



# **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
<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>EA</b>	Education Allowance

## FURTHER ASSISTANCE

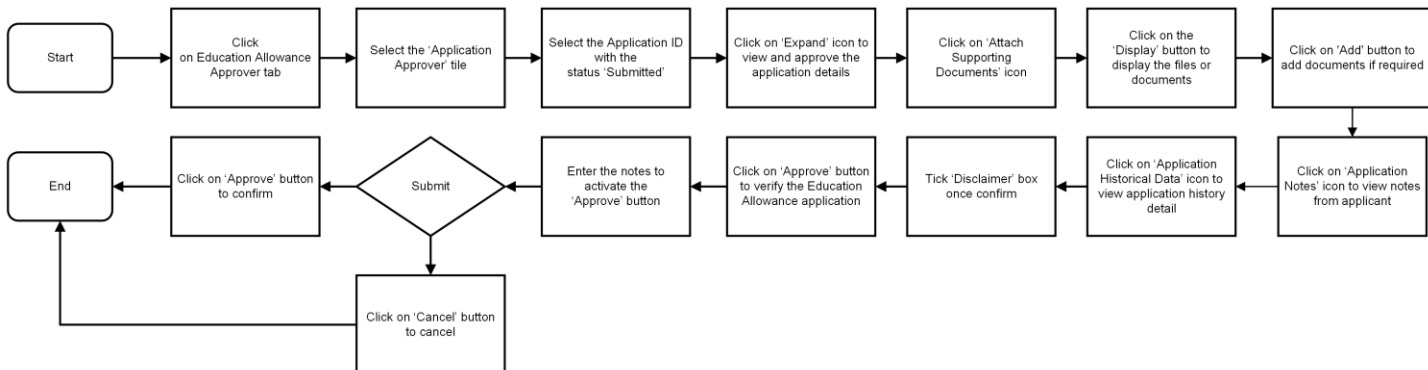
Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 2382227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.

## Table of Content

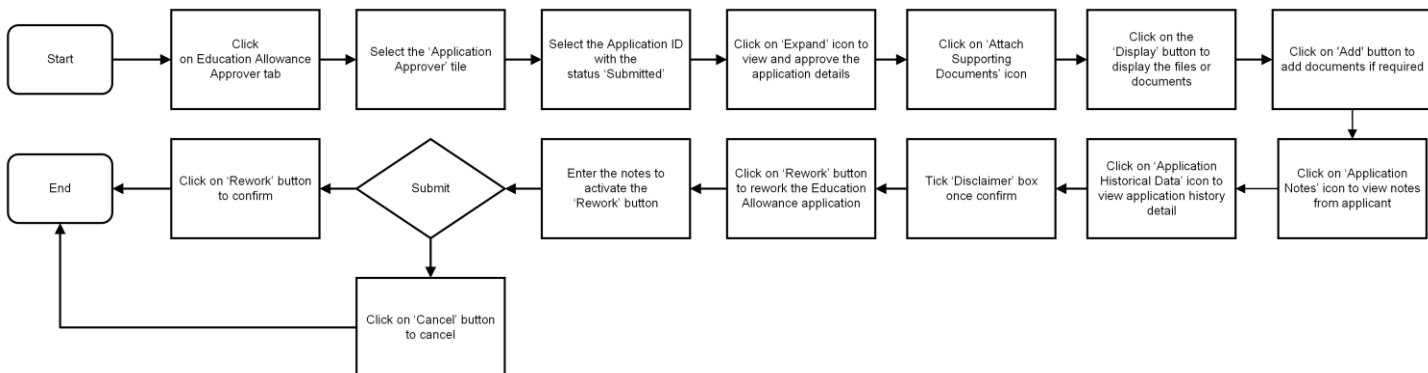
Topics	Page
Introduction	<a href="#">2</a>
Glossary	<a href="#">2</a>
Further Assistance	<a href="#">2</a>
Process Overview	<a href="#">4</a>
Maintain Application <ul style="list-style-type: none"><li>• Endorse Education Allowance Application</li><li>• Rework Education Allowance Application</li><li>• Reject Education Allowance Application</li></ul>	<a href="#">6</a>
Generate Education Allowance View Apps Group Report	<a href="#">10</a>
Generate Education Allowance Reconciliation Report	<a href="#">14</a>

## Process Overview

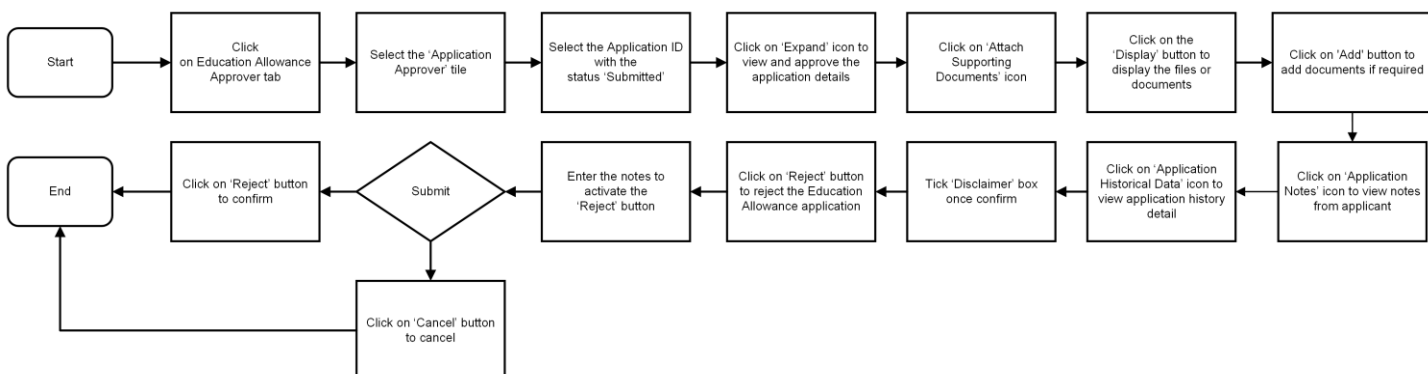
### Approve Education Allowance Application



### Rework Education Allowance Application

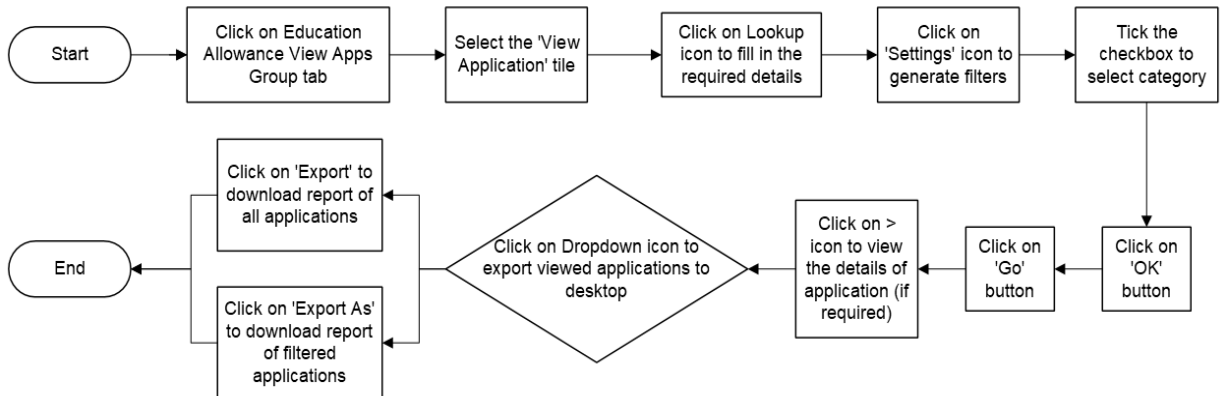


### Reject Education Allowance Application

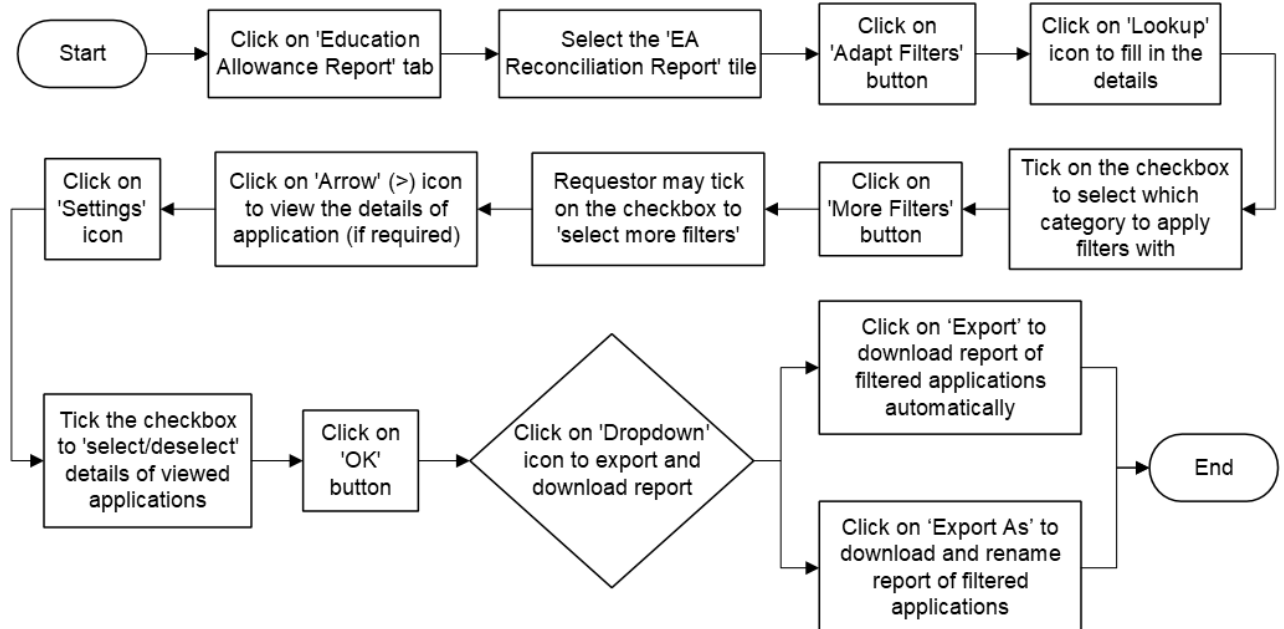


## Process Overview

### Generate Education Allowance View Apps Group Report



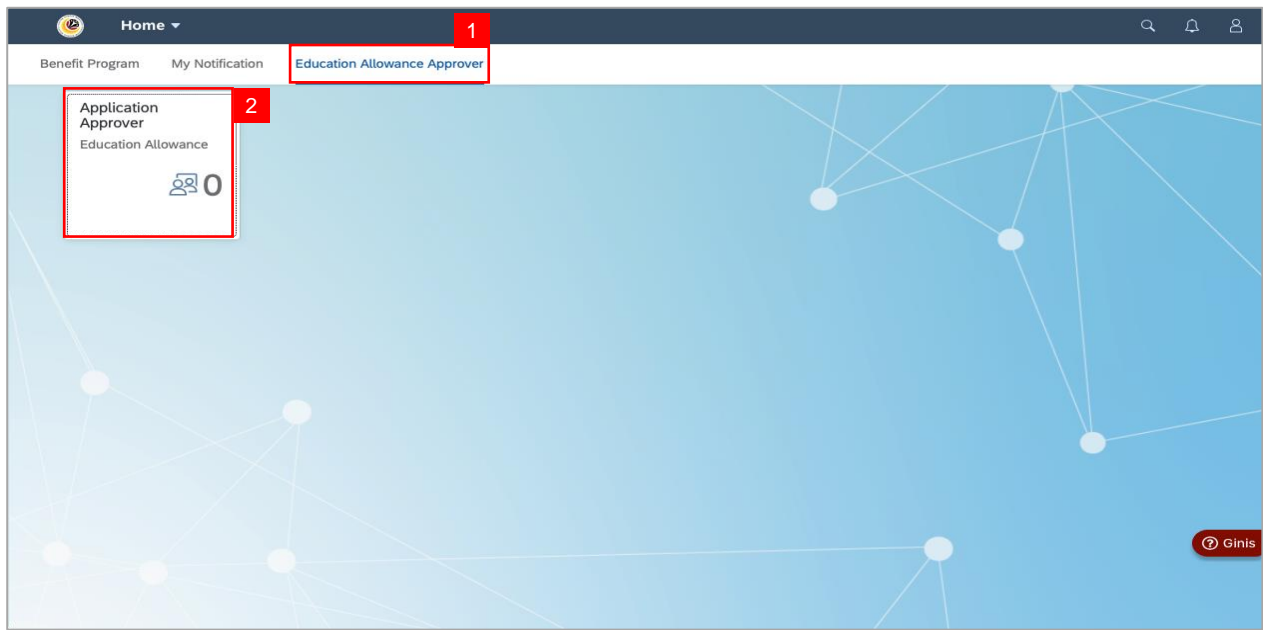
### Generate Education Allowance Reconciliation Report





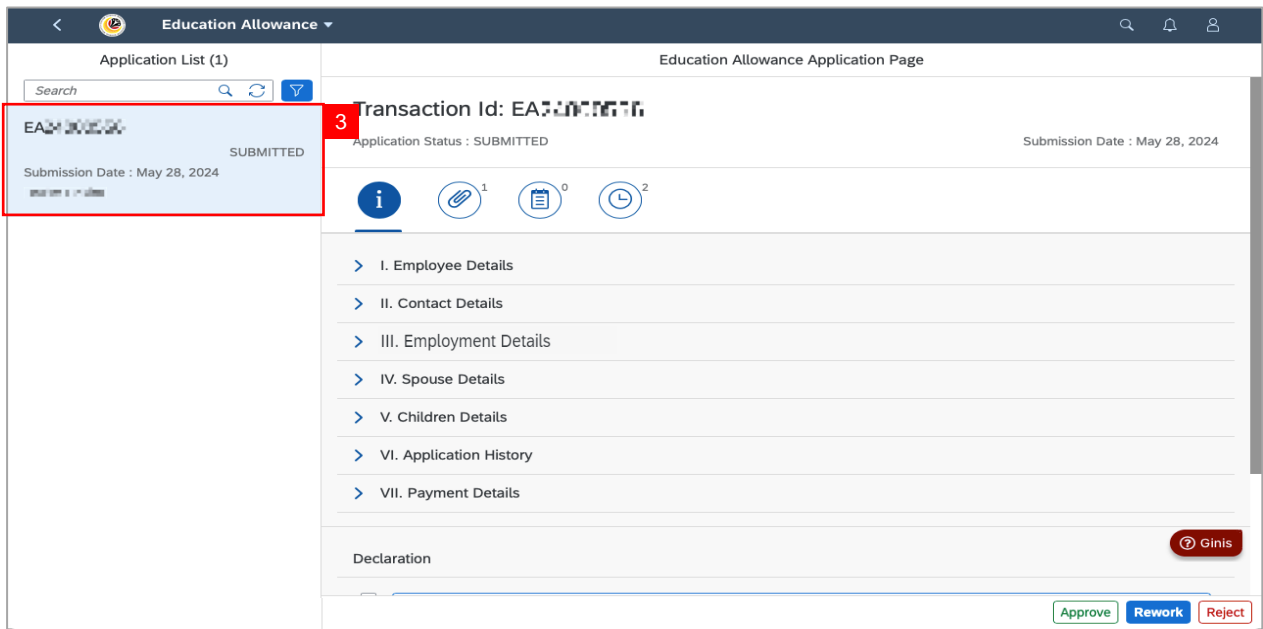
APPROVE EDUCATION ALLOWANCE APPLICATION	Front End User
	Treasury EA Approver

- 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.

Education Allowance

Application List (1)

Search

EA24000556

SUBMITTED

Submission Date : May 28, 2024

Transaction Id: EA24000556

Application Status : SUBMITTED

Submission Date : May 28, 2024

4

i

1

0

2

NOTE

I. Employee Details

II. Contact Details

III. Employment Details

IV. Spouse Details

V. Children Details

VI. Application History

VII. Payment Details

Declaration

Ginis

Approve

Rework

Reject

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).

Education Allowance

Application List (1)

Search

EA24000556

SUBMITTED

Submission Date : May 28, 2024

Transaction Id: EA24000556

Application Status : SUBMITTED

Submission Date : May 28, 2024

5

i

5

0

2

View Personal Attachment

7

+

Supporting Document	File Name	File Size	Action
Supporting Doc	PDF, JPG, PNG	EA24000556_001_001.jpg	25.1 KB

6

Display

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 tata tertib dibawah mana-mana peraturan yang berkaitan dengan kelakuan dan tata tertib pegawai-pegawai Kerajaan.

☐

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

Ginis

Approve

Rework

Reject

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

<

Education Allowance

---

Application List (1)

**EAM SUBMISSION**

SUBMITTED

Submission Date : May 28, 2024

### Education Allowance Application Page

**Transaction Id:** EA7d0c0m7g

Application Status : SUBMITTED

Submission Date : May 28, 2024

**Notes**

No data

**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 tata tertib pegawai-pegawai Kerajaan.

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

Ginis

Approve
Rework
Reject

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

10. Tick on **Declaration** checkbox.

< >  Education Allowance

### Application List (1)

Search

**EA20240528**

SUBMITTED

Submission Date : May 28, 2024

## Education Allowance Application Page

Transaction Id: EA7400329

Application Status : SUBMITTED

Submission Date : May 28, 2024

9

1

0

2

History			
Employee	Date	Time	Status
10100329	May 28, 2024	09:01:12	DRAFTED
10100329	May 28, 2024	09:02:09	SUBMITTED

10

☒

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 Perbandarahan juga berhak untuk menarik balik sebarang kelulusan yang diberikan berhubung dengan permohonan ini dan menuntut balik pembayaran yang mungkin telah dibuat.

Approve
Rework
Reject





**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.

Education Allowance

Application List (1)

Search

EA 10100329

SUBMITTED

Submission Date : May 28, 2024

Transaction Id: EA10100329

Application Status : SUBMITTED

Submission Date : May 28, 2024

1

0

2

History

Employee	Date	Time	Status
10100329	May 28, 2024	09:01:12	DRAFTED
10100329	May 28, 2024	09:02:09	SUBMITTED

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 kelulusan yang diberikan berhubung dengan permohonan ini dan menuntut balik pembayaran yang mungkin telah dibuat.

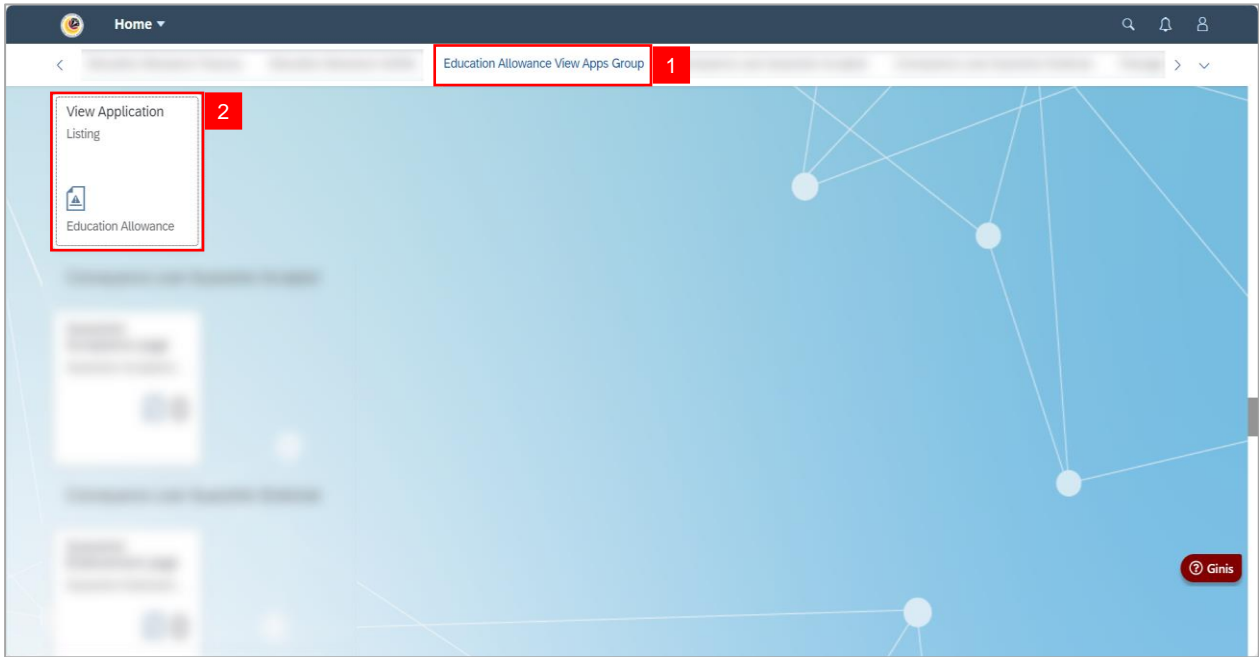
NOTE

ApproveReworkReject

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

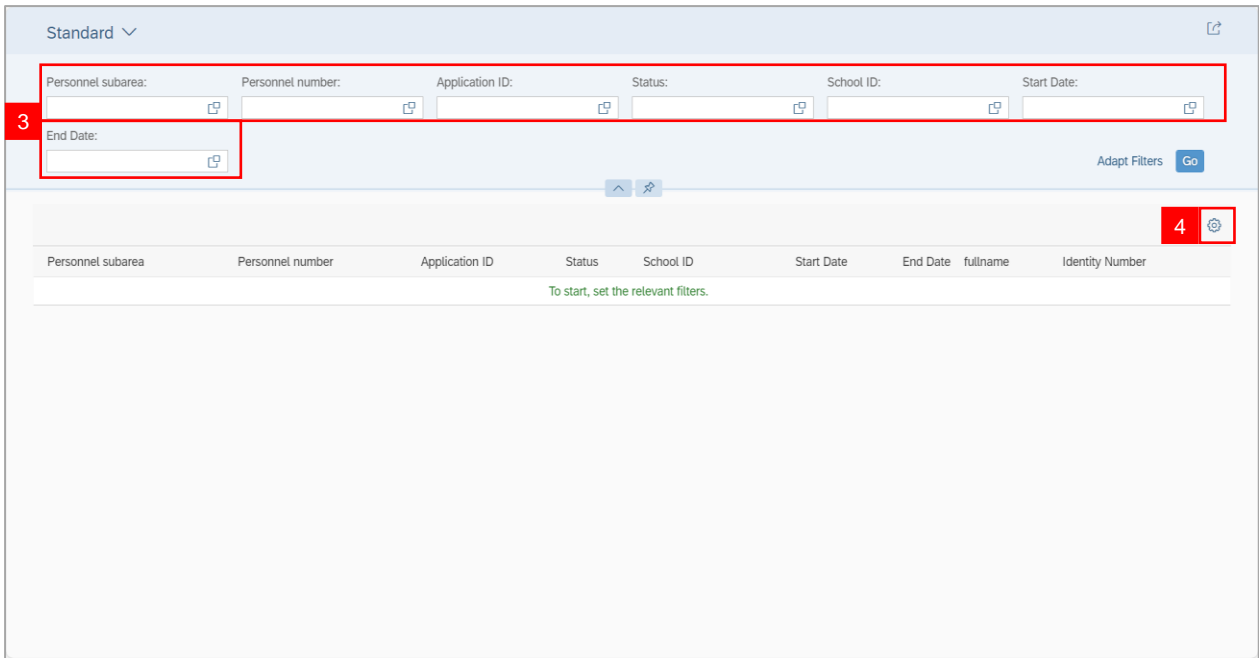
<b>GENERATE EDUCATION ALLOWANCE GROUP REPORT</b>	<b>Front End User</b> Treasury EA Approver
--	---

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.

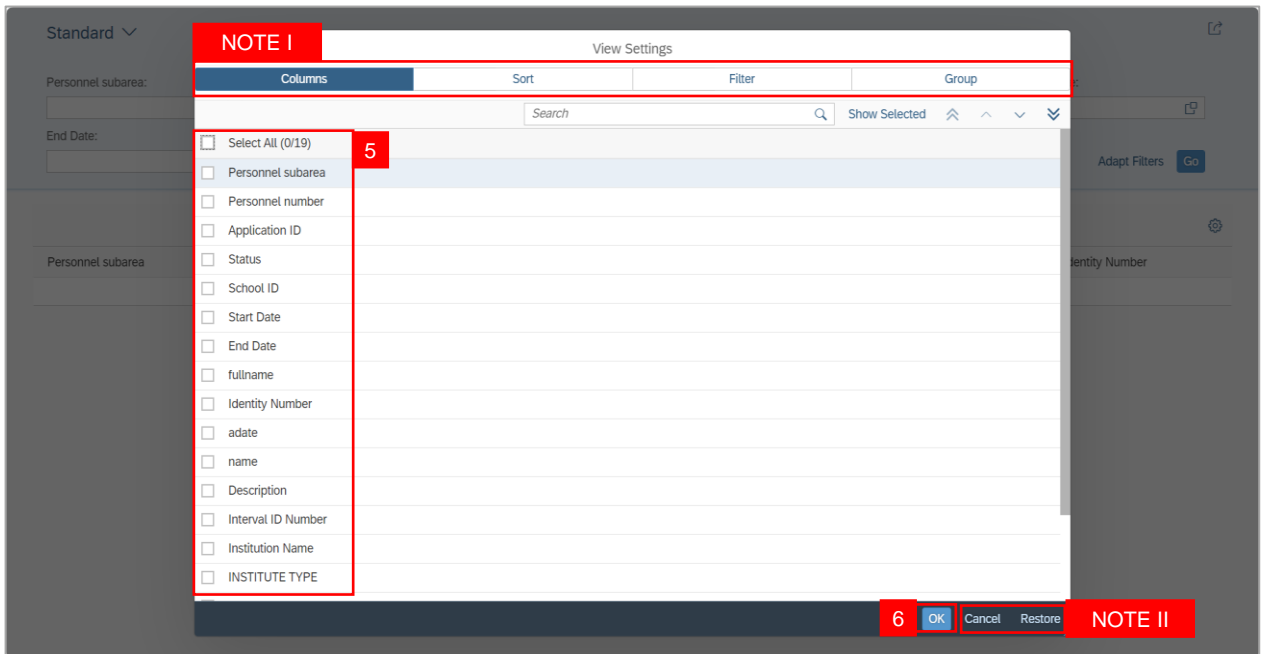
5. **Tick** the checkbox to select category.

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.



**NOTE I**

View Settings

Columns Sort Filter Group

Select All (0/19)

Personnel subarea

Personnel number

Application ID

Status

School ID

Start Date

End Date

fullName

Identity Number

adate

name

Description

Interval ID Number

Institution Name

INSTITUTE TYPE

6 OK Cancel Restore

**NOTE II**



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).

Standard \*

Personnel subarea:

Personnel number:


Application ID:

Status:

School ID:

Start Date:

End Date:

Adapt Filters 

NOTE I

Personnel subarea	Personnel number	Application ID
SA		
SA		
SA		
SA		
SA		
SA		
SA		
SA		
SA		
SA		
SA		
SA		
SA		

8

>

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'**.

Standard \*

Personnel subarea:

Personnel number:


Application ID:

Status:

School ID:

Start Date:

End Date:

Adapt Filters 

NOTE II

Personnel subarea	Personnel number	Application ID
S		
S		
S		
S		
S		
S		
S		
S		
S		
S		
S		
S		
S		

9

Export

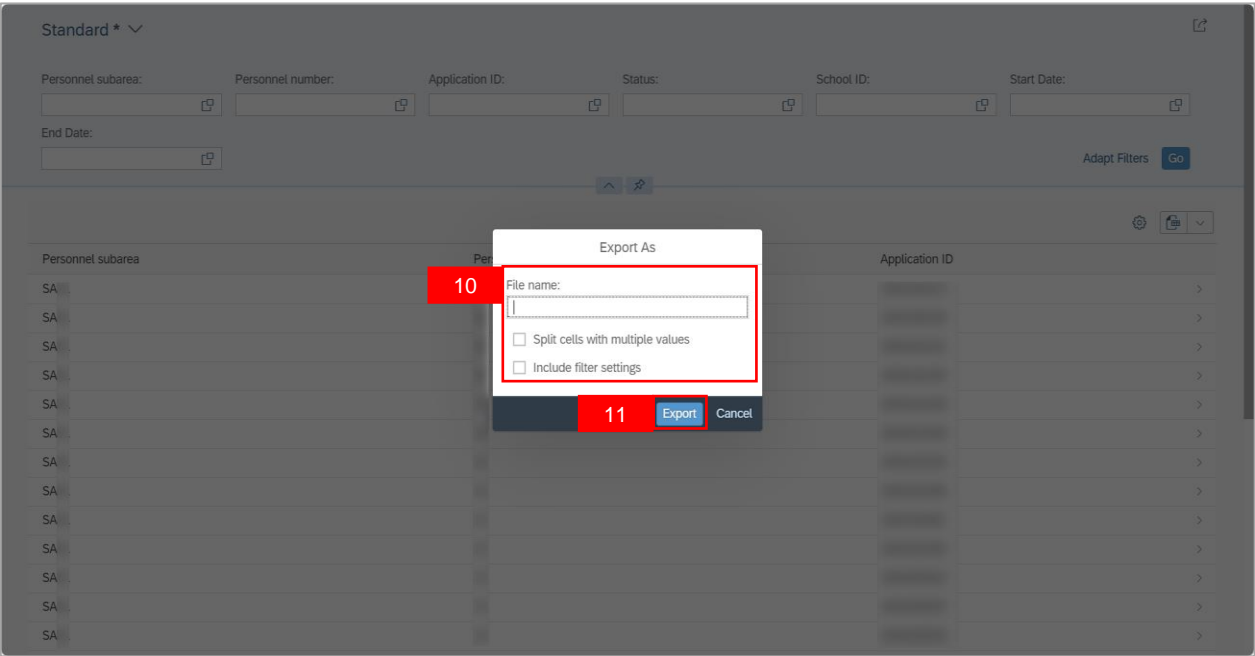
Export As...



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

10. Fill in the required details.

11. Click on **Export** button.

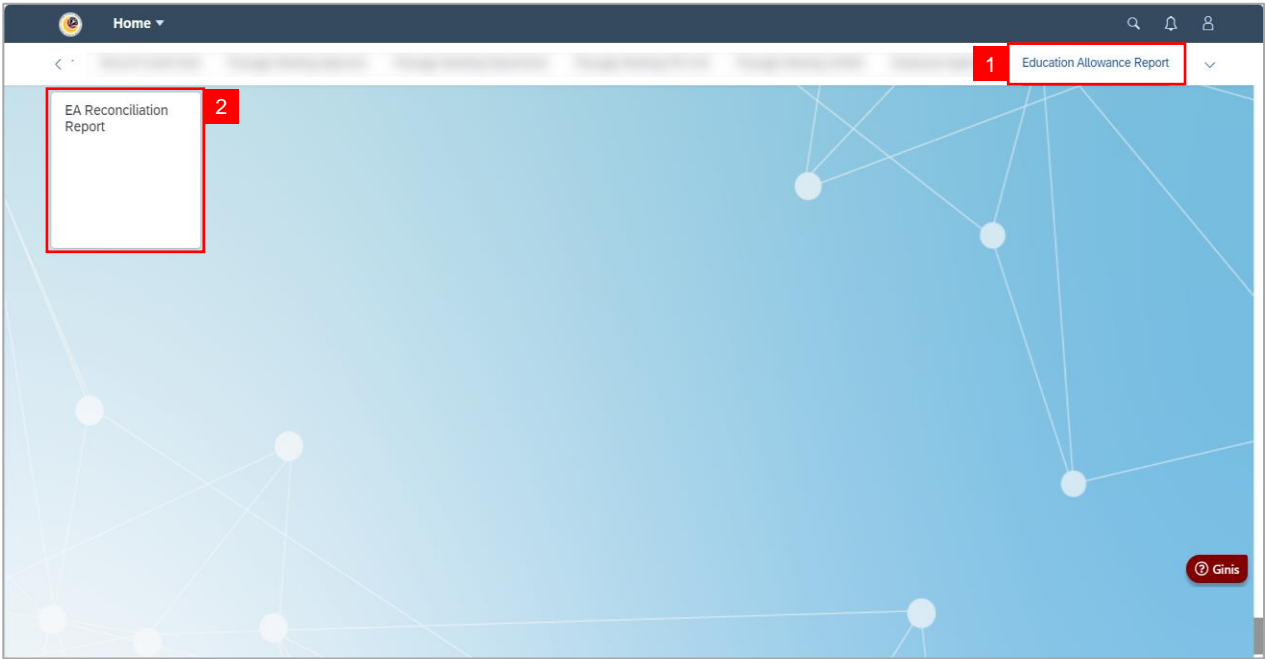


**Outcome:** Education Allowance Application has successfully been downloaded in Excel format.



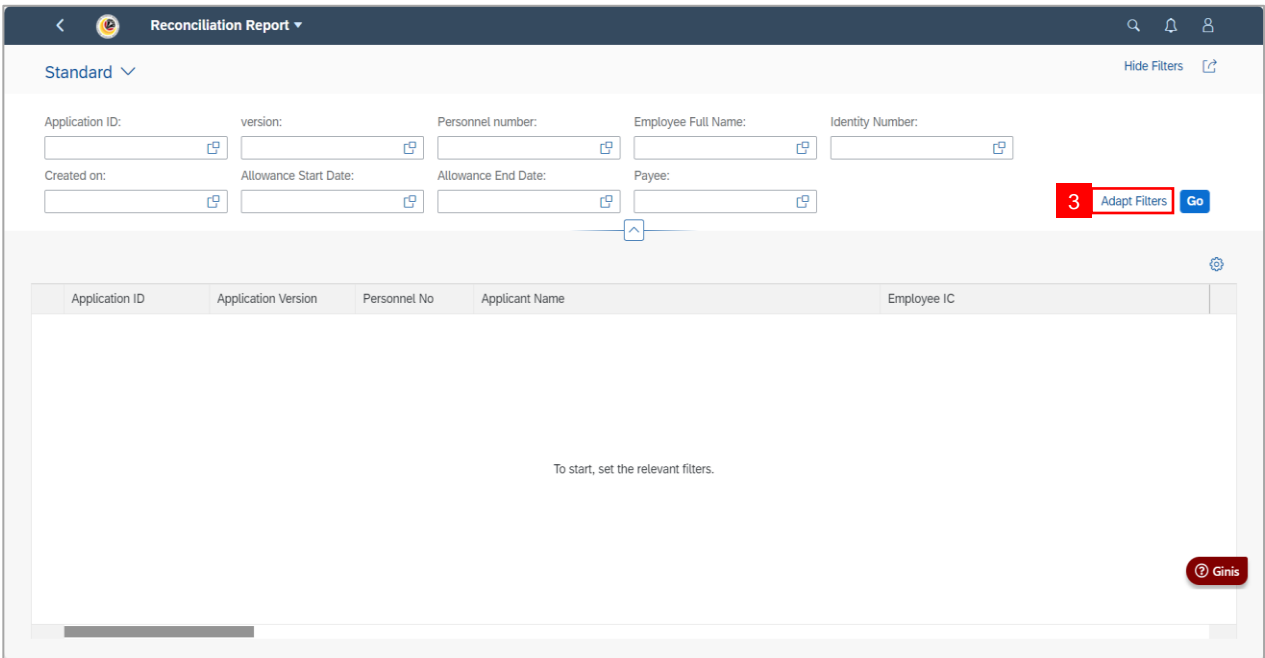
GENERATE EDUCATION ALLOWANCE RECONCILIATION REPORT	Front End User
	Treasury EA Approver

- 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.

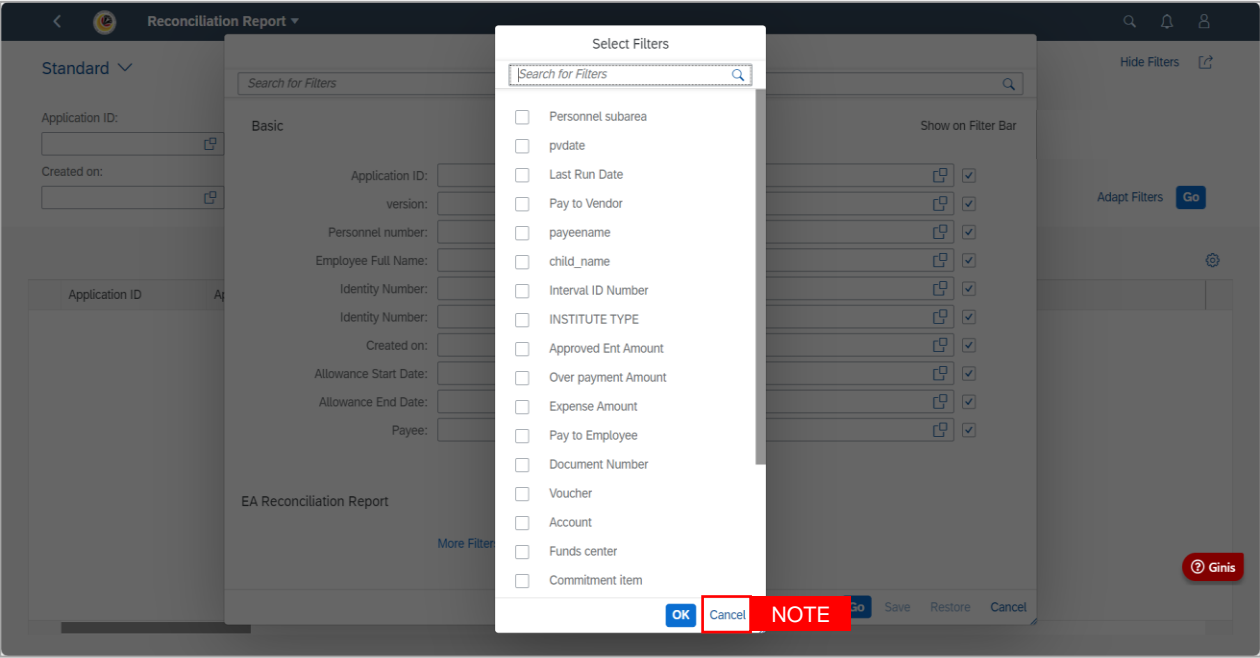
- 4. Click on **Lookup** icon to fill in the details.
- 5. **Tick** on the **checkbox** to select which category to **apply filters** with.
- 6. Click on **'More Filters'** button.

**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.



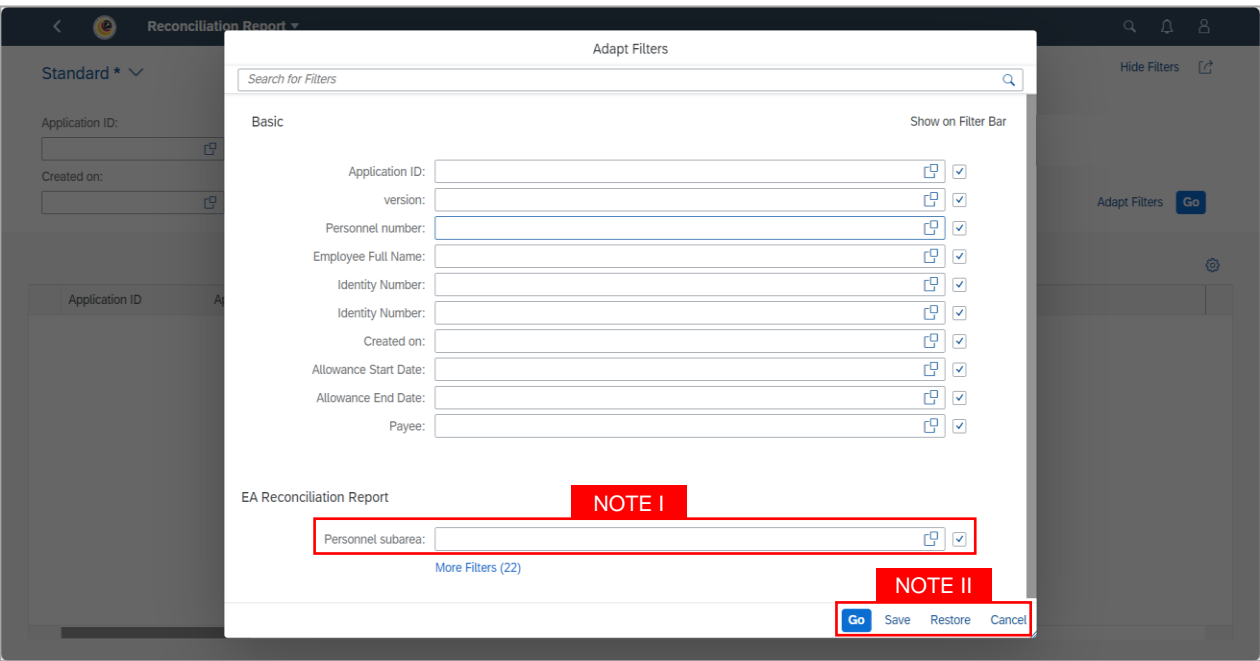
**Note:** Requestor may click on **Cancel** button to cancel selection.



**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.

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, Allowance End Date, and Payee. A 'Go' button is present. The main area contains a table with columns: Application ID, Application Version, Personnel No, Applicant Name, and Employee IC. The table has four rows of data. A red box highlights the first four rows. To the right of the table, there is a red box with the number '10' and a settings icon. Below the table, there is a red box with the number '9' and 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.

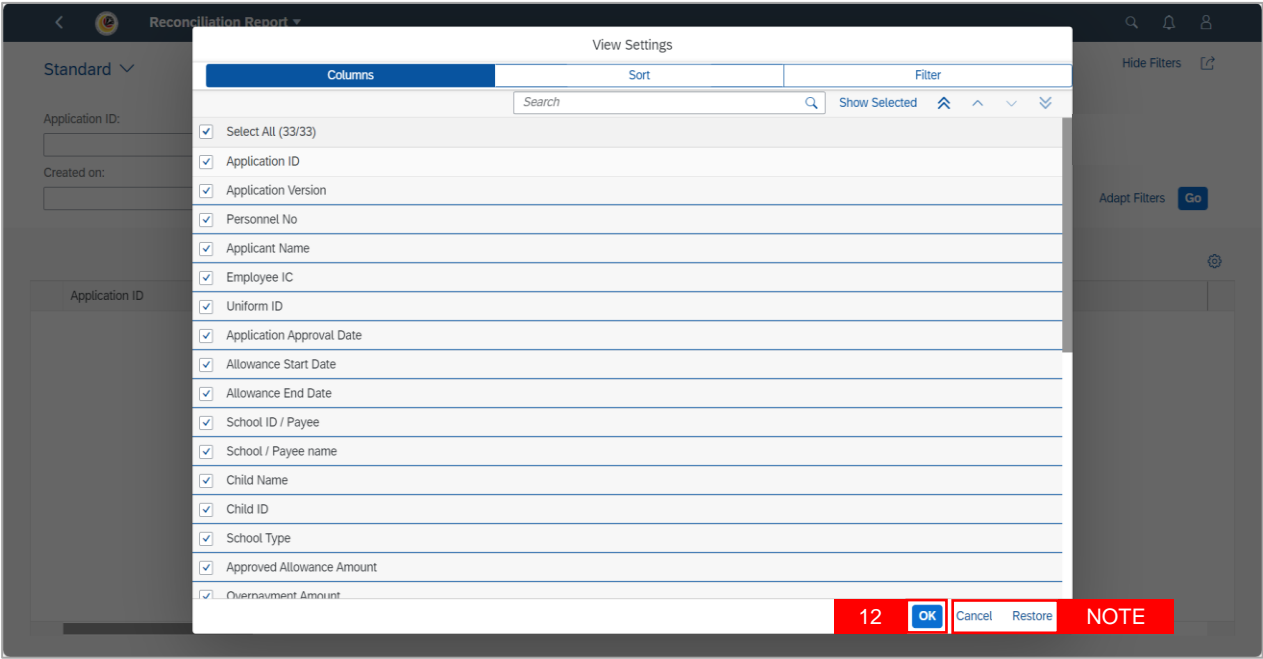
The screenshot shows the 'View Settings' dialog box. It has three tabs: Columns, Sort, and Filter. The 'Columns' tab is selected. It contains a list of columns with checkboxes next to them. A red box highlights the first 11 columns. The columns are: Select All (33/33), Application ID, Application Version, Personnel No, Applicant Name, Employee IC, Uniform ID, Application Approval Date, Allowance Start Date, Allowance End Date, School ID / Payee, School / Payee name, Child Name, Child ID, School Type, Approved Allowance Amount, and Overpayment Amount. The 'OK', 'Cancel', and 'Restore' buttons are at the bottom.



12. Click on **OK** button.

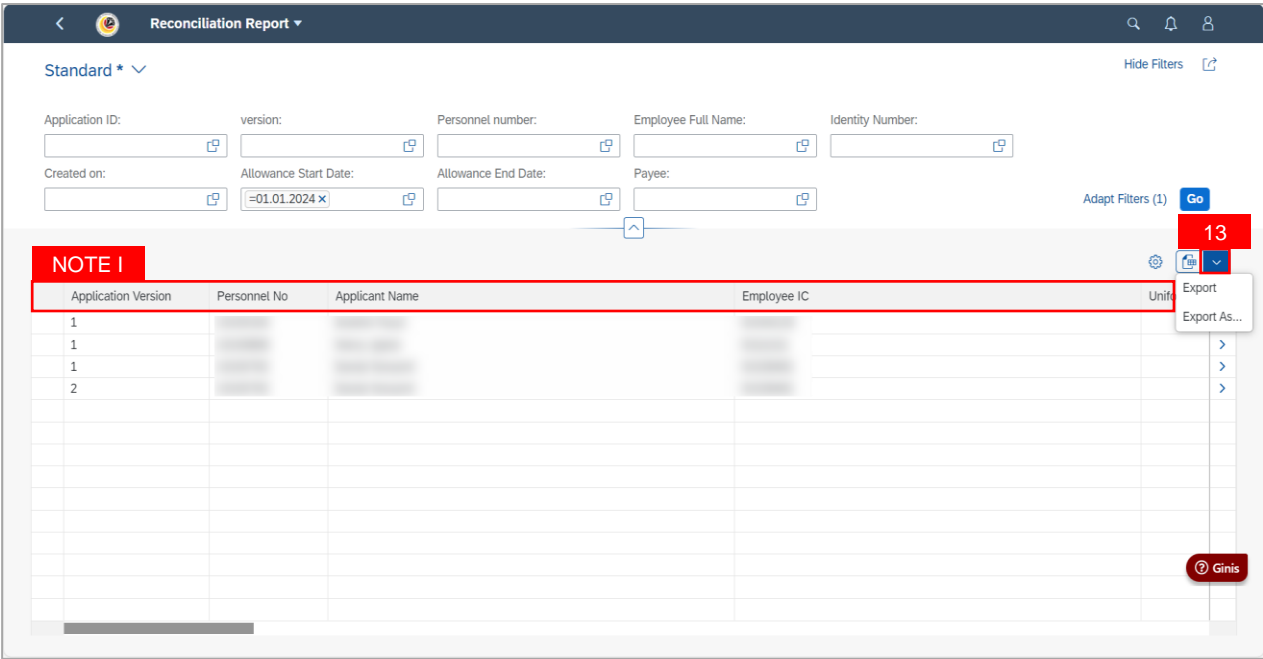
**Note:**

- 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'.

Reconciliation Report

Standard

Application ID:

version:

Personnel number:

Employee Full Name:

Identity Number:

Created on:

Allowance Start Date:

Allowance End Date:

Payee:

Adapt Filters (1) Go

Application Version	Personnel No	Applicant Name	Employee IC
1			
1			
1			
2			

NOTE

Export

Export As...

Ginis

Note I: Filtered applications will automatically be downloaded.

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

Reconciliation Report

Standard

Application ID:

version:

Personnel number:

Employee Full Name:

Identity Number:

Created on:

Allowance Start Date:

Allowance End Date:

Payee:

Adapt Filters (1) Go

Export Document

Generating file

Cancel

Application Version	Personnel No	Applicant Name	Uniform ID
1			
1			
1			
2			

Ginis