

# Payment and Approval Report


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Payment and Approval Report provides the detailed report of status of all exercise requests submitted by option grantee along with the breakup of tax and exercise amount and payment details

Using this report, you can view:

- the payment and approval details by exercise request ID
- One of multiple employees
- one or multiple award plans
- one or multiple exercise status

To generate the Cancellation Report:

1. Click **Reports** in the left menu. By default, all standard reports available in QapMap are displayed.
2. Click **Generate Report** against **Exercise Report**.
3. Click  to change **From date** and **To date** of the Report.
4. Click **Exercise Request** to select one or more exercise requests received
5. Click **Employee Name** to select one or more employees.
6. Click **Award Plan** to select one or more plans.
7. Click **Exercise Status** to view exercise requests by their status.
8. Click **View Report**.

**Payment and Approval Report**

From Date: 01 Jan 2020 To Date: 03 Jun 2022 Exercise Request: Ex-49,Ex-48,Ex-47,Ex-46,Ex-45

Employee Name: Soumya Test,Soumya H,S Award Plan: Option Plan 22,Newschem Exercise Status: Pending Payment,In-prog

**VIEW REPORT**

**QAPITA**

Exercise Requests: Payment and approval details (by exercise request id) of Start.X Pte. Ltd. from 01 January 2020 to 03 June 2022

Generated as on 03 June 2022

Employee Id	Stakeholder Name	Exercise Request ID	Exercise Request Date	Exercise Request Time (UTC)	Status of Exercise	Option Exercised	Exercise Amount	Tax Payable	Total Payable	Payment
-	Soumya Test	Ex-49	02 Jun 22	18:14	Pending Payment	10	SGD 400.0	SGD 0.0	SGD 22,566.5	Pe
-	Soumya Test	Ex-48	02 Jun 22	18:09	Pending Payment	2	SGD 200.0	SGD 0.0	SGD 11,283.3	Pe
-	Soumya Test	Ex-47	02 Jun 22	17:57	Pending Payment	6	SGD 600.0	SGD 0.0	SGD 33,849.8	Pe
-	Soumya H	Ex-46	01 Jun 22	17:27	Pending Payment	3	SGD 300.0	SGD 0.0	SGD 16,946.3	Pe
-	Soumya H	Ex-45	31 May 22	12:30	Pending Payment	10	SGD 1,000.0	SGD 0.0	SGD 56,682.3	Pe
-	Shane Coates	Ex-41	29 Apr 22	03:57	Pending Payment	100	SGD 100,000.0	SGD 0.0	SGD 100,000.0	Pe
-	Shane Coates	Ex-37	18 Feb 22	09:30	In-progress Exercises	10	SGD 10,000.0	SGD 0.0	SGD 10,000.0	Paym
-	Shane Coates	Ex-33	18 Feb 22	04:42	Share Issued	100	SGD 100,000.0	SGD 0.0	SGD 100,000.0	Paym
-	Lottie Shields	Ex-32	01 Dec 21	08:26	Pending for Share Issuance	20,000	SGD 1,000.0	SGD 0.0	SGD 2,000.0	Paym
-	Test Data	Ex-28	30 Nov 21	12:18	Pending for Share Issuance	100	SGD 240.0	SGD 0.0	SGD 1,000.0	Paym
-	Test Data	Ex-24	30 Nov 21	07:49	Pending for Share Issuance	200	SGD 320.0	SGD 0.0	SGD 2,000.0	Paym
-	Test Data	Ex-20	30 Nov 21	07:47	Pending Payment	200	SGD 400.0	SGD 0.0	SGD 2,000.0	Pe
-	Test Data	Ex-16	30 Nov 21	07:46	Pending Payment	200	SGD 2,000.0	SGD 0.0	SGD 2,000.0	Pe
-	Shane Coates	Ex-11	30 Nov 21	05:52	Pending Payment	10	SGD 1.0	SGD 0.0	SGD 1.0	Pe
-	Thomas Burton	Ex-15	30 Nov 21	00:00	Pending for Share Issuance	200	SGD 2,000.0	SGD 0.0	SGD 2,000.0	Pe
-	Shane Coates	Ex-10	31 Aug 21	09:42	Disapproved Exercises	1	SGD 0.1	SGD 0.0	SGD 0.1	Paym