

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**.



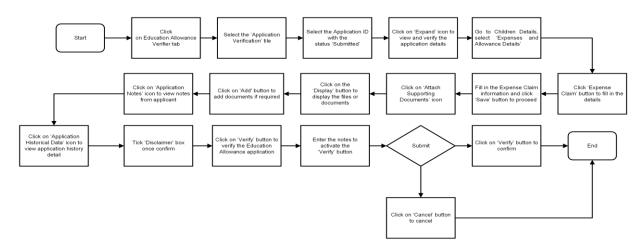
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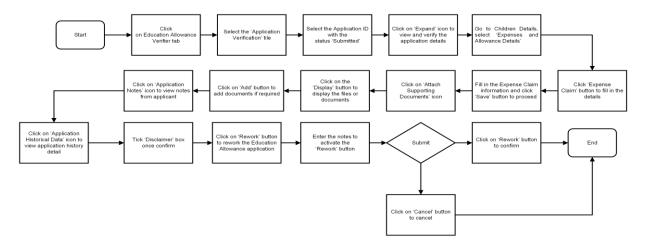


Process Overview

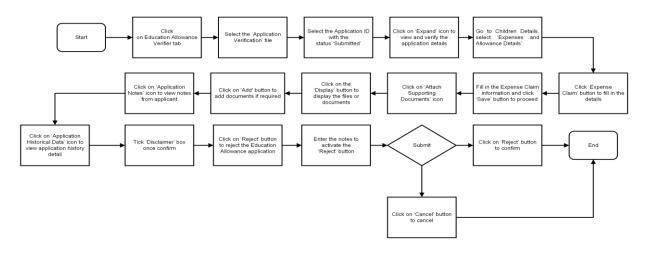
Verify Education Allowance Application



Rework Education Allowance Application



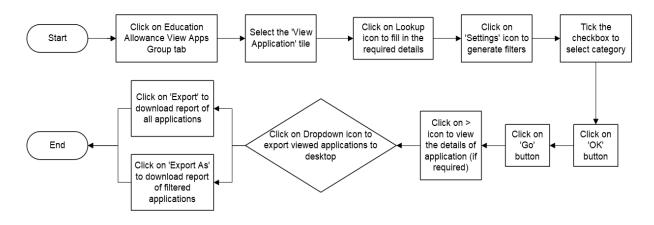
Reject Education Allowance Application



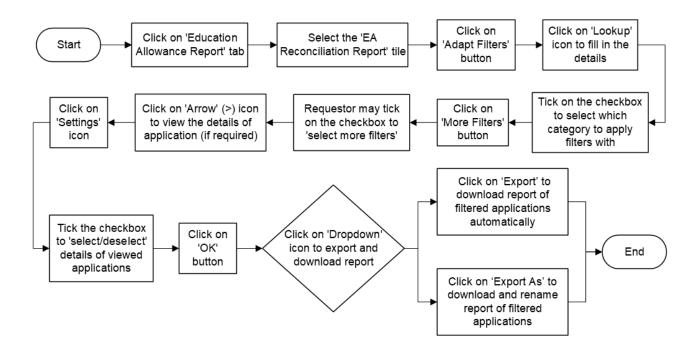


Process Overview

Generate Education Allowance View Apps Group Report



Generate Education Allowance View Apps Group Report

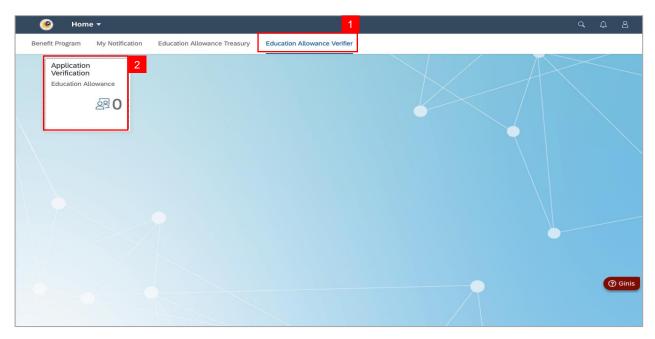




VERIFY EDUCATION ALLOWANCE APPLICATION

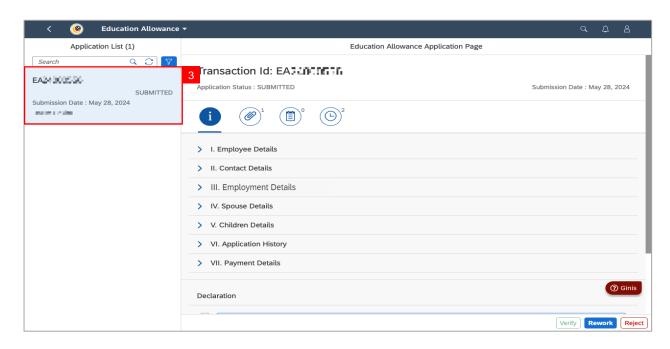
Front End User Treasury EA Verifier

- 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).

< 🧶 Education Allowance	•	9 4 A
Application List (1)	Education Allowance Application Page	
Search Q 📿 🟹 EAX 1000000 SUBMITTED Submission Date : May 28, 2024	Transaction Id: EA: In The Application Status : SUBMITTED 4 i Ø i Ø i	Submission Date : May 28, 2024
	 I. Employee Details II. Contact Details III. Employment Details IV. Spouse Details V. Children Details VI. Application History VII. Payment Details 	NOTE
	Declaration	() Ginis
		Verify Rework Reject

5. Click on Section V. Children Details.

6. Select Expenses and Allowance Details.

7. Click on Expense Claim button.

< 🥝 Education Allowance					Q A	
Application List (1)		Educa	tion Allowance Applicatio	n Page		
Search Q C 🔽	> I. Employee Details					
EAS 11. I. J. J.	> II. Contact Details					
Submission Date : May 28, 2024	> III. Employment Details					
	> IV. Spouse Details					
	✓ V. Children Details					
	Childrens Education	Detai 6 Expenses and A	Allowance Details			
	Name Expense Details		pproved EA Backed ntitlement Amount	Over Payment Allowanc Amount Start Date		
	Azim Hakim Expense Claim	7 0.00	0.00 0.0	0 0.00		
	> VI. Application History					
	> VII. Payment Details				0	Ginis
	Declaration					
					Verify Rework	Reje



Note: The Expense Claim Details page will be displayed.

- 8. Fill in the required Expense Claim Details.
- 9. Click Save button to proceed.

<	🧶 е	ducation Allowance 🔻						ς Ļ	8
	Application	n List (1)			Educati	on Allowance Appli	cation Page		
Search		Q C 7	> I. Employee Det	ails					
				Expen	nse Claim Details	;			
Submis: Hazim F	Expense Id	Expense Name	Expense Amount	Currency F	Receipt No	Exchange Rate	Approved Expense Amount	Supporting Documents	
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	E002	ADMISSION FEE	0.00	BND		0.00000	150.00	66)	
	E003	TUTION FEE	0.00	BND		0.00000	230.00	66)	
	E004	BOOKS	0.00	BND		0.00000	25.00	66)	
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	E006	MEAL EXPENSES	0.00	BND		0.00000	0.00	66)	
		TOTAL	0.00	Calculate					
								9 Save Close	
			> VII. Payment De	etails				0	Ginis
			Declaration						
								Verify Rework	Reje

- 10. Click on Attachment tab.
- 11. Click on **Display** button to view the attachments.
- 12. Click on Add button to upload attachments (if required).

< 🕐 Education Allowance	•	9, ¢ 8
Application List (1)	Education Allowance Application	n Page
Search Q C Y	Transaction Id: EAMONETER	Submission Date : May 28, 2024
	EA34000EEE 001 001 in	File Size 11 25.1 KB Display
	Declaration Segala butir-butir keterangan yang saya turunkan dalam borang ini adalah ben keterangan yang palsu, mengelirukan atau tidak tepat, saya mengaku bahawa (termasuk pendakwaan jenayah) dan jika berkenaan, saya juga boleh dikenaka peraturan yang berkaitan dengan kelakuan dan tatatertib pegawai-pegawai Ke Jika didapati butir-butir keterangan adalah palsu, mengelirukan atau tidak tepa menarik balik sebarang kelulusan yang diberikan berhubung dengan permohor mungkin telah dibuat.	nar. Jika saya didapati memberikan butir-butir saya bolen dikenakan tindakan undang-undang an tindakan tatatertib dibawah mana-mana rajaan. at, Jabatan Perbendaharaan juga berhak untuk



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

Administrator.

< 🙆 Education Allowance	• Q. Q. B.
Application List (1)	Education Allowance Application Page
Search C C V EAX JULIA SUBMITTED Submission Date : May 28, 2024	Transaction Id: EARMENTER Application Status : SUBMITTER 13
	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 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.
	Verify Rework Reject

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

15. Tick on **Declaration** checkbox.

< 🤒 Education Allowance	•				с Д
Application List (1)		Educatio	n Allowance Application Pa	ge	
Search Q 📿 🔽	Application Status : S			s	Submission Date : May 28, 202
A240000536 SUBMITTED ubmission Date : May 28, 2024 azim Hakim	i Ø				
	History				
	Employee	Date		Time	Status
	Requester 30130329	May 28, 2024	09:01:12	_	DRAFTED
	Requester 11.13/230-4	May 28, 2024	09:02:09	-	SUBMITTED
	keterangan (termasuk p peraturan ya Jika didapat	r-butir keterangan yang saya turunkan d yang palsu, mengelirukan atau tidak teg endakwaan jenayah) dan jika berkenaa ang berkaitan dengan kelakuan dan tata ti butir-butir keterangan adalah palsu, m ik sebarang kelulusan yang diberikan be ah dibuat.	bat, saya mengaku bahawa saya n, saya juga boleh dikenakan tin Itertib pegawai-pegawai Kerajaa Itengelirukan atau tidak tepat, Ja	a boleh dikenakan tir ndakan tatatertib dib an. abatan Perbendahara	ndakan undang-undang awah mana-mana aan juga berhak untuk
					Verify Rework



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.

< 🥝 Education Allowance	-				a t 8
Application List (1)		Educa	tion Allowance Application Page		
Search Q 📿 🏹	Application Status : SUI	BMITTED		:	Submission Date : May 28, 2024
EA2H0000CCC SUBMITTED Submission Date : May 28, 2024 Hazim Hakim	(i) () ¹				
	<i>History</i> Employee	Date		Time	Status
	Requester J0J30029	May 28, 2024		P	DRAFTED
	Requester	May 28, 2024	09:02:09	Ð	SUBMITTED
	keterangan ya (termasuk pen peraturan yan Jika didapati b	Ing palsu, mengelirukan atau tidak Idakwaan jenayah) dan jika berker g berkaitan dengan kelakuan dan i putir-butir keterangan adalah palsu sebarang kelulusan yang diberikar	n dalam borang ini adalah benar. Jika tepat, saya mengaku bahawa saya b aan, saya juga boleh dikenakan tind atatertib pegawai-pegawai Kerajaan. mengelirukan atau tidak tepat, Jaba berhubung dengan permohonan ini	oleh dikenakan ti akan tatatertib dik atan Perbendahar	ndakan undang-undang pawah mana-mana aan juga berhak untuk

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



GENERATE EDUCATION	Front End User
ALLOWANCE GROUP REPORT	Treasury EA Verifier

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

🙆 Home 🔻		9. L 8
<	Education Allowance View Apps Group	> v
View Application 2 Listing		
Education Allowance		
Company or Specific Scatter		
		() 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.

Personnel subarea:	Personnel number:	Application ID:		Status:	School ID:	Sta	rt Date:
	C	6	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.			



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 🗸	NOTE I	View Se	ttings		_ ۲
Personnel subarea:	Columns	Sort	Filter	Group	r.
		Search	٩	Show Selected $~~\sim~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~$	C
End Date:	Select All (0/19) 5				
	Personnel subarea				Adapt Filters Go
	Personnel number				
	Application ID				٢
Personnel subarea	Status				lentity Number
	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:
	6	2 2	C	C	C
End Date:					
	C				Adapt Filters
NOTE		~	\$		
NOTE I					۵ 🔒
Personnel subarea		Personnel number		Application ID	
SA					8
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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'.

Standard * 🗸						
Personnel subarea:	Personnel number:	Application I	D: S	tatus:	School ID:	Start Date:
	6	C	C	C	G	2
End Date:						
	C					Adapt Filters Go
			~	\$		
						⊚ <mark>9</mark>
Personnel subarea		Per	sonnel number		Application ID	Exp
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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 * 🗸					Ľ
				Start Date:	
End Date:				Adapt Filters	Go
		kport As			
Personnel subarea	Per 10 File name:	por As	Application ID		
SA .					
SA .	Split cells with Include filter se				
SA		1 Export Cancel			
SA .					
SA .					
SA .					
SA .					
SA .					

Outcome: Education Allowance Application has been successfully downloaded in Excel

format.



GENERATE EDUCATION	Front End User
ALLOWANCE RECONCILIATION	Treasury EA Verifier
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.

Chanadanal X (Adapt Filters		Hide Filters
Standard 🗸	Search for Filters		Q	
Application ID:	Basic		Show on Filter Bar	
Created on:	Application ID:			Adapt Filters Go
	Personnel number:			_
	Employee Full Name:			{
Application ID	At Identity Number:		4 🖸 🖌 5	
	Identity Number:			
	Created on:			
	Allowance Start Date:		₽ 🗸	
	Allowance End Date:		[] √	
	Payee:			
	EA Reconciliation Report			
	More Filters (23)	6		
	noc nacio (20)			0
			Go Save Restore Cance	

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	₽ .	
		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	

SSM_UG_Front End (FIORI)_Education Allowance (Application)_EA Verifier v1.0



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

< 🙆 Reco	onciliatio	n Report 🔻	_				·						
Standard \checkmark					Select Filters							Hide Filters [🖒	
Standard				Search	n for Filters	Q				Q			
Application ID:		Basic		P	Personnel subarea				Show on Fi	lter Bar			
				p	ovdate								
Created on:		Application ID:			ast Run Date				┎┚ᢦ			_	
		version:		P	Pay to Vendor						Ada	ot Filters Go	
		Personnel number:		p	payeename				0				
		Employee Full Name:		c	child_name				₽ 🗸				
Application ID	A	Identity Number:			nterval ID Number				₽ 🗸				
		Identity Number:			NSTITUTE TYPE								
		Created on:		A	Approved Ent Amount				₽ ✓				
		Allowance Start Date:			Over payment Amount								
		Allowance End Date:		E	Expense Amount								
		Payee:		P	Pay to Employee								
					Document Number								
		EA Reconciliation Report		V	/oucher								
				A	Account								
			More Filter	F	Funds center							() Gi	
					Commitment item								IIS
					OF	Cancel	NOTE	Go Save		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.

< 傻 Reconcilia	tion Report 🔻	Adapt Filters			9, L B
Standard * 🗸	Search for Filters	Adapt Pitters		Q	Hide Filters
	Search for Fillers			<u> </u>	
Application ID:	Basic		Show on Filter	r Bar	
Created on:	Application ID:		₽ ✓	- 8	
	version:		₽ 🗸	- 88	Adapt Filters Go
	Personnel number:		₽ 🗸	- 88	
	Employee Full Name:		₽ 🗸	- 88	
	Identity Number:		₽ ✓	- 88	~
Application ID	Ar Identity Number:		₽ ✓	- 88	
	Created on:		₽ ✓	- 88	
	Allowance Start Date:		₽ ✓	- 88	
	Allowance End Date:		₽ ✓	- 88	
	Payee:		₽ ✓		
	EA Reconciliation Report	ΝΟΤΕΙ			
	Personnel subarea:		₽ <		
	M	ore Filters (22)	NOTE II		
		Go	Save Restore	Cancel	
				<u> </u>	



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 * 🗸									Hide F	ilters	[/
Application ID:		version:		Personnel number:	Employee Full Name:		Identity Number:				
	C		C		C	C		C			
Created on:		Allowance Start Date	e:	Allowance End Date:	Payee:						
	C	=01.01.2024 ×	C		6	C			Adapt Filters (1) Go	0
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Application ID	Ар	plication Version	Personnel N	lo Applicant Name			Employee IC		10		
Application ID EA24	Ap 1	plication Version	Personnel N	lo Applicant Name			Employee IC		10		
		plication Version	Personnel N	lo Applicant Name			Employee IC		10		
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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.

< 🕑 Rec		View Settings		NOTE II	
Standard \checkmark	Columns	Sort	Fi	ilter	Hide Filters [2
Application ID:		Search	Q Show Selected	☆ ^ ∨ ≫	
Application ID:					
	Application ID				
	Application Version				Adapt Filters Go
	Personnel No				_
	Applicant Name				
the first of the	Employee IC				
Application ID	Uniform ID				
	Application Approval Date				
11	 Allowance Start Date 				
	Allowance End Date				
	School ID / Payee				
	School / Payee name				
	Child Name				
	Child ID				
	School Type				
	Approved Allowance Amount				
	Overnavment Amount				
			•	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.

< 🕑 Recor	View Settings							
Standard 🗸	Columns	Sort	Filter	Hide Filters				
		Search	Q Show Selected ጵ ∧ ∨ 😣					
Application ID:	 Select All (33/33) 							
	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							
	Overnavment 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.

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:			
	=01.01.20	24 × 🕒	C	C		Adapt Filters (1)	Go
							13
NOTE I						0	6
							Export
Application Version	Personnel No	Applicant Name		Employee IC		Unifo	Export
1							Export
1							
2							
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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:		
	=01.01.2	024 × 🕒	C	C		Adapt Filters (1) Go
				-^-		
						© 🔁 -
Application Version	Personnel No	Applicant Name		Employee IC		NOTE
1						Export
1						
1						
2						
						0

Note I: Filtered applications will automatically be downloaded.

Outcome: Education Allowance Reconciliation Report has successfully been downloaded in

< 🕑 Recon	ciliation Report 🔻					<u>с</u> Д В
Standard * 🗸						Hide Filters
Application ID:	version:		Personnel number:	Employee Full Name:	Identity Number:	
	Allowance Sta		Allowance End Date:	Payee:		
	[] =01.01.2024					Adapt Filters (1) Go
			Expo	ort Document		© (#
Application Version	Personnel No	Applicant Name	Generating file			Uniform ID
1						
1						
2				C	Cancel	
						0

Excel format.