

PCFR

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Definition of Terms (Status)

Requestor's Dashboard (DC/Store)

Temporary Slip

Saved- All Temporary slip that is initially created

Submitted-All created temporary slip that needs approval from TL.

Confirmed-All approved temporary slip from TL that needs an approval code from AH

Approved-All created temporary slip that is approved by TL.

PCV

Saved-All PCV requests that are initially created

Submitted-All submitted PCV that needs approval from TL

Confirmed-All approved PCV from TL that needs an approval code from AH

Approved-All approved PCV from TL and with Approval code from AH

Disapproved-TL- All PCV that was rejected by the TL. Rejected requests can be edited and updated by the encoder.

Disapproved-PY- All PCV that was rejected by the Payables staff in-charge. Rejected requests can be edited and updated by the encoder.

Cancelled- All approved cancelled PCV. Note: User can only view its details.

PCFR

Saved- All PCFR requests that are initially created

Submitted-All submitted PCFR that needs approval from the TL

Approved-All PCFR request that is approved by the TL

For Replenishment-All PCFR that are **Posted to EBS** by Payables' staff and has **Check Released** status in EBS

Replenished-All PCFR that has **Check Cleared** status in EBS

Disapproved-TL-All PCFR that is rejected by TL

Approver's Dashboard

Temporary Slip

Submitted-All created temporary slip that needs approval from TL.

Confirmed-All approved temporary slip from TL that needs an approval code from AH

Approved-All created temporary slip that is approved by TL.

PCV

Submitted-All submitted PCV that needs approval from TL

Confirmed-All approved PCV from TL that needs an approval code from AH

Approved- All approved PCV from TL and with Approval code from AH.

PCFR

Submitted-All submitted PCFR that needs approval from the TL

Approved-All PCFR that is approved by the TL

For Replenishment-All PCFR that are **Posted to EBS** by Payables' staff and has **Check Released** status in EBS

Replenished-All PCFR that has **Check Cleared** status in EBS

Cancelled- All cancelled PCV from created PCFR that needs an approval.

Payables

Approved- All PCFR that is approved by TL

For Replenishment-All PCFR that are **Posted to EBS** by Payables' staff and has **Check Released** status in EBS

Replenished-All PCFR that has **Check Cleared** status in EBS

Requestor's Dashboard (SSC)

Temporary Slip

Saved- All Temporary slip that is initially created

Submitted-All created temporary slip that needs approval from TL.

Confirmed-All approved temporary slip from TL that needs an approval code from AH

Approved-All created temporary slip that is approved by TL.

Disapproved-Dept Head- All created temporary slip that is rejected by Department Head. Rejected requests can be edited and updated by the encoder.

PCV

Saved-All PCV requests that are initially created

Submitted-All submitted PCV that needs approval from TL

Confirmed-All approved PCV from TL that needs an approval code from AH

Approved-All approved PCV from TL and with Approval code from AH

Disapproved-Dept Head- All PCV that was rejected by the Department Head. Rejected requests can be edited and updated by the encoder.

Disapproved-DH- All PCV that was rejected by the Division Head. Rejected requests can be edited and updated by the encoder.

Disapproved-PY- All PCV that was rejected by the Payables staff in-charge. Rejected requests can be edited and updated by the encoder.

Cancelled- All approved cancelled PCV. Note: User can only view its details.

Approver's Dashboard

Temporary Slip

Submitted-All created temporary slip that needs approval from TL.

Confirmed-All approved temporary slip from TL that needs an approval code from AH

Approved-All created temporary slip that is approved by TL.

PCV

Submitted-All submitted PCV that needs approval from TL

Confirmed-All approved PCV from TL that needs an approval code from AH

Approved- All approved PCV from TL and with Approval code from AH.

Cancelled- All cancelled PCV from created PCFR that needs an approval.

Treasury

PCFR

Saved- All PCFR requests that are initially created

Submitted-All submitted PCFR that needs approval from the TL

Approved-All PCFR request that is approved by the TL

Approved-PY- All PCFR request that is approved by the Payables staff.

For Replenishment-All PCFR that are **Posted to EBS** by Payables' staff and has **Check Released** status in EBS

Replenished-All PCFR that has **Check Cleared** status in EBS

Disapproved-TH-All PCFR that is rejected by Treasury Head

For Approval (PCFR)

Submitted-All submitted PCFR that needs approval from the TL

Payables

Approved- All PCFR that is approved by TL

For Replenishment-All PCFR that are **Posted to EBS** by Payables' staff and has **Check Released** status in EBS

Replenished-All PCFR that has **Check Cleared** status in EBS

Login Form

User must fill in **Login Form** to proceed.

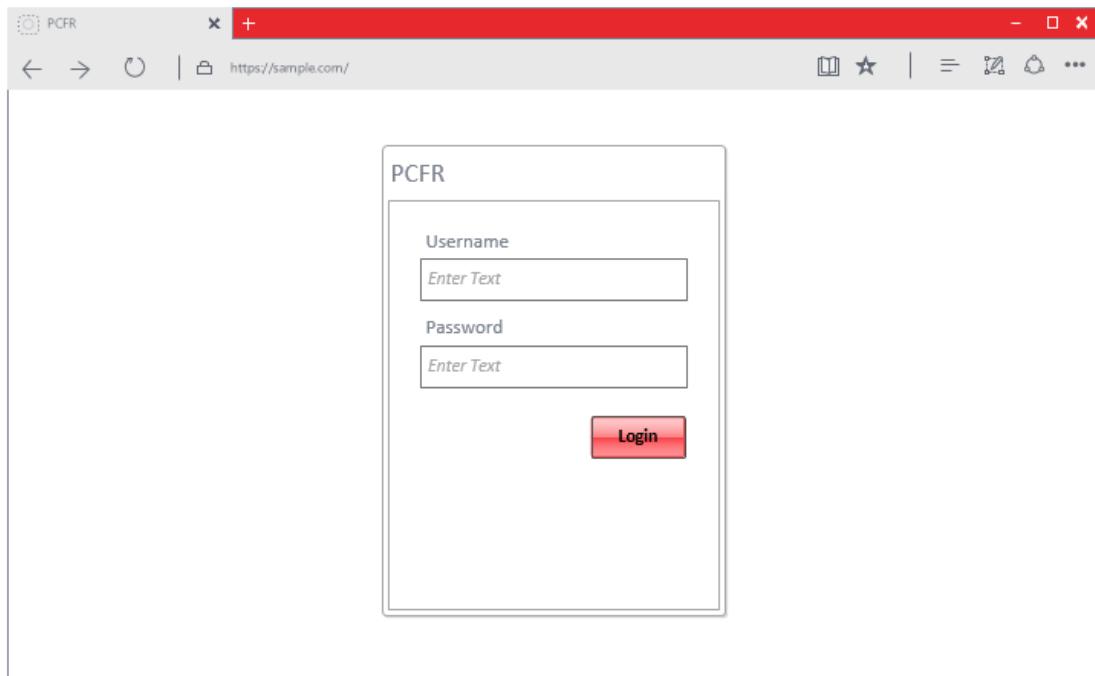


Figure 1. Login Form

Store/DC Process

PCFR Tabs

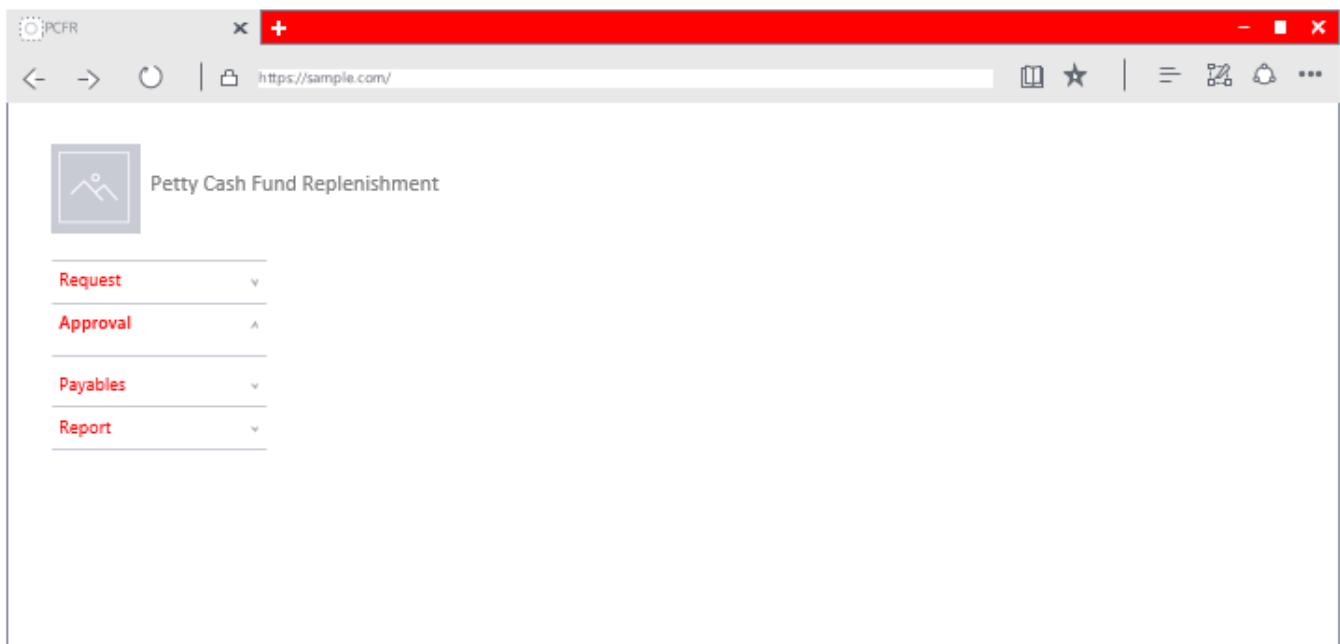


Figure 2. PCFR Tabs

Request

Once clicked, it redirects to requestor's workbench and has three tabs available: *Temporary Slip*, *PCV*, and *PCFR*. (see figure 3a). As is clicked, user may view the details of specific request.

In figure 3a, it displays the list of created unliquidated temporary slip with *Saved*, *Submitted* and *Approved* status and **Create Temporary Slip** button is available (refer page 12 for the process).

Age- Displays the number of days based on the *current date subtracted to temp slip create date*

In figure 3a-1, it displays the list of created PCV with their status and **Create PCV** button is available (refer pages 13-61 for the process). For *Approved* status, as icon is clicked, **Print** button will be available (see pages 97-105 for reference).

In figure 3a-2, it displays the list of PCFR requests and **Create PCFR** button is available (see pages 62-64 for the process). In PCFR list table, summary () icon will be available for status *For Replenishment* and *Replenished* (refer pages 106-109 for reference).

DATE	TEMPORARY SLIP NO	ACCOUNT	DESCRIPTION	AMOUNT	AGE	STATUS	ACTION
xx/xx/xxxx	TS-xxxxxxx	Account1	Sample Description	00000.00	XX	SAVED	
xx/xx/xxxx	TS-xxxxxxx	Account2	Sample Description	00000.00	XX	SUBMITTED	
xx/xx/xxxx	TS-xxxxxxx	Account3	Sample Description	00000.00	XX	CONFIRMED	
xx/xx/xxxx	TS-xxxxxxx	Account3	Sample Description	00000.00	XX	APPROVED	

Figure 3a. Request Module (Temporary Slip)

Petty Cash Fund Replenishment

[Login User](#)

Request

[Temporary Slip](#) [PCV](#) [PCFR](#) [Create PCV](#)

Show entries

PETTY CASH VOUCHER

DATE	PCV NO	DESCRIPTION	ACCOUNT	AMOUNT	STATUS	ACTION
xx/xx/xxxx	PCV-202104-1	Sample Description	Sample Account	00000.00	SAVED	
xx/xx/xxxx	PCV-202104-2	Sample Description	Sample Account	00000.00	SUBMITTED	
xx/xx/xxxx	PCV-202104-3	Sample Description	Sample Account	00000.00	CONFIRMED	
xx/xx/xxxx	PCV-202104-5	Sample Description	Sample Account	00000.00	APPROVED	
xx/xx/xxxx	PCV-202104-6	Sample Description	Sample Account	00000.00	DISAPPROVED-TL	
xx/xx/xxxx	PCV-202104-7	Sample Description	Sample Account	00000.00	DISAPPROVED-PY	
xx/xx/xxxx	PCV-202104-7	Sample Description	Sample Account	00000.00	CANCELLED	

Showing x to x of xx entries [<< Prev](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [Next >>](#)

Figure 3a-1. Request Module (PCV)

Petty Cash Fund Replenishment

[Login User](#)

Request

[Temporary Slip](#) [PCV](#) [PCFR](#) [Create PCFR](#)

Show entries

PCFR LIST

DATE	PCFR NO	BATCH ID	VENDOR	REQUESTED BY	STATUS	ACTION
xx/xx/xxxx	PCF-13013-20210101-1	PCF-04/10/2021-13013-1	Sample Vendor	Sample Requestor	SAVED	
xx/xx/xxxx	PCF-13013-20210101-2	PCF-04/10/2021-13013-2	Sample Vendor	Sample Requestor	SUBMITTED	
xx/xx/xxxx	PCF-13013-20210101-3	PCF-04/10/2021-13013-3	Sample Vendor	Sample Requestor	APPROVED	
xx/xx/xxxx	PCF-13013-20210101-4	PCF-04/10/2021-13013-4	Sample Vendor	Sample Requestor	APPROVED-PY	
xx/xx/xxxx	PCF-13013-20210101-4	PCF-04/10/2021-13013-4	Sample Vendor	Sample Requestor	FOR REPLENISHMENT	
xx/xx/xxxx	PCF-13013-20210101-5	PCF-04/10/2021-13013-5	Sample Vendor	Sample Requestor	REPLENISHED	
xx/xx/xxxx	PCF-13013-20210101-6	PCF-04/10/2021-13013-6	Sample Vendor	Sample Requestor	DISAPPROVED-TL	

Showing x to x of xx entries [<< Prev](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [Next >>](#)

Figure 3a-2. Request Module (PCFR)

Create Temporary Slip

Once **Create Temporary Slip** button is clicked (see figure 3a), it redirects to temporary slip's form wherein user needs to fill in the fields then user may click either **Save** or **Submit** button. Once **Submit** button is clicked, request will be forward for approval and will be tagged as *Submitted* (see pages 67-70 for the approval's process). (*Note: Created temporary slip can be used into multiple PCV.*)

The screenshot shows a web browser window with the title 'Petty Cash Fund Replenishment'. The URL bar shows 'https://sample.com/'. The page contains a form for creating a temporary slip. The form fields include:

- Temporary Slip No.: auto generated
- Date: xx/xx/xxxx
- Account: --Select--
- Amount: (empty input field)
- Description: (empty input field)
- Received Date: xx/xx/xxxx
- Received By: (empty input field)

At the bottom of the form are two buttons: 'Save' (grayed out) and 'Submit' (highlighted in green).

Figure 3b. Temporary Slip form

The screenshot shows a web browser window with the title 'Petty Cash Fund Replenishment'. The URL bar shows 'https://sample.com/'. A success message 'Temporary Slip was successfully created' is displayed above the form. The form fields are identical to Figure 3b, with the 'Save' button now highlighted in green.

Figure 3b-1. Temporary Slip success message (Save)

The screenshot shows a web browser window with the title 'Petty Cash Fund Replenishment'. The URL bar shows 'https://sample.com/'. A success message 'Temporary Slip was successfully submitted' is displayed above the form. The form fields are identical to Figure 3b, with the 'Submit' button now highlighted in green.

Figure 3b-1. Temporary Slip success message (Submitted)

Create PCV

Once **Create PCV** button is clicked (see figure 3a-1), it redirects to PCV's form (see figure 3c) wherein users need to select if the request has already a temporary slip or none by ticking the box **With Temporary Slip** then choose an **Account** to proceed in filling in the required fields.

If **With Temporary Slip** is checked, user must input its **Slip No.** and system will display its data suggestion to easily check and verify if the temporary slip is existing, it can be used into multiple PCV. **Change** value may vary according to the used/processed PCV.

Account- User may choose *Stripping Charge, Production Cost Clearing, Delivery Charge, Extra Labor, Installation, Staff House Rental, Telephone Expense, Pakyawan, Staff House LPG, Repair & Maintenance, Internet & Cable, Meals, Transportation, Interbranch Deliveries, Lodging, Water Bill, Garbage Disposal, Staff House Electric, Overtime, Staff House Water, Staff House Cleaning, and Others/Charge to Consignor* as option.

Copy from button is used to copy the details of approved cancelled PCVs except for its attachments (refer pages 79-80 for the process of cancellation). User must select first an account to enable the **Copy from** button, once button is clicked, list of approved cancelled PCVS of specific selected account will display (see figure 3c-1).

(Note: PCV No format- PCV-yyyymm-x, x stands for series number of request (e.g., PCV-202104-1).)

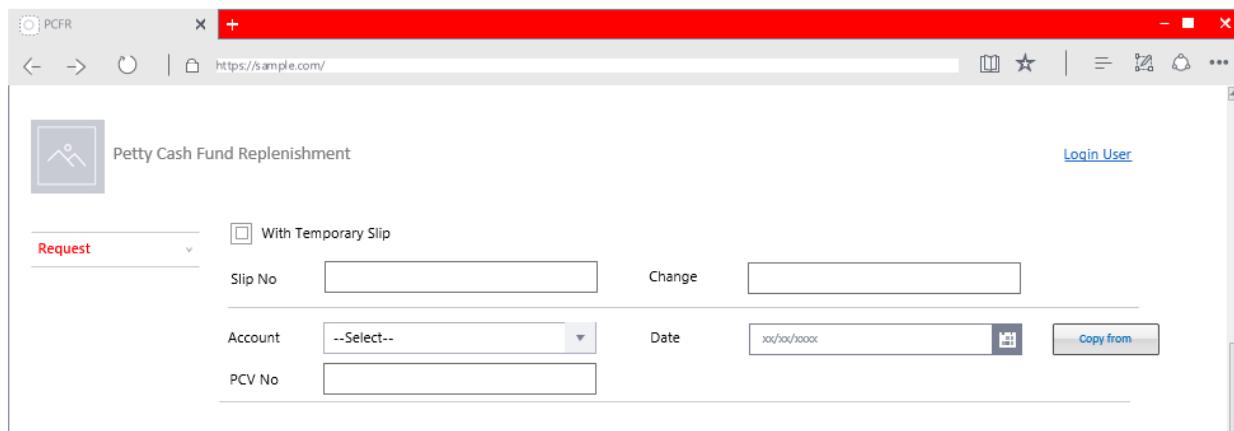


Figure 3c. Create PCV- Account selection

Cancelled PCVs						
PCV NO	DESCRIPTION	DATE CANCELLED	CANCELLED BY	REMARKS	DATE APPROVED	APPROVED BY
PCV-#####-#	Sample Description	YYYY-mm-dd	Sample User A	Remarks A	YYYY-mm-dd	Sample User F
PCV-#####-#	Sample Description	YYYY-mm-dd	Sample User C	Remarks B	YYYY-mm-dd	Sample User F
PCV-#####-#	Sample Description	YYYY-mm-dd	Sample User D	Remarks C	YYYY-mm-dd	Sample User F
PCV-#####-#	Sample Description	YYYY-mm-dd	Sample User K	Remarks D	YYYY-mm-dd	Sample User F

Figure 3c-1. Create PCV- Copy from modal

Stripping Charge

Once selected, certain fields will display and needs to be filled in by the user to proceed (see figure 3d). If **With Temporary Slip** is selected, data encoded upon creation of temporary slip will display automatically. **Copy from** button is used to copy the details of approved cancelled PCVs except for its attachments and once button is clicked, list of approved cancelled PCVS of specific selected account will display (see figure 3c-1).

As **SLPS No.** is encoded, system will check if the encoded data is existing or not. If yes, a modal will display with the list of truckers. (see figure 3d-1)

By clicking **Add** button, user may add another SLPS record and can attach files then user may select either **Save** or **Submit** button. Once **Submit** button is clicked, request will be forwarded for approval and will be tagged as *Submitted* (see figure 5a-1).

(Note: As **Document Scanner** icon will be clicked, scanned document will serve as transaction attachment/s. Attached documents can be viewed and downloadable. Refer page 156 for the list of attachment required on each PCV.)

The screenshot shows a web-based application window titled "Petty Cash Fund Replenishment". The main form is divided into several sections:

- Request:** A dropdown menu showing "Request". Next to it is a checkbox labeled "With Temporary Slip".
- Slip No:** An input field for entering the slip number.
- Change:** An input field for entering change.
- Account:** A dropdown menu set to "Stripping Charge".
- Date:** An input field for entering the date in "xx/xx/xxxx" format.
- PCV No:** An input field for entering the PCV number.
- Vendor:** A dropdown menu labeled "--Select--".
- Description:** A large text area for describing the transaction.
- SLPS No:** An input field for entering the SLPS number.
- Amount:** An input field for entering the amount.
- Add:** A button to add another SLPS record.
- Table:** A table with columns: SLPS No, Van/Plate, Trucker, Rate, Charge to Store, Amount, and Action. It currently contains one row with empty fields.
- Total Amount:** A text input field at the bottom of the table.
- ATTACHMENT:** A section with an "Add" button. It includes fields for Attachment Type (dropdown menu), Document (input field), Doc. Ref Date (input field), Doc Ref No (input field), and Action (button).
- Buttons:** At the bottom left are "Save" and "Submit" buttons.

Figure 3d. Stripping Charge Form

<input checked="" type="checkbox"/> VAN/PLATE	TRUCKER	MODE OF SHIPMENT
<input checked="" type="checkbox"/> VAN- #####	Trucker A	Door to Pier
<input checked="" type="checkbox"/> VAN- #####	Trucker B	Pier to Door
<input checked="" type="checkbox"/> VAN- #####	Trucker B	Door to Door

Save

Figure 3d-1. Stripping Charge- List of Truckers

As saved, a success message will display. See figure 3d-2.

The screenshot shows a web-based application interface for managing petty cash fund replenishment. At the top, there is a navigation bar with icons for back, forward, search, and other functions. The main title is "Petty Cash Fund Replenishment". On the right side of the header, there is a "Login User" link. Below the header, a message "Request was successfully created" is displayed. Underneath this message, there is a form for entering a new request. The form fields include:

- A dropdown menu labeled "Request" with an option "With Temporary Slip" selected.
- "Slip No" and "Change" input fields.
- "Account" dropdown set to "Stripping Charge" and a "Date" input field with placeholder "xx/xx/xxxx".
- "PCV No" input field containing "PCV-XXXXX-XXX".
- "Vendor" dropdown set to "Sample Vendor" and a "Description" input field containing "Sample Description".
- "SLPS No" input field containing "SLPS-xxxxxxxx".
- "Amount" input field containing "00000.00".
- A "Copy from" button.
- An "Add" button.

Below the form is a table listing stripping charges:

SLPS No	Van/Plate	Trucker	Rate	Charge to Store	Amount	Action
SLPS-xxxxxxxx	VAN-#####	Trucker A	0000.00	0000.00	0000.00	X
SLPS-xxxxxxxx	VAN-#####	Trucker B	0000.00	0000.00	0000.00	X
SLPS-xxxxxxxx	VAN-#####	Trucker A	0000.00	0000.00	0000.00	X

The total amount is displayed as "0000.00".

At the bottom of the page, there is an "ATTACHMENT" section with an "Add" button. It contains a table with three rows, each representing a document attachment:

Attachment Type	Document	Doc. Ref Date	Doc Ref No	Action
Document1	Docu1.pdf	xx/xx/xxxx	xxxxxxxx	X
Document2	Docu2.pdf	xx/xx/xxxx	xxxxxxxx	X
Document3	Docu3..pdf	xx/xx/xxxx	xxxxxxxx	X

At the very bottom of the page are two buttons: "Save" and "Submit".

Figure 3d-2. Stripping Charge Success Message (Saved)

As submitted, a success message will display. See figure 3d-3.

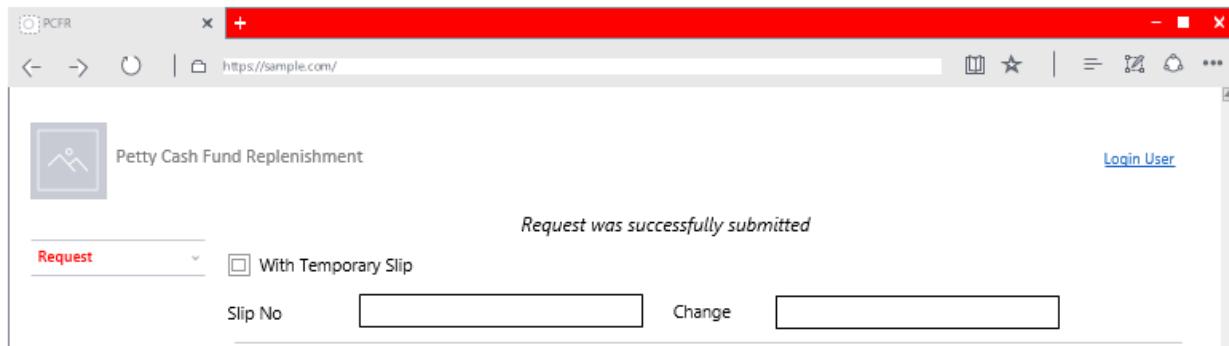


Figure 3d-3. Stripping Charge Success Message (Submitted)

Production Cost Clearing

Once selected, certain fields will display and needs to be filled in by the user to proceed (see figure 3e). If **With Temporary Slip** is selected, data encoded upon creation of temporary slip will display automatically. **Copy from** button is used to copy the details of approved cancelled PCVs except for its attachments and once button is clicked, list of approved cancelled PCVS of specific selected account will display (see figure 3c-1).

As **Job Request No** is encoded, system will check if the encoded data is existing or not. If yes, **Project Name**, **Project Type** and **Brand** will reflect else system will display an error message. Other data will be manually encoded by the user. User can attach files then user may select either **Save** or **Submit** button. Once **Submit** button is clicked, request will be forward for approval and will be tagged as *Submitted* (see figure 5a-1).

(Note: As **Document Scanner** icon will be clicked, scanned document will serve as transaction attachment/s. Attached documents can be viewed and downloadable. Refer page 156 for the list of attachment required on each PCV.)

The screenshot shows a web-based application window titled "Petty Cash Fund Replenishment". The URL in the address bar is "https://sample.com/". The main content area contains a form for "Product Cost Clearing".

Request (highlighted in red)

With Temporary Slip

Slip No: [Text Input] Change: [Text Input]

Account: Production Cost Clearing Date: [Text Input]

PCV No: [Text Input]

Job Request No: [Text Input] Project Name: [Text Input]

Vendor: --Select-- Project Type: [Text Input]

Quantity: [Text Input] Brand: [Text Input]

Amount: [Text Input] Description: [Text Input]

ATTACHMENT

Attachment Type	Document	Doc. Ref Date	Doc Ref No	Action
--Select--	[Text Input] <input type="button" value="File"/>	xx/xx/xxxx	[Text Input] <input type="button" value="X"/>	

Figure 3e. Product Cost Clearing Form

As saved, a success message will display. See figure 3e-1.

The screenshot shows a web browser window with a red header bar. The address bar displays <https://sample.com/>. The main content area has a title "Petty Cash Fund Replenishment" and a "Login User" link. A success message "Request was successfully created" is displayed. Below it, a "Request" dropdown menu is open, showing the option "With Temporary Slip". The form fields include:

Slip No	<input type="text"/>	Change	<input type="text"/>
Account	Production Cost Clearing	Date	<input type="text"/> xx/xx/xxxx
PCV No	PCV-XXXXX-XXX		
Job Request No	xxxxxx	Project Name	auto populated
Vendor	Sample Vendor	Project Type	auto populated
Quantity	xx	Brand	auto populated
Amount	00000.00	Description	Sample Description

Below the form is a "ATTACHMENT" section with an "Add" button. It lists three attachments:

Attachment Type	Document	Doc. Ref Date	Doc Ref No	Action
Document1	Docu1.pdf	xx/xx/xxxx	xxxxxxxx	X
Document2	Docu2.pdf	xx/xx/xxxx	xxxxxxxx	X
Document3	Docu3..pdf	xx/xx/xxxx	xxxxxxxx	X

At the bottom are "Save" and "Submit" buttons.

Figure 3e-1. Product Cost Clearing Success Message (Saved)

As submitted, a success message will display. See figure 3e-2.

The screenshot shows a web browser window with a red header bar. The address bar displays <https://sample.com/>. The main content area has a title "Petty Cash Fund Replenishment" and a "Login User" link. A success message "Request was successfully submitted" is displayed. Below it, a "Request" dropdown menu is open, showing the option "With Temporary Slip". The form fields include:

Slip No	<input type="text"/>	Change	<input type="text"/>
---------	----------------------	--------	----------------------

Figure 3e-2. Product Cost Clearing Success Message

Delivery Charges

Once selected, certain fields will display and needs to be fill in by the user to proceed (see figure 3f). If **With Temporary Slip** is selected, data encoded upon creation of temporary slip will display automatically. **Copy from** button is used to copy the details of approved cancelled PCVs except for its attachments and once button is clicked, list of approved cancelled PCVS of specific selected account will display (see figure 3c-1).

If *POS No. of Delivery Fee field is empty, the delivery fee is free/charge to company. If not, the delivery fee is paid by customer through POS.*

Other data will be manually encoded by the user and user can attach only one file per DI.

By clicking **Add** button, all encoded data per DI will reflect on the table to form into one PCV transaction. User may select either **Save** or **Submit** button. Once **Submit** button is clicked, request will be forward for approval and will be tagged as *Submitted* (see figure 5a-1).

The screenshot shows a web-based application window titled "Petty Cash Fund Replenishment". The main content area is labeled "Request". It includes the following fields:

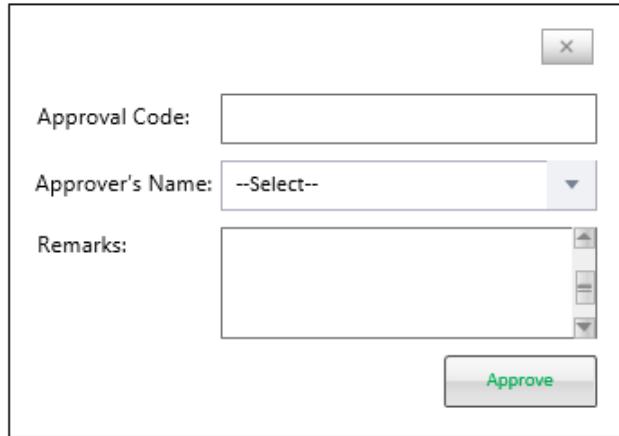
- A checkbox labeled "With Temporary Slip".
- "Slip No" and "Change" input fields.
- "Account" dropdown set to "Delivery Charges", "Date" input field, and a "Copy from" button.
- "PCV No" and "Vendor" dropdowns.
- "Delivery Date" and "POS No of Purchased Items" input fields.
- "DI No" and "POS No. of Delivery Fee" input fields.
- "Amount" input field.

Below these fields is a table with columns: LINE#, DELIVERY DATE, DI NO, DELIVERY POS, ITEM POS, AMOUNT, DI ATTACHMENT, and STATUS. A "Save" button is located at the bottom left, and a "Submit" button is at the bottom center. A "TOTAL AMOUNT" input field is also present.

Figure 3f. Delivery Charges Form

If delivery fee is free (charge to company) or exceed to Php 1500 (based on the matrix), it will require an approval code.

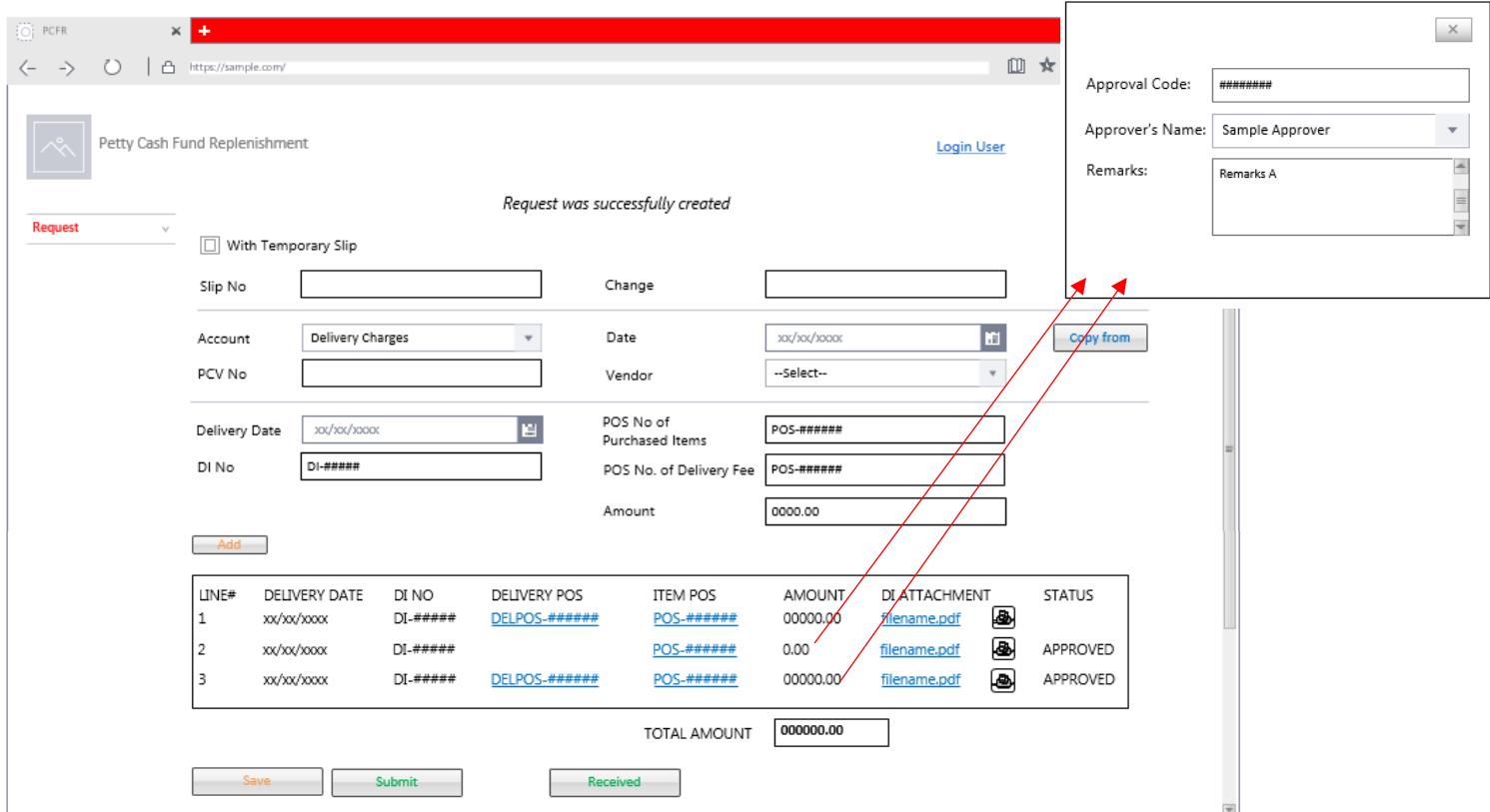
If the system identifies if the delivery fee is free or exceed to certain amount based on the matrix, a modal will display wherein user needs to input its approval code. (Note: Once encoded, data will not be altered.)



A modal window titled 'Approval Code' containing three fields: 'Approval Code' (text input), 'Approver's Name' (dropdown menu), and 'Remarks' (text area). A green 'Approve' button is at the bottom right.

Figure 3f-1. Input Approval Code

As saved, a success message will display. See figure 3f-2.



The screenshot shows a web application interface for 'Petty Cash Fund Replenishment'. On the left, a form for entering delivery charges is shown with fields for Account (Delivery Charges), Date (xx/xx/xxxx), Vendor (dropdown), and Amount (0000.00). Below this is a table of delivery items:

LINE#	DELIVERY DATE	DI NO	DELIVERY POS	ITEM POS	AMOUNT	DI ATTACHMENT	STATUS
1	xx/xx/xxxx	DI-#####	DELPOS-#####	POS-#####	00000.00	filename.pdf	
2	xx/xx/xxxx	DI-#####		POS-#####	0.00	filename.pdf	
3	xx/xx/xxxx	DI-#####	DELPOS-#####	POS-#####	00000.00	filename.pdf	

At the bottom, there are 'Save', 'Submit', and 'Received' buttons. Red arrows point from the 'Copy from' button in the modal to the 'Approval Code' field and the 'Approver's Name' dropdown in the main form.

Figure 3f-2. Delivery Charges Success Message (Saved)

To view details per DI, user may click the *Delivery POS* and *Item POS* number and another tab will display. See figures 3f-3 and 3f-4.

POS SALES TRANSACTION							
Customer	SAMPLE CUSTOMER	Store Name	STORE A				
Cashier	CASHIER A	Transaction Date & Time	yyyy-mm-dd HH:mm:ss (AM/PM)				
Terminal	XXX-POS#	Status	STATUS A				
Sales Invoice	#####						
Universal Trx #	#####						
LINE NO	BARCODE	DESCRIPTION	ORIGINAL QUANTITY	PRICE	TOTAL DISCOUNT	TOTAL PRICE	SALE PERSON
1	#####	DESCRIPTION1	#	0000.00	0.00	0000.00	EMPLOYEE1
2	#####	DESCRIPTION2	#	0000.00	0.00	0000.00	EMPLOYEE1
3	#####	DESCRIPTION3	#	0000.00	0.00	0000.00	EMPLOYEE1
4	#####	DESCRIPTION4	#	0000.00	0.00	0000.00	EMPLOYEE1
5	#####	DESCRIPTION5	#	0000.00	0.00	0000.00	EMPLOYEE1
6	#####	DESCRIPTION6	#	0000.00	0.00	0000.00	EMPLOYEE1
7	#####	DESCRIPTION7	#	0000.00	0.00	0000.00	EMPLOYEE1
8	#####	DESCRIPTION8	#	0000.00	0.00	0000.00	EMPLOYEE1

Figure 3f-3. Delivery Charges- Item POS display

POS SALES TRANSACTION							
Customer	SAMPLE CUSTOMER	Store Name	STORE A				
Cashier	CASHIER A	Transaction Date & Time	yyyy-mm-dd HH:mm:ss (AM/PM)				
Terminal	XXX-POS#	Status	STATUS A				
Sales Invoice	#####						
Universal Trx #	#####						
LINE NO	BARCODE	DESCRIPTION	ORIGINAL QUANTITY	PRICE	TOTAL DISCOUNT	TOTAL PRICE	SALE PERSON
1	#####	DESCRIPTION1	#	0000.00	0.00	0000.00	EMPLOYEE1
2	#####	DESCRIPTION2	#	0000.00	0.00	0000.00	EMPLOYEE1
3	#####	DESCRIPTION3	#	0000.00	0.00	0000.00	EMPLOYEE1

PAYMENT	REMARKS	AMOUNT	AMOUNT TENDER
CASH		00000.00	00000.00

Figure 3f-4. Delivery Charges- Delivery POS display

As submitted, a success message will display. See figure 3f-5.

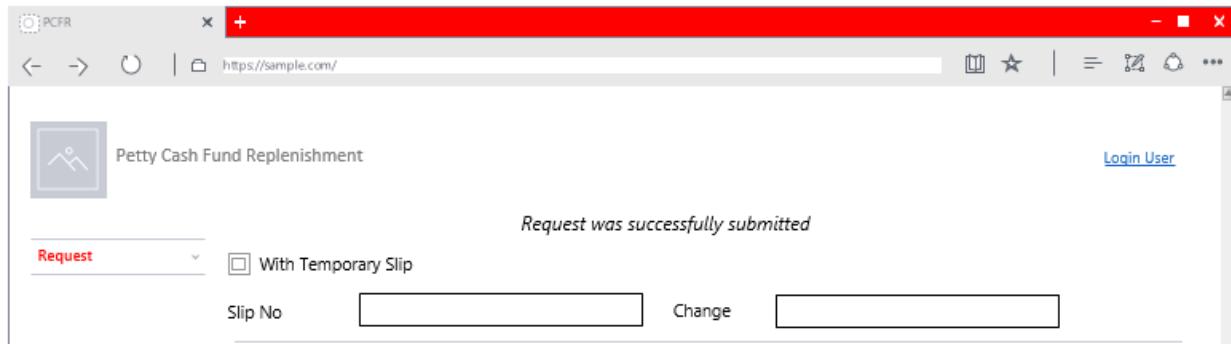


Figure 3f-5. Delivery Charges Success Message (Submitted)

Extra Labor

Once selected, certain fields will display and needs to be fill in by the user to proceed (see figure 3g). If **With Temporary Slip** is selected, data encoded upon creation of temporary slip will display automatically. **Copy from** button is used to copy the details of approved cancelled PCVs except for its attachments and once button is clicked, list of approved cancelled PCVS of specific selected account will display (see figure 3c-1).

Data will be manually encoded by the user. User can attach files then user may select either **Save** or **Submit** button. Once **Submit** button is clicked, request will be forward for approval and will be tagged as *Submitted* (see figure 5a-1).

(Note: As **Document Scanner** icon will be clicked, scanned document will serve as transaction attachment/s. Attached documents can be viewed and downloadable. Refer page 156 for the list of attachment required on each PCV.)

The screenshot shows a web-based application window titled "Petty Cash Fund Replenishment". At the top right is a "Login User" link. Below the title, there's a "Request" dropdown menu with a "With Temporary Slip" checkbox. The form fields include: "Slip No" (text input), "Change" (text input), "Account" (dropdown menu set to "Extra Labor"), "Date" (text input), "PCV No" (text input), "Vendor" (dropdown menu set to "--Select--"), "No. of Laborers" (text input), "Rate per Day" (text input), "No of Days" (text input), "Total Amount" (text input), "Description" (text area), and an "ATTACHMENT" section with an "Add" button. Below the attachment section are "Save" and "Submit" buttons.

Figure 3g. Extra Labor Form

As saved, a success message will display. See figure 3g-1.

This screenshot shows the same application window after a successful save. The message "Request was successfully created" is displayed above the form. The form fields are identical to Figure 3g, with the following values: "Slip No" (empty), "Change" (empty), "Account" (dropdown menu set to "Extra Labor"), "Date" (empty), "PCV No" (text input set to "PCV-XXXXX-XXX"), "Vendor" (dropdown menu set to "Sample Vendor"), "No. of Laborers" (text input set to "00"), "Rate per Day" (text input set to "000.00"), "No of Days" (text input set to "00"), "Total Amount" (text input set to "00000.00"), and "Description" (text area set to "Sample Description"). The "ATTACHMENT" section now lists three attachments: "Document1.pdf", "Docu2.pdf", and "Docu3..pdf", each with a delete icon. Below the attachment section are "Save" and "Submit" buttons.

Figure 3g-1. Extra Labor Success Message (Saved)

As submitted, a success message will display. See figure 3g-2.

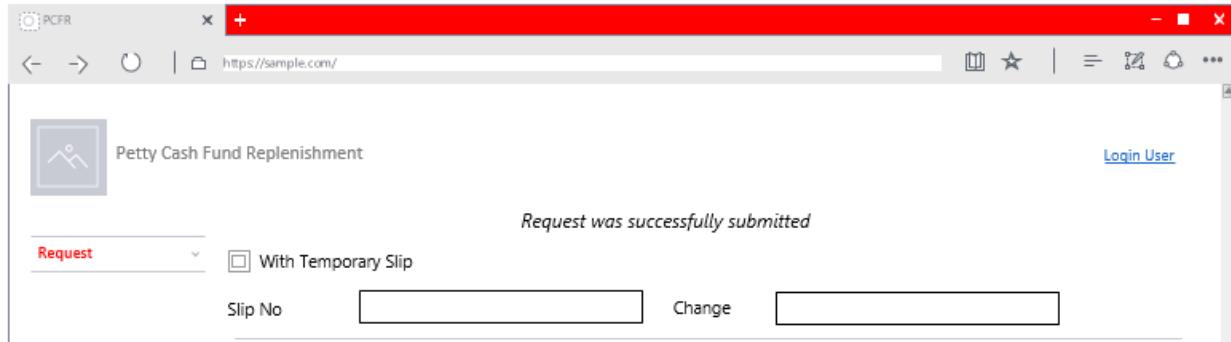


Figure 3g-2. Extra Labor Success Message (Submitted)

Installation

Once selected, certain fields will display and needs to be fill in by the user to proceed (See figure 3h). If **With Temporary Slip** is selected, data encoded upon creation of temporary slip will display automatically. **Copy from** button is used to copy the details of approved cancelled PCVs except for its attachments and once button is clicked, list of approved cancelled PCVS of specific selected account will display (see figure 3c-1).

As **POS Trans No** is encoded, system will verify if the encoded data is existing and can be used for transaction else system will display an error message. Once verified, a modal will display with the list of items under the said POS transaction number wherein user can select multiple items and input its quantity per item for creation of PCV (see figure 3h-1). Other data will be manually encoded by the user. User can attach files then user may select either **Save** or **Submit** button. Once **Submit** button is clicked, request will be forward for approval and will be tagged as *Submitted* (see figure 5a-1).

(Note: As **Document Scanner** icon will be clicked, scanned document will serve as transaction attachment/s. Attached documents can be viewed and downloadable. Refer page 156 for the list of attachment required on each PCV.)

Petty Cash Fund Replenishment

[Login User](#)

Request

With Temporary Slip

Slip No Change

Account Date

PCV No

Vendor Rate per Install

POS Trans No. Quantity

Total Amount

ITEMS FOR INSTALLATION				DESCRIPTION
Barcode	Description	Qty for Installation	Action	

ATTACHMENT

Attachment Type	Document	Doc. Ref Date	Doc Ref No	Action
--Select--	<input type="text"/>	<input type="text" value="xx/xx/xxxx"/>	<input type="text"/>	<input type="button" value="X"/>

Figure 3h. Installation Form

POS Transaction No: xxxxxx

	Barcode	Description	Sold Qty	Qty w/ PCV	Qty for Installation
<input type="checkbox"/>	xxxxxxxxxxxx	Sample Description	5		<input type="text"/>
<input type="checkbox"/>	xxxxxxxxxxxx	Sample Description	15		<input type="text"/>
<input type="checkbox"/>	xxxxxxxxxxxx	Sample Description	21		<input type="text"/>
<input type="checkbox"/>	xxxxxxxxxxxx	Sample Description	12		<input type="text"/>

POS Transaction No: xxxxxx

	Barcode	Description	Sold Qty	Qty w/ PCV	Qty for Installation
<input type="checkbox"/>	xxxxxxxxxxxx	Sample Description	5	3	<input type="text"/>
<input type="checkbox"/>	xxxxxxxxxxxx	Sample Description	15	10	<input type="text"/>
<input type="checkbox"/>	xxxxxxxxxxxx	Sample Description	21		<input type="text"/>
<input type="checkbox"/>	xxxxxxxxxxxx	Sample Description	12		<input type="text"/>

Figure 3h-1. Installation Form

As saved, a success message will display. See figure 3h-2.

The screenshot shows a web browser window for 'PCFR' at the URL 'https://sample.com/'. The title bar says 'Petty Cash Fund Replenishment'. On the right, there is a 'Login User' link. The main content area displays a success message: 'Request was successfully created'. Below this, there are several input fields: 'Slip No' (with a 'Change' button), 'Account' (set to 'Installation'), 'Date' (xx/xx/xxxx), 'PCV No' (PCV-XXXXX-XXX), 'Vendor' (Sample Vendor), 'Rate per Install' (000.00), 'POS Trans No.' (xxxxxx), 'Quantity' (00), and 'Total Amount' (00000.00). A section titled 'ITEMS FOR INSTALLATION' lists two items with barcode 'xxxxxxxxxxxx', description 'Sample Description', quantity '3', and action buttons (X). To the right is a 'DESCRIPTION' box containing 'Sample Description'. Below these sections is an 'ATTACHMENT' table with three rows, each with attachment type ('Document1', 'Document2', 'Document3'), document name ('Docu1.pdf', 'Docu2.pdf', 'Docu3.pdf'), document ref date ('xx/xx/xxxx'), document ref no ('xxxxxxxx'), and an 'Action' column with an X button. At the bottom are 'Save' and 'Submit' buttons.

Figure 3h-2. Installation Success Message (Saved)

As submitted, a success message will display. See figure 3h-2.

The screenshot shows a web browser window for 'PCFR' at the URL 'https://sample.com/'. The title bar says 'Petty Cash Fund Replenishment'. On the right, there is a 'Login User' link. The main content area displays a success message: 'Request was successfully submitted'. Below this, there are several input fields: 'Slip No' (with a 'Change' button) and a 'With Temporary Slip' checkbox. The rest of the form fields are identical to Figure 3h-2.

Figure 3h-2. Installation Success Message (Submitted)

Staff House Rental

Once selected, certain fields will display and needs to be filled in by the user to proceed (see figure 3i). If **With Temporary Slip** is selected, data encoded upon creation of temporary slip will display automatically. **Copy from** button is used to copy the details of approved cancelled PCVs except for its attachments and once button is clicked, list of approved cancelled PCVS of specific selected account will display (see figure 3c-1).

As user selected **Bill Date From** and **Bill Date To**, system will verify if the selected dates are not overlapped from the previous transaction else system will display an error message. Other data will be manually encoded by the user. User can attach files then user may select either **Save** or **Submit** button. Once **Submit** button is clicked, request will be forwarded for approval and will be tagged as *Submitted* (see figure 5a-1).

(Note: As **Document Scanner** icon will be clicked, scanned document will serve as transaction attachment/s. Attached documents can be viewed and downloadable. Refer page 156 for the list of attachment required on each PCV.)

The screenshot shows a web-based application window titled "PCFR". The main title bar says "Petty Cash Fund Replenishment". On the right side of the header, there is a "Login User" link. The main content area is divided into sections:

- Request:** A dropdown menu currently set to "Request". Next to it is a checkbox labeled "With Temporary Slip".
- Slip No:** An input field with a "Change" button next to it.
- Account:** A dropdown menu set to "Staff House Rental". Next to it is a "Date" input field with a calendar icon and a "Bill Date From" input field with a calendar icon. A "Copy from" button is located to the right of the date fields.
- PCV No:** An input field.
- Vendor:** A dropdown menu set to "--Select--". Next to it is a "Bill Date To" input field with a calendar icon.
- Amount:** An input field.
- Description:** A large text input field.

Below these fields is a section titled "ATTACHMENT" with an "Add" button. This section contains:

Attachment Type	Document	Doc. Ref Date	Doc Ref No	Action
-Select--	[document icon]	xx/xx/xxxx	[calendar icon]	X

At the bottom of the form are two buttons: "Save" (in orange) and "Submit" (in green).

Figure 3i. Staff House Rental Form

As saved, a success message will display. See figure 3i-1.

The screenshot shows a web browser window titled "PCFR" with the URL "https://sample.com/". The page is titled "Petty Cash Fund Replenishment". A success message "Request was successfully created" is displayed. The form fields include:

- Request**: A dropdown menu with "With Temporary Slip" selected.
- Slip No**: An input field.
- Change**: An input field.
- Account**: A dropdown menu set to "Staff House Rental".
- Date**: A date input field set to "xx/xx/xxxx".
- PCV No**: An input field set to "PCV-XXXXXX-XXX".
- Copy from**: A blue "Copy from" button.
- Vendor**: A dropdown menu set to "Sample Vendor".
- Bill Date From**: A date input field set to "xx/xx/xxxx".
- Bill Date To**: A date input field set to "xx/xx/xxxx".
- Amount**: An input field set to "00000.00".
- Description**: A text input field set to "Sample Description".

An "ATTACHMENT" section contains a table:

Attachment Type	Document	Doc. Ref Date	Doc Ref No	Action
Document1	Docu1.pdf	xx/xx/xxxx	xxxxxxxx	X
Document2	Docu2.pdf	xx/xx/xxxx	xxxxxxxx	X
Document3	Docu3..pdf	xx/xx/xxxx	xxxxxxxx	X

At the bottom are "Save" and "Submit" buttons.

Figure 3i-1. Staff House Rental Success Message (Saved)

As submitted, a success message will display. See figure 3i-2.

The screenshot shows a web browser window titled "PCFR" with the URL "https://sample.com/". The page is titled "Petty Cash Fund Replenishment". A success message "Request was successfully submitted" is displayed. The form fields are identical to Figure 3i-1 but lack the attachment table. At the bottom are "Save" and "Submit" buttons.

Figure 3i-2. Staff House Rental Success Message (Submitted)

Telephone Expense

Once selected, certain fields will display and needs to be fill in by the user to proceed (see figure 3j). If **With Temporary Slip** is selected, data encoded upon creation of temporary slip will display automatically. **Copy from** button is used to copy the details of approved cancelled PCVs except for its attachments and once button is clicked, list of approved cancelled PCVS of specific selected account will display (see figure 3c-1).

Data will be manually encoded by the user. User can attach files then user may select either **Save** or **Submit** button. Once **Submit** button is clicked, request will be forward for approval and will be tagged as *Submitted* (see figure 5a-1).

(Note: As **Document Scanner** icon will be clicked, scanned document will serve as transaction attachment/s. Attached documents can be viewed and downloadable. Refer page 156 for the list of attachment required on each PCV.)

The screenshot shows a web-based application window titled "Petty Cash Fund Replenishment". The URL in the address bar is https://sample.com/. The main content area displays a form for a "Telephone Expense" request. The form includes the following fields:

- Request Type:** A dropdown menu currently set to "Request".
- With Temporary Slip:** A checkbox that is unchecked.
- Slip No:** An input field containing the placeholder "Telephone Expense".
- Change:** An input field.
- Account:** A dropdown menu set to "Telephone Expense".
- Date:** An input field showing "xx/xx/xxxx".
- Copy from:** A blue button.
- PCV No:** An input field.
- Vendor:** A dropdown menu set to "--Select--".
- Due Date:** An input field showing "xx/xx/xxxx".
- Charge To:** A dropdown menu set to "--Select--".
- Past Due Amount:** An input field.
- Amount:** An input field.
- Description:** A large text area for notes.

Below the main form is a section titled "ATTACHMENT" with an "Add" button. This section contains:

Attachment Type	Document	Doc. Ref Date	Doc Ref No	Action
--Select--	[Empty input field]	xx/xx/xxxx	[Empty input field]	X

At the bottom of the form are two buttons: "Save" (orange) and "Submit" (green).

Figure 3j. Telephone Expense Form

As saved, a success message will display. See figure 3j-1.

The screenshot shows a web browser window titled "PCFR" with the URL "https://sample.com/". The page is titled "Petty Cash Fund Replenishment" and displays a success message: "Request was successfully created". The form fields include:

- Request**: A dropdown menu with "With Temporary Slip" checked.
- Slip No**: An input field with a "Change" button.
- Account**: A dropdown menu set to "Telephone Expense".
- PCV No**: An input field containing "PCV-XXXXX-XXX".
- Vendor**: A dropdown menu set to "Sample Vendor".
- Charge To**: A dropdown menu set to "Sample Branch".
- Amount**: An input field containing "00000.00".
- Date**: An input field with a calendar icon and the value "xx/xx/xxxx".
- Due Date**: An input field with a calendar icon and the value "xx/xx/xxxx".
- Past Due Amount**: An input field containing "00000.00".
- Description**: A text area containing "Sample Description".
- ATTACHMENT**: A section with an "Add" button. It lists three attachments:

Attachment Type	Document	Doc. Ref Date	Doc Ref No	Action
Document1	Docu1.pdf	xx/xx/xxxx	xxxxxxxx	X
Document2	Docu2.pdf	xx/xx/xxxx	xxxxxxxx	X
Document3	Docu3..pdf	xx/xx/xxxx	xxxxxxxx	X
- Save** and **Submit** buttons at the bottom.

Figure 3j-1. Telephone Expense Success Message (Saved)

As submitted, a success message will display. See figure 3j-2.

The screenshot shows a web browser window titled "PCFR" with the URL "https://sample.com/". The page is titled "Petty Cash Fund Replenishment" and displays a success message: "Request was successfully submitted". The form fields include:

- Request**: A dropdown menu with "With Temporary Slip" checked.
- Slip No**: An input field with a "Change" button.

Figure 3j-2. Telephone Expense Success Message (Submitted)

Pakyawan

Once selected, certain fields will display and needs to be fill in by the user to proceed (see figure 3k). If **With Temporary Slip** is selected, data encoded upon creation of temporary slip will display automatically. **Copy from** button is used to copy the details of approved cancelled PCVs except for its attachments and once button is clicked, list of approved cancelled PCVS of specific selected account will display (see figure 3c-1).

Data will be manually encoded by the user. User can attach files then user may select either **Save** or **Submit** button. Once **Submit** button is clicked, request will be forward for approval and will be tagged as *Submitted* (see figure 5a-1).

(Note: As **Document Scanner** icon will be clicked, scanned document will serve as transaction attachment/s. Attached documents can be viewed and downloadable. Refer page 156 for the list of attachment required on each PCV.)

The screenshot shows a web-based application window titled "Petty Cash Fund Replenishment". The main content area is labeled "Request". It contains several input fields and dropdown menus:

- "With Temporary Slip" checkbox (unchecked)
- "Slip No" input field
- "Change" input field
- "Account" dropdown menu set to "Pakyawan"
- "Date" input field (xx/xx/xxxx) with a calendar icon
- "PCV No" input field
- "Completion No" input field
- "Quantity" input field
- "Charge To" dropdown menu set to "-Select--"
- "Rate" input field
- "Amount" input field
- "Description" text area
- A "COPY FROM" button is located next to the "Account" dropdown.
- An "ATTACHMENT" section with an "Add" button. It includes fields for "Attachment Type" (dropdown menu set to "--Select--"), "Document" (input field), "Doc. Ref Date" (input field xx/xx/xxxx), "Doc Ref No" (input field), and an "Action" column with a delete icon.
- At the bottom are "Save" and "Submit" buttons.

Figure 3k. Pakyawan Form

As saved, a success message will display. See figure 3k-1.

The screenshot shows a web browser window with a red header bar. The address bar displays 'https://sample.com/'. The main content area has a title 'Petty Cash Fund Replenishment' and a sub-section 'Request was successfully created'. Below this, there is a form with fields for 'Slip No', 'Change', 'Account' (set to 'Pakyawan'), 'Date' (set to 'xx/xx/xxxx'), 'PCV No' (set to 'PCV-XXXXX-XXX'), 'Completion No' (set to 'xx'), 'Quantity' (set to 'xx'), 'Charge To' (set to 'Sample Branch'), 'Rate' (set to '000.00'), 'Amount' (set to '00000.00'), and 'Description' (set to 'Sample Description'). An 'ATTACHMENT' section contains three attachments: 'Document1.pdf', 'Document2.pdf', and 'Document3.pdf', each with a file size of 'xx/xx/xxxx' and a reference number 'xxxxxxxx'. At the bottom are 'Save' and 'Submit' buttons.

Figure 3k-1. Pakyawan Success Message (Saved)

As submitted, a success message will display. See figure 3k-2.

The screenshot shows a web browser window with a red header bar. The address bar displays 'https://sample.com/'. The main content area has a title 'Petty Cash Fund Replenishment' and a sub-section 'Request was successfully submitted'. Below this, there is a form with fields for 'Slip No' and 'Change'. At the bottom are 'Save' and 'Submit' buttons.

Figure 3k-2. Pakyawan Success Message (Submitted)

Staff House LPG

Once selected, certain fields will display and needs to be filled in by the user to proceed (see figure 3l). If **With Temporary Slip** is selected, data encoded upon creation of temporary slip will display automatically. **Copy from** button is used to copy the details of approved cancelled PCVs except for its attachments and once button is clicked, list of approved cancelled PCVS of specific selected account will display (see figure 3c-1).

Data will be manually encoded by the user. User can attach files then user may select either **Save** or **Submit** button. Once **Submit** button is clicked, request will be forwarded for approval and will be tagged as *Submitted* (see figure 5a-1).

(Note: As **Document Scanner** icon will be clicked, scanned document will serve as transaction attachment/s. Attached documents can be viewed and downloadable. Refer page 156 for the list of attachment required on each PCV.)

The screenshot shows a web-based application window titled "Petty Cash Fund Replenishment". The URL in the address bar is "https://sample.com/". The main content area has a red header bar. Below it, there's a "Request" dropdown menu. The form fields include:

- A checkbox labeled "With Temporary Slip".
- "Slip No" and "Change" input fields.
- "Account" dropdown set to "Staff House LPG" and a "Date" input field with a calendar icon.
- "PCV No" input field.
- "Vendor" dropdown and "Description" input field.
- "Amount" input field.
- An "ATTACHMENT" section with an "Add" button. It contains columns for "Attachment Type" (dropdown with "Select"), "Document" (input field), "Doc. Ref Date" (input field with "xx/xx/xxxx" placeholder), "Doc Ref No" (input field), and "Action" (button with a delete icon).
- At the bottom are "Save" and "Submit" buttons.

Figure 3l. Staff House LPG Form

As saved, a success message will display. See figure 3I-1.

The screenshot shows a web browser window titled "Petty Cash Fund Replenishment". The URL is https://sample.com/. The page displays a success message: "Request was successfully created". Below the message, there is a form with fields for "Slip No", "Change", "Account" (set to "Staff House LPG"), "Date" (set to "xx/xx/xxxx"), "PCV No" (set to "PCV-XXXXX-XXX"), "Vendor" (set to "Sample Vendor"), "Description" (set to "Sample Description"), and "Amount" (set to "00000.00"). An "ATTACHMENT" section contains three attachments: "Document1" (Docu1.pdf), "Document2" (Docu2.pdf), and "Document3" (Docu3.pdf). Each attachment has a "Doc. Ref Date" (xx/xx/xxxx) and a "Doc Ref No" (xxxxxxxx). There are "Save" and "Submit" buttons at the bottom of the form.

Figure 3I-1. Staff House LPG Success Message (Saved)

As submitted, a success message will display. See figure 3I-2.

The screenshot shows a web browser window titled "Petty Cash Fund Replenishment". The URL is https://sample.com/. The page displays a success message: "Request was successfully submitted". Below the message, there is a form with fields for "Slip No" and "Change".

Figure 3I-2. Staff House LPG Success Message (Submitted)

Repair & Maintenance

Once selected, certain fields will display and needs to be fill in by the user to proceed (see figure 3m). If **With Temporary Slip** is selected, data encoded upon creation of temporary slip will display automatically. **Copy from** button is used to copy the details of approved cancelled PCVs except for its attachments and once button is clicked, list of approved cancelled PCVS of specific selected account will display (see figure 3c-1).

Data will be manually encoded by the user. User can attach files then user may select either **Save** or **Submit** button. Once **Submit** button is clicked, request will be forward for approval and will be tagged as *Submitted* (see figure 5a-1).

(Note: As **Document Scanner** icon will be clicked, scanned document will serve as transaction attachment/s. Attached documents can be viewed and downloadable. Refer page 156 for the list of attachment required on each PCV.)

The screenshot shows a web-based form titled "Petty Cash Fund Replenishment". The top navigation bar includes a logo, a search bar, and links for "Logout User" and "Help". The main content area has a header "Petty Cash Fund Replenishment" and a "Request" dropdown menu.

Request Section:

- A checkbox labeled "With Temporary Slip".
- Fields for "Slip No" (text input), "Change" (text input), "Account" (dropdown menu set to "Repair & Maintenance"), "Date" (text input with placeholder "xx/xx/xxxx"), and a "Copy from" button.
- Fields for "PCV No" (text input) and "Vendor" (dropdown menu set to "--Select--").
- Fields for "Amount" (text input) and "Description" (text area).

ATTACHMENT Section:

Attachment Type	Document	Doc. Ref Date	Doc Ref No	Action
--Select--	Text input field	Date input field	Text input field	X

Action Buttons:

Save | Submit

Figure 3m. Repair & Maintenance Form

As saved, a success message will display. See figure 3m-1.

The screenshot shows a web browser window with a red header bar. The address bar displays 'https://sample.com/'. The main content area is titled 'Petty Cash Fund Replenishment'. A success message 'Request was successfully created' is centered. Below it, there are several input fields: 'Slip No' and 'Change' (both empty), 'Account' set to 'Repair & Maintenance', 'Date' (empty), 'PCV No' (empty), 'Vendor' (empty), 'Description' (set to 'Sample Description'), and 'Amount' (empty). An 'ATTACHMENT' section contains a table with three rows, each with 'Attachment Type' (Document1, Document2, Document3), 'Document' (Docu1.pdf, Docu2.pdf, Docu3.pdf), 'Doc. Ref Date' (empty), 'Doc Ref No' (empty), and an 'Action' column with three delete icons. At the bottom are 'Save' and 'Submit' buttons.

Figure 3m-1. Repair & Maintenance Success Message (Saved)

As submitted, a success message will display. See figure 3m-2.

The screenshot shows a web browser window with a red header bar. The address bar displays 'https://sample.com/'. The main content area is titled 'Petty Cash Fund Replenishment'. A success message 'Request was successfully submitted' is centered. Below it, there are several input fields: 'Slip No' and 'Change' (both empty), 'Account' set to 'Repair & Maintenance', 'Date' (empty), 'PCV No' (empty), 'Vendor' (empty), 'Description' (empty), and 'Amount' (empty). An 'ATTACHMENT' section is present but empty. At the bottom are 'Save' and 'Submit' buttons.

Figure 3m-2. Repair & Maintenance Success Message (Submitted)

Internet & Cable

Once selected, certain fields will display and needs to be filled in by the user to proceed (see figure 3n). If **With Temporary Slip** is selected, data encoded upon creation of temporary slip will display automatically. **Copy from** button is used to copy the details of approved cancelled PCVs except for its attachments and once button is clicked, list of approved cancelled PCVS of specific selected account will display (see figure 3c-1).

Data will be manually encoded by the user. User can attach files then user may select either **Save** or **Submit** button. Once **Submit** button is clicked, request will be forwarded for approval and will be tagged as *Submitted* (see figure 5a-1).

(Note: As **Document Scanner** icon will be clicked, scanned document will serve as transaction attachment/s. Attached documents can be viewed and downloadable. Refer page 156 for the list of attachment required on each PCV.)

The screenshot shows a web-based application window titled "Petty Cash Fund Replenishment". At the top left is a logo of a mountain range. On the right side of the header are links for "Login User" and other navigation options. The main form area has a red border and contains the following fields:

- A checkbox labeled "With Temporary Slip".
- "Slip No" and "Change" input fields.
- "Account" dropdown set to "Internet & Cable", a "Date" field showing "xx/xx/xxxx", and a "Copy from" button.
- "PCV No" input field.
- "Vendor" dropdown, "Due Date" field showing "xx/xx/xxxx", and a "Document Scanner" icon.
- "Charge To" dropdown, "Past Due Amount" input field, and a "Description" text area.
- "Amount" input field.
- An "ATTACHMENT" section with an "Add" button. It includes fields for "Attachment Type" (dropdown, "Select"), "Document" (input field), "Doc. Ref Date" (input field showing "xx/xx/xxxx"), "Doc Ref No" (input field), and an "Action" button with a delete icon.
- At the bottom are "Save" and "Submit" buttons.

Figure 3n. Internet & Cable Form

As saved, a success message will display. See figure 3n-1.

The screenshot shows a web browser window with the URL <https://sample.com/>. The page title is "Petty Cash Fund Replenishment". A success message "Request was successfully created" is displayed. The form fields include:

Request	<input type="checkbox"/> With Temporary Slip		
Slip No	<input type="text"/>	Change	<input type="text"/>
Account	<input type="text"/> Internet & Cable	Date	<input type="text"/> xx/xx/xxxx
PCV No	<input type="text"/> PCV-XXXXX-XXX	Copy from	
Vendor	<input type="text"/> Sample Vendor	Due Date	<input type="text"/> xx/xx/xxxx
Charge To	<input type="text"/> Sample Branch	Past Due Amount	<input type="text"/> 00000.00
Amount	<input type="text"/> 00000.00	Description	<input type="text"/> Sample Description

Below the form is a table titled "ATTACHMENT" with an "Add" button:

Attachment Type	Document	Doc. Ref Date	Doc Ref No	Action
<input type="text"/> Document1	<input type="text"/> Docu1.pdf	<input type="text"/> xx/xx/xxxx	<input type="text"/> xxxxxxxx	X
<input type="text"/> Document2	<input type="text"/> Docu2.pdf	<input type="text"/> xx/xx/xxxx	<input type="text"/> xxxxxxxx	X
<input type="text"/> Document3	<input type="text"/> Docu3..pdf	<input type="text"/> xx/xx/xxxx	<input type="text"/> xxxxxxxx	X

At the bottom are "Save" and "Submit" buttons.

Figure 3n-1. Internet & Cable Success Message (Saved)

As submitted, a success message will display. See figure 3n-2.

The screenshot shows a web browser window with the URL <https://sample.com/>. The page title is "Petty Cash Fund Replenishment". A success message "Request was successfully submitted" is displayed. The form fields are identical to Figure 3n-1 but lack the attachment table.

Figure 3n-2. Internet & Cable Success Message (Submitted)

Meals

Once selected, certain fields will display and needs to be filled in by the user to proceed (see figure 3o). If **With Temporary Slip** is selected, data encoded upon creation of temporary slip will display automatically. **Copy from** button is used to copy the details of approved cancelled PCVs except for its attachments and once button is clicked, list of approved cancelled PCVS of specific selected account will display (see figure 3c-1).

Data will be manually encoded by the user. User can attach files then user may select either **Save** or **Submit** button. Once **Submit** button is clicked, request will be forwarded for approval and will be tagged as *Submitted* (see figure 5a-1).

(Note: As **Document Scanner** icon will be clicked, scanned document will serve as transaction attachment/s. Attached documents can be viewed and downloadable. Refer page 156 for the list of attachment required on each PCV.)

The screenshot shows a web-based application window titled "Petty Cash Fund Replenishment". The main content area is labeled "Request". It contains several input fields and dropdown menus:

- "With Temporary Slip" checkbox (unchecked)
- "Slip No" and "Change" input fields
- "Account" dropdown menu set to "Meals" and "PCV No" input field
- "Date" input field with placeholder "xx/xx/xxxx" and a calendar icon, with a "Copy from" button next to it
- "Vendor" dropdown menu set to "--Select--"
- "Description" text area
- "Per Diem" and "No. of Days" input fields
- "Total Amount" input field
- An "ATTACHMENT" section with an "Add" button. It includes fields for "Attachment Type" (dropdown menu set to "--Select--"), "Document" (input field), "Doc. Ref Date" (input field with placeholder "xx/xx/xxxx" and calendar icon), "Doc Ref No" (input field), and an "Action" button (with an 'X' icon).
- At the bottom are "Save" and "Submit" buttons.

Figure 3o. Meals Form

As saved, a success message will display. See figure 3o-1.

The screenshot shows a web browser window with a red title bar. The address bar displays 'https://sample.com/'. The main content area is titled 'Petty Cash Fund Replenishment'. A success message 'Request was successfully created' is displayed. Below it, there is a form section labeled 'Request' with a dropdown menu. A checked checkbox 'With Temporary Slip' is present. The form fields include: 'Slip No' (empty), 'Change' (empty); 'Account' (Meals), 'Date' (xx/xx/xxxx), 'Copy from' button; 'PCV No' (PCV-XXXXX-XXX); 'Vendor' (Sample Vendor), 'Description' (Sample Description); 'Per Diem' (000.00); 'No. of Days' (XX); 'Total Amount' (0000.00). Below the form is a table titled 'ATTACHMENT' with an 'Add' button. The table has columns: Attachment Type, Document, Doc. Ref Date, Doc Ref No, and Action. It lists three attachments: Document1 (Docu1.pdf, xx/xx/xxxx, xxxxxxxx), Document2 (Docu2.pdf, xx/xx/xxxx, xxxxxxxx), and Document3 (Docu3..pdf, xx/xx/xxxx, xxxxxxxx). At the bottom are 'Save' and 'Submit' buttons.

Figure 3o-1. Meals Success Message (Saved)

As submitted, a success message will display. See figure 3o-2.

The screenshot shows a web browser window with a red title bar. The address bar displays 'https://sample.com/'. The main content area is titled 'Petty Cash Fund Replenishment'. A success message 'Request was successfully submitted' is displayed. Below it, there is a form section labeled 'Request' with a dropdown menu. An unchecked checkbox 'With Temporary Slip' is present. The form fields include: 'Slip No' (empty), 'Change' (empty).

Figure 3o-2. Meals Success Message (Submitted)

Transportation

Once selected, certain fields will display and needs to be filled in by the user to proceed (See figure 3p). If **With Temporary Slip** is selected, data encoded upon creation of temporary slip will display automatically. **Copy from** button is used to copy the details of approved cancelled PCVs except for its attachments and once button is clicked, list of approved cancelled PCVS of specific selected account will display (see figure 3c-1).

Data will be manually encoded by the user. User can attach files then user may select either **Save** or **Submit** button. Once **Submit** button is clicked, request will be forwarded for approval and will be tagged as *Submitted* (see figure 5a-1).

(Note: As **Document Scanner** icon will be clicked, scanned document will serve as transaction attachment/s. Attached documents can be viewed and downloadable. Refer page 156 for the list of attachment required on each PCV.)

The screenshot shows a web-based application window titled "Petty Cash Fund Replenishment". At the top left is a logo with a mountain icon and the text "PCFR". The top right has a "Login User" link. The main content area has a header "Request" with a dropdown arrow. A checkbox labeled "With Temporary Slip" is checked. Below it are input fields for "Slip No" and "Change". To the right of "Slip No" is a "Change" button. Next are dropdowns for "Account" (set to "Transportation") and "Date" (a date picker showing "xx/xx/xxxx"). To the right of the date is a "Copy from" button. Below these are fields for "PCV No", "No. of Days", "Total Amount", and "Description" (a large text area). At the bottom of the form is a section titled "ATTACHMENT" with an "Add" button. It contains fields for "Attachment Type" (dropdown with "Select--" option), "Document" (file input field with a browse icon), "Doc. Ref Date" (date picker showing "xx/xx/xxxx"), "Doc. Ref No" (text input field), and an "Action" button with a delete icon. At the very bottom are "Save" and "Submit" buttons.

Figure 3p. Transportation Form

As saved, a success message will display. See figure 3p-1.

The screenshot shows a web browser window with a red header bar. The address bar displays 'https://sample.com/'. The main content area is titled 'Petty Cash Fund Replenishment'. A success message 'Request was successfully created' is displayed. Below it, there is a form with fields for 'Slip No', 'Account' (set to 'Transportation'), 'PCV No' (set to 'PCV-XXXXX-XXX'), 'No. of Days' (set to 'xx'), 'Total Amount' (set to '0000.00'), and a 'Description' field containing 'Sample Description'. An 'ATTACHMENT' section contains three attachments: 'Docu1.pdf', 'Docu2.pdf', and 'Docu3..pdf', each with a date of 'xx/xx/xxxx' and a reference number 'xxxxxxxx'. At the bottom are 'Save' and 'Submit' buttons.

Figure 3p-1. Transportation Success Message (Saved)

As submitted, a success message will display. See figure 3p-2.

The screenshot shows a web browser window with a red header bar. The address bar displays 'https://sample.com/'. The main content area is titled 'Petty Cash Fund Replenishment'. A success message 'Request was successfully submitted' is displayed. Below it, there is a form with fields for 'Slip No' and 'Change'. The 'With Temporary Slip' checkbox is checked. At the bottom are 'Save' and 'Submit' buttons.

Figure 3p-2. Transportation Success Message (Submitted)

Interbranch Deliveries

Once selected, certain fields will display and needs to be filled in by the user to proceed (see figure 3q). If **With Temporary Slip** is selected, data encoded upon creation of temporary slip will display automatically. **Copy from** button is used to copy the details of approved cancelled PCVs except for its attachments and once button is clicked, list of approved cancelled PCVS of specific selected account will display (see figure 3c-1).

Data will be manually encoded by the user. User can attach files then user may select either **Save** or **Submit** button. Once **Submit** button is clicked, request will be forwarded for approval and will be tagged as *Submitted* (see figure 5a-1).

(Note: As **Document Scanner** icon will be clicked, scanned document will serve as transaction attachment/s. Attached documents can be viewed and downloadable. Refer page 156 for the list of attachment required on each PCV.)

The screenshot shows a web-based application window titled "Petty Cash Fund Replenishment". The URL in the address bar is https://sample.com/. The main content area contains a form for "Interbranch Deliveries". The form includes the following fields:

- A checkbox labeled "With Temporary Slip".
- "Slip No" and "Change" input fields.
- "Account" dropdown set to "Interbranch Deliveries", "Date" input field, and a "Copy from" button.
- "PCV No" input field.
- "Vendor" and "Description" dropdowns.
- "Charge To" and "Amount" dropdowns.
- An "ATTACHMENT" section with an "Add" button, containing fields for "Attachment Type" (dropdown set to "--Select--"), "Document" (input field), "Doc. Ref Date" (input field), "Doc Ref No" (input field), and an "Action" button (with an 'X' icon).
- At the bottom are "Save" and "Submit" buttons.

Figure 3q. Interbranch Deliveries Form

As saved, a success message will display. See figure 3q-1.

The screenshot shows a web browser window with a red header bar. The address bar displays 'https://sample.com/'. The main content area is titled 'Petty Cash Fund Replenishment'. A success message 'Request was successfully created' is displayed. The form fields include:

- Request**: A dropdown menu with 'Request' selected.
- With Temporary Slip
- Slip No: [Input field] Change: [Input field]
- Account: Interbranch Deliveries
- Date: xx/xx/xxxx
- PCV No: PCV-XXXXX-XXX
- Vendor: Sample Vendor
- Description: Sample Description
- Charge To: Sample Branch
- Amount: 00000.00

ATTACHMENT [Add]

Attachment Type	Document	Doc. Ref Date	Doc Ref No	Action
Document1	Docu1.pdf	xx/xx/xxxx	xxxxxxxx	X
Document2	Docu2.pdf	xx/xx/xxxx	xxxxxxxx	X
Document3	Docu3..pdf	xx/xx/xxxx	xxxxxxxx	X

Buttons at the bottom: Save (orange), Submit (green).

Figure 3q-1. Interbranch Deliveries Success Message (Saved)

As submitted, a success message will display. See figure 3q-2.

The screenshot shows a web browser window with a red header bar. The address bar displays 'https://sample.com/'. The main content area is titled 'Petty Cash Fund Replenishment'. A success message 'Request was successfully submitted' is displayed. The form fields are identical to Figure 3q-1, but the 'Request' dropdown now has 'Submitted' selected.

Figure 3q-2. Interbranch Deliveries Success Message (Submitted)

Lodging

Once selected, certain fields will display and needs to be filled in by the user to proceed (see figure 3r). If **With Temporary Slip** is selected, data encoded upon creation of temporary slip will display automatically. **Copy from** button is used to copy the details of approved cancelled PCVs except for its attachments and once button is clicked, list of approved cancelled PCVS of specific selected account will display (see figure 3c-1).

Data will be manually encoded by the user. User can attach files then user may select either **Save** or **Submit** button. Once **Submit** button is clicked, request will be forwarded for approval and will be tagged as *Submitted* (see figure 5a-1).

(Note: As **Document Scanner** icon will be clicked, scanned document will serve as transaction attachment/s. Attached documents can be viewed and downloadable. Refer page 156 for the list of attachment required on each PCV.)

The screenshot shows a web-based application window titled "Petty Cash Fund Replenishment". The URL in the address bar is "https://sample.com/". The main content area is labeled "Request". It includes the following fields:

- A checkbox labeled "With Temporary Slip".
- "Slip No" and "Change" input fields.
- "Account" dropdown set to "Lodging", "Date" input field, and a "Copy from" button.
- "PCV No" input field.
- "Room Rate" and "Description" input fields.
- "No. of Days" and "Total Amount" input fields.
- An "ATTACHMENT" section with an "Add" button. It contains fields for "Attachment Type" (dropdown menu showing "--Select--"), "Document" (input field with a file icon), "Doc. Ref Date" (input field with a calendar icon), "Doc Ref No" (input field), and an "Action" column with a delete icon.
- At the bottom are "Save" and "Submit" buttons.

Figure 3r. Lodging Form

As saved, a success message will display. See figure 3r-1.

The screenshot shows a web browser window with a red header bar. The title bar says "PCFR" and the address bar shows "https://sample.com/". The main content area has a header "Petty Cash Fund Replenishment" and a "Login User" link. A success message "Request was successfully created" is displayed. Below it, there are several input fields: "Request" dropdown (set to "With Temporary Slip"), "Slip No" (empty), "Change" (empty), "Account" dropdown (set to "Lodging"), "Date" (empty), "PCV No" (empty), "Room Rate" (empty), "No. of Days" (empty), "Total Amount" (empty), and a "Description" text area containing "Sample Description". An "ATTACHMENT" section contains a table with three rows, each with "Attachment Type" (Document1, Document2, Document3), "Document" (Docu1.pdf, Docu2.pdf, Docu3..pdf), "Doc. Ref Date" (empty), "Doc Ref No" (empty), and an "Action" column with a delete icon. At the bottom are "Save" and "Submit" buttons.

Figure 3r-1. Lodging Success Message (Saved)

As submitted, a success message will display. See figure 3r-2.

The screenshot shows a web browser window with a red header bar. The title bar says "PCFR" and the address bar shows "https://sample.com/". The main content area has a header "Petty Cash Fund Replenishment" and a "Login User" link. A success message "Request was successfully submitted" is displayed. Below it, there are several input fields: "Request" dropdown (set to "With Temporary Slip"), "Slip No" (empty), "Change" (empty), and a "Description" text area (empty). At the bottom are "Save" and "Submit" buttons.

Figure 3r-2. Lodging Success Message (Submitted)

Water Bill

Once selected, certain fields will display and needs to be filled in by the user to proceed (see figure 3s). If **With Temporary Slip** is selected, data encoded upon creation of temporary slip will display automatically. **Copy from** button is used to copy the details of approved cancelled PCVs except for its attachments and once button is clicked, list of approved cancelled PCVS of specific selected account will display (see figure 3c-1).

Data will be manually encoded by the user. User can attach files then user may select either **Save** or **Submit** button. Once **Submit** button is clicked, request will be forwarded for approval and will be tagged as *Submitted* (see figure 5a-1).

(Note: As **Document Scanner** icon will be clicked, scanned document will serve as transaction attachment/s. Attached documents can be viewed and downloadable. Refer page 156 for the list of attachment required on each PCV.)

The screenshot shows a web-based application window titled "Petty Cash Fund Replenishment". The URL in the address bar is "https://sample.com/". The main content area is titled "Request" and contains the following fields:

- With Temporary Slip**: A checked checkbox.
- Slip No**: An input field.
- Change**: An input field.
- Account**: A dropdown menu set to "Water Bill".
- Date**: An input field with placeholder "xx/xx/xxxx".
- PCV No**: An input field.
- Vendor**: A dropdown menu set to "Sample Vendor".
- Due Date**: An input field with placeholder "xx/xx/xxxx".
- Past Due Amount**: An input field.
- Period From**: An input field with placeholder "xx/xx/xxxx".
- Amount**: An input field.
- Period To**: An input field with placeholder "xx/xx/xxxx".
- Description**: A text area.

Below the main form is an **ATTACHMENT** section with an **Add** button. It includes the following columns:

Attachment Type	Document	Doc. Ref Date	Doc Ref No	Action
--Select--	[document icon]	xx/xx/xxxx	[document icon]	[X]

At the bottom of the form are two buttons: **Save** (in orange) and **Submit**.

Figure 3s. Water Bill Form

As saved, a success message will display. See figure 3s-1.

The screenshot shows a web browser window with a red header bar. The address bar displays 'https://sample.com/'. The main content area is titled 'Petty Cash Fund Replenishment'. A success message 'Request was successfully created' is displayed. Below it, there is a form for creating a request. The form includes fields for 'Slip No', 'Account' (set to 'Water Bill'), 'PCV No', 'Vendor' (set to 'Sample Vendor'), 'Past Due Amount' (set to '00000.00'), 'Amount' (set to '00000.00'), 'Date' (set to 'xx/xx/xxxx'), 'Due Date' (set to 'xx/xx/xxxx'), 'Period From' (set to 'xx/xx/xxxx'), 'Period To' (set to 'xx/xx/xxxx'), and 'Description' (set to 'Sample Description'). An 'ATTACHMENT' section contains three attachments: 'Document1.pdf', 'Document2.pdf', and 'Document3.pdf'. At the bottom, there are 'Save' and 'Submit' buttons.

Figure 3s-1. Water Bill Success Message (Saved)

As submitted, a success message will display. See figure 3s-2.

The screenshot shows a web browser window with a red header bar. The address bar displays 'https://sample.com/'. The main content area is titled 'Petty Cash Fund Replenishment'. A success message 'Request was successfully submitted' is displayed. Below it, there is a form for creating a request. The form includes fields for 'Slip No' and 'Change'. The rest of the fields are identical to Figure 3s-1.

Figure 3s-2. Water Bill Success Message (Submitted)

Garbage Disposal

Once selected, certain fields will display and needs to be filled in by the user to proceed (see figure 3t). If **With Temporary Slip** is selected, data encoded upon creation of temporary slip will display automatically. **Copy from** button is used to copy the details of approved cancelled PCVs except for its attachments and once button is clicked, list of approved cancelled PCVS of specific selected account will display (see figure 3c-1).

Data will be manually encoded by the user. User can attach files then user may select either **Save** or **Submit** button. Once **Submit** button is clicked, request will be forwarded for approval and will be tagged as *Submitted* (see figure 5a-1).

(Note: As **Document Scanner** icon will be clicked, scanned document will serve as transaction attachment/s. Attached documents can be viewed and downloadable. Refer page 156 for the list of attachment required on each PCV.)

The screenshot shows a web-based application window titled "PCFR". The main title bar says "Petty Cash Fund Replenishment". On the right, there is a "Login User" link. The form itself has a red header bar with the text "Request". Below this, there are several input fields:

- A checkbox labeled "With Temporary Slip".
- "Slip No" and "Change" fields.
- "Account" dropdown set to "Garbage Disposal" and "Date" field showing "xx/xx/xxxx".
- "PCV No" field.
- "Vendor" dropdown and "Rate per Load" field.
- "Total Amount" field and "No of Loads" field.
- A large "Description" text area.

At the bottom, there is an "ATTACHMENT" section with an "Add" button. It contains fields for "Attachment Type" (dropdown with "Select"), "Document" (file input), "Doc. Ref Date" (date input), "Doc Ref No" (text input), and an "Action" button with a delete icon.

At the very bottom of the form are two buttons: "Save" and "Submit".

Figure 3t. Garbage Disposal Form

As saved, a success message will display. See figure 3t-1.

The screenshot shows a web browser window with a red header bar. The title bar says "PCFR" and the address bar shows "https://sample.com/". The main content area has a header "Petty Cash Fund Replenishment" and a "Login User" link. Below this, a message "Request was successfully created" is displayed. A dropdown menu labeled "Request" is open, showing the option "With Temporary Slip". The form fields include: "Slip No" (empty), "Change" (empty); "Account" set to "Garbage Disposal"; "Date" (empty); "PCV No" set to "PCV-XXXX-XXX"; "Vendor" set to "Sample Vendor"; "Rate per Load" set to "000.00"; "Total Amount" set to "00000.00"; "No of Loads" set to "xx"; "Description" set to "Sample Description". An "ATTACHMENT" section contains three attachments: "Document1" (Docu1.pdf), "Document2" (Docu2.pdf), and "Document3" (Docu3..pdf). Each attachment row includes a "Doc. Ref Date" (xx/xx/xxxx), a "Doc Ref No" (xxxxxx), and a delete icon. At the bottom are "Save" and "Submit" buttons.

Figure 3t-1. Garbage Disposal Success Message (Saved)

As submitted, a success message will display. See figure 3t-2.

The screenshot shows a web browser window with a red header bar. The title bar says "PCFR" and the address bar shows "https://sample.com/". The main content area has a header "Petty Cash Fund Replenishment" and a "Login User" link. Below this, a message "Request was successfully submitted" is displayed. A dropdown menu labeled "Request" is open, showing the option "With Temporary Slip". The form fields include: "Slip No" (empty), "Change" (empty); "Account" set to "Garbage Disposal"; "Date" (empty); "PCV No" set to "PCV-XXXX-XXX"; "Vendor" set to "Sample Vendor"; "Rate per Load" set to "000.00"; "Total Amount" set to "00000.00"; "No of Loads" set to "xx"; "Description" set to "Sample Description". At the bottom are "Save" and "Submit" buttons.

Figure 3t-2. Garbage Disposal Success Message (Submitted)

Staff House Electric

Once selected, certain fields will display and needs to be filled in by the user to proceed (see figure 3u). If **With Temporary Slip** is selected, data encoded upon creation of temporary slip will display automatically. **Copy from** button is used to copy the details of approved cancelled PCVs except for its attachments and once button is clicked, list of approved cancelled PCVS of specific selected account will display (see figure 3c-1).

Data will be manually encoded by the user. User can attach files then then user may select either **Save** or **Submit** button. Once **Submit** button is clicked, request will be forward for approval and will be tagged as *Submitted* (see figure 5a-1).

(Note: As **Document Scanner** icon will be clicked, scanned document will serve as transaction attachment/s. Attached documents can be viewed and downloadable. Refer page 156 for the list of attachment required on each PCV.)

The screenshot shows a web-based application window titled "Petty Cash Fund Replenishment". The main form is labeled "Request" and contains the following fields:

- With Temporary Slip**: A checkbox.
- Slip No**: An input field with a "Change" link.
- Account**: A dropdown menu set to "Staff House Electric" with a "Copy from" button.
- PCV No**: An input field.
- Vendor**: A dropdown menu set to "--Select--".
- kWh Consumption**: An input field.
- Amount**: An input field.
- Period From**: A date input field.
- Period To**: A date input field.
- Description**: A large text area.

Below the main form is an "ATTACHMENT" section with an "Add" button. It includes fields for:

- Attachment Type**: A dropdown menu set to "--Select--".
- Document**: An input field with a file upload icon.
- Doc. Ref Date**: A date input field.
- Doc Ref No**: An input field.
- Action**: A delete icon.

At the bottom of the form are two buttons: **Save** (disabled) and **Submit**.

Figure 3u. Staff House Electric Form

As saved, a success message will display. See figure 3u-1.

The screenshot shows a web browser window with a red header bar. The address bar displays 'https://sample.com/'. The main content area is titled 'Petty Cash Fund Replenishment'. A success message 'Request was successfully created' is displayed. The form fields include:

- Request**: A dropdown menu with 'With Temporary Slip' selected.
- Slip No**: An input field with a 'Change' button.
- Account**: A dropdown menu set to 'Staff House Electric' with a 'Copy from' button.
- PCV No**: An input field containing 'PCV-XXXXX-XXX'.
- Vendor**: A dropdown menu set to 'Sample Vendor'.
- kWh Consumption**: An input field containing 'xx'.
- Amount**: An input field containing '00000.00'.
- Period From**: A date input field set to 'xx/xx/xxxx'.
- Period To**: A date input field set to 'xx/xx/xxxx'.
- Description**: A text area containing 'Sample Description'.

Below the form is a table titled 'ATTACHMENT' with an 'Add' button. It lists three attachments:

Attachment Type	Document	Doc. Ref Date	Doc Ref No	Action
Document1	Docu1.pdf	xx/xx/xxxx	xxxxxx	X
Document2	Docu2.pdf	xx/xx/xxxx	xxxxxx	X
Document3	Docu3..pdf	xx/xx/xxxx	xxxxxx	X

At the bottom are 'Save' and 'Submit' buttons.

Figure 3u-1. Staff House Electric Success Message (Saved)

As submitted, a success message will display. See figure 3u-2.

The screenshot shows a web browser window with a red header bar. The address bar displays 'https://sample.com/'. The main content area is titled 'Petty Cash Fund Replenishment'. A success message 'Request was successfully submitted' is displayed. The form fields are identical to Figure 3u-1 but lack the attachment table and buttons.

Figure 3u-2. Staff House Electric Success Message (Submitted)

Overtime

Once selected, certain fields will display and needs to be fill in by the user to proceed (see figure 3v). If **With Temporary Slip** is selected, data encoded upon creation of temporary slip will display automatically. **Copy from** button is used to copy the details of approved cancelled PCVs except for its attachments and once button is clicked, list of approved cancelled PCVS of specific selected account will display (see figure 3c-1).

Data will be manually encoded by the user. User can attach files then user may select either **Save** or **Submit** button. Once **Submit** button is clicked, request will be forward for approval and will be tagged as *Submitted* (see figure 5a-1).

(Note: As **Document Scanner** icon will be clicked, scanned document will serve as transaction attachment/s. Attached documents can be viewed and downloadable. Refer page 156 for the list of attachment required on each PCV.)

The screenshot shows a web-based application window titled "Petty Cash Fund Replenishment". At the top left is a logo with a mountain icon and the letters "PCFR". The top right has a "Login User" link. The main content area is divided into sections:

- Request**: A dropdown menu.
- With Temporary Slip**: A checkbox.
- Slip No**: An input field.
- Change**: An input field.
- Account**: A dropdown menu set to "Overtime".
- Date**: An input field showing "xx/xx/xxxx".
- Copy from**: A blue button.
- PCV No**: An input field.
- OT Date**: An input field showing "xx/xx/xxxx".
- Description**: A large input field.
- No of Pax**: An input field.
- Amount**: An input field.
- ATTACHMENT**: A section with an "Add" button. It contains fields for "Attachment Type" (dropdown menu "Select"), "Document" (input field), "Doc. Ref Date" (input field showing "xx/xx/xxxx"), "Doc Ref No" (input field), and "Action" (button with a delete icon).
- Buttons**: "Save" (orange) and "Submit" (green).

Figure 3v. Overtime Form

As saved, a success message will display. See figure 3v-1.

The screenshot shows a web browser window with a red header bar. The address bar displays 'https://sample.com/'. The main content area is titled 'Petty Cash Fund Replenishment'. A success message 'Request was successfully created' is centered above the form fields. The form includes fields for 'Slip No', 'Account' (set to 'Overtime'), 'PCV No' (set to 'PCV-XXXXX-XXX'), 'OT Date' (set to 'xx/xx/xxxx'), 'No of Pax' (set to 'xx'), and 'Amount' (set to '00000.00'). Below the form is a table titled 'ATTACHMENT' with an 'Add' button. It lists three attachments: 'Document1' (file 'Docu1.pdf'), 'Document2' (file 'Docu2.pdf'), and 'Document3' (file 'Docu3..pdf'). Each attachment row has a 'Doc Ref Date' (xx/xx/xxxx), 'Doc Ref No' (xxxxxx), and an 'Action' column with a delete icon. At the bottom are 'Save' and 'Submit' buttons.

Figure 3v-1. Overtime Success Message (Saved)

As submitted, a success message will display. See figure 3v-2.

The screenshot shows a web browser window with a red header bar. The address bar displays 'https://sample.com/'. The main content area is titled 'Petty Cash Fund Replenishment'. A success message 'Request was successfully submitted' is centered above the form fields. The form includes fields for 'Slip No' and 'Change'. The rest of the fields and attachment section are identical to Figure 3v-1.

Figure 3v-2. Overtime Success Message (Submitted)

Staff House Water

Once selected, certain fields will display and needs to be filled in by the user to proceed (see figure 3w). If **With Temporary Slip** is selected, data encoded upon creation of temporary slip will display automatically. **Copy from** button is used to copy the details of approved cancelled PCVs except for its attachments and once button is clicked, list of approved cancelled PCVS of specific selected account will display (see figure 3c-1).

Data will be manually encoded by the user. User can attach files then user may select either **Save** or **Submit** button. Once **Submit** button is clicked, request will be forwarded for approval and will be tagged as *Submitted* (see figure 5a-1).

(Note: As **Document Scanner** icon will be clicked, scanned document will serve as transaction attachment/s. Attached documents can be viewed and downloadable. Refer page 156 for the list of attachment required on each PCV.)

The screenshot shows a web-based application window titled "Petty Cash Fund Replenishment". The URL in the address bar is https://sample.com/. The main content area is divided into sections:

- Request**: A dropdown menu.
- With Temporary Slip**: A checkbox.
- Slip No**: An input field.
- Change**: An input field.
- Account**: A dropdown menu set to "Staff House Water".
- Date**: An input field with a calendar icon.
- PCV No**: An input field.
- Vendor**: A dropdown menu set to "-Select-".
- cbm Consumption**: An input field.
- Period From**: An input field with a calendar icon.
- Period To**: An input field with a calendar icon.
- Amount**: An input field.
- Description**: A text area.

Below these fields is a section titled **ATTACHMENT** with an **Add** button. It includes columns for:

Attachment Type	Document	Doc. Ref Date	Doc Ref No	Action
--Select--	[document icon]	10/10/2000	[document icon]	X

At the bottom are two buttons: **Save** and **Submit**.

Figure 3w. Staff House Water Form

As saved, a success message will display. See figure 3w-1.

The screenshot shows a web browser window with a red header bar. The address bar displays the URL <https://sample.com/>. The main content area is titled "Petty Cash Fund Replenishment". A success message "Request was successfully created" is displayed. The form fields include:

- Request**: A dropdown menu with "Request" selected.
- With Temporary Slip
- Slip No: [Input field]
- Change: [Input field]
- Account: Staff House Water (dropdown)
- Date: 30/09/XXXX (date picker)
- PCV No: PCV-XXXXX-XXX
- Vendor: Sample Vendor (dropdown)
- Period From: 30/09/XXXX (date picker)
- cbm Consumption: xx
- Period To: 30/09/XXXX (date picker)
- Amount: 00000.00
- Description: Sample Description (text area)

Below the form is a table titled "ATTACHMENT" with an "Add" button. It lists three attachments:

Attachment Type	Document	Doc. Ref Date	Doc Ref No	Action
Document1	Docu1.pdf	30/09/XXXX	XXXXXXXXXX	X
Document2	Docu2.pdf	30/09/XXXX	XXXXXXXXXX	X
Document3	Docu3..pdf	30/09/XXXX	XXXXXXXXXX	X

At the bottom are "Save" and "Submit" buttons.

Figure 3w-1. Staff House Water Success Message (Saved)

As submitted, a success message will display. See figure 3w-2.

The screenshot shows a web browser window with a red header bar. The address bar displays the URL <https://sample.com/>. The main content area is titled "Petty Cash Fund Replenishment". A success message "Request was successfully submitted" is displayed. The form fields are identical to Figure 3w-1 but lack the attachment section.

Figure 3w-2. Staff House Water Success Message (Submitted)

Staff House Cleaning

Once selected, certain fields will display and needs to be fill in by the user to proceed (see figure 3x). If **With Temporary Slip** is selected, data encoded upon creation of temporary slip will display automatically. **Copy from** button is used to copy the details of approved cancelled PCVs except for its attachments and once button is clicked, list of approved cancelled PCVS of specific selected account will display (see figure 3c-1).

Data will be manually encoded by the user. User can attach files then user may select either **Save** or **Submit** button. Once **Submit** button is clicked, request will be forward for approval and will be tagged as *Submitted* (see figure 5a-1).

(Note: As **Document Scanner** icon will be clicked, scanned document will serve as transaction attachment/s. Attached documents can be viewed and downloadable. Refer page 156 for the list of attachment required on each PCV.)

The screenshot shows a web-based application window titled 'PCFR' with a red header bar. The main content area is titled 'Petty Cash Fund Replenishment'. On the left, there's a sidebar with a logo and a 'Request' dropdown menu. The main form has several input fields: a checkbox for 'With Temporary Slip', a 'Slip No' field, a 'Change' field, a 'Account' dropdown set to 'Staff House Cleaning', a 'Date' field showing '30/01/2000', a 'PCV No' field, a 'Vendor' dropdown with 'Select', a 'Description' field, and an 'Amount' field. Below this is an 'ATTACHMENT' section with an 'Add' button, containing fields for 'Attachment Type' (dropdown with 'Select'), 'Document' (file input field), 'Doc. Ref Date' (date input field showing '30/01/2000'), 'Doc Ref No' (input field), and an 'Action' button (an 'X' icon). At the bottom are 'Save' and 'Submit' buttons.

Figure 3x. Staff House Cleaning Form

As saved, a success message will display. See figure 3x-1.

The screenshot shows a web browser window with a red header bar. The address bar displays 'https://sample.com/'. The main content area is titled 'Petty Cash Fund Replenishment' and features a 'Login User' link. A success message 'Request was successfully created' is centered above a form. The form includes fields for 'Slip No' (with a 'Change' button), 'Account' (set to 'Staff House Cleaning'), 'Date' (xx/xx/xxxx), 'PCV No' (PCV-XXXXX-XXX), 'Vendor' (Sample Vendor), 'Description' (Sample Description), 'Amount' (00000.00), and an 'ATTACHMENT' section with three attachments: 'Document1.pdf', 'Docu2.pdf', and 'Docu3..pdf'. Below the attachment table are 'Save' and 'Submit' buttons. The entire page has a light gray background.

Figure 3x-1. Staff House Cleaning Success Message (Saved)

As submitted, a success message will display. See figure 3x-2.

The screenshot shows a web browser window with a red header bar. The address bar displays 'https://sample.com/'. The main content area has a header 'Petty Cash Fund Replenishment' with a small icon to its left. On the right side of the header is a 'Login User' link. Below the header, a message 'Request was successfully submitted' is displayed. Underneath this message, there is a dropdown menu labeled 'Request' with a red border, and a checked checkbox labeled 'With Temporary Slip'. To the right of the checkbox are two input fields: 'Slip No' and 'Change', each with a small rectangular input box. The entire interface has a light gray background with some horizontal lines separating sections.

Figure 3x-2. Staff House Cleaning Success Message (Submitted)

Others/ Charge to Consignor

Once selected, certain fields will display and needs to be fill in by the user to proceed (see figure 3y). If **With Temporary Slip** is selected, data encoded upon creation of temporary slip will display automatically. **Copy from** button is used to copy the details of approved cancelled PCVs except for its attachments and once button is clicked, list of approved cancelled PCVS of specific selected account will display (see figure 3c-1).

Data will be manually encoded by the user. User can attach up to three maximum files then user may select either **Save** or **Submit** button. Once **Submit** button is clicked, request will be forward for approval and will be tagged as *Submitted* (see figure 5a-1).

(Note: As **Document Scanner** icon will be clicked, scanned document will serve as transaction attachment/s. Attached documents can be viewed and downloadable. Refer page 156 for the list of attachment required on each PCV.)

Petty Cash Fund Replenishment

Request With Temporary Slip

Slip No _____ Change _____

Account Others Date xx/xx/xxxx

PCV No _____

Vendor --Select-- Description _____

Amount _____

ATTACHMENT

Attachment Type	Document	Doc. Ref Date	Doc Ref No	Action
--Select--	Docu1.pdf	xx/xx/xxxx	xxxxxxxx	X
Document2	Docu2.pdf	xx/xx/xxxx	xxxxxxxx	X
Document3	Docu3..pdf	xx/xx/xxxx	xxxxxxxx	X

Figure 3y. Others Form

As saved, a success message will display. See figure 3y-1.

Petty Cash Fund Replenishment

Request was successfully created

Request With Temporary Slip

Slip No _____ Change _____

Account Others Date xx/xx/xxxx

PCV No PCV-XXXXX-XXX

Vendor Sample Vendor Description Sample Description

Amount 00000.00

ATTACHMENT

Attachment Type	Document	Doc. Ref Date	Doc Ref No	Action
Document1	Docu1.pdf	xx/xx/xxxx	xxxxxxxx	X
Document2	Docu2.pdf	xx/xx/xxxx	xxxxxxxx	X
Document3	Docu3..pdf	xx/xx/xxxx	xxxxxxxx	X

Figure 3y-1. Others Success Message (Saved)

As submitted, a success message will display. See figure 3y-2.

The screenshot shows a web browser window with a red header bar. The address bar displays the URL <https://sample.com/>. The main content area has a header "Petty Cash Fund Replenishment" with a small icon to its left. On the right side of the header is a "Login User" link. Below the header, a message "Request was successfully submitted" is displayed in green text. Underneath this message, there is a dropdown menu labeled "Request" with a red border, and a checkbox labeled "With Temporary Slip". Below the dropdown and checkbox are two input fields: "Slip No" and "Change", each with a corresponding empty text box. The browser interface includes standard navigation buttons (back, forward, search) and a toolbar with various icons.

Figure 3y-2. Others Success Message (Submitted)

As the PCVs were submitted for approval, requestor can print the specific PCV then reroute for signatories. All signed PCVs should be attached on their specific request, in order for the approver to validate/approve the certain PCV.

Note: Signed PCVs are required attachment on all request type. Approver may not able to click the **Approved** button unless **Signed PCV** is attached.

Create PCFR

To create PCFR, user may click the **Create PCFR** button to proceed (see figure 3a-2). Once clicked, all approved PCVs will automatically include into one PCFR and will auto generate the values needed on the fields and also totals below the table will auto compute (see figure 4a).

Note: User cannot create another PCFR unless it is saved/submitted.

PCFR No format- PCF-OrgCode-yyyymmdd-x, **x** stands for series number of request (e.g., PCF-13013-20200410-1)

- *Requested By*- user login who created the PCFR
- *Doc Date*- create date of PCFR
- *Batch ID* format- PCF-mm/dd/yyyy/-OrgCode-x, **x** stands for series number of request (e.g., PCF-04/10/20210-13013-1)
- *Branch*- based on user login assigned branch/ distributing center
- *Doc Type*- default as **Invoice**
- *Period*- based on the first and last create date of PCV
- *Temporary Slip*- total unliquidated Temporary Slip (auto computed)
- *Total Replenishment*- Total request for Replenishment (auto computed)
- *Pending Replenishment*- Total approved PCVs that are not yet submitted to Payables (auto computed)
- *Unreplenished*- Total interfaced (by Payables) replenishment that have not yet check released (auto computed)
- *Unapproved PCVs*- Total Unapproved Voucher by TL (auto computed)
- *Returned PCVs*- Total Returned Vouchers by Payables (auto computed)
- *PCF Accounted For*- Sum of Temporary Slip, Total Replenishment, Unreplenished, Unapproved PCVs, Returned PCVs, ATM Balance and Cash on Hand (auto computed)
- *PCF Accountability*- Petty Cash budget of the Branch (based on the maintenance set per store)
- *Overage/Shortage* -Difference between PCF Accountability and PCF Accounted For (auto computed)
- *ATM Balance*- Total amount in the ATM (required field- user input)
- *Cash on Hand*- Total Petty Cash amount on hand (required field- user input)

Attachment Type

- *ATM Slip*- this document can be attached as an image file or pdf file
- *Withdrawal Slip*- this document can be attached as an image file or pdf file
- *Cash Count Sheet*- this document can be attached as an image file or pdf file

PCFR Petty Cash Fund Replenishment Login User

Request

PCFR No	PCF-13013-20210101-1	Branch	DC-A
Requested By	Sample Requestor	Vendor	Sample Vendor
Doc Date	xx/xx/xxxx	Doc Type	Invoice
Batch ID	PCF-04/10/2021-13013-1	Period	xx/xx/xxxx to xx/xx/xxxx

PCV NO	DESCRIPTION	ACCOUNT	STORE	AMOUNT
PCV-xxxxx-xxx	Sample Description	Sample Account	DC-A	00000.00
PCV-xxxxx-xxx	Sample Description	Sample Account	DC-A	00000.00
PCV-xxxxx-xxx	Sample Description	Sample Account	DC-A	00000.00
PCV-xxxxx-xxx	Sample Description	Stripping Charge	DC-B	00000.00

PCFR Petty Cash Fund Replenishment Login User

Request

PCFR No	PCF-13013-20210101-1	Branch	Store A
Requested By	Sample Requestor	Vendor	Sample Vendor
Doc Date	xx/xx/xxxx	Doc Type	Invoice
Batch ID	PCF-04/10/2021-13013-1	Period	xx/xx/xxxx to xx/xx/xxxx

PCV NO	DESCRIPTION	ACCOUNT	STORE	AMOUNT
PCV-xxxxx-xxx	Sample Description	Sample Account	StoreA	00000.00
PCV-xxxxx-xxx	Sample Description	Sample Account	StoreA	00000.00
PCV-xxxxx-xxx	Sample Description	Sample Account	StoreA	00000.00
PCV-xxxxx-xxx	Sample Description	Stripping Charge	StoreB	00000.00

Temporary Slip	0.00	Total Replenishment	00000.00
ATM Balance		Pending Replenishment	0.00
Cash on Hand		Unreplenished	0.00
PCF Accounted For	0.00	Unapproved PCVs	0.00
PCF Accountability	0.00	Returned PCVs	0.00
Overage/ Shortage	0.00		

ATTACHMENT Add

Attachment Type	Document	Doc. Ref Date	Doc Ref No	Action
--Select--		xx/xx/xxxx		X

Save Submit

Figure 4a. Create PCFR Module (DC/Store)

As **Save** button is clicked, a success message will display. See figure 4a-1.

The figure consists of two vertically stacked screenshots of a web application interface. Both screenshots show a header with a logo and the text "Petty Cash Fund Replenishment". On the right side of each screenshot, there is a "Login User" link. Below the header, there is a message "PCFR was successfully created". Underneath the message, there are several input fields grouped into pairs: PCFR No (PCF-13013-20210101-1), Requested By (Sample Requestor), Branch (DC-A), Vendor (Sample Vendor); Doc Date (xx/xx/xxxx), Doc Type (Invoice), Period (xx/xx/xxxx to xx/xx/xxxx); and Batch ID (PCF-04/10/2021-13013-1). The top screenshot has a dropdown menu open with "Request" selected. The bottom screenshot has a dropdown menu open with "Approve" selected.

Figure 4a-1. Create PCFR success message (Saved)

As **Submit** button is clicked, a success message will display, see figure 4a-1. Created PCFR will display on Approver's workbench for approval, see figure 5a-2.

The figure consists of two vertically stacked screenshots of a web application interface, similar to Figure 4a-1. Both screenshots show a header with a logo and the text "Petty Cash Fund Replenishment". On the right side of each screenshot, there is a "Login User" link. Below the header, there is a message "PCFR was successfully submitted". Underneath the message, there are several input fields grouped into pairs: PCFR No (PCF-13013-20210101-1), Requested By (Sample Requestor), Branch (DC-A), Vendor (Sample Vendor); Doc Date (xx/xx/xxxx), Doc Type (Invoice), Period (xx/xx/xxxx to xx/xx/xxxx); and Batch ID (PCF-04/10/2021-13013-1). The top screenshot has a dropdown menu open with "Request" selected. The bottom screenshot has a dropdown menu open with "Approve" selected.

Figure 4a-2. Create PCFR success message (Submit)

Approval

Once clicked, it redirects to approver's workbench and has three tabs are available: *Temporary Slip*, *PCV*, and *PCFR*.

In figure 5a, approver may view the list of temporary slips with *Submitted*, *Confirmed* and *Approved* status. User may filter its status and also can sort other columns.

In figure 5a-1, approver may view the list of PCVs with their status. User may filter its status and also can sort other columns.

In figure 5a-2, approver may view the list of PCFR requests with their status. User may filter its status and also can sort other columns.

(Note: Checkbox is available for TL's multiple approval)

The screenshot shows a web-based application window titled "Petty Cash Fund Replenishment". At the top, there are three tabs: "Temporary Slip" (selected), "PCV", and "PCFR". On the left, a sidebar shows a dropdown menu with "Approval" selected. The main content area displays a table titled "TEMPORARY SLIP" with the following data:

DATE	TEMPORARY SLIP NO	ACCOUNT	DESCRIPTION	AMOUNT	AGE	STATUS	ACTION
xx/xx/xxxx	TS-xxxxxxx	Account1	Sample Description	00000.00	XX	SUBMITTED	<input type="checkbox"/>
xx/xx/xxxx	TS-xxxxxxx	Account1	Sample Description	00000.00	XX	CONFIRMED	<input type="checkbox"/>
xx/xx/xxxx	TS-xxxxxxx	Account1	Sample Description	00000.00	XX	APPROVED	<input type="checkbox"/>

On the right side of the table, there are buttons for "Submitted", "Confirmed", and "Approved". A red arrow points from the "Approved" button to a red box labeled "Enter Text". Below the table, there is a message "Showing x to x of xx entries" and a navigation bar with page numbers 1 through 10 and "Prev" and "Next >>".

Figure 5a. Approval Workbench (Temporary Slip)

Petty Cash Fund Replenishment

Approval

Temporary Slip PCV PCFR

Show [] entries

PETTY CASH VOUCHER

DATE	PCV NO	DESCRIPTION	ACCOUNT	AMOUNT	STATUS	ACTION
xx/xx/xxxx	PCV-202104-2	Sample Description	Sample Account	00000.00	SUBMITTED	[]
xx/xx/xxxx	PCV-202104-3	Sample Description	Sample Account	00000.00	CONFIRMED	[]
xx/xx/xxxx	PCV-202104-5	Sample Description	Sample Account	00000.00	APPROVED	[]
xx/xx/xxxx	PCV-202104-8	Sample Description	Sample Account	00000.00	CANCELLED	[]

Showing x to x of xx entries

Submitted
Confirmed
Approved
Cancelled

Enter Text

Approval

Status Options:

- SUBMITTED
- CONFIRMED
- APPROVED
- CANCELLED

Action Options:

- []
- [] Approval Code

Figure 5a-1. Approval Workbench (PCV)

Petty Cash Fund Replenishment

Approval

Temporary Slip PCV PCFR

Show [] entries

PCFR LIST

DATE	PCFR NO	BATCH ID	VENDOR	REQUESTED BY	STATUS	ACTION
xx/xx/xxxx	PCF-13013-20210101-2	PCF-04/10/2021-13013-2	Sample Vendor	Sample Requestor	SUBMITTED	[]
xx/xx/xxxx	PCF-13013-20210101-3	PCF-04/10/2021-13013-3	Sample Vendor	Sample Requestor	APPROVED	[]
xx/xx/xxxx	PCF-13013-20210101-4	PCF-04/10/2021-13013-4	Sample Vendor	Sample Requestor	APPROVED-PY	[]
xx/xx/xxxx	PCF-13013-20210101-5	PCF-04/10/2021-13013-5	Sample Vendor	Sample Requestor	FOR REPLENISHMENT	[]
xx/xx/xxxx	PCF-13013-20210101-6	PCF-04/10/2021-13013-6	Sample Vendor	Sample Requestor	REPLENISHED	[]

Showing x to x of xx entries

Submitted
Confirmed
For Replenishment
Replenished

Enter Text

Approval

Status Options:

- SUBMITTED
- APPROVED
- APPROVED-PY
- FOR REPLENISHMENT
- REPLENISHED

Figure 5a-2. Approval Workbench (PCFR)

Approval (Temporary Slip)

If **Submitted**, TL has two ways to approve the request, it's either by clicking  icon to view specific details of request where **Approve** and **Disapprove** buttons are available (see figure 5b) or by selecting multiple requests (see figure 5a).

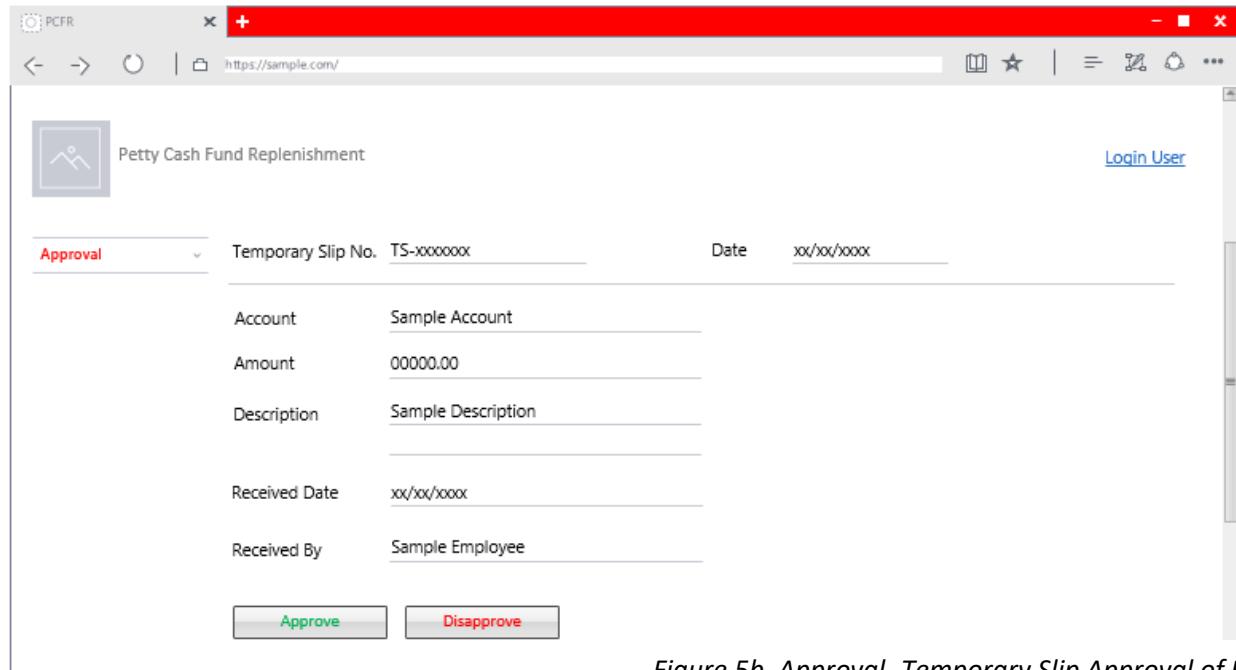
By clicking  icon, once **Approve** button is clicked, the system will check if the requested amount needs an *Approval Code* (based on the Account Matrix) and a confirmation message will display. If needed, once **OK** button is clicked, user may input its *Approval Code*, *Approver's Name* and *Remarks* and a success message will display and request will be tagged as *Approved*. Else if **Cancel** button is clicked, request will be tagged as *Confirmed* (see figures 5b-1 and 5b-2).

(Note: **Print** button will be available once request is approved, as clicked, automatically it will print two copies on one page, for the employee and head cashier as acknowledge receipt. See figures 5b-3 and 5b-4.)

By selecting multiple requests to approve, approver must tick the checkbox and click the **Approval** button to proceed. System will check if the requested amount needs an *Approval Code* (based on the Account Matrix) and an information message will display with specific temporary slip numbers that needs an approval code and be tagged as *Confirmed* (see figure 5b-5) whereas remaining temporary slips will be tagged as *Approved*.

If *Confirmed*, user has three ways to input an approval code. First, user may input while confirmation message is displayed (see figures 5b-1 and 5b-2). For the second and third way of encoding Approval Code, refer to pages 81-85.

To disapprove request, approver may click the **Disapprove** button then user must input on **Remarks** input box (see figures 5b-6) and as **Save** button is clicked, an information message will display (see figure 5b-7) and request must be tagged as *Disapproved-TL* and will display request at Requestor's workbench.



The screenshot shows a web browser window with a red header bar. The main content area displays a form titled "Petty Cash Fund Replenishment". The form has the following fields:

Approval	Temporary Slip No.	Date
TS-xxxxxx	xx/xx/xxxx	
Account	Sample Account	
Amount	00000.00	
Description	Sample Description	
Received Date	xx/xx/xxxx	
Received By	Sample Employee	

At the bottom of the form are two buttons: "Approve" and "Disapprove".

Figure 5b. Approval- Temporary Slip Approval of Request

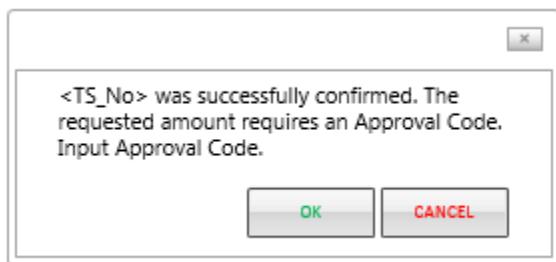


Figure 5b-1. Approval – Temporary Slip Confirmation Message

Figure 5b-2. Approval – Temporary Slip Input Approval Code

Figure 5b-3. Approval- Temporary Slip Success Message

	Petty Cash Fund Replenishment <i>Temporary Slip</i>	
Temporary Slip No. TS-xxxxxx Date xx/xx/xxxx		
Account	Sample Account	
Amount	00000.00	
Description	Sample Description	
Received Date	xx/xx/xxxx	
<ENCODER_USERACCOUNT> <APPROVER_USERACCOUNT> SAMPLE EMPLOYEE		
Prepared By	Approved By	Received By
Printed By: <user account name>		Printed Date & Time: <mm/dd/yyyy, hh:mm>
 Petty Cash Fund Replenishment <i>Temporary Slip</i>		
Temporary Slip No. TS-xxxxxx Date xx/xx/xxxx		
Account	Sample Account	
Amount	00000.00	
Description	Sample Description	
Received Date	xx/xx/xxxx	
<ENCODER_USERACCOUNT> <APPROVER_USERACCOUNT> SAMPLE EMPLOYEE		
Prepared By	Approved By	Received By
Printed By: <user account name>		Printed Date & Time: <mm/dd/yyyy, hh:mm>

Figure 5b-4. Approval- Temporary Slip Sample Output

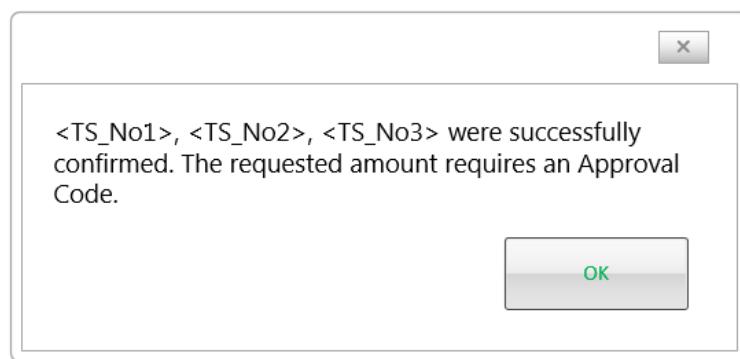


Figure 5b-5. Approval- Temporary Slip Multiple Approval Information Message

Petty Cash Fund Replenishment

[Login User](#)

Approval	Temporary Slip No.	TS-xxxxxx	Date	xx/xx/xxxx
	Account	Sample Account		
	Amount	00000.00		
	Description	Sample Description		
	Received Date	xx/xx/xxxx		
	Received By	Sample Employee		
	<input style="background-color: #008000; color: white; border: none; padding: 5px 10px; margin-right: 10px;" type="button" value="Approve"/> <input style="background-color: #FF0000; color: white; border: none; padding: 5px 10px;" type="button" value="Disapprove"/>			
	Remarks <div style="border: 1px solid #ccc; height: 50px; width: 100%;"></div>			
	<input style="background-color: #008000; color: white; border: none; padding: 5px 10px;" type="button" value="Save"/>			

Figure 5b-6. Approval- Temporary Slip Disapproval of Request



Figure 5b-7. Approval- Temporary Slip Disapproval of Request Information Message

Approval (PCV Request)

If **Submitted**, TL has two ways to approve the request, it's either by clicking icon to view specific details of request where **Approve** and **Disapprove** buttons are available (see figures 5c-5c-3) or by selecting multiple requests (see figure 5a). (Note: Figures 5c-1, 5c-3, 5f-1, and 5f-3 UI are applicable to other account type.)

By clicking icon, once **Approve** button is clicked, the system will check if the requested amount needs an *Approval Code* (based on the Account Matrix) and a confirmation message will display. If needed, once **OK** button is clicked, user may input its *Approval Code*, *Approver's Name* and *Remarks* and a success message will display and request will be tagged as *Approved*. Else if **Cancel** button is clicked, request will be tagged as *Confirmed* (see figures 5d and 5d-1).

(Note: **Print** button will be available once request is approved)

By selecting multiple requests to approve, approver must tick the checkbox and click the **Approval** button to proceed. System will check if the requested amount needs an *Approval Code* (based on the Account Matrix) and an information message will display with specific temporary slip numbers that needs an approval code and be tagged as *Confirmed* (see figure 5e) whereas remaining PCVs will be tagged as *Approved*.

If *Confirmed*, user has three ways to input an approval code. First, user may input while confirmation message is displayed (see figure 5d and 5d-1). For the second and third way of encoding Approval Code, refer to pages 81-85.

The screenshot shows a web browser window with a red header bar. The address bar displays 'https://sample.com/'. The main content area is titled 'Petty Cash Fund Replenishment' and features a 'Login User' link. On the left, there's a sidebar with a 'Approval' dropdown menu. The main form contains several sections:

- A checkbox labeled 'With Temporary Slip' is checked.
- Text fields for 'Slip No' (xxxxxx), 'Change' (xxxxxx), 'Account' (Stripping Charge), 'PCV No' (PCV-XXXXX-XXX), 'Description' (Sample Description), 'Date' (xx/xx/xxxx), 'Vendor' (Sample Vendor), and 'SLPS No' (SLPS-xxxxxx).
- A table showing transaction details:

SLPS No	Van/Plate	Trucker	Rate	Charge to Store	Amount
SLPS-xxxxxx	VAN-#####	Trucker A	0000.00	0000.00	0000.00
SLPS-xxxxxx	VAN-#####	Trucker B	0000.00	0000.00	0000.00
SLPS-xxxxxx	VAN-#####	Trucker A	0000.00	0000.00	0000.00
- A 'Total Amount' field containing '0000.00'.
- An 'ATTACHMENT' section listing documents:

Attachment Type	Document	Doc Ref No
Document1	Docu1.pdf	xxxxxxxx
Document2	Docu2.pdf	xxxxxxxx
Document3	Docu3.pdf	xxxxxxxx
- Buttons at the bottom: 'Approve' and 'Disapprove'.

Figure 5c. Approval- With Temporary Slip (1) Approval of Request

PCFR

Petty Cash Fund Replenishment

Login User

Approval

With Temporary Slip

Slip No	x00000X	Change	x000000:
Account	Production Cost Clearing	PCV No	PCV-X0000X-XXX
Description	Sample Description	Date	xx/xx/xxxx
	Sample Description		

Job Request No	#####
Vendor	Sample Vendor
Project Name	Sample Project
Project Type	Sample Type
Brand	Sample Brand
Quantity	xx
Amount	00000.00

ATTACHMENT		
Attachment Type	Document	Doc Ref No
Document1	Docu1.pdf	xxxxxxxxxx
Document2	Docu2.pdf	xxxxxxxxxx
Document3	Docu3.pdf	xxxxxxxxxx

Approve **Disapprove**

Figure 5c-1. Approval- With Temporary Slip (2) Approval of Request

PCFR

Petty Cash Fund Replenishment

Login User

Approval

With Temporary Slip

Slip No		Change	
Account	Stripping Charge	PCV No	PCV-XXXXX-XXX
Description	Sample Description	Date	xx/xx/xxxx
	Sample Description	Vendor	Sample Vendor

SLPS No	Van/Plate	Trucker	Rate	Charge to Store	Amount
SLPS-xxxxxx	VAN-#####	Trucker A	0000.00	0000.00	0000.00
SLPS-xxxxxx	VAN-#####	Trucker B	0000.00	0000.00	0000.00
SLPS-xxxxxx	VAN-#####	Trucker A	0000.00	0000.00	0000.00

Total Amount **0000.00**

ATTACHMENT		
Attachment Type	Document	Doc Ref No
Document1	Docu1.pdf	xxxxxxxxxx
Document2	Docu2.pdf	xxxxxxxxxx
Document3	Docu3.pdf	xxxxxxxxxx

Approve **Disapprove**

Figure 5c-2. Approval- Without Temporary Slip (1)
Approval of Request

Petty Cash Fund Replenishment

[Login User](#)

Approval

With Temporary Slip

Slip No	_____	Change	_____
Account	Production Cost Clearing	PCV No	PCV-XXXXX-XXX
Description	Sample Description	Date	xx/xx/xxxx
	Sample Description		

Job Request No	#####	ATTACHMENT		
Vendor	Sample Vendor	Attachment Type	Document	Doc Ref No
Project Name	Sample Project	Document1	Docu1.pdf	xxxxxxxx
Project Type	Sample Type	Document2	Docu2.pdf	xxxxxxxx
Brand	Sample Brand	Document3	Docu3.pdf	xxxxxxxx
Quantity	xx			
Amount	00000.00			

Approve **Disapprove**

Figure 5c-3. Approval- Without Temporary Slip (2) Approval of Request

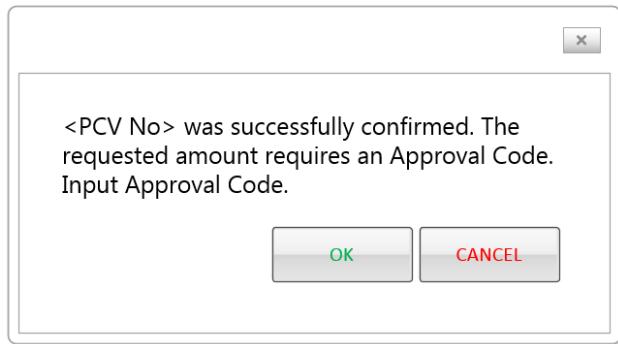


Figure 5d. Approval- PCV Confirmation Message

Approval Code: _____

Approver's Name: --Select--

Remarks:

Approve

Figure 5d-1. Approval- PCV Input of Approval Code

Petty Cash Fund Replenishment

Request was successfully approved

Approval

With Temporary Slip

Slip No	xxxxxx	Change	xxxxxx
Account	Stripping Charge	PCV No	PCV-XXXXX-XXX
Description	Sample Description	Date	xx/xx/xxxx
	Sample Description	Vendor	Sample Vendor

SLPS No	Van/Plate	Trucker	Rate	Charge to Store	Amount
SLPS-xxxxxx	VAN-#####	Trucker A	0000.00	0000.00	0000.00
SLPS-xxxxxx	VAN-#####	Trucker B	0000.00	0000.00	0000.00
SLPS-xxxxxx	VAN-#####	Trucker A	0000.00	0000.00	0000.00

Total Amount **0000.00**

ATTACHMENT

Attachment Type	Document	Doc Ref No
Document1	Docu1.pdf	xxxxxxxx
Document2	Docu2.pdf	xxxxxxxx
Document3	Docu3.pdf	xxxxxxxx

Print

Figure 5d-2. Approval- PCV Success Message

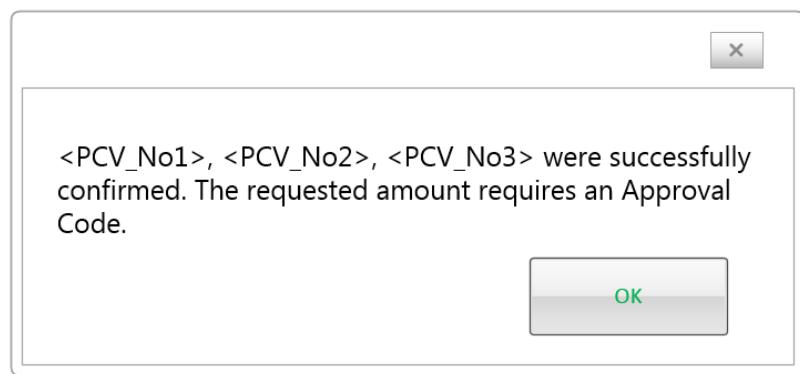


Figure 5e. Approval- PCV Multiple Approval Information Message

To disapprove request, approver may click the **Disapprove** button then user must input on **Remarks** input box (see figures 5f-5f-3) and as **Save** button is clicked, an information message will display (see figure 5f-4) and request must be tagged as *Disapproved-TL* and will display request at Requestor's workbench.

PCFR

Petty Cash Fund Replenishment

Login User

Approval

With Temporary Slip

Slip No	xxxxxxx	Change	xxxxxxx
Account	Stripping Charge	PCV No	PCV-X000X-XXX
Description	Sample Description	Date	xx/xx/xxxx
	Sample Description	Vendor	Sample Vendor

SLPS No	Van/Plate	Trucker	Rate	Charge to Store	Amount
SLPS-xxxxxx	VAN-#####	Trucker A	0000.00	0000.00	0000.00
SLPS-xxxxxx	VAN-#####	Trucker B	0000.00	0000.00	0000.00
SLPS-xxxxxx	VAN-#####	Trucker A	0000.00	0000.00	0000.00

Total Amount **0000.00**

ATTACHMENT

Attachment Type	Document	Doc Ref No
Document1	Docu1.pdf	xxxxxxxx
Document2	Docu2.pdf	xxxxxxxx
Document3	Docu3.pdf	xxxxxxxx

Remarks

Save

Approve **Disapprove**

Figure 5f. Approval- PCV With Temporary Slip (1) Disapproval of Request

PCFR

Petty Cash Fund Replenishment

Login User

Approval

With Temporary Slip

Slip No	xxxxxxxx	Change	xxxxxxxx
Account	Product Cost Clearing	PCV No	PCV-XXXXX-XXX
Description	Sample Description	Date	xx/xx/xxxx
Sample Description			

Job Request No	#####
Vendor	Sample Vendor
Project Name	Sample Project
Project Type	Sample Type
Brand	Sample Brand
Quantity	xx
Amount	00000.00

ATTACHMENT			
Attachment Type	Document	Doc Ref No	
Document1	Docu1.pdf	xxxxxxxx	
Document2	Docu2.pdf	xxxxxxxx	
Document3	Docu3.pdf	xxxxxxxx	

Approve Disapprove

Remarks

Save

The screenshot shows a web-based application window titled "Petty Cash Fund Replenishment". At the top right is a "Login User" link. On the left, there's a small icon of a mountain and a dropdown menu showing "Approval". The main content area has a title "With Temporary Slip" with a checked checkbox. Below it are several input fields: "Slip No" (xxxxxxxx), "Change" (xxxxxxxx), "Account" (Product Cost Clearing), "PCV No" (PCV-XXXXX-XXX), "Description" (Sample Description), and "Date" (xx/xx/xxxx). There's also a note "Sample Description" below the date field. To the right, there's a table titled "ATTACHMENT" listing three attachments: Document1 (Docu1.pdf, Doc Ref No: xxxxxxxx), Document2 (Docu2.pdf, Doc Ref No: xxxxxxxx), and Document3 (Docu3.pdf, Doc Ref No: xxxxxxxx). At the bottom, there are two buttons: "Approve" and "Disapprove" (in red), and a "Save" button.

Figure 5f-1. Approval- PCV With Temporary Slip (2) Disapproval of Request

PCFR

Petty Cash Fund Replenishment

Login User

Approval

With Temporary Slip

Slip No	Change		
Account	Stripping Charge	PCV No	PCV-X000X-XXX
Description	Sample Description	Date	xx/xx/xxxx
	Sample Description	Vendor	Sample Vendor

SLPS No	Van/Plate	Trucker	Rate	Charge to Store	Amount
SLPS-xxxxxx	VAN-#####	Trucker A	0000.00	0000.00	0000.00
SLPS-xxxxxx	VAN-#####	Trucker B	0000.00	0000.00	0000.00
SLPS-xxxxxx	VAN-#####	Trucker A	0000.00	0000.00	0000.00

Total Amount **0000.00**

ATTACHMENT

Attachment Type	Document	Doc Ref No
Document1	Docu1.pdf	xxxxxxxx
Document2	Docu2.pdf	xxxxxxxx
Document3	Docu3.pdf	xxxxxxxx

Remarks

Save

Approve **Disapprove**

The screenshot shows a web browser window with a red header bar. The main content is a form titled 'Petty Cash Fund Replenishment'. It has sections for 'Approval' (with a checkbox for 'With Temporary Slip'), account information (Account: Stripping Charge, PCV No: PCV-X000X-XXX; Description: Sample Description, Date: xx/xx/xxxx, Vendor: Sample Vendor), and a table of trucker charges. The total amount is 0000.00. Below this are sections for 'ATTACHMENT' (listing three documents: Docu1.pdf, Docu2.pdf, Docu3.pdf) and 'Remarks' (with a 'Save' button). At the bottom are 'Approve' and 'Disapprove' buttons.

Figure 5f-2. Approval- PCV Without Temporary Slip (1) Disapproval of Request

Petty Cash Fund Replenishment

[Login User](#)

Approval

With Temporary Slip

Slip No	Change
Account	Production Cost Clearing
Description	PCV No PCV-XXXXX-XXX
	Date xx/xx/xxxx
Sample Description	Sample Description

Job Request No	#####
Vendor	Sample Vendor
Project Name	Sample Project
Project Type	Sample Type
Brand	Sample Brand
Quantity	xx
Amount	00000.00

ATTACHMENT		
Attachment Type	Document	Doc Ref No
Document1	Docu1.pdf	xxxxxxxx
Document2	Docu2.pdf	xxxxxxxx
Document3	Docu3.pdf	xxxxxxxx

Approve **Disapprove**

Remarks

Save

Figure 5f-3. Approval- PCV Without Temporary Slip (2) Disapproval of Request

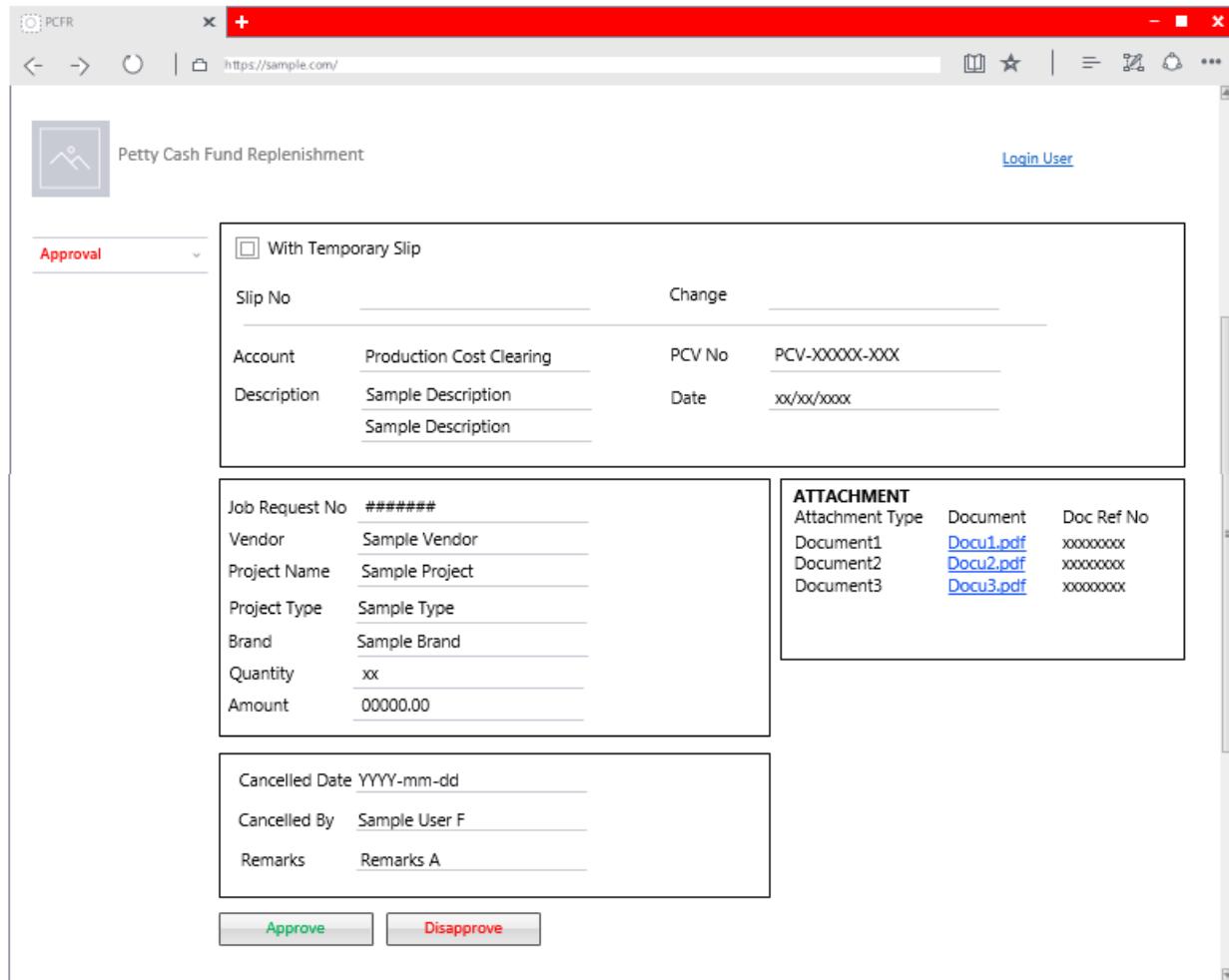


Figure 5f-4. Approval- PCV Disapproval of Request Information Message

For Approval of Cancelled PCVs

If **Cancelled**, by clicking  icon, approver can view the specific details of request where **Approve** and **Disapprove** buttons are available (see figures 5g and 5g-1)

Once **Approve** button is clicked, the cancellation of request is approved, a success message will display and request must be tagged as *Cancelled* and will display at Requestor's workbench.



Petty Cash Fund Replenishment [Login User](#)

With Temporary Slip

Slip No	_____	Change	_____
Account	Production Cost Clearing	PCV No	PCV-X000X-XXX
Description	Sample Description	Date	xx/xx/xxxx
	Sample Description		

Job Request No	#####
Vendor	Sample Vendor
Project Name	Sample Project
Project Type	Sample Type
Brand	Sample Brand
Quantity	xx
Amount	00000.00

ATTACHMENT		
Attachment Type	Document	Doc Ref No
Document1	Docu1.pdf	xxxxxxxx
Document2	Docu2.pdf	xxxxxxxx
Document3	Docu3.pdf	xxxxxxxx

Cancelled Date	YYYY-mm-dd
Cancelled By	Sample User F
Remarks	Remarks A

Approve **Disapprove**

Figure 5g. Approval of Cancelled PCV- Sample UI for Approval of Request

To disapprove request, approver may click the **Disapprove** button then user must input on **Remarks** input box (see figures 5g-1) and as **Save** button is clicked, an information message will display (see figure 5g-2) and request must be tagged as *Disapproved-TL* and will display request at Requestor's workbench.

Petty Cash Fund Replenishment

Login User

Approval

With Temporary Slip

Slip No	Change
Account	Production Cost Clearing
Description	PCV No PCV-XXXXX-XXX Sample Description Date xx/xx/xxxx
Sample Description	

Job Request No	#####
Vendor	Sample Vendor
Project Name	Sample Project
Project Type	Sample Type
Brand	Sample Brand
Quantity	xx
Amount	00000.00

ATTACHMENT			
Attachment Type	Document	Doc Ref No	
Document1	Docu1.pdf	xxxxxxxx	
Document2	Docu2.pdf	xxxxxxxx	
Document3	Docu3.pdf	xxxxxxxx	

Cancelled Date	YYYY-mm-dd
Cancelled By	Sample User F
Remarks	Remarks A

Remarks

Save

Approve **Disapprove**

Figure 5g-1. Approval of Cancelled PCV- Sample UI for Disapproval of Request



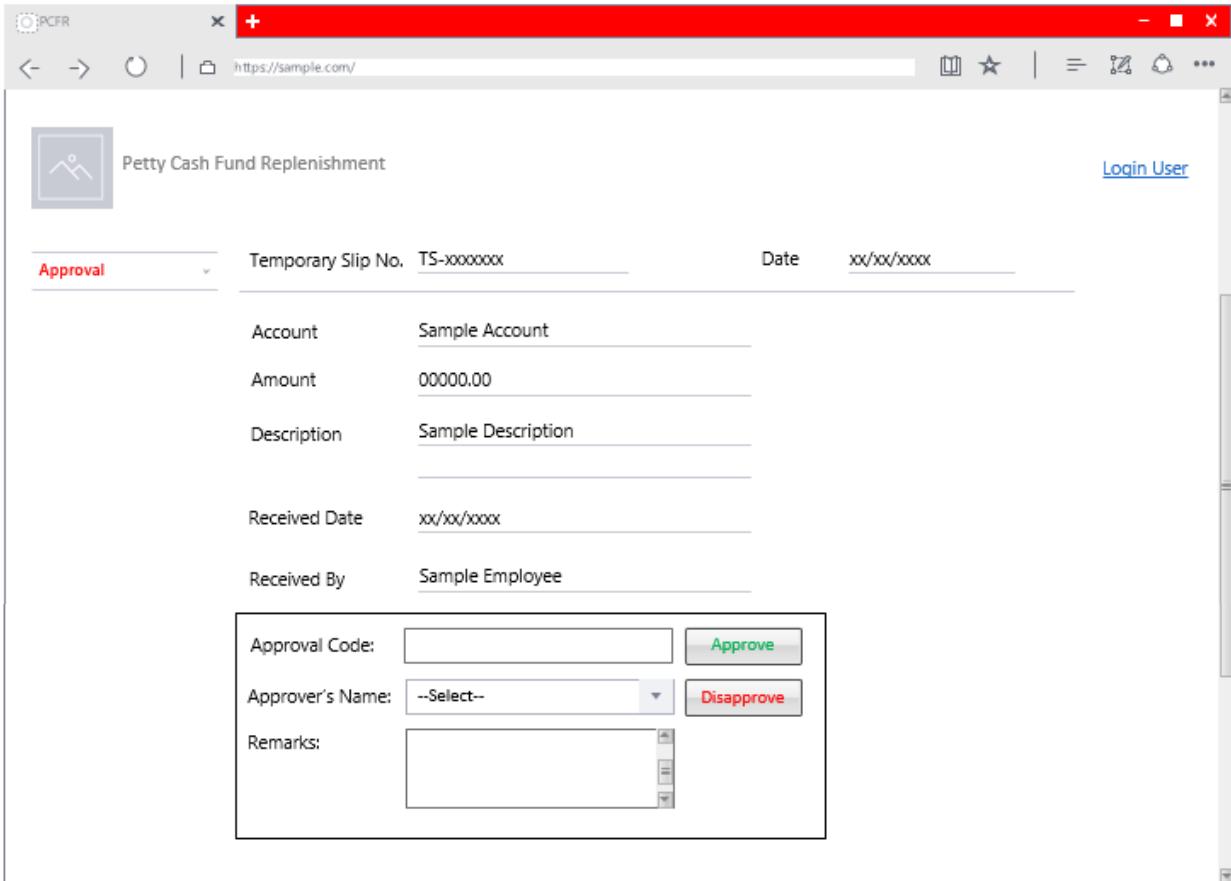
Figure 5g-2. Approval- PCV Disapproval of Request Information Message

For Approval Code (Temporary Slip and PCV Request)

There are three ways to input approval code: through confirmation message (see figures 5b-1, 5b-2, 5d and 5d-1), by viewing the specific request (see figures 5a and 5a-1), and by clicking the **Approval Code** button on the workbench (see figures 5a and 5a-1).

(Note: This process excludes “Delivery Charges” type of request.)

Once  icon is clicked, approver can view the specific details of request and must input its *Approval Code*, *Approver’s Name* and *Remarks* (see figures 5h and 5h-1) then click **Approve** button to proceed and request must be tagged as **Approved**. A success message will display, see figures 5h-2 and 5h-3.



Petty Cash Fund Replenishment

Temporary Slip No. TS-xxxxxx Date xx/xx/xxxx

Account Sample Account

Amount 00000.00

Description Sample Description

Received Date xx/xx/xxxx

Received By Sample Employee

Approval Code:

Approver's Name:

Remarks:

Approve **Disapprove**

Figure 5h. Approval Code- Temporary Slip Input Approval Code (1)

Petty Cash Fund Replenishment

[Login User](#)

Approval

With Temporary Slip

Slip No	_____	Change	_____
Account	Production Cost Clearing	PCV No	PCV-X000X-XXX
Description	Sample Description	Date	xx/xx/xxxx
	Sample Description		

Job Request No	#####
Vendor	Sample Vendor
Project Name	Sample Project
Project Type	Sample Type
Brand	Sample Brand
Quantity	xx
Amount	00000.00

ATTACHMENT	Attachment Type	Document	Doc Ref No
	Document1	Docu1.pdf	x00000xx
	Document2	Docu2.pdf	x00000xx
	Document3	Docu3.pdf	x00000xx

Approval Code:	_____	Approve
Approver's Name:	--Select--	Disapprove
Remarks:	_____	

Figure 5h-1. Approval Code- PCV Input Approval Code (1)

Petty Cash Fund Replenishment

[Login User](#)

Approval

Temporary Slip was successfully approved

Temporary Slip No.	TS-x000000	Date	xx/xx/xxxx
--------------------	------------	------	------------

Figure 5h-2. Approval Code- Approval of Request Success Message (Temporary Slip)

Petty Cash Fund Replenishment

[Login User](#)

Approval

Request was successfully approved

With Temporary Slip

Slip No	_____	Change	_____
---------	-------	--------	-------

Figure 5h-3. Approval Code- Approval of Request Success Message (PCV)

Once **Approval Code** button is clicked on the workbench, a modal will display wherein approver needs to input its *Approval Code*, *Approver's Name* and *Remarks* then click **Approve** button to proceed and request must be tagged as **Approved** (see figure 5i).

The modal window has a title bar with a close button. Inside, there are three input fields: 'Approval Code' (text box), 'Approver's Name' (dropdown menu showing '-Select--'), and 'Remarks' (text area with scroll bars). At the bottom are two buttons: 'Approve' (green text) and 'Disapprove' (red text).

Figure 5i. Approval Code- Input Approval Code (2)

To disapprove request, approver may click the **Disapprove** button wherein user must input on **Remarks** input box (see figures 5j, 5j-1, and 5k) and as **Save** button is clicked, an information message will display (see figures 5l and 5l-1) and request must be tagged as *Disapproved-AH* and will display request at Requestor's workbench.

The screenshot shows a web browser window titled 'PCFR'. The URL is 'https://sample.com/'. The main content is a 'Petty Cash Fund Replenishment' form. At the top left is a logo with mountains. To the right is a 'Login User' link. The form has several input fields: 'Temporary Slip No.' (TS-xxxxxx), 'Date' (xx/xx/xxxx), 'Account' (Sample Account), 'Amount' (00000.00), 'Description' (Sample Description), 'Received Date' (xx/xx/xxxx), and 'Received By' (Sample Employee). Below these is an 'Approval' section. This section includes a dropdown menu set to 'Approval', an 'Approval Code' text box, an 'Approve' button, an 'Approver's Name' dropdown menu set to '-Select--', a 'Disapprove' button, a 'Remarks' text area, and a 'Save' button.

Figure 5j. Approval Code- Temporary Slip Disapproval of Approval Code (1)

Petty Cash Fund Replenishment

[Login User](#)

Approval

With Temporary Slip

Slip No	Change
Account	Production Cost Clearing
Description	Sample Description
	Date xx/xx/xxxx
Sample Description	

Job Request No #####	Vendor	Project Name	Project Type	Brand	Quantity	Amount
Sample Vendor	Sample Project	Sample Type	Sample Brand	xx	00000.00	

ATTACHMENT

Attachment Type	Document	Doc Ref No
Document1	Docu1.pdf	xxxxxxxx
Document2	Docu2.pdf	xxxxxxxx
Document3	Docu3.pdf	xxxxxxxx

Remarks

Approval Code:

Approver's Name:

Remarks:

Figure 5j-1. Approval Code- PCV Disapproval of Approval Code (1)

Remarks

Figure 5k. Approval Code- Disapproval of Approval Code (2)



Figure 5I. Approval Code- Temporary Slip Disapproval of Request Information Message

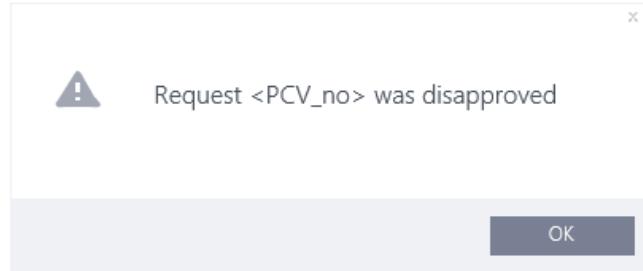


Figure 5I-1. Approval Code- PCV Disapproval of Request Information Message

Approval (PCFR Request)

As icon is clicked, list of PCVs under specific PCFR will display and user may view specific PCV by clicking its **PCV No.** **Approve**, **Disapprove** and **Cancel** buttons are available. See figure 5m.

To approve request, approver may click the **Approve** button then a success message will display (see figure 5m-1) and request will be tagged as *Approved* and will display on Payables' workbench.

To disapprove request, approver may click the **Disapprove** button then user must input on **Remarks** input box (see figure 5n) and as **Save** button is clicked, an information message will display (see figure 5n-1) and request must be tagged as *Disapproved-TL*.

To cancel PCV request, approver may click the **Cancel** button and must input remarks. As clicked, a Remarks modal will display. See figure 5o.

PCFR Petty Cash Fund Replenishment [Login User](#)

Approval	PCFR No PCF-13013-20210101-1	Branch Store A
Requested By Sample Requestor	Vendor Sample Vendor	
Doc Date xx/xx/xxxx	Doc Type Invoice	
Batch ID PCF-04/10/2021-13013-1	Period xx/xx/xxxx to xx/xx/xxxx	

PCV NO	DESCRIPTION	ACCOUNT	STORE	AMOUNT	ACTION
PCV-xxxxx-xxx	Sample Description	Sample Account	StoreA	00000.00	Cancel
PCV-xxxxx-xxx	Sample Description	Sample Account	StoreA	00000.00	Cancel
PCV-xxxxx-xxx	Sample Description	Sample Account	StoreA	00000.00	Cancel
PCV-xxxxx-xxx	Sample Description	Sample Account	StoreA	00000.00	Cancel

Temporary Slip	0.00	Total Replenishment	00000.00
ATM Balance	0.00	Pending Replenishment	0.00
Cash on Hand	0.00	Unreplenished	0.00
PCF Accounted For	0.00	Unapproved PCVs	0.00
PCF Accountability	0.00	Returned PCVs	0.00
Overage/ Shortage	0.00		

ATTACHMENT

Attachment Type Document	
ATM Slip	Docu1.pdf
Withdrawal Slip	Docu2.pdf

[Approve](#) [Disapprove](#)

Figure 5m. Approval (PCFR)- Approval of Request

PCFR [With Temporary Slip](#)

Slip No	Change		
Account	Staff House Water	PCV No	PCV-XXXXX-XXX
Description	Sample Description	Date	xx/xx/xxxx
Vendor	Sample Vendor	Period From	xx/xx/xxxx
No of Employees	xx	Period To	xx/xx/xxxx
Non-Employees	xx	cbm Consumption	xx
Amount	00000.00	Description	Sample Description

ATTACHMENT

Attachment Type Document	Doc Ref No
Document1	Docu1.pdf
Document2	Docu2.pdf
Document3	Docu3.pdf

The image displays two nearly identical screenshots of a web browser window, likely Microsoft Edge, showing the results of a Petty Cash Fund Replenishment (PCFR) approval. Both screenshots have a red header bar and show the URL <https://sample.com/>.

Screenshot 1 (Top): Approval for DC-A

Petty Cash Fund Replenishment

PCFR was successfully approved

Approval	PCFR No	Requested By	Branch	Vendor	
	PCF-13013-20210101-1	Sample Requestor	DC-A	Sample Vendor	
		Doc Date	xx/xx/yyyy	Doc Type	Invoice
		Batch ID	PCF-04/10/2021-13013-1	Period	xx/xx/yyyy to xx/xx/yyyy

[Login User](#)

Screenshot 2 (Bottom): Approval for Store A

Petty Cash Fund Replenishment

PCFR was successfully approved

Approval	PCFR No	Requested By	Branch	Vendor	
	PCF-13013-20210101-1	Sample Requestor	Store A	Sample Vendor	
		Doc Date	xx/xx/yyyy	Doc Type	Invoice
		Batch ID	PCF-04/10/2021-13013-1	Period	xx/xx/yyyy to xx/xx/yyyy

[Login User](#)

Figure 5m-1. Approval (PCFR)- Approval of Request Success Message

Petty Cash Fund Replenishment

[Login User](#)

Approval	PCFR No PCF-13013-20210101-1	Branch DC-A
	Requested By Sample Requestor	Vendor Sample Vendor
	Doc Date xx/xx/xxxx	Doc Type Invoice
	Batch ID PCF-04/10/2021-13013-1	Period xx/xx/xxxx to xx/xx/xxxx

PCV NO	DESCRIPTION	ACCOUNT	STORE	AMOUNT	ACTION
PCV-xxxxx-xxx	Sample Description	Sample Account	DC- A	00000.00	Cancel
PCV-xxxxx-xxx	Sample Description	Sample Account	DC- A	00000.00	Cancel
PCV-xxxxx-xxx	Sample Description	Sample Account	DC- A	00000.00	Cancel
PCV-xxxxx-xxx	Sample Description	Sample Account	DC- B	00000.00	Cancel

Approval	PCFR No PCF-13013-20210101-1	Branch Store A
	Requested By Sample Requestor	Vendor Sample Vendor
	Doc Date xx/xx/xxxx	Doc Type Invoice
	Batch ID PCF-04/10/2021-13013-1	Period xx/xx/xxxx to xx/xx/xxxx

PCV NO	DESCRIPTION	ACCOUNT	STORE	AMOUNT	ACTION
PCV-xxxxx-xxx	Sample Description	Sample Account	StoreA	00000.00	Cancel
PCV-xxxxx-xxx	Sample Description	Sample Account	StoreA	00000.00	Cancel
PCV-xxxxx-xxx	Sample Description	Sample Account	StoreA	00000.00	Cancel
PCV-xxxxx-xxx	Sample Description	Sample Account	StoreA	00000.00	Cancel

Temporary Slip	0.00	Total Replenishment	00000.00
ATM Balance	0.00	Pending Replenishment	0.00
Cash on Hand	0.00	Unreplenished	0.00
PCF Accounted For	0.00	Unapproved PCVs	0.00
PCF Accountability	0.00	Returned PCVs	0.00
Overage/ Shortage	0.00		

ATTACHMENT
Attachment Type Document
ATM Slip Docu1.pdf
Withdrawal Slip Docu2.pdf

[Approve](#) [Disapprove](#)

Remarks

[Save](#)

Figure 5n. Approval (PCFR)- Disapproval of Request



Figure 5n-1. Approval (PCFR)- Disapproval of Request Information Message

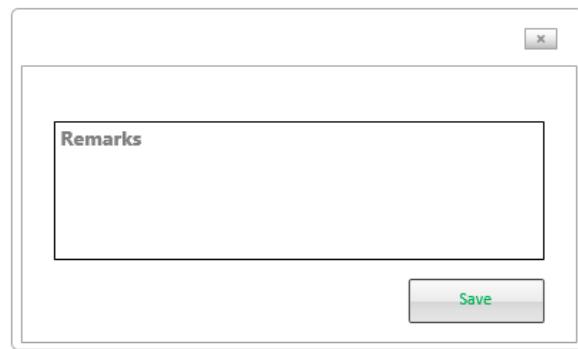


Figure 5o. Remarks for Cancellation of Request

Payables

Once clicked, it redirects to Payables' workbench and PCFR requests are categorized into three tabs: *Approved*, *For Replenishment*, and *Replenished*. See figure 6a, 6a-1, 6a-2.

If *Approved*, approver may click the **Post to EBS** button then a success message will display (see figure 6b) and request will be tagged as *For Replenishment*. As approved, it will interface to EBS wherein user can input data needed to process the request. Summary icon (≡) is available and user can view the specific grouped PCVs into one series number and arranged in alphabetical order based on their accounts and allowed to print PCFR, see figure 6d. (Note: *Series No* format- SN-yyyymm-x, x stands for series number of request (e.g., SN-202104-1).)

To disapprove request, approver may click the **Disapprove** button under *Action* column and a modal will display wherein user must input on **Remarks** input box (see figures 6c-1) and as **Save** button is clicked, an information message will display (see figure 6c-2) and specific request must be tagged as *Disapproved-PY* and will display request at Requestor's workbench.

The screenshot shows a web browser window titled "Petty Cash Fund Replenishment". The URL is https://sample.com/. The page has a red header bar. On the left, there is a sidebar with a logo and the word "Payables". At the top, there are three tabs: "Approved" (which is selected), "For Replenishment", and "Replenished". Below the tabs, there is a search bar with placeholder text "Show [] entries" and a "Search" button. The main content area is titled "PCFR LIST" and contains a table with the following data:

DATE	PCFR NO	BATCH ID	VENDOR	REQUESTED BY	STATUS	ACTION
xx/xx/xxxx	PCF-13013-20210101-3	PCF-04/10/2021-13013-3	Sample Vendor	Sample Requestor	APPROVED	[Edit]
xx/xx/xxxx	PCF-13013-20210101-4	PCF-04/10/2021-13013-4	Sample Vendor	Sample Requestor	APPROVED	[Edit]
xx/xx/xxxx	PCF-13013-20210101-5	PCF-04/10/2021-13013-5	Sample Vendor	Sample Requestor	APPROVED	[Edit]

At the bottom, there is a footer with the text "Showing x to x of xx entries" and a page navigation bar with numbers 1 through 10 and a "Next >>" button.

Figure 6a. Payables' Workbench (Approved)

Petty Cash Fund Replenishment

[Login User](#)

Payables

Approved **For Replenishment** Replenished

Show entries

PCFR LIST

DATE	PCFR NO	BATCH ID	VENDOR	REQUESTED BY	APV#	CV#	STATUS	ACTION
xx/xx/xxxx	PCF-13013-20210101-3	PCF-04/10/2021-13013-3	Sample Vendor	Sample Requestor	#####	#####	FOR REPLENISHMENT	<input type="button"/>
xx/xx/xxxx	PCF-13013-20210101-4	PCF-04/10/2021-13013-4	Sample Vendor	Sample Requestor	#####	#####	FOR REPLENISHMENT	<input type="button"/>
xx/xx/xxxx	PCF-13013-20210101-5	PCF-04/10/2021-13013-5	Sample Vendor	Sample Requestor	#####	#####	FOR REPLENISHMENT	<input type="button"/>

Showing x to x of xx entries [<< Prev](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [Next >>](#)

Figure 6a-1. Payables' Workbench (For Replenishment)

Petty Cash Fund Replenishment

[Login User](#)

Payables

Approved For Replenishment **Replenished**

Show entries

PCFR LIST

DATE	PCFR NO	BATCH ID	VENDOR	REQUESTED BY	APV#	CV#	STATUS	ACTION
xx/xx/xxxx	PCF-13013-20210101-3	PCF-04/10/2021-13013-3	Sample Vendor	Sample Requestor	#####	#####	REPLENISHED	<input type="button"/>
xx/xx/xxxx	PCF-13013-20210101-4	PCF-04/10/2021-13013-4	Sample Vendor	Sample Requestor	#####	#####	REPLENISHED	<input type="button"/>
xx/xx/xxxx	PCF-13013-20210101-5	PCF-04/10/2021-13013-5	Sample Vendor	Sample Requestor	#####	#####	REPLENISHED	<input type="button"/>

Showing x to x of xx entries [<< Prev](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [Next >>](#)

Figure 6a-2. Payables' Workbench (Replenished)

PCFR Petty Cash Fund Replenishment

[Login User](#)

Payables

PCFR No	PCF-13013-20210101-1	Branch	DC-A
Requested By	Sample Requestor	Vendor	Sample Vendor
Doc Date	xx/xx/xxxx	Doc Type	Invoice
Batch ID	PCF-04/10/2021-13013-1	Period	xx/xx/xxxx to xx/xx/xxxx

PCV NO	DESCRIPTION	ACCOUNT	AMOUNT	DC	ACTION
PCV-xxxxx-xxx	Sample Description	Sample Account	00000.00	DC-A	Disapprove
PCV-xxxxx-xxx	Sample Description	Sample Account	00000.00	DC-A	Disapprove
PCV-xxxxx-xxx	Sample Description	Sample Account	00000.00	DC-A	Disapprove
PCV-xxxxx-xxx	Sample Description	Stripping Charge	00000.00	DC-B	Disapprove

PCFR Petty Cash Fund Replenishment

[Login User](#)

Payables

PCFR No	PCF-13013-20210101-1	Branch	Store A
Requested By	Sample Requestor	Vendor	Sample Vendor
Doc Date	xx/xx/xxxx	Doc Type	Invoice
Batch ID	PCF-04/10/2021-13013-1	Period	xx/xx/xxxx to xx/xx/xxxx

PCV NO	DESCRIPTION	ACCOUNT	AMOUNT	STORE	ACTION
PCV-xxxxx-xxx	Sample Description	Sample Account	00000.00	StoreA	Disapprove
PCV-xxxxx-xxx	Sample Description	Sample Account	00000.00	StoreA	Disapprove
PCV-xxxxx-xxx	Sample Description	Sample Account	00000.00	StoreA	Disapprove
PCV-xxxxx-xxx	Sample Description	Stripping Charge	00000.00	StoreB	Disapprove

Temporary Slip	0.00	Total Replenishment	00000.00
ATM Balance	0.00	Pending Replenishment	0.00
Cash on Hand	0.00	Unreplenished	0.00
PCF Accounted For	0.00	Unapproved PCVs	0.00
PCF Accountability	0.00	Returned PCVs	0.00
Overage/ Shortage	0.00		

ATTACHMENT

Attachment Type	Document
ATM Slip	Doc1.pdf
Withdrawal Slip	Doc2.pdf

[Post to EBS](#)

Figure 6b. Payables- Approval of Request

Petty Cash Fund Replenishment

PCFR was successfully posted to EBS

Payables	PCFR No PCF-13013-20210101-1	Branch DC- A
Requested By Sample Requestor	Vendor Sample Vendor	
Doc Date xx/xx/xxxx	Doc Type Invoice	
Batch ID PCF-04/10/2021-13013-1	Period xx/xx/xxxx to xx/xx/xxxx	

PCV NO	DESCRIPTION	ACCOUNT	STORE	AMOUNT
PCV-xxxxx-xxx	Sample Description	Sample Account	DC- A	00000.00
PCV-xxxxx-xxx	Sample Description	Sample Account	DC- A	00000.00
PCV-xxxxx-xxx	Sample Description	Sample Account	DC- A	00000.00
PCV-xxxxx-xxx	Sample Description	Stripping Charge	DC- B	00000.00

Petty Cash Fund Replenishment

PCFR was successfully posted to EBS

Payables	PCFR No PCF-13013-20210101-1	Branch Store A
Requested By Sample Requestor	Vendor Sample Vendor	
Doc Date xx/xx/xxxx	Doc Type Invoice	
Batch ID PCF-04/10/2021-13013-1	Period xx/xx/xxxx to xx/xx/xxxx	

PCV NO	DESCRIPTION	ACCOUNT	STORE	AMOUNT
PCV-xxxxx-xxx	Sample Description	Sample Account	Store A	00000.00
PCV-xxxxx-xxx	Sample Description	Sample Account	Store A	00000.00
PCV-xxxxx-xxx	Sample Description	Sample Account	Store A	00000.00
PCV-xxxxx-xxx	Sample Description	Stripping Charge	Store B	00000.00

Temporary Slip	0.00	Total Replenishment	00000.00
ATM Balance	0.00	Pending Replenishment	0.00
Cash on Hand	0.00	Unreplenished	0.00
PCF Accounted For	0.00	Unapproved PCVs	0.00
PCF Accountability	0.00	Returned PCVs	0.00
Overage/ Shortage	0.00		

ATTACHMENT	Approved By Sample Approver
Attachment Type Document	Date & Time mm/dd/yyyy; HH:mm
ATM Slip Docu1.pdf	
Withdrawal Slip Docu2.pdf	

Print

Figure 6b-1. Payables- Approval of Request Success Message

Petty Cash Fund Replenishment

[Login User](#)

Payables	PCFR No PCF-13013-20210101-1	Branch DC-A
Requested By Sample Requestor	Vendor Sample Vendor	
Doc Date xx/xx/xxxx	Doc Type Invoice	
Batch ID PCF-04/10/2021-13013-1	Period xx/xx/xxxx to xx/xx/xxxx	

PCV NO	DESCRIPTION	ACCOUNT	AMOUNT	DC	ACTION
PCV-xxxxx-xxx	Sample Description	Sample Account	00000.00	DC-A	Disapprove
PCV-xxxxx-xxx	Sample Description	Sample Account	00000.00	DC-A	Disapprove
PCV-xxxxx-xxx	Sample Description	Sample Account	00000.00	DC-A	Disapprove
PCV-xxxxx-xxx	Sample Description	Stripping Charge	00000.00	DC-B	Disapprove

Petty Cash Fund Replenishment

[Login User](#)

Payables	PCFR No PCF-13013-20210101-1	Branch Store A
Requested By Sample Requestor	Vendor Sample Vendor	
Doc Date xx/xx/xxxx	Doc Type Invoice	
Batch ID PCF-04/10/2021-13013-1	Period xx/xx/xxxx to xx/xx/xxxx	

PCV NO	DESCRIPTION	ACCOUNT	AMOUNT	STORE	ACTION
PCV-xxxxx-xxx	Sample Description	Sample Account	00000.00	StoreA	Disapprove
PCV-xxxxx-xxx	Sample Description	Sample Account	00000.00	StoreA	Disapprove
PCV-xxxxx-xxx	Sample Description	Sample Account	00000.00	StoreA	Disapprove
PCV-xxxxx-xxx	Sample Description	Stripping Charge	00000.00	StoreB	Disapprove

Temporary Slip	0.00	Total Replenishment	00000.00
ATM Balance	0.00	Pending Replenishment	0.00
Cash on Hand	0.00	Unreplenished	0.00
PCF Accounted For	0.00	Unapproved PCVs	0.00
PCF Accountability	0.00	Returned PCVs	0.00
Overage/ Shortage	0.00		

ATTACHMENT

Attachment Type Document	Docu1.pdf
ATM Slip	Docu2.pdf
Withdrawal Slip	

[Post to EBS](#)

Figure 6c. Payables- Disapproval of Request

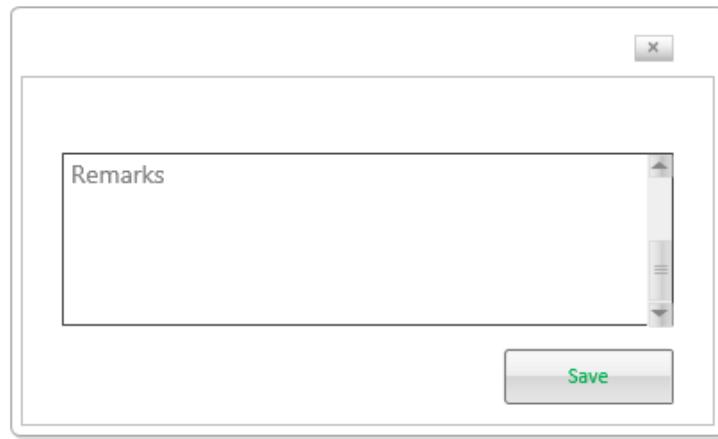


Figure 6c-1. Payables- Disapproval of Request (Remarks)



Figure 6c-2. Payables- Disapproval of Request Information Message

As summary icon (≡) is clicked on Payables dashboard (see figure 6a-1), user can view the specific grouped PCVs into one series number and arranged in alphabetical order based on their accounts.

The screenshot shows a web browser window with two tabs open. The main tab displays the Payables dashboard. At the top, there are several input fields: PCFR No (PCF-13013-20210101-1), Requested By (Sample Requestor), Doc Date (xx/xx/xxxx), and Batch ID (PCF-04/10/2021-13013-1). To the right, there are dropdowns for Branch (DC- A), Vendor (Sample Vendor), Doc Type (Invoice), and Period (xx/xx/xxxx to xx/xx/xxxx). Below these fields is a table titled 'SERIES NO' with three rows:

SERIES NO	DESCRIPTION	ACCOUNT	STORE	AMOUNT
SN-xxxxxx-x	PCV-202104-2, PCV-202104-3 Meals		DC- A	00000.00
SN-xxxxxx-x	PCV-202104-5	Telephone Expense	DC- A	00000.00
SN-xxxxxx-x	PCV-202104-4	Transportation	DC- A	00000.00

Below this table is another set of input fields: PCFR No (PCF-13013-20210101-1), Requested By (Sample Requestor), Doc Date (xx/xx/xxxx), and Batch ID (PCF-04/10/2021-13013-1). To the right, there are dropdowns for Branch (Store A), Vendor (Sample Vendor), Doc Type (Invoice), and Period (xx/xx/xxxx to xx/xx/xxxx). Below these fields is a table titled 'SERIES NO' with three rows:

SERIES NO	DESCRIPTION	ACCOUNT	STORE	AMOUNT
SN-xxxxxx-x	PCV-202104-2, PCV-202104-3 Meals		StoreA	00000.00
SN-xxxxxx-x	PCV-202104-5	Telephone Expense	StoreA	00000.00
SN-xxxxxx-x	PCV-202104-4	Transportation	StoreA	00000.00

At the bottom of the dashboard, there is a table with six rows:

Temporary Slip	0.00	Total Replenishment	00000.00
ATM Balance	0.00	Pending Replenishment	0.00
Cash on Hand	0.00	Unreplenished	0.00
PCF Accounted For	0.00	Unapproved PCVs	0.00
PCF Accountability	0.00	Returned PCVs	0.00
Overage/ Shortage	0.00		

On the left side, there is a box labeled 'ATTACHMENT' containing two attachment types: 'Attachment Type' (Document), 'ATM Slip' (Docu1.pdf), and 'Withdrawal Slip' (Docu2.pdf). On the right side, there are four approval sections: 'Approved By' (Sample Approver), 'Approved Date & Time' (mm/dd/yyyy; HH:mm), 'APV No & Status' (#####- Status A), and 'CV No & Status' (#####- Status A).

Print

Figure 6d. Payables- Summary Icon Display

As interfaced, please refer to table below showing the PCFR and EBS status:

PCFR			EBS - ORACLE	
PCFR STATUS	PCFR APV STATUS	PCFR CV STATUS	APV	CV
Approved (TL) Post To EBS (action)			No APV yet or Cancelled	No CV yet or Voided
For Replenishment	Validated Needs Re-Validation Never Validated	Negotiable Stop Initiated Issued	Validated Needs Re-Validation Never Validated	Negotiable Stop Initiated Issued
Replenished	Validated	Cleared , Cleared but Unaccounted, Reconciled, Reconciled Unaccounted	Validated	Cleared , Cleared but Unaccounted, Reconciled, Reconciled Unaccounted

To avoid duplication, system will check and verify if the PCFR request has a void APV and CV. If yes, PCFR request will reroute for Payables approval and will recreate another PCFR number with format PCF-
OrgCode-yyyymmdd-x-n, **x** stands for series number of request and **n** stands for regeneration of APV.
(e.g., PCF-13013-20200410-1-1)

Printing of Forms (PCV)

Once approved, **Print** button will be available and as icon is clicked, user may print the specific PCV.

(Note: Footer format: Printed By: <account username> Printed Date & Time: <mm/dd/yyyy;hh:mm>)

Petty Cash Fund Replenishment

Request was successfully approved

Approval

With Temporary Slip

Slip No	xxxxxx	Change	xxxxxx
Account	Stripping Charge	PCV No	PCV-XXXXX-XXX
Description	Sample Description	Date	xx/xx/xxxx
	Sample Description	Vendor	Sample Vendor

SLPS No	Van/Plate	Trucker	Rate	Charge to Store	Amount
SLPS-xxxxxx	VAN-#####	Trucker A	0000.00	0000.00	0000.00
SLPS-xxxxxx	VAN-#####	Trucker B	0000.00	0000.00	0000.00
SLPS-xxxxxx	VAN-#####	Trucker A	0000.00	0000.00	0000.00

Total Amount **0000.00**

ATTACHMENT

Attachment Type	Document	Doc Ref No
Document1	Docu1.pdf	xxxxxxxx
Document2	Docu2.pdf	xxxxxxxx
Document3	Docu3.pdf	xxxxxxxx

Print

Figure 7a. Approved PCV- Print Button

Petty Cash Fund Replenishment Petty Cash Voucher <STATUS>					
<input checked="" type="checkbox"/> With Temporary Slip					
Slip No	TS-xxxxxx	Change	xxxxxx		
Account	Stripping Charge	PCV No	PCV-XXXXX-XXX		
Description	Sample Description	Date	xx/xx/xxxx		
	Sample Description				
Attachment	Document1, Document 2, Document 3				
SLPS No	Van/Plate	Trucker	Rate	Charge to Store	Amount
SLPS-xxxxxx	VAN-#####	Trucker A	0000.00	0000.00	0000.00
SLPS-xxxxxx	VAN-#####	Trucker B	0000.00	0000.00	0000.00
SLPS-xxxxxx	VAN-#####	Trucker A	0000.00	0000.00	0000.00
Total Amount 0000.00					
Received By: <Received By Name> Received Date:<mm/dd/yyyy; hh:mm>					
Printed By: <user account name> Printed Date & Time: <mm/dd/yyyy; hh:mm>					
Petty Cash Fund Replenishment Petty Cash Voucher <STATUS>					
<input type="checkbox"/> With Temporary Slip					
Slip No	TS-xxxxxx	Change	xxxxxx		
Account	Stripping Charge	PCV No	PCV-XXXXX-XXX		
Description	Sample Description	Date	xx/xx/xxxx		
	Sample Description				
Attachment	Document1, Document 2, Document 3				
SLPS No	Van/Plate	Trucker	Rate	Charge to Store	Amount
SLPS-xxxxxx	VAN-#####	Trucker A	0000.00	0000.00	0000.00
SLPS-xxxxxx	VAN-#####	Trucker B	0000.00	0000.00	0000.00
SLPS-xxxxxx	VAN-#####	Trucker A	0000.00	0000.00	0000.00
Total Amount 0000.00					
Received By: <Received By Name> Received Date:<mm/dd/yyyy; hh:mm>					
Printed By: <user account name> Printed Date & Time: <mm/dd/yyyy; hh:mm>					

Figure 7b. Stripping Charge Sample Output

Petty Cash Fund Replenishment Petty Cash Voucher <STATUS>					
<input checked="" type="checkbox"/> With Temporary Slip					
Slip No	TS- xxxx	Change	xxxxxx		
Account	Production Cost Clearing	PCV No	PCV-XXXXX-XXX		
Description	Sample Description	Date	xx/xx/xxxx		
	Sample Description				
Job Request No	#####	Brand	Sample Brand		
Vendor	Sample Vendor	Quantity	xx		
Project Name	Sample Project	Amount	00000.00		
Project Type	Sample Type	Attachment(s)	Document1, Document 2, Document 3		
Received By: <Received By Name> Received Date:<mm/dd/yyyy; hh:mm>					
Printed By: <user account name> Printed Date & Time: <mm/dd/yyyy; hh:mm>					
Petty Cash Fund Replenishment Petty Cash Voucher <STATUS>					
<input type="checkbox"/> With Temporary Slip					
Slip No	TS-xxxxxx	Change	xxxxxx		
Account	Production Cost Clearing	PCV No	PCV-XXXXX-XXX		
Description	Sample Description	Date	xx/xx/xxxx		
	Sample Description				
Job Request No	#####	Brand	Sample Brand		
Vendor	Sample Vendor	Quantity	xx		
Project Name	Sample Project	Amount	00000.00		
Project Type	Sample Type	Attachment(s)	Document1, Document 2, Document 3		
Received By: <Received By Name> Received Date:<mm/dd/yyyy; hh:mm>					
Printed By: <user account name> Printed Date & Time: <mm/dd/yyyy; hh:mm>					

Figure 7c. Advertising Expense Sample Output

Petty Cash Fund Replenishment Petty Cash Voucher <STATUS>					
<input checked="" type="checkbox"/> With Temporary Slip					
Slip No	TS-XXXXXXX		Change	xxxxxx	
Account	Delivery Charges		PCV No	PCV-XXXXX-XXX	
Description			Date	xx/xx/xxxx	
Vendor	Sample Vendor				
DELIVERY DATE	DI NO	DELIVERY POS	ITEM POS	AMOUNT	DI ATTACHMENT
xx/xx/xxxx	DI-#####	DELPOS-#####	POS-#####	00000.00	filename.pdf
xx/xx/xxxx	DI-#####		POS-#####	0.00	filename.pdf
xx/xx/xxxx	DI-#####	DELPOS-#####	POS-#####	00000.00	filename.pdf
			TOTAL AMOUNT	00000.00	
<p>Received By: <Received By Name> Received Date:<mm/dd/yyyy; hh:mm></p> <p>Printed By: <user account name> Printed Date & Time: <mm/dd/yyyy; hh:mm></p>					
<p>Petty Cash Fund Replenishment Petty Cash Voucher <STATUS></p> <input type="checkbox"/> With Temporary Slip					
Slip No			Change		
Account	Delivery Charges		PCV No	PCV-XXXXX-XXX	
Description			Date	xx/xx/xxxx	
Vendor	Sample Vendor				
DELIVERY DATE	DI NO	DELIVERY POS	ITEM POS	AMOUNT	DI ATTACHMENT
xx/xx/xxxx	DI-#####	DELPOS-#####	POS-#####	00000.00	filename.pdf
xx/xx/xxxx	DI-#####		POS-#####	0.00	filename.pdf
xx/xx/xxxx	DI-#####	DELPOS-#####	POS-#####	00000.00	filename.pdf
			TOTAL AMOUNT	00000.00	
<p>Received By: <Received By Name> Received Date:<mm/dd/yyyy; hh:mm></p> <p>Printed By: <user account name> Printed Date & Time: <mm/dd/yyyy; hh:mm></p>					

Figure 7d. Delivery Charge Sample Output

Petty Cash Fund Replenishment Petty Cash Voucher <STATUS>					
<input checked="" type="checkbox"/> With Temporary Slip					
Slip No	TS-XXXXXX		Change	xxxxxx	
Account	Extra Labor		PCV No	PCV-XXXXX-XXX	
Description	Sample Description		Date	xx/xx/xxxx	
Vendor	Sample Vendor		No. of Laborers	xx	
Rate per Day	xxxxxxxx		No. of Days	xx	
Total Amount	00000.00		Attachment(s)	Document1, Document 2, Document 3	
<p>Received By: <Received By Name> Received Date:<mm/dd/yyyy; hh:mm></p> <p>Printed By: <user account name> Printed Date & Time: <mm/dd/yyyy; hh:mm></p>					
<p>Petty Cash Fund Replenishment Petty Cash Voucher <STATUS></p> <input type="checkbox"/> With Temporary Slip					
Slip No			Change		
Account	Extra Labor		PCV No	PCV-XXXXX-XXX	
Description	Sample Description		Date	xx/xx/xxxx	
Vendor	Sample Vendor		No. of Laborers	xx	
Rate per Day	xxxxxxxx		No. of Days	xx	
Total Amount	00000.00		Attachment(s)	Document1, Document 2, Document 3	
<p>Received By: <Received By Name> Received Date:<mm/dd/yyyy; hh:mm></p> <p>Printed By: <user account name> Printed Date & Time: <mm/dd/yyyy; hh:mm></p>					

Figure 7e. Extra Labor Sample Output

Petty Cash Fund Replenishment
Petty Cash Voucher
<STATUS>

With Temporary Slip

Slip No	TS-xxxxxxxx	Change	xxxxxxxx
Account	Installation	PCV No	PCV-XXXXXX-XXX
Description	Sample Description	Date	xx/xx/xxxx
Vendor	Sample Vendor	Rate per Install	xx
POS Trans No	xxxxxxxx	Quantity	xx
Total Amount	00000.00	Attachment(s)	Document1, Document 2, Document 3

ITEMS FOR INSTALLATION

Barcode	Description	Qty for Installation
xxxxxxxxxxxxxx	Sample Description	3
xxxxxxxxxxxxxx	Sample Description	10

Received By: <Received By Name>
Received Date:<mm/dd/yyyy; hh:mm>

Printed By: <user account name> Printed Date & Time: <mm/dd/yyyy; hh:mm>

Petty Cash Fund Replenishment
Petty Cash Voucher
<STATUS>

With Temporary Slip

Slip No	xxxxxxxx	Change	xxxxxxxx
Account	Installation	PCV No	PCV-XXXXXX-XXX
Description	Sample Description	Date	xx/xx/xxxx
Vendor	Sample Vendor	Rate per Install	xx
POS Trans No	xxxxxxxx	Quantity	xx
Total Amount	00000.00	Attachment(s)	Document1, Document 2, Document 3

ITEMS FOR INSTALLATION

Barcode	Description	Qty for Installation
xxxxxxxxxxxxxx	Sample Description	3
xxxxxxxxxxxxxx	Sample Description	10

Received By: <Received By Name>
Received Date:<mm/dd/yyyy; hh:mm>

Printed By: <user account name> Printed Date & Time: <mm/dd/yyyy; hh:mm>

Figure 7f. Installation Sample Output

Petty Cash Fund Replenishment
Petty Cash Voucher
<STATUS>

With Temporary Slip

Slip No	TS-xxxxxxxx	Change	xxxxxxxx
Account	Staff House Rental	PCV No	PCV-XXXXXX-XXX
Description	Sample Description	Date	xx/xx/xxxx
Vendor	Sample Vendor	Attachment(s)	Document1, Document 2, Document 3
Amount	00000.00		
Bill Date From	xx/xx/xxxx		
Bill Date To	xx/xx/xxxx		

Received By: <Received By Name>
Received Date:<mm/dd/yyyy; hh:mm>

Printed By: <user account name> Printed Date & Time: <mm/dd/yyyy; hh:mm>

Petty Cash Fund Replenishment
Petty Cash Voucher
<STATUS>

With Temporary Slip

Slip No	xxxxxxxx	Change	xxxxxxxx
Account	Staff House Rental	PCV No	PCV-XXXXXX-XXX
Description	Sample Description	Date	xx/xx/xxxx
Vendor	Sample Vendor	Attachment(s)	Document1, Document 2, Document 3
Amount	00000.00		
Bill Date From	xx/xx/xxxx		
Bill Date To	xx/xx/xxxx		

Received By: <Received By Name>
Received Date:<mm/dd/yyyy; hh:mm>

Printed By: <user account name> Printed Date & Time: <mm/dd/yyyy; hh:mm>

Figure 7g. Staff House Rental Sample Output

Petty Cash Fund Replenishment
Petty Cash Voucher
<STATUS>

With Temporary Slip

Slip No	TS-xxxxxxxx	Change	xxxxxxxx
Account	Telephone Expense	PCV No	PCV-XXXXXX-XXX
Description	Sample Description	Date	xx/xx/xxxx
Vendor	Sample Vendor	Due Date	xx/xx/xxxx
Charge To	Sample Branch	Pass Due Amount	00000.00
Amount	00000.00	Attachment(s)	Document1, Document 2, Document 3

Received By: <Received By Name>
Received Date:<mm/dd/yyyy; hh:mm>

Printed By: <user account name> Printed Date & Time: <mm/dd/yyyy; hh:mm>

Petty Cash Fund Replenishment
Petty Cash Voucher
<STATUS>

With Temporary Slip

Slip No	xxxxxxxx	Change	xxxxxxxx
Account	Telephone Expense	PCV No	PCV-XXXXXX-XXX
Description	Sample Description	Date	xx/xx/xxxx
Vendor	Sample Vendor	Due Date	xx/xx/xxxx
Charge To	Sample Branch	Pass Due Amount	00000.00
Amount	00000.00	Attachment(s)	Document1, Document 2, Document 3

Received By: <Received By Name>
Received Date:<mm/dd/yyyy; hh:mm>

Printed By: <user account name> Printed Date & Time: <mm/dd/yyyy; hh:mm>

Figure 7h. Telephone Expense Sample Output

Petty Cash Fund Replenishment			
Petty Cash Voucher «STATUS»			
<input checked="" type="checkbox"/> With Temporary Slip			
Slip No	TS-xxxxxx	Change	xxxxxxx
Account	Pakyawan	PCV No	PCV-XXXXX-XXX
Description	Sample Description Sample Description	Date	xx/xx/xxxx
Completion No	xx	Quantity	xx
Charge To	Sample Branch	Rate	000.00
Amount	00000.00	Attachment(s)	Document1, Document 2, Document 3
Received By: <Received By Name>			
Received Date:<mm/dd/yyyy; hh:mm>			
Printed By: <user account name>		Printed Date & Time: <mm/dd/yyyy; hh:mm>	

Petty Cash Fund Replenishment			
Petty Cash Voucher «STATUS»			
<input type="checkbox"/> With Temporary Slip			
Slip No	TS-xxxxxx	Change	xxxxxxx
Account	Pakyawan	PCV No	PCV-XXXXX-XXX
Description	Sample Description Sample Description	Date	xx/xx/xxxx
Completion No	xx	Quantity	xx
Charge To	Sample Branch	Rate	000.00
Amount	00000.00	Attachment(s)	Document1, Document 2, Document 3
Received By: <Received By Name>			
Received Date:<mm/dd/yyyy; hh:mm>			
Printed By: <user account name>		Printed Date & Time: <mm/dd/yyyy; hh:mm>	

Figure 7i. Pakyawan Sample Output

Petty Cash Fund Replenishment			
Petty Cash Voucher «STATUS»			
<input checked="" type="checkbox"/> With Temporary Slip			
Slip No	TS-xxxxxx	Change	xxxxxxx
Account	Staff House LPG	PCV No	PCV-XXXXX-XXX
Description	Sample Description Sample Description	Date	xx/xx/xxxx
Vendor	Sample Vendor	Attachment(s)	Document1, Document 2, Document 3
Amount	00000.00		
Received By: <Received By Name>			
Received Date:<mm/dd/yyyy; hh:mm>			
Printed By: <user account name>		Printed Date & Time: <mm/dd/yyyy; hh:mm>	

Petty Cash Fund Replenishment			
Petty Cash Voucher «STATUS»			
<input type="checkbox"/> With Temporary Slip			
Slip No	TS-xxxxxx	Change	xxxxxxx
Account	Staff House LPG	PCV No	PCV-XXXXX-XXX
Description	Sample Description Sample Description	Date	xx/xx/xxxx
Vendor	Sample Vendor	Attachment(s)	Document1, Document 2, Document 3
Amount	00000.00		
Received By: <Received By Name>			
Received Date:<mm/dd/yyyy; hh:mm>			
Printed By: <user account name>		Printed Date & Time: <mm/dd/yyyy; hh:mm>	

Figure 7j. Staff House LPG Sample Output

Petty Cash Fund Replenishment			
Petty Cash Voucher «STATUS»			
<input checked="" type="checkbox"/> With Temporary Slip			
Slip No	TS-xxxxxx	Change	xxxxxxx
Account	Repair & Maintenance	PCV No	PCV-XXXXX-XXX
Description	Sample Description Sample Description	Date	xx/xx/xxxx
Vendor	Sample Vendor	Attachment(s)	Document1, Document 2, Document 3
Amount	00000.00		
Received By: <Received By Name>			
Received Date:<mm/dd/yyyy; hh:mm>			
Printed By: <user account name>		Printed Date & Time: <mm/dd/yyyy; hh:mm>	

Petty Cash Fund Replenishment			
Petty Cash Voucher «STATUS»			
<input type="checkbox"/> With Temporary Slip			
Slip No	TS-xxxxxx	Change	xxxxxxx
Account	Repair & Maintenance	PCV No	PCV-XXXXX-XXX
Description	Sample Description Sample Description	Date	xx/xx/xxxx
Vendor	Sample Vendor	Attachment(s)	Document1, Document 2, Document 3
Amount	00000.00		
Received By: <Received By Name>			
Received Date:<mm/dd/yyyy; hh:mm>			
Printed By: <user account name>		Printed Date & Time: <mm/dd/yyyy; hh:mm>	

Figure 7k. Repair & Maintenance Sample Output

 Petty Cash Fund Replenishment
Petty Cash Voucher
<STATUS>

With Temporary Slip

Slip No	TS-xxxxxx	Change	xxxxxxxx
Account	Internet & Cable	PCV No	PCV-XXXXX-XXX
Description	Sample Description	Date	xx/xx/xxxx
Vendor	Sample Vendor	Due Date	xx/xx/xxxx
Charge To	Sample Branch	Pass Due Amount	00000.00
Amount	00000.00	Attachment(s)	Document1, Document 2, Document 3

Received By: <Received By Name>
Received Date: <mm/dd/yyyy; hh:mm>

Printed By: <user account name> Printed Date & Time: <mm/dd/yyyy; hh:mm>

 Petty Cash Fund Replenishment
Petty Cash Voucher
<STATUS>

With Temporary Slip

Slip No		Change	
Account	Internet & Cable	PCV No	PCV-XXXXX-XXX
Description	Sample Description	Date	xx/xx/xxxx
Vendor	Sample Vendor	Due Date	xx/xx/xxxx
Charge To	Sample Branch	Pass Due Amount	00000.00
Amount	00000.00	Attachment(s)	Document1, Document 2, Document 3

Received By: <Received By Name>
Received Date: <mm/dd/yyyy; hh:mm>

Printed By: <user account name> Printed Date & Time: <mm/dd/yyyy; hh:mm>

Figure 7l. Internet & Cable Sample Output

 Petty Cash Fund Replenishment
Petty Cash Voucher
<STATUS>

With Temporary Slip

Slip No	TS-xxxxxx	Change	xxxxxxxx
Account	Meals	PCV No	PCV-XXXXX-XXX
Description	Sample Description	Date	xx/xx/xxxx
Vendor	Sample Vendor	No. of Days	xx
Meal's Amount	xx	Attachment(s)	Document1, Document 2, Document 3
Total Amount	00000.00		

Received By: <Received By Name>
Received Date: <mm/dd/yyyy; hh:mm>

Printed By: <user account name> Printed Date & Time: <mm/dd/yyyy; hh:mm>

 Petty Cash Fund Replenishment
Petty Cash Voucher
<STATUS>

With Temporary Slip

Slip No		Change	
Account	Meals	PCV No	PCV-XXXXX-XXX
Description	Sample Description	Date	xx/xx/xxxx
Vendor	Sample Vendor	No. of Days	xx
Meal's Amount	xx	Attachment(s)	Document1, Document 2, Document 3
Total Amount	00000.00		

Received By: <Received By Name>
Received Date: <mm/dd/yyyy; hh:mm>

Printed By: <user account name> Printed Date & Time: <mm/dd/yyyy; hh:mm>

Figure 7m. Meals Sample Output

 Petty Cash Fund Replenishment
Petty Cash Voucher
<STATUS>

With Temporary Slip

Slip No	TS-xxxxxx	Change	xxxxxxxx
Account	Transportation	PCV No	PCV-XXXXX-XXX
Description	Sample Description	Date	xx/xx/xxxx
No of Days	xx	Attachment(s)	Document1, Document 2, Document 3
Total Amount	00000.00		

Received By: <Received By Name>
Received Date: <mm/dd/yyyy; hh:mm>

Printed By: <user account name> Printed Date & Time: <mm/dd/yyyy; hh:mm>

 Petty Cash Fund Replenishment
Petty Cash Voucher
<STATUS>

With Temporary Slip

Slip No		Change	
Account	Transportation	PCV No	PCV-XXXXX-XXX
Description	Sample Description	Date	xx/xx/xxxx
No of Days	xx	Attachment(s)	Document1, Document 2, Document 3
Total Amount	00000.00		

Received By: <Received By Name>
Received Date: <mm/dd/yyyy; hh:mm>

Printed By: <user account name> Printed Date & Time: <mm/dd/yyyy; hh:mm>

Figure 7n. Transportation Sample Output

 Petty Cash Fund Replenishment
Petty Cash Voucher
<STATUS>

With Temporary Slip

Slip No	TS-xxxxxx	Change	xxxxxxx
Account	Interbranch Deliveries	PCV No	PCV-XXXXX-XXX
Description	Sample Description	Date	xx/xx/xxxx
Vendor	Sample Vendor	Attachment(s)	Document1, Document 2, Document 3
Charge To	Sample Branch		
Amount	00000.00		

Received By: <Received By Name>
Received Date: <mm/dd/yyyy; hh:mm>

Printed By: <user account name> Printed Date & Time: <mm/dd/yyyy; hh:mm>

 Petty Cash Fund Replenishment
Petty Cash Voucher
<STATUS>

With Temporary Slip

Slip No	TS-xxxxxx	Change	xxxxxxx
Account	Interbranch Deliveries	PCV No	PCV-XXXXX-XXX
Description	Sample Description	Date	xx/xx/xxxx
Vendor	Sample Vendor	Attachment(s)	Document1, Document 2, Document 3
Charge To	Sample Branch		
Amount	00000.00		

Received By: <Received By Name>
Received Date: <mm/dd/yyyy; hh:mm>

Printed By: <user account name> Printed Date & Time: <mm/dd/yyyy; hh:mm>

Figure 7o. Interbranch Deliveries Sample Output

 Petty Cash Fund Replenishment
Petty Cash Voucher
<STATUS>

With Temporary Slip

Slip No	TS-xxxxxx	Change	xxxxxxx
Account	Lodging	PCV No	PCV-XXXXX-XXX
Description	Sample Description	Date	xx/xx/xxxx
Lodging Amount	Sample Vendor	Attachment(s)	Document1, Document 2, Document 3
No of Days	xx		
Total Amount	00000.00		

Received By: <Received By Name>
Received Date: <mm/dd/yyyy; hh:mm>

Printed By: <user account name> Printed Date & Time: <mm/dd/yyyy; hh:mm>

 Petty Cash Fund Replenishment
Petty Cash Voucher
<STATUS>

With Temporary Slip

Slip No	TS-xxxxxx	Change	xxxxxxx
Account	Lodging	PCV No	PCV-XXXXX-XXX
Description	Sample Description	Date	xx/xx/xxxx
Lodging Amount	Sample Vendor	Attachment(s)	Document1, Document 2, Document 3
No of Days	xx		
Total Amount	00000.00		

Received By: <Received By Name>
Received Date: <mm/dd/yyyy; hh:mm>

Printed By: <user account name> Printed Date & Time: <mm/dd/yyyy; hh:mm>

Figure 7p. Lodging Sample Output

 Petty Cash Fund Replenishment
Petty Cash Voucher
<STATUS>

With Temporary Slip

Slip No	TS-xxxxxx	Change	xxxxxxx
Account	Water Bill	PCV No	PCV-XXXXX-XXX
Description	Sample Description	Date	xx/xx/xxxx
Vendor	Sample Vendor	Period From	xx/xx/xxxx
Past Due Amount	00000.00	Period To	xx/xx/xxxx
Due Date	xx/xx/xxxx	Attachment(s)	Document1, Document 2, Document 3
Amount	00000.00		

Received By: <Received By Name>
Received Date: <mm/dd/yyyy; hh:mm>

Printed By: <user account name> Printed Date & Time: <mm/dd/yyyy; hh:mm>

 Petty Cash Fund Replenishment
Petty Cash Voucher
<STATUS>

With Temporary Slip

Slip No	TS-xxxxxx	Change	xxxxxxx
Account	Water Bill	PCV No	PCV-XXXXX-XXX
Description	Sample Description	Date	xx/xx/xxxx
Vendor	Sample Vendor	Period From	xx/xx/xxxx
Past Due Amount	00000.00	Period To	xx/xx/xxxx
Due Date	xx/xx/xxxx	Attachment(s)	Document1, Document 2, Document 3
Amount	00000.00		

Received By: <Received By Name>
Received Date: <mm/dd/yyyy; hh:mm>

Printed By: <user account name> Printed Date & Time: <mm/dd/yyyy; hh:mm>

Figure 7q. Water Bill Sample Output

 Petty Cash Fund Replenishment
Petty Cash Voucher
<STATUS>

With Temporary Slip

Slip No	TS-xxxxxx	Change	xxxxxxx
Account	Garbage Disposal	PCV No	PCV-XXXXX-XXX
Description	Sample Description	Date	xx/xx/xxxx
	Sample Description		
Vendor	Sample Vendor	Rate per Load	000.00
No. of Loads	xx	Attachment(s)	Document1, Document 2, Document 3
Total Amount	00000.00		

Received By: <Received By Name>
Received Date:<mm/dd/yyyy; hh:mm>

Printed By: <user account name> Printed Date & Time: <mm/dd/yyyy; hh:mm>

 Petty Cash Fund Replenishment
Petty Cash Voucher
<STATUS>

With Temporary Slip

Slip No	_____	Change	_____
Account	Garbage Disposal	PCV No	PCV-XXXXX-XXX
Description	Sample Description	Date	xx/xx/xxxx
	Sample Description		
Vendor	Sample Vendor	Rate per Load	000.00
No. of Loads	xx	Attachment(s)	Document1, Document 2, Document 3
Total Amount	00000.00		

Received By: <Received By Name>
Received Date:<mm/dd/yyyy; hh:mm>

Printed By: <user account name> Printed Date & Time: <mm/dd/yyyy; hh:mm>

Figure 7r. Garbage Disposal Sample Output

 Petty Cash Fund Replenishment
Petty Cash Voucher
<STATUS>

With Temporary Slip

Slip No	TS-xxxxxx	Change	xxxxxxx
Account	Staff House Electric	PCV No	PCV-XXXXX-XXX
Description	Sample Description	Date	xx/xx/xxxx
	Sample Description		
Vendor	Sample Vendor	Period From	xx/xx/xxxx
kWh Consumption	000.00	Period To	xx/xx/xxxx
Amount	00000.00	Attachment(s)	Document1, Document 2, Document 3

Received By: <Received By Name>
Received Date:<mm/dd/yyyy; hh:mm>

Printed By: <user account name> Printed Date & Time: <mm/dd/yyyy; hh:mm>

 Petty Cash Fund Replenishment
Petty Cash Voucher
<STATUS>

With Temporary Slip

Slip No	_____	Change	_____
Account	Staff House Electric	PCV No	PCV-XXXXX-XXX
Description	Sample Description	Date	xx/xx/xxxx
	Sample Description		
Vendor	Sample Vendor	Period From	xx/xx/xxxx
kWh Consumption	000.00	Period To	xx/xx/xxxx
Amount	00000.00	Attachment(s)	Document1, Document 2, Document 3

Received By: <Received By Name>
Received Date:<mm/dd/yyyy; hh:mm>

Printed By: <user account name> Printed Date & Time: <mm/dd/yyyy; hh:mm>

Figure 7s. Staff House Electric Sample Output

 Petty Cash Fund Replenishment
Petty Cash Voucher
<STATUS>

With Temporary Slip

Slip No	TS-xxxxxx	Change	xxxxxxx
Account	Overtime	PCV No	PCV-XXXXX-XXX
Description	Sample Description	Date	xx/xx/xxxx
	Sample Description		
OT Date	xx/xx/xxxx	Attachment(s)	Document1, Document 2, Document 3
No. of Pax	xx		
Amount	00000.00		

Received By: <Received By Name>
Received Date:<mm/dd/yyyy; hh:mm>

Printed By: <user account name> Printed Date & Time: <mm/dd/yyyy; hh:mm>

 Petty Cash Fund Replenishment
Petty Cash Voucher
<STATUS>

With Temporary Slip

Slip No	_____	Change	_____
Account	Overtime	PCV No	PCV-XXXXX-XXX
Description	Sample Description	Date	xx/xx/xxxx
	Sample Description		
OT Date	xx/xx/xxxx	Attachment(s)	Document1, Document 2, Document 3
No. of Pax	xx		
Amount	00000.00		

Received By: <Received By Name>
Received Date:<mm/dd/yyyy; hh:mm>

Printed By: <user account name> Printed Date & Time: <mm/dd/yyyy; hh:mm>

Figure 7t. Overtime Sample Output

Petty Cash Fund Replenishment Petty Cash Voucher <STATUS>			
<input checked="" type="checkbox"/> With Temporary Slip			
Slip No	TS-xxxxxx	Change	xxxxxxx
Account	Staff House Water	PCV No	PCV-XXXXX-XXX
Description	Sample Description	Date	xx/xx/xxxx
Vendor	Sample Vendor	Period From	xx/xx/xxxx
cbm Consumption	000.00	Period To	xx/xx/xxxx
Amount	00000.00	Attachment(s)	Document1, Document 2, Document 3
Received By: <Received By Name> Received Date:<mm/dd/yyyy; hh:mm>			
Printed By: <user account name>		Printed Date & Time: <mm/dd/yyyy; hh:mm>	

Petty Cash Fund Replenishment Petty Cash Voucher <STATUS>			
<input type="checkbox"/> With Temporary Slip			
Slip No		Change	
Account	Staff House Water	PCV No	PCV-XXXXX-XXX
Description	Sample Description	Date	xx/xx/xxxx
Vendor	Sample Vendor	Period From	xx/xx/xxxx
cbm Consumption	000.00	Period To	xx/xx/xxxx
Amount	00000.00	Attachment(s)	Document1, Document 2, Document 3
Received By: <Received By Name> Received Date:<mm/dd/yyyy; hh:mm>			
Printed By: <user account name>		Printed Date & Time: <mm/dd/yyyy; hh:mm>	

Figure 7u. Staff House Water Sample Output

Petty Cash Fund Replenishment Petty Cash Voucher <STATUS>			
<input checked="" type="checkbox"/> With Temporary Slip			
Slip No	TS-xxxxxx	Change	xxxxxxx
Account	Staff House Cleaning	PCV No	PCV-XXXXX-XXX
Description	Sample Description	Date	xx/xx/xxxx
Vendor	Sample Vendor	Attachment(s)	Document1, Document 2, Document 3
Amount	00000.00		
Received By: <Received By Name> Received Date:<mm/dd/yyyy; hh:mm>			
Printed By: <user account name>		Printed Date & Time: <mm/dd/yyyy; hh:mm>	

Petty Cash Fund Replenishment Petty Cash Voucher <STATUS>			
<input type="checkbox"/> With Temporary Slip			
Slip No		Change	
Account	Staff House Cleaning	PCV No	PCV-XXXXX-XXX
Description	Sample Description	Date	xx/xx/xxxx
Vendor	Sample Vendor	Attachment(s)	Document1, Document 2, Document 3
Amount	00000.00		
Received By: <Received By Name> Received Date:<mm/dd/yyyy; hh:mm>			
Printed By: <user account name>		Printed Date & Time: <mm/dd/yyyy; hh:mm>	

Figure 7v. Staff House Cleaning Sample Output

Petty Cash Fund Replenishment Petty Cash Voucher <STATUS>			
<input checked="" type="checkbox"/> With Temporary Slip			
Slip No	TS-xxxxxx	Change	xxxxxxx
Account	Charged to Consignor	PCV No	PCV-XXXXX-XXX
Description	Sample Description	Date	xx/xx/xxxx
Charge To	Sample Consignor	Attachment(s)	Document1, Document 2, Document 3
Amount	00000.00		
Received By: <Received By Name> Received Date:<mm/dd/yyyy; hh:mm>			
Printed By: <user account name>		Printed Date & Time: <mm/dd/yyyy; hh:mm>	

Petty Cash Fund Replenishment Petty Cash Voucher <STATUS>			
<input type="checkbox"/> With Temporary Slip			
Slip No		Change	
Account	Charged to Consignor	PCV No	PCV-XXXXX-XXX
Description	Sample Description	Date	xx/xx/xxxx
Charge To	Sample Consignor	Attachment(s)	Document1, Document 2, Document 3
Amount	00000.00		
Received By: <Received By Name> Received Date:<mm/dd/yyyy; hh:mm>			
Printed By: <user account name>		Printed Date & Time: <mm/dd/yyyy; hh:mm>	

Figure 7w. Others/ Charge to Consignor Sample Output

Printing of Forms (PCFR)

Once approved, **Print** button will be available and as  is clicked, user may print the detailed PCVs included into one PCFR (see figures 8a and 8a-1) whereas summary () icon is clicked, user can print the specific grouped PCVs into one Voucher based on their accounts(see figures 8b and 8b-1).

(Note: Footer format: Printed By: <account username> Printed Date & Time: <mm/dd/yyyy;HH:mm>)

Petty Cash Fund Replenishment PCFR (Detailed) <STATUS>				
PCFR No	PCF-13013-20210101-1	Branch	Store A	
Requested By	Sample Requestor	Vendor	Sample Vendor	
Doc Date	xx/xx/xxxx	Doc Type	Invoice	
Batch ID	PCF-04/10/2021-13013-1	Period	xx/xx/xxxx to xx/xx/xxxx	
PCV NO	DESCRIPTION	ACCOUNT	STORE	AMOUNT
PCV-xxxxx-xxx	Sample Description	Sample Account	StoreA	00000.00
PCV-xxxxx-xxx	Sample Description	Sample Account	StoreA	00000.00
PCV-xxxxx-xxx	Sample Description	Sample Account	StoreA	00000.00
PCV-xxxxx-xxx	Sample Description	Stripping Charge	StoreB	00000.00
Temporary Slip	0.00	Total Replenishment	00000.00	
ATM Balance	0.00	Pending Replenishment	0.00	
Cash on Hand	0.00	Unreplenished	0.00	
PCF Accounted For	0.00	Unapproved PCVs	0.00	
PCF Accountability	0.00	Returned PCVs	0.00	
Overage/ Shortage	0.00			
Attachment (s)	ATM Slip, Withdrawal Slip	Approved By	Sample Approver	
		Approved		
		Date & Time	mm/dd/yyyy; HH:mm	
Printed By: <user account name>		Printed Date & Time: <mm/dd/yyyy; hh:mm>		

Figure 8a. PCFR (Detailed) Sample Output (Store)

Petty Cash Fund Replenishment PCFR (Detailed) <STATUS>				
PCFR No	PCF-13013-20210101-1	Branch	DC-A	
Requested By	Sample Requestor	Vendor	Sample Vendor	
Doc Date	xx/xx/xxxx	Doc Type	Invoice	
Batch ID	PCF-04/10/2021-13013-1	Period	xx/xx/xxxx to xx/xx/xxxx	
PCV NO	DESCRIPTION	ACCOUNT	DC	AMOUNT
PCV-xxxxx-xxx	Sample Description	Sample Account	DC- A	00000.00
PCV-xxxxx-xxx	Sample Description	Sample Account	DC- A	00000.00
PCV-xxxxx-xxx	Sample Description	Sample Account	DC- A	00000.00
PCV-xxxxx-xxx	Sample Description	Stripping Charge	DC- B	00000.00
Temporary Slip	0.00	Total Replenishment	00000.00	
ATM Balance	0.00	Pending Replenishment	0.00	
Cash on Hand	0.00	Unreplenished	0.00	
PCF Accounted For	0.00	Unapproved PCVs	0.00	
PCF Accountability	0.00	Returned PCVs	0.00	
Overage/ Shortage	0.00			
Attachment (s)	ATM Slip, Withdrawal Slip	Approved By	Sample Approver	
		Approved		
		Date & Time	mm/dd/yyyy; HH:mm	
Printed By: <user account name>		Printed Date & Time: <mm/dd/yyyy; hh:mm>		

Figure 8a-1. PCFR (Detailed) Sample Output (DC)

 Petty Cash Fund Replenishment <i>PCFR (Voucher)</i> <STATUS>																								
PCFR No	PCF-13013-20210101-1	Branch	Store A																					
Requested By	Sample Requestor	Vendor	Sample Vendor																					
Doc Date	xx/xx/xxxx	Doc Type	Invoice																					
Batch ID	PCF-04/10/2021-13013-1	Period	xx/xx/xxxx to xx/xx/xxxx																					
<table border="1"> <thead> <tr> <th>SERIES NO</th> <th>DESCRIPTION</th> <th>ACCOUNT</th> <th>STORE</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>SN-xxxxxx-x</td> <td>PCV-202104-2, PCV-202104-3</td> <td>Meals</td> <td>StoreA</td> <td>00000.00</td> </tr> <tr> <td>SN-xxxxxx-x</td> <td>PCV-202104-5</td> <td>Telephone Expense</td> <td>StoreA</td> <td>00000.00</td> </tr> <tr> <td>SN-xxxxxx-x</td> <td>PCV-202104-4</td> <td>Transportation</td> <td>StoreA</td> <td>00000.00</td> </tr> </tbody> </table>					SERIES NO	DESCRIPTION	ACCOUNT	STORE	AMOUNT	SN-xxxxxx-x	PCV-202104-2, PCV-202104-3	Meals	StoreA	00000.00	SN-xxxxxx-x	PCV-202104-5	Telephone Expense	StoreA	00000.00	SN-xxxxxx-x	PCV-202104-4	Transportation	StoreA	00000.00
SERIES NO	DESCRIPTION	ACCOUNT	STORE	AMOUNT																				
SN-xxxxxx-x	PCV-202104-2, PCV-202104-3	Meals	StoreA	00000.00																				
SN-xxxxxx-x	PCV-202104-5	Telephone Expense	StoreA	00000.00																				
SN-xxxxxx-x	PCV-202104-4	Transportation	StoreA	00000.00																				
Temporary Slip	0.00	Total Replenishment	00000.00																					
ATM Balance	0.00	Pending Replenishment	0.00																					
Cash on Hand	0.00	Unreplenished	0.00																					
PCF Accounted For	0.00	Unapproved PCVs	0.00																					
PCF Accountability	0.00	Returned PCVs	0.00																					
Overage/ Shortage	0.00																							
Attachment (s)	ATM Slip, Withdrawal Slip	Approved By	Sample Approver																					
APV No & Status	#####- Status A	Approved																						
CV No & Status	#####- Status A	Date & Time	mm/dd/yyyy; HH:mm																					
Printed By: <user account name>		Printed Date & Time: <mm/dd/yyyy; hh:mm>																						

Figure 8b. PCFR (Summary) Sample Output (Store)

 Petty Cash Fund Replenishment <small>PCFR (Voucher)</small> <small><STATUS></small>																								
PCFR No	PCF-13013-20210101-1	Branch	DC- A																					
Requested By	Sample Requestor	Vendor	Sample Vendor																					
Doc Date	xx/xx/xxxx	Doc Type	Invoice																					
Batch ID	PCF-04/10/2021-13013-1	Period	xx/xx/xxxx to xx/xx/xxxx																					
<table border="1"> <thead> <tr> <th>SERIES NO</th> <th>DESCRIPTION</th> <th>ACCOUNT</th> <th>STORE</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>SN-xxxxxx-x</td> <td>PCV-202104-2, PCV-202104-3 Meals</td> <td></td> <td>DC- A</td> <td>00000.00</td> </tr> <tr> <td>SN-xxxxxx-x</td> <td>PCV-202104-5</td> <td>Telephone Expense</td> <td>DC- A</td> <td>00000.00</td> </tr> <tr> <td>SN-xxxxxx-x</td> <td>PCV-202104-4</td> <td>Transportation</td> <td>DC- A</td> <td>00000.00</td> </tr> </tbody> </table>					SERIES NO	DESCRIPTION	ACCOUNT	STORE	AMOUNT	SN-xxxxxx-x	PCV-202104-2, PCV-202104-3 Meals		DC- A	00000.00	SN-xxxxxx-x	PCV-202104-5	Telephone Expense	DC- A	00000.00	SN-xxxxxx-x	PCV-202104-4	Transportation	DC- A	00000.00
SERIES NO	DESCRIPTION	ACCOUNT	STORE	AMOUNT																				
SN-xxxxxx-x	PCV-202104-2, PCV-202104-3 Meals		DC- A	00000.00																				
SN-xxxxxx-x	PCV-202104-5	Telephone Expense	DC- A	00000.00																				
SN-xxxxxx-x	PCV-202104-4	Transportation	DC- A	00000.00																				
Temporary Slip	0.00	Total Replenishment	00000.00																					
ATM Balance	0.00	Pending Replenishment	0.00																					
Cash on Hand	0.00	Unreplenished	0.00																					
PCF Accounted For	0.00	Unapproved PCVs	0.00																					
PCF Accountability	0.00	Returned PCVs	0.00																					
Overage/ Shortage	0.00																							
Attachment (s)	ATM Slip, Withdrawal Slip	Approved By	Sample Approver																					
APV No & Status	#####- Status A	Approved Date & Time	mm/dd/yyyy; HH:mm																					
CV No & Status	#####- Status A																							
Printed By: <user account name>		Printed Date & Time: <mm/dd/yyyy, hh:mm>																						

Figure 8b-1. PCFR (Summary) Sample Output (DC)

Report

Once clicked, user must select first a report title then specific parameters will display. See figure 9a.

(Note: Parameters will depend on the selected report.)

- If Store/DC users, *Company* and *Branch* are default to where users are assigned.
- If SSC users, *Company* and *Branch* may vary to where users are assigned based on the access given.
- For Administrator and Audit users, *Company* and *Branch* can be multiple selected.

As the parameters are set, user may click the **Generate** button and data generated will display. Also, **Print** button will be available. See figures 9b-9c.

For DC/Store/SSC user's view

The screenshot shows a web browser window titled "Petty Cash Expense" with the URL "https://sample.com/". The page displays a "Petty Cash Fund Replenishment" report. On the right side, there is a vertical menu with three options: "Petty Cash Expense", "PCFR (Detailed)", and "PCFR (Summary)". A red arrow points from the text "PCFR (Summary)" to the "PCFR (Summary)" menu item. Below the menu, there is a "Report" dropdown, a "Report Title" input field, and a "Generate" button. At the bottom, there are fields for "Company", "Branch", "Date From", and "Date To".

For Administrator and Audit user's view

The screenshot shows a web browser window titled "Petty Cash Expense" with the URL "https://sample.com/". The page displays a "Petty Cash Fund Replenishment" report. On the right side, there is a vertical menu with three options: "Petty Cash Expense", "PCFR (Detailed)", and "PCFR (Summary)". A red arrow points from the text "PCFR (Summary)" to the "PCFR (Summary)" menu item. Below the menu, there is a "Report" dropdown, a "Report Title" input field, and a "Generate" button. At the bottom, there are fields for "Company" and "Branch", each with a large empty rectangular placeholder. There are also fields for "Date From" and "Date To".

Figure 9a. Report Parameters

Petty Cash Expense

Petty Cash Fund Replenishment

[Login User](#)

Report Title * Petty Cash Expense

Company: Sample Company Branch: Store A

Date From: xx/xx/xxxx Date To: xx/xx/xxxx

PETTY CASH EXPENSES

<Company>
<Branch>
<Date Range>

NO	EXPENSE/ACCOUNT	AMOUNT
1	Sample Account 1	00000.00
2	Sample Account 2	00000.00
3	Sample Account 3	00000.00
4	Sample Account 4	00000.00
5	Sample Account 5	00000.00
6	Sample Account 6	00000.00
7	Sample Account 7	00000.00
8	Sample Account 8	00000.00
TOTAL AMOUNT		00000.00

[Export to Excel](#) [Print](#)

Figure 9b. Report- Petty Cash Expenses

PETTY CASH EXPENSES		
<Company>		
<Branch>		
<Date Range>		
NO	EXPENSE/ACCOUNT	AMOUNT
1	Sample Account 1	00000.00
2	Sample Account 2	00000.00
3	Sample Account 3	00000.00
4	Sample Account 4	00000.00
5	Sample Account 5	00000.00
6	Sample Account 6	00000.00
7	Sample Account 7	00000.00
8	Sample Account 8	00000.00
TOTAL AMOUNT		00000.00

Printed By: <user account name> Printed Date & Time: <mm/dd/yyyy; hh:mm>

Figure 9b-1. Report- Petty Cash Expenses Sample Output

PCFR (Detailed)

The list under *PCFR* parameter will vary on the date range selected, one at a time selection of PCFR.

Report Title * PCFR (Detailed)

Company: Sample Company | Branch: Store A | PCFR: --Select--

Date From: xx/xx/xxxx | Date To: xx/xx/xxxx | Generate

PCFR (DETAILED)

<Company>
<Branch>
<Date Range>

PCFR NO	BRANCH/ COMPANY	PCV NO	DESCRIPTION	ACCOUNT	AMOUNT	STATUS
PCF-13013-20210101-1	Store A	PCV-xxxxxx-xxx	Sample Description	Sample Account	00000.00	Replenished
PCF-13013-20210101-1	Store A	PCV-xxxxxx-xxx	Sample Description	Sample Account	00000.00	Replenished
PCF-13013-20210101-1	Store A	PCV-xxxxxx-xxx	Sample Description	Sample Account	00000.00	Replenished
PCF-13013-20210101-1	Store A	PCV-xxxxxx-xxx	Sample Description	Sample Account	00000.00	Replenished

Temporary Slip	0.00	Total Replenishment	00000.00
ATM Balance	0.00	Pending Replenishment	0.00
Cash on Hand	0.00	Unreplenished	0.00
PCF Accounted For	0.00	Unapproved PCVs	0.00
PCF Accountability	0.00	Returned PCVs	0.00
Overage/ Shortage	0.00		

Export to Excel | Print

Figure 9b. Report- PCFR (Detailed)

PCFR (DETAILED)							
<Company>							
<Branch>							
<Date Range>							
NO	PCFR NO	BRANCH/ COMPANY	PCV NO	DESCRIPTION	ACCOUNT	AMOUNT	STATUS
1	PCF-13013-20210101-1	Branch A	PCV-xxxxx-xxx	Sample Description	Sample Account	00000.00	Replenished
2	PCF-13013-20210101-2	Branch A	PCV-xxxxx-xxx	Sample Description	Sample Account	00000.00	Replenished
3	PCF-13013-20210101-3	Branch A	PCV-xxxxx-xxx	Sample Description	Sample Account	00000.00	Replenished
4	PCF-13013-20210101-4	Branch A	PCV-xxxxx-xxx	Sample Description	Sample Account	00000.00	Replenished
Temporary Slip				0.00	Total Replenishment	00000.00	
ATM Balance				0.00	Pending Replenishment	0.00	
Cash on Hand				0.00	Unreplenished	0.00	
PCF Accounted For				0.00	Unapproved PCVs	0.00	
PCF Accountability				0.00	Returned PCVs	0.00	
Overage/ Shortage				0.00			

Printed By: <user account name> Printed Date & Time: <mm/dd/yyyy; hh:mm>

Figure 9b. Report- PCFR (Detailed) Sample Output

PCFR (Summary)

The list under PCFR parameter will vary on the date range selected, but default display to ALL.

Petty Cash Fund Replenishment											
Report	Report Title *	PCFR (Summary)									
Company	Sample Company	Branch	Store A	PCFR	ALL	Generate					
Date From *	xx/xx/xxxx	Date To *	xx/xx/xxxx								
PCFR (SUMMARY)											
<Company>											
<Branch>											
<Date Range>											
PCFR NO	BRANCH/ COMPANY	VENDOR NAME	BATCH ID	AMOUNT	DOCUMENT DATE AND TIME	UPDATE DATE AND TIME	STATUS				
PCF-13013-20210101-1	Store A	Sample Vendor	PCF-04/10/2021-13013-1	00000.00	2021-04-21 HH:mm:ss	2021-04-21 HH:mm:ss	Replenished				
PCF-13013-20210101-2	Store A	Sample Vendor	PCF-04/10/2021-13013-2	00000.00	2021-04-21 HH:mm:ss	2021-04-21 HH:mm:ss	Replenished				
PCF-13013-20210101-3	Store A	Sample Vendor	PCF-04/10/2021-13013-3	00000.00	2021-04-21 HH:mm:ss	2021-04-21 HH:mm:ss	Replenished				
PCF-13013-20210101-4	Store A	Sample Vendor	PCF-04/10/2021-13013-4	00000.00	2021-04-21 HH:mm:ss	2021-04-21 HH:mm:ss	Replenished				
						Export to Excel	Print				

Figure 9b. Report- PCFR (Summary)

PCFR (SUMMARY)								
NO	PCFR NO	BRANCH/ COMPANY	VENDOR NAME	BATCH ID	AMOUNT	DOCUMENT DATE AND TIME	UPDATE DATE AND TIME	STATUS
1	PCF-13013-20210101-1	Branch A	Sample Vendor	PCF-04/10/2021-13013-1	00000.00	2021-04-21 HH:mm:ss	2021-04-21 HH:mm:ss	Replenished
2	PCF-13013-20210101-2	Branch A	Sample Vendor	PCF-04/10/2021-13013-2	00000.00	2021-04-21 HH:mm:ss	2021-04-21 HH:mm:ss	Replenished
3	PCF-13013-20210101-3	Branch A	Sample Vendor	PCF-04/10/2021-13013-3	00000.00	2021-04-21 HH:mm:ss	2021-04-21 HH:mm:ss	Replenished
4	PCF-13013-20210101-4	Branch A	Sample Vendor	PCF-04/10/2021-13013-4	00000.00	2021-04-21 HH:mm:ss	2021-04-21 HH:mm:ss	Replenished

Printed By: <user account name> Printed Date & Time: <mm/dd/yyyy; hh:mm>

Figure 9b. Report- PCFR (Summary) Sample Output

Interfacing

See page 156 for reference.

SSC Process

PCFR Tabs

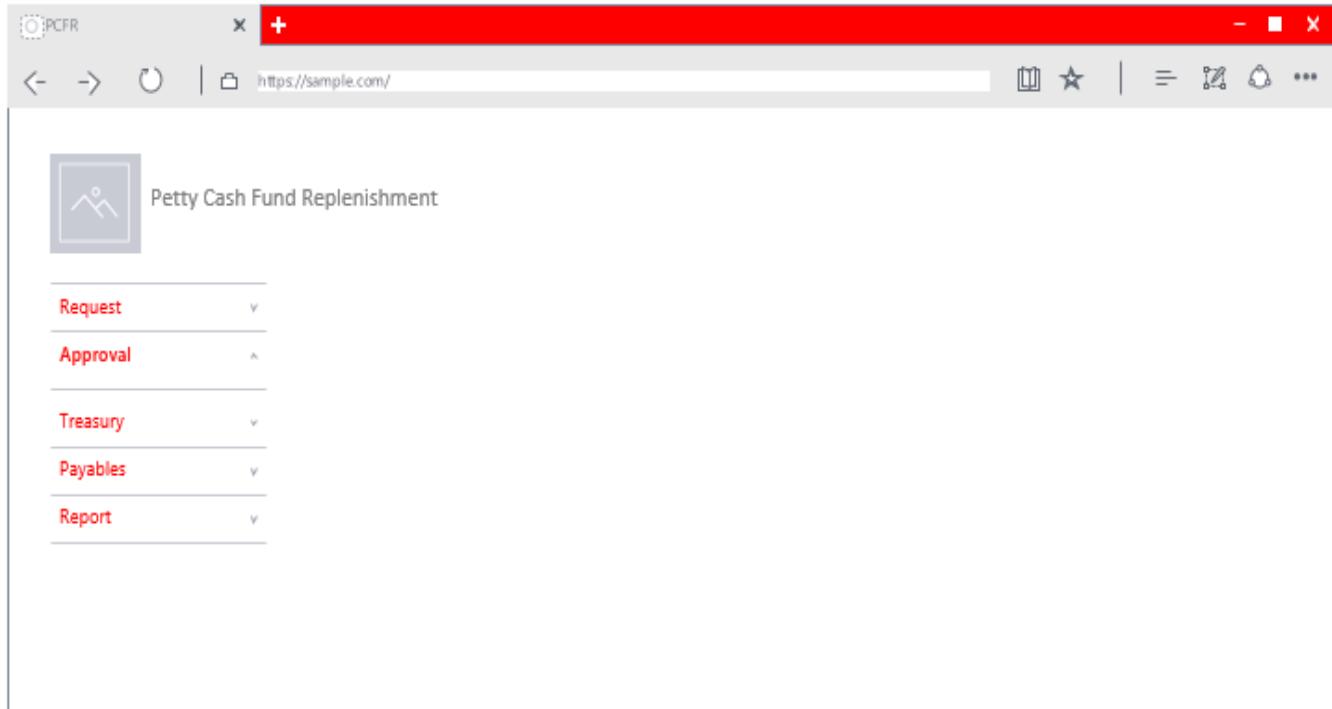


Figure 10. PCFR Tabs

Request

Once clicked, it redirects to requestor's workbench and has three tabs available: *Temporary Slip* and *PCV*. (see figure 11a). As is clicked, user may view the details of specific request.

In figure 11a, it displays the list of created unliquidated temporary slip with *Saved*, *Submitted* and *Approved* status and **Create Temporary Slip** button is available.

Age- Displays the number of days based on the *current date subtracted to temp slip create date*

In figure 11a-1, it displays the list of created PCV with their status and **Create PCV** button is available. For *Approved* status, as icon is clicked, **Print** button will be available (see pages 97-105 for reference).

The screenshot shows a web browser window titled "Petty Cash Fund Replenishment". The URL is https://sample.com/. The top navigation bar includes a logo, a search bar, and various icons. A dropdown menu shows "Request" is selected. Below the header, there are two tabs: "Temporary Slip" (which is active, highlighted in red) and "PCV". On the right side of the header, there is a "Create Temporary Slip" button. The main content area is titled "UNLIQUIDATED TEMPORARY SLIP". It contains a table with the following data:

DATE	TEMPORARY SLIP NO	ACCOUNT	DESCRIPTION	AMOUNT	AGE	STATUS	ACTION
xx/xx/xxxx	TS-xxxxxxx	Account1	Sample Description	00000.00	XX	SAVED	
xx/xx/xxxx	TS-xxxxxxx	Account2	Sample Description	00000.00	XX	SUBMITTED	
xx/xx/xxxx	TS-xxxxxxx	Account3	Sample Description	00000.00	XX	CONFIRMED	
xx/xx/xxxx	TS-xxxxxxx	Account3	Sample Description	00000.00	XX	APPROVED	
xx/xx/xxxx	TS-xxxxxxx	Account4	Sample Description	00000.00	XX	DISAPPROVED- DEPT HEAD	

At the bottom left, there is a "TOTAL" button with the value "00000.00". On the right side of the table, there is a "Search" input field. The entire interface is framed by a red border.

Figure 11a. Request Module (Temporary Slip)

PETTY CASH VOUCHER						
DATE	PCV NO	DESCRIPTION	ACCOUNT	AMOUNT	STATUS	ACTION
xx/xx/xxxx	PCV-202104-1	Sample Description	Sample Account	00000.00	SAVED	
xx/xx/xxxx	PCV-202104-2	Sample Description	Sample Account	00000.00	SUBMITTED	
xx/xx/xxxx	PCV-202104-3	Sample Description	Sample Account	00000.00	CONFIRMED	
xx/xx/xxxx	PCV-202104-5	Sample Description	Sample Account	00000.00	APPROVED	
xx/xx/xxxx	PCV-202104-6	Sample Description	Sample Account	00000.00	DISAPPROVED-DEPT HEAD	
xx/xx/xxxx	PCV-202104-7	Sample Description	Sample Account	00000.00	DISAPPROVED-DH	
xx/xx/xxxx	PCV-202104-8	Sample Description	Sample Account	00000.00	DISAPPROVED-PY	
xx/xx/xxxx	PCV-202104-9	Sample Description	Sample Account	00000.00	CANCELLED	

Figure 11a-1. Request Module (PCV)

Create Temporary Slip

Once **Create Temporary Slip** button is clicked (see figure 11a), it redirects to temporary slip's form wherein user needs to fill in the fields then user may click either **Save** or **Submit** button (refer page 12 for the process). Once **Submit** button is clicked, request will be forward for approval and will be tagged as *Submitted* (see pages 118-121 for the approval's process).

(Note: *Created temporary slip can be used into multiple PCV.*)

Create PCV

Once **Create PCV** button is clicked (see figure 10a-1), it redirects to PCV's form wherein users need to select if the request has already a temporary slip or none by ticking the box **With Temporary Slip** then choose an **Account** to proceed in filling the required fields.

If **With Temporary Slip** is checked, user must input its **Slip No.** and system will display its data suggestion to easily check and verify if the temporary slip is existing, it can be used into multiple PCV. **Change** value may vary according to the used/processed PCV.

Account- User may choose *Stripping Charge, Production Cost Clearing, Delivery Charge, Extra Labor, Installation, Staff House Rental, Telephone Expense, Pakyawan, Staff House LPG, Repair & Maintenance, Internet & Cable, Meals, Transportation, Interbranch Deliveries, Lodging, Water Bill, Garbage Disposal, Staff House Electric, Overtime, Staff House Water, Staff House Cleaning, and Others/ Charge to Consignor* as option. Refer pages 13-61 for its UI and process.

(Note: *PCV No format- PCV-yyyymm-x, x stands for series number of request (e.g., PCV-202104-1).*)

As the PCVs were submitted for approval, requestor can print the specific PCV then reroute for signatories. All signed PCVs should be attached on their specific request, in order for the approver to validate/approve the certain PCV.

Note: Signed PCVs are required attachment on all request type. Approver may not able to click the **Approved** button unless **Signed PCV** is attached.

Approval

Once clicked, it redirects to approver's workbench and has two tabs are available: *Temporary Slip* and *PCV*.

In figure 12a, approver may view the list of temporary slips with *Submitted*, *Confirmed* and *Approved* status. User may filter its status and also can sort other columns.

In figure 12a-1, approver may view the list of PCVs with their status. User may filter its status and also can sort other columns.

(Note: Checkbox is available for Department Head multiple approval)

DATE	TEMPORARY SLIP NO	ACCOUNT	DESCRIPTION	AMOUNT	AGE	STATUS	ACTION
xx/xx/xxxx	TS-xxxxxxx	Account1	Sample Description	00000.00	XX	SUBMITTED	<input type="checkbox"/>
xx/xx/xxxx	TS-xxxxxxx	Account1	Sample Description	00000.00	XX	CONFIRMED	<input type="checkbox"/>
xx/xx/xxxx	TS-xxxxxxx	Account1	Sample Description	00000.00	XX	APPROVED	<input checked="" type="checkbox"/> Approval Code

Figure 12a. Approval (Temporary Slip)

DATE	PCV NO	DESCRIPTION	ACCOUNT	AMOUNT	STATUS	ACTION
xx/xx/xxxx	PCV-202104-2	Sample Description	Sample Account	00000.00	SUBMITTED	
xx/xx/xxxx	PCV-202104-3	Sample Description	Sample Account	00000.00	CONFIRMED	
xx/xx/xxxx	PCV-202104-5	Sample Description	Sample Account	00000.00	APPROVED	
xx/xx/xxxx	PCV-202104-8	Sample Description	Sample Account	00000.00	CANCELLED	

Figure 12a-1. Approval (PCV)

Approval (Temporary Slip)

If **Submitted**, department head has two ways to approve the request, it's either by clicking icon to view specific details of request where **Approve** and **Disapprove** buttons are available (see figure 12b) or by selecting multiple requests through checkbox (see figure 12a).

By clicking , once **Approve** button is clicked, the system will check if the requested amount needs an *Approval Code* (based on the Account Matrix) and a confirmation message will display. If needed, once **OK** button is clicked, user may input its *Approval Code*, *Approver's Name* and *Remarks* and a success message will display and request will be tagged as *Approved*. Else if **Cancel** button is clicked, request will be tagged as *Confirmed* (see figures 12b-1 and 12b-2).

(Note: **Print** button will be available once request is approved, as clicked, automatically it will print two copies on one page, for the employee and PCFR Custodian as acknowledge receipt. See figures 12b-3 and 12b-4.)

Petty Cash Fund Replenishment

Approval

Temporary Slip No. TS-xxxxxx Date xx/xx/xxxx

Account Sample Account

Amount 00000.00

Description Sample Description

Received Date xx/xx/xxxx

Received By Sample Employee

Approve **Disapprove**

Figure 11b. Approval- Temporary Slip Approval of Requests

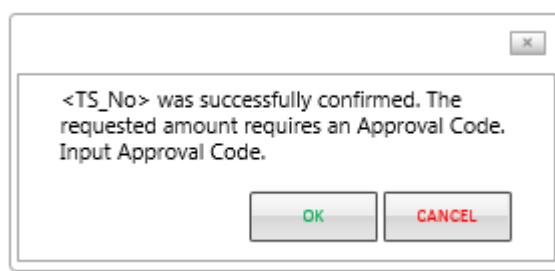


Figure 11b-1. Approval – Temporary Slip Confirmation Message

Approval Code: _____

Approver's Name: --Select--

Remarks:

Approve **Disapprove**

Figure 11b-2. Approval – Temporary Slip Input Approval Code

Petty Cash Fund Replenishment

Approval

Temporary Slip No. TS-xxxxxx Date xx/xx/xxxx

Account Sample Account

Amount 00000.00

Description Sample Description

Received Date xx/xx/xxxx

Received By Sample Employee

Print

Figure 11b-3. Approval- Temporary Slip Success Message

	Petty Cash Fund Replenishment <i>Temporary Slip</i>		
Temporary Slip No. TS-xxxxxx		Date xx/xx/xxxx	
Account	Sample Account		
Amount	00000.00		
Description	Sample Description		
Received Date	xx/xx/xxxx		
<ENCODER_USERACCOUNT>		<APPROVER_USERACCOUNT>	SAMPLE EMPLOYEE
Prepared By		Approved By	Received By
Printed By: <user account name>		Printed Date & Time: <mm/dd/yyyy; hh:mm>	
 Petty Cash Fund Replenishment <i>Temporary Slip</i>			
Temporary Slip No. TS-xxxxxx		Date xx/xx/xxxx	
Account	Sample Account		
Amount	00000.00		
Description	Sample Description		
Received Date	xx/xx/xxxx		
<ENCODER_USERACCOUNT>		<APPROVER_USERACCOUNT>	SAMPLE EMPLOYEE
Prepared By		Approved By	Received By
Printed By: <user account name>		Printed Date & Time: <mm/dd/yyyy; hh:mm>	

Figure 11b-4. Approval- Temporary Slip Sample Output

By selecting multiple requests to approve, approver must tick the checkbox and click the **Approval** button to proceed. System will check if the requested amount needs an *Approval Code* (based on the Account Matrix) and an information message will display with specific temporary slip numbers that needs an approval code and be tagged as *Confirmed* (see figure 12b-5) whereas remaining temporary slips will be tagged as *Approved*.

If *Confirmed*, user has three ways to input an approval code. First, user may input while confirmation message is displayed (see figures 12b-1 and 12b-2). For the second and third way of encoding Approval Code, refer to pages 132-136.

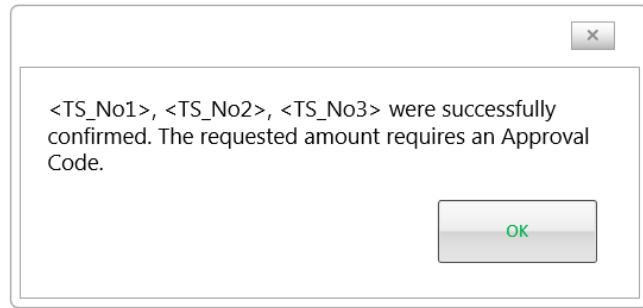


Figure 12b-5. Approval- Temporary Slip Multiple Approval Information Message

To disapprove request, approver may click the **Disapprove** button then user must input on **Remarks** input box (see figures 12b-6) and as **Save** button is clicked, an information message will display (see figure 12b-7) and request must be tagged as *Disapproved-Dept Head* and will display request at Requestor's workbench.

Figure 12b-6. Approval- Temporary Slip Disapproval of Request



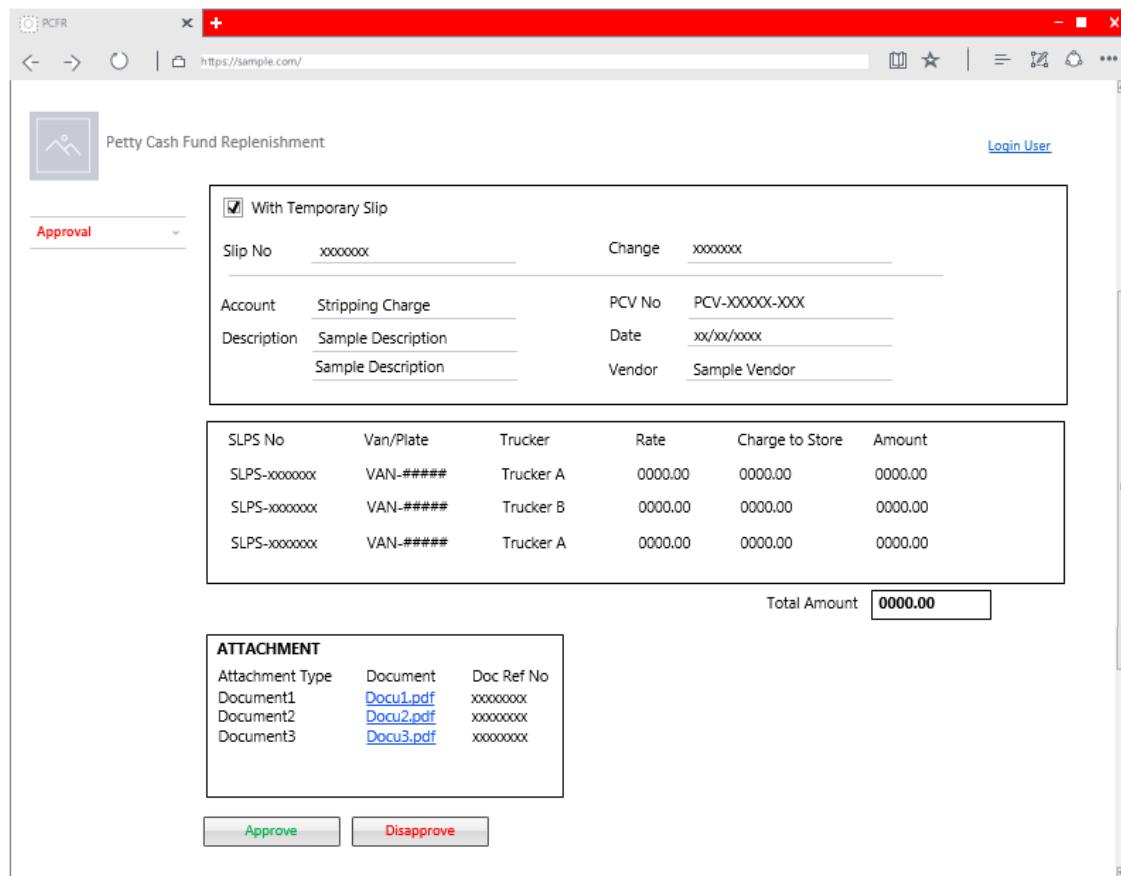
Figure 12b-7. Approval- Temporary Slip Disapproval of Request Information Message

Approval (PCV Request)

If *Submitted*, TL has two ways to approve the request, it's either by clicking  icon to view specific details of request where **Approve** and **Disapprove** buttons are available (see figures 12c-12c-3) or by selecting multiple requests (see figure 12a). (Note: Figures 12c-1, 12c-3, 12f-1, and 12f-3 UI are applicable to other account type.)

By clicking  icon, once **Approve** button is clicked, the system will check if the requested amount needs an *Approval Code* (based on the Account Matrix) and a confirmation message will display. If needed, once **OK** button is clicked, user may input its *Approval Code*, *Approver's Name* and *Remarks* and a success message will display and request will be tagged as *Approved*. Else if **Cancel** button is clicked, request will be tagged as *Confirmed* (see figures 11d and 11d-1).

(Note: **Print** button will be available once request is approved)



SLPS No	Van/Plate	Trucker	Rate	Charge to Store	Amount
SLPS-xxxxxx	VAN-#####	Trucker A	0000.00	0000.00	0000.00
SLPS-xxxxxx	VAN-#####	Trucker B	0000.00	0000.00	0000.00
SLPS-xxxxxx	VAN-#####	Trucker A	0000.00	0000.00	0000.00

Figure 12c. Approval- With Temporary Slip (1)
Approval of Request

Petty Cash Fund Replenishment

[Login User](#)

With Temporary Slip

Slip No	xxxxxx	Change	xxxxxx
Account	Production Cost Clearing	PCV No	PCV-XXXXX-XXX
Description	Sample Description	Date	xx/xx/xxxx
	Sample Description		

Job Request No	#####
Vendor	Sample Vendor
Project Name	Sample Project
Project Type	Sample Type
Brand	Sample Brand
Quantity	xx
Amount	00000.00

[Approve](#) [Disapprove](#)

Figure 12c-1. Approval- With Temporary Slip (2) Approval of Request

Petty Cash Fund Replenishment

[Login User](#)

With Temporary Slip

Slip No	Change		
Account	Stripping Charge	PCV No	PCV-XXXXX-XXX
Description	Sample Description	Date	xx/xx/xxxx
	Sample Description	Vendor	Sample Vendor

SLPS No	Var/Plate	Trucker	Rate	Charge to Store	Amount
SLPS-xxxxxxx	VAN-#####	Trucker A	0000.00	0000.00	0000.00
SLPS-xxxxxxx	VAN-#####	Trucker B	0000.00	0000.00	0000.00
SLPS-xxxxxxx	VAN-#####	Trucker A	0000.00	0000.00	0000.00

Total Amount **0000.00**

Attachment Type	Document	Doc Ref No
Document1	Docu1.pdf	xxxxxxxx
Document2	Docu2.pdf	xxxxxxxx
Document3	Docu3.pdf	xxxxxxxx

[Approve](#) [Disapprove](#)

Figure 12c-2. Approval- Without Temporary Slip (1) Approval of Request

Petty Cash Fund Replenishment

Login User

Approval

With Temporary Slip

Slip No	_____	Change	_____
Account	Production Cost Clearing	PCV No	PCV-XXXXX-XXX
Description	Sample Description Sample Description	Date	xx/xx/xxxx

Job Request No	#####
Vendor	Sample Vendor
Project Name	Sample Project
Project Type	Sample Type
Brand	Sample Brand
Quantity	xx
Amount	00000.00

ATTACHMENT		
Attachment Type	Document	Doc Ref No
Document1	Docu1.pdf	xxxxxxxx
Document2	Docu2.pdf	xxxxxxxx
Document3	Docu3.pdf	xxxxxxxx

Approve **Disapprove**

Figure 12c-3. Approval- Without Temporary Slip (2) Approval of Request

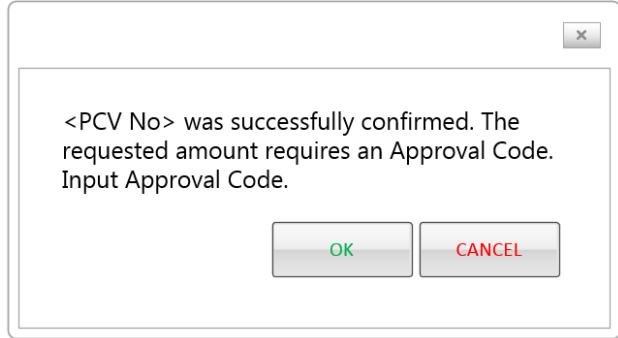


Figure 12d. Approval- PCV Confirmation Message

Approval Code: _____

Approver's Name: --Select--

Remarks:

Approve **Disapprove**

Figure 12d-1. Approval- PCV Input of Approval Code

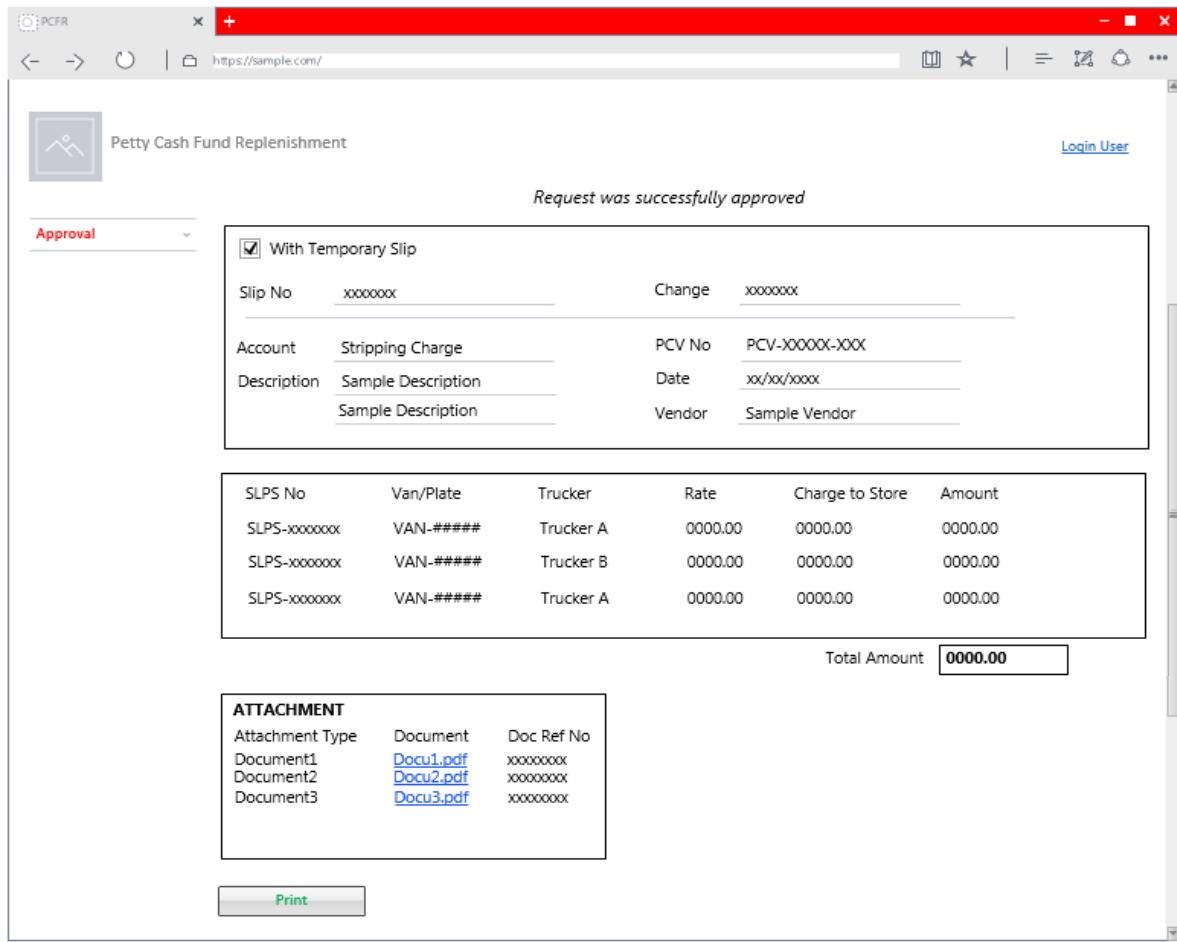


Figure 12d-2. Approval- PCV Success Message

By selecting multiple requests to approve, approver must tick the checkbox and click the **Approval** button to proceed. System will check if the requested amount needs an *Approval Code* (based on the Account Matrix) and an information message will display with specific temporary slip numbers that needs an approval code and be tagged as *Confirmed* (see figure 12e) whereas remaining PCVs will be tagged as *Approved*.

If *Confirmed*, user has three ways to input an approval code. First, user may input while confirmation message is displayed (see figure 12d and 12d-1). For the second and third way of encoding Approval Code, refer to pages 132-136.

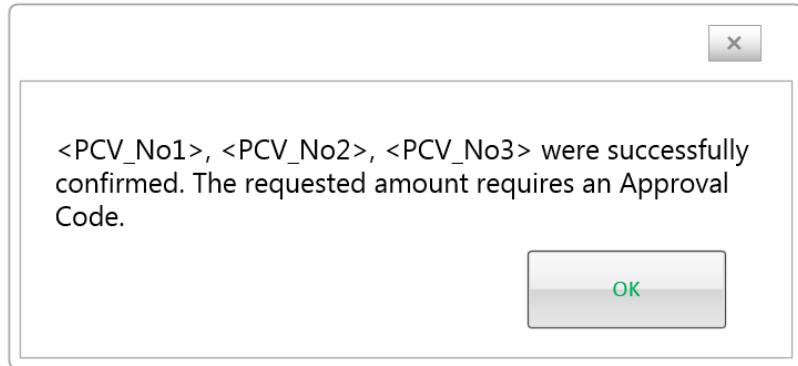


Figure 12e. Approval- PCV Multiple Approval Information Message

To disapprove request, approver may click the **Disapprove** button then user must input on **Remarks** input box (see figures 12f-12f-3) and as **Save** button is clicked, an information message will display (see figure 12f-4) and request must be tagged as *Disapproved-Dept Head* and will display request at Requestor's workbench.

Petty Cash Fund Replenishment

Approval

With Temporary Slip

Slip No	xxxxxx	Change	xxxxxx
Account	Stripping Charge	PCV No	PCV-XXXXX-XXX
Description	Sample Description	Date	xx/xx/xxxx
	Sample Description	Vendor	Sample Vendor

SLPS No	Van/Plate	Trucker	Rate	Charge to Store	Amount
SLPS-xxxxxx	VAN-#####	Trucker A	0000.00	0000.00	0000.00
SLPS-xxxxxx	VAN-#####	Trucker B	0000.00	0000.00	0000.00
SLPS-xxxxxx	VAN-#####	Trucker A	0000.00	0000.00	0000.00

Total Amount **0000.00**

ATTACHMENT

Attachment Type	Document	Doc Ref No
Document1	Docu1.pdf	xxxxxxxx
Document2	Docu2.pdf	xxxxxxxx
Document3	Docu3.pdf	xxxxxxxx

Remarks

Save

Approve **Disapprove**

Figure 12f. Approval- PCV With Temporary Slip (1) Disapproval of Request

PCFR

Petty Cash Fund Replenishment

Login User

Approval

With Temporary Slip

Slip No	x000000	Change	x000000
Account	Product Cost Clearing	PCV No	PCV-XXXXX-XXX
Description	Sample Description	Date	xx/xx/xxxx
Sample Description			

Job Request No	#####	ATTACHMENT		
Vendor	Sample Vendor	Attachment Type	Document	Doc Ref No
Project Name	Sample Project	Document1	Docu1.pdf	x0000000
Project Type	Sample Type	Document2	Docu2.pdf	x0000000
Brand	Sample Brand	Document3	Docu3.pdf	x0000000
Quantity	xx			
Amount	00000.00			

Approve Disapprove

Remarks

Save

Figure 12f-1. Approval- PCV With Temporary Slip (2) Disapproval of Request

Petty Cash Fund Replenishment

[Login User](#)

Approval

With Temporary Slip

Slip No	_____	Change	_____
Account	Stripping Charge	PCV No	PCV-XXXXX-XXX
Description	Sample Description	Date	xx/xx/xxxx
	Sample Description	Vendor	Sample Vendor

SLPS No	Van/Plate	Trucker	Rate	Charge to Store	Amount
SLPS-xxxxxxx	VAN-#####	Trucker A	0000.00	0000.00	0000.00
SLPS-xxxxxxx	VAN-#####	Trucker B	0000.00	0000.00	0000.00
SLPS-xxxxxxx	VAN-#####	Trucker A	0000.00	0000.00	0000.00

Total Amount **0000.00**

ATTACHMENT

Attachment Type	Document	Doc Ref No
Document1	Docu1.pdf	xxxxxxxx
Document2	Docu2.pdf	xxxxxxxx
Document3	Docu3.pdf	xxxxxxxx

Remarks

[Save](#)

[Approve](#) [Disapprove](#)

Figure 12f-2. Approval- PCV Without Temporary Slip (1) Disapproval of Request

Petty Cash Fund Replenishment

[Login User](#)

Approval

With Temporary Slip

Slip No	Change
Account	Production Cost Clearing
Description	Sample Description
	Sample Description

Job Request No	#####
Vendor	Sample Vendor
Project Name	Sample Project
Project Type	Sample Type
Brand	Sample Brand
Quantity	xx
Amount	00000.00

ATTACHMENT			
Attachment Type	Document	Doc Ref No	
Document1	Docu1.pdf	xxxxxxxx	
Document2	Docu2.pdf	xxxxxxxx	
Document3	Docu3.pdf	xxxxxxxx	

Approve **Disapprove**

Remarks

Save

Figure 12f-3. Approval- PCV Without Temporary Slip (2) Disapproval of Request

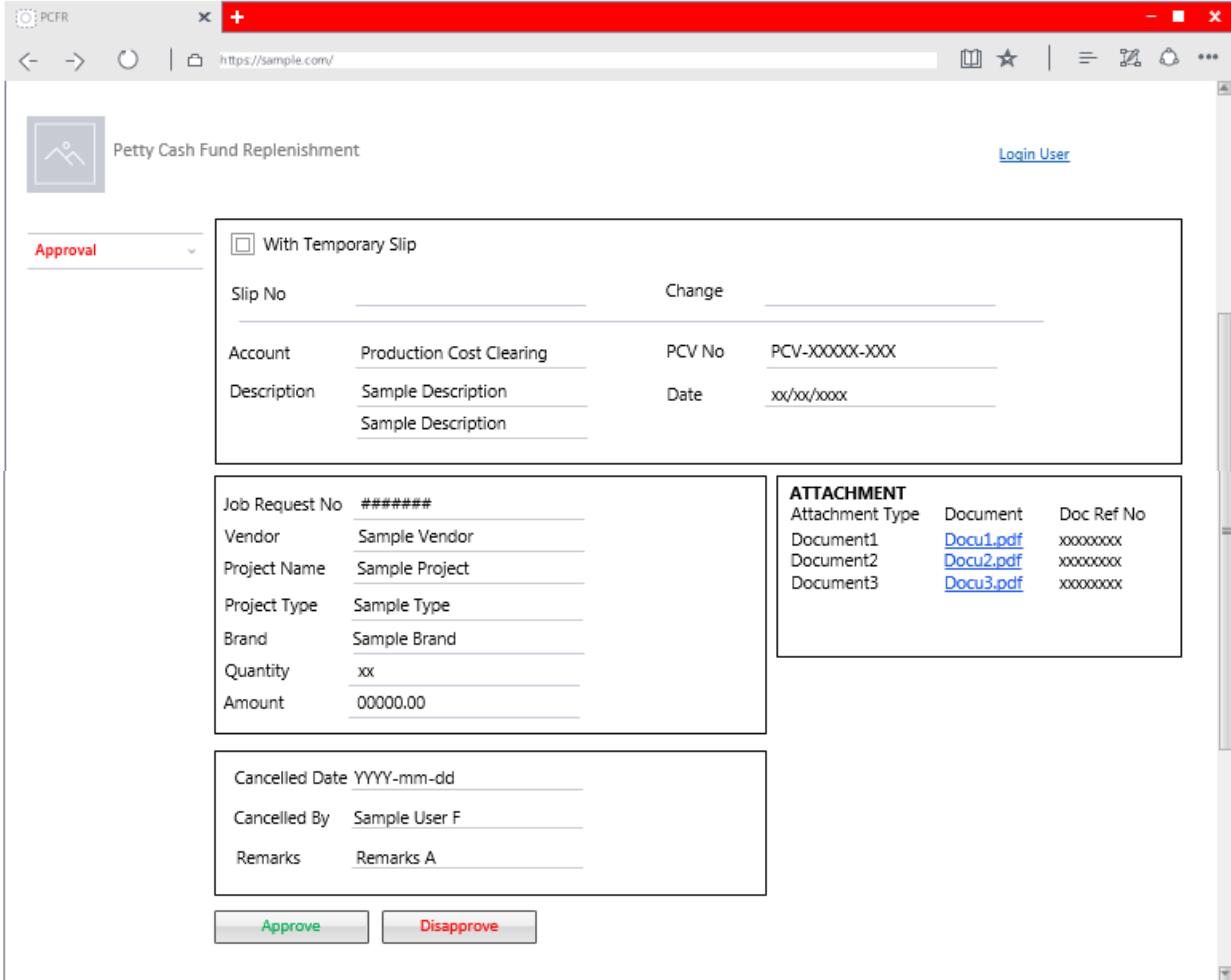


Figure 12f-4. Approval- PCV Disapproval of Request Information Message

For Approval of Cancelled PCVs

If **Cancelled**, by clicking  icon, approver can view the specific details of request where **Approve** and **Disapprove** buttons are available (see figures 12g and 12g-1)

Once **Approve** button is clicked, the cancellation of request is approved, a success message will display and request must be tagged as *Cancelled* and will display at Requestor's workbench.



The screenshot shows a web browser window titled "PCFR" with the URL "https://sample.com/". The page is titled "Petty Cash Fund Replenishment" and features a "Login User" link. A dropdown menu labeled "Approval" is open, showing the option "With Temporary Slip" with a checked checkbox. The main form contains the following data:

Slip No	Change
Account	Production Cost Clearing
Description	Sample Description
	Sample Description
Job Request No	#####
Vendor	Sample Vendor
Project Name	Sample Project
Project Type	Sample Type
Brand	Sample Brand
Quantity	xx
Amount	00000.00

On the right side, there is an "ATTACHMENT" section listing three documents:

Attachment Type	Document	Doc Ref No
Document1	Docu1.pdf	xxxxxxxx
Document2	Docu2.pdf	xxxxxxxx
Document3	Docu3.pdf	xxxxxxxx

Below the main form, there is a section for cancellation details:

Cancelled Date	YYYY-mm-dd
Cancelled By	Sample User F
Remarks	Remarks A

At the bottom of the page are two buttons: "Approve" (highlighted in green) and "Disapprove".

Figure 12g. Approval of Cancelled PCV- Sample UI for Approval of Request

To disapprove request, approver may click the **Disapprove** button then user must input on **Remarks** input box (see figures 12g-1) and as **Save** button is clicked, an information message will display (see figure 12g-2) and request must be tagged as *Disapproved-TL* and will display request at Requestor's workbench.

Figure 12g-1. Approval of Cancelled PCV- Sample UI for Disapproval of Request



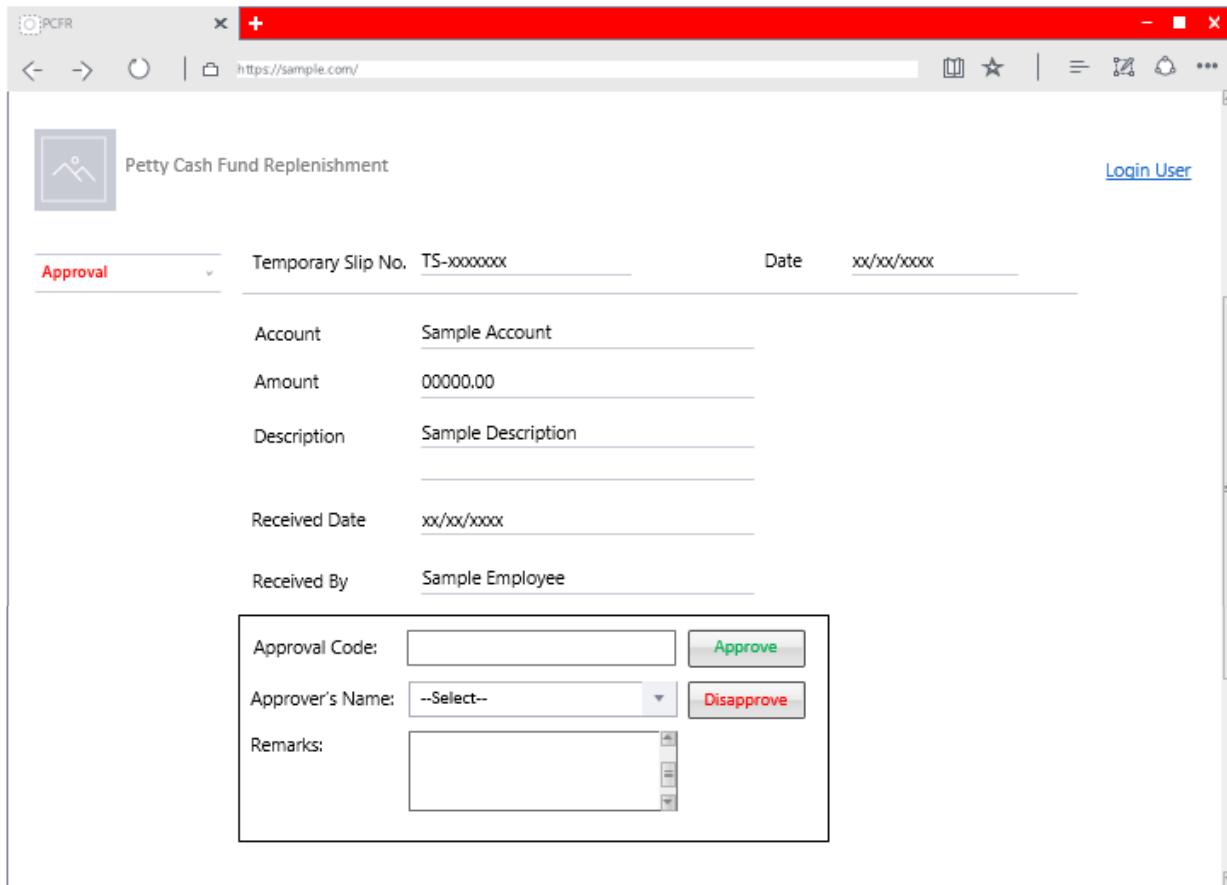
Figure 12g-2. Approval- PCV Disapproval of Request Information Message

For Approval Code (Temporary Slip and PCV Request)

There are three ways to input approval code: through confirmation message (see figures 12b-1, 12b-2, 12d and 12d-1), by viewing the specific request (see figures 12a and 12a-1), and by clicking the **Approval Code** button on the workbench (see figures 12a and 12a-1).

(Note: This process excludes “Delivery Charges” type of request.)

Once  icon is clicked, approver can view the specific details of request and must input its *Approval Code*, *Approver’s Name* and *Remarks* then click **Approve** button to proceed and request must be tagged as **Approved** (see figures 12h and 12h-1). A success message will display, see figures 12h-2 and 12h-3.



The screenshot shows a web-based application window titled "Petty Cash Fund Replenishment". The URL in the address bar is "https://sample.com/". On the left, there is a sidebar with a "PCFR" icon and a "Logout User" link. The main content area has a header "Petty Cash Fund Replenishment". Below the header, there is a form with the following fields:

Temporary Slip No.	TS-xxxxxx	Date	xx/xx/xxxx
Account	Sample Account		
Amount	00000.00		
Description	Sample Description		
Received Date	xx/xx/xxxx		
Received By	Sample Employee		

At the bottom of the form, there is a section for "Approval Code" with a text input field and a "Approve" button. There is also a dropdown menu for "Approver's Name" with the option "--Select--" and a "Disapprove" button. A "Remarks" text area is also present.

Figure 12h. Approval Code- Temporary Slip Input Approval Code (1)

Petty Cash Fund Replenishment

[Login User](#)

Approval

With Temporary Slip

Slip No	Change
Account	Production Cost Clearing
Description	Sample Description Sample Description
Date	xx/xx/xxxx

Job Request No	#####
Vendor	Sample Vendor
Project Name	Sample Project
Project Type	Sample Type
Brand	Sample Brand
Quantity	xx
Amount	00000.00

ATTACHMENT			
Attachment Type	Document	Doc Ref No	
Document1	Docu1.pdf	xxxxxxxx	
Document2	Docu2.pdf	xxxxxxxx	
Document3	Docu3.pdf	xxxxxxxx	

Approval Code:

Approver's Name:

Remarks:

Figure 12h-1. Approval Code- PCV Input Approval Code (1)

Petty Cash Fund Replenishment

[Login User](#)

Temporary Slip was successfully approved

Approval

Temporary Slip No. TS-xxxxxxx Date xx/xx/xxxx

Figure 12h-2. Approval Code- Approval of Request Success Message (Temporary Slip)

Petty Cash Fund Replenishment

[Login User](#)

Request was successfully approved

Approval

With Temporary Slip

Slip No	Change
---------	--------

Figure 12h-3. Approval Code- Approval of Request Success Message (PCV)

Once **Approval Code** button is clicked on the workbench, a modal will display wherein approver needs to input its *Approval Code*, *Approver's Name* and *Remarks* then click **Approve** button to proceed and request must be tagged as **Approved** (see figure 12i).

The modal window has a title bar with a close button. Inside, there are three input fields: 'Approval Code' (text box), 'Approver's Name' (dropdown menu showing '--Select--'), and 'Remarks' (text area with scroll bars). At the bottom are two buttons: 'Approve' (green) and 'Disapprove' (red).

Figure 12i. Approval Code- Input Approval Code (2)

To disapprove request, approver may click the **Disapprove** button wherein user must input on **Remarks** input box (see figures 12j, 12j-1, and 12k) and as **Save** button is clicked, an information message will display (see figures 12l and 12l-1) and request must be tagged as *Disapproved-DH* and will display request at Requestor's workbench.

The screenshot shows a web browser window titled 'PCFR'. The main content area is for a 'Petty Cash Fund Replenishment' slip. It includes fields for 'Temporary Slip No.' (TS-xxxxxxx), 'Date' (xx/xx/xxxx), 'Account' (Sample Account), 'Amount' (00000.00), 'Description' (Sample Description), 'Received Date' (xx/xx/xxxx), and 'Received By' (Sample Employee). Below this is a modal dialog for 'Approval Code' with fields for 'Approval Code' (text box), 'Approver's Name' (dropdown menu showing '--Select--'), 'Remarks' (text area), and buttons for 'Approve' (green) and 'Disapprove' (red). To the right of the modal is a 'Remarks' text area with a 'Save' button below it.

Figure 12j. Approval Code- Temporary Slip Disapproval of Approval Code (1)

Petty Cash Fund Replenishment

[Login User](#)

Approval

With Temporary Slip

Slip No	Change		
Account	Production Cost Clearing	PCV No	PCV-XXXXX-XXX
Description	Sample Description	Date	xx/xx/xxxx
	Sample Description		

Job Request No	#####
Vendor	Sample Vendor
Project Name	Sample Project
Project Type	Sample Type
Brand	Sample Brand
Quantity	xx
Amount	00000.00

ATTACHMENT		
Attachment Type	Document	Doc Ref No
Document1	Docu1.pdf	xxxxxxxx
Document2	Docu2.pdf	xxxxxxxx
Document3	Docu3.pdf	xxxxxxxx

Remarks:

Approval Code:

Approver's Name:

Save

Figure 12j-1. Approval Code- PCV Disapproval of Approval Code (1)

Remarks

Save

Figure 12k. Approval Code- Disapproval of Approval Code (2)



Figure 12l. Approval Code- Temporary Slip Disapproval of Request Information Message



Figure 12l-1. Approval Code- PCV Disapproval of Request Information Message

Treasury

Once clicked, it redirects to Treasury's workbench and has four tabs are available: *PCFR*, *For Approval*, *Temporary Slip*, and *PCV*

In figure 13a, Treasury staff may view the list of PCFR with *Saved*, *Submitted*, *Approved*, *Approved-PY*, *For Replenishment*, *Replenished*, and *Disapprove- TH* status. User may filter its status and also can sort other columns.

In figure 13a-1, approver may view the list of PCFR for approval. User may filter its status and also can sort other columns.

In figure 13a-2, user may view the approved Temporary Slips and its details.

In figure 13a-3, user may view the approved PCVs and

DATE	PCFR NO	BATCH ID	VENDOR	REQUESTED BY	STATUS	ACTION
xx/xx/xxxx	PCF-13013-20210101-1	PCF-04/10/2021-13013-1	Sample Vendor	Sample Requestor	SAVED	
xx/xx/xxxx	PCF-13013-20210101-2	PCF-04/10/2021-13013-2	Sample Vendor	Sample Requestor	SUBMITTED	
xx/xx/xxxx	PCF-13013-20210101-3	PCF-04/10/2021-13013-3	Sample Vendor	Sample Requestor	APPROVED	
xx/xx/xxxx	PCF-13013-20210101-4	PCF-04/10/2021-13013-4	Sample Vendor	Sample Requestor	APPROVED-PY	
xx/xx/xxxx	PCF-13013-20210101-4	PCF-04/10/2021-13013-4	Sample Vendor	Sample Requestor	FOR REPLENISHMENT	
xx/xx/xxxx	PCF-13013-20210101-5	PCF-04/10/2021-13013-5	Sample Vendor	Sample Requestor	REPLENISHED	
xx/xx/xxxx	PCF-13013-20210101-6	PCF-04/10/2021-13013-6	Sample Vendor	Sample Requestor	DISAPPROVED-TH	

Figure 13a. Treasury- PCFR Workbench

The screenshot shows a web-based application window titled "Petty Cash Fund Replenishment". The top navigation bar includes a logo, the title, and a "Login User" link. Below the title, there is a dropdown menu set to "Treasury" and a tab bar with four tabs: "PCFR" (highlighted in red), "For Approval" (highlighted in red), "Temporary Slip", and "PCV".

The main content area is a table titled "PCFR LIST" with the following columns:

DATE	PCFR NO	BATCH ID	VENDOR	REQUESTED BY	STATUS	ACTION
xx/xx/xxxx	PCF-13013-20210101-1	PCF-04/10/2021-13013-1	Sample Vendor	Sample Requestor	SUBMITTED	
xx/xx/xxxx	PCF-13013-20210101-2	PCF-04/10/2021-13013-2	Sample Vendor	Sample Requestor	SUBMITTED	
xx/xx/xxxx	PCF-13013-20210101-3	PCF-04/10/2021-13013-3	Sample Vendor	Sample Requestor	SUBMITTED	

Below the table, a message says "Showing x to x of xx entries" and a page navigation bar shows page 1 of 10.

Figure 13a-1. Treasury- For Approval (PCFR) Workbench

The screenshot shows a web-based application window titled "Petty Cash Fund Replenishment". The top navigation bar includes a logo, the title, and a "Login User" link. Below the title, there is a dropdown menu set to "Treasury" and a tab bar with four tabs: "PCFR" (highlighted in red), "For Approval" (highlighted in red), "Temporary Slip" (highlighted in red), and "PCV".

The main content area is a table titled "UNLIQUIDATED TEMPORARY SLIP" with the following columns:

DATE	TEMPORARY SLIP NO	ACCOUNT	DESCRIPTION	AMOUNT	AGE	STATUS	ACTION
xx/xx/xxxx	TS-xxxxxxx	Account1	Sample Description	00000.00	XX	APPROVED	
xx/xx/xxxx	TS-xxxxxxx	Account2	Sample Description	00000.00	XX	APPROVED	
xx/xx/xxxx	TS-xxxxxxx	Account3	Sample Description	00000.00	XX	APPROVED	
xx/xx/xxxx	TS-xxxxxxx	Account3	Sample Description	00000.00	XX	APPROVED	

At the bottom of the table, there is a "TOTAL" row with the value "00000.00" in red.

Figure 13a-2. Treasury- Temporary Slip (Approved) Workbench

Petty Cash Fund Replenishment

Login User

Treasury

PCFR For Approval Temporary Slip **PCV**

Show [] entries Search

PETTY CASH VOUCHER

DATE	PCV NO	DESCRIPTION	ACCOUNT	AMOUNT	STATUS	ACTION
xx/xx/xxxx	PCV-202104-1	Sample Description	Sample Account	00000.00	APPROVED	[Edit] [Delete]
xx/xx/xxxx	PCV-202104-2	Sample Description	Sample Account	00000.00	APPROVED	[Edit] [Delete]
xx/xx/xxxx	PCV-202104-3	Sample Description	Sample Account	00000.00	APPROVED	[Edit] [Delete]
xx/xx/xxxx	PCV-202104-5	Sample Description	Sample Account	00000.00	APPROVED	[Edit] [Delete]

Showing x to x of xx entries << Prev 1 2 3 4 5 6 7 8 9 10 Next >>

Figure 13a-3. Treasury- PCV (Approved) Workbench

Create PCFR

To create PCFR, user may click the **Create PCFR** button to proceed. Once clicked, all approved PCVs will automatically include into one PCFR and will auto generate the values needed on the fields and also totals below the table will auto compute (see figure 13b).

PCFR No format- PCF-OrgCode-yyyymmdd-x, x stands for series number of request (e.g., PCF-13013-20200410-1)

- *Requested By*- user login who created the PCFR
- *Doc Date*- create date of PCFR
- *Batch ID* format- PCF-mm/dd/yyyy/-OrgCode-x, x stands for series number of request (e.g., PCF-04/10/20210-13013-1)
- *Branch*- defaults to Store Support Center
- *Doc Type*- default as **Invoice**
- *Period*- based on the first and last create date of PCV
- *Temporary Slip*- total unliquidated Temporary Slip (auto computed)
- *Total Replenishment*- Total request for Replenishment (auto computed)
- *Pending Replenishment*- Total approved PCVs that are not yet submitted to Payables (auto computed)
- *Unreplenished*- Total interfaced (by Payables) replenishment that have not yet check released (auto computed)
- *Unapproved PCVs*- Total Unapproved Voucher by TL (auto computed)
- *Returned PCVs*- Total Returned Vouchers by Payables (auto computed)
- *PCF Accounted For*- Sum of Temporary Slip, Total Replenishment, Unreplenished, Unapproved PCVs, Returned PCVs, ATM Balance and Cash on Hand (auto computed)
- *PCF Accountability*- Petty Cash budget of the Branch (based on the maintenance set per store)

- *Overage/Shortage* -Difference between PCF Accountability and PCF Accounted For (auto computed)
- *ATM Balance*- Total amount in the ATM (required field- user input)
- *Cash on Hand*- Total Petty Cash amount on hand (required field- user input)

Attachment Type

- *ATM Slip*- this document can be attached as an image file or pdf file
- *Withdrawal Slip*- this document can be attached as an image file or pdf file
- *Cash Count Sheet*- this document can be attached as an image file or pdf file

Petty Cash Fund Replenishment

[Login User](#)

Treasury	PCF No	PCF-13013-20210101-1	Branch	Store Support Center
	Requested By	Sample Requestor	Vendor	Sample Vendor
	Doc Date	xx/xx/xxxx	Doc Type	Invoice
	Batch ID	PCF-04/10/2021-13013-1	Period	xx/xx/xxxx to xx/xx/xxxx

PCV NO	DESCRIPTION	ACCOUNT	DEPT	AMOUNT
PCV-xxxxx-xxx	Sample Description	Sample Account	DEPT-A	00000.00
PCV-xxxxx-xxx	Sample Description	Sample Account	DEPT-A	00000.00
PCV-xxxxx-xxx	Sample Description	Sample Account	DEPT-A	00000.00
PCV-xxxxx-xxx	Sample Description	Stripping Charge	DEPT-B	00000.00

Temporary Slip	0.00	Total Replenishment	00000.00
ATM Balance		Pending Replenishment	0.00
Cash on Hand		Unreplenished	0.00
PCF Accounted For	0.00	Unapproved PCVs	0.00
PCF Accountability	0.00	Returned PCVs	0.00
Overage/ Shortage	0.00		

ATTACHMENT [Add](#)

Attachment Type	Document	Doc. Ref Date	Doc Ref No	Action
--Select--		xx/xx/xxxx		X

[Save](#) [Submit](#)

Figure 13b. Create PCFR Module

As **Save** button is clicked, a success message will display. See figure 13b-1.

The screenshot shows a web browser window with a red header bar. The address bar displays 'https://sample.com/'. The main content area has a title 'Petty Cash Fund Replenishment' and a 'Login User' link. A message 'PCFR was successfully created' is centered. Below it, there are two sets of input fields. The first set is labeled 'Treasury' and includes fields for PCFR No (PCF-13013-20210101-1), Requested By (Sample Requestor), Doc Date (xx/xx/xxxx), and Batch ID (PCF-04/10/2021-13013-1). The second set of fields includes Branch (Store Support Center), Vendor (Sample Vendor), Doc Type (Invoice), and Period (xx/xx/xxxx to xx/xx/xxxx).

Figure 13b-1. Create PCFR success message (Saved)

As **Submit** button is clicked, a success message will display, see figure 13b-2. Created PCFR will display on Treasury's workbench for approval, see figure 13a-1.

The screenshot shows a web browser window with a red header bar. The address bar displays 'https://sample.com/'. The main content area has a title 'Petty Cash Fund Replenishment' and a 'Login User' link. A message 'PCFR was successfully submitted' is centered. Below it, there are two sets of input fields. The first set is labeled 'Treasury' and includes fields for PCFR No (PCF-13013-20210101-1), Requested By (Sample Requestor), Doc Date (xx/xx/xxxx), and Batch ID (PCF-04/10/2021-13013-1). The second set of fields includes Branch (Store Support Center), Vendor (Sample Vendor), Doc Type (Invoice), and Period (xx/xx/xxxx to xx/xx/xxxx).

Figure 13b-2. Create PCFR success message (Submit)

For Approval (PCFR Request)

As icon is clicked, list of PCVs under specific PCFR will display and user may view specific PCV by clicking its **PCV No**. **Approve** and **Disapprove** buttons are available. See figure 13c.

If **Submitted**, approver may click the **Approve** button then a success message will display (see figure 13c-1) and request will be tagged as **Approved** and will display on Payables' workbench.

Petty Cash Fund Replenishment

[Login User](#)

Treasury

PCFR No	PCF-13013-20210101-1	Branch	Store Support Center
Requested By	Sample Requestor	Vendor	Sample Vendor
Doc Date	xx/xx/xxxx	Doc Type	Invoice
Batch ID	PCF-04/10/2021-13013-1	Period	xx/xx/xxxx to xx/xx/xxxx

PCV NO	DESCRIPTION	ACCOUNT	DEPT	AMOUNT	ACTION
PCV-xxxxx-xxx	Sample Description	Sample Account	DEPT-A	00000.00	Cancel
PCV-xxxxx-xxx	Sample Description	Sample Account	DEPT-A	00000.00	Cancel
PCV-xxxxx-xxx	Sample Description	Sample Account	DEPT-A	00000.00	Cancel
PCV-xxxxx-xxx	Sample Description	Stripping Charge	DEPT-B	00000.00	Cancel

Temporary Slip	0.00	Total Replenishment	00000.00
ATM Balance	0.00	Pending Replenishment	0.00
Cash on Hand	0.00	Unreplenished	0.00
PCF Accounted For	0.00	Unapproved PCVs	0.00
PCF Accountability	0.00	Returned PCVs	0.00
Overage/ Shortage	0.00		

ATTACHMENT

Attachment Type Document

ATM Slip [Docu1.pdf](#)

Withdrawal Slip [Docu2.pdf](#)

[Approve](#) [Disapprove](#)

Figure 13c. Treasury- Approval of PCFR Request

With Temporary Slip

Slip No	Change
Account	PCV No
Description	PCV-XXXXX-XXX
Vendor	Date
No of Employees	xx/xx/xxxx
Non-Employees	xx/xx/xxxx
Amount	cbm Consumption
	xx
	Description
	Sample Description

ATTACHMENT

Attachment Type Document Doc Ref No

Document1 [Docu1.pdf](#) xoooooox

Document2 [Docu2.pdf](#) xooooooo

Document3 [Docu3.pdf](#) xooooooo

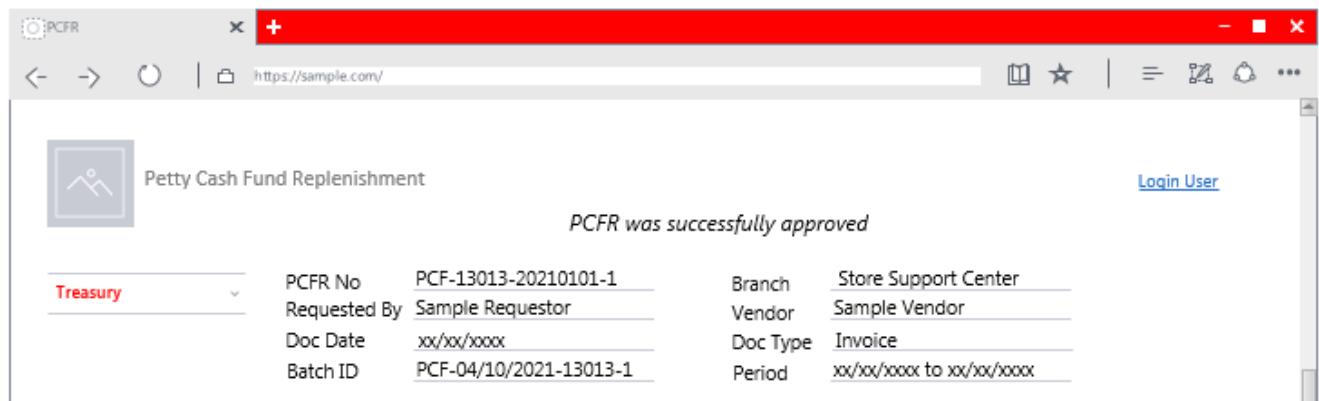


Figure 13c-1. Treasury- Approval of PCFR Request Success Message

To disapprove request, approver may click the **Disapprove** button then user must input on **Remarks** input box (see figure 13d) and as **Save** button is clicked, an information message will display (see figure 13d-1) and request must be tagged as *Disapproved-TH*.

PCV NO	DESCRIPTION	ACCOUNT	DEPT	AMOUNT	ACTION
PCV-xxxxx-xxx	Sample Description	Sample Account	DEPT-A	00000.00	Cancel
PCV-xxxxx-xxx	Sample Description	Sample Account	DEPT-A	00000.00	Cancel
PCV-xxxxx-xxx	Sample Description	Sample Account	DEPT-A	00000.00	Cancel
PCV-xxxxx-xxx	Sample Description	Stripping Charge	DEPT-B	00000.00	Cancel

Temporary Slip	0.00	Total Replenishment	00000.00
ATM Balance	0.00	Pending Replenishment	0.00
Cash on Hand	0.00	Unreplenished	0.00
PCF Accounted For	0.00	Unapproved PCVs	0.00
PCF Accountability	0.00	Returned PCVs	0.00
Overage/ Shortage	0.00		

ATTACHMENT	
Attachment Type	Document
ATM Slip	Docu1.pdf
Withdrawal Slip	Docu2.pdf

Approve **Disapprove**

Remarks

Save

Figure 13d. Treasury- Disapproval of PCFR Request



Figure 13d-1. Approval (PCFR)- Disapproval of Request Information Message

Payables

Once clicked, it redirects to Payables' workbench and PCFR requests are categorized into three tabs: *Approved, For Replenishment, and Replenished*. See figure 14a, 14a-1, 14a-2.

In figure 14a, all for approval PCFR request will display.

In figure 14a-1, all For Replenishment PCFR request will display.

In figure 14a-2, all Replenished PCFR request will display.

DATE	PCFR NO	BATCH ID	VENDOR	REQUESTED BY	STATUS	ACTION
xx/xx/xxxx	PCF-13013-20210101-3	PCF-04/10/2021-13013-3	Sample Vendor	Sample Requestor	APPROVED	
xx/xx/xxxx	PCF-13013-20210101-4	PCF-04/10/2021-13013-4	Sample Vendor	Sample Requestor	APPROVED	
xx/xx/xxxx	PCF-13013-20210101-5	PCF-04/10/2021-13013-5	Sample Vendor	Sample Requestor	APPROVED	

Figure 14a. Payables' Workbench (Approved)

Petty Cash Fund Replenishment

[Login User](#)

Payables

Approved **For Replenishment** Replenished

Show entries

PCFR LIST

DATE	PCFR NO	BATCH ID	VENDOR	REQUESTED BY	APV#	CV#	STATUS	ACTION
xx/xx/xxxx	PCF-13013-20210101-3	PCF-04/10/2021-13013-3	Sample Vendor	Sample Requestor	#####	#####	FOR REPLENISHMENT	<input type="button"/>
xx/xx/xxxx	PCF-13013-20210101-4	PCF-04/10/2021-13013-4	Sample Vendor	Sample Requestor	#####	#####	FOR REPLENISHMENT	<input type="button"/>
xx/xx/xxxx	PCF-13013-20210101-5	PCF-04/10/2021-13013-5	Sample Vendor	Sample Requestor	#####	#####	FOR REPLENISHMENT	<input type="button"/>

Showing x to x of xx entries [<< Prev](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [Next >>](#)

Figure 14a-1. Payables' Workbench (For Replenishment)

Petty Cash Fund Replenishment

[Login User](#)

Payables

Approved For Replenishment **Replenished**

Show entries

PCFR LIST

DATE	PCFR NO	BATCH ID	VENDOR	REQUESTED BY	APV#	CV#	STATUS	ACTION
xx/xx/xxxx	PCF-13013-20210101-3	PCF-04/10/2021-13013-3	Sample Vendor	Sample Requestor	#####	#####	REPLENISHED	<input type="button"/>
xx/xx/xxxx	PCF-13013-20210101-4	PCF-04/10/2021-13013-4	Sample Vendor	Sample Requestor	#####	#####	REPLENISHED	<input type="button"/>
xx/xx/xxxx	PCF-13013-20210101-5	PCF-04/10/2021-13013-5	Sample Vendor	Sample Requestor	#####	#####	REPLENISHED	<input type="button"/>

Showing x to x of xx entries [<< Prev](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [Next >>](#)

Figure 14a-2. Payables' Workbench (Replenished)

If Approved, approver may click the **Post to EBS** button (see figure 14b) then a success message will display (see figure 14b-1) and request will be tagged as *For Replenishment*. As approved, it will interface to EBS wherein user can input data needed to process the request. Summary icon (≡) is available and user can view the specific grouped PCVs into one series number based on their accounts and allowed to print PCFR, see figure 14d.

(Note: *Series No* format- SN-yyyymm-x, x stands for series number of request (e.g., SN-202104-1).)

The screenshot shows a web browser window titled "PCFR" with the URL "https://sample.com/". The page is titled "Petty Cash Fund Replenishment". On the left, there is a sidebar with a "Payables" tab selected. The main content area displays the following information:

PCFR No	PCF-13013-20210101-1	Branch	Store Support Center
Requested By	Sample Requestor	Vendor	Sample Vendor
Doc Date	xx/xx/xxxx	Doc Type	Invoice
Batch ID	PCF-04/10/2021-13013-1	Period	xx/xx/xxxx to xx/xx/xxxx

Below this is a table of Petty Cash Vouchers (PCVs):

PCV NO	DESCRIPTION	ACCOUNT	AMOUNT	DEPT	ACTION
PCV-xxxxx-xxx	Sample Description	Sample Account	00000.00	DEPT-A	Disapprove
PCV-xxxxx-xxx	Sample Description	Sample Account	00000.00	DEPT-A	Disapprove
PCV-xxxxx-xxx	Sample Description	Sample Account	00000.00	DEPT-A	Disapprove
PCV-xxxxx-xxx	Sample Description	Stripping Charge	00000.00	DEPT-B	Disapprove

Below the PCVs is a summary table:

Temporary Slip	0.00	Total Replenishment	00000.00
ATM Balance	0.00	Pending Replenishment	0.00
Cash on Hand	0.00	Unreplenished	0.00
PCF Accounted For	0.00	Unapproved PCVs	0.00
PCF Accountability	0.00	Returned PCVs	0.00
Overage/ Shortage	0.00		

At the bottom left is an "ATTACHMENT" section:

Attachment Type	Document
ATM Slip	Docu1.pdf
Withdrawal Slip	Docu2.pdf

At the bottom center is a "Post to EBS" button.

Figure 14b. Payables- Approval of Request

The screenshot shows a web browser window with the title "PCFR" and the URL "https://sample.com/". The main content area displays a success message for a "Petty Cash Fund Replenishment" with the identifier "PCF-13013-20210101-1". The message states "PCFR was successfully posted to EBS". A "Login User" link is visible in the top right corner.

Payables

PCFR No	PCF-13013-20210101-1	Branch	Store Support Center
Requested By	Sample Requestor	Vendor	Sample Vendor
Doc Date	xx/xx/xxxx	Doc Type	Invoice
Batch ID	PCF-04/10/2021-13013-1	Period	xx/xx/xxxx to xx/xx/xxxx

PCV NO	DESCRIPTION	ACCOUNT	DEPT	AMOUNT
PCV-xxxxx-xxx	Sample Description	Sample Account	DEPT- A	00000.00
PCV-xxxxx-xxx	Sample Description	Sample Account	DEPT- A	00000.00
PCV-xxxxx-xxx	Sample Description	Sample Account	DEPT- A	00000.00
PCV-xxxxx-xxx	Sample Description	Stripping Charge	DEPT- B	00000.00

Temporary Slip	0.00	Total Replenishment	00000.00
ATM Balance	0.00	Pending Replenishment	0.00
Cash on Hand	0.00	Unreplenished	0.00
PCF Accounted For	0.00	Unapproved PCVs	0.00
PCF Accountability	0.00	Returned PCVs	0.00
Overage/ Shortage	0.00		

ATTACHMENT		Approved By	Sample Approver
Attachment Type	Document	Approved Date & Time	mm/dd/yyyy; HH:mm
ATM Slip	Docu1.pdf		
Withdrawal Slip	Docu2.pdf		

Print

Figure 14b-1. Payables- Approval of Request Success Message

To disapprove request, approver may click the **Disapprove** button under *Action* column (see figure 14c) and a modal will display wherein user must input on **Remarks** input box (see figures 14c-1) and as **Save** button is clicked, an information message will display (see figure 14c-2) and specific request must be tagged as *Disapproved-PY* and will display request at Requestor's workbench.

The screenshot shows a web-based application interface for managing petty cash requests. At the top, there is a header with the logo 'PCFR' and the title 'Petty Cash Fund Replenishment'. On the left, a sidebar shows a 'Payables' section. The main content area contains several input fields for document metadata: PCF No (PCF-13013-20210101-1), Requested By (Sample Requestor), Doc Date (xx/xx/xxxx), Batch ID (PCF-04/10/2021-13013-1), Branch (Store Support Center), Vendor (Sample Vendor), Doc Type (Invoice), and Period (xx/xx/xxxx to xx/xx/xxxx). Below this, a table lists PCV entries:

PCV NO	DESCRIPTION	ACCOUNT	AMOUNT	DEPT	ACTION
PCV-xxxxx-xxx	Sample Description	Sample Account	00000.00	DEPT-A	Disapprove
PCV-xxxxx-xxx	Sample Description	Sample Account	00000.00	DEPT-A	Disapprove
PCV-xxxxx-xxx	Sample Description	Sample Account	00000.00	DEPT-A	Disapprove
PCV-xxxxx-xxx	Sample Description	Stripping Charge	00000.00	DEPT-B	Disapprove

Below the table, there are summary rows for financial amounts:

Temporary Slip	0.00	Total Replenishment	00000.00
ATM Balance	0.00	Pending Replenishment	0.00
Cash on Hand	0.00	Unreplenished	0.00
PCF Accounted For	0.00	Unapproved PCVs	0.00
PCF Accountability	0.00	Returned PCVs	0.00
Overage/ Shortage	0.00		

At the bottom, there is a section for attachments labeled 'ATTACHMENT' with two entries: 'Attachment Type' (Document) and 'ATM Slip' (with links to 'Docu1.pdf' and 'Docu2.pdf'). A 'Post to EBS' button is located at the very bottom.

Figure 14c. Payables- Disapproval of Request



Figure 14c-1. Payables- Disapproval of Request (Remarks)



Figure 14c-2. Payables- Disapproval of Request Information Message

As summary icon (≡) is clicked on Payables dashboard (see figure 14a-1), user can view the specific grouped PCVs into one series number and arranged in alphabetical order based on their accounts

SERIES NO	DESCRIPTION	ACCOUNT	DEPT	AMOUNT
SN-xxxxxx-x	PCV-202104-2, PCV-202104-3	Meals	DEPT-A	00000.00
SN-xxxxxx-x	PCV-202104-5	Telephone Expense	DEPT-A	00000.00
SN-xxxxxx-x	PCV-202104-4	Transportation	DEPT-A	00000.00

	0.00		00000.00
Total Replenishment		Pending Replenishment	0.00
Temporary Slip		Unreplenished	0.00
ATM Balance		Unapproved PCVs	0.00
Cash on Hand		Returned PCVs	0.00
PCF Accounted For			
PCF Accountability			
Overage/ Shortage			

ATTACHMENT	Approved By
Attachment Type	Sample Approver
ATM Slip	mm/dd/yyyy; HH:mm
Withdrawal Slip	#####- Status A
Document	#####- Status A
Docu1.pdf	
Docu2.pdf	

Figure 14d. Payables- Summary Icon Display

As interfaced, please refer to table below showing the PCFR and EBS status:

PCFR			EBS - ORACLE	
PCFR STATUS	PCFR APV STATUS	PCFR CV STATUS	APV	CV
Approved (TL) Post To EBS (action)			No APV yet or Cancelled	No CV yet or Voided
For Replenishment	Validated Needs Re-Validation Never Validated	Negotiable Stop Initiated Issued	Validated Needs Re-Validation Never Validated	Negotiable Stop Initiated Issued
Replenished	Validated	Cleared , Cleared but Unaccounted, Reconciled, Reconciled Unaccounted	Validated	Cleared , Cleared but Unaccounted, Reconciled, Reconciled Unaccounted

To avoid duplication, system will check and verify if the PCFR request has a void APV and CV. If yes, PCFR request will reroute for Payables approval and will recreate another PCFR number with format PCF-
OrgCode-yyyymmdd-x-n, **x** stands for series number of request and **n** stands for regeneration of APV.
(e.g., PCF-13013-20200410-1-1)

Printing of Forms (PCV)

Once approved, **Print** button will be available and as  icon is clicked, user may print the specific PCV. Refer pages 97-105.

(Note: *Footer format*: Printed By: <account username> Printed Date & Time: <mm/dd/yyyy;hh:mm>)

Printing of Forms (PCFR)

Once approved, **Print** button will be available and as  is clicked, user may print the detailed PCVs included into one PCFR (see figure 15a) whereas summary  icon is clicked, user can print the specific grouped PCVs into one Voucher based on their accounts(see figure 15b).

(Note: *Footer format*: Printed By: <account username> Printed Date & Time: <mm/dd/yyyy;hh:mm>)



Petty Cash Fund Replenishment
PCFR (Detailed)
<STATUS>

PCFR No	PCF-13013-20210101-1	Branch	Store Support Center
Requested By	Sample Requestor	Vendor	Sample Vendor
Doc Date	xx/xx/xxxx	Doc Type	Invoice
Batch ID	PCF-04/10/2021-13013-1	Period	xx/xx/xxxx to xx/xx/xxxx

PCV NO	DESCRIPTION	ACCOUNT	DEPT	AMOUNT
PCV-xxxxx-xxx	Sample Description	Sample Account	DEPT-A	00000.00
PCV-xxxxx-xxx	Sample Description	Sample Account	DEPT-A	00000.00
PCV-xxxxx-xxx	Sample Description	Sample Account	DEPT-A	00000.00
PCV-xxxxx-xxx	Sample Description	Stripping Charge	DEPT-B	00000.00

Temporary Slip	0.00	Total Replenishment	00000.00
ATM Balance	0.00	Pending Replenishment	0.00
Cash on Hand	0.00	Unreplenished	0.00
PCF Accounted For	0.00	Unapproved PCVs	0.00
PCF Accountability	0.00	Returned PCVs	0.00
Overage/ Shortage	0.00		

Attachment (s)	ATM Slip, Withdrawal Slip	Approved By	Sample Approver
		Approved	
		Date & Time	mm/dd/yyyy; HH:mm

Printed By: <user account name>

Printed Date & Time: <mm/dd/yyyy; hh:mm>

Figure 15a. PCFR (Detailed) Sample Output

Petty Cash Fund Replenishment																									
PCFR (Voucher) <STATUS>																									
PCFR No	PCF-13013-20210101-1	Branch	Store Support Center																						
Requested By	Sample Requestor	Vendor	Sample Vendor																						
Doc Date	xx/xx/xxxx	Doc Type	Invoice																						
Batch ID	PCF-04/10/2021-13013-1	Period	xx/xx/xxxx to xx/xx/xxxx																						
<table border="1"> <thead> <tr> <th>SERIES NO</th> <th>DESCRIPTION</th> <th>ACCOUNT</th> <th>DEPT</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>SN-xxxxxx-x</td> <td>PCV-202104-2, PCV-202104-3</td> <td>Meals</td> <td>DEPT-A</td> <td>00000.00</td> </tr> <tr> <td>SN-xxxxxx-x</td> <td>PCV-202104-5</td> <td>Telephone Expense</td> <td>DEPT-A</td> <td>00000.00</td> </tr> <tr> <td>SN-xxxxxx-x</td> <td>PCV-202104-4</td> <td>Transportation</td> <td>DEPT-A</td> <td>00000.00</td> </tr> </tbody> </table>						SERIES NO	DESCRIPTION	ACCOUNT	DEPT	AMOUNT	SN-xxxxxx-x	PCV-202104-2, PCV-202104-3	Meals	DEPT-A	00000.00	SN-xxxxxx-x	PCV-202104-5	Telephone Expense	DEPT-A	00000.00	SN-xxxxxx-x	PCV-202104-4	Transportation	DEPT-A	00000.00
SERIES NO	DESCRIPTION	ACCOUNT	DEPT	AMOUNT																					
SN-xxxxxx-x	PCV-202104-2, PCV-202104-3	Meals	DEPT-A	00000.00																					
SN-xxxxxx-x	PCV-202104-5	Telephone Expense	DEPT-A	00000.00																					
SN-xxxxxx-x	PCV-202104-4	Transportation	DEPT-A	00000.00																					
Temporary Slip	0.00	Total Replenishment	00000.00																						
ATM Balance	0.00	Pending Replenishment	0.00																						
Cash on Hand	0.00	Unreplenished	0.00																						
PCF Accounted For	0.00	Unapproved PCVs	0.00																						
PCF Accountability	0.00	Returned PCVs	0.00																						
Overage/ Shortage	0.00																								
Attachment (s)	ATM Slip, Withdrawal Slip	Approved By	Sample Approver																						
APV No & Status	#####- Status A	Approved Date & Time	mm/dd/yyyy; HH:mm																						
CV No & Status	#####- Status A																								
Printed By: <user account name>		Printed Date & Time: <mm/dd/yyyy; hh:mm>																							

Figure 15b. PCFR (Summary) Sample Output

Report

Once clicked, user must select first a report title then specific parameters will display. See figure 16a.

(Note: Parameters will depend on the selected report.)

- If Store/DC users, *Company* and *Branch* are default to where users are assigned.
- If HO users, *Company* and *Branch* may vary to where users are assigned based on the access given.
- For Administrator and Audit users, *Company* and *Branch* can be multiple selected.

As the parameters are set, user may click the **Generate** button and data generated will display. Also, **Print** button will be available. See figures 16b-16c.

For DC/Store/SSC user's view

The screenshot shows a web browser window with a red header bar. The main content area displays a form for generating a report. At the top right is a 'Login User' link. Below it is a dropdown menu with three options: 'Petty Cash Expense', 'PCFR (Detailed)', and 'PCFR (Summary)'. A red arrow points from the bottom left towards the 'PCFR (Summary)' option. The form includes fields for 'Report Title *' (a dropdown menu), 'Company' (a dropdown menu), 'Branch' (a dropdown menu), 'Date From *' (a date input field with a calendar icon), 'Date To *' (a date input field with a calendar icon), and a green 'Generate' button. On the far left, there is a vertical sidebar with a 'Report' tab and a 'Petty Cash Fund Replenishment' icon.

For Administrator and Audit user's view

This screenshot is similar to the one above but shows a different state of the application. The 'Report' dropdown menu is open, and the 'PCFR (Summary)' option is highlighted with a red arrow. The rest of the interface, including the form fields for Company, Branch, Date Range, and the 'Generate' button, appears identical to the DC/Store/SSC user's view.

Figure 16a. Report Parameters

Petty Cash Expense

The screenshot shows a web-based application window titled "Petty Cash Fund Replenishment". At the top, there is a navigation bar with icons for back, forward, search, and other browser functions. The URL bar shows "https://sample.com/". On the right side of the header, there is a "Login User" link.

The main content area has a "Report" dropdown menu currently set to "Report Title * Petty Cash Expense". Below this, there are dropdown menus for "Company" (set to "Sample Company") and "Branch" (set to "Store A"). There are also date selection fields for "Date From" (xx/xx/xxxx) and "Date To" (xx/xx/xxxx), each with a calendar icon. A green "Generate" button is located to the right of the date fields.

Below these controls, the title "PETTY CASH EXPENSES" is displayed in bold capital letters. Underneath it, placeholder text indicates the report scope: "<Company>", "<Branch>", and "<Date Range>".

A table follows, showing a list of expense items. The columns are labeled "NO", "EXPENSE/ACCOUNT", and "AMOUNT". The data rows are:

NO	EXPENSE/ACCOUNT	AMOUNT
1	Sample Account 1	00000.00
2	Sample Account 2	00000.00
3	Sample Account 3	00000.00
4	Sample Account 4	00000.00
5	Sample Account 5	00000.00
6	Sample Account 6	00000.00
7	Sample Account 7	00000.00
8	Sample Account 8	00000.00
TOTAL AMOUNT		00000.00

At the bottom of the report area, there are two buttons: "Export to Excel" and "Print".

Figure 16b. Report- Petty Cash Expense

PETTY CASH EXPENSES		
<Company>		
<Branch>		
<Date Range>		
NO	EXPENSE/ACCOUNT	AMOUNT
1	Sample Account 1	00000.00
2	Sample Account 2	00000.00
3	Sample Account 3	00000.00
4	Sample Account 4	00000.00
5	Sample Account 5	00000.00
6	Sample Account 6	00000.00
7	Sample Account 7	00000.00
8	Sample Account 8	00000.00
TOTAL AMOUNT		00000.00
Printed By: <user account name>		Printed Date & Time: <mm/dd/yyyy; hh:mm>

Figure 16b. Report- Petty Cash Expense Sample Output

PCFR (Detailed)

The list under *PCFR* parameter will vary on the date range selected, one at a time selection of PCFR.

The screenshot shows a web-based reporting interface for 'Petty Cash Fund Replenishment'. At the top, there's a header bar with a logo, a title 'Petty Cash Fund Replenishment', and a 'Login User' link. Below the header, a navigation bar includes a 'Report' dropdown set to 'PCFR (Detailed)', and filters for 'Company' (set to 'Sample Company'), 'Branch' (set to 'Store A'), 'PCFR' (set to '--Select--'), 'Date From' (xx/xx/xxxx), and 'Date To' (xx/xx/xxxx). A green 'Generate' button is located to the right of the date fields. The main content area is titled 'PCFR (DETAILED)' and displays a table of replenishment records. The table has columns: PCFR NO, BRANCH/ COMPANY, PCV NO, DESCRIPTION, ACCOUNT, AMOUNT, and STATUS. Four rows of sample data are shown, all from 'Store A' with PCV numbers starting with 'PCV-xxxxx-xxx' and descriptions like 'Sample Description'. The 'AMOUNT' column shows values like '00000.00' and the 'STATUS' column shows 'Replenished'. Below the table is a summary section with categories like 'Temporary Slip', 'ATM Balance', 'Cash on Hand', 'PCF Accounted For', 'PCF Accountability', and 'Overage/ Shortage', each with its corresponding value and amount. At the bottom right are 'Export to Excel' and 'Print' buttons.

PCFR NO	BRANCH/ COMPANY	PCV NO	DESCRIPTION	ACCOUNT	AMOUNT	STATUS
PCF-13013-20210101-1	Store A	PCV-xxxxx-xxx	Sample Description	Sample Account	00000.00	Replenished
PCF-13013-20210101-1	Store A	PCV-xxxxx-xxx	Sample Description	Sample Account	00000.00	Replenished
PCF-13013-20210101-1	Store A	PCV-xxxxx-xxx	Sample Description	Sample Account	00000.00	Replenished
PCF-13013-20210101-1	Store A	PCV-xxxxx-xxx	Sample Description	Sample Account	00000.00	Replenished

Temporary Slip	0.00	Total Replenishment	00000.00
ATM Balance	0.00	Pending Replenishment	0.00
Cash on Hand	0.00	Unreplenished	0.00
PCF Accounted For	0.00	Unapproved PCVs	0.00
PCF Accountability	0.00	Returned PCVs	0.00
Overage/ Shortage	0.00		

[Export to Excel](#) [Print](#)

Figure 16c. Report- PCFR (Detailed)

PCFR (DETAILED)							
<Company>							
<Branch>							
<Date Range>							
NO	PCFR NO	BRANCH/ COMPANY	PCV NO	DESCRIPTION	ACCOUNT	AMOUNT	STATUS
1	PCF-13013-20210101-1	Branch A	PCV-xxxxxx-xxx	Sample Description	Sample Account	00000.00	Replenished
2	PCF-13013-20210101-2	Branch A	PCV-xxxxxx-xxx	Sample Description	Sample Account	00000.00	Replenished
3	PCF-13013-20210101-3	Branch A	PCV-xxxxxx-xxx	Sample Description	Sample Account	00000.00	Replenished
4	PCF-13013-20210101-4	Branch A	PCV-xxxxxx-xxx	Sample Description	Sample Account	00000.00	Replenished
				Temporary Slip	0.00	Total Replenishment	00000.00
				ATM Balance	0.00	Pending Replenishment	0.00
				Cash on Hand	0.00	Unreplenished	0.00
				PCF Accounted For	0.00	Unapproved PCVs	0.00
				PCF Accountability	0.00	Returned PCVs	0.00
				Overage/ Shortage	0.00		

Printed By: <user account name> Printed Date & Time: <mm/dd/yyyy; hh:mm>

Figure 16c-1. Report- PCFR (Detailed) Sample Output

PCFR (Summary)

The list under PCFR parameter will vary on the date range selected, but default display to ALL.

PCFR (SUMMARY)							
<Company>							
<Branch>							
<Date Range>							
PCFR NO	BRANCH/ COMPANY	VENDOR NAME	BATCH ID	AMOUNT	DOCUMENT DATE AND TIME	UPDATE DATE AND TIME	STATUS
PCF-13013-20210101-1	Store A	Sample Vendor	PCF-04/10/2021-13013-1	00000.00	2021-04-21 HH:miss	2021-04-21 HH:miss	Replenished
PCF-13013-20210101-2	Store A	Sample Vendor	PCF-04/10/2021-13013-2	00000.00	2021-04-21 HH:miss	2021-04-21 HH:miss	Replenished
PCF-13013-20210101-3	Store A	Sample Vendor	PCF-04/10/2021-13013-3	00000.00	2021-04-21 HH:miss	2021-04-21 HH:miss	Replenished
PCF-13013-20210101-4	Store A	Sample Vendor	PCF-04/10/2021-13013-4	00000.00	2021-04-21 HH:miss	2021-04-21 HH:miss	Replenished

Figure 16d. Report- PCFR (Summary)

PCFR (SUMMARY) <Company> <Branch> <Date Range>								
NO	PCFR NO	BRANCH/ COMPANY	VENDOR NAME	BATCH ID	AMOUNT	DOCUMENT DATE AND TIME	UPDATE DATE AND TIME	STATUS
1	PCF-13013-20210101-1	Branch A	Sample Vendor	PCF-04/10/2021-13013-1	00000.00	2021-04-21 HH:mm:ss	2021-04-21 HH:mm:ss	Replenished
2	PCF-13013-20210101-2	Branch A	Sample Vendor	PCF-04/10/2021-13013-2	00000.00	2021-04-21 HH:mm:ss	2021-04-21 HH:mm:ss	Replenished
3	PCF-13013-20210101-3	Branch A	Sample Vendor	PCF-04/10/2021-13013-3	00000.00	2021-04-21 HH:mm:ss	2021-04-21 HH:mm:ss	Replenished
4	PCF-13013-20210101-4	Branch A	Sample Vendor	PCF-04/10/2021-13013-4	00000.00	2021-04-21 HH:mm:ss	2021-04-21 HH:mm:ss	Replenished

Printed By: <user account name> Printed Date & Time: <mm/dd/yyyy; hh:mm>

Figure 16d-1. Report- PCFR (Summary) Sample Output

Interfacing

Account interfacing Condition includes the following:

Account Name	Account Code	Account Type
Stripping Charges		
Charge to Store	51002	Expense
Charge to Vendor	11701	Receivable
Pakyawan		
Charge to Store/DC	60102	Expense
Charge to Store/Supplier	11701	Receivable

Note: All Account Code with 11701 should be created under Receivable Type

Maintenance

Note: Below are the list of maintenance. (Refer pages 169-184 for reference.)

MAINTENANCE	DESCRIPTION
User	List of ePCFR users. Allowed to add, update, and set active/inactive users.
Account	View list of all “Account”. Source: Oracle
Branch	Includes access per Area Head. Source: Oracle
Accountability	Allowed to set the budget per week (per store setup).
Matrix	Allowed to add another account or to adjust specific account’s amount.
Vendor	Allowed to add another vendor

Attachment on each PCV

Table below are the list of attachment required on each PCV.

Note: If **Acknowledgement Receipt** is selected, **Document Reference Number** will auto generate same as the value of its **PCV No**

PCV ACCOUNT	ATTACHMENT TYPE							
	OFFICIAL RECEIPT/ SALES INVOICE	ACKNOWLEDGEMENT RECEIPT	TEMPORARY SLIP	DELIVERY INSTRUCTION	STATEMENT OF ACCOUNT/BILL	EXTRA LABOR SUMMARY	COMPLETION REPORT	SIGNED PCVs
1 STRIPPING CHARGE	✓		✓		✓			✓
2 PRODUCTION COST CLEARING	✓		✓		✓			✓
3 DELIVERY CHARGES	✓		✓	✓	✓			✓
4 EXTRA LABOR	✓	✓	✓		✓	✓		✓
5 INSTALATION	✓		✓		✓		✓	✓
6 STAFF HOUSE RENTAL	✓		✓		✓			✓
7 TELEPHONE EXPENSE	✓		✓		✓			✓
8 PAKYAWAN	✓	✓	✓		✓			✓
9 STAFF HOUSE LPG	✓		✓		✓			✓
10 REPAIR & MAINTENANCE	✓	✓	✓		✓		✓	✓
11 INTERNET & CABLE	✓		✓		✓			✓
12 MEALS	✓	✓	✓		✓			✓
13 TRANSPORTATION	✓	✓	✓		✓			✓
14 INTERBRANCH DELIVERIES	✓		✓		✓			✓
15 LODGING	✓		✓		✓			✓
16 WATER BILL	✓		✓		✓			✓
17 GARBAGE DISPOSAL	✓		✓		✓			✓
18 STAHH HOUSE ELECTRIC	✓		✓		✓			✓
19 OVERTIME	✓		✓		✓			✓
20 STAFF HOUSE WATER	✓		✓		✓			✓
21 STAFF HOUSE CLEANING	✓		✓		✓			✓
22 OTHERS/ CHARGE TO CONSIGNOR	✓		✓		✓			✓

Audit User Dashboard

Three tabs available; *Audit, Report, Maintenance*

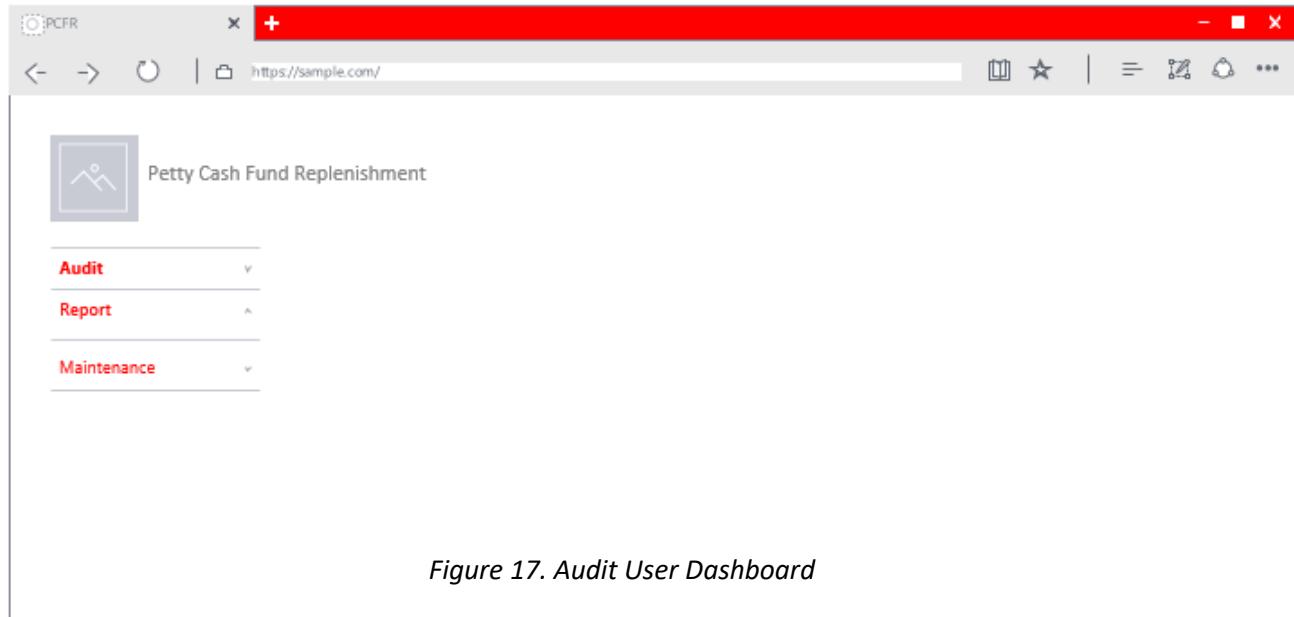


Figure 17. Audit User Dashboard

Audit Tab

All approved Temporary Slips, PCVs, and replenished PCFRs will reflect but they can only view the request details. User may filter the Store Size and Branch for specific display of requests. See figures 17a-1, 17a-2, and 17a-3.

A screenshot of a web browser window titled "PCFR". The address bar shows "https://sample.com/". The main content area displays a logo of a mountain range and the text "Petty Cash Fund Replenishment". On the right side, there is a "Login User" link. Below the logo, there are dropdown menus for "Store Size" and "Branch". The "Audit" tab is selected. A navigation bar at the top of the main content area includes tabs for "Temporary Slip", "PCV", and "PCFR". The "Temporary Slip" tab is active. The main content area displays a table titled "UNLIQUIDATED TEMPORARY SLIP" with the following data:

DATE	TEMPORARY SLIP NO	ACCOUNT	DESCRIPTION	AMOUNT	AGE	STATUS	ACTION
xx/xx/xxxx	TS-xxxxxxxx	Account1	Sample Description	00000.00	XX	APPROVED	
xx/xx/xxxx	TS-xxxxxxxx	Account2	Sample Description	00000.00	XX	APPROVED	
xx/xx/xxxx	TS-xxxxxxxx	Account3	Sample Description	00000.00	XX	APPROVED	
xx/xx/xxxx	TS-xxxxxxxx	Account3	Sample Description	00000.00	XX	APPROVED	

TOTAL 00000.00

Figure 17a-1. Audit User Dashboard- Temporary Slip

Petty Cash Fund Replenishment

Login User

Audit

Store Size Branch

Temporary Slip PCV PCFR

Show entries Search

PETTY CASH VOUCHER

DATE	PCV NO	DESCRIPTION	ACCOUNT	AMOUNT	STATUS	ACTION
xx/xx/xxxx	PCV-202104-1	Sample Description	Sample Account	00000.00	APPROVED	
xx/xx/xxxx	PCV-202104-2	Sample Description	Sample Account	00000.00	APPROVED	
xx/xx/xxxx	PCV-202104-3	Sample Description	Sample Account	00000.00	APPROVED	
xx/xx/xxxx	PCV-202104-5	Sample Description	Sample Account	00000.00	APPROVED	

Showing x to x of xx entries << Prev 1 2 3 4 5 6 7 8 9 10 Next >>

Figure 17a-2. Audit User Dashboard- PCV

Petty Cash Fund Replenishment

Login User

Audit

Store Size Branch

Temporary Slip PCV PCFR

Show entries Search

PCFR LIST

DATE	PCFR NO	BATCH ID	VENDOR	REQUESTED BY	STATUS	ACTION
xx/xx/xxxx	PCF-13013-20210101-1	PCF-04/10/2021-13013-1	Sample Vendor	Sample Requestor	REPLENISHED	
xx/xx/xxxx	PCF-13013-20210101-2	PCF-04/10/2021-13013-2	Sample Vendor	Sample Requestor	REPLENISHED	
xx/xx/xxxx	PCF-13013-20210101-3	PCF-04/10/2021-13013-3	Sample Vendor	Sample Requestor	REPLENISHED	

Showing x to x of xx entries << Prev 1 2 3 4 5 6 7 8 9 10 Next >>

Figure 17a-2. Audit User Dashboard- PCFR

Report Tab

See pages 153-156 for report sample output.

The screenshot shows a web browser window with a red header bar. The URL bar contains 'https://sample.com/'. The main content area has a title 'Petty Cash Fund Replenishment'. On the right, there is a vertical sidebar with three options: 'Petty Cash Expense', 'PCFR (Detailed)', and 'PCFR (Summary)', with 'PCFR (Summary)' highlighted by a red arrow. Below this are dropdown menus for 'Report Title *' (with a red asterisk), 'Company', and 'Branch'. At the bottom are date range fields 'Date From *' and 'Date To *' with calendar icons, and a green 'Generate' button.

Figure 18. Audit- Report Parameters

Maintenance Tab

Audit users can only view the records. See pages 169-184 for UI reference.

The screenshot shows a web browser window with a red header bar. The URL bar contains 'https://sample.com/'. The main content area has a title 'Petty Cash Fund Replenishment'. On the right, there is a vertical sidebar with several maintenance links: 'Accountability', 'Account Matrix', 'List of Branches', 'Staff House Expenses', 'User Manager', and 'Vendor Manager', each preceded by a small icon.

Figure 19. Audit-Maintenance Tab

Administrator Dashboard

Three tabs available; *Administrator, Report, Maintenance*

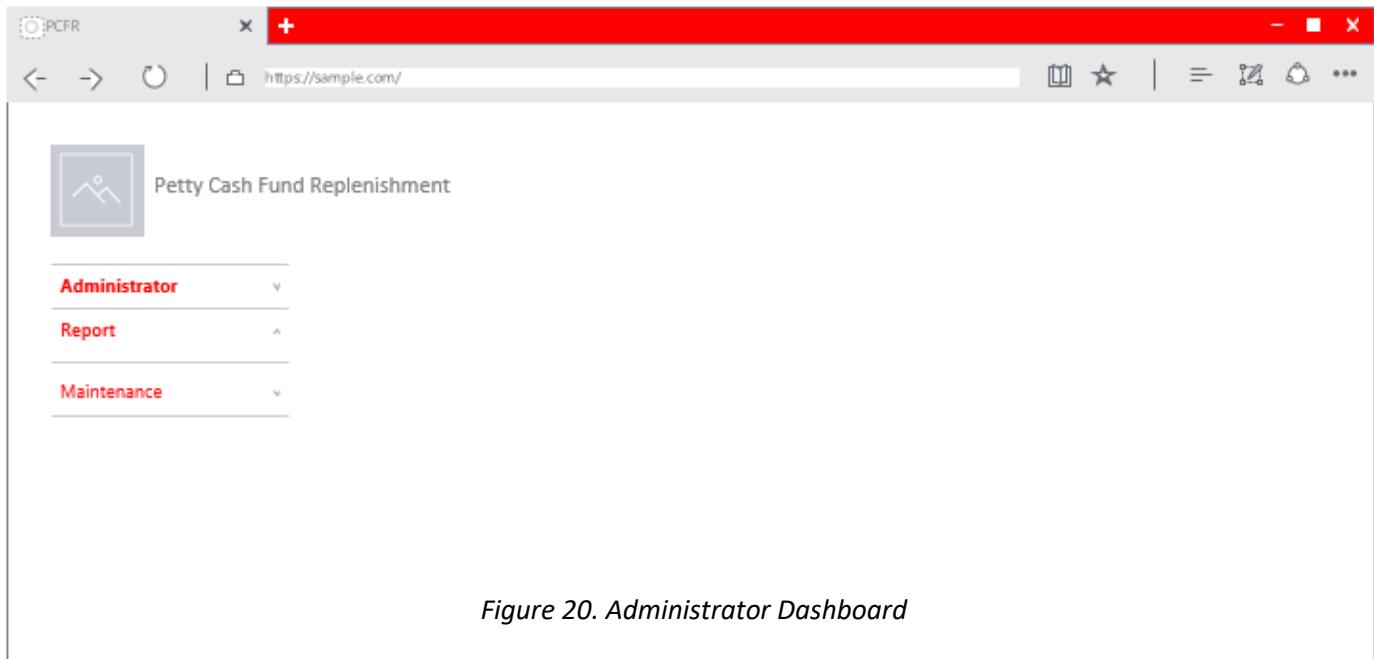


Figure 20. Administrator Dashboard

Administrator Tab

All status for Temporary Slips, PCVs, and PCFRs will reflect but they can only view the request details. User may filter the Store Size and Branch for specific display of requests. See figures 20a-1, 20a-2, and 20-3

A screenshot of a web browser window titled "PCFR". The address bar shows "https://sample.com/". The main content area has a header "Petty Cash Fund Replenishment" with a small icon. On the right, there is a "Login User" link. Below the header is a search bar and two dropdown menus for "Store Size" and "Branch". A navigation bar at the bottom includes tabs for "Temporary Slip" (selected), "PCV", and "PCFR". The main table area is titled "UNLIQUIDATED TEMPORARY SLIP" and contains the following data:

DATE	TEMPORARY SLIP NO	ACCOUNT	DESCRIPTION	AMOUNT	AGE	STATUS	ACTION
xx/xx/xxxx	TS-xxxxxxx	Account1	Sample Description	00000.00	XX	SAVED	
xx/xx/xxxx	TS-xxxxxxx	Account2	Sample Description	00000.00	XX	SUBMITTED	
xx/xx/xxxx	TS-xxxxxxx	Account3	Sample Description	00000.00	XX	CONFIRMED	
xx/xx/xxxx	TS-xxxxxxx	Account3	Sample Description	00000.00	XX	APPROVED	

TOTAL 00000.00

Figure 20a-1. Administrator Dashboard- Temporary Slip

Petty Cash Fund Replenishment

[Login User](#)

Administrator

Store Size: Branch:

Temporary Slip **PCV** **PCFR**

Show entries

PETTY CASH VOUCHER

DATE	PCV NO	DESCRIPTION	ACCOUNT	AMOUNT	STATUS	ACTION
xx/xx/xxxx	PCV-202104-1	Sample Description	Sample Account	00000.00	SAVED	
xx/xx/xxxx	PCV-202104-2	Sample Description	Sample Account	00000.00	SUBMITTED	
xx/xx/xxxx	PCV-202104-3	Sample Description	Sample Account	00000.00	CONFIRMED	
xx/xx/xxxx	PCV-202104-5	Sample Description	Sample Account	00000.00	APPROVED	
xx/xx/xxxx	PCV-202104-6	Sample Description	Sample Account	00000.00	DISAPPROVED-TL	
xx/xx/xxxx	PCV-202104-7	Sample Description	Sample Account	00000.00	DISAPPROVED-PY	
xx/xx/xxxx	PCV-202104-7	Sample Description	Sample Account	00000.00	CANCELLED	

Showing x to x of xx entries [**<< Prev**](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [**Next >>**](#)

Figure 20a-2. Administrator Dashboard- PCV

Petty Cash Fund Replenishment

[Login User](#)

Administrator

Store Size: Branch:

Temporary Slip **PCV** **PCFR**

Show entries

PCFR LIST

DATE	PCFR NO	BATCH ID	VENDOR	REQUESTED BY	STATUS	ACTION
xx/xx/xxxx	PCF-13013-20210101-1	PCF-04/10/2021-13013-1	Sample Vendor	Sample Requestor	SAVED	
xx/xx/xxxx	PCF-13013-20210101-2	PCF-04/10/2021-13013-2	Sample Vendor	Sample Requestor	SUBMITTED	
xx/xx/xxxx	PCF-13013-20210101-3	PCF-04/10/2021-13013-3	Sample Vendor	Sample Requestor	APPROVED	
xx/xx/xxxx	PCF-13013-20210101-4	PCF-04/10/2021-13013-4	Sample Vendor	Sample Requestor	APPROVED-PY	
xx/xx/xxxx	PCF-13013-20210101-4	PCF-04/10/2021-13013-4	Sample Vendor	Sample Requestor	FOR REPLENISHMENT	
xx/xx/xxxx	PCF-13013-20210101-5	PCF-04/10/2021-13013-5	Sample Vendor	Sample Requestor	REPLENISHED	
xx/xx/xxxx	PCF-13013-20210101-6	PCF-04/10/2021-13013-6	Sample Vendor	Sample Requestor	DISAPPROVED-TL	

Showing x to x of xx entries [**<< Prev**](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [**Next >>**](#)

Figure 20a-3. Administrator Dashboard- PCFR

Report Tab

See pages 153-156 for report sample output.

The screenshot shows a web browser window titled "PCFR". The URL is "https://sample.com/". The main content area is titled "Petty Cash Fund Replenishment". On the left, there is a "Report" dropdown menu. To its right is a "Report Title *" input field with a dropdown arrow. A red arrow points from this dropdown arrow to the input field. Below these are "Company" and "Branch" dropdown menus, each with a corresponding empty rectangular preview area. At the bottom are "Date From *" and "Date To *" input fields with calendar icons, followed by a "Generate" button.

Figure 21. Administrator- Report Parameters

Maintenance Tab

Once clicked, it redirects to maintenance page wherein user has six (6) category to be setup or to update; *Accountability, Account Matrix, List of Branches- per Group, Staff House Expenses, User Manager, and Vendor Manager*. Administrator users can create and update all the records

The screenshot shows a web browser window titled "PCFR". The URL is "https://sample.com/". The main content area is titled "Petty Cash Fund Replenishment". On the left, there is a "Maintenance" dropdown menu. To its right is a list of six categories, each with an icon and a blue link:

- [Accountability](#)
- [Account Matrix](#)
- [List of Branches](#)
- [Staff House Expenses](#)
- [User Manager](#)
- [Vendor Manager](#)

Figure 22. Administrator- Maintenance

Accountability

Once clicked, it redirects to list of accountabilities per branch/store (one record per branch/store will display with latest updates). See figure 23.

BRANCH	ACCOUNTABILITY AMOUNT	CREATED BY	CREATED DATE AND TIME	UPDATED BY	UPDATED DATE AND TIME	ACTION
Store A	00000.00	Sample User A	mm/dd/yyyy; HH:mm	Sample User A	mm/dd/yyyy; HH:mm	<button>Update</button>
Store B	00000.00	Sample User A	mm/dd/yyyy; HH:mm	Sample User A	mm/dd/yyyy; HH:mm	<button>Update</button>
Store C	00000.00	Sample User A	mm/dd/yyyy; HH:mm	Sample User A	mm/dd/yyyy; HH:mm	<button>Update</button>
Store D	00000.00	Sample User A	mm/dd/yyyy; HH:mm	Sample User F	mm/dd/yyyy; HH:mm	<button>Update</button>

Figure 23. Maintenance - Accountability

If store has no accountability setup yet, user may click **Setup Accountability** button (see figure 23). As clicked, user should fill in the required fields to proceed. See figure 23a-1.

Branch- list of branches/store will display

Amount- manually encoded by the user

Status- user may select either *Active* or *Inactive*, defaults to *Active*

In updating, user may click the **Update** button seen on the dashboard. As clicked, latest updated details of branch's accountability.

PCFR + https://sample.com/ Petty Cash Fund Replenishment Login User

Maintenance > Accountability > Setup Accountability

Maintenance

Branch	-Select-
Amount	
Status	<input checked="" type="radio"/> Active <input type="radio"/> Inactive
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

ACCOUNTABILITY RECORDS

ACCOUNTABILITY AMOUNT	CREATED BY	CREATED DATE AND TIME	UPDATED BY	UPDATED DATE AND TIME	ACTION
					<< Prev 1 2 3 4 5 6 7 8 9 10 Next >>

Figure 23a-1. Maintenance – Setup Accountability

As successfully saved, a success message will display. All created and updated on specific branches/store will display under *Accountability Records*. **Update** button under *Action* will be enabled for the latest record encoded. See figure 23a-2.

Petty Cash Fund Replenishment

Maintenance > Accountability > Setup Accountability

Accountability setup was successfully saved

ACCOUNTABILITY AMOUNT	CREATED BY	CREATED DATE AND TIME	UPDATED BY	UPDATED DATE AND TIME	ACTION
000000.00	Sample User A	mm/dd/yyyy:HH:mm			
000000.00	Sample User A	mm/dd/yyyy:HH:mm	Sample User C	mm/dd/yyyy: HH:mm	
000000.00	Sample User A	mm/dd/yyyy:HH:mm	Sample User A	mm/dd/yyyy: HH:mm	Update

<< Prev 1 2 3 4 5 6 7 8 9 10 Next >>

Figure 23a-2. Maintenance – Setup Accountability success message

Account Matrix

Once clicked, it redirects to list of accounts (one record will display with latest updates). See figure 24.

ACCOUNT#	ACCOUNT	APPROVAL CODE	CREATED BY	CREATED DATE AND TIME	UPDATED BY	UPDATE DATE AND TIME	ACTION
#####	Sample Account	Yes	Sample User A	mm/dd/yyyy:HH:mm	Sample User A	mm/dd/yyyy:HH:mm	<button>Update</button>
#####	Sample Account	No	Sample User D	mm/dd/yyyy:HH:mm	Sample User A	mm/dd/yyyy:HH:mm	<button>Update</button>
#####	Sample Account	Yes	Sample User A	mm/dd/yyyy:HH:mm	Sample User A	mm/dd/yyyy:HH:mm	<button>Update</button>
#####	Sample Account	Yes	Sample User B	mm/dd/yyyy:HH:mm	Sample User A	mm/dd/yyyy:HH:mm	<button>Update</button>

Figure 24. Maintenance – Account Matrix

If account has not been setup yet, user may click **Setup Account Matrix** button (see figure 24). As clicked, user should fill in the required fields to proceed. See figure 24a-1.

Account- list of accounts will display

Account #- value will refer to account selected, disabled field

Amount- manually encoded by the user

beyond- user may select this option if the condition is beyond the inputted amount

Regardless the amount-once ticked, Amount field is disabled.

Status- user may select either *Active* or *Inactive*, defaults to *Active*

In updating, user may click the **Update** button seen on the dashboard. As clicked, latest updated details of specific account will display.

PCFR

https://sample.com/

Petty Cash Fund Replenishment

Login User

Maintenance > Account Matrix > Setup Account Matrix

Maintenance

Account:

Account #:

Amount: beyond
 Regardless the amount

Approval Code: Yes No

Status: Active Inactive

ACCOUNT RECORDS

ACCOUNT	AMOUNT	APPROVAL CODE	CREATED BY	CREATED DATE AND TIME	UPDATED BY	UPDATED DATE AND TIME	ACTION

<< Prev 1 2 3 4 5 6 7 8 9 10 Next >>

The screenshot shows a web browser window with a red header bar. The title bar says 'PCFR' and the address bar says 'https://sample.com/'. The main content area has a header 'Petty Cash Fund Replenishment' with a logo and a 'Login User' link. Below it is a breadcrumb trail 'Maintenance > Account Matrix > Setup Account Matrix'. A 'Maintenance' dropdown menu is open. The main form contains fields for Account (dropdown), Account # (text input), Amount (text input with checkboxes for 'beyond' and 'Regardless the amount'), Approval Code (radio buttons for Yes and No), Status (radio buttons for Active and Inactive), and Save/Cancel buttons. Below this is a table titled 'ACCOUNT RECORDS' with columns for Account, Amount, Approval Code, Created By, Created Date and Time, Updated By, Updated Date and Time, and Action. The table body is currently empty. At the bottom is a page navigation bar with links for '<< Prev' and 'Next >>'.

Figure 24a-1. Maintenance – Setup Account Matrix

As successfully saved, a success message will display. All created and updated account matrix will display under *Account Records*. **Update** button under *Action* will be enabled for the latest record encoded. See figure 24a-2.

ACCOUNT RECORDS							
ACCOUNT	AMOUNT	APPROVAL CODE	CREATED BY	CREATED DATE AND TIME	UPDATED BY	UPDATED DATE AND TIME	ACTION
Sample Account	00000.00	Yes	Sample User A	mm/dd/yyyy; HH:mm			
Sample Account	00000.00	Yes	Sample User A	mm/dd/yyyy; HH:mm	Sample User B	mm/dd/yyyy; HH:mm	
Sample Account	Regardless	Yes	Sample User A	mm/dd/yyyy; HH:mm	Sample User A	mm/dd/yyyy; HH:mm	Update

Figure 24a-2. Maintenance – Setup Account Matrix success message

List of Branches

Once clicked, it redirects to list of branches in a certain group (one record per group will display with latest updates). See figure 25.

GROUP	BRANCH/STORE	CREATED BY	CREATED DATE AND TIME	UPDATED BY	UPDATE DATE AND TIME	ACTION
<groupname>	Store A, Store C, Store E	Sample User A	mm/dd/yyyy:HH:mm			<button>Update</button>
<groupname>	Store D, Store F	Sample User E	mm/dd/yyyy:HH:mm	Sample User A	mm/dd/yyyy; HH:mm	<button>Update</button>
<groupname>	Store G, Store H, Store I	Sample User A	mm/dd/yyyy:HH:mm			<button>Update</button>
<groupname>	Store J, Store K	Sample User K	mm/dd/yyyy:HH:mm	Sample User E	mm/dd/yyyy; HH:mm	<button>Update</button>

Figure 25. Maintenance – List of Branches

If group has not been setup yet, user may click **Setup Group** button (see figure 25). As clicked, user should fill in the required fields to proceed. See figure 25a-1.

Group- manually encoded by the user

Size- user must select specific store size

Branch- values will vary upon selected store size, can be multiple selected

PCFR x + https://sample.com/ Petty Cash Fund Replenishment Login User

Maintenance > List of Branches > Setup Group

Maintenance

--Select--
 SMALL
 MEDIUM

--Select--
 Store A
 Store B
 Store C
 Store D

Group:
Size: --Select--
Branch: --Select--
Status: Active Inactive

Save Cancel

ORY

GROUP	BRANCH/STORE	CREATED BY	CREATED DATE AND TIME	UPDATED BY	UPDATED DATE AND TIME

<< Prev 1 2 3 4 5 6 7 8 9 10 Next >>

Figure 25a-1. Maintenance – Setup Group

As successfully saved, a success message will display. All created and updated user's profile will display under *History*.

Maintenance > List of Branches > Setup Group

Group was successfully saved

HISTORY					
DESCRIPTION	BRANCH/STORE	CREATED BY	CREATED DATE AND TIME	UPDATED BY	UPDATED DATE AND TIME
<groupname> Changed status to Inactive	Store A, Store C, Store E	Sample User A	mm/dd/yyyy; HH:mm	Sample User F	mm/dd/yyyy; HH:mm

Figure 25a-2. Maintenance – Setup Group success message

In updating, user may click the **Update** button seen on the dashboard. As clicked, latest updated details of specific vendor will display. Upon saving the updates user may click **Update** button.

As successfully updated, a success message will display. See figure 25a-3.

Maintenance > List of Branches > Setup Group

Group was successfully updated

HISTORY					
DESCRIPTION	BRANCH/STORE	CREATED BY	CREATED DATE AND TIME	UPDATED BY	UPDATED DATE AND TIME
<groupname> Changed status to Inactive	Store A, Store C, Store E	Sample User A	mm/dd/yyyy; HH:mm	Sample User F	mm/dd/yyyy; HH:mm

Figure 25a-3. Maintenance – Update Group success message

User Manager

Once clicked, it redirects to list of users (one record per user will display with latest updates). See figure 27.

The screenshot shows a web browser window titled "Petty Cash Fund Replenishment". The URL in the address bar is "https://sample.com/". The page header includes a logo, a search bar, and navigation icons. On the left, there is a sidebar with a "Maintenance" section. The main content area is titled "Maintenance > User Manager". It features a table listing user information:

NAME	USERNAME	CREATED BY	CREATED DATE AND TIME	UPDATED BY	UPDATE DATE AND TIME	ACTION
Last Name, First Name	usernameA	Sample User A	mm/dd/yyyy:HH:mm	Sample User A	mm/dd/yyyy:HH:mm	Update
Last Name, First Name	usernameD	Sample User B	mm/dd/yyyy:HH:mm	Sample User A	mm/dd/yyyy:HH:mm	Update
Last Name, First Name	usernameS	Sample User A	mm/dd/yyyy:HH:mm	Sample User A	mm/dd/yyyy:HH:mm	Update
Last Name, First Name	usernameX	Sample User A	mm/dd/yyyy:HH:mm	Sample User A	mm/dd/yyyy:HH:mm	Update

Below the table, there is a message "Showing x to x of xx entries" and a navigation bar with links from << Prev to Next >>.

Figure 27. Maintenance – User Manager

If user has not been yet registered, user may click **Create User** button (see figure 27). As clicked, user should fill in the required fields to proceed. See figure 27a-1.

Last Name, First Name, and/or Middle Name (optional)- manually encoded by the user

Username and Password- manually encoded by the user

Assign To- first LOV- DC, Store, and SSC

second LOV- display the list of DC, Store, or SSC, depending on the first LOV selected

Position- list of positions will display

(Administrator, Area Head, Audit, Department Head, Division Head, Department Staff, Logistics Head, OL Head, Payables Staff, Petty Cash Custodian, Team Leader, Treasury Head, and Treasury Staff.)

Access- list of access for users will display

(Administrator, Approval Code, Audit, Interface PCFR to EBS, PCFR Approver, PCFR Requestor, PCV Approver, and PCV Requestor,)

Group- list of groups created under List of Branches setup will display. This will be enabled if the selected value under Position (field) is Area Head. Therefore, Assign To (field) will be disabled.

Status- user may select either Active or Inactive, defaults to Active

The screenshot shows a web-based application window titled "Petty Cash Fund Replenishment". The URL in the address bar is "https://sample.com/". The main content area displays a "Maintenance - Create User" form. The form fields include:

- Last Name: [Text Input]
- First Name: [Text Input]
- Middle Name: [Text Input]
- Position: [Select Box] --Select--
- Group: [Select Box] --Select--
- Username: [Text Input]
- Password: [Text Input]
- Assign To: [Select Box] --Select--
- Access: [Select Box] --Select--
- Status: [Radio Buttons] Active (selected) | Inactive

At the bottom of the form are two buttons: "Save" (green background) and "Cancel".

Figure 27a-1. Maintenance – Create User

As successfully saved, a success message will display. All created and updated user's profile will display under *History*. See figure 27a-2.

The screenshot shows a web browser window with the URL <https://sample.com/>. The page title is "Petty Cash Fund Replenishment". On the left, there is a sidebar with a "Maintenance" tab selected. The main content area displays a success message: "User's profile was successfully saved". Below this, there are input fields for Last Name, First Name, Middle Name, Position, Group, Username, Password, Assign To, Access, and Status (Active or Inactive). At the bottom are "Update" and "Cancel" buttons. Below the form, a "HISTORY" section shows a table with columns: DESCRIPTION, CREATED BY, CREATED DATE AND TIME, UPDATED BY, UPDATED DATE AND TIME, and REMARKS. An entry is listed: "Create User Last Name from <LN> to <LN>" by "Sample User A" on "mm/dd/yyyy; HH:mm" and updated by "Sample User C" on "mm/dd/yyyy; HH:mm" with the remark "Sample Remarks". At the bottom right of the history section, there are navigation links: << Prev (1) 2 3 4 5 6 7 8 9 10 Next >>".

HISTORY					
DESCRIPTION	CREATED BY	CREATED DATE AND TIME	UPDATED BY	UPDATED DATE AND TIME	REMARKS
Create User Last Name from <LN> to <LN>	Sample User A	mm/dd/yyyy; HH:mm mm/dd/yyyy; HH:mm	Sample User C	mm/dd/yyyy; HH:mm	Sample Remarks

Figure 27a-2. Maintenance – Create User success message

In updating, user may click the **Update** button seen on the dashboard. As clicked, latest updated details of specific user profile will display. Upon saving the updates (or clicking the **Update** button), an **Update Profile** modal will prompt wherein *Remarks* field should be fill in. See figure 27a-3.

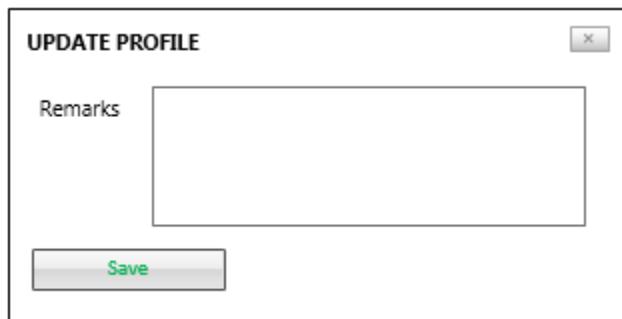


Figure 27a-3. Maintenance – Update Profile modal

As successfully updated, a success message will display. See figure 27a-4.

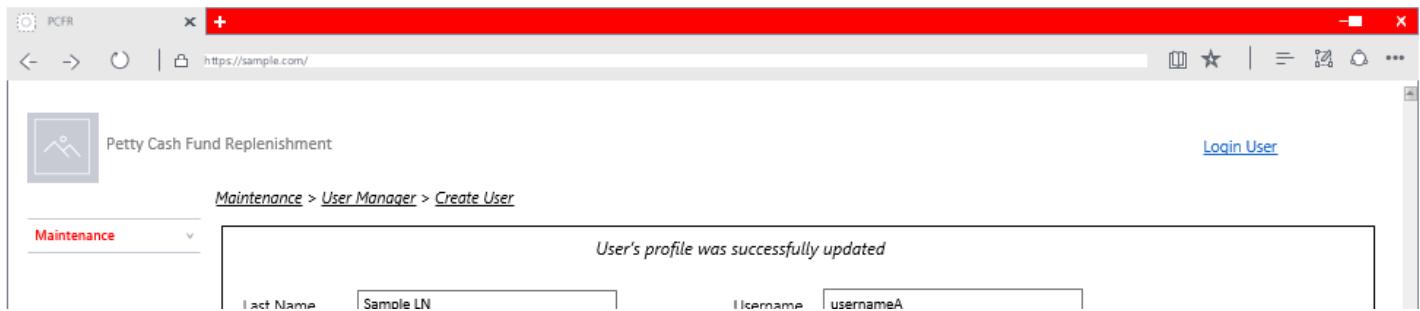


Figure 27a-4. Maintenance – Update Profile success message

Vendor Manager

Once clicked, it redirects to list of vendors (one record per vendor will display with latest updates). See figure 28.

Maintenance > Vendor Manager						
Show <input type="button" value="1"/> <input type="button" value="2"/> entries						<input type="text" value="Search"/>
VENDOR	ADDRESS	CREATED BY	CREATED DATE AND TIME	UPDATED BY	UPDATE DATE AND TIME	ACTION
Sample Vendor	Sample Address	Sample User A	mm/dd/yyyy:HH:mm	Sample User A	mm/dd/yyyy:HH:mm	<input type="button" value="Update"/>
Sample Vendor A	Sample Address	Sample User B	mm/dd/yyyy:HH:mm	Sample User A	mm/dd/yyyy:HH:mm	<input type="button" value="Update"/>
Sample Vendor B	Sample Address	Sample User A	mm/dd/yyyy:HH:mm	Sample User A	mm/dd/yyyy:HH:mm	<input type="button" value="Update"/>
Sample Vendor C	Sample Address	Sample User A	mm/dd/yyyy:HH:mm			<input type="button" value="Update"/>

Figure 28. Maintenance – Vendor Manager

If vendor has no record yet, user may click **Create Vendor** button (see figure 28). As clicked, user should fill in the required fields to proceed. See figure 28a-1.

Vendor/Company- manually encoded by the user

Address- manually encoded by the user

VAT Registered TIN- manually encoded by the user

Contact Number- manually encoded by the user

Attachment- user can attach files by clicking the icon

Status- user may select either *Active* or *Inactive*, defaults to *Active*

Maintenance > Vendor Manager > Create Vendor

Vendor/Company	<input type="text"/>	Address	<input type="text"/>
VAT Registered TIN	<input type="text"/>	Attachment	<input type="text"/>
Contact Number	<input type="text"/>		
Status	<input checked="" type="radio"/> Active <input type="radio"/> Inactive		
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

HISTORY

DESCRIPTION	CREATED BY	CREATED DATE AND TIME	UPDATED BY	UPDATED DATE AND TIME

<< Prev 1 2 3 4 5 6 7 8 9 10 Next >>

Figure 28a-1. Maintenance – Create Vendor

As successfully saved, a success message will display. All created and updated user's profile will display under *History*. See figure 28a-2.

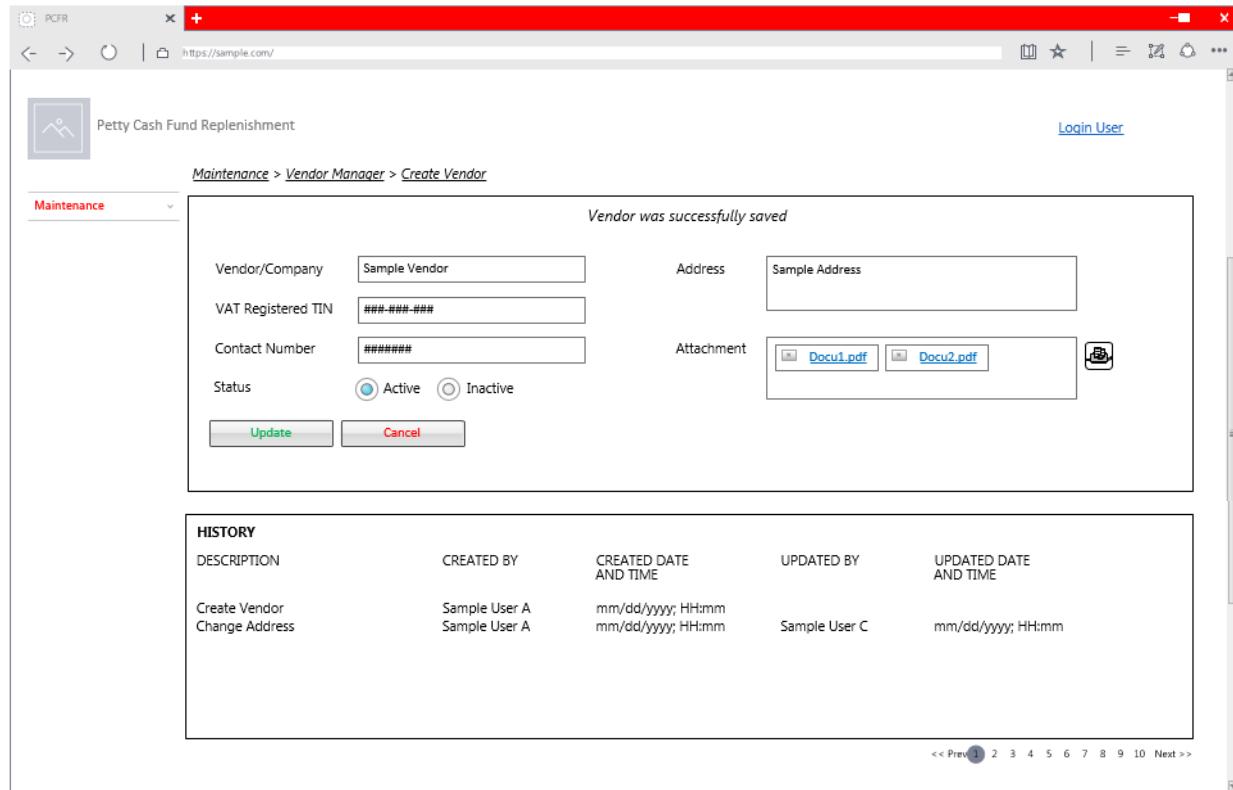


Figure 28a-2. Maintenance – Create Vendor success message

In updating, user may click the **Update** button seen on the dashboard. As clicked, latest updated details of specific vendor will display. Upon saving the updates user may click **Update** button.

As successfully updated, a success message will display. See figure 28a-3.

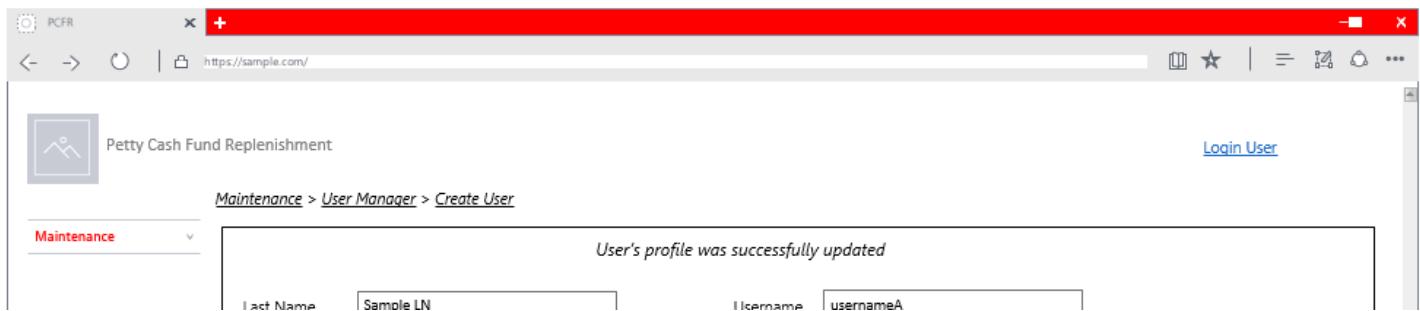


Figure 28a-3. Maintenance – Update Vendor success message