



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

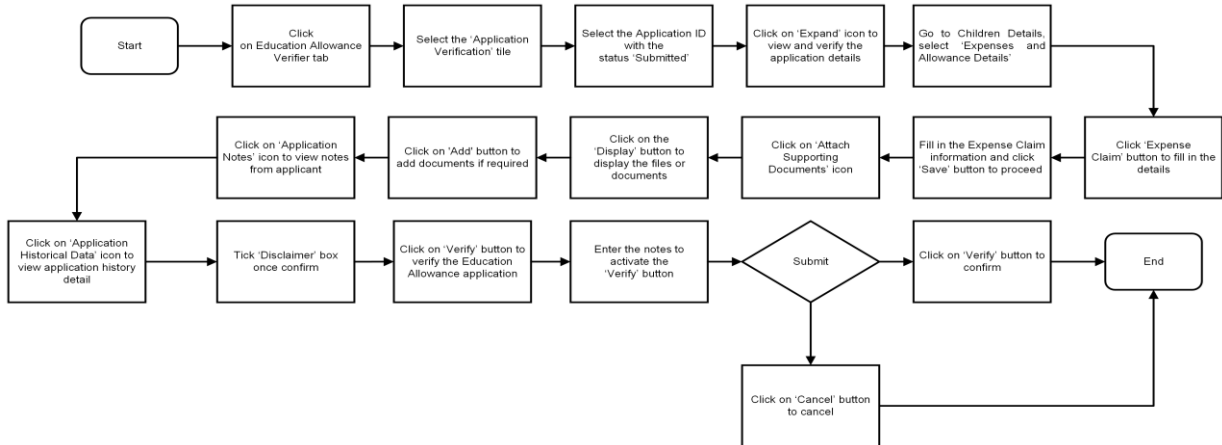
Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 2382227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.

Table of Content

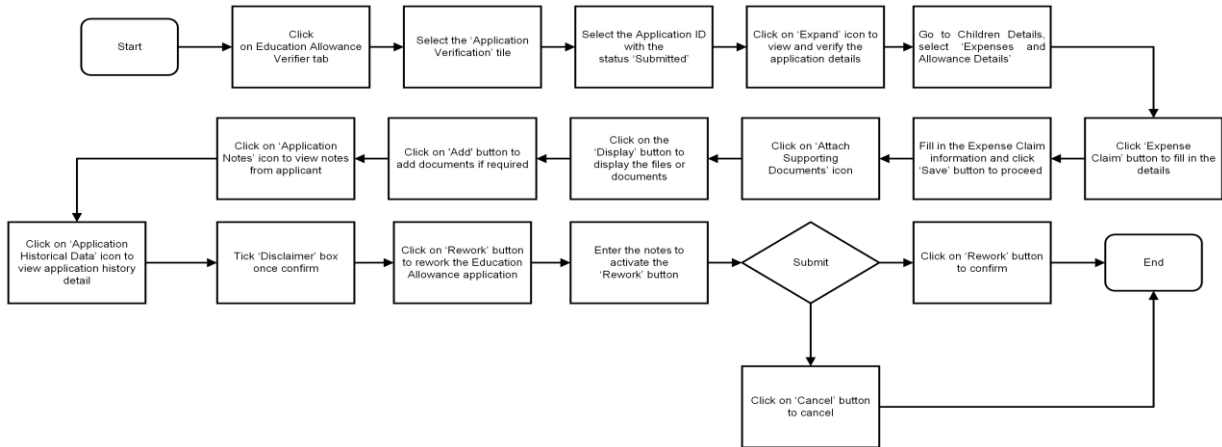
| Topics | Page |
|---|--------------------|
| Introduction | 2 |
| Glossary | 2 |
| Further Assistance | 2 |
| Process Overview | 4 |
| Maintain Application <ul style="list-style-type: none"> • Verify Education Allowance Application • Rework Education Allowance Application • Reject Education Allowance Application | 6 |
| Generate Education Allowance View Apps Group Report | 11 |
| Generate Education Allowance Reconciliation Report | 15 |

Process Overview

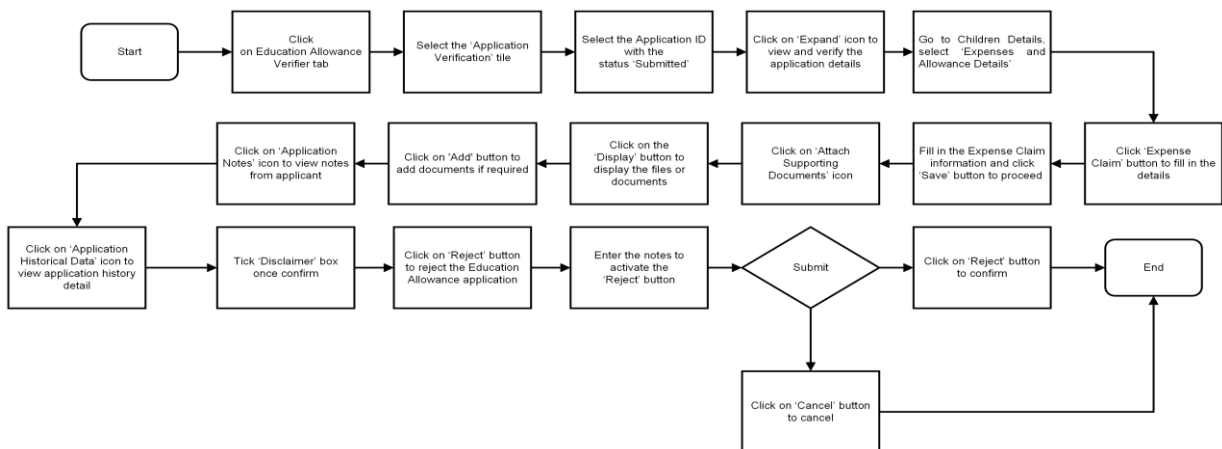
Verify Education Allowance Application



Rework Education Allowance Application

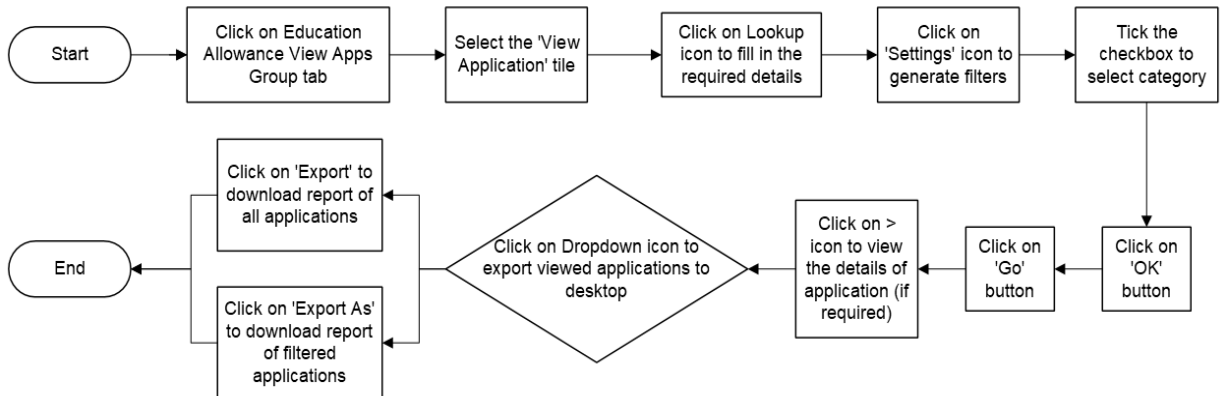


Reject Education Allowance Application

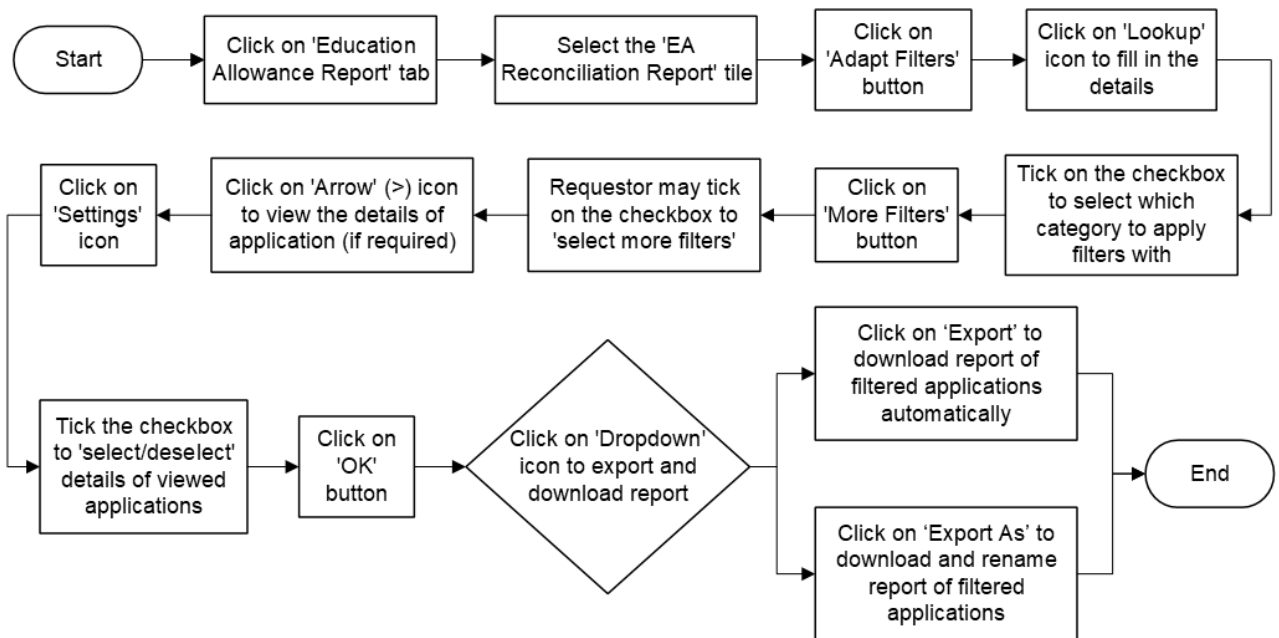


Process Overview

Generate Education Allowance View Apps Group Report



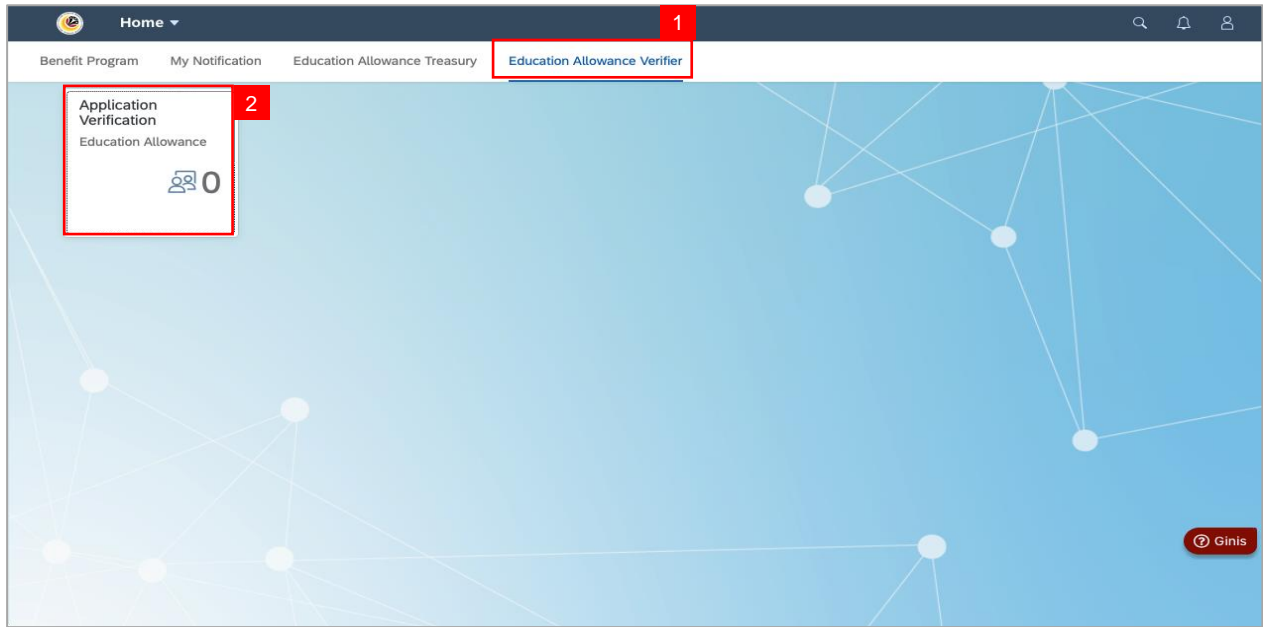
Generate Education Allowance View Apps Group Report





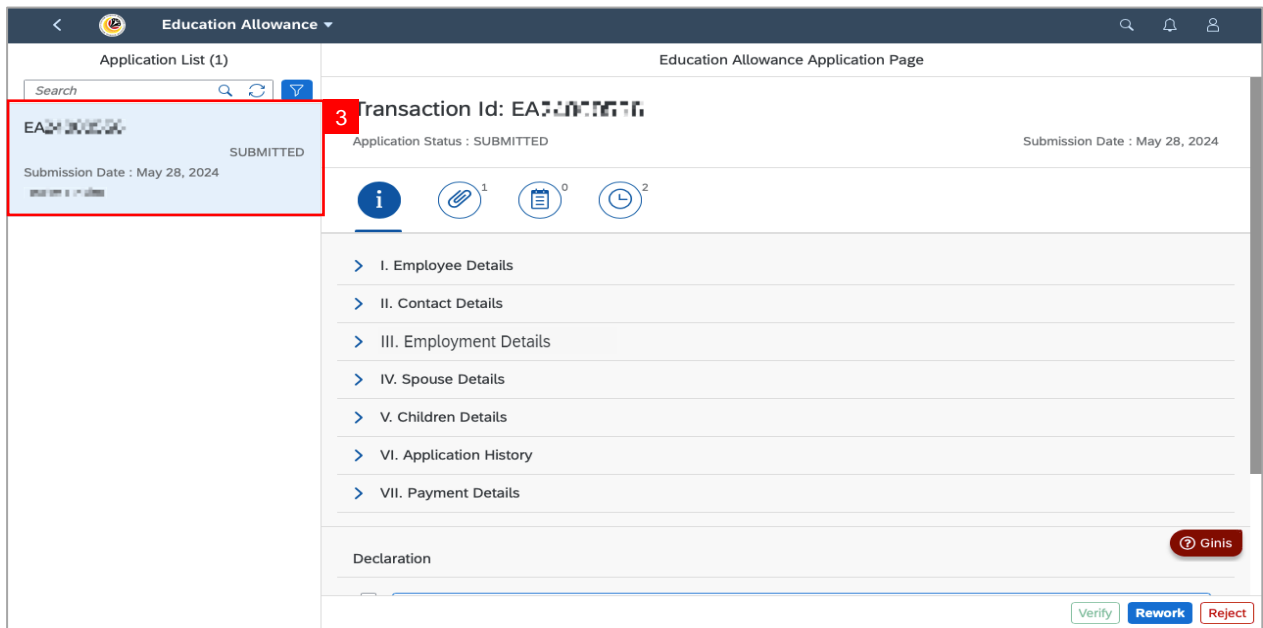
| | |
|--|----------------------|
| VERIFY EDUCATION ALLOWANCE APPLICATION | Front End User |
| | Treasury EA Verifier |

- 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.



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.

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



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

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

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

Education Allowance Application Page

Application List (1)

Search

I. Employee Details

Expense Claim Details

| Expense Id | Expense Name | Expense Amount | Currency | Receipt No | Exchange Rate | Approved Expense Amount | Supporting Documents |
|------------|------------------------|----------------|----------|------------|---------------|-------------------------|----------------------|
| E001 | EXAMINATION FEE | 0.00 | BND | | 0.00000 | 200.00 | 8 |
| E002 | ADMISSION FEE | 0.00 | BND | | 0.00000 | 150.00 | |
| E003 | TUTION FEE | 0.00 | BND | | 0.00000 | 230.00 | |
| E004 | BOOKS | 0.00 | BND | | 0.00000 | 25.00 | |
| E005 | BOARDING/ACCOMMODATION | 0.00 | BND | | 0.00000 | 0.00 | |
| E006 | MEAL EXPENSES | 0.00 | BND | | 0.00000 | 0.00 | |
| TOTAL | | 0.00 | | | | | 9 Save Close |

Calculate

VII. Payment Details

Declaration

Verify Rework Reject

Ginis

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 Application Page

Transaction Id: EA24000556

Application Status: SUBMITTED

Submission Date : May 28, 2024

10

View Personal Attachment

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

11 Display

12 +

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

Ginis



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

Application List (1)

Search

EAXXXXXXXXX

SUBMITTED

Submission Date : May 28, 2024

Education Allowance Application Page

Transaction Id: EAXXXXXXXXX

Application Status : SUBMITTED

Submission Date : May 28, 2024

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.

Ginls

Verify Rework Reject

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

15. Tick on **Declaration** checkbox.

Application List (1)

Search

EAXXXXXXXXX

SUBMITTED

Submission Date : May 28, 2024

Hazim Hakim

Education Allowance Application Page

Application Status : SUBMITTED

Submission Date : May 28, 2024

14

History

| Employee | Date | Time | Status |
|-----------|--------------|----------|-----------|
| Requester | May 28, 2024 | 09:01:12 | DRAFTED |
| Requester | May 28, 2024 | 09:02:09 | SUBMITTED |

15

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.

Ginls

Verify Rework Reject

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

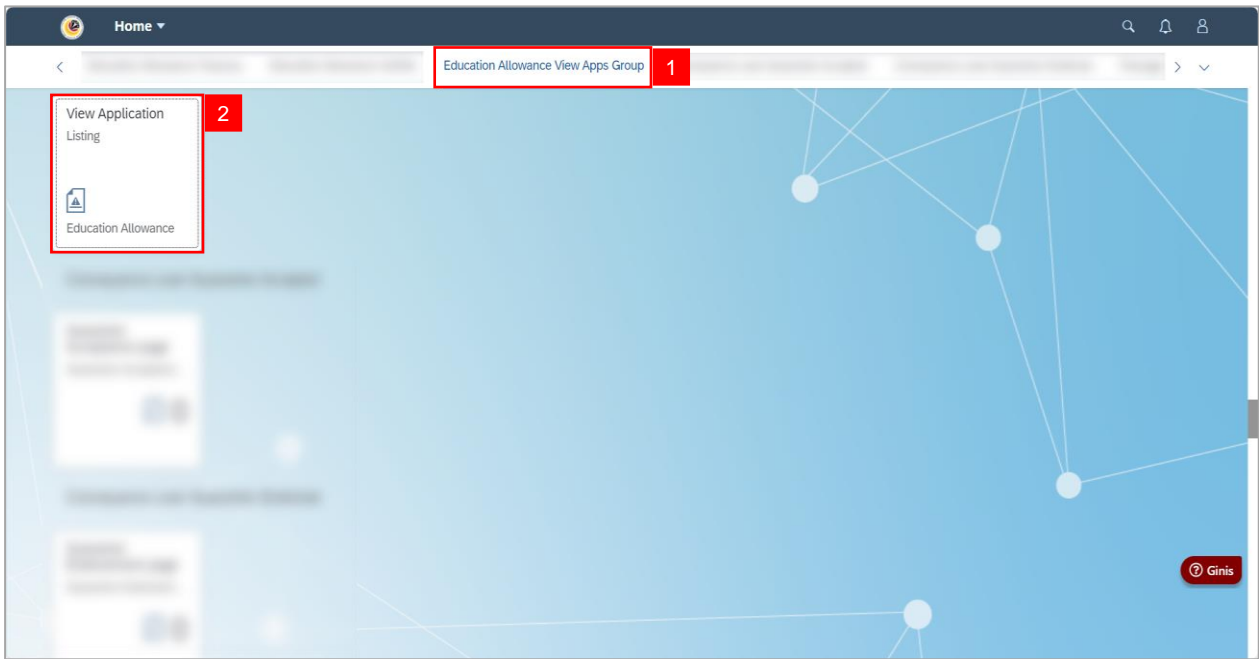
9

- 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.

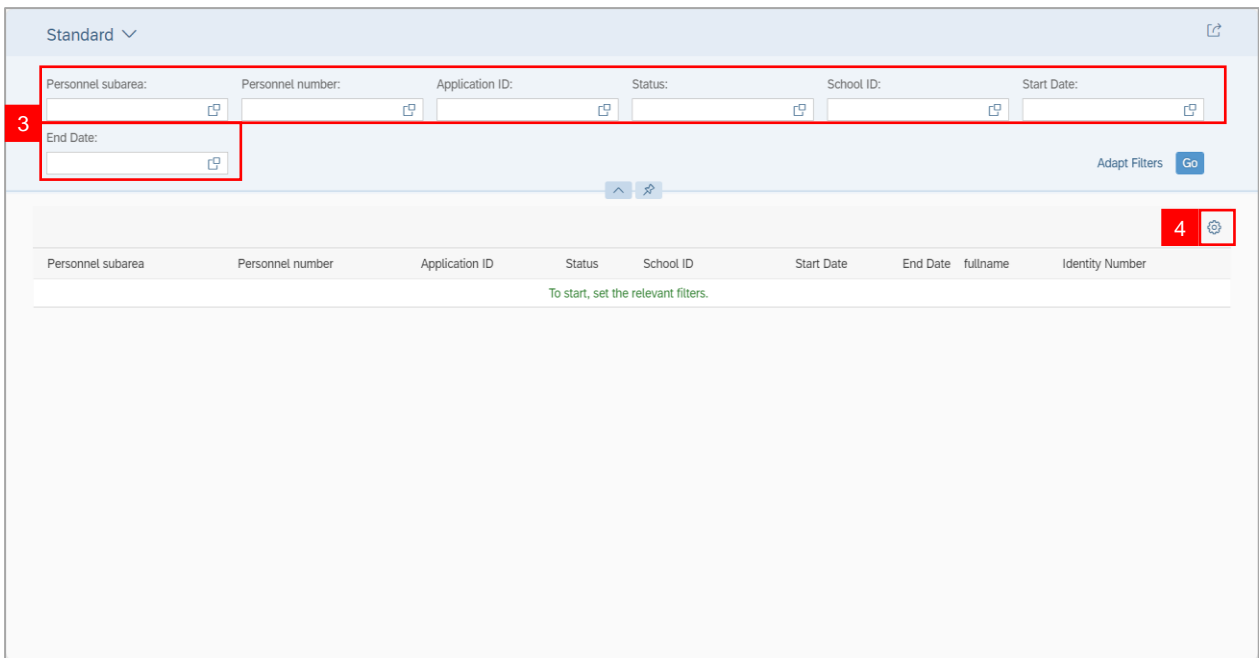
| | |
|--|-----------------------|
| GENERATE EDUCATION ALLOWANCE GROUP REPORT | Front End User |
| | Treasury EA Verifier |

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.

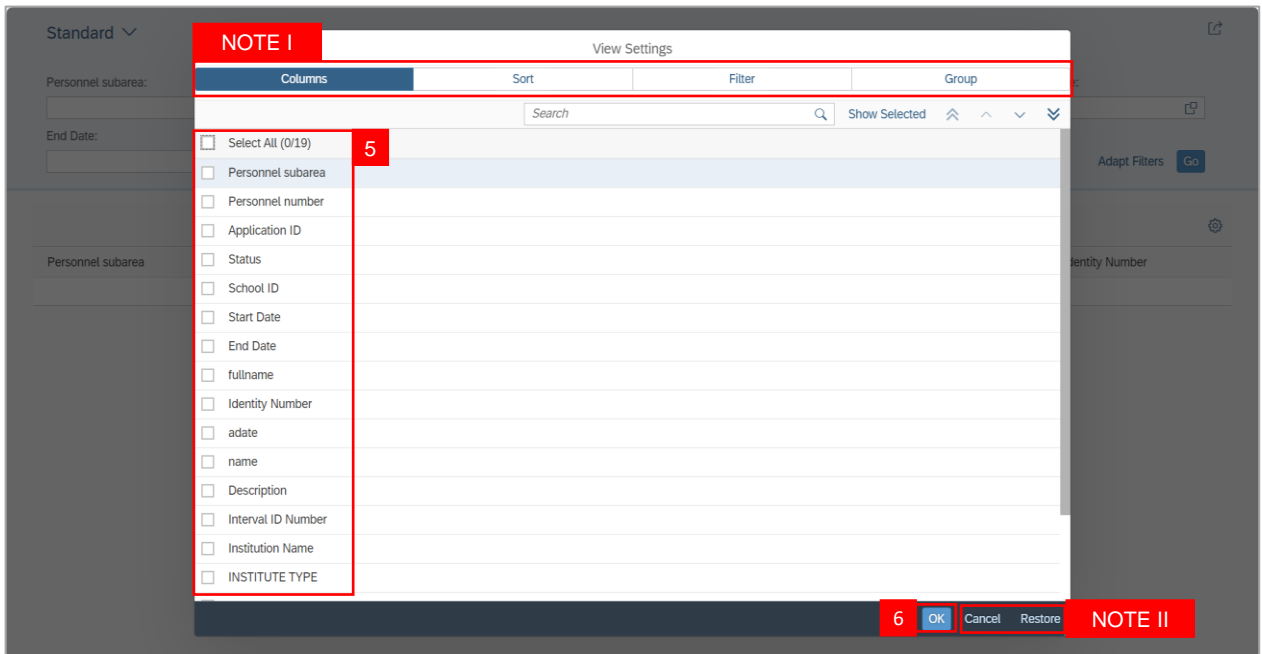
5. **Tick** the checkbox to select category.

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.



NOTE I

View Settings

Columns Sort Filter Group

Select All (0/19) 5

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 | | |
| 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 | | |
| S | | |
| S | | |

9

Export

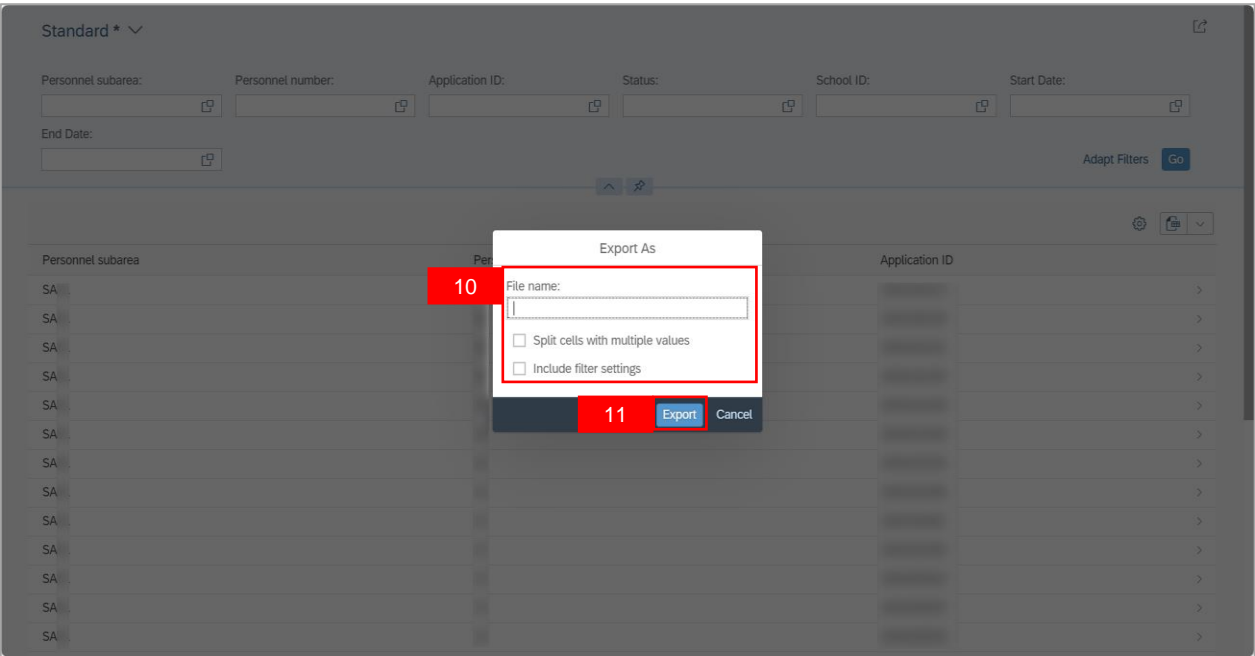
Export As...



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

10. Fill in the required details.

11. Click on **Export** button.

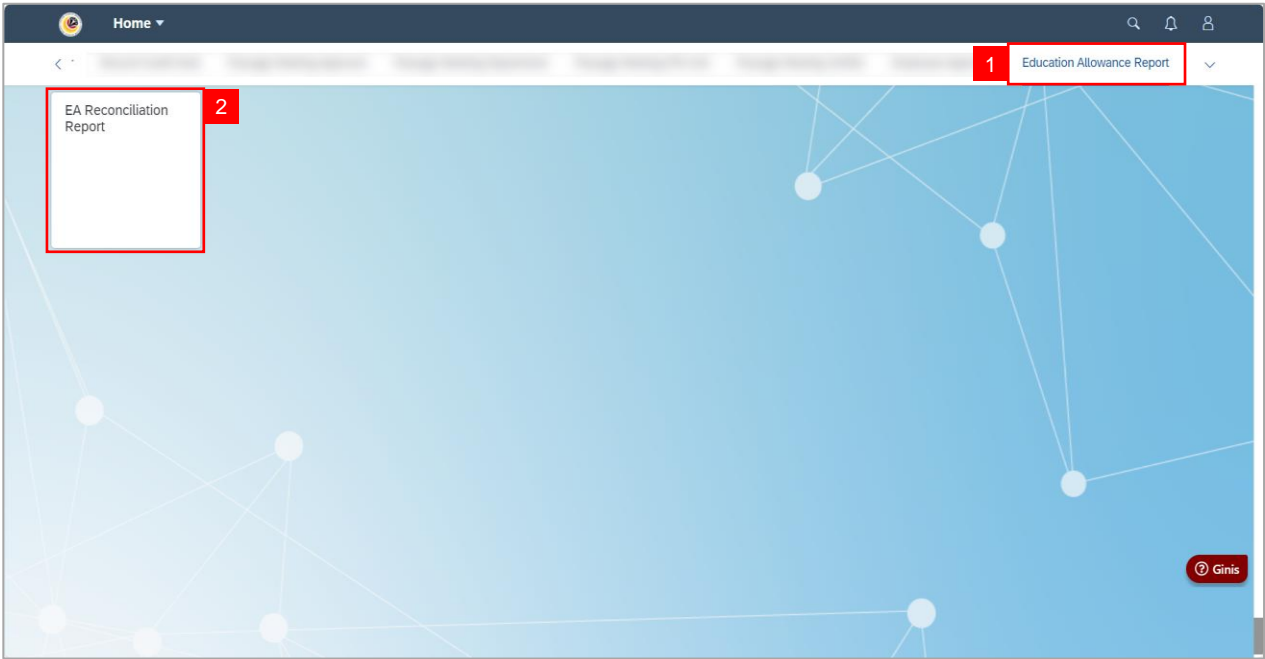


Outcome: Education Allowance Application has been successfully downloaded in Excel format.



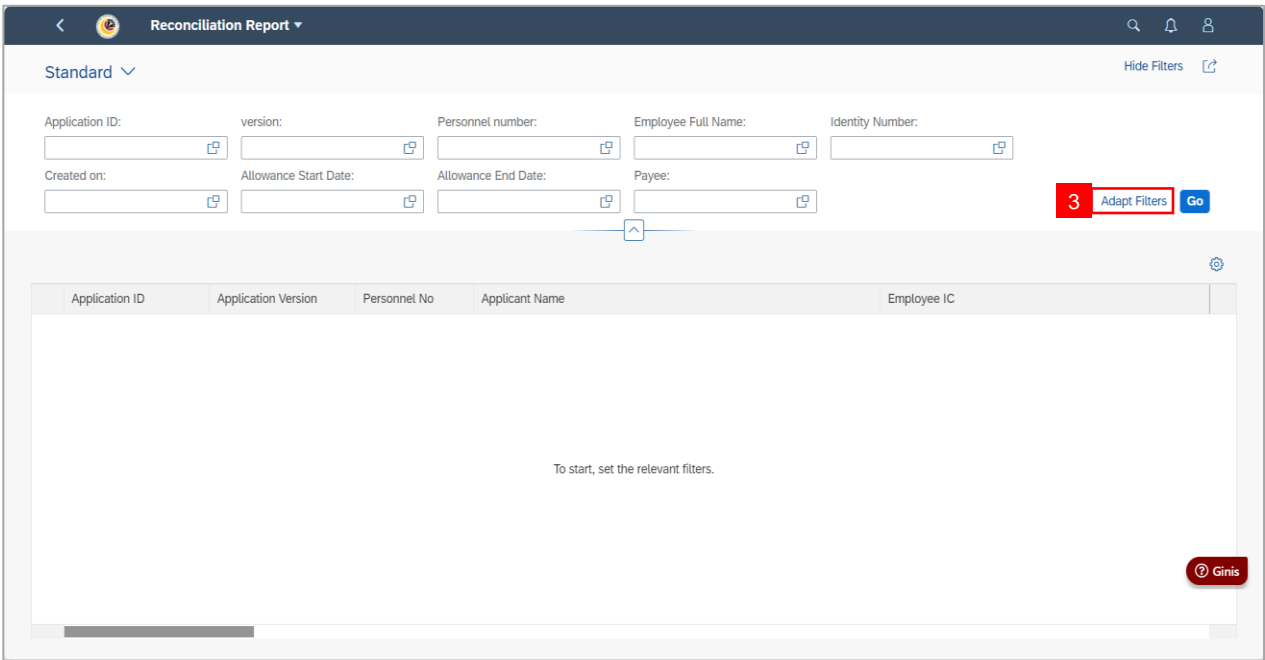
| | |
|--|----------------------|
| GENERATE EDUCATION ALLOWANCE RECONCILIATION REPORT | Front End User |
| | Treasury EA Verifier |

- 1. Click on **Education Allowance Report** tab.
- 2. Select **EA Reconciliation Report** tile.



Note: The **Reconciliation Report** page will be displayed.

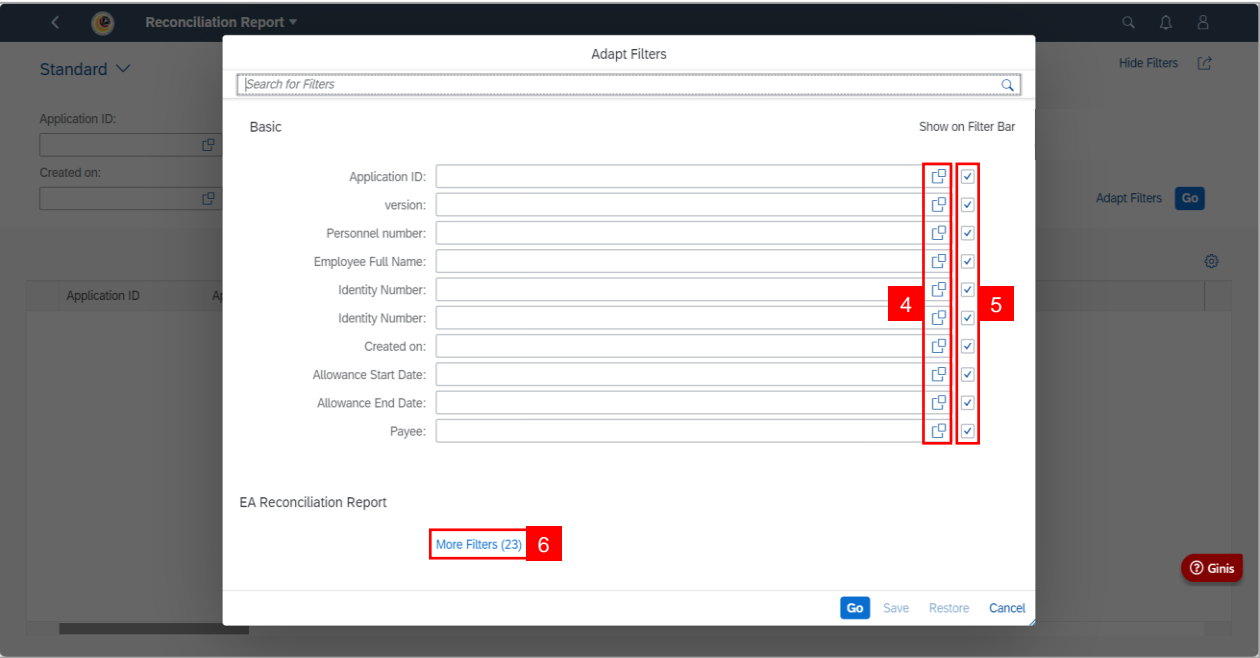
- 3. Click on '**Adapt Filters**' button.





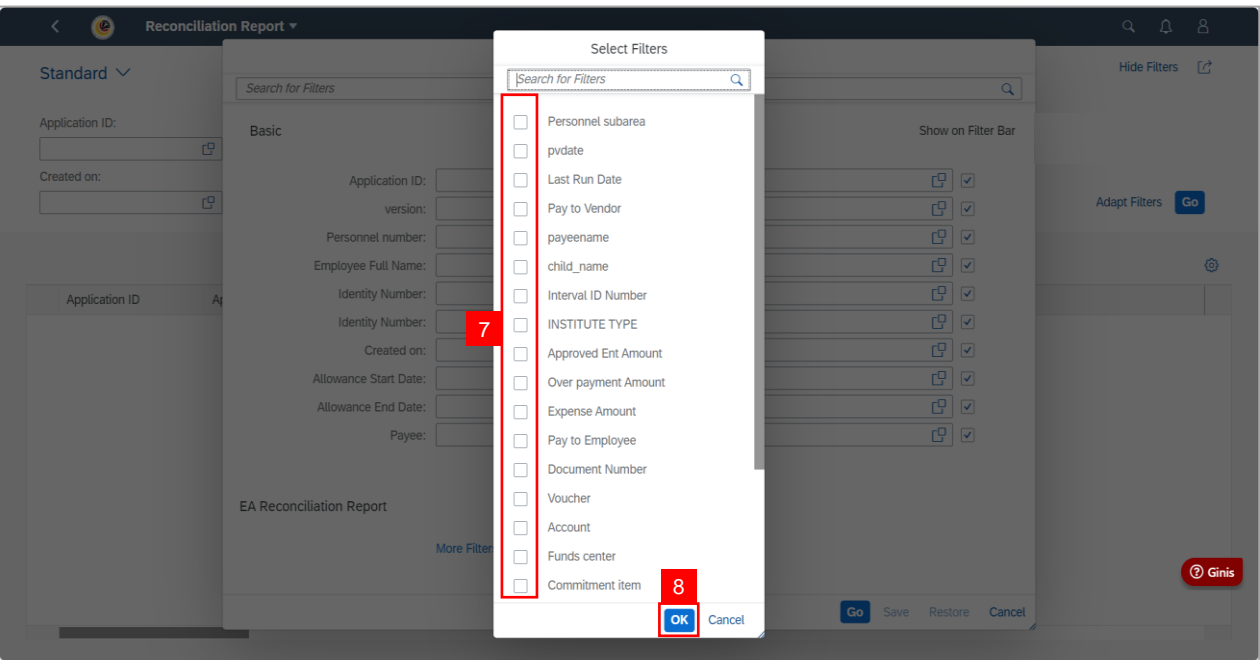
Note: The **Adapt Filters** page will be displayed.

- 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.



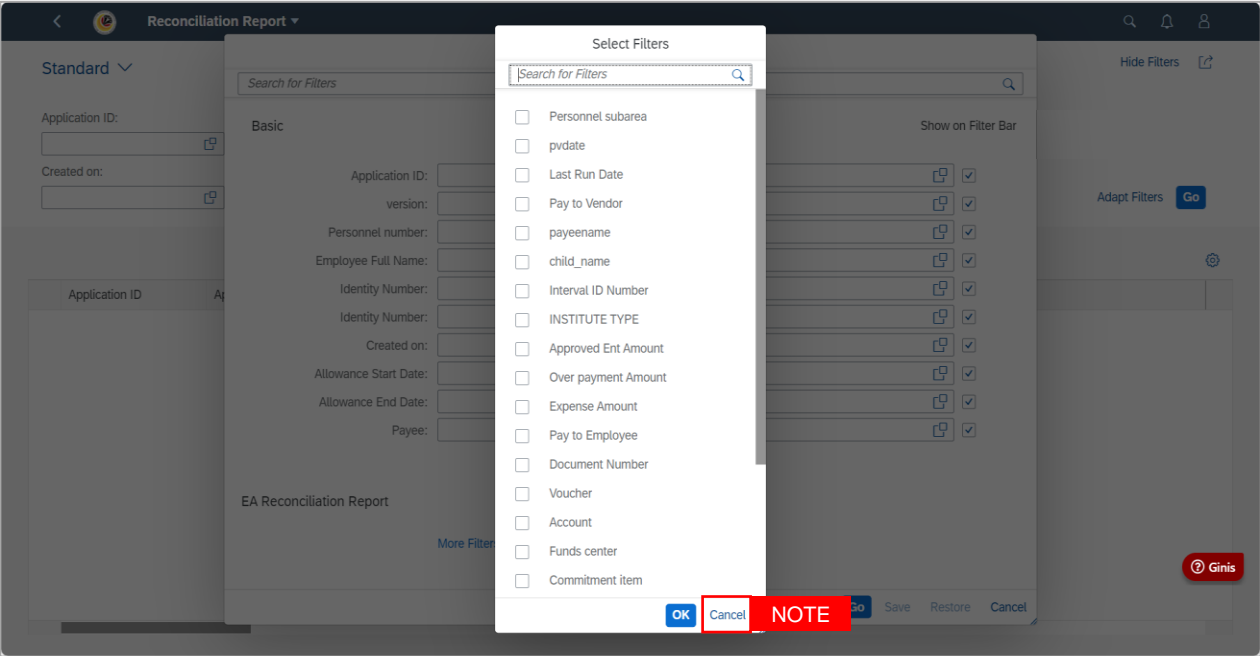
Note: The **Select Filters** page will be displayed.

- 7. **Requestor** may **tick** on the checkbox to **select more filters**.
- 8. Click on **OK** button to save selected filters.





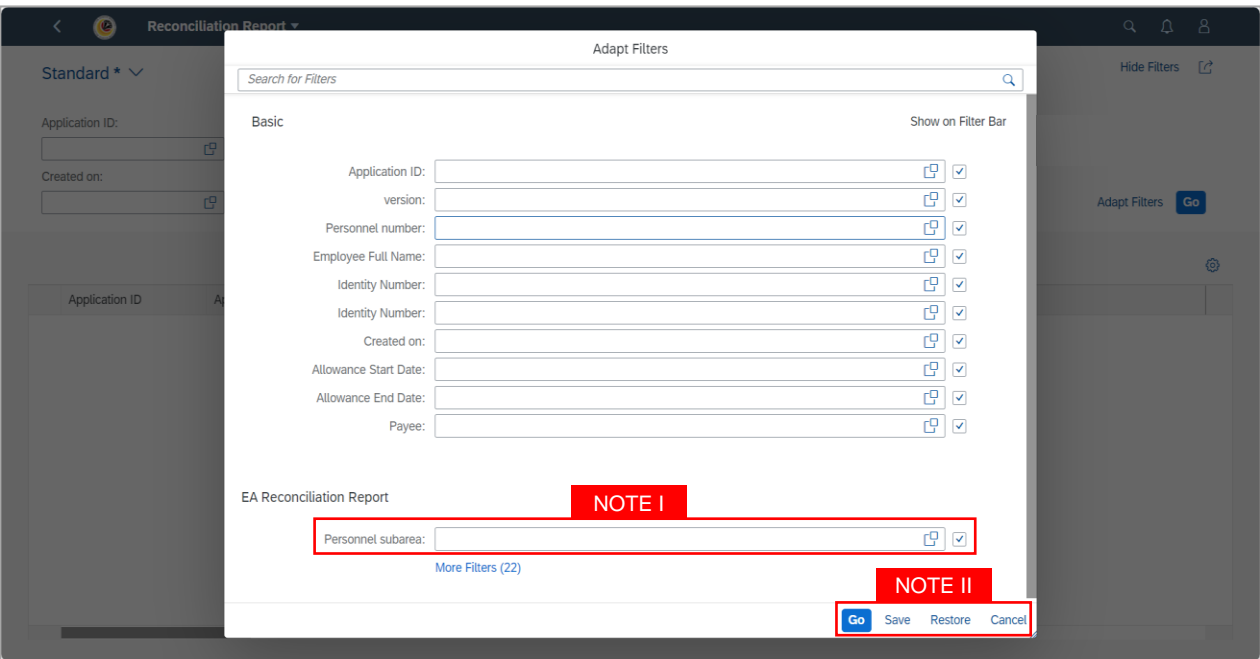
Note: Requestor may click on **Cancel** button to cancel selection.



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.

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 lists four applications with ID 'EA24'. A red box highlights the first four rows of the table. To the right of the table, there is a vertical toolbar with a '10' button, a settings gear icon, and a '9' button. A 'NOTE' label is placed over the first row of the table. A 'Ginis' button is at the bottom right.

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.

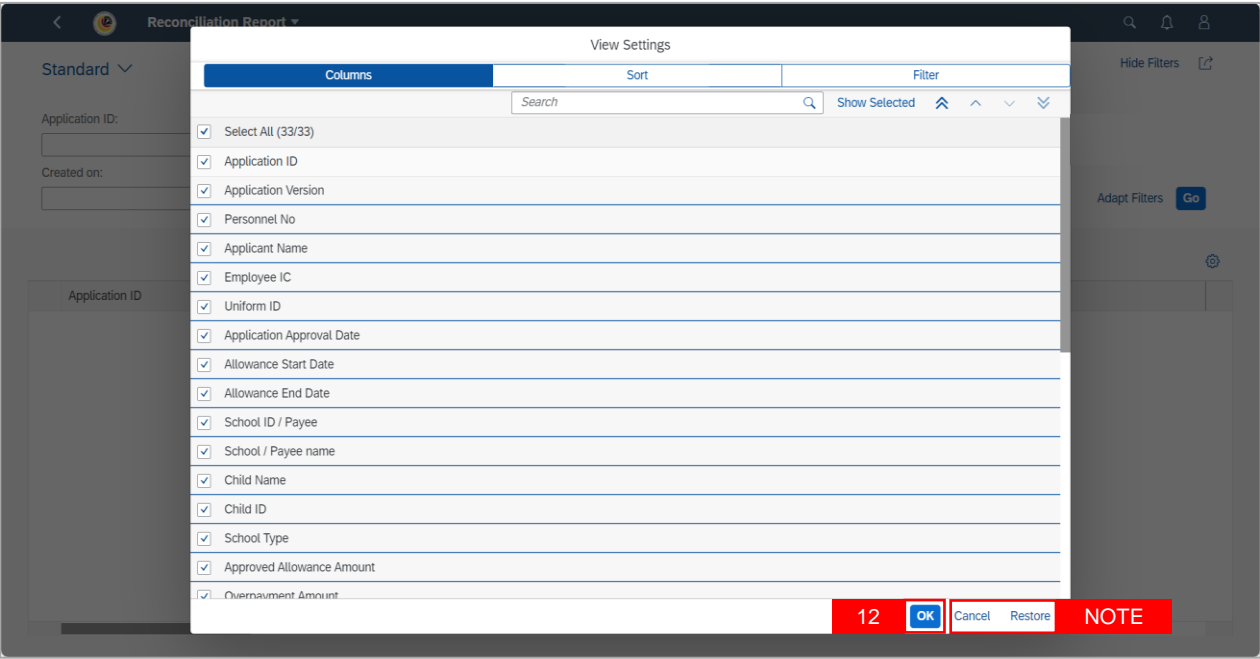
The screenshot shows the 'View Settings' dialog box. It has three tabs: 'Columns', 'Sort', and 'Filter'. The 'Columns' tab is active, showing a list of checkboxes for various application details. A red box highlights the 'Select All (33/33)' checkbox and the 'Application ID' checkbox. A 'NOTE II' label is placed over the 'Filter' tab. The 'OK', 'Cancel', and 'Restore' buttons are at the bottom.



12. Click on **OK** button.

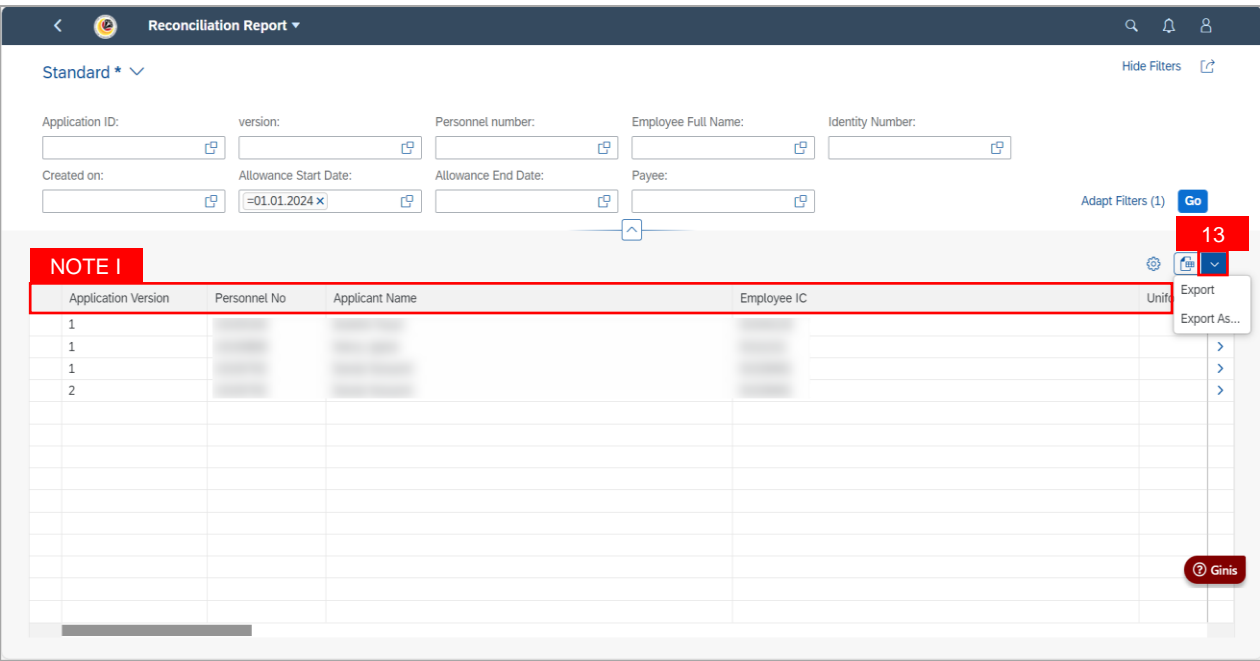
Note:

- 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

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

Export Document

Generating file

Cancel

Ginis