



# **SISTEM SUMBER MANUSIA**

## **User Guide**

### **For Conveyance Loan Verifier**

#### **Conveyance Loan (Maintenance)**

VERSION: 2.0

## INTRODUCTION

This user guide acts as a reference for **Conveyance Loan Verifier (Front End User)** to manage **Conveyance Loan**. All Company and Individual names used in this user guide have been created for guidance on using SSM.

Where possible; user guide developers have attempted to avoid using actual Companies and Individuals; any similarities are coincidental.

Changes and updates to the system may lead to updates to the user guide from time to time.

Should you have any questions or require additional assistance with the user guide materials, please contact the **SSM Help Desk**.

## GLOSSARY

The following acronyms will be used frequently:

Term	Meaning
<b>SSM</b>	Sistem Sumber Manusia
<b>SAP GUI</b>	SAP Graphical User Interface/Back End
<b>FIORI</b>	Front End/Web Portal
<b>ESS</b>	Employee Self Service
<b>MSS</b>	Manager Self Service
<b>CL</b>	Conveyance Loan

## FURTHER ASSISTANCE

Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 238 2227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.

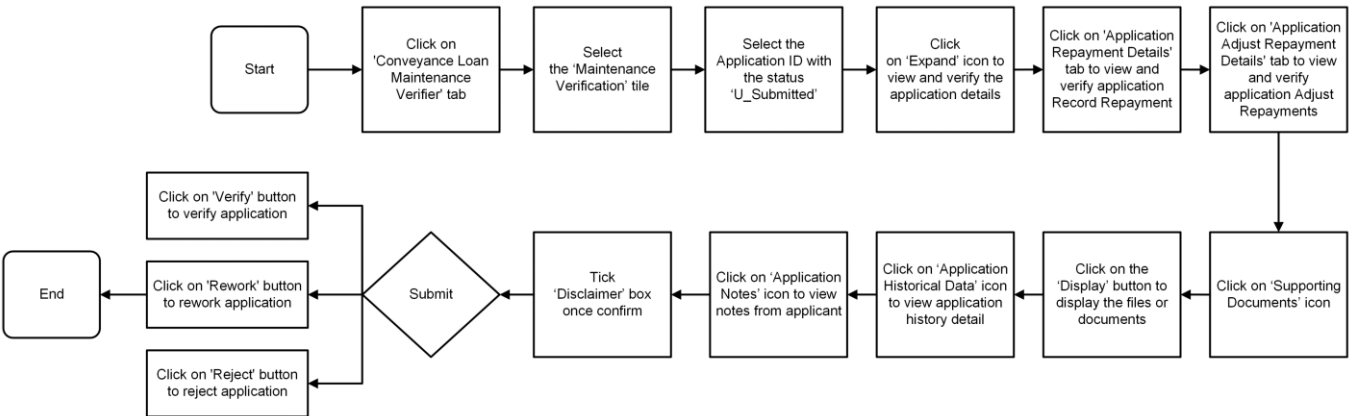
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Process Overview

Maintain Application for Conveyance Loan

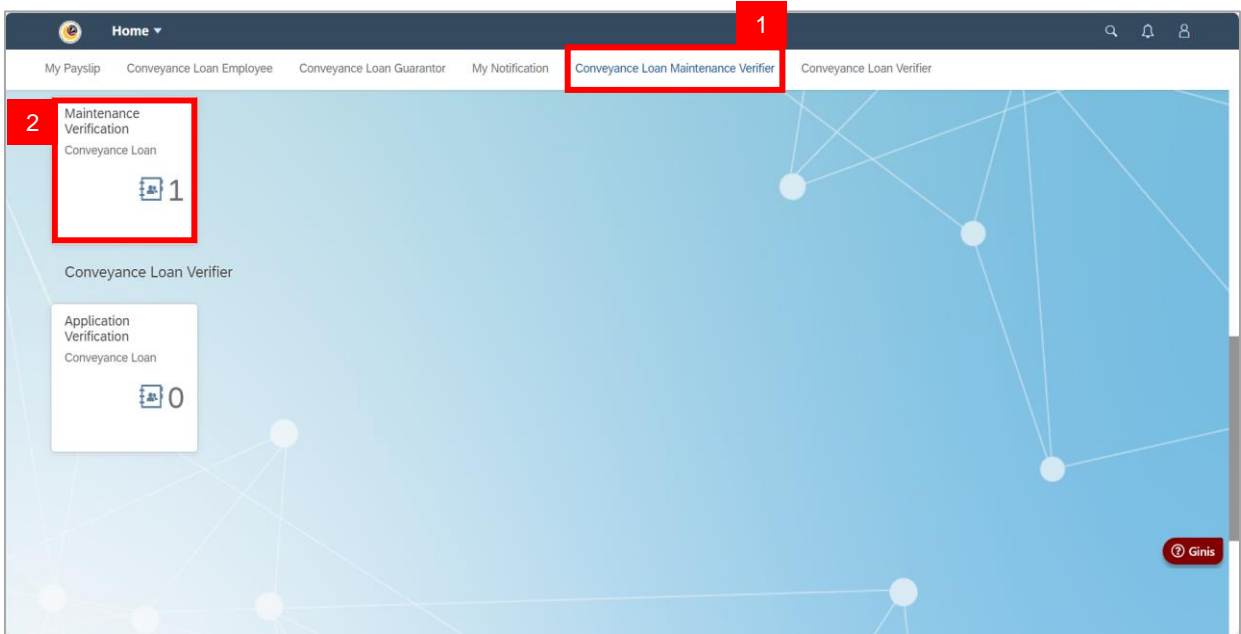


**VERIFY UPDATED  
APPLICATION**

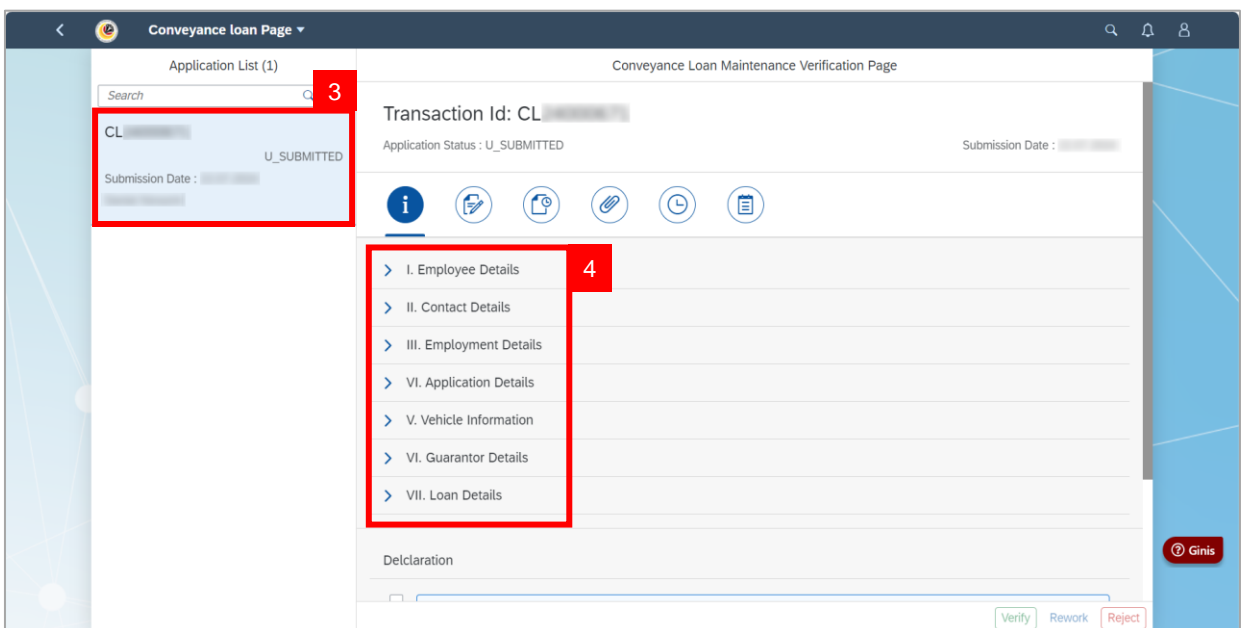
**Front End User**

Conveyance Loan Verifier

1. Click on **Conveyance Loan Maintenance Verifier** tab.
2. Select the **'Maintenance Verification'** tile.



3. Under the Application List, select the Application ID with the status **'U\_SUBMITTED'**.
4. Under **'Application Details'** icon, click on **'Expand'** icon to view and verify the application details.





5. Click on **Application Repayment Details** tab to view and verify application **Record Repayment**.

Conveyance loan Page

Application List (1)

Search

CL

U\_SUBMITTED

Submission Date :

Conveyance Loan Maintenance Verification Page

Transaction Id: CL

Application Status: SUBMITTED

Submission Date :

5

Record Repayment

Payment Date	Deducting Organization	IC Number	Name	Deduction Amount	Remaining Loan Balance	Receipt No	Remarks

Declaration

Segala butir-butir keterangan yang saya turunkan dalam borang ini adalah benar. Jika saya didapati memberikan butir-butir keterangan yang palsu, mengelirukan atau tidak tepat, saya mengaku bahawa saya boleh dikenakan tindakan undang-undang (termasuk pendakwaan jenayah) dan jika berkenaan, saya juga boleh dikenakan tindakan tatatertib dibawah mana-mana peraturan yang berkaitan dengan ketakuan dan tatatertib pegawai-pegawai Kerajaan.

Jika didapati butir-butir keterangan adalah palsu, mengelirukan atau tidak tepat, Jabatan Perbendaharaan juga berhak untuk menarik balik sebarang ketulusan yang diberikan berhubung dengan permohonan ini dan menuntut balik pembayaran yang mungkin telah dibuat.

Verify

Rework

Reject

6. Click on **Application Adjust Repayment Details** tab to view and verify application **Adjust Repayments**.

Conveyance loan Page

Application List (1)

Search

CL

U\_SUBMITTED

Submission Date :

Conveyance Loan Maintenance Verification Page

Transaction Id: CL

Application Status: U\_SUBMITTED

Submission Date :

6

Adjust Repayments

Effective Date	Current Loan Balance	Repayment Installments	Installment Period	Deducting Organization	Recovered From	Name	Status	Remarks
							APPROVED	Adjust Repayment

Declaration

Segala butir-butir keterangan yang saya turunkan dalam borang ini adalah benar. Jika saya didapati memberikan butir-butir keterangan yang palsu, mengelirukan atau tidak tepat, saya mengaku bahawa saya boleh dikenakan tindakan undang-undang

Verify

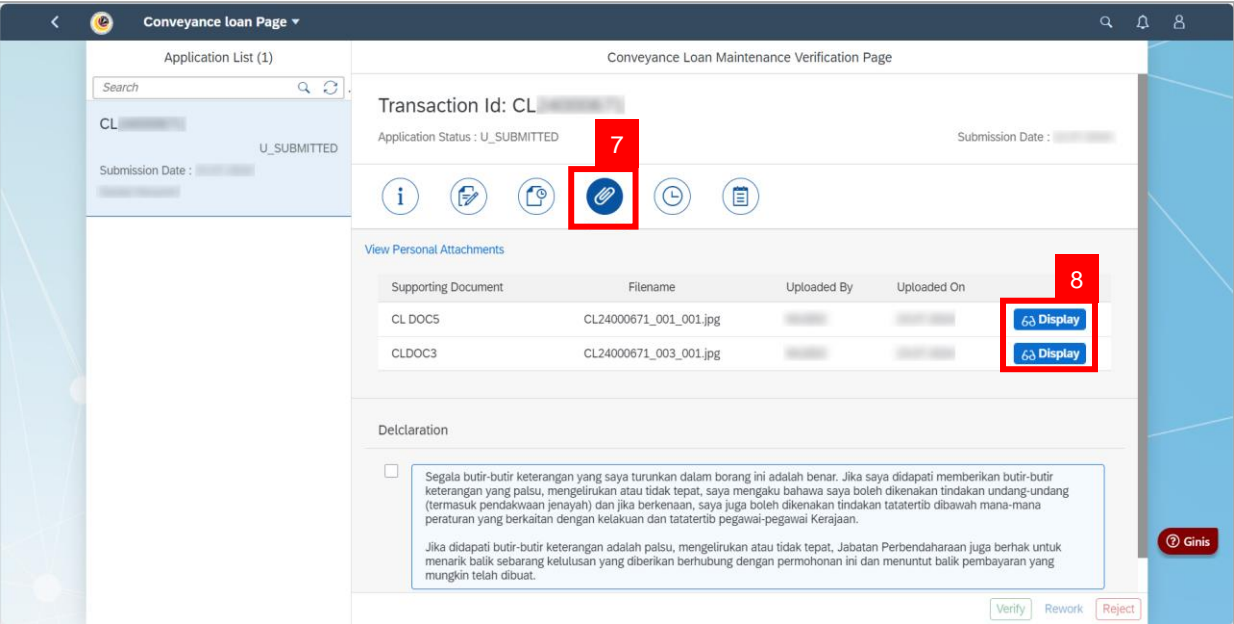
Rework

Reject

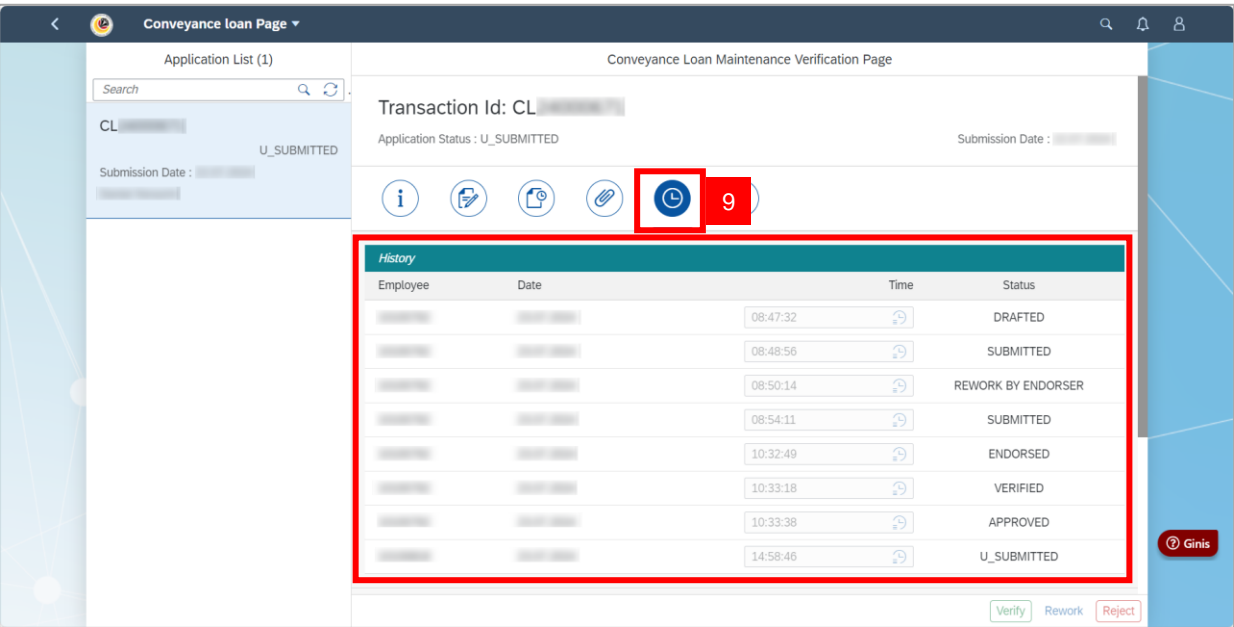
SSM\_UG\_Front End (FIORI)\_Conveyance Loan (Maintenance Process)\_v1.0

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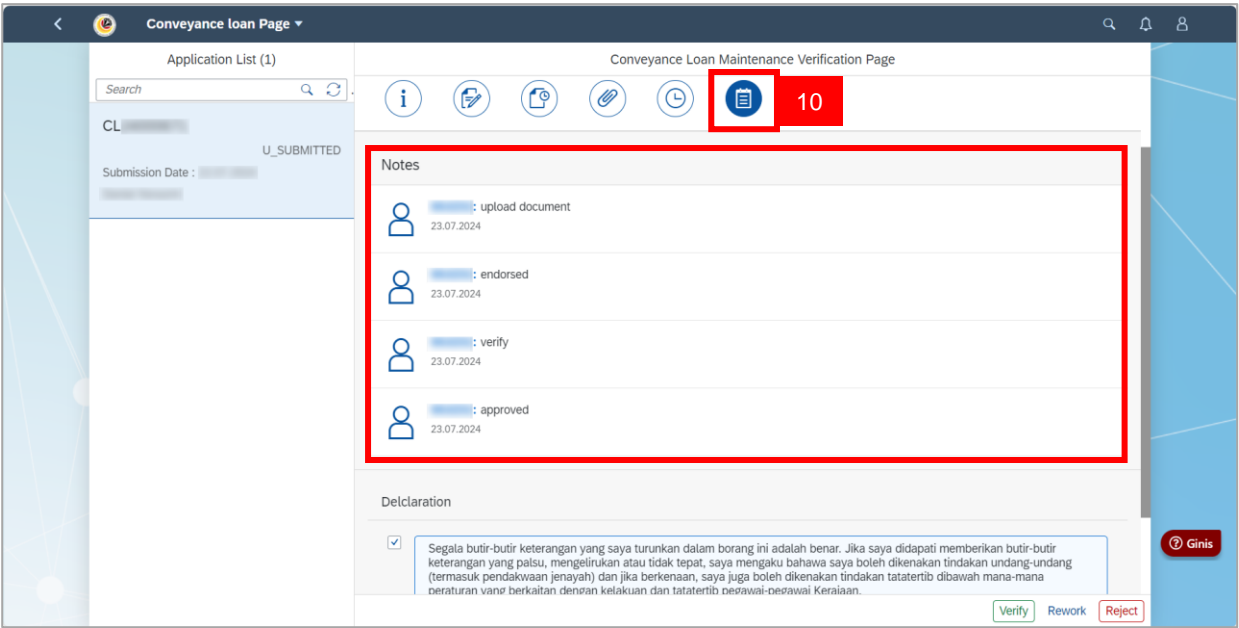
- 7. Click on ‘Supporting Documents’ icon.
- 8. Click on ‘Display’ button to view supporting documents.



- 9. Click on **Application History** tab to view previous application and status.



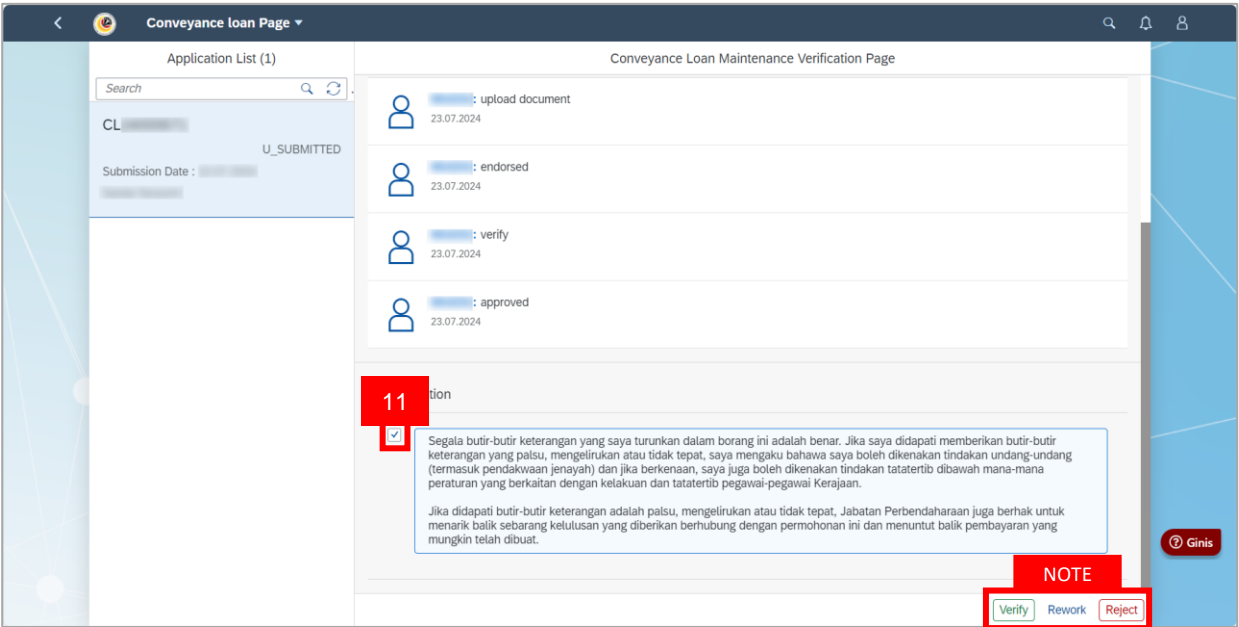
- 10. Click on ‘Application Notes’ icon to view notes from applicant.



11. Tick on **Declaration** checkbox.

**Note:** Depending on the scenario, **Conveyance Loan Verifier** may also click on the following buttons:

- i. **Verify** button to verify applications.
- ii. **Rework** button to rework applications.
- iii. **Reject** button to reject applications.



**Outcome:** The **application** has successfully been verified / reworked / rejected.