Finance
Manual

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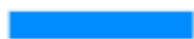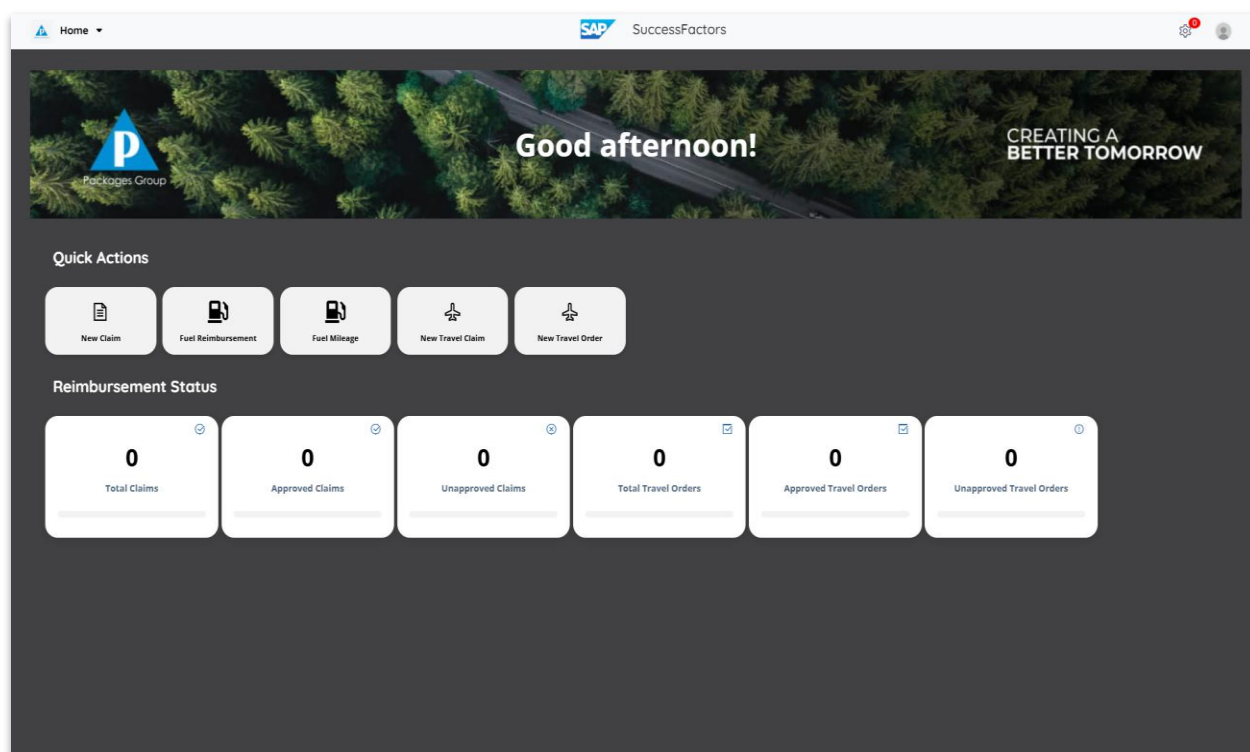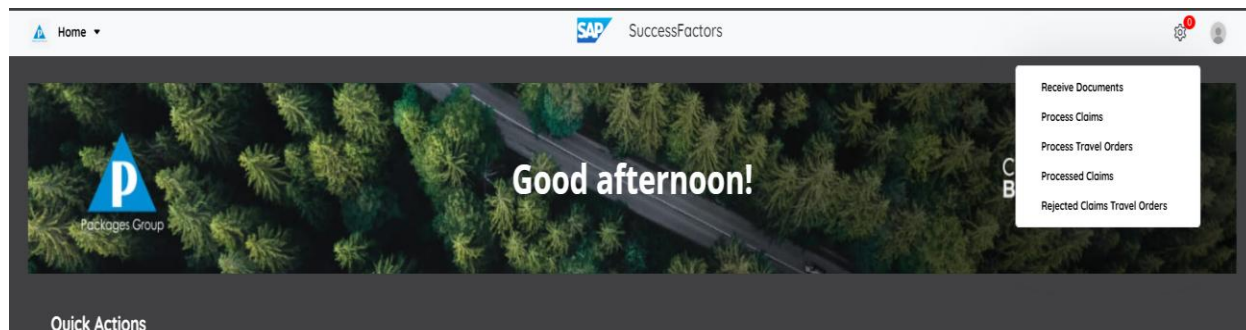## Employee Claims Portal

Homepage

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

Receive Documents

- 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

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	☐

Process Claims

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

Previous **1** Next

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

Previous **1** Next

Process Travel Orders

Enter GL Account number and Conversion rate

ID	Date	Employee	Current Status	Voucher Status	Contains	Total Amount	Action Status
511	May 26, 2025	Muhammad Uzair Mazhar	Approved by Muhammad Faizan Mahmood Khan Approved by Syed Hyder Ali Approved by Kazam Mahmood	In Process	1. Foreign - DA	PKR 179,200	☐

Process Vouchers

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

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

Previous 1 Next