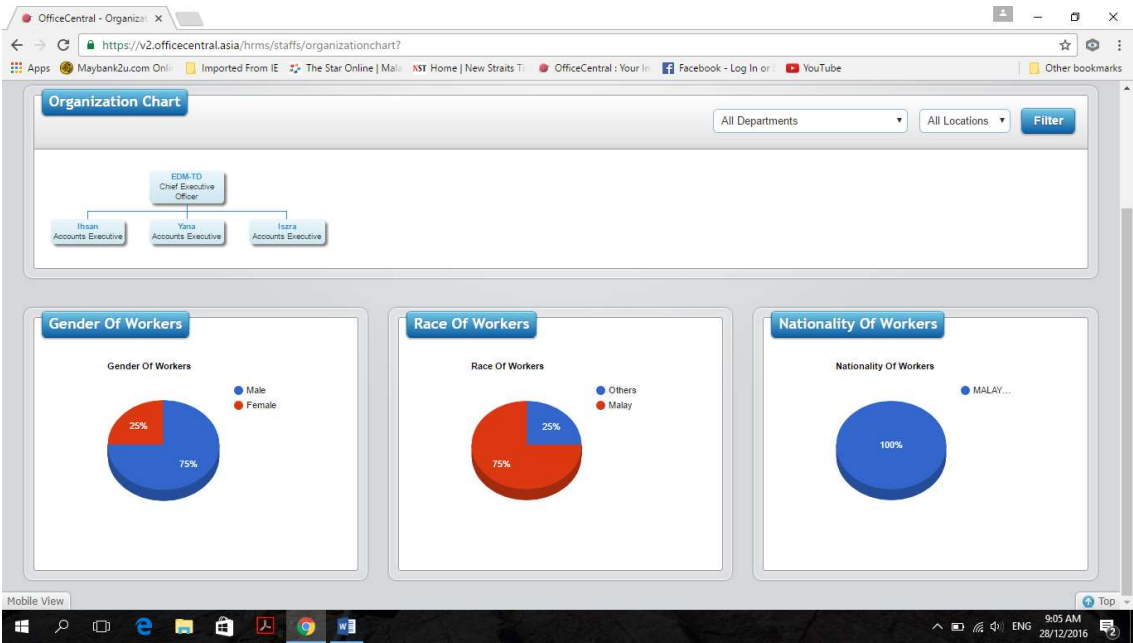


STAFF CLAIMS

STEP 1: Create staff records for the staff in the business



The screenshot shows the 'Index' page in OfficeCentral. It features an 'Actions' section with icons for 'Add', 'Download Application', and 'Download List Of Staffs'. Below this is a filter section with 'All Locations', 'All Departments', 'Active Only', and 'All Status' dropdowns, and a 'Filter' button. An 'Advanced Search' box is also present. The main content is a table of staff members:

Staff No	Name	Department	Designation	Classification	Supervisor	Identification No	Years of Service	Action
4	Ihsan	Administration & Finance	Accounts Executive	Executive	EDM-TD		0 years, 210 days.	Edit Resign Deactivate Suspend
5	Yana	Administration & Finance	Accounts Executive	Executive	EDM-TD		0 years, 210 days.	Edit Resign Deactivate Suspend
6	Isra	Administration & Finance	Accounts Executive	Executive	EDM-TD		0 years, 210 days.	Edit Resign Deactivate Suspend
EDM 1	EDM-TD	Administration & Finance	Chief Executive Officer	Top Management			0 years, 37 days.	Edit Resign Deactivate Suspend

At the bottom, it says 'Showing 1 to 4 of 4 entries' with navigation links: 'First', 'Previous', '1', 'Next', 'Last'. The bottom of the screen shows a Windows taskbar with various application icons and a system clock indicating 9:05 AM on 28/12/2016.

STEP 2: Prepare Staff Claims under “Add New” OR “My Supervisees – Submit”

OfficeCentral - Create

https://v2.officecentralasia/finance/claims/create?

Apps Maybank2u.com Online Imported From IE The Star Online | Mail NST Home | New Straits Times OfficeCentral : Your In Facebook - Log In or YouTube Other bookmarks

OFFICE CENTRAL 5.0 BUILD: 6/2013 REVISION: 31.497 CULTURE: EN-MY, EN-MY

CLAIMS ADVANCES PAYMENT REQUISITIONS PAYMENT VOUCHERS PETTY CASH VOUCHERS CONFIGURATIONS HELP

Home Create

Logged as: EDM-TD (EDM-TD Company) Logout

Back To List Save

Claims

Whose claim is this?

* Staff
(EDM 1) EDM-TD

* Type
Select Category

* Title

Description

Advance (if applicable)
Select Advance

*Is there any advance given associated to the claim?
Please select the advance if applicable

Movement (if applicable)
Select Movement

*Is there any movement given associated to the claim?
Please select the movement if applicable.

Mobile View Chat with us Top

And review the claim form information.

OfficeCentral - Index

file:///C:/Users/gazali/Downloads/CLAIMS-2016-12-001Reimbursement%20for%20number%20of%20CN%20issued.pdf

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Tel: 012-2576711 Fax: Ref No : CLAIMS2016/12/001 Website: Type : Cover Note Issued

CLAIM FORM

Claim Information

Staff: (4) (Item)

Description: Reimbursement for number of CN issued

Date	Item	Description	Amount (MYR)
02 Dec 2016	4 x CN		40.00
Total (MYR)			40.00
Amount to be paid (MYR)			40.00

Movement Information

Customer: Contact No: Date Out: Date In: Purpose: Description: Report:

Advance Information

Ref No: Name: Type: Description: Amount:

Claim Status

Submitted By: EDM-TD
Submitted Date/Time: 28 Dec 2016
Approved By:
Remark:

STEP 3: "View List" and select "Approve" to approve the Staff Claims.

Claims (Supervisor View) + ADD

All Locations All Departments All Staffs

Claims
The following are the claims of all staff from your company

Advanced Search

Show 10 entries

Reference Number	Type	Staff	Name	Amount	Amount to be paid	Claim Date	Status	Action
CLAIMS/2016/12/002	Cover Note Issued	(5) Yana	Reimbursement for number of CN issued	130.00	130.00	28 Dec 2016	Approved (Not Paid)	Details
CLAIMS/2016/12/001	Cover Note Issued	(4) Ihsan	Reimbursement for number of CN issued	40.00	40.00	28 Dec 2016	Approved (Not Paid)	Details

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

Note: Payment should not be updated at Claims level. Doing this will lead to no import item detected for import from Finance PVs into Accounting.

STEP 4: Prepare Payment Voucher for the staff claims to transact the payment

Create

Details

* Pay To
Staff (5) Yana

* Purpose (Description)
Payment for reimbursement for number of CN issued

* Payment Voucher Ref #
PV/2016/7

* Date Issued
28 Dec 2016

Bank Information

Payable To
Yana

Bank Name

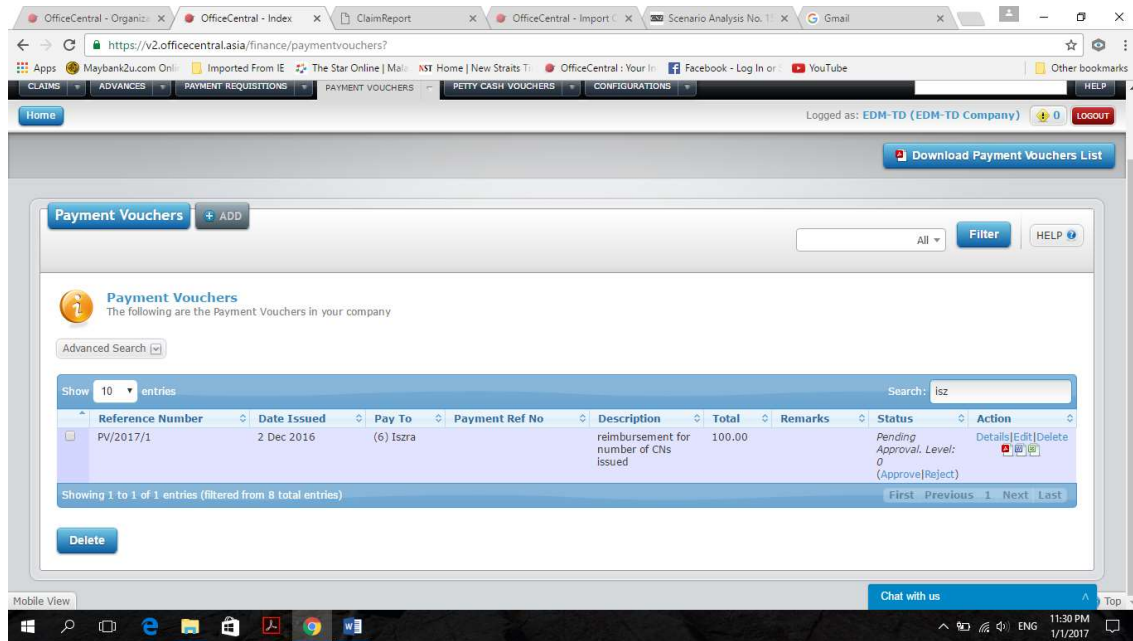
Bank Account No

Payment Voucher Items

Account Code	Type	Ref No / Invoice No	Description	Amount
	Claims	(CLAIMS/2016/12/00...	Reimburse	130

+Add Row

STEP 5: Approve the Staff Claims Payment Voucher according to the approval levels.



There are two levels of approval for Payment Voucher (PV).

STEP 6: After approval, update payment status by selecting “Details” and “Update Payment Status”. Proposed that PV signed off hardcopy of PV by staff on collection of money by staff for filecopy and reference.

OfficeCentral - Create... PaymentVoucherReport... PaymentVoucherReport... OfficeCentral - Edit...

file:///C:/Users/gazali/Downloads/PaymentVoucher-(PV20166)%20(1).pdf

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PaymentVoucherReportTemplate1 1 / 1

PAYMENT VOUCHER

Payment Advice

Pay To : Ihsan Ref No: PV/2016/6
Date: 28 Dec 2016
Cheque No:

Particulars

Description: Payment of claims for number of CNs issued

Invoice No	Account Code	Particulars Description	Amount (MYR)
CLAIMS/2016/12/001		Reimbursement for number of CN issued	40.00
		Total	40.00

Bank Information

Bank Payable to : Ihsan
Bank Name :
Bank Account No:

Approval Information

Approval Status:	Approved by EDM-TD
Prepared By:	EDM-TD
Cheque Signatures:	
Kindly Acknowledge Receipt:	

9:50 AM 28/12/2016

OfficeCentral - Organizational Chart

OfficeCentral - Details

ClaimReport

OfficeCentral - Index

Scenario Analysis No. 1

Gmail

https://v2.officecentralasia/finance/PaymentVouchers/details/169857

Apps

Maybank2u.com Online

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The Star Online | Mail

NST Home | New Straits Times

OfficeCentral : Your

Facebook - Log In or

YouTube

Other bookmarks

Back to list

Details

* Pay To

Staff (6) Iszra

* Purpose (Description)

reimbursement for number of CN issued

Payment Voucher Items

Account Code	Type	Ref No / Invoice No	Description	Amount
	Claims	CLAIMS/2017/01/00...	reimburse	50.00
		CLAIMS/2017/01/002		
Total				50.00

Project (if applicable)

Projects

Select project (optional)

Mobile View

Payment Information

Date Issued

3 Dec 2016

Pay To

(6) Iszra

Payment Type

OTHERS

Cheque No.

Payment Status

Not Paid

Payment Date

Update Payment Status

11:42 PM 1/1/2017

Finance Module on Claims and PVs completed!

STEP 7: Accounting Module

Import from Finance Module to Accounting Module

Make sure that the debit and credit entries are correct for the imported transactions

Approve the transactions

View the Account's General Ledger to verify accuracy and reliability.

GNZ.