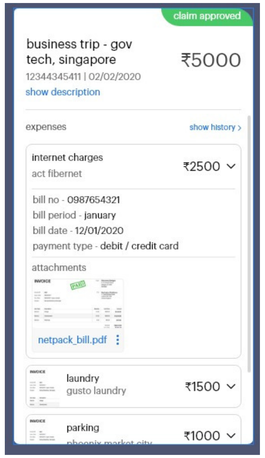
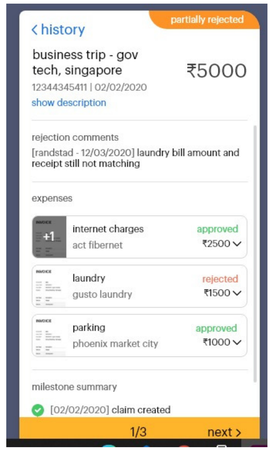
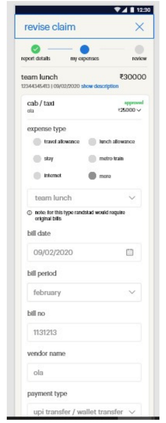
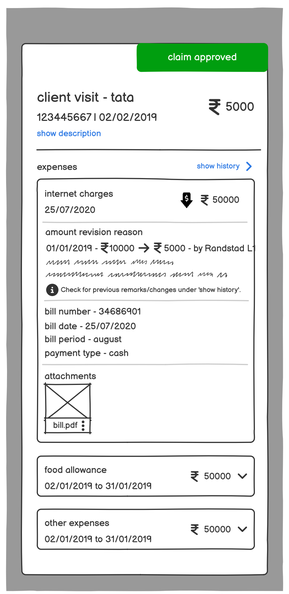


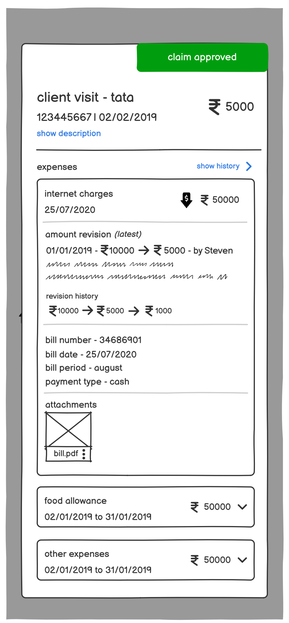




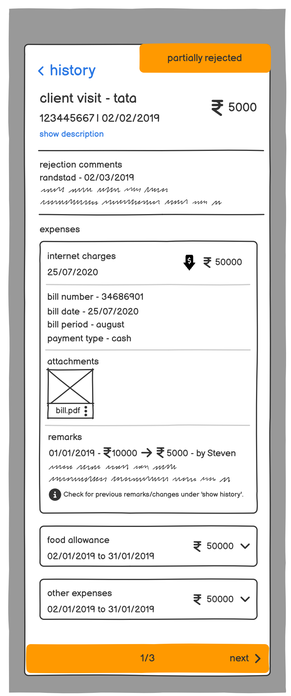
Recent transaction - Model-1



Recent transaction - Model-2



Under 'show history'

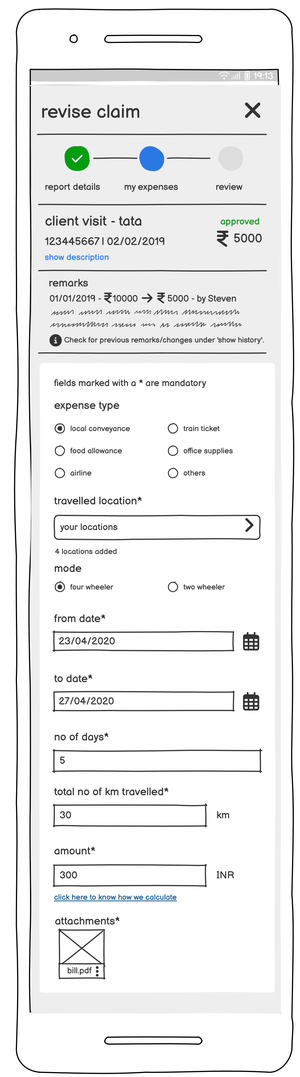


Check for previous remarks/changes under respective transactions in 'show history'.

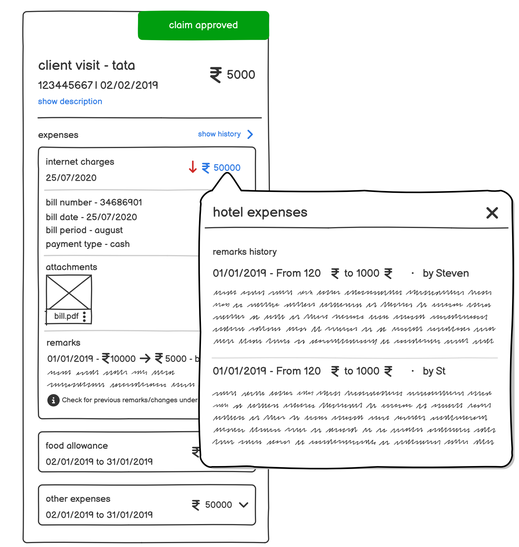
For more details on previous amount revisions check out 'show history'.

Check for previous remarks/changes under 'show history'.

revise claim



Recent transaction - Model-1



RMB 2 | Req 1 | BSC CST | Approval Heirarchy v4

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volvo

general details

client
Volvo Pvt Ltd

contracts
1234, 12345

from	to	centralised collection enabled
01/01/2019	31/12/2019	yes

frequency	from	to	no of previous cycles allowed
bi-monthly	31/12/2019	31/12/2019	4

attachment's
bi-monthly

expense details

category: ComboBox
desription

sub-category: ComboBox
desription
enter custom message

+ sub-category

Is it Bill Based Expense?
- (•) Yes — know more
- ( ) No — know more

Are Bills Required?
- (•) Yes — know more
- ( ) No — know more

supportings
- [x] original — know more
- [ ] softcopy — know more

policy restriction
- ( ) actual — know more
- (•) policy — know more

applicability

filters: location | designation | department | type of approval — apply | + add applicability

s.no.	location	designation	department	max capping	type of approval
1	chennai, pune & 2 more	engineer & 2 more	technology	10000 Per month	no approval
2	delhi	all	all	20000 per month	default
3	chennai, coimbatore	technician	technology		custom
4	all	all	sales		custom

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3	chennai, coimbatore	technician	technology	custom
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frequency	from	to	no of previous cycles allowed
bi-monthly	31/12/2019	31/12/2019	4

attachment's
bi-monthly

expense details

category: ComboBox
desription

sub-category: ComboBox
desription
enter custom message

+ sub-category

Is it Bill Based Expense?
- ( ) Yes — know more
- (•) No — know more

Type of Non Bill Based Expense
- ( ) local conveyance — know more
- ( ) Food Allowance — know more
- ( ) Other expenses — know more

supportings
- [x] Mandatory — know more
- [ ] Optional — know more

applicability

filters: location | designation | department | type of approval — apply | + add applicability

s.no.	location	designation	department	Parameter One	Parameter two	type of approval
1	chennai, pune & 2 more	engineer & 2 more	technology	10 Per Km	10 Km per day	no approval
2	delhi	all	all	20000 per month	20000 per month	default
3	chennai, coimbatore	technician	technology			custom
4	all	all	sales			custom

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volvo

general details

client
Volvo Pvt Ltd

contracts
1234, 12345

from	to	centralised collection enabled
01/01/2019	31/12/2019	yes

frequency	from	to	no of previous cycles allowed
bi-monthly	31/12/2019	31/12/2019	4

attachment's
bi-monthly

expense details

category: ComboBox
desription

sub-category: ComboBox
desription
enter custom message

+ sub-category

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- ( ) Yes — know more
- (•) No — know more

Type of Non Bill Based Expense
- ( ) local conveyance — know more
- (•) Food Allowance — know more
- ( ) Other expenses — know more

supportings
- [x] Mandatory — know more
- [ ] Optional — know more

applicability

filters: location | designation | department | type of approval — apply | + add applicability

s.no.	location	designation	department	Parameter One	type of approval
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2	delhi	all	all	20000 per month	default
3	chennai, coimbatore	technician	technology		custom
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contracts
1234, 12345

from	to	centralised collection enabled
01/01/2019	31/12/2019	yes

frequency	from	to	no of previous cycles allowed
bi-monthly	31/12/2019	31/12/2019	4

attachment's
bi-monthly

expense details

category: ComboBox
desription

sub-category: ComboBox
desription
enter custom message

+ sub-category

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- ( ) local conveyance — know more
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- [x] Mandatory — know more
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applicability

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2	delhi	all	all	default
3	chennai, coimbatore	technician	technology	custom
4	all	all	sales	custom

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add applicability

New Applicability

location
Search
chennai × | pune × | mumbai × | kolkata ×

designation
Search
engineer × | sr.engineer × | jr.engineer ×

department
Search
technology ×

Max Capping
₹ From | UOM

approval hierachy
- ( ) no client approval — know more
- (•) approval matrix — know more

approval matrix — + approval heirarchy

condition: upto
expense limit: 12000
approver: NA

condition: between
expense limit: ₹ From | To
approver: L1,L2,L3

Add New Applicability | Submit

1
location
chennai, pune, mumbai, kolkata
location
engineer, sr.engineer,jr.engineer
location
technology
Max Capping
10000 Per Month
approval hierachy
amount based
upto ₹ 1000 - Level 1
upto ₹ 5000 - Level 2
upto ₹ 10000 - Level 3
upto ₹ 50000 - Level 4
above ₹ 50000 - Level 5

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add applicability

New Applicability

location
Search
chennai × | pune × | mumbai × | kolkata ×

designation
Search
engineer × | sr.engineer × | jr.engineer ×

department
Search
technology ×

approval hierachy
- ( ) no client approval — know more
- (•) approval matrix — know more

approval matrix — + approval heirarchy

condition: upto
expense limit: 12000
approver: NA

condition: between
expense limit: ₹ From | To
approver: L1,L2,L3

Add New Applicability | Submit

1
location
chennai, pune, mumbai, kolkata
location
engineer, sr.engineer,jr.engineer
location
technology
approval hierachy
amount based
upto ₹ 1000 - Level 1
upto ₹ 5000 - Level 2
upto ₹ 10000 - Level 3
upto ₹ 50000 - Level 4
above ₹ 50000 - Level 5

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add applicability

New Applicability

location
Search
chennai × | pune × | mumbai × | kolkata ×

designation
Search
engineer × | sr.engineer × | jr.engineer ×

department
Search
technology ×

Parameter One
₹ 10000 | Per Km

Parameter Two
Km | Per Day

approval hierachy
- ( ) no client approval — know more
- (•) approval matrix — know more

approval matrix — + approval heirarchy

condition: upto
expense limit: 12000
approver: NA

condition: between
expense limit: ₹ From | To
approver: L1,L2,L3

Add New Applicability | Submit

1
location
chennai, pune, mumbai, kolkata
location
engineer, sr.engineer,jr.engineer
location
technology
Max Capping
10000 Per Month
approval hierachy
amount based
upto ₹ 1000 - Level 1
upto ₹ 5000 - Level 2
upto ₹ 10000 - Level 3
upto ₹ 50000 - Level 4
above ₹ 50000 - Level 5

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add applicability

New Applicability

location
Search
chennai × | pune × | mumbai × | kolkata ×

designation
Search
engineer × | sr.engineer × | jr.engineer ×

department
Search
technology ×

Parameter One
₹ 10000 | Per day

approval hierachy
- ( ) no client approval — know more
- (•) approval matrix — know more

approval matrix — + approval heirarchy

condition: upto
expense limit: 12000
approver: NA

condition: between
expense limit: ₹ From | To
approver: L1,L2,L3

Add New Applicability | Submit

1
location
chennai, pune, mumbai, kolkata
location
engineer, sr.engineer,jr.engineer
location
technology
Max Capping
10000 Per Month
approval hierachy
amount based
upto ₹ 1000 - Level 1
upto ₹ 5000 - Level 2
upto ₹ 10000 - Level 3
upto ₹ 50000 - Level 4
above ₹ 50000 - Level 5

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add applicability

New Applicability

location
Search
chennai × | pune × | mumbai × | kolkata ×

designation
Search
engineer × | sr.engineer × | jr.engineer ×

department
Search
technology ×

Parameter One
₹ 10000 | Per day

approval hierachy
- ( ) no client approval — know more
- (•) approval matrix — know more

approval matrix — + approval heirarchy

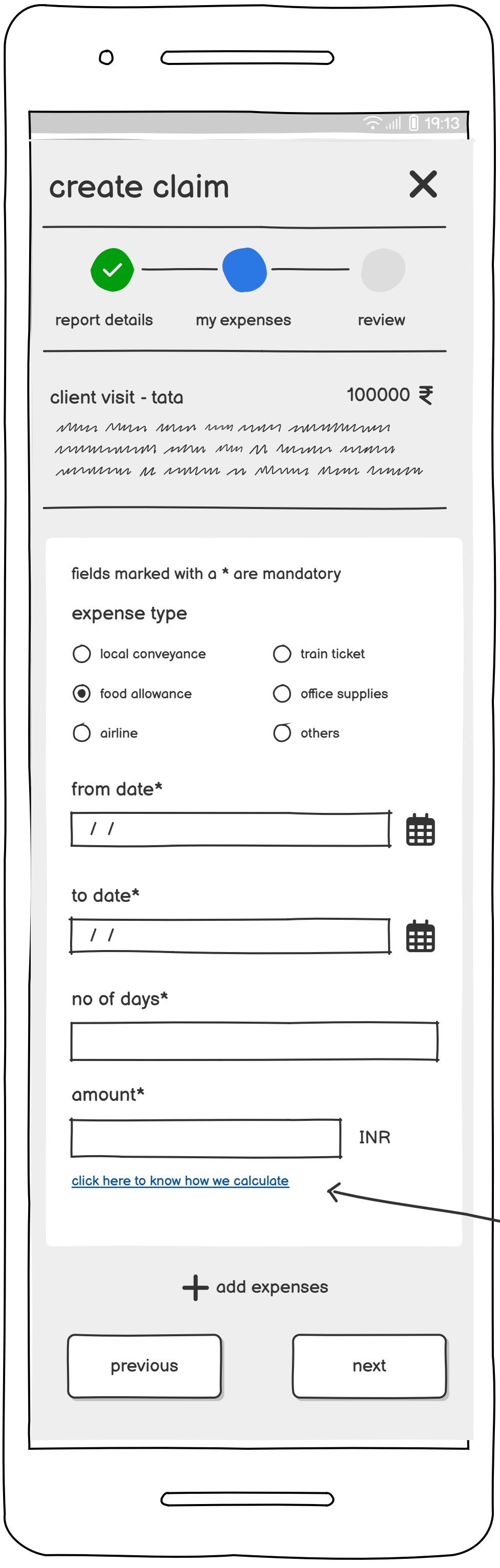
condition: upto
expense limit: 12000
approver: NA

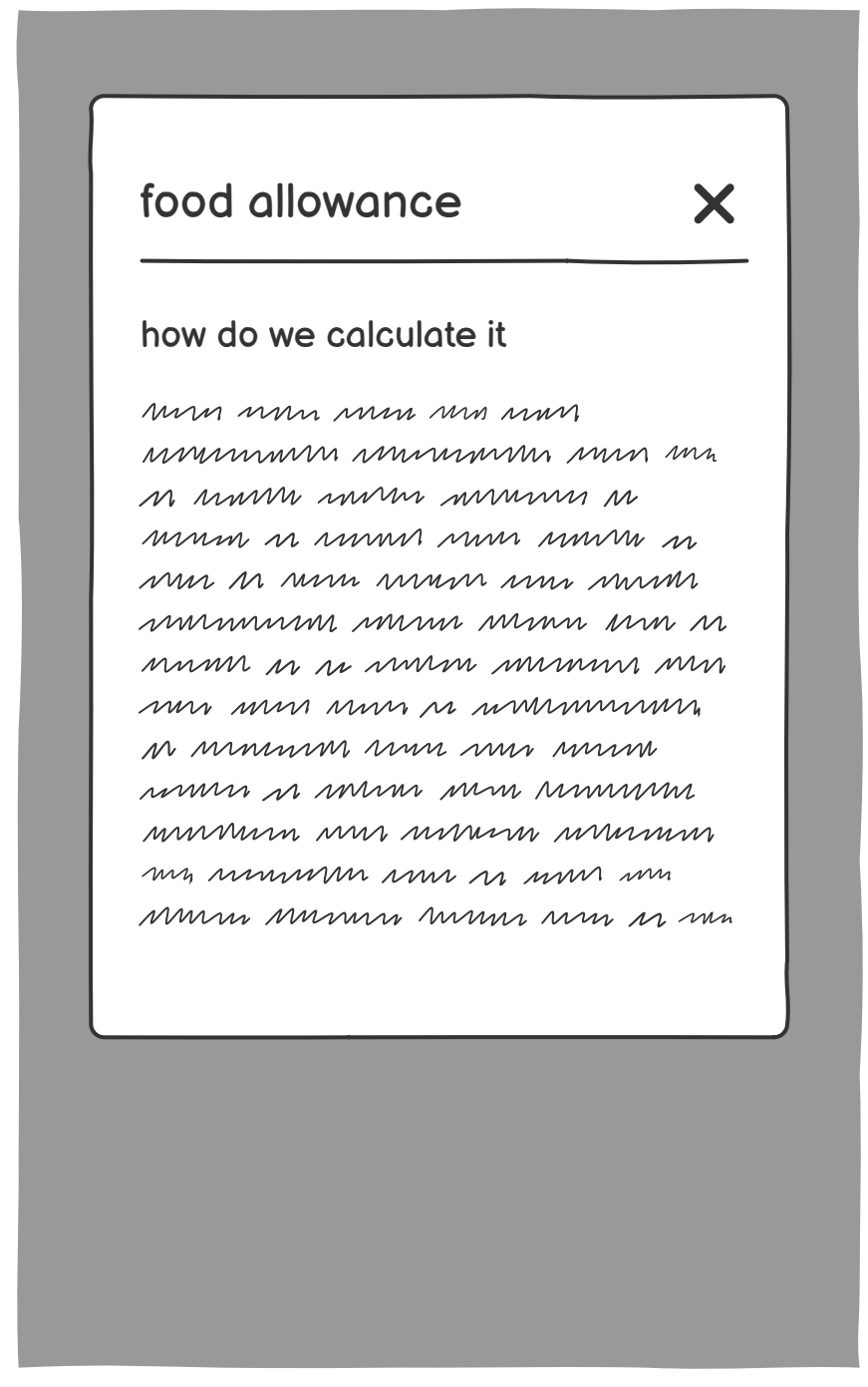
condition: between
expense limit: ₹ From | To
approver: L1,L2,L3

Add New Applicability | Submit

1
location
chennai, pune, mumbai, kolkata
location
engineer, sr.engineer,jr.engineer
location
technology
Max Capping
10000 Per Month
approval hierachy
amount based
upto ₹ 1000 - Level 1
upto ₹ 5000 - Level 2
upto ₹ 10000 - Level 3
upto ₹ 50000 - Level 4
above ₹ 50000 - Level 5

EW - Create Claim





MGR / Employee web view

local conveyance | 5000

travelled location	mode	date period
14 locations	four wheeler	01/01/2019 - 31/01/2019
no of days	**no of kms**	**attachment**
31 days	400 kms	asd.pdf

food allowance | 5000

date period	no of days
01/01/2019 - 31/01/2019	31 days

attachment

01/01/2019 - 31/01/2019

other expense | 5000

date period	no of days
01/01/2019 - 31/01/2019	31 days

attachment

01/01/2019 - 31/01/2019

SSC

local conveyance | 5000

travelled location	mode	date period
14 locations	four wheeler	01/01/2019 - 31/01/2019
no of days	**no of kms**	**attachment**
31 days	400 kms	asdfgo.pdf

approve reject

food allowance | 5000

date period	no of days
01/01/2019 - 31/01/2019	31 days

approve reject

other expense | 5000

date period	no of days
01/01/2019 - 31/01/2019	31 days

attachment

01/01/2019 - 31/01/2019

approve reject

MGR / Employee web view

approved

client visit - tata

123445667 | 02/02/2019

₹ 5000

expenses show history

local conveyance
02/01/2019 to 31/01/2019
₹ 50000

local conveyance
02/01/2019 to 31/01/2019
₹ 50000

travelled location: 10 locations

mode:- four wheeler

no of days: 5

no of kms travelled : 200 kms

food allowance
02/01/2019 to 31/01/2019
₹ 50000

other expenses
02/01/2019 to 31/01/2019
₹ 50000

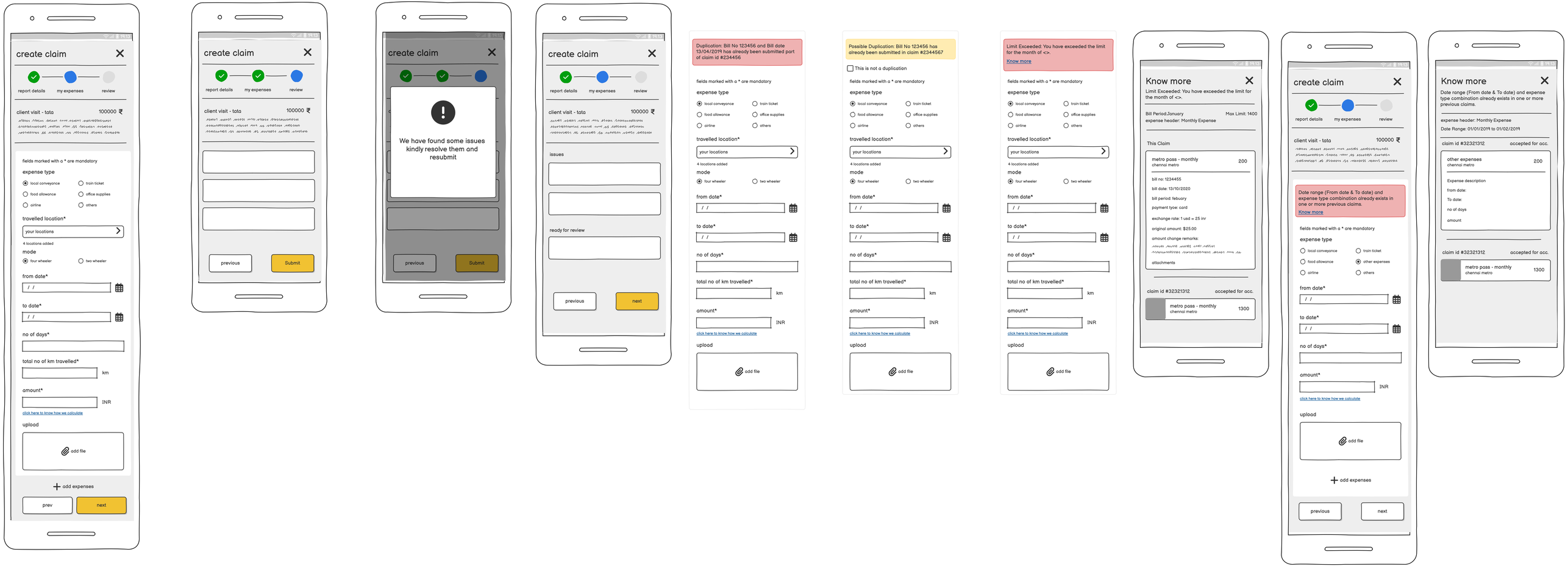
food allowance
02/01/2019 to 31/01/2019
₹ 50000

no of days: 5

other expenses
02/01/2019 to 31/01/2019
₹ 50000

no of days: 5

EW - Create Claim



19:13

regular claim

updated yesterday

claim #249130913
monthly basic expense - living
15000

hope vandyne(12011)
ukshift (12-00 - 22-00)
contract id
1234456

created on 04/01/2020
show description

expenses (2/5)
show history>

note:- expenses marked with yellow contains possible duplications

+1
metro pass - monthly
chennai metro
3000

show all expenses

Reject
approve

---

metro pass - monthly
chennai metro
3000

Possible Duplication: Bill No 123456 has already been submitted in claim
know more

bill no: 1234455

bill date: 13/10/2020

bill period: febuary

payment tyoe: card

exchange rate: 1 usd = 25 inr

original amount: $25.00

amount change remarks:

attachments

approval matrix

L1 Approval
01/07/2012
John Doe

L2
claim is awaiting your approval

19:13

show all expenses

claim #249130913
monthly basic expense - living
15000

hope vandyne(12011)
ukshift (12-00 - 22-00)
contract id
1234456

approved expenses

+1
metro pass - monthly
chennai metro
3000

awaiting your approval

other expenses

L5 approval

13 feb

submitted ₹16000
by john doe 3 expenses

declined ₹16000
by lin lin 3 expenses

submitted ₹16000
by john doe 3 expenses

15 feb

accepted for accounting review ₹16000
by lin lin 3 expenses

claim received ₹16000
by randstad 3 expenses

18 feb

partially rejected ₹14000
by eren deager 2 expenses

submitted ₹14000
by john doe 2 expenses

20 feb

accepted for accounting review ₹14000
by lin lin 2 expenses

awaiting further action from randstad

submitted $16000
by john doe 5 expenses

L1 Approval 2 expenses

L2 Approval 3 expenses

submitted $14000
by john doe 5 expenses

L1 Approval 2 expenses
01/07/2012

L2 Approval 3 expenses