User Guide
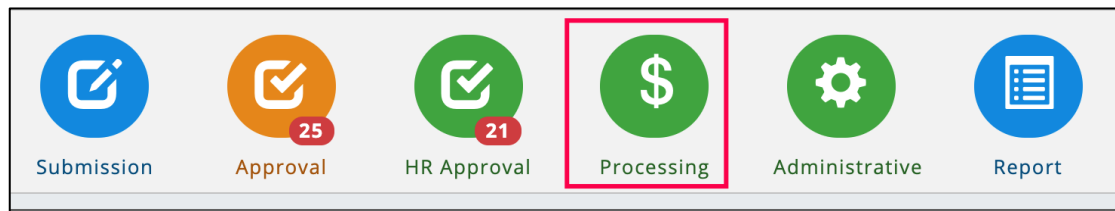## Claim
Processing

emplX
employee **Xpress**

CONTENTS

1 PROCESSING SCREEN

Figure 1.1

To process claim, please follow the steps below or follow as what has shown in Figure 1.1

Claim -> Processing

Figure 1.2

| 1 | Filter options | | 3 | Process Item |
| 2 | Process action | | | |

2 PROCESSING

2.1 Process claim

Figure 2.1

Figure 2.2

Figure 2.3

Figure 2.4

Follow the steps to process a claim:

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. Key in the "Payable Date" which located at the top-left corner as shown in Figure 2.4 and click as shown in Figure 2.4 to process the ticked claim(s)
3. (Optional) Processor can expand the item to tick only certain items within the claim group to process

2.2 Reject claim

Figure 2.5

Figure 2.6   Figure 2.7

Figure 2.8

Follow the steps to reject a claim:

1. Select whichever item to approve by ticking the ☐ which shown in Figure 2.6 it will become as shown in Figure 2.7
2. Select "Reject" from Finance Comment as shown in Figure 2.8 and click **Submit Selected** as shown in Figure 2.8 to reject the ticked claim(s)
3. (Optional) Processor can expand the item to tick only certain items within the claim group to reject

2.3 Mark claim as incomplete

Figure 2.9

Figure 2.10

Figure 2.11

Figure 2.12

Follow the steps to mark a claim incomplete:

1. Select whichever item to mark as incomplete by ticking the ☐ which shown in Figure 2.10 it will become as shown in Figure 2.11

2. Select "Incomplete" from Finance Comment as shown in Figure 2.12 and click ◢ Submit Selected as shown in Figure 2.12 to mark as incomplete on the ticked claim(s)

3. (Optional) Processor can expand the item to tick only certain items within the claim group to mark claim as incomplete