

# TASCO iClaim

## Claim Submission

Step by step guide

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Step 1. At iClaim log-in page(<http://www.itasco2u.com.my/iClaim>) – Enter your iTasco login credentials and click [Login] button .

iClaim   About   Contact

# iClaim

iClaim allows you to manage and submit claims online with scanned receipts.

[Learn how »](#)



### Important Notice

- » Make sure your claim approver is updated.
- » Submit your original receipts to Accounts Dept, HQ before the due date.
- » Check your email address & bank details.

[Learn more »](#)

### Login

Remember me   [Forgot Password](#)

[Click to login](#)

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Step 2. on the Dashboard click [+ New Claim]; or  
On the menu navigate to [My Claim] > [New Claim]

The screenshot displays the iClaim dashboard interface. At the top, a dark navigation bar contains the following links: iClaim, Dashboard, My Claim (with a dropdown arrow), My Approval, Administration (with a dropdown arrow), About, and Contact. The 'My Claim' dropdown menu is open, showing three options: 'New Claim' (highlighted with a red box), 'Claim History', and 'My Profile'. In the top right corner, the user is identified as 'Welcome [07840] Noraida Binti A Ghani | Logout'.

The main dashboard area is titled 'Dashboard' and features three primary action buttons: '+ New Claim' (green), 'Claim History' (blue with a magnifying glass icon), and 'My Profile' (blue with a person icon). A blue callout box with the text 'Click to create new claim' has an arrow pointing to the '+ New Claim' button.

The dashboard is divided into four main sections:

- My most recent claim:** Displays a claim with reference number 'Ref. No. : HQUCL190400032', status 'Draft', and claim amount 'MYR0.00'. The approved amount is also listed as 'MYR0.00'.
- Claim approval:** Shows a count of '0' pending approvals and a message: 'There's no claim pending for your approval.'
- Claim Payment Processing:** Includes links for 'Process Payment', 'Download Payment List', and 'Update Payment Status'.
- Claim Interface:** Includes links for 'User Maintenance', 'GL mapping Maintenance', and 'Download interface file'.

At the bottom left, the copyright notice reads: © 2019 - TASCO iClaim

Step 3. Select [Claim Category], enter all other details and click [Save As Draft].

iClaim Dashboard My Claim ~ My Approval Administration ~ About Contact

Welcome [07840] Noraida Binti A Ghani | Logout

### Claim Form (All in one)

[Claimant Particulars](#)

[Claim Summary](#)

Pages: 1

#### Claim Details

[Save As Draft](#) [Delete Page](#)

Page No:

Purpose of travel:

Travel date from:

**Claim Category**:

Place visited:

Travel date to:

**Click to save**

**Select Claim Category**

## Step 4. Your claim reference no will be automatically generated after saved.

iClaim Dashboard My Claim My Approval Administration About Contact

Status: Claim with Ref. No. **HQUCL19040003** has been successfully created! Welcome [07840] Noraida Binti A Ghani | [Logout](#)

### Claim Form (All in one)

Claimant Particulars

Claim Summary

Pages: 1 Add New

#### Claim Details

Save As Draft Delete Page

Page No	<input type="text" value="1"/>	Claim Category	<input type="text" value="Outstation - Local"/>
Purpose of travel	<input type="text" value="BRAINSTORMING SESSION WITH F"/>	Place visited	<input type="text" value="KULAI, JOHOR"/>
Travel date from	<input type="text" value="01/04/2019"/>	Travel date to	<input type="text" value="03/04/2019"/>

Claim reference No will be automatically generated after save.

## Step 5. Click [Add New Item] to add claim details.

iClaim Dashboard My Claim ▾ My Approval Administration ▾ About Contact

Approval Thread

Claim Summary

Pages: 1 Add New

Claim Details

Save As Draft Delete Page

Page No 1 Claim Category Outstation - Local ▾

Purpose of travel BRAINSTORMING SESSION WITH F Place visited KULAI, JOHOR

Travel date from 01/04/2019 📅 Travel date to 03/04/2019 📅

Travel Authorization Form  Browse... Upload

Add New Item

Click to Add New Item

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Step 6. Select [Claim Item], enter all other details and click [Save].

**New Claim Item**

Claim Item:

Hotel Name:

Remarks:

Currency:  Checkout Date:

Unit Price	Qty	Tax	Total
<input type="text" value="0.00"/>	<input type="text" value="1"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

Exc. Rate:  Total(MYR):

**Cost Allocation:**

Branch:  Division:  Dept:

**Select Claim Item**

**Change the cost allocation if the claim is not chargeable to your own department**

**Click to Save**

## Step 7. Repeat step 5 and 6 to enter other details.

iClaim Dashboard My Claim ~ My Approval Administration ~ About Contact

Save As Draft Delete Page

Page No: 1 Claim Category: Outstation - Local

Purpose of travel: BRAINSTORMING SESSION WITH F Place visited: KULAI, JOHOR

Travel date from: 01/04/2019 Travel date to: 03/04/2019

Travel Authorization Form:  Browse... Upload

Add New Item

No	Claim Item	Description	Date	Curr.	Unit Price	Qty.	Tax	Amount	Exc. Rate	Remarks	Total (MYR)	Cost Allocation	Att.	Edit	Del.
1	Accommodation	GENO HOTEL	01/04/2019	MYR	150.00	2	0.00	300.00	1.0000		300.00	HQ - SUP - SSSD			
2	Taxi	AIRPORT TO HOTEL	01/04/2019	MYR	25.00	1	0.00	25.00	1.0000	GRAB	25.00	HQ - SUP - SSSD			
3	Flight	SZB - JHB	01/04/2019	MYR	210.00	1	0.00	210.00	1.0000	FIREFLYZ	210.00	HQ - SUP - SSSD			
Total											535.00				

## Step 8. Click on icons in rightmost columns to:

- upload/view attachment(uploaded attachment will display icon in green)
- edit claim details; or
- delete claim details.

iClaim Dashboard My Claim My Approval Administration About Contact

Claim Details

Page No: 1 Claim Category: Outstation - Local

Purpose of travel: BRAINSTORMING SESSION WITH F Place visited: KULAI, JOHOR

Travel date from: 01/04/2019 Travel date to: 03/04/2019

Travel Authorization Form: [Browse...] Upload

No	Claim Item	Description	Date	Curr.	Unit Price	Qty.	Tax	Amount	Exc. Rate	Remarks	Total (MYR)	Cost Allocation	Att.	Edit	Del.
1	Accommodation	GENO HOTEL	01/04/2019	MYR	150.00	2	0.00	300.00	1.0000		300.00	HQ - SUP - SSSD			
2	Taxi	AIRPORT TO HOTEL	01/04/2019	MYR	25.00	1	0.00	25.00	1.0000	GRAB	25.00	HQ - SUP - SSSD			
3	Flight	SZB - JHB	01/04/2019	MYR	210.00	1	0.00	210.00	1.0000	FIREFLYZ	210.00	HQ - SUP - SSSD			
Total											535.00				

Callouts:

- Click to add attachment (points to green attachment icon)
- Click to edit claim details (points to edit icon)
- Click to delete claim details (points to delete icon)

Step 9. Other travel or another claim category need to be entered in another claim page. Hence click on [New Page] to create new claim page.

iClaim Dashboard My Claim My Approval Administration About Contact

### Claim Form (All in one)

[Print Claim Summary](#) | [Switch to Grid Entry](#)

Claimant Particulars

Approval Thread

Claim Summary

Pages: 1 **Add New**

Click to add new claim page

#### Claim Details

[Save As Draft](#) [Delete Page](#)

Page No	<input type="text" value="1"/>	Claim Category	<input type="text" value="Outstation - Local"/>
Purpose of travel	<input type="text" value="BRAINSTORMING SESSION WITH F"/>	Place visited	<input type="text" value="KULAI, JOHOR"/>
Travel date from	<input type="text" value="01/04/2019"/>	Travel date to	<input type="text" value="03/04/2019"/>

## Step 10. Click [Submit for Approval] once your claim entry is completed.

Note: The system will validate claim entry for a number of criteria and may caused failed submission. Resolve validation error and resubmit.

iClaim Dashboard My Claim My Approval Administration About Contact

Welcome [07840] Noraida Binti A Ghani | Logout

### Claim Form (All in one)

[Print Claim Summary](#) | [Switch to Grid View](#)

[Claimant Particulars](#)

[Approval Thread](#)

[Claim Summary](#)

Click to expand claim summary panel

Click to submit claim for approval

Claim Reference No.	HQUCL190400033	Claim Total Amount (MYR)	535.00	<a href="#">Submit for Approval</a>
Status	Draft	Approved Amount (MYR)	0.00	

Pages: 1 [Add New](#)

#### Claim Details

[Save As Draft](#) [Delete Page](#)

Page No	1	Claim Category	Outstation - Local
Purpose of travel	BRAINSTORMING SESSION WITH F	Place visited	KULAI, JOHOR
Travel date from	01/04/2019	Travel date to	03/04/2019

# Step 11. Email notification will be sent to approver and claimant.

Note: The email will be sent after every approval/rejection at any workflow step.

From: itasco.system(TASCO) Sent: Mon 4/1/2019 11:04 AM  
To: raymond.liow(TASCO);  
Cc: zhengyin.lee(TASCO);  
Subject: iClaim - Claim PNUCL190400005 is PENDING for Approval

Dear RAYMOND LIOW,

The following claim is pending for your approval. Please [login to iClaim](#) to approve/reject the claim.

**>> Claimant Particulars**

Employee No	07865	Employee Name	LEE ZHENG YIN
Designation	OFFICER II	Submitted Date	01/04/2019
Branch	PN	Division/Dept	SUP/SSSD

**>> Claim Summary [PENDING FOR APPROVAL]**

Claim Ref No	PNUCL190400005			
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No	Category	Title/Purpose	Remarks/Venue	Amount (MYR)
1	Outstation - Local	Meeting	HQ	520.00
2	Travelling	Monthly travel	March 2019	106.40
<b>Total Claim Amount</b>				<b>626.40</b>

This is system generated mail. Please do not reply to this message, which was sent from an unmonitored e-mail address.

## Step 12a. Print Claim Summary

Print claim summary and use it as cover page to original copy of all attachments. The hardcopy need to be submitted to Secretary, HQ.

The screenshot displays the iClaim web application interface. At the top, a navigation bar includes links for 'iClaim', 'Dashboard', 'My Claim', 'My Approval', 'Administration', 'About', and 'Contact'. A user greeting 'Welcome [07940] Noraida Binti A Ghani | Logout' is visible on the right. The main content area is titled 'Claim Form (All in one)' and contains sections for 'Claimant Particulars', 'Approval Thread', and 'Claim Summary'. The 'Claim Summary' section shows fields for 'Claim Reference No.' (HQUCL190400033), 'Claim Total Amount (MYR)' (535.00), 'Status' (Draft), and 'Approved Amount (MYR)' (0.00). A 'Submit for Approval' button is present. Below this is a 'Pages: 1 Add New' control. The 'Claim Details' section includes 'Page No' (1), 'Claim Category' (Outstation - Local), 'Purpose of travel' (BRAINSTORMING SESSION WITH F), 'Place visited' (KULAI, JOHOR), 'Travel date from' (01/04/2019), and 'Travel date to' (03/04/2019). A blue callout box with an arrow points to the 'Print Claim Summary' button, which is highlighted with a red box. Another blue callout box with an arrow points to the 'Open' button in a file dialog box at the bottom, which is also highlighted with a red box. The file dialog box shows the filename 'ClaimSummary\_HQUCL190400033\_842019\_102032.pdf' and options for 'Open', 'Save', and 'Cancel'.

Click to view Claim Summary

Print Claim Summary | Switch to Grid Entry

Submit for Approval

Pages: 1 Add New

Save

Click Open to preview the Summary

Open Save Cancel x

## Step 12b. Print Claim Summary

Paste supporting document that is smaller than A4-sized on the template; else use separator page to sort the documents.

Claim Summary to be the cover page

Paste receipt on the template or use it as separator page

**TASCO** MY GROUP COMPANY **TASCO BERHAD** Ref. No. : PNUCL190500002

**LE**

**STAFF CLAIMS SUMMARY**

SUBMITTED DATE 02-May-2019 EMP NO 07000 BRANCH  
NAME OFFICER II BANK MBB DIVISION  
POSITION OFFICER II A/C NO DEPT.  
EMAIL @tasco.com.my PHONE

Description	Particular	Total RM	Cost Allocation Br-Div-Dept
<b>Outstation - Local</b>			
24/04/2019-24/05/2019 Meeting	SSLC	198.22	PN-SUP-SOLUTION

HARDCOPY SUBMISSION TO SECRETARY TEMPLATE Miscellaneous

EMP NO	NAME
01/04/2019-30/04/2019	

Paste receipts here

# Step 13. Check Approval Thread

iClaim Dashboard My Claim My Approval About Contact

Welcome [07865] Lee Zheng Yin | [Logout](#)

## Claim Form (All in one)

[Print Claim Summary](#) | [Switch to Grid Entry](#)

Claimant Particulars

**Approval Thread**

1. Approved By [00399] RAYMOND LIOW

2. Counter Verified By [06452] JIMM KOAY AIK HEAN

3. Checked By [R12] Secretary

4. Final Check & Payment [R09] Account Dept, HQ

Claim Summary

Claim Details

Page No:

Purpose of travel:

Claim Category:

Place visited:

**Click to expand approval thread**

**Light blue box indicates approved step**

**Dark blue box indicates step pending for approval**

Step 14. After last approver approves the claim, email notification will be sent to claimant.

From: itasco.system(TASCO) Sent: Thu 4/11/2019 5:29 PM  
To: noraída.ghani(TASCO)  
Cc: noraída.ghani(TASCO)  
Subject: iClaim - Claim PNUCL190400005 has been APPROVED

Dear [07865] LEE ZHENG YIN,

The following claim has been approved. Subject to Account Department processing the claim amount will be reimbursed to you soon. Kindly [login to iClaim](#) to view the claim details

**>> Claimant Particulars**

Employee No	07865	Employee Name	LEE ZHENG YIN
Designation	OFFICER II	Submitted Date	01/04/2019
Branch	PN	Division/Dept	SUP/SSSD

**>> Claim Summary**

Claim Ref No	PNUCL190400005
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No	Category	Title/Purpose	Remarks/Venue	Amount (MYR)
1	Outstation - Local	Meeting	HQ	520.00
2	Travelling	Monthly travel	March 2019	106.40
<b>Total Claim Amount</b>				<b>626.40</b>
<b>Total Adjustment</b>				<b>-106.40</b>
<b>Total Approved Amount</b>				<b>520.00</b>

The adjustment amount is due to claim item amount rejection/correction