

SISTEM SUMBER MANUSIA

User Guide For Treasury PM Verifier Front End (SAP FIORI)

Passage Meeting (Application Process)

VERSION: 1.0



INTRODUCTION

This user guide acts as a reference for **Treasury PM Verifier (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**.

Table of Content

Topics	Page
Introduction	<u>2</u>
Glossary	<u>2</u>
Further Assistance	<u>2</u>
Process Overview	<u>4</u>
 Maintain Application Verify Passage Meeting Application Rework Passage Meeting Application Reject Passage Meeting Application 	<u>7</u>
Dispatch Passage Meeting Warrant	<u>16</u>
Create Passage Meeting Credit Note	<u>18</u>
Generate Passage Meeting Application Listing	<u>23</u>





Process Overview

Verify Passage Meeting Application



Rework Passage Meeting Application





Process Overview





Dispatch Warrant Passage Meeting Application



Create Passage Meeting Credit Note



Process Overview



Generate Passage Meeting Application Listing





VERIFY / REWORK / REJECT PASSAGE MEETING APPLICATION Front End User

Treasury PM Verifier

- 1. Click on Passage Meeting Verifier tab.
- 2. Select Application Verification tile.



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

- 3. Under Application List, select Application ID with 'Submitted' status.
- 4. Click on **Application Details** tab.

<	Passage Meeting	Verification -	٩	¢	8
	Application List	(24)	Passage Allowance Meeting Verification Page		
	Search	9 C 7	Transaction ID: PM24		
3	PM24		Submission Date: Application Status: SUBMITTED	L	
	IC Number: Submission Date:	SUBMITTED			
	PM24	APPROVED	4 Reference:		
	IC Number:		> Application Details		
	Submission Date:		> Allowance Details	L	
	PM24	SUBMITTED	Declaration		
	IC Number: Submission Date:		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 pendakwan jenayah) dan jika berkenaan. saya juga boleh dikenakan tindakan tatatertib dibawah mana-mana peraturan yang berkeitan dengan kelakuan dan tatatertib pegawai-pegawai Kerajaan. Jika didapati butir-butir keterangan adalah paraturan yang berkeitan dangan kelakuan dan tatatertib pegawai-pegawai Kerajaan. Jika didapati butir-butir keterangan adalah paraturan yang berkeitan dan tatatertib pegawai-pegawai Kerajaan. Jika didapati butir-butir keterangan adalah paraturan yang berkeitan atau tidak terta Labaten Bedwardherparabi tang berkeik uratir menanék haikar enbaran kelakuan tertar tertar disakan tatu ketakan taturakan tatatertib pegawai-pegawai Kerajaan. Jika didapati butir-butir ketarangan adalah paraturan yang berkeitan atau tidak tertar Labaten Bedwardherparabi tanga berkeik uratir baharan kelakuan tertar tertar tertar tertar tertar tertar baharan tertar terta		
	PM24		diberikan berhubung dengan permohonan ini dan menuntut balik pembayaran yang mungkin telah dibuat.		(?) Ginis
		APPROVED	Verify Rework Rejec	t	



Note: All information in Head of Group Details and Member & Travel Details are auto-

populated based on the information entered by Department Administrator in ESS Portal

(Front End).

<	Passage Meetin	g Verification 🔻					a t 8	
	< Application Lis	st (24)	✓ Application Details	Passage Allowance	Meeting Verification Page	NOT		
	PM24 IC Number: Submission Date: PM24	APPROVED	Head of Group Details IC Number: Name: Position: Personnel Area: Employee Group:		Date Of Birth: Personnel Number: Personnel Subarea: Employee Sub Group:			
	IC Number: Submission Date:	_	Member & Travel Details From: Date of Travel:	BWN Jun 3. 2024	To: Travel Period:	LON 3 days		
	PM24; IC Number: Submission Date:	SUBMITTED	Government Representat	ive Member Details el Request	1			
	PM24	APPROVED	No. 01	Name	Travel Itinerary	Create Sector ID Sector ID Verify Rework	() Gi	inis

Note I: All information in Member Details under Government Representative Member Details and Non-Government Representative Member Details are auto-populated based on the information entered by Department Administrator in ESS Portal (Front End).

<	Passage Meeting	ng Verification 🔻							٩	₽	8
	< Application L	.ist (22)	NOTE I		Passage Allo	wance Meeting Ver	ification Page				
-	Search	9 C 7	Government	Representative M	ember Details						
	PM24		Member Det	ails Travel Requ	uest						
X	IC Number:	SUBMITTED	No.	IC Number Da Bir	te Of Personnel th Number	Name En Su	nployee Position b Group	Department			
$\left \right\rangle$	Submission Date:		01								
	PM24	APPROVED	02								
	IC Number: Submission Date:		Non- Governi Member Det	nent Representat ails Travel Requ	ive Member Details						
	PM24	SUBMITTED	No.	IC Number	Name	Organizati	on Position				
		SODWITTED	01								
	IC Number:		02								
	Submission Date:		03								
	PM24	IN PROGRESS									
								Verify Rework	Rejeo	t)	



Note: Depending on the representative members (Government or non-Government), Treasury

PM Verifier may view the travel itinerary details by clicking on Travel Itinerary.

5. Click on **Create Sector ID**.

<	Passage Meetin	g Verification 🔻		с Д В
	< Application Lis	st (24)	Passage Allowance Meeting Verification Page	
	Search	<u>२</u> २ २	Government Representative Member Details	
	PM24	APPROVED	Member Details Travel Request	
	IC Number: Submission Date:	- 1	No. Name Sector ID Sector ID]
	PM24	IN PROGRESS	01 Travel Itinerary	
	IC Number: Submission Date:		Non- Government Representative Member Details Member Details Travel Request	
	PM24	SUBMITTED	No. Name Sector ID	
	IC Number: Submission Date:		01 Travel tinerary	
	PM24	APPROVED		(? Ginis
			Verify Rework	Reject

Note: The Sector ID Edit Page will be displayed.

<	⑧ Sector ID Creation ▼					Q 1	18
	Application List (12)			Sector I	D Edit Page		
	Search	Q C	Sector ID: S00				
	S00		Effective Date:	MMM d, y	Ē		
	S00		Travel Agent:		C		
\backslash	S00	_	Sector Description: Destination From:	To:	C		
		1	Carrier Description:				
	S00	_	Air Ticket Type: Ticket Price:	0.00			
			Total Ticket Price:	0.00			
			Status:		C		
	S00		Ticket Class:		<u> </u>		
		1	lax + insulance.				
						+	
	S00		No From	То	FlightNum		
		1		CP	C		
$< \vee$							(?) Ginis
-0-							
	Add	Delete				Save Cancel	



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

- i. Add button to create new Sector ID.
- ii. Copy button to copy existing Sector ID.
- iii. Delete button to delete existing Sector ID.

<	Sector ID	Creation 🔻				a t	18
	Applica	ation List (12)		Sector II	D Edit Page		
	Search	۹ C	Sector ID: S00				
	S00		Effective Date:	MMM d. v			
	S00		Travel Agent:		C		
\setminus	\$00		Sector Description:				
$\langle \rangle$	500	1	Carrier Description:				
	500	Air Ticket Type:		C			
	S00 1		Ticket Price:	0.00			
		1	Total Ticket Price:	0.00			
			Status:		2		
	500		Ticket Class:		<u>e</u>		
	500	1	Tax + Insurance:				
						+	
	S00		No From	То	FlightNum		
		1		C	C		
$< \vee$		_					3 Ginis
	0000000000	NOTE					
		Add Copy Delete				Save Cancel	

Note I: To edit existing Sector ID, click on Edit button.

<	Sector ID Creation •						q	Û	8
	Application List (11)				Sector ID Creation Page				
	Search	۹ C	Sector ID: S00						
	S00		Effective Date:						
	S00		Travel Agent:						
$\langle \cdot \cdot \cdot \rangle$		1	Sector Description:						
			Destination From:		To:				
	S00	1	Carrier Description:						
	BWN > KUL KUL > BWN		Air Ticket Type:						
		_	Ticket Price:						
	S00		Total Ticket Price:						
		1	Status:						
	BWN->SIN - SIN->BWN		Ticket Class:						
	S00		Tax + Insurance:						
		1	No	From	То	FlightNum			
	BWN->NYC - NYC->BWN				No data				
	S00								(?) Ginis
		1							
	Add Copy	Delete				NOTE I	Edi		



- 6. Click on Add button.
- 7. Fill in the required details.
- 8. Fill in the required details.
- 9. Click on **Save** button.

<	ector ID Creation ▼						۹.	¢ В
	Application List (12)			Sector IE	D Edit Page			
	Search	9 C	Sector ID: S00					
	S00	_	7 Effective Date:	MMM d. v				
	S00		Travel Agent:		C			
\backslash	S00	_	Sector Description: Destination From:	To:	C			
		1	Carrier Description:					
	S00		Air Ticket Type: Ticket Price:	0.00	C			
		1	Total Ticket Price:	0.00				
			Status:		2			
	S00		Ticket Class:		<u>C</u>			
		1	lax + insurance:					
							+	
	S00		No From	То	FlightNum			
		1	8	C	C			
								(?) Ginis
2	6 Add Copy	Delete				9	Save Cancel	

10. Click on Lookup icon to select Sector ID (if required).

<	Passage Meetin	ng Verification 🔻					٩	Û	8
	Application Li	ist (24)		Passage Allow	ance Meeting Verification Page				
	Search PM24		Government Repres	entative Member Details					
	IC Number: Submission Date:		No.	Name		Create Sector ID Sector ID			
	PM24	IN PROGRESS	01		Travel Itinerary	S00000091	1	0	
	IC Number: Submission Date:	N	Member Details	Travel Request				I	
	PM24	SUBMITTED	No.	Name		Create Sector ID Sector ID		I	
	IC Number: Submission Date:		01		Travel Itinerary	<u>ع</u>		ľ	
	PM24	APPROVED							() Ginis
						Verify Rework	Rejec	:t	



Note: Sector ID selection page will be displayed.

<	Passage Meeting					1 8
	Application List ((24)		Sector ID	eting Verification Page	
		9 3 7	Member & Trave	Search Q		
	PM24	APPROVED	Date of	SECTOR DESCRIPTION	To: LON Travel Period: 5 days	
	IC Number: Submission Date:		Government Re Member Detail:	S00		
	PM24	N PROGRESS	No.	S00	Create Sector ID Sector ID	
	IC Number:		01	S00	Travel Itinerary	
1		SUBMITTED	Non- Governme Member Detail:	S00		
	IC Number:		No. 01	S00 BWN->NYC - NYC->BWN	Drganization Position	
	PM24	APPROVED		S00 BWN->SIN - SIN->BWN		(?) Ginis
				Cancel		

11. For Non-Government Representatives Member Details, repeat the steps 5 to 11 (if



<	Passage Meeting	g Verification 🔻		q	¢	8
	Application List	t (24)	Passage Allowance Meeting Verification Page			
	Search PM24	APPROVED	Government Representative Member Details Member Details Travel Request			
	IC Number: Submission Date:		Create Sector ID No. Name Sector ID			
	PM24	IN PROGRESS	Travel Itinerary S00000091 🗗	_	ų	
	IC Number: Submission Date:		Member Details Travel Request			
	PM24	SUBMITTED	Create Sector ID No. Name Sector ID			
	IC Number: Submission Date:		01 Travel Itinerary			
	PM24	APPROVED				(?) Ginis
			Verify Rework	Reje	ct	



12. Click on Allowance Details tab.

13. Fill in the required information.

<	Passage Meeting V	Verification 🔻				۹.	¢ 8
	< Application List	(24)	12	Passage Allowanc	ce Meeting Verification Page		
	Search	9 C V	✓ Allowance Details				
	PM24	SUBMITTED	i For Office Use Only.				
	IC Number: Submission Date:		13 Travel Ager Bank Accour Earning Cod	nt:		C	
	PM24	APPROVED	Fund Center C	Commitment Item Functional	LArea Profit Center GLA No data	ccount Cost Center	
	IC Number: Submission Date:		Credit Not Credit Note Amour	e: nt: 0.00	BND	C	
	PM24	SUBMITTED	Remaining Credit Note Amour	nt:			
	IC Number: Submission Date:		Passage Amour	Calculated Amount: nt: 2200.00 BND	Approved Amount		
	PM24		Excess Baggage Amour Shipping Amour	nt: 0.00 BND nt: 0.00 BND	0.00 BND 0.00 BND		() Ginis
		APPROVED				Verify Rework Reject)

14. Fill in all the Credit details.

15. Fill in the Approved Amount.

<	Passage Meetin	ng Verification 🔻					Q	Ω B
	< Application L	.ist (25)		Passage Allowance	Meeting Verification Page			
	Search	9 C 7	Earning Code:	PA001	C EAF	N CODE		
	PM24	SUBMITTED	Fund Center Cor SA01A	mmitment Item Functional A	Area Profit Center	GL Account	Cost Center	
\backslash	IC Number: Submission Date:		Credit Note: Credit Note Amount:	0.00	C BND	C	14	
$\langle \cdot \rangle$	PM24	APPROVED	Remaining Credit Note Amount:					
	IC Number: Submission Date: .		Passage Amount:	Calculated Amount: 0.00 BND	Approved Amount 0.00 BND	15		
9	PM24	IN PROGRESS	Excess Baggage Amount: Shipping Amount:	0.00 BND 0.00 BND	0.00 BND			
	IC Number:		Unaccompained Baggage Amount:	0.00 BND	0.00 BND			
	DM24		Final Amount:	0.00 BND				
	FIVIZ4	SUBMITTED						
						V	erify Rework Reject]



- 16. Click on Attachment tab.
- 17. Click on **Display** button to view supporting documents.

Note: Treasury PM Verifier may upload additional documents by clicking on Add (+) button.

<	Passage Meeting	g verification V					q	. 4 8	
	< Application Lis	st (24)		Passi	age Allowance Meeting Verif	ication Page			
	Search	Q (2) V	Transaction ID: F	PM24			Application Status CURNITTED		
	PM24	SUBMITTED		16			Application Status, SODIWITTED	_	
	IC Number: Submission Date:								
	PM24	J	Attachments				+	NOTE	
		APPROVED	Supporting Document		File Name	File Size	Action		
	IC Number:		Supporting Document	PDF, JPG, PNG	PM24000_009.p ng	2160.02 KB	Display 17		
	Submission Date:		INVOICE	PDF, JPG, PNG	PM24000_006.p ng	2075.38 KB	Display		
	PM24	SUBMITTED	ORDER	PDF, JPG, PNG	PM24000_007.p ng	2075.38 KB	Display		
	IC Number: Submission Date:		Declaration						
	PM24	APPROVED	Segala butir-butir k keterangan yang p (termasuk pendak peraturan yang be	keterangan yang saya turi alsu, mengelirukan atau t waan jenayah) dan jika be rkaitan dengan kelakuan	unkan dalam borang ini adalah l tidak tepat, saya mengaku baha erkenaan, saya juga boleh diken dan tatatertib pegawai-pegawai	penar. Jika saya didap wa saya boleh dikenai akan tindakan tatatert Kerajaan Jika didapa	ati memberikan butir-butir kan tindakan undang-undang lib dibawah mana-mana ti butir-butir keterangan adalah	() Gir	nis
							Verify Rework R	eject	

- 18. Click on Notes tab.
- 19. Tick the **Declaration** checkbox.

Note: Treasury PM Verifier may view requestor's notes/remarks (if any).

<	Passage Meetin	ng Verification 🔻	Q	Û	8
	Application Li	ist (23)	Passage Allowance Meeting Verification Page		
	Search	9 C 7	Transaction ID: PM24		
	PM24	SUBMITTED	Submission Date: Application Status: SUBMITTED	4	
	IC Number: Submission Date:				
	PM24	SUBMITTED	Notes NOTE		
	IC Number:		8		
	Submission Date:		8		
	11124	SUBMITTED -		1	
	IC Number:		Declaration		
	Submission Date:	19	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		
	PM24	IN PROGRESS	(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 keterangan adalah palsu, mengelirukan tatu tidak tepat, Jabatan Perbendhanaan juga berhak untuk menarik balik sebarang kelulusan yang diberikan berhubung dengan permohonan ini dan menuntut balik pembayaran yang mungkin telah dibuat.	ľ	(?) Ginis
			Verify Rework Rej	ject	



Note: Depending on the scenario, Treasury PM Verifier may also click on the following

buttons:

- i. Verify button to verify applications.
- ii. Rework button to rework applications.
- iii. Reject button to reject applications.

<	Passage Meetin	ng Verification 🔻	Q	¢	8
	Application Li	ist (23)	Passage Allowance Meeting Verification Page		
	Search	9 C 7	Transaction ID: PM24		
	PM24	SUBMITTED	Submission Date: Application Status: SUBMITTED		
	IC Number: Submission Date:		(i) @ <u>(a)</u> (a)		
	PM24		Notes		
	IC Number:	SUBMITTED			
	Submission Date:				
	F IVIZ4	SUBMITTED			
	IC Number:		Declaration		
	Submission Date:		Segala butir-butir keterangan yang saya turunkan dalam borang ini adalah benar. Jika saya didapati memberikan butir-butir		
	PM24	IN PROGRESS	keterangan yang paisu, mengeurukan atau utak tepat, saya mengaku banawa saya bolen 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, mengeirukan atau tidak tepat, Jabatan Petendaharaan juga berhak nutuk menarik balik sebarang kelulusan diberikan berhubung dengan permohonan ini dan menuntut balik pembayaran yang mungkin telah dibuat.		(?) Ginis
			Verify Rework Re	ject	

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



DISPATCH WARRANT PASSAGE MEETING APPLICATION

Front End User Treasury PM Verifier

- 1. Click on **Passage Meeting Verifier** tab.
- 2. Select Application Verification tile.



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

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

<	Passage Meetir	ng Verification 🔻	م	¢	8
	< Application L	ist (18)	Passage Allowance Meeting Verification Page		
	Search	9 G V	Transaction ID: PM24		
	PM24	IN PROGRESS	Submission Date: APPROVED		
\backslash	IC Number:				
3	PM24	_	Generate		
	1 112 1	APPROVED	Document Version Vendor Email Status Date/Time Status Action No data	ł	
	IC Number: Submission Date:		Declaration		
	PM24	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 tenat. saya mengaku bahawa saya boleh dikenakan tindakan undang-undang	-	
	IC Number: Submission Date:		(termasuk pendakwaan jenayah) dan jika berkenaan, saya juga boleh dikenakan tindakan tatatertib dibawah mana-mana peraturan yang berkalan dengan kelakuan dan tatatertib pegawai-pegawai Kerajaan. Jika didapati buti-buti keterangan adalah palsu, mengelirukan atau tida tepat, Jabatan Perbendaharaan juga berkak untuk menanik balik sebarang kelulusan yang diberikan berhubung dengan permohonan ini dan menuntut balik pembayaran yang mungkin telah dibuat.		
		SUBMITTED		-	3 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 Meeti	ng Verification 🔻		¢	8
	< Application L	List (18)	Passage Allowance Meeting Verification Page		
	Search	9 3 7	Transaction ID: PM24		
	PM24	IN PROGRESS	Submission Date: Application Status: APPROVED	·	
\backslash	IC Number:		(i) (ii) (iii) (ii		
	PM24	_	Generate	j	
		IN PROGRESS	Description Version Vendor Email Status Date/Time Status 6 7 Warrant 000000001 Generated View Dispatch		
	IC Number: Submission Date:				
	PM24	APPROVED	Declaration Image: Segala butir-butir keterangan yang saya turunkan dalam borang ini adalah benar. Jika saya didapati memberikan butir-butir keterangan yang saya turunkan dalam borang ini adalah benar. Jika saya didapati memberikan butir-butir keterangan yang paleu, mempelikkan atau tidak tenat, raya mempeluk bahawa saya belah dikensken tidakan undang undang undang dalah benar. Jika saya didapati memberikan butir-butir	-	
	IC Number: Submission Date:		(ternangan yang basa) mengelunkan ang basa basa basa basa basa basa basa bas		
	PM24	SUBMITTED	Successfully	_	Ginis

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

<	🙆 Passage Meeti	ng Verification 🔻	م	¢	8	
	< Application I	List (18)	Passage Allowance Meeting Verification Page			
	Search Submission Date.	9 3 V	Transaction ID: PM24			
	PM24		Submission Date: Application Status: IN PROGRES:	ŝ		
		IN PROGRESS	(i) @ (ii) 8			
	Submission Date:	-	Generate	1		
	PM24	IN PROGRESS	Document Version Vendor Email Status Date/Time Status Action	_		
	IC Number:		Warrant 000000001 Dispatched View			
	Submission Date:		Declaration			
	PM24		🗹 🖉 Carala kuti kuti katanangan merjama kumulan dalam karang ini adalah karang tila ang didapat membalian kuti kuti	—		
	IC Number: Submission Date:	AFFROVED	Segata buti-buti keterangan yang baya untukan badam borang ini adapat berlah. Jake saya budapat inemberanan buti-buti keterangan yang palsu, mengelinkan atau tidak hepat, saya mengaku bahawa saya boleh dikenakan tindakan udang-undang (termasuk pendakwaan jenayah) dan jika berkenaan, saya juga boleh dikenakan tindakan tataterib dibawah mana-mana peraturan yang berkaian dengan kelakuan dan tataterib pegawai-pegawai-pegawai-pegawai-pelayan kerajaan. Jika didapati buti-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.		A c	
	PM24	SUBMITTED			Gin	

Outcome: Warrant has successfully been dispatched to employee.



CREATE PASSAGE	Front End User
MEETING CREDIT NOTE	Treasury PM Verifier

- 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.

Record Credit Note Image: Credit Note ID Credit Note ID Travel Agent Ticket Returned Date Application ID Ticket Fare Credit Note ID	3 Create
Credit Note Listing Credit Note ID Travel Agent Ticket Returned Date Application ID Ticket Fare Credit 1	3 Create
Credit Note Listing Credit Note ID Travel Agent Ticket Returned Date Application ID Ticket Fare Credit I	3 Create
Credit Note ID Travel Agent Ticket Returned Date Application ID Ticket Fare Credit I	
	Note No Amount Notes
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 1300.00 BND	1500.00 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				
A G			Add Credit Note				
Credit Note Listing			Travel Agent:				
credit Note Listing			Ticket Returned Date:			Create	
0.000.00	-	-	MMM d, y	5		Cicite	
Credit Note ID		licket Returne	Application ID:	e No	Amount	Notes	
CN24			C	6	200.00 BND		
CN24			Ticket Fare:		500.00 BND		
CN24			BND	D	2500.00 BND		
CN24			Credit Note No:		500.00 BND		
CN24					2000.00 BND		
CN24			Amount:		1500.00 BND		
CN24			BND	D	1900.00 BND		
CN24			Notes:				



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

9. Click on View Credit Note Transaction tab.

			Reco	rd Credit Note			
Credit Note Listing							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	
				NOTE			
			Cred	it Note Created			

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	u Creuit Nole				
	View Credit Note Tr	ansaction						11	
10	Travel Agent:	ß					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).

< 🙆 Record Credit Note 🔻			
	Travel Agent		
	Search	Q	
View Credit Note Transaction			
Travel Agent:	<u> </u>	Only Show Late	st Version 🗾
Travel Agent ID Travel Agent Version		Credit Note Amount Amount Rem	aining Balance
		200.00 BND 100.00 BND 0.00	BND
		500.00 BND 200.00 BND 300.	DO BND
Annual Colorada Annual I		1500.00 BND 0.00 BND 1500	.00 BND
12			
	<u> </u>		
	-		
			(2) Ginis
	13 Select		

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

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

	Record Credi	t Note 🔻							ΰ,	8
				Recor	d Credit Note					
)								
,	View Credit Note Tr	ansaction						14		
	Travel Agent:	Ľ]				Only	Show Latest Version		
	Travel Agent ID	Travel Agent	Version	Credit Note ID	Application ID	Credit Note Amount	Amount	Remaining Balance		
				10000		500.00 BND	0.00 BND	500.00 BND		
$\langle \cdot \rangle$						200.00 BND	200.00 BND	100.00 BND		
NOTE						200.00 BND	20.00 BND	30.00 BND		
NOTE						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		



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

format.

Record Crea	lit Note 🔻					Downloads	C Q :	\$
			Recor	d Credit Note				
						Credit Notes.xlsx Open file	1	
	2					See more	•	
View Credit Note	ransaction							
Travel Agent:						🗌 Only Sł	now 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	
		l	inding nic			20.00 BND	30.00 BND	
		- 1				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 Verifier

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

🕑 Home 🕶		Q
<	My Notification My Payslip	Sector ID Creation Record Credit Note Passage Meeting Verifier 1
Application Verification Passage Meeting 24 51	2	
		() 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.

<	۷	Passage Meet	ting List Ap	plication -										۹	¢	8
	F	Passage Meet	ting List A	pplication									3	Ċ		
				Pers. subarea:		Application	ID:	Head of	f Group Persor	nnel Nu He	ad of Group IC	Hide Filter Ba	r Filters (1)	Go		
		OFF	J		C			C		Ľ		C				
\backslash	ŀ	lead of Group Unif	orm ID:	Application Dat	e:	Application	Status:	~								
		Passage Mee	ting List A	oplication (50))									ſ		
		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	>		() Ginis



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 Mee	ting List Application 🔻				م <u>ب</u>	
	Passage Mee		F	Filters		C	
		Search for Filters			Q		
	Chaus Labort Marris					ters (1) Go	
	OFF)						
	Head of Group Un	Basic			Show on Filter Ba		
		Show Latest Version:	OFF		\checkmark		
	Passage Me	PassageMeetingl istSet				G	
	Application ID	r dougemeeting biotee				us	
		Pers. subarea:			✓ 13		
		Application ID:			× 10 		
		Head of Group IC:			A ए v 5		
		Head of Group Uniform ID:					
		Application Date:			· ·		
		Application Status:			✓ ✓		
			Change Filters				
			NOTE I		6	:IFIED >	(?) Ginis
					Go Restore Can	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.

Show Lates OFF Head of Gre Passag Applicati	atest Version: Group Uniform ID: Group Uniform ID: Group Content of Conten	Pers. subarea: Application Date Application (6) Personnel Number	te: CP	Application Application SUBMITT	n ID: n Status: TED × Employee Name	Head o	f Group Pers	No of COV	and of Group IC	Hide Filter Bar	r Filters (1)	Go 8	
Passag	Group Uniform ID:	Application Dat	te: CP	Application Application SUBMITT	n Status: rED ×	Travel Date	Travel		No of No.	Submission		8	
Head of Gri Passag Applicati	Group Uniform ID:	Application Dat Application (6) Personnel Number	te: C IC Number	Application SUBMITT	Employee	V Travel Date	Travel	No of COV	No of Non	Submiceion		8	
Passag	sage Meeting List A cation ID Personnel Subarea	pplication (6) Personnel Number) IC Number	Uniform ID	Employee	V Travel Date	Travel	No of COV	No of Non	Submiccion		8	
Passag Applicati	sage Meeting List A cation ID Personnel Subarea	Personnel Number) IC Number	Uniform ID	Employee	Travel Date	Travel	No of COV	No of Non	Submiccion		8	
Applicati	cation ID Personnel Subarea	Personnel Number	IC Number	Uniform ID	Employee	Travel Date	Travel	No of COV	No of Non	Submission			
					radifie		Period	Rep	GOV Rep	Date	Status		
											SUBMITTED	>	
											SUBMITTED	2	
											SUBMITTED	5	7
											SUBMITTED	2	
											SUBMITTED	>	

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

format.