

## 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**.



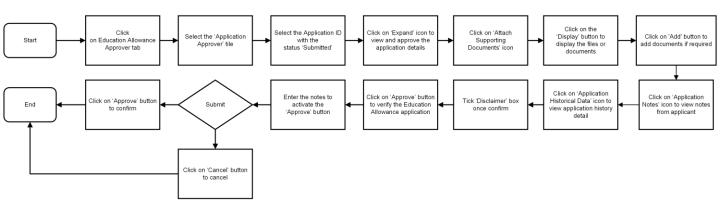
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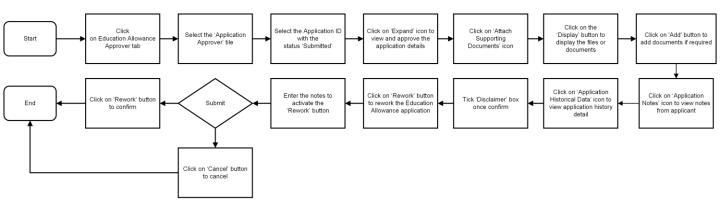


## **Process Overview**

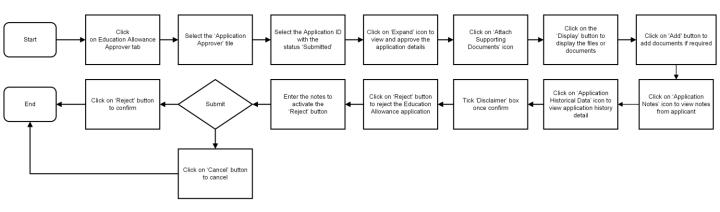
#### **Approve Education Allowance Application**



#### **Rework Education Allowance Application**



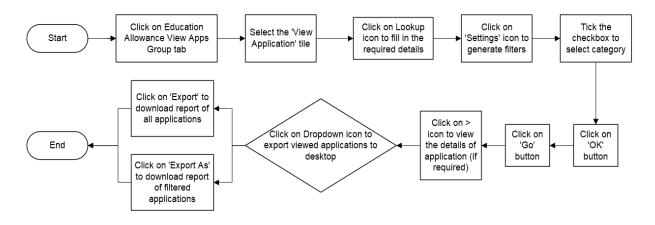
#### **Reject Education Allowance Application**



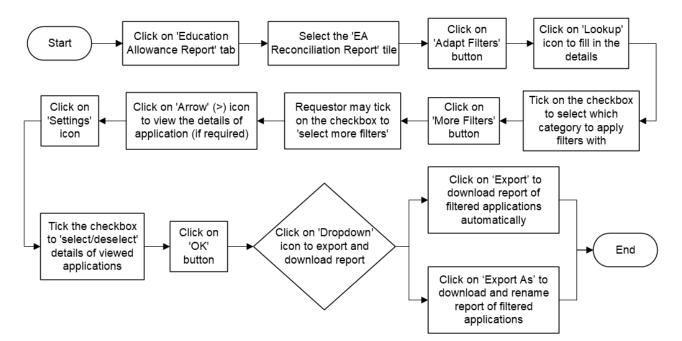


#### **Process Overview**

#### **Generate Education Allowance View Apps Group Report**



#### **Generate Education Allowance Reconciliation Report**





APPROVE EDUCATION	Front End User
ALLOWANCE APPLICATION	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.

< 🤒	Education Allowance	,	<u>ч</u> д В
Applicati	ion List (1)	Education Allowance Appli	ication Page
Search	Q 📿 🔽 SUBMITTED y 28, 2024	application Status : SUBMITTED	Submission Date : May 28, 2024
		<ul> <li>I. Employee Details</li> <li>II. Contact Details</li> <li>III. Employment Details</li> </ul>	
		<ul> <li>IV. Spouse Details</li> <li>V. Children Details</li> </ul>	
		<ul> <li>VI. Application History</li> <li>VII. Payment Details</li> </ul>	
		Declaration	() Gint
			Approve Rework Rej



4. Click on Application Details tab.

Note: EA Approver can only view the application details.

< 🤒 Education Allowance		9, 4 B
Application List (1)	Education Allowance Application Page	
Search C C V EAM DUIL D. SUBMITTED Submission Date : May 28, 2024	Transaction Id: EATLOTTETE         4         ion Status : SUBMITTED         ion         ion <td< th=""><th>Submission Date : May 28, 2024</th></td<>	Submission Date : May 28, 2024
	<ul> <li>&gt; II. Contact Details</li> <li>&gt; III. Employment Details</li> <li>&gt; IV. Spouse Details</li> <li>&gt; V. Children Details</li> <li>&gt; VI. Application History</li> </ul>	
	> 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	-			۵	. ¢	8
Application List (1)	Edu	cation Allowance Applicati	on Page			
Search Q C V EAN OCCON SUBMITTED Submission Date : May 28, 2024	Transaction Id: EA COMPANY			Submission Date :	May 28, 2	2024
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	Supporting Document	File Name	File Size	Ac 6		
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	Declaration  Segala butir-butir keterangan yang saya turuni keterangan yang palsu, mengelirukan atau tidi (termasuk pendakwaan jenayah) dan jika berk peraturan yang berkaitan dengan kelakuan da Jika didapati butir-butir keterangan adalah pal menarik balik sebarang kelulusan yang diberik mungkin telah dibuat.	ak tepat, saya mengaku bahav enaan, saya juga boleh dikena n tatatertib pegawai-pegawai l su, mengelirukan atau tidak te	va saya boleh dikenakan t akan tindakan tatatertib di Kerajaan. pat, Jabatan Perbendaha	tindakan undang-u Ibawah mana-man araan juga berhak u alik pembayaran y	ndang a Intuk ang	) 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)	Education Allowance Application Page
Search C C V EAM JULIAL SUBMITTED Submission Date : May 28, 2024	Transaction Id: EA24CDOTES Application Status : SUBMITTER I I I I I I I I I I I I I I I I I I I
	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 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.
	Approve Rework Reject

- 9. Click on Application History tab to view application history details.
- 10. Tick on **Declaration** checkbox.

< 🤒 Education Allowance 🗸	-				с Д	ප
Application List (1)		Education Allowa	ance Application Page			
Search C V EA: 200 SUBMITTED Submission Date : May 28, 2024	Transaction Id Application Status : SUE	BMITTED 9		Subm	ission Date : May 28, 2	2024
	History Employee	Date		Time	Status	
	10100329	May 28, 2024	09:01:12	Ð	DRAFTED	
	10100329	May 28, 2024	09:02:09	P	SUBMITTED	
	keterangan yan (termasuk pen peraturan yang Jika didapati b	utir keterangan yang saya turunkan dalam bora ng palsu, mengelirukan atau tidak tepat, saya i dakwaan jenayah) dan jika berkenaan, saya ju g berkaitan dengan kelakuan dan tatatertib peg utir-butir keterangan adalah palsu, mengeliruk sebarang kelulusan yang diberikan berhubung dibuat.	mengaku bahawa saya bolei ga boleh dikenakan tindakar gawai-pegawai Kerajaan. an atau tidak tepat, Jabatan	h dikenakan tindaka n tatatertib dibawah Perbendaharaan ji	an undang-undang n mana-mana uga berhak untuk	) Ginis



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.

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Application List (1)		Education Allow	vance Application Page		
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Submission Date : May 28, 2024	i Ø <sup>1</sup>				
	Employee	Date		Time	Status
	10100329	May 28, 2024	09:01:12	Э	DRAFTED
	10100329	May 28, 2024	09:02:09	P	SUBMITTED
	keterangan yar (termasuk peno peraturan yang Jika didapati bu	itir keterangan yang saya turunkan dalam bo ng palsu, mengelinukan atau tidak tepat, saya Jakwaan jenayah) dan jika berkenaan, saya j berkaitan dengan kelakuan dan tatatertib pe utir-butir keterangan adalah palsu, mengeliru ebarang kelulusan yang diberikan berhubun dibuat.	i mengaku bahawa saya bo uga boleh dikenakan tinda egawai-pegawai Kerajaan. ikan atau tidak tepat, Jaba	oleh dikenakan tinc kan tatatertib diba tan Perbendaharaa	lakan undang-undang wah mana-mana an juga berhak untuk

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



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

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

🙆 Home 🔻		с Д В
<	Education Allowance View Apps Group	> ~
View Application 2 Listing		$\square$
Education Allowance		
		$\mathbf{X}$
		() Ginis

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.

ersonnel subarea:	Personnel number:	Application ID:	Status:	School I	D:	Start Date:
	2	C	C	C	C	C
ind Date:						
	C					Adapt Filters Go
			~ \$			
						4
Personnel subarea	Personnel number	Application ID	Status School ID	Start Date	End Date fullname	Identity Number
			To start, set the relevant filters	i.		



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.

Standard $\checkmark$	NOTE I	View Se	ttings		_ _
Personnel subarea:	Columns	Sort	Filter	Group	r.
		Search	٩	Show Selected 😞 🗠 🗸	6
End Date:	Select All (0/19) 5				
	Personnel subarea				Adapt Filters Go
	Personnel number				
	Application ID				٥
Personnel subarea	Status				lentity Number
	School ID				
	Start Date				
	End Date				
	fullname				
	Identity Number				
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	name				
	Description				
	Interval ID Number				
	Institution Name				
	INSTITUTE TYPE				
				6 OK Cancel Restor	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).

Personnel subarea:	Personnel number:	Application ID:	Status:	School ID:	Start Date:
Personnel subarea.		C	C		
End Date:					
	C				Adapt Filters Go
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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'.

Deserved as here as	Descended available of	Application ID:	Charles	Calcad ID:	Church Darbas
Personnel subarea:	Personnel number:	Application ID:	Status:	School ID:	Start Date:
End Date:				U	U
	C				Adapt Filters Go
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Personnel subarea		Personnel number		Application ID	
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Note: The Export As page will be displayed when 'Export As' is selected.

- 10. Fill in the required details.
- 11. Click on **Export** button.

Standard * 🗸				C
Personnel subarea:				Start Date:
End Date:				Adapt Filters Go
		port As		© []
Personnel subarea	Per	port AS	Application ID	
SA .	10 File name:			>
SA .				>
SA .	Split cells with n			>
SA .	Include filter set	tings		<u>ک</u>
SA .	1	1 Export Cancel		*
SA				
SA .	11		and the local division of the local division	>

Outcome: Education Allowance Application has successfully been downloaded in Excel

format.



GENERATE EDUCATION	Front End User
ALLOWANCE RECONCILIATION	Treasury EA Approver
REPORT	······

- 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.

< 🙆 Reconciliatio	n Report 🔻				٩	Д <u>8</u>
Standard 🗸					Hide	Filters []
Application ID:	version:	Personnel number:	Employee Full Name:	Identity Number:		
Created on:	Allowance Start Date:	Allowance End Date:	Payee:	Ľ		_
C	C	C	C C C C C C C C C C C C C C C C C C C		3 Adapt Filt	ers Go
						٥
Application ID App	plication Version Personnel N	Applicant Name		Employee IC		
		To start, set th	ne relevant filters.			() Ginis
	-					



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.

Champeland N.		Adapt Filters		Hide Filters [/
Standard 🗸	Search for Filters		Q	
Application ID:	Basic		Show on Filter Bar	
Created on:	Application ID:			Adapt Filters Go
	version: Personnel number:			Adaptituters
	Employee Full Name:			
Application ID A	Identity Number:	4	C ⊻ 5	
	Identity Number:	7		
	Created on:			
	Allowance Start Date:			
	Allowance End Date:			
	Payee:			
	EA Reconciliation Report			
	More Filters (23) 6			
	<b></b> _			0
		Go Save	Restore Cancel	

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.

Channel and a d				Select Filters		Hide Filters
Standard 🗸			Sea	arch for Filters Q	٩]	
Application ID:		Basic		Personnel subarea	Show on Filter Bar	
				pvdate		
Created on:		Application ID:		Last Run Date	₽_ <b>_</b> _	
		version:		Pay to Vendor		Adapt Filters Go
		Personnel number:		payeename		
		Employee Full Name:		child_name		
Application ID	A	Identity Number:		Interval ID Number		
		Identity Number:	7 🗆	INSTITUTE TYPE		
		Created on:		Approved Ent Amount		
		Allowance Start Date:		Over payment Amount		
		Allowance End Date:		Expense Amount		
		Payee:		Pay to Employee		
				Document Number		
		EA Reconciliation Report		Voucher		
				Account		
		More Fil	ter	Funds center		0
				Commitment item 8		
				OK Cancel	Go Save Restore Cancel	

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

K 🕑 Rec	onciliatio	n Report 🔻									
Standard $\checkmark$					Select Filters					Hide Filte	rs [᠘
Stanuaru				Sear	rch for Filters	Q			Q		
Application ID:		Basic			Personnel subarea			Show on	Filter Bar		
		2000			pvdate						
Created on:		Application ID:			Last Run Date				<b>v</b>		_
		version:			Pay to Vendor				~	Adapt Filters	Go
		Personnel number:			payeename				<b>v</b>		
		Employee Full Name:			child_name				~		
Application ID	A	Identity Number:			Interval ID Number						
		Identity Number:			INSTITUTE TYPE						
		Created on:			Approved Ent Amount						
		Allowance Start Date:			Over payment Amount						
		Allowance End Date:			Expense Amount						
		Payee:			Pay to Employee		_		<b>~</b>		
					Document Number						
		EA Reconciliation Report			Voucher						
					Account						
			More Filter		Funds center						(?) Ginis
					Commitment item						Grains
					ОК	Cancel	NOTE 🎴	Save Restor	e Cancel		

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.

< 🙆 Reconciliat	tion Report 🔻	Adapt Filters		с ф L
Standard * 🗸	Search for Filters	Adapt Pitters	٩	Hide Filters
	Scaren for Fillers		~	
Application ID:	Basic		Show on Filter Bar	
Created on:	Application ID:			
	version:			Adapt Filters Go
	Personnel number:		₽ 🗸	
	Employee Full Name:			@
Application ID A	Identity Number:			
Application in a	Identity Number:			
	Created on:			
	Allowance Start Date:			
	Allowance End Date:			
	Payee:			
	EA Reconciliation Report	NOTE I		
	Personnel subarea:		₽ ✓	
	Ν	fore Filters (22)		
		Go Sa		



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.

Standard * $\smallsetminus$									Hide F	ilters	6
Application ID:		version:		Personnel number:	Employee Full Name:		Identity Number:				
	C		C		C	C		CP			
Created on:		Allowance Start Date	e:	Allowance End Date:	Payee:						
	C	=01.01.2024 ×	C		C	C			Adapt Filters (	1) Go	•
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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.

< 🕑 Reco		View Settings	NOTE II	
Standard $\checkmark$	Columns	Sort	Filter	Hide Filters [/
Analization ID:		Search	C Show Selected $\land$ $\checkmark$ $\lor$	
Application ID:	Select All (33/33)			
	Application ID			
	<ul> <li>Application Version</li> </ul>			Adapt Filters Go
	Personnel No			
	Applicant Name			
	C Employee IC			
Application ID	Uniform ID			
	<ul> <li>Application Approval Date</li> </ul>			
11	Allowance Start Date			
	✓ Allowance End Date			
	School ID / Payee			
	School / Payee name			
	Child Name			
	Child ID			
	School Type			
	<ul> <li>Approved Allowance Amount</li> </ul>			
	Overpayment Amount		_	
			OK Cancel Restore	



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.

< 傻 Recon	View Settings							
Standard 🗸	Columns	Sort	Filter	Hide Filters				
		Search	Q Show Selected ጵ ∧ ∨ 😣					
Application ID:	<ul> <li>Select All (33/33)</li> </ul>							
	Application ID							
	Application Version			Adapt Filters Go				
	Personnel No							
	Applicant Name							
	C Employee IC							
Application ID	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							
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			12 OK Cancel Restore	NOTE				

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

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

Standard * 🗸						Hide Filter	rs 🖸
Application ID:	version:		Personnel number:	Employee Full Name:	Identity Number:		
	C	C	C	C	C		
Created on:	Allowance S		Allowance End Date:	Payee:			
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Application Version	Personnel No	Applicant Name		Employee IC		Unifo	Export
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#### 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'.

Ctondord # \/						Hide Filters
Standard * 🗸						
Application ID:	version:		Personnel number:	Employee Full Name:	Identity Number:	
	CP	C	C	C	C	
Created on:	Allowance	Start Date:	Allowance End Date:	Payee:		
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						© 🔁 -
Application Version	Personnel No	Applicant Name		Employee IC		NOTE
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Note I: Filtered applications will automatically be downloaded.

Outcome: Education Allowance Reconciliation Report has successfully been downloaded in

< 🕑 Recon	ciliation Report 🔻					 Q
Standard * 🗸						Hide Filters
Application ID:	version:		Personnel number:	Employee Full Name:	Identity Nu	
Created on:	Allowance Sta		Allowance End Date:	Payee:		
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Excel format.