

TASCO iClaim

Mileage Claims

Step by step guide

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Step 1. Select Claim Category as 'Travelling'.

iClaim Dashboard My Claim ▾ My Approval About Contact

Claim Details

Page No

Claim Category

Travelling ▾

Title

For the month

Date from

02/05/2019 

Date to

31/05/2019 

Attachment

Save As Draft

Delete Page

Annotations:

- Select 'Travelling' (points to Claim Category dropdown)
- Enter date range (points to Date from field)
- Enter claim month (points to For the month field)

Step 2. Click [Save as Draft] to save the entered information. After that click [Add New Item]

The screenshot displays the 'iClaim' web application interface. The top navigation bar includes links for 'iClaim', 'Dashboard', 'My Claim', 'My Approval', 'About', and 'Contact'. The main section is titled 'Claim Details' and contains the following form elements:

- Page No:** A text input field containing the value '1'.
- Title:** A text input field containing the value 'MONTHLY TRAVEL'.
- Date from:** A date picker showing '02/05/2019'.
- Date to:** A date picker showing '31/05/2019'.
- Claim Category:** A dropdown menu with 'Travelling' selected.
- For the month:** A text input field containing 'MAY 2019'.
- Attachment:** A section with a file input field, a 'Browse...' button, and an 'Upload' button.

At the top right of the form area, there are two buttons: 'Save As Draft' (green) and 'Delete Page' (red). A blue callout box labeled 'Click to Save' has an arrow pointing to the 'Save As Draft' button. At the bottom right, there is an 'Add New Item' button, which is highlighted with a red border. A blue callout box labeled 'Click to Add Item' has an arrow pointing to this button.

Step 3. Select Claim Item either [Mileage Claims(Car)] or [Mileage Claims(Bike)];
Enter Route, Purpose, Travel Date and Distance.
Edit Cost Allocation if the claim is not chargeable to self department.

The screenshot shows a web application interface for creating a new claim item. The main form is titled 'New Claim Item' and is overlaid on a background page titled 'Claim Form (All in one)'. The background page has a navigation bar with links: 'iClaim', 'Dashboard', 'My Claim', 'My Approval', 'Administration', 'About', and 'Contact'. The 'New Claim Item' form contains the following fields and controls:

- Claim Item:** A dropdown menu with 'New' and 'Mileage Claims(Car)' (selected). An annotation 'Select Mileage Claims' points to this dropdown.
- Route:** A text input field.
- Purpose:** A text input field.
- Currency:** A dropdown menu with 'MYR' selected.
- Travel date:** A date input field with '01/05/2019' entered.
- Rate:** A text input field with '0.50' entered. An annotation 'Rate will be defaulted to upper rate but will be auto corrected once saved.' points to this field.
- Distance(KM):** A text input field with '1' entered.
- Tax:** A text input field with '0.00' entered.
- Total:** A text input field with '0.00' entered.
- Ext. Rate:** A text input field with '1.0000' entered.
- Total(MYR):** A text input field with '0.00' entered.
- Cost Allocation:** Three dropdown menus for 'Branch' (HQ - HQ), 'Division' (SUP - SUPPORT), and 'Dept' (SSSD - SOFTWARE).
- Buttons:** 'Save' and 'Close' buttons at the bottom right. An annotation 'Click to Save' points to the 'Save' button.

The background page also shows a 'Claim Details' section with fields for 'Page No' (2), 'Title' (Monthly), and 'Date from' (01/05/2019). There are also buttons for 'Save As Draft' and 'Delete Page'.

Step 4. Repeat Step 3 for next travel. Saved records will be displayed in grid.

To edit, click on the edit button on each row.

To delete, click on delete button on each row.

iClaim

Dashboard

My Claim

My Approval

About

Contact

Click to Upload Supporting document

No	Claim Item	Description	Date	Curr.	Unit Price	Qty.	Tax	Amount	Exc. Rate	Remarks	Total (MYR)	Cost Allocation	Att.	Edit	Del.
1	Mileage Claims (Bike)	SALC to North Porth	02/04/2019	MYR	0.30	40	0.00	12.00	1.0000	Collect Seal From Cougar Logiistic		EF			
2	Mileage Claims (Bike)	North Porth to West Port to SALC	02/04/2019	MYR	0.30	75	0.00	22.50	1.0000	Submit Seal to TASCO West Port	22.50	PK - WSE - WSEF			
3	Mileage Claims (Bike)	SALC to P.Klang to SALC	03/04/2019	MYR	0.30	35	0.00	10.50	1.0000	Submit Dic to SFFLA	10.50	SA - WSE - WSEF			
4	Mileage Claims (Bike)	SALC to Glenmarie to SALC	09/04/2019	MYR	0.00	30	0.00	0.00	1.0000	Submit Invoice to Clarks	0.00				

Click to Edit Item

Click to Delete Item

Click to Upload Supporting document

Click to Edit Item

Click to Delete Item

Step 5. Notice that when the total KM reaches the maximum for upper rate, the record will automatically break into 2 parts.

Example as illustrated below:

iClaim Dashboard My Claim My Approval Administration About Contact													
2	Mileage Claims (Car)	TASCO HQ TO PORT KLANG	01/05/2019	MYR	0.50	25	0.00	12.50	1.0000	SITE VISIT	12.50	HQ - SUP - SSSD	  
3	Toll	TOUCH 'N GO	01/05/2019	MYR	120.00	1	0.00				120.00	HQ - SUP - SSSD	  
4	Mileage Claims (Car)	KLCC TO KLANG(Part 1)	07/05/2019	MYR	0.50	125	0.00				62.50	HQ - SUP - SSSD	  
5	Mileage Claims (Car)	test	01/05/2019	MYR	0.50	45	0.00				22.50	HQ - SUP - SSSD	  
6	Mileage Claims (Car)	KL TO KUANTAN(Part 1)	01/05/2019	MYR	0.50	5	0.00	2.50	1.0000	BRAINSTORMING MEETING	2.50	HQ - SUP - SSSD	  
7	Mileage Claims (Car)	KL TO KUANTAN(Part 2)	01/05/2019	MYR	0.30	345	0.00	103.50	1.0000	BRAINSTORMING MEETING	103.50	HQ - SUP - SSSD	  
Total											723.50		

Entered mileage was 350 KM but it was broken into 2 lines with different rate

Step 6. Click on hyperlink at top of the page to view Mileage Claim Report.

iClaim

Dashboard

My Claim

My Approval

About

Contact

Welcome [] | Logout

Claim Form (All in one)

Print Mileage Claim Report

Print Claim Summary

Switch to Grid Entry

Claimant Particulars

Approval Thread

Claim Summary

Pages: 1 Add New

Claim Details

Save As Draft

Delete Page

Page No1

Claim CategoryTravelling

Step 7. Print Mileage Claim Report if you need extra supporting document.

**TASCO BERHAD**

Mileage Claims

EMP NO 07840 NAME NORAIIDA BINTI A GHANI PAGE 1 of 1

Summary of Total KM by Rate

Claim Ref. No.	0.50	0.30	Total
201905	1000	345	1,345
Mileage Claims(Car)	1000	345	
HQUCL190500082	1000	345	1,345
Total KM	1,000	345	1,345
Total MYR	500.00	103.50	603.50

This summary will observe for all your mileage claim of each period(month) that exist in your current claim

Details

No.	Date	Route	Purpose	KM	Rate	Amount (MYR)	Notes
201905							
Mileage Claims(Car)							
Claim Ref. No. : HQUCL190500082(Draft)							
1	01/05/2019	KL TO SARAWAK	TEST 800KM	800.0	0.50	400.00	
2	01/05/2019	TASCO HQ TO PORT KLANG	SITE VISIT	25.0	0.50	12.50	
3	01/05/2019	test	add	45.0	0.50	22.50	
4	01/05/2019	KL TO KUANTAN(Part 1)	BRAINSTORMING MEETING	5.0	0.50	2.50	
5	01/05/2019	KL TO KUANTAN(Part 2)	BRAINSTORMING MEETING	345.0	0.30	103.50	
6	07/05/2019	KLCC TO KLANG(Part 1)	SEMPURNAKAN HARIMU	125.0	0.50	62.50	
Total for Period 201905				1,345.0		603.50	

Space for additional handwritten notes

Appendix 1. How to resolve error message, “Mileage claim exceeds 1,000KM”.

Sometimes the system prompted error message as illustrated below:

Claim Form (All in one)

[Print Mileage Claim Report](#) | [Print Claim Summary](#) |

Claimant Particulars

Approval Thread

Validation Failed! The following validation error(s) will prevent you from submitting the claim. Resolve the following error message(s) before submit: ×

ClaimRefNo	Page No	Item No	Message
PKCL201100134	0	0	Mileage claim for MILB for period 202010 with rate 0.30 has exceeded 1,000km.

Claim Summary

Validation failed
error message

Appendix 1. How to resolve error message, “Mileage claim exceeds 1,000KM”.

i. Download Mileage Claims Report

iClaim

Dashboard

My Claim ▾

My Approval

About

Contact

Welcome [] | Logout

Claim Form (All in one)

Print Mileage Claim Report

Print Claim Summary

Switch to Grid Entry

Claimant Particulars

Approval Thread

Claim Summary

Pages: 1 Add New

Claim Details

Save As Draft

Delete Page

Page No

1

Claim Category

Travelling ▾

Click to download
Mileage Claim
Report

Appendix 1. How to resolve error message, "Mileage claim exceeds 1,000KM".

ii. Find out mileage which exceed 1,000KM from Summary of Total KM.

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Ref. No. : F

Mileage Claims

EMP NO. 0 NAME M

Observe the mileage which exceed 1,000KM:
E. g.: 1,327 - 1,000 = 327

PAGE 1 of 2

Summary of Total KM by Rate

		Rate		
Claim Ref. No.	Status	0.30	0.20	Total
202010		1327	4500	5,827
Mileage Claims(Bike)		1327	4500	
PKCL201100134	Draft	1327	4500	5,827
Total KM		1,327	4,500	5,827
Total MYR		398.10	900.00	1,298.10

Appendix 1. How to resolve error message, "Mileage claim exceeds 1,000KM".

iii. Identify claim line with rate 30cents(or 50cents for Car) which the KM is similar to the exceeded KM or close to it. Then follow the steps illustrate below:

Before:

18	Mileage Claims(Bike)	S.ALAM-SUBANG-CHERAS-SRI KEMBANGAN--RAWANG	26/10/2020	MYR	0.30	327
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c. Rate will be corrected

After:

18	Mileage Claims(Bike)	S.ALAM-SUBANG-CHERAS-SRI KEMBANGAN--RAWANG	26/10/2020	MYR	0.20	327
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Edit Claim Item

a. Click to edit Claim

Claim Item * 18 Mileage Claims(Bike)

Route * S.ALAM-SUBANG-CHERAS-SRI KEMB/

Purpose * COLLECT D.O/B.L/SEAL/SEND DOCUM

Currency * MYR Travel date * 26/10/2020

Rate * Distance(KM) * Tax * Total

0.30 327 0.00 98.10

Total(MYR)

98.10

Cost Allocation:

Branch | Div. | Dept. *

PK | CUSTOM CLEARANCE | IMPOF

b. Click to Save

Save Close