

User Guide

Cash Advance

Admin Mode- Submission



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1 SUBMISSION SCREEN

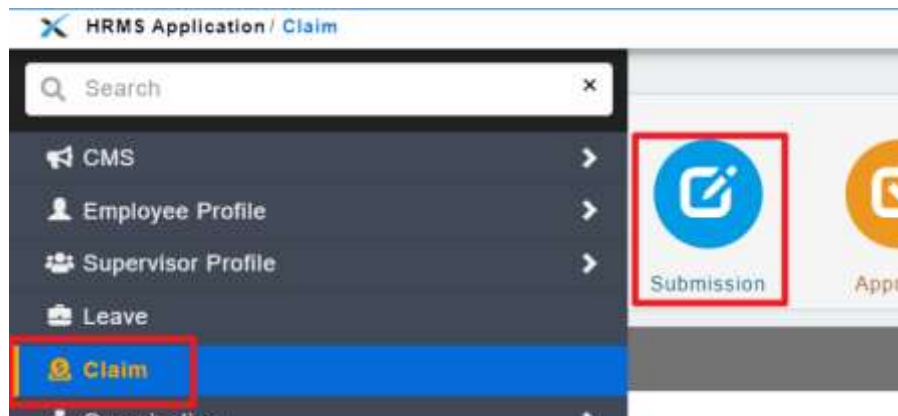


Figure 1.1

To perform a claim cash advance submission, please follow the steps below or follow as what has shown in Figure 1.1

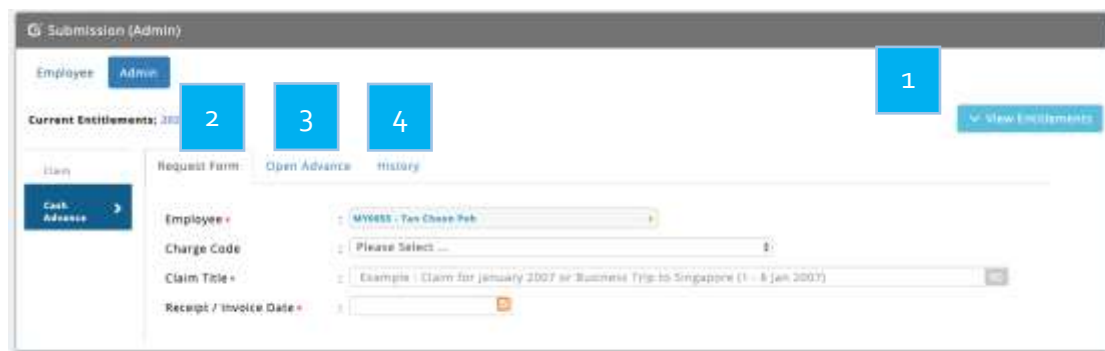


Figure 1.2

- | | | | |
|---|-----------------------------------|---|--|
| 1 | Claim entitlement of the employee | 3 | Open claim to offset the cash advance with claim items |
| 2 | Cash Advance submission form | 4 | Cash advance history, submitted cash advance |

2 SUBMIT CASH ADVANCE

2.1 Cash Advance Form

2.1.1 Submit cash advance

The screenshot shows the 'Request Form' tab of the Cash Advance system. On the left, a sidebar contains a 'Claim' menu and a 'Cash Advance' button with a right-pointing arrow. The main form area has four tabs: 'Request Form' (active), 'Open Advance', and 'History'. The form fields are as follows: 'Employee' is a dropdown menu showing 'MY0000 - Tan Chuan Poh'; 'Charge Code' is a dropdown menu showing 'Please Select ...'; 'Claim Title' is a text input field with the placeholder text 'Example : Claim for January 2007 or Business Trip to Singapore (1 - 8 Jan 2007)'; and 'Receipt / Invoice Date' is a date picker showing '2020-04-30'.

Figure 2.1

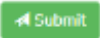
Follow the steps to submit a claim:

- i. Select the employee
- ii. Select a receipt/ invoice date as date application
- iii. Select cash advance type from "Claim Types"

The screenshot shows the 'Request Form' tab of the Cash Advance system, with more fields filled in. The 'Charge Code' dropdown still shows 'Please Select ...'. The 'Claim Title' text field is the same. The 'Receipt / Invoice Date' date picker now shows '2020-04-30'. The 'Claim Types' dropdown menu is open, showing 'Advance Claim' selected. The 'Currency' section has 'FROM' and 'TO' dropdowns, both set to 'Malaysian Ringgit (MYR)'. The 'Claim Amount' text field has the placeholder 'Please Enter Your Claim Amount' and a note '(Balance: No Limit)'. The 'Description / Purpose' text field is empty. The 'Attachment' section has a 'Browse...' button. A green 'Submit' button is in the top right corner. At the bottom, a red note states: 'Maximum file size: 3000, acceptable file format: .jpg, .png, .gif, .pdf, .doc, .docx'.

Figure 2.2

As different from claim form, cash advance does not consist draft mode.

Fill up the compulsory field(s) which has the * indicator and click , the cash advance form will submit to respective supervisor and person-in-charge for approval.

2.2 Open Advance

2.2.1 Submit offset claim(s) item for open advance



Figure 2.8

The processed cash advance item will show in Open Advance. In order to offset the cash advance, user need to click on “Click To Edit” to add the claim item. To submit cash advance without offset, tick the checkbox on the left-hand side as shown in Figure 2.8 and Click **Submit Select** to submit selected cash advance item(s).

2.2.2 Edit Open Advance

To edit, simply mouse over the **⋮** which shown in Figure 2.9 and click the “Click to Edit” to edit the cash advance item you wish to offset.

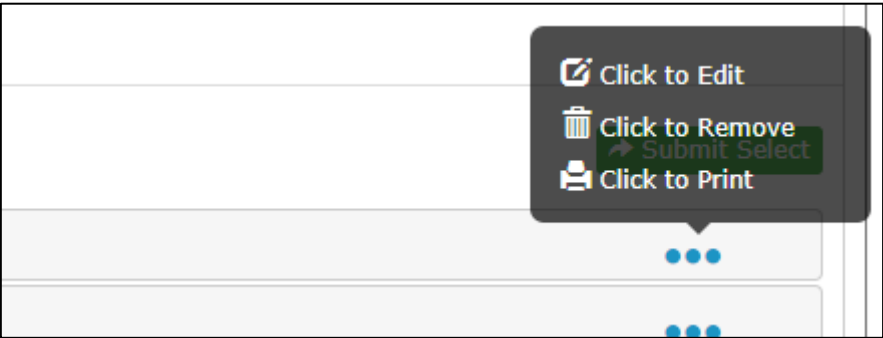


Figure 2.9

2.2.3 Add claim item into Open Advance

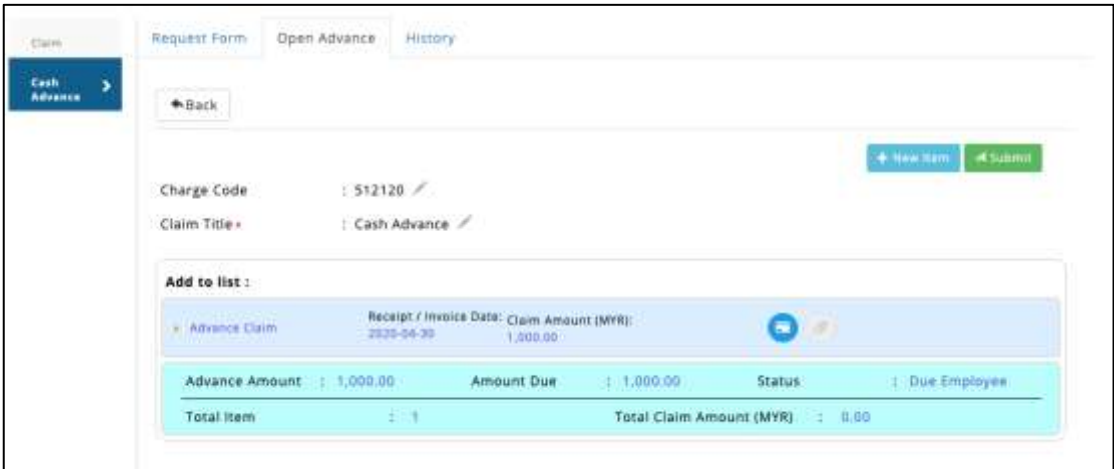


Figure 2.10

To add offset claim item(s) into the Open Advance, click on the [+ New Item](#).

Back

Charge Code: 512120

Claim Title: Cash Advance

Receipt / Invoice Date: 2020-05-01

Claim Types: Petrol

Currency: FROM: Malaysian Ringgit (MYR) TO: Malaysian Ringgit (MYR)

Claim Amount: Please Enter Your Claim Amount (Balance: No Limit)

Description / Purpose:

Receipt / Invoice Number:

Attachment: [Browse...](#)

Maximum file size: 5MB. Acceptable file format: .jpg, .png, .gif, .pdf, .xls, .xlsx.

Add to list:

Advance Claim	Receipt / Invoice Date: 2020-04-30	Claim Amount (MYR): 1,000.00	
Advance Amount	1,000.00	Amount Due	1,000.00
Total Item	1	Total Claim Amount (MYR)	0.00

Status: Due Employee

Figure 2.11

Fill up the compulsory field(s) which has the * indicator and click [+ Add to list](#) to add the offset claim item as show in Figure 2.11. After added all the offset claim item(s) then click [Submit](#), the cash advance offset item(s) will submit to respective supervisor and person-in-charge for approval.

2.2.4 To edit or delete Open Advance offset claim item(s)

Back

Submit

Charge Code : 512120

Claim Title : Cash Advance

Receipt / Invoice Date :



Claim Types : Claim Types

Add to list :

Advance Claim	Receipt / Invoice Date: 2020-04-30	Claim Amount (MYR): 1,000.00	
Patrol	Receipt / Invoice Date: 2020-03-01	Claim Amount (MYR): 100.00	

Advance Amount	: 1,000.00	Amount Due	: 900.00	Status	: Due Employee
Total Item	: 2	Total Claim Amount (MYR)	: 1,100.00		

Figure 2.12

To edit, simply mouse over the item and click on  which shown in Figure 2.12 and click the  to delete the claim item you wish to delete.

2.3 Cash Advance History

2.3.1 View Cash Advance History



Figure 2.11

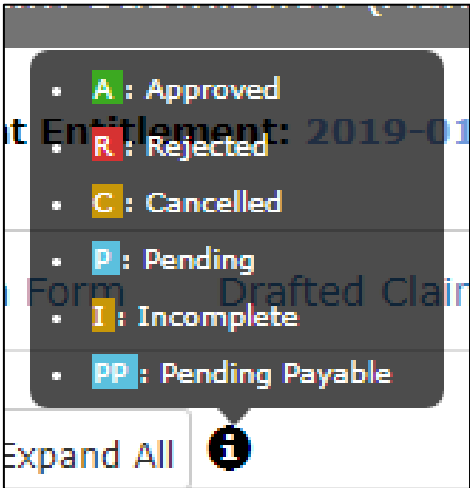


Figure 2.12



Figure 2.13

A: Approved

R: Rejected

C: Cancelled

P: Pending

I: Incomplete

PP: Pending Payable

In cash advance history, user able to view the previously submitted cash advance(s) is under which status.

2.3.2 Edit and Submit Incomplete Cash Advance

Charge Code : S12120

Claim Title : Cash Advance for Trip

Receipt / Invoice Date : 2020-05-01

Claim Types : Advance Claim

Currency : FROM : Malaysian Ringgit (MYR) TO : Malaysian Ringgit (MYR)

Claim Amount : 1000.00 (Balance: No Limit)

Description / Purpose : For Trip

Attachment : [Browse...](#)

Maximum file size: 2MB. Allowed file formats: .png, .jpg, .gif, .pdf, .xls, .xlsx

Figure 2.14

To resubmit incomplete cash advance(s),

tick the checkbox on the left-hand side as shown in Figure 2.14 and Click [Submit](#) to submit selected claim(s)

2.3.3 Print claim

To print, simply mouse over the [Print](#) icon which shown in Figure 2.11 and click the "Click to Print" to print the form. A window will be popped up.