



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
PM	Passage Meeting

FURTHER ASSISTANCE

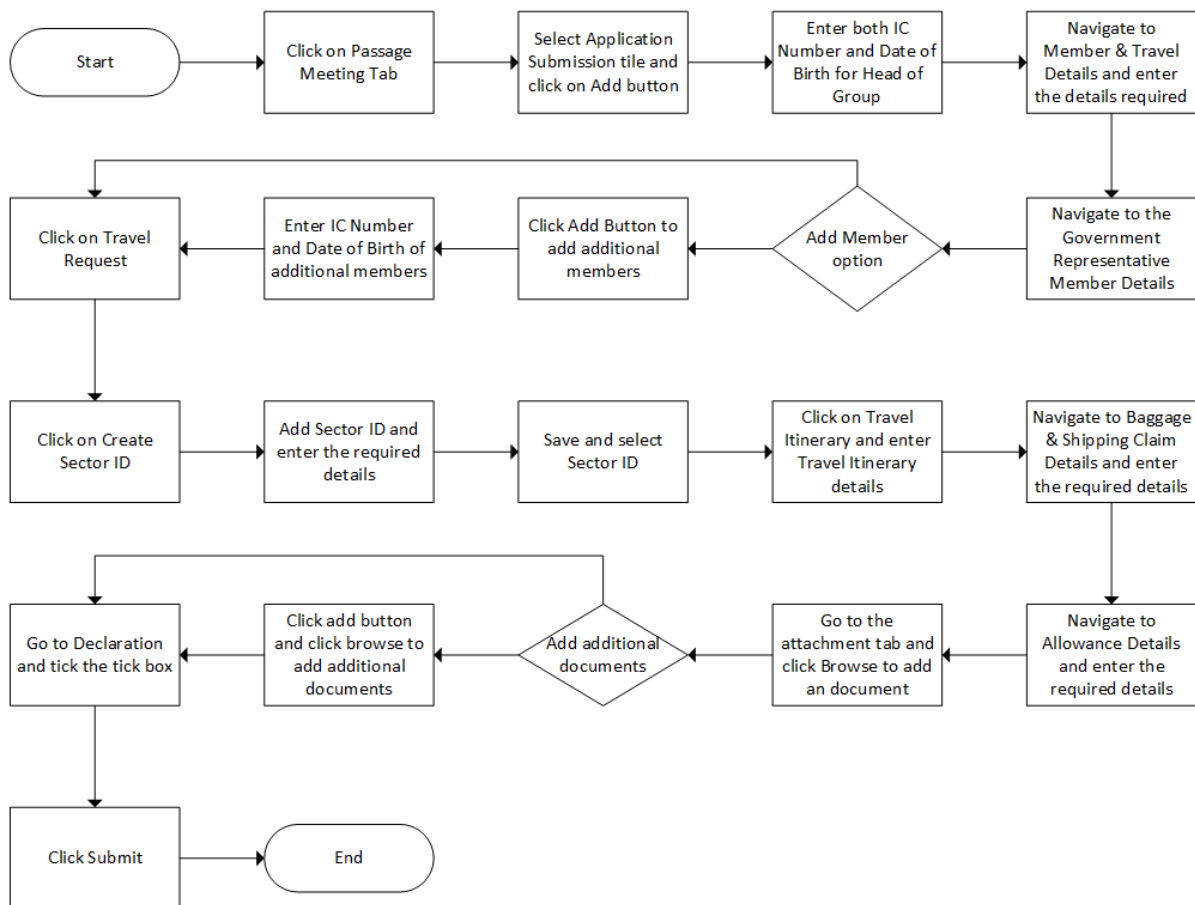
Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 2382227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.

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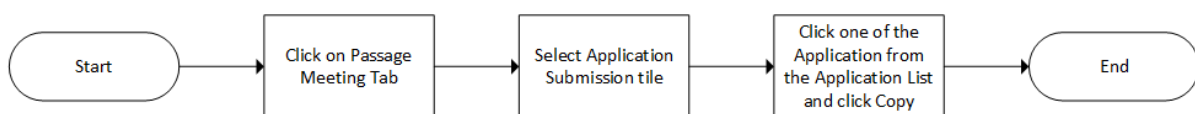
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Delete Drafted Passage Meeting Application	20
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Process Overview

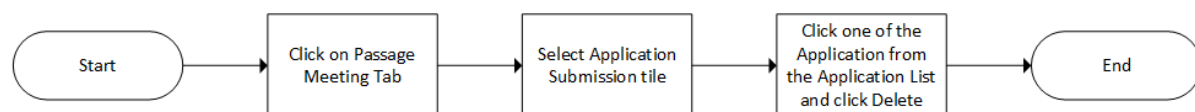
Submit Passage Meeting Application



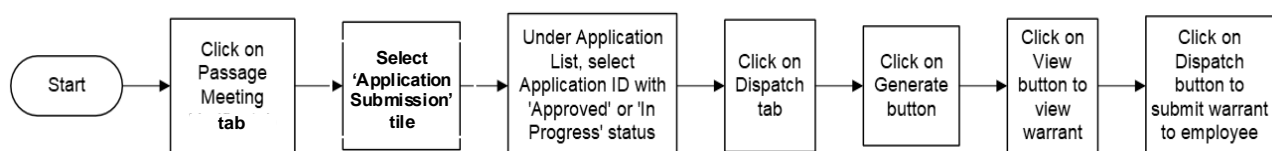
Copy Passage Meeting Application



Delete Passage Meeting Application

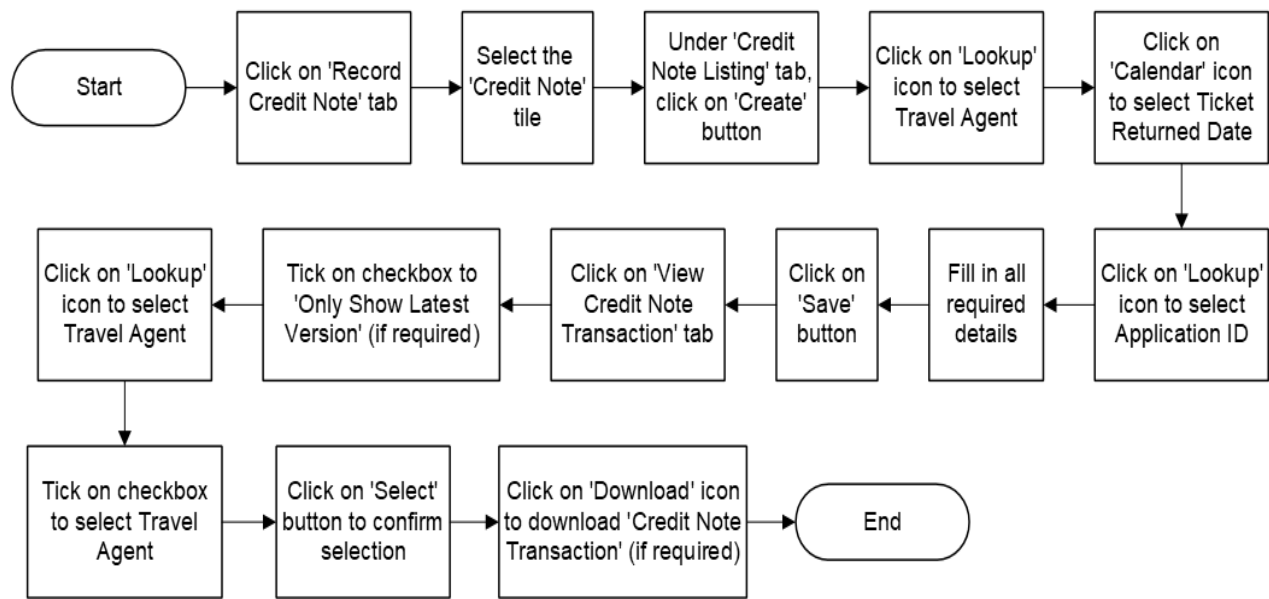


Dispatch Passage Meeting Warrant

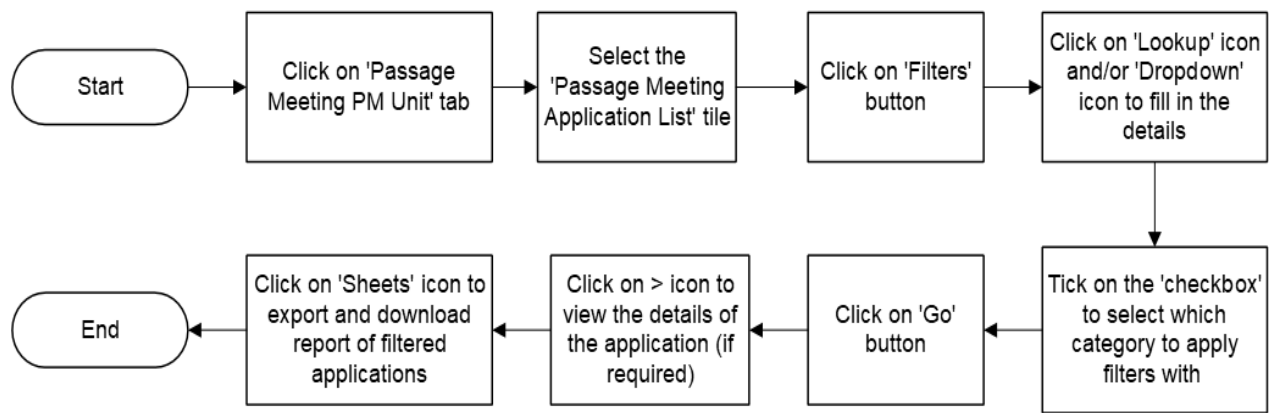


Process Overview

Create Passage Meeting Credit Note



Generate Passage Meeting Application Listing

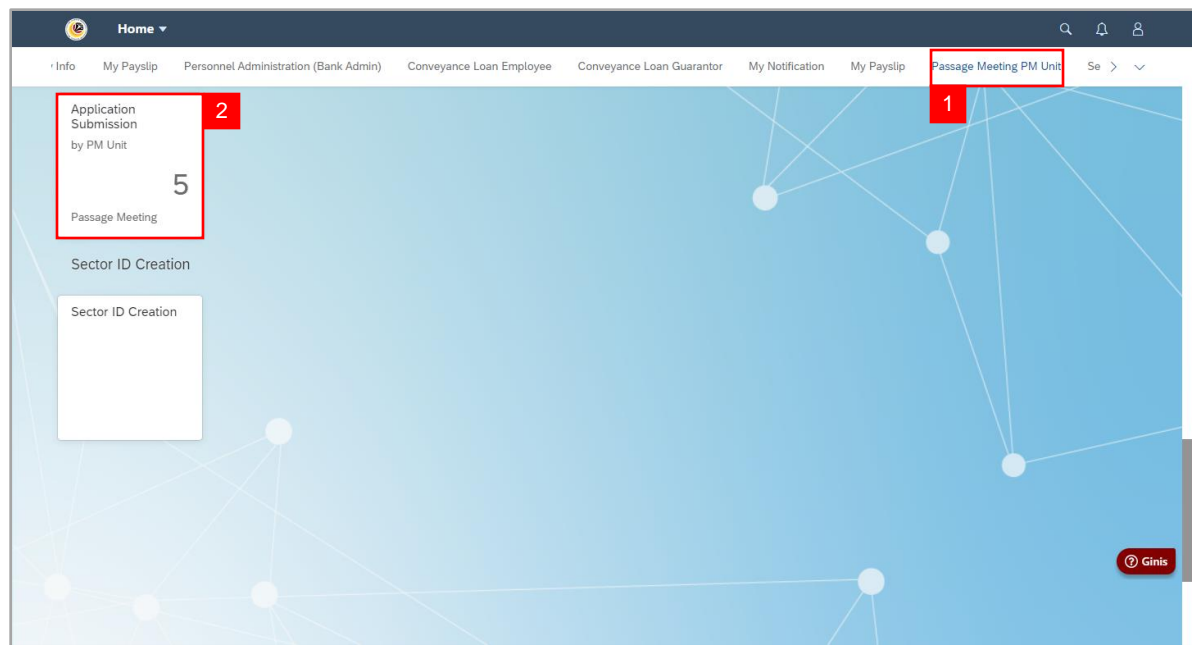




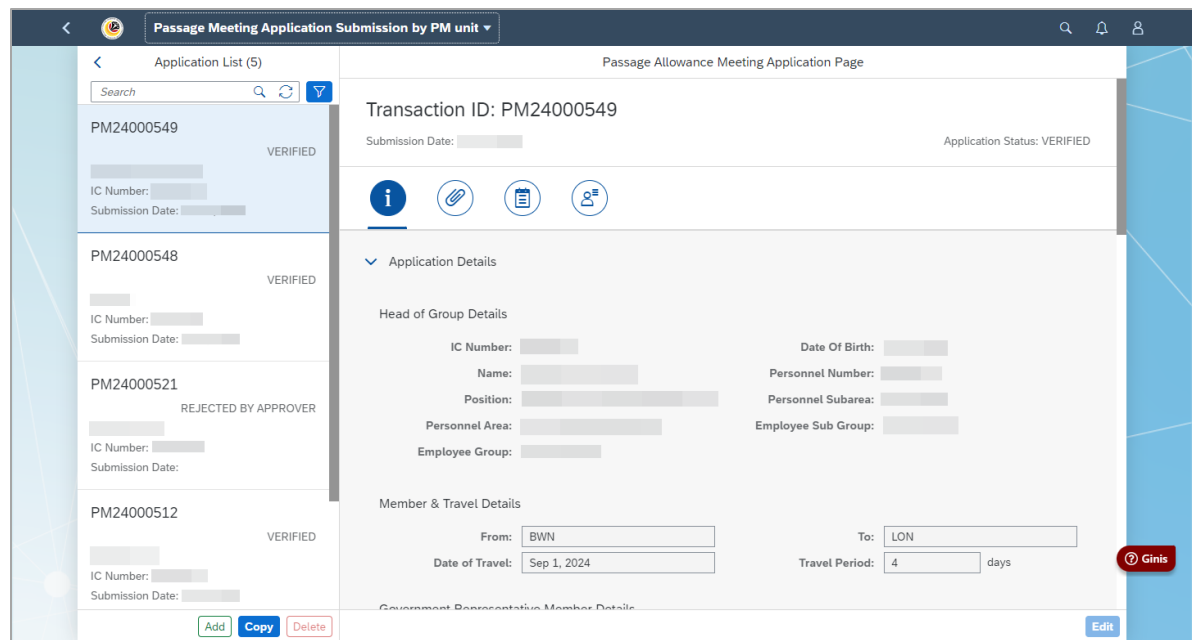
SUBMIT PASSAGE MEETING APPLICATION	Front End User
	Treasury PM Administrator

- 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.





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

- 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.

Passage Meeting Application Submission by PM unit

Application List (5)

Search

PM24000549

VERIFIED

IC Number:

Submission Date:

PM24000548

VERIFIED

IC Number:

Submission Date:

PM24000521

REJECTED BY APPROVER

IC Number:

Submission Date:

PM24000512

VERIFIED

IC Number:

Submission Date:

NOTE

AddCopyDelete

Passage Allowance Meeting Application Page

Transaction ID: PM24000549

Submission Date:

Application Status: VERIFIED

InformationLinkCalendarUser

Application Details

Head of Group Details

IC Number:

Date Of Birth:

Name:

Personnel Number:

Position:

Personnel Subarea:

Personnel Area:

Employee Sub Group:

Employee Group:

Member & Travel Details

From:

To:

Date of Travel:

Travel Period:

days

Government Representative Member Details

Edit

3. Click on **Add** button.

Passage Meeting Application Submission by PM unit

Application List (5)

Search

PM24000549

VERIFIED

IC Number:

Submission Date:

PM24000548

VERIFIED

IC Number:

Submission Date:

PM24000521

REJECTED BY APPROVER

IC Number:

Submission Date:

PM24000512

VERIFIED

IC Number:

Submission Date:

3

AddCopyDelete

Passage Allowance Meeting Application Page

Transaction ID: PM24000549

Submission Date:

Application Status: VERIFIED

InformationLinkCalendarUser

Application Details

Head of Group Details

IC Number:

Date Of Birth:

Name:

Personnel Number:

Position:

Personnel Subarea:

Personnel Area:

Employee Sub Group:

Employee Group:

Member & Travel Details

From:

To:

Date of Travel:

Travel Period:

days

Government Representative Member Details

Edit



Note: The **Head of Group** message will be displayed.

4. Enter both **IC Number** and **Date of Birth**.

The screenshot shows the 'Passage Meeting Application Submission by PM unit' interface. On the left, there is a list of applications with IDs like PM24000549, PM24000548, PM24000521, and PM24000512. The main area displays the 'Passage Allowance Meeting Application Page' for a selected application. A modal titled 'Head of Group' is open, with a red box highlighting the 'IC Number' and 'Date of Birth' fields. The modal also has 'Ok' and 'Cancel' buttons. The background shows details for the application, including 'Personnel Area: SA - Prime Minister's Office', 'Employee Sub Group: 02 - Division II', and 'Employee Group: 1 - Permanent'. It also shows 'Member & Travel Details' with fields for 'From' (SWN) and 'To' (LON), and 'Travel Period: 4 days'. There is a table for 'Non-Government Representative Member Details' with columns for No., IC Number, Name, Organization, and Position. The table is currently empty, showing 'No data'.

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.

The screenshot shows the 'Passage Meeting Application Submission by PM unit' interface. The main area displays the 'Passage Allowance Meeting Application Page'. At the top, it shows 'Transaction ID: PM24' and 'Submission Date:'. Below this, there are icons for information, a link, and a calendar. The 'Application Details' section is expanded, showing 'Head of Group Details' with fields for IC Number, Name, Position, Personnel Area, Employee Group, Date Of Birth, Personnel Number, Personnel Subarea, and Employee Sub Group. Below this is the 'Member & Travel Details' section with fields for 'From' and 'To'. At the bottom right, there is a 'Submit' button and a 'Saved as Draft' status. A 'Ginis' logo is visible in the bottom right corner.

- **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.

6. Navigate to the **Government Representative Member Details**.

SSM_UG_Front End (FIORI)_Passage Meeting (Application)_PM Administrator v1.0



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

Passage Meeting Application Submission by PM unit

Passage Allowance Meeting Application Page

Government Representative Member Details

Member Details Travel Request

7 +

No.	IC Number	Date Of Birth	Name Personnel Number	Employee Sub Group	Position	Department
01						

Non- Government Representative Member Details

Member Details Travel Request

+

No.	IC Number	Name	Organization	Position
No data				

Baggage & Shipping Claim Details

	Bill/Invoice Coupon No	Weight (Kg/Cubic Meters)	Rate	Amount	Currency	Attachments
Excess Baggage (By Air)		0.00	0.00	0.00		

Draft Updated Submit

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

Passage Allowance Meeting Application Page

Government Representative Member Details

Member Details Travel Request

+

No.	IC Number	Date Of Birth	Name Personnel Number	Employee Sub Group	Position	Department
01						

Non- Government Representative Member Details

Member Details Travel Request

+

No.	IC Number	Name	Organization	Position
No data				

Baggage & Shipping Claim Details

	Bill/Invoice Coupon No	Weight (Kg/Cubic Meters)	Rate	Amount	Currency	Attachments
Excess Baggage (By Air)		0.00	0.00	0.00		

Saved as Draft Submit

Government Representative Member Details

8

IC Number:

Date of Birth:

MMM d, y

Ok Cancel



Note: An additional member will be inserted into the table displayed. **Step 7 – 8** can be repeated for every participating government representative members.

Passage Meeting Application Submission by PM unit

Passage Allowance Meeting Application Page

Government Representative Member Details

Member Details Travel Request

No.	IC Number	Date Of Birth	Name Personnel Number	Employee Sub Group	Position	Department
01						
02						

Delete

Non- Government Representative Member Details

Member Details Travel Request

No.	IC Number	Name	Organization	Position
No data				

Baggage & Shipping Claim Details

Bill/Invoice Coupon	Weight (Kg/Cubic	Date	Amount	Currency	Attachment
---------------------	------------------	------	--------	----------	------------

Save as Draft Submit

Ginis

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

Passage Meeting Application Submission by PM unit

Passage Allowance Meeting Application Page

Government Representative Member Details

Member Details Travel Request 9

No.	IC Number	Date Of Birth	Name Personnel Number	Employee Sub Group	Position	Department
01						
02						

Delete

Non- Government Representative Member Details

Member Details Travel Request

No.	IC Number	Name	Organization	Position
No data				

Baggage & Shipping Claim Details

Bill/Invoice Coupon	Weight (Kg/Cubic	Date	Amount	Currency	Attachment
---------------------	------------------	------	--------	----------	------------

Save as Draft Submit

Ginis



10. Click on **Create Sector ID** button.

Passage Meeting Application Submission by PM unit

Passage Allowance Meeting Application Page

Government Representative Member Details

Member Details

Travel Request

No.

Name

Sector ID

01

Travel Itinerary

02

Travel Itinerary

Create Sector ID

Non- Government Representative Member Details

Member Details

Travel Request

No.

IC Number

Name

Organization

Position

No data

Baggage & Shipping Claim Details

	Bill/Invoice Coupon No	Weight (Kg/Cubic Meters)	Rate	Amount	Currency	Attachments
Excess Baggage (By Air)		0.00	0.00	0.00		

10

GINIS

Saved as Draft

Submit

Note: Sector ID Creation Page will be displayed.

Sector ID Creation

Sector ID Creation Page

Application List (9)

Search

S000000098

1

BWN > KUL || KUL > BWN

S000000093

1

BWN->SIN - SIN->BWN

S000000092

1

BWN->NYC - NYC->BWN

S000000043

1

S000000024

2

S000000022

Add

Copy

Delete

Sector ID: S000000098

Effective Date: Sep 1, 2024

Travel Agent: RC00000076 -

Sector Description: BWN > KUL || KUL > BWN

Destination From: BWN - Bandar Seri Begawan To: KUL - Kuala Lumpur

Carrier Description:

Air Ticket Type: Return

Ticket Price: 0.00

Total Ticket Price: 0.00

Status: Active

Ticket Class: First

Tax + Insurance:

No	From	To	FlightNum
25	BWN	KUL	
26	KUL	BWN	

GINIS

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**.

The screenshot shows the 'Sector ID Creation' interface. On the left, there's a table with 'Application List (10)' containing various Sector IDs and their descriptions. At the bottom of this list, a red box labeled '11' highlights the 'Add' button. On the right, the 'Sector ID Edit Page' is shown for Sector ID: S000000103. A red box labeled '12' highlights the 'Effective Date' field. Below this, there are fields for 'Travel Agent', 'Sector Description', 'Destination From', 'Carrier Description', 'Air Ticket Type', 'Ticket Price', 'Total Ticket Price', 'Status', 'Ticket Class', and 'Tax + Insurance'. At the bottom of this form, a red box labeled '13' highlights the '+' button. Below the form, there's a table with columns 'From', 'To', and 'FlightNum'. A red box labeled '14' highlights these columns. At the bottom right of the page, a red box labeled '15' highlights the 'Save' button.

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

The screenshot shows the 'Passage Meeting Application Submission by PM unit' page. A modal window titled 'Sector ID' is open, displaying a list of existing Sector IDs. A red box highlights the 'S000000103' entry at the bottom of the list. The background shows the 'Government Representative Member Details' and 'Non-Government Representative Member Details' sections.



16. Click on **Travel Itinerary**.

Passage Meeting Application Submission by PM unit

Passage Allowance Meeting Application Page

Government Representative Member Details

Member Details Travel Request

Create Sector ID

No.	Name	Sector ID
01		<input type="text"/>
02		<input type="text"/>

Non-Government Representative Member Details

Member Details Travel Request

No. IC Number Name Organization Position

No data

Allowance Details

For Office Use Only.

Saved as Draft Submit

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.

Passage Meeting Application Submission by PM unit

Passage Allowance Meeting Application Page

Government Representative Member Details

Member Details Travel Request

Create Sector ID

No.	Name	Sector ID
01		<input type="text"/>
02		<input type="text"/>

Non-Government Representative Member Details

Member Details Travel Request

No. IC Number Name Organization Position

No data

Allowance Details

For Office Use Only.

Saved as Draft Submit

Travel Itinerary

Member :

17 +

No.	From	To	Date of Travel
18	<input type="text"/>	<input type="text"/>	<input type="text" value="MMM d, y"/>

19 Save Cancel



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.

Passage Meeting Application Submission by PM unit

Passage Allowance Meeting Application Page

Government Representative Member Details

Member Details Travel Request

Create Sector ID

No.	Name	Sector ID
01	Travel Itinerary	S000000098
02	Travel Itinerary	S000000098

NOTE

Non-Government Representative Member Details

Member Details Travel Request

No.	IC Number	Name	Organization	Position
No data				

Allowance Details

For Office Use Only:

Saved as Draft Submit

20. Navigate to **Allowance Details** section.

21. Enter the required **allowance details**.

Passage Meeting Application Submission by PM unit

Passage Allowance Meeting Application Page

20

Allowance Details

For Office Use Only:

21

Travel Agent:

Bank Account:

Earning Code:

Fund Center	Commitment Item	Functional Area	Profit Center	GL Account	Cost Center
No data					

Credit Note:

Credit Note Amount: 0.00 BND

Remaining Credit Note Amount:

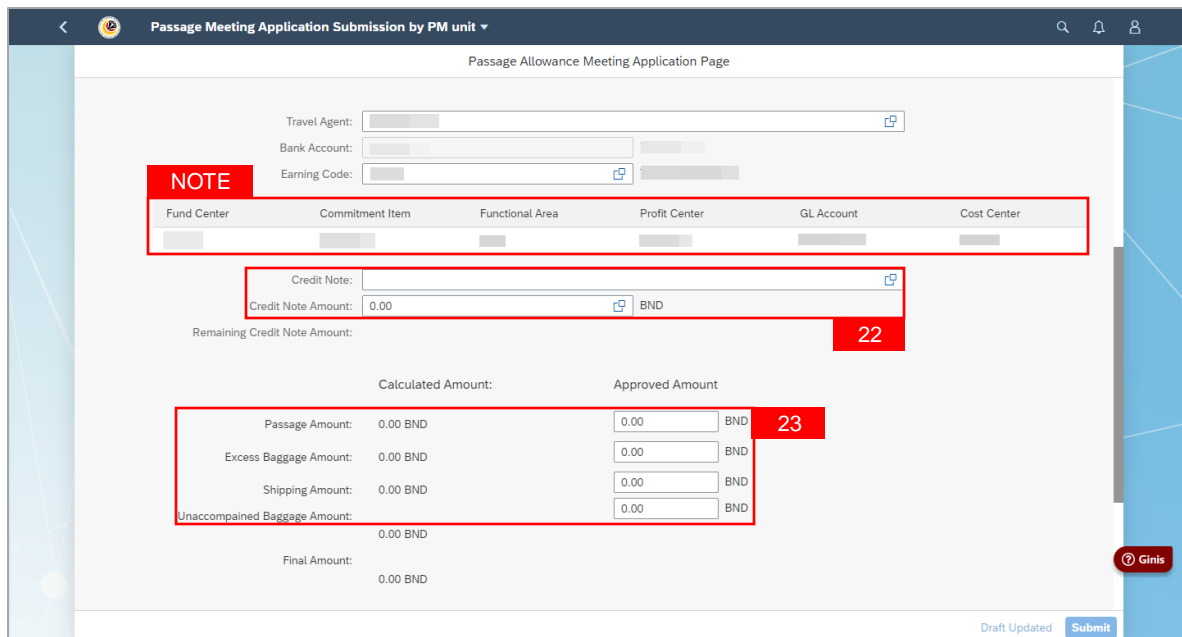
	Calculated Amount:	Approved Amount
Passage Amount:	0.00 BND	0.00 BND
Excess Baggage Amount:	0.00 BND	0.00 BND
Shipping Amount:	0.00 BND	0.00 BND
Unaccompanied Baggage Amount:	0.00 BND	0.00 BND

Saved as Draft Submit

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**.



Passage Meeting Application Submission by PM unit

Passage Allowance Meeting Application Page

Travel Agent:

Bank Account:

Earning Code:

NOTE

Fund Center	Commitment Item	Functional Area	Profit Center	GL Account	Cost Center
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Credit Note:

Credit Note Amount: 0.00 BND

Remaining Credit Note Amount: 22

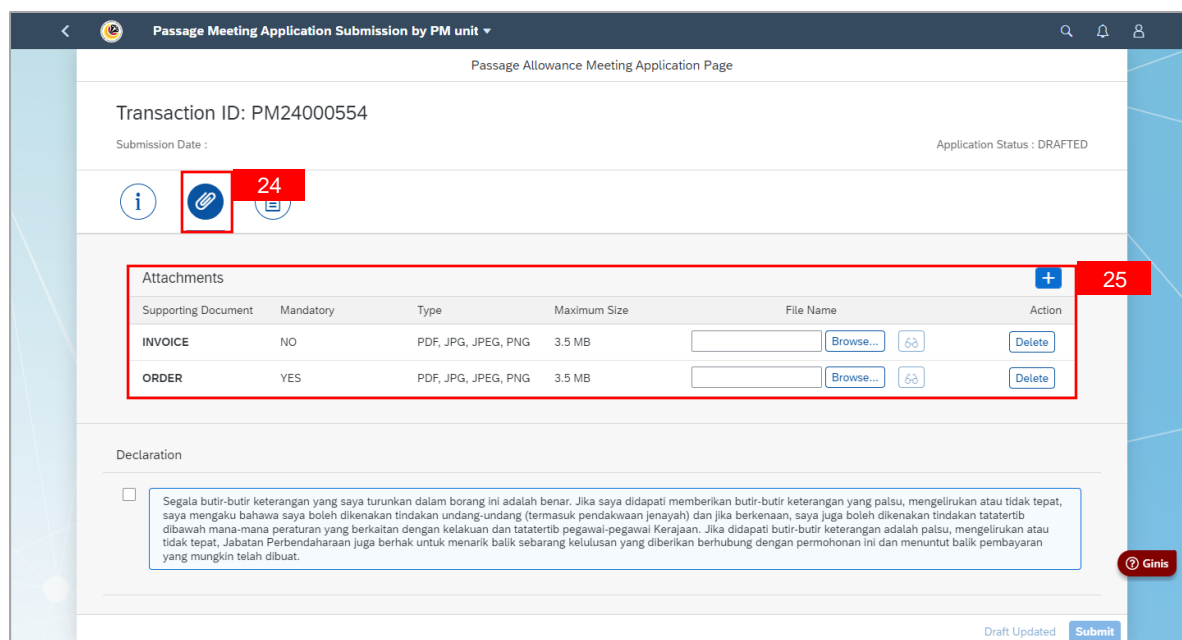
	Calculated Amount:	Approved Amount
Passage Amount:	0.00 BND	0.00 BND 23
Excess Baggage Amount:	0.00 BND	0.00 BND
Shipping Amount:	0.00 BND	0.00 BND
Unaccompanied Baggage Amount:	0.00 BND	0.00 BND
Final Amount:	0.00 BND	

Draft Updated Submit

24. Navigate to **Attachment** icon.

25. Under **Attachments**, attach any relevant documents.

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



Passage Meeting Application Submission by PM unit

Passage Allowance Meeting Application Page

Transaction ID: PM24000554

Submission Date:

Application Status: DRAFTED

+ 24

Supporting Document	Mandatory	Type	Maximum Size	File Name	Action
INVOICE	NO	PDF, JPG, JPEG, PNG	3.5 MB	<input type="text"/> Browse... Delete	
ORDER	YES	PDF, JPG, JPEG, PNG	3.5 MB	<input type="text"/> Browse... Delete	

25

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 tata tertib 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.

Draft Updated Submit



- 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 Application Submission by PM unit

Passage Allowance Meeting Application Page

Transaction ID: PM24000554

Submission Date :

Application Status : DRAFTED

Attachments

Supporting Document	Mandatory	Type	Maximum Size	File Name	Action
ORDER	YES	PDF, JPG, JPEG, PNG	3.5 MB	PM24000554_000_...	<div>Browse...</div> <div></div> <div>Delete</div>
INVOICE	NO	PDF, JPG, JPEG, PNG	3.5 MB	.png	<div>Browse...</div> <div></div> <div>Delete</div>

26

☒

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.

27

Submit

Saved as Draft

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

Passage Meeting Application Submission by PM unit

Passage Allowance Meeting Application Page

Transaction ID: PM24000554

Submission Date:

Application Status: VERIFIED

Application List (6)

PM24000554

VERIFIED

IC Number:

Submission Date:

PM24000549

VERIFIED

IC Number:

Submission Date:

PM24000548

APPROVED

IC Number:

Submission Date:

PM24000521

REJECTED BY APPROVER

IC Number:

Submission Date:

Add

Copy

Delete

Application Details

Head of Group Details

IC Number:

Name:

Position:

Personnel Area:

Employee Group:

Date Of Birth:

Personnel Number:

Personnel Subarea:

Employee Sub Group:

Member & Travel Details

From: BWN

To: KUL

Date of Travel: Oct 1, 2024

Travel Period: 7 days

Government Representative Member Details

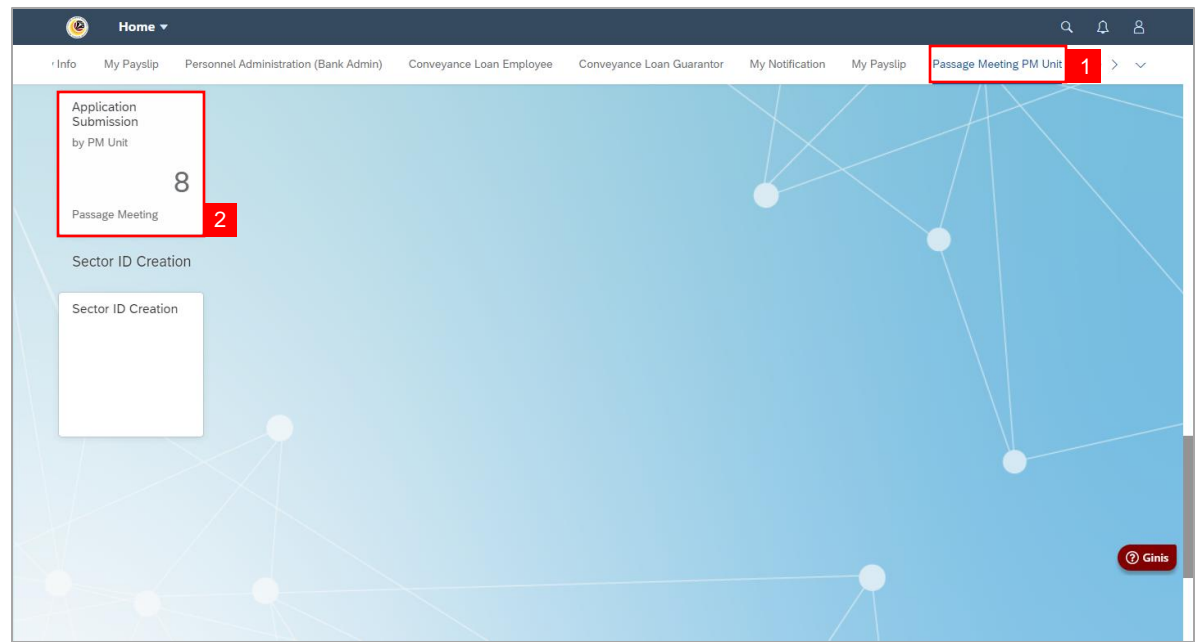
Edit



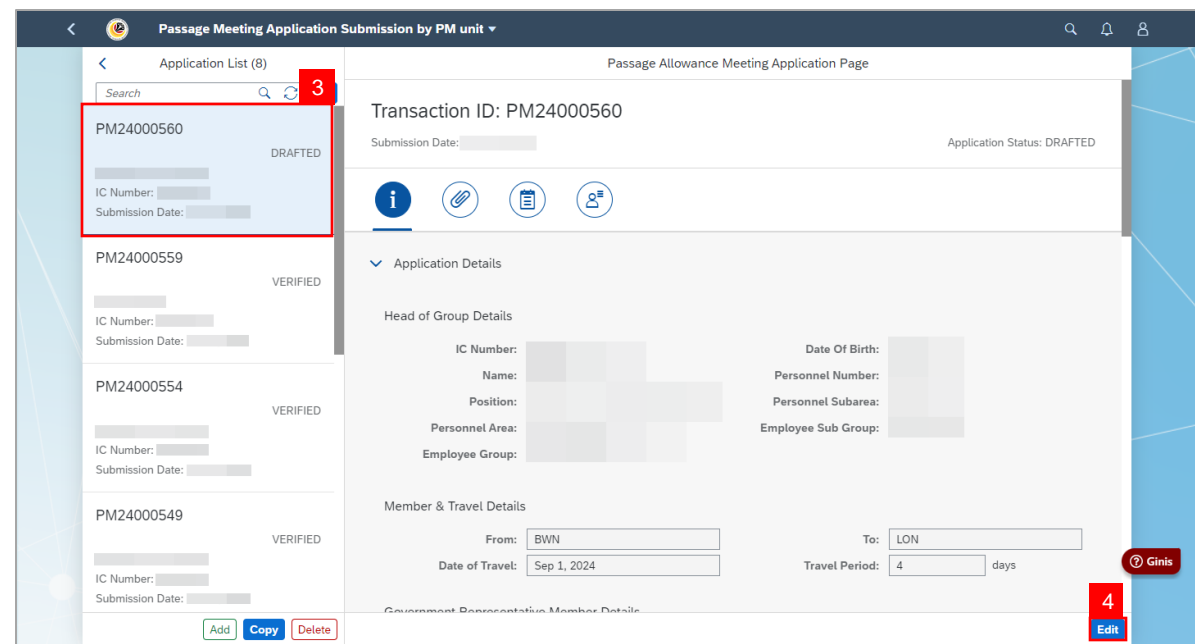
EDIT DRAFTED
PASSAGE MEETING
APPLICATION

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.





Note: A **Passage Allowance Meeting Application Form** will be displayed. This application can be edited by **Treasury PM Administrator**.

Passage Meeting Application Submission by PM unit

Passage Allowance Meeting Application Page

Transaction ID: PM24000560

Submission Date:

Application Status : DRAFTED

i

Reference:

Application Details

Head of Group Details

IC Number:

Name:

Position:

Personnel Area:

Employee Group:

Date Of Birth:

Personnel Number:

Personnel Subarea:

Employee Sub Group:

Member & Travel Details

From: RWN

To: I ON

Saved as Draft

Submit

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

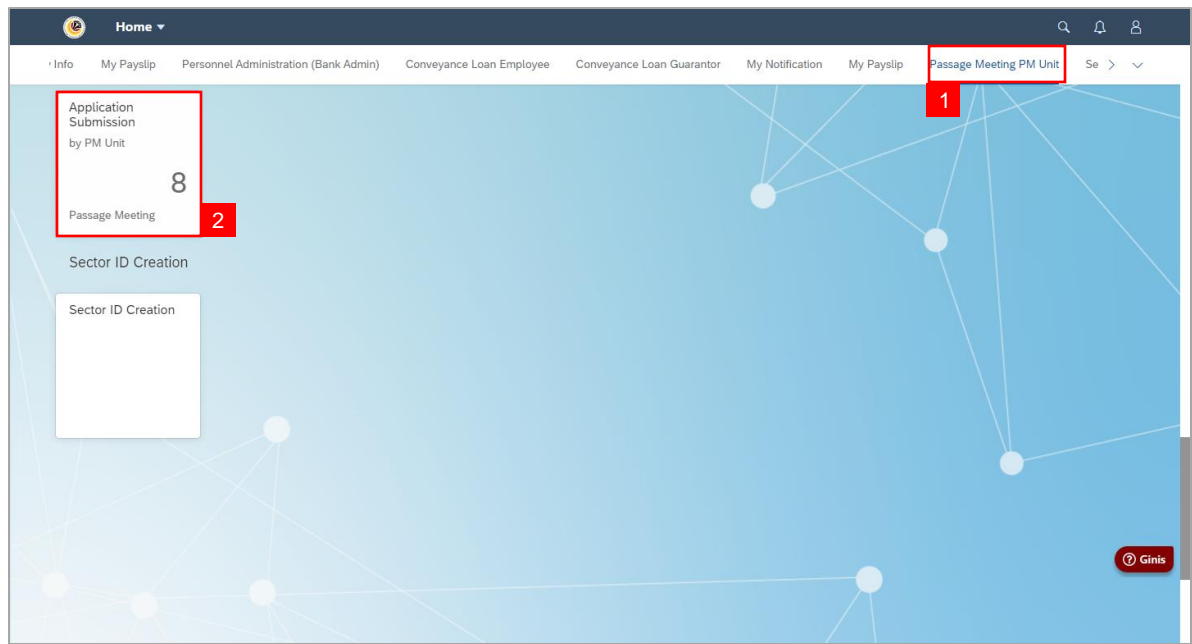


DELETE DRAFTED
PASSAGE MEETING
APPLICATION

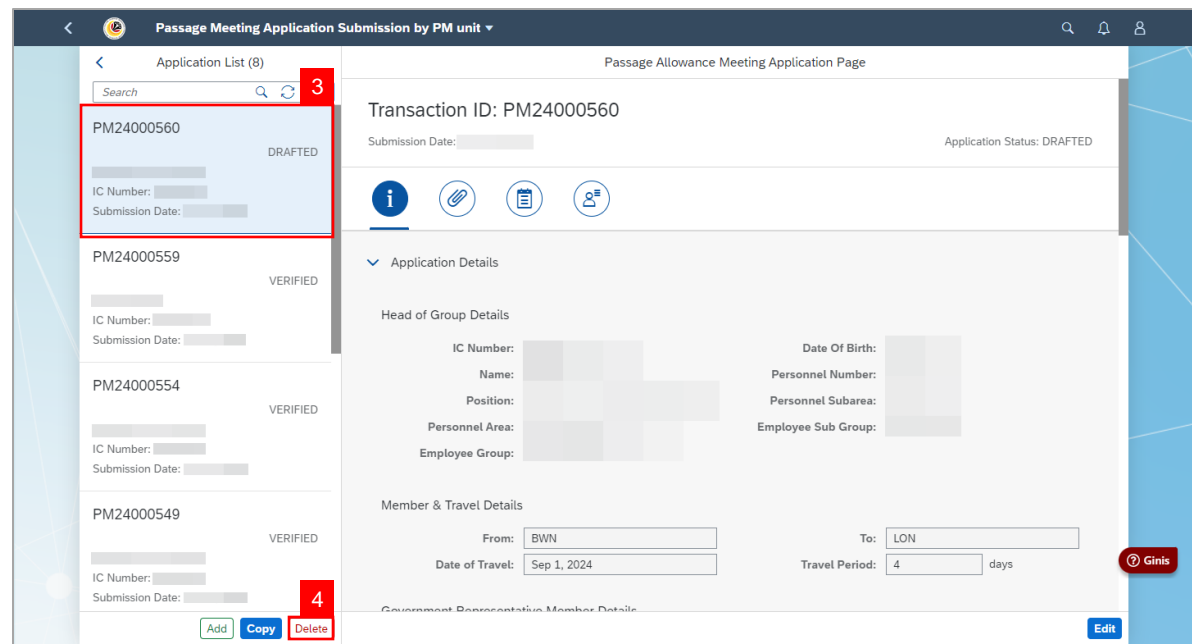
Front End User

Treasury PM Administrator

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



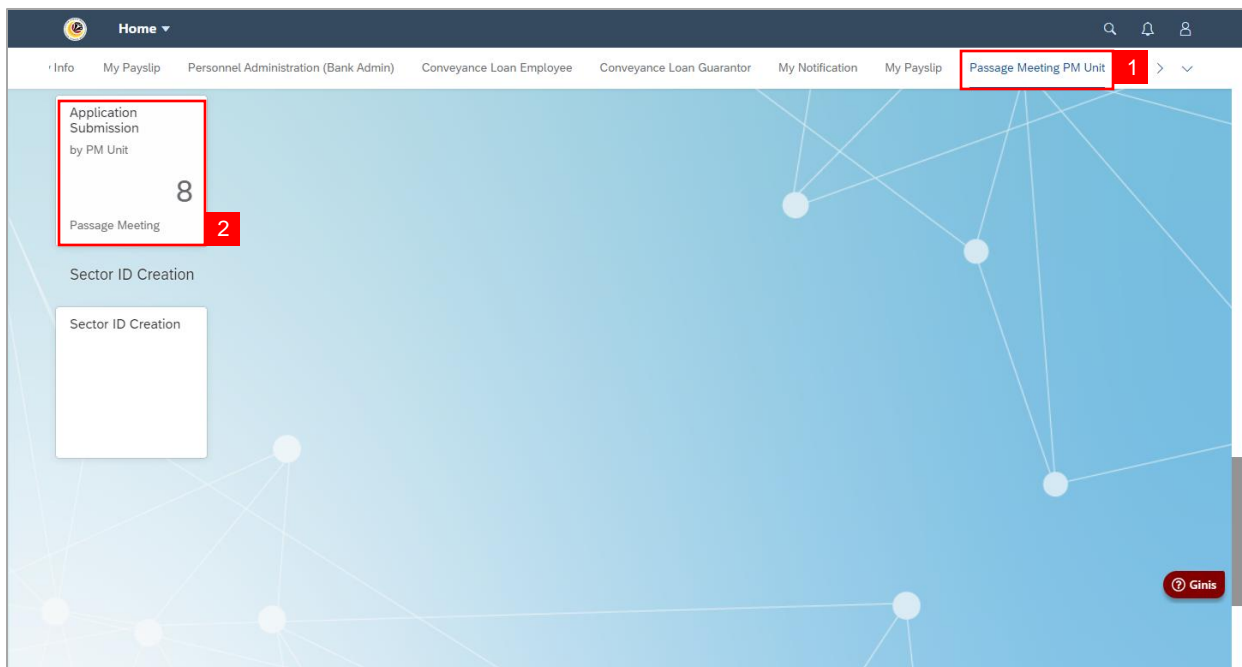
- 3. Under **Application List**, select any application with **DRAFTED** status.
- 4. Click on **Delete** button.



Outcome: The **selected Application ID** has successfully been deleted.

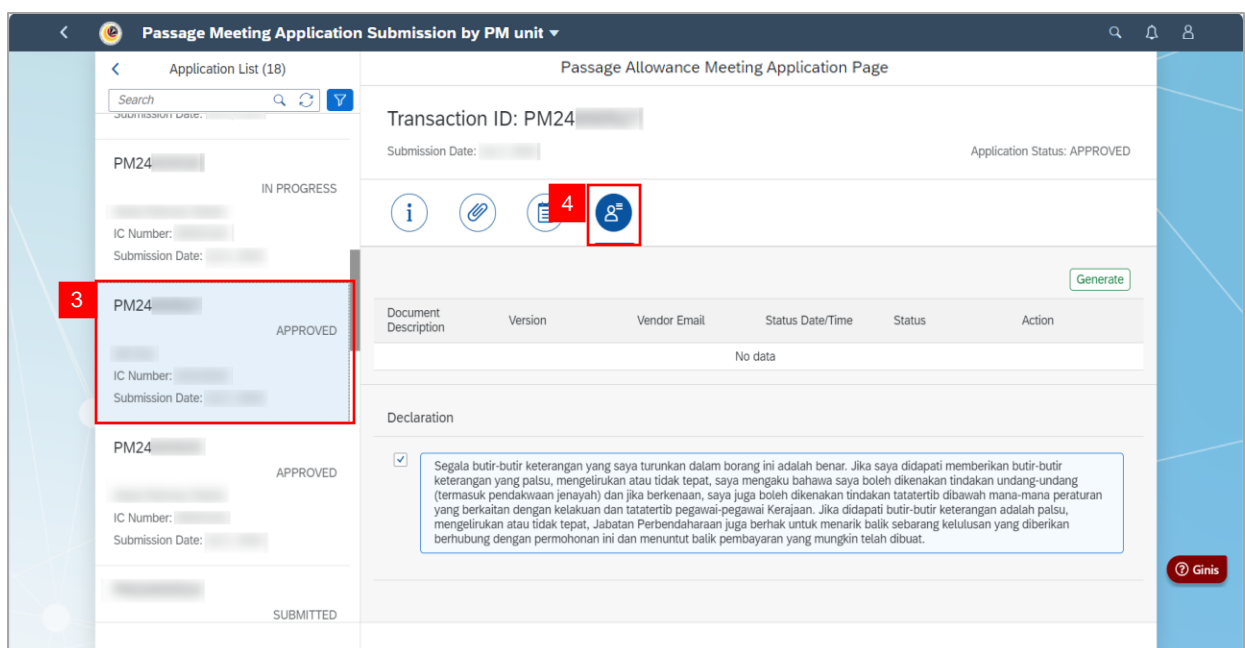
DISPATCH WARRANT PASSAGE MEETING APPLICATION	Front End User Treasury PM Administrator
---	--

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.

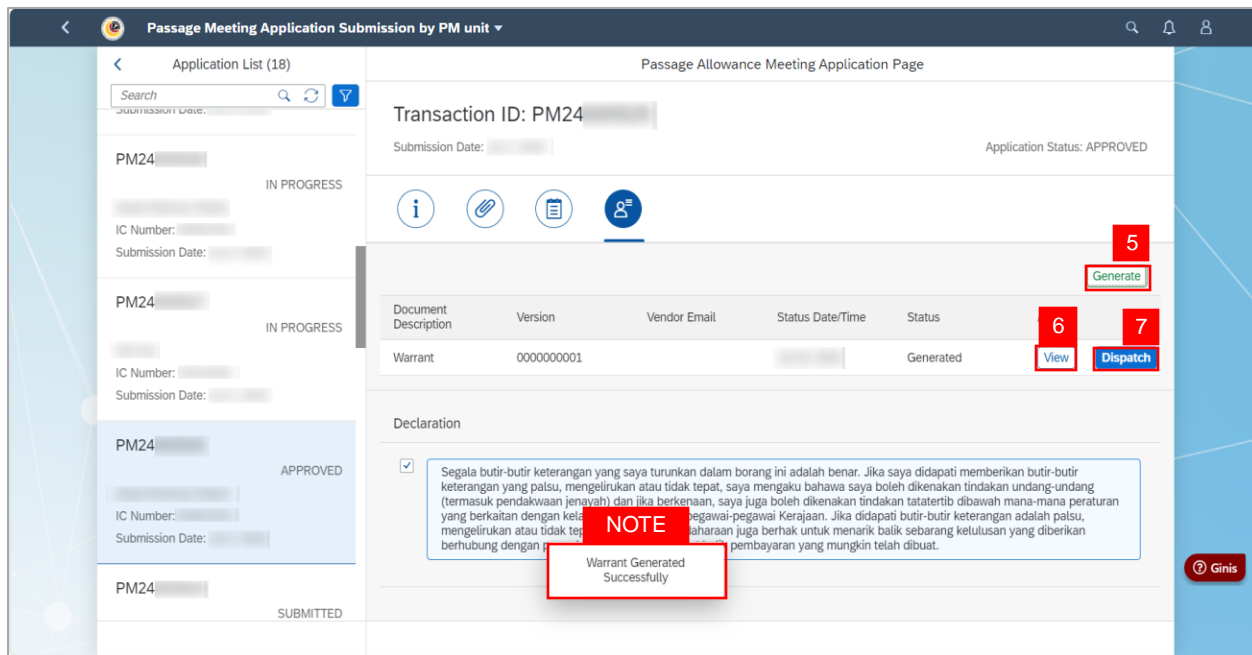


5. Click on **Generate** button.

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.



Application List (18)

Transaction ID: PM24

Submission Date:

Application Status: APPROVED

Generate

Document Description	Version	Vendor Email	Status Date/Time	Status
Warrant	0000000001			Generated

View Dispatch

Declaration

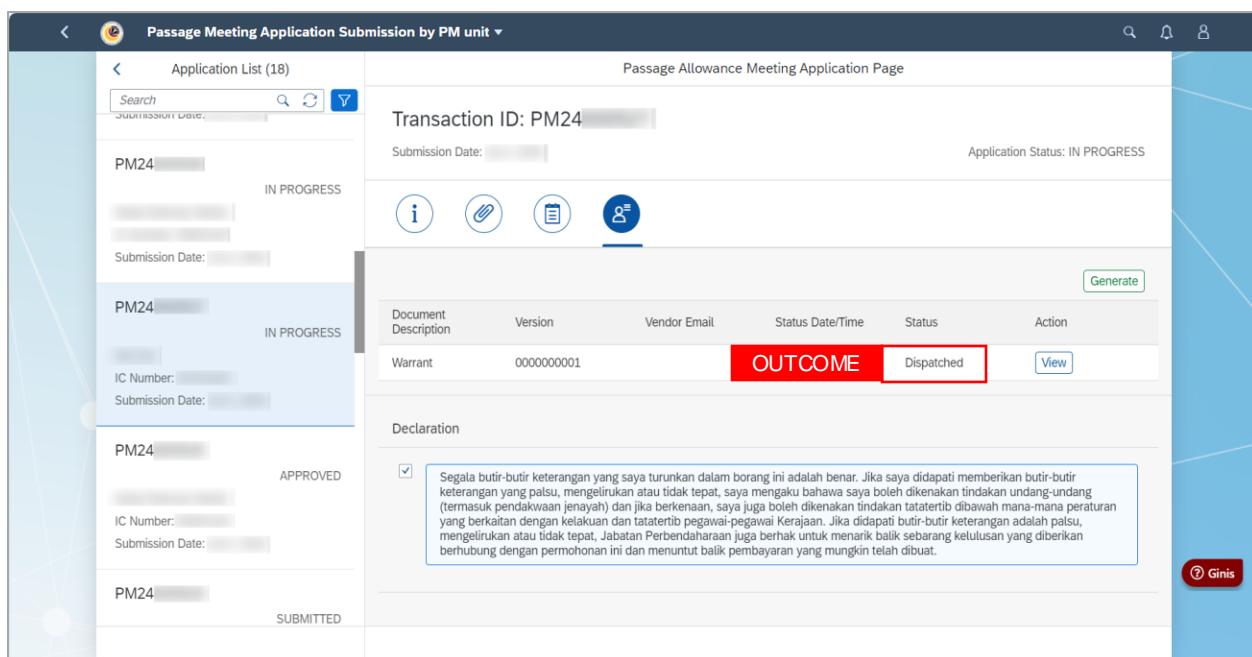
☒ Segala butir-butir keterangan yang saya turunkan dalam borang ini adalah benar. Jika saya didapati memberikan butir-butir keterangan yang palsu, mengelirukan atau tidak tepat, saya mengaku bahawa saya boleh dikenakan tindakan undang-undang (termasuk pendakwaan jenayah) dan jika berkenaan, saya juga 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.

NOTE

Warrant Generated Successfully

Ginis

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



Application List (18)

Transaction ID: PM24

Submission Date:

Application Status: IN PROGRESS

Generate

Document Description	Version	Vendor Email	Status Date/Time	Status	Action
Warrant	0000000001			OUTCOME	Dispatched View

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.

Ginis

Outcome: Warrant has **successfully been dispatched** to employee.

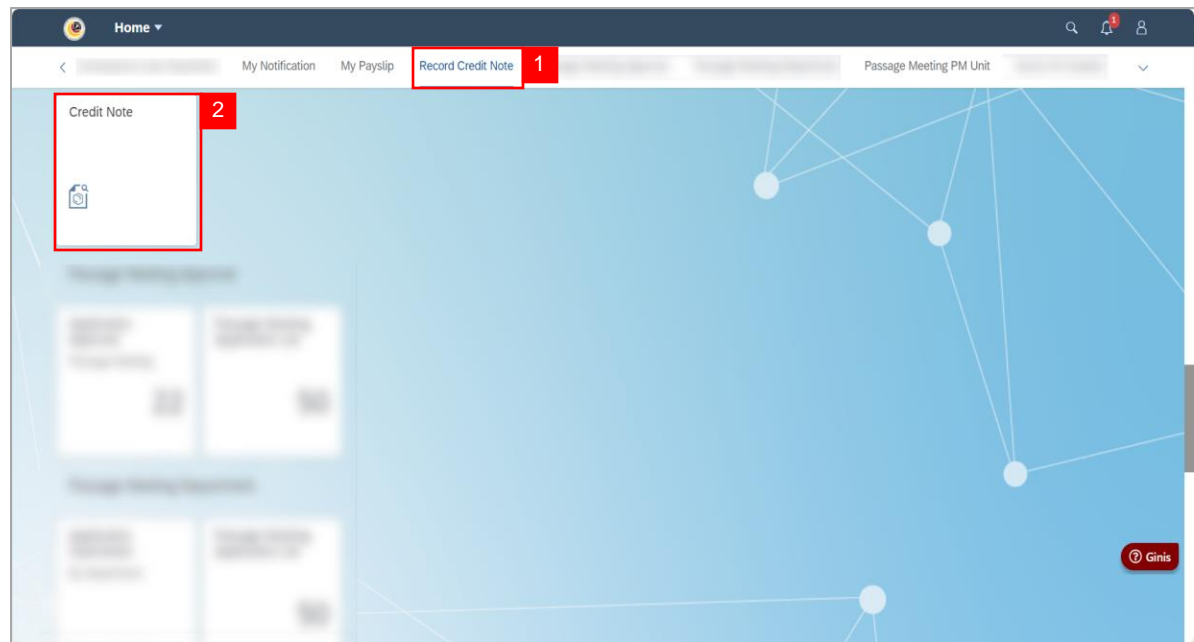


CREATE PASSAGE MEETING CREDIT NOTE

Front End User

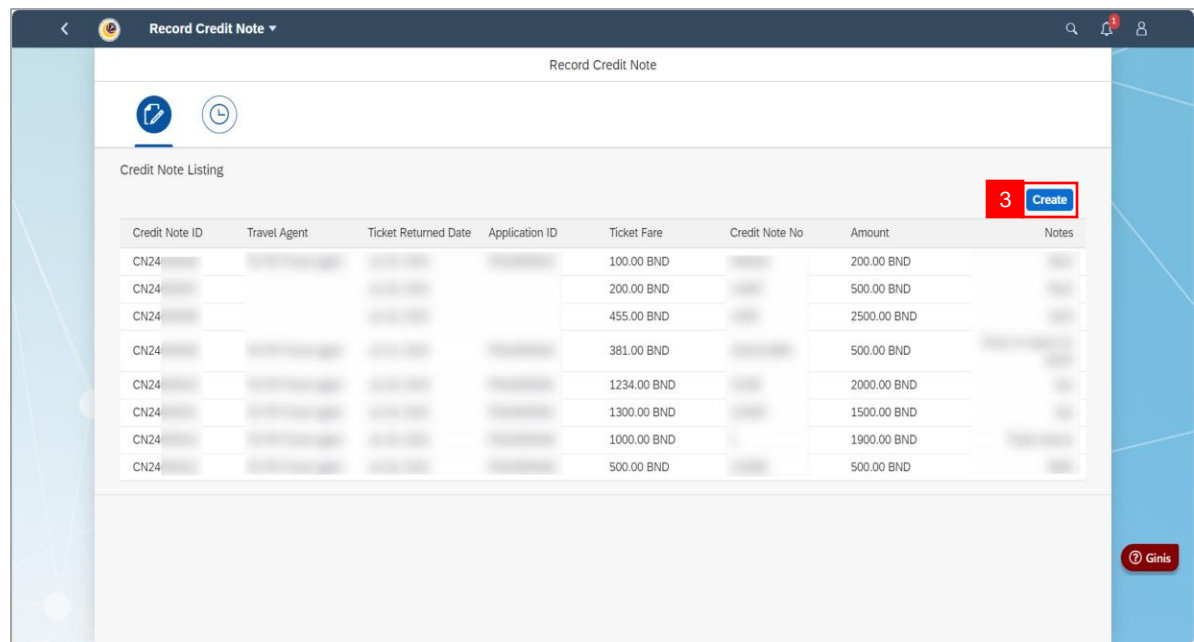
Treasury PM Administrator

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



Note: The **Record Credit Note** page will be displayed.

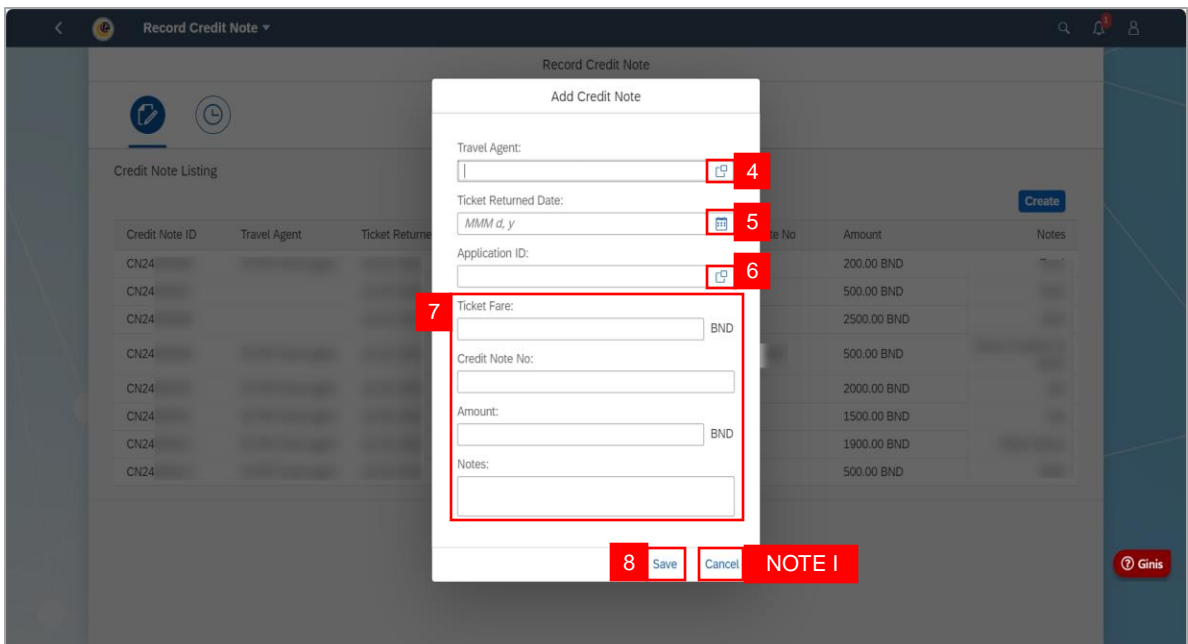
- 3. Under **Credit Note Listing** tab, click on **Create** button.



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.



The screenshot displays the 'Record Credit Note' application interface. A modal form titled 'Add Credit Note' is centered on the screen, overlaid on a background table of credit notes. The form contains the following fields and annotations:

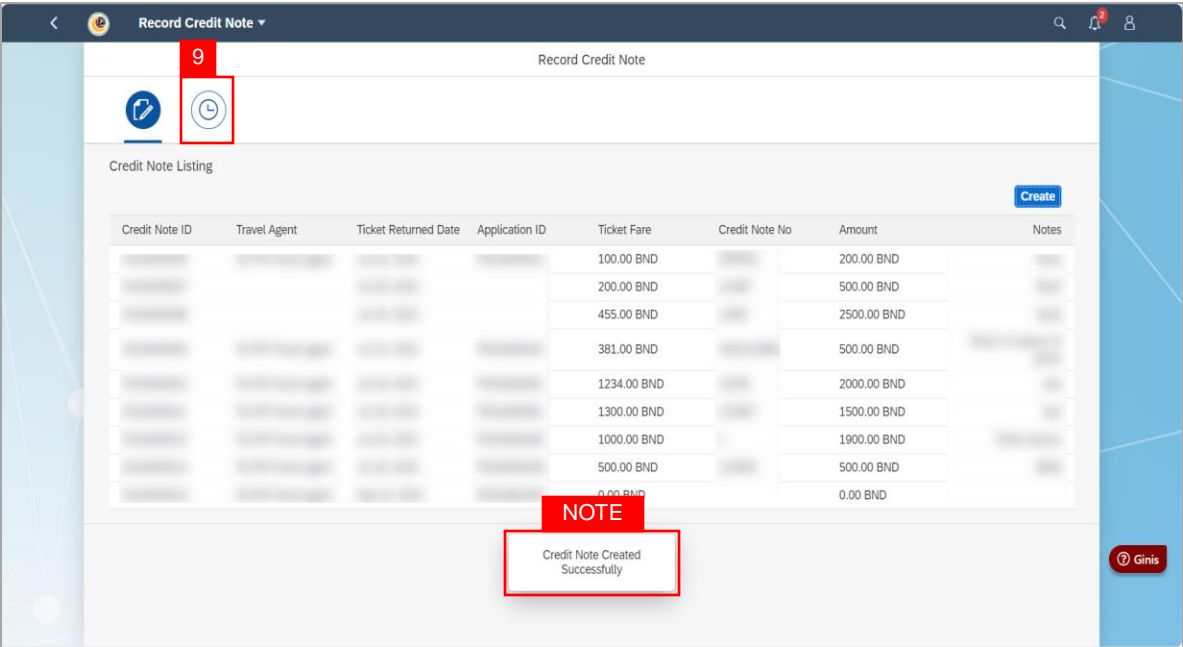
- Travel Agent:** A text input field with a red box and the number 4 next to a 'Lookup' icon.
- Ticket Returned Date:** A date input field with a red box and the number 5 next to a 'Calendar' icon.
- Application ID:** A text input field with a red box and the number 6 next to a 'Lookup' icon.
- Ticket Fare:** A text input field with a red box and the number 7 next to it.
- Credit Note No:** A text input field.
- Amount:** A text input field with a red box and the number 8 next to it.
- Notes:** A text area.

At the bottom of the form, there are two buttons: 'Save' and 'Cancel'. A red box with the text 'NOTE I' is positioned to the right of the 'Cancel' button. The background table, titled 'Credit Note Listing', has columns for 'Credit Note ID', 'Travel Agent', 'Ticket Returned Date', 'Amount', and 'Notes'. It contains several rows of data, all with 'CN24' as the ID.



Note: ‘Credit Note Created Successfully’ message will pop up.

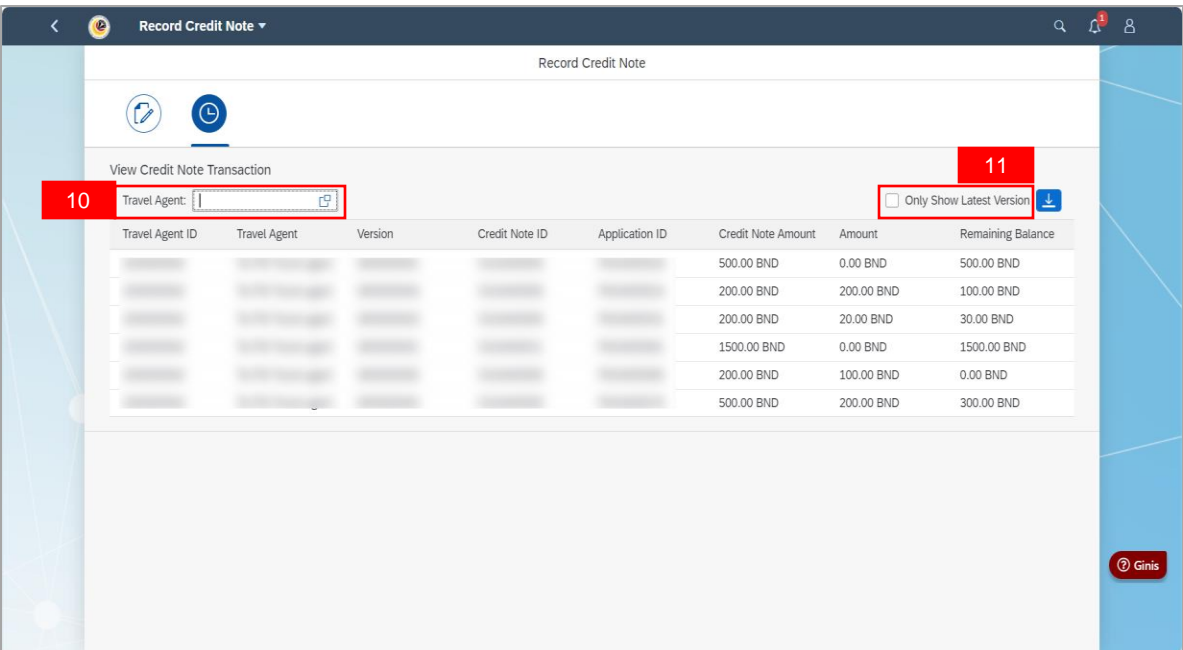
9. Click on **View Credit Note Transaction** tab.



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.



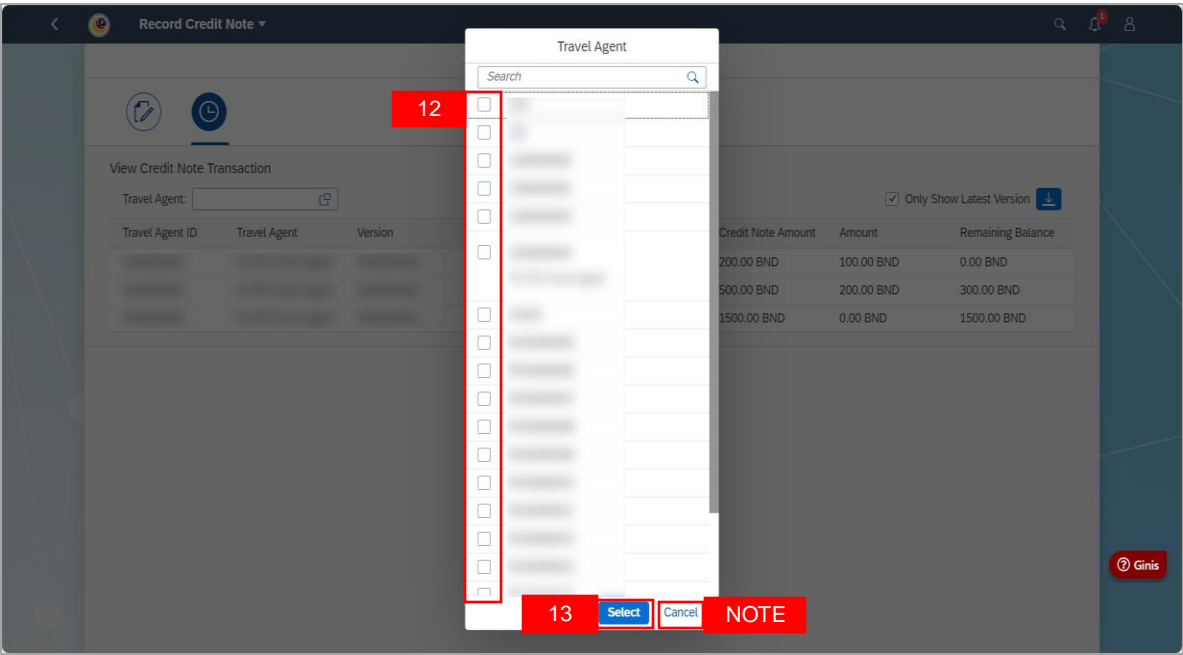


Note: Travel Agent page will pop up.

12. **Tick** on checkbox to select Travel Agent.

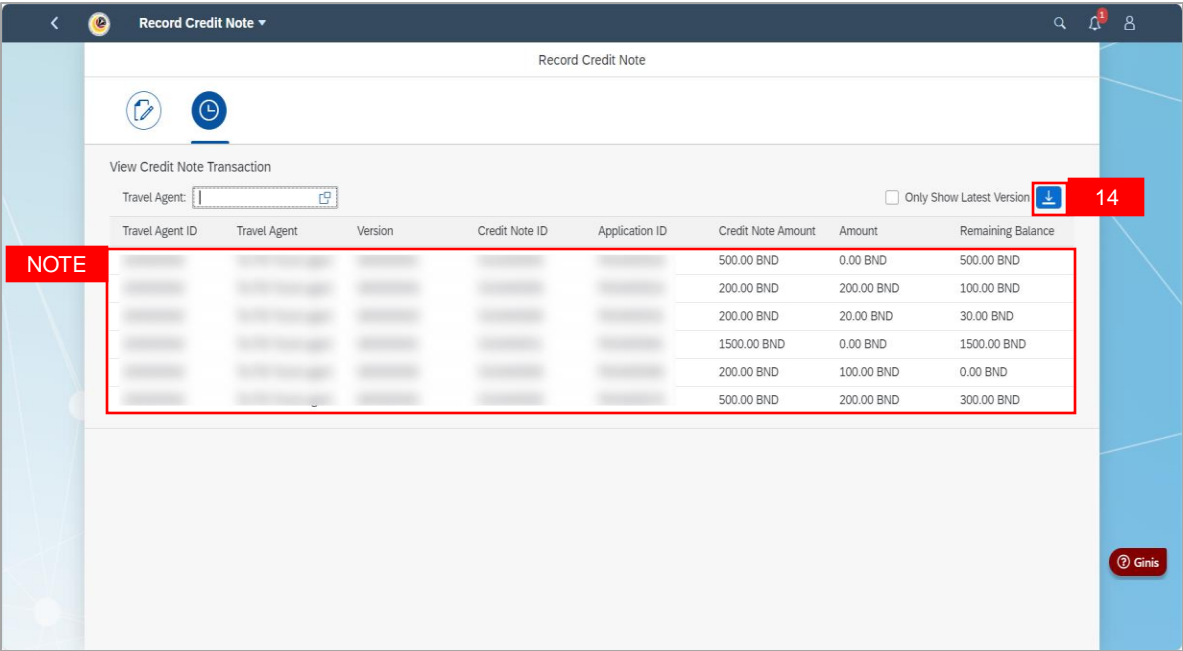
13. Click on **Select** button to confirm selection.

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



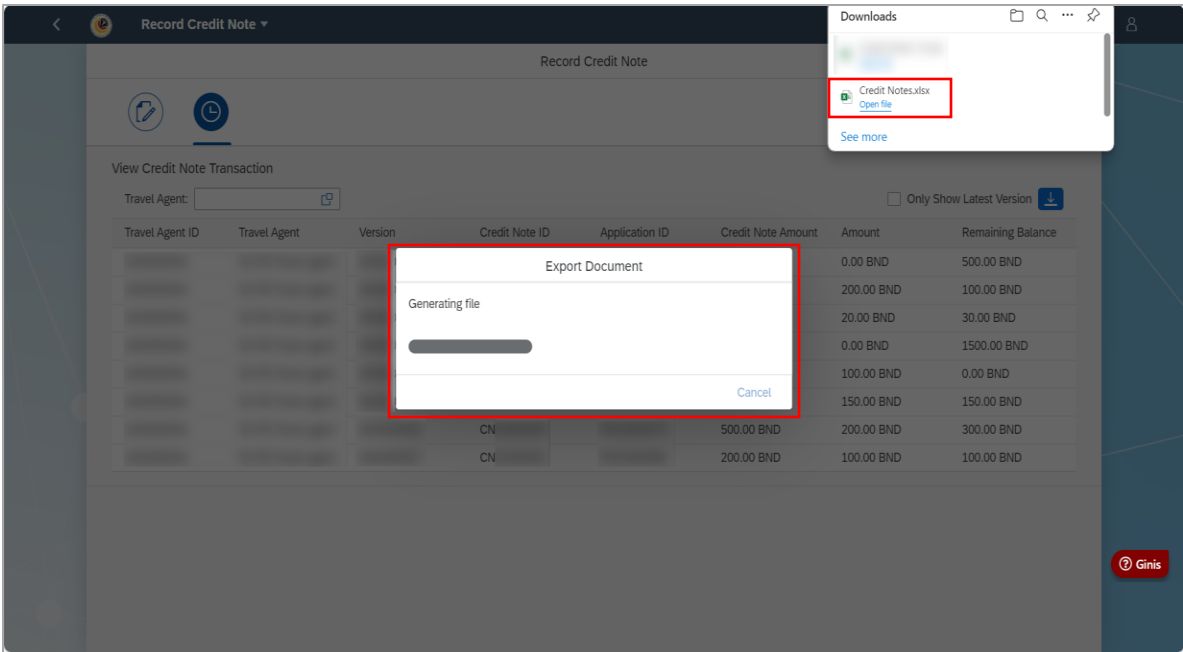
Note: Selected Travel Agent would be added in the list.

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





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



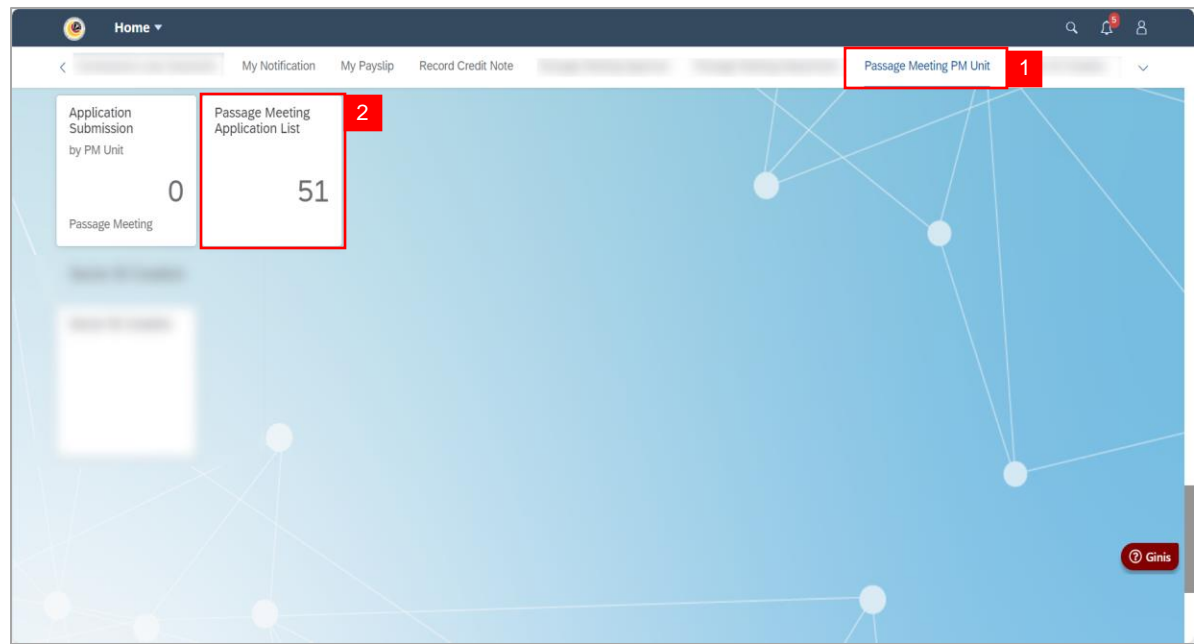


GENERATE PASSAGE MEETING APPLICATION LIST

Front End User

Treasury PM Administrator

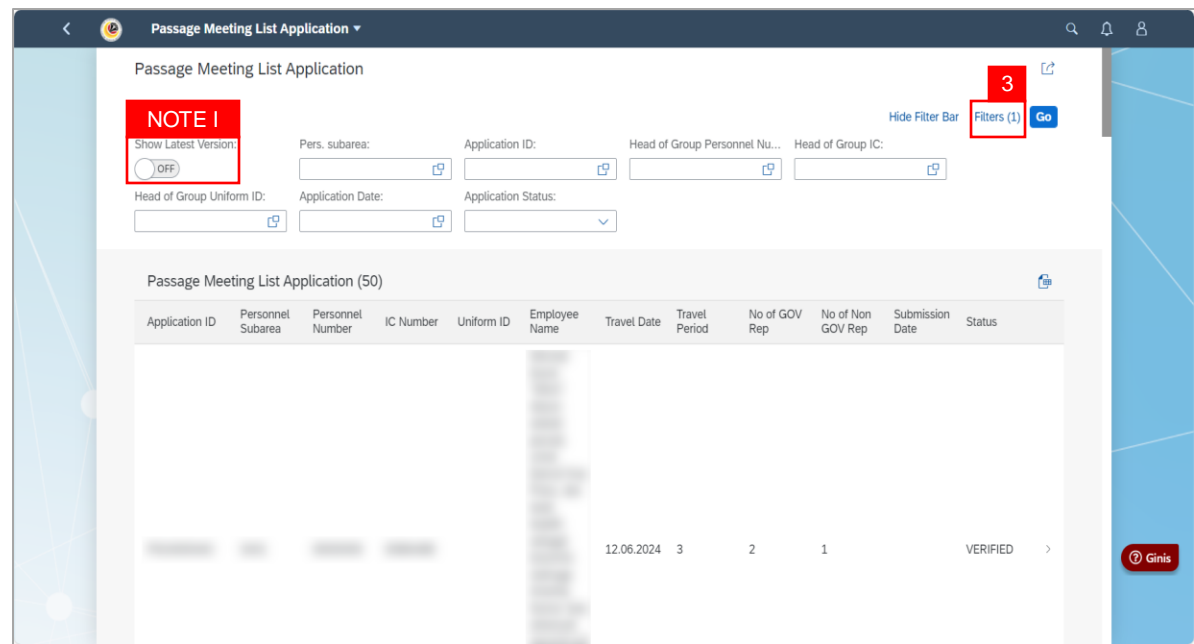
- 1. Click on **Passage Meeting PM Unit** tab.
- 2. Select the **Passage Meeting Application List** tile.



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.



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

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

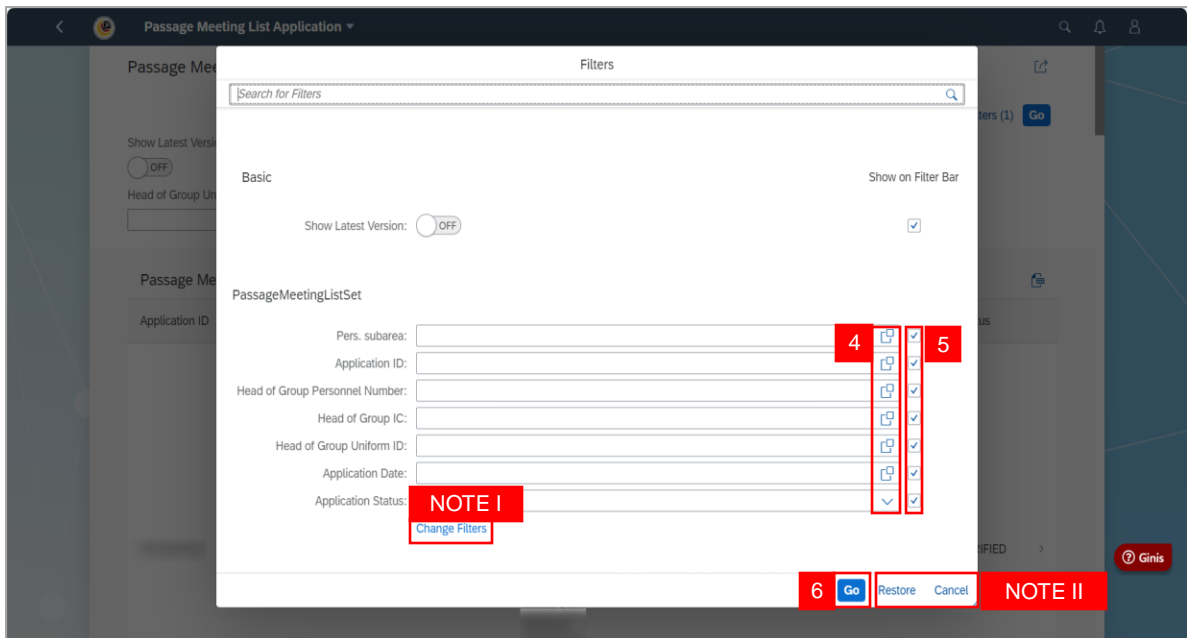
5. Tick on the **checkbox** to select which category to **apply filters** with.

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.



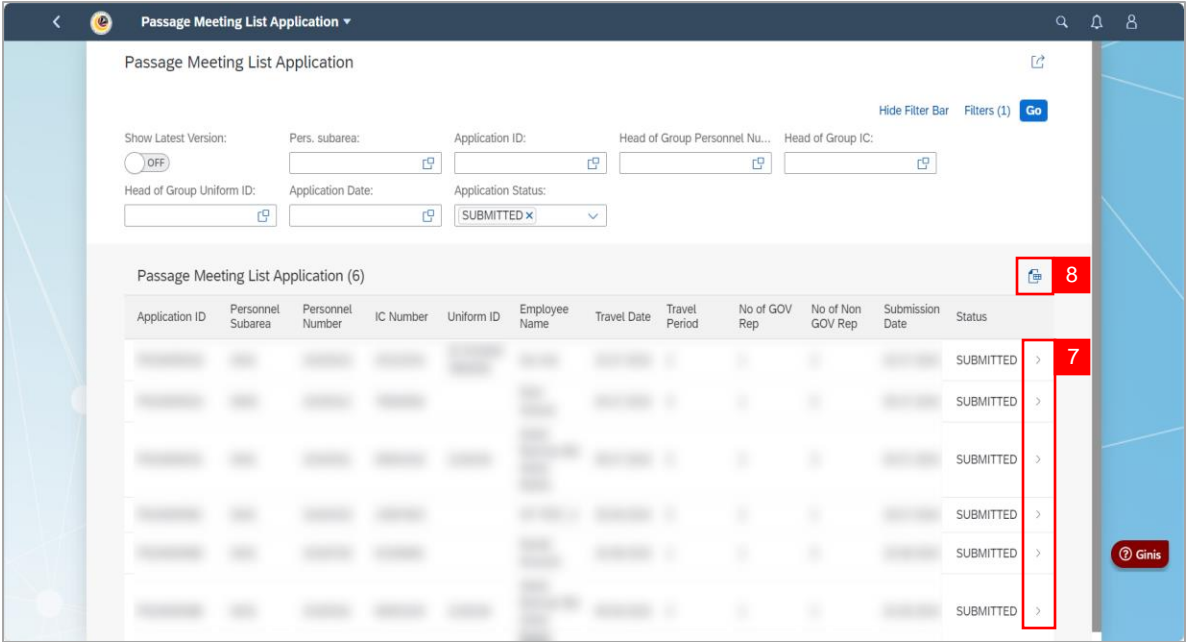
The screenshot shows a 'Filters' modal window with a search bar at the top. Below the search bar, there are two sections: 'Basic' and 'Show on Filter Bar'. The 'Basic' section contains a 'Show Latest Version' toggle switch (currently OFF) and a 'PassageMeetingListSet' section with several input fields: 'Pers. subarea:', 'Application ID:', 'Head of Group Personnel Number:', 'Head of Group IC:', 'Head of Group Uniform ID:', 'Application Date:', and 'Application Status:'. To the right of these input fields is a vertical column of icons (lookup and dropdown) and checkboxes. A red box labeled '4' highlights the lookup icon for 'Pers. subarea:', and a red box labeled '5' highlights the checkbox for 'Pers. subarea:'. Below the input fields, there is a red box labeled 'NOTE I' with a 'Change Filters' button. At the bottom of the modal, there is a 'Go' button (labeled '6'), a 'Restore' button, and a 'Cancel' button. A red box labeled 'NOTE II' is also present at the bottom right.



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.



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