

Setup Claim Approval

Purpose

Employees submit leave applications.



Create

Overview

Employee

Calendar

Bulletin

Payroll Transaction

- Claim Approval
- Leave Approval
- Payroll Entry
- Payroll Process
- Forms / Data

Payroll Component

- Government Scheme
- Resource Data
- Reporting

Search / Quick Command ...

ABC SDN. BHD.



Claim Approval Management

Current Page 1-1 of 4 Records

	Claim No. #	Date	Code	Employee Name	Ref No. #	Claim Code	Claim Category	Amount	Status	Branch
☐	HQ/CA/26-07/001	07/07/2026	E-J001	Jay Tee	123123	CL1	Dental Claim	200.00	Done	HQ
☐	HQ/CA/26-07/002	07/07/2026	E-L001	LOW SHUN JIE	1234	CL1	Dental Claim	100.00	Done	HQ
☐	HQ/CA/26-07/003	07/07/2026	E-L001	LOW SHUN JIE	1234	CL1	Dental Claim	300.00	Pending	HQ
☐	HQ/CA/26-07/004	07/07/2026	E-J001	Jay Tee	12345	CL1	Dental Claim	200.00	Pending	HQ

Create new claim record:
Files larger than 50 MB cannot be uploaded.



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Claim Approval Management

Edit Record

Claim Approval / HQ / ABC SDN. BHD.

Claim No #

HQ/CA/26-07/003

Employee

E-L001 / LOW SHUN JIE

Date

07/07/2026

Ref No

1234

Claim Category

CL1 / Dental Claim

Amount

300.00

Purpose

sick

Attachments

Upload

NO FILES

Save Changes

[Link to Setup Claim](#)

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