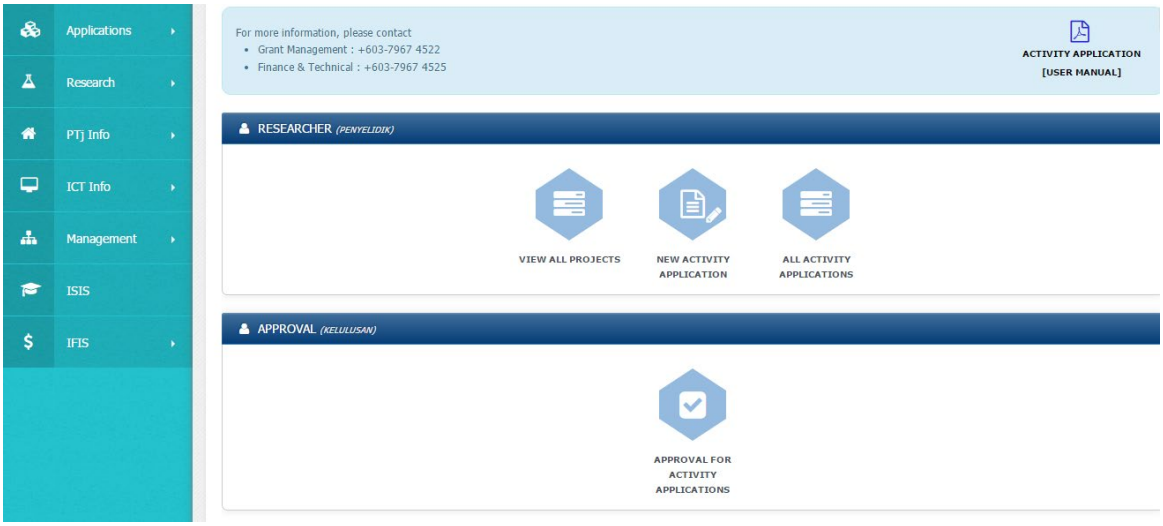
**PINDAHAN WANG SECARA DALAMAN (*INTERNAL MONEY TRASFER*)**

1. Select **VIEW ALL PROJECTS**

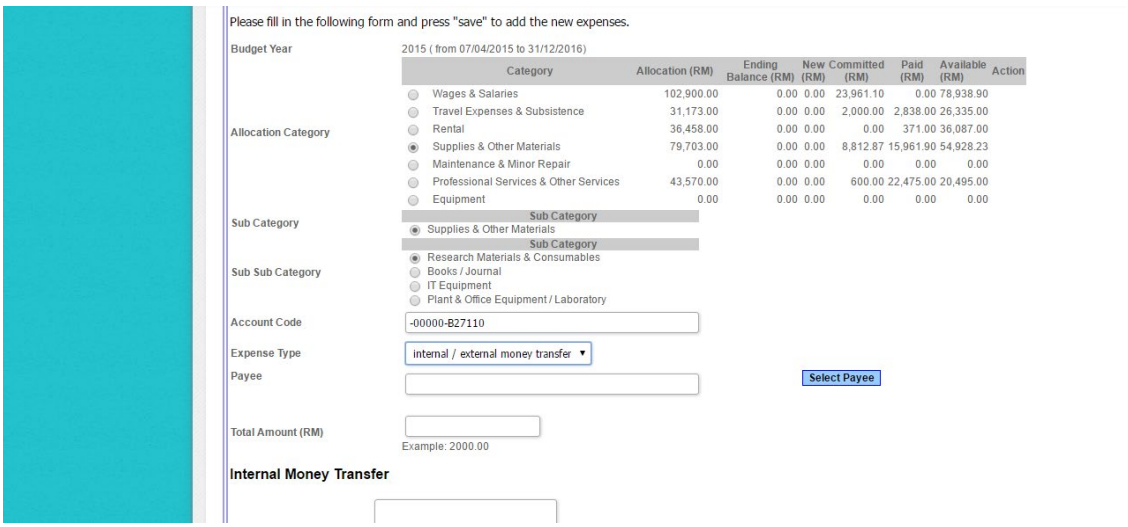



2. Select the UMCares project code (eg: knowledge transfer program, RU006-2015)

3. Select the **EXPENSES** section

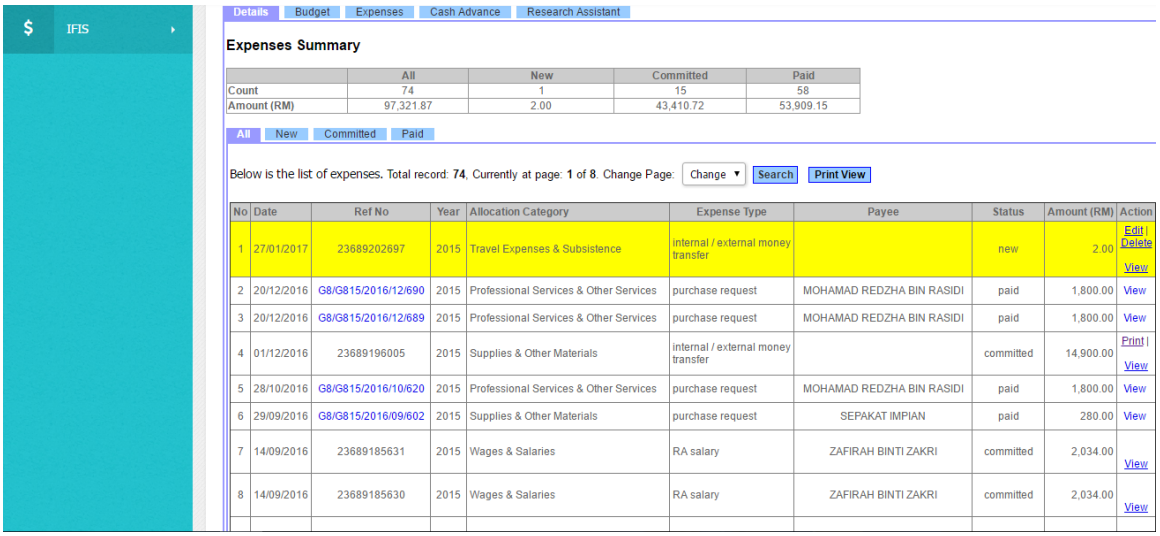
4. Select **ADD NEW EXPENSES**

5. You can choose any distribution to create payment

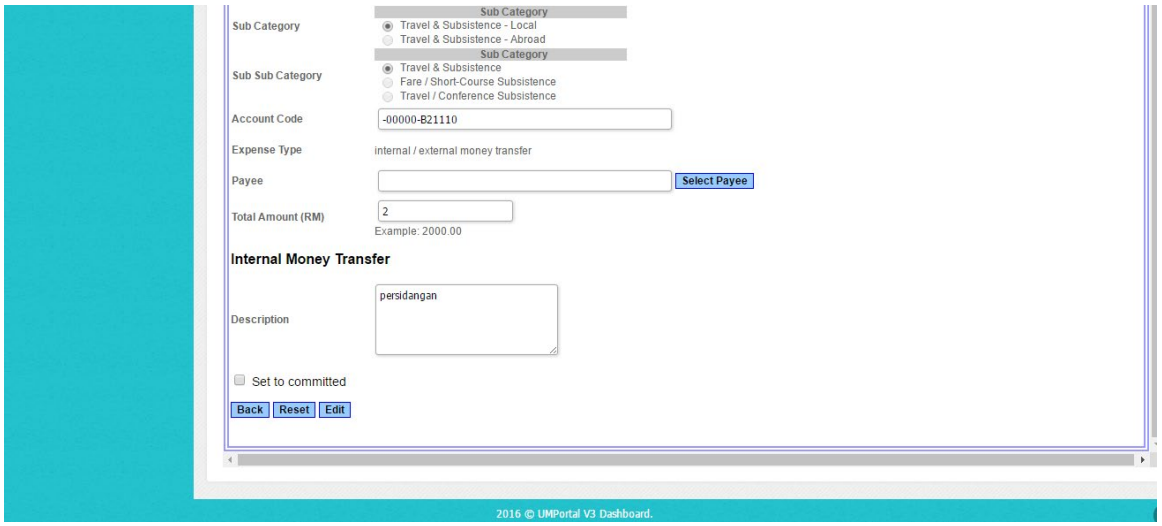



6. Enter the payment amount and payment information (participant name) then press **SAVE**

7. To confirm the payment in the system, the applicant needs to select **EDIT** on the list payment as stated below




8. After please select **SET TO COMMITTED** to confirm the payment and press **EDIT** as written below.



9. After pressing **EDIT**, the applicant needs to **PRINT** as below

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:**

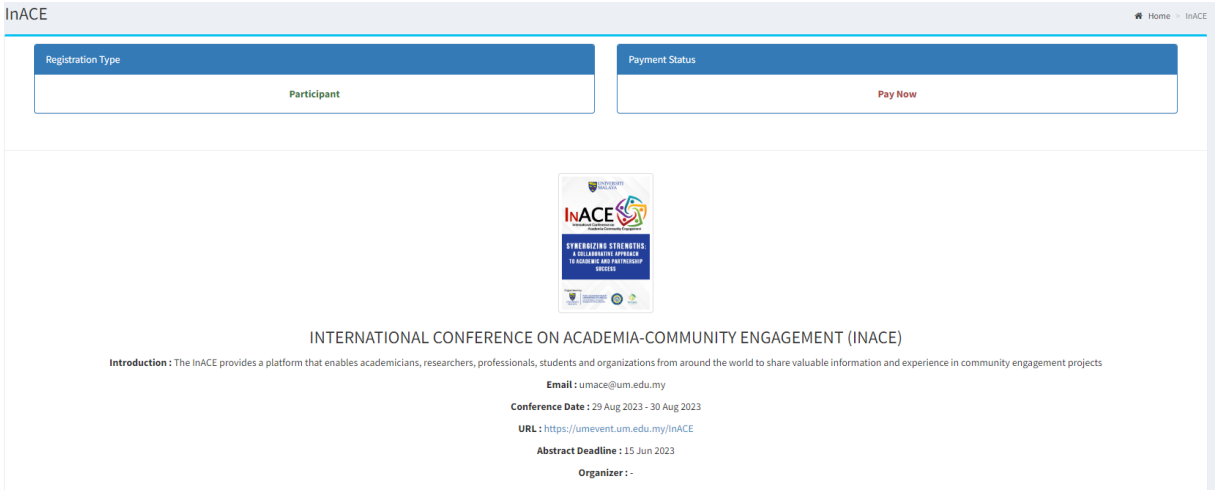
Name: NORZULAANI BINTI KHALID
Date: 27/01/2017

Head / Dean
Date & Cop

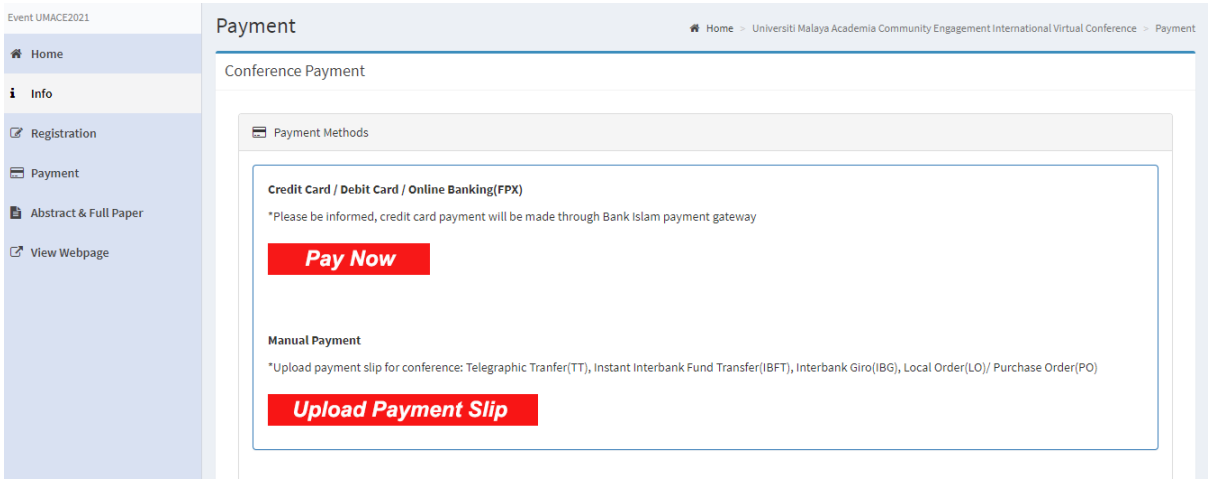
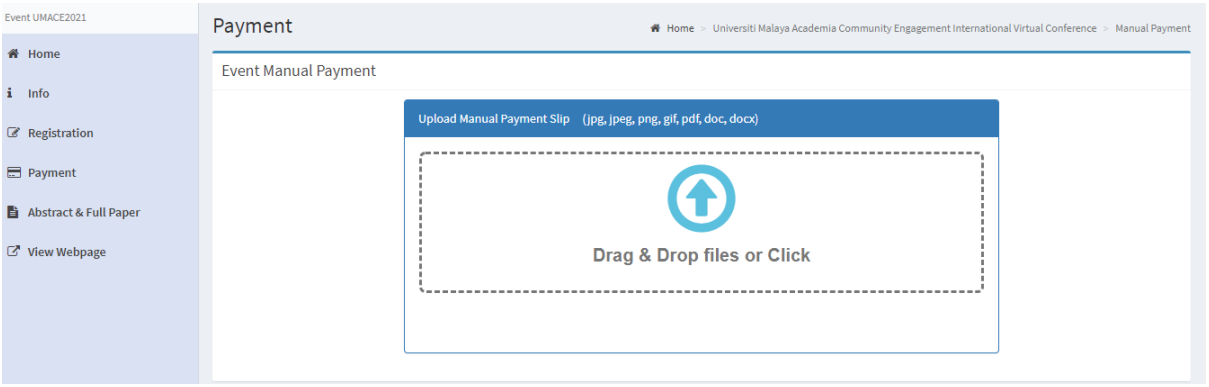
10. Applicants must obtain confirmation from the department head or dean.

11. Log in to https://umevent.um.edu.my/INACE

12. Click the payment tab




13. Click **upload payment slip**



14. Upload the **INTERNAL MONEY TRANSFER FORM** into the UMEvent system