



User Manual

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

Version 1.01 | 06 April 2015



Version History

REVISION CHART				
No.	Version	Author(s)	Description of Revision	Date Completed
1.	1.00	Camie	Initial Draft	16 th Mar 2015
2.	1.01	Camie	<ul style="list-style-type: none">- Remove the Part 2.1 Setup Tax Code in Admin Portal.- Revised the part of GST Tax Amount Calculation.	6 th Apr 2015

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1 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.

2 Malaysia eClaim System

2.1 GST Implementation in Staff Travel Expenses Claim

2.1.1 Create New Staff Travel Expenses Account Claim

1. 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 – <http://mypetaap05:7508/myeclaim/eng/INDEX.ASP>

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



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:

Make New Staff Travel Expenses Claim

Employee Name :	YIP MEE GIK	Department :	Supply Chain - Shipping/ECS - KAY CHONG PEI CHEE	Cost Center :	3800222032
Email :		Status :	New	AP Payee code :	38000145
Purpose :		Approver :	HO YEE KHONG	From date :	
Details :		To date :			
Amex :	<input checked="" type="radio"/> Personal	Check Flow		Calculator	

No.	Doc. Date	Type	Description	Overseas Receipt	CURRENCY	Claim Amt Before GST	Ex. Rate	MYR Amt	Receipt with GST No.	Receipt with Tax Amount	Invoice not in Company Name	Tax Code	Tax Rate (%)	GST Tax Amt	Internal Order	Cost Center	Total Amt Including GST
1				<input type="checkbox"/>	MYR		1	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0.00	0.00			0.00
2				<input type="checkbox"/>	MYR		1	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0.00	0.00			0.00
3				<input type="checkbox"/>	MYR		1	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0.00	0.00			0.00
4				<input type="checkbox"/>	MYR		1	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0.00	0.00			0.00
5				<input type="checkbox"/>	MYR		1	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0.00	0.00			0.00

MYR Amount Before GST	0.00	MYR
GST Tax Amount	0.00	MYR
Total Claim Amount Including GST	0.00	MYR
Temporary Cash Advance	0	MYR
Total in Local Currency	0.00	MYR

Submit Reset Save as draft

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. Overseas 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:

Make New Staff Travel Expenses Claim

Employee Name :	YIP MEE GIK	Department :	Supply Chain - Shipping/ECS - KAY CHONG PEI CHEE	Cost Center :	3800222032
Email :		Status :	New	AP Payee code :	38000145
Purpose :	Claim - March 2015	Approver :	HO YEE KHONG		
Details :	Claim - March 2015	From date :	01-03-2015	To date :	31-03-2015
Amex :	<input checked="" type="radio"/> Personal <input type="radio"/>		<input type="checkbox"/> Check Flow		<input type="checkbox"/> Calculator

No.	Doc. Date	Type	Description	Oversea Receipt	Currency	Claim Amt Before GST	Ex. Rate	MYR Amt	Receipt with GST No.	Receipt with Tax Amount	Invoice not in Company Name	Tax Code	Tax Rate (%)	GST Tax Amt	Internal Order	Cost Center	Total Amt Including GST
1	03-03-2015	Communication - Handphone Charges for Business Calls	Communication	<input type="checkbox"/>	MYR	100	1	100.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	TX	6.00	6.00	--	Customer Service	106.00
2	--	--	--	<input type="checkbox"/>	MYR		1	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0.00	0.00	--	--	0.00
3	--	--	--	<input type="checkbox"/>	MYR		1	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0.00	0.00	--	--	0.00
4	--	--	--	<input type="checkbox"/>	MYR		1	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0.00	0.00	--	--	0.00
5	--	--	--	<input type="checkbox"/>	MYR		1	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0.00	0.00	--	--	0.00

MYR Amount Before GST	100.00	MYR
GST Tax Amount	6.00	MYR
Total Claim Amount Including GST	106.00	MYR
Temporary Cash Advance	0	MYR
Total in Local Currency	106.00	MYR

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.

8. 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 = 100.00×0.06
= 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
- ✓ 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

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

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

The screenshot displays the 'Claim reports' page in the Malaysia eClaim System. The page includes a navigation menu on the left with options like 'FI - Claim Pending', 'FI - Create Upload', 'eClaim Reports', 'Change Password', and 'Log Off'. The main content area shows a search filter with fields for 'From date', 'To date', 'Status' (set to 'Waiting for process'), 'By Department', 'Claim type', and 'By claim number'. Below the filter, it displays 'Number of Claim: 61' and 'Total claim amount: 42,078.45'. A table lists three claims, all with a status of 'Waiting for process - (FINANCE)' and claimed by 'FONG WEI-CHING LORNA'. The table has columns for No., Date of Submission, Document Claim Number, Total Claim, Status, Claim Type, Claimed By, and Approve. An 'Approve' button is visible at the bottom right of the table area.

No.	Date of Submission	Document Claim Number	Total Claim	Status	Claim Type	Claimed By	Approve
1	05-11-2014	E201402004	361.30	Waiting for process - (FINANCE)	Staff Claim	FONG WEI-CHING LORNA	<input type="checkbox"/>
2	05-11-2014	E201402003	100.00	Waiting for process - (FINANCE)	Staff Claim	FONG WEI-CHING LORNA	<input type="checkbox"/>
3	05-11-2014	E201402002	650.00	Waiting for process - (FINANCE)	Staff Claim	FONG WEI-CHING LORNA	<input type="checkbox"/>

Figure 4 : Claim Reports Page

2. 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:

eClaim System										
Home > eClaim System > FI - Create Upload User Manual Appendix Distributor Template										
Welcome, FINANCE		Number of Claim Selected : 1 Total Claim Amount Selected : \$1,312.80								
→ FI - Claim Pending → FI - Create Upload → eClaim Reports → Change Password → Log Off		<input checked="" type="checkbox"/>	No.	Date of Submission	Document Claim Number	Total Claim	Claim Type	Claimed For	Staff Vendor Name	Currency
		<input checked="" type="checkbox"/>	1	03-03-2015	E201401961	1,312.80	Staff	D01869	IVAN LIAW CHEE WAI	MYR
		<input type="checkbox"/>	2	04-03-2015	G201500012	5,526.00	Key Account	3302053	S L NG TRADING AGENCY SDN BHD	MYR
		<input type="checkbox"/>	3	08-12-2014	G201400142	530.00	Key Account	3302044	LEIN HING ENTERPRISE SDN BHD	MYR
		<input type="checkbox"/>	4	15-10-2014	C201400439	124.05	COPA	D01839	CHIN MUN YEE	MYR
		<input type="checkbox"/>	5	15-10-2014	C201400442	180.00	COPA	D01839	CHIN MUN YEE	MYR
		<ul style="list-style-type: none"> • Regenerate Download Documents • Clear Data 								

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

1. 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 – <http://mypetaap05:7508/myeclaim/eng/INDEX.ASP>

Live – <http://mypetaap05/myeclaim/eng/INDEX.ASP>



Figure 6 : Home Page

2. 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:

Make New Staff Promotional & Sponsorship Expenses Claim

Employee Name :	YIP MEE GIK	Department :	Supply Chain - Shipping/ECS - KAY CHONG PEI CHEE	Cost Center :	3800222032
Email :		Status :	New	AP Payee code :	38000145
Purpose :		Approver :	HO YEE KHONG		
Details :		From date :		To date :	
Amex :	<input checked="" type="radio"/> Personal	Check Flow		Calculator	

No.	Doc. Date	Type	Description	Overseas Receipt	Material Code	Currency	Claim Amt Before GST	Ex. Rate	MYR Amt	Receipt with GST No.	Receipt with Tax Amount	Invoice not in Company 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
2	--					MYR		1	0					0.00	0.00			0.00
3	--					MYR		1	0					0.00	0.00			0.00
4	--					MYR		1	0					0.00	0.00			0.00
5	--					MYR		1	0					0.00	0.00			0.00

Claim Amount Before GST	0.00	MYR
GST Tax Amount	0.00	MYR
Total Claim Amount Including GST	0.00	MYR
Temporary Cash Advance	0	MYR
Total in Local Currency	0.00	MYR

Submit Reset Save as draft

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:

Make New Staff Promotional & Sponsorship Expenses Claim

Employee Name :	YIP MEE GIK	Department :	Supply Chain - Shipping/ECS - KAY CHONG PEI CHEE	Cost Center :	3800222032
Email :		Status :	New	AP Payee code :	38000145
Purpose :	Claim - March 2015	Approver :	HO YEE KHONG		
Details :	Claim - March 2015	From date :	01-03-2015	To date :	31-03-2015
Amex :	<input checked="" type="radio"/> Personal	Check Flow		Calculator	

No.	Doc. Date	Type	Description	Oversea Receipt	Material Code	Currency	Claim Amt Before GST	Ex. Rate	MYR Amt	Receipt with GST No.	Receipt with Tax Amount	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	Product Recall	<input type="checkbox"/>	BEBELAC 1 IF	MYR	100	1	100.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	TX	6	6.00			106.00
2	--	--	--	<input type="checkbox"/>	--	MYR		1	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0.00	0.00			0.00
3	--	--	--	<input type="checkbox"/>	--	MYR		1	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0.00	0.00			0.00
4	--	--	--	<input type="checkbox"/>	--	MYR		1	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0.00	0.00			0.00
5	--	--	--	<input type="checkbox"/>	--	MYR		1	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0.00	0.00			0.00

Claim Amount Before GST	100.00	MYR
GST Tax Amount	6.00	MYR
Total Claim Amount Including GST	106.00	MYR
Temporary Cash Advance	0	MYR
Total in Local Currency	106.00	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.
8. 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
- ✓ $GST\ Tax\ Amount = 100.00 \times 0.06$
 $= 6.00$

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
- ✓ $Total\ Amt\ Including\ GST = 100.00 + 6.00$
 $= 106.00$

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

1. 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 – <http://mypetaap05:7508/myeclaim/eng/INDEX.ASP>

Live – <http://mypetaap05/myeclaim/eng/INDEX.ASP>

The screenshot displays the 'Claim reports' page in the Malaysia eClaim System. The page includes a navigation menu on the left, a search filter on the right, summary statistics, and a table of claim records.

Search Filter:

- From date: [] To date: []
- Status: Waiting for process
- By Department: --
- Claim type: --
- By claim number: []
- Buttons: Search, Reset

Summary Statistics:

- Number of Claim: 61
- Total claim amount: 42,078.45

Table of Claim Records:

No.	Date of Submission	Document Claim Number	Total Claim	Status	Claim Type	Claimed By	Approve
1	05-11-2014	E201402004	361.30	Waiting for process - (FINANCE)	Staff Claim	FONG WEI-CHING LORNA	<input type="checkbox"/>
2	05-11-2014	E201402003	100.00	Waiting for process - (FINANCE)	Staff Claim	FONG WEI-CHING LORNA	<input type="checkbox"/>
3	05-11-2014	E201402002	650.00	Waiting for process - (FINANCE)	Staff Claim	FONG WEI-CHING LORNA	<input type="checkbox"/>

Remarks:

- Claims with Cross-Charge and/or Project Internal Order and/or Advance Cash

Buttons: Approve

Figure 9 : Claim Report Page

2. 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:

eClaim System								
Home > eClaim System > FI - Create Upload User Manual Appendix Distributor Template								
Welcome, FINANCE		Number of Claim Selected : 1 Total Claim Amount Selected : \$124.05						
<ul style="list-style-type: none"> → FI - Claim Pending → FI - Create Upload → eClaim Reports → Change Password → Log Off 								
<input type="checkbox"/>	No.	Date of Submission	Document Claim Number	Total Claim	Claim Type	Claimed For	Staff Vendor Name	Currency
<input type="checkbox"/>	1	03-03-2015	G201500004	106.00	Key Account	3302053	S L NG TRADING AGENCY SDN BHD	MYR
<input type="checkbox"/>	2	04-03-2015	G201500012	5,526.00	Key Account	3302053	S L NG TRADING AGENCY SDN BHD	MYR
<input type="checkbox"/>	3	08-12-2014	G201400142	530.00	Key Account	3302044	LEIN HING ENTERPRISE SDN BHD	MYR
<input checked="" type="checkbox"/>	4	15-10-2014	C201400439	124.05	COPA	D01839	CHIN MUN YEE	MYR
<input type="checkbox"/>	5	15-10-2014	C201400442	180.00	COPA	D01839	CHIN MUN YEE	MYR
<ul style="list-style-type: none"> • 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).