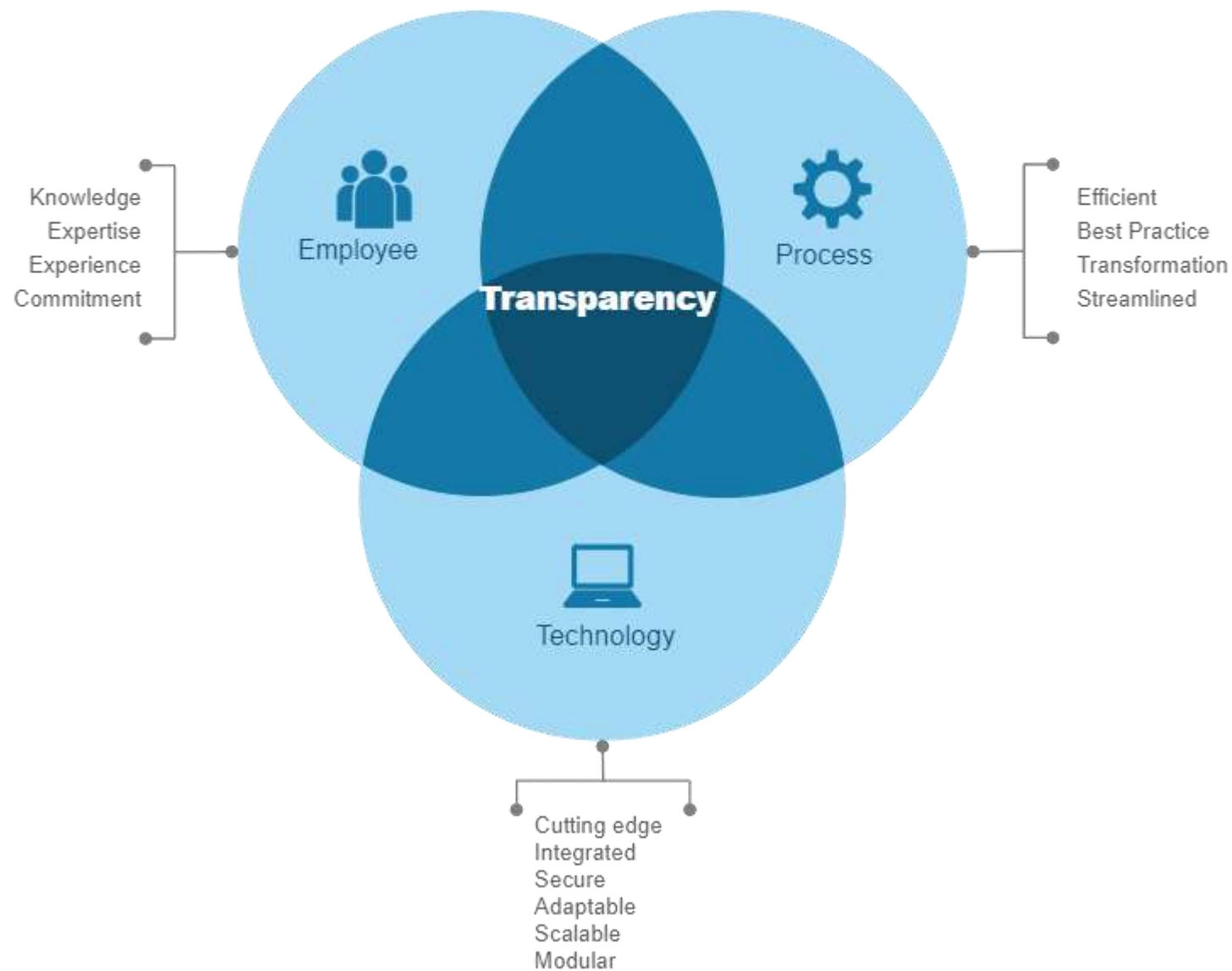




# FinFect for TER - Software tour



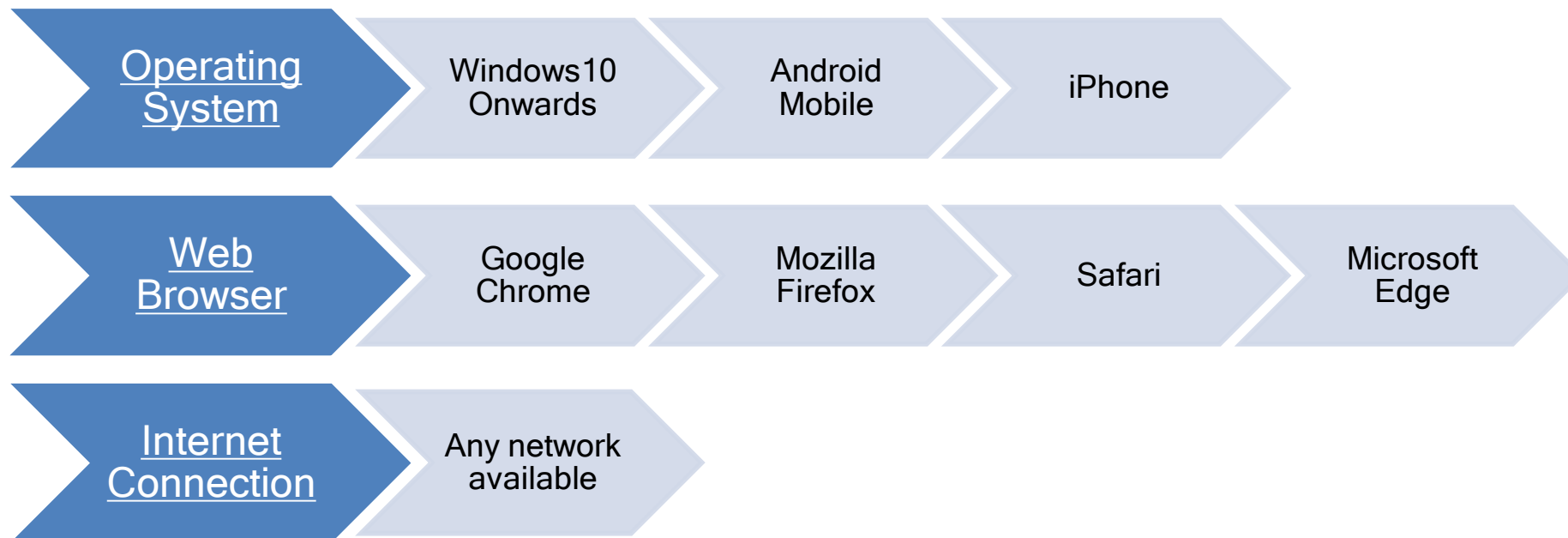
## What is Finfect for TER?

- A software that helps an employee track the current status of his Travel Expense Reimbursement
- Enables the employee to self generate Unique Identification Number (UNID) before sending the TER for processing.

## How Finfect for TER is helpful to you?

- The convenience of knowing what is the current status of your Travel Expense Reimbursement by enabling real time visibility.
- Retrieve Payment advice for any TER that have been paid to you in the past.
- Flexibility of knowing the status of your reimbursement any time, any where, at your convenience.
- No need to call - everything happens with a click of a button.

Login to <https://ter.finfect.biz/>



Once you Login on to <https://ter.finfect.biz/> - you will land on the home page



## Finfect for TER

Welcome to Finfect for TER!!

Generate and track your TER with a few clicks.

Generate

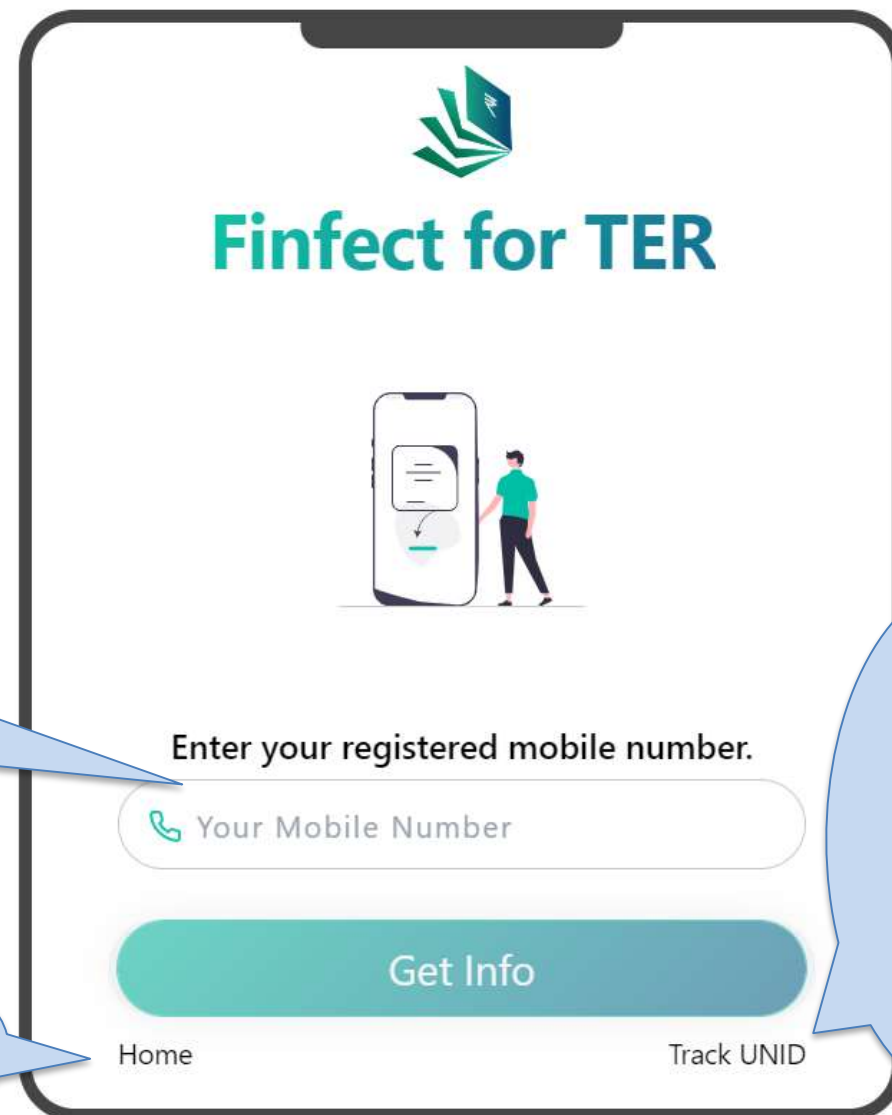
Track

By Clicking you can Generate & Track UNID




1. Enter your mobile no. registered with Frontier.
2. Click "Get Info"

Click here to go  
back to Home  
Page



The screenshot shows the 'Finflect for TER' app interface. At the top is the Finfect logo and the text 'Finflect for TER'. Below this is an illustration of a person standing next to a large smartphone. The main input section has the text 'Enter your registered mobile number.' followed by a text box containing 'Your Mobile Number' with a phone icon on the left. Below the text box is a large teal button labeled 'Get Info'. At the bottom of the screen are two navigation options: 'Home' and 'Track UNID'.


Click  
here to  
go to  
track  
UNID  
page




Employee's Information

Click here and OTP will be shared on your registered Mobile no.

Click here to Change mobile No.




## Finfect for TER



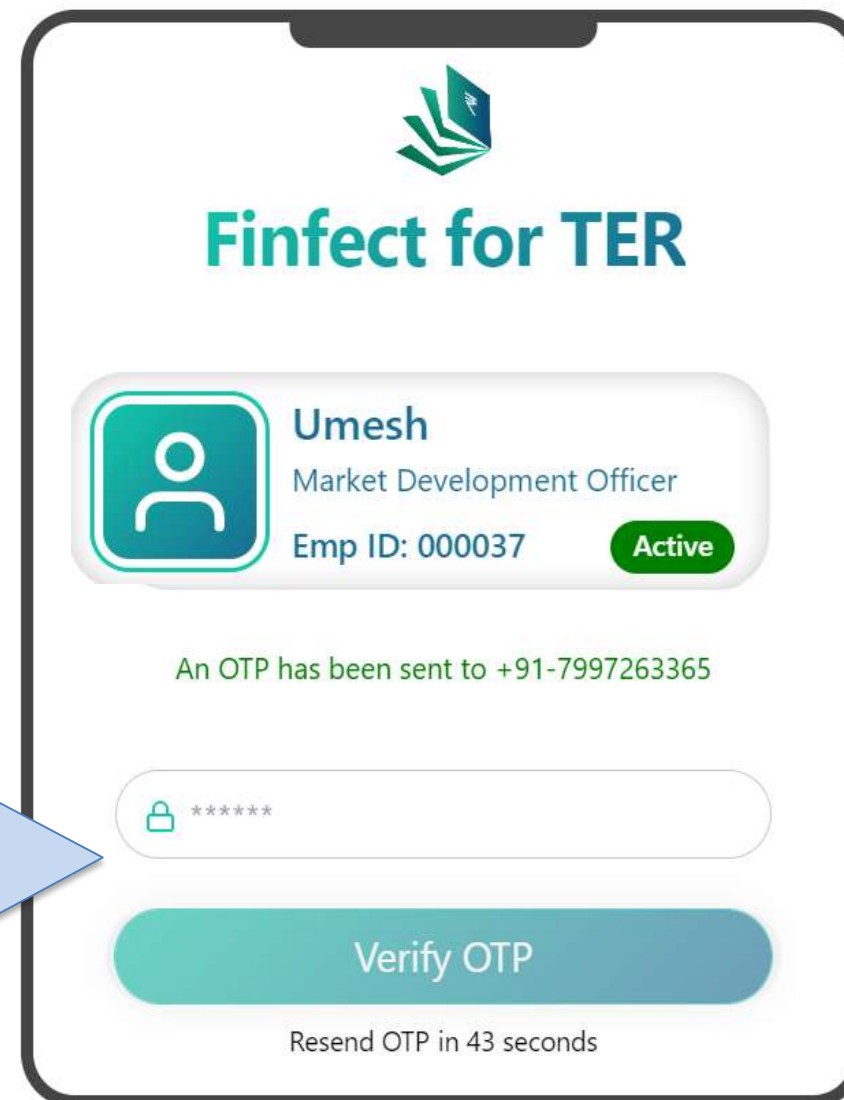
**Umesh**  
Market Development Officer  
Emp ID: 000037 Active

Send OTP

Change  +91-9888627883



1. Enter OTP received on your registered Mobile number.
2. Click Verify OTP button




The image shows a mobile app interface for 'Finfect for TER'. At the top is the Finfect logo. Below it, the text 'Finfect for TER' is displayed. A user profile card shows a teal circular icon with a white person silhouette, the name 'Umesh', the title 'Market Development Officer', and 'Emp ID: 000037'. A green 'Active' button is next to the ID. Below the profile card, a green message states 'An OTP has been sent to +91-7997263365'. There is a text input field with a lock icon and six asterisks. A large teal button labeled 'Verify OTP' is positioned below the input field. At the bottom, it says 'Resend OTP in 43 seconds'.






1. Select Month of TER.
2. Enter Amount not more than 1 lakh.
3. Select TER Pic from saved file or you can click and upload pic from your cell phone.
4. Click on "Generate UNID"




## Finfect for TER




**Umesh**


Market Development Officer

Emp ID: 000037 Active




--select month--





Enter TER Amount

Required



No file chosen

Generate UNID

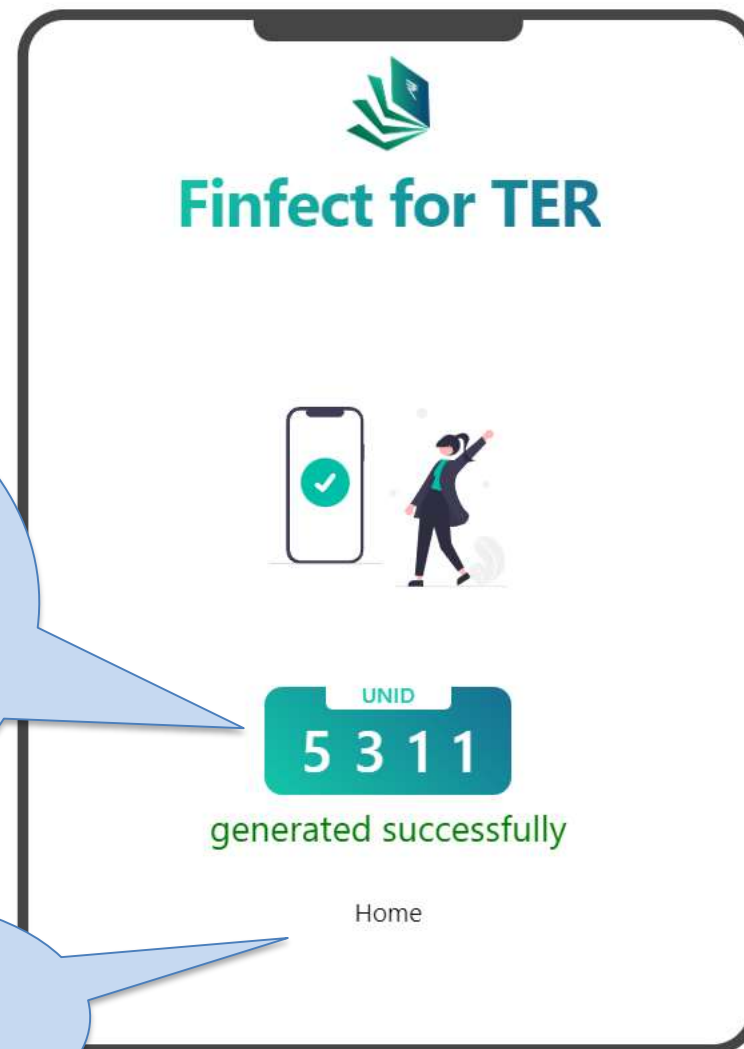
9



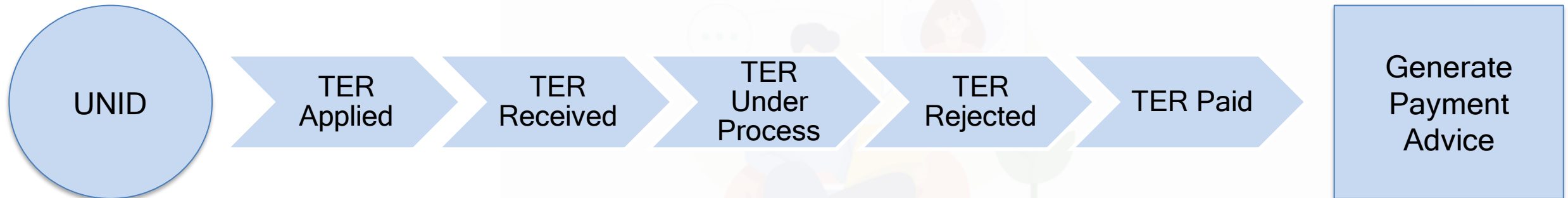
UNID is generated,  
You will also get  
SMS of UNID on  
your registered  
mobile no.

Save this UNID for  
future reference.

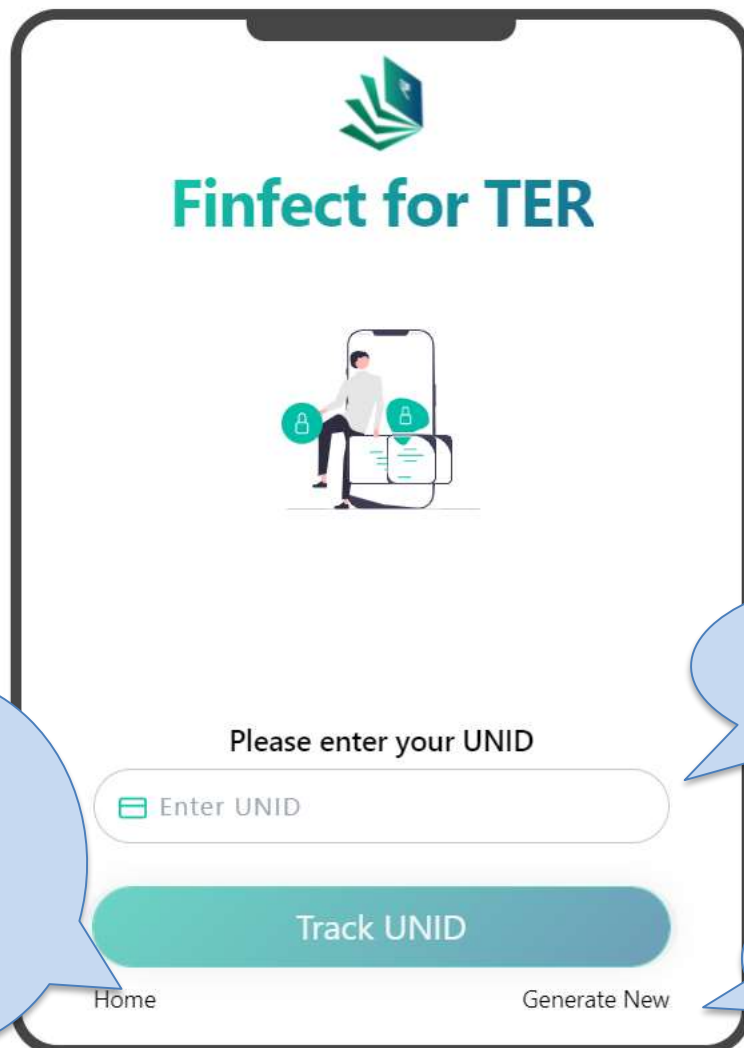
Click to go  
back to  
home page



Track UNID functionality provides tracking information of UNID .Employee's Personal information is masked, If the employee wishes to retrieve detailed information of the UNID the same can be retrieved by clicking "Generate payment Receipt" wherein the information will be shared over his registered email ID. The same has been done to ensure privacy and security of employees' data within Frontiers.



As Per Policy, TER Submitted after specified deadline of 45 days, TER status will be shown Rejected



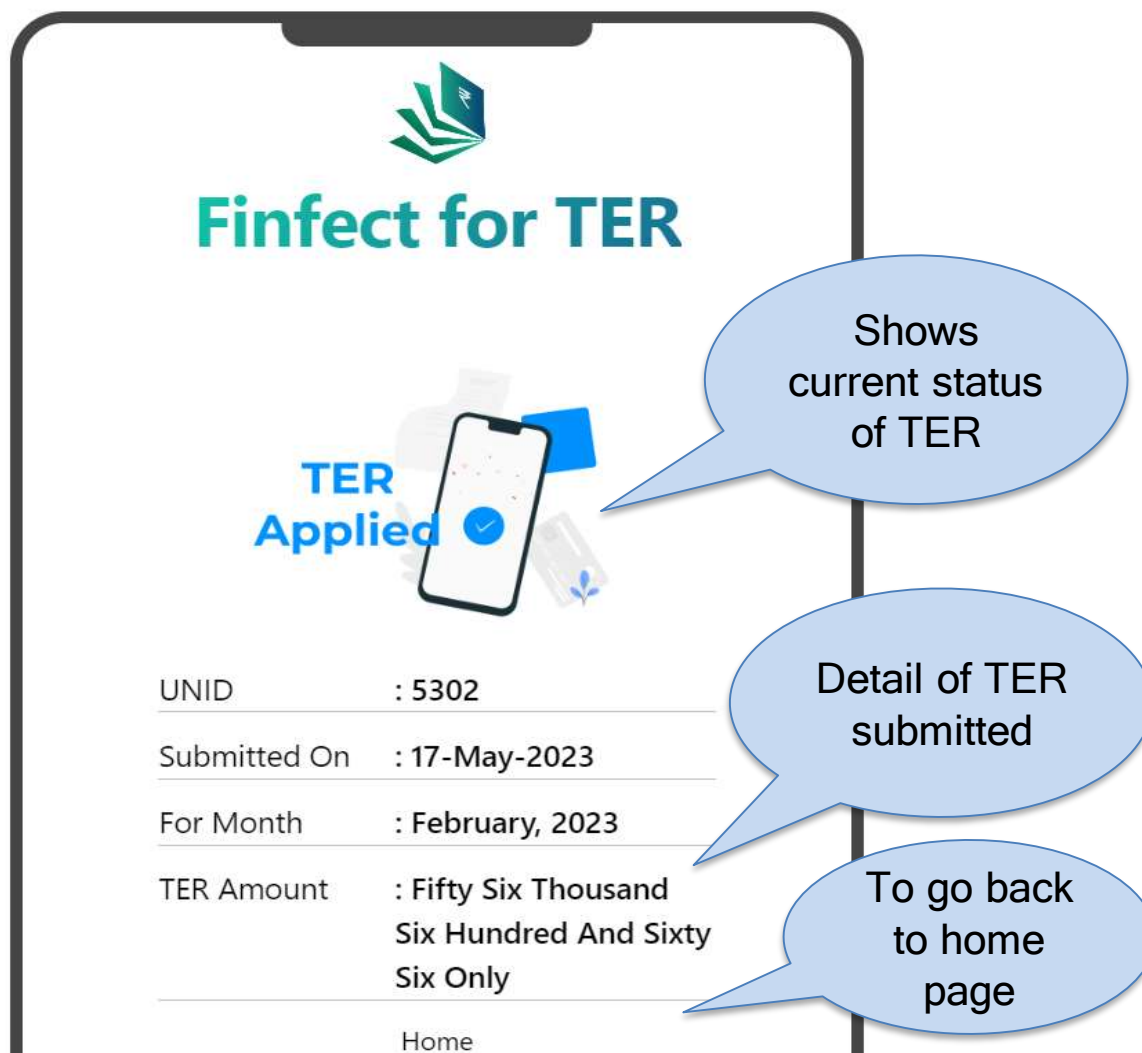
The image shows a mobile app interface for 'Finfect for TER'. At the top is the app's logo, a green stylized 'F' with three horizontal bars. Below the logo is the text 'Finfect for TER' in a bold, teal font. Underneath is an illustration of a person sitting on a large smartphone, with a padlock icon and a document icon. Below this is a text prompt 'Please enter your UNID'. There is a white input field with a green border and a green icon of a document with a checkmark, containing the placeholder text 'Enter UNID'. Below the input field is a large, rounded teal button with the text 'Track UNID' in white. At the bottom of the screen are two small, light blue buttons: 'Home' on the left and 'Generate New' on the right.

Click here to back to Home page

Enter your UNID to track

Click here to generate new UNID





**Finfect for TER**

**TER Applied**

Shows current status of TER

Detail of TER submitted

To go back to home page

UNID	: 5302
Submitted On	: 17-May-2023
For Month	: February, 2023
TER Amount	: Fifty Six Thousand Six Hundred And Sixty Six Only
<a href="#">Home</a>	



\* TER Applied: When you applied TER on portal and TER documents are in transit



## Finfect for TER

TER  
Received



UNID	: 5302
Submitted On	: 17-May-2023
For Month	: February, 2023
TER Amount	: Fifty Six Thousand Six Hundred And Sixty Six Only

[Home](#)


Shows  
current  
status of  
TER

Detail of  
TER

To go  
back to  
home  
page




\*TER Received: When TER documents received at Frontier HO



## Finfect for TER

**TER Under Process**



Shows  
current  
status of  
TER

UNID	: 5303
Submitted On	: 18-May-2023
For Month	: April, 2023
TER Amount	: Six Thousand Six Hundred And Sixty Six Only

[Home](#)

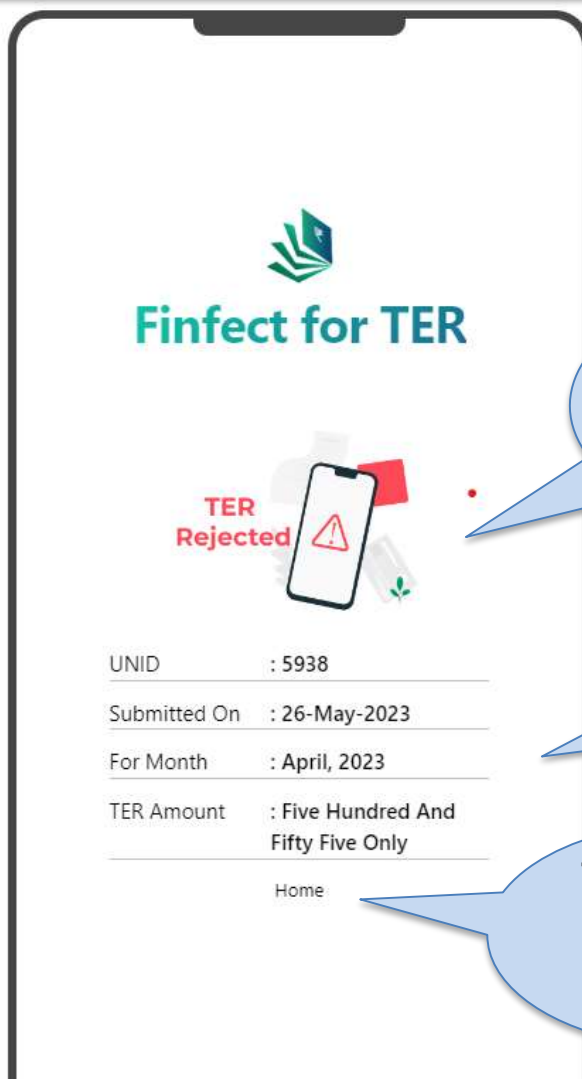
Detail of  
TER

To go back  
to home  
page



**\*TER Under Process :** When TER documents are with concern teams for verification & TER amount disbursal process





Shows  
current  
status of  
TER

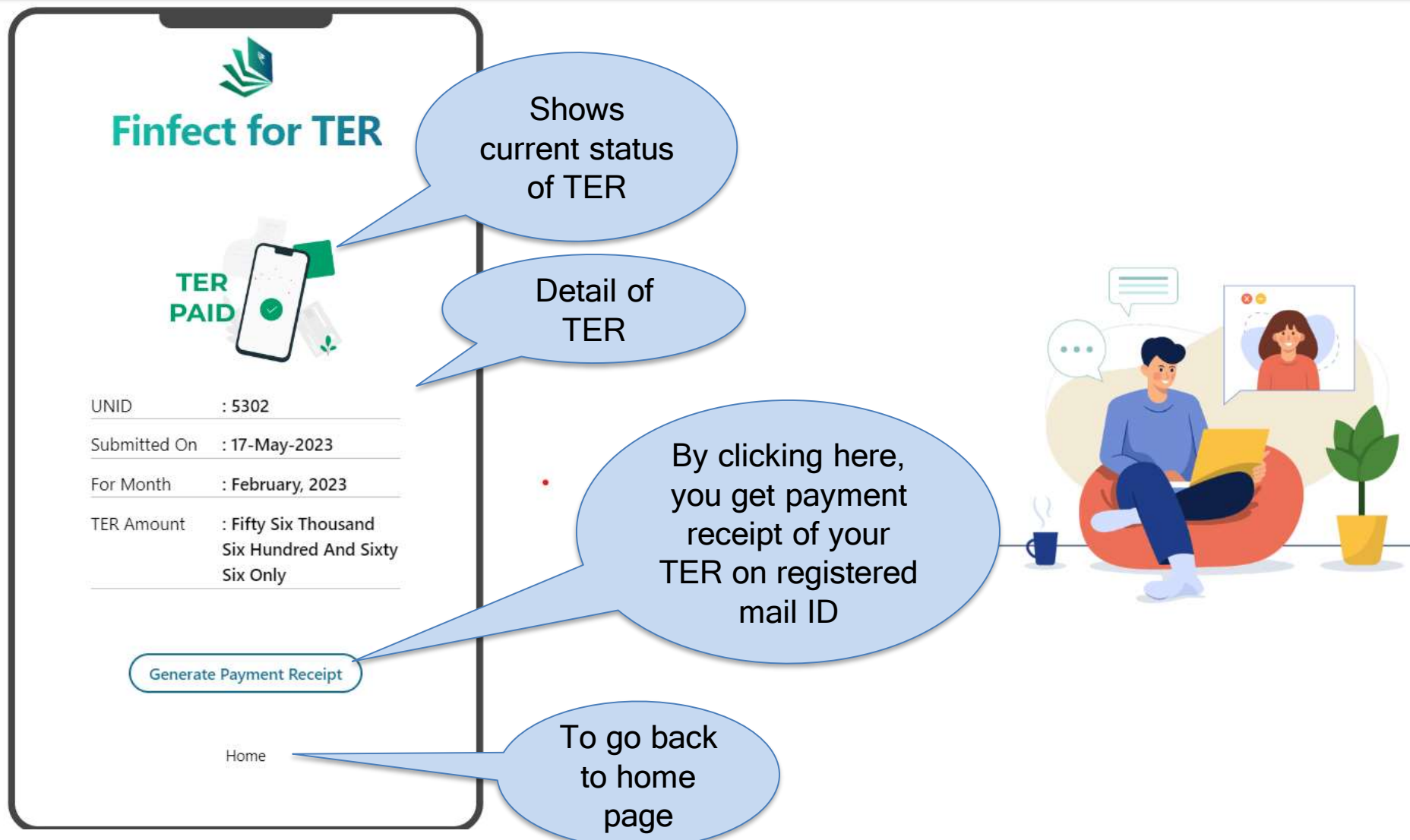
Detail of  
TER

To go back  
to home  
page



\*TER Rejected: When TER documents are Rejected.





**Finfect for TER**

**TER PAID**

Shows current status of TER

Detail of TER

By clicking here, you get payment receipt of your TER on registered mail ID

To go back to home page

UNID	: 5302
Submitted On	: 17-May-2023
For Month	: February, 2023
TER Amount	: Fifty Six Thousand Six Hundred And Sixty Six Only

Generate Payment Receipt

Home

\*TER Paid : When TER amount is disbursed in your account



**Frontier Agrotech Private Limited**  
7A, Madhya Marg, Sector 7C  
Chandigarh 160019

## TER Payment Advice

Employee Code: XXXX  
Employee Name: XXXX  
Employee Bank A/c No: XXXXXXX  
IFSC Code: XXXXX

Bank Ref No.	Payment Date	Currency	Payment Amount
432432	2023-05-16	INR	2500

## Payment Advice Sample

We have remitted payment to your bank account against TER.

S No.	TER UNID	TER Period	TER Claimed	TER Passed	Deduction
1	5273	01-Jan-2023 - 31-Jan-2023	4000	2500	1500

Deduction Remarks if any

## DOs

Generate UNID for each TER shared with Frontier

Enter accurate TER record in software

Record your UNID for future tracking

## DON'Ts

Don't dispatch TER document without generating UNID

Don't share your OTP and other details related to TER with another person.

Don't submit incomplete documents



## Q: What expenses are typically eligible for travel expense reimbursement?

- A: Eligible expenses for travel reimbursement are mentioned in your TER policy which may include Telephone/Mobile, Lodging & boarding, Food without night halt, Fuel, Maintenance, Courier, Internet, Stationary, Transportation/conveyance for meeting incurred during the authorized business trip, as outlined by the organization's travel policy.

## Q: How do I submit my travel expenses for reimbursement?

- A: Below are the steps -
- Fill-in your travel expenses claim form
- Generate TER Unique ID (UNID). Make sure to mention the TER UNID on your claim form
- Enclose / attach all relevant receipts, bills and supporting documentation
- Courier the expense claim format to the Frontier HO for processing the same

## Q: What is the typical timeframe for travel expense reimbursement?

- A: The timeframe for travel expense reimbursement is monthly. The TER should be submitted within 15 days of completion of TER period. For example - TER for May 2023 - the hardcopy of TER should reach Frontier head office by 15th June 2023

## Q: Is there any cut-off after which my TER shall be considered rejected?

- A: Yes, if your TER reaches Frontier Head office after 45 days of the TER period - it is considered rejected. Please note - it must reach the Head office on or before 45 days. Generation of TER UNID within 45 days and hard copy not received at Frontier HO is not considered as a valid reason for processing. The same shall be considered rejected.



## Q: What happens if I am not able to send by TER hardcopy within 15 days?

- A: All TERs received at the head office after 15 days of TER period attract a Rs.200/TER penalty.
- *Fact: 95% to 97% of employees submit their TER within the stipulated time.*

## Q: Will my Late fee of Rs. 200 be deducted from my TER?

- A: Yes, The late fee of Rs. 200/- shall be deducted from the same month's TER that has been sent by you for reimbursement.

## Q: What is the reason for rejection of my reimbursement?

- A: As per Company policy, TER hardcopy received after 45 days of TER period shall be considered rejected.

## Q: How much time does it take to process my TER?

- A: Usually a TER that reaches Frontiers' head office is processed between 4 to 7 working days after receipt of the hard copy TER. For example - if the TER reaches Frontiers' Head office on 2<sup>nd</sup> June it is usually processed by 10<sup>th</sup> - 11<sup>th</sup> June. TERs fall in such a bracket where there is no deduction or clarification required.
- *Fact: 90% of the TERs received at Frontier Head office are processed within 5 working days of receipt*



**Q: I generated my UNID before 45 days, then also my TER is rejected?**

- A: If your TER is received at the Head office after 45 days of TER Period - even if you have generated the UNID for the same - it shall be considered rejected and will not be processed.

**Q. Do I need to mention UNID on the TER courier envelope & document?**

- ⑩A: Yes, it helps to fast track your TER processing. If you do not mention your UNID on the TER document, it will add 2 - 3 days of processing time in your TER. Priority is given to TERs with UNIDs.

**Q: Do I need to provide receipts for all my travel expenses?**

- A: Yes, as a part of our internal policy and government rules, receipts as proof of purchase for travel expenses are compulsory to be attached with the TER. It is important to validate the expenses incurred. It's important to retain and submit all relevant receipts for all your expenses.

**Q: What if I lose a receipt for an eligible travel expense?**

- A: Losing a receipt can be problematic for reimbursement purposes. If you have lost a receipt, check if you can obtain a duplicate copy from the vendor or service provider. However, it's always best to retain original receipts whenever possible. If you are still not able to get the receipt from the vendor, get in touch with the HR department and check with them if something can be done. Not every-time, they will be able to help in such a matter, but you can still check.



Q: Can I claim personal travel expenses during a business trip for reimbursement?

- A: Only expenses directly related to business purposes are eligible for reimbursement. Personal travel expenses, such as, use of petrol and diesel for personal travel, entertainment, or additional days spent for personal reasons, are not reimbursable. It's essential to separate and document business-related expenses separately from personal expenses.

My FinFect for TER is not working what should I do?

- A: Refresh the URL and Re-login to <https://ter.finfect.biz/> . If issue persists, please share mail [itsupport2@frontieragrotech.com](mailto:itsupport2@frontieragrotech.com)

Seamlessly access to your TER information,  
at your fingertips, instantly and with a single click.



X



**Thank you**

