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| **Portal Name** | 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.  **Version 1.6**  - Fixed error VAT Inc. not the same with VAT ex. amount CSCI is non VAT.  - Fixed bug missing business area column on budget report download.  - Change label of button (verify to approve).  - Place IO description in viewing of request.  **Version 1.7**  *Released date: August 17, 2020*  **-** Fixed issue saving cost center when refile.  - Optional upload of attachment when approving and declining request  **Version 1.8**  *Released date: August 19, 2020*  **-** Fixed issue cannot edit Unit of Measure when refile.  - Filtering of the request for two different company code which is under one Finance |

| **Scenario** | | | | |
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| **Description** | Supplemental Budget Request (All employee) | **Scenario No.** | 1 |
| **System Procedure** | | | | |
| 1. Go to link: <http://10.96.4.138:8668/login>   *Note: URL must be copied completely.*   1. Input email and password used in MyPortal system.      1. On the side bar menu, choose **“Supplemental Budget 🡪 Request”**.      1. Click “New Request” button to file supplemental budget. Also in this tab you can view all pending requests.   a. Type of Request - No endorsement needed - Need endorsement  *Note: The system will automatically determine if the company selected is SAP based or not.*     1. No endorsement needed.   5.1 SAP  5.2 Non SAP   1. Need endorsement *Note : Additional Approver will be required*   6.1 SAP    6.2 Non SAP   1. 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 inventoriable.  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 inventoriable, the following are the required fields:  - quantity  - total amount  - remaining balance  - date needed (year and month)  7.2 New IO  a. Select cost center, entry required.  b. Select plant, entry required.  c. Request type, entry required: if direct expense or asset or inventoriable.  d. 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)  e. 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)  f. 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) | | | | |
| 1. Upload all supporting documents.(Required)  a. the following are the attachment type allowed to upload:   - power point  - excel  - word  - pdf  - image (preferred in word or in pdf)  b. maximum size allowed per file is 100mb.     |  |  |  |  | | --- | --- | --- | --- | | **Scenario** | | | | | **Description** | View pending request (All employee) | **Scenario No.** | 2 |  1. Go to dashboard then click the number under “Pending Request”.     2. View all pending requests and its approval status.     |  |  |  |  | | --- | --- | --- | --- | | **Scenario** | | | | | **Description** | Cancel Request (All employee) | **Scenario No.** | 3 |  1. Go to dashboard then click the number under “Pending Request”.     2. Click cancel and input remarks. Click submit button to proceed.     |  |  |  |  | | --- | --- | --- | --- | | **Scenario** | | | | | **Description** | View Approved Request (All Roles) | **Scenario No.** | 4 |  1. Go dashboard then click the number under “Approved Request”.     2. Click “View” button to see all approved request.       |  |  |  |  | | --- | --- | --- | --- | | **Scenario** | | | | | **Description** | View Cancelled/Declined Request (All Roles) | **Scenario No.** | 5 |  1. Go to dashboard then click the number under Cancel Request(SB)     2. In this tab you can view who declined your request and their reason.       |  |  |  |  | | --- | --- | --- | --- | | **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.      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** | | | | | **Description** | Approve/Decline (Finance Role on BU using SAP) | **Scenario No.** | 7 |  1. Go to dashboard then click the number under “For Finance Approval”.      1. Click “View” to see details of request.        1. Approve Request. Click “submit” to proceed to request”.   a. If existing IO  - need to check remaining balance if correct from SAP or Budget Report uploaded.  - information of budget code will came from SAP system.  - remarks(optional)  b. If new IO, the following are required fields:   - order type  - cost center  - 1st character   - GL account (system will automatically check if GL Account is valid based on GL master data in SAP system)  - sequence number (system will automatically check if budget code already exist in SAP system)  - plant ( Dropdown)  - IO description  - request type (change is optional only)     |  |  |  |  | | --- | --- | --- | --- | | **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)”.      1. Click “download” to extract it from the portal. For two different company code, you may use filtering before downloading the file.  |  |  |  |  | | --- | --- | --- | --- | | **Scenario** | | | | | **Description** | Download Template Upload Budget Amount (Finance Role on BU using SAP) | **Scenario No.** | 9 |  1. Click number under “Pending for upload Budget Amount(SB)      1. Click the download to extract it from the portal. For two different company code, you may use filtering before downloading the file.        |  |  |  |  | | --- | --- | --- | --- | | **Scenario** | | | | | **Description** | Approve Request (Finance Role on BU not using SAP) | **Scenario No.** | 10 |   1. Click number under “For Finance Approval(SB)”    2. Click “View” to see all details of request.  3. Click “Approve” to approve request.     |  |  |  |  | | --- | --- | --- | --- | | **Scenario** | | | | | **Description** | View all approved Request(Finance Non SAP) | **Scenario No.** | 11 |  1. Click the number bellow “Approved Request Non SAP”      |  |  |  |  | | --- | --- | --- | --- | | **Scenario** | | | | | **Description** | Request Re Allocation(SAP company only) – No endorsement | **Scenario No.** | 12 |  1. On the side bar menu, choose “Reallocation 🡪 Request 🡪 New Request”      1. The following are the required fields:   - company  - budget code(IO)  - quantity  - total amount  - from and to date  - versions  - reason     |  |  |  |  | | --- | --- | --- | --- | | **Scenario** | | | | | **Description** | Request Re Allocation(SAP company only) – Need endorsement | **Scenario No.** | 13 |  1. On the side bar menu, choose “Reallocation 🡪 Request 🡪 New Request”      1. The following are the required fields:   - additional approver  - company  - budget code(IO)  - quantity  - total amount  - from and to date  - versions  - reason     |  |  |  |  | | --- | --- | --- | --- | | **Scenario** | | | | | **Description** | View status of request | **Scenario No.** | 14 |  1. On the side bar menu, choose “Reallocation 🡪 Request” 2. View details of request  |  |  |  |  | | --- | --- | --- | --- | | **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).      1. Click number under “Declined” to view all declined request (supplemental and reallocation).        |  |  |  |  | | --- | --- | --- | --- | | **Scenario** | | | | | **Description** | Manual Follow Up (Email) | **Scenario No.** | 16 |  1. Go to Dashboard and click “Send follow Up”  |  |  |  |  | | --- | --- | --- | --- | | **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** | | | | | **Description** | Refile Declined Reallocation | **Scenario No.** | 18 |   1. Go to Dashboard and click “Cancelled / Declined Request”.    2. Click “Refile”. Choose if “No endorsement needed” or “Need endorsement”.      4. You may now change all content and resubmit again. Click submit to proceed.     |  |  |  |  | | --- | --- | --- | --- | | **Scenario** | | | | | **Description** | Cancel review again request. | **Scenario No.** | 19 |   1. Go to Dashboard and click “Review Again Request”.    2. Click “cancel button” then input remarks to proceed.       |  |  |  |  | | --- | --- | --- | --- | | **Description** | Reply in review again status | **Scenario No.** | 20 |   **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.      **-END-** | | | | |