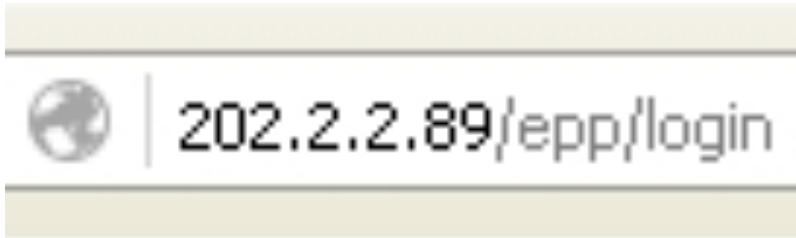


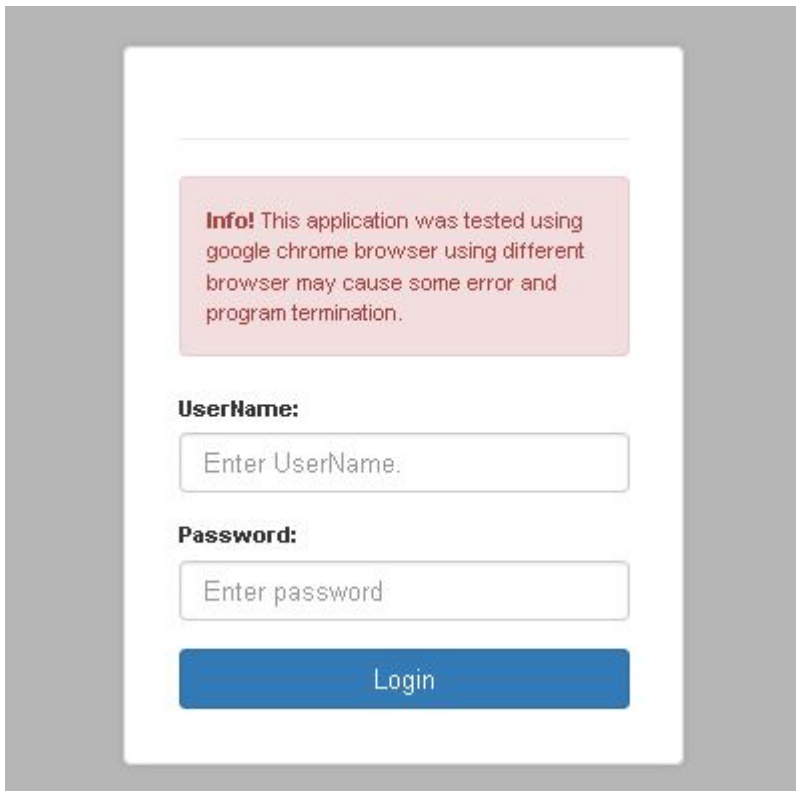
To Access SPGC Employee Electronic Purchase (Admin)

1. Open your Internet Browser (preferably Google Chrome)
2. Use the Web Address Location Featured Below:



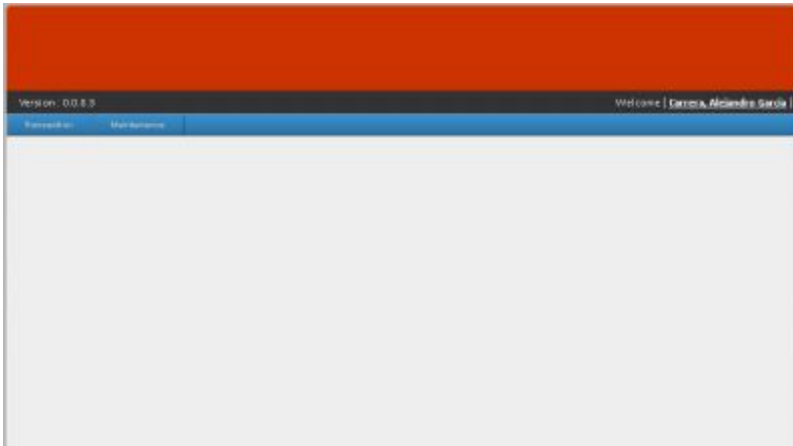
Login:

- After entering the Web Address Location you will be redirected to the Login screen

A screenshot of a login screen. At the top, there is a light red informational box with the text: "Info! This application was tested using google chrome browser using different browser may cause some error and program termination." Below this, the label "UserName:" is followed by a text input field containing the placeholder text "Enter UserName.". Underneath, the label "Password:" is followed by a text input field containing the placeholder text "Enter password". At the bottom of the form is a blue button with the text "Login" in white.

Main View:

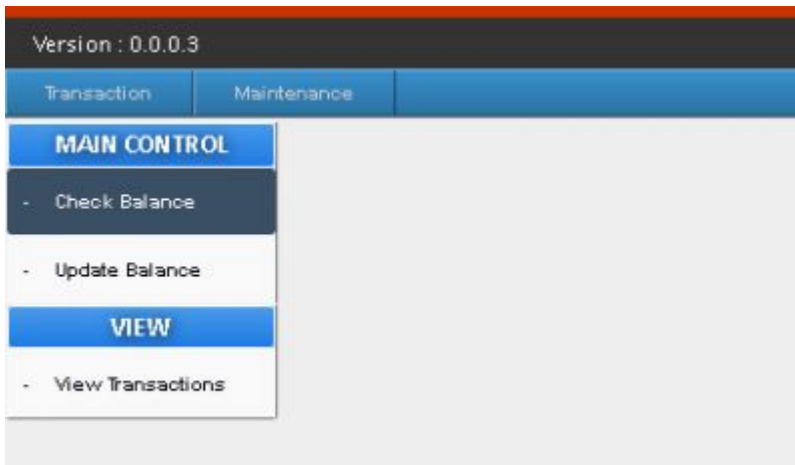
- When you enter the correct username and password the system will redirect you to the main view, here, you can see the menu according to your access level. you can see here the version no., transaction and maintenance module, and the currently log user.



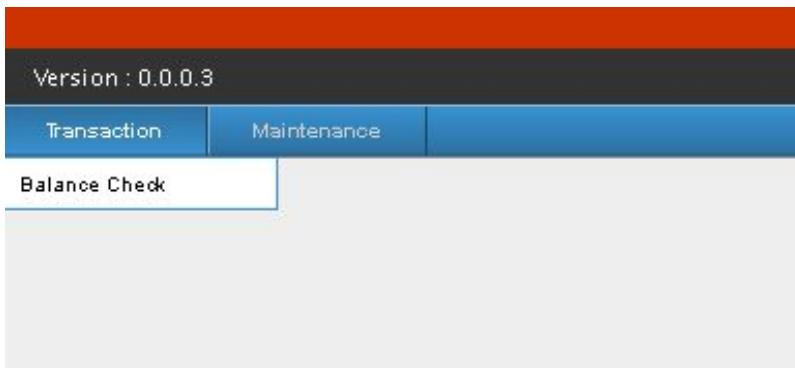
Transaction

Transaction Module:

- In the Transaction Module, this is where the E.P.P. transactions will be processed.

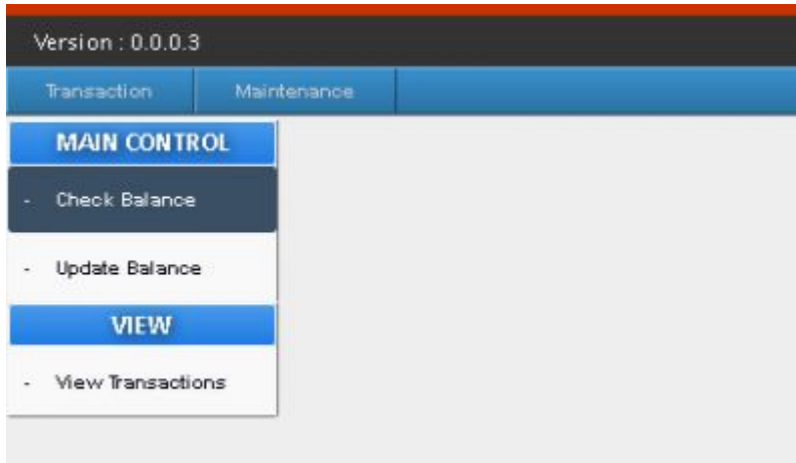


-When you hover your mouse over the transaction tab, a sub-menu will appear beneath, click the balance check.



-After clicking, a small menu will appear, which contains, Main control and View.

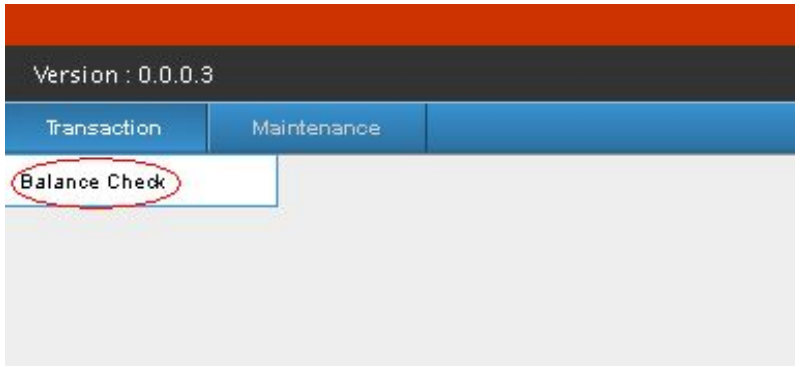
-Under Main control there are two options; Check Balance and Update Balance, and in View; there is View Transaction.



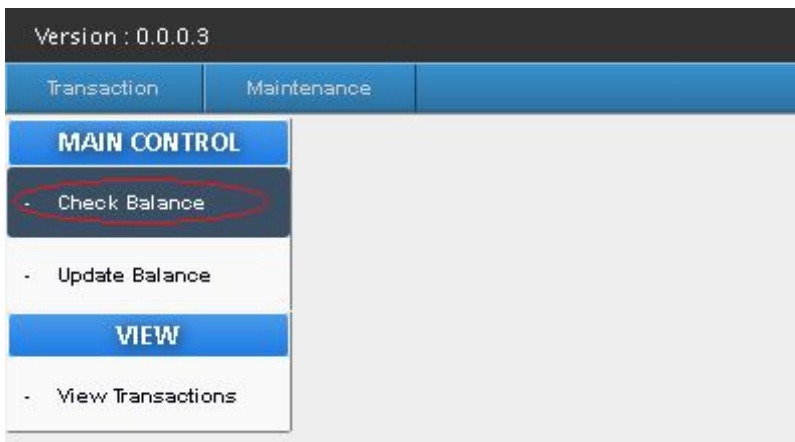
Checking Balance

Check Balance:

-To Check Balance, When you hover your mouse over the transaction tab, a sub-menu will appear beneath, click the balance check.



-Under Main Control, press Check Balance.



A Check Balance form will appear, The Check Balance form contains; Store, Requested by, Credit Limit, Available Balance.

The screenshot shows a 'Check Balance' form with the following fields: 'Store' is a dropdown menu with 'SHOWROOM' selected; 'Request By' is a text input field with 'F2 to search' and a search icon; 'Credit Limit' and 'Available Balance' are empty text input fields. At the bottom right, there are 'Print' and 'Cancel' buttons.

- The Store contains two options; Showroom and Meycauyan Baratilyo, you may choose from the two, depending on what transaction you want to do.

This screenshot shows the 'Check Balance' form with the 'Store' dropdown menu open. The menu lists two options: 'SHOWROOM' (highlighted in blue) and 'MEYCAUYAN BARATILYO'. The other fields ('Request By', 'Credit Limit', 'Available Balance') and the 'Print' and 'Cancel' buttons are the same as in the previous screenshot.

-To check balance of a certain Employee, click on the Request by Textbox, and Press F2.

Check Balance

Store: SHOWROOM * v

Request By: F2 to search

Credit Limit: *

Available Balance: *

Print Cancel

-After Pressing F2 a Search Employee Form will appear.

Search Employee

Employee No	Last Name	First Name	Middle Name
1 01125	RAMOS	FLORA	PANGAN
2 01170	TINGZON	OLIVIA	RAFOL
3 01305	MOYA	MARIO JR	SOCIA
4 01344	GULINAO	AMELITA	GARCIA
5 01453	BUENAFLO	MARY GRACE	LOPEZ
6 01474	DELA CRUZ	ELMER	MENDOZA
7 0149A	RECALDE	SANTIAGO	ALONZO

View 1 - 15 of 1,551

Select Cancel

-You can search for an Employee, using their basic information like, Employee no., Last name, First Name, and Middle Name.

The screenshot shows a 'Search Employee' dialog box with a search criteria table and a results table. The search criteria table has columns for Employee No., Last Name, First Name, and Middle Name. The results table has columns for Employee No., Last Name, First Name, and Middle Name. The results table contains one row with the following data: 1, 15002535, PADILLO, TRIxie MAE, VIZCO. The dialog box also has a 'View 1 - 1 of 1' indicator and 'Select' and 'Cancel' buttons.

Employee No.	Last Name	First Name	Middle Name
	padillo		
1	PADILLO	TRIXIE MAE	VIZCO

View 1 - 1 of 1

Select Cancel

-After searching, you may click on the Employee and press select or double click.

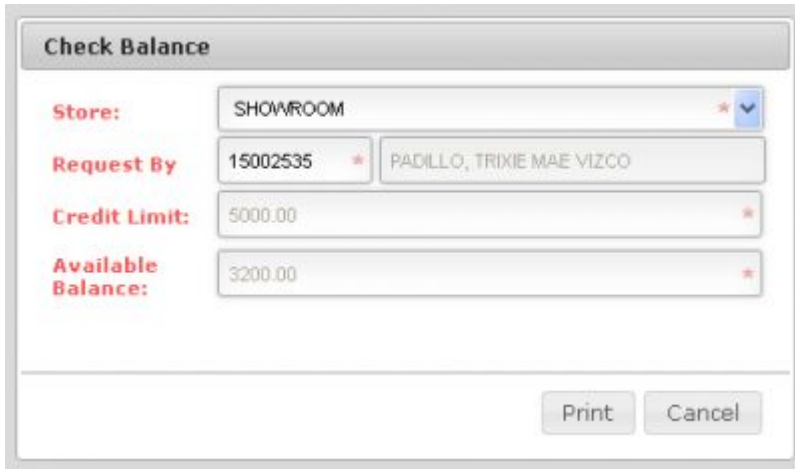
The screenshot shows the same 'Search Employee' dialog box as above, but with the 'Select' button circled in red. The results table is highlighted in blue, indicating that the employee has been selected.

Employee No.	Last Name	First Name	Middle Name
	padillo		
1	PADILLO	TRIXIE MAE	VIZCO

View 1 - 1 of 1

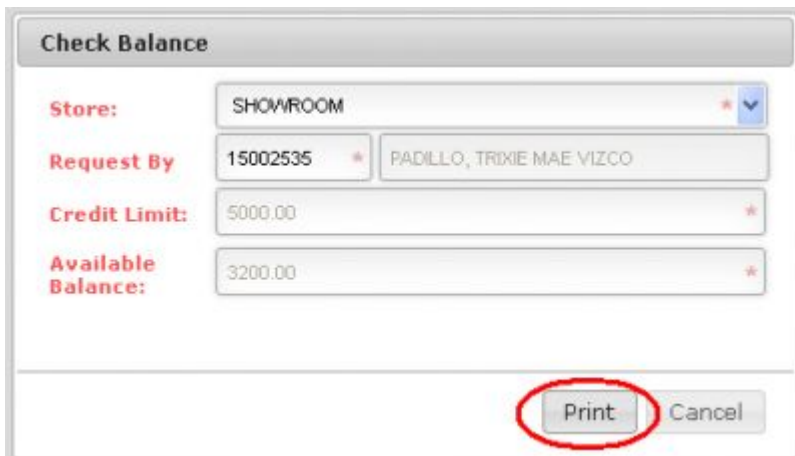
Select Cancel

You will be redirected to the Check Balance form, with the Employee's Credit limit and Available Balance.



The screenshot shows a web form titled "Check Balance". It contains four rows of input fields, each with a red asterisk icon on the right side. The first row is "Store:" with a dropdown menu showing "SHOWROOM". The second row is "Request By:" with a text input containing "15002535" and a name field containing "PADILLO, TRIxie MAE VIZCO". The third row is "Credit Limit:" with a text input containing "5000.00". The fourth row is "Available Balance:" with a text input containing "3200.00". At the bottom right of the form are two buttons: "Print" and "Cancel".

-After getting the information of the balance of the Employee, You may press the Print Button.



This screenshot is identical to the one above, but the "Print" button at the bottom right is circled in red to highlight it.

-After Pressing the Print button, A Browser Pop-up will appear, it contains a downloadable and printable PDF file.

The PDF file contains the Employee Information, which are; The Date/ Time of the Transaction, Company, Employee No., Complete Name, Department, Credit Limit, and Available Balance.

7 - Mozilla Firefox
202.2.2.89/app/order/generateBalanceSlip/7

Page: 1 of 1 Automatic Zoom

AS OF DATETIME: 06/02/07 02:28 PM
COMPANY: STERLING PAPER PRODUCTS ENT., INC.
EMPLOYEE NO.: 15002505
NAME: PADILLO, TRUJE MARE VIZCO
DEPARTMENT: MIS
CREDIT LIMIT: 5,000.00
AVAILABLE BALANCE: 3,200.00

This paper will be billed to your cashier

NO. OF INSTALLMENT: _____
AMOUNT PURCHASED: _____

CASHIER / DATE: _____
SIGNATURE OVER PRINTED NAME

EMPLOYEE / DATE: _____
SIGNATURE OVER PRINTED NAME

Cashier/Employee Approval

NOTE: If total amount exceeds the credit limit or number of installment exceeds six(6) payments, approval will be required.

APPROVED NO. OF INSTALLMENT: _____
APPROVED PURCHASE AMOUNT: _____

APPROVED BY / DATE: _____
SIGNATURE OVER PRINTED NAME

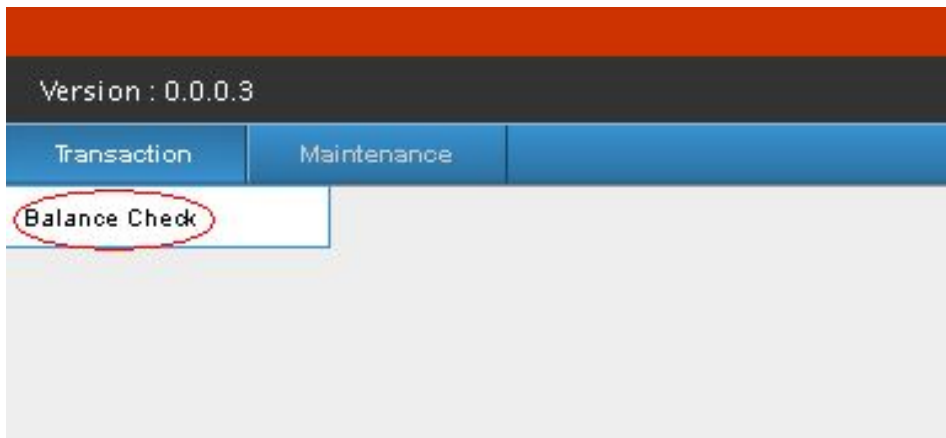
It also contains a small fill-up form, which will be filled up and signed by the cashier, the employee and an Approval form which contains Approved no. of installments, Purchase amount, and approved by whom and signature.

- Approval form only to be filled if total amount exceeds the Credit limit or No. Maximum Installments (6).

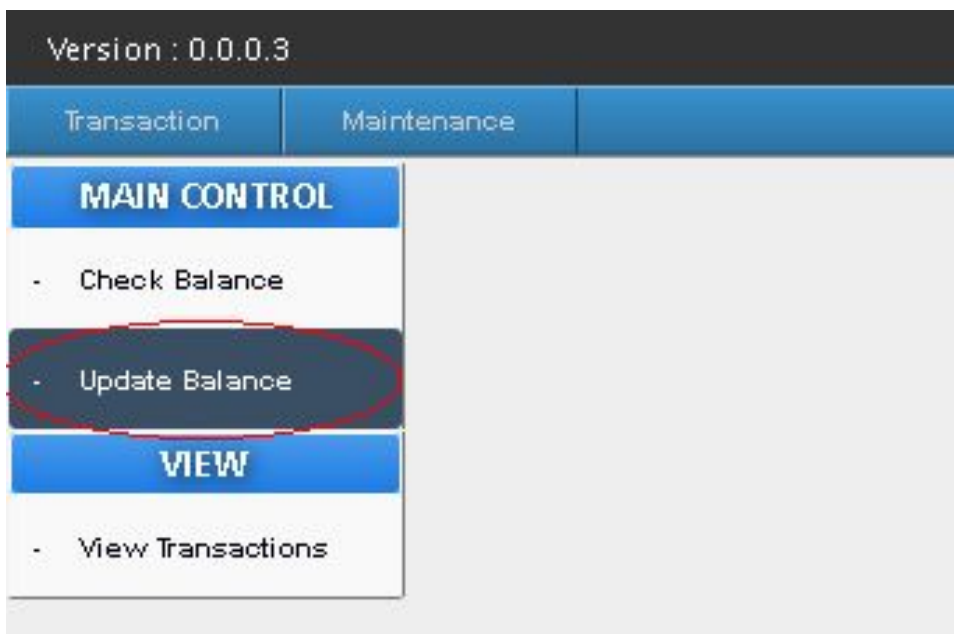
Updating Balance

Update Balance:

-To Update Balance, When you hover your mouse over the transaction tab, a sub-menu will appear beneath, click the balance check.



- Under Main Control, press Update Balance.



A Serve Order form will appear, the Serve Order form contains; Store, Order by, Transaction date and No., Deduction Code, Total SD Amount, Installment, Payroll Deduction Amount, Credit limit, Available Balance.

The screenshot shows a 'Serve Order' form with the following fields and values:

Store:	SHOWROOM
Order By:	F2 to search
Transaction Date:	06/20/2017
Transaction No.:	
Deduction Code:	Please select a deduction code...
Total SD Amount:	0.00
Installment:	1
Payroll Deduction Amount:	
Credit Limit:	
Available Balance:	

Buttons: Save, Cancel

- The Store contains; Showroom and Meycauyan Baratilyo, you'll need to choose from the two to continue transaction.

This close-up shows the 'Store' dropdown menu with the following options:

- SHOWROOM
- MEYCAUYAN BARATILYO

The Deduction code contains; Purchases(CBS), Pharmacia ni Dok, Rice(Showroom), Dona Maria Rice Surprise, Willy Farm Denorado Rice, Purchases(MKTI Showroom).

Deduction Code:

Total SD Amount:

Installment:

Payroll

Please select a deduction code...

- PURCHASES (CBS)
- PHARMACIA NI DOK
- RICE (SHOWROOM)
- DONA MARIA RICE SURPRISE
- WILLY FARM DINORADO RICE
- PURCHASES (MKTI SHOWROOM)

- The Order by, is to search for the Employee that wants to do the transaction.
- To Search, click on the Order by Textbox, and Press F2. After

Serve Order

Store: SHOWROOM

Order By: F2 to search

Transaction Date: 06/20/2017

Transaction No.:

-Pressing F2 a Search Employee Form will appear.

Search Employee

Employee No	Last Name	First Name	Middle Name
1 01125	RAMOS	FLORA	PANGAN
2 01170	TINGZON	OLIVIA	RAFOL
3 01305	MOYA	MARIO JR	SOCIA
4 01344	GULINAO	AMELITA	GARCIA
5 01453	BUENAFLOR	MARY GRACE	LOPEZ
6 01474	DELA CRUZ	ELMER	MENDOZA
7 0149A	RECALDE	SANTIAGO	ALONZO

View 1 - 15 of 1,551

Select Cancel

-You can search for an Employee, using their basic information like, Employee no., Last name, First Name, and Middle Name.

The screenshot shows a 'Search Employee' dialog box with a search criteria table and a results table. The search criteria table has columns for Employee No., Last Name, First Name, and Middle Name. The Last Name field contains 'padillo'. The results table has columns for Employee No., Last Name, First Name, and Middle Name, with one row containing the values 15002535, PADILLO, TRIxie MAE, and VIZCO. The dialog box also features a 'View 1 - 1 of 1' indicator and 'Select' and 'Cancel' buttons.

Employee No.	Last Name	First Name	Middle Name
	padillo		
1	PADILLO	TRIXIE MAE	VIZCO

View 1 - 1 of 1

Select Cancel

-After searching, you may click on the Employee and press select or double click.

This screenshot is identical to the previous one, but the 'Select' button is circled in red, indicating the next step in the process. The search criteria and results remain the same.

Employee No.	Last Name	First Name	Middle Name
	padillo		
1	PADILLO	TRIXIE MAE	VIZCO

View 1 - 1 of 1

Select Cancel

-Pressing Select, you will be redirected to the Serve Order Form, with the Employee's Credit limit and Available Balance.

The screenshot shows the 'Serve Order' form with the following fields and values:

Store:	SHOWROOM
Order By:	15002535 * PADILLO, TRIXIE MAE VIZCO
Transaction Date:	06/20/2017 *
Transaction No.:	
Deduction Code:	Please select a deduction code... *
Total SD Amount:	0.00 *
Installment:	1 *
Payroll Deduction Amount:	
Credit Limit:	5000.00 *
Available Balance:	3200.00 *

Buttons: Save, Cancel

-You may now enter the desired; Transaction no., The Deduction Code, Total SD Amount, Installment.

The screenshot shows the 'Serve Order' form with the following fields and values:

Store:	SHOWROOM
Order By:	15002535 * PADILLO, TRIXIE MAE VIZCO
Transaction Date:	06/20/2017 *
Transaction No.:	3123123 *
Deduction Code:	PURCHASES (CBS) *
Total SD Amount:	400 *
Installment:	1 *
Payroll Deduction Amount:	400 *
Credit Limit:	5000.00 *
Available Balance:	2800 *

Buttons: Save, Cancel

-If you entered a Total SD Amount of 500 and below, The installment will automatically be "1" but you may change the installment to "1 - 6".

The screenshot shows a 'Serve Order' form with the following fields and values:

Store:	SHOWROOM
Order By:	15002535 * PADILLO, TRIXIE MAE VIZCO
Transaction Date:	06/20/2017
Transaction No.:	3123123
Deduction Code:	PURCHASES (CBS)
Total SD Amount:	500
Installment:	1
Payroll Deduction Amount:	500
Credit Limit:	5000.00
Available Balance:	2700

Buttons: Save, Cancel





-If you Entered a Total SD Amount of 501 and above, The installment will automatically be "6" but you may change the installment to "1 - 6".

The screenshot shows a 'Serve Order' form with the following fields and values:

Store:	SHOWROOM
Order By:	15002535 * PADILLO, TRIXIE MAE VIZCO
Transaction Date:	06/20/2017
Transaction No.:	3123123
Deduction Code:	PURCHASES (CBS)
Total SD Amount:	599
Installment:	6
Payroll Deduction Amount:	99.83333333333333
Credit Limit:	5000.00
Available Balance:	2601

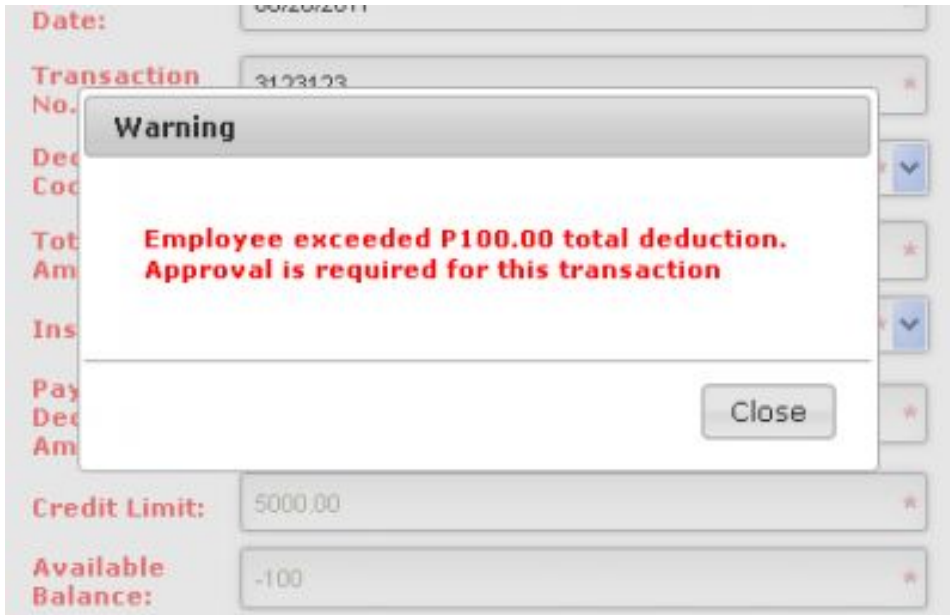
Buttons: Save, Cancel

- Exceeding 6 installments, an "is approved, with a check box and an Approver" will appear. you should check if the documents presented are approved and by whom, and press the check box and select who approved the document and proceed with the transaction.

Serve Order	
Store:	SHOWROOM * 
Order By:	15002535 * PADILLO, TRIXIE MAE VIZCO
Transaction Date:	06/20/2017 *
Transaction No.:	3123123 *
Deduction Code:	PURCHASES (CBS) * 
Total SD Amount:	600 *
Installment:	7 * 
Payroll Deduction Amount:	85.71428571428571 *
Credit Limit:	5000.00 *
Available Balance:	2600 *
	Is Approved?
	<input checked="" type="checkbox"/>
Approver:	Please select an approver... * 

-If the installment is exceeding 6, and the documents is not approved, discontinue the transaction.

-If the Total SD Amount is exceeding Available Balance, A Message box will appear containing a warning,



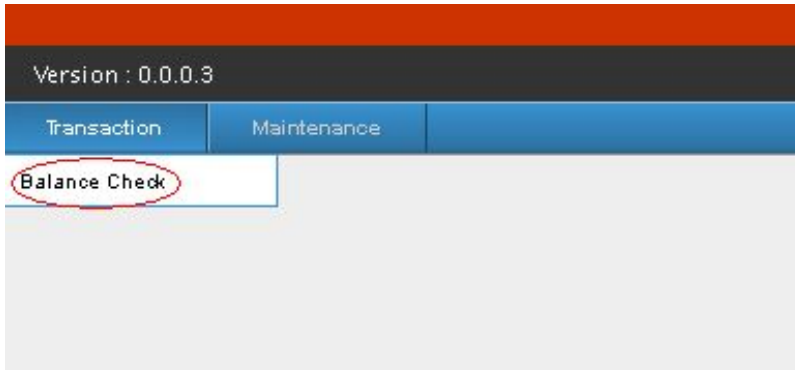
The Transaction would also need an Approval before continuing Transaction, otherwise Discontinue Transaction.

Installment:	6	*	▼
Payroll Deduction Amount:	550	*	
Credit Limit:	5000.00	*	
Available Balance:	-100	*	
Is Approved?			
	<input checked="" type="checkbox"/>		
Approver:	Please select an approver...	*	▼

Viewing Transaction

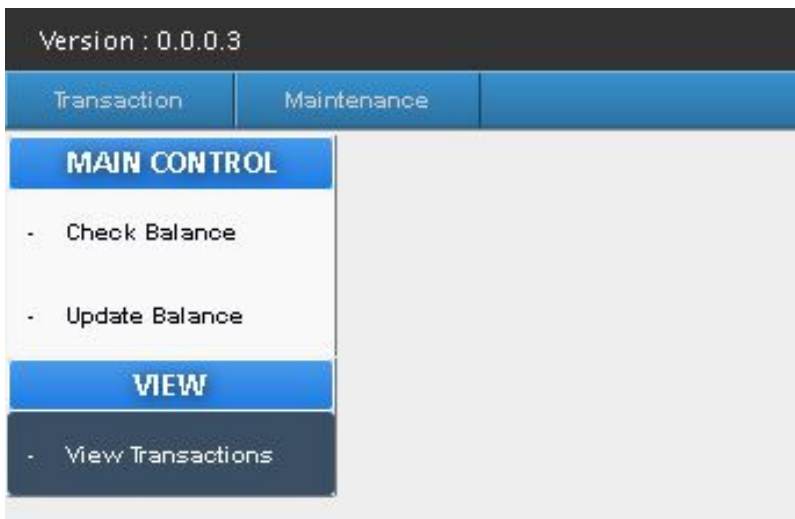
View Transactions

-To view transactions that have been made; When you hover your mouse over the transaction tab, a sub-menu will appear beneath, click the balance check.

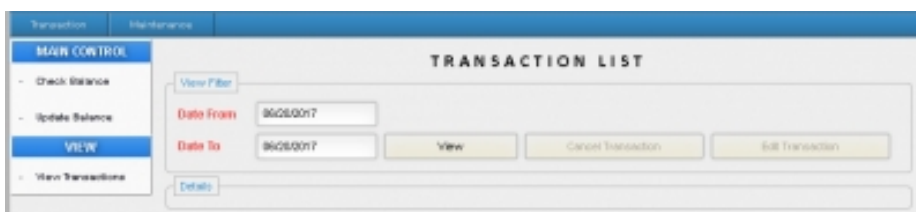


-After clicking, a small menu will appear, which contains, Main control and View.

-Under view, there is View Transaction, click it



-After clicking you will be redirected to Transaction List page.



-You would be able to view transaction that have been made from a desired date, and to any desired date you want.

View Filter

Date From 06/20/2017

Date To 06/20/2017 **View**

Details

-After you have input your desired dates, click view button, on the details list box, all transaction/s will appear based on a certain span of dates you entered.

TRANSACTION LIST

View Filter

Date From 01/01/2017

Date To 06/20/2017 **View** **Cancel Transaction** **Edit Transaction**

Details

Transaction List											
Emp. No.	Name	Store	Instalmen	Deduction Amount	Total Amount	Transactio #	Transaction Date	In Poc	In Car	Created on	
1	150025 PADILLO, TRIXE MAE VIZCO	SHOMR	6	122.32	800.00	222222	2017-06-14	0	0	2017-06-14	
2	150025 PADILLO, TRIXE MAE VIZCO	SHOMR	1	400.00	400.00	322	2017-06-01	0	0	2017-06-01	
3	150025 PADILLO, TRIXE MAE VIZCO	SHOMR	6	100.00	600.00	3022	2017-06-01	0	0	2017-06-01	
4	150025 PADILLO, TRIXE MAE VIZCO	SHOMR	7	85.71	600.00	test123	2017-06-01	0	1	2017-06-01	

View 1 - 4 of 4

-You may also enter information on the transaction list, to make the list shorter and more specific, whether its Emp. no., Name, Store, Installment, Deduction Amt., Total, Amt., Transaction no., Transaction Date, Is posted, Is Cancelled, and when was the transaction was created.

Transaction List										
Emp. No.	Name	Store	Installment	Deduction Amount	Total Amount	Transaction #	Trans Date	Is Posted	Is Cance	Created on
1	150025 PADILLO, TRIKIE MAE VIZCO	SHOWR	6	133.33	800.00	233232	2017-06-05	0	0	2017-06-15
2	150025 PADILLO, TRIKIE MAE VIZCO	SHOWR	1	400.00	400.00	322	2017-06-05	0	0	2017-06-05
3	150025 PADILLO, TRIKIE MAE VIZCO	SHOWR	6	100.00	600.00	3022	2017-06-05	0	0	2017-06-05
4	150025 PADILLO, TRIKIE MAE VIZCO	SHOWR	7	85.71	600.00	test123	2017-06-05	0	1	2017-06-05

Transaction List										
Emp. No.	Name	Store	Installment	Deduction Amount	Total Amount	Transaction #	Transaction Date	Is Pos	Is Can	Created on
1	150025 PADILLO, TRIKIE MAE VIZCO	SHOWR	1	400.00	400.00	322	2017-06-05	0	0	2017-06-05

-If you pressed through the results on the Details list box, As long as the "Is Posted", and "Is Cancelled" is set to "0", The Two buttons will be activated. The buttons are; Cancel Transaction, and Edit Transaction.

Date From: 01/01/2017
 Date To: 06/20/2017
 View **Cancel Transaction** **Edit Transaction**

Details

Transaction List										
Emp. No.	Name	Store	Installment	Deduction Amount	Total Amount	Transaction #	Trans Date	Is Posted	Is Canceled	Created on
1	150025 PADILLO, TRIKIE MAE VIZCO	SHOWR	6	133.33	800.00	233232	2017-06-05	0	0	2017-06-15
2	150025 PADILLO, TRIKIE MAE VIZCO	SHOWR	1	400.00	400.00	322	2017-06-05	0	0	2017-06-05
3	150025 PADILLO, TRIKIE MAE VIZCO	SHOWR	6	100.00	600.00	3022	2017-06-05	0	0	2017-06-05
4	150025 PADILLO, TRIKIE MAE VIZCO	SHOWR	7	85.71	600.00	test123	2017-06-05	0	1	2017-06-05

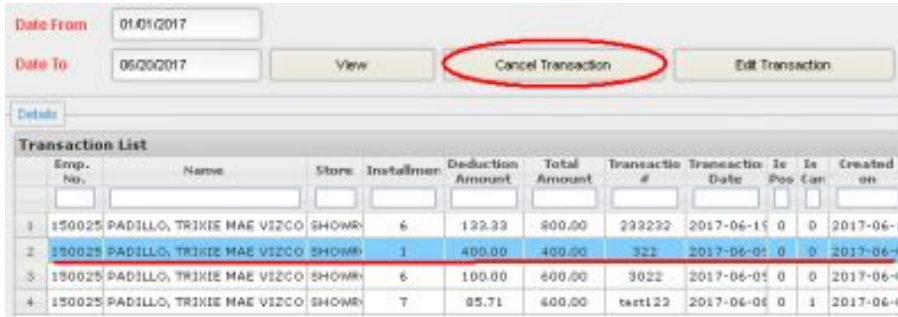
-If any of the "Is Posted" or "Is Cancelled" is set to "1" to any transaction, The the two buttons; Cancel Transaction and Edit Transaction will be Deactivated.

Date From: 01/01/2017
 Date To: 06/20/2017
 View **Cancel Transaction** **Edit Transaction**

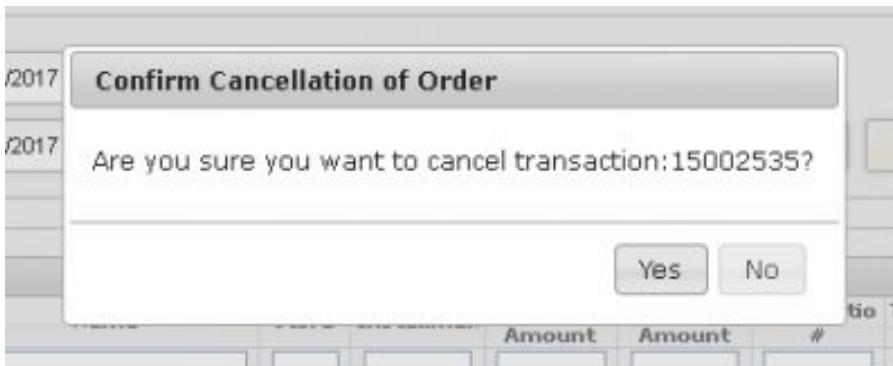
Details

Transaction List										
Emp. No.	Name	Store	Installment	Deduction Amount	Total Amount	Transaction #	Trans Date	Is Posted	Is Canceled	Created on
1	150025 PADILLO, TRIKIE MAE VIZCO	SHOWR	6	133.33	800.00	233232	2017-06-05	0	0	2017-06-15
2	150025 PADILLO, TRIKIE MAE VIZCO	SHOWR	1	400.00	400.00	322	2017-06-05	0	0	2017-06-05
3	150025 PADILLO, TRIKIE MAE VIZCO	SHOWR	6	100.00	600.00	3022	2017-06-05	0	0	2017-06-05
4	150025 PADILLO, TRIKIE MAE VIZCO	SHOWR	7	85.71	600.00	test123	2017-06-05	0	1	2017-06-05

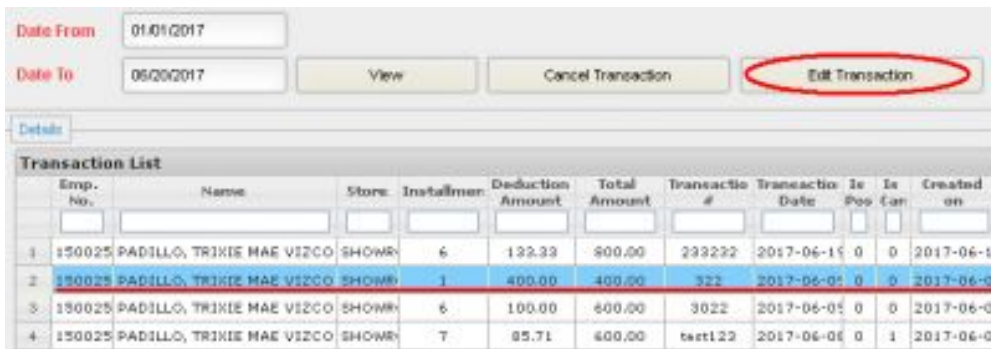
-To cancel a Transaction, find the transaction you want to cancel, click it, and press Cancel Transaction Button.



-A Message Box will appear containing confirmation, to ensure you that you are cancelling the right Transaction press "Yes" to continue the cancellation of the Transaction, and press "No" to Stop the cancellation of the transaction, it also displays the Employee No. of the Transactor.



-To Edit a Transaction, find the transaction you want to Edit, click it, and press Edit Transaction Button.



-After Pressing Edit Transaction Button, An "Update Transaction Form" will appear, Now you can edit the Store, Transaction Date and No., Deduction Code, Total SD Amount, and Installment regarding that Transaction.

The image shows a software window titled "Update Transaction". It contains several input fields, each with a red asterisk indicating a required field. The fields are arranged vertically and include:

- Store:** A dropdown menu with "SHOWROOM" selected.
- Order By:** Two adjacent text boxes containing "15002535" and "PADILLO, TRIXIE MAE VIZCO".
- Transaction Date:** A text box containing "06/09/2017".
- Transaction No.:** A text box containing "3022".
- Deduction Code:** A dropdown menu with "PHARMACIA NI DOK" selected.
- Total SD Amount:** A text box containing "600.00".
- Installment:** A dropdown menu with "6" selected.
- Payroll Deduction Amount:** A text box containing "100".
- Credit Limit:** A text box containing "5000.00".
- Available Balance:** A text box containing "4000".

At the bottom right of the form, there are two buttons: "Save" and "Cancel".