



SISTEM SUMBER MANUSIA

User Guide

For CL Admin

Front End (SAP FIORI)

Conveyance Loan

VERSION: 1.0

INTRODUCTION

This user guide acts as a reference for **CL Admin (Front End User)** to manage **Conveyance Loan**. 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
CL	Conveyance Loan

FURTHER ASSISTANCE

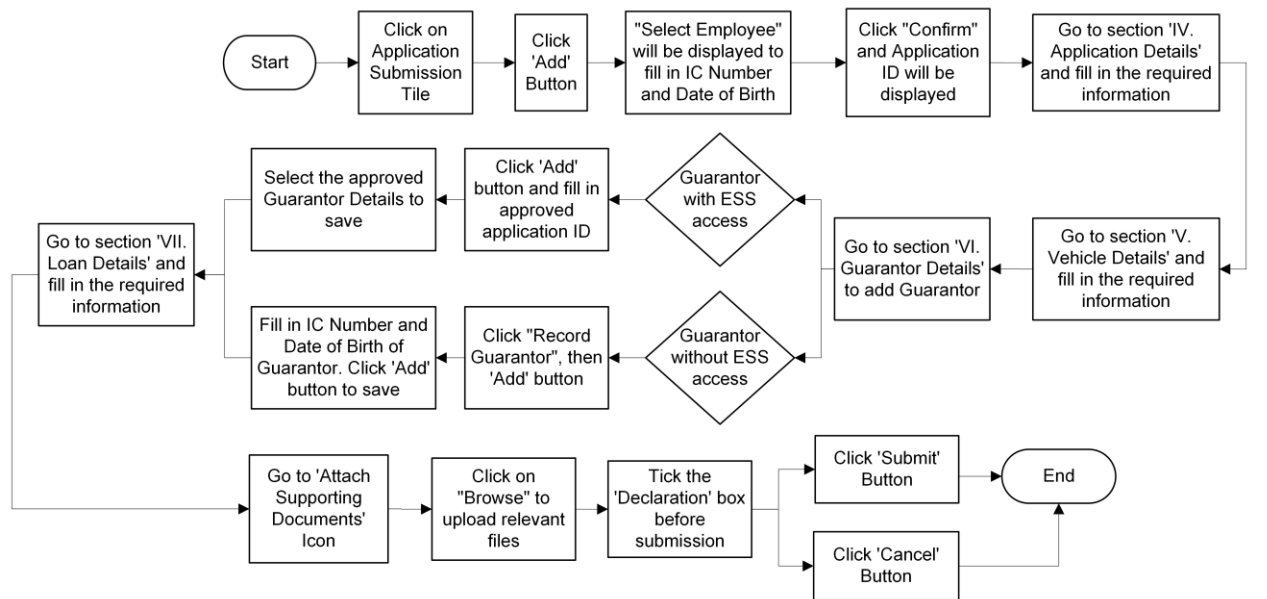
Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 238 2227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.

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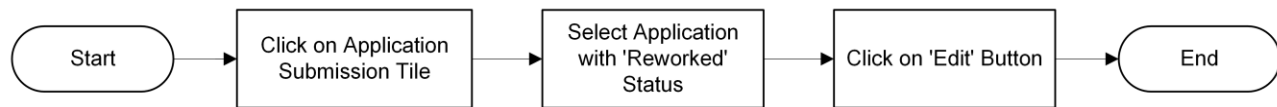
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Submit Conveyance Loan Application	5
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Process Overview

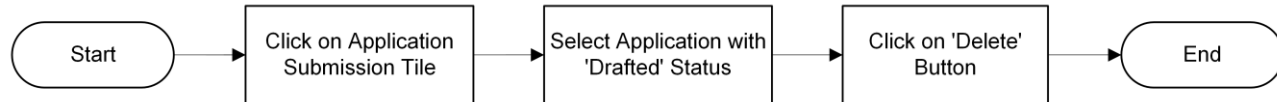
Submit Conveyance Loan Application



Edit Reworked Conveyance Loan Application



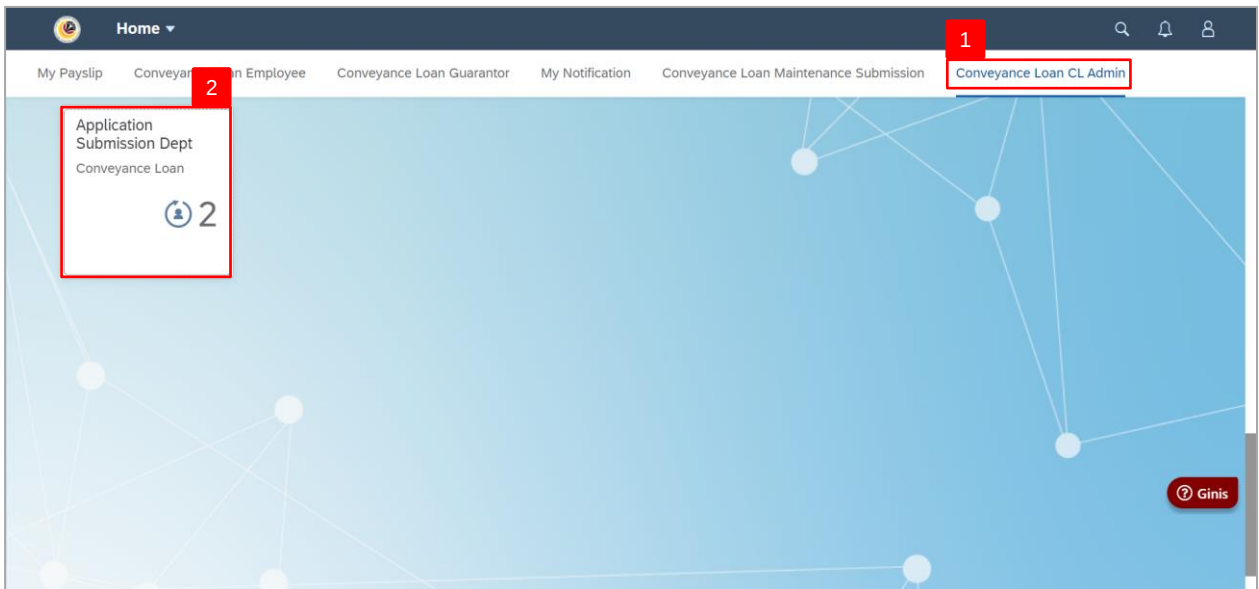
Delete Drafted Conveyance Loan Application



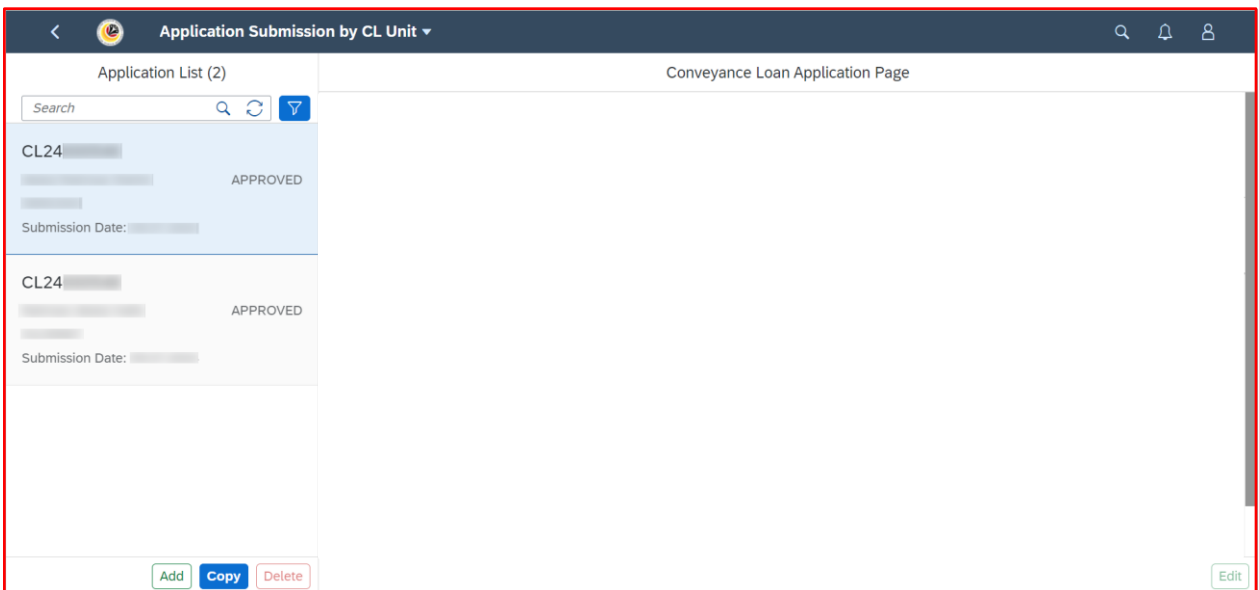
SUBMIT CONVEYANCE LOAN APPLICATION	Front End User
	CL Admin

1. Click on **Conveyance Loan CL Admin** tab.
2. Select **Application Submission Dept** tile.

Note: Please ensure that employee's details and all mandatory documents are uploaded on **Family Information** under **My Profile**, before applying for Conveyance Loan.



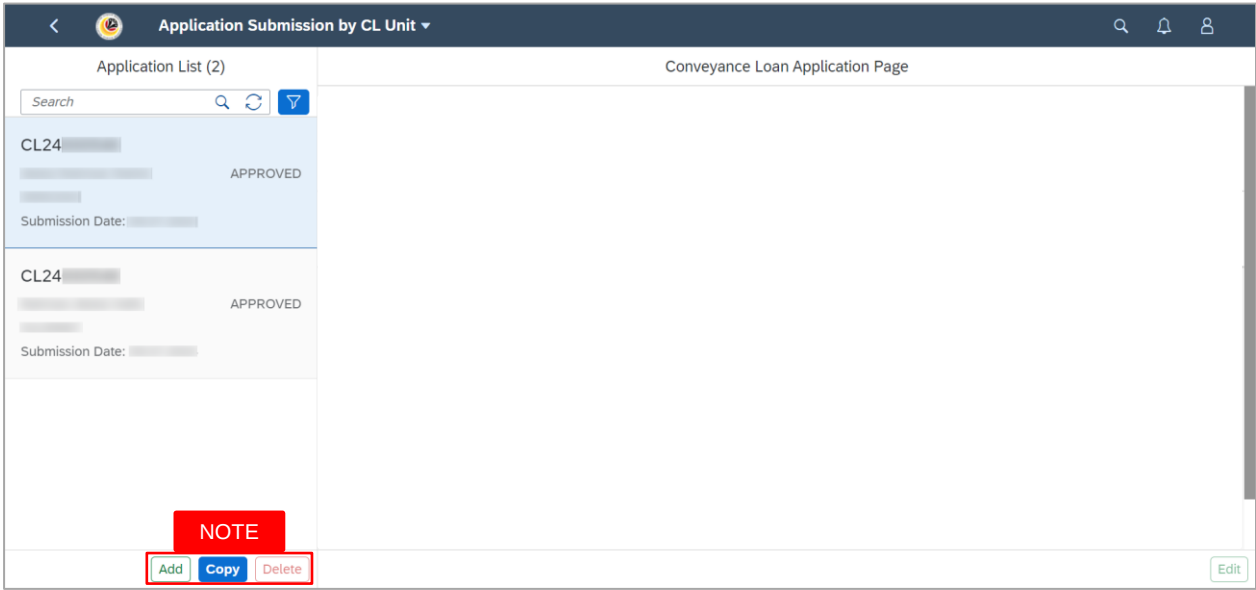
Note: The **Conveyance Loan Application Page** will be displayed.



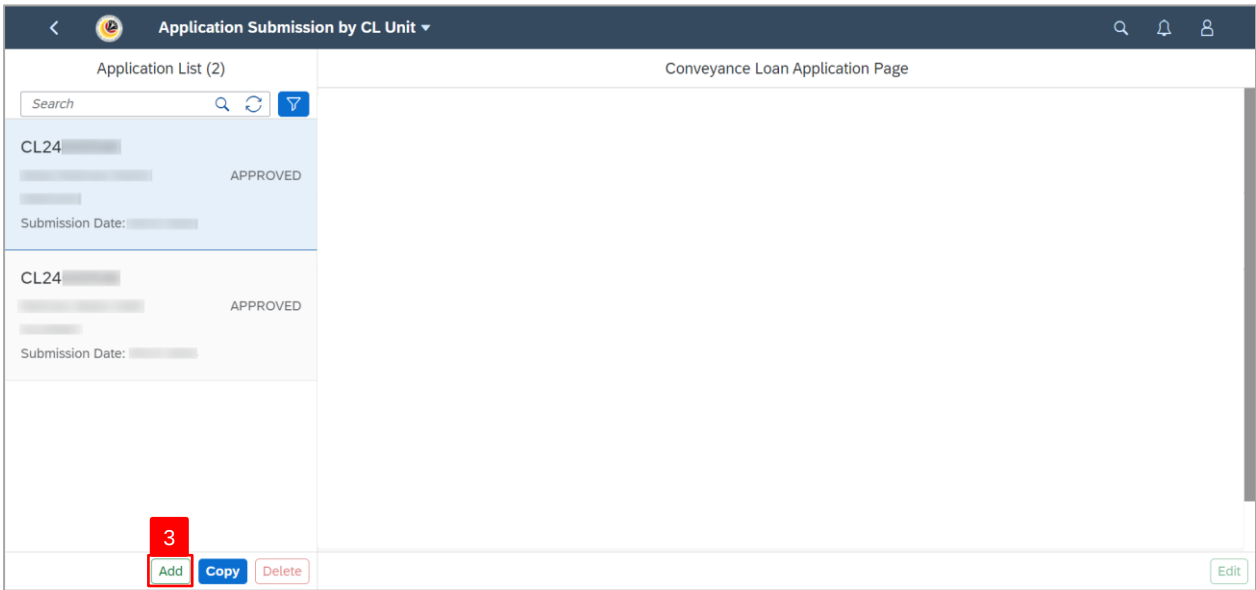


Note: Depending on the scenario, **CL Admin** may also click on the following buttons:

- i. **Add** button to create new applications.
- ii. **Copy** button to copy previous applications.
- iii. **Delete** button to delete drafted applications.



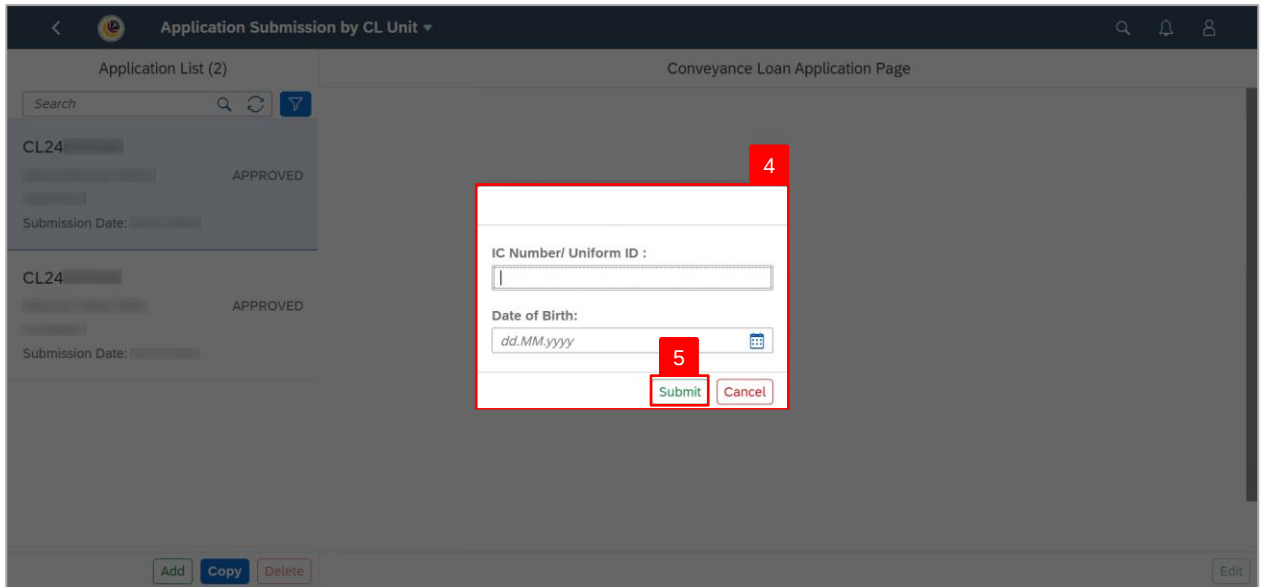
3. Click on **Add** button.



Note: The **Select Employee** page will be displayed.

4. Please fill in the **IC number** and **Date of Birth** of the employee.

5. Click **Confirm** button.



The screenshot shows the 'Conveyance Loan Application Page' with a sidebar for 'Application List (2)' and a main form area. The sidebar lists two applications, both marked 'APPROVED'. The main form area contains a modal window for entering employee details. The modal has two input fields: 'IC Number/ Uniform ID :' and 'Date of Birth:'. The 'Date of Birth' field has a calendar icon. Below the fields are 'Submit' and 'Cancel' buttons. Red boxes and numbers highlight the 'Date of Birth' field (4) and the 'Submit' button (5).

Note: The **Conveyance Loan Application Page** will be displayed. **CL Admin** may take note on the Application ID for reference purposes.



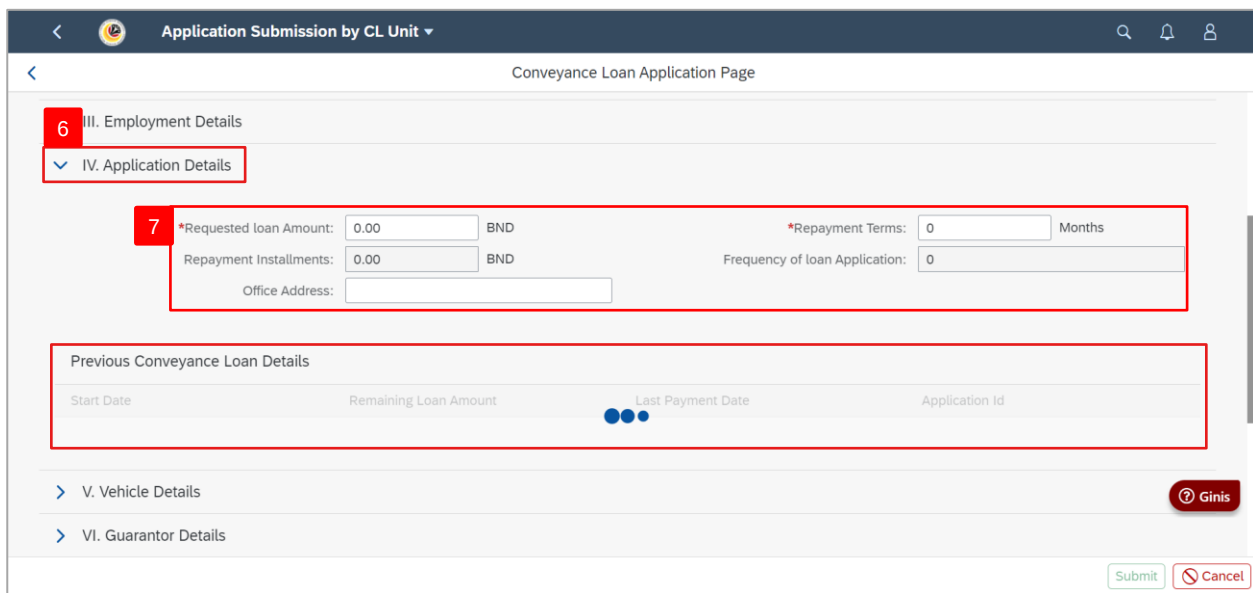
The screenshot shows the 'Conveyance Loan Application Page' with a sidebar for 'Application List (2)' and a main form area. The sidebar lists two applications, both marked 'APPROVED'. The main form area contains a modal window for entering employee details. The modal has two input fields: 'IC Number/ Uniform ID :' and 'Date of Birth:'. The 'Date of Birth' field has a calendar icon. Below the fields are 'Submit' and 'Cancel' buttons. Red boxes and numbers highlight the 'Date of Birth' field (4) and the 'Submit' button (5).

Note: Under **Application Details** tab, all information from **Section I to III** have been auto-populated based on the information filled in the ESS Portal / Back End. **Section IV to VII** will be filled in by the **CL Admin**.

Section	Description
I. Employee Details	Section I will be prepopulated with employee's details.
II. Contact Details	Section II will be prepopulated with employee's address and contact information.
III. Employment Details	Section III will be prepopulated with employee's employment details.

6. Click on **Section IV. Application Details**.

7. Under **Application Details**, fill in the required information.



The screenshot shows the 'Conveyance Loan Application Page' with the 'IV. Application Details' section selected. The page includes a sidebar with sections III, IV, V, and VI. The main content area for IV. Application Details contains the following fields:

- *Requested loan Amount:** 0.00 BND
- *Repayment Terms:** 0 Months
- Repayment Installments:** 0.00 BND
- Frequency of loan Application:** 0
- Office Address:** (empty text field)

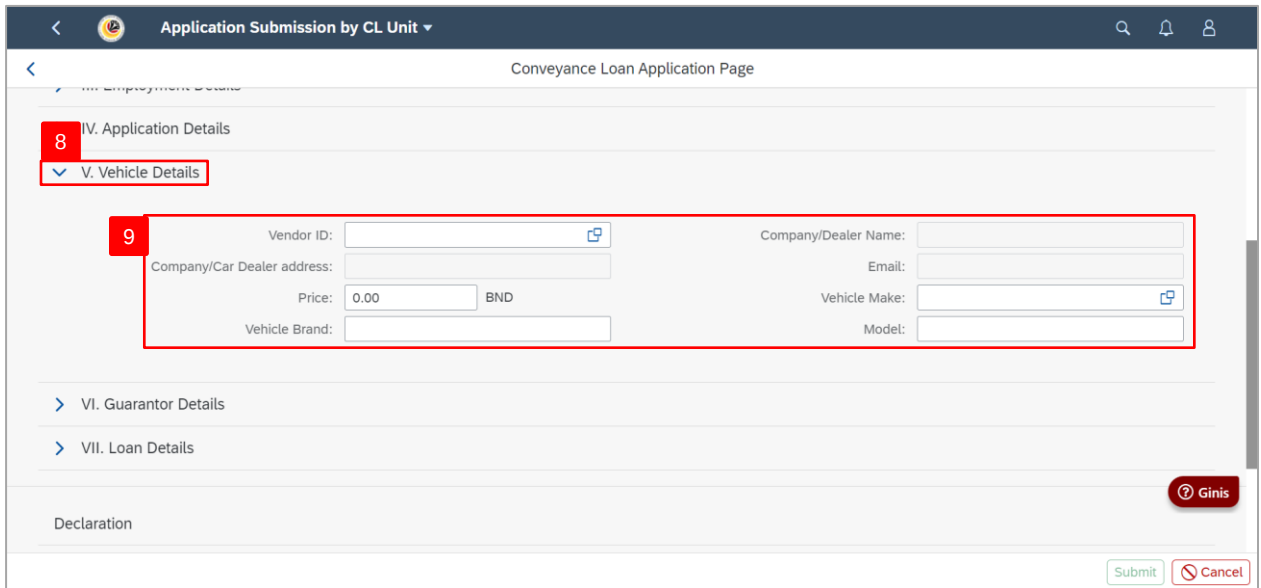
Below these fields is a section titled 'Previous Conveyance Loan Details' which displays a table with the following columns: Start Date, Remaining Loan Amount, Last Payment Date, and Application Id. The table currently shows no data.

At the bottom of the page, there are navigation links for 'V. Vehicle Details' and 'VI. Guarantor Details', a 'Ginis' button, and 'Submit' and 'Cancel' buttons.

Note: The **Previous Conveyance Loan Details** will be displayed (if any).

8. Click on **Section V. Vehicle Details**.

9. Under **Vehicle Details**, fill in the required information.



Application Submission by CL Unit

Conveyance Loan Application Page

IV. Application Details

V. Vehicle Details

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Vendor ID:

Company/Dealer Name:

Company/Car Dealer address:

Email:

Price: BND

Vehicle Make:

Vehicle Brand:

Model:

VI. Guarantor Details

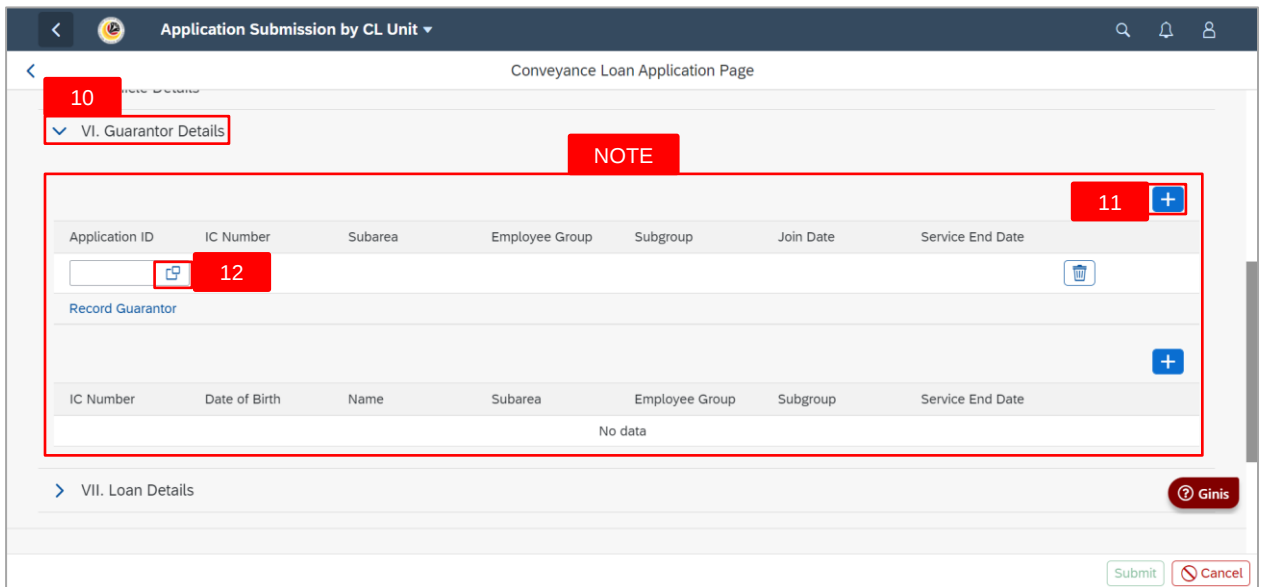
VII. Loan Details

Declaration

Submit Cancel

10. Click on **Section VI. Guarantor Details**.

Note: There are 2 ways to add Guarantor.



Application Submission by CL Unit

Conveyance Loan Application Page

VI. Guarantor Details

NOTE

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Application ID	IC Number	Subarea	Employee Group	Subgroup	Join Date	Service End Date

Record Guarantor

12

IC Number	Date of Birth	Name	Subarea	Employee Group	Subgroup	Service End Date
No data						

VII. Loan Details

Submit Cancel

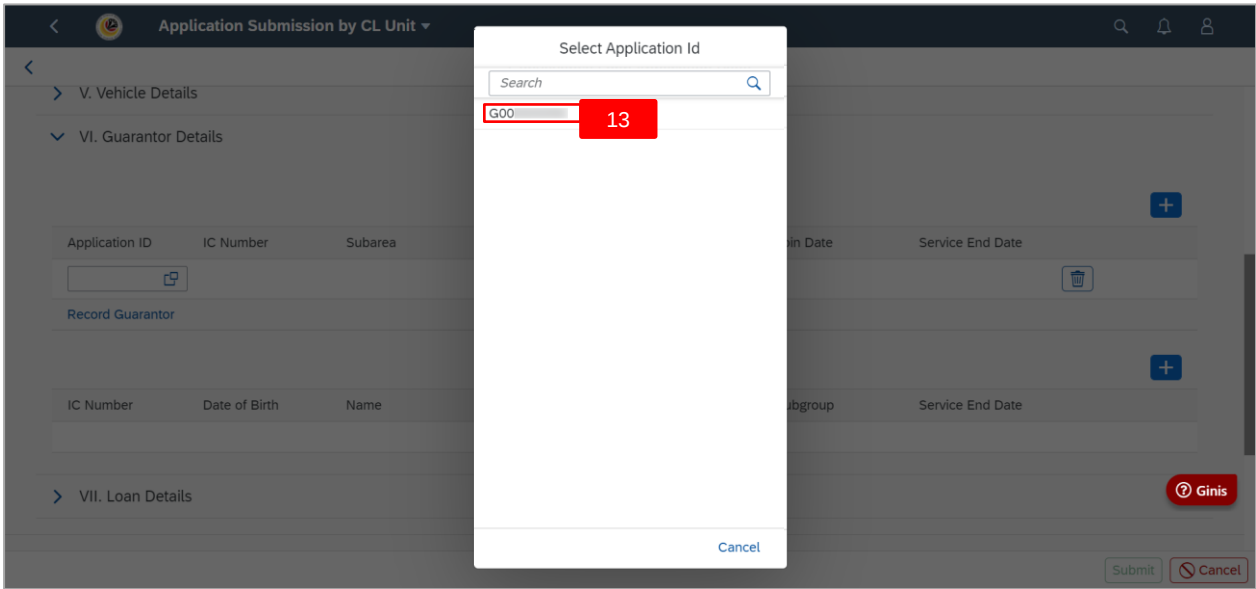
11. For Guarantor with ESS access, click **Add** button and fill in approved application ID.

12. Click the **Look-Up** button.



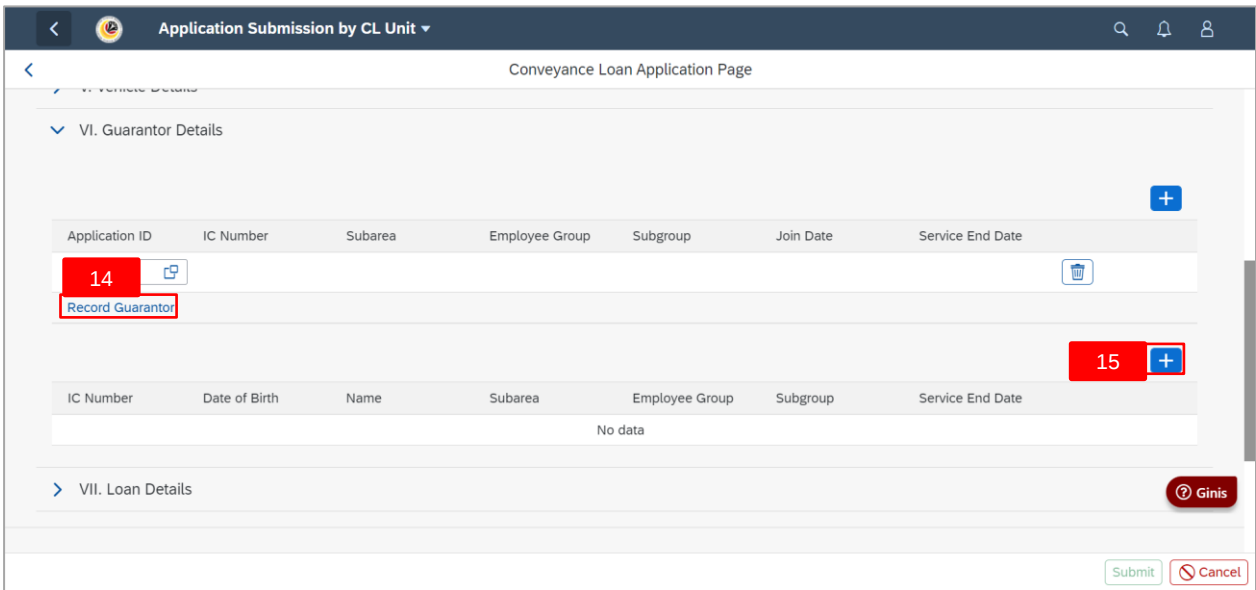
Note: The **Select Application Id** page will be displayed. **CL Admin** may take note on the Application ID for reference purposes.

13. Select the approved Guarantor Details to save.



14. For Guarantor without ESS access, click **'Record Guarantor'**.

15. Click **Add** button.





Note: The **Add Guarantor** page will be displayed.

16. Fill in **IC Number**.

17. Fill in **Date of Birth** of Guarantor.

18. Click **Add** button to save.

The screenshot shows the 'Add Guarantor' modal form. It has two input fields: 'IC Number' (labeled 16) and 'Date of Birth' (labeled 17). Below the 'Date of Birth' field is a red box labeled 18 containing the 'Add' button. There is also a 'Cancel' button next to it. The background shows the 'Conveyance Loan Application Page' with a table for guarantors and a 'VII. Loan Details' section.

19. Click on **Section VII. Loan Details**.

The screenshot shows the 'VII. Loan Details' section. It contains two columns of input fields for loan details. The first column has 'Endorsed Loan Amount' (0.00 BND), 'Endorsed Loan Period' (0 Months), and 'Endorsed Repayment Installment' (0.00 BND). The second column has 'Approved Loan Amount' (0.00 BND), 'Approved Loan Period' (0 Months), and 'Approved Repayment Installment' (0.00 BND). Below these is a 'Deducting Organisation' table with columns: Fund Center, Commitment Item, Functional Area, Profit Center, GL Account, and Cost Center. A red box labeled 20 highlights the loan details input fields. A red box labeled 19 highlights the 'VII. Loan Details' section header. At the bottom, there is a 'Declaration' section with a checkbox and a 'NOTE' button. The 'Submit' and 'Cancel' buttons are at the bottom right.

Note: The **Deducting Organisation** section specifies the financial details of the organization responsible for processing loan repayments.

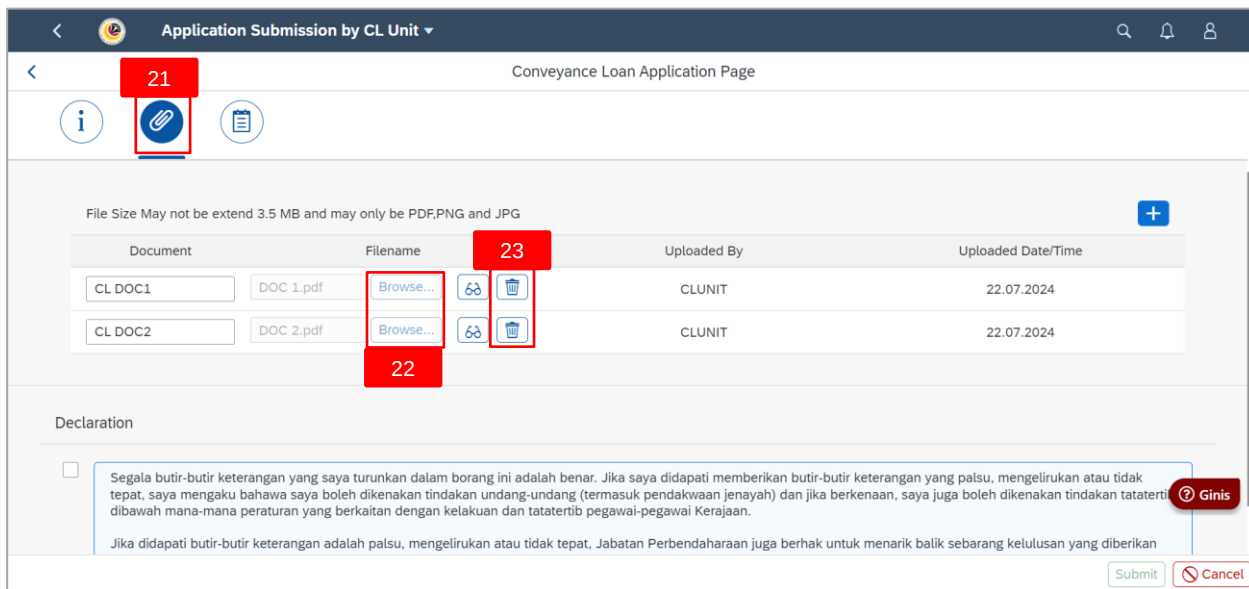
20. Under **Loan Details**, fill in the required information.

Note: The **Conveyance Loan Application Page** will be displayed.

21. Click on **Attachment** tab.

22. Click on **Browse** button to upload any relevant supporting documents.

23. Click on **Delete** button to delete attached files (if required).



Document	Filename		Uploaded By	Uploaded Date/Time
CL DOC1	DOC 1.pdf	Browse... 	CLUNIT	22.07.2024
CL DOC2	DOC 2.pdf	Browse... 	CLUNIT	22.07.2024

Declaration

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

Jika didapati butir-butir keterangan adalah palsu, mengelirukan atau tidak tepat, Jabatan Perbendaharaan juga berhak untuk menarik balik sebarang kelulusan yang diberikan

Note:

- The document type can be only in **PDF, JPG, JPEG and PNG** formats.
- The maximum size of each document must not exceed **3.5MB**.

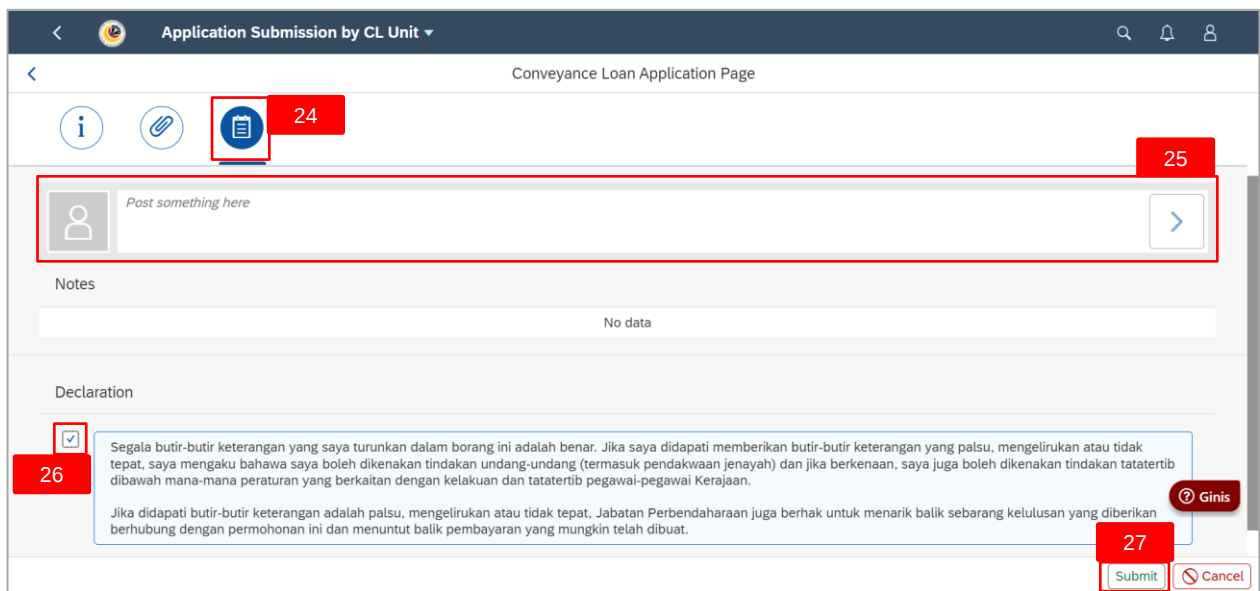
24. Click on **Notes** tab.

25. Enter remarks or notes in the space provided, if any.

26. Tick on **Declaration** checkbox.

27. Click on **Submit** button.

Note: Any unsaved application will automatically be stored in the system as **draft**.

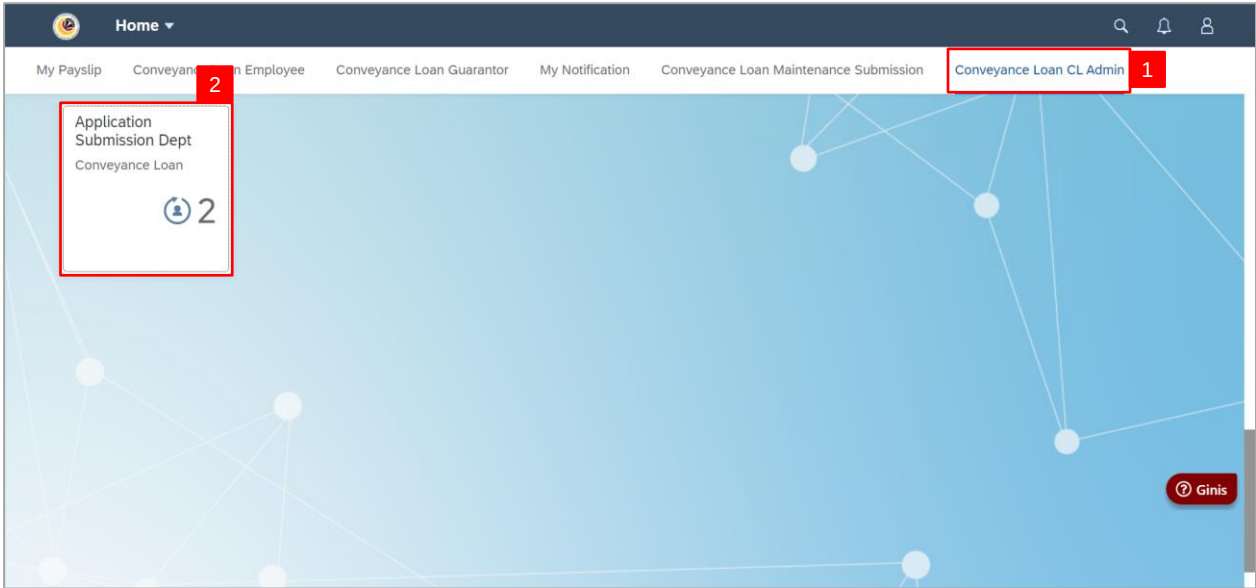


The screenshot displays the 'Conveyance Loan Application Page' within a web application. The page has a dark blue header with the title 'Application Submission by CL Unit'. Below the header, there are three tabs: 'Info', 'Notes', and 'Declaration'. The 'Notes' tab is selected and highlighted with a red box and the number 24. Below the tabs, there is a text input field for notes, labeled 'Post something here', with a red box and the number 25. Below the notes field, there is a 'Notes' section with the text 'No data'. Below the notes section, there is a 'Declaration' section. In the 'Declaration' section, there is a checkbox labeled '26' which is checked. Below the checkbox, there is a text area containing a declaration statement in Indonesian. To the right of the text area, there is a red button labeled 'Ginis' with a question mark icon. Below the text area, there is a red box with the number 27. At the bottom right of the page, there are two buttons: 'Submit' and 'Cancel'.

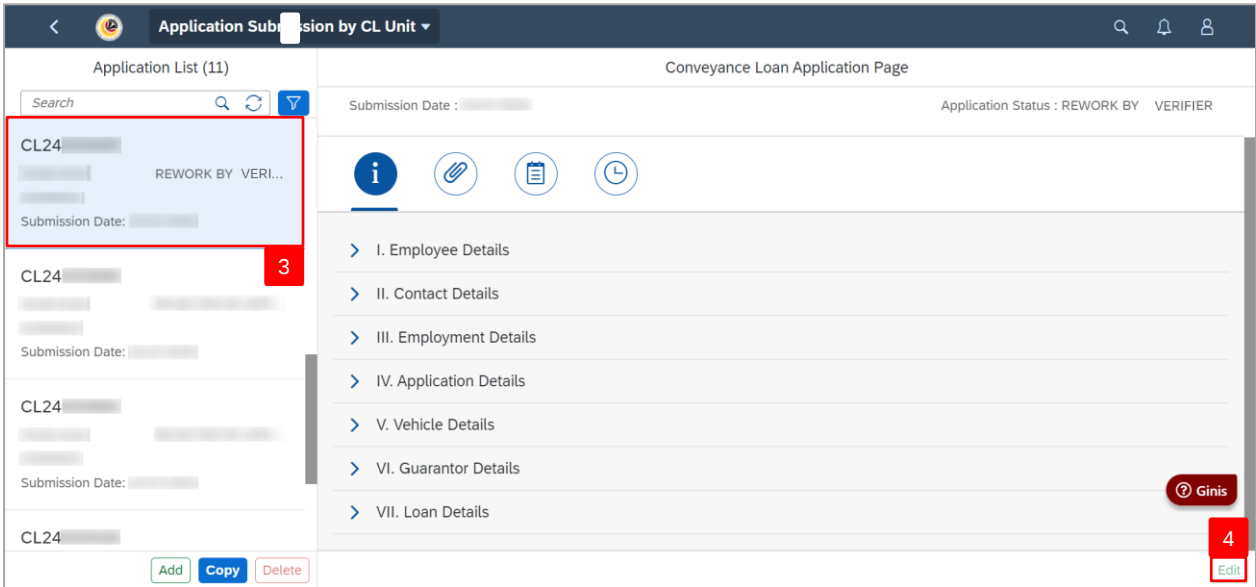
Outcome: The **application** has successfully been submitted to **CL Verifier**.

EDIT REWORKED CONVEYANCE LOAN APPLICATION	Front End User
	CL Admin

1. Click on **Conveyance Loan CL Admin** tab.
2. Select **Application Submission Dept** tile.



3. Select Application ID with '**Reworked**' status.
4. Click on **Edit** button.



Note: The **Conveyance Loan Application Page** will be displayed.



The screenshot shows a web application interface for the 'Conveyance Loan Application Page'. The page has a dark blue header with a back arrow, a user profile icon, and the text 'Application Submission by CL Unit'. Below the header, there's a white content area with a title bar 'Conveyance Loan Application Page' and three icons: an information icon, a link icon, and a document icon. A list of sections is displayed, each with a right-pointing arrow: I. Employee Details, II. Contact Details, III. Employment Details, IV. Application Details, V. Vehicle Details, VI. Guarantor Details, and VII. Loan Details. Below this list is a 'Declaration' section with a checkbox and a text box containing a disclaimer in Indonesian. At the bottom right, there are 'Submit' and 'Cancel' buttons. A red 'Ginis' logo is visible in the bottom right corner of the application area.

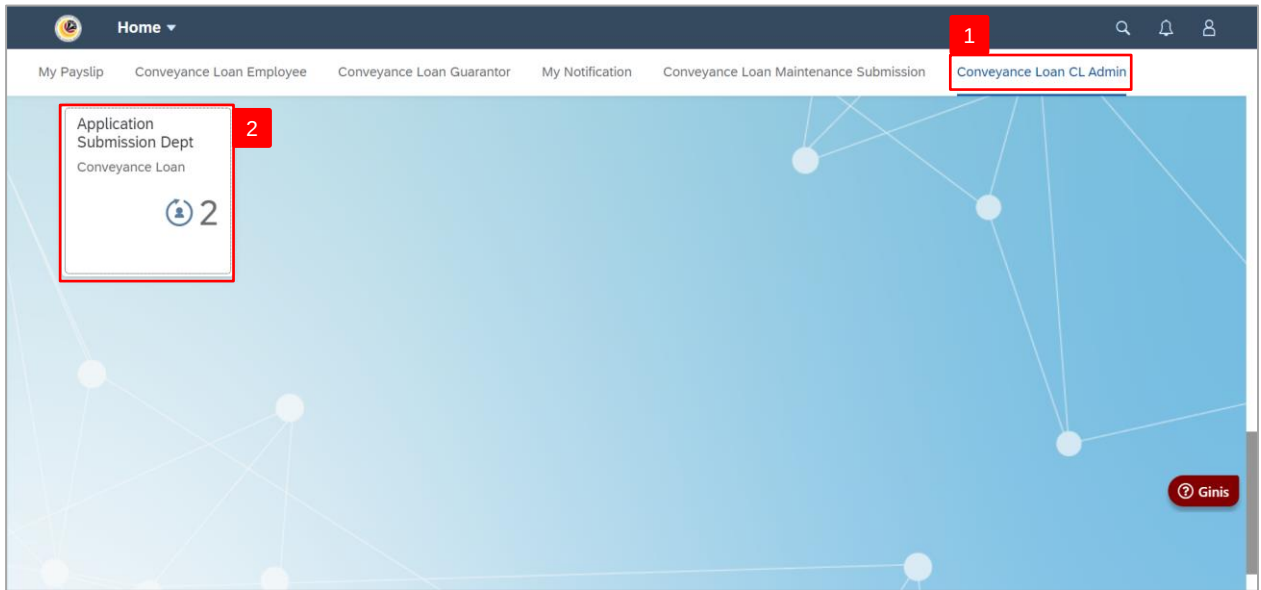
Outcome: The **reworked application** can now be edited and submitted to **CL Verifier**.

DELETE DRAFTED CONVEYANCE LOAN APPLICATION

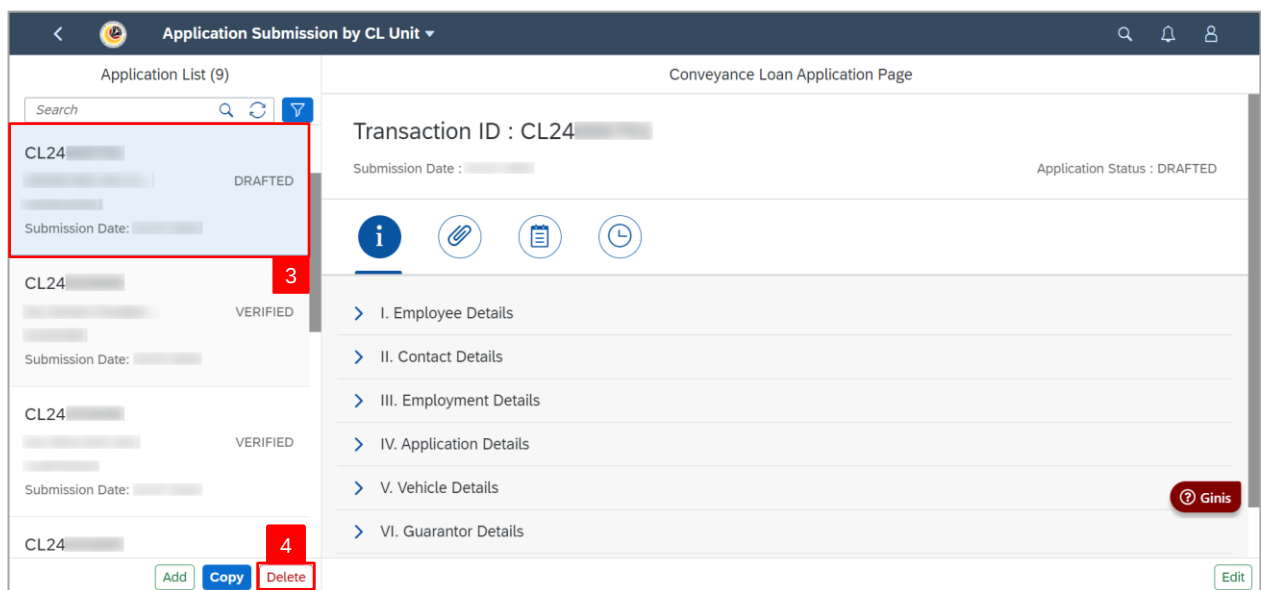
Front End User

CL Admin

1. Click on **Conveyance Loan CL Admin** tab.
2. Select **Application Submission Dept** tile.



3. Select the Application ID with the status '**Drafted**'.
4. Click on **Delete** button.





Note: The **Delete message** will be displayed.

Application Submission by CL Unit

Application List (8)

Search

CL24
VERIFIED
Submission Date:

CL24
VERIFIED
Submission Date:

CL24
VERIFIED
Submission Date:

CL24
VERIFIED
Submission Date:

CL24

AddCopyDelete

Conveyance Loan Application Page

Transaction ID : CL24
Submission Date :
Application Status : VERIFIED

i

I. Employee Details

II. Contact Details

III. Employment Details

IV. Application Details

V. Vehicle Details

VI. Guarantor Details

NOTE

Record deleted successfully

Ginis

Edit

Outcome: The **drafted application** has been removed and will no longer be listed under **Application List**.