

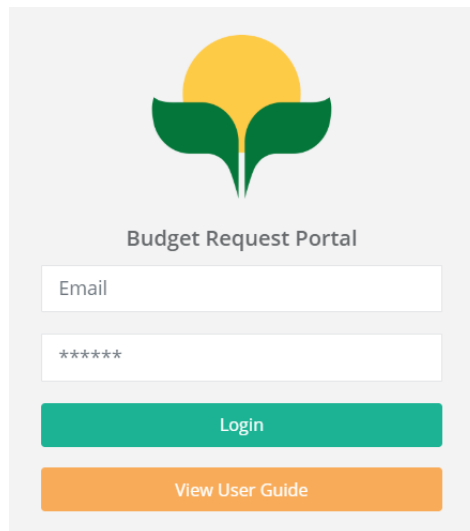
**Portal Name** Budget Request Portal

### Scenario

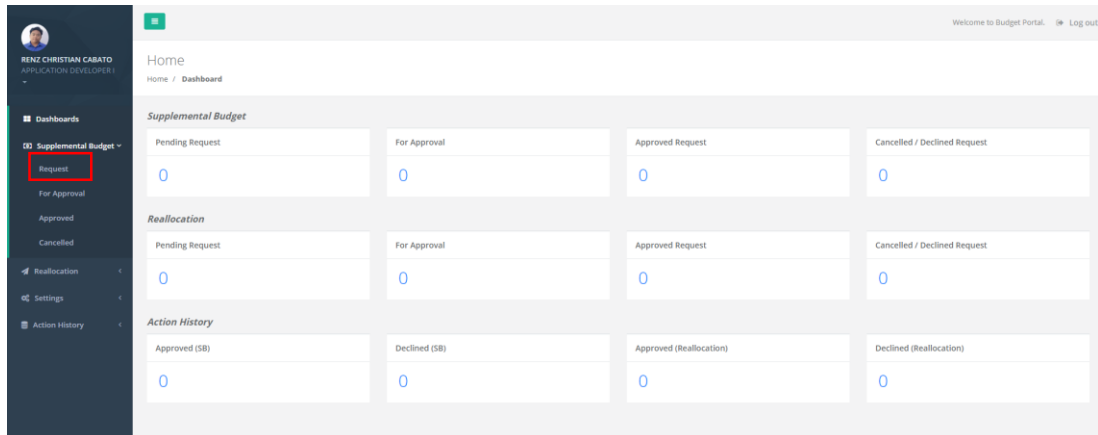
Description	Supplemental Budget Request (All employee)	Scenario No.	1
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### System Procedure

- 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”**.



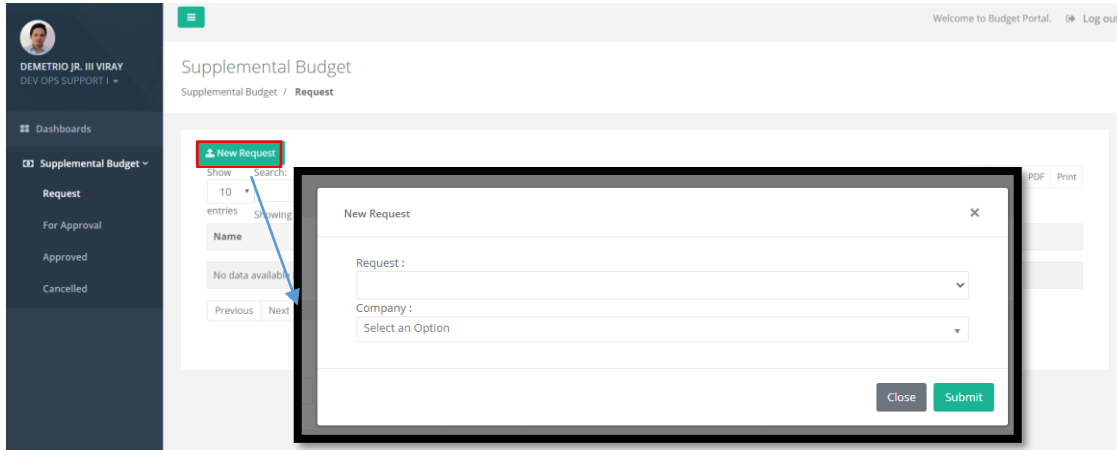
## System Procedure

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

a. Type of Request

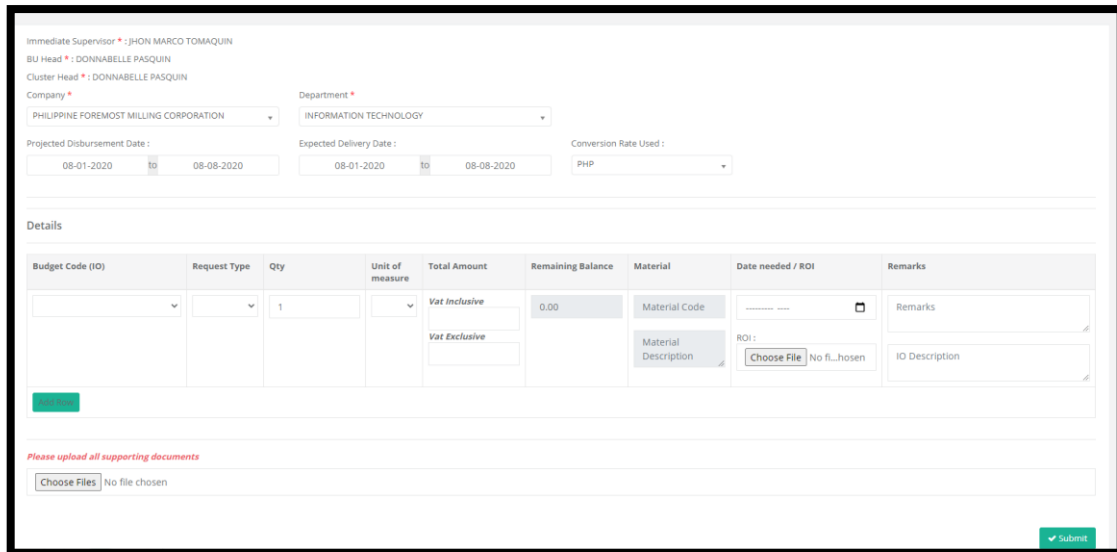
- No endorsement needed
- Need endorsement

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



5. No endorsement needed.

5.1 SAP



## 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

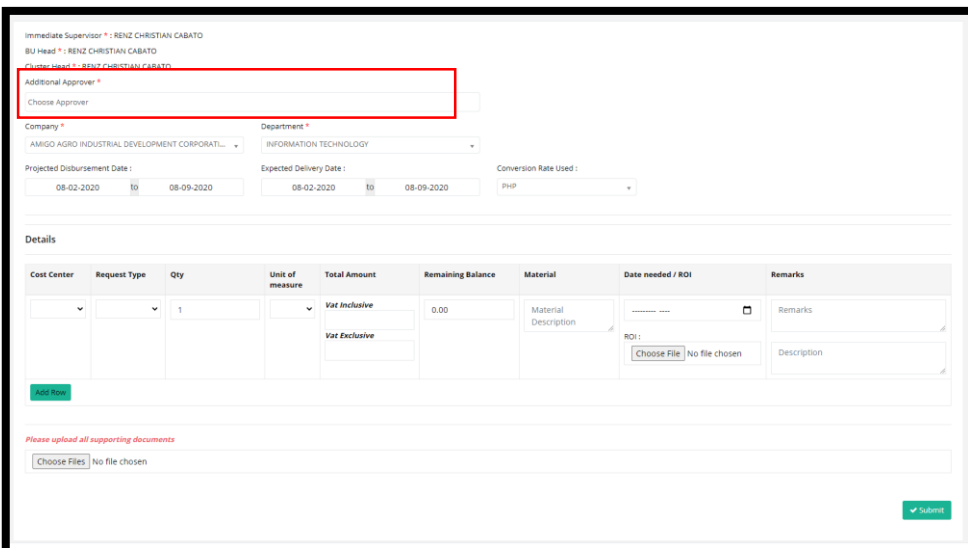
Add Row

Please upload all supporting documents  
Choose Files No file chosen

Submit

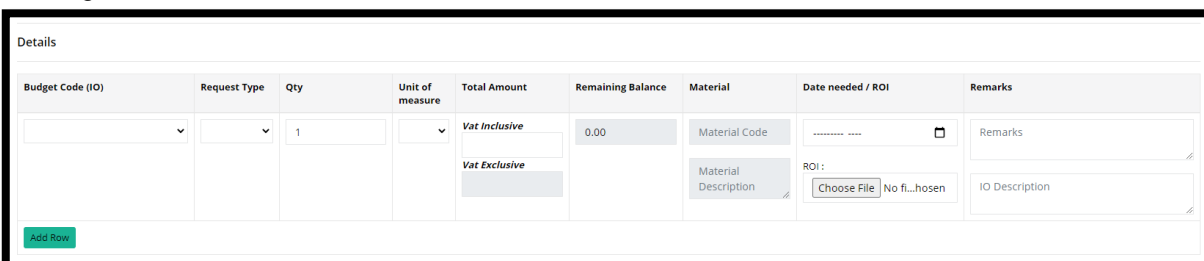
## System Procedure

### 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:

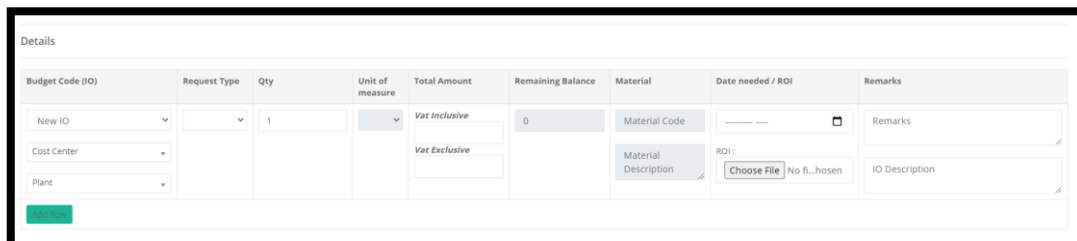
- quantity
- unit of measure
- total amount
- remaining balance
- date needed (year and month)
- ROI attachment

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)
- Vat Section:** Vat Inclusive, Vat Exclusive (inputs)
- ROI Section:** ROI: (input), Choose File, No fi...hosen (input)
- IO Description Section:** IO Description (input)

- Select cost center, entry required.
- Select plant, entry required.
- Request type, entry required: if direct expense or asset or inventorable.
- 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 inventorable, 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.

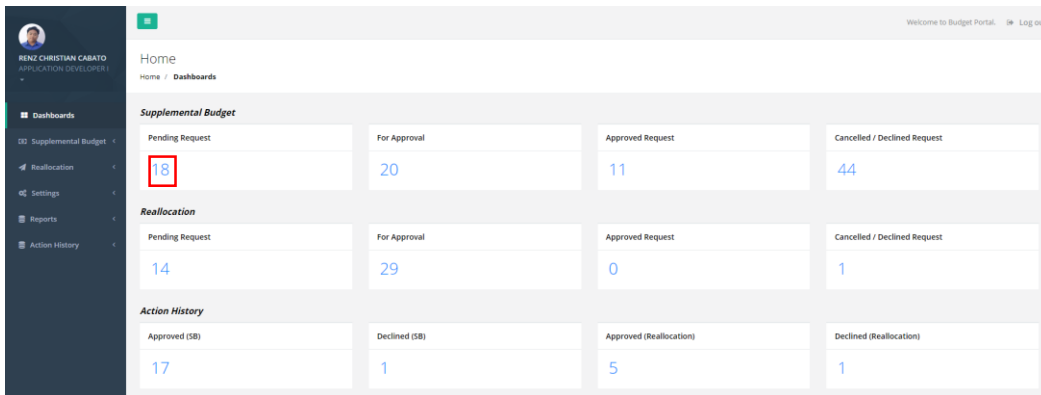
Please upload all supporting documents

Choose Files No file chosen

### Scenario

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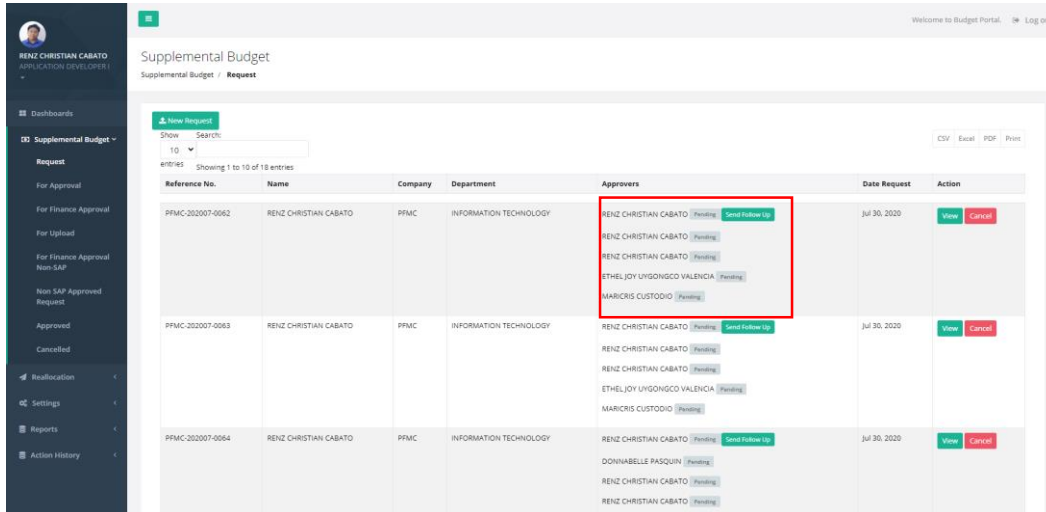
1. Go to dashboard then click the number under “Pending Request”.



The dashboard shows the following counts:

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

2. View all pending requests and its approval status.



The page displays a list of pending requests. The first row is highlighted:

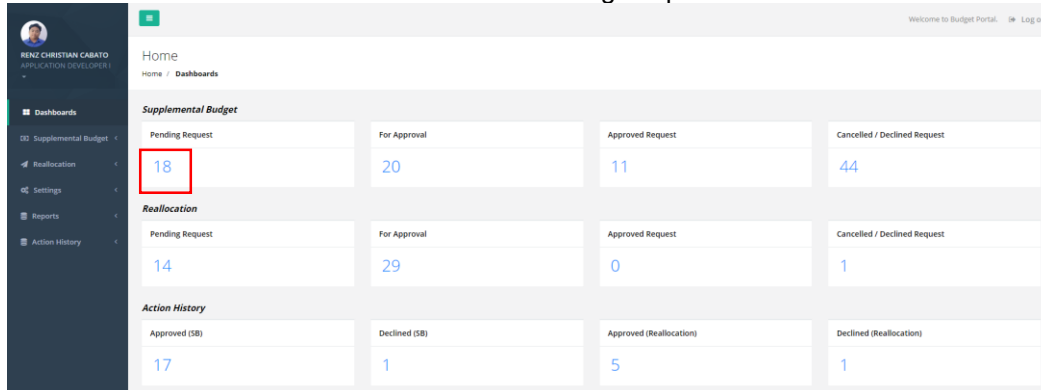
Reference No.	Name	Company	Department	Approvers	Date Request	Action
PRMC-202007-0062	RENZ CHRISTIAN CABATO	PRMC	INFORMATION TECHNOLOGY	RENZ CHRISTIAN CABATO (Pending) <a href="#">Send Follow Up</a> RENZ CHRISTIAN CABATO (Pending) RENZ CHRISTIAN CABATO (Pending) ETHEL JOY UYONGGOD VALENCA (Pending) MARICRIS CUSTODIO (Pending)	Jul 30, 2020	<a href="#">View</a> <a href="#">Cancel</a>

### System Procedure

#### Scenario

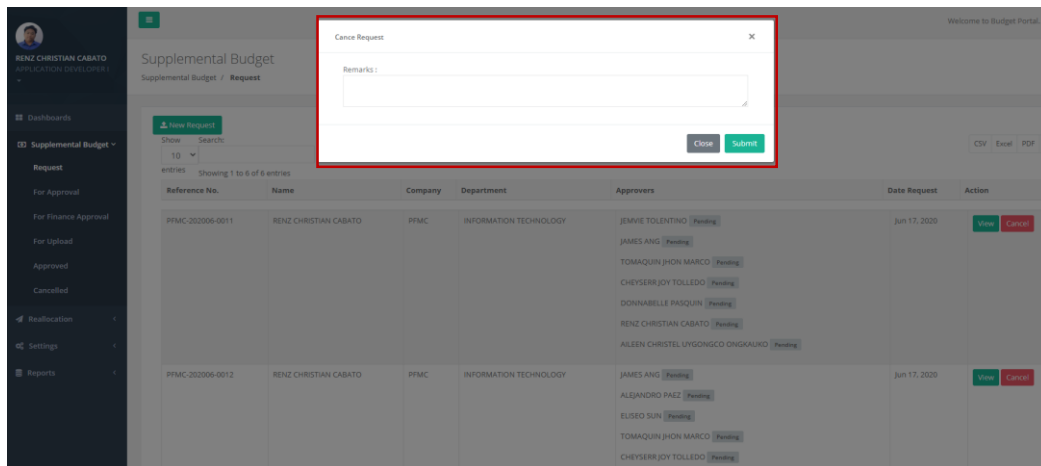
Description	Cancel Request (All employee)	Scenario No.	3
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1. Go to dashboard then click the number under “Pending Request”.



The screenshot shows the dashboard for RENZ CHRISTIAN CABATO. The 'Supplemental Budget' section has four cards: Pending Request (18), For Approval (20), Approved Request (11), and Cancelled / Declined Request (44). The '18' in the Pending Request card is highlighted with a red box. Below this are 'Reallocation' and 'Action History' sections with their respective counts.

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



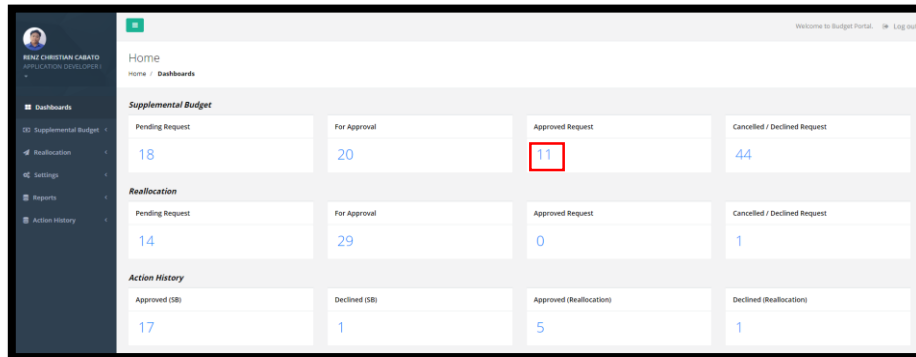
The screenshot shows the 'Supplemental Budget' section with a 'Cancel Request' modal form open. The modal has a 'Remarks' field and 'Close' and 'Submit' buttons. Below the modal is a table of requests with columns: Reference No., Name, Company, Department, Approvers, Date Request, and Action. The table contains two rows of requests, both with 'Cancel' buttons highlighted in red.

### System Procedure

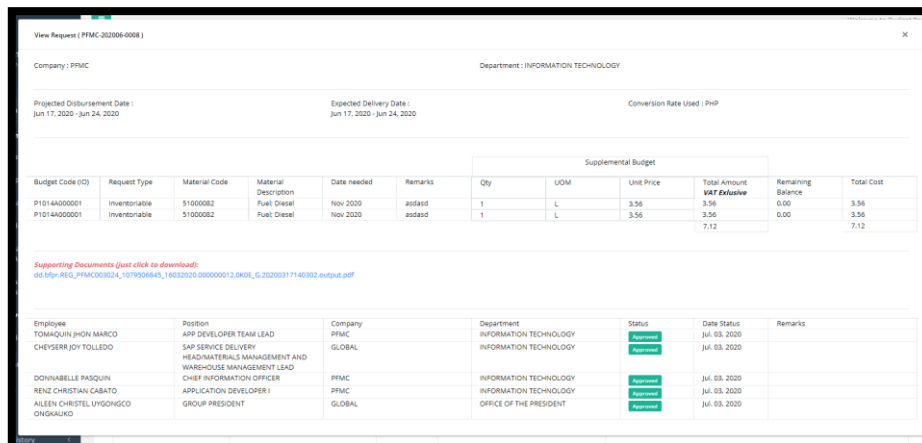
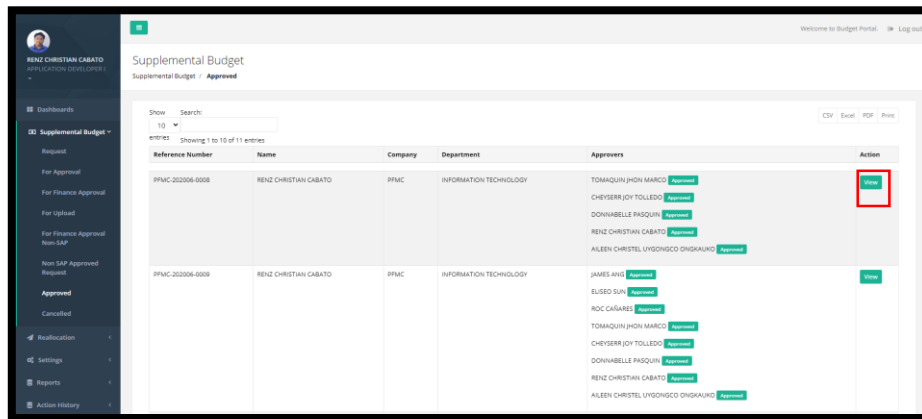
#### Scenario

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.



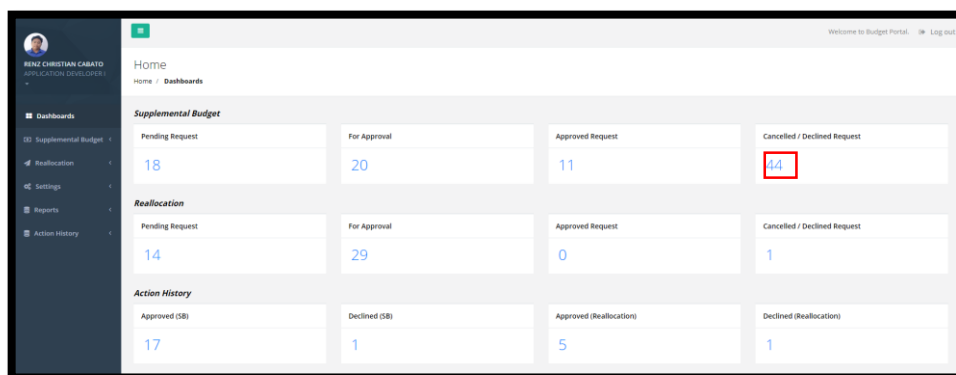


## System Procedure

### Scenario

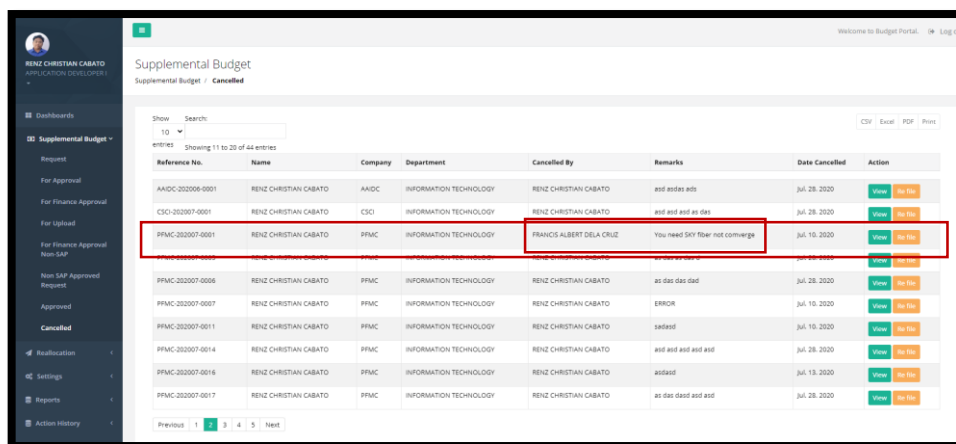
Description	View Cancelled/Declined Request (All Roles)	Scenario No.	5
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1. Go to dashboard then click the number under Cancel Request(SB)



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
AAIC-202006-0001	RENZ CHRISTIAN CABATO	AAIC	INFORMATION TECHNOLOGY	RENZ CHRISTIAN CABATO	and asdas asd	Jul. 28, 2020	<a href="#">View</a> <a href="#">No file</a>
CSO-202007-0001	RENZ CHRISTIAN CABATO	CSO	INFORMATION TECHNOLOGY	RENZ CHRISTIAN CABATO	and asd and asd asd	Jul. 28, 2020	<a href="#">View</a> <a href="#">No file</a>
PPMAC-202007-0001	RENZ CHRISTIAN CABATO	PPMAC	INFORMATION TECHNOLOGY	FRANCIS ALBERT DELA CRUZ	You need SAP flow not converge	Jul. 10, 2020	<a href="#">View</a> <a href="#">No file</a>
PPMAC-202007-0002	RENZ CHRISTIAN CABATO	PPMAC	INFORMATION TECHNOLOGY	RENZ CHRISTIAN CABATO	asdas asd asd	Jul. 28, 2020	<a href="#">View</a> <a href="#">No file</a>
PPMAC-202007-0006	RENZ CHRISTIAN CABATO	PPMAC	INFORMATION TECHNOLOGY	RENZ CHRISTIAN CABATO	as das das dasd	Jul. 28, 2020	<a href="#">View</a> <a href="#">No file</a>
PPMAC-202007-0007	RENZ CHRISTIAN CABATO	PPMAC	INFORMATION TECHNOLOGY	RENZ CHRISTIAN CABATO	ERROR	Jul. 10, 2020	<a href="#">View</a> <a href="#">No file</a>
PPMAC-202007-0011	RENZ CHRISTIAN CABATO	PPMAC	INFORMATION TECHNOLOGY	RENZ CHRISTIAN CABATO	sadasd	Jul. 10, 2020	<a href="#">View</a> <a href="#">No file</a>
PPMAC-202007-0014	RENZ CHRISTIAN CABATO	PPMAC	INFORMATION TECHNOLOGY	RENZ CHRISTIAN CABATO	asd asd and asd	Jul. 28, 2020	<a href="#">View</a> <a href="#">No file</a>
PPMAC-202007-0016	RENZ CHRISTIAN CABATO	PPMAC	INFORMATION TECHNOLOGY	RENZ CHRISTIAN CABATO	asdasd	Jul. 13, 2020	<a href="#">View</a> <a href="#">No file</a>
PPMAC-202007-0017	RENZ CHRISTIAN CABATO	PPMAC	INFORMATION TECHNOLOGY	RENZ CHRISTIAN CABATO	as das dasd and asd	Jul. 28, 2020	<a href="#">View</a> <a href="#">No file</a>

## System Procedure

### Scenario

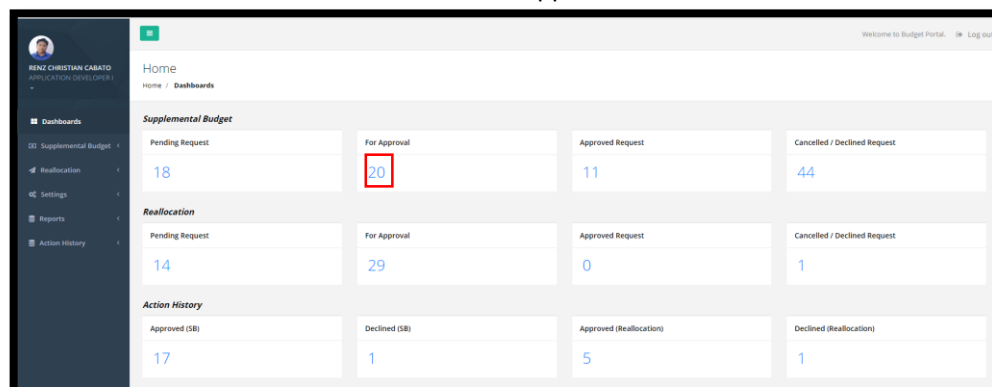
#### Description

Approve/Decline  
(for Dept. Heads Role)

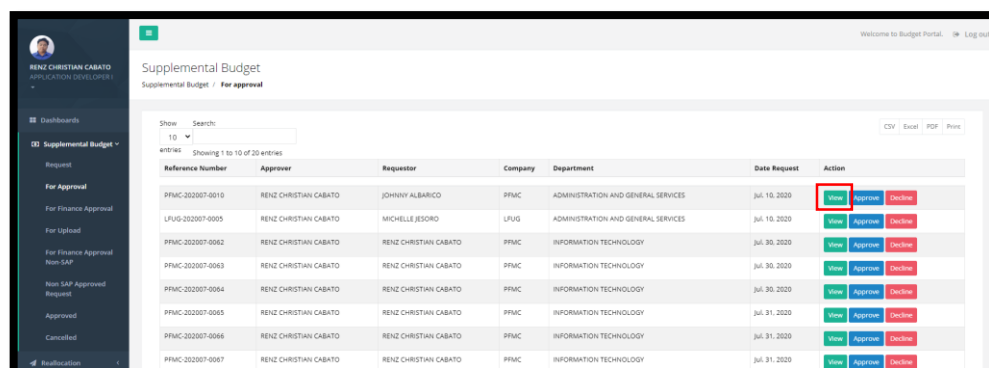
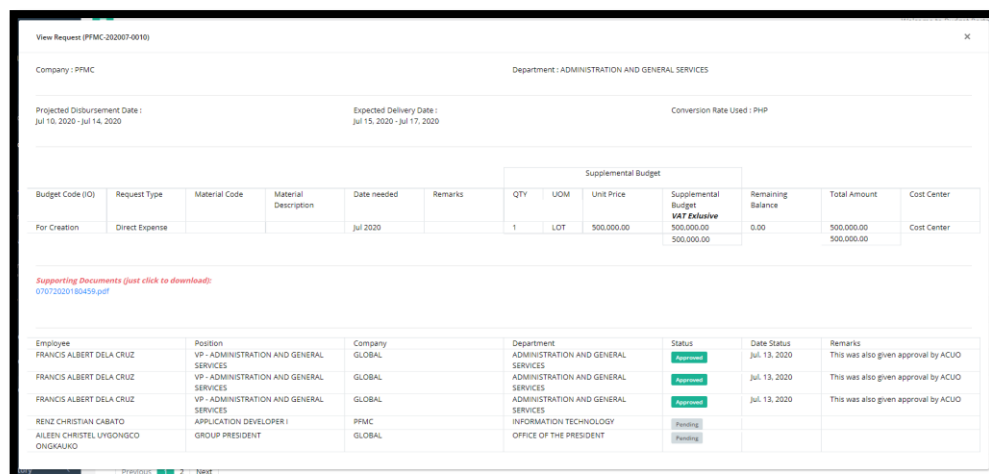
#### Scenario No.

6

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



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

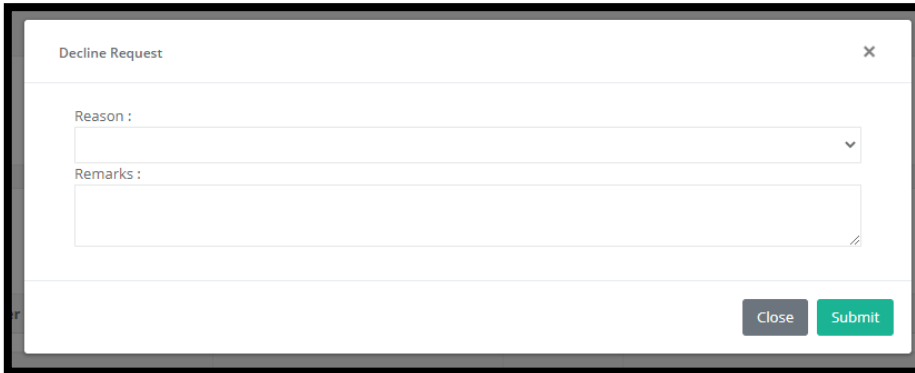



### System Procedure

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

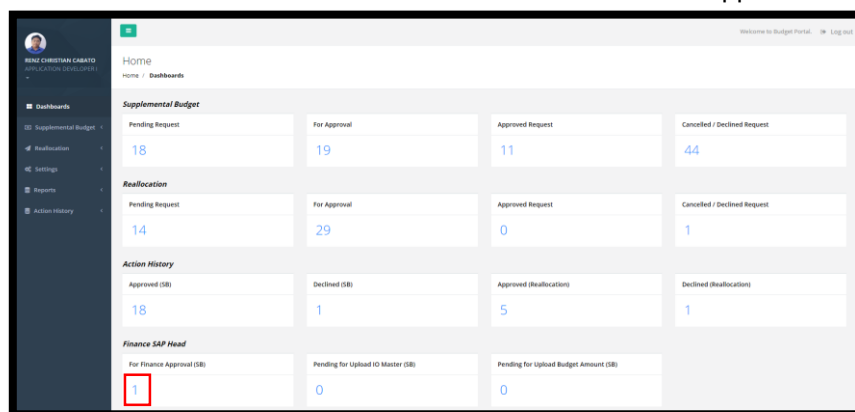
#### Description

Approve/Decline (Finance Role on BU using SAP)

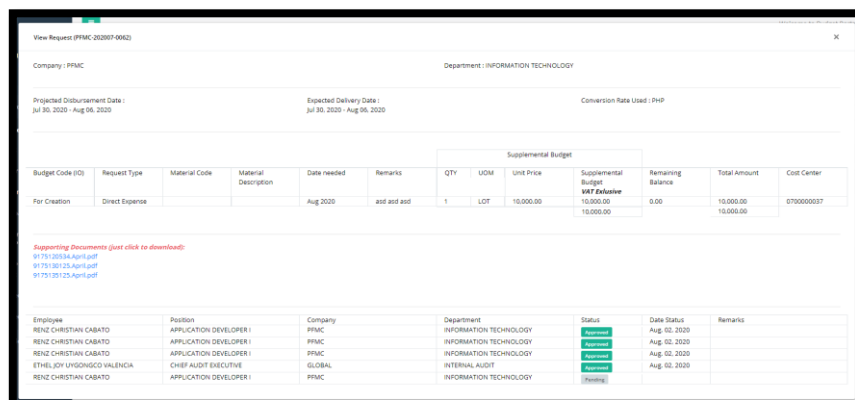
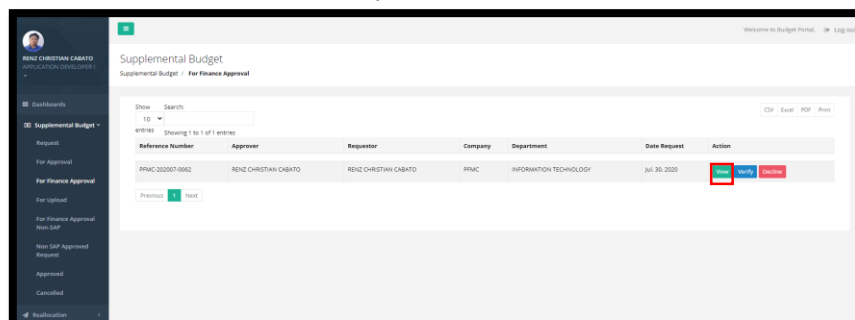
#### Scenario No.

7

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

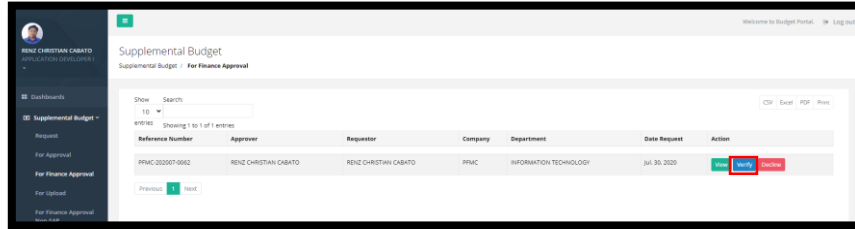


- Click "View" to see details of request.



## System Procedure

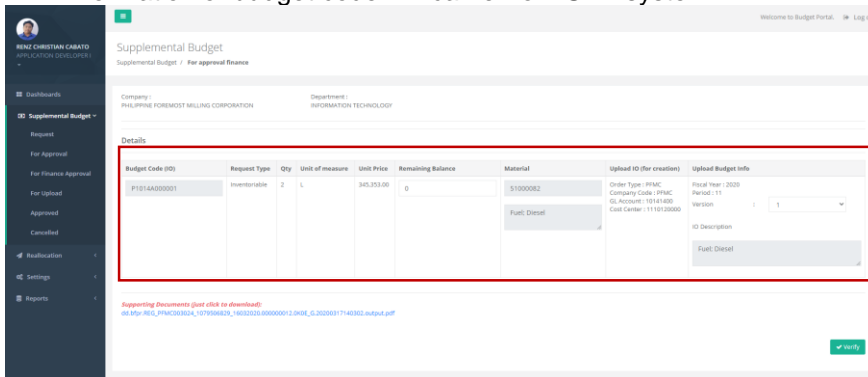
### 3. Verify Request. Click “submit” to proceed to request”.



Reference Number	Approver	Requestor	Company	Department	Date Request	Action
PRAC-202007-0062	RENZ CHRISTIAN CABATO	RENZ CHRISTIAN CABATO	PPAC	INFORMATION TECHNOLOGY	Jul 30, 2020	Verify

#### a. If existing IO

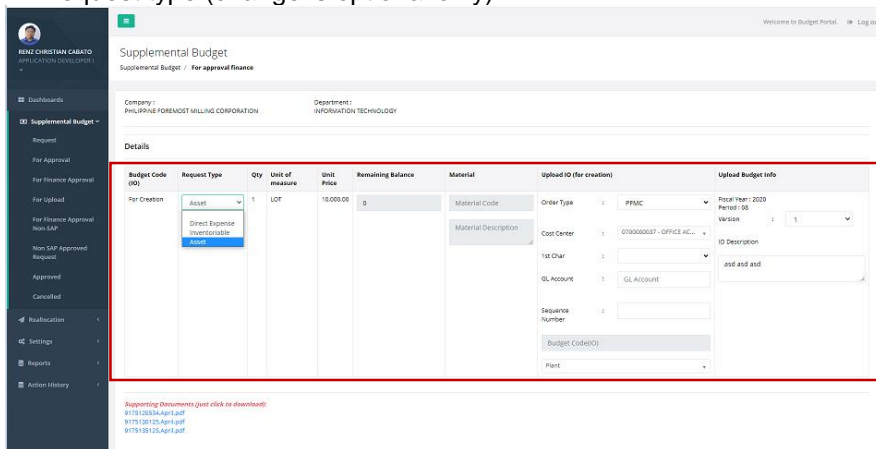
- need to check remaining balance if correct from SAP or Budget Report uploaded.
- information of budget code will come from SAP system.



Budget Code (IO)	Request Type	Qty	Unit of measure	Unit Price	Remaining Balance	Material	Upload IO (for creation)	Upload Budget Info
P1014A000001	Inventory	2	L	345,000.00	0	S1000002 Fuel Diesel	Order Type: PPAC Company Code: PPAC GL Account: 10141000 Cost Center: 111010000	Period Year: 2020 Period: 05 Version: 1 ID Description: Fuel Diesel

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

- order type
- cost center
- 1<sup>st</sup> 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)



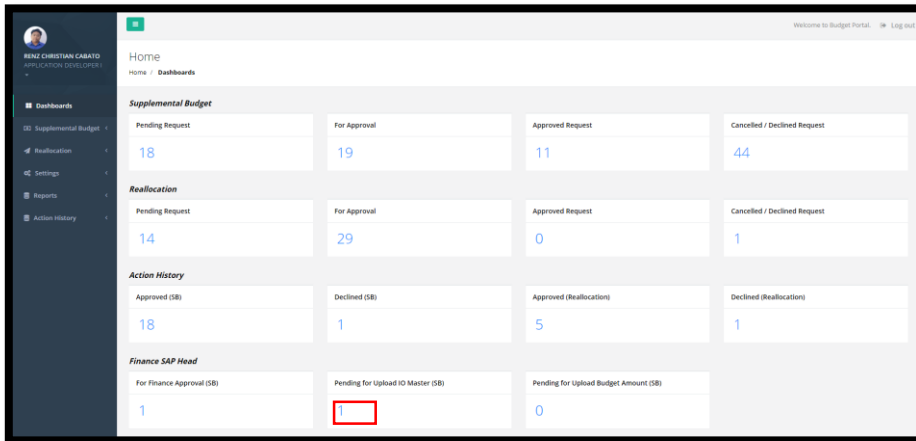
Budget Code (IO)	Request Type	Qty	Unit of measure	Unit Price	Remaining Balance	Material	Upload IO (for creation)	Upload Budget Info
For Creation	Asset	1	LOT	10,000.00	0	Material Code Material Description	Order Type: 1 PPAC Cost Center: 070000037 - OFFICE AC... 1st Char: 1 GL Account: 1 GL ACCOUNT Sequence Number: 1 Budget Code(IO) Plant	Period Year: 2020 Period: 05 Version: 1 ID Description: and and and

## System Procedure

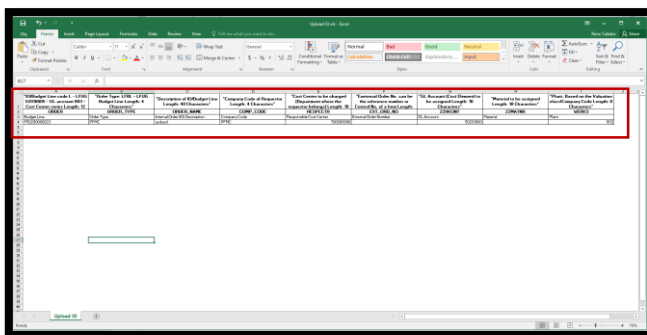
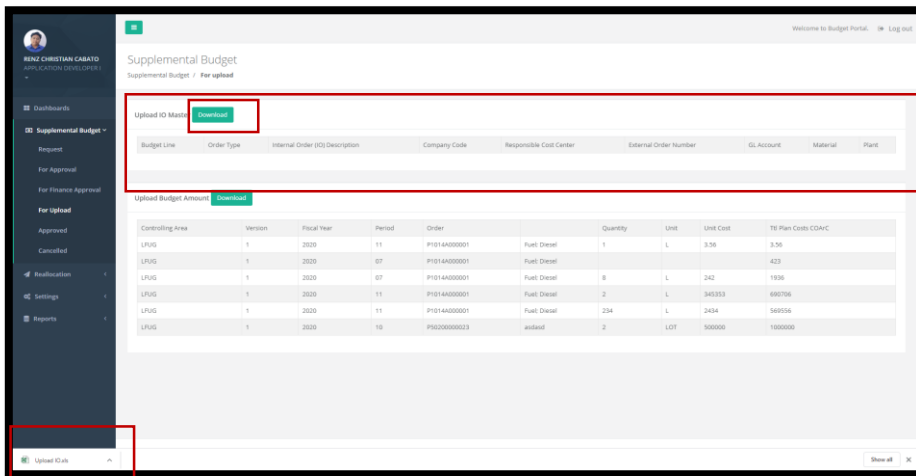
### Scenario

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.

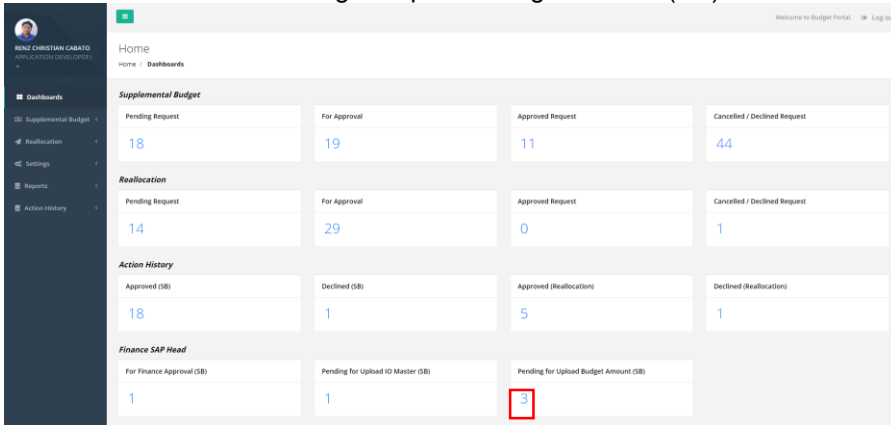


## System Procedure

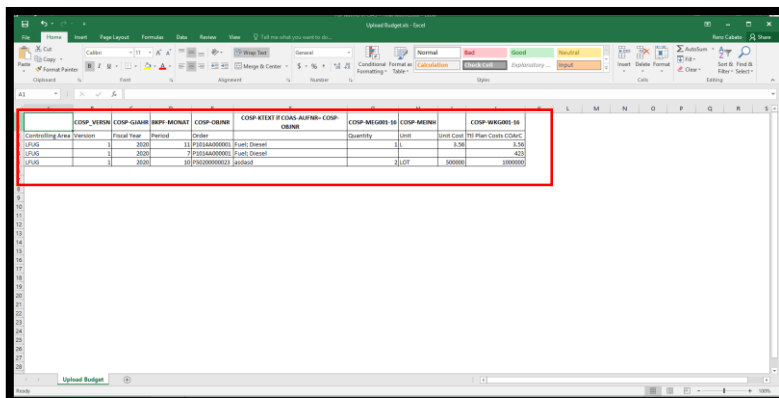
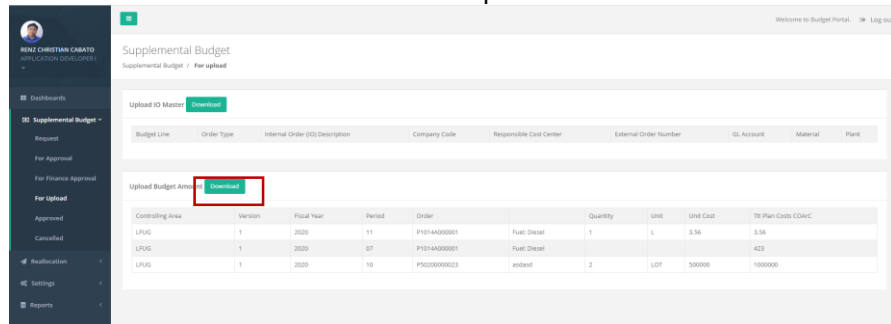
### Scenario

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)



- Click the download to extract it from the portal.

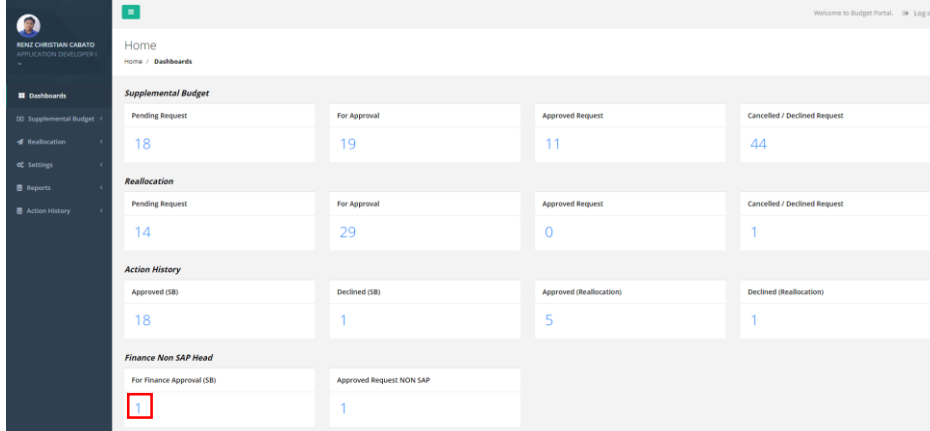


### System Procedure

#### Scenario

Description	Approve Request (Finance Role on BU not using SAP)	Scenario No.	10
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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

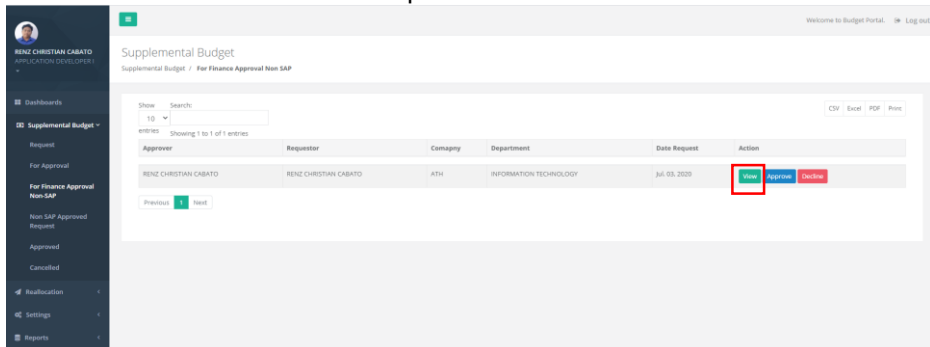
**Action History**

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

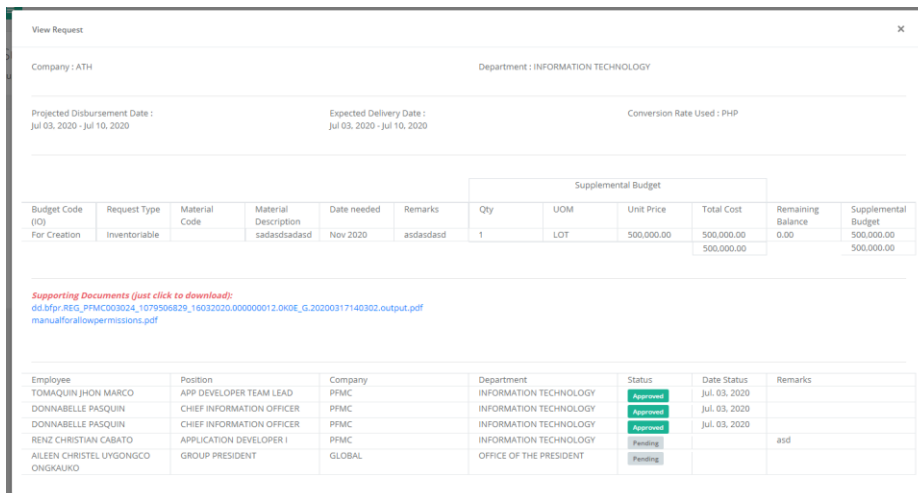
#### 2. Click “view” to see all details of request.



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	<a href="#">View</a> <a href="#">Approved</a> <a href="#">Declined</a>



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

**Supplemental Budget**

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	asdasdasd	1	LOT	500,000.00	500,000.00	0.00	500,000.00

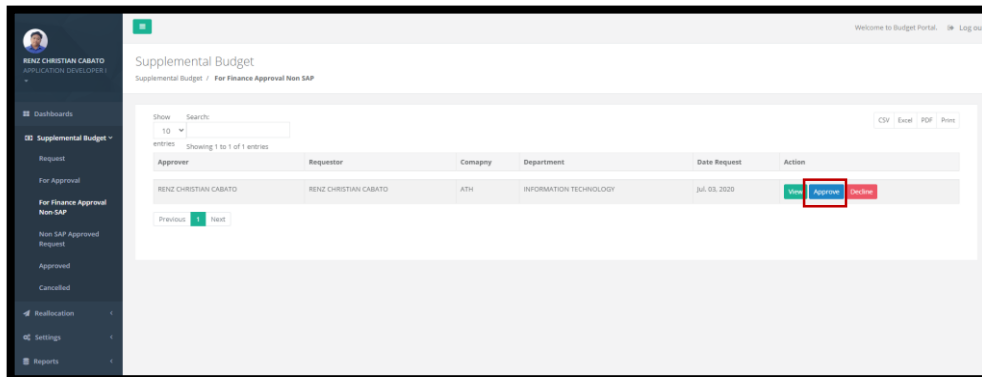
**Supporting Documents (just click to download):**  
[dd.bfpr.REG\\_PPMC003024\\_1079506829\\_16032020.000000012.0K0E\\_G\\_20200317140302.output.pdf](#)  
[manualforallowpermissions.pdf](#)

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.

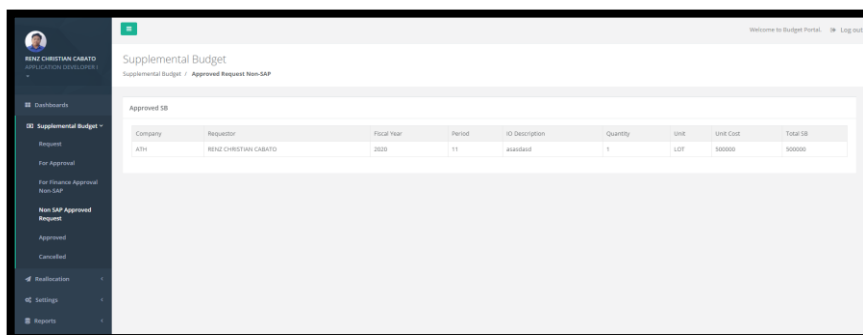
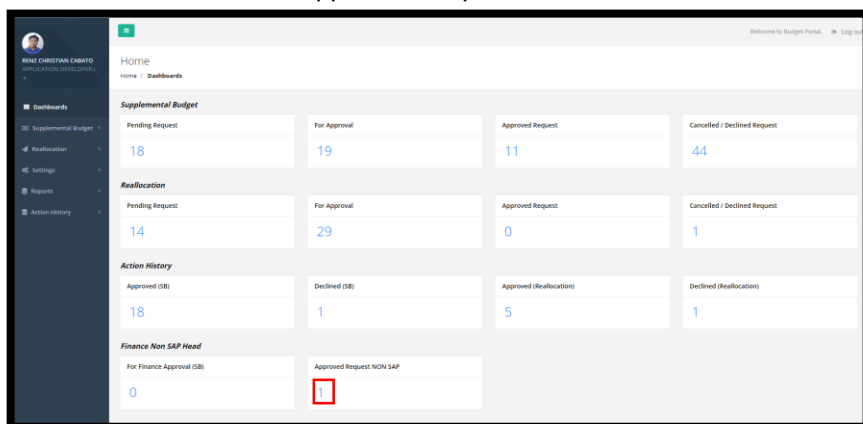


## System Procedure

### 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

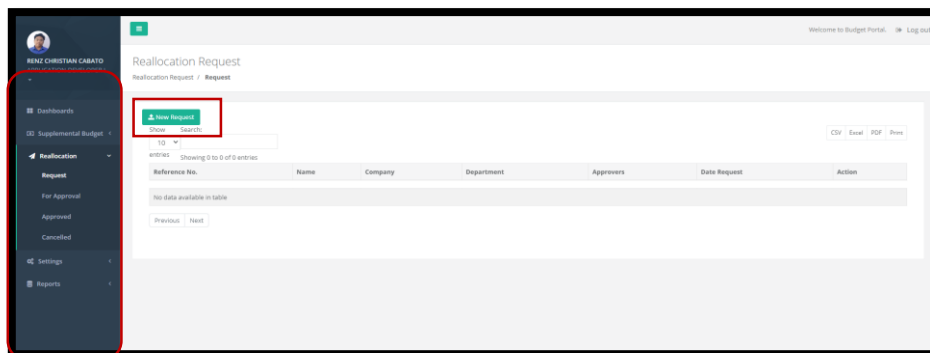
#### Description

Request Re Allocation(SAP company only)

#### Scenario No.

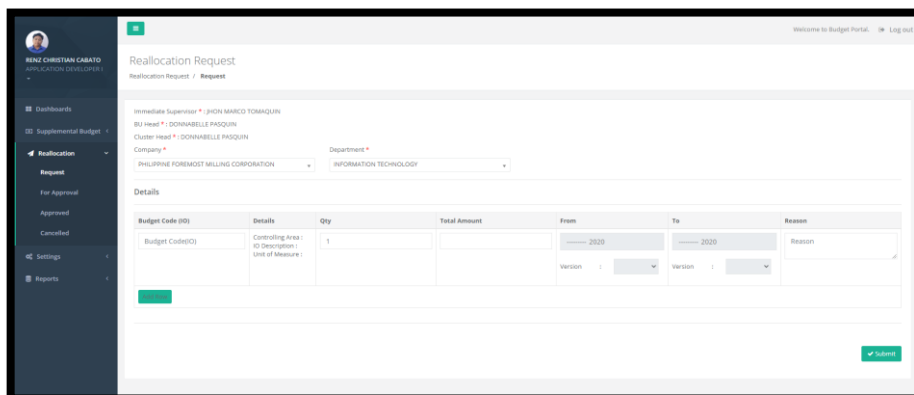
12

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

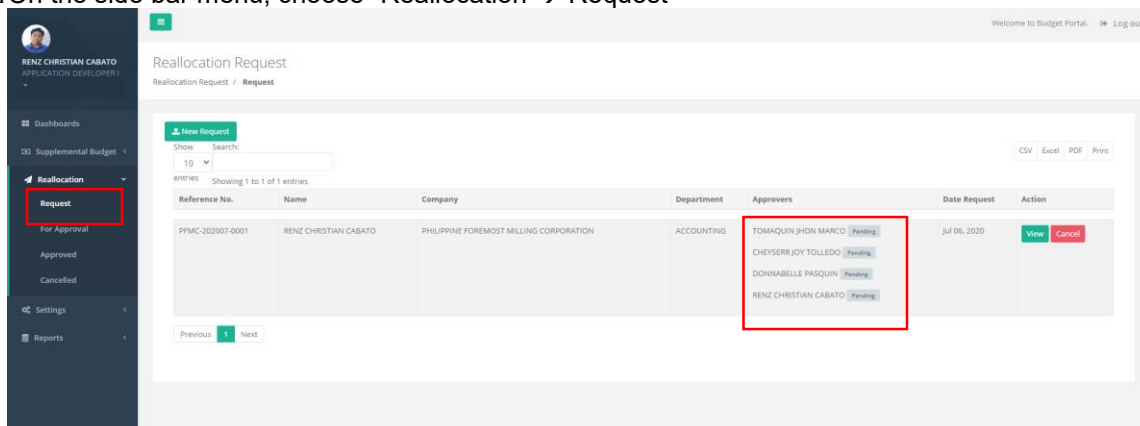
#### Description

View status of request

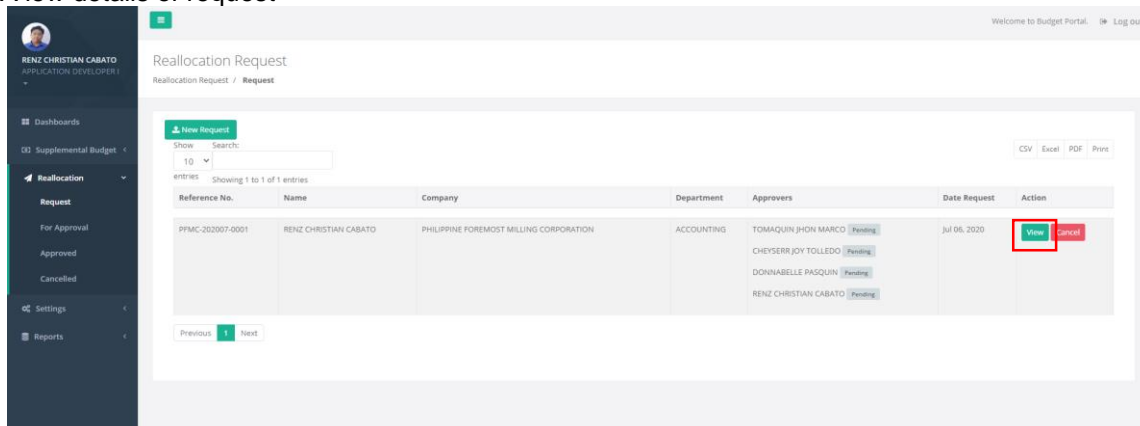
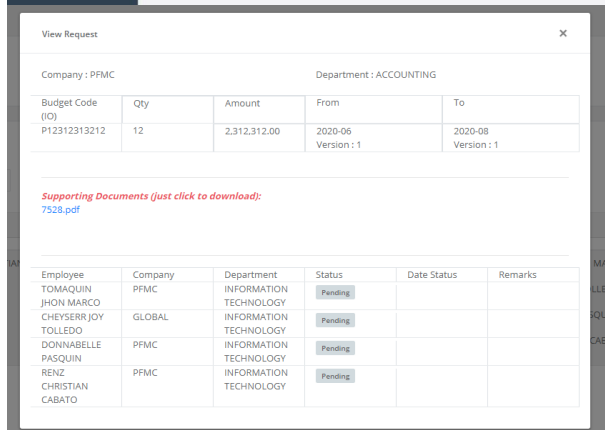
#### Scenario No.

13

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



2. View details of request

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

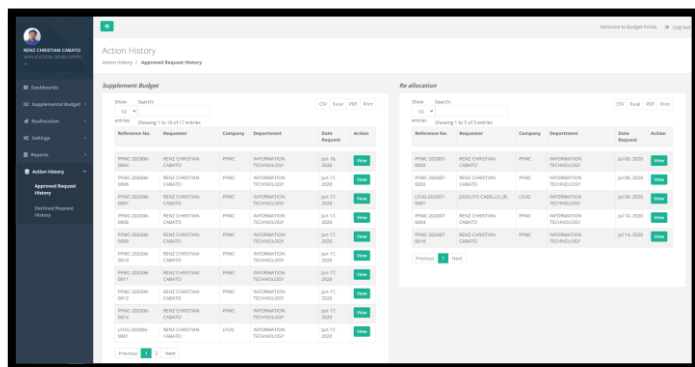
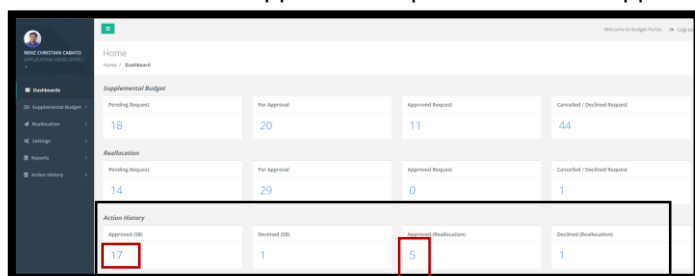
Description

View all your Action History  
(Approver)

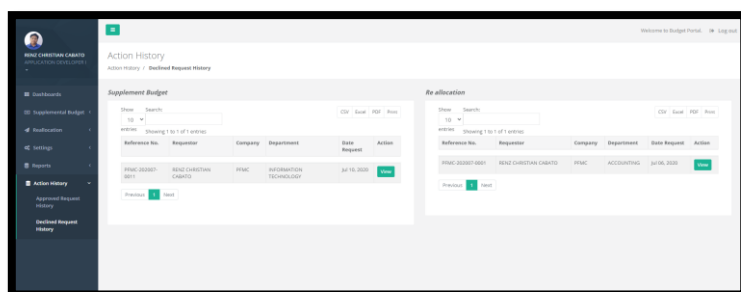
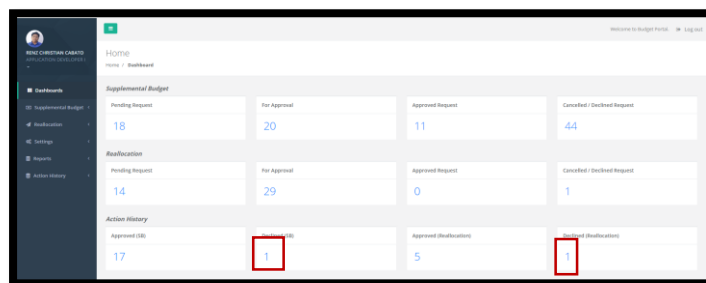
Scenario No.

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).

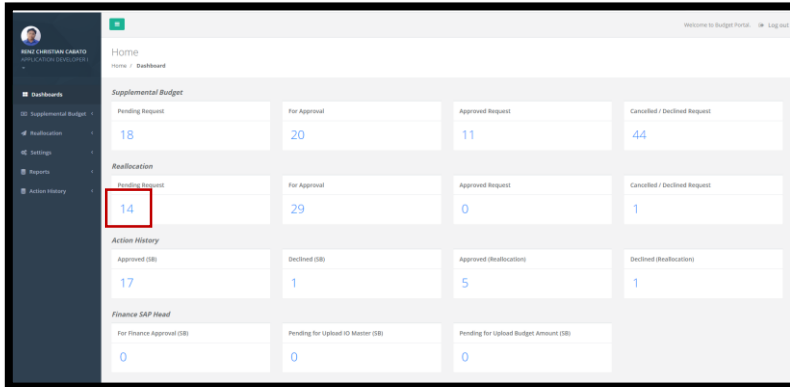


## System Procedure

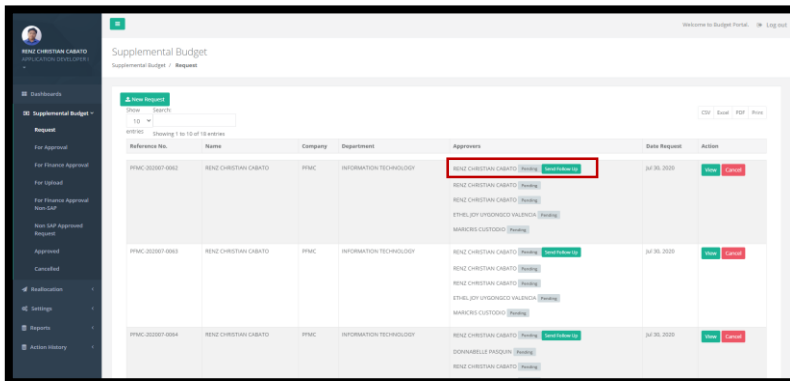
### Scenario

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

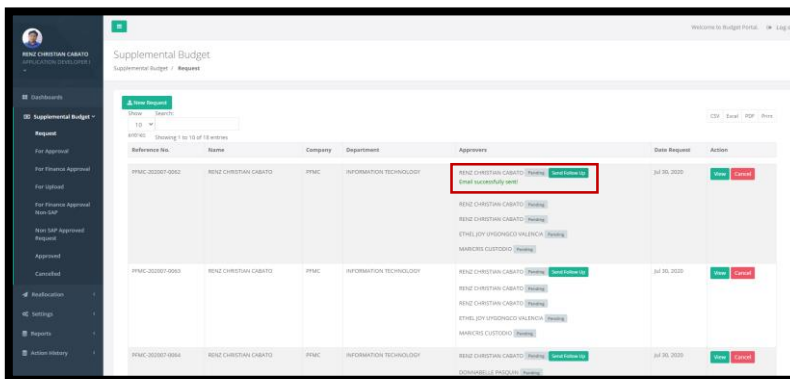


The screenshot shows the user's dashboard. On the left is a sidebar with navigation links. The main area displays several summary cards. The 'Reallocation' card shows a red box around the number 14, which represents the number of pending requests.



This screenshot shows the 'Supplemental Budget' request list. The table contains the following data:

Reference No.	Name	Company	Department	Approver	Date Request	Action
PPMC-2020-0882	RENE CHRISTIAN CABATO	PPMC	INFORMATION TECHNOLOGY	RENE CHRISTIAN CABATO (Pending) RENE CHRISTIAN CABATO (Pending) RENE CHRISTIAN CABATO (Pending) ETHEL JOY UPONONG VALERICA (Pending) MARICEL CUSTODIO (Pending)	Jul 30, 2020	View Cancel
PPMC-2020-0883	RENE CHRISTIAN CABATO	PPMC	INFORMATION TECHNOLOGY	RENE CHRISTIAN CABATO (Pending) RENE CHRISTIAN CABATO (Pending) RENE CHRISTIAN CABATO (Pending) ETHEL JOY UPONONG VALERICA (Pending) MARICEL CUSTODIO (Pending)	Jul 30, 2020	View Cancel
PPMC-2020-0884	RENE CHRISTIAN CABATO	PPMC	INFORMATION TECHNOLOGY	RENE CHRISTIAN CABATO (Pending) DONARIELLE PASOLUN (Pending) RENE CHRISTIAN CABATO (Pending)	Jul 30, 2020	View Cancel



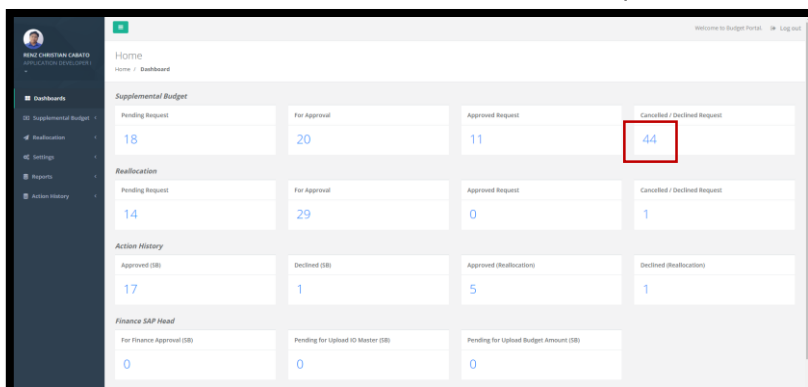
This screenshot is identical to the previous one, showing the 'Supplemental Budget' request list with the same data and the red box highlighting the 'Send Follow Up' button for the first request.

### System Procedure

#### Scenario

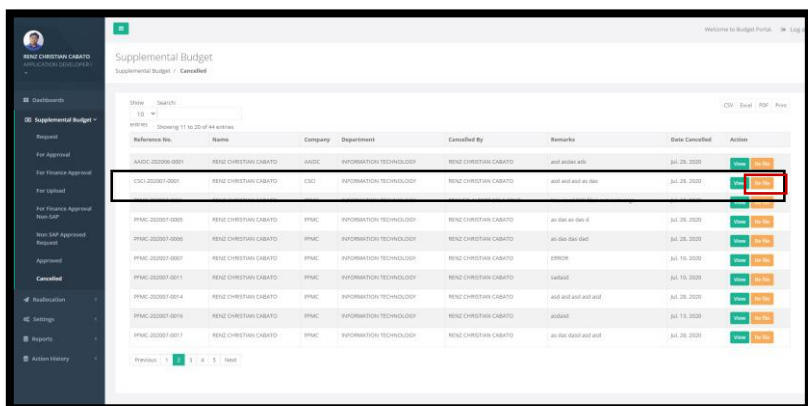
Description	Refile Declined Request	Scenario No.	15
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1. Go to Dashboard and click “Cancelled / Declined Request”.



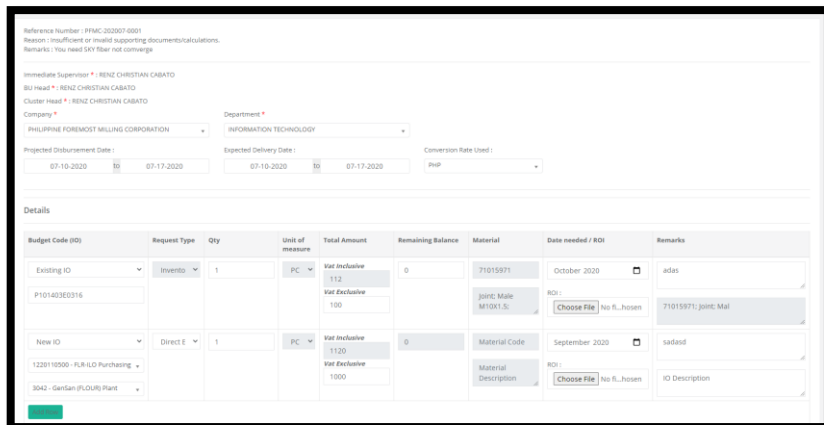
The screenshot shows the dashboard with various request counts. The 'Cancelled / Declined Request' count is 44, which is highlighted with a red box.

2. Click “Refile”.



The screenshot shows the 'Cancelled' tab with a list of requests. A row is highlighted with a red box, and the 'Refile' button is visible.

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



The screenshot shows the 'Details' form for a budget request. The form includes fields for Reference Number, Reason, Immediate Supervisor, BU Head, Cluster Head, Company, Department, Projected Disbursement Date, Expected Delivery Date, Conversion Rate Used, Budget Code (IO), Request Type, Qty, Unit of measure, Total Amount, Remaining Balance, Material, Date needed / IO, and Remarks.

-END-