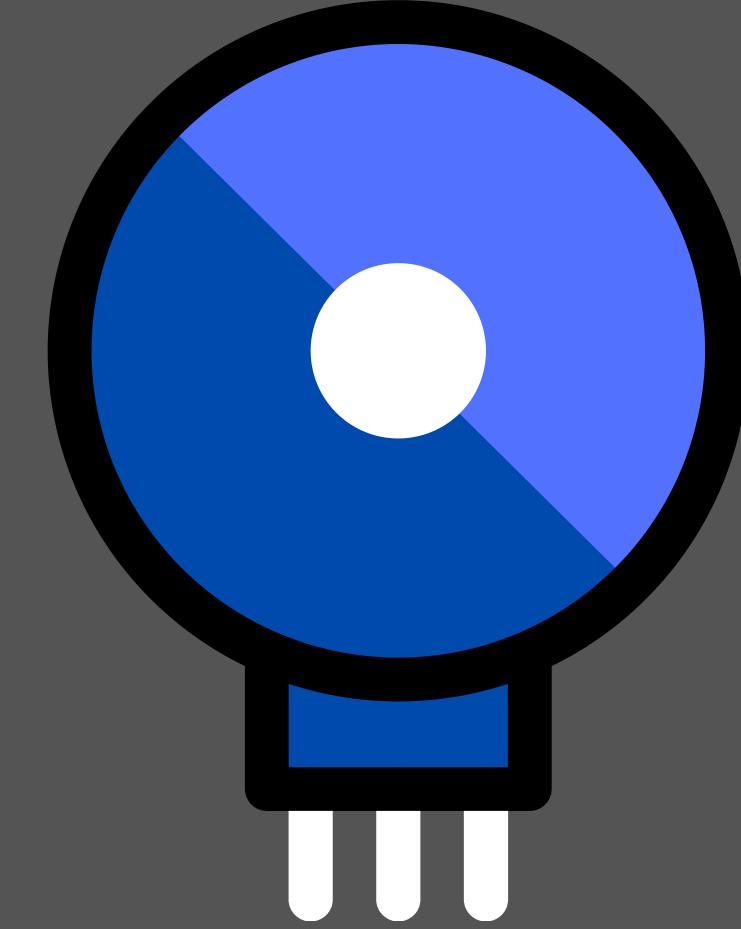




TATACARA PENGISIAN TUNTUTAN / PELARASAN DALAM SISTEM UTMFIN

Disediakan Oleh: Pengurus Kewangan UGS





PENGENALAN

Urusan kewangan yang terlibat terbahagi kepada dua iaitu:

1. Tuntutan Bayaran Balik Mendahulukan wang
2. Pelarasian Pendahuluan Program

TUNTUTAN BAYARAN BALIK MENDAHULUKAN WANG/ PELARASAN PENDAHULUAN

DOKUMEN YANG DIPERLUKAN BAGI TUJUAN INI ADALAH SEPERTI BERIKUT:

- 1. SURAT KELULUSAN (PROGRAM)**
- 2. KERTAS KERJA (PROGRAM)**
- 3. SURAT LANTIKAN PENGAJAR**
- 4. RESIT ASAL YG TELAH DITAMPAL PD KERTAS A4 (1 RESIT = 1 KERTAS A4)**
- 5. MENGISI PERMOHONAN BAYARAN BALIK WANG DALAM SISTEM UTMFIN DAN DICETAK (PRINT)**
- 6. MENGISI BORANG HIJAU (BAGI TUJUAN TUNTUTAN BAYARAN BALIK WANG DARI UGS).**

TATACARA PENGISIAN PERMOHONAN DALAM SISTEM UTMFIN



3

The screenshot shows a web browser window with the URL utmfin.utm.my/rWDurHwMc6RxUaA72Kevy3g5EBSkL/login.jsp. The page title is "Daftar Masuk". It features the UTM logo and the UTMFIN Integrated Financial System logo. A red box highlights the input fields for "Username" (containing "ardiyanto") and "Password" (containing "....."). Below these fields is a purple "Masuk" button. At the bottom of the form are links for "Lupa Kata Laluan ?" and "Kembali ke Laman Utama". The background of the slide features a network graph pattern.

Log Masuk ke akaun UTMFIN dengan menggunakan akaun pemohon

TATACARA PENGISIAN PERMOHONAN DALAM SISTEM UTMFIN



4

The screenshot shows a web browser window for the UTMFIN application. The URL is `utmfin.utm.my/rWDurHwMc6RxUaA72Kevy3g5EBSkL/application.html`. The top navigation bar has tabs: Utama, Kewangan, Bayaran, Terimaan, and Penggajian. The 'Bayaran' tab is highlighted with a red box. Below the navigation bar is a sidebar menu under 'Menu'. It includes sections for 'INBOX' (Tuntutan, Tuntutan Pendahuluan, Tuntutan Pelbagai, Invois Bil, Invois PT, Carian) and 'SEJARAH' (Tuntutan, Tuntutan Pendahuluan, Tuntutan Pelbagai, Invois Bil, Invois PT). The main content area is titled 'Pesanan Harian' and contains a table with several rows of data. A blue callout bubble with the number '4' is pointing to the 'Bayaran' tab in the navigation bar.

Klik pada butang 'Bayaran' diatas

TATACARA PENGISIAN PERMOHONAN DALAM SISTEM UTMFIN



The screenshot shows a web browser window for the UTMFIN application at the URL utmfin.utm.my/rWDurHwMc6RxUaA72Kevy3g5EBSkL/application.html. The page has a dark red header with menu items: Utama, Kewangan, Bayaran (selected), Terimaan, and Penggajian. Below the header, there is a breadcrumb navigation: >> Bayaran >>. The main content area contains several sections: **Permohonan Tuntutan** (highlighted with a red border), **Permohonan Pendahuluan**, **Invois**, **Selenggara**, and **Carian / Sejarah**. A callout text at the bottom right of the image reads: "# Klik pada butang 'Tuntutan' diatas".

Utama Kewangan Bayaran Terimaan Penggajian

>> Bayaran >>

Permohonan Tuntutan

- » Tuntutan
- » Arahan Bayaran

Permohonan Pendahuluan

- » Pendahuluan Perjalanan
- » Pendahuluan Pelbagai

Invois

- » Invois Bil
- » Invois Pesanan Tempatan
- » Invois Dalaman

Selenggara

- » Senarai Pembiutang

Carian / Sejarah

- » Tuntutan
- » Pendahuluan Perjalanan
- » Pendahuluan Pelbagai
- » Tuntutan Bayaran
- » Arahan Bayaran
- » Invois Bil
- » Invois Pesanan Tempatan
- » Invois Dalaman

Type here to search

Rain on Friday 11:14 AM 1/8/2025

TATACARA PENGISIAN PERMOHONAN DALAM SISTEM UTMFIN



6

The screenshot shows a web browser window with multiple tabs open. The active tab is titled 'UTM.MPPJB/2024-25/39 (Perm...' and displays the 'Integrated Financial System'. The main content area is a table titled 'Senarai Tuntutan' (List of Claims). The table has columns for 'Status', 'Jumlah', 'Cipta', and 'Penerima'. On the left, there is a sidebar with navigation links like 'Utama', 'Kewangan', 'Bayaran', 'Terimaan', and 'Penggajian'. Under 'Bayaran', it shows 'INBOX' and 'TERBUKA'. The 'TERBUKA' section is expanded, showing 'Tuntutan Luar Negara' and 'Bayaran Balik Wang'. A red box highlights the 'Bayaran Balik Wang' link. At the bottom of the table, it says 'No data to display'. The status bar at the bottom right shows 'KLCI index -0.19%' and the date '1/8/2025'.

Klik pada butang '+' diatas dan pilih "Bayaran Balik Wang".

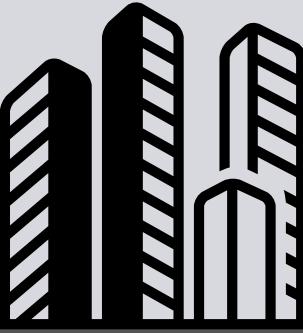
TATACARA PENGISIAN PERMOHONAN DALAM SISTEM UTMFIN



The screenshot shows a web-based application for making payments. The URL in the address bar is `utmfin.utm.my/rWDurHwMc6RxUaA72Kevy3g5EBSkL/application.html`. The top navigation menu includes links for Utama, Kewangan, Bayaran (selected), Terimaan, and Penggajian. Below the menu, a breadcrumb trail shows the user is in the Bayaran section under Aliran Kerja. The main form is titled "Pembayaran : Bayaran Balik Wang - BARU". On the left, there's a sidebar with a user profile (ARDIYANTO BIN ARDA@ARDAH) and sections for INBOX (Tuntutan) and TERBUKA (Tuntutan). The main form has several input fields: "Deskripsi" (Description) containing "BAYARAN BALIK WANG PROGRAM FIRST YEAR EXPERIENCE DI FS", "Pemohon" (Applicant) set to "Sila pilih pusat kos permohon", "Pembayar" (Payee) set to "Sila pilih pusat kos pembayar", and "Penerima" (Recipient) set to "Sila pilih penerima...". To the right, there are fields for "Jumlah" (Amount) set to "RM0.00", "Bank" (Bank) set to "Sila pilih bank", "No Akaun" (Account No.), "Email", and "Cara Bayaran" (Payment Method) set to "Pilih cara bayaran". At the bottom of the form are "Reset" and "Simpan" buttons. The Windows taskbar at the bottom shows various pinned icons and the date/time as 11:15 AM, 1/8/2025.

1. bahagian Diskripsi : Masukkan Tajuk Tuntutan

TATACARA PENGISIAN PERMOHONAN DALAM SISTEM UTMFIN



8

The screenshot shows a web browser window for the UTMFIN system. The URL is utmfin.utm.my/rWDurHwMc6RxUaA72Kevy3g5EBSkL/application.html. The page title is "Pembayaran : Bayaran Balik Wang – BARU". On the left, there's a sidebar with navigation links like Utama, Kewangan, Bayaran, Terimaan, Pengajian, INBOX, and TERBUKA. The main area has a red box highlighting the "Pemohon" field, which contains the VOT number "A.J08000.5700.08128". To the right, there's a "Maklumat" section with fields for Jumlah (RM0.00), Bank (dropdown), No Akaun (text input), Email (text input), and Cara Bayaran (dropdown). At the bottom, there are "Reset" and "Simpan" buttons.

2. Bahagian Pemohon : Masukkan No VOT atau "SODO" (A.J08000.5700.08128)

TATACARA PENGISIAN PERMOHONAN DALAM SISTEM UTMFIN



9

3. Bahagian Pembayar : Masukkan juga No VOT atau "SODO" (A.J08000.5700.08128)

The screenshot displays a web-based application for financial transactions. At the top, a navigation bar includes links for Utama, Kewangan, Bayaran (highlighted in yellow), Terimaan, and Penggajian. Below this, a breadcrumb trail shows the user has navigated to the payment section from the main dashboard. The main content area is titled 'Pembayaran : Bayaran Balik Wang - BARU'. On the left, there's a sidebar with a user profile and sections for INBOX (Tuntutan) and TERBUKA (Tuntutan). The main form contains fields for Desripsi (BAYARAN BALIK WANG PROGRAM FIRST YEAR EXPERIENCE DI FS), Pemohon (A.J08000.5700.08128 - UMUM-TABUNG KO-KURIKULUM), Pembayar (08128), Penerima (A.J08000.5700.08128 - UMUM-TABUNG KO-KURIKULUM), and Jawatan. To the right, there are fields for Maklumat (Amount RM0.00, Bank Sila pilih bank, No Akaun, Email), and Cara Bayaran (Select dropdown). At the bottom, there are 'Reset' and 'Simpan' buttons, along with system status indicators like weather (30°C Mostly cloudy) and date (11:15 AM 1/8/2025).

TATACARA PENGISIAN PERMOHONAN DALAM SISTEM UTMFIN



Screenshot of the UTMFIN system interface showing the payment application form.

The main form fields include:

- Deskripsi: BAYARAN BALIK WANG PROGRAM FIRST YEAR EXPERIENCE DI FS
- Pemohon: AJ080000.5700.08128 - UMUM-TABUNG KO-KURIKULUM
- Pembayar: AJ080000.5700.08128 - UMUM-TABUNG KO-KURIKULUM
- Penerima: Sila pilih penerima...
- Jawatan: Pilih Penerima Jenis Staf
- Maklumat (right side):
 - Jumlah: RM0.00
 - Bank: Sila pilih bank
 - No Akaun:
 - Email:
 - Pilih cara bayaran

A red box highlights the "Penerima" field and the dropdown menu "Pilih Penerima Jenis Staf".

A modal window titled "10943" is open, listing staff members:

Identiti	Nama
10943	ARDIYANTO BIN ARDA@ARDAH
PBS193031	ZAIDATULNISHA BINTI AB JALIL

Details for the selected staff member (10943):

- Nama: ARDIYANTO BIN ARDA@ARDAH
- No Daftar:
- No GST:
- Email:
- Bank:
- Akaun:
- Payment Method:
- Alamat:

Displaying 1 - 2 of 2

Buttons at the bottom: Reset, Simpan

Page footer: Type here to search, Windows icon, Taskbar icons, Weather: 30°C Mostly cloudy, Date: 1/8/2025, Time: 11:17 AM

4. Bahagian Penerima : Masukkan no Staf./pekerja pemohon

TATACARA PENGISIAN PERMOHONAN DALAM SISTEM UTMFIN



Screenshot of the UTMFIN Integrated Financial System application showing the 'Bayaran' (Payment) module.

The main window title is 'Pembayaran : Bayaran Balik Wang - BARU'. The left sidebar shows the user's inbox with several messages listed under 'INBOX' and 'TERBUKA' categories.

The main form fields include:

- Utama**:
 - Deskripsi: BAYARAN BALIK WANG PROGRAM FIRST YEAR EXPERIENCE DI FS
 - Pemohon: A.J080000.5700.08128 - UMUM-TABUNG KO-KURIKULUM
 - Pembayar: A.J080000.5700.08128 - UMUM-TABUNG KO-KURIKULUM
 - Penerima: ARDIYANTO BIN ARDA@ARDAH
 - Jawatan:
- Maklumat**:
 - Jumlah: RM0.00
 - Bank: CIMB
 - No Akaun: 01180069118522
 - Email: ardiyanto@utm.my
 - Cara Bayaran: Pilih cara bayaran

At the bottom right of the form, there is a red-bordered button bar containing 'Reset' and 'Simpan' buttons.

A text overlay at the bottom center of the form area reads: "# Tekan Butang 'Simpan' seperti dibawah".

TATACARA PENGISIAN PERMOHONAN DALAM SISTEM UTMFIN



The screenshot shows a web browser window for the UTMFIN system. The URL in the address bar is utmfin.utm.my/rWDurHwMc6RxUaA72Kevy3g5EBSkL/application.html. The page displays a table of payment requests under the heading "Senarai Tuntutan". One row is highlighted, showing details: No Rujukan BT05J0800001202500036, Jenis Tuntutan BAYARAN BALIK WANG, Keterangan BAYARAN BALIK WANG PROGRAM FIRST YEAR EXPERIENCE DI FS, Status DRAFTED, Jumlah RM0.00, Cipta 08/01/2025, and Penerima ARDIYANTO BIN ARDA@ARDAH. A modal dialog box is overlaid on the page, containing the message "Berjaya" and "Diproses dengan no rujukan : #BT05J0800001202500036" with an "OK" button. The entire modal is enclosed in a red border.

Apabila paparan ini keluar Tekan Butang 'OK' seperti di atas

TATACARA PENGISIAN PERMOHONAN DALAM SISTEM UTMFIN



The screenshot shows a web browser window for the UTMFIN system. The URL in the address bar is <https://utmfin.utm.my/rWDurHwMc6RxUaA72Kevy3g5EBSkL/application.html>. The page displays a table of a draft application. A red box highlights the first row of the table.

No Rujukan	Jenis Tuntutan	Keterangan	Status	Jumlah	Cipta	Penerima
BT05J0800001202500036	BAYARAN BALIK WANG	BAYARAN BALIK WANG PROGRAM FIRST YEAR EXPERIENCE DI FS	DRAFTED	RM0.00	08/01/2025	ARDIYANTO BIN ARDA@ARDAH

Apabila paparan ini keluar, klik dua kali pada permohonan seperti di atas

TATACARA PENGISIAN PERMOHONAN DALAM SISTEM UTMFIN



Screenshot of the UTMFIN Integrated Financial System application page showing a payment entry form.

The main form details:

- Pembayaran : Bayaran Balik Wang – DERA
- No Rujukan: BT05J080000012025000036
- Deskripsi: BAYARAN BALIK WANG PROGRAM FIRST YEAR EXPERIENCE DI FS
- Pemohon: AJ080000.5700.08128 - UMUM-TABUNG KO-KURIKULUM
- Pembayar: AJ080000.5700.08128 - UMUM-TABUNG KO-KURIKULUM
- Penerima: ARDIYANTO BIN ARDA@ARDAH
- Jawatan: N1C

Maklumat section:

- Jumlah: RM50.00
- Bank: CIMB
- No Akaun: 01180069118522
- Email: (empty)
- Cara Bayaran: KREDIT KE BANK

A red box highlights the "Butiran Tuntutan" (Demand Details) table:

Tarikh	Keterangan	Pembekal	No Rujukan	Jumlah Anggaran
01/01/2025	ALAT TULIS PROGRAM	E2CO	789XXXX	RM50.00

Instructions:

- # Apabila paparan ini keluar, Sila Tekan butang “+” dan lengkapkan maklumat yg diperlukan seperti : Tarikh, Keterangan (nama barang / peralatan), Nama Pembekal, No resit serta Jumlah amaun.
- # Setelah Selesai menyemak dan mengemaskini maklumat diatas, sila tekan butang “Kemaskini” seterusnya Butang “Cetak” dan akhir sekali Butang Hantar.

TATACARA PENGISIAN PERMOHONAN DALAM SISTEM UTMFIN



Screenshot of the UTMFIN application form interface:

The URL in the address bar is <https://utmfin.utm.my/rWDurHwMc6RxUaA72Kevy3g5EBSkL/application.html>.

The page title is "Pembayaran : Bayaran Balik Wang - DERAFF".

The navigation menu includes: Utama, Kewangan, Bayaran (highlighted), Terimaan, Pengajian.

The breadcrumb navigation shows: Utama > Bayaran > Aliran Kerja.

The main form fields include:

- Utama:
 - No Rujukan: BT05J0800001202500036
 - Deskripsi: BAYARAN BALIK WANG PROGRAM FIRST YEAR EXPERIENCE DI FS
 - Pemohon: AJ080000.5700.08128 - UMUM-TABUNG KO-KURIKULUM
 - Pembayar: AJ080000.5700.08128 - UMUM-TABUNG KO-KURIKULUM
 - Penerima: ARDIYANTO BIN ARDA@ARDAH
 - Jawatan: NIC
- Maklumat:
 - Jumlah: RM50.00
 - Bank: CIMB
 - No Akaun: 01180069118522
 - Email:
 - Cara Bayaran: KREDIT KE BANK

A red box highlights the "Pendahuluan" tab in the sub-form below:

No Rujukan Permohonan	No Baucer	Deskripsi Baucer	Jumlah
BD07J0800012202400138	BJ122024042457	UCS:PENDAHULUAN PELAKUSAN PROGRAM ULRF 2692 KURSUS PING-PONG DIS 2024. POTONGAN CAJI & DENDA 10% DIKENAKAN SEKITAR...	RM1,750.00

The bottom action buttons are: Cetak, Hapus, Perihal, Kemaskini (highlighted with a red box), and Mohon.

Text instructions:

Bagi Tujuan Pelarasian Pendahuluan, Sila pastikan Anda Tekan pilih pada bahagian 'Pendahuluan' seperti rajah di atas sebelum mengemaskini butiran keterangan seperti dalam Slide '14'

Setelah Selesai menyemak dan mengemaskini maklumat diatas, sila tekan butang "Kemaskini" seterusnya Butang "Cetak" dan akhir sekali Butang Hantar.

PENGHANTARAN DOKUMEN PERMOHONAN

SETERUSNYA

- Permohonan yang telah selesai dihantar melalui sistem UTMFIN tadi hendaklah dicetak dan dilampirkan bersama beberapa dokumen yang diperlukan bagi tujuan proses Permohonan.

Tempoh dokumen diproses

- Setelah Dokumen tuntutan diserahkan ke pejabat PTJ , dokumen akan diproses dalam **masa 7- hari bekerja diperingkat PTJ sebelum diserahkan ke pejabat Bendahari UTM.**
- sekiranya tuntutan telah selesai, Sistem akan menghantar Notifikasi ke alamat emel pemohon.
- MAKLUMAN* Lebihan Wang Pendahuluan yang tidak digunakan hendaklah di Bank-in semula ke akaun Bendahari dibawah (**CIMB 8006053536 Bendahari UTM**) dan serahkan bukti bayaran bersama dokumen pelarasan yang lain.





Blok L52, UTM

www.ugs.utm.my

SEKIAN TERIMA KASIH