

PINDAHAN WANG SECARA DALAMAN (*INTERNAL MONEY TRASFER*)

1. Pilih view **ALL PROJECTS**

For more information, please contact

- Grant Management : +603-7967 4522
- Finance & Technical : +603-7967 4525

ACTIVITY APPLICATION [USER MANUAL]

RESEARCHER (*PENYELIDIK*)

- VIEW ALL PROJECTS
- NEW ACTIVITY APPLICATION
- ALL ACTIVITY APPLICATIONS

APPROVAL (*KELULUSAN*)

- APPROVAL FOR ACTIVITY APPLICATIONS

2. Pilih kod projek UMCares (cth: knowledge transfer program, RU006-2015)

3. Pilih bahagian **EXPENSES**

4. Pilih **ADD NEW EXPENSES**

5. Anda boleh memilih mana-mana agihan untuk membuat pembayaran

Please fill in the following form and press "save" to add the new expenses.

Budget Year 2015 (from 07/04/2015 to 31/12/2016)

Allocation Category	Category	Allocation (RM)	Ending Balance (RM)	New Committed (RM)	Paid (RM)	Available (RM)	Action
	Wages & Salaries	102,900.00	0.00	0.00	23,961.10	0.00	78,938.90
	Travel Expenses & Subsistence	31,173.00	0.00	0.00	2,000.00	2,838.00	26,335.00
	Rental	36,458.00	0.00	0.00	0.00	371.00	36,087.00
	Supplies & Other Materials	79,703.00	0.00	0.00	8,812.87	15,961.90	54,928.23
	Maintenance & Minor Repair	0.00	0.00	0.00	0.00	0.00	0.00
	Professional Services & Other Services	43,570.00	0.00	0.00	600.00	22,475.00	20,495.00
	Equipment	0.00	0.00	0.00	0.00	0.00	0.00

Sub Category

- Supplies & Other Materials
 - Research Materials & Consumables

Sub Sub Category

- Books / Journal
- IT Equipment
- Plant & Office Equipment / Laboratory

Account Code: -0000-B27110

Expense Type: Internal / external money transfer

Payee: [Select Payee](#)

Total Amount (RM):
Example: 2000.00

Internal Money Transfer

6. Masukkan jumlah pembayaran dan maklumat pembayaran kemudian tekan **SAVE**

7. Untuk mengesahkan pembayaran di dalam sistem, pemohon perlu memilih **EDIT** di senarai pembayaran seperti yang tertera dibawah

Details Budget Expenses Cash Advance Research Assistant

Expenses Summary

	All	New	Committed	Paid
Count	74	1	15	58
Amount (RM)	97,321.87	2.00	43,410.72	53,909.15

All New Committed Paid

Below is the list of expenses. Total record: 74. Currently at page: 1 of 8. Change Page:

No	Date	Ref No	Year	Allocation Category	Expense Type	Payee	Status	Amount (RM)	Action
1	27/01/2017	23689202697	2015	Travel Expenses & Subsistence	internal / external money transfer		new	2.00	Edit Delete View
2	20/12/2016	G8/G815/2016/12/690	2015	Professional Services & Other Services	purchase request	MOHAMAD REDZHA BIN RASIDI	paid	1,800.00	View
3	20/12/2016	G8/G815/2016/12/689	2015	Professional Services & Other Services	purchase request	MOHAMAD REDZHA BIN RASIDI	paid	1,800.00	View
4	01/12/2016	23689196005	2015	Supplies & Other Materials	internal / external money transfer		committed	14,900.00	Print View
5	28/10/2016	G8/G815/2016/10/620	2015	Professional Services & Other Services	purchase request	MOHAMAD REDZHA BIN RASIDI	paid	1,800.00	View
6	29/09/2016	G8/G815/2016/09/602	2015	Supplies & Other Materials	purchase request	SEPAKAT IMPIAN	paid	280.00	View
7	14/09/2016	23689185631	2015	Wages & Salaries	RA salary	ZAFIRAH BINTI ZAKRI	committed	2,034.00	View
8	14/09/2016	23689185630	2015	Wages & Salaries	RA salary	ZAFIRAH BINTI ZAKRI	committed	2,034.00	View

8. Setelah sila pilih **SET TO COMMITTED** untuk membuat pengesahan pembayaran dan tekan **EDIT** seperti tertera dibawah.

Sub Category

- Travel & Subsistence - Local
- Travel & Subsistence - Abroad

Sub Sub Category

- Travel & Subsistence
- Fare / Short-Course Subsistence
- Travel / Conference Subsistence

Account Code: -00000-821110

Expense Type: internal / external money transfer

Payee:

Total Amount (RM): Example: 2000.00

Internal Money Transfer

Description:

Set to committed

2016 © UMPortal V3 Dashboard.

9. Setelah tekan **EDIT**, pemohon perlu mencetak (**PRINT**) seperti dibawah

Bursar
University of Malaya

Internal Money Transfer

Project No : RU006-2015
SAGA Project No :
Project Leader : NORZULAANI BINTI KHALID
Payee :
Allocation Category : Books / Journal
Account Code : -00000-B27111
Expenses Category : Internal Money Transfer
Description : MAJALAH TAHUNAN UMCARES
Amount : RM 14,900.00
Date of Transaction : 27/01/2017

Project Account Balance: RM 196,484.13

Submitted By: Approved By:

Name: NORZULAANI BINTI KHALID Head / Dean
Date: 27/01/2017 Date & Cop

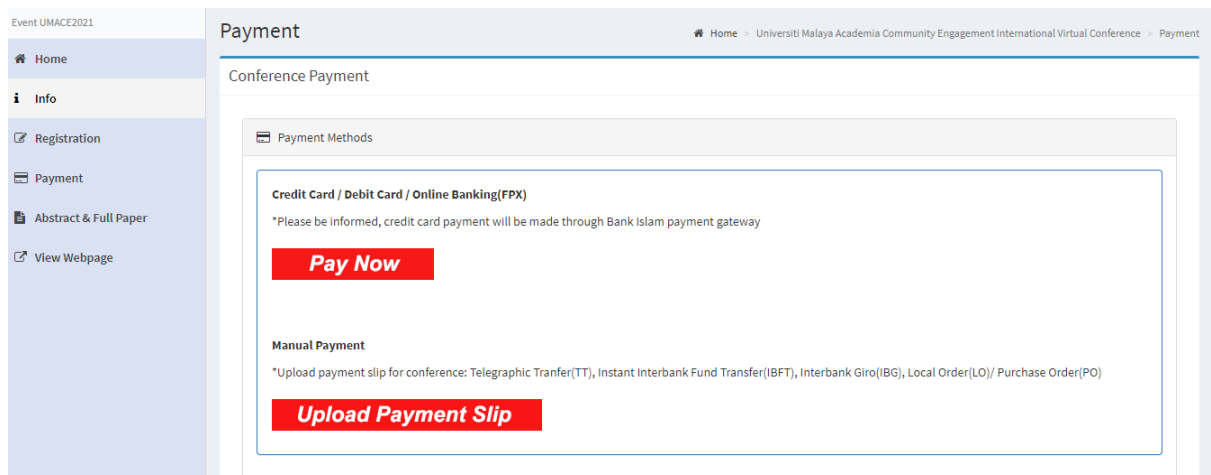
10. Pemohon perlu mendapatkan pengesahan daripada ketua jabatan atau dekan.

11. Log masuk ke <https://umevent.um.edu.my/UMACE2021>

12. Klik tab payment



13. Klik upload payment slip



14. Muat naik **BORANG INTERNAL MONEY TRANSFER** ke dalam sistem UMEvent

The screenshot displays the UMEvent system interface. On the left is a navigation menu with the following items: Home, Info, Registration, Payment, Abstract & Full Paper, and View Webpage. The main content area is titled 'Payment' and contains a sub-section 'Event Manual Payment'. Within this section, there is a blue header bar that reads 'Upload Manual Payment Slip (jpg, jpeg, png, gif, pdf, doc, docx)'. Below this header is a large dashed rectangular box containing a blue circular icon with a white upward-pointing arrow and the text 'Drag & Drop files or Click'.