

SPM Help Application -SOP

Here is the step-by-step procedure for monitoring BO PR (SB26,SB28,MS87) continuity.

BO PR Continuity Monitoring System

1. Initial Configuration

1. **Configure Branch Offices:** Use the **Configuration** option to define and manage all Branch Offices (BOs) within the system.
2. **Log Cancelled Receipts:** Before starting daily data entry, update any cancelled receipts for all types (SB26, SB28, and MS87) using the **Cancelled Receipts Data Entry** option.

2. Data Entry Procedure (SB26, SB28, and MS87).

1. Navigate to the respective **Data Entry** tab. The current month's date will load by default. Update this field to match the actual **PR (Preliminary Receipt) issue date**.
2. Select the branch office using one of these three quick methods:
 - **Dropdown:** Select the office directly from the dropdown menu.
 - **Search by Name:** Type the first 2 or 3 letters of the office name and press **Tab** to auto-complete.
 - **Search by Index:** Type the corresponding list number (e.g., press 2 to instantly select the 2nd office in the list).
3. Once the office is selected, the system will automatically retrieve and load the **Receipt Book Number** if it already exists in the database.
4. Enter the **Receipt Number** and press the **Enter key twice**. The record will save automatically, and the transaction details will immediately appear in the display table below.

Once the office is selected, the system will automatically load the **Receipt Book Number** (if it exists in the database). Additionally, **all existing data for that specific office will immediately populate in the display table for your ready reference**.

System Validation Checks: To ensure data accuracy, the system runs automatic checks while saving the data. An error will be thrown if:

- **Continuity is missing:** The receipt number does not follow the correct numerical sequence.
- **Cancelled receipt used:** A receipt previously logged as 'cancelled' is entered as a 'used' receipt.
- **Date sequence mismatch:** The dates entered do not follow the correct chronological order.

3. Generating Reports

1. Click on the **Reports** tab in the main menu.
2. Choose the desired Branch Office from the dropdown menu.
3. Enter the **From Date** and **To Date** to define your specific reporting period.
4. Click the **Generate Report** button. The system will automatically compile and export a consolidated Excel file containing the Index Registers for SB26, SB28, and MS87 for the selected office.