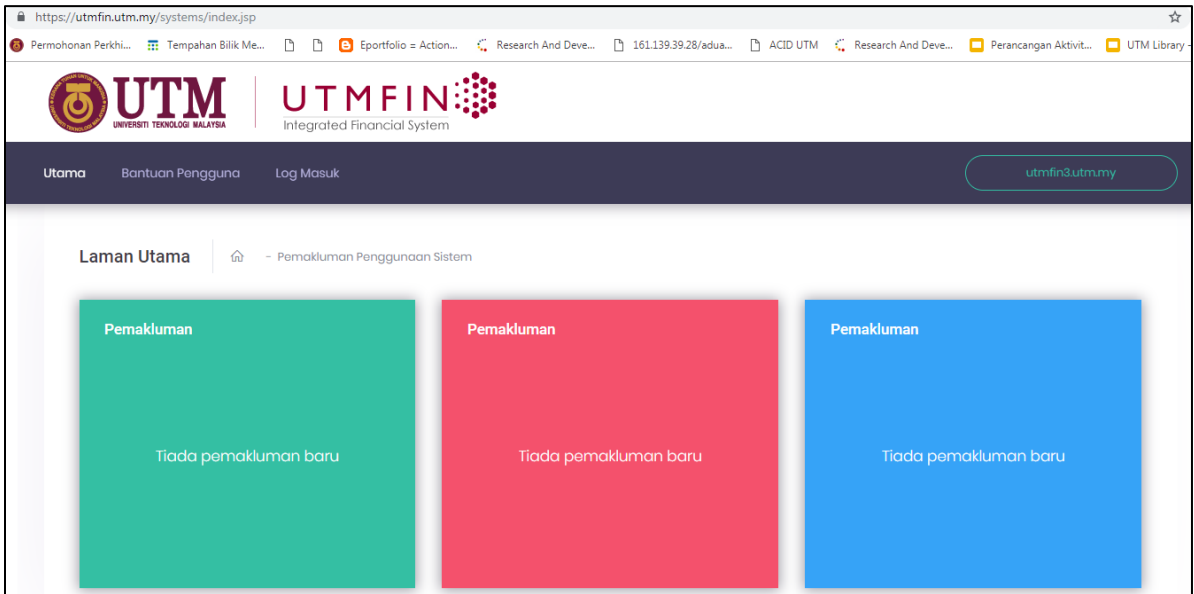
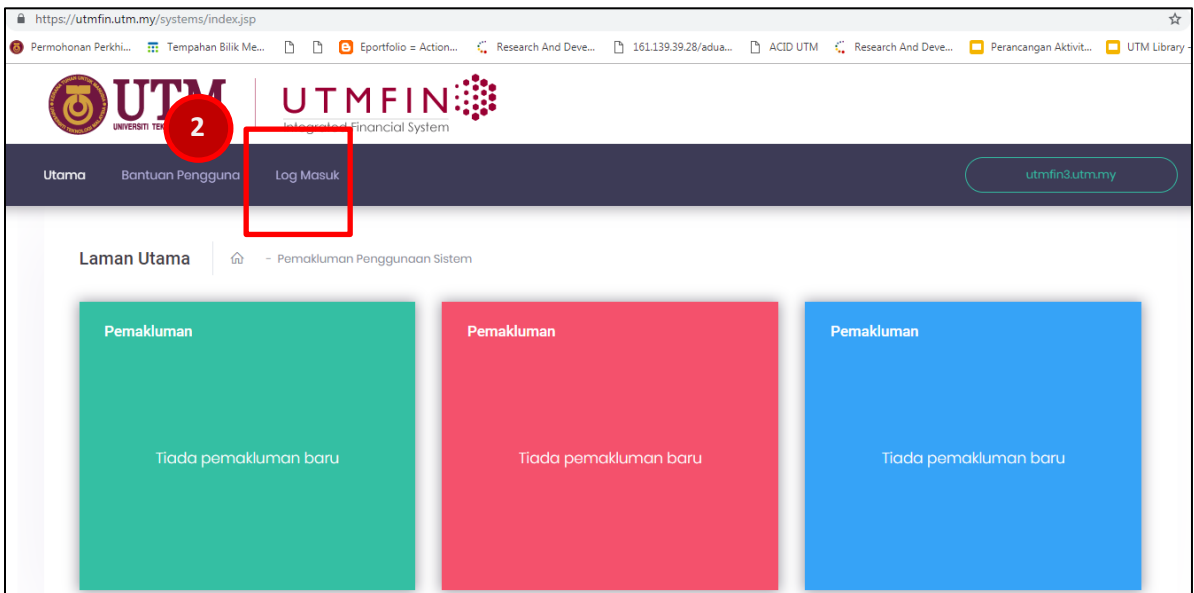


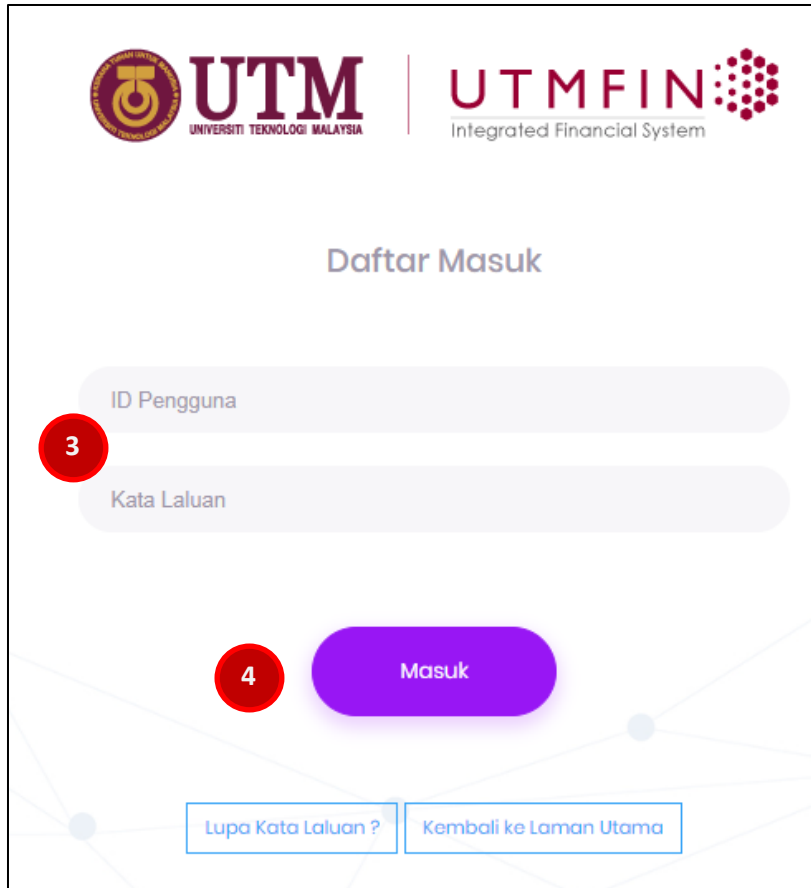
1. Go to <https://utmfin.utm.my>



2. To log in, click “Log Masuk”

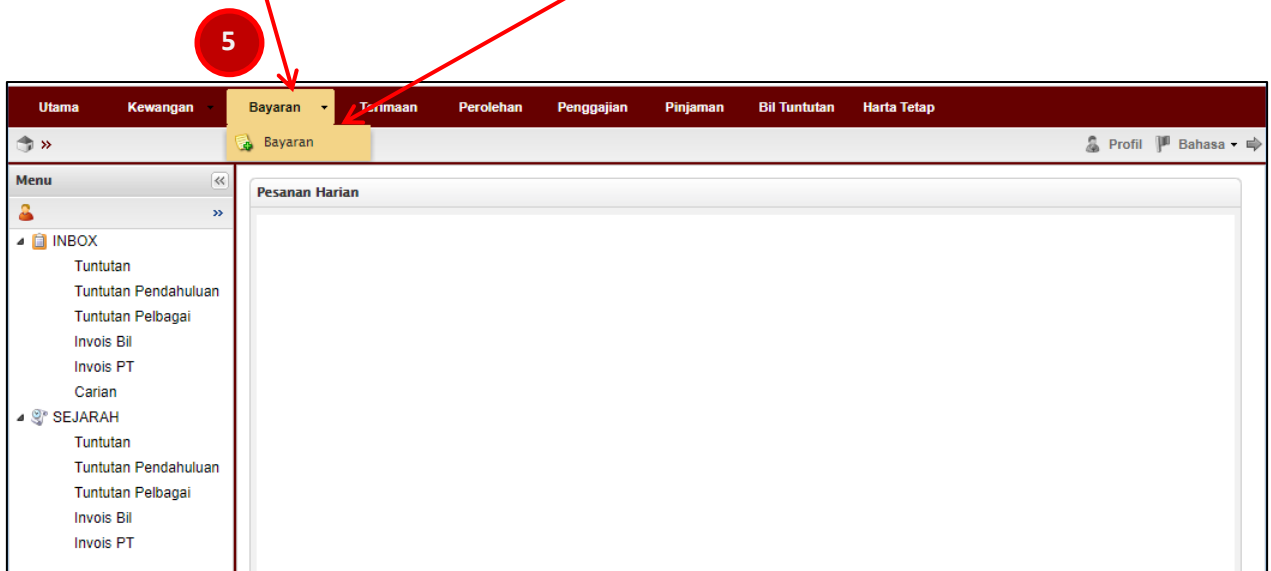


3. Fill in your username in “**Id pengguna**” field and password in “**Kata laluan**” field.
4. Click “**Masuk**” to log in.



The screenshot shows the login interface for UTMFIN. At the top left is the UTM logo (Universiti Teknologi Malaysia) and at the top right is the UTMFIN logo (Integrated Financial System). The main heading is "Daftar Masuk". Below it are two input fields: "ID Pengguna" and "Kata Laluan". A red circle with the number "3" is placed to the left of the "ID Pengguna" field. Below the "Kata Laluan" field is a purple "Masuk" button, with a red circle containing the number "4" to its left. At the bottom, there are two links: "Lupa Kata Laluan ?" and "Kembali ke Laman Utama".


5. Go to **“Payment / Bayaran”** and then click **“+Bayaran”**.

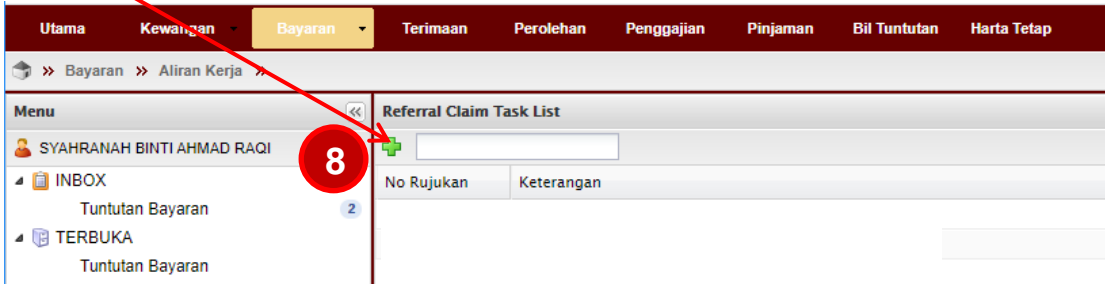


6. Go to **“Permohonan Tuntutan”**

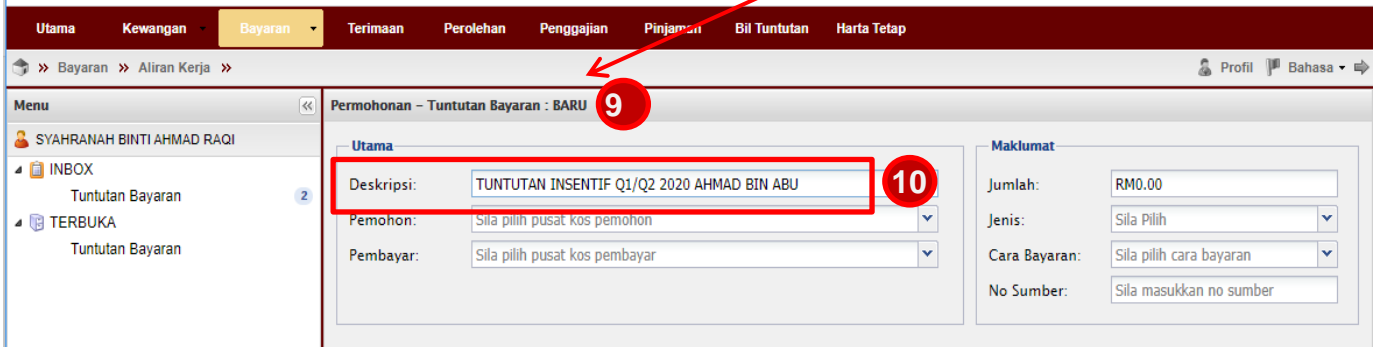
7. Click **“Tuntutan Bayaran”**



8. Click at “  ”



9-10. Please fill in the details for “**Permohonan - Tuntutan Bayaran : BARU**” as below:-



10	Description / Deskripsi	
	INDEXED JOURNAL :	<p>TUNTUTAN INSENTIF Q1/Q2 (YEAR OF PUBLICATION) (APPLICANT’S NAME)</p> <p><i>Example:</i> TUNTUTAN INSENTIF Q1/Q2 2021 AHMAD BIN ABU</p> <p><i>* Beginning Jan 2021, only Q1 (RM2000)/Q2 (RM1500) articles are eligible for publication incentive claim.</i></p>
	BOOK CHAPTER:	<p>TUNTUTAN INSENTIF PENERBITAN BOOK CHAPTER (YEAR OF PUBLICATION) (APPLICANT’S NAME)</p> <p><i>Example:</i> TUNTUTAN INSENTIF PENERBITAN BOOK CHAPTER 2019 AHMAD BIN ABU</p>

Menu << Permohonan - Tuntutan Bayaran : BARU

SYAHRANAH BINTI AHMAD RAQI

Utama

Deskripsi: TUNTUTAN INSENTIF Q1/Q2 2020 AHMAD BIN ABU

Jumlah: RM0.00

11 mohon: U.J040000.0100.00000 - PERPUSTAKAAN SULTANAH ZANARIAH (SEDIA ADA - UMUM) 13

Jenis: LAIN-LAIN SAGUHATI DAN HONORORIUM

12 mbayar: Q.J090000.23C1.00D22 - INSENTIF PENERBITAN PENYELIDIKAN 14

Cara Bayaran: KREDIT KE BANK

No Sumber: Sila masukkan no sumber

11-14. Please fill in the details for “Permohonan - Tuntutan Bayaran : BARU” as below:-

11	Requester / Pemohon	<p>A) FOR ACADEMIC STAFF BASED IN UTM JOHOR BAHRU CAMPUS : (PTJ OF FACULTY / DEPARTMENT CODE) - SEDIA ADA-UMUM</p> <p>Example : RMC → U.J130000.0100.00000 - SEDIA ADA-UMUM FKE → U.J230000.0100.00000 - SEDIA ADA-UMUM FBME → U.J350000.0100.00000 - SEDIA ADA-UMUM</p>
		<p>B) FOR ACADEMIC STAFF BASED IN UTM KUALA LUMPUR CAMPUS:</p> <p>INDEXED JOURNAL → Q.J090000.23C1.00D22 - INSENTIF PENERBITAN PENYELIDIKAN</p> <p>BOOK CHAPTER: → Q.J090000.23C1.00D26 - INSENTIF PENERBITAN PENYELIDIKAN</p> <p>Note: If the above chargelines were not available in your Requester listing, kindly e-mail Bursary Personnel (Mr. Mohd Zaki) at mohdzaki@utm.my to request the chargeline to be added into your Requester listing.</p>
12	Purchaser / Pembayar	<p>INDEXED JOURNAL: → Q.J090000.23C1.00D22 - INSENTIF PENERBITAN PENYELIDIKAN</p> <p>BOOK CHAPTER: → Q.J090000.23C1.00D26 - INSENTIF PENERBITAN PENYELIDIKAN</p>
13	Payment Type / Jenis Bayaran	LAIN-LAIN SAGUHATI & HONORARIUM
14.	Payment Method / Cara Bayaran	KREDIT KE BANK

Menu << Permohonan - Tuntutan Bayaran : BARU

SYAHRANAH BINTI AHMAD RAQI

INBOX
Tuntutan Bayaran 2

TERBUKA
Tuntutan Bayaran

Utama

Deskripsi: TUNTUTAN INSENTIF Q1/Q2 2020 AHMAD BIN ABU

Pemohon: UJ040000.0100.00000 - PERPUSTAKAAN SULTANAH ZANARIAH (SEDJA ADA - UMUM)

Pembayar: QJ090000.23C1.00D22 - INSENTIF PENERBITAN PENYELIDIKAN

Maklumat

Jumlah: RM0.00

Jenis: LAIN-LAIN SAGUHATI DAN HONORORIUM

Cara Bayaran: KREDIT KE BANK

No Sumber: Sila masukkan no sumber

Save 15

15. Then Click “Save / Simpan”.

Note :

If you sign out from UTMFin system after clicking “Save/Simpan” button, you may resume finalizing the drafted payment application from Permohonan Tuntutan tab (Bayaran/Payment > +Bayaran > Permohonan Tuntutan > Tuntutan Bayaran)

16. “Reference No./ No. Rujukan” will automatically generated and then double click at “Reference No./ No. Rujukan”

Main Finance Payment Procurement

Bayaran >> Aliran Kerja >> Profil Bahasa Keluar

Menu << Referral Claim Task List

NOR FADILAH BINTI MOHAMAD NASIR

Inbox

Open List Claim Referral 16

Reference No	Description	Status	Total Amount	Created
BT09J130000052012009014	TUNTUTAN INSENTIF PENERBITAN INDEXED JOURNAL (YEAR OF PUBLICATION)(APPLICA...	DERAF	RM0.00	25/05/2012

17. Click at “  ”


18. Please click on “**Recipient / Penerima**” field.

19. 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 arrow points from the text "Staff Id No." in the instruction above to this search bar. A red circle containing the number "19" is positioned to the right of the search bar. Below the search bar are tabs for "Staf", "Individu", "Vendor", "Agensi", and "Tam. Person". The "Staf" tab is selected. The main area is divided into two sections: "Identiti" and "Nama". The "Identiti" section contains a text input field with the placeholder "Masukkan kata kunci". The "Nama" section contains several text input fields labeled "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".

Note:

The Recipient/Penerima MUST be the Corresponding Author or UTM First Author of the publication (as registered in RADIS)

20. Click at “”

The screenshot shows a window titled "Pembayaran". It has two main sections: "Utama" and "Maklumat". The "Utama" section contains a "Penerima:" dropdown menu with the placeholder "Sila pilih penerima..." and a "Cara Bayaran:" dropdown menu with the value "KREDIT KE BANK". The "Maklumat" section contains two text input fields for "Jum. Cukai:" and "Jumlah:", both with the value "RM0.00", and a "Perihal Bayaran:" button. Below these sections is a table with columns: "Jenis", "Keterangan", "Tujuan", "Cukai", "Pracu...", "Cukai", and "Jumlah". The table has one row with the following values: "1", a checked checkbox, "NTX", "RM0.00", "RM0.00", and "RM0.00". A red arrow points from the text "Click at" to a green plus sign icon located to the left of the table. A red circle containing the number "20" is positioned to the left of the plus sign. At the bottom of the window, there are "OK" and "Cancel" buttons.

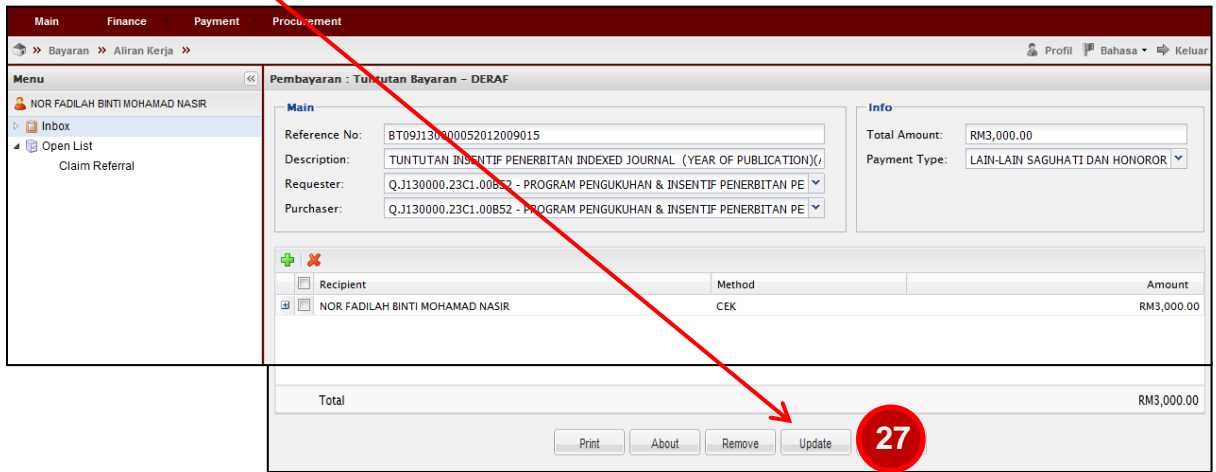
21- 25. Please fill in the details and choose the correct particular according to your type of incentive claim

Jenis	Keterangan	Tujuan	Cukai	Pracukai	Cukai	Jumlah
1	INSENTIF PENERBITA... BAYARAN TUNTUTAN INSENTIF Q1	NST	NST-0 - TIADA KENAAN CUKAI	RM2,500.00	RM0.00	RM2,500.00
Jumlah				RM2,500.00	RM0.00	RM2,500.00

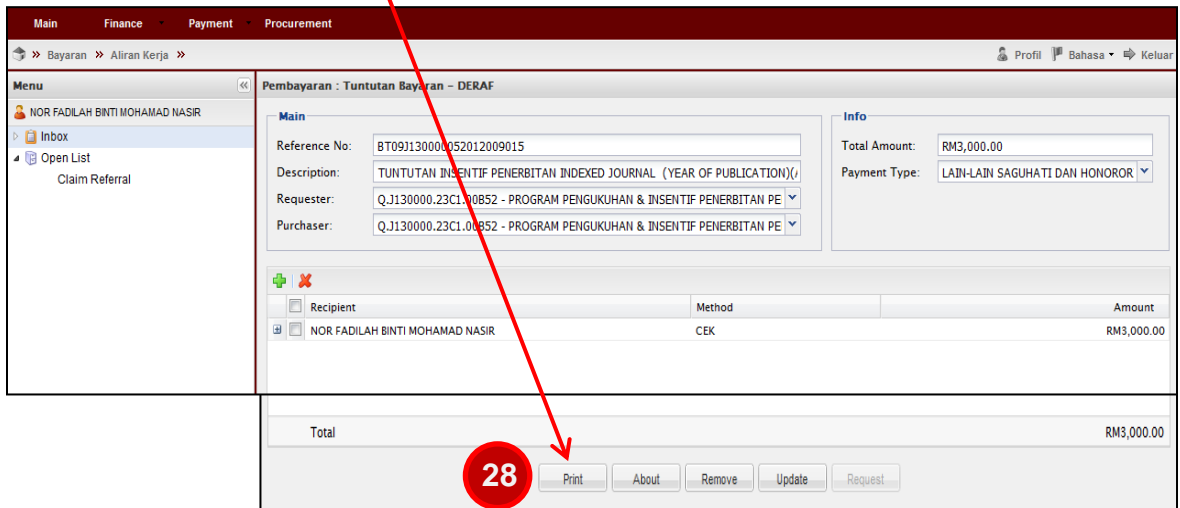
Jenis / Type	Keterangan / Description		Tujuan / Purpose	Cukai / Tax	Pracukai / Pre-tax
INSENTIF PENERBITAN INDEXED JOURNAL	Indexed in Web of Science	Bayaran Tuntutan Insentif Penerbitan Indexed Journal Q1/Q2	Please Choose [NST]	Please choose [NST - 0%]	RM2000.00 (Q1) OR RM1500.00 (Q2)
INSENTIF PENERBITAN BOOK CHAPTER	Bayaran Tuntutan Insentif Penerbitan Book Chapter				RM100.00

26. Then click "OK"

27. Click “Update / Kemaskini”



28. Please click “Print / Cetak “ to obtain your UTMFin E-Form for the incentive claim. Ensure to upload it as *PDF format* on *Claim Details* tab in RADIS.



Note:

IF the payment application disappeared from the panel after clicking “Request/Mohon” button, you may review the payment application from Sejarah/History tab. (Bayaran/Payment > +Bayaran > Sejarah > Tuntutan Bayaran)

29. Click “Request / Mohon”

The screenshot shows a software interface for a payment application. The title bar indicates the user is in the 'Procurement' section. The main window is titled 'Pembayaran : Tuntutan Bayaran - DERAf'. On the left, there is a menu with 'Claim Referral' selected. The main area contains several input fields: 'Reference No' (BT09J13000.9052012009015), 'Description' (TUNTUTAN INSENTIF PENERBITAN INDEXED JOURNAL (YEAR OF PUBLICATION)), 'Requester' (Q.J130000.23C1.00B52 - PROGRAM PENGUKUHAN & INSENTIF PENERBITAN PE), and 'Purchaser' (Q.J130000.23C1.00B52 - PROGRAM PENGUKUHAN & INSENTIF PENERBITAN PE). To the right, there is an 'Info' section with 'Total Amount' (RM3,000.00) and 'Payment Type' (LAIN-LAIN SAGUHATI DAN HONOROR). Below these fields is a table with columns for 'Recipient', 'Method', and 'Amount'. The table contains one entry: 'NOR FADILAH BINTI MOHAMAD NASIR' with method 'CEK' and amount 'RM3,000.00'. At the bottom, there is a 'Total' row showing 'RM3,000.00'. A row of buttons is at the very bottom: 'Print', 'About', 'Remove', 'Update', and 'Request'. A red circle with the number '29' is placed over the 'Request' button, and a red arrow points from the text above to it.

Note:

•If the payment application status is still in DERAf/DRAFT, it indicates that your application is not submitted yet. Please ensure to click “Mohon/Request” button.
•You may review your drafted payment application from Permohonan Tuntutan tab
(Bayaran/Payment > +Bayaran > Permohonan Tuntutan > Tuntutan Bayaran)

•If the payment application disappeared from the panel after clicking “Request/Mohon” button, you may review the registered payment application from Carian/Sejarah/History tab
(Bayaran/Payment > +Bayaran > Carian/Sejarah > Tuntutan Bayaran)

30. Click “OK”

The screenshot shows a software interface for a 'Referral Claim Task List'. The title bar indicates the user is in the 'Procurement' section. The main window is titled 'Referral Claim Task List'. On the left, there is a menu with 'Claim Referral' selected. The main area contains a table with columns for 'Reference No', 'Description', 'Status', 'Total Amount', and 'Created'. A dialog box is open in the center of the screen, titled 'Success', with the message 'Referral Claim requested' and an 'OK' button. A red circle with the number '30' is placed over the 'OK' button, and a red arrow points from the text above to it.

Example of UTMFin E-Form that must be submitted in RADIS

Tuntutan Bayaran - Lain-lain Saguhati dan Honororium

No. Permohonan Bayaran : BT09J090000082020006325

Tarikh Pendaftaran : 06-08-2020

Status Dokumen : MOHON : PTJ

Tarikh Tuntutan : 06-08-2020

Butiran Am Permohonan

Kategori Pemohon	STAFF
No Pekerja	7XXX
Nama	AHMAD BIN ABU
No Kad Pengenalan	710909-XX-XXXX
No. Pasport	
Alamat	FAKULTI PENDIDIKAN UNIVERSITI TEKNOLOGI MALAYSIA SKUDAI
Poskod	81310
Bandar	SKUDAI
Negeri	JOHOR
Daerah	JOHOR BAHRU
Fakulti	SEKOLAH PENDIDIKAN
Gred Jawatan	VK07A
Nama Jawatan Terkini	PROFESOR (VK07)
Gred Jawatan Dipangku	
Memangku Jawatan	
No Tel Pejabat	-
Email	ahmad.abu@utm.my
No Akaun Bank	1512XXXXXXXX
Nama Bank	MAYBANK ISLAMIC BERHAD
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 :	7XXX	Mod Bayaran :	EFT
No Kad Pengenalan :	710909-XX-XXXX	Nama Penerima :	AHMAD BIN ABU
No Akaun Bank :	1512XXXXXXXX	Alamat :	FAKULTI PENDIDIKAN UNIVERSITI TEKNOLOGI MALAYSIA SKUDAI 81310 SKUDAI JOHOR
Nama Bank :	MAYBANK ISLAMIC BERHAD	Jenis Tuntutan :	LAIN-LAIN SAGUHATI DAN HONORORIUM

Item(s)

Jumlah (RM) :	2,500.00	Keterangan :	BAYARAN TUNTUTAN INSENTIF Q1
		Jenis :	INSENTIF PENERBITAN INDEXED JOURNAL