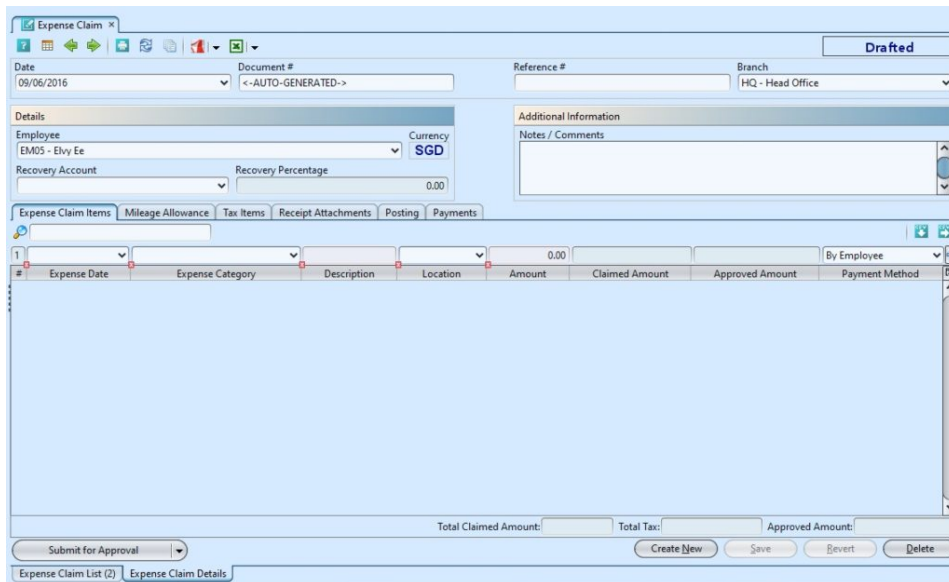
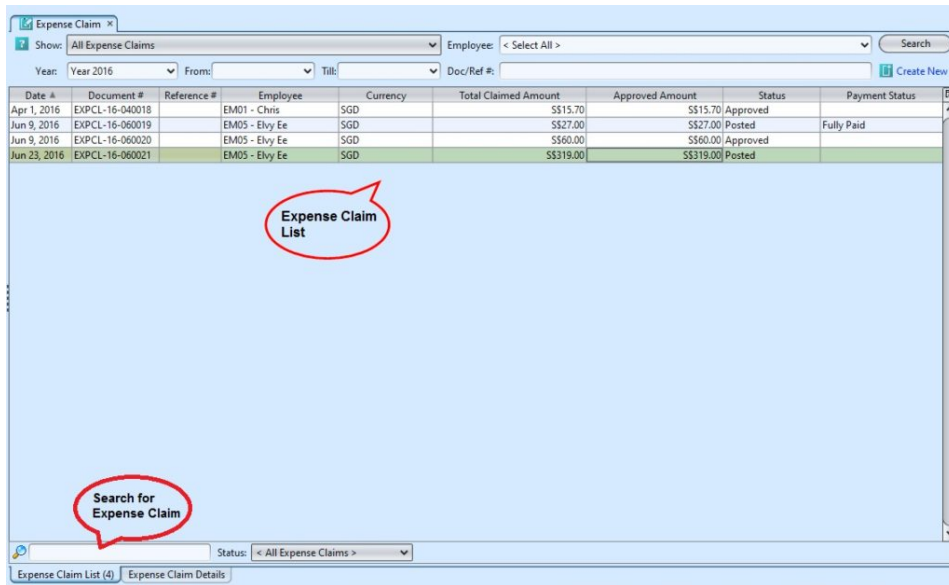


# Expense Claim

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



Field Name	Description	Mandatory Information
Date	Date of the expense claim submission	Y
Reference	Reference number or alphabet	N

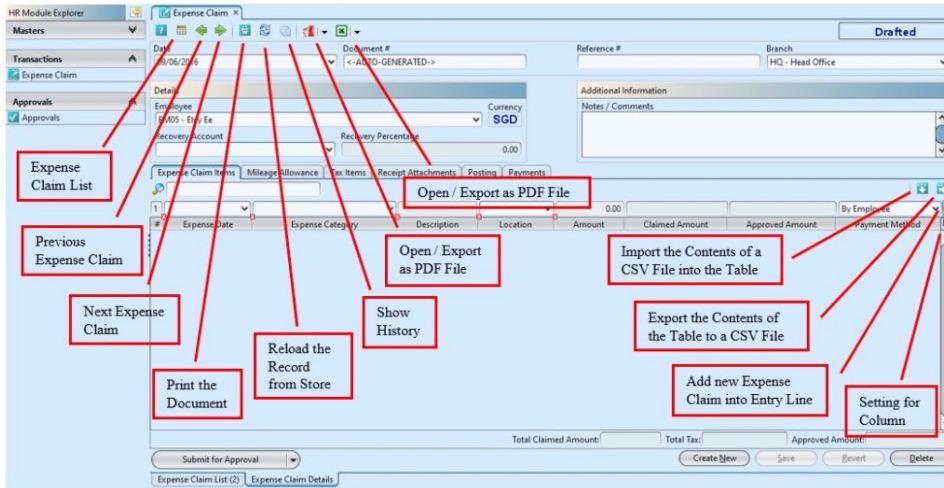
Branch	Branch of the employee	Y
Employee	Name of the employee	Y
Recovery Account	Account associated with third party from which to recover full or partial expense	N
Recovery Percentage	Percentage of expense to recover from third party account	N
Notes/Comments	Notes/Comments	N
Expense Date	Date of the 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	Y
Approved Amount	Approved amount for reimbursement	Y
Payment Method	Payment method for the expense by employee	Y

## 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

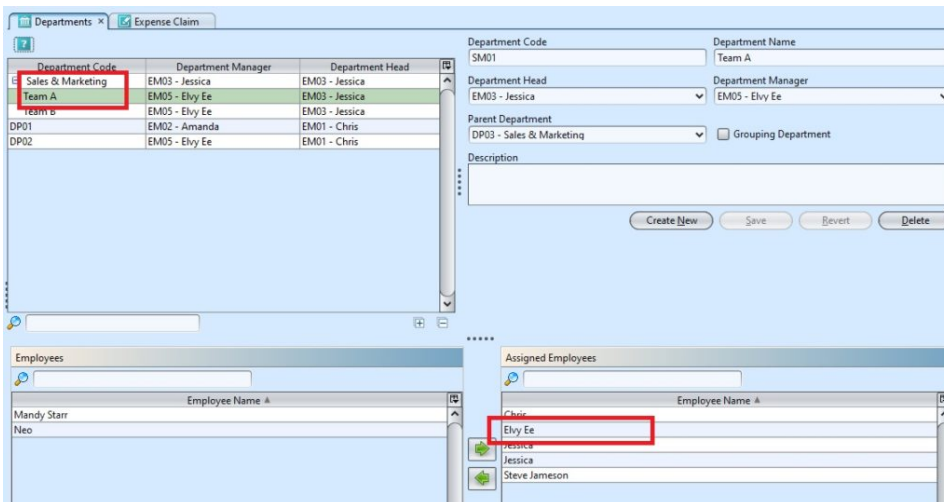
Date #	Document #	Reference #	Employee	Currency	Total Claimed Amount	Approved Amount	Status	Payment Status
Apr 1, 2016	EXPCL-16-040018		EM01 - Chris	SGD	\$15.70	\$7.70	Drafted	
Jun 9, 2016	EXPCL-16-060020		EM05 - Ehy Ee	SGD			Drafted	

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

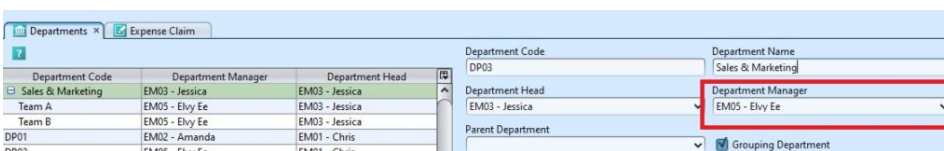


**\*Note:**

a) Please ensure the employee was assigned under a department



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.

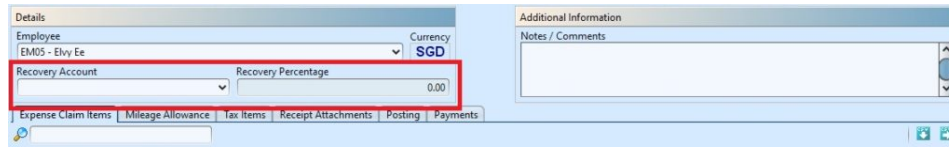


c) Only **Admin / HR Manager** is allow to create expense claim for everyone. Otherwise, the employee only able to create, edit and view his/her own expense claim's details.

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



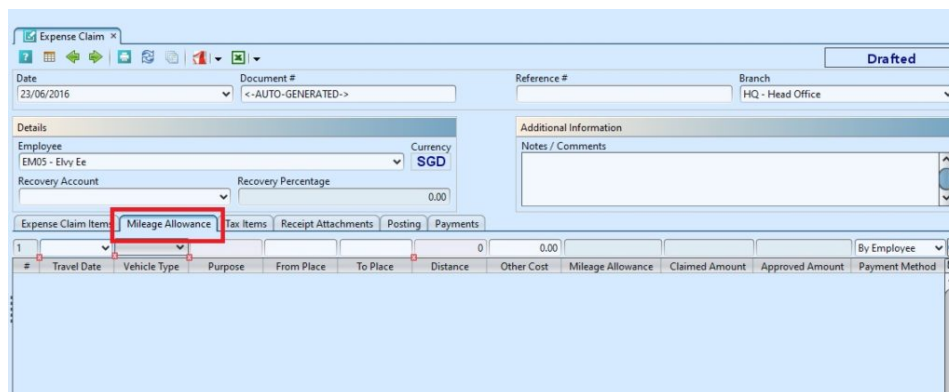
The screenshot shows the 'Details' section of the Expense Claim form. The 'Employee' field is set to 'EM05 - Elvy Ee' and the 'Currency' is 'SGD'. The 'Recovery Account' field is a drop-down menu, and the 'Recovery Percentage' field is a text input containing '0.00'. A red box highlights these two fields. Below the form, there are tabs for 'Expense Claim Items', 'Mileage Allowance', 'Tax Items', 'Receipt Attachments', 'Posting', and 'Payments'.

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

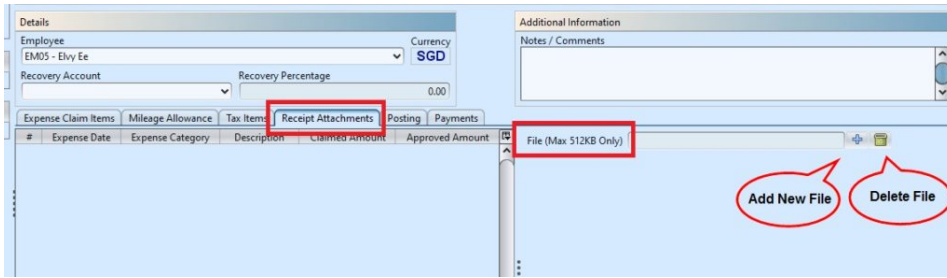
\*Note: if user need to add new location / currency for Expense Claims, please contact Samooha admin. This will need to be added and setup in **“Organization (Masters) – Country and States”**

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



The screenshot shows the 'Expense Claim' form with the 'Mileage Allowance' tab selected. The 'Details' section is visible, showing 'Employee: EM05 - Elvy Ee' and 'Currency: SGD'. The 'Recovery Account' and 'Recovery Percentage' fields are also present. Below the form, there are tabs for 'Expense Claim Items', 'Mileage Allowance', 'Tax Items', 'Receipt Attachments', 'Posting', and 'Payments'. The 'Mileage Allowance' tab is highlighted with a red box. Below the tabs, there is a table with columns: '#', 'Travel Date', 'Vehicle Type', 'Purpose', 'From Place', 'To Place', 'Distance', 'Other Cost', 'Mileage Allowance', 'Claimed Amount', 'Approved Amount', and 'Payment Method'. The table is currently empty.

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



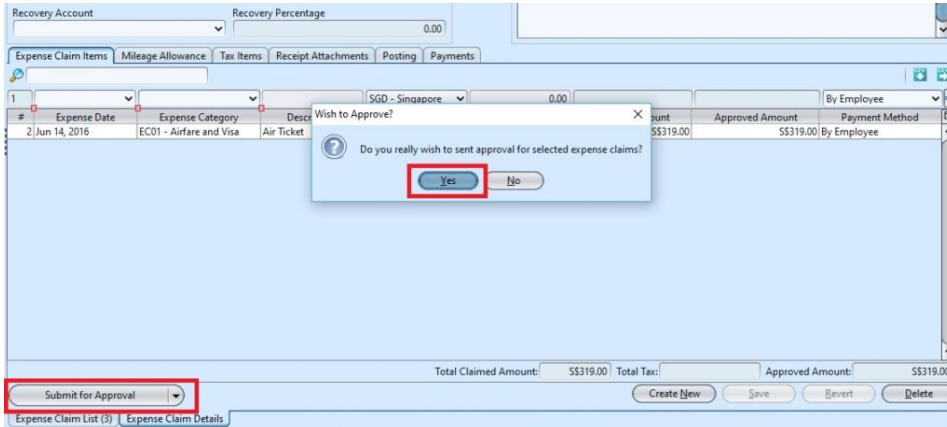
8. Click on **“Save”** button at the bottom of screen to save

9. Click on the **“Revert”** button to undo changes.

## Submit for Approval

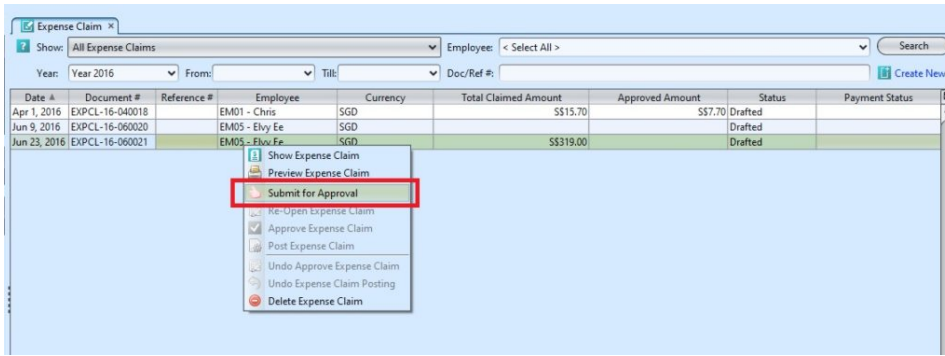
1. Click on the **“Submit for Approval”** button at the bottom of screen to submit the claim

2. Click on **“Yes”** button on the pop-up window to confirm claim submission.



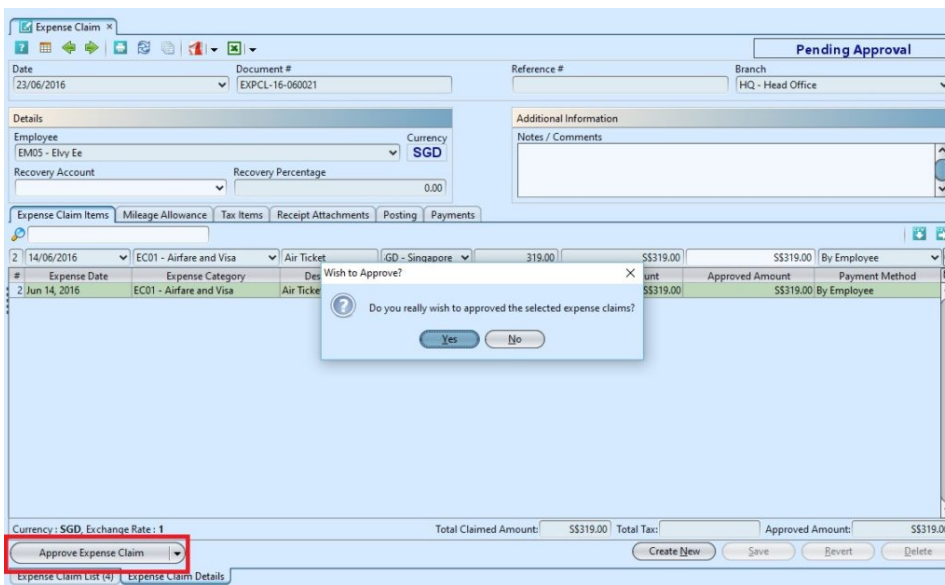
**Note:** Alternatively, user is able to submit the expense for approval from **“Expense Claim List”**.

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



## Approved Expense Claim

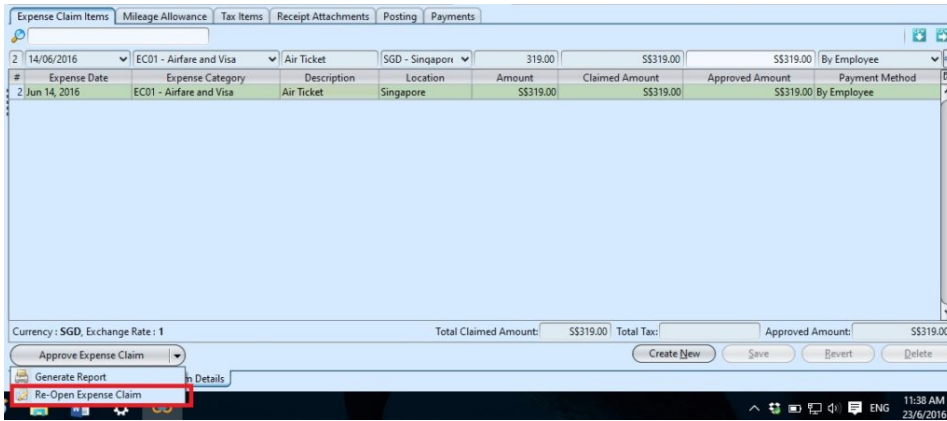
1. Click on **“Approved Expense Claim”** button at the bottom of screen to approve the expense claim



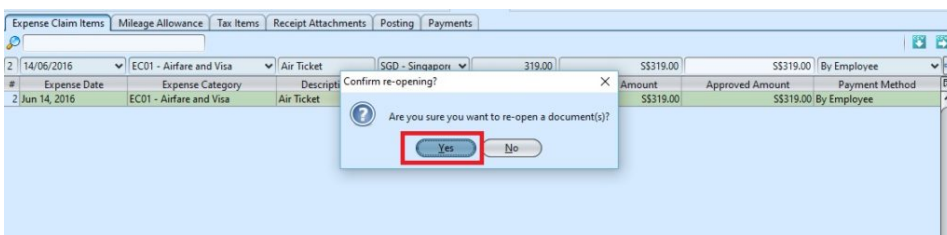
**Note:** Employee is not allow to approved the expense claim by him/her self, need the approval by Department / HR / Admin / Finance Manager.

## Reopen Expense Claim

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

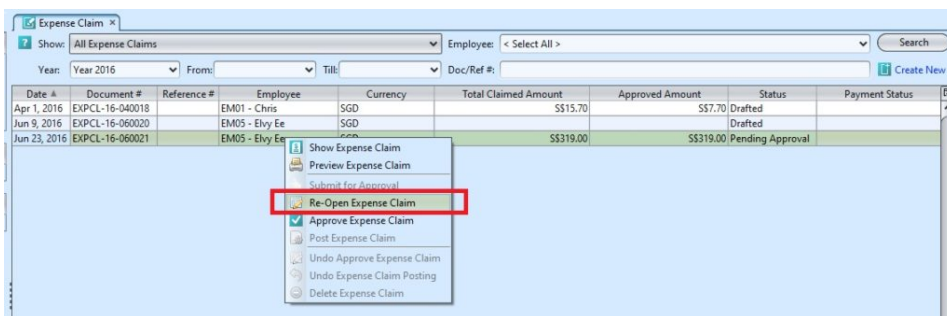


2. Click on **“Yes”** button on the pop-up window to confirm



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

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



## Modify Expense Claim:

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

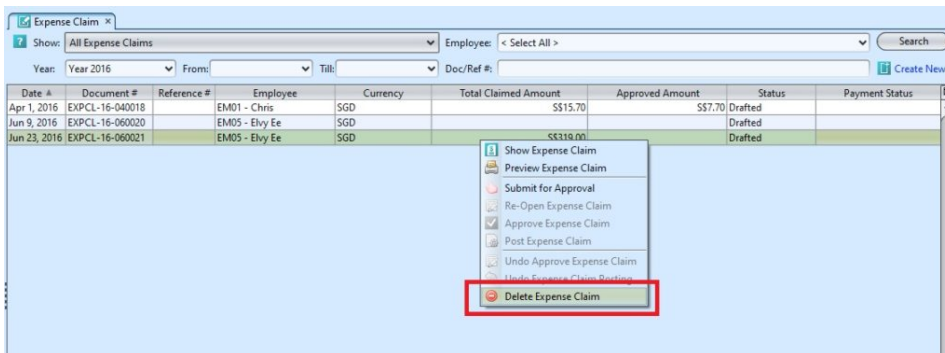
2. Update the information required

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”**.

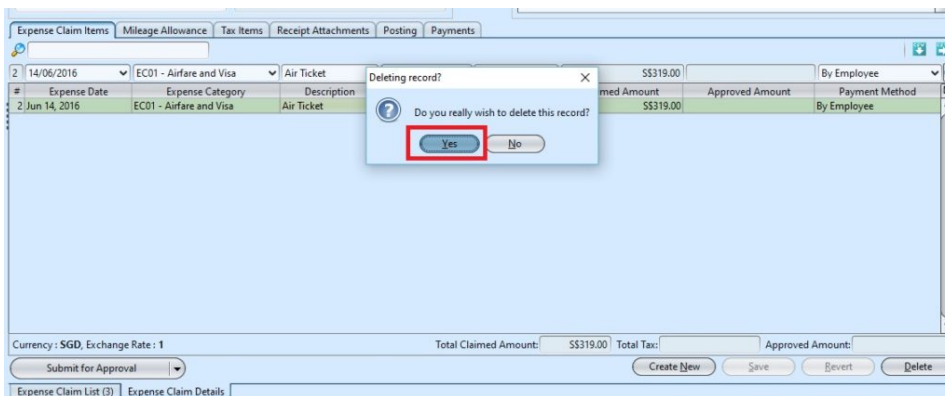


Alternatively, user is able to delete the expense claim in Expense Claim Details.

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



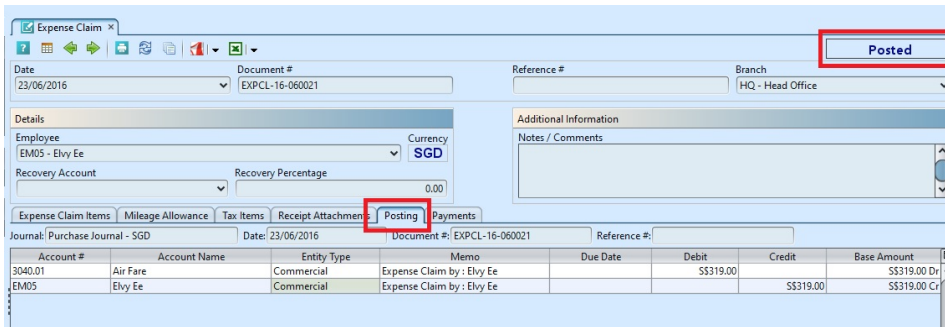
**\*Note:** Deletion of an expense claim record is possible only if the expense claim has not been



approved

## Posting:

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

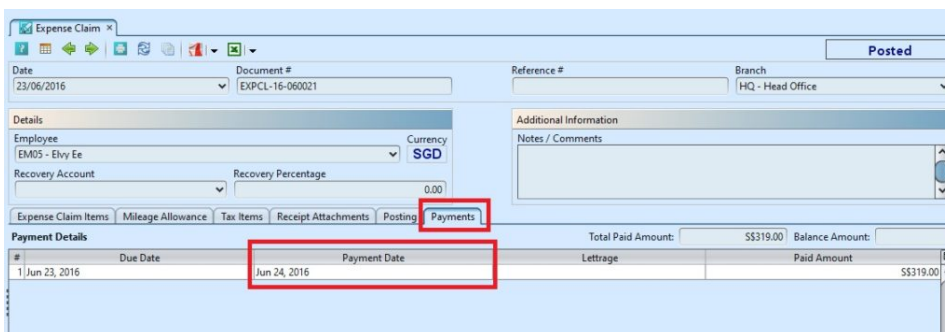


The screenshot shows the 'Expense Claim' interface. At the top right, a 'Posted' button is highlighted with a red box. Below the header, there are fields for Date (23/06/2016), Document # (EXPCL-16-060021), Reference #, and Branch (HQ - Head Office). The 'Details' section includes Employee (EM05 - Elvy Ee), Currency (SGD), and Recovery Percentage (0.00). The 'Additional Information' section has a 'Notes / Comments' field. A navigation bar at the bottom contains tabs for 'Expense Claim Items', 'Mileage Allowance', 'Tax Items', 'Receipt Attachments', 'Posting', and 'Payments'. The 'Posting' tab is selected and highlighted with a red box. Below the navigation bar, a 'Journal: Purchase Journal - SGD' table is visible with columns for Account #, Account Name, Entity Type, Memo, Due Date, Debit, Credit, and Base Amount.

Account #	Account Name	Entity Type	Memo	Due Date	Debit	Credit	Base Amount
3040.01	Air Fare	Commercial	Expense Claim by: Elvy Ee		S\$319.00		S\$319.00 Dr
EM05	Elvy Ee	Commercial	Expense Claim by: Elvy Ee			S\$319.00	S\$319.00 Cr

## Payments:

1. User/Employee is able to view the payment record under **“Payment”** after the payment is approved and made.

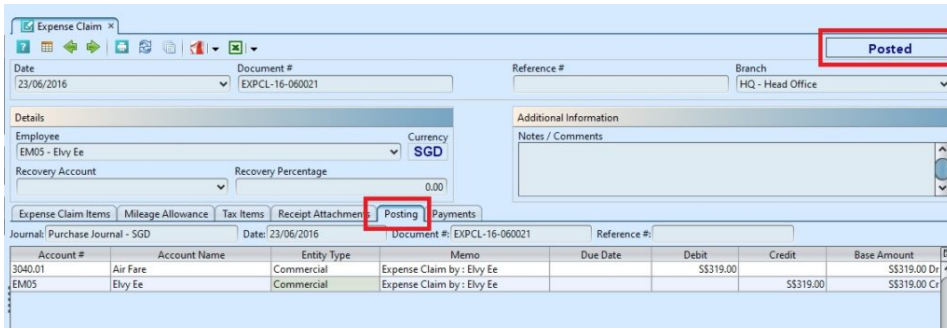


The screenshot shows the 'Expense Claim' interface with the 'Payments' tab selected and highlighted with a red box. The 'Payment Details' section is visible, showing a table with columns for #, Due Date, Payment Date, Lettrage, and Paid Amount. The 'Total Paid Amount' is S\$319.00 and the 'Balance Amount' is also S\$319.00. The 'Payment Date' field is highlighted with a red box.

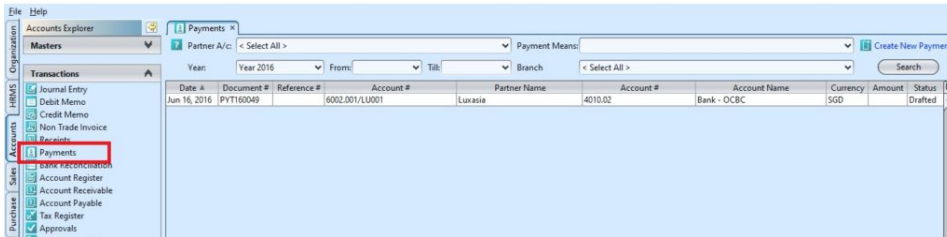
#	Due Date	Payment Date	Lettrage	Paid Amount
1	Jun 23, 2016	Jun 24, 2016		S\$319.00

## Payment Procedure:

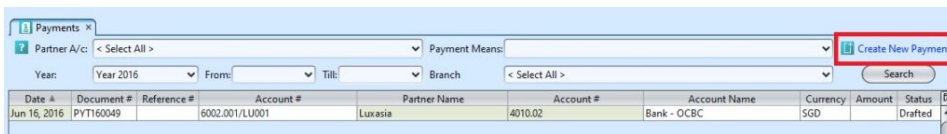
The process refers to the payment procedure after the expense claim have been posted by HR / Admin / Finance Manager.



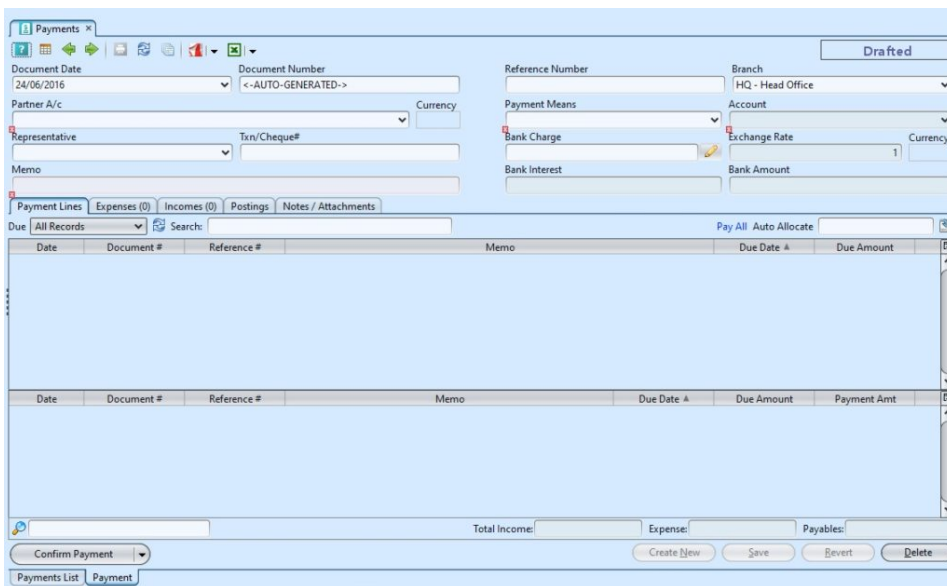
1. Choose **"Payment"** under **"Account"** module



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



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



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

Payments x

Document Date: 24/06/2016 | Document Number: <-AUTO-GENERATED-> | Reference Number: | Branch: HQ - Head Office

Partner A/c: EM05 - Elvy Ee | Currency: SGD | Payment Means: TT02 - TT - Bank - OCBC | Account: 4010.02 - Bank - OCBC

Representative: | Trn/Cheque#: | Bank Charge: | Exchange Rate: | Bank Interest: | Bank Amount: 1 | Currency: SGD

Memo: | Business Trip: |

Payment Lines | Expenses (0) | Incomes (0) | Postings | Notes / Attachments

Due: [All Records] Search: | Pay All | Auto Allocate

Date	Document #	Reference #	Memo	Due Date	Due Amount
Jul 29, 2015	EXPCL-15-070005		Expense Claim by: Elvy Ee	Jul 29, 2015	\$512.00
Jun 23, 2016	EXPCL-16-060021		Expense Claim by: Elvy Ee	Jun 23, 2016	\$5319.00

Or Click Pay All to pay all the documents

Tick the box to select the document

Payment Lines (1) | Expenses (0) | Incomes (0) | Postings | Notes / Attachments

Due: [All Records] Search: | Pay All | Auto Allocate

Date	Document #	Reference #	Memo	Due Date	Due Amount	Payment Amt
Jul 29, 2015	EXPCL-15-070005		Expense Claim by: Elvy Ee	Jul 29, 2015	\$512.00	<input type="checkbox"/>
Jun 23, 2016	EXPCL-16-060021		Expense Claim by: Elvy Ee	Jun 23, 2016	\$5319.00	<input checked="" type="checkbox"/>

Selected document to proceed

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
Jul 29, 2015	EXPCL-15-070005		Expense Claim by: Elvy Ee	Jul 29, 2015	\$512.00
Jun 23, 2016	EXPCL-16-060021		Expense Claim by: Elvy Ee	Jun 23, 2016	\$5319.00

Confirm Document?

Do you really wish to Confirm the selected Payment Document(s)?

Total Income: | Expense: | Payables: \$5319.00

**Confirm Payment** | Create New | Save | Revert | Delete

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

Memo  
Business Trip

Bank Interest: Bank Amount: \$5319.00

Payment Lines (1) Expenses (0) Incomes (0) Postings Notes / Attachments

Date	Document #	Reference #	Memo	Due Date <sup>A</sup>	Due Amount	Payment Amt
Jun 23, 2016	EXPCL-16-060021		Expense Claim by : Eky Ee	Jun 23, 2016	\$5319.00	\$5319.00

Post Document?

Do you really wish to Post the selected Payment Document(s)?

Yes No

Total Income: Expense: Payables: \$5319.00

Post Payment

Payments List Payment

Create New Save Revert Delete