

Approvals





✓ Approvals

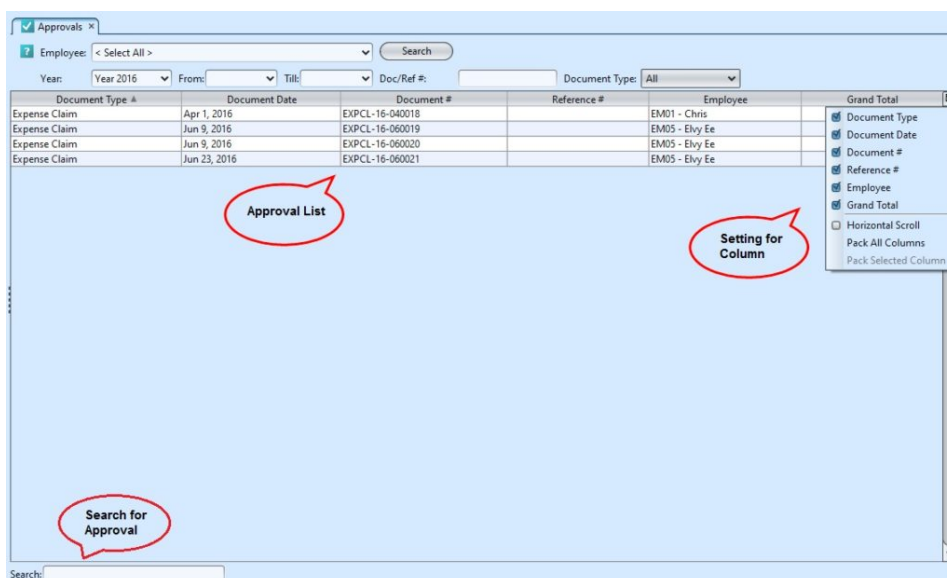
HRMS Approvals module allow user to approve employees' expense claims. It usually only available for head of department or finance department.

Department head and manager are set up in Organizations module – HR Settings (for system admin only).

Department head and manager can only approve expense claims for employees assigned under them in Departments (HRMS – Masters).

Below are available actions under **“Approvals”**:

-  Approve document/s
-  Show history
-  Undo expense claim posting
-  Search for the expense claim after posted



Approve Expense Claim:

1. Select an expense claim in the list
2. Right click on the mouse
3. Choose **“Approve Document(s)”**

Document Type	Document Date	Document #	Reference #	Employee	Grand Total
Expense Claim	Apr 1, 2016	EXPCL-16-040018		EM01 - Chris	\$515.70
Expense Claim	Jun 9, 2016	EXPCL-16-060017		EM05 - Elvy Ee	\$527.00
Expense Claim	Jun 9, 2016	EXPCL-16-060018		EM05 - Elvy Ee	\$560.00
Expense Claim	Jun 23, 2016	EXPCL-16-060021		EM05 - Elvy Ee	\$5319.00

4. Click on **“Yes”** button on the pop-up window to confirm expense claim approval.

Undo Expense Claim Posting / Approval:

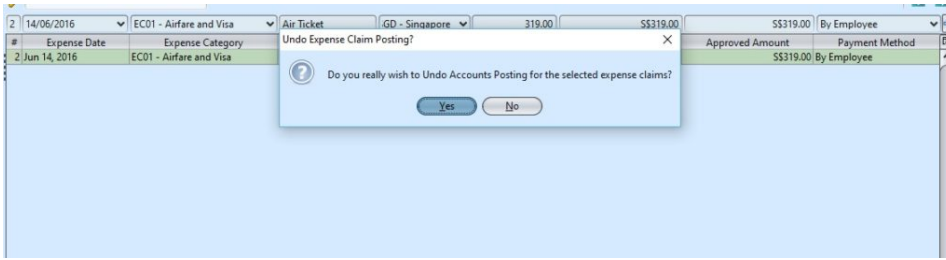
1. Select an expense claim in the list of approvals.
2. Double click on the mouse and it will open the expense claim details.
3. Click on **“Generate Report”** button drop down at the bottom of left corner on the expense claim details and select **“Undo Expense Claim Posting”**.

#	Expense Date	Expense Category	Description	Location	Amount	Claimed Amount	Approved Amount	Payment Method
2	14/06/2016	EC01 - Airfare and Visa	Air Ticket	GD - Singapore	319.00	\$5319.00	\$5319.00	By Employee
2	Jun 14, 2016	EC01 - Airfare and Visa	Air Ticket	Singapore	\$5319.00	\$5319.00	\$5319.00	By Employee

Currency: SGD, Exchange Rate: 1
 Total Claimed Amount: \$5319.00 Total Tax: Approved Amount: \$5319.00

Generate Report
 Undo Expense Claim Posting

4. Click on **“Yes”** to confirm the action



5. Optional: Click on **“Generate Report”** at the bottom of left corner on the expense claim details for expense claim report

Show the Expense Claim History:

1. Select an expense claim in the list
2. Right click on the mouse.
3. Choose **“Show History”**

