

**User Manual** 

# Malaysia eClaim System (GST Implementation) | Danone Information Service-Asia Pacific Sdn Bhd

Version 1.01 06 April 2015



### **Version History**

REVIS	SION CHART	-		
No.	Version	Author(s)	Description of Revision	Date Completed
1.	1.00	Camie	Initial Draft	16 <sup>th</sup> Mar 2015
2.	1.01	Camie	- Remove the Part 2.1 Setup	6 <sup>th</sup> Apr 2015
			Tax Code in Admin Portal.	
			- Revised the part of GST Tax	
			Amount Calculation.	

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## **Table of Contents**

1	Ov	ervie	w 4
	1.1	Priva	acy and Confidential4
	1.2	Prop	rietary and Confidential Information4
2	Ма	laysi	a eClaim System5
	2.1	GST	Implementation in Staff Travel Expenses Claim
	2.1	.1	Create New Staff Travel Expenses Account Claim5
	2.1	.2	Generate SAP Output file for Staff Travel Expenses Claim9
	2.2	GST	Implementation in Staff Promotional & Sponsorship Expenses Claim11
	2.2	.1	Create New Staff Promotional & Sponsorship Expenses Account Claim
			11
	2.2	.2	Generate SAP Output file for Staff Promotional & Sponsorship Expenses
	Cla	im	15

#### Overview

#### 1.1 Privacy and Confidential

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#### **1.2** Proprietary and Confidential Information

This document may contain information of a sensitive nature. This information should not be given to persons other than those who are involved in the Malaysia eClaim System or who will become involved during the lifecycle.

#### Malaysia eClaim System

#### 2.1 GST Implementation in Staff Travel Expenses Claim

#### 2.1.1 Create New Staff Travel Expenses Account Claim

 Please key in the valid Login ID and Password to login the Malaysia eClaim System. The Home Page of Malaysia eClaim System will be displayed as below after login successfully.

#### Link of Malaysia eClaim System:

UAT - <u>http://mypetaap05:7508/myeclaim/eng/INDEX.ASP</u>

Live - <a href="http://mypetaap05/myeclaim/eng/INDEX.ASP">http://mypetaap05/myeclaim/eng/INDEX.ASP</a>

	eClaim System   Home   > ⊭Claim System > Make New Claim   User Manual   Appendix   Distributor Template
Welcome, YIP MEE GIK → Make New Claim → Make New Claim(Use → Tempbate) → Verfy Claim → Verfy Claim → Verfy Claim → Claim Reports → Change Password → Log Off	Please select claim type Staff Travel Expenses Claim Staff Promotional & Sponsorship Expenses Claim

Figure 1 : Home Page

2. Please click on the Staff Travel Expenses Claim icon to create new Staff Travel Expenses Claim. The New Staff Travel Expenses Claim page will be displayed as below:

Ma	ke New	Staff Tr	avel Expense	es Claim															
Em	plovee Na	me:	YIP MEE GIK			Departm	ent: Su	oply Chain -	Shipping/EC	S - KAY CH	ONG PEI C	HEE CO	ost Center :	380022	2032				
Em	ail :					Status :	Ne	w				A	P Payee coo	le:		3800	00145		
Pu	pose :						Ap	prover :				н	O YEE KHONG						
De	tails :						Fr	om date :						To dat	e:				
Ап	iex :		Personal					Che	ck Flow							Calculator			
No.	Doc. Date		Туре		Descript	ion Overs	ipt Currenc	Claim Amt Before GST	Ex. Rate	MYR Amf	Receipt with GST No.	Receip with Tax Amoun	t Invoice not in Company It Name	Tax Code	Tax Rate (%)	GST Tax Amt	Internal Order	· Cost Center	Total Amt Including GST
1		-		~			MYR 🗸		1	0					0.00	0.00	- ~	- ~	0.00 C
2		-		~			MYR 🗸		1	0					0.00	0.00	- ~	- ~	0.00 C
3		-		~			MYR 🗸		1	0					0.00	0.00	- ~	- 🗸	0.00 C
4		-		~			MYR 🗸		1	0					0.00	0.00		- ~	0.00 C
5				~			MYR 🗸		1	0					0.00	0.00	- ~	- ~	0.00 C
MY GS To Te To	'R Amount T Tax Amo tal Claim A mporary C tal in Loca	: Before G ount Amount Ir Cash Adva I Currency	ST cluding GST ncc y	0.00	MYR MYR MYR MYR MYR		-												
								Submit	Reset	Save	e as draf	t							

Figure 2 : New Staff Travel Expenses Claim Page

- 3. New columns will be added to New Staff Travel Expenses Claim page as itemize level. The new columns are:
  - a. Oversea Receipt.

- b. Receipt with GST No.
- c. Receipt with Tax Amount.
- d. Invoice not in Company Name.
- e. Tax Code.
- f. Tax Rate (%).
- g. GST Tax Amount.
- 4. In addition, new fields will be added at the bottom of New Staff Travel Expenses Claim page. The new fields are:
  - a. Claim Amount Before GST
  - b. GST Tax Amount
  - c. Total Claim Amount Including GST
- 5. Please key in the claim information in New Staff Travel Expenses Claim page as screen below:

Ma	ko Now	Staff Tr	aval Expans	oc Claim																	_
1410	KC NCW	Stall II	avei Expens	Cidim																	
						_															
Em	ployee Na	me:	YIP MEE GIK			Dep	partmen	it: Su	oply Chain -	Shipping/EC	CS - KAY CH	ONG PEI CH	IEE	Cost Center	38002	22032					
Em	ail :					Sta	tus :	Ne	w					AP Payee co	de:		3800	00145			
Pu	pose:		Claim - March 20	15				Ap	prover :				H	IO YEE KHON	3						
De	ails :		Claim - March 20	)15				Fr	om date :					01-03-2015	To dat	e:	31-0	3-2015			
A	ev.		Personal						Che	ck Flow							Calculator				
			0						circ	carnon							Curculacor				
									Chim				Di	-						Total	_
No	Doc.		Type		Descrip	ation	Oversea	Currence	Amt	Ex Rate	MVR Am	Receipt	with	not in	Tax Code	Tax Rate	GST Tax	Internal Order	Cost Center	Amt	
	Date				besch		Receipt	Currente	Before GST			GST No.	Tax Amou	: Company int Name		(%)	Amt		Cost center	Including GST	
1	03-03-2015	Communicatio	on - Handphone Charges	s for Business Calls	Communic	ation		MYR 🗸	100	1	100.00		✓		TX	6	6.00	- 🗸	Customer Service	106.00	С
2		-		~				MYR 🗸		1						0.00	0.00		- 🗸	0.00	С
3		] -		~				MYR 🗸		1						0.00	0.00	- 🗸	- ~	0.00	с
4		] -		~				MYR 🗸		1						0.00	0.00	- 🗸	- ~	0.00	с
5		-		~				MYR 🗸		1						0.00	0.00	- 🗸	- 🗸	0.00	С
							_														_
M	R Amoun	t Before G	ST	100.00	MYR																
GS	T Tax Am	ount		6.00	MYR																
То	tal Claim /	Amount In	cluding GST	106.00	MYR																
Те	nporary (	ash Adva	nce	0	MYR																
То	tal in Loca	l Currency	<i>i</i>	106.00	MYR																
													_								
									Submit	Reset	Sav	e as draft									

Figure 3 : New Staff Travel Expenses Claim Page

6. Please select the Claim Type and key in the Claim Amount in the column "Claim Amt Before GST".

\*For example, Claim Type "Communication – Handphone Charges for Business Calls" has been selected.

7. Please define the Tax Code criteria by tick/un-tick the relevant criteria check box.

- The Tax Code will auto populated when those relevant criteria ("Oversea Receipt", "Receipt with GST No.", Receipt with Tax Amount", and "Invoice not in Company Name") of Tax Code is met.
- 9. The Tax Rate will be auto displayed based on the Tax Code. User is not allowed to edit the Tax Rate in claim page as Tax Rate is maintained in "Manage Tax Code" module in Malaysia eClaim Admin Portal.
- 10. The GST Tax Amount will be auto calculated by system based on the value of Claim Amt Before GST and Tax Rate (%).

\*User will be able to edit the GST Tax Amount in order to tally with the amount as stated in receipt/invoice.

\*User is only allowed to edit the GST Tax Amount based on Tolerance Variance which setup in Tax Code master module (in Admin Portal).

#### For example:

- Claim Amt Before GST: 100.00
- Tax Code: TX
- Tax Rate (%): 6
- ✓ GST Tax Amount = 100.00 x 0.06
   = 6.00
- 11. The Total Amt Including GST will be auto calculated based on the value of Claim Amt Before GST and GST Tax Amount.

\*The Total Amt Including GST is not editable field.

#### For example:

- Claim Amt Before GST: 100.00
- GST Tax Amount : 6.00
- $\checkmark$  Total Amt Including GST = 100.00 + 6.00

= 106.00

- 12. After verify the information in New Staff Travel Expenses Claim page is correct, please click on Submit / Save as draft button to submit / save the Staff Travel Expenses Claim.
- 13. The Staff Travel Expenses Claim will be submitted / saved successfully.
- 14. The Verifier and Approver will be able to verify and approve the submitted Staff Travel Expenses Claim.

\*Only Finance Approver is allowed to edit the submitted Staff Travel Expenses Claim.

## 2.1.2 Generate SAP Output file for Staff Travel Expenses Claim

 Please key in the valid Login ID and Password to login the Malaysia eClaim System as Finance Approver. The Claim Reports Page of Malaysia eClaim System will be displayed as below after login successfully.

## Link of Malaysia eClaim System:

UAT - <u>http://mypetaap05:7508/myeclaim/eng/INDEX.ASP</u>

Live - http://mypetaap05/myeclaim/eng/INDEX.ASP

	eCla   Home	i <b>m System</b>   > eClaim Syst	em > FI - Claim Pen	ding   User Manı	ual   Appendix   Distributor Ten	nplate					
Welcome, FINANCE	Clain	n reports									
→ FI - Claim Pending → FI - Create Upload						From date			To date		
→ eClaim Reports						Status	Waiting for	process 🗸			
→ Change Password → Log Off						By Department	-			_	
						Claim type By claim				~	
						number	l	Coarab	Deast		
								Search	Reset		
								N	umber o	f Claim:	61
								Tota	l claim a	mount:	42,078.45
	No.	Date of Submission	Document Claim Number	Total Claim	2	Status		Claim <sup>-</sup>	Гуре С	laimed By	Approve
	1	05-11-2014	E201402004	361.30	Waiting for process - (F	INANCE )		Staff	laim FON	G WEI- NG LORNA	
	2	05-11-2014	E201402003	100.00	Waiting for process - (F	INANCE )		Staff	laim FON	G WEI- NG LORNA	
	3	05-11-2014	E201402002	650.00	Waiting for process - (F	INANCE )		Staff	laim FON	g wei- Ng lorna	
											Approve
	Rema	arks : aims with Cross	-Charge and/or Pro	ject Internal Or	der and/or Advance Cash						

Figure 4 : Claim Reports Page

 Please click on the option "FI-Create Upload" to generate the SAP output file for Staff Travel Expenses Claim. The completed Claim record will be displayed accordingly as screen below:

	eCl   Hon	laim S ne∣>(	<b>System</b> eClaim System > FI - Ci	reate Upload   User Manual   A	Appendix   Distr	butor Template			
Welcome, FINANCE → FI - Claim Pending → FI - Create Upload							Num Total Cl	ber of Claim Selected : aim Amount Selected :	1 \$1,312.80
→ eClaim Reports → Change Password	D	No.	Date of Submission	Document Claim Number	Total Claim	Claim Type	Claimed For	Staff Vendor Name	Currency
→ Log Off		1	03-03-2015	E201401961	1,312.80	Staff	D01869	IVAN LIAW CHEE WAI	MYR
		2	04-03-2015	G201500012	5,526.00	Key Account	3302053	S L NG TRADING AGENCY SDN BHD	MYR
		3	08-12-2014	G201400142	530.00	Key Account	3302044	LEIN HING ENTERPRISE SDN BHD	MYR
		4	15-10-2014	C201400439	124.05	СОРА	D01839	CHIN MUN YEE	MYR
		5	15-10-2014	C201400442	180.00	СОРА	D01839	CHIN MUN YEE	MYR
	• R • C	legene Clear D	erate Download Do ata	cuments			J		

Figure 5 : Completed Claim Record

- 3. Tick on the check box of Claim record(s) and click on the link "Regenerate Download Documents".
- 4. The SAP output file will be generated successfully based on selected Claim record(s).

## 2.2 GST Implementation in Staff Promotional & Sponsorship Expenses Claim

## 2.2.1 Create New Staff Promotional & Sponsorship Expenses Account Claim

 Please key in the valid Login ID and Password to login the Malaysia eClaim System. The Home Page of Malaysia eClaim System will be displayed as below after login successfully.

## Link of Malaysia eClaim System:

UAT - <u>http://mypetaap05:7508/myeclaim/eng/INDEX.ASP</u>

Live - http://mypetaap05/myeclaim/eng/INDEX.ASP

	eClaim System   Home   > sClaim System > Make New Claim   User Manual   Appendix   Distributor Template
Welcome, YIP MEE GIK → Make New Claim Make New Claim(Use → Template) → Wrify Claim Status → Verify Claim → eChaim Reports → Change Password → Log Off	Please select claim type Staff Travel Expenses Claim Staff Promotional & Sponsorship Expenses Claim

Figure 6 : Home Page

 Please click on the Staff Promotional & Sponsorship Expenses Claim icon to create new Staff Travel Expenses Claim. The New Staff Promotional & Sponsorship Expenses Claim page will be displayed as below:

Ma	ko Now	Staff D	romotional &	Snor	ncorchin	Evnend	oc Clain																-
140	AC HEW	Juli P	romotional a	эрог	nsorsnip	LAPENS																	
Emp	oloyee Na	me:	YIP MEE GIK			D	epartmen	it:	Supply C	hain - S	hipping	/ECS - KAY	CHONG PE		Cost Cen	ter: 3	800222032						
Emi	nil :					s	tatus :		New						AP Payee	code:			38000145				
Pur	pose:								Approv	er:				ł	HO YEE KH	IONG							
Det	ails :								From d	ate :						Т	o date:			]			
Am	ex:	C O Personal								Chec	k Flow							Calcul	ator				
No.	Doc. Date		Туре	D	escription	Oversea Receipt	a Materia	l Code	Curren	с 1 Ве	laim Amt efore GST	Ex. Rate	MYR Am	Receip with GST No	t Receipt with Tax Amoun	t Invoice not in Company t Name	Tax Code	Tax Rate (%)	GST Tax Amt	Internal Order	Cost Center	Total Amt Including GST	
1		-		~			-	~	MYR N	-		1						0.00	0.00		- ~	0.00	c
2		-		<b>~</b>			-	~	MYR N	<b>~</b> [		1						0.00	0.00		- ~	0.00	c
3		]		<b>~</b>			-	~	MYR N	-		1						0.00	0.00		- ~	0.00	c
4		-		<b>~</b>			-	~	MYR N	-		1						0.00	0.00		- ~	0.00	c
5		-		<b>~</b>				~	MYR N	-		1						0.00	0.00		- ~	0.00	c
Cla	im Amou	nt Before	GST		0.00 MY	R																	
GS	Tax Am	ount			0.00 MY	R																	
Tot	al Claim /	Amount 1	including GST		0.00 MY	R																	
Тег	nporary (	ash Adv	ance		0 MY	R																	
Tol	al in Loca	l Curren	сy		0.00 MY	R																	
									Su	bmit	Res	et S	ave as d	raft									_

Figure 7 : New Staff Promotional & Sponsorship Expenses Claim Page

- 3. New columns will be added to New Staff Promotional & Sponsorship Expenses Claim page as itemize level. The new columns are:
  - a. Oversea Receipt.
  - b. Receipt with GST No.
  - c. Receipt with Tax Amount.
  - d. Invoice not in Company Name.
  - e. Tax Code.
  - f. Tax Rate (%).
  - g. GST Tax Amount.
- 4. In addition, new fields will be added at the bottom of New Staff Promotional & Sponsorship Expenses Claim page. The new fields are:
  - a. Claim Amount Before GST
  - b. GST Tax Amount
  - c. Total Claim Amount Including GST
- 5. Please key in the claim information in New Staff Promotional & Sponsorship Expenses Claim page as screen below:

-					0		e de cher		For you	-	<b>CUTT</b>	c								
En	pioyee na	TIP MEE GIK			Departm	ent:	Supply Chai	in - Snipping	/ECS - KAY	CHOING PEI	CHEE	AD Davias	er: 3	800222032		2000145				
En Pu	all:	Claim - March 20	115		status :		Approver					AP Payee	code:			38000145				
	taile	Claim March 2	115	_			From date					01.02.2015		a dator		21.02.2015	1			
An	iex:	Personal	515				C	heck Flow						o dutte.	Calcu	ator	]			
No	Doc. Date	Туре	Descrip	tion Over Reci	sea hipt Mate	rial Code	<u>Currency</u>	Claim Amt Before GST	Ex. Rate	MYR Amt	Receip with GST No	Receipt with Tax	Invoice not in Company Name	Tax Code	Tax Rate (%)	GST Tax Amt	Internal Order	Cost Center	Total Amt Including GST	
1	03-03-2015	Product Recall	V Product R	cal 🗌	BEBEL	C 1 IF 🗸	MYR 🗸	100	1	100.00	<b>~</b>	✓		ТХ	6	6.00		- 🗸	106.00	С
2		-	<b>~</b>		-	~	MYR 🗸		1	0					0.00	0.00		- ~	0.00	С
3		-	✓		-	~	MYR 🗸		1	0					0.00	0.00		- ~	0.00	С
4		-	<b>~</b>		-	~	MYR 🗸		1	0					0.00	0.00		- 🗸	0.00	С
5		-	<b>~</b>		-	~	MYR 🗸		1	0					0.00	0.00		- ~	0.00	С
Cli GS To To To	aim Amour IT Tax Amo tal Claim A mporary C tal in Loca	t Before GST ount mount Including GST ash Advance Currency	100.0 6.0 106.0 106.0	) MYR ) MYR ) MYR ) MYR ) MYR																

Figure 8 : New Staff Promotional & Sponsorship Expenses Claim Page

6. Please select the Claim Type and key in the Claim Amount in the column "Claim Amt Before GST".

\*For example, Claim Type "Communication – Handphone Charges for Business Calls" has been selected.

- 7. Please define the Tax Code criteria by tick/un-tick the relevant criteria check box.
- The Tax Code will auto populated when those relevant criteria ("Oversea Receipt", "Receipt with GST No.", Receipt with Tax Amount", and "Invoice not in Company Name") of Tax Code is met.
- 9. The Tax Rate will be auto displayed based on the Tax Code. User is not allowed to edit the Tax Rate in claim page as Tax Rate is maintained in "Manage Tax Code" module in eClaim System.
- 10. Please key in the Claim Amount in the column "Claim Amt Before GST". The GST Tax Amount will be auto calculated by system based on the value of Claim Amt Before GST and Tax Rate (%).

\*User will be able to edit the GST Tax Amount in order to tally with the amount as stated in receipt/invoice.

\*User is only allowed to edit the GST Tax Amount based on Tolerance Variance which setup in Tax Code master module (in Admin Portal).

## For example:

- Claim Amt Before GST: 100.00
- Tax Code: TX
- Tax Rate (%): 6
- ✓ GST Tax Amount = 100.00 x 0.06

11. The Total Amt Including GST will be auto calculated based on the value of Claim Amt Before GST and GST Tax Amount.

\*The Total Amt Including GST is not editable field.

## For example:

- Claim Amt Before GST: 100.00
- GST Tax Amount : 6.00
- $\checkmark$  Total Amt Including GST = 100.00 + 6.00

= 106.00

- 12. After verify the information in New Staff Promotional & Sponsorship Expenses Claim page is correct, please click on Submit / Save as draft button to submit / save the Staff Promotional & Sponsorship Expenses Claim.
- 13. The Staff Promotional & Sponsorship Expenses Claim will be submitted / saved successfully.
- 14. The Verifier and Approver will be able to verify and approve the submitted Staff Travel Expenses Claim.

\*Only Finance Approver is allowed to edit the submitted Staff Travel Expenses Claim.

# 2.2.2 Generate SAP Output file for Staff Promotional & Sponsorship Expenses Claim

 Please key in the valid Login ID and Password to login the Malaysia eClaim System as Finance Approver. The Claim Reports Page of Malaysia eClaim System will be displayed as below after login successfully.

## Link of Malaysia eClaim System:

UAT - <u>http://mypetaap05:7508/myeclaim/eng/INDEX.ASP</u>

Live -	http://	/mypetaa	p05/m	veclaim/	eng/IND	DEX.ASP

	eC   Hon	<b>laim System</b> ne   > eClaim Sys	xem > FI - Claim Pen	ding   User Manu	ual   Appendix   Distributor Ten	nplate				
Welcome, FINANCE	Clai	m reports								
→ FI - Claim Pending → FI - Create Upload						From date		T	o date	
→ eClaim Reports → Change Password						Status By Department	Waiting for pr	ocess 🗸		~
→ Log Off						Claim type			~	
						By claim number		Correl	React	
							`	bealch	Reset	
								Nu Total	mber of Claim: claim amount:	61 42,078.45
		Date of	Document	Total China		24-4		China T	Chinesed Dur	
	No.	Submission	Claim Number	i otal Claim	5	status		Claim I	EONG WET	Approve
	1	05-11-2014	E201402004	361.30	Waiting for process - (F	INANCE )		Staff Cl	aim CHING LORNA	
	2	05-11-2014	E201402003	100.00	Waiting for process - (F	INANCE )		Staff Cl	aim FONG WEI- CHING LORNA	
	3	05-11-2014	E201402002	650.00	Waiting for process - (F	INANCE )		Staff C	aim FONG WEI- CHING LORNA	
										Approve
	Ren	narks : Claims with Cross	-Charge and/or Pro	iject Internal Or	der and/or Advance Cash					

Figure 9 : Claim Report Page

 Please click on the option "FI-Create Upload" to generate the SAP output file for Staff Promotional & Sponsorship Expenses Claim. The completed Claim record will be displayed accordingly as screen below:

	eC   Hon	eClaim System   Home   > eClaim System > FI - Create Upload   User Manual   Appendix   Distributor Template								
Welcome, FINANCE → FI - Claim Pending → FI - Create Upload → eClaim Reports → Change Password → Log Off							Number of Claim Selected : Total Claim Amount Selected :			
		No.	Date of Submission	Document Claim Number	Total Claim	Claim Type	Claimed For	Staff Vendor Name	Currency	
		1	03-03-2015	G201500004	106.00	Key Account	3302053	S L NG TRADING AGENCY SDN BHD	MYR	
		2	04-03-2015	G201500012	5,526.00	Key Account	3302053	S L NG TRADING AGENCY SDN BHD	MYR	
		3	08-12-2014	G201400142	530.00	Key Account	3302044	LEIN HING ENTERPRISE SDN BHD	MYR	
	-	4	15-10-2014	C201400439	124.05	СОРА	D01839	CHIN MUN YEE	MYR	
		5	15-10-2014	C201400442	180.00	СОРА	D01839	CHIN MUN YEE	MYR	
	• R • C	Regenerate Download Documents     Clear Data								

Figure 10 : Completed Claim Record

- 3. Tick on the check box of Claim record(s) and click on the link "Regenerate Download Documents".
- 4. The SAP output file will be generated successfully based on selected Claim record(s).