User Guide

Cash Advance

User Mode

CONTENTS

1 SUBMISSION SCREEN

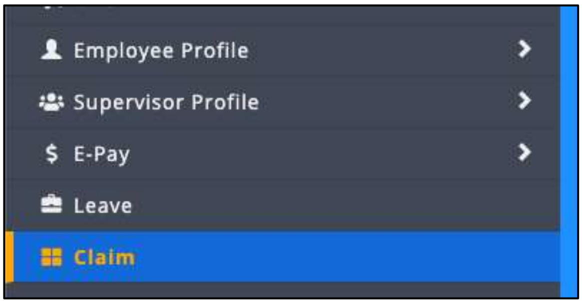

Figure 1.1

Figure 1.2

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

Figure 1.3

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

Figure 2.1

Follow the steps to submit a claim:

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

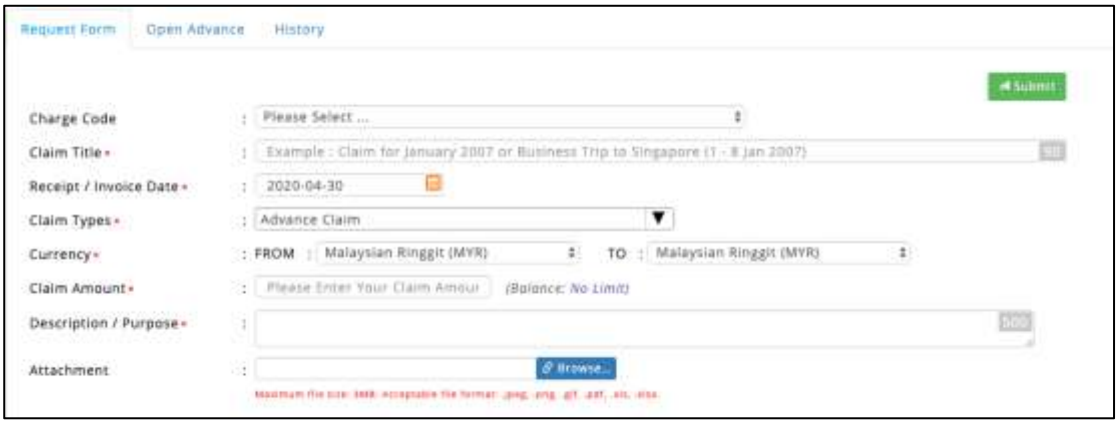

Figure 2.2

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

Fill up the compulsory field(s) which has the * indicator and click Submit, 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

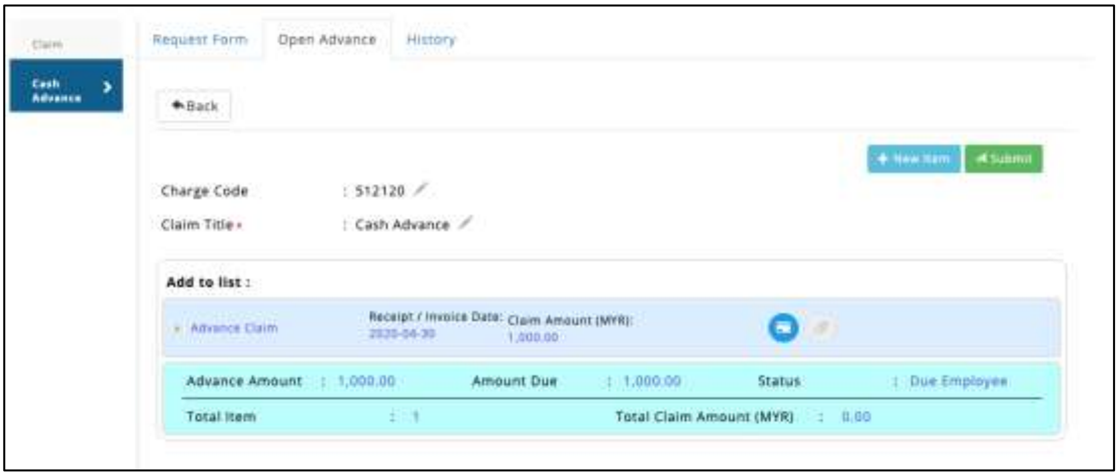

Figure 2.10

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

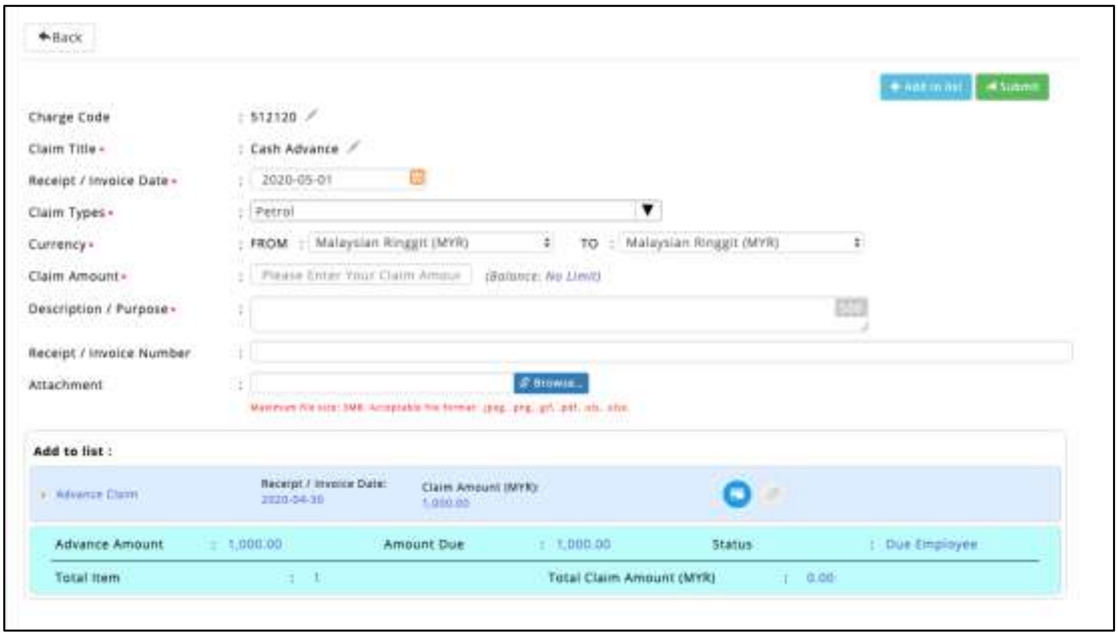

Figure 2.11

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)

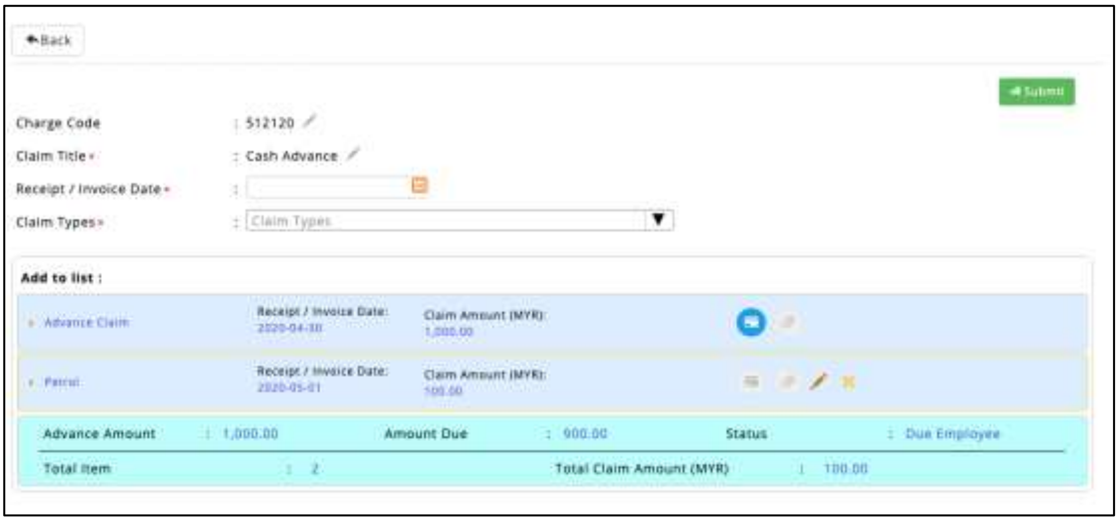

Figure 2.12

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

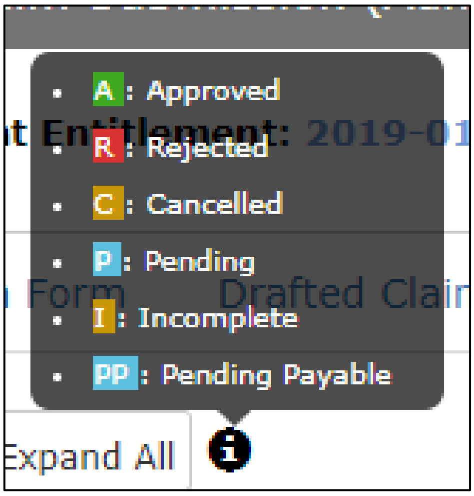

Figure 2.12

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

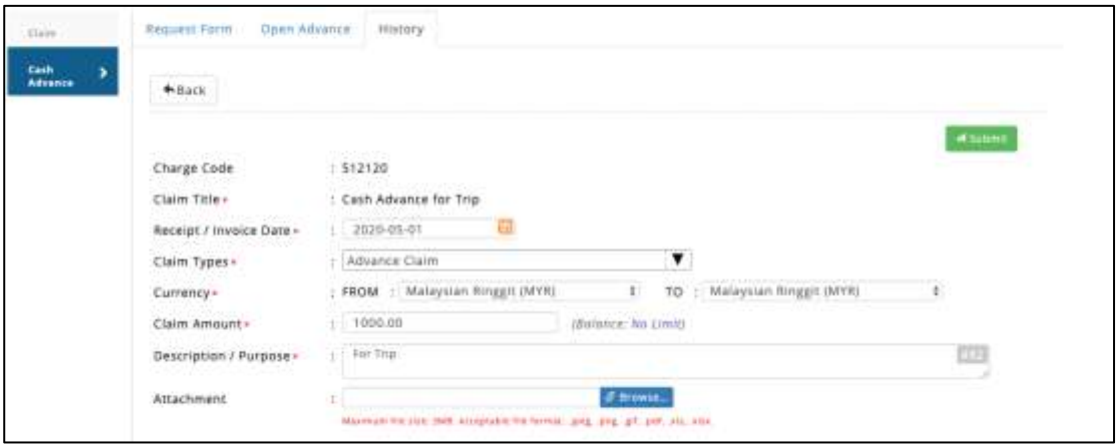

Figure 2.14

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 ●●● which shown in Figure 2.11 and click the "Click to Print" to print the form. A window will be popped up.

3 REPORT

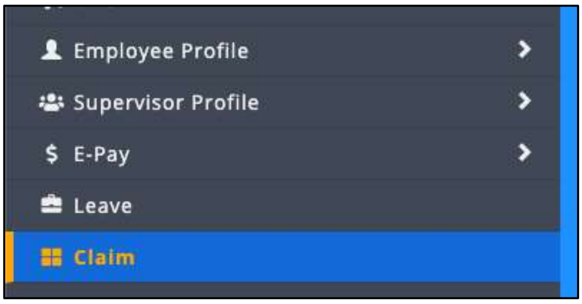

Figure 3.1

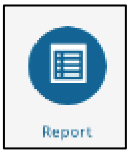

Figure 3.2

Click on "**Claim**" in the side bar as shown in Figure 3.3. After that click on the "**Report**" on the top menu as shown in Figure 3.2

Figure 3.3

Click "Claim" as shown in Figure 3.3 then a new window will be popped up to show the report

Figure 3.4

1 Filter option

2 Enable/disable column options

5 Report content

3 Export

4 Refresh to get latest data

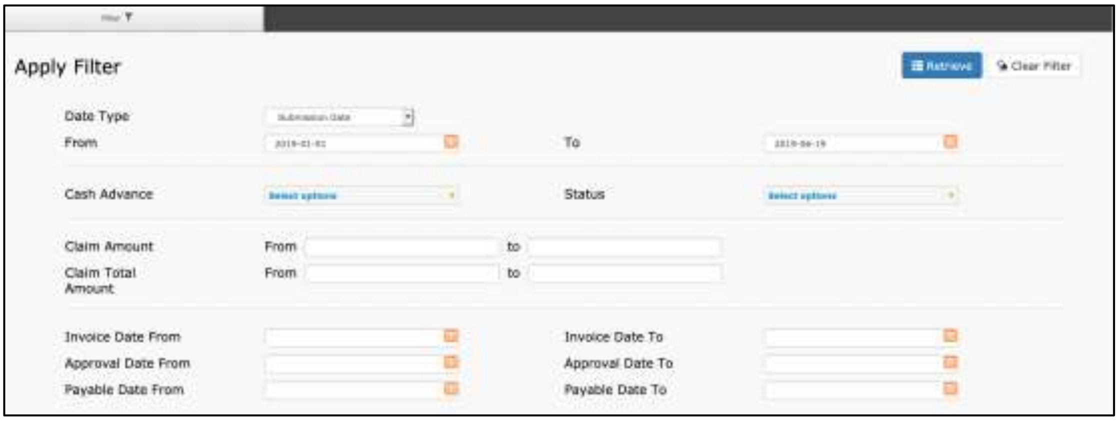

Figure 3.5

To filter click the "Filter" at the top-left side which shown in Figure 3.4 and filter options will expand out as shown Figure 3.5. After filtration has been made, click  to retrieve the data based on filtration.

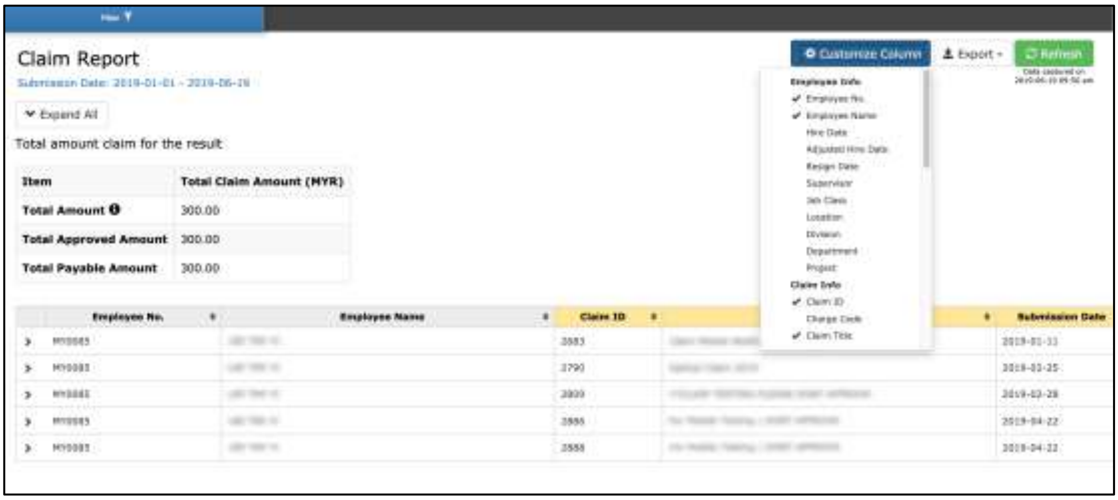

Figure 3.6

To enable/disable the column(s) to show in the report content, click Customize Column as shown in Figure 3.6 and a list of column names will be displayed. Enable/disable based on the report you prefer.

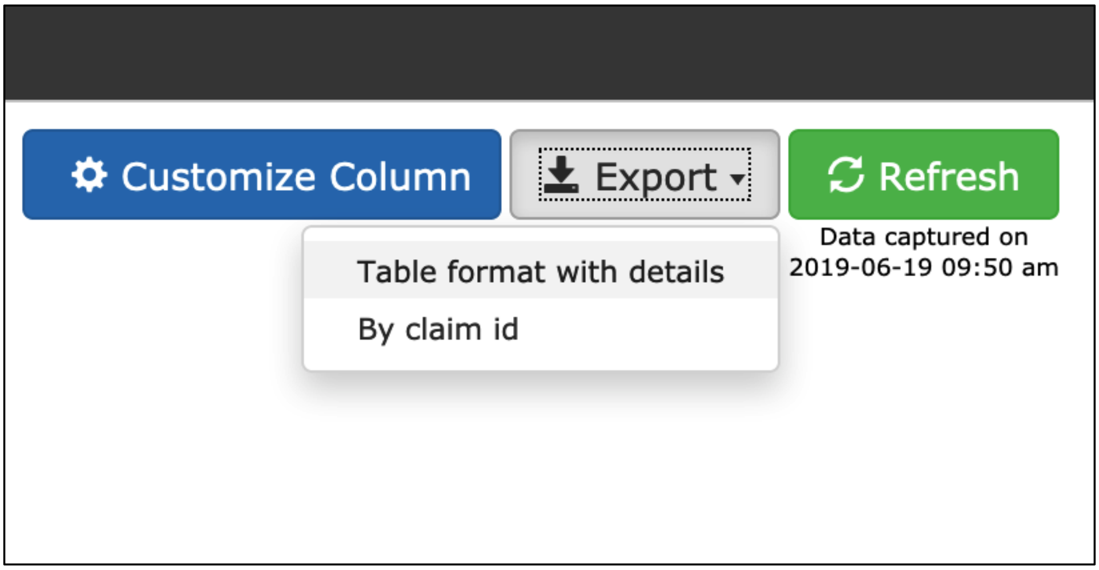

Figure 3.7

To export click the Export as shown in Figure 3.7, a list of option will be shown as shown in Figure 3.7 to export out the format of the report that you want.

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