LA FILIPINA UY GONGCO GROUP OF COMPANIES	**Supplemental Budget Portal** **USER GUIDE**	

Business Process	
Name	Supplemental Budget Request

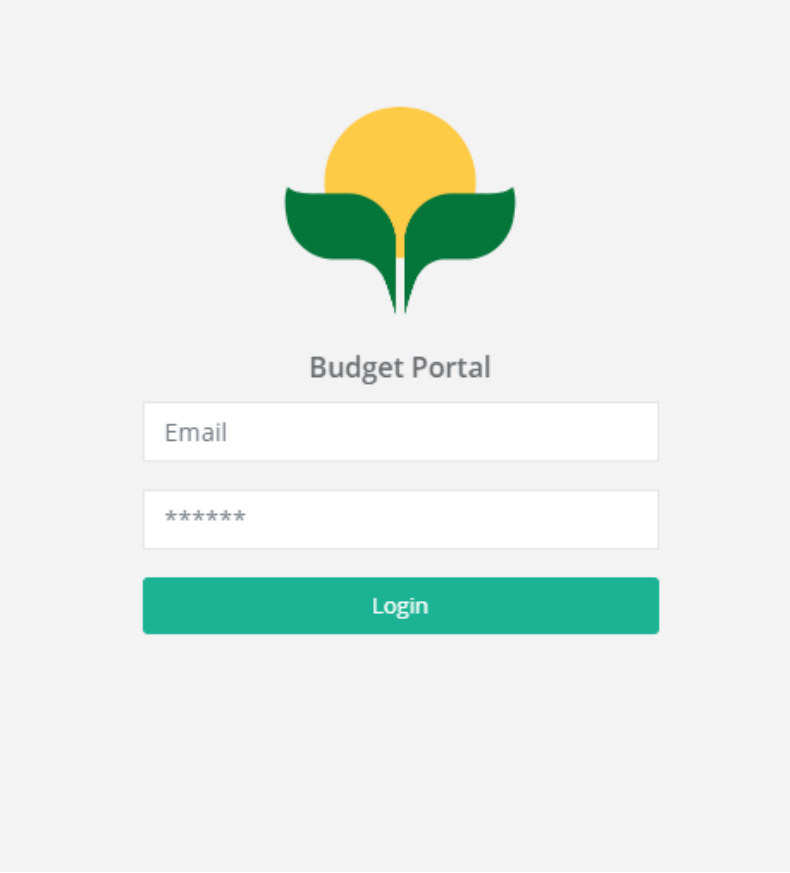
Scenario			
Description	Supplemental Budget Request (All employee)	**Scenario No.**	1

Procedure

1. Go to link: http://10.96.4.138:8668/login

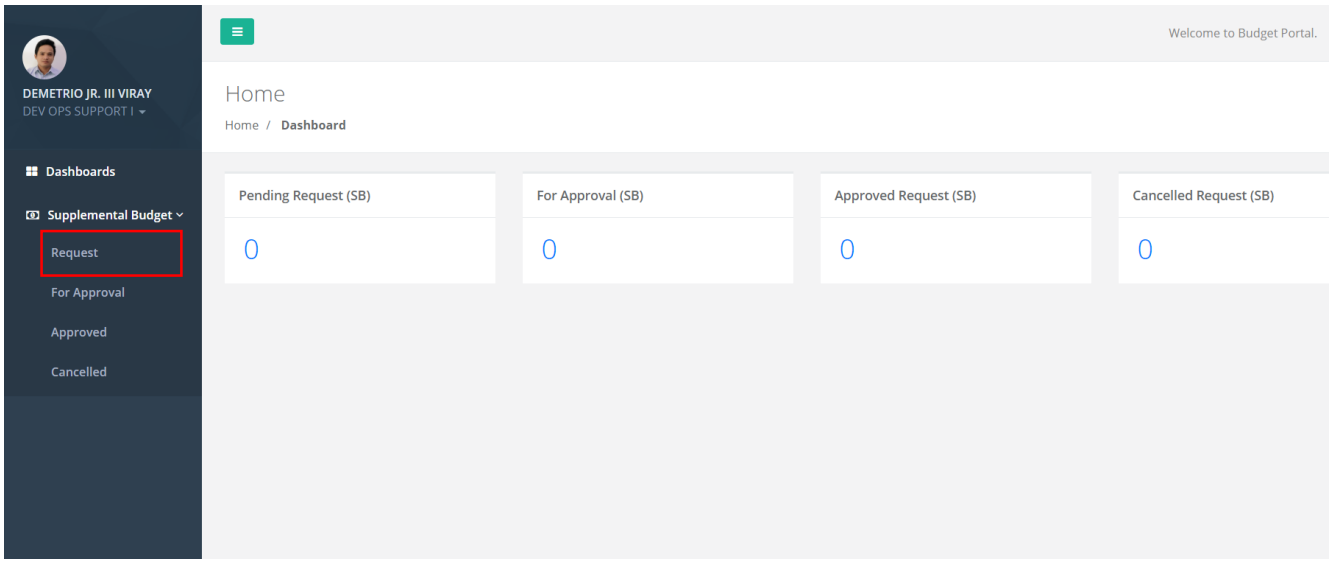
Note: URL must be copied completely.

2. Input email and password used in MyPortal system.



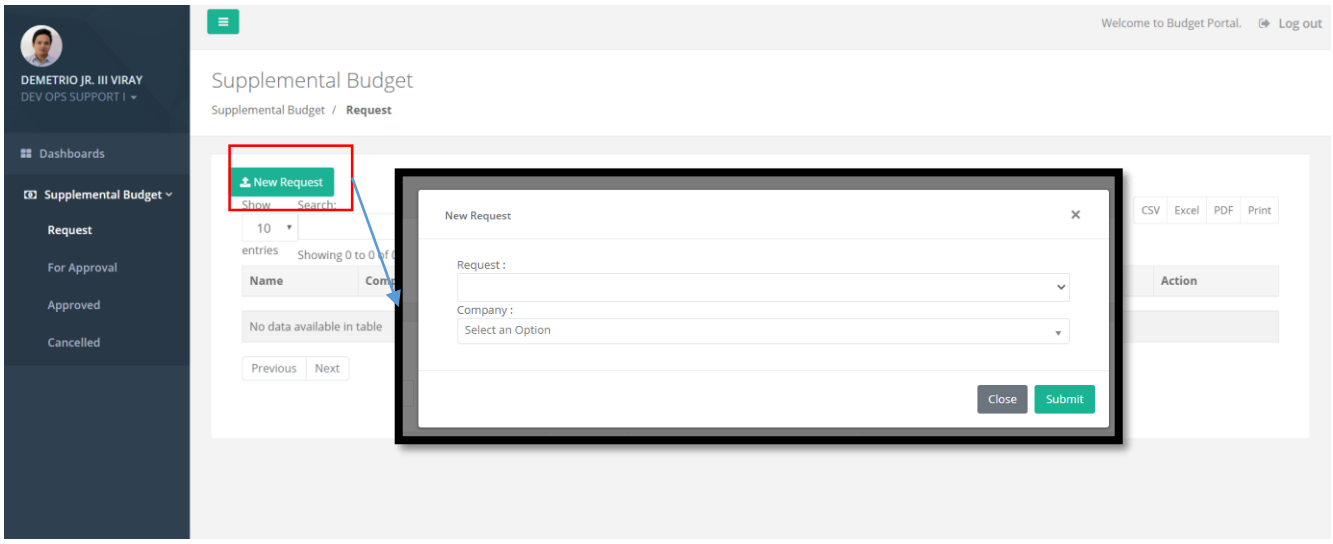
Procedure

3. On the side bar menu, choose **"Suppmental Budget -> Request"**.



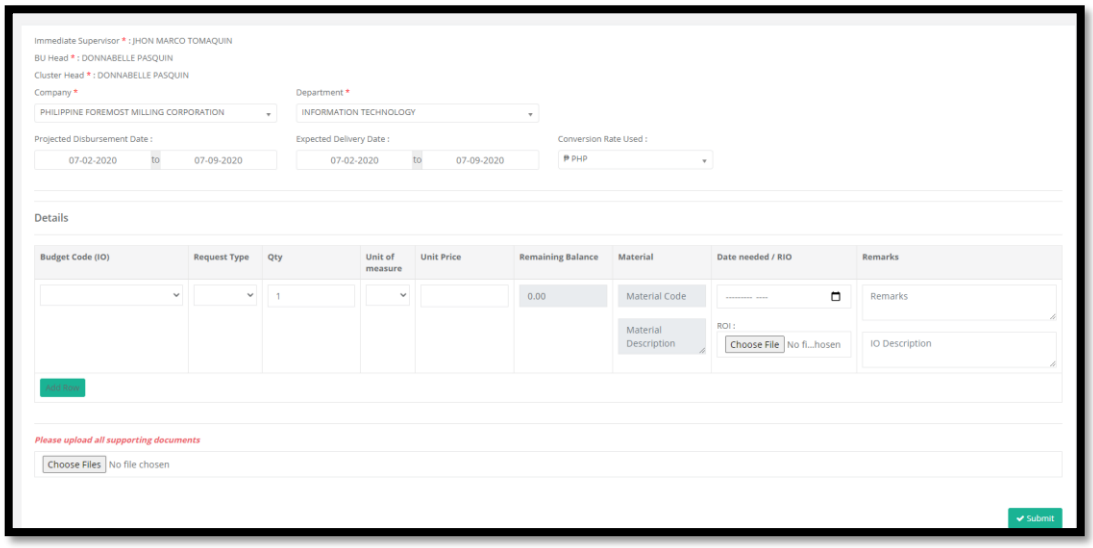
4. Click the "new request" button to file supplemental budget. Also in this tab you can view all pending requests.
   - Type of Request
     - Request for my Company
     - Need endorsement

Note: the system will automatically determine of the company selected is SAP based or Not.

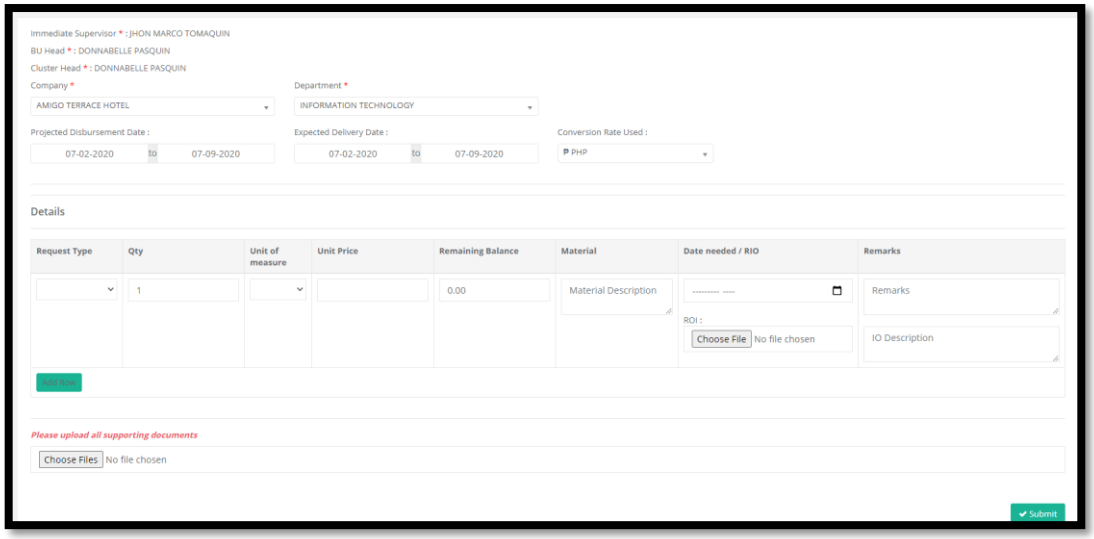


Procedure

5. Request for my company
   - SAP



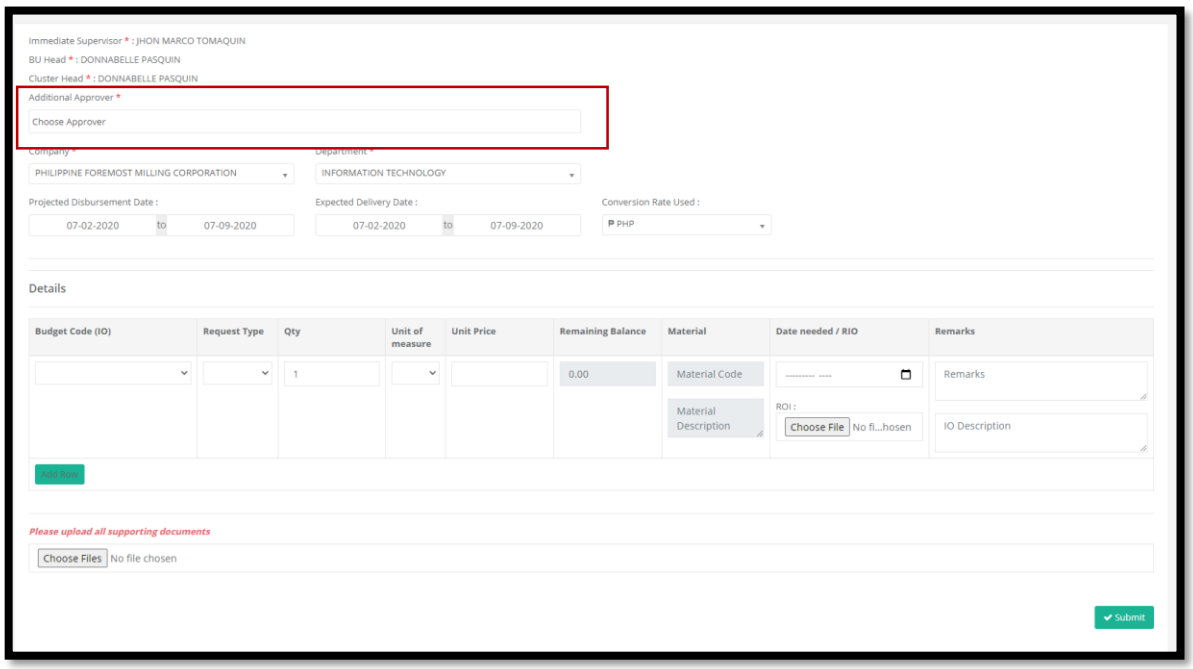
   - For Non SAP



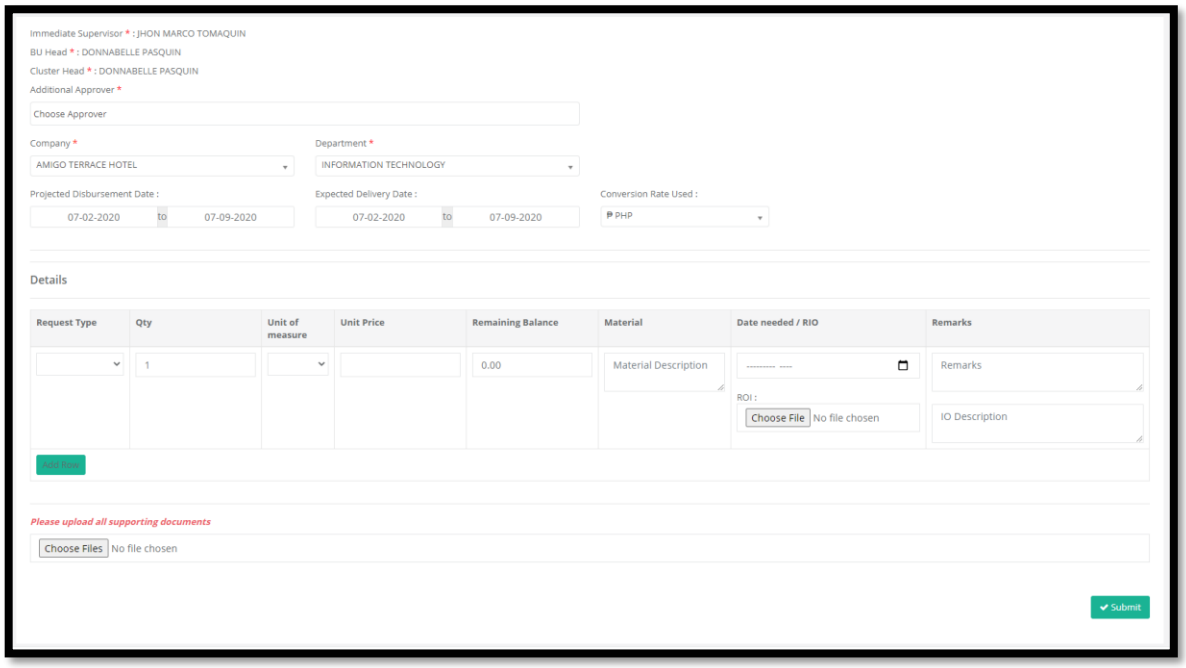
Procedure

6. Need endorsement
   Note : Additional Approval will be required

   - SAP



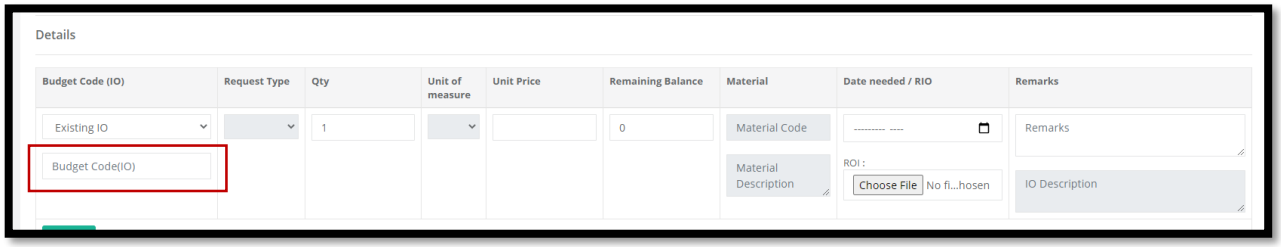
   - Non SAP



Procedure

7. Request Supplemental Budget for SAP

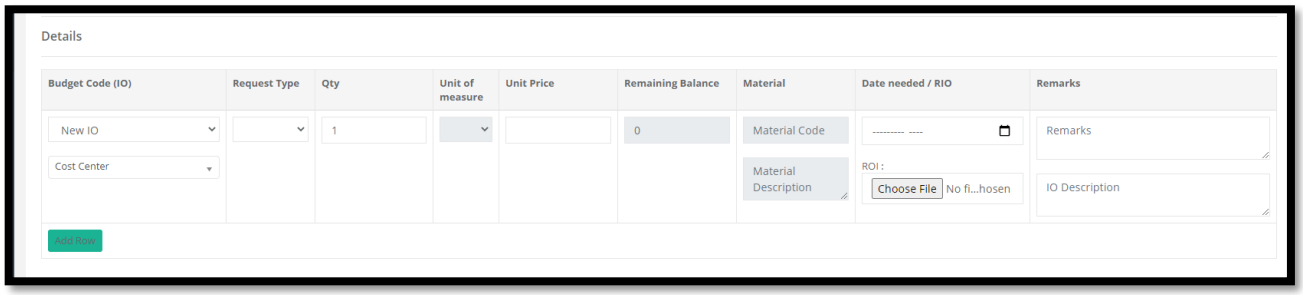
   - Existing IO



- enter budget io(code)
- the system will automatically get if the request type is direct expense, asset or inventoriable.
- Direct expense (required)
  - unit price
  - remaining balance
  - date needed (year and month)
- Asset (Required)
  - Qty
  - unit of measure
  - unit price
  - remaining balance
  - date needed (year and month)
  - ROI
- Inventoriable(Required)
  - qty
  - unit price
  - remaining balance
  - date needed (year and month)

Procedure

- New IO

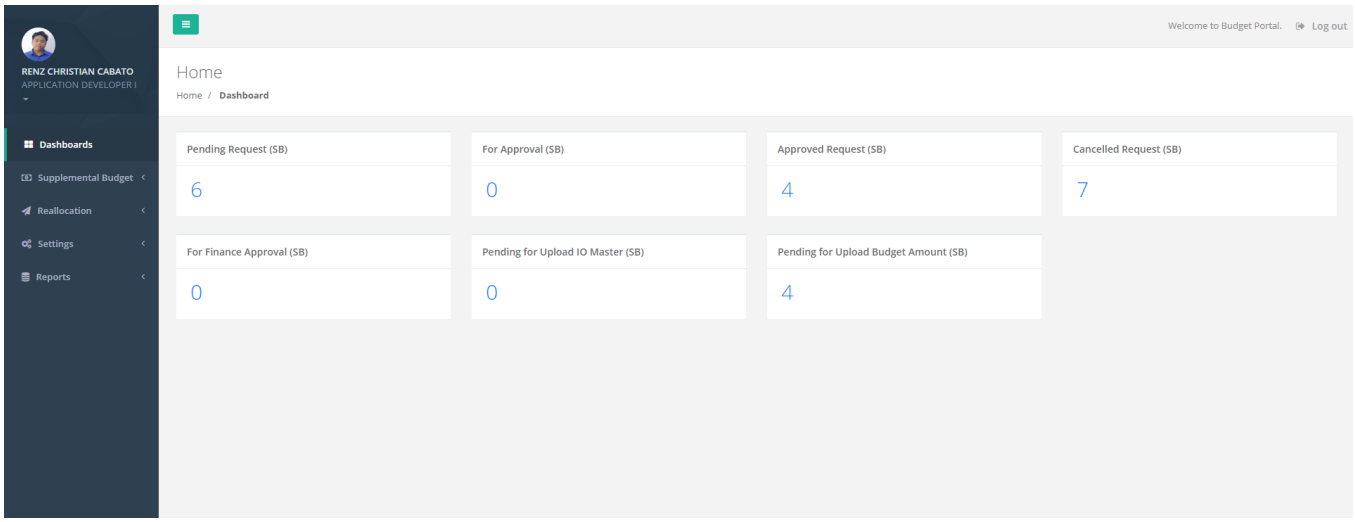


- New IO
  - select cost center (Dropdown - required)
  - request type(direct expense, asset, inventoriable)
  - Direct expense
    - qty (optional)
    - unit of measure (optional)
    - unit of price(required)
    - date needed(required)
    - RIO (optional)
    - remarks (optional)
    - io description (required)
  - Asset
    - qty (required)
    - unit of measure (required)
    - unit price (required)
    - date needed (required)
    - ROI (required)
    - io description(required)
  - Inventoriable
    - qty (required
    - unit of measure(required)
    - unit price (required)
    - material code(optional)
    - material description (optional)
    - date needed(required)
    - RIO (optional)
    - remarks (optional)
    - io description (required)

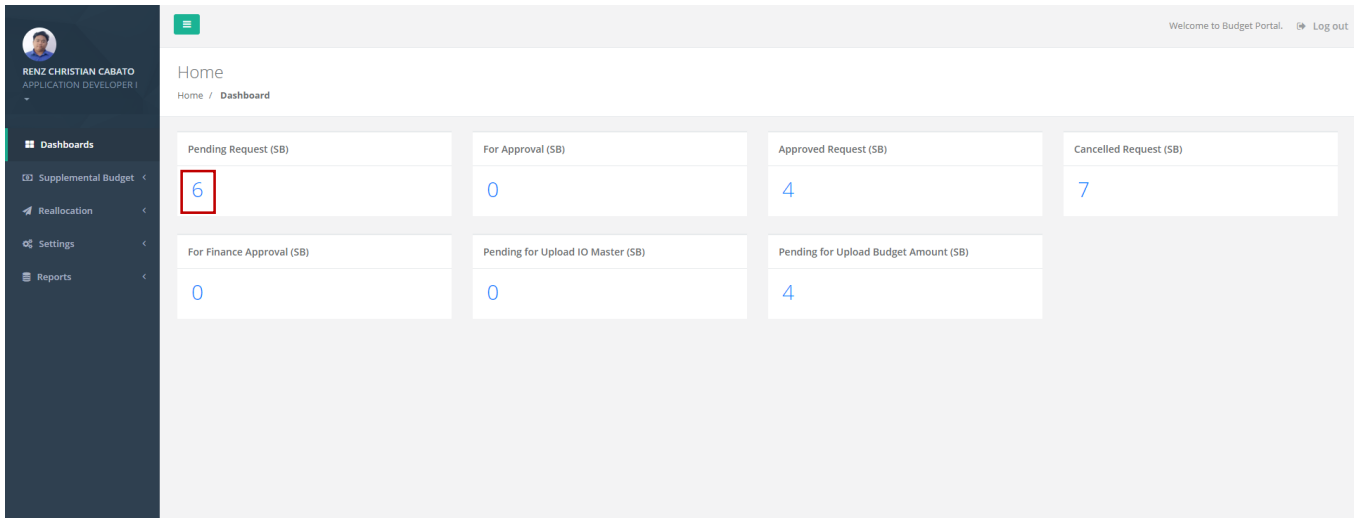
8. Upload all supporting documents.(Required)
   - excel
   - pdf
   - word
   - etc.

Procedure			
Scenario			
Description	View pending request (All employee)	**Scenario No.**	2

1. Go to dashboard

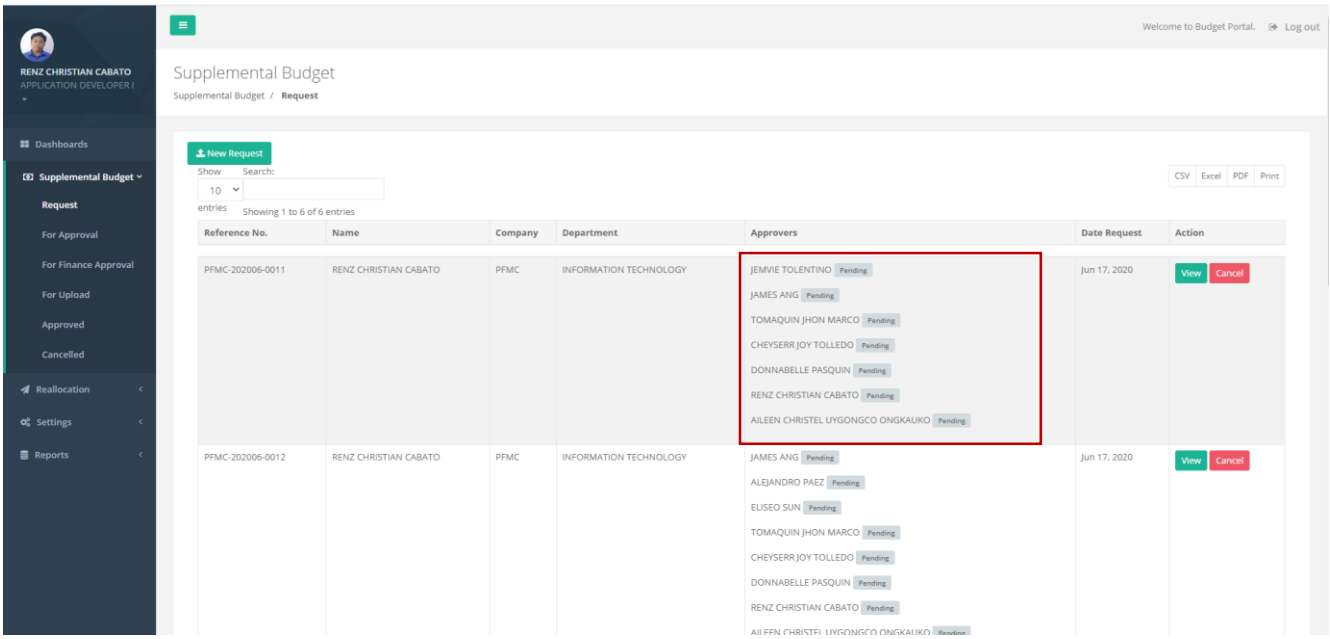


2. Click the number of Pending Request(SB)



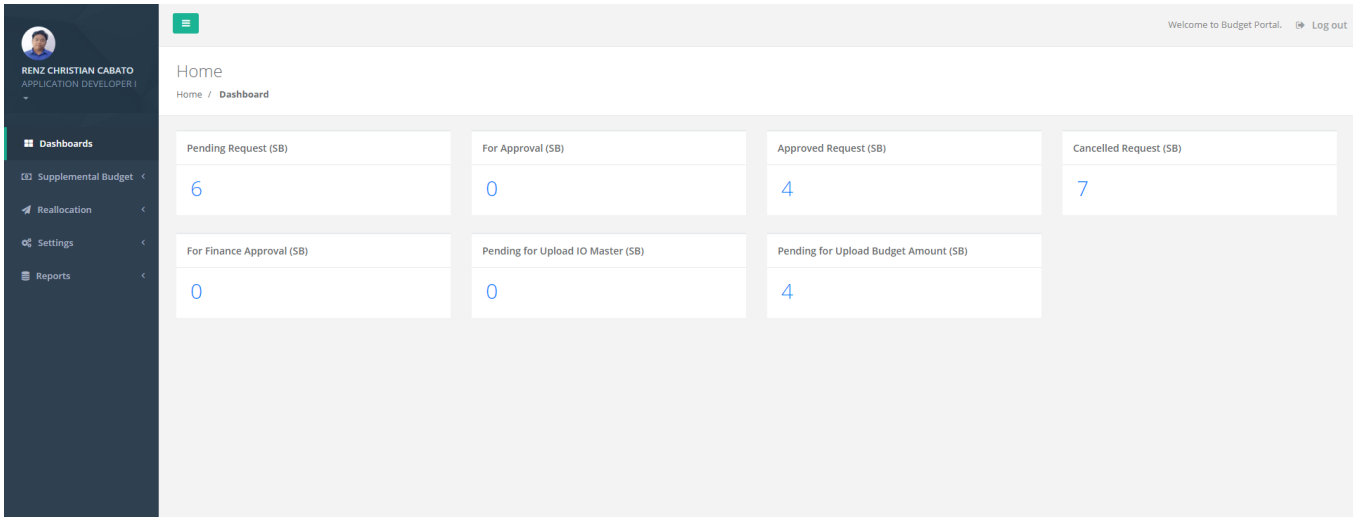
Procedure

3. View all pending approvers.

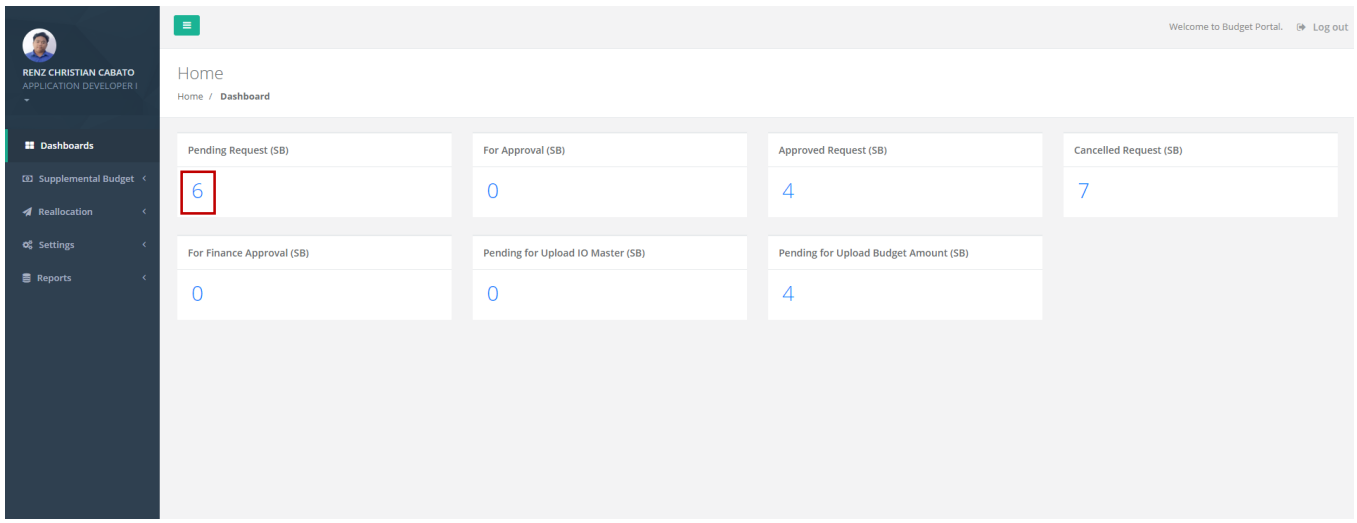


Procedure			
Scenario			
Description	Cancel Request (All employee)	**Scenario No.**	3

1. Go to dashboard

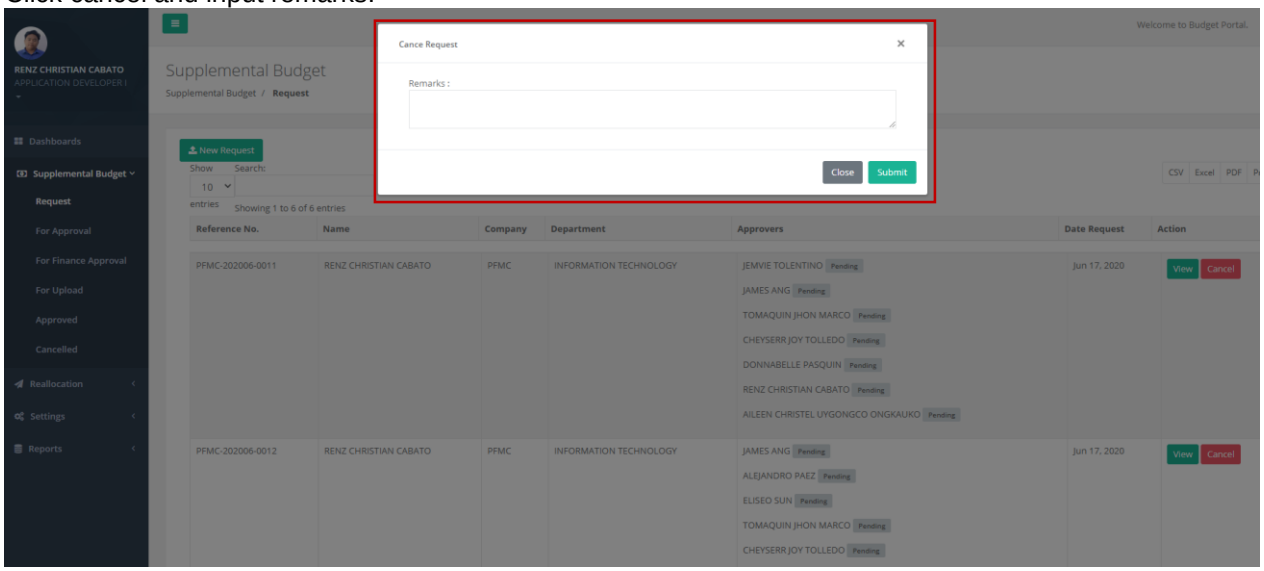


2. Click the number of Pending Request(SB)



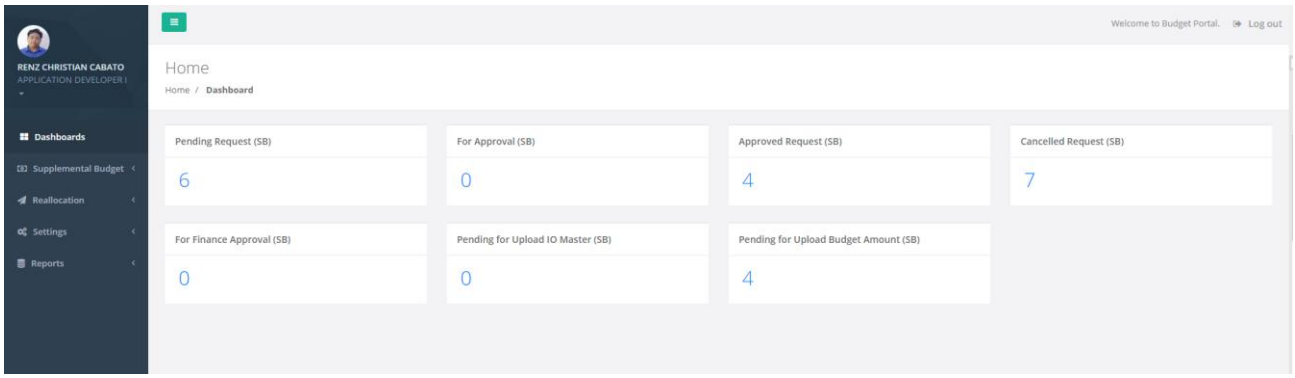
Procedure

3. Click cancel and input remarks.

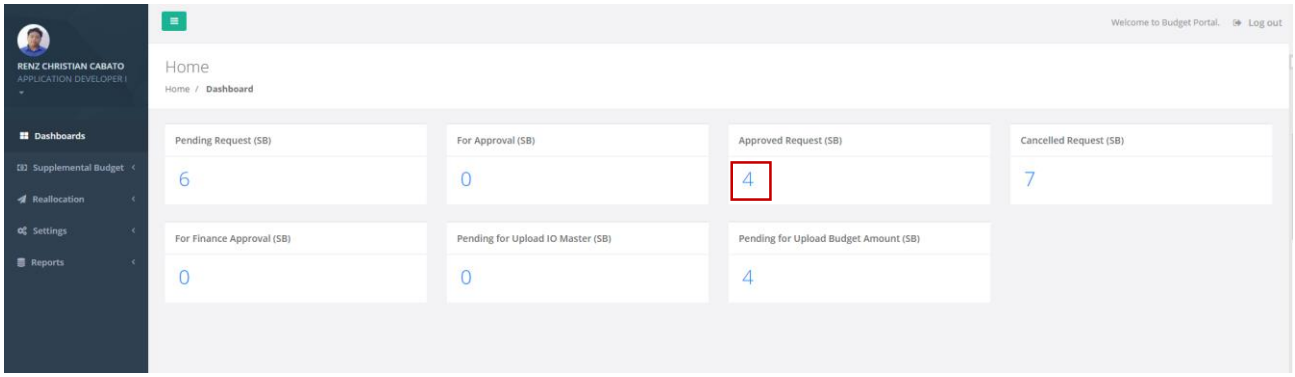


Procedure			
Scenario			
Description	View Approved Request (All Roles)	**Scenario No.**	4

1. Go to dashboard

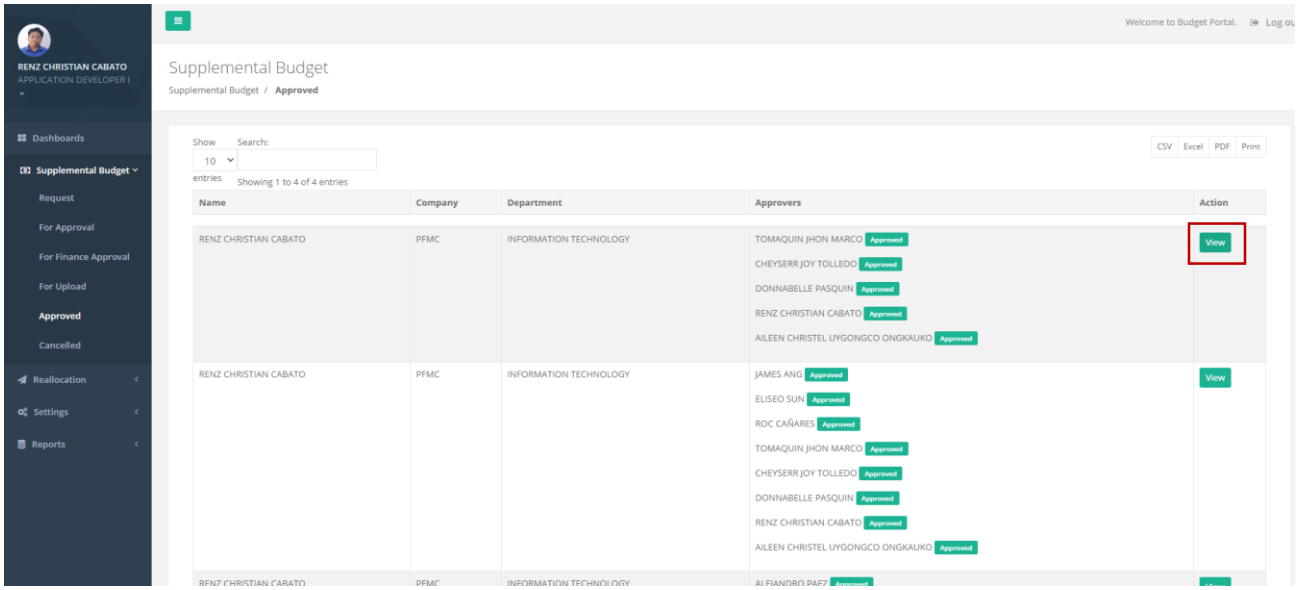


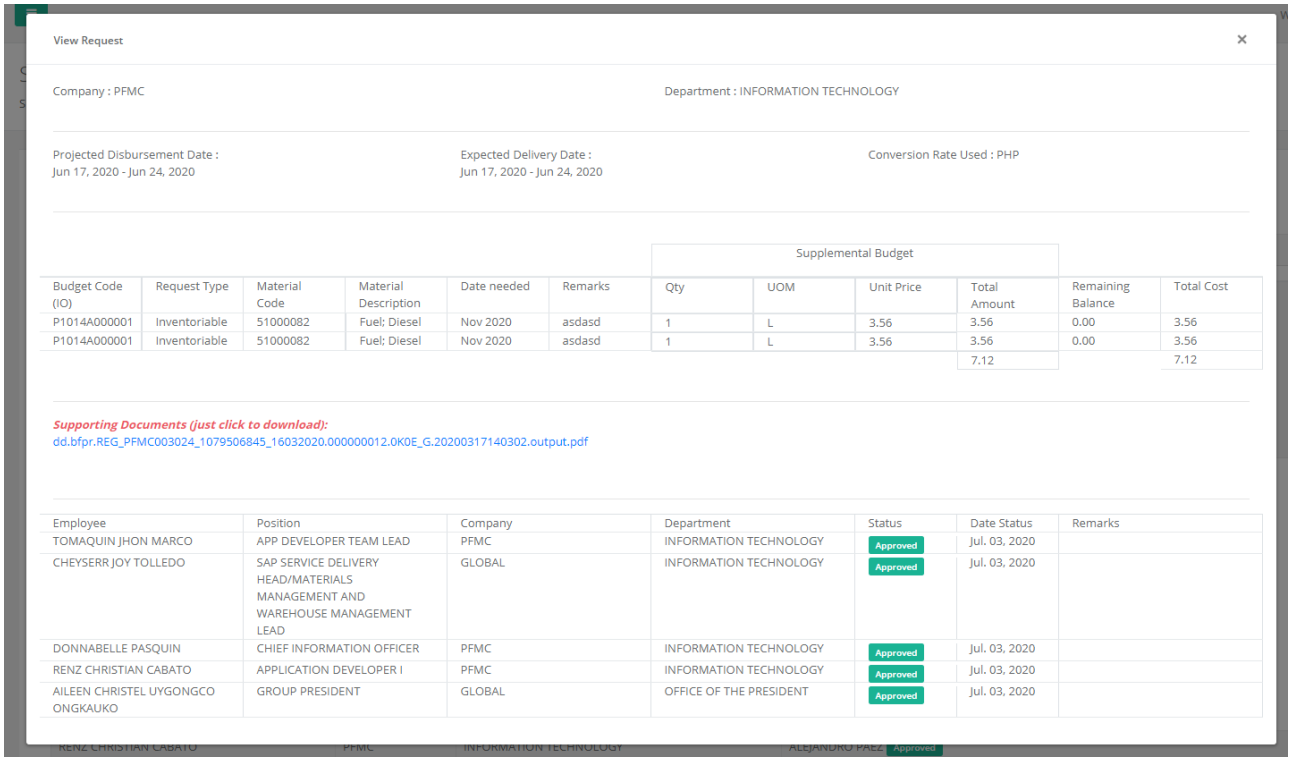
2. Click number under Approved Request(SB)



Procedure

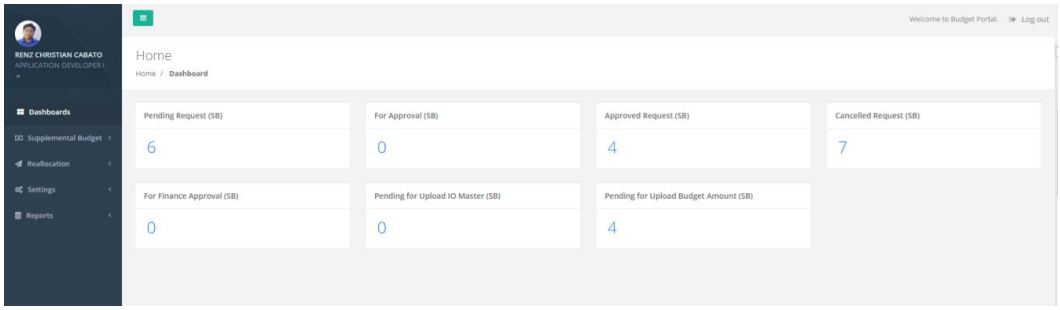
3. View Approved Request



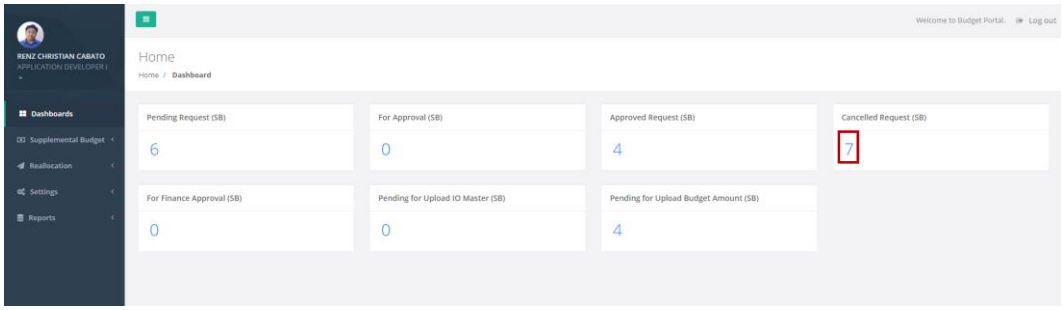


Procedure			
Scenario			
Description	View Cancelled/Declined Request (All Roles)	**Scenario No.**	5

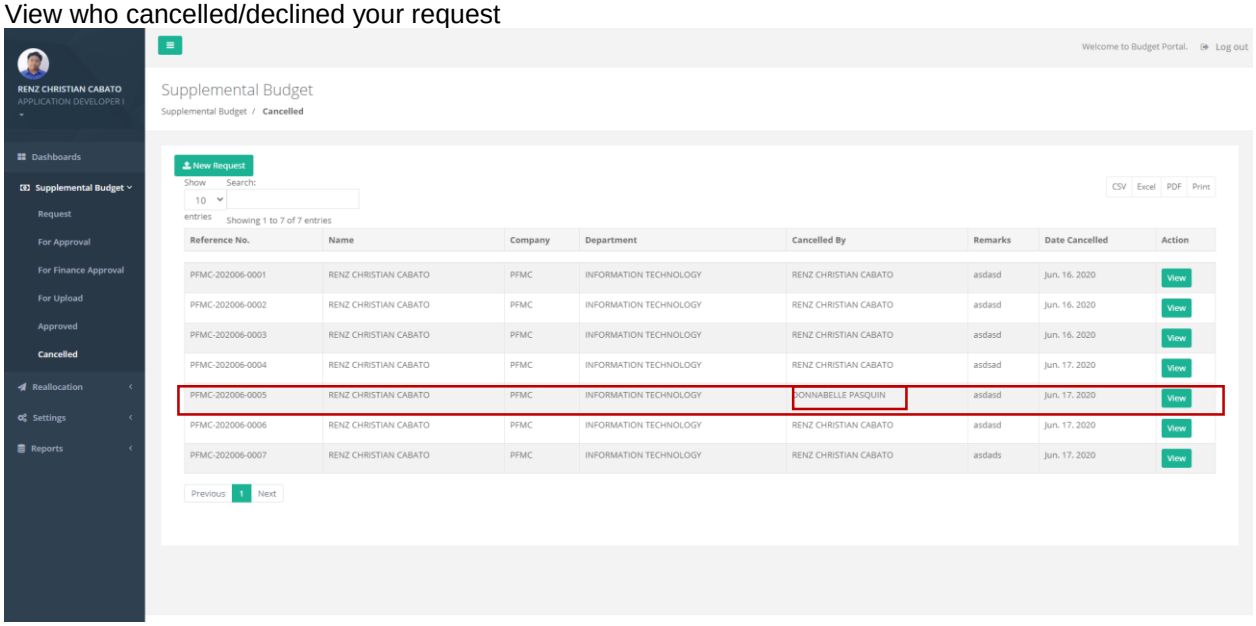
1. Go to dashboard



2. Click the number under Cancel Request(SB)

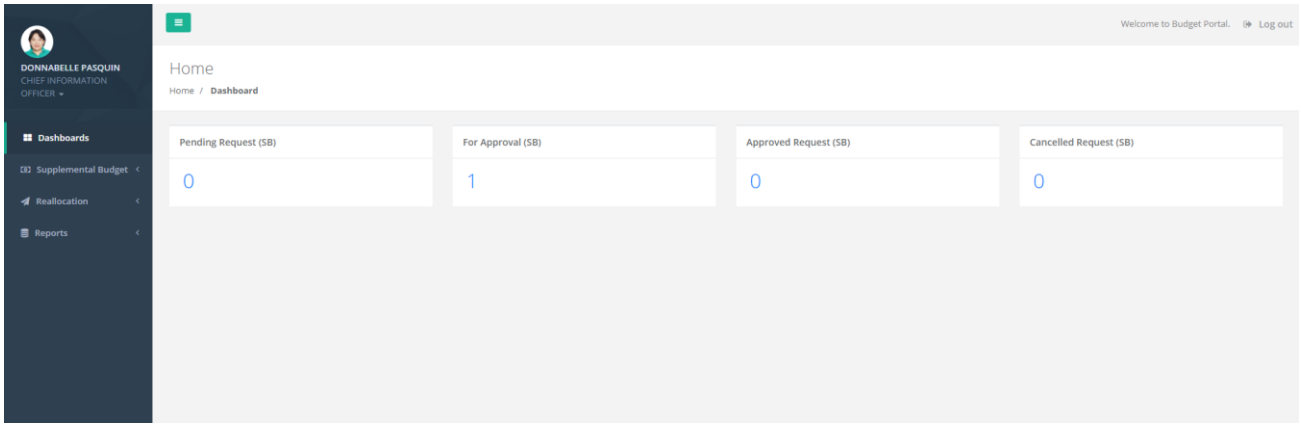


3. View who cancelled/declined your request

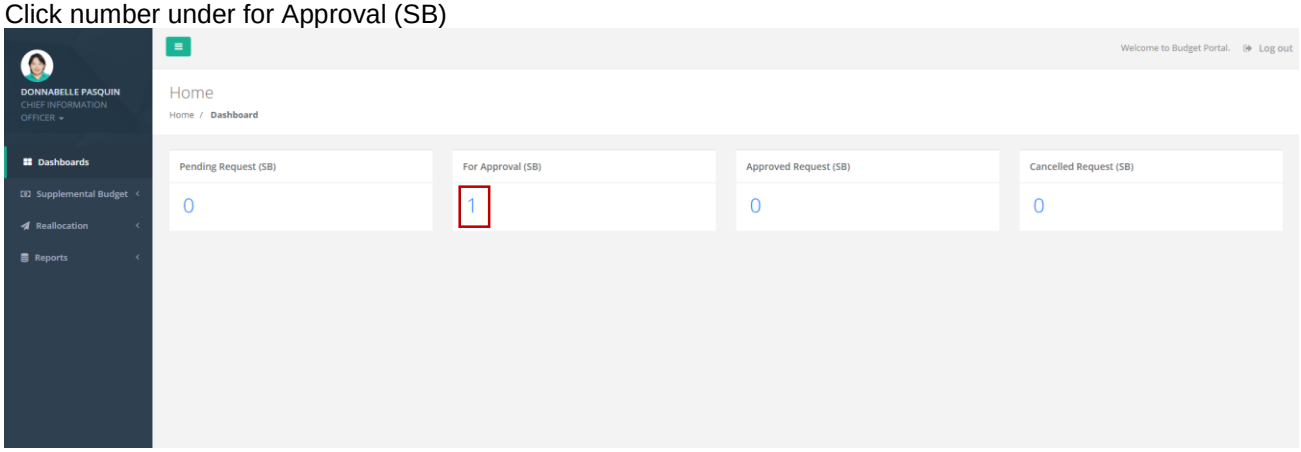


Procedure			
Scenario			
Description	Approve/Decline (Approver Role, non-sap finance)	**Scenario No.**	6

1. Go to dashboard

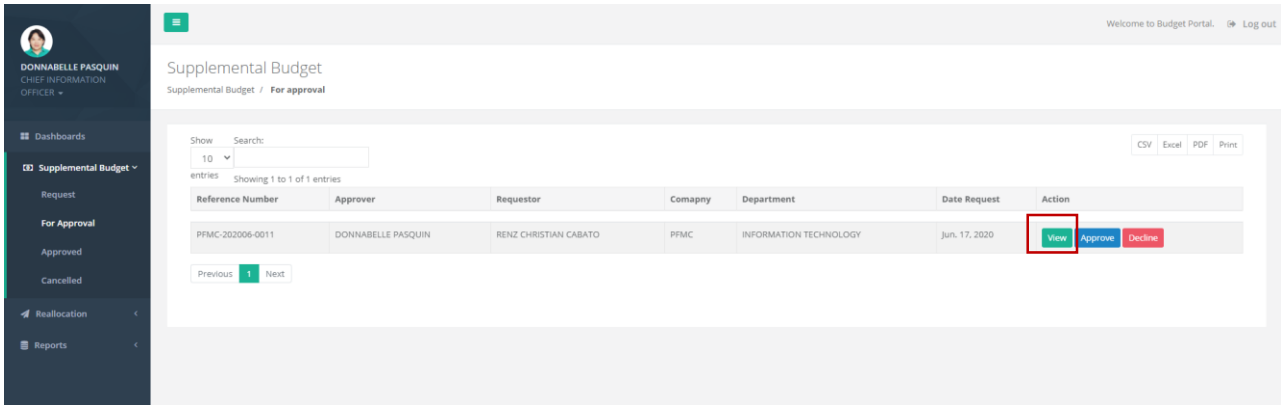


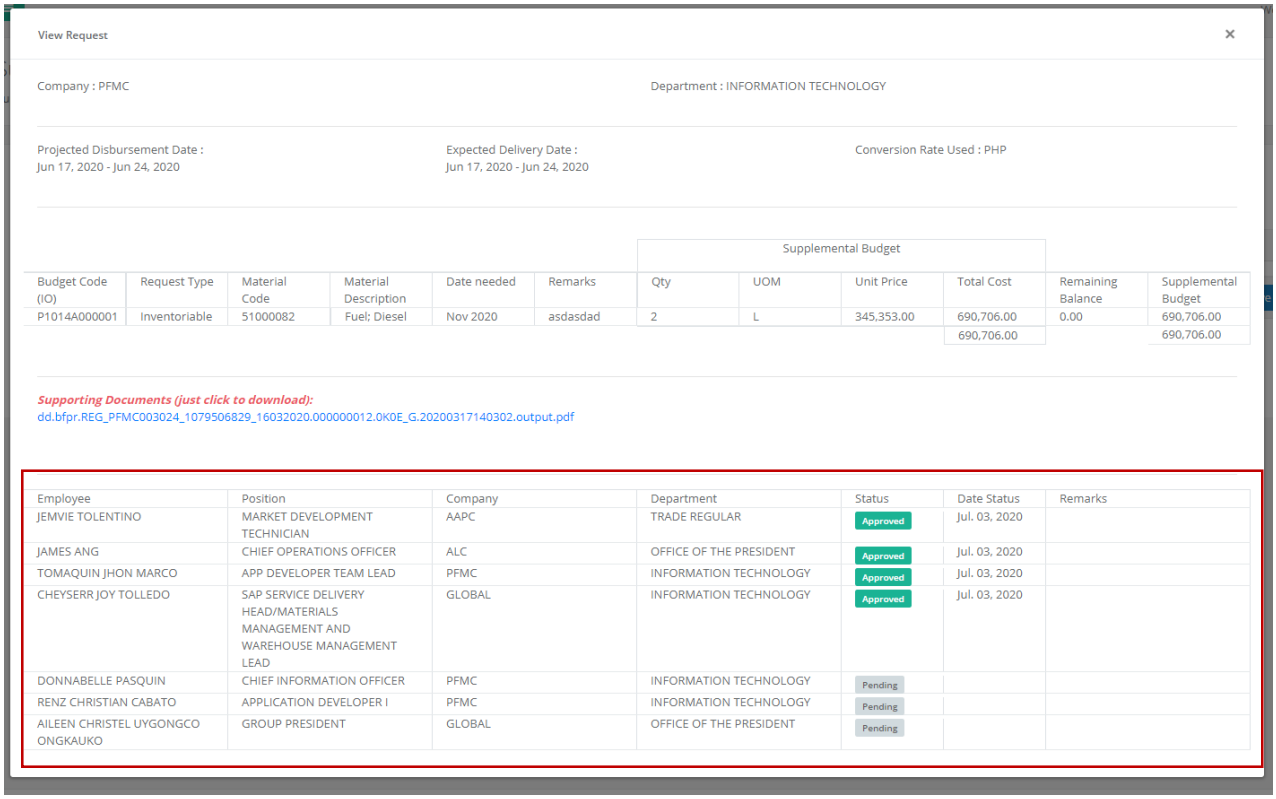
2. Click number under for Approval (SB)



Procedure

3. View Request





View Request

Company : PFMC

Department : INFORMATION TECHNOLOGY

Projected Disbursement Date :
Jun 17, 2020 - Jun 24, 2020

Expected Delivery Date :
Jun 17, 2020 - Jun 24, 2020

Conversion Rate Used : PHP

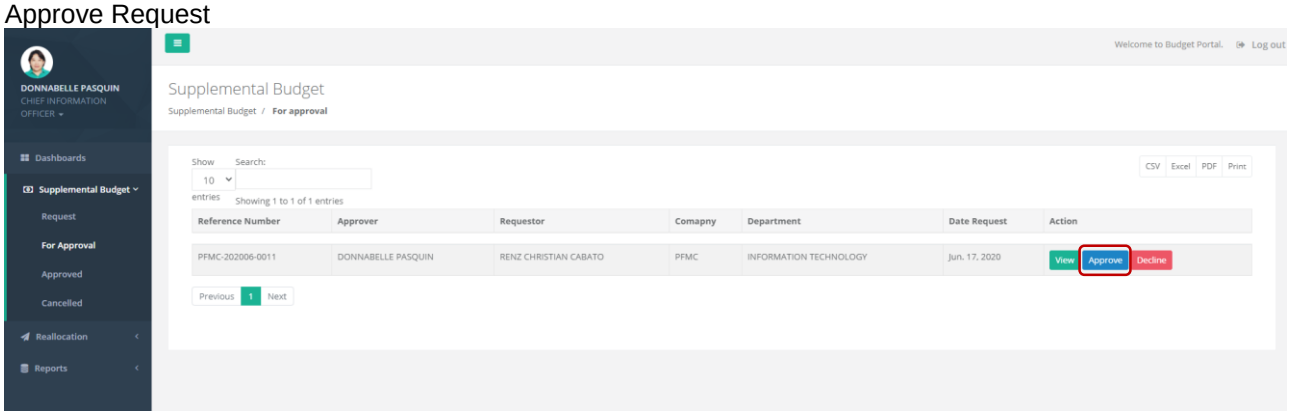
						Supplemental Budget					
Budget Code (IO)	Request Type	Material Code	Material Description	Date needed	Remarks	Qty	UOM	Unit Price	Total Cost	Remaining Balance	Supplemental Budget
P1014A000001	Inventoriable	51000082	Fuel; Diesel	Nov 2020	asdasdad	2	L	345,353.00	690,706.00	0.00	690,706.00
									690,706.00		690,706.00

Supporting Documents (just click to download):
dd.bfpr.REG_PFMC003024_1079506829_16032020.000000012.0K0E_G.20200317140302.output.pdf

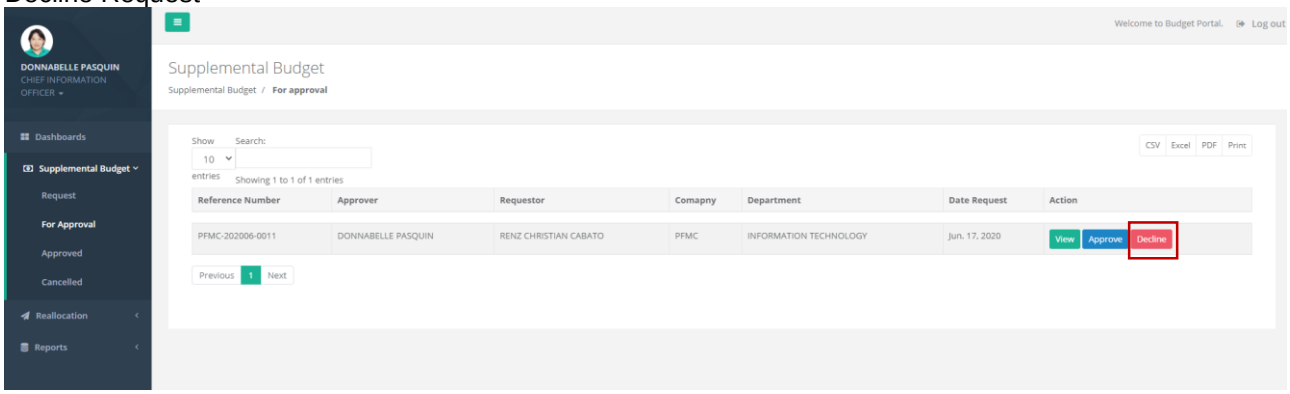
Employee	Position	Company	Department	Status	Date Status	Remarks
JEMVIE TOLENTINO	MARKET DEVELOPMENT TECHNICIAN	AAPC	TRADE REGULAR	Approved	Jul. 03, 2020	
JAMES ANG	CHIEF OPERATIONS OFFICER	ALC	OFFICE OF THE PRESIDENT	Approved	Jul. 03, 2020	
TOMAQUIN JHON MARCO	APP DEVELOPER TEAM LEAD	PFMC	INFORMATION TECHNOLOGY	Approved	Jul. 03, 2020	
CHEYSERR JOY TOLLEDO	SAP SERVICE DELIVERY HEAD/MATERIALS MANAGEMENT AND WAREHOUSE MANAGEMENT LEAD	GLOBAL	INFORMATION TECHNOLOGY	Approved	Jul. 03, 2020	
DONNABELLE PASQUIN	CHIEF INFORMATION OFFICER	PFMC	INFORMATION TECHNOLOGY	Pending		
RENZ CHRISTIAN CABATO	APPLICATION DEVELOPER I	PFMC	INFORMATION TECHNOLOGY	Pending		
AILEEN CHRISTEL UYGONGCO ONGKAUKO	GROUP PRESIDENT	GLOBAL	OFFICE OF THE PRESIDENT	Pending		

Procedure

4. Approve Request



5. Decline Request

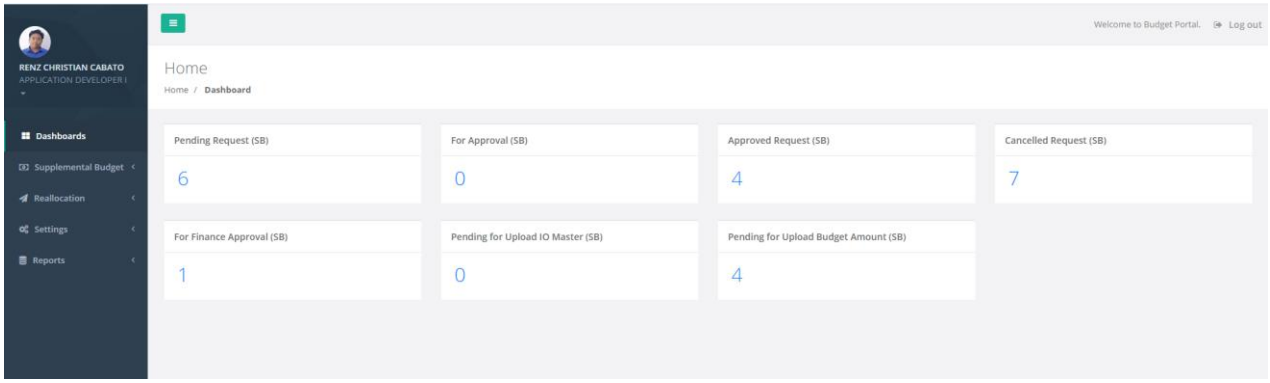


Procedure

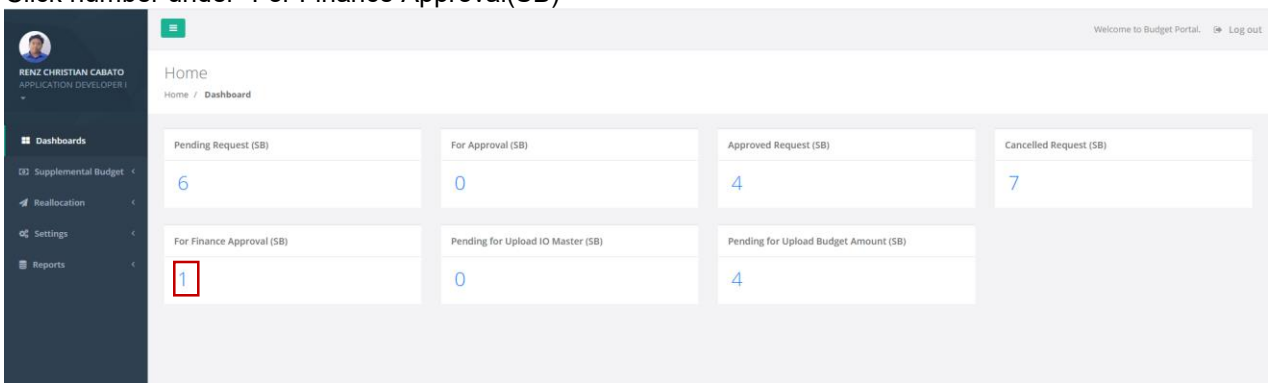
6. Input reason and remarks.

Procedure			
Scenario			
Description	Approve Request (Finance SAP)	**Scenario No.**	7

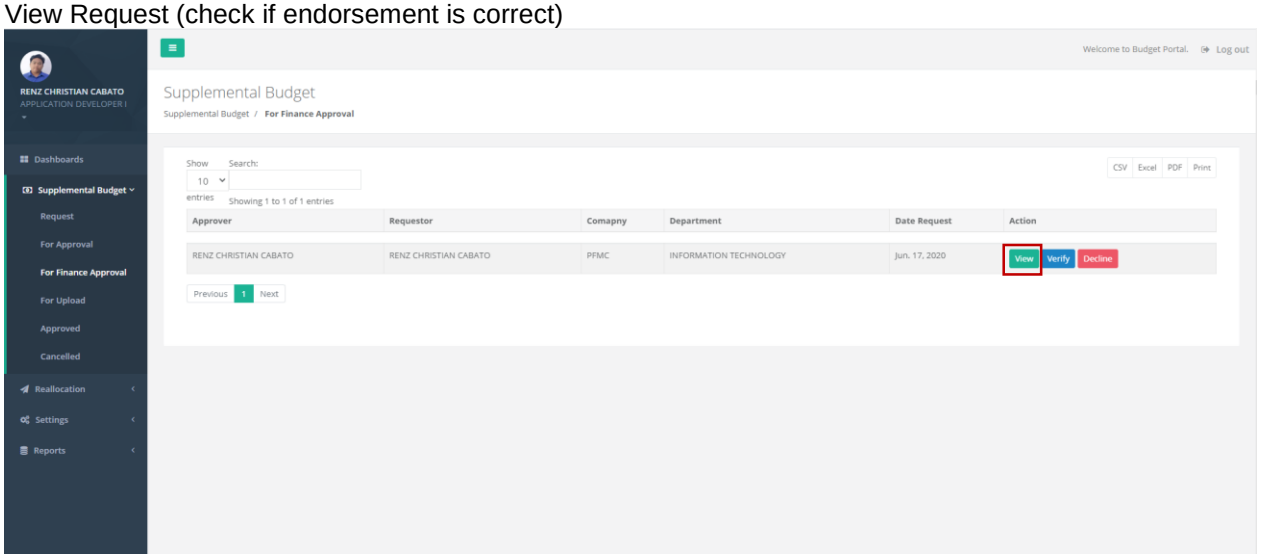
1. Go to dashboard



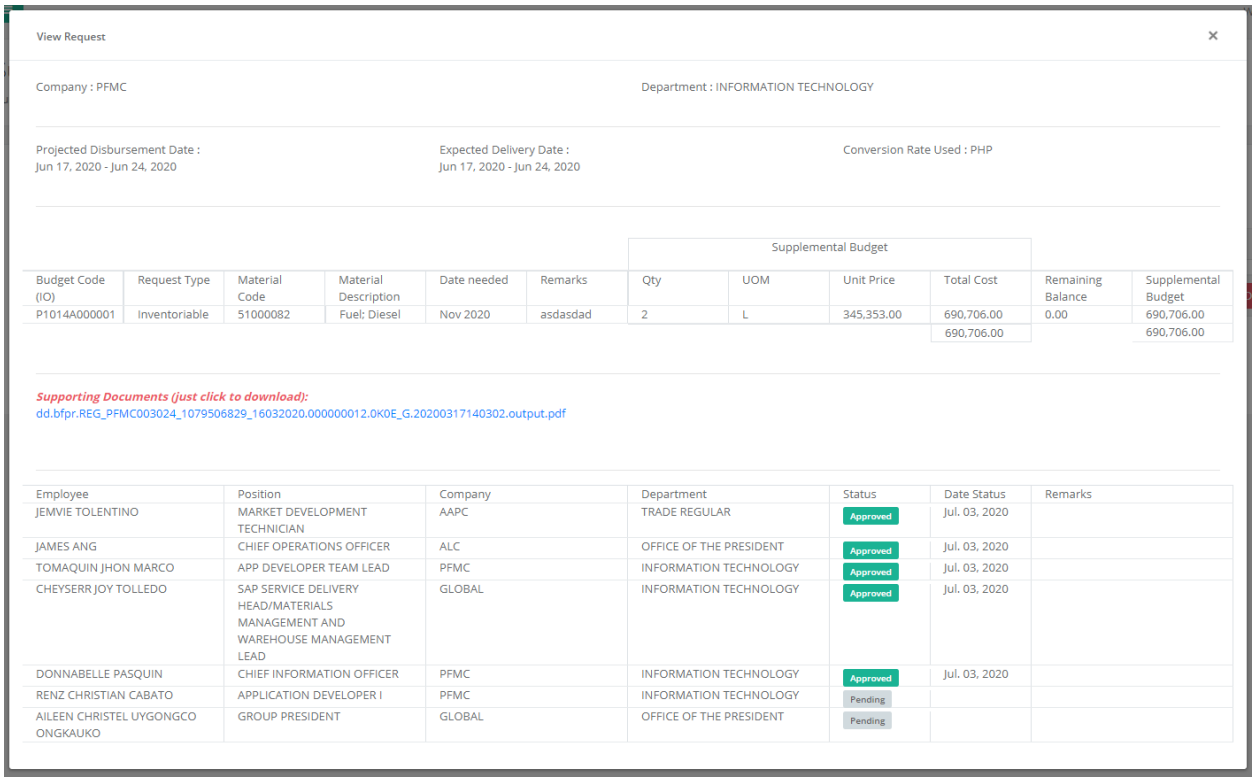
2. Click number under “For Finance Approval(SB)”



3. View Request (check if endorsement is correct)



Procedure



View Request

Company : PFMC

Department : INFORMATION TECHNOLOGY

Projected Disbursement Date :
Jun 17, 2020 - Jun 24, 2020

Expected Delivery Date :
Jun 17, 2020 - Jun 24, 2020

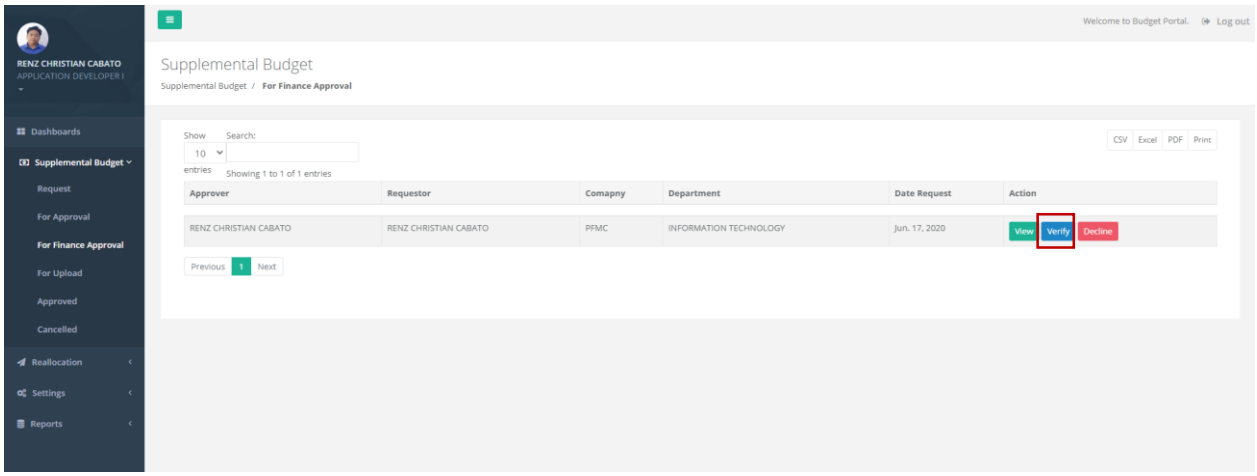
Conversion Rate Used : PHP

						Supplemental Budget					
Budget Code (IO)	Request Type	Material Code	Material Description	Date needed	Remarks	Qty	UOM	Unit Price	Total Cost	Remaining Balance	Supplemental Budget
P1014A000001	Inventoriable	51000082	Fuel: Diesel	Nov 2020	asdasdad	2	L	345,353.00	690,706.00	0.00	690,706.00
									690,706.00		690,706.00

Supporting Documents (just click to download):
dd.bfpr.REG_PFMC003024_1079506829_16032020.000000012.0K0E_G.20200317140302.output.pdf

Employee	Position	Company	Department	Status	Date Status	Remarks
JEMVIE TOLENTINO	MARKET DEVELOPMENT TECHNICIAN	AAPC	TRADE REGULAR	Approved	Jul. 03, 2020	
JAMES ANG	CHIEF OPERATIONS OFFICER	ALC	OFFICE OF THE PRESIDENT	Approved	Jul. 03, 2020	
TOMAQUIN JHON MARCO	APP DEVELOPER TEAM LEAD	PFMC	INFORMATION TECHNOLOGY	Approved	Jul. 03, 2020	
CHEYSERR JOY TOLLEDO	SAP SERVICE DELIVERY HEAD/MATERIALS MANAGEMENT AND WAREHOUSE MANAGEMENT LEAD	GLOBAL	INFORMATION TECHNOLOGY	Approved	Jul. 03, 2020	
DONNABELLE PASQUIN	CHIEF INFORMATION OFFICER	PFMC	INFORMATION TECHNOLOGY	Approved	Jul. 03, 2020	
RENZ CHRISTIAN CABATO	APPLICATION DEVELOPER I	PFMC	INFORMATION TECHNOLOGY	Pending		
AILEEN CHRISTEL UYGONGCO ONGKAUKO	GROUP PRESIDENT	GLOBAL	OFFICE OF THE PRESIDENT	Pending		

4. Verify Request



RENZ CHRISTIAN CABATO
APPLICATION DEVELOPER I

Dashboards
Supplemental Budget
Request
For Approval
For Finance Approval
For Upload
Approved
Cancelled
Reallocation
Settings
Reports

Welcome to Budget Portal. Log out

Supplemental Budget
Supplemental Budget / For Finance Approval

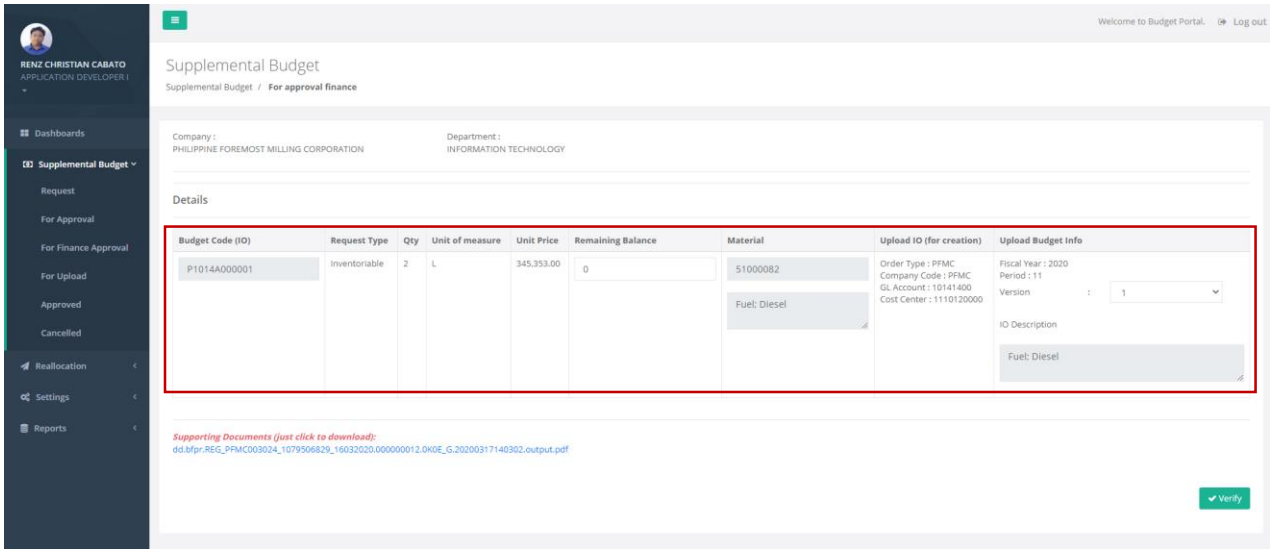
Show 10 entries Search:
Showing 1 to 1 of 1 entries
CSV Excel PDF Print

Approver	Requestor	Comapny	Department	Date Request	Action
RENZ CHRISTIAN CABATO	RENZ CHRISTIAN CABATO	PFMC	INFORMATION TECHNOLOGY	Jun. 17, 2020	View Verify Decline

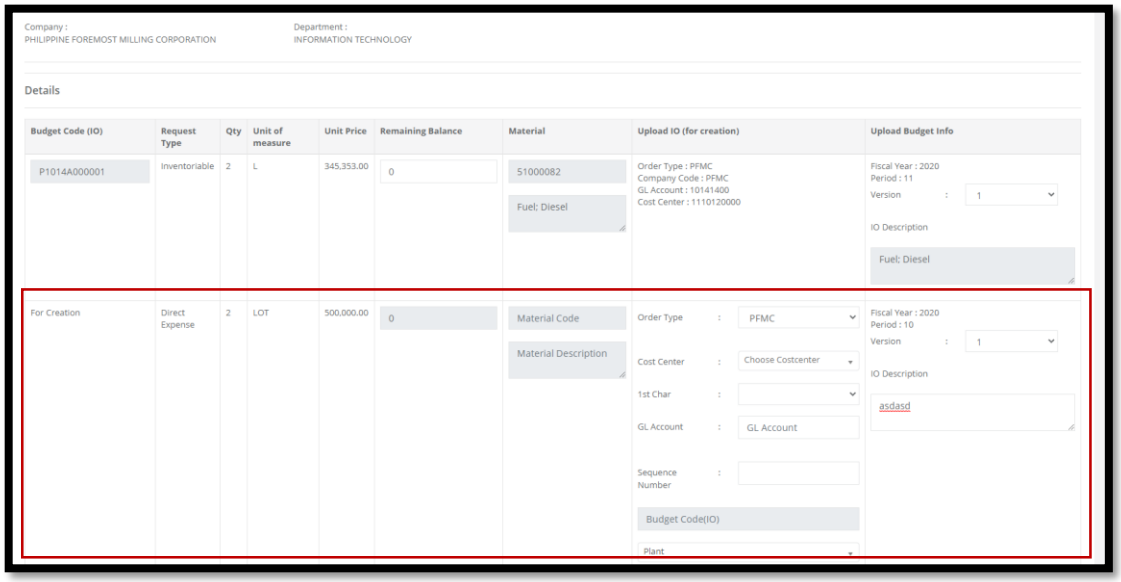
Previous 1 Next

Procedure

Existing IO
- need to check remaining balance if correct
- all information of budget code will automatically get

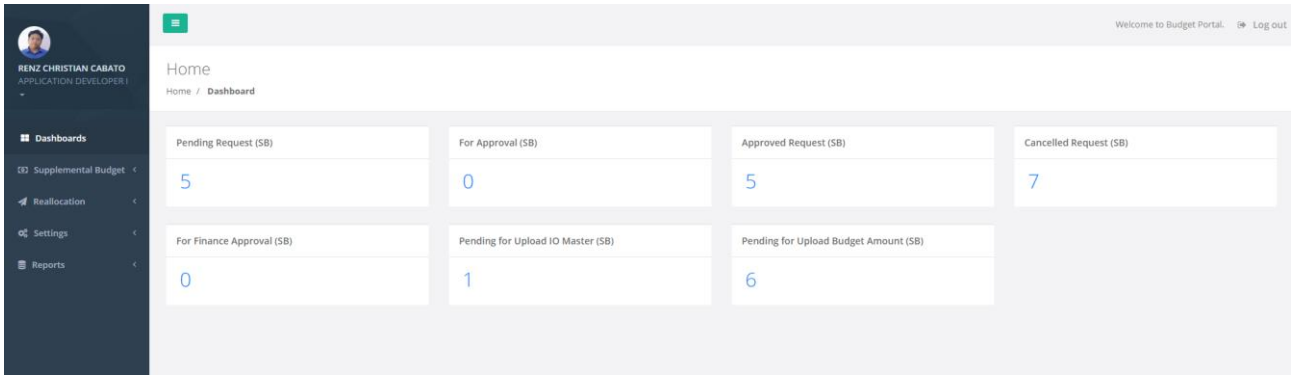


New IO
- Order Type(Drop down)
- Cost center(Drop down)
- 1st character (dropdown)
- GL Account (8-10 characters) : (system will automatically detect if GI Account is valid)
- sequence number : (system will automatically detect if budget code is already existed)
- Plant (Dropdown)
- IO Description (can edit)

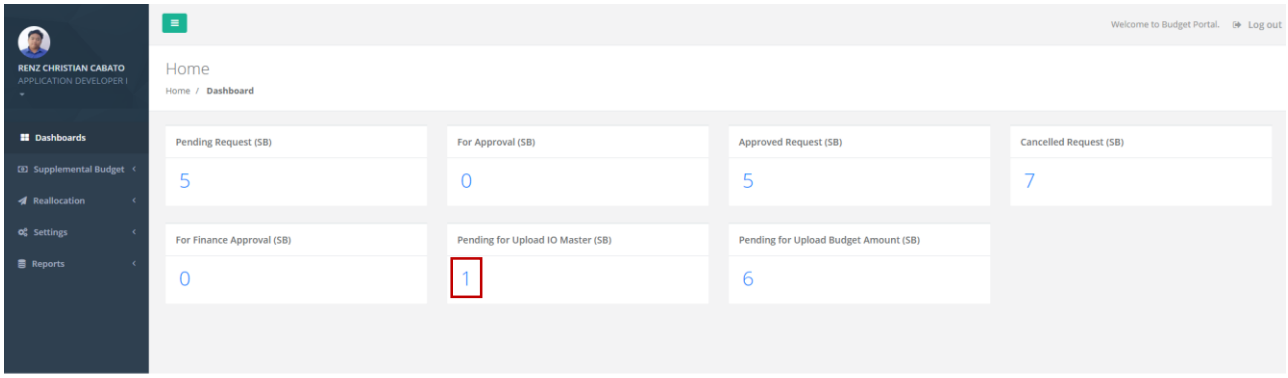


Procedure			
Scenario			
Description	Download Template Upload IO (Finance role SAP)	**Scenario No.**	8

1. Go to dashboard

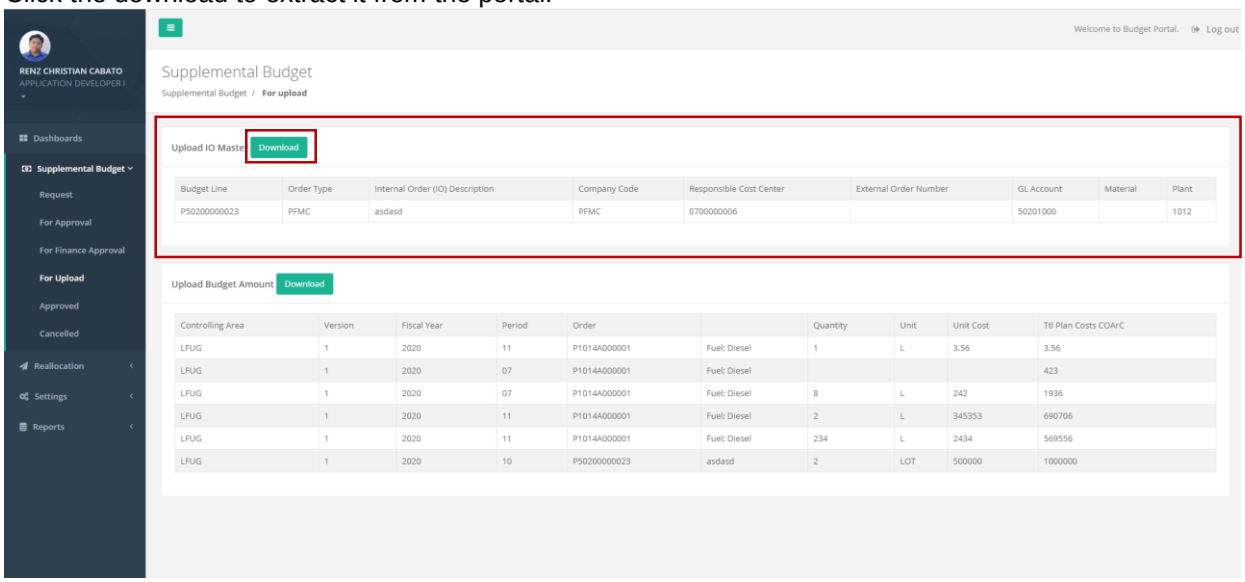


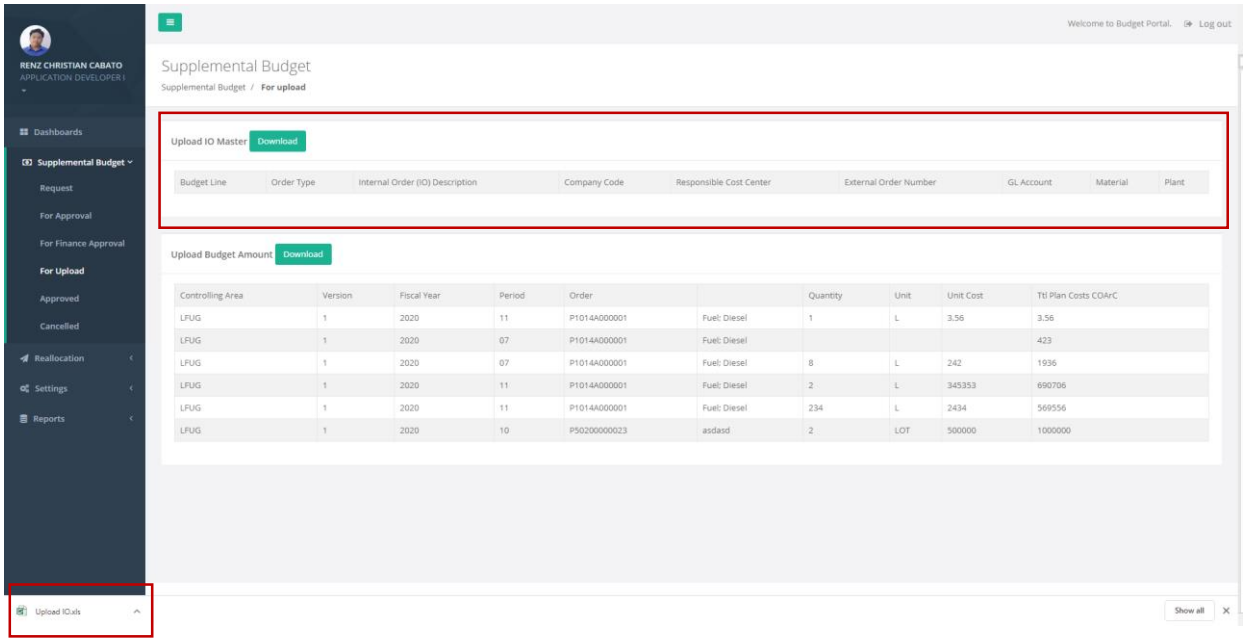
2. Click number under “Pending for Upload IO master(SB)”.



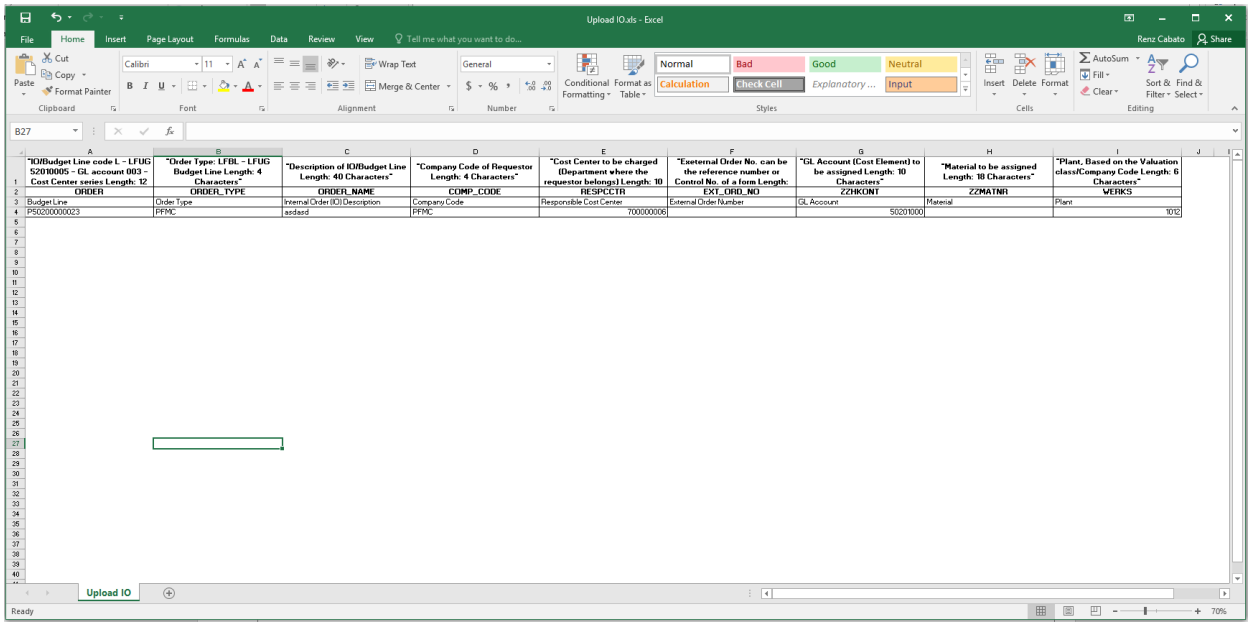
Procedure

3. Click the download to extract it from the portal.





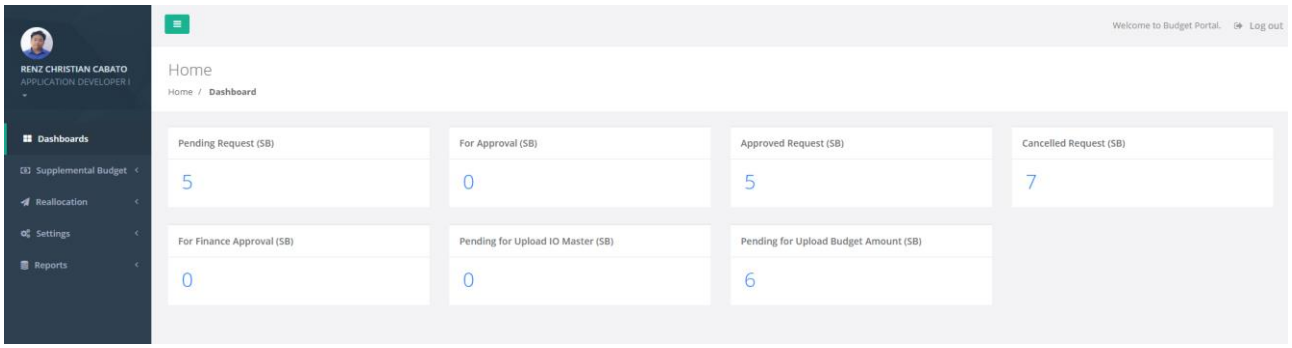
Procedure



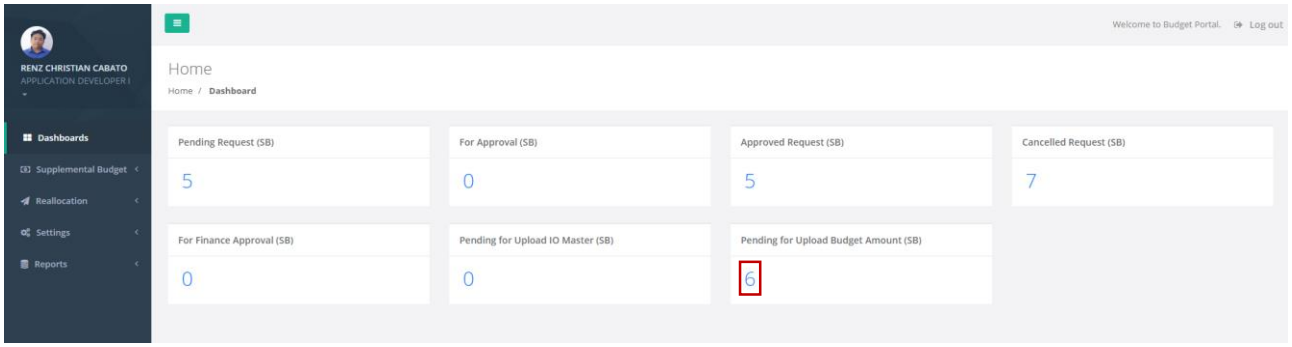
"IO/Budget Line code L - LFUG 52010005 - GL account 003 - Cost Center series Length: 12	"Order Type: LFBL - LFUG Budget Line Length: 4 Characters"	"Description of IO/Budget Line Length: 40 Characters"	"Company Code of Requestor Length: 4 Characters"	"Cost Center to be charged (Department where the requestor belongs) Length: 10	"Exeternal Order No. can be the reference number or Control No. of a form Length:	"GL Account (Cost Element) to be assigned Length: 10 Characters"	"Material to be assigned Length: 18 Characters"	"Plant, Based on the Valuation class/Company Code Length: 6 Characters"
ORDER	ORDER_TYPE	ORDER_NAME	COMP_CODE	RESPCCTR	EXT_ORD_NO	ZZHKONT	ZZMATNR	WERKS
Budget Line	Order Type	Internal Order (IO) Description	Company Code	Responsible Cost Center	External Order Number	GL Account	Material	Plant
P50200000023	PFMC	asdasd	PFMC	700000006		50201000		1012

Procedure			
Scenario			
Description	Download Template Upload Budget Amount (Finance role SAP)	**Scenario No.**	9

1. Go to dashboard

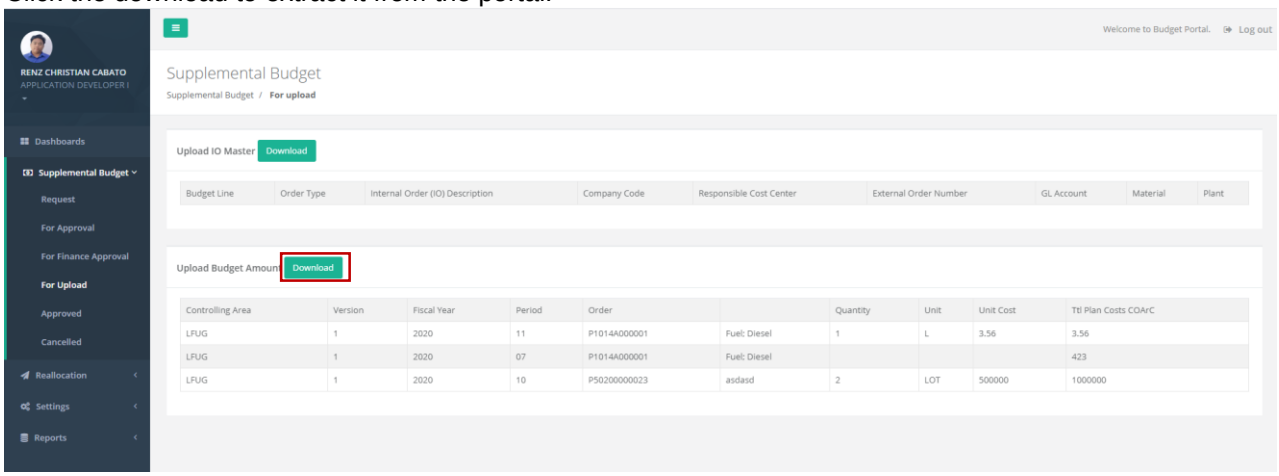


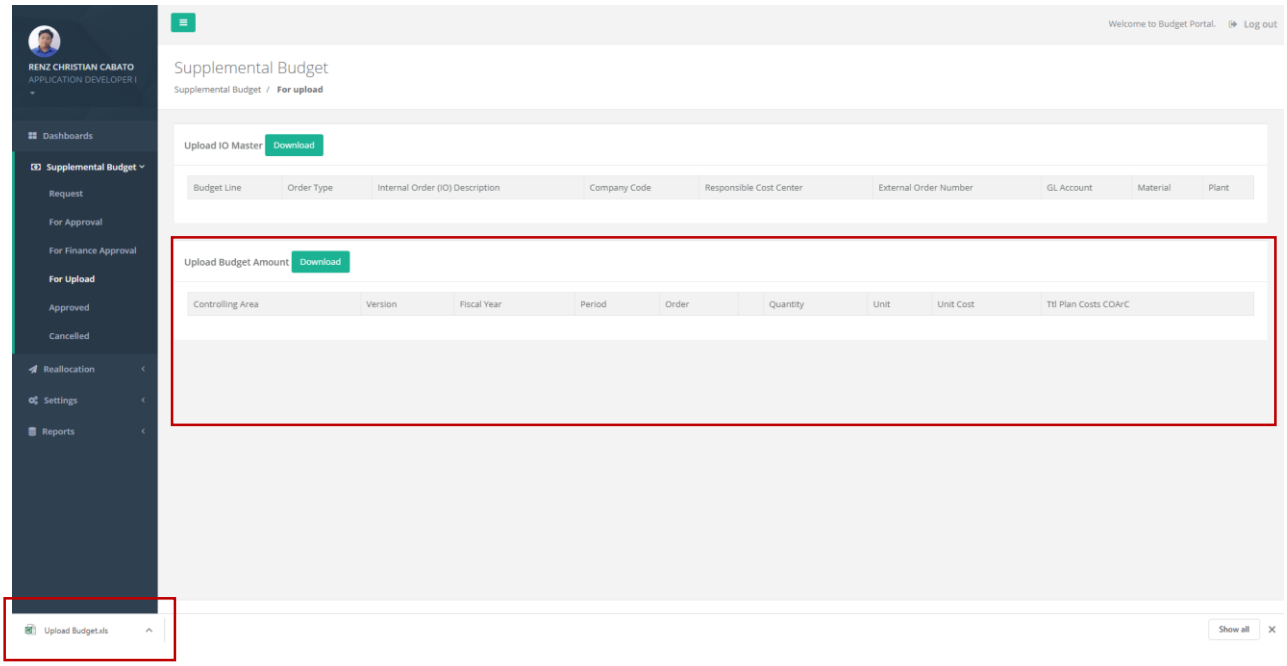
2. Click number under “Pending for upload Budget Amount(SB)



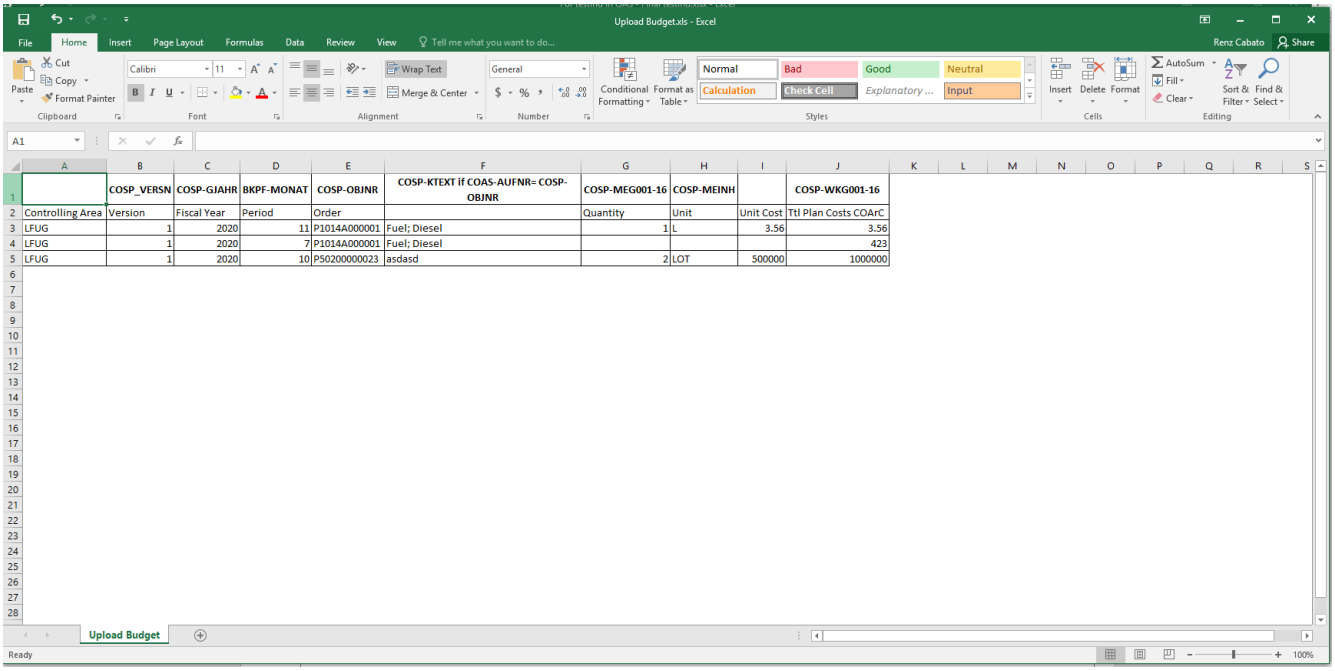
Procedure

3. Click the download to extract it from the portal.





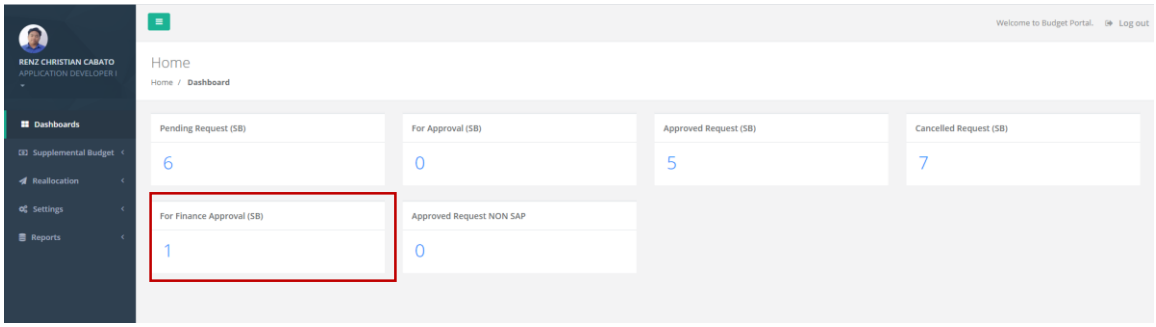
Procedure



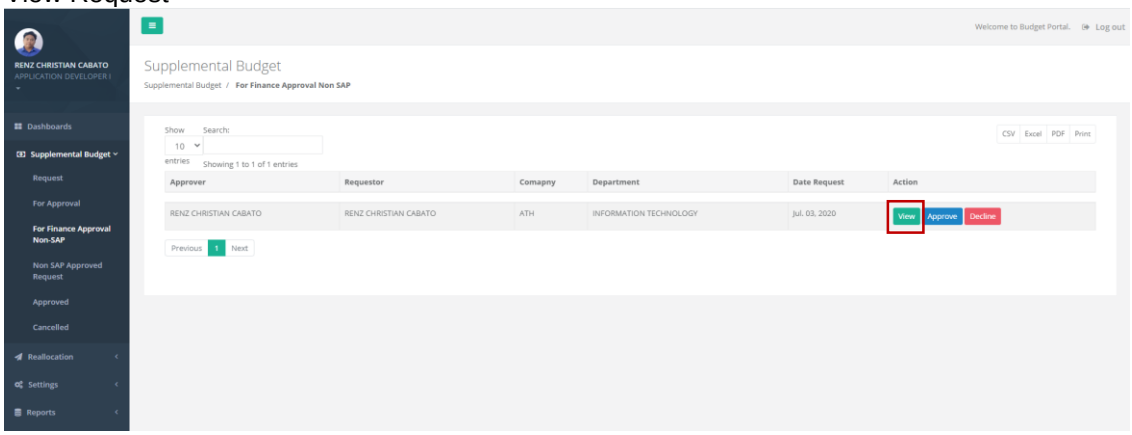
	COSP_VERSN	COSP-GJAHR	BKPF-MONAT	COSP-OBJNR	COSP-KTEXT if COAS-AUFNR= COSP-OBJNR	COSP-MEG001-16	COSP-MEINH		COSP-WKG001-16
Controlling Area	Version	Fiscal Year	Period	Order		Quantity	Unit	Unit Cost	Ttl Plan Costs COArC
LFUG	1	2020	11	P1014A000001	Fuel; Diesel	1	L	3.56	3.56
LFUG	1	2020	7	P1014A000001	Fuel; Diesel				423
LFUG	1	2020	10	P50200000023	asdasd	2	LOT	500000	1000000

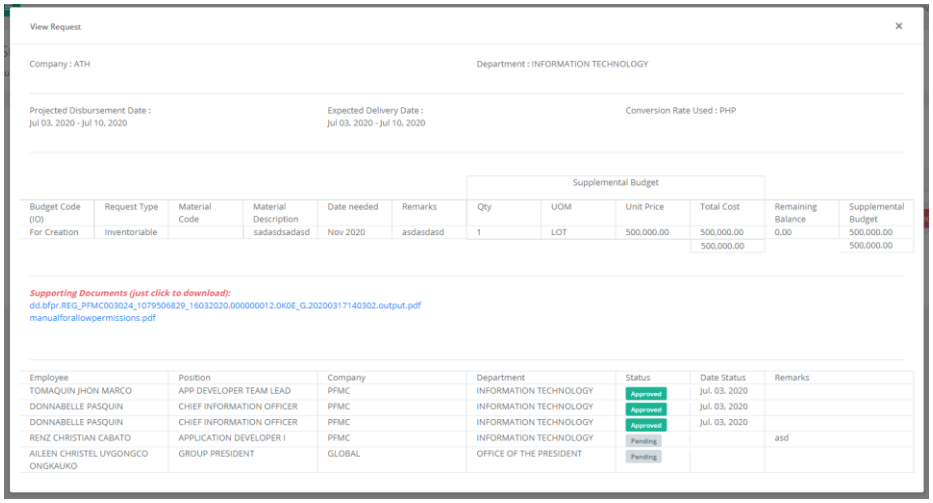
Procedure			
Scenario			
Description	Approve Request (Finance Role non SAP)	**Scenario No.**	10

1. Go to dashboard



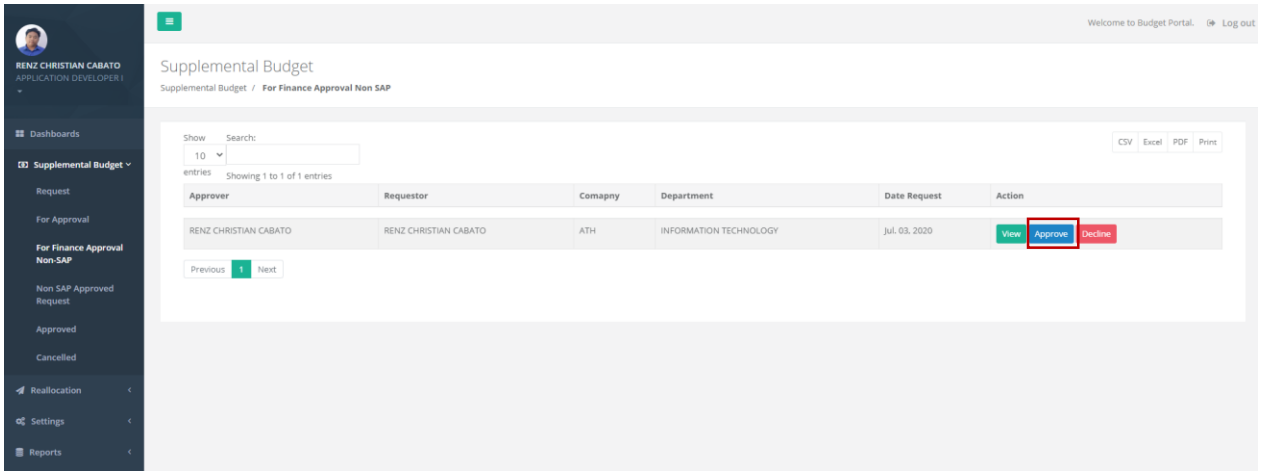
2. View Request





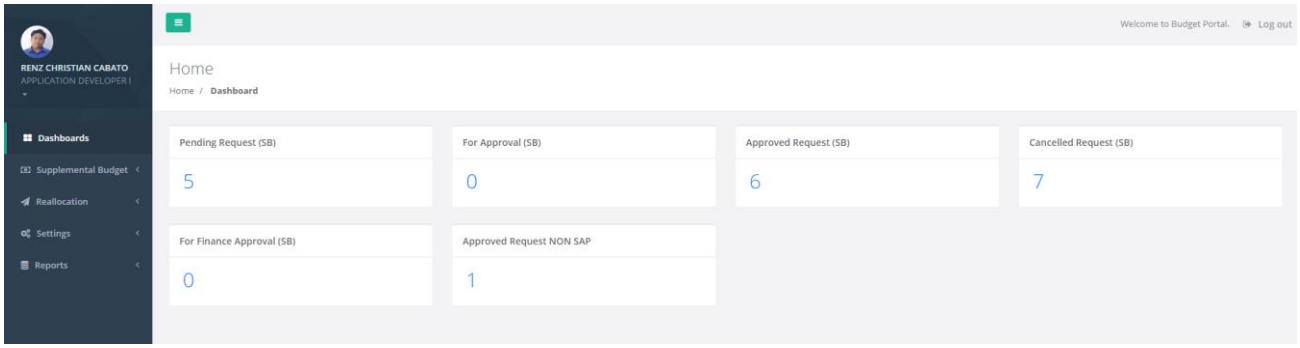
Procedure

3. Approve Request

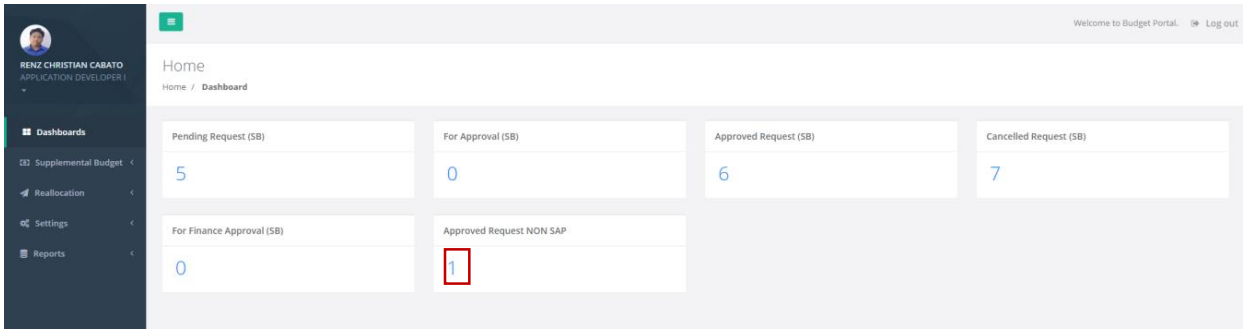


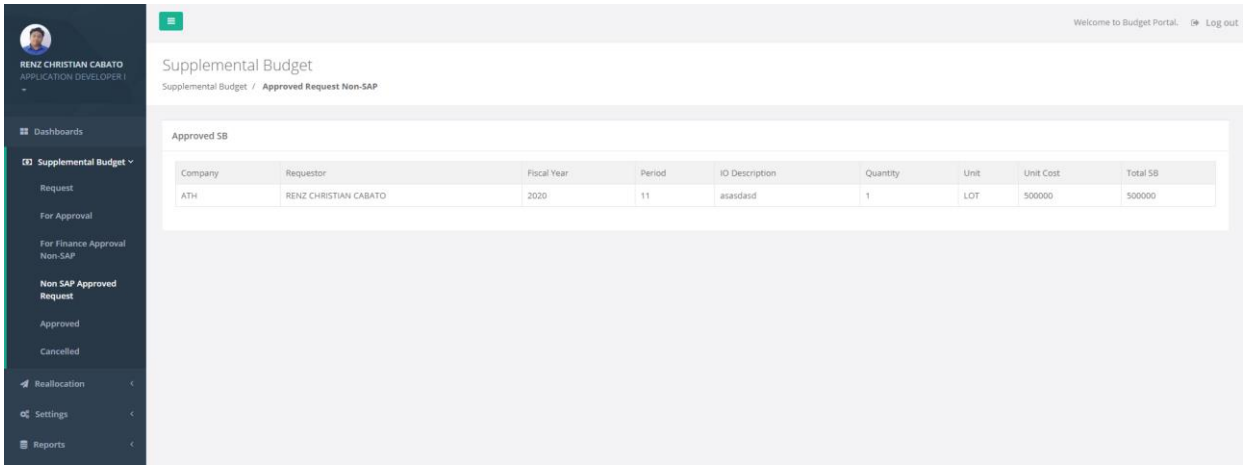
Procedure			
Scenario			
Description	View all approved Request(Finance Non SAP)	**Scenario No.**	11

1. Go to dashboard



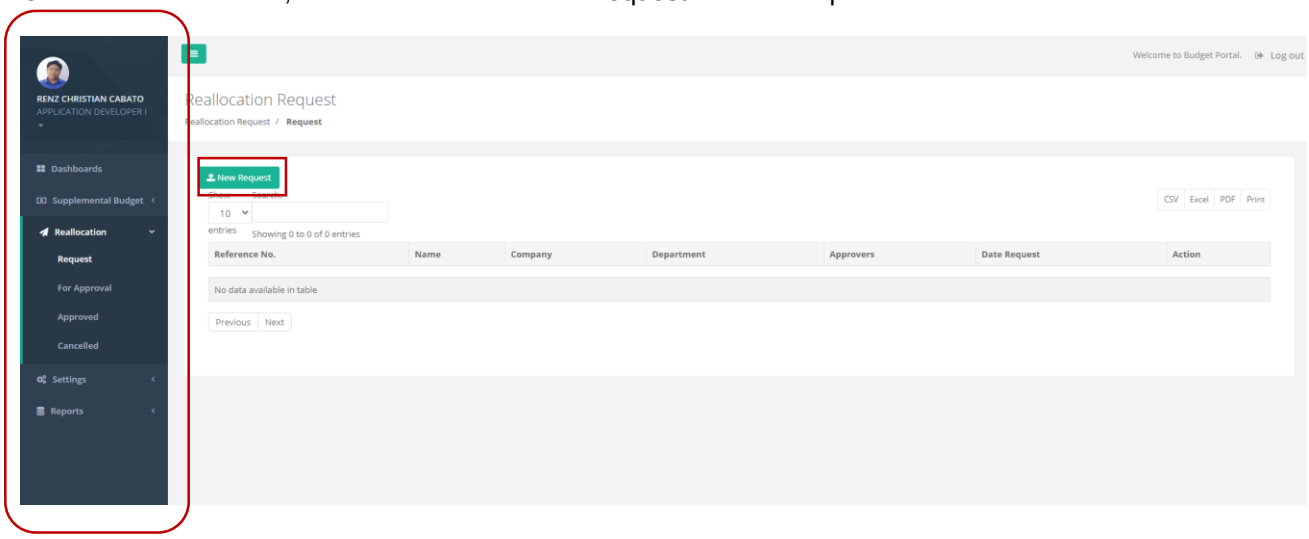
2. Click the number bellow “Approved Request Non SAP”



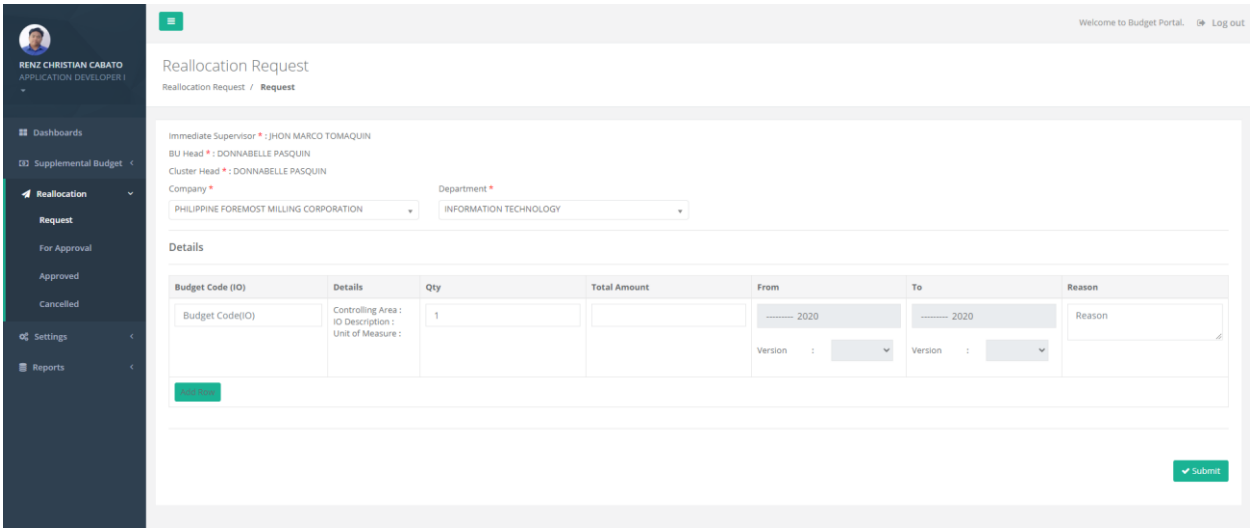


Procedure			
Scenario			
Description	Request Re Allocation(SAP company only)	**Scenario No.**	12

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

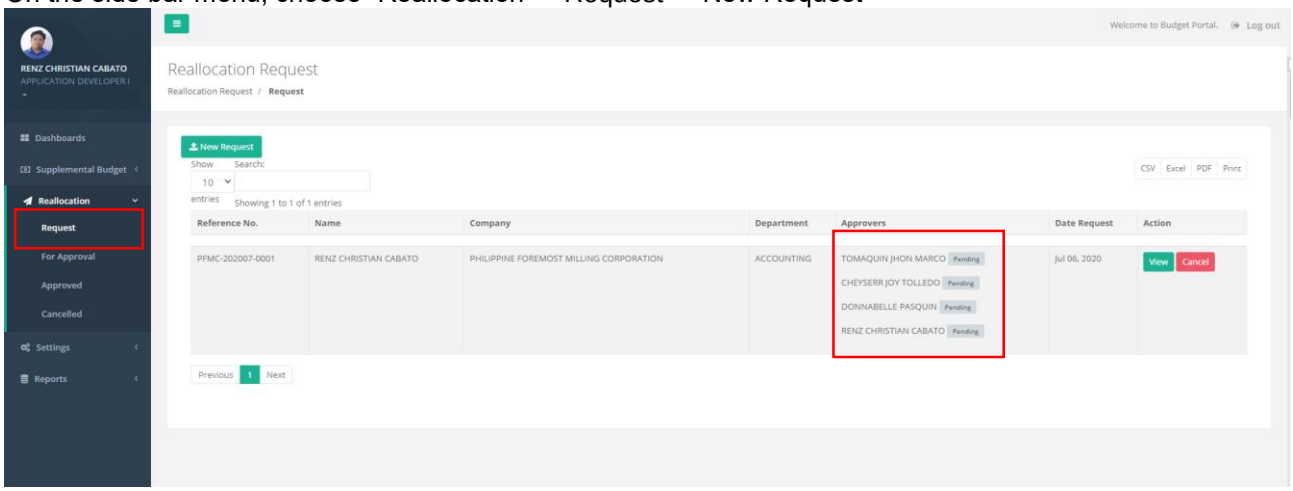


2. Required Field
   - Company
   - Budget Code
   - Qty
   - Total Amount
   - From Date (Year and month) with version
   - To Date (Year and month), version will automatic get from system
   - The system will automatically validate if budget code you enter is valid.

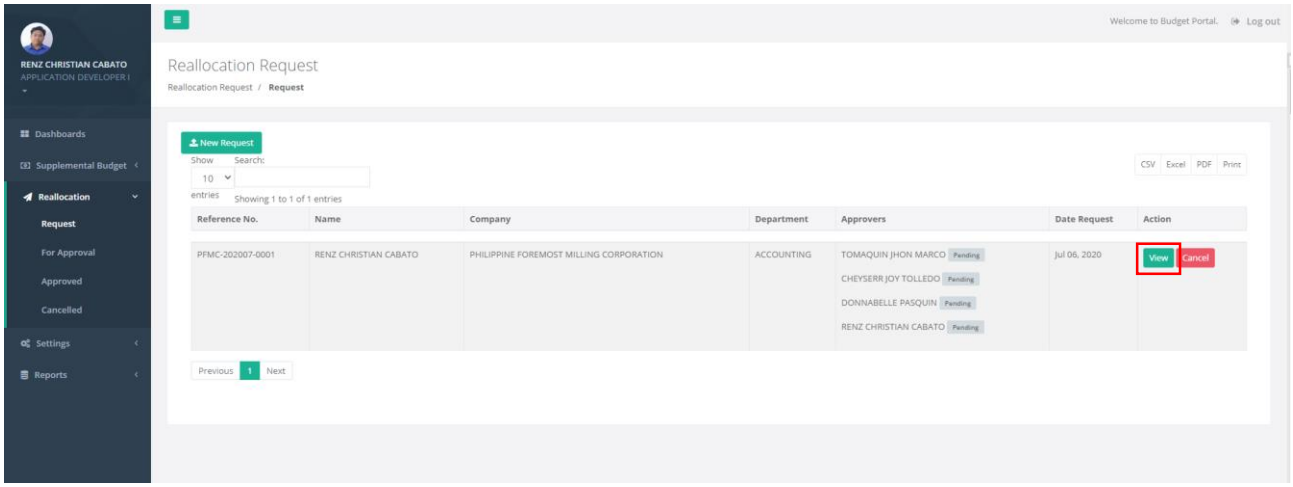


Procedure			
Scenario			
Description	View status of request	**Scenario No.**	13

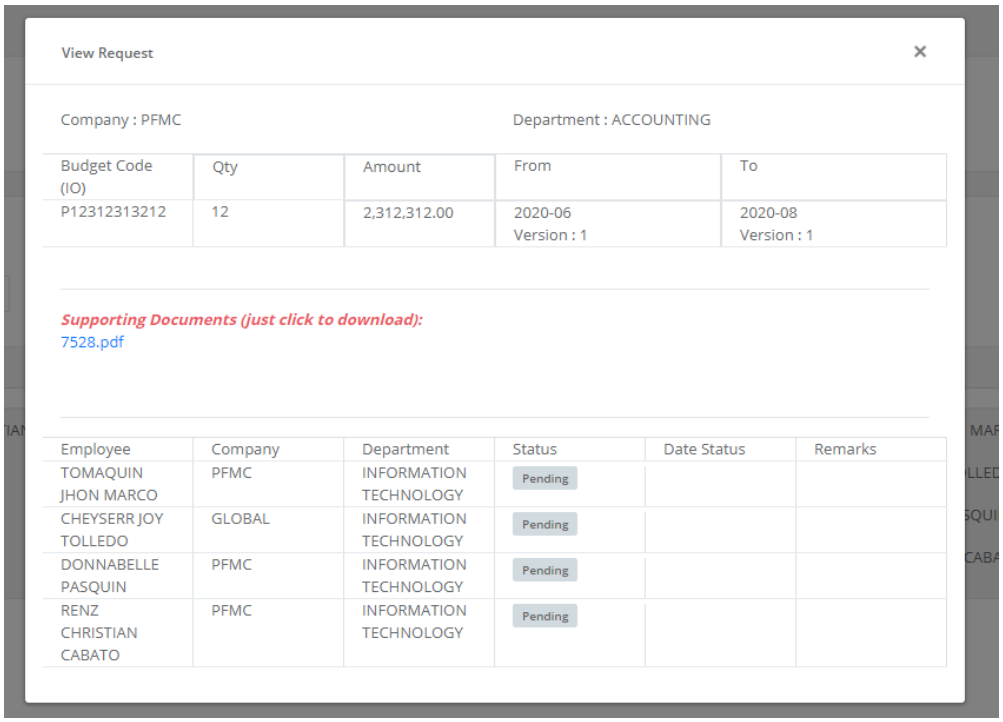
1. On the side bar menu, choose “Reallocation -> Request -> New Request”



2. View details of request



Procedure


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