

EDUCATION ALLOWANCE

Role: Front End User (Treasury EA Approver)



This module is an online application process of managing Education Allowance in SSM, subject to employee’s eligibility and Treasury Department’s final approval.

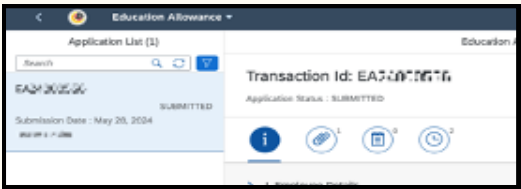
Below are the quick guide for EA Treasury Approver to Approve / Rework / Reject Education Allowance application:

Approve Education Allowance Application

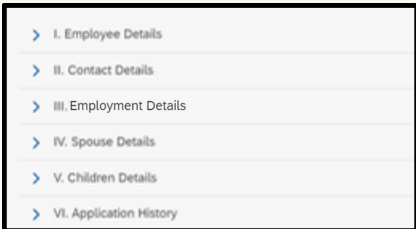
1 In SAP FIORI (front-end system), click on **Education Allowance Approver** tile



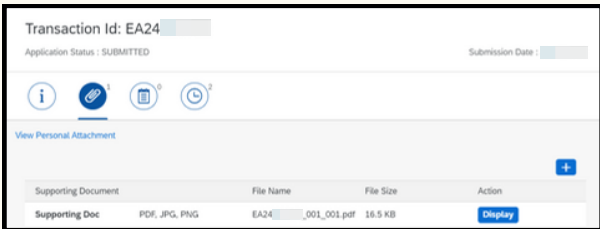
2 In **Education Allowance Application Page**, select application with **Submitted** status



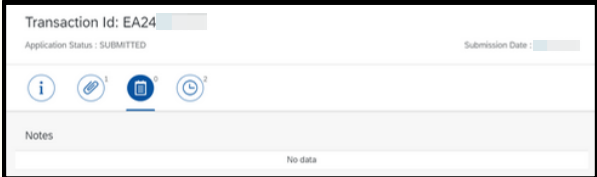
3 Review the **Application Details**



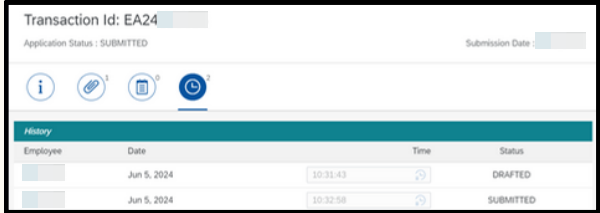
4 Review the **Supporting Documents**



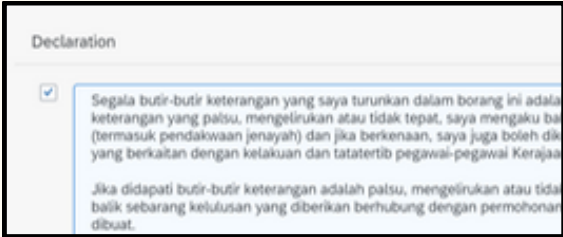
5 Review the **Application Notes**



6 Review the **Application Historical Data**



7 Tick **Declaration** checkbox



8 Click **Approve** button



9 Fill in the **note**



Click **Approve** button to approve application

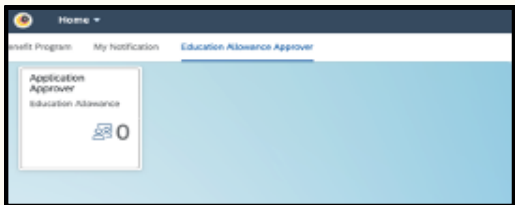
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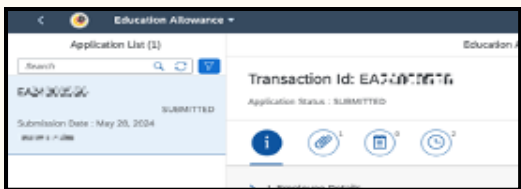


Rework Education Allowance Application

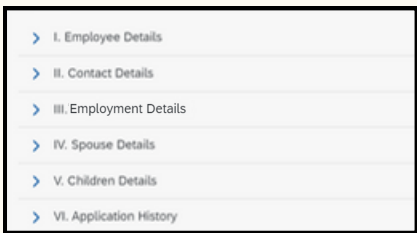
1 In SAP FIORI (front-end system), click on **Education Allowance Approver** tile



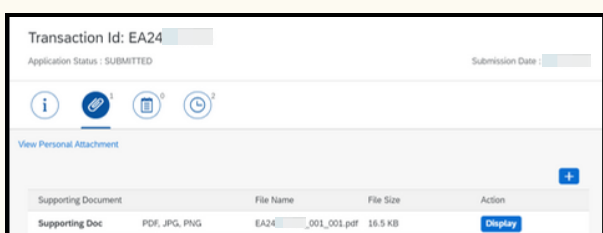
2 In **Education Allowance Application Page**, select application with **Submitted** status



3 Review the **Application Details**



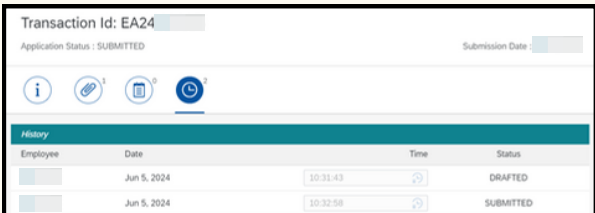
4 Review the **Supporting Documents**



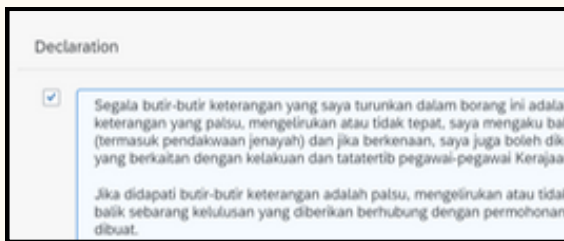
5 Review the **Application Notes**



6 Review the **Application Historical Data**



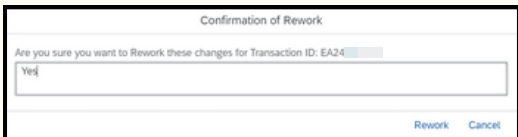
7 Tick **Declaration** checkbox



8 Click **Rework** button



9 Fill in the **note**



Click **Rework** button to rework application

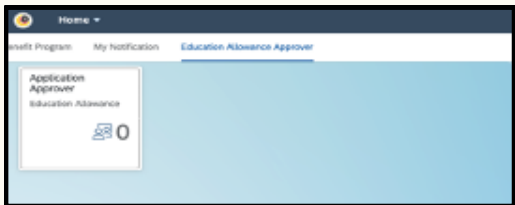
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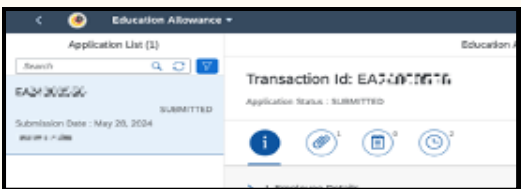


Reject Education Allowance Application

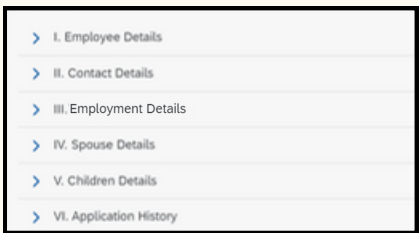
1 In SAP FIORI (front-end system), click on **Education Allowance Approver** tile



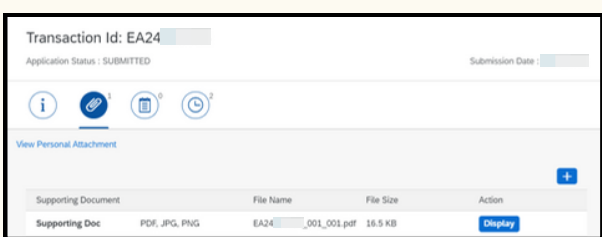
2 In **Education Allowance Application Page**, select application with **Submitted** status



3 Verify the **Application Details**



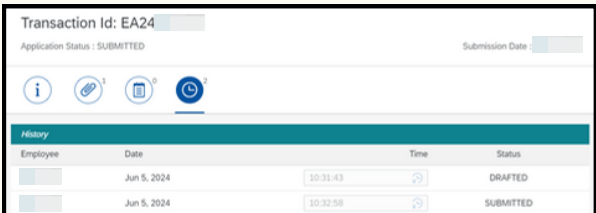
4 Verify the **Supporting Documents**



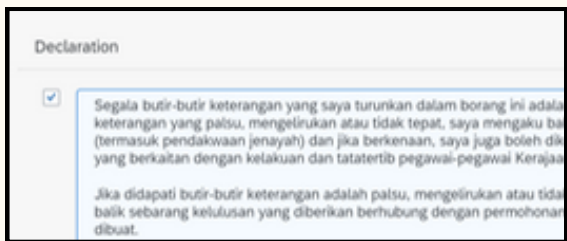
5 Verify the **Application Notes**



6 Verify the **Application Historical Data**



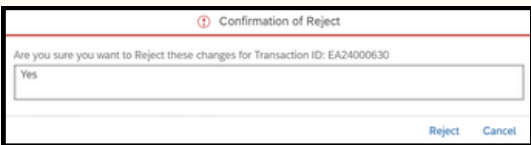
7 Tick **Declaration** checkbox



8 Click **Reject** button



9 Fill in the **note**



Click **Reject** button to reject application

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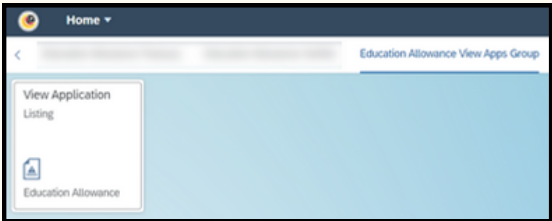
This module is an online application process of managing Education Allowance in SSM, subject to employee’s eligibility and Treasury Department’s final approval.

Below are the quick guide for Treasury EA Approver to View Education Allowance application:

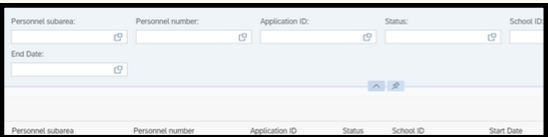
View Education Allowance Application

- 1

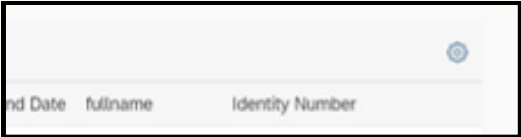
In SAP FIORI (front-end system), click on **Education Allowance View Apps Group** tile


- 2

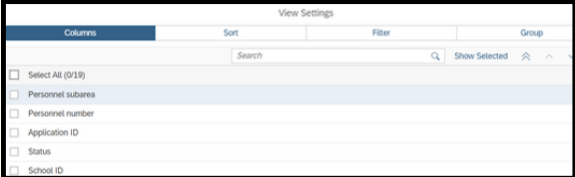
Click on **Lookup** icon to fill in the required information


- 3

In **View Application Page**, click on **Settings** icon


- 4

Click on **Columns / Sort / Filter / Group** tab

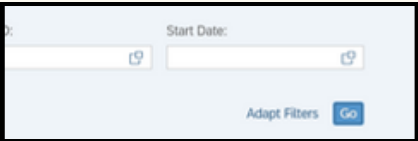


Select **category** to filter applications
- 5

Click on **Ok** button


- 6

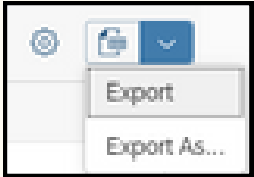
Click on **Go** button


- 7

Click on **Arrow (>)** icon to view application details


- 8

Click on **Dropdown** button to **Export** generated applications



Please refer to the **User Guide** for a step-by-step guide. **Education Allowance User Guide** is available on **SSM Info Website**: www.jpa.gov.bn/SSM

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Below are the quick guide for Treasury EA Approver to generate Reconciliation Report on Education Allowance application:

Reconciliation Report on Education Allowance Application

- 1

In SAP FIORI (front-end system), click on **EA Reconciliation Report** tile
- 2

Click on **Adapt Filters**
- 3

Tick on selected checkbox and click on **More Filters**
- 4

Requestor may tick on the **checkbox** to select **more filters**
- 5

Click on **Settings** icon
- 6

Tick the checkbox to **select / deselect** details
- 7

Click on **OK** button
- 8

To **download**, click **Export**

To **download and rename**, click **Export As**

Please refer to the **User Guide** for a step-by-step guide. **Education Allowance User Guide** is available on **SSM Info Website**:
www.jpa.gov.bn/SSM