BENEFITS CLAIM BASED: REPORTS

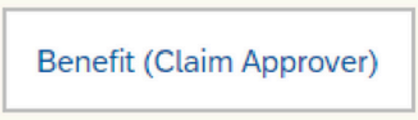
Role: All Roles

This module processes payments of employee's (benefits) claims, subject to Department's final approval.
Prior to SSM, benefit claim based was processed via TAFIS using payment vouches.

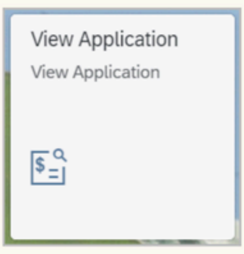
Below are the quick guide for Benefit Claim Based module:

View Application

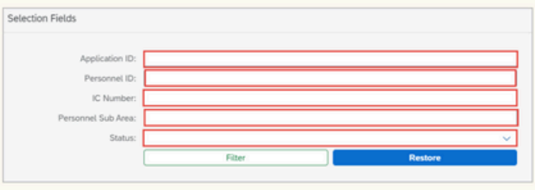
1 Click on **Benefit (Claim Approver)** tab.


Benefit (Claim Approver)

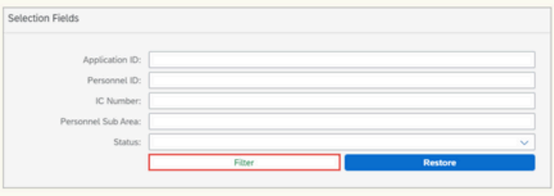
2 Click on **View Application** tile.


View Application
View Application

3 Fill in the **Selection Fields** to filter accordingly or leave it blank.

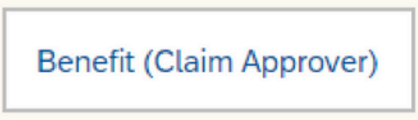

Selection Fields
Application ID:
Personnel ID:
IC Number:
Personnel Sub Area:
Status:
Filter
Restore

4 Click on **Filter** button.

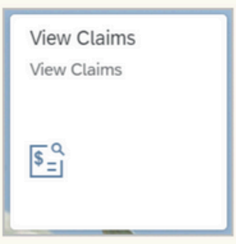

Selection Fields
Application ID:
Personnel ID:
IC Number:
Personnel Sub Area:
Status:
Filter
Restore

View Claims

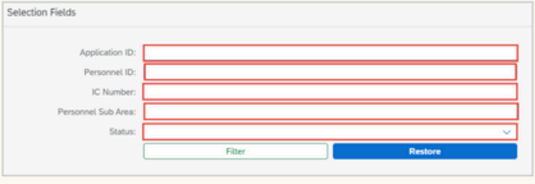
1 Click on **Benefit (Claim Approver)** tab.


Benefit (Claim Approver)

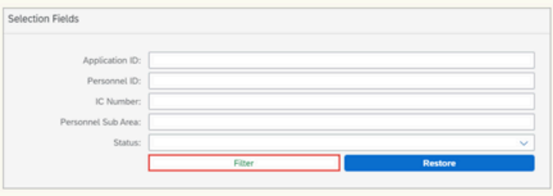
2 Click on **View Claims** tile.


View Claims
View Claims

3 Fill in the **Selection Fields** to filter accordingly or leave it blank.


Selection Fields
Application ID:
Personnel ID:
IC Number:
Personnel Sub Area:
Status:
Filter
Restore

4 Click on **Filter** button.

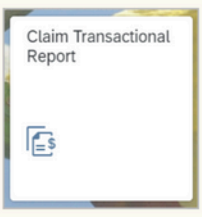

Selection Fields
Application ID:
Personnel ID:
IC Number:
Personnel Sub Area:
Status:
Filter
Restore

BENEFIT CLAIM BASED: GENERATE REPORT

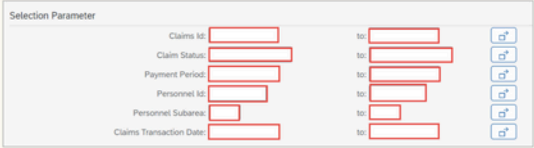
Role: BCB Certifier, Verifier and Approver

Generate Claim Transactional Report

1. Select **Claim Transactional Report** tile



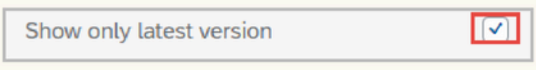
2. Fill in the **Selection Parameter** to filter accordingly or leave it blank.



Selection Parameter

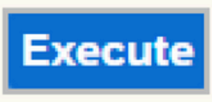
Claims Id: to:
Claim Status: to:
Payment Period: to:
Personnel Id: to:
Personnel Subarea: to:
Claims Transaction Date: to:

3. To check the **latest version**, tick the **Show Only Latest Version** checkbox.

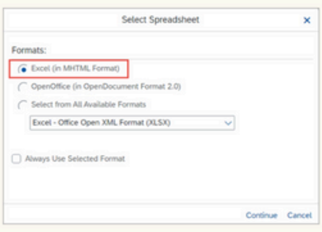


Show only latest version ☑

4. Click on **Execute** button.



5. To download report, click on **Spreadsheet** and **Select Excel.**



Select Spreadsheet ✕

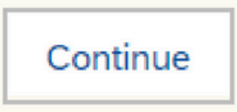
Formats:

● Excel (in MHTML Format)
○ OpenOffice (in OpenDocument Format 2.0)
○ Select from All Available Formats

Excel - Office Open XML Format (XLSX)

☐ Always Use Selected Format

6. Click on the **Continue** button.



Please refer to the **User Guide** for a step-by-step guide. **Benefit Claim Based (BCB) User Guide** is available on **SSM Intra Website**: https://psd.intra.gov.bn/ssm/