

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

The screenshot shows the SAP 'Individual Reimbursements' table for Personnel No 95000521. The table has columns: Wage type, Wage Type Text, Tax Code, Amount, Currency, Number, and Units. The first row is highlighted with a red box and contains the following data:

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

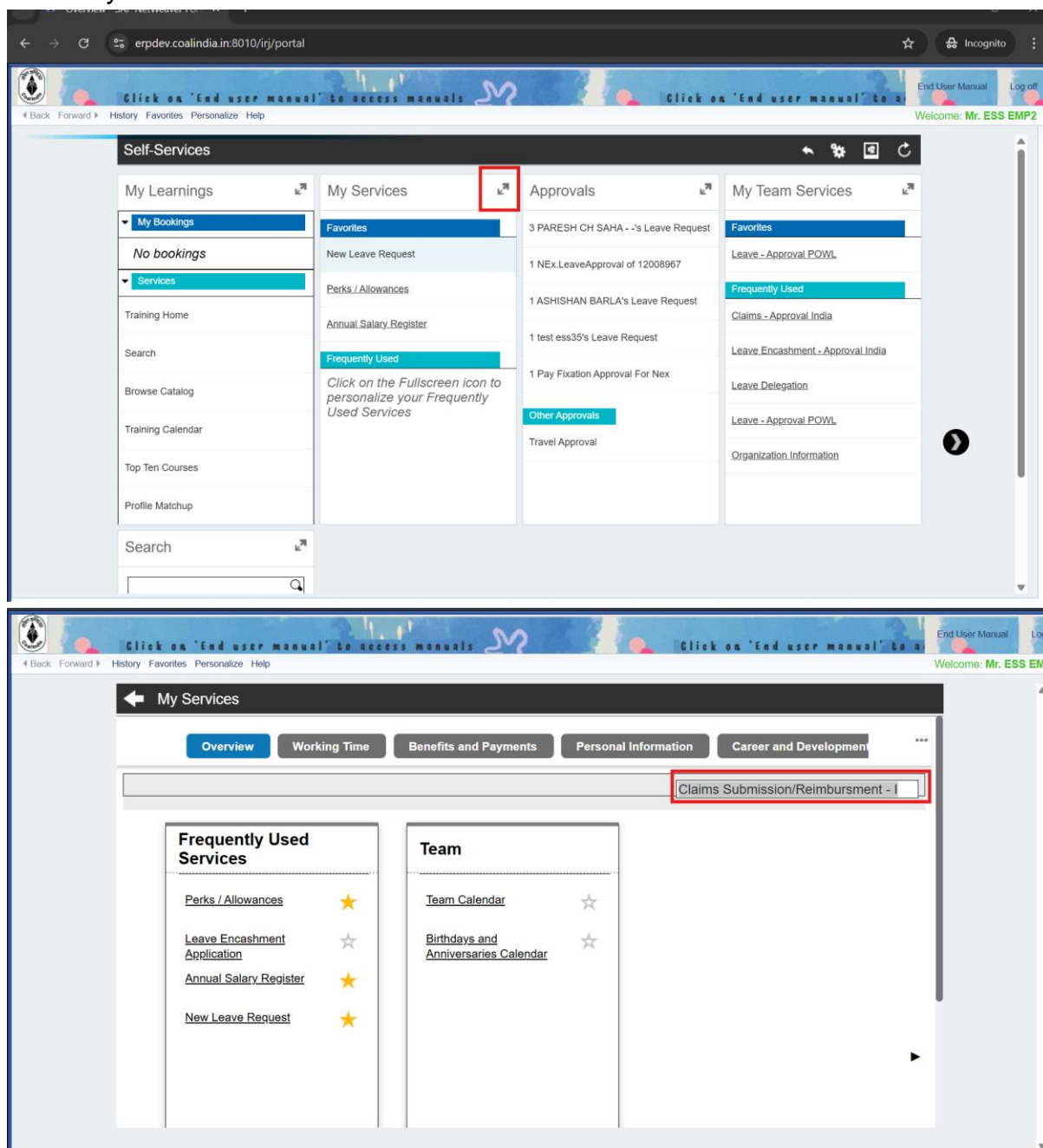
Below the table, there are navigation buttons: < > and a button with three dots.

2. Log in ESS portal.

The screenshot shows the SAP ESS portal login page. It features a 'Branding Image' placeholder at the top. Below it, there are input fields for 'User *' and 'Password *', followed by a 'Log On' button. At the bottom, there is a copyright notice: 'Copyright © SAP AG. All Rights Reserved.' and the SAP logo.

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



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

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[illegible]

Claim Advance Request - SAP NetWeaver Portal - Google Chrome

erpdev.coalindia.in:8010/irj/portal?NavigationTarget=ROLES%3A%2F%2Fportal_content%2Fcom.sap.pct%2Fevry_user%2Fcom.sap.pct.erp.common.bp_folder%2Fcom.sap.pct.erp.common.roles%2F...

Click on 'End user manual' to access manuals

End User Manual Log off

Welcome: Mr. ESS EMP2

Back Forward History Favorites Personalize Help

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

Previous Next

1 2 3

Details Review Submit

* Reimbursement Type: Mobile Reimbursement

* Request Type:

erpdev.coalindia.in:8010/irj/portal?NavigationTarget=ROLES%3A2F%2Fportal_content%2Fcom.sap.pct%2Fevry_user%2Fcom.sap.pct.erp.common.bp_folder%2Fcom.sap.pct.erp.common.roles%2F...

Click on 'End user manual' to access manuals

Click on 'End user manual' to a

End User Manual Log on

Welcome: Mr. ESS EMP2

Back Forward History Favorites Personalize Help

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

Previous Next

1 2 3

Details Review Submit

* Reimbursement Type: Mobile Reimbursement

* Request Type: Advance

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5. Filled the required field & Upload attachment.

erpdev.coalindia.in:8010/irj/portal?NavigationTarget=ROLES%3A%2F%2Fportal_content%2Fcom.sap.pct%2Fevery_user%2Fcom.sap.pct.erp.common.bp_folder%2Fcom.sap.pct.erp.common.roles%2F...

Click on 'End user manual' to access manuals

End User Manual Log off

Welcome: Mr. ESS EMP2

Back Forward History Favorites Personalize Help

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

Previous Next

1 2 3
Details Review Submit

* Reimbursement Type: Mobile Reimbursement
* Request Type: Advance
Requested Amount: 50,000.00
Off-Cycle Requested: ☒
EIS NO: 95000521
Name of Applicant: ANJANI KUMAR
Designation: GENERAL MANAGER
Present Grade: E-7
Area: CHQ
Basic Pay: 192,530.00
Department: MINING
Date of Appointment: 01.06.2022
Date of Superannuation: 31.07.2031
* Present Address: Dhanbad
* Permanent 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: 0000050000
* Estimated Cost of the Device: 0000050000
* Name of Manufacturer/Dealer/Vendor: Samsung
* Address of Manufacturer/Dealer/Vendor:

Click on 'End user manual' to access manuals

End User Manual Log off

Welcome: Mr. ESS EMP2

Back Forward History Favorites Personalize Help

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

Previous Next

1 2 3
Details Review Submit

* Address of Manufacturer/Dealer/Vendor: Hira Mobile Shoppe
* Authorized Dealer Details: JIZPS9705K
* GST No.: HFJE21132
* Proforma Invoice no.: 01.08.2025
* Proforma Invoice Date: 01.08.2025
* Proforma Invoice Amount: 50,000.00
☒ 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 res
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 or Display Remarks

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

6. Upload Attachment

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

User Manual Of Mobile Reimbursement

Click on 'End user manual' to access manuals

End User Manual Log off

Welcome: Mr. ESS EMP2

Back Forward History Favorites Personalize Help

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

Previous Next

1 2 3
Details Review Submit

☒ 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 200KB)

Attachment at: Request Level

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

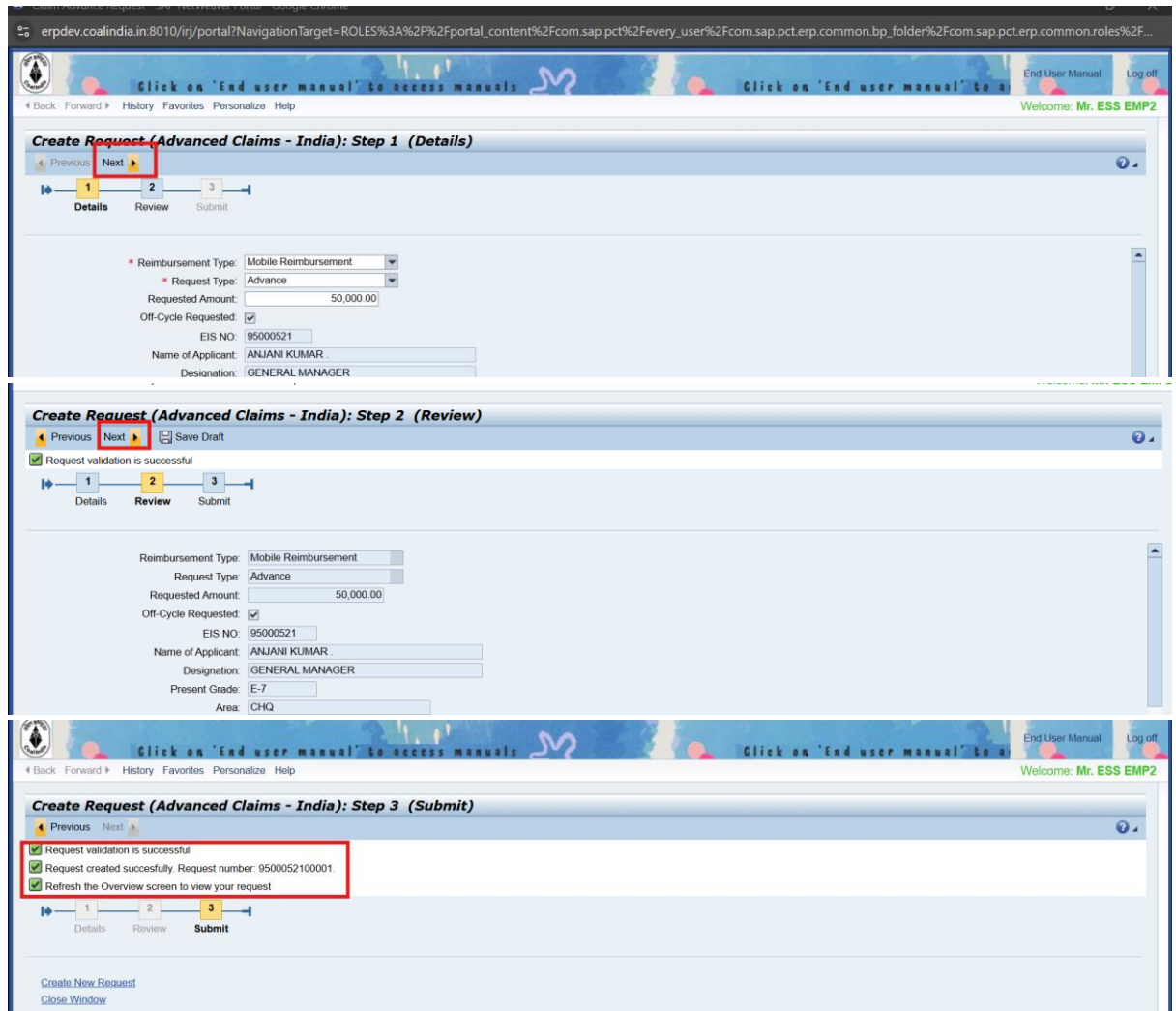
Attachment

* File: No file chosen

OK Cancel

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7. Click On Next-> Click On Next-> Request submitted successfully



The image displays three sequential screenshots of the SAP Mobile Reimbursement process, showing the progression from Step 1 (Details) to Step 3 (Submit).

Step 1 (Details): The user is prompted to click on 'Next' to proceed. The form shows the following details:

- Reimbursement Type: Mobile Reimbursement
- Request Type: Advance
- Requested Amount: 50,000.00
- Off-Cycle Requested: ☒
- EIS NO: 95000521
- Name of Applicant: ANJANI KUMAR
- Designation: GENERAL MANAGER

Step 2 (Review): The user is prompted to click on 'Next' to proceed. The form shows the following details:

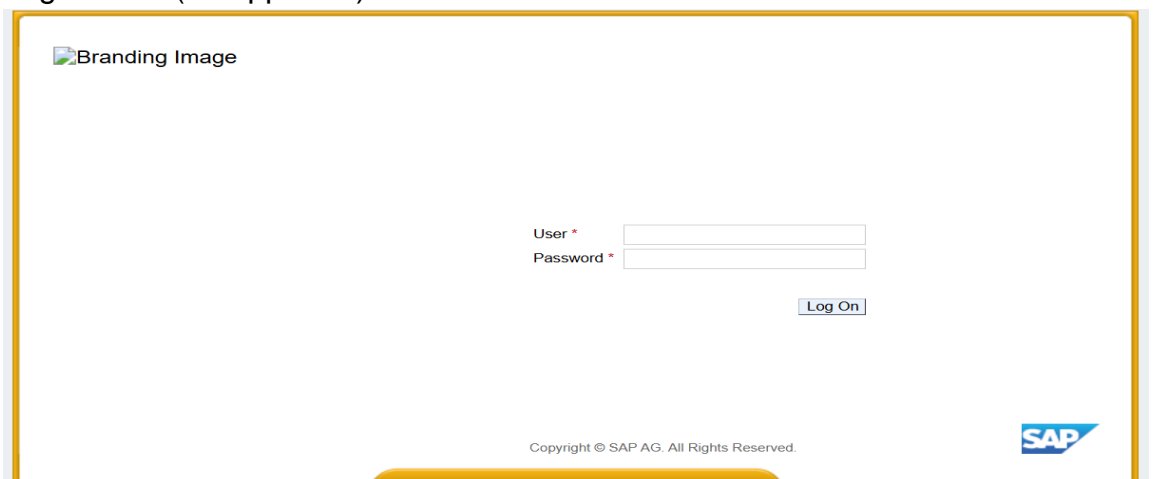
- Reimbursement Type: Mobile Reimbursement
- Request Type: Advance
- Requested Amount: 50,000.00
- Off-Cycle Requested: ☒
- EIS NO: 95000521
- Name of Applicant: ANJANI KUMAR
- Designation: GENERAL MANAGER
- Present Grade: E-7
- Area: CHQ

Step 3 (Submit): The user is prompted to click on 'Next' to proceed. The form shows the following details:

- Request validation is successful
- Request created successfully. Request number: 9500052100001.
- Refresh the Overview screen to view your request

B. 1st Approver

1. Log In ESS (1st Approver)



The image shows the SAP ESS login page for the 1st Approver. The page includes a branding image, a user login form, and a log on button.

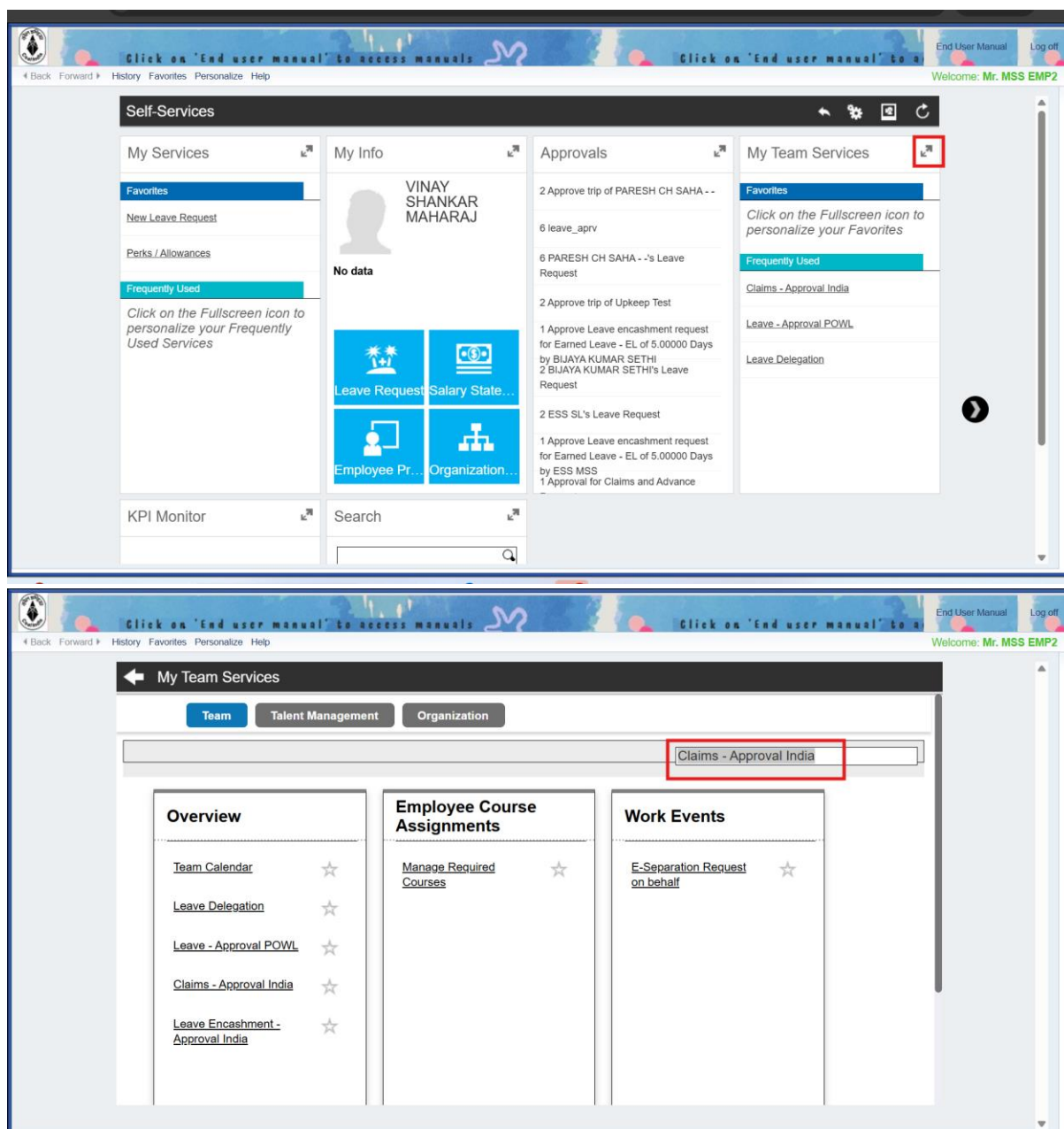
User Login Form:

- User *
- Password *
-

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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.

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

Advanced Claims - India: Step 1 (Approver Overview)

PreviousNext

123

Approver OverviewReviewComplete

Approver Search

Employee Number:00000000

Reference Number:

Reimbursement Type:- All -

Request Type:- All -

Creation Date:01.01.180031.12.9999

Display Records

Approver Overview

Set Approve StatusSet Reject StatusDisplay RequestEdit RequestPrint RequestReset

Em...	Employee Number	Reimbursement Ty...	Reference Number	Creation Date	Requested Value	Approved Value	Currency / Unit ...	Approver Decision	Off-Cycle Provid...	Multiple Line
ANJ...	95000521	Mobile Reimburse...	Advance 95000521...	05.08.2025	50,000.00	50,000.00	INR	None	X	

Advanced Claims - India: Step 1 (Approver Overview)

PreviousNext

123

Approver OverviewReviewComplete

Approver Search

Employee Number:00000000

Reference Number:

Reimbursement Type:- All -

Request Type:- All -

Creation Date:01.01.180031.12.9999

Display Records

Approver Overview

Set Approve StatusSet Reject StatusDisplay RequestEdit RequestPrint RequestReset

Em...	Employee Number	Reimbursement Ty...	Reference Number	Creation Date	Requested Value	Approved Value	Currency / Unit ...	Approver Decision	Off-Cycle Provid...	Multiple Line
ANJ...	95000521	Mobile Reimburse...	Advance 95000521...	05.08.2025	50,000.00	50,000.00	INR	None	X	

Advanced Claims - India: Step 1 (Edit)

PreviousNextBackSet Status ApproveSet Status Reject

123

Approver OverviewEditApprover OverviewReviewComplete

* Authorized Dealer Details*: Hira Mobile Shoppee

* GST No.*: JIZPS9705K

* Proforma Invoice no.*: HFJEZ1132

* Proforma Invoice Date*: 01.08.2025

* Proforma Invoice Amount*: 50,000.00

☒ *Undertaking of Annexure Y

☒ I Acknowledge & Accept Terms and Conditions

Comments

Enter RemarksDisplay Remarks

User Type	User Name	Date	Time	Previous Status	Current Status	Remarks
Employee	ANJANI	05.08.2025	131553	New	To Be Approved	
Approver	VINAY	05.08.2025	132618			

Attachments (Max Size limit of Attachment is 800KB)

Attachment at: Request LevelUploadDownload

Actions	Line Number	File Name	File Extension	Attachment File Size (in KB)	Invalid
Delete	0000	Orange Cap - Steps to upload C...	.PDF	0	<input type="checkbox"/>

User Manual Of Mobile Reimbursement

erpdev.coalindia.in:8010/irj/servlet/prt/portal/prtroot/pcdl3aportal_content!2fevery_user!2fgeneral!2fdefaultAjaxframeworkContent!2fcom.sap.portal.standalonecontentarea?NavigationTarget=ROLE...

Advanced Claims - India: Step 1 (Edit)

Previous Next Back **Set Status Approve** Set Status Reject

1 2 3
Approver Overview Edit Approver Overview Review Complete

* Reimbursement Type: Mobile Reimbursement
* Request Type: Advance
Reference Number: 9500052100001
Requested Amount: 50,000.00
Approved Finance: 50,000.00
Off-Cycle Requested: ☒
Off-Cycle Provided: ☒
EIS NO: 95000521
Name of Applicant: ANJANI KUMAR

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

Advanced Claims - India: Step 1 (Approver Overview)

Previous Next

☒ Request validation is successful

1 2 3
Approver Overview Review Complete

Approver Search

Employee Number: 00000000
Reference Number:
Reimbursement Type: - All -
Request Type: - All -
Creation Date: 01.01.1800 31.12.9999

Display Records

Approver Overview

Set Approve Status Set Reject Status Display Request Edit Request Print Request Reset

Em...	Employee Number	Reimbursement Ty...	Reference Number	Creation Date	Requested Value	Approved Value	Currency / Unit ...	Approver Decision	Off-Cycle Provid...	Multiple Line
ANJ...	95000521	Mobile Reimburse...	Advance:95000521...	05.08.2025	50,000.00	50,000.00	INR	Approve	X	

Advanced Claims - India: Step 2 (Review)

Previous Next

1 2 3
Approver Overview Review Complete

Approved List

Employee Name	Employee Number	Reimbursement Type	Request Type	Creation Date	Requested Value	Approved Value	Currency / Unit ...	Off-Cycle Provi...	Multiple Line	Approver Decis...
ANJANI KUMAR	95000521	Mobile Reimburse...	Advance:95000521...	05.08.2025	50,000.00	50,000.00	INR	X		Approve

Rejected List

No data available

Advanced Claims - India: Step 3 (Complete)

Previous Next

☒ Request 9500052100001 changes are saved successfully

1 2 3
Approver Overview Review Complete

[Goto Overview Screen](#)
[Close Window](#)

C. 2nd Approver

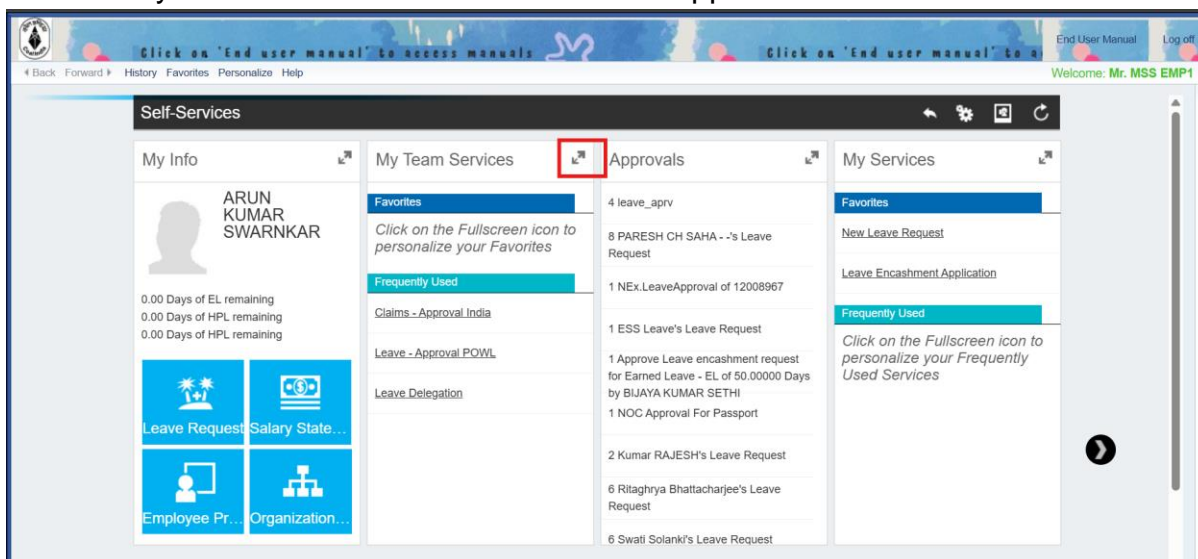
User Manual Of Mobile Reimbursement

1. Log In ESS Portal.



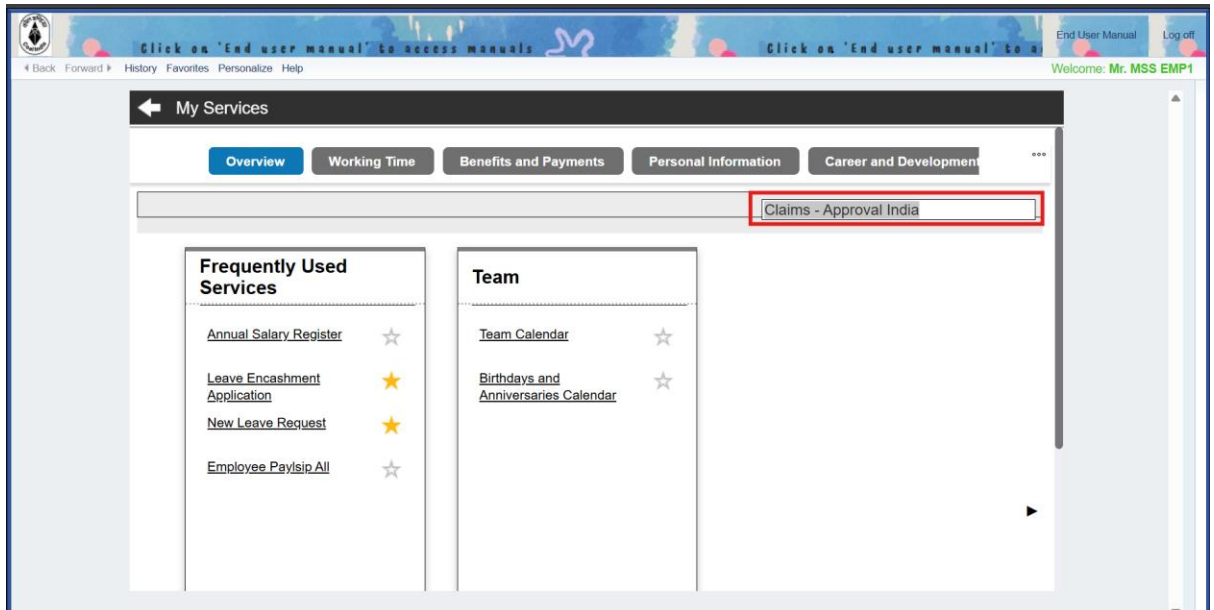
The image shows the login page of the ESS Portal. It features a large white area with a yellow border. At the top left, there is a placeholder for a 'Branding Image'. In the center, there are two input fields: 'User *' and 'Password *'. Below these fields is a 'Log On' button. At the bottom center, there is a copyright notice: 'Copyright © SAP AG. All Rights Reserved.' and the SAP logo is on the bottom right.

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

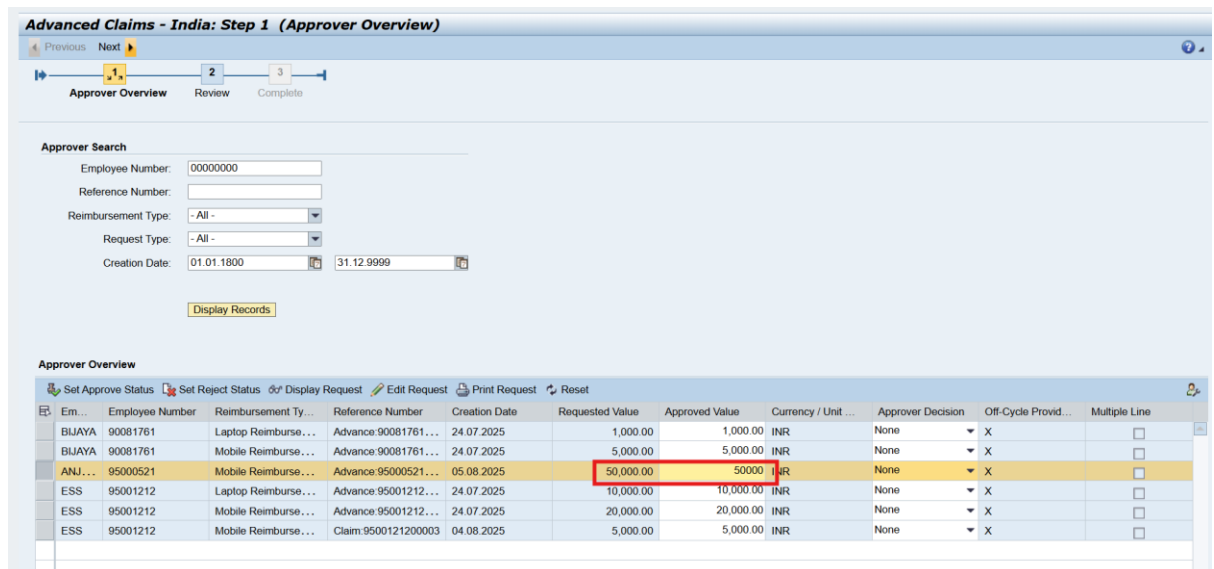


The image shows the ESS Portal dashboard. The top navigation bar includes links for 'Back', 'Forward', 'History', 'Favorites', 'Personalize', and 'Help'. The main content area is divided into four panels: 'My Info', 'My Team Services', 'Approvals', and 'My Services'. The 'My Team Services' panel is highlighted with a red box. The 'Approvals' panel shows a list of leave requests, including '4 leave_aprv', '8 PARESH CH SAHA - 's Leave Request', '1 NEx LeaveApproval of 12008967', '1 ESS Leave's Leave Request', '1 Approve Leave encashment request for Earned Leave - EL of 50.00000 Days by BIJAYA KUMAR SETHI', '1 NOC Approval For Passport', '2 Kumar RAJESH's Leave Request', '6 Ritaghrya Bhattacharjee's Leave Request', and '6 Swati Solanki's Leave Request'.

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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.



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Advanced Claims - India: Step 1 (View)

Previous Next Back Set Status Approve Set Status Reject

1 2 3
Approver Overview View Approver Overview Review Complete

* Authorized Dealer Details*: Hira Mobile Shoppee
* GST No*: JIZPS9705K
* Proforma Invoice no*: HFJE21132
* Proforma Invoice Date*: 01.08.2025
* Proforma Invoice Amount*: 50,000.00
☒ Undertaking of Annexure Y
☒ I Acknowledge & Accept [Terms and Conditions](#)

Comments

Enter Remarks Display Remarks

User Type	User Name	Date	Time	Previous Status	Current Status	Remarks
Employee	ANJANI	05.08.2025	131553	New	To Be Approved	
Approver	VINAY	05.08.2025	134447	To Be Approved	Partially Approved	

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)	Invalid
Delete	0000	Orange Cap - Steps to upload C...	PDF	0	<input type="checkbox"/>

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

Advanced Claims - India: Step 1 (Approver Overview)

Previous Next

Request validation is successful

1 2 3
Approver Overview Review Complete

Approver Search

Employee Number: 00000000
Reference Number:
Reimbursement Type: - All -
Request Type: - All -
Creation Date: 01.01.1800 31.12.9999

Display Records

Approver Overview

Set Approve Status Set Reject Status Display Request Edit Request Print Request Reset

Em...	Employee Number	Reimbursement Ty...	Reference Number	Creation Date	Requested Value	Approved Value	Currency / Unit ...	Approver Decision	Off-Cycle Provid...	Multiple Line
BIJAYA	90081761	Laptop Reimburse...	Advance 90081761...	24.07.2025	1,000.00	1,000.00	INR	None	X	<input type="checkbox"/>
BIJAYA	90081761	Mobile Reimburse...	Advance 90081761...	24.07.2025	5,000.00	5,000.00	INR	None	X	<input type="checkbox"/>
ANJ...	95000521	Mobile Reimburse...	Advance 95000521...	05.08.2025	50,000.00	45,000.00	INR	Approve	X	<input type="checkbox"/>
ESS	95001212	Laptop Reimburse...	Advance 95001212...	24.07.2025	10,000.00	10,000.00	INR	None	X	<input type="checkbox"/>
ESS	95001212	Mobile Reimburse...	Advance 95001212...	24.07.2025	20,000.00	20,000.00	INR	None	X	<input type="checkbox"/>
ESS	95001212	Mobile Reimburse...	Claim 9500121200003	04.08.2025	5,000.00	5,000.00	INR	None	X	<input type="checkbox"/>

Advanced Claims - India: Step 2 (Review)

Previous Next

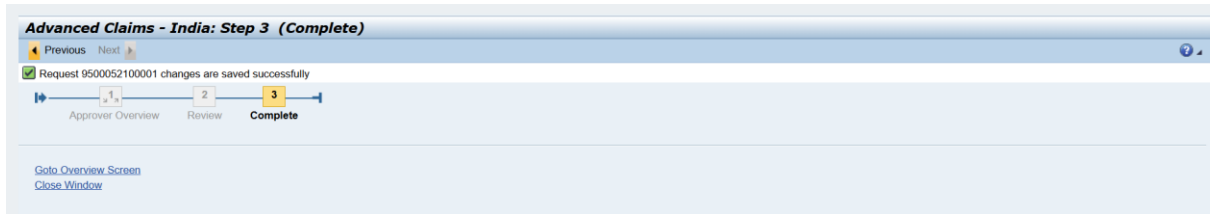
1 2 3
Approver Overview Review Complete

Approved List

Employee Name	Employee Number	Reimbursement Type	Request Type	Creation Date	Requested Value	Approved Value	Currency / Unit...	Off-Cycle Provi...	Multiple Line	Approver Decis...
ANJANI KUMAR...	95000521	Mobile Reimburse...	Advance 95000521...	05.08.2025	50,000.00	45,000.00	INR	X		Approve

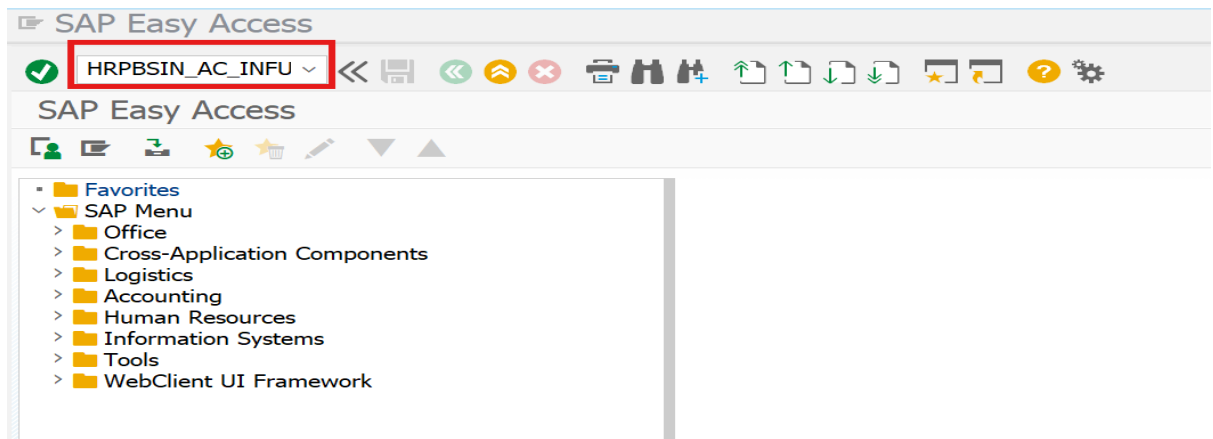
Rejected List

User Manual Of Mobile Reimbursement

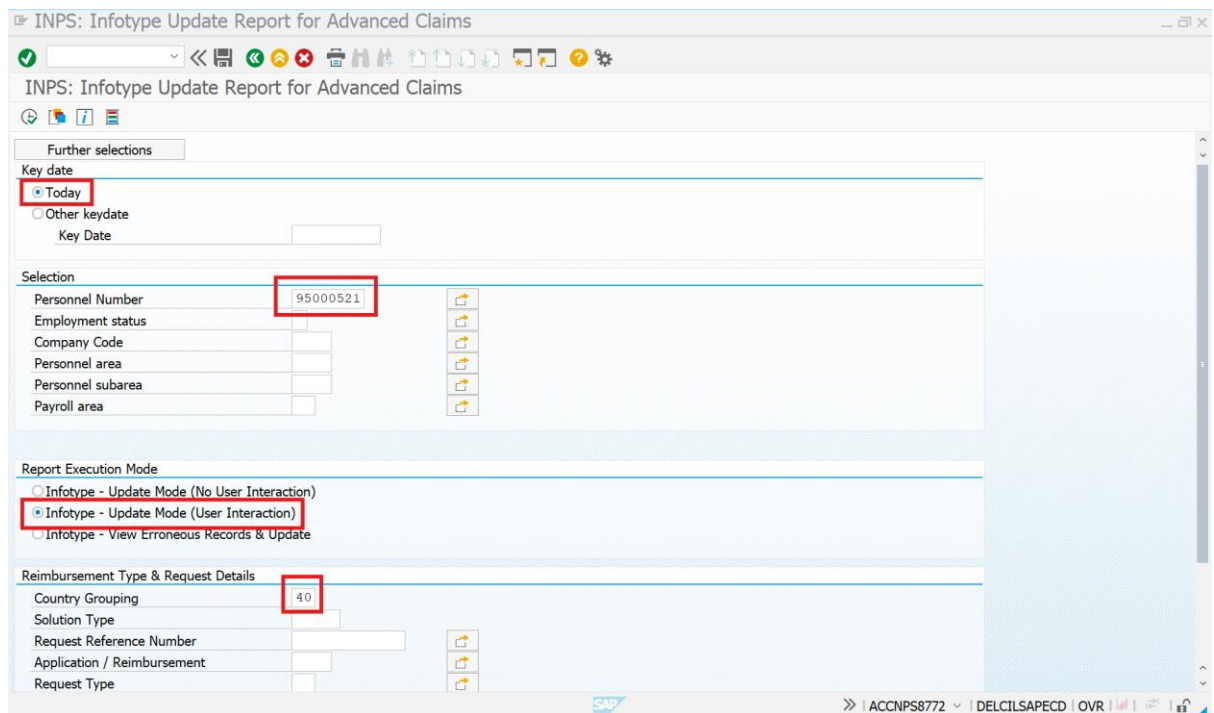


D. Go To SAP GUI.

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.



User Manual Of Mobile Reimbursement

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
9500052100001	ANJANI KUMAR .	Y1E7	E7-Y City-AGM - Exe	ZMOB	Mobile Reimbursement	AD	Advance	Approved	

Infotype Update - Result of Infotype Updation

Infotype Update - Result of Infotype Updation

Status	Reference Number	Personnel Number	Employee Name	Reimb / App Text	Request Type Text	LTC Scheme	Information Text
✓	9500052100001	95000521	ANJANI KUMAR .	Mobile Reimbursement	Advance		Infotype(s) Updated Successfully

4. Check data of IT0267

Personnel no. 95000521

Name ANJANI KUMAR .

Pers.area 2P00 CHQ

EE group E Executives

Subarea 2P01

WS rule 930FXSAT

CoCode BCCL Bharat C...

AHQ CHQ

GEN_9.30AM_SAT_HA...

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 Additional Off-Cycle Payments STy 2625 Mobile Advance

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Personnel No	95000521	Name	ANJANI KUMAR .
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	2625 Mobile Advance
Amount	50,000.00 INR
Number/unit	0.00
Payment date	05.08.2025
Assignment Number	9500052100001
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

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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

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

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SAP

User Manual Of Mobile Reimbursement

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

The image displays two screenshots of a mobile application interface, likely for a corporate portal.

Top Screenshot: Self-Services Dashboard

- The dashboard is titled "Self-Services" and features a navigation bar with tabs: "My Info", "My Services", "Approvals", and "My Team Services".
- The "My Services" tab is highlighted with a red box.
- Under "My Services", there is a "Favorites" section with a link to "Claims Submission/Reimbursement - India".
- Below "Favorites" are links for "Create Travel Request" and "New Leave Request".
- A "Frequently Used" section contains a note: "Click on the Fullscreen icon to personalize your Frequently Used Services".
- The "Approvals" tab shows a list of requests: "1 vv test VV test's Leave Request", "2 Female Leave Test's Leave Request", and "1 NEX.LeaveApproval of 58001285".
- The "My Team Services" tab shows a "Favorites" section with links to "Leave - Approval POWL" and "Leave Encashment - Approval India", and a "Frequently Used" section with a link to "Claims - Approval India".

Bottom Screenshot: My Services Screen

- The screen is titled "My Services" and features a navigation bar with tabs: "Overview", "Working Time", "Benefits and Payments", "Personal Information", and "Career and Development".
- The "Overview" tab is selected.
- A search bar is present, containing the text "Claims Submission/Reimbursement - I", which is highlighted with a red box.
- Below the search bar, there are two main sections: "Frequently Used Services" and "Team".
- The "Frequently Used Services" section lists several services with star ratings: "Claims Submission/Reimbursement - India" (5 stars), "Traveler Work Center" (1 star), "Create Travel Request" (5 stars), "Create Travel Plan" (1 star), and "Leave Encashment Application" (1 star).
- The "Team" section lists "Team Calendar" (1 star) and "Birthdays and Anniversaries Calendar" (1 star).

- [illegible]

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

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

PreviousNext

123

DetailsReviewSubmit

* 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

* Permanent 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

* Estimated Cost of the Device: 50000

* Name of Manufacturer/Dealer/Vendor: HIRAMOBILE SHOP

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

PreviousNext

123

DetailsReviewSubmit

* 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 (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.

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 res.

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 RemarksDisplay Remarks

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

Click on 'End user manual' to access manuals

Click on 'End user manual' to a

End User ManualLog off

BackForwardHistoryFavoritesPersonalizeHelp

Welcome: Pushant Sonkusare Accenture

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

PreviousNext

123

DetailsReviewSubmit

☒ I Acknowledge & Accept Terms and Conditions

Comments

Enter RemarksDisplay Remarks

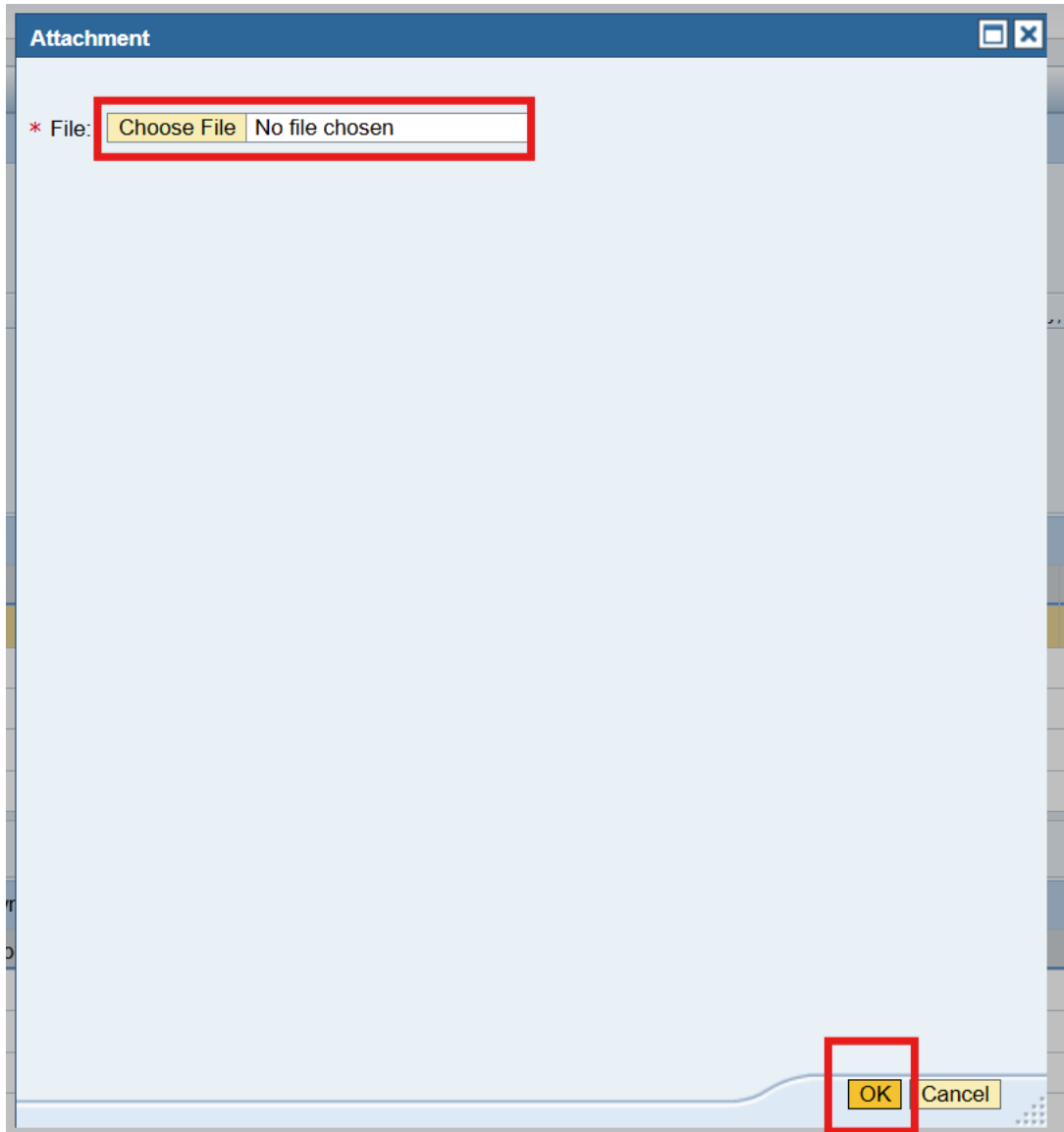
User Type	User Name	Date	Time	Previous Status	Current Status
Employee	MOBILE	05.08.2025	151641		

Attachments (Max Size limit of Attachment is 800KB)

Attachment at: Request LevelUploadDownload

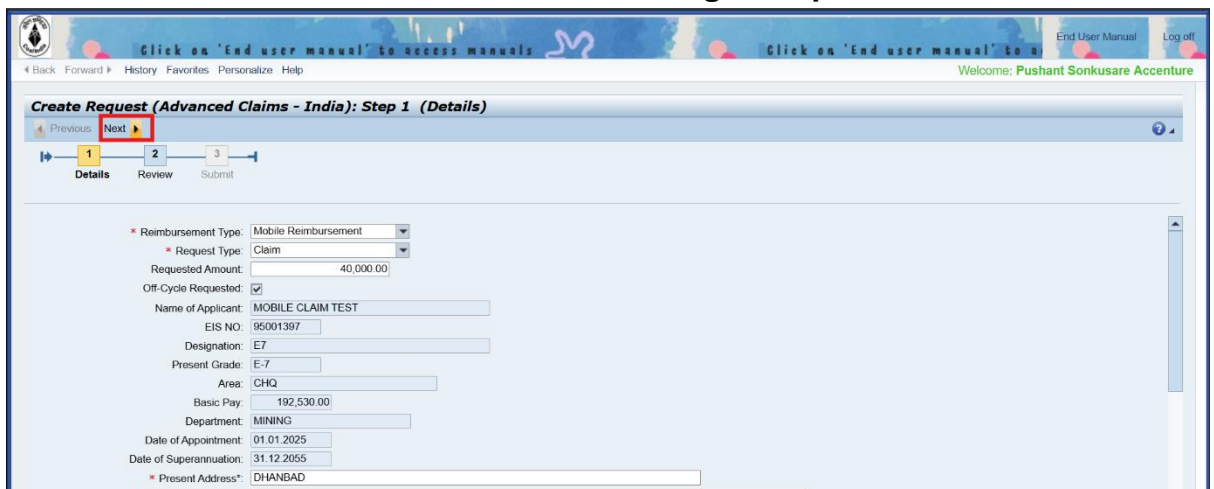
Actions	Line Number	File Name	File Extension	Attachment File Size (in KB)
No data available				

User Manual Of Mobile Reimbursement



The image shows a standard Windows-style 'Attachment' dialog box. It has a title bar with the word 'Attachment' and window control buttons. The main area is light blue. At the top, there is a label '* File:' followed by a text box containing 'Choose File' and 'No file chosen'. At the bottom right, there are two buttons: 'OK' and 'Cancel'. Both the 'Choose File' text and the 'OK' button are highlighted with red rectangular boxes.

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



The image shows a web application interface for creating a request. The title bar says 'Create Request (Advanced Claims - India): Step 1 (Details)'. Below the title bar, there is a navigation bar with 'Previous' and 'Next' buttons. The 'Next' button is highlighted with a red box. Below the navigation bar, there is a progress bar with three steps: '1 Details', '2 Review', and '3 Submit'. The '1 Details' step is currently active. The main form area contains various fields for entering request details. The fields are organized into a form with labels and input areas. The fields are: Reimbursement Type (Mobile Reimbursement), Request Type (Claim), Requested Amount (40,000.00), Off-Cycle Requested (checked), 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), and Permanent Address (DHANBAD).

User Manual Of Mobile Reimbursement

Create Request (Advanced Claims - India): Step 3 (Submit)

Previous Next

Request validation is successful
Request created successfully. Request number: 9500139700001.
Refresh the Overview screen to view your request

1 2 3
Details Review Submit

B. 1ST Approver

1. Log In ESS Portal.

Branding Image

User *

Password *

Log On

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SAP

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

Click on 'End user manual' to access manuals

End User Manual Log off

Welcome: Mr. MSS EMP2

Self-Services

My Services

Favorites

New Leave Request

Perks / Allowances

Frequently Used

Click on the Fullscreen icon to personalize your Frequently Used Services

My Info

VINAY SHANKAR MAHARAJ

No data

Leave Request Salary State ...

Employee Pr... Organization...

Approvals

2 Approve trip of PARESH CH SAHA - -

6 leave_aprv

6 PARESH CH SAHA - -'s Leave Request

2 Approve trip of Upkeep Test

1 Approve Leave encashment request for Earned Leave - EL of 5.00000 Days by BIJAYA KUMAR SETHI

2 BIJAYA KUMAR SETHI's Leave Request

2 ESS SL's Leave Request

1 Approve Leave encashment request for Earned Leave - EL of 5.00000 Days by ESS MSS

1 Approval for Claims and Advance

My Team Services

Favorites

Frequently Used

Claims - Approval India

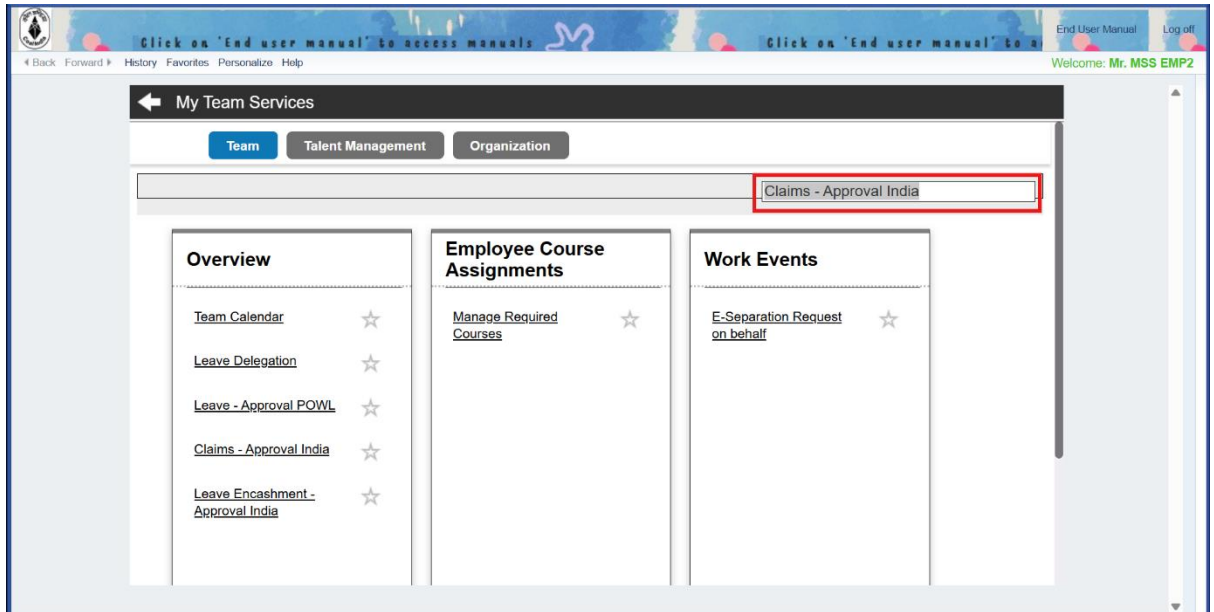
Leave - Approval POWL

Leave Delegation

KPI Monitor

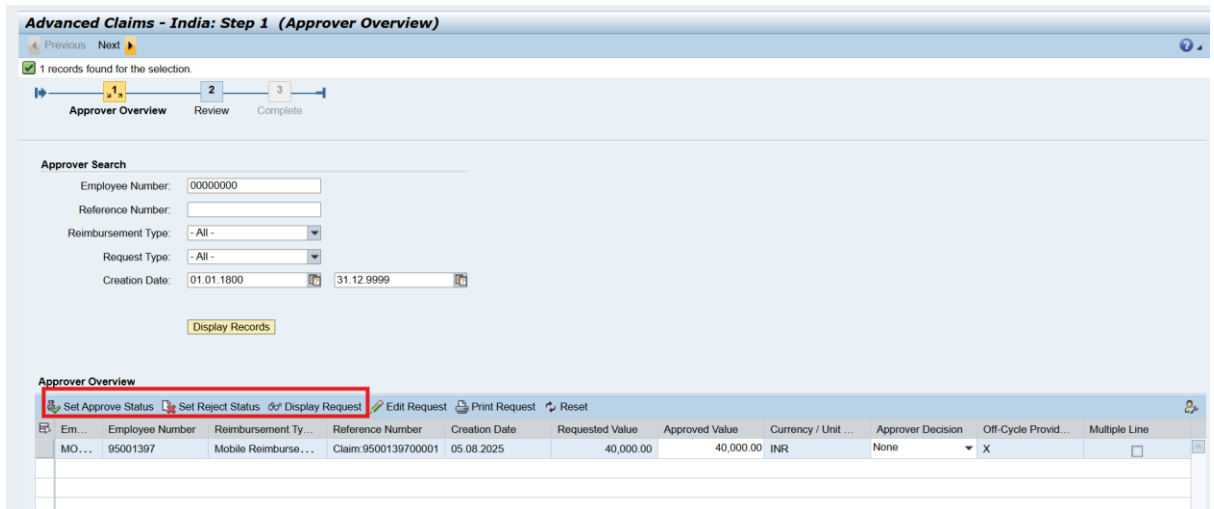
Search

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

Advanced Claims - India: Step 1 (View)

Previous Next Back Set Status Approve Set Status Reject

1 2 3

Approver Overview View Approver Overview Review Complete

* Authorized Dealer Details*: SAMSUNG
* GST No.*: JIZPS9705K
Proforma Invoice no.:
* Proforma Invoice Date*: 01.08.2025
Proforma Invoice Amount: 0.00

☒ Undertaking of Annexure Y

☒ I Acknowledge & Accept Terms and Conditions

Comments

Enter Remarks Display Remarks

User Type	User Name	Date	Time	Previous Status	Current Status	Remarks
Employee	MOBILE	05.08.2025	155043	New	To Be Approved	

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)	Invalid
Delete	0000	CRN9606320759.pdf	.PDF	0	<input type="checkbox"/>

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

Advanced Claims - India: Step 1 (Approver Overview)

Previous Next

1 2 3

Approver Overview Review Complete

Approver Search

Employee Number: 00000000
Reference Number:
Reimbursement Type: - All -
Request Type: - All -
Creation Date: 01.01.1800 31.12.9999

Display Records

Approver Overview

Set Approve Status Set Reject Status Display Request Edit Request Print Request Reset

Em...	Employee Number	Reimbursement Ty...	Reference Number	Creation Date	Requested Value	Approved Value	Currency / Unit ...	Approver Decision	Off-Cycle Provid...	Multiple Line
MO...	95001397	Mobile Reimburse...	Claim:9500139700001	05.08.2025	40,000.00	40,000.00	INR	Approve	X	<input type="checkbox"/>

Advanced Claims - India: Step 2 (Review)

Previous Next

1 2 3

Approver Overview Review Complete

Approved List

Employee Name	Employee Number	Reimbursement Type	Request Type	Creation Date	Requested Value	Approved Value	Currency / Uni...	Off-Cycle Prov...	Multiple Line	Approver Dec...
MOBILE CLAIM TEST	95001397	Mobile Reimburse...	Claim:9500139700...	05.08.2025	40,000.00	40,000.00	INR	X		Approve

Attachments

Attachment at: Request Level Upload Download

Actions	Line Number	File Name	File Extension	Attachment File Size (in KB)	Description of the File Extenti...	Invalid
Delete	0000	CRN9606320759.pdf	.PDF	0	PDF File	<input type="checkbox"/>

Enter Remarks Display Remarks

Advanced Claims - India: Step 3 (Complete)

Previous Next

Request 9500139700001 changes are saved successfully

1 2 3

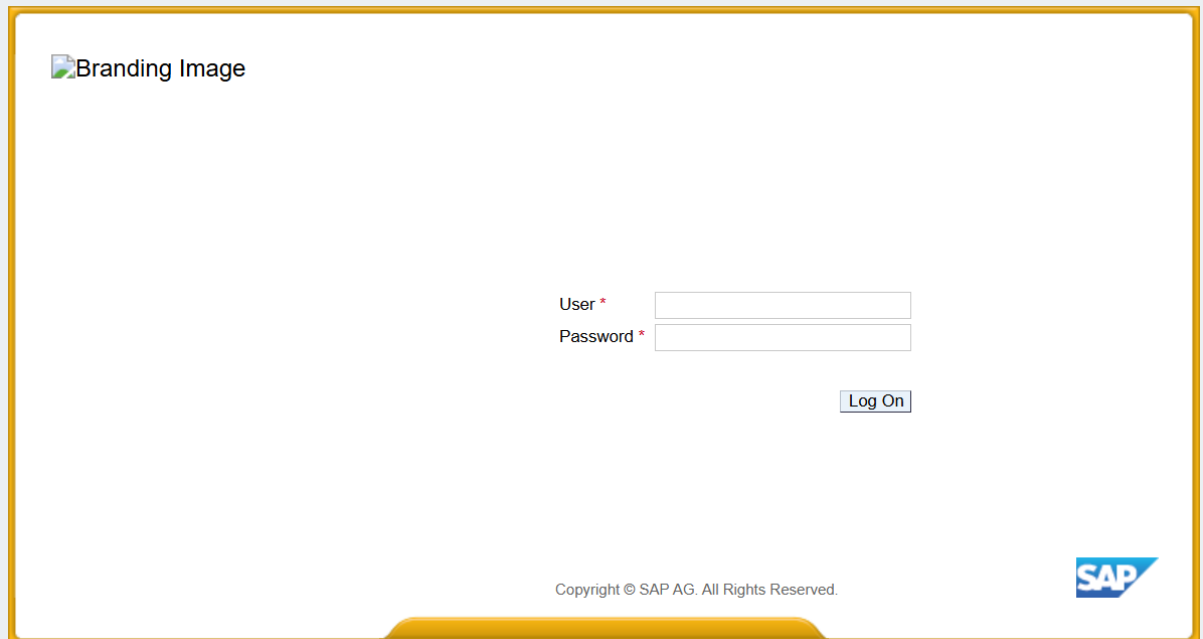
Approver Overview Review Complete

[Goto Overview Screen](#)
[Close Window](#)

User Manual Of Mobile Reimbursement

C. 2nd Approver

1. Log In ESS Portal.



Branding Image

User *

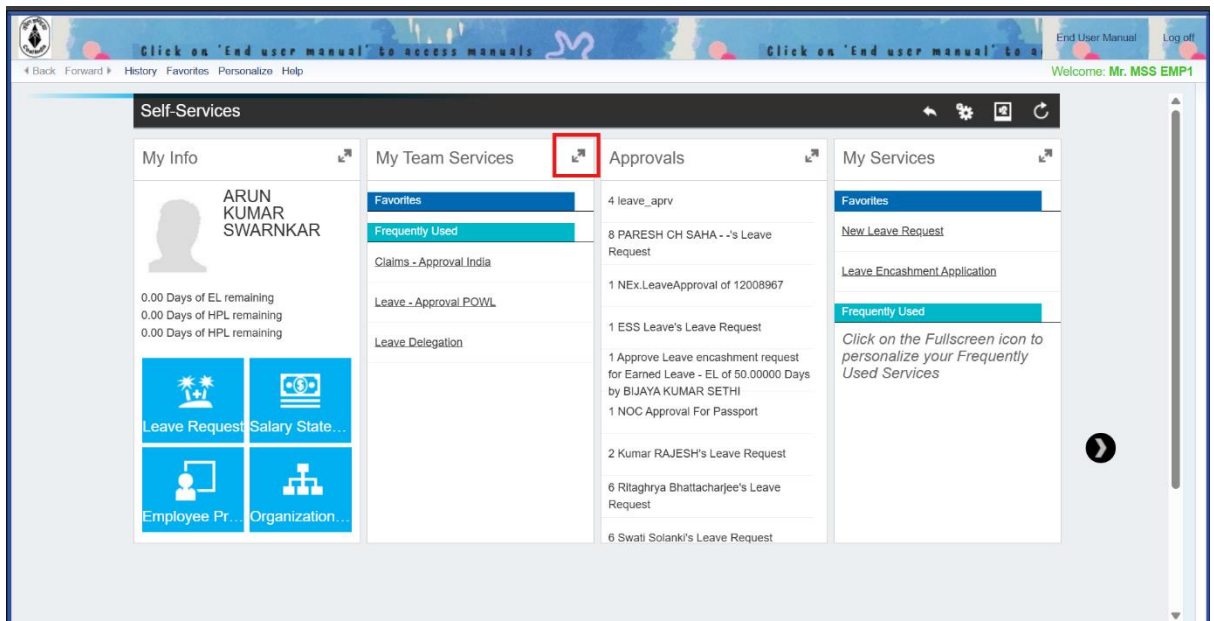
Password *

Log On

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SAP

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



Click on 'End user manual' to access manuals

Click on 'End user manual' to a

End User Manual Log off

Welcome: Mr. MSS EMP1

Self-Services

My Info

ARUN KUMAR SWARNKAR

0.00 Days of EL remaining
0.00 Days of HPL remaining
0.00 Days of HPL remaining

Leave Request Salary State...

Employee Pr... Organization...

My Team Services

Favorites

Frequently Used

Claims - Approval India

Leave - Approval POWL

Leave Delegation

Approvals

4 leave_aprv

8 PARESH CH SAHA - 's Leave Request

1 NEX LeaveApproval of 12008967

1 ESS Leave's Leave Request

1 Approve Leave encashment request for Earned Leave - EL of 50.00000 Days by BIJAYA KUMAR SETHI

1 NOC Approval For Passport

2 Kumar RAJESH's Leave Request

6 Ritaghrya Bhattacharjee's Leave Request

6 Swati Solanki's Leave Request

My Services

Favorites

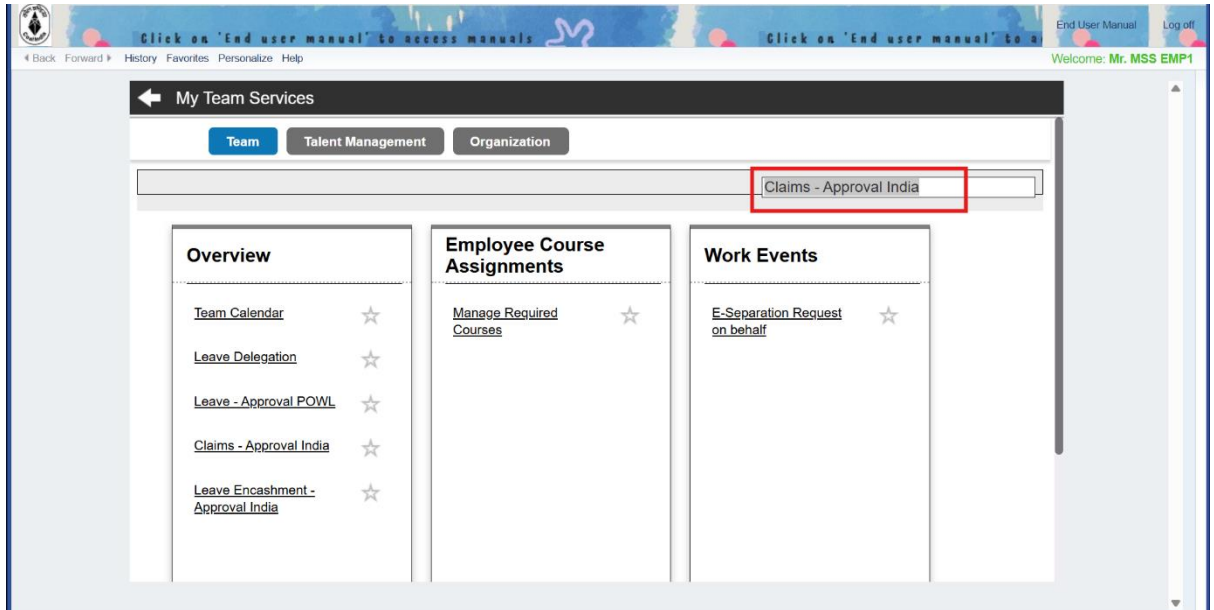
New Leave Request

Leave Encashment Application

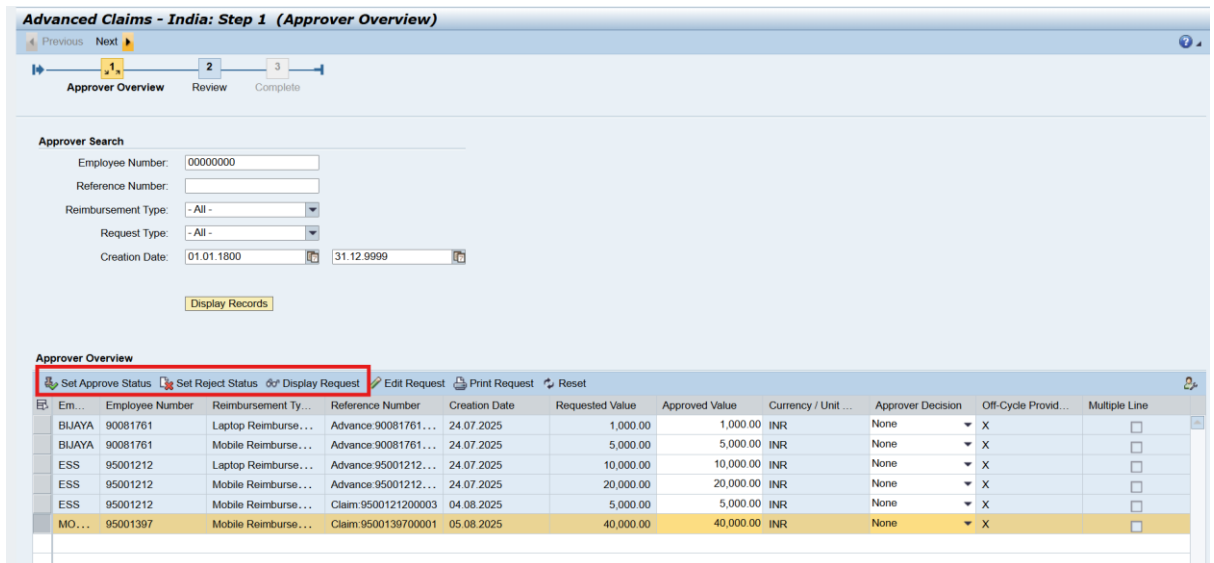
Frequently Used

Click on the Fullscreen icon to personalize your Frequently Used Services

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.



User Manual Of Mobile Reimbursement

Advanced Claims - India: Step 1 (View)

Previous Next Back Set Status Approve Set Status Reject

1 2 3
Approver Overview View Approver Overview Review Complete

* Authorized Dealer Details*: SAMSUNG
* GST No.*: JIZPS9705K
Proforma Invoice no.:
* Proforma Invoice Date*: 01.08.2025
Proforma Invoice Amount: 0.00

☒ Undertaking of Annexure Y

☒ I Acknowledge & Accept [Terms and Conditions](#)

Comments

Enter Remarks Display Remarks

User Type	User Name	Date	Time	Previous Status	Current Status	Remarks
Employee	MOBILE	05.08.2025	155043	New	To Be Approved	
Approver	VINAY	05.08.2025	160103	To Be Approved	Partially Approved	

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)	Invalid
Delete	0000	CRN9606320759.pdf	PDF	0	<input type="checkbox"/>

4. Click on Next-> Then Next to Approve this request.

Advanced Claims - India: Step 1 (Approver Overview)

Previous Next

1 2 3
Approver Overview Review Complete

Approver Search

Employee Number: 00000000
Reference Number:
Reimbursement Type: - All -
Request Type: - All -
Creation Date: 01.01.1800 31.12.9999

Display Records

Approver Overview

Set Approve Status Set Reject Status Display Request Edit Request Print Request Reset

Em...	Employee Number	Reimbursement Ty...	Reference Number	Creation Date	Requested Value	Approved Value	Currency / Unit ...	Approver Decision	Off-Cycle Provid...	Multiple Line
BUJAYA	90081761	Laptop Reimburse...	Advance 90081761...	24.07.2025	1,000.00	1,000.00	INR	None	X	<input type="checkbox"/>
BUJAYA	90081761	Mobile Reimburse...	Advance 90081761...	24.07.2025	5,000.00	5,000.00	INR	None	X	<input type="checkbox"/>
ESS	95001212	Laptop Reimburse...	Advance 95001212...	24.07.2025	10,000.00	10,000.00	INR	None	X	<input type="checkbox"/>
ESS	95001212	Mobile Reimburse...	Advance 95001212...	24.07.2025	20,000.00	20,000.00	INR	None	X	<input type="checkbox"/>
ESS	95001212	Mobile Reimburse...	Claim: 9500121200003	04.08.2025	5,000.00	5,000.00	INR	None	X	<input type="checkbox"/>
MO...	95001397	Mobile Reimburse...	Claim: 9500139700001	05.08.2025	40,000.00	40,000.00	INR	Approve	X	<input type="checkbox"/>

Advanced Claims - India: Step 2 (Review)

Previous Next

1 2 3
Approver Overview Review Complete

Approved List

Employee Name	Employee Number	Reimbursement Type	Request Type	Creation Date	Requested Value	Approved Value	Currency / Uni...	Off-Cycle Prov...	Multiple Line	Approver Deci...
MOBILE CLAIM TEST	95001397	Mobile Reimburse...	Claim: 9500139700...	05.08.2025	40,000.00	40,000.00	INR	X		Approve

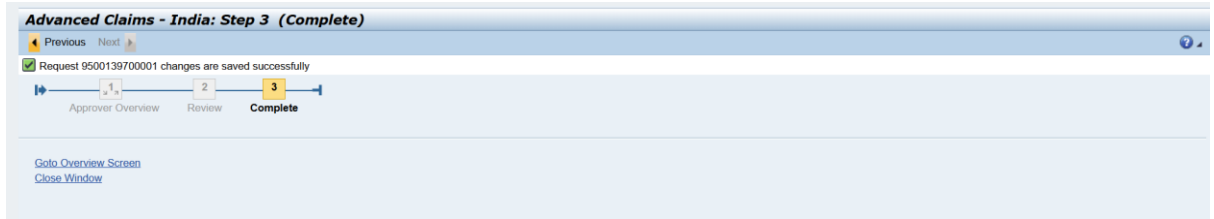
Attachment at: Request Level Upload Download

Actions	Line Number	File Name	File Extension	Attachment File Size (in KB)	Description of the File Extensi...	Invalid
Delete	0000	CRN9606320759.pdf	.PDF	0	PDF File	<input type="checkbox"/>

Enter Remarks Display Remarks

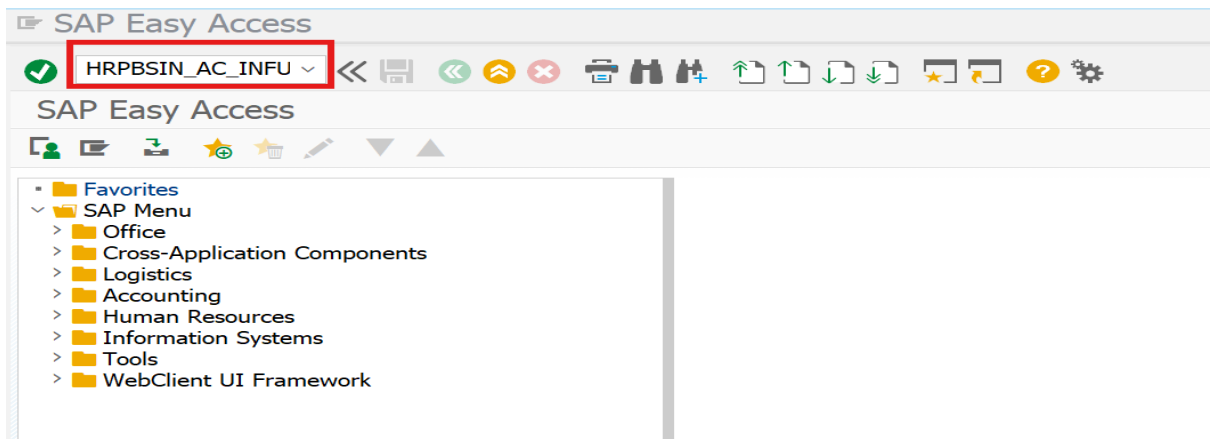
User Type	User Name	Date	Time	Previous Status	Current Status	Remark
Employee	MOBILE	05.08.2025	155043	New	To Be Approved	
Approver	VINAY	05.08.2025	160103	To Be Approved	Partially Approved	

User Manual Of Mobile Reimbursement

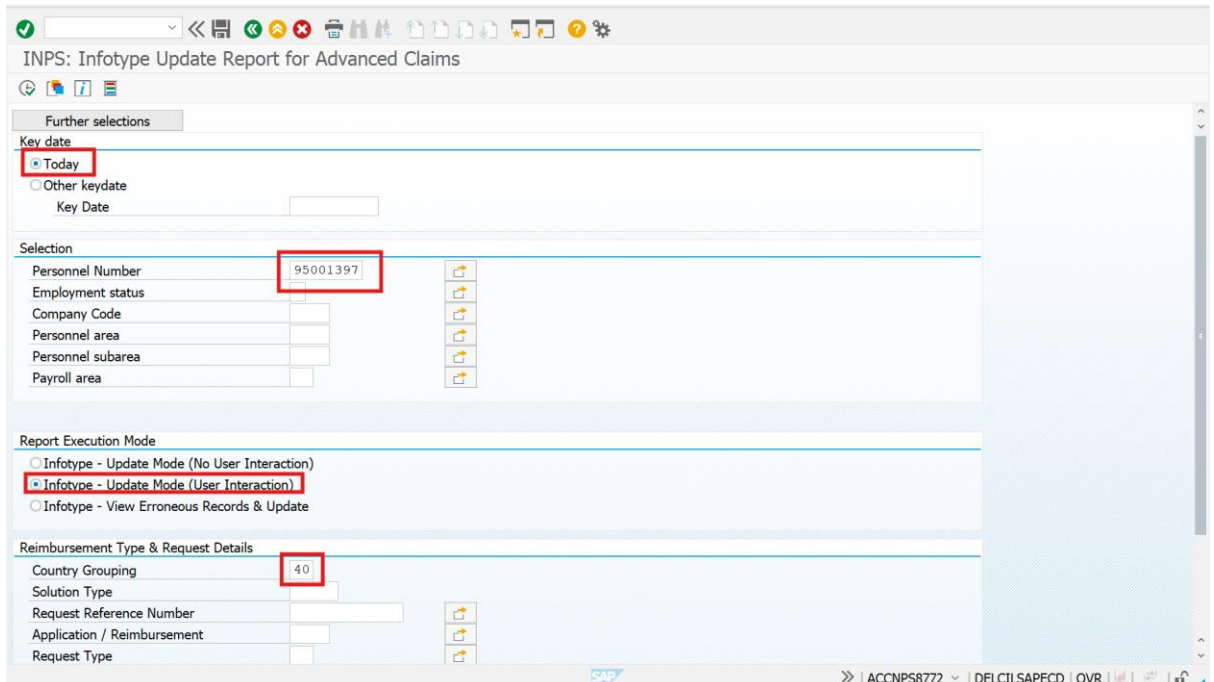


D. Go To SAP GUI.

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



User Manual Of Mobile Reimbursement

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
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... Period

Actions ✓

Organizational Assignment ✓

Personal Data ✓

Additional Personal Data

Addresses ✓

Personal IDs ✓

Contract Elements ✓

Date Specifications ✓

Communication ✓

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.