

User Guide

Cash Advance

Setup



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1 SETUP SCREEN










Administrative		
Claim Setup		
 Claim Types <i>View / Add / Edit / Delete Claim Types</i>	1	Total 24 Claim Types
 Claim Set-up (Shared Limit) <i>View / Add / Edit / Delete Claim Set-up (Shared Limit)</i>	2	Total 1 Claim Set-up (Shared Limit)
 Cash Advance <i>View / Add / Edit / Delete Cash Advance</i>	3	Total 1 Cash Advance
 Claim Group <i>View / Add / Edit / Delete Claim Group</i>	4	Total 2 Claim Group
 Claim Category <i>View / Add / Edit / Delete Claim Category</i>	5	No Record Found
 Custom Information <i>View / Add / Edit / Delete Custom Information</i>	6	Total 1 Custom Information
Employee's Claim		
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Additional Setup		
 Company Policy <i>View / Edit Company Policy</i>	8	
 Notification Setup <i>Setting for supervisor approval reminder/escalation email</i>	9	

Figure 1.1

- 1 To set up claim type, which specify the behavior of this claim type
- 2 To set up claim shared, which allow 2 or more claim types to share the limit
- 3 **To set up cash advance, which specify the behavior of this cash advance type**
- 4 To set up the claim group, which to be assigned to employee as entitlement
- 5 To set up claim category, which categorize claims
- 6 To set up custom info, which use to store additional info for the claim
- 7 To add, view and edit the claim group for specific employee(s)
- 8 To change the cutoff, validity duration of the claim and currency conversion mode
- 9 To set up supervisor approval reminder & escalation email

2 CASH ADVANCE

Click “Cash Advance” from **item 3** 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

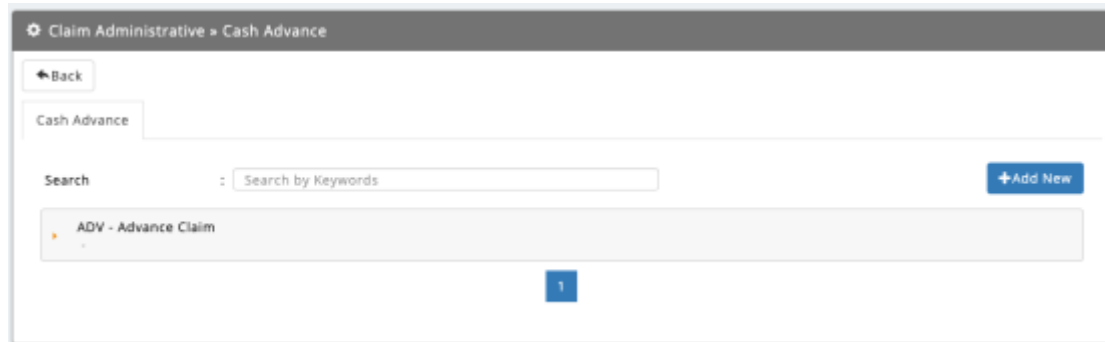


Figure 2.1

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

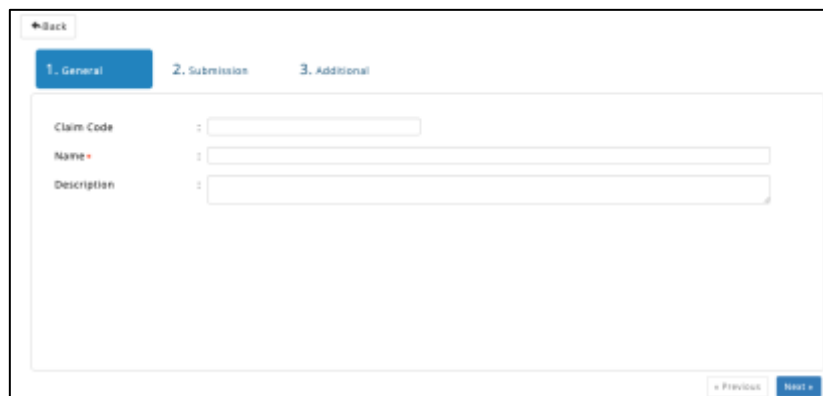


Figure 2.3

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

Claim Administrative » Cash Advance » Add New

Back

1. General 2. Submission 3. Additional

Attachment Required* : ☐ Compulsory ☒ Optional

Description Required* : ☒ Compulsory ☐ Optional

Allow Submit By* : ☒ All Employee
☐ Confirmed Employee

Supervisor Approval* : ☐ Supervisor approval not required
☒ Direct supervisor approval
☐ Levelling approval
☐ Limit approval
☐ Conditional approval base on amount

HR Approval* : ☒ Not required
☐ Required
☐ Required, Claim amount more than / equal to

Previous Next

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	

Claim Administrative > Cash Advance > Add New

Back

1. General 2. Submission 3. Additional

Category : [dropdown]

Processor : [Default] [Customize]

Custom Information : [Apply] [No Apply]

Previous Save

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

Claim Administrative > Cash Advance > Add New

Back

1. General 2. Submission 3. Additional


Category : [dropdown]

Processor : [Default] [Customize]

Custom Information : [Apply] [No Apply]

Previous Save

Figure 2.6

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

2.2 Edit Cash Advance

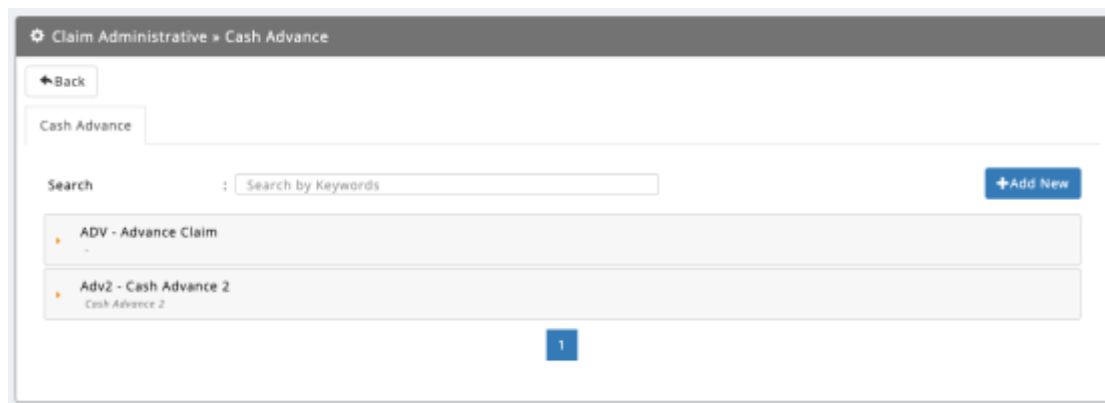


Figure 2.7

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

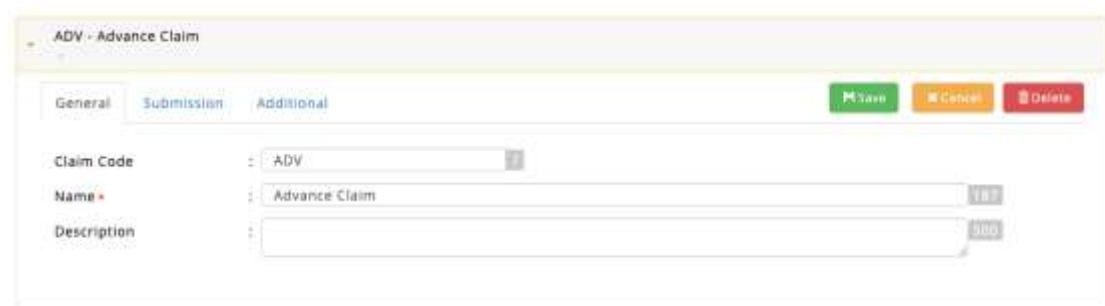



Figure 2.8

Edit the info from “General/Submission/Additional” tabs and click  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  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

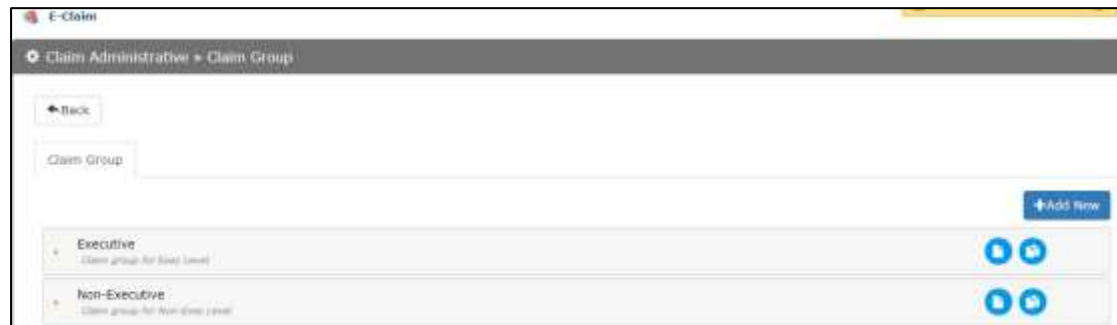


Figure 3.1



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

1. General 2. Claim List

Claim Group Name : Claim Name

Description : Description

Previous Next

Figure 3.3

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

Claim Group

Search : Search by Keywords

+ Add New

Claim Group 01

1. General 2. Claim List 3. Pay Group 4. Employee

Save Cancel Delete

Claim List (Click to select all) 23 Selected

Search : Search by Keywords


ADV - Advance Claim	Click Advance	Yes No
Adv2 - Cash Advance 2	Click Advance	Yes No

1 2 3 4

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

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

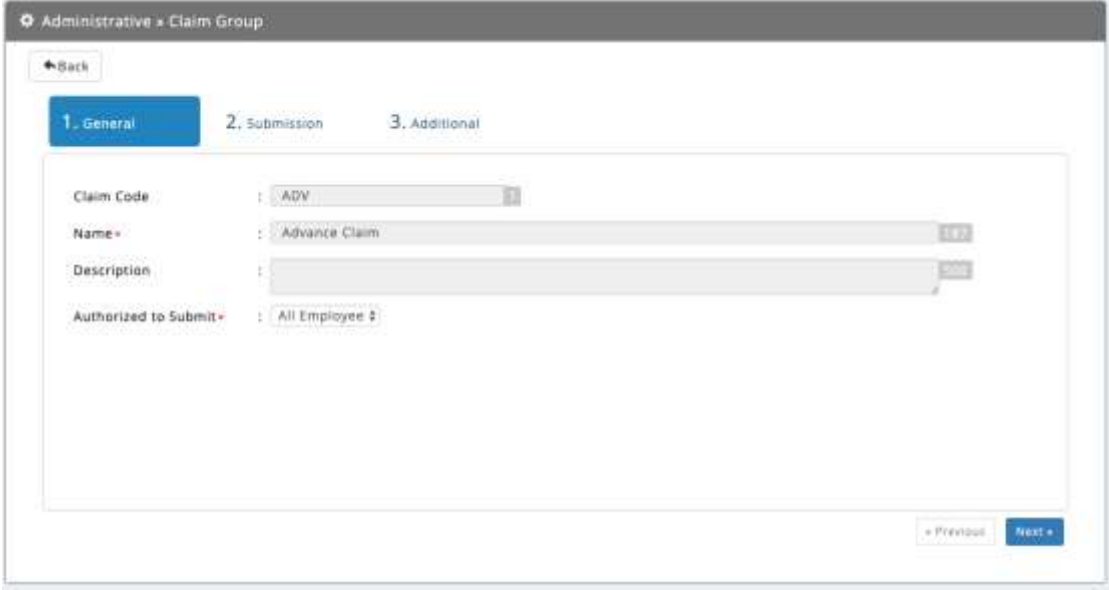


Figure 3.5

Field	Explanation
Authorised to Submit	To determine whether the particular claim can be submitted by which user <ul style="list-style-type: none">- 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

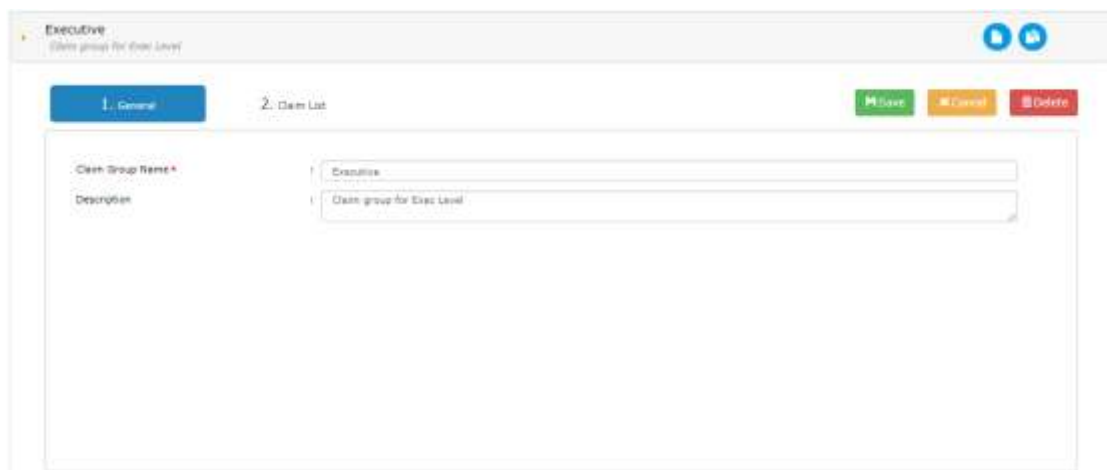


Figure 3.7

Edit the info you want and click  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  to delete the claim group.

4 CLAIM CATEGORY

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

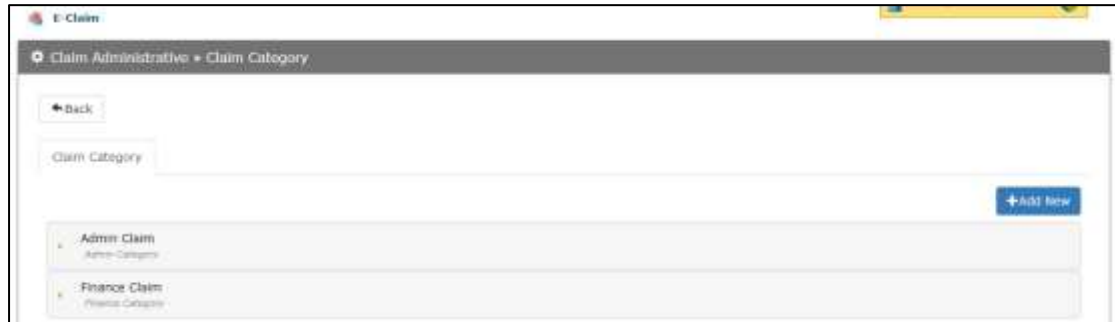


Figure 4.1



Figure 4.2

1

Name of claim category

2


Description of the claim category

4.1 Create New Claim Category

The screenshot shows a web application interface for creating a new claim category. On the left, there is a sidebar with four tabs: 'General' (highlighted in blue), 'Claim Category Name', 'Description', and 'Claim Type & Claim Shared'. The main content area is divided into several sections. At the top, there is a 'Claim Category Name' text input field. Below it is a 'Description' text area. The central part of the interface features two side-by-side columns. The left column is titled 'Available Claim(s)' and contains a search bar and a list of three items: 'Accommodation', 'Meal Shared', and 'Milage'. The right column is titled 'Selected Claim(s)' and also contains a search bar. At the bottom right of the main area, there are two buttons: 'Previous' and 'Save'.

Figure 4.3

Field	Explanation
Claim Category Name	Name of claim category
Description	Description of the claim category
Claim Type & Claim Shared	<ol style="list-style-type: none">1. Available Claim(s)<ul style="list-style-type: none">- Claim(s) not assigned to particular category2. Selected Claim(s)<ul style="list-style-type: none">- Claim(s) assigned to particular category <p>Drag-drop to assign/revoke</p>

Click  Save to save the claim category

4.2 Edit Claim Category

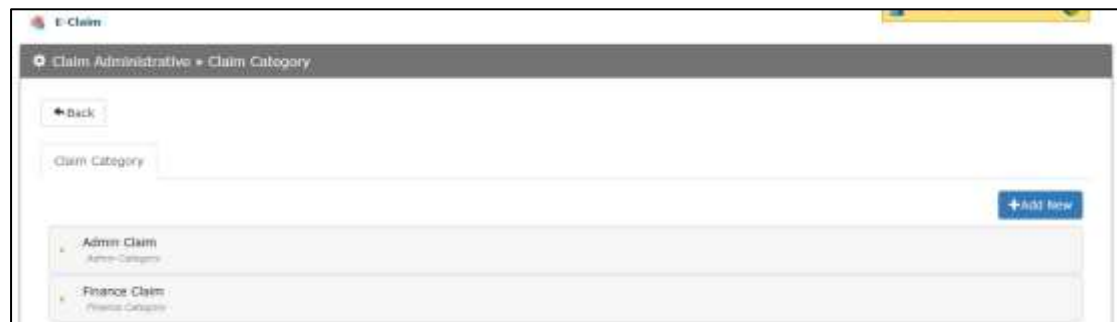


Figure 4.4

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

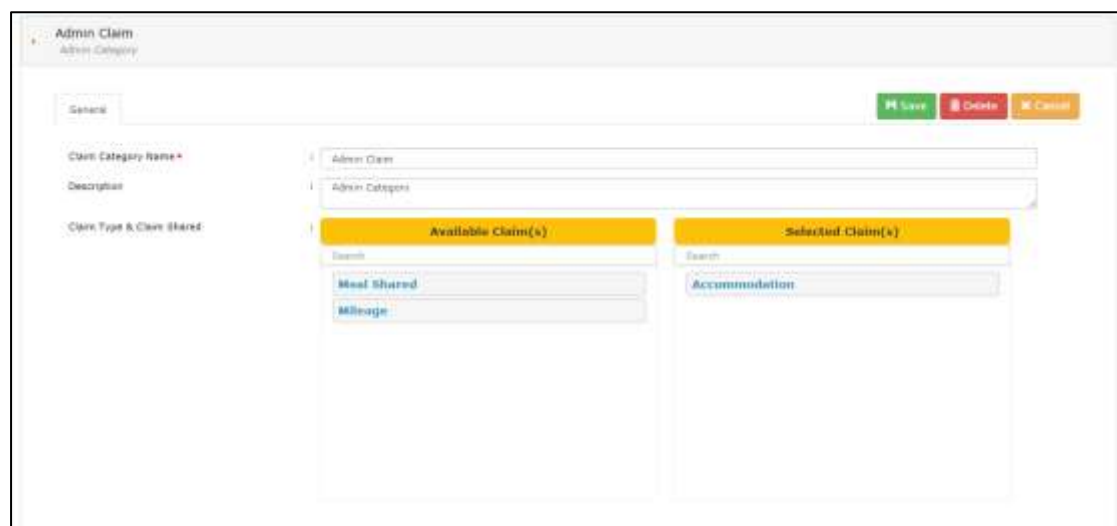


Figure 4.5

Edit the info you want and click  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  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

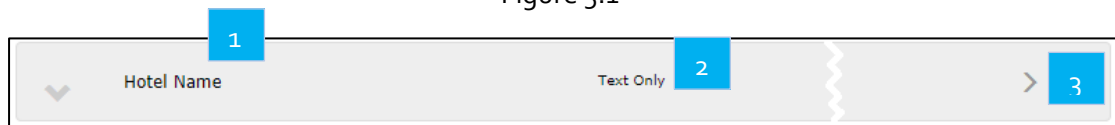



Figure 5.2

- 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 <ul style="list-style-type: none"> - 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 <ol style="list-style-type: none"> Text Only <ul style="list-style-type: none"> - Character Limit : Specify how many characters can be input Dropdown Menu <ul style="list-style-type: none"> - Dropdown details Whole Number <ul style="list-style-type: none"> - Limit : Specify the amount limit Decimal Number <ul style="list-style-type: none"> - Limit : Specify the amount limit

Click  Save to save the claim custom info

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

Administrative » Company Policy

[Back](#)

Company Policy

[Save](#)

Finance Email : abt@example.com

Claim Validity Period : claim cut off period Days(s)

Financial Year : Cut-off Month Dec

Currency Conversion Mode : Manual Exchange Rate

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 [Save](#) to save the setting

7 ASSIGN CLAIM GROUP TO EMPLOYEE

Pay Groups Info

Name of Pay Groups: Manager

Pay Groups Info (- Denotes Required)

Name of Pay Groups: Manager

Pay Group Description:

Types of Pay Period: Actual Date Range

Cut-off Schedule: Monthly

Mid-month cut-off:

Month-End cut-off: 31

Claim Group ID: Claim Group 01

Leave Group: Default

Asset Group: -

Buttons: Add, Edit, Delete, Restore

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.

Employee Information - KELVIN TED KONG NG MBI

Buttons: Add, Delete, Restore, Export Work Permit History Only, Export All to Excel

Employee: MY0003 - YAP CHIA HONG

Tabs: Personal, Contacts, Dependents, Band, **Payment Info**, Job, Cost Allocation, Qualifications, Training, Statutory, Benefits, Supervisor, Transport, Asset, Blacklist, Work Calendar

Pay Information

Currentcy: Malaysian Ringgit (MYR)

Basic Salary: 1000

New Basic Salary: 1000

New Salary Effective Date: 2019-12-01

Payment Frequency: Monthly

Salary Calculation Method: Monthly

Pay Group: Staff

Payee Bank: CIMB BANK

Payment Method: Bank

Salary On-Hold Start Date:

Pay Policy ID:

Buttons: View Salary History, View Mass, Save

Figure 7.2

9. NOTIFICATION SETUP

Claim Administrative » Notification Setup

Back Save

Notification Setup

Supervisor Approval Reminder
Send email to supervisor when claim is pending approval/escalation approval for certain no. of days

Yes No

Send email reminder when claim(s) is / are not approved for Day(s)

Escalation Notification
Send email notification to direct manager and all delegated managers when a supervisor did not approve an employee claim within a timeframe

Yes No


Send escalation email when claim(s) is / are not approved for Day(s)

HR email to receive notification if escalation email is missing (optional)

Add Email Address

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  to save the setting

[A1] Supervisor Approval

Supervisor Approval *	: <input checked="" type="radio"/> Supervisor approval not required
	<input type="radio"/> Direct supervisor approval
	<input type="radio"/> Levelling approval
	<input type="radio"/> Limit approval
	<input type="radio"/> Conditional approval base on amount

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.
 - 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

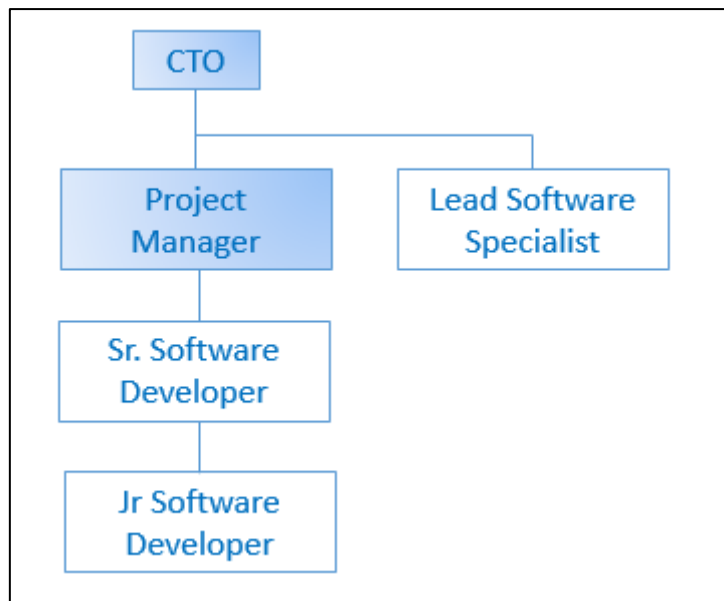


Figure A1.2

- ❖ 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

Supervisor Approval *

- ☐ Supervisor approval not required
- ☐ Direct supervisor approval
- ☐ Levelling approval
- ☐ Limit approval
- ☒ Conditional approval base on amount

Claim Amount : 500 *

- Claim amount less than 500 2 Level
- Claim amount more than / equal to 500 5 Level

Figure A1.3

[A2] Customize Approval

Customize Approval

☐ Not required
☒ Required
☐ Required, Claim amount more than / equal to

Submission

☐ Required Approval ☒ Notify Only

Effective Start Date: 2018-10-25 Effective End Date: Overridable Approver: Select options Action

Add Rule

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

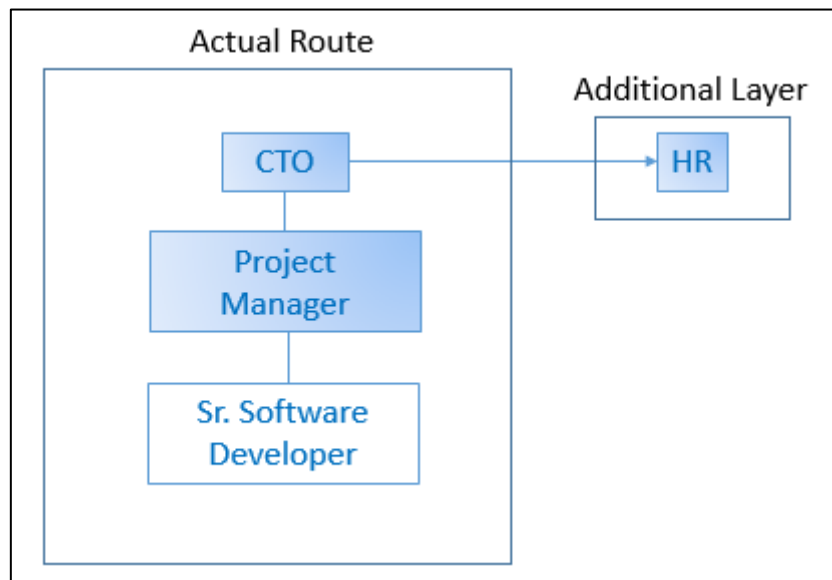


Figure A2.2

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

Custom Information *

No Apply Apply

Custom Information : Please select ... + Add to list

Effective Start Date : Effective End Date : Onwards

Field Required : Compulsory Optional ☒ Click To Show Configured Additional Information

Custom Information	Effective Start Date	Effective End Date	Field Required	Action
Hotel Name	2018-01-01	Onwards	Compulsory	
Panel Clinic	2018-10-01	Onwards	Optional	

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,

Custom Information : Panel Clinic Click here to view dropdown items Update Cancel

Effective Start Date : 2018-10-01 Effective End Date : Onwards

Field Required : Compulsory Optional ☒ Click To Show Configured Additional Information

Custom Information	Effective Start Date	Effective End Date	Field Required	Action
Hotel Name	2018-01-01	Onwards	Compulsory	

Figure A5.2

Panel Clinic

<input checked="" type="checkbox"/> *	Dropdown Item	Effective Start Date *	Effective End Date
<input checked="" type="checkbox"/>	24 hours	2018-10-01	Onwards
<input checked="" type="checkbox"/>	Penang Clinic	2018-10-01	Onwards

Save Close

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

