SISTEM SUMBER MANUSIA

User Guide

for Treasury EA Approver

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:

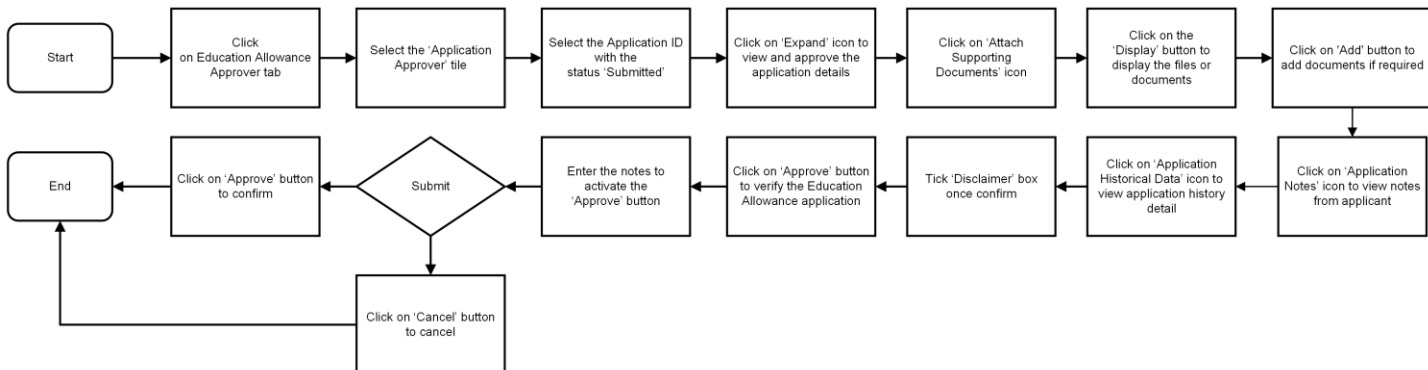| Term	Meaning
SSM	Sistem Sumber Manusia
SAP GUI	SAP Graphical User Interface/Back End
FIORI	Front End/Web Portal
ESS	Employee Self Service
MSS	Manager Self Service
EA	Education Allowance

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**.
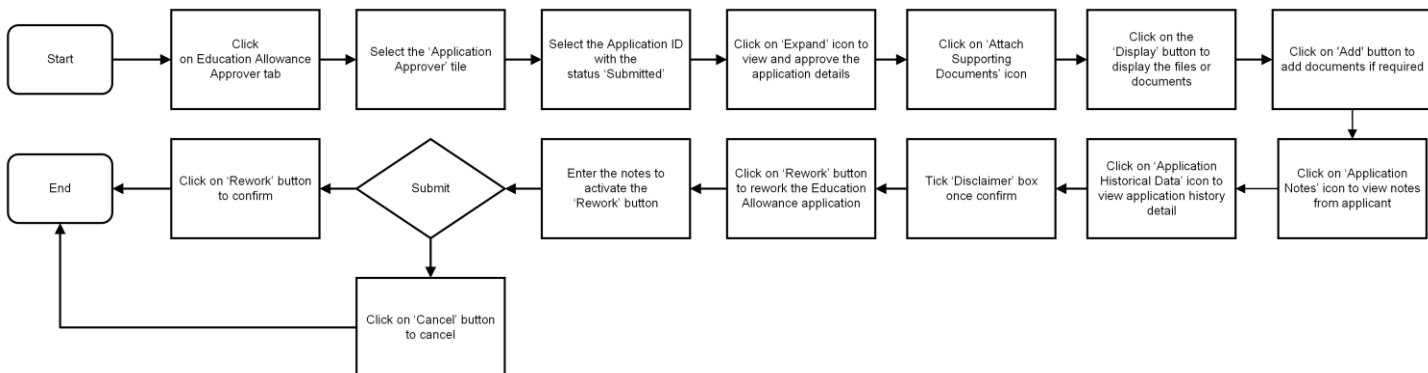
Table of Content

Process Overview

Approve Education Allowance Application

```
Start → Click on Education Allowance Approver tab → Select the 'Application Approver' tile → Select the Application ID with the status 'Submitted' → Click on 'Expand' icon to view and approve the application details → Click on 'Attach Supporting Documents' icon → Click on the 'Display' button to display the files or documents → Click on 'Add' button to add documents if required

End ← Click on 'Approve' button to confirm ← Submit ← Enter the notes to activate the 'Approve' button ← Click on 'Approve' button to verify the Education Allowance application ← Tick 'Disclaimer' box once confirm ← Click on 'Application Historical Data' icon to view application history detail ← Click on 'Application Notes' icon to view notes from applicant

Submit → Click on 'Cancel' button to cancel → End
```

Rework Education Allowance Application

```
Start → Click on Education Allowance Approver tab → Select the 'Application Approver' tile → Select the Application ID with the status 'Submitted' → Click on 'Expand' icon to view and approve the application details → Click on 'Attach Supporting Documents' icon → Click on the 'Display' button to display the files or documents → Click on 'Add' button to add documents if required

End ← Click on 'Rework' button to confirm ← Submit ← Enter the notes to activate the 'Rework' button ← Click on 'Rework' button to rework the Education Allowance application ← Tick 'Disclaimer' box once confirm ← Click on 'Application Historical Data' icon to view application history detail ← Click on 'Application Notes' icon to view notes from applicant

Submit → Click on 'Cancel' button to cancel → End
```

Reject Education Allowance Application

```
Start → Click on Education Allowance Approver tab → Select the 'Application Approver' tile → Select the Application ID with the status 'Submitted' → Click on 'Expand' icon to view and approve the application details → Click on 'Attach Supporting Documents' icon → Click on the 'Display' button to display the files or documents → Click on 'Add' button to add documents if required

End ← Click on 'Reject' button to confirm ← Submit ← Enter the notes to activate the 'Reject' button ← Click on 'Reject' button to reject the Education Allowance application ← Tick 'Disclaimer' box once confirm ← Click on 'Application Historical Data' icon to view application history detail ← Click on 'Application Notes' icon to view notes from applicant

Submit → Click on 'Cancel' button to cancel → End
```

Process Overview

Generate Education Allowance View Apps Group Report

```
Start → Click on Education Allowance View Apps Group tab → Select the 'View Application' tile → Click on Lookup icon to fill in the required details → Click on 'Settings' icon to generate filters → Tick the checkbox to select category
```

```
End ← Click on 'Export' to download report of all applications
     ← Click on 'Export As' to download report of filtered applications
← Click on Dropdown icon to export viewed applications to desktop ← Click on > icon to view the details of application (if required) ← Click on 'Go' button ← Click on 'OK' button
```

Generate Education Allowance Reconciliation Report

```
Start → Click on 'Education Allowance Report' tab → Select the 'EA Reconciliation Report' tile → Click on 'Adapt Filters' button → Click on 'Lookup' icon to fill in the details
```

```
Click on 'Settings' icon ← Click on 'Arrow' (>) icon to view the details of application (if required) ← Requestor may tick on the checkbox to 'select more filters' ← Click on 'More Filters' button ← Tick on the checkbox to select which category to apply filters with
```

```
Tick the checkbox to 'select/deselect' details of viewed applications → Click on 'OK' button → Click on 'Dropdown' icon to export and download report
→ Click on 'Export' to download report of filtered applications automatically → End
→ Click on 'Export As' to download and rename report of filtered applications
```

Sistem Sumber Manusia - Education Allowance

APPROVE EDUCATION ALLOWANCE APPLICATION	Front End User
	Treasury EA Approver

1. Click on **Education Allowance Approver.**

2. Select the **Application Approver** tile.
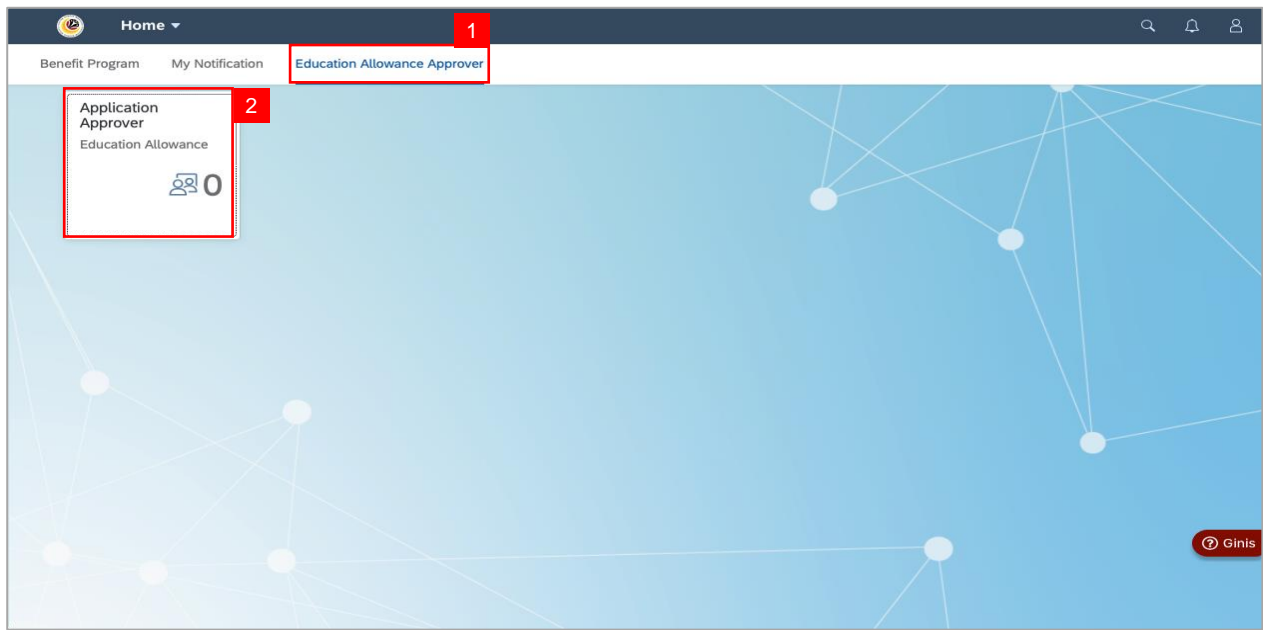
Note: The **Education Allowance Application Page** will be displayed.

3. Under **Application List**, select the Application ID with the **'Submitted'** status.
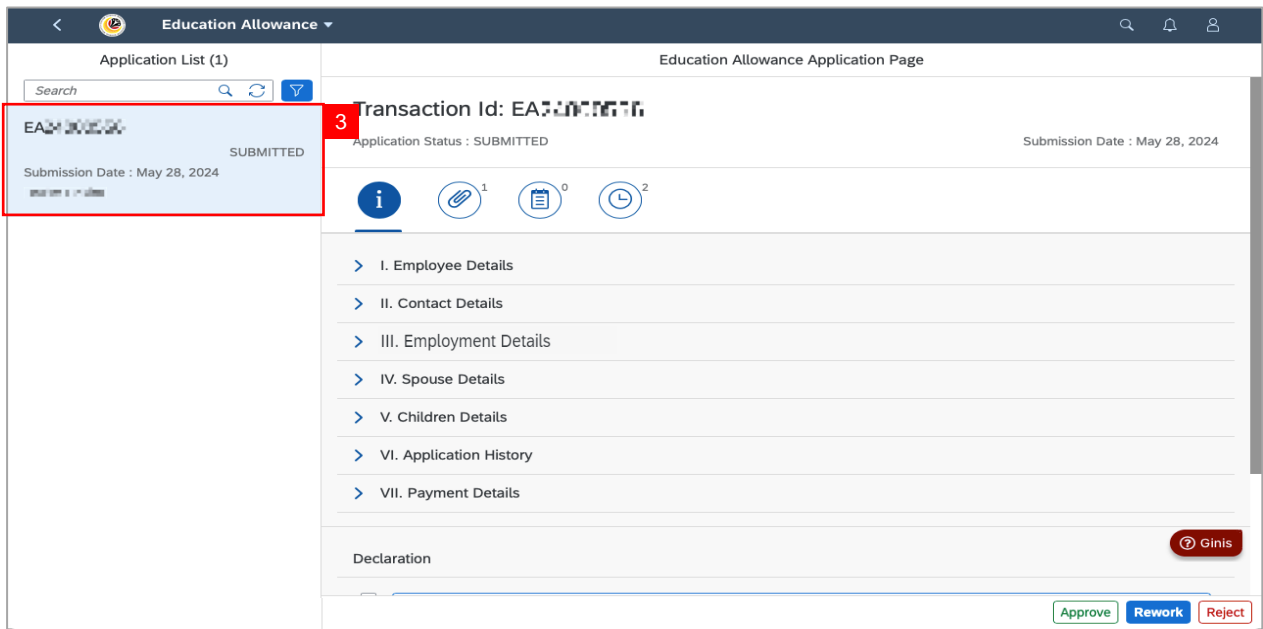
4. Click on **Application Details** tab.

Note: EA Approver can only view the application details.

5. Click on **Supporting Documents** tab.

6. Click on **Display** button to view supporting documents.

7. Click on **Add** button to upload attachments (if required).

8. Click on **Notes** tab to view any remarks or notes entered by **Employee** and/or **Department Administrator**.

9. Click on **Application History** tab to view application history details.

10. Tick on **Declaration** checkbox.

Note: Depending on the scenario, **EA Approver** may also click on the following buttons:

i. **Approve** button to approve applications.

ii. **Rework** button to rework applications.

iii. **Reject** button to reject applications.

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

Sistem Sumber Manusia - Education Allowance

GENERATE EDUCATION ALLOWANCE GROUP REPORT	Front End User
	Treasury EA Approver

1. Click on **Education Allowance View Apps Group** tab**.**

2. Select **View Application** tile.
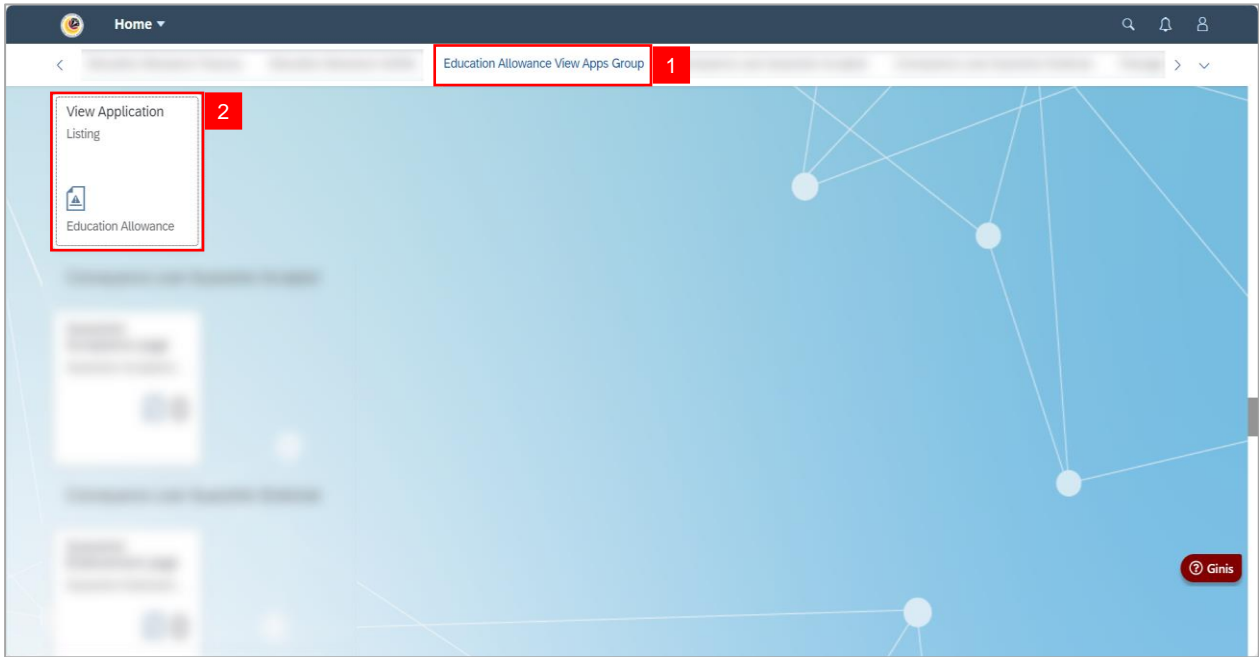
Note: The **View Application Page** will be displayed.

3. Click on **Lookup** icon to fill in the required details.

4. Click on **Settings** icon to generate filters.
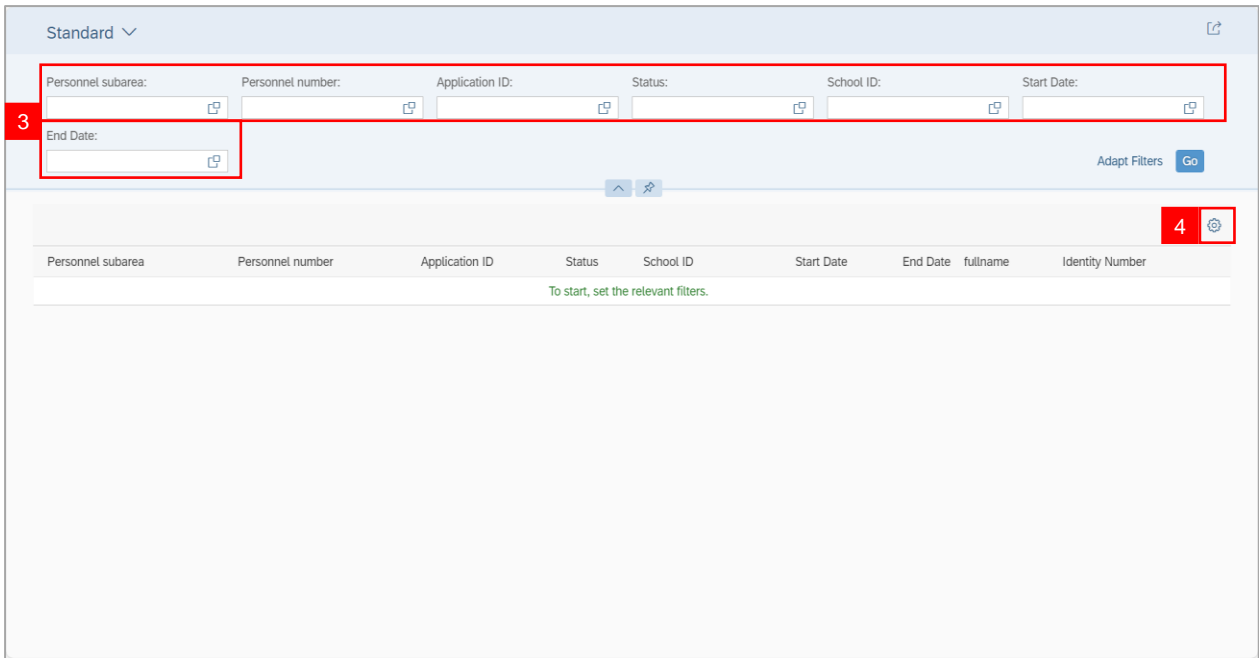
Note: The **View Settings** page will be displayed.

Note I: Under the **Columns, Sort, Filter** and **Group** tab, requestor may sort and select

specific categories for all applications to be displayed.
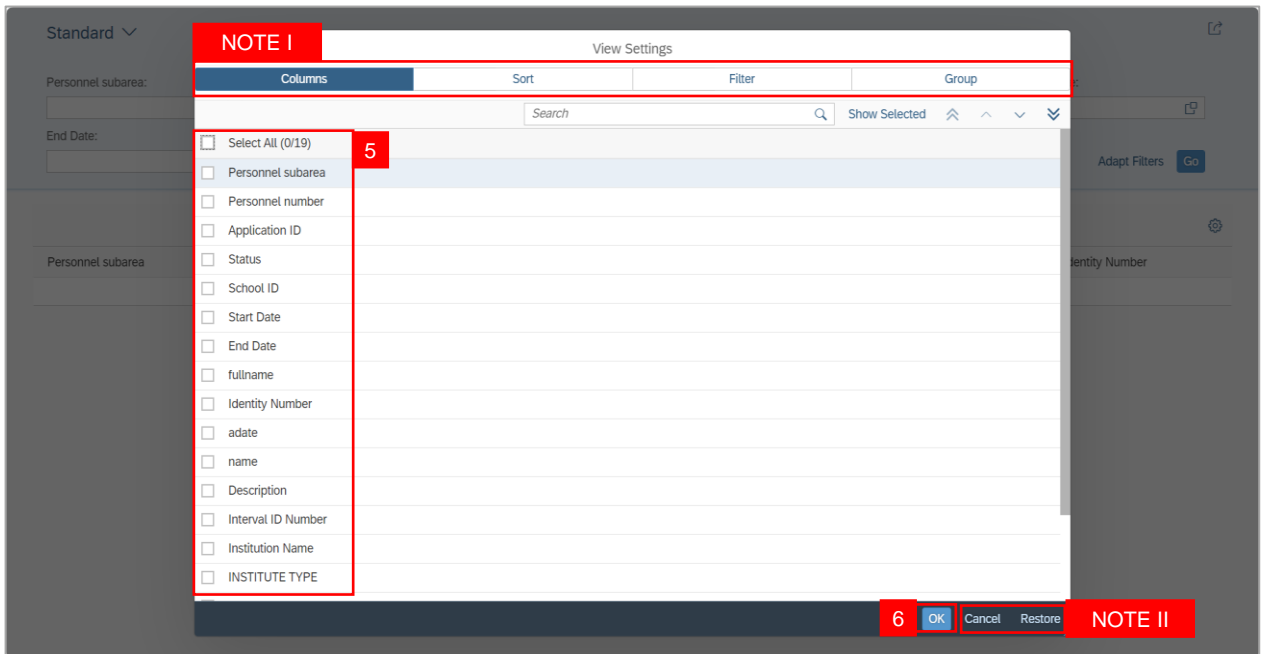
5. **Tick** the checkbox to select category.

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.

7. Click on **Go** button.

Note: Applications in their selected categories will be displayed**.**

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

9. Click on **Dropdown icon export viewed applications to desktop**.

Note II:

i.   To download report of **all** applications, click on '**Export**'.

ii.   To download report of **filtered** applications, click on '**Export As**'.

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

10. Fill in the required details.

11. Click on **Export** button.
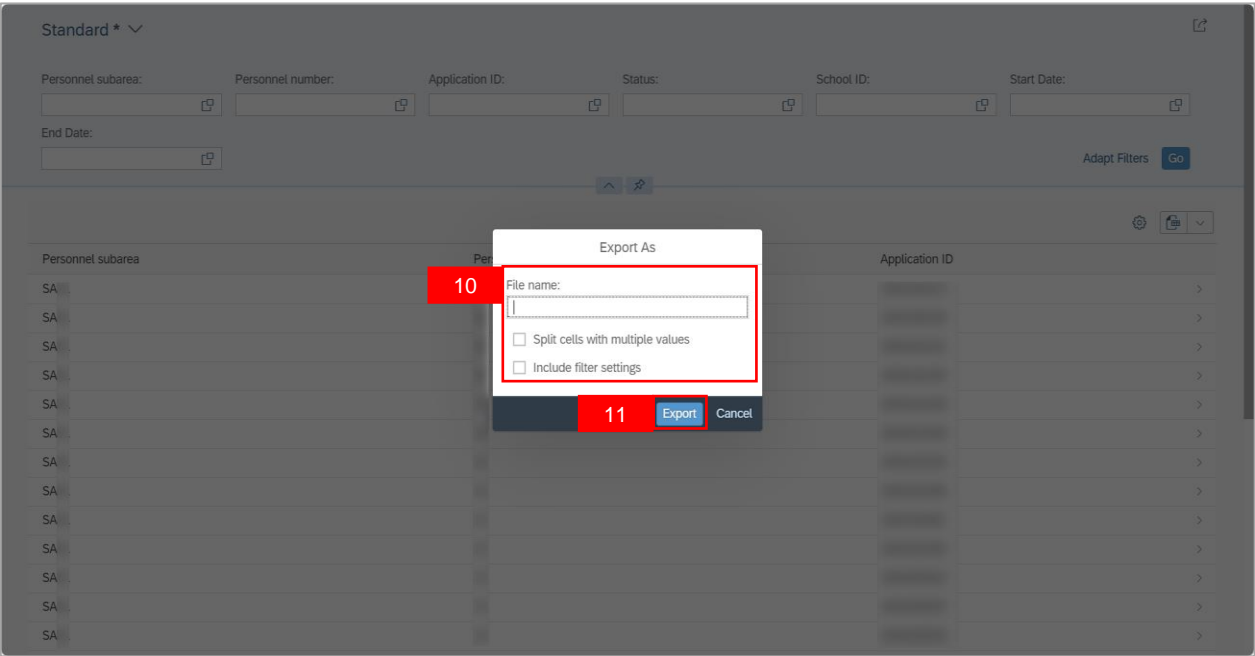
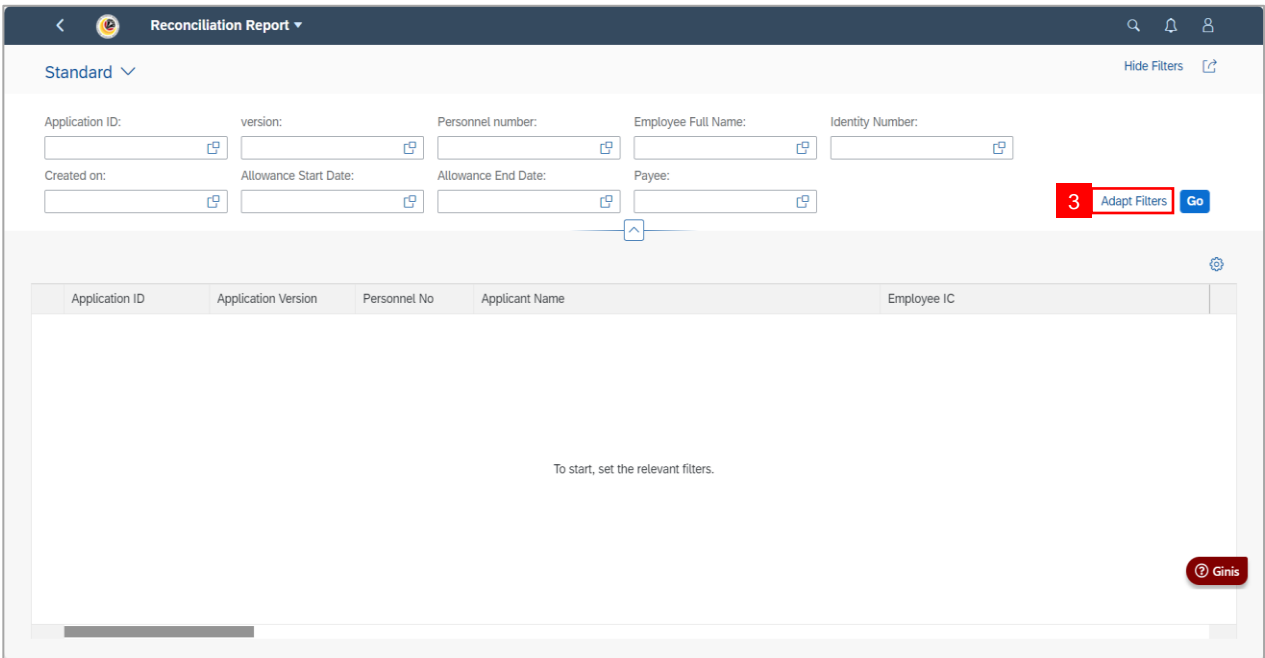**Outcome: Education Allowance Application** has successfully been downloaded in Excel

format.

GENERATE EDUCATION ALLOWANCE RECONCILIATION REPORT	Front End User
	Treasury EA Approver

1. Click on **Education Allowance Report** tab**.**

2. Select **EA Reconciliation Report** tile.
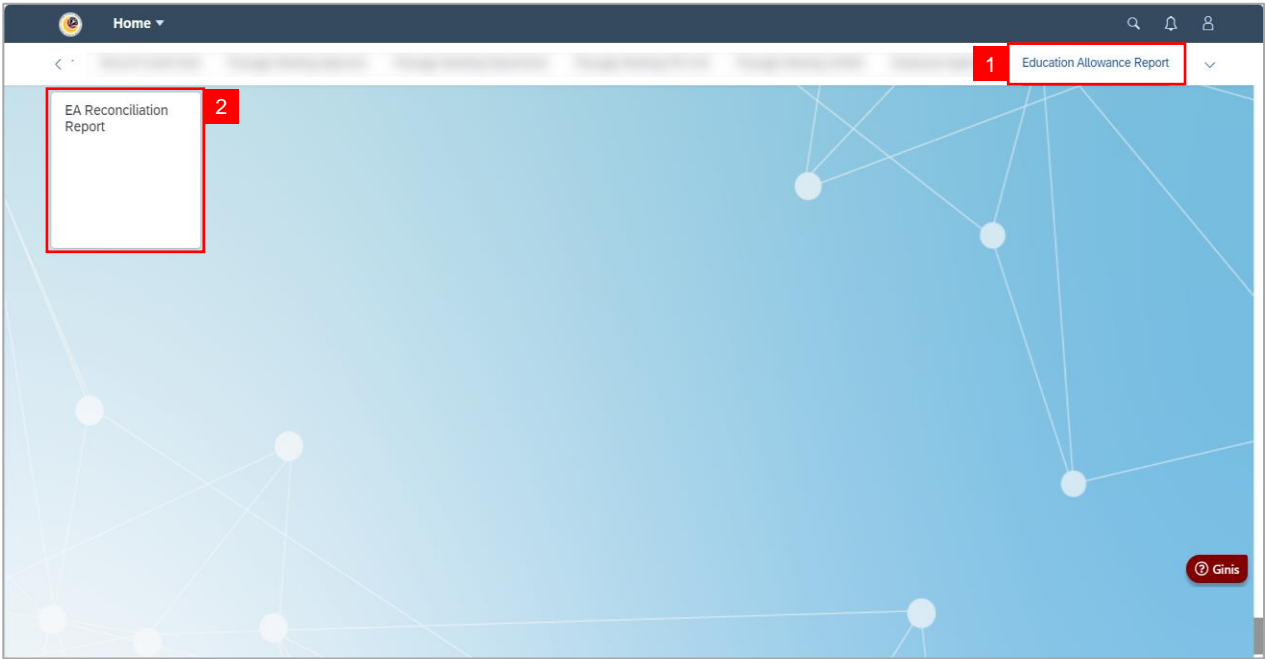
Note: The **Reconciliation Report** page will be displayed.

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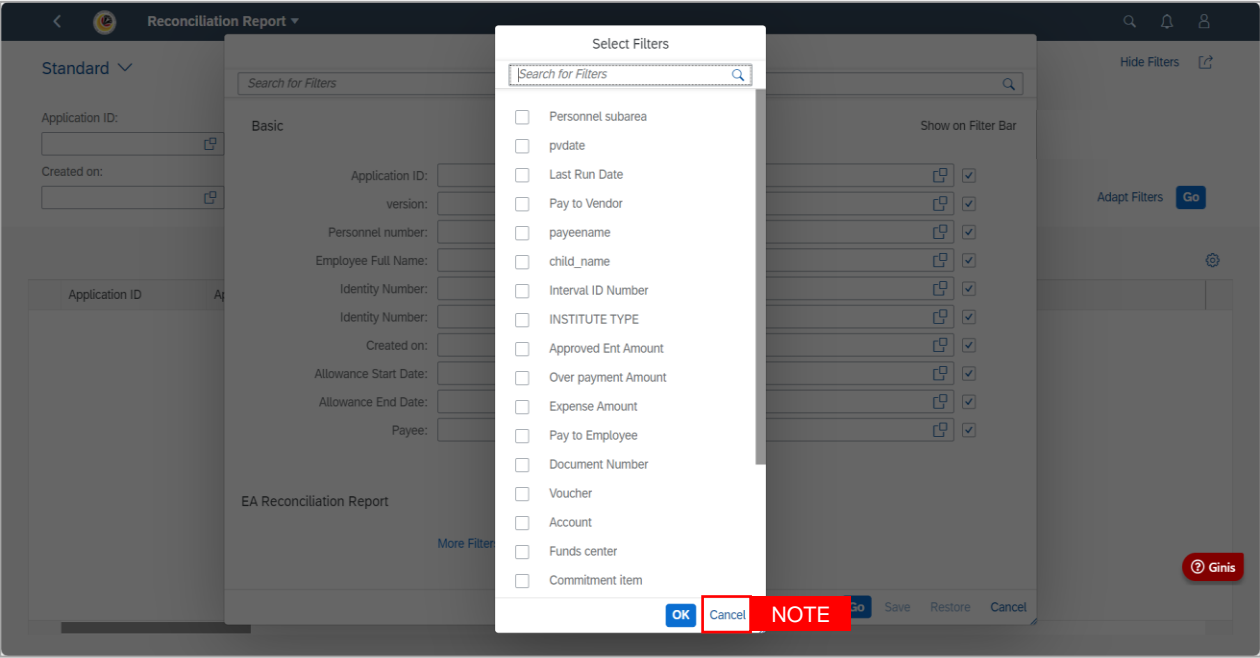
Note I: The **selected filter** will be displayed.

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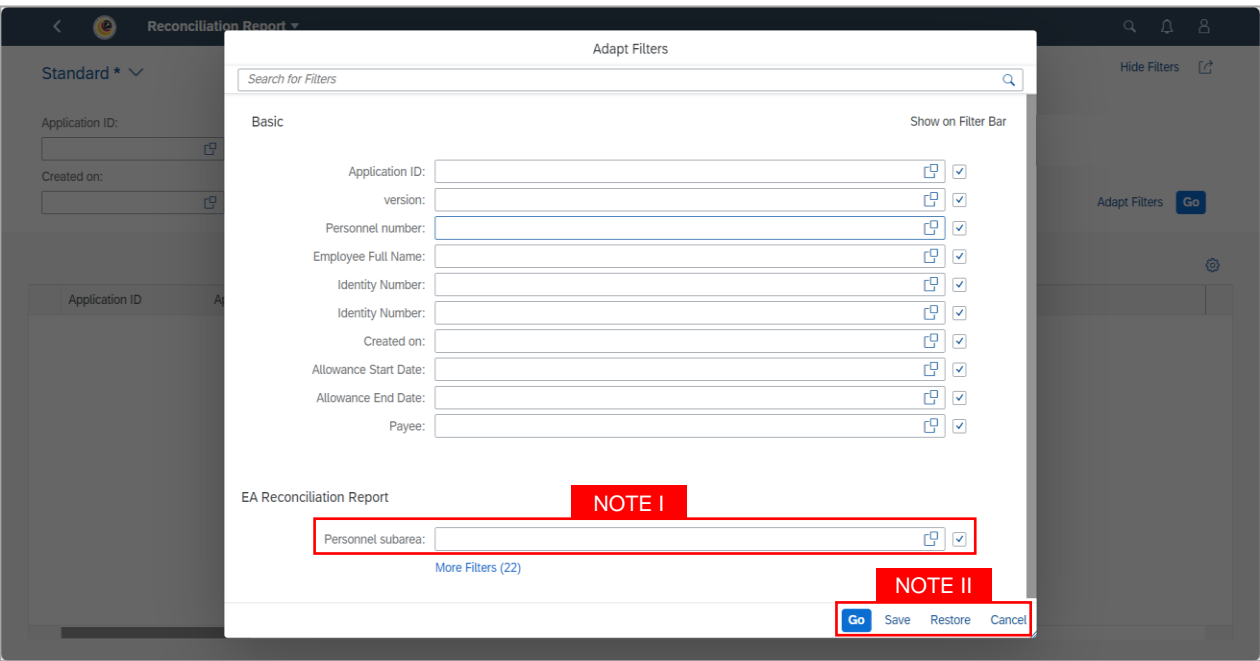
Note: The **filtered applications** will be displayed.

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

10. Click on **Settings** icon.

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.

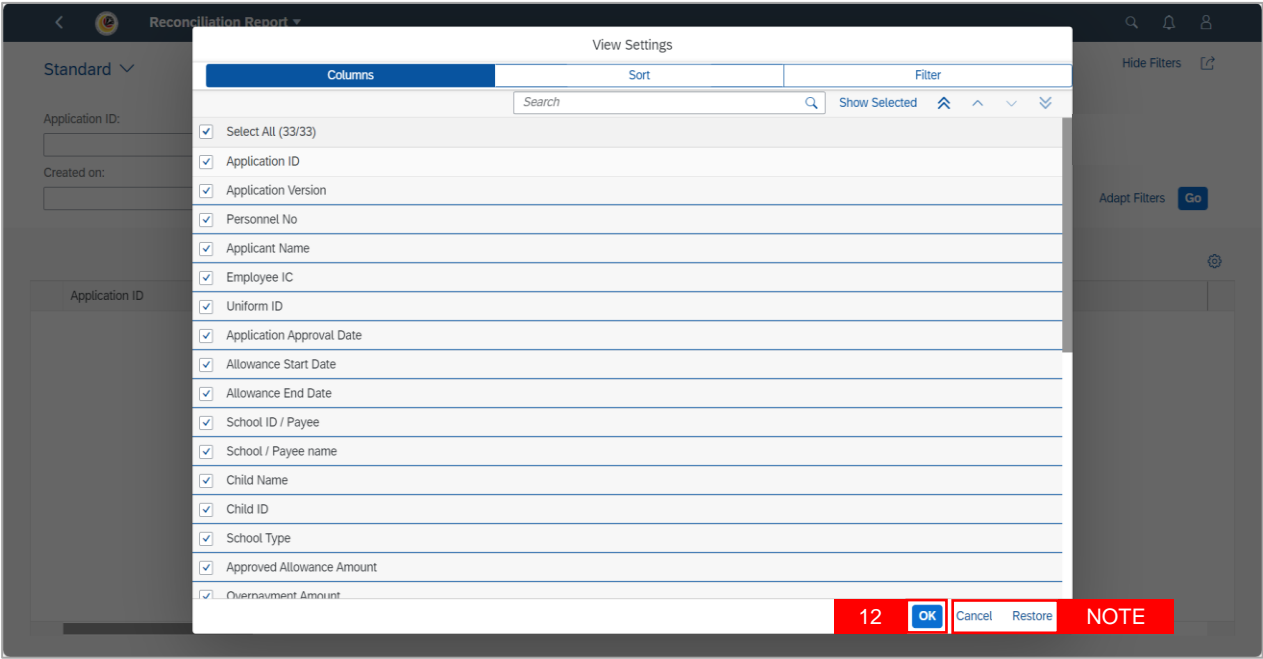11. **Tick** the checkbox to **select/deselect** details of viewed applications.
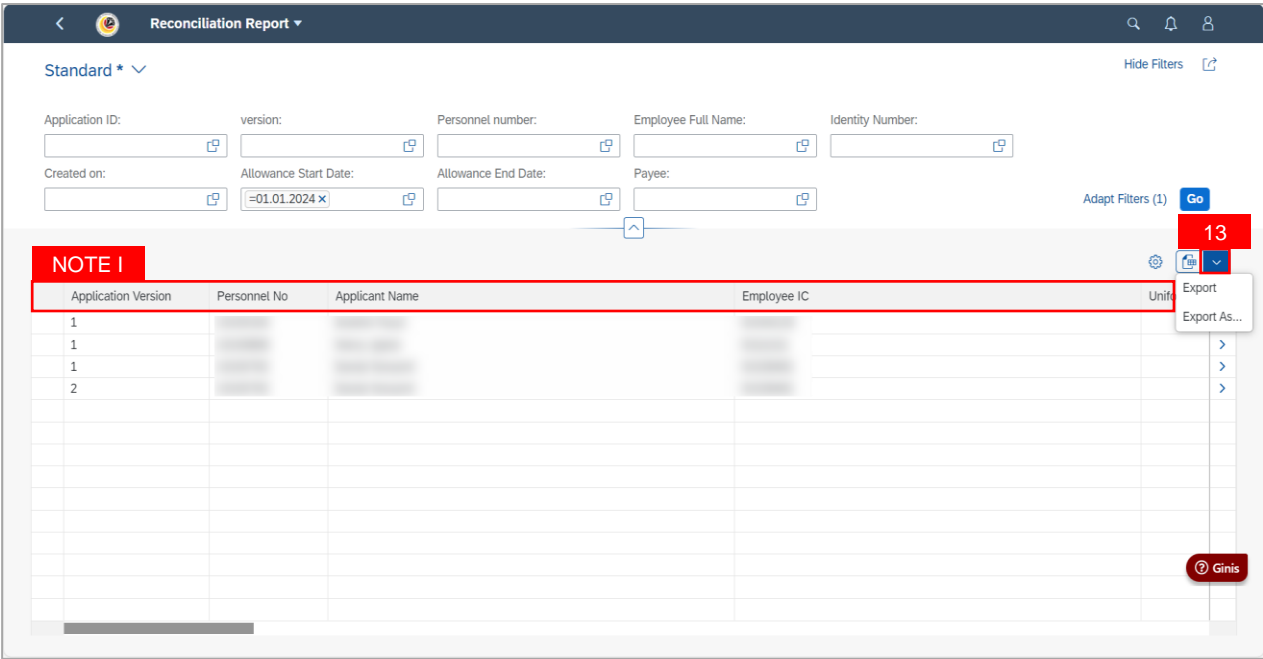
12. Click on **OK** button.

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**'.

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

Outcome: Education Allowance Reconciliation Report has successfully been downloaded in

Excel format.