



SISTEM SUMBER MANUSIA

User Guide

For Department Payroll Clerk

Backend (SAP GUI)

Employee Movement (PA):

Temporary Acting

VERSION: 1.0



INTRODUCTION

This user guide acts as a reference for **Department Payroll Clerk (Back End User)** to manage **Temporary Acting module**. All Company and Individual names used in this user guide have been created for guidance on using SSM.

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

FURTHER ASSISTANCE

Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 238 2227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.

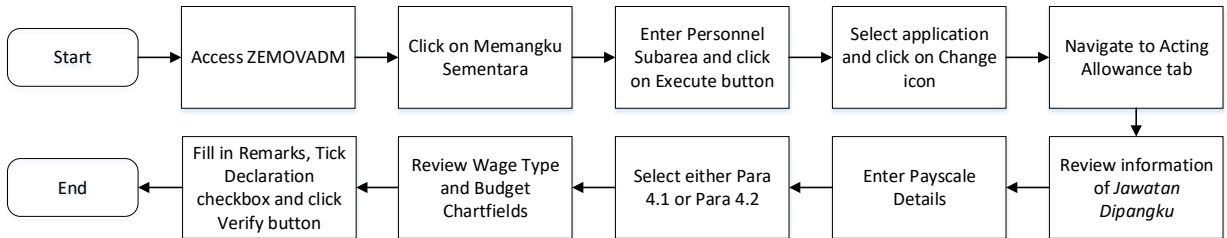


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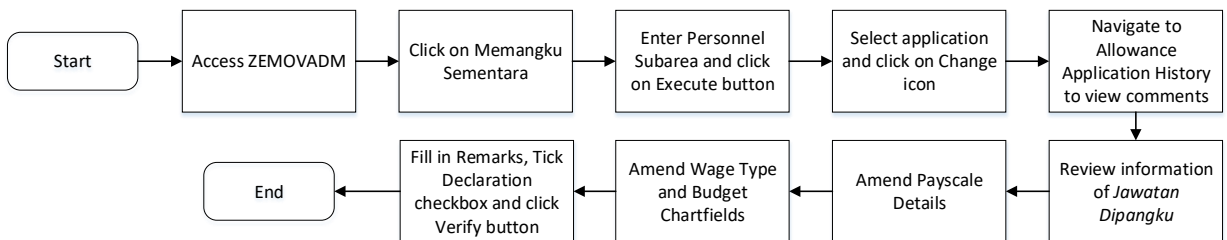
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Process Overview

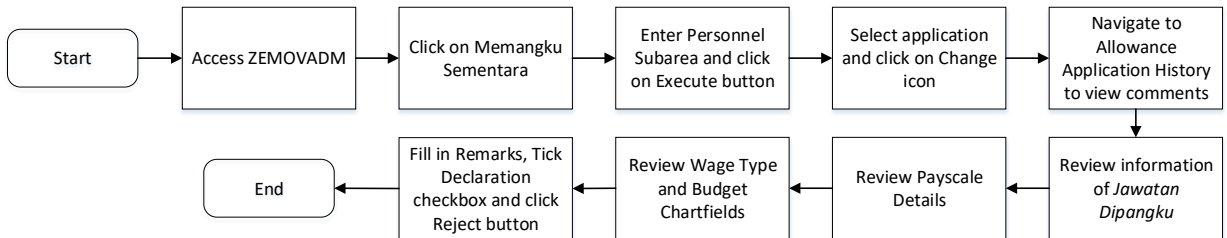
Verify Application



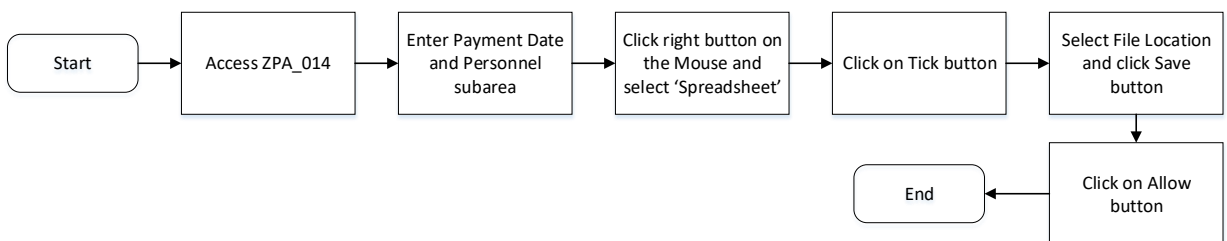
Edit Reworked Application



Reject Application



Temporary Acting Allowance Report



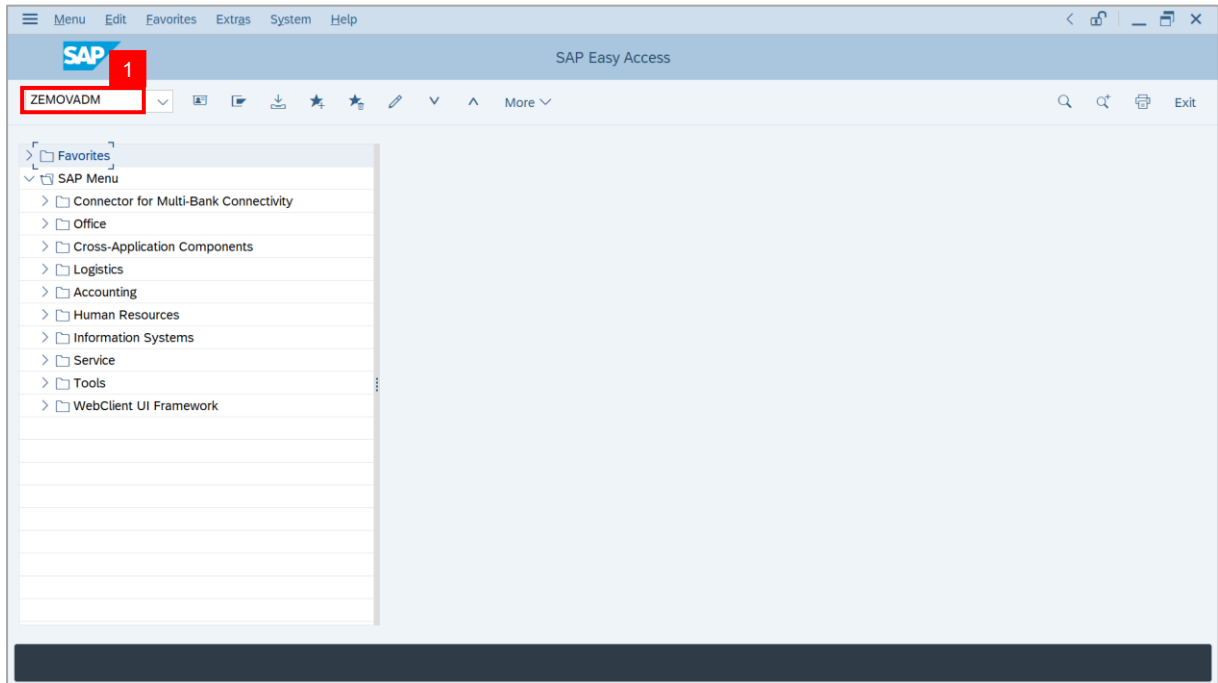
VERIFY APPLICATION

Backend User

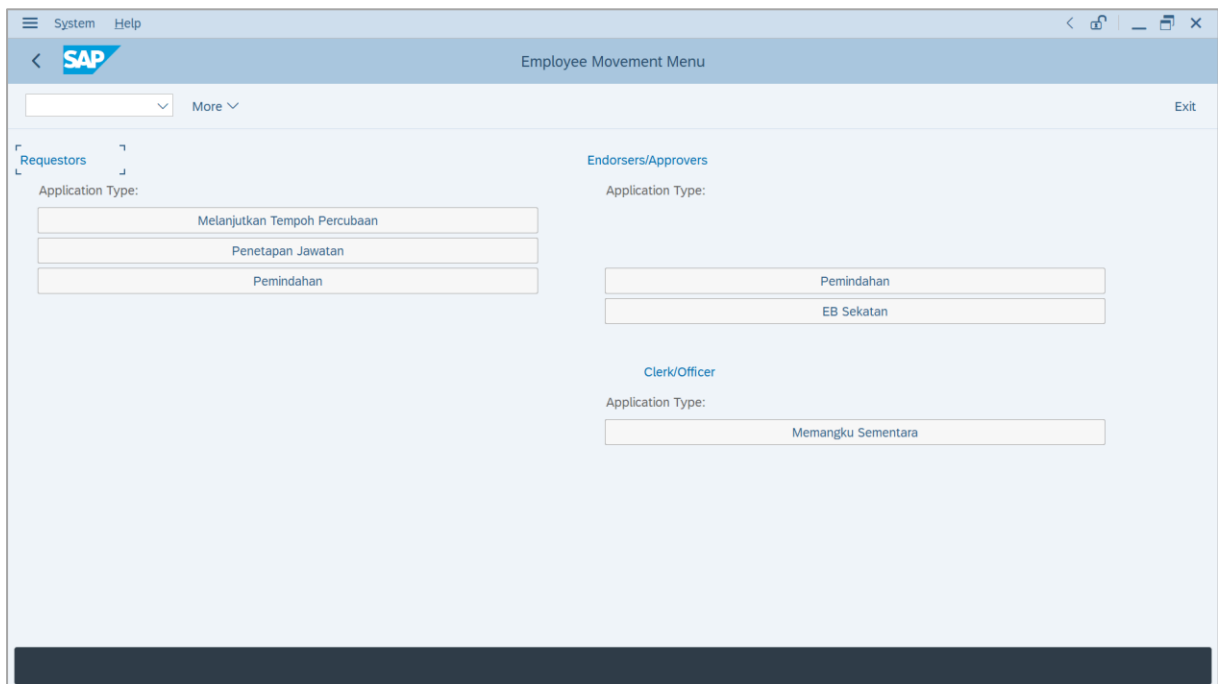
Department Payroll Clerk

Log into SAP GUI (Back End) and proceed with the following steps.

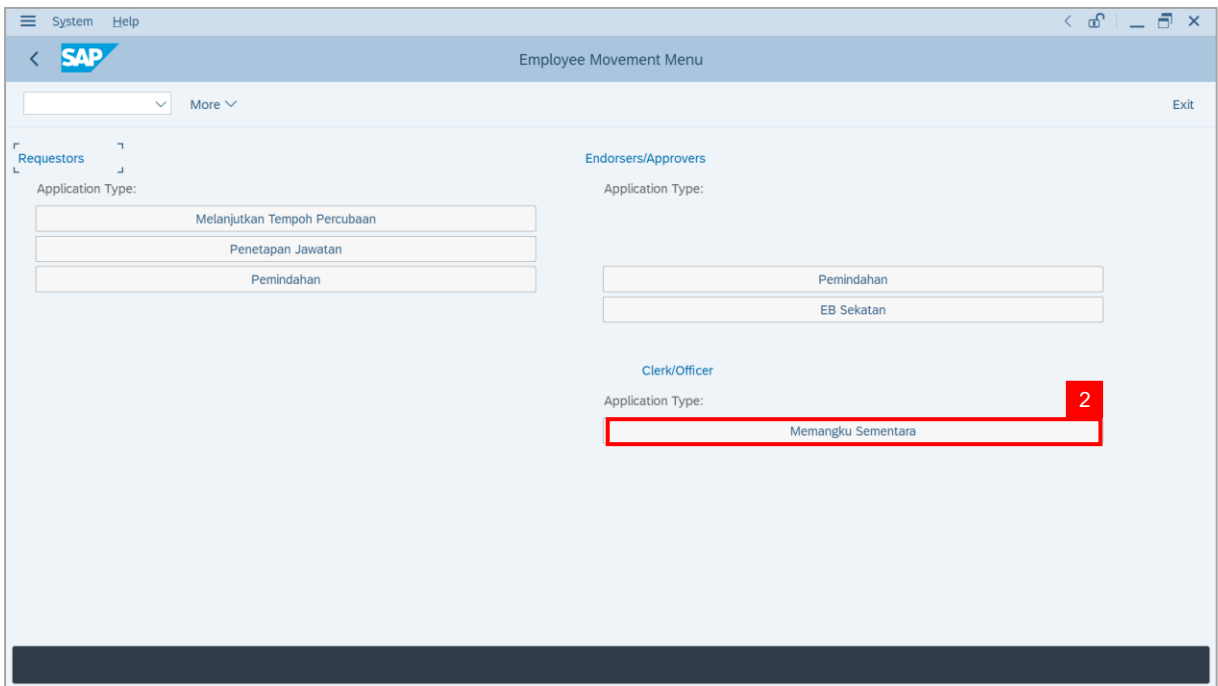
1. Enter **ZEMOVADM** in the search bar.



Note: Employee Movement Menu page will be displayed.

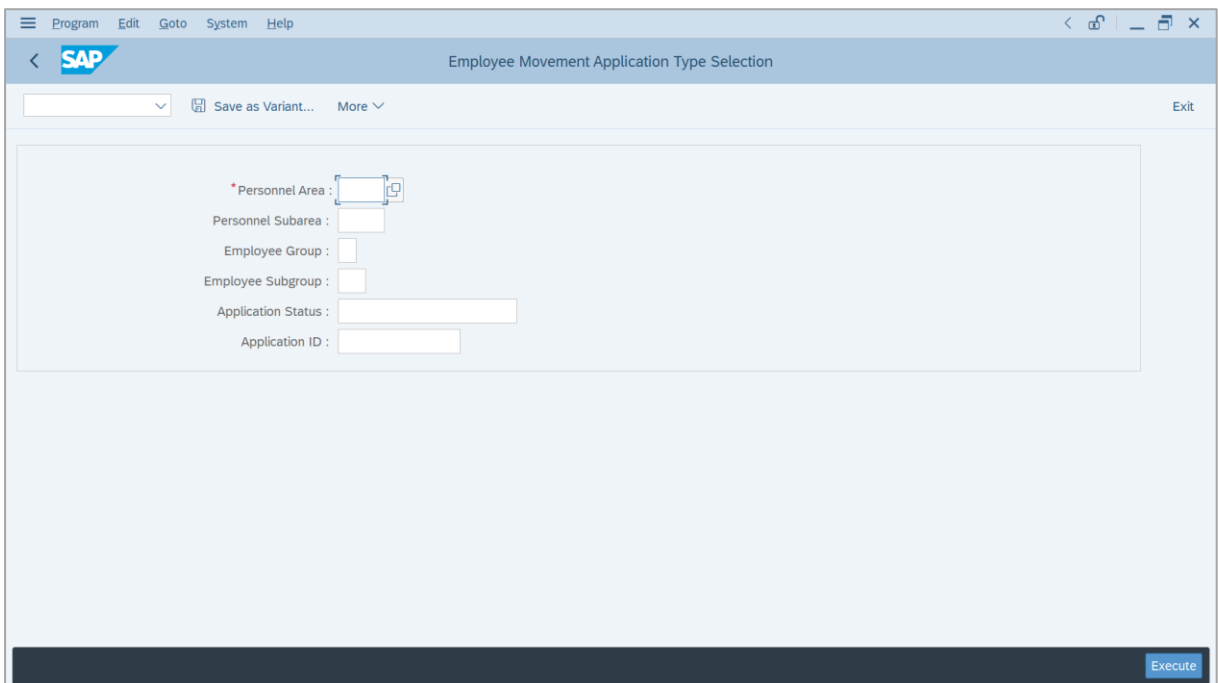


2. Under **Clerk/Officer: Application Type**, click on **Memangku Sementara**.



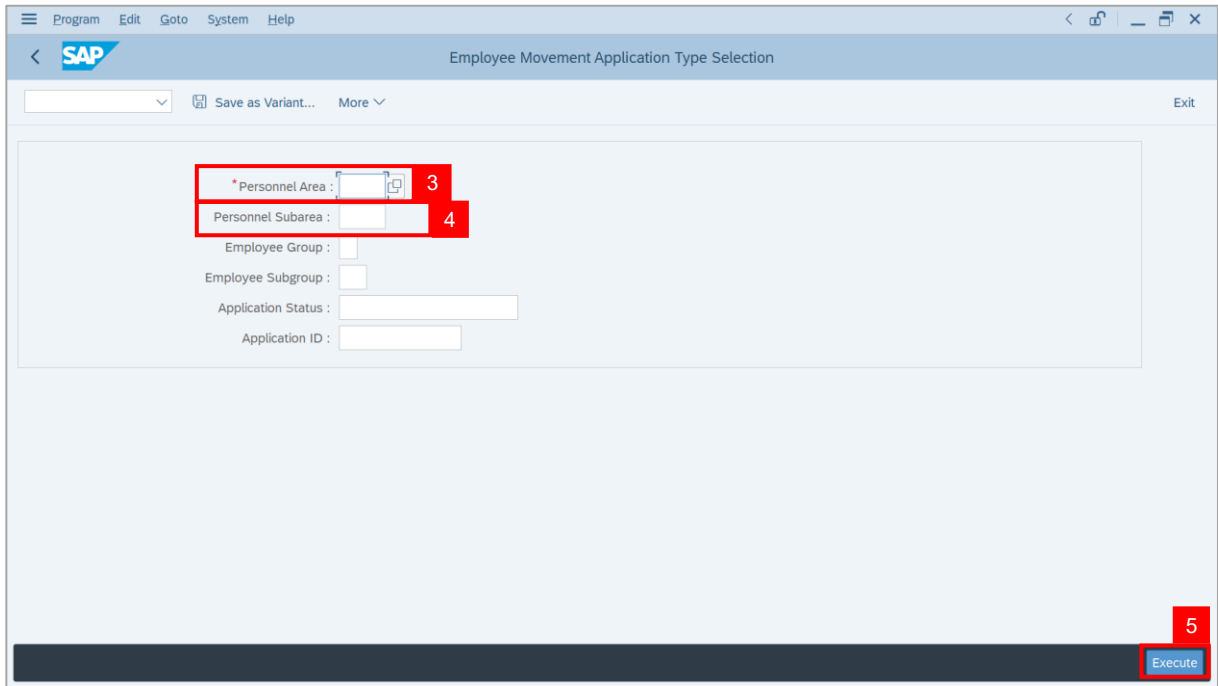
The screenshot shows the SAP Employee Movement Menu interface. It is divided into two main sections: Requestors and Endorsers/Approvers. Under Requestors, there are three application types: Melanjutkan Tempoh Percubaan, Penetapan Jawatan, and Pemindahan. Under Endorsers/Approvers, there are two application types: Pemindahan and EB Sekatan. Below these, there is a section for Clerk/Officer with an application type field. The field 'Memangku Sementara' is highlighted with a red box and a red '2' in the top right corner, indicating the step to be followed.

Note: The Employee Movement Application: Type Selection page will be displayed.



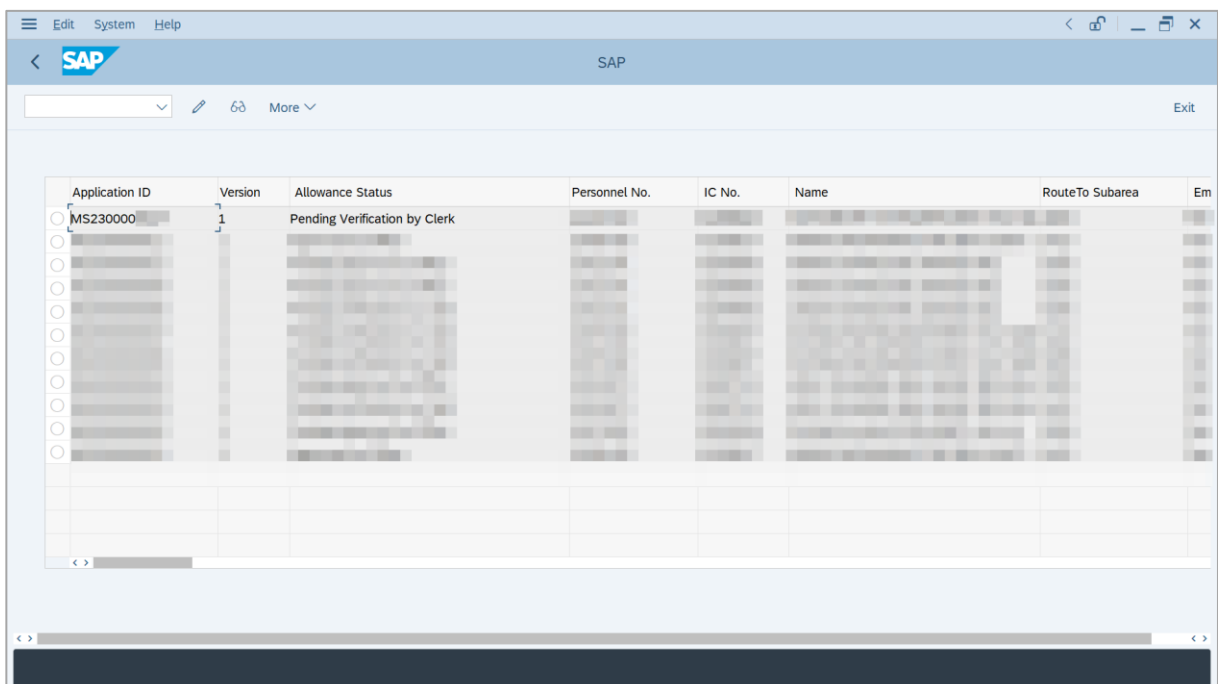
The screenshot shows the SAP Employee Movement Application Type Selection page. It features a header with 'Program Edit Goto System Help' and 'Employee Movement Application Type Selection'. Below the header, there is a 'Save as Variant...' button and a 'More' dropdown. The main area contains several input fields: Personnel Area (with a selection icon), Personnel Subarea, Employee Group, Employee Subgroup, Application Status, and Application ID. An 'Execute' button is located at the bottom right of the page.

3. Enter **Personnel Area**.
4. Enter **Personnel Subarea** (Optional).
5. Click on **Execute** button.



The screenshot shows the SAP 'Employee Movement Application Type Selection' screen. The interface includes a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar, there are options for 'Save as Variant...' and 'More'. The main area contains several input fields: '* Personnel Area :', 'Personnel Subarea :', 'Employee Group :', 'Employee Subgroup :', 'Application Status :', and 'Application ID :'. Red boxes with numbers 3 and 4 highlight the 'Personnel Area' and 'Personnel Subarea' fields respectively. At the bottom right, there is an 'Execute' button highlighted with a red box and the number 5.

Note: The Application List page will be displayed.

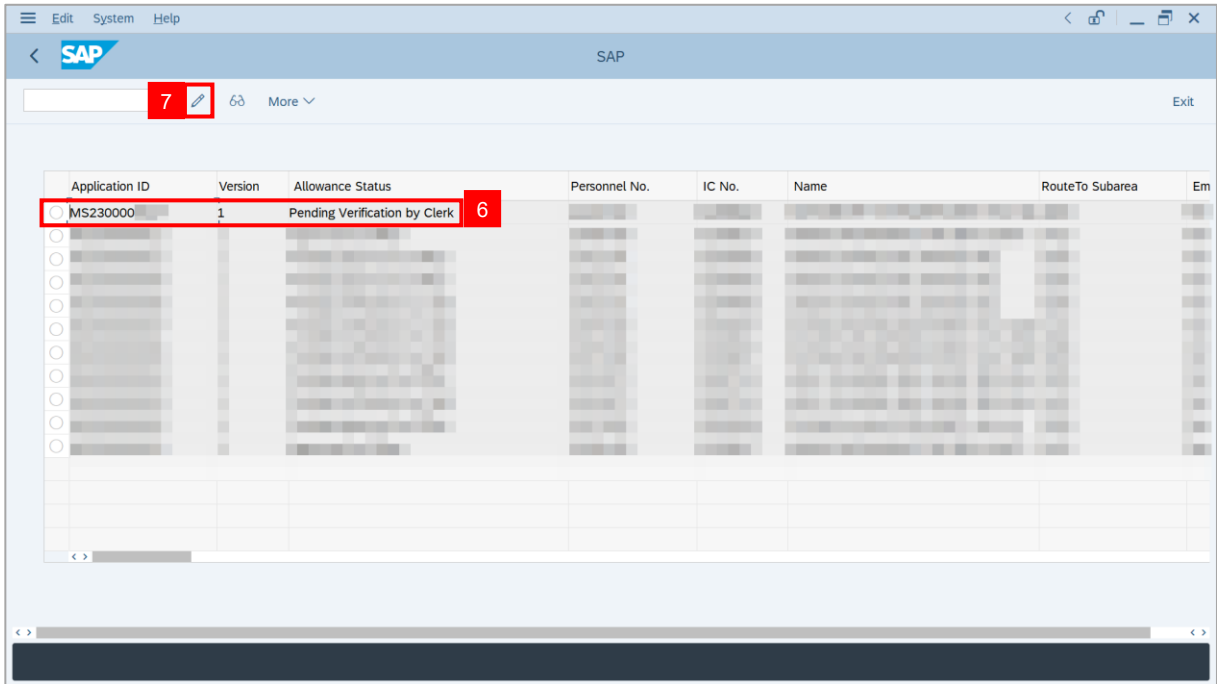


The screenshot shows the SAP 'Application List' page. The table has the following columns: Application ID, Version, Allowance Status, Personnel No., IC No., Name, RouteTo Subarea, and Em. The first row is highlighted and shows the following data:

Application ID	Version	Allowance Status	Personnel No.	IC No.	Name	RouteTo Subarea	Em
MS230000	1	Pending Verification by Clerk					

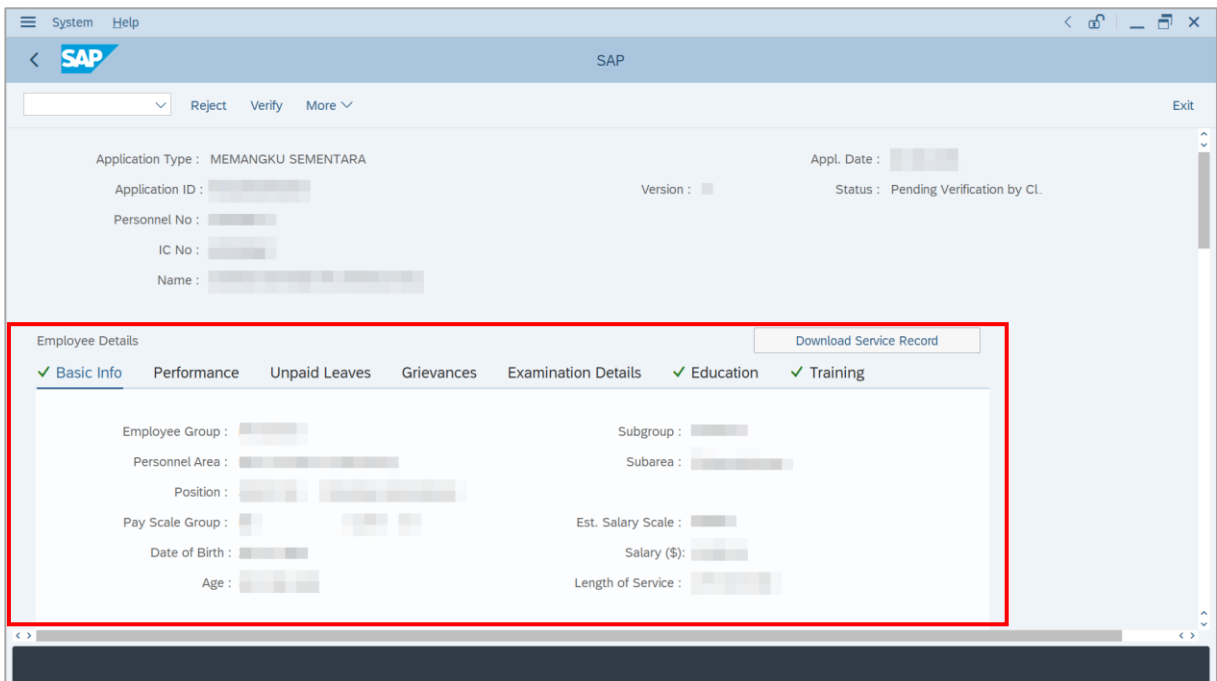
6. Select an application with 'Pending Verification by Clerk' status.

7. Click on **Change** icon.

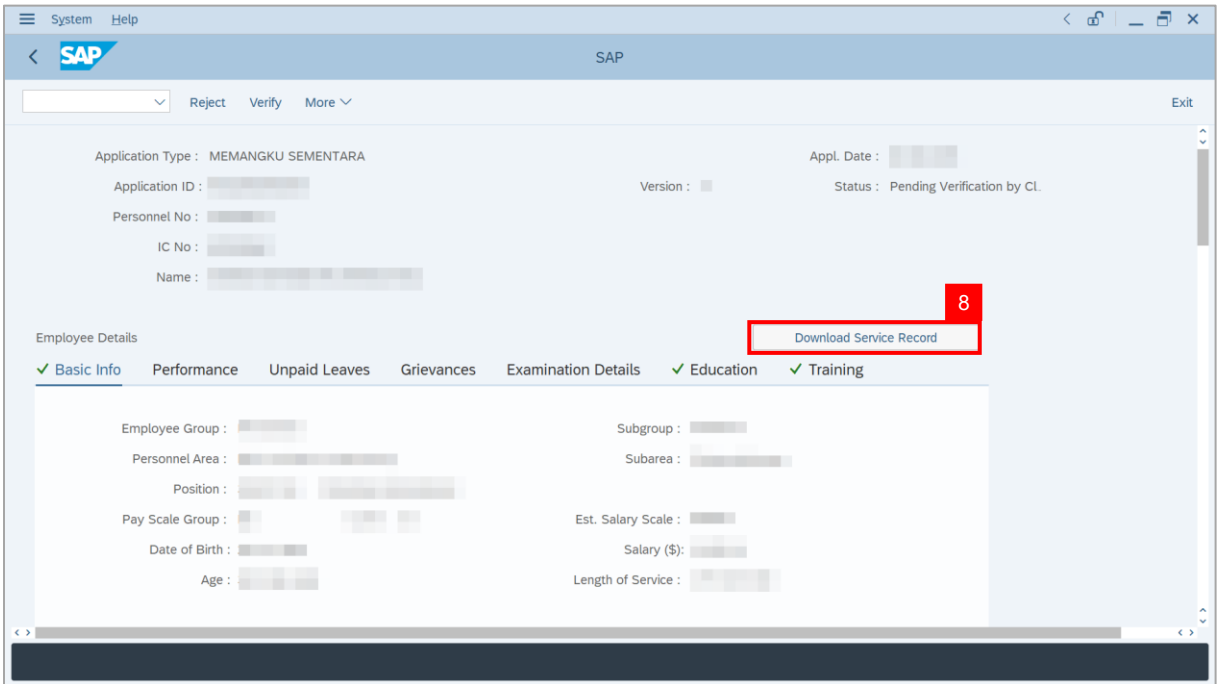


Note: The **Application List** page will be displayed.

i) **Department Payroll Clerk** may review employee's information on each tab under **Employee Details**.

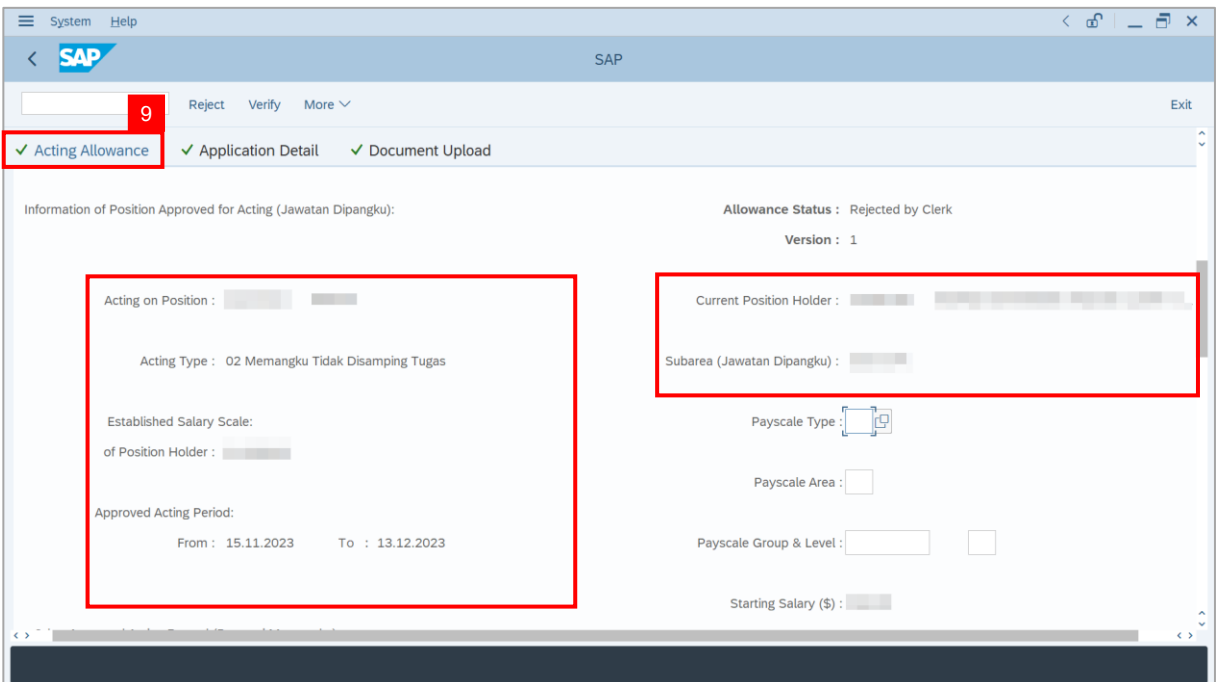


8. Click on **Download Service Record** button to download employee's service record.



9. Navigate to **Acting Allowance** tab.

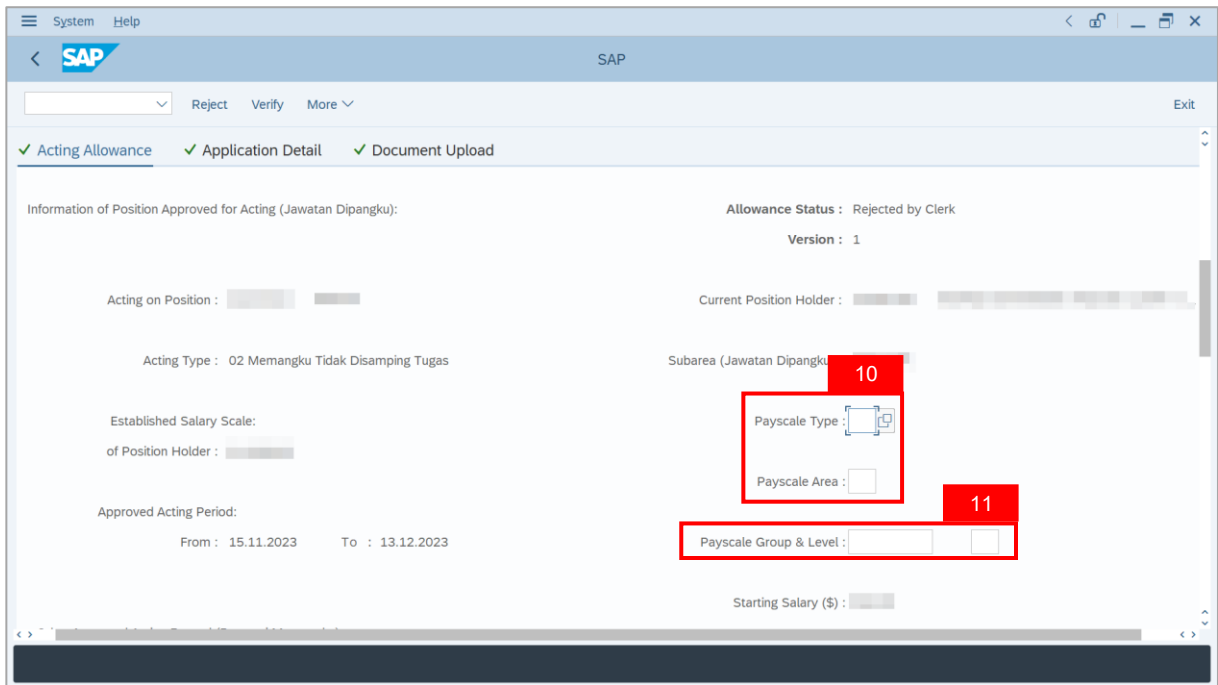
Note: Department Payroll Clerk may review the details under **Information of Position Approved for Acting (Jawatan Dipangku)**.



10. Select **Payscale Type** and **Payscale Area**.

11. Select **Payscale Group** and **Payscale Level**.

Note: This is the starting salary of the position being acted on (which acting allowance should be calculated based on).



Information of Position Approved for Acting (Jawatan Dipangku):

Allowance Status : Rejected by Clerk
Version : 1

Acting on Position :

Current Position Holder :

Acting Type : 02 Memangku Tidak Disamping Tugas

Subarea (Jawatan Dipangku) :

Established Salary Scale:
of Position Holder :

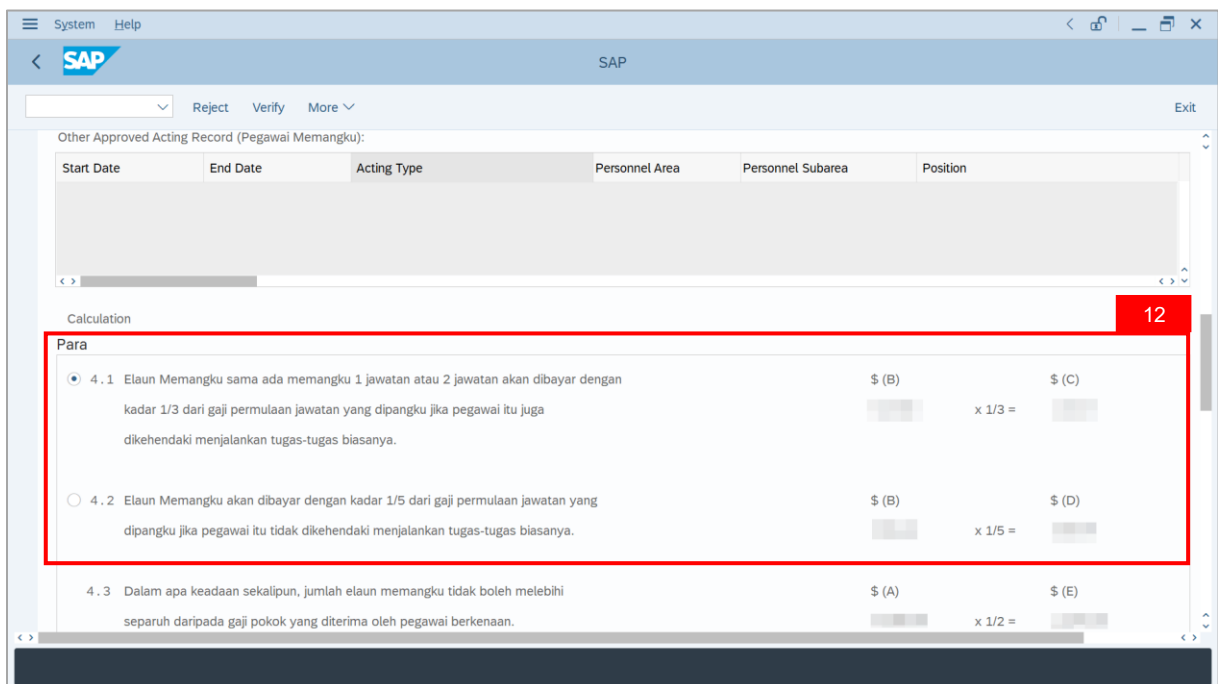
Approved Acting Period:
From : 15.11.2023 To : 13.12.2023

Starting Salary (\$) :

Payscale Type : (10)
Payscale Area :

Payscale Group & Level : (11)

12. Select either **Para 4.1** or **Para 4.2**.



Other Approved Acting Record (Pegawai Memangku):

Start Date	End Date	Acting Type	Personnel Area	Personnel Subarea	Position
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Calculation

Para

4.1 Elaun Memangku sama ada memangku 1 jawatan atau 2 jawatan akan dibayar dengan kadar 1/3 dari gaji permulaan jawatan yang dipangku jika pegawai itu juga dikehendaki menjalankan tugas-tugas biasanya. \$ (B) x 1/3 = \$ (C)

4.2 Elaun Memangku akan dibayar dengan kadar 1/5 dari gaji permulaan jawatan yang dipangku jika pegawai itu tidak dikehendaki menjalankan tugas-tugas biasanya. \$ (B) x 1/5 = \$ (D)

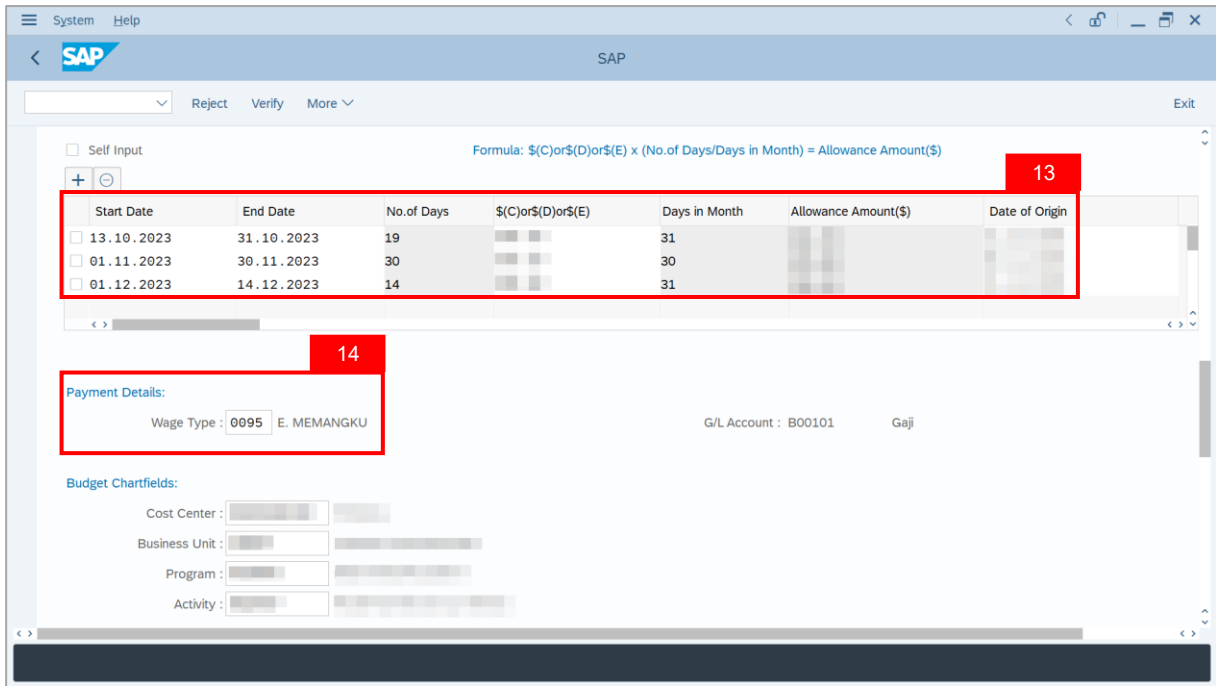
4.3 Dalam apa keadaan sekalipun, jumlah elaun memangku tidak boleh melebihi separuh daripada gaji pokok yang diterima oleh pegawai berkenaan. \$ (A) x 1/2 = \$ (E)

13. Review and amend **Acting allowance** proposed from system calculation, if required.

i) If **Department Payroll Clerk** requires to amend the allowance details, **tick** the checkbox **'Self Input'** and proceed to amend \$(C) or \$(D) or \$(E) column.

ii) **Department Payroll Clerk** may also amend Date of Origin (i.e., Payment Date), if required.

14. Review and amend **Wage Type**, if required.



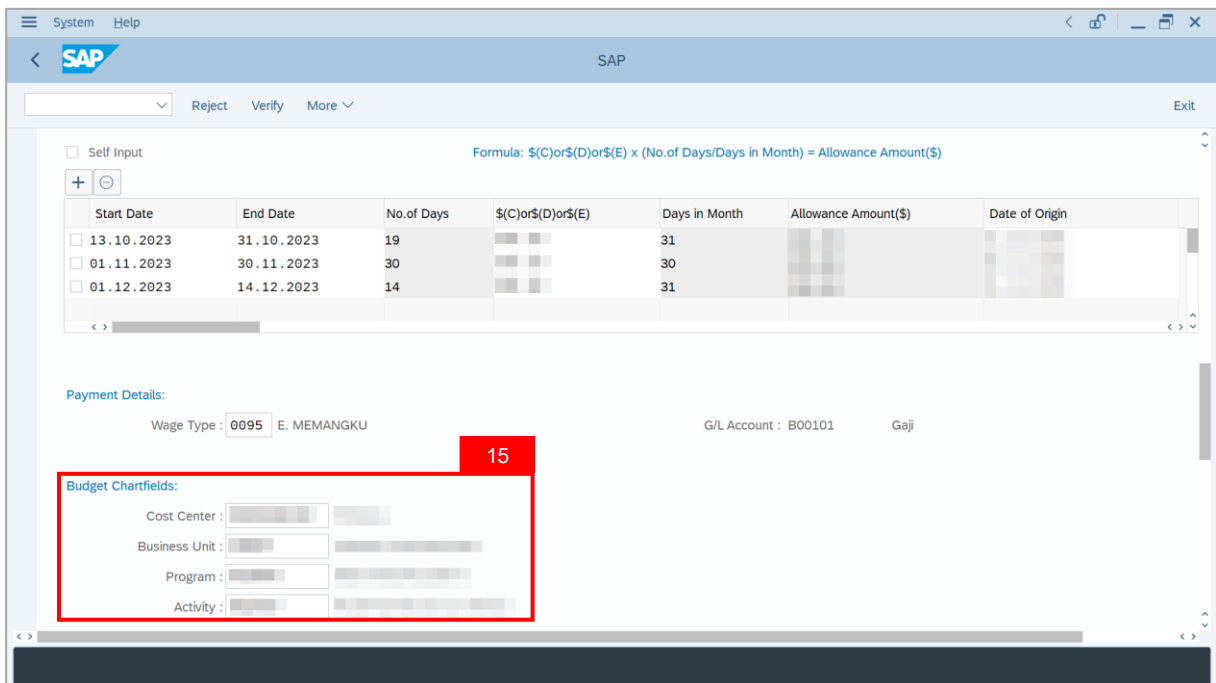
Formula: $\$(C) \text{or} \$(D) \text{or} \$(E) \times (\text{No. of Days/Days in Month}) = \text{Allowance Amount}(\$)$

<input type="checkbox"/>	Start Date	End Date	No. of Days	\$(C)or\$(D)or\$(E)	Days in Month	Allowance Amount(\$)	Date of Origin
<input type="checkbox"/>	13.10.2023	31.10.2023	19		31		
<input type="checkbox"/>	01.11.2023	30.11.2023	30		30		
<input type="checkbox"/>	01.12.2023	14.12.2023	14		31		

Payment Details:
 Wage Type : 0095 E. MEMANGKU
 G/L Account : B00101 Gaji

Budget Chartfields:
 Cost Center :
 Business Unit :
 Program :
 Activity :

15. Review and amend **Budget Chartfields**, if required.



Formula: $\$(C) \text{or} \$(D) \text{or} \$(E) \times (\text{No. of Days/Days in Month}) = \text{Allowance Amount}(\$)$

<input type="checkbox"/>	Start Date	End Date	No. of Days	\$(C)or\$(D)or\$(E)	Days in Month	Allowance Amount(\$)	Date of Origin
<input type="checkbox"/>	13.10.2023	31.10.2023	19		31		
<input type="checkbox"/>	01.11.2023	30.11.2023	30		30		
<input type="checkbox"/>	01.12.2023	14.12.2023	14		31		

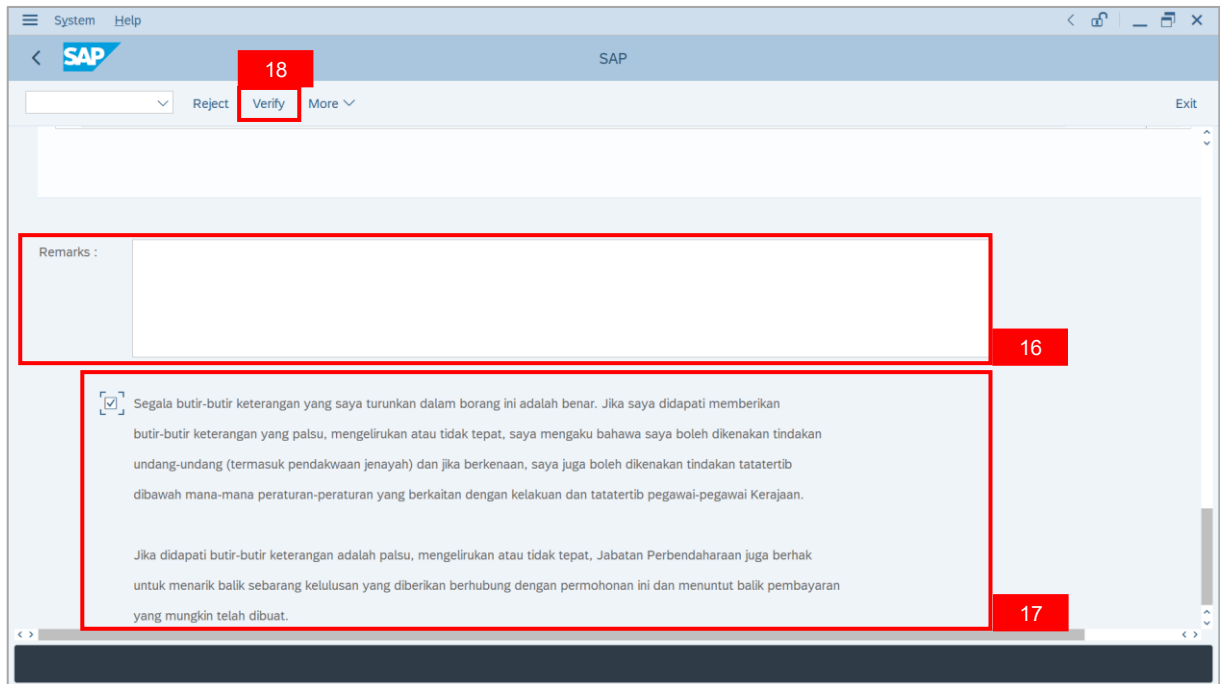
Payment Details:
 Wage Type : 0095 E. MEMANGKU
 G/L Account : B00101 Gaji

Budget Chartfields:
 Cost Center :
 Business Unit :
 Program :
 Activity :

16. Enter the **Remarks** for employee's application.

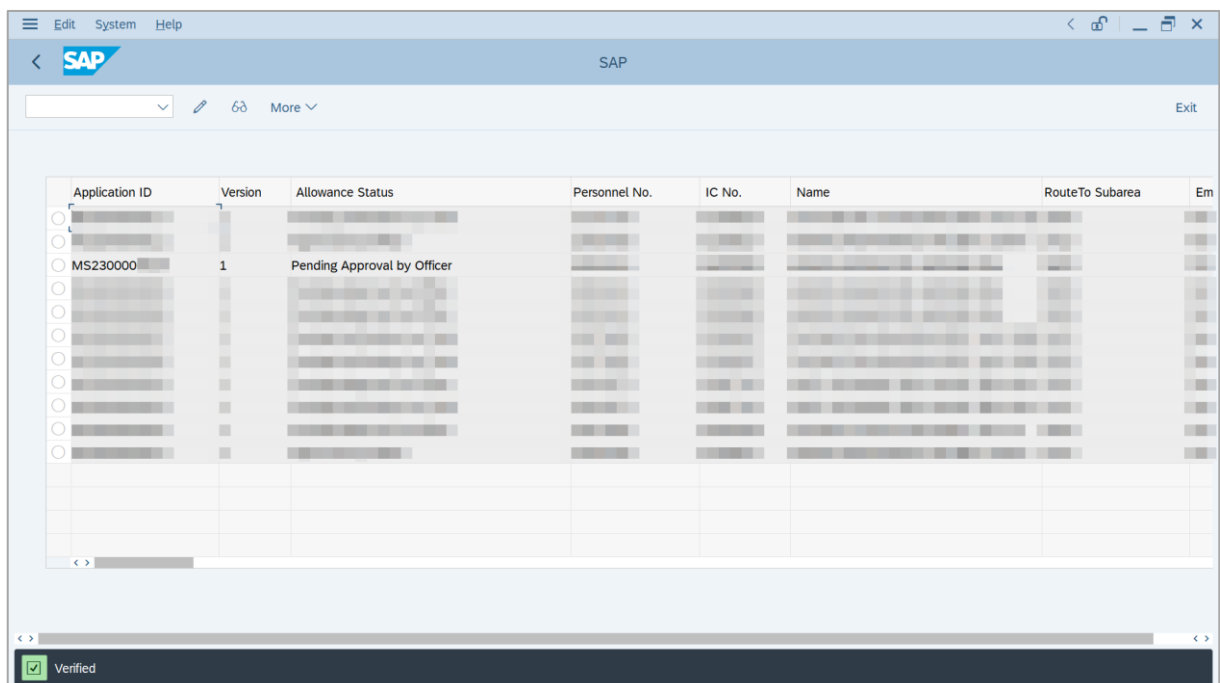
17. Tick on **Declaration** checkbox.

18. Click on **Verify** button.



The screenshot shows the SAP GUI interface. At the top, there is a navigation bar with 'System' and 'Help' menus. Below it, the SAP logo is visible. A dropdown menu is open, showing 'Reject', 'Verify', and 'More' options. The 'Verify' button is highlighted with a red box and labeled '18'. Below the navigation bar, there is a large text area for 'Remarks'. A red box highlights this area, labeled '16'. Below the 'Remarks' area, there is a declaration checkbox with a red box around it, labeled '17'. The declaration text reads: '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-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: The **Application** has successfully been verified and will be routed to **Dept Payroll Officer** for approval.



The screenshot shows the SAP GUI interface displaying a table of application records. The table has the following columns: Application ID, Version, Allowance Status, Personnel No., IC No., Name, RouteTo Subarea, and Em. The table contains several rows, with the first row highlighted. The first row has the following values: Application ID: MS230000, Version: 1, Allowance Status: Pending Approval by Officer, Personnel No., IC No., Name, RouteTo Subarea, and Em. Below the table, there is a status bar with a green checkmark and the text 'Verified'.

Application ID	Version	Allowance Status	Personnel No.	IC No.	Name	RouteTo Subarea	Em
MS230000	1	Pending Approval by Officer					

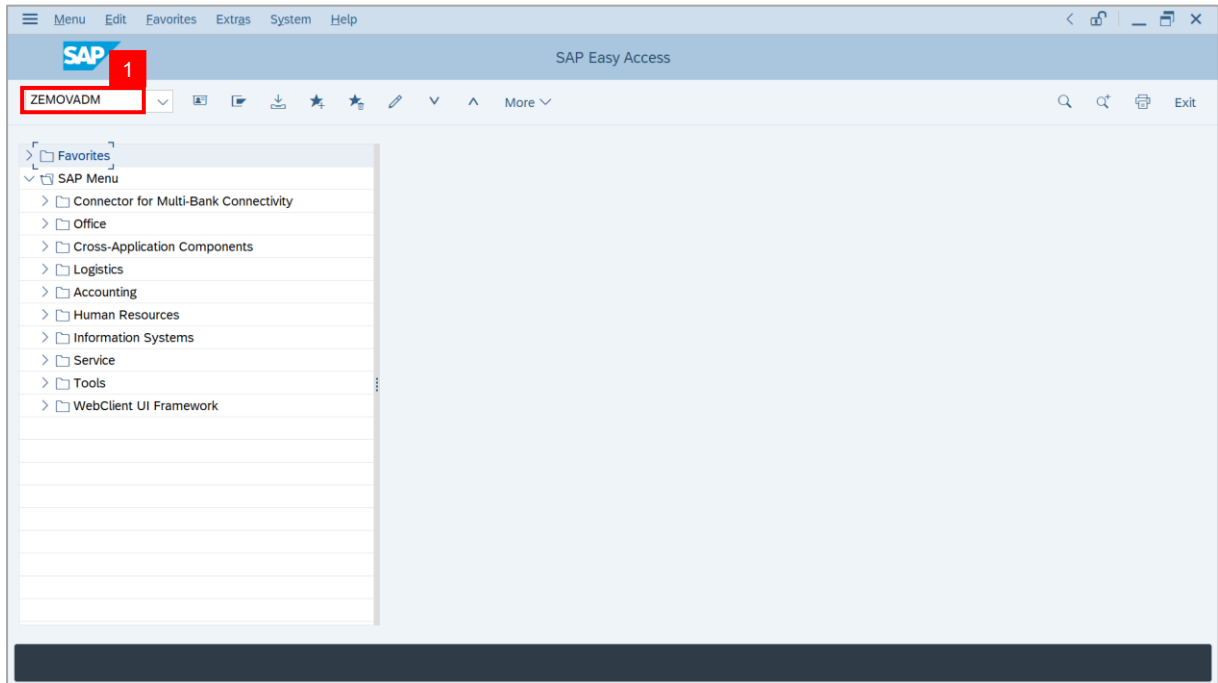
EDIT REWORKED APPLICATION

Backend User

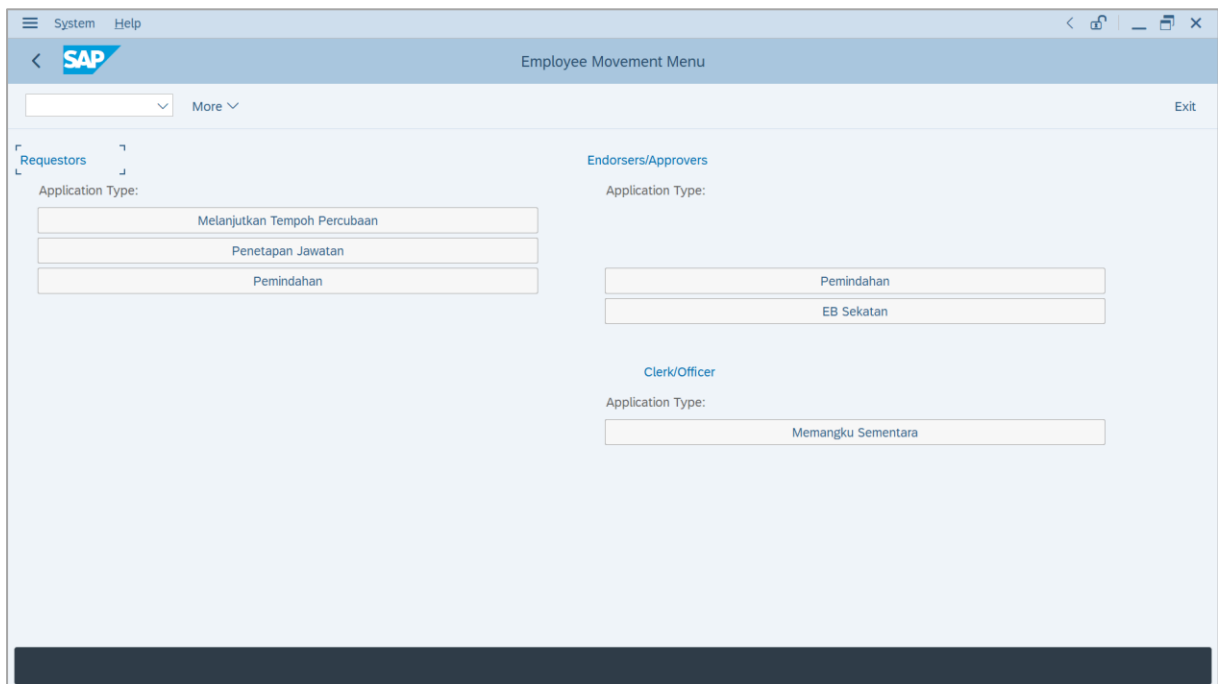
Department Payroll Clerk

Log into SAP GUI (Back End) and proceed with the following steps.

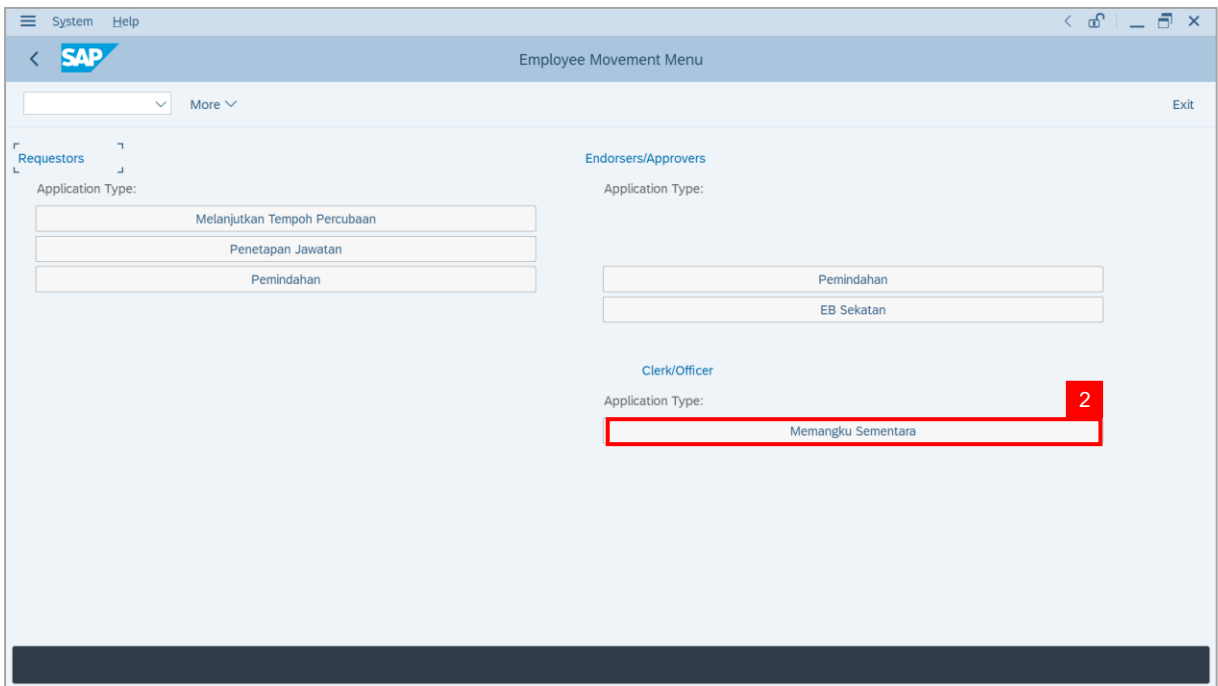
1. Enter **ZEMOVADM** in the search bar.



Note: Employee Movement Menu page will be displayed.

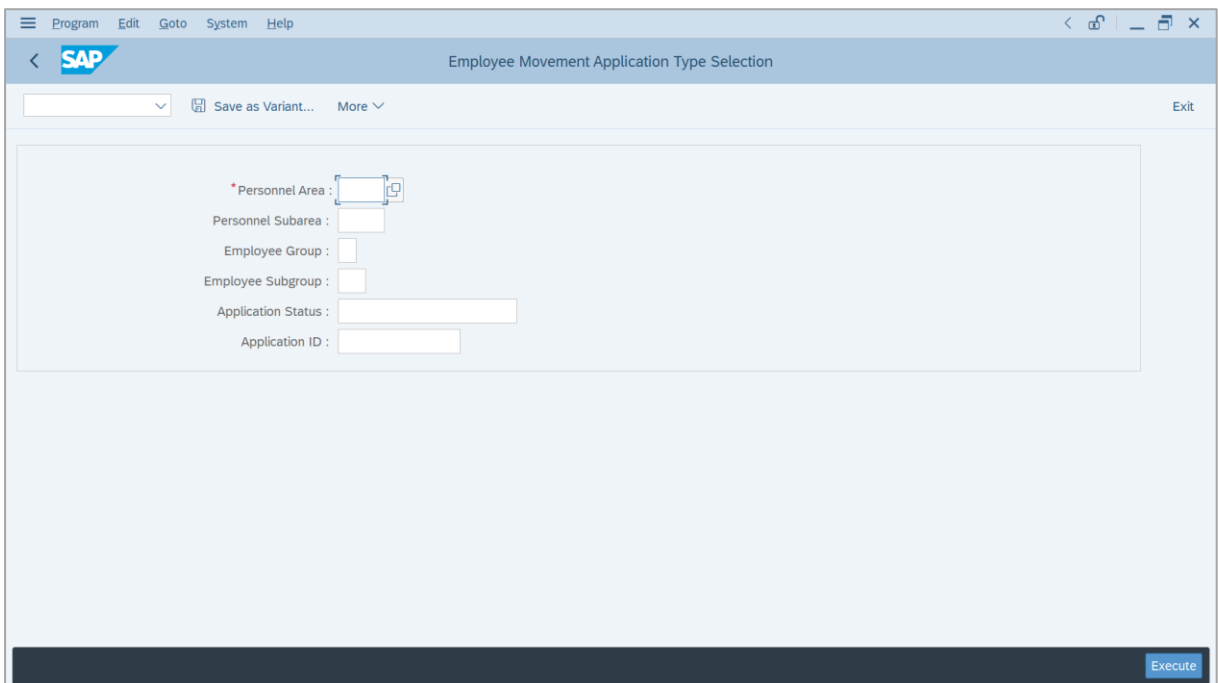


2. Under **Clerk/Officer: Application Type**, click on **Memangku Sementara**.



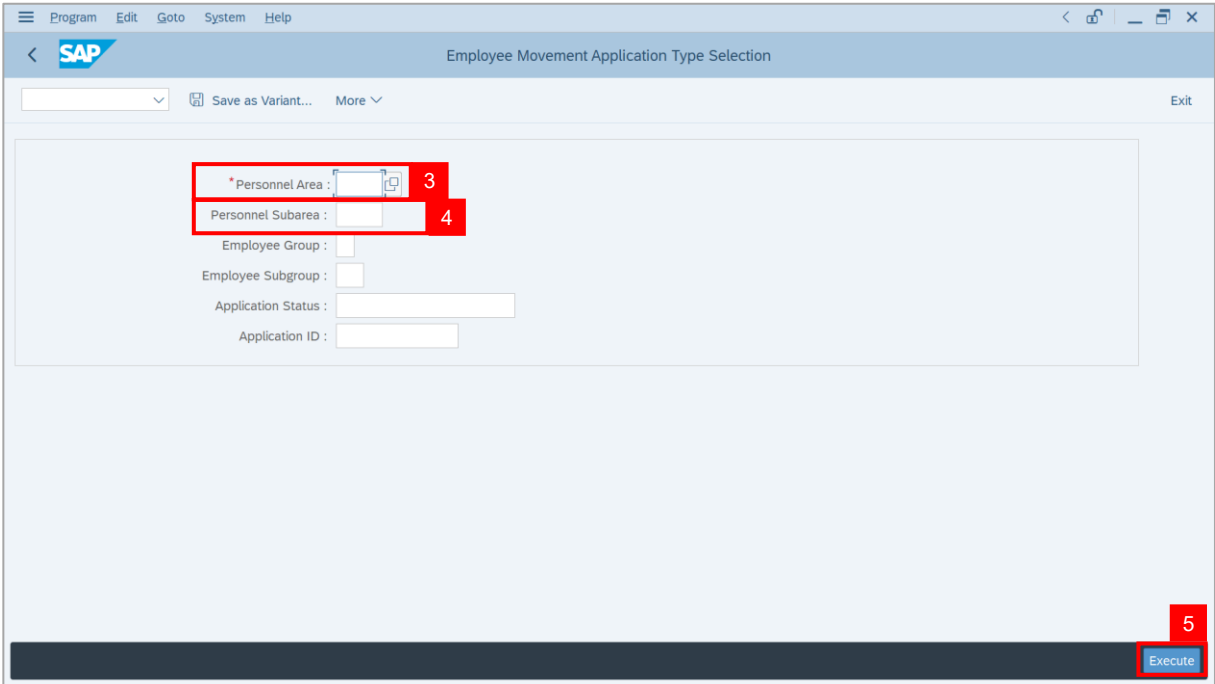
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Note: The Employee Movement Application: Type Selection page will be displayed.

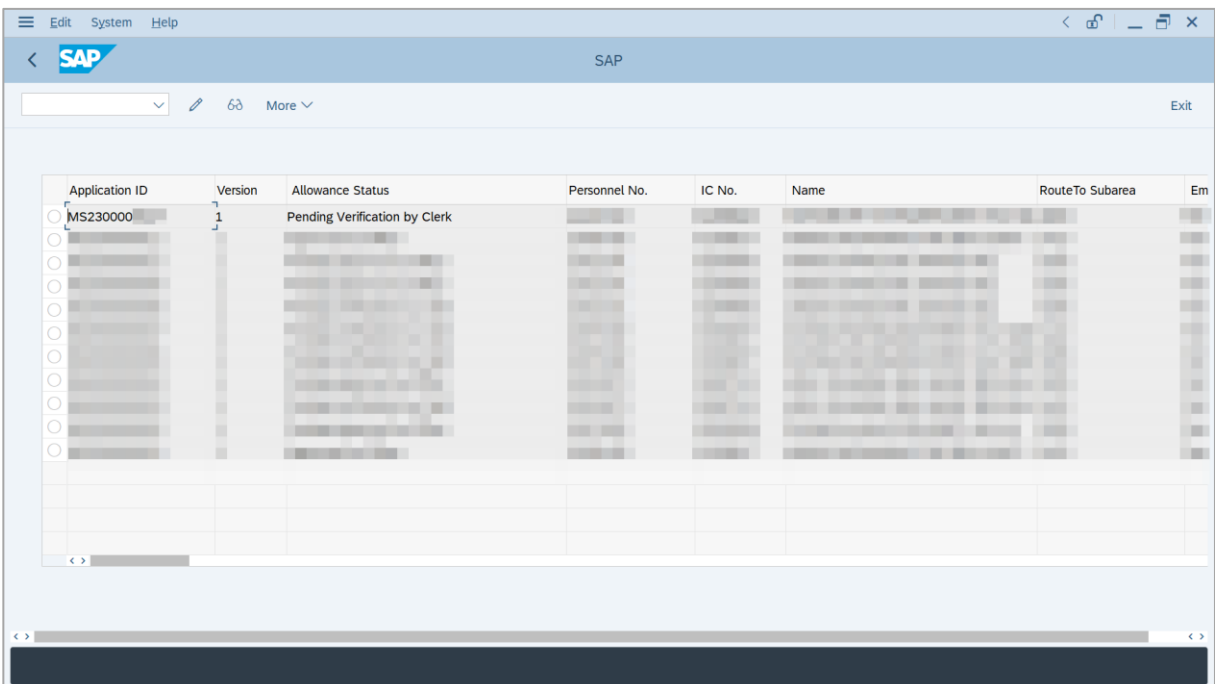


The screenshot shows the SAP Employee Movement Application Type Selection page. It features a header with 'Program Edit Goto System Help' and 'Employee Movement Application Type Selection'. Below the header, there is a 'Save as Variant...' button and a 'More' dropdown menu. The main area contains several input fields for application details: Personnel Area, Personnel Subarea, Employee Group, Employee Subgroup, Application Status, and Application ID. An 'Execute' button is located at the bottom right of the page.

3. Enter **Personnel Area**.
4. Enter **Personnel Subarea** (Optional).
5. Click on **Execute** button.

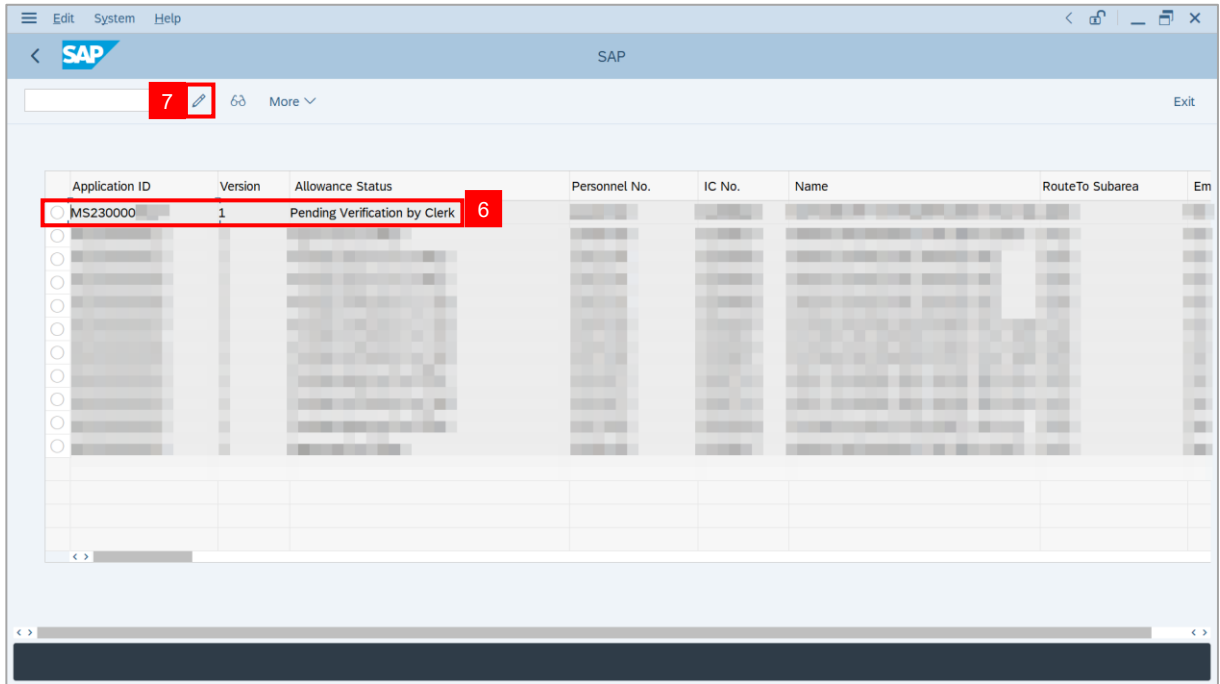


Note: The Application List page will be displayed.

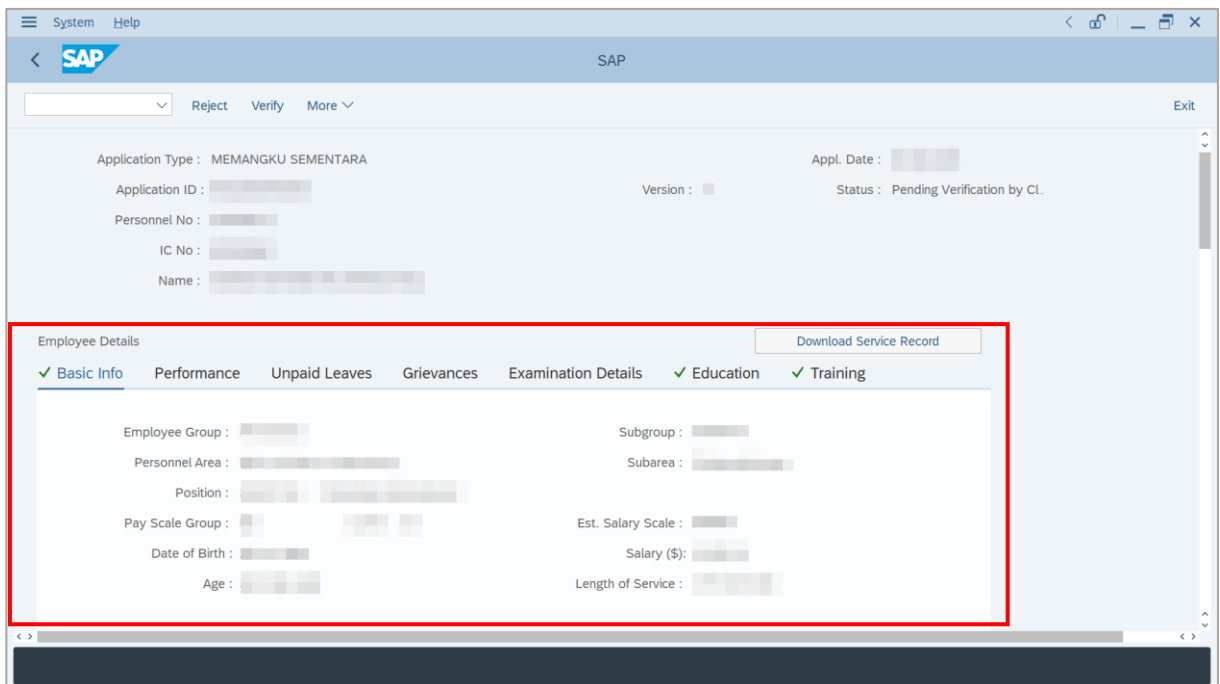


6. Select an application with 'Pending Verification by Clerk' status.

7. Click on **Change** icon.

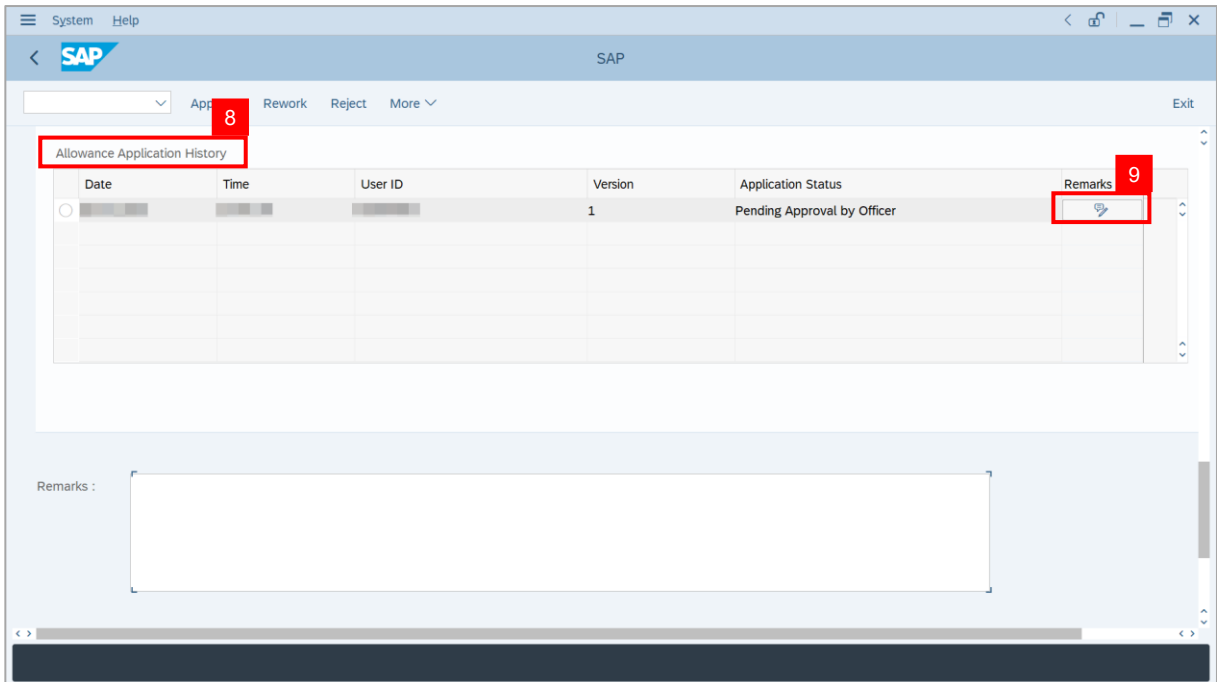


Note: The **Application List** page will be displayed.

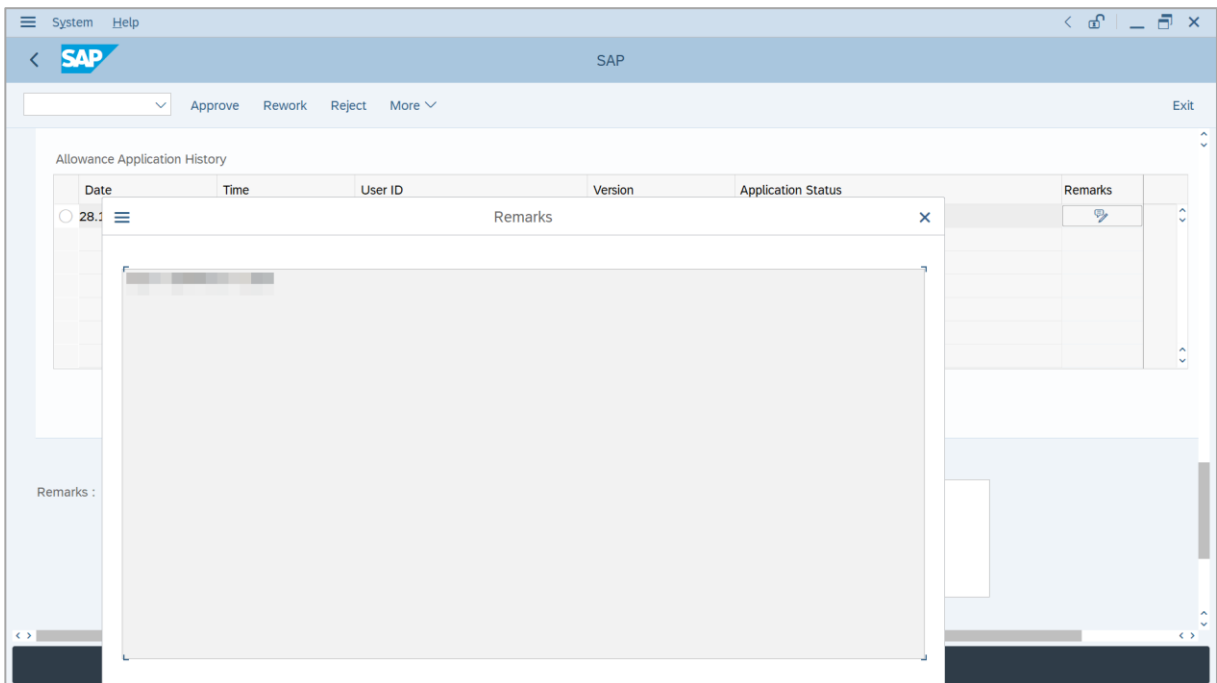


8. Under **Acting Allowance** tab, navigate to **Allowance Application History**.

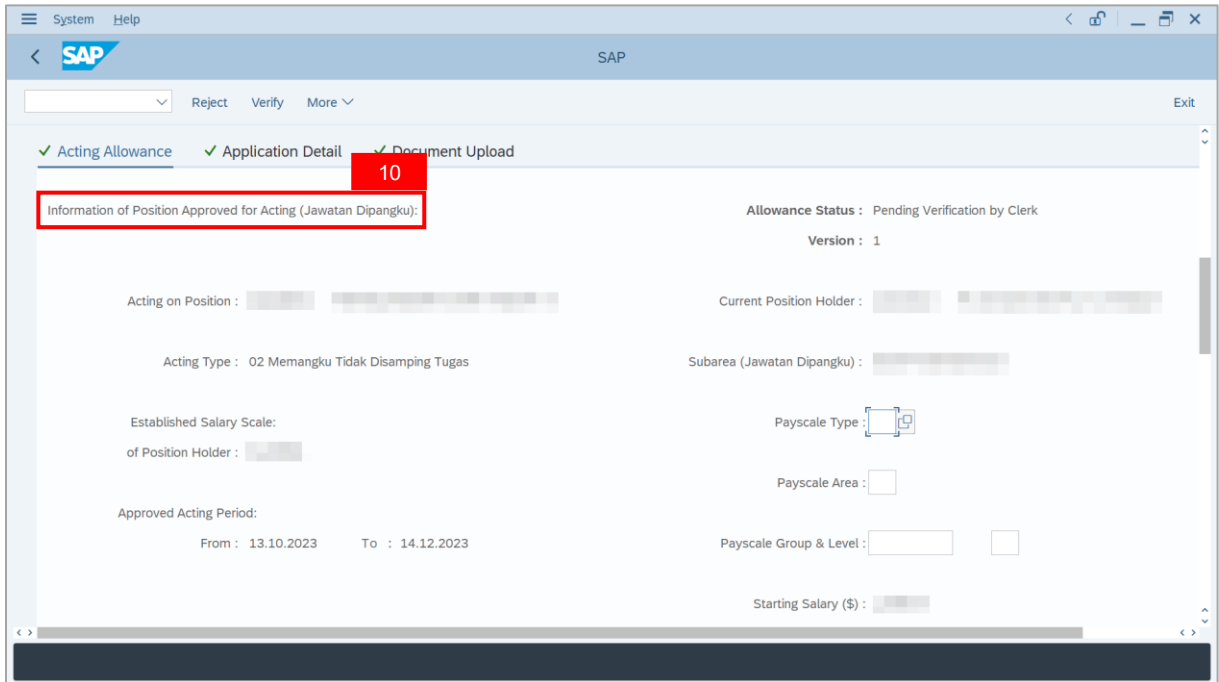
9. Click on **Remarks** button to view the comments entered by **Department Payroll Officer**.



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



10. Under **Acting Allowance** tab, navigate to **Information of Position Approved for Acting (Jawatan Dipangku)**.

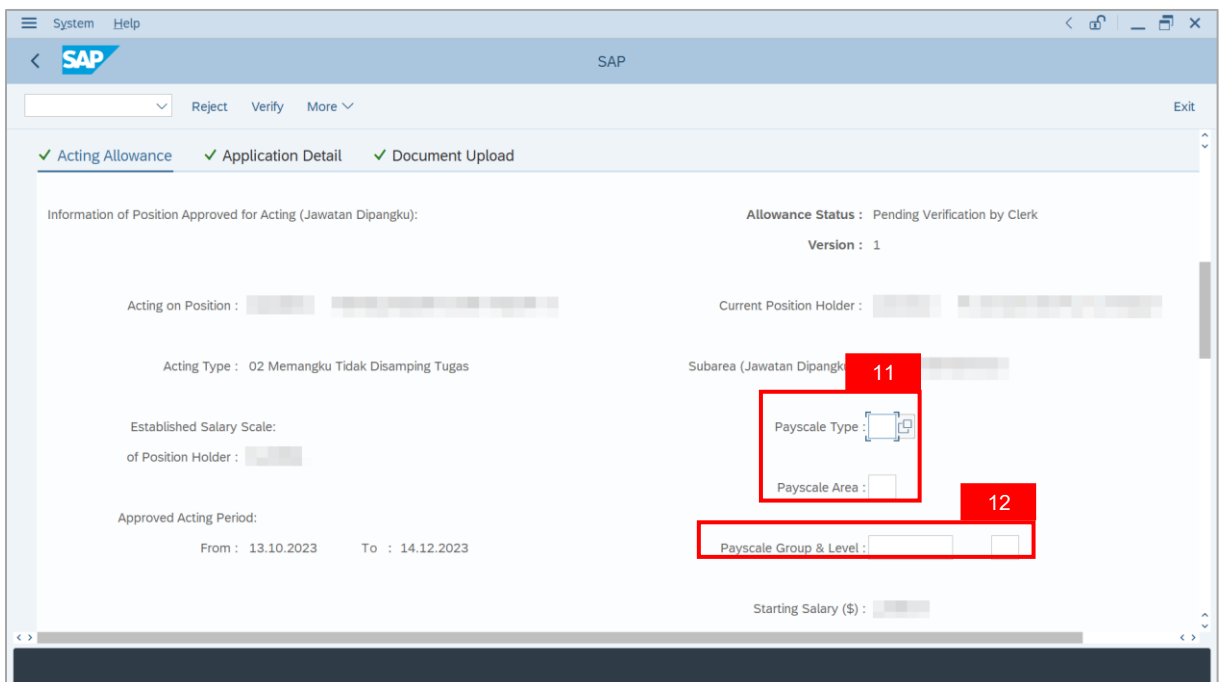


The screenshot shows the SAP GUI interface for the 'Acting Allowance' tab. The main content area is titled 'Information of Position Approved for Acting (Jawatan Dipangku):'. The form displays the following details:

- Allowance Status: Pending Verification by Clerk
- Version: 1
- Acting on Position: [Redacted]
- Current Position Holder: [Redacted]
- Acting Type: 02 Memangku Tidak Disamping Tugas
- Subarea (Jawatan Dipangku): [Redacted]
- Established Salary Scale: [Redacted]
- Payscale Type: [Redacted]
- of Position Holder: [Redacted]
- Payscale Area: [Redacted]
- Approved Acting Period: From: 13.10.2023 To: 14.12.2023
- Payscale Group & Level: [Redacted]
- Starting Salary (\$): [Redacted]

11. Amend **Payscale Type** and **Payscale Area**.

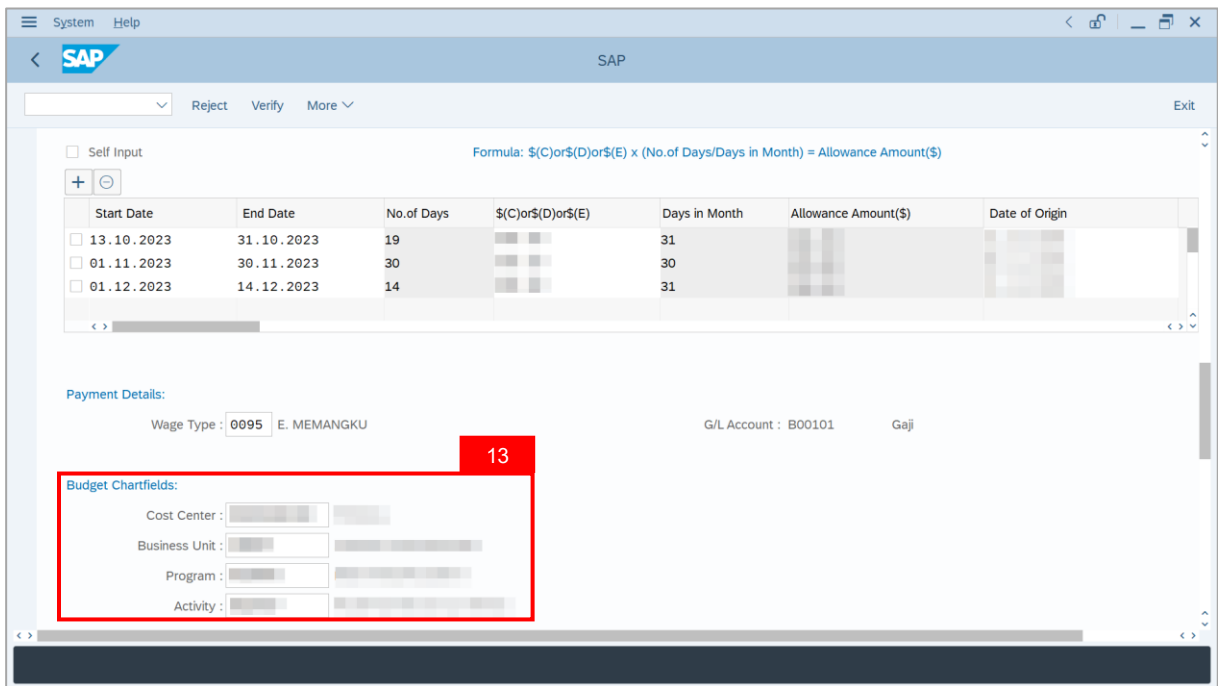
12. Amend **Payscale Group** and **Payscale Level**.



The screenshot shows the same SAP GUI interface as above, but with red boxes highlighting specific fields for amendment:

- A red box labeled '11' highlights the 'Payscale Type' and 'Payscale Area' fields.
- A red box labeled '12' highlights the 'Payscale Group & Level' field.

13. Amend **Budget Chartfields**.



System Help

SAP

Reject Verify More

Exit

Self Input Formula: $\$(C) \text{or} \$(D) \text{or} \$(E) \times (\text{No. of Days} / \text{Days in Month}) = \text{Allowance Amount} (\$)$

Start Date	End Date	No. of Days	\$(C)or\$(D)or\$(E)	Days in Month	Allowance Amount(\$)	Date of Origin
<input type="checkbox"/> 13.10.2023	31.10.2023	19		31		
<input type="checkbox"/> 01.11.2023	30.11.2023	30		30		
<input type="checkbox"/> 01.12.2023	14.12.2023	14		31		

Payment Details:

Wage Type : 0095 E. MEMANGKU G/L Account : B00101 Gaji

Budget Chartfields:

Cost Center : [] []

Business Unit : [] []

Program : [] []

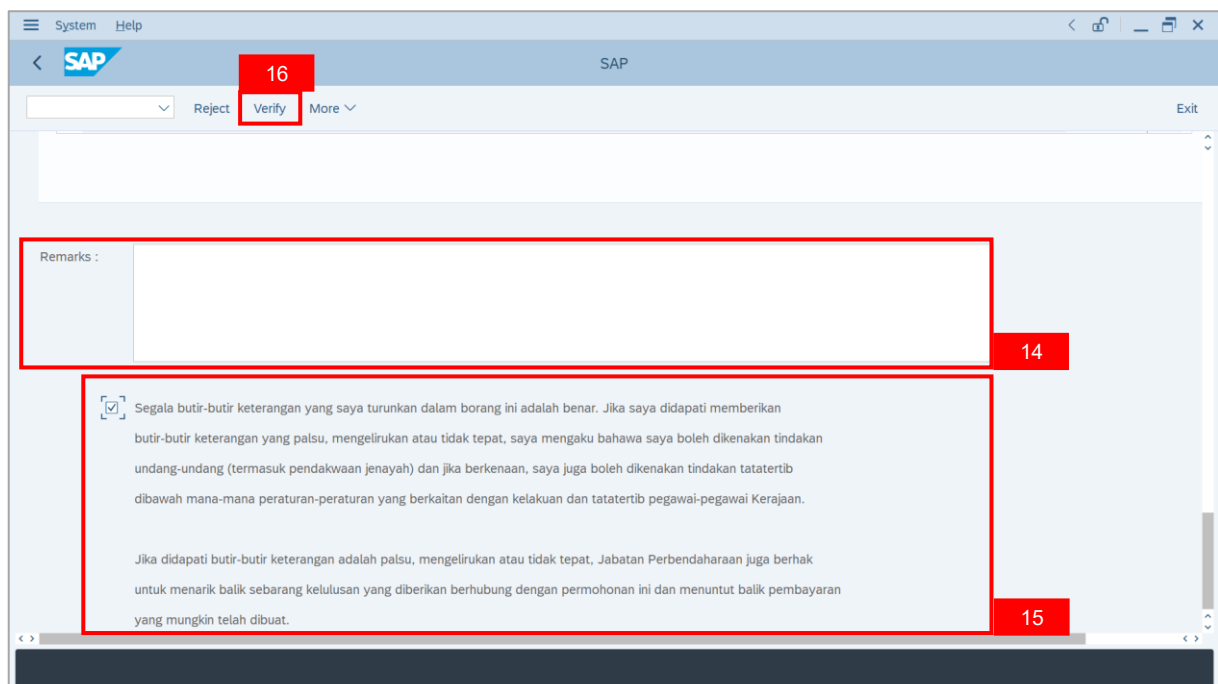
Activity : [] []

13

14. Enter the **Remarks** for employee's application.

15. Tick on **Declaration** checkbox.

16. Click on **Verify** button.



System Help

SAP

Reject **Verify** More

Exit

Remarks :

14

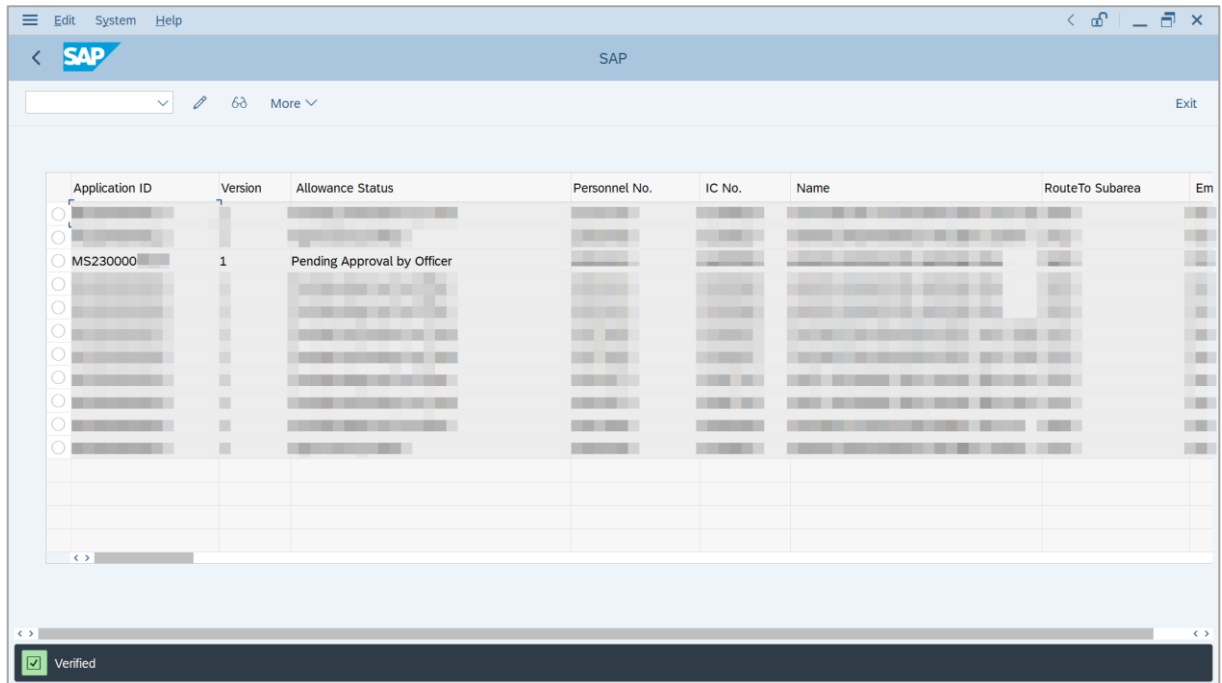
Segala butir-butir keterangan yang saya turunkan dalam borang ini adalah benar. Jika saya didapati memberikan butir-butir keterangan yang palsu, mengelirukan atau tidak tepat, saya mengaku bahawa saya boleh dikenakan tindakan undang-undang (termasuk pendakwaan jenayah) dan jika berkenaan, saya juga boleh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

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Outcome: The **Application** has successfully been verified.



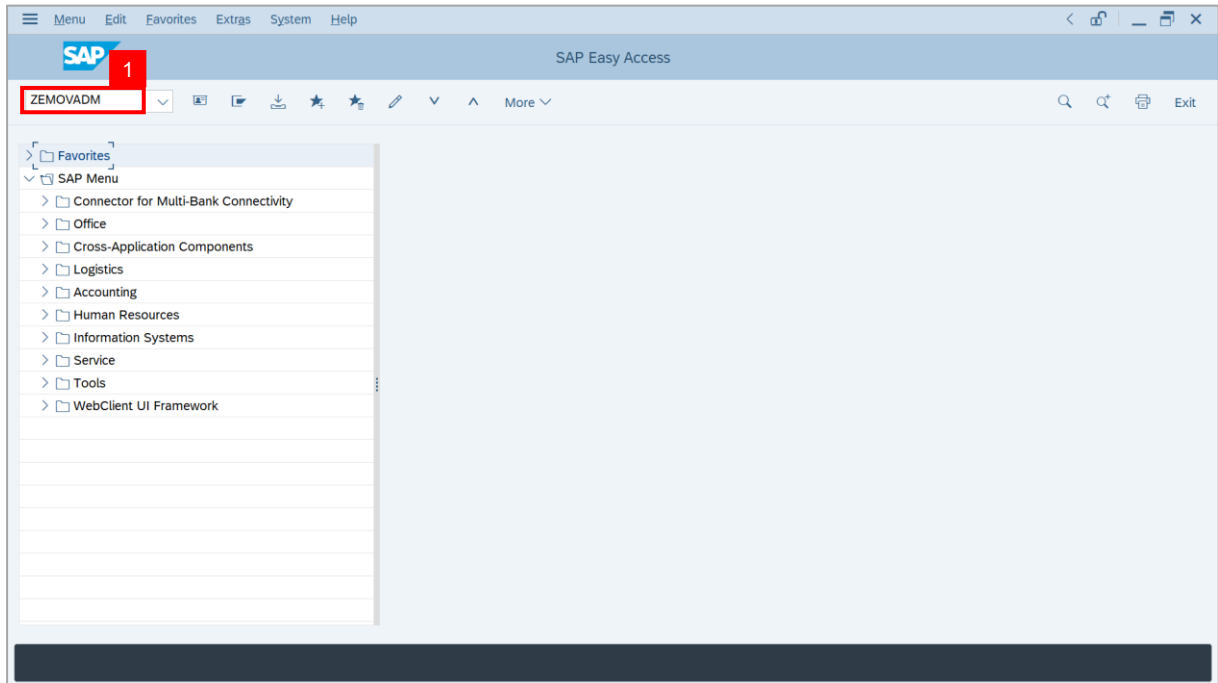
Application ID	Version	Allowance Status	Personnel No.	IC No.	Name	RouteTo Subarea	Em
MS230000	1	Pending Approval by Officer					

Verified

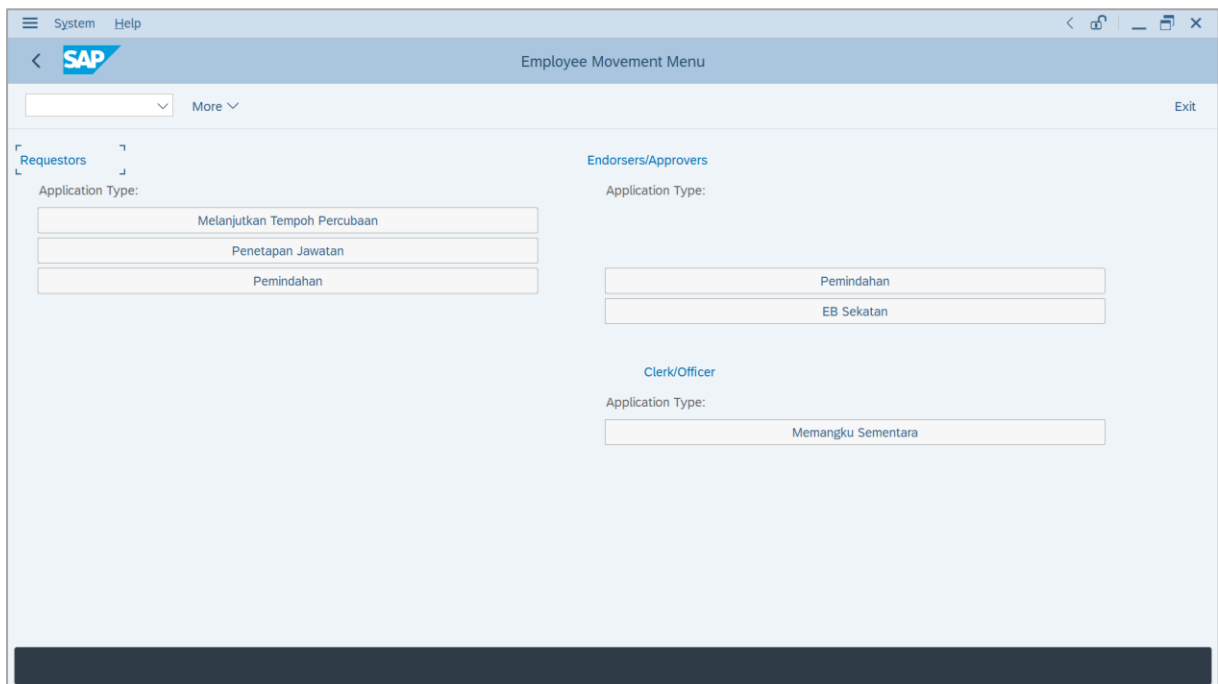
REJECT APPLICATION	Backend User
	Department Payroll Clerk

Log into SAP GUI (Back End) and proceed with the following steps.

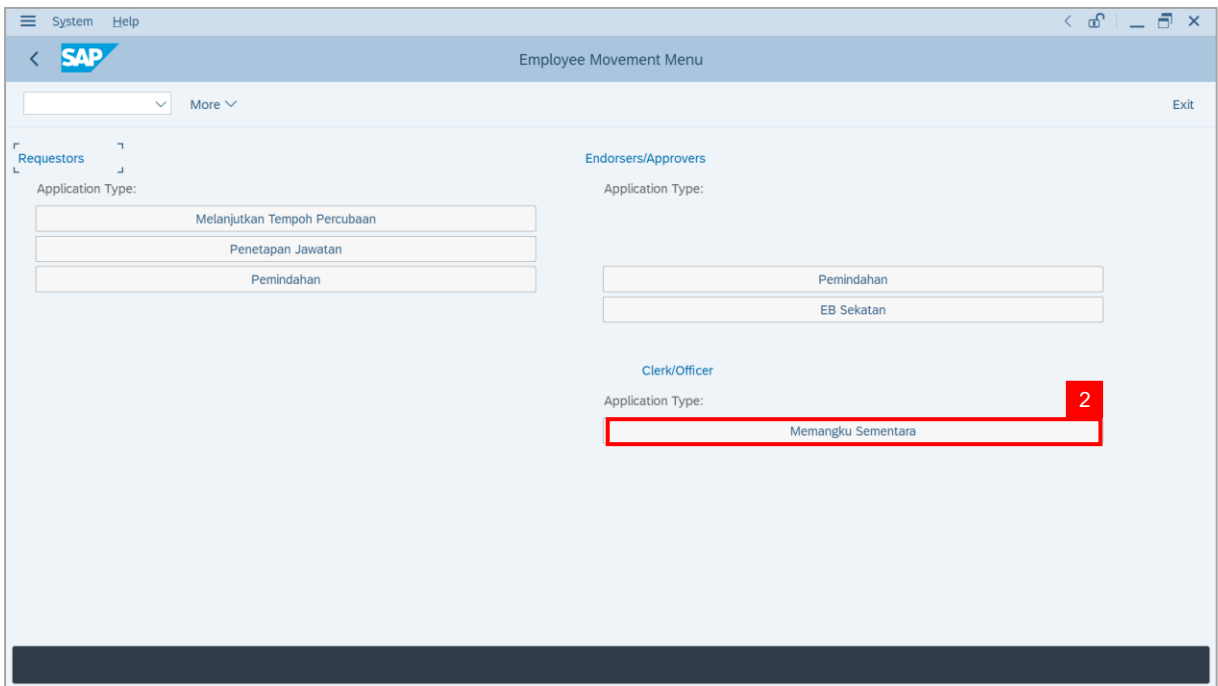
1. Enter **ZEMOVADM** in the search bar.



Note: Employee Movement Menu page will be displayed.

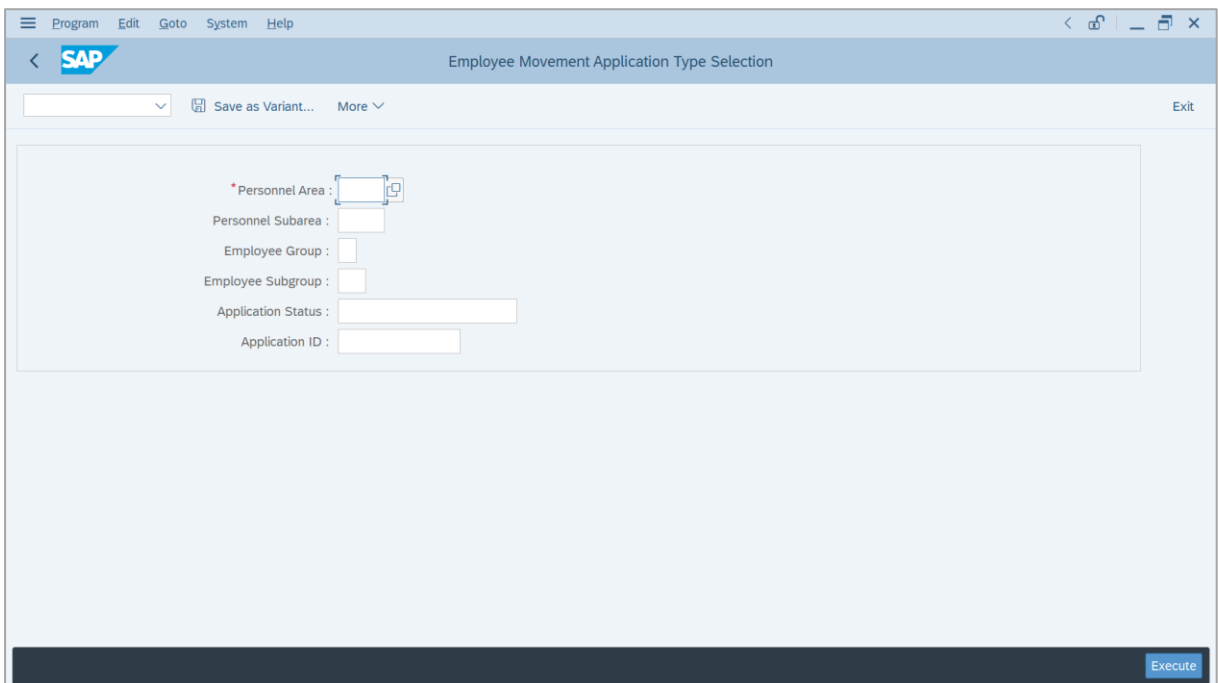


2. Under **Clerk/Officer: Application Type**, click on **Memangku Sementara**.



The screenshot shows the SAP Employee Movement Menu interface. It is divided into two main sections: Requestors and Endorsers/Approvers. Under Requestors, there are three application types: Melanjutkan Tempoh Percubaan, Penetapan Jawatan, and Pemindahan. Under Endorsers/Approvers, there are two application types: Pemindahan and EB Sekatan. Below these, there is a section for Clerk/Officer with an Application Type dropdown menu. The dropdown menu is open, and the option 'Memangku Sementara' is highlighted with a red box and a red '2' in the top right corner, indicating the step to be followed.

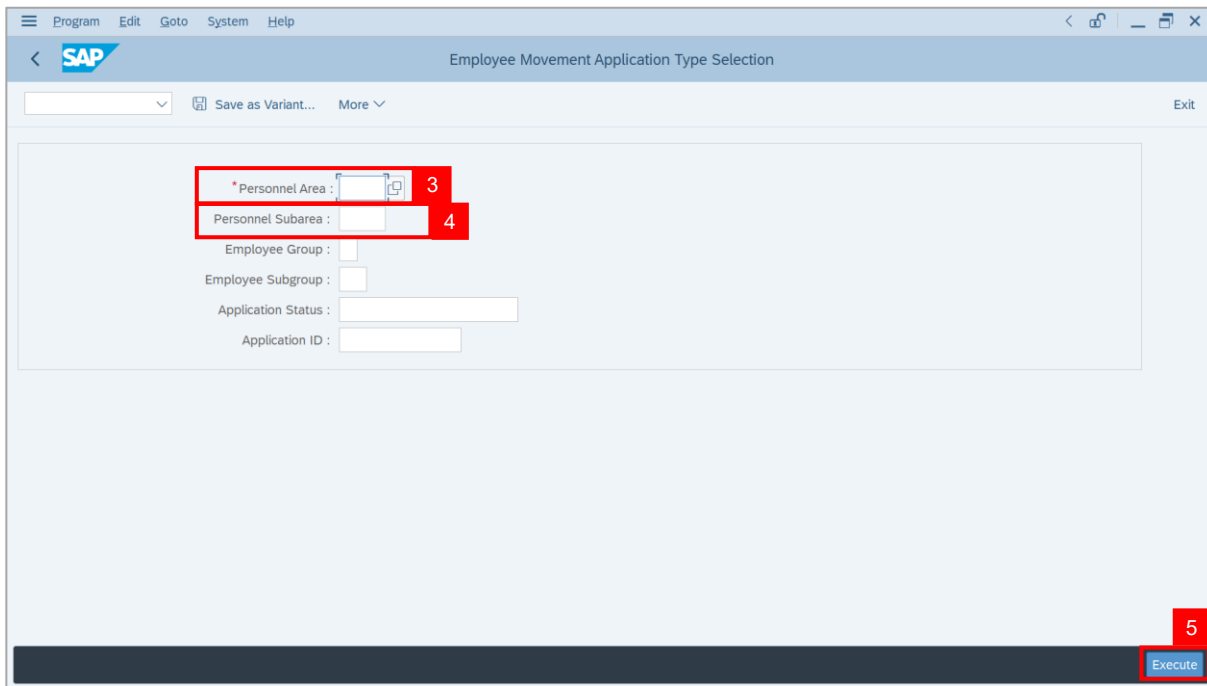
Note: The Employee Movement Application: Type Selection page will be displayed.



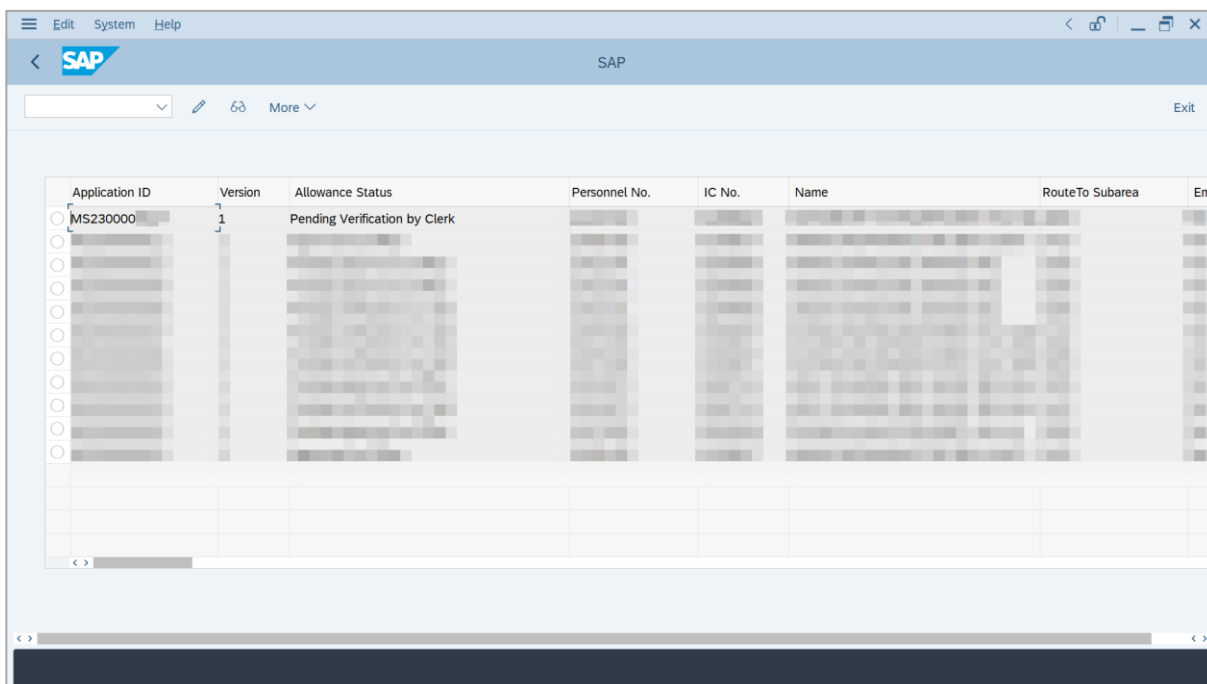
The screenshot shows the SAP Employee Movement Application Type Selection page. It features a header with 'Program Edit Goto System Help' and 'Employee Movement Application Type Selection'. Below the header, there is a 'Save as Variant...' button and a 'More' dropdown menu. The main content area contains several input fields: Personnel Area (with a selection icon), Personnel Subarea, Employee Group, Employee Subgroup, Application Status, and Application ID. An 'Execute' button is located at the bottom right of the page.



3. Enter **Personnel Area**.
4. Enter **Personnel Subarea** (Optional).
5. Click on **Execute** button.

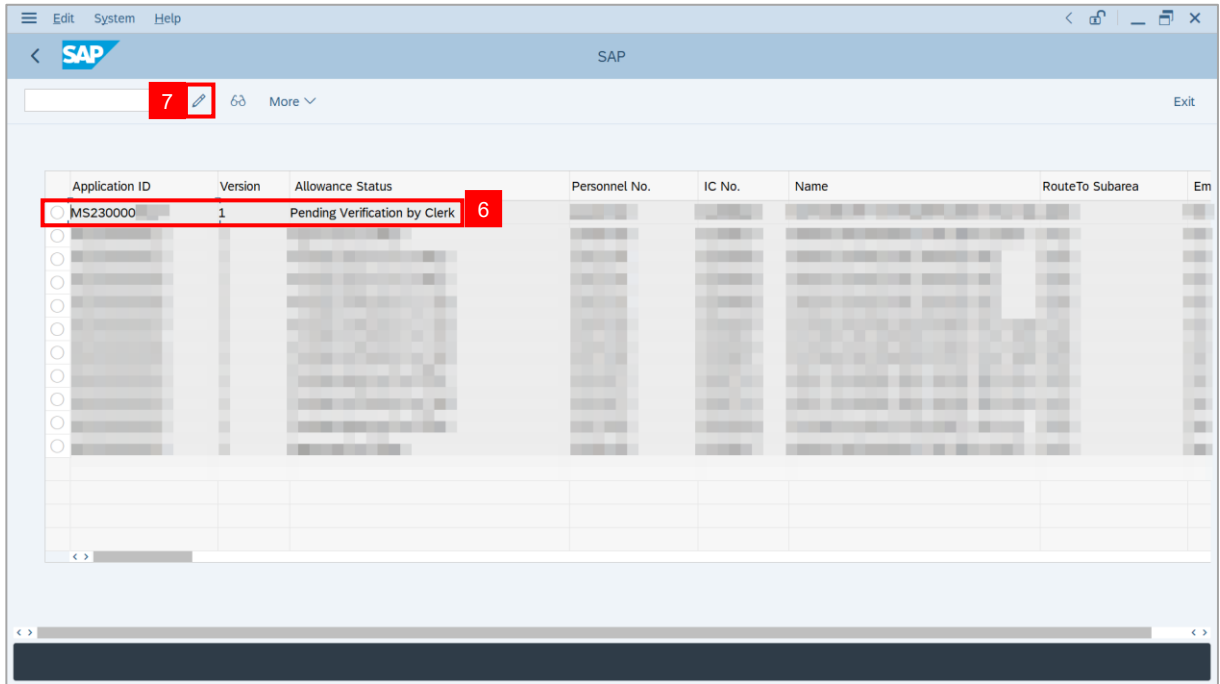


Note: The Application List page will be displayed.

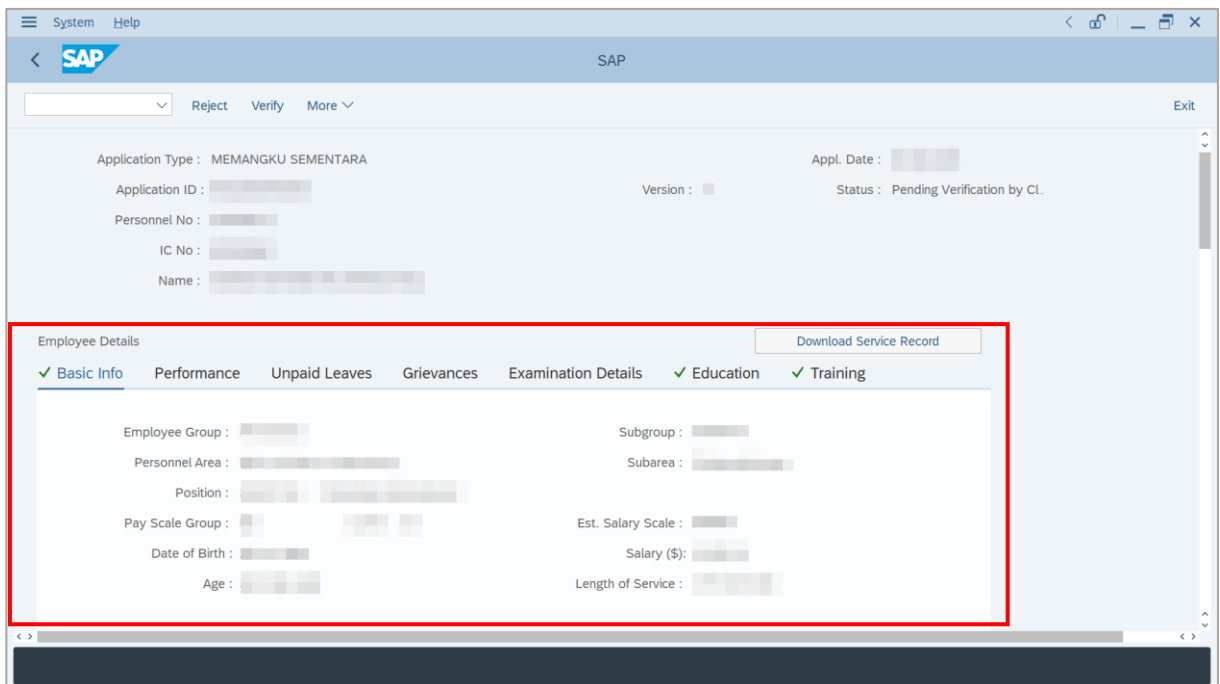


6. Select an application with 'Pending Verification by Clerk' status.

7. Click on **Change** icon.

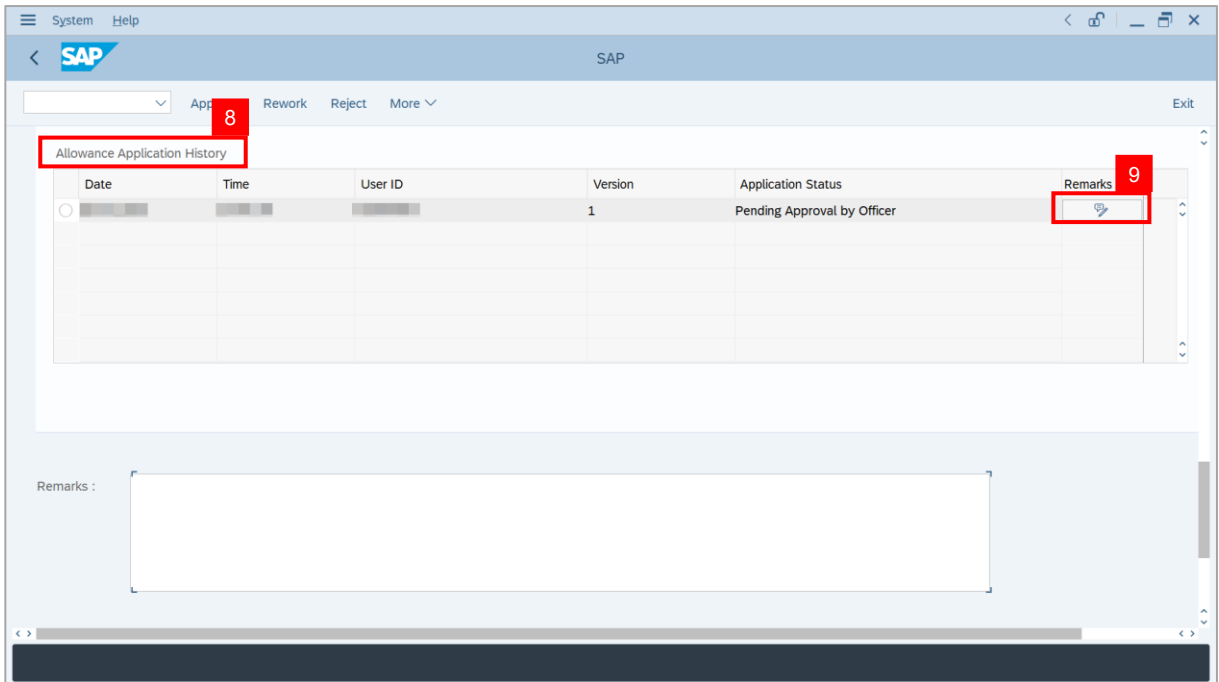


Note: The **Application List** page will be displayed.

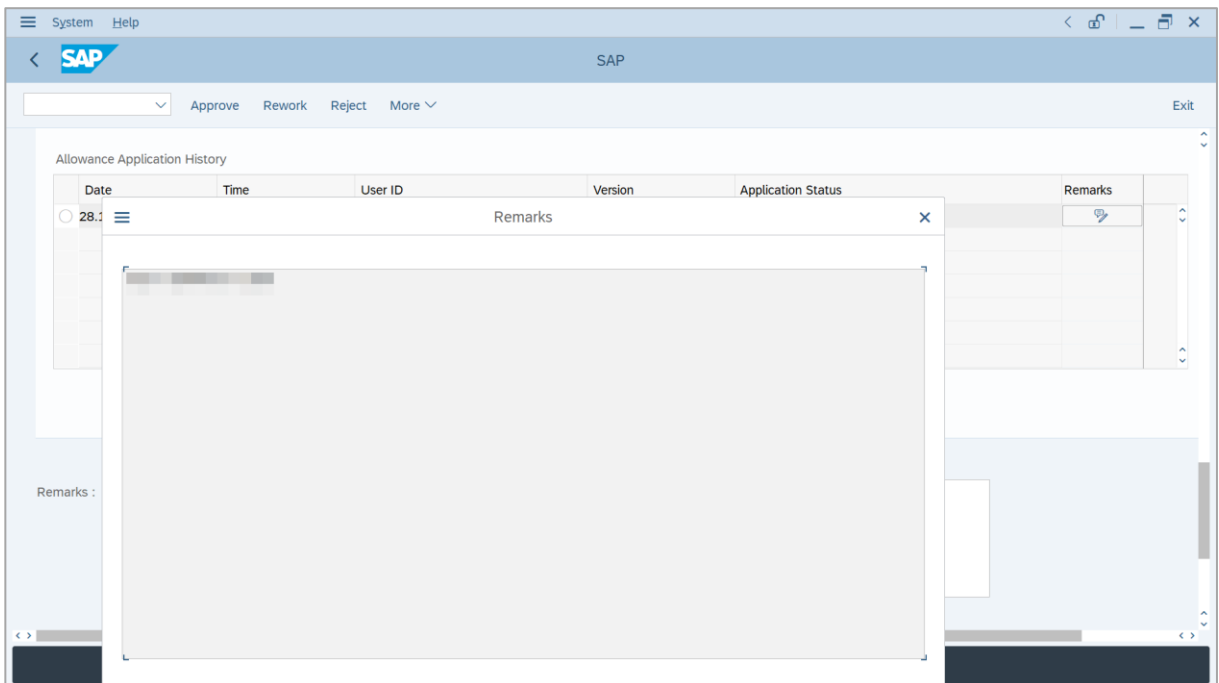


8. Under **Acting Allowance** tab, navigate to **Allowance Application History**.

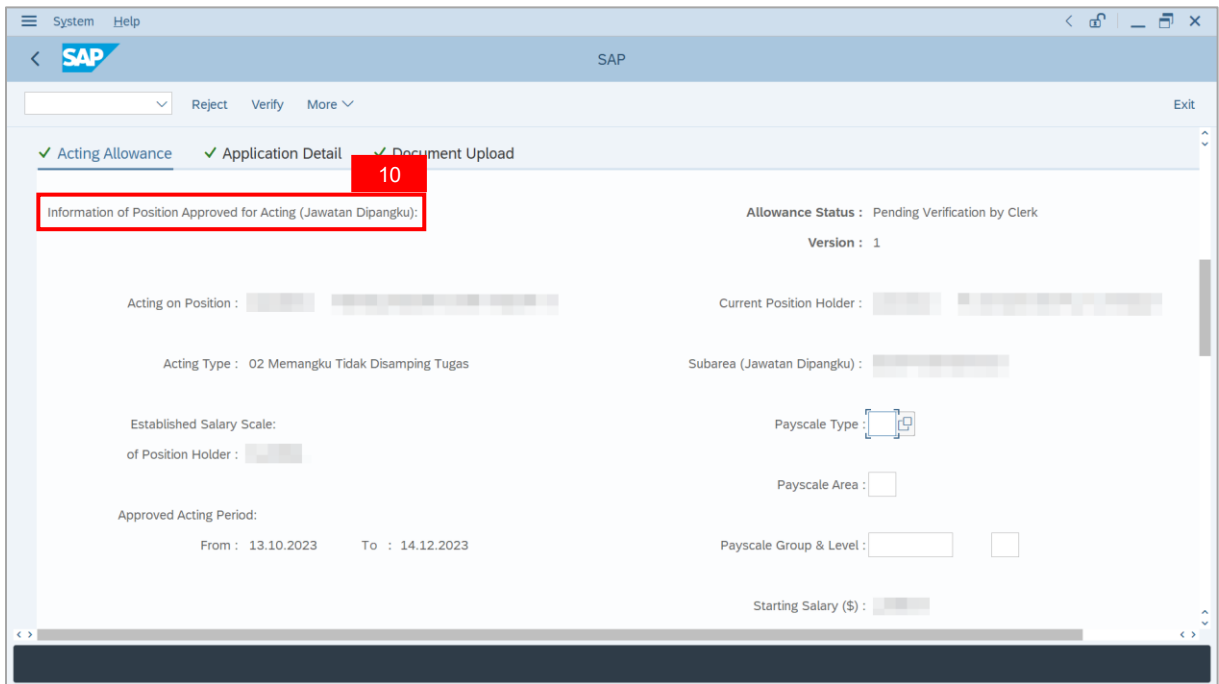
9. Click on **Remarks** button to view the comments entered by **Department Payroll Officer**.



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



10. Under **Acting Allowance** tab, navigate to **Information of Position Approved for Acting (Jawatan Dipangku)**.

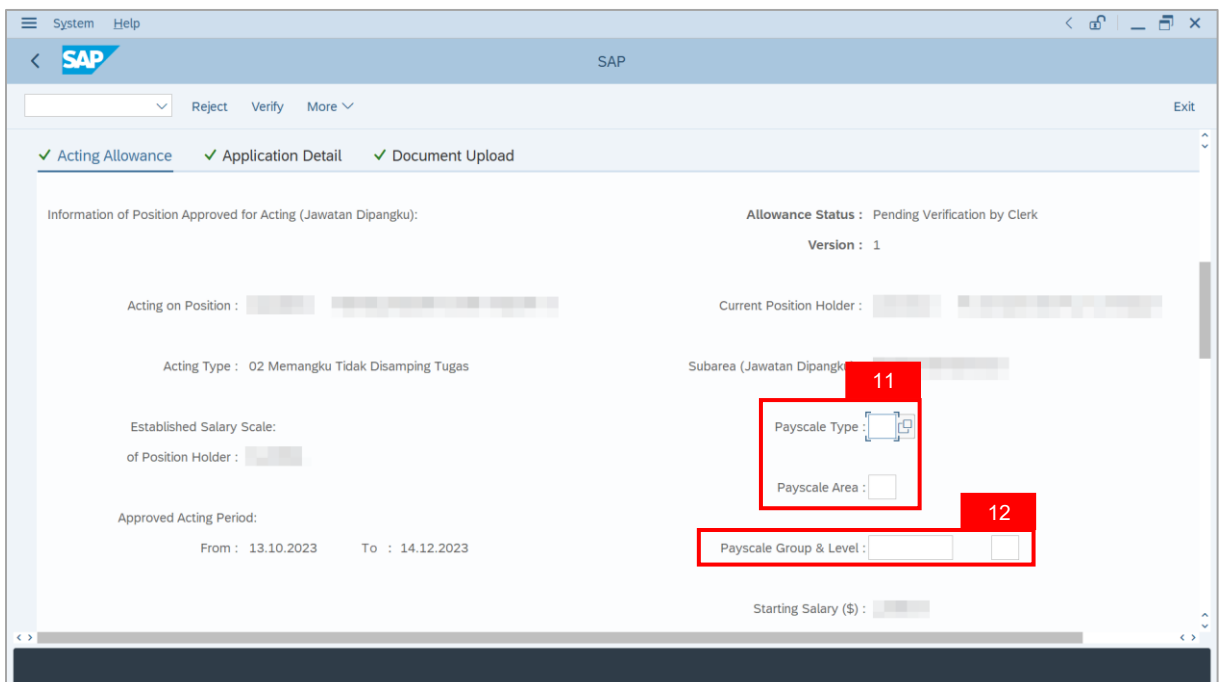


The screenshot shows the SAP GUI interface for the 'Acting Allowance' tab. The main content area is titled 'Information of Position Approved for Acting (Jawatan Dipangku):'. The form displays the following details:

- Allowance Status: Pending Verification by Clerk
- Version: 1
- Acting on Position: [Redacted]
- Current Position Holder: [Redacted]
- Acting Type: 02 Memangku Tidak Disamping Tugas
- Subarea (Jawatan Dipangku): [Redacted]
- Established Salary Scale: [Redacted]
- Payscale Type: [Redacted]
- of Position Holder: [Redacted]
- Payscale Area: [Redacted]
- Approved Acting Period: From: 13.10.2023 To: 14.12.2023
- Payscale Group & Level: [Redacted]
- Starting Salary (\$): [Redacted]

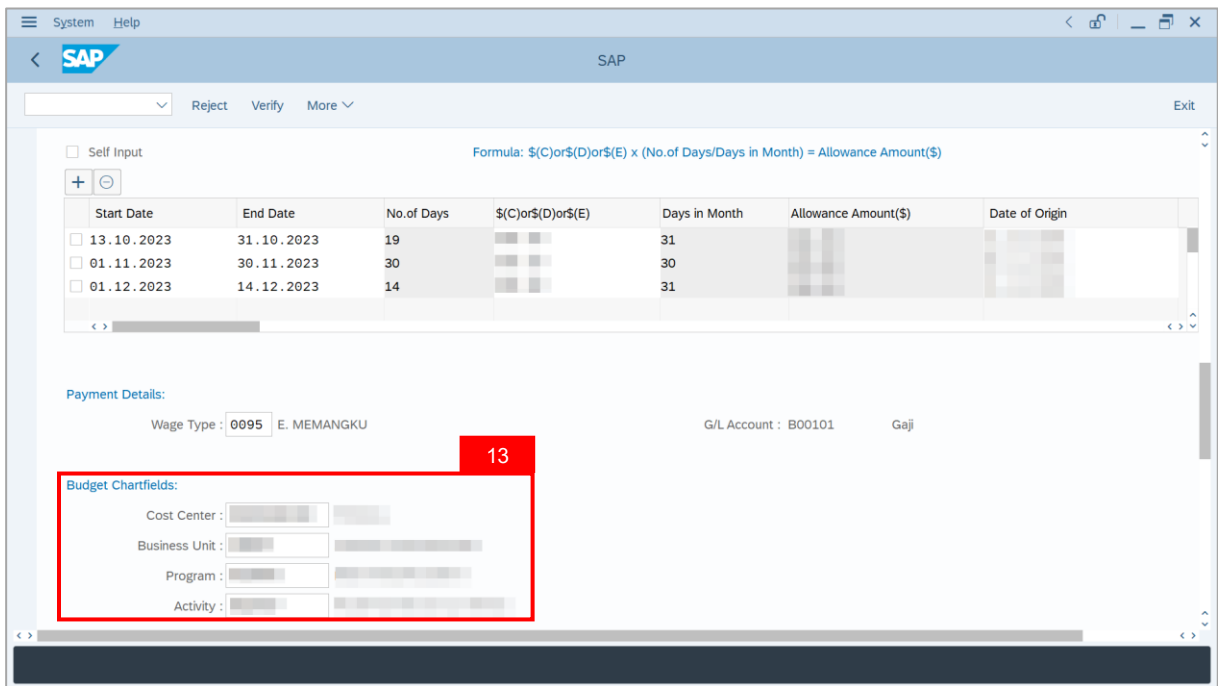
11. Amend **Payscale Type** and **Payscale Area**.

12. Amend **Payscale Group** and **Payscale Level**.



The screenshot shows the same SAP GUI interface as above, but with red boxes highlighting the 'Payscale Type' and 'Payscale Area' fields (labeled with a red '11') and the 'Payscale Group & Level' field (labeled with a red '12').

13. Amend Budget Chartfields.



Formula: $\$(C)or\$(D)or\$(E) \times (\text{No. of Days/Days in Month}) = \text{Allowance Amount}(\$)$

Start Date	End Date	No. of Days	\$(C)or\$(D)or\$(E)	Days in Month	Allowance Amount(\$)	Date of Origin
13.10.2023	31.10.2023	19		31		
01.11.2023	30.11.2023	30		30		
01.12.2023	14.12.2023	14		31		

Payment Details:
 Wage Type: 0095 E. MEMANGKU G/L Account: B00101 Gaji

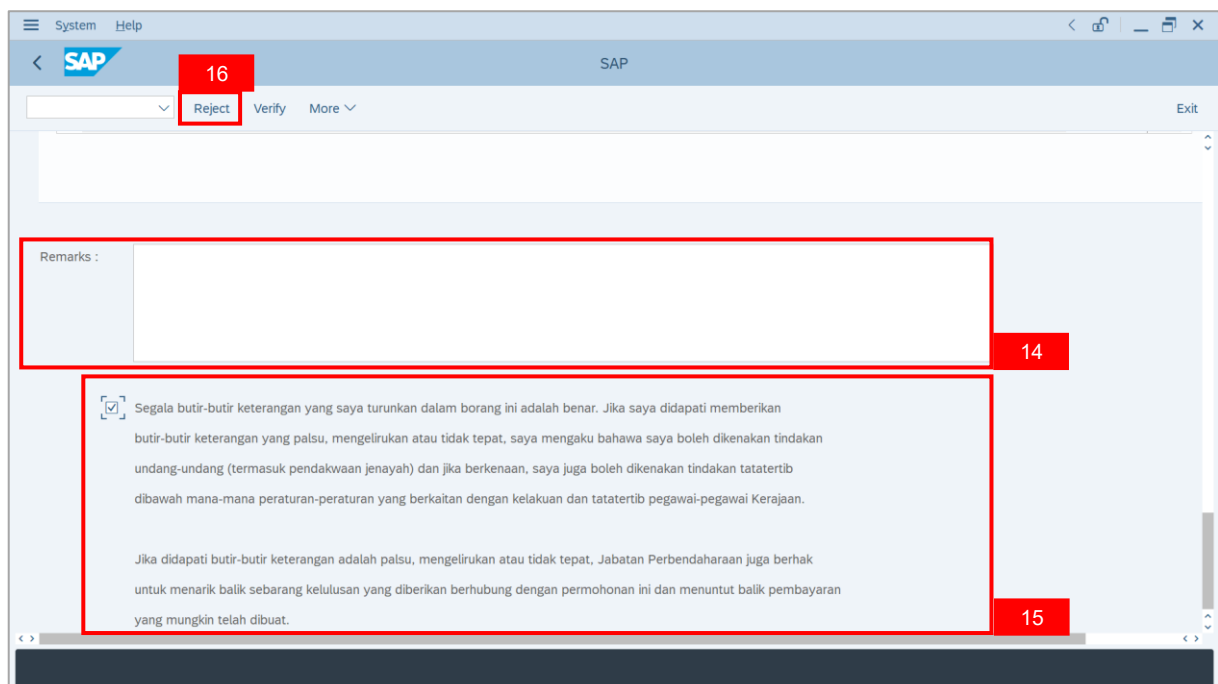
Budget Chartfields:

- Cost Center :
- Business Unit :
- Program :
- Activity :

14. Enter the **Remarks** for why the application is rejected.

15. Tick on **Declaration** checkbox.

16. Click on **Reject** button.



16

Reject Verify More

Remarks :

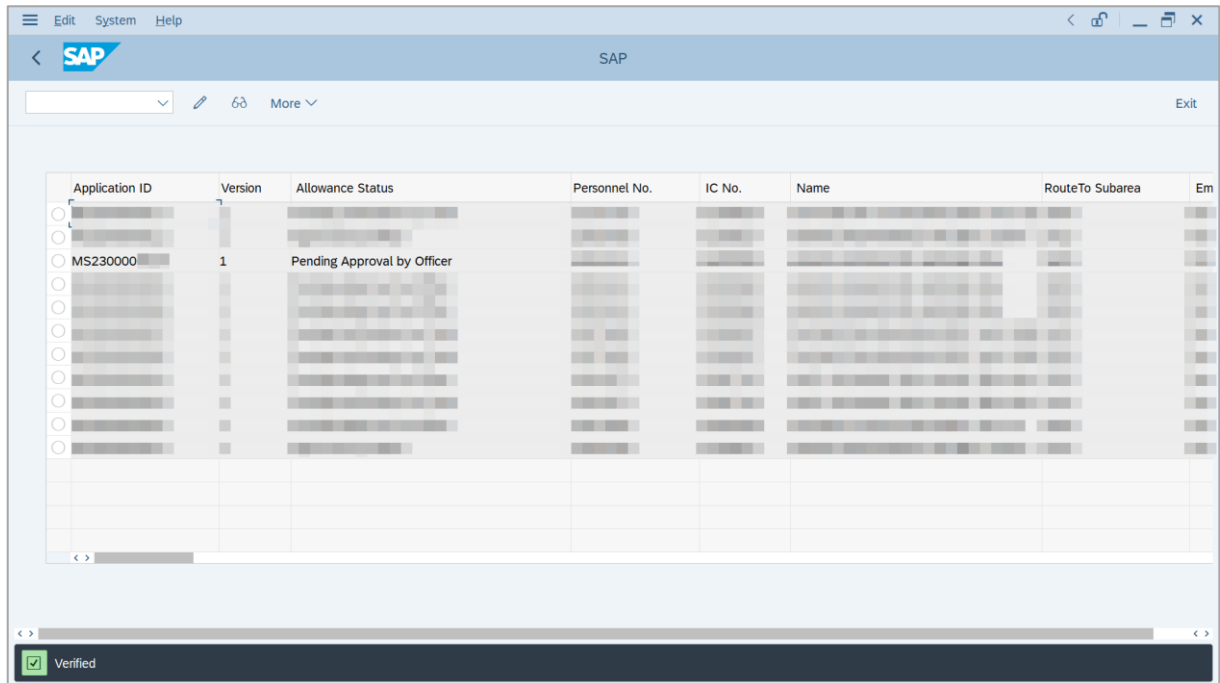
Segala butir-butir keterangan yang saya turunkan dalam borang ini adalah benar. Jika saya didapati memberikan butir-butir keterangan yang palsu, mengelirukan atau tidak tepat, saya mengaku bahawa saya boleh dikenakan tindakan undang-undang (termasuk pendakwaan jenayah) dan jika berkenaan, saya juga boleh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

14

15

Outcome: The **Application** has successfully been rejected.



Application ID	Version	Allowance Status	Personnel No.	IC No.	Name	RouteTo Subarea	Em
MS230000	1	Pending Approval by Officer					

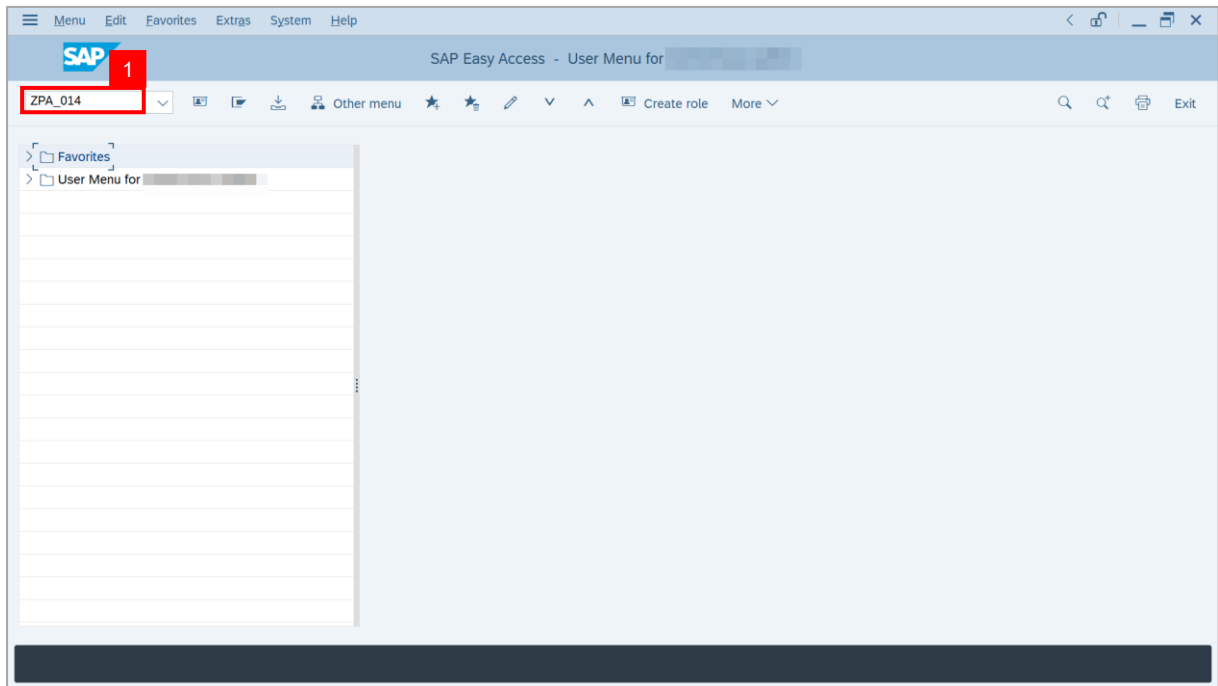
**TEMPORARY ACTING
ALLOWANCE REPORT**

Backend User

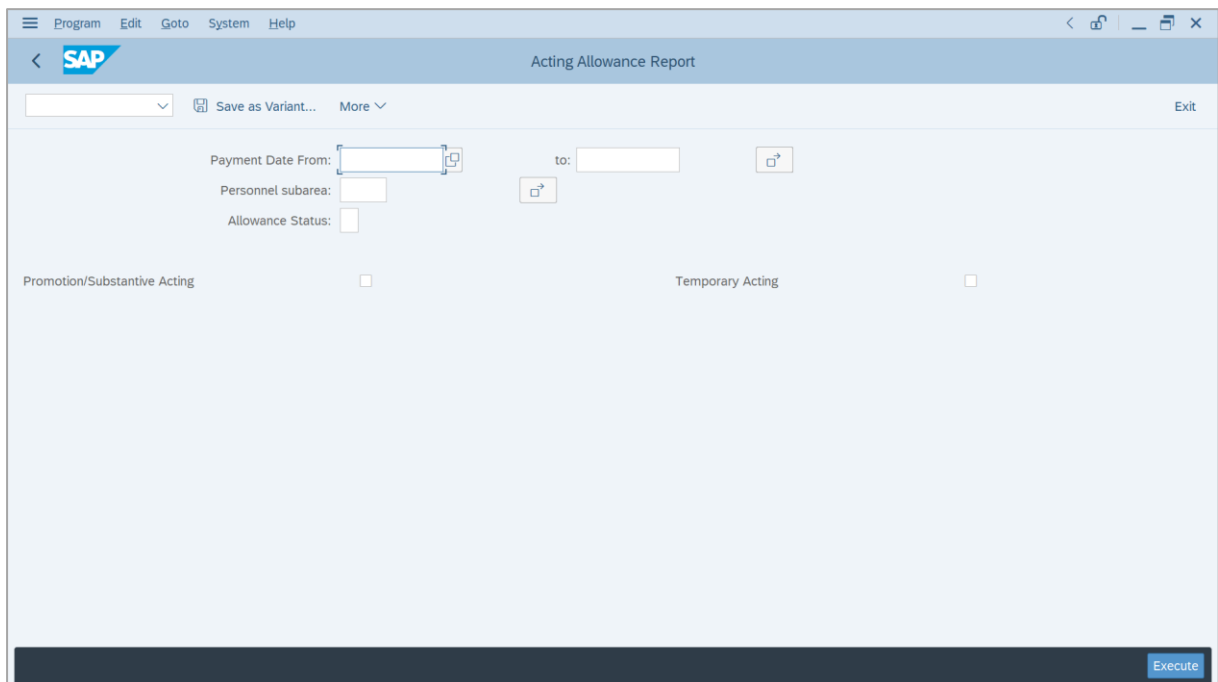
Department Payroll Clerk

Log into SAP GUI (Back End) and proceed with the following steps.

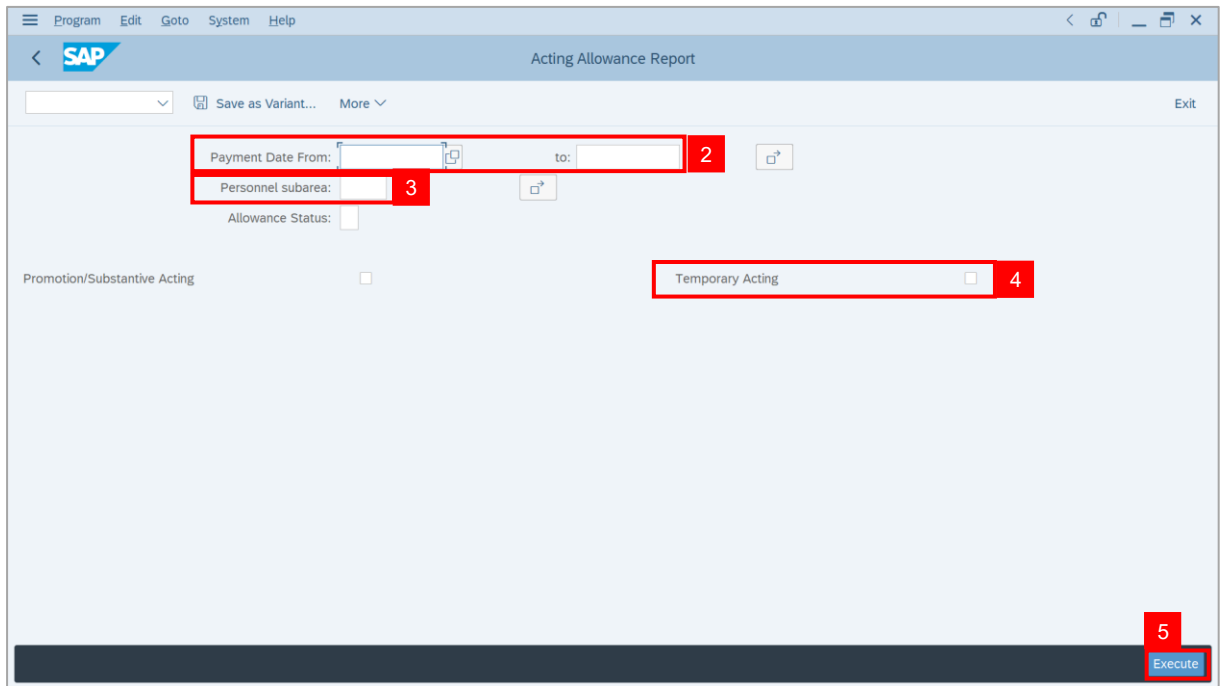
1. Enter **ZPA_014** in the search bar.



Note: The **Temporary Acting Allowance Report** page will be displayed.



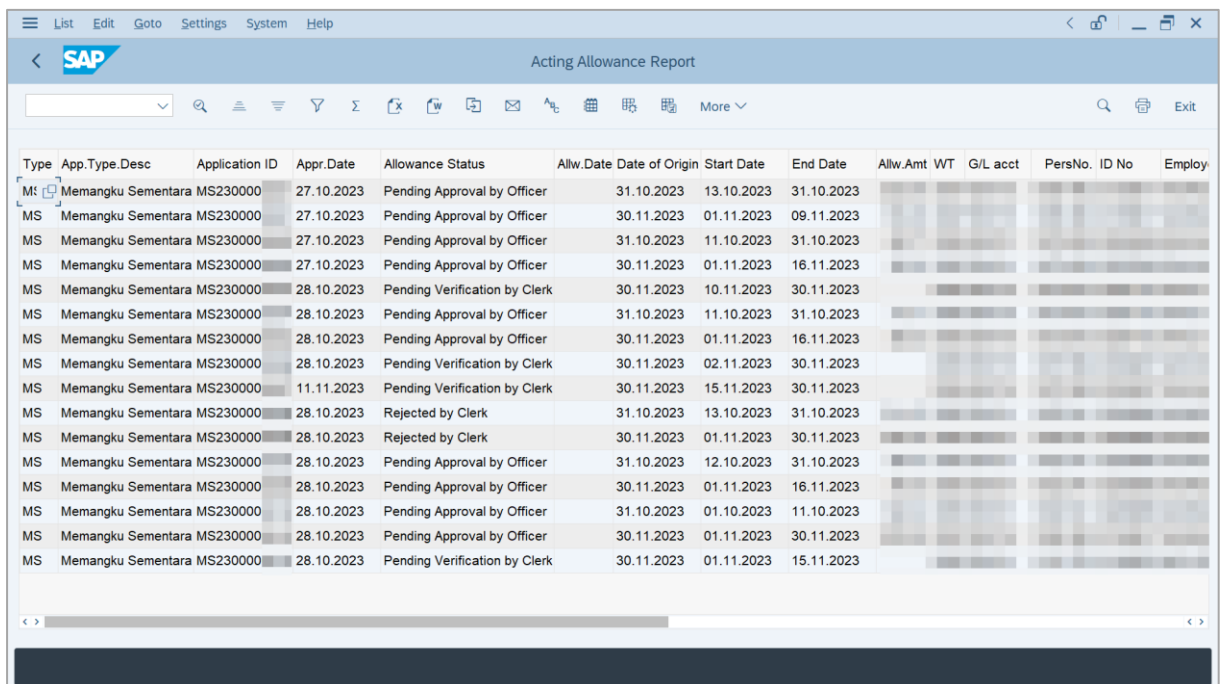
2. Enter **Payment Date** of Acting (Optional).
3. Enter **Personnel subarea** (Optional).
4. Tick **Temporary Acting** checkbox.
5. Click on **Execute** button.



The screenshot shows the SAP GUI 'Acting Allowance Report' form. The following elements are highlighted with red boxes and numbered:

- 2**: The 'Payment Date From:' and 'to:' date input fields.
- 3**: The 'Personnel subarea:' input field.
- 4**: The 'Temporary Acting' checkbox.
- 5**: The 'Execute' button at the bottom right.

Note: The **Temporary Acting Allowance Report** page will be displayed.



Type	App.Type.Desc	Application ID	Appr.Date	Allowance Status	Allw.Date	Date of Origin	Start Date	End Date	Allw.Amt	WT	G/L acct	PersNo.	ID No	Employ
Mt	Memangku Sementara	MS230000	27.10.2023	Pending Approval by Officer	31.10.2023	13.10.2023	31.10.2023							
MS	Memangku Sementara	MS230000	27.10.2023	Pending Approval by Officer	30.11.2023	01.11.2023	09.11.2023							
MS	Memangku Sementara	MS230000	27.10.2023	Pending Approval by Officer	31.10.2023	11.10.2023	31.10.2023							
MS	Memangku Sementara	MS230000	27.10.2023	Pending Approval by Officer	30.11.2023	01.11.2023	16.11.2023							
MS	Memangku Sementara	MS230000	28.10.2023	Pending Verification by Clerk	30.11.2023	10.11.2023	30.11.2023							
MS	Memangku Sementara	MS230000	28.10.2023	Pending Approval by Officer	31.10.2023	11.10.2023	31.10.2023							
MS	Memangku Sementara	MS230000	28.10.2023	Pending Approval by Officer	30.11.2023	01.11.2023	16.11.2023							
MS	Memangku Sementara	MS230000	28.10.2023	Pending Verification by Clerk	30.11.2023	02.11.2023	30.11.2023							
MS	Memangku Sementara	MS230000	11.11.2023	Pending Verification by Clerk	30.11.2023	15.11.2023	30.11.2023							
MS	Memangku Sementara	MS230000	28.10.2023	Rejected by Clerk	31.10.2023	13.10.2023	31.10.2023							
MS	Memangku Sementara	MS230000	28.10.2023	Rejected by Clerk	30.11.2023	01.11.2023	30.11.2023							
MS	Memangku Sementara	MS230000	28.10.2023	Pending Approval by Officer	31.10.2023	12.10.2023	31.10.2023							
MS	Memangku Sementara	MS230000	28.10.2023	Pending Approval by Officer	30.11.2023	01.11.2023	16.11.2023							
MS	Memangku Sementara	MS230000	28.10.2023	Pending Approval by Officer	31.10.2023	01.10.2023	11.10.2023							
MS	Memangku Sementara	MS230000	28.10.2023	Pending Approval by Officer	30.11.2023	01.11.2023	30.11.2023							
MS	Memangku Sementara	MS230000	28.10.2023	Pending Verification by Clerk	30.11.2023	01.11.2023	15.11.2023							

6. Click the right button on the **Mouse** and select **'Spreadsheet'**.

The screenshot shows the SAP GUI interface for the 'Acting Allowance Report'. A table with columns like 'Type', 'App.Type.Desc', 'Application ID', 'Appr.Date', 'Allowance Status', 'Allw.Date', 'Date of Origin', 'Start Date', 'End Date', 'Allw.Amt', 'WT', 'G/L acct', 'PersNo.', 'ID No', and 'Employ' is visible. A right-click context menu is open over one of the rows, with the 'Spreadsheet...' option highlighted in red and labeled with the number 6.

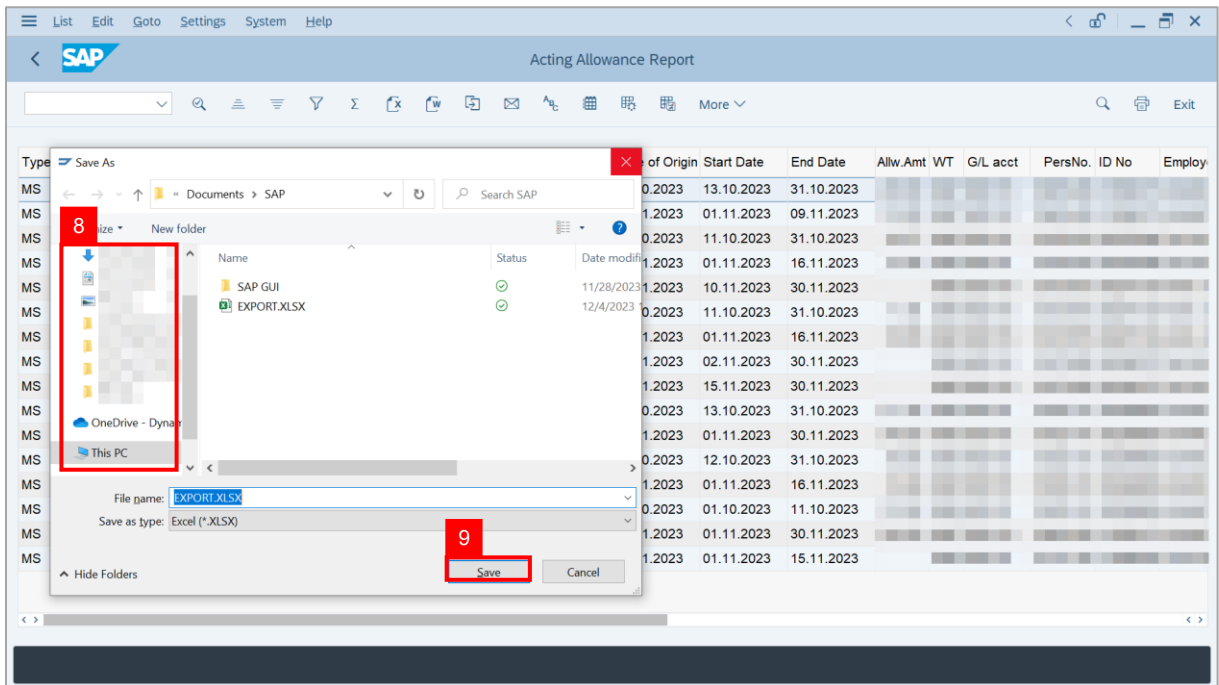
Note: The **Select Spreadsheet** message will be displayed.

7. Click on **Tick** button.

The screenshot shows the 'Select Spreadsheet' dialog box in the SAP GUI. The dialog has a 'Formats:' section with radio buttons for 'Excel (in MHTML Format)', 'OpenOffice (in OpenDocument Format 2.0)', and 'Select from All Available Formats'. The 'Select from All Available Formats' option is selected, and a dropdown menu shows 'Excel - Office Open XML Format (XLSX)'. At the bottom of the dialog, there are three buttons: a red box with the number 7, a green checkmark button, and a red X button.

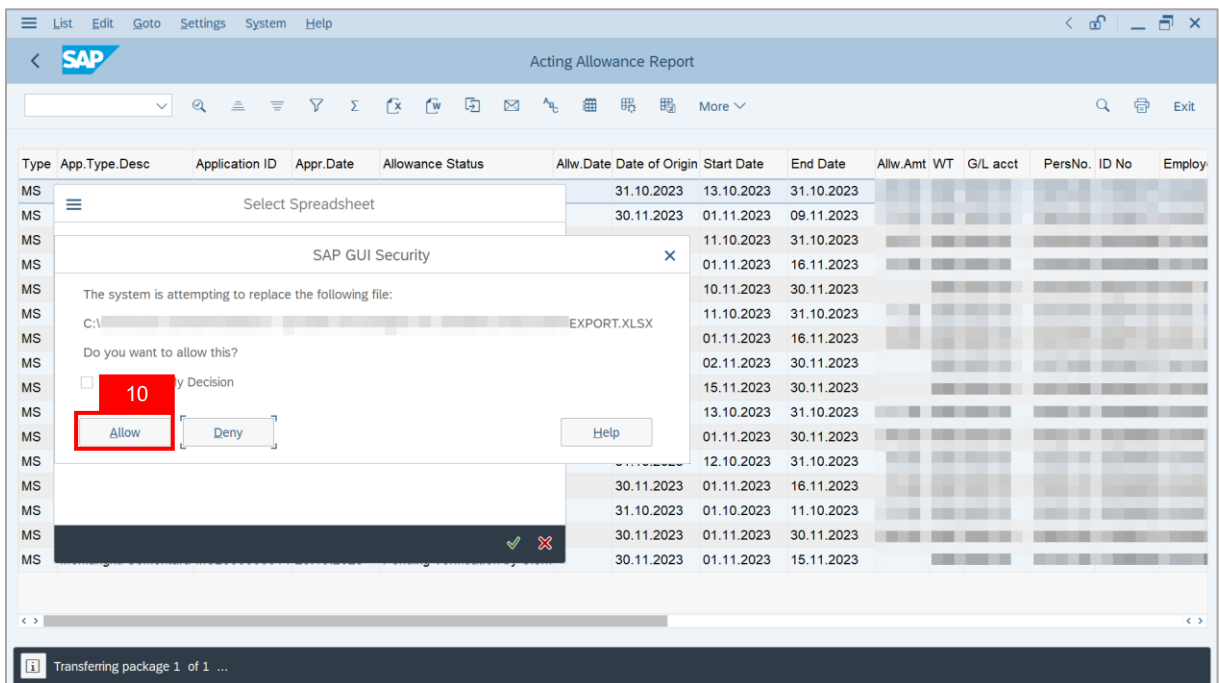
8. Select **File Location**.

9. Click on **Save** button.



Note: The **SAP GUI Security** page will be displayed.

10. Click on **Allow** icon.





Outcome: The Acting Application Report has successfully been downloaded.

SAP Acting Allowance Report

Type	App.Type.Desc	Application ID	Appr.Date	Allowance Status	Allw.Date	Date of Origin	Start Date	End Date	Allw.Amt	WT	G/L acct	PersNo.	ID No	Employ
MS	Memangku Sementara	MS230000	27.10.2023	Pending Approval by Officer	31.10.2023	13.10.2023	31.10.2023							
MS	Memangku Sementara	MS230000	27.10.2023	Pending Approval by Officer	30.11.2023	01.11.2023	09.11.2023							
MS	Memangku Sementara	MS230000	27.10.2023	Pending Approval by Officer	31.10.2023	11.10.2023	31.10.2023							
MS	Memangku Sementara	MS230000	27.10.2023	Pending Approval by Officer	30.11.2023	01.11.2023	16.11.2023							
MS	Memangku Sementara	MS230000	28.10.2023	Pending Verification by Clerk	30.11.2023	10.11.2023	30.11.2023							
MS	Memangku Sementara	MS230000	28.10.2023	Pending Approval by Officer	31.10.2023	11.10.2023	31.10.2023							
MS	Memangku Sementara	MS230000	28.10.2023	Pending Approval by Officer	30.11.2023	01.11.2023	16.11.2023							
MS	Memangku Sementara	MS230000	28.10.2023	Pending Verification by Clerk	30.11.2023	02.11.2023	30.11.2023							
MS	Memangku Sementara	MS230000	11.11.2023	Pending Verification by Clerk	30.11.2023	15.11.2023	30.11.2023							
MS	Memangku Sementara	MS230000	28.10.2023	Rejected by Clerk	31.10.2023	13.10.2023	31.10.2023							
MS	Memangku Sementara	MS230000	28.10.2023	Rejected by Clerk	30.11.2023	01.11.2023	30.11.2023							
MS	Memangku Sementara	MS230000	28.10.2023	Pending Approval by Officer	31.10.2023	12.10.2023	31.10.2023							
MS	Memangku Sementara	MS230000	28.10.2023	Pending Approval by Officer	30.11.2023	01.11.2023	16.11.2023							
MS	Memangku Sementara	MS230000	28.10.2023	Pending Approval by Officer	31.10.2023	01.10.2023	11.10.2023							
MS	Memangku Sementara	MS230000	28.10.2023	Pending Approval by Officer	30.11.2023	01.11.2023	30.11.2023							
MS	Memangku Sementara	MS230000	28.10.2023	Pending Verification by Clerk	30.11.2023	01.11.2023	15.11.2023							

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