

# TASCO iClaim

## Claim Approval

Step by step guide

Prepared by : Noraida A Ghani([noraida.ghani@tasco.com.my](mailto:noraida.ghani@tasco.com.my))  
Software Solution Support Division, TASCO Bhd.  
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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 Dashboard oldest 5 claims pending for your approval will be displayed in [Claim Approval] Panel. Click on any one to proceed.

The screenshot shows the iClaim Dashboard interface. At the top, a navigation bar contains links for iClaim, Dashboard, My Claim, My Approval, Administration, About, and Contact. A user greeting 'Welcome [00399] Raymond Liow | Logout' is visible on the right. The main content area is titled 'Dashboard' and features three buttons: '+ New Claim', 'Claim History', and 'My Profile'. On the left, a 'My most recent claim' panel displays details for Ref. No. HQUCL190300016, with a status of 'Pending Approval', a claim amount of MYR1,707.46, and an approved amount of MYR0.00. On the right, a 'Claim approval' panel with a notification badge '4' shows a list of claims pending for approval: PNUCL190400005 - LEE ZHENG YIN, HQUCL190200012 - NORAINI BINTI MOHD YUSUF, HQUCL180100007 - LEE LI BOEY, and HQUCL180100006 - LOOI SOOK MENG. A blue callout box with an arrow points to this list, containing the text 'List of claims pending for approval'. The footer of the page reads '© 2019 - TASCO iClaim'.

# Step 3. Scroll down to view all claim details; click on attachment icon to view attachment.

## Approval Form

Claimant Particulars

Approval Thread

Claim Ref. No: HQUCL190200012      Approver Remarks:

Total Claim: 641.00      Total Approved: 0.00

[Approve](#) [Reject](#)

Indicates claim page pending to be accepted

Accept All

**1**      Claim Category: Outstation - Local      Title/Purpose: MEETING  
Remarks/Venue: PPLC  
Remarks/Venue: PPLC      Date From: 04/02/2019 to 04/02/2019  
Total Claim Amount: 440.00      Approved Claim Amount: 230.00

[Edit Approval Details](#)



Click to view attachment

No	Item	Description	Date	Qty	Unit Price	Amount	Curr	Exch. Rate	Remarks	Claim Amount	Your Approved Amount	Att
1	Accommodation	GENO HOTEL	06/02/2019	2	210.00	420.00	MYR	1.0000		420.00	0.00	
2	Taxi	HOTEL TO PPLC	06/02/2019	1	20.00	20.00	MYR	1.0000		20.00	0.00	

**2**      Claim Category: Outstation - Overseas      Title/Purpose: MEETING

Step 4. If the claim should be rejected enter rejection reason in Approver's Remarks and click Reject. iClaim will notify claimant that the claim has been rejected via email. Else, go to [Step 5](#).

iClaim Dashboard My Claim My Approval Administration About Contact

Welcome [00399] Raymond Liow | Logout

### Approval Form

Claimant Particulars

Approval Thread

Claim Ref. No	PNUCL190400005	Approver Remarks	INSUFFICIENT SUPPORTING DOC	Approve	Reject
Total Claim	626.40	Total Approved	0.00		

Step 5. If the claim should be rejected enter [Approver Remarks] and click [Reject].  
 Else If you're satisfied with all claim details click [Accept All] and go to [Step 8](#); else go to [Step 6](#).

iClaim Dashboard My Claim My Approval Administration About Contact

Approval Thread

Claim Ref. No: HQUCL190200012 Approver Remarks: [ ] [Approve] [Reject]

Total Claim: 641.00 Total Approved: 431.00

Accept All

1 Claim Category: Outstation - Local Title/Purpose: MEETING  
 Remarks/Venue: PPLC Date From: 04/02/2019 to 04/02/2019  
 Remarks/Venue: PPLC Approved Claim Amount: 230.00  
 Total Claim Amount: 440.00 [Edit Approval Details]

No	Item	Description	Date	Qty	Unit Price	Amount	Curr	Exch. Rate	Remarks	Claim Amount	Your Approved Amount	Att
1	Accommodation	GENO HOTEL	06/02/2019	2	210.00	420.00	MYR	1.0000		420.00	210.00	
2	Taxi	HOTEL TO PPLC	06/02/2019	1	20.00	20.00	MYR	1.0000		20.00	20.00	

2 Claim Category: Outstation - Overseas Title/Purpose: MEETING  
 Remarks/Venue: JAPAN Date From: 11/02/2019 to 11/02/2019  
 Remarks/Venue: JAPAN Approved Claim Amount: 201.00  
 Total Claim Amount: 201.00 [Edit Approval Details]

No	Item	Description	Date	Qty	Unit Price	Amount	Curr	Exch. Rate	Remarks	Claim Amount	Your Approved	Att
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Click to Accept All

Indicates claim page has been accepted

## Step 6. Click [Edit Approval Details] to edit.

### Approval Thread

Claim Ref. No	HQUCL190200012	Approver Remarks	<input type="text"/>	<a href="#">Approve</a>	<a href="#">Reject</a>
Total Claim	641.00	Total Approved	431.00		

[Accept All](#)

Click to edit approval details

1	Claim Category: Outstation - Local Remarks/Venue: PPLC Remarks/Venue: PPLC Total Claim Amount: 440.00	Title/Purpose: MEETING Date From: 04/02/2019 to 04/02/2019 Approved Claim Amount: 230.00	<a href="#">Edit Approval Details</a>
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No	Item	Description	Date	Qty	Unit Price	Amount	Curr	Exch. Rate	Remarks	Claim Amount	Your Approved Amount	Att
1	Accommodation	GENO HOTEL	06/02/2019	2	210.00	420.00	MYR	1.0000		420.00	210.00	
2	Taxi	HOTEL TO PPLC	06/02/2019	1	20.00	20.00	MYR	1.0000		20.00	20.00	<a href="#">🔗</a>

# Step 7. Edit necessary fields, enter remarks for edited line and click [Save].

iClaim Dashboard My Claim ~ My Approval Administration ~ About Contact

## Approval Form Detail

Claim Category Header

Employee No. 07841 Status Pending Approval Save Return to Approval Form

Claim Reference No. HQUCL190200012 1 Claim Category Outstation - Local

Title/Purpose MEETING

Remarks/Venue PPLC

Date From 04/02/2019 Date To 06/02/2019

**Note:**

- Check the checkbox to approve; or uncheck to reject each claim line.
- You may edit the claim detail in textbox provided.
- Approval remarks is mandatory if the claim item is rejected or adjusted.

Claim Details

No	Claim Item	Description	Remarks	Date	Curr.	Unit Price	Qty	Tax	Amount	Exc. Rate	Att.	<input checked="" type="checkbox"/>	Approved Amount	Approval Remarks
1	Accommodation	GENO HOTEL		06/02/2019	MYR	210.00	2	0.00	420.00	1.0000		<input checked="" type="checkbox"/>	210.00	INCORRECT E
2	Taxi	HOTEL TO PPLC		06/02/2019	MYR	20.00	1	0.00	20.00	1.0000		<input checked="" type="checkbox"/>	20.00	
													230.00	

**Click Save once done**

**Untick to delete claim row**

Step 8. Click [Approve] to complete the task. iClaim will notify claimant that the claim has been approved via email.

iClaim Dashboard My Claim ▾ My Approval Administration ▾ About Contact

## Approval Form

Claimant Particulars

Approval Thread

Claim Ref. No: HQUCL190200012      Approver Remarks:

Total Claim: 641.00      Total Approved: 431.00

[Approve](#) [Reject](#)

[Accept All](#)

1      Claim Category: Outstation - Local      Title/Purpose: MEETING  
 Remarks/Venue: PPLC        
 Date From: 04/02/2019 to 04/02/2019      Approved Claim Amount: 230.00  
 Total Claim Amount: 440.00      [Edit Approval Details](#)

No	Item	Description	Date	Qty	Unit Price	Amount	Curr	Exch. Rate	Remarks	Claim Amount	Your Approved Amount	Att
1	Accommodation	GENO HOTEL	06/02/2019	2	210.00	420.00	MYR	1.0000		420.00	210.00	
2	Taxi	HOTEL TO PPLC	06/02/2019	1	20.00	20.00	MYR	1.0000		20.00	20.00	

Click to approve