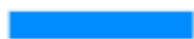




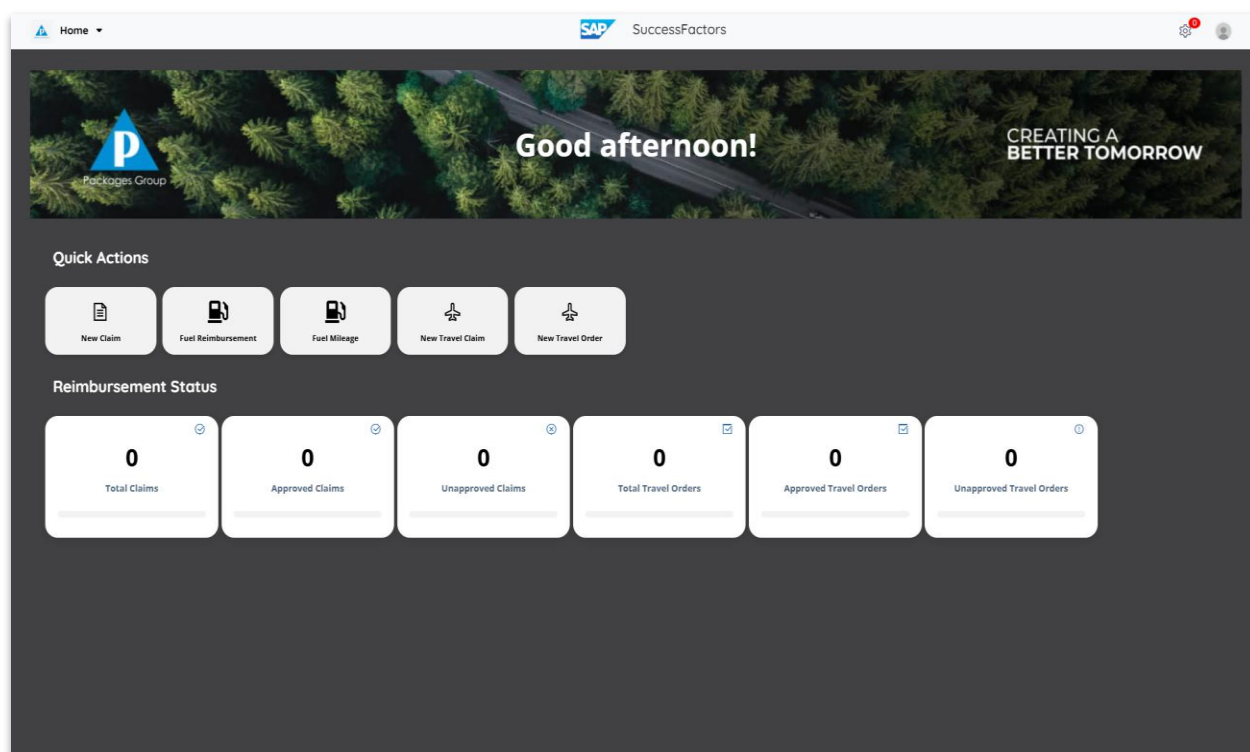
Finance Manual



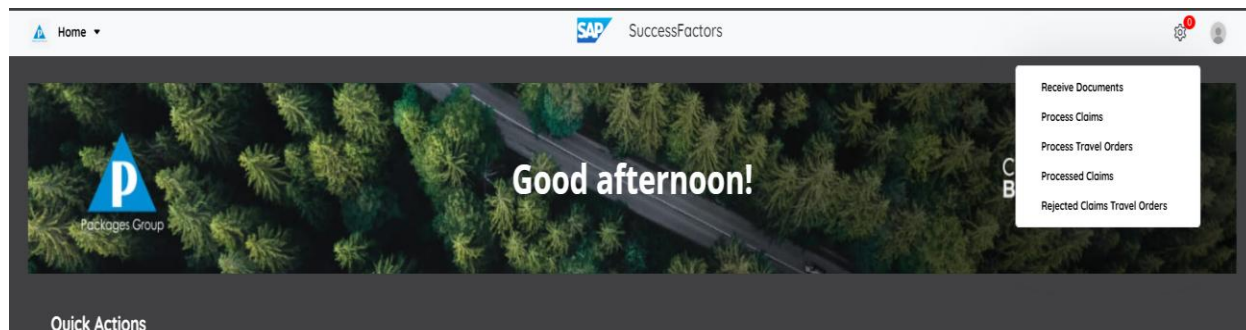
Employee Claims
Portal



Homepage



On the top right corner of the homepage there is a button to check the received documents and process the claims.





Receive Documents

Select Voucher Number
To Update the Documents Status
[Click here to check all vouchers in this status](#)

35143

Claim Details

Employee ID:	10008788	Name:	Muhammad Uzair Mazhar
Grade:	GRD.EII	Designation:	Software Engineer
Business Unit:	Group Information Technology	Department:	Non-ERP Support
Company:	Packages Limited	Cost Center:	PKG51001703501
Bank:	MCB	Account Number:	MCB1386389061000000
Line Manager:	Muhammad Salman Ashraf	Cost Center Approver:	Muhammad Faizan Mahmood Khan

Total Amount (PKR)
100

Category	Date	Description	Amount (PKR)	Receipt Provided
Fuel - Mileage (within city)	Nov 26, 2024	test	100	Yes

Print

Documents Received

Documents Rejection

Approval Level(s)
Your Claim requires level 3 approval

Claim History

Status	Time	Details
Created	Nov 26, 2024 at 11:22:26	Initial creation of the claim
Approved	Nov 27, 2024 at 09:56:50	Approved by Muhammad Salman Ashraf
Approved	Nov 27, 2024 at 09:57:08	Approved by Muhammad Faizan Mahmood Khan

Documents in Transit

- Claim Details are shown on the right side along with the approval status.
- Documents can be accepted or rejected by the admin.



Process Claims

- 1) Click on the action status checkbox to process the claim

Process Claims								
<div>Refresh Select All</div>								
ID	Date	Employee	Current Status	Voucher Status	Company	Contains	Total Amount	Action Status
35143	Nov 26, 2024	Muhammad Uzair Mazhar	Approved by Muhammad Salman Ashraf Approved by Muhammad Faizan Mahmood Khan	In Process	Packages Limited	1. Fuel - Mileage (within city)	PKR 100	<input type="checkbox"/>
<div>Process Claims</div>								

Action Status

☒



2) Export the Bank Formats for further processing.

Bank Format

Export to Excel

Show 10 entries

Search:

Batch No.	Account No.	Branch Code	Date	Trcx. Type	Amount	Serial No.	Data Delimiter	Narration
		8034	11122024	THCR	100	1	;;;	Muhammad Uzair Mazhar
Total					100		;;;	

Showing 1 to 2 of 2 entries

Previous1Next

Reimbursement Format

Export to Excel

Show 10 entries

Search:

S NO	Dr Account	Employer Code	Dr Amount	Dr Entity	Payment Date	EMP NO	Cr Account Title	Cr Account No	Cr Amount	Cr CNIC	Cr Entity
	2566777	A014	100	MCB	11-Dec-24						
1						10008788	Muhammad Uzair Mazhar		100		MCB
									100		

Showing 1 to 2 of 2 entries

Previous1Next

Process Travel Orders

Home

SAP SuccessFactors

Good morning!

Receive Documents

Process Claims

Process Travel Orders

Processed Claims

Rejected Claims Travel Orders

Quick Actions

New Claim

Medicines Mother

Fuel Reimbursement

Fuel Mileage

New Travel Claim

Medical Claim

New Travel Order

Enter GL Account number and Conversion rate

Home

SAP SuccessFactors

Please Enter the GL Accounts & Conversion Rates First

Export to Excel

Order #	Description	GL Account #	Conversion Rate	Forex Amount (USD)	CC	Emp #	JV Description	Action Status
511	/			700	PKGS1001703502	10008788	Foreign - DA	<input type="checkbox"/>

Save Information



Process Travel Orders							
<div><div></div><div>Select All</div></div>							
ID	Date	Employee	Current Status	Voucher Status	Contains	Total Amount	Action Status
511	May 26, 2025	Muhammad Uzair Mazhar	<div>Approved by Muhammad Fazaan Mahmood Khan</div> <div>Approved by Syed Hyder Ali</div> <div>Approved by Karam Mahmood</div>	In Process	1. Foreign - DA	PKR 179,200	<div></div>
<div>Process Vouchers</div>							

Action Status	
	<div></div>

Once you click on Process Vouchers you are redirected to this screen, showing Bank format & Reimbursement format.

Home

SAP SuccessFactors

Bank Format

Export to Excel

Batch No.	Account No.	Branch Code	Date	Trcx. Type	Amount	Serial No.	Data Delimiter	Narration	API Status	API Response						
:	PK45MUCB1386389061001833	:	8034	:	26052025	:	THCR	:	179200	:	1	:		Muhammad Uzair Mazhar		
Total	:	:	:	:	:	179200	:	:	:	:	:	:				

Reimbursement Format

Export to Excel

Show 10 entries

Search:

S NO	Dr Account	Employer Code	Dr Amount	Dr Entity	Payment Date	EMP NO	Cr Account Title	Cr Account No	Cr Amount	Cr CNIC	Cr Entity
	2566777	A014	179,200	MCB	26-May-25						
1						10008788	Muhammad Uzair Mazhar	PK45MUCB1386389061001833	179200		MCB
									179,200		

Showing 1 to 2 of 2 entries

Previous1Next