User Manual Of Mobile Reimbursement
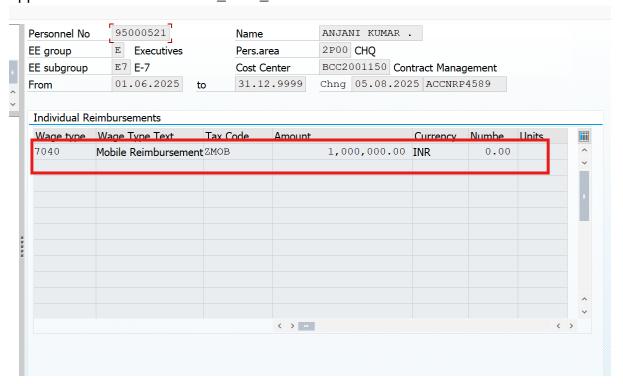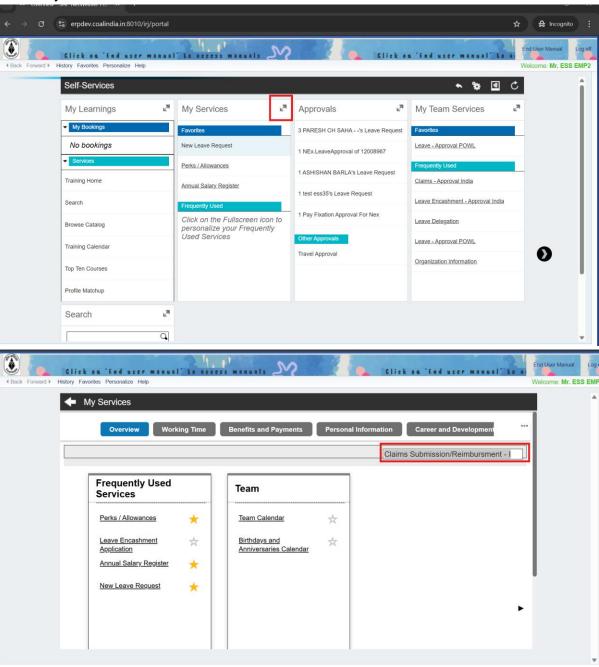
Mobile Advance

A. Initiator

1. Maintain IT0589(Subtype 7040) & Tax Code is ZMOB of User. Maintain approvers in table ZRGTHRT_USR_APRV with variant ZMOB
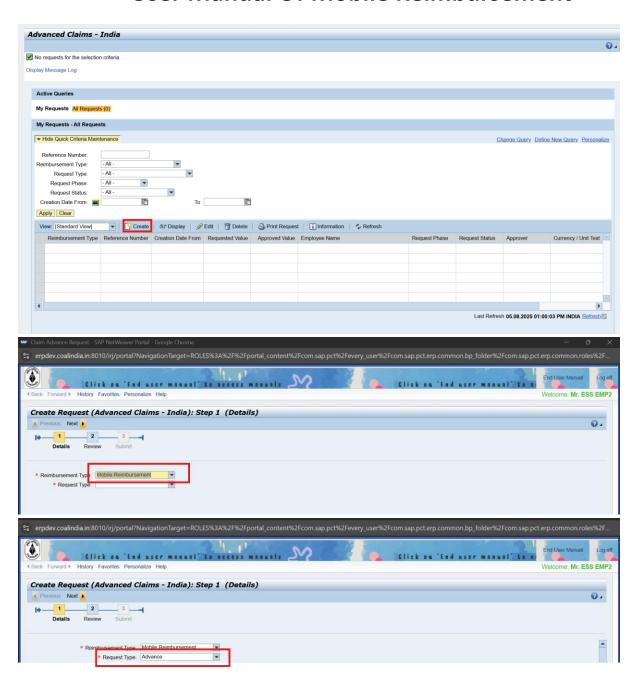
Personnel No	95000521		Name	ANJANI KUMAR .	
EE group	E	Executives	Pers.area	2P00 CHQ	
EE subgroup	E7	E-7	Cost Center	BCC2001150 Contract Management	
From	01.06.2025	to	31.12.9999	Chng 05.08.2025 ACCNRP4589	

Individual Reimbursements

Wage type	Wage Type Text	Tax Code	Amount	Currency	Numbe	Units
7040	Mobile Reimbursement	ZMOB	1,000,000.00	INR	0.00	

2. Log in ESS portal.

Branding Image

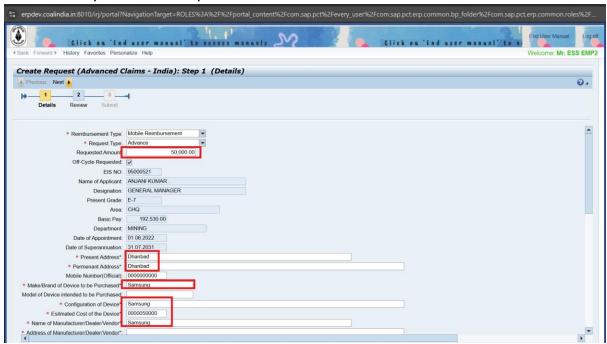|	
User *	
Password *	

Log On

SAP

3. Go to My services-> Claim Submission/Reimbursment-I->

4. Click On Create-> Select Reimbursement type (Mobile Reimbursement)->
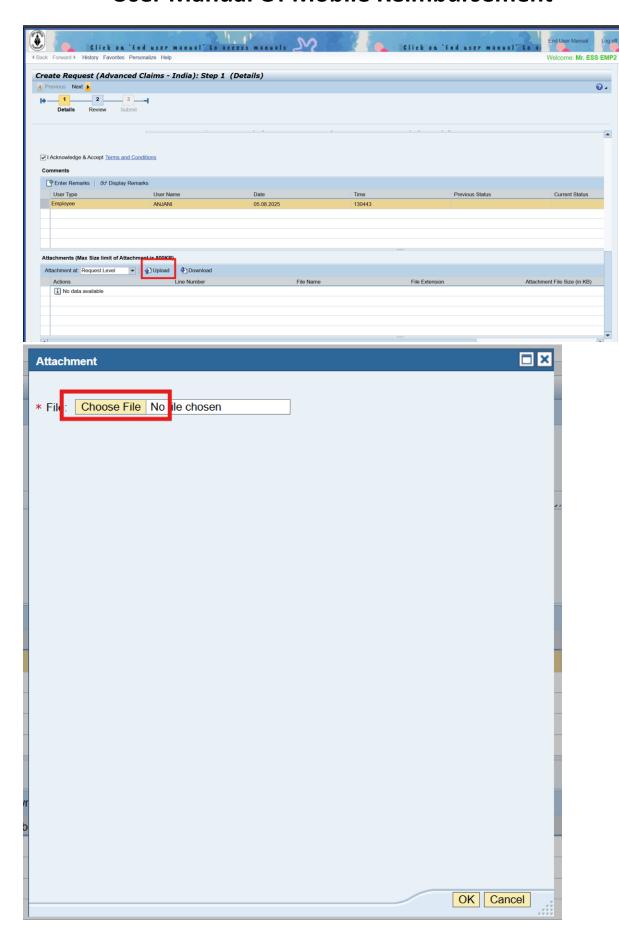   Request type (Advance).

User Manual Of Mobile Reimbursement

User Manual Of Mobile Reimbursement

5. Filled the required field & Upload attachment.
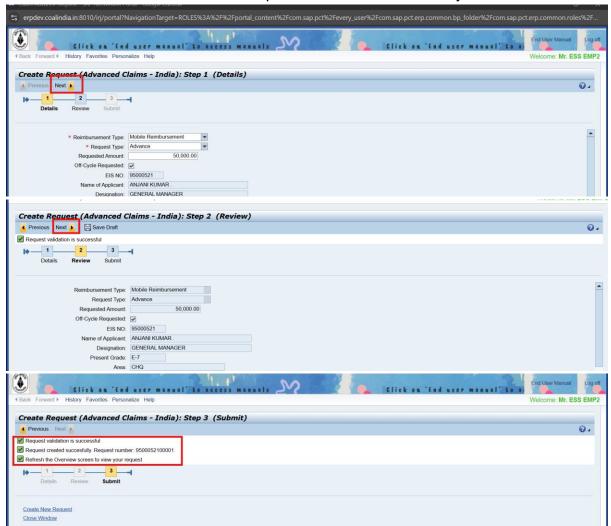

6. Upload Attachment

   a. Click on Upload. Attachment is mandatory
   b. Click on Choose file, then Select PDF & Click on Ok.

User Manual Of Mobile Reimbursement

Create Request (Advanced Claims - India): Step 1 (Details)

◀ Previous   Next ▶   ❷▴

1	2	3
Details	Review	Submit

☑ I Acknowledge & Accept Terms and Conditions

Comments

❘ Enter Remarks   ❘ ✍ Display Remarks

User Type	User Name	Date	Time	Previous Status	Current Status
Employee	ANJANI	05.08.2025	130443		

Attachments (Max Size limit of Attachment is 800KB)

Attachment at: Request Level ▼ | ⬆ Upload   ⬇ Download

Actions	Line Number	File Name	File Extension	Attachment File Size (in KB)
ⓘ No data available				

Attachment   ◻ ✖

* File: [Choose File] No file chosen

[OK] [Cancel]
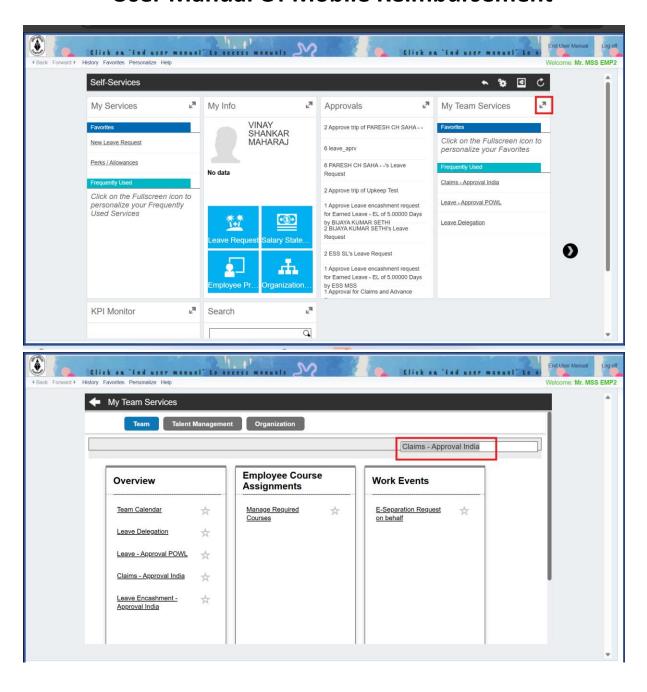
7. Click On Next-> Click On Next-> Request submitted successfully

B. 1ˢᵗ Approver

1. Log In ESS (1ˢᵗ Approver)

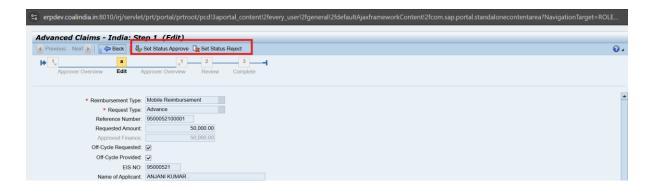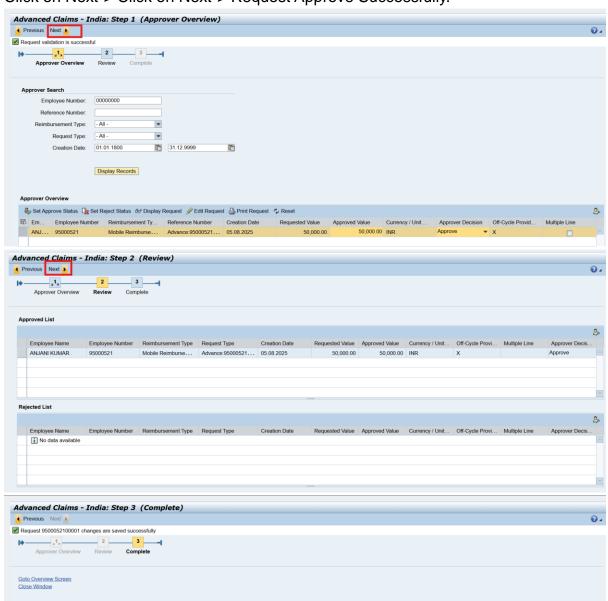2. Click on my team services-> Search As Claim Approval->

User Manual Of Mobile Reimbursement

3. Select entry.

   a. If 1ˢᵗ approver wants to download the PDF document, then click on edit.

User Manual Of Mobile Reimbursement

b for Approve this request click on Set as approve, for reject this request click on sent as reject.

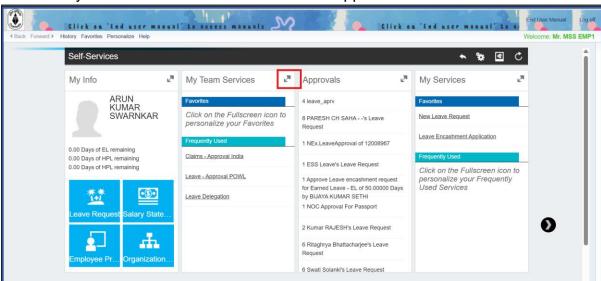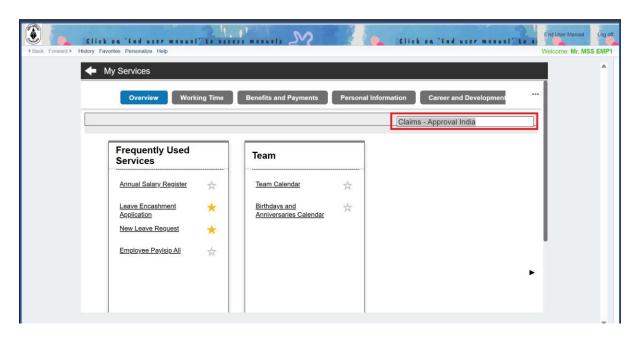4. Click on Next-> Click on Next-> Request Approve Successfully.

C. 2nd Approver

User Manual Of Mobile Reimbursement

1. Log In ESS Portal.

2. Click on My Team Services-> Search as Claim Approval

User Manual Of Mobile Reimbursement

3. Select one record for approval.
   a. Click on Set approve status for approval, or click on set reject status for rejection.
   b. If wants to display request, click on display request.
   c. If wants to download PDF then click on display & click on download.

4. Click on next after select set status approve-> Click on next-> Request approve successfully.

D. Go To SAP GUI.

1. Run T code **HRPBSIN_AC_INFU** to update ESS approved data into IT0267.

2. Click on Today-> Maintain Personnel number-> Click on Infotype- Update Mode (User Interaction)-> Click on Execute.

3. Select line item & Click on Update infotype.

4. Check data of IT0267

User Manual Of Mobile Reimbursement

Note: - On the time of execution of HRPBSIN_AC_INFU Tcode Payroll control record should be on EXIT mode.

User Manual Of Mobile Reimbursement

Claim against advance

1. Go to 'claim against advance' option in dropdown and follow the same procedure for adjustment of advance
2. Relevant wage type has to be maintained by dealing officer.

Mobile Claim

A. Initiator

1. Maintain IT0589 Subtype 7040 in SAP GUI.

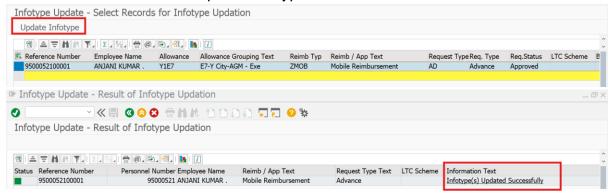| Personnel No	95001397		Name	MOBILE CLAIM TEST	
EE group	E	Executives	Pers.area	2P00 CHQ	
EE subgroup	E7	E-7	Cost Center	BCC2001104 Mining/Production	
From	05.08.2025	to	31.12.9999	Chng 05.08.2025 ACCNPS8772	

Individual Reimbursements

Wage type	Wage Type Text	Tax Code	Amount	Currency	Numbe...	Units
7040	Mobile Reimbursement	ZMOB	100,000.00	INR	0.00	

2. Log In ESS Portal.

Branding Image

User *
Password *

Log On

SAP

3. **Click on My Services-> Search Claims Submission/Reimbursement – India.**

4. **Click on Create-> Select Reimbursement Type as Mobile Reimbursement-> Select Request type as Claim.**

5. **Filled out required fields-> Click on Upload for uploading PDF DOC-> Click on choose file upload file then click OK.**

User Manual Of Mobile Reimbursement

Create Request (Advanced Claims - India): Step 1 (Details)

◄ Previous   Next ►

1 Details — 2 Review — 3 Submit

* Reimbursement Type: Mobile Reimbursement
* Request Type: Claim
Requested Amount: 40000
Off-Cycle Requested: ☑
Name of Applicant: MOBILE CLAIM TEST
EIS NO: 95001397
Designation: E7
Present Grade: E-7
Area: CHQ
Basic Pay: 192,530.00
Department: MINING
Date of Appointment: 01.01.2025
Date of Superannuation: 31.12.2055
* Present Address*: DHANBAD
* Permenant Address*: DHANBAD
Mobile Number(Official): 0000000000
* Make/Brand of Device to be Purchased*: SAMSUNG
Model of Device intended to be Purchased: SAMSUNG
* Configuration of Device*: SAMSUNG
* Esitmated Cost of the Device*: 50000
* Name of Manufacturer/Dealer/Vendor*: HIRA MOBILE SHOP

Create Request (Advanced Claims - India): Step 1 (Details)

◄ Previous   Next ►

1 Details — 2 Review — 3 Submit

* Address of Manufacturer/Dealer/Vendor*: DHANBAD
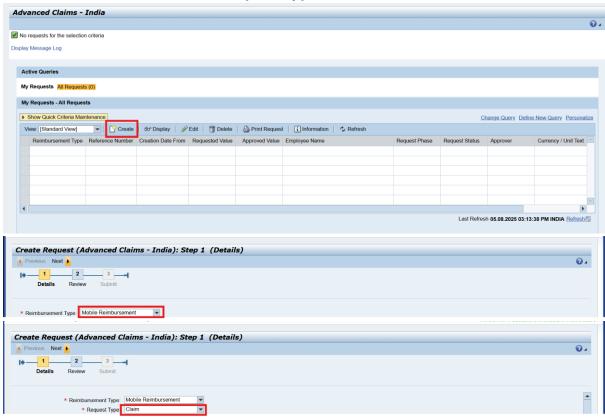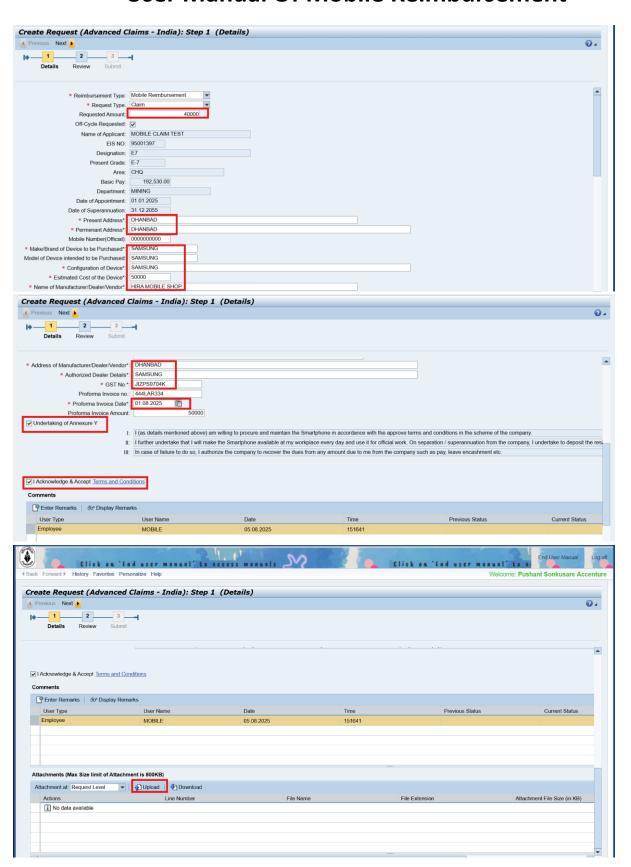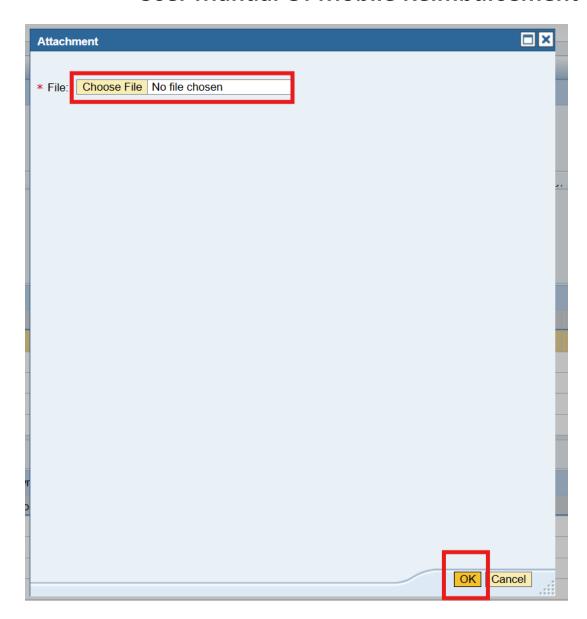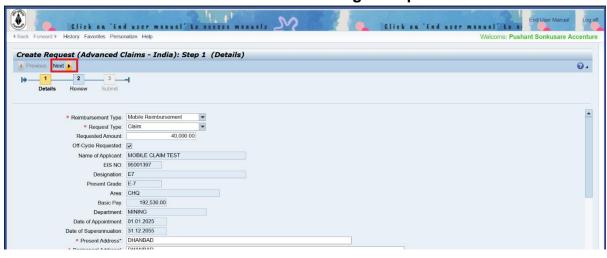* Authorized Dealer Details*: SAMSUNG
* GST No.*: JIZPS9704K
Proforma Invoice no.: 444LAR334
* Proforma Invoice Date*: 01.08.2025
Proforma Invoice Amount: 50000
☑ Undertaking of Annexure Y

I: I (as details mentioned above) am willing to procure and maintain the Smartphone in accordance with the approve terms and conditions in the scheme of the company.
II: I further undertake that I will make the Smartphone available at my workplace every day and use it for official work. On separation / superannuation from the company, I undertake to deposit the resi...
III: In case of failure to do so, I authorize the company to recover the dues from any amount due to me from the company such as pay, leave encashment etc.

☑ I Acknowledge & Accept Terms and Conditions

Comments

Enter Remarks | Display Remarks

User Type	User Name	Date	Time	Previous Status	Current Status
Employee	MOBILE	05.08.2025	151641		

◄ Back Forward ► History Favorites Personalize Help   Welcome: **Pushant Sonkusare Accenture**

Create Request (Advanced Claims - India): Step 1 (Details)

◄ Previous   Next ►

1 Details — 2 Review — 3 Submit

☑ I Acknowledge & Accept Terms and Conditions

Comments

Enter Remarks | Display Remarks

User Type	User Name	Date	Time	Previous Status	Current Status
Employee	MOBILE	05.08.2025	151641		

Attachments (Max Size limit of Attachment is 800KB)

Attachment at: Request Level ▼   Upload   Download

Actions	Line Number	File Name	File Extension	Attachment File Size (in KB)
ⓘ No data available				

User Manual Of Mobile Reimbursement

6. **Click on Next-> Click on Next for submitting of request.**

User Manual Of Mobile Reimbursement

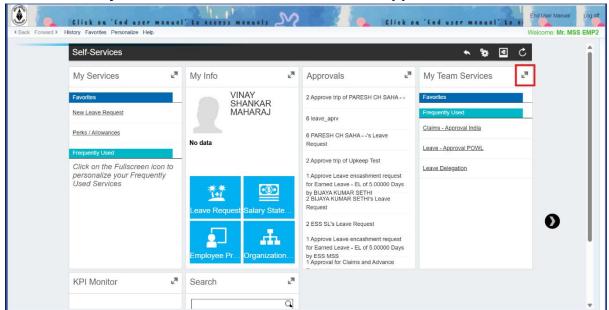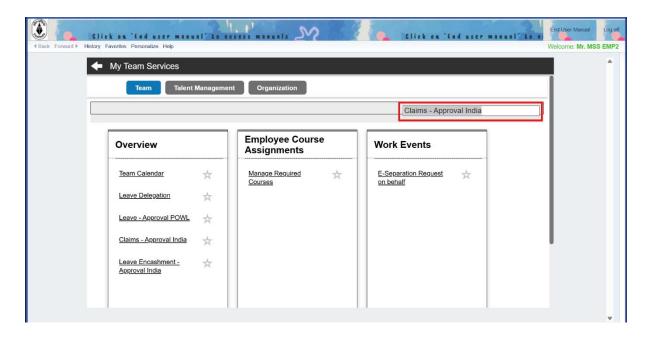## B. 1ˢᵀ Approver

1. Log In ESS Portal.

2. Click on My Team Services-> Search as Claim Approval India.

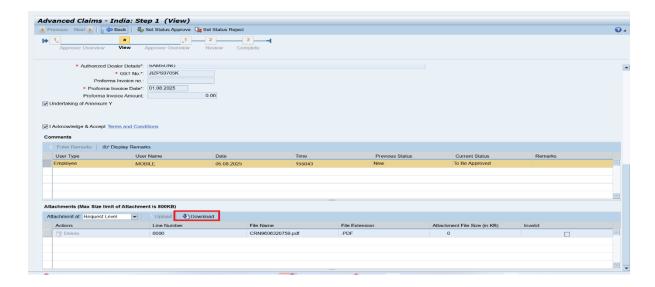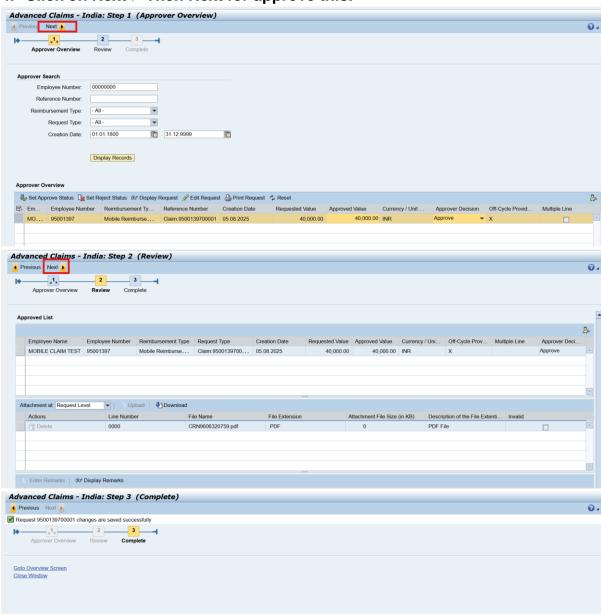# User Manual Of Mobile Reimbursement

3. **Click on Set Approve Status for approval & Set Reject Status for rejection.**

For check document click on Display Request & click on download for PDF Doc.

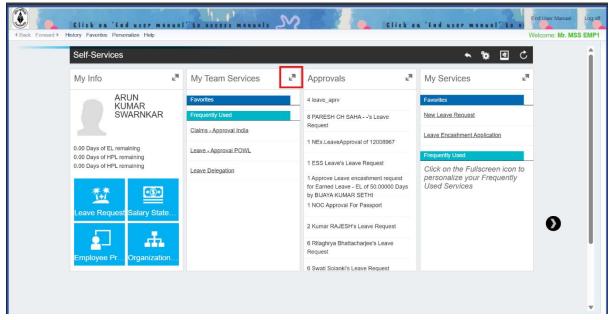# User Manual Of Mobile Reimbursement

4. Click on Next-> Then Next for approve this.

User Manual Of Mobile Reimbursement

C. 2nd Approver

1. Log In ESS Portal.

2. Select My Team Services-> Search as Claim Approval India.

User Manual Of Mobile Reimbursement

3. A. Select Data that want to approve.
   B. Click on Set Approve Status for approval or Click on Set Reject Status for rejection.
   C. To download data click on Display Request & Click on Download for PDF Doc.
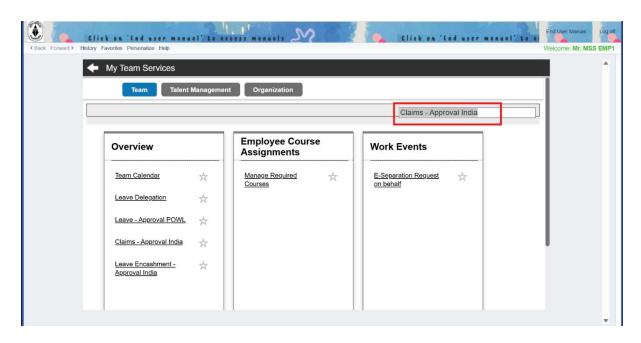
4. Click on Next-> Then Next to Approve this request.

User Manual Of Mobile Reimbursement

D. Go To SAP GUI.

1. **Run T code HRPBSIN_AC_INFU to update ESS approved data into IT0267.**

2. **Click on Today-> Maintain Personnel number-> Click on Infotype-Update Mode (User Interaction)-> Click on Execute. Choose request type as Claim**

3. Select line item & Click on Update infotype.

Infotype Update - Select Records for Infotype Updation

Update Infotype

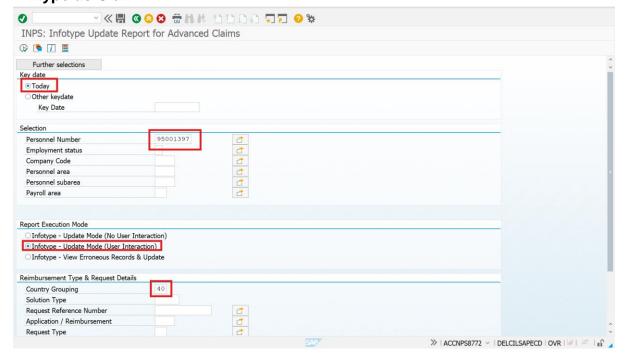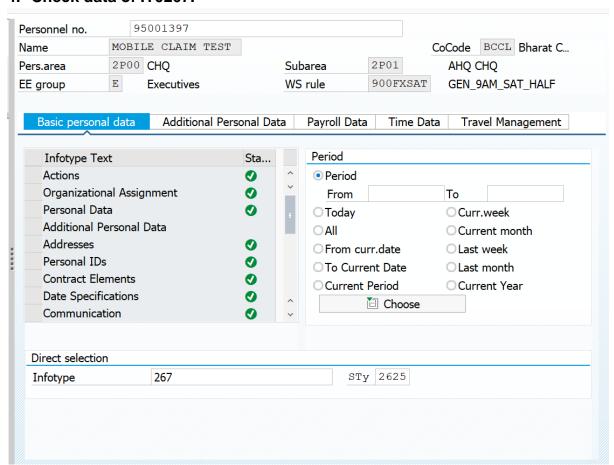|	Reference Number	Employee Name	Allowance	Allowance Grouping Text	Reimb Typ	Reimb / App Text	Request Type	Req. Type	Req.Status	LTC Scheme	B
	9500139700001	MOBILE CLAIM TEST Y1E7		E7-Y City-AGM - Exe	ZMOB	Mobile Reimbursement	CL	Claim	Approved		

Infotype Update - Result of Infotype Updation

Status	Reference Number	Personnel Number	Employee Name	Reimb / App Text	Request Type Text	LTC Scheme	Information Text
■	9500139700001	95001397	MOBILE CLAIM TEST	Mobile Reimbursement	Claim		Infotype(s) Updated Successfully

4. Check data of IT0267.

Personnel no.	95001397					
Name	MOBILE CLAIM TEST				CoCode BCCL	Bharat C...
Pers.area	2P00 CHQ		Subarea	2P01	AHQ CHQ	
EE group	E	Executives	WS rule	900FXSAT	GEN_9AM_SAT_HALF	

Basic personal data | Additional Personal Data | Payroll Data | Time Data | Travel Management

Infotype Text	Sta...
Actions	✔
Organizational Assignment	✔
Personal Data	✔
Additional Personal Data	
Addresses	✔
Personal IDs	✔
Contract Elements	✔
Date Specifications	✔
Communication	✔

Period

◉ Period
From [   ] To [   ]
○ Today   ○ Curr.week
○ All   ○ Current month
○ From curr.date ○ Last week
○ To Current Date ○ Last month
○ Current Period ○ Current Year
[Choose]

Direct selection

Infotype	267	STy	2625

User Manual Of Mobile Reimbursement

Personnel No	95001397	Name	MOBILE CLAIM TEST
EE group	E Executives	Pers.area	2P00 CHQ
EE subgroup	E7 E-7	Cost Center	BCC2001104 Mining/Production
		Chg.	05.08.2025 ACCNPS8772

Additional Off-Cycle Payments

Wage Type	7040	Mobile Reimbursement
Amount	40,000.00	INR
Number/unit	0.00	
Payment date	05.08.2025	
Assignment Number	9500139700001	
Reason for Change		
Off-cycle reas.	0003	Reimbursement
Payroll type	A	
Payroll Identifier		

Note: - On the time of execution of HRPBSIN_AC_INFU Tcode Payroll control record should be on EXIT mode.

Payroll control record

Payroll area	2P BCCL - CHQ

Payroll status

Released f. Payroll
Rel. f. Correction
✓ Exit Payroll
Check Payroll Results

Payroll period	11 2024	01.01.2025 – 31.01.2025
Run	0	

Earliest retro acctg period	05 2021	01.07.2021

Last change to personnel control record

by	ACCNRP4589	on	24.07.2025	at	13:20:30
Status	Exit payroll				

User Manual Of Mobile Reimbursement

Wage types available

Wage Type	Wage Type Text	Infotypes Applicable	GL	Type	Purpose
7040	Mobile Reimbursement	0589,0015, 0267	11000060	Payment	To Pay the Reimbursement Amount
2625	Mobile Advance	0015, 0267	11000060	Payment	To Pay Advance Amount
3135	Mobile Advance Recovery	0014,0015,0267	11000060	Deduction	Advance to repay back if not utilized
3465	Buyback Mobile Dedn	0014,0015,0267	11000060	Deduction-maintain manually	Buyback amount if employee retires/ transfers /remaining balance pending

Validation put

1. Automatic checking of grade wise ceiling at time of application
2. The grade to determine the ceiling amount will be taken as the grade on the application date
3. Attachment will be mandatory
4. Application can be made only once in two years irrespective of amount claimed. Remaining amount will get lapsed
5. Laterally recruited executives at the E2 grade or below will become eligible for the scheme upon confirmation of their service. An executive whose resignation is under process and an Executive who is on unauthorized absence and/ or absconding will not be eligible to avail of this facility under this Scheme – **Wage type 0033 subtype 0003 is to be maintained for ineligible executives.**
6. Advance & claim will get updated in off-cycle. Claim against advance needs to be maintained in info-type by dealing officer.