



SISTEM SUMBER MANUSIA

User Guide for Treasury PM Approver 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**.

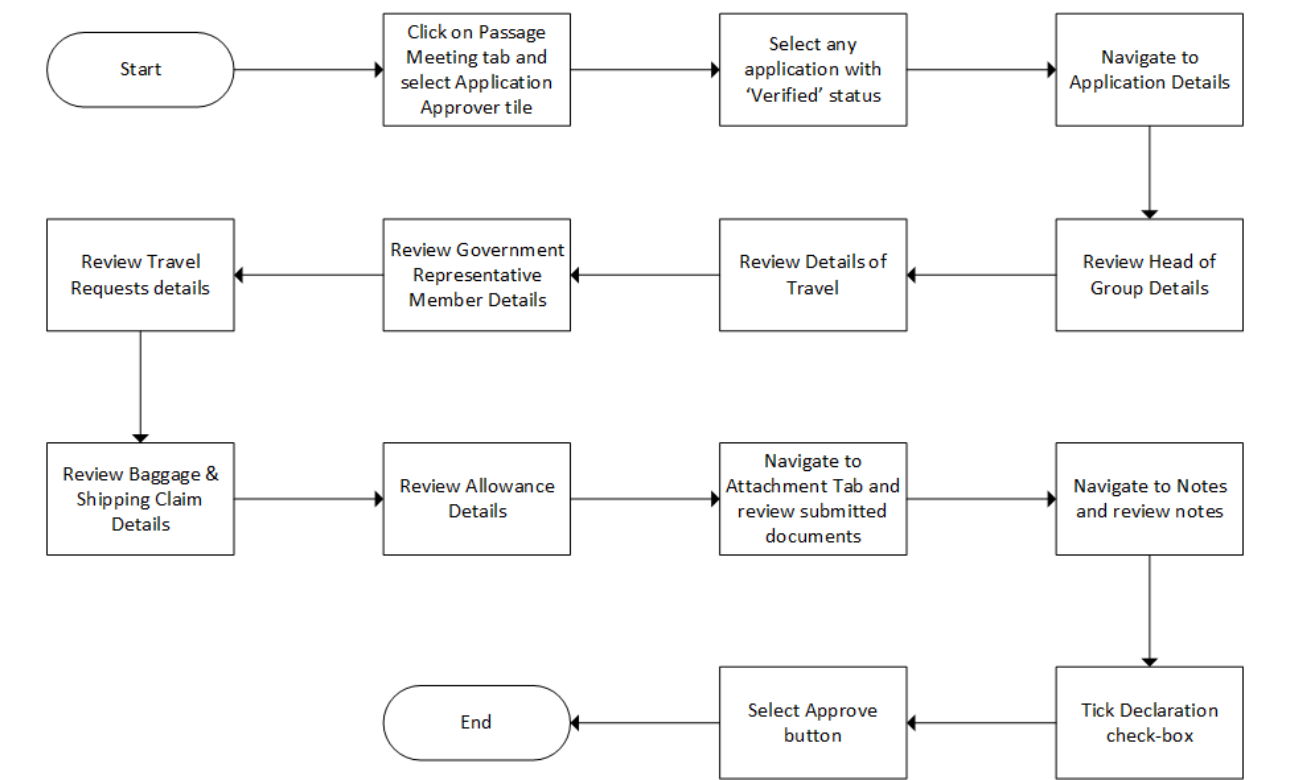
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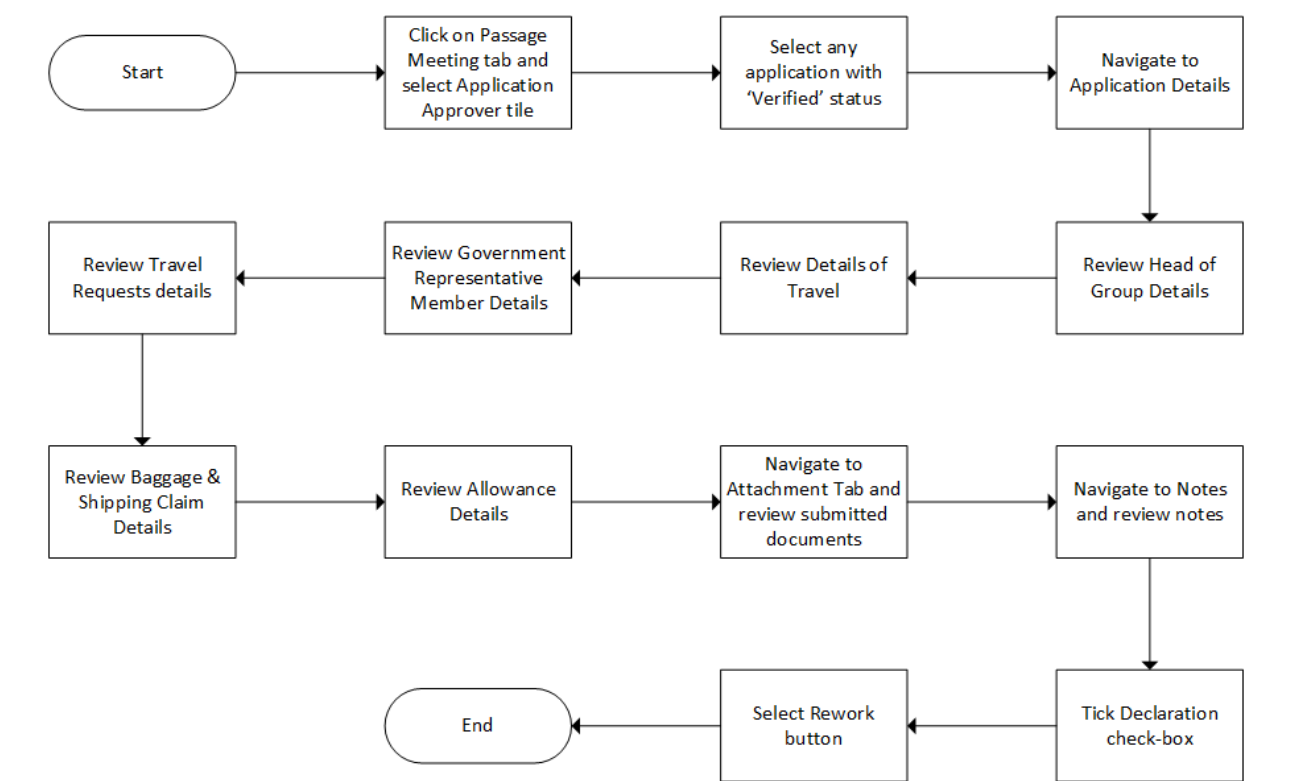


Process Overview

Approve Passage Meeting Application

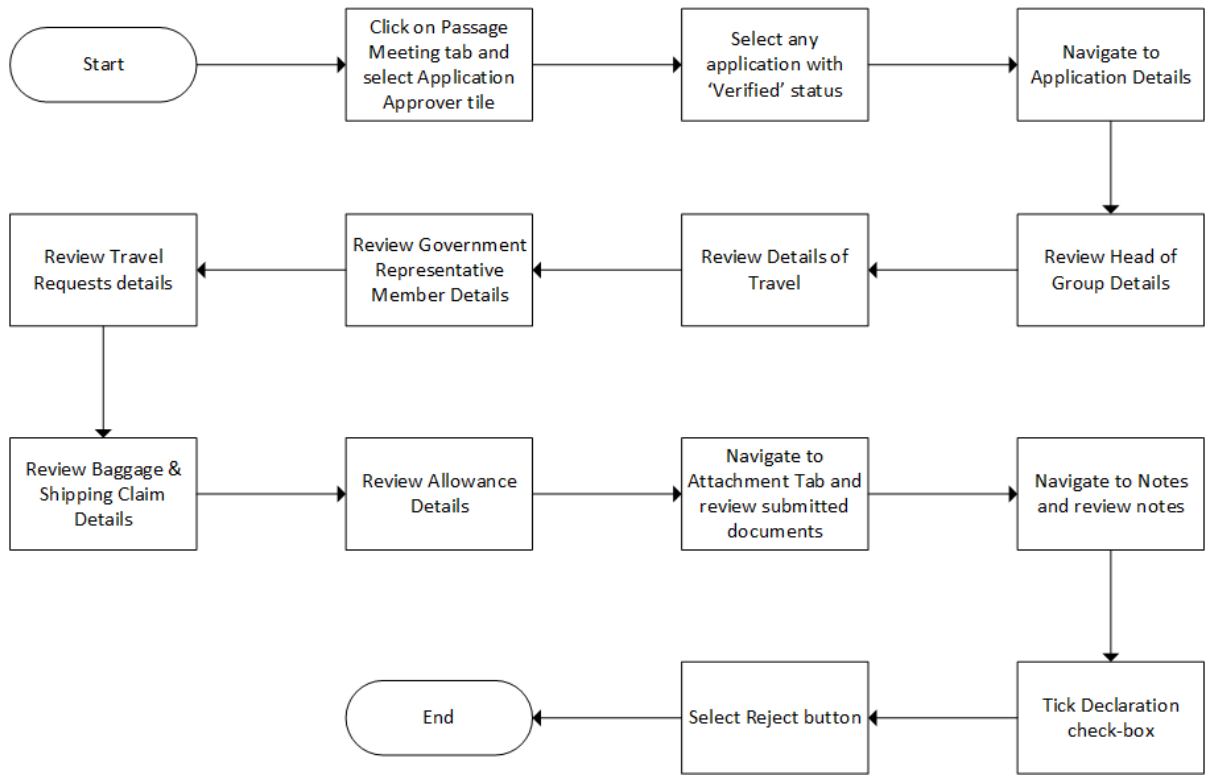


Rework Passage Meeting Application

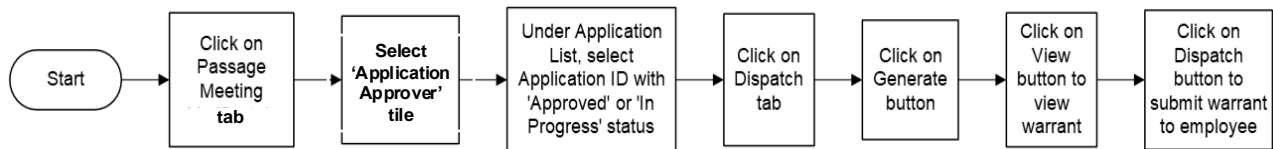


Process Overview

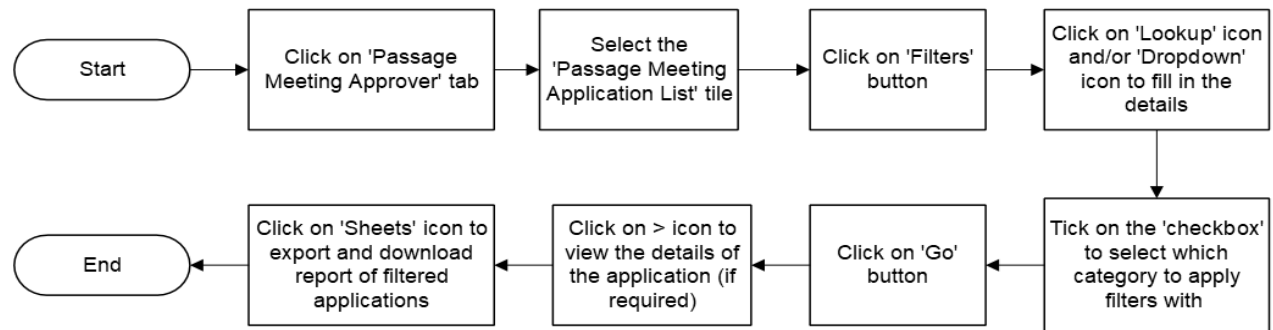
Reject Passage Meeting Application



Dispatch Warrant Passage Meeting Application

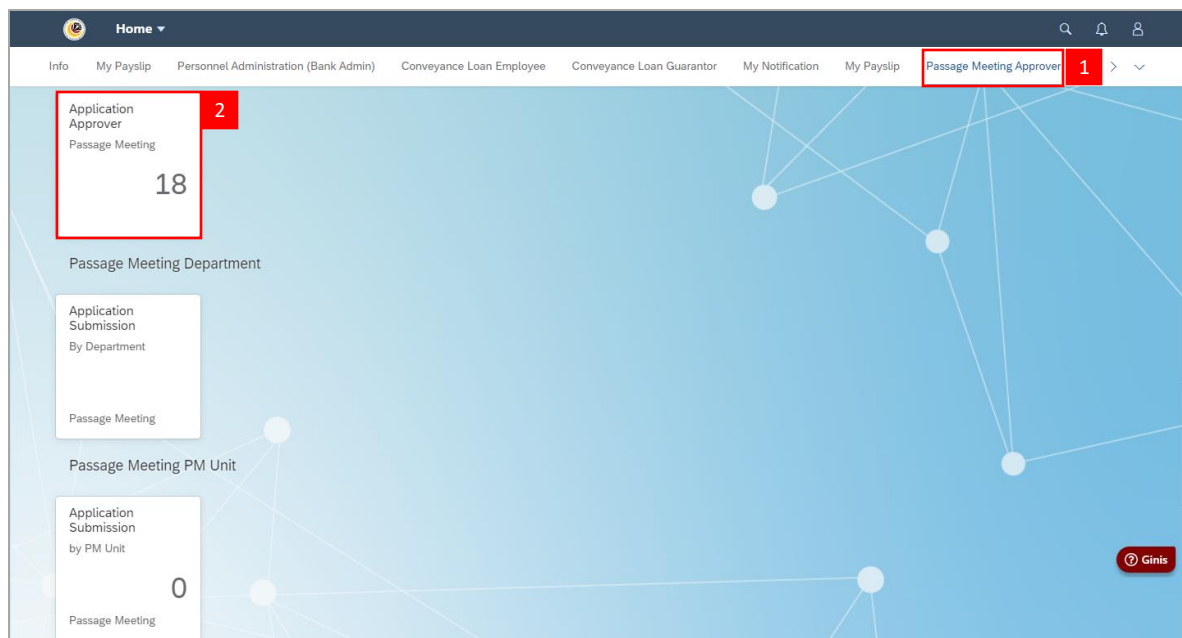


Generate Passage Meeting Application Listing



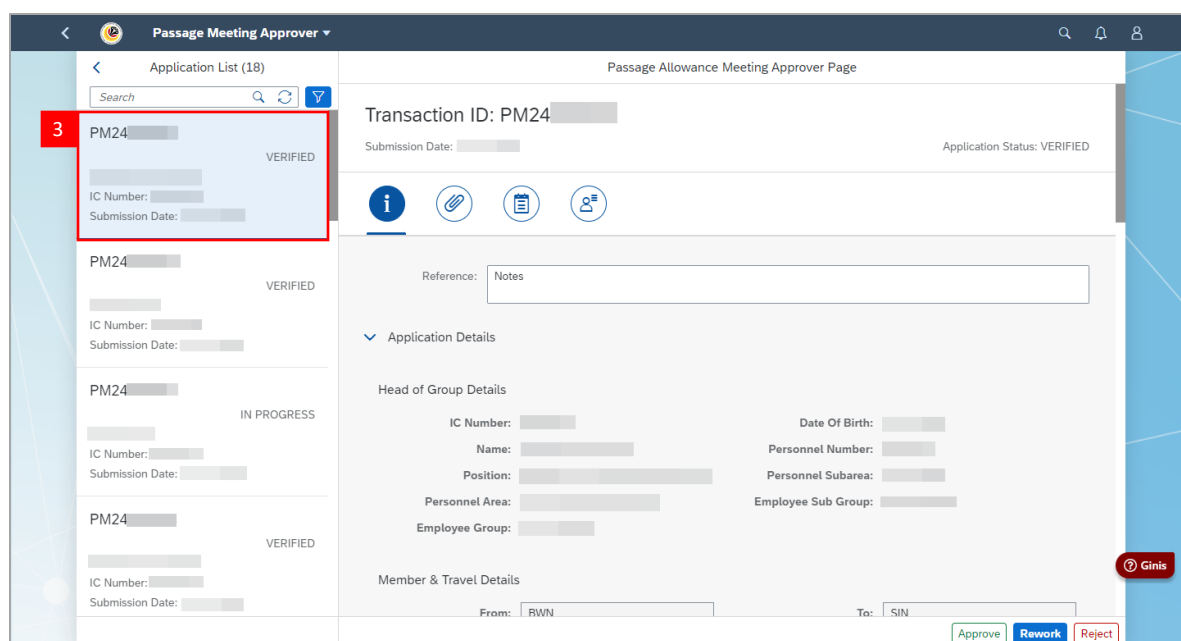
APPROVE / REWORK / REJECT APPLICATION	Front End User
	Treasury PM Approver

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



Note: The **Passage Allowance Meeting Approver Page** will be displayed.

3. Under **Application List**, click any application with **VERIFIED** status.





Note: Passage Allowance Meeting Approver Page will be displayed. **Treasury PM Approver** may take note on the Application ID for reference purpose.

4. Navigate to **Application Details** and review the **Head of Group Details**.

Passage Meeting Approver

Application List (18)

Search

PM24 VERIFIED

IC Number: Submission Date:

PM24 VERIFIED

IC Number: Submission Date:

PM24 IN PROGRESS

IC Number: Submission Date:

PM24 VERIFIED

IC Number: Submission Date:

Transaction ID: PM24

Submission Date: Application Status: VERIFIED

Reference: Notes

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: BWN To: SIN

Approve Rework Reject

5. Navigate down to **Member & Travel Details** and review the details of travel.

6. Navigate to **Government Representative Member Details** and review the table under **Member Details**.

Passage Meeting Approver

Application List (18)

Search

PM24 VERIFIED

IC Number: Submission Date:

PM24 VERIFIED

IC Number: Submission Date:

PM24 IN PROGRESS

IC Number: Submission Date:

PM24 VERIFIED

IC Number: Submission Date:

Member & Travel Details

From: BWN To: SIN

Date of Travel: Sep 9, 2024 Travel Period: 3 days

Government Representative Member Details

Member Details

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

Non- Government Representative Member Details

Member Details

No.	IC Number	Name	Organization	Position
01				

Allowance Details

For Office Use Only.

Approve Rework Reject



- 7. Click the **Travel Request** and review the details within the table.
- 8. Navigate to **Non-Government Representative Member Details** and review the details on the table in **Member Details** and **Travel Request** (if any).

Passage Meeting Approver

Application List (18)

Search

PM24 VERIFIED

IC Number: Submission Date:

PM24 VERIFIED

IC Number: Submission Date:

PM24 IN PROGRESS

IC Number: Submission Date:

PM24 VERIFIED

IC Number: Submission Date:

Member & Travel Details

From: BWN To: LON

Date of Travel: Sep 1, 2024 Travel Period: 4 days

7 Government Representative Member Details

Member Details Travel Request

No.	Name	Sector ID
01		5000000021

8 Non-Government Representative Member Details

Member Details Travel Request

No.	IC Number	Name	Organization	Position
01				

Allowance Details

For Office Use Only:

Approve Renew Reject

- 9. Navigate down to **Allowance Details** and review the information entered by the PM Administrator.

Passage Meeting Approver

Application List (18)

Search

PM24 VERIFIED

IC Number: Submission Date:

PM24 VERIFIED

IC Number: Submission Date:

PM24 IN PROGRESS

IC Number: Submission Date:

PM24 VERIFIED

IC Number: Submission Date:

9 Allowance Details

For Office Use Only:

Travel Agent: Bank Account: Earning Code:

Fund Center	Commitment Item	Functional Area	Profit Center	GL Account	Cost Center

Credit Note: Credit Note Amount: 0.00 BND

Remaining Credit Note Amount:

Calculated Amount: Approved Amount

Passage Amount: BND

Final Amount: BND

Approve Renew Reject



10. Navigate to **Attachment Tab**.

11. Navigate to **Attachments section** and review the submitted documents.

Note: You can review the documents by clicking the **Display** button under the **Action** column of the table.

Application List (18)

Search

PM24 VERIFIED

IC Number: Submission Date:

PM24 VERIFIED

IC Number: Submission Date:

PM24 IN PROGRESS

IC Number: Submission Date:

PM24 VERIFIED

IC Number: Submission Date:

Transaction ID: PM24

Submission Date: Application Status: VERIFIED

10

Attachments

Supporting Document	File Name	File Size	Action
Supporting Document	PDF, JPG, PNG	PM24 ng 9.27 KB	Display
Supporting Document	PDF, JPG, PNG	PM24 ng 9.27 KB	Display
Supporting Document	PDF, JPG, PNG	PM24 ng 9.27 KB	Display
INVOICE	PDF, JPG, PNG	PM24 ng 162.07 KB	Display
ORDER	PDF, JPG, PNG	PM24 ng 162.07 KB	Display

Declaration

Approve Rework Reject

11

12. Navigate to **Notes Tab**.

13. Navigate to **Notes Section** and review the note entered by **PM Administrator**.

Application List (18)

Search

PM24 VERIFIED

IC Number: Submission Date:

PM24 VERIFIED

IC Number: Submission Date:

PM24 IN PROGRESS

IC Number: Submission Date:

PM24 VERIFIED

IC Number: Submission Date:

Transaction ID: PM24

Submission Date: Jul 12, 2024 Application Status: VERIFIED

12

13

Notes

Verified Jul 12, 2024

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.

Approve Rework Reject

12

14. Navigate to **Declaration section**.

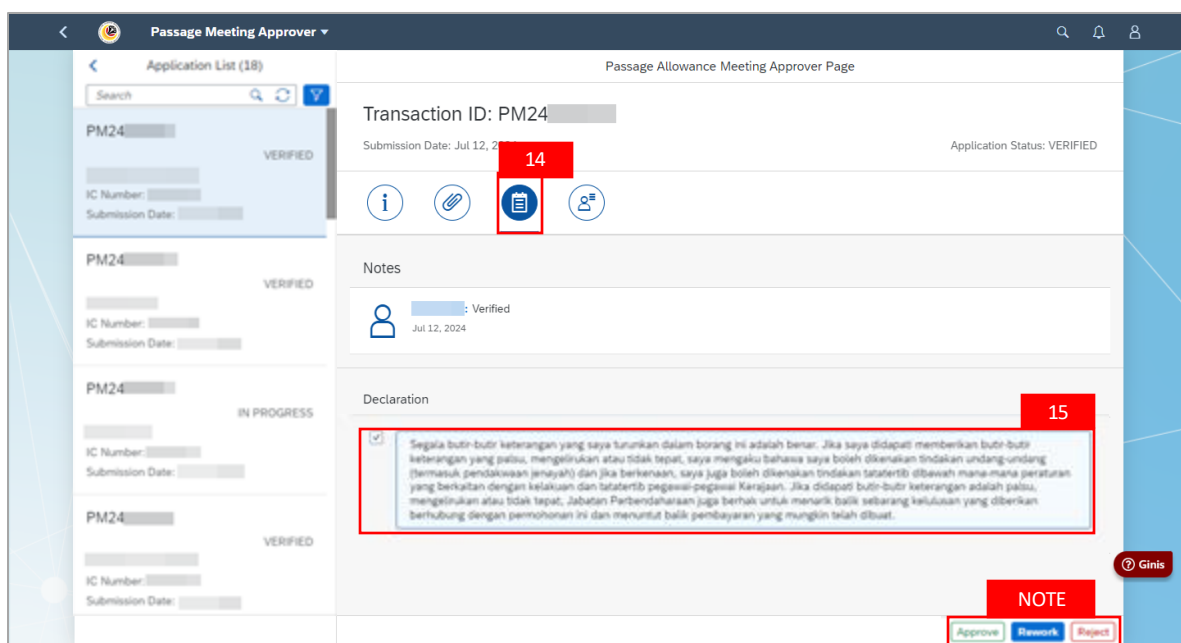
15. Tick the **check-box** within the section.

Note: Depending on the scenario, Department Endorser may also click on the following buttons:

i. Approve button to endorse applications.

ii. Rework button to rework applications.

iii. Reject button to reject applications.



The screenshot shows the 'Passage Meeting Approver' interface. On the left is a sidebar with 'Application List (18)' and a search bar. The main area is titled 'Passage Allowance Meeting Approver Page'. It displays 'Transaction ID: PM24' and 'Submission Date: Jul 12, 2024'. The 'Application Status' is 'VERIFIED'. Below this are icons for information, edit, declaration, and user. The 'Notes' section shows a user profile and the date 'Jul 12, 2024'. The 'Declaration' section has a red box around a checkbox and a text area containing a declaration statement. At the bottom right, there is a 'NOTE' box and three buttons: 'Approve', 'Rework', and 'Reject'.

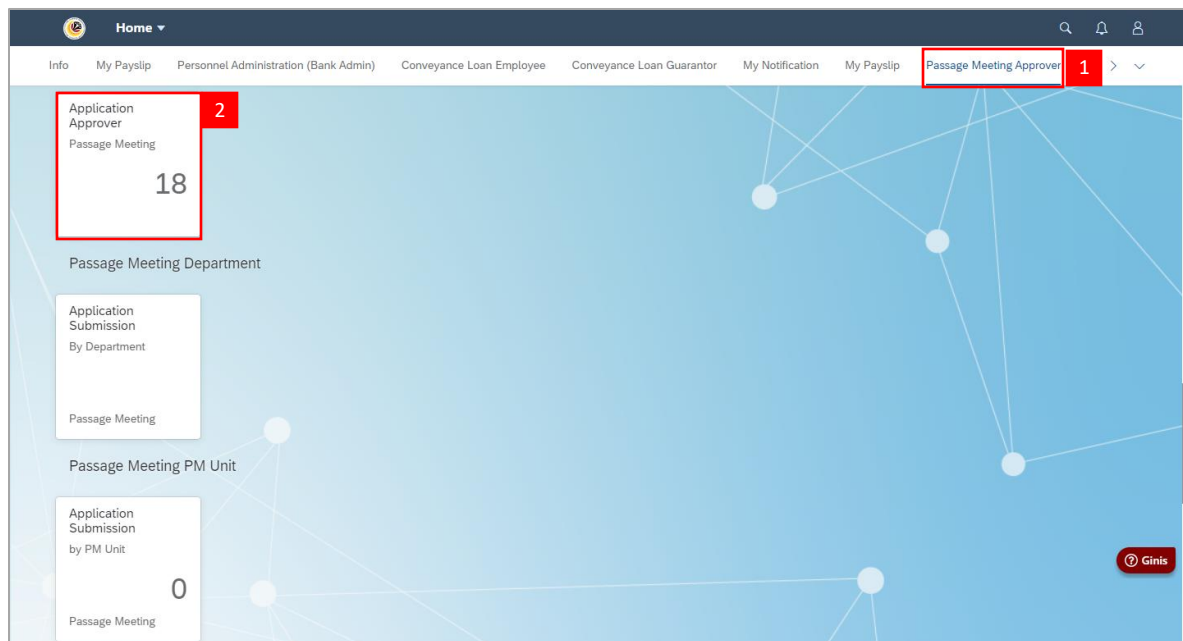
Outcome: The application has successfully been **approved** / **reworked** / **rejected**.

DISPATCH WARRANT PASSAGE MEETING APPLICATION

Front End User

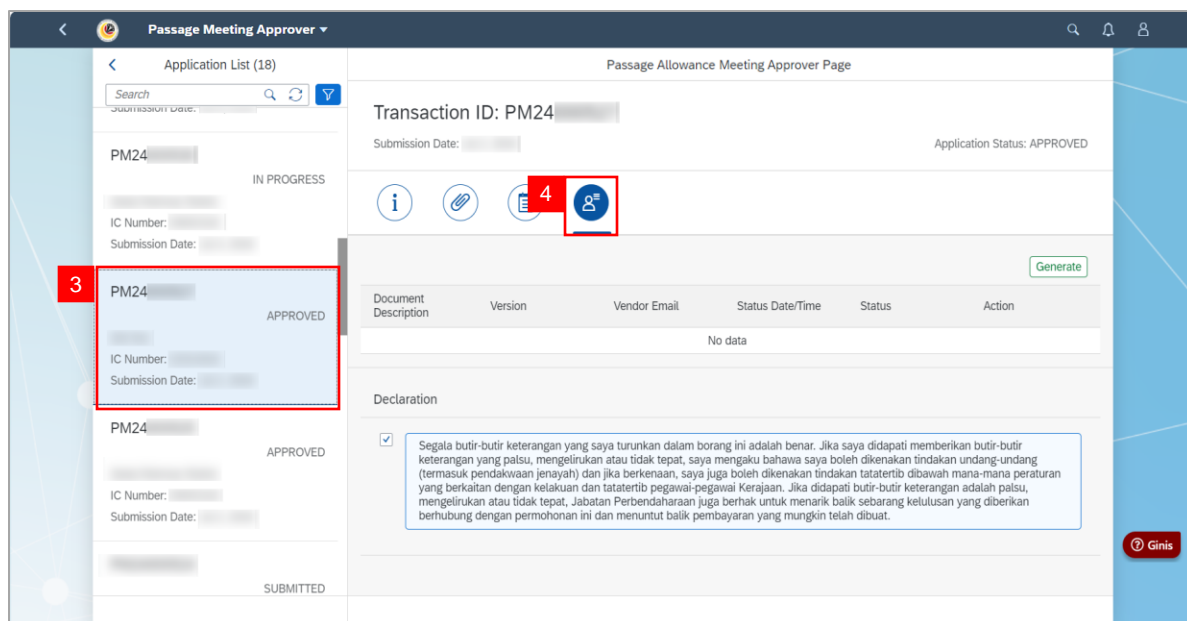
Treasury PM Approver

1. Click on **Passage Meeting Approver** tab.
2. Select **Application Approver** tile.



Note: The **Passage Allowance Meeting Approver Page** will be displayed.

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

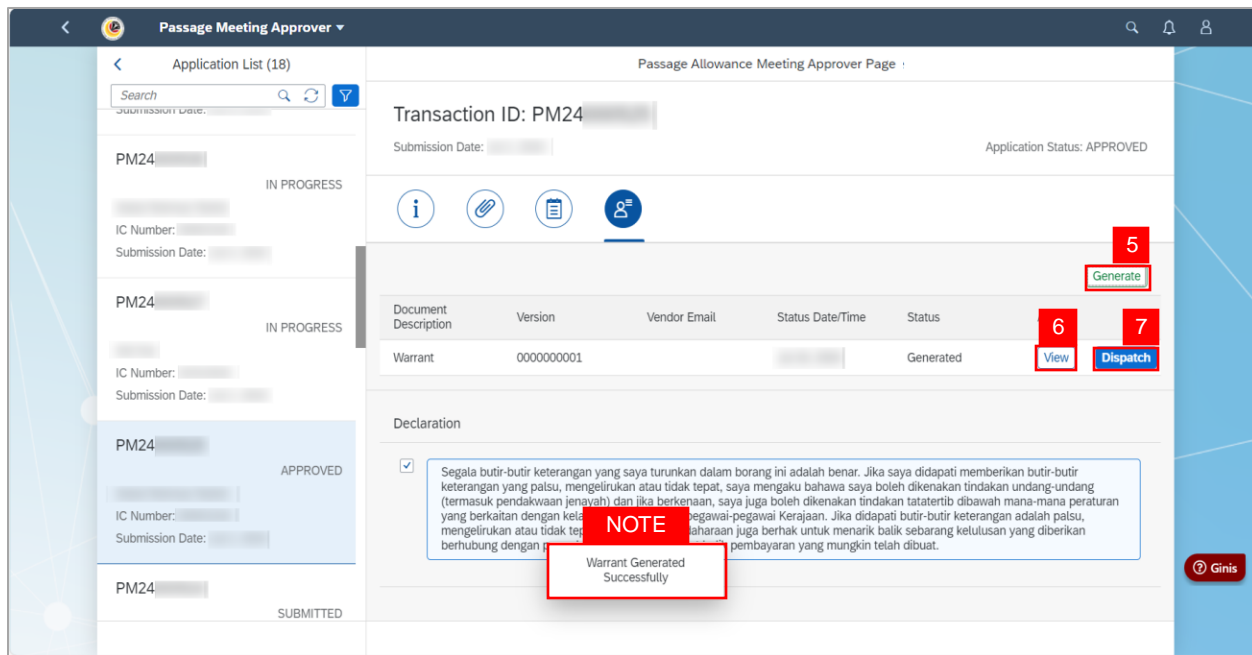


5. Click on **Generate** button.

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.



Passage Meeting Approver

Application List (18)

Search

Submission Date:

PM24

IN PROGRESS

IC Number:

Submission Date:

PM24

IN PROGRESS

IC Number:

Submission Date:

PM24

APPROVED

IC Number:

Submission Date:

PM24

SUBMITTED

Transaction ID: PM24

Submission Date:

Application Status: APPROVED

Generate

Document Description Version Vendor Email Status Date/Time Status

Warrant 000000001 Generated View Dispatch

Declaration

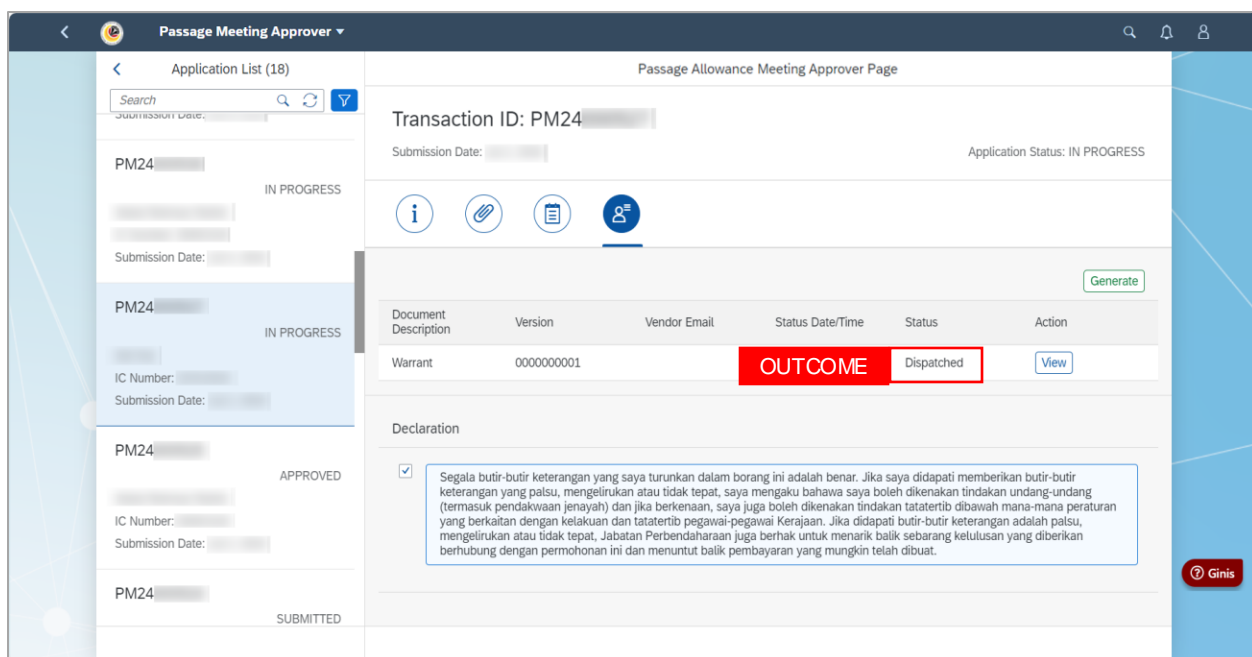
Segala butir-butir keterangan yang saya turunkan dalam borang ini adalah benar. Jika saya didapati memberikan butir-butir keterangan yang palsu, mengelirukan atau tidak tepat, saya mengaku bahawa saya boleh dikenakan tindakan undang-undang (termasuk pendakwaan jenayah) dan jika berkenaan, saya juga boleh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



Passage Meeting Approver

Application List (18)

Search

Submission Date:

PM24

IN PROGRESS

IC Number:

Submission Date:

PM24

IN PROGRESS

IC Number:

Submission Date:

PM24

APPROVED

IC Number:

Submission Date:

PM24

SUBMITTED

Transaction ID: PM24

Submission Date:

Application Status: IN PROGRESS

Generate

Document Description Version Vendor Email Status Date/Time Status Action

Warrant 000000001 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.

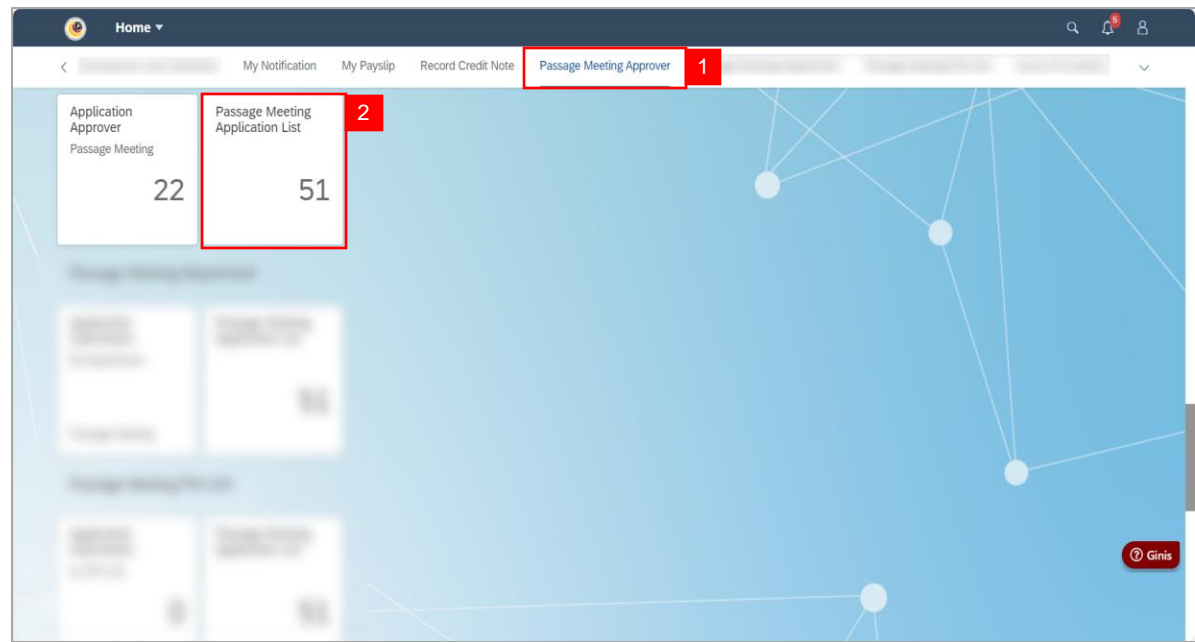


GENERATE PASSAGE MEETING APPLICATION LIST

Front End User

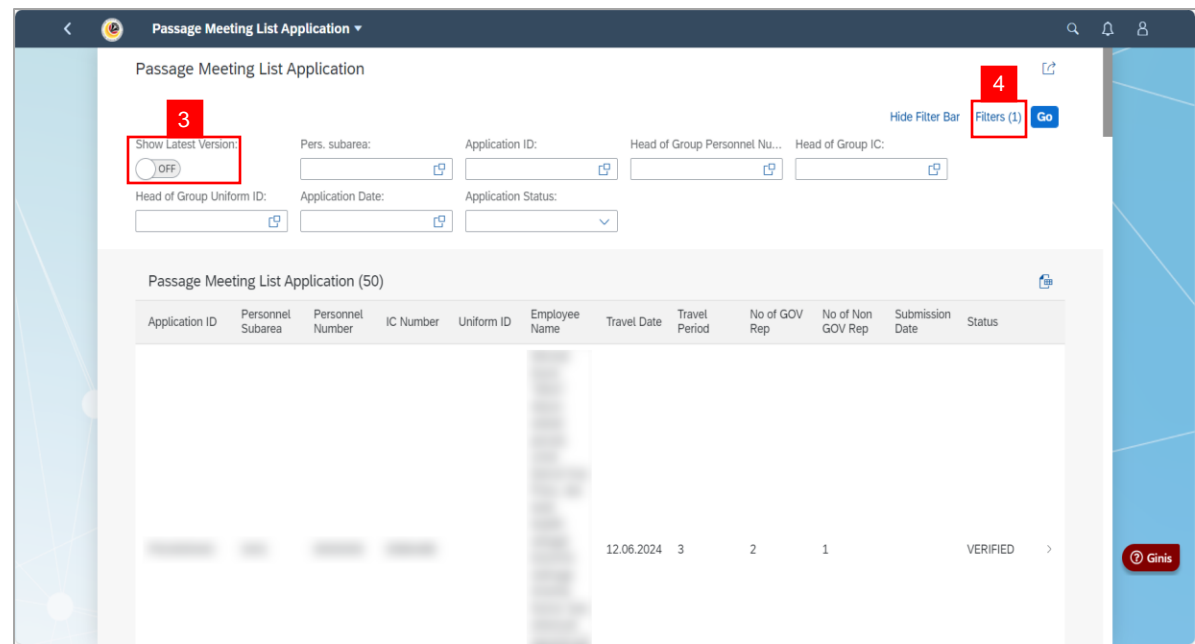
Treasury PM Approver

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



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

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



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.

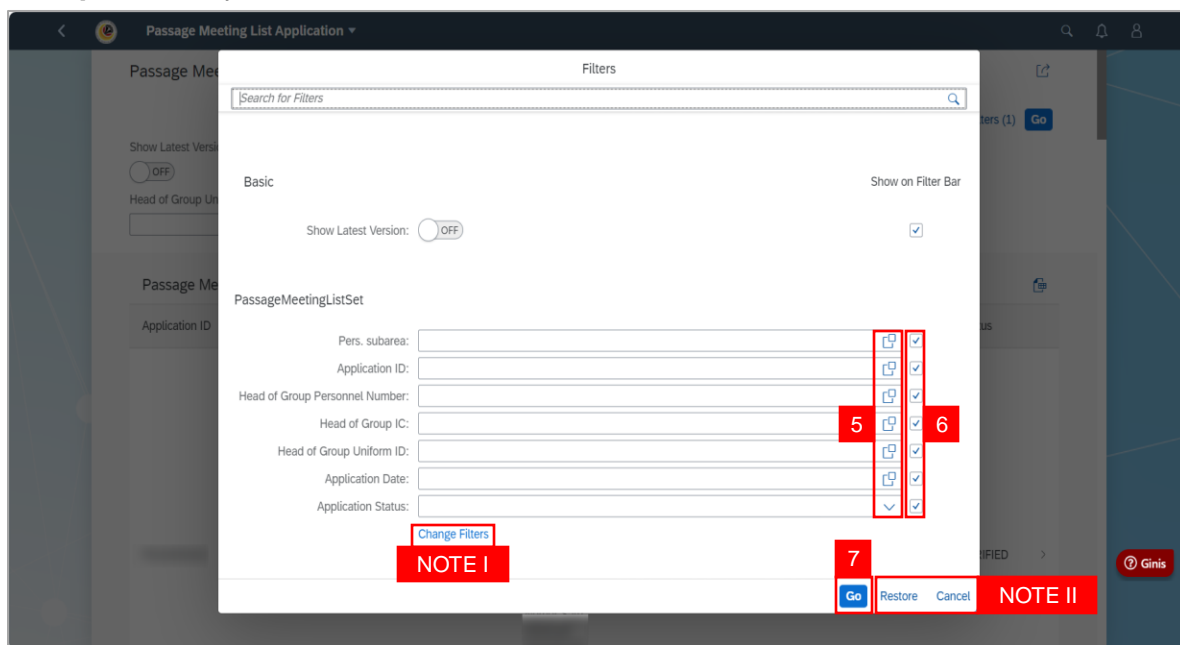
Note I: Click on '**Change Filters**' to amend **category options** that appears under **Filters** page (if required).

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.

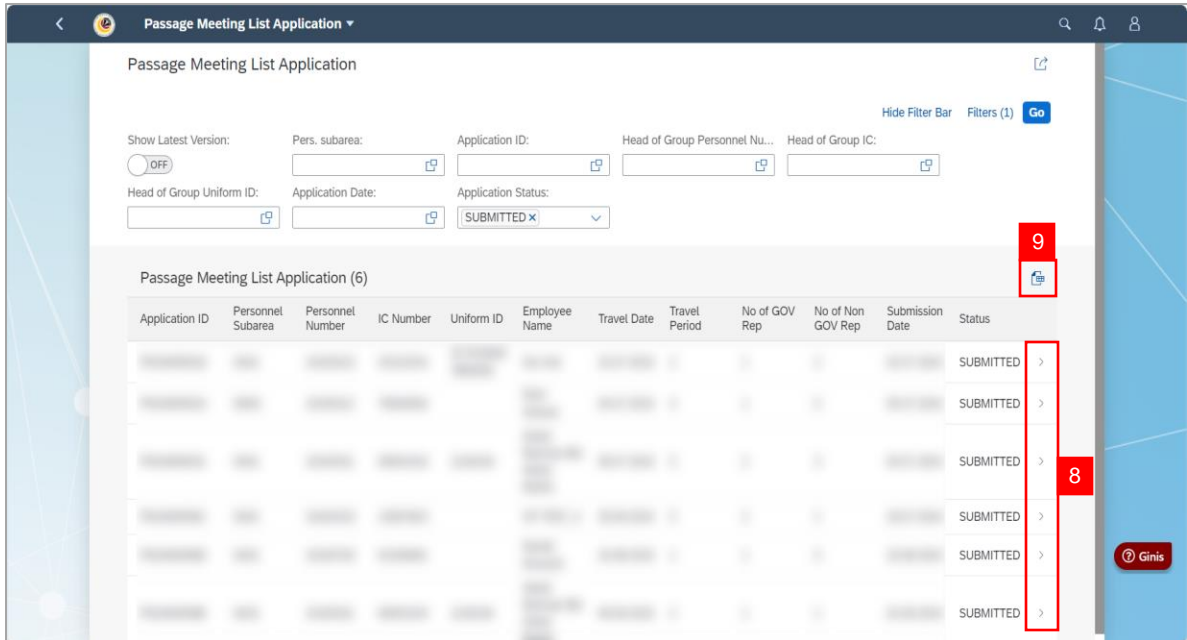


Note: Applications with the selected categories will be displayed.

8. Click on **Arrow (>)** icon to view the details of the application (if required).

9. Click on **Sheets** icon to export and download report **filtered** applications.

Note: Filtered application report will **automatically** be downloaded.



Passage Meeting List Application

Show Latest Version: ☐ OFF

Pers. subarea:

Application ID:

Head of Group Personnel Nu...:

Head of Group IC:

Head of Group Uniform ID:

Application Date:

Application Status:

Hide Filter Bar Filters (1) Go

Passage Meeting List Application (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 >
											SUBMITTED >
											SUBMITTED >
											SUBMITTED >
											SUBMITTED >
											SUBMITTED >

9

8

Ginis

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