



SISTEM SUMBER MANUSIA

User Guide

For Treasury PM Verifier

Front End (SAP FIORI)

Passage Meeting

(Application Process)

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
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**.

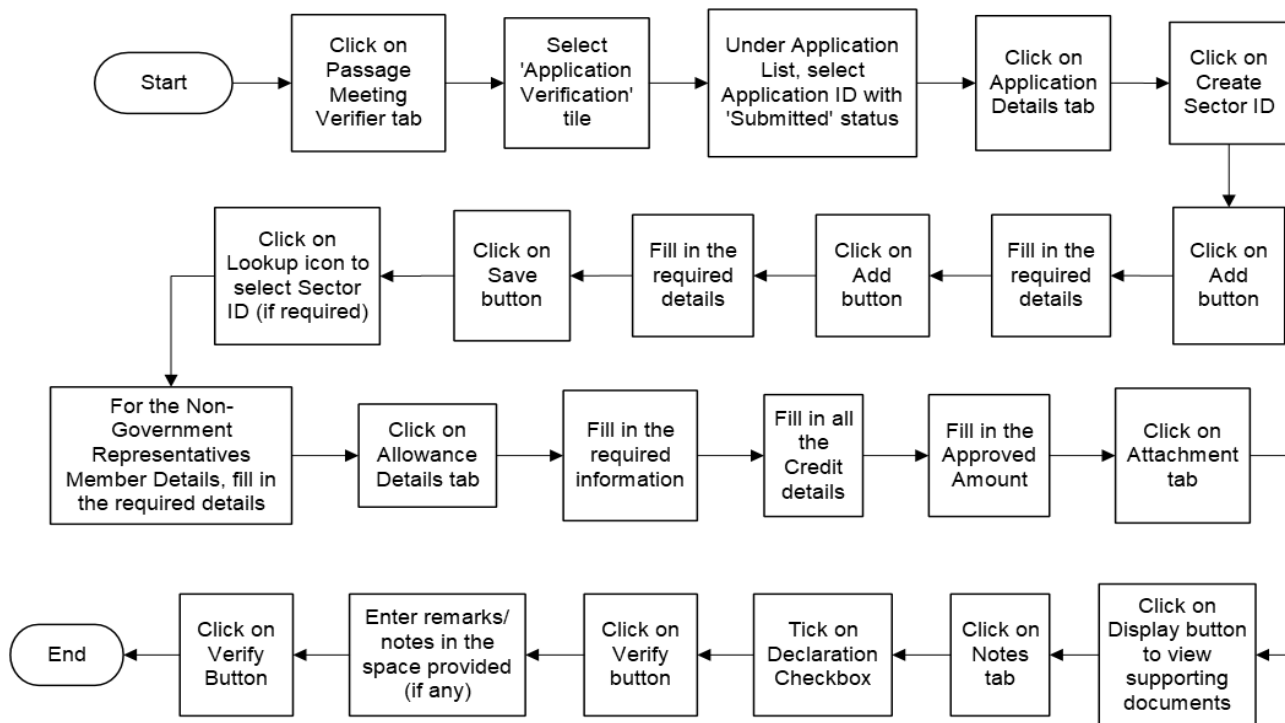


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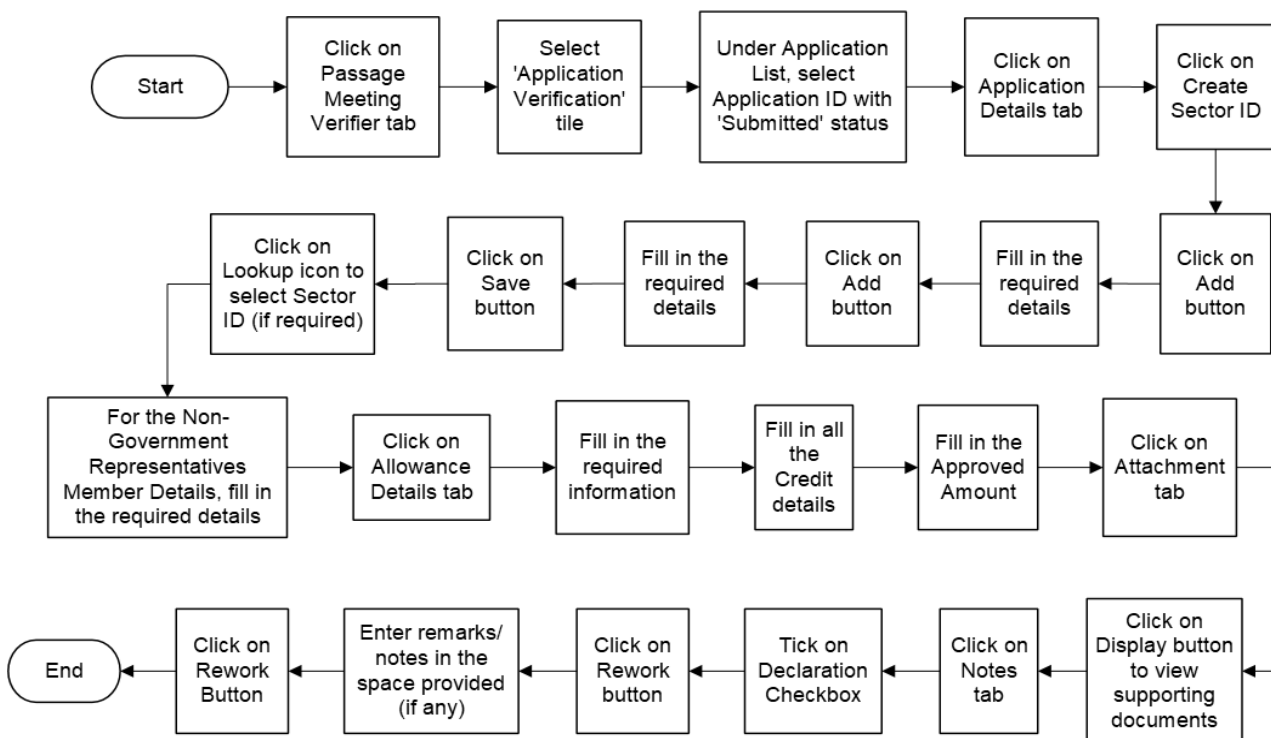
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Process Overview

Verify Passage Meeting Application

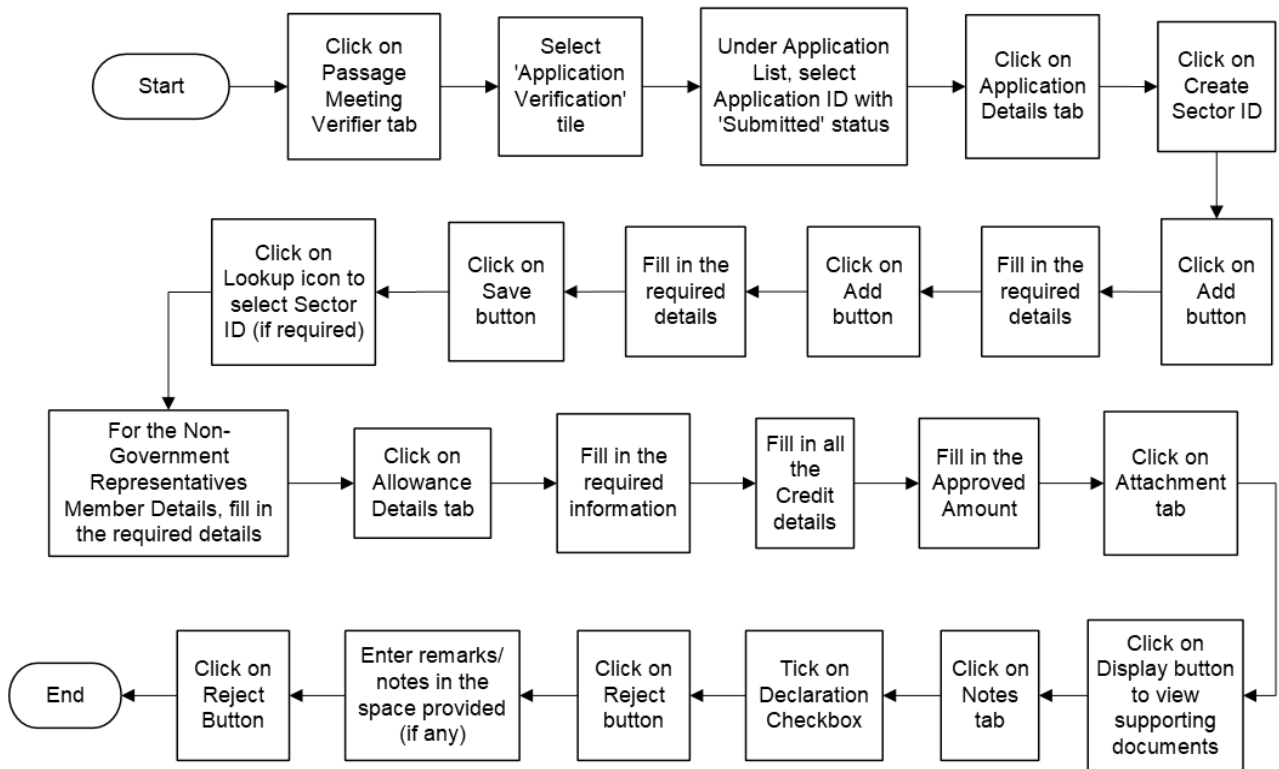


Rework Passage Meeting Application

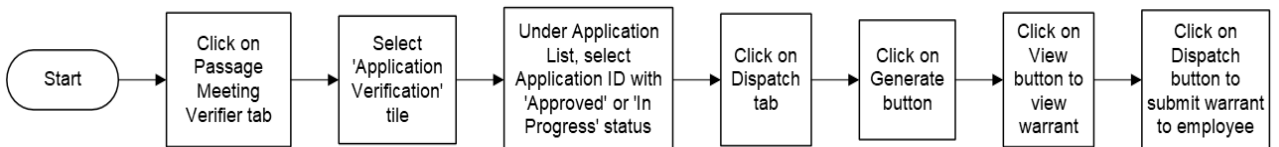


Process Overview

Reject Passage Meeting Application

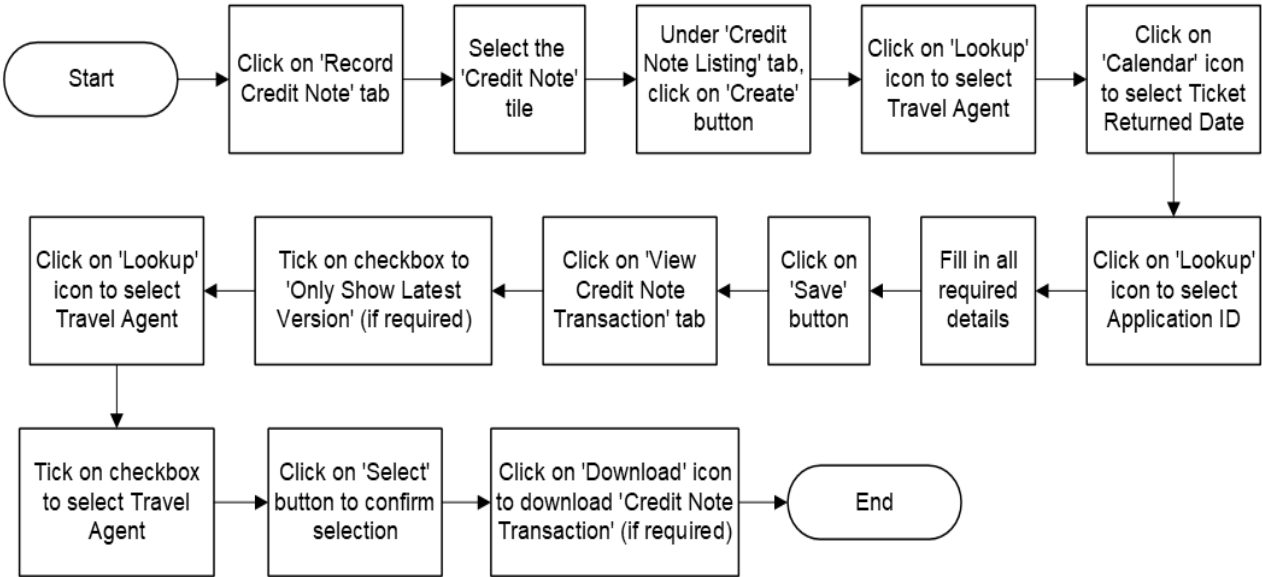


Dispatch Warrant Passage Meeting Application

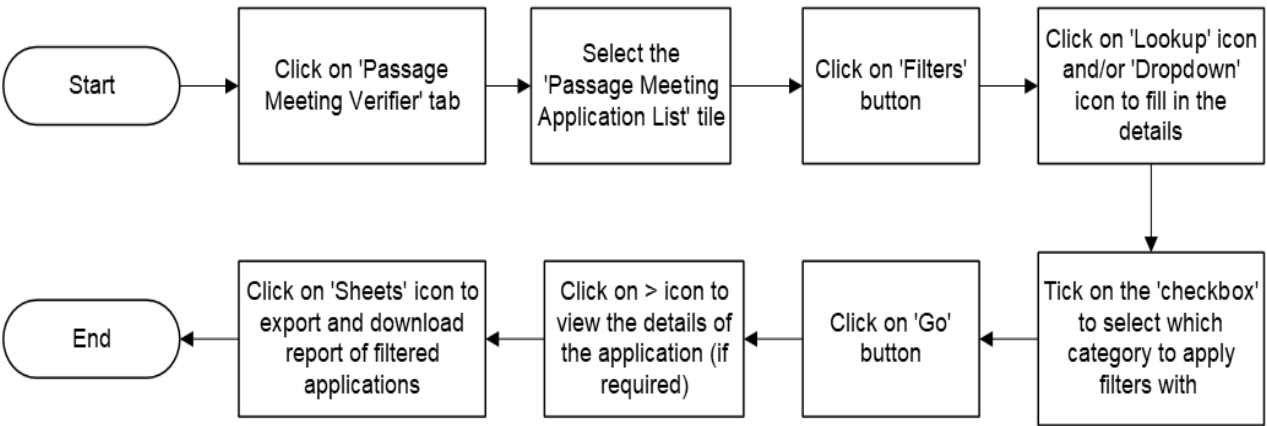


Process Overview

Create Passage Meeting Credit Note



Generate Passage Meeting Application Listing

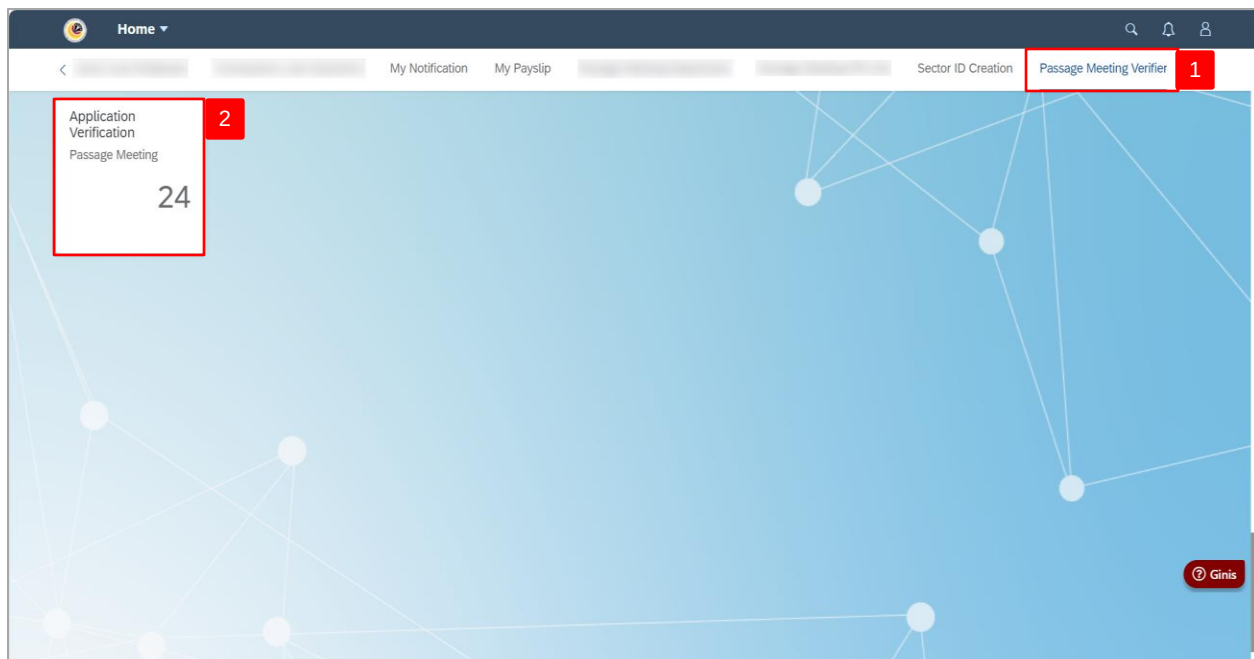


**VERIFY / REWORK /
REJECT PASSAGE
MEETING APPLICATION**

Front End User

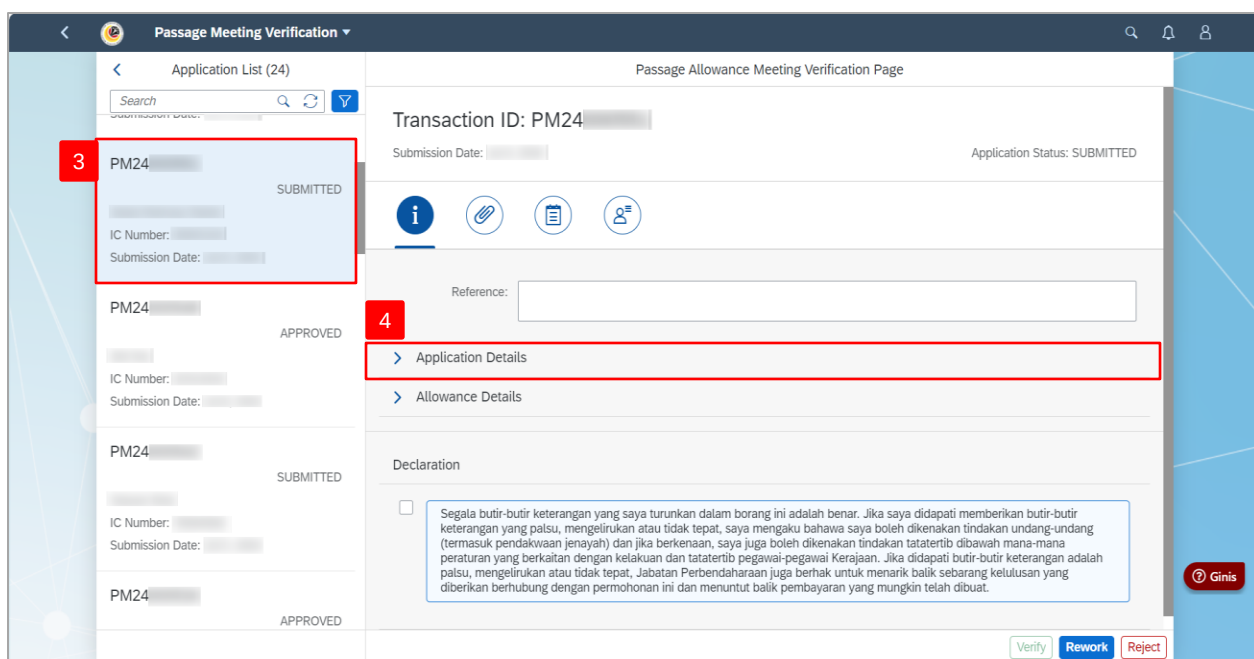
Treasury PM Verifier

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.





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)**.

Application List (24)

Search

PM24 [redacted] APPROVED

IC Number: [redacted]

Submission Date: [redacted]

PM24 [redacted] IN PROGRESS

IC Number: [redacted]

Submission Date: [redacted]

PM24 [redacted] SUBMITTED

IC Number: [redacted]

Submission Date: [redacted]

PM24 [redacted] APPROVED

IC Number: [redacted]

Submission Date: [redacted]

Passage Allowance Meeting Verification Page

Application Details

NOTE

Head of Group Details

IC Number: [redacted] Date Of Birth: [redacted]

Name: [redacted] Personnel Number: [redacted]

Position: [redacted] Personnel Subarea: [redacted]

Personnel Area: [redacted] Employee Sub Group: [redacted]

Employee Group: [redacted]

Member & Travel Details

From: BWN To: LON

Date of Travel: Jun 3, 2024 Travel Period: 3 days

Government Representative Member Details

Member Details Travel Request

Create Sector ID

No.	Name	Sector ID
01	[redacted]	[redacted]

Travel Itinerary

Verify Rework Reject

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)**.

Application List (22)

Search

PM24 [redacted] SUBMITTED

IC Number: [redacted]

Submission Date: [redacted]

PM24 [redacted] APPROVED

IC Number: [redacted]

Submission Date: [redacted]

PM24 [redacted] SUBMITTED

IC Number: [redacted]

Submission Date: [redacted]

PM24 [redacted] IN PROGRESS

IC Number: [redacted]

Submission Date: [redacted]

Passage Allowance Meeting Verification Page

NOTE I

Government Representative Member Details

Member Details Travel Request

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

Non- Government Representative Member Details

Member Details Travel Request

No.	IC Number	Name	Organization	Position
01	[redacted]	[redacted]	[redacted]	[redacted]
02	[redacted]	[redacted]	[redacted]	[redacted]
03	[redacted]	[redacted]	[redacted]	[redacted]

Verify Rework Reject



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**.

The screenshot shows the 'Passage Meeting Verification' interface. On the left, there's a sidebar with 'Application List (24)' and a search bar. The main area is titled 'Passage Allowance Meeting Verification Page'. It has two sections: 'Government Representative Member Details' and 'Non- Government Representative Member Details'. Each section has a 'Member Details' tab and a 'Travel Request' tab. In the 'Travel Request' tab, there's a table with columns 'No.', 'Name', and 'Sector ID'. A red box labeled 'NOTE' points to the 'Travel Itinerary' link in the 'Sector ID' column. A red box labeled '5' points to the 'Create Sector ID' button in the top right corner of the 'Travel Request' tab.

Note: The **Sector ID Edit Page** will be displayed.

The screenshot shows the 'Sector ID Creation' interface. On the left, there's a sidebar with 'Application List (12)' and a search bar. The main area is titled 'Sector ID Edit Page'. It shows a form for editing a 'Sector ID: S00'. The form has several fields: 'Effective Date' (with a date picker), 'Travel Agent' (with a dropdown), 'Sector Description' (with a text input), 'Destination From' (with a dropdown), 'To' (with a dropdown), 'Carrier Description' (with a text input), 'Air Ticket Type' (with a dropdown), 'Ticket Price' (with a text input), 'Total Ticket Price' (with a text input), 'Status' (with a dropdown), 'Ticket Class' (with a dropdown), and 'Tax + Insurance' (with a text input). At the bottom, there's a table with columns 'No', 'From', 'To', and 'FlightNum'. There are 'Add', 'Copy', and 'Delete' buttons at the bottom left, and 'Save' and 'Cancel' buttons at the bottom right.



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

Application List (12)

Search

S00

S00

S00

S00

S00

S00

S00

S00

S00

S00

S00

S00

1

1

1

1

1

1

1

1

1

1

1

1

Sector ID Edit Page

Sector ID: S00

Effective Date:

Travel Agent:

Sector Description:

Destination From: To:

Carrier Description:

Air Ticket Type:

Ticket Price:

Total Ticket Price:

Status:

Ticket Class:

Tax + Insurance:

No

From

To

FlightNum

NOTE

AddCopyDelete

SaveCancel

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

Sector ID Creation

Application List (11)

Search

S00

S00

S00

BWN > KUL || KUL > BWN

S00

BWN->SIN - SIN->BWN

S00

BWN->NYC - NYC->BWN

S00

1

1

1

1

1

1

1

1

Sector ID Creation Page

Sector ID: S00

Effective Date:

Travel Agent:

Sector Description:

Destination From: To:

Carrier Description:

Air Ticket Type:

Ticket Price:

Total Ticket Price:

Status:

Ticket Class:

Tax + Insurance:

No

From

To

FlightNum

No data

NOTE I

Edit



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

Sector ID Creation

Application List (12)

Sector ID Edit Page

Sector ID: S00

7

Effective Date:

Travel Agent:

Sector Description:

Destination From: To:

Carrier Description:

Air Ticket Type:

Ticket Price:

Total Ticket Price:

Status:

Ticket Class:

Tax + Insurance:

8

No From To FlightNum

6 Add Copy Delete

9 Save Cancel

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

Passage Meeting Verification

Application List (24)

Passage Allowance Meeting Verification Page

Government Representative Member Details

Member Details Travel Request

Create Sector ID

No. Name Sector ID

01 10

Non- Government Representative Member Details

Member Details Travel Request

Create Sector ID

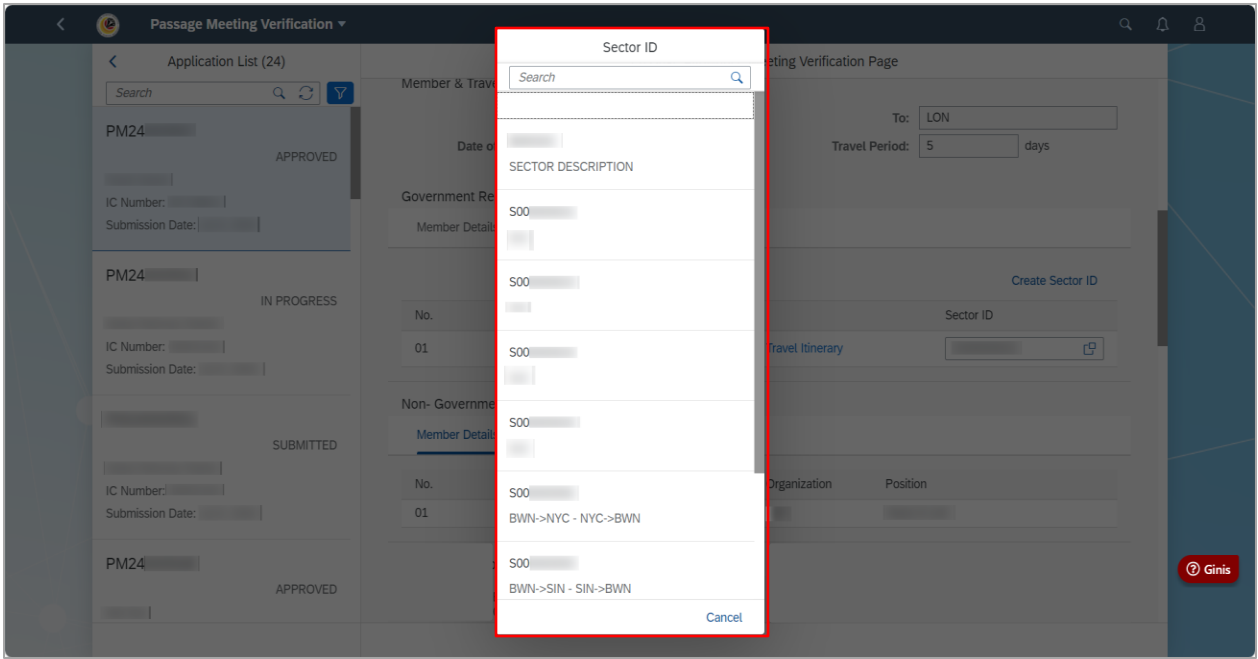
No. Name Sector ID

01

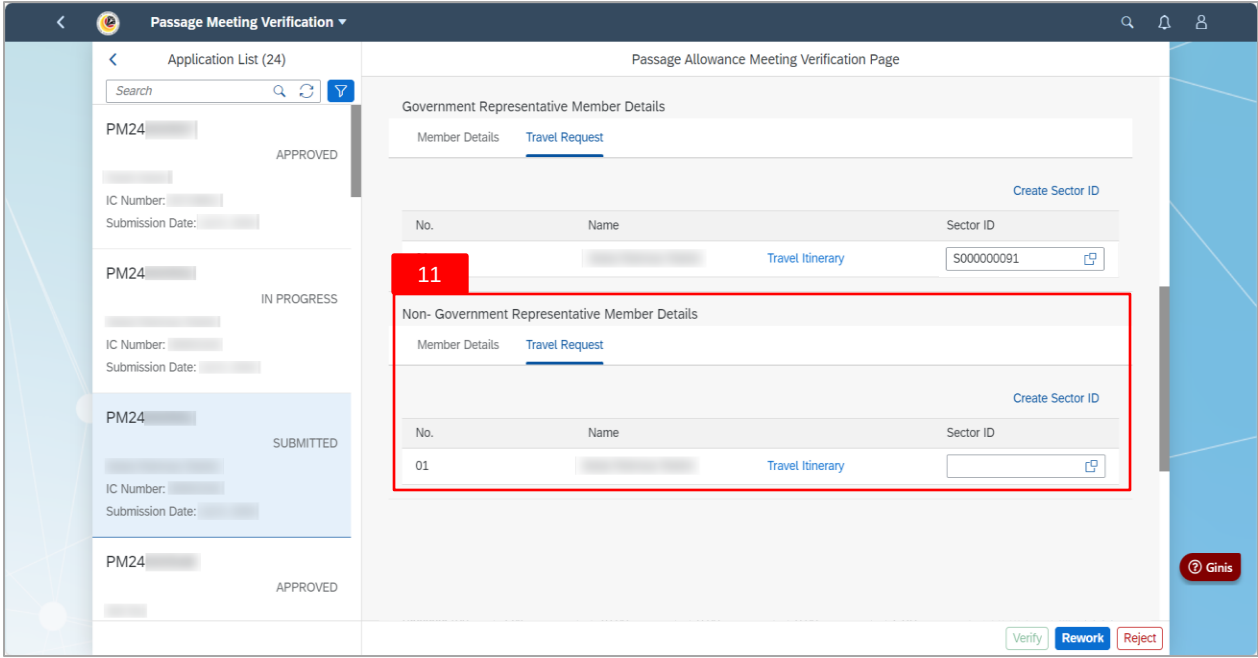
Verify Rework Reject



Note: Sector ID selection page will be displayed.



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





- 12. Click on **Allowance Details** tab.
- 13. Fill in the required information.

Passage Meeting Verification

Application List (24)

Search

PM24 SUBMITTED

IC Number: Submission Date:

PM24 APPROVED

IC Number: Submission Date:

PM24 SUBMITTED

IC Number: Submission Date:

PM24 APPROVED

Passage Allowance Meeting Verification Page

12 Allowance Details

For Office Use Only.

13 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: 2200.00 BND 2200.00 BND

Excess Baggage Amount: 0.00 BND 0.00 BND

Shipping Amount: 0.00 BND 0.00 BND

Verify Rework Reject

- 14. Fill in all the **Credit** details.
- 15. Fill in the **Approved Amount**.

Passage Meeting Verification

Application List (25)

Search

PM24 SUBMITTED

IC Number: Submission Date:

PM24 APPROVED

IC Number: Submission Date:

PM24 IN PROGRESS

IC Number: Submission Date:

PM24 SUBMITTED

Passage Allowance Meeting Verification Page

Earning Code: PA001 EARN CODE

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

SA01A

14 Credit Note: Credit Note Amount: 0.00 BND

Remaining Credit Note Amount:

Calculated Amount: Approved Amount

15 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

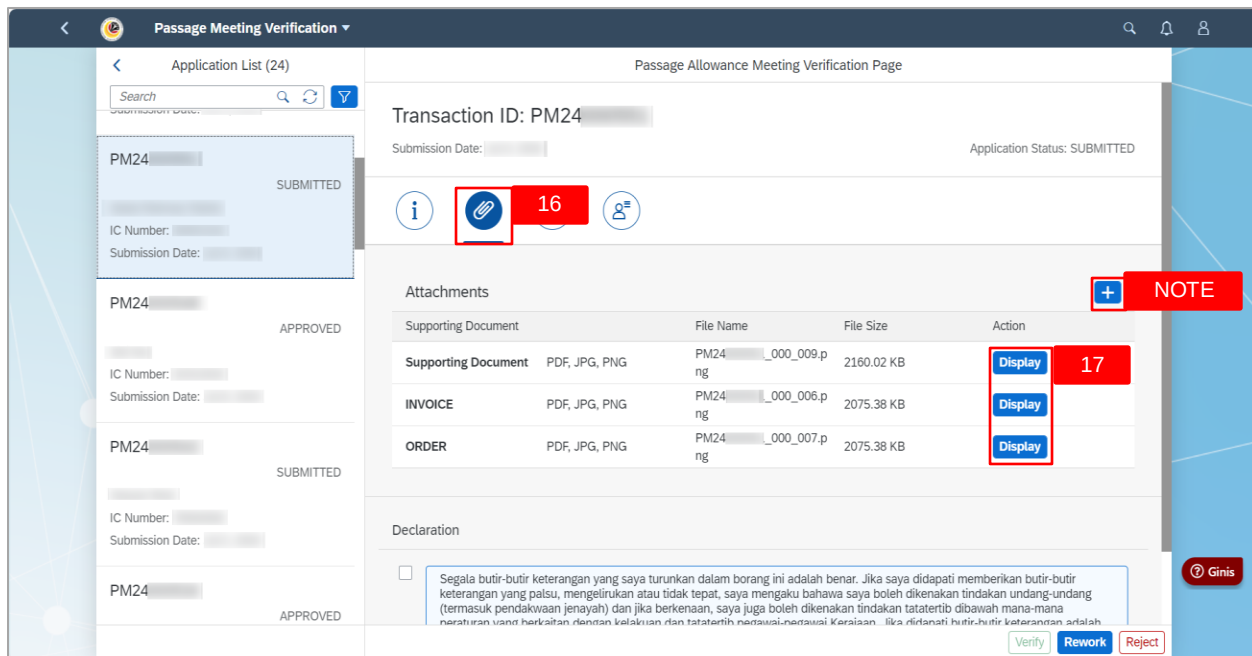
Final Amount: 0.00 BND

Verify 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 Verification

Application List (24)

Search

Transaction ID: PM24

Submission Date:

Application Status: SUBMITTED

Attachments

Supporting Document	File Name	File Size	Action
Supporting Document	PM24_000_009.png	2160.02 KB	Display
INVOICE	PM24_000_006.png	2075.38 KB	Display
ORDER	PM24_000_007.png	2075.38 KB	Display

Declaration

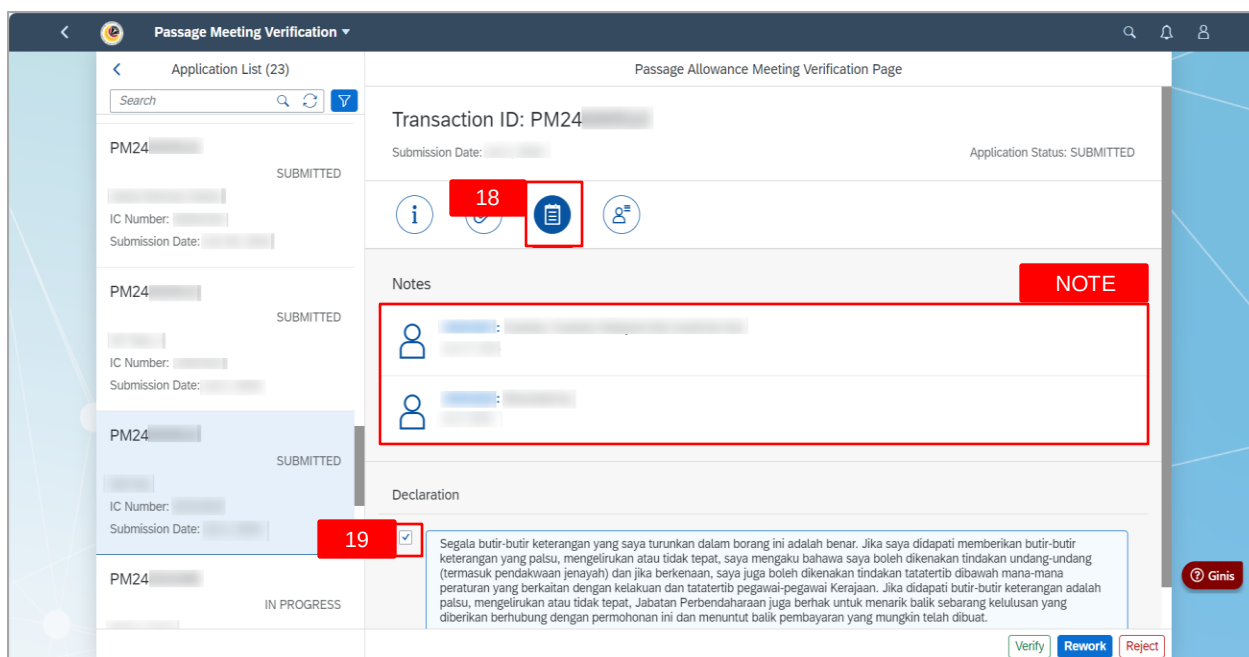
☐ Segala butir-butir keterangan yang saya turunkan dalam borang ini adalah benar. Jika saya didapati memberikan butir-butir keterangan yang palsu, mengelirukan atau tidak tepat, saya mengaku bahawa saya boleh dikenakan tindakan undang-undang (termasuk pendakwaan jenayah) dan jika berkenaan, saya juga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

Verify Rework Reject

18. Click on **Notes** tab.

19. Tick the **Declaration** checkbox.

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



Passage Meeting Verification

Application List (23)

Search

Transaction ID: PM24

Submission Date:

Application Status: SUBMITTED

Notes

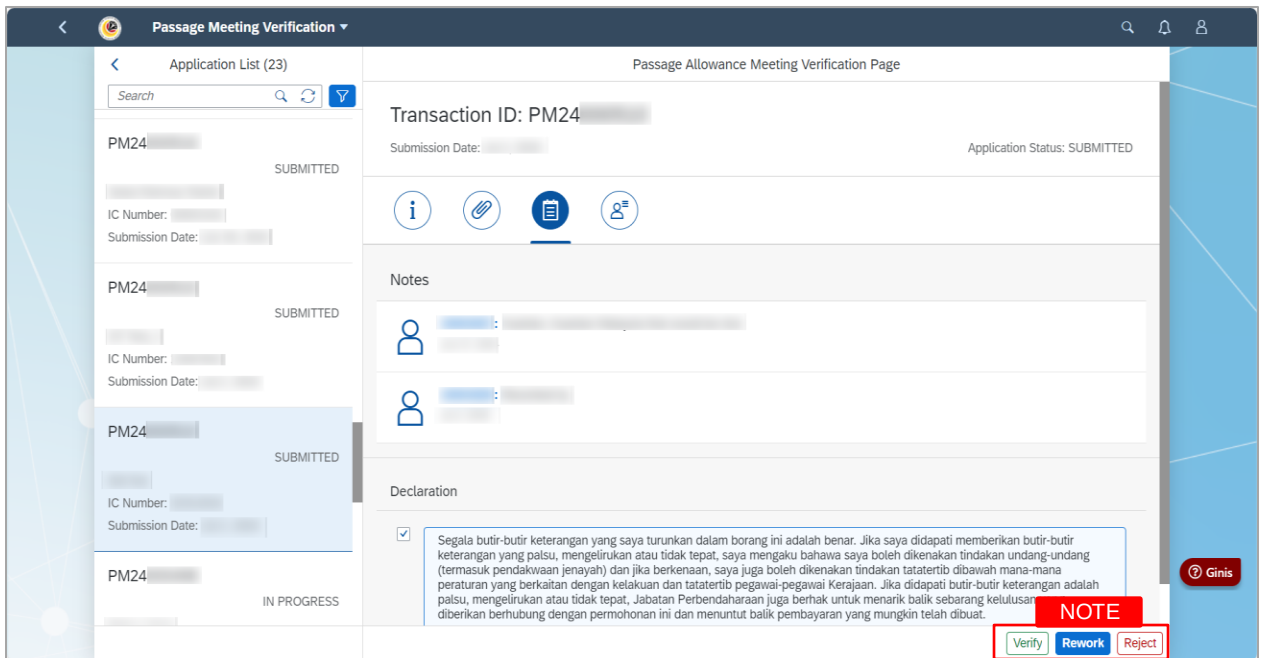
Declaration

☒ 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.

Verify Rework Reject

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

- Verify** button to verify applications.
- Rework** button to rework applications.
- Reject** button to reject applications.



The screenshot displays the 'Passage Meeting Verification' interface. On the left, a sidebar titled 'Application List (23)' shows a list of applications, with one application (PM24) highlighted in blue. The main area is titled 'Passage Allowance Meeting Verification Page' and shows details for a specific application (Transaction ID: PM24). The application status is 'SUBMITTED'. Below this, there are icons for information, attachments, documents, and users. A 'Notes' section contains two entries, each with a user icon and a text field. A 'Declaration' section has a checkbox and a text area containing a disclaimer. At the bottom right, there is a red 'NOTE' box with three buttons: 'Verify', 'Rework', and 'Reject'. A 'Ginix' logo is visible in the bottom right corner.

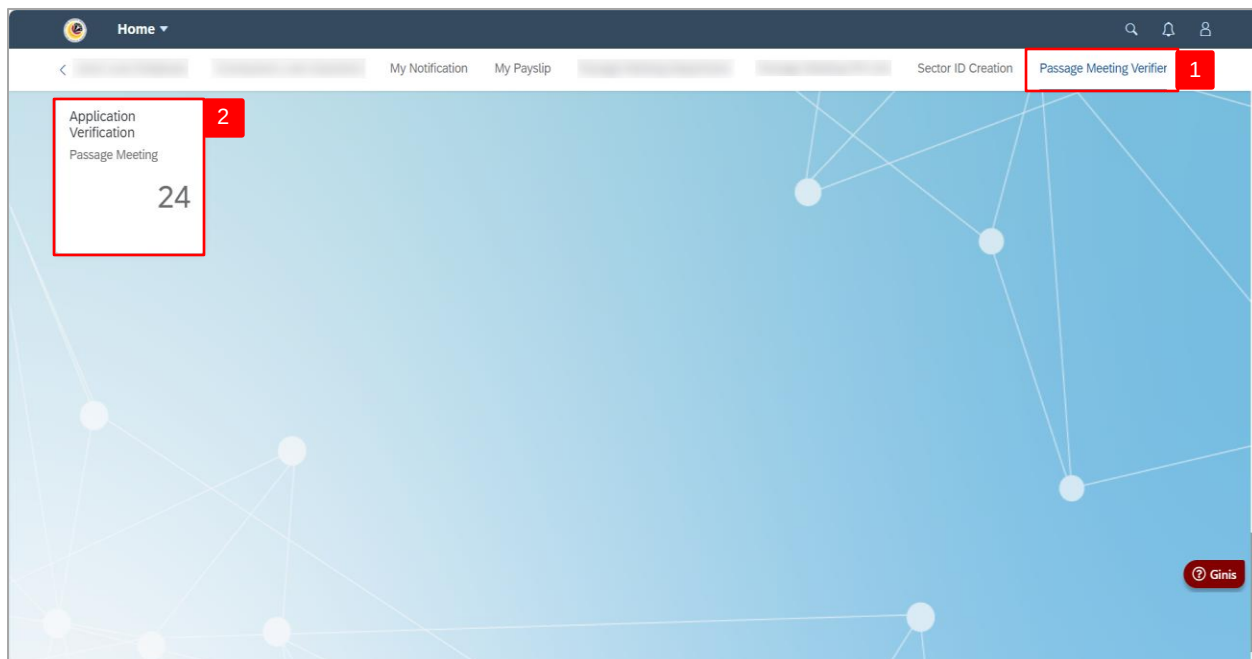
Outcome: The **application** has successfully been verified / reworked / rejected.

DISPATCH WARRANT PASSAGE MEETING APPLICATION

Front End User

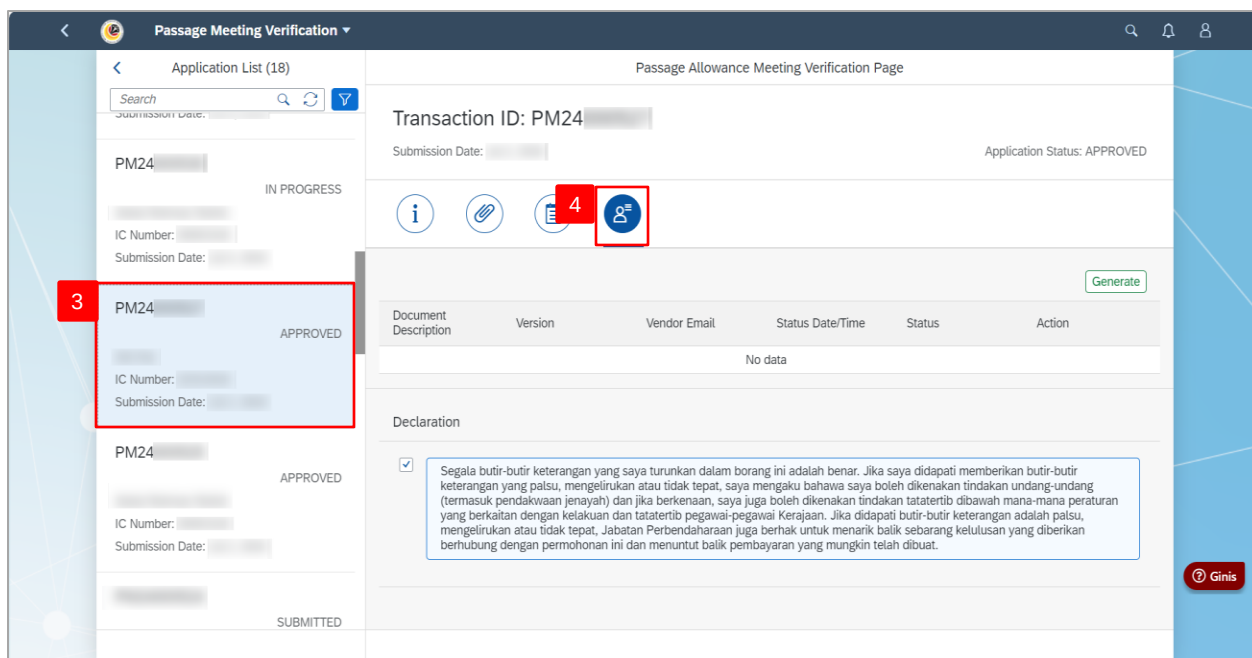
Treasury PM Verifier

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.

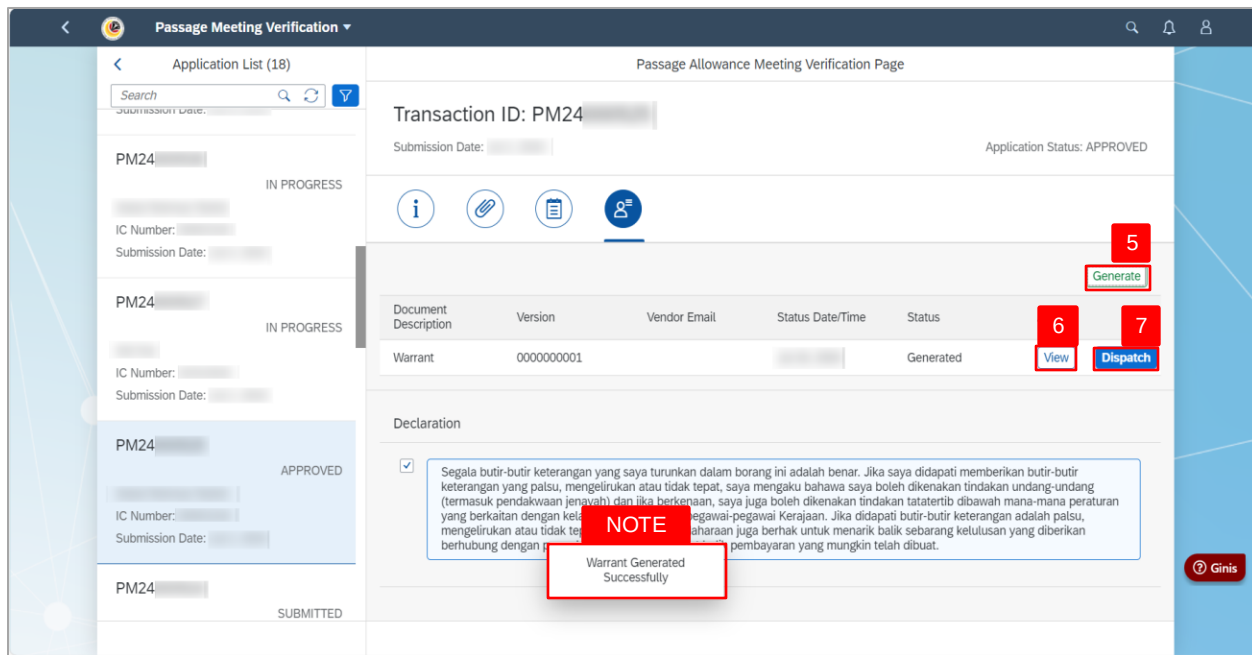


5. Click on **Generate** button.

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 Verification

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

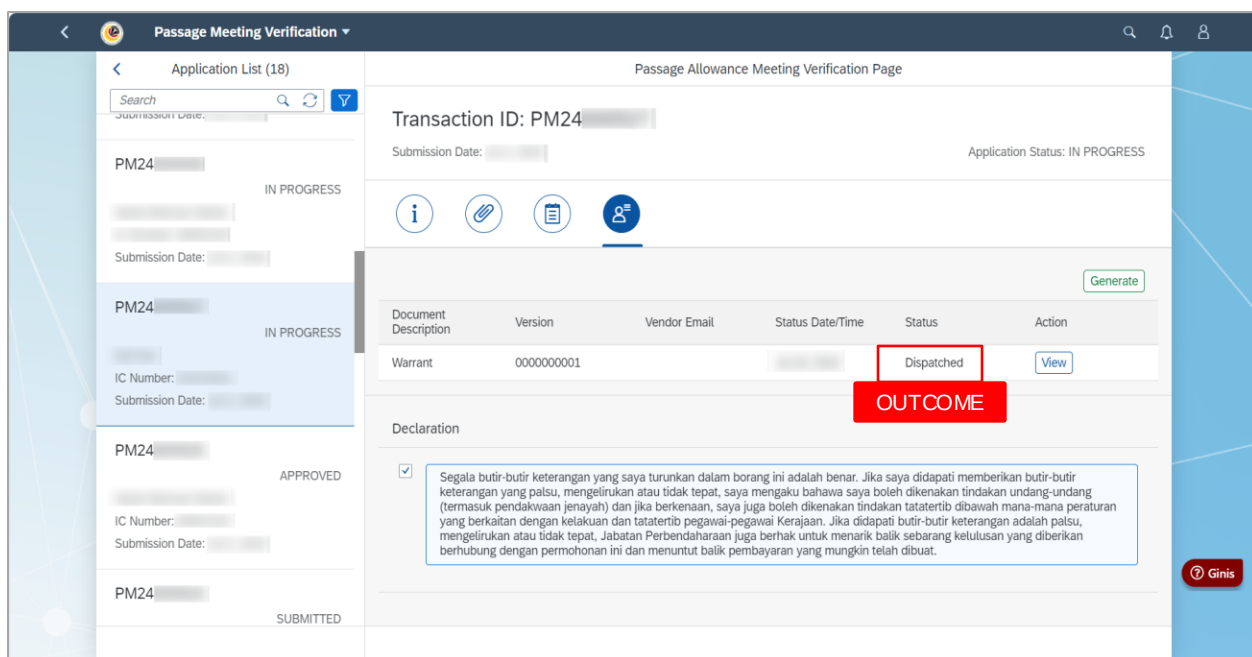
Segala butir-butir keterangan yang saya turunkan dalam borang ini adalah benar. Jika saya didapati memberikan butir-butir keterangan yang palsu, mengelirukan atau tidak tepat, saya mengaku bahawa saya boleh dikenakan tindakan undang-undang (termasuk pendakwaan jenayah) dan jika berkenaan, saya juga boleh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

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 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.

Outcome

Ginis

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

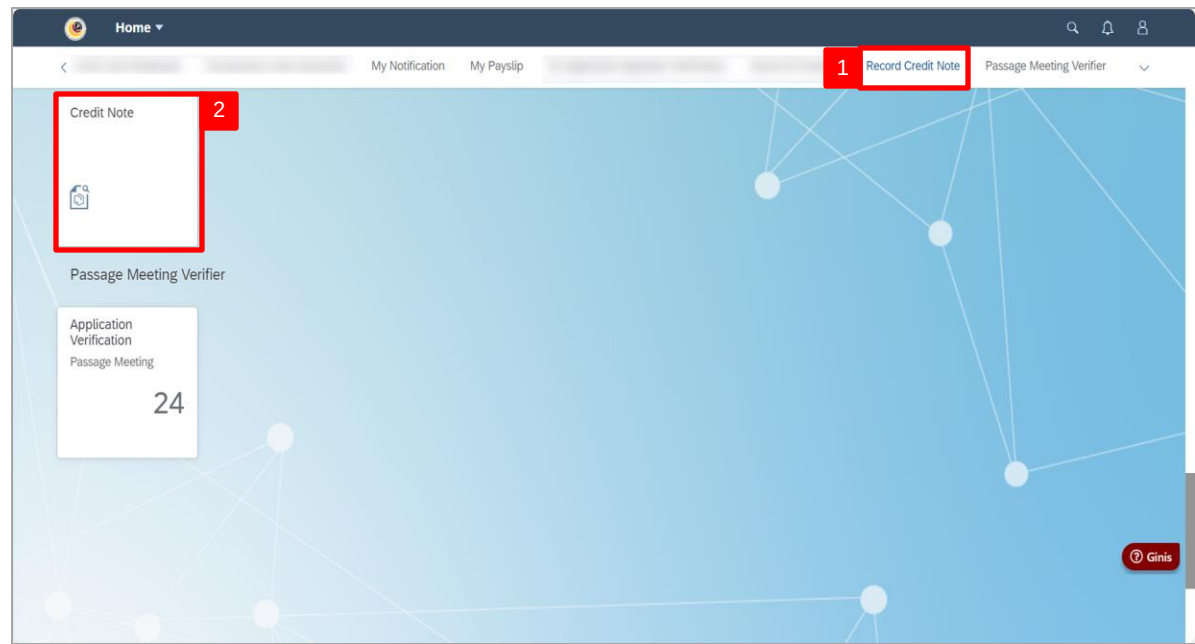


CREATE PASSAGE MEETING CREDIT NOTE

Front End User

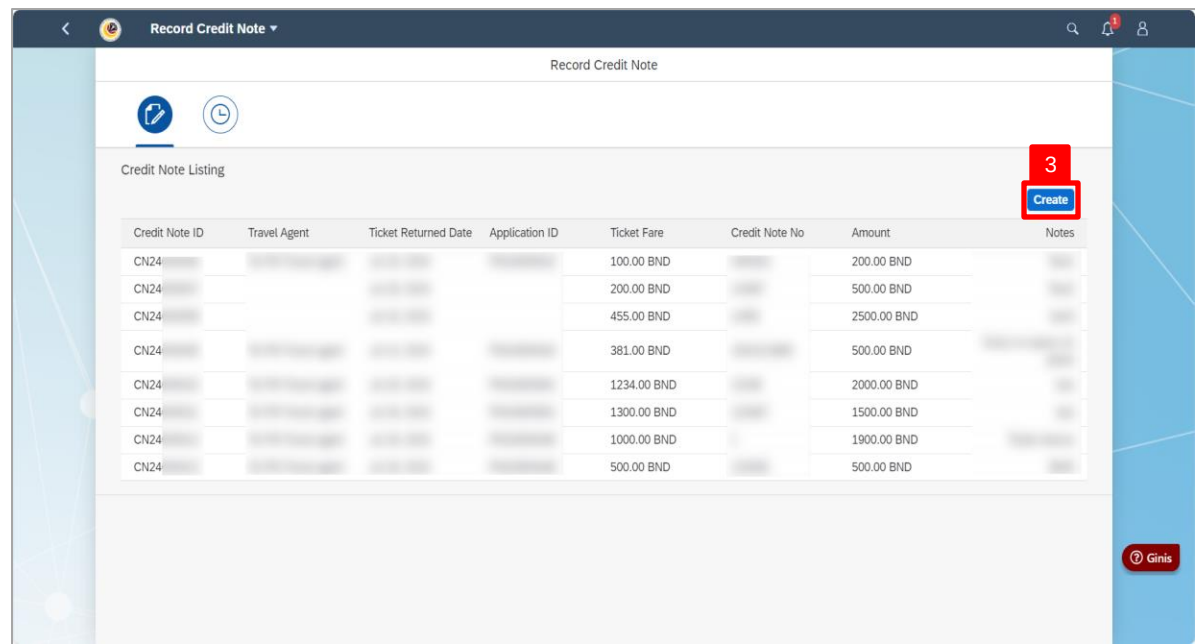
Treasury PM Verifier

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



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

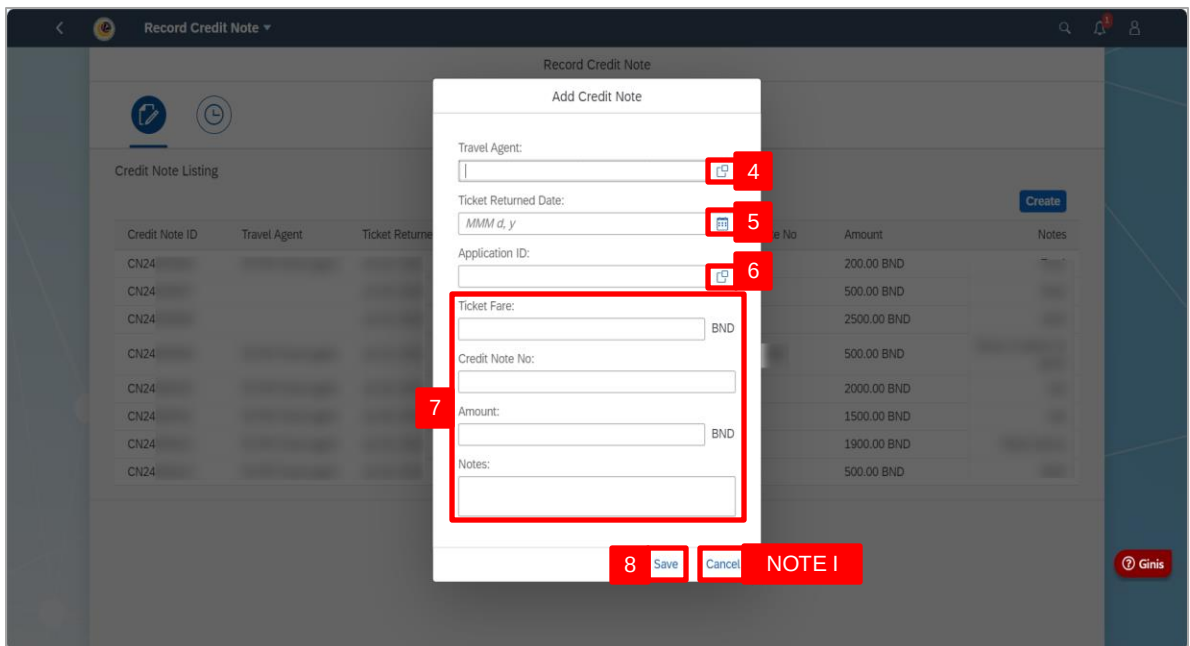
- 3. Under **Credit Note Listing** tab, click on **Create** button.



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 shows the 'Record Credit Note' form with the following fields and annotations:

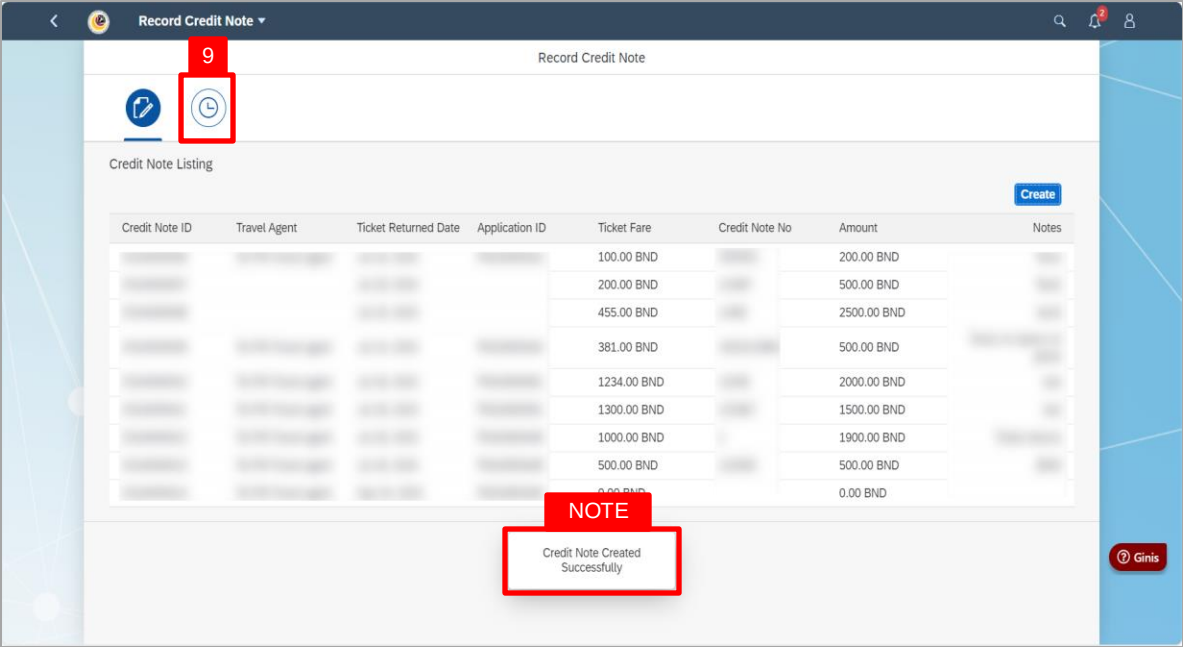
- 4**: Lookup icon for Travel Agent.
- 5**: Calendar icon for Ticket Returned Date.
- 6**: Lookup icon for Application ID.
- 7**: Red box highlighting the Ticket Fare, Credit Note No., Amount, and Notes fields.
- 8**: Save button.

The background shows a 'Credit Note Listing' table with columns: Credit Note ID, Travel Agent, Ticket Returned Date, Amount, and Notes. The table contains several rows of data.



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

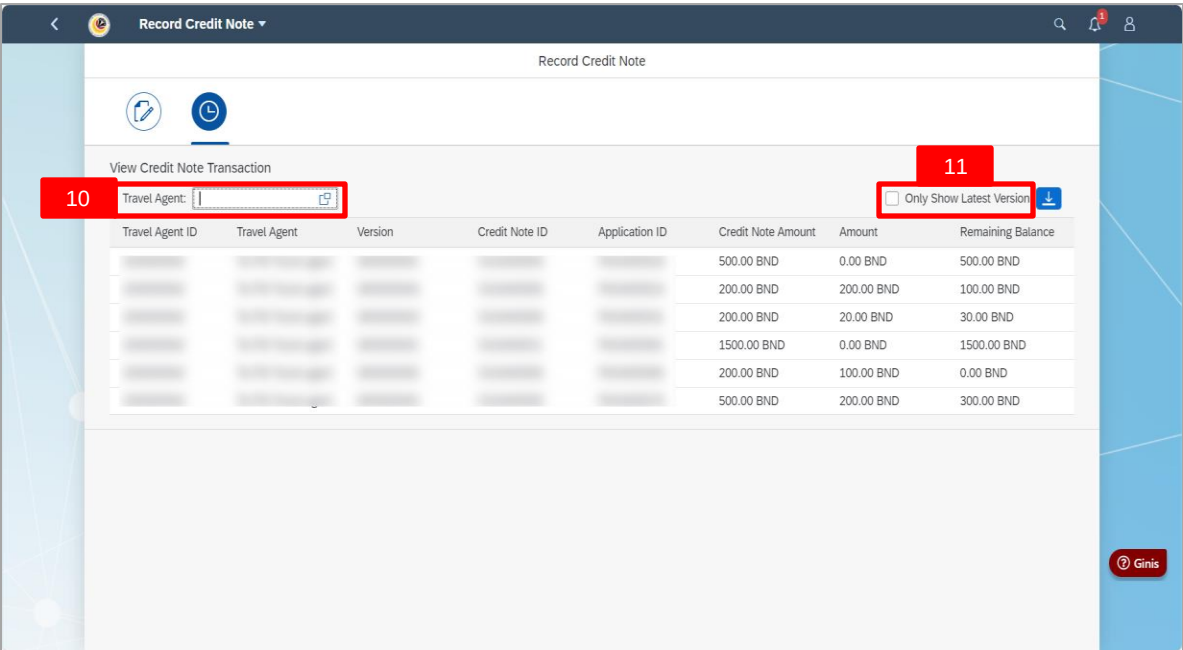
9. Click on **View Credit Note Transaction** tab.



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.



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

[illegible]

Record Credit Note

View Credit Note Transaction

Travel Agent:

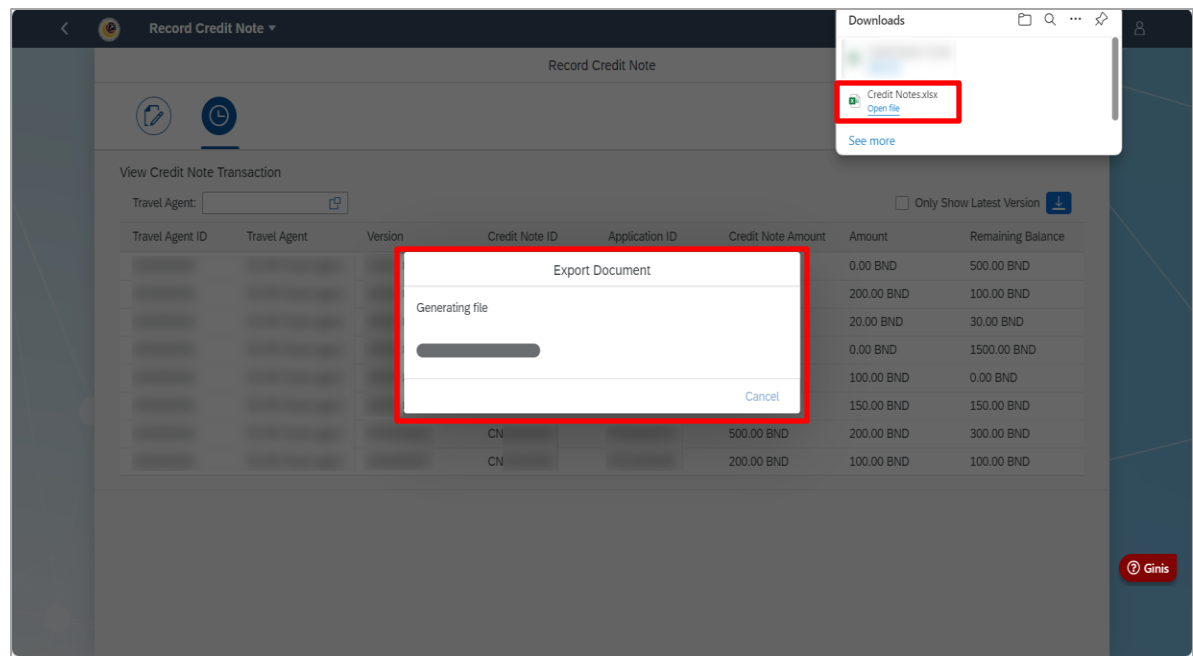
☐ Only Show Latest Version

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



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



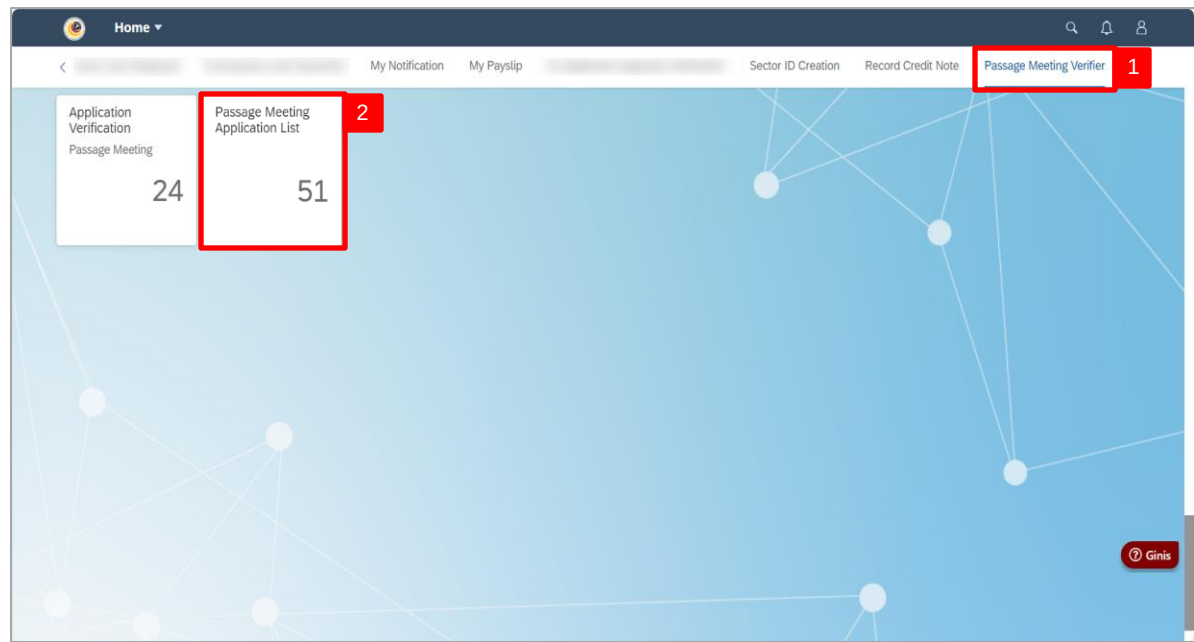


GENERATE PASSAGE MEETING APPLICATION LIST

Front End User

Treasury PM Verifier

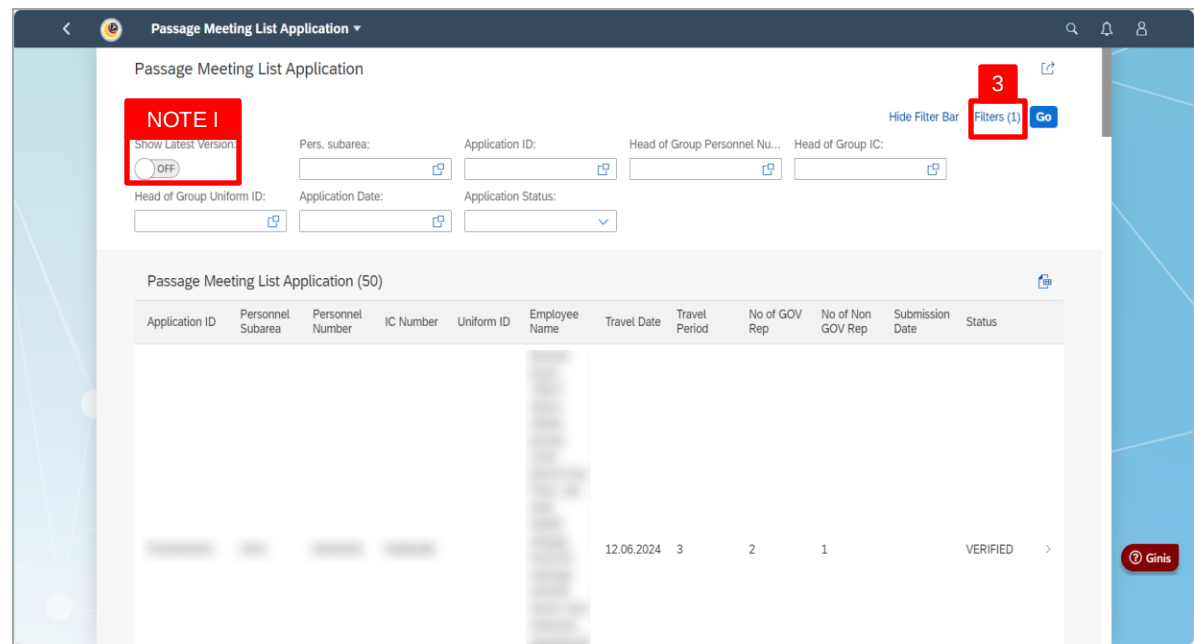
- 1. Click on **Passage Meeting Verifier** tab.
- 2. Select the **Passage Meeting Application List** tile.



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.

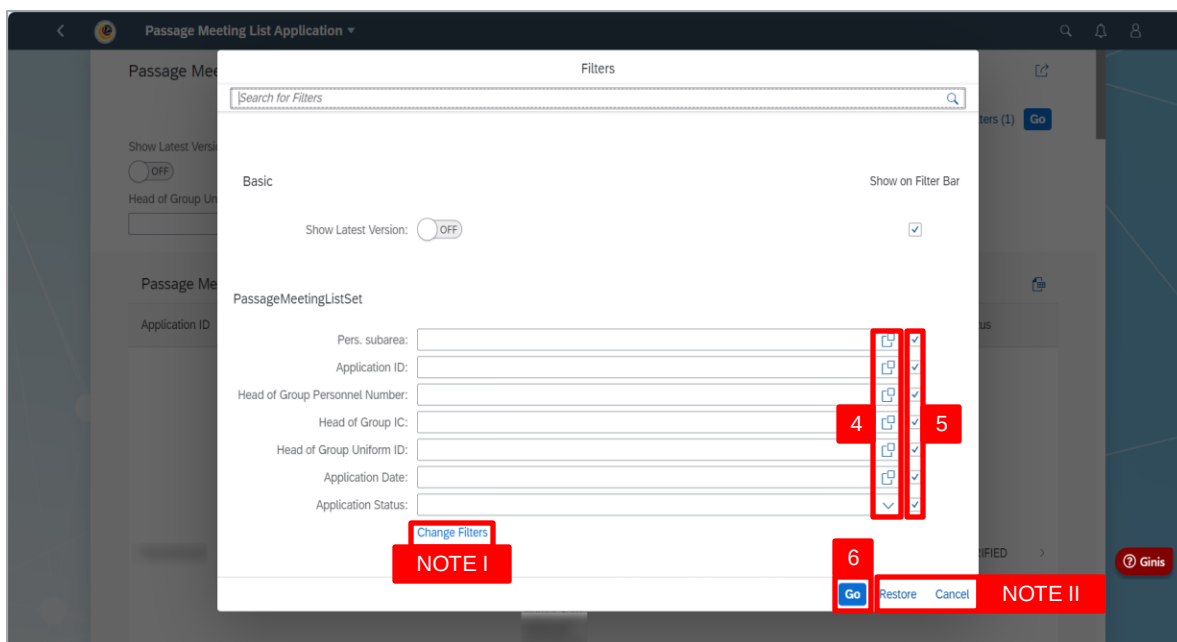
5. Tick on the **checkbox** to select which category to **apply filters** with.

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.



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

Passage Meeting List Application

Hide Filter Bar

Filters (1)

Go

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:

SUBMITTED x

Passage Meeting List Application (6)

8

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 >

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Ginis

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