



Reimbursement

User Guide

Version 5.5

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USINESS PROCESS: REIMBURSEMENTS

Scenario Name: Setting up Reimbursement Set Up

- **Scenario 1: HR Executive wants to put in place a reimbursement set up to enable employees to make their claim for reimbursement.**

The inputs required for these are the organization policy on eligibility for employees, eligibility period, parameters (if any) for computing claim.

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1.	User Creates Reimbursement item by defining eligibility.	Hr Executive		Create Reimbursement Item		<ul style="list-style-type: none"> ▶ Select the Unit for which the Reimbursement Item has to be created. This can be done by selecting a value in the Reimbursement Set Up Unit value. ▶ Then select an Employment unit value so that the eligibilities can be defined for the Reimbursement Item. The eligibilities can be defined for the entitlement eligibility parameter set in reimbursement system parameter. The Department, Grade Sets, Grades, work location for an Organization are defined for an Organization Structure Unit. Job and Position for an organization are defined in Unit Structure. ▶ Enter the Item Code and Item Short Description so that the Reimbursement Item as required can be created. If the user wants then he can enter the Reimbursement Item Long Description else short description will get defaulted as long description. ▶ Enter the number of Dependents who will be eligible for the

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						<p>particular Reimbursement Item.</p> <ul style="list-style-type: none"> ▶ Select the Eligibility Nature for the particular Reimbursement Item being created. The Eligibility Nature will have values like 'Self', 'Separate for Employee & Common for Dependents', 'Separate for Employee & Separate for Dependents', 'Common for All', 'Separate for Dependents', 'Common for Dependents'. ▶ Select whether the eligibility for particular Reimbursement Item, can be in Quantity or only Amounts. ▶ In case the eligibility for Reimbursement Item is Quantity based then select the Unit of Measurement for that particular Reimbursement Item. ▶ In case the eligibility for Reimbursement Item is not quantity based but Amount based then select the currency for that particular Reimbursement Item. ▶ Select whether the bill will be mandatory for the Reimbursement Item being created. ▶ Select the Mode of Payment in which the claims made for an item will be reimbursed. ▶ To define the eligibility for a reimbursement item, launch the link in the Create Reimbursement Item page. ▶ Select the employment unit for which the eligibility has to be defined. ▶ If the eligibility is to be defined for Self then select 'Self' in the Eligibility For combo. If eligibility has to be defined for dependents then select 'Dependent'. But this depends upon the eligibility nature of the item. If the eligibility nature of the item is 'Self' then the value 'Dependent' cannot be

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						<p>selected. Also if the eligibility nature is Separate for Dependents then 'Self' cannot be chosen. If the eligibility nature is 'Common for All' then eligibility can be defined either for self or dependent but not for both.</p> <ul style="list-style-type: none"> ▶ Then enter values in the Department, Grade, Gradeset, Job or position according to the Entitlement eligibility parameter set. For e.g. if the eligibility parameter is set as Gradeset-Grade-Worklocation then enter values only in these columns. So for this combination all the department, job and position will have the same eligibility. ▶ Enter the value in Service From and Service To as to how many units of service the employee have to complete to be eligible for the item. For e.g. If Service From is entered as 0 and Service To is entered as 99 then employees who have their completed service units in this range are eligible for that item. ▶ Select a value in the service type units. Service type units are Years, Months and Days. ▶ Select a value in the Eligibility Based On Combo. The values are calendar based and anniversary based. If calendar based is selected then eligibility is processed for every calendar year. If it is anniversary based then eligibility is processed based on a scheduler. ▶ Select a value in the Eligibility Type combo. If eligibility type is 'Actuals' then no eligibility limit is defined for the item. If eligibility type is 'Limited' then employee is eligible for a limited value only. ▶ If eligibility type is selected as Limited then enter a value in the Percentage of Basic Pay or Eligibility Value.

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					Employment Unit Mapping	<ul style="list-style-type: none"> ▶ If the balance amount for the item has to be encashed then check the 'Encashable' check box. ▶ If the balance amount has to be carry forward then check the carry forward check box. ▶ If encashable is checked then enter the encashment limit. ▶ If encashable is checked then enter the blocks in which the amount has to be encashed. ▶ If encashable is checked then enter the Minimum units that can be checked. ▶ If carry forward is checked then enter the carry forward limit. ▶ If carry forward is checked then enter the No of Years the balance can be carry forward. ▶ Enter sanction% or sanction amount that can be sanctioned while applying for claim. ▶ Enter co-payment percent or co-payment amount that has to be recovered from the employee while applying for claim. ▶ If for applying claim for the item if the employee needs confirmation mandatorily, then check the confirmation mandatory check box. ▶ If for applying claim, if employee needs to serve for a minimum period of units then it is entered in the minimum service and minimum service type. ▶ Enter the Eligibility Rule name if the eligibility has to be defined by way of a rule. The actual rule will be written in the Maintain Stored Procedure activity in the HRMS

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						<p>Application Tools component.</p> <ul style="list-style-type: none"> ▶ Similarly if required then enter the Prorata Rule, Carry Forward Rule and the Encashment Rule. ▶ Select an option whether the particular Reimbursement Item is applicable to all the employment units it is interacting with or it is applicable only to the login employment unit it is interacting with or with selective employment units. This can be done by selecting an option in the 'Applicable to' combo. ▶ After doing all this invoke the submit task to save the details of the reimbursement item created. ▶ If the option selected in the 'Applicable To' combo is 'Selective Org Units' then the user will have to come to this page and select the Employment Units to which the Reimbursement Item created will be applicable. ▶ Map 'Yes' to all those Employment Units for which the Reimbursement Item created will be applicable. ▶ After this invoke the Save task to save these details of mapping of the reimbursement item to the employment unit.
2.	User Creates reimbursement group.	HR Executive		Create Reimbursement Groups	Create Reimbursement Groups	<ul style="list-style-type: none"> ▶ Select the Unit for which the Reimbursement Group has to be created. This can be done by selecting a value in the Reimbursement Set Up Unit value. ▶ Then select an Organization Structure Unit value so that the eligibilities can be defined for the Reimbursement Group. The eligibilities can be defined for the Grade Set - Grade combination or only for a Grade Set. The Grade Sets and

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						<p>Grades for an Organization are defined for an Organization Structure Unit.</p> <ul style="list-style-type: none"> ▶ Enter the Group Code and Group Short Description so that the Reimbursement Item as required can be created. If the user wants then he can enter the Reimbursement Group Long Description. ▶ Select a value as a Parent Group to which the Group being created should be attached. ▶ Select whether the Group will have Quantity based or Amount based Reimbursement Items. If it is amount based then select the only currency and if it is quantity based then select the Unit of Measurement and the currency. ▶ In Maintain reimbursement eligibility group, enter values in the Department, Grade, Grade set, Job or position according to the Entitlement eligibility parameter set. For e.g. if the eligibility parameter is set as Gradeset-Grade-Worklocation then enter values only in these columns. So for this combination all the department, job and position will have the same eligibility ▶ Enter the value in Service From and Service To as to how many units of service the employee have to complete to be eligible for the item. For e.g. If service from is entered as 0 and service to is entered as 99 then employees who have their completed service units in this range are eligible for that item. ▶ Select a value in the service type units. Service type units are Years, Months and Days. ▶ Select a value in the Eligibility Based On Combo. The values are calendar based and anniversary based. If calendar

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						<p>Reimbursement Set Up unit. Select the Reimbursement Groups option if the security has to be set for each and every reimbursement group created for the Reimbursement Set Up unit. Select the 'All' option if the security has to be set for each and every independent reimbursement item as well as all the Reimbursement Groups simultaneously.</p> <ul style="list-style-type: none"> ▶ After selecting on the option select the reimbursement item or reimbursement group based on the option chosen and set the security for that item or a group. ▶ Enter the User Name, Role, Effective From and Effective To date for the validity of the security for that particular Item or a Group selected. Help on User can be taken to complete this process. ▶ Save the details of Reimbursement Security.
4.	User defines provider details.	HR Executive		Create Provider Details	Create Provider Details	<ul style="list-style-type: none"> ▶ Select the Unit for which the Provider has to be defined. This can be done by selecting a value in the Reimbursement Set Up Unit combo. ▶ Enter the Provider Code, Provider Name and Provider Short Description. ▶ Select an option whether the Contact Type is a 'Main Office' or 'Head Office' or other values provided in the combo. ▶ Enter the Address in atleast one of the three lines provided. Select the Country and State values. ▶ Depending upon the state selected choose the Province/County/School District/District. Also select the City for the address. ▶ Enter the postal Code, Phone Numbers and Fax Numbers if

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					Map Provider to Reimbursement Item	<p>required. Enter the E-Mail address and Website address if required.</p> <ul style="list-style-type: none"> ▶ Enter the Contact Details for the particular Address. These will have the details of the Contact Person, Communication Type whether he is a Primary Type Communication or a Secondary Type communication. Also enter the details of Phone, fax, Mobile and E-Mail address for that person. ▶ Save the details of the Provider, which is created. ▶ After this if the Organization requires then they can map certain providers to certain items in the Map Provider to Reimbursement Item page. ▶ All the Reimbursement Items which are created for the particular Reimbursement Set Up Unit will get displayed in the multiline and accordingly the mapping can be done. ▶ Save the details of the mapping.
5.	User defines reimbursement calendar	HR Executive		Create Reimbursement Calendar	Create Reimbursement Calendar	<ul style="list-style-type: none"> ▶ Select the Unit for which the Reimbursement Calendar has to be defined. This can be done by selecting a value in the Reimbursement Set Up Unit value. ▶ Enter the Calendar Code, Calendar Short Description. Enter the Calendar Long Description. ▶ Enter the Effective From and Effective To dates for the Reimbursement Calendar to be valid. ▶ If any previous calendar is created then select a value in the Default with previous calendar combo if the Reimbursement Groups and Independent Reimbursement Items attached to the calendar remains same along with their properties.

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						<ul style="list-style-type: none"> ▶ Get groups button will get all the reimbursement groups attached to the particular reimbursement calendar selected. If nothing is selected in the default with previous calendar then 'Get Groups' button will display all the Reimbursement Groups in the Multiline. Enter the Prefix and Suffix for the Claim ID for the Group. Also it will generate a system-defined group with suffix as calendar code. The purpose of this system-defined group is that all the independent groups are assumed to be mapped to this group for claim purpose. While applying claims for independent items then claim id is generated based on the Prefix and suffix entered for this system-defined group. ▶ Get Items button will get all the reimbursement items attached to the particular reimbursement calendar selected. If nothing is selected in the default with previous calendar then 'Get Items' button will display all the Independent Reimbursement Items in the Multiline. Enter the Prefix and Suffix for the Claim ID for the independent items. ▶ Save the details of the Reimbursement Calendar created.
6.	User initiates the eligibility process. This batch process will calculate the eligibility for each employee available on the calendar	HR Executive		Process Employee Eligibility	Process Employee Eligibility	<ul style="list-style-type: none"> ▶ Select the Unit for which the Processing of the Employee Eligibilities has to be done. Selecting a value in the Reimbursement Set Up Unit combo can do this. ▶ Select the Reimbursement Calendar for which the Eligibility Processing has to be done. ▶ Select an Option whether the Processing has to be done Item-wise or Group-wise or All. ▶ After selecting the option get the details of option selected in the Multiline.

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	from date.					<ul style="list-style-type: none"> ▶ The Multiline will display the Employment Unit, Reimbursement Item and Reimbursement group if applicable to the particular Reimbursement Calendar and Employment Unit. ▶ Select a particular Multiline record or a set of records and execute the task 'Save parameters'. This will generate a Session ID, which will get displayed in the header. Then Process the selected records by executing the task 'Process'. ▶ Upon executing the task Process the eligibilities set for an item or a group will be created for the particular Employee and his dependents.
7.	User Authorizes the eligibility data.	HR Manager		Authorize Employee Eligibility	Authorize Employee Eligibility	<ul style="list-style-type: none"> ▶ Select the Unit for which the Authorization of Employee Eligibility Processing has to be done. Selecting a value in the Reimbursement Set Up Unit combo can do this. ▶ Select the Reimbursement Calendar for which the Authorization has to be done. ▶ Select an Option whether the Authorization has to be done Item-wise or Group-wise and All. ▶ After selecting the option get the details of option selected in the Multiline. ▶ The Multiline will display the Employment Unit, Reimbursement Item and Reimbursement group if applicable to the particular Reimbursement Calendar and Employment Unit. ▶ Select a particular Multiline record or a set of records and execute the task 'Save parameters'. This will generate a Session ID, which will get displayed in the header. Then

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						<p>authorize the selected records by executing the task 'Authorize'.</p> <ul style="list-style-type: none">▶ Upon executing the task Authorize the employee eligibilities set for an item or a group will authorize.

Scenario Name: Apply for Reimbursement Claim

■ Scenario 1: Employee wants to Apply for Reimbursement

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1.	User Enters the claim details.	Employee	Reimbursement Employee Self Service	Apply for Reimbursement Claim	Apply Reimbursement Claim	<ul style="list-style-type: none"> ▶ System date shall be defaulted in the claim date field. If need be, change the claim date. If the transaction pertains to the earlier period, give the appropriate date as claim date. ▶ Enter the employee code ▶ If the claim has to be edited then enter the claim ID in the Claim Id text field and click get details. ▶ If the claim is entered for the first time then, do not enter anything in the claim id field. Claim ID will be automatically generated. ▶ Select to whom the payment for the reimbursement to be made in Payment to combo. Payment to combo will be loaded with values as Employee, Third Party and Employee Partial. If the whole payment has to be made to the employee then Employee can be selected. If the amount has to be shared between employee as well as provider then Employee partial or Third Party can be selected. Also the payment details can be entered in the Bill Payment details screen ▶ Click Get details all the Reimbursement items mapped to the group selected will get populated in the Reimbursement Item combo. ▶ Also all the dependents for the employees will get populated in the claim for combo. ▶ Give the claim details in the Multiline.

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						<ul style="list-style-type: none"> ▶ Select the reimbursement item for which the claim has to be made. ▶ Select to whom the claim pertains to in the claim for combo in the second column. Claim For will be defaulted with self. If the claim pertains to any of his dependants, select the appropriate dependant in the combo. ▶ Give the bills no., date of the bill or if no bill is applicable for the claim, enter the expenditure date in the bill/expenditure date field. Also enter the bill value. ▶ If bills are mandatory for the reimbursement and if they are not available, then set the exception combo to “yes” and give the reasons for non-submission of bills in the comments. Also enter the exception amount. ▶ Give the claim value ▶ For multiple bill details, give these details in the available rows of the Multiline. ▶ After giving the claim details, operate the compute claim value button to get the total claim value, sanction amount, co-payment value, total claim amount, total co-payment amount etc. ▶ Invoke the save button to save the claim in Draft Status ▶ Invoke the submit button to submit the claim for reimbursement.
2.	User enters the Bill Payment details for the reimbursement	Employee	Reimbursement Employee Self Service	Apply for Reimbursement Claim	Bill Payment Details	<ul style="list-style-type: none"> ▶ This link is to be taken only if the bill amount has to be shared between the employees as well as the providers. i.e. only if the value in the Payment To combo in Apply claim page is selected as ‘Employee Partial’ or ‘Third Party’.

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	item.					<ul style="list-style-type: none"> ▶ Enter the bill no, bill / expenditure date and bill value in the multiline, select that row of the Multiline and take the link to parameter values. ▶ Bill no and bill date entered in the selected row of the multiline in the previous page will get displayed in the appropriate fields. ▶ Select the appropriate parameter in the parameter combo. On selecting this the applicable parameter values for the parameter will get displayed in the parameter values combo. ▶ Select the applicable parameter values and invoke the Add button to add the selected values in the Multiline. ▶ Repeat the process for as many selections that is required for the claim. ▶ If the parameter is a numeric type enter the parameter values in the parameter values of the Multiline. ▶ Invoke the compute claim value to arrive at the claim value by applying all parameter values supplied. ▶ Invoke the ok button to take the computed value to the previous page. ▶ The computed value will get displayed in the claim value field of the selected row of the previous page. ▶ On completion, invoke the submit button to submit the claim for reimbursement.

Scenario Name: Authorize Reimbursement Claim

- Scenario 1: Supervisor wants to authorize reimbursement claim submitted by his subordinates.

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1.	User Authorizes reimbursement claim pending for Authorization.	Supervisor	Reimbursement Claim	Authorize Reimbursement Claim	Select Claim for Authorization	<ul style="list-style-type: none"> ▶ Select the Reimbursement Group, from the Reimbursement Group Combo. ▶ Select the Reimbursement item for the group if the item is mapped to the reimbursement item. Or else select the reimbursement item from the combo without selecting the reimbursement group. ▶ Search for the Claim by giving the Employee Code, employee name, claim id or claim dates. ▶ On Search, based on the Search Condition Given, the claims made by the Employees get listed in the Multiline. ▶ The authorized Amount gets defaulted with the sanction amount defined for the reimbursement item subject to the available balance. ▶ Change the Authorized Amount wherever necessary. ▶ Select the Claim ID for which Authorization has to be made and then execute the Authorize button. ▶ If the Claim has to be Rejected, execute the Reject Button. ▶ On successful authorization, it will trigger the payment process. ▶ Record the comments/remarks pertaining to the reimbursement claim in the Remarks column. ▶ If the details of the claims need to be verified before authorization, take the hyper link for the claim.

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						<ul style="list-style-type: none"> ▶ Authorize claim after going through the full claim details. ▶ Payment mode is defaulted with the one that has been defined for the reimbursement item. This can be changed. ▶ Give the Authorized Amount for each Bill in the Multiline. ▶ If a bill has to be rejected select 'No' from the combo 'Accept Yes/No' in the Multiline. ▶ Compute the Total Authorized Amount for each claim by operating the "compute Total Authorized Amount". This will compute the authorized amount entered for each bill, and also the sanction percentage, sanction amount, etc. ▶ To reject a claim Execute 'Reject' button. ▶ Record the general comments/remarks pertaining to the reimbursement claim in the Remarks / comments field. Record the authorizer's remarks in the internal remarks field. ▶ Save the details by operating the Authorize button.



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