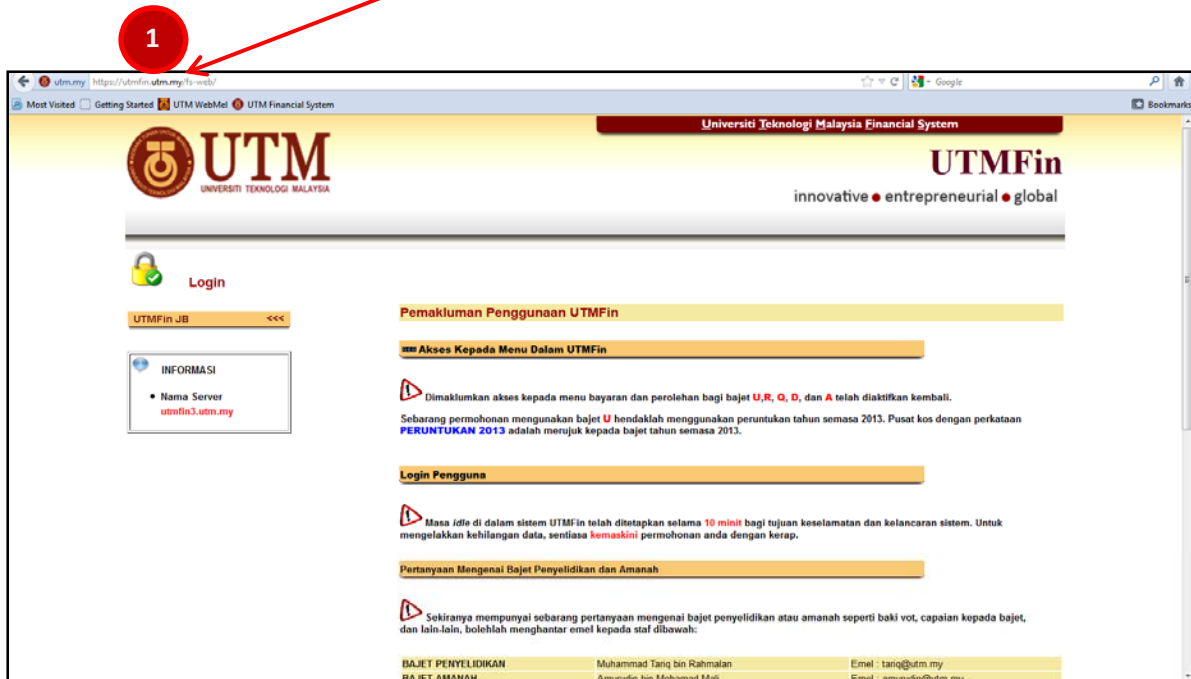
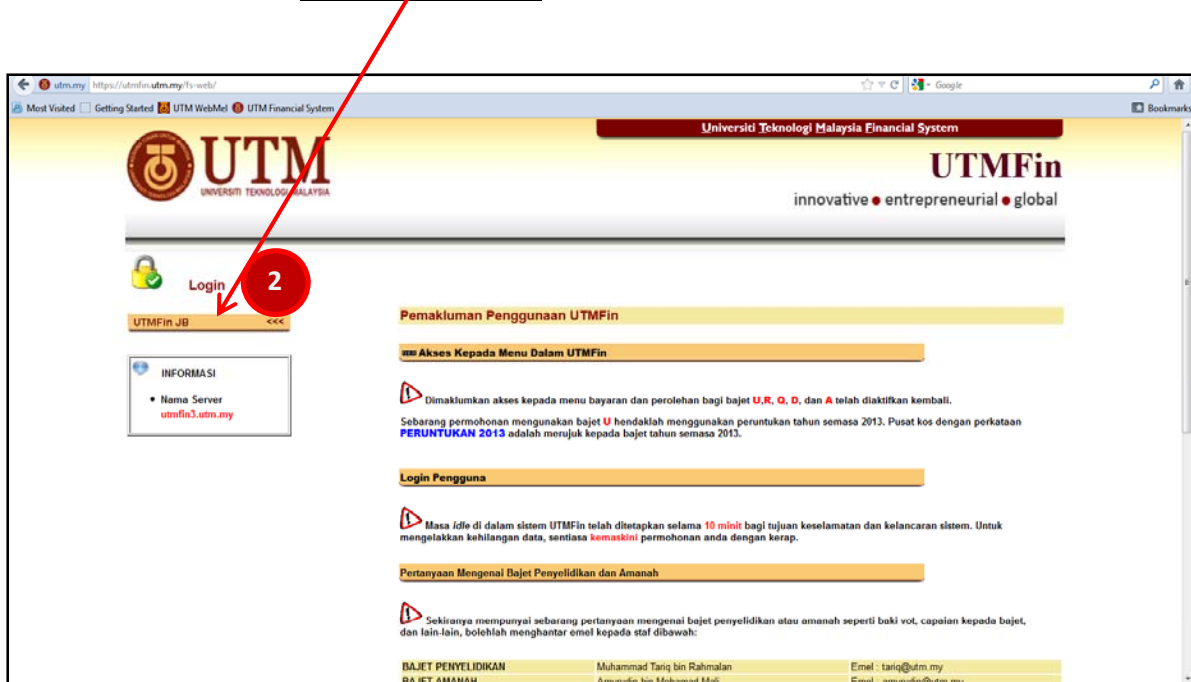


1. Go to hyperlink <https://utmfin.utm.my>



The screenshot shows the UTMFin website homepage. A red circle with the number '1' is placed over the browser's address bar, which contains the URL <https://utmfin.utm.my>. A red arrow points from this circle to the text in the instruction above. The website header includes the UTM logo and the text 'Universiti Teknologi Malaysia Financial System' and 'UTMFin innovative • entrepreneurial • global'. Below the header, there is a 'Login' button and a dropdown menu for 'UTMFin JB'. An 'INFORMASI' box displays the server name 'utmfin3.utm.my'. The main content area features a 'Pemakluman Penggunaan UTMFin' section with a warning icon and text about system access and a 10-minute downtime. Below this is a 'Login Pengguna' section with another warning icon and text about system security. At the bottom, there is a table with contact information for 'BAJET PENYELIDIKAN' and 'BAJET AMANAH'.

2. Select location: UTMJB / UTMKL

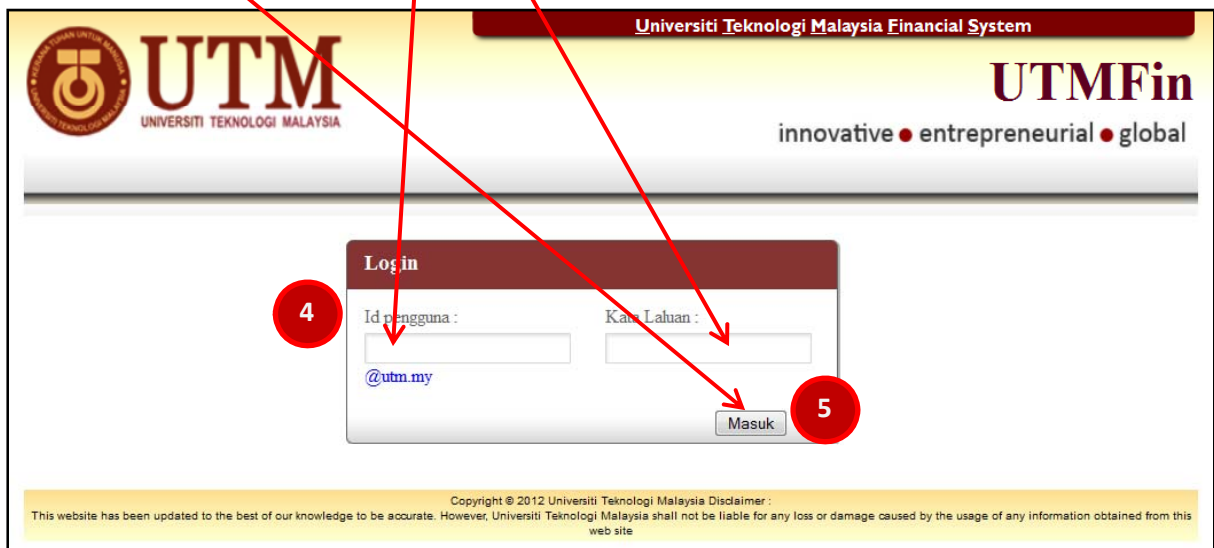


The screenshot shows the same UTMFin website homepage as above. A red circle with the number '2' is placed over the 'UTMFin JB' dropdown menu. A red arrow points from this circle to the text in the instruction above. The rest of the page content is identical to the previous screenshot.

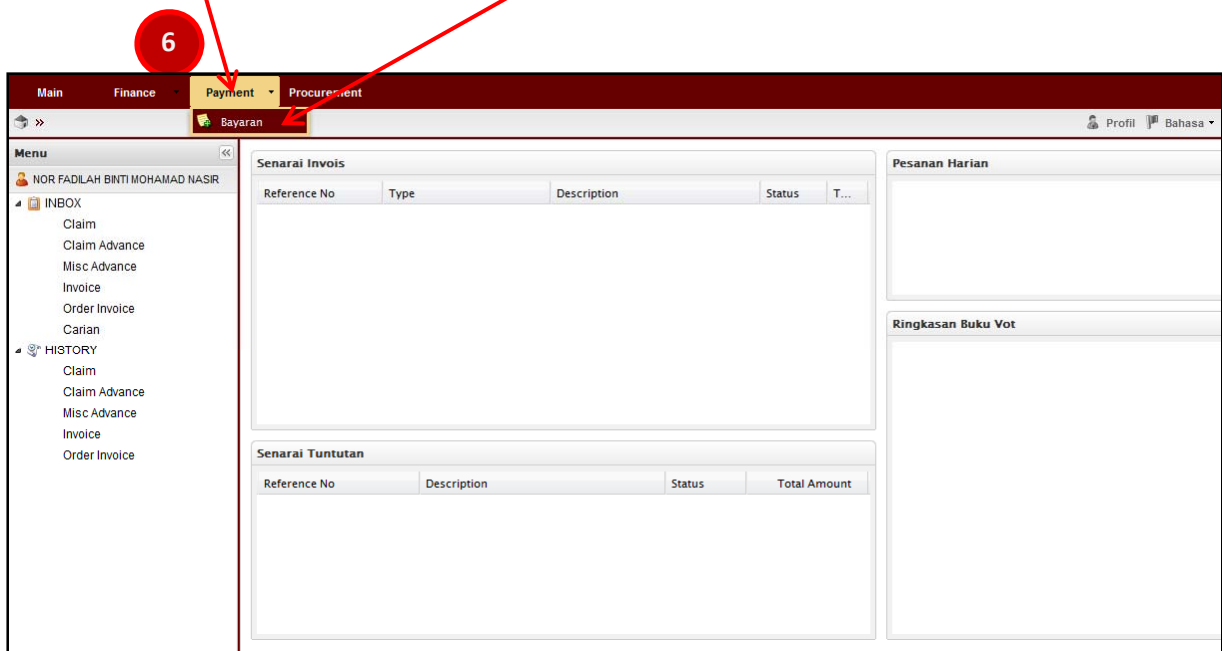
- 3 Click **“Log Masuk”**



4. Fill in your username in **“Id pengguna”** column and password in **“Kata laluan”** column.
5. Click **“Masuk”** for log in.

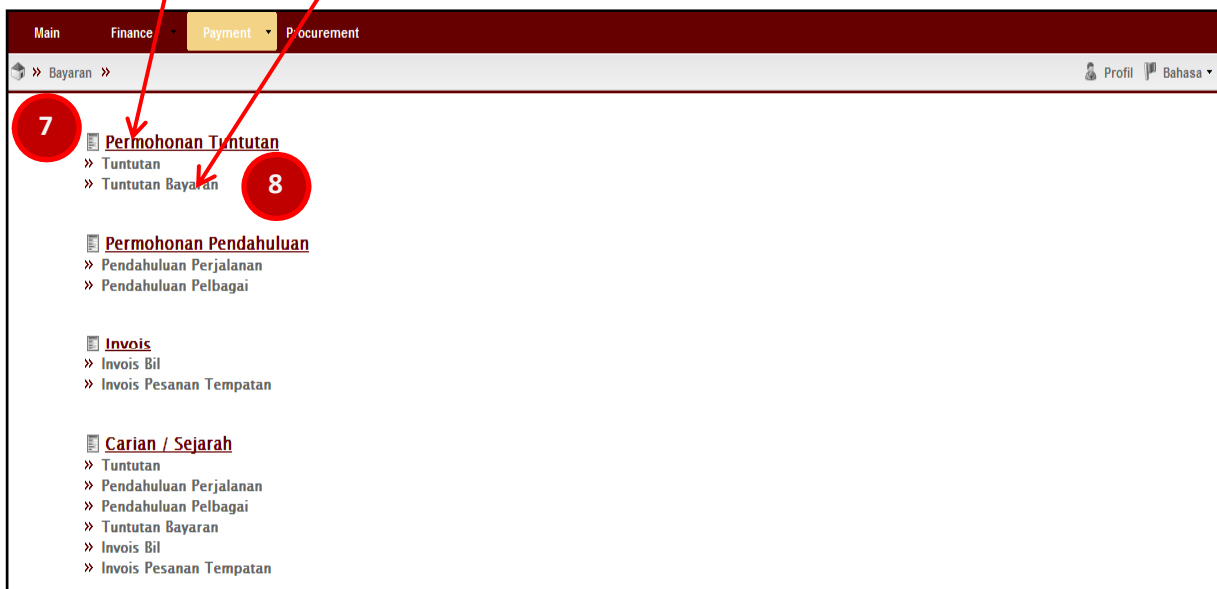



6. Go to **“Payment”** and then click **“Bayaran”**.

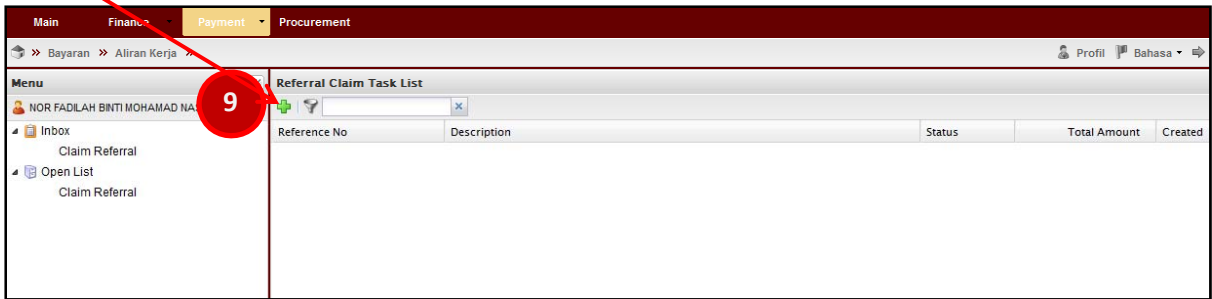


7. Go to **“Permohonan Tuntutan”**

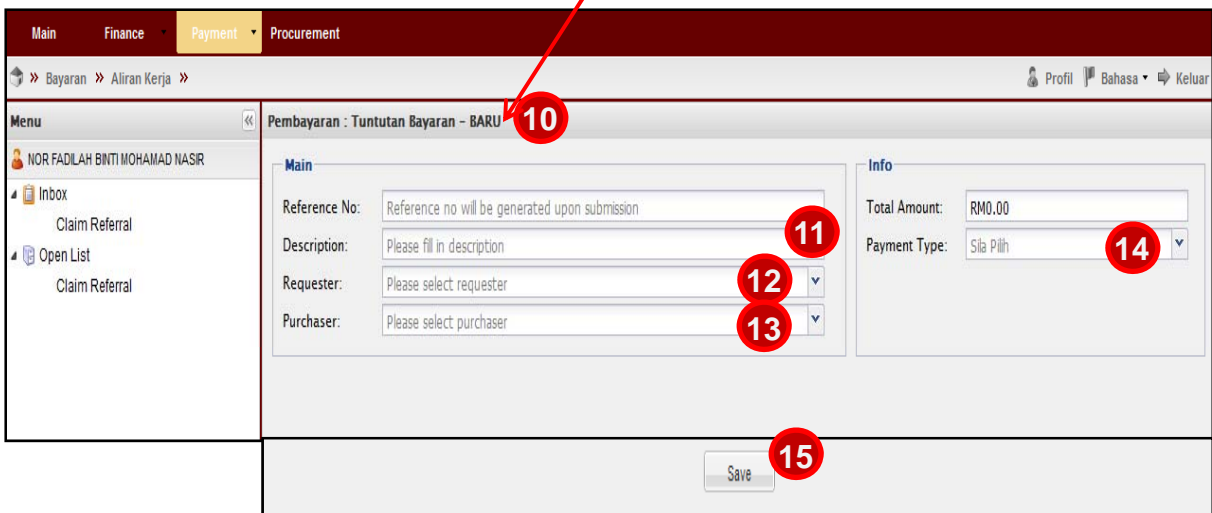
8. Click **“Tuntutan Bayaran”**



9. Click at “”



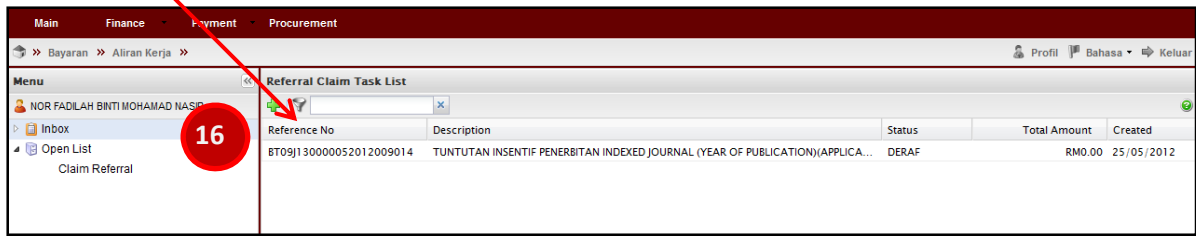
10. Please fill in the details for “Pembayaran: Tuntutan Bayaran – Baru” as below:-




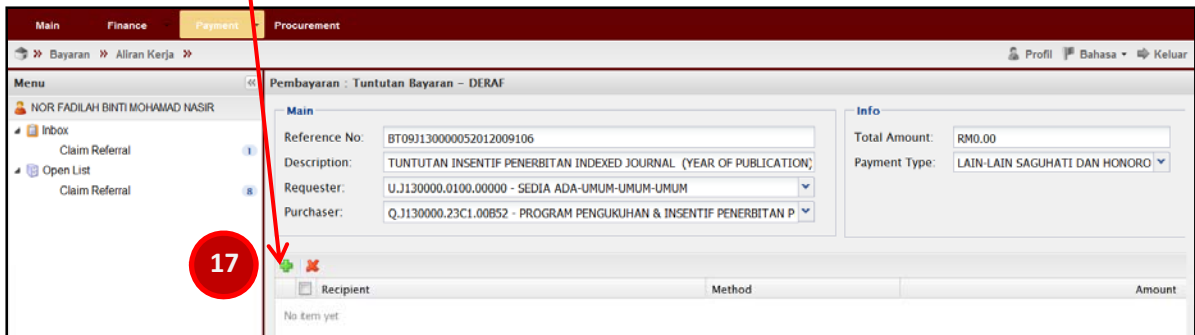
11	<p>Description</p> <p>INDEXED JOURNAL :</p> <p>NON-INDEXED JOURNAL:</p> <p>BOOK CHAPTER:</p>	<p>TUNTUTAN INSENTIF PENERBITAN INDEXED JOURNAL (YEAR OF PUBLICATION){APPLICANT'S NAME}</p> <p>TUNTUTAN INSENTIF PENERBITAN NON-INDEXED JOURNAL (YEAR OF PUBLICATION) (APPLICANT'S NAME)</p> <p>TUNTUTAN INSENTIF PENERBITAN BOOK CHAPTER (YEAR OF PUBLICATION){APPLICANT'S NAME}</p>
12	Requester	<p>PTJ OF FACULTY / DEPARTMENT</p> <p>Example :</p> <p>RMC : U.J130000.0100.00000 - SEDIA ADA-UMUM-UMUM-UMUM</p>
13	Purchaser	Q.J090000.23C1.00D22 - INSENTIF PENERBITAN PENYELIDIKAN
14	Payment Type	LAIN-LAIN SAGUHATI & HONORARIUM

15. Then Click “**Save**”.

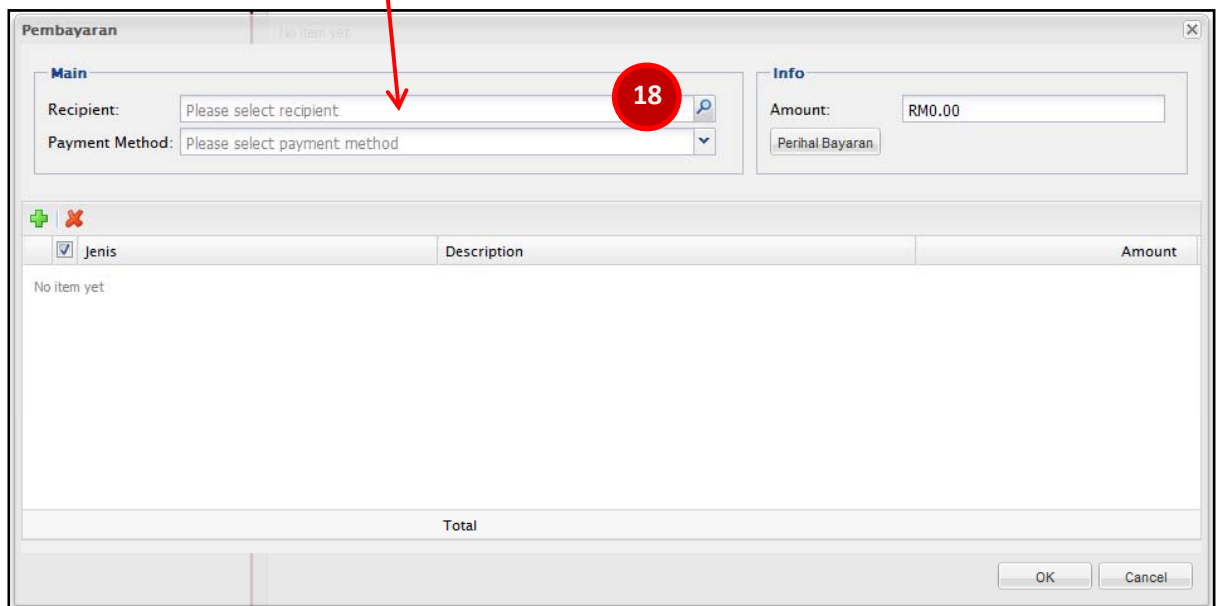
16. "Reference No." will automatic generated and then double clicks at "Reference No."



17. Click at “”




18. Please search "Recipient" name.



17. Please insert **Staff Id No.**, press [Enter] and then double clicks at applicant's name

The screenshot shows a window titled "Pilih Penerima Jenis Staf". At the top, there is a search bar with the placeholder text "Sila isi kata kunci dan tekan butang [Enter]...". A red circle with the number "17" is positioned over the search bar, with a red arrow pointing to it from the text above. Below the search bar are tabs for "Staf", "Individu", "Vendor", "Agensi", and "Tam. Person". The "Staf" tab is selected. Below the tabs is a table with two columns: "Identiti" and "Nama". The "Identiti" column contains the text "Masukkan kata kunci". To the right of the table are several labels: "Nama:", "No Daftar:", "Email:", "Bank:", "Akaun:", and "Alamat:". At the bottom of the window, there is a pagination bar showing "Page 1 of 15" and "Displaying 1 - 20 of 290".

18. Please select **KREDIT KE BANK** for "Payment Method"

19. Click at "  "

The screenshot shows a window titled "Pembayaran". It has a "Main" section with a "Recipient:" field containing "Please select recipient" and a "Payment Method:" dropdown menu. A red circle with the number "18" is over the dropdown menu, with a red arrow pointing to it from the text above. The dropdown menu is open, showing options: "BANK DERAF", "CEK", "KREDIT KE BANK", and "PINDAHAN TELEGRAFIK". A red circle with the number "19" is over a green plus sign icon to the left of the dropdown menu, with a red arrow pointing to it from the text above. To the right of the "Main" section is an "Info" section with an "Amount:" field containing "RM0.00" and a "Perihal Bayaran" button. Below the "Main" section is a table with columns "Jenis" and "Amount", and a "Total" label at the bottom. The "Jenis" column contains "No item yet". At the bottom right of the window are "OK" and "Cancel" buttons.

Please fill in the details according to your type of incentive claim

23. Then click “OK”

No	Jenis	Description	Amount
i	INSENTIF PENERBITAN INDEXED JOURNAL	Indexed in Web of Science	For 2013 articles: Bayaran Tuntutan Insentif Penerbitan Indexed Journal IF: ?.??? For 2013 articles: each 0.1 <i>impact factor</i> = RM200 (max RM3000)
			For 2014 articles : Bayaran Tuntutan Insentif Penerbitan Indexed Journal Q?
		Indexed in Scopus	For 2013 & 2014 articles: Bayaran Tuntutan Insentif Penerbitan Indexed Journal Scopus For 2013 articles: = RM200 / article For 2014 articles: = RM300 / article
ii	INSENTIF PENERBITAN NON - INDEXED JOURNAL	Bayaran Tuntutan Insentif Penerbitan Non-Indexed Journal	RM100 / article
iii	INSENTIF PENERBITAN BOOK CHAPTER	Bayaran Tuntutan Insentif Penerbitan Book Chapter	RM100 / chapter

24. Click "Update"

The screenshot shows the 'Pembayaran : Tuntutan Bayaran - DERAJ' form. The 'Main' section contains the following fields:

- Reference No: BT09J13000052012009015
- Description: TUNTUTAN INSENTIF PENERBITAN INDEXED JOURNAL (YEAR OF PUBLICATION)(/)
- Requester: Q.J130000.23C1.00B52 - PROGRAM PENGUKUHAN & INSENTIF PENERBITAN PE
- Purchaser: Q.J130000.23C1.00B52 - PROGRAM PENGUKUHAN & INSENTIF PENERBITAN PE

The 'Info' section contains:

- Total Amount: RM3,000.00
- Payment Type: LAIN-LAIN SAGUHATI DAN HONOROR

Recipient	Method	Amount
<input checked="" type="checkbox"/> NOR FADILAH BINTI MOHAMAD NASIR	CEK	RM3,000.00

Total: RM3,000.00

Buttons: Print, About, Remove, Update

A red circle with the number '24' is placed over the 'Update' button, with a red arrow pointing to it from the instruction above.

25. Please click **Print** to obtain your UTMFin E-Form attachment for the payment claim. Ensure to submit it as PDF format in RADIS.

The screenshot shows the same 'Pembayaran : Tuntutan Bayaran - DERAJ' form as in the previous image. The 'Main' section contains the following fields:

- Reference No: BT09J13000052012009015
- Description: TUNTUTAN INSENTIF PENERBITAN INDEXED JOURNAL (YEAR OF PUBLICATION)(/)
- Requester: Q.J130000.23C1.00B52 - PROGRAM PENGUKUHAN & INSENTIF PENERBITAN PE
- Purchaser: Q.J130000.23C1.00B52 - PROGRAM PENGUKUHAN & INSENTIF PENERBITAN PE

The 'Info' section contains:

- Total Amount: RM3,000.00
- Payment Type: LAIN-LAIN SAGUHATI DAN HONOROR

Recipient	Method	Amount
<input checked="" type="checkbox"/> NOR FADILAH BINTI MOHAMAD NASIR	CEK	RM3,000.00

Total: RM3,000.00

Buttons: Print, About, Remove, Update, Request

A red circle with the number '25' is placed over the 'Print' button, with a red arrow pointing to it from the instruction above.

26. Click "Request"

Main Finance Payment Procurement

Bayaran Aliran Kerja

Menu

NOR FADILAH BINTI MOHAMAD NASIR

Inbox

Open List

Claim Referral

Pembayaran : Tuntutan Bayaran - DERAJ

Main

Reference No: BT09J13000.0052012009015

Description: TUNTUTAN INSENTIF PENERBITAN INDEXED JOURNAL (YEAR OF PUBLICATION)

Requester: Q.J130000.23C1.00B52 - PROGRAM PENGUKUHAN & INSENTIF PENERBITAN PE

Purchaser: Q.J130000.23C1.00B52 - PROGRAM PENGUKUHAN & INSENTIF PENERBITAN PE

Info

Total Amount: RM3,000.00

Payment Type: LAIN-LAIN SAGUHATI DAN HONOROR

Recipient	Method	Amount
<input checked="" type="checkbox"/> NOR FADILAH BINTI MOHAMAD NASIR	CEK	RM3,000.00

Total RM3,000.00

Print About Remove Update Request 26

27. Click "OK"

Main Finance Payment Procurement

Bayaran Aliran Kerja

Menu

NOR FADILAH BINTI MOHAMAD NASIR

Inbox

Open List

Claim Referral

Referral Claim Task List

Reference No	Description	Status	Total Amount	Created
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Success

Referral Claim requested

OK 27

Example of UTMFin E-Form that should be submitted in RADIS:

Tuntutan Bayaran - Lain-lain Saguhati dan Honororium	
No. Permohonan Bayaran : BT09J090000062014010302	Tarikh Pendaftaran : 10-06-2014
	Tarikh Tuntutan : 10-06-2014
Butiran Am Permohonan	
Kategori Pemohon	STAFF
No Pekerja	██████████
Nama	IRINA SAFITRI ZEN
No Kad Pengenalan	██████████
No. Pasport	
Alamat	UTM
	-
	-
Poskod	81310
Bandar	SKUDAI
Negeri	JOHOR
Daerah	JOHOR BAHRU
Fakulti	PEJABAT TIMBALAN NAIB CANSELOR (PEMBANGUNAN)
Gred Jawatan	DS51A
Nama Jawatan Terkini	PENSYARAH KANAN (DS51)
Gaji Pokok (RM)	██████████
Gred Jawatan Dipangku	
Memangku Jawatan	
No Tel Pejabat	-
Email	██████████
No Akaun Bank	██████████
Nama Bank	██████████
No Cukai Pendapatan	
Butiran Bajet Kumpulan Wang	
Butiran Bajet Kumpulan Wang	UNIVERSITI PENYELIDIKAN/RESEARCH UNIVERS
PTJ	J090000
Sub Projek (jika perlu)	00D22

Tuntutan Bayaran - Lain-lain Saguhati dan Honororium

Senarai Penerima Tuntutan

No Pekerja :	-	Mod Bayaran :	TIADA MAKLUMAT
No Kad Pengenalan :	██████	Nama Penerima :	IRINA SAFITRI ZEN
No Akaun Bank :	██████████	Alamat :	Pej. Timbalan Naib Canselor Pembangunan Block M38,Level 2 UTM SKUDAI 81310
Nama Bank :	██	Jenis Tuntutan :	LAIN-LAIN SAGUHATI DAN HONORORIUM

Item(s)

Jumlah (RM) :	2,352.00	Keterangan :	BAYARAN TUNTUTAN INSENTIF PENERBITAN INDEXED JOURNAL IF 1.176
		Jenis :	INSENTIF PENERBITAN INDEXED JOURNAL