



SISTEM SUMBER MANUSIA

User Guide

for Treasury EA Administrator

Front End (SAP FIORI)

Education Allowance

(Application)

VERSION: 1.0



INTRODUCTION

This user guide acts as a reference for **Treasury Education Allowance Unit (Front End User)** to manage **Education Allowance**. All company and individual names used in this user guide have been created for the purpose of guiding users on the use of the system.

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
SSM	Sistem Sumber Manusia
SAP GUI	SAP Graphical User Interface/Back End
FIORI	Front End/Web Portal
ESS	Employee Self Service
MSS	Manager Self Service
EA	Education Allowance

FURTHER ASSISTANCE

Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 2382227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.

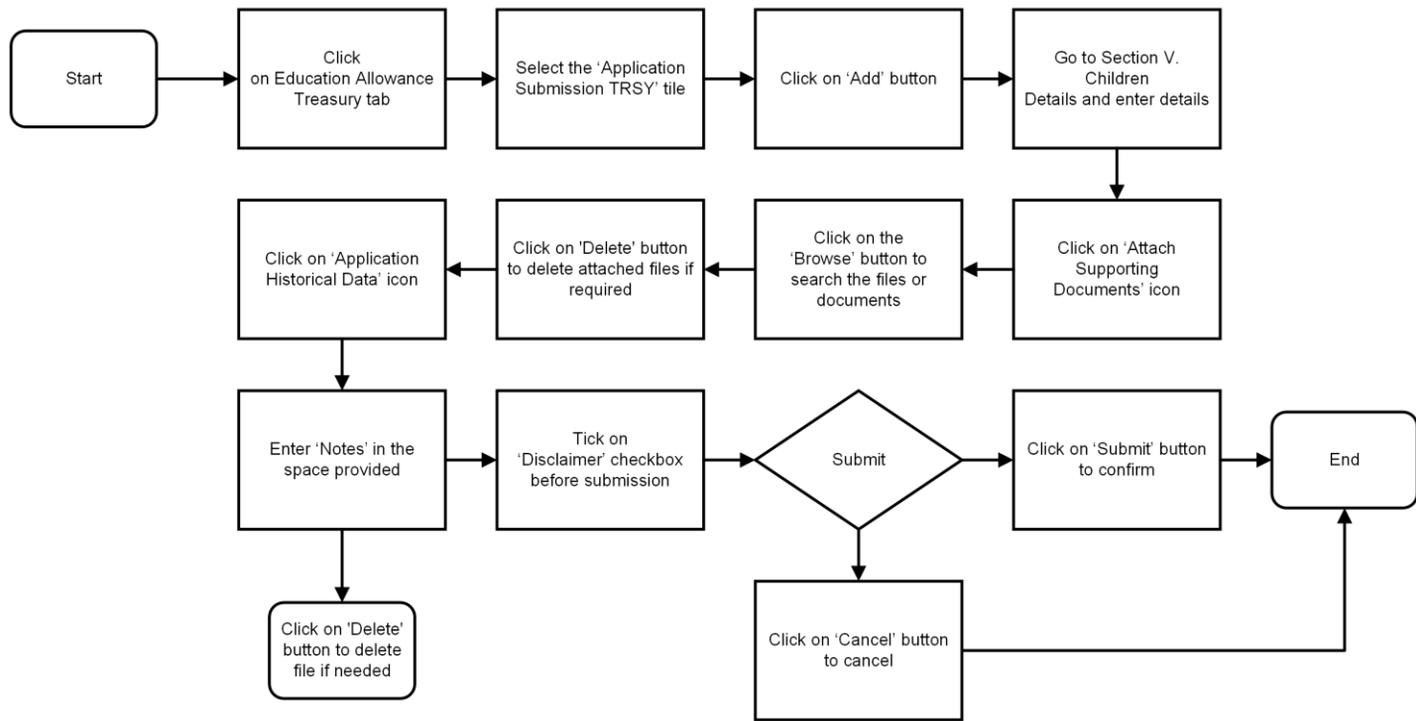


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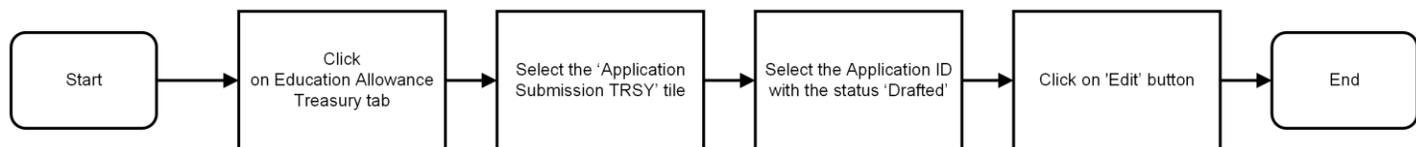
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Process Overview

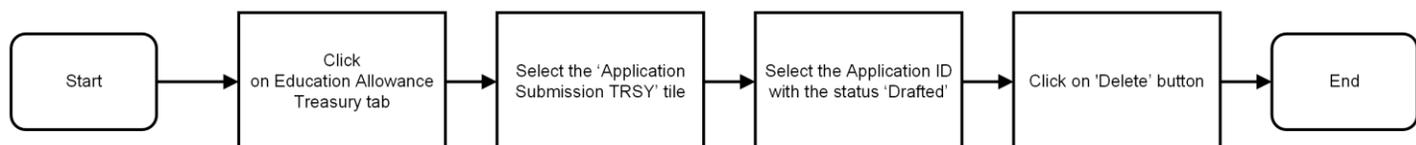
Create Education Allowance Application



Edit Education Allowance Application

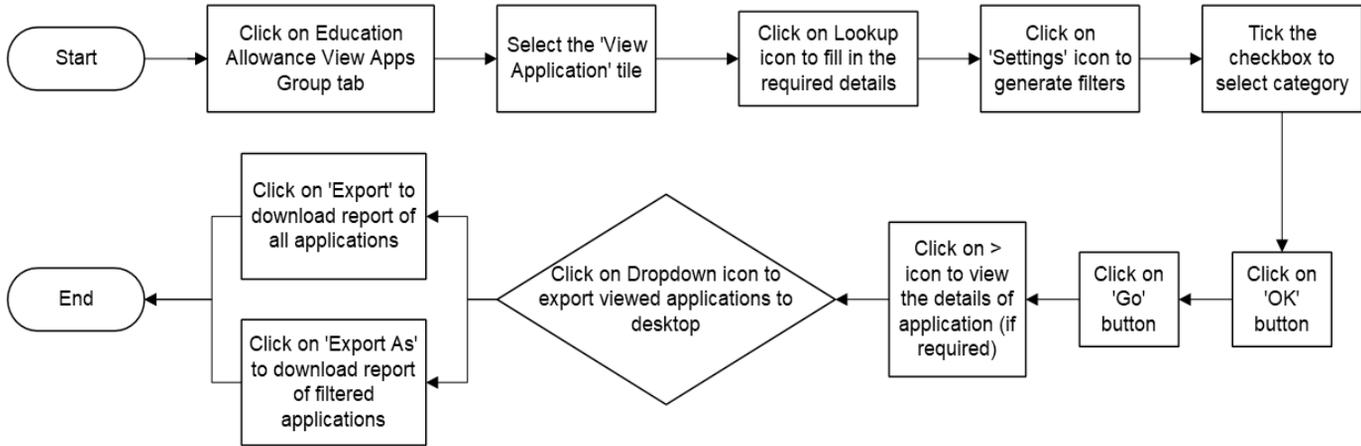


Delete Education Allowance Application

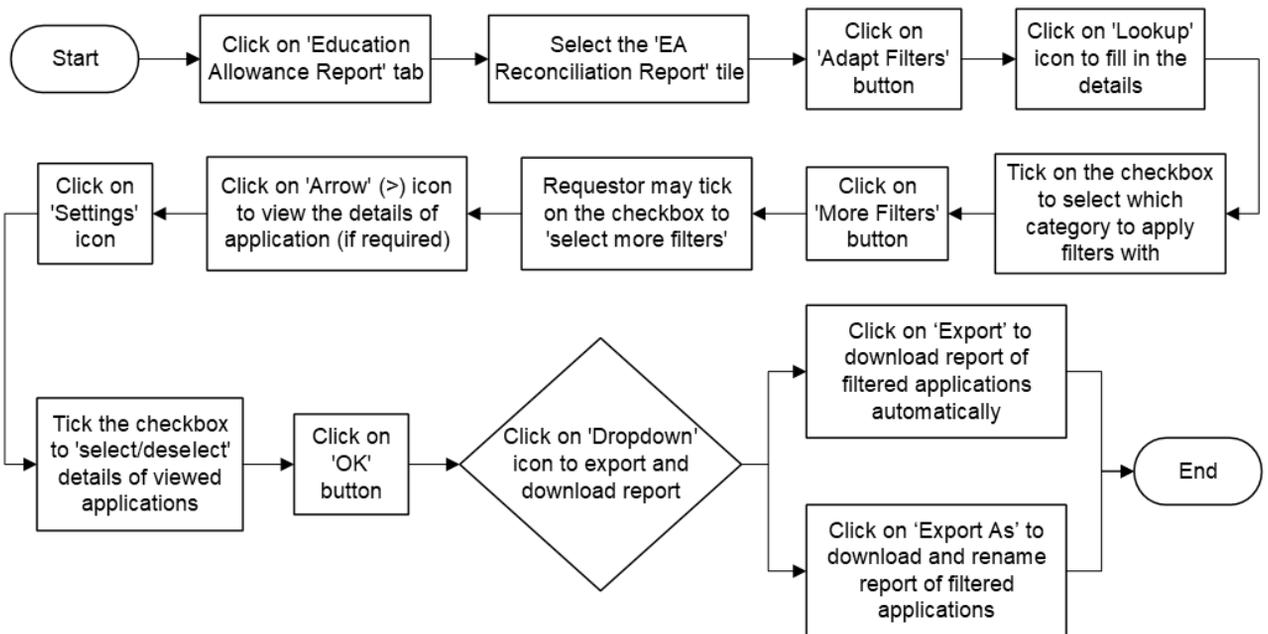


Process Overview

Generate Education Allowance View Apps Group Report



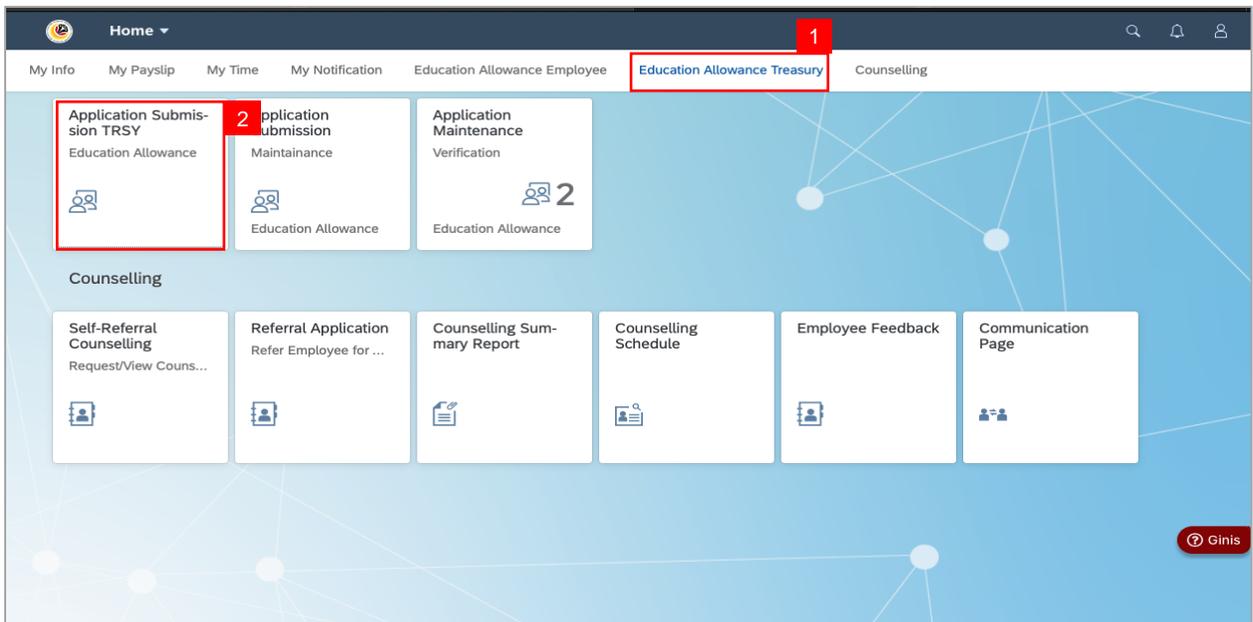
Generate Education Allowance Reconciliation Report



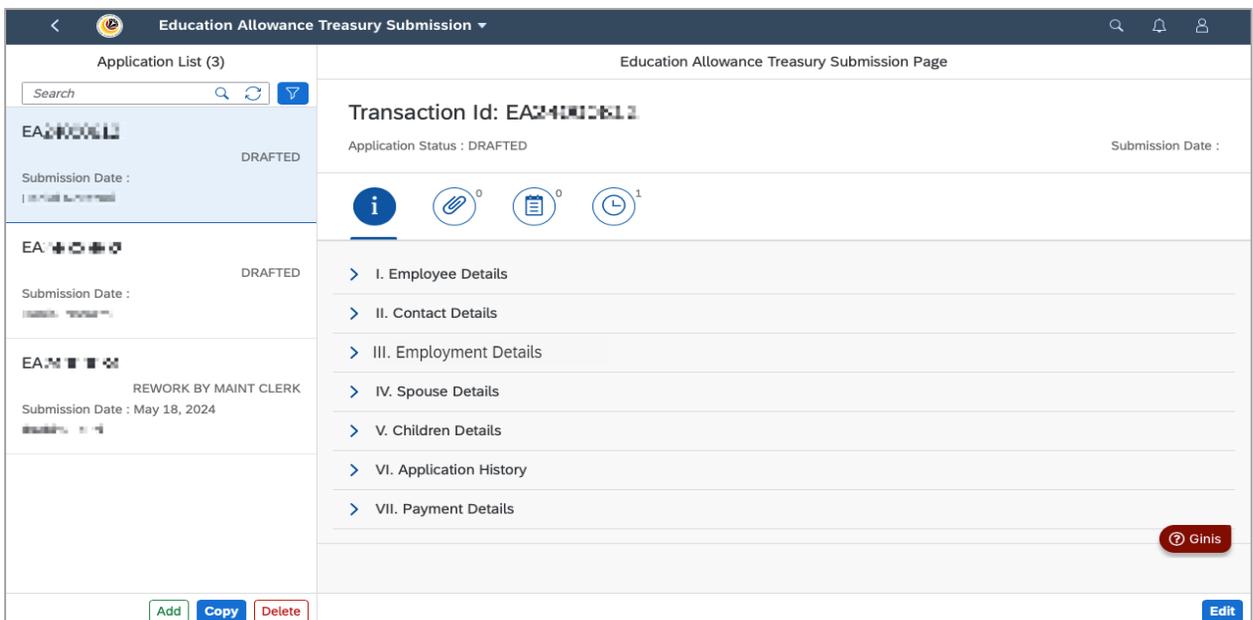
SUBMIT EDUCATION ALLOWANCE APPLICATION	Front End User
	Treasury EA Administrator

1. Click on **Education Allowance Treasury** tab.
2. Select the **Application Submission TRSY** tile.

Note: Please ensure that employee details and all mandatory documents are updated on **Family Information** under Employee's **My Profile**, before applying for Education Allowance.



Note: The **Education Allowance Application Page** will be displayed.





Note I: The **Education Allowance Page** will be displayed.

The screenshot displays the 'Education Allowance Treasury Submission Page'. At the top, there is a navigation bar with a back arrow, a logo, and the page title. Below the title, there is a search bar and a user profile icon. The main content area features a 'Personnel Number' field with a masked input. A navigation menu is visible, listing sections: I. Employee Details, II. Contact Details, III. Employment Details, IV. Spouse Details, V. Children Details, VI. Application History, and VII. Payment Details. A 'Declaration' section is located at the bottom left. On the bottom right, there is a 'Ginis' button and a 'Submit' button. The page also shows 'Saved as Draft' and a 'Cancel' button.

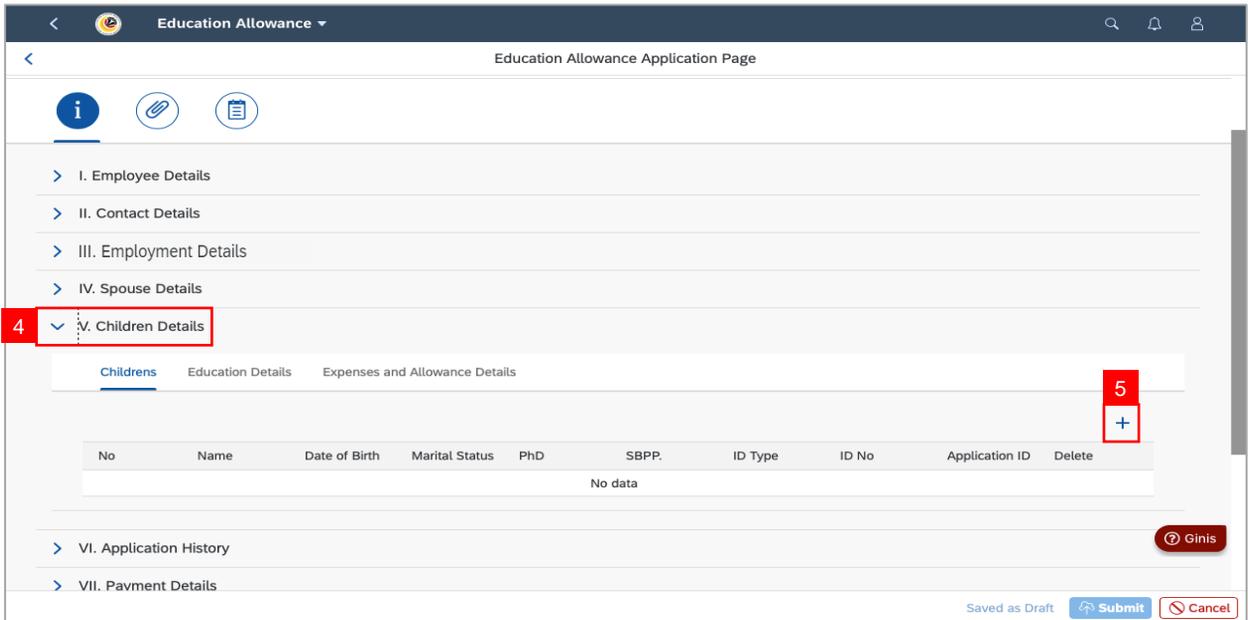
Note II: Under **Application Details** tab, all information from **Section I to VI** have been auto-populated based on the information entered in the ESS Portal / Back End.

Section	Description
I. Employee Details	Section I will be prepopulated with employee's details.
II. Contact Details	Section II will be prepopulated with employee's address and contact information.
III. Employment Details	Section III will be prepopulated with employee's employment details.
IV. Spouse Details	Section IV will be prepopulated with spouse details.
V. Children Details	Section V will be prepopulated with children details, however, Employee / Administrator will need to select children.
VI. Application History	Section VII will be prepopulated with employee's application history.

4. Under Section **V. Children Details**, click on **Childrens**.

Note: **Children Details** entered in employee's **My Profile** will be auto-populated in the application page for EA Administrator to select.

5. Otherwise, click on **Add** button to add child (if required).



Education Allowance Application Page

4 V. Children Details

Childrens Education Details Expenses and Allowance Details

No	Name	Date of Birth	Marital Status	PhD	SBPP.	ID Type	ID No	Application ID	Delete
No data									

5 +

VI. Application History

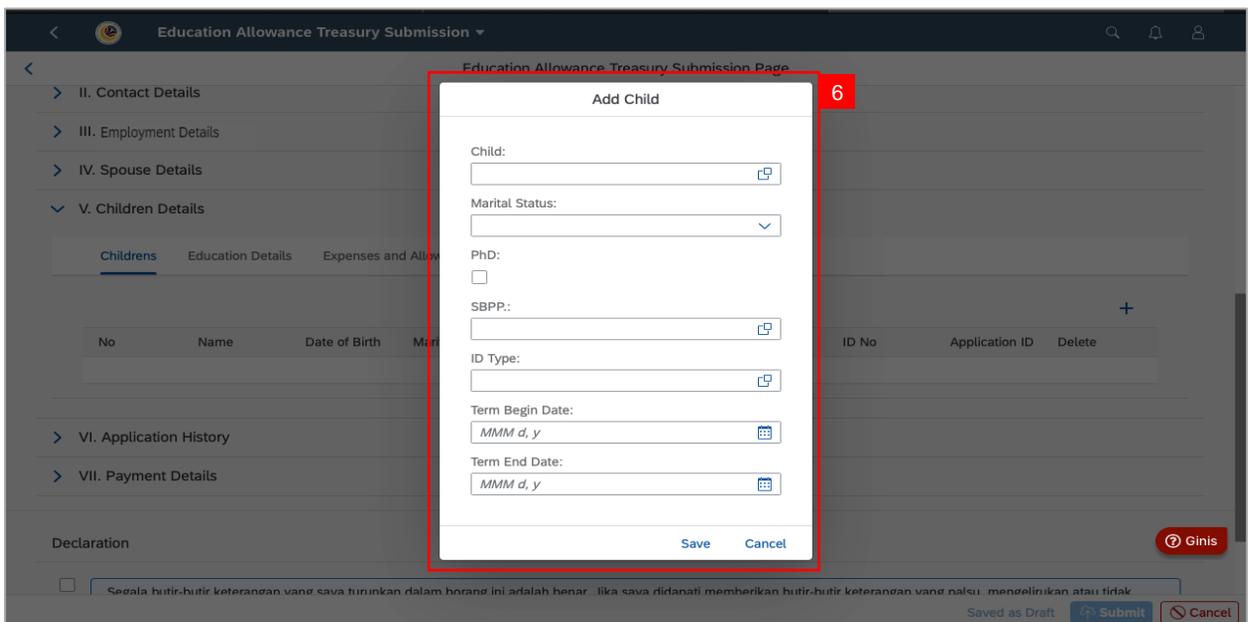
VII. Payment Details

GINIS

Saved as Draft Submit Cancel

Note: The **Add Child** page will be displayed.

6. Fill in the required child details.



Education Allowance Treasury Submission Page

6 Add Child

Child:

Marital Status:

PhD:

SBPP.:

ID Type:

Term Begin Date:

Term End Date:

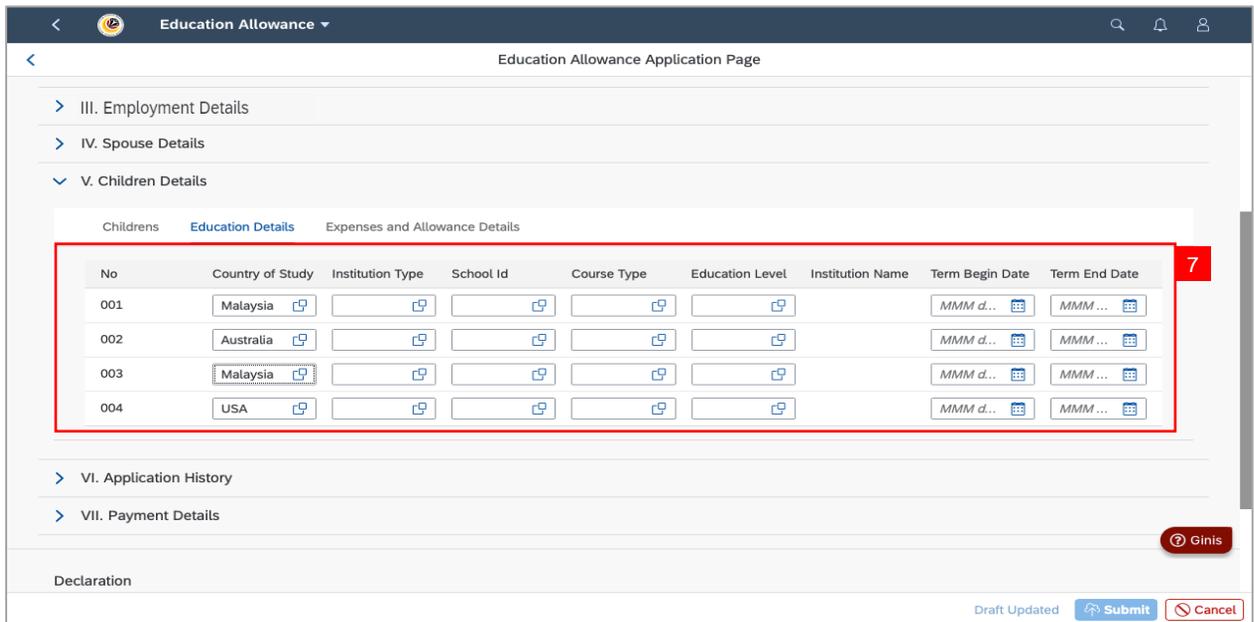
Save Cancel

GINIS

Saved as Draft Submit Cancel

Note: PhD field is **optional**. Please leave blank if inapplicable.

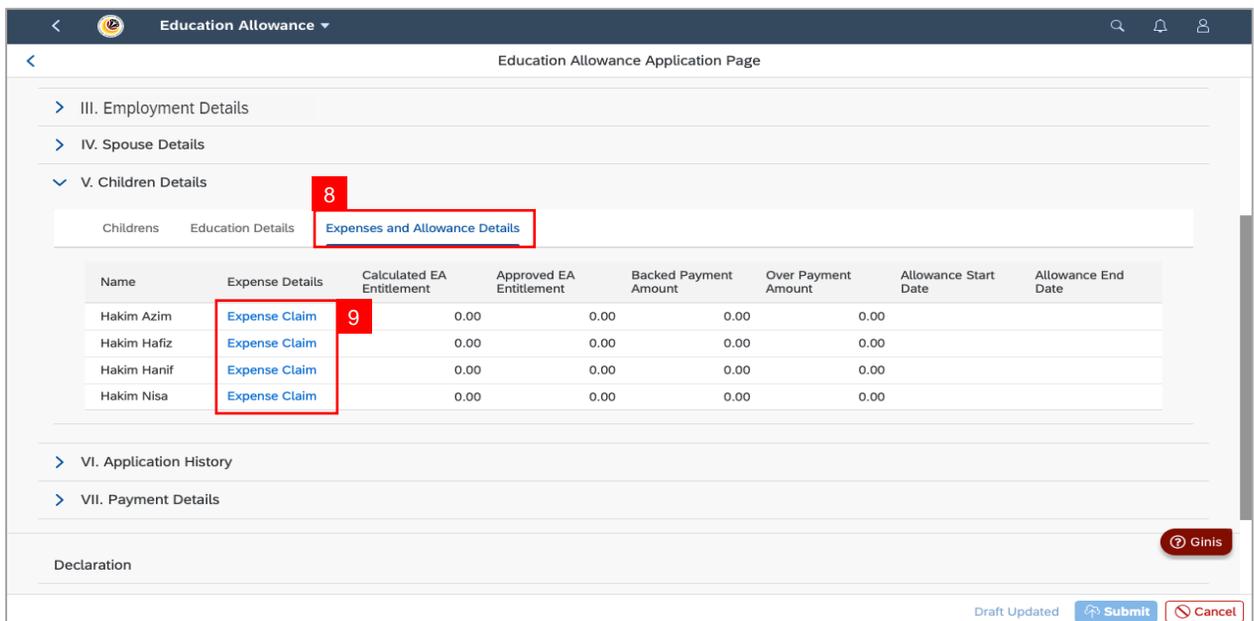
7. Under **Education Details**, fill in the required information.



No	Country of Study	Institution Type	School Id	Course Type	Education Level	Institution Name	Term Begin Date	Term End Date
001	Malaysia						MMM d...	MMM ...
002	Australia						MMM d...	MMM ...
003	Malaysia						MMM d...	MMM ...
004	USA						MMM d...	MMM ...

8. Click on **Expenses and Allowance Details**.

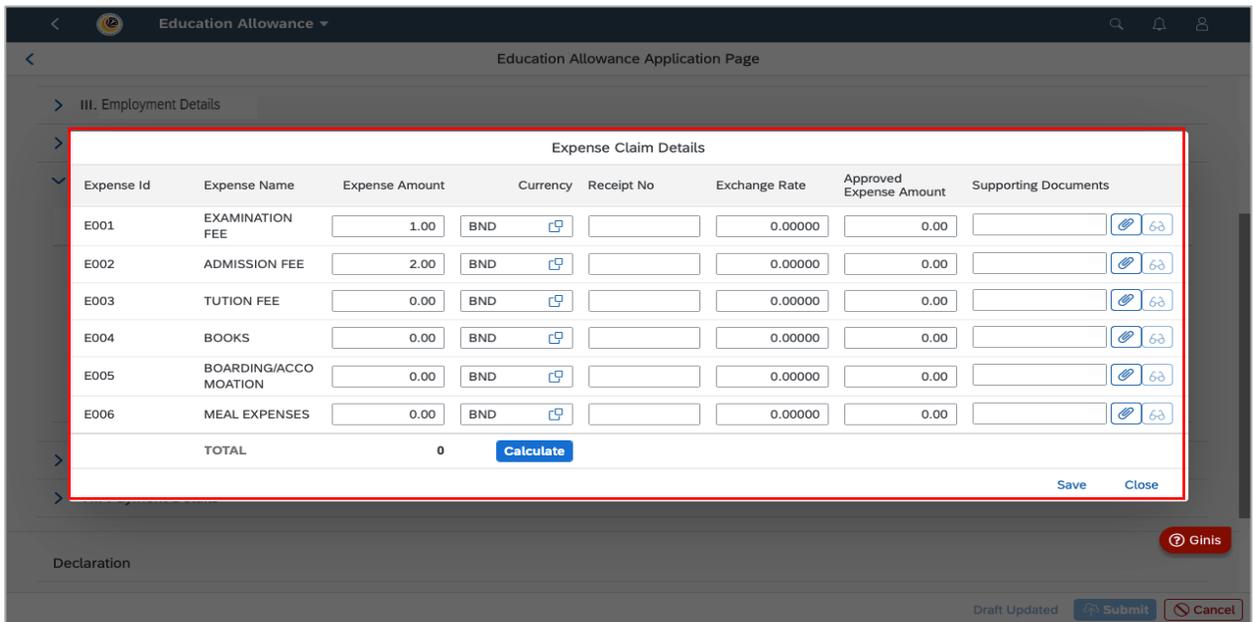
9. Click on **Expense Claim**.



Name	Expense Details	Calculated EA Entitlement	Approved EA Entitlement	Backed Payment Amount	Over Payment Amount	Allowance Start Date	Allowance End Date
Hakim Azim	Expense Claim	0.00	0.00	0.00	0.00		
Hakim Hafiz	Expense Claim	0.00	0.00	0.00	0.00		
Hakim Hanif	Expense Claim	0.00	0.00	0.00	0.00		
Hakim Nisa	Expense Claim	0.00	0.00	0.00	0.00		

Note: EA Administrator will not be able to submit a new application when a child has already been selected in an active application. **EA Administrator** is to select another child in order to proceed with submission.

Note: The **Expense Claim Details** page will be displayed.



The screenshot shows the 'Education Allowance Application Page' with a table titled 'Expense Claim Details'. The table has the following columns: Expense Id, Expense Name, Expense Amount, Currency, Receipt No, Exchange Rate, Approved Expense Amount, and Supporting Documents. The table contains six rows of expense items and a total row. A red box highlights the table area.

Expense Id	Expense Name	Expense Amount	Currency	Receipt No	Exchange Rate	Approved Expense Amount	Supporting Documents
E001	EXAMINATION FEE	1.00	BND		0.00000	0.00	 
E002	ADMISSION FEE	2.00	BND		0.00000	0.00	 
E003	TUTION FEE	0.00	BND		0.00000	0.00	 
E004	BOOKS	0.00	BND		0.00000	0.00	 
E005	BOARDING/ACCOMMODATION	0.00	BND		0.00000	0.00	 
E006	MEAL EXPENSES	0.00	BND		0.00000	0.00	 
TOTAL		0					 

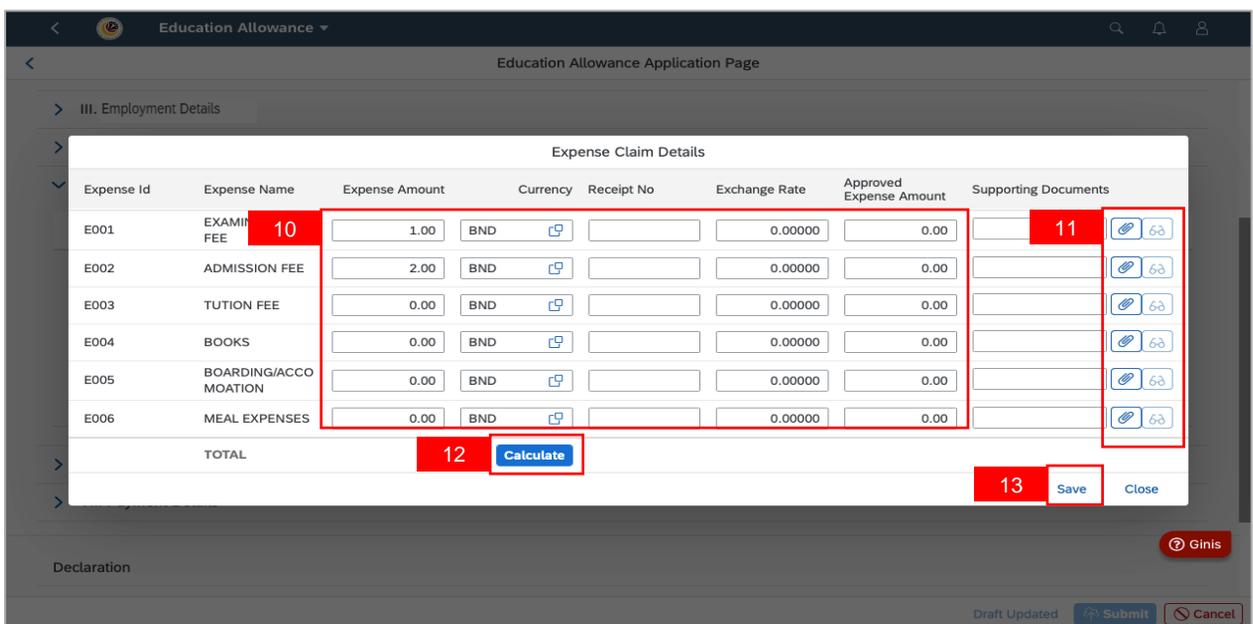
Buttons: **Calculate**, **Save**, **Close**, **Submit**, **Cancel**, **Ginis**

10. Fill in the required **Expense Claim Details**.

11. Click on **Attachment** icon to upload any relevant supporting documents.

12. Click on **Calculate** button to calculate expenses.

13. Click on **Save** button.



The screenshot shows the 'Education Allowance Application Page' with the 'Expense Claim Details' table. Red boxes and numbers highlight the steps: 10 points to the Expense Name column, 11 points to the Attachment icon, 12 points to the Calculate button, and 13 points to the Save button.

Expense Id	Expense Name	Expense Amount	Currency	Receipt No	Exchange Rate	Approved Expense Amount	Supporting Documents
E001	EXAMINATION FEE	1.00	BND		0.00000	0.00	 
E002	ADMISSION FEE	2.00	BND		0.00000	0.00	 
E003	TUTION FEE	0.00	BND		0.00000	0.00	 
E004	BOOKS	0.00	BND		0.00000	0.00	 
E005	BOARDING/ACCOMMODATION	0.00	BND		0.00000	0.00	 
E006	MEAL EXPENSES	0.00	BND		0.00000	0.00	 
TOTAL		0					 

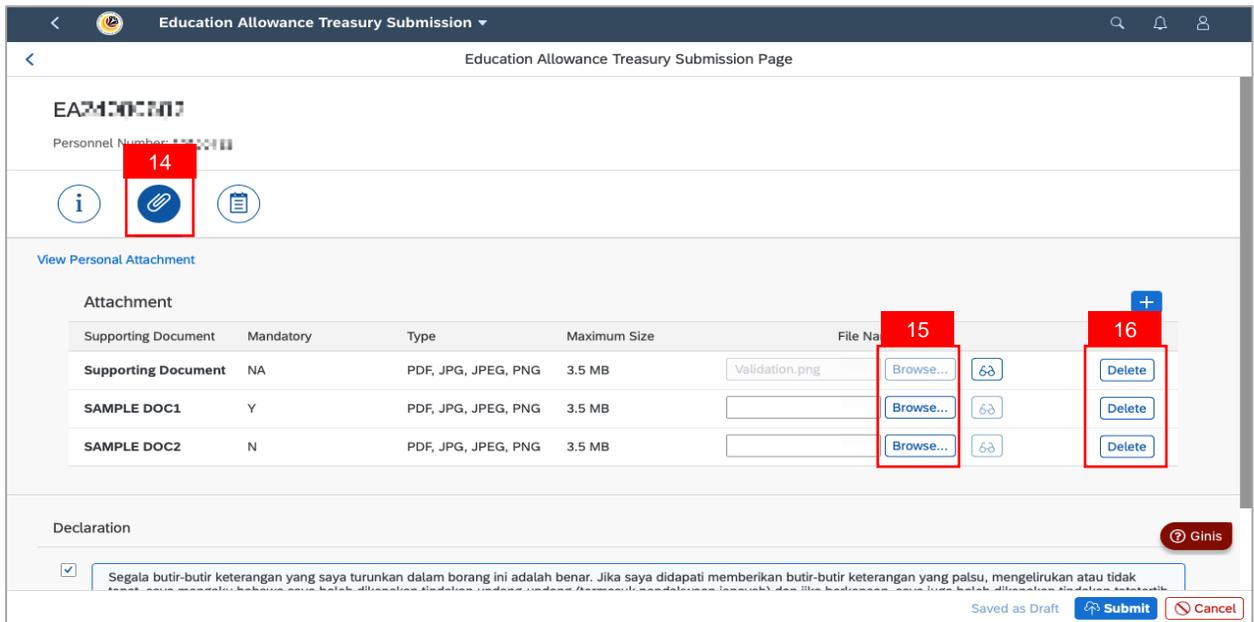
Buttons: **Calculate**, **Save**, **Close**, **Submit**, **Cancel**, **Ginis**

Note: The Education Allowance Application Page will be displayed.

14. Click on **Attachment** tab.

15. Click on **Browse** button to upload any relevant supporting documents.

16. Click on **Delete** button to delete attached files (if required).



Education Allowance Treasury Submission Page

Personnel Number: [REDACTED]

View Personal Attachment

Supporting Document	Mandatory	Type	Maximum Size	File Name	15	16
Supporting Document	NA	PDF, JPG, JPEG, PNG	3.5 MB	Validation.png	Browse...	Delete
SAMPLE DOC1	Y	PDF, JPG, JPEG, PNG	3.5 MB		Browse...	Delete
SAMPLE DOC2	N	PDF, JPG, JPEG, PNG	3.5 MB		Browse...	Delete

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 kelakuan 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.

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19. Tick on **Declaration** checkbox.

20. Click on **Submit** button.

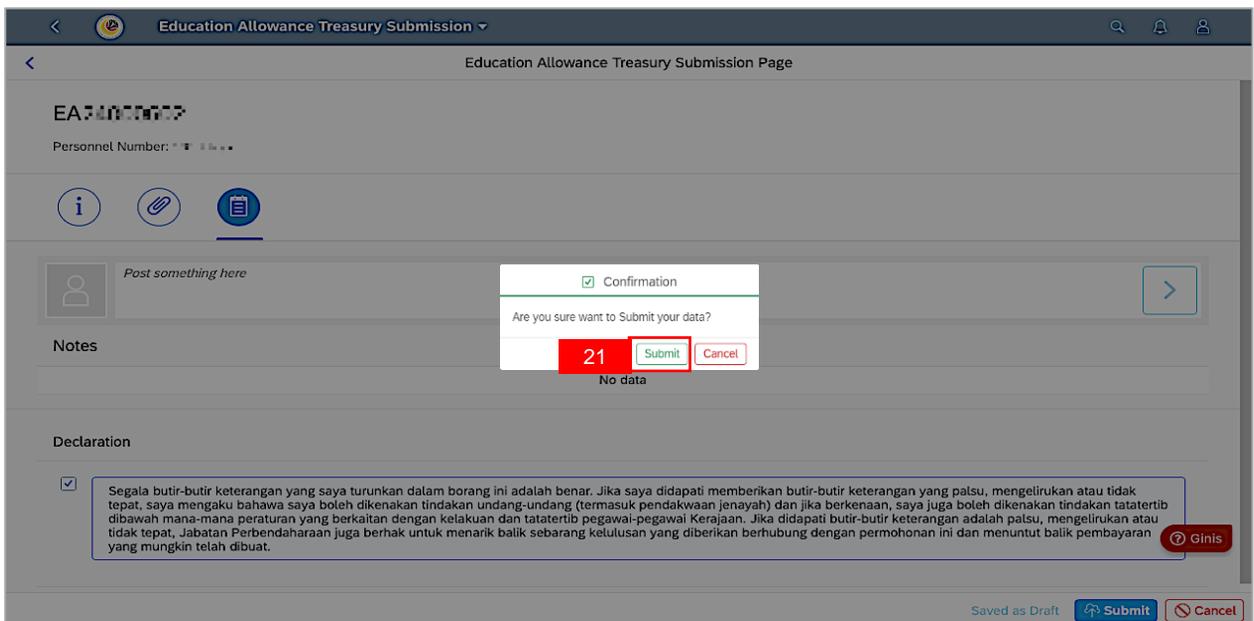
Note: Any unsaved application will automatically be stored in the system as **draft**.



The screenshot shows the 'Education Allowance Treasury Submission Page'. At the top, there is a header with the title and navigation icons. Below the header, there is a section for 'Personnel Number' with a masked input field. A navigation bar contains icons for information, attachments, and a document. Below this is a 'Post something here' section with a text input field and a submit arrow. The 'Notes' section shows 'No data'. The 'Declaration' section has a checkbox that is checked, with a red box labeled '19' next to it. Below the checkbox is a text area containing a declaration statement in Indonesian. At the bottom right, there is a 'Submit' button highlighted with a red box labeled '20', along with 'Saved as Draft' and 'Cancel' buttons.

Note: The **Confirmation** message will be displayed.

21. Click on the **Submit** button.

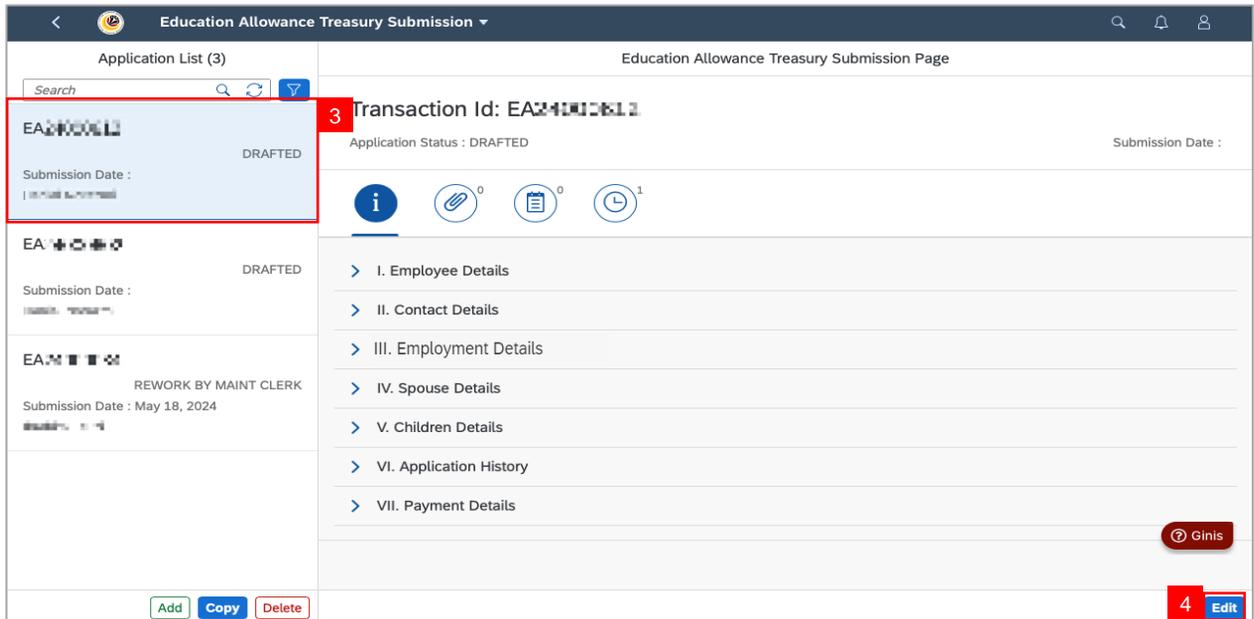


The screenshot shows the same 'Education Allowance Treasury Submission Page' as above, but with a confirmation dialog box displayed in the center. The dialog box has a title 'Confirmation' and a message 'Are you sure want to Submit your data?'. It contains two buttons: 'Submit' and 'Cancel'. The 'Submit' button is highlighted with a red box labeled '21'. The background of the page is dimmed. The 'Declaration' checkbox remains checked. At the bottom right, the 'Submit' button is still visible and highlighted.

Outcome: The application has successfully been submitted to **EA Verifier**.

3. Under **Application List**, select Application ID that needs to be edited.

4. Click on **Edit** button.

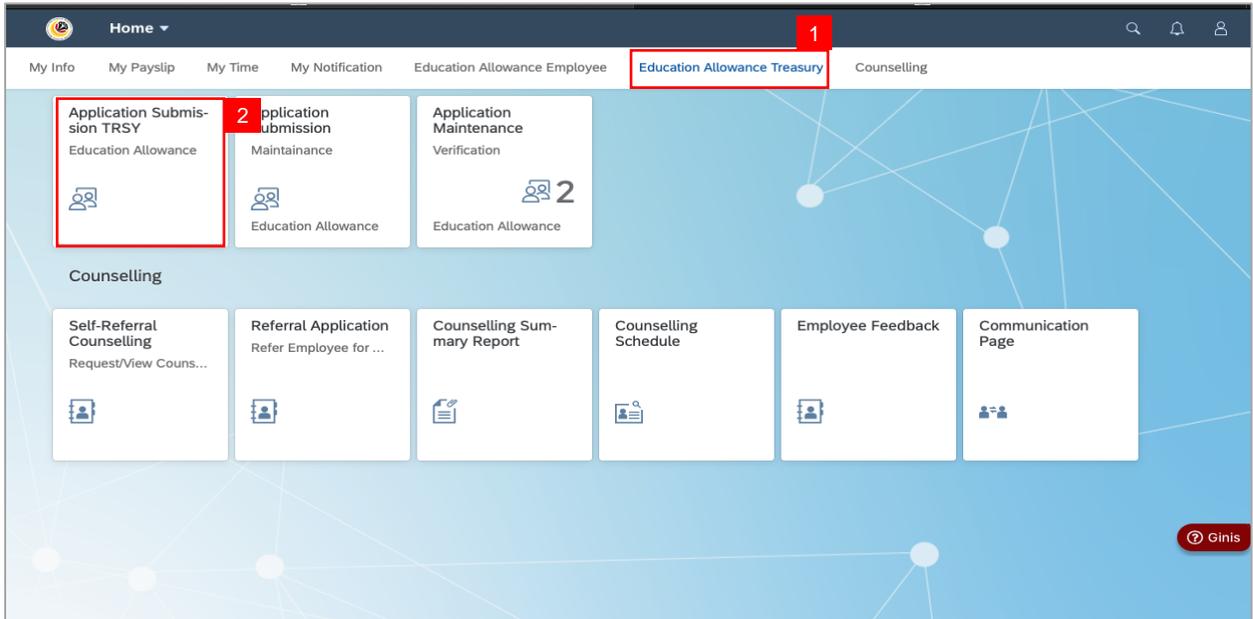


The screenshot displays the 'Education Allowance Treasury Submission' interface. On the left, there is an 'Application List (3)' with three entries. The first entry is highlighted with a red box and labeled '3'. The main area shows the details for this application, including the 'Transaction Id: EA240000611' and 'Application Status: DRAFTED'. Below this, there are icons for information, attachments, documents, and a clock. A list of details is shown with expandable sections: I. Employee Details, II. Contact Details, III. Employment Details, IV. Spouse Details, V. Children Details, VI. Application History, and VII. Payment Details. At the bottom right, there is a 'Ginis' button and an 'Edit' button labeled '4'.

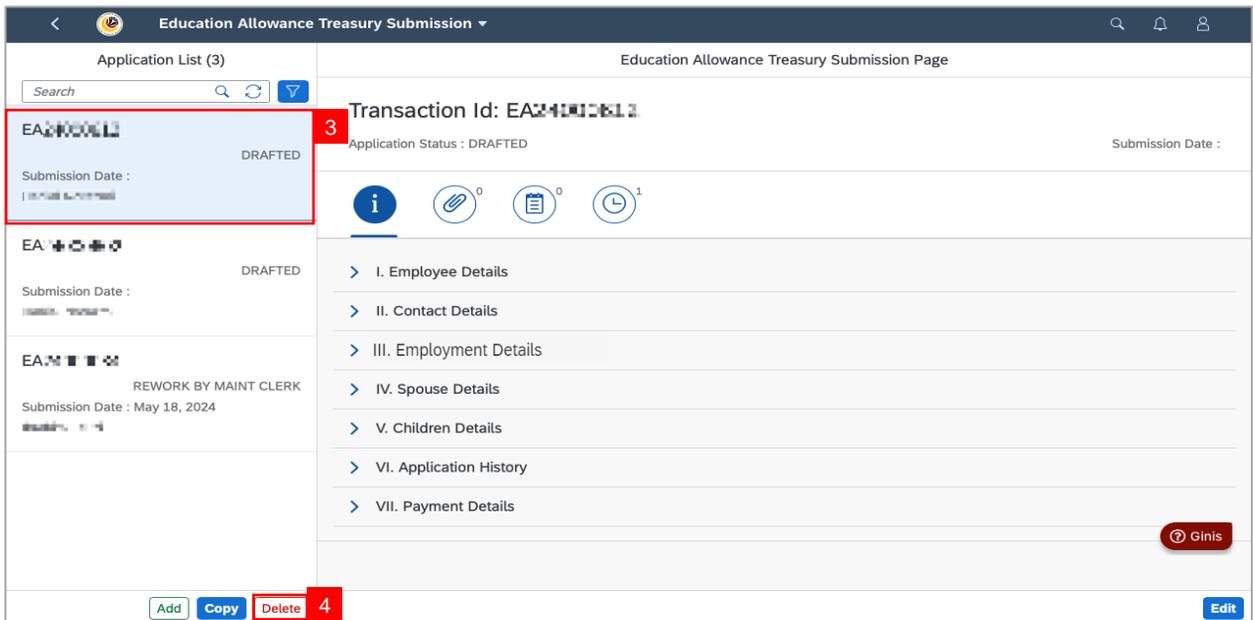
Outcome: The **Education Allowance application** can now be edited by **EA Administrator**.

DELETE EDUCATION ALLOWANCE APPLICATION	Front End User
	Treasury EA Administrator

1. Click on **Education Allowance Treasury** tab.
2. Select the **Application Submission TRSY** tile.



3. Under **Application List**, select Application ID that needs to be deleted.
4. Click on **Delete** button.



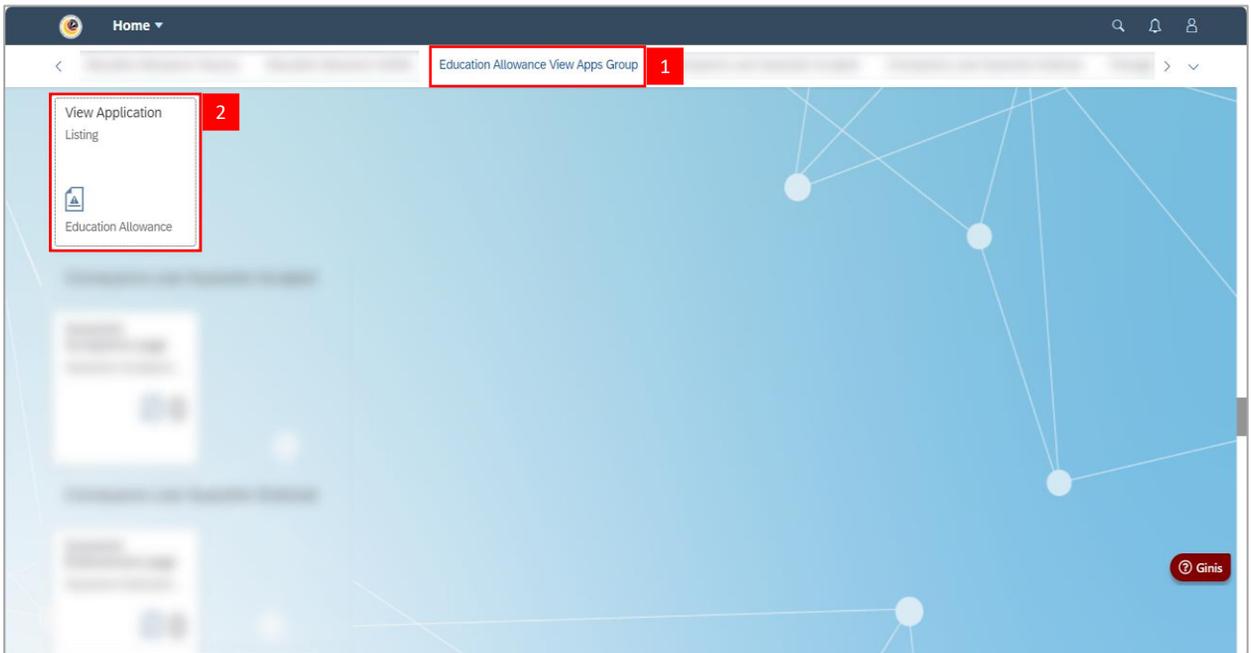
Outcome: The selected Application ID has successfully been deleted.

GENERATE EDUCATION ALLOWANCE GROUP REPORT

Front End User

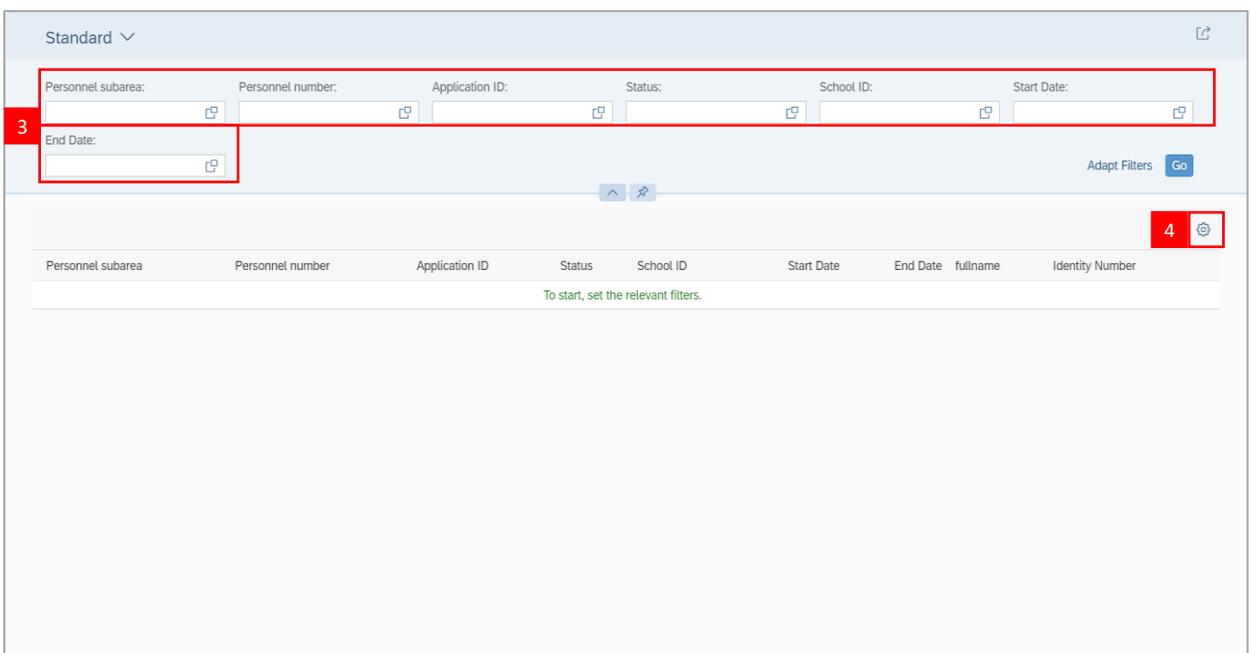
Treasury EA Administrator

1. Click on **Education Allowance View Apps Group** tab.
2. Select **View Application** tile.



Note: The **View Application Page** will be displayed.

3. Click on **Lookup** icon to fill in the required details.
4. Click on **Settings** icon to generate filters.



Note: The **View Settings** page will be displayed.

Note I: Under the **Columns, Sort, Filter** and **Group** tab, requestor may sort and select **specific** categories to be displayed.

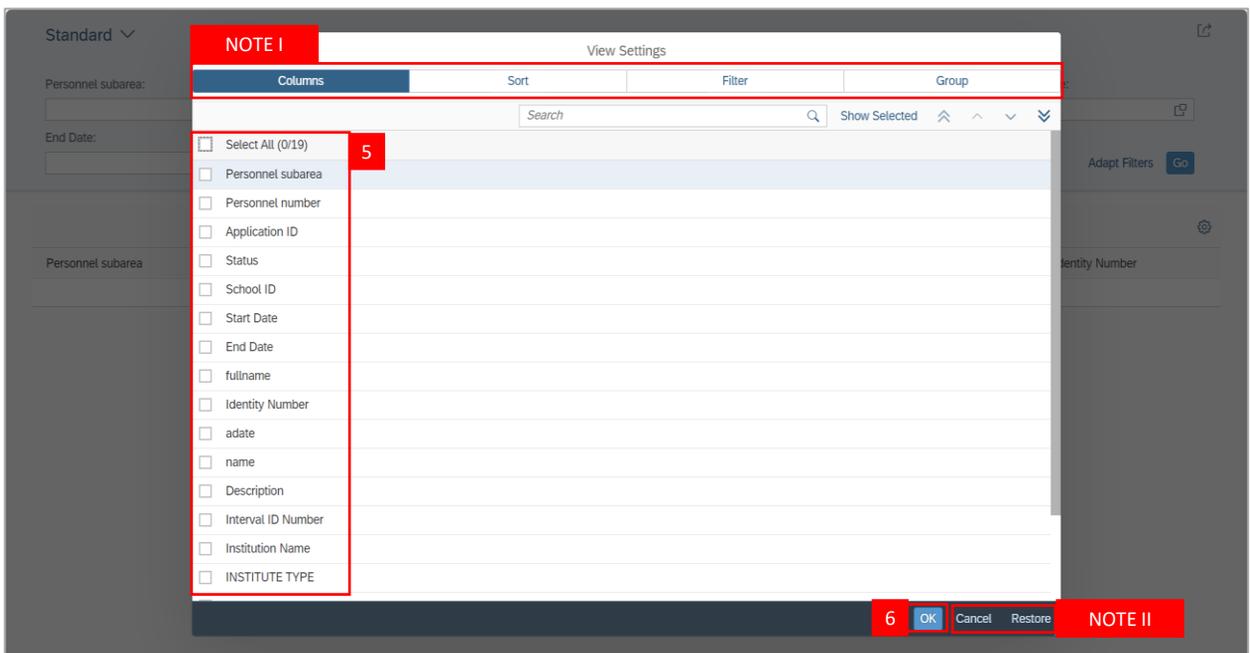
5. **Tick** the checkbox to select category.

6. Click on **OK** button.

Note II:

i. **Requestor** may click on **Cancel** button to cancel filter.

ii. **Requestor** may click on **Restore** button to reset selection.

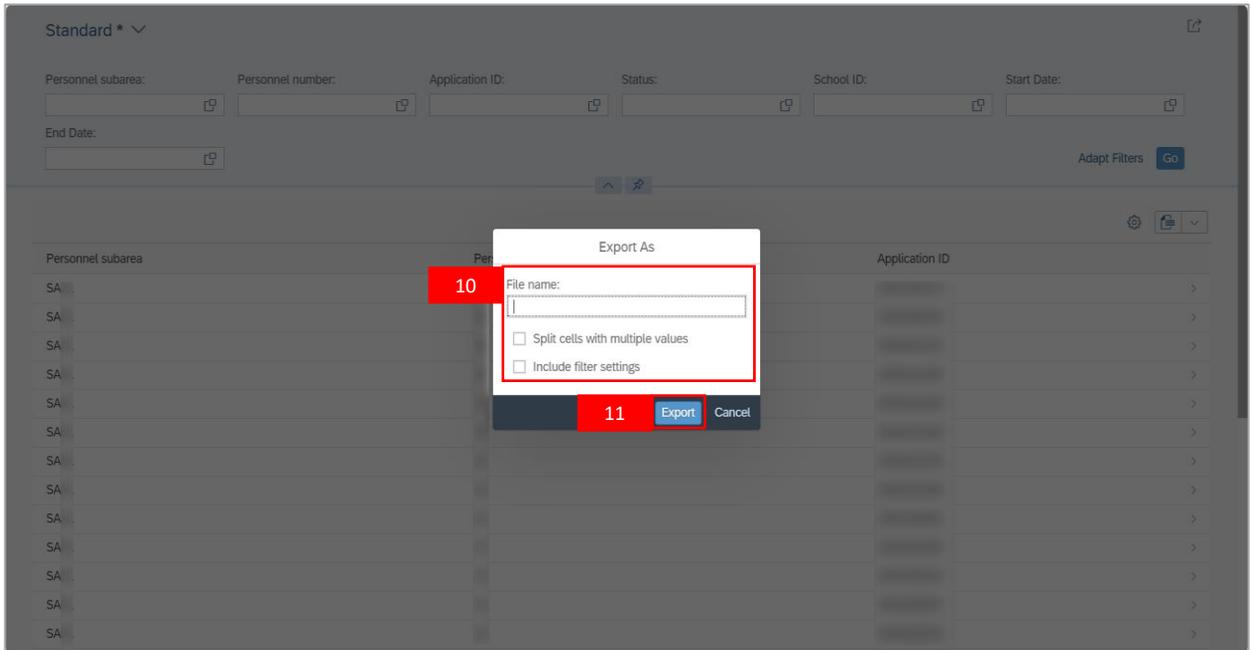


The screenshot shows the 'View Settings' dialog box with the 'Columns' tab selected. A list of fields is displayed, each with a checkbox. A red box highlights the list, and a red '5' is placed next to the 'Personnel subarea' checkbox. At the bottom, a red box highlights the 'OK', 'Cancel', and 'Restore' buttons, with a red '6' next to the 'OK' button. A red 'NOTE I' box is at the top left, and a red 'NOTE II' box is at the bottom right.

Note: The **Export As** page will be displayed when 'Export As' is selected.

10. Fill in the required details.

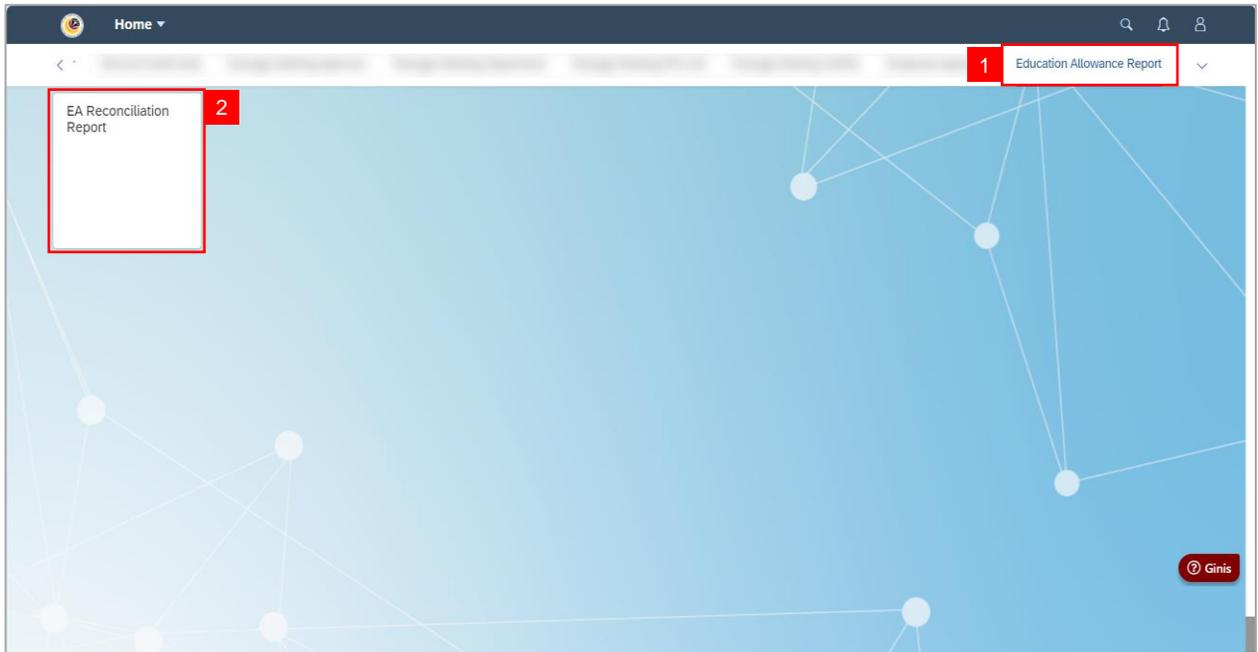
11. Click on **Export** button.



Outcome: Education Allowance Application has successfully been downloaded in Excel format.

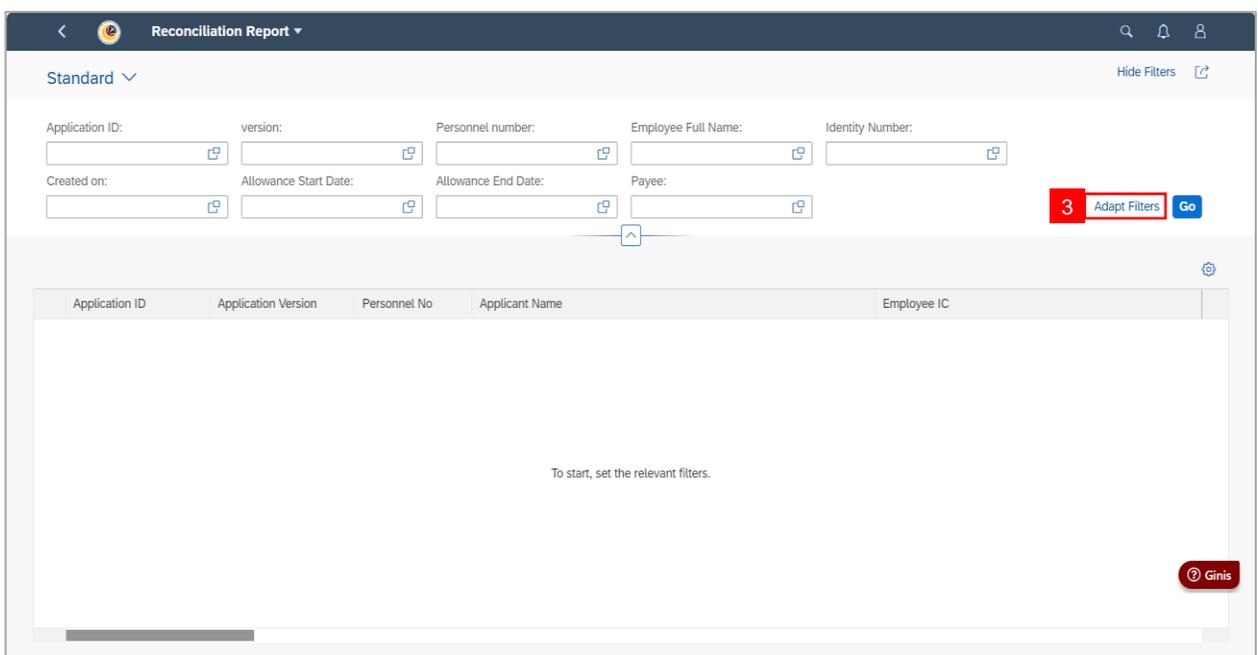
GENERATE EDUCATION ALLOWANCE RECONCILIATION REPORT	Front End User
	Treasury EA Administrator

1. Click on **Education Allowance Report** tab.
2. Select **EA Reconciliation Report** tile.



Note: The **Reconciliation Report** page will be displayed.

3. Click on '**Adapt Filters**' button.

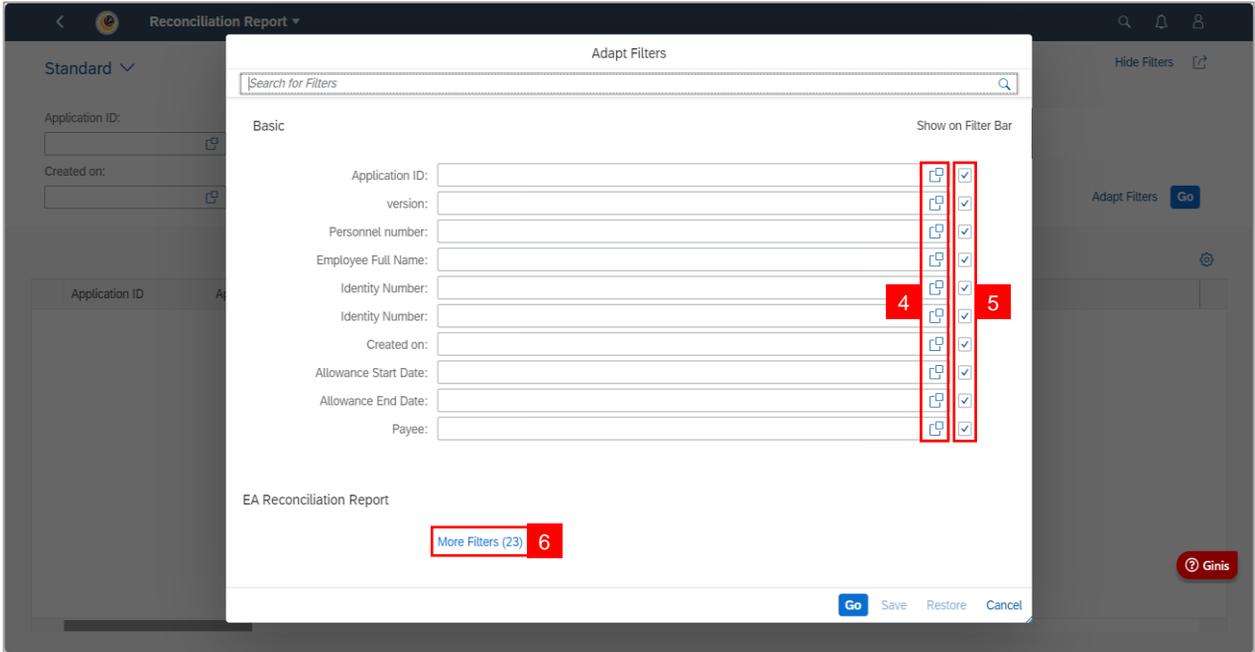


Note: The **Adapt Filters** page will be displayed.

4. Click on **Lookup** icon to fill in the details.

5. **Tick** on the **checkbox** to select which category to **apply filters** with.

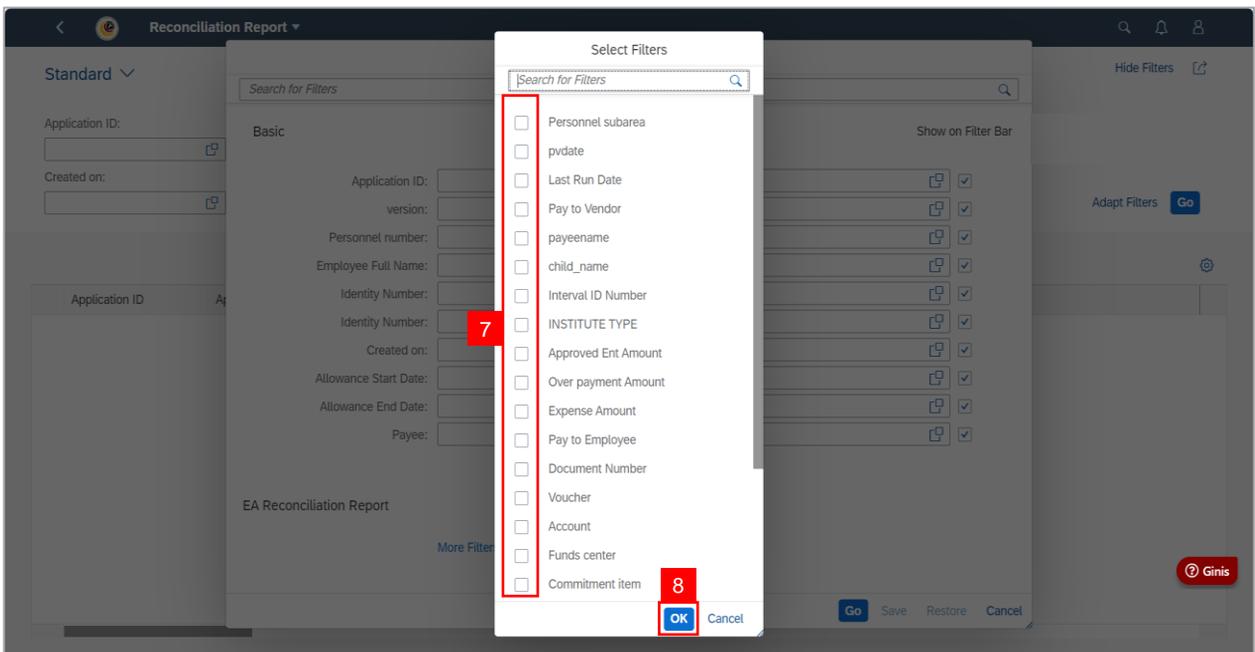
6. Click on **'More Filters'** button.



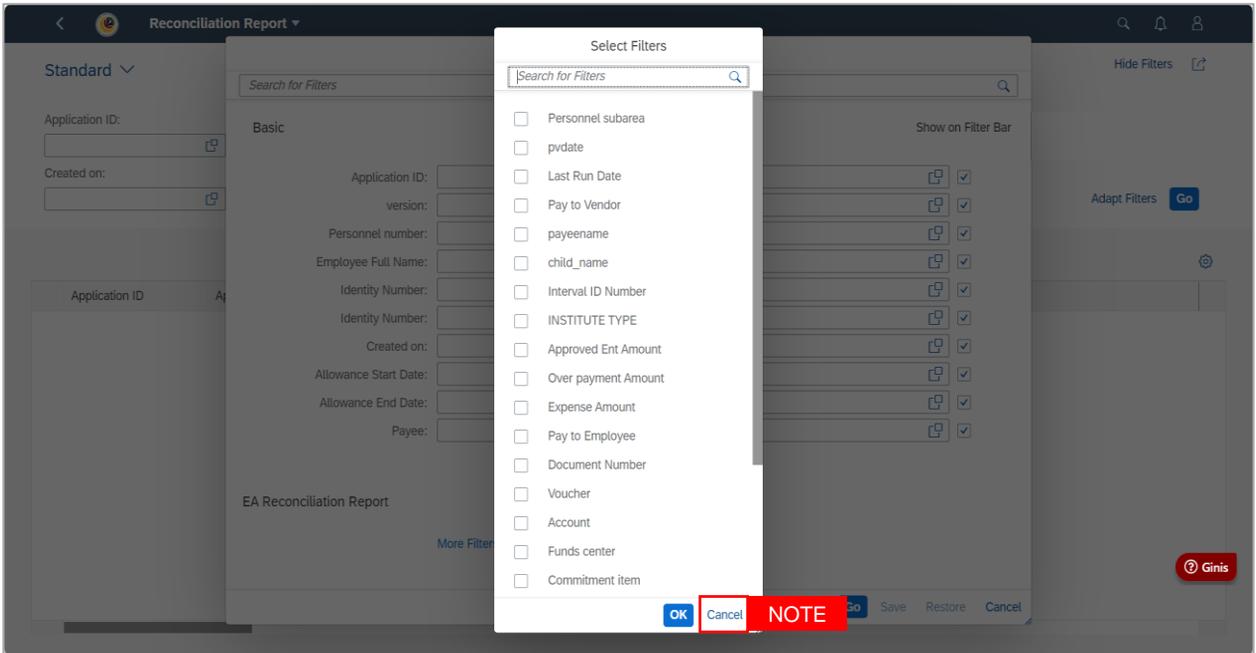
Note: The **Select Filters** page will be displayed.

7. **Requestor** may **tick** on the checkbox to **select more filters**.

8. Click on **OK** button to save selected filters.



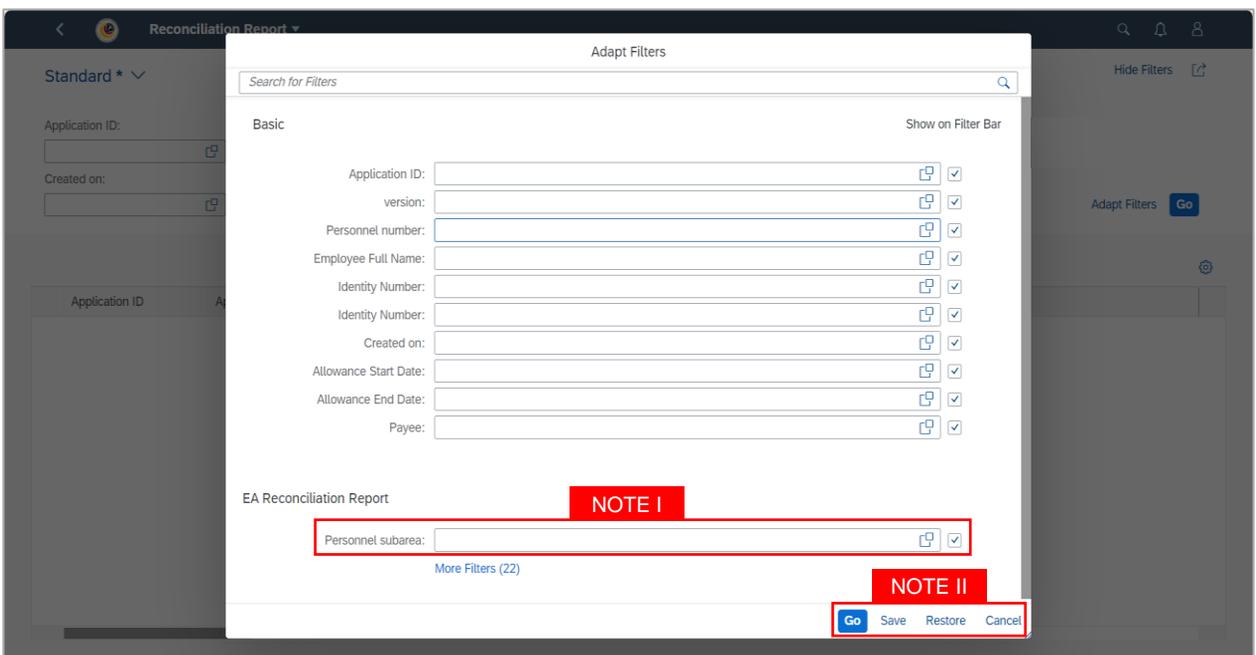
Note: Requestor may click on **Cancel** button to cancel selection.



Note I: The **selected filter** will be displayed.

Note II: Depending on the scenario, the **requestor** may click on the following buttons:

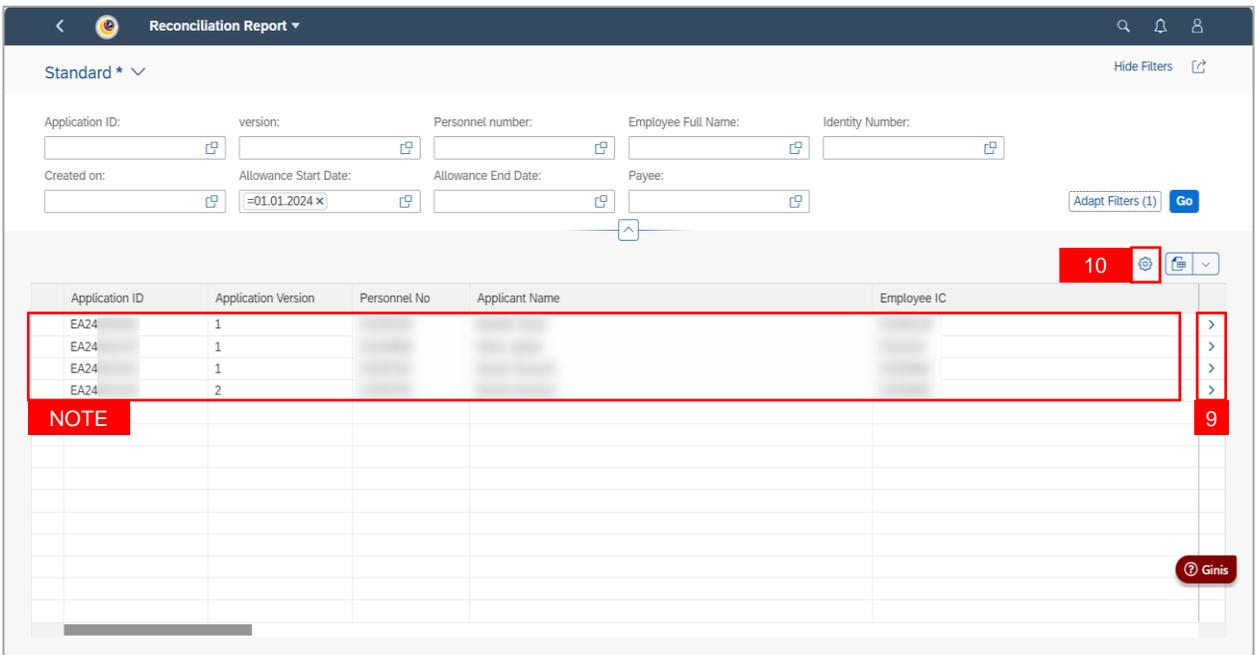
- i. Click on **Go** button to adapt filters.
- ii. Click on **Save** button to save filter as options.
- iii. Click on **Restore** button to reset filter selection.
- iv. Click on **Cancel** button to cancel filter selection.



Note: The **filtered applications** will be displayed.

9. Click on **Arrow (>)** icon to view the details of application (if required).

10. Click on **Settings** icon.

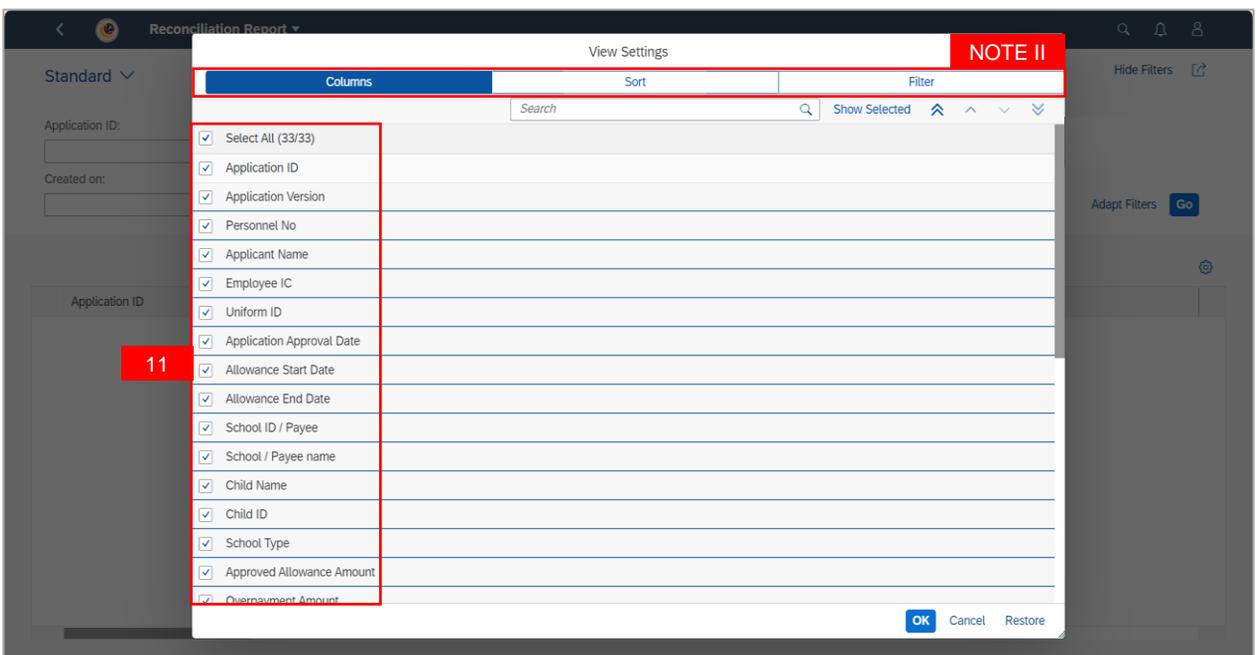


The screenshot shows the 'Reconciliation Report' interface. At the top, there are search filters for Application ID, version, Personnel number, Employee Full Name, and Identity Number. Below these are filters for Created on, Allowance Start Date (set to 01.01.2024), Allowance End Date, and Payee. A 'Go' button and 'Adapt Filters (1)' are visible. A table with 5 columns (Application ID, Application Version, Personnel No, Applicant Name, Employee IC) contains 4 rows of data. A red box highlights the first four rows. To the right of the table, there is a '10' indicator, a settings gear icon, and a red box with the number '9' next to the arrow icons for each row. A 'NOTE' box is overlaid on the table. At the bottom right, there is a 'Ginis' button.

Note I: The **View Settings** page will be displayed.

Note II: Under the **Columns, Sort** and **Filter** tab, requestor may sort and select **specific** categories to be displayed.

11. **Tick** the checkbox to **select/deselect** details of viewed applications.



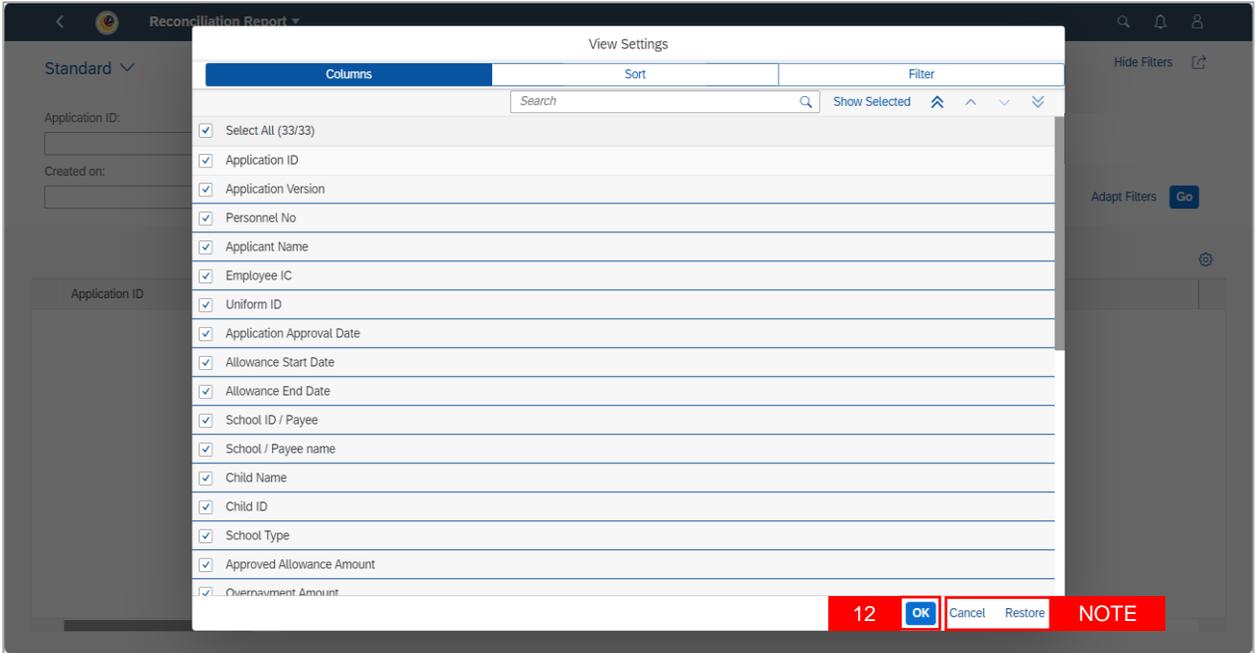
The screenshot shows the 'View Settings' dialog box. It has three tabs: 'Columns', 'Sort', and 'Filter'. The 'Columns' tab is active, showing a list of columns with checkboxes. A red box highlights the list of columns. A 'NOTE II' box is overlaid on the top right. At the bottom, there are 'OK', 'Cancel', and 'Restore' buttons.

Column Name	Selected
Select All (33/33)	<input checked="" type="checkbox"/>
Application ID	<input checked="" type="checkbox"/>
Application Version	<input checked="" type="checkbox"/>
Personnel No	<input checked="" type="checkbox"/>
Applicant Name	<input checked="" type="checkbox"/>
Employee IC	<input checked="" type="checkbox"/>
Uniform ID	<input checked="" type="checkbox"/>
Application Approval Date	<input checked="" type="checkbox"/>
Allowance Start Date	<input checked="" type="checkbox"/>
Allowance End Date	<input checked="" type="checkbox"/>
School ID / Payee	<input checked="" type="checkbox"/>
School / Payee name	<input checked="" type="checkbox"/>
Child Name	<input checked="" type="checkbox"/>
Child ID	<input checked="" type="checkbox"/>
School Type	<input checked="" type="checkbox"/>
Approved Allowance Amount	<input checked="" type="checkbox"/>
Overpayment Amount	<input checked="" type="checkbox"/>

12. Click on **OK** button.

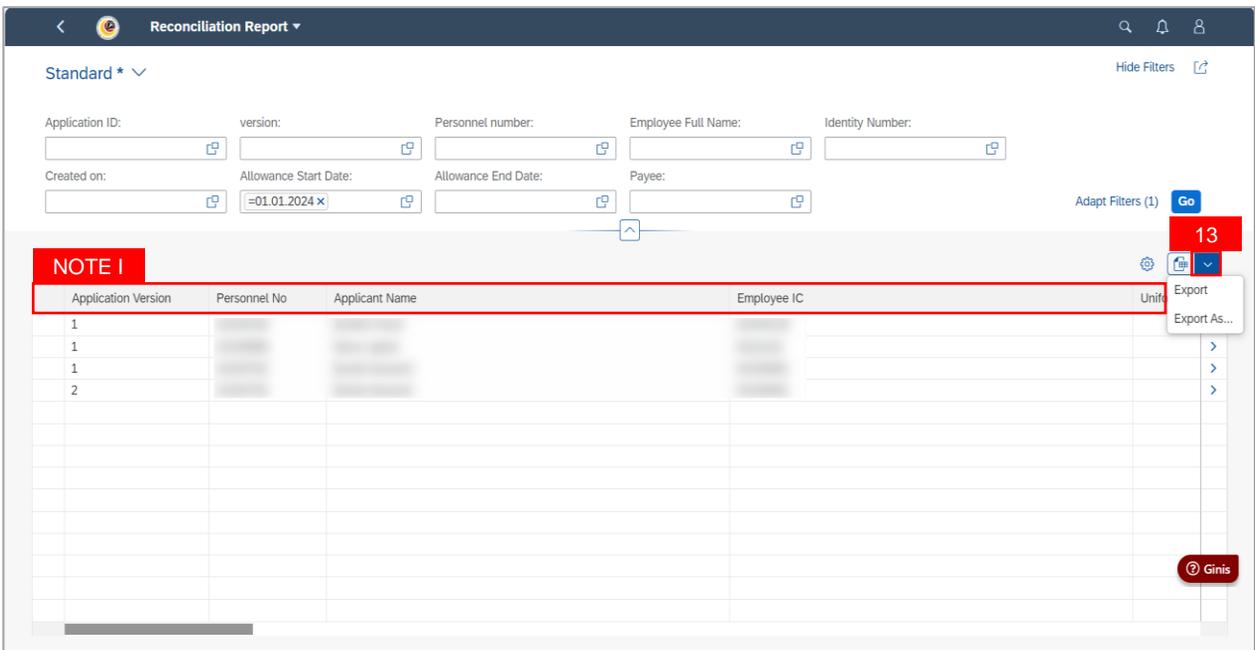
Note:

- i. **Requestor** may click on **Cancel** button to cancel filter.
- ii. **Requestor** may click on **Restore** button to reset selection.



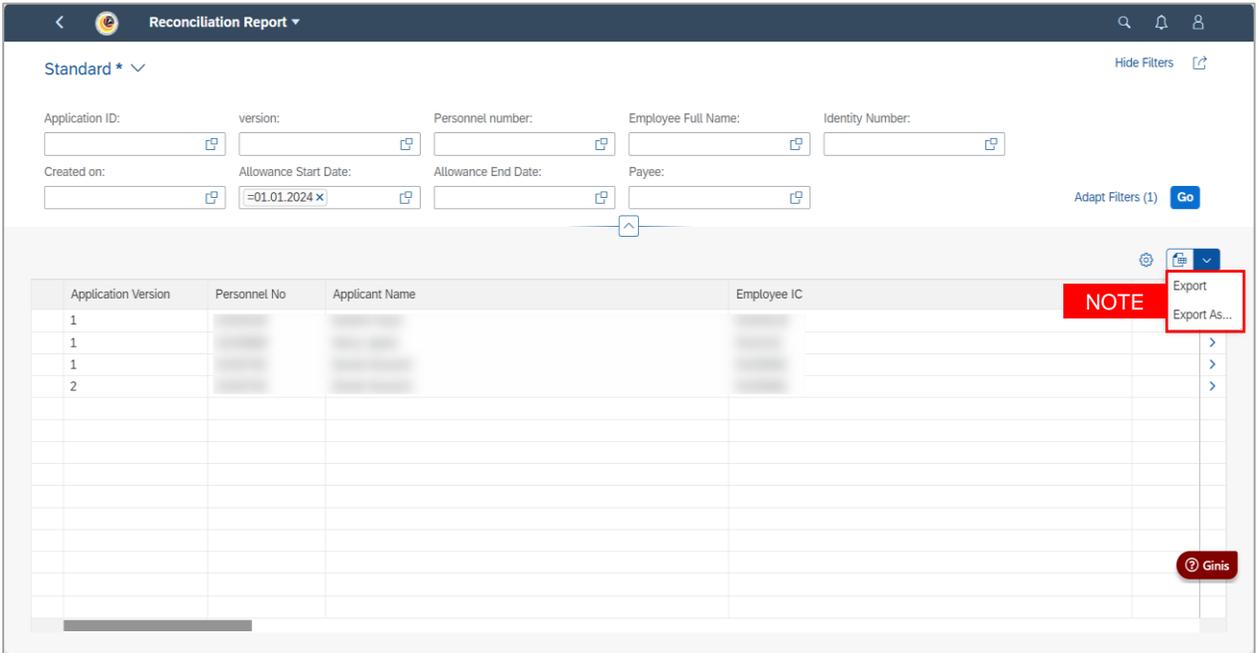
Note I: Applications in their **selected view settings** will be displayed.

13. Click on **Dropdown** icon to export and download report.



Note:

- i. To download report of **filtered** applications automatically, click on 'Export'.
- ii. To download and **rename** report of **filtered** applications, click on 'Export As'.

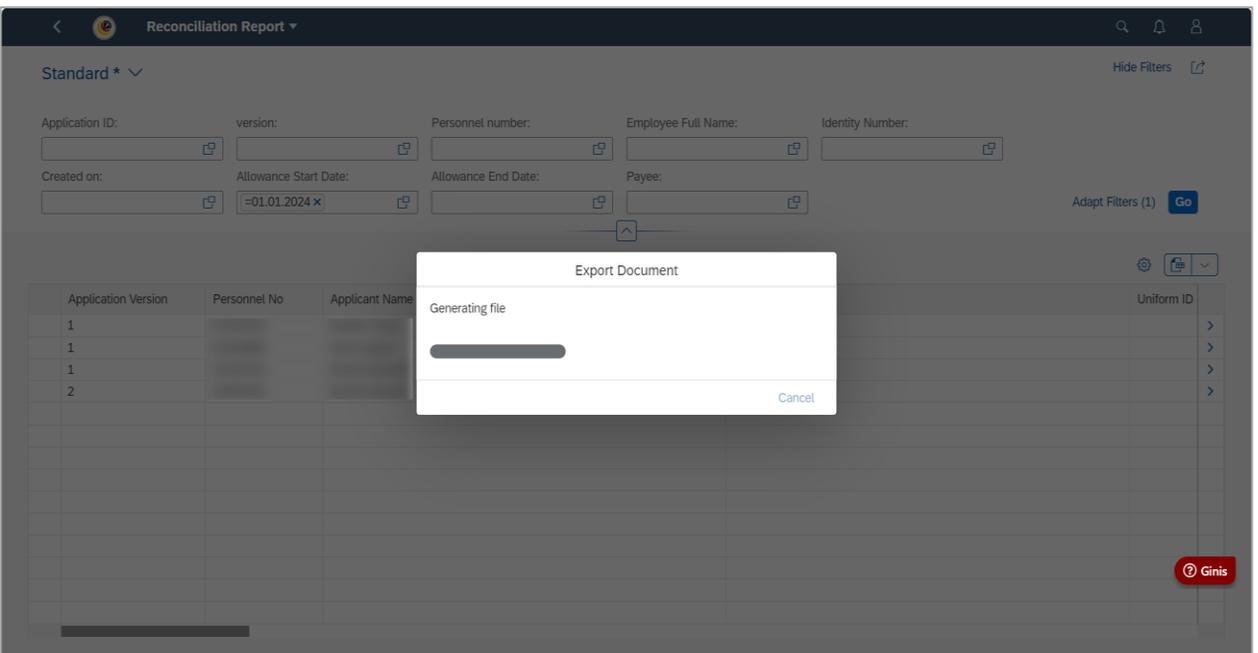


The screenshot shows the 'Reconciliation Report' interface. At the top, there are search and user icons. Below is a filter section with fields for Application ID, version, Personnel number, Employee Full Name, Identity Number, Created on, Allowance Start Date (set to 01.01.2024), Allowance End Date, and Payee. A 'Go' button is next to the filters. Below the filters is a table with columns: Application Version, Personnel No, Applicant Name, Employee IC, and Uniform ID. A red 'NOTE' box is overlaid on the table, and a red box highlights the 'Export' and 'Export As...' buttons in the top right corner of the table area. A 'Ginis' button is visible in the bottom right corner.

Note I: Filtered applications will **automatically** be downloaded.

Outcome: Education Allowance Reconciliation Report has successfully been downloaded in

Excel format.



This screenshot shows the same 'Reconciliation Report' interface as above, but with an 'Export Document' dialog box open in the center. The dialog box has a title bar 'Export Document' and a progress bar with the text 'Generating file'. A 'Cancel' button is located at the bottom right of the dialog box. The background interface is dimmed.