

User Guide

Cash Advance

User Mode



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1 SUBMISSION SCREEN

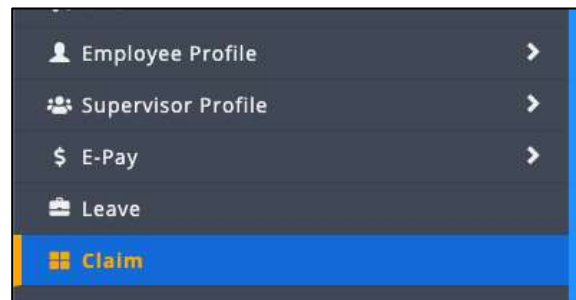


Figure 1.1



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:

- Select a receipt/ invoice date as date application
- Select cash advance type from "Claim Types"

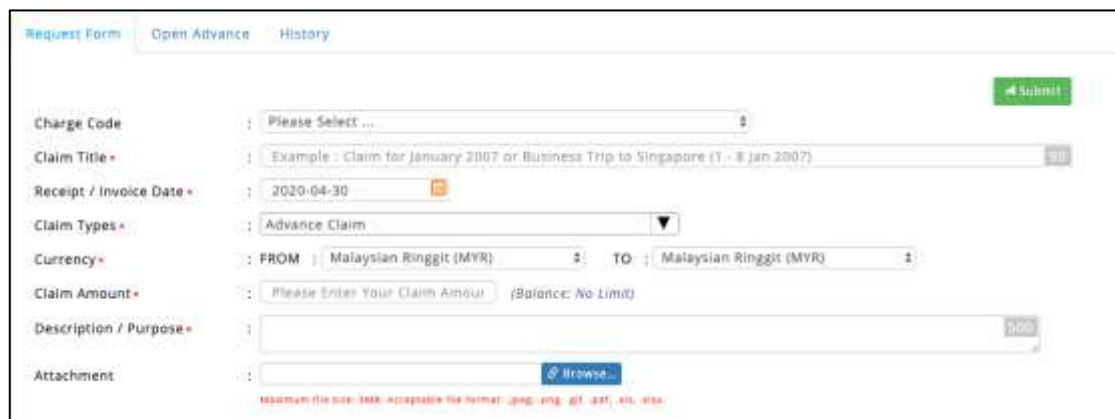



Figure 2.2

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

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

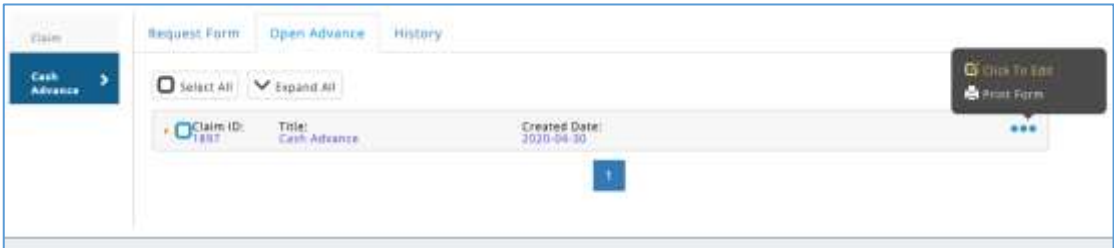


Figure 2.8

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.

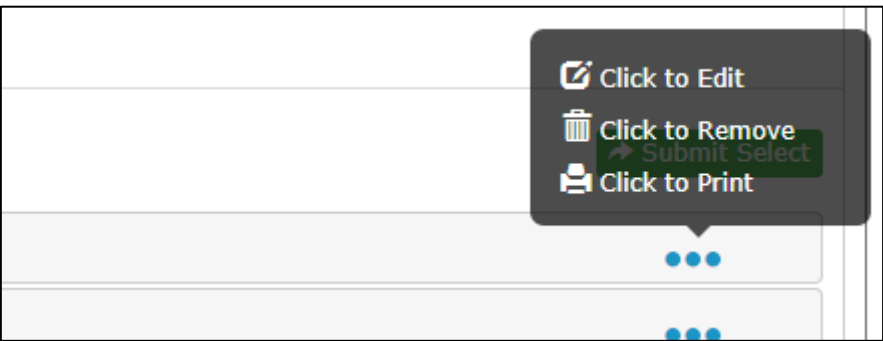


Figure 2.9

2.2.3 Add claim item into Open Advance

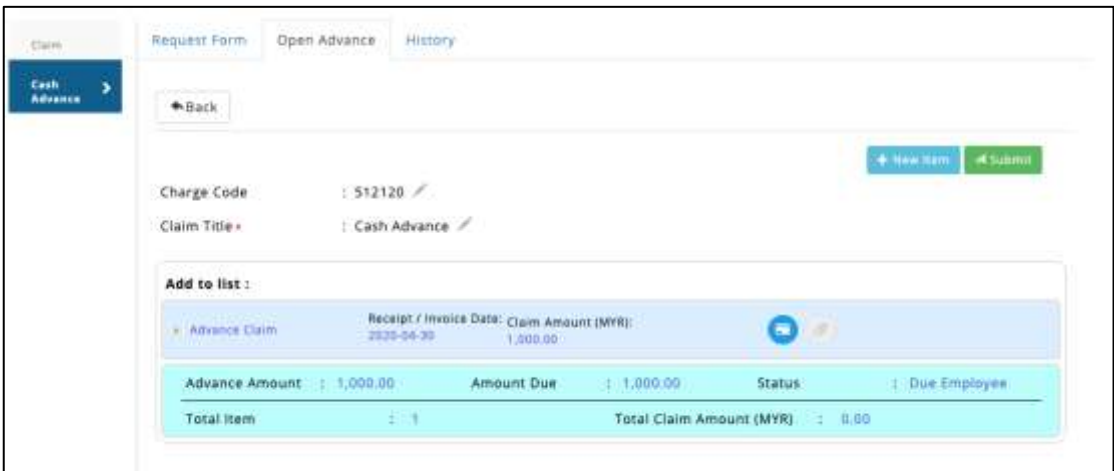


Figure 2.10

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

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
Status	Due Employee		
Total Item	1	Total Claim Amount (MYR)	0.00

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

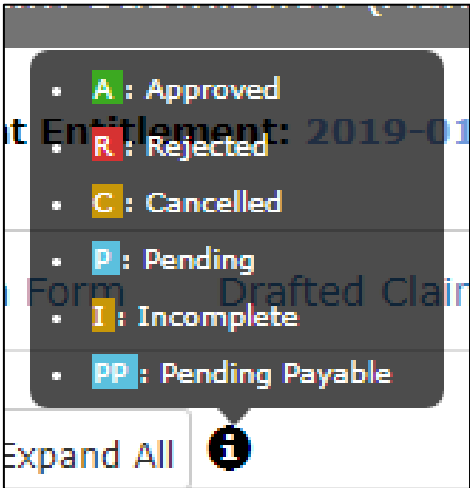


Figure 2.12



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 format: .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.

3 REPORT

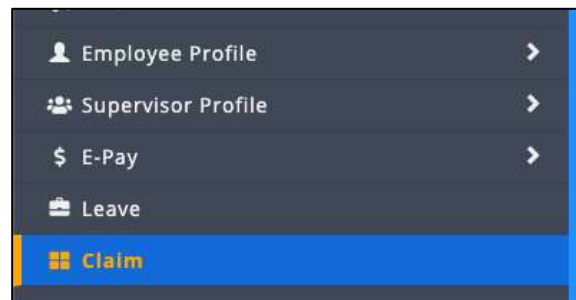


Figure 3.1

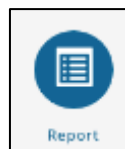


Figure 3.2

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

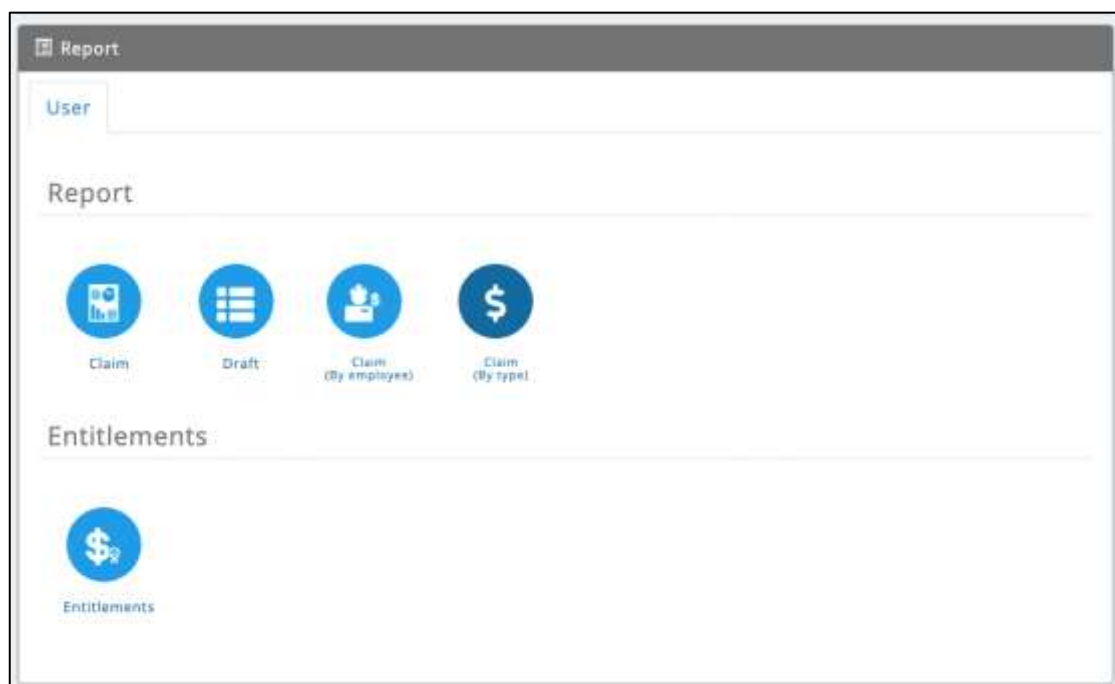


Figure 3.3

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

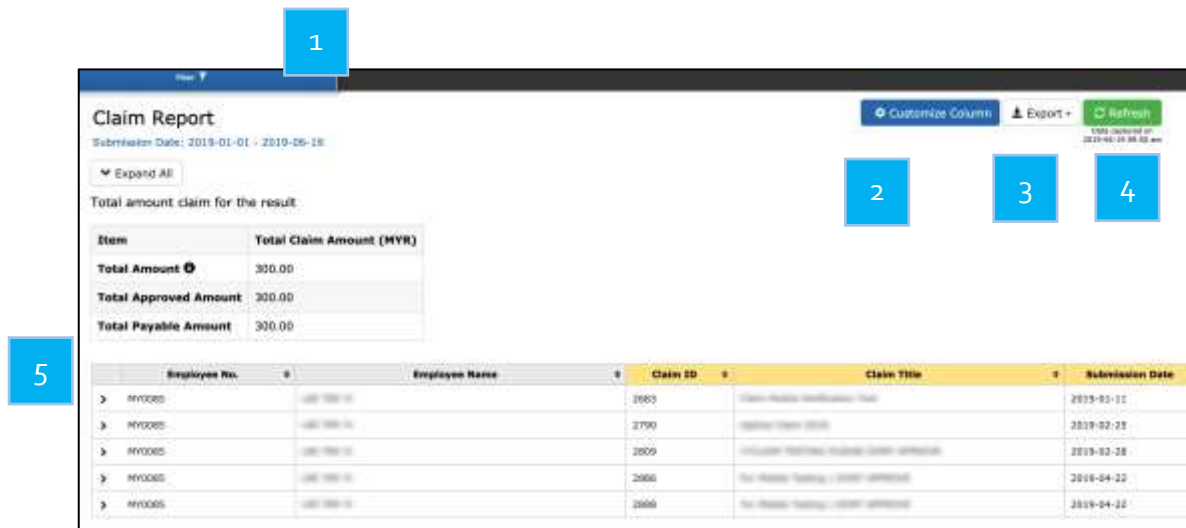



Figure 3.4

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

The 'Apply Filter' dialog box contains various filter options. It has a 'Retrieve' button and a 'Clear Filter' button. The filters include: Date Type (Submission Date), From (2019-01-01) To (2019-06-19), Cash Advance (Select options), Status (Select options), Claim Amount (From to), Claim Total Amount (From to), Invoice Date From, Invoice Date To, Approval Date From, Approval Date To, Payable Date From, and Payable Date To.

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.

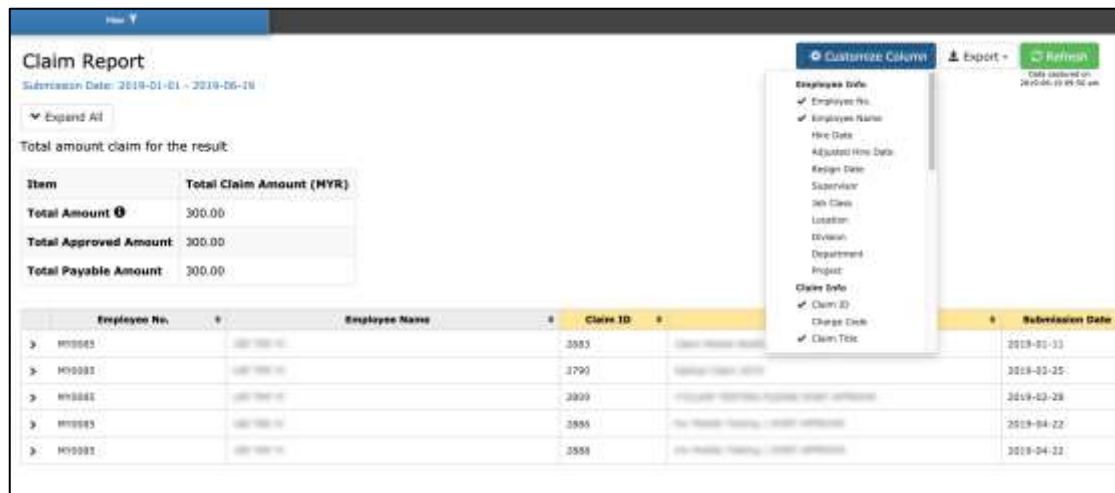


Figure 3.6

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.

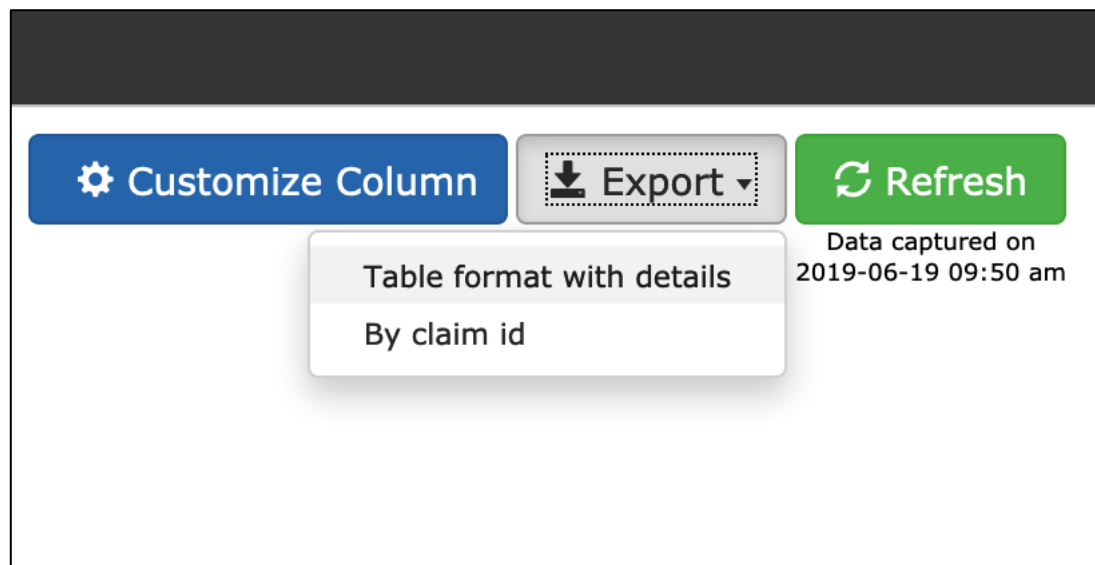


Figure 3.7

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.