

SISTEM SUMBER MANUSIA

User Guide for Treasury PA Approver Front End (SAP FIORI)

Passage Allowance (Application)

VERSION: 1.0



INTRODUCTION

This user guide acts as a reference for **Treasury Passage Allowance Approver (Front End User)** to manage **Passage 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
PA	Passage 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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SUMBER MARINE

Process Overview

Approve Passage Allowance Application



Rework Passage Allowance Application



SUMBER MARY

Process Overview

Reject Passage Allowance Application



Dispatch Warrant Passage Allowance Application





Process Overview

Generate Passage Allowance Application Listing



Generate Passage Allowance Payment Listing





APPROVE PASSAGE ALLOWANCE APPLICATION Front End User Treasury PA Approver

- 1. Click on **Passage Allowance Approver** tab.
- 2. Select the Application Approval tile.

Note: Please ensure that employee details and all mandatory documents are updated on Family

Information under Employee's My Profile, before applying for Passage Allowance.

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My Info My Payslip	Personnel Administration (Bank Admin)	Conveyance Loan Employee	Conveyance Loan Guarantor	My Notification	My Pays 1 Passage Allowance Ap	prover	
2 Application Approval Passage Allowance	1						
							() Ginis

Note: The Passage Allowance Approver Page will be displayed.

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	List of Passage	Allowance	Passage Allowance Approver Page		
	Search PA24	Q 📿 🖓	Transaction ID: PA24 Submission Date: Application Status: VE	RIFIED	
	Submission Date:		i @ i © 2ª		
$\langle \cdot \rangle$	PA24		Passage Type: P001 - INCOMING PASSAGE Reimbursement: No		
	Submission Date:	VERIFIED	I. Employee Details		
	PA24		> II. Contact Details		
		VERIFIED	> III. Employment Details		
	Submission Date:		> IV. Contract Details		
			> V. Leave Details		
	PA24	VERIFIED	> VI. Application Details		
	Submission Date:	-	> VII. Allowance Details		1
\leq			Declaration		() Ginis
			Consela kutik kutik kotokonnan unan esus turunkan dalam harann ini adalah hanak. Eks esus didanati momharikan kutik kutik Approve Rewor	k Reject]



- 3. Under List of Passage Allowance, select any Application ID with 'VERIFIED' status.
- 4. Click on **Application Details** tab.

Note: All information from Section I to VII have been auto-populated based on the information

entered in ESS Portal (Front End) and/or in SAPGUI (Back End).

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List of Pas	ssage Allowance	Passage Allowance Approver Page					
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Submission Date:		4 (i) @ (ii) (ii) (iii)					
PA24 Submission Date:	VERIFIED	Passage Type: P001 - INCOMING PASSAGE Reimbursement: Yes > I. Employee Details					
3 PA24	VERIFIED	II. Contact Details III. Employment Details					
PA24		V. Leave Details					
Submission Date:	VERIFIED	VI. Application Details VII. Allowance Details					
		Declaration			⑦ Ginis		
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Note: Treasury PA Approver may review details in Section IV. Contract Details for all

passage types except Child Concession Passage Applications.

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	List of Passage Allo	wance	Passage Allowance Approver Page		
	Search Submission Date:	Q C VERIFIED	Transaction ID: PA24 Submission Date: Application Status: VERIFIED		
	PA24				
	Submission Date:	ATTOLD	Passage Type: P002 - HOMEWARD PASSAGE Reimbursement: Yes I. Employee Details Image: Second S		
	PA24		> II. Contact Details	L	
	Submission Date:	VERIFIED	> III. Employment Details NOTE		
			V IV. Contract Details		
	PA24				
	Submission Date:	APPROVED	Contract Begin Date: Contract End Date: Country of Domicile: Recruited from Brunei: Yes No 		
	PA24	APPROVED	> V. Leave Details		() Ginis
	Submission Date:		Approve Rework Reject	t	



Note I: 'Country of Domicile' and 'Recruited from Brunei' is not applicable for Child

Concession Passage and 1ST/2ND/3RD YEAR ALLOWANCE applications.

Note II: Review details in Section V. Leave Details for Mid-Term Passage applications only.

5. Go to Section VI. Application Details and review all details.

List of Pas	ssage Allowance		Passage	Allowance Approver Page		
			i ussuge	Australice Applovel 1 uge		
Search	437	Passage Type: P0	04 - MID-TERM PASSAGE	Reimbursement:	Yes	
PA24		> I. Employee Details	5			
	APPROVED	> II. Contact Details				
Submission Date:	_	> III. Employment De	etails			
PA24		✓ IV. Contract Details	5			
Cubmission Dates	VERIFIED					
Submission Date.		Contract Begin Da	ite:	Contract End Da	te:	
	NOTE I	Country of Domic	ile:	Recruited from Brun	ei: 🔿 Yes 💿 No	
PA24	_					
Cubulation Date:	VERIFIED	V Leave Details				
Submission Date:		. Louro Detailo				
		Absence Type	Leave Start Date	Leave End Date	Calendar Days	
PA24	NOTE II	100	1000	1000	100	
	APPROVED					
Submission Date:		> VI. Application Det	ails			
		> VII. Allowance Deta	ails			

Note I: Treasury PA Approver may review pre-populated Travel Entitlement and Travel

Request.

Note II: If requestor is applying only for dependent(s), Employee Details will be excluded in

Application Information.

List of Passag	ge Allowance	Passage Allowance Approver Page				
Search	NOTE I	Travel Entitlement	t .			
PA24 Submission Date:	APPROVED	Place of Depa	arture:	Destir	nation:	
PA24 Submission Date:	VERIFIED	Travel Request				
PA24		001	Polit	10	Date of Havet	
Submission Date:	NOTE II	Applicants Inform	ation			
PA24	APPROVED	Employee Details	aits Passage Details			
Submission Date:		No 001	First Name Last Name	Identity No Date of Bi	irth Gender Ma	arital Status

SSM_UG_Front End (FIORI)_Passage Allowance (Application)_Treasury PA Approver v1.0



6. Review the details in the Employee Details section.

Note: Employee Details and Spouse Details are applicable for all passage types except for

Children Concession Passage and 1ST/2ND/3RD YEAR ALLOWANCE applications.

List of Passa	age Allowance	Passage Allowance Approver Page		
Search	9 C 🛛	Applicants Information N	ΟΤΕ	
PA24 Submission Date:	VERIFIED	Employee Details Employee Details Passage Details	6	
PA24	VERIFIED	No First Name Last Name Identity No Date of Birth Gender Marital Status		
Submission Date:	_	Spouse Details Passage Details		
PA24 Submission Date:	VERIFIED	No First Name Last Name Identity No Date of Gender Marital Personnet Applicatio Birth Gender Status Number n ID No data		
PA24	VERIFIED	Children Details		
Submission Date:		Children List	-	
		No First Name Last Name Identity No Date of Gender Marital Application Application Status ID n Status		(?) Ginis
PA24		No data Approve Rewor	k Reject	

- 7. Review the details in the Passage Details tab.
- 8. For Spouse Details and Children Details, Treasury PA Approver may repeat step 6 and 7

(if any).

	List of Desses		Decosto Allevianeo America Dete			
	List of Passag	ge Allowance	Passage Allowance Approver Page			
	Search	Q 3 V	Applicants information			
	PA24		Employee Details	_		
	F 724	APPROVED	Employee Details Passage Details			
	Submission Date:	- 1	No Name Air Ticket No. Total Amount Sector ID(For Office Use Only)			
	PA24					
	Submission Date:	VERIFIED	Spouse Details Passage Details	8		
	PA24	VEDICIED	No Name Air Ticket No. Total Amount Sector ID(For Office Use Only) No data		l	
	Submission Date:	VERIFIED	Children Details		-	
$ \rangle$			Children Details Passage Details			
	PA24	APPROVED	No Name Air Ticket No. Total Amount Sector ID(For Office Use Only)			
	Submission Date:		No data			(?) Ginis
-0	PA24		Approve Reword	Reje	ct	



9. Review all details under Baggage Shipping Claim (if any).

Note:

- Details under Baggage Shipping Claim are auto-populated based on information filled in by Employee or Department Administrator in EES Portal (Front End).
- ii. The Baggage Shipping Claim section will not be displayed for Children Concession
 Passage, Mid-term Passage and 1ST/2ND/3RD YEAR ALLOWANCE applications.
- 10. Treasury PA Approver may click on View icon to view attachment.
- 11. Go to Section VII. Allowance Details.

<	Passage Allowand	ce Page 🔻									38	
	List of Passage Allo Search Submission Date:	owance Q C V	No Nam	e Air Ticket	Passage A No. Total Amoun	llowance Ap Sector ID(No data	prover Page For Office Use Only)					
	PA24 Submission Date:	APPROVED	Baggage Shippir	Baggage Shipping Claim Bill/Invoice/Coup Weight(Kg/Cubic Rate Amount Currency Attachment						9		
	PA24 Submission Date:	APPROVED	EXCESS BAGGAGE (BY AIR) SHIPPING OF PERSONALEFF ECTS (BY SEA)		0.00 KG	0.00	0.00		63 10 63			
	PA24 Submission Date:	APPROVED	UNACCOMPANI ED BAGGAGE	taile	0.00 KG	0.00	0.00		63		11	
	PA24 Submission Date:	APPROVED	Declaration	uno					Approve Rework	Reject	@ G	inis



Note: Treasury PA Approver may review all details under Section VII. Allowance Details.

<	Passage Allowan	ce Page 🔻						۵	
	List of Passage All	owance	Passage Allowance Approver Page						
	Search Submission Date:	93 7 1	For Office Use Only.						
	PA24 Submission Date:	APPROVED	Voyage Category: Travel Agent: Bank Account:						
$\langle \cdot \rangle$				Calculated Amount	Approved Amount				
	PA24	APPROVED	Passage Entitlement:			Calculate			
	Submission Date:		Excess Baggage Entitlement:			Payment to employee (Passage)			
			Shipping Entitlement:						
	PA24	APPROVED	Unaccompained Baggage Entitlement:						
$(\Lambda - I)$	Submission Date:		Voyage Entitlement:						
	PA24		Payment Summary						
5 14		APPROVED	Amount to b	e Paid to Employee:					Ginis
	Submission Date:		Amount to be Paid to Agent:						
						Approve Rework	Rejer	ct	

- 13. Click on the Attachment tab.
- 14. Click on **Display** button to view supporting documents.

Note: Treasury PA Approver may add additional documents by clicking on Add (+) button (if required).

- i. The attachments can only be uploaded in PDF, JPG, JPEG and PNG formats.
- ii. Each document size must not exceed 3.5MB.

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	List of Passage Allo	wance		Passage Allowance Appr	over Page		
	Submission Date:	9. C 🛛	Transaction ID: PA24			Application Status: VERIFIED	
	PA24 Submission Date:	APPROVED	i 🧭 🗈 🌀	(A ^e)		NOTE	
	PA24 Submission Date:	APPROVED	Supporting Document Supporting Document PDF, JPG, PNG SAMPLE DOC1 PDF, JPG, PNG	File Name PA24 g PA24	.pn 1.27 KB	14 Display	
	PA24 Submission Date:	APPROVED	Supporting Document PDF, JPG, PNG	g PA24 g	.pn 26.40 KB	Display	-
	PA24 Submission Date:	APPROVED	Declaration Segala butir-butir keterangan yang saya keterangan yang palsu, mengelirukan at (termasuk pendawaan jenayah) dan jik	turunkan dalam borang ini adal au tidak tepat, saya mengaku b berkenaan, saya juga boleh di an dan tatatatih pagrupi pagru	ah benar. Jika saya didaj ahawa saya boleh dikena kenakan tindakan tatater yah Karajaan	bati memberikan butir-butir kan tindakan undang-undang tib dibawah mana-mana Approve Rework Reject	() Ginis



15. Click on the **Notes** tab.

Note: Treasury PA Approver may view requestor's notes/remarks entered (if any).

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	Search Submission Date:	Q C 7	Transaction ID: PA24 Submission Date: Application Status: VERIFIED		
	PA24 Submission Date:	APPROVED	i Image: Constraint of the second		
	PA24 Submission Date:	APPROVED	8		
	PA24 Submission Date:	APPROVED	<u>දි</u>	-	
	PA24 Submission Date:	APPROVED	Declaration Segala hutir-hutir keterangan yang saya turunkan dalam horang ini adalah henar. Jika saya didanati memberikan hutir-hutir Approve Rework Rej	ect	() Ginis



16. Click on Application History tab.

Note I: Treasury PA Approver may view application history of requestor.

17. Tick the Declaration checkbox.

Note II: Depending on the scenario, Treasury PA 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.

	List of Passage All	owance		Pa	sage Allowance Approver Page				
	Search Submission Date:	9 3 V	Transaction Submission Date:	n ID: PA24			Application Status: VERIFIED		
P/	PA24	APPROVED	i Ø		2=				
	Submission Date:	NOTE I	History Employee	Date		Time	Status		
	PA24	10000150							
	Submission Date:	APPROVED							
	PA24	_{APP} 17	Declaration						
	Submission Date:	0	Segala buketeranga	utir-butir keterangan yang saya turunka an yang palsu, mengelirukan atau tidal k pendakwaan ienavah) dan iika berke	In dalam borang ini adalah benar. Ji I tepat, saya mengaku bahawa saya naan. saya juga boleh dikenakan tin	ka saya didapati me boleh dikenakan tin dakan tatatertib diba	mberikan butir-butir dakan undang-undang wah mana-mana	I	
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	Submission Date:		mungkin	telah dibuat.		NOTE	Annroue Rework Rei	ect	

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



DISPATCH WARRANT PASSAGE ALLOWANCE APPLICATION Front End User Treasury PA Approver

- 1. Click on Passage Allowance Approver tab.
- 2. Select the Application Approval tile.



Note: The Passage Allowance Approver Page will be displayed.

- 3. Under Application List, select Application ID with 'VERIFIED' or 'IN PROGRESS' status.
- 4. Click on **Dispatch** tab.

<	Passage Allowan	ce Page 🔻		α Ω	
	List of Passage Allowa	ance	Passage Allowance Approver Page		
ſ	Search C	VERIFIED	3 ransaction ID: PA24 Submission Date: Application Status: VEI	RIFIED	
	Submission Date:				
	PA24 Submission Date:	VERIFIED	Passage Type: P001 - INCOMING PASSAGE Reimbursement: No > I. Employee Details I. Employee Details II. Employee Details III. Employee Details IIII. Employee Details IIIIII. Emplo		
	PA24	VERIFIED	 II. Contact Details III. Employment Details 		
	Submission Date:		IV. Contract Details V. Leave Details		
	PA24 Submission Date:	VERIFIED	 VI. Application Details VII. Allowance Details 		
			Declaration Socials butic butic botic concerning and cours turumican datam because initiation because distances improvedings butic butic	Paint	() Ginis



5. Click on **Generate** button.

Note: Warrant Success message will be displayed.

- 6. Click on View button to view warrant.
- 7. Click on **Dispatch** button to submit warrant to employee.

<	Passage Allowance	e Page 🔻				۹	Û	8
	List of Passage Allo	owance		Passage Allowance Approver Page				
	Search Submission Date:	9 C 7	Transaction ID: PA24 Submission Date:		Application	Status: APPROVED		
	PA24 Submission Date:	APPROVED	i 🖉 🖹 🕒	8		5 Generate		
	PA24 Submission Date:	APPROVED	Document Version Ve Description Ve Warrant Warrant	ndor Email Status Date/Time	Status A Generated 6 Generated (Action View Dispatch View Dispatch	7	
	PA24 Submission Date:	APPROVED	Declaration Segala butir-butir keterangan yang sava h keterangan yang palsu, me	urunkan dalam borang ini adalah benar. Jik E tepat, saya mengaku bahawa saya t	a saya didapati memberikan b poleh dikenakan tindakan und	utir-butir ang-undang		
	PA24 Submission Date:	APPROVED	(termasuk pendakwaan jer peraturan yang berk Warrant Gene Jika didapati buir-b menarik balik sebar mungkin telah dibuat.	Tated an, saya juga boleh dikenakan tind b pegawai-pegawai Kerajaan. Illy elirukan atau tidak tepat, Jab bung dengan permohonan ini	akan tatatertib dibawah mana atan Perbendaharaan juga be i dan menuntut balik pembaya	-mana rhak untuk ran yang		() Ginis

Outcome: Warrant has successfully been dispatched to employee.



GENERATE PASSAGE ALLOWANCE APPLICATION LISTING

Front End User Treasury PA Approver

- 1. Click on Passage Allowance Approver tab.
- 2. Select the Passage Allowance View Application Listing tile.

🕑 Home 🕶				qβ	8
<	My Notification My F	ayslip Record Credit Note	Passage Allowance Approver		~
Application Approval Passage Allowance 14	View Application Listing Passage Allowance 50	yment Listing Passage Allowance			
1000	25.77				
					⑦ Ginis

Note: The Passage Allowance Application Listing page will be displayed.

- 3. Requestor may click on ON/OFF switch to only Show Latest Version (if required).
- 4. Click on 'Filters' button.

<	Search 2 Passage Allowance Application List *	<u> </u>
	Passage Allowance Application List	
	3 Hide Filter Bar Filters (1) Go	
	Show Latest Version: Pers. subarea: Application ID: Head of Group Personnel Nu Head of Group IC: () OFF) (C) (C) (C) (C) (C)	
	Head of Group Uniform ID: Application Date: Application Status:	
	Passage Allowance Application List	
	Application ID Submission Personne Personne IC Number Uniform ID Name Passage Country or No. on Application Status Date Subarea Number IC Number Uniform ID Name Type Domicile Dependents Status	
	12.06.2024 3 2 1 VERIFIED >	() Ginis
-0-		



Note: The Filters page will be displayed.

- 5. Click on **Lookup** icon and/or **Dropdown** icon to fill in the details.
- 6. Tick on the **checkbox** to select which category to **apply filters** with.

Note I: Click on 'Change Filters' to amend category options that appears under Filters page

(if required).

7. Click on **Go** button.

Note II:

- i. Requestor may click on Restore button to reset selection.
- ii. Requestor may click on Cancel button to cancel filter.

Passage Mee		Filters		C	
	Search for Filters		Q		
				ters (1) Go	
Show Latest Versi					
	Basic	SI	now on Filter Bar		
Head of Group Un		~			
	Show Latest Version:	OFF	✓		
Passage Me	PassageAllowanceListSet			Č.	
Application ID				us	
	Pers. subarea:				
	Application ID:				
	Head of Group Personnel Number:				
	Head of Group IC:	5			
	Head of Group Uniform ID:				
	Application Date:				
	Application Status:		\checkmark		
		NOTET			(?) Ginis
		Go	Restore Cancel	NOTE II	



Note: Applications with the selected categories will be displayed.

- 8. Click on **Arrow (>)** icon to view the details of the application (if required).
- 9. Click on **Sheets** icon to export and download report of **filtered** applications.

Note: Filtered application report will automatically be downloaded.

 Passage Allo	wance Appli	cation List 🔻]									a L	28
Passage Allo	wance App	olication Lis	t								C		
								н	de Filter Bar	Filters (1)	Go		
Show Latest Version	on:	Pers. subarea:		Application I	ID:	Head of Gr	oup Personnel Nu	Head of Group IC:				- 1	
OFF			C		C		C		C			- 1	
Head of Group Un	iform ID:	Application Dat	e:	Application !	Status:								
	C		C	SUBMITTE	D X V]							
Passage Allo	wance App	lication List								ſ	0	9	
Application ID	Submission Date	Personnel Subarea	Personnel Number	IC Number	Unifom ID	Name	Passage Cou Type Dor	untry of No. of micile Dependent	Applicati Status	on Status D	ate		
										SUBMITTED	5		
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Outcome: Passage Allowance Application Listing has successfully been downloaded in

Excel format.



GENERATE PASSAGE ALLOWANCE PAYMENT LISTING

Front End User Treasury PA Approver

- 1. Click on Passage Allowance Approver tab.
- 2. Select the Passage Allowance Payment Listing tile.

🥝 Home 🕶				αĻ	8
<	My Notification	My Payslip Record Credit Note	Passage Allowance Approver		\sim
Application Approval Passage Allowance 14	View Application Listing Passage Allowance 50	Payment Listing Passage Allowance			
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Note: The Passage Allowance Payment Listing page will be displayed.

3. Requestor may click on the Adapt Filters button to select categories.

				Hide Filters
P	ersonnel number:	IC Number:	Personnel subarea:	Passage Type:
8	C	G	G	C C
St	tatus:	Travel Agent:		
9	G	C C		3 Adapt Filters Go
Person	nel number IC Number		Person Pass	age Type
		To start, set the relevant filters.		
				⑦ G
	P S C P Persor	Personnel number: Personnel number Personnel number IC Number	Personnel number: IC Number: Status: Travel Agent: Personnel number IC Number To start, set the relevant filters.	Personnel number: IC Number: Personnel subarea: Status: Travel Agent: Personnel number IC Number Person Pass To start, set the relevant filters.



Note: The Adapt Filters page will be displayed.

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

< 🍪 p	Payment Listing 💌				م ٢ ٩	
		Adapt Filters			lide Filters [C	
Standard V	Search for Filters			Q		
Application ID:	Basic		Show	on Filter Bar	¢	
Application Date:	Application ID:		4 🖸	☑ 5		
	Personnel number:		C	~	t Filters Go	
	IC Number:		G	~		
	Personnel subarea:		G		0	
Application II	Passage Type:		G			
	Application Date:		G			
	Status:		G			
	Travel Agent:		G	~		
	Payment listing for PA	More Filters (20)			@ Gi	inis
		6 Go Save	Res	tore Cancel		



Note: Applications with the selected categories will be displayed.

- 7. Click on **Arrow (>)** icon to view the details of the application (if required).
- 8. Click on **Sheets** icon to export and download report of **filtered** applications.

Note: Filtered application report will automatically be downloaded.

Standard * 🗸							Hide	Filters	
Application ID: Personnel number:			l number:		IC Number:	Personnel subarea:	Passage Type:		
C		C		G	C		8	G	
Application Date:	Status:			Travel Agent:					
-P1		=01 × [7		r9	ŗ		Adapt Filters	Adapt Filters (2) Go	
	1.00								
Application ID	Personnel	number	IC Number	Person	Passage Type	Application Date	Status	\$	
PA24	1006	L	00	SA	1ST/2ND/3RD YEAR ALLOWANCE		01	>	
PA24	1006	£	00	SA	1ST/2ND/3RD YEAR ALLOWANCE	E)	01	>	
PA24	1000		00	SA	INCOMING PASSAGE		01	>	
PA24	1005		00	SA	INCOMING PASSAGE		01	>	
	1005		00	SA	INCOMING PASSAGE		01	>	
PA24	1005		00	SA	1ST/2ND/3RD YEAR ALLOWANCE	6)	01	>	
PA24 PA24	1000		00	SA	HOMEWARD PASSAGE		01	>	
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Outcome: Passage Allowance Payment Listing has successfully been downloaded in Excel

format.