

Business Process

Name

Budget Request Portal

Scenario

Description

Supplemental Budget Request (All employee)

Scenario No.

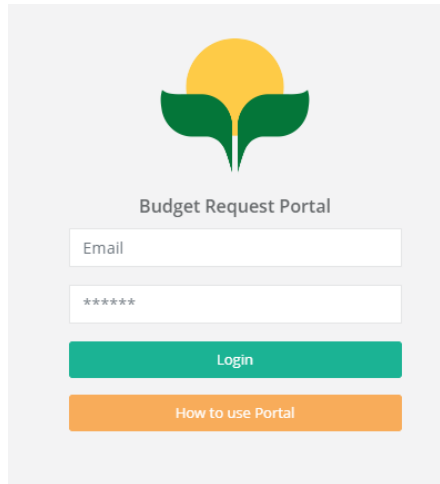
1

System Procedure

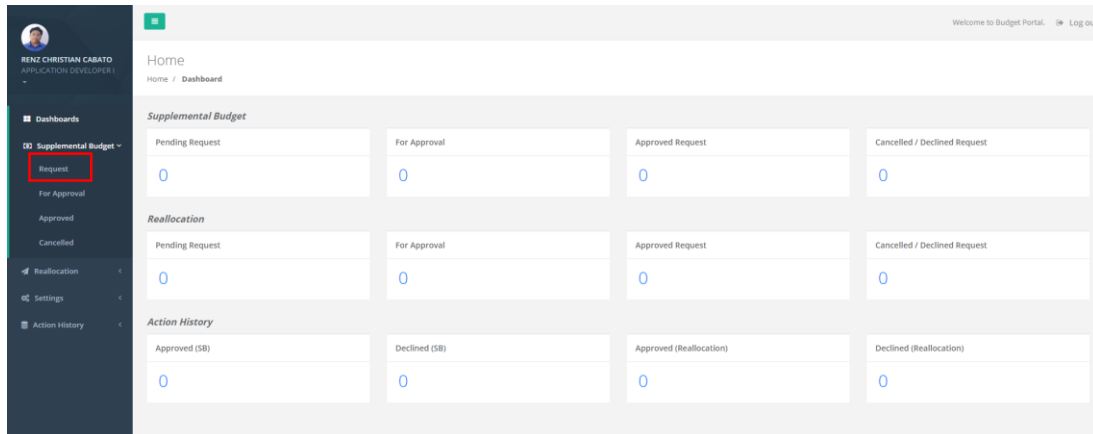
1. Go to link: <http://10.96.4.138:8668/login>

Note: URL must be copied completely.

2. Input email and password used in MyPortal system.



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



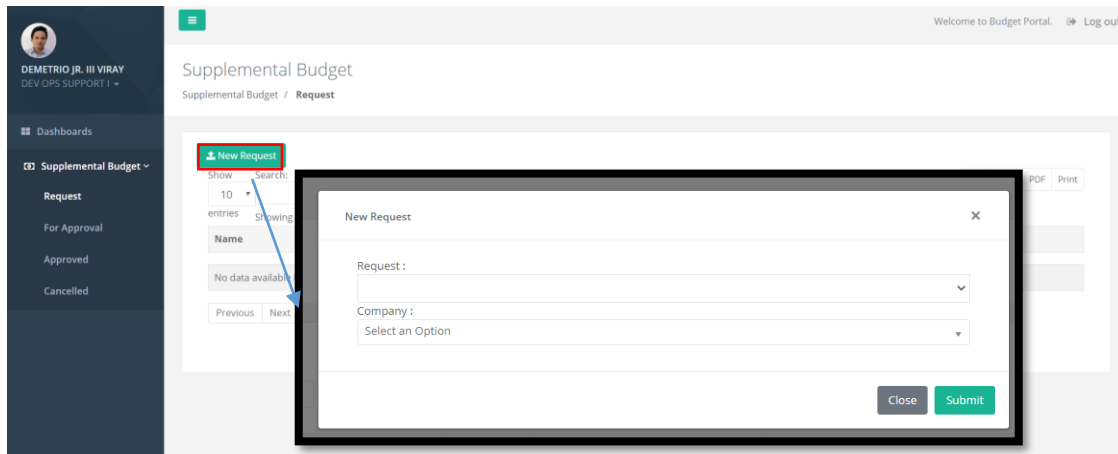
4. Click “New Request” button to file supplemental budget. Also in this tab you can view all pending requests.

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.

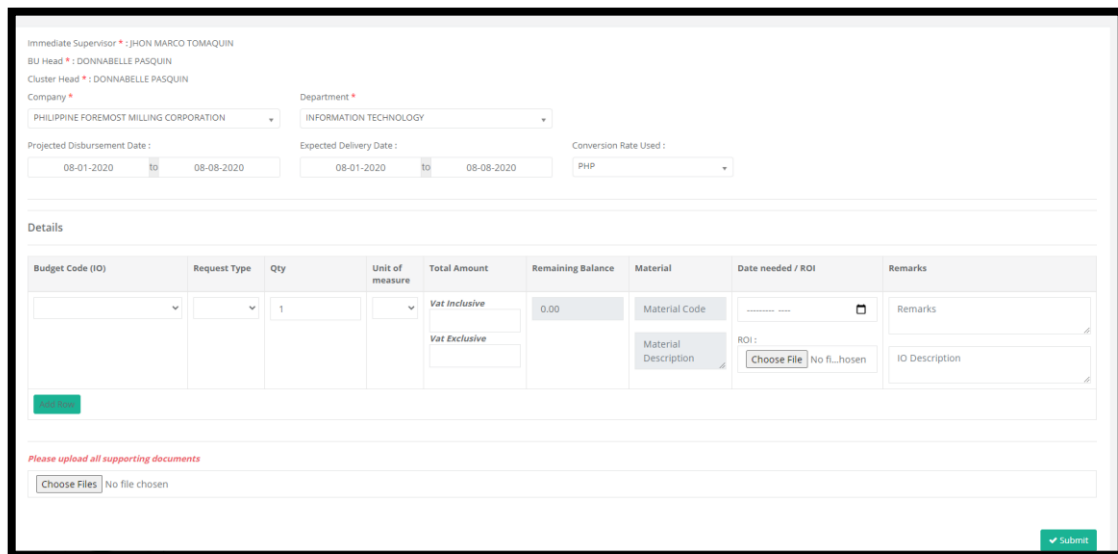


The screenshot shows the 'Supplemental Budget' page with a sidebar menu. A red box highlights the 'New Request' button, and a blue arrow points to the 'New Request' modal form. The modal form contains the following fields:

- Request: (Dropdown menu)
- Company: (Dropdown menu with 'Select an Option' text)
- Buttons: Close, Submit

5. No endorsement needed.

5.1 SAP



The screenshot shows the SAP form with the following sections:

- Header Information:**
 - Immediate Supervisor: JHON MARCO TOMAQUIN
 - BU Head: DONNABELLE PASQUIN
 - Cluster Head: DONNABELLE PASQUIN
 - Company: PHILIPPINE FOREMOST MILLING CORPORATION
 - 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 Table:**

Budget Code (IO)	Request Type	Qty	Unit of measure	Total Amount	Remaining Balance	Material	Date needed / ROI	Remarks
		1		Vat Inclusive	0.00	Material Code		Remarks
				Vat Exclusive		Material Description	ROI: Choose File No fl_hosen	IO Description
- Footer:**
 - Please upload all supporting documents
 - Choose Files No file chosen
 - 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

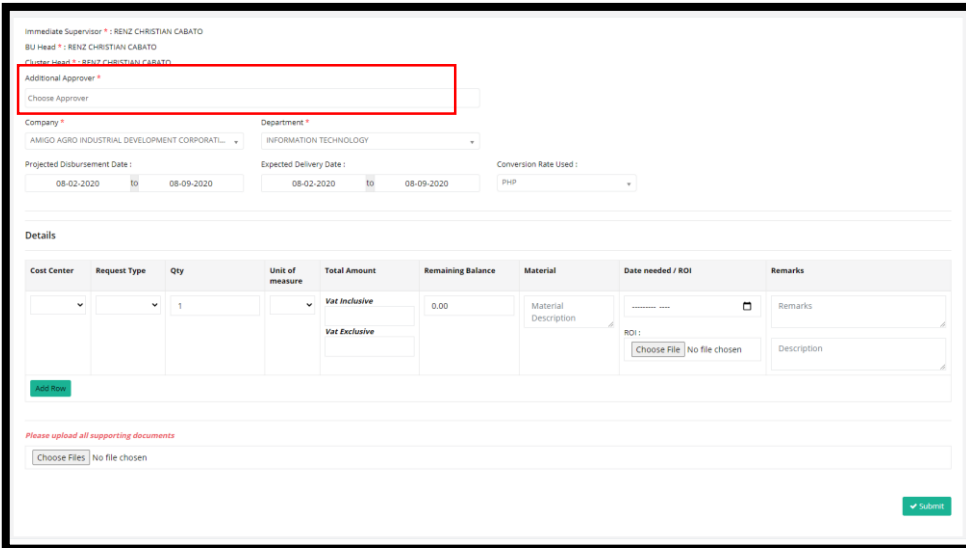
Add Row

Please upload all supporting documents
Choose Files No file chosen

Submit

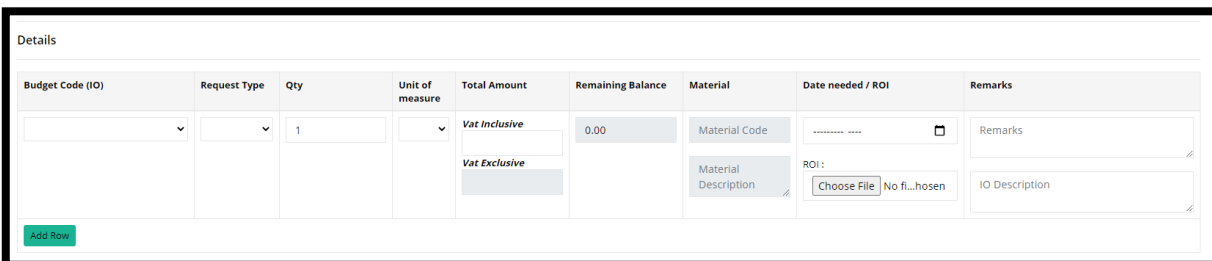
System Procedure

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:

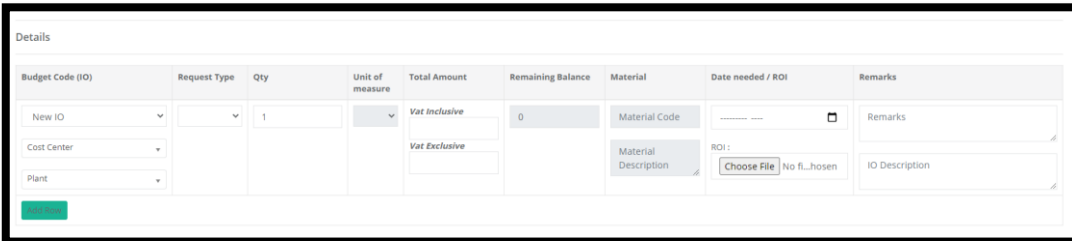
- quantity
- unit of measure
- total amount
- remaining balance
- date needed (year and month)
- ROI attachment

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 'Details' form with the following fields and sections:

- Budget Code (IO)**: A dropdown menu with 'New IO' selected.
- Request Type**: A dropdown menu.
- Qty**: A text input field with '1' entered.
- Unit of measure**: A dropdown menu.
- Total Amount**: A text input field with '0' entered.
- Remaining Balance**: A text input field.
- Material**: A section with 'Material Code' and 'Material Description' fields.
- Date needed / ROI**: A text input field with a calendar icon.
- Remarks**: A text area.
- Vat Inclusive/Exclusive**: Two text input fields.
- Material Code**: A text input field.
- Material Description**: A text input field.
- ROI**: A text input field with a 'Choose File' button and the text 'No file chosen'.
- IO Description**: A text input field.

- 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.

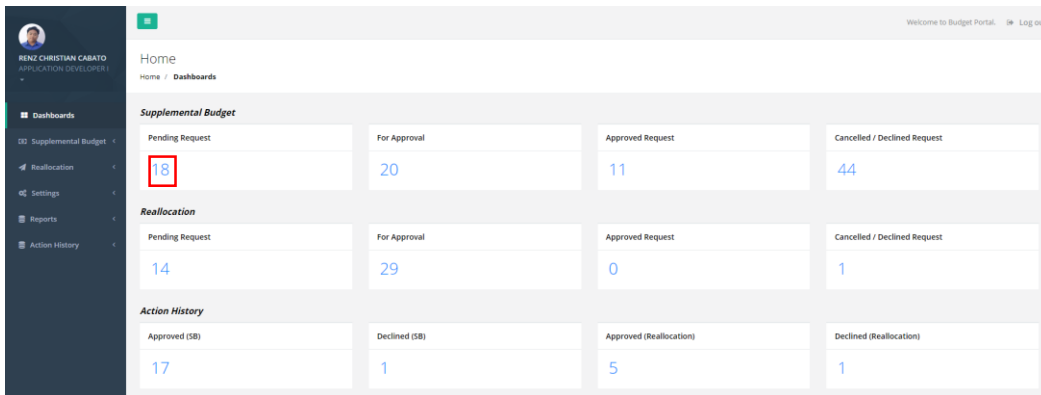
Please upload all supporting documents

Choose Files No file chosen

Scenario

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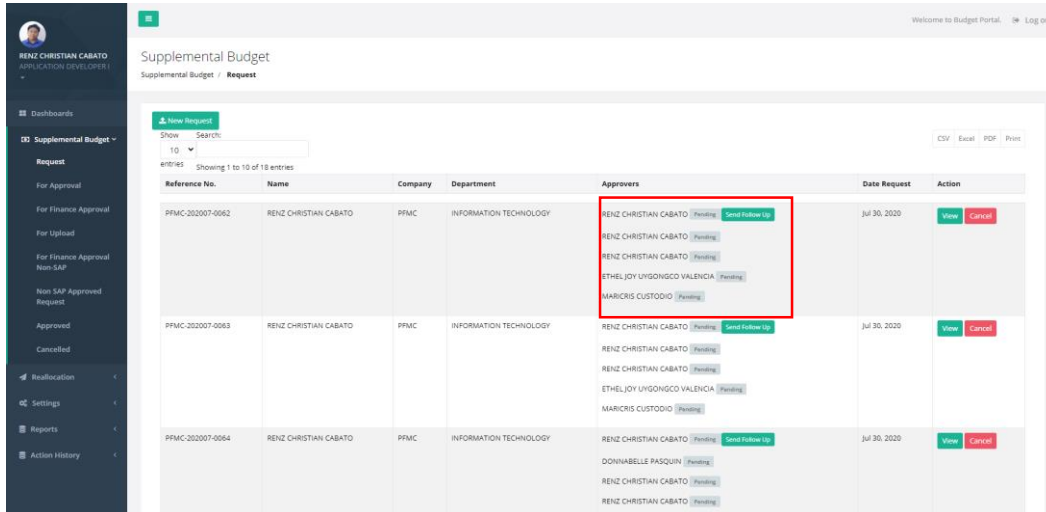
1. Go to dashboard then click the number under “Pending Request”.



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:

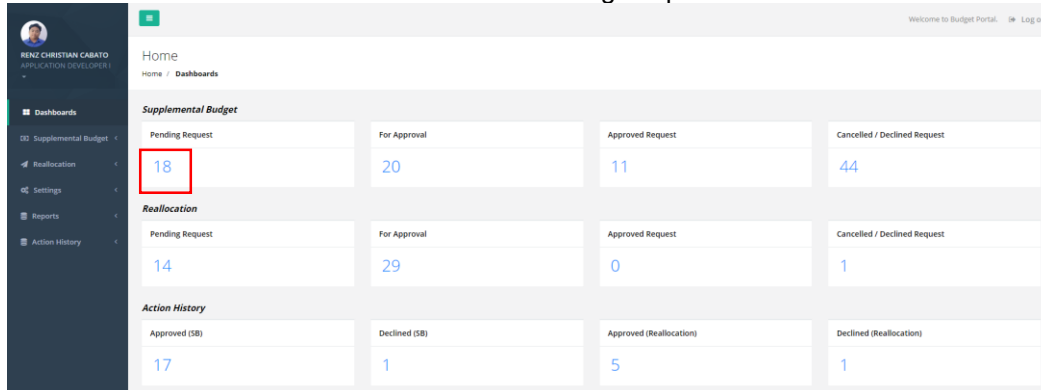
Reference No.	Name	Company	Department	Approvers	Date Request	Action
PRMC-202007-0062	RENZ CHRISTIAN CABATO	PRMC	INFORMATION TECHNOLOGY	RENZ CHRISTIAN CABATO (Pending) Send Follow Up RENZ CHRISTIAN CABATO (Pending) RENZ CHRISTIAN CABATO (Pending) ETHEL JOY UYONGGOD VALENCA (Pending) MARICRIS CUSTODIO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

System Procedure

Scenario

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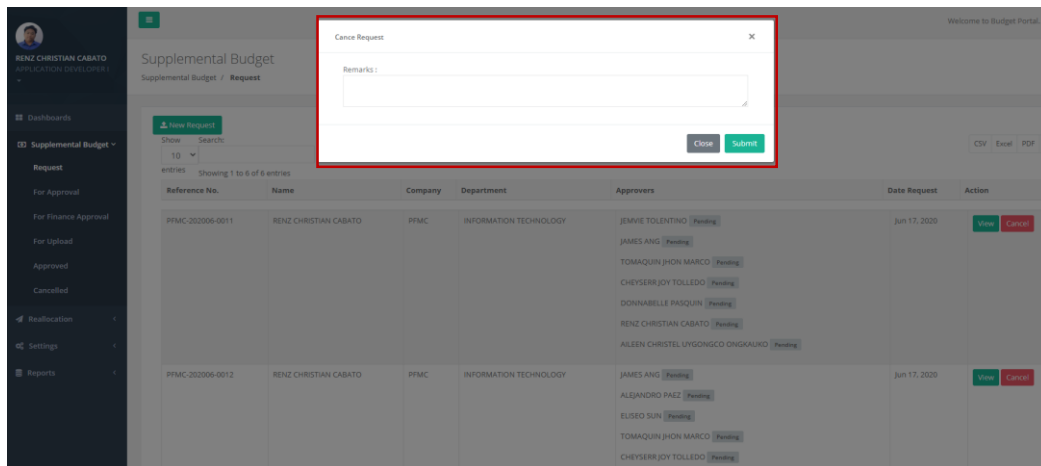
1. Go to dashboard then click the number under “Pending Request”.



The dashboard shows the following counts:

Category	Pending Request	For Approval	Approved Request	Cancelled / Declined Request
Supplemental Budget	18	20	11	44
Reallocation	14	29	0	1
Action History	Approved (58): 17	Declined (58): 1	Approved (Reallocation): 5	Declined (Reallocation): 1

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



The 'Cancel Request' dialog box is shown with a 'Remarks' field and 'Close' and 'Submit' buttons. The background shows the 'Supplemental Budget' table with the following data:

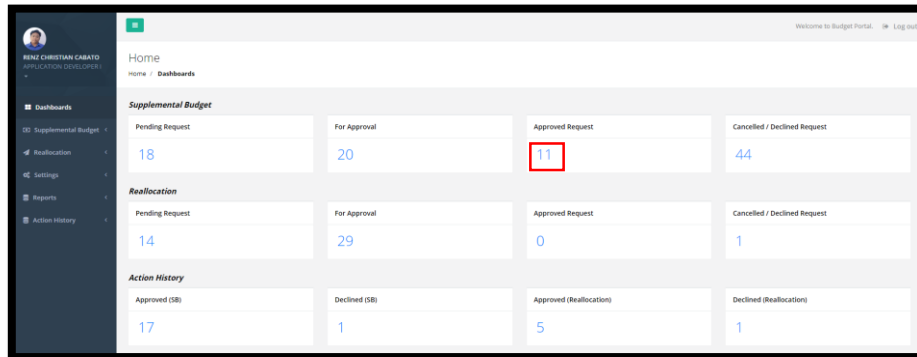
Reference No.	Name	Company	Department	Approvers	Date Request	Action
PFMC-202006-0011	RENZ CHRISTIAN CABATO	PFMC	INFORMATION TECHNOLOGY	JEMIE TOLENTINO (Pending) JAMES ANO (Pending) TOMASQUIN JHON MARCO (Pending) CHEYSERRJOY TOLLEDO (Pending) DONNABELLE PASQUIN (Pending) RENZ CHRISTIAN CABATO (Pending) AILEEN CHRISTEL UYONGCO ONGKAURO (Pending)	Jun 17, 2020	View Cancel
PFMC-202006-0012	RENZ CHRISTIAN CABATO	PFMC	INFORMATION TECHNOLOGY	JAMES ANO (Pending) ALEJANDRO PAEZ (Pending) ELISEO SUN (Pending) TOMASQUIN JHON MARCO (Pending) CHEYSERRJOY TOLLEDO (Pending)	Jun 17, 2020	View Cancel

System Procedure

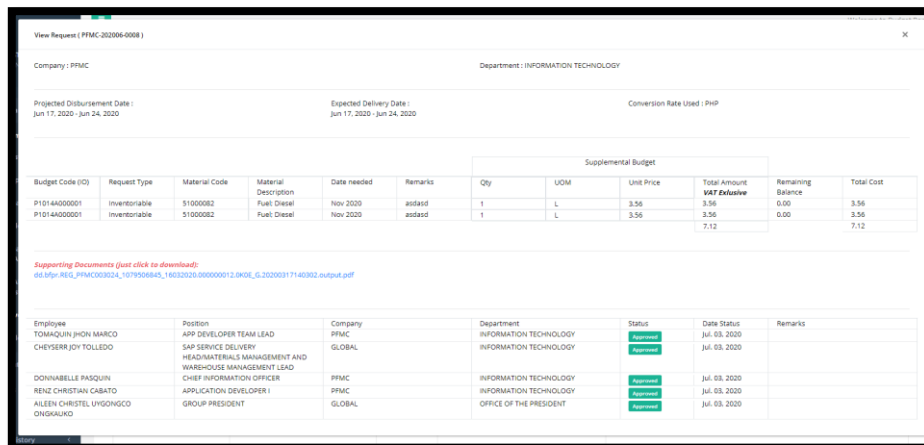
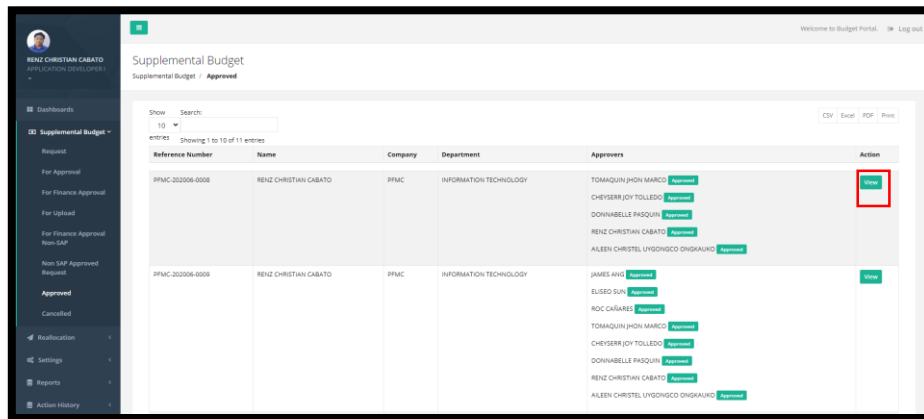
Scenario

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.

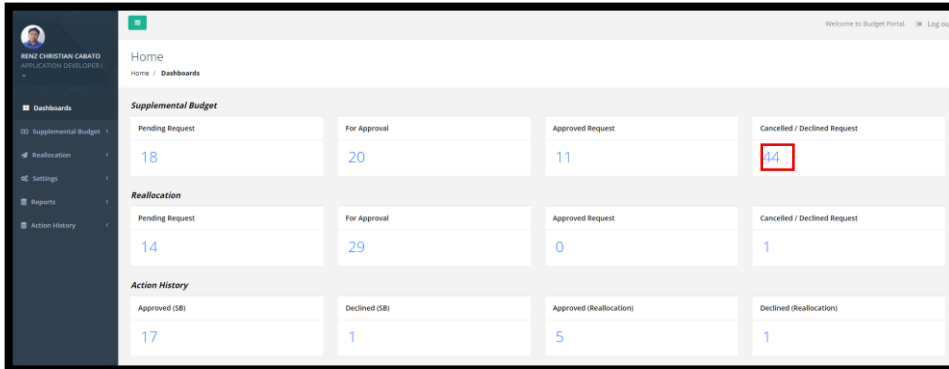


System Procedure

Scenario

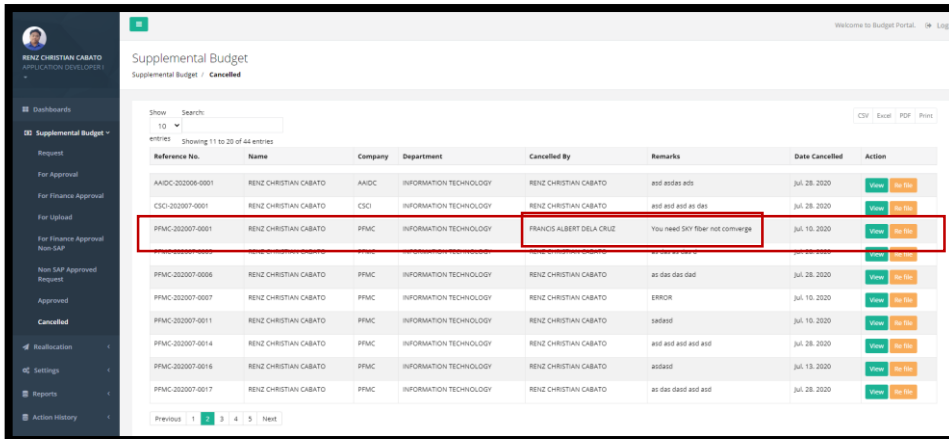
Description	View Cancelled/Declined Request (All Roles)	Scenario No.	5
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1. Go to dashboard then click the number under Cancel Request(SB)



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.



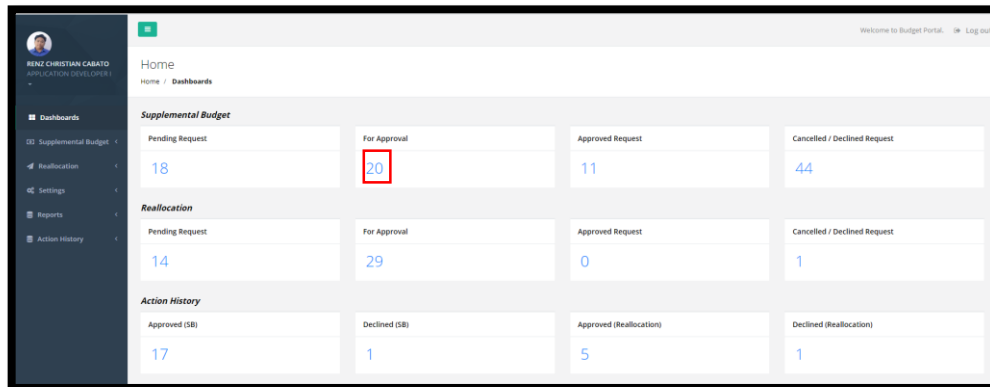
Reference No.	Name	Company	Department	Cancelled By	Remarks	Date Cancelled	Action
AAIDC-202006-0001	RENZ CHRISTIAN CABATO	AAIDC	INFORMATION TECHNOLOGY	RENZ CHRISTIAN CABATO	and asdas asdf	Jul. 28, 2020	View No file
CSO-202007-0001	RENZ CHRISTIAN CABATO	CSO	INFORMATION TECHNOLOGY	RENZ CHRISTIAN CABATO	and asdf and as daf	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	as daf daf daf	Jul. 28, 2020	View No file
PPMAC-202007-0006	RENZ CHRISTIAN CABATO	PPMAC	INFORMATION TECHNOLOGY	RENZ CHRISTIAN CABATO	as daf daf daf	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	safdsaf	Jul. 10, 2020	View No file
PPMAC-202007-0014	RENZ CHRISTIAN CABATO	PPMAC	INFORMATION TECHNOLOGY	RENZ CHRISTIAN CABATO	as daf and as daf	Jul. 28, 2020	View No file
PPMAC-202007-0016	RENZ CHRISTIAN CABATO	PPMAC	INFORMATION TECHNOLOGY	RENZ CHRISTIAN CABATO	as daf	Jul. 13, 2020	View No file
PPMAC-202007-0017	RENZ CHRISTIAN CABATO	PPMAC	INFORMATION TECHNOLOGY	RENZ CHRISTIAN CABATO	as daf daf and as daf	Jul. 28, 2020	View No file

System Procedure

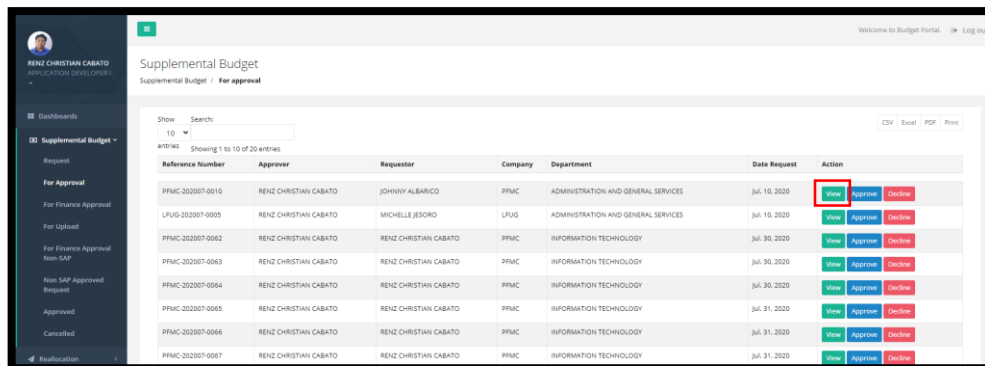
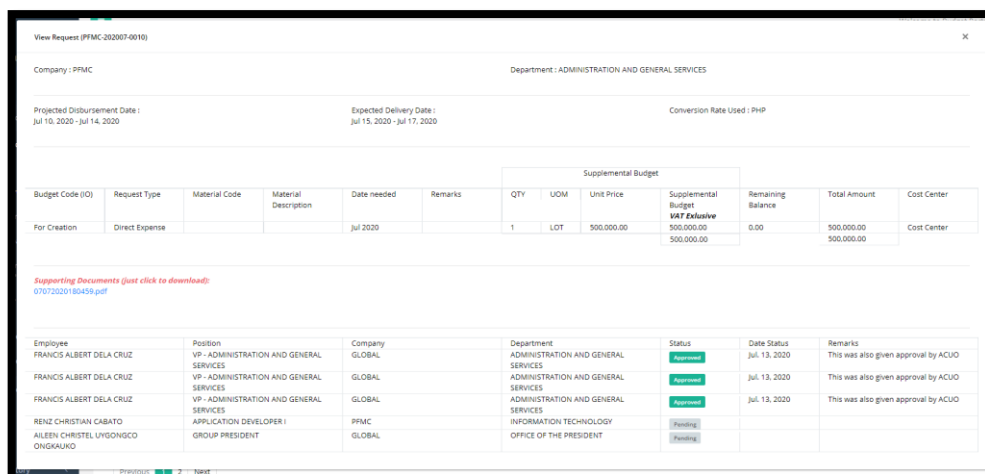
Scenario

Description	Approve/Decline (for Dept. Heads Role)	Scenario No.	6
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1. Go to dashboard then click number under “For Approval”.



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

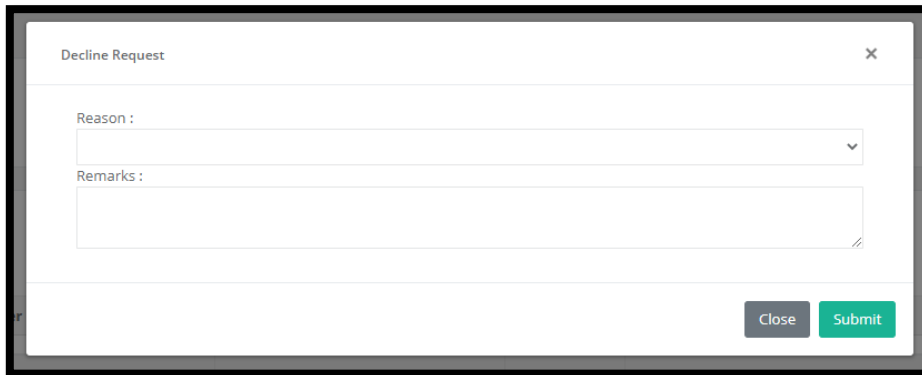



System Procedure

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

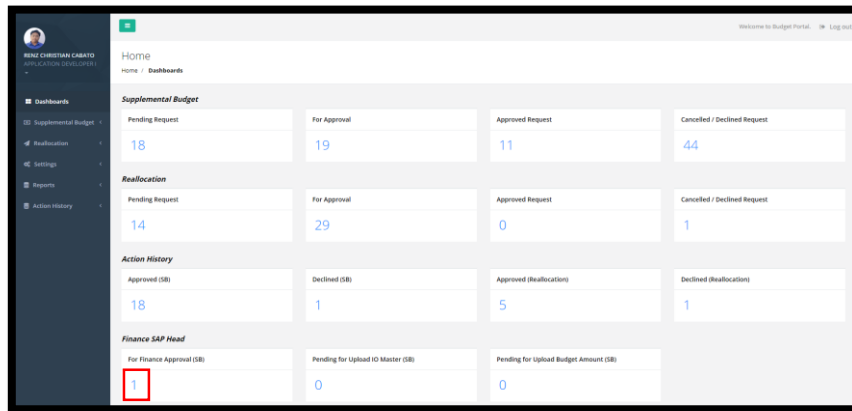
Description

Approve/Decline (Finance Role on BU using SAP)

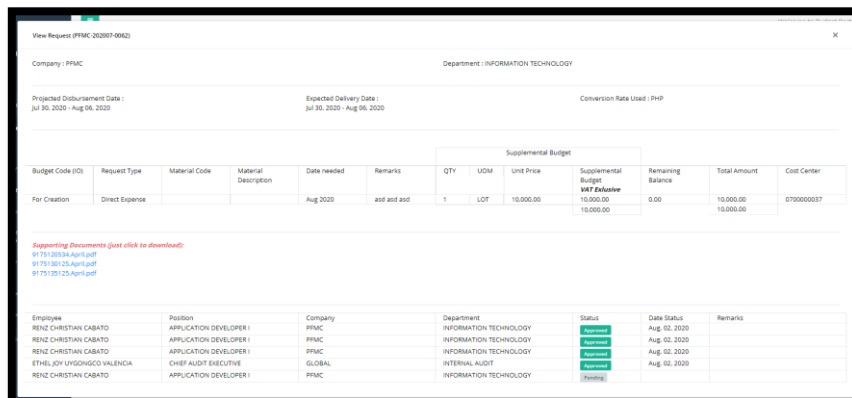
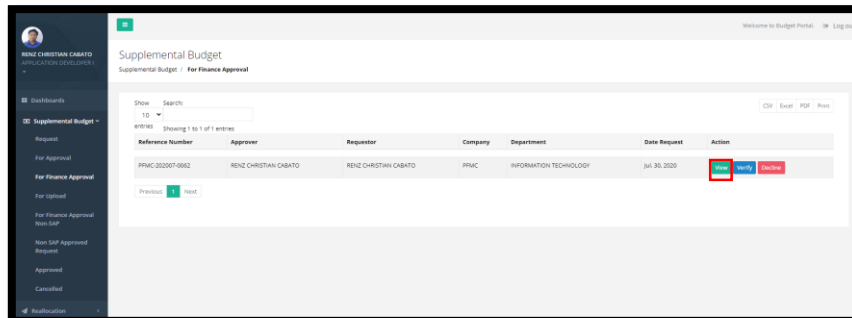
Scenario No.

7

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

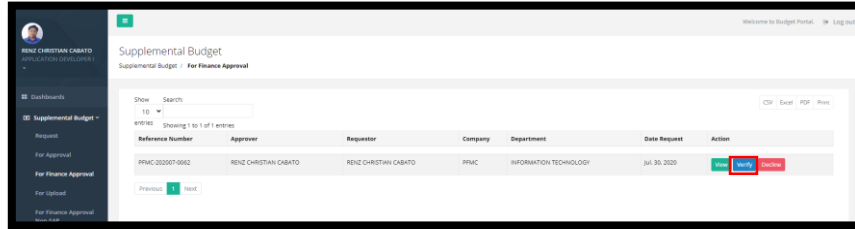


2. Click "View" to see details of request.



System Procedure

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



Supplemental Budget
Supplemental Budget / For Finance Approval

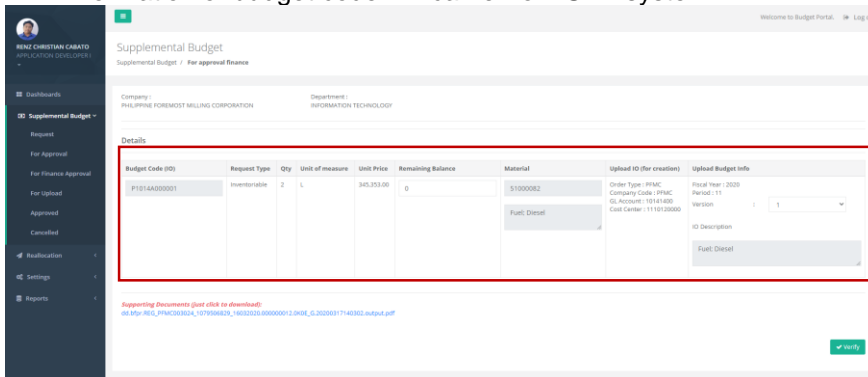
Show: 10
Showing 1 to 1 of 1 entries

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

Previous 1 Next

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.



Supplemental Budget
Supplemental Budget / For approval finance

Company: PHILIPPINE FOREMOST MILLING CORPORATION
Department: INFORMATION TECHNOLOGY

Details

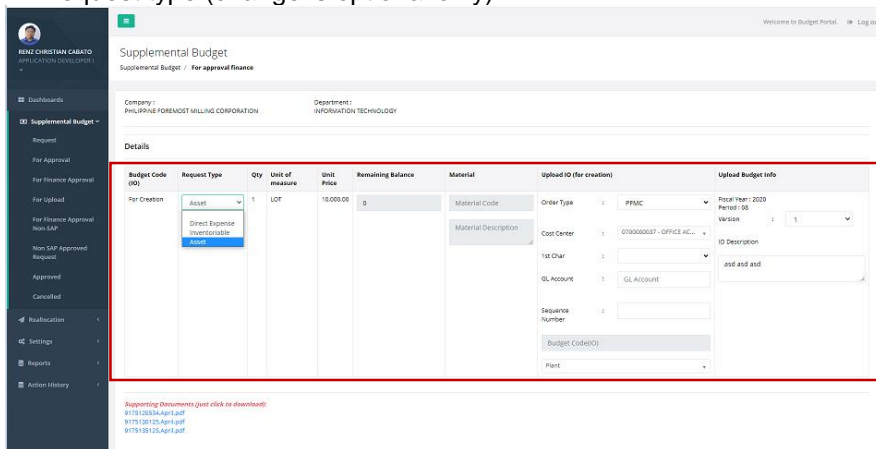
Budget Code (IO)	Request Type	Qty	Unit of measure	Unit Price	Remaining Balance	Material	Upload IO (for creation)	Upload Budget Info
P1014A000001	Inventoryable	2	L	345,000.00	0	S1000002 Fuel, Diesel	Order Type: PPAC Company Code: PPAC GL Account: 10141000 Cost Center: 111010000	Period Year: 2020 Period: 11 Version: 1 ID Description: Fuel, Diesel

Supporting Documents (just click to download):
[10141000-PPAC-202007-0062-10141000-202007-0062-10141000.pdf](#)

[Verify](#)

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)



Supplemental Budget
Supplemental Budget / For approval finance

Company: PHILIPPINE FOREMOST MILLING CORPORATION
Department: INFORMATION TECHNOLOGY

Details

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 Company Code: PPAC Cost Center: 010000037 - OFFICE AC... 1st Char: 1 GL Account: 1 Sequence Number: 1 Budget Code (IO): Plant:	Period Year: 2020 Period: 06 Version: 1 ID Description: and and and

Supporting Documents (just click to download):
[91701000-App1.pdf](#)
[91701000-App1.pdf](#)
[91701000-App1.pdf](#)

[Verify](#)

System Procedure

Scenario

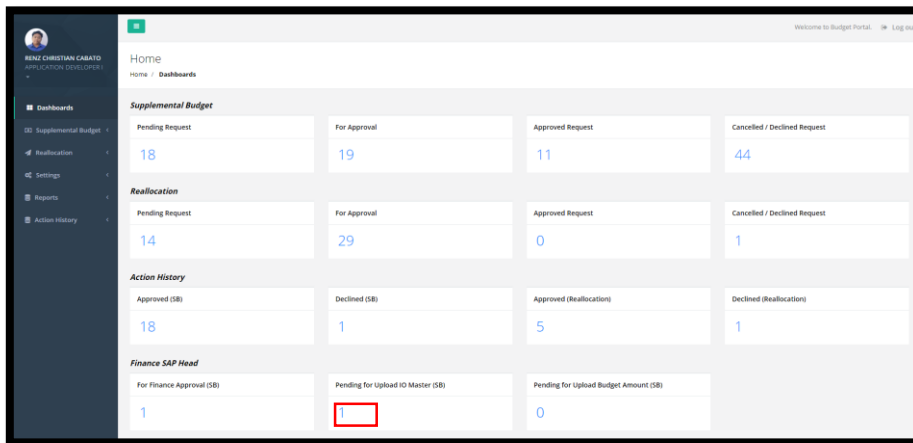
Description

Download Template Upload IO
(Finance Role on BU using SAP)

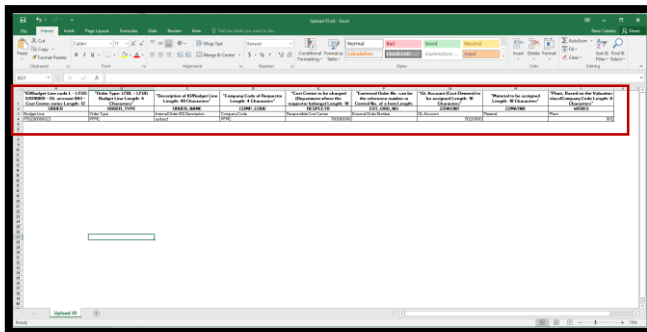
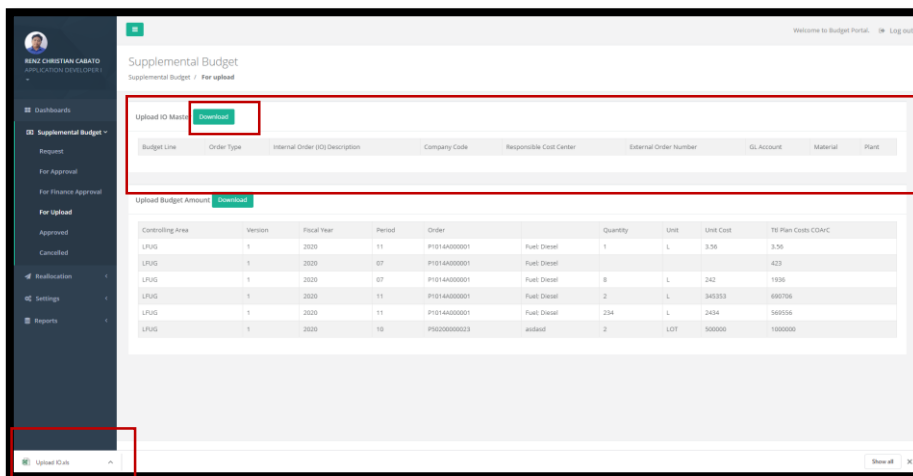
Scenario No.

8

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



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

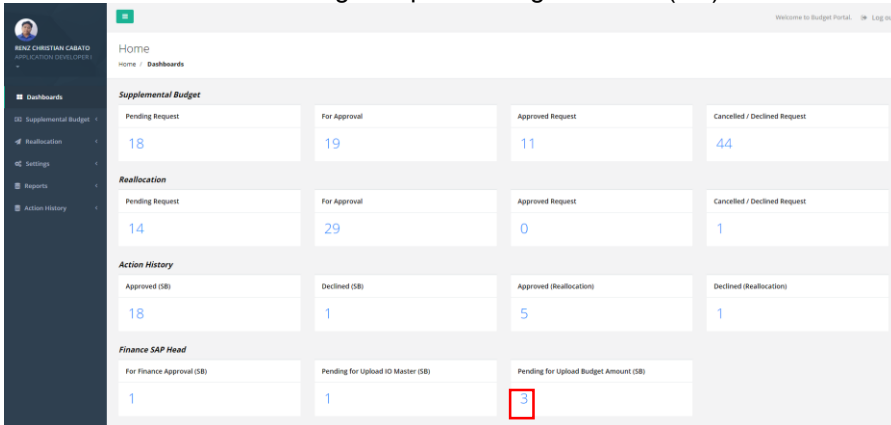


System Procedure

Scenario

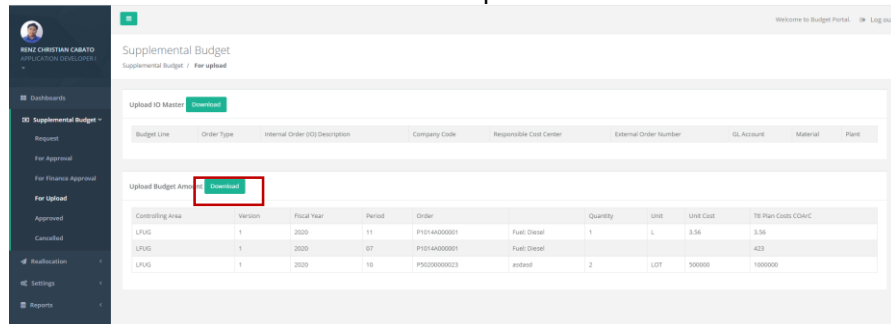
Description	Download Template Upload Budget Amount (Finance Role on BU using SAP)	Scenario No.	9
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- Click number under “Pending for upload Budget Amount(SB)

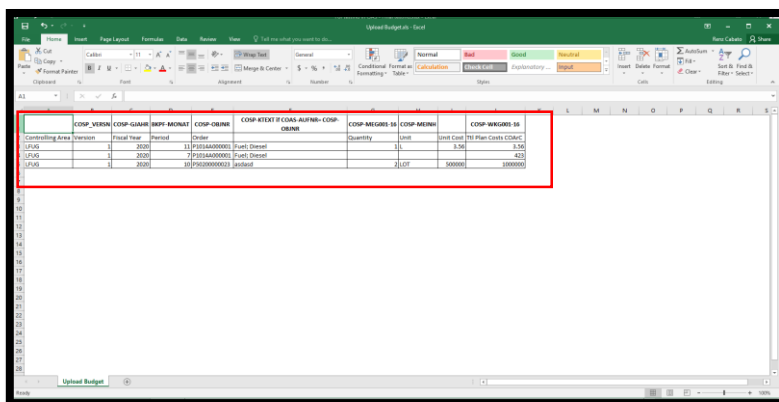


The screenshot shows the 'Supplemental Budget' dashboard. Under the 'Finance SAP Head' section, the 'Pending for Upload Budget Amount (SB)' link is highlighted with a red box.

- Click the download to extract it from the portal.



The screenshot shows the 'Supplemental Budget' page. The 'Upload Budget Amount' table is visible, and the 'Download' button is highlighted with a red box.



The screenshot shows an Excel spreadsheet with the following table structure:

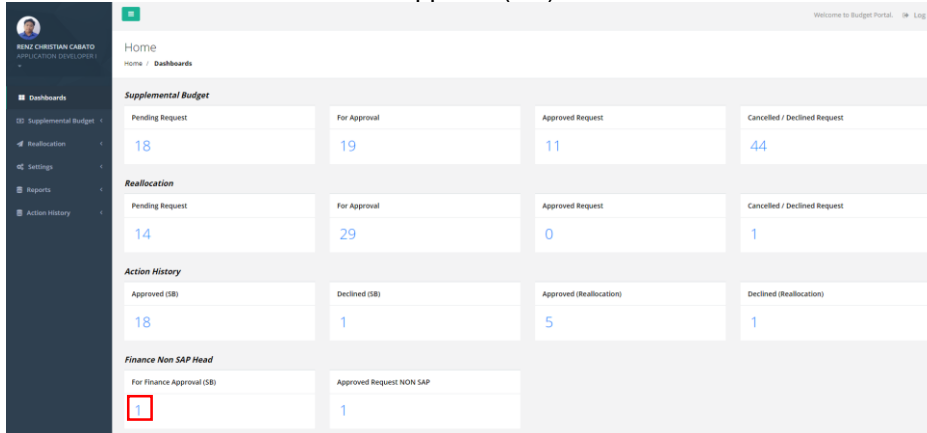
COSP_VERSION	COSP_GIAIR	COPI-MONET	COPI-ORINE	COPI-TEXT-PCOM-ALPHAB-CON-ORINE	COPI-MONET-SB	COPI-MONET	COPI-WIGRES-SB
Controlling Area	Version	Fiscal Year	Period	Order	Quantity	Unit	Unit Cost
LFUS	1	2020	11	P1014A000001	1	L	3.56
LFUS	1	2020	07	P1014A000001	1	L	423
LFUS	1	2020	10	P502000000023	2	LOT	500000

System Procedure

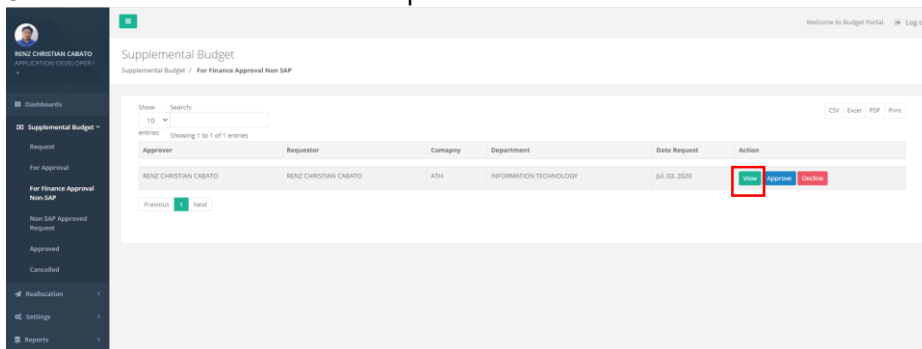
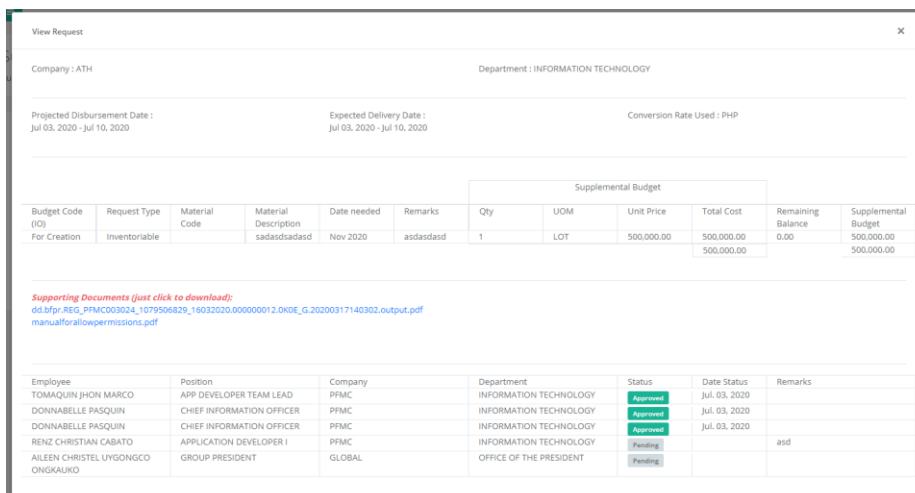
Scenario

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)”



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

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

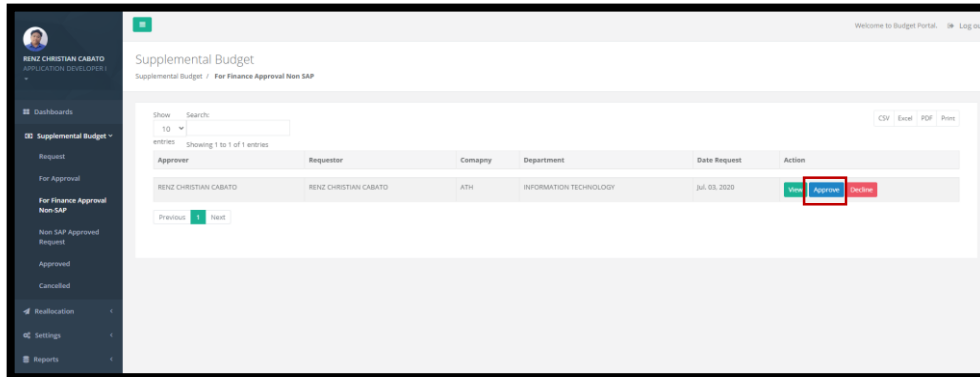
Budget Code (IO)	Request Type	Material Code	Material Description	Date needed	Remarks	Qty	UOM	Unit Price	Total Cost	Remaining Balance	Supplemental Budget
For Creation	Inventoriable		sadasdsad	Nov 2020	asdasd	1	LOT	500,000.00	500,000.00	0.00	500,000.00

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 CHRISTEL UYONGCO	GROUP PRESIDENT	GLOBAL	OFFICE OF THE PRESIDENT	Pending		

System Procedure

3. Click “Approve” to approve request.

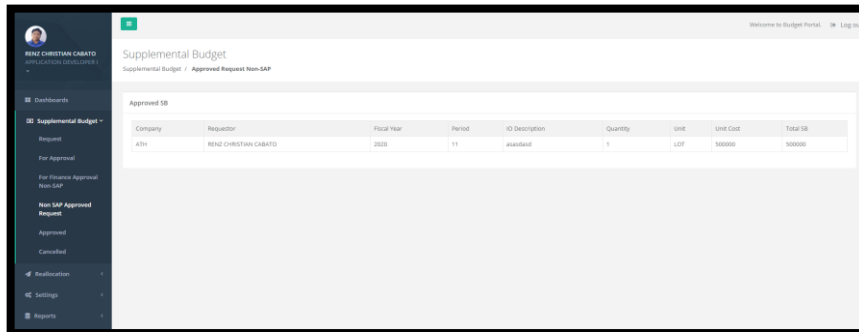
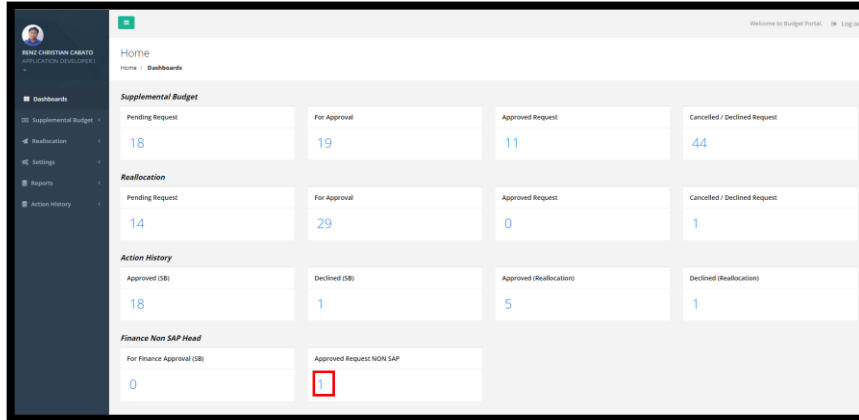


System Procedure

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

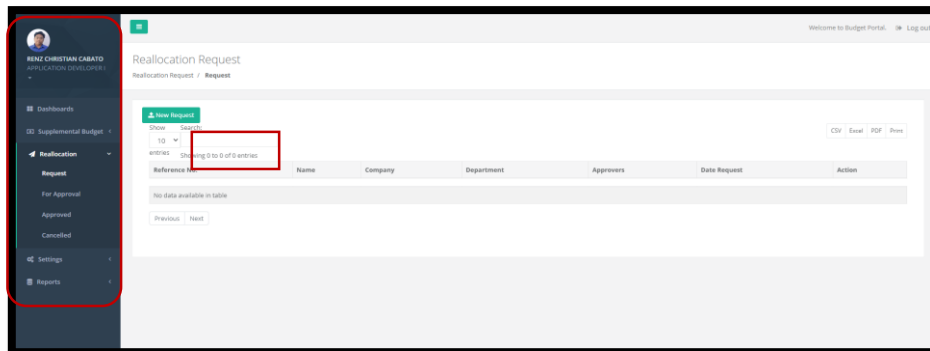
Description

Request Re Allocation(SAP company only)

Scenario No.

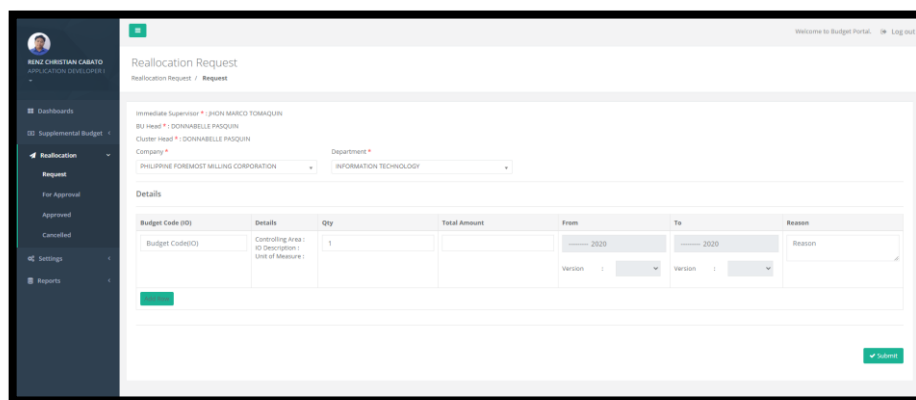
12

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

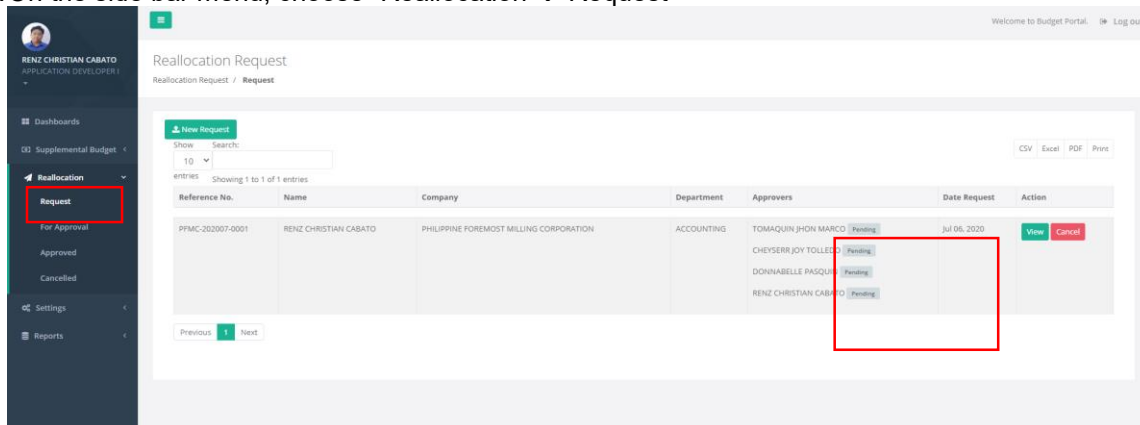
Description

View status of request

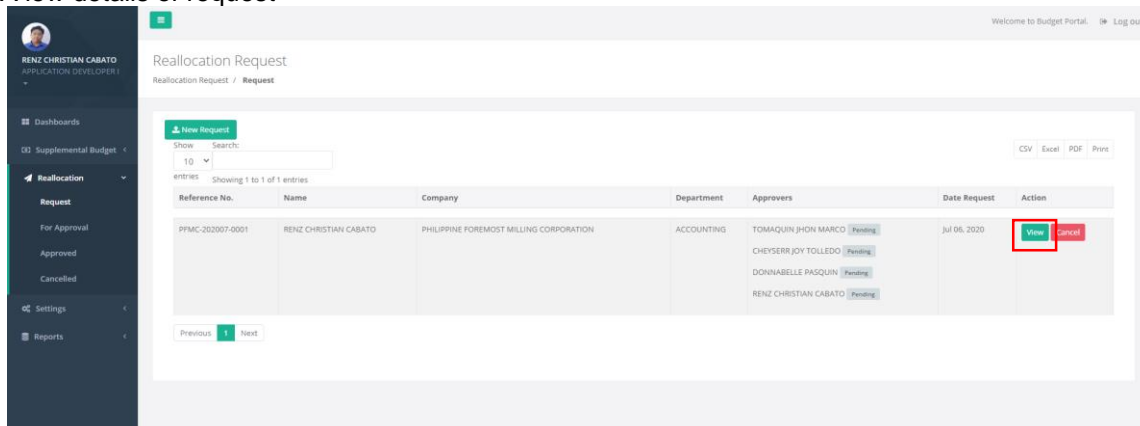
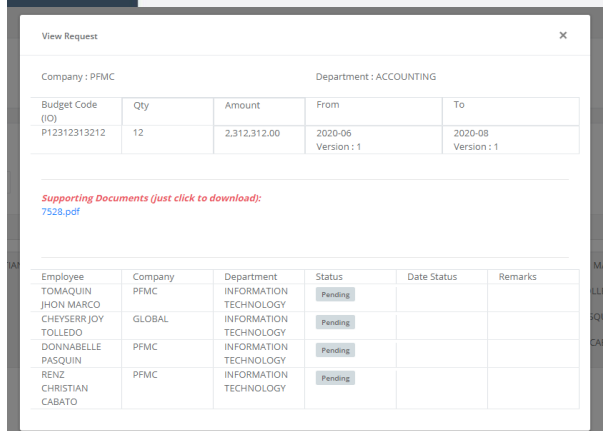
Scenario No.

13

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



2. View details of request

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

System Procedure

Scenario

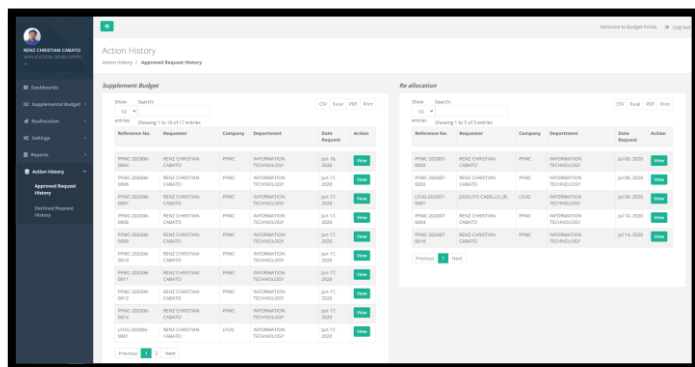
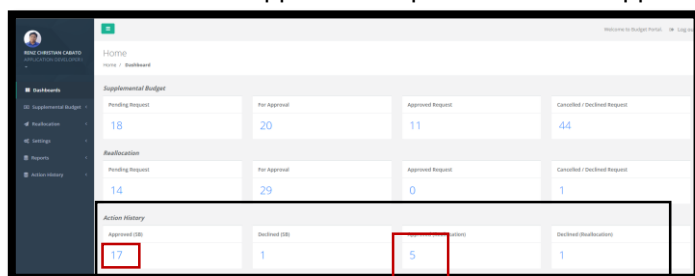
Description

View all your Action History
(Approver)

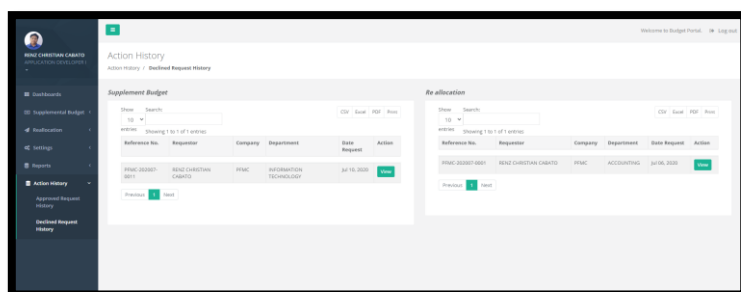
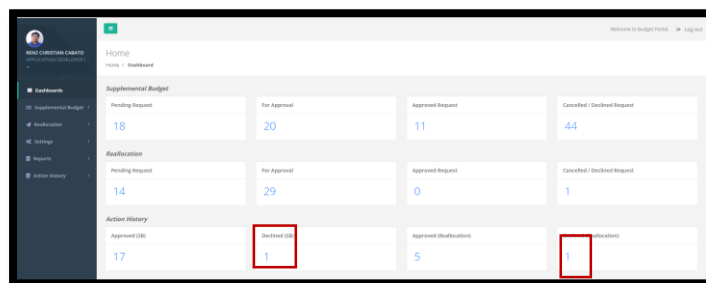
Scenario No.

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).

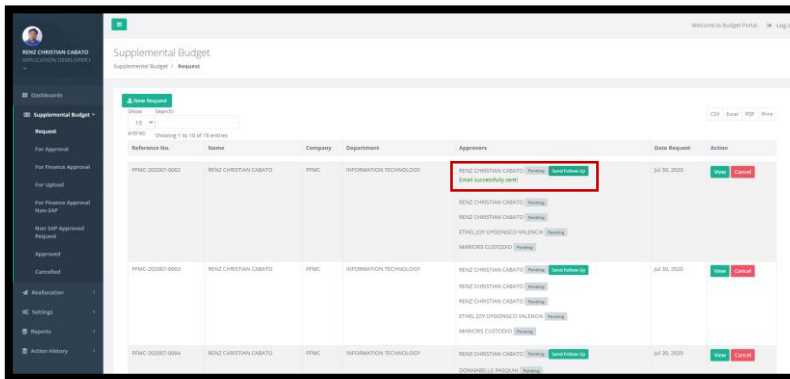
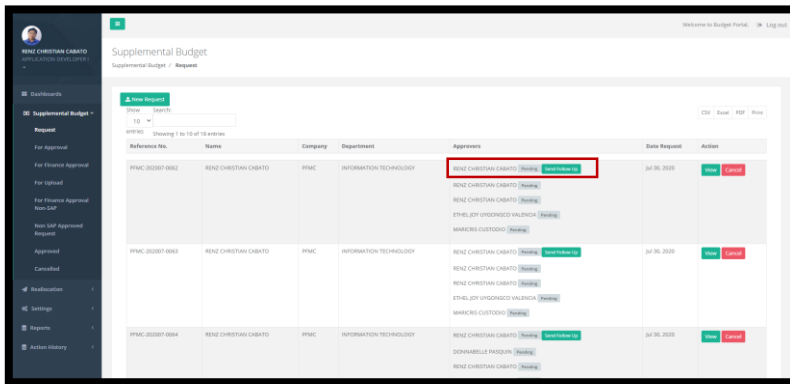
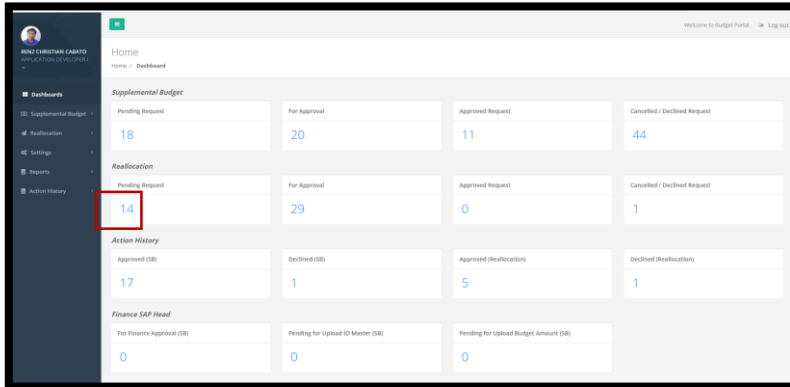


System Procedure

Scenario

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

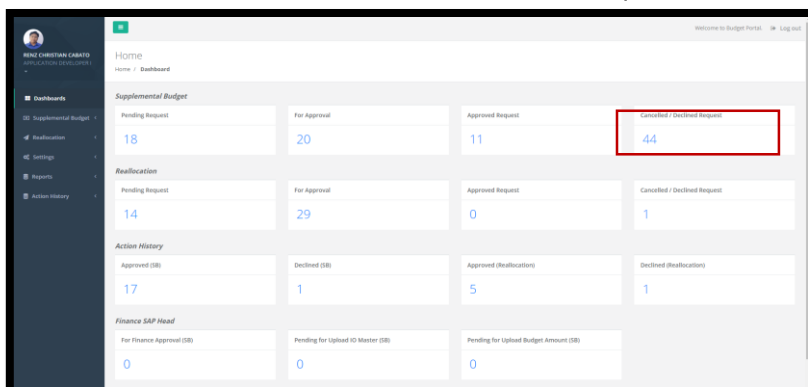


System Procedure

Scenario

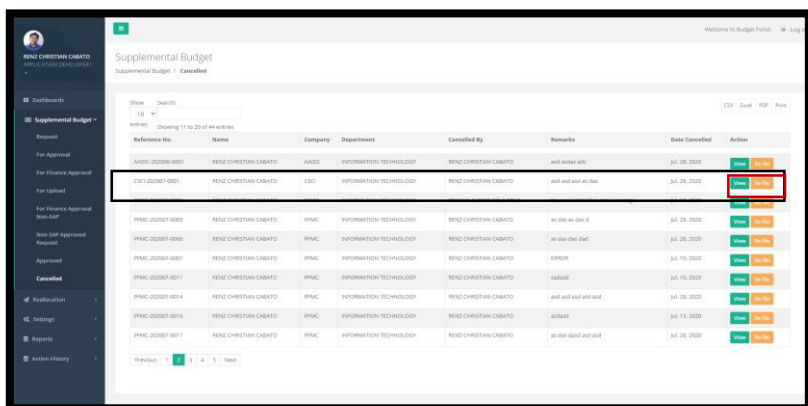
Description	Refile Declined Request	Scenario No.	15
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1. Go to Dashboard and click “Cancelled / Declined Request”.



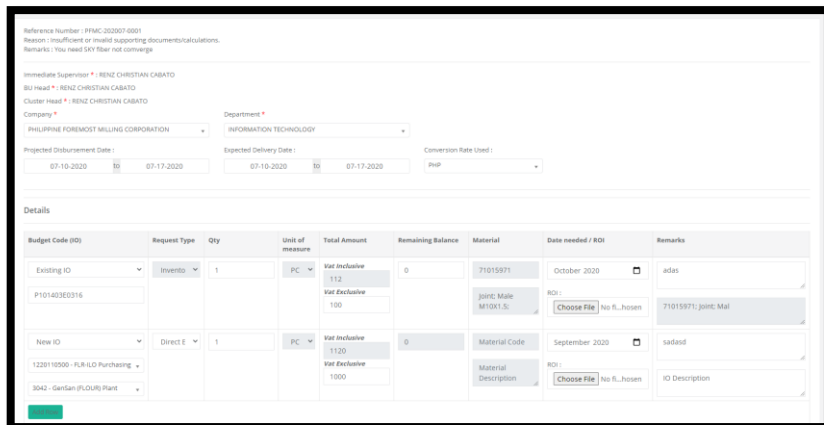
The dashboard shows various budget request counts. The 'Cancelled / Declined Request' tab is highlighted with a red box, showing a count of 44. Other tabs include Pending Request (18), For Approval (20), Approved Request (11), and Reallocated (14).

2. Click “Refile”.



The 'Cancelled' tab displays a list of budget requests. The 'Refile' button is highlighted with a red box. The table shows columns for 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 'Details' form shows the budget request details, including Reference Number, Reason, Immediate Supervisor, BU Head, Cluster Head, Company, Department, Projected Disbursement Date, Expected Delivery Date, and Conversion Rate Used. The 'Submit' button is highlighted with a red box.

-END-