

<b>Portal Name</b>	Budget Request Portal
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### Enhancements

#### Version 1.1

*Released date: August 4, 2020*

- Additional button for BU heads: Review Again and reason selection.

#### Version 1.2

*Released date: August 5, 2020*

- Viewing of ROI attachment in approver view.
- Can now close the pop up window in VDI.
- Additional approver for re-allocation request.
- Email notification alignment.
- Viewing of reason in re-allocation request.

#### Version 1.3

*Released date: August 6, 2020*

- Refile in reallocation request.
- Remarks alignment upon viewing of request.
- Remove button for every add row.

#### Version 1.4

*Released date: August 7, 2020*

- Fixed issue receive notification for Non SAP finance approval but not shown in the dashboard.
- Additional remarks field for finance approval.
- Can now input in alphabet in sequence number.
- Cancel button for Review Again Request.

#### Version 1.5

*Released date: August 7, 2020*

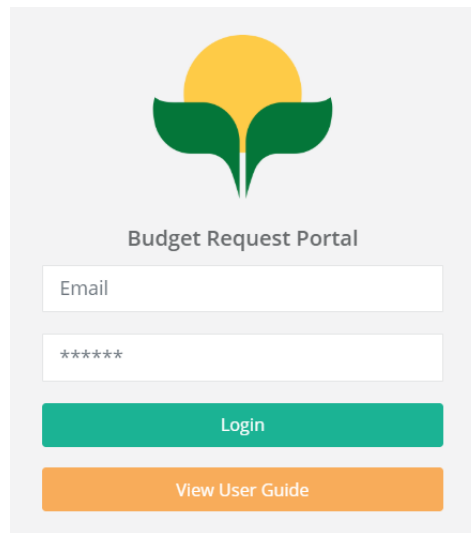
- Reply button for review again request.
- Fixed bug issue for hierarchy with additional approver.
- Alignment of material code and material description.
- History of transaction for tagging as review again.
- Decimal places in quantity field.
- Place VAT Inclusive in Non-SAP reports.

## Scenario

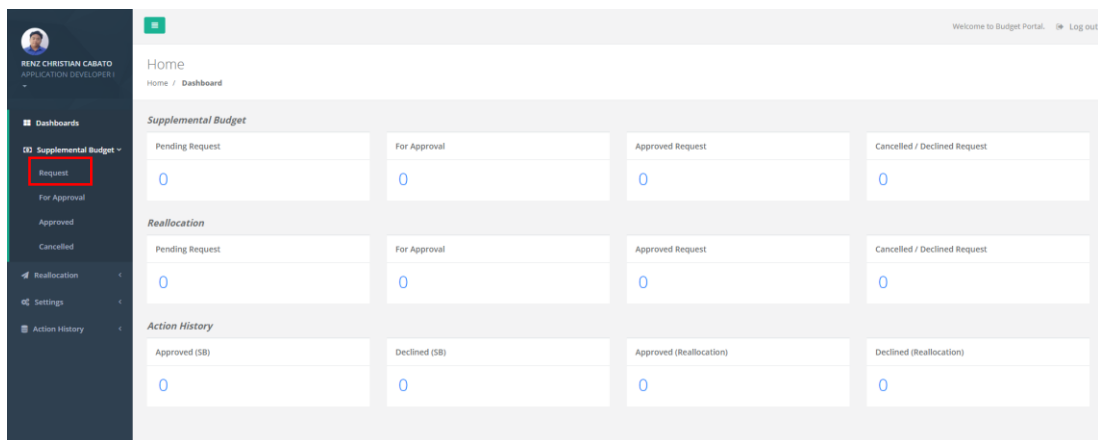
<b>Description</b>	Supplemental Budget Request (All employee)	<b>Scenario No.</b>	1
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## System Procedure

- Go to link: <http://10.96.4.138:8668/login>  
*Note: URL must be copied completely.*
- Input email and password used in MyPortal system.



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

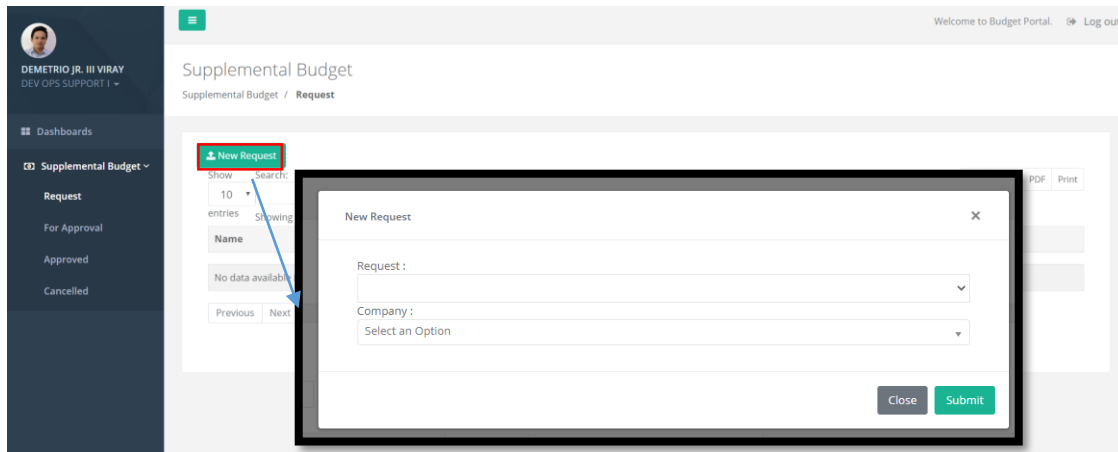


- Click **“New Request”** button to file supplemental budget. Also in this tab you can view all pending requests.

## Scenario

- a. Type of Request
- No endorsement needed
  - Need endorsement

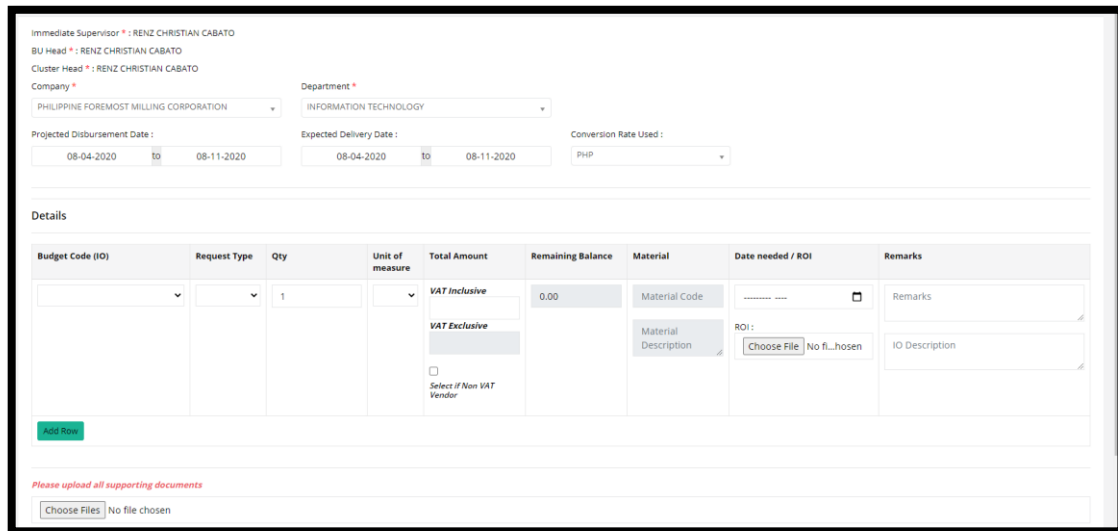
*Note: The system will automatically determine if the company selected is SAP based or not.*



The screenshot shows the 'Supplemental Budget' page with a 'New Request' button highlighted. A modal form titled 'New Request' is open, containing the following fields:

- Request : (dropdown menu)
- Company : (dropdown menu with 'Select an Option' text)
- Close button
- Submit button

5. No endorsement needed.  
5.1 SAP



The screenshot shows the 'Details' form for a budget request. It includes the following sections:

- Header Information:**
  - 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: 08-04-2020 to 08-11-2020
  - Expected Delivery Date: 08-04-2020 to 08-11-2020
  - 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	ROI: Choose File No file chosen	Remarks
				VAT Exclusive		Material Description		IO Description
- Footer:**
  - Please upload all supporting documents
  - Choose Files No file chosen

## Scenario

### 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 : 08-04-2020 to 08-11-2020  
Expected Delivery Date : 08-04-2020 to 08-11-2020  
Conversion Rate Used : PHP

**Details**

Cost Center	Request Type	Qty	Unit of measure	Total Amount	Remaining Balance	Material	Date needed / ROI	Remarks
		1		VAT Inclusive VAT Exclusive	0.00	Material Description	ROI : Choose File No file chosen	Remarks Description

[Add Row](#)

Please upload all supporting documents  
[Choose Files](#) No file chosen

### 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  
Additional Approver \* :  
Choose Approver

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

**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

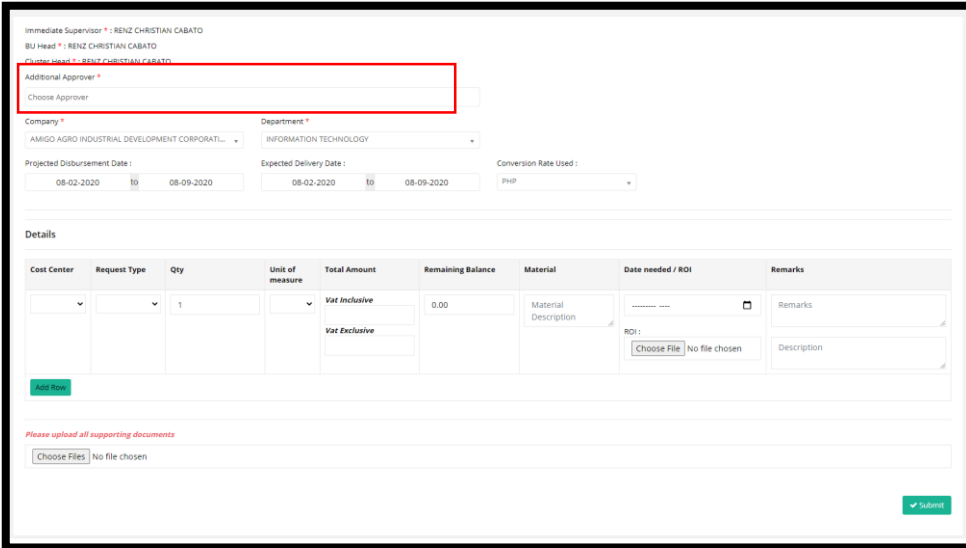
[Add Row](#)

Please upload all supporting documents  
[Choose Files](#) No file chosen

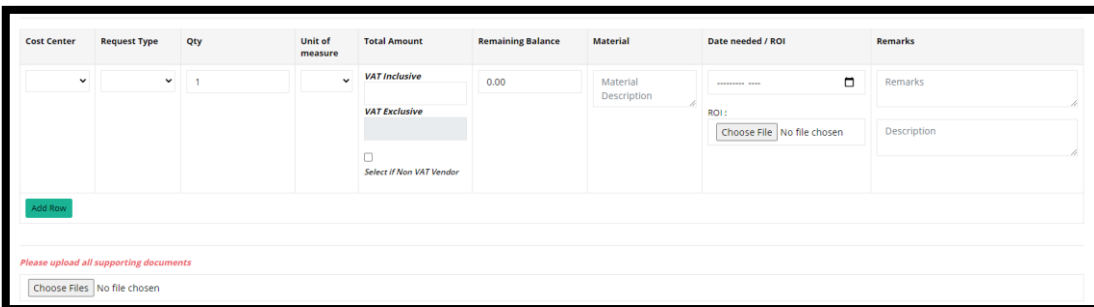
[Submit](#)

## Scenario

### 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 inventoriability.

a. If direct expense, the following are the required fields:

- total amount

**Notes:**

- ✓ 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 amount.
- ✓ If checkbox: *Select if Non VAT Vendor* was selected, VAT Inclusive will be the same as VAT Exclusive amount.

- 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)

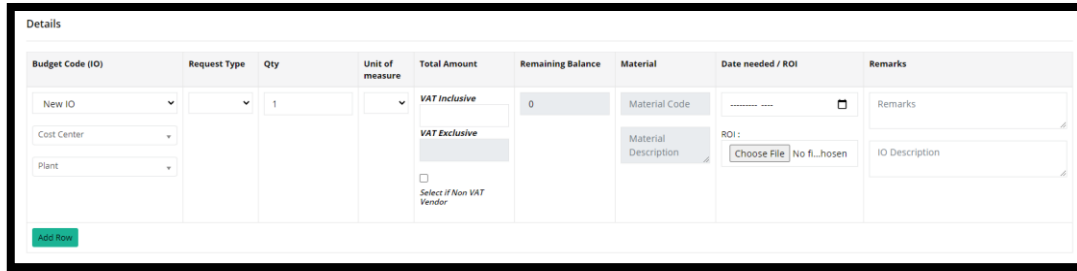
- ROI attachment

c. If inventoriability, the following are the required fields:

## Scenario

- quantity
- total amount
- remaining balance
- date needed (year and month)

### 7.2 New IO



- 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)

## Scenario

b. maximum size allowed per file is 100mb.

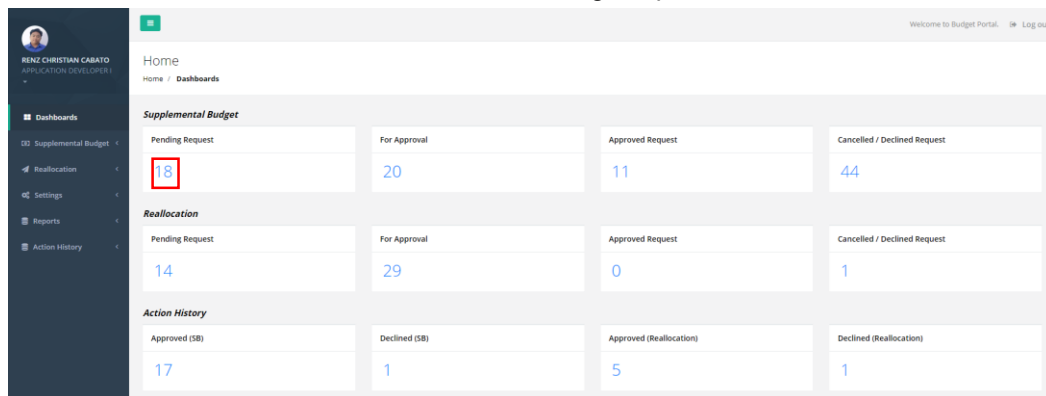
Please upload all supporting documents

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".



Home

Supplemental Budget

Pending Request	For Approval	Approved Request	Cancelled / Declined Request
18	20	11	44

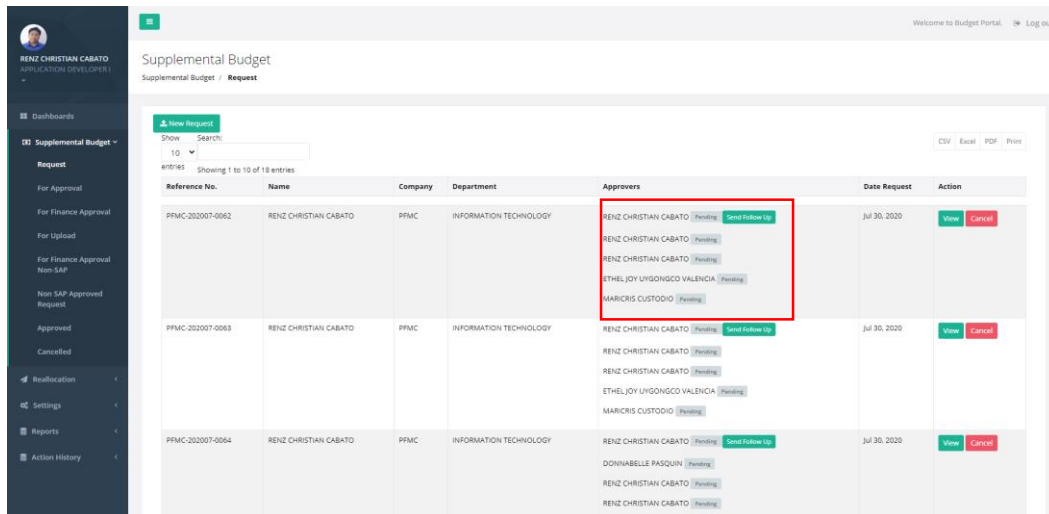
Reallocation

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. View all pending requests and its approval status.



Supplemental Budget

Request

New Request

Show 10

Showing 1 to 10 of 18 entries

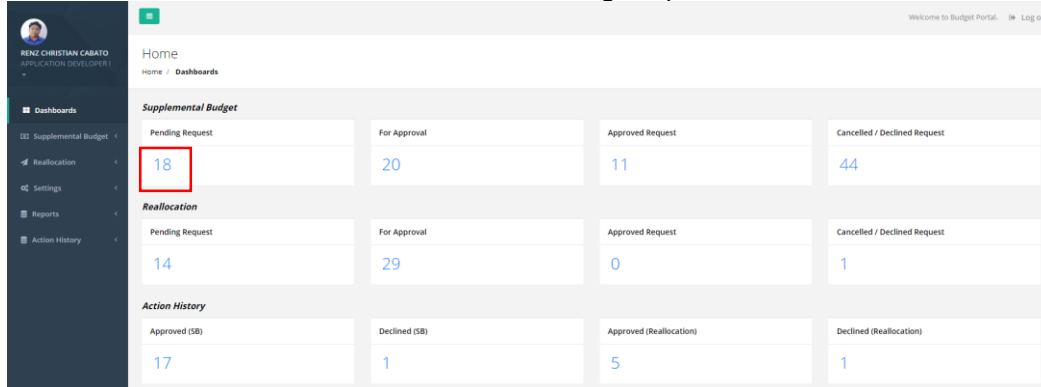
Reference No.	Name	Company	Department	Approvers	Date Request	Action
PPMC-202007-0062	RENZ CHRISTIAN CABATO	PPMC	INFORMATION TECHNOLOGY	RENZ CHRISTIAN CABATO <span>Pending</span> <span>Send Follow Up</span> RENZ CHRISTIAN CABATO <span>Pending</span> RENZ CHRISTIAN CABATO <span>Pending</span> ETHEL JOY UNGONGCO VALENCIA <span>Pending</span> MARICRIS CUSTODIO <span>Pending</span>	Jul 30, 2020	<span>View</span> <span>Cancel</span>
PPMC-202007-0063	RENZ CHRISTIAN CABATO	PPMC	INFORMATION TECHNOLOGY	RENZ CHRISTIAN CABATO <span>Pending</span> <span>Send Follow Up</span> RENZ CHRISTIAN CABATO <span>Pending</span> RENZ CHRISTIAN CABATO <span>Pending</span> ETHEL JOY UNGONGCO VALENCIA <span>Pending</span> MARICRIS CUSTODIO <span>Pending</span>	Jul 30, 2020	<span>View</span> <span>Cancel</span>
PPMC-202007-0064	RENZ CHRISTIAN CABATO	PPMC	INFORMATION TECHNOLOGY	RENZ CHRISTIAN CABATO <span>Pending</span> <span>Send Follow Up</span> DONNABELLE PASQUIN <span>Pending</span> RENZ CHRISTIAN CABATO <span>Pending</span> RENZ CHRISTIAN CABATO <span>Pending</span>	Jul 30, 2020	<span>View</span> <span>Cancel</span>

## Scenario

### 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:

Supplemental Budget	For Approval	Approved Request	Cancelled / Declined Request
Pending Request: 18	20	11	44

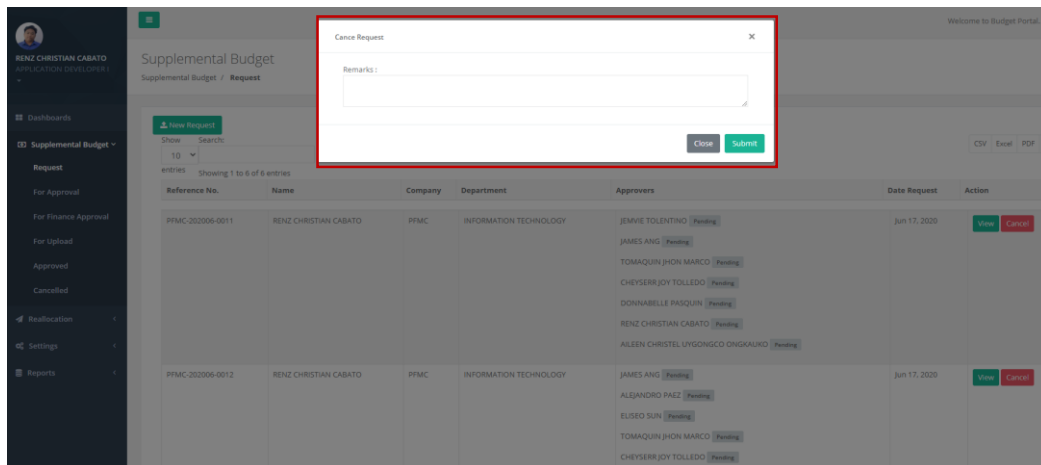
  

Reallocation	For Approval	Approved Request	Cancelled / Declined Request
Pending Request: 14	29	0	1

Action History	Declined (SB)	Approved (Reallocation)	Declined (Reallocation)
Approved (SB): 17	1	5	1

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



The 'Cancel Request' dialog box is shown with a red border, containing a 'Remarks' field and 'Close' and 'Submit' buttons.

The background table shows the following requests:

Reference No.	Name	Company	Department	Approvers	Date Request	Action
PFMC-202006-0011	RENZ CHRISTIAN CABATO	PFMC	INFORMATION TECHNOLOGY	JEMIE TOLENTINO (Pending) JAMES ANG (Pending) TOMASQUIN JHON MARCO (Pending) CHEYSERR JOY TOLLEDO (Pending) DONNABELLE PASQUIN (Pending) RENZ CHRISTIAN CABATO (Pending) AILEEN CRISTEL UYONGCO ONGKAKO (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) CHEYSERR JOY TOLLEDO (Pending)	Jun 17, 2020	View Cancel

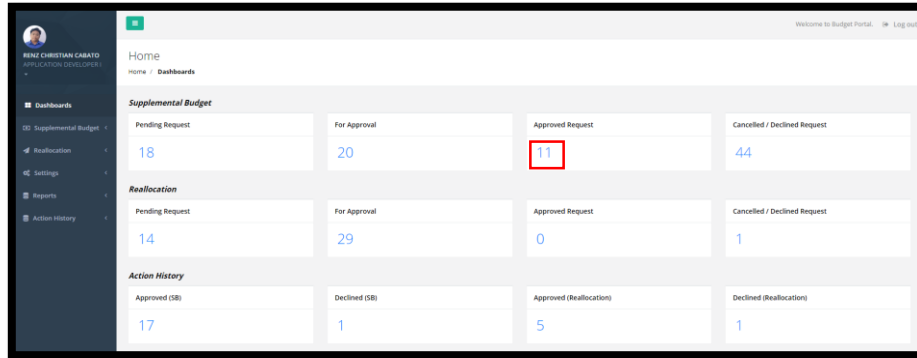


## Scenario

### Scenario

Description	View Approved Request (All Roles)	Scenario No.	4
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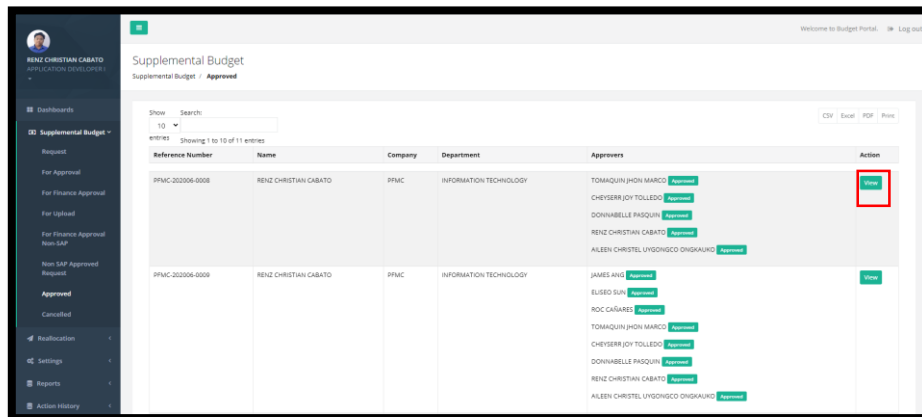
1. Go dashboard then click the number under “Approved Request”.



The dashboard shows a grid of request counts. The 'Approved Request' count for the Supplemental Budget is 17, which is highlighted with a red box.

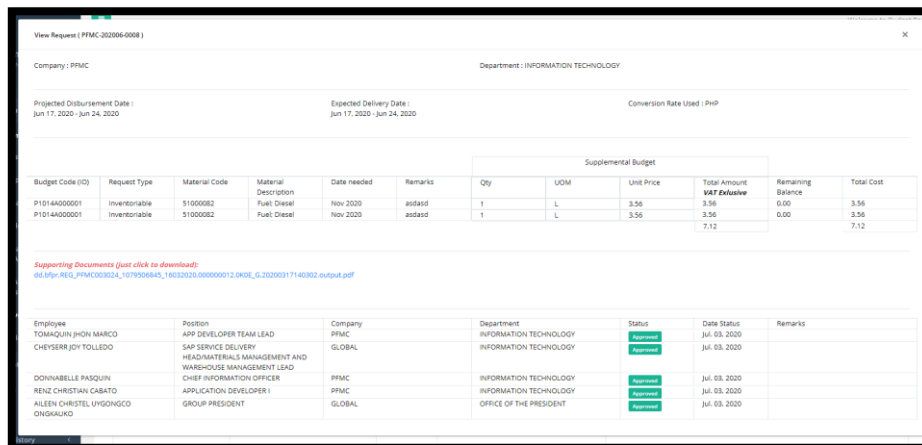
Category	Pending Request	For Approval	Approved Request	Cancelled / Declined Request
Supplemental Budget	18	20	17	44
Reallocation	14	29	0	1
Action History	17	1	5	1

2. Click “View” button to see all approved request.



The table lists approved requests. The 'View' button for the first request is highlighted with a red box.

Reference Number	Name	Company	Department	Approvers	Action
PPMC-202006-0008	RENZ CHRISTIAN CABATO	PPMC	INFORMATION TECHNOLOGY	TOMAQUIN JHON MARCO CHEYERR JOY TOLLEDO DONNABELLE PASQUIN RENZ CHRISTIAN CABATO ALEEN CRISTEL UYONGCO ONGKAUO	View
PPMC-202006-0009	RENZ CHRISTIAN CABATO	PPMC	INFORMATION TECHNOLOGY	JAMES AVG ELIBO SUN ROC CAÑARES TOMAQUIN JHON MARCO CHEYERR JOY TOLLEDO DONNABELLE PASQUIN RENZ CHRISTIAN CABATO ALEEN CRISTEL UYONGCO ONGKAUO	View



The details page for request PPMC-202006-0008 shows a table of supplemental budget items and a list of approvers.

Budget Code (IC)	Request Type	Material Code	Material Description	Date needed	Remarks	Qty	UOM	Unit Price	Total Amount	Remaining Balance	Total Cost
P10144000001	Inventoryable	S1000082	Fuel Diesel	Nov 2020	asstd	1	L	3.56	3.56	0.00	3.56
P10144000001	Inventoryable	S1000082	Fuel Diesel	Nov 2020	asstd	1	L	3.56	3.56	0.00	3.56
									7.12		7.12

Employee	Position	Company	Department	Status	Date Status	Remarks
TOMAQUIN JHON MARCO	APP DEVELOPER TEAM LEAD	PPMC	INFORMATION TECHNOLOGY	Approved	Jul. 03, 2020	
CHEYERR 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	Approved	Jul. 03, 2020	
ALEEN CRISTEL UYONGCO ONGKAUO	GROUP PRESIDENT	GLOBAL	OFFICE OF THE PRESIDENT	Approved	Jul. 03, 2020	

## Scenario

### Scenario

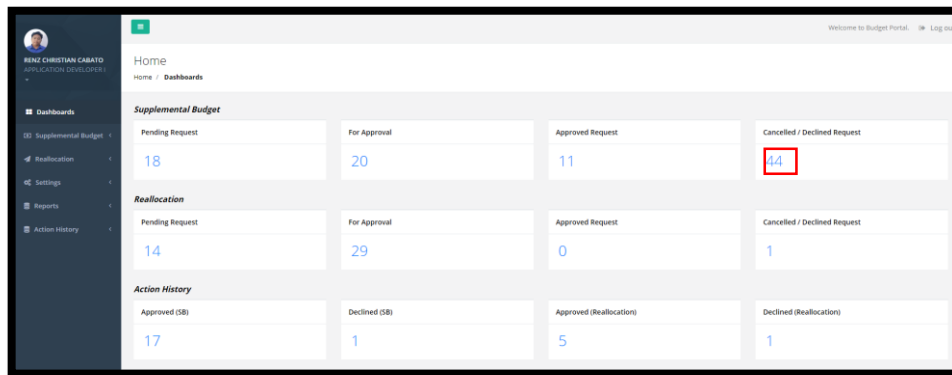
#### Description

View Cancelled/Declined Request  
(All Roles)

#### Scenario No.

5

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



The screenshot shows the dashboard of the Budget Request Portal. The user is logged in as RENZ CHRISTIAN CABATO. The dashboard displays various metrics for Supplemental Budget, Reallocation, and Action History. The 'Cancelled / Declined Request' metric is highlighted with a red box, showing a value of 44.

Supplemental Budget			
Pending Request	For Approval	Approved Request	Cancelled / Declined Request
18	20	11	44

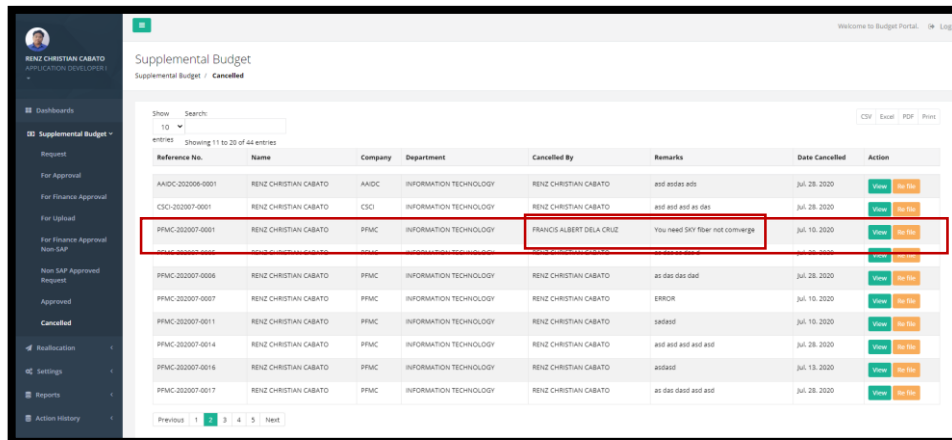
  

Reallocation			
Pending Request	For Approval	Approved Request	Cancelled / Declined Request
14	29	0	1

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.



The screenshot shows the 'Cancelled' tab under the 'Supplemental Budget' section. It displays a table of cancelled requests with columns for Reference No., Name, Company, Department, Cancelled By, Remarks, Date Cancelled, and Action. The row for Reference No. PRAC-202007-0001 is highlighted with a red box, showing the cancelled by 'FRANCIS ALBERT DELA CRUZ' and the remarks 'You need SOT floor not commerge'.

Reference No.	Name	Company	Department	Cancelled By	Remarks	Date Cancelled	Action
AKDC-202006-0001	RENZ CHRISTIAN CABATO	AKDC	INFORMATION TECHNOLOGY	RENZ CHRISTIAN CABATO	and and and	Jul. 28, 2020	<a href="#">View</a> <a href="#">No file</a>
CSO-202007-0001	RENZ CHRISTIAN CABATO	CSO	INFORMATION TECHNOLOGY	RENZ CHRISTIAN CABATO	and and and as das	Jul. 28, 2020	<a href="#">View</a> <a href="#">No file</a>
PRAC-202007-0001	RENZ CHRISTIAN CABATO	PRAC	INFORMATION TECHNOLOGY	FRANCIS ALBERT DELA CRUZ	You need SOT floor not commerge	Jul. 10, 2020	<a href="#">View</a> <a href="#">No file</a>
PRAC-202007-0002	RENZ CHRISTIAN CABATO	PRAC	INFORMATION TECHNOLOGY	RENZ CHRISTIAN CABATO	and and and	Jul. 28, 2020	<a href="#">View</a> <a href="#">No file</a>
PRAC-202007-0006	RENZ CHRISTIAN CABATO	PRAC	INFORMATION TECHNOLOGY	RENZ CHRISTIAN CABATO	as das das das	Jul. 28, 2020	<a href="#">View</a> <a href="#">No file</a>
PRAC-202007-0007	RENZ CHRISTIAN CABATO	PRAC	INFORMATION TECHNOLOGY	RENZ CHRISTIAN CABATO	ERROR	Jul. 10, 2020	<a href="#">View</a> <a href="#">No file</a>
PRAC-202007-0011	RENZ CHRISTIAN CABATO	PRAC	INFORMATION TECHNOLOGY	RENZ CHRISTIAN CABATO	sadasd	Jul. 10, 2020	<a href="#">View</a> <a href="#">No file</a>
PRAC-202007-0014	RENZ CHRISTIAN CABATO	PRAC	INFORMATION TECHNOLOGY	RENZ CHRISTIAN CABATO	and and and and	Jul. 28, 2020	<a href="#">View</a> <a href="#">No file</a>
PRAC-202007-0016	RENZ CHRISTIAN CABATO	PRAC	INFORMATION TECHNOLOGY	RENZ CHRISTIAN CABATO	asdasd	Jul. 13, 2020	<a href="#">View</a> <a href="#">No file</a>
PRAC-202007-0017	RENZ CHRISTIAN CABATO	PRAC	INFORMATION TECHNOLOGY	RENZ CHRISTIAN CABATO	as das das and and	Jul. 28, 2020	<a href="#">View</a> <a href="#">No file</a>

## Scenario

### Scenario

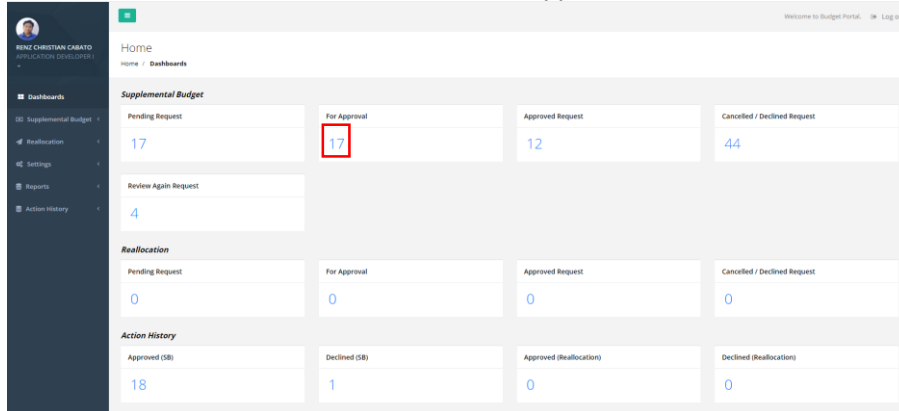
#### Description

Approve/Decline/Review Again  
(for Dept. Heads Role)

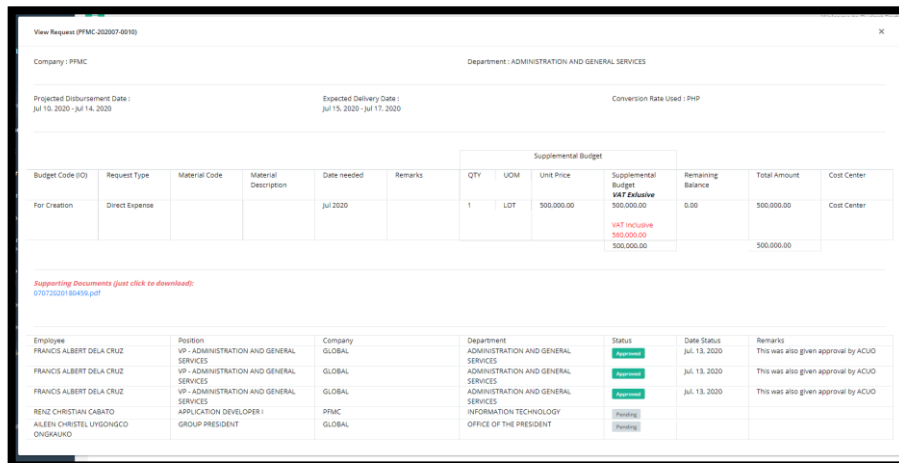
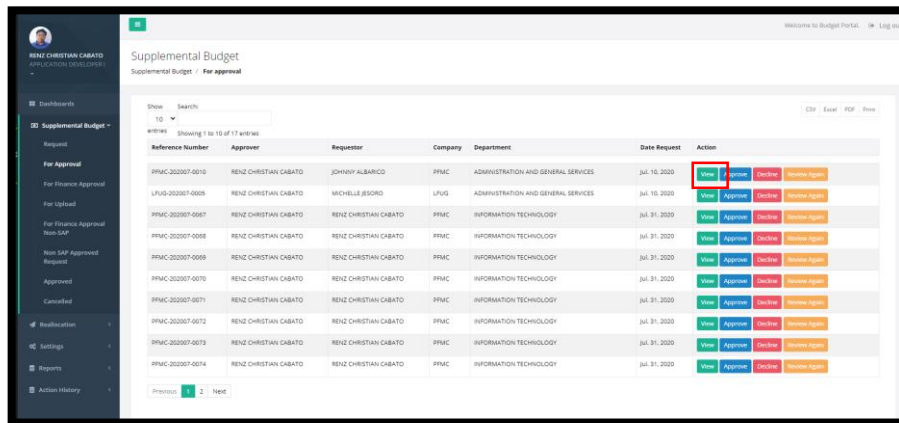
#### Scenario No.

6

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



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



## Scenario

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.



5. To tag as “Review Again”, just click “Review Again” then input reason and remarks. Click submit to proceed.

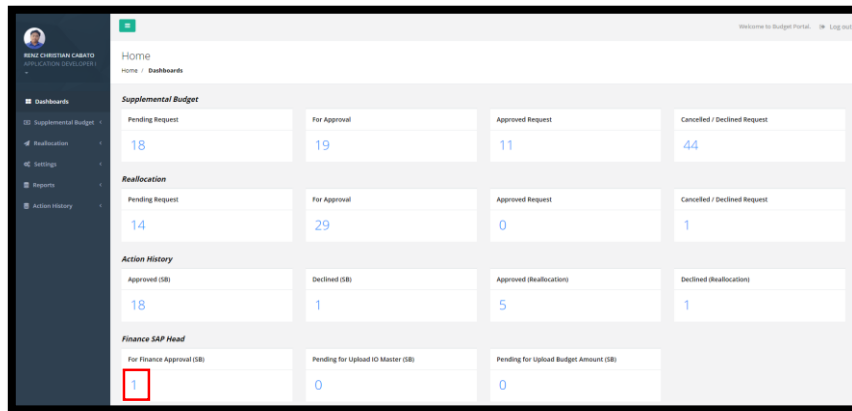


## Scenario

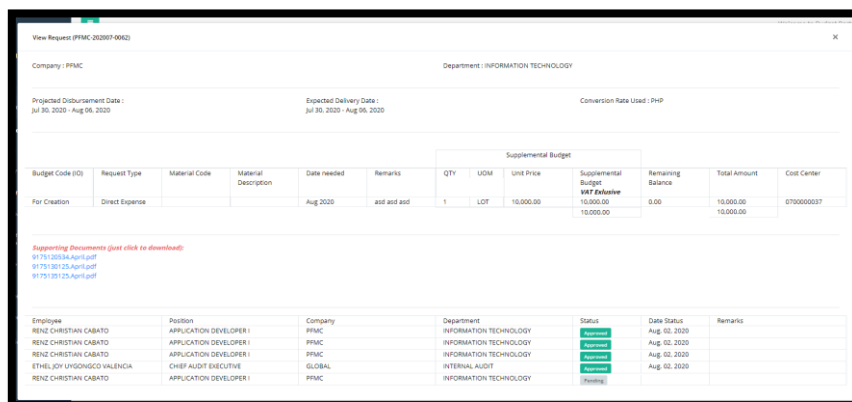
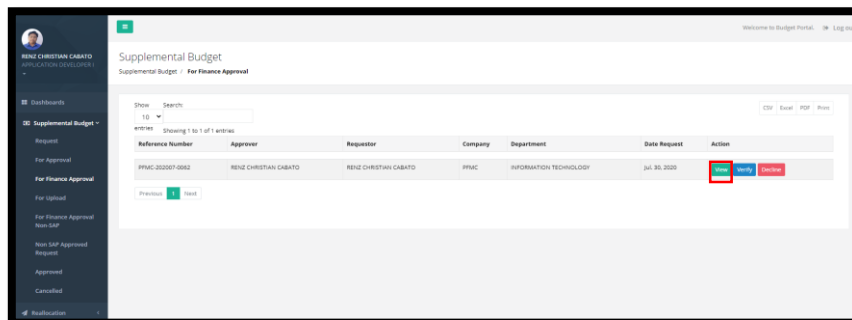
## Scenario

Description	Approve/Decline (Finance Role on BU using SAP)	Scenario No.	7
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- Go to dashboard then click the number under “For Finance Approval”.

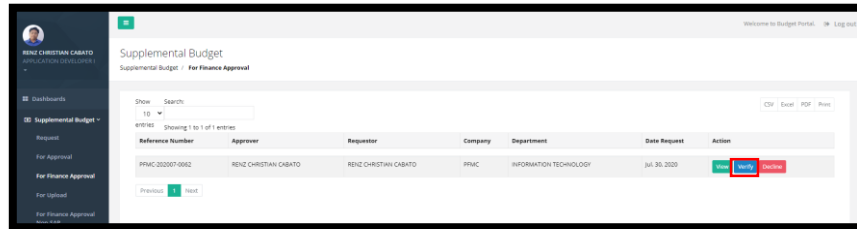


- Click “View” to see details of request.



## Scenario

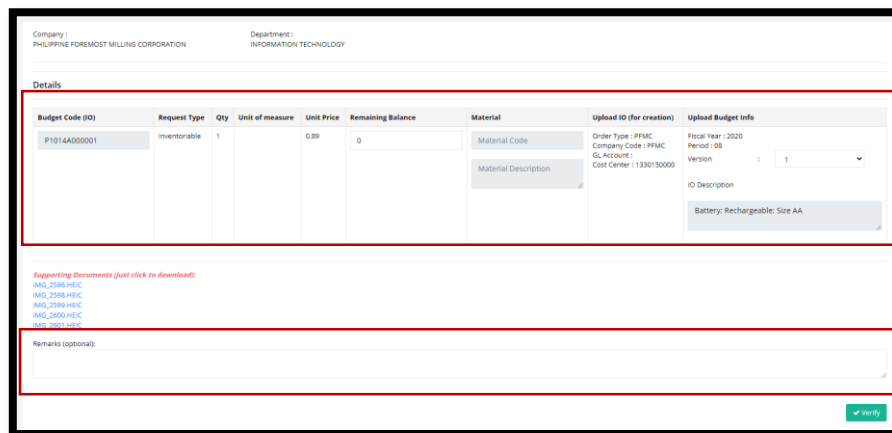
### 3. Verify Request. Click “submit” to proceed to request”.



Request	Approver	Requester	Company	Department	Date Request	Action
PRMC020007-0062	RENZ CHRISTIAN CABATO	RENZ CHRISTIAN CABATO	PFMC	INFORMATION TECHNOLOGY	JUL 30, 2020	<a href="#">View</a> <a href="#">Verify</a> <a href="#">Delete</a>

#### 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.
- remarks(optional)



Budget Code (IO)	Request Type	Qty	Unit of measure	Unit Price	Remaining Balance	Material	Upload ID (for creation)	Upload Budget Info
P101AA000001	Inventoryable	1		0.89	0	Material Code Material Description	Order Type : PFMC Company Code : PFMC GL Account : Cost Center : 1330150000	Fiscal Year : 2020 Period : 08 Version : 1 IO Description Battery: Rechargeable; Size AA

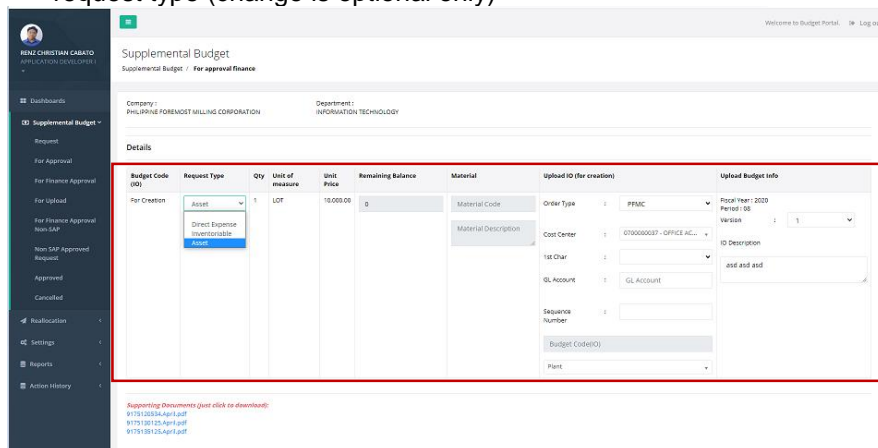
Supporting Documents (just click to download):

Remarks (optional):

[Verify](#)

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

- order type
- cost center
- 1<sup>st</sup> character
- GL account (system will automatically check if GL Account is valid based on GL master data in SAP system)
- sequence number (system will automatically check if budget code already exist in SAP system)
- plant ( Dropdown)
- IO description
- request type (change is optional only)



Budget Code (IO)	Request Type	Qty	Unit of measure	Unit Price	Remaining Balance	Material	Upload ID (for creation)	Upload Budget Info
For Creation	Asset	1	LOT	18,000.00	0	Material Code Material Description	Order Type : PFMC Company Code : PFMC GL Account : Cost Center : 070000037 - OFFICE AC... 1st Char : Sequence Number : Budget Code(IO) Plant :	Fiscal Year : 2020 Period : 08 Version : 1 IO Description and and and

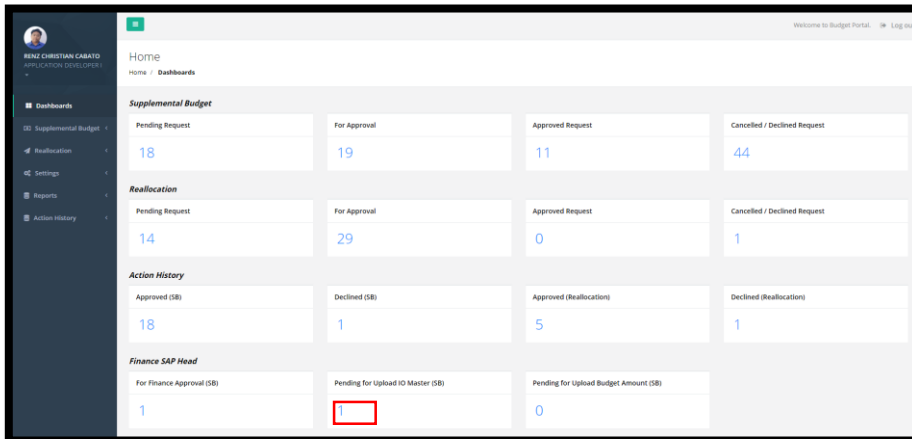
Supporting Documents (just click to download):

## Scenario

### 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)”.



Supplemental Budget			
Pending Request	For Approval	Approved Request	Cancelled / Declined Request
18	19	11	44

Reallocation			
Pending Request	For Approval	Approved Request	Cancelled / Declined Request
14	29	0	1

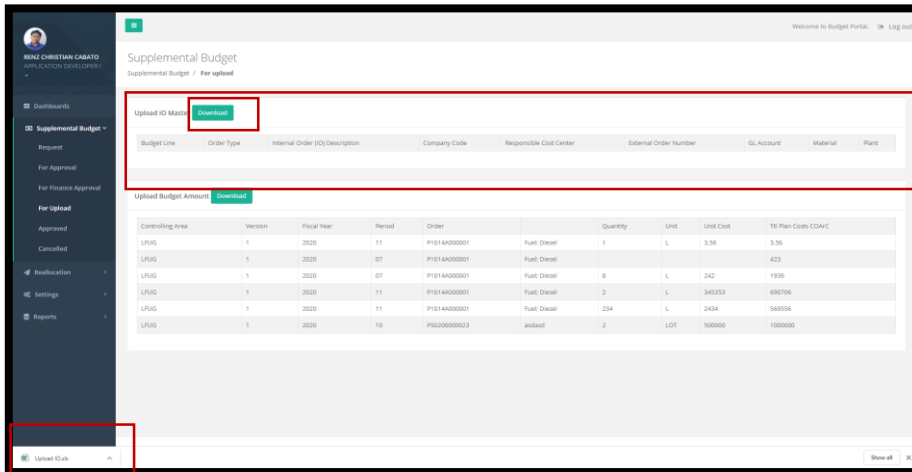
  

Action History			
Approved (SB)	Declined (SB)	Approved (Reallocation)	Declined (Reallocation)
18	1	5	1

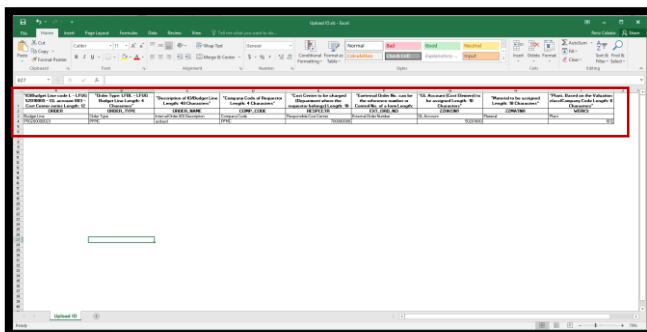
  

Finance SAP Head		
For Finance Approval (SB)	Pending for Upload IO Master (SB)	Pending for Upload Budget Amount (SB)
1	1	0

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



Supplemental Budget								
Supplemental Budget / For upload								
Upload IO Master <b>Download</b>								
Budget Line	Order Type	Internal Order (IO) Description	Company Code	Responsible Cost Center	External Order Number	GL Account	Material	Plant
Upload Budget Amount <b>Download</b>								
Controlling Area	Version	Fiscal Year	Period	Order	Quantity	Unit	Unit Cost	TS Plant Code/COAC
UPUS	1	2020	11	P1014A000001	Fuel Diesel	1	L	3.56
UPUS	1	2020	07	P1014A000001	Fuel Diesel	1	L	423
UPUS	1	2020	07	P1014A000001	Fuel Diesel	8	L	242
UPUS	1	2020	11	P1014A000001	Fuel Diesel	2	L	343353
UPUS	1	2020	11	P1014A000001	Fuel Diesel	234	L	2434
UPUS	1	2020	10	P10200000023	Jet Diesel	2	L	500000



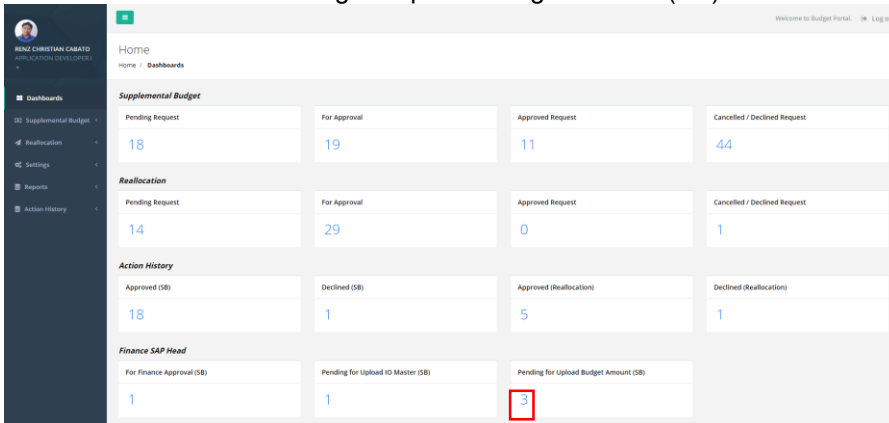
Budget Line	Order Type	Internal Order (IO) Description	Company Code	Responsible Cost Center	External Order Number	GL Account	Material	Plant
P1014A000001								

## Scenario

### Scenario

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

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



Home / Dashboards

Welcome to Budget Portal. Log out

**Supplemental Budget**

Pending Request	For Approval	Approved Request	Cancelled / Declined Request
18	19	11	44

**Reallocation**

Pending Request	For Approval	Approved Request	Cancelled / Declined Request
14	29	0	1

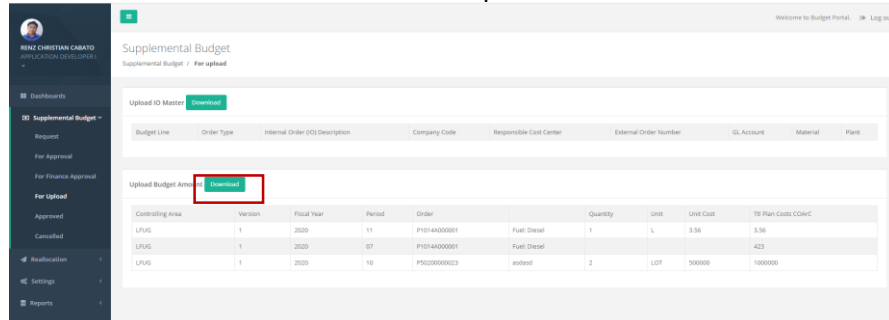
**Action History**

Approved (SB)	Declined (SB)	Approved (Reallocation)	Declined (Reallocation)
18	1	5	1

**Finance SAP Head**

For Finance Approval (SB)	Pending for Upload ID Master (SB)	Pending for Upload Budget Amount (SB)
1	1	3

- Click the download to extract it from the portal.



Supplemental Budget / For upload

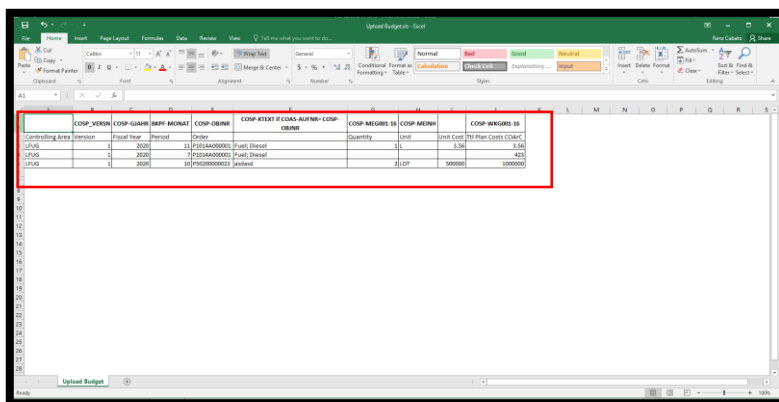
Welcome to Budget Portal. Log out

Upload ID 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	TB Plan Costs COBAC
LFUG	1	2020	11	P1014A000001	Fuel: Diesel	1	3.56	3.56
LFUG	1	2020	07	P1014A000001	Fuel: Diesel	1		423
LFUG	1	2020	10	P50200000023	androl	2	500000	1000000



Controlling Area	Version	Fiscal Year	Period	Order	Quantity	Unit	Unit Cost	TB Plan Costs COBAC
LFUG	1	2020	11	P1014A000001	Fuel: Diesel	1	3.56	3.56
LFUG	1	2020	07	P1014A000001	Fuel: Diesel	1		423
LFUG	1	2020	10	P50200000023	androl	2	500000	1000000

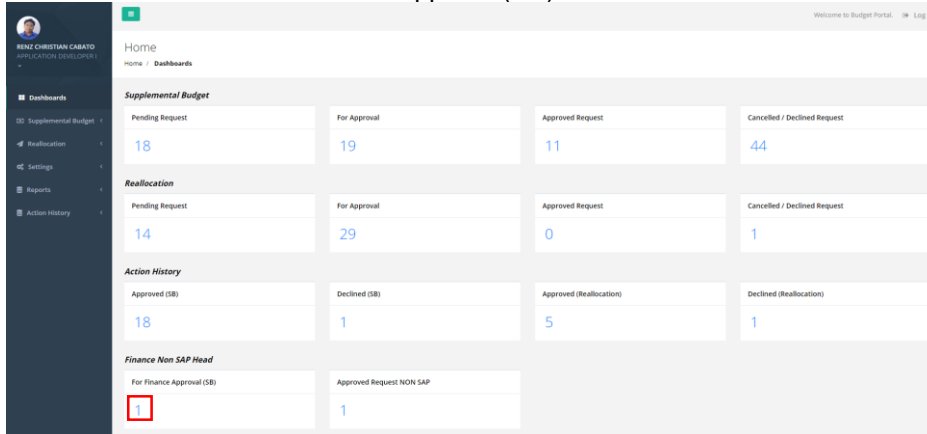


## Scenario

### Scenario

Description	Approve Request (Finance Role on BU not using SAP)	Scenario No.	10
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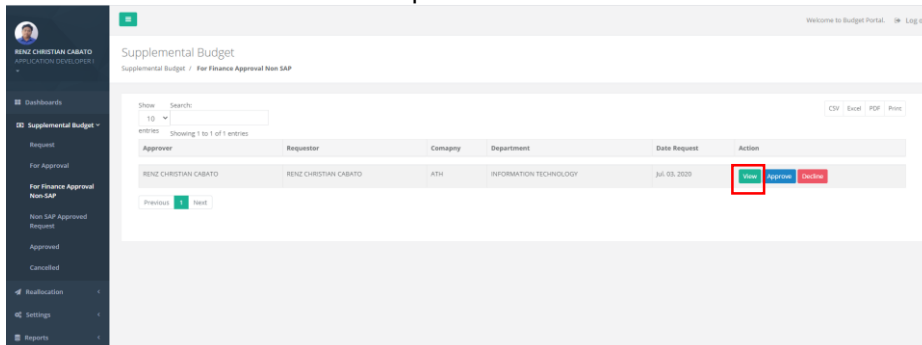
#### 1. Click number under “For Finance Approval(SB)”



The dashboard shows the following data for Supplemental Budget:

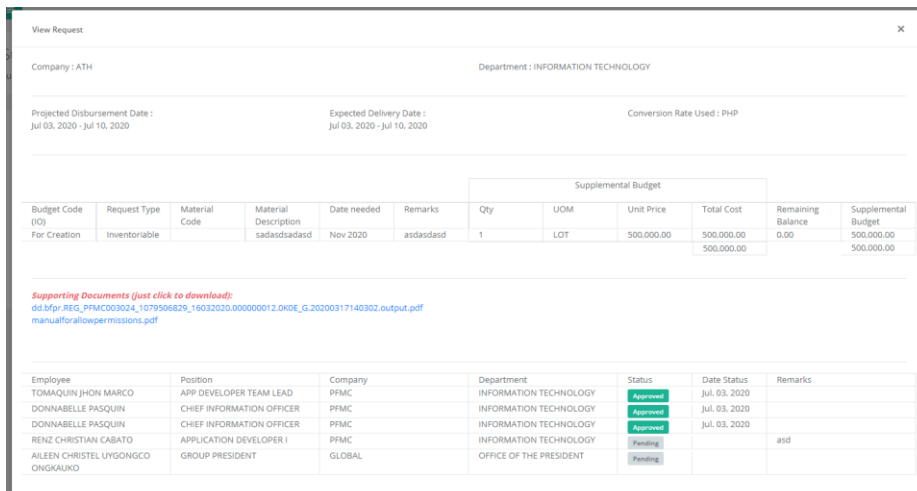
Category	Pending Request	For Approval	Approved Request	Cancelled / Declined Request
Supplemental Budget	18	19	11	44
Reallocation	14	29	0	1
Action History	Approved (SB): 18	Declined (SB): 1	Approved (Reallocation): 5	Declined (Reallocation): 1
Finance Non SAP Head	For Finance Approval (SB): 1	Approved Request NON SAP: 1		

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



The details page shows the following information:

Requester	Company	Department	Date Request	Action
RENZ CHRISTIAN CABATO	ATH	INFORMATION TECHNOLOGY	Jul 03, 2020	<a href="#">View</a> <a href="#">Approved</a> <a href="#">Declined</a>



**View Request**

Company: ATH | Department: INFORMATION TECHNOLOGY

Projected Disbursement Date: Jul 03, 2020 - Jul 10, 2020 | Expected Delivery Date: Jul 03, 2020 - Jul 10, 2020 | Conversion Rate Used: PHP

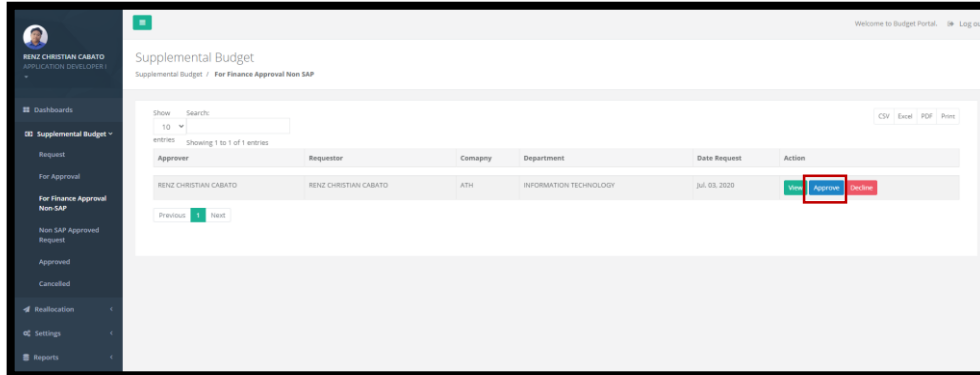
Budget Code (IO)	Request Type	Material Code	Material Description	Date needed	Remarks	Qty	UOM	Unit Price	Total Cost	Remaining Balance	Supplemental Budget
For Creation	Inventoriable		sadasdasd	Nov 2020	asdasdasd	1	LOT	500,000.00	500,000.00	0.00	500,000.00

**Supporting Documents (just click to download):**  
[dd.bfpr.REG\\_PPMC000024\\_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	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 UYONGSCO ONGKAUKO	GROUP PRESIDENT	GLOBAL	OFFICE OF THE PRESIDENT	Pending		

### Scenario

3. Click "Approve" to approve request.

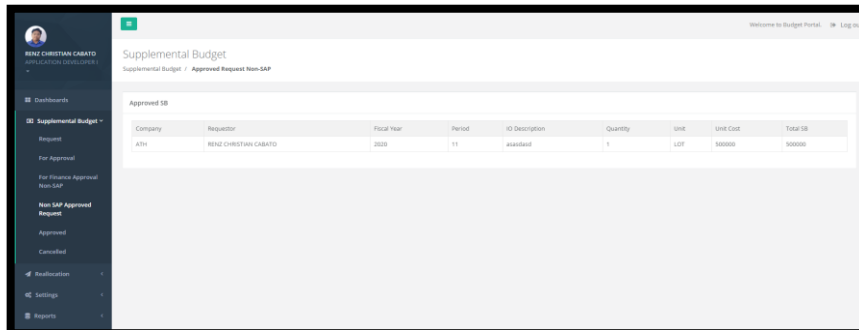
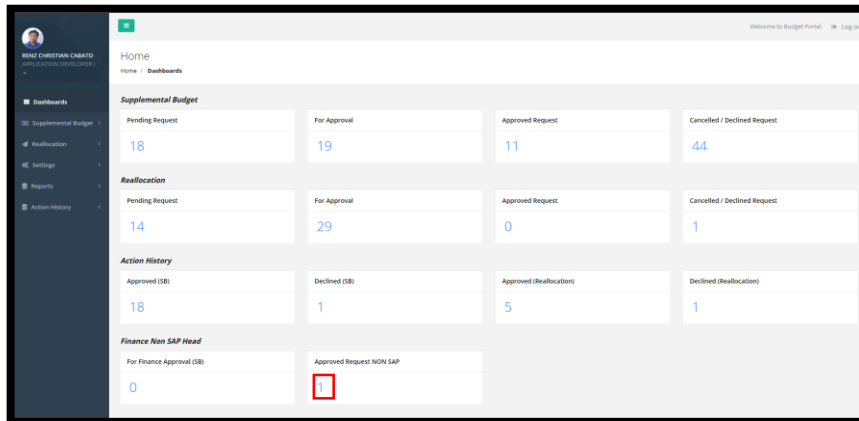


## Scenario

### Scenario

Description	View all approved Request(Finance Non SAP)	Scenario No.	11
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1. Click the number below "Approved Request Non SAP"

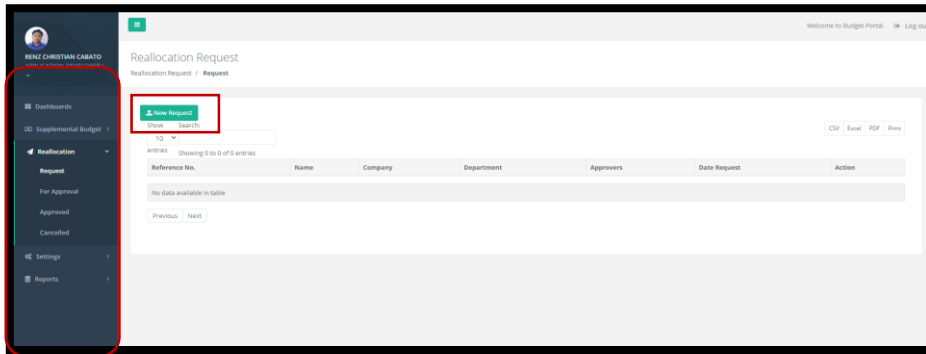
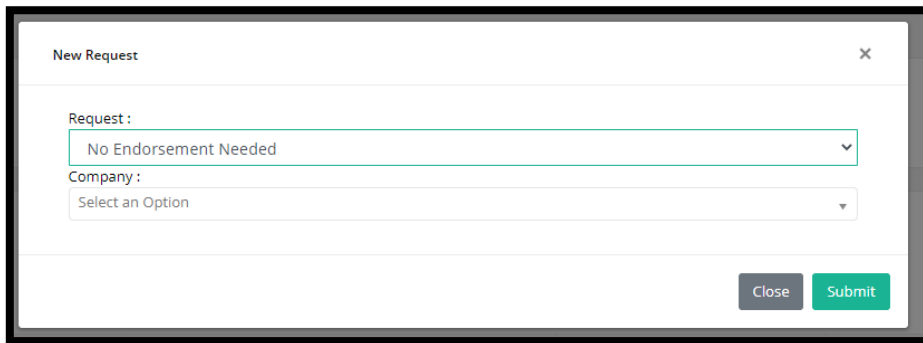


## Scenario

### Scenario

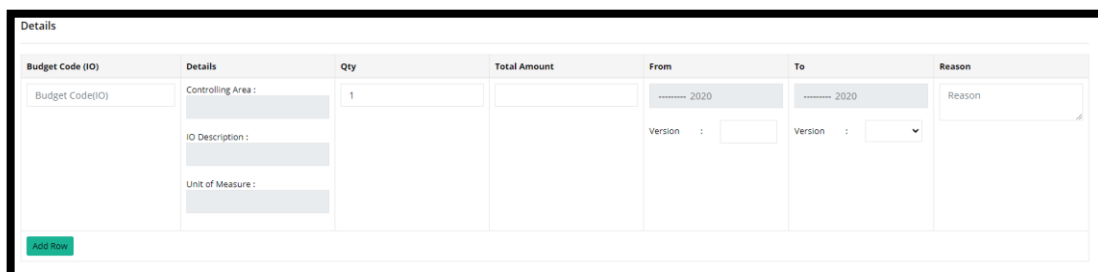
Description	Request Re Allocation(SAP company only) – No endorsement	Scenario No.	12
-------------	--	--------------	----

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

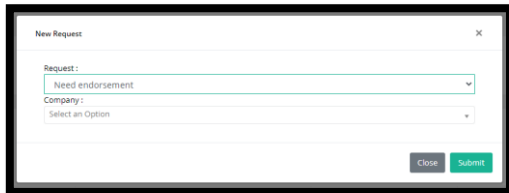
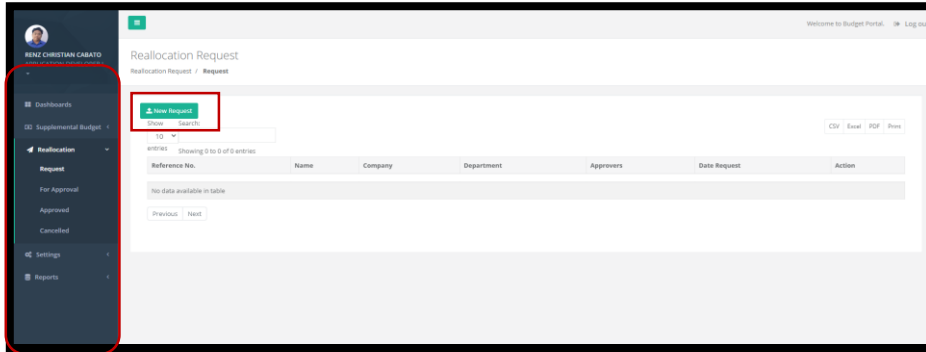


## Scenario

### Scenario

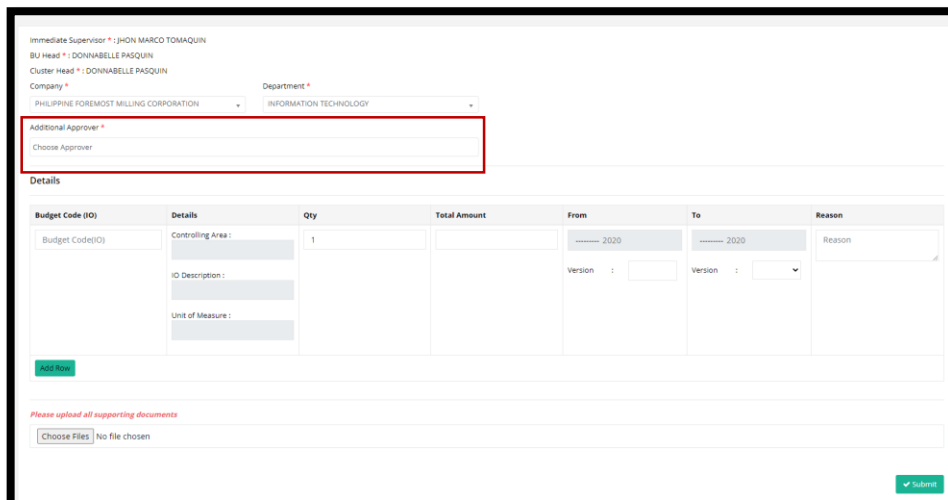
Description	Request Re Allocation(SAP company only) – Need endorsement	Scenario No.	13
-------------	--	--------------	----

3. On the side bar menu, choose “Reallocation → Request → New Request”



4. The following are the required fields:

- additional approver
- company
- budget code(IO)
- quantity
- total amount
- from and to date
- versions
- reason



## Scenario

### Scenario

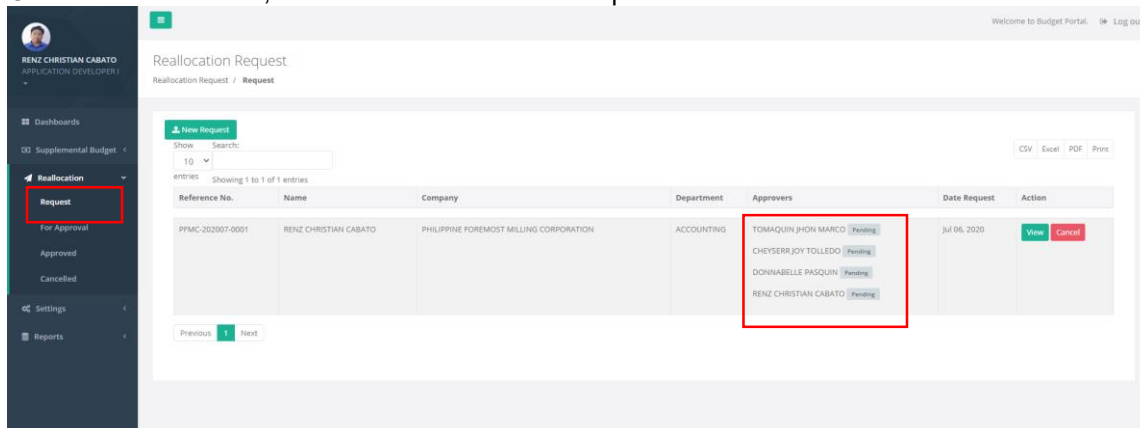
#### Description

View status of request

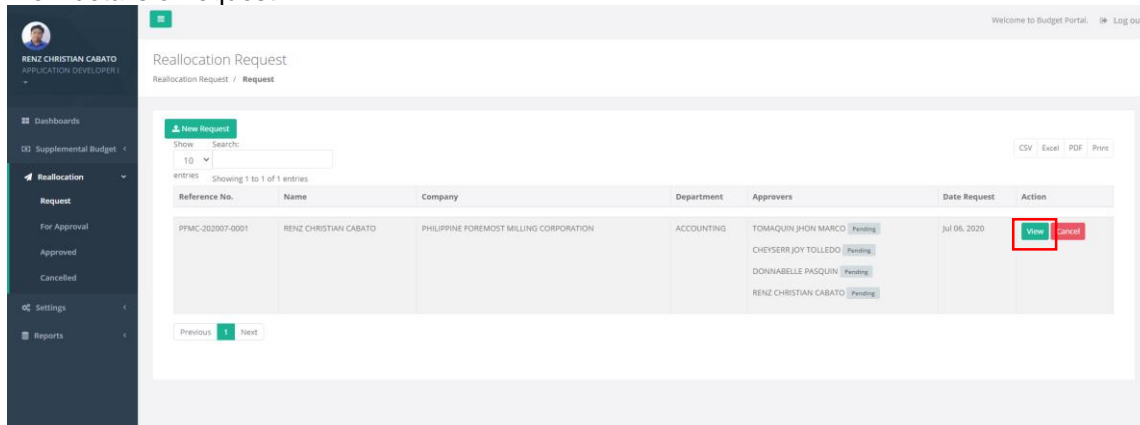
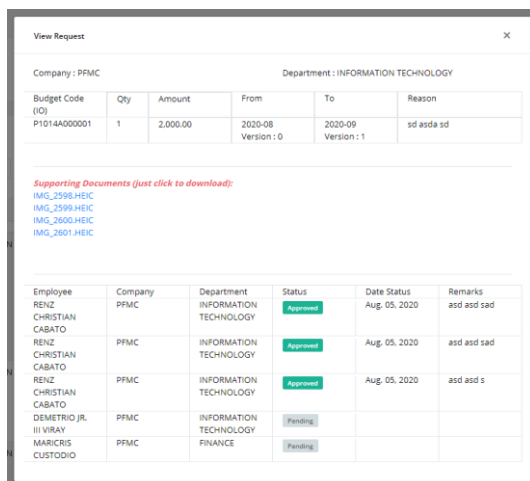
#### Scenario No.

14

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



2. View details of request

**View Request**

Company : PFMC Department : INFORMATION TECHNOLOGY

Budget Code (IO)	Qty	Amount	From	To	Reason
P1014A000001	1	2,000.00	2020-08 Version : 0	2020-09 Version : 1	sd asda sd

*Supporting Documents (just click to download):*

IMG\_2599.HEIC  
IMG\_2599.HEIC  
IMG\_2600.HEIC  
IMG\_2601.HEIC

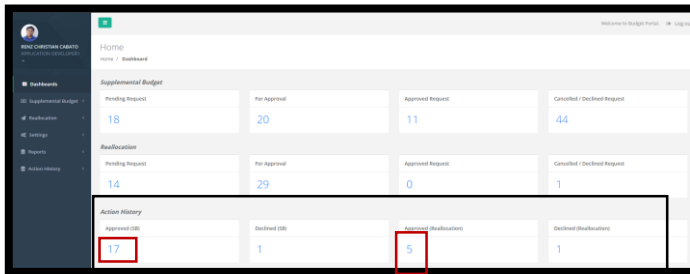
Employee	Company	Department	Status	Date Status	Remarks
RENZ CHRISTIAN CABATO	PFMC	INFORMATION TECHNOLOGY	Approved	Aug. 05, 2020	asd asd sad
RENZ CHRISTIAN CABATO	PFMC	INFORMATION TECHNOLOGY	Approved	Aug. 05, 2020	asd asd sad
RENZ CHRISTIAN CABATO	PFMC	INFORMATION TECHNOLOGY	Approved	Aug. 05, 2020	asd asd s
DEMETRIO JR. III VIRAY	PFMC	INFORMATION TECHNOLOGY	Pending		
MARICRIS CUSTODIO	PFMC	FINANCE	Pending		

## Scenario

### Scenario

Description	View all your Action History (Approver)	Scenario No.	15
-------------	---	--------------	----

1. Click number under “Approved Request” to view all approved request (supplemental and reallocation).



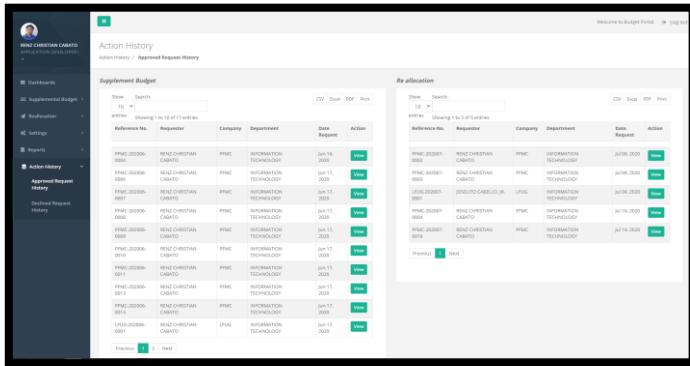
Supplemental Budget			
Pending Request	For Approval	Approved Request	Cancelled / Declined Request
18	20	11	44

Reallocation			
Pending Request	For Approval	Approved Request	Cancelled / Declined Request
14	29	0	1

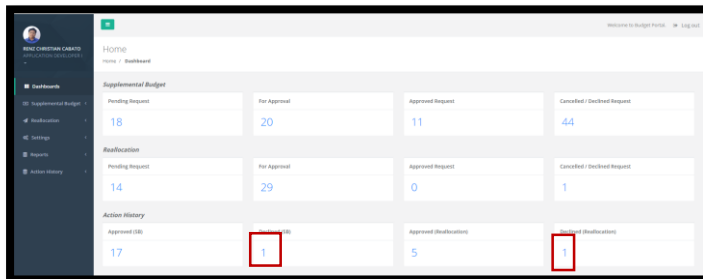
  

Action History			
Approved (DB)	Declined (DB)	Approved (Reallocation)	Declined (Reallocation)
17	1	5	1



Reference No.	Requester	Company	Department	Date Request	Action
PRAC-2020-0001	RENZ CHRISTIAN CABATO	PMAC	INFORMATION TECHNOLOGY	Jul 16, 2020	Approved
PRAC-2020-0002	RENZ CHRISTIAN CABATO	PMAC	INFORMATION TECHNOLOGY	Jul 16, 2020	Approved
PRAC-2020-0003	RENZ CHRISTIAN CABATO	PMAC	INFORMATION TECHNOLOGY	Jul 16, 2020	Approved
PRAC-2020-0004	RENZ CHRISTIAN CABATO	PMAC	INFORMATION TECHNOLOGY	Jul 16, 2020	Approved
PRAC-2020-0005	RENZ CHRISTIAN CABATO	PMAC	INFORMATION TECHNOLOGY	Jul 16, 2020	Approved
PRAC-2020-0006	RENZ CHRISTIAN CABATO	PMAC	INFORMATION TECHNOLOGY	Jul 16, 2020	Approved
PRAC-2020-0007	RENZ CHRISTIAN CABATO	PMAC	INFORMATION TECHNOLOGY	Jul 16, 2020	Approved
PRAC-2020-0008	RENZ CHRISTIAN CABATO	PMAC	INFORMATION TECHNOLOGY	Jul 16, 2020	Approved
PRAC-2020-0009	RENZ CHRISTIAN CABATO	PMAC	INFORMATION TECHNOLOGY	Jul 16, 2020	Approved
PRAC-2020-0010	RENZ CHRISTIAN CABATO	PMAC	INFORMATION TECHNOLOGY	Jul 16, 2020	Approved
PRAC-2020-0011	RENZ CHRISTIAN CABATO	PMAC	INFORMATION TECHNOLOGY	Jul 16, 2020	Approved
PRAC-2020-0012	RENZ CHRISTIAN CABATO	PMAC	INFORMATION TECHNOLOGY	Jul 16, 2020	Approved
PRAC-2020-0013	RENZ CHRISTIAN CABATO	PMAC	INFORMATION TECHNOLOGY	Jul 16, 2020	Approved
PRAC-2020-0014	RENZ CHRISTIAN CABATO	PMAC	INFORMATION TECHNOLOGY	Jul 16, 2020	Approved
PRAC-2020-0015	RENZ CHRISTIAN CABATO	PMAC	INFORMATION TECHNOLOGY	Jul 16, 2020	Approved
PRAC-2020-0016	RENZ CHRISTIAN CABATO	PMAC	INFORMATION TECHNOLOGY	Jul 16, 2020	Approved
PRAC-2020-0017	RENZ CHRISTIAN CABATO	PMAC	INFORMATION TECHNOLOGY	Jul 16, 2020	Approved
PRAC-2020-0018	RENZ CHRISTIAN CABATO	PMAC	INFORMATION TECHNOLOGY	Jul 16, 2020	Approved
PRAC-2020-0019	RENZ CHRISTIAN CABATO	PMAC	INFORMATION TECHNOLOGY	Jul 16, 2020	Approved
PRAC-2020-0020	RENZ CHRISTIAN CABATO	PMAC	INFORMATION TECHNOLOGY	Jul 16, 2020	Approved

2. Click number under “Declined” to view all declined request (supplemental and reallocation).



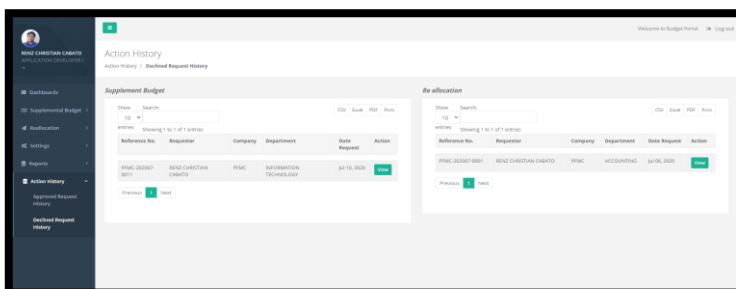
Supplemental Budget			
Pending Request	For Approval	Approved Request	Cancelled / Declined Request
18	20	11	44

Reallocation			
Pending Request	For Approval	Approved Request	Cancelled / Declined Request
14	29	0	1

Action History			
Approved (DB)	Declined (DB)	Approved (Reallocation)	Declined (Reallocation)
17	1	5	1



Reference No.	Requester	Company	Department	Date Request	Action
PRAC-2020-0001	RENZ CHRISTIAN CABATO	PMAC	INFORMATION TECHNOLOGY	Jul 16, 2020	Declined

## Scenario

### Scenario

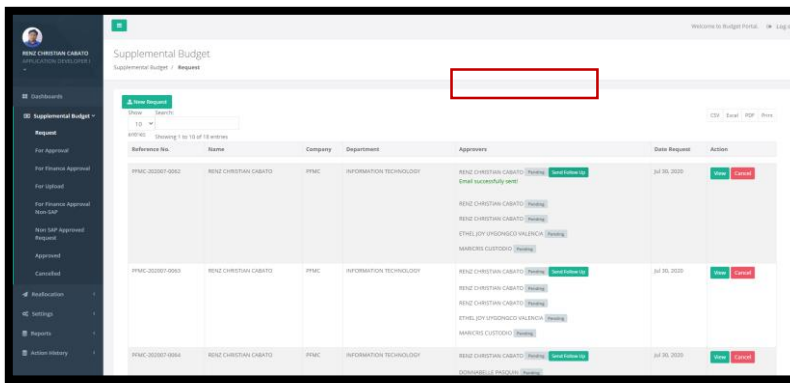
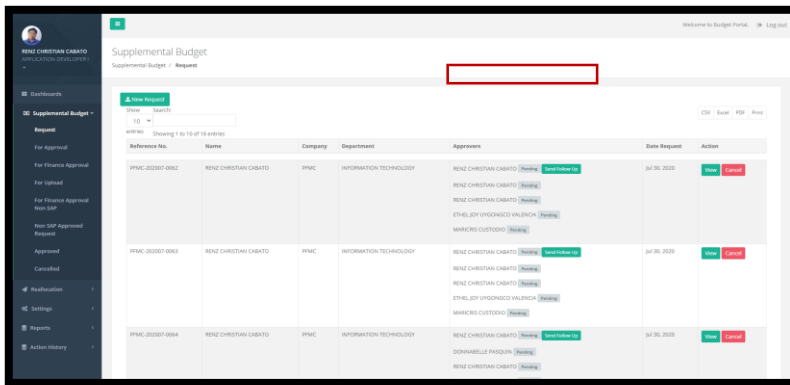
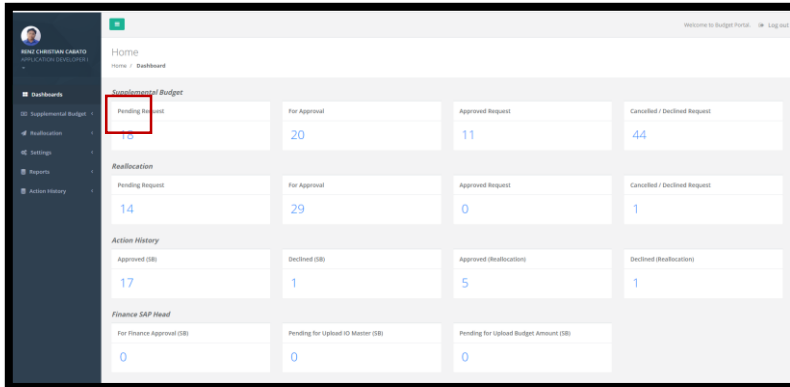
#### Description

Manual Follow Up (Email)

#### Scenario No.

16

### 1. Go to Dashboard and click "Send follow Up"





## Scenario

### Scenario

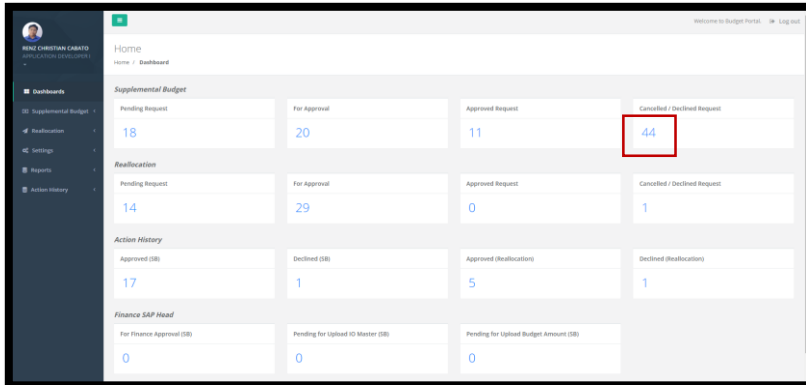
#### Description

Refile Declined Request

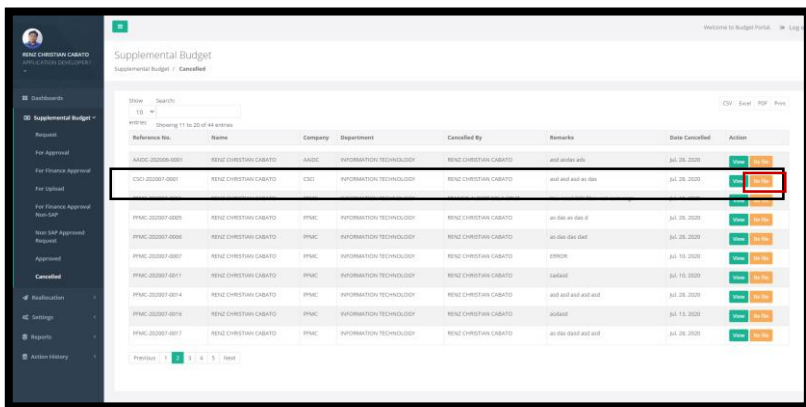
Scenario No.

17

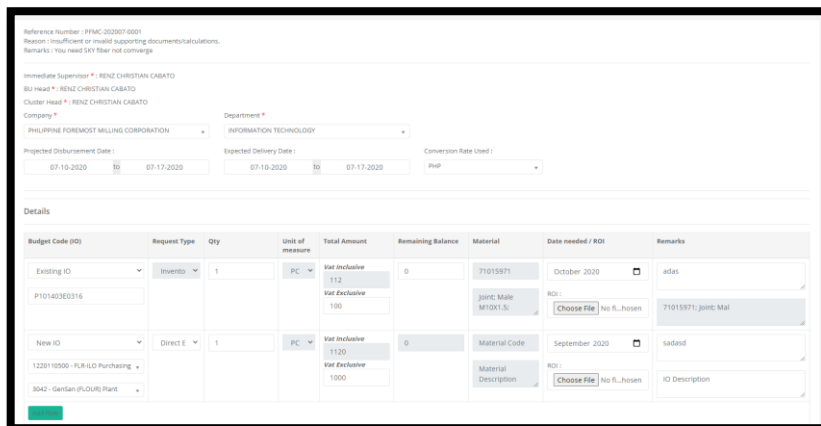
1. Go to Dashboard and click "Cancelled / Declined Request".



2. Click "Refile".



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

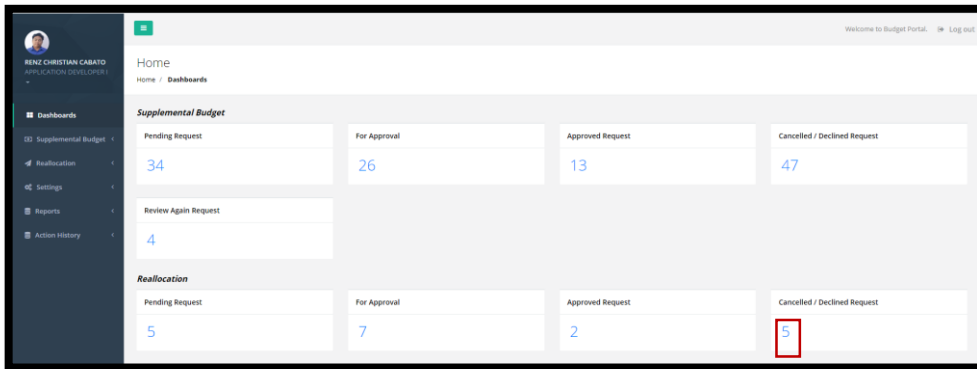


## Scenario

### Scenario

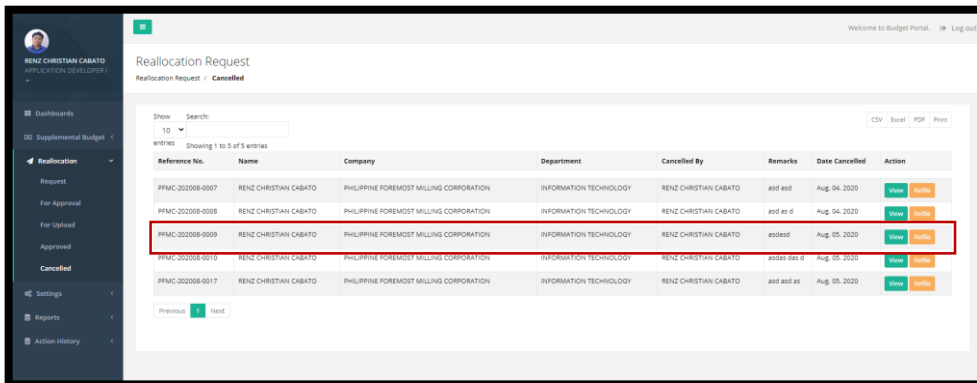
Description	Refile Declined Reallocation	Scenario No.	18
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1. Go to Dashboard and click “Cancelled / Declined Request”.

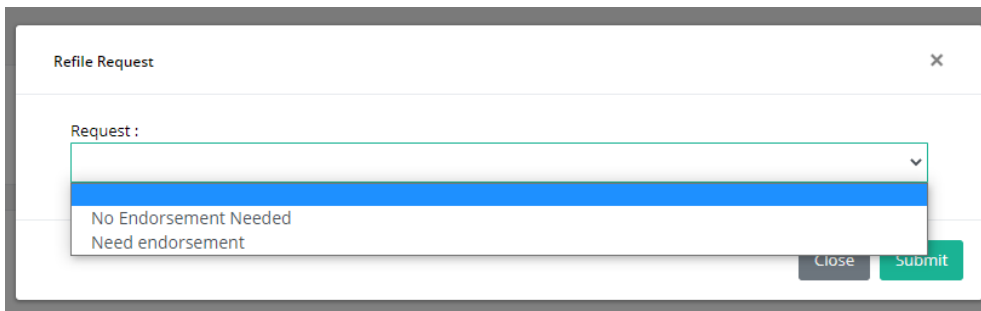


Supplemental Budget			
Pending Request	For Approval	Approved Request	Cancelled / Declined Request
34	26	13	47
Review Again Request			
4			
Reallocation			
Pending Request	For Approval	Approved Request	Cancelled / Declined Request
5	7	2	5

2. Click “Refile”. Choose if “No endorsement needed” or “Need endorsement”.



Reference No.	Name	Company	Department	Cancelled By	Remarks	Date Cancelled	Action
PPMC-202008-0007	RENZ CHRISTIAN CABATO	PHILIPPINE FOREMOST MILLING CORPORATION	INFORMATION TECHNOLOGY	RENZ CHRISTIAN CABATO	and asid	Aug. 04, 2020	<a href="#">View</a> <a href="#">Refile</a>
PPMC-202008-0008	RENZ CHRISTIAN CABATO	PHILIPPINE FOREMOST MILLING CORPORATION	INFORMATION TECHNOLOGY	RENZ CHRISTIAN CABATO	and asid	Aug. 04, 2020	<a href="#">View</a> <a href="#">Refile</a>
PPMC-202008-0009	RENZ CHRISTIAN CABATO	PHILIPPINE FOREMOST MILLING CORPORATION	INFORMATION TECHNOLOGY	RENZ CHRISTIAN CABATO	and asid	Aug. 05, 2020	<a href="#">View</a> <a href="#">Refile</a>
PPMC-202008-0010	RENZ CHRISTIAN CABATO	PHILIPPINE FOREMOST MILLING CORPORATION	INFORMATION TECHNOLOGY	RENZ CHRISTIAN CABATO	and asid	Aug. 05, 2020	<a href="#">View</a> <a href="#">Refile</a>
PPMC-202008-0017	RENZ CHRISTIAN CABATO	PHILIPPINE FOREMOST MILLING CORPORATION	INFORMATION TECHNOLOGY	RENZ CHRISTIAN CABATO	and asid	Aug. 05, 2020	<a href="#">View</a> <a href="#">Refile</a>



**Refile Request**

Request :

No Endorsement Needed

Need endorsement

Close Submit

### Scenario

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

Reference Number : PFMC202008-0017  
Reason :  
Remarks : add add as

Immediate Supervisor \* : JHON MARCO TOMAQUIN  
BU Head \* : DONNABELLE PASQUIN  
Cluster Head \* : DONNABELLE PASQUIN  
Company \* : PHILIPPINE FOREMOST MILLING CORPORATION  
Department \* : INFORMATION TECHNOLOGY

**Details**

Budget Code (IO)	Details	Qty	Total Amount	From	To	Reason
P1014A000001	Controlling Area : LFUG ID Description : Battery: Rechargeable: Size / Unit of Measure :	1	1000	August 2020 Version : 0	September 2020 Version : 1	Reason

[Add Row](#)

*Supporting documents (just click to download):*  
[IMG\\_2399.HEIC X](#)  
[IMG\\_2600.HEIC X](#)  
[IMG\\_2601.HEIC X](#)  
[IMG\\_2603.HEIC X](#)  
*Add additional supporting documents*  
 no file chosen

## Scenario

### Scenario

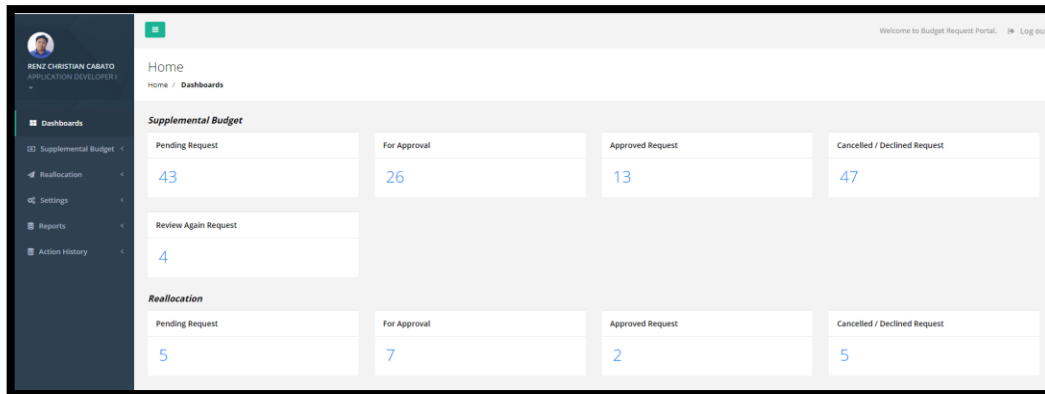
#### Description

Cancel review again request.

#### Scenario No.

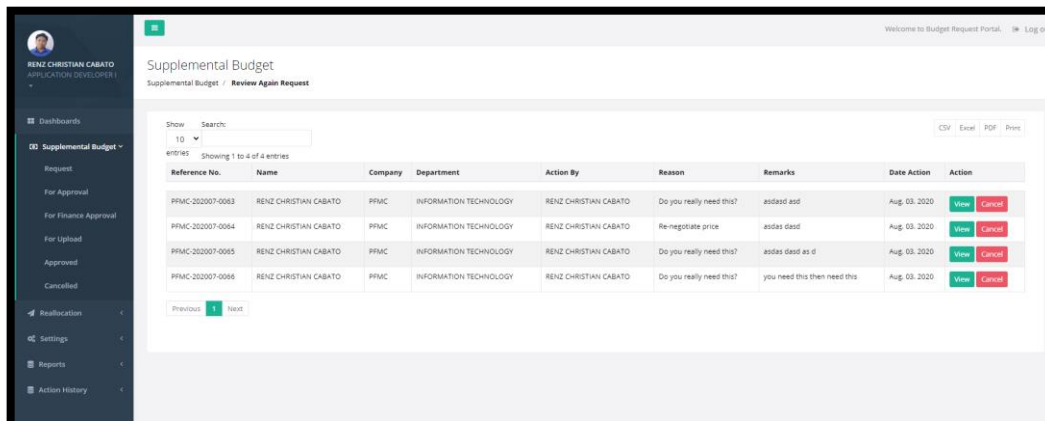
19

1. Go to Dashboard and click "Review Again Request".

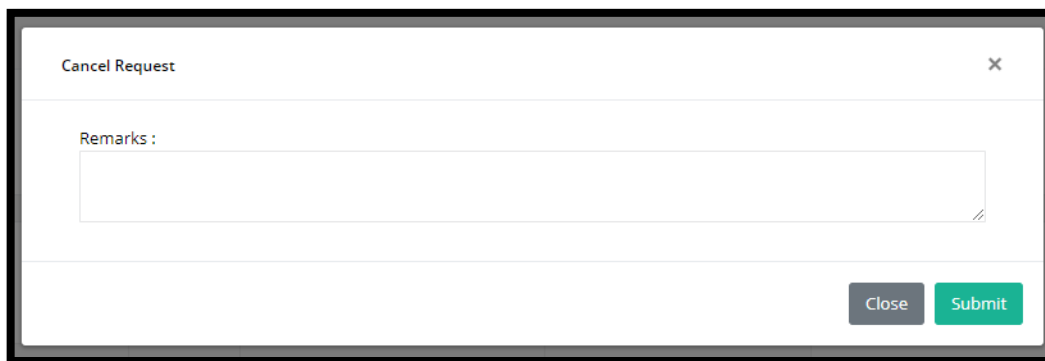


The screenshot shows the user's dashboard. On the left is a sidebar with a menu including 'Dashboards', 'Supplemental Budget', 'Reallocation', 'Settings', 'Reports', and 'Action History'. The main content area is titled 'Home' and contains two sections: 'Supplemental Budget' and 'Reallocation'. Each section has four cards: 'Pending Request', 'For Approval', 'Approved Request', and 'Cancelled / Declined Request'. In the 'Supplemental Budget' section, the values are 43, 26, 13, and 47 respectively. Below these is a 'Review Again Request' button with the value 4. The 'Reallocation' section has values 5, 7, 2, and 5 for its respective cards.

2. Click "cancel button" then input remarks to proceed.



The screenshot shows the 'Supplemental Budget' page with the 'Review Again Request' sub-tab selected. It displays a table of requests with columns: Reference No., Name, Company, Department, Action By, Reason, Remarks, Date Action, and Action. There are four rows of data, each with a 'View' button and a 'Cancel' button. The 'Cancel' buttons are highlighted in red. Below the table are 'Previous' and 'Next' navigation buttons.

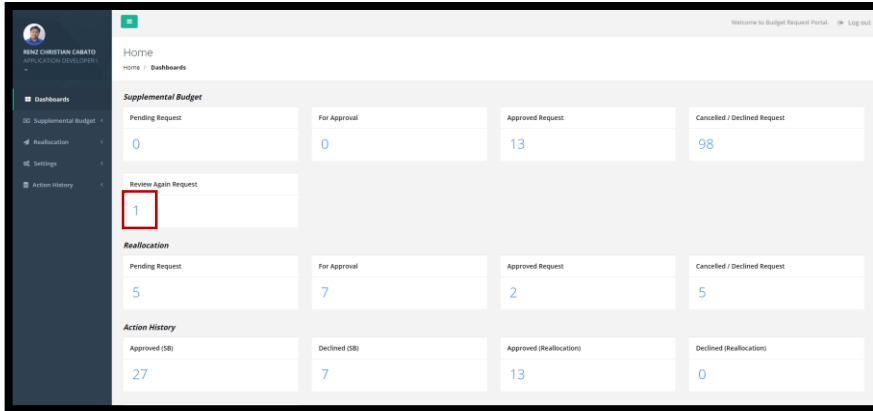


The screenshot shows a 'Cancel Request' modal window. It has a title bar with a close button (X). Below the title is a label 'Remarks:' followed by a large text input area. At the bottom right of the modal are two buttons: 'Close' and 'Submit'.

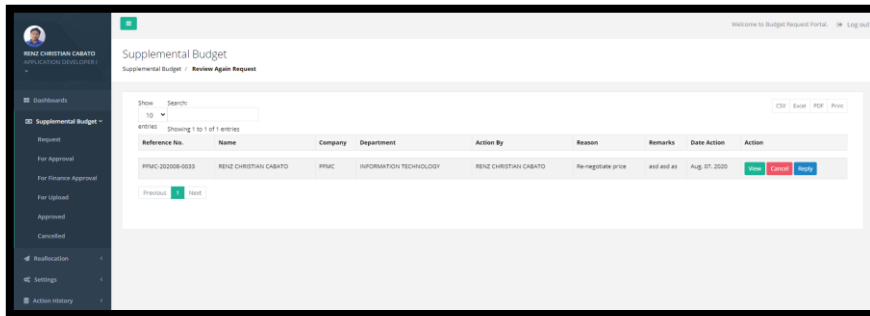
## Scenario

Description	Reply in review again status	Scenario No.	20
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1. Go to Dashboard and click "Review Again Request".



2. Click "reply" button then input remarks and attach file if needed. Click submit to proceed.



Reply

Additional Remarks :

Additional Attachment (optional):

Choose File No file chosen

Close Submit

-END-