User Guide

Cash Advance

Supervisor Mode

CONTENTS

1 APPROVAL SCREEN

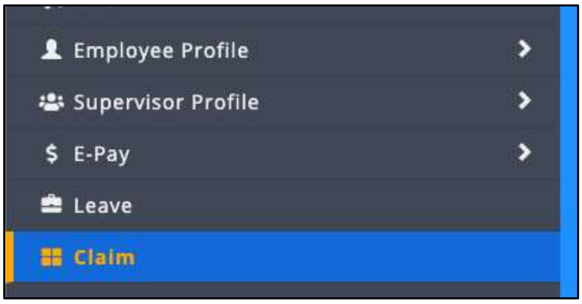


Figure 1.1

Figure 1.2

Click on "Claim" in the side bar as shown in Figure 1.1. After that click on the "Approval" on the top menu as shown in Figure 1.2

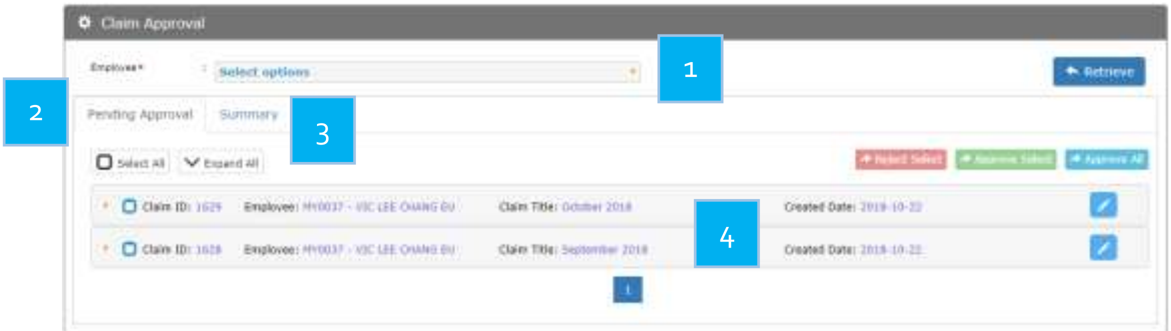


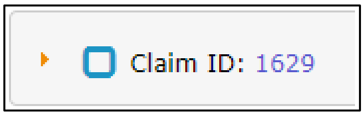
Figure 1.3

1	Employee selections	3	History Tab
2	Pending Approval Tab	4	Pending item list

2 APPROVAL

2.1 Approve or Reject Cash Advance

Figure 2.1



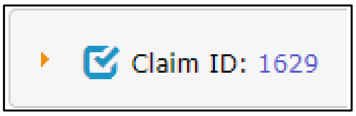


Figure 2.2 Figure 2.3

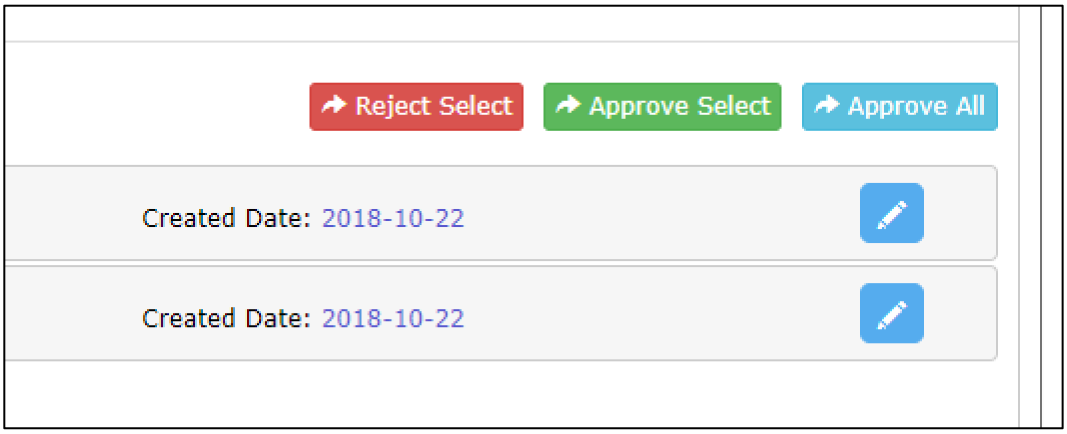


Figure 2.4

Follow the steps to approve a cash advance:

1. Select whichever item to approve by ticking the ☐ which shown in Figure 2.2 it will become as shown in Figure 2.3
2. Click **Approve Select** as shown in Figure 2.4 to approve the ticked Cash Advance(s)
3. (Optional) Supervisor can expand the item to tick only certain items within the claim group to approve

Follow the steps to reject a cash advance

1. Select whichever item to approve by ticking the ☐ which shown in Figure 2.2 it will become as shown in Figure 2.3
2. Click **Reject Select** as shown in Figure 2.4 to approve the ticked Cash Advance(s)
3. (Optional) Supervisor can expand the item to tick only certain items within the claim group to reject

Alternatively, supervisor can click **Approve All** as shown in Figure 2.4 to approve all items straight away.

3 SUMMARY

3.1 Approve or Reject Cash Advance

Cash Advance item(s) that is/are in the summary tab still be able to reject (**to be provided the Cash Advance (s) has yet to be processed**)

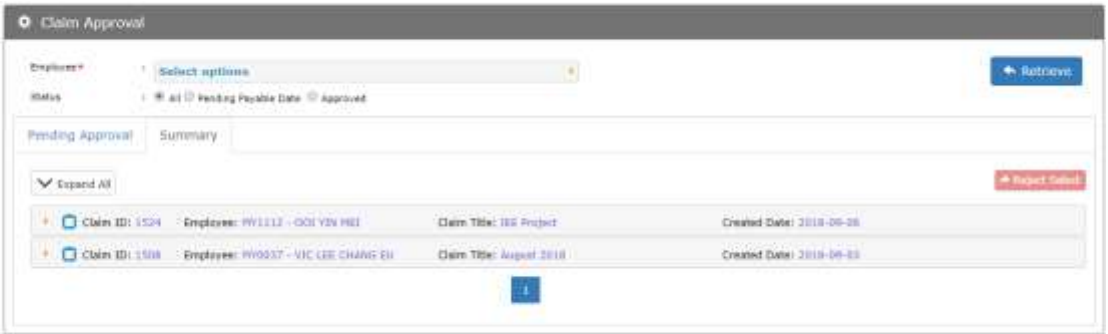


Figure 3.1

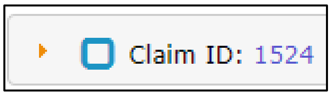


Figure 3.2

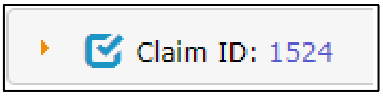


Figure 3.3

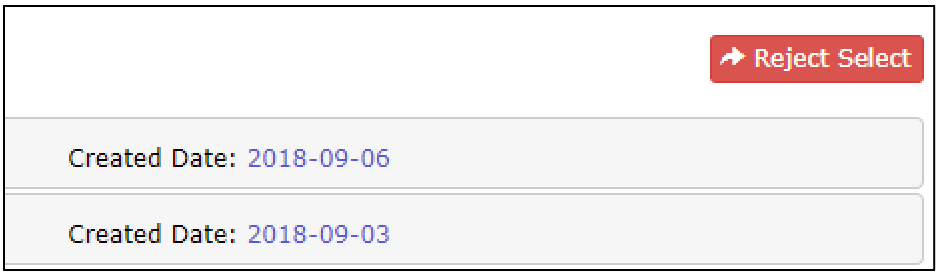


Figure 3.4

Follow the steps to reject a Cash Advance

1. Select whichever item to approve by ticking the which shown in Figure 3.2 it will become as shown in Figure 3.3
2. Click Reject Select as shown in Figure 3.4 to approve the ticked Cash Advance(s)
3. (Optional) Supervisor can expand the item to tick only certain items within the claim group to reject

4 REPORT

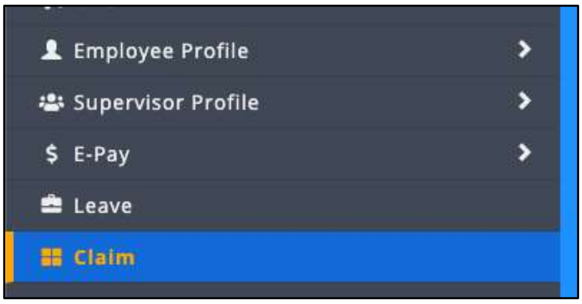


Figure 4.1

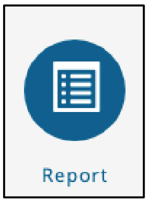


Figure 4.1

Click on "Claim" in the side bar as shown in Figure 4.4. After that click on the "Report" on the top menu as shown in Figure 4.2

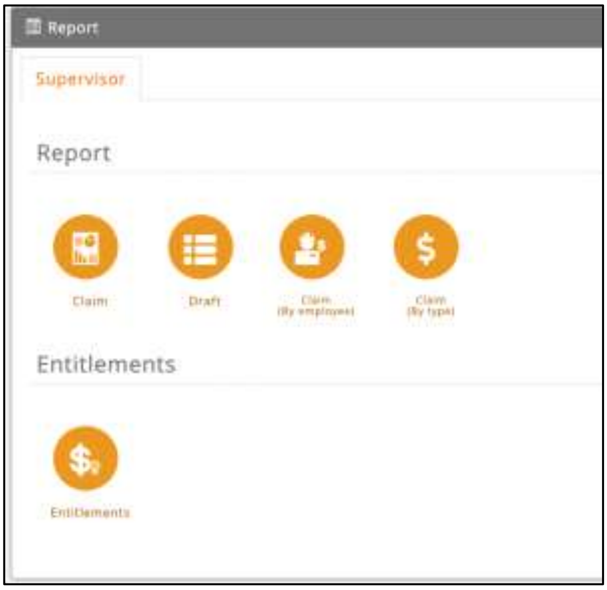


Figure 4.3

Click "Claim" as shown in Figure 4.3 then a new window will be popped up to show the report

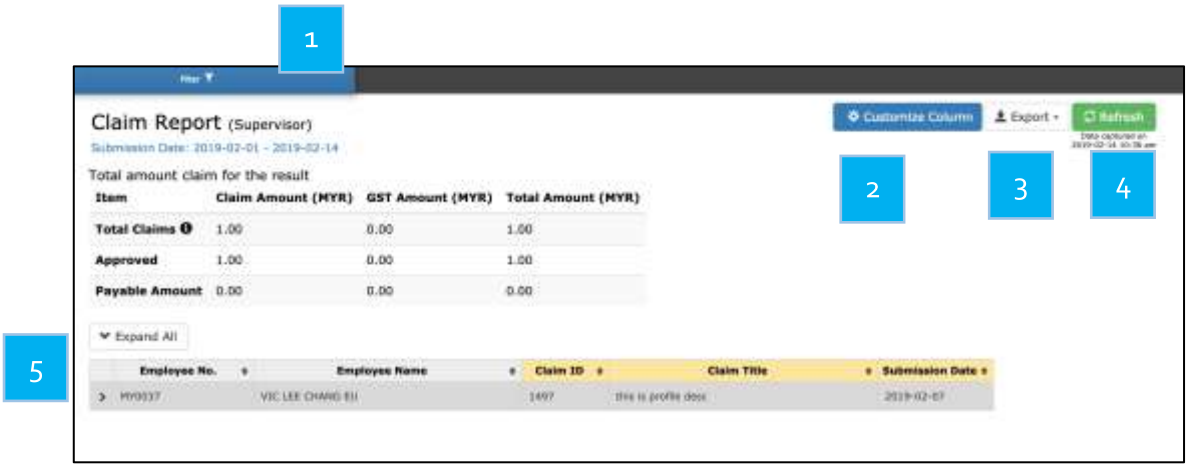


Figure 4.4

1	Filter option	3	Export
2	Enable/disable column options	4	Refresh to get latest data
5	Report content		

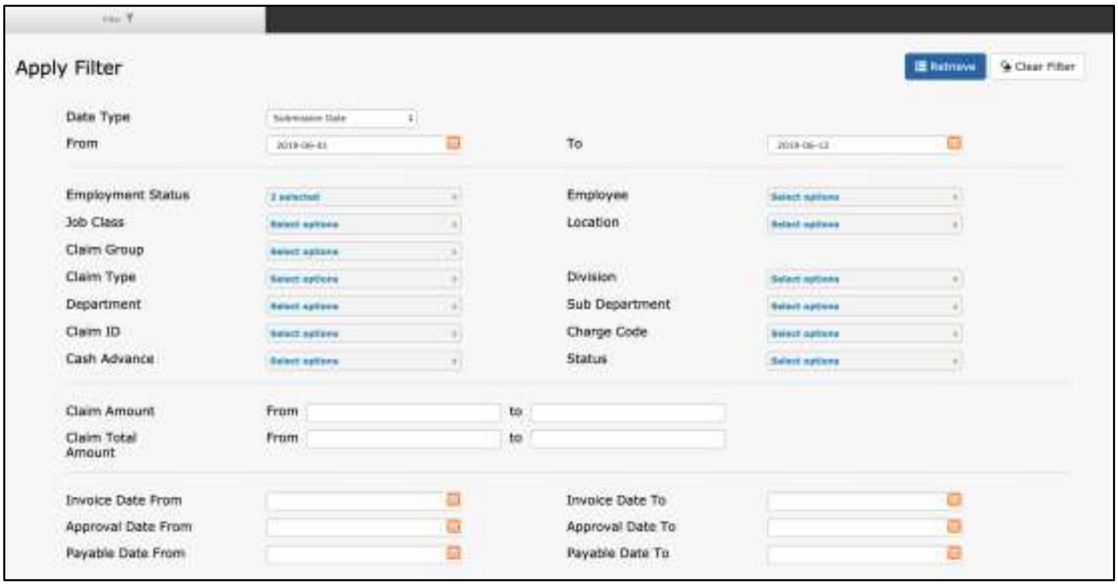


Figure 4.5

To filter click the "Filter" at the top-left side which shown in Figure 4.4 and filter options will expand out as shown Figure 4.5. After filtration has been made, click  to retrieve the data based on filtration.

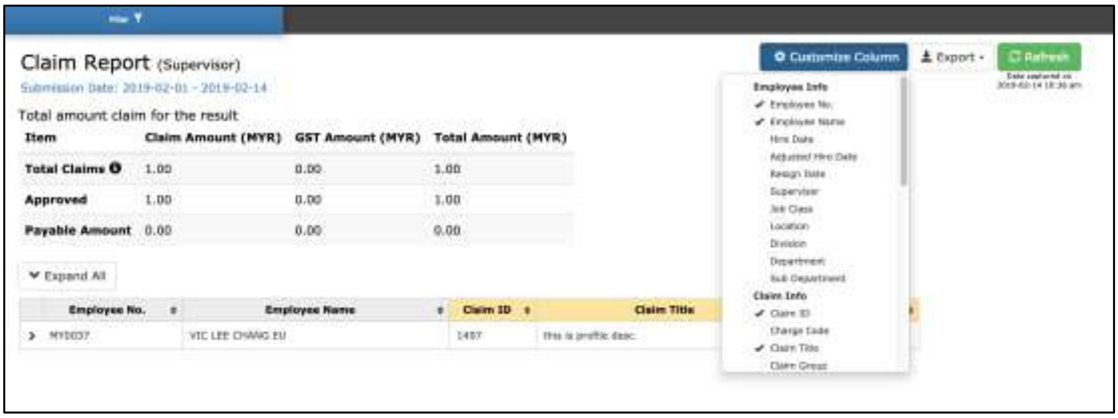


Figure 4.6

To enable/disable the column(s) to show in the report content, click Customize Column as shown in Figure 4.6 and a list of column names will be displayed. Enable/disable based on the report you prefer.

Figure 4.7

To export click the Export as shown in Figure 4.7, a list of option will be shown as shown in Figure 4.7 to export out the format of the report that you want.

The exported report will be based on the "Customize Column" options.