SISTEM SUMBER MANUSIA

User Guide

for Treasury EA Verifier

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:

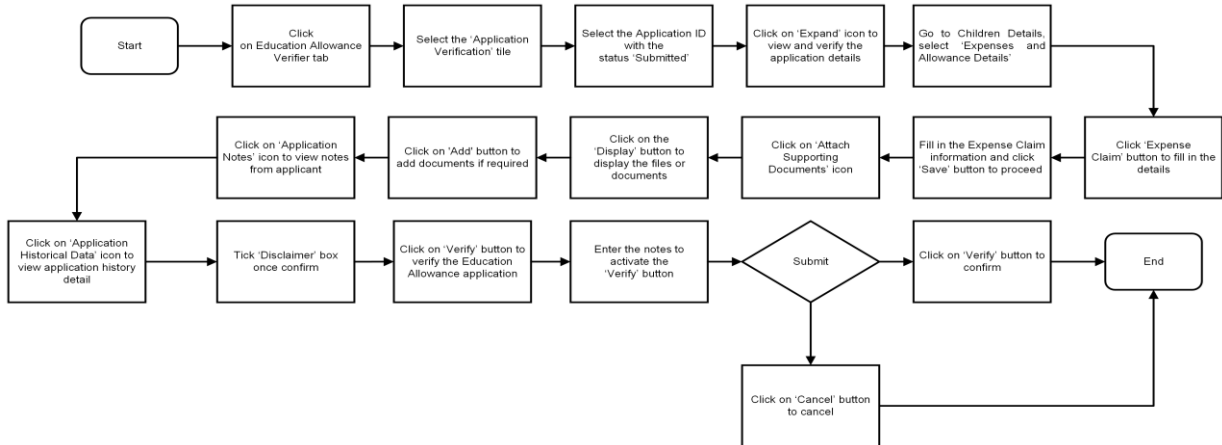| Term	Meaning
SSM	Sistem Sumber Manusia
SAP GUI	SAP Graphical User Interface/Back End
FIORI	Front End/Web Portal
ESS	Employee Self Service
MSS	Manager Self Service
EA	Education Allowance

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**.
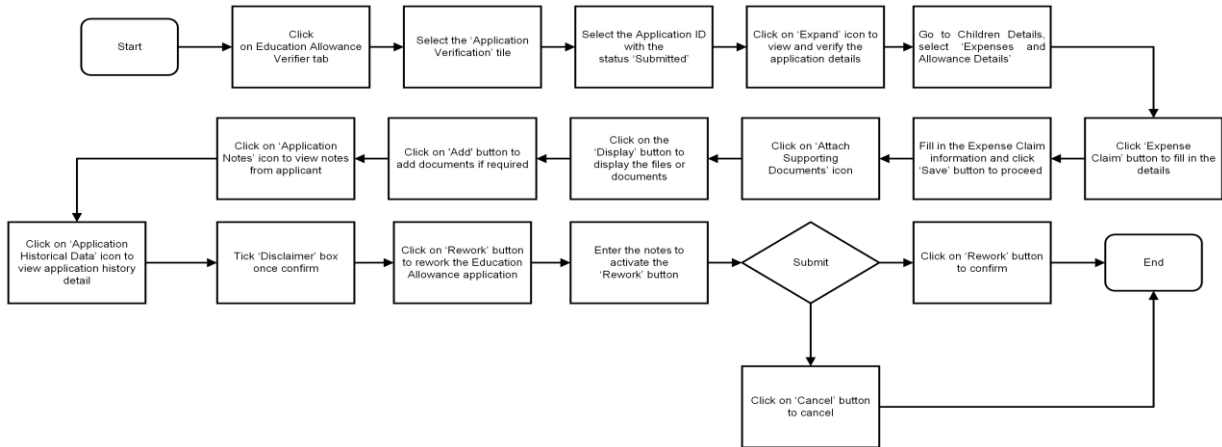
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Process Overview

Verify Education Allowance Application

```
Start → Click on Education Allowance Verifier tab → Select the 'Application Verification' tile → Select the Application ID with the status 'Submitted' → Click on 'Expand' icon to view and verify the application details → Go to Children Details, select 'Expenses and Allowance Details'

Click on 'Application Notes' icon to view notes from applicant ← Click on 'Add' button to add documents if required ← Click on the 'Display' button to display the files or documents ← Click on 'Attach Supporting Documents' icon ← Fill in the Expense Claim information and click 'Save' button to proceed ← Click 'Expense Claim' button to fill in the details

Click on 'Application Historical Data' icon to view application history detail → Tick 'Disclaimer' box once confirm → Click on 'Verify' button to verify the Education Allowance application → Enter the notes to activate the 'Verify' button → Submit → Click on 'Verify' button to confirm → End
Submit → Click on 'Cancel' button to cancel
```

Rework Education Allowance Application

```
Start → Click on Education Allowance Verifier tab → Select the 'Application Verification' tile → Select the Application ID with the status 'Submitted' → Click on 'Expand' icon to view and verify the application details → Go to Children Details, select 'Expenses and Allowance Details'

Click on 'Application Notes' icon to view notes from applicant ← Click on 'Add' button to add documents if required ← Click on the 'Display' button to display the files or documents ← Click on 'Attach Supporting Documents' icon ← Fill in the Expense Claim information and click 'Save' button to proceed ← Click 'Expense Claim' button to fill in the details

Click on 'Application Historical Data' icon to view application history detail → Tick 'Disclaimer' box once confirm → Click on 'Rework' button to rework the Education Allowance application → Enter the notes to activate the 'Rework' button → Submit → Click on 'Rework' button to confirm → End
Submit → Click on 'Cancel' button to cancel
```

Reject Education Allowance Application

```
Start → Click on Education Allowance Verifier tab → Select the 'Application Verification' tile → Select the Application ID with the status 'Submitted' → Click on 'Expand' icon to view and verify the application details → Go to Children Details, select 'Expenses and Allowance Details'

Click on 'Application Notes' icon to view notes from applicant ← Click on 'Add' button to add documents if required ← Click on the 'Display' button to display the files or documents ← Click on 'Attach Supporting Documents' icon ← Fill in the Expense Claim information and click 'Save' button to proceed ← Click 'Expense Claim' button to fill in the details

Click on 'Application Historical Data' icon to view application history detail → Tick 'Disclaimer' box once confirm → Click on 'Reject' button to reject the Education Allowance application → Enter the notes to activate the 'Reject' button → Submit → Click on 'Reject' button to confirm → End
Submit → Click on 'Cancel' button to cancel
```

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

Click on 'Export' to download report of all 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 ← (from 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
```

Generate Education Allowance View Apps Group 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 / Click on 'Export As' to download and rename report of filtered applications → End
```

Sistem Sumber Manusia - Education Allowance

VERIFY EDUCATION ALLOWANCE APPLICATION	Front End User
	Treasury EA Verifier

1. Click on **Education Allowance Verifier.**

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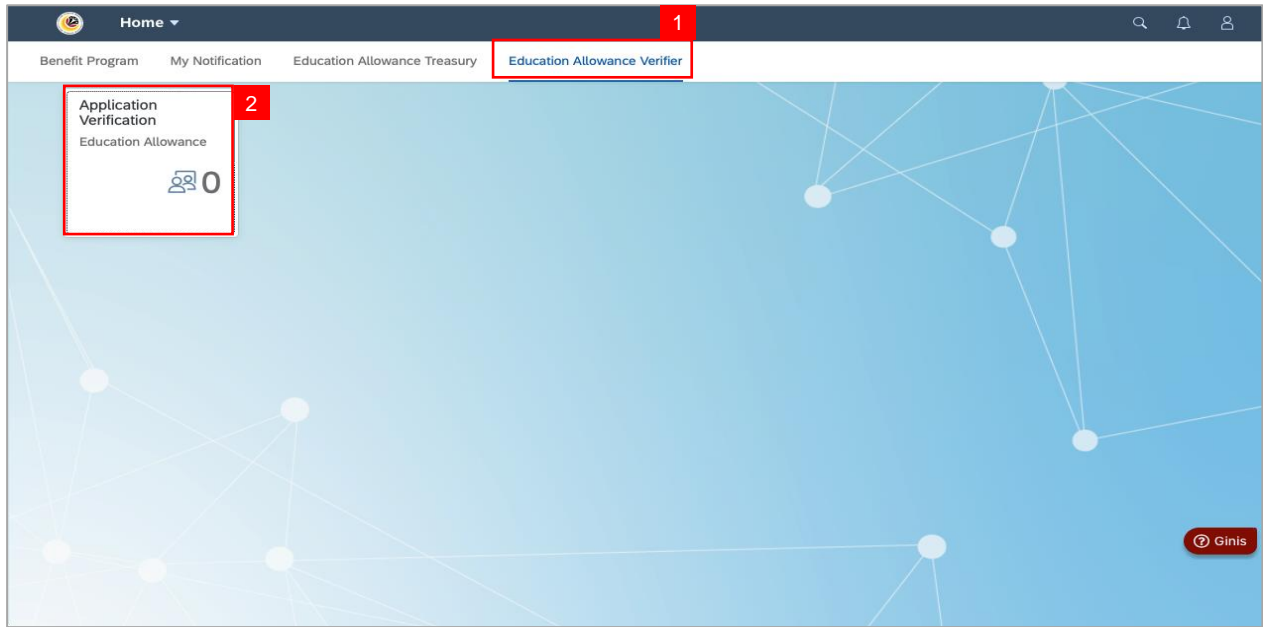
Note: The **Education Allowance Application Page** will be displayed.

3. Under **Application List**, select the Application ID with **'Submitted'** status.

4. Click on **Application Details** tab.
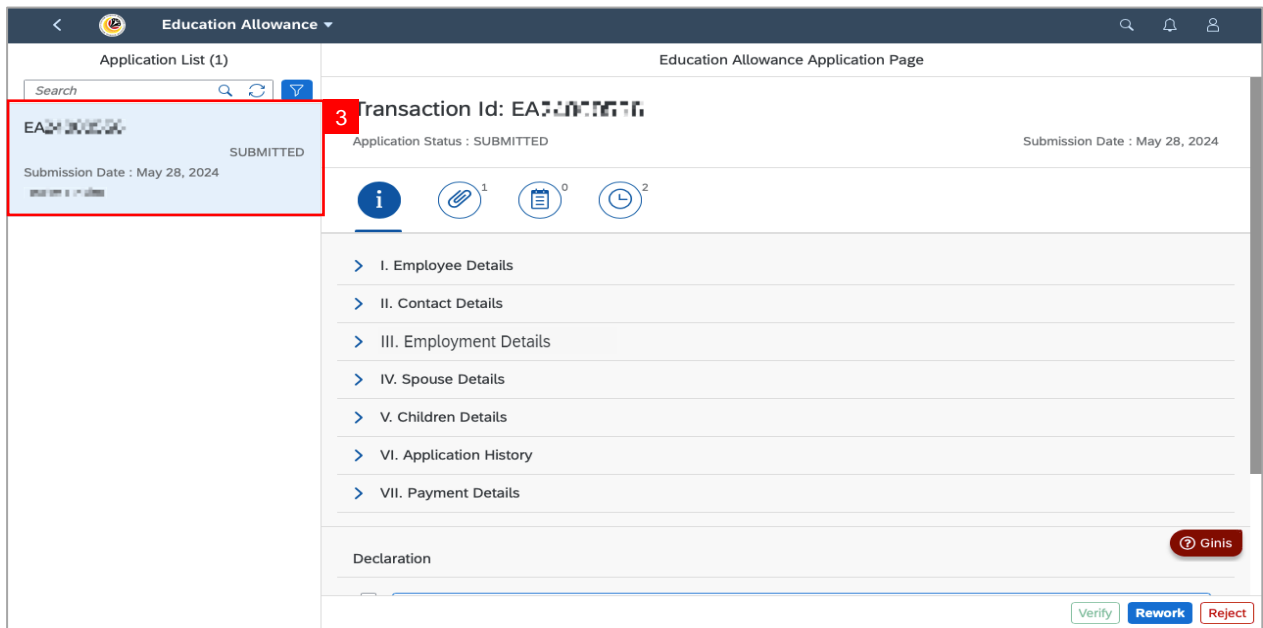
Note: All information from **Section I to VII** have been auto-populated based on the

information entered by **Employee** in **ESS Portal (Front End)** and/or **HR Administrator** in

SAPGUI (**Back End)**.

5. Click on Section **V. Children Details.**

6. Select **Expenses and Allowance Details**.

7. Click on **Expense Claim** button.

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

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

9. Click **Save** button to proceed.

10. Click on **Attachment** tab.

11. Click on **Display** button to view the attachments.

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

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

Administrator.

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

15. Tick on **Declaration** checkbox.

Note: Depending on the scenario, **EA 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.

Sistem Sumber Manusia - Education Allowance

GENERATE EDUCATION ALLOWANCE GROUP REPORT	Front End User
	Treasury EA Verifier

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

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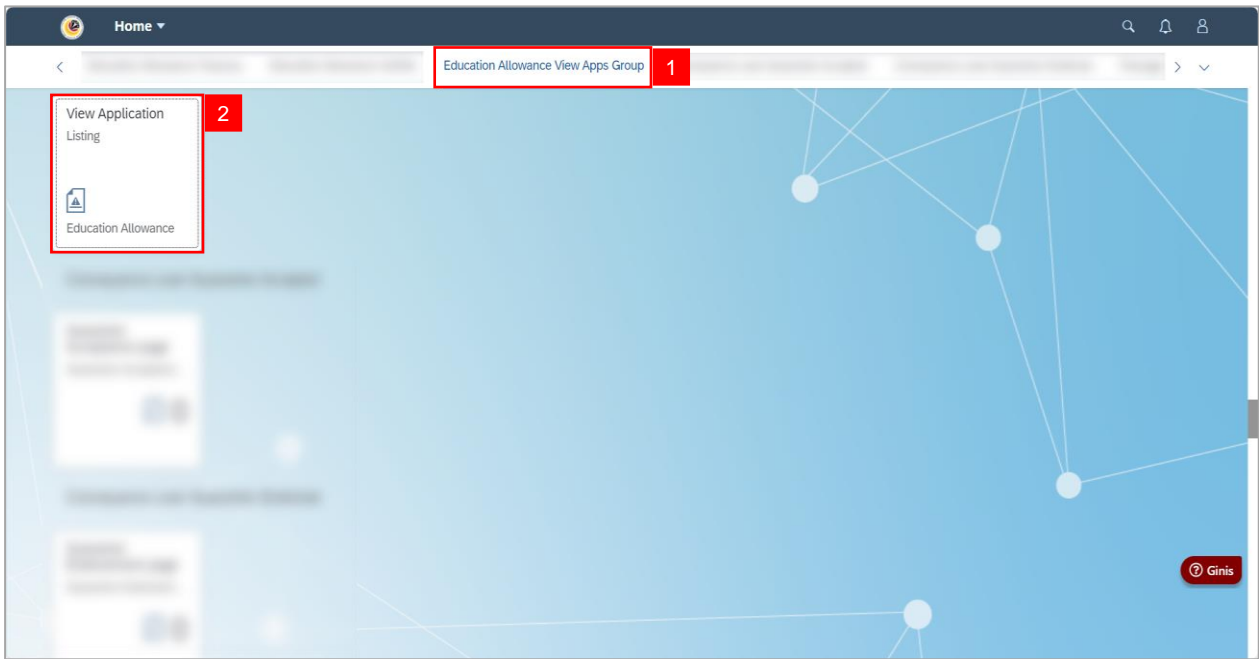
Note: The **View Application Page** will be displayed.

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

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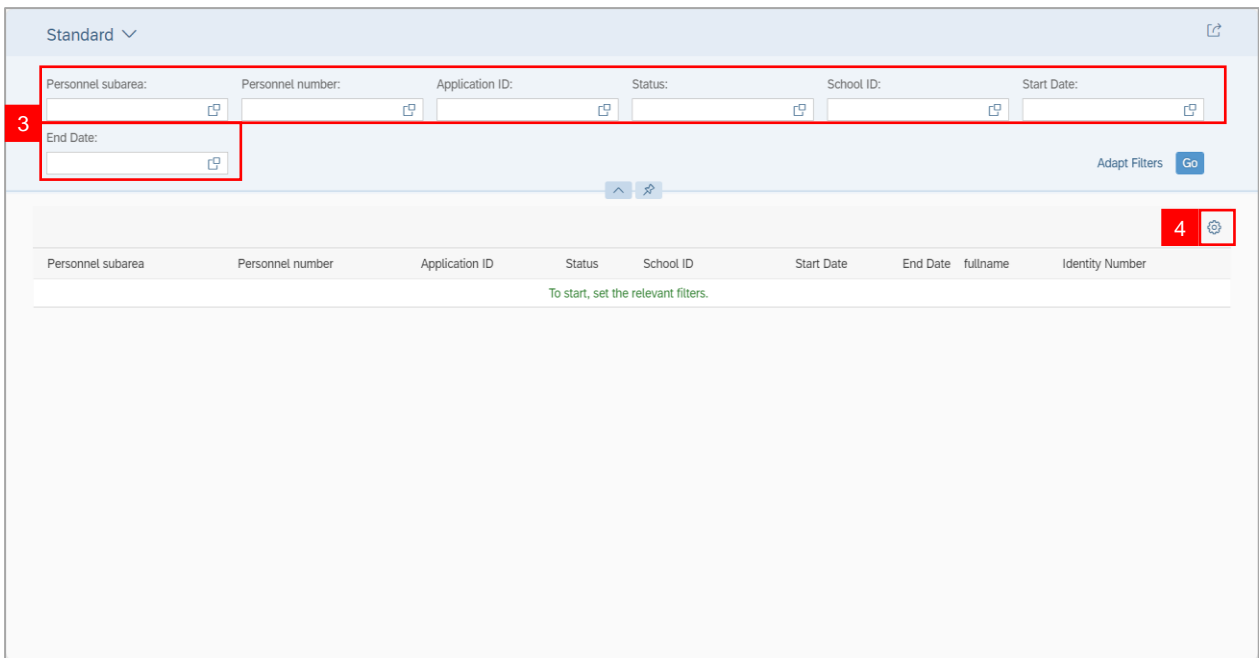
Note: The **View Settings** page will be displayed.

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

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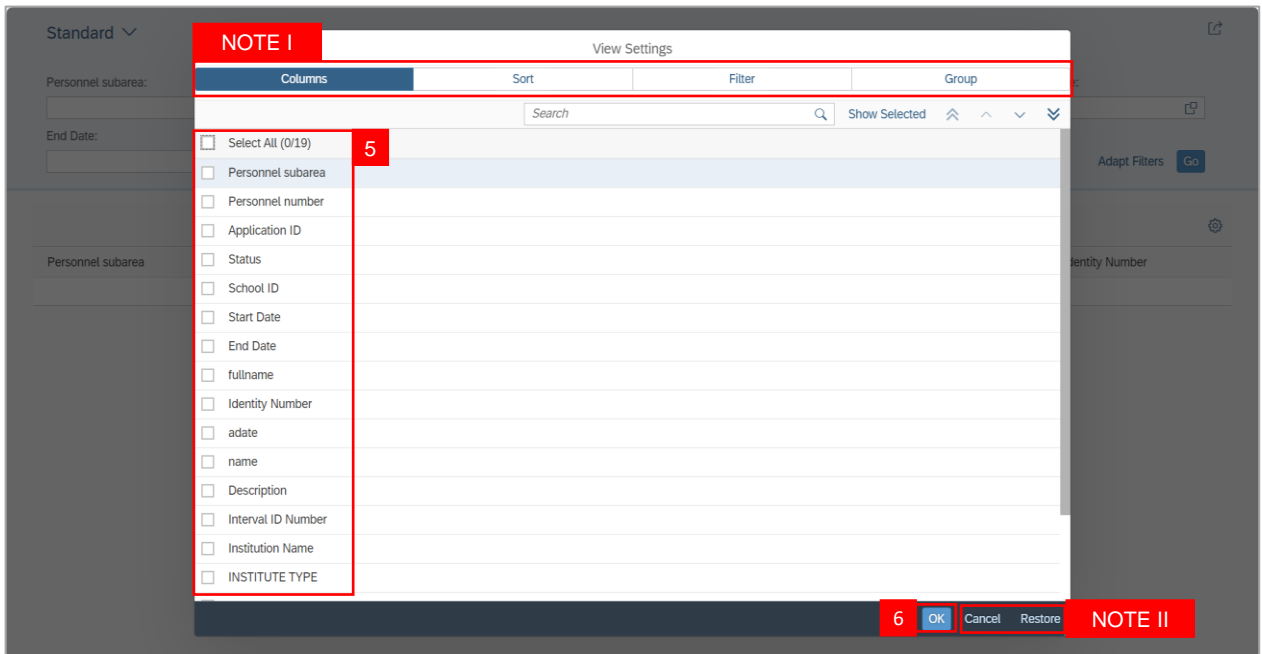
5. **Tick** the checkbox to select category.

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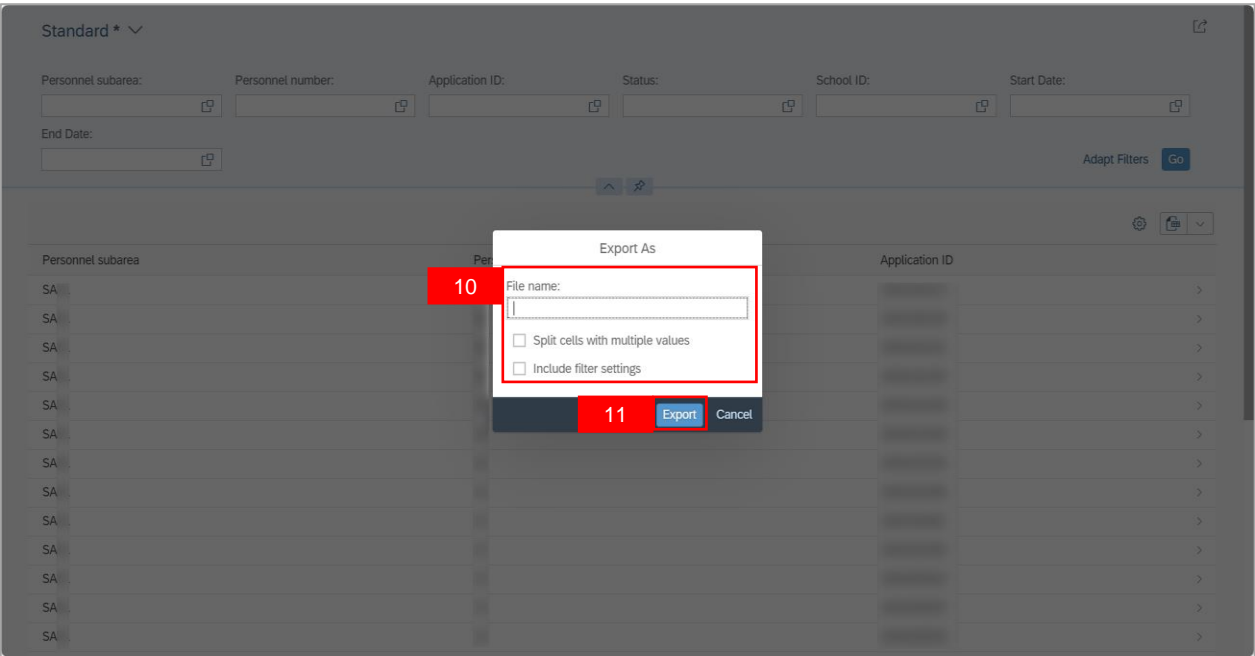
Outcome: Education Allowance Application has been **successfully downloaded** in Excel format.

GENERATE EDUCATION ALLOWANCE RECONCILIATION REPORT	Front End User
	Treasury EA Verifier

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

2. Select **EA Reconciliation Report** tile.
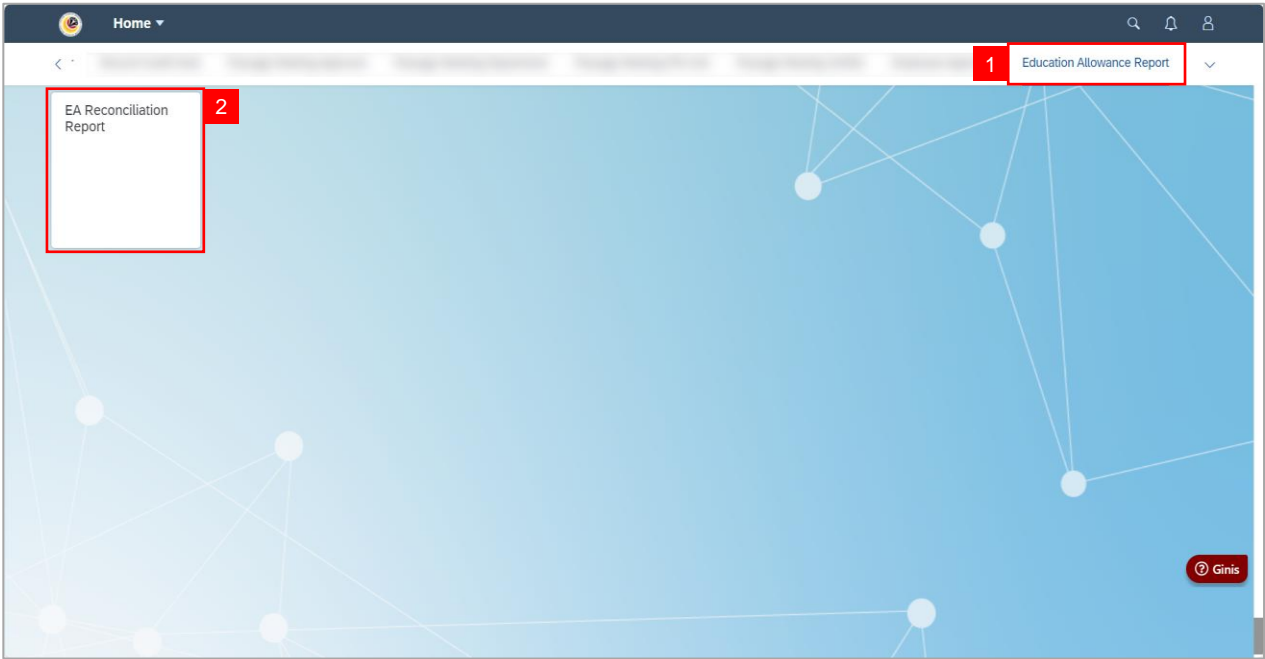
Note: The **Reconciliation Report** page will be displayed.
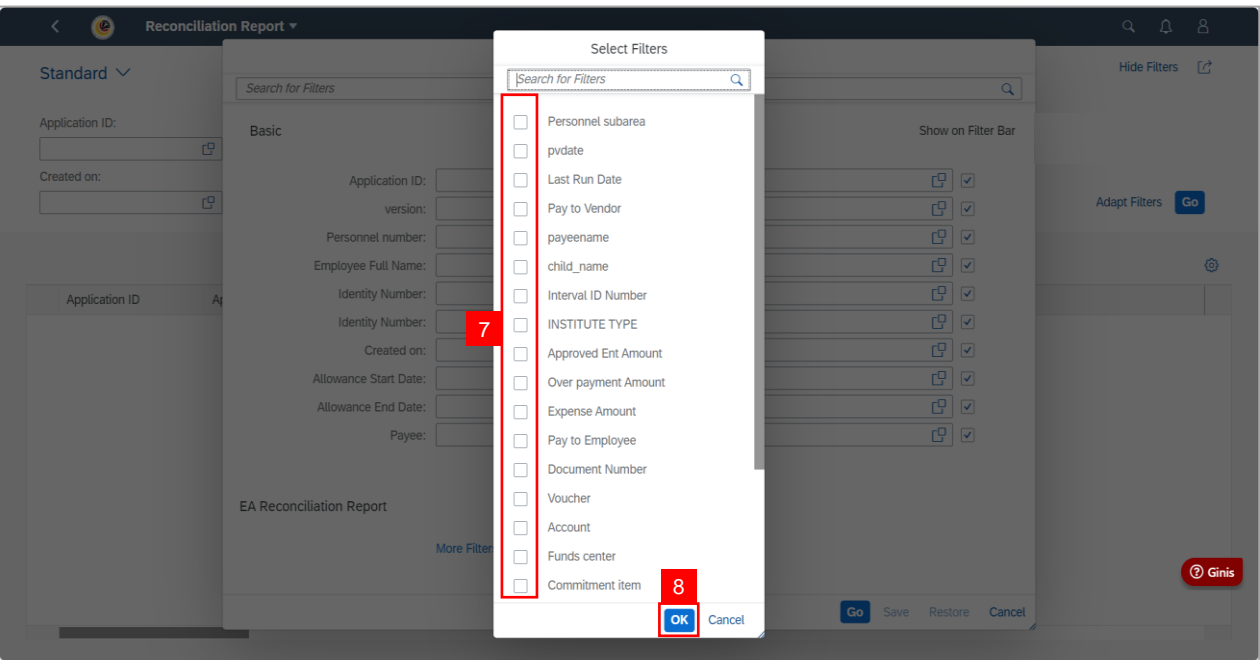
3. Click on '**Adapt Filters**' button.
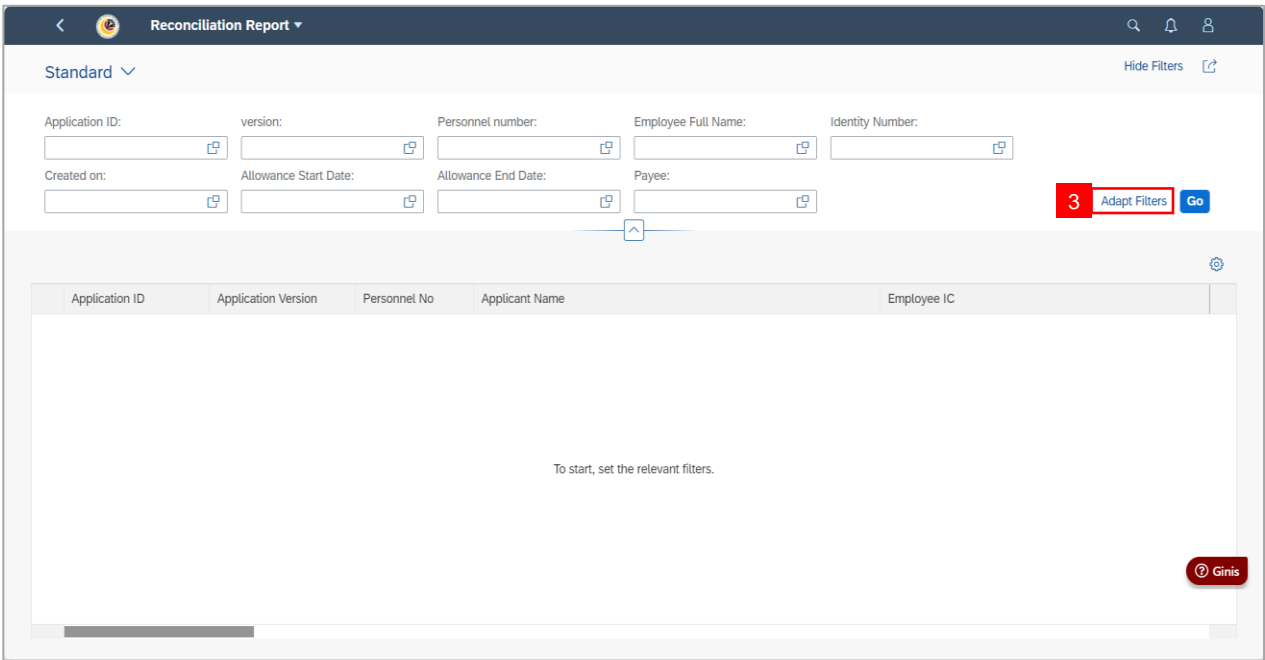
Note: The **Adapt Filters** page will be displayed.

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

5. **Tick** on the **checkbox** to select which category to **apply filters** with.
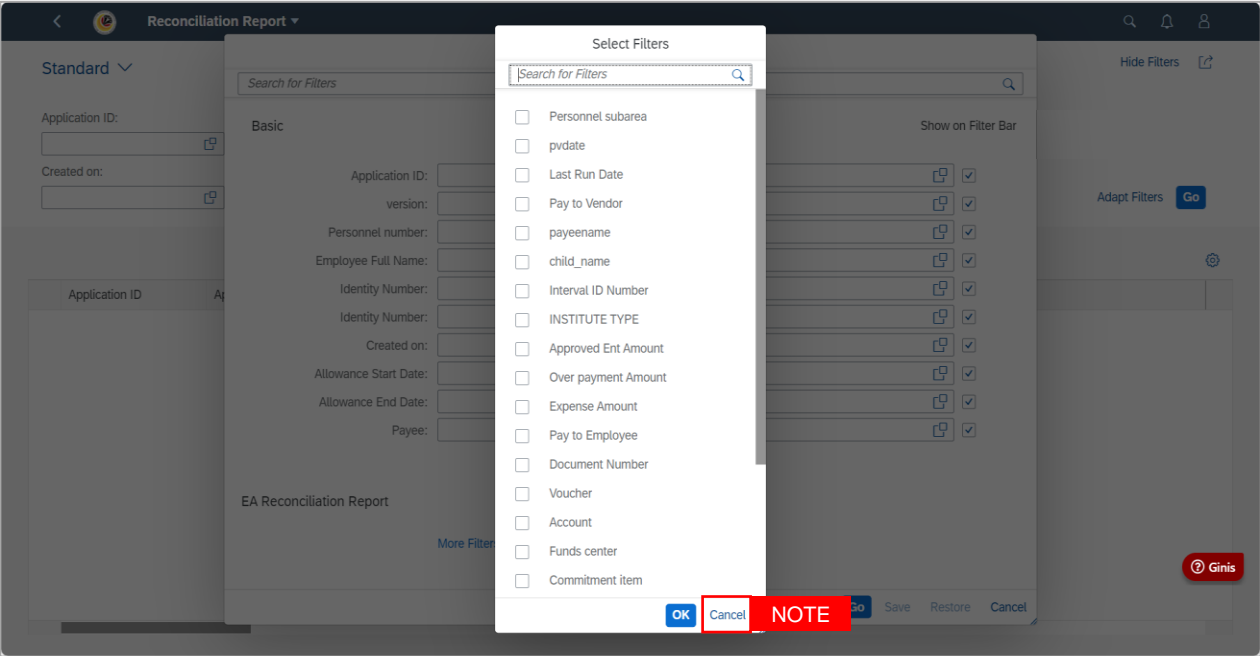
6. Click on '**More Filters**' button.
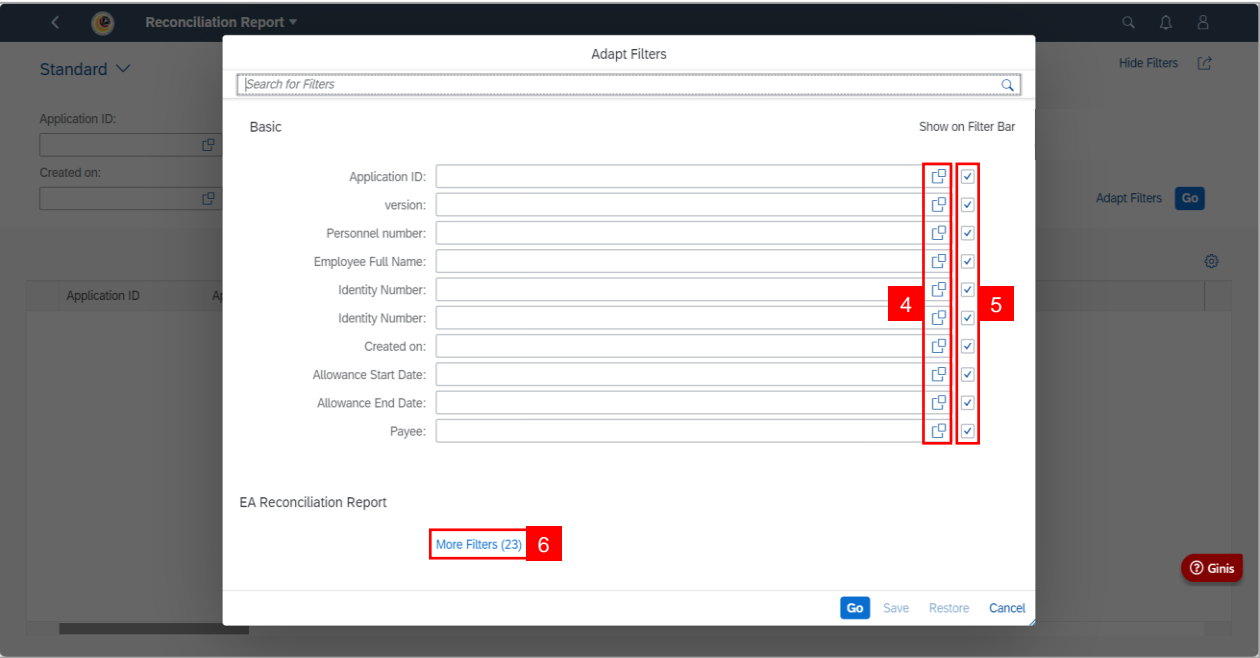
Note: The **Select Filters** page will be displayed.

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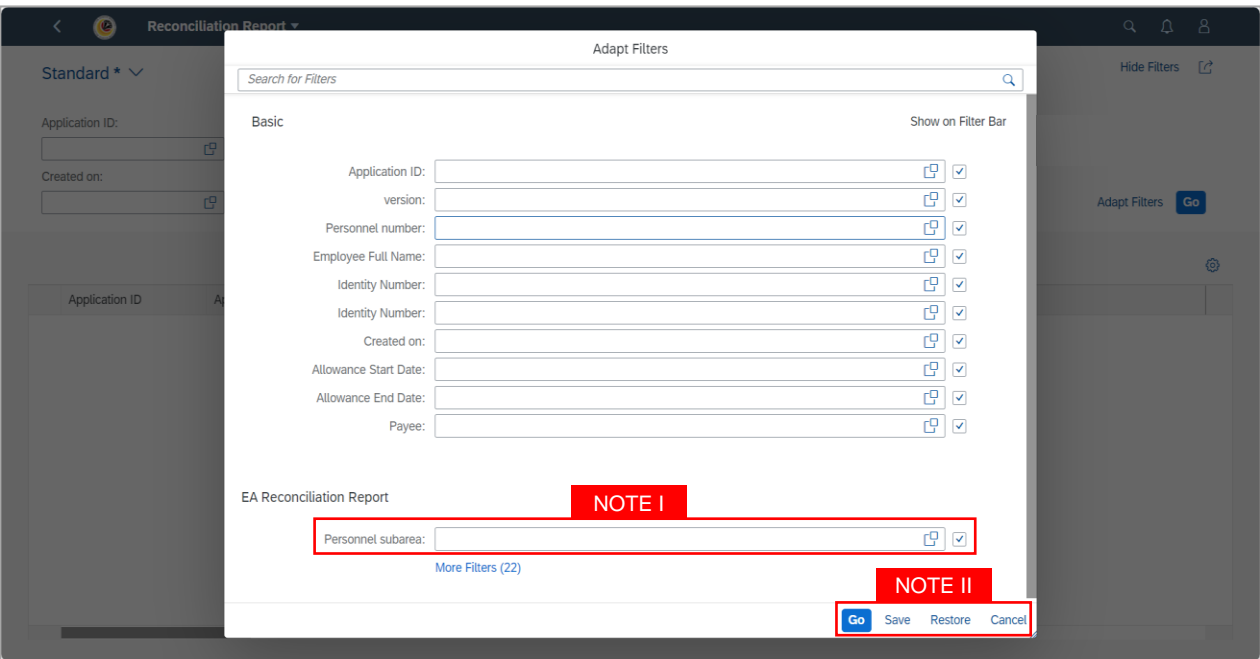
Note: The **filtered applications** will be displayed.

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.
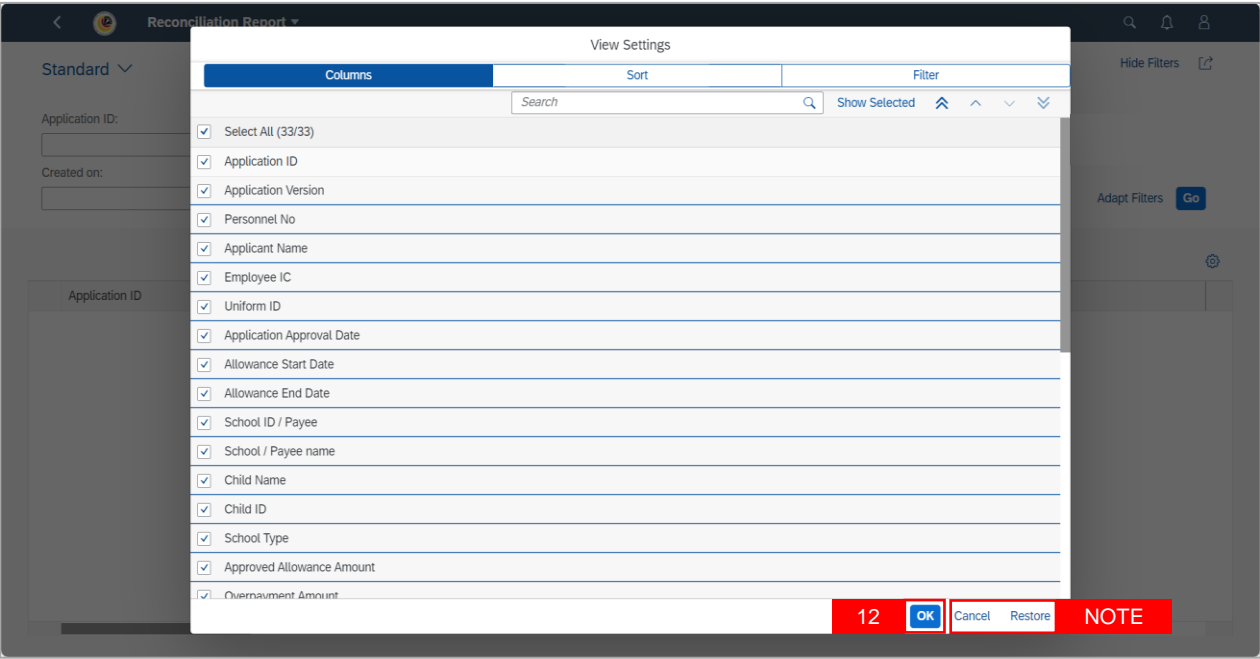
12. Click on **OK** button.

Note:

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

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

View Settings		
Columns	Sort	Filter

Search   Show Selected

- ☑ 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
- ☑ Overpayment Amount

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.

Application Version	Personnel No	Applicant Name	Employee IC	Unifo
1				
1				
1				
2				
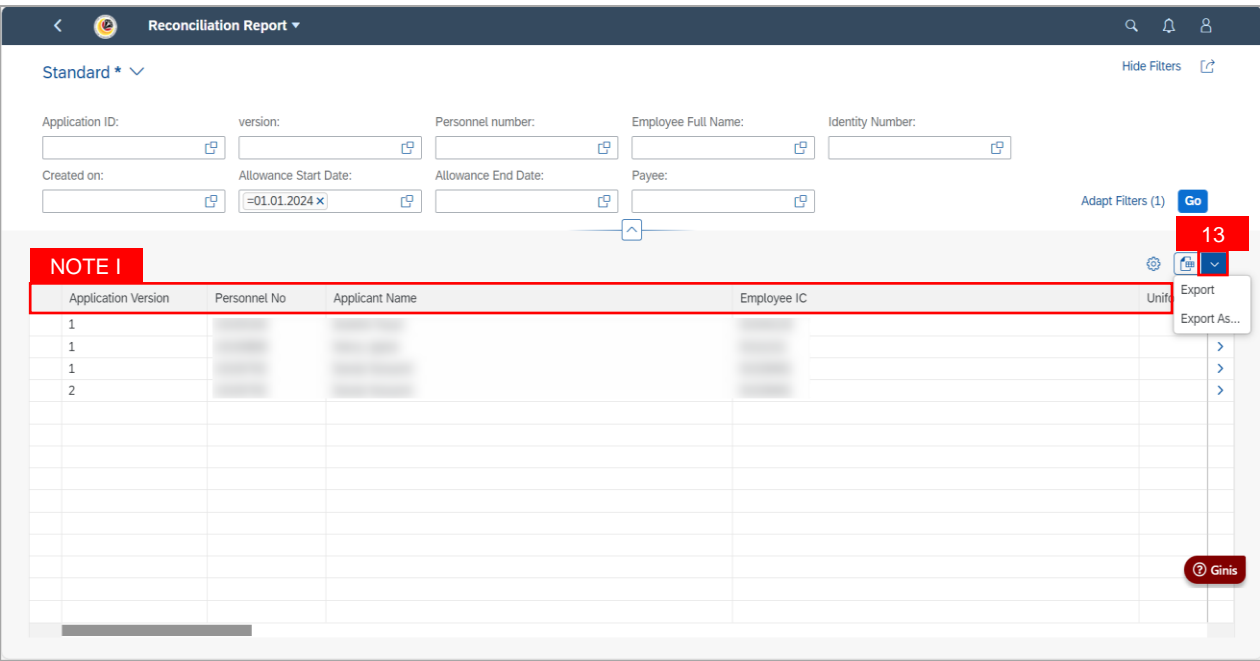
Export
Export As...

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.