

# Expense Claims

Employees shall submit expense claim forms along with the necessary supporting documents. The system allows expense claims to be saved and maintained as drafts for future completion. Claim can be verified and approved by the management, and the entire workflow is fully customized by client requirement.

## New Claim

To add new expense claim, the below steps as to be followed.

1. Click Expense menu
2. Click Expense Claim

Key	Emp Id	Name	Company	Current Status	Currenc	Total Expenses	Advance Taken	Balance To Be
EC-01177				New Claim	SGD	7,784.41	0.00	
EC-01176				New Claim	SGD	57.00	0.00	
EC-01175				New Claim	SGD	55.20	0.00	
EC-01174				New Claim	SGD	24.00	0.00	
EC-01173				Approved	SGD	194.30	0.00	

3. Click add button on the top right corner

Si.No	Date	Receipt Available?	Work Order	Expense Code	Expenses Details	Currency	Amount	GST Option	GST	Total
1		Yes	Project	Expense Code				NA	0	
<b>TOTAL GST</b>										0.00
<b>TOTAL EXPENSES</b>										0.00
<b>TOTAL EXPENSES INCLUDING GST</b>										0.00

4. Choose Company, Employee name, Currency, Date, Work Order (Project), Expense Code (integrated with Finance Claim code Master), Expenses details (open text), currency, Amount, GST Option and Attachment.
5. Click Add icon beside to attachment icon to add next line item.
6. Click Save as Draft
7. Click Submit

**Expense Claim**

**New Claim**

Assignee \*

Notify Users \*

*This Request will be placed for Approve*

Confirm

8. Add Assignee and Notify Users for Approval.
9. Click Confirm
10. Assignee can verify and approve/return/reject/cancel the record.

**cuteOffice** Dashboard HRM Procurement Sales Finance Operations Admin

**Expenses Claim Form** Approve Return Workflow Assign Comment

Home > Employee > Claim Form

Employee Name: [Redacted]

Reject Add View All

Print Cancel Expense Claim Key

11. The status change from "New Claim" to "Approved" in the view all page.

**Expenses Claim Form** Employee List Department

Key	Emp Id	Name	Company	Current Status	Currenc	Total Expenses	Advance Taken	Balance To Be Paid
EC-01174	[Redacted]	[Redacted]	[Redacted]	New Claim	SGD	24.00	0.00	24.00
EC-01173	[Redacted]	[Redacted]	[Redacted]	Approved	SGD	194.30	0.00	194.30

12. Click "Post to Account" to post the record in Finance "Expense Claim Staging".
13. Navigate to Finance Module
14. Click Integration Staging

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**Staging Expense Claim Journal** Home > Finance > Staging Expense Claim Journal

**GENERAL**

Select	Edit	Staging No	Amount	Memo	Voucher Date	Date Of Posting
<input type="checkbox"/>		SGJ5	25.00	[Redacted]	07-03-2025	07-03-2025 02:49
<input type="checkbox"/>		SGJ6	2,459.02	[Redacted]	11-03-2025	11-03-2025 12:34
<input type="checkbox"/>		SGJ7	393.15	[Redacted]	07-03-2025	07-03-2025 02:32
<input type="checkbox"/>		SGJ8	1,265.24	[Redacted]	04-07-2025	04-07-2025 04:09

Integration Staging Expense Claim Staging

- 15.
- 16.

**Journal Entry** [Home](#) [Finance](#) [Journal](#) Export Excel Rate: SGD Transaction Journal

**Use Recurring** Save As Recurring:  No

Date: \*  Memo:

Currency:  Tax Inclusive:  No

Department:  Journal No:

Source:  Company: Addcel Engineering Pte Ltd

**+ Add Journal**

Sl.No.	Account Name *	Debit *	Credit *	Tax *	Memo	Project	Delete
1	22212 - ACCRUAL	0.00	9.30	N-T - 0.00		Overhead - Project	<input type="checkbox"/>
2	22212 - ACCRUAL	0.00	15.70	N-T - 0.00		Overhead - Project	<input type="checkbox"/>
3	65650 - ES65- TRANSPORT REIMBUR...	9.30	0.00	N-T - 0.00		Overhead - Project	<input type="checkbox"/>
4	65650 - ES65- TRANSPORT REIMBUR...	15.70	0.00	N-T - 0.00		Overhead - Project	<input type="checkbox"/>

Total Debit:  Total Credit:

Balance:  Tax:

Record and Print

Revision #3

Created 26 February 2022 03:26:31 by Jnaveen

Updated 14 May 2026 10:13:09 by rubaa