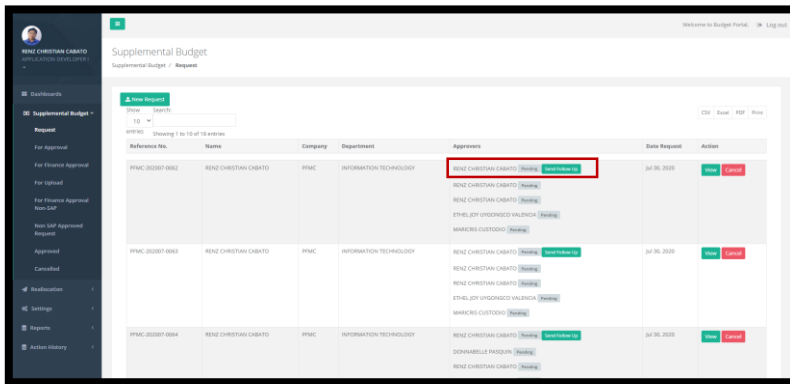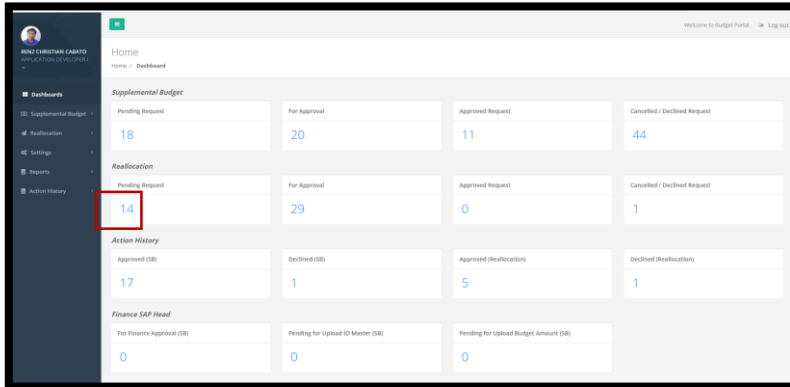
System Procedure	

Scenario			
Description	Manual Follow Up (Email)	**Scenario No.**	14

1. Go to Dashboard and click "Send follow Up"
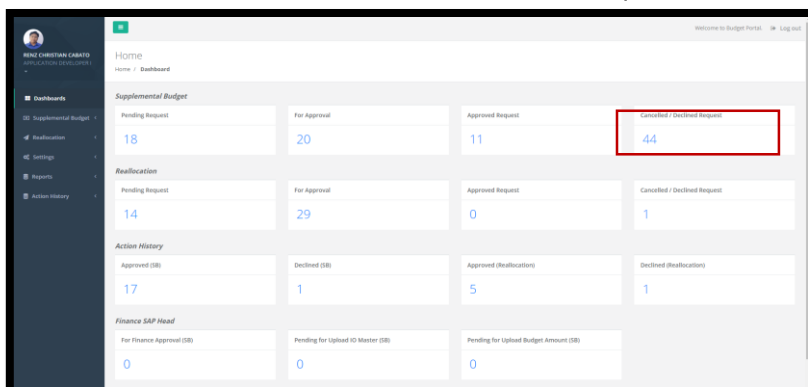
System Procedure
Scenario
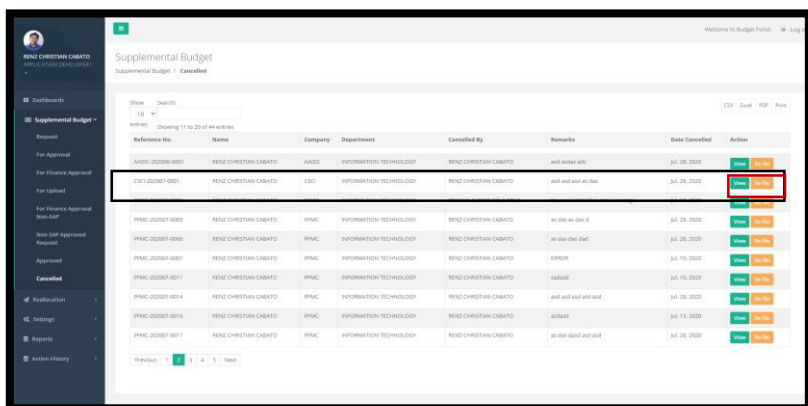
Description	Refile Declined Request	**Scenario No.**	15

1. Go to Dashboard and click "Cancelled / Declined Request".
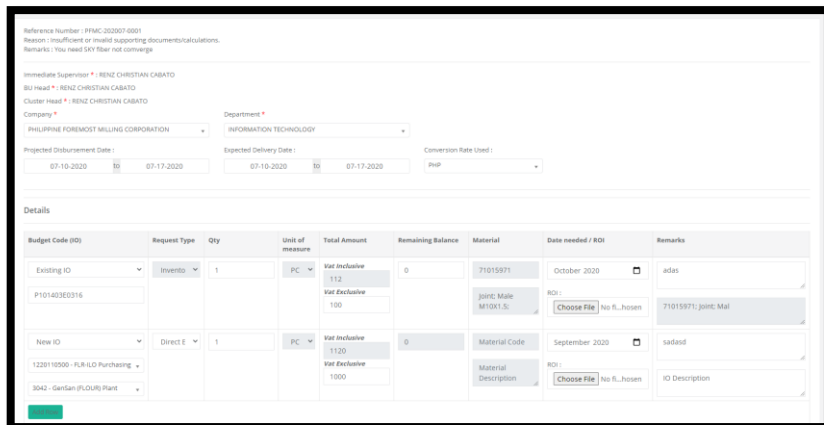
2. Click "Refile".

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

-END-