

Cash Reimbursement System



Introduction

- In day to day official working, employees need to travel locally as well as inter city. occasionally need to purchase certain items/service by paying cash.
- For all such transactions, employee need to submit cash claims.
- Also in some cases cash advance (IOU) is being submitted.
- Currently, this process involves manual authorization (signing vouchers etc) resulting delay in process.
- '*Cash Reimbursement System*' is aiming to make the current manual process online through standard process and system.
- With the help of this online system users will able to submit the claims online and approver can approve.
- Accounts Dept. (Mr. Thorat) will have advance notification, track on the Cash which needs to disburse.
- Also he can export report for making entries in SAP.

Cash Reimbursement System

Local Conveyance

(To submit local travelling cash reimbursement claims)

Advance (IOU)

(To submit advance cash reimbursement claims)

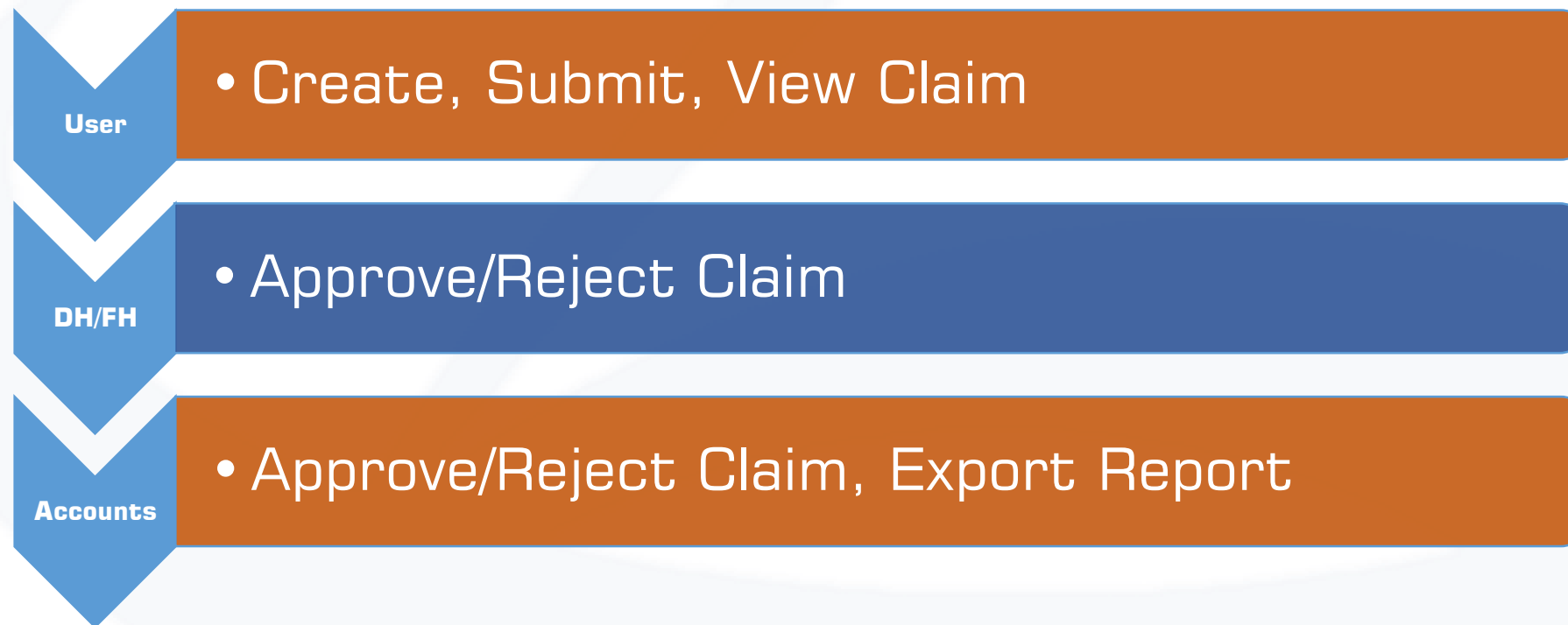
Other Claim

(To submit cash purchase reimbursement claims)

Tour Expenditure

(To submit inter city travel cash reimbursement claims)

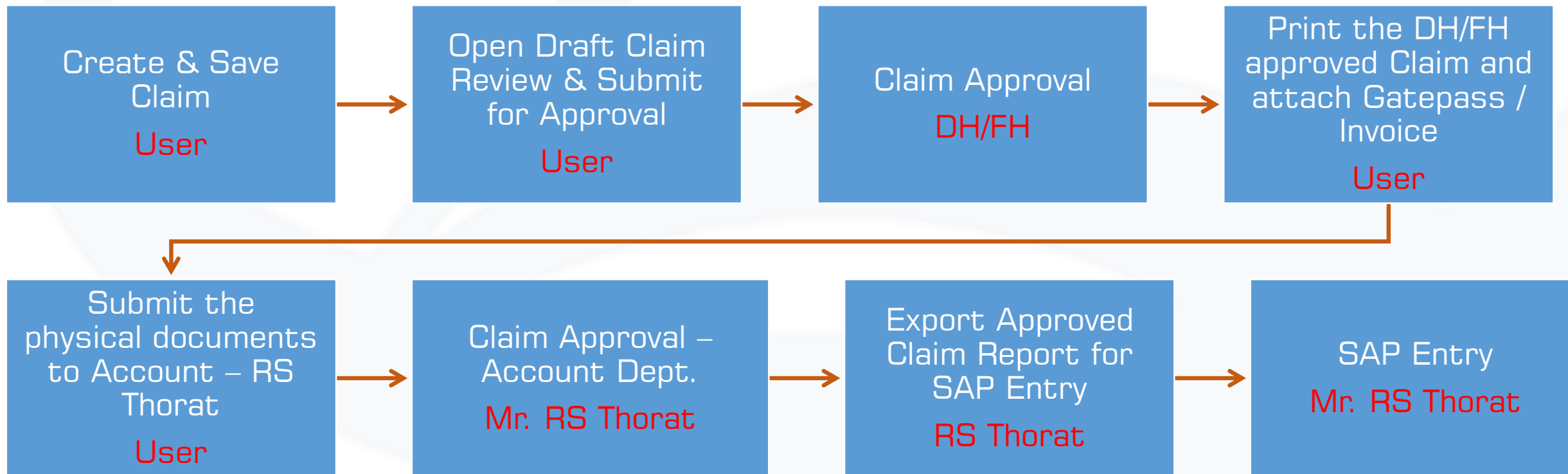
Claim Approval Flow



Exceptions

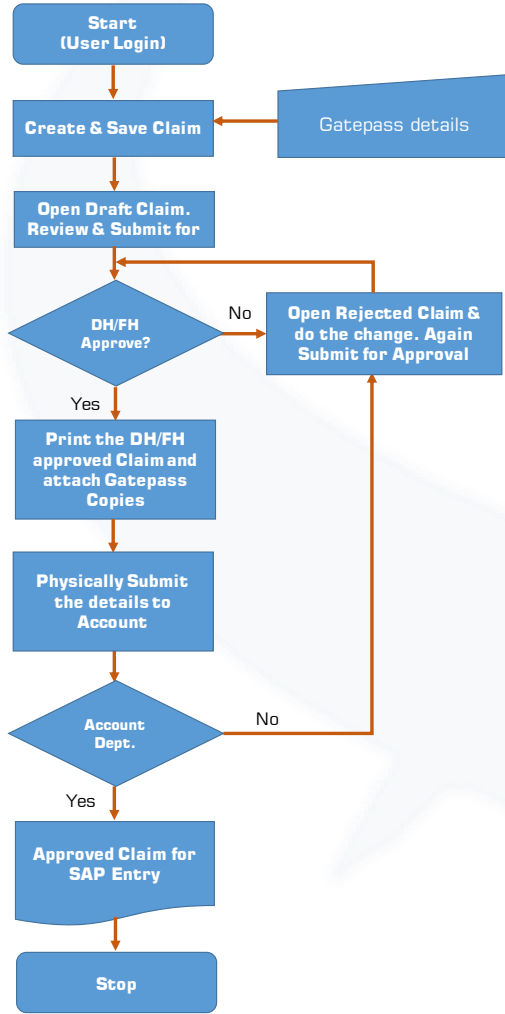
- In case of Other claim (cash purchase) the limit is Rs. 700.
- Any claim > Rs. 700 will get forwarded to CFO and then MDOFFIEC for approval.

Process Flow

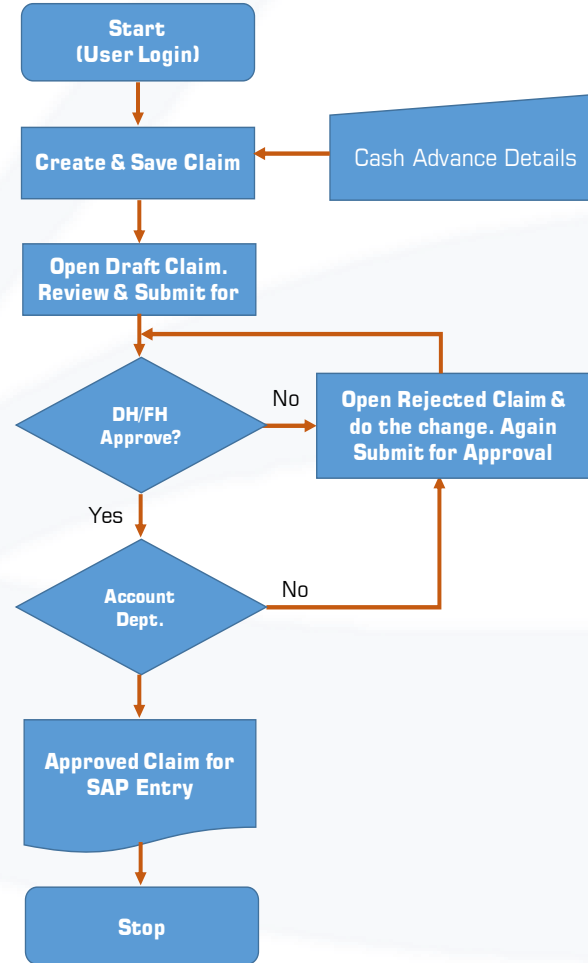


Process Flow

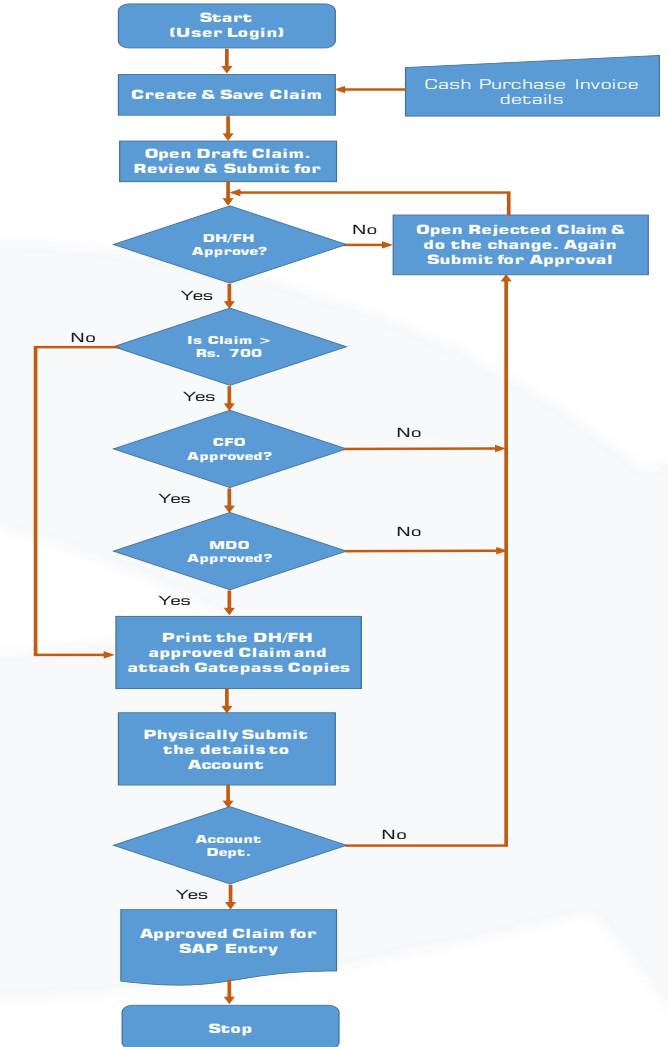
Local Conveyance



Cash Advance (IOU)




Other Claim (Cash Purchase)



Search results - mis@ruchagroup x Login | User Login

https://www.rucha.co.in/test_portal/index.php/welcome/logout

Apps Login | User Login PR System Prod http://www.cs.cmu.... IT_Support Seqrite Endpoint Se... Online Courses - A... Learn the Latest Tec... edX | Free Online C...



Sign in to start your session

Successfully Logout

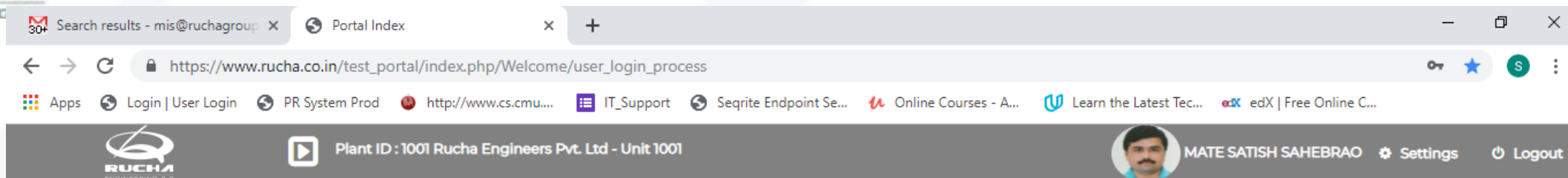
User ID

Password

Submit Reset Password?

Support Contact :
Email ID: mis@ruchagroup.com
Contact No: 9860300193

Login to portal
www.rucha.co.in/portal



Choose Your Task

Purchase

Asset Tracking

Leave Management

Cash Reimbursement

Visitor Management

Material Gate Pass

Click Here



User Section



User Manual – Local Conveyance

Search results - mis@ruchagroup x Local Reimbursement x +

https://www.rucha.co.in/test_portal/index.php/ELAR/local_reim/Local_cntr/create_local_claim

Apps Login | User Login PR System Prod http://www.cs.cmu.... IT_Support Seqrite Endpoint Se... Online Courses - A... Learn the Latest Tec... edX | Free Online C...

Plant ID : 1001 Rucha Engineers Pvt. Ltd - Unit 1001 MATE SATISH SAHEBRAO Settings Logout

Home > Cash Reimbursement > Create Claim

Claim Form Conveyances Details Document Submission Document View Approval Process

LOCAL CONVEYANCES REIMBURSEMENTS CLAIM FORM

Your Details

1 Claim No: 1001

3 Claim Date: 2019-07-23

4 Name: M1

6 Department: FINANCE, ACCOUNTS & INFO TECH

Local Conveyances

IOU

Other Claim

Asset Tracking

Leave Management

Cash Reimbursement

Visitor Management

Material Gate Pass

Logout

Local travel cash claim

Advance cash claim

Cash Purchase Claim

Gate Pass

Show 10 entries

Sr.No.	From Location	To Location	KM	Amount	Reason	Delete
No data available in table						

Showing 0 to 0 of 0 entries

Total Amount : ₹ 0

Previous Next

User Manual – Local Conveyance

Search results - mis@ruchagroup x Local Reimbursement x +

https://www.rucha.co.in/test_portal/index.php/ELAR/local_reim/Local_cntr/create_local_claim

Apps Login | User Login PR System Prod http://www.cs.cmu... IT_Support Seqrite Endpoint Se... Online Courses - A... Learn the Latest Tec... edX | Free Online C...

Plant ID : 1001 Rucha Engineers Pvt. Ltd - Unit 1001 MATE SATISH SAHEBRAO Settings Logout

MAIN NAVIGATION

- HOME
- Dashboard
- Purchase
- Cash Reimbursement**
 - Local Conveyances**
 - Create Claim**
 - Check existing Claim Status
 - Drafted Claim
 - Pending Claim
 - Accepted Claim
 - Rejected Claim
 - Check Claim Approval status
 - IOU

Home > Cash Reimbursement > Create Claim

Claim Form > Conveyances Details > Document Submission > Document View > Approval Process

LOCAL CONVEYANCES REIMBURSEMENTS CLAIM FORM

Your Details :

1 Claim No.:	Automatic	2 Plant :	1001	3 Claim Date :	2019-07-23
4 Name :	MATE SATISH SAHEBRAO	5 Grade :	M1	6 Department :	FINANCE, ACCOUNTS & INFO TECH

Gate Pass Details :

Show 10 entries Search:

Sr.No.	From Location	To Location	KM	Amount	Reason	Delete
No data available in table						

Showing 0 to 0 of 0 entries

Total Amount : ₹ 0

Previous Next

User Menu

Create New claim

Check exiting claim



User Manual – Local Conveyance

304 Search results - mis@ruchagroup x Local Reimbursement x +

https://www.rucha.co.in/test_portal/index.php/ELAR/local_reim/Local_cntr/create_local_claim

Apps Login | User Login PR System Prod http://www.cs.cmu.... IT_Support Seqrite Endpoint Se... Online Courses - A... Learn the Latest Tec... edX | Free Online C...

- Asset Tracking
- Leave Management
- Cash Reimbursement
- Visitor Management
- Material Gate Pass
- Logout

1 Claim No.: Automatic 2 Plant : 1001 3 Claim Date : 2019-07-23

4 Name : MATE SATISH SAHEBRAO 5 Grade : M1 6 Department: FINANCE, ACCOUNTS & INFO TECH

Gate Pass Details :

Show 10 entries Search:

Sr.No.	Travel Mode	Date	Gate Pass No.	From Location	To Location	KM	Amount	Reason	Delete
No data available in table									

Showing 0 to 0 of 0 entries

Total Amount : ₹ 0

Previous Next

Final Action :

Choose File No file chosen

Justification:

Add Details

Click Here to add gatepass details

Save Claim Details

User Manual – Local Conveyance

Search results - mis@ruchagroup x Local Reimbursement x +

https://www.rucha.co.in/test_portal/index.php/ELAR/local_reim/Local_cntr/create_local_claim

Apps Login | User Login PR System Prod http://www.cs.cmu... IT_Support Seqrite Endpoint Se... Online Courses - A... Learn the Latest Tec... edX | Free Online C...

Asset Tracking
Leave Management
Cash Reimbursement
Visitor Management
Material Gate Pass
Logout

1 Claim No.: Automatic 2 Plant : 1001 3 Claim Date : 2019-07-23
4 Department: FINANCE, ACCOUNTS & INFO TECH

Gate Pass No. 1180

Date 2019-07-10 Mode Of Travel Bike

Place From REPL-1 Waluj Place To REPL-1 Waluj

Current Rate Per KM 2.70 Total Amount

KM Rec. 40 Reason Official

Total KM Running In Rupees - ₹ 108

Search: Amount Reason Delete

Previous Next

Amount : ₹ 0

Choose File No file chosen

Save Claim Details

Click Here to add gatepass details

User Manual – Local Conveyance

30+ Search results - mis@ruchagroup

Local Reimbursement

[←](#)
[→](#)
[↻](#)

https://www.rucha.co.in/test_portal/index.php/ELAR/local_reim/Local_cntr/create_local_claim

[Apps](#)
[Login | User Login](#)
[PR System Prod](#)
[http://www.cs.cmu...](#)
[IT_Support](#)
[Seqrite Endpoint Se...](#)
[Online Courses - A...](#)
[Learn the Latest Tec...](#)
[edX | Free Online C...](#)

[HOME](#)
[Dashboard](#)

[₹ Purchase](#)

[₹ Cash Reimbursement](#)

[Asset Tracking](#)

[Leave Management](#)

[Cash Reimbursement](#)

[Visitor Management](#)

[Material Gate Pass](#)

[Logout](#)

Claim Form

Conveyances Details

Document Submission

Document View

Approval Process

LOCAL CONVEYANCES REIMBURSEMENTS CLAIM FORM

Your Details :

1 Claim No.: Automatic

2 Plant : 1001

3 Claim Date : 2019-07-23

4 Name : MATE SATISH SAHEBRAO

5 Grade : M1

6 Department: FINANCE, ACCOUNTS & INFO TECH

Gate Pass Details :

Show 10 entries

Search:

Sr.No.	Travel Mode	Date	Gate Pass No.	From Location	To Location	KM	Amount	Reason	Delete
1	Bike	2019-07-10	1180	REPL-1 Waluj	REPL-1 Waluj	40	108	Official	
2	Bike	2019-07-10	1200	REPL-1 Waluj	REPL-7	11	29.7	Official	

Showing 1 to 2 of 2 entries

Previous

1

Next


Total Amount : ₹ 137.7

Final Action :


Add Details

No new notifications


claim summary



K-249, Waluj MIDC,
Aurangabad, M.S., 431136



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mdoffice@ruchagroup.com



www.ruchagroup.com

23-08-2019

User Manual – Local Conveyance

Search results - mis@ruchagroup x Local Reimbursement x +

https://www.rucha.co.in/test_portal/index.php/ELAR/local_reim/Local_cntr/create_local_claim

Apps Login | User Login PR System Prod http://www.cs.cmu.... IT_Support Seqrite Endpoint Se... Online Courses - A... Learn the Latest Tec... edX | Free Online C...

Leave Management 4 Name : MATE SATISH SAHEBRAO 5 Grade : M1 6 Department: FINANCE, ACCOUNTS & INFO TECH

Visitor Management

Material Gate Pass

Logout

Gate Pass Details:

Show 10 entries

Sr.No.	Travel Mode	Date	Gate Pass No.	From Location	To Location	KM	Amount	Reason	Delete
1	Bike	2019-07-10	1180	REPL-1 Waluj	REPL-1 Waluj	40	108	Official	
2	Bike	2019-07-10	1200	REPL-1 Waluj	REPL-7	11	29.7	Official	

Showing 1 to 2 of 2 entries

Previous 1 Next

Total Amount : ₹ 137.7

Attach Gatepass Scan copies

Final Action:

Choose File No file chosen

Justification:

For the Month of July-2019

Save claim

Save Claim Details

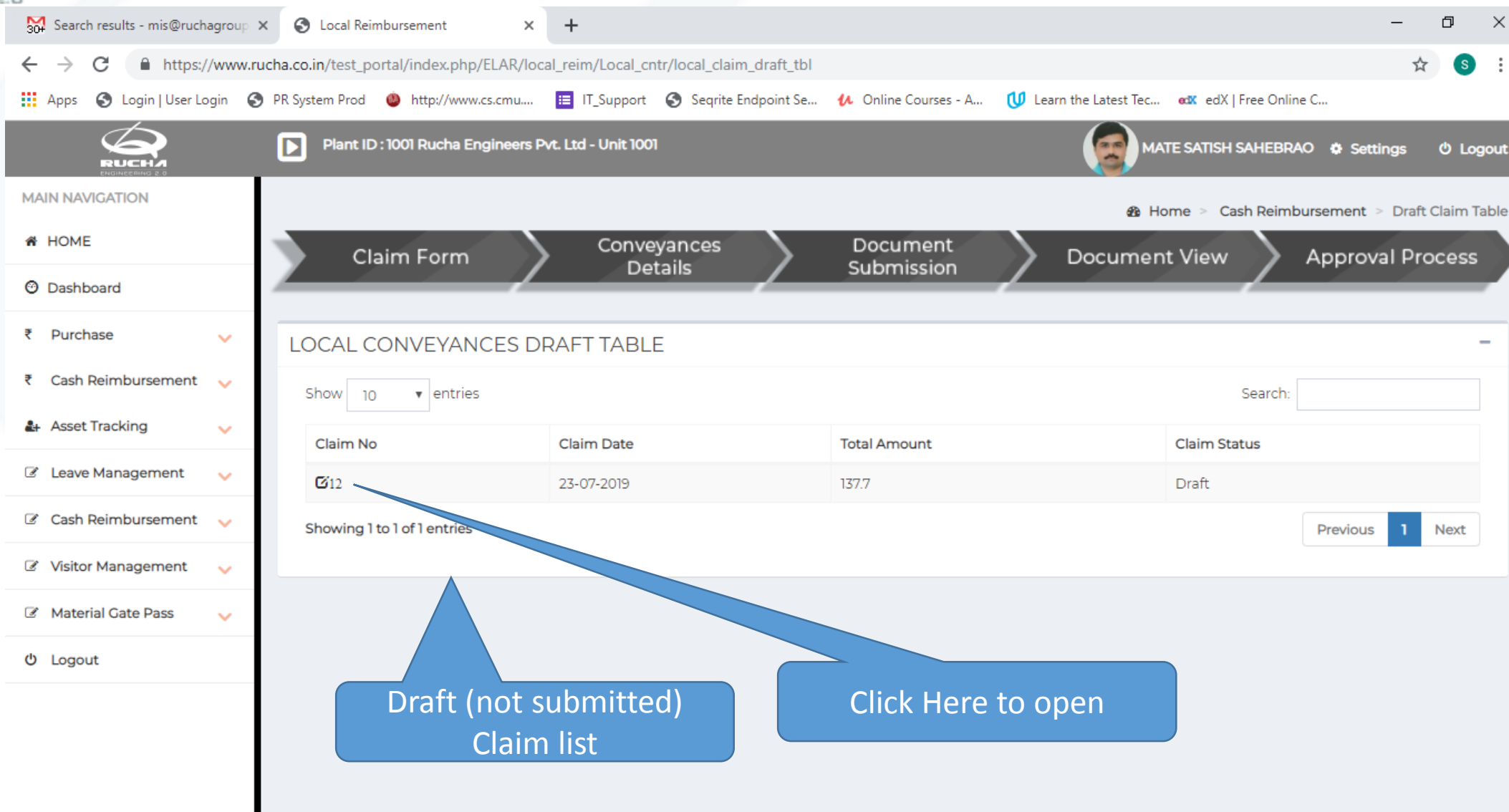
Add Details

Provide Justification

Delete Line

Edit Details

User Manual – Local Conveyance



The screenshot displays the 'LOCAL CONVEYANCES DRAFT TABLE' in a web application. The interface includes a top navigation bar with the user's name 'MATE SATISH SAHEBRAO' and a 'Logout' button. A breadcrumb trail shows 'Home > Cash Reimbursement > Draft Claim Table'. Below this is a process flow: 'Claim Form' > 'Conveyances Details' > 'Document Submission' > 'Document View' > 'Approval Process'. The main content area features a table with one entry, a search bar, and pagination controls. A blue arrow points from a text box to the '12' in the 'Claim No' column, and another blue arrow points from a text box to the '1' in the pagination controls.

LOCAL CONVEYANCES DRAFT TABLE

Show entries Search:

Claim No	Claim Date	Total Amount	Claim Status
12	23-07-2019	137.7	Draft

Showing 1 to 1 of 1 entries

Previous **1** Next

Draft (not submitted) Claim list

Click Here to open

User Manual – Local Conveyance

Search results - mis@ruchagroup x Local Reimbursement x +

https://www.rucha.co.in/test_portal/index.php/ELAR/local_reim/Local_cntr/viewDraftLocalClaim/12

Apps Login | User Login PR System Prod http://www.cs.cmu... IT_Support Seqrite Endpoint Se... Online Courses - A... Learn the Latest Tec... edX | Free Online C...

Visitor Management Material Gate Pass Logout

Gate Pass Details :

Show 10 entries Search:

Sr.No.	Travel Mode	Date	Gate Pass No.	From Location	To Location	KM	Amount	Reason	Delete
1	Bike	2019-07-10	1180	REPL-1 Waluj	REPL-1 Waluj	40	108	Official	
2	Bike	2019-07-10	1200	REPL-1 Waluj	REPL-7	11	29.7	Official	

Showing 1 to 2 of 2 entries

Previous 1 Next

Total Amount : ₹ 137.7

Add Details

Final Action :

1 No file chosen
Update Gate Pass Details (If you are changing the file then you have to must save as draft first then send it to approval)

2 ☐ Save as Draft

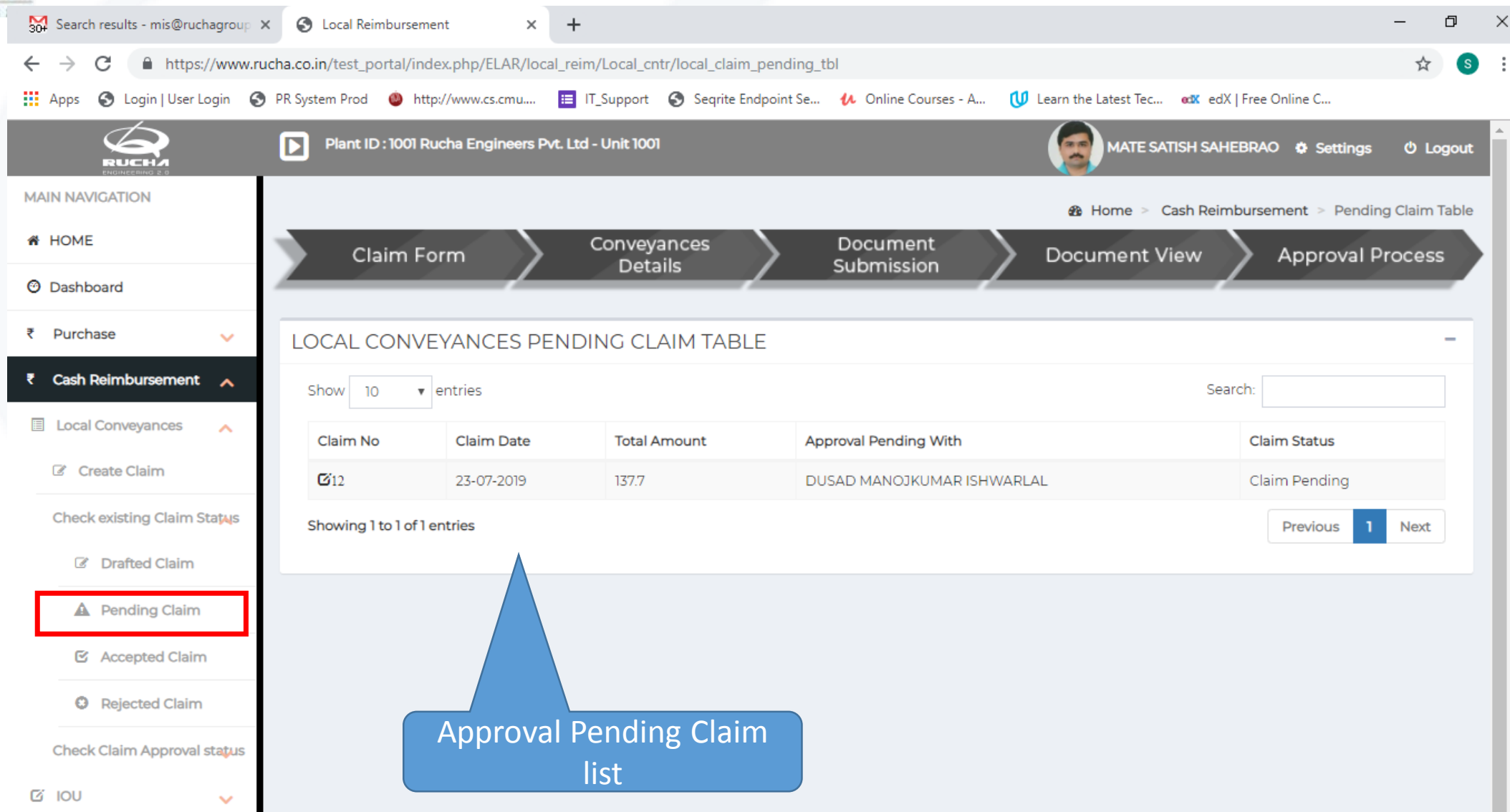
Download Previous Attachment:

My Justification:
For the Month of July-2019

Click Here to Proceed

Click Here to submit

User Manual – Local Conveyance



The screenshot displays the RUCHA portal interface. The top navigation bar includes the RUCHA logo, Plant ID: 1001 Rucha Engineers Pvt. Ltd - Unit 1001, and user information for MATE SATISH SAHEBRAO. The left sidebar shows the 'MAIN NAVIGATION' menu with options like HOME, Dashboard, Purchase, Cash Reimbursement (highlighted), Local Conveyances, Create Claim, Check existing Claim Status, Drafted Claim, Pending Claim (highlighted with a red box), Accepted Claim, Rejected Claim, Check Claim Approval status, and IOU.

The main content area shows the 'LOCAL CONVEYANCES PENDING CLAIM TABLE'. It includes a search bar, a table with one entry, and pagination controls. A blue callout box points to the 'Pending Claim' status in the table.

Claim No	Claim Date	Total Amount	Approval Pending With	Claim Status
12	23-07-2019	137.7	DUSAD MANOJKUMAR ISHWARLAL	Claim Pending

Showing 1 to 1 of 1 entries

Previous 1 Next

Approval Pending Claim list

Approver - DH/FH Section



User Manual – Local Conveyance

Search results - mis@ruchagroup x Local Reimbursement x +

https://www.rucha.co.in/test_portal/index.php/ELAR/local_reim/Local_cntr/create_local_claim

Apps Login | User Login PR System Prod http://www.cs.cmu.... IT_Support Seqrite Endpoint Se... Online Courses - A... Learn the Latest Tec... edX | Free Online C...

Plant ID : 1001 Rucha Engineers Pvt. Ltd - Unit 1001 MATE SATISH SAHEBRAO Settings Logout

MAIN NAVIGATION

- HOME
- Dashboard
- Purchase
- Cash Reimbursement**
 - Local Conveyances**
 - Create Claim
 - Check existing Claim Status
 - Check Claim Approval status
 - Pending Approval
 - Accepted Claim
 - Rejected Claim
 - IOU
 - Other Claim

Home > Cash Reimbursement > Create Claim

Claim Form > Conveyances Details > Document Submission > Document View > Approval Process

LOCAL CONVEYANCES REIMBURSEMENTS CLAIM FORM

Your Details :

1	Claim No.:	Automatic	2	Plant :	1001	3	Claim Date :	2019-07-23
4	Name :	MATE SATISH SAHEBRAO	5	Grade :	M1	6	Department:	FINANCE, ACCOUNTS & INFO TECH

Gate Pass Details :

Show 10 entries

Search:

Sr.No.	Travel Mode	To Location	KM	Amount	Reason	Delete
No data available in table						

Showing 0 to 0 of 0 entries

Total Amount : ₹ 0

Previous Next

Approver
Menu

Approve Claim



User Manual – Local Conveyance

Search results - mis@ruchagroup x Local Reimbursement x +

https://www.rucha.co.in/test_portal/index.php/ELAR/local_reim/Local_cntr/appr_local_claim_pend_tbl

Apps Login | User Login PR System Prod http://www.cs.cmu.... IT_Support Seqrite Endpoint Se... Online Courses - A... Learn the Latest Tec... edX | Free Online C...

Plant ID : 1001 Rucha Engineers Pvt. Ltd - Unit 1001 DUSAD MANOJKUMAR ISHWARLAL Settings Logout

Home > Cash Reimbursement > Pending Request Table

Claim Request Claim Verification Action Submission

LOCAL CONVEYANCES REIMBURSEMENTS CLAIM PENDING

Show 10 entries Search:

Sr.No	Date	Request By	Claim No	Total Amount
1	23-07-2019	MATE SATISH SAHEBRAO	12	137.7

Showing 1 to 1 of 1 entries Previous 1 Next

Click Here to open Claim

Approval Pending Claim list

MAIN NAVIGATION

- HOME
- Dashboard
- Purchase
- Cash Reimbursement
 - Local Conveyances
 - Create Claim
 - Check existing Claim Status
 - Check Claim Approval status
 - Pending Approval
 - Accepted Claim
 - Rejected Claim
- IOU
- Other Claim

User Manual – Local Conveyance

Search results - mis@ruchagroup x Local Reimbursement x +

https://www.rucha.co.in/test_portal/index.php/ELAR/local_reim/Local_cntr/appr_local_claim_pend_view/12

Apps Login | User Login PR System Prod http://www.cs.cmu.... IT_Support Seqrite Endpoint Se... Online Courses - A... Learn the Latest Tec... edX | Free Online C...

1	Bike	2019-07-10	1180	REPL-1 Waluj	REPL-1 Waluj	40	108	Official
2	Bike	2019-07-10	1200	REPL-1 Waluj	REPL-7	11	29.7	Official

Showing 1 to 2 of 2 entries

Previous 1 Next

Total Amount : ₹ 137.7

Claim Actions Log :

Action No	Claim No	Action Date - Time	Action By	Action	Comment
Attempt 1	12	23-07-2019 - 12:09 PM	DUSAD MANOJKUMAR ISHWARLAL	Pending	No Comment Found

Final Action :

1 Download Attachment: Claim Justification : For the Month of July-2019

2 ☐ APPROVE ☐ REJECT

3 Approver Comment

Click here to proceed

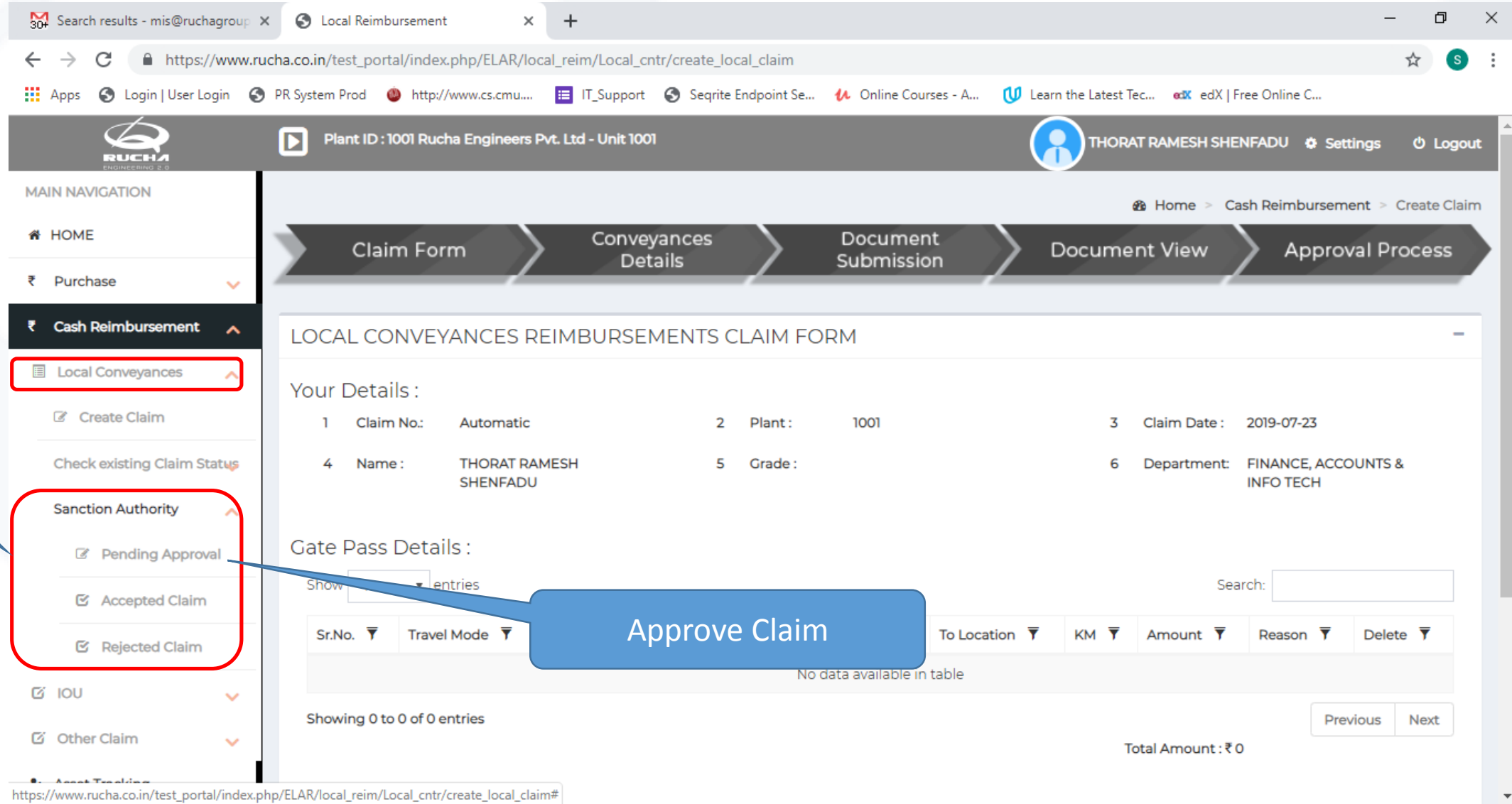
Approver comment

Proceed This Claim Cancel

Approver - Accounts Dept. Section



User Manual – Local Conveyance



The screenshot shows the 'LOCAL CONVEYANCES REIMBURSEMENTS CLAIM FORM' in a web browser. The browser address bar shows the URL: https://www.rucha.co.in/test_portal/index.php/ELAR/local_reim/Local_cntr/create_local_claim. The page header includes the RUCHA logo, Plant ID: 1001 Rucha Engineers Pvt. Ltd - Unit 1001, and user information: THORAT RAMESH SHENFADU, Settings, Logout.

The left sidebar contains a 'MAIN NAVIGATION' menu with the following items:

- HOME
- Purchase
- Cash Reimbursement
 - Local Conveyances (highlighted with a red box)
 - Create Claim
 - Check existing Claim Status
 - Sanction Authority
 - Pending Approval (highlighted with a red box)
 - Accepted Claim
 - Rejected Claim
 - IOU
 - Other Claim

The main content area shows the 'LOCAL CONVEYANCES REIMBURSEMENTS CLAIM FORM' with the following details:

Your Details :

1	Claim No.:	Automatic	2	Plant :	1001	3	Claim Date :	2019-07-23
4	Name :	THORAT RAMESH SHENFADU	5	Grade :		6	Department:	FINANCE, ACCOUNTS & INFO TECH

Gate Pass Details :

Show entries

Search:

Sr.No.	Travel Mode	To Location	KM	Amount	Reason	Delete
No data available in table						

Showing 0 to 0 of 0 entries

Total Amount : ₹ 0

Previous Next

Accounts
Dept
Approver
Menu

Approve Claim

Approval Process is same as per DH/FH



Search results - mis@ruchagroup x Local Reimbursement x +

https://www.rucha.co.in/test_portal/index.php/ELAR/local_reim/Local_cntr/sanc_local_claim_Accept_tbl

Apps Login | User Login PR System Prod http://www.cs.cmu... IT_Support Seqrite Endpoint Se... Online Courses - A... Learn the Latest Tec... edX | Free Online C...

Plant ID : 1001 Rucha Engineers Pvt. Ltd - Unit 1001 THORAT RAMESH SHENFADU Settings Logout

MAIN NAVIGATION

- HOME
- Purchase
- Cash Reimbursement
- Asset Tracking
- Leave Management
- Cash Reimbursement
- Visitor Management
- Material Gate Pass
- Logout

Home > Cash Reimbursement > Accepted Request Table

Claim Request Claim Verification Action Submission

LOCAL CONVEYANCES ACCEPTED CLAIM TABLE

From Date To Date Action

Search

Report Section

Search results - mis@ruchagroup x Local Reimbursement x +

https://www.rucha.co.in/test_portal/index.php/ELAR/local_reim/Local_cntr/create_local_claim

Apps Login | User Login PR System Prod http://www.cs.cmu... IT_Support Seqrite Endpoint Se... Online Courses - A... Learn the Latest Tec... edX | Free Online C...

Plant ID : 1001 Rucha Engineers Pvt. Ltd - Unit 1001 MATE SATISH SAHEBRAO Settings Logout

Home > Cash Reimbursement > Create Claim

Claim Form Conveyances Details Document Submission Document View Approval Process

LOCAL CONVEYANCES REIMBURSEMENTS CLAIM FORM

Your Details :

1 Claim No.:	Automatic	2 Plant :	1001	3 Claim Date :	2019-07-23
4 Name :	MATE SATISH SAHEBRAO	5 Grade :	M1	6 Department:	FINANCE, ACCOUNTS & INFO TECH

Gate Pass Details :

Show 10 entries Search:

Sr.No.	Travel Mode	Date	Gate Pass No.	From Location	To Location	KM	Amount	Reason	Delete
No data available in table									

Showing 0 to 0 of 0 entries

Total Amount : ₹ 0

Previous Next

MAIN NAVIGATION

- HOME
- Purchase
- Cash Reimbursement**
 - Local Conveyances
 - IOU**
 - Create Claim
 - Check existing IOU Status
 - Drafted Claim
 - Pending Claim
 - Accepted Claim
 - Rejected Claim
 - IOU Approval Status
 - Other Claim

User Menu

Search results - mis@ruchagroup x IOU

https://www.rucha.co.in/test_portal/index.php/ELAR/IOU/IouCntr/create_local_claim

Apps Login | User Login PR System Prod http://www.cs.cmu... IT_Support Seqrite Endpoint Se... Online Courses - A... Learn the Latest Tec... edX | Free Online C...

Plant ID : 1001 Rucha Engineers Pvt. Ltd - Unit 1001 MATE SATISH SAHEBRAO Settings Logout

MAIN NAVIGATION

- HOME
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 - Create Claim**
 - Check existing IOU Status
 - IOU Approval Status
 - Other Claim
 - Asset Tracking
 - Leave Management
 - Cash Reimbursement
- Visitor Management
- Material Gate Pass
- Logout

Create Advance IOU

Home > IOU Claim > Create Claim

Claim Form > Conveyances Details > Document Submission > Document View > Approval Process

1. Your Details

1	Claim No.:	Automatic	2	Plant :	1001	3	Claim Date :	2019-07-23
4	Name :	MATE SATISH SAHEBRAO	5	Grade :	M1	6	Department:	FINANCE, ACCOUNTS & INFO TECH

2. Claim Details

1	Advance Amount:	<input type="text"/>
2	Justification :	<input type="text"/>

3. Account Details For Debit

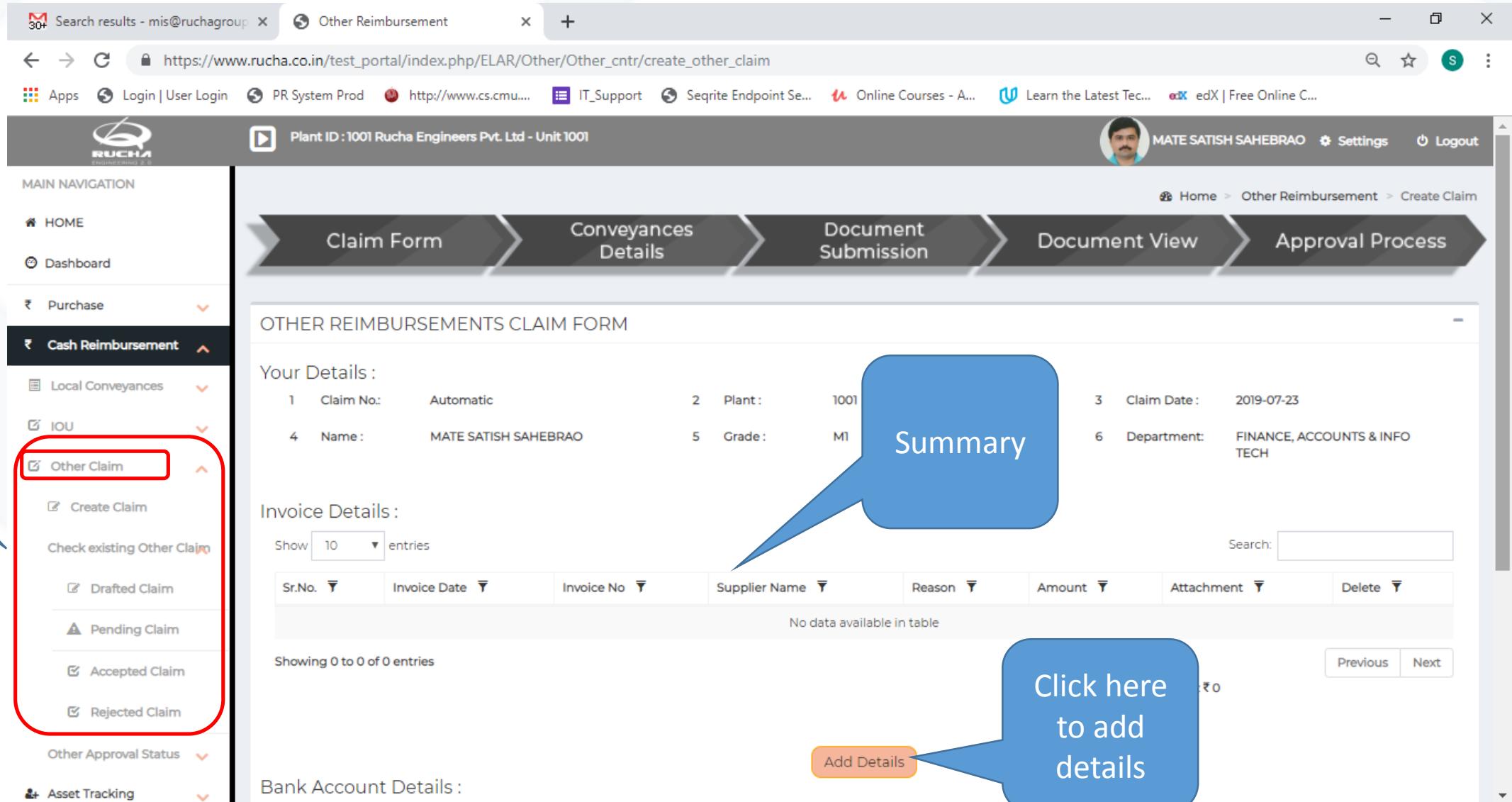
1	Bank Name:	<input type="text"/>
2	Account No.:	<input type="text"/>
3	IFSC Code:	<input type="text"/>

Save Claim Details

Add details & Save

Rest Approval Process is same as per Local
Conveyance

User Manual – Other Cash Claim



Search results - mis@ruchagroup x Other Reimbursement x +

https://www.rucha.co.in/test_portal/index.php/ELAR/Other/Other_cntr/create_other_claim

Apps Login | User Login PR System Prod http://www.cs.cmu... IT_Support Seqrite Endpoint Se... Online Courses - A... Learn the Latest Tec... edX | Free Online C...

Plant ID : 1001 Rucha Engineers Pvt. Ltd - Unit 1001 MATE SATISH SAHEBRAO Settings Logout

Home > Other Reimbursement > Create Claim

Claim Form Conveyances Details Document Submission Document View Approval Process

OTHER REIMBURSEMENTS CLAIM FORM

Your Details :

1	Claim No.:	Automatic	2	Plant :	1001	3	Claim Date :	2019-07-23
4	Name :	MATE SATISH SAHEBRAO	5	Grade :	M1	6	Department:	FINANCE, ACCOUNTS & INFO TECH

Invoice Details :

Show 10 entries Search:

Sr.No.	Invoice Date	Invoice No	Supplier Name	Reason	Amount	Attachment	Delete
No data available in table							

Showing 0 to 0 of 0 entries

Bank Account Details :

Previous Next

Add Details

User Manual – Advance (IOU)

Other Reimbursement

https://www.rucha.co.in/test_portal/index.php/ELAR/Other/Other_cntr/create_other_claim

Apps Login | User Login PR System Prod http://www.cs.cmu... IT_Support Seqrite Endpoint Se... Online Courses - A... Learn the Latest Tec... edX | Free Online C...

Plant ID : 1001 Rucha Engineers Pvt. Ltd - Unit 1001

MATE SATISH SAHEBRAO Settings Logout

MAIN NAVIGATION

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 - Check existing Other Claim
 - Other Approval Status
- Asset Tracking
- Leave Management
- Cash Reimbursement
- Visitor Management
- Material Gate Pass

Claim

OTHER REIMB

Your Details :

- 1 Claim No :
- 4 Name :

Invoice Details

Show 10 entries

Sr.No.	Invoice No	Supplier Name	Reason	Amount	Attachment	Delete
No data available in table						

Show

Previous Next

Total Amount : ₹ 0

Bank Account Details :

Add Details

Add Claim Details :

Invoice Date : 2019-07-17

Invoice No : 1234

Supplier Name : Electronic Point

Invoice Amount : 500

Reason : Purchase of LAN Connectors

Invoice Attachment : Choose File No file chosen

Add Details

Fill the details

Attach Invoice Copy

Reason / item details

Click here to add details

User Manual – Advance (IOU)

Other Reimbursement

https://www.rucha.co.in/test_portal/index.php/ELAR/Other/Other_cntr/create_other_claim

Apps Login | User Login PR System Prod http://www.cs.cmu.... IT_Support Seqrite Endpoint Se... Online Courses - A... Learn the Latest Tec... edX | Free Online C...

Other Claim

Create Claim

Check existing Other Claim

Other Approval Status

Asset Tracking

Leave Management

Cash Reimbursement

Visitor Management

Material Gate Pass

Logout

Invoice Details :

Show 10 entries Search:

Sr.No.	Invoice Date	Invoice No	Supplier Name	Reason	Amount	Attachment	Delete
1	2019-07-17	1234	Electronic Point	Purchase of LAN Connectors	500		

Showing 1 to 1 of 1 entries

Total Amount : ₹ 500

Previous 1 Next

Add Details

Bank Account Details :

1 Bank Name:

2 Account No.:

3 IFSC Code:

4 Justification:

Save Claim Details

Add bank details

Provide justification for cash purchase

Save the details

Rest Approval Process is same as per Local
Conveyance

User manual for travel expenditure claim will be available soon.

Thank you
And
Looking forward to having your opinion/suggestions

