



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.

2. Login / Logout

Step to login

STEP 1:- Open EMS application.

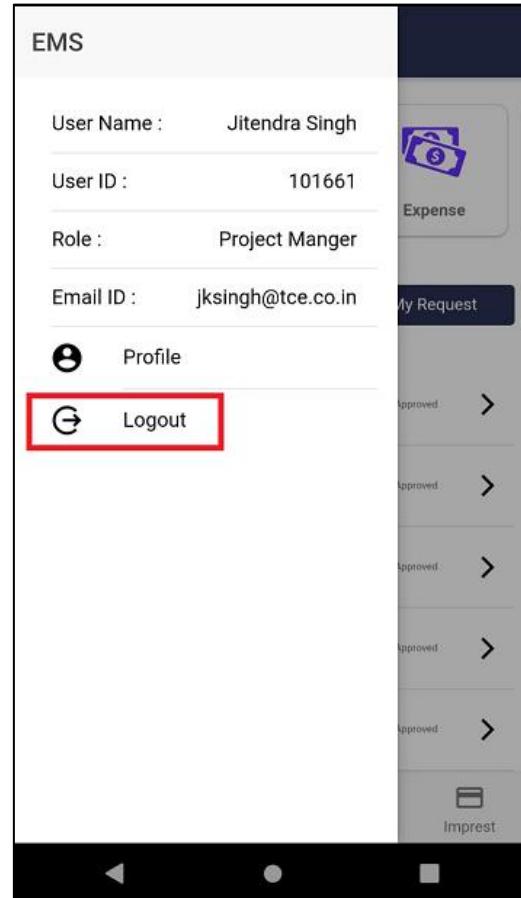
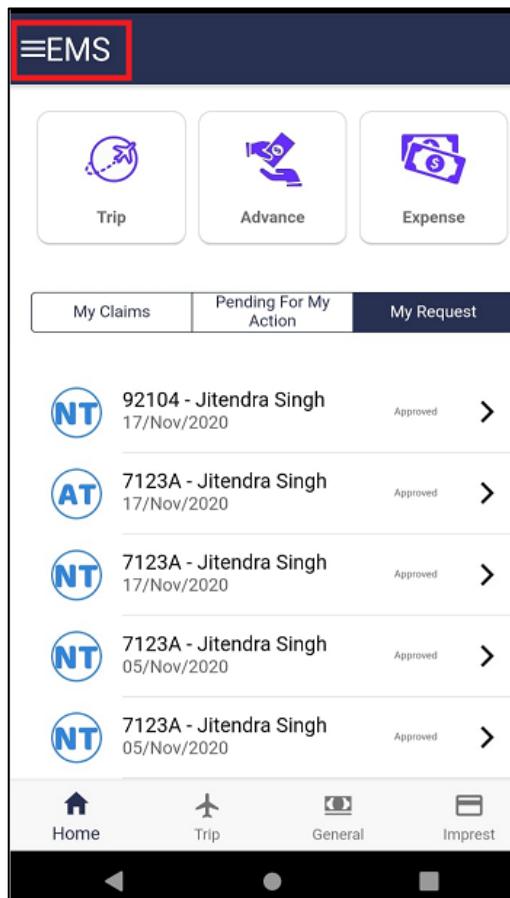
STEP 2:- Enter Login id and password and click Login button as shown in below image



The screenshot shows the login interface for the Tata Consulting Engineers Limited Expense Management System. At the top, the TATA logo and the company name 'TATA CONSULTING ENGINEERS LIMITED' are displayed. Below this, the system name 'Expense Management System' is shown. A 'Login Details' form is centered, containing fields for 'Login Id' (with '101661' entered) and 'Password' (with '*****' entered). A 'LOGIN' button is located at the bottom of the form. A note at the bottom 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.' At the very bottom, a copyright notice reads: 'All rights reserved by Tata Consulting Engineers Limited, Mumbai, India. © 2014'.

Step to Logout

STEP 1:- Click on EMS Main menu

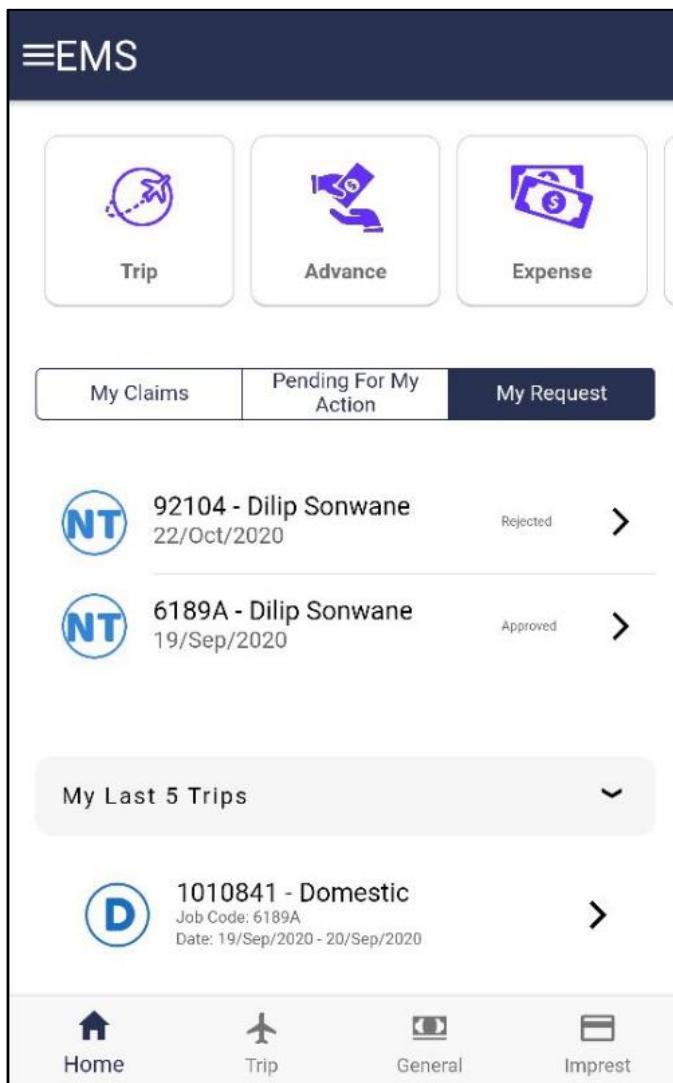


STEP 2:- Click on Logout option as shown in above image.

3. EMS - Homepage.

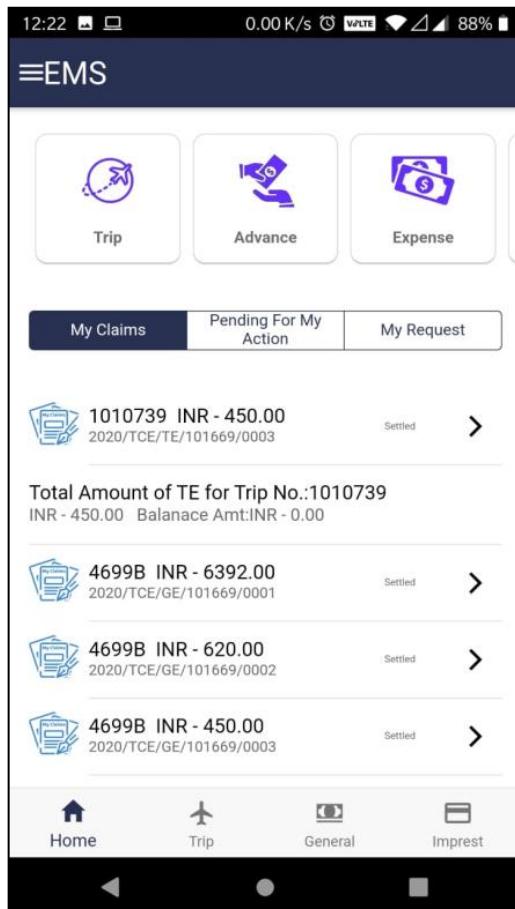
- On Homepage, Employee able to see various Menu like “Home, Trip, General, Imprest” and View such as “My Claims, Pending for my Action, My request and my last 5 Trips.”

#Sample Screen layout #Homepage

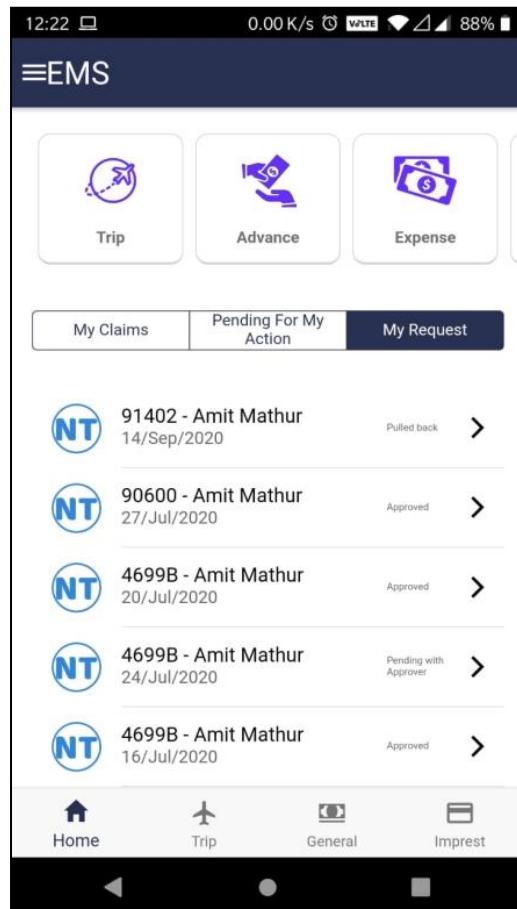


- On Homepage, Employee can view module wise request such as “Trip, Advance, Expense, General and Imprest”.

3.1 EMS – Dashboard Views

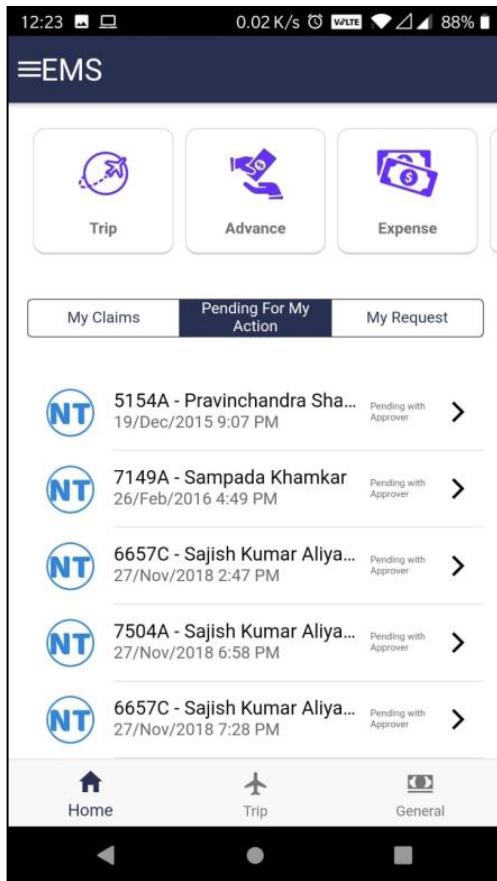


My Claims

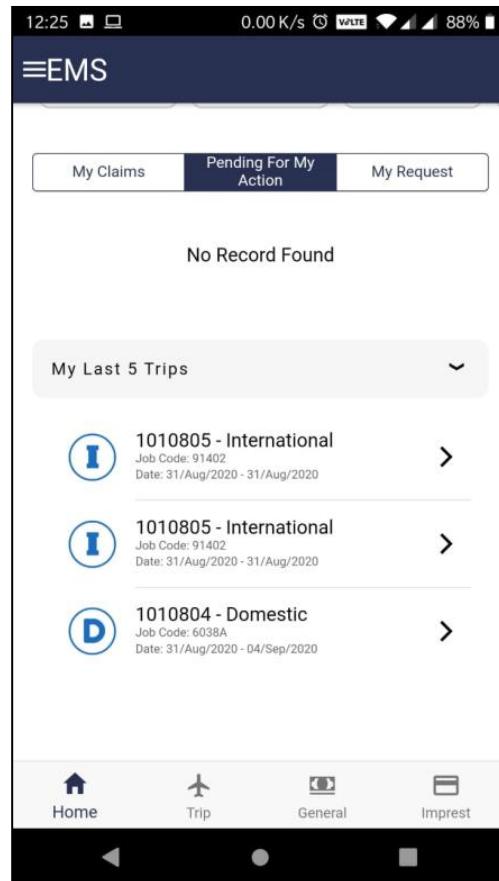


My Requests

- **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’.



❑ Pending for My Action



❑ My last 5 Trips

- 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’

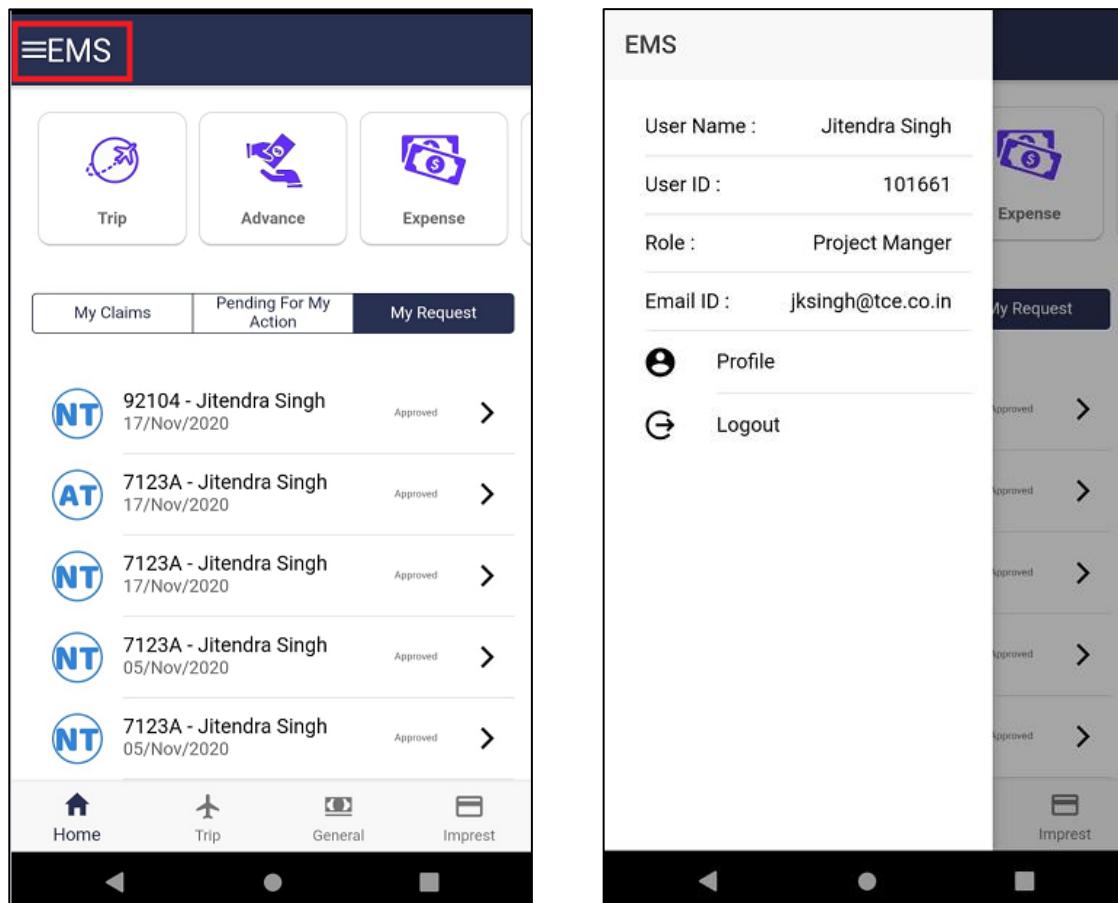
- My Last 5 Trips: Last 5 Trips travel by Employee are displayed under ‘My Last 5 Trips’.

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.



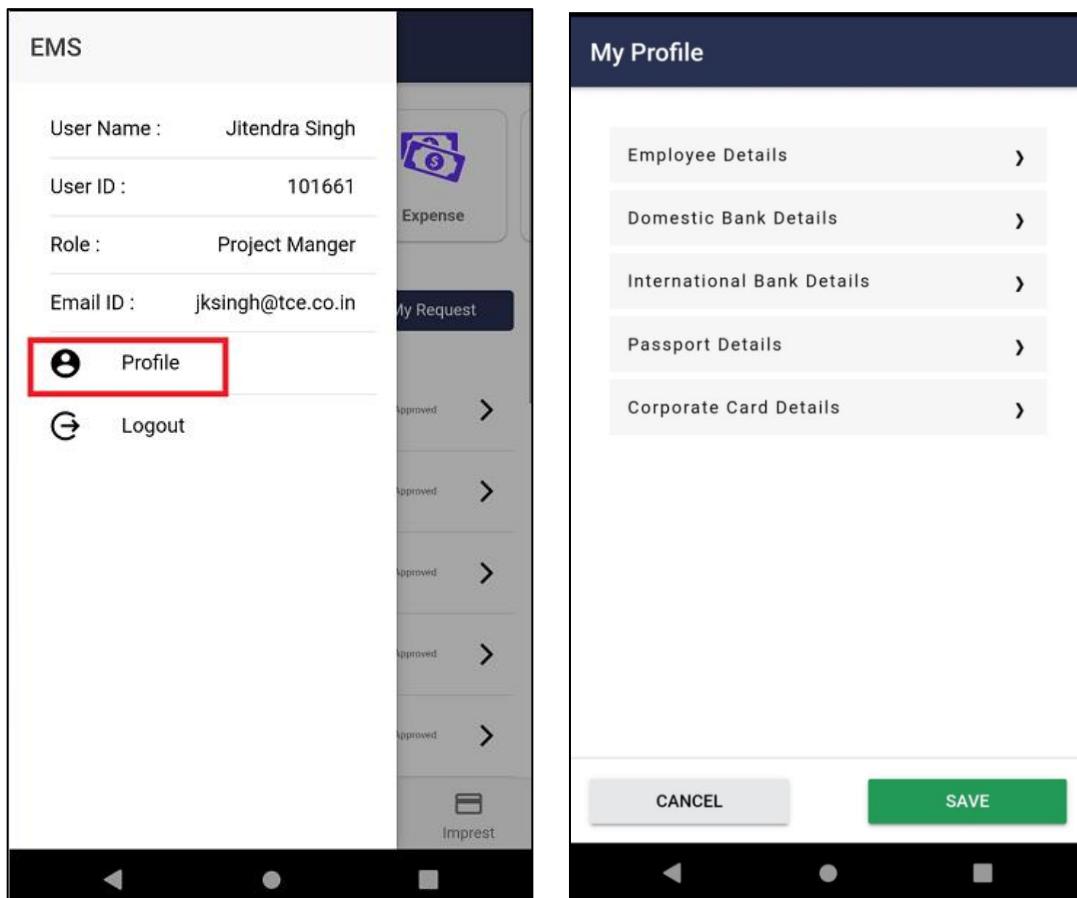
- On clicking Menu following details are displayed :

- ✓ 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

4. Trip Module

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

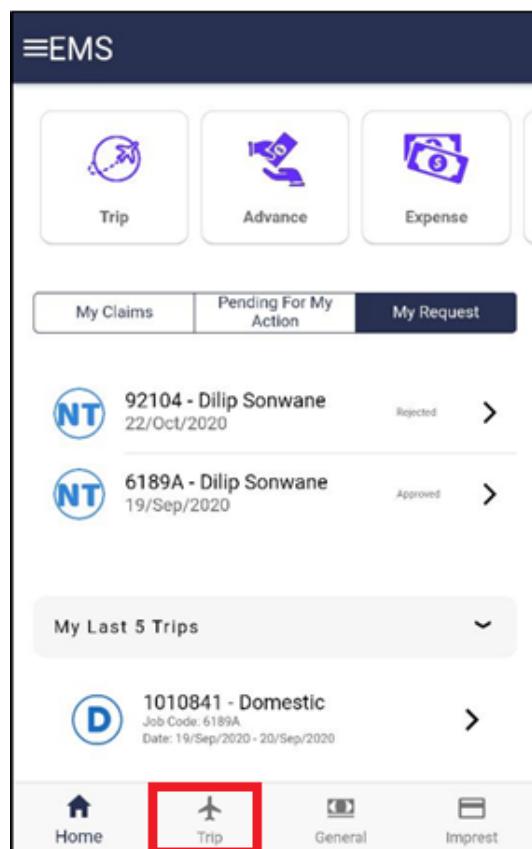
4.1 Create Trip

How to Create trip ?

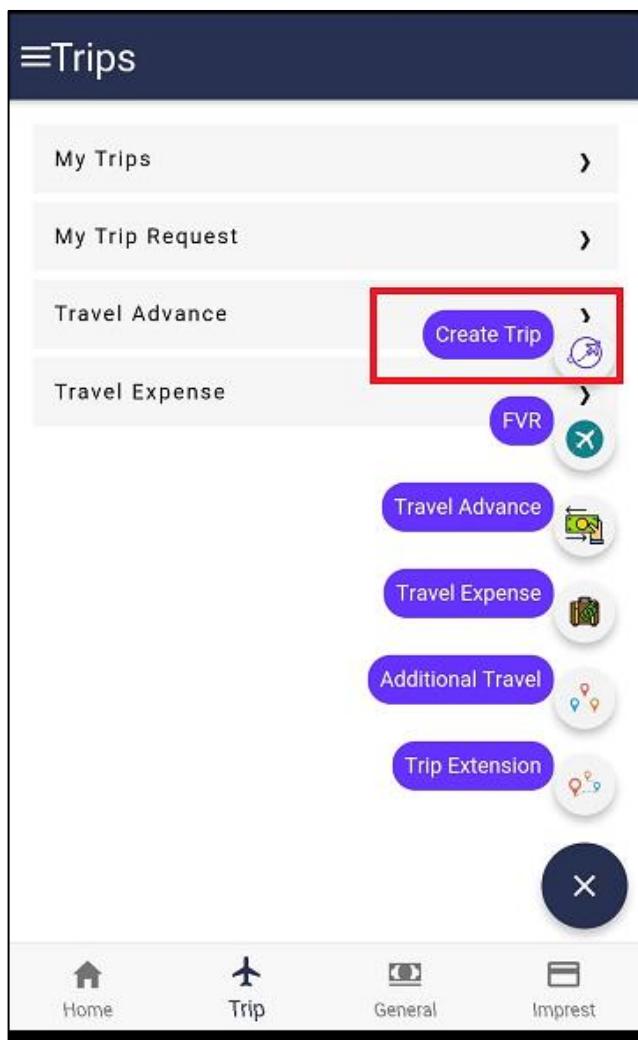
Brief:

- 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 : Additional Trip Form

4:17 0.01 K/s 61%  

Travel Details

Jitendra Singh
Domestic

Employee Details **Trip Details**

Basic Trip Details

Trip Name: *
Domestic Trip 1

Trip Mode: *
Domestic

Journey Start Date: *
Jul 22 2020

Journey End Date: *
Jul 24 2020

SAVE AS DRAFT **SEND FOR APPROVAL**

2:55 0.00 K/s 87%  

Travel Details

Booking for: *
Self

Trip type: *
On Project

Passenger Name: *
Jitendra Singh

Purpose of Trip: *
Official

Project Details

Job Number: *
7123A

SAVE AS DRAFT **SEND FOR APPROVAL**

2:55 0.01 K/s 87%  

Travel Details

Business Unit: *
Infrastructure

Project Name: *
Detailed engineering for development of Knc

Delivery Center: *
Bangalore

Company: *
TCE

Sector: *
Urban Development and Planning

Reimbursable: *
Yes

Reimbursable Type: *
At Rate Card

SAVE AS DRAFT **SEND FOR APPROVAL**

2:55 0.00 K/s 87% 

Travel Details

Approver Workflow

Level	Approver Code	Approver Name
1	106657	Sandeep Zade

Travel Details

ADD

①  MAHARASHTRA - Mumbai -
MAHARASHTRA - Pune City
15-Sep-2020 - 16-Sep-2020

Advance Request: * Yes No

SAVE AS DRAFT **SEND FOR APPROVAL**

2:55 0.47 K/s 87% 

Travel Details

Mode of Travel: *
Car

Source Country: *
India

Source City: *
MAHARASHTRA - Mumbai

Destination Country: *
India

Destination City: *
MAHARASHTRA - Pune City

From date: *
Sep 15 2020

To date: *
Sep 16 2020

SAVE **CANCEL**

2:56 0.00 K/s 87%  

Travel Details

Sep 15 2020

To date: *
Sep 16 2020

Purpose: *
Client Meeting

Client: *
Infosys

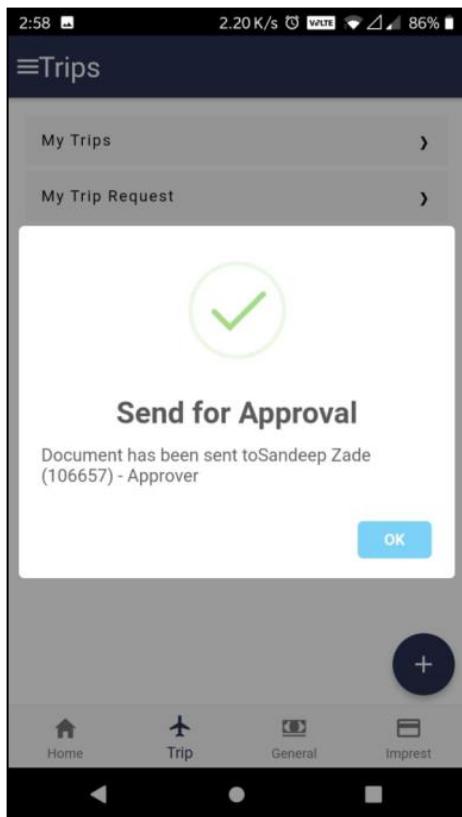
Trip Arranged By: *
TCE

Journey Type: *
One Way

Class: *
A/C

SAVE **CANCEL**

- 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

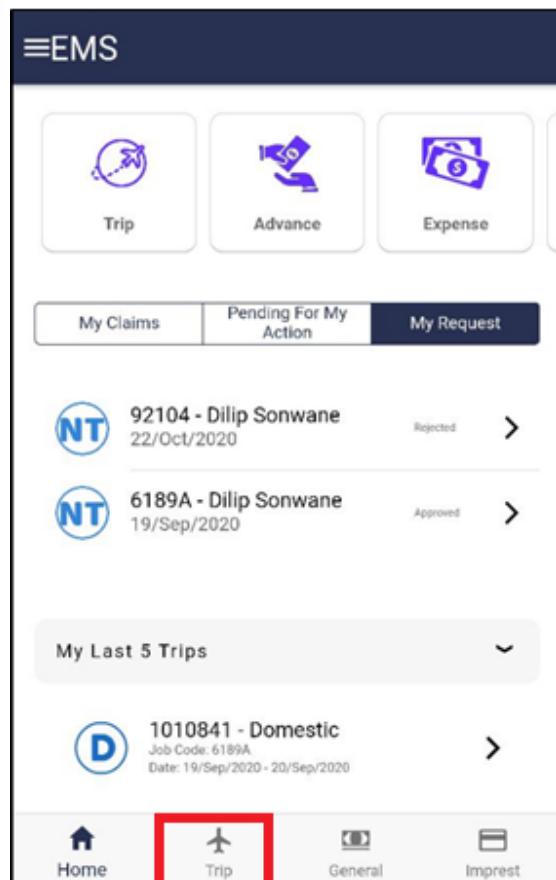
4.2 Additional Trip

How to Create Additional trip ?

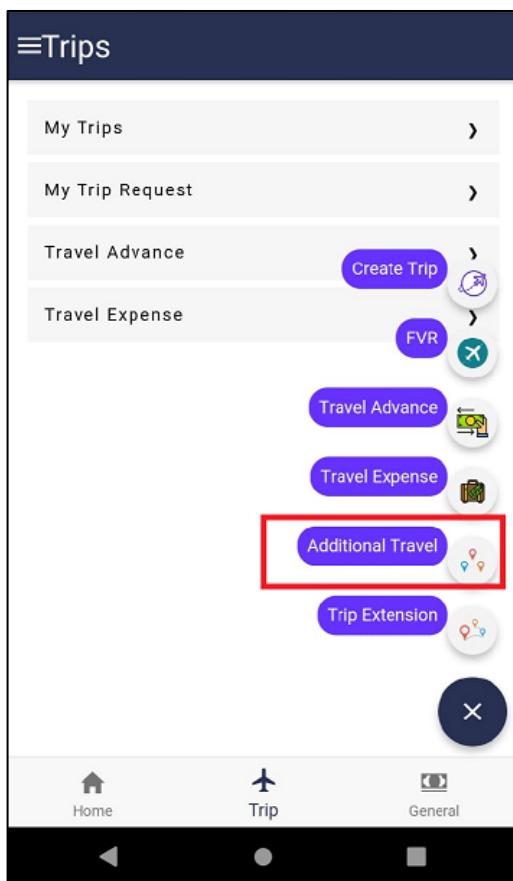
Brief:

- Employee can create Additional trip against approved trip request which is not overed.
- 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.



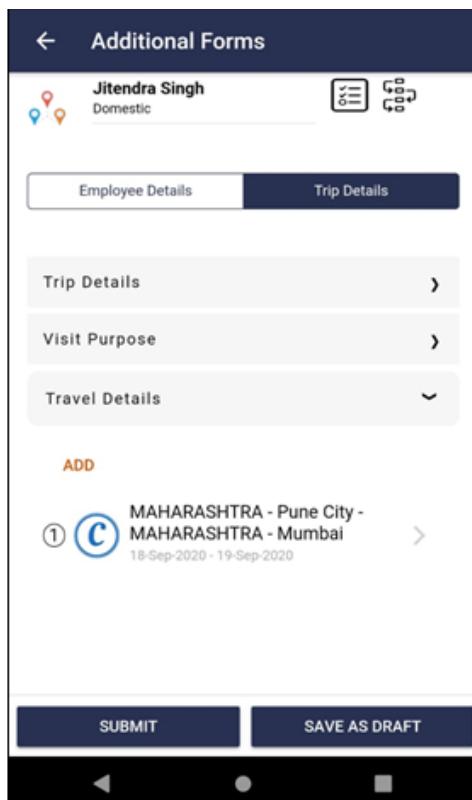
Step 2: Click on “+” icon to explore the Trip options, and click on “create trip” option as sown in below image.



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 Forms

Jitendra Singh
Domestic

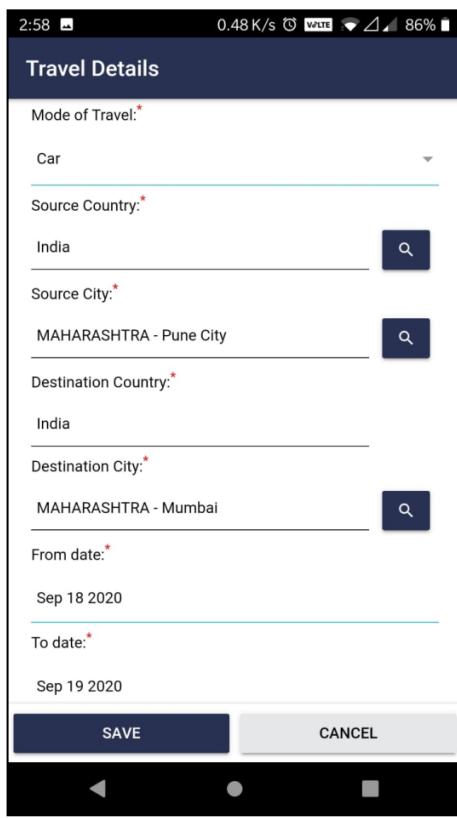
Employee Details Trip Details

Trip Details Visit Purpose Travel Details

ADD

① MAHARASHTRA - Pune City - MAHARASHTRA - Mumbai
18-Sep-2020 - 19-Sep-2020

SUBMIT SAVE AS DRAFT



Travel Details

Mode of Travel: *
Car

Source Country: *
India

Source City: *
MAHARASHTRA - Pune City

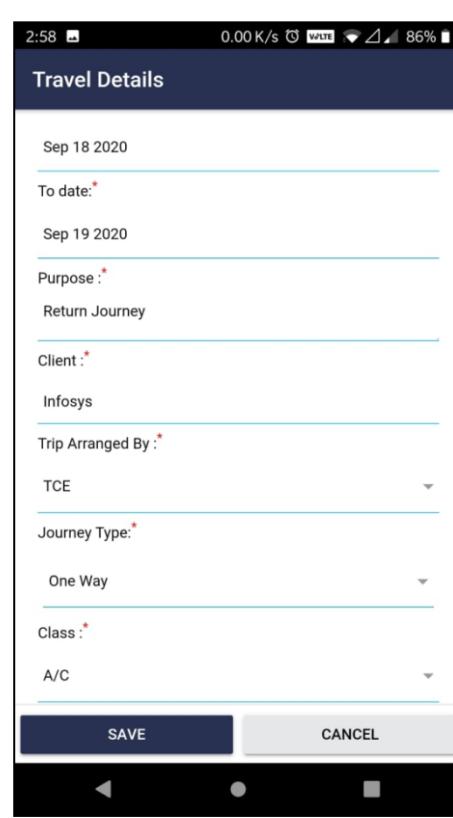
Destination Country:
India

Destination City:
MAHARASHTRA - Mumbai

From date: *
Sep 18 2020

To date: *
Sep 19 2020

SAVE CANCEL



Travel Details

Sep 18 2020

To date: *
Sep 19 2020

Purpose: *
Return Journey

Client: *
Infosys

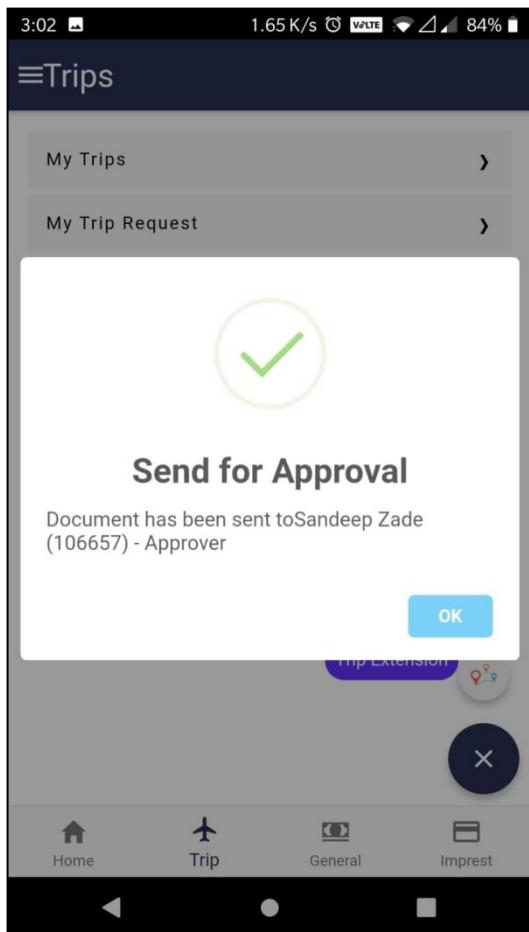
Trip Arranged By: *
TCE

Journey Type: *
One Way

Class: *
A/C

SAVE CANCEL

- 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

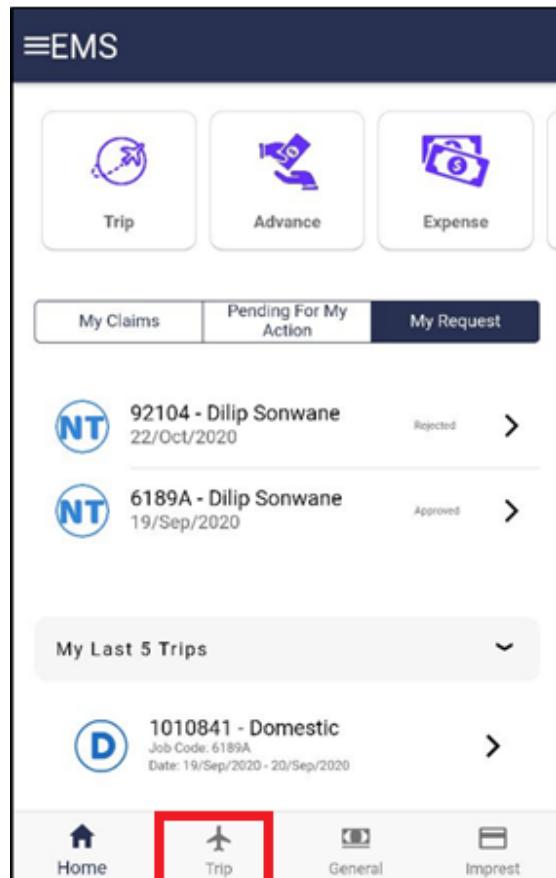
4.3 Trip Extension

How to Create Trip Extension request?

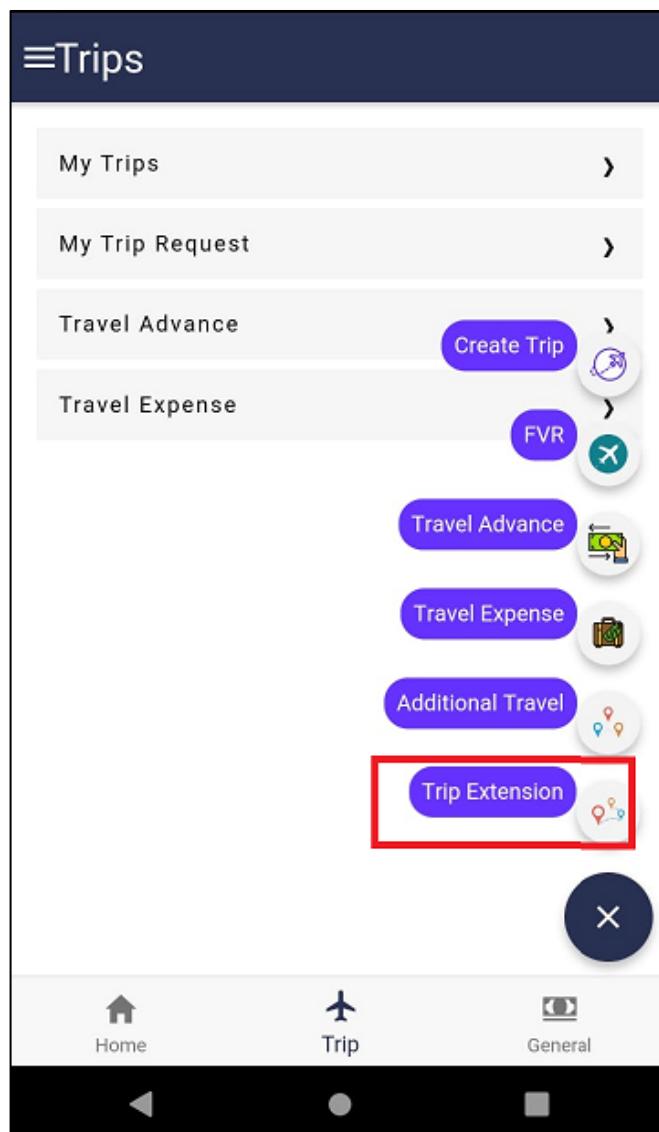
Brief:

- 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

3:01 0.01 K/s 85% 

← Trip Extension

Jitendra Singh

Employee Details

Employee Name : *
Jitendra Singh

Employee Code : *
101661

Employee Business Unit : *
Infrastructure

Grade : *
E5

Destination : *
Assistant General Manager

Employee Location : *

SUBMIT SAVE AS DRAFT

3:01 0.26 K/s 85% 

← Trip Extension

New End Date : *
Sep 21 2020

Job Number : *
7123A

Business Unit : *
Infrastructure

Job Title : *
Detailed engineering for development of Knowledge C

Delivery Center : *
Bangalore

Company : *
Tata Consulting Engineers Limited

Sector : *
Urban Development and Planning

SUBMIT SAVE AS DRAFT

3:02 0.00 K/s 85% 

← Trip Extension

Delivery Center : *

Bangalore

Company : *
Tata Consulting Engineers Limited

Sector : *
Urban Development and Planning

Visit Purpose

MAHARASHTRA - Mumbai - MAHARASHTRA - Pune City
15-Sep-2020 - 16-Sep-2020 >

MAHARASHTRA - Pune City - MAHARASHTRA - Mumbai
18-Sep-2020 - 19-Sep-2020 >

SUBMIT SAVE AS DRAFT

3:01 0.00 K/s 85% 

← Trip Extension

Infra - NMCG, Delhi

Trip Details

Trip No. : *
1010828 

Trip Type : *
Domestic

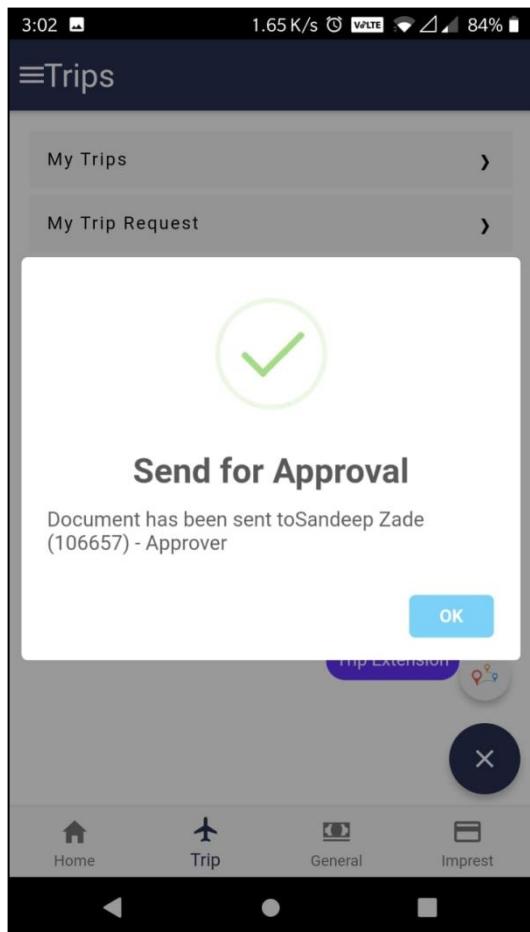
Old Start Date : *
Sep 15 2020

Old End Date : *
Sep 20 2020

New Start Date : *
Sep 15 2020

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

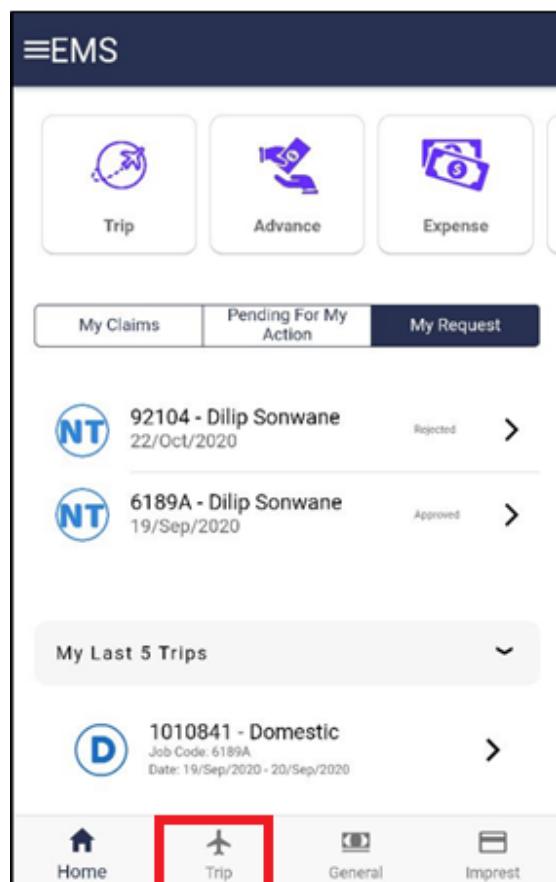
4.4 Foreign Visit First Advance Request (FVR)

How to Create FVR request?

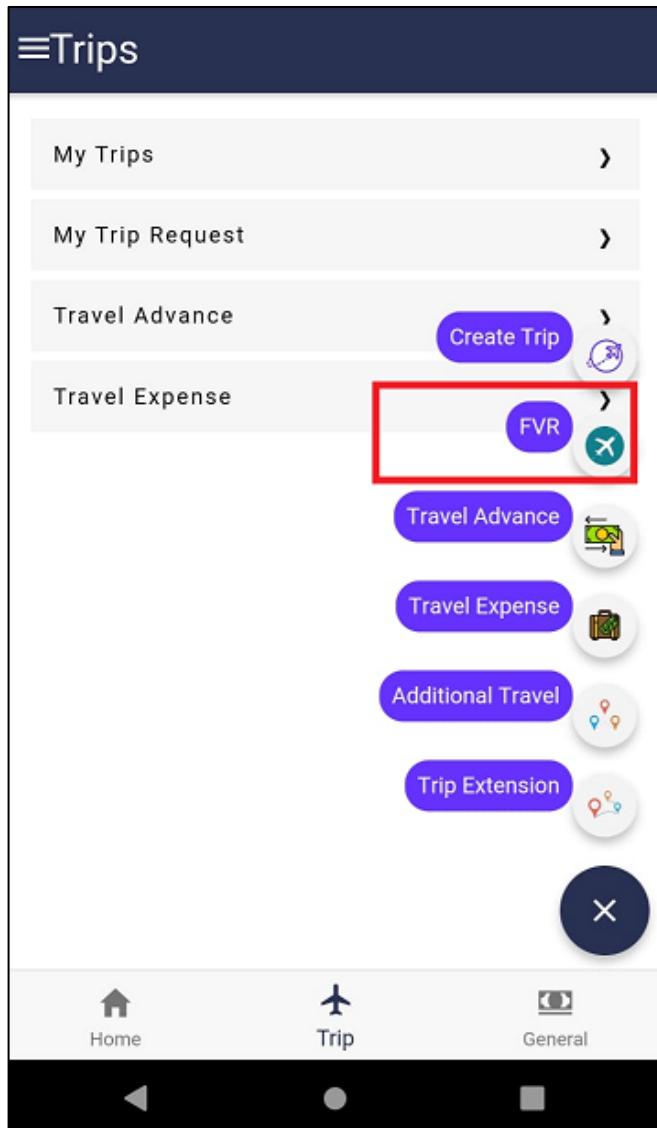
Brief:

- 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 “Trip Extension” 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

3:54 0.00 K/s VOLTE 94% ■

← FVRForms

Foreign Visit First Advance Request Jitendra Singh

Employee Details Trip Details

Basic Trip Details

Trip Name: * International Trip Test 1 (Mobile)

Trip Id: * 1010829

Journey Start Date: * Sep 15 2020

Journey End Date: * Sep 24 2020

SEND FOR APPROVAL SAVE AS DRAFT

3:55 0.00 K/s VOLTE 94% ■

← FVRForms

Booking For: * Self

Project Details

Passport Details

Visit Purpose

Visit Authorization

Client Letterz Ref. And Date: * Test001

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

SEND FOR APPROVAL SAVE AS DRAFT

3:56 0.00 K/s VOLTE 94% ■

← FVRForms

Chargeability

Air Travel: * R NR

Visa: * R NR

Boarding: * R NR

Lodging: * R NR

Insurance: * R NR

Any Other Expense(Specify): R NR

Other Expenses

Arrangement By

Air Tickets: * Client TCE

Visa: * Client TCE

Hotel Booking: * Client TCE

Insurance(N4): * Client TCE

Foreign Exchange: * Client TCE

SEND FOR APPROVAL SAVE AS DRAFT

← FVRForms

Any Other Expense(Specify): Client TCE
TEST Tce

Foreign Exchange Required

Allowances: * USD - US Dollar

100

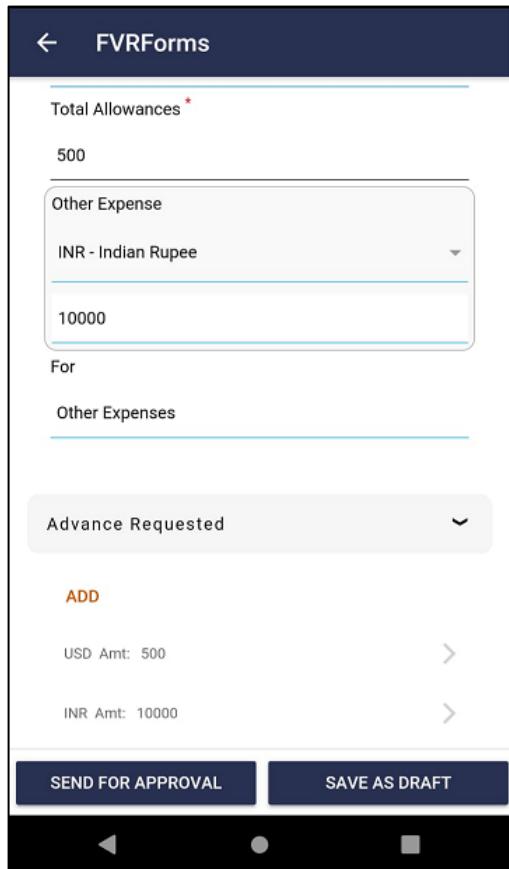
No Of Days: * 5

Total Allowances: * 500

Other Expense INR - Indian Rupee

SEND FOR APPROVAL SAVE AS DRAFT

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



FVRForms

Total Allowances *
500

Other Expense
INR - Indian Rupee
10000

For
Other Expenses

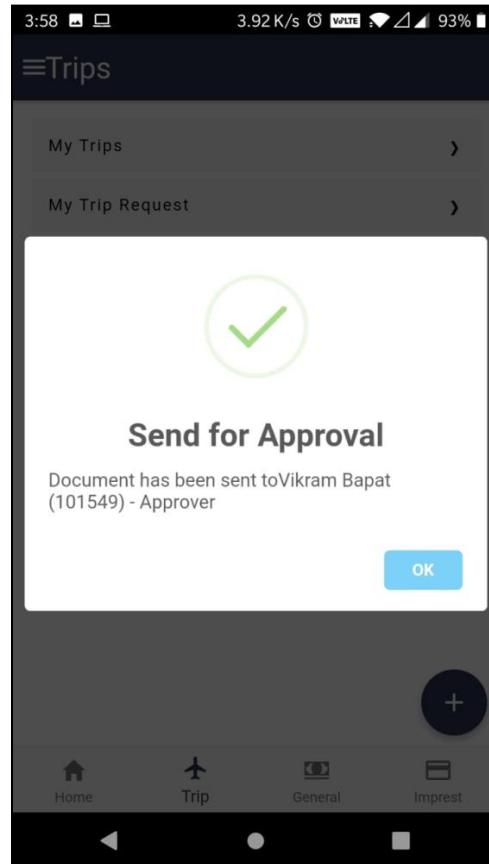
Advance Requested

ADD

USD Amt: 500

INR Amt: 10000

SEND FOR APPROVAL SAVE AS DRAFT



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

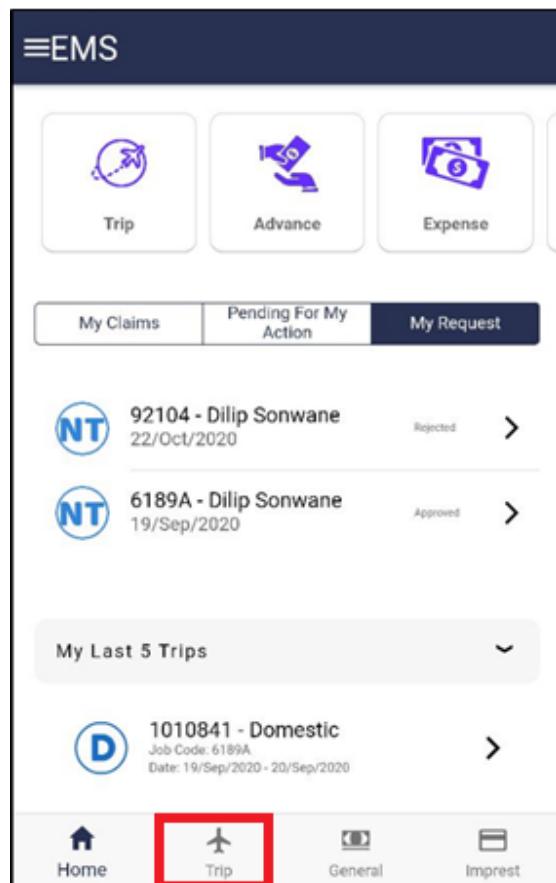
4.5 Travel Advance

How to Create Travel Advance request?

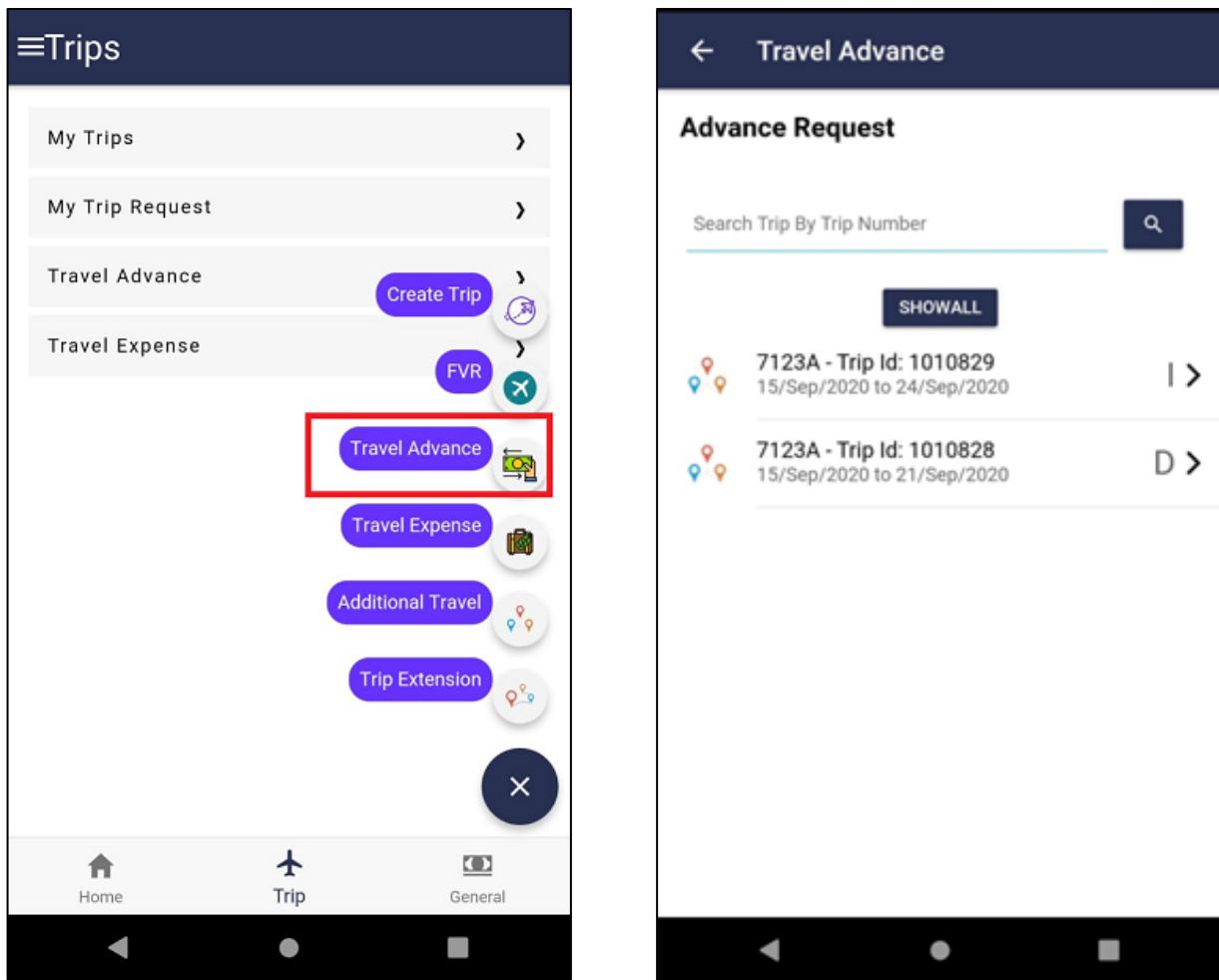
Brief:

- 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 “Trip Extension” option as shown in below image.



The image shows two screenshots of a mobile application interface for travel management.

Screenshot 1: Trips Screen

- Header: ≡Trips
- Items:
 - My Trips
 - My Trip Request
 - Travel Advance (highlighted with a red box)
 - Travel Expense
 - Create Trip (button)
 - FVR (button)
 - Travel Advance (button, highlighted with a red box)
 - Travel Expense (button)
 - Additional Travel (button)
 - Trip Extension (button)
 - Logout (button)
- Bottom navigation bar: Home, Trip, General

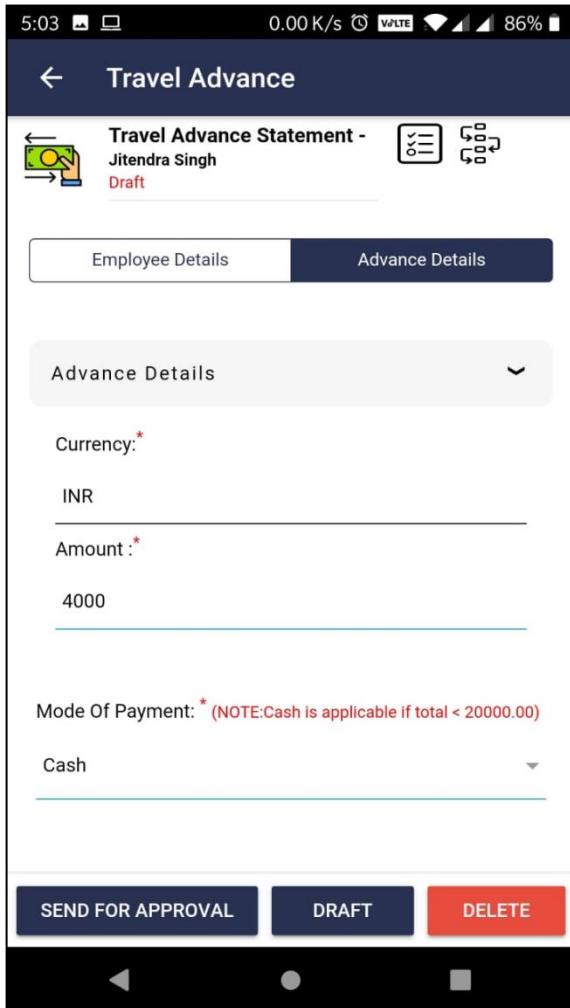
Screenshot 2: Travel Advance - Advance Request

- Header: ← Travel Advance
- Section: Advance Request
- Search Bar: Search Trip By Trip Number
- Buttons: SHOWALL, Filter icons (location, date range)
- List of trips:
 - 7123A - Trip Id: 1010829, 15/Sep/2020 to 24/Sep/2020
 - 7123A - Trip Id: 1010828, 15/Sep/2020 to 21/Sep/2020

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

Step 4: On Travel Advance Form, 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



Travel Advance Statement -
Jitendra Singh
Draft

Employee Details Advance Details

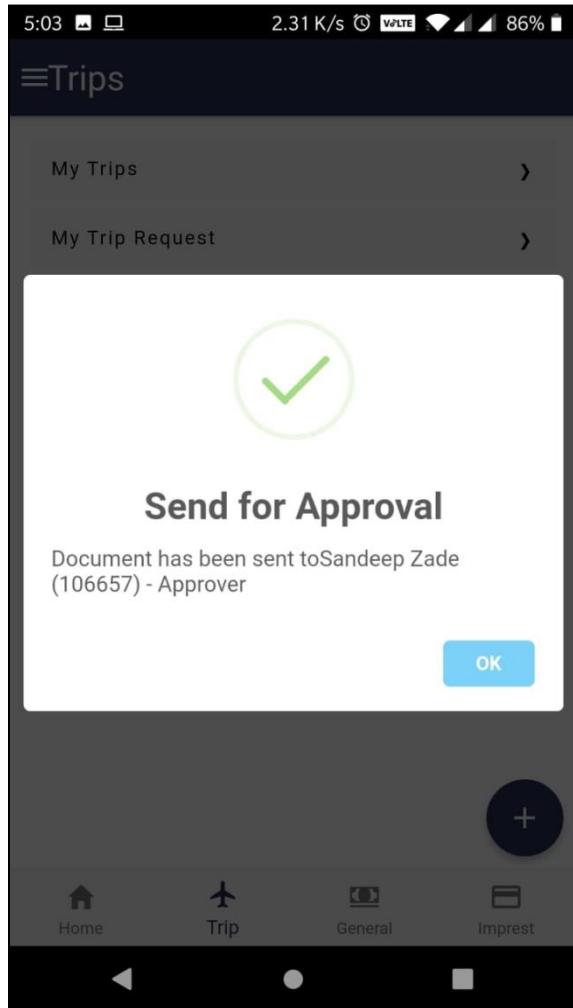
Advance Details

Currency: *
INR

Amount :
4000

Mode Of Payment: * (NOTE:Cash is applicable if total < 20000.00)
Cash

SEND FOR APPROVAL DRAFT DELETE



- After Click on “Send For Approval” Following 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

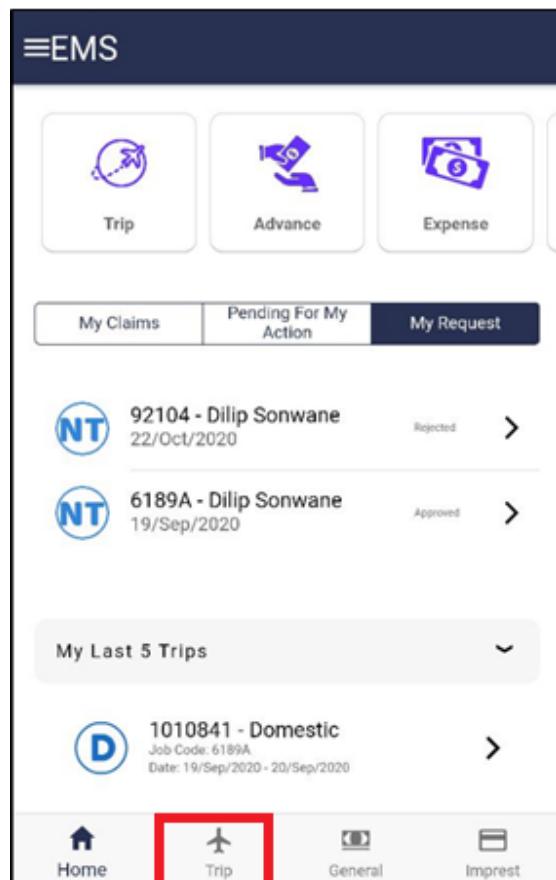
4.6 Travel Expense

How to Create Travel Expense request?

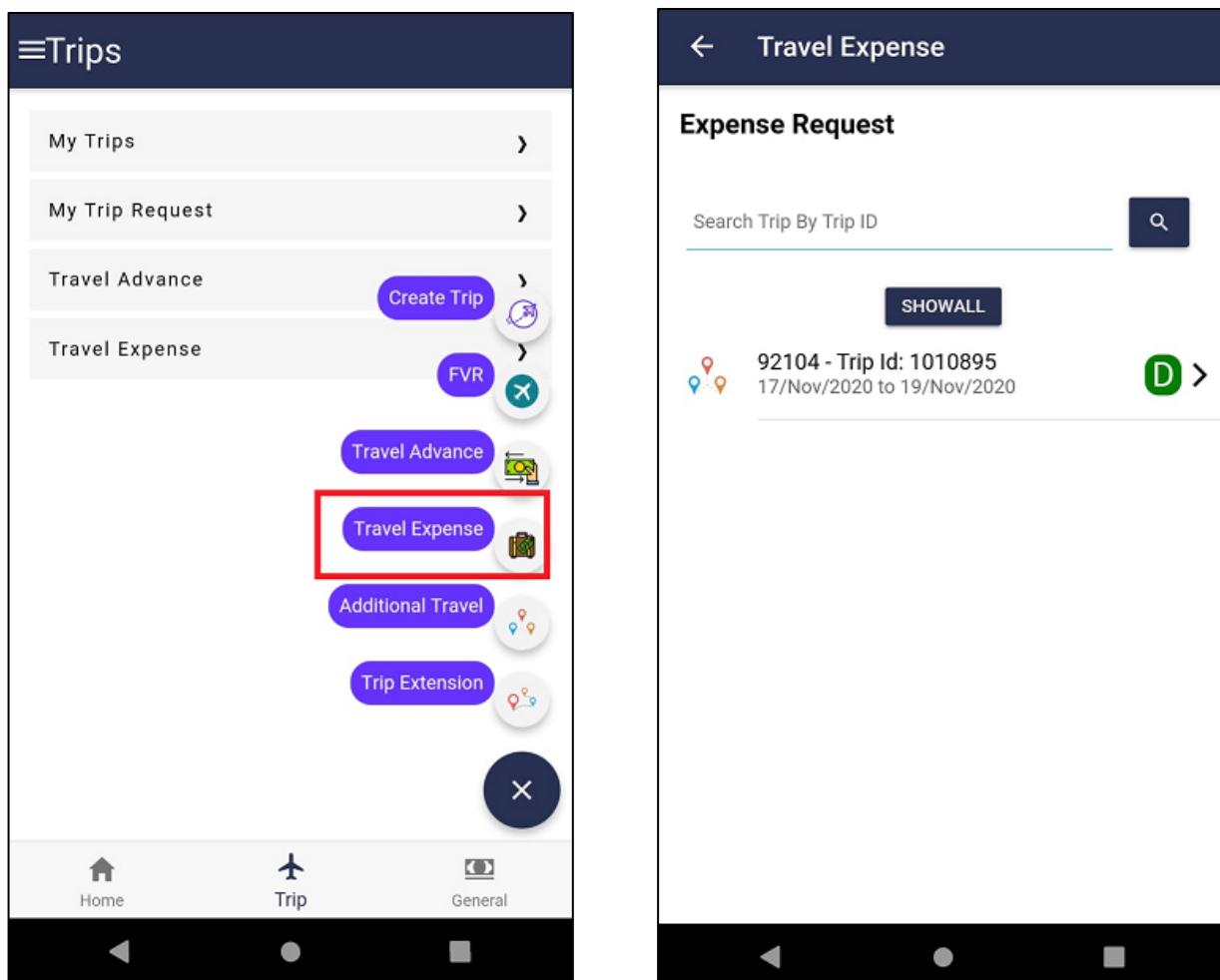
Brief:

- 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 “Trip Extension” option as shown in below image.



The image shows two screenshots of a mobile application interface for travel management.

Screenshot 1: Trips Screen

- The title bar says "Trips".
- The main menu items are "My Trips", "My Trip Request", "Travel Advance", and "Travel Expense".
- "Travel Advance" has three sub-options: "Create Trip" (purple), "FVR" (blue), and "Travel Advance" (purple).
- "Travel Expense" has four sub-options: "Travel Advance" (purple), "Additional Travel" (blue), "Trip Extension" (purple), and a red-bordered "Travel Expense" (purple) which is highlighted with a red box.
- At the bottom are navigation icons for "Home" (house), "Trip" (airplane), and "General" (receipt).

Screenshot 2: Travel Expense - Expense Request Screen

- The title bar says "Travel Expense" with a back arrow.
- The section title is "Expense Request".
- A search bar at the top right contains "Search Trip By Trip ID" and a magnifying glass icon.
- A button labeled "SHOWALL" is present.
- A trip summary is shown: "92104 - Trip Id: 1010895" and "17/Nov/2020 to 19/Nov/2020".
- A green circle with a white letter "D" and a right-pointing arrow are located to the right of the trip summary.
- At the bottom is a black navigation bar with arrows and dots.

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

Step 4: On Travel Expense Form, 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

5:06 0.04 K/s 85%  

Travel Expense

Jitendra Singh
1010828 (Domestic)
Status: Draft

Trip Details Expense Details Travel Expense List

Against Advance: Yes No

Advance Reference Number:
2020/TCE/TA/101661/0002 

Upload Air Travel Ticket and Boarding Pass 

Invoice Details 

Credit Details 

Expenses 

Expense Summary 

SUBMIT ZERO EXPENSE More Actions

5:09 8.48 K/s 83% 

Add Travel Expense

Destination City: *
Mumbai

Location:
(Note: Enter Location if is other than destination City)
Malad

From Date: *
Sep 15 2020

To Date: *
Sep 15 2020

Currency: *
INR

+ Add Expense

①  Accommodation Hotel Charges
15/Sep/2020  

5:09 1.16 K/s 83% 

Add Travel Expense

Expense Date: *
15/Sep/2020

Expense Category: *
Accommodation Hotel Charges 

Narration: *
1000

Mode Of Payment: *
Cash/Travel Card

Receipt / Invoice Currency: *
INR - Indian Rupee

Receipt / Claimed Amount : *
1000.00

Rate As Per System: *
Yes

SAVE CANCEL

5:10 0.00 K/s 83% 

Add Travel Expense

Conv. Rate : *
1.00000

Amount Claimed: *
1000.00

Is Reimb.: *
No

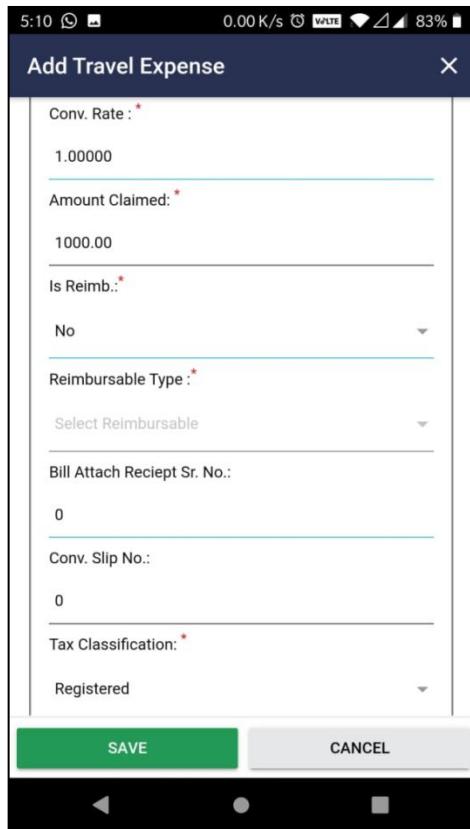
Reimbursable Type : *
Select Reimbursable

Bill Attach Receipt Sr. No.:
0

Conv. Slip No.:
0

Tax Classification: *
Registered

SAVE CANCEL

5:10 0.00 K/s 83% 

Add Travel Expense

Conv. Rate: *
1.00000

Amount Claimed: *
1000.00

Is Reimb.:
No

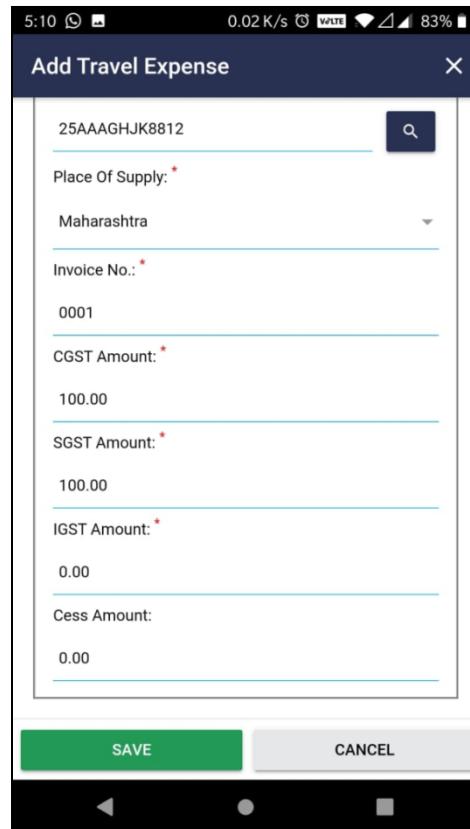
Reimbursable Type: *
Select Reimbursable

Bill Attach Receipt Sr. No.:
0

Conv. Slip No.:
0

Tax Classification: *
Registered

SAVE **CANCEL**

5:10 0.02 K/s 83% 

Add Travel Expense

25AAAGHJK8812 

Place Of Supply: *
Maharashtra

Invoice No.: *
0001

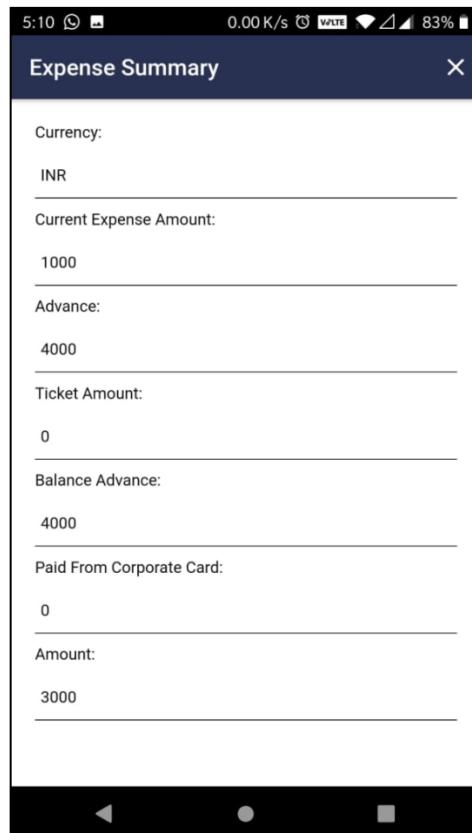
CGST Amount: *
100.00

SGST Amount: *
100.00

IGST Amount: *
0.00

Cess Amount:
0.00

SAVE **CANCEL**

5:10 0.00 K/s 83% 

Expense Summary

Currency:
INR

Current Expense Amount:
1000

Advance:
4000

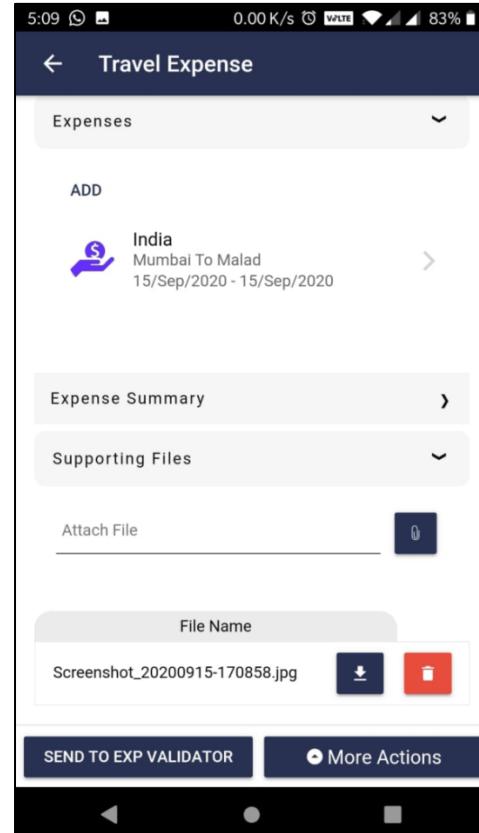
Ticket Amount:
0

Balance Advance:
4000

Paid From Corporate Card:
0

Amount:
3000

SAVE **CANCEL**

5:09 0.00 K/s 83% 

Travel Expense

Expenses 

ADD

 India
Mumbai To Malad
15/Sep/2020 - 15/Sep/2020 

Expense Summary 

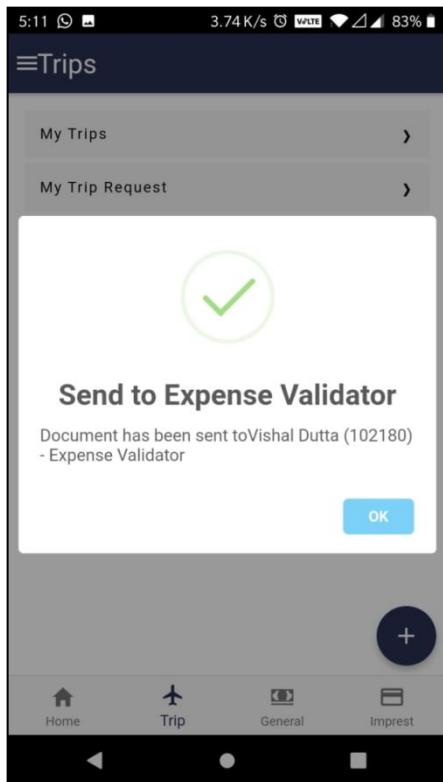
Supporting Files 

Attach File  0

File Name
Screenshot_20200915-170858.jpg  

SEND TO EXP VALIDATOR **More Actions**

- 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

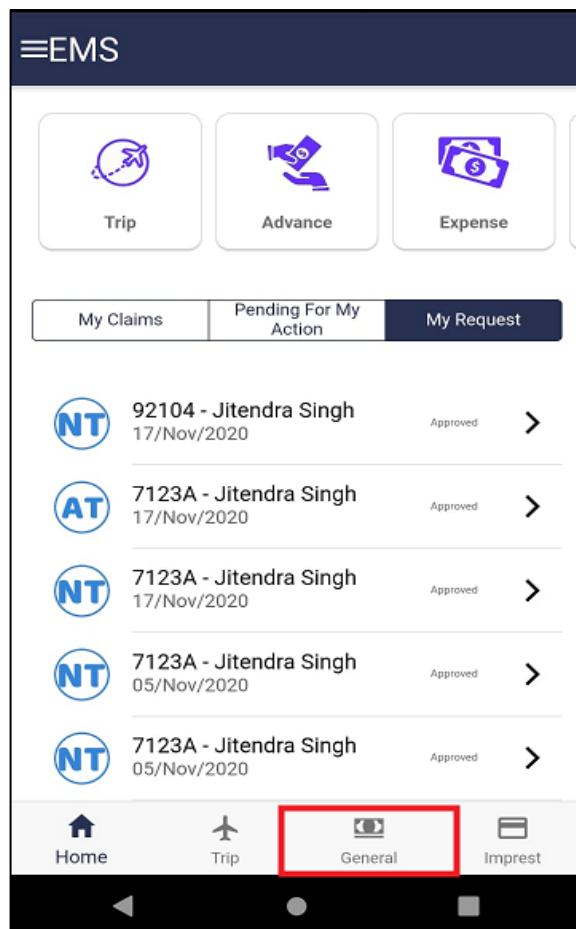
5.1 Create General Advance

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.

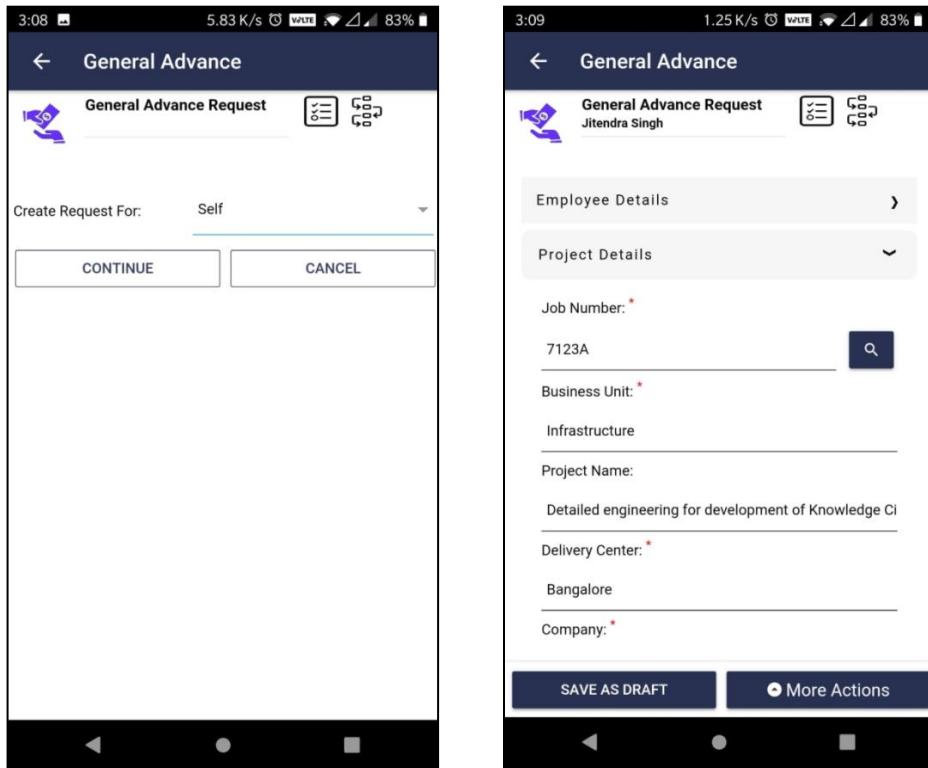


Step 2: Click on “+” icon to explore the Trip options, and click on “Trip Extension” option as shown in below image.



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

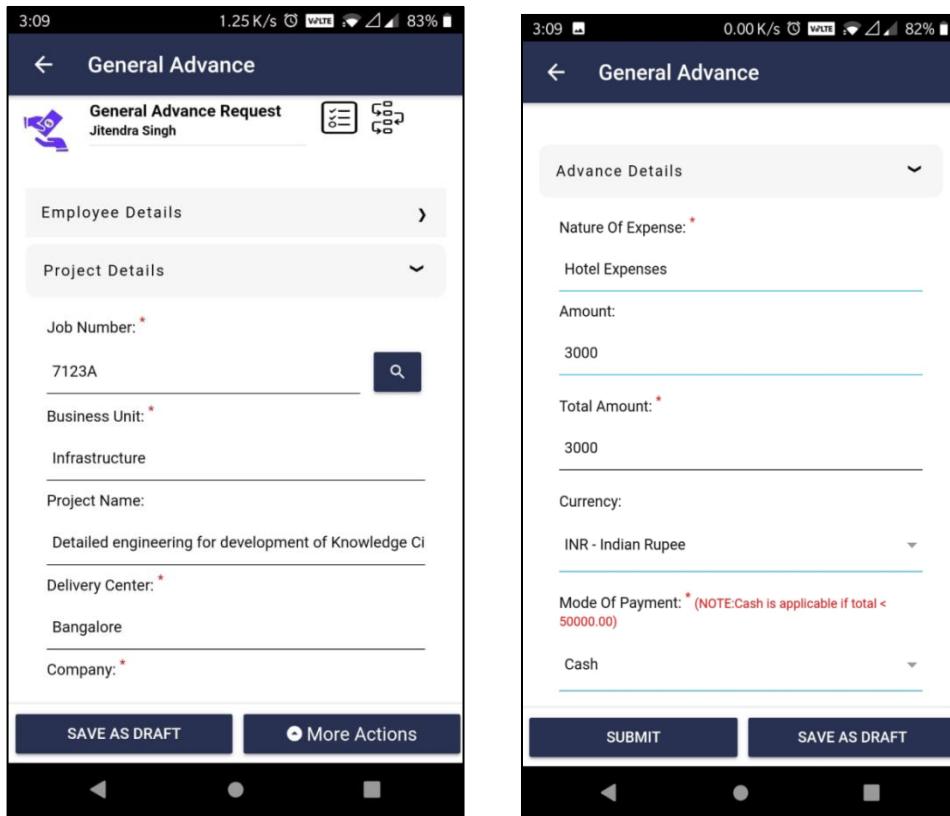
□ Sample Screen layout : General Advance Form



The image displays two screenshots of a mobile application interface for a 'General Advance' form. Both screenshots are timestamped at 3:08 and 3:09, showing signal strength, battery level (83%), and connectivity icons.

Screenshot 1 (3:08): This screen shows the initial step of creating a general advance request. It includes a header 'General Advance', a sub-header 'General Advance Request', and a placeholder 'Jitendra Singh'. Below this, there is a dropdown menu labeled 'Create Request For:' with the option 'Self' selected. At the bottom are two buttons: 'CONTINUE' and 'CANCEL'.

Screenshot 2 (3:09): This screen shows the continuation of the form. The header and sub-header remain the same. The 'Create Request For:' dropdown is still set to 'Self'. The main body of the form is expanded, showing fields for 'Employee Details' (placeholder 'Jitendra Singh') and 'Project Details'. Under 'Project Details', there are fields for 'Job Number:' (containing '7123A'), 'Business Unit:' (containing 'Infrastructure'), 'Project Name:' (containing 'Detailed engineering for development of Knowledge Ci'), 'Delivery Center:' (containing 'Bangalore'), and 'Company:' (containing a partially visible name). At the bottom are two buttons: 'SAVE AS DRAFT' and 'More Actions'.



General Advance

General Advance Request
Jitendra Singh

Employee Details

Project Details

Job Number: *

7123A

Business Unit: *

Infrastructure

Project Name:

Detailed engineering for development of Knowledge Ci

Delivery Center: *

Bangalore

Company: *

SAVE AS DRAFT **More Actions**

General Advance

Advance Details

Nature Of Expense: *

Hotel Expenses

Amount:
3000

Total Amount: *

3000

Currency:

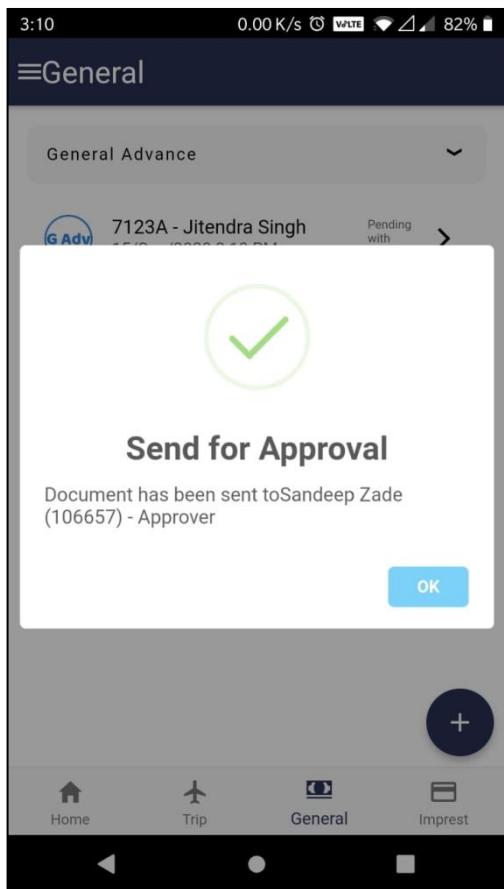
INR - Indian Rupee

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

Cash

SUBMIT **SAVE AS DRAFT**

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



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

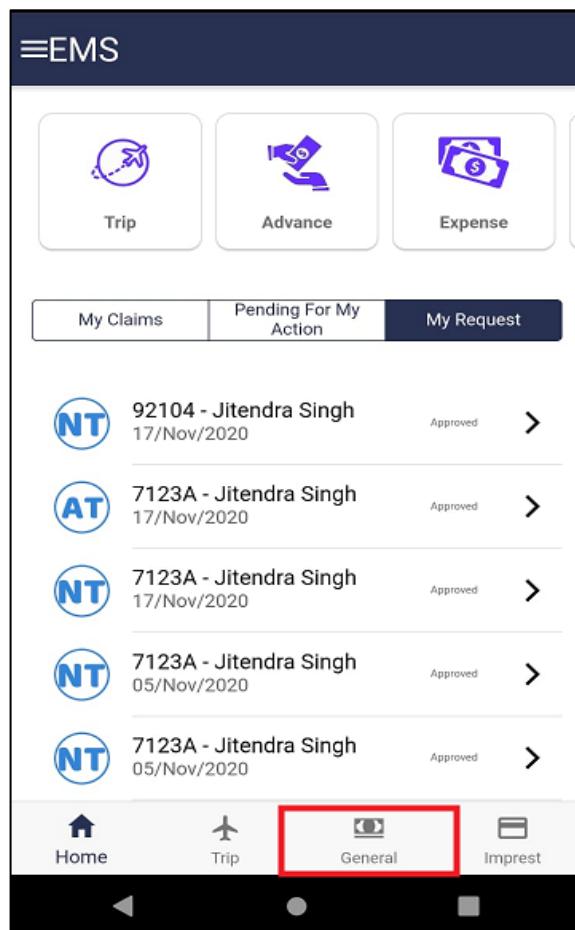
5.2 General Expense

How to Create General Expense request?

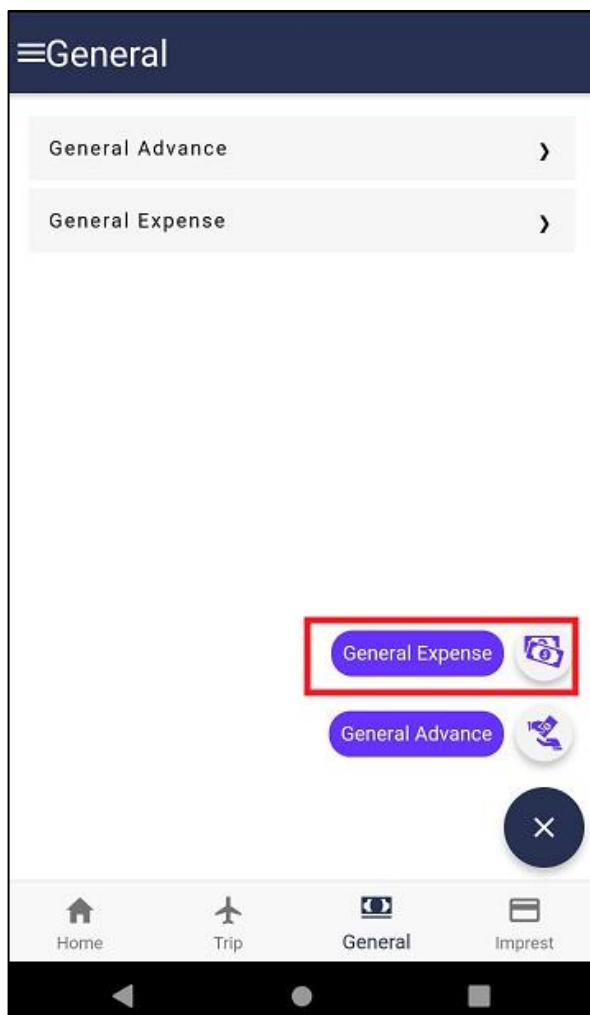
Brief:

- 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

6:20 0.00 K/s VLTE 71%  

General Expense

General Expense Statement  

Create General Expense

Employee Details

Against Advance: Yes No

Create Request For:

Self

Project Details 

Job Number: *
7123A 

Business Unit: *
Infrastructure

Project Name:

6:23 0.00 K/s VLTE 70%  

General Expense

General Expense Statement Jitendra Singh  

Draft

Employee Details

Against Advance: Yes No

Create Request For:

Self

Project Details 

Job Number: *
7123A

Business Unit: *
Infrastructure

Project Name:

More Actions

6:23 0.00 K/s VLTE 70% 

General Expense

Detailed engineering for development of Knowledge Ci

Delivery Center: *
Bangalore

Company: *
Tata Consulting Engineers Limited

Sector: *
Urban Development and Planning

Currency Details 

Currency:
INR

Expense Details 

More Actions

6:23 0.01 K/s VLTE 69% 

General Expense

Expense Details 

ADD

① Accomodation Hotel Charges  

Expense Summary 

From Cash(Amount is rounded at nearest):
1000

From Corporate Card:
0.00

Total Expense Amount:
1000

Total Advance:

More Actions

6:23 0.00 K/s 69% ■

General Expense

Total Expense Amount:
1000

Total Advance:
0.00

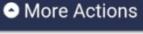
Balance:
-1000

Supporting Documents

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

Select Attachment

Screenshot_20200915-180535.jpg  

SEND TO VALIDATOR 

6:24 1.16 K/s 69% ■

Add Expense

Expense Date: *
Sep 15 2020

Expense Type: *
Accomodation Hotel Charges 

Description : *
Test01

Mode Of Payment: *
Cash/Travel Card

Receipt / Claimed Amount : *
1000

Currency: *
INR - Indian Rupee

Rate As Per System: *
Yes

SAVE **CANCEL**

6:24 0.00 K/s 69% ■

Add Expense

Conv. Rate : *
1.000

Amount Claimed: *
1000

Is Reimb.: *
Yes

Reimbursable Type : *
Select Reimbursable

Bill Attach Receipt Sr. No.:
0

Conv. Slip No.:
0

Tax Classification: *
Registered

SAVE **CANCEL**

6:24 0.00 K/s 69% ■

Add Expense

Vendor Name: *
Bluezone_11 

Vendor Address: *
Near Udupi hotel

Vendor State: *
Manipur

GST Registration No.: *
25AAAGHJK8812 

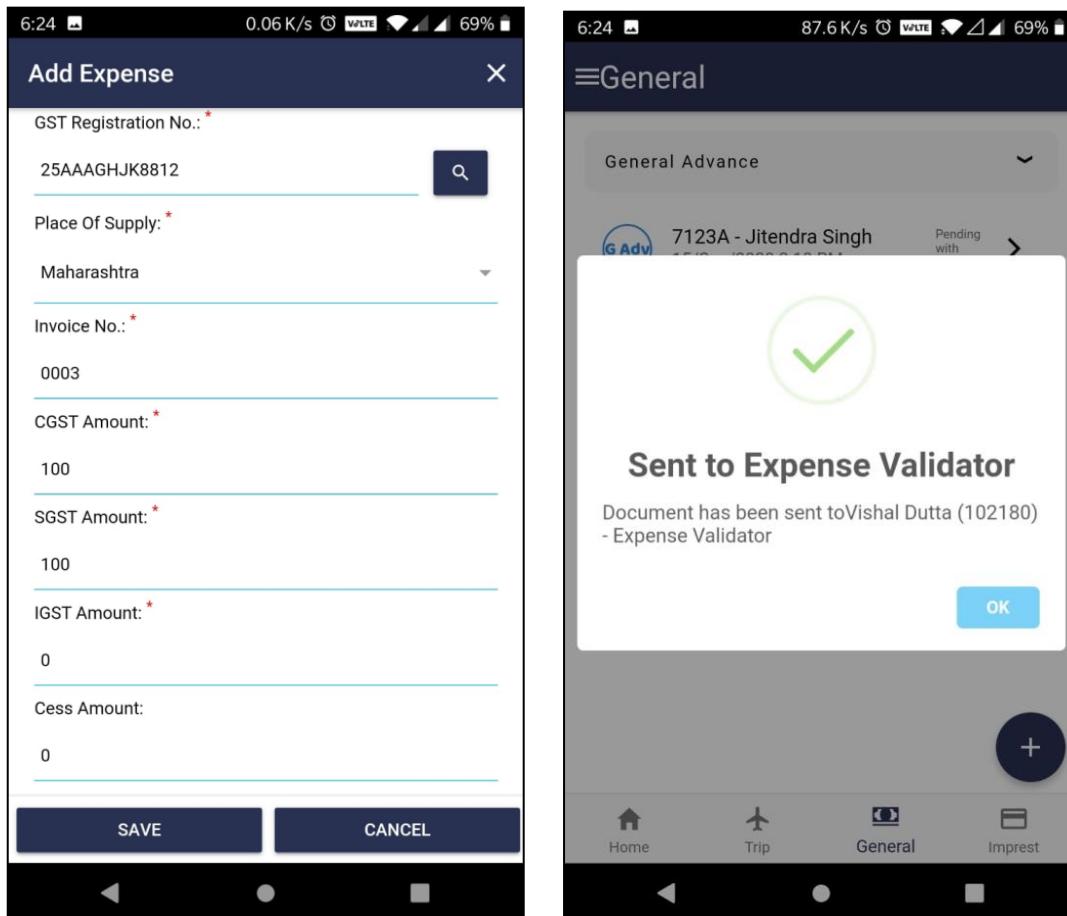
Place Of Supply: *
Maharashtra

Invoice No.: *
0003

CGST Amount: *
100

SAVE **CANCEL**

- 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

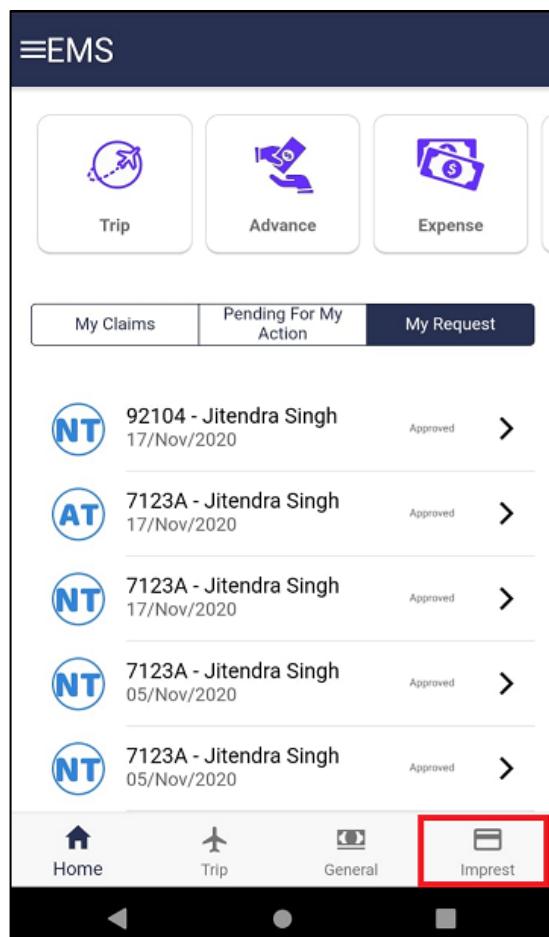
6.1 Imprest Advance

How to Create Imprest Advance?

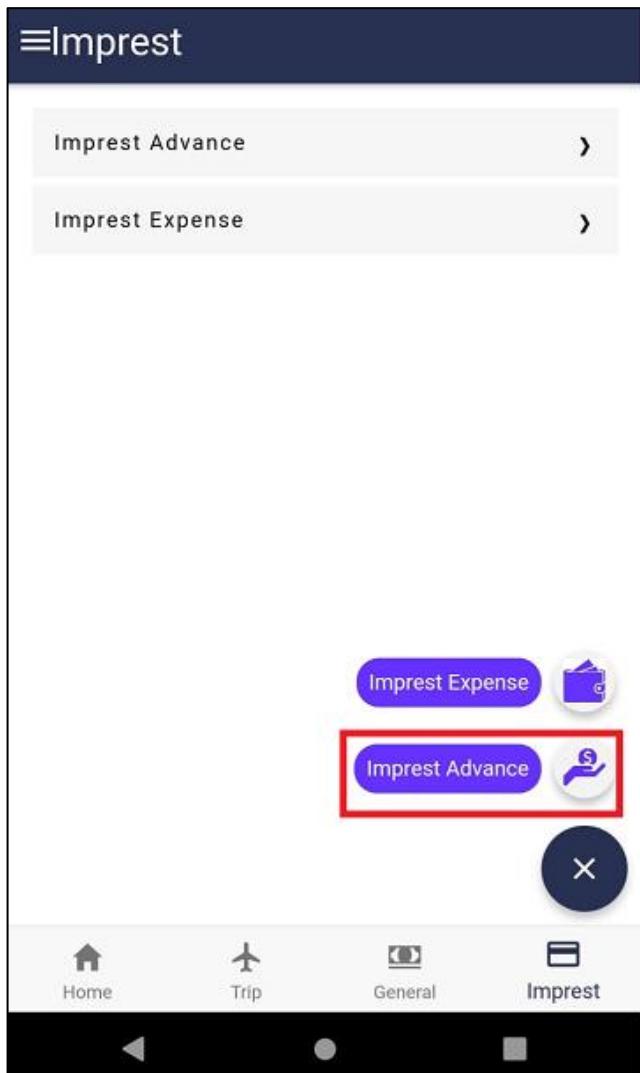
Brief:

- 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.

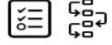


Step 3: On Imprest Advance Form, Fill the required details such as ‘Advance details , Mode of payment’ and click “Submit” to send request for approval OR click “Save as Draft” for saving request as a draft.

Sample Screen layout : Imprest Advance Form

3:17 0.00 K/s 5G 82% 

Imprest Advance

Imprest Request  

Employee Details 

Advance Details 

Purpose: *
Imprest Advance Test 1 (Mobile)

Amount:
2000

Total Amount:
2000

Balance Imprest Eligibility:
10000.00

Opening Imprest Advance Balance:
6000.00

Currency:
INR

Mode Of Payment: *
(NOTE:Imprest request is created only if Advance upto: 10000.00)
Cash

SAVE AS DRAFT **More Actions**



3:18 5.45 K/s 5G 83% 

Imprest Advance

Amount:
2000

Total Amount: *
2000

Balance Imprest Eligibility:
10000.00

Opening Imprest Advance Balance:
6000.00

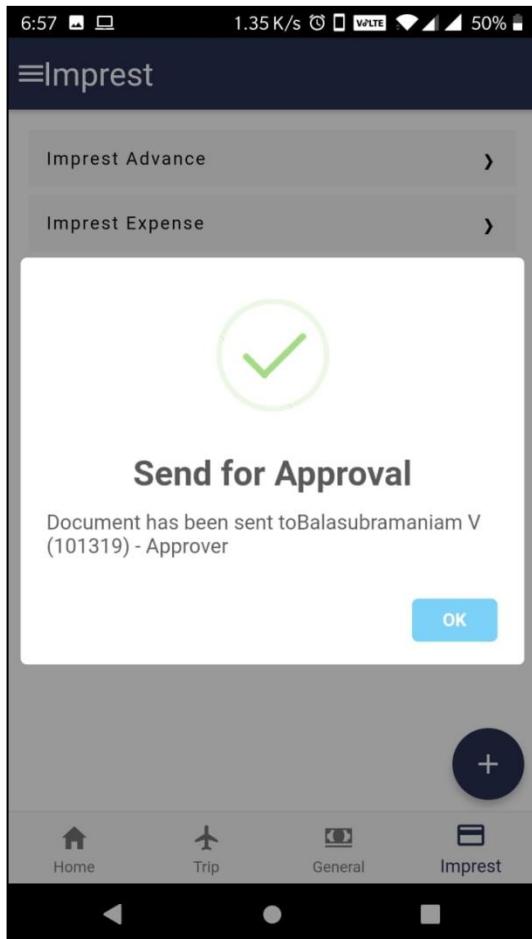
Currency:
INR

Mode Of Payment: *
(NOTE:Imprest request is created only if Advance upto: 10000.00)
Cash

SUBMIT **SAVE AS DRAFT**



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



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

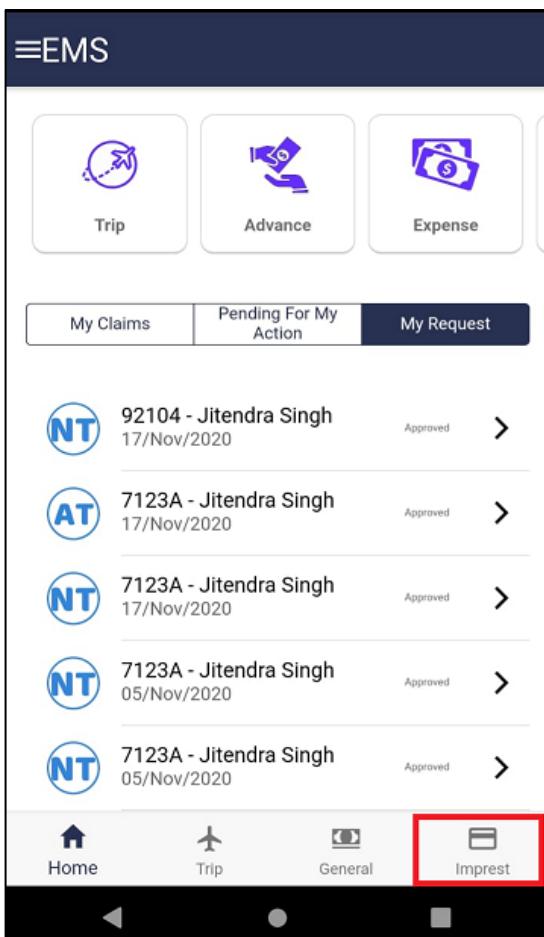
6.2 Imprest Expense

How to Create Imprest Expense request?

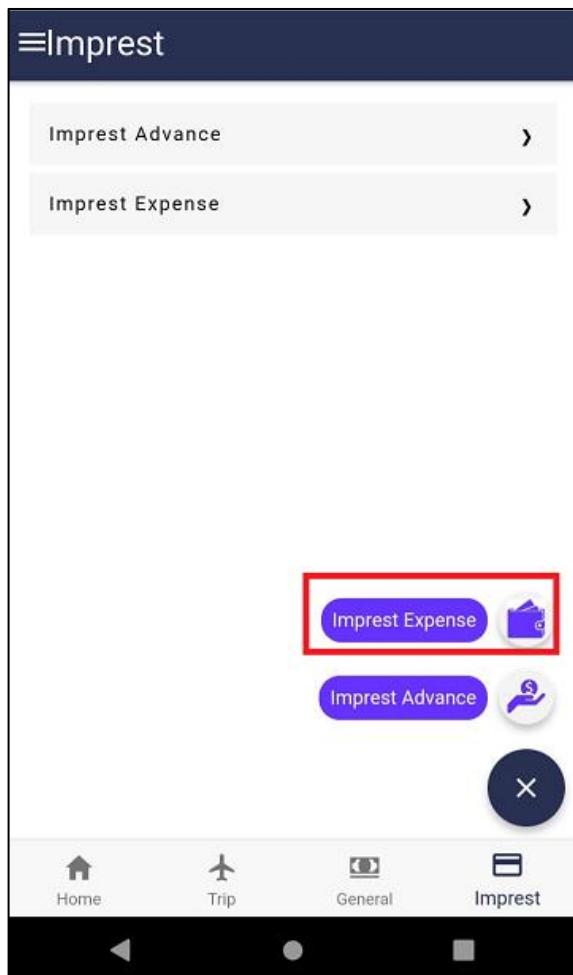
Brief:

- 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.

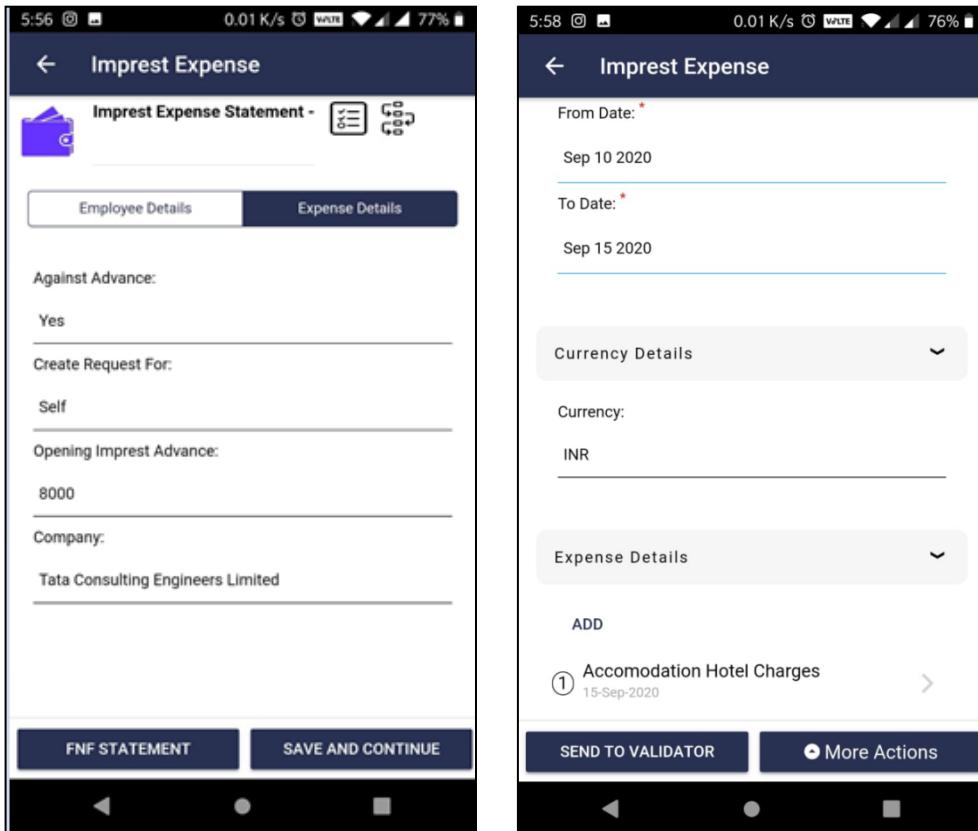


Step 2: Click on “+” icon to explore the Trip options, and click on “Imprest Expense” option as shown in below image.



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



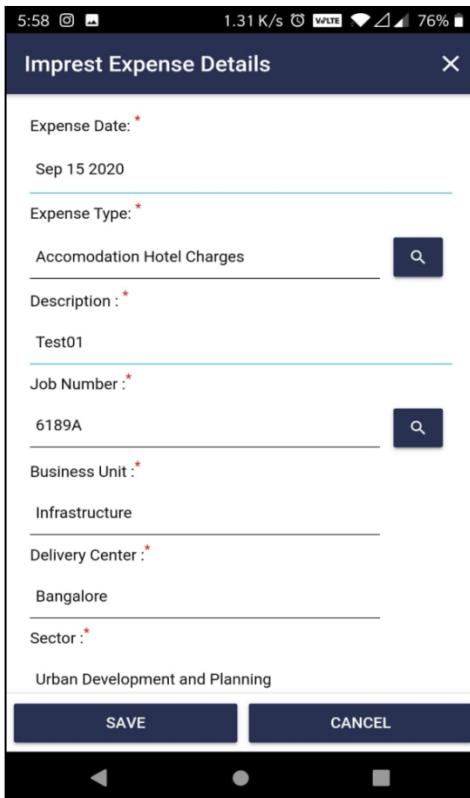
The image displays two side-by-side screenshots of a mobile application for managing Imprest Expenses. Both screenshots show the same form with different data entered.

Screenshot 1 (Left):

- Header:** "Imprest Expense" with a back arrow.
- Section:** "Imprest Expense Statement - 
- Buttons:** "Employee Details" and "Expense Details".
- Text Input:** "Against Advance: Yes".
- Text Input:** "Create Request For: Self".
- Text Input:** "Opening Imprest Advance: 8000".
- Text Input:** "Company: Tata Consulting Engineers Limited".
- Buttons:** "FNF STATEMENT" and "SAVE AND CONTINUE".

Screenshot 2 (Right):

- Header:** "Imprest Expense" with a back arrow.
- Text Input:** "From Date: * Sep 10 2020".
- Text Input:** "To Date: * Sep 15 2020".
- Section:** "Currency Details" with dropdown arrow.
- Text Input:** "Currency: INR".
- Section:** "Expense Details" with dropdown arrow.
- Text:** "ADD" followed by a list item.
- List Item:** "① Accomodation Hotel Charges 15-Sep-2020" with a right arrow.
- Buttons:** "SEND TO VALIDATOR" and "More Actions".

5:58 1.31 K/s 1.03 K/s 76% 

Imprest Expense Details

Expense Date: *
Sep 15 2020

Expense Type: *
Accommodation Hotel Charges 

Description : *
Test01

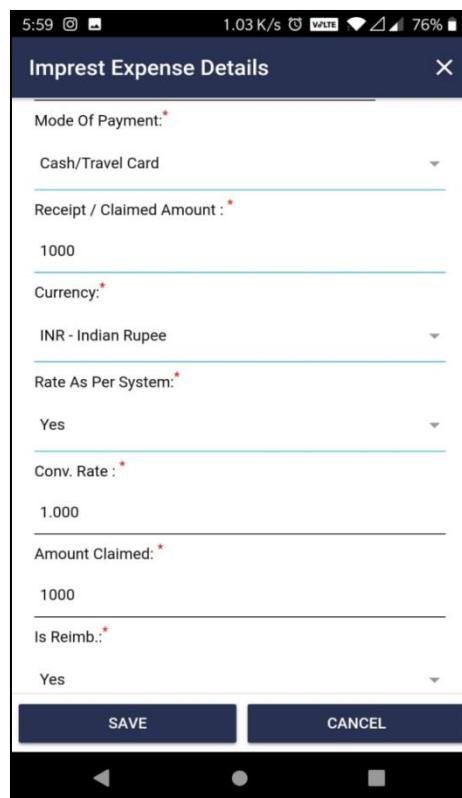
Job Number : *
6189A 

Business Unit : *
Infrastructure

Delivery Center : *
Bangalore

Sector : *
Urban Development and Planning

SAVE **CANCEL**

5:59 1.31 K/s 1.03 K/s 76% 

Imprest Expense Details

Mode Of Payment: *
Cash/Travel Card

Receipt / Claimed Amount : *
1000

Currency: *
INR - Indian Rupee

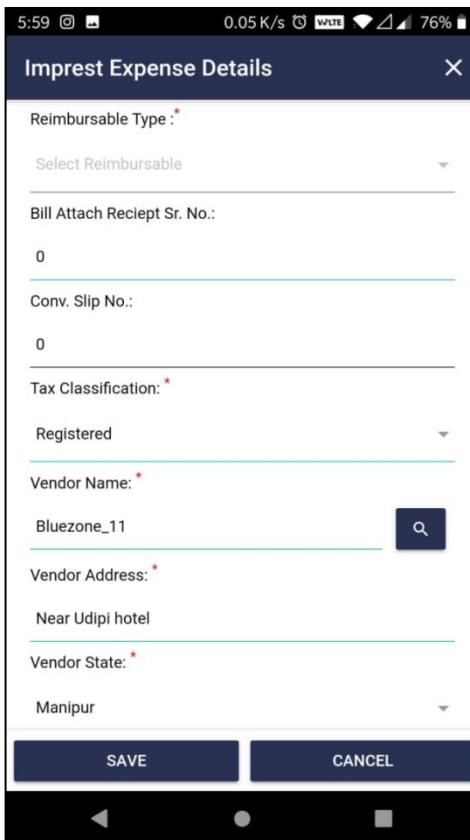
Rate As Per System: *
Yes

Conv. Rate : *
1.000

Amount Claimed: *
1000

Is Reimb.: *
Yes

SAVE **CANCEL**

5:59 0.05 K/s 0.00 K/s 76% 

Imprest Expense Details

Reimbursable Type : *
Select Reimbursable

Bill Attach Receipt Sr. No.:
0

Conv. Slip No.:
0

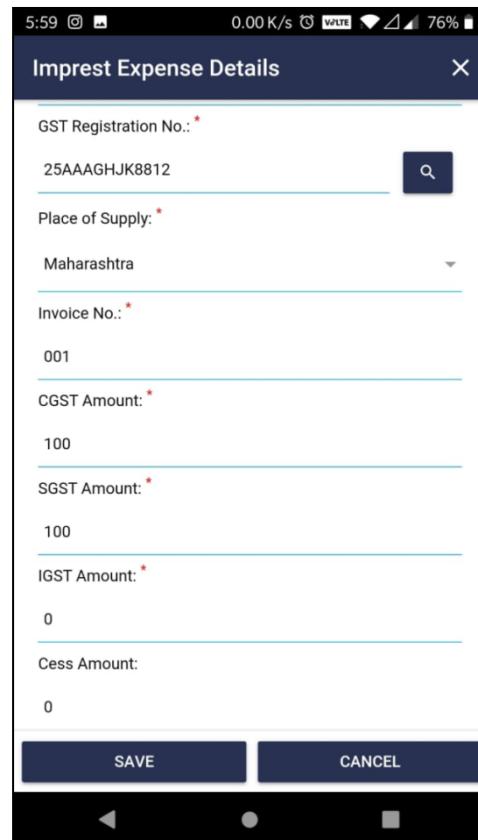
Tax Classification: *
Registered

Vendor Name: *
Bluezone_11 

Vendor Address: *
Near Udupi hotel

Vendor State: *
Manipur

SAVE **CANCEL**

5:59 0.00 K/s 0.00 K/s 76% 

Imprest Expense Details

GST Registration No.: *
25AAAGHJK8812 

Place of Supply: *
Maharashtra

Invoice No.: *
001

CGST Amount: *
100

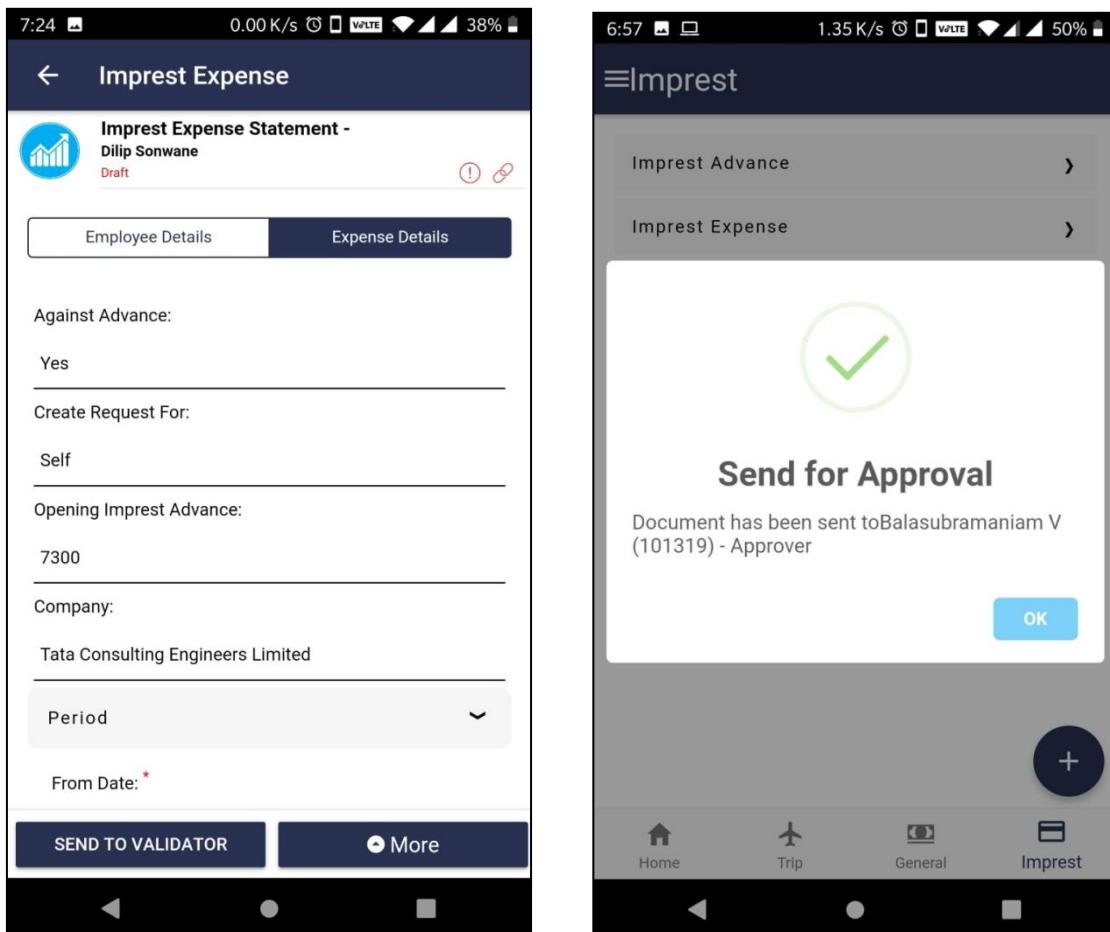
SGST Amount: *
100

IGST Amount: *
0

Cess Amount:
0

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')

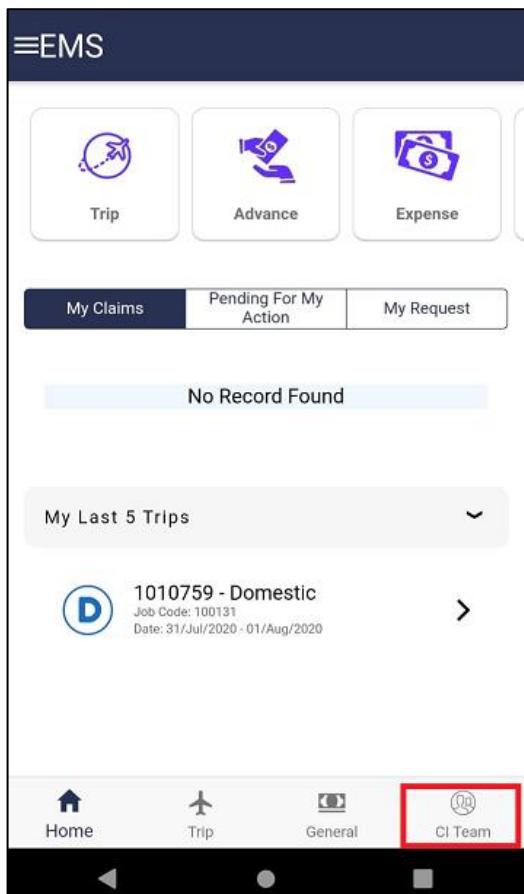
7. Central Insurance Team

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

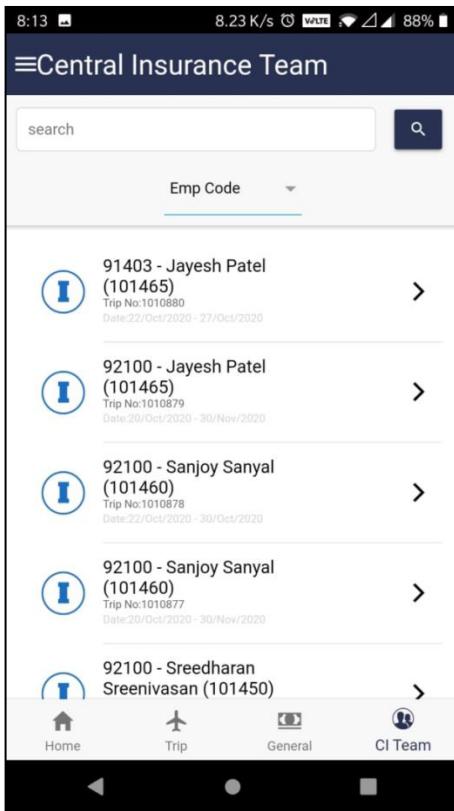
7.1 Attach Ticket and Insurance Copy

How to Attach Ticket Copy and Insurance copy?

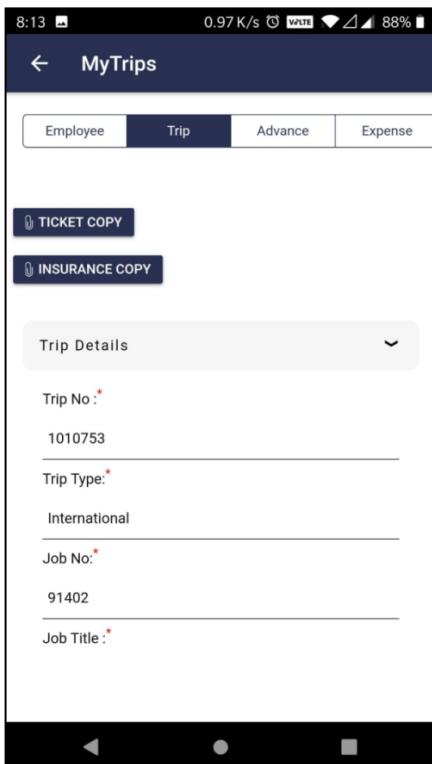
Step 1: Once the Employee login into Application, on home page click on “**Imprest**” Menu as shown in below image.



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.



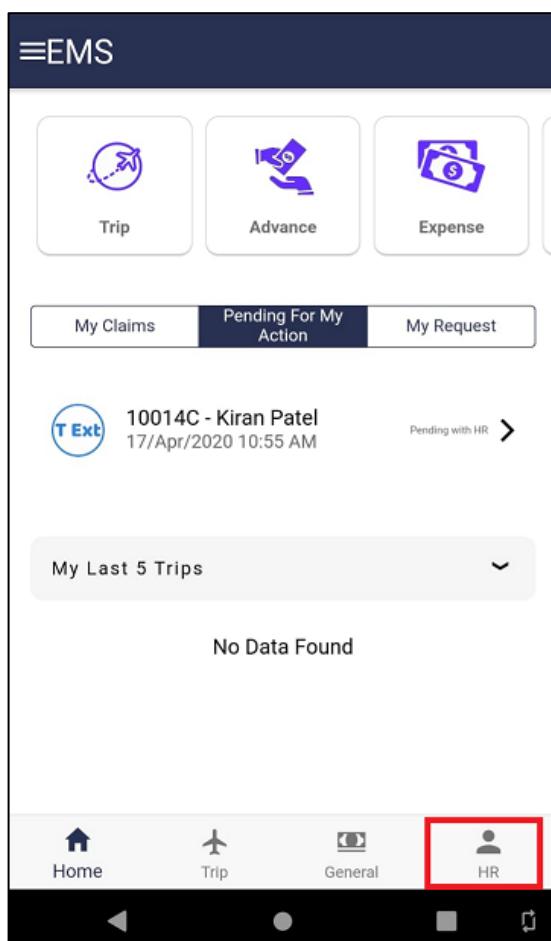
8. HR

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

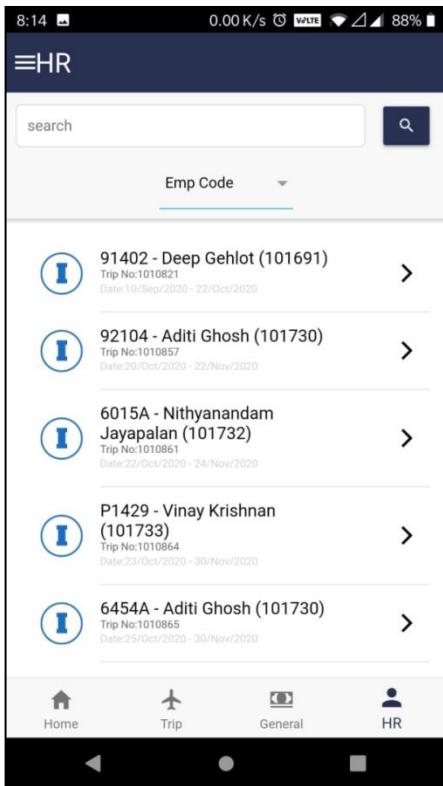
8.1 Attach Posting Order Copy

How to Attach Posting Order Copy?

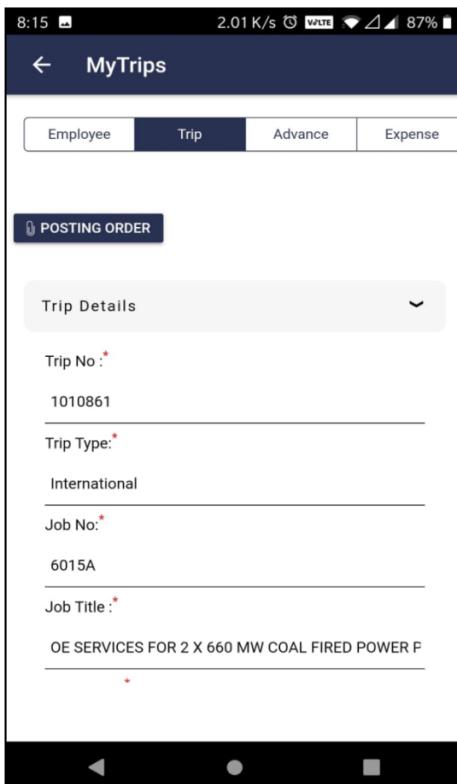
Step 1: Once the HR login into Application, on home page click on “HR” Menu as shown in below image.



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.

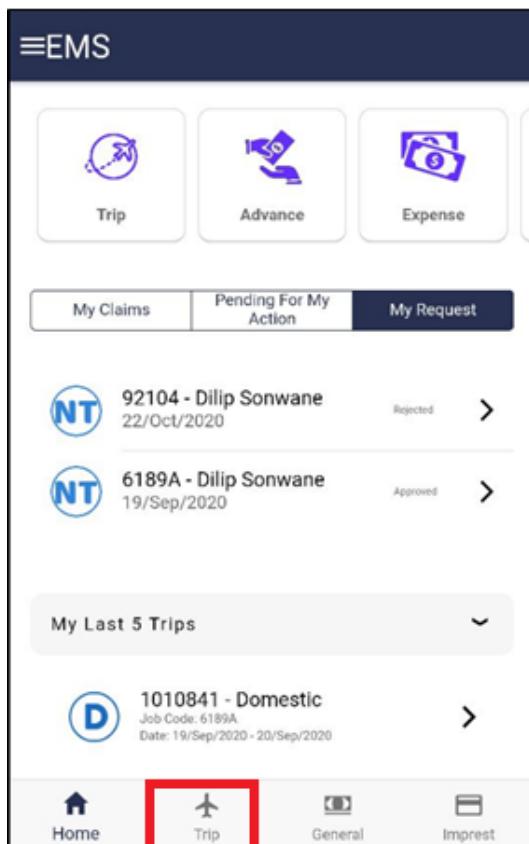


9. Attach Ticket Copy / Insurance Application copy / Existing Posting Order copy

- 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	>	
	1010892	>	
	1010891	>	
	1010890	>	
	1010889	>	
Show More <			
My Trip Request >			
Travel Advance +			

← 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:

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

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 ok.

Step 4: