

SISTEM SUMBER MANUSIA

User Guide for Treasury PM Administrator Front End (SAP FIORI)

Passage Meeting

(Application)

VERSION: 1.0



INTRODUCTION

This user guide acts as a reference for **Treasury Passage Meeting Unit (Front End User)** to manage **Passage Meeting.** 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
РМ	Passage Meeting

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**.

SUMBER WAR

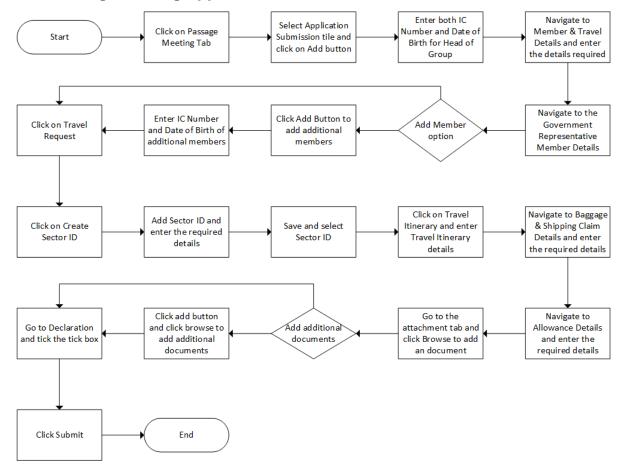
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Process Overview

Submit Passage Meeting Application



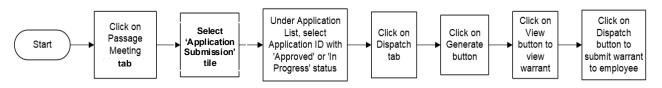
Copy Passage Meeting Application



Delete Passage Meeting Application

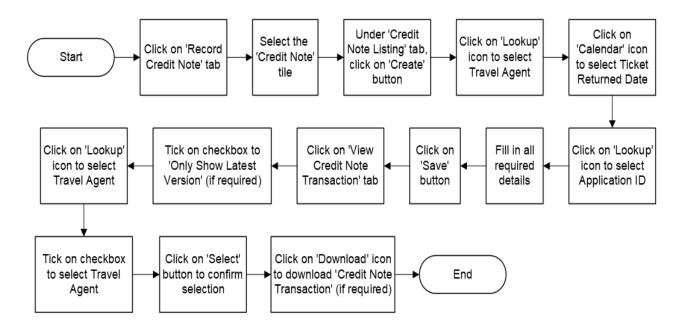


Dispatch Passage Meeting Warrant

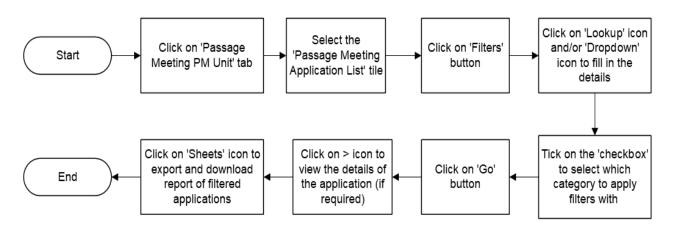


Process Overview

Create Passage Meeting Credit Note



Generate Passage Meeting Application Listing





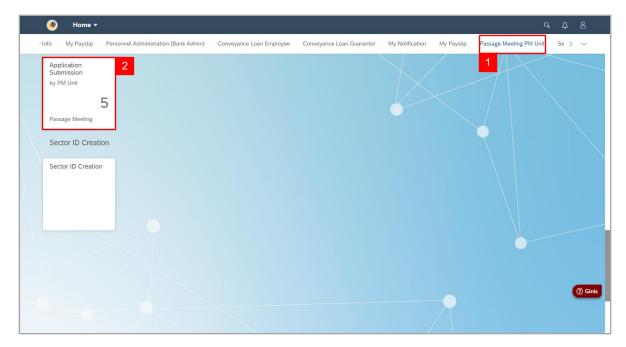


SUBMIT PASSAGE Front End User MEETING APPLICATION Treasury PM Administrator

- 1. Click on Passage Meeting PM Unit tab.
- 2. Select the Application Submission tile.

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

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



Note: The Passage Allowance Meeting Application Page will be displayed.

<	۱	Passage Meeting Applicati	on Submission by PM unit 💌			٩	¢	
	<	Application List (5)		Passage Allowance	Meeting Application Page			
-	Search PM2400		7 Transaction ID: Submission Date:	PM24000549		Application Status: VERIFIE	Đ	
	IC Number Submissio		i Ø					
	PM2400	00548 VERIFIED	✓ Application Details					
	IC Numbe		Head of Group Detail:	ŝ				
	Submissio	n Date:	IC Numbe	r:	Date Of Birth:			
	PM2400	00521	Nam		Personnel Number: Personnel Subarea:			
		REJECTED BY APPROVER	Personnel Are		Employee Sub Group:			
	IC Number Submissio		Employee Grou	p:				
	PM2400	00512	Member & Travel Det	ails				
1		VERIFIED	From	n: BWN	To:	LON		
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	Submissio	n Date:	Government Penroce	atativo Momhor Datails			_	
		Add Copy Dele	te				Edit	



Note: Depending on the scenario, **PM Administrator** may also click on the following buttons:

bullons.

- i. Add button to create new applications, on behalf of employees.
- **ii. Copy** button to copy previous applications.
- iii. Delete button to delete existing applications.

<	۲	Passage Meeti	ing Application	Submission by PM unit 🔻				qΩ	
	<	Application List	t (5)		Passage Allowance	Meeting Application Page			
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	IC Number: Submission Date:			<u>i</u> 🖉 (
	PM240	000548	VERIFIED	✓ Application Details					
	IC Numb			Head of Group Details					
	Submissi	ion Date:		IC Number:		Date Of Birth:			
	PM240		BY APPROVER	Name: Position:		Personnel Number: Personnel Subarea:			
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	PM240	000512		Member & Travel Details					
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3. Click on Add button.

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< Application	List (5)		Passage Allowance	Meeting Application Page			
Search PM24000549	Q 💭 🍸 VERIFIED	Transaction ID: P! Submission Date:			Application Status: VERIFI	ED	
IC Number: Submission Date: PM24000548	VERIFIED	Application Details				_	
IC Number: Submission Date:	- 1	Head of Group Details IC Number:		Date Of Birth:			
PM24000521 REJECT	ED BY APPROVER	Name: Position: Personnel Area: Employee Group:		Personnel Number: Personnel Subarea: Employee Sub Group:			
Submission Date: PM24000512		Member & Travel Details					
IC Number: Submission Date: 3	VERIFIED	From: Date of Travel:	BWN Sep 1, 2024	To: Travel Period:	4 days		⑦ Gir
Add	Copy Delete					Edit	



Note: The Head of Group message will be displayed.

4. Enter both IC Number and Date of Birth.

	🙆 Passage Mee	eting Application Su	mission by PM unit 🔻	QΩ	8		
	Application L	ist (5)	Passage Allowance Meeting Application Page				
		9 C 7	Personnel Area: SA - Prime Minister's Office Employee Sub Group: 02 - Division II				
	PM24000549		Employee Group: 1 - Permanent				
	IC Number:		Member & Travel Details				
	Submission Date:		From: BWN To: LON				
\backslash	PM24000548		Dati Head of Group Travel Period: 4	days			
		VERIFIED	Government IC Number:				
			Member Det				
	Submission Date:		Date of Birth:				
	PM24000521		No. IC MMM d, y III playee Sub Position up	Department			
		D BY APPROVER	Ok Cancel Penolong Pegawai				
	IC Number:		01 000(SA01 - JPM			
	Submission Date:						
			Non- Government Representative Member Details				
	PM24000512		Member Details Travel Request				
					⑦ Ginis		
	IC Number:		No. Number Name Organization Position				
	Submission Date.	Copy Delete	No data	Edit			

Note: The Passage Allowance Meeting Application Page will be displayed. The Head of

Group Details will be auto-populated with details of the employee selected as the head.

<	Passage Meeting Application	on Submission by PM unit 👻 🛛 🔾	, ¢	8
		Passage Allowance Meeting Application Page		
	Transaction ID: PM24 Submission Date :	Application Status : DRAFTE	D	
	<u>i</u> @ (ii)			
	Reference:			
	✓ Application Details			
	Head of Group Details			
	IC Number:	Date Of Birth:		
	Name:	Personnel Number:		
	Position:	Personnel Subarea:		
	Personnel Area:	Employee Sub Group:		
	Employee Group:			
\leq	Member & Travel Details			() Ginis
	From:	r0 To: r0 Saved as Draft	Submit	Ī



5. Under Application Details section, navigate to Member & Travel Details and enter the

required details within the following:

- From The start date.
- To The end date.
- Date of Travel The date where the group make their travel.
- Travel Period The duration (in days) the group will make their travel.

<	Passage Meeting Application Submission by PM unit	ς Ω	8							
	Passage Allowance Meeting Application Page									
	 Application Details 									
	Head of Group Details									
	IC Number: Date Of Birth: Personnel Number:									
$ \rangle$	Position: Personnel Subarea:									
	Personnel Area: Employee Sub Group:									
	Employee Group: 5 Member & Travel Details	-								
	From: CP To: CP	1								
	Date of Travel: MMM d, y									
	Government Representative Member Details									
	Member Details Travel Request									
<	+									
	No. IC Date Of Birth Name Employee Sub Group Position Department Personnel Number		(?) Ginis							
	Saved as Draft	Submit								

6. Navigate to the Government Representative Member Details.

6		Pa	assage Allowan	ce Meeting Applicati	ion Page			
								-
Government Repre	esentative Member De	tails						
Member Details	Travel Request							
							+	
No. IC Number	Date Of Birth	Name	En	nployee Sub Group	Position	Department		
Number		Personnel Num	nber					
01								
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New Courses	Denne station March	Dataila						
	Representative Memb	er Details						
Non- Government		er Details						
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Member Details	Travel Request		nization		Position		+	
Member Details	Travel Request			No data	Position		+	
Member Details	Travel Request			No data	Position		+	
Member Details	Travel Request			No data	Position		+	
Member Details	Travel Request	Organ					+	
No. IC No. IC Number	Travel Request			No data Amount	Position	Attachments	+	
Member Details	Travel Request Name Ng Claim Details Bill/Invoice Coupon	Orgar Weight (Kg/Cubic				Attachments	+	



7. Click Add (+) button to enter additional member(s) within the group (if any).

۲	Passage M	eting Application Sub	mission by PM unit 🔻					م	Д,	8
			Pas	sage Allowance M	eeting Applicati	ion Page				
	Government Re	presentative Member De	etails							
	Member Det	ails Travel Request								
								7 +		
	No. IC Numl	Date Of Birth	Name Personnel Numb	er Employe	e Sub Group	Position	Department			
	01									
	Non- Governme Member Det	nt Representative Memi ils Travel Request	oer Details							
								+		
	No. IC Numl	ver Name	Organiz	ation		Position				
				No c	ata					
	Baggage & Shipping Claim Details									
-	Baggage & Ship	ping Claim Details								
	Baggage & Ship	ping Claim Details Bill/Invoice Coupon No	Weight (Kg/Cubic Meters)	Rate	Amount	Currency	Attachments			⑦ Ginis
	Baggage & Ship Excess Baggage (I Air)	Bill/Invoice Coupon No	Weight (Kg/Cubic Meters)	Rate	Amount	Currency	Attachments	<i>(</i>)		(?) Ginis

Note: The Government Representative Member Details message will be displayed.

8. Enter both IC Number and Date of Birth of the additional member.

<	Passage Meeting Application Submission by PM unit *	ςΩ	8
	Passage Allowance Meeting Application Page		
	Government Representative Member Details		
	Member Details Travel Request		
	+		
	No. IC Date Of Birth Personna Government Representative Member Details Department		
	01 C Number:		
	Non- Government Representative Member Details Date of Birth: MMM d, y		
	Ok Cancel +		
	No. IC Name Organization Position		
	No data		
	Baggage & Shipping Claim Details		
	Bill/Invoice Coupon Weight (Kg/Cubic Rate Amount Currency Attachments No Meters)		⑦ Ginis
	Excess Baggage (By 0.00 0.00 0.00 CP 0.00		
		t Submit	



Note: An additional member will be inserted into the table displayed. Step 7 – 8 can be

repeated for every participating government representative members.

<	۲	Pass	age Meetir	ng Application Subm	nission by PM unit ▼					a D	8	
					Passage All	owance Meeting Applicat	tion Page					
	G	iovernm	ent Repres	entative Member Deta	ails							
		Mem	ber Details	Travel Request								
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		No.	IC Number	Date Of Birth	Name Personnel Number	Employee Sub Group	Position	Department				
		01										
		02							Delete			
	N	lon- Gov	/ernment R	epresentative Membe	r Details							
		Mem	ber Details	Travel Request								
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		No.	IC Number	Name	Organization		Position					
1						No data						
	В	aggage	& Shipping	Claim Details						_	⑦ Ginis	
				Bill/Invoice Coupon	Weight (Kg/Cubic	Amount	Curreneu	Attachmente			_	
									Saved as Draft	Submit		

9. Click the **Travel Request** tab.

Passage Me	eeting Application Sub	-					a A
		Passage All	owance Meeting Applica	tion Page			
Government Re	presentative Member De	tails					
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Weinber Dea	into inaver request	9					
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10		Name					
No. IC Numb	Date Of Birth	Personnel Number	Employee Sub Group	Position	Department		
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01							
02						Delete	
Non- Governme	nt Representative Memb	per Details					
Member Deta	ails Travel Request						
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						+	
No. IC	Name	Organization		Position			
No. Numb	Jer Name	organization		Position			
			No data				
							_
Raggage & Shin	ning Claim Details						
Baggage & Ship	ping Claim Details Bill/Invoice Coupon	Weight (Kg/Cubic	Amount	Curreneu	Attachmente		



10. Click on Create Sector ID button.

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				Pa	ssage Allowance	Meeting Application I	Page				
	Governme	nt Repres	entative Member De	tails							
	Memb	er Details	Travel Request								
								10 Create Sect	or ID		
	No.	Name					Sector ID				
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	02			т	ravel Itinerary				C		
	Non- Gove	ernment R	epresentative Memb	er Details							
	Memb	er Details	Travel Request								
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	No.	IC Number	Name	Organ	ization		Position				
					١	lo data					
	Baggage 8	Shipping	g Claim Details								
			Bill/Invoice Coupon No	Weight (Kg/Cubic Meters)	Rate	Amount	Currency	Attachments			⑦ Ginis
	Excess Bagg	gage (By		0.00	0.00	0.00		CP .	Ø 68		

Note: Sector ID Creation Page will be displayed.

<	Sector ID Creation	•					٩	¢	8
	Application List (9)			Sector IE	Creation Page				
	Search	۹ C	Sector ID: S00000098						
	S00000098	1	Effective Date:						
	BWN > KUL KUL > BWN			RC00000076 -					
	S00000093	1		BWN > KUL KUL > BWN BWN - Bandar Seri To: Begawan	KUL - Kuala Lumpur				
	BWN->SIN - SIN->BWN		Carrier Description:						
	S00000092		Air Ticket Type: Ticket Price:						
	BWN->NYC - NYC->BWN	1	Total Ticket Price:						
		_	Status: Ticket Class:						
	S00000043	1	Tax + Insurance:	T H St.					
			No	From	То	FlightNum			
			25	BWN	KUL				
	S00000024		26	KUL	BWN				
≤ 1		2							⑦ Ginis
	\$00000022								
	Add Copy	Delete						Edit	



- 11. Click on Add button.
- 12. Enter the sector details.
- 13. Click on Add (+) button and enter flight details.
- 14. Enter details for From, To, and FlightNum (Flight Number) fields.
- 15. Click Save to submit Sector ID.

<	Sector ID Creation	•					ς Δ	8
	Application List (10)				Sector ID Edit Page			
	Search	с С	Sector ID: S000000103		-	10		
	S00000103		Effective	D.1	MMM d, y	12		
	\$00000098	_	Travel A		MINIM d, y	 		
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\backslash	BWN > KUL KUL > BWN		Destination F	From:	C To:	C		
	S00000093		Carrier Descrip					
		1	Air Ticket	Type:	0.00	<u></u>		
	BWN->SIN - SIN->BWN		Total Ticket F					
	S00000092			Status:		8		
		1	Ticket C	Class:		2		
		-	Tax + Insur	rance:			13	
	S00000043					14	+	
		1	No F	From	То	FlightNum		
					C C			
$\langle \rangle$	S00000024							(?) Ginis
-0	11	2					15	
-	Add Copy	Delete					Save Cancel	

Note: Created Sector ID will be displayed within the lookup button.

<	🙆 Passage Meeti	ng Application Submission	by PM unit 🔻			_		C	ιA	8
				Sector ID						
				Search	Q					
	Government Repres	sentative Member Details Travel Request	s	500000021						
			s	500000023			Crea	ite Sector ID		
	No. Name					Sector ID				
	01		s	500000024						
	02									
	Non- Government R	Representative Member Detai		500000043						
	Member Details	Travel Request								
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	Excess Baggage (By	0.00			Cancel			66		
									Submit	



16. Click on **Travel Itinerary**.

۱	9	Passage Meeting	g Application Submission I	oy PM unit ▼			α ζ	<u> </u>
				Passage Allowance Meeting Ap	oplication Page			-
	Go	vernment Represer	ntative Member Details					
		Member Details	Travel Request					
				40		Create Sector ID		
		No. Name		16	Sector ID			
		01		Travel Itinerary		C		
		02		Travel Itinerary		C		
	No	n. Government Rev	presentative Member Details					
	140	Member Details	Travel Request					
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		No. IC Number	Name	Organization	Position			
		That have		No data				
	V A	llowance Details						6
	_						_	
		For Office Use Only.						
						Saved as Draft	Subn	nit

Note: Travel Itinerary message will be displayed.

- 17. Click on Add (+) button to include travel itinerary.
- 18. Enter the details for From, To and Date of Travel fields.

Note: Repeat Steps 17 – 18 for Two-Way Travel.

19. Click on **Save** button.

< C Passage Meeting Application Subn			с. <u>р</u> . 8
	Passage Allowance Meeting	Application Page	
Government Representative Member Det	ails		
Member Details Travel Request			
			Create Sector ID
No. Name	Travel Itinera	Sector ID	
	navertuneta	н у 	
Member :			17 +
No. From	То	Date of Travel	
18	C	C MMM d, y	Delete
			19 Save Cancel
No. IC Number Name	Organization	Position	
	No data		
 Allowance Details 			
For Office Use Only.			



Note: The Non-Government Representative Member Details is not mandatory but should

be filled in when there is a non-government member within the group.

<	۲	Passage	Meeting A	pplication Subn	ission by PM	M unit 🔻					٩	۵	8
						Passage Allowan	ce Meeting Application P	age					
		Government	Representa	ative Member Det	ails								
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1	~	Allowance	Dataile									-	_
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		For Office	Use Only:								_		
										Saved as Dra	ft S	ubmit	

- 20. Navigate to Allowance Details section.
- 21. Enter the required **allowance details**.

< 🙆 Passage Meeting Application Su	omission by PM uni	it 🔻					٩	Ω	
20		Passage Allowance M	eeting Application Pa	ige					
✓ Allowance Details									
i For Office Use Only.									
21									
Travel Agent					C				
Bank Account									
Earning Code					C				
Fund Center Comm	itment Item	Functional Area	Profit Center	GL	Account	Cost Center			
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Credit Note					C				
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onaccompanied Baggage Amount	0.00.010						_		
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Note: The Chart of Accounts will be auto-populated once the allowance details are entered in.

- 22. Enter the required credit note details.
- 23. Enter the required allowance amount details.

<	۷	Passage Meeting	g Application Subn	nission by PM	unit 🔻					٩	¢	
					Passage Allowance	Meeting Application	Page					
			Travel Agent:					G				
			Bank Account:									
		NOTE	Earning Code:			CP 1						
$\langle \cdot \cdot \cdot \rangle$		Fund Center	Commitr	nent Item	Functional Area	Profit Cente	er	GL Account	Cost Center			
$\langle \rangle$											Ι,	
		Г	Credit Note:					G	1			
			Credit Note Amount:	0.00		BND						
		Remaining	Credit Note Amount:					22				
				Calculated A	mount:	Approved Amo	unt		-			
			Passage Amount:	0.00 BND		0.00	BND	23				
		Exce	ss Baggage Amount:	0.00 BND		0.00	BND					
			Shipping Amount:	0.00 BND		0.00	BND					
		Unaccompaine	ed Baggage Amount:			0.00	BND					
				0.00 BND								
			Final Amount:	0.00 BND								⑦ Ginis
									Draft Upda	ted S	ubmit	

- 24. Navigate to Attachment icon.
- 25. Under Attachments, attach any relevant documents.

Note: Click Add (+) button to attach additional documents, if required.

Pasage Allowance Meeting Application Page Transaction ID: PM24000554 Submission Date () Q4 () Q4 () Attachments () () Attachments Vision Date Supporting Document Mandatory Type Maximum Size File Name Action Oceare Oceare Declaredion Ocearedion Declaredion Declaredion Declaredion Declaredion Declaredion Declaredion Spala butir-butir keterangan yang saya turunkan datah benarg, lika saya didapat memberkian butir-butir keterangan ayang palsu, mengelinukan tata tidak tepat, saya mengaku bahawan sayaa boleh dikenakan tindakan undang- undang utermasuk pendakanan jenagang-bagawan jenagang-bagawang pengayah) gabab butir-butir keterangan ayang palsu, mengelinukan tataterbit dibutir butir butir keterangan ayang palsu, mengelinukan tataterbit dibutir butir keterangan ayang palsu butir butir keterangan ayang palsu, mengelinukan tataterbit dibutir butir keterangan ayang palsu butir butir keterangan ayang palsu butir butir keterangan ayang palsu butir butir keterangan ayang palsu	< 🤒	Passage Meeting A	pplication Submi	ission by PM unit 🔻				с	L D	
Submission Date : Application Status : DRAFTED Image: Constraint of the status in the stat				Passage Allo	owance Meeting Applic	ation Page				/
Attachments Attachments 25 Supporting Document Mandatory Type Maximum Size File Name Action INVOICE NO PDF, JPG, JPEG, PNG 3.5 MB Browse 63 Delete ORDER YES PDF, JPG, JPEG, PNG 3.5 MB Browse 63 Delete			/124000554					Application Status : DRAF	ΓED	_
Supporting Document Mandatory Type Maximum Size File Name Action INVOICE NO PDF, JPG, JPEG, PNG 3.5 MB Browse 63 Delete ORDER YES PDF, JPG, JPEG, PNG 3.5 MB Browse 63 Delete	ĺ									
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ORDER YES PDF, JPG, JPEG, PNG 3.5 MB Browse Gold Delete Declaration		Supporting Document	Mandatory	Туре	Maximum Size	File N	lame	Action		
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		INVOICE	NO	PDF, JPG, JPEG, PNG	3.5 MB		Browse 6ð	Delete		
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		ORDER	YES	PDF, JPG, JPEG, PNG	3.5 MB		Browse 6ð	Delete		
tidak tepat, Jabatan Perbendaharaan juga berhak untuk menarik balik sebarang kelulusan yang diberikan berhubung dengan permohonan ini dan menuntut balik pembayaran unan generalik telah diberikan berhubung dengan permohonan ini dan menuntut balik pembayaran	Decl	Segala butir-butir keti saya mengaku bahaw dibawah mana-mana tidak tepat, Jabatan F	/a saya boleh dikena peraturan yang berk Perbendaharaan juga	kan tindakan undang-undang (ter aitan dengan kelakuan dan tatate	rmasuk pendakwaan jena ertib pegawai-pegawai Ke	vah) dan jika berkenaan, say ajaan. Jika didapati butir-bu	a juga boleh dikenaka ir keterangan adalah j	n tindakan tatatertib palsu, mengelirukan atau	-	00



- 26. Tick on **Declaration** check box.
- 27. Click Submit button to submit the application.

Note: Ensure all details entered are correct. Any unsaved application will automatically be

stored in the system as draft.

<	Passage Meeting A	Application Submissior	by PM unit 🔻					с Д	8
			Passage Allo	wance Meeting Applica	tion Page				
	Transaction ID: P	M24000554					Application Status : DRA	TED	
	(i) 🖉 (
	Attachments						Ŧ		
	Supporting Document	Mandatory	Туре	Maximum Size	File N	ame	Action		
	ORDER	YES	PDF, JPG, JPEG, PNG	3.5 MB	PM24000554_000	Browse 6	d Delete		
	INVOICE	NO	PDF, JPG, JPEG, PNG	3.5 MB	.png	Browse 6) Delete		
	saya mengaku baha dibawah mana-man	wa saya boleh dikenakan tir a peraturan yang berkaitan o Perbendaharaan juga berha	idakan undang-undang (ter Jengan kelakuan dan tatate	masuk pendakwaan jenaya rtib pegawai-pegawai Keraj	h) dan jika berkenaan, saya aan. Jika didapati butir-but	a juga boleh dikenal ir keterangan adala	h palsu, mengelirukan atau	27	() Ginis

Outcome: The **Passage Meeting Application** has successfully been submitted and will be shown as **'VERIFIED'**.

۲ Passage Meeting Application Submission by PM unit 🔻 Application List (6) < Passage Allowance Meeting Application Page Search Q 📿 🔽 Transaction ID: PM24000554 PM24000554 Submission Date: Application Status: VERIFIED VERIFIED IC Number: (\mathcal{O}) (=) (8ª) Submission Date: PM24000549 Application Details VERIFIED IC Number: Head of Group Details Submission Date: IC Number: Date Of Birth: Name: Personnel Number: PM24000548 Personnel Subarea: Position: APPROVED Personnel Area: Employee Sub Group: IC Number: Employee Group: Submission Date: Member & Travel Details PM24000521 REJECTED BY APPROVER From: BWN To: KUL Travel Period: 7 days Date of Travel: Oct 1, 2024 IC Number: Submission Date: Add Copy Delete

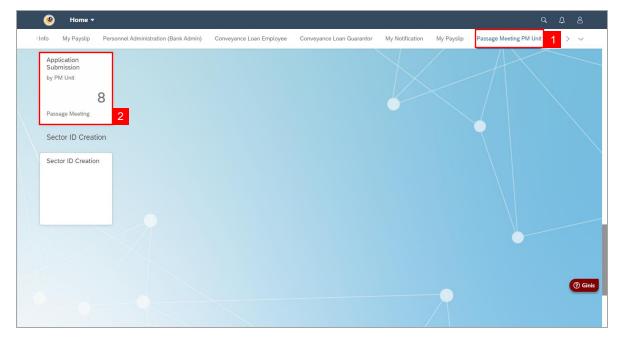


EDIT DRAFTED PASSAGE MEETING APPLICATION

Front End User

Treasury PM Administrator

- 1. Click on Passage Meeting PM Unit tab.
- 2. Select the Application Submission tile.



- 3. Under Application List, select any Application with 'DRAFTED' status.
- 4. Click on **Edit** button.

<	👋 Passage I	weeting Application 3	Submission by PM unit 🔻				Q	¢	8
	< Applicatio			Passage Allowar	ce Meeting Application Page			_	
	Search PM24000560	Q 2 3	Transaction ID: PN Submission Date:	M24000560		Applica	tion Status: DRAFTED)	
	IC Number: Submission Date:	- 1	<u>i</u> @ (
\setminus	PM24000559	VERIFIED	✓ Application Details						
	IC Number: Submission Date:	- I	Head of Group Details IC Number:		Date Of Birth:				
	PM24000554	VERIFIED	Name: Position:		Personnel Number: Personnel Subarea:				
	IC Number: Submission Date:	_	Personnel Area: Employee Group:		Employee Sub Group:				
	PM24000549		Member & Travel Details		-				
	IC Number: Submission Date:	VERIFIED	From: Date of Travel:	BWN Sep 1, 2024	To: Travel Period:	LON 4	days	4	⑦ Ginis
	_	dd Copy Delete	Government Penrecenta	tivo Momhor Dotaile				4 Edit	



Note: A Passage Allowance Meeting Application Form will be displayed. This application

can be edited by Treasury PM Administrator.

<	Passage Meeting Application	n Submission by PM unit 🔻				٩	۵	
		Passage All	lowance Meeting A	Application Page				
	Transaction ID: PM2400 Submission Date:	0560			Application Statu	s : DRAFTED		
	<u>i</u> 🖉 🗊							
	Reference:							\backslash
	✓ Application Details							
	Head of Group Details							
	IC Number:			Date Of Birth:				
	Name:			Personnel Number:				
	Position:			Personnel Subarea:				
	Personnel Area:			Employee Sub Group:				
1	Employee Group:							
	Member & Travel Details							
14	From:	BWN	ŗĢ	To:		ŗĢ		
					Saved	as Draft S	ubmit	

Outcome: The Passage Meeting Application can be edited for submission.



DELETE DRAFTED PASSAGE MEETING APPLICATION

Front End User

Treasury PM Administrator

- 1. Click on Passage Meeting PM Unit tab.
- 2. Select the Application Submission tile.

🙆 Home 🕶					α £	8
Info My Payslip Personnel Administration (Bank Ad	nin) Conveyance Loan Employee	Conveyance Loan Guarantor	My Notification	My Payslip	Passage Meeting PM Unit Se	> ~
Application Submission by PM Unit Passage Meeting 2 Sector ID Creation Sector ID Creation						

- 3. Under Application List, select any application with DRAFTED status.
- 4. Click on **Delete** button.

< Application			Passage Allowar	nce Meeting Application Page	
Search PM24000560	<u>्</u> र ्र 3 DRAFTED	Transaction ID: PM Submission Date:	124000560		Application Status: DRAFTED
IC Number: Submission Date:	-				
PM24000559	VERIFIED	✓ Application Details			
IC Number: Submission Date:	- 1	Head of Group Details IC Number:		Date Of Birth:	
PM24000554	VERIFIED	Name: Position:		Personnel Number: Personnel Subarea:	
IC Number: Submission Date:		Personnel Area: Employee Group:		Employee Sub Group:	
PM24000549		Member & Travel Details			
	VERIFIED	From: Date of Travel:	BWN Sep 1, 2024	To: Travel Period:	LON days
IC Number: Submission Date:	4	Government Penrecentet			

Outcome: The selected Application ID has successfully been deleted.



DISPATCH WARRANT PASSAGE MEETING APPLICATION

Front End User

Treasury PM Administrator

- 1. Click on Passage Meeting PM Unit tab.
- 2. Select Application Submission tile.



Note: The Passage Allowance Meeting Application Page will be displayed.

- 3. Under Application List, select Application ID with 'Approved' or 'In Progress' status.
- 4. Click on **Dispatch** tab.

<	🔘 Passage Mee	ting Application	Submission by PM unit 🔹 🔍	۵	8
	< Application	List (18)	Passage Allowance Meeting Application Page		
	Search Submission Date.	9 3 V	Transaction ID: PM24 Submission Date: Application Status: APPROVED		
	PM24	IN PROGRESS	(i) @ (⁴ 8	_	
3	IC Number: Submission Date:	-	Generate)	
	PM24 IC Number:	APPROVED	Document Version Vendor Email Status Date/Time Status Action No data		
	Submission Date:		Declaration		
	IC Number: Submission Date:	APPROVED	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 pendakwana jenayah) dan jika berkenana, saya juga boleh dikenakan tindakan tutatertib dibawah mana-mana peraturan yang berkatan dengan kelakuan dan tatatertib pegawai-pegawai Kerajaan. Jika didapati butir-butir keterangan adalah palsu, mengelirukan atau tidak tepat Jabatan Perbendaharaan juga berkaha untuk menarih bahi sebarang kelulusan yang diberikan berhubung dengan permohonan ini dan menuntut balik pembayaran yang mungkin telah dibuat.		
		SUBMITTED			⑦ 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 Meetin	g Application Subr	nission by PM unit 🔹 🔍	¢	8
	< Application L	.ist (18)	Passage Allowance Meeting Application Page		
	Search Submission Date.	9 3 V	Transaction ID: PM24		
	PM24		Submission Date: Application Status: APPROVED)	
	IC Number: Submission Date:	IN PROGRESS	(i) @ (ii) <u>8</u>		
	Submission Date:		Generate	j	
	PM24	IN PROGRESS	Document Version Vendor Email Status Date/Time Status 6 7		
	IC Number:		Warrant 0000000001 Generated View Dispatc		
	Submission Date:		Declaration		
	PM24	APPROVED		-	
	IC Number: Submission Date:	AFFROVED	Segala butir-butir keterangan yang saya turunkan dalam borang ini adalah benar. Jika saya didapati memberikan butir-butir keterangan yang palsu, mengelirukan atau tidak kepat, saya mengelirukan atau batik saka bahawa saya boleh dikenakan tindakan undang-undang (termasuk pendakwaan jenavah) dan jika berkenaan, saya juga boleh dikenakan tindakan tatatertib dibawah mana-mana peraturan yang berkalan dengan kelu NOTE berkenaan, juka didapat butir butir keterangan yang balan dikan undar yang berkalan dengan kelu tidak terma berkenaan juga berhak untuk menarih kalik sebarang kelulusan yang diberikan berhubung dengan yang mungkin telah dibuat.		(?) Ginis
	PM24	SUBMITTED	Successfully	-	dinis

Note: The warrant status will be changed to 'Dispatched'.

<	🙆 Passage Meetin	g Application Subr	mission by PM unit 🔹 Q	Û	8			
	< Application L	.ist (18)	Passage Allowance Meeting Application Page					
	Search	9 3 7	Transaction ID: PM24					
	PM24		Submission Date: Application Status: IN PROGRES:					
		IN PROGRESS	(i) @ (ii) (z)					
	Submission Date:		Generate					
	PM24	IN PROGRESS	Document Version Vendor Email Status Date/Time Status Action					
	IC Number:		Warrant 000000001 OUTCOME Dispatched View					
	Submission Date:		Declaration					
	PM24	10000100		-				
	IC Number: Submission Date:	APPROVED	Segala butir-butir keterangan yang saya turunkan dalam borang ini adalah benar. Jika saya didapati memberikan butir-butir keterangan yang palsu, mengelirukan atau tidak kepat, saya mengelaku bahwa saya boleh dikenakan hindakan undang undang (termasuk pendakwaan jenayah) dan jika berkenaan, saya juga boleh dikenakan bindakan undang-undang (termasuk pendakwaan jenayah) dan jika berkenaan, saya juga boleh dikenakan tindakan tataterib dibawah mana-mana peraturan yang berkalan dengan kekulusan dan tataterib pegawai-pegawai Kerajaan. Jika didapati butir-butir keterangan adalah palsu, mengelirukan atau tidak tepat, Jabatan Perbendaharan juga berhak untuk menarih balik sebarang kekulusan yang diberikan berhubung dengan permohonan ini dan menuntut balik pembayaran yang mungkin telah dibuat.		(?) Ginis			
	PM24	SUBMITTED			Gins			

Outcome: Warrant has successfully been dispatched to employee.



CREATE PASSAGE Front End User MEETING CREDIT NOTE Treasury PM Administrator

- 1. Click on Record Credit Note tab.
- 2. Select the Credit Note tile.

🙆 Home 🕶		م 🗗 8
< My Notification N	y Payslip Record Credit Note 1	Passage Meeting PM Unit
Credit Note 2		
2017 20 		
Annual Annual Street Street		•
		(?) Ginis

Note: The Record Credit Note page will be displayed.

3. Under Credit Note Listing tab, click on Create button.

Credit Note Listing Travel Agent Ticket Returned Date Application ID Ticket Fare Credit Note No Amount Notes CN24 100.00 BND 200.00 BND 200.00 BND 100.00 BND 1	Credit Note ID Travel Agent Ticket Returned Date Application ID Ticket Fare Credit Note No Amount Notes CN24 100.00 BND 200.00 BND 200.00 BND 200.00 BND 100.00 BND 500.00 BND 100.00								
CN24 100.00 BND 200.00 BND CN24 200.00 BND 500.00 BND CN24 455.00 BND 2500.00 BND CN24 381.00 BND 500.00 BND CN24 1234.00 BND 2000.00 BND CN24 1234.00 BND 2000.00 BND CN24 1300.00 BND 1500.00 BND CN24 1300.00 BND 1500.00 BND CN24 1000.00 BND 1900.00 BND	CN24 100.00 BND 200.00 BND CN24 200.00 BND 500.00 BND CN24 455.00 BND 2500.00 BND CN24 381.00 BND 500.00 BND CN24 381.00 BND 500.00 BND CN24 1234.00 BND 2000.00 BND CN24 1300.00 BND 1500.00 BND CN24 1300.00 BND 1500.00 BND CN24 1000.00 BND 1900.00 BND	Credit Note Listing	5						3 Create
CN24 200.00 BND 500.00 BND CN24 455.00 BND 2500.00 BND CN24 381.00 BND 500.00 BND CN24 1234.00 BND 2000.00 BND CN24 1234.00 BND 2000.00 BND CN24 1300.00 BND 1500.00 BND CN24 1000.00 BND 1500.00 BND	CN24 200.00 BND 500.00 BND CN24 455.00 BND 2500.00 BND CN24 381.00 BND 500.00 BND CN24 1234.00 BND 2000.00 BND CN24 1234.00 BND 2000.00 BND CN24 1300.00 BND 1500.00 BND CN24 1000.00 BND 1900.00 BND	Credit Note ID	Travel Agent	Ticket Returned Date	Application ID	Ticket Fare	Credit Note No	Amount	Notes
CN24 455.00 BND 2500.00 BND CN24 381.00 BND 500.00 BND CN24 1234.00 BND 2000.00 BND CN24 1300.00 BND 1500.00 BND CN24 1300.00 BND 1500.00 BND CN24 1000.00 BND 1900.00 BND	CN24 455.00 BND 2500.00 BND CN24 381.00 BND 500.00 BND CN24 1234.00 BND 2000.00 BND CN24 1300.00 BND 1500.00 BND CN24 1000.00 BND 1500.00 BND CN24 1000.00 BND 1900.00 BND	CN24				100.00 BND		200.00 BND	
CN24 381.00 BND 500.00 BND CN24 1234.00 BND 2000.00 BND CN24 1300.00 BND 1500.00 BND CN24 1000.00 BND 1500.00 BND	CN24 381.00 BND 500.00 BND CN24 1234.00 BND 2000.00 BND CN24 1300.00 BND 1500.00 BND CN24 1300.00 BND 1500.00 BND CN24 1000.00 BND 1900.00 BND	CN24				200.00 BND		500.00 BND	
CN24 1234.00 BND 2000.00 BND CN24 1300.00 BND 1500.00 BND CN24 1000.00 BND 1900.00 BND	CN24 1234.00 BND 2000.00 BND CN24 1300.00 BND 1500.00 BND CN24 1000.00 BND 1900.00 BND	CN24				455.00 BND		2500.00 BND	
CN24 1300.00 BND 1500.00 BND CN24 1000.00 BND 1900.00 BND	CN24 1300.00 BND 1500.00 BND CN24 1000.00 BND 1900.00 BND	CN24				381.00 BND		500.00 BND	
CN24 1000.00 BND 1900.00 BND	CN24 1000.00 BND 1900.00 BND	CN24				1234.00 BND		2000.00 BND	
		CN24				1300.00 BND		1500.00 BND	
CN24 500.00 BND 500.00 BND	CN24 500.00 BND 500.00 BND	CN24				1000.00 BND		1900.00 BND	
		CN24				500.00 BND		500.00 BND	



Note: Add Credit Note page will be displayed.

- 4. Click on **Lookup** icon to select Travel Agent.
- 5. Click on **Calendar** icon to select Ticket Returned Date.
- 6. Click on **Lookup** icon to select Application ID.
- 7. Fill in all required details.
- 8. Click on **Save** button.

Note I: Requestor may click on Cancel button to cancel creating new credit note.

			Record Credit Note				
	0		Add Credit Note				
Credit Note Listing		1	Ticket Returned Date:	4		Create	
Credit Note ID	Travel Agent	Ticket Returne		5 te No	Amount	Notes	
CN24		1000	Application ID:	6	200.00 BND		
CN24					500.00 BND		
CN24		7	Ticket Fare:		2500.00 BND		
CN24			Credit Note No:		500.00 BND		
CN24					2000.00 BND		
CN24			Amount:		1500.00 BND		
CN24			BND		1900.00 BND		
			Notes:		500.00 BND		



Note: 'Credit Note Created Successfully' message will pop up.

9. Click on View Credit Note Transaction tab.

0	9			rd Credit Note			
Credit Note Listing	ŝ						Create
Credit Note ID	Travel Agent	Ticket Returned Date	Application ID	Ticket Fare	Credit Note No	Amount	Notes
				100.00 BND		200.00 BND	
				200.00 BND		500.00 BND	
				455.00 BND		2500.00 BND	
				381.00 BND		500.00 BND	
				1234.00 BND		2000.00 BND	
				1300.00 BND		1500.00 BND	
				1000.00 BND		1900.00 BND	
				500.00 BND		500.00 BND	
			-	0.00 BND		0.00 BND	
				NOTE			
				t Note Created uccessfully			

Note: Previous Credit Note Transactions will be displayed.

- 10. Tick on checkbox to Only Show Latest Version (if required).
- 11. Click on **Lookup** icon to select Travel Agent.

					Recor	d Credit Note			
	~ •								
		_							44
	View Credit Note Tr								
)	Travel Agent:		CP					Only	Show Latest Version 👤
	Travel Agent ID	Travel Agent		Version	Credit Note ID	Application ID	Credit Note Amount	Amount	Remaining Balance
							500.00 BND	0.00 BND	500.00 BND
							200.00 BND	200.00 BND	100.00 BND
							200.00 BND	20.00 BND	30.00 BND
							1500.00 BND	0.00 BND	1500.00 BND
							200.00 BND	100.00 BND	0.00 BND
							500.00 BND	200.00 BND	300.00 BND



Note: Travel Agent page will pop up.

- 12. Tick on checkbox to select Travel Agent.
- 13. Click on **Select** button to confirm selection.

Note: Requestor may click on Cancel button to cancel Travel Agent selection (if required).

			Travel Agent			
		Sea	rch (۹.		
		12 🛛				
	4					
View Credit Note Tr	ansaction					
Travel Agent:					🗹 Only	Show Latest Version 📃
Travel Agent ID	Travel Agent	Version		Credit Note Amount	Amount	Remaining Balance
				200.00 BND	100.00 BND	0.00 BND
		Second State		500.00 BND	200.00 BND	300.00 BND
				1500.00 BND	0.00 BND	1500.00 BND
				-		
			13 Select Cance	NOTE		

Note: Selected Travel Agent would be added in the list.

14. Click on **Download** icon to download **Credit Note Transaction** (if required).

				Recor	rd Credit Note				
(
View	Credit Note Tr	ansaction						_	
Tra	avel Agent:		C				Only	Show Latest Version 토	14
Tra	avel Agent ID	Travel Agent	Version	Credit Note ID	Application ID	Credit Note Amount	Amount	Remaining Balance	
				1000	-	500.00 BND	0.00 BND	500.00 BND	
						200.00 BND	200.00 BND	100.00 BND	
						200.00 BND	20.00 BND	30.00 BND	
						1500.00 BND	0.00 BND	1500.00 BND	
						200.00 BND	100.00 BND	0.00 BND	
						500.00 BND	200.00 BND	300.00 BND	
L						500.00 BND	200.00 BND	300.00 BND	



Outcome: The document will automatically be exported and downloaded into desktop in Excel

format.

Record Cre	dit Note 🔻					Downloads	<u></u>	\$
			Recor	d Credit Note				- 11
						Credit Notes.xlsx Open file]	
	Credit Note Transaction vel Agent ID Travet Agent Version Credit Note ID Application ID Credit Note Amount Amount Remaining Bal Export Document 0.00 BND 500.00 BND 200.00 BND 100.00 BND 0.00 BND 100.00 BND 1	-	Ľ					
View Credit Note	Transaction							
Travel Agent:						🗌 Only Sh	ow Latest Version 👤	
Travel Agent ID	Travel Agent	Version	Credit Note ID	Application ID	Credit Note Amount	Amount	Remaining Balance	
			Expo	rt Document		0.00 BND	500.00 BND	
		Gene	rating file			200.00 BND	100.00 BND	
			idding nic			20.00 BND	30.00 BND	
						0.00 BND	1500.00 BND	
						100.00 BND	0.00 BND	
					Cancel	150.00 BND	150.00 BND	
			CN		500.00 BND	200.00 BND	300.00 BND	
			CN		200.00 BND	100.00 BND	100.00 BND	



GENERATE PASSAGE MEETING APPLICATION LIST

Front End User

Treasury PM Administrator

- 1. Click on Passage Meeting PM Unit tab.
- 2. Select the Passage Meeting Application List tile.

🙆 Home 🔻				م 🕫 8
<	My Notification My Payslip	Record Credit Note	Passage Meeting PM Unit	~
Application Submission by PM Unit Passage Meeting	Passage Meeting Application List 51			
				() Ginis

Note: The Passage Meeting List Application page will be displayed.

Note I: Click on ON/OFF switch to only Show Latest Version (if required).

3. Click on 'Filters' button.

< 🧕	Passage Meet	ting List Ap	plication 🔻										q	<u></u> А А
	Passage Meet	ing List A	pplication									3	Ľ	
	NOTE I										Hide Filter Bar	Filters (1)	Go	
	Show Latest Version	1:	Pers. subarea:	C	Application	n ID:	Head of	Group Perso	nnel Nu He	ad of Group IC	C			
	Head of Group Unifo	orm ID:	Application Dat	e: [7]	Application	n Status:	~							
	Passage Mee))									E	
	Application ID	Personnel Subarea	Personnel Number	IC Number	Uniform ID	Employee Name	Travel Date	Travel Period	No of GOV Rep	No of Non GOV Rep	Submission Date	Status		
							12.06.2024	3	2	1		VERIFIED	>	@ G



Note: The Filters page will be displayed.

- 4. Click on **Lookup** icon and/or **Dropdown** icon to fill in the details.
- 5. 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.

6. 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 Meet	ing List Application 🔻					٩. ١	
	Passage Mee		Filters				C	
		Search for Filters				Q		
	Show Latest Versit						ters (1) Go	
	OFF							
	Head of Group Un	Basic			Show on I	Filter Bar		
		Show Latest Version:	OFF		-			
	Passage Me	PassageMeetingListSet					G	
	Application ID	-assagemeetingListSet					us	
		Pers. subarea:		4		5		
		Application ID:			<			
		Head of Group Personnel Number: Head of Group IC:			· 2 ·			
		Head of Group Uniform ID:			· · · ·	-		
		Application Date:			0			
		Application Status:	NOTE I		~ ~			
		C	hange Filters					
							IFIED >	(?) Ginis
				6 6	Restore	Cancel	NOTE II	



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 **filtered** applications.

Note: Filtered application report will automatically be downloaded.

Passage Me	eting List	Application										C
Show Latest Vers	ion:	Pers. subarea:		Application	ID:	Head o	f Group Pers	sonnel Nu He	ad of Group IC	Hide Filter Bar	Filters (1)	Go
OFF			C			CP		CP		CP		
Head of Group U	niform ID:	Application Da	ite:	Application	Status:							
	C		C	SUBMITT	ED ×	~						
Passage Me	eeting List A	Application (6)									6
Application ID	Personnel Subarea	Personnel Number	IC Number	Uniform ID	Employee Name	Travel Date	Travel Period	No of GOV Rep	No of Non GOV Rep	Submission Date	Status	
											SUBMITTED	3
											SUBMITTED	>
											SUBMITTED	2
											SUBMITTED	2

Outcome: Passage Meeting Application Report has successfully been downloaded in Excel

format.