Expense Claim

Expense Claim view allows user to create his/her expense claim and submit to HR/Finance department. Below are available actions for *"Expense Claim"*:

- View / search the expense claim list
- Create new expense claim, modify, delete, add attachment, posting and payment

Shore: All Expense Claims Find Yea: Yea:	Expen	se Claim ×										
Ven: Ven: From Titk DockRef #: Approved Amount Approved Amount Status Payment Status Apr 1, 2016 EXPCL-16-00018 EM01 - Chris SGD SS157,0 SS157,0 Approved Amount Approved Amount Approved Amount Approved Amount Approved Amount Payment Status May 2016 EXPCL-16-000020 EM03 - Ehvy Ee SGD SS27,00 SS27,00 Posted F Jun 9, 2016 EXPCL-16-000020 EM05 - Ehvy Ee SGD SS60,00 SS319,00 Posted SS319,00 SS319,00 Posted SS319,00	Show:	All Expense Claims				v	Employee:	< Select All >			~	Search
Date + Decument # Reference # Employee Currency Total Claimed Amount Approved Amount Status Payment Status Apr 1, 2016 EXPCL-16-00018 EM01 - Chris SGD SS15.70	Year:	Year 2016	♥ From:		▼ Till:	v	Doc/Ref #:					Create New
Apr 1, 2016 EXPCL-16-400018 EM01 - Chris SGD SS15.70 SS15.70 Approved Jun 2, 2016 EVECL-16-400020 EM05 - Evy Ee SGD SS27.00 SS80.00 Approved Jun 2, 2016 EVECL-16-400020 EM05 - Evy Ee SGD SS80.00 SS80.00 Approved Jun 2, 2016 EVECL-16-400020 EM05 - Evy Ee SGD SS81.90.0 SS81.90.0 Approved	Date 🔺	Document #	Reference #	Emplo	oyee	Currency	Total Cla	imed Amount	Approved Amount	Status	Paym	ent Status
Jun 9, 2016 EVDCL-16-600009 EM05 - Evy Ee SGD SS27.00 SS27.00 Posted Jun 9, 2016 EVOCL-16-600002 EM05 - Evy Ee SGD SS00.00 Approved Jun 23, 2016 EVPCL-16-600021 EM05 - Evy Ee SGD SS319.00 SS319.00 Posted	Apr 1, 2016	EXPCL-16-040018	-	EM01 - Chris	SGD			S\$15.70	S\$15.70	Approved		
Jun 9, 2016 EVDCL-16-060020 EM05 - Eky Ee SGD SS0.00 SS0.00 Approved Jun 23, 2016 EVDCL-16-060021 EM05 - Eky Ee SGD SS319.00 Posted	Jun 9, 2016	EXPCL-16-060019		EM05 - Elvy Ee	e SGD			S\$27.00	S\$27.00	Posted	Fully Paid	r
Jun 23, 2016 EXPCL-16-060021 EM05 - Ekyy Ee SGD S3319.00 S3319.00 Posted	Jun 9, 2016	EXPCL-16-060020		EM05 - Elvy Ee	e SGD			S\$60.00	S\$60.00	Approved		
Expense Claim List	Jun 23, 2016	EXPCL-16-060021		EM05 - Elvy Ee	e SGD			S\$319.00	S\$319.00	Posted		
Search for Expense Claim		Search for Expense C	laim									
Expense Claim List (4) Expense Claim Details				Status. All C	xpense Claims >	~						

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ste	Document #			Reference #		Branch		
9/06/2016	<-AUTO-GENERA	ATED->				HQ - Head Offic	e	
etails				Additional Int	formation			
mployee			Currency	Notes / Com	ments			
M05 - Elvy Ee		~	SGD					
ecovery Account	Recovery Percenta	ige						
	~		0.00					
xpense Claim Items Mileage Al	llowance Tax Items Receipt	Attachments Posti	ing Payments					
							1	8
				0.00			By Employee	-
~)	~		~	0.00				
Expense Date	Expense Category	Description	Location	Amount	Claimed Amount	Approved Amount	Payment Method	
Expense Date	Expense Category	Description	Location	Amount	Claimed Amount	Approved Amount	Payment Method	

Field Name	Description	Mandatory Information
Date	Date of the expense claim submission	Υ
Reference	Reference number or alphabet	Ν

Branch	Branch of the employee	Υ
Employee	Name of the employee	Υ
Recovery Account	Account associated with third party from which to recover full or partial expense	Ν
Recovery Percentage	Percentage of expense to recover from third party account	Ν
Notes/Comments	Notes/Comments	Ν
Expense Date	Date of the expense	Y
Expense Category	Category of the expense	Y
Description	Description	Y
Location	Location of where the expense was incurred	Y
Amount	Expense cost	Y
Claimed Amount	Expense cost to claim from company	Υ
Approved Amount	Approved amount for reimbursement	Υ
Payment Method	Payment method for the expense by employee	Υ

Create New Expense Claim:

1. Click on "Create New" at the top of screen of "Expense Claim List" tab, it will open "Expense Claim Details" tab with empty form

Expension	e Claim ×									
Show:	w: All Expense Claims 🗸			Employee:	< Select All >			✓ Search		
Year:	Year 2016	← From:	•	Till:	Doc/Ref #:				Create N	New
Date A	Document #	Reference #	Employee	Currency	Total Cla	imed Amount	Approved Amount	Status	Payment Status	14
Apr 1, 2016	EXPCL-16-040018		EM01 - Chris	SGD		S\$15.70	S\$7.70	Drafted		^
Jun 9, 2016	EXPCL-16-060020		EM05 - Elvy Ee	SGD				Drafted		n

2. Fill up expense's information on top half of the screen.

HR Module Explorer	Expense Claim ×		
Masters ¥	🖬 🖷 💠 😫 🕄 🕲 🚮 - 🖼 -		Drafted
Transactions A	Dosener # 0.00/2016	Reference #	Branch HQ - Head Office
Expense Claim	Detail	Additional Information	
Approvals	Employee Curr	ency Notes / Comments	
Approvals	ØM05 - El√Ee ✓ SC	GD	2
	necessity recentate	0.00	~
Expense	Expense Claim Items Mileage Allowance ax Items Receipt Attachments Posting	Payments	
Claim List	P Open / Export a	as PDF File	8 8
/		0.00	By Emploree y
Previous	Expense Date Expense Category Description L	ocation Amount Claimed Amount Appr	oved Amount Payment Metrod
Expense Claim	Open / Export as PDF File	Import the Contents of a CSV File into the Table	
Next Expe	nse Show History	Export the Contents	of
	Reload the	the Table to a CSV I	dile
	Record		/ /
	Print the from Store	Add new Exp	ense
	Document	Claim into En	try Line Setting for
		Total Claimed Amount: Total Tax:	Approved Amount!
	Submit for Approval	Create New	Save Bevert Delete
	Expense Claim List (2) Expense Claim Details		

*Note:

a) Please ensure the employee was assigned under a department

2				Depart	ment Code		Department Name	
Department Code	Denastment Manager	Densitment Head	E	SM01			Team A	
E Saler & Marketing	EM03 - Jessica	EM03 - larrica	-	Depart	ment Head		Department Manager	
Team A	EMOS - Flor Fe	EM03 - Jessica	6	EN403	- lerrica	~	EM05 - Ehor Fe	
I CONTRA	EMOS - Elvy Ee	EM03 - Jessica		LIVIUS	- 7635168		EIVIOS - EIVY EE	
DD01	EM02 - Amanda	EM01 - Chris	- 11	Parent	Department			
0002	EMOS - Ehor En	EM01 - Chris	- 11	DP03	- Sales & Marketing	~	Grouping Department	
Ø		(8)	•			Create <u>N</u> ew	Save Bevert	Delete
Employees					Assigned Employees			
0					0			
-			-		~			
	Employee Name A		17			Employ	yee Name 🔺	C\$
Mandy Starr			^	r	Chris	_		^
Neo			-1		Elvy Ee			_
					ressica			
					1			
					Jessica			

b) Only **Department Manager** is allow to view the rest of the employees. Otherwise, the employee only allow to create, edit and view his/her own expense claim's details.

Departments ×	Expense Claim						
2				Department Code		Department Name	
Department Code	Department Manager	Department Head	(B)	DP03		Sales & Marketing	
Sales & Marketing	EM03 - Jessica	EM03 - Jessica	^	Department Head		Department Manager	
Team A	EM05 - Elvy Ee	EM03 - Jessica		EM03 - Jessica	~	EM05 - Elvy Ee	~
Team B	EM05 - Elvy Ee	EM03 - Jessica		D 10 1 1			
DP01	EM02 - Amanda	EM01 - Chris		Parent Department			
0003	FRANK FR F	F1 404 C1 1	_		~	Srouping Department	

c) Only *Admin / HR Manager* is allow to create expense claim for everyone. Otherwise, the employee only able to create, edit and view his/her own expense claim's details.

d) User will need to have their username assigned to

their Employee record as system user to be able to do Expense Claim in Samooha. (see Employee)

3. Optional: Click on "*Recovery Account*" drop-down list if the expense claim to be recovered from third party and key in the "*Recovery Percentage*" value

Details	Additional Information
Employee Currency EM05 - Elvy Ee SGD	Notes / Comments
Recovery Account Recovery Percentage	, in the second s
Expense Claim Items Mileage Allowance Tax Items Receipt Attachments Posting Paym	ents

4. Click on "Save" button at the bottom of screen to save

5. Enter Expense Claim Items / Lines info and press ENTER or click 🗗 button

*Note: if user need to add new location / currency for Expense Claims, please contact Samooha admin. This will need to be added and setup in "Organization (Masters) – Country and States"

6. Click on *"Mileage Allowance"* tab if the claim is for fuel mileage expense, and fill up the information.

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ate	Doci	ument #			Reference	#	Br	anch	
3/06/2016	 ✓ 	UTO-GENERATED)->				ŀ	IQ - Head Office	
etails					Additiona	I Information			
mployee				Currency	Notes / C	omments			
EM05 - Elvy Ee			~	SGD					
ecoverv Account	Reco	very Percentage							
	~			0.00					
Evnence Claim Item Milean	Allowance	Receipt Atta	chments Post	ing Payment	te				
wpenze cluminient j mileuge	Anowaree [nav item	is necesperator	uniterits rest	ing Toymen	G				
~ ~ _	~				0.00				By Employee
	vpe Purpose	From Place	To Place	Distance	Other Cost	Mileage Allowance	Claimed Amount	Approved Amount	Payment Metho

7. Optional: Click on "*Receipt Attachments*" tab to attach the scanned receipt image files

	Details	Additional Information	
1	Employee Currency	cy Notes / Comments	
1	EM05 - Elvy Ee 💙 SGD		^
	Recovery Account Recovery Percentage		0
	•		~
	Expense Claim Items Mileage Allowance Tax Items Receipt Attachments Posting Payr	ayments	
]	# Expense Date Expense Category Description Claimed Amount Approved	ed Amount 📪 File (Max 512KB Only)	
		Add New File Delete F	ile

8. Click on "Save" button at the bottom of screen to save

9. Click on the "Revert" button to undo changes.

Submit for Approval

1. Click on the "Submit for Approval" button at the bottom of screen to submit the claim

2. Click on "Yes" button on the pop-up window to confirm claim submission.

Recovery Account Reco	ery Percentage 0.00					>
Expense Claim Items Mileage Allowance Tax Item	s Receipt Attachments Posting Paym	nents				
\$P					1	8
	SGD - Singapore	• 0.00			By Employee	-
# Expense Date Expense Category	Descr Wish to Approve?	×	ount A	pproved Amount	Payment Method	12
2 Jun 14, 2016 EC01 - Airfare and Visa	Air Ticket		\$\$319.00	S\$319.00	By Employee	^
	<u>y</u> e)>
	Tota	I Claimed Amount: S\$319.00 Total 1	ax:	Approved Ar	mount: SS	319.00
Submit for Approval		C	Create New	Save C	Bevert Del	ete
Expense Claim List (3) Expense Claim Details						

Note: Alternatively, user is able to submit the expense for approval from "*Expense Claim List*".

1. Select the expense claim user wants to submit for approval, right click on the mouse and choose "Submit for Approval".

Expen	se Claim ×								
Show:	All Expense Claims	1		~	Employee:	< Select All >			✓ Search
Year:	Year 2016	▼ From:	▼ Till	•	Doc/Ref #:				Create New
Date A	Document #	Reference #	Employee	Currency	Total Cla	imed Amount	Approved Amount	Status	Payment Status
Apr 1, 2016	EXPCL-16-040018		EM01 - Chris	SGD		S\$15.70	S\$7.70	Drafted	^
Jun 9, 2016	EXPCL-16-060020		EM05 - Elvy Ee	SGD				Drafted	
Jun 23, 2016	EXPCL-16-060021		EM05 - Elvy Fe	SGD		\$\$319.00		Drafted	
			Preview Expens Submit for App Submit for App Are-Open Expens Post Expense C Undo Approve Undo Expense C Oelete Expense	roval roval se Claim Se Claim Expense Claim Claim Posting Claim					

Approved Expense Claim

1. Click on *"Approved Expense Claim"* button at the bottom of screen to approve the expense claim

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ste	Docume	ent #			Reference #			Branch	Branch		
3/06/2016	✓ EXPCL-	-16-060021						HQ - He	ad Office	1	
etails				1	Additional Inform	nation					
mployee			Curre	ency	Notes / Commer	nts					
M05 - Elvy Ee			Y SG	D							
covery Account	Recovery	y Percentage									
	v		0.	.00							
		(******	×								
pense Claim Items Mileage A	llowance Tax Items	Receipt Attachments	Posting	Payments							5023
14/06/2016 ¥ EC01 -	Airfare and Visa	✓ Air Ticket	GD - Singa	apore 🗸	319.00	S	\$319.00	S	\$\$319.00	By Employee	
											a bard
Expense Date	Expense Category	Des Wish to App	prove?			×u	nt	Approved Amor	unt	Payment M	etnod
Expense Date Jun 14, 2016 EC01 - A	Expense Category Airfare and Visa	Des Wish to App Air Ticke	prove?)o you really v	wish to approv	ed the selected expen	× u se claims?	nt \$319.00	Approved Amo	unt \$\$319.00	Payment M By Employee	etnod
Expense Date	Expense Category Airfare and Visa	Des Wish to App Air Ticke	prove? Do you really v	vish to approv	ed the selected expen	× u Se claims?	nt	Approved Amor	unt \$\$319.00	Payment M By Employee	ethod
Expense Date un 14, 2016 EC01 - J	Expense Category	Des Wicht to App Air Ticke	prove?	vish to approv Yes	ed the selected expen	x u se claims?	nt \$319.00	Approved Amo	unt \$\$319.00	Payment M By Employee	S\$3

Note: Employee is not allow to approved the expense claim by him/her self, need the approval by Department / HR / Admin / Finance Manager.

Reopen Expense Claim

1. Click on "Reopen Expense Claim" button at the bottom of screen to reopen expense claim record

Currency: SGD, Exchange Rate: 1 Currency: SGD, Exchange Rate:	
14/06/2016 v Ecol - Airfare and Visa v Expense Date Expense Category Description Location Amount Claimed Amount Approved Amount Payment SS319.00 SS319.00 SS319.00 SS319.00 Unrance SS319.00 SS319.00 Total Tax: Approved Amount: SS319.00 Create New Save Bevert Details	
Expense Date Expense Category Description Location Amount Claimed Amount Approved Amount Payment 2 Jun 14, 2016 EC01 - Airfare and Yiza Air Ticket Singapore SS319.00 SS319.0	
Itun 14, 2016 EC01 - Auflare and Visa Air Ticket Singapore SS319.00 SS319.00 SS319.00 By Employee urrency: SGD, Exchange Rate: 1 Total Claimed Amount: SS319.00 Total Tax: Approved Amount: Approve Expense Claim • Create New Save Bevert	Method
urrency: SGD, Exchange Rate : 1 Total Claimed Amount: SS319,00 Total Tax: Approved Amount: Approved Amount: Create New Save Bevert	
arrency: SGD, Exchange Rate : 1 Total Claimed Amount: 55319.00 Total Tax: Approved Amount: Approved Amount: Approve Expense Claim Save Bevert Bevert	
rrency: SGD, Exchange Rate : 1 Total Claimed Amount: S\$319.00 Total Tax: Approved Amount: Approved Amount: Approved Amount: Create New Save Bevert	
rrency: SGD, Exchange Rate : 1 Total Claimed Amount: S\$319.00 Total Tax: Approved Amount: Approved Amount: Create New Save Bevert	
rency : SGD, Exchange Rate : 1 Total Claimed Amount: SS319.00 Total Tax: Approved Amount: Approved Amount: Create New Save Bevert Claim P. Details	
rency : SGD, Exchange Rate : 1 Total Claimed Amount: SS319.00 Total Tax: Approved Amount: Approved Amount: Create New Save Bevert Bevert	
ency: SGD, Exchange Rate : 1 Total Claimed Amount: SS319.00 Total Tax: Approved Amount: Approved Amount: Create New Save Bevert Glaim Generate Report n Details	
ency: SGD, Exchange Rate : 1 Total Claimed Amount: SS319.00 Total Tax: Approved Amount: Approved Amount: Create New Save Bevert	
ency: SGD, Exchange Rate : 1 Total Claimed Amount: SS319.00 Total Tax: Approved Amount: Approve Expense Claim Generate Report Details	
rency: SGD, Exchange Rate : 1 Total Claimed Amount: SS319,00 Total Tax: Approved Amount: Approve Expense Claim Generate Report n Details	
Approve Expense Claim	S\$3
Generate Report n Details	Delet
Re-Open Expense Claim	

2. Click on "Yes" button on the pop-up window to confirm

Expense Claim Items	Mileage Allowance Tax Items	Receipt Attach	ments Posting Payments	1					
<i></i>									
2 14/06/2016	✓ EC01 - Airfare and Visa	✓ Air Ticket	SGD - Singapore 🗸	319.00		S\$319.00	S\$319.00	By Employee	-
# Expense Date	Expense Category	Descript	Confirm re-opening?		×	Amount	Approved Amount	Payment Method	T\$
2 Jun 14, 2016	EC01 - Airfare and Visa	Air Ticket				S\$319.00	S\$319.00	By Employee	^
			Are you sure you wa	No	ument(s)?				

Note: Alternatively, user is able to reopen the expense claim from "*Expense Claim List*".

 Select the expense claim user wants to modify, right click on the mouse and choose "Re-Open Expense Claim".

Show:	All Expense Claims	1			~	Employee:	< Select All >			✓ Searce
Year:	Year 2016	✓ From:			♥ Till:	Doc/Ref #:				Create
Date A	Document #	Reference #	Emp	loyee	Currency	Total Cla	aimed Amount	Approved Amount	Status	Payment Status
pr 1, 2016	EXPCL-16-040018		EM01 - Chris		SGD		S\$15.70	S\$7.70	Drafted	
in 9, 2016	EXPCL-16-060020		EM05 - Elvy E	e	SGD				Drafted	
in 23, 2016	EXPCL-16-060021		EM05 - Elvy E	e co	000		S\$319.00	S\$319.00	Pending Approval	
				4	Preview Expense Claim Submit for Approval					
					Re-Open Expense Claim Approve Expense Claim	-				
					Post Expense Claim	_				
				30	Undo Expense Claim Posting					

Modify Expense Claim:

1. Select the expense claim to modify in the Expense Claim list

2. Update the information required

- 3. Click on the "Save" button to save changes
- 4. Click on the "Revert" button to undo changes.

Delete Expense Claim:

1. Select the expense claim user wants to delete in the Expense Claim list, right click on the mouse and choose "Delete Expense Claim".



Alternatively, user is able to delete the expense claim in Expense Claim Details.

1. Select the expense claim user wants to delete and double click on it, it will open the expense claim details.

2. Click on "Delete" button at the bottom of screen

3. Click on "Yes" button on the pop-up window to confirm claim deletion

	Receipt Attachments Posting F	Payments				
2 14/06/2016 CC01 - Airfare and Visa	Air Ticket Deleting recon	d? X	S\$319.00		By Employee	-
F Expense Date Expense Category 2 Jun 14, 2016 EC01 - Airfare and Visa	Air Ticket	rou really wish to delete this record?	ned Amount S\$319.00	Approved Amount	Payment Method By Employee	B < (

*Note: Deletion of an expense claim record is possible only if the expense claim has not been

Posting:

1. Employee is able to view the data under "**Posting**" after the HR / Admin / Finance Manager posted the expense claim.

Expense Claim	×							
1 🖬 🔶 📦	🗟 🕄 🗎 🊺 🕶 🔳	-						Posted
Date	Do	cument #			Reference #		Branch	
23/06/2016	✓ E	XPCL-16-060021					HQ - Head Office	~
Details					Additional Information			
Employee			Curr	ency	Notes / Comments			
EM05 - Elvy Ee			✓ S(GD				^
Recovery Account	Rec	covery Percentage						
	~			0.00				*
(Y	Ya Linka L						
Expense Claim Items	Mileage Allowance Tax Ite	ems Receipt Attachments	Posting	Payments				
Journal: Purchase Jour	nal - SGD D	ate: 23/06/2016	Docum	ent #: EXPCL-16-0	60021 Reference #:			
Account #	Account Name	Entity Type		Memo	Due Date	Debit	Credit	Base Amount
3040.01	Air Fare	Commercial	Expense C	laim by : Elvy Ee		S\$319.0	00	S\$319.00 Dr ^
EM05	Elvy Ee	Commercial	Expense C	laim by : Elvy Ee			S\$319.0	0 S\$319.00 Cr
1								

Payments:

 User/Employee is able to view the payment record under "Payment" after the payment is approved and made.

Expense Claim ×				
🔃 🖩 💠 🔶 🛅 🕄 🐚 🚮 🕶 🗷	•		Poster	ł
Date D	ocument #	Reference #	Branch	
23/06/2016	XPCL-16-060021		HQ - Head Office	~
Details		Additional Information		
Employee	Currency	Notes / Comments		
EM05 - Elvy Ee	✓ SGD			^
Recovery Account Re	covery Percentage			
V (0.00			~
Expense Claim Items Mileage Allowance Tax It	tems Receipt Attachments Posting Payments			
Payment Details		Total Paid Amount:	S\$319.00 Balance Amount:	
# Due Date	Payment Date	Lettrage	Paid Amount	I
1 Jun 23, 2016	Jun 24, 2016		S	\$319.00 ^
				n

Payment Procedure:

The process refers to the payment procedure after the expense claim have been posted by HR / Admin / Finance Manager.

2 🖩 🧇 🌳		*									Posted	
Date		Docum	nent #				Reference #			Branch		-
23/06/2016		 EXPCI 	-16-060021							HQ - Head Office		~
Details							Additional In	nformation				
Employee					Currency		Notes / Con	mments				
EM05 - Elvy Ee				*	SGD							^
Recovery Account		Recove	ry Percentage								1	
	,	•			0.00							~
Expense Claim Item	s Mileage Allowance	Tax Items	Receipt Attachmen	Post	ting Paym	nents						
Journal: Purchase Jou	rnal - SGD	Date:	23/06/2016	De	cument #:	EXPCL-16-06	50021	Reference #:				
Account #	Account Nam	e	Entity Type		N	Memo		Due Date	Debit	Credit	Base Amount	[₽
3040.01	Air Fare		Commercial	Expe	nse Claim b	y : Elvy Ee			S\$319.00		S\$319.00 Dr	^
EM05	Elvy Fe		Commercial	Expe	nse Claim b	v : Elvy Fe				S\$319.00	S\$319.00 Cr	r

1. Choose "Payment" under "Account" module

70	e <u>H</u> elp															
uo	Accounts Explorer	9	Paymer	nts ×												
nizati	Masters	¥	Partner	A/c: < Select	All >				~	Payment Means			¥ [Create N	ew Paymer	int
Orga	Transactions	٨	Year:	Year 201	5 🗸	From:	¥	Till	~	Branch	< Select All >		~	Sea	urch)	
VIS	Journal Entry		Date A	Document #	Reference #		Account #		Part	ner Name	Account #	Account Name	Currency	Amount	Status	17
-RA	Debit Memo		Jun 16, 2016	PYT160049		6002.001,	/LU001		Luxasia		4010.02	Bank - OCBC	SGD		Drafted	^
	Credit Memo															
즽	IN Non Trade Invoice															
5	Receints															
Ac	Payments															
1	Bank Reconciliation															
Sale	Account Register															
1	L Account Receivable															
ase	Account Payable															
Inch	Tax Register															
P	Approvals															

3. Click on "Create New Payment" button at the right top of the screen

Paymer	nts ×								_		
Partner	A/c: < Select	All >				Payment Means			~ [Create N	lew Payment
Year:	Year 2016	5 🗸	From:	✓ Till:		Branch	< Select All >		~	(Se	arch
Date A	Document #	Reference #	Acc	count #	Par	tner Name	Account #	Account Name	Currency	Amount	Status It
Jun 16, 2016	PYT160049		6002.001/LU001		Luxasia		4010.02	Bank - OCBC	SGD		Drafted

4. Fill up the information on top half of the screen and click "*Save*" button to save

Payments ×						
	1 - × -				Drafte	d
Document Date	Document Number	Reference Number		Branch		
24/06/2016	<-AUTO-GENERATED->			HO - Head Office		~
Bastant A/c		Rement Manag		Assount		
Partier A/C		Payment wears		Account		
8	Tue (Channell	Bask Charge	•	Quebecca Data		
Representative	w Cheques	Bank Charge	12	Exchange Rate	1	Currency
Mana	•	Reals Interest	D'	Pauls Americant	1	
Memo		bank interest		Bank Amount		
<u> </u>						
Payment Lines Expenses (0) Incon	nes (0) Postings Notes / Attachments					
Due All Records 🗸 🔂 Sear	ch:		P	ay All Auto Allocate		8
Date Document #	Reference #	Memo		Due Date A	Due Amount	1
						~
Data Decompat #	Defense #	Mana	Due Deter é	Due Amount	Down and Area	
P		Total Income:	Expense:	Pay	ables:	
Confirm Payment			Create New	Save C	<u>Revert</u>	Delete
Deserved Link Deserved						

5. Select a document in the "**Payment Lines**" tab and tick checkbox at the (right) end of the document to make expense claim payment

Paymen	its ×							
? 📰 🐗	🛉 🏟 🛄 😂 💿 🕯						Drafte	d
Document Da	ate	Docume	nt Number		Reference Number	Branch		
24/06/2016		 ✓ <-AUTC 	-GENERATED->			HQ - Head Offic	e	~
Partner A/c				Currency	Payment Means	Account		
EM05 - Elvy B	Ee		~	SGD	TT02 - TT - Bank OCBC	✓ 4010.02 - Bank -	OCBC	~
Representativ	e	Txn/Che	que#		Bank Charge	Exchange Rate		Currency
		~				0	1	SGD
Memo					Bank Interest	Bank Amount		
Business Trip	>							
Payment Lin	Expenses (0) Inco	omes (0) Postings	Notes / Attachments					
Due All Reco	rds 🗸 🖓 Sea	arch:				Pay All Anto Allocat	e	2
Date	Document #	Reference #			Memo	Due Date A	Due Amount	[7]
Jul 29, 2015	EXPCL-15-070005		Expense Claim by : Elvy Ee			Jul 29, 2015	S\$12.	00
Jun 23, 2016	EXPCL-16-060021		Expense Claim by : Elvy Ee		Or Click Pay All	Jun 23, 2016	S\$319.	00
					to pay all the documents		Tick the box to select the document	3

Payment Li	nes (1) Expenses (0) In	ncomes (0) Postin	gs Notes / Attachments				
Due All Reco	ords 🗸 😼 Sea	arch:			Pay All Auto Allocate		1
Date	Document #	Reference #	Memo		Due Date 🔺	Due Amount	[1]
Jul 29, 2015	EXPCL-15-070005		Expense Claim by : Elvy Ee		Jul 29, 2015	S\$12.00	1
Date	Document #	Reference #	Memo	Due Date Å	Due Amount	Payment Amt	CQ.
Jun 23, 2016	EXPCL-16-060021		Expense Claim by : Elvy Ee	Jun 23, 2016	S\$319.00	S\$319.00	1 ^
						-	- P

6. Click on "Confirm Payment" button at the bottom left of screen to confirm the payment. Click on "Yes" button on the pop-up window to confirm payment for the expense

Date	Document #	Reference #	Memo	Due Date 🔺	Due Amount	14	
Jul 29, 2015	EXPCL-15-070005		Expense Claim by + Flov Fe		Jul 29, 2015	S\$12.00	
			Confirm Document? Do you really wish to Confirm the select Yes No	ed Payment Document(s)?			•
Date	Document #	Reference #	Memo	Due Date 🔺	Due Amount	Payment Amt	19
Jun 23, 2016	EXPCL-16-060021		Expense Claim by : Elvy Ee	Jun 23, 2016	S\$319.00	S\$319.00	1
							•
<u> </u>			Total Income	Expense:	Pay	ables: SS	319.00
Confirm	Payment 🕞			Create New) Save (Revert Del	ete

7. Click on "**Post Payment**" tab to post the payment and click on "**Yes**" button on the pop-up window to confirm the posting.

