

Student Guide for submitting URECA research survey cash compensation claim through Integrated Claims System (ICS) for Student

Important Note:

Please ensure your GIRO bank details that maintained by NTU is up to date. If you need to update your GIRO bank details, please do so via below link:

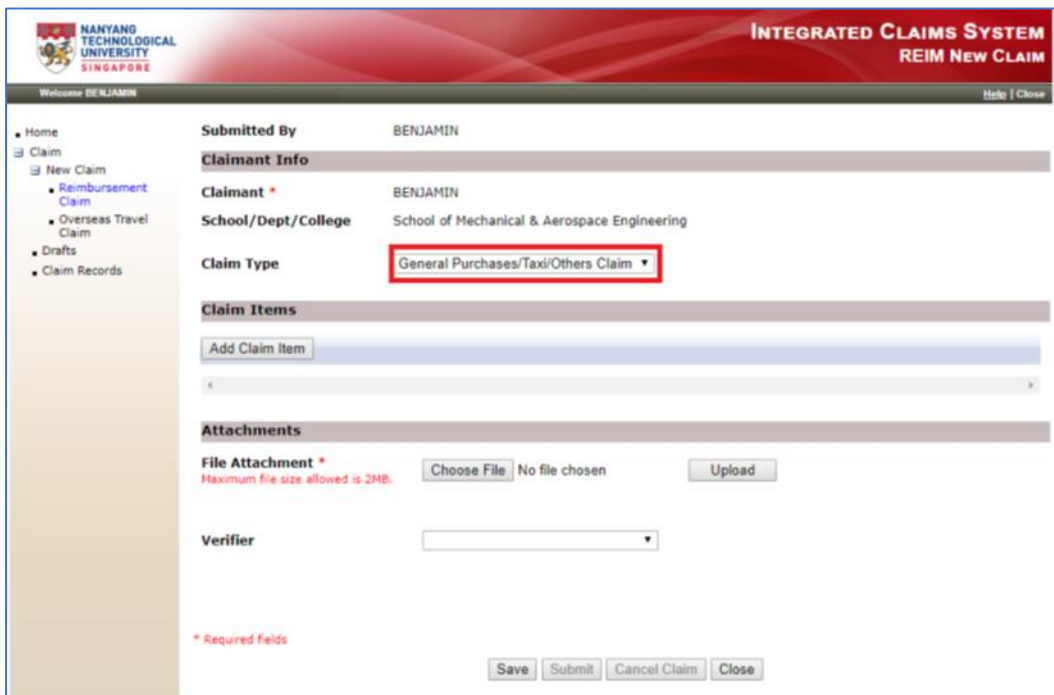
StudentLink > Administrative Matters > Update of Bank Account Number

Create New Claim

1. Click on the 'Reimbursement Claim'.



2. Select the Claim Type.
➢ General purchases/Taxi/Others Claim



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3. Click 'Add Claim Item' to enter claim details.

The screenshot shows the 'REIM New Claim' interface. The 'Add Claim Item' button in the 'Claim Items' section is highlighted with a red box. The 'Submitted By' field is filled with 'BENJAMIN'. The 'Claimant Info' section shows 'Claimant *' as 'BENJAMIN' and 'School/Dept/College' as 'School of Mechanical & Aerospace Engineering'. The 'Claim Type' is set to 'General Purchases/Taxi/Others Claim'. The 'Attachments' section has a 'File Attachment *' field with a 'Choose File' button and 'No file chosen' text, and an 'Upload' button. A 'Verifier' dropdown menu is also visible. At the bottom, there are 'Save', 'Submit', 'Cancel Claim', and 'Close' buttons.

4. Enter the claim details:

The 'CLAIM DETAILS' form contains the following fields: 'Description *' (text area), 'Currency Code *' (dropdown menu showing 'Singapore dollar'), 'Exchange Rate Type *' (dropdown menu showing 'System Rate'), 'Exchange Rate *' (text input showing '1'), 'Date Of Receipt *' (text input with a calendar icon), 'Invoice/Receipt No *' (text input), 'Total Receipt Amount *' (text input), 'GST Rate(%)' (dropdown menu showing 'NA'), 'GST Amount(\$\$)' (text input), and 'Remarks' (text area). There is an 'Add Charging Account' button and 'Save' and 'Close' buttons at the bottom.

- a. Description: Purpose of purchases, claims etc
- b. Currency Code: Default is Singapore. Please choose other currency code if required.
- c. Exchange Rate Type: Please select one of the followings:
 - i. System Rate (Default)
 - ii. Credit card statement Rate
 - iii. Money Changer Receipt Rate

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- d. Exchange Rate: Exchange rate
- e. Date of Receipt: Choose the receipt date
- f. Invoice/Receipt No: Choose URECA reimbursement claim form ID (e.g. MAE21001-001)
- g. Total Receipt Amount: Total receipt amount in receipt's currency. Inclusive of GST (if any)
- h. GST Rate(%): Select one of the followings:
 - i. NA (Default)
 - ii. 5
 - iii. 7 (Present GST Rate)
- i. GST Amount : System will display the GST amount based on the GST rate (%) selected under GST Rate)
- j. Total Receipt Amount (S\$): Total receipt amount in local currency (SGD)

5. Then click on 'Add Charging Account' to enter charging details.

The screenshot shows a web form titled "CLAIM DETAILS". The form has a red header bar with the title. Below the header, there are several input fields and dropdown menus. The "Description" field contains the text "URECA research survey expense claim for cash compensation". The "Currency Code" is set to "Singapore dollar". The "Exchange Rate Type" is "System Rate" and the "Exchange Rate" is "1". The "Date Of Receipt" is "01-Aug-2021". The "Invoice/Receipt No" is "MAE21001-001". The "Total Receipt Amount" is "200" and the "GST Rate(%)" is "NA". The "GST Amount(S\$)" is empty. The "Total Receipt Amount(S\$)" is "200.00". There is a "Remarks" field which is empty. At the bottom left, there is a button labeled "Add Charging Account" which is highlighted with a red box. At the bottom center, there are two buttons: "Save" and "Close".

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6. Key in the URECA project consumable charging account details:

WBS	<input type="text"/>	Type the keyword of WBS e.g. M4095 or Consumables etc.. to list the WBS.
Cost Centre	<input type="text"/>	Type the keyword of Cost centre e.g. M0600 or EEE-Micro etc.. to list the Cost centre.
GL	<input type="text"/>	Type the keyword of GL e.g. 70405 or Equipment etc.. to list the GL.
Internal Order	<input type="text"/>	Type the keyword of Internal Order e.g. E000 or NTU EVENT etc.. to list the Internal Order.
Amount(S\$) *	<input type="text"/>	
Notes: 1.Please select either Cost Centre or WBS. 2.Please contact School Administrator if charging account is not listed.		
<input type="button" value="Save"/> <input type="button" value="Close"/>		

Please refer to your verified URECA reimbursement claim form for the URECA project consumable charging account details as shown below.

(* Tax Code - For Finance's use only)
Kindly charge the amount to the account no: CXXXXXXXX- 7XXXXXXXX
Please indicate the ADM - URECA Internal Order(IO) number: 5XXXXXX
Total No. of Receipt: 1
Part III: Certified by URECA Supervisor
The above claims and receipts and/or quotations are certified by:
Part IV: Verified by URECA Office

- a. Type the keyword of Cost centre e.g. CXXX to list the Cost centre
- b. Type the keyword of GL account e.g. 7XXX to list the GL account
- c. Type the keyword of Internal Order number e.g. 5XXX to list the number

Note: If you are unable to find the cost centre from the list, it is likely the delegation of authority for this cost centre is yet to be setup. Please contact the school/department administrator for assistance.

7. Click 'Save' to save the details.

WBS	<input type="text"/>	Type the keyword of WBS e.g. M4095 or Consumables etc.. to list the WBS.
Cost Centre	<input type="text" value="CXXXXXXXX"/>	Type the keyword of Cost centre e.g. M0600 or EEE-Micro etc.. to list the Cost centre.
GL	<input type="text" value="7XXXXXXXX"/>	Type the keyword of GL e.g. 70405 or Equipment etc.. to list the GL.
Internal Order	<input type="text" value="5XXXXXX"/>	Type the keyword of Internal Order e.g. E000 or NTU EVENT etc.. to list the Internal Order.
Amount(S\$) *	<input type="text" value="200"/>	
Notes: 1.Please select either Cost Centre or WBS. 2.Please contact School Administrator if charging account is not listed.		
<input type="button" value="Save"/> <input type="button" value="Close"/>		

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- After you have saved your claim and charging accounts, click 'Close' to return to the main claim page.

NANYANG TECHNOLOGICAL UNIVERSITY SINGAPORE **INTEGRATED CLAIMS SYSTEM REIM NEW CLAIM**

Welcome JEFFERY CAO SIMING Help | Close

Submitted By: JEFFERY CAO SIMING Claim Ref No: REIM202000014

Claimant Info

Claimant *: JEFFERY CAO SIMING
 School/Dept/College: School of Electrical & Electronic Engineering
 Claim Type: General Purchases/Taxi/Others Claim

Claim Items

Description	Date Of Receipt	GST	Total Amount (S\$)	Charging Account	GL Code	Internal Order	Amount (S\$)	Edit	Delete	Copy
Test	17-NOV-2020	0.00	1,500.00	D802024000	72000160	000009000136	1,500.00			

Attachments

File Attachment *
 Maximum file size allowed is 2MB.

Approver Routing

Charging Account	GL Code	Claim Amount(S\$)	Recommender1	Recommender2	Approver
D802024000	72000160	1,500.00	<input type="text"/>	<input type="text"/>	Vivienne Tan

Verifier:

* Required fields

- For file attachment, please upload verified URECA reimbursement claim form and supporting documents by clicking on 'Browse' to select the file(s) to be uploaded, then click 'Upload'. The uploaded files will be displayed.

Attachments

File Attachment * No file chosen
 Maximum file size allowed is 2MB.

No	Documents	Action
1	test.txt	

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10. Under the 'Approver Routing' section,

Approver Routing					
Charging Account	GL Code	Claim Amount(\$)	Recommender1	Recommender2	Approver
CXXXXXXXX	7XXXXXXXX	200.00	<input type="text"/>	<input type="text"/>	--Select--

Verifier

- a. For the Recommender 1, please select your URECA project School Coordinator as designated for the academic year.
- b. For the Approver, the name will be displayed as per Delegation of Authority (DOA) setup for the charging account (Cost Centre).

NOTE:

The URECA School Coordinator should be available in the drop-down list for selection. Approver name will be displayed as per Delegation of Authority (DOA) setup for the charging account (Cost Centre). If you need assistance on the URECA School Coordinator and DOA, please contact your school administrator.

11. If your school has assigned a Verifier to verify the claim, the verifier's name will be displayed. If there are more than one verifier in your school, you will need to select a verifier from the drop-down list to verify your claim.

Approver Routing					
Charging Account	GL Code	Claim Amount(\$)	Recommender1	Recommender2	Approver
CXXXXXXXX	7XXXXXXXX	200.00	<input type="text"/>	<input type="text"/>	--Select--

Verifier

NOTE: If you need assistance on the Verifier, please contact your school administrator.

12. After selecting the Verifier, Recommender and Approver, click 'Submit' to submit the claim or 'Save' to save it as draft.

