

Business Process

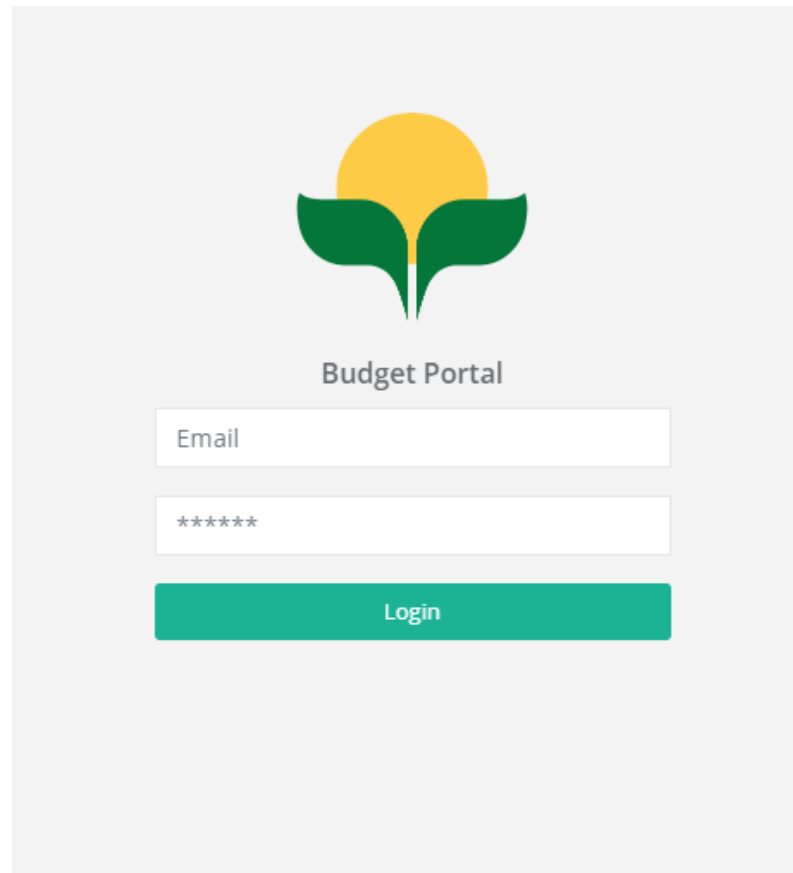
Name Supplemental Budget Request

Scenario

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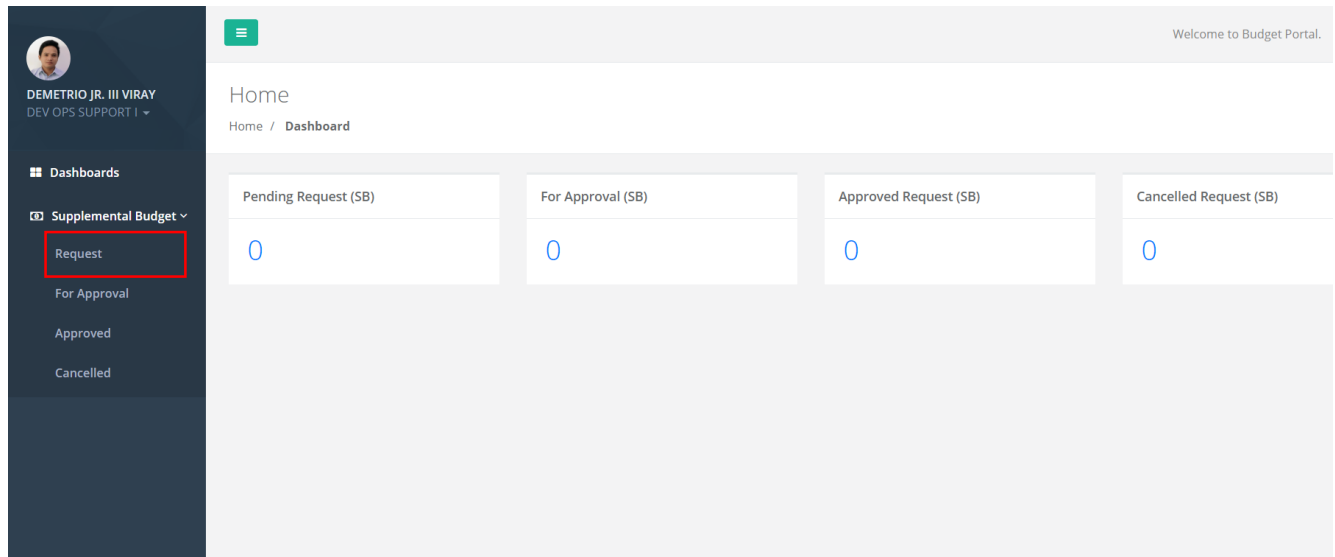
Procedure

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.



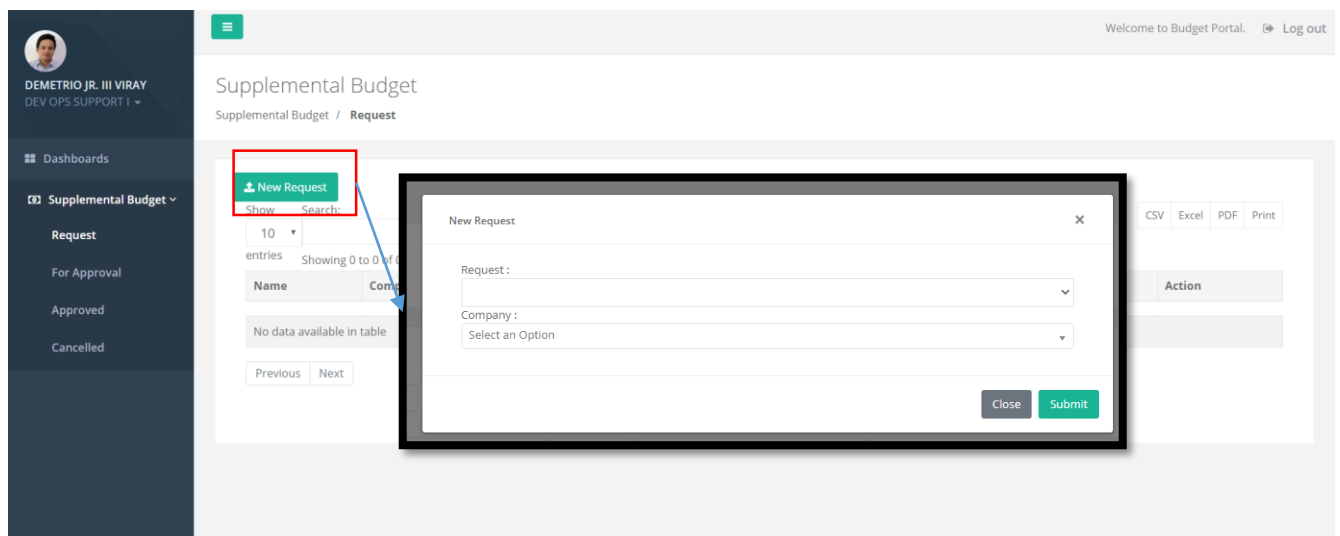
Procedure

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



- 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 if the company selected is SAP based or Not.



Procedure

5. Request for my company - SAP

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

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

Projected Disbursement Date : 07-02-2020 to 07-09-2020 Expected Delivery Date : 07-02-2020 to 07-09-2020 Conversion Rate Used : ₱ PHP

Details

Budget Code (IO)	Request Type	Qty	Unit of measure	Unit Price	Remaining Balance	Material	Date needed / RIO	Remarks
		1			0.00	Material Code		Remarks
						Material Description	RIO : Choose File No fl_hosen	IO Description

Please upload all supporting documents

Choose Files No file chosen

Submit

- For Non SAP

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

Company * : AMIGO TERRACE HOTEL Department * : INFORMATION TECHNOLOGY

Projected Disbursement Date : 07-02-2020 to 07-09-2020 Expected Delivery Date : 07-02-2020 to 07-09-2020 Conversion Rate Used : ₱ PHP

Details

Request Type	Qty	Unit of measure	Unit Price	Remaining Balance	Material	Date needed / RIO	Remarks
	1			0.00	Material Description		Remarks
						RIO : Choose File No file chosen	IO Description

Please upload all supporting documents

Choose Files No file chosen

Submit

Procedure

6. Need endorsement

Note : Additional Approval will be required

- SAP

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

Additional Approver *

Choose Approver

Company * PHILIPPINE FOREMOST MILLING CORPORATION Department * INFORMATION TECHNOLOGY

Projected Disbursement Date : 07-02-2020 to 07-09-2020 Expected Delivery Date : 07-02-2020 to 07-09-2020 Conversion Rate Used : P PHP

Details

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

Please upload all supporting documents

Choose Files No file chosen

Submit

- Non SAP

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

Additional Approver *

Choose Approver

Company * AMIGO TERRACE HOTEL Department * INFORMATION TECHNOLOGY

Projected Disbursement Date : 07-02-2020 to 07-09-2020 Expected Delivery Date : 07-02-2020 to 07-09-2020 Conversion Rate Used : P PHP

Details

Request Type	Qty	Unit of measure	Unit Price	Remaining Balance	Material	Date needed / RIO	Remarks
	1			0.00	Material Description		Remarks
						ROI : Choose File No file chosen	IO Description

Please upload all supporting documents

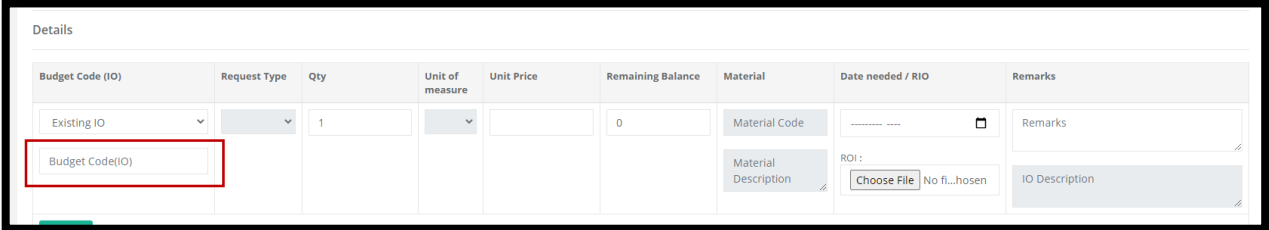
Choose Files No file chosen

Submit

Procedure

7. Request Supplemental Budget for SAP

- Existing IO

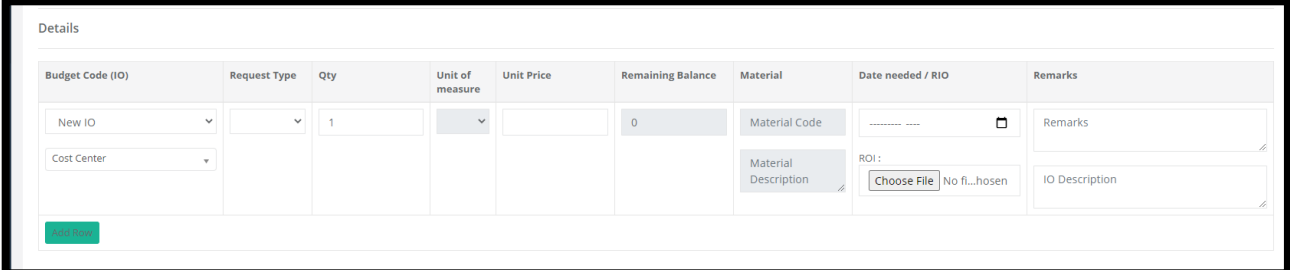


The screenshot shows the 'Details' form for an 'Existing IO' request. The form is divided into several sections: 'Budget Code (IO)', 'Request Type', 'Qty', 'Unit of measure', 'Unit Price', 'Remaining Balance', 'Material', 'Date needed / RIO', and 'Remarks'. The 'Budget Code (IO)' field is highlighted with a red box. The 'Request Type' is set to 'Existing IO'. The 'Qty' is 1, 'Unit of measure' is empty, 'Unit Price' is empty, and 'Remaining Balance' is 0. The 'Material' section includes 'Material Code' and 'Material Description'. The 'Date needed / RIO' section includes a date picker and a 'Choose File' button. The 'Remarks' section includes a text area for 'Remarks' and a text area for 'IO Description'.

- 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



Budget Code (IO)	Request Type	Qty	Unit of measure	Unit Price	Remaining Balance	Material	Date needed / RIO	Remarks
New IO		1			0	Material Code		Remarks
Cost Center						Material Description	ROI: Choose File No file chosen	IO Description

- New IO

- select cost center (Dropdown - required)
- request type(direct expense, asset, inventorable)
- 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)
- Inventorable
 - 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.



Please upload all supporting documents

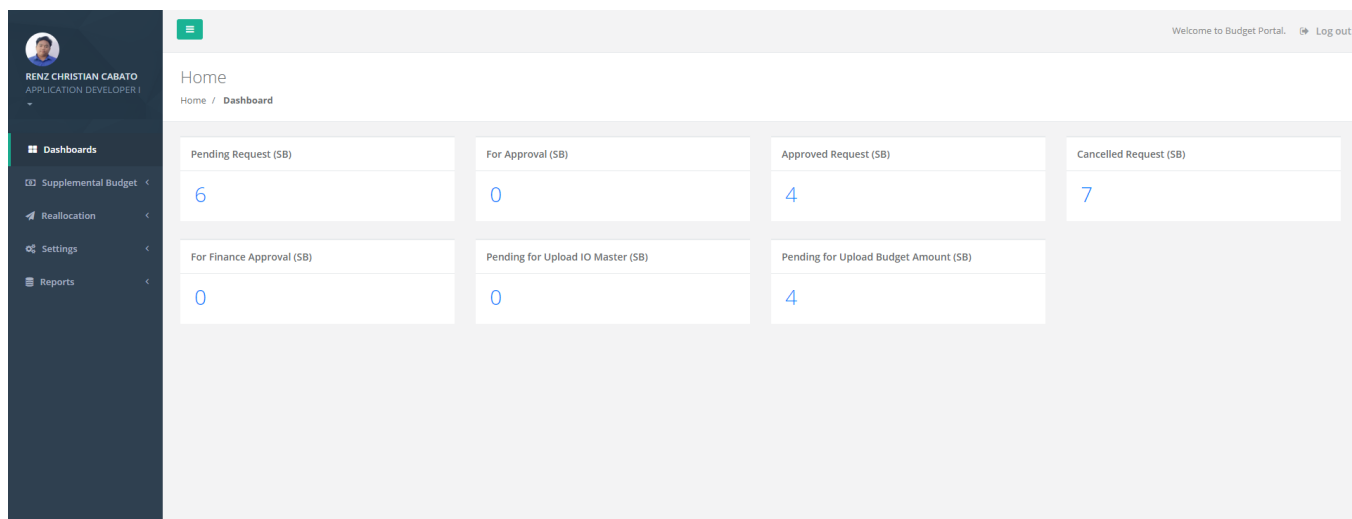
Choose Files No file chosen

Procedure

Scenario

Description	View pending request (All employee)	Scenario No.	2
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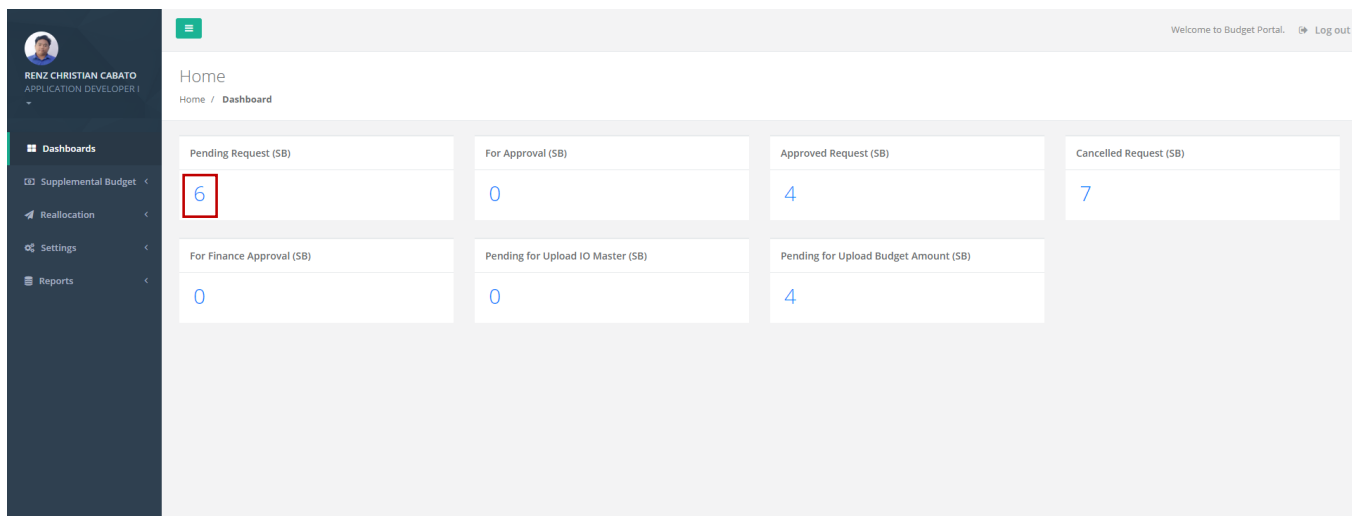
1. Go to dashboard



Home / Dashboard

Pending Request (SB)	For Approval (SB)	Approved Request (SB)	Cancelled Request (SB)
6	0	4	7
For Finance Approval (SB)	Pending for Upload IO Master (SB)	Pending for Upload Budget Amount (SB)	
0	0	4	

2. Click the number of Pending Request(SB)




Home / Dashboard

Pending Request (SB)	For Approval (SB)	Approved Request (SB)	Cancelled Request (SB)
6	0	4	7
For Finance Approval (SB)	Pending for Upload IO Master (SB)	Pending for Upload Budget Amount (SB)	
0	0	4	

Procedure

3. View all pending approvers.



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 / Request

[New Request](#)

Show Search

10 entries Showing 1 to 6 of 6 entries

Reference No.	Name	Company	Department	Approvers	Date Request	Action
PFMC-202006-0011	RENZ CHRISTIAN CABATO	PFMC	INFORMATION TECHNOLOGY	JEMVIE TOLENTINO Pending JAMES ANG Pending TOMAQUIN JHON MARCO Pending CHEYSERR JOY TOLLEDO Pending DONNABELLE PASQUIN Pending RENZ CHRISTIAN CABATO Pending AILEEN CHRISTEL UYGONGCO ONGKALUKO Pending	Jun 17, 2020	View Cancel
PFMC-202006-0012	RENZ CHRISTIAN CABATO	PFMC	INFORMATION TECHNOLOGY	JAMES ANG Pending ALEJANDRO PAEZ Pending ELISEO SUN Pending TOMAQUIN JHON MARCO Pending CHEYSERR JOY TOLLEDO Pending DONNABELLE PASQUIN Pending RENZ CHRISTIAN CABATO Pending AILEEN CHRISTEL UYGONGCO ONGKALUKO Pending	Jun 17, 2020	View Cancel

Procedure

Scenario

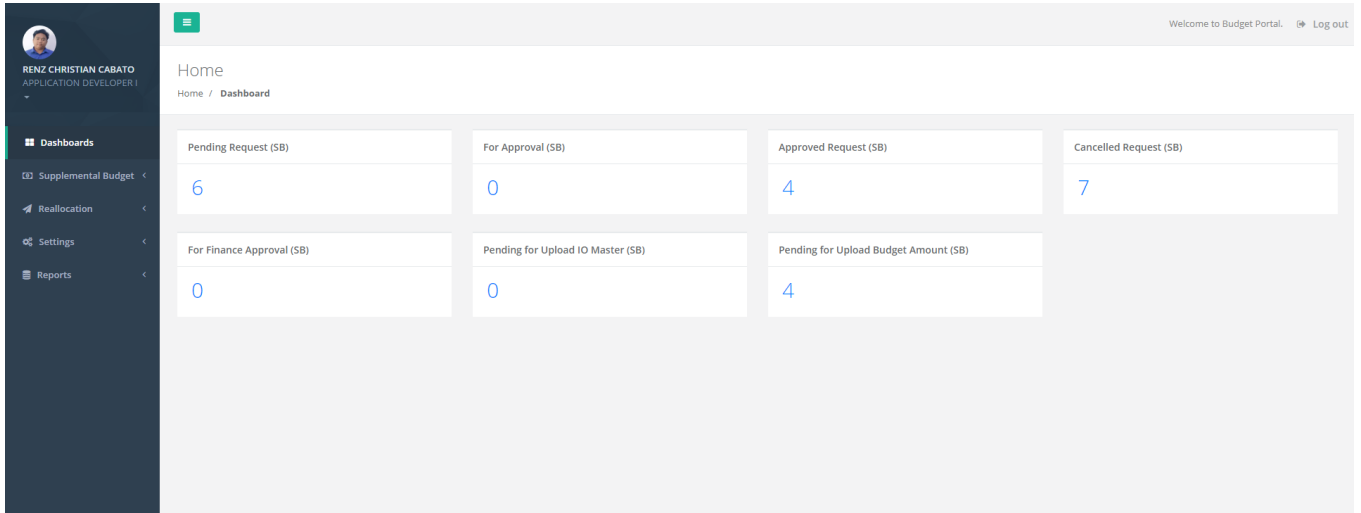
Description

Cancel Request (All employee)

Scenario No.

3

1. Go to dashboard



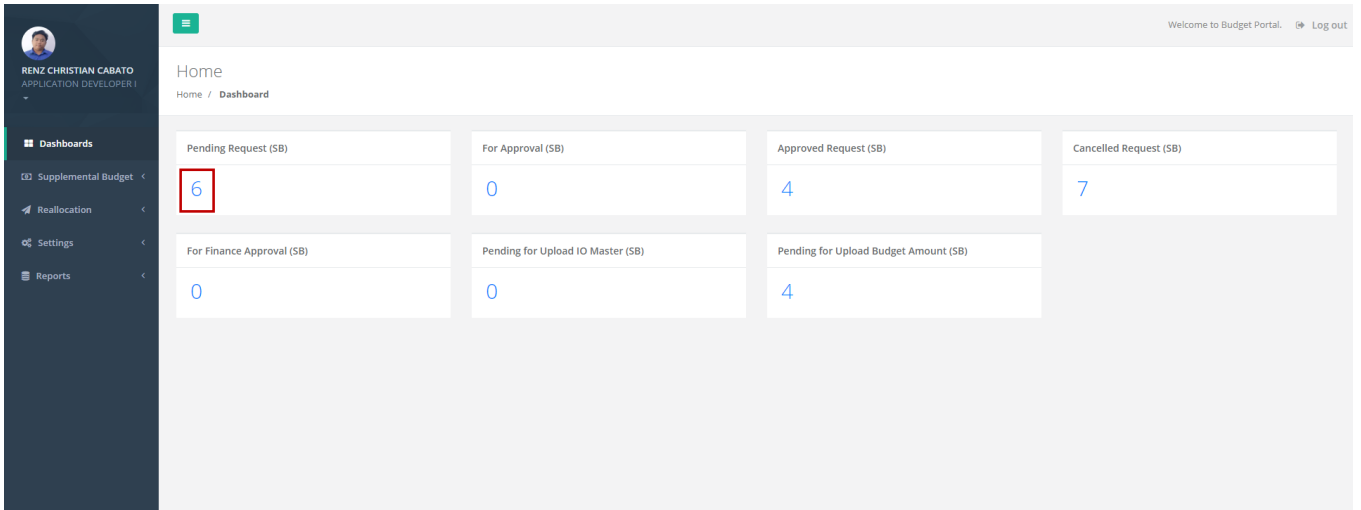
Home

Home / Dashboard

Welcome to Budget Portal. Log out

Pending Request (SB)	For Approval (SB)	Approved Request (SB)	Cancelled Request (SB)
6	0	4	7
For Finance Approval (SB)	Pending for Upload IO Master (SB)	Pending for Upload Budget Amount (SB)	
0	0	4	

2. Click the number of Pending Request(SB)



Home

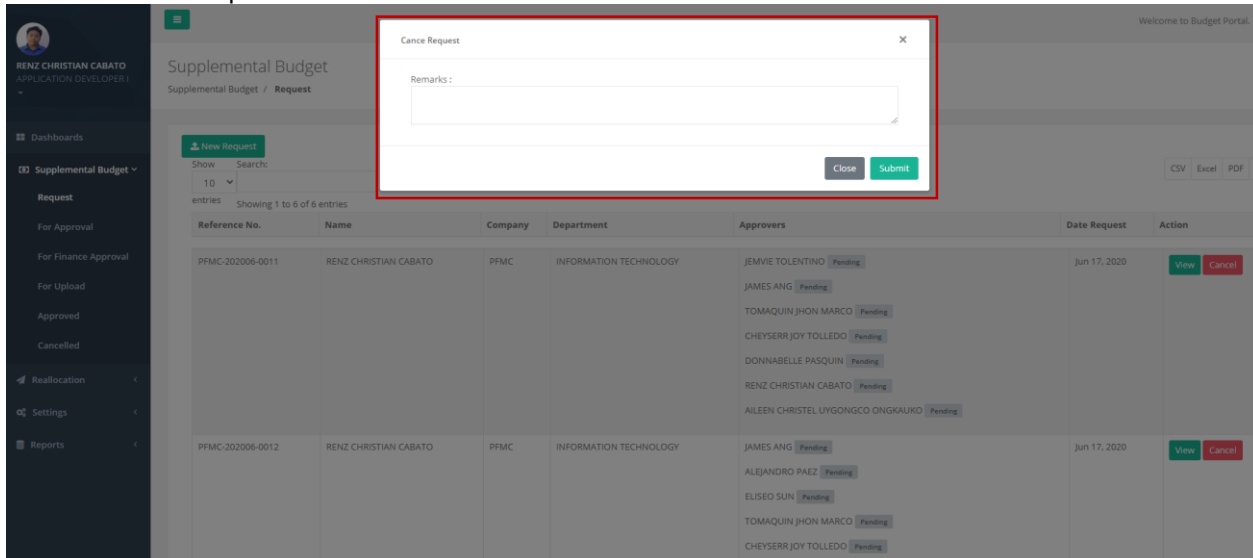
Home / Dashboard

Welcome to Budget Portal. Log out

Pending Request (SB)	For Approval (SB)	Approved Request (SB)	Cancelled Request (SB)
6	0	4	7
For Finance Approval (SB)	Pending for Upload IO Master (SB)	Pending for Upload Budget Amount (SB)	
0	0	4	

Procedure

- Click cancel and input remarks.



The screenshot displays the 'Supplemental Budget' portal interface. A 'Cancel Request' modal is open, prompting the user to enter 'Remarks' before submitting. The background shows a list of budget requests with columns for Reference No., Name, Company, Department, Approvers, Date Request, and Action.

Reference No.	Name	Company	Department	Approvers	Date Request	Action
PFMC-202006-0011	RENZ CHRISTIAN CABATO	PFMC	INFORMATION TECHNOLOGY	JEMVIE TOLENTINO Pending JAMES ANG Pending TOMASQUIN JHON MARCO Pending CHEYERR JOY TOLLEDO Pending DONNABELLE PASQUIN Pending RENZ CHRISTIAN CABATO Pending AILEEN CHRISTEL UYGONGCO ONGKAUKO Pending	Jun 17, 2020	View Cancel
PFMC-202006-0012	RENZ CHRISTIAN CABATO	PFMC	INFORMATION TECHNOLOGY	JAMES ANG Pending ALEJANDRO PAEZ Pending ELISEO SUN Pending TOMASQUIN JHON MARCO Pending CHEYERR JOY TOLLEDO Pending	Jun 17, 2020	View Cancel

Procedure

Scenario

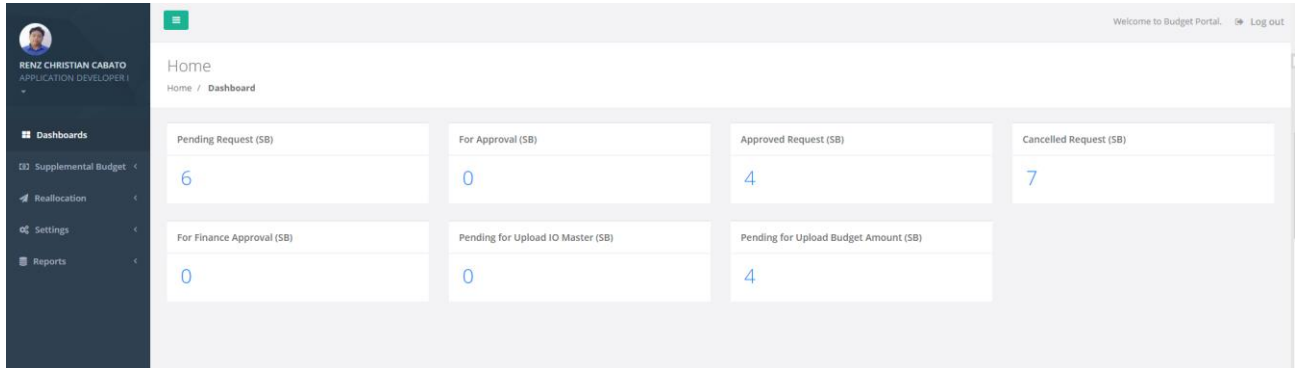
Description

View Approved Request (All Roles)

Scenario No.

4

1. Go to dashboard

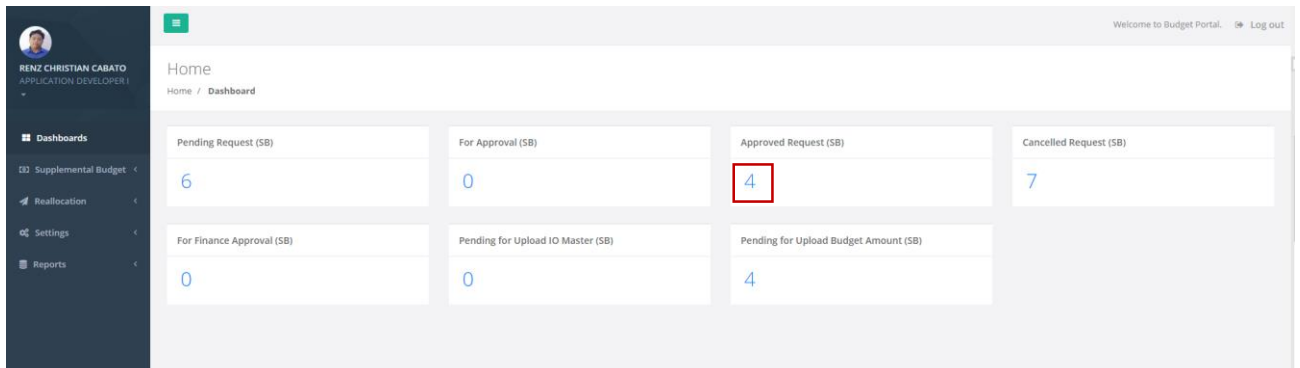


Home / Dashboard

Pending Request (SB)	For Approval (SB)	Approved Request (SB)	Cancelled Request (SB)
6	0	4	7

For Finance Approval (SB)	Pending for Upload IO Master (SB)	Pending for Upload Budget Amount (SB)
0	0	4

2. Click number under Approved Request(SB)




Home / Dashboard

Pending Request (SB)	For Approval (SB)	Approved Request (SB)	Cancelled Request (SB)
6	0	4	7

For Finance Approval (SB)	Pending for Upload IO Master (SB)	Pending for Upload Budget Amount (SB)
0	0	4

Procedure

3. View Approved 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 / Approved

Show 10 entries Showing 1 to 4 of 4 entries

Name	Company	Department	Approvers	Action
RENZ CHRISTIAN CABATO	PFMC	INFORMATION TECHNOLOGY	TOMAQUIN JHON MARCO Approved CHEYSERRJOY TOLLEDO Approved DONNABELLE PASQUIN Approved RENZ CHRISTIAN CABATO Approved AILEEN CHRISTEL UYGONGCO ONGKAUKO Approved	View
RENZ CHRISTIAN CABATO	PFMC	INFORMATION TECHNOLOGY	JAMES ANG Approved ELISEO SUN Approved ROC CAÑARES Approved TOMAQUIN JHON MARCO Approved CHEYSERRJOY TOLLEDO Approved DONNABELLE PASQUIN Approved RENZ CHRISTIAN CABATO Approved AILEEN CHRISTEL UYGONGCO ONGKAUKO Approved	View
RENZ CHRISTIAN CABATO	PFMC	INFORMATION TECHNOLOGY	ALFIANDRO PASO Approved	View

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 Amount	Remaining Balance	Total Cost
P1014A000001	Inventoriable	51000082	Fuel; Diesel	Nov 2020	asdasd	1	L	3.56	3.56	0.00	3.56
P1014A000001	Inventoriable	51000082	Fuel; Diesel	Nov 2020	asdasd	1	L	3.56	3.56	0.00	3.56
									7.12		7.12

Supporting Documents (just click to download):
[dd.bfpr.REG_PPMC003024_1079506845_16032020.000000012.0K0E_G.20200317140302.output.pdf](#)

Employee	Position	Company	Department	Status	Date Status	Remarks
TOMAQUIN JHON MARCO	APP DEVELOPER TEAM LEAD	PFMC	INFORMATION TECHNOLOGY	Approved	Jul. 03, 2020	
CHEYSERRJOY 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	Approved	Jul. 03, 2020	
AILEEN CHRISTEL UYGONGCO ONGKAUKO	GROUP PRESIDENT	GLOBAL	OFFICE OF THE PRESIDENT	Approved	Jul. 03, 2020	

Procedure

Scenario

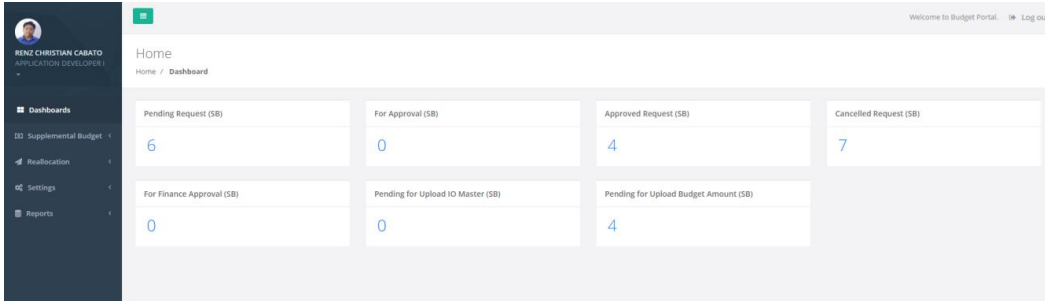
Description

View Cancelled/Declined Request (All Roles)

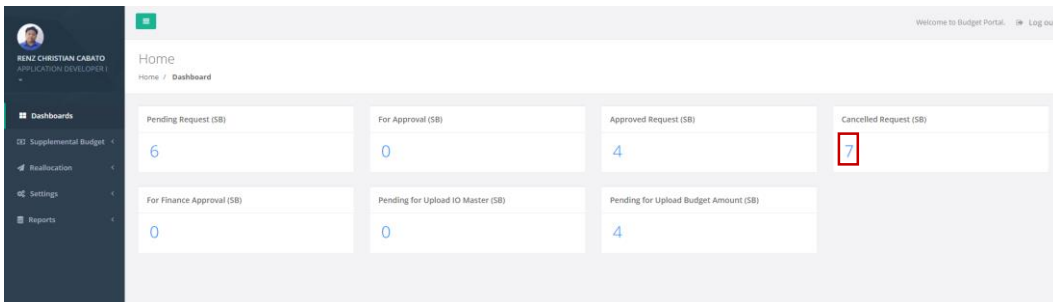
Scenario No.

5

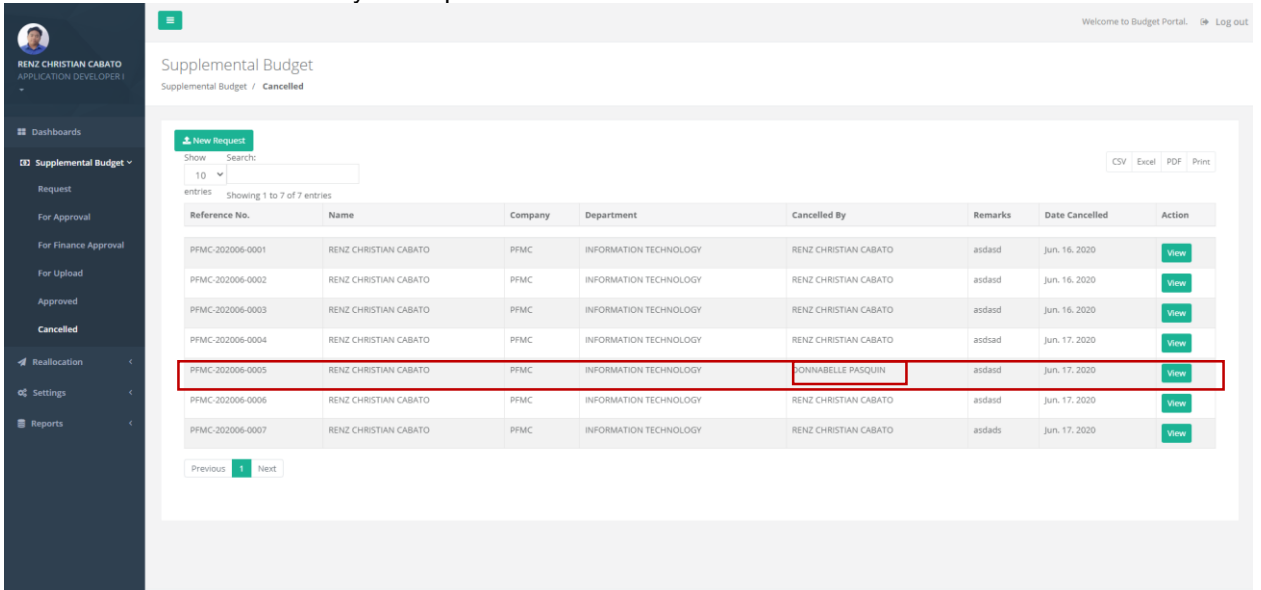
1. Go to dashboard



2. Click the number under Cancel Request(SB)



3. View who cancelled/declined your request



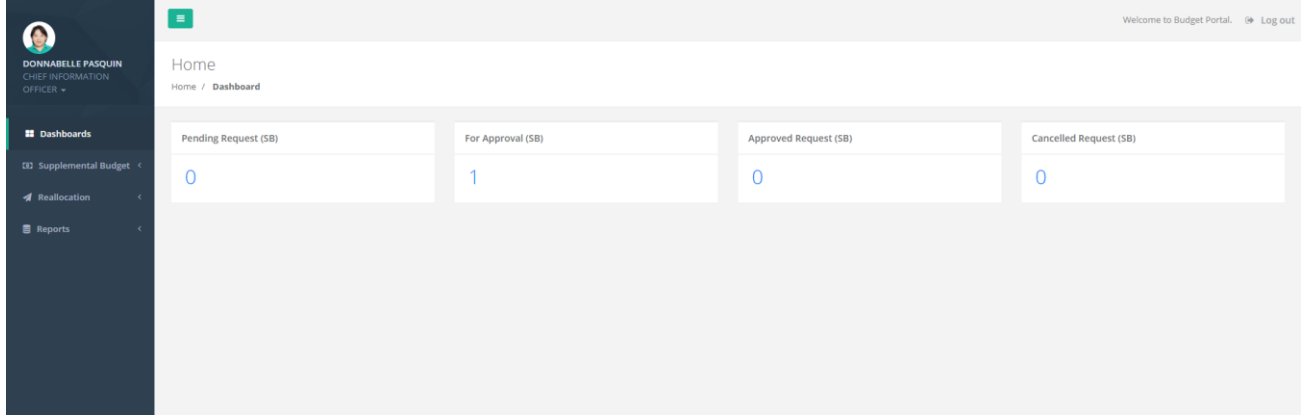
Reference No.	Name	Company	Department	Cancelled By	Remarks	Date Cancelled	Action
PFMC-202006-0001	RENZ CHRISTIAN CABATO	PFMC	INFORMATION TECHNOLOGY	RENZ CHRISTIAN CABATO	asdasd	Jun. 16, 2020	View
PFMC-202006-0002	RENZ CHRISTIAN CABATO	PFMC	INFORMATION TECHNOLOGY	RENZ CHRISTIAN CABATO	asdasd	Jun. 16, 2020	View
PFMC-202006-0003	RENZ CHRISTIAN CABATO	PFMC	INFORMATION TECHNOLOGY	RENZ CHRISTIAN CABATO	asdasd	Jun. 16, 2020	View
PFMC-202006-0004	RENZ CHRISTIAN CABATO	PFMC	INFORMATION TECHNOLOGY	RENZ CHRISTIAN CABATO	asdasd	Jun. 17, 2020	View
PFMC-202006-0005	RENZ CHRISTIAN CABATO	PFMC	INFORMATION TECHNOLOGY	JONIVELLE PASQUIN	asdasd	Jun. 17, 2020	View
PFMC-202006-0006	RENZ CHRISTIAN CABATO	PFMC	INFORMATION TECHNOLOGY	RENZ CHRISTIAN CABATO	asdasd	Jun. 17, 2020	View
PFMC-202006-0007	RENZ CHRISTIAN CABATO	PFMC	INFORMATION TECHNOLOGY	RENZ CHRISTIAN CABATO	asdasd	Jun. 17, 2020	View

Procedure

Scenario

Description	Approve/Decline (Approver Role, non-sap finance)	Scenario No.	6
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1. Go to dashboard

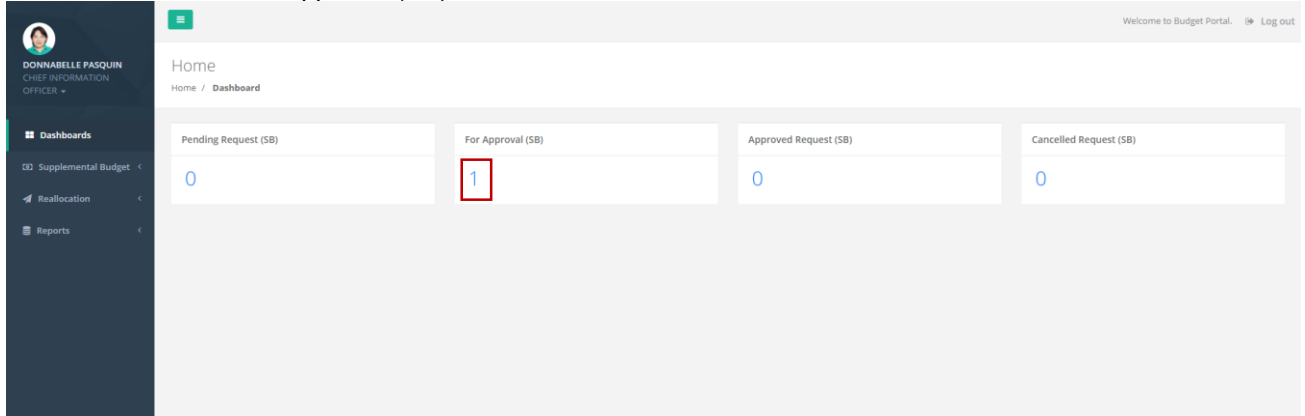


Welcome to Budget Portal. [Log out](#)

Home / Dashboard

Pending Request (SB)	For Approval (SB)	Approved Request (SB)	Cancelled Request (SB)
0	1	0	0

2. Click number under for Approval (SB)



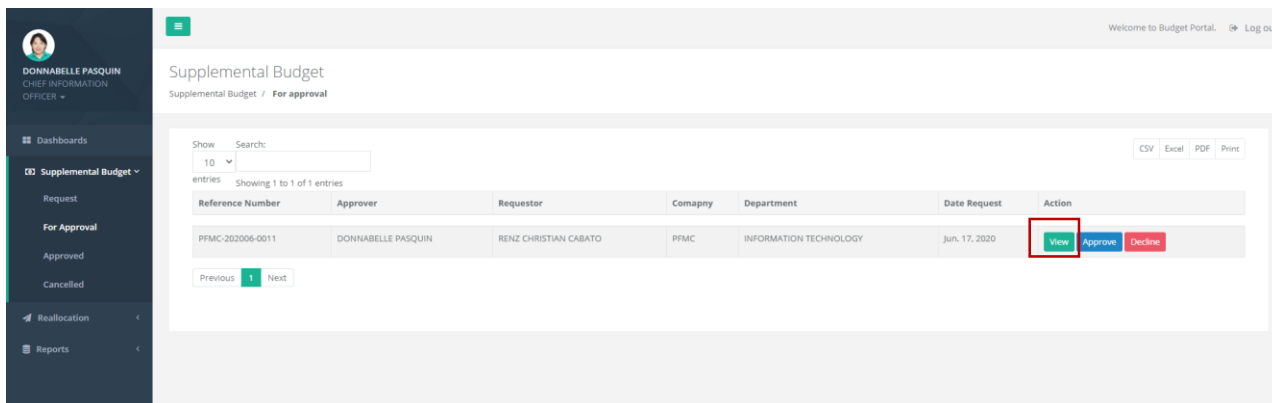
Welcome to Budget Portal. [Log out](#)

Home / Dashboard

Pending Request (SB)	For Approval (SB)	Approved Request (SB)	Cancelled Request (SB)
0	1	0	0

Procedure

3. View Request



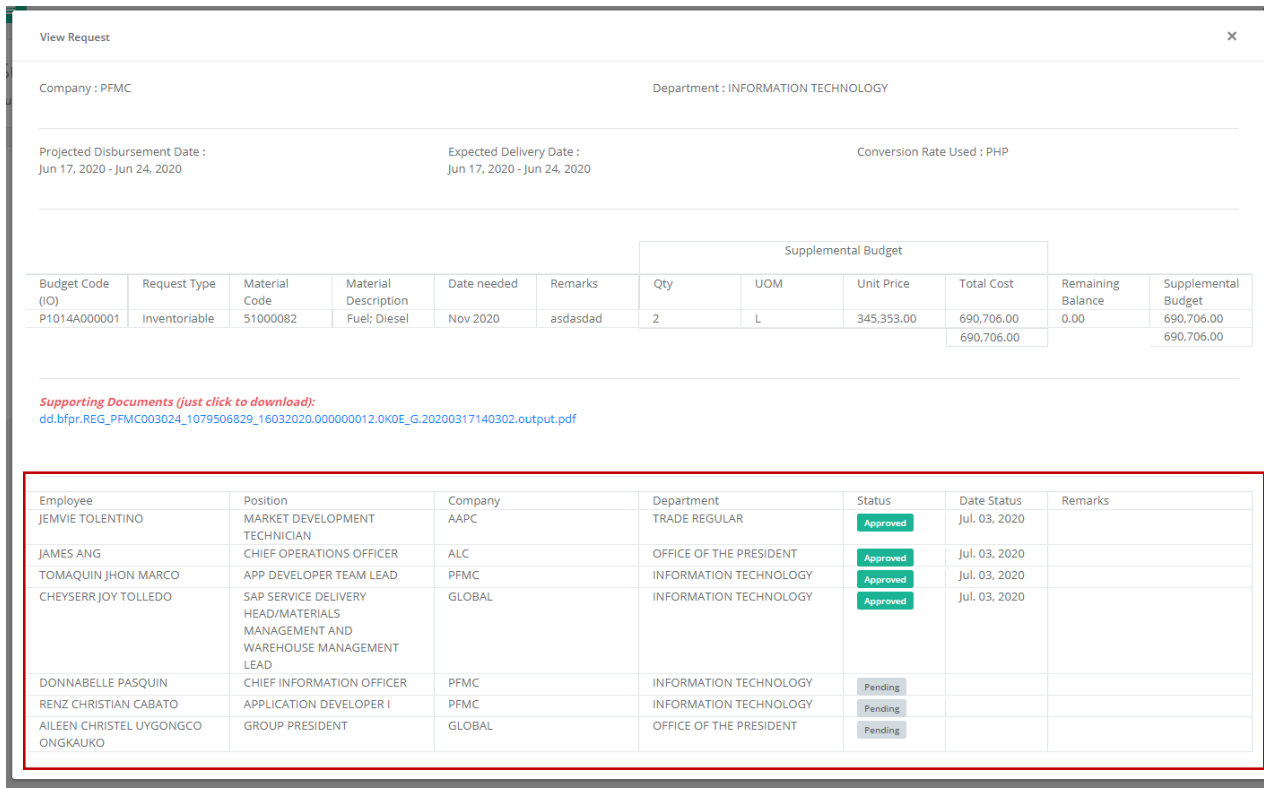
Supplemental Budget
Supplemental Budget / For approval

Welcome to Budget Portal. Log out

Show: 10 entries Showing 1 to 1 of 1 entries

Reference Number	Approver	Requestor	Company	Department	Date Request	Action
PFMC-202006-0011	DONNABELLE PASQUIN	RENZ CHRISTIAN CABATO	PFMC	INFORMATION TECHNOLOGY	Jun. 17, 2020	View Approve Decline

Previous 1 Next



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

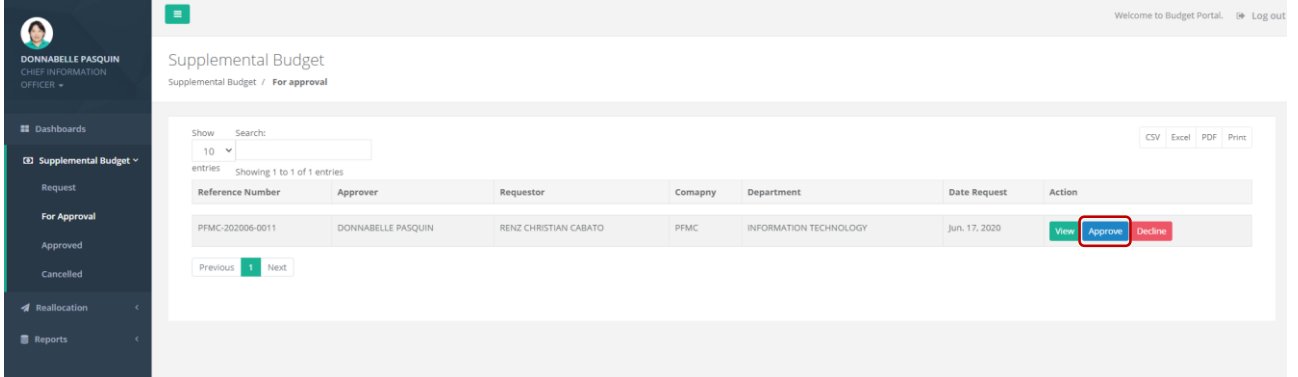
						Supplemental Budget					
Budget Code (IO)	Request Type	Material Code	Material Description	Date needed	Remarks	Qty	UOM	Unit Price	Total Cost	Remaining Balance	Supplemental Budget
P1014A000001	Inventoriable	51000082	Fuel; Diesel	Nov 2020	asdasdad	2	L	345,353.00	690,706.00	0.00	690,706.00
									690,706.00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

Supporting Documents (just click to download):
dd.bfpr.REG_PFCM003024_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	
CHEYSERRJOY 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



Welcome to Budget Portal. Log out

Supplemental Budget
Supplemental Budget / For approval

Show: 10 entries Search: CSV Excel PDF Print

Showing 1 to 1 of 1 entries

Reference Number	Approver	Requestor	Company	Department	Date Request	Action
PFMC-202006-0011	DONNABELLE PASQUIN	RENZ CHRISTIAN CABATO	PFMC	INFORMATION TECHNOLOGY	Jun. 17, 2020	View Approve Decline

Previous 1 Next

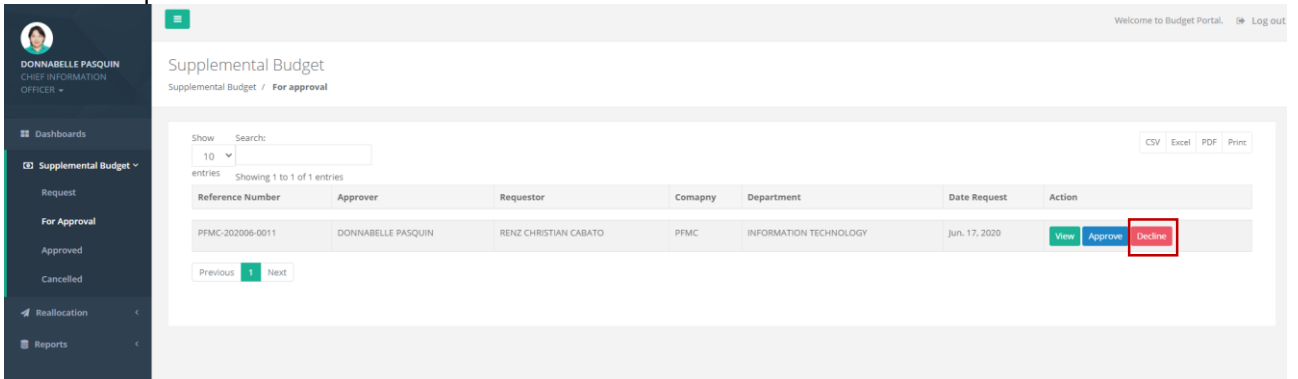


Approve Request

Remarks :

Close Submit

5. Decline Request



Welcome to Budget Portal. Log out

Supplemental Budget
Supplemental Budget / For approval

Show: 10 entries Search: CSV Excel PDF Print

Showing 1 to 1 of 1 entries

Reference Number	Approver	Requestor	Company	Department	Date Request	Action
PFMC-202006-0011	DONNABELLE PASQUIN	RENZ CHRISTIAN CABATO	PFMC	INFORMATION TECHNOLOGY	Jun. 17, 2020	View Approve Decline

Previous 1 Next

Procedure

6. Input reason and remarks.



The screenshot shows a modal window titled "Decline Request" with a close button (X) in the top right corner. Inside the modal, there are two input fields: "Reason :" which is a dropdown menu, and "Remarks :" which is a text area. At the bottom right of the modal, there are two buttons: "Close" and "Submit".

Procedure

Scenario

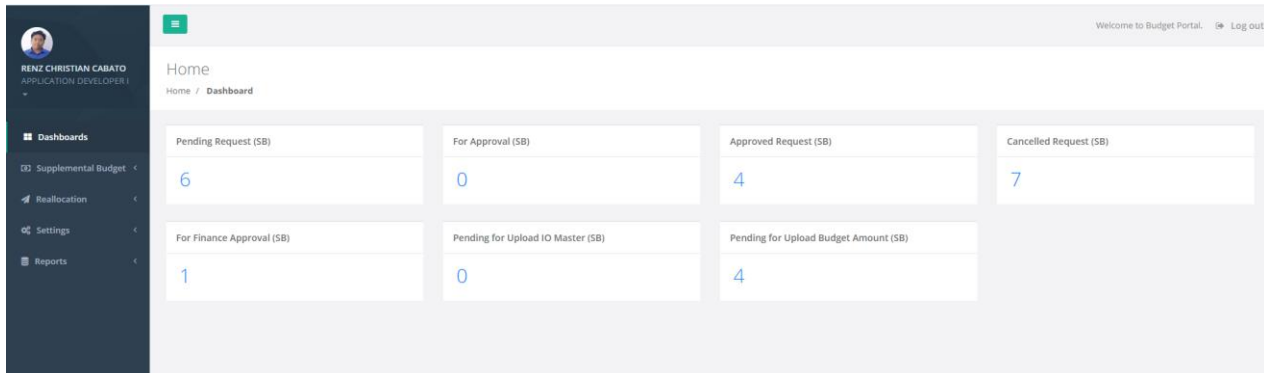
Description

Approve Request (Finance SAP)

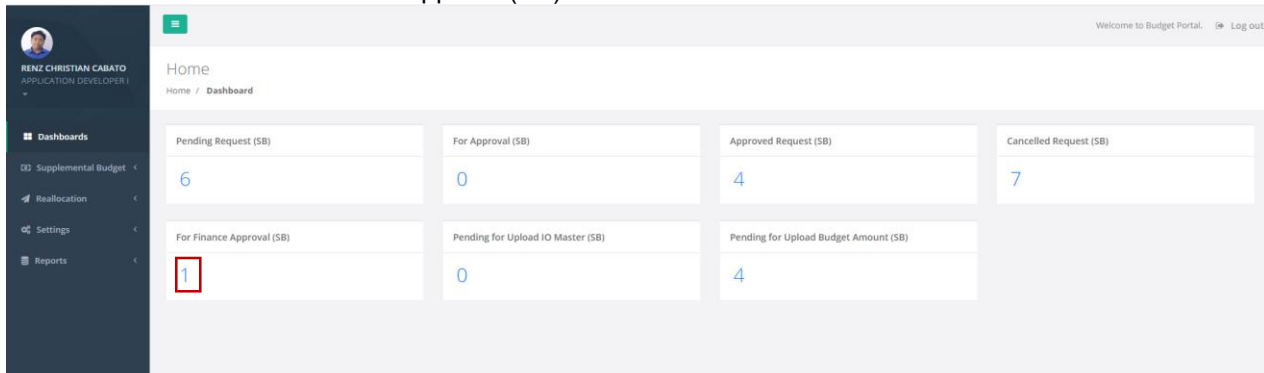
Scenario No.

7

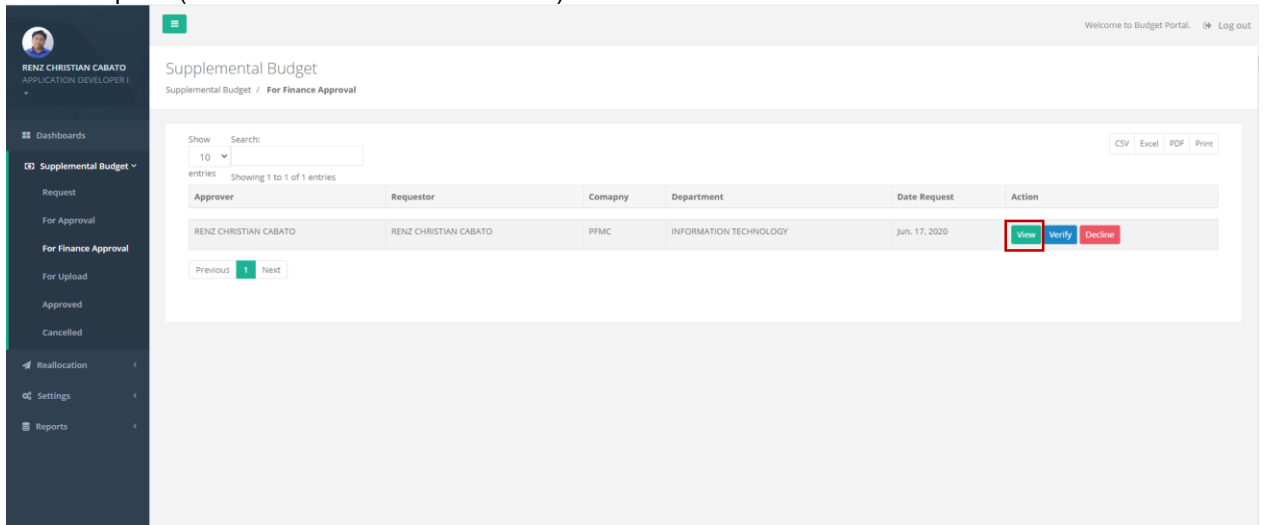
1. Go to dashboard



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



3. View Request (check if endorsement is correct)



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

Procedure

View Request

Company : PPMC

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_PPMC003024_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	
TOMASQUIN JHON MARCO	APP DEVELOPER TEAM LEAD	PPMC	INFORMATION TECHNOLOGY	Approved	Jul. 03, 2020	
CHEYSSERR JOY TOLLEDO	SAP SERVICE DELIVERY HEAD/MATERIALS MANAGEMENT AND WAREHOUSE MANAGEMENT LEAD	GLOBAL	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		
AILEEN CHRISTEL UYGONGCO ONGKAUKO	GROUP PRESIDENT	GLOBAL	OFFICE OF THE PRESIDENT	Pending		

4. Verify Request



RENZ CHRISTIAN CABATO
APPLICATION DEVELOPER I

Welcome to Budget Portal. Log out

Supplemental Budget

Supplemental Budget / For Finance Approval

Show

Search:

10

entries

Showing 1 to 1 of 1 entries

CSV

Excel

PDF

Print

Approver	Requestor	Company	Department	Date Request	Action
RENZ CHRISTIAN CABATO	RENZ CHRISTIAN CABATO	PPMC	INFORMATION TECHNOLOGY	Jun. 17, 2020	<div>View</div> <div>Verify</div> <div>Decline</div>

Previous

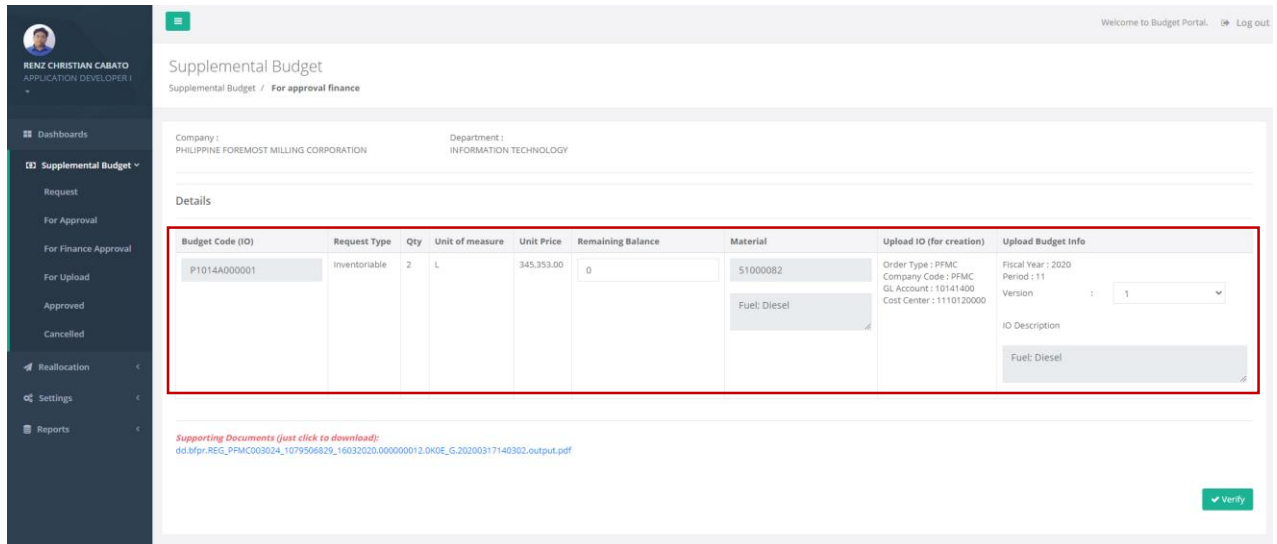
1

Next

Procedure

Existing IO

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



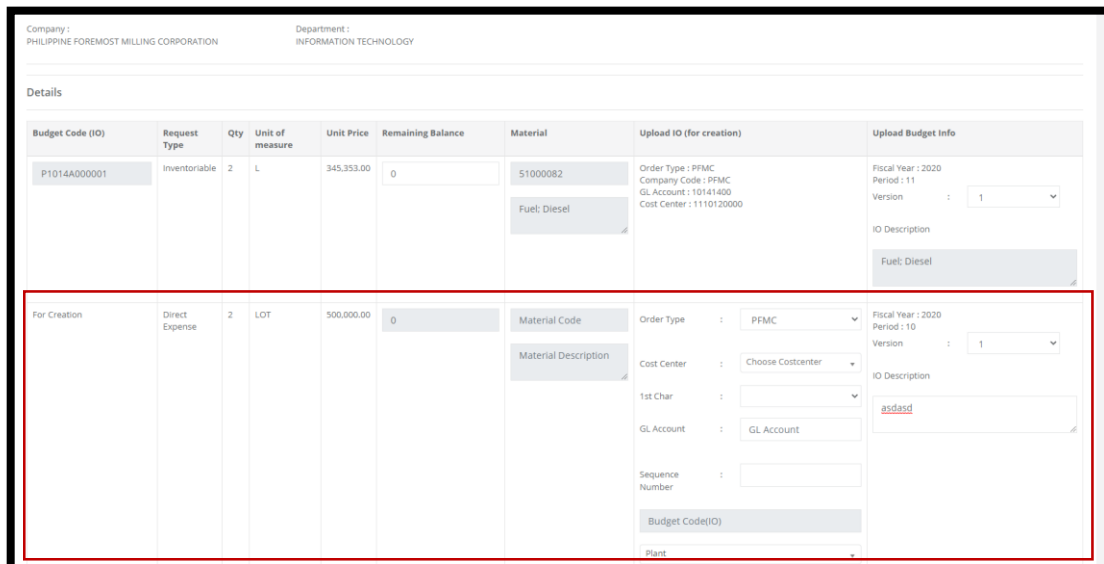
The screenshot shows the 'Supplemental Budget' portal interface. On the left is a sidebar with user information (RENZ CHRISTIAN CABATO, APPLICATION DEVELOPER I) and navigation links (Dashboards, Supplemental Budget, Request, For Approval, For Finance Approval, For Upload, Approved, Cancelled, Reallocation, Settings, Reports). The main content area displays 'Supplemental Budget / For approval finance'. It shows company and department details (PHILIPPINE FOREMOST MILLING CORPORATION, INFORMATION TECHNOLOGY). A table titled 'Details' contains one entry with the following data:

Budget Code (IO)	Request Type	Qty	Unit of measure	Unit Price	Remaining Balance	Material	Upload IO (for creation)	Upload Budget Info
P1014A000001	Inventoriable	2	L	345,353.00	0	51000082 Fuel: Diesel	Order Type : PFMC Company Code : PFMC GL Account : 10141400 Cost Center : 1110120000	Fiscal Year : 2020 Period : 11 Version : 1 IO Description : Fuel: Diesel

Below the table, there is a link for 'Supporting Documents (just click to download): dd.bfpr:REG_PFMCO03034_1079506829_16032020.000000012.0K0E_G_20200317140302.output.pdf'. A 'Verify' button is at the bottom right.

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)



The screenshot shows the 'Supplemental Budget' portal interface for creating a new IO. It displays the same company and department details as the previous screenshot. A table titled 'Details' contains one entry with the following data:

Budget Code (IO)	Request Type	Qty	Unit of measure	Unit Price	Remaining Balance	Material	Upload IO (for creation)	Upload Budget Info
P1014A000001	Inventoriable	2	L	345,353.00	0	51000082 Fuel: Diesel	Order Type : PFMC Company Code : PFMC GL Account : 10141400 Cost Center : 1110120000	Fiscal Year : 2020 Period : 11 Version : 1 IO Description : Fuel: Diesel

Below the table, there is a section for 'For Creation' with the following fields:

- Direct Expense
- 2
- LOT
- 500,000.00
- 0
- Material Code
- Material Description
- Order Type : PFMC
- Cost Center : Choose Costcenter
- 1st Char :
- GL Account : GL Account
- Sequence Number :
- Budget Code(IO)
- Plant
- Fiscal Year : 2020
- Period : 10
- Version : 1
- IO Description : asdasd

Procedure

Scenario

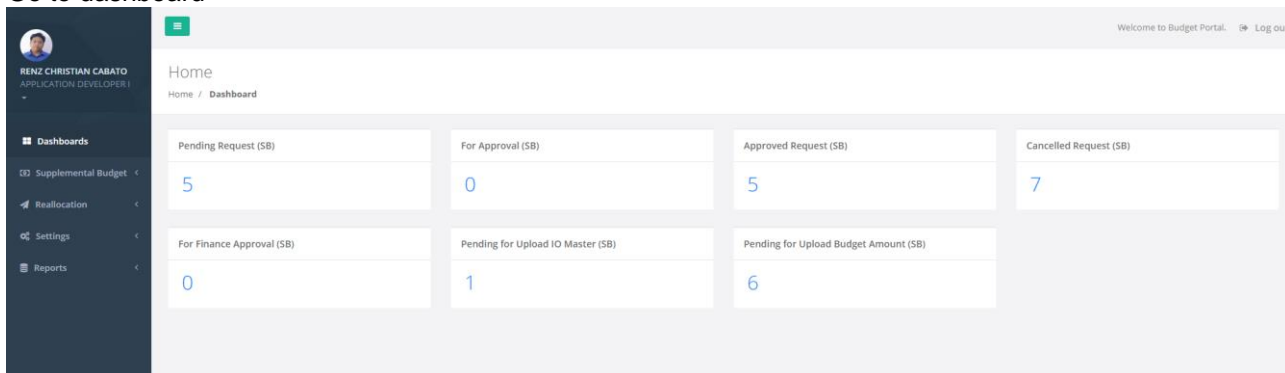
Description

Download Template Upload IO
(Finance role SAP)

Scenario No.

8

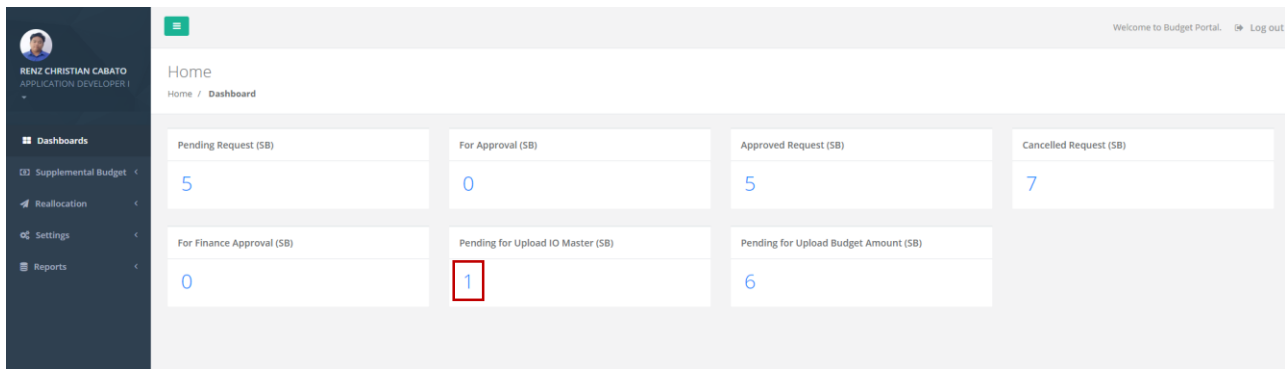
1. Go to dashboard



Home / Dashboard

Pending Request (SB)	For Approval (SB)	Approved Request (SB)	Cancelled Request (SB)
5	0	5	7
For Finance Approval (SB)	Pending for Upload IO Master (SB)	Pending for Upload Budget Amount (SB)	
0	1	6	

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

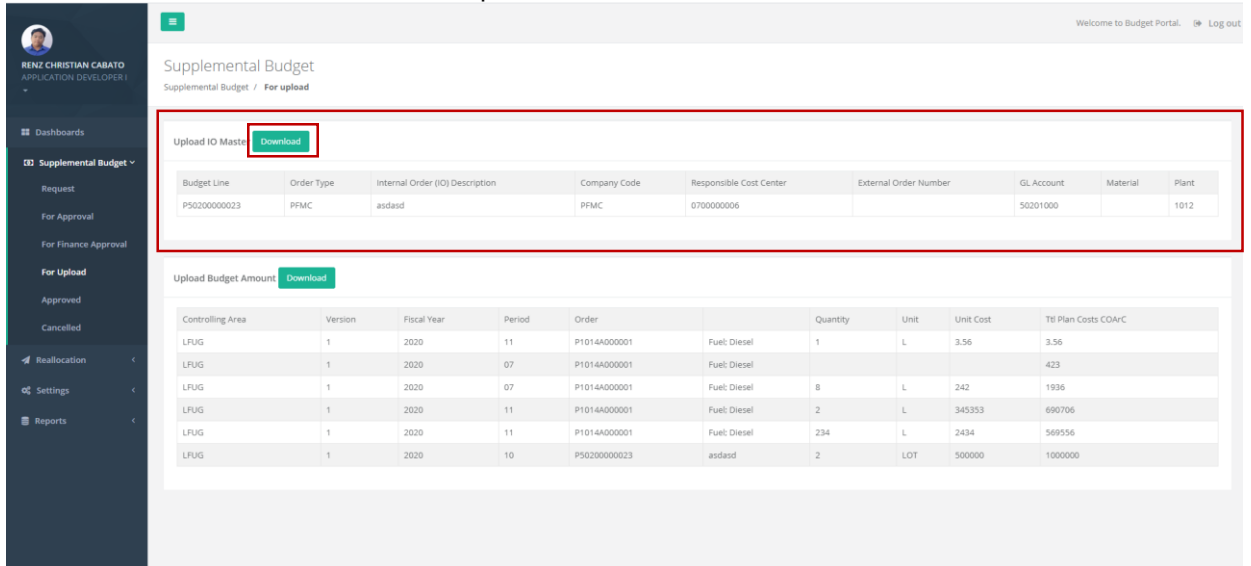


Home / Dashboard

Pending Request (SB)	For Approval (SB)	Approved Request (SB)	Cancelled Request (SB)
5	0	5	7
For Finance Approval (SB)	Pending for Upload IO Master (SB)	Pending for Upload Budget Amount (SB)	
0	1	6	

Procedure

- Click the download to extract it from the portal.



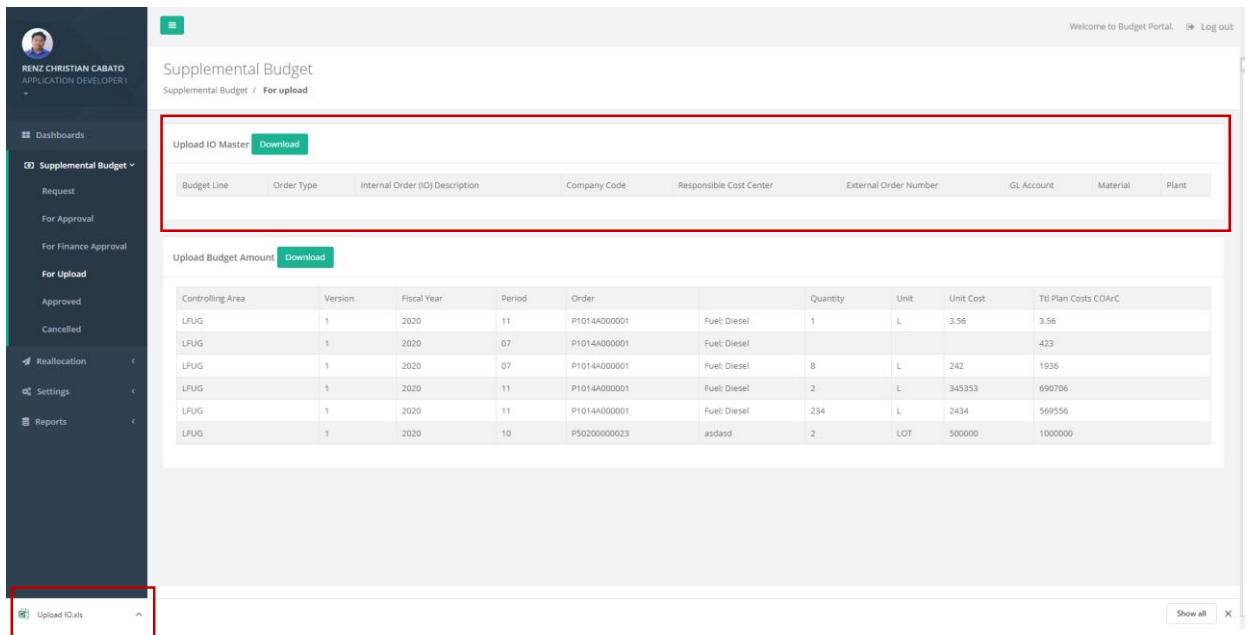
Supplemental Budget
Supplemental Budget / For upload

Upload IO Master [Download](#)

Budget Line	Order Type	Internal Order (IO) Description	Company Code	Responsible Cost Center	External Order Number	GL Account	Material	Plant
P50200000023	PFMC	asdasd	PFMC	0700000006		50201000		1012

Upload Budget Amount [Download](#)

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	07	P1014A000001	Fuel Diesel				423
LFUG	1	2020	07	P1014A000001	Fuel Diesel	8	L	242	1936
LFUG	1	2020	11	P1014A000001	Fuel Diesel	2	L	345353	690706
LFUG	1	2020	11	P1014A000001	Fuel Diesel	234	L	2434	569556
LFUG	1	2020	10	P50200000023	asdasd	2	LOT	500000	1000000



Supplemental Budget
Supplemental Budget / For upload

Upload IO Master [Download](#)

Budget Line	Order Type	Internal Order (IO) Description	Company Code	Responsible Cost Center	External Order Number	GL Account	Material	Plant
P50200000023	PFMC	asdasd	PFMC	0700000006		50201000		1012

Upload Budget Amount [Download](#)

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	07	P1014A000001	Fuel Diesel				423
LFUG	1	2020	07	P1014A000001	Fuel Diesel	8	L	242	1936
LFUG	1	2020	11	P1014A000001	Fuel Diesel	2	L	345353	690706
LFUG	1	2020	11	P1014A000001	Fuel Diesel	234	L	2434	569556
LFUG	1	2020	10	P50200000023	asdasd	2	LOT	500000	1000000

Upload IOs

Procedure

Upload IO.xls - Excel

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do...

Clipboard Font Alignment Number Styles Cells Editing

B27

A	B	C	D	E	F	G	H	I
"IO/Budget Line code L - LFUG 52010005 - GL account 003 - Cost Center series Length: 12"	"Order Type - LFUG - 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 RESPECTR"	"External Order No. can be the reference number or Control No. of a form Length: EXT. ORD. NO"	"GL Account (Cost Element) to be assigned Length: 10 Characters"	"Material to be assigned Length: 30 Characters"	"Plant, Based on the Valuation class/Company Code Length: 6 Characters"
ORDER	ORDER TYPE	ORDER NAME	COMP CODE			ZZBKONT	ZZMATNR	WERKS
Budget Line PS02/00000023	Order Type PPPE	Internal Order (IO) Description asndard	Company Code PPPE	Responsible Cost Center 7000000006	External Order Number	GL Account 50201000	Material	Plant 1000

Upload IO

Ready

Procedure

Scenario

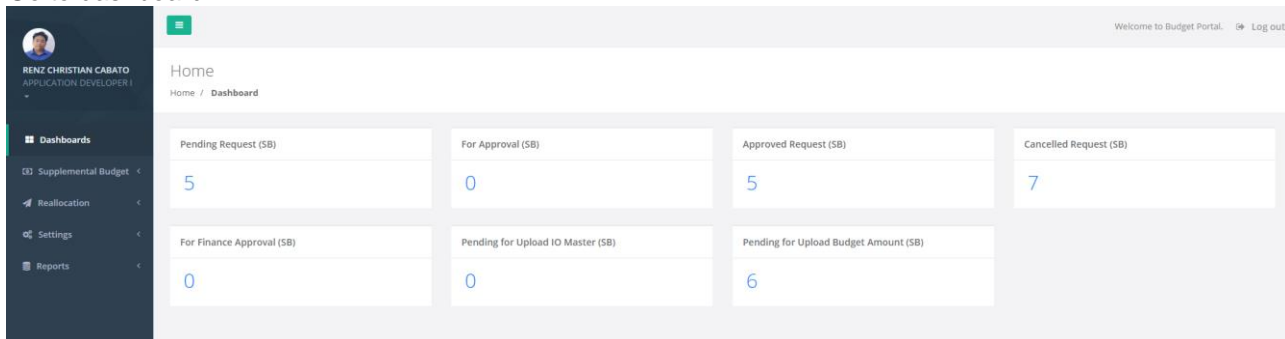
Description

Download Template Upload Budget Amount
(Finance role SAP)

Scenario No.

9

1. Go to dashboard

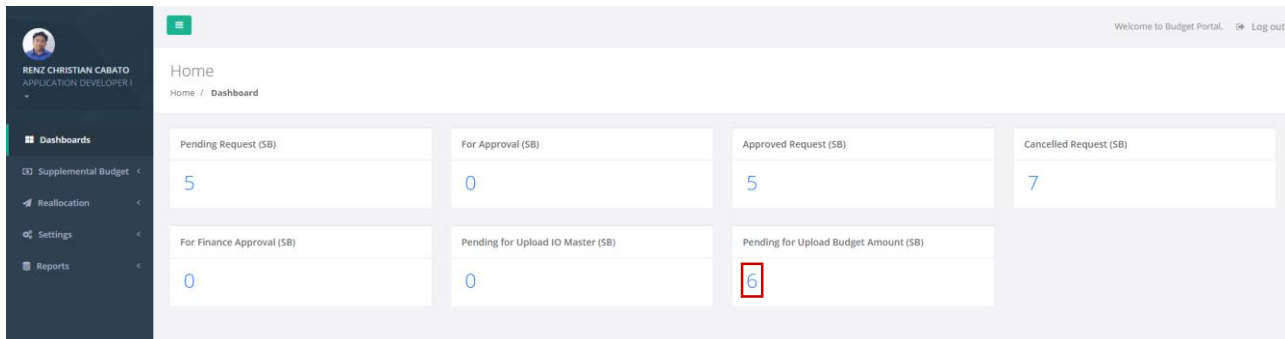


Home / Dashboard

Pending Request (SB)	For Approval (SB)	Approved Request (SB)	Cancelled Request (SB)
5	0	5	7

For Finance Approval (SB)	Pending for Upload IO Master (SB)	Pending for Upload Budget Amount (SB)
0	0	6

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



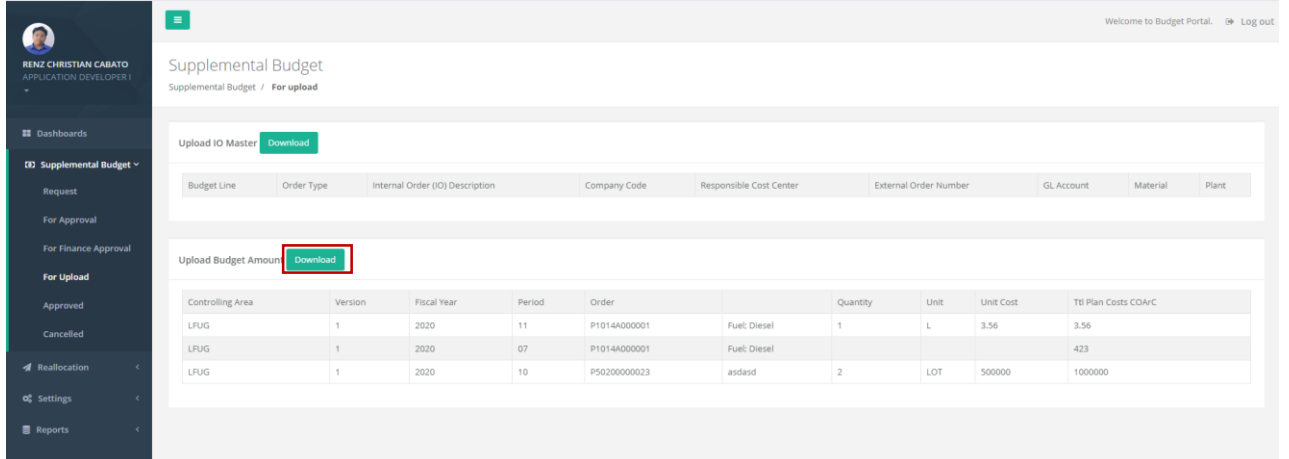
Home / Dashboard

Pending Request (SB)	For Approval (SB)	Approved Request (SB)	Cancelled Request (SB)
5	0	5	7

For Finance Approval (SB)	Pending for Upload IO Master (SB)	Pending for Upload Budget Amount (SB)
0	0	6

Procedure

- Click the download to extract it from the portal.



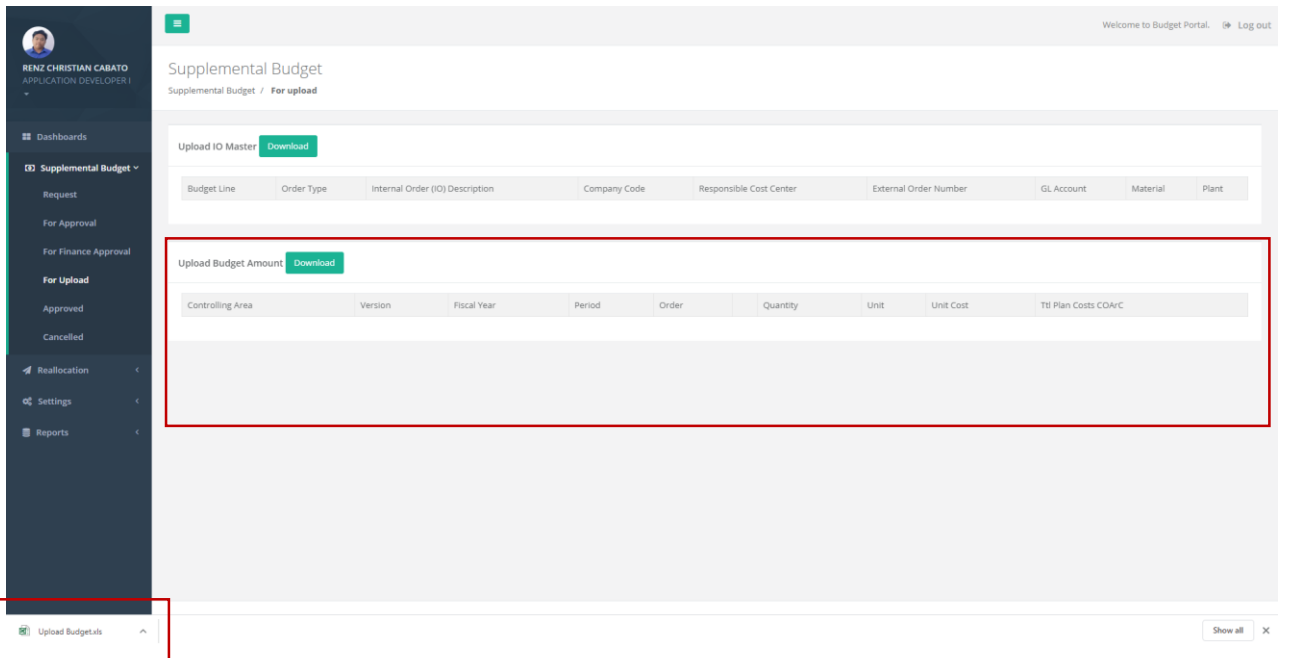
Supplemental Budget
Supplemental Budget / For upload

Upload IO Master [Download](#)

Budget Line	Order Type	Internal Order (IO) Description	Company Code	Responsible Cost Center	External Order Number	GL Account	Material	Plant

Upload Budget Amount [Download](#)

Controlling Area	Version	Fiscal Year	Period	Order	Quantity	Unit	Unit Cost	TS Plan Costs COA/C
LFUG	1	2020	11	P1014A000001	1	L	3.56	3.56
LFUG	1	2020	07	P1014A000001				423
LFUG	1	2020	10	P50200000023	2	LOT	500000	1000000



Supplemental Budget
Supplemental Budget / For upload

Upload IO Master [Download](#)

Budget Line	Order Type	Internal Order (IO) Description	Company Code	Responsible Cost Center	External Order Number	GL Account	Material	Plant

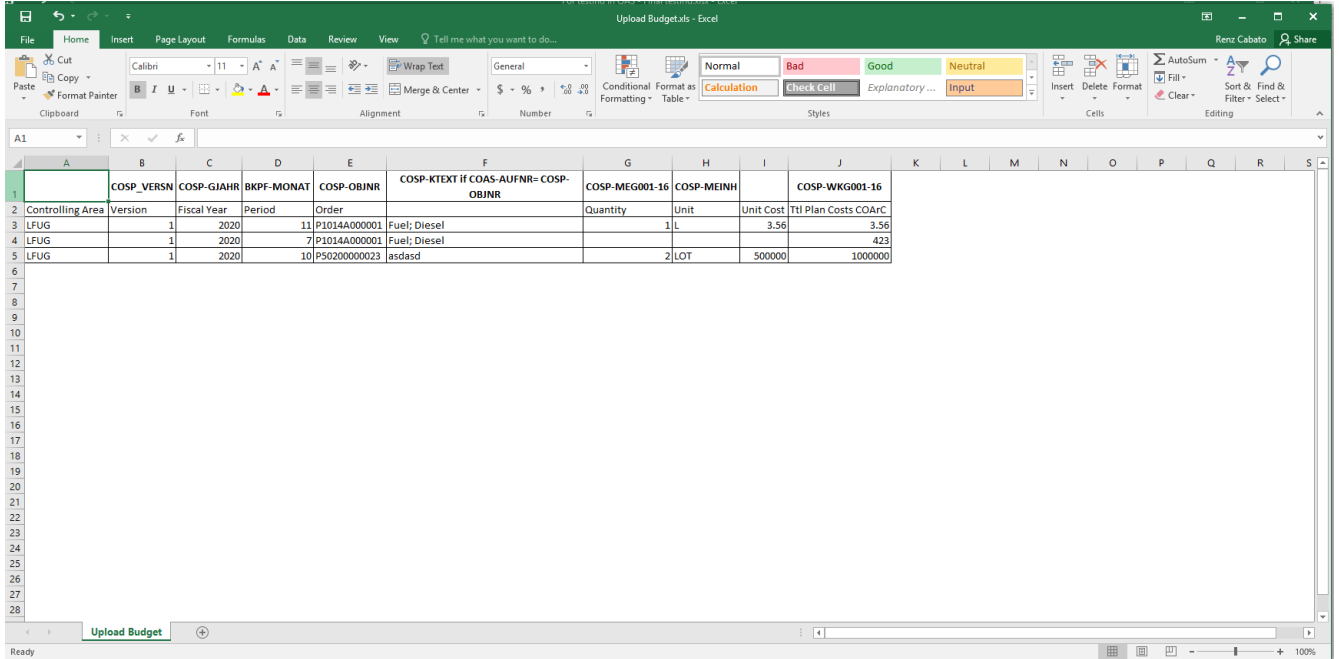
Upload Budget Amount [Download](#)

Controlling Area	Version	Fiscal Year	Period	Order	Quantity	Unit	Unit Cost	TS Plan Costs COA/C

[Upload Budgets](#)

Show all X

Procedure



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
		COSP_VERSN	COSP-GJAHR	BKPF-MONAT	COSP-OBJNR	COSP-KTEXT IF COAS-AUFNR= COSP-OBJNR	COSP-MEG001-16	COSP-MEINH		COSP-WKG001-16									
1																			
2	Controlling Area	Version	Fiscal Year	Period	Order		Quantity	Unit	Unit Cost	Ttl Plan Costs COArc									
3	LFUG	1	2020	11	P1014A0000001	Fuel: Diesel	1	L	3.56	3.56									
4	LFUG	1	2020	7	P1014A0000001	Fuel: Diesel				423									
5	LFUG	1	2020	10	P90200000023	asdasd	2	LOT	500000	1000000									
6																			
7																			
8																			
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25																			
26																			
27																			
28																			

Procedure

Scenario

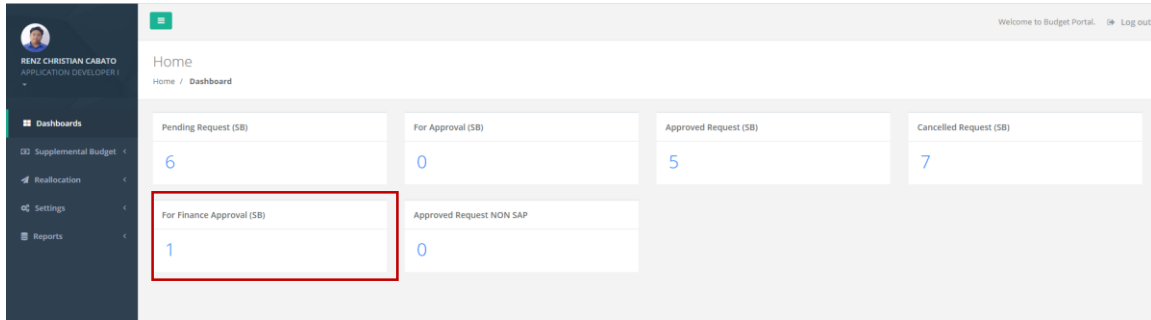
Description

Approve Request (Finance Role non SAP)

Scenario No.

10

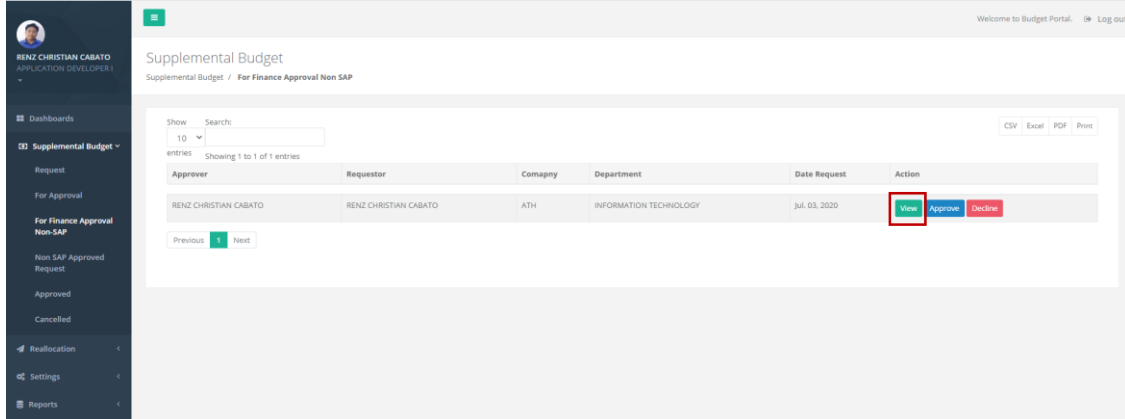
1. Go to dashboard



The dashboard shows the following counts:

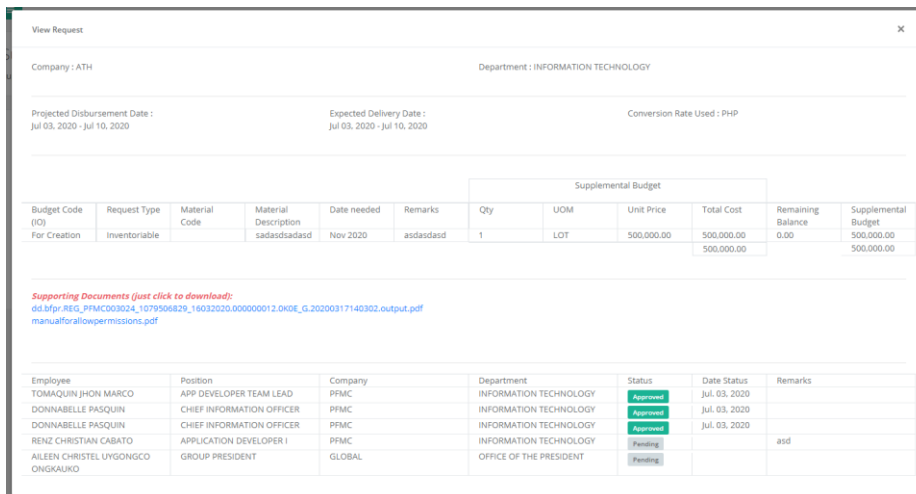
- Pending Request (SB): 6
- For Approval (SB): 0
- Approved Request (SB): 5
- Cancelled Request (SB): 7
- For Finance Approval (SB): 1 (highlighted with a red box)
- Approved Request NON SAP: 0

2. View Request



The page displays a table of requests. The first request is highlighted with a red box around the 'View' button.

Approver	Requestor	Company	Department	Date Request	Action
RENZ CHRISTIAN CABATO	RENZ CHRISTIAN CABATO	ATH	INFORMATION TECHNOLOGY	Jul. 03, 2020	View Approve Decline



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

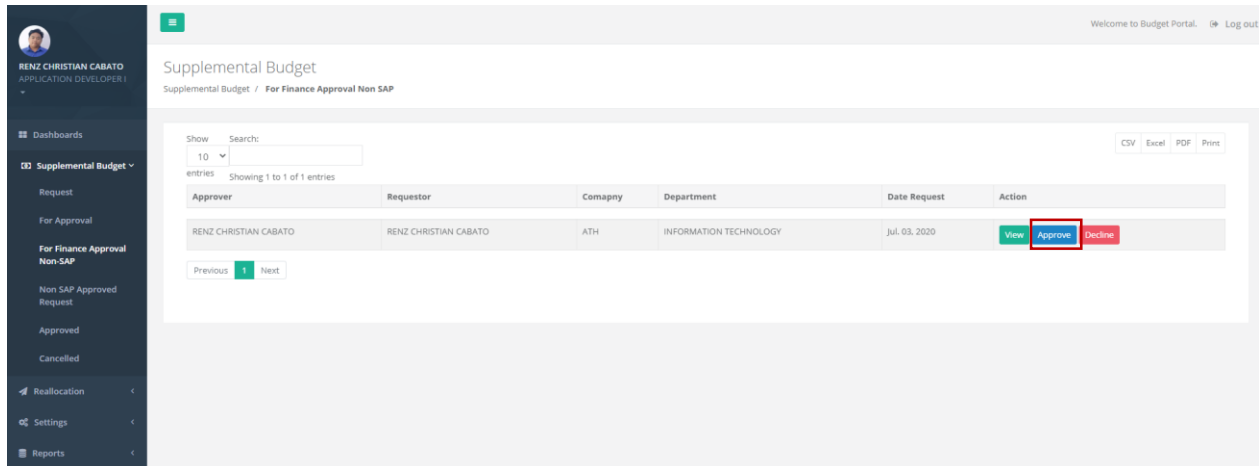
Budget Code (0)	Request Type	Material Code	Material Description	Date needed	Remarks	Qty	UOM	Unit Price	Total Cost	Remaining Balance	Supplemental Budget
For Creation	Inventoriable		sadasdsad	Nov 2020	asdasd	1	LOT	500,000.00	500,000.00	0.00	500,000.00

Supporting Documents (just click to download):
[dd8fpr_RIG_PPMC003024_1079506829_16032020.000000012.0K06_G_20200317140302.output.pdf](#)
[manualforlowerpermissions.pdf](#)

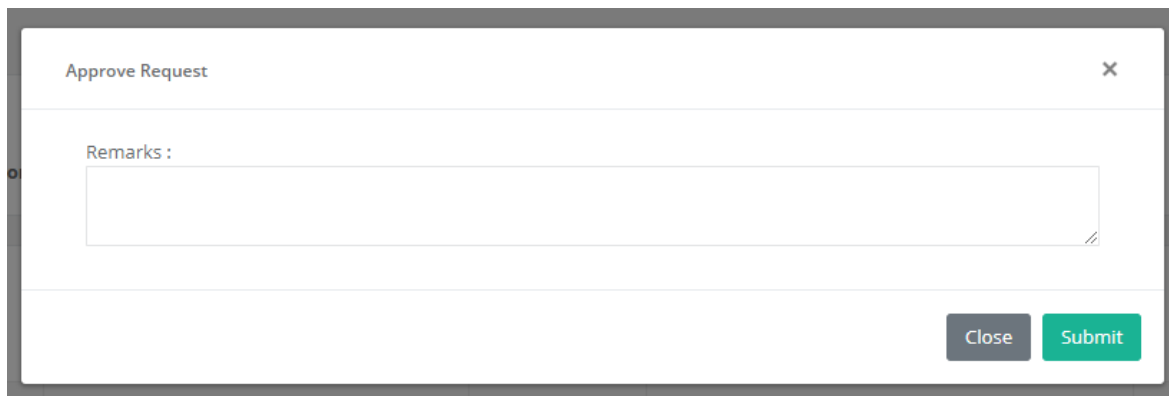
Employee	Position	Company	Department	Status	Date Status	Remarks
TOMASQUIN JHON MARCO	APP DEVELOPER TEAM LEAD	PFMC	INFORMATION TECHNOLOGY	Approved	Jul. 03, 2020	
DONNABELLE PASQUIN	CHIEF INFORMATION OFFICER	PFMC	INFORMATION TECHNOLOGY	Approved	Jul. 03, 2020	
DONNABELLE PASQUIN	CHIEF INFORMATION OFFICER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

Procedure

3. Approve Request



The screenshot displays the 'Supplemental Budget' portal. On the left is a sidebar with the user profile 'RENZ CHRISTIAN CABATO' and a navigation menu including 'Dashboards', 'Supplemental Budget', 'Request', 'For Approval', 'For Finance Approval Non SAP', 'Non SAP Approved Request', 'Approved', 'Cancelled', 'Reallocation', 'Settings', and 'Reports'. The main content area shows a table of requests. The first request is from 'RENZ CHRISTIAN CABATO' (Requestor) for 'ATH' (Company) in the 'INFORMATION TECHNOLOGY' (Department), dated 'Jul. 03, 2020'. The 'Action' column for this request contains three buttons: 'View', 'Approve' (highlighted with a red box), and 'Decline'. Above the table, there are filters for 'Show' (10 entries) and 'Search', and export options for 'CSV', 'Excel', 'PDF', and 'Print'.



The screenshot shows a modal window titled 'Approve Request'. It contains a 'Remarks :' label followed by a large text input area. At the bottom right of the modal are two buttons: 'Close' and 'Submit'.

Procedure

Scenario

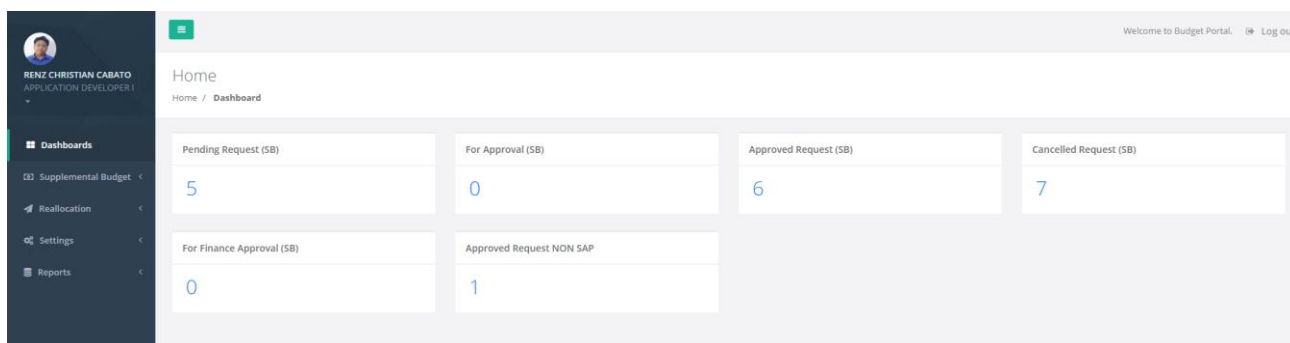
Description

View all approved Request(Finance Non SAP)

Scenario No.

11

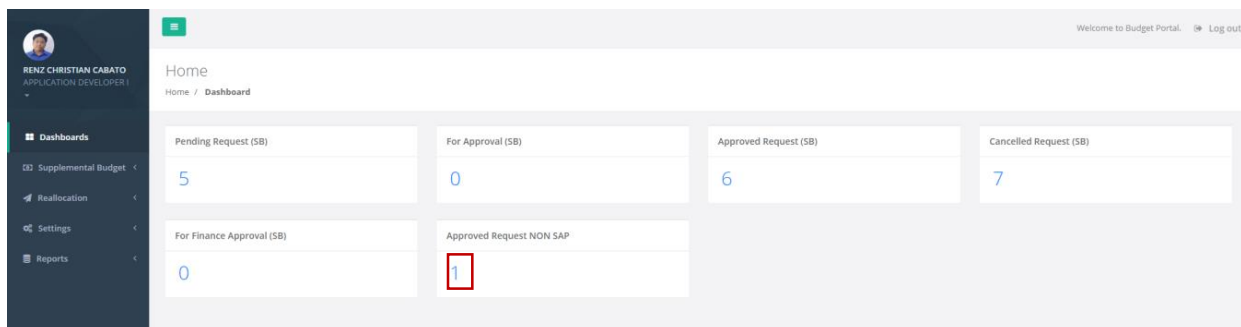
1. Go to dashboard



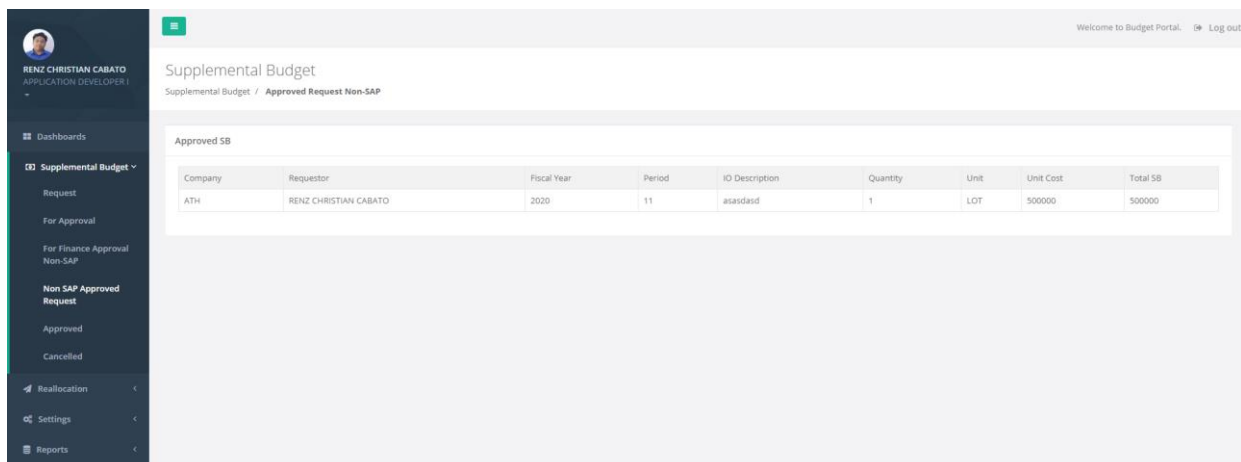
The screenshot shows the Home Dashboard of the Supplemental Budget Portal. The user is RENZ CHRISTIAN CABATO, APPLICATION DEVELOPER. The dashboard displays several key metrics:

- Pending Request (SB): 5
- For Approval (SB): 0
- Approved Request (SB): 6
- Cancelled Request (SB): 7
- For Finance Approval (SB): 0
- Approved Request NON SAP: 1

2. Click the number bellow "Approved Request Non SAP"



This screenshot is identical to the previous one, but the number '1' under 'Approved Request NON SAP' is highlighted with a red box, indicating the next step in the procedure.



The screenshot shows the 'Approved Request Non-SAP' page. The user is RENZ CHRISTIAN CABATO, APPLICATION DEVELOPER. The page displays a table of approved requests:

Company	Requestor	Fiscal Year	Period	ID Description	Quantity	Unit	Unit Cost	Total SB
ATH	RENZ CHRISTIAN CABATO	2020	11	asasdasd	1	LOT	500000	500000

Procedure

Scenario

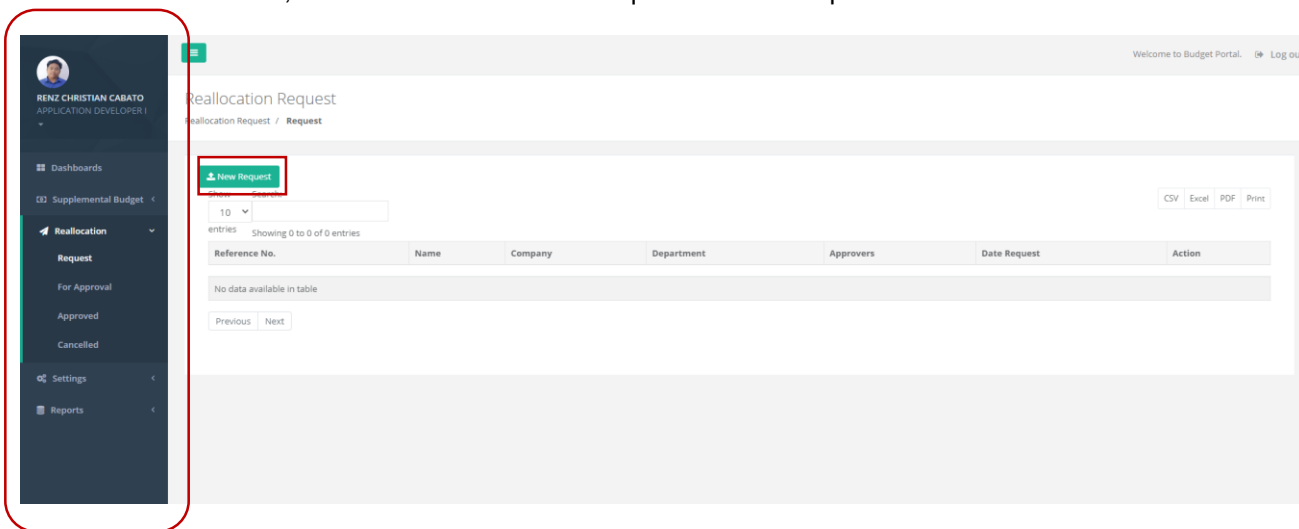
Description

Request Re Allocation(SAP company only)

Scenario No.

12

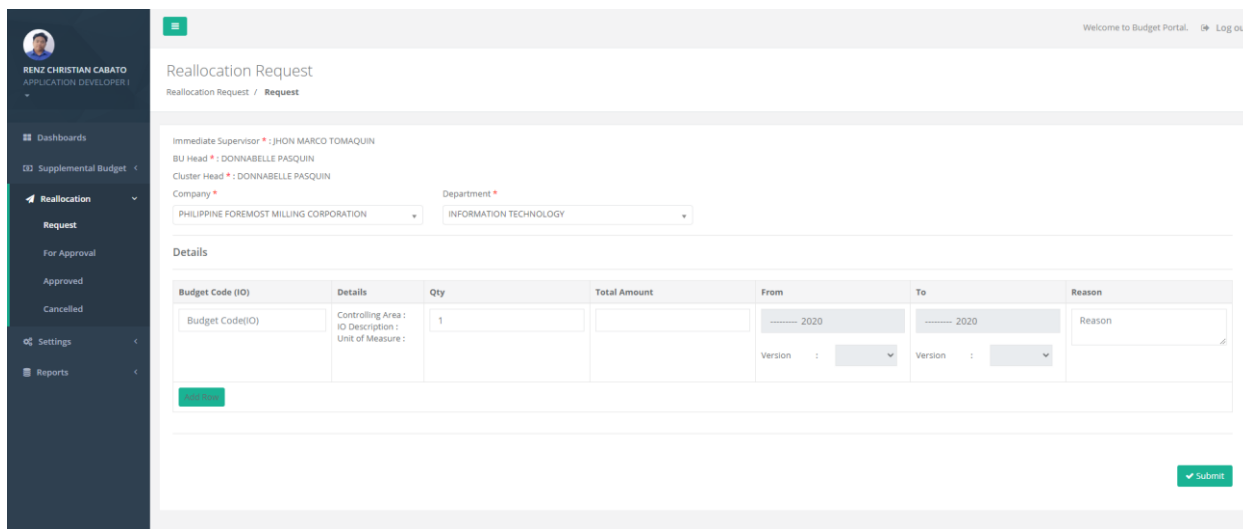
1. On the side bar menu, choose "Reallocation -> Request -> New Request"



The screenshot shows the user interface of the Supplemental Budget Portal. On the left sidebar, the user is logged in as RENZ CHRISTIAN CABATO. The sidebar menu is expanded, showing 'Reallocation' with a sub-menu 'Request'. The 'New Request' button is highlighted in the main content area. The main content area shows a 'Reallocation Request' form with a table for 'Reference No.', 'Name', 'Company', 'Department', 'Approvers', 'Date Request', and 'Action'. The table is currently empty, showing 'No data available in table'.

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.



The screenshot shows the 'New Request' form in the Supplemental Budget Portal. The form includes fields for 'Immediate Supervisor', 'BU Head', 'Cluster Head', 'Company', and 'Department'. Below these fields is a 'Details' table with columns for 'Budget Code (IO)', 'Details', 'Qty', 'Total Amount', 'From', 'To', and 'Reason'. The 'From' and 'To' fields are set to '2020'. The 'Reason' field is empty. A 'Submit' button is located at the bottom right of the form.

Procedure

Scenario

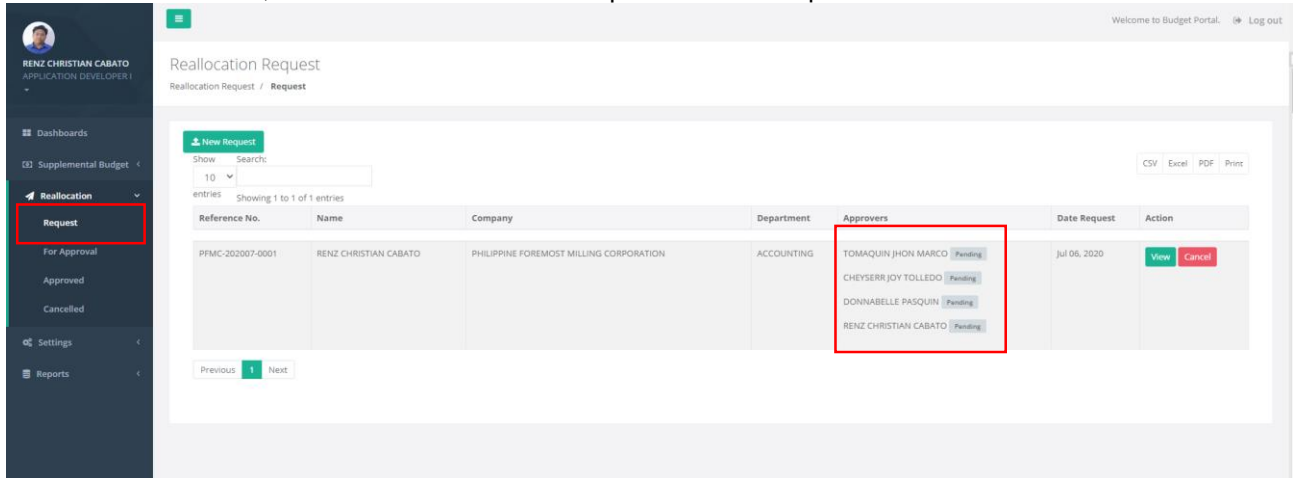
Description

View status of request

Scenario No.

13

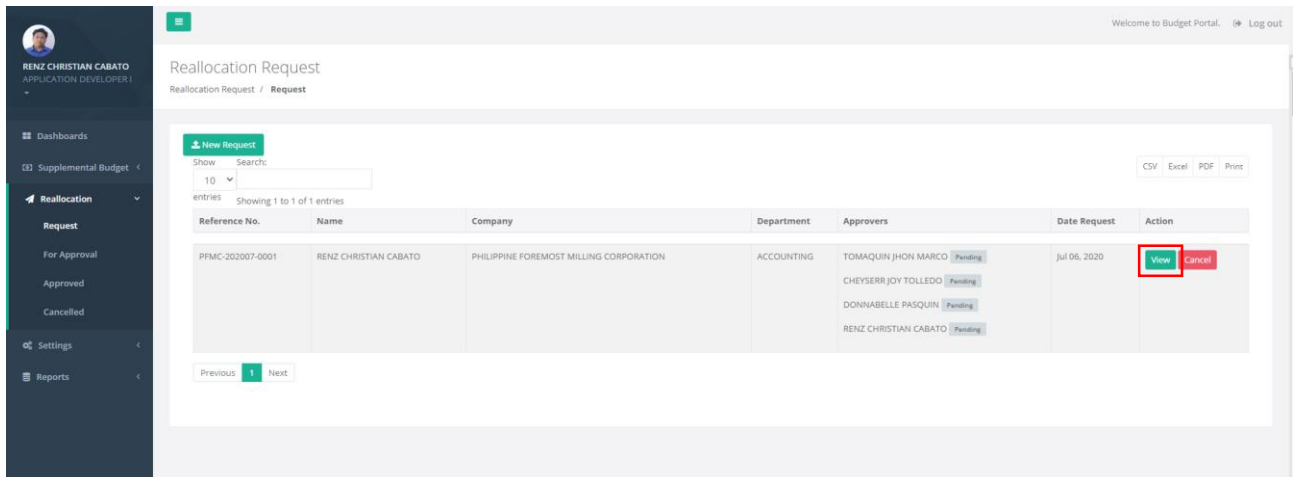
1. On the side bar menu, choose "Reallocation -> Request -> New Request"



The screenshot shows the 'Reallocation Request' page. The sidebar menu on the left has 'Request' highlighted under the 'Reallocation' section. The main content area displays a table of requests. The first row is highlighted, and the 'View' button in the 'Action' column is highlighted with a red box.

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

2. View details of request



The screenshot shows the 'Reallocation Request' page. The sidebar menu on the left has 'Request' highlighted under the 'Reallocation' section. The main content area displays a table of requests. The first row is highlighted, and the 'View' button in the 'Action' column is highlighted with a red box.

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

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		

