User Guide

Cash Advance

Setup

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3   **To set up cash advance, which specify the behavior of this cash advance type**

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2 CASH ADVANCE

Click "**Cash Advance**" from <mark>item 3</mark> stated in Figure 1.1 to set up / view / edit cash advance(s)

In this screen, active cash advance(s) will be listed as shown in Figure 2.1
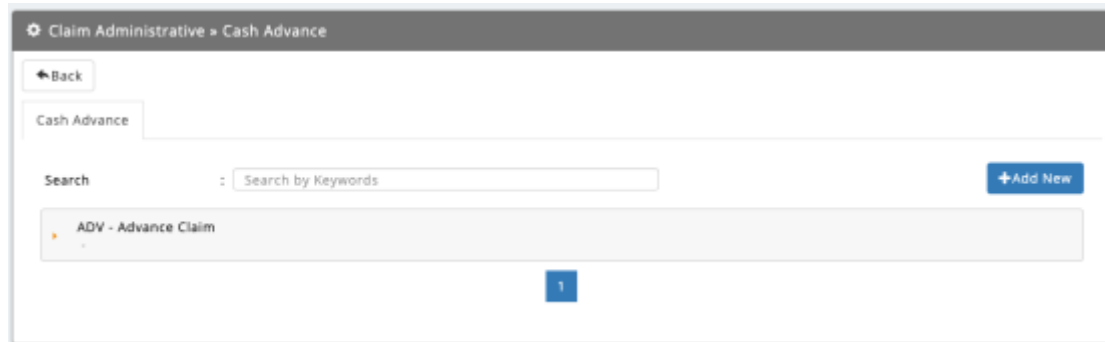
Figure 2.1

2.1 Create New Cash Advance

To create a new cash advance, click **+Add New**. You will be directed to a new screen to set up the cash advance
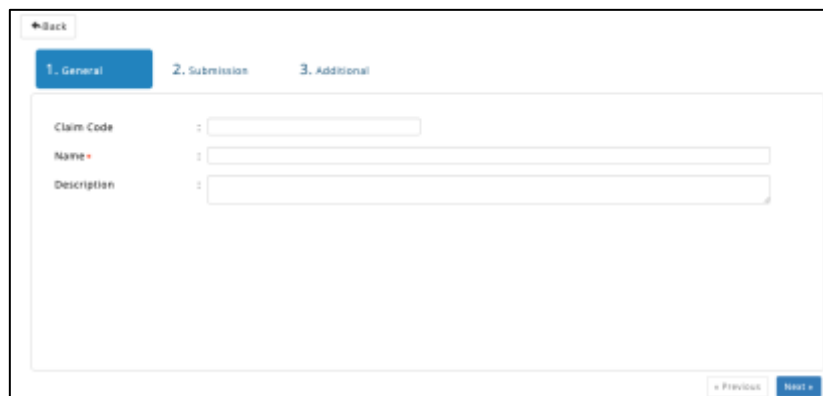
Figure 2.3

Field	Explanation
Claim Code	will only appear in Report and be used as Finance accounting code
Name	Cash advance name
Description	Description of the claim type

Figure 2.4

Field	Explanation
Attachment Required	Specify the cash advance is required to attach attachment
Description Required	Specify the cash advance is required to attach description
Allow Submitted By	Specify the cash advance only allow submitted by All employee(s) or Confirmed Employee
Supervisor Approval[A1]	To determine the approval method
HR Approval[A2]	To determine the next approval personnel after all related supervisor(s) has/have approved the cash advance item **** Support 1 layer approval only**

Figure 2.5

Field	Explanation
Category	Determine the category of the particular claim
Processor	Determine who is/are the processor(s) of this claim
Custom Information[A6]	Determine which custom info to be assigned to the particular claim

Figure 2.6

To save the cash advance, click [H Save] which located at the bottom-right of the screen as shown in Figure 2.6

2.2 Edit Cash Advance
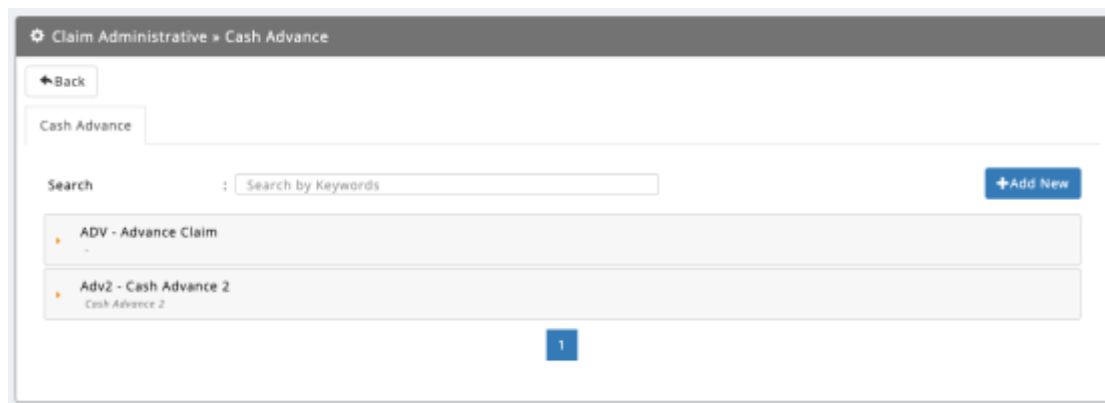
Figure 2.7

To view/edit the cash advance, click at the cash advance that you wish to view/edit. It will expand to show the details as shown in Figure 2.8
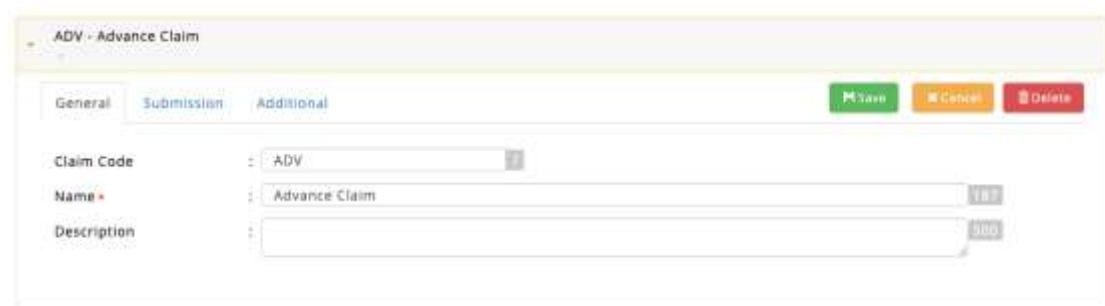
Figure 2.8

Edit the info from "General/Submission/Additional" tabs and click [H Save] to save the amended info.

2.3 Delete Cash Advance

To delete a cash advance, click at the cash advance that you wish to view/edit. It will expand to show the details as shown in Figure 2.8

Click [Delete] to delete the cash advance.

3 CLAIM GROUP

Click "Claim Group" from Figure 1.1 to set up / view / edit claim groups

In this screen, active claim groups will be listed as shown in Figure 3.1
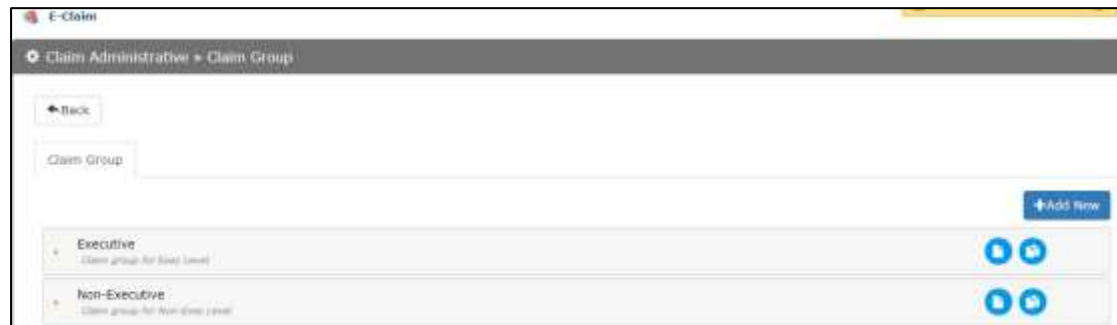
Figure 3.1

Figure 3.2

1	Name of claim group		No. of claim type(s) / cash advance(s) assigned
2	Description of the claim group		No. of shared claim(s) assigned

3.1 Create New Claim Group

Figure 3.3

Field	Explanation
Claim Group Name	Name of claim group
Description	Description of the claim group

Figure 3.4

To assign the previously set up claim type(s) and/or shared claim(s) to claim group, simply click [Yes No] and make sure the "Yes" is highlighted with light-blue

Click [Save] to save the claim group

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To set customize setting at claim group, simply click the ✏ to edit the claim at claim group level
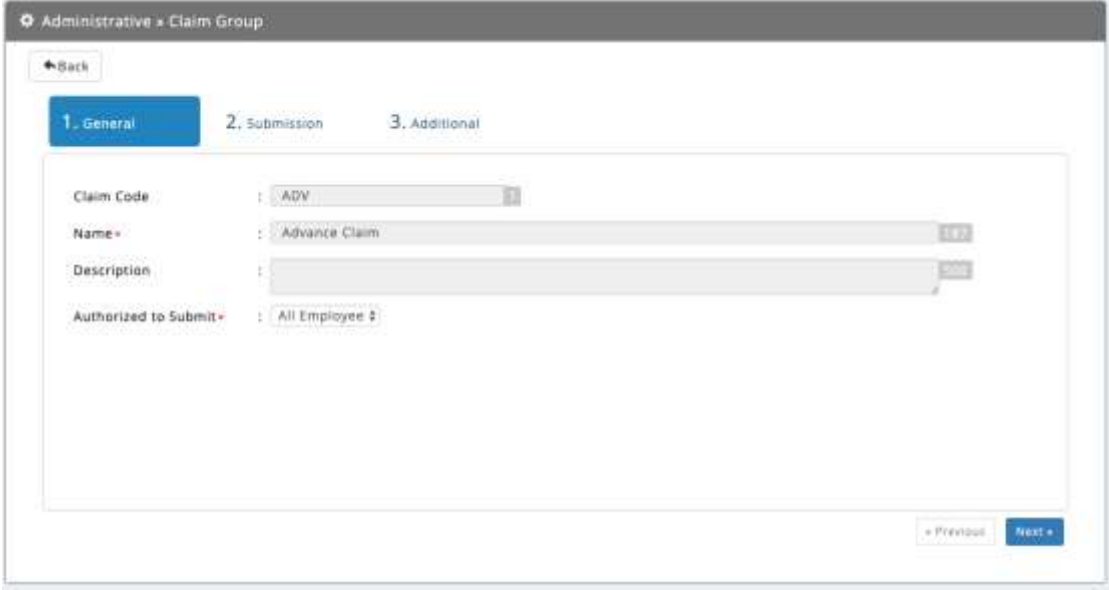
Figure 3.5

Field	Explanation
Authorised to Submit	To determine whether the particular claim can be submitted by which user - All - Admin Only

You may follow the steps from **2.2 Edit Cash Advance**

** Only some fields stated below can be edited:

i. Supervisor Approval
ii. Customize Approval
iii. Custom Info

3.2 Edit Claim Group

Figure 3.6

To view/edit the claim group, click at the claim group that you wish to view/edit. It will expand to show the details as shown in Figure 3.7

Figure 3.7

Edit the info you want and click [H Save] to save the amended info.

3.3 Delete Claim Group

To delete claim group, click at the claim group that you wish to view/edit. It will expand to show the details as shown in Figure 3.7

Click [Delete] to delete the claim group.

Click "**Claim Category**" from Figure 1.1 to set up / view / edit claim categories

In this screen, active claim categories will be listed as shown in Figure 4.1
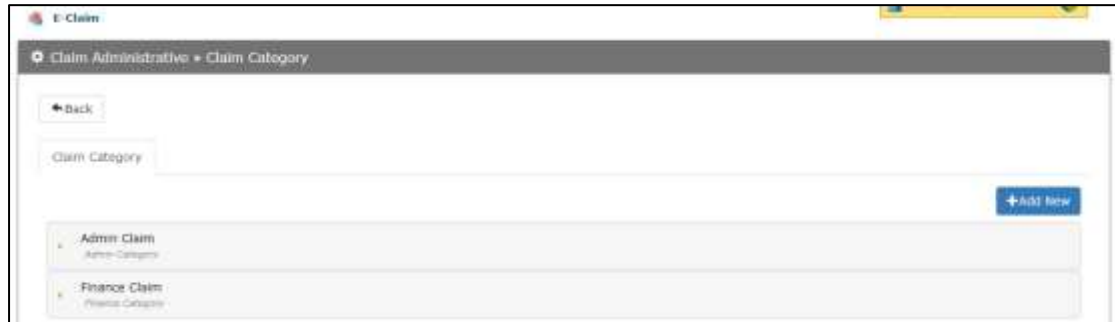
Figure 4.1

Figure 4.2

1	Name of claim category
2	Description of the claim category

4.1 Create New Claim Category

Figure 4.3

Field	Explanation
Claim Category Name	Name of claim category
Description	Description of the claim category

Claim Type & Claim Shared	1. Available Claim(s)
	  - Claim(s) not assigned to particular category
	2. Selected Claim(s)
	  - Claim(s) assigned to particular category
	
	Drag-drop to assign/revoke

Click ![Save] to save the claim category

4.2 Edit Claim Category
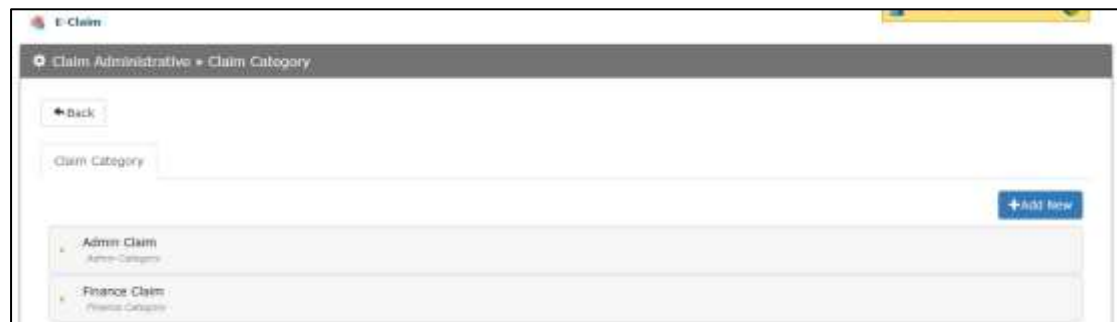
Figure 4.4

To view/edit the claim group, click at the claim group that you wish to view/edit. It will expand to show the details as shown in Figure 4.5
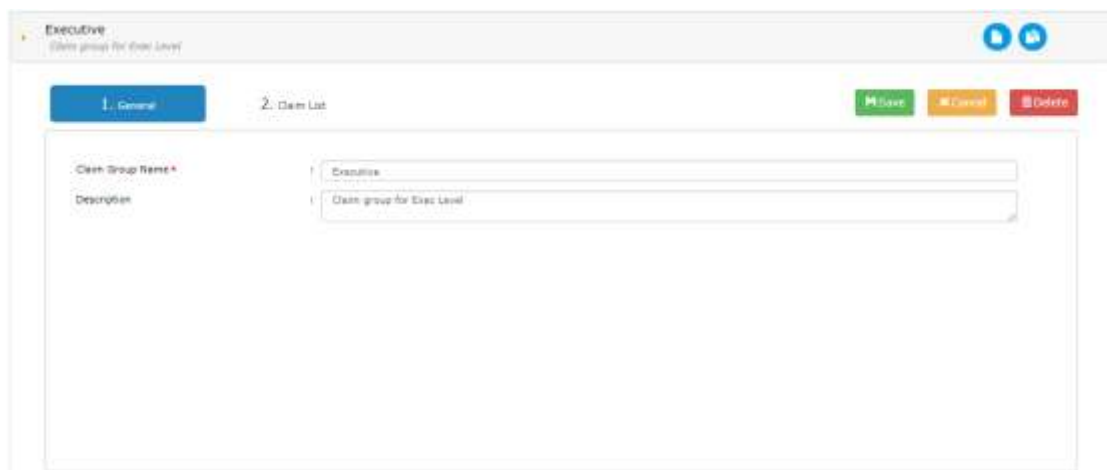

Figure 4.5

Edit the info you want and click [H Save] to save the amended info.

4.3 Delete Claim Category

To delete claim category, click at the claim category that you wish to view/edit. It will expand to show the details as shown in Figure 4.5

Click [Delete] to delete the claim category.

5 CUSTOM INFO

Click "Custom Info" from Figure 1.1 to set up / view / edit claim custom info

In this screen, active claim custom info will be listed as shown in Figure 5.1

Figure 5.1

Figure 5.2

1	Custom Info Name
2	Type of the custom info
3	View details of the custom info

5.1 Create New Custom Info

Figure 5.3

Field	Explanation
Display Header	Name of displaying header
Compulsory	Determine the field is mandatory/optional to fill up
Display Information	The information that will be shown as tooltip
Control Type	Determine how the types of input - Text Only - Date Only - Dropdown Menu - Whole Number - Decimal Number - Time

Next field after control type	The next following field will be depending on the control type, when
	  i. Text Only
	    - Character Limit : Specify how many characters can be input
	  ii. Dropdown Menu
	    - Dropdown details
	  iii. Whole Number
	    - Limit : Specify the amount limit
	  iv. Decimal Number
	    - Limit : Specify the amount limit

Click **Save** to save the claim custom info

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5.2 Edit Custom Info

Figure 5.4

To view/edit the claim custom info, click at the claim custom info that you wish to view/edit. It will direct you to show the details as shown in Figure 5.5
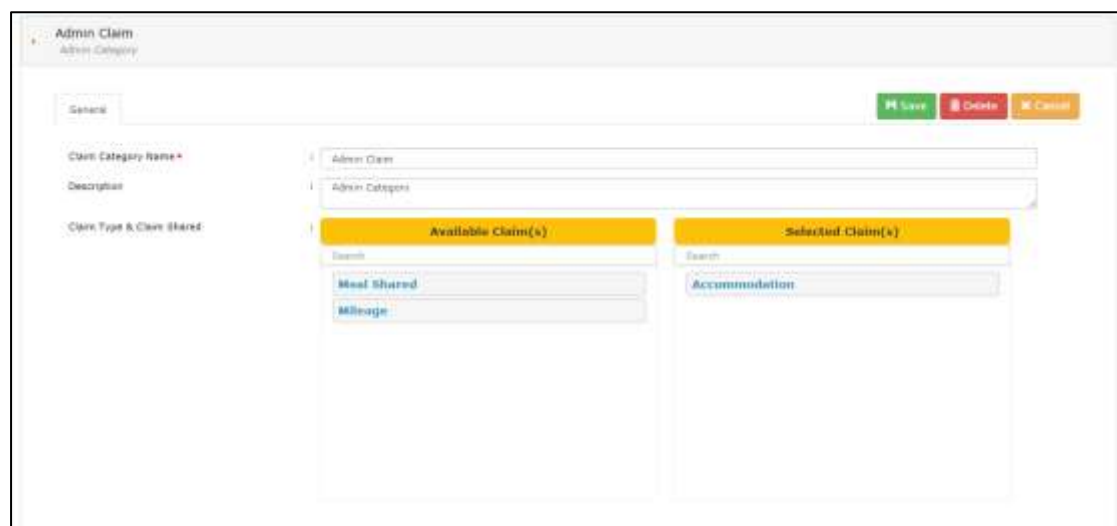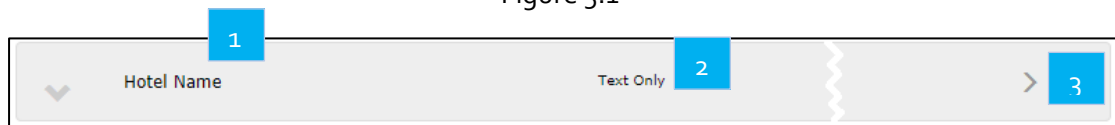

Figure 5.5

Edit the info you want and click to save the amended info.

5.3 Delete Custom Info

To delete claim custom info, click at the claim custom info that you wish to view/edit. It will direct you to show the details as shown in Figure 5.5

Click to delete the claim custom info.

6 COMPANY CLAIM POLICY

Figure 6.1

Field	Explanation
Finance Email	To insert the default finance email if the processor email not been setup.
Claim Validity Period	To determine how long can the claim be claimed
Financial Year	To determine the cut off month for claim which is refreshed by "Calendar Date" and is factor of 12 months
Currency Conversion Mode	To determine currency conversion mode for all claims

Click to save the setting

Figure 7.1

To assign claim group to employee, Pay Group should be set up beforehand.

To do so go to *Employee Profile -> Setup -> Pay Group* then assign claim group to it and then save.

After pay group is properly set, go to *Employee Profile (Admin)*

Search for the employee, go to "Payment Info" and select the "Pay Group" that has just created to assign claim group to the employee.

Finally, click "Save" to save the data.

Figure 7.2

9. NOTIFICATION SETUP

Figure 9.1

Field	Explanation
Supervisor Approval Reminder	Send reminder email to supervisor if claim have yet to approve for more than the input day(s)
Escalation Notification	Send escalation email if supervisor have yet to approve subordinate claim for more than the input day(s)

Click ⊞ Save to save the setting

[A1] Supervisor Approval

Figure A1.1

The setting is located in "Submission" under every claim setup

Supervisor approval not required

- ❖ When claim is set with this setting, supervisor does not need to approve this particular claim.
- ❖ Notification from this kind of claim will still be sent out to the respective supervisor

Direct supervisor approval

- ❖ When claim is set with this setting, direct reporting supervisor will need to approve this particular claim
- ❖ Notification from this kind of claim will be sent out to the respective supervisor

Levelling approval

- ❖ When claim is set with this setting, all supervisors will need to approve this particular claim based on the level set in the setting
- ❖ Notification from this kind of claim will be sent out to the respective supervisors

Limit approval

- ❖ This claim is set in the company hierarchy settings, in which it will be seeing the amount set in the setting.
    - o Scenario
        - ▪ Condition
            - • If claim amount < $1,000 requires 2 levels of approvals
            - • If claim amount >= $1000 but less than $2000 requires 3 levels of approvals
            - • Otherwise requires 4 levels of approvals
            - • Only supervisors which has the job titles consist of "Manager" and "Officer" will be able to approve such claims
            - • Supervisors must be in the same reporting route
            - • May refer to A1.2 for reference, only employees that is highlighted in blue able to perform approval
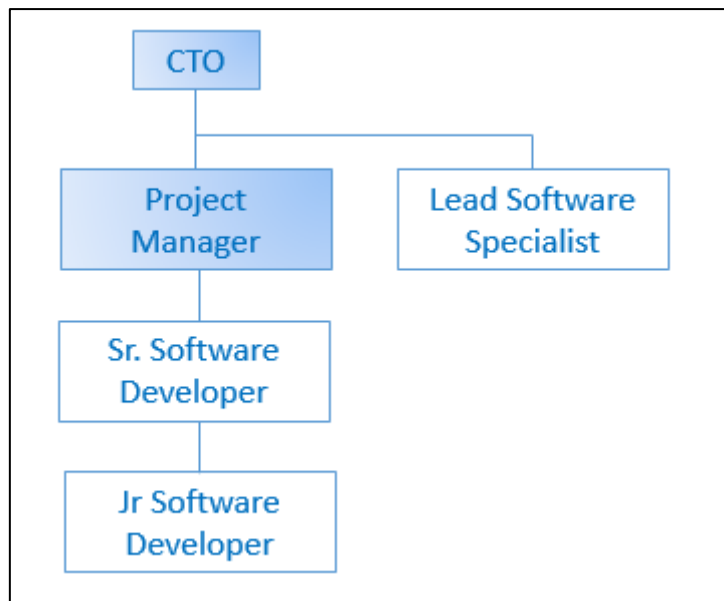
Figure A1.2

❖ Notification from this kind of claim will be sent out to the respective supervisors

Conditional approval base on amount

❖ When claim is set with this setting, the claim amount must be within the set amount for the supervisors to perform approval
❖ E.g. Claim amount below $500 will require 2 levels approvals, otherwise 5 levels based on Figure A1.4

Figure A1.3

[A2] Customize Approval

Figure A2.1

The setting is located in "Submission" under every claim setup

Required

- ❖ This approval personnel is act as another layer of approval personnel after all supervisors has approved the claim.
- ❖ Please note that as current system only support additional 1 layer of approval personnel as shown in Figure A2.2
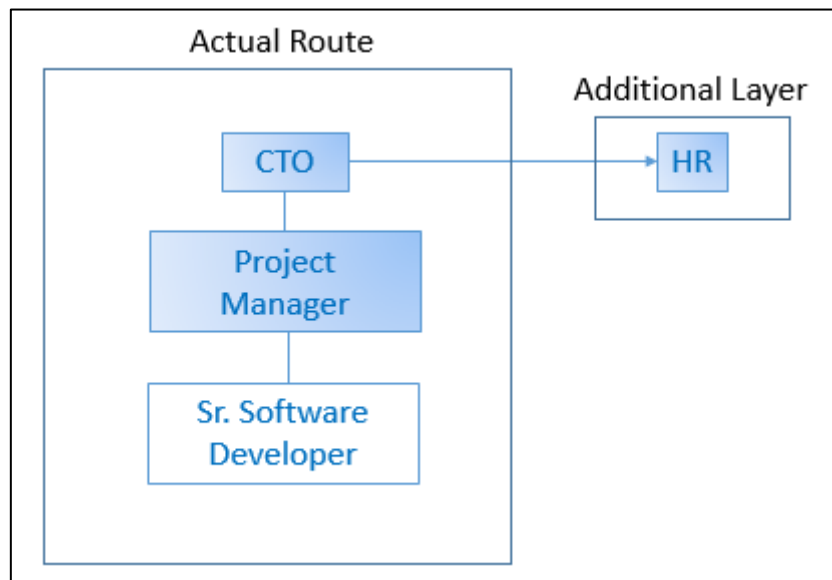

Figure A2.2

Required, claim amount more than / equal to

- ❖ This approval setting is same as the above, the only difference is that the setting will be applied if and only condition is met

[A6] Custom Info

Figure A5.1

To use custom information, click "Apply" and select custom information from the dropdown as shown in Figure A5.1

For custom info which is a dropdown type,

Figure A5.2

Figure A5.3

Click the "Click here to view dropdown items" to tick and set effective dates for the dropdown items as shown in Figure A5.2 and Figure A5.3

[A7] Notification Setup

- Escalation 2 day(s).
- Sup = Supervisor
- Emp = Employee

Emp A

Submitted claim, pending approval 3 days

Report to

Sup C, Sup D, Sup E, Sup F receive email saying Sup A & Sup B (delegated) do not approve Emp A's claim.

Sup A — Delegate to → Sup B

Report to   Report to

Sup C   Sup D   Sup E   Sup F

Delegate to

Delegate to