



USER MANUAL



Expense Management System

FOR TCE

Version 1.0

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1. Introduction

About the manual

The objective of this manual is to help the employees of TCE to operate the “EMS” Mobile App that includes creation and approval of various requests. It elaborates the necessary steps to be followed.

Important Instructions

- **Show Actions/Hide Actions:** To perform any actions on any form click “Show Actions” then Actions button will visible. Similarly to hide action buttons click “Hide actions”.
- **Copy Rows/Delete Rows:** To Copy/Delete rows perform “Swipe left” on relevant line item (record) then Copy/Delete option visible to user. (Refer: [10.Copy/Delete rows Functionality](#))

2. Login / Logout

Step to login

STEP 1:- Open EMS application.

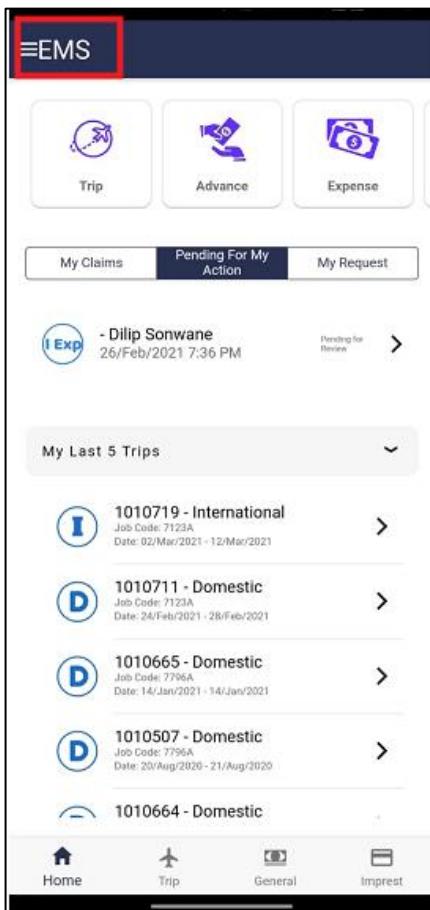
STEP 2:- Enter Login id and password and click Login button as shown in below image



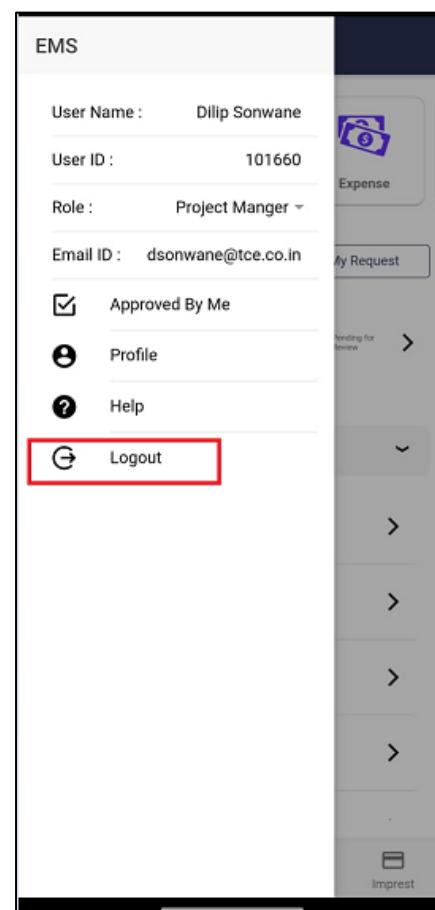
The screenshot shows the login interface for the TATA Consulting Engineers Limited Expense Management System. At the top, the TATA logo and company name are displayed. Below that, the system name 'Expense Management System' is shown. A 'Login Details' form is centered, containing fields for 'Login Id' (101661) and 'Password' (represented by five asterisks). A 'LOGIN' button is located below the password field. At the bottom of the page, a disclaimer states: 'EMS is strictly for internal use by authorised employee of TATA Consulting Engineers and its subsidiaries and / or associated group companies. By login into system you agree to companies confidentiality, privacy and information security policy and certify that you have read out confidentiality, privacy and information security policy of company. If you do not agree to any above mentioned policies please logout IMMEDIATELY. Unauthorised usage of system is strictly prohibited.' A copyright notice at the very bottom reads: 'All rights reserved by Tata Consulting Engineers Limited, Mumbai, India. © 2014'.

Step to Logout

STEP 1:- Click on EMS Main menu image.



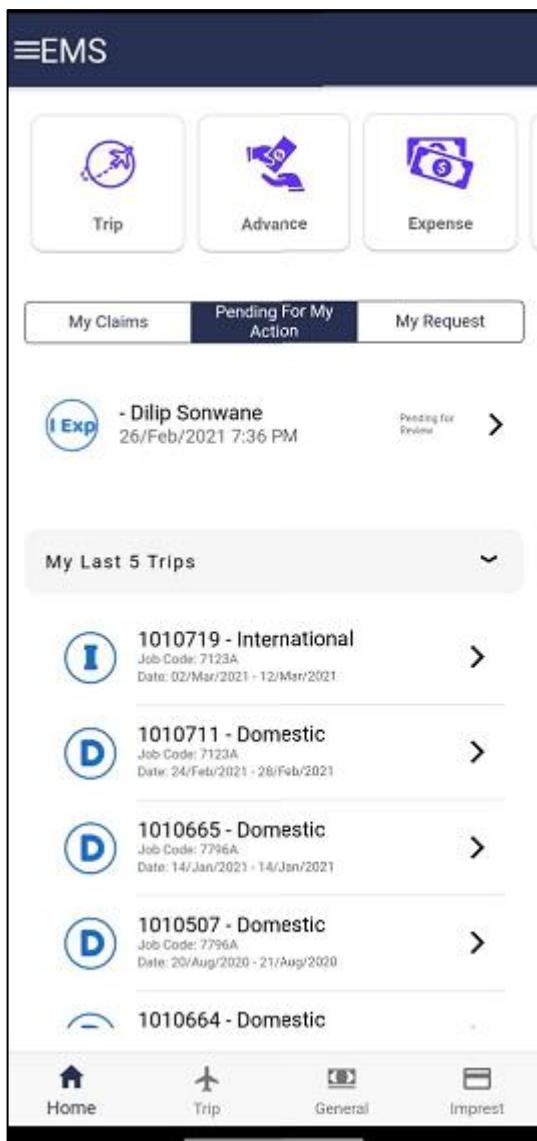
STEP 2:- Click on Logout option as shown in below Image.



3. EMS - Homepage.

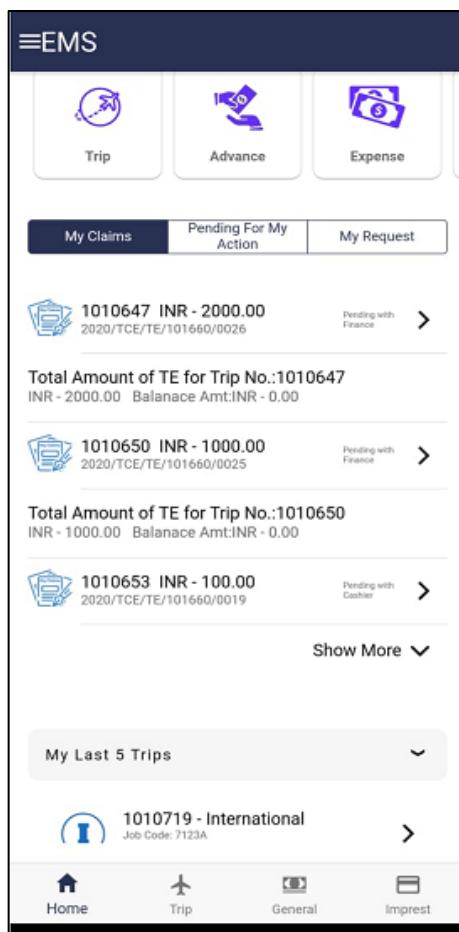
- On Homepage, Employee able to see various Menu like “Home, Trip, General, Imprest” and View such as “My Claims, Pending for my Action, My request and my last 5 Trips.”

#Sample Screen layout #Homepage

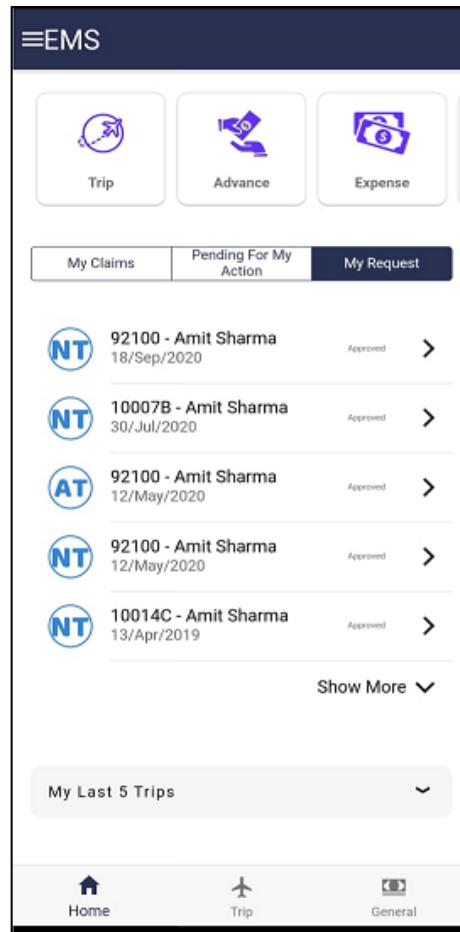


- On Homepage, Employee can view module wise request such as “Trip, Advance, Expense, General and Imprest”.

3.1 EMS – Dashboard Views

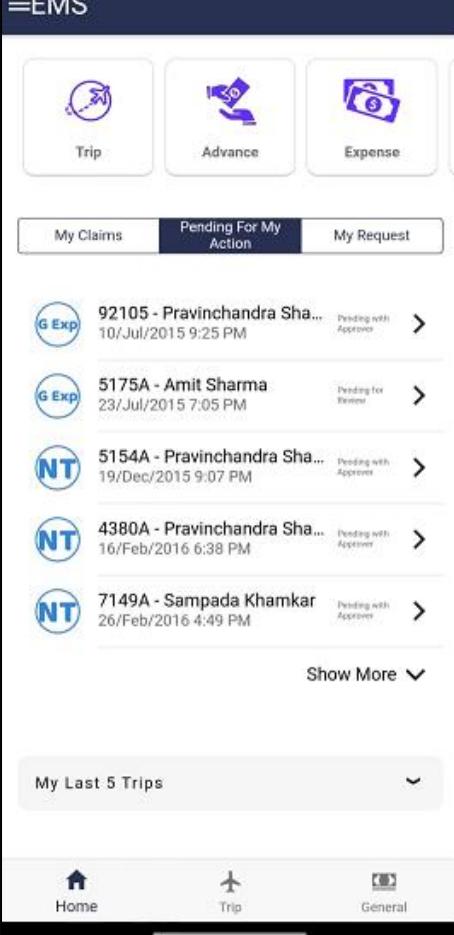


My Claims



My Requests

- **My Claims:** Claims Requested by Employees are displayed under ‘My Claims’ section with Status of Claim.
- **My Requests:** Travel Request requested by Employee is displayed under ‘My Requests’.



EMS

Trip Advance Expense

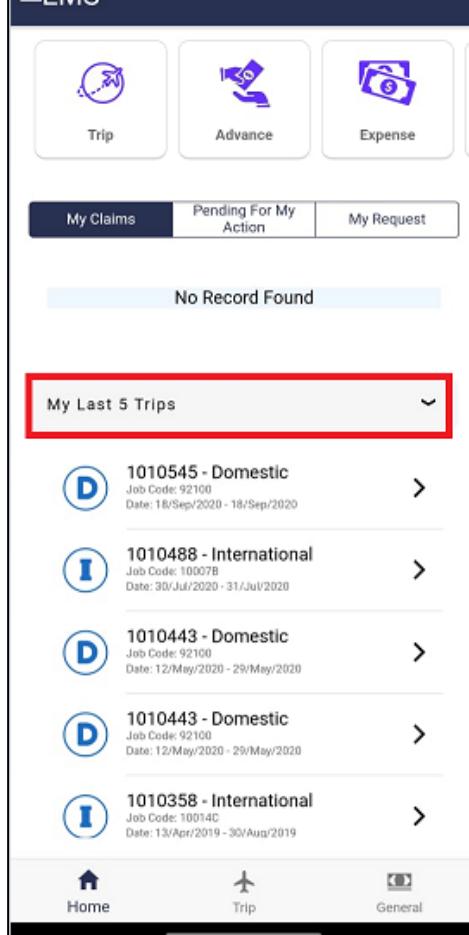
My Claims Pending For My Action My Request

	92105 - Pravinchandra Sha... 10/Jul/2015 9:25 PM	Pending with Approver >
	5175A - Amit Sharma 23/Jul/2015 7:05 PM	Pending for Review >
	5154A - Pravinchandra Sha... 19/Dec/2015 9:07 PM	Pending with Approver >
	4380A - Pravinchandra Sha... 16/Feb/2016 6:38 PM	Pending with Approver >
	7149A - Sampada Khamkar 26/Feb/2016 4:49 PM	Pending with Approver >

Show More ▾

My Last 5 Trips ▾

Home Trip General



EMS

Trip Advance Expense

My Claims Pending For My Action My Request

No Record Found

My Last 5 Trips ▾

	1010545 - Domestic Job Code: 92100 Date: 18/Sep/2020 - 18/Sep/2020	>
	1010488 - International Job Code: 10007B Date: 30/Jul/2020 - 31/Jul/2020	>
	1010443 - Domestic Job Code: 92100 Date: 12/May/2020 - 29/May/2020	>
	1010443 - Domestic Job Code: 92100 Date: 12/May/2020 - 29/May/2020	>
	1010358 - International Job Code: 10014C Date: 13/Apr/2019 - 30/Aug/2019	>

Home Trip General

□ Pending for My Action

- Pending for My Action : Request Pending for My Approval (i.e. Pending with Approver/Expense Validator/Finance/Cashier)are displayed under ‘Pending for My Action’
- My Last 5 Trips: Last 5 Trips travel by Employee are displayed under ‘My Last 5 Trips’.

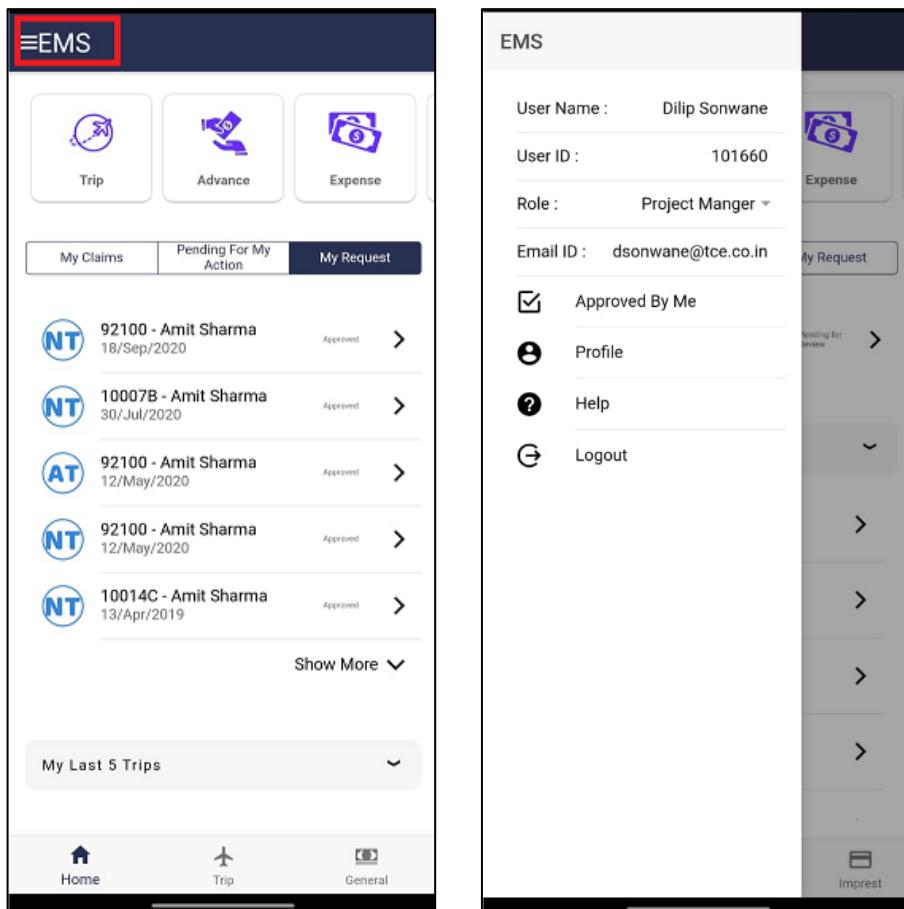
□ My last 5 Trips

3.2 EMS – Main Menu

Brief:

- Users can View User Details and Update Profile from Main Menu.
- To Access Main menu follow below Steps:

Step 1: Once the Employee login into Application, on home page click on “**Top Left Menu**” as shown in below image.



EMS

Trip Advance Expense

My Claims	Pending For My Action	My Request
-----------	-----------------------	------------

NT 92100 - Amit Sharma Approved >
NT 10007B - Amit Sharma Approved >
AT 92100 - Amit Sharma Approved >
NT 92100 - Amit Sharma Approved >
NT 10014C - Amit Sharma Approved >

Show More ▾

My Last 5 Trips

Home Trip General

EMS

User Name : Dilip Sonwane
User ID : 101660
Role : Project Manager
Email ID : dsonwane@tce.co.in

Approved By Me
 Profile
 Help
 Logout

Pending for review >

Imprest

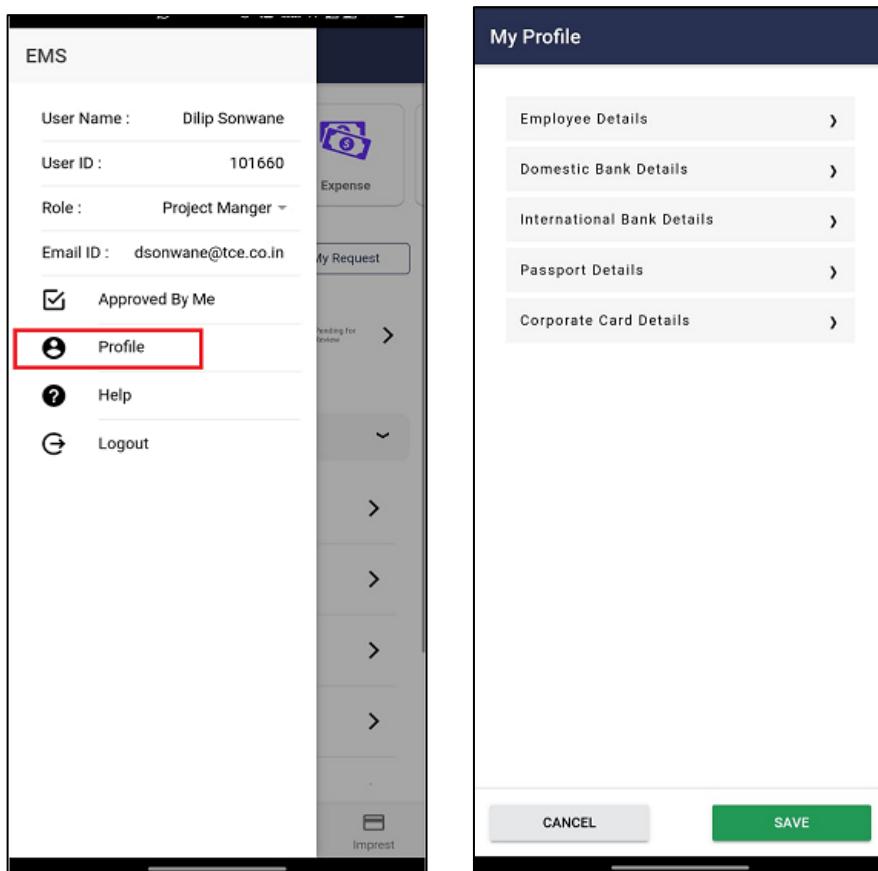
- On clicking Menu following details are displayed :

- ✓ Username
- ✓ User ID
- ✓ Role
- ✓ Email ID
- ✓ Profile

3.3 EMS – My profile

Brief:

- Users can Update Profile details from My Profile.
- To access My Profile follow below steps :
- **Step 1:** Once the Employee login into Application, on home page click on “Top Left Menu” and click on ‘Profile’ menu as shown in below image.

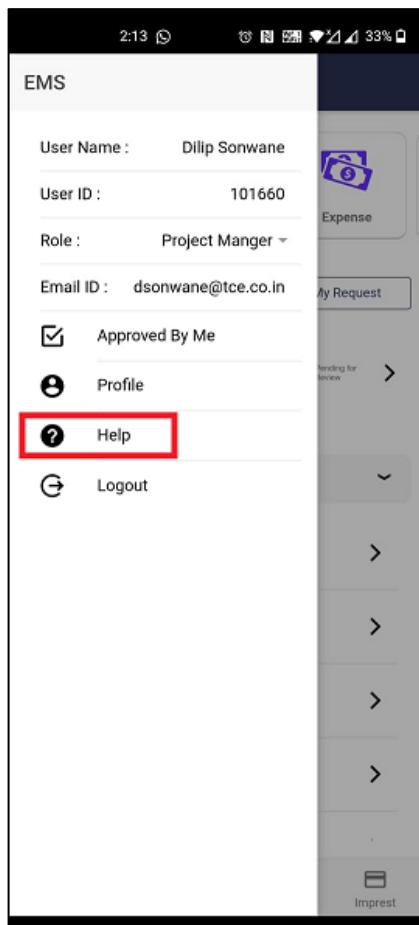


- User will able to update following details as shown in above image:
- ✓ Employee Details
- ✓ Domestic Bank Details
- ✓ International Bank Details
- ✓ Passport Details
- ✓ Corporate Card Details

3.4 EMS – Help

Brief:

- Users can Download User Manual from Help Menu.
- To access ‘Help’ below steps :
- **Step 1:** Once the Employee login into Application, on home page click on “Top Left Menu” and click on ‘Help’ menu as shown in below image.



- On Clicking ‘Help’ User Manual get downloaded in user’s device , click ‘Help’ again to open User Manual in mobile device .

4. Trip Module

- Employees can Create Trip, FVR, Travel Advance, Travel Expense, Additional Travel and Travel Extension request from Trip module.

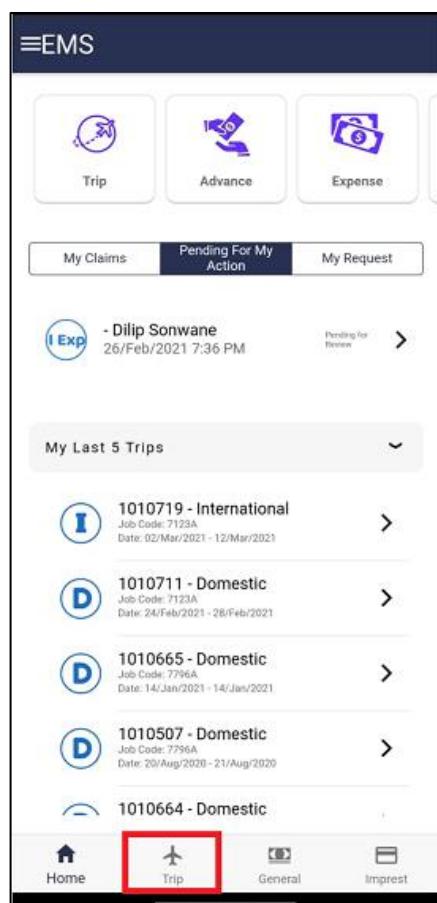
4.1 Create Trip

How to Create trip ?

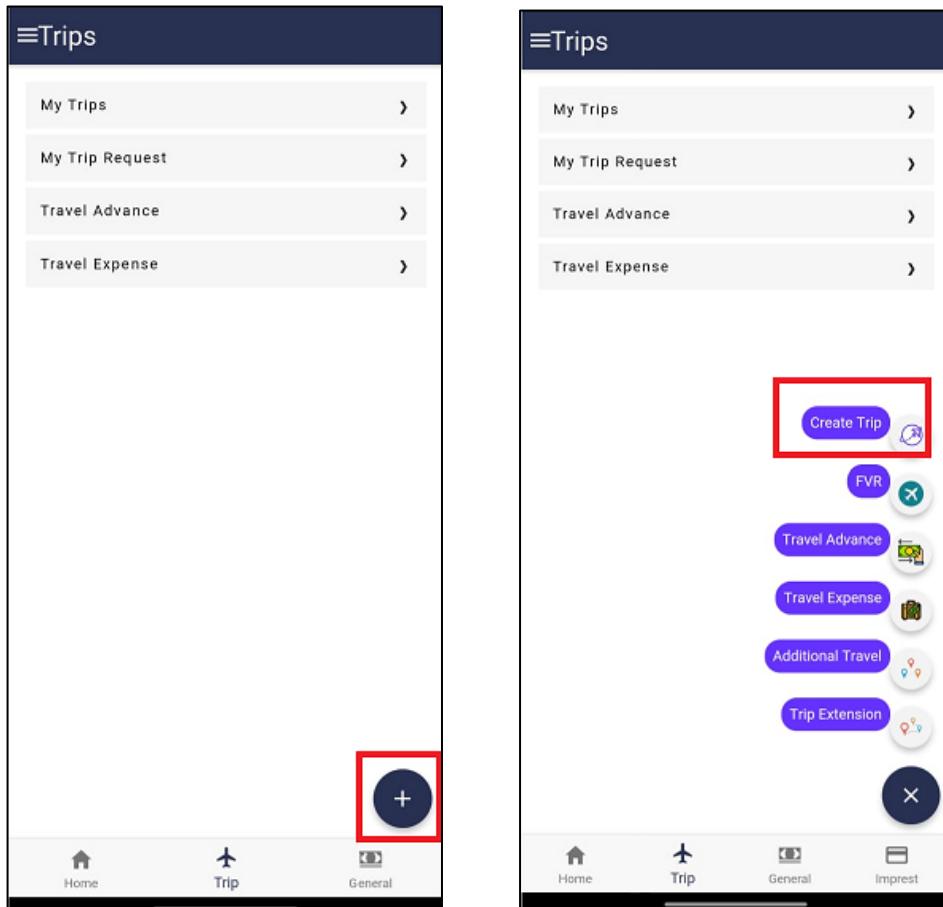
Brief:

- Employee can create Domestic and International trip.
- To Create New Domestic /International Trip follow the below Steps :

Step 1: Once the Employee login into Application, on home page click on “Trip” Menu as shown in below image.



Step 2: Click on “+” icon to explore the Trip options, and click on “create trip” option as shown in below image.



Step 3: On Create Trip Form, Fill the required details such as Basic Trip Details, Project Details, Travel Details and click “Send for Approval” to send request for approval OR click “Save as Draft” for saving request as a draft .

□ Sample Screen layout : New Trip Form

Travel Details

NT Ravindra Kumbhar Domestic

Ref No.: # yet to be generated

Employee Details **Trip Details**

Basic Trip Details

Trip Name: * Domestic Trip 01

Trip Mode: * Domestic

Journey Start Date: * Mar 02 2021

Journey End Date: * Mar 15 2021

Reason For Trip Creation In Short Notice: * Test

Booking for: * Self

Show Actions

Travel Details

Trip type: * On Project

Passenger Name: * Ravindra Kumbhar

Purpose of Trip: * Official

Project Details

Job Number: * 7988A

Business Unit: * Chemical

Project Name: * Engineering Consultancy Services for BOPEI

Delivery Center: * Mumbai 247 Park

Company: * TCE

Show Actions

Travel Details

Project Details

Job Number: * 7988A

Business Unit: * Chemical

Project Name: * Engineering Consultancy Services for BOPEI

Delivery Center: * Mumbai 247 Park

Company: * TCE

Sector: * Pulp and paper, films, industrial process, cen

Reimbursable: * Yes

Reimbursable Type: * At Rate Card

Show Actions

Travel Details

Yes

Reimbursable Type: * At Rate Card

Approver Workflow

Level	Approver Code	Approver Name
1	105614	Surjit Parial

Travel Details

ADD

① C MAHARASHTRA - Mumbai - MAHARASHTRA - Pune
02-Mar-2021 - 04-Mar-2021

Advance Request: * Yes No

Show Actions

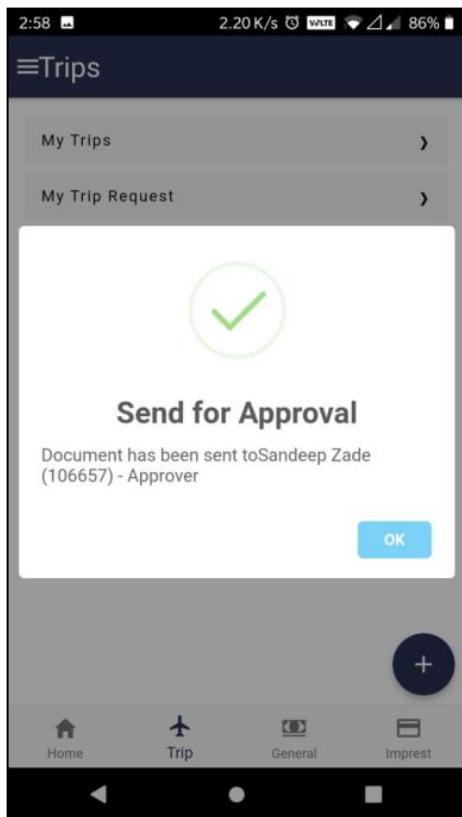
Travel Details	
Mode of Travel: [*]	Car
Source Country: [*]	India
Source City: [*]	MAHARASHTRA - Mumbai
Destination Country: [*]	India
Destination City: [*]	MAHARASHTRA - Pune
From date: [*]	Mar 02 2021
To date: [*]	Mar 04 2021
Purpose: [*]	Test
Client: [*]	Test
<input type="button" value="SAVE"/> <input type="button" value="CANCEL"/>	

Travel Details	
Destination Country: [*]	India
Destination City: [*]	MAHARASHTRA - Pune
From date: [*]	Mar 02 2021
To date: [*]	Mar 04 2021
Purpose: [*]	Test
Client: [*]	Test
Trip Arranged By: [*]	TCE
Journey Type: [*]	One Way
Class: [*]	A/C
<input type="button" value="SAVE"/> <input type="button" value="CANCEL"/>	

- Click on “Show Actions” to view all actions buttons and click “Send for Approval”.

Travel Details											
Yes	Reimbursable Type: [*]	At Rate Card									
Approver Workflow <table border="1"> <thead> <tr> <th>Level</th> <th>Approver Code</th> <th>Approver Name</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>105614</td> <td>Surjit Parial</td> </tr> </tbody> </table>			Level	Approver Code	Approver Name	1	105614	Surjit Parial			
Level	Approver Code	Approver Name									
1	105614	Surjit Parial									
Travel Details <table border="1"> <thead> <tr> <th colspan="3">Travel Details</th> </tr> <tr> <th>ADD</th> <th>MAHARASHTRA - Mumbai - MAHARASHTRA - Pune</th> <th>></th> </tr> </thead> <tbody> <tr> <td>(1) </td> <td>02-Mar-2021 - 04-Mar-2021</td> <td></td> </tr> </tbody> </table>			Travel Details			ADD	MAHARASHTRA - Mumbai - MAHARASHTRA - Pune	>	(1)	02-Mar-2021 - 04-Mar-2021	
Travel Details											
ADD	MAHARASHTRA - Mumbai - MAHARASHTRA - Pune	>									
(1)	02-Mar-2021 - 04-Mar-2021										
Advance Request: [*]	<input type="radio"/> Yes	<input checked="" type="radio"/> No									
<input type="button" value="Show Actions"/>											
<input type="button" value="Hide Actions"/>											
<input type="button" value="SAVE AS DRAFT"/> <input type="button" value="SEND FOR APPROVAL"/>											

- After Click on “Send for Approval” Following popup is displayed , Showing document Status



Workflow for Domestic Trip: Employee >Approver

Workflow for International Trip:
Employee >> Approver L1 >>Approver L2

Approver will 'Approve' or 'Reject' or 'Send for Review' the Trip

User can also create trip with advance, in that case Approver will
'Approve trip with advance' or 'Approve without advance' or
'Reject' or 'Send for Review' the Trip

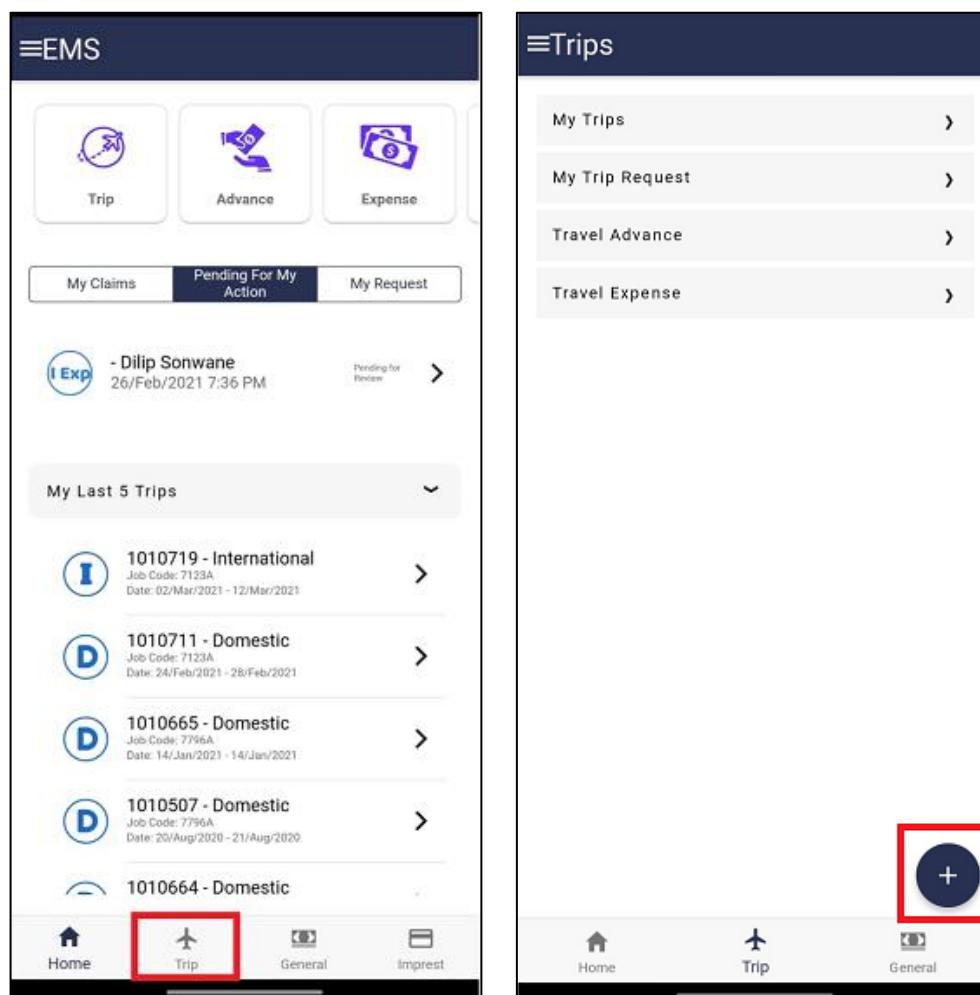
4.2 Additional Trip

How to Create Additional trip ?

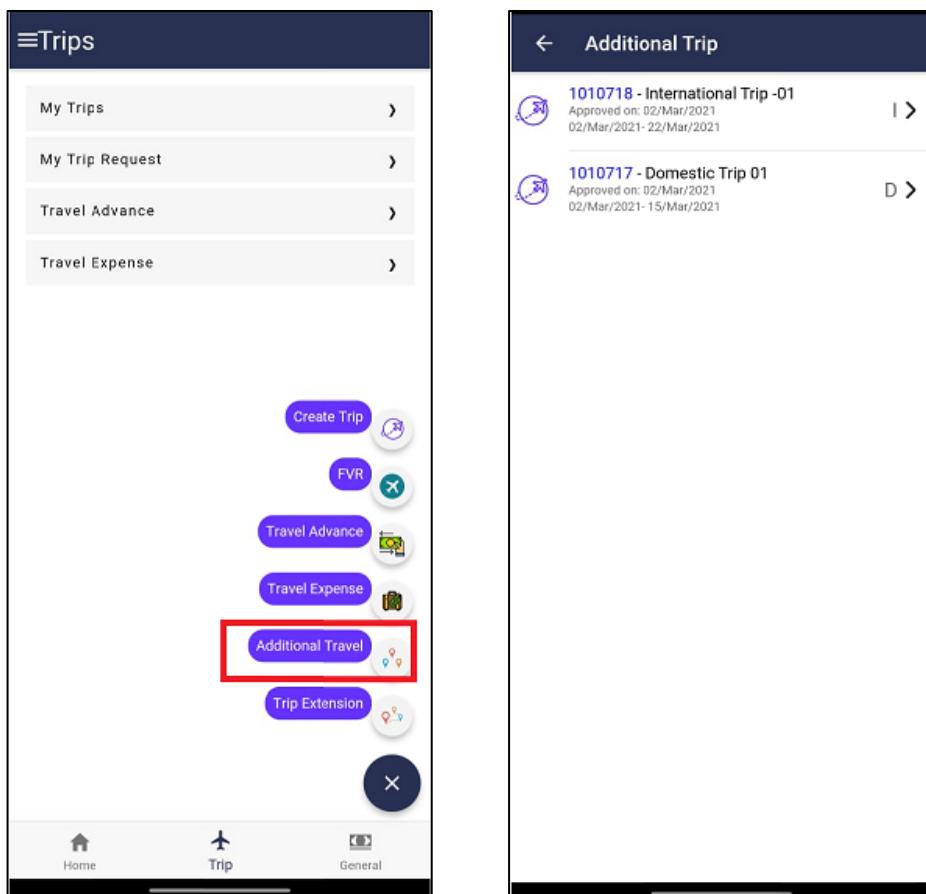
Brief:

- Employee can create Additional trip against approved trip request which is not over.
- To Create Additional Trip follow the below Steps :

Step 1: Once the Employee login into Application, on home page click on “Trip” Menu as shown in below image.



Step 2: Click on “+” icon to explore the Trip options, and click on “Additional Travel” option as shown in below image.



Step 3: On Additional Trip Form select trip in which user want to add Additional Travel details as shown in above image.

Step 4: On Additional Trip Form, Fill the required details such as Additional Travel Details and click "Submit" to send request for approval OR click "Save as Draft" for saving request as a draft.

Sample Screen layout : Additional Trip Form

Additional Travel

Ravindra Kumbhar
Domestic

Ref No.:# yet to be generated

Employee Details	Trip Details
------------------	--------------

- Trip Details**
- Visit Purpose**
- Travel Details**

ADD

(1)  MAHARASHTRA - Pune City - MAHARASHTRA - Mumbai
16-Mar-2021 - 18-Mar-2021

Show Actions

Travel Details

Mode of Travel:
Car

Source Country:
India

Source City:
MAHARASHTRA - Pune City

Destination Country:
India

Destination City:
MAHARASHTRA - Mumbai

From date:
Mar 16 2021

To date:
Mar 18 2021

Purpose:
Test

Client:
Test

SAVE **CANCEL**

Click on “Show Actions” to view all actions buttons and click “Submit”.

Travel Details

India

Destination City:
MAHARASHTRA - Mumbai

From date:
Mar 16 2021

To date:
Mar 18 2021

Purpose:
Test

Client:
Test

Trip Arranged By:
TCE

Journey Type:
One Way

Class:
A/C

SAVE **CANCEL**

Additional Travel

Ravindra Kumbhar
Domestic

Ref No.:# yet to be generated

Employee Details	Trip Details
------------------	--------------

- Trip Details**
- Visit Purpose**
- Travel Details**

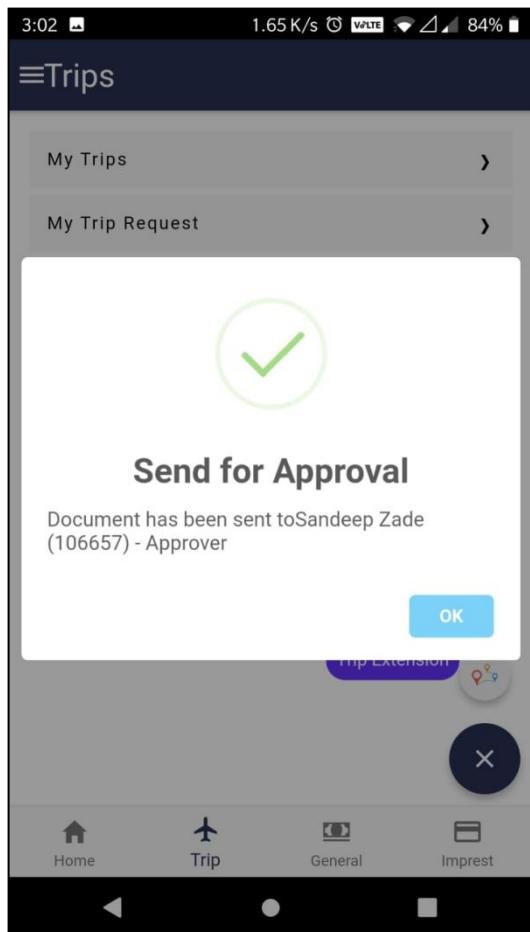
ADD

(1)  MAHARASHTRA - Pune City - MAHARASHTRA - Mumbai
16-Mar-2021 - 18-Mar-2021

Hide Actions

SUBMIT **SAVE AS DRAFT**

- After Click on “Submit” Following popup is displayed , Showing document Status



Workflow for Additional Travel: Employee >> Approver

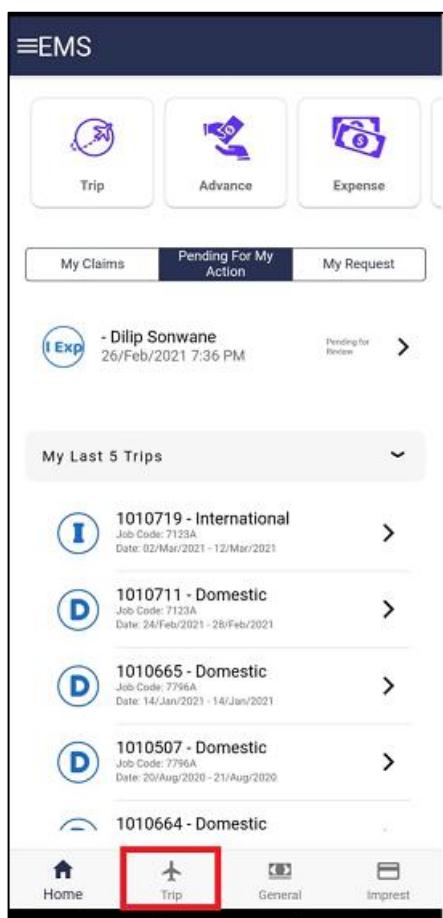
4.3 Trip Extension

How to Create Trip Extension request?

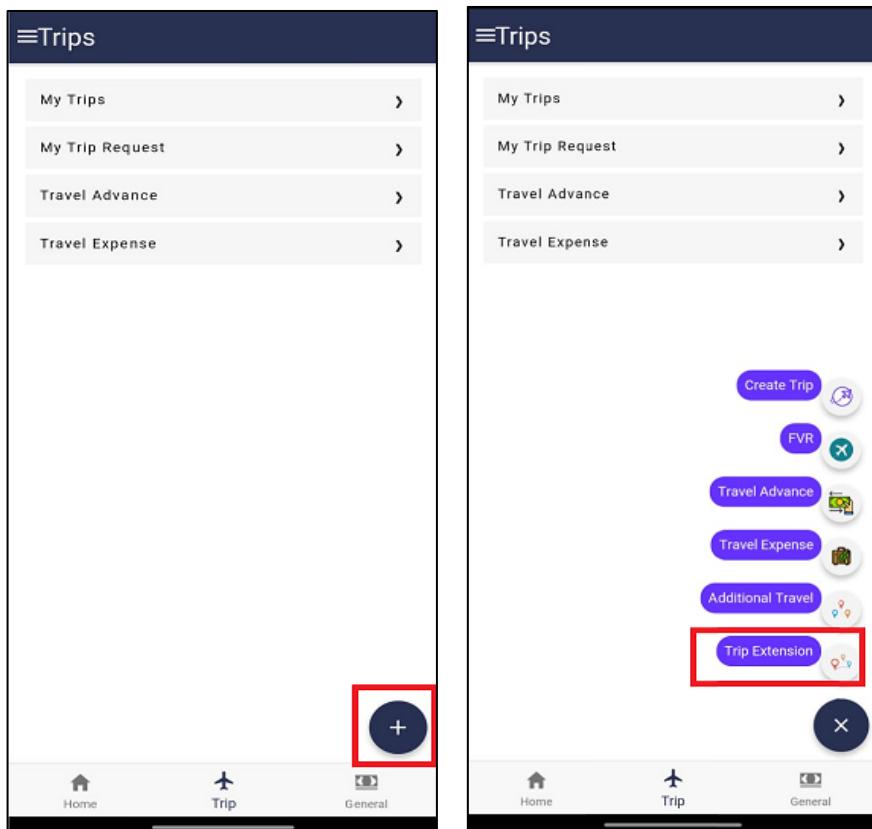
Brief:

- Employee can extend the trip by creating Trip Extension request
- To Create Trip Extension request follow the below Steps :

Step 1: Once the Employee login into Application, on home page click on “Trip” Menu as shown in below image.



Step 2: Click on “+” icon to explore the Trip options, and click on “Trip Extension” option as shown in below image.



Step 3: On Trip Extension Form, Fill the required details such as New Start Date , New End Date and click “Submit” to send request for approval OR click “Save as Draft” for saving request as a draft .

□ Sample Screen layout : Trip Extension Form

Trip Extension

Ravindra Kumbhar

Ref No.:# yet to be generated

Employee Details

Employee Name : *
Ravindra Kumbhar

Employee Code : *
101642

Employee Business Unit : *
Chemical

Grade : *
E6

Destination : *
Deputy General Manager

Employee Location : *
247 Park - Chemical

Trip Details

Show Actions >

Trip Extension

Trip No. : *
1010717

Trip Type : *
Domestic

Old Start Date : *
Mar 02 2021

Old End Date : *
Mar 15 2021

New Start Date : *
Mar 02 2021

New End Date : *
Mar 15 2021

Job Number : *
7988A

Business Unit : *
Chemical

Job Title : *
Engineering Consultancy Services for BOPET Line incl

Show Actions >

- Click on “Show Actions” to view all actions buttons and click “Submit”.

Trip Extension

Job Title : *
Engineering Consultancy Services for BOPET Line incl

Delivery Center : *
Mumbai 247 Park

Company : *
Tata Consulting Engineers Limited

Sector : *
Pulp and paper, films, industrial process, cement

Reimbursable : *
Yes

Reimbursable Type : *
At Rate Card

Visit Purpose

(C) MAHARASHTRA - Mumbai - MAHARASHTRA - Pune >
02-Mar-2021 - 04-Mar-2021

(C) MAHARASHTRA - Pune City - MAHARASHTRA - Mumbai >
12-Mar-2021 - 14-Mar-2021

Show Actions >

Trip Extension

Delivery Center : *
Mumbai 247 Park

Company : *
Tata Consulting Engineers Limited

Sector : *
Pulp and paper, films, industrial process, cement

Reimbursable : *
Yes

Reimbursable Type : *
At Rate Card

Visit Purpose

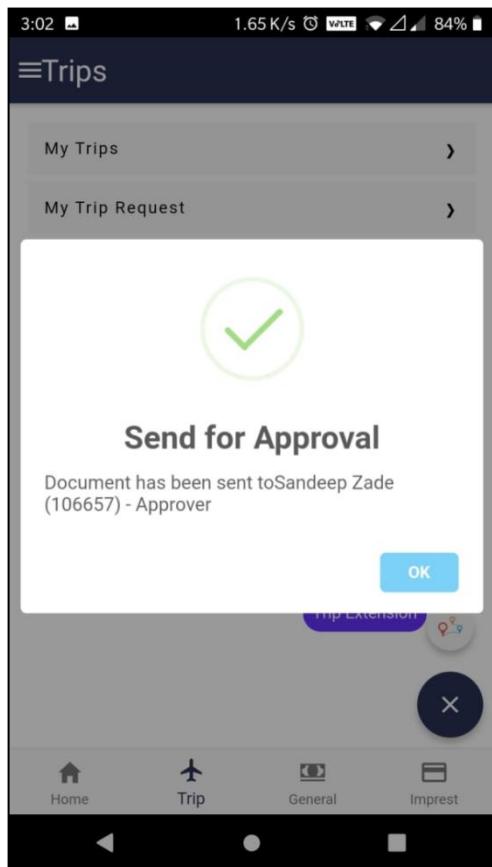
(C) MAHARASHTRA - Mumbai - MAHARASHTRA - Pune >
02-Mar-2021 - 04-Mar-2021

(C) MAHARASHTRA - Pune City - MAHARASHTRA - Mumbai >
12-Mar-2021 - 14-Mar-2021

Hide Actions >

Submit **Save As Draft**

- After Click on “Submit” Following popup is displayed , Showing document Status



Workflow 1 for Trip Extension Request: Employee >> Approver

Workflow 2 for Trip Extension Request
(If trip period is more than 45 days i.e. configured value:
Employee >> Approver >> HR

Approver will 'Approve' or 'Reject' or 'Send for Review' the Trip Extension request

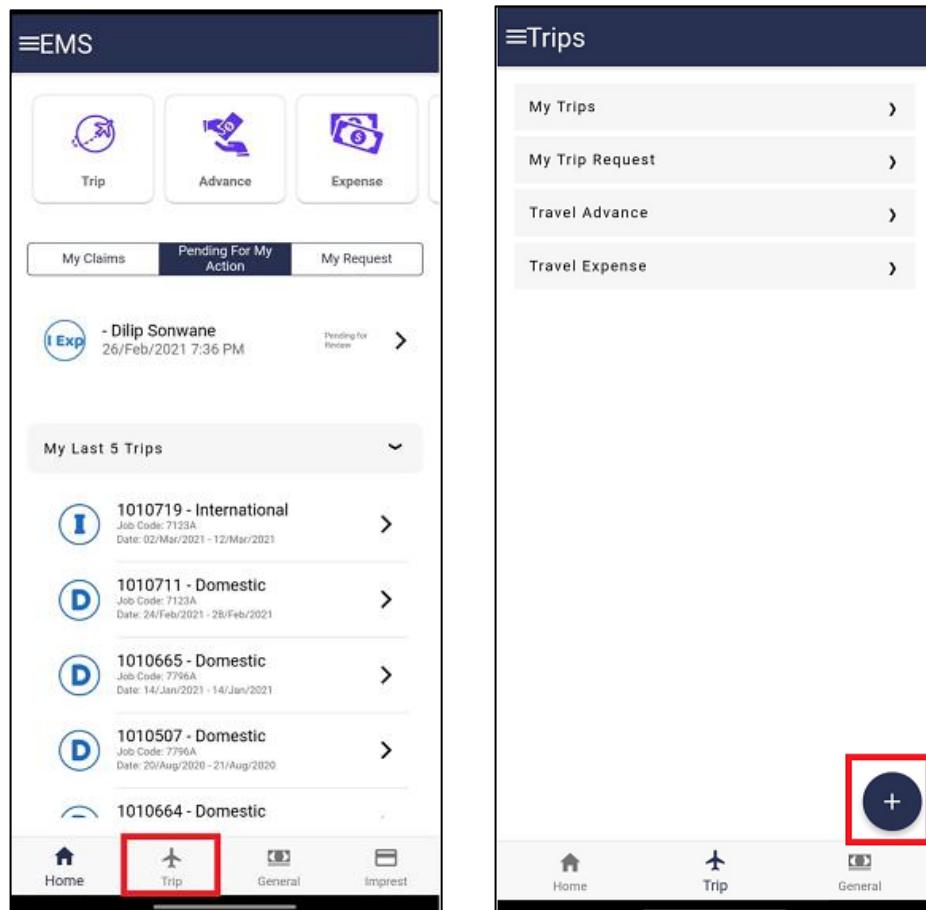
4.4 Foreign Visit First Advance Request (FVR)

How to Create FVR request?

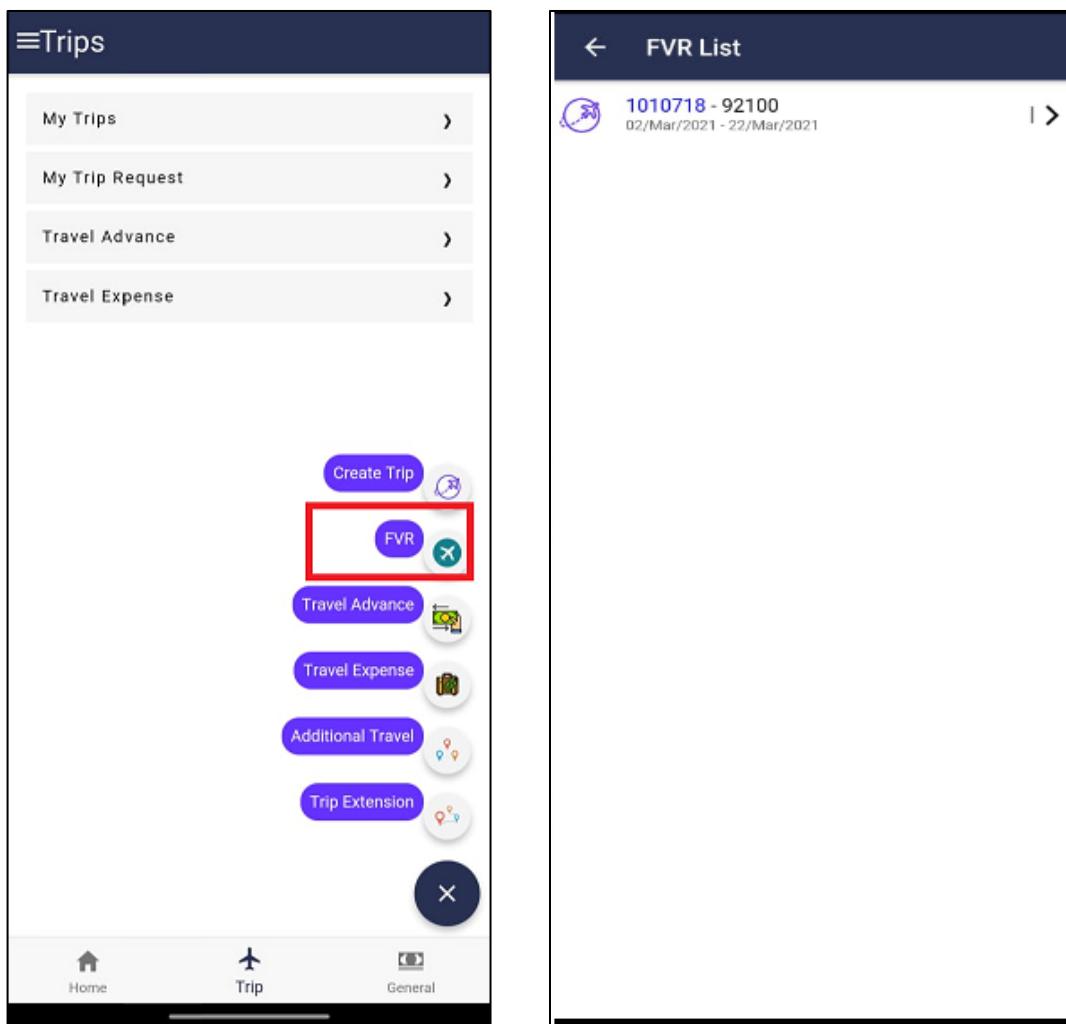
Brief:

- Employee can create FVR against International Trip
- To Create FVR request follow the below Steps :

Step 1: Once the Employee login into Application, on home page click on “Trip” Menu as shown in below image.



Step 2: Click on “+” icon to explore the Trip options, and click on “FVR” option as shown in below image.



Step 3: On FVR Form select trip against which user want to create FVR Request.

Step 4: On FVR Form, Fill the required details such as ‘Visit Authorization, chargeability, Arrangement By, Foreign Exchange required, Advance requested ’and click “Send for Approval” to send request for approval OR click “Save as Draft” for saving request as a draft

□ Sample Screen layout : FVR Form

FVR Forms

Foreign Visit First Advance Request Ravindra Kumbhar

Ref No.:# yet to be generated

Employee Details Trip Details

Basic Trip Details

Trip Name :* International Trip -01

Trip Id :* 1010718

Journey Start Date :* Mar 02 2021

Journey End Date :* Mar 22 2021

Booking For :* Self

Project Details

Show Actions

FVR Forms

Project Details Passport Details Visit Purpose

Visit Authorization

Client Letterz Ref. And Date :* Test-01

TCE Memo Ref. And Date :* TCE Memo Ref. and Date

Chargeability

Air Travel:	<input type="radio"/> R	<input checked="" type="radio"/> NR
Visa:	<input type="radio"/> R	<input checked="" type="radio"/> NR
Boarding:	<input type="radio"/> R	<input checked="" type="radio"/> NR
Lodging:	<input type="radio"/> R	<input checked="" type="radio"/> NR
Insurance:	<input type="radio"/> R	<input checked="" type="radio"/> NR
Any Other Expense(Specify):	<input type="radio"/> R	<input type="radio"/> NR

Show Actions

FVR Forms

Arrangement By

Air Tickets:*	<input checked="" type="radio"/> Client	<input type="radio"/> TCE
Visa:*	<input checked="" type="radio"/> Client	<input type="radio"/> TCE
Hotel Booking:*	<input checked="" type="radio"/> Client	<input type="radio"/> TCE
Insurance(N4):*	<input checked="" type="radio"/> Client	<input type="radio"/> TCE
Foreign Exchange:*	<input checked="" type="radio"/> Client	<input type="radio"/> TCE
Any Other Expense(Specify):	<input type="radio"/> Client	<input type="radio"/> TCE

Foreign Exchange Required

Allowances :* EUR - Euro
100

No Of Days :* 10

Total Allowances :* 1000

Other Expense

Show Actions

FVR Forms

No Of Days :* 10

Total Allowances :* 1000

Other Expense

0

For

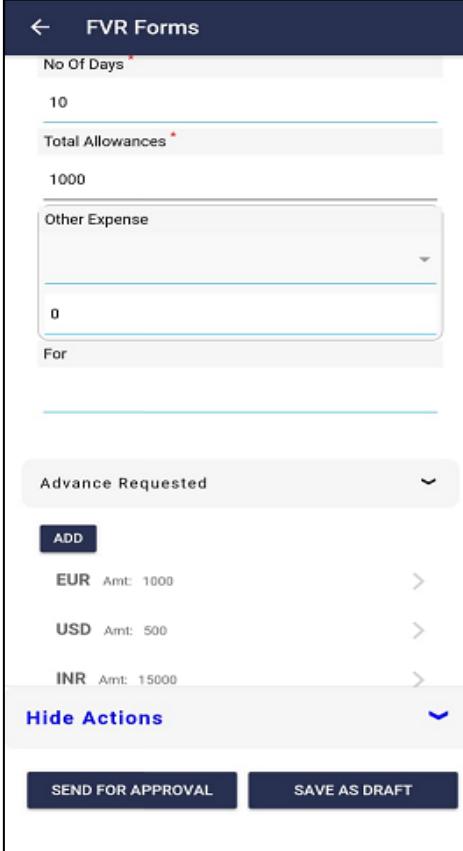
Advance Requested

ADD

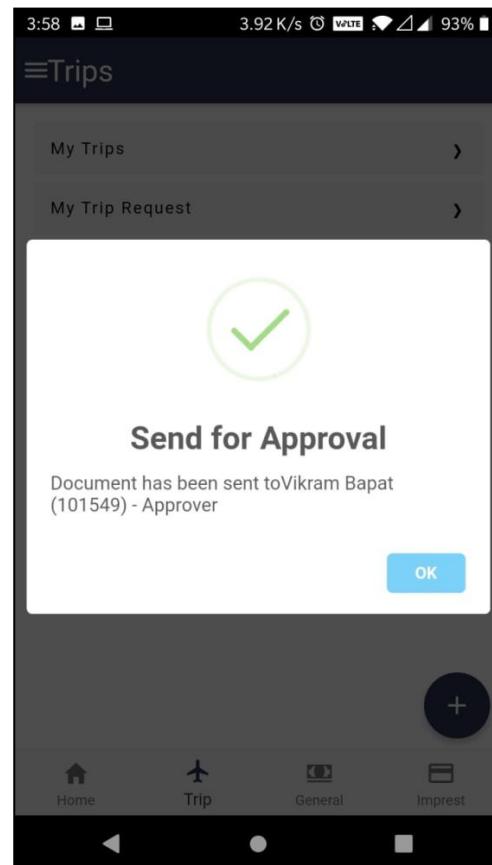
- EUR Amt: 1000 >
- USD Amt: 500 >
- INR Amt: 15000 >

Show Actions

- Click on “Show Actions” to view all actions buttons and click “Send for Approval”.



The screenshot shows the FVR Forms screen. It includes fields for "No Of Days" (10), "Total Allowances" (1000), and "Other Expense" (0). Below these, there's a dropdown for "Advance Requested" with options: EUR Amt: 1000, USD Amt: 500, and INR Amt: 15000. At the bottom are two buttons: "SEND FOR APPROVAL" and "SAVE AS DRAFT".



- After Click on “Send For Approval” Following popup is displayed , Showing document Status

Workflow for FVR:
Employee >> Approver 1 >> Approver 2

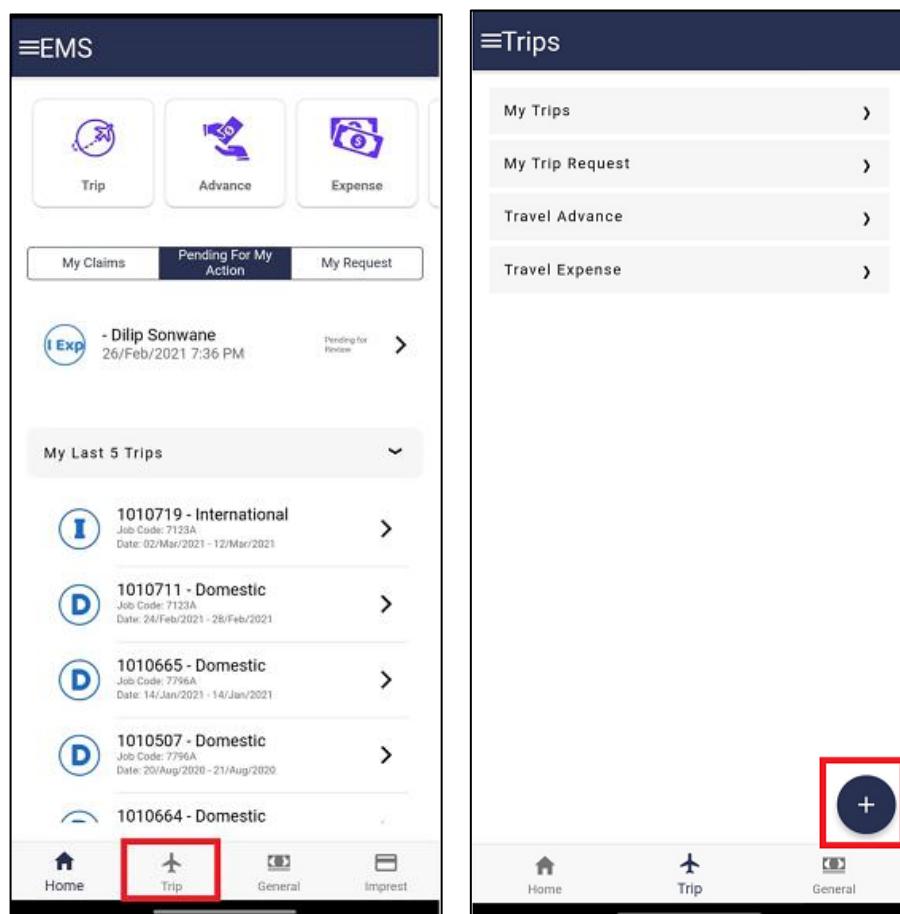
4.5 Travel Advance

How to Create Travel Advance request?

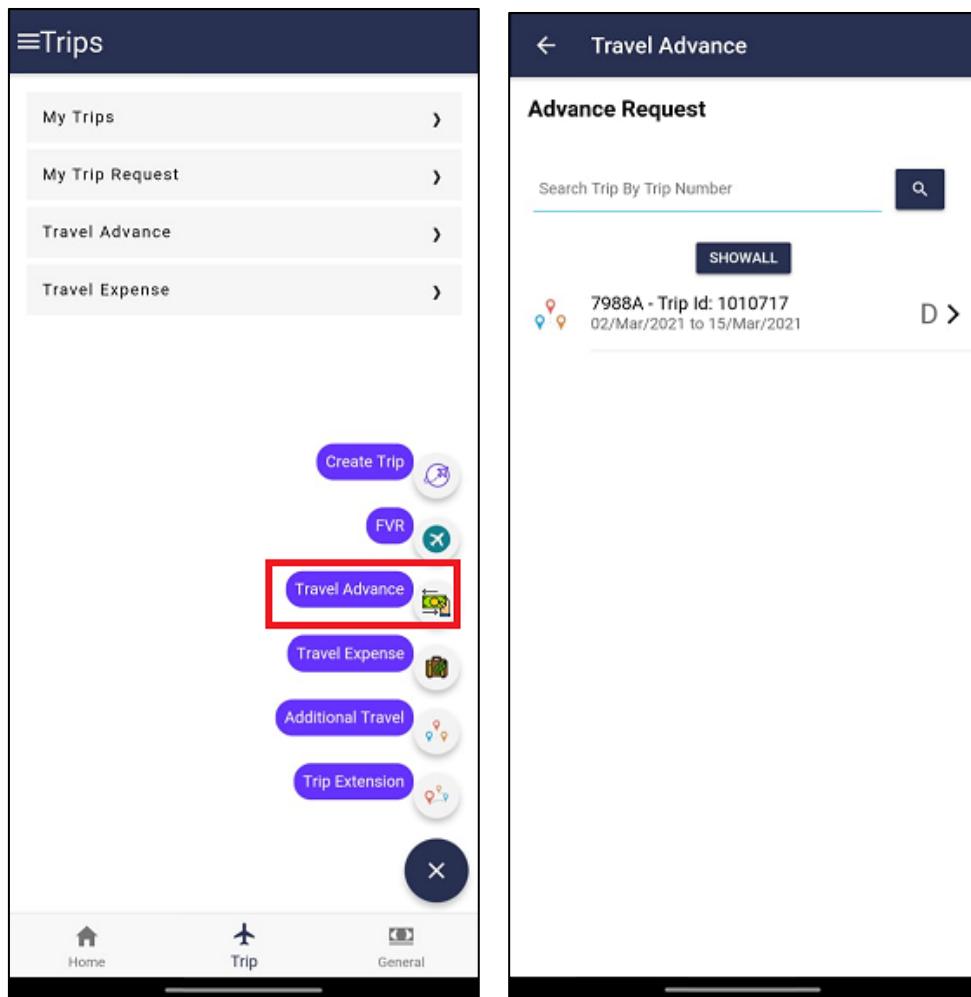
Brief:

- Employee can create Travel Advance request for future and active trips
- To Create Travel Advance request follow the below Steps :

Step 1: Once the Employee login into Application, on home page click on “Trip” Menu as shown in below image.



Step 2: Click on “+” icon to explore the Trip options, and click on “Travel Advance” option as shown in below image.



The image consists of two side-by-side screenshots of a mobile application interface. The left screenshot shows a sidebar menu with the following items:

- My Trips
- My Trip Request
- Travel Advance
- Travel Expense

Below the menu is a grid of icons:

- Create Trip
- FVR
- Travel Advance** (this item is highlighted with a red box)
- Travel Expense
- Additional Travel
- Trip Extension

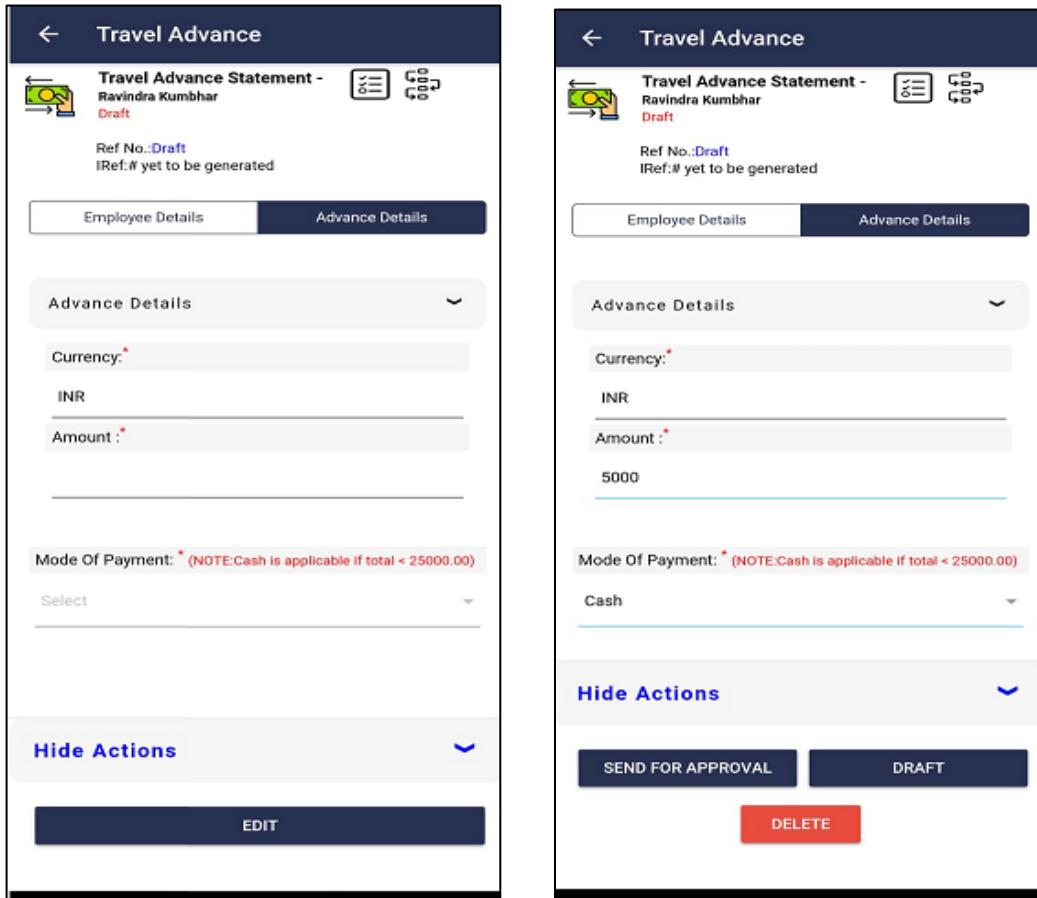
The bottom of the sidebar has three navigation tabs: Home, Trip (which is selected), and General.

The right screenshot shows the 'Travel Advance' form. At the top, there is a back arrow and the title 'Travel Advance'. Below that is a section titled 'Advance Request' with a search bar labeled 'Search Trip By Trip Number' and a magnifying glass icon. A button labeled 'SHOWALL' is also present. The main content area displays trip information: '7988A - Trip Id: 1010717' and the date range '02/Mar/2021 to 15/Mar/2021'. There is also a small location pin icon and a 'D' with a right-pointing arrow icon.

Step 3: On Travel Advance Form select trip against which user want to create Travel advance Request.

Step 4: On Travel Advance Form, first click “Show Actions” and Click ‘Edit’ and fill the required details such as ‘Advance details and Mode of payment’ and click “Submit” to send request for approval OR click “Save as Draft” for saving request as a draft.

Sample Screen layout : Travel Advance Form



The form displays the following details:

- Travel Advance Statement - Ravindra Kumbhar**
- Draft**
- Ref No.:Draft**
- Ref.# yet to be generated**
- Employee Details** and **Advance Details** tabs
- Advance Details** section with:
 - Currency:** INR
 - Amount:** 5000
- Mode Of Payment:** Cash
- Action Buttons:** **EDIT**, **SEND FOR APPROVAL**, **DRAFT**, and **DELETE**

- After Click on “Send For Approval” popup is displayed , Showing document Status

Workflow for Travel Advance Request (Domestic):
Employee -> Approver -> Finance -> Cashier

Workflow for Travel Advance Request (International):
Employee -> Approver -> Mobility Desk-> Mobility Desk

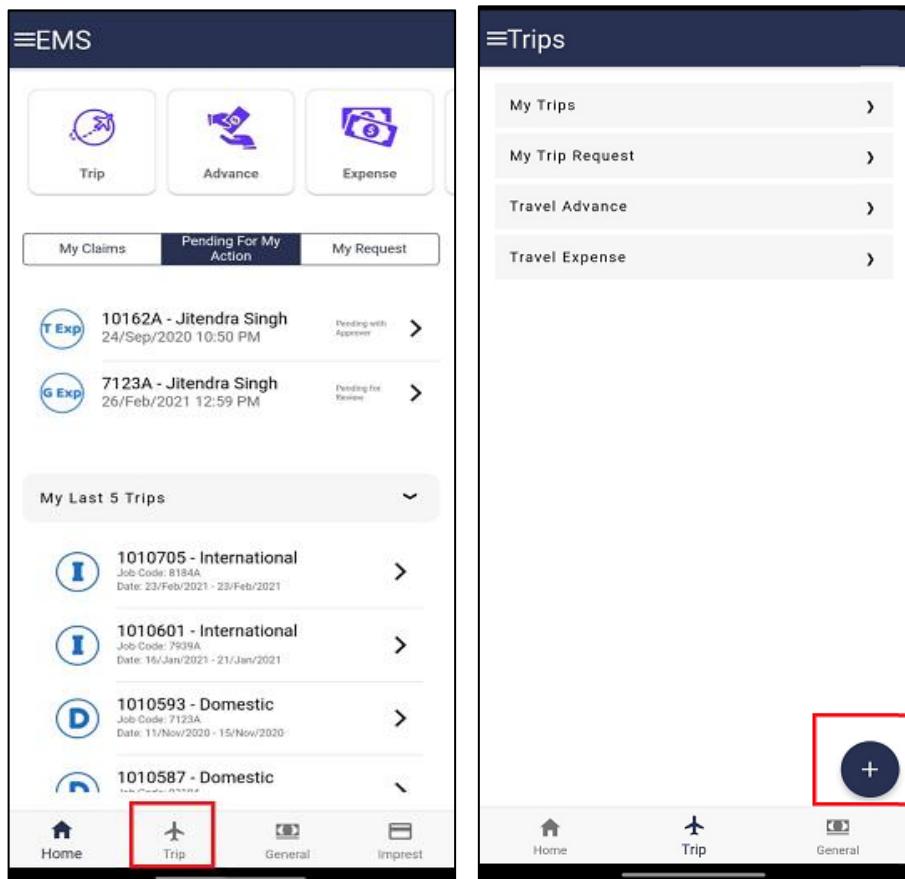
4.6 Travel Expense

How to Create Travel Expense request?

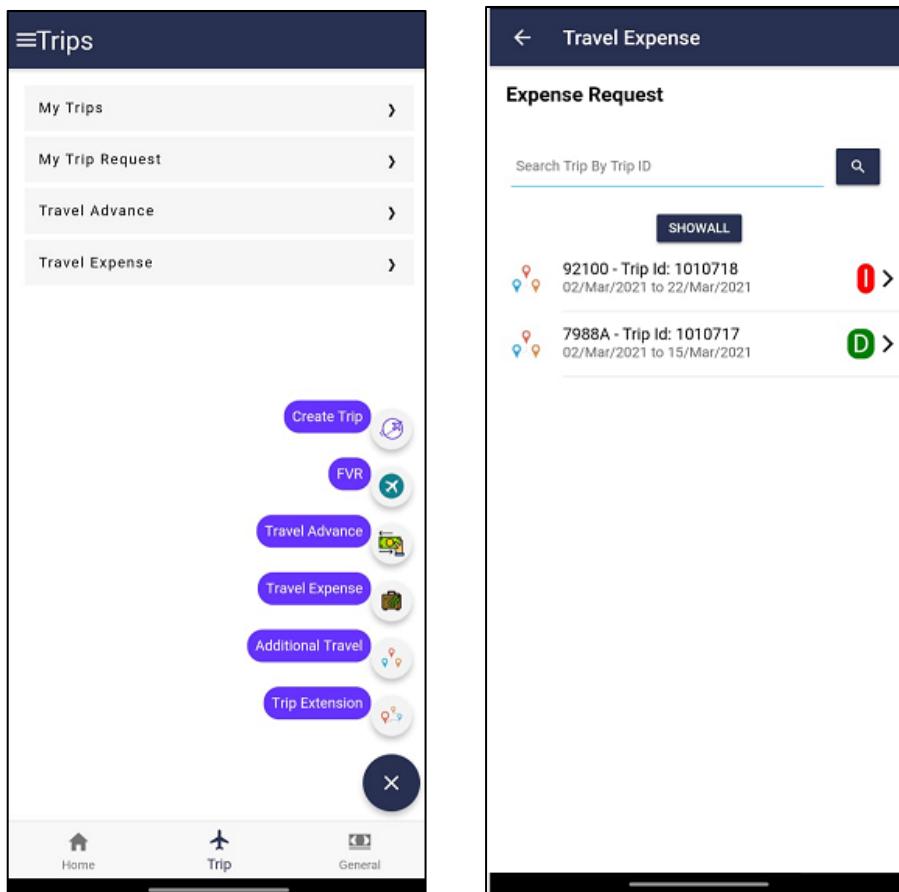
Brief:

- Employee can create Travel Expense request against trip request
- To Create Travel Expense request follow the below Steps :

Step 1: Once the Employee login into Application, on home page click on “Trip” Menu as shown in below image.



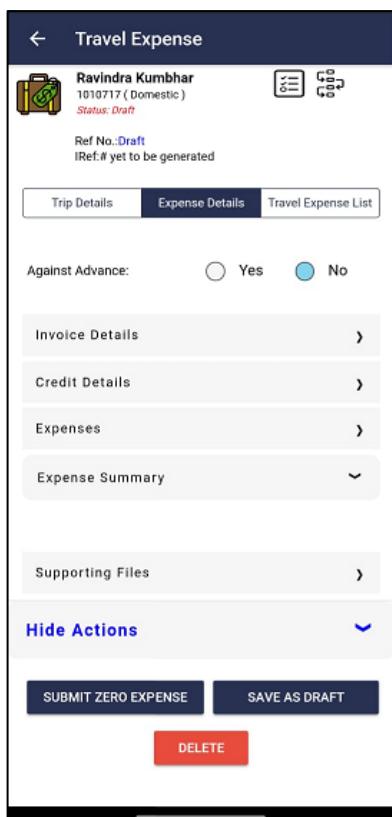
Step 2: Click on “+” icon to explore the Trip options, and click on “Travel Expense” option as shown in below image.



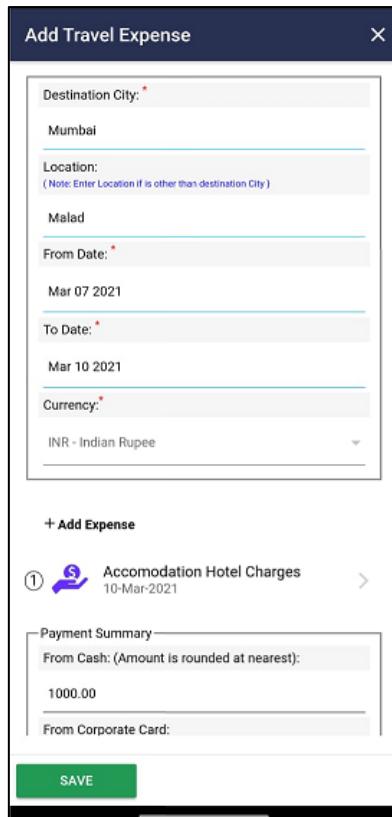
Step 3: On Travel Expense Form select trip against which user want to create Travel Expense Request.

Step 4: On Travel Expense Form, first click “Show Actions” and Click ‘Edit’ and fill the required details such as ‘Expense details’ and click “Submit” to send request for approval OR click “Save as Draft” for saving request as a draft.

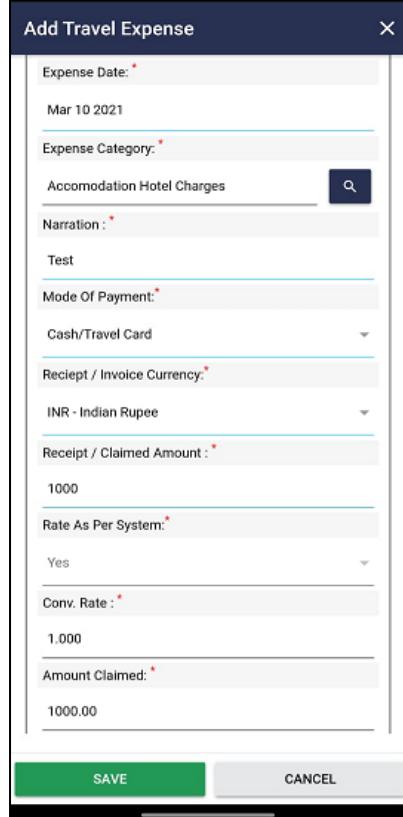
□ Sample Screen layout : Travel Expense Form



This screenshot shows the main Travel Expense screen. It displays a summary for Ravindra Kumbhar (Ref No.: Draft) and provides options to view Trip Details, Expense Details, or Travel Expense List. It also includes fields for Against Advance (Yes/No), Invoice Details, Credit Details, Expenses, and Expense Summary. At the bottom, there are buttons for SUBMIT ZERO EXPENSE, SAVE AS DRAFT, and DELETE.



This screenshot shows the first step of the Add Travel Expense process. It requires entering the Destination City (Mumbai) and Location (Malad). It also includes fields for From Date (Mar 07 2021) and To Date (Mar 10 2021), and a Currency selection (INR - Indian Rupee). A '+ Add Expense' button is available to add more items.



This screenshot shows the second step of the Add Travel Expense process. It includes fields for Expense Date (Mar 10 2021), Expense Category (Accommodation Hotel Charges), Narration (Test), Mode Of Payment (Cash/Travel Card), Receipt / Invoice Currency (INR - Indian Rupee), Receipt / Claimed Amount (1000), Rate As Per System (Yes), Conv. Rate (1.000), and Amount Claimed (1000.00). It features a green SAVE button at the bottom.

- Click on “Show Actions” to view all actions buttons and click “Send to EXP Validator”.

Add Travel Expense

Vendor Address: *
Goregaon

Vendor State: *
Maharashtra

GST Registration No.: *
27IN121212

Place Of Supply: *
Maharashtra

Invoice No.: *
123

CGST Amount: *
50

SGST Amount: *
50

IGST Amount: *
0

Cess Amount:
0

SAVE **CANCEL**

Travel Expense

IRef.# yet to be generated

Trip Details Expense Details Travel Expense List

Against Advance: Yes No

Invoice Details

Credit Details

Expenses

ADD

 India
Mumbai
07/Mar/2021 - 10/Mar/2021

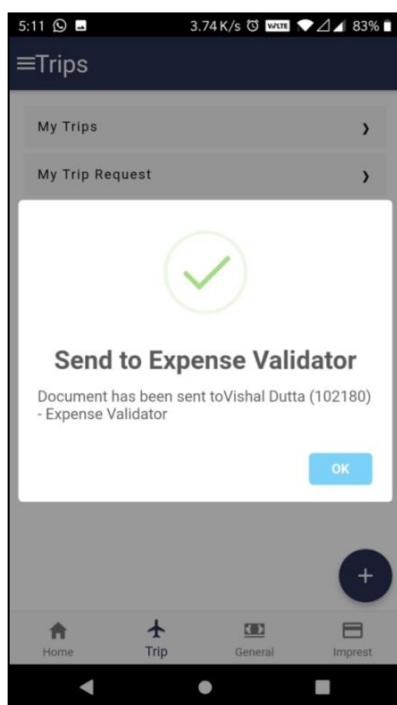
Expense Summary

Hide Actions

SEND TO EXP VALIDATOR **SAVE AS DRAFT**

DELETE

- After Click on “Send to Expense Validator” Following popup is displayed , Showing document Status



Workflow-1 for Travel Expense Request:

Employee -> Expense Validator-> Approver-> Finance
(If Expense validator select Has Exception As 'No')

Workflow-2 for Travel Expense Request:

Employee -> Expense Validator-> Approver-> Exceptional Approver
->Finance
(If Expense validator select has Exception As 'Yes')

5. General Module

- Employees can Create General advance and General Expense request from General Menu

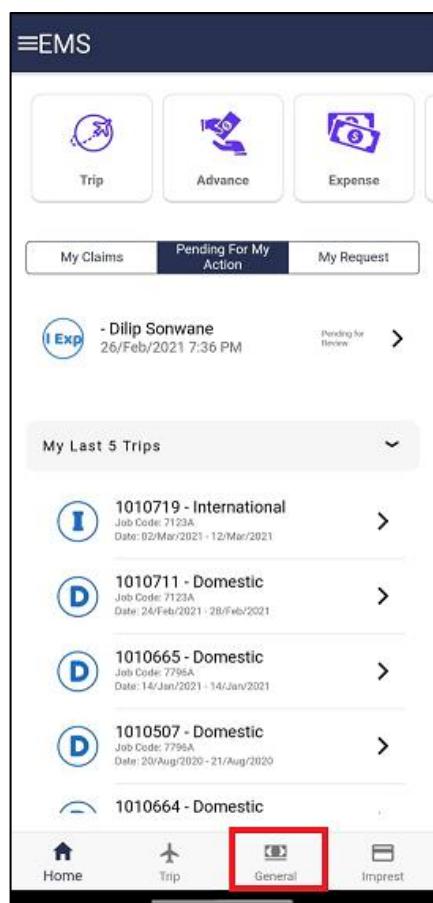
5.1 Create General Advance

How to Create General Advance?

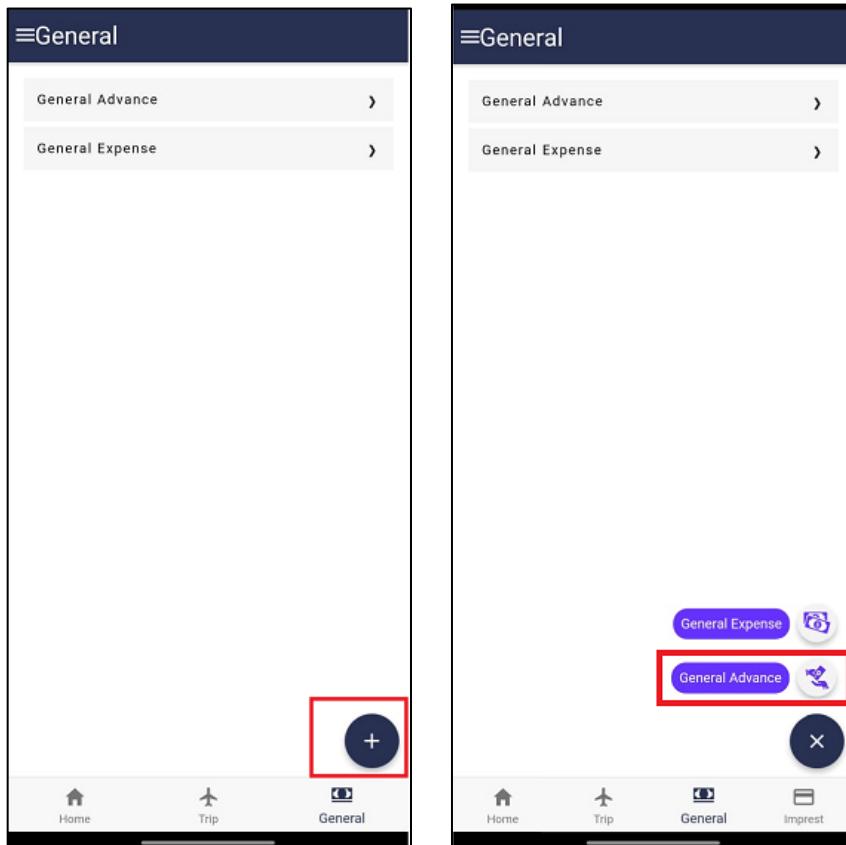
Brief:

- Employee can create General Advance request from General Menu
- To Create General Advance request follow the below Steps :

Step 1: Once the Employee login into Application, on home page click on “General” Menu as shown in below image.

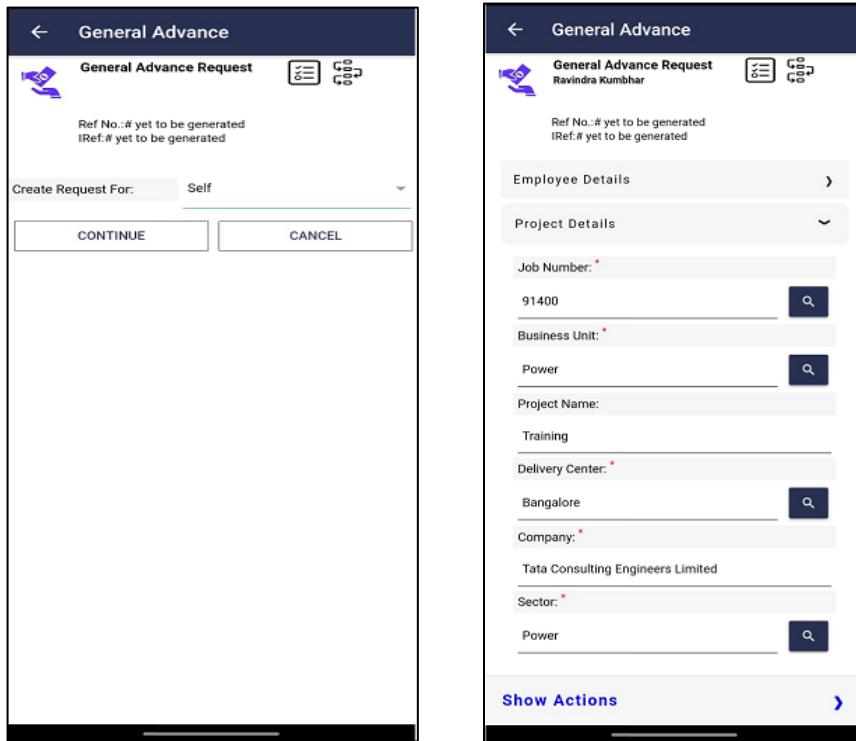


Step 2: Click on “+” icon to explore the Trip options, and click on “General Advance” option as shown in below image



Step 3: On General Advance Form, Fill the required details such as ‘Create request for , Project details and Advance details’ and click ‘Show Actions to open actions and click “Submit” to send request for approval OR click “Save as Draft” for saving request as a draft.

□ Sample Screen layout : General Advance Form



General Advance Request

Ref No.: # yet to be generated
IRef.# yet to be generated

Create Request For: Self

CONTINUE **CANCEL**

General Advance Request
Ravinda Kumbhar

Ref No.: # yet to be generated
IRef.# yet to be generated

Employee Details

Project Details

Job Number: *
91400

Business Unit: *
Power

Project Name:
Training

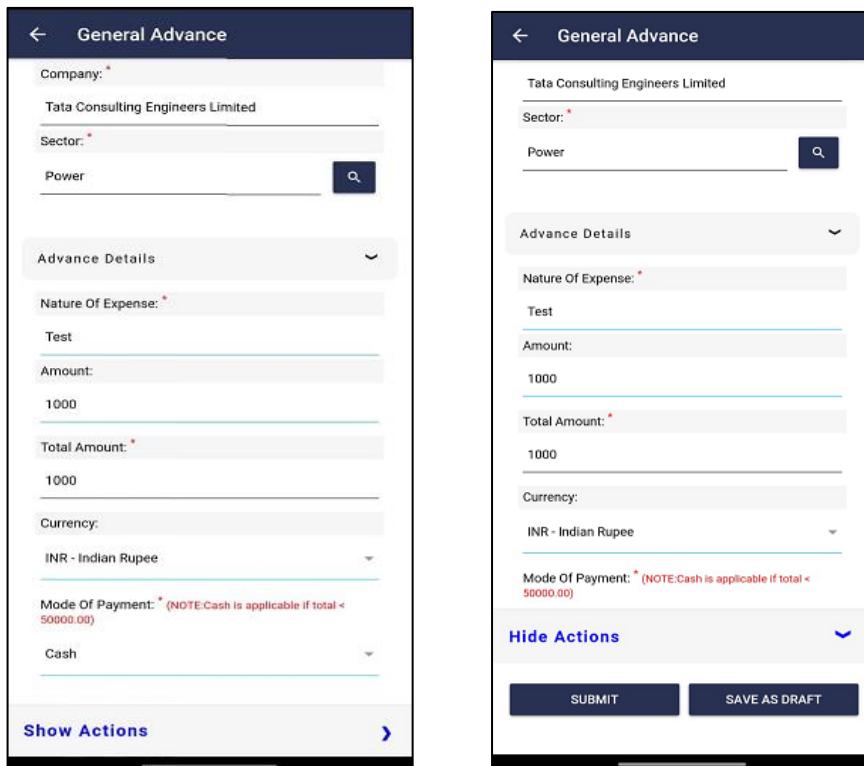
Delivery Center: *
Bangalore

Company: *
Tata Consulting Engineers Limited

Sector: *
Power

Show Actions

- Click on “Show Actions” to view all actions buttons and click “Submit”.



General Advance Request

Company: *
Tata Consulting Engineers Limited

Sector: *
Power

Advance Details

Nature Of Expense: *
Test

Amount:
1000

Total Amount: *
1000

Currency:
INR - Indian Rupee

Mode Of Payment: * (NOTE: Cash is applicable if total < 50000.00)
Cash

Show Actions

General Advance Request

Tata Consulting Engineers Limited

Sector: *
Power

Advance Details

Nature Of Expense: *
Test

Amount:
1000

Total Amount: *
1000

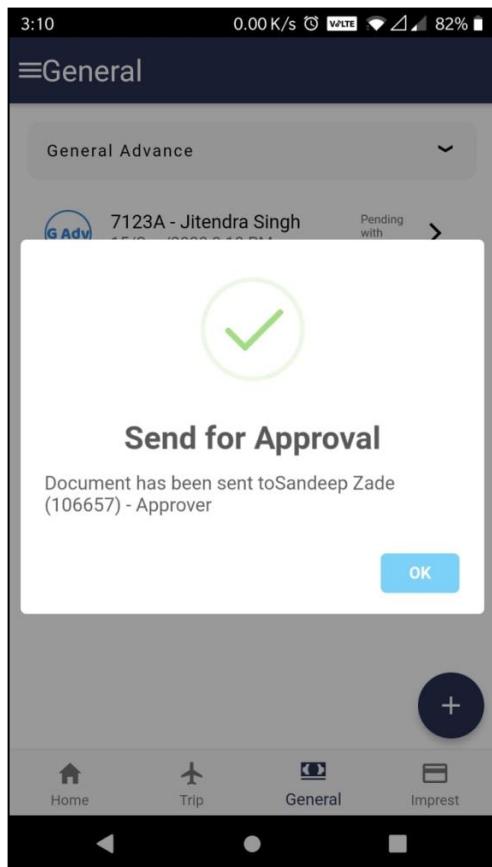
Currency:
INR - Indian Rupee

Mode Of Payment: * (NOTE: Cash is applicable if total < 50000.00)

Hide Actions

SUBMIT **SAVE AS DRAFT**

- After Click on “Submit” Following popup is displayed, Showing document Status.



Workflow for General Advance Request :
Employee -> Approver ->Finance -> Cashier

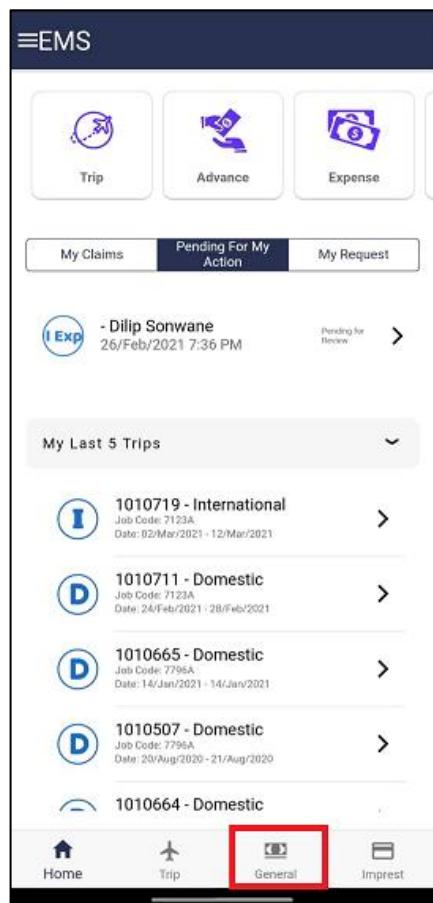
5.2 General Expense

How to Create General Expense request?

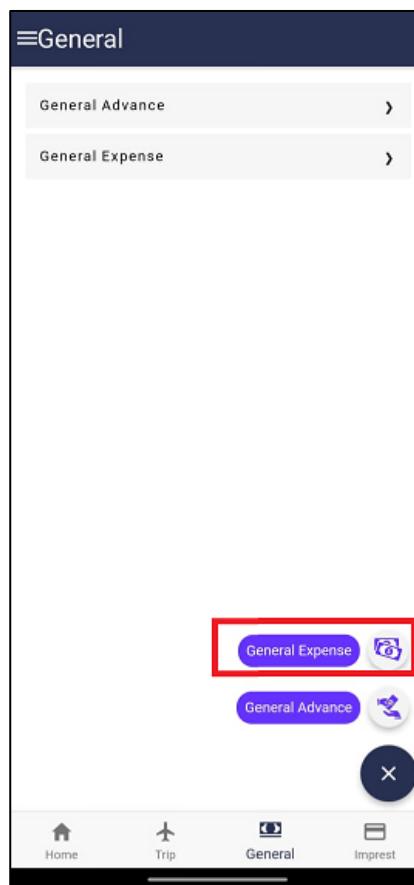
Brief:

- Employee can create General Expense request against General advance or create Normal General Expense request.
- To Create General Expense request follow the below Steps :

Step 1: Once the Employee login into Application, on home page click on “General” Menu as shown in below image.



Step 2: Click on “+” icon to explore the Trip options, and click on “General Expense” option as shown in below image.



Step 3: On General Expense Form, Fill the required details such as ‘Against Advance, Project details, Expense details’ and click “Submit” to send request for approval OR click “Save as Draft” for saving request as a draft.

Sample Screen layout : General Expense Form

General Expense

General Expense Statement  

Create General Expense

Ref No.:# yet to be generated
IRef.# yet to be generated

Employee Details

Against Advance: Yes No

Advance Reference Number: * 

Create Request For:

Project Details 

Job Number: *

Business Unit: *

Project Name:

Training

General Expense

General Expense Statement  

Ravindra Kumbhar
Draft

Ref No.:Draft
IRef.# yet to be generated

Employee Details

Against Advance: Yes No

Create Request For:

Project Details 

Job Number: *

Business Unit: *

Project Name:

Training

Delivery Center: *

Show Actions 

General Expense

Company: *

Sector: *

Currency Details 

Currency:

Expense Details 

ADD

① Accommodation Hotel Charges 
2021-03-11

Expense Summary 

From Cash(Amount is rounded at nearest):

1000.00

Show Actions 

General Expense

Expense Summary 

From Cash(Amount is rounded at nearest):

1000.00

From Corporate Card:

0

Total Expense Amount:

1000.00

Total Advance:

1000.00

Balance: Refundable

Supporting Documents 

Attach:(Only attach doc,gif,jpg,pdf/png,txt,xls,xlsx,docx)

Select Attachment 

RP_Expense Copy202131139.jpg  

Show Actions 

Add Expense

Expense Date: *
Mar 11 2021

Expense Type: *
Accommodation Hotel Charges

Description : *
Test

Mode Of Payment: *
Cash/Travel Card

Receipt / Claimed Amount : *
1000

Currency: *
INR - Indian Rupee

Rate As Per System: *
Yes

Conv. Rate : *
1.000

Amount Claimed: *
1000.00

SAVE **CANCEL**

Add Expense

Is Reimb.: *
No

Reimbursable Type : *

Bill Attach Receipt Sr. No.:
0

Conv. Slip No.:
0

Tax Classification: *
Registered

Vendor Name: *
BlueZone

Vendor Address: *
Goregaon

Vendor State: *
Maharashtra

GST Registration No.: *
27IN121212

SAVE **CANCEL**

- Click on “Show Actions” to view all actions buttons and click “Send to Validator”.

General Expense

From Cash(Amount is rounded at nearest):
1000.00

From Corporate Card:
0

Total Expense Amount:
1000.00

Total Advance:
1000.00

Balance:
0.00 Refundable

Supporting Documents

Attach:(Only attach doc,gif,jpg,pdf/png,txt,xls,xlsx,docx)

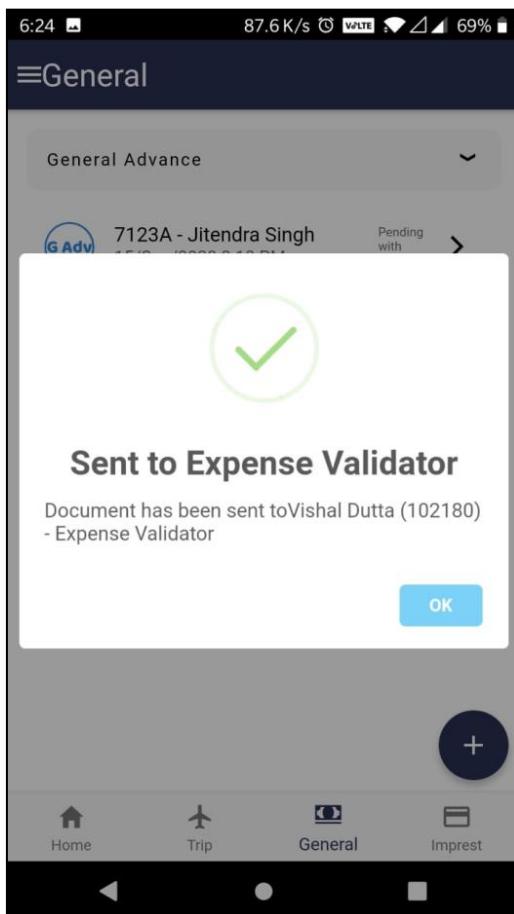
Select Attachment

Hide Actions

SEND TO VALIDATOR **SAVE AS DRAFT**

DELETE

- After Click on “Send to Expense Validator” Following popup is displayed , Showing document Status



Workflow-1 for General Expense Request:

Employee -> Expense Validator-> Approver-> Finance
(If Expense validator select Has Exception As 'No')

Workflow-2 for General Expense Request:

Employee -> Expense Validator-> Approver-> Exceptional Approver
->Finance
(If Expense validator select has Exception As 'Yes')

6. Imprest Module

- Employees who have access to Imprest Module can Create Imprest advance and Imprest Expense request from Imprest Menu

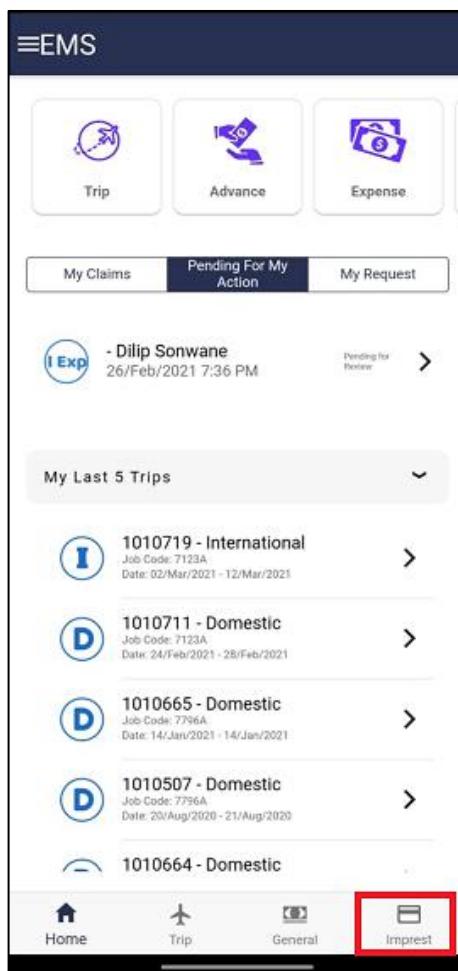
6.1 Imprest Advance

How to Create Imprest Advance?

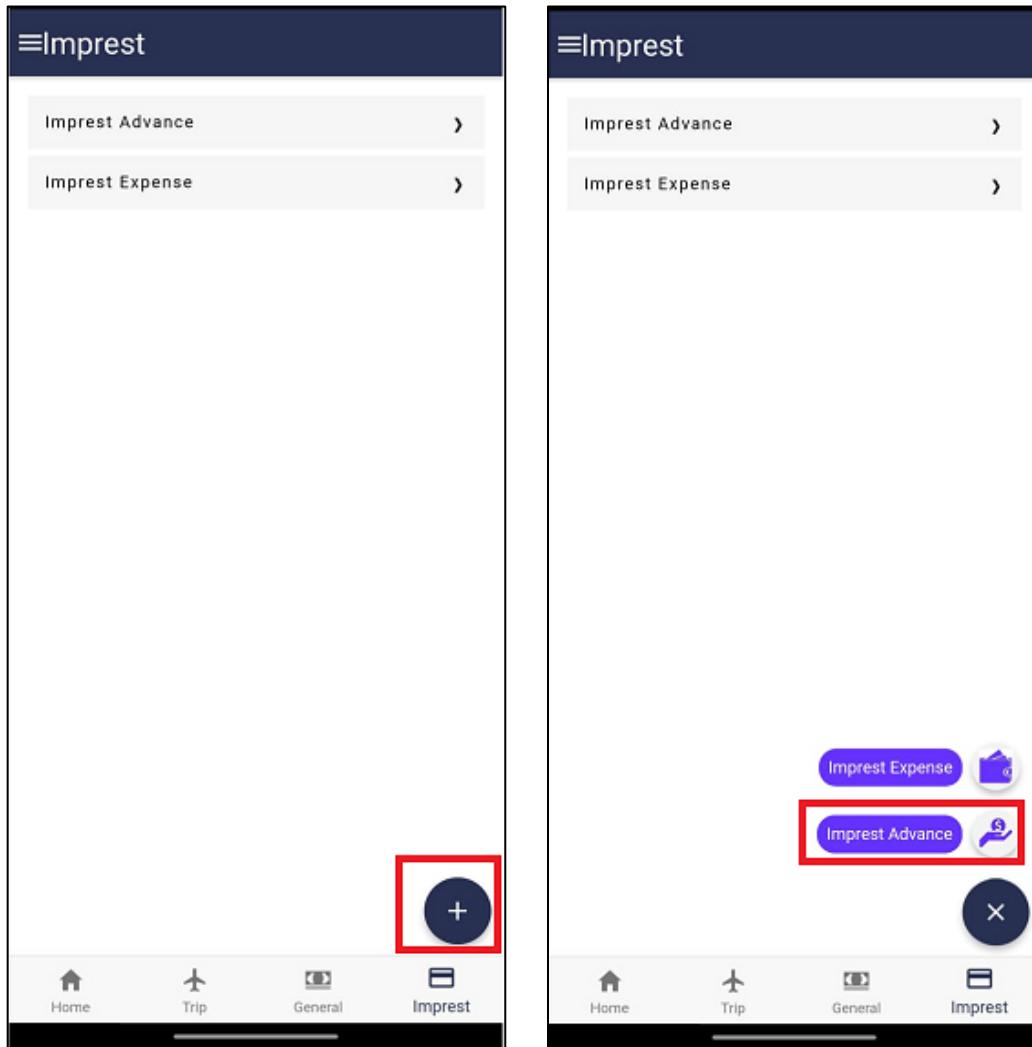
Brief:

- Employee can create Imprest Advance request from Imprest Menu
- To Create Imprest Advance request follow the below Steps :

Step 1: Once the Employee login into Application, on home page click on “Imprest” Menu as shown in below image.

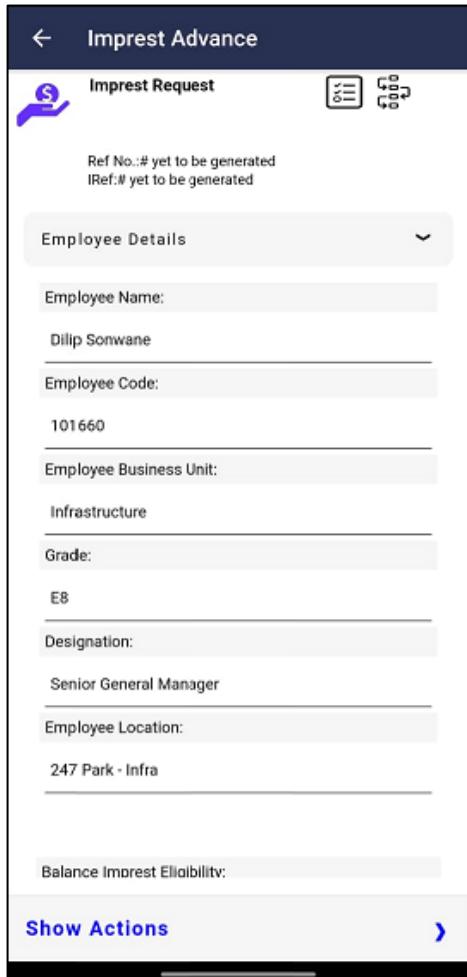


Step 2: Click on “+” icon to explore the Trip options, and click on “Trip Extension” option as shown in below image.

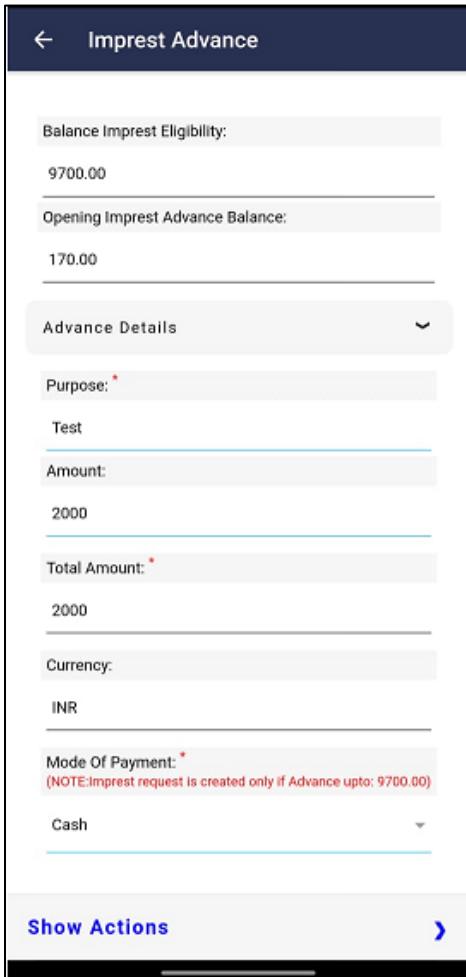


Step 3: On Imprest Advance Form, Fill the required details such as ‘Advance details, Mode of payment’ and click “Submit” to send request for approval OR click “Save as Draft” for saving request as a draft.

□ Sample Screen layout : Imprest Advance Form



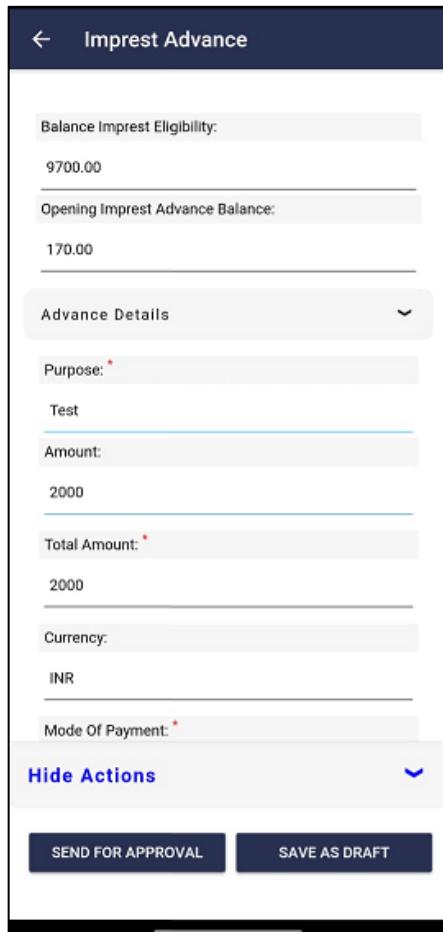
This screenshot shows the initial step of creating an Imprest Advance Request. It includes fields for Employee Details (Employee Name: Dilip Sonwane, Employee Code: 101660, Employee Business Unit: Infrastructure, Grade: E8, Designation: Senior General Manager), Balance Imprest Eligibility, and a 'Show Actions' button.



This screenshot shows the detailed configuration of the Imprest Advance. It includes fields for Advance Details (Purpose: Test, Amount: 2000, Total Amount: 2000, Currency: INR), Mode Of Payment (Cash), and a note about the balance limit. Both screens feature a 'Show Actions' button at the bottom right.

- Click on “Show Actions” to view all actions buttons and click “Send for Approval”.

- After Click on “Submit” Following popup is displayed, Showing document Status.



Imprest Advance

Balance Imprest Eligibility: 9700.00

Opening Imprest Advance Balance: 170.00

Advance Details

Purpose: * Test

Amount: 2000

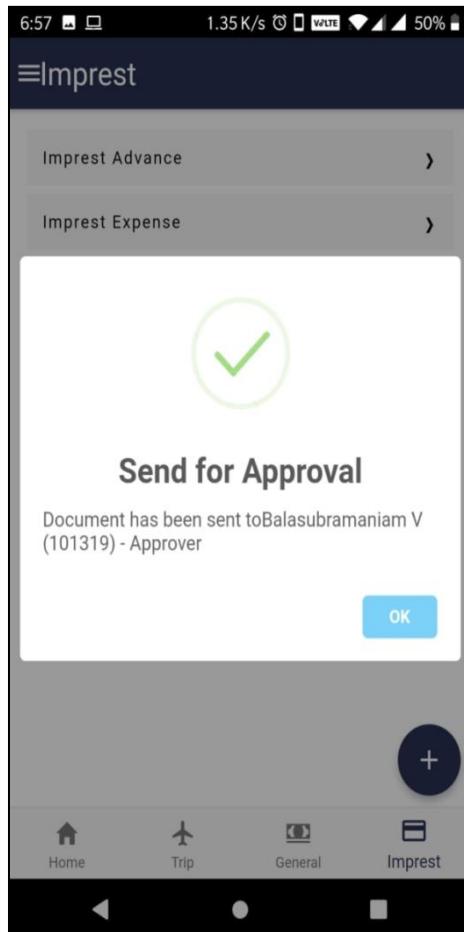
Total Amount: * 2000

Currency: INR

Mode Of Payment: *

Actions

SEND FOR APPROVAL SAVE AS DRAFT



Workflow for Imprest Advance Request:
 Employee -> Approver ->Finance -> Cashier

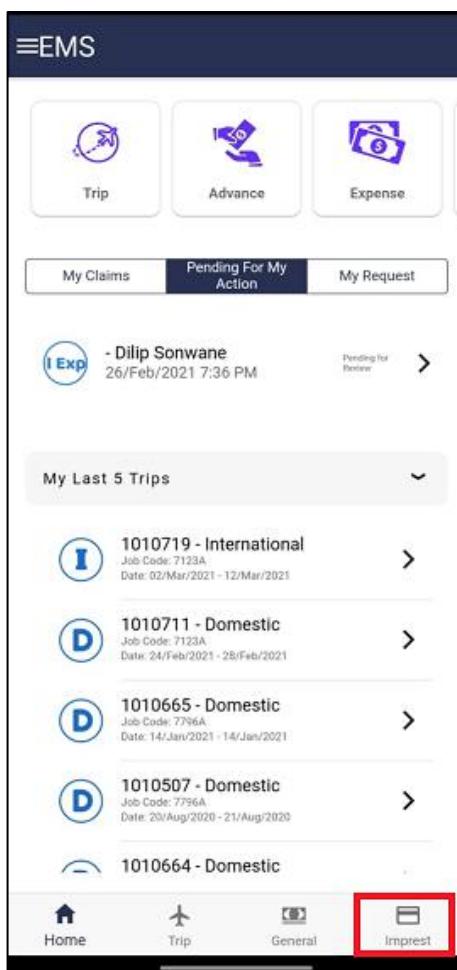
6.2 Imprest Expense

How to Create Imprest Expense request?

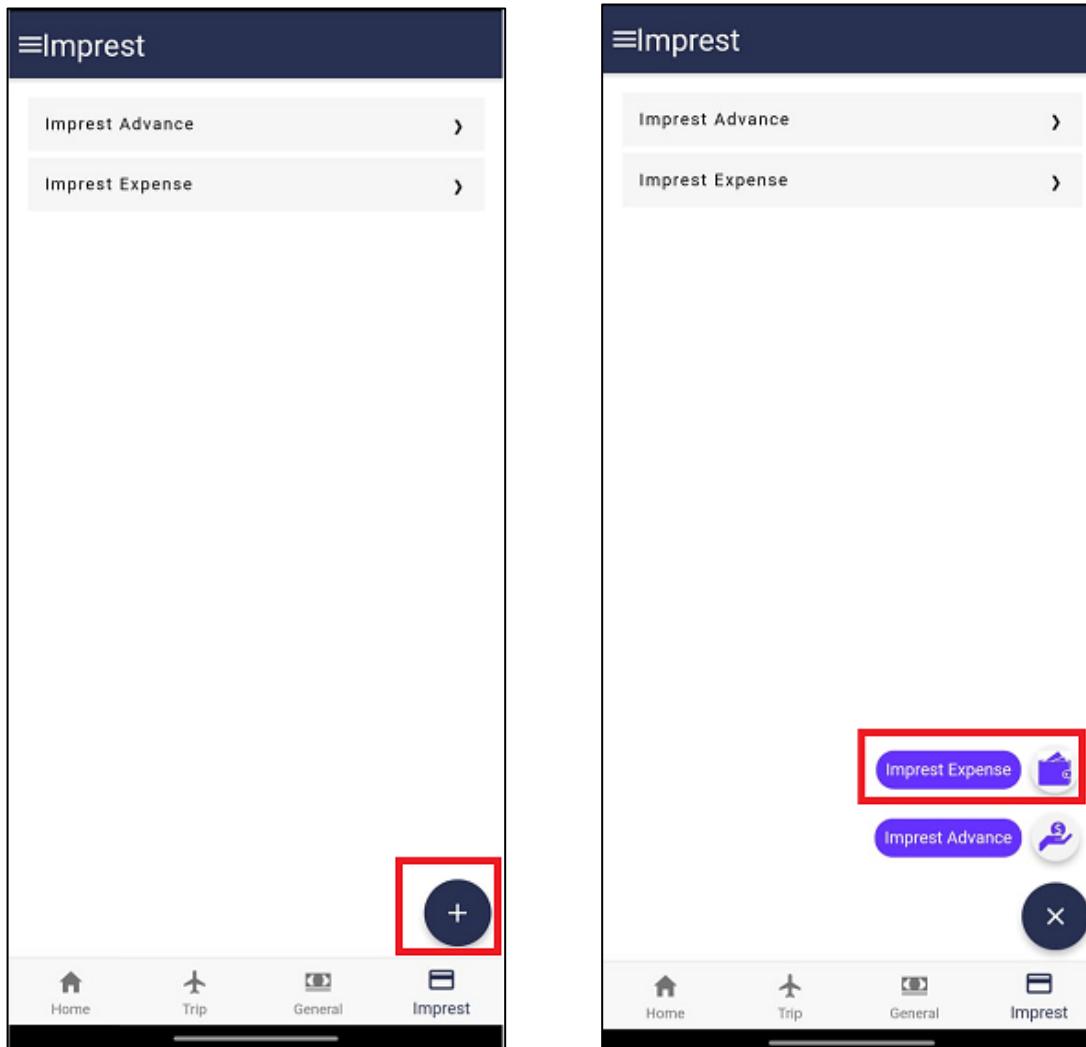
Brief:

- Employee can create Imprest Expense request from Imprest Menu
- To Create Imprest Expense request follow the below Steps :

Step 1: Once the Employee login into Application, on home page click on “**Imprest**” Menu as shown in below image.



Step 2: Click on “+” icon to explore the Trip options, and click on “Imprest Expense” option as shown in below image.



Step 3: On Imprest Expense Form, Fill the required details such as ‘From date, To date, Expense details’ and click “Submit” to send request for approval OR click “Save as Draft” for saving request as a draft.

Sample Screen layout : Imprest Expense Form

Imprest Expense

Imprest Expense Statement -

Create Imprest Expense

Ref No.:# yet to be generated
IRef:# yet to be generated

Employee Details Expense Details

Against Advance:
Yes

Create Request For:
Self

Opening Imprest Advance:
170

Company:
Tata Consulting Engineers Limited

Show Actions

Imprest Expense

Imprest Expense Statement -

Create Imprest Expense

Ref No.:# yet to be generated
IRef:# yet to be generated

Employee Details Expense Details

Against Advance:
Yes

Create Request For:
Self

Opening Imprest Advance:
170

Company:
Tata Consulting Engineers Limited

Hide Actions

FNF STATEMENT **SAVE AND CONTINUE**

Imprest Expense

Imprest Expense Statement -

Draft

Ref No.:Draft
IRef:# yet to be generated

Employee Details Expense Details

Against Advance:
Yes

Create Request For:
Self

Opening Imprest Advance:
170

Company:
Tata Consulting Engineers Limited

Period

From Date: *
Mar 11 2021

To Date: *
Mar 11 2021

Show Actions

Imprest Expense

Currency Details

Currency:
INR

Expense Details

ADD

① Accomodation Hotel Charges
11-Mar-2021

Expense Summary

From Cash:
120.00

From Corporate Card:
0

Opening Imprest Advance Balance:
170

Total Expense Amount:

Show Actions

Imprest Expense

From Cash: 120.00

From Corporate Card: 0

Opening Imprest Advance Balance: 170

Total Expense Amount: 120.00

Closing Imprest Advance Balance: 50.00

Supporting Documents

Attach:(Only attach doc,gif,jpg,pdf/png,txt,xls,xlsx,docx)

Select Attachment

File Name: RP_Expense Copy20213117.jpg

Show Actions

Imprest Expense Details

Expense Date: * Mar 11 2021

Expense Type: * Accommodation Hotel Charges

Description: * Test

Job Number: * 7123A

Business Unit: * Infrastructure

Delivery Center: * Bangalore

Sector: * Urban Development and Planning

Mode Of Payment: * Cash/Travel Card

Receipt / Claimed Amount: * 120

SAVE **CANCEL**

Imprest Expense Details

Currency: * INR - Indian Rupee

Rate As Per System: * Yes

Conv. Rate: * 1.000

Amount Claimed: * 120.00

Is Reimb.: * Yes

Reimbursable Type: * At Rate Card

Bill Attach Receipt Sr. No.: * 0

Conv. Slip No.: * 0

Tax Classification: * Registered

SAVE **CANCEL**

Imprest Expense Details

Vendor Name: * BlueZone

Vendor Address: * Goregaon

Vendor State: * Maharashtra

GST Registration No.: * 27IN121212

Place of Supply: * Andaman and Nicobar Islands

Invoice No.: * 123

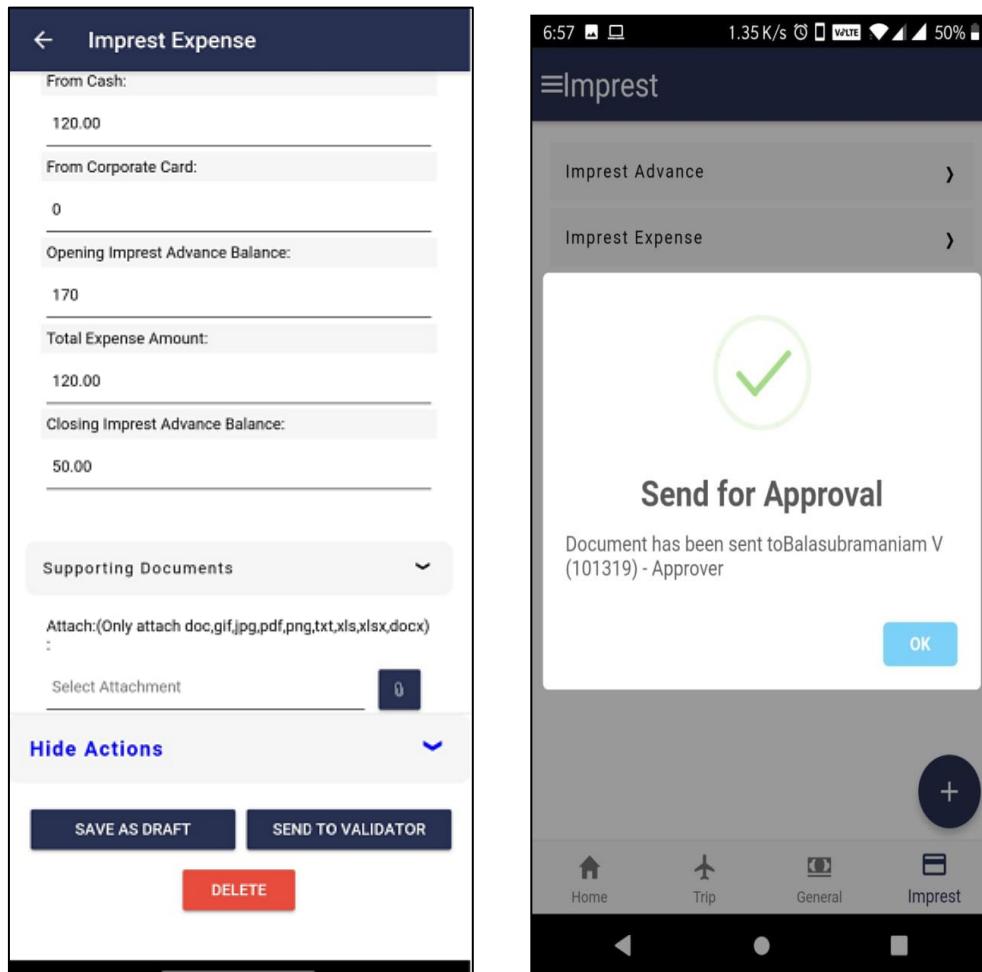
CGST Amount: * 100

SGST Amount: * 100

IGST Amount: *

SAVE **CANCEL**

- After Click on “Send to Expense Validator” Following popup is displayed , Showing document Status



Workflow-1 for Imprest Expense Request:

Employee -> Expense Validator-> Approver-> Finance
(If Expense validator select Has Exception As 'No')

Workflow-2 for Imprest Expense Request:

Employee -> Expense Validator-> Approver->
Exceptional Approver ->Finance
(If Expense validator select has Exception As 'Yes')

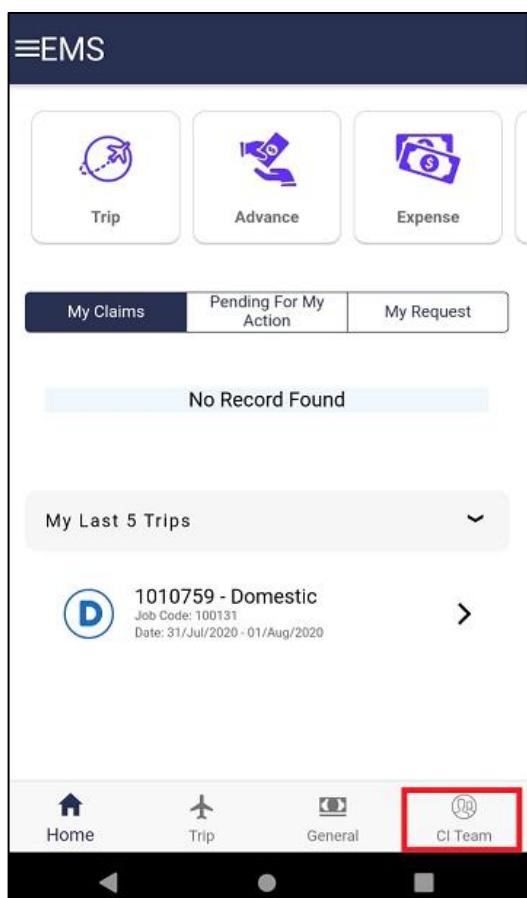
7. Central Insurance Team

- Central insurance team User can attach Ticket copy and Insurance Copy to approved trip request.

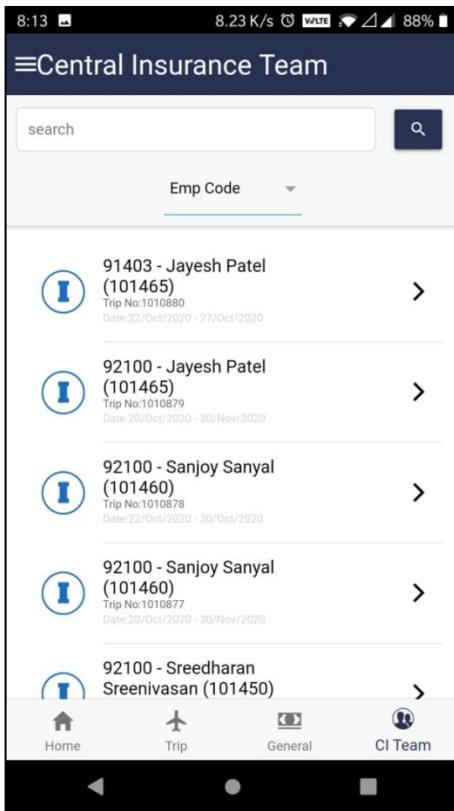
7.1 Attach Ticket and Insurance Copy

How to Attach Ticket Copy and Insurance copy?

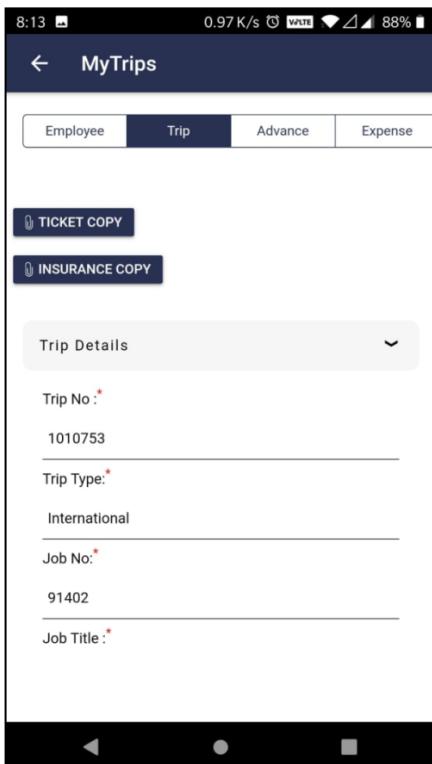
Step 1: Once the Employee login into Application, on home page click on “**Imprest**” Menu as shown in below image.



Step 2: Select a trip from list where CIT user want to attached Ticket copy and Insurance copy



Step 3: Click on “Ticket Copy” button to attach Ticket Copy and Click on “Insurance copy” to attach Insurance copy as shown in below image.



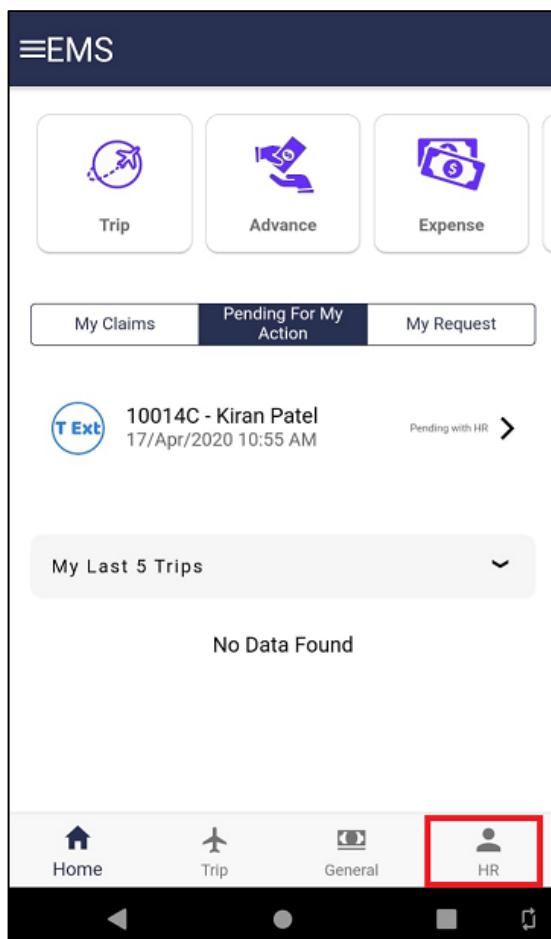
8. HR

- HR can attach Posting order attachment to approved trip request.

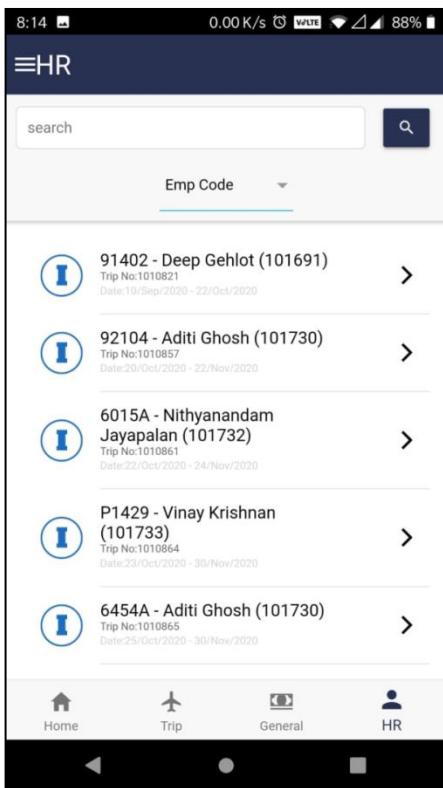
8.1 Attach Posting Order Copy

How to Attach Posting Order Copy?

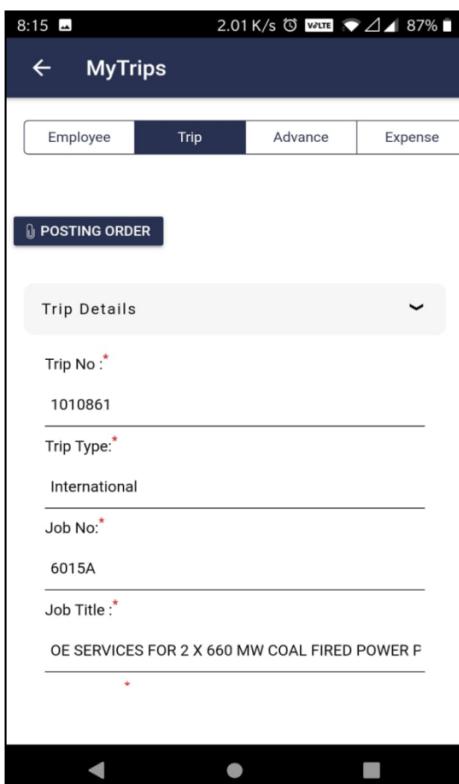
Step 1: Once the HR login into Application, on home page click on “HR” Menu as shown in below image.



Step 2: Select a trip from list where HR want to attach Posting Order copy.



Step 3: Click on “Posting order” button to attach posting order copy as shown in below image.

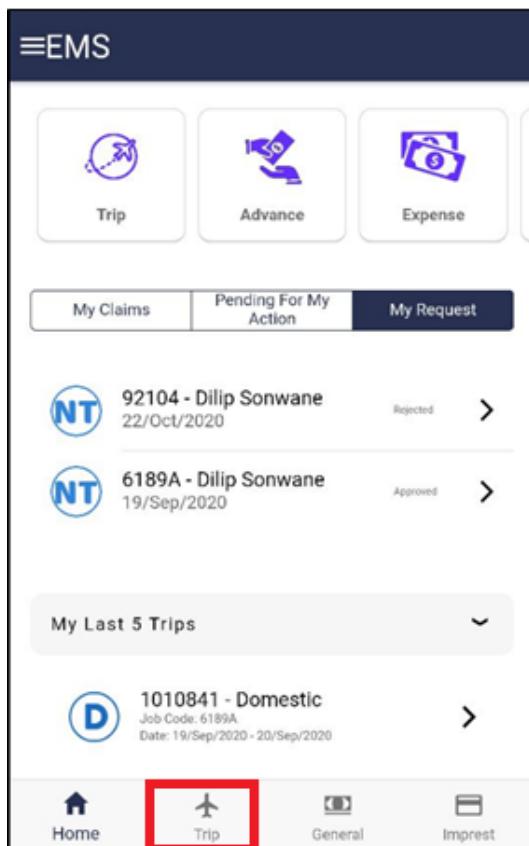


9. Attach Ticket Copy / Insurance Application copy / Existing Posting Order copy

- Employee can attach Ticket copy and Insurance Application Copy to against International trip from my trips.

How to Attach Ticket Copy /Insurance Application copy/Existing posting order copy?

Step 1: Once the Employee login into Application, on home page click on “Trip” Menu as shown in below image.



Step 2: Navigate to My trips and Select a trip from list where user want to attach Ticket copy /Insurance application/Attached Existing Posting order copy.

≡Trips

My Trips

- 1010896 >
17/Nov/2020 to 21/Nov/2020
- 1010892 >
17/Nov/2020 to 23/Nov/2020
- 1010891 >
05/Nov/2020 to 05/Nov/2020
- 1010890 >
05/Nov/2020 to 05/Nov/2020
- 1010889 >
05/Nov/2020 to 05/Nov/2020

Show More >

[My Trip Request](#) >

[Travel Advance](#) >

+

 Home
 Trip
 General
 Imprest

← MyTrips

Employee	Trip	Advance	Expense
----------	------	---------	---------

TICKET COPY

INSURANCE APPLICATION COPY

EXISTING POSTING ORDER

Trip Details

Trip No.:*
1010891

Trip Type.*
International

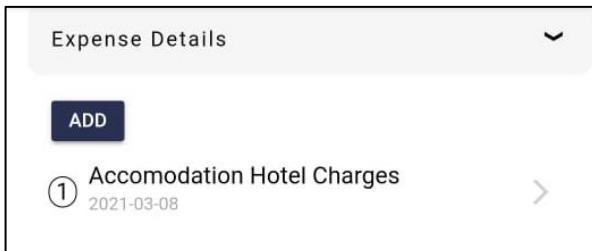
Job No.*
7123A

Step 3: Click on “Ticket Copy” button to attach Ticket Copy and Click on “Insurance Application copy” to attach Insurance copy and Click on “Existing posting Order” button to attach Existing Posting Order copy as shown in above image.

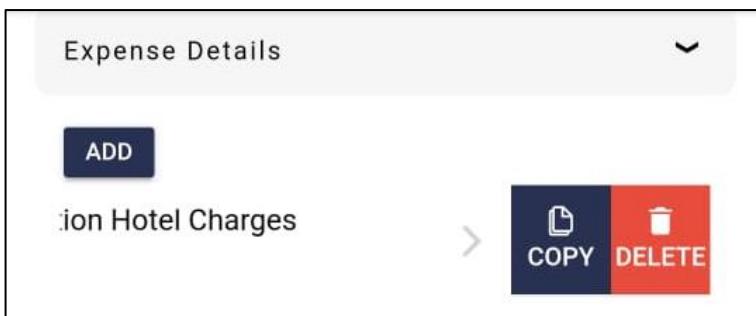
10. Copy/Delete rows Functionality:

For Reference showing copy rows in General Expense form:

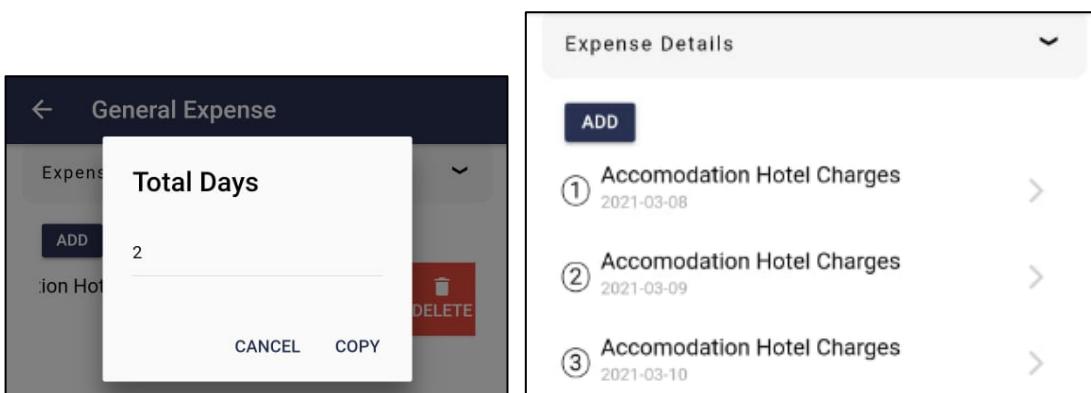
Step 1: Add one Expense line Item.



Step 2: Click on Added expense line item and swipe left, 2 options will displayed as shown in below image.



Step 3: To Copy the expense line Item, click 'Copy' button and enter how many rows user want to copy as shown in below image and click copy. If user click delete then line item get deleted.



- On Clicking 'Copy' rows get copied successfully as shown in above image.