Mobile
E-Commerce
Web
Intelligent
Solutions for
Enterprises

MECWISE® CLAIMS

User Guide
For
Administrators

Developed & Published by

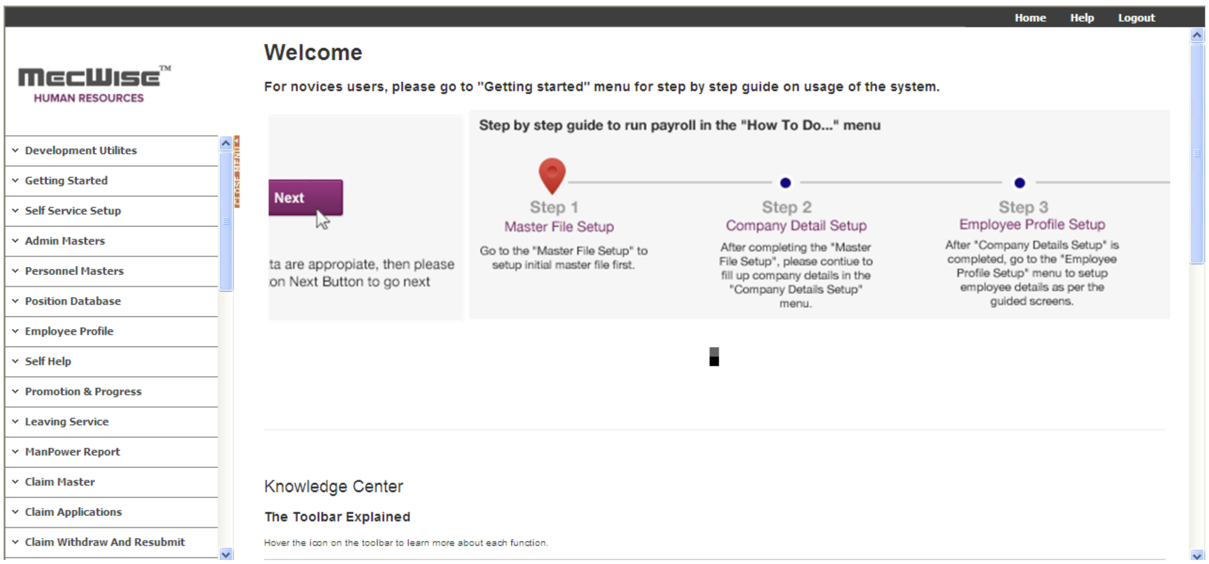
StarVision
A company in the Software Innovation Group

Table of Contents

1 Conventions Used

This section gives a detailed explanation of the conventions used in MecWise® Claims.

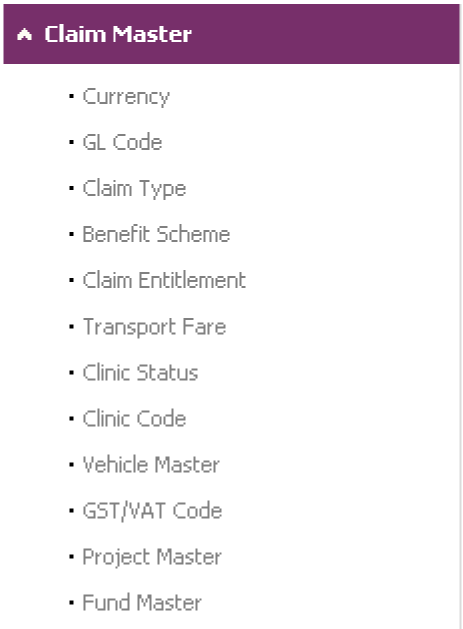
Upon login, the Welcome Screen will be displayed as below.



The left hand side of the Window contains the Menu.

Menu Option

When clicking on menu option, the option will expand to display sub-system's modules.

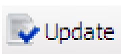

Claim Master
Currency
GL Code
Claim Type
Benefit Scheme
Claim Entitlement
Transport Fare
Clinic Status
Clinic Code
Vehicle Master
GST/VAT Code
Project Master
Fund Master

The Toolbar shows at the top of the screen when any of the modules are selected. It contains a row of icons for easy execution of commands.

Below is the explanation of some of the commonly used icons:

Toolbar

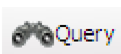
Initiate a new record (Blank template).



Update the existing information in the record.

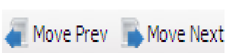
Deletes the current record.

Search for records using a Query Builder.

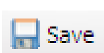


Search records for records with fields similar to that displayed on screen. If no fields are entered, system will display all available records under that module.

Print current record in report form (If available).



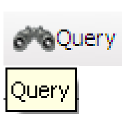
Access the previous/next record without having to exit from the current screen.



Save most recent data entered in the record.

Cancel the current operation.

Return to header screen. This icon is usually displayed after the **Cancel** button is clicked on.

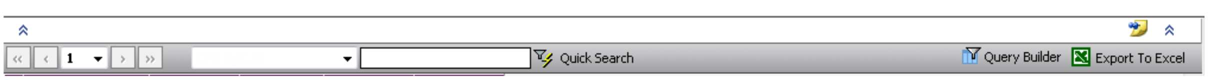


If you have forgotten the functions any icon or come across an unfamiliar icon, place the mouse cursor over the icon for a few seconds. A description of the function will be displayed.

The Collapsible Panel is located under the Toolbar. It displays a browser listing the different records according to the user's specifications.

Collapsible Panel

(OR)



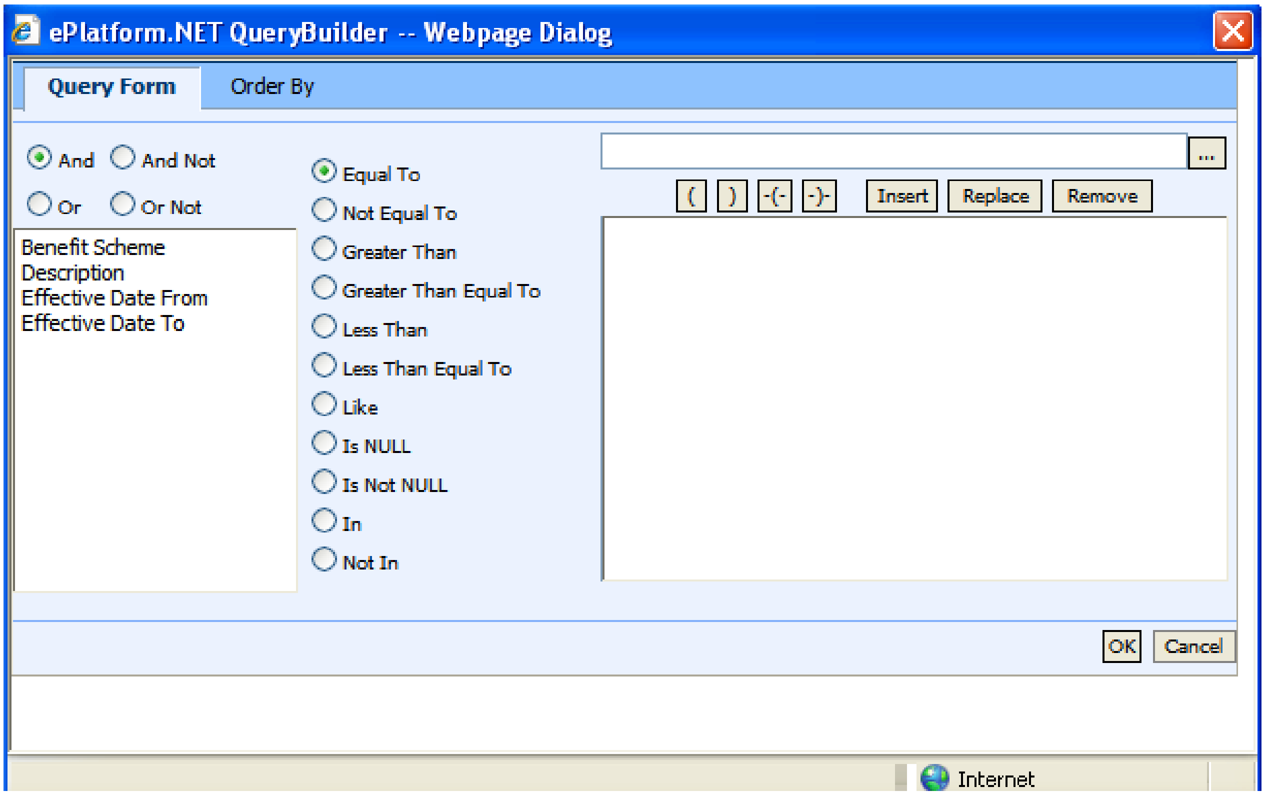
Add new detail Record

Query Builder to query, filter and sort records for display in the browser.

Export records from the browser to excel format.

2 Query Builder

The Query Form is for setting the criteria so as to display only a range of required records for viewing.



Query Form

These are some basic concepts and various signs used in the query form:

For Alphabetical Values:

a < b < c < ... < z.

For values that contain 2 or more alphabets, always start comparing the values from **left-to-right**.

Example 1: ad < ar
Reason: d is less than r

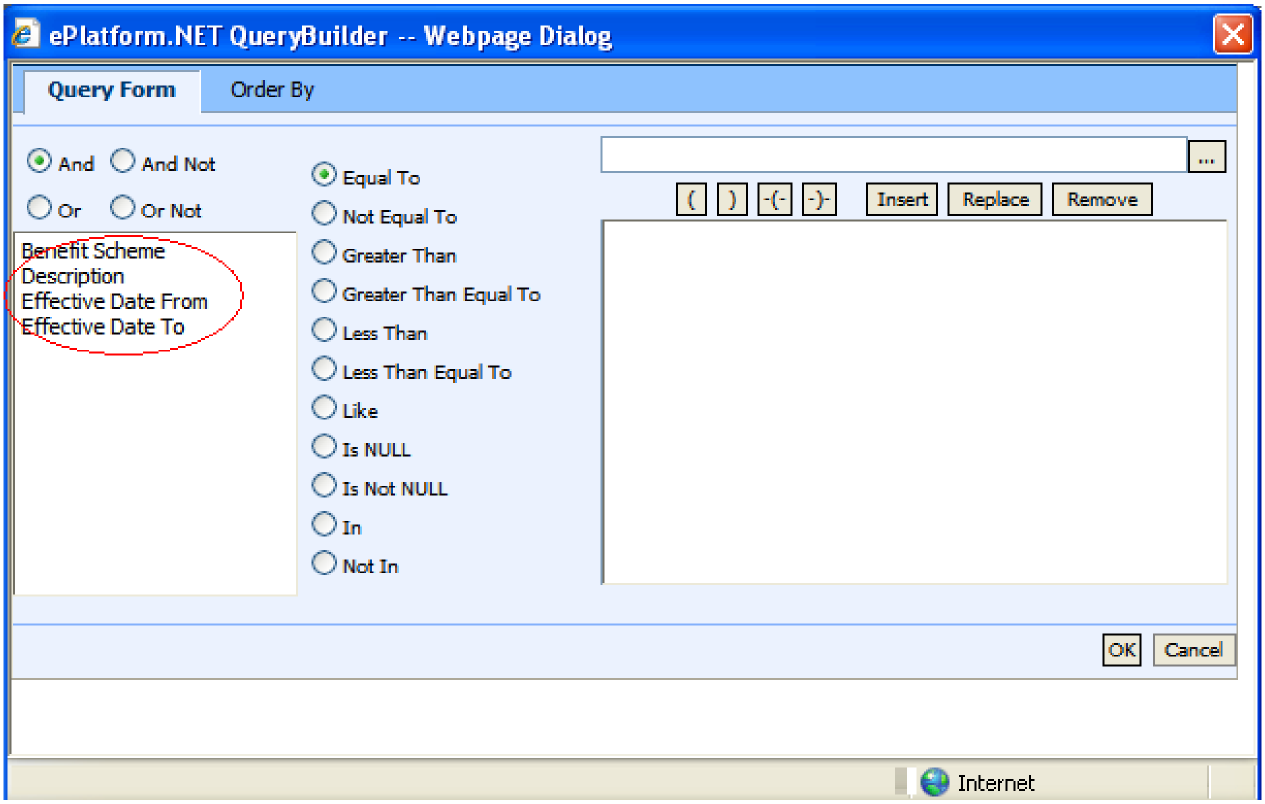
Example 2: bd < d
Reason: b is less than d

Example 3: bcd < bcf
Reason: d is less than f.

For Numerical Values:

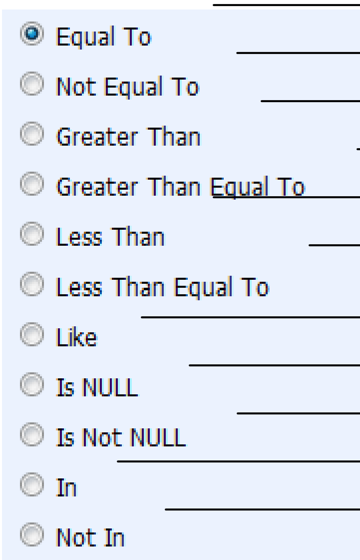
1 < 2 < 3 < ... ...

Using the Query form is essentially forming sentences specifying search criteria.
Firstly select the subject criteria from the screen on the left.



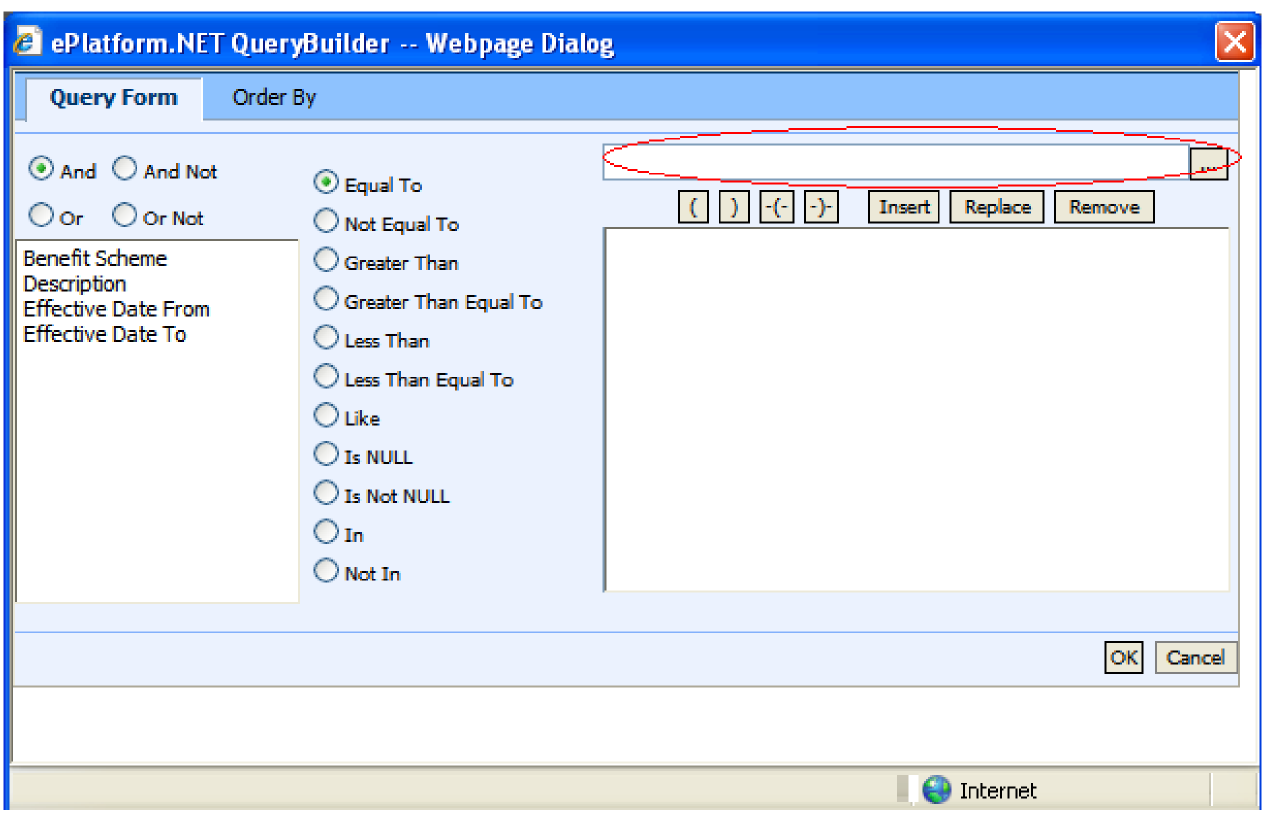
Select the desired condition from the column beside the subject screen.

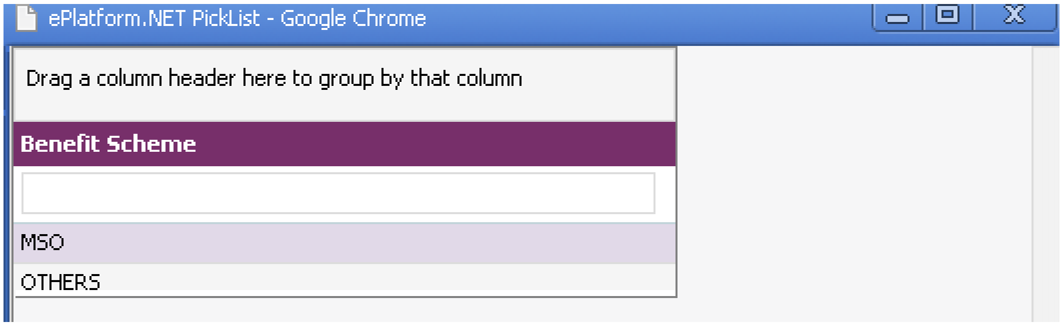
Meaning of Condition



Is
Is not
Value more than.
Value more than and equals to.
Value less than.
Value less than and equal to.
Containing.
Have no values/Does not exist.
Has values/Exists,
Including.
Not including.

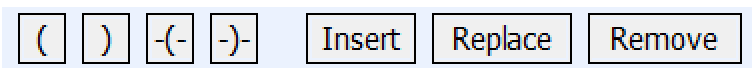
Next, enter the data in the field located in the top right hand of the **Query Form**.
You can choose to enter the data manually or select from the pick list by clicking on the selection button beside the field.



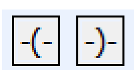
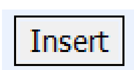
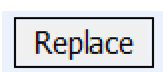
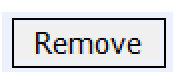


Pick List

To select the desired object, simply click once on it.

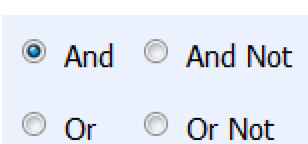


Query Form Icons

Icons	Implication
	Open and Close Bracket. Used together in situations of multiple conditions. Conditions within brackets will be dealt with first.
	Used to remove the open and close bracket respectively.
	Input conditions defined.
	Replace any highlighted condition with another condition.
	Remove the highlighted condition.

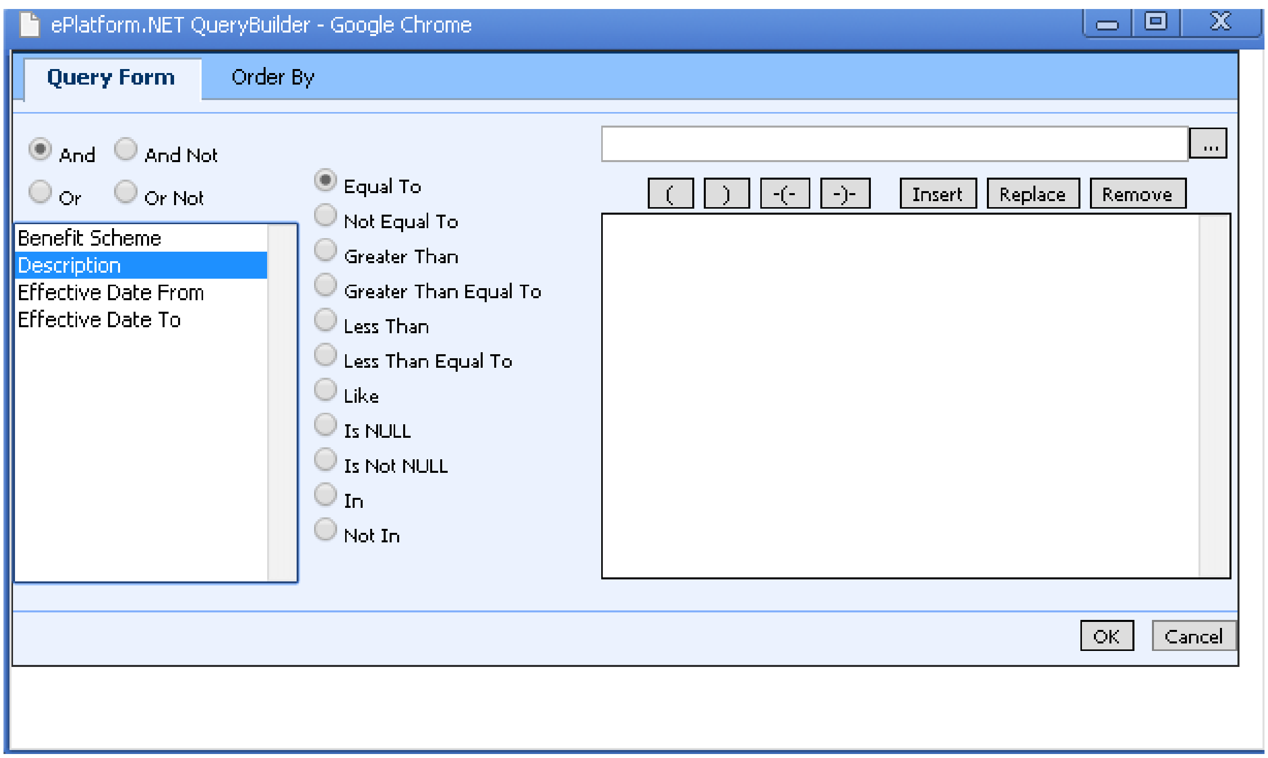
After entering a single condition, click on Insert to input the condition. This condition will be displayed in the screen.

To link 2 conditions together, make use of the selections located in the top left hand corner of the form after the 1st condition has been entered before entering the 2nd condition.



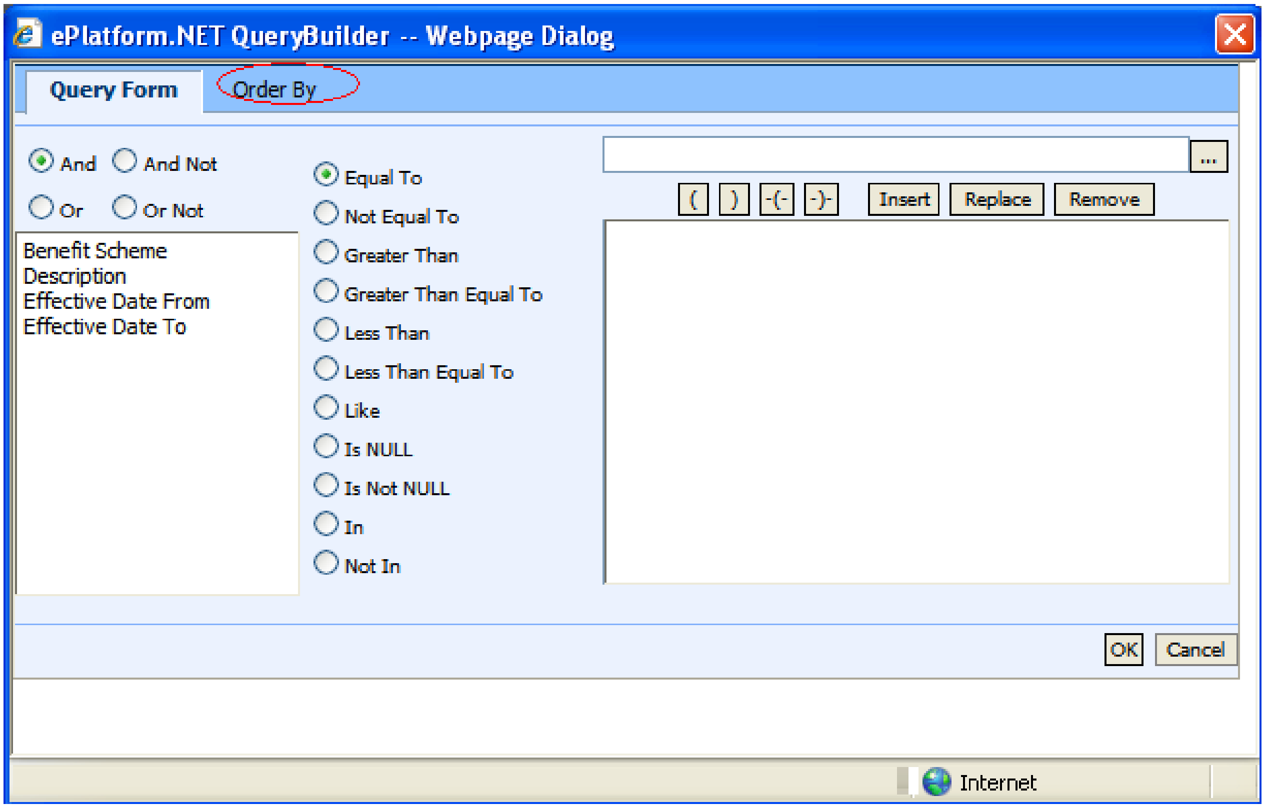
Icon	Implication
And	System will filter only records satisfying both conditions.
And Not	System will filter records satisfying the 1st condition and eliminate those that satisfy the 2nd condition.
Or	System will filter records that satisfy either condition.
Or Not	System will filter records that satisfy 1st condition or those that do not satisfy the 2nd condition.

At the bottom of the Query Form is another row of icons.



Icon	Implication
OK	Confirm conditions set.
Cancel	Exit Query Form.

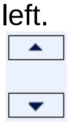
By clicking on the **Order by** tab, the user can pre set the order in which the records filtered will be listed.



Order by Tab

Click on the property (From left hand screen), which the listing will be done according to. Click on  to add the property to the screen on the right.

Conversely, to unselect a property, click on it and click on  to return it to the screen on the left.

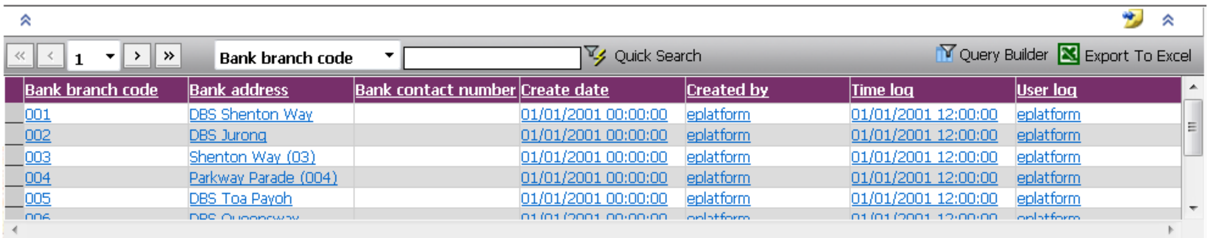
 moves the property higher or lower in position/priority in the case of multiple properties selected.

Ascending Order: a, b, c, ..., z / 1, 2, 3…9
Descending Order: z, y, x, ..., a / 9, 8, 7…1

To start the filtering with conditions and order defined, click on **OK.** (Located at bottom of Order By tab)

The records, which fit the conditions laid down, will be listed in the Browser.

A typical browse screen constitutes of titled columns and rows of stored data. A sample of a browse screen is shown below.



Browser

Below is the explanation of the icons on the collapsible panel:

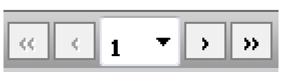

Click this to expand the browser for viewing.


Click this to collapse/hide the browser.

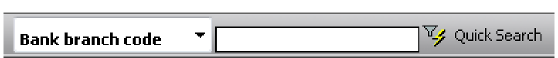

To lock current browser status (Expanded/Hidden).

Within the browser, there are other icons to view, filter and export the information from the browser.

Browser Icons



Navigator. To view next/previous screen of records.



Search function. Select field from drop down list on the left and enter the data/keywords to search through records for a match.

Click on the button  to start search process.

Query Builder to query, filter and sort records for display in the browser.

Export records from the browser to excel format.

3 Introduction

MecWise® Claims is a fully automated HR claims processing solution that turns the laborious and document-heavy process into a streamlined process. It's a web-based paperless claims management system which enables employees to submit the claim on-line with supporting documents attached and managers to approve/reject the claim request via email.

Functions to be performed by the system:

(a) Enables employees to submit their claim on-line.

(b) Routes submissions to authorized verifier and the approver of claim application can Approve/Reject the claim request with sufficient details and supporting documents via email.

(c) Calculates the Claim entitlement of all eligible employees every year

(d) Enables employees to withdraw any claim applications prior to or after it has been approved; an approval of cancellation is sent to the approving officer.

(e) Provides on-line enquiry facility to allow employees to check the status of their claim applications.

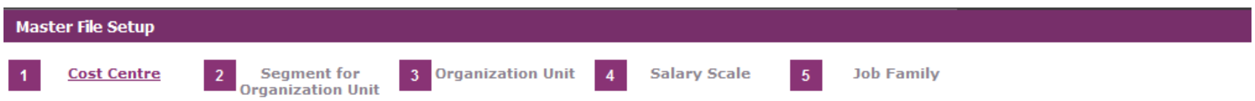
(f) Interface with MecWise® Payroll allows posting the processed claim payment records to payroll and provide accurate results in payroll processing.

(g) Generates relevant management and statistical reports.

4 Master File Setup

The **Master File Setup** menu contains the following set of master data which are necessary for the Claim Management System. Go to Getting Started Guide → Master File Setup. The Master File Setup consists of 5 sub-modules:

- Cost Centre
- Segment for Organization Unit
- Organization Unit
- Salary Scale
- Job Family

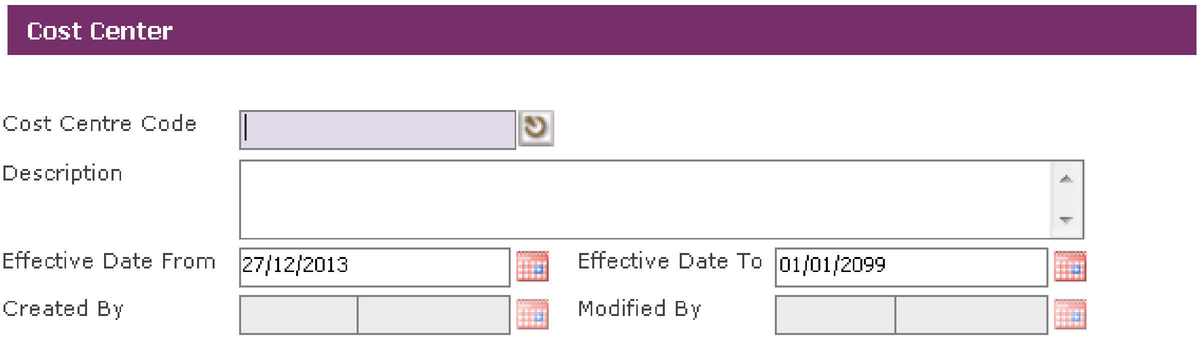


*Note: For more details on these modules refer to **User Manual for Employee Profile Management System**.*

The system comes with default setup data. If the setup data are appropriate, then please click **Next button** to view next setup screen.
After completing the **Master File Setup**, please continue to fill up company details in the **Company Details Setup menu**.

4.1 Cost Centre

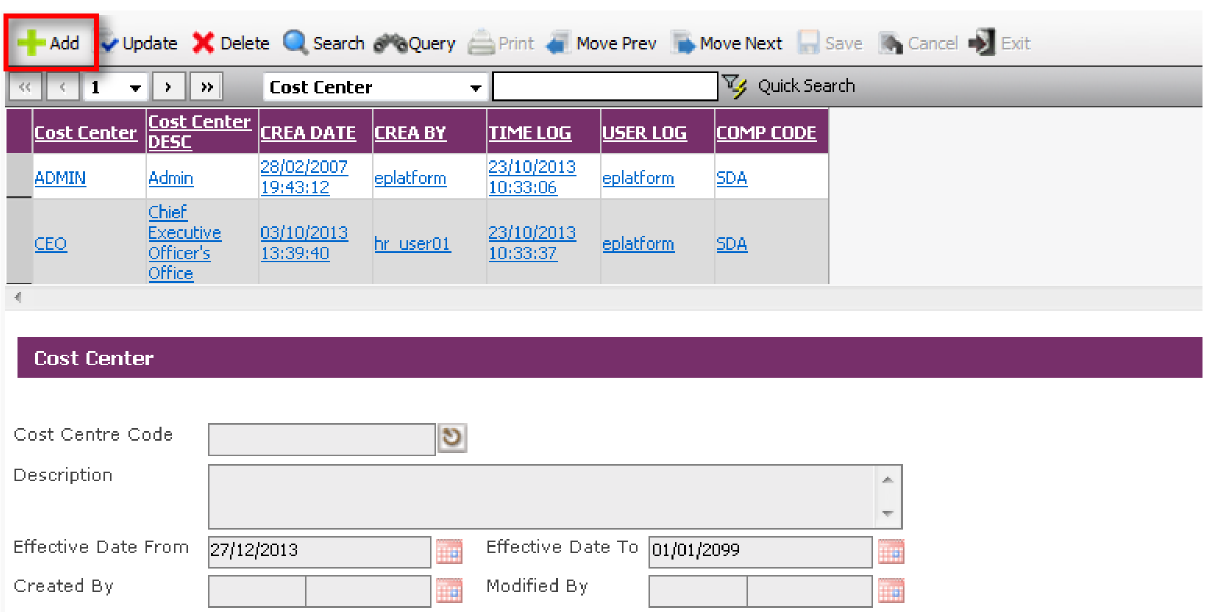
This master file captures the different cost center of the employee.



Note: Effective Date From and Effective Date To fields are auto-generated by system and is used for information purposes.

The **Cost Centre code** and **Description** can be expressed as a combination of alphabets and numbers i.e. alpha numeric. Payroll reports are available by Cost Center Code.

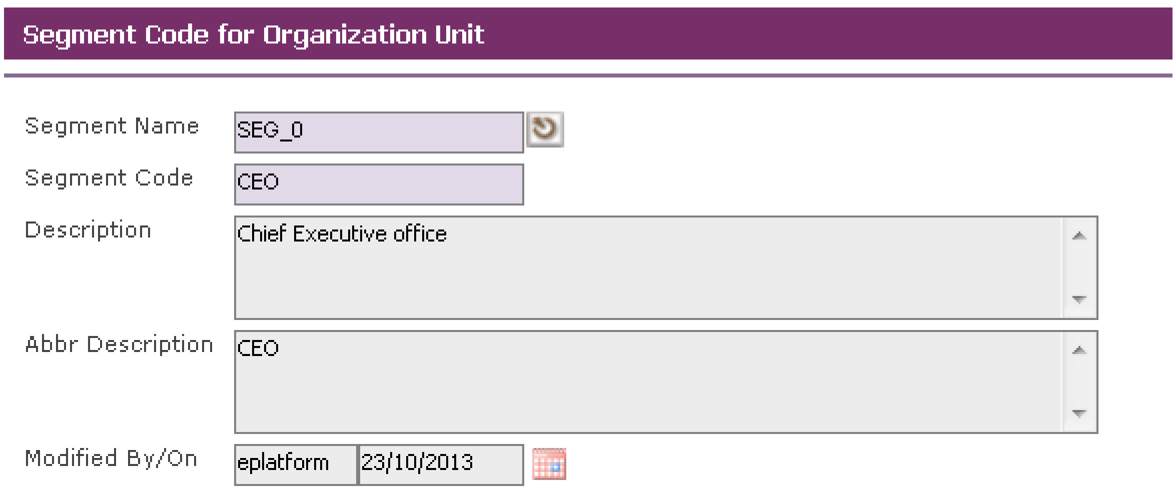
- Click the **Add button** to add a new record.



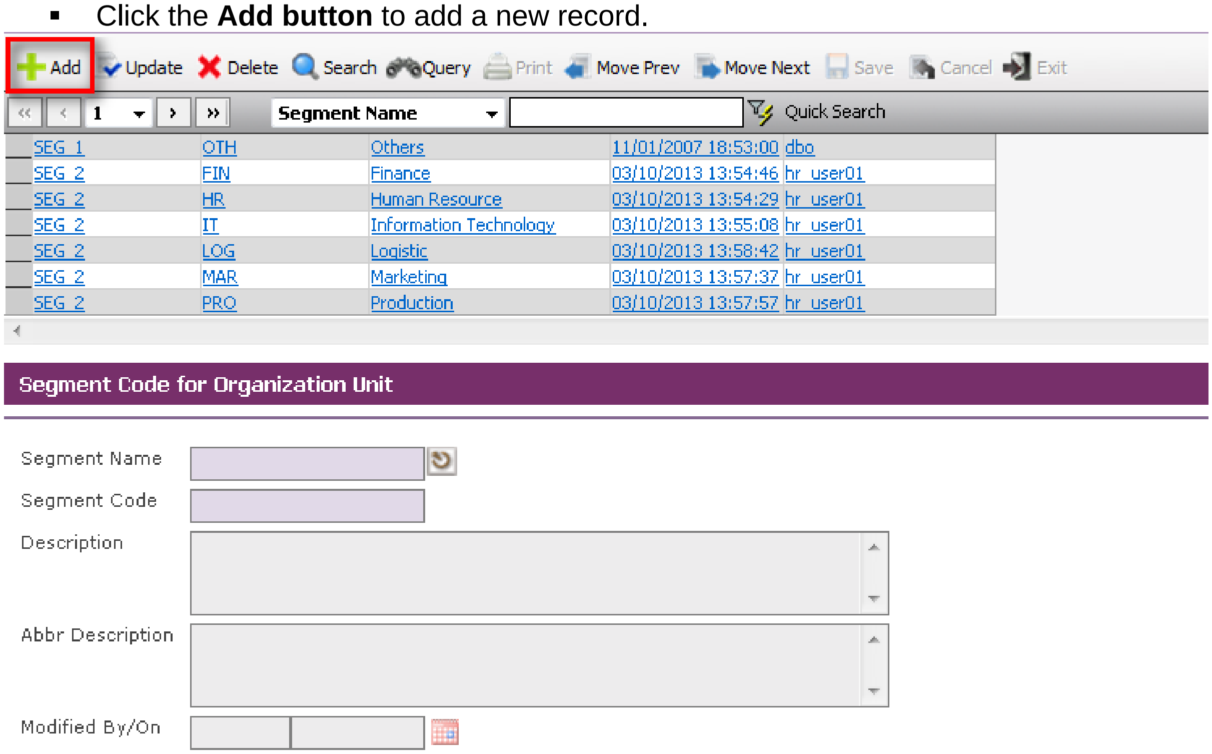
- Click on the **Save button** to save the record.
- Then click on the **Cancel button**.

4.2 Segment for Organization Unit

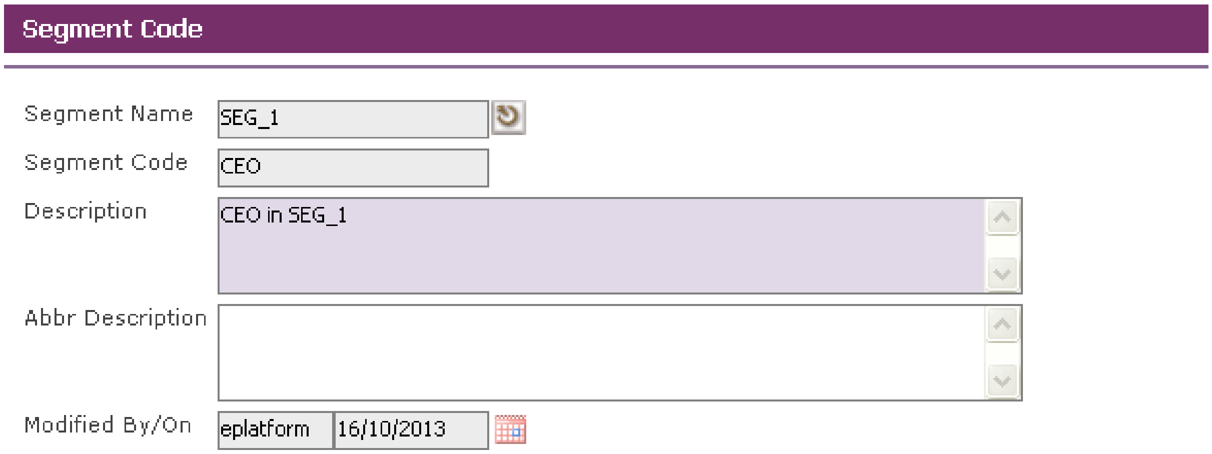
This file allows entry of different segment code. The different segment code will help to form the organization unit code in the Organisation Unit Master file. Note that the organization unit code can accept max 40 characters only.



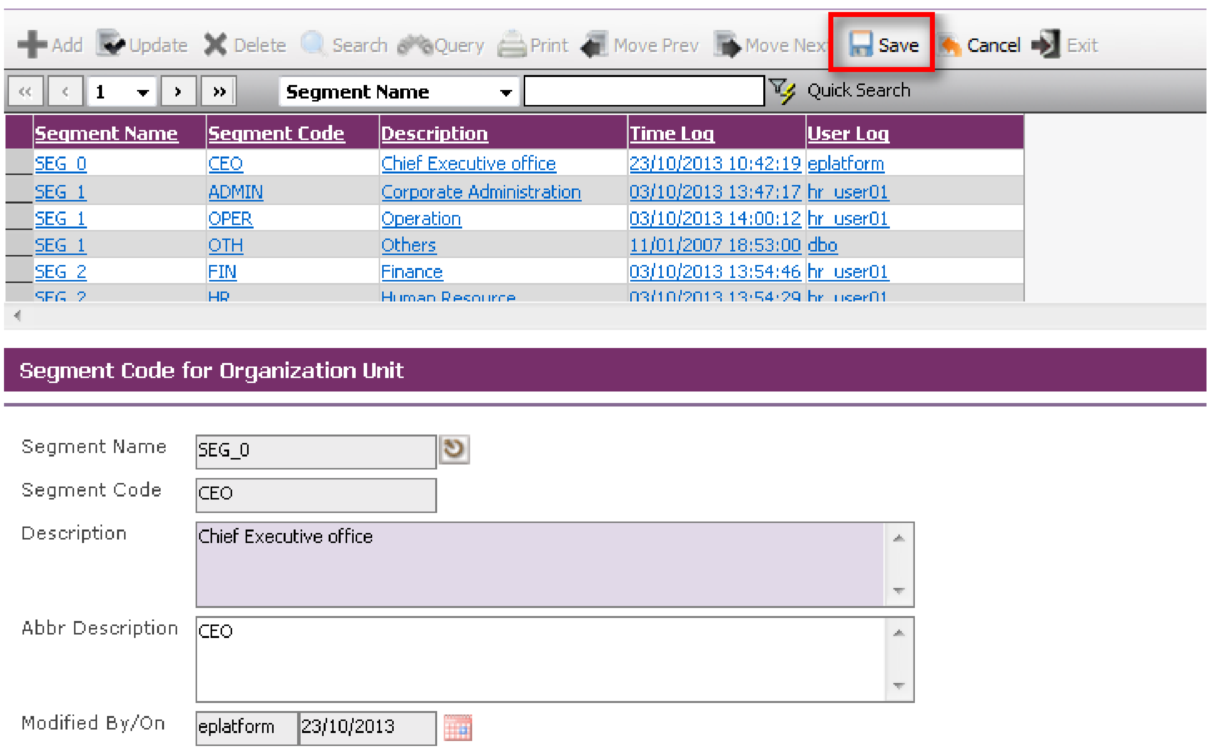
- Click the **Add button** to add a new record.



- Enter **Segment Name**, **Segment Code** and **Description**.



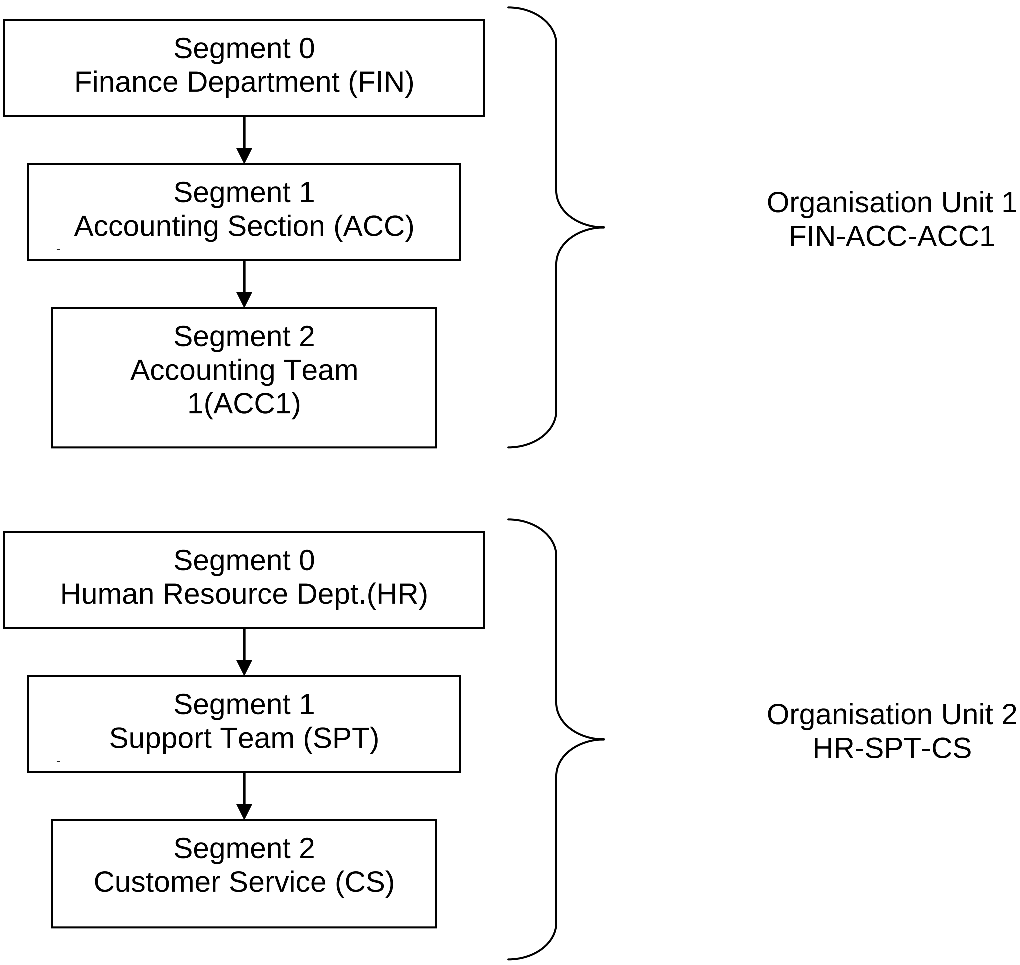
- Click the **Save button** to save the record.



- Then click on the **Cancel button**.

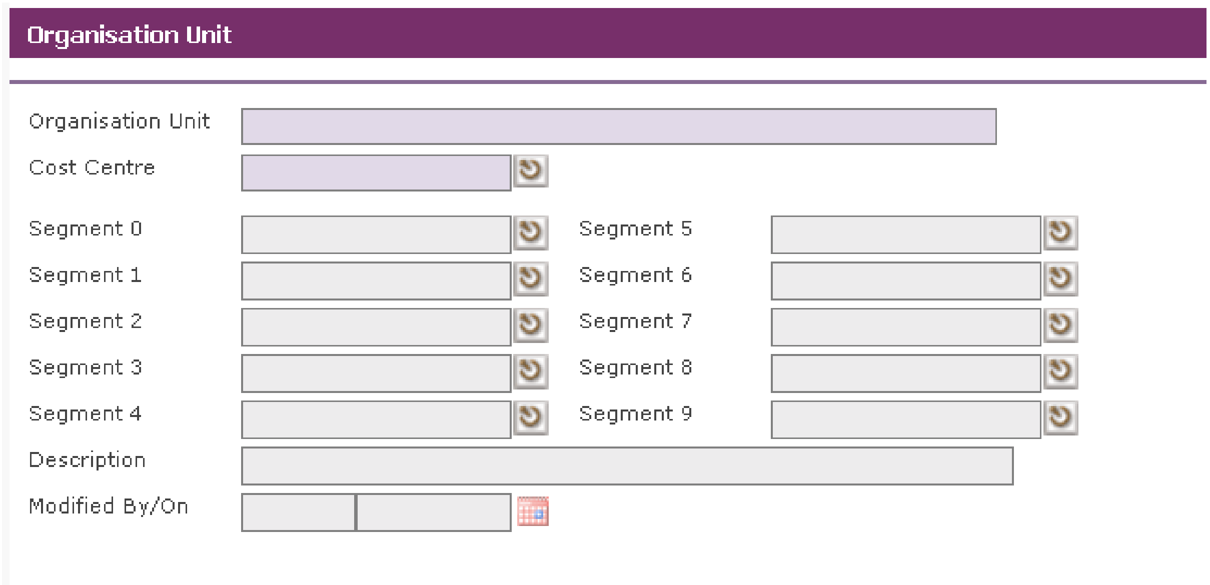
- This allows users to set the Segment Codes relevant to an Organization's structure. Segment Codes form the levels that make up the Organisation units exists in an organization.

Note: The Segment Name is not unique for each organization unit, i.e. multiple segment codes exist for a single segment name.

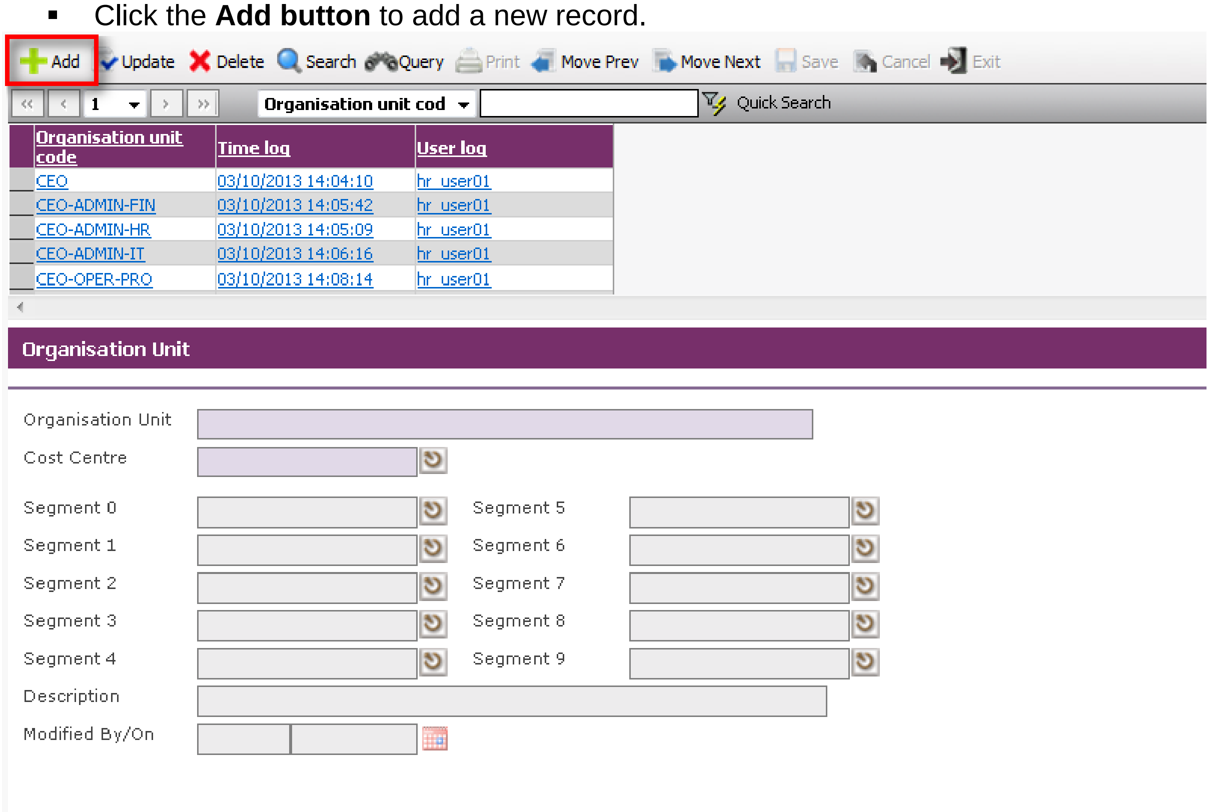


4.3 Organization Unit

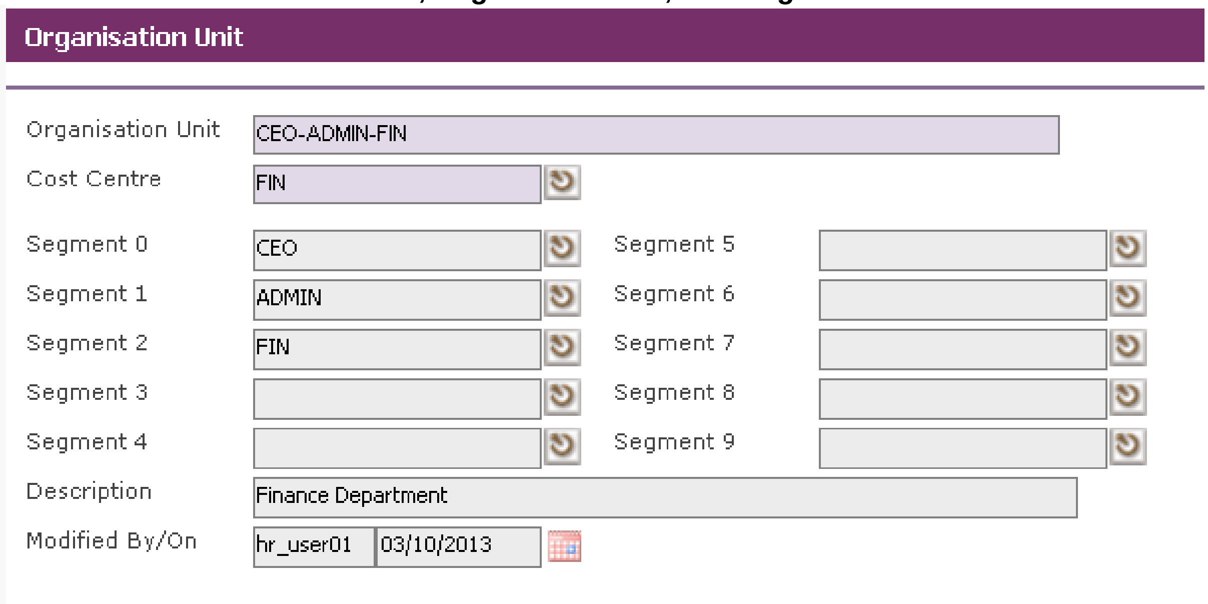
This module captures different organization units within the company. Reports are available for printing by **Organization Unit**.



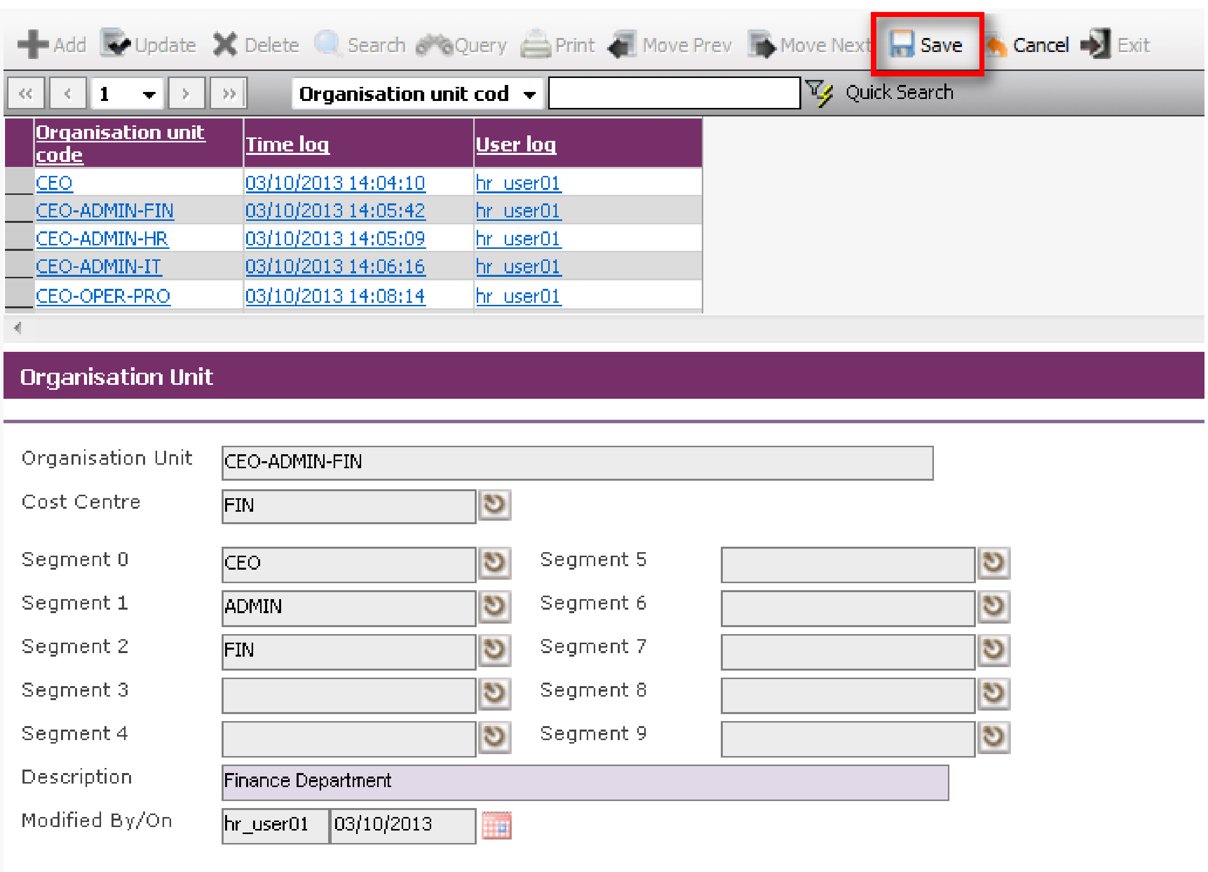
- Click the **Add button** to add a new record.



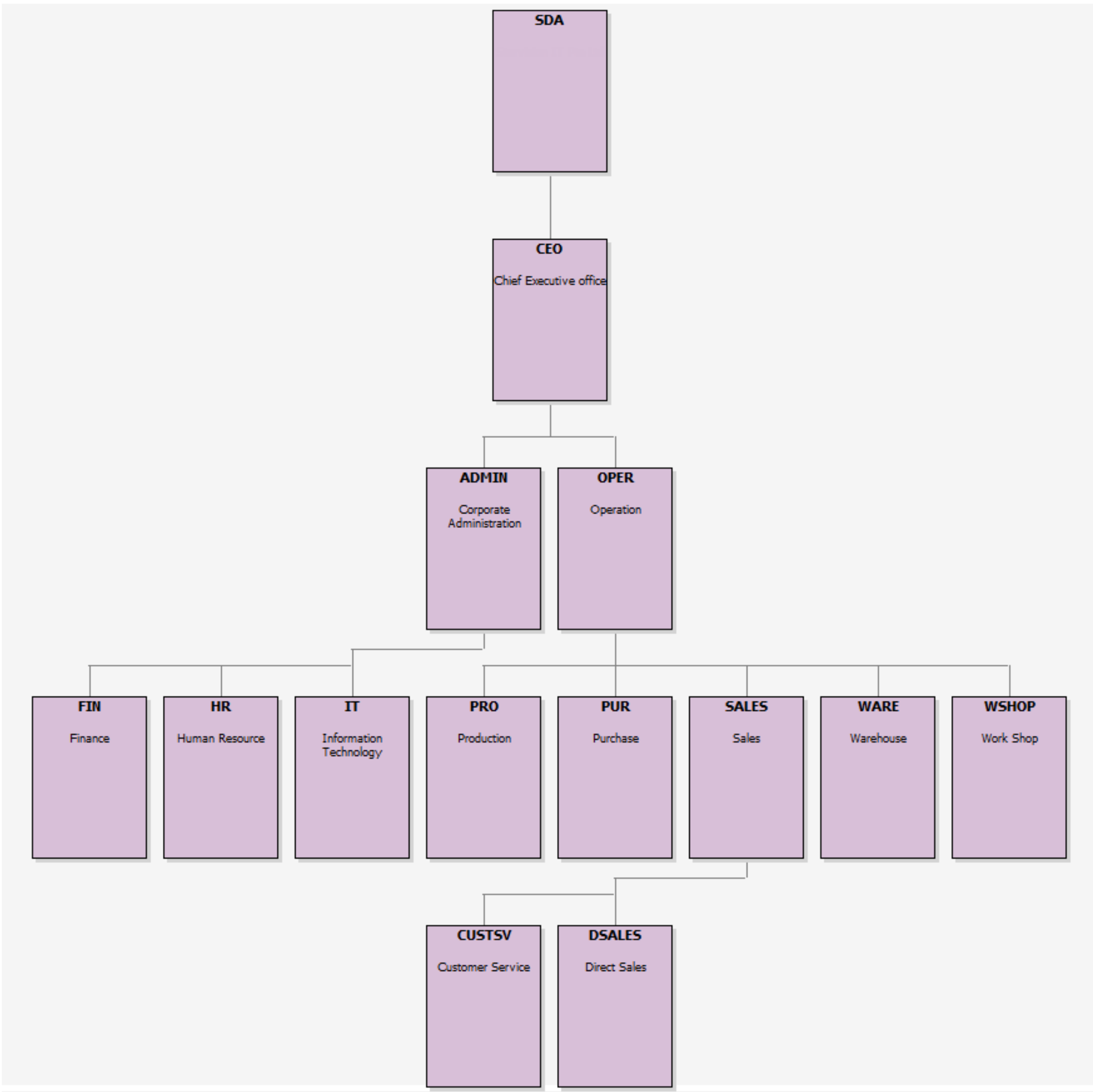
- Enter **Cost Centre Code, Segment 0 Code, and Segment 1 Code** etc…



- Click the **Save button** to save the record. Then click on the **Cancel button**.

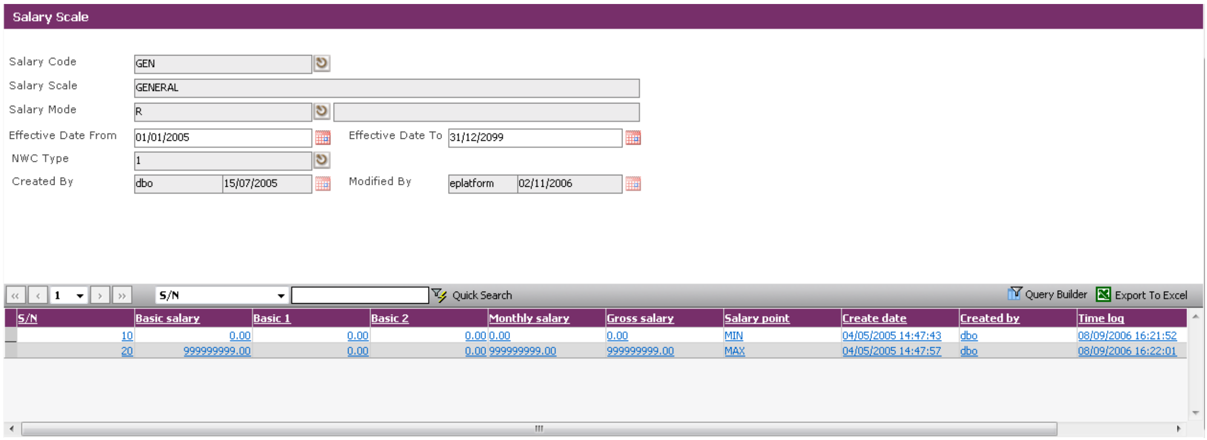


- The following is the default organization structure, which is set up in the system:

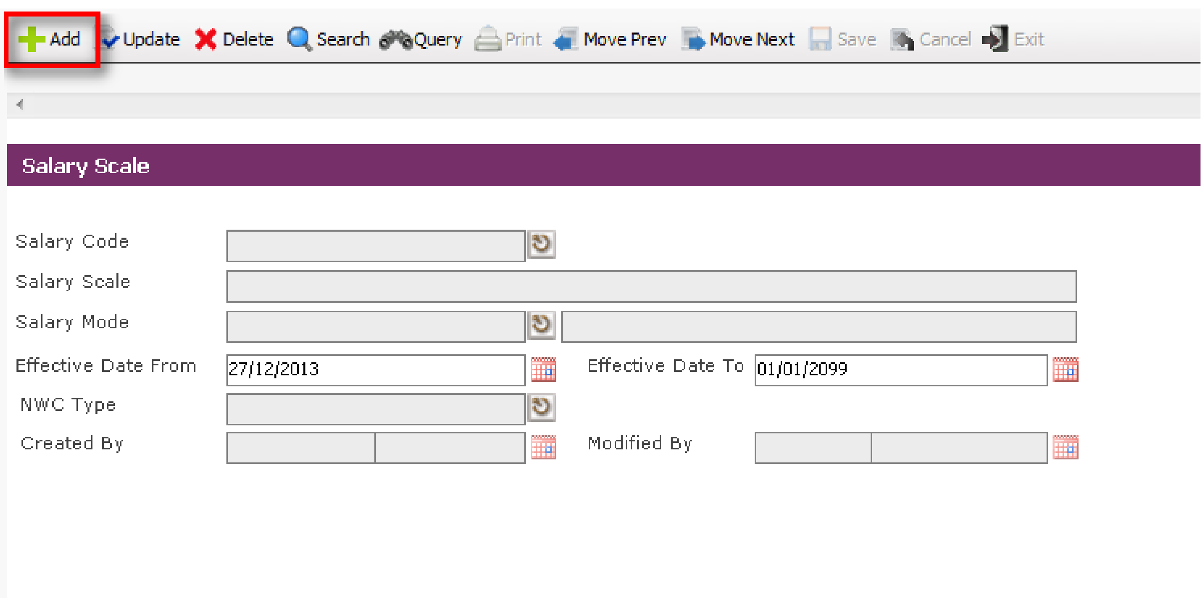


4.4 Salary Scale

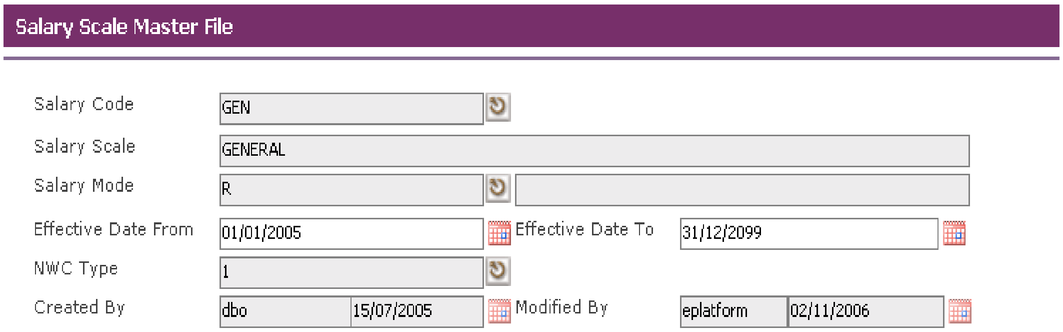
This master file stores salary scale for each level of employee progression.



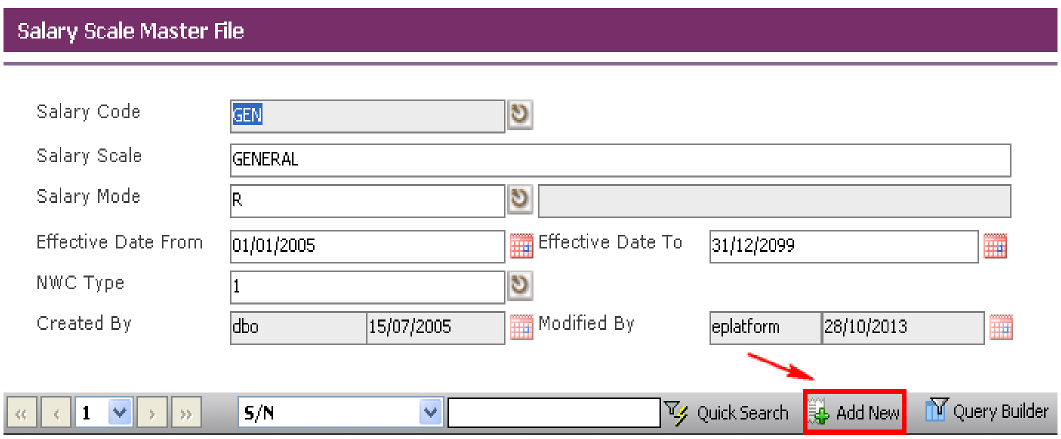
- Click the **Add button** to add a new record.



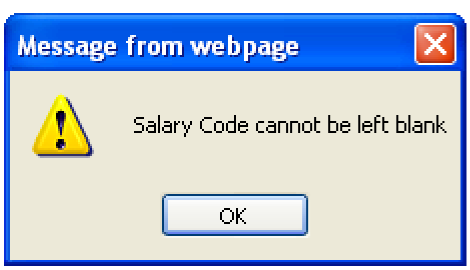
- Enter Information such as **Salary Code**, **Salary Scale**, **Salary Mode**, **Effective Date From**, **Effective Date To** and **NWC Type** fields.



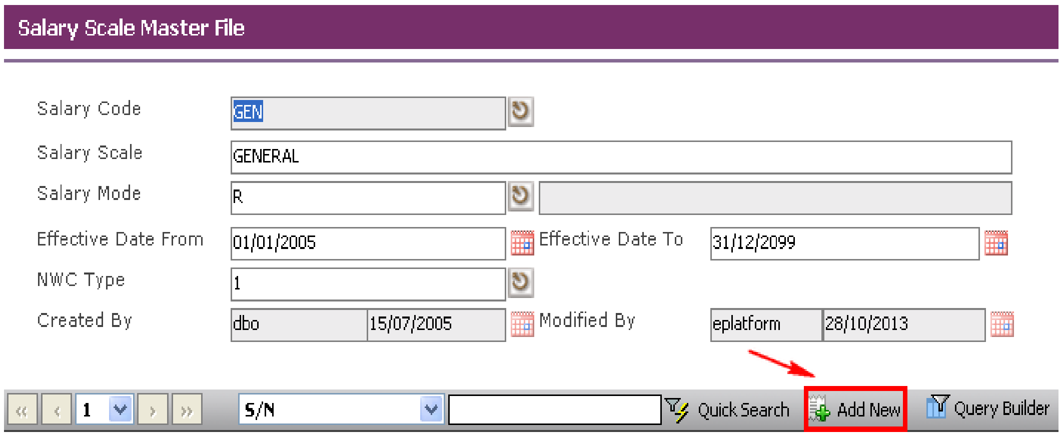
- To add the **Salary Scale details**, click on the **Add New button**.



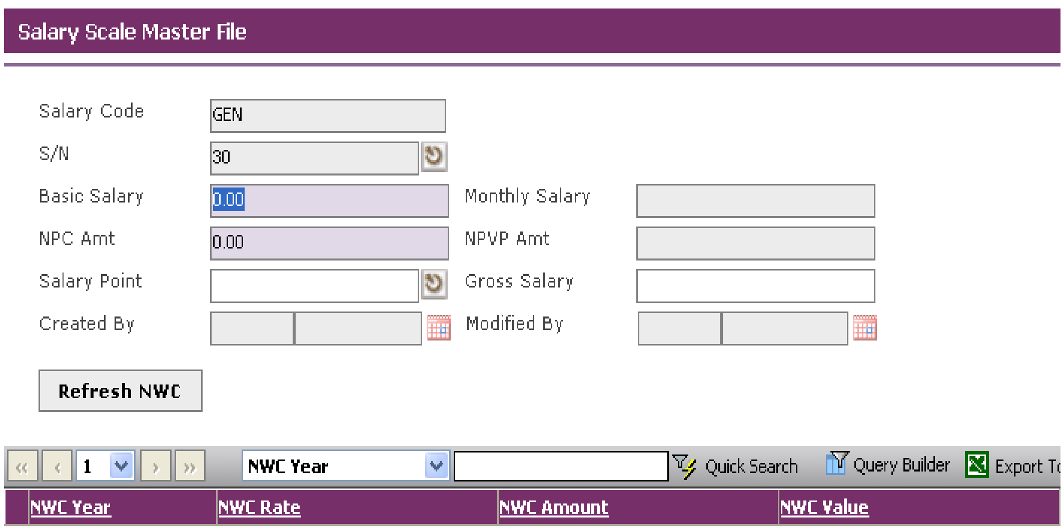
- When the **Add New button** is clicked, the system checks if the required fields empty. If the field is empty, system will prompt message (shown below). Click on the **OK button** to close the message box and fill in the indicated field.



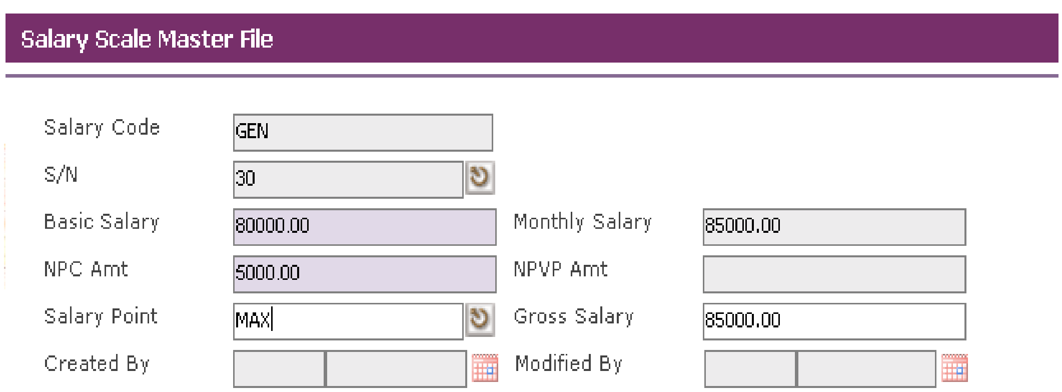
- Then click on the **Add New button** to add the Salary Scale details.



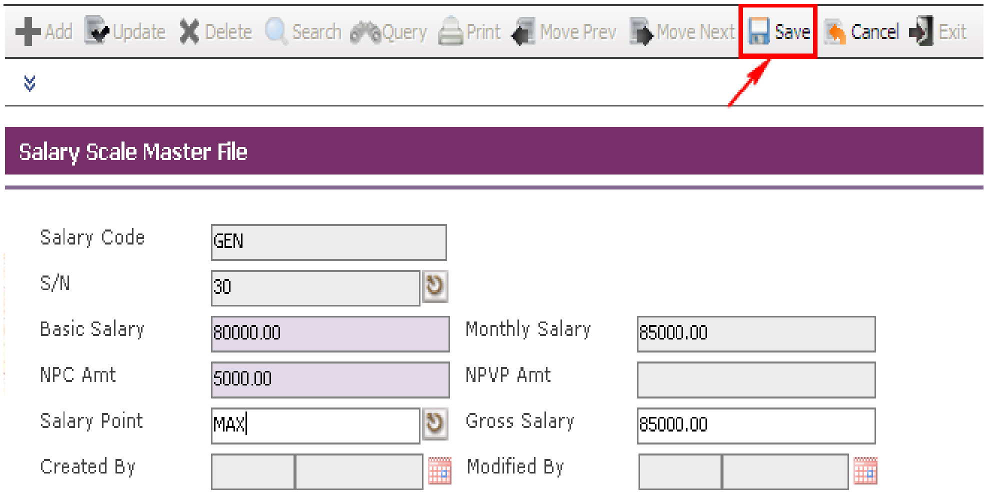
System will show as follows:



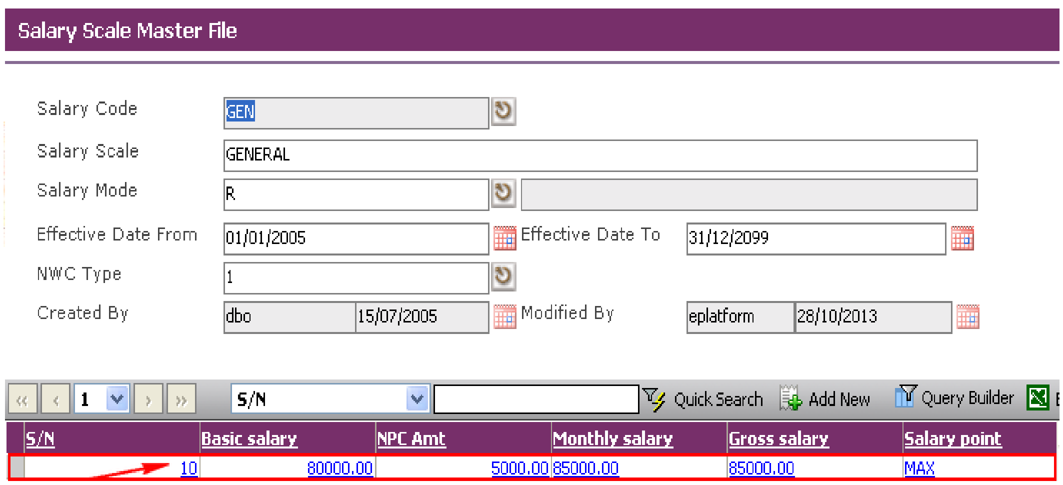
- Enter Information such as **Basic Salary, NPC Amt** and **Salary Point** fields.



- Click the **Save button** to save the detail record.

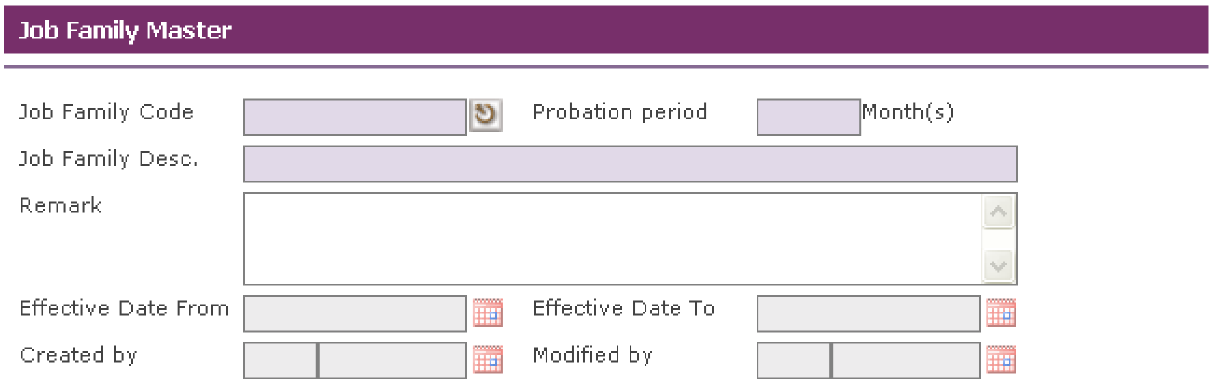


- Click on the **Cancel button** and the **Exit** button to go back to its previous screen. If the information entered is correct, the record will be saved into the system**.**

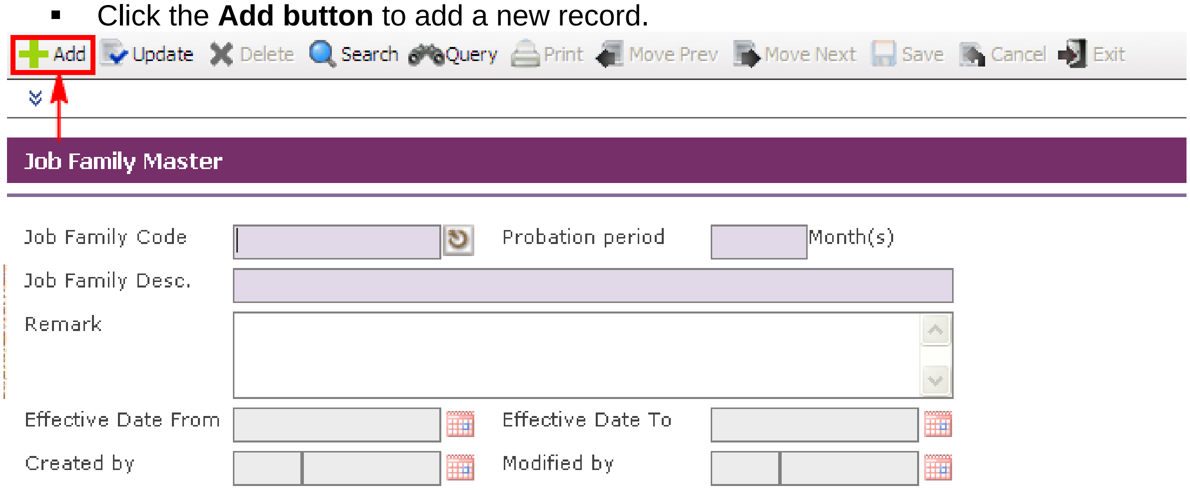


4.5 Job Family

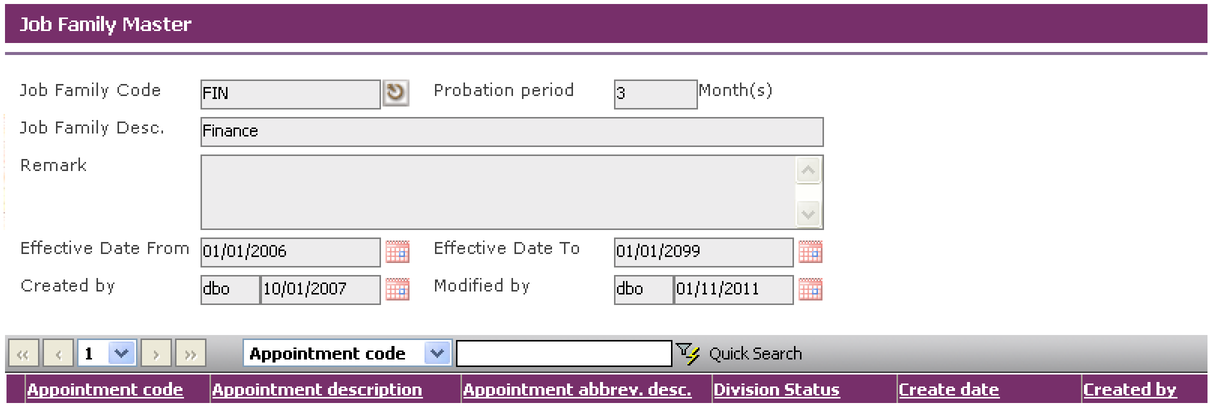
This master file is used to capture details about the Job Families that exist in the company. It stores different Appointments (Job designation) tagged to each job family.



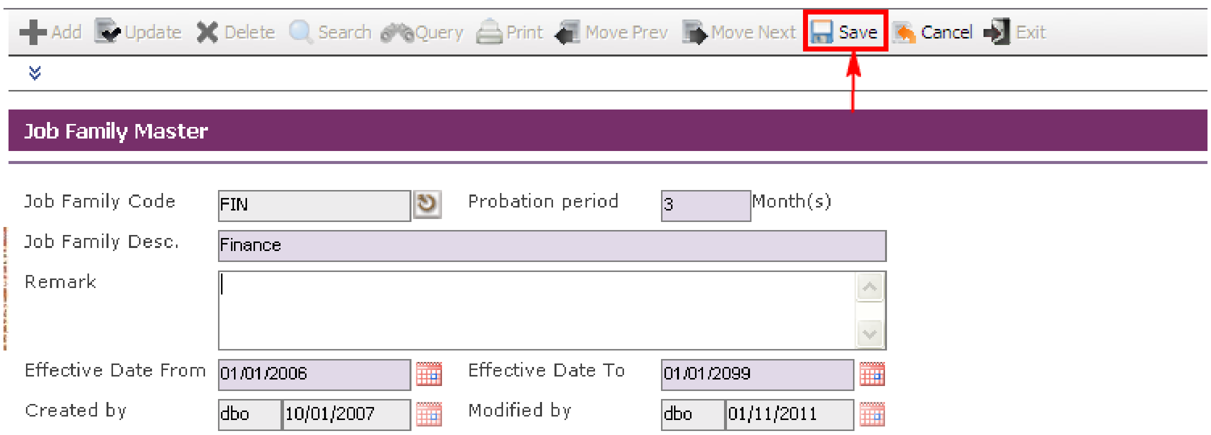
- Click the **Add button** to add a new record.



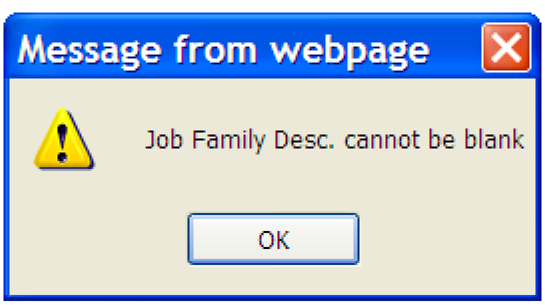
- Enter the **Job Family Code**, **Probation Period**, **Job Family Description and Remark and Effective Dates Fields**.



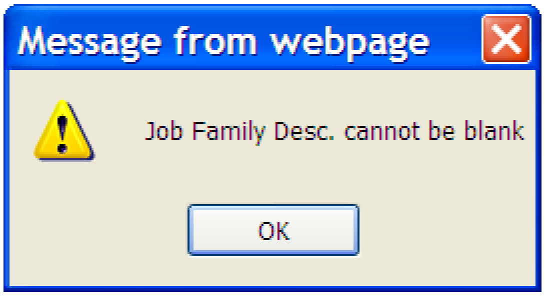
- Click the **Save button** to save the record.



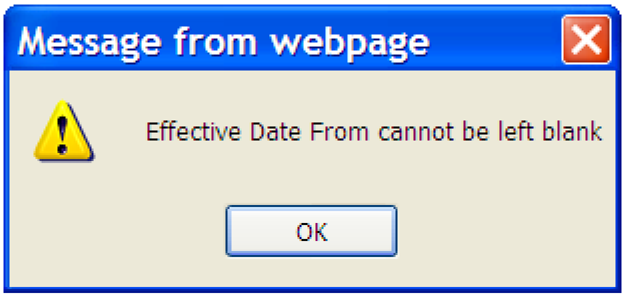
- Before the record is saved, the system checks if the required fields are empty. If these fields are empty, system will prompt the following messages:



Or



Or

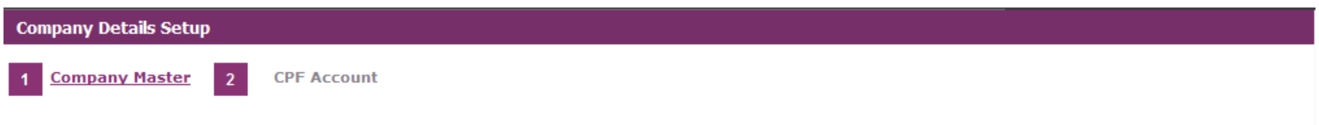


- Click on the **OK button** to close the message box and fills the indicated fields.
- Then **Save** the record again. If the information entered is correct, the record will be saved into the system**.**

5 Company Details Setup

This is to set up the company information. It includes information like Bank account details and CPF Account. Go to Getting Started Guide → Company Details Setup. The following master files are available under this setup menu:

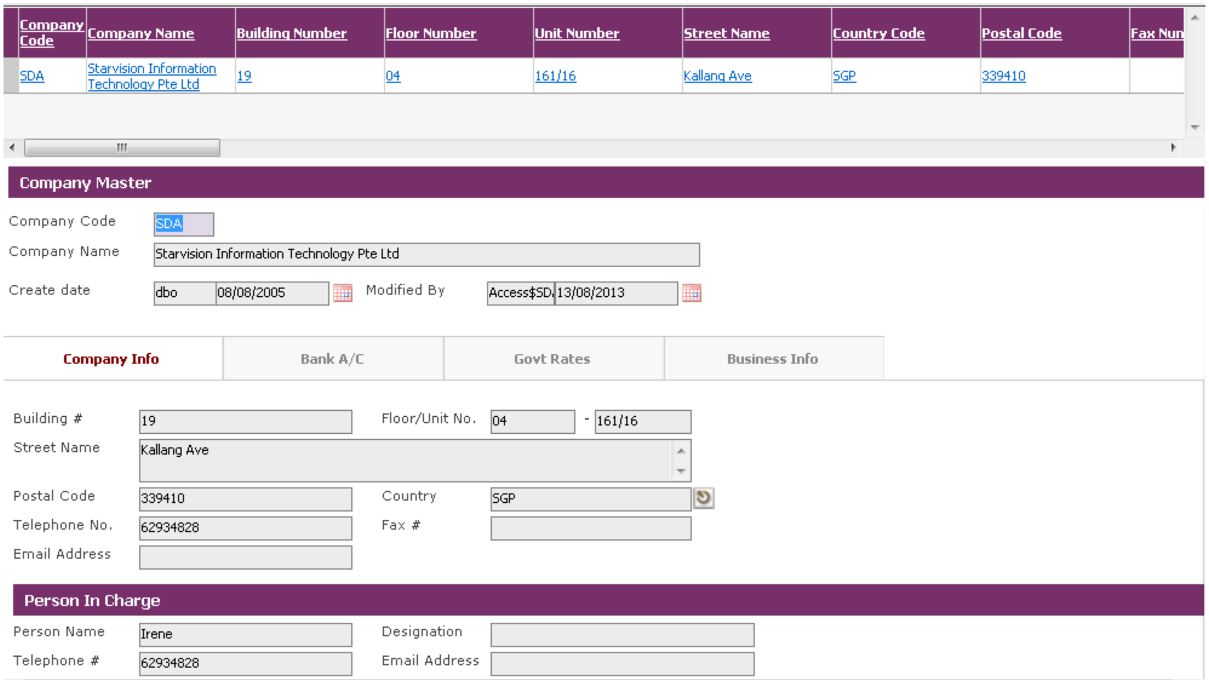
- **Company Master** – to store company information
- **CPF Account** – to setup CPF Account information



5.1 Company Master

This is to set up the company information. It includes information like Bank account details, Government Rates and Business Info.

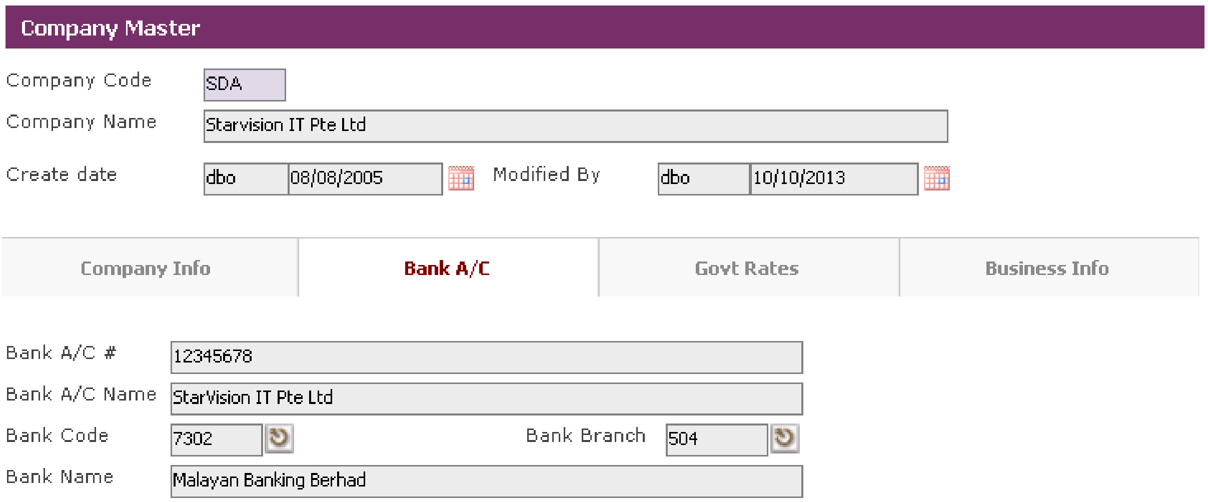
- Click on the **Update button** to update the company details.



Company Master File–Company Info tab

Bank A/C Tab

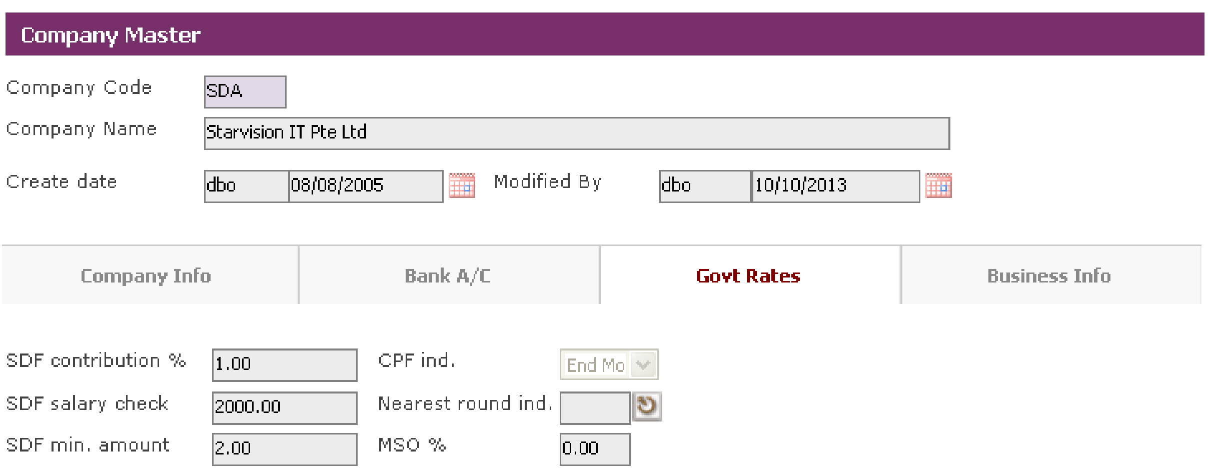
This tab is to store details on Company/Employer's Bank account. Payment to employees in the form of GIRO Banking, Cheques and Cash are done through this account.



Company Master File–Company-Bank A/C tab

Govt Rates Tab

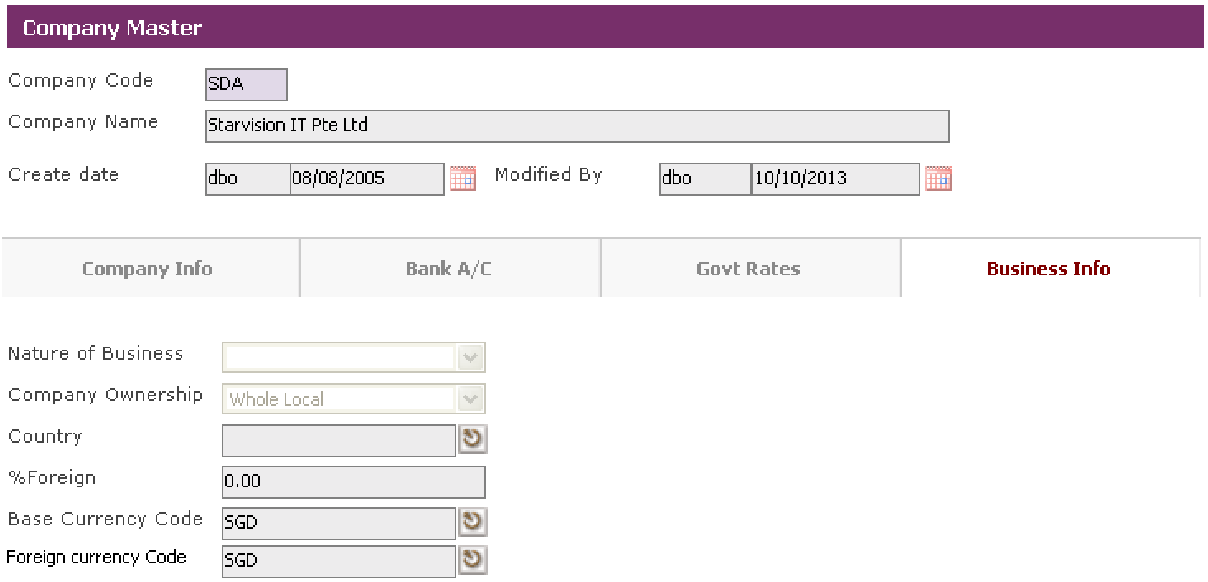
This tab captures contributions by employer such as SDF (Skill Development Fund) and MSO (Medisave-Cum-Subsidised Outpatient Scheme).



Company Master File–Company-Gov Rates Tab

Business Info Tab

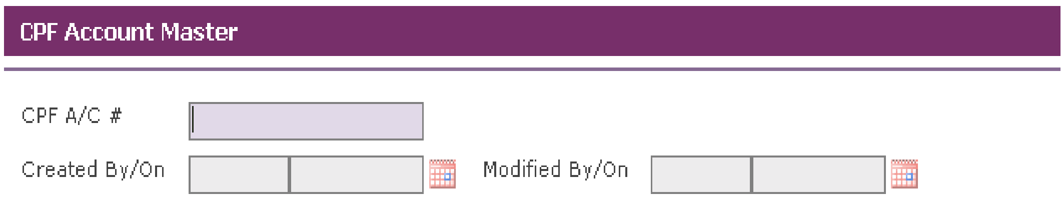
The tab captures the details on Company business information.



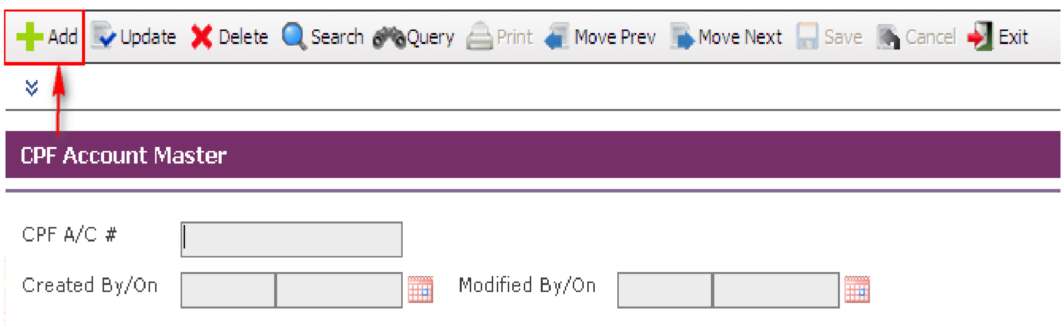
- Modify the necessary fields and click on **Save button** to save the changes.

5.2 CPF Account

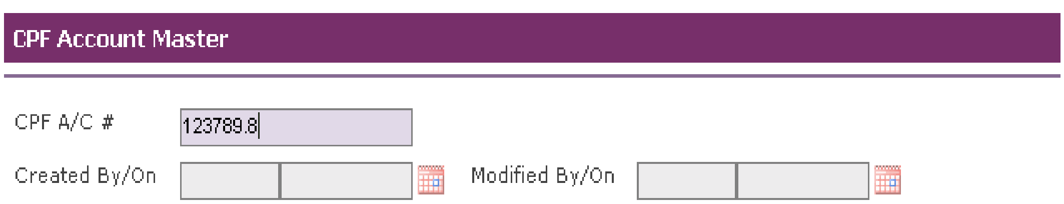
This master file stores CPF A/C representing the type of CPF Account employees are covered by.



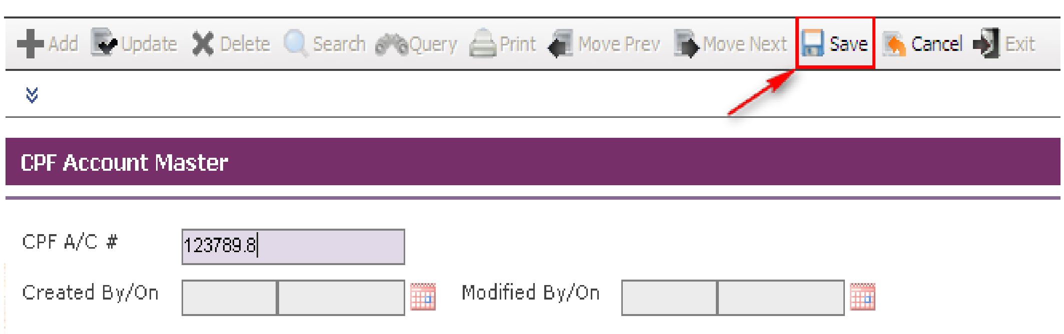
- Click the **Add button** to add a new record.



- Enter Information such as CPF A/C # field.



- Click the **Save button** to save the record.



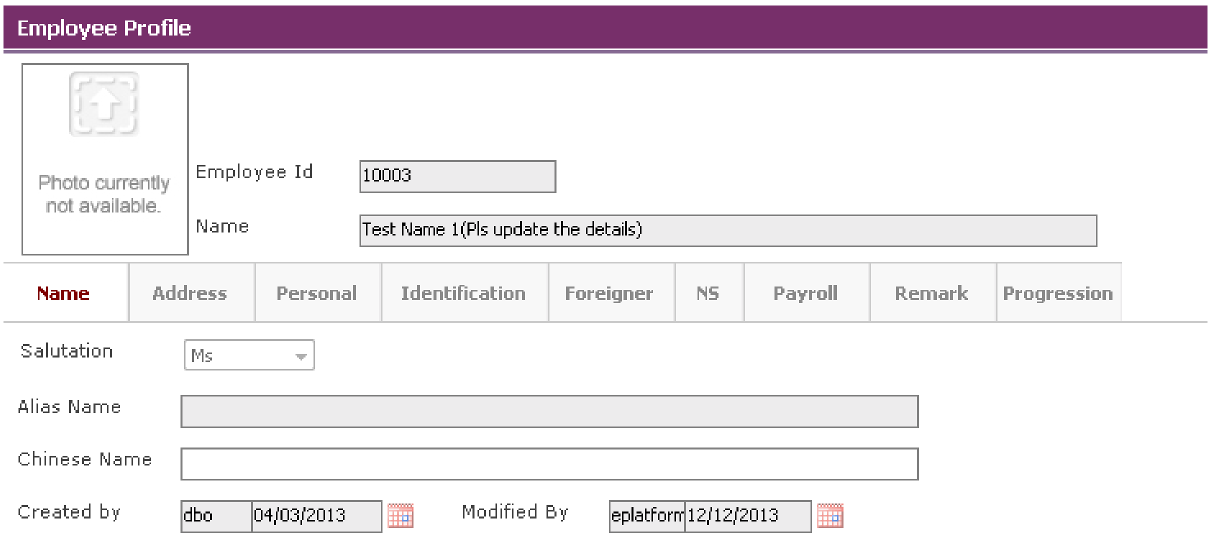
6 Employee Profile Setup

Employee Profile Setup is to maintain employee's information, such as personal particulars, payroll details, personal details, bank details, career progression etc. Go to Getting Started Guide → Employee Profile Setup. The following files are available under this setup menu:

- **Employee Profile** – to store employee information
- **Bank Account** – to store employee's bank account information
- **Employee's new appointment** – to store employee's appointment information when employee first joins the organization
- **Employee's Resignation** - to store employee's resignation information when employee resigns from the organization

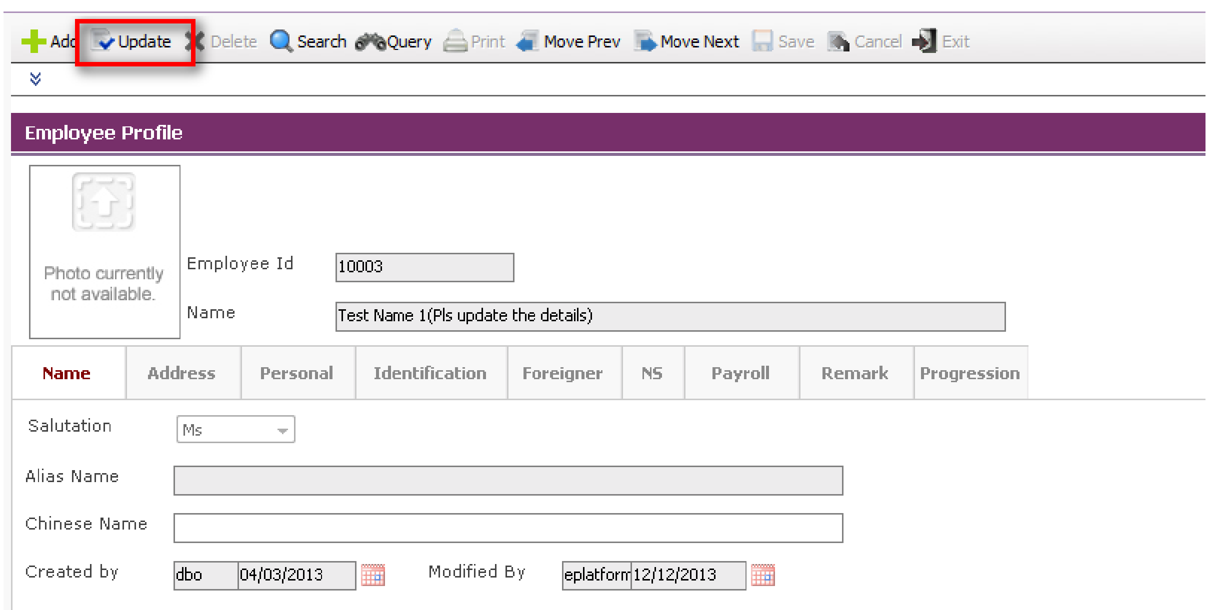
6.1 Employee Profile

This module captures and maintains employee's information such as personal particulars, payroll details, and career progression. It allows creation, amendment or viewing of an employee's record. Each employee is assigned with a unique identification number (Employee ID), which can later be used in timesheet entry as employee's Card ID/Card No.



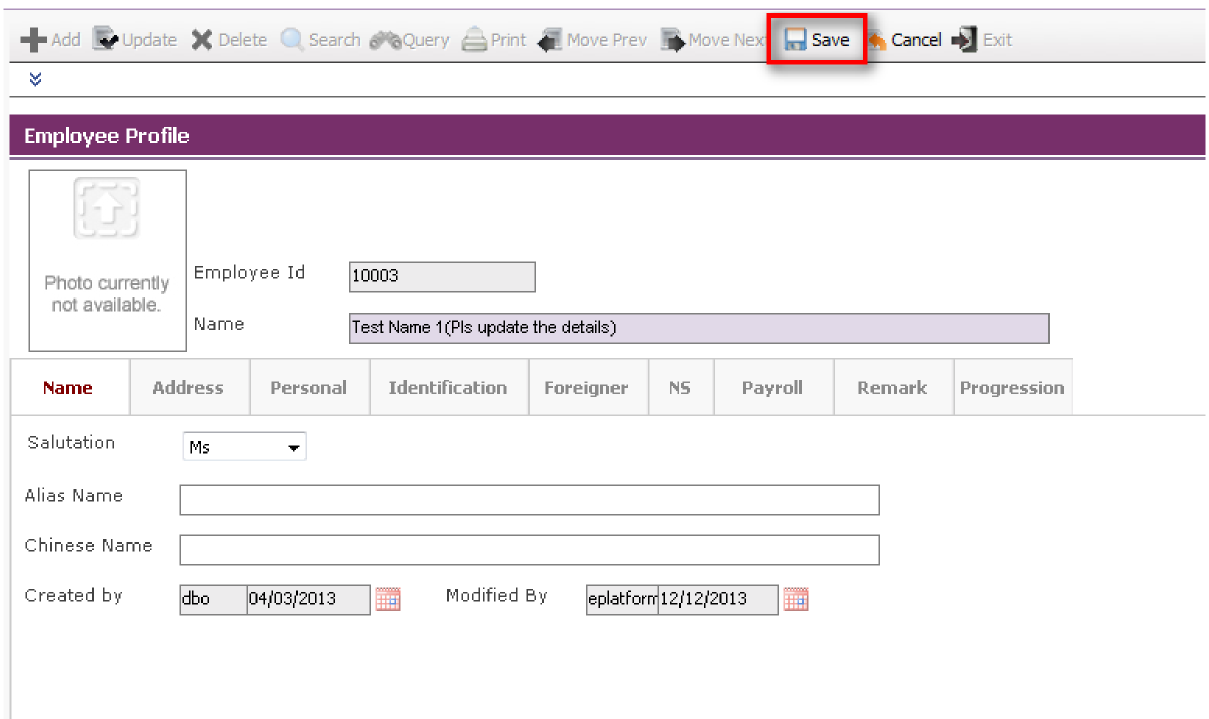
To update existing employee information

Click on the desired record to view pre-setup employee information. Then click on the **Update button** to update.



To add new employee information

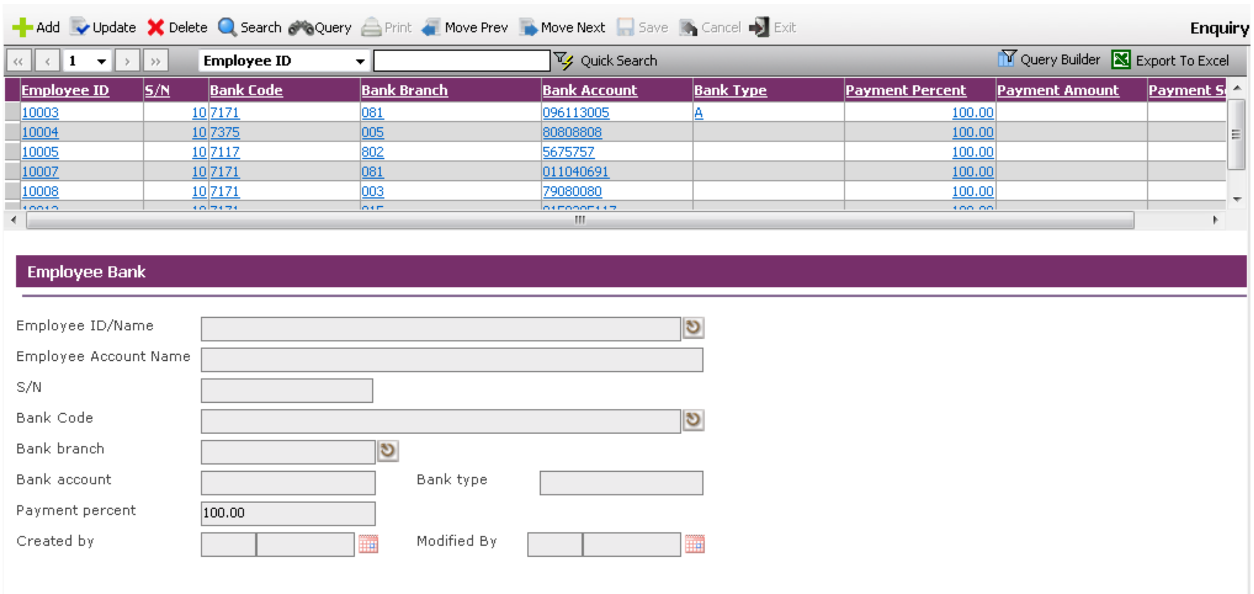
- Click on the **Update button** to update the employee profile details.
- Update employee information under **Name**, **Address**, **Personal**, **and Identification, Foreigner** (if the Employee is non-local), **NS**, **Payroll**, **Remark** tabs.
- Before you can save the whole record, you may need to fill up those highlighted fields, as they are the mandatory fields.
- System will prompt message box to notify user any missing. If such message prompts, click on the **OK button** to close the message box and fills the indicated fields.
- Then save the record again by clicking on **Save button**. If the information entered is correct, the record will be saved into the system**.**



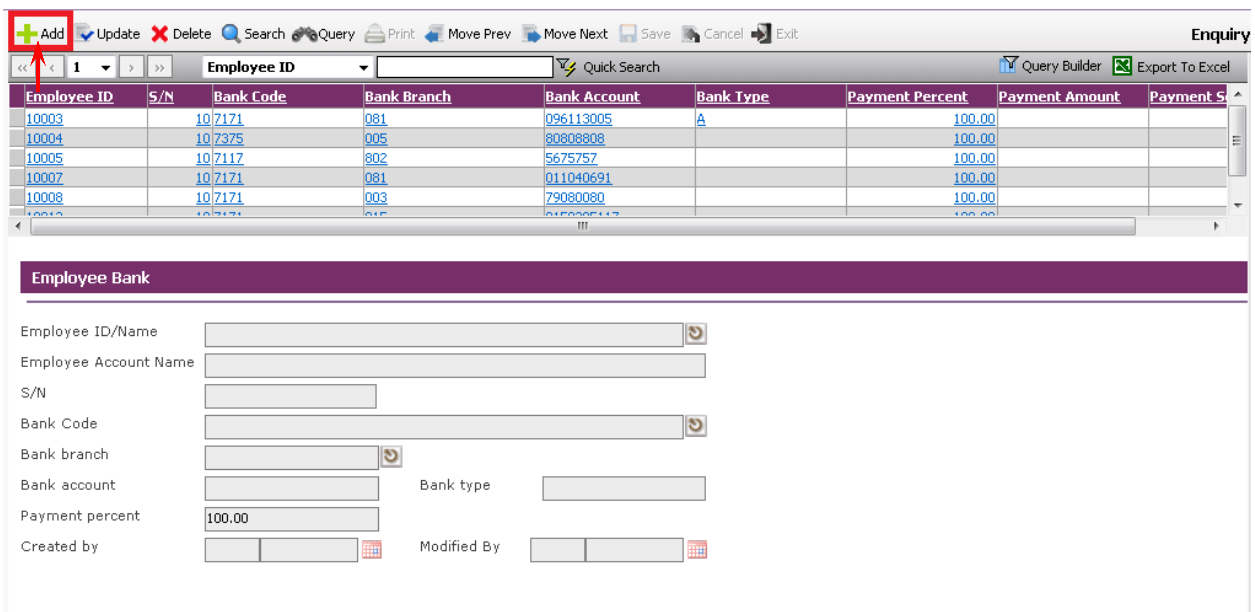
Note: For more details on this module refer to User Manual for Employee Profile Management System.

6.2 Bank Account

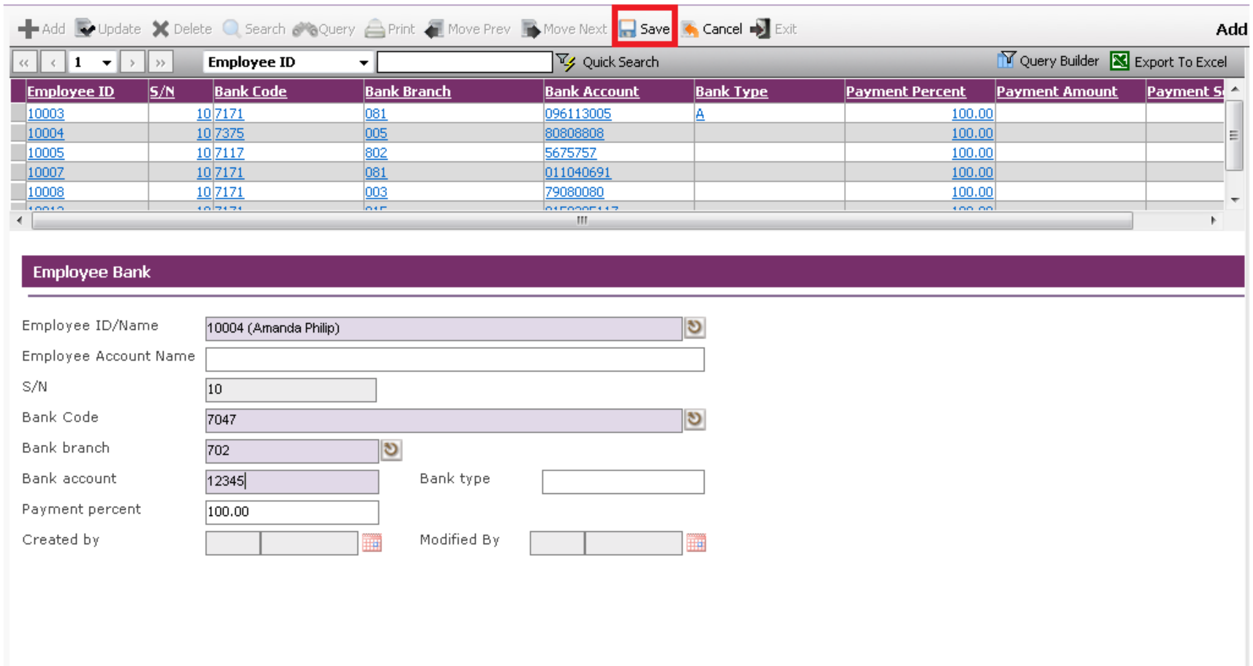
This module captures employee's Bank Account details.



- Click on the **Add button** to create a new record.

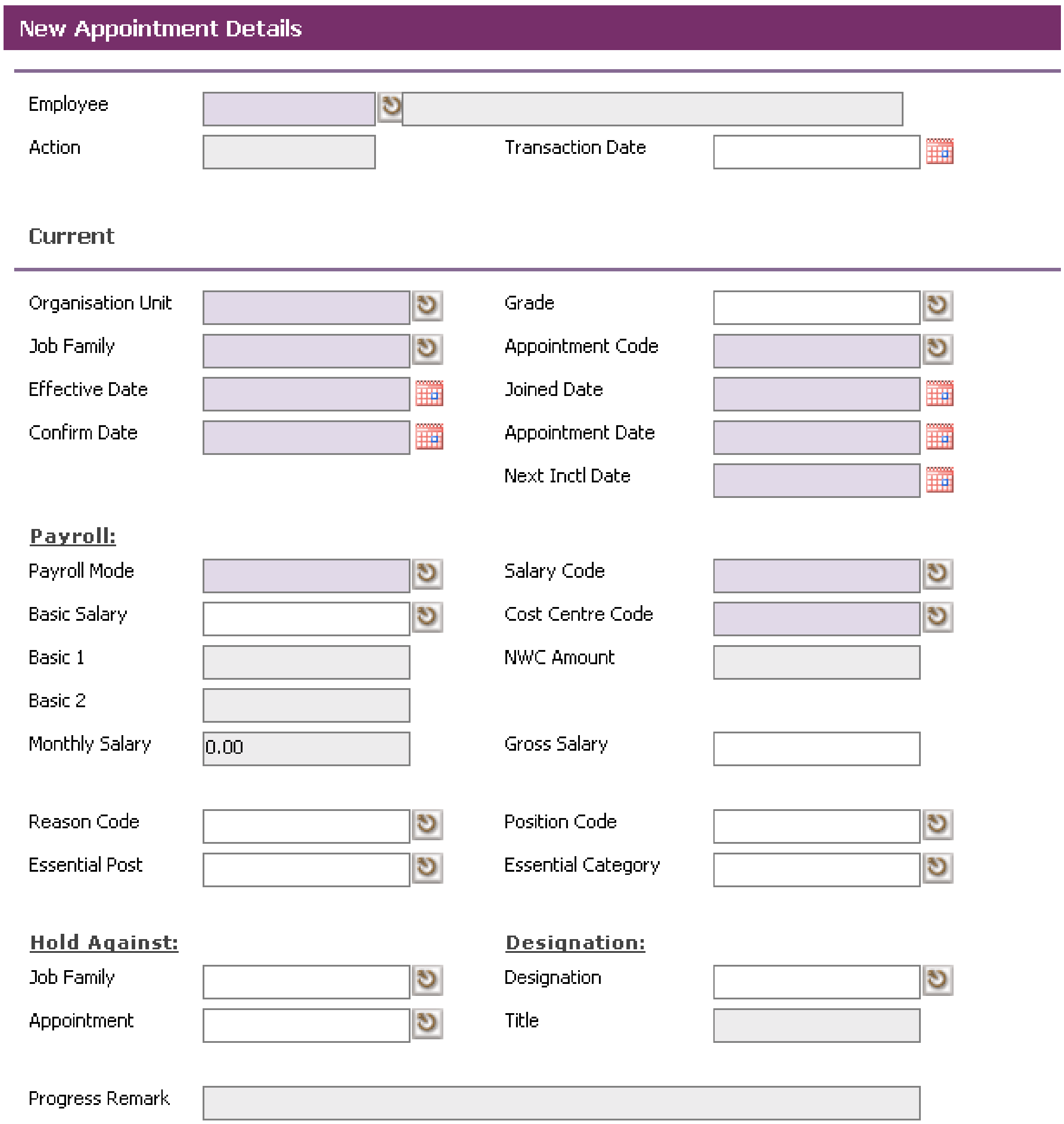


- Enter the Employee ID, Account name, Bank code, Bank account etc.
- Click on the **Save button**.

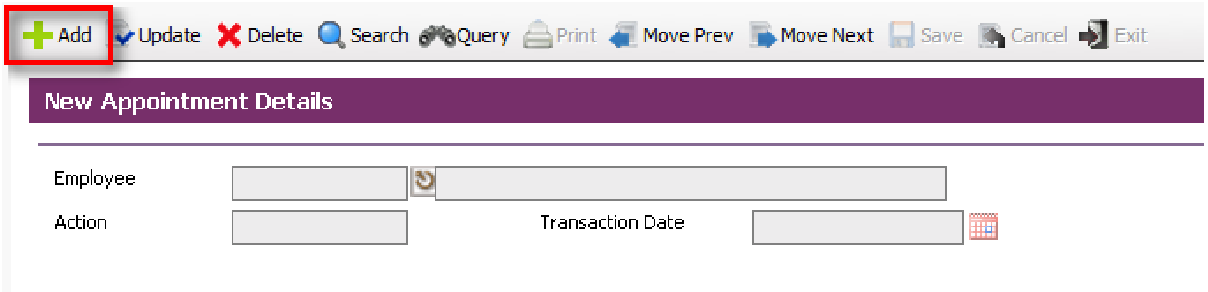

Add
Update
Delete
Search
Query
Print
Move Prev
Move Next
Save
Cancel
Exit
Add
Employee ID
Quick Search
Query Builder
Export To Excel
Employee ID | S/N | Bank Code | Bank Branch | Bank Account | Bank Type | Payment Percent | Payment Amount
10003 | 10 | 7171 | 081 | 096113005 | A | 100.00
10004 | 10 | 7375 | 005 | 80808808 | 100.00
10005 | 10 | 7117 | 802 | 5675757 | 100.00
10007 | 10 | 7171 | 081 | 011040691 | 100.00
10008 | 10 | 7171 | 003 | 79080080 | 100.00
Employee Bank
Employee ID/Name
10004 (Amanda Philip)
Employee Account Name
S/N
10
Bank Code
7047
Bank branch
702
Bank account
12345
Bank type
Payment percent
100.00
Created by
Modified By

6.3 Employee's New Appointment

After updating/creating Employee profile, make sure you create a new appointment record for capturing employee(s) appointment details.

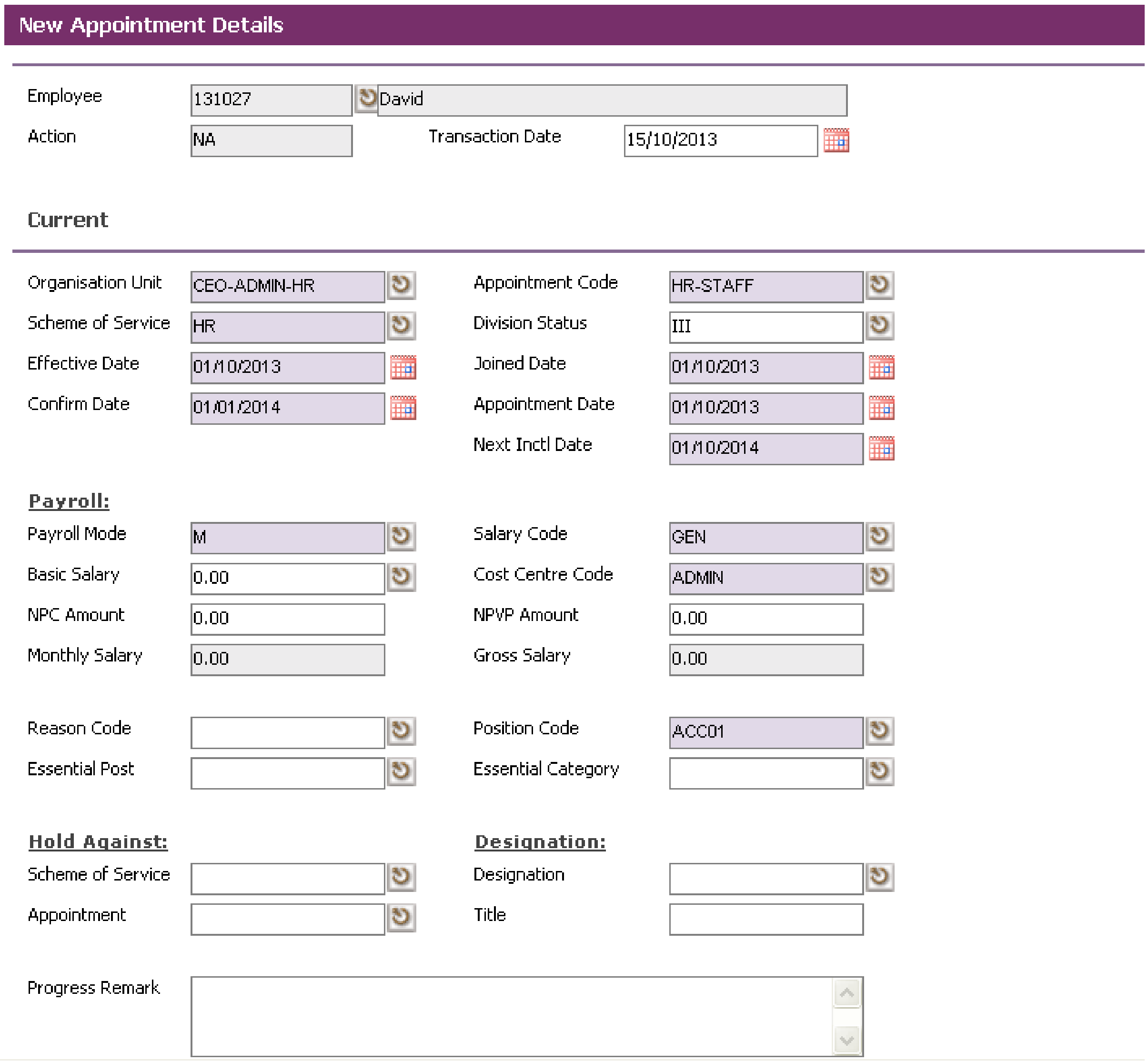


- Click on the **Add button** to create a new record.



- Define all the fields highlighted in purple accordingly. These are the mandatory fields.

Note: Those fields with pick-list are defined under the ***Company Details Setup****. Add/amend the necessary details to suit your Organization needs.*



New Appointment Details

Employee: 131027 David
Action: NA
Transaction Date: 15/10/2013

Current

Organisation Unit	CEO-ADMIN-HR	Appointment Code	HR-STAFF
Scheme of Service	HR	Division Status	III
Effective Date	01/10/2013	Joined Date	01/10/2013
Confirm Date	01/01/2014	Appointment Date	01/10/2013
		Next Inctl Date	01/10/2014

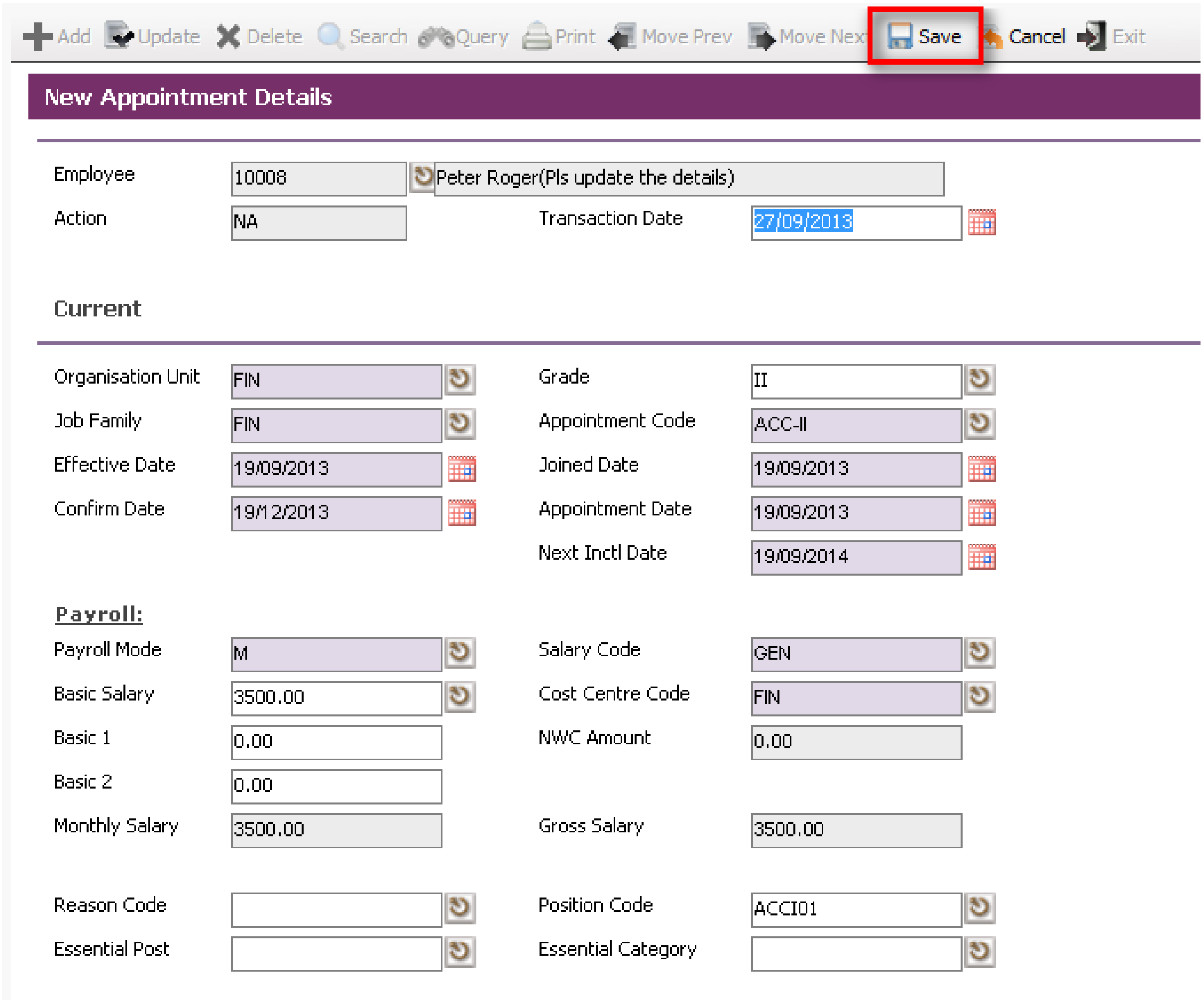
Payroll:

Payroll Mode	M	Salary Code	GEN
Basic Salary	0.00	Cost Centre Code	ADMIN
NPC Amount	0.00	NPVP Amount	0.00
Monthly Salary	0.00	Gross Salary	0.00
Reason Code		Position Code	ACC01
Essential Post		Essential Category	

Hold Against:		Designation:	
Scheme of Service		Designation	
Appointment		Title	

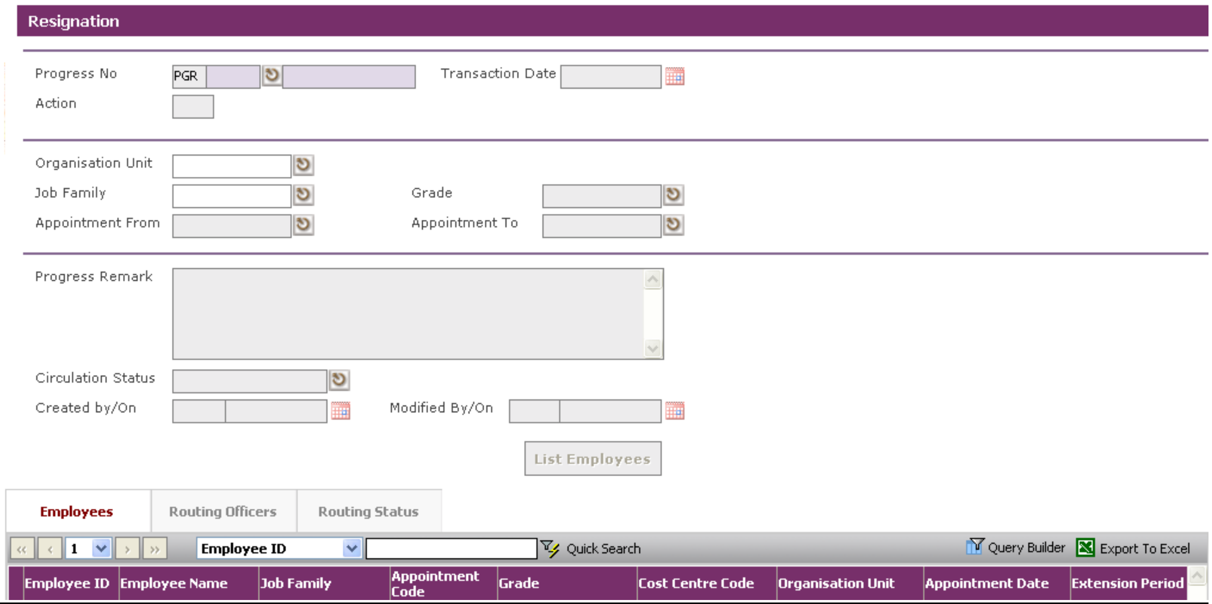
Progress Remark

- After completion, click on the **Save button**

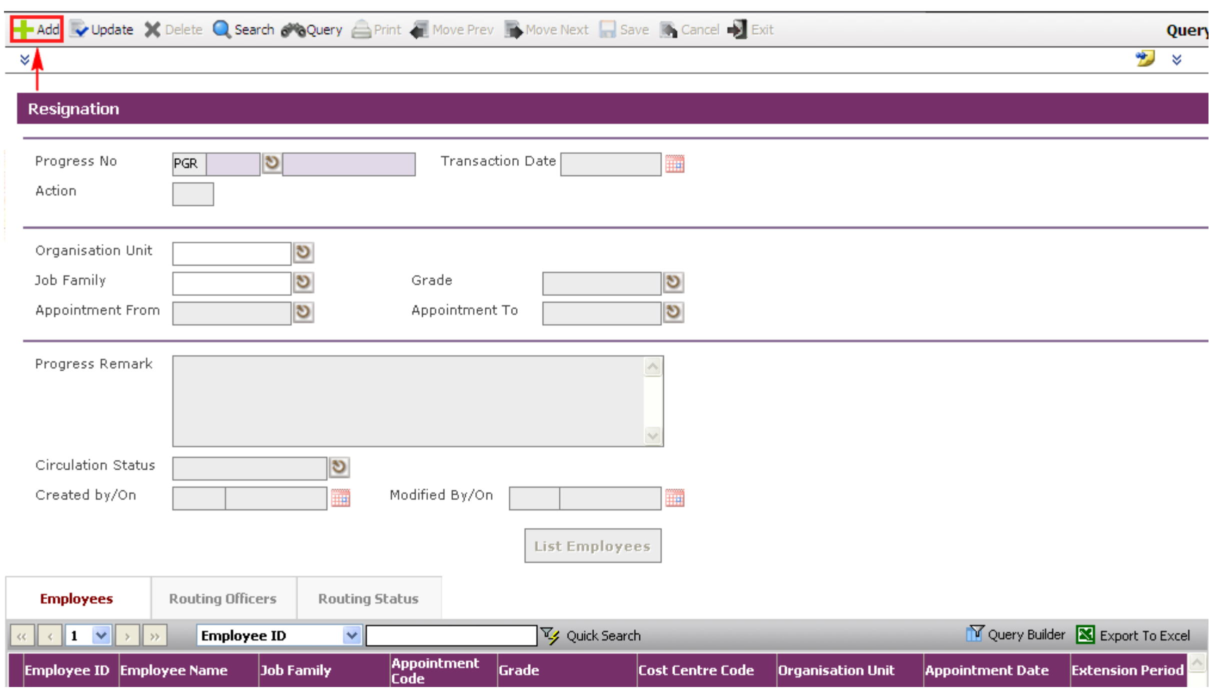

Add
Update
Delete
Search
Query
Print
Move Prev
Move Next
Save
Cancel
Exit
New Appointment Details
Employee
10008
Peter Roger(Pls update the details)
Action
NA
Transaction Date
27/09/2013
Current
Organisation Unit
FIN
Grade
II
Job Family
FIN
Appointment Code
ACC-II
Effective Date
19/09/2013
Joined Date
19/09/2013
Confirm Date
19/12/2013
Appointment Date
19/09/2013
Next Inctl Date
19/09/2014
Payroll:
Payroll Mode
M
Salary Code
GEN
Basic Salary
3500.00
Cost Centre Code
FIN
Basic 1
0.00
NWC Amount
0.00
Basic 2
0.00
Monthly Salary
3500.00
Gross Salary
3500.00
Reason Code
Position Code
ACCI01
Essential Post
Essential Category

6.4 Employee's Resignation

This module allows you to capture the information of the resigned staffs in the Organization.

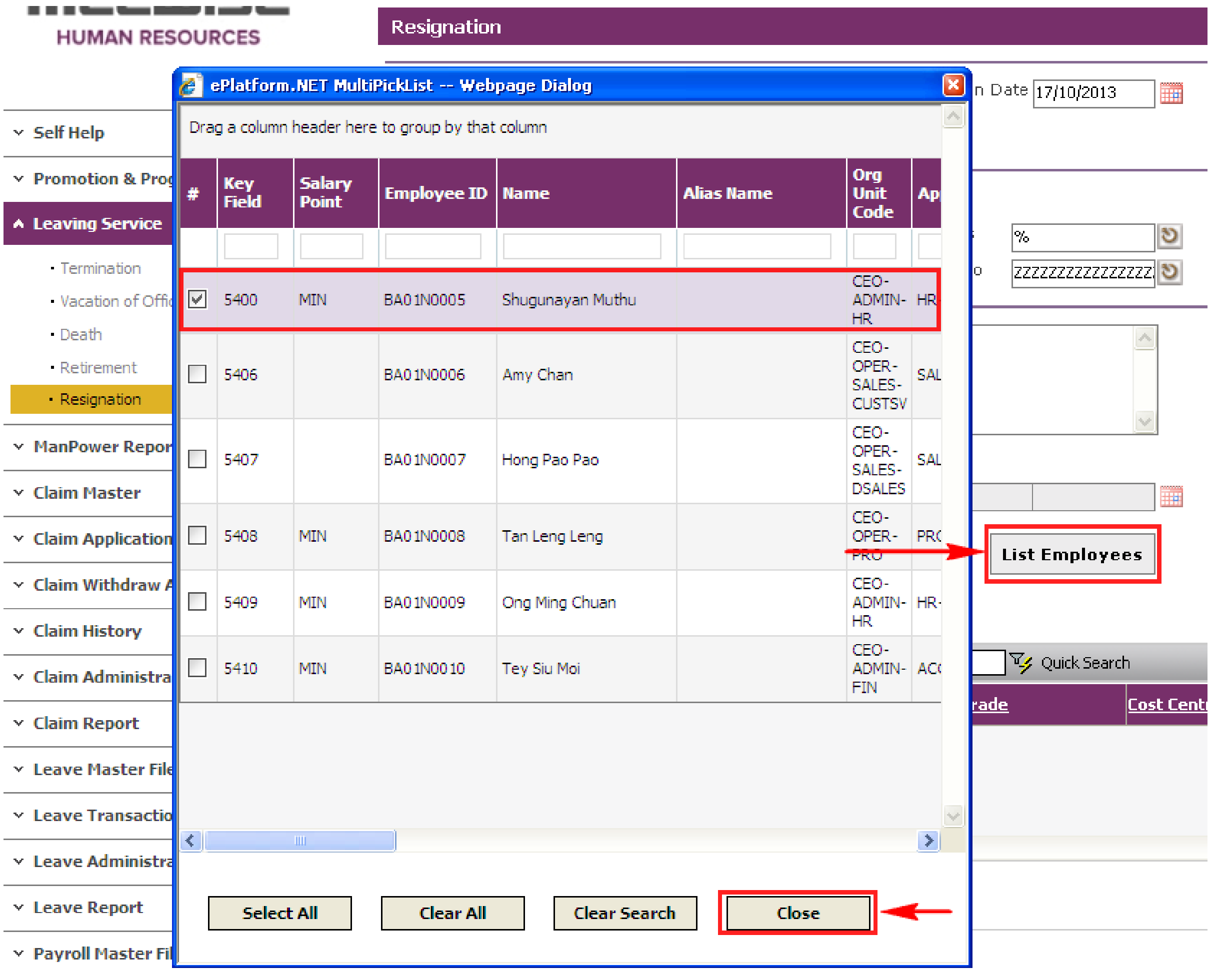


- Click on the **Add button** to create a new record.

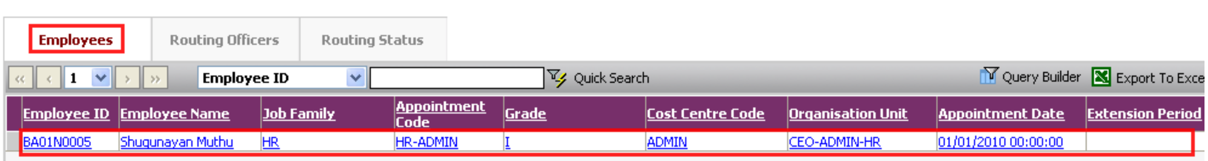


- Click on the List Employees **button** to view all Employees with their retirement dates and the filtering defined at the **Organisation Unit**, Job Family, Grade, Appointment From and Appointment To.

- Select Employee and click **Close button** to retire the service.

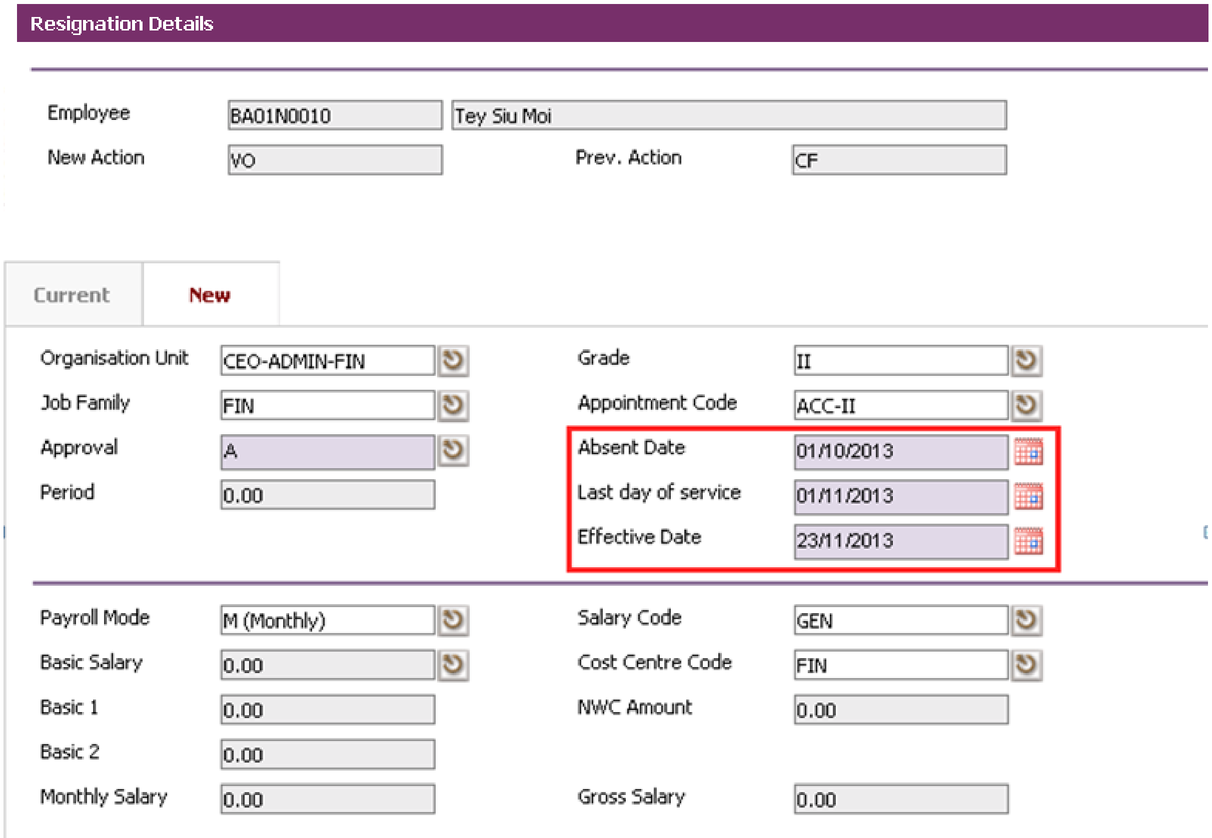


- The selected Employee(s) are added automatically under the **Employees Tab**.

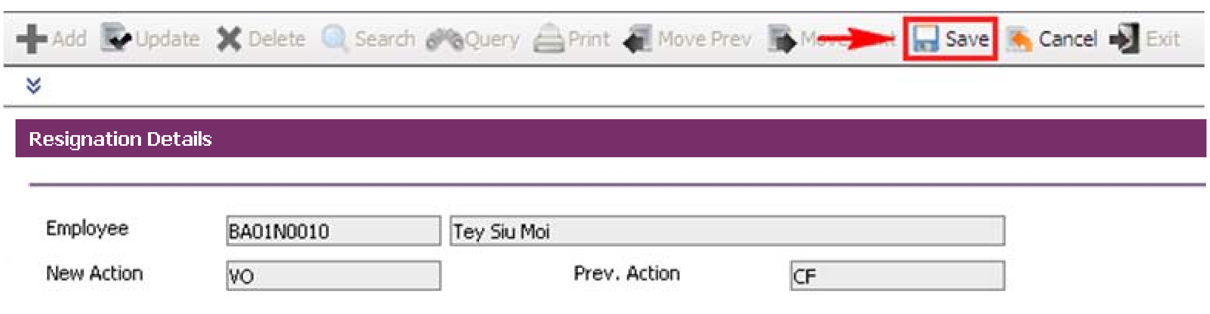


- Under the **Employees Tab**, click the Employee record link to set different retirement date for individual Employee.

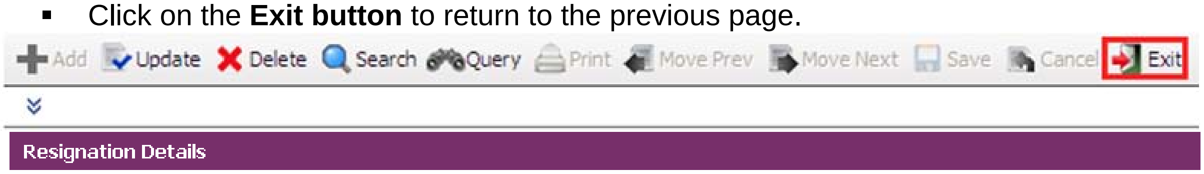
- Then select the **New Tab** to update the **Notice Date, Last Day of Service** and **Effective Date**.

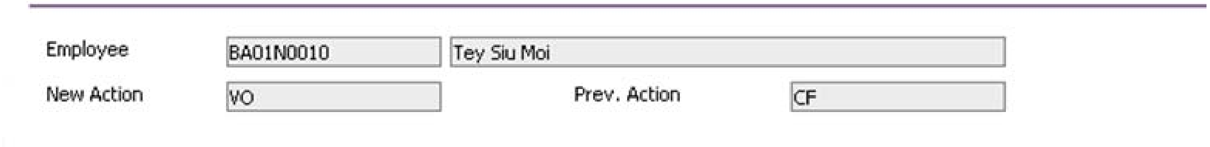


- Click on the **Save button.**

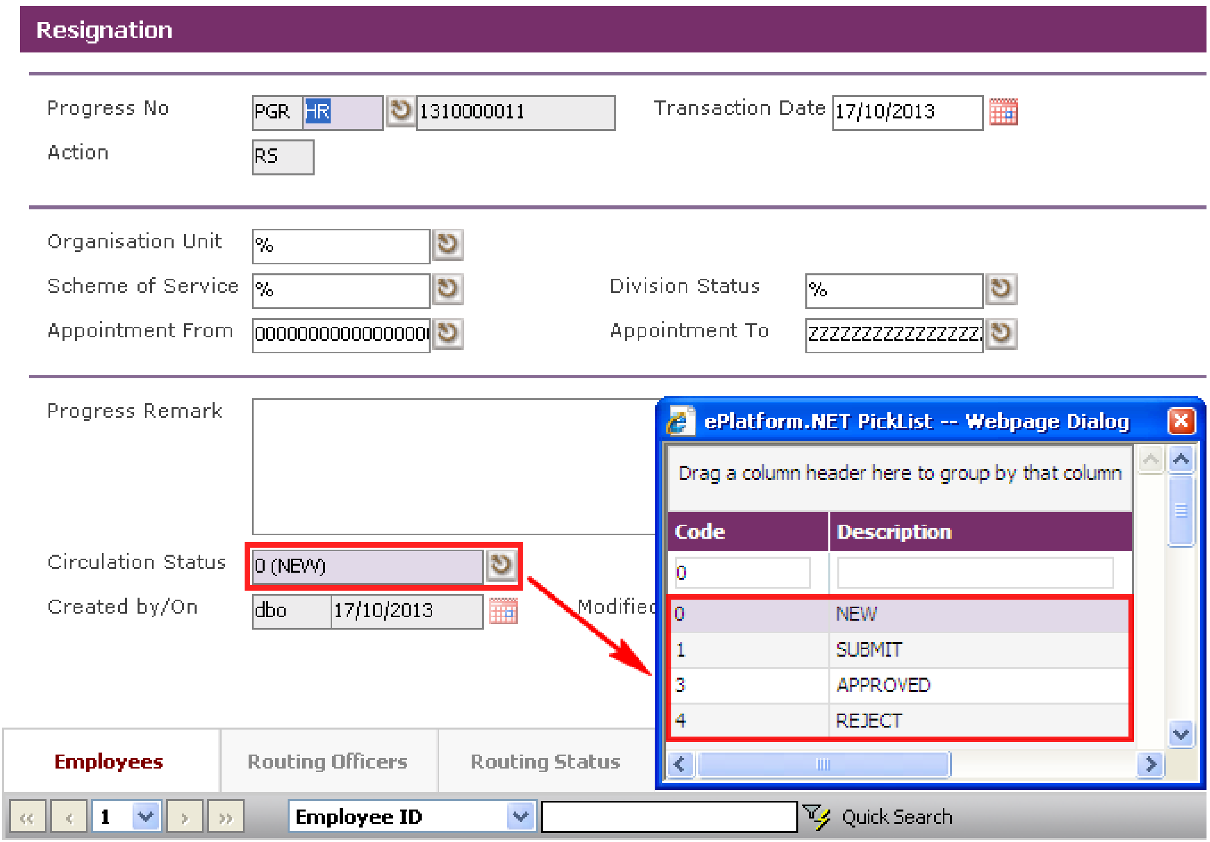


- Click on the **Exit button** to return to the previous page.





- Change **Circulation Status** to one of the following status to proceed:
‘0’ (NEW), ‘1’ (SUBMIT), ‘3’ (APPROVED), ‘4’ (REJECT)

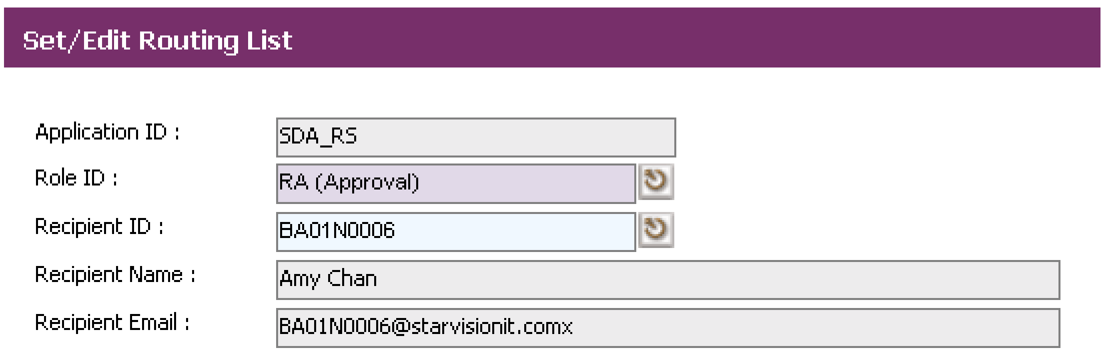


- If there is no need to route this progression to other personnel’s approval to approve this, just set the **Circulation Status** as ‘3’ (APPROVED).

- If **Circulation Status** is set as ‘1’ (SUBMIT), then routing officer(s) information needs to be inserted the **Routing Officer Tab** to route to the respective recommender or approver (Email will be send to them respective to seek for their approval).

- Click on the **Add New button** in the **Routing Officers Tab**.

The System will show the following screen:

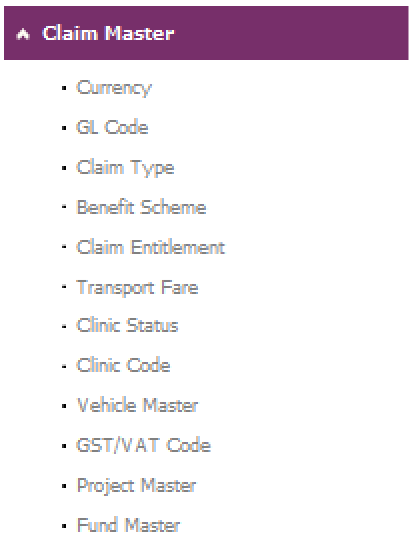


- After setting up the Routing list, click **Exit button** to go back to main page.
- Click on the **Save button**. The system will capture the details of the employee(s) resignation and their salary will be pro-rated according to their last day of service.

7 Claim Master

This sub-system contains the master files required to facilitate the processing of claims in the system.

There are total 12 master files in Claim Master:



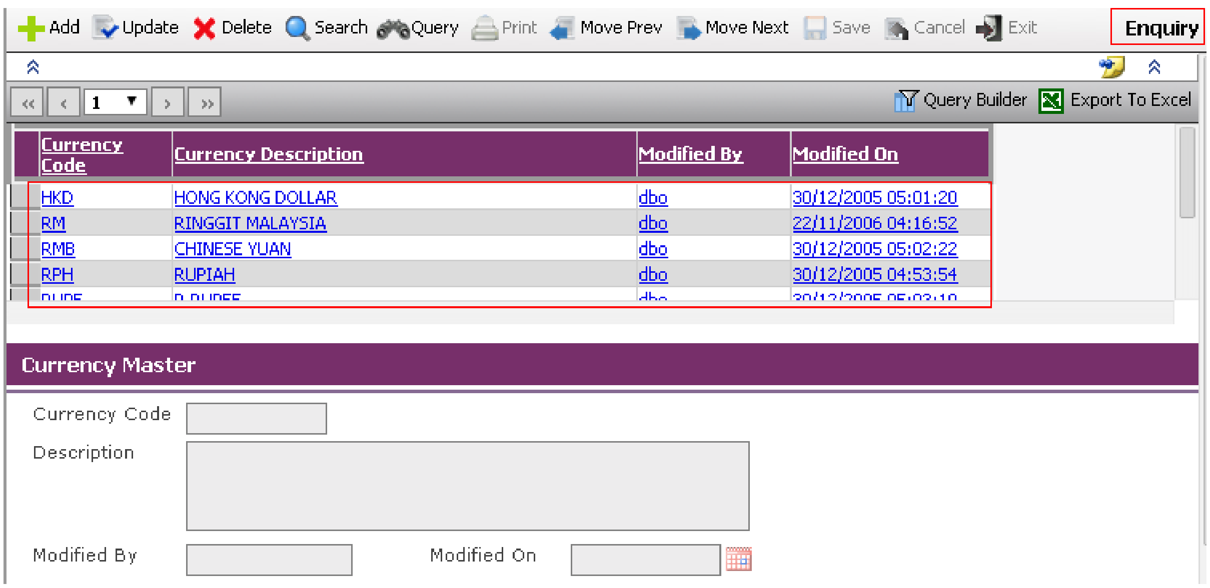
Default codes and values already exist for the master files. However, the user can add or update the information in the master files by clicking on the **Add** icon or the **Update** icon when viewing a record respectively.

7.1 Currency

The purpose of this currency screen is to allow users to setup the different currency values which are used during claim transactions.

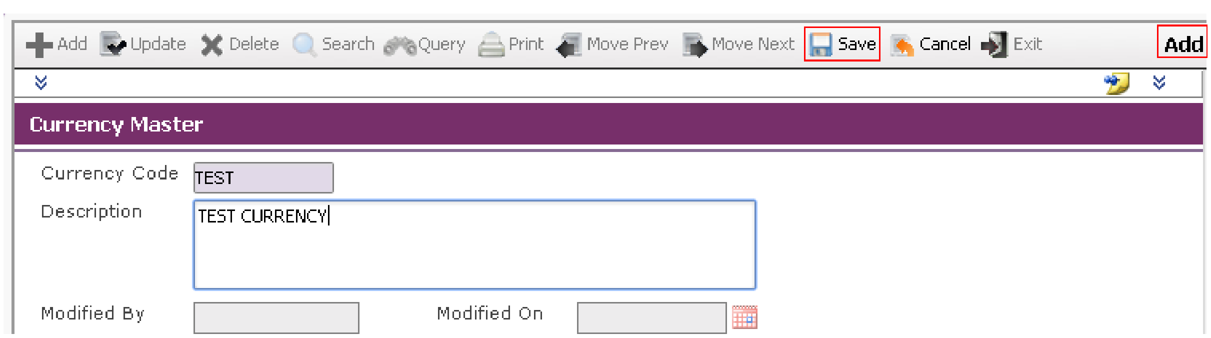
- Click on the **Currency** menu item to launch the Currency Master screen in Query mode.

- Click on **Query button,** the screen mode will change to enquiry and displays the records in the header grid of the screen as follows.



- Click on the **Add button** to load screen in Add mode, enter the values in currency code and description fields.

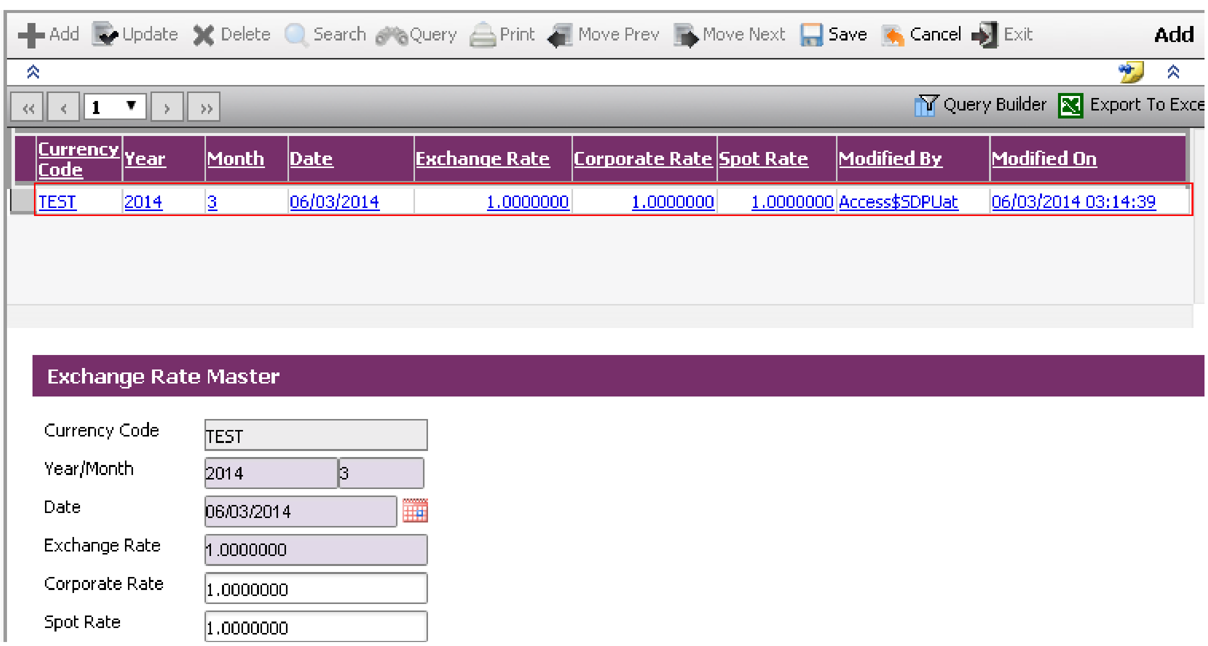
- Click on **Save button** to save the record as follows.



Fields	Description
Currency Code	Abbreviation for the Currency Code.
Description	Description of the Currency Code.

To Add the Exchange Rate Details:

- The purpose of this screen is to allow the users to setup the different exchange rates to the specific currency which is used in claim transactions.
- To add the exchange rate record to the Currency code, click on the record from header grid will display the record in the screen.
- Click on **Update button** to change the screen mode to update and click on **Add New button** to navigate the screen to Exchange rate screen in Add mode.
- Enter the values in the fields which are open for insert and click on **Save button** to save the exchange rate record.



Fields	Description
Currency Code	Set by the system.
Year/Month	Set the Year and Month of the Exchange Rate.

Date	Set the Date of the Exchange Rate.
Exchange Rate	Set the Ratio of the Exchange Rate.
Corporate Rate	Set the Ratio of the Exchange Rate of corporate use.
Spot Rate	Set the Ratio of the Exchange Rate of spot use.

To Update, Delete the existing Currency record:

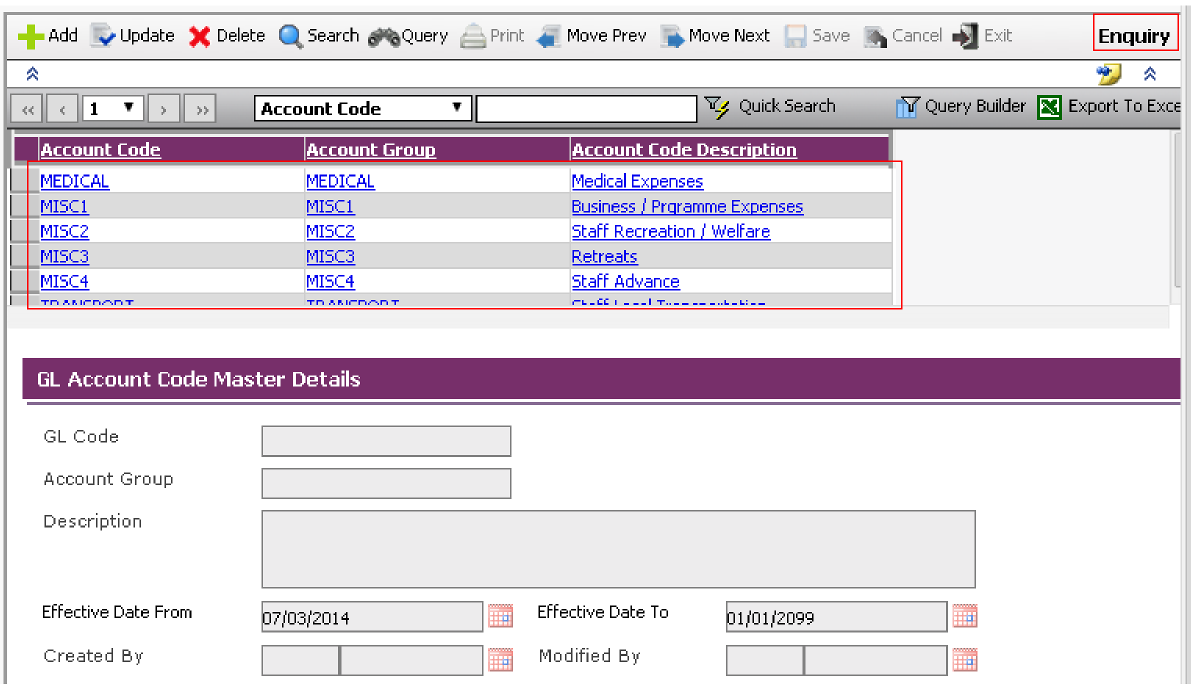
- To update the Currency details, select the record from Currency details and click on **Update button**. Modify the Description and click on the **Save button** to update the changes.
- To delete the currency record, select the record from currency details and click on Toolbar **Delete button** will deletes the selected currency record.
- To update the exchange rate record, select the record on Exchanges Rates Details grid will navigate to Exchange Rate screen. To update the Exchange Rate details click on the **Update button** and modify the fields and click on **Save button** will update the details.
- To delete the Exchange Rate details, select the record and click on **Delete button** will deletes the selected exchange rate record.

7.2 GL Code

This module allows user to set the various types of General Ledger Account Codes (GL Code) which are used for every claim type's creation and will used in claim payment generation.

A general ledger (GL Code) contains user-defined account codes and related dimensional codes for recording various types of vouchers in financial statements.

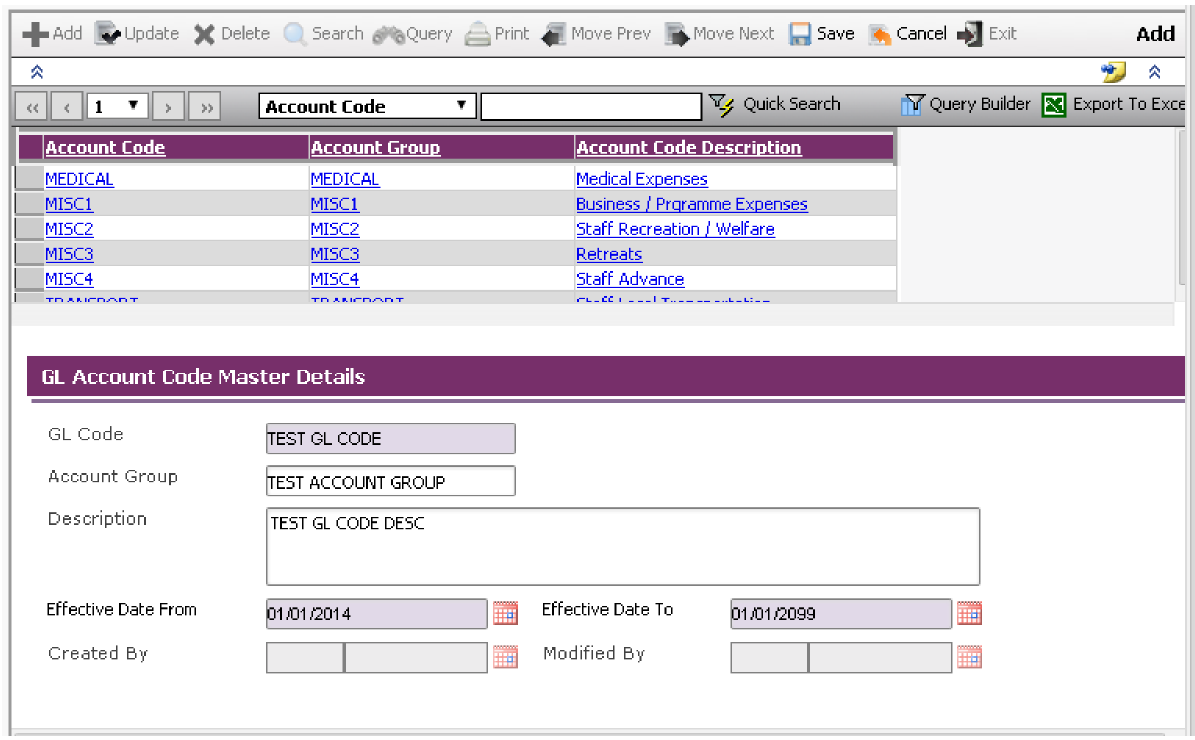
- Click on **GL Code** menu item to launch the GL Code screen in enquiry mode and displays the existing GL codes in the header grid of the screen as follows.



- To Add the GL Code click on the **Add button**, GL code screen load in Add mode.

- By default Effective date from and to fields are filled with the current date and 01/01/2099. Enter the values in the GL code, Account group and description fields.

- Select Values for Effective date from and to fields from date control if required and click on **Save button** to save the record.



Fields	Description
GL Code	GL code for the Claim Type. User has to enter the GL code.
Account Group	User to enter the Account Group for GL code
Description	User to enter the Description for GL Code
Effective Date From	User to select the Effective Date From
Effective Date To	User to select the Effective Date To

To Update, Delete the existing GL Code record:

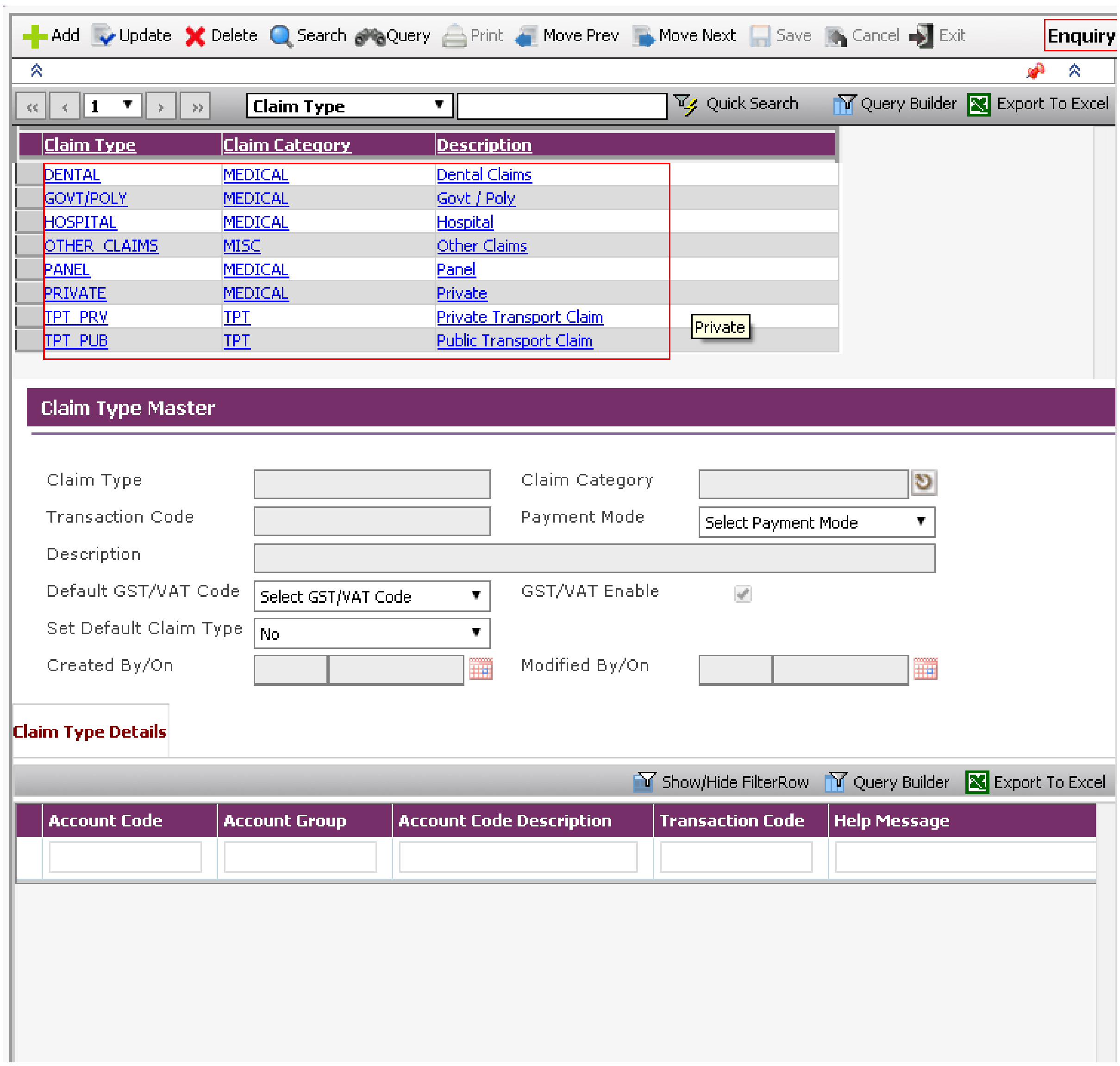
- To update the GL code record, select the record in the grid, click on the Tool bar **Update button** and modify the fields and click on Toolbar **Save button** to save the changes.
- To delete the GL code record, select the record in the grid, click on **Delete button** to delete the selected GL code record from the screen.

7.3 Claim Type

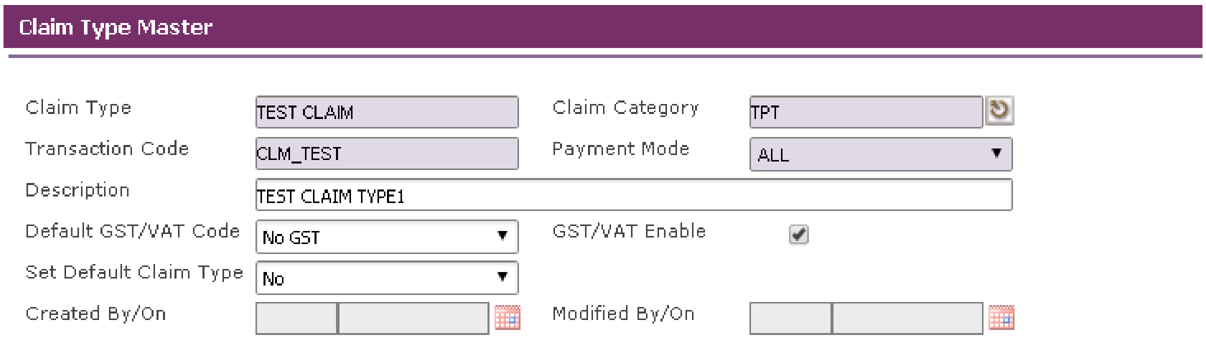
This master file allows the administrator to set the different Claims Types according to the company needs. These Claims Types will be allocated to each employee to determine their claim rules.

Note: The system comes with pre-set data for Claim type information but can be modified if needed.

- Click on **Claim Type** menu item to launch the Claim Type screen in query mode.
- Click on **Query button** to display the existing claim type records in the header grid of the screen as follows.



- To Add the Claim type click on the Tool bar **Add button**, Claim Type screen load in Add mode.
- Enter the values in the corresponding fields Claim Type, Claim Category, Transaction code, Payment mode etc. as follows.

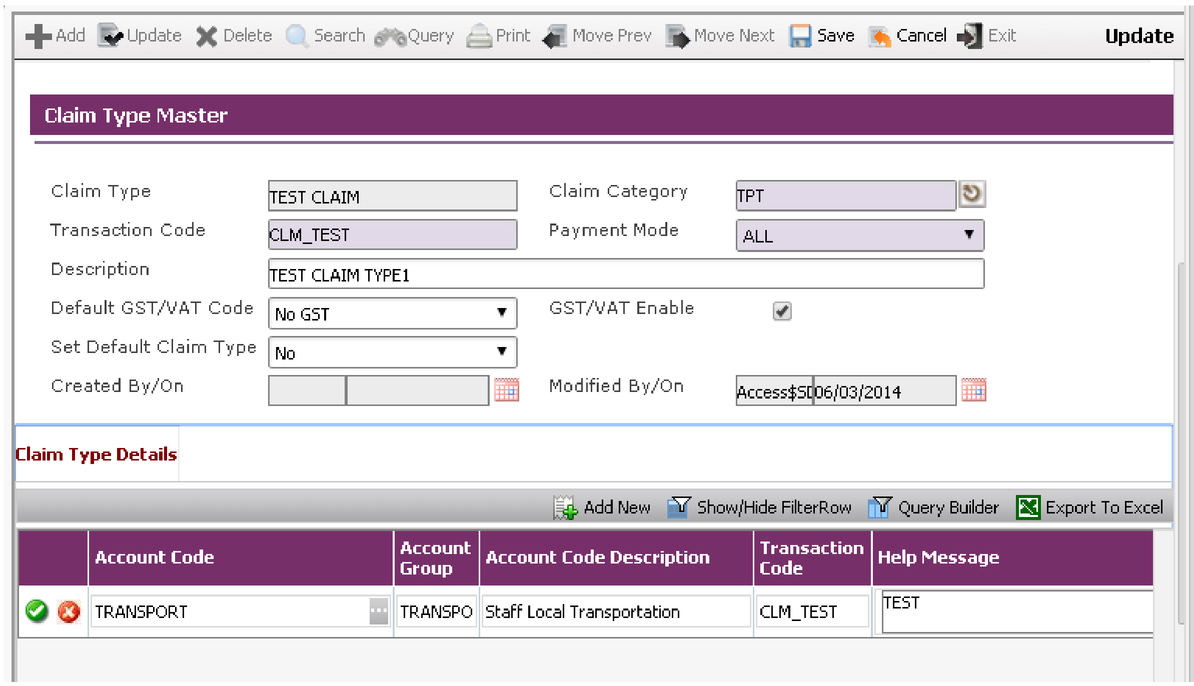


- Click on **Save button** to save the record.

Fields	Description
Claim Type	Abbreviation for the Claim Type.
Claim Category	Select the category of the Claim Type
Transaction Code	User to enter the Transaction Code of the claim to be used for Claims Posting to Payroll.
Payment Mode	User to select the Payment Mode for the Claim Type Like • PAYROLL • GIRO • CHEQUE • ALL
Description	Description of the Claim Type.
Default GST/VAT Code	User to select the Default GST/VAT Code for Claim Type Like • GST • No GST • Purchase: Disallowed
Set Default Claim Type	User to set this claim type as default claim type.

To Add Claim Type Details:

- To add claim type details to the specified claim type, select the record from the header grid of the claim type screen will loads the screen with the selected record.
- Click on **Update button** to change the screen mode to update and click on **Add New button** at the detail grid of the claim type screen to add the claim type details as follows.
- Click on  button to save the claim type details.



Fields	Description
Account Code	User to enter the Account code for the Claim Type
Account Group	User to enter the Account Group for the Claim Type
Transaction Code	Transaction Code of the claim to be used for Claims Posting to Payroll generated automatically from header.
Description	Description of the Claim Type.
Help message	Help message for Claim Type details.
Remarks	Remarks for Claim Type details.

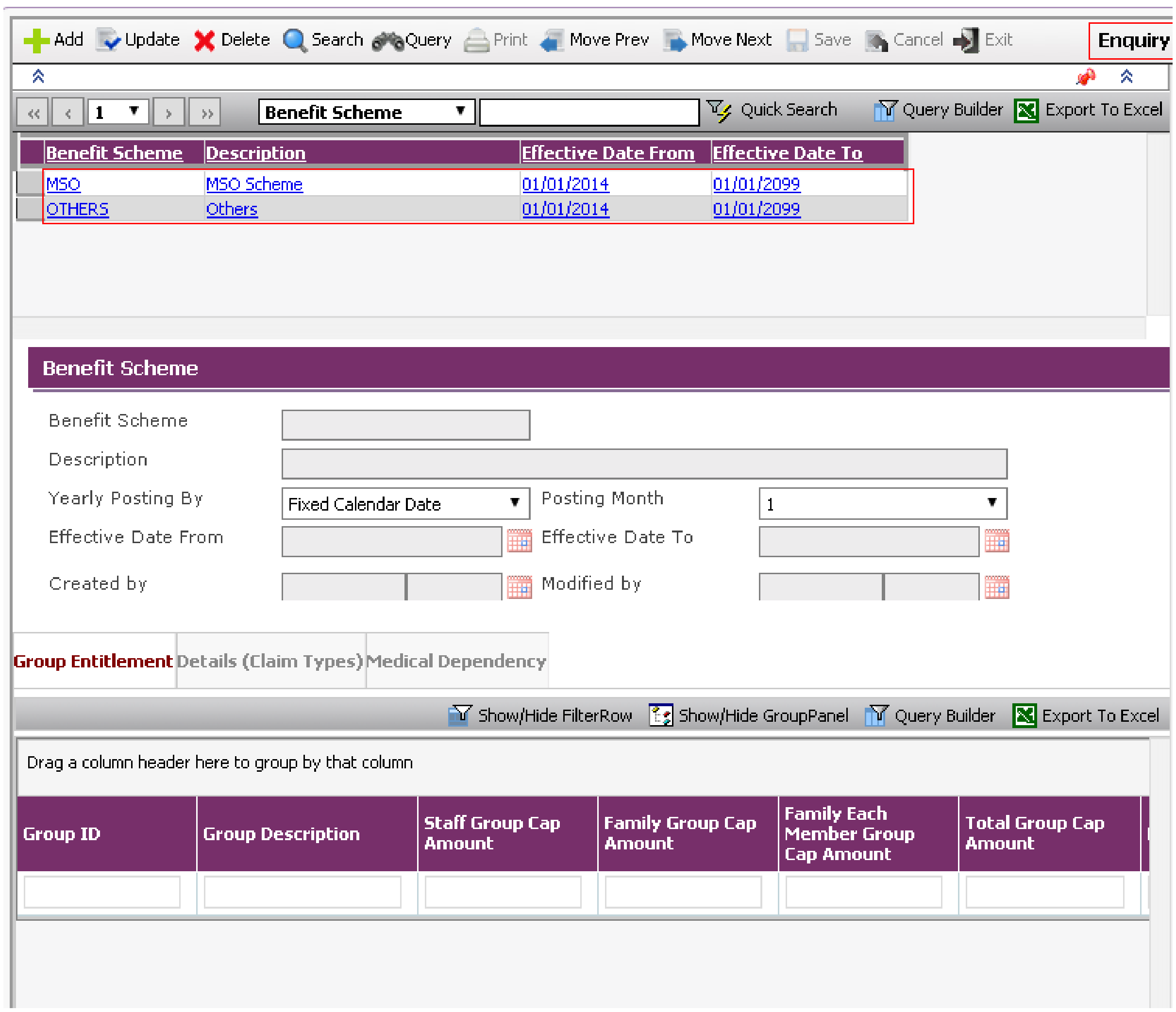
7.4 Benefit Scheme

This master file stores information on the different claim/benefit scheme that exists in the company. Details on the entitlements for each Claim Type and corresponding conditions are also specified here.

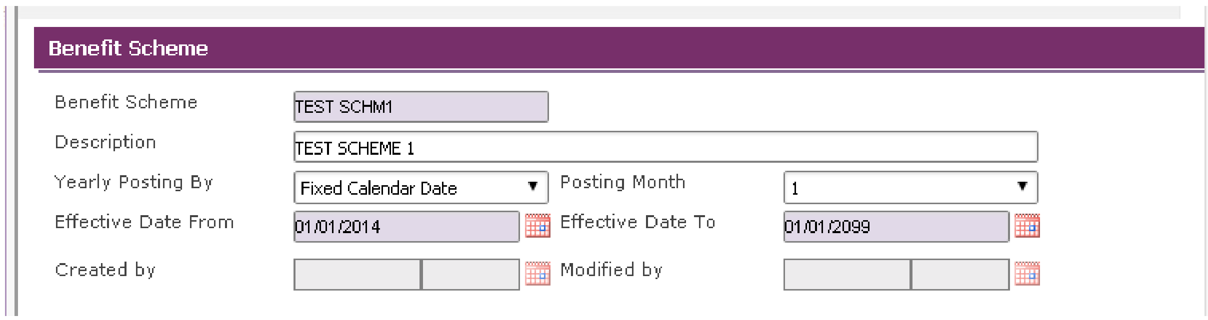
Note: The system comes with pre-set data for Benefit Scheme information but can be modified if needed.

- Click on the **Benefit scheme** menu item under claim master menu page loads the benefit schemes in Query mode

- Click on **Query button** to display the existing benefit scheme records in the header grid of the screen as follows.



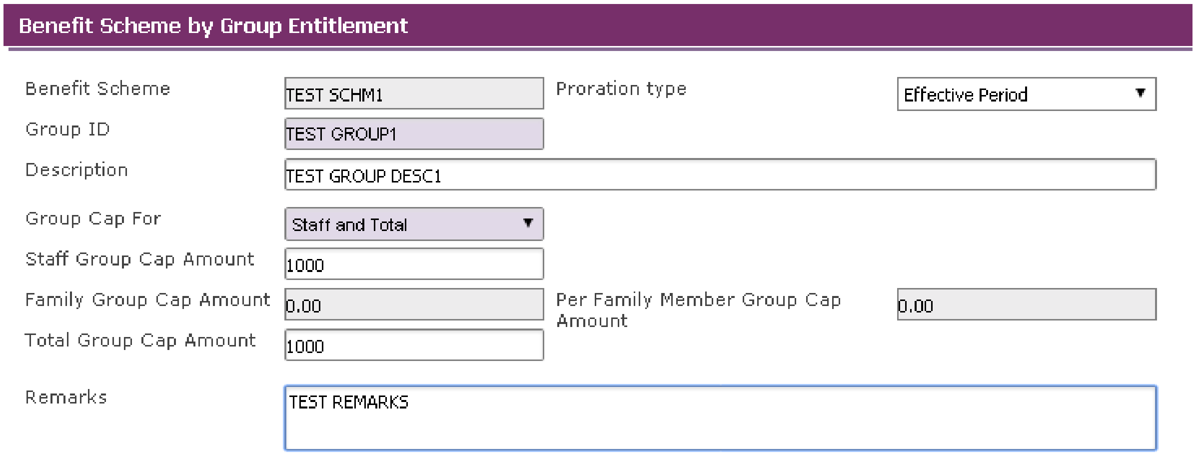
- Click on the **Add button** to add a new record.
- By default, Effecive date from and to fields are filled with current date and 01/01/2099 respectively and posting month is 1.
- Enter the values in the corresponding fields Benefit Scheme, Description, Yearly Posting By etc.
- Click on **Save button** to save the benefit scheme record.

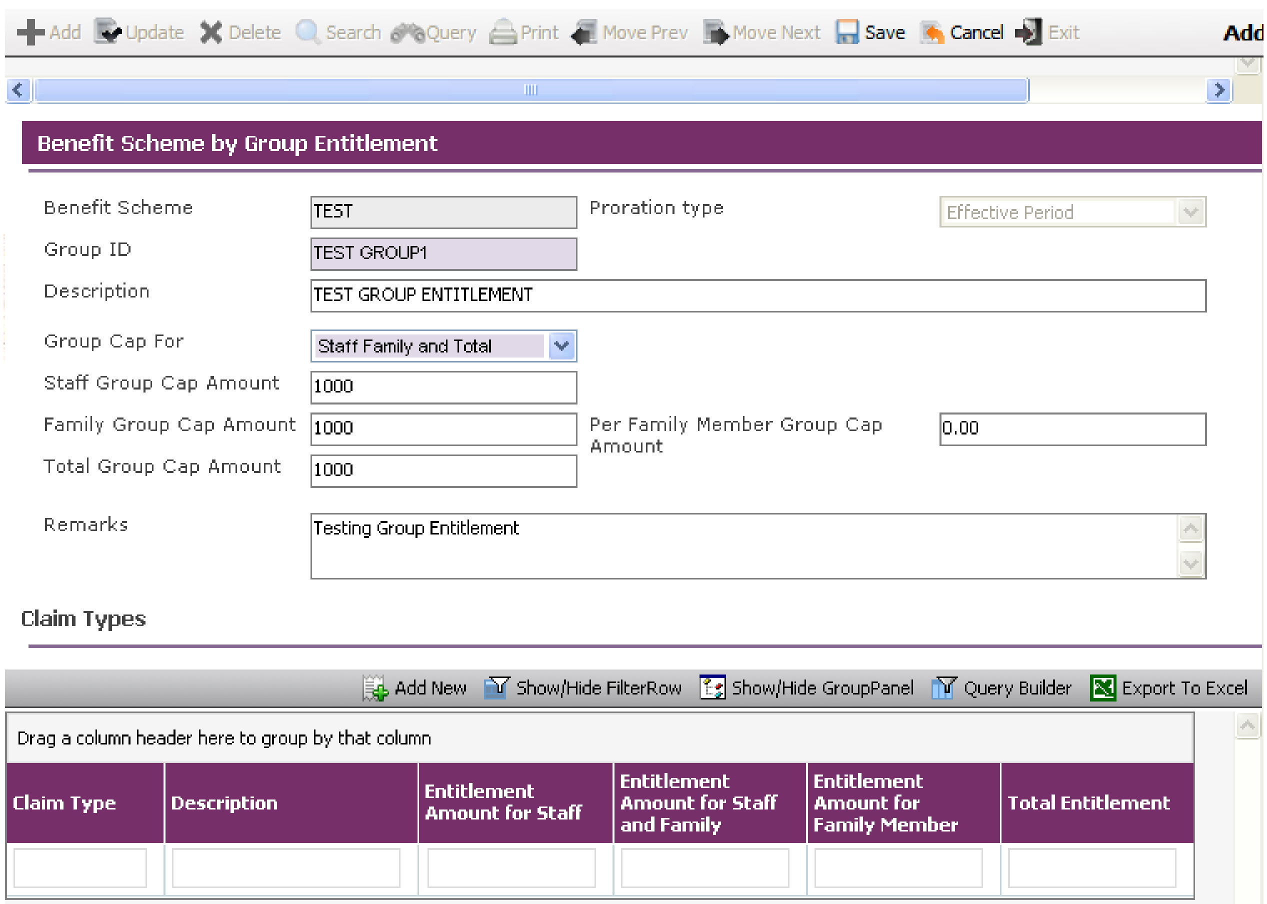


Fields	Description
Benefit Scheme	User defined text for this claim/benefit scheme.
Description	Description name of this claim/benefit scheme.
Yearly Posting By	Posting method for claim/benefit scheme.
Posting Month	User to enter the posting month.
Effective Date From/To	The date period where this claim/benefit scheme is effective.

<u>To add Group entitlement record:</u>

- To add the group entitlement to a specific benefit scheme, click on the record from the header grid of the benefit scheme will loads the screen with the selected benefit scheme.
- Click on **Update button** the screen mode will change to update mode.
- Select **Group entitlement tab** and click on **Add New button** at the detail grid.
- Enter the values in to the fields and click on **Save button** to save the group entitlement record for a benefit scheme as follows.

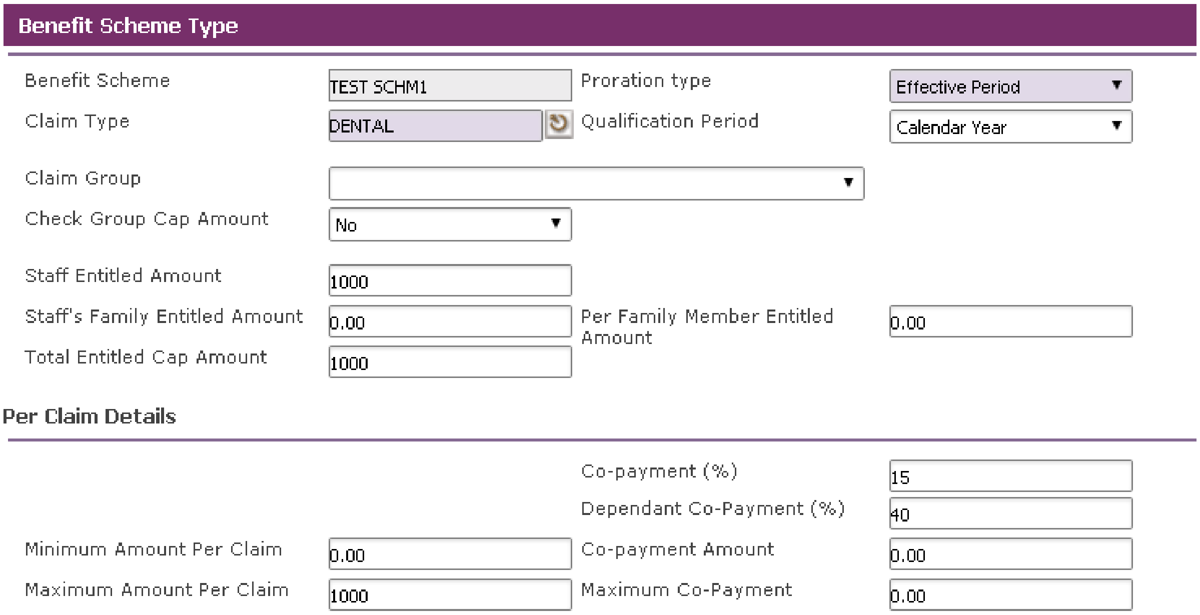

Benefit Scheme by Group Entitlement
Benefit Scheme
TEST SCHM1
Proration type
Effective Period
Group ID
TEST GROUP1
Description
TEST GROUP DESC1
Group Cap For
Staff and Total
Staff Group Cap Amount
1000
Family Group Cap Amount
0.00
Per Family Member Group Cap Amount
0.00
Total Group Cap Amount
1000
Remarks
TEST REMARKS


Add
Update
Delete
Search
Query
Print
Move Prev
Move Next
Save
Cancel
Exit
Add
Benefit Scheme by Group Entitlement
Benefit Scheme
TEST
Proration type
Effective Period
Group ID
TEST GROUP1
Description
TEST GROUP ENTITLEMENT
Group Cap For
Staff Family and Total
Staff Group Cap Amount
1000
Family Group Cap Amount
1000
Per Family Member Group Cap Amount
0.00
Total Group Cap Amount
1000
Remarks
Testing Group Entitlement
Claim Types
Add New
Show/Hide FilterRow
Show/Hide GroupPanel
Query Builder
Export To Excel
Drag a column header here to group by that column
Claim Type
Description
Entitlement Amount for Staff
Entitlement Amount for Staff and Family
Entitlement Amount for Family Member
Total Entitlement

Fields	Description
Group ID	User defined text (ID) for this Group Entitlement.
Description	Description name of this Group Entitlement.
Group Cap for	User to select the Group Cap for, based on the type the corresponding amount fields (Staff Group, Family Group, Per Family Member Group and Total Group) enabled.
Staff Group Cap Amount	User to enter the Staff Group Amount.
Family Group Cap Amount	User to enter the Family Group Amount.
Per Family Member Group Cap Amount	User to enter the Per Family Member Group Amount.
Total Group Cap Amount	User to enter the Total Group Amount.
Remarks	User to enter the Remarks for Entitlement.

To add Claim Types to the Benefit Scheme:

- To add the claim types to a specific benefit scheme, click on the record from the header grid of the benefit scheme the screen loads the selected benefit scheme.
- Click on **Update button** the screen mode will change to update mode.
- Select **Details (Claim Types) tab** and click on **Add New button** at the detail grid of the screen.
- Enter the values in the fields and click on **Save button** to save the claim types to the benefit scheme as follows.

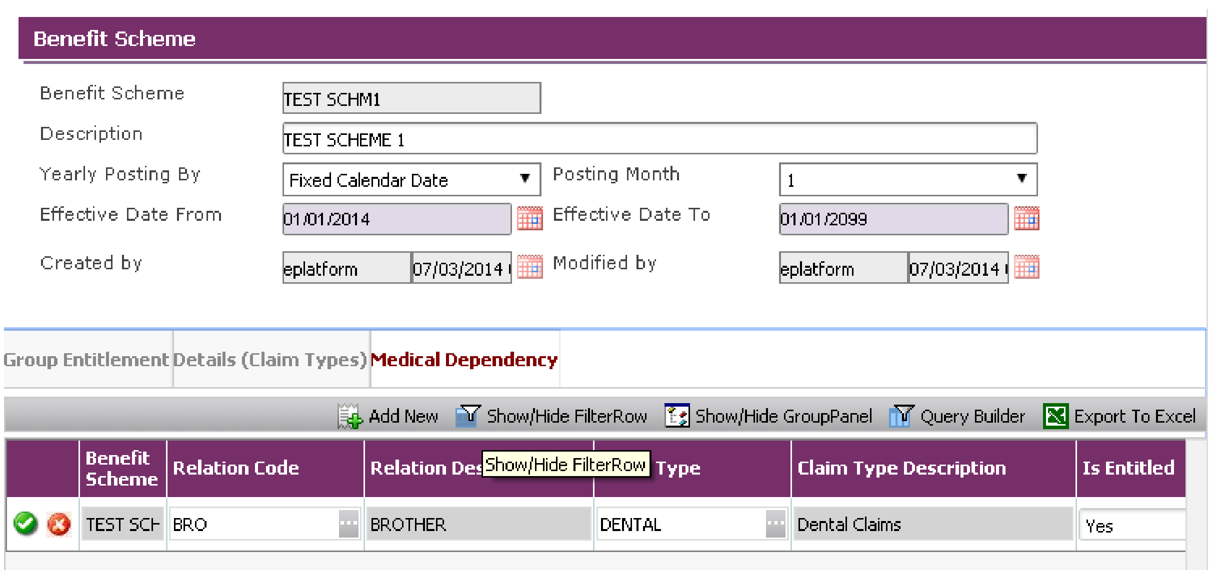


Fields	**Description**
Benefit Scheme	Displays claim/benefit scheme entered by the user in Claim Scheme.
Claim Type	User to select the claim type.
Proration Type	User to select the Claim Entitlement Type Like • Effective Period – Yearly Entitlement as per the Fixed Calendar Year • Calendar Month – Monthly Entitlement • Post Period – Yearly Entitlement as per the Service Year •
Qualification Period	User to select Qualification Period like • Calendar Year • Financial Year •
Claim Group	User to select the Claim Group for Group Entitlement.
Check Group Cap Amount	User to select Group Cap amount check.
Staff Entitled Amount	User to enter the claim entitlement amount for staff.
Staff' Family Entitled Amount	User to enter the claim entitlement amount for staff's family.
Per Family Member Entitled Amount	User to enter the claim entitlement amount for each member of staff's family.
Total Entitlement Cap	User to enter the total entitlement cap amount.

Minimum Amount Per Claim	User to enter the minimum claim amount per claim.
Maximum Amount Per Claim	User to enter the maximum claim amount per claim.
Co-Payment (%)	User to enter the Co-Payment Percent.
Co-Payment Amount	User to enter the Co-Payment Amount.
Maximum Co-Payment	User to enter the Maximum Co-Payment Amount.

To add Medical dependencies to the Benefit Scheme:

- To add the medical dependencies to a specific benefit scheme, click on the record from the header grid of the benefit scheme the screen loads the selected benefit scheme record.
- Click on **Update button** the screen mode will change to update mode. Select **Medical Dependency tab** and click on **Add New button** at the detail grid of the screen.
- Select relation code from Pick list. Select claim type and click on **Save button** to save the medical dependency record as follows.



Fields	Description
Benefit Scheme	Benefit Scheme to which Medical Dependent need to add (Not Editable).
Relation Code	User to Select the Relation code from the Pick List.
Relation Description	Relation Description is filled when user select Relation code from Pick List.
Claim Type	User to select the Claim Type from Pick List.
Claim Type Description	Claim Type Description filled when user select the Claim Type from Pick List.
Is Entitled	User to Select Is Entitled (Yes/No) from the dropdown list.
Remarks	User to enter the Remarks for Medical Dependency.

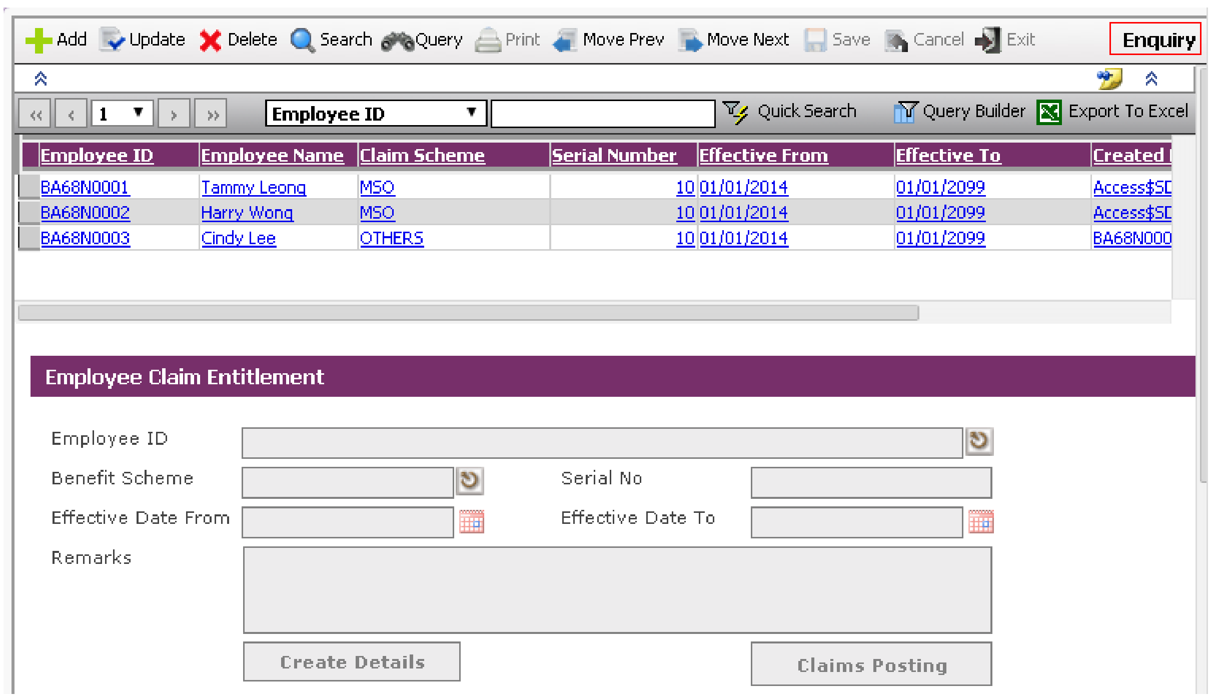
To Update, Delete the existing Benefit Scheme record:

- To update the Benefit Scheme select the record from the grid.
- Click on the **Update button** the Benefit scheme screen load in Update mode and modify the fields and click on **Save button** to update the changes.
- To delete the record, select the record from the grid and click the **Delete button** to delete the Benefit scheme.

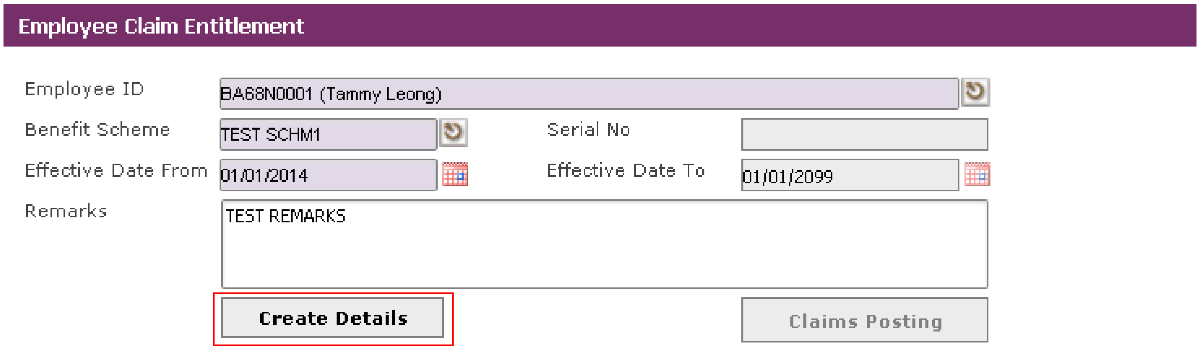
7.5 Claim Entitlement

This master file allows the user to create claim entitlements for each employee, details on entitlements for each claim type and adjustment of entitlements for each claim type.

- Click on the **Claim Entitlement** to launch the Claim Entitlement screen in query mode.
- Click on **Query button** to display the existing entitlement records in the header grid of the screen as follows.



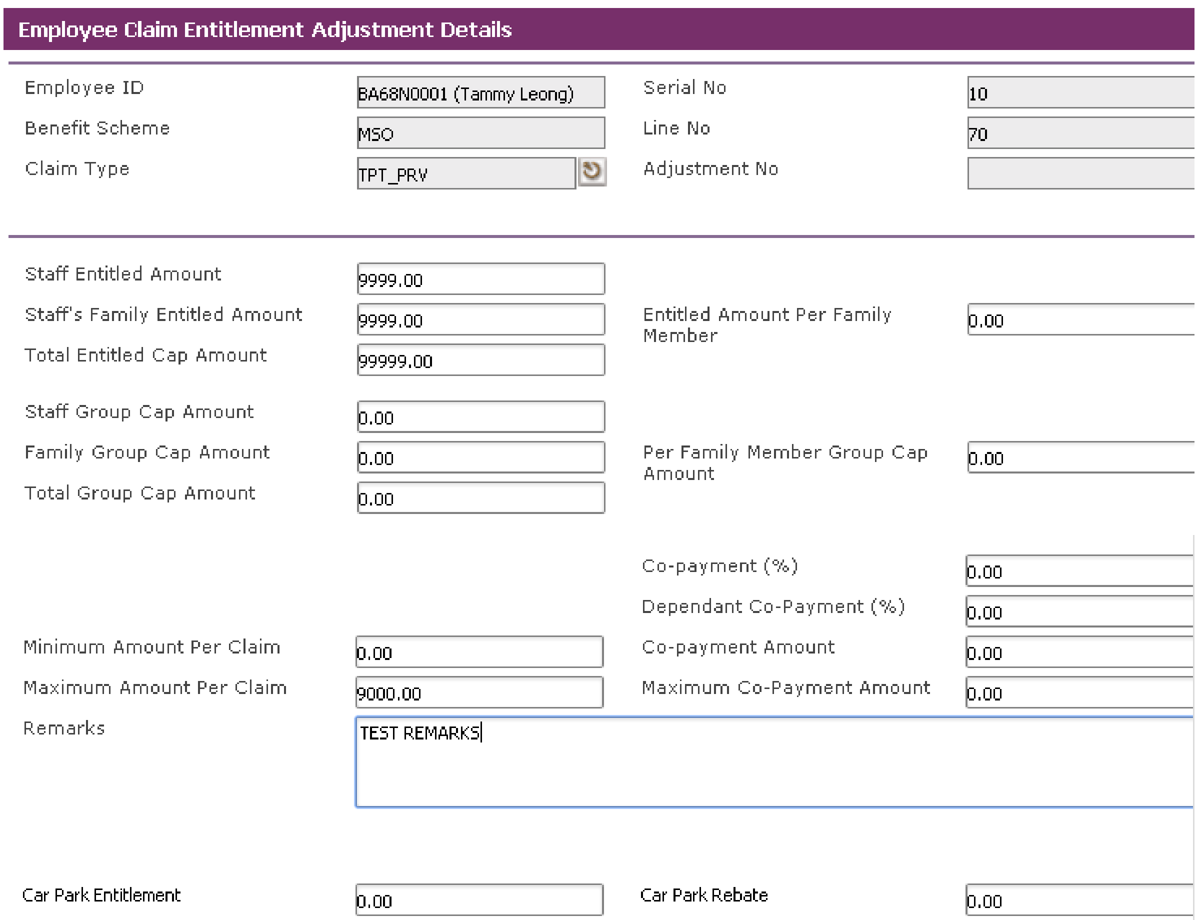
- Click on the **Add button** then the screen will load in add mode and enter the values in the fields.
- Click on **Create Details button** to create the entitlement records for that employee as follows.



Fields	Description
Employee ID	User to select the Employee ID for claim entitlement.
Benefit Scheme	User to select the claim/benefit scheme for the employee.
Effective Date From	Select the effective date from of claim entitlement.
Effective Date To	Select the effective date to of claim entitlement.
Remarks	User to enter the remarks if any for the claim entitlement.
Create Details	Button to create/save the claim entitlement for the employee.
Claims Posting	Button to update/post the claim details like Claim Used and Balance of the employee.

To Add the Entitlement Adjustment Detail:

- To add the Entitlement Adjustment Detail to an employee, select the record from the header grid of the Claim entitlement screen and system displays the record with the selected record.
- Click on record to update from the detail grid of the Claim Entitlement screen will navigates to the Employee Claim Entitlement details screen by displaying the selected claim type record of the employee.
- Click on **Update button** to change the screen mode to update mode.
- Click on **Add New button** will navigates to the Employee Claim Entitlement Adjustment details screen in Add mode.
- Update the fields which are open for update and click on **Save button** to save the changes.



Fields	Description

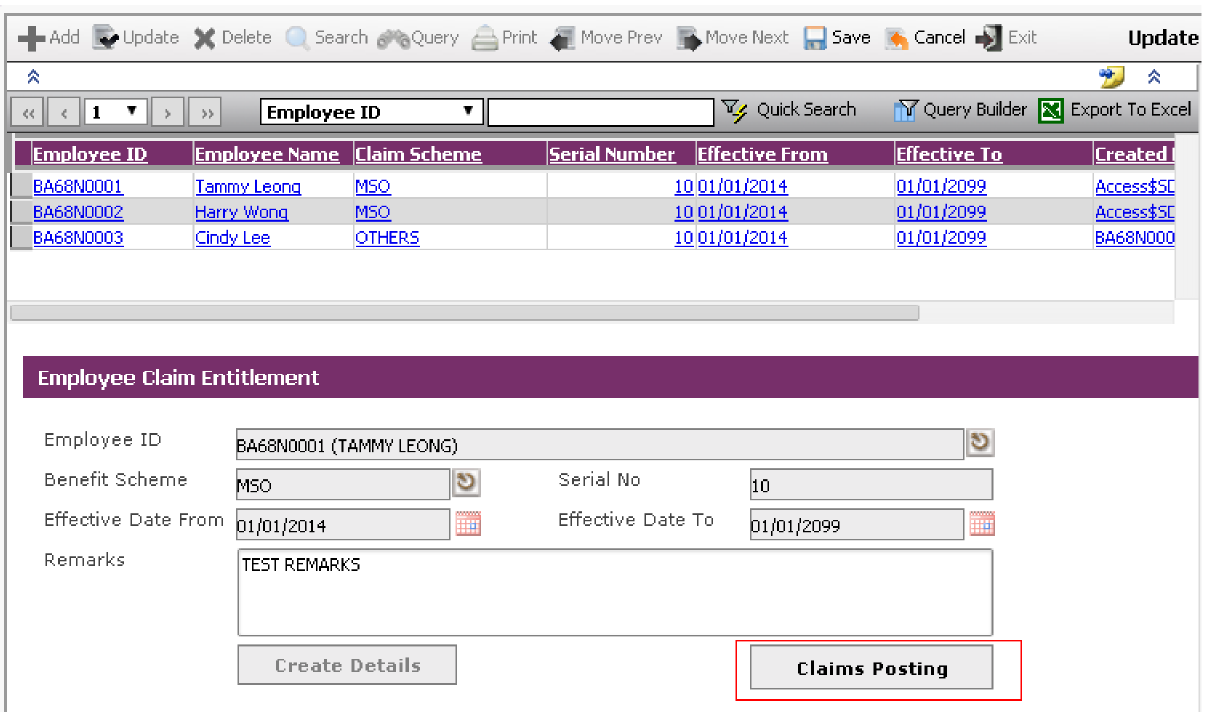
Employee ID	Displays employee id (not editable).
Benefit Scheme	Displays claim/benefit scheme entered by the user in Claim/Benefit Scheme (not editable).
Claim Type	User to select the claim type.
Serial No	Displays the Serial No (not editable).
Line No	Displays the Line No (not editable).
Staff Entitled Amount	Displays the claim entitlement amount for staff (editable).
Staff' Family Entitled Amount	Displays the claim entitlement amount for staff's family (editable).
Per Family Member Entitled Amount	Displays the claim entitlement amount for each member of staff's family (editable).
Total Entitlement Cap	Displays the total entitlement cap amount (editable).
Minimum Amount Per Claim	Displays the minimum claim amount per claim (editable).
Maximum Amount Per Claim	Displays the maximum claim amount per claim (editable).
Co-Payment (%)	Displays the Co-Payment Percent (editable).
Co-Payment Amount	Displays the Co-Payment Amount (editable).
Maximum Co-Payment Amount	Displays the Maximum Co-Payment Amount (editable).
Remarks	Displays remarks if any (editable).
Car Park Entitlement	Displays the Car Park Entitlement (editable).
Car Park Rebate	Displays the Car Park Rebate (editable).

To Delete or Change the existing Claim Entitlement record:

- To delete the claim entitlement, select the record from Claim Entitlement Grid and click on the **Delete button**.

- To change the claim scheme for an employee, click on **Add button** in Claim Entitlement screen. Select Employee Id, Benefit Scheme and Effective date from and click on '**Create Details'** button.

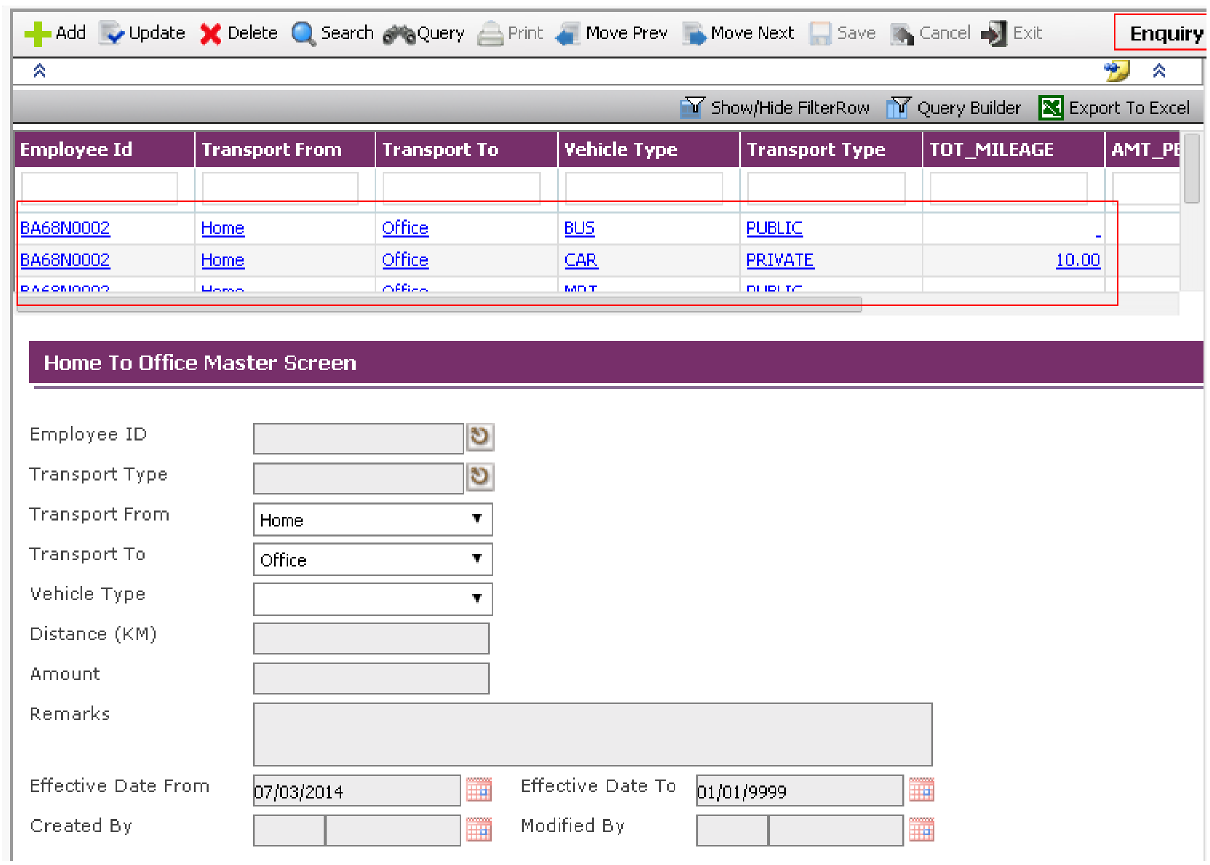
- To process claim posting for an employee, select the record from Claim Entitlement header Grid and click on the **Update button** and click on **'Claim posting'** button.



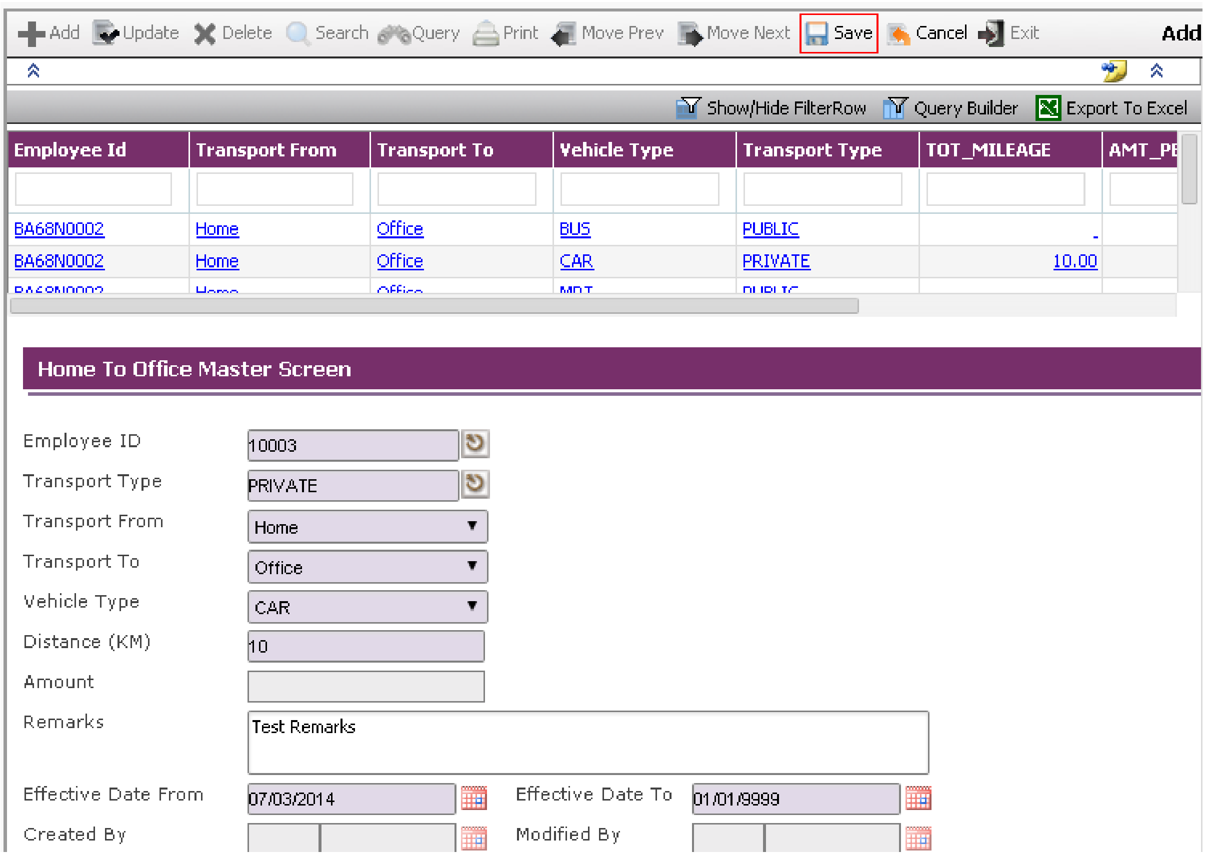
7.6 Transport Fare

The purpose of this screen is to allow users to setup the Home to Office transport fares which are used during transport claim transactions.

- Click on the **Transport Fare** menu item to launch the screen in query mode.
- Click on **Query button** to display the existing transport fare records in the header grid of the screen as follows.



- Click on **Add button** to add a new record.
- Enter the values in the fields and click on **Save button** to save the transport fare record as follows.



Fields	Description
Employee ID	User to select the Employee ID to create Transport Fare.
Transport Type	User to select the Transport Type to create the Transport Fare.
Transport From	User to select the Transport From.
Transport To	User to select the Transport To.
Vehicle Type	User to select the Vehicle Type.
Distance (KM)	User to enter the distance.
Amount	User to enter the Amount.
Remarks	User to enter the Remarks.
Effective Date From/To	Time period within which this Transport Fare is applicable to the system.

To Update, Delete the existing Transport fare record:

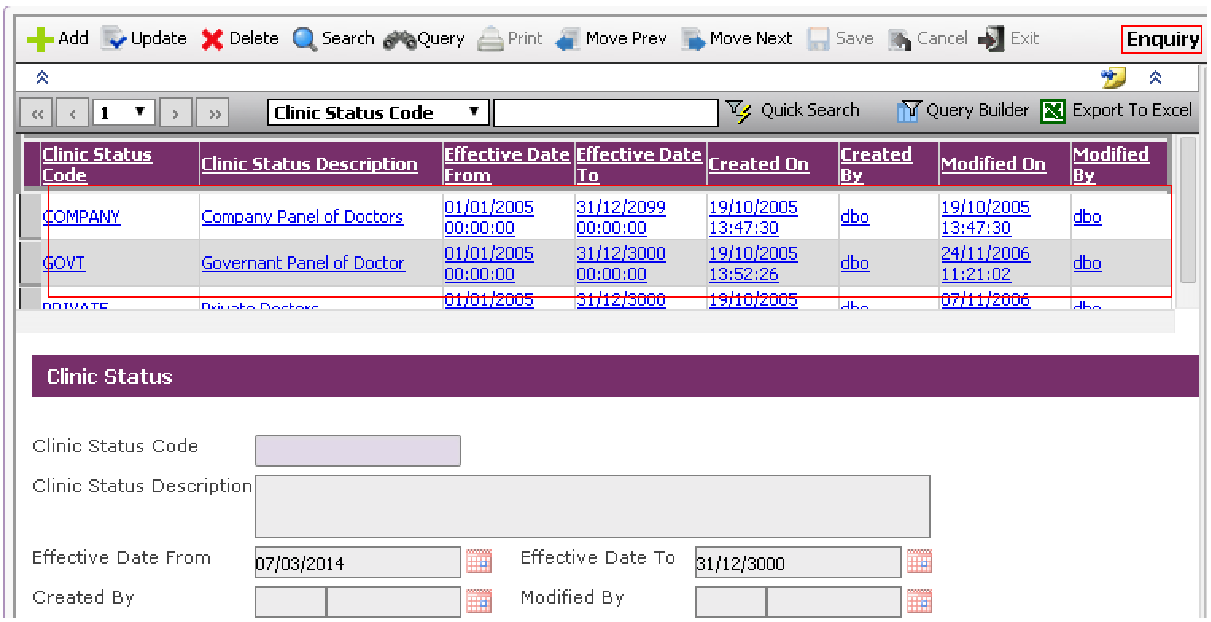
- To update the transport fare record details, click on the record in the grid which needs to modify and click on **Update button**, modify the fields and click on **Save button** to save the changes.

- To delete the transport fare record, click on the record in the grid which needs to delete and click on **Delete button**.

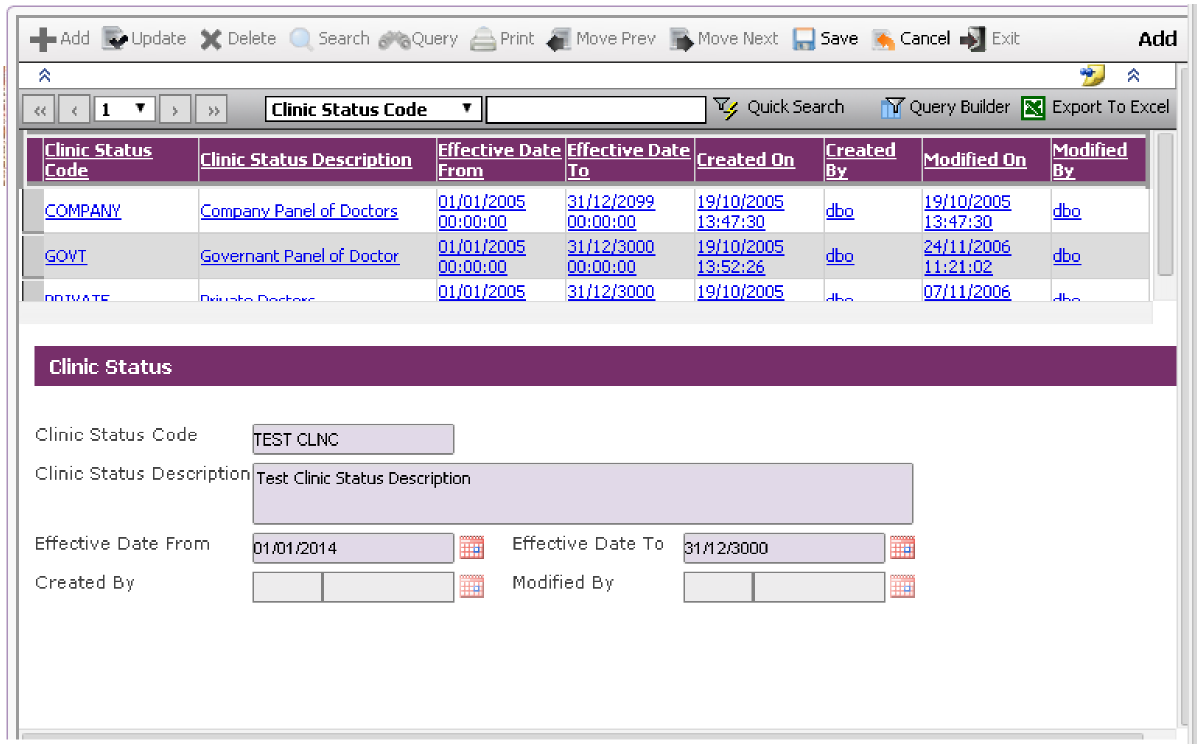
7.7 Clinic Status

The purpose of this screen is to allow users to setup the different types of clinic status for clinic which are used during medical claim transactions.

- Click on Clinic Status menu item to launch the screen in query mode.
- Click on **Query button** to displays the existing clinic status codes in the header grid of the screen as follows.



- Click on **Add button** to add new record.
- Enter the values in the corresponding fields Clinic Status Code, Clinic Status Description etc.
- Click on **Save button** to save the clinic status record as follows.



Fields	Description
Clinic Status Code	User defined abbreviation representing the Clinic Status.
Clinic Status Description	Description name of this Clinic Status description.
Effective Date From/To	Time period within which this indicator code is applicable to the system.

To Update, Delete the existing Clinic status record:

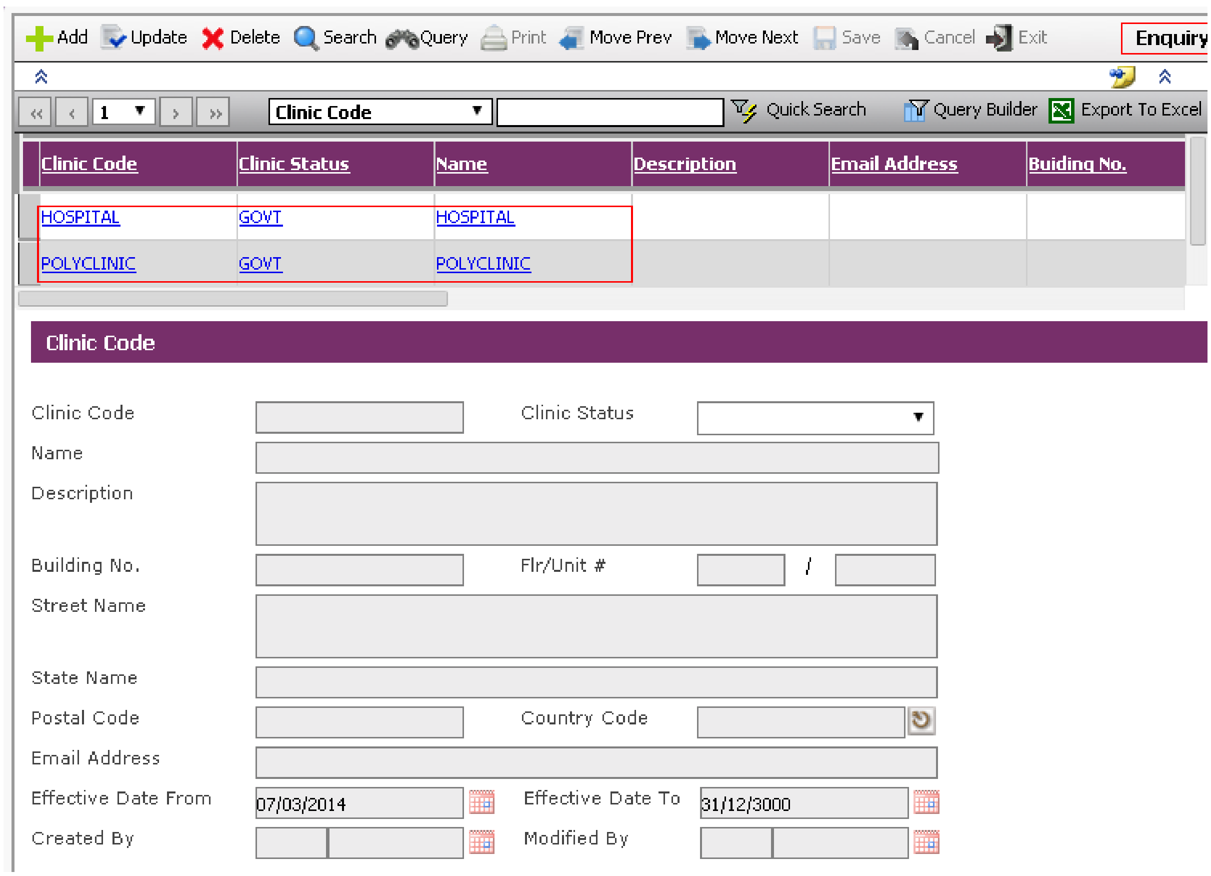
- To update the clinic status record details, click on the record in the grid which needs to modify, click on **Update button**, modify the fields and click on **Save button** will save the changes.
- To delete the clinic status record, click on the record in the grid which needs to be delete and click on **Delete button**.

7.8 Clinic Code

The purpose of this module is to allow users to setup the different types of clinics which are used during medical claim transactions. It captures the clinic name, address and contact details.

- Click on the **Clinic Code** menu item to launch the screen in query mode

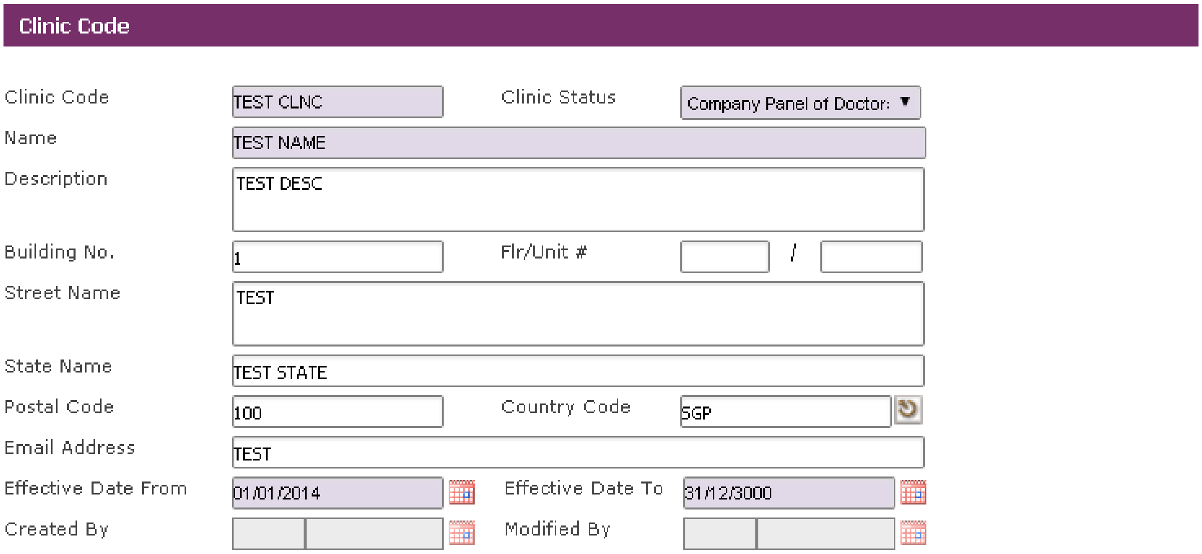
- Click on **Query button** to display the existing clinic codes in the header grid of the screen as follows.



- Click on **Add button** the screen mode will change to add mode

- Enter the values in the corresponding fields Clinic Code, Clinic Status, Name, Description, etc. accordingly.

- Click on **Save button** to save the clinic code record as follows.



Fields	Description
Clinic Code	User defined abbreviation representing the clinic.
Name	Name of the Clinic.
Clinic Status	Select relevant Clinic Status (Defined in Clinic Status Master File) from drop down list.
Description	Further description of the clinic (If any).
Building No.	Location Address of the Clinic.
Flr/Unit:	
Street Name	
State Name	
Postal Code	
Country Code	Country where Clinic is located in.
Email Address	Email address of the clinic.
Effective Date From/To	Time period within which this clinic code is applicable to the system.

To Update, Delete the existing Clinic Code record:

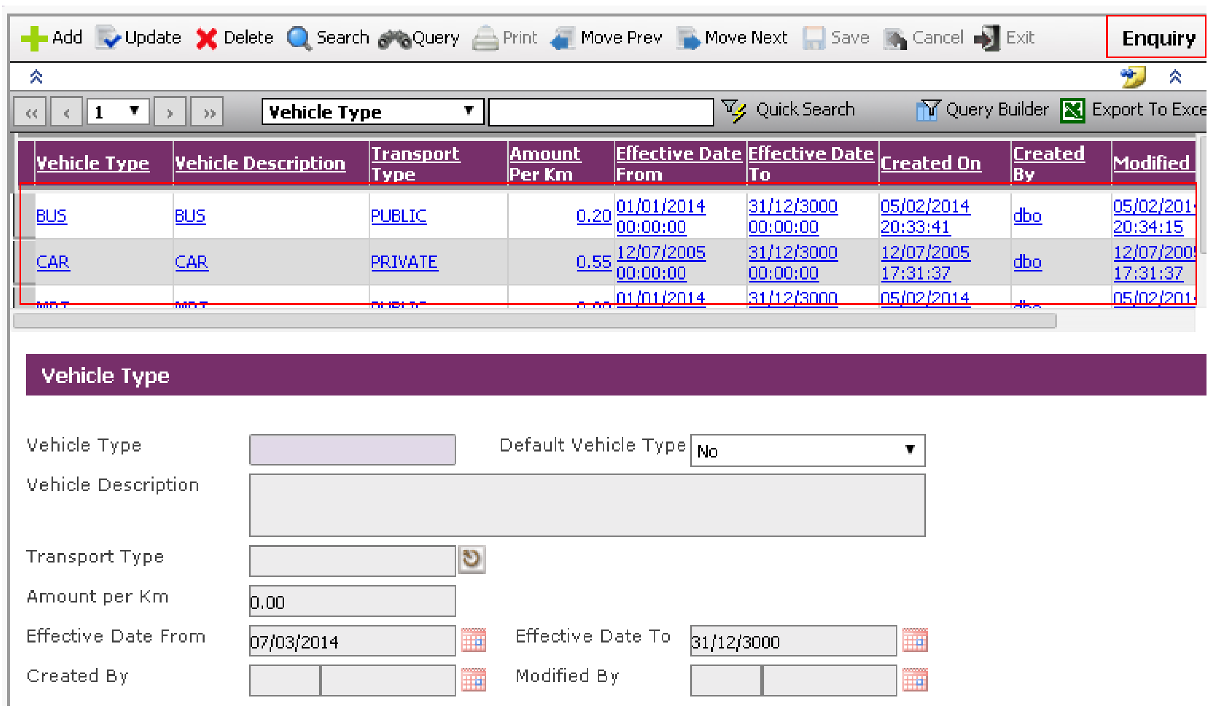
- To update the clinic code record details, click on the record in the grid which needs to modify and click on **Update button**, modify the fields and click on **Save button** to save the changes.

- To delete the clinic code record details, click on the record in the grid which needs to delete and click on **Delete button**.

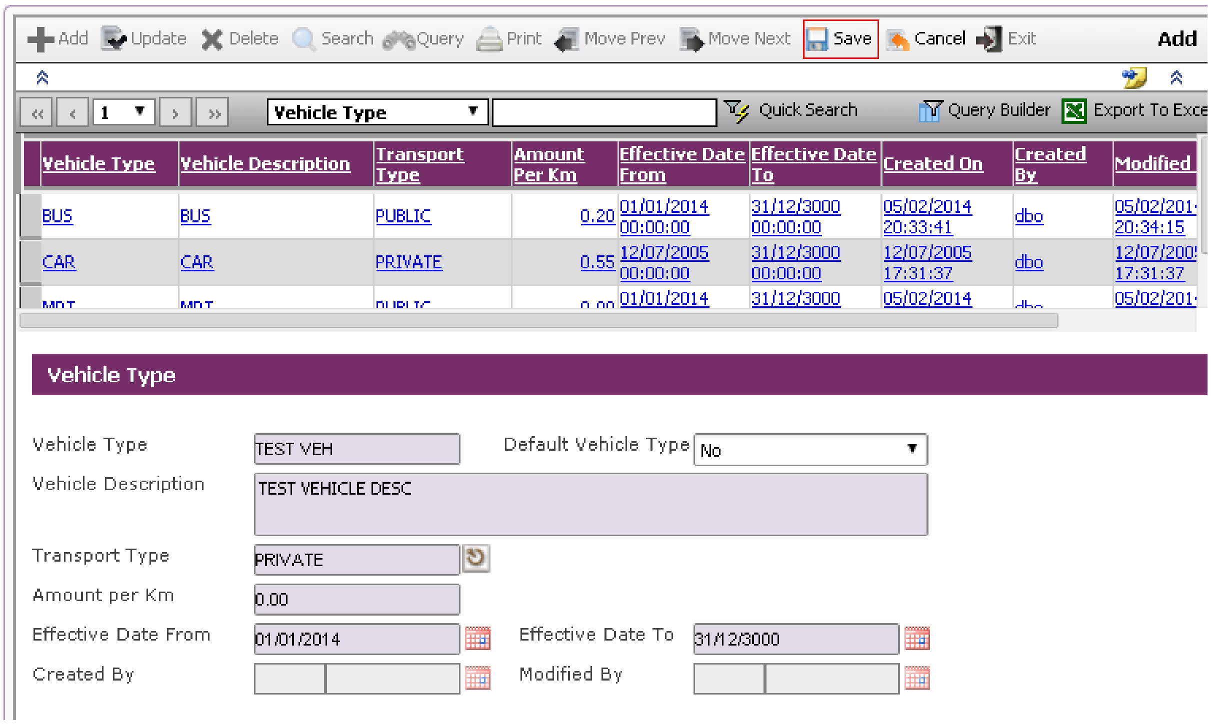
7.9 Vehicle Master

The purpose of this module is to allow users to setup the different type of vehicle types which are used during transport claim transactions.

- Click on **Vehicle Master** menu item to launch the screen in query mode
- Click on **Query button** to display the existing vehicle master records in the header grid of the screen as follows.



- Click on **Add button** to add new record.
- By default Effective date from and to fields are filled with the current date and 01/01/2099 and amount per Km field values is filled with 0.00.
- Enter the values in the corresponding fields, select Values for Effective date from and to fields from date control if needed.
- Click on **Save button** to save the record and record is displayed in the header grid of the screen.



Fields	Description
Vehicle Type:	Abbreviation representing the type of vehicle.
Default Vehicle Type	User to set vehicle type as default vehicle type for Transport Type.
Vehicle Description:	Description name of Vehicle Type.
Transport Type:	PRIVATE – Private vehicle PUBLIC – Public vehicle
Amount per Km:	Amount ($) claimable per kilometer travelled.
Effective Date From/To:	Time period within which this record is applicable to the system.
Email Address	Email address of the clinic.
Effective Date From/To	Time period within which this clinic code is applicable to the system.

To Update, Delete the existing Vehicle master record:

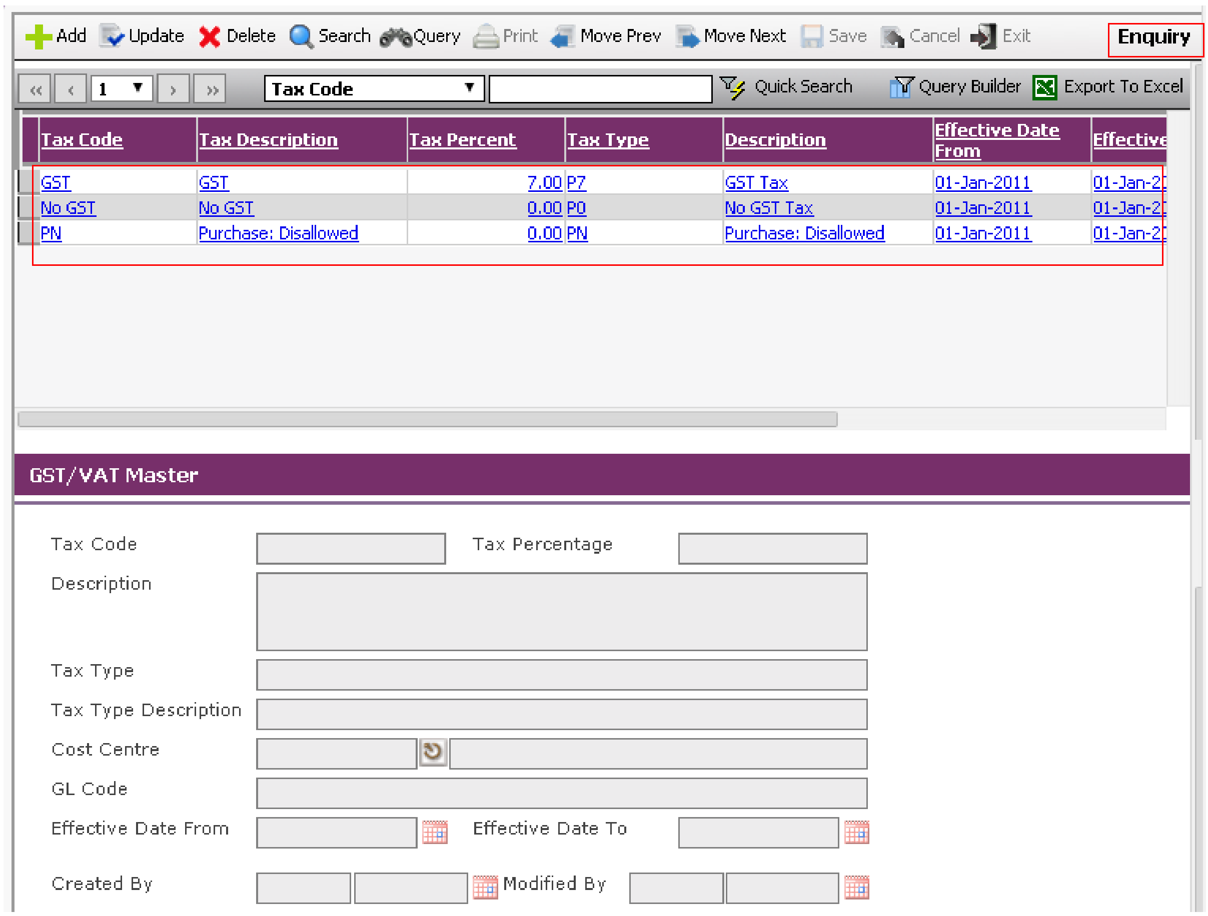
- To update the vehicle master record details, click on the record in the grid which needs to modify and click on **Update button**, modify the fields and click on **Save button** will save the changes.

- To delete the vehicle master record, click on the record in the grid which needs to be deleted and click on **Delete button**.

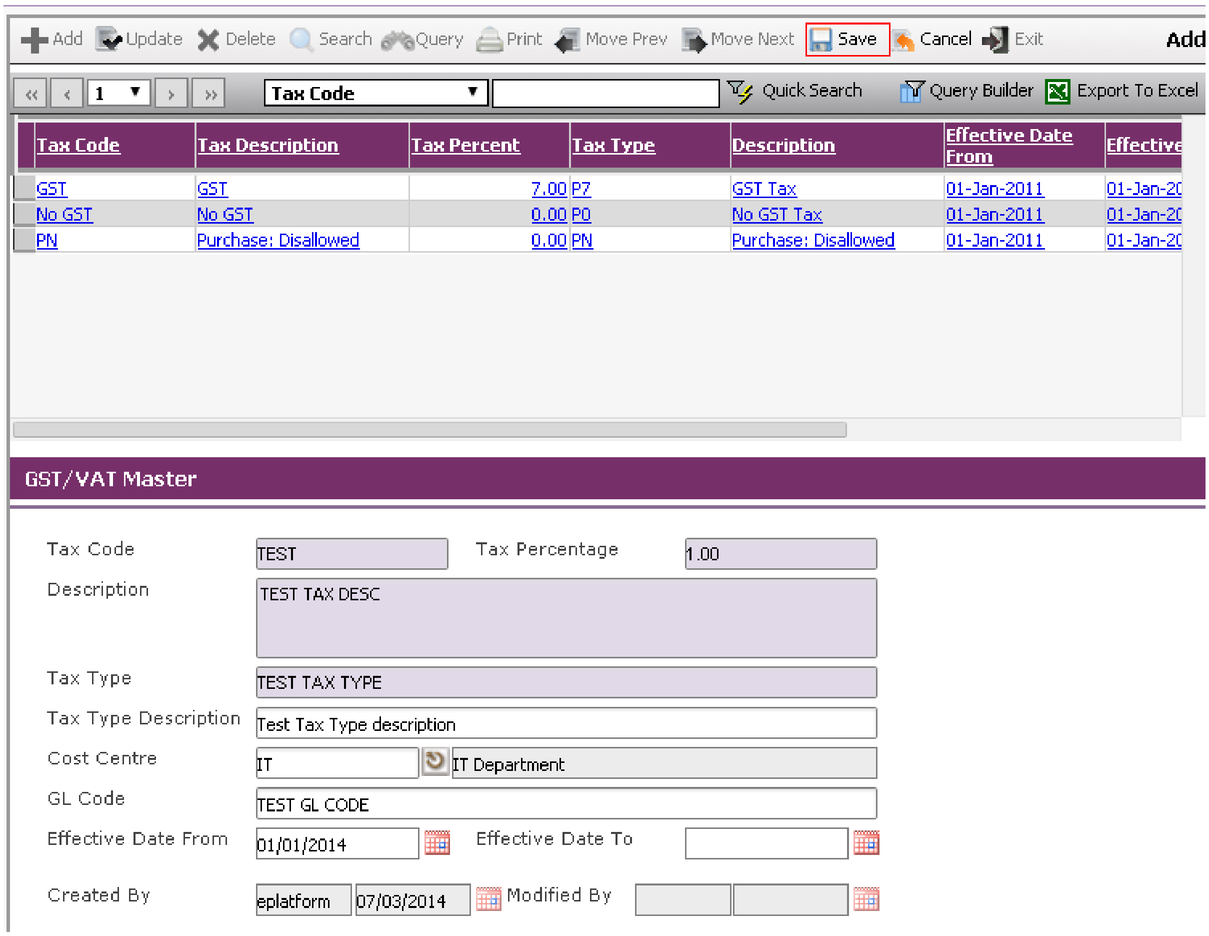
7.10 GST/VAT Code

The purpose of this module is to allow users to setup the different type GST/VAT values which are used during claim transactions.

- Click on **GST/VAT Code** menu item to launch the screen in Query mode
- Click on **Query button** to display the existing GST/VAT codes in the header grid of the screen as follows.



- Click on **Add button** to add a new record.
- Enter the values in to the fields and click on **Save button** to save the GST/VAT Code details as follows.



Fields	Description
Tax Code	User to enter the Tax Code.
Tax Percentage	User to enter the Tax Percentage.
Description	User to enter the Tax Description.
Tax Type	User to enter the Tax Type.
Tax Type Description	User to enter the Tax Type Description.
Cost Centre	User to select the Cost Centre to which cost centre the tax is going to chargeable.
Account Code	User to enter the Account Code for the Tax Code.

To Update, Delete the existing Vehicle master record:

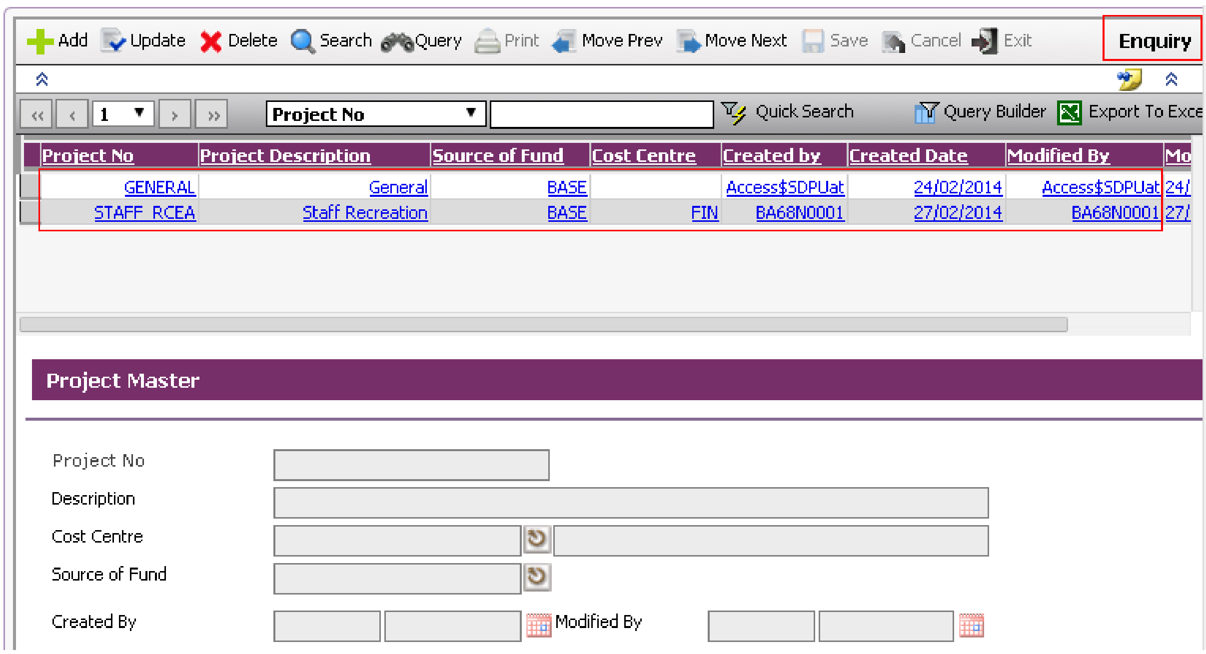
- To update the GST/VAT code record details, click on the record in the grid which needs to modify and click on **Update button** modify the fields and click on **Save button** will save the changes.

- To delete the GST/VAT code record, click on the record in the grid which needs to delete and click on **Delete button** will deletes the selected record from the screen.

7.11 Project Master

The purpose of this module is to allow users to setup the various projects. The fund allocated to the particular project is specified by the source of fund. The project numbers are used during claim transactions and claim payments.

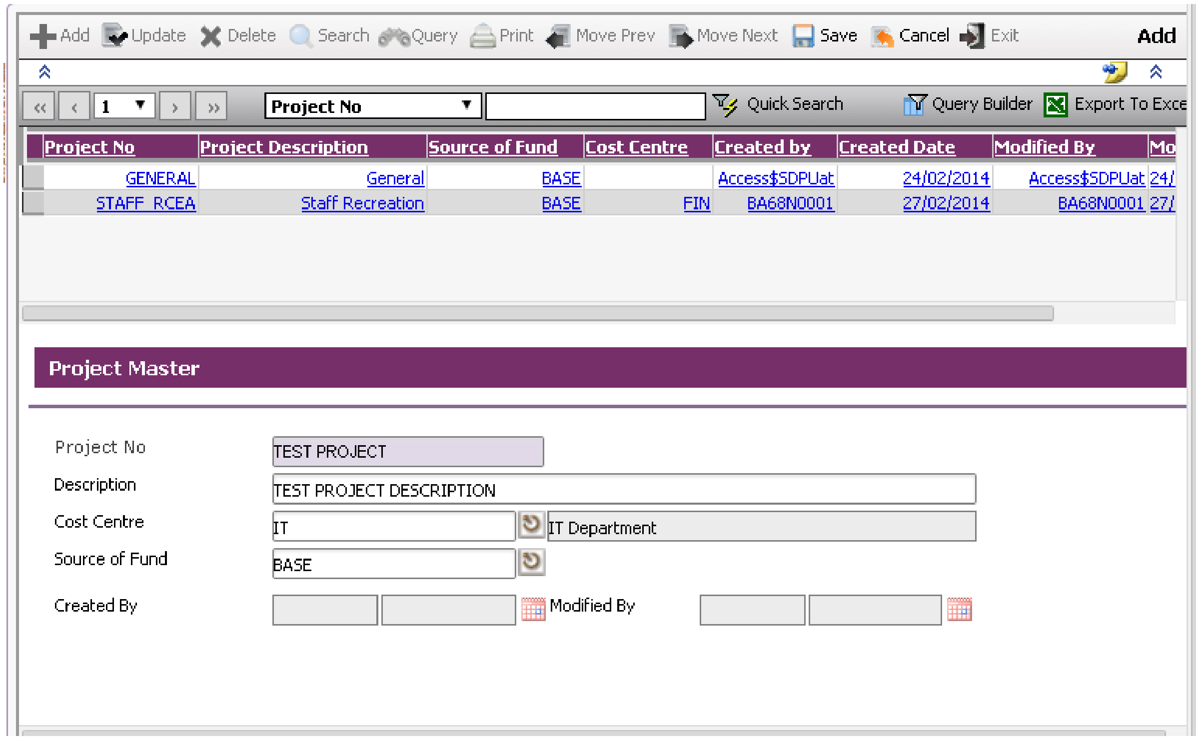
- Click on the Project Master Menu item to launch the Project Master screen.
- Click on **Query button** to display the existing Project master records in the header grid of the screen as follows.



- Click on **Add button** to change the screen mode to add mode.

- Enter the values in the corresponding fields Project No., Description, Cost Centre, Source of Fund.

- Click on **Save button** to save the record.



Fields	Description
Project No	User to enter the Project No
Description	User to enter the Project Description.
Cost Centre	User have to select from the Picklist
Source of Fund	User have to select from the Picklist

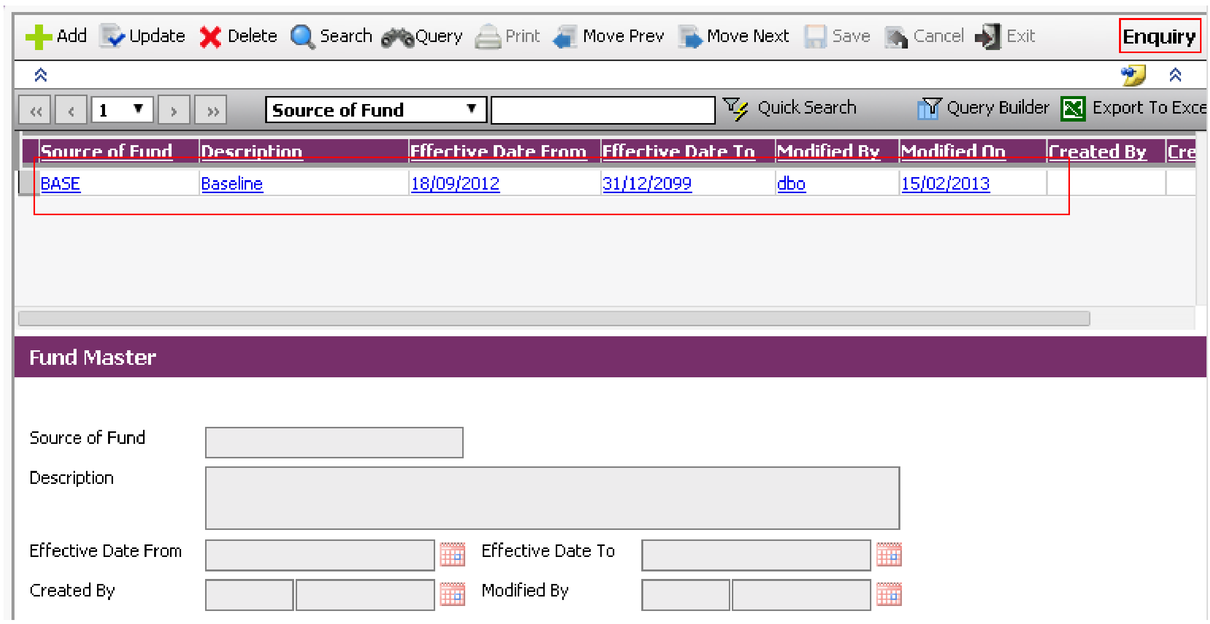
To Update, Delete the existing Project master record:

- To update the project master record details, click on the record in the grid which needs to modify and click on **Update button,** modify the fields and click on **Save button** will save the changes.
- To delete the project master record, click on the record in the grid which needs to delete and click on **Delete button** will deletes the selected project master record from the screen.

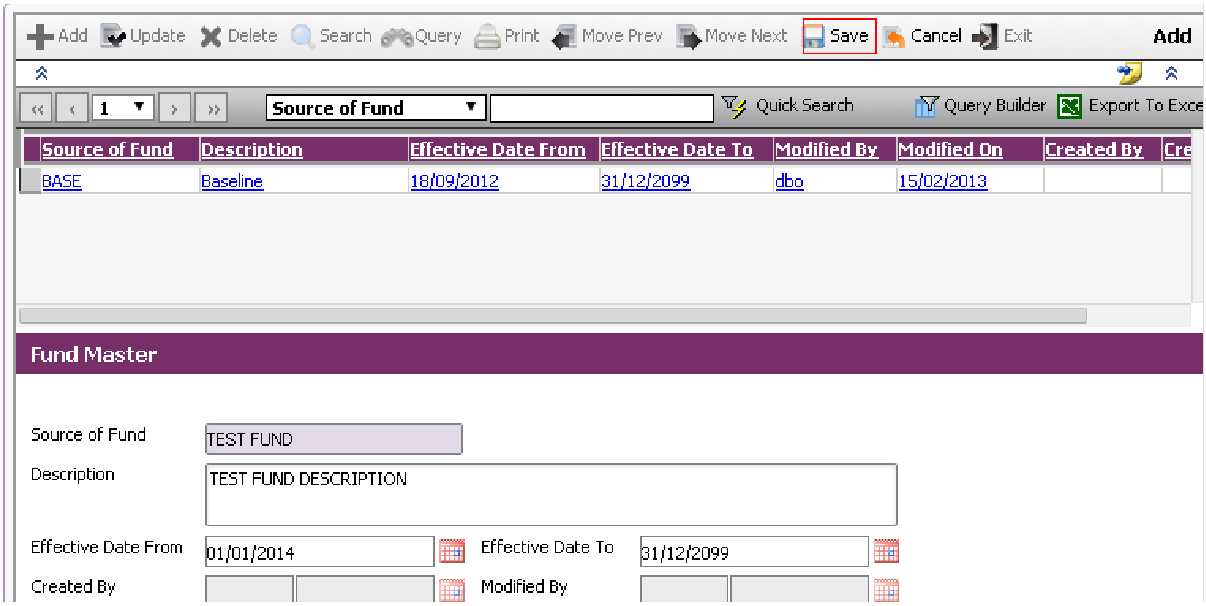
7.12 Fund Master

The purpose of this module is to allow users to setup the various types of Fund for claims.
The fund is an accounting entity used for recording claim expenditures which are used during claim transactions and claim payments.

- Click on the **Fund Master** menu item to launch the fund master screen in enquiry mode and displays the existing fund codes in the header grid of the screen as follows.



- Click on **Add button** to add a new record.
- By default Effective date from and to fields are filled with the current date and 01/01/2099. Enter the values in the corresponding fields Source of Fund, Description, etc.
- Enter the values in the fields and click on **Save button** to save the record.



Fields	Description
Fund Code	User to enter the Fund Code.
Description	User to enter the Fund Code Description.
Effective Date From/To	Time period within which this Fund code is applicable to the system.

To Update, Delete the existing Fund master record:

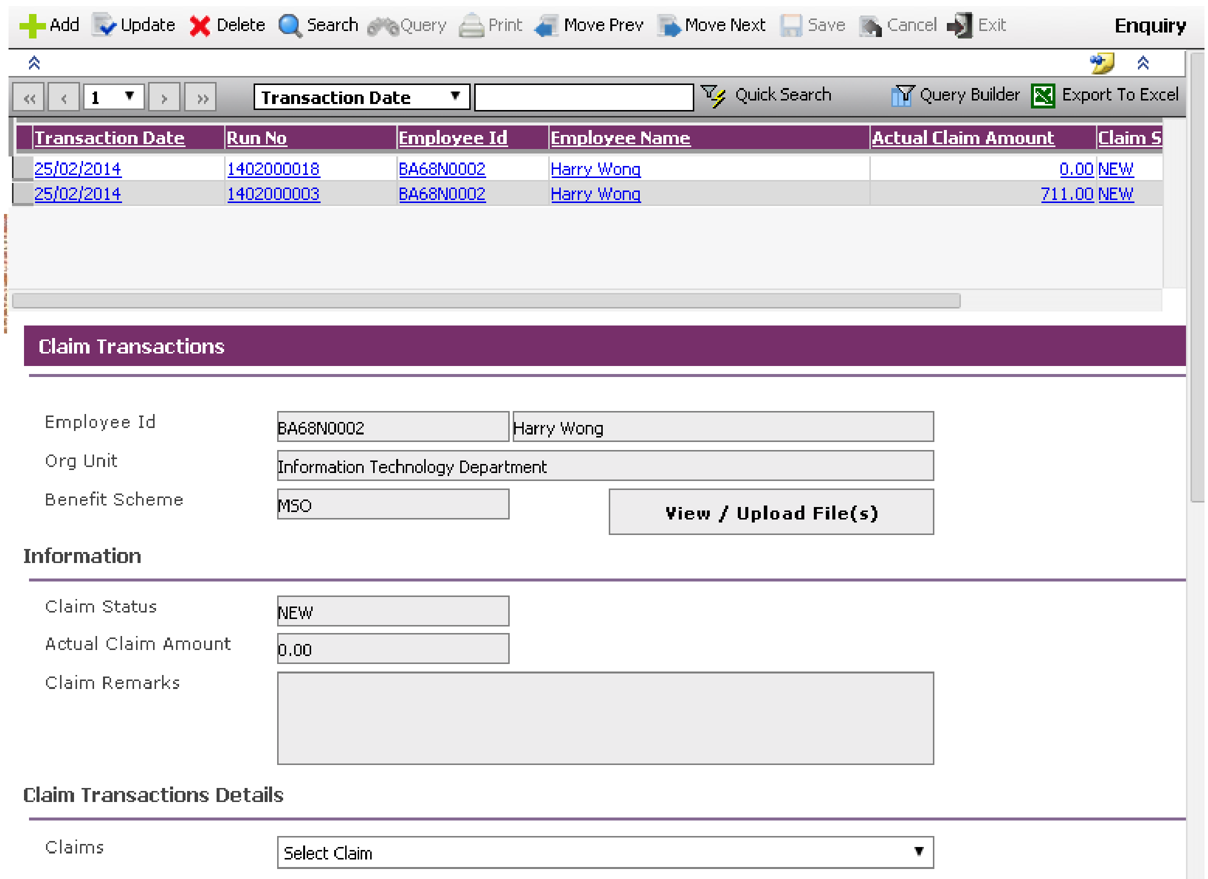
- To update the fund master record details, click on the record in the grid which needs to modify and click on **Update button** modify the fields and click on **Save button** will save the changes.
- To delete the fund master record, click on the record in the grid which needs to delete and click on **Delete button**.

8 Claim Applications

8.1 All Claims

This module allows the user to create/update/delete the claim application records and to submit their claim applications.

- Go to Claim Applications → All Claims will displays the claim application screen in enquiry mode and displays the existing records in the header grid of the screen as follows.

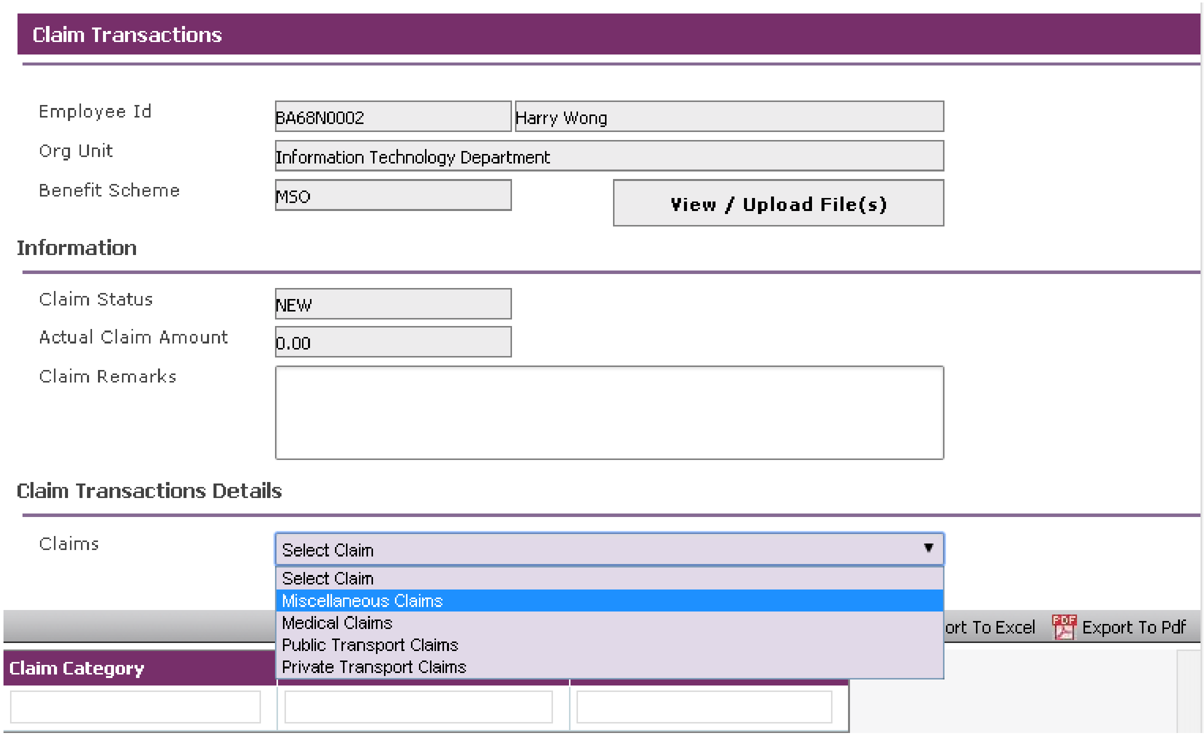


- Click on **Add button** to add a new record.

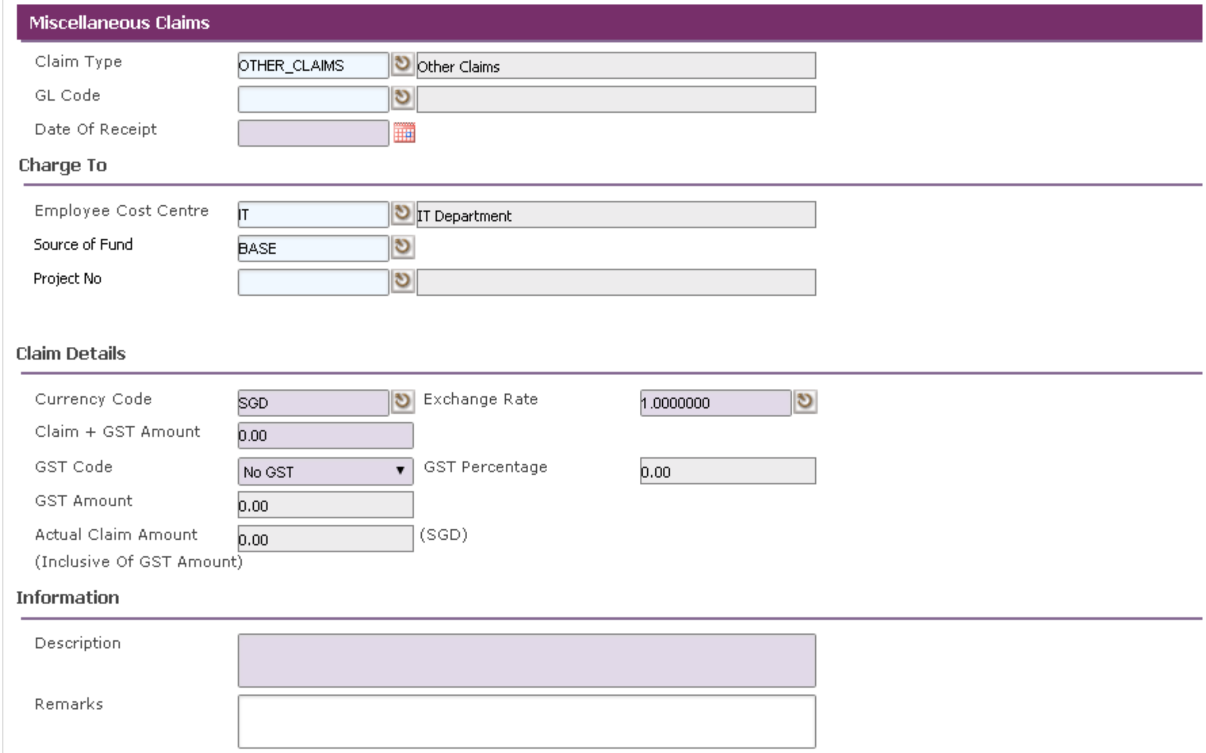
- Select the Claim type from the dropdown list, the corresponding detail screen will launch in a popup window.

8.1.1 Apply for Miscellaneous Claims

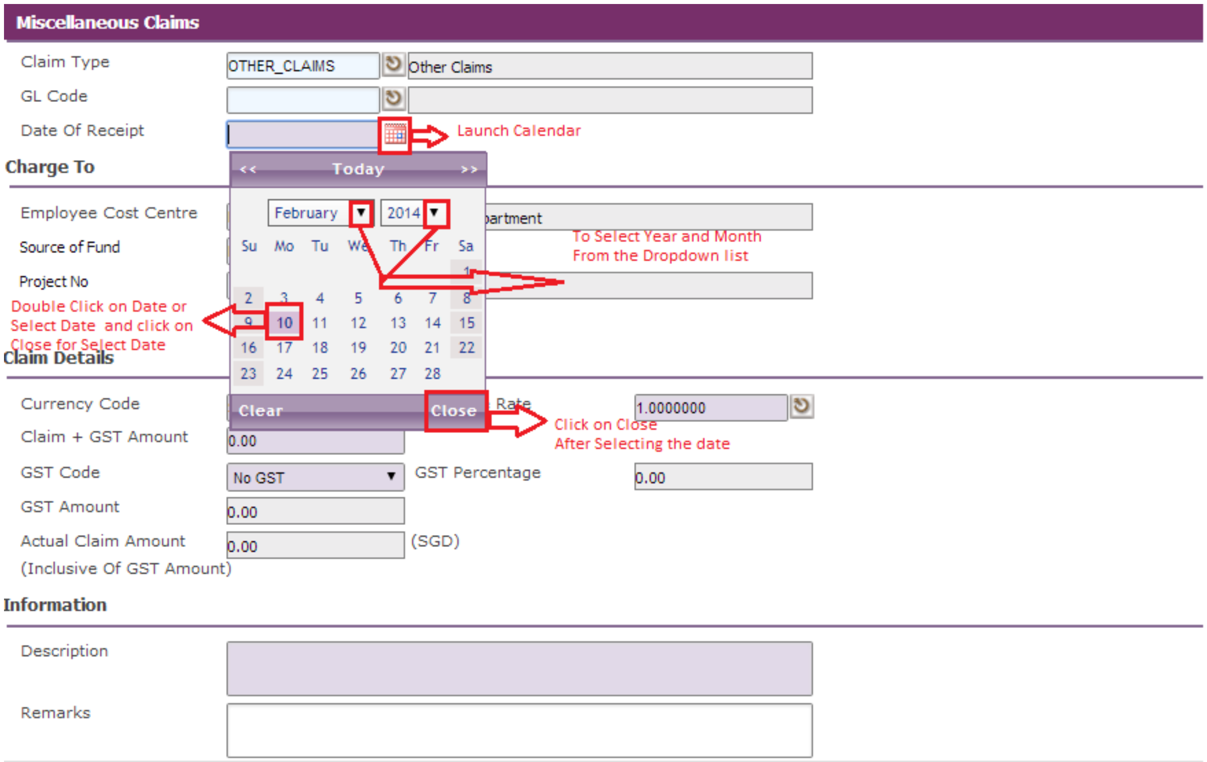
- To Add Miscellaneous Claims, select Miscellaneous Claims from dropdown list as follows.



- System navigates to load the Miscellaneous Claims details screen as follows.



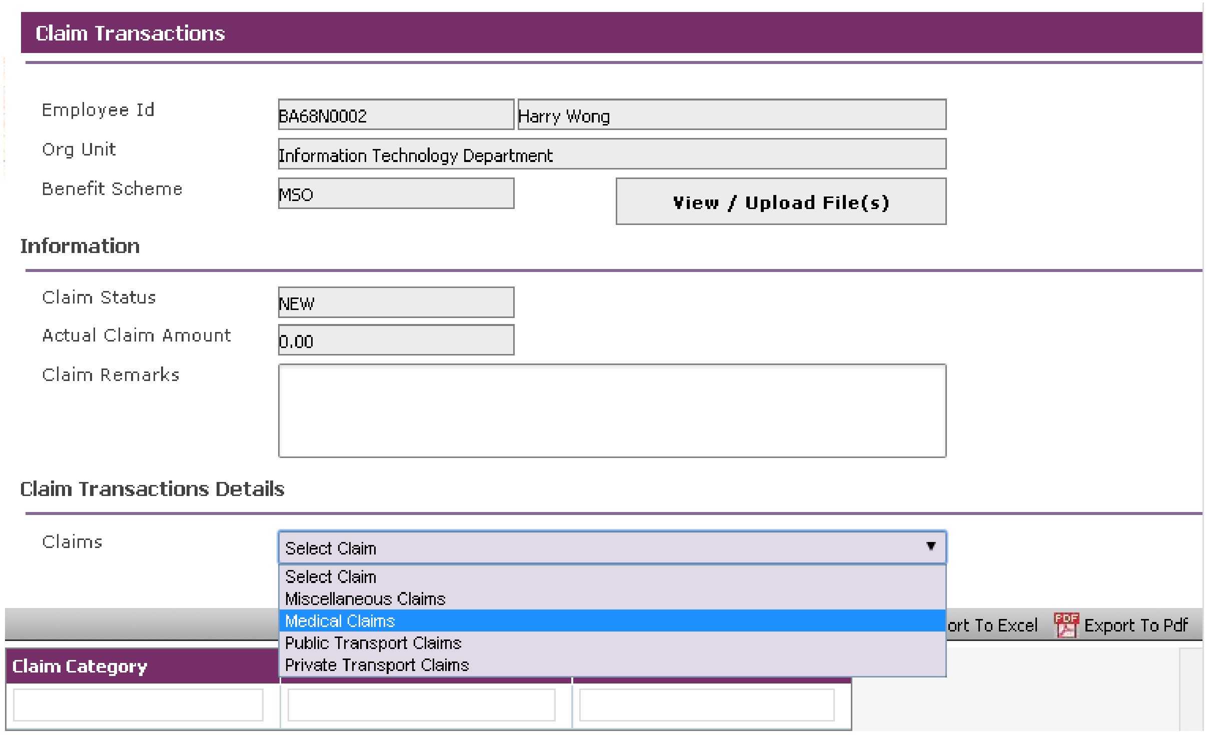
- Select the Claim type and GL Code from pick list.
- Select the Calendar Icon to popup calendar and select date and click **Close button** for entering the Date of Receipt.



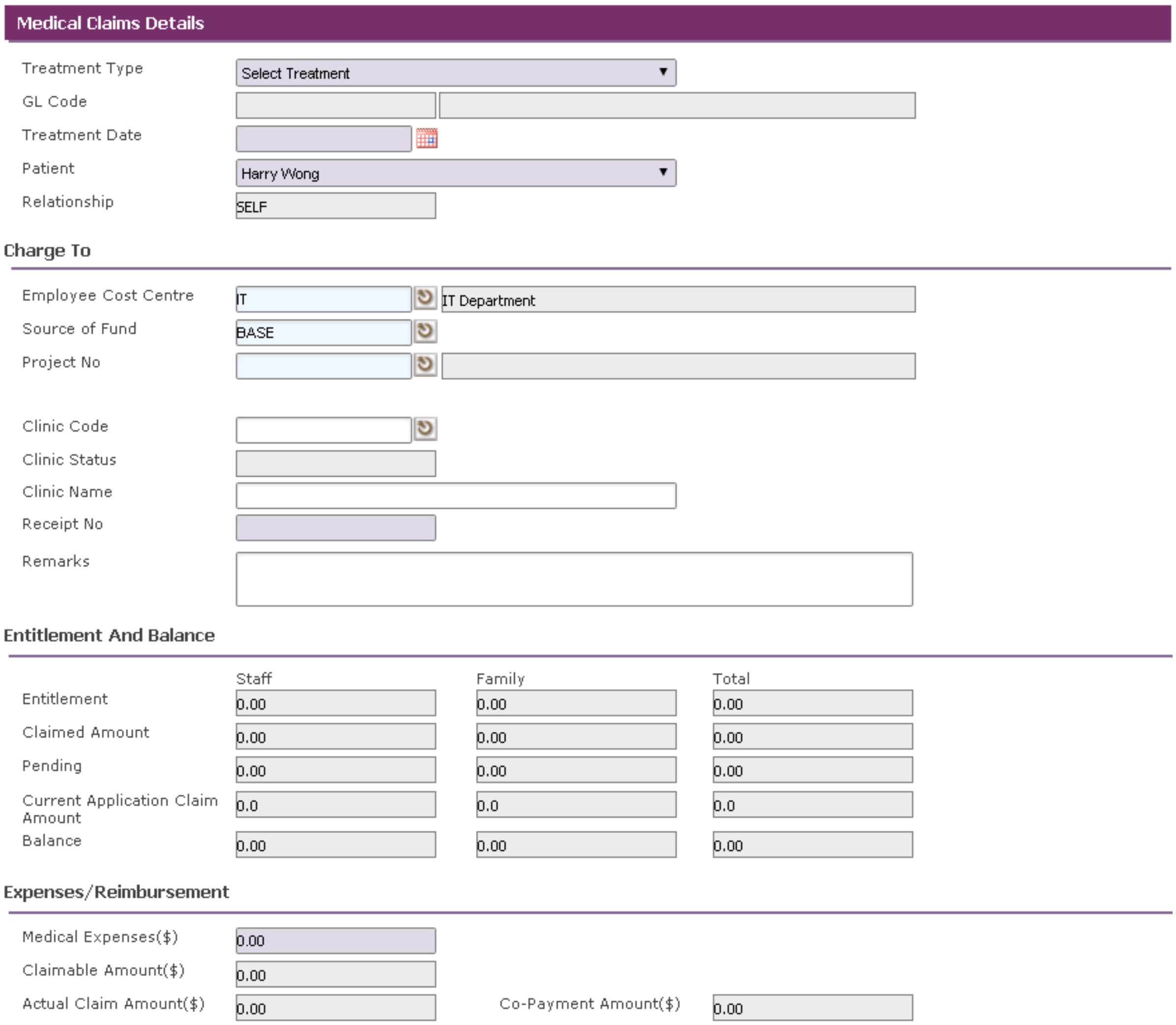
- Select the Employee Cost Centre, Source of Fund and Project No from pick list.
- Select the Currency Code and Exchange Rate from pick list.
- Enter the Claim + GST Amount and select GST Code from dropdown, then the GST Amount and Actual Claim Amount calculated.
- Enter Description and Remarks and click on the **Save button**.
- Close the popup window (detail screen) to navigate to parent screen to add another claim record save.
- To update the miscellaneous claim record details, select the record in the grid and click on the **Update button**, modify the fields and click on **Save button** to save the changes.
- To delete the record, select the record in the grid and click on the **Delete button** to delete the claim transaction details.

8.1.2 Apply for Medical Claims

- To add medical claims records to all claims screen, select the Medical Claims from the dropdown as follows.



- System navigates to load the Medical Claims details screen as below.



- Select the Treatment Type from dropdown. By default GL Code is filled based on Treatment Type.

- Select the patient from Patient dropdown. By default Relationship is filled based on patient.

- Select the Employee Cost Centre, Source of Fund, and Project No from pick list.

- Select the Clinic Code form pick list. Enter clinic Name, Receipt No and Remarks.

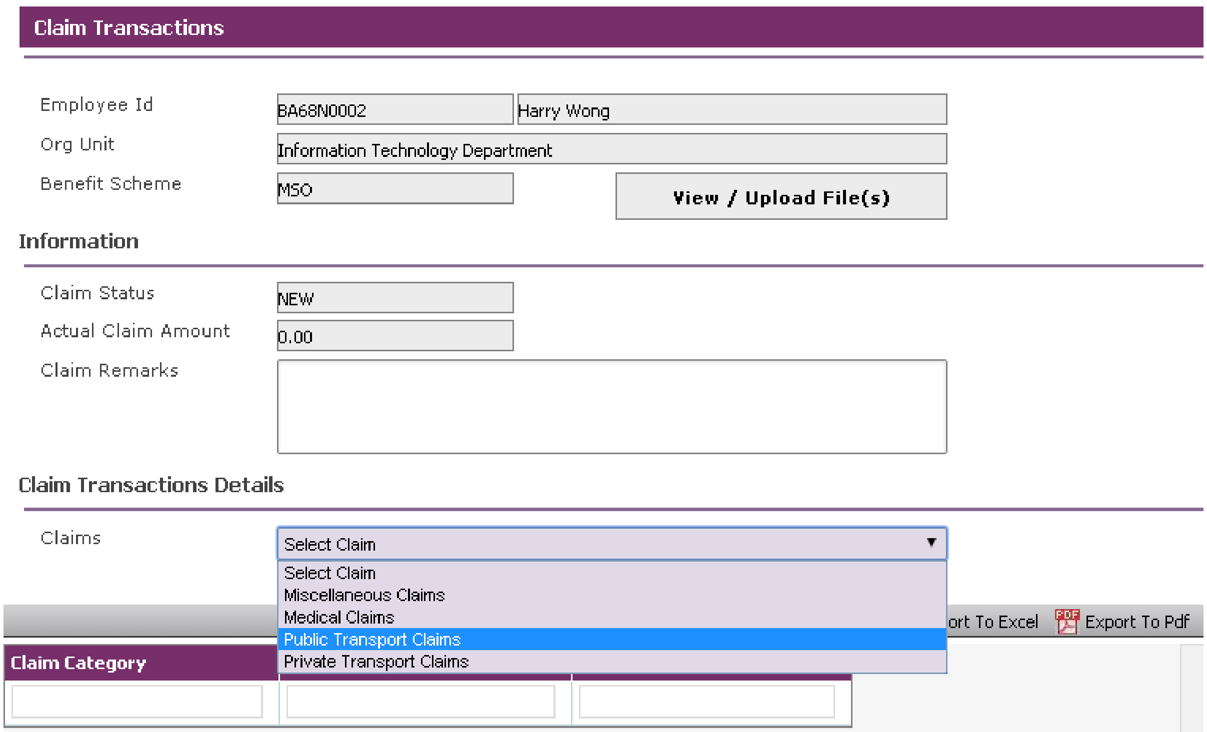
- Enter the amount in Medical Expense ($) field, by default Claimable Amount ($), Actual Claim Amount ($) and Co-Payment Amount ($) fields are filled are calculated.

- Click on **Save button** to save the claim.

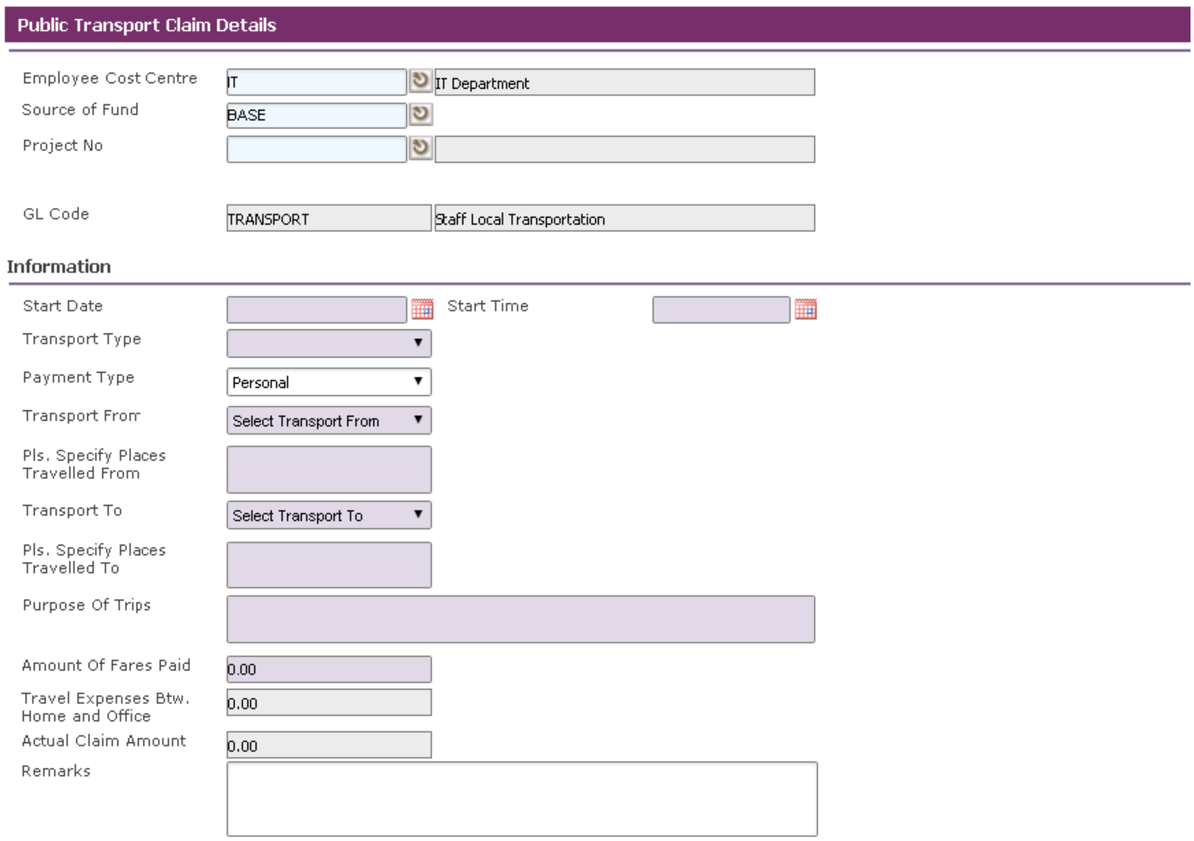
- To add more claims, click on the **Add button** and repeat the same process and close the detail screen to navigate to parent screen.

8.1.3 Apply for Public Transport Claims

- To add public transport claim records to all claims, select the Public Transport Claims from the dropdown list as shown below.



- System will navigates to load the Public Transport Claims details screen as follows.



- Select the Employee Cost Centre, Source of Fund, and Project No from corresponding pick lists. By default GL Code field is filled.

- Enter all mandatory field information into fields. By default ‘Travel Expenses Btw. Home and Office’ field is setup based on start date selection (system will get the ‘Travel Expenses Btw. Home and Office’ from the Claim Master Setup->Transport Fare).

- Select the ‘Transport From’ and ‘Transport To’ from dropdowns. By default ‘Pls. Specify Places Travelled from’ and ‘Pls. Specify Places Travelled To’ are filled, when select the Transport From and Transport To as ‘Others’, write into multiline textboxes.

- System checks the ‘Transport From’ and ‘Transport To’ cannot be same. System checks, the ‘Travel Expenses Btw. Home and Office’ and calculate the actual claim amount, if either ‘Transport From’ or ‘Transport To’ is selected as ‘Home’.

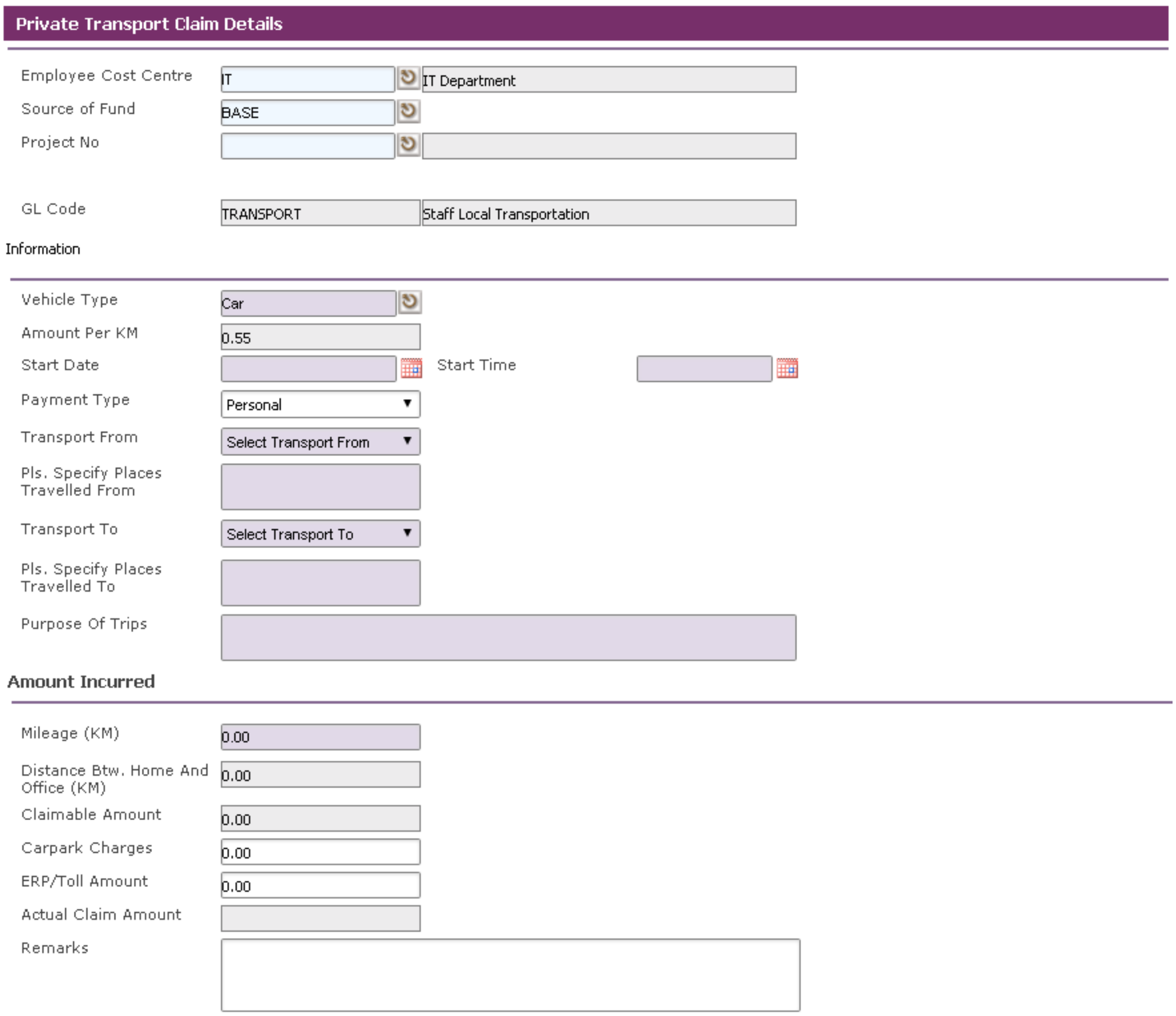
- Enter ‘Amount Of Fares Paid’. By default Actual Claim Amount calculated.
  Actual Claim Amount = (‘Amount Of Fares Paid’ - ‘Travel Expenses Btw. Home and Office’)

- Click on **Save button** to save the claim, to add more claims repeat the same process.

- Close the popup window (detail screen) to navigate to parent screen to add another claim/save/submit the application.

8.1.4 Apply for Private Transport Claims

- To add private transport claim records to all claims, select the Private Transport Claims from the dropdown list.
- System will navigates to load the Private Transport Claims details screen as below.



- Select the Employee Cost Centre, Source of Fund, and Project No from pick list.
- By default GL Code field is filled.
- Select Vehicle Type from pick list. By default Amount per KM filled based on master setup.

- Select Start Date and Start Time from Calendar Icon and Payment Type from dropdown.

- Select the 'Transport From' and 'Transport To' from dropdowns. By default 'Pls. Specify Places Travelled from' and 'Pls. Specify Places Travelled To' are filled when user select the Transport From and Transport To as Home**.**

- System checks the 'Transport From' and 'Transport To' cannot be same.

- System checks, the 'Travel Expenses Btw. Home and Office' and calculate the actual claim amount, if either 'Transport From' or 'Transport To' is selected as 'Home'.

- System calculates the actual claim amount based on the Mileage – Distance Btw. Home and Office (KM) * Amount Per KM + ERP/Toll Amount + Car park Charges.

- Click on **Save button** to save the claim, to add more claims repeat the same process.

- Close the popup window (detail screen) to navigate to parent screen to add another claim/save/submit the application.

8.1.5 How to update/delete Claim Transaction Details

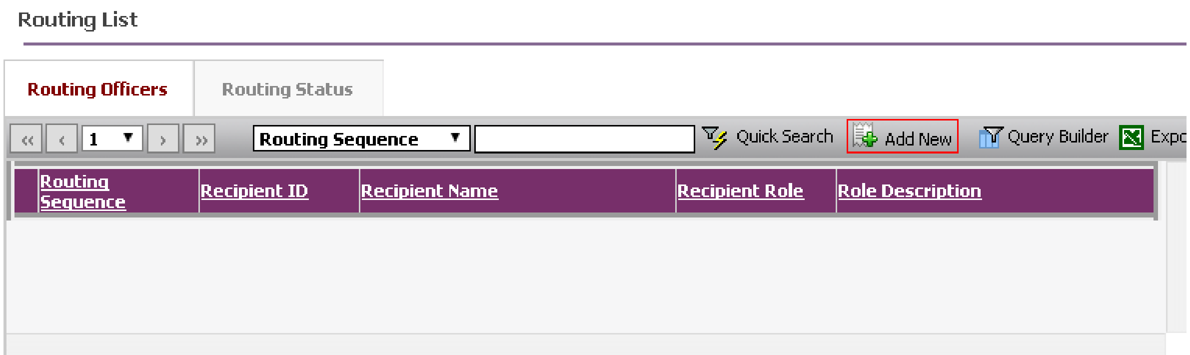
- To update the claim transaction details, select the record in the details grid to open the details screen in popup window. Select the record in the grid and click on **Update button** change the screen mode to update mode. Modify the fields which open for update and click on **Save button** to save the changes.

- To delete the claim transaction details, select the record in the details grid to open the details screen in popup window. Select the record in the grid and click on **Delete button** to delete the selected record.

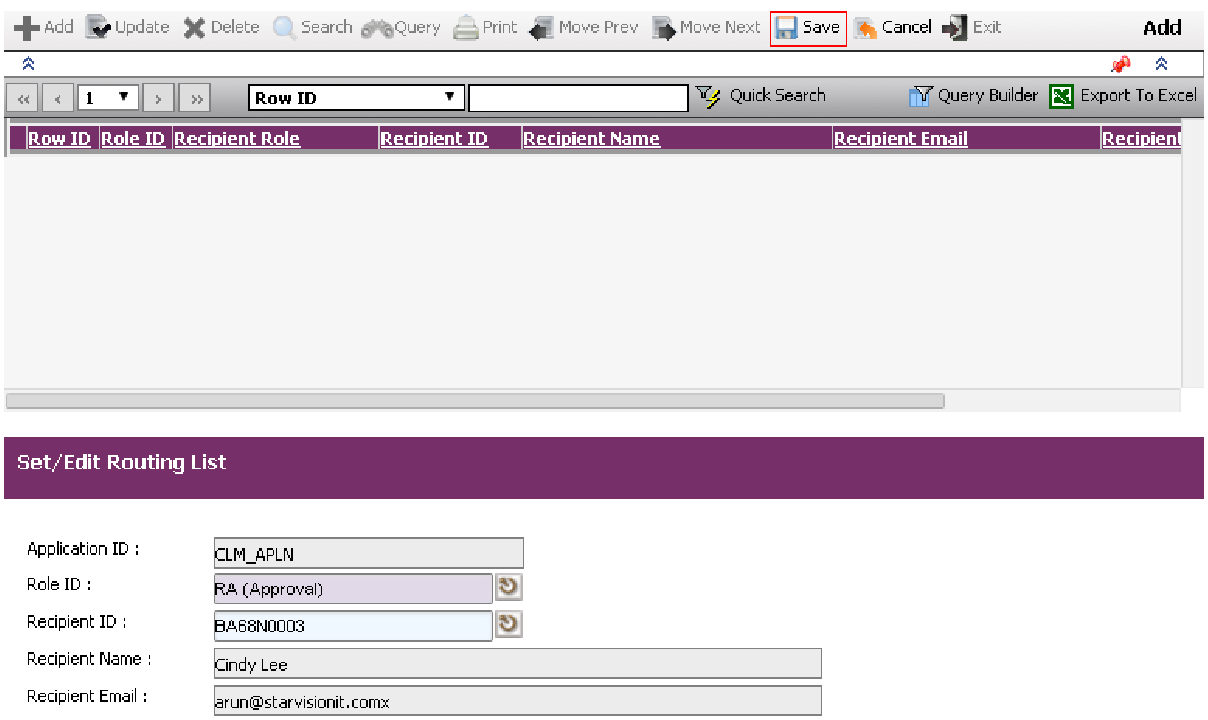
8.1.6 How to add/update/delete the Routing list

- We can add/update/delete the routing list from all claims screen.

- To add the routing list, select the record from all claims header grid will displays the selected record in the screen. Click on **Update button** to change the screen mode to update mode and click on **Add New button** as follows.

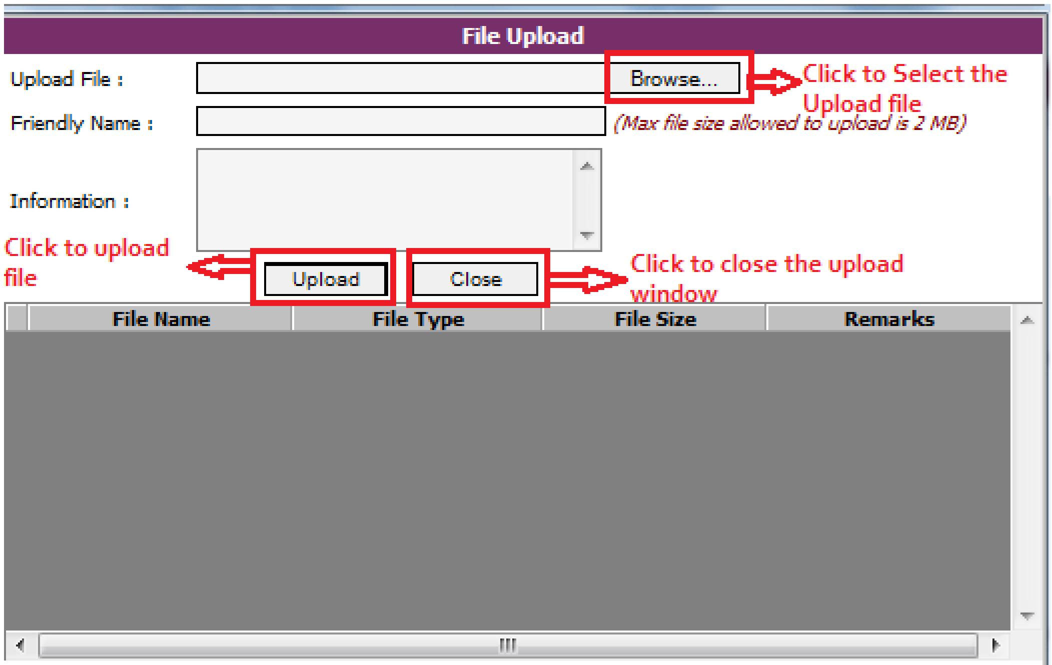


- System will navigate the screen to routing list details screen. By default Application Id filled.
- Select the Role id, Recipient Id from pick list and click on **Save button** as follows.

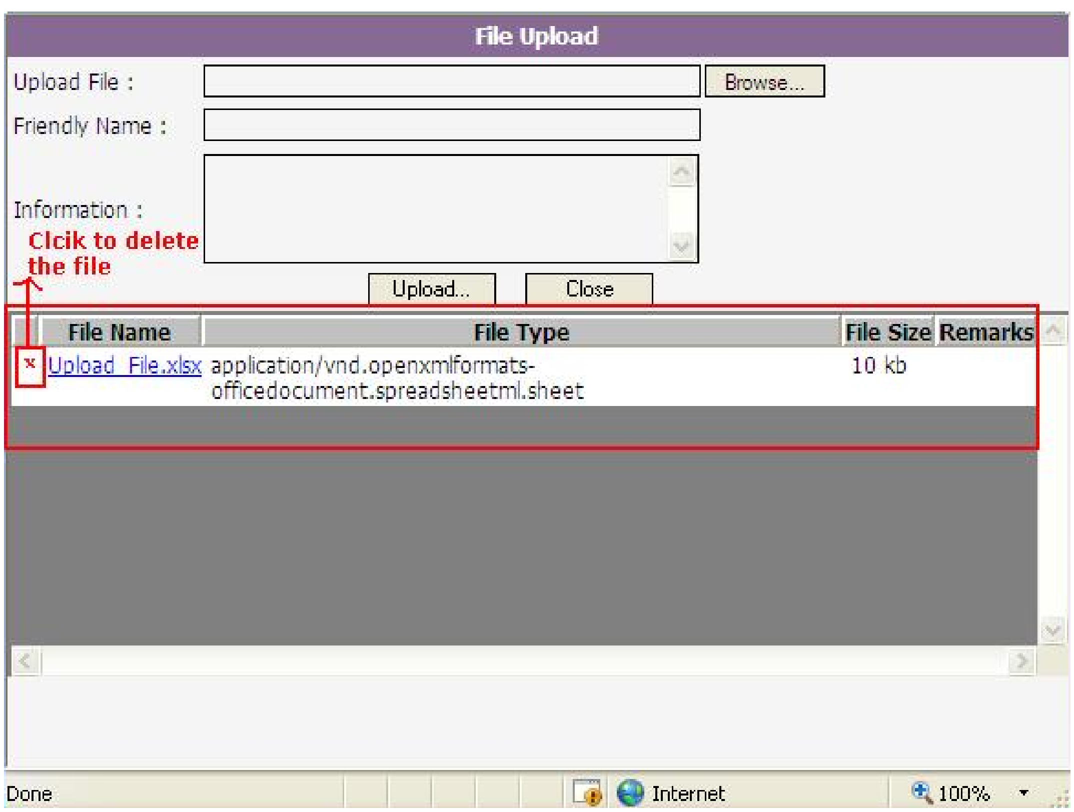


8.1.7 How to upload files in Claims Application

- To add the receipts/upload files to the claim application record,select the record from the header grid of the all claims screen will displays the selected record in the screen.
- Click on **Update button** to change the screen mode to update mode and click on **View/Upload Files button** will open a new window as follows.



- Click on **Browse button** to select the upload file.
- Click on **Upload button** to upload the selected file. After uploading, the uploaded file is showing in the grid, as shown in the below.



- To delete the uploaded document, cick on **Delete button** to delete uploaded file.

8.1.8 How to submit Claim Application

- Click on **Submit button** in the bottom of the screen to complete the Application Process.
- Your approver will receive an email notification of the Submit Application.
- System will return a message with the document number generated for reference.

9 Claim Withdraw and Resubmit

9.1 All Claims

This module allows the user to withdraw the claim application and resubmit Claim application. If your claims applications are still pending for approval, user can Withdraw it from Claim Withdraw and Resubmit module.

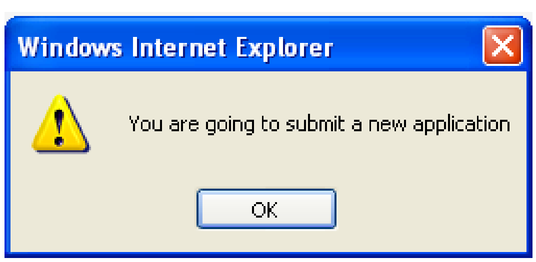
- To withdraw your claim application, go to Claim Withdraw and Resubmit Menu → All Claims, the records are displayed in the header grid of the screen.

- Select the record from the header grid. Based on the claim status of the selected record then **Withdraw/Withdraw and Resubmit/Print Preview buttons** are enabled/ disabled.

- Select Pending for Approval Record from grid and click on **Withdraw Button** at the bottom to withdraw your application.

- When click on the **Withdraw** button one message box will appear as shown in below. Click on **'OK' button** and the withdraw process will be completed. Your approver will receive an email notification also.

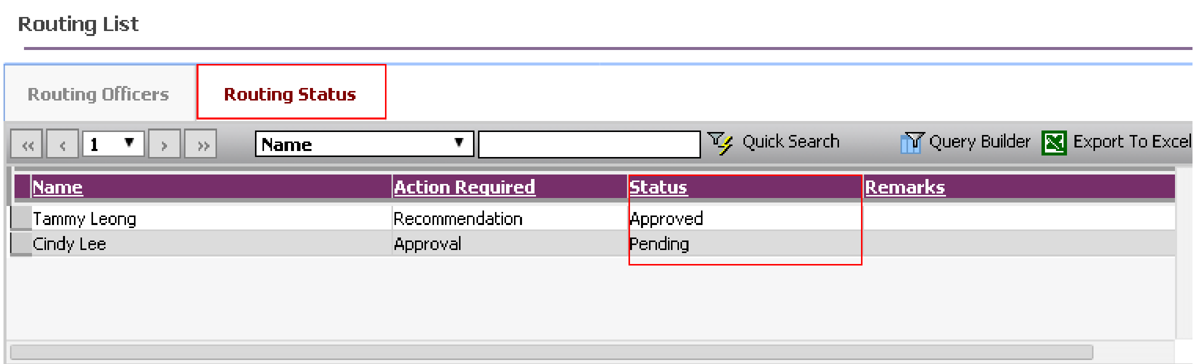
- If the user wants to withdraw and do a re-submission at the same time select the record from grid and click **Withdraw and Resubmit button**. System will pop out two message boxes. Click on '**OK' button.**



- Your screen will be changed to update mode and you may update and click on the submit button to complete the resubmission process.
- Your approval will receive an email notification on the withdrawal and resubmission. System will return a message with the document number generated for reference.

9.1.1 How to check Claim Approval Status

- To know the claim approval status, select the record from all claims screen will displays the selected record in the screen.
- Select the **Routing Status tab** to check the claim approval status of the selected record.



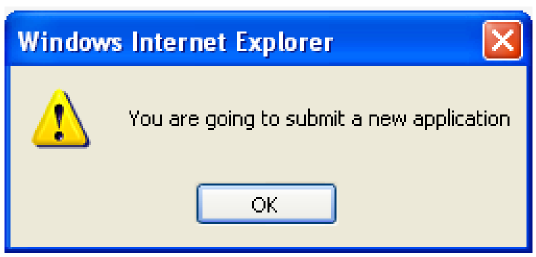
9.1.2 How to re-summit the Rejected Claim

- To resubmit the rejected claim status record, select the rejected claim status record from the all claims screen will displays the selected record in the screen.

- **Print Preview**, **Withdraw and Resubmit buttons** will be enabled based on claim status of the selected record.

- Click on **Withdraw and Resubmit button** to resubmit the claims. System will pop out two message boxes.

- Go to Claim application → All Claims to select the record from the grid, modify the changes and click **Submit button** to re-submit.

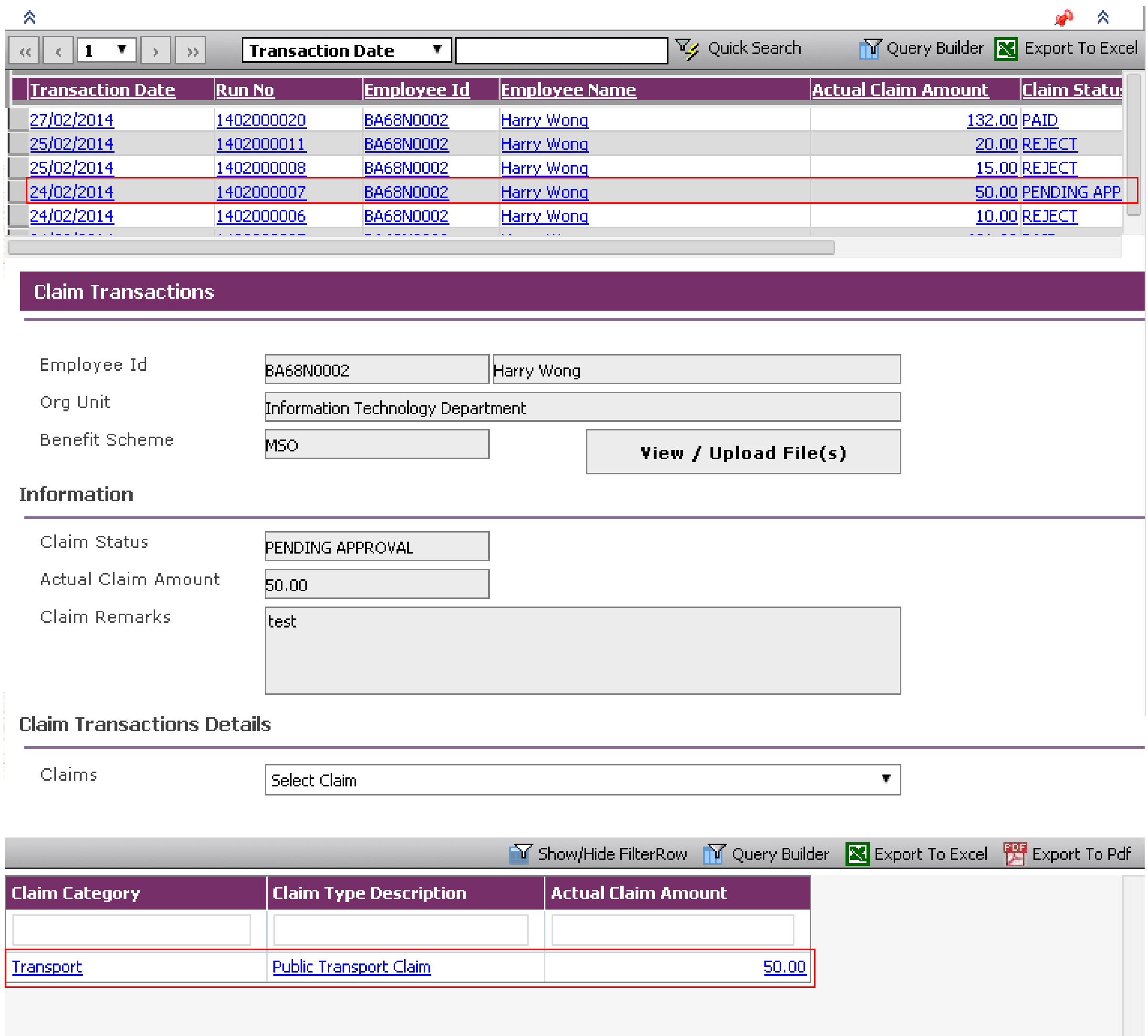


10 Claim History

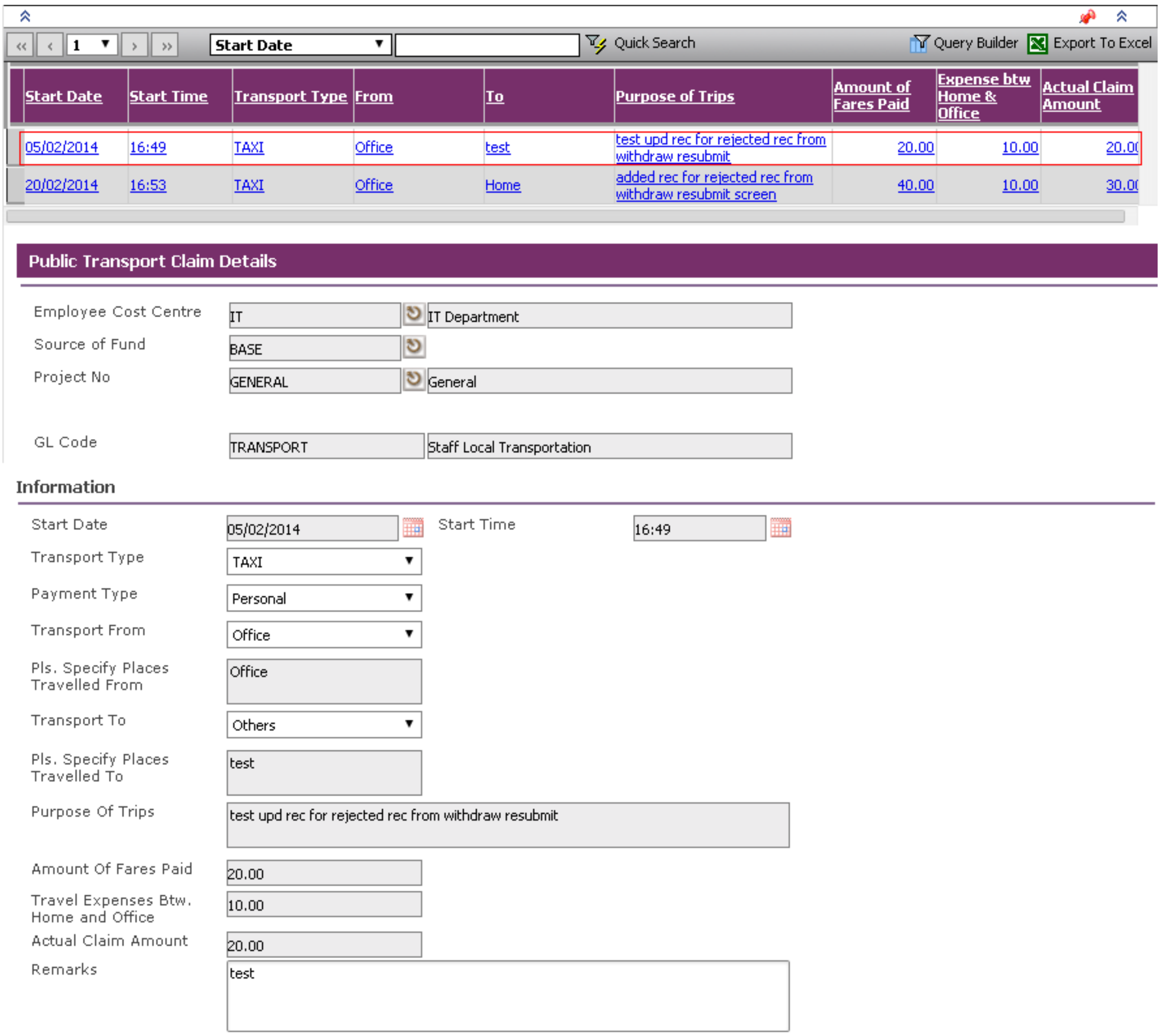
10.1 All Claims

This module allows the users to view the history of the submitted claim application records.

- Go to **Claims History → All Claims** screen will displays the records in the screen. Select the record from the header grid of the screen and the selected record displayed in the screen. To view the details, select the record from the detail grid as follows.



- System will navigate to the corresponding claim type details screen with the existing records in the header grid.
- User can select the record and view the record as follows.


Start Date
Quick Search
Query Builder
Export To Excel
Start Date | Start Time | Transport Type | From | To | Purpose of Trips | Amount of Fares Paid | Expense btw Home & Office | Actual Claim Amount
05/02/2014 | 16:49 | TAXI | Office | test | test upd rec for rejected rec from withdraw resubmit | 20.00 | 10.00 | 20.0(
20/02/2014 | 16:53 | TAXI | Office | Home | added rec for rejected rec from withdraw resubmit screen | 40.00 | 10.00 | 30.0(
Public Transport Claim Details
Employee Cost Centre
IT
IT Department
Source of Fund
BASE
Project No
GENERAL
General
GL Code
TRANSPORT
Staff Local Transportation
Information
Start Date
05/02/2014
Start Time
16:49
Transport Type
TAXI
Payment Type
Personal
Transport From
Office
Pls. Specify Places Travelled From
Office
Transport To
Others
Pls. Specify Places Travelled To
test
Purpose Of Trips
test upd rec for rejected rec from withdraw resubmit
Amount Of Fares Paid
20.00
Travel Expenses Btw. Home and Office
10.00
Actual Claim Amount
20.00
Remarks
test

11 Claim Administration

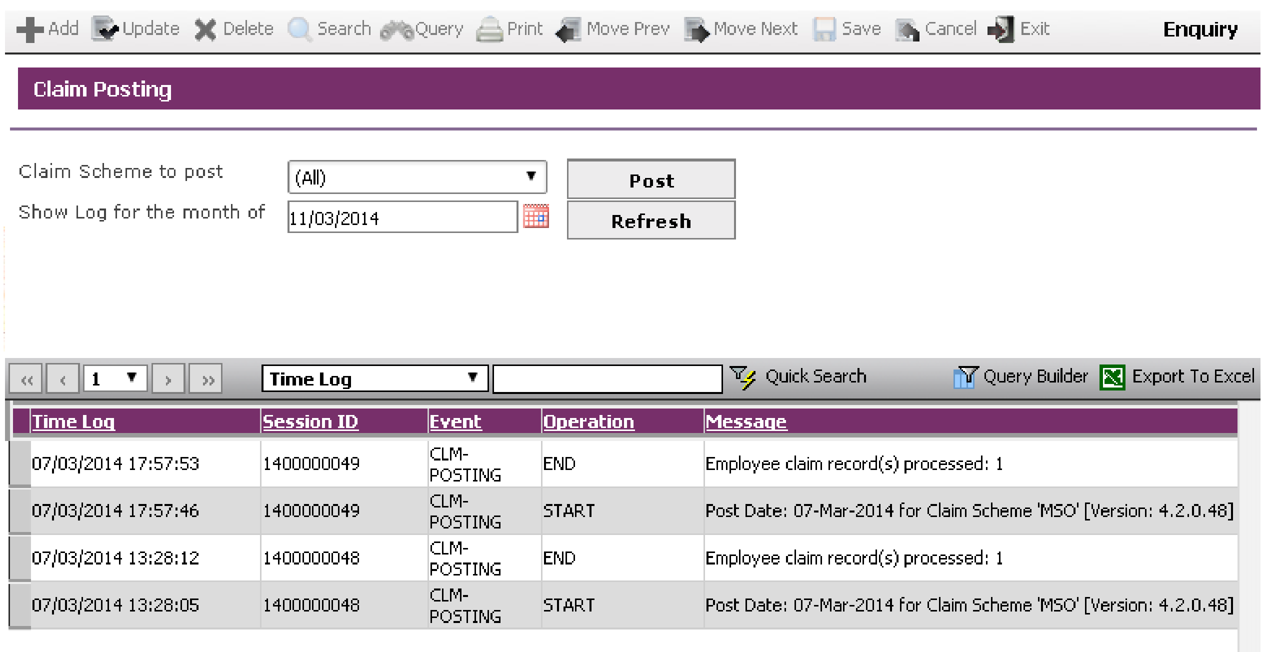
The purpose of this module is to allow the admin to post the claims under specific scheme /all employees. It also allows to process claim payment and to do payroll posting.

There are total 4 screens in Claim Administration menu page.

11.1 Claim Entitlement Re-Posting

This module allows HR user to perform Claim Posting for all the employees or by Claim Scheme.

- Select the **Claim entitlement Re-Posting** under **Claim administration** menu.
- Select the specific scheme from the Claim scheme to post dropdown and click on **Post button** to process the Claim posting for the employees under the selected specific benefit scheme and entitlement amounts are updated for that employees and the claim posting log record in inserted in the detail grid of the screen.
- If the admin selects **"All"** from the dropdown and click on Post button to process the Claim posting for all employees and entitlement amounts are updated for all the employees.

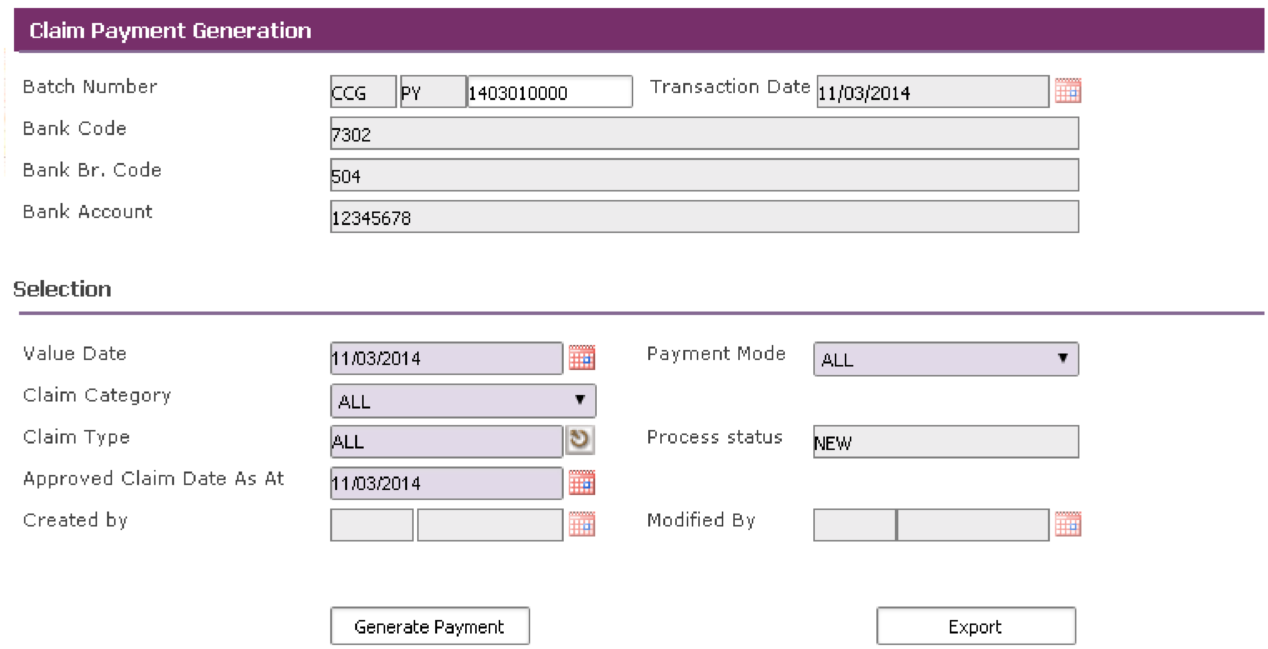


- Every Claim Posting run is logged into the log table and users can view the results from the above screen.
- Click the **Refresh button** to refresh the results table.

11.2 Claim Payment

This module allows the user to generate GIRO forms and make payments/reimburse for all approved claim applications within a time period specified by the user.

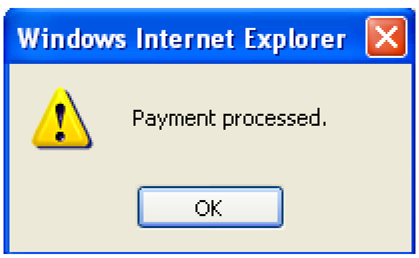
- Click on the **Claim Payment** under Claim Administrator menu page will loads the screen in query mode.
- Click on **Add button** to change the screen mode to add mode.
- After key-in the required details click on the **Generate Payment button** to generate the transactions based on the criteria key-in.



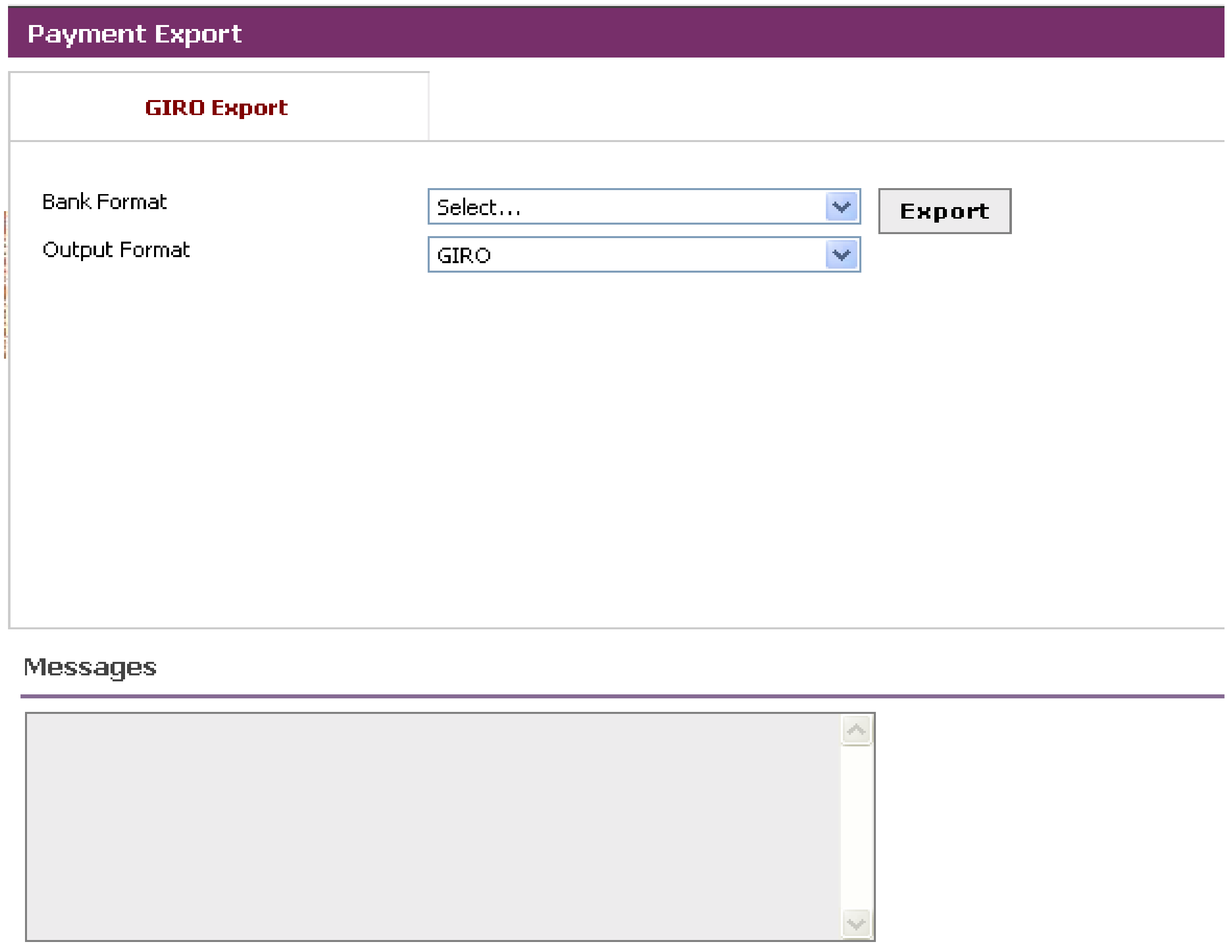
Fields	**Description**
Batch Number	System generated number for this payment process.
Transaction Date	Current Date.
Bank Code	Details of Bank Account from which GIRO payments will be made from. These fields are auto filled in by the system. (Employer's Bank Account)
Bank Br. Code	
Bank Account	
Value Date	Date to make the payment.
Payment Mode	Select the Payment Mode, GIRO/Cheque.

Claim Category	Select the claim category to process.
Claim Type	Select the type of claims to process. ALL – All Claims MED – Medical and Dental Claims Only MISC – Miscellaneous Claims Only TRVL – Travel Claims Only TPT – Transport Claims Only
Approved Claim Date As At	All approved claims within this time period set will be processed.
Process status	NEW – Not submitted for payment yet. PROCESSED – Already submitted for payment.

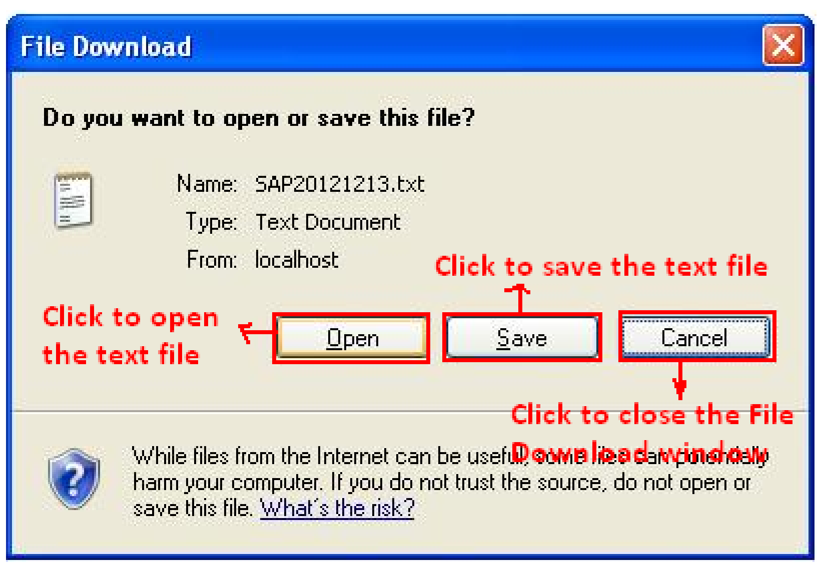
- Then one message box will appear as shown below. Click on '**Ok'** to Process the Payment.



- User can export the claim details to file (format defined for GIRO).
- Select Bank and Output Format from drop down list and click on **Export button** to the generate file.



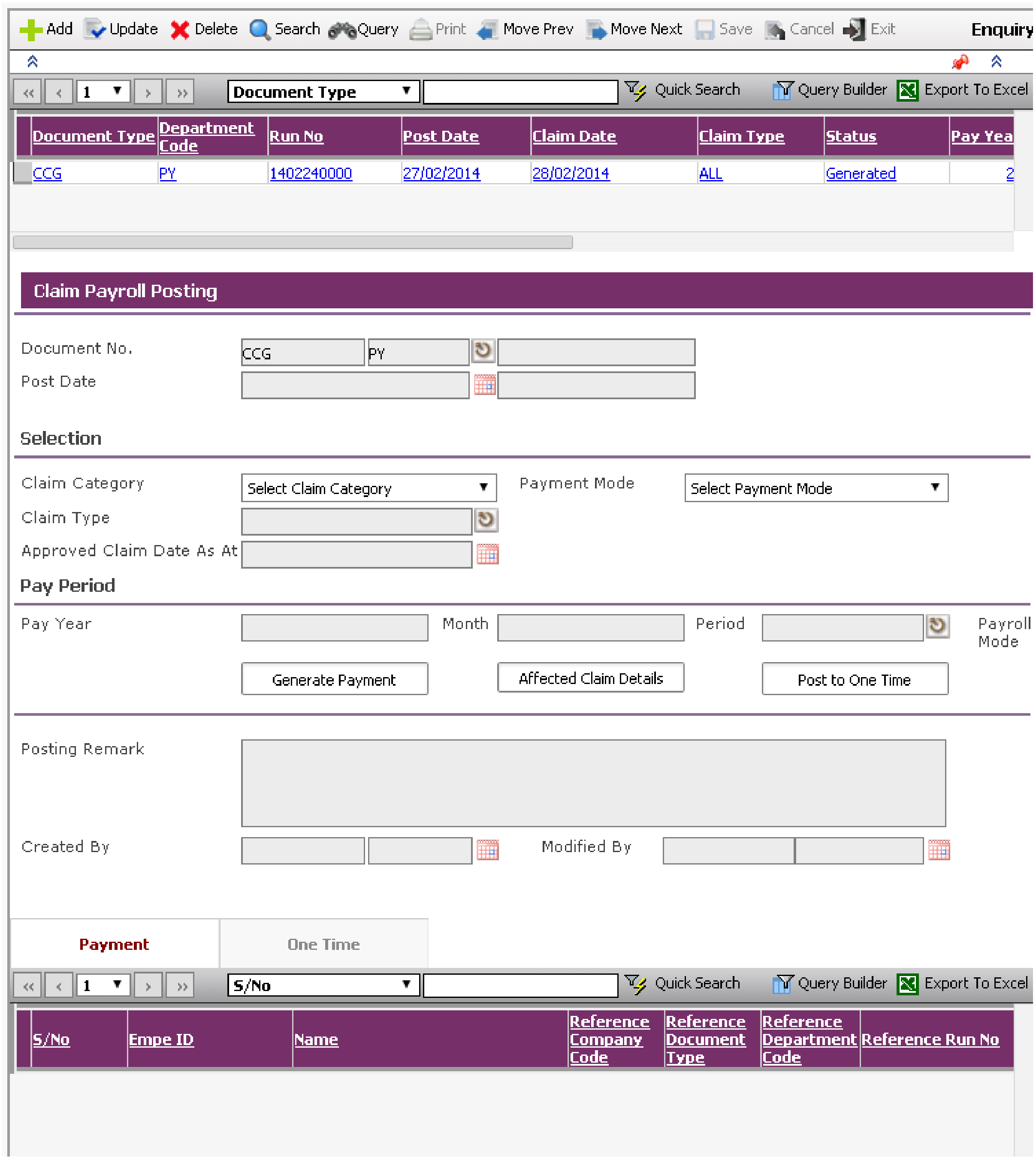
- A Save dialogue message box is displayed as shown below.



11.3 Claim Payroll Posting

This module is used to Post the Claims to Payroll One time transactions.

- Click on **Claim Payroll Posting** under Claim Administration menu page, the payroll posting screen loads in Enquiry mode and displays the existing records in the header grid of the screen as follows



- Click on **Add button** to change the screen mode to add mode. Document number, posting date and status fields are automatically filled.

- After key-in the required details click on the **Generate Payment** button to process the payment.

- Records that are processed are listed under the Payment tab.

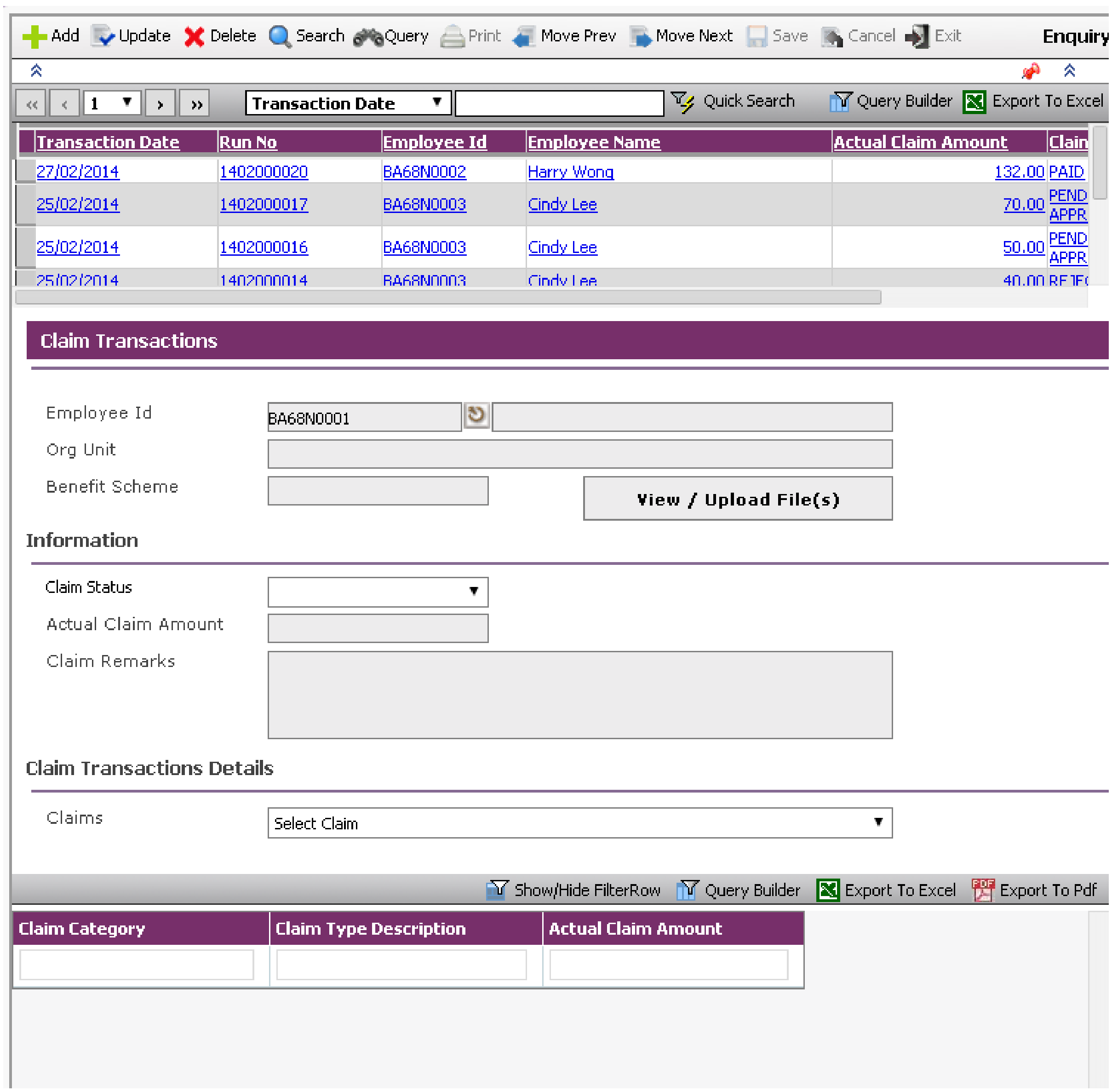
- When the records are correct, click on the **Post to One Time** button to post the claims to payroll One Time Transactions. The user will be able to proceed to run payroll for the month with these claims to be paid out to the employees.

11.4 Claim Enquiry

This module allows the admin to view history of past and current records of All Claims made by employees in the company.

- Click on **Claim Enquiry** menu item under Claim administration menu page will loads the screen enquiry mode.

- To view the details for a claim, click on the relevant record and admin can make any changes or edit any of the fields when viewing the application.



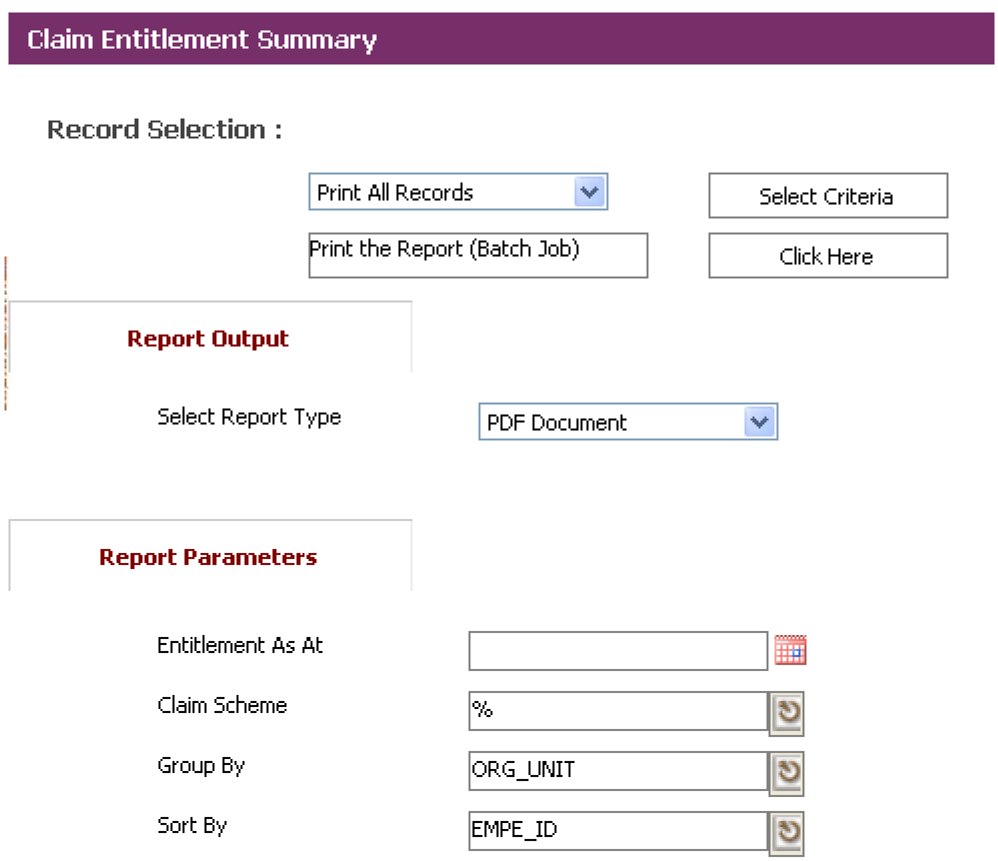
- To view the record, select the record from the header grid of the screen will loads the screen.
- To update the record click on the record from the detail grid will loads the corresponding detail screen in update mode.
- Update the fields which are open for update and click on **Save button** to save the changes.
- To add the record click on add button will change the screen mode to add mode, input all the fields and click on **Save button** to save the record.

12 Claim Reports

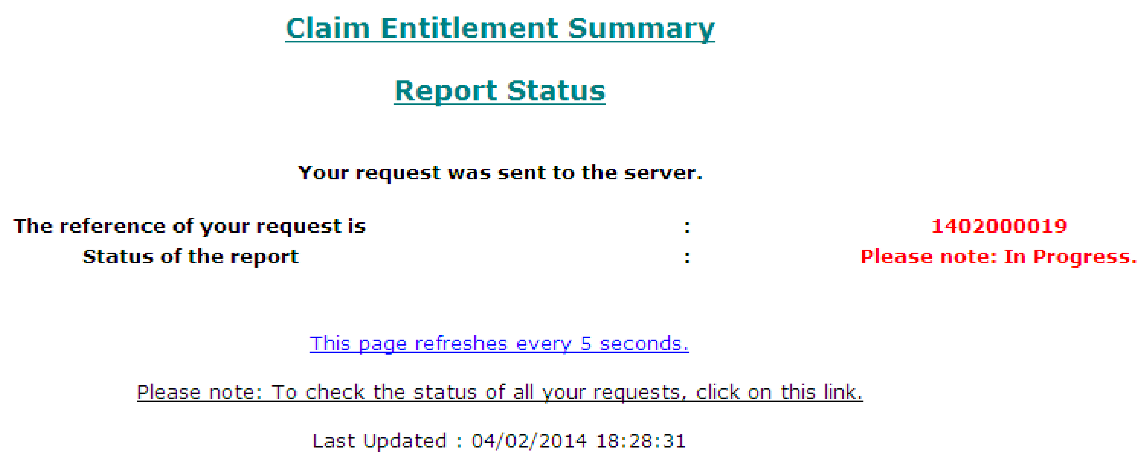
This sub-system allows the user to view/print Claim Reports of employees.

There are 6 reports in this sub-system:

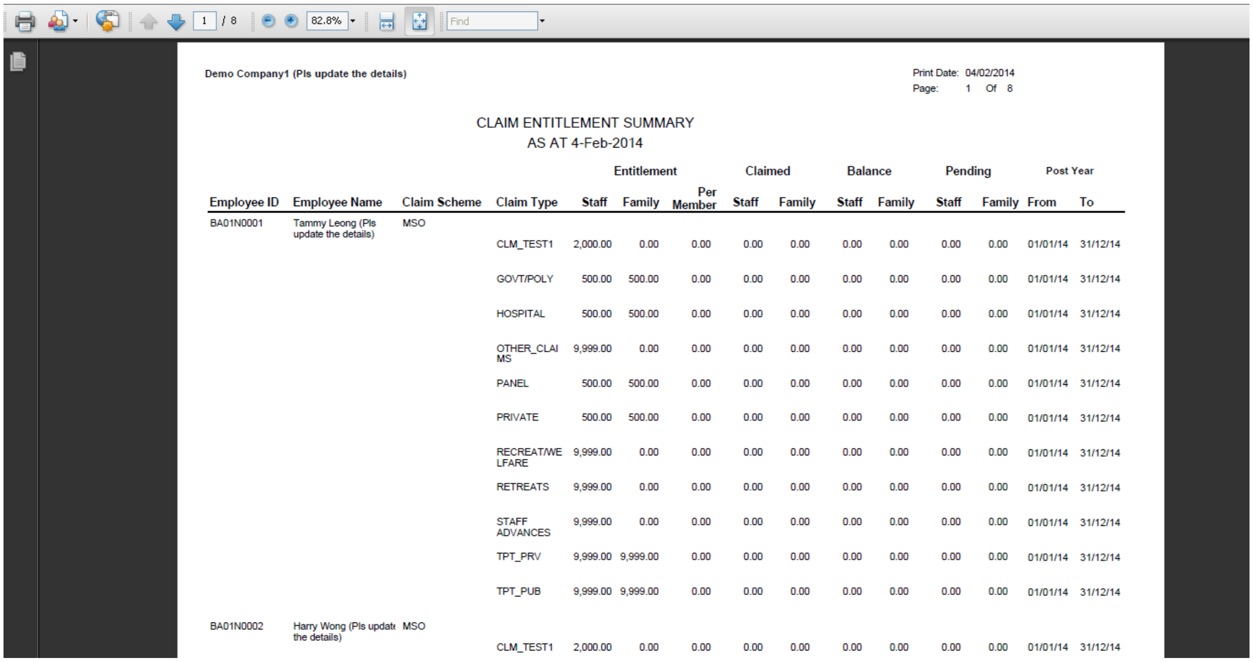
When the user clicks on Claim Entitlement Summary, the following screen will show.



- This screen is similar to the screen seen for all claim reports. However, the **Report Parameters** section will differ depending on the report.
- The user just needs to select the desired object under **Report Parameters**, the rest of the steps are similar to that for printing of Claim Reports.
- Similarly, the below screen will show when a report has been submitted successfully for printing.



A preview of the report will be displayed as shown below shortly after this screen shows.



Demo Company1 (Pls update the details)

Print Date: 04/02/2014
Page: 1 Of 8

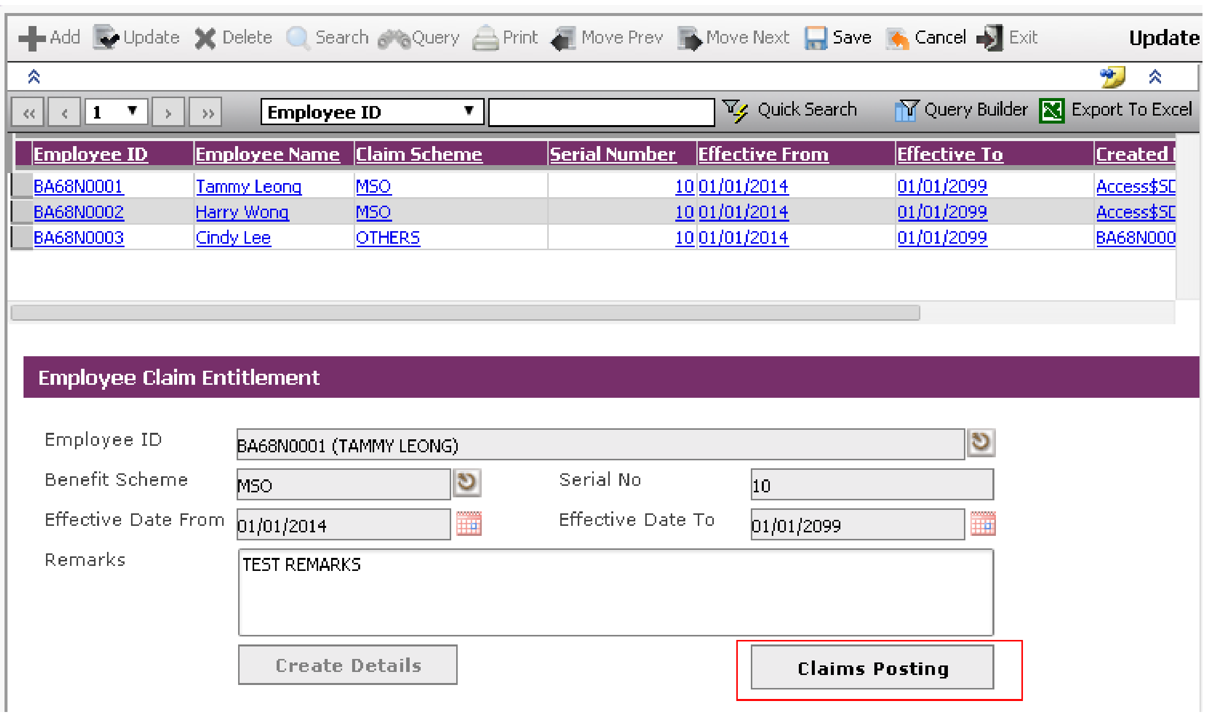
CLAIM ENTITLEMENT SUMMARY
AS AT 4-Feb-2014

				Entitlement			Claimed		Balance		Pending		Post Year	
Employee ID	Employee Name	Claim Scheme	Claim Type	Staff	Family	Per Member	Staff	Family	Staff	Family	Staff	Family	From	To
BA01N0001	Tammy Leong (Pls update the details)	MSO												
			CLM_TEST1	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	01/01/14	31/12/14
			GOVT/POLY	500.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	01/01/14	31/12/14
			HOSPITAL	500.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	01/01/14	31/12/14
			OTHER_CLAIMS	9,999.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	01/01/14	31/12/14
			PANEL	500.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	01/01/14	31/12/14
			PRIVATE	500.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	01/01/14	31/12/14
			RECREAT/WELFARE	9,999.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	01/01/14	31/12/14
			RETREATS	9,999.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	01/01/14	31/12/14
			STAFF ADVANCES	9,999.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	01/01/14	31/12/14
			TPT_PRV	9,999.00	9,999.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	01/01/14	31/12/14
			TPT_PUB	9,999.00	9,999.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	01/01/14	31/12/14
BA01N0002	Harry Wong (Pls update the details)	MSO												
			CLM_TEST1	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	01/01/14	31/12/14

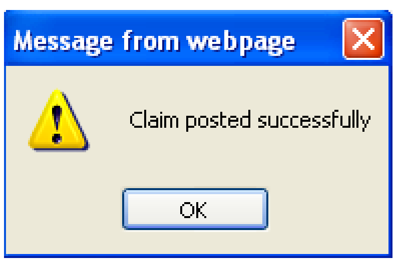
13 How To…

13.1 How to Process Claim Posting for an Employee

- To Process Claim Posting for an employee, click on Claim entitlement menu item from the Claim Master Menu page will loads the screen in query mode.
- Click on **Query button** to display the existing claim entitlement records in the header grid of the screen.
- Select the record from Claim Entitlement header grid and click on the **Update button** will change the screen mode to **Update mode.**
- Click on **'Claim posting'** button will process the claim posting for the selected employee and entitlement amounts and balances are updated for that employee.

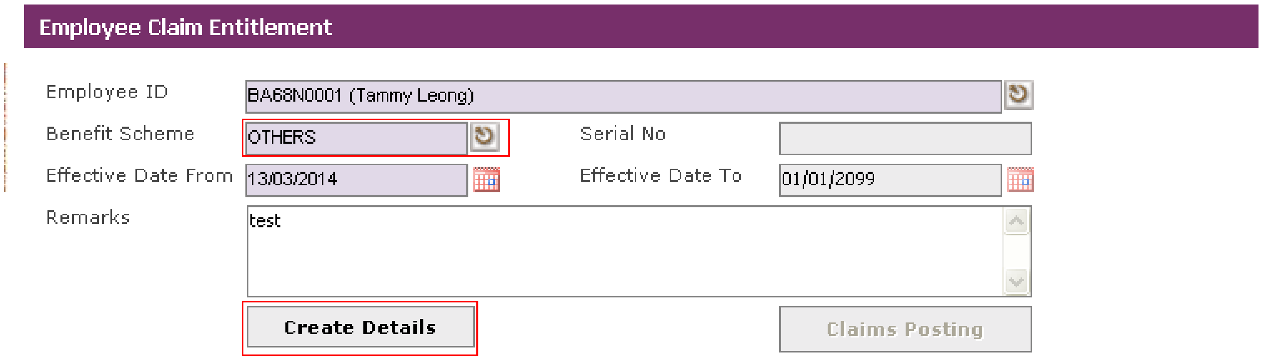


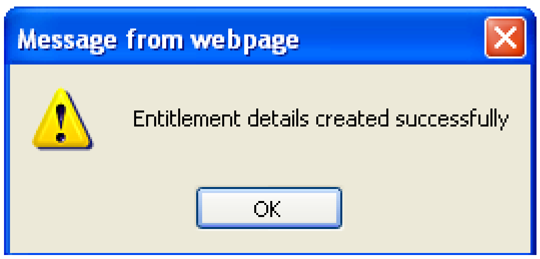
System gives the below message.



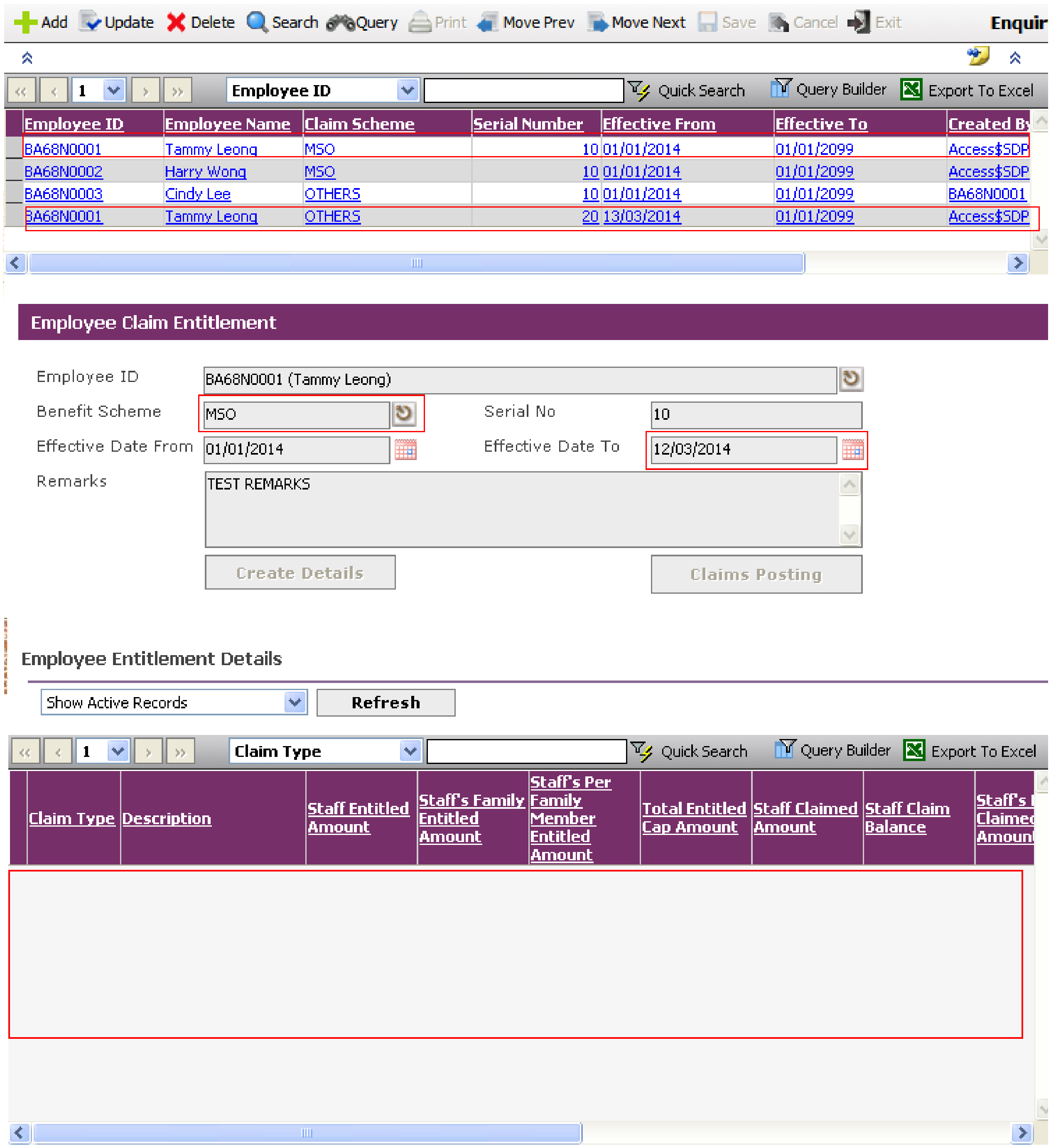
13.2 How to change Employee's Claims Scheme

- To change the employee claims scheme, select the Claim entitlement menu item under claim master menu page will loads the screen in query mode.
- Click on **Query button** will displays the existing claim entitlement records in the header grid of the screen.
- Click on Add button to change the screen mode to add mode.
- Select the same employee from the employee id Picklist for which the employee already having entitlement, select another benefit scheme and click on **Create details button** to create the entitlement record as follows.





- System will set the old employee claim entitlement record to inactive. The old record of the Employee claim entitlement is inactive, the effective to is updated from the new record effective from (minus 1 day). The details in the employee claim entitlement details are blank as follows.

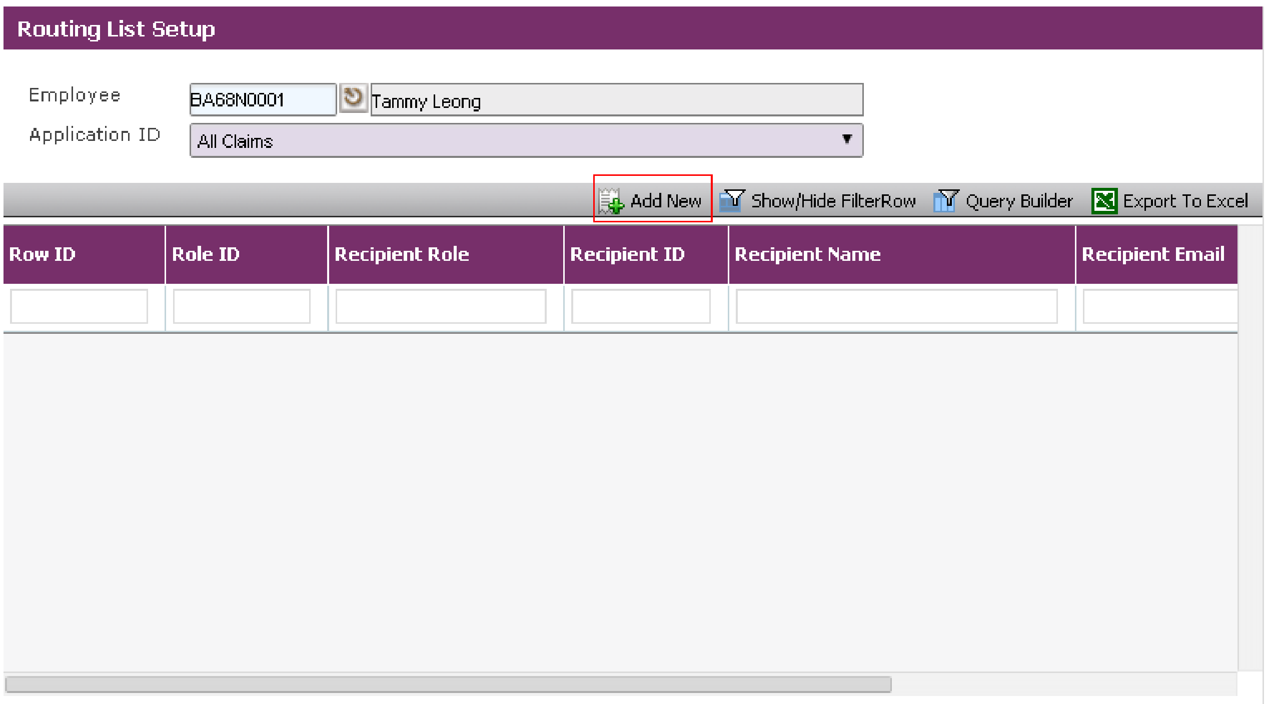

Add
Update
Delete
Search
Query
Print
Move Prev
Move Next
Save
Cancel
Exit
Enquir
Employee ID
Quick Search
Query Builder
Export To Excel
Employee ID | Employee Name | Claim Scheme | Serial Number | Effective From | Effective To | Created By
BA68N0001 | Tammy Leong | MSO | 10 | 01/01/2014 | 01/01/2099 | Access$SDP
BA68N0002 | Harry Wong | MSO | 10 | 01/01/2014 | 01/01/2099 | Access$SDP
BA68N0003 | Cindy Lee | OTHERS | 10 | 01/01/2014 | 01/01/2099 | BA68N0001
BA68N0001 | Tammy Leong | OTHERS | 20 | 13/03/2014 | 01/01/2099 | Access$SDP
Employee Claim Entitlement
Employee ID
BA68N0001 (Tammy Leong)
Benefit Scheme
MSO
Serial No
10
Effective Date From
01/01/2014
Effective Date To
12/03/2014
Remarks
TEST REMARKS
Create Details
Claims Posting
Employee Entitlement Details
Show Active Records
Refresh
Claim Type
Quick Search
Query Builder
Export To Excel
Claim Type | Description | Staff Entitled Amount | Staff's Family Entitled Amount | Staff's Per Family Member Entitled Amount | Total Entitled Cap Amount | Staff Claimed Amount | Staff Claim Balance | Staff's Claimed Amount

13.3 How to Add / Update Routing list for Claims as an Administrator

- To Add the Routing list for an employee to a specific Application id, select Routing officer admin menu item under Workflow Administrator menu page will loads the screen in update mode.

- Select the Employee from Employee Picklist and based on employee selection from the picklist then name is automatically displayed.

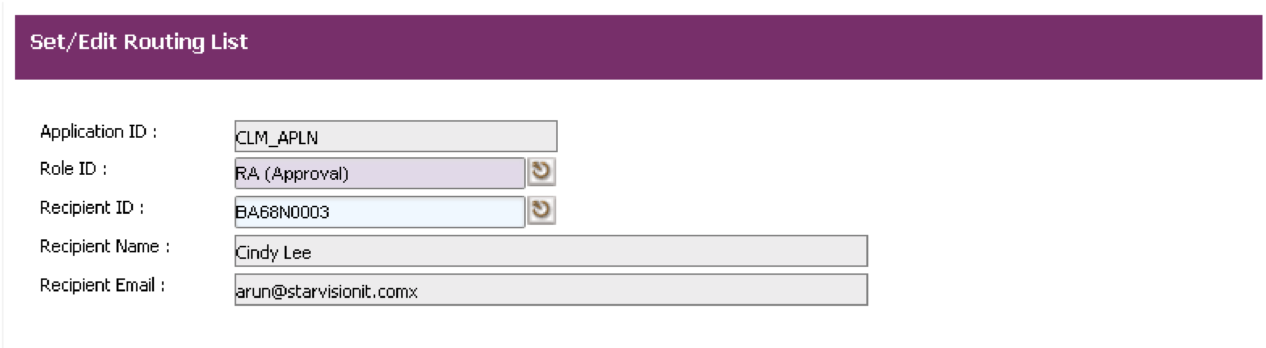
- Select the Application id from dropdown and click on **Add New button** from the detail grid of the screen as follows.



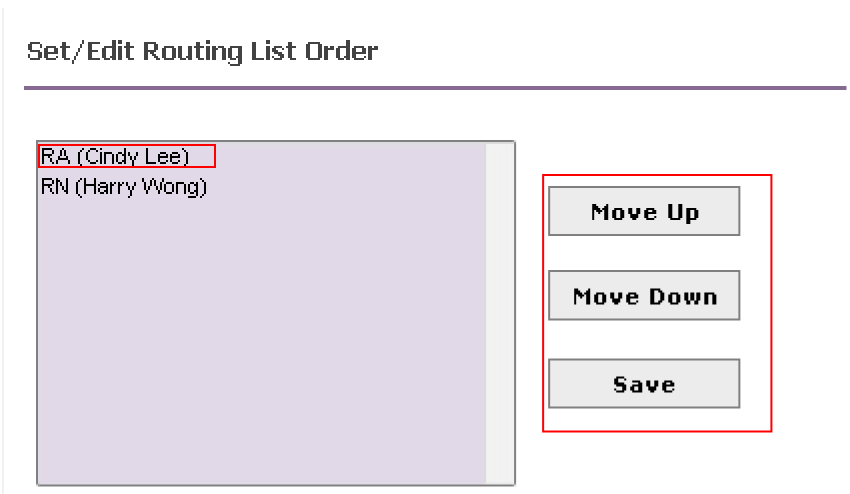
- System will navigates to Routing list detail screen in add mode. Application id is automatically filled based on the application id of the header screen.

- Select Role id, Recipient id from their corresponding Picklist and based on the Recipient id selection then recipient name and email fields are automatically filled.

- Click on **Save button** to save the record.



- Select employee id from Employee Id Pick list. Select Application from Application ID dropdown and click on **Add New** icon in detail grid to Navigate to the detail screen to add/update routing officers.
- Select Role ID,Recipient ID from picklist and click on Toolbar save icon to save the details.
- Select the routing officer from list box and click on **Move Up** and **Move Down** buttons to change the routing officers order.Click on **Save button** to save the routing officer order.

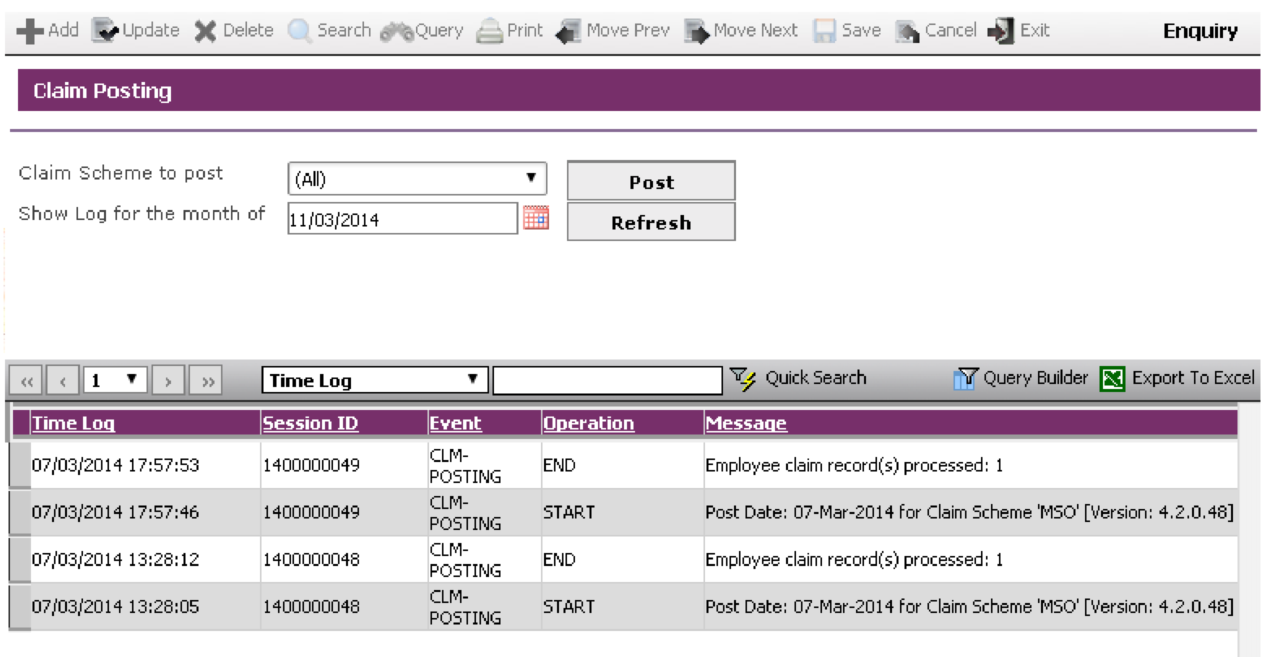


13.4 How to Process Claim Posting for Employees under specific scheme /All Employees

- Click on **Claim entitlement Re-Posting** menu item under Claim Administrator menu page will loads the screen in Enquiry mode.

- Select the specific scheme from the Claim scheme to post dropdown and click on **Post button** will process the Claim posting for the employees under the selected specific benefit scheme and entitlement amounts are updated for that employees and the claim posting log record in inserted in the detail grid of the screen .

- If the admin selects "All" from the dropdown and click on **Post button** to process the Claim posting for all employees and entitlement amounts are updated for all the employees.



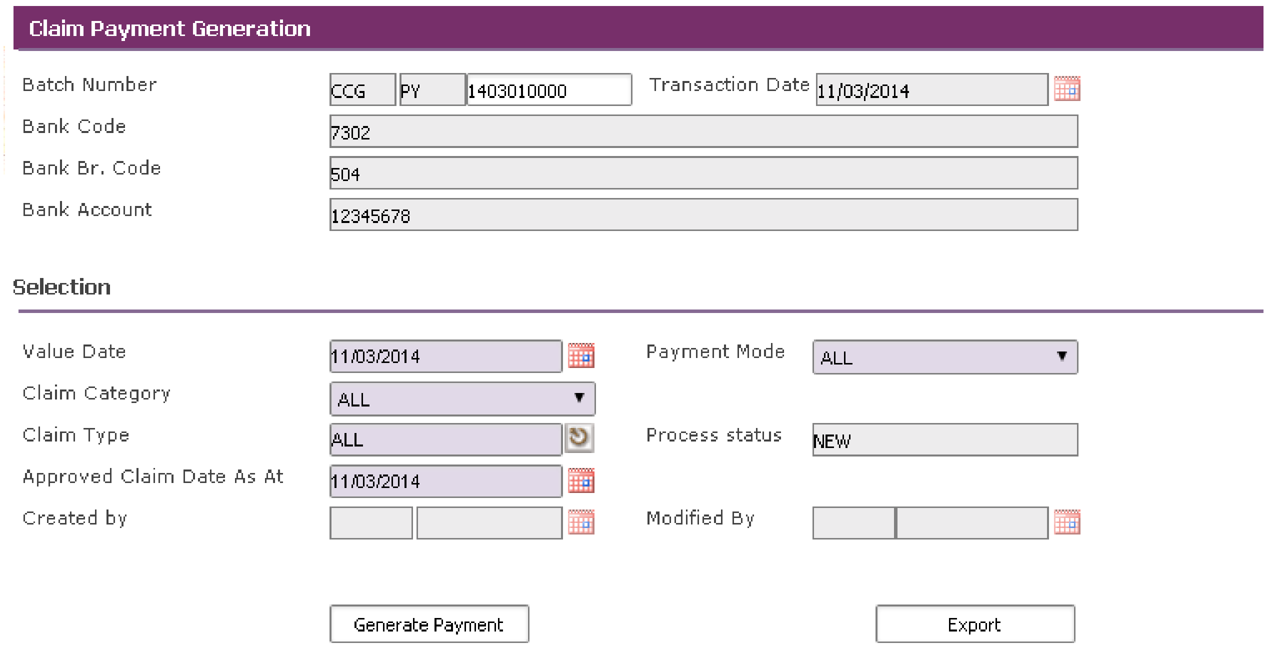
- Every Claim Posting run is logged into the log table and users can view the results from the above screen. Click on **Post** to start the Claim Posting or click the **Refresh** button to refresh the results table.

13.5 How to process claim payment and export transactions in to a file

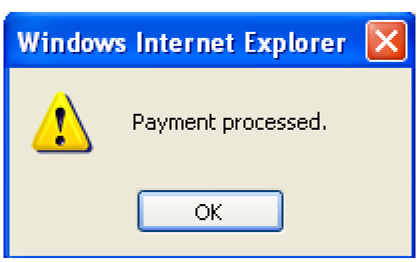
- To process claim payment, click on the **Claim Payment** menu item under Claim Administrator menu page will loads the screen in query mode.

- Click on **Add button** to change the screen mode to add mode.

- After key-in the required details click on the **"Generate Payment"** button to generate the transactions based on the criteria key-in and system also allow to delete the payment if required.

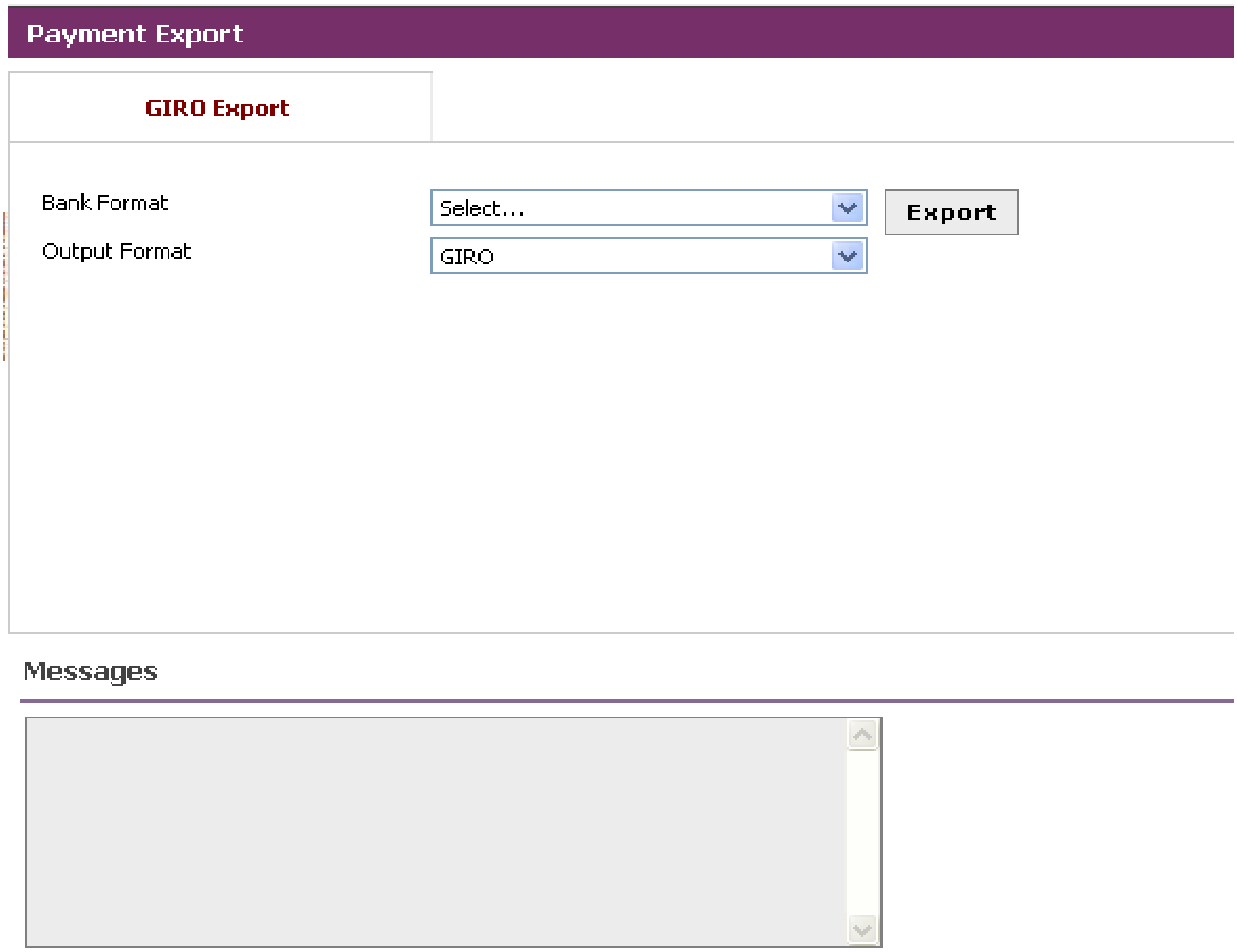


- Once the fields are completed, click on the **Generate Payment** button, then one message box will appear as shown below.

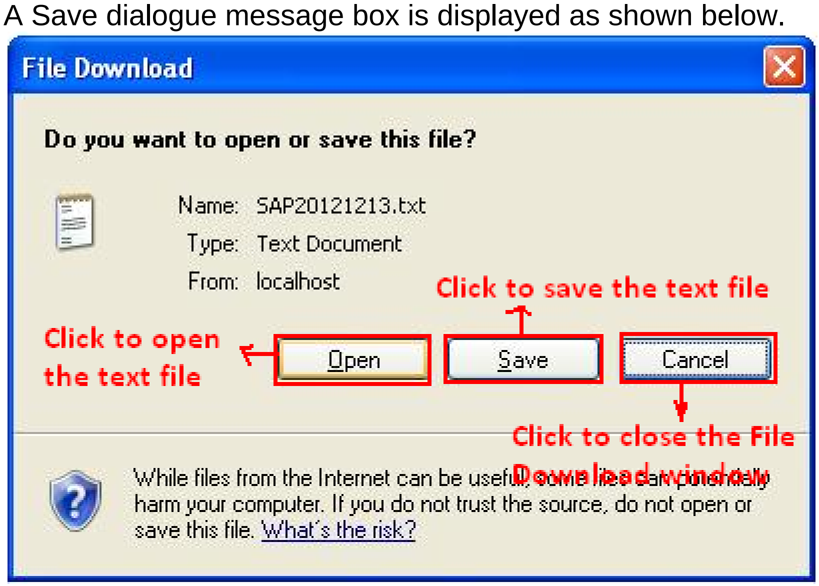


- Click on '**Ok'** to Process the Payment.

- User can export the claim details to file (format defined for GIRO). Select Bank and Output Format from drop down list and click on **Export button** to the generate file.



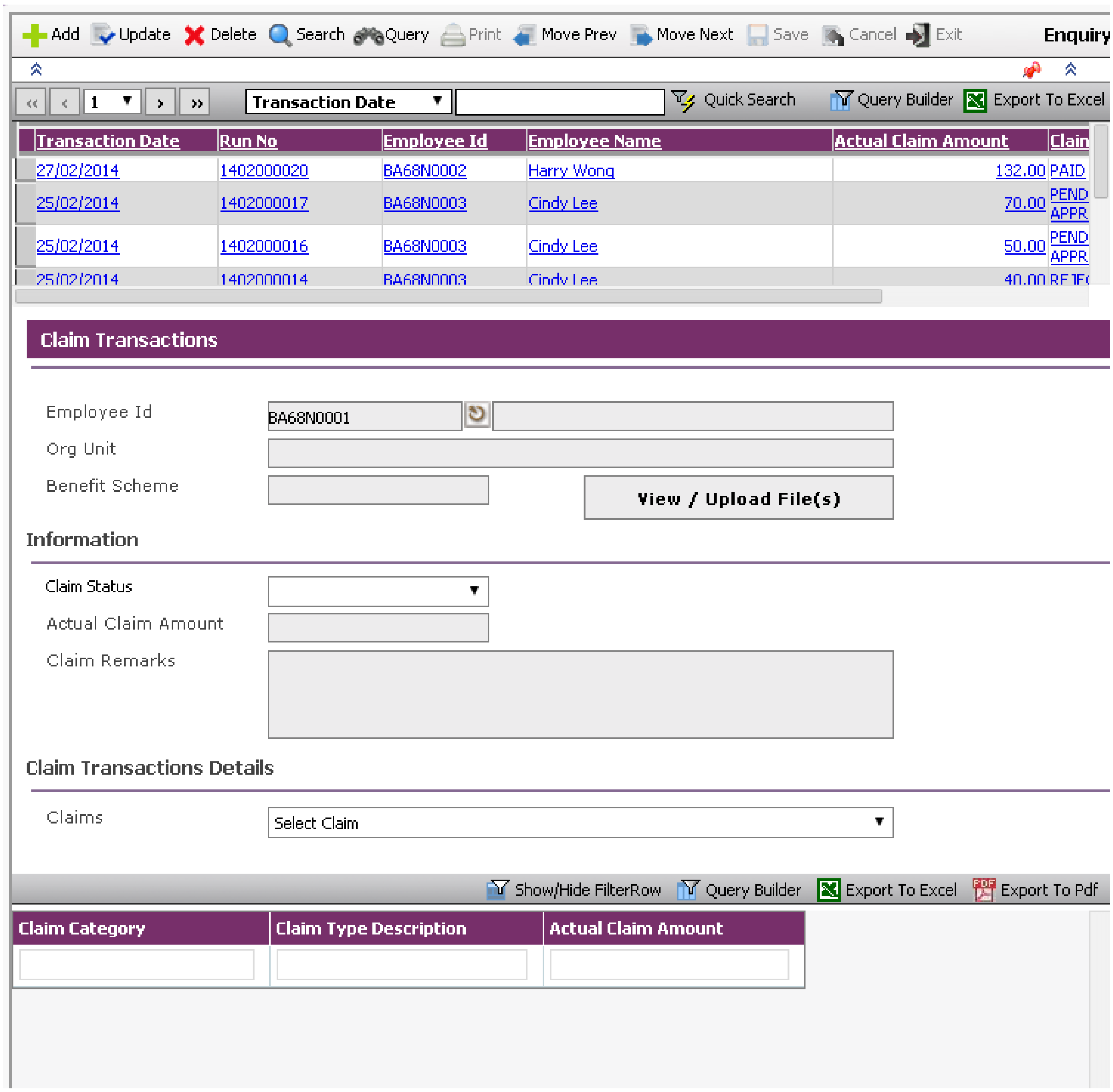
- A Save dialogue message box is displayed as shown below.



13.6 How to View and modify the record details of Claims

- Click on **Claim Enquiry** menu item under Claim administration menu page will loads the screen in enquiry mode.

- To view the details for a claim, click on the relevant record and admin can make any changes or edit any of the fields when viewing the application.



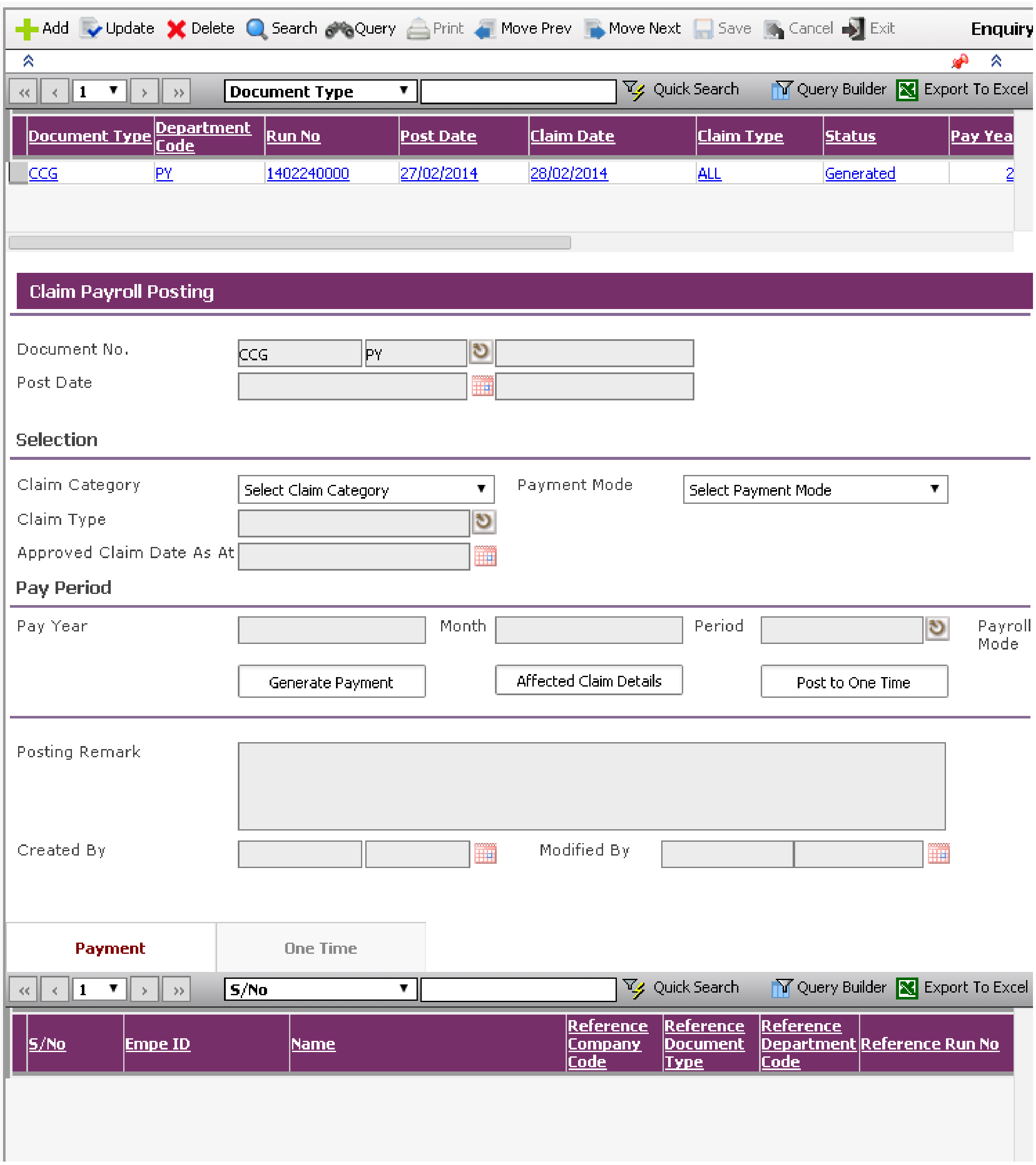
- To view the record, select the record from the header grid of the screen will loads the screen.

- To update the record click on the record from the detail grid will loads the corresponding detail screen in update mode. Update the fields which are open for update and click on **Save button** to save the changes.

- To add the record click on **Add button**, input all the fields and click on **Save button** to save the record.

13.7 How to Generate Claim Payment and Payroll Posting

- Click on **Claim Payroll Posting** screen under Claim Administration menu page will loads the payroll posting screen in Enquiry mode and displays the existing records in the header grid of the screen as follows



- Click on **Add button** to change the screen mode to add mode .Document number, posting date and status fields are automatically filled.
- After key-in the required details click on the **Generate Payment** button to process the claim payment. Records that are processed are listed under the Payment tab. When the records are correct, click on the **Post to One Time** button to post the claims to payroll One Time Transactions.

- The user will be able to proceed to run payroll for the month with these claims to be paid out to the employees.