PANDUAN PENGGUNA

BAGI

MODUL STUDENT PORTAL

Financial Information Management Systems

Disediakan untuk :

UUM
Universiti Utara Malaysia

UNIVERSITI UTARA MALAYSIA (UUM)

Disediakan oleh :

ANSISystems
The Technology Partner You Trust

Kandungan

Senarai Skrin

1. Pengenalan / Introduction

Manual ini digunakan sebagai panduan dalam penggunaan Sistem FIMS bagi modul Portal Kewangan Pelajar. Pengguna bagi manual ini adalah:

1. Pelajar UUM
2. Pegawai Bendahari/Kewangan

This manual is a guideline for Financial System Management for Student Financial Portal module. Users for this manual are:

1. UUM Student
2. Financial Officer

2. Portal Kewangan Pelajar / Student Financial Portal

2.1 Keterangan Umum (General Discription)

Dokumen ini memberi tumpuan kepada kaedah menggunakan sistem FIMS dalam portal kewangan pelajar di UUM. Portal kewangan pelajar merangkumi aplikasi seperti berikut :

This document focuses on steps in using FIMS specifically in UUM student financial portal. Students financial portal includes the following application:

- Maklumat Peribadi (*Personal Information*)
  - Profil *(Profile)*
- Maklumat Kewangan (*Financial Information*)
  - Penyata Akaun Pelajar *(Statement of Account)*
  - Inbois Belum Bayar *(Outstanding Invoice)*
  - Resit *(Receipt)*
  - Sejarah Bayaran Atas Talian *(Online Payment History)*
  - Nota Kredit *(Credit Note)*
  - Nota Diskaun *(Discount Note)*
  - Penaja *(Sponsor)*
  - Deposit / Lebihan Bayaran *(Advance Payment / Deposit)*
  - Maklumat Akaun Bank *(Account Bank Information)*
  - Maklumat Bayaran Kepada Pelajar *(Voucher Information)*

- Perkhidmatan Kewangan *(Financial Services)*
  - Bayaran yuran secara atas talian
  - Permohonan Bayaran Balik *(Refund Application)*
  - Permohonan Kemaskini Maklumat Akaun Bank *(Update Account Bank)*

2.2 Kaedah Log Masuk ke Portal Kewangan Pelajar/Login to Student Financial Portal

1. Login ke Portal UUM menggunakan username & password Portal.

   Login to Portal UUM by using your own username & password Portal.
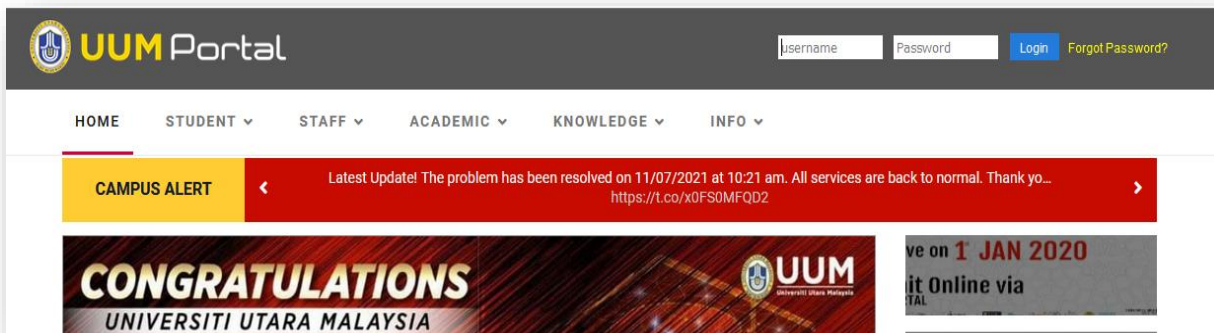
Skrin 1.0 1 Login Portal UUM

2. Paparan portal student adalah seperti berikut selepas berjaya login.

   Student portal will be display as below after login. The student portal display is as follows after successful login.
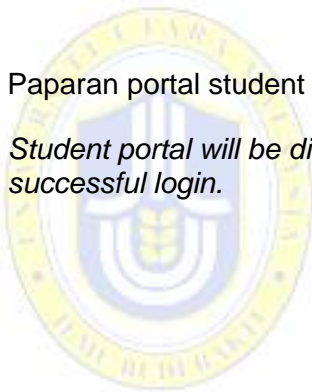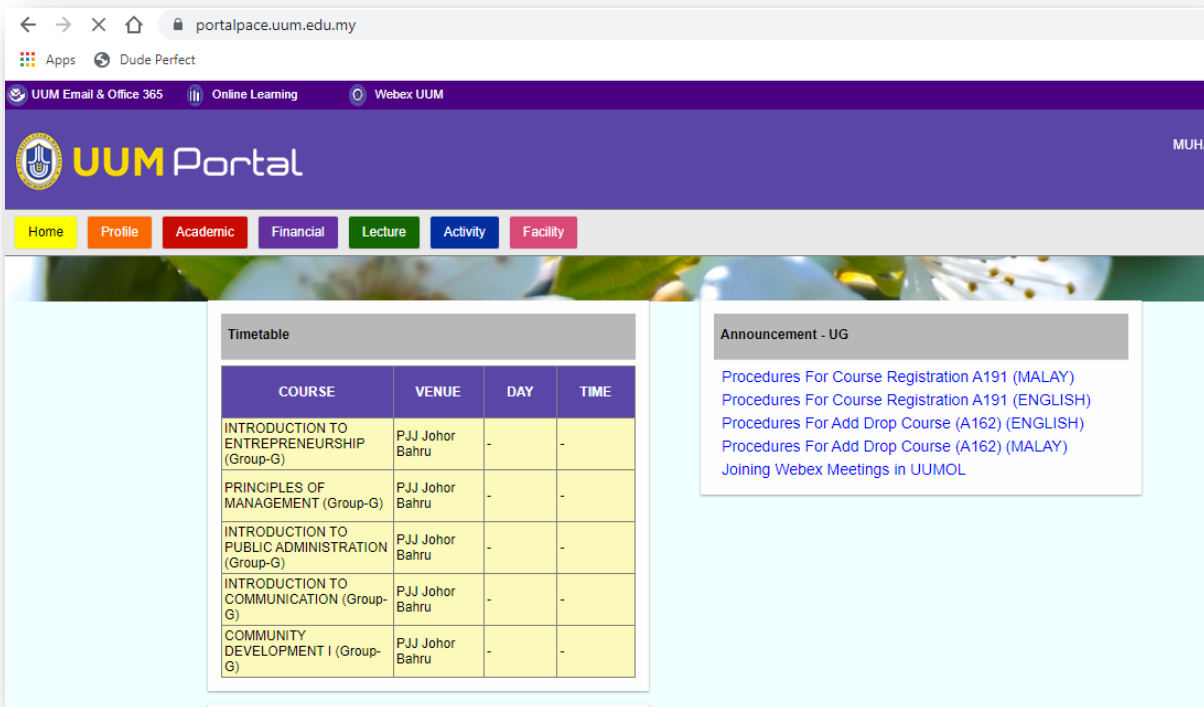
Skrin 1.0 2 Dashboard Portal UUM

3. Pelajar klik menu FINANCIAL → STUDENT PORTAL FIMS untuk login ke Student Portal FIMS.

Student need to click FINANCIAL → STUDENT PORTAL FIMS menu to login into Student Portal FIMS.
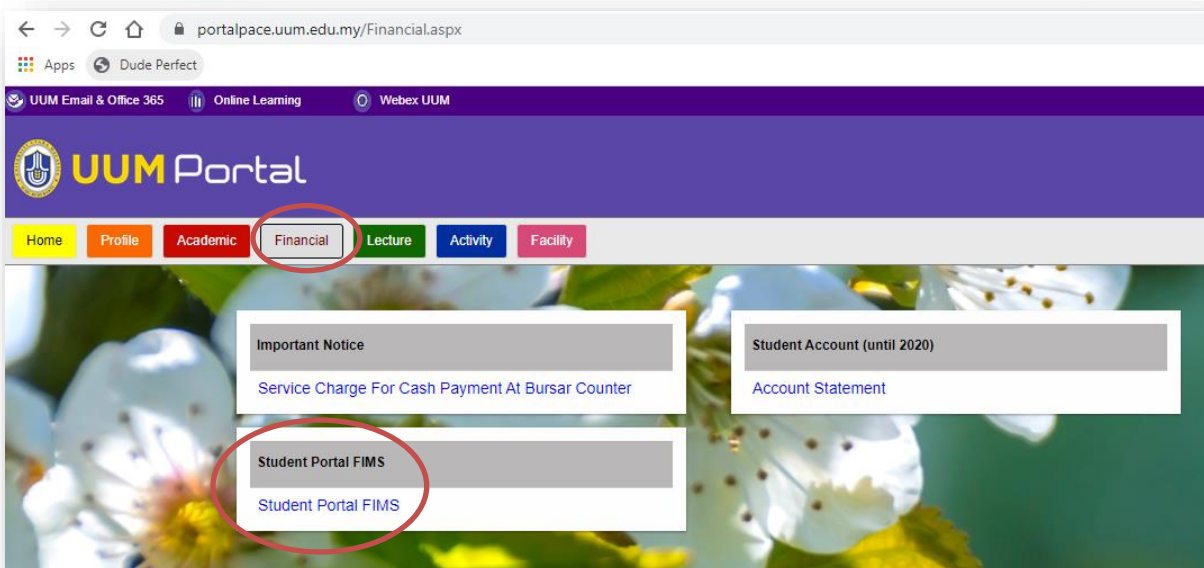
Skrin 1.0 3 Pautan ke system FIMS
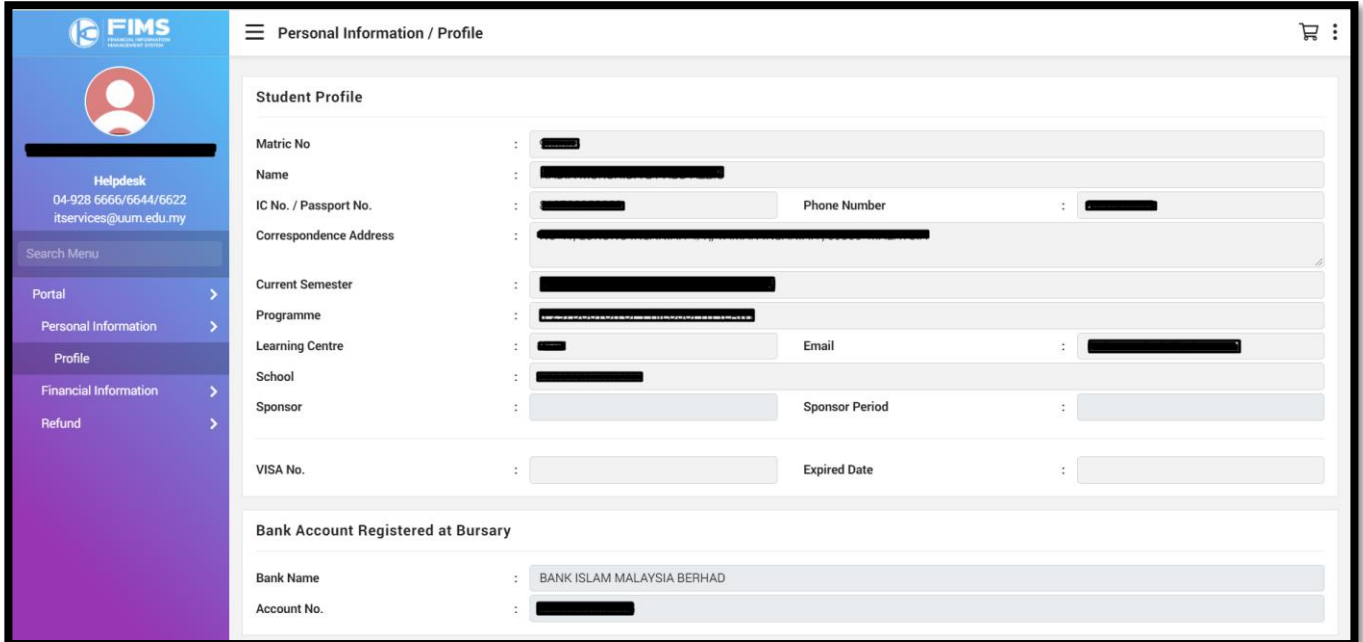
4. Paparan Utama

Main Dashboard

5. Sistem akan memaparkan Skrin Profil Pelajar setelah pelajar klik pautan ke FIMS.

Screen will display student profile after click link to FIMS.

3. Maklumat Kewangan / *Financial Information*

3.1 Penyata Akaun Pelajar / *Statement of Account*

1. Klik **Portal** dan pilih **Financial Information**, kemudian klik **Statement of Account** .

   Click **Portal** *and choose* **Financial Information**, *then click* **Statement of Account** .
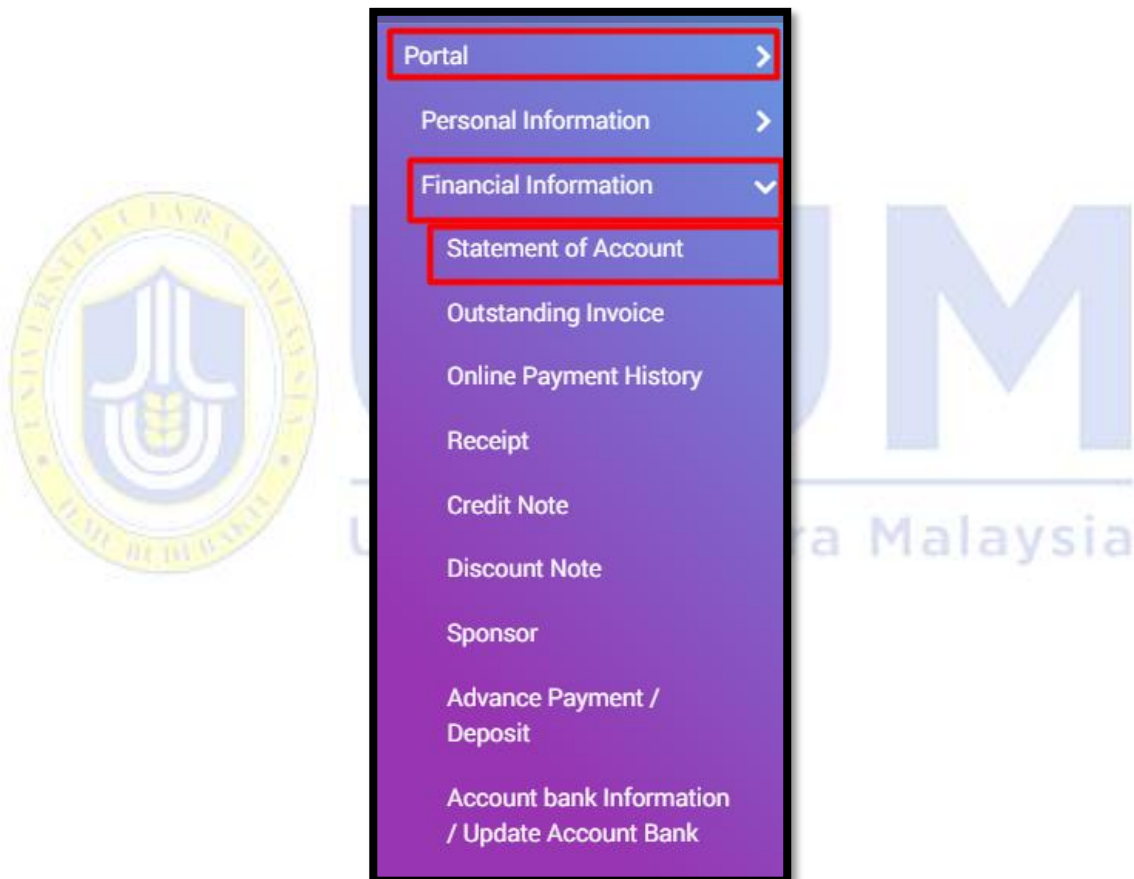
2. Semua maklumat berkenaan penyataan akaun pelajar akan di paparkan pada skrin.

   All information regarding the student account statement will be displayed on the screen.

Statement of Account

No	Transaction Date	Reference No.	Description	Semester	Total Invoice (RM)	Payment Amount (RM)	Credit Note	Discount Note	Outstanding Amount (RM)	Advance payment (RM)
1	31/12/2021 12:00:00AM	RM/A900565/21	DATA MIGRATION ADVANCE PAYMENT (9302)		0.00	1,397.85	0.00	0.00	0.00	(1,397.85)
Grand Total					**0.00**	**1,397.85**	**0.00**	**0.00**	**0.00**	**1,397.85**

Skrin 1.0 5 Penyata akaun pelajar / Statement of Account

3.2 Inbois Belum Bayar / *Outstanding Invoice*

1. Klik [Portal] dan pilih [Financial Information], kemudian klik [Outstanding Invoice]

   Click [Portal] and choose [Financial Information], then click [Outstanding Invoice].

Portal	>
Personal Information	>
Financial Information	>
Statement of Account	
Outstanding Invoice	
Online Payment History	
Receipt	
Credit Note	
Discount Note	
Sponsor	
Advance Payment / Deposit	
Account bank Information / Update Account Bank	

2. Semua maklumat berkenaan inbois belum bayar pelajar akan dipaparkan pada skrin.

   All information regarding student invoices will be displayed on the screen.

Invoice

Search

Date	Document No	Description	Your Ref.	Semester	Amount (RM)	Balance (RM)	Amount To Pay (RM)	Pay
25/09/2020	IVA261333/20	Baki Hutang Pelajar		SEMESTER KEDUA SESI 2019/2020 (A192)	714.00	714.00		
03/12/2020	IVA0430610/20	TUITION		SEMESTER PERTAMA SESI 2020/2021 (A201)	833.00	833.00		
Grand Total					**1,547.00**	**1,547.00**	0.00	

2 records

Add to Cart

Skrin 1.0 6 Invoice

3.3 Resit */ Receipt*

1. Klik **Portal** dan pilih **Financial Information**, kemudian klik **Receipt**

    Click **Portal** and choose **Financial Information**, then click **Receipt**

2. Semua maklumat berkenaan resit akan di paparkan pada skrin.

    All information regarding the receipt will be displayed on the screen.

Receipt

Approve Date ↑↓	Receipt No. ↑↓	Desc ↑↓	Status ↑↓	Payment Amount (RM) ↑↓	Advance Payment (RM) ↑↓	Action
09/12/2020	RK000097/20	BAYARAN YURAN SEMINAR	REJECT	1,883.00	(683.00)	👁
Grand Total				**1,883.00**	**(683.00)**	

1 records

◁ 1 ▷

Skrin 1.0 7 Resit / Receipt

3. Klik pada ikon [👁] untuk melihat maklumat terperinci bagi resit.

Click on the icon [👁] to view detailed information for the receipt.

4. Maklumat yang dipaparkan adalah berdasarkan nombor resit yang dipilih.

Information will be displayed based on selected Receipt No. .

RK000097/20

Item	Sub Item	Paid
SEMINAR/ LATIHAN	HASIL LATIHAN	1,200.00
Grand Total		**1,200.00**

Ok

Skrin 1.0 8 Perincian Resit / Receipt Details

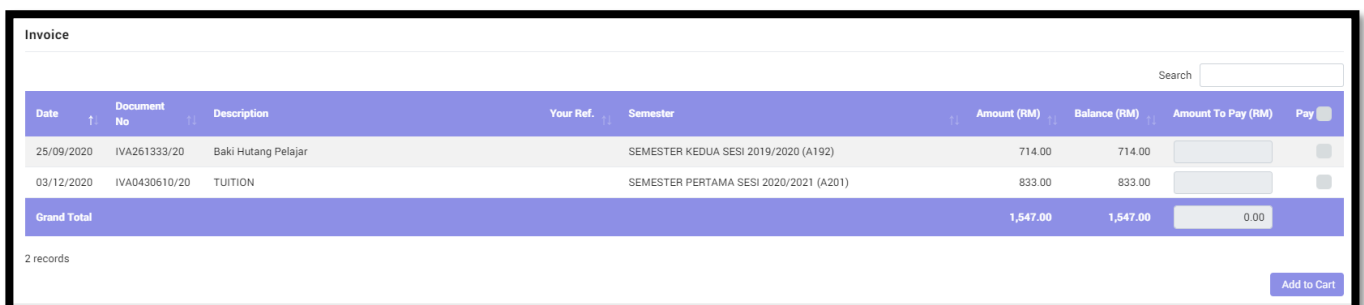### 3.4 Sejarah Bayaran Atas Talian / *Online Payment History*

1. Klik **Portal** dan pilih **Financial Information**, kemudian klik **Online Payment History**

   Click **Portal** and choose **Financial Information**, then click **Online Payment History**
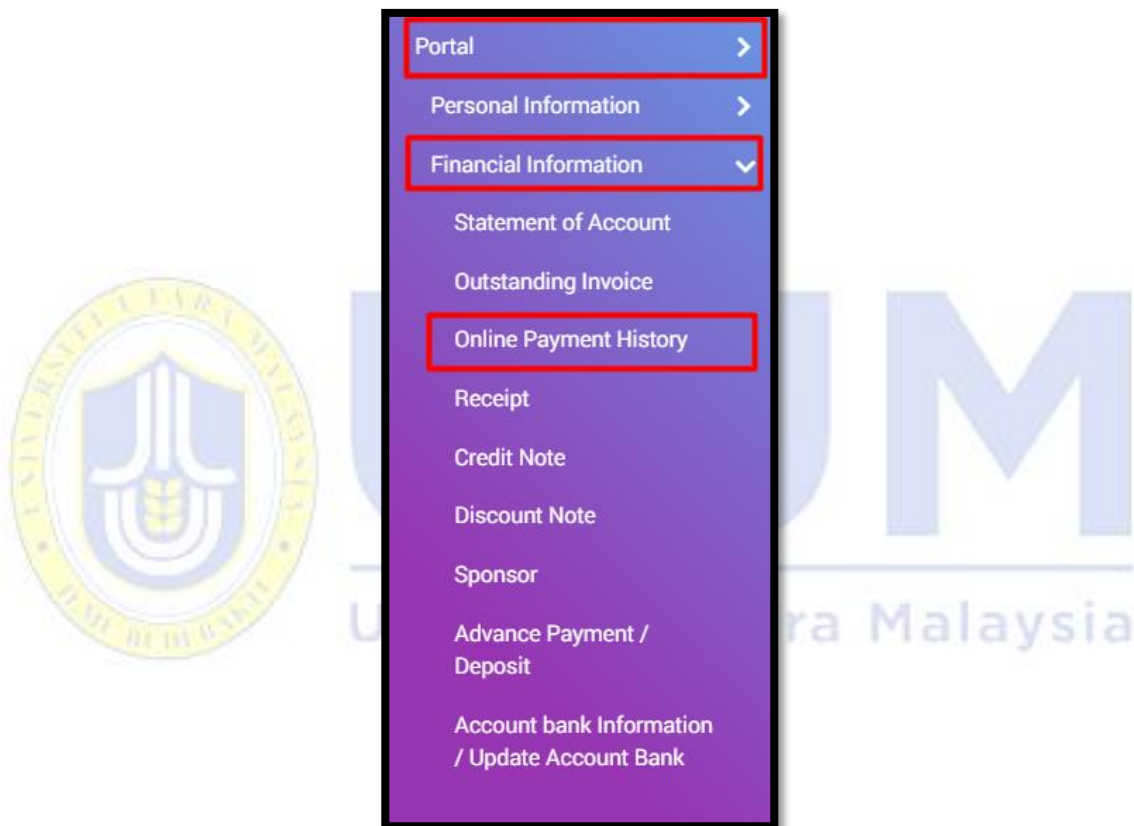
2. Semua maklumat berkenaan bayaran atas talian akan di paparkan.

   Screen will display previous online payment transactions.

Online Payment History

				Search				
Payment Date ↑↓	Receipt No ↑↓	Description			Amount (RM)	Status ↑↓		Action
07/01/2021		IVA265005/20	- Baki Hutang Pelajar		100.00	Successful		📋
Grand Total					**100.00**			

◁ **1** 2 3 4 5 … ▷

Skrin 1.0 9 Sejarah Bayaran Atas Talian / Online Payment History

3. Klik pada ikon 📋 untuk mencetak resit.

Click on the icon 📋 *to print the receipt.*

3.5 Nota Kredit / *Credit Note*

1. Klik **Portal** dan pilih **Financial Information**, kemudian klik **Credit Note**

   Click **Portal** *and choose* **Financial Information**, *then click* **Credit Note**

Portal	›
Personal Information	›
Financial Information	⌄
Statement of Account	
Outstanding Invoice	
Online Payment History	
Receipt	
Credit Note	
Discount Note	
Sponsor	
Advance Payment / Deposit	
Account bank Information / Update Account Bank	
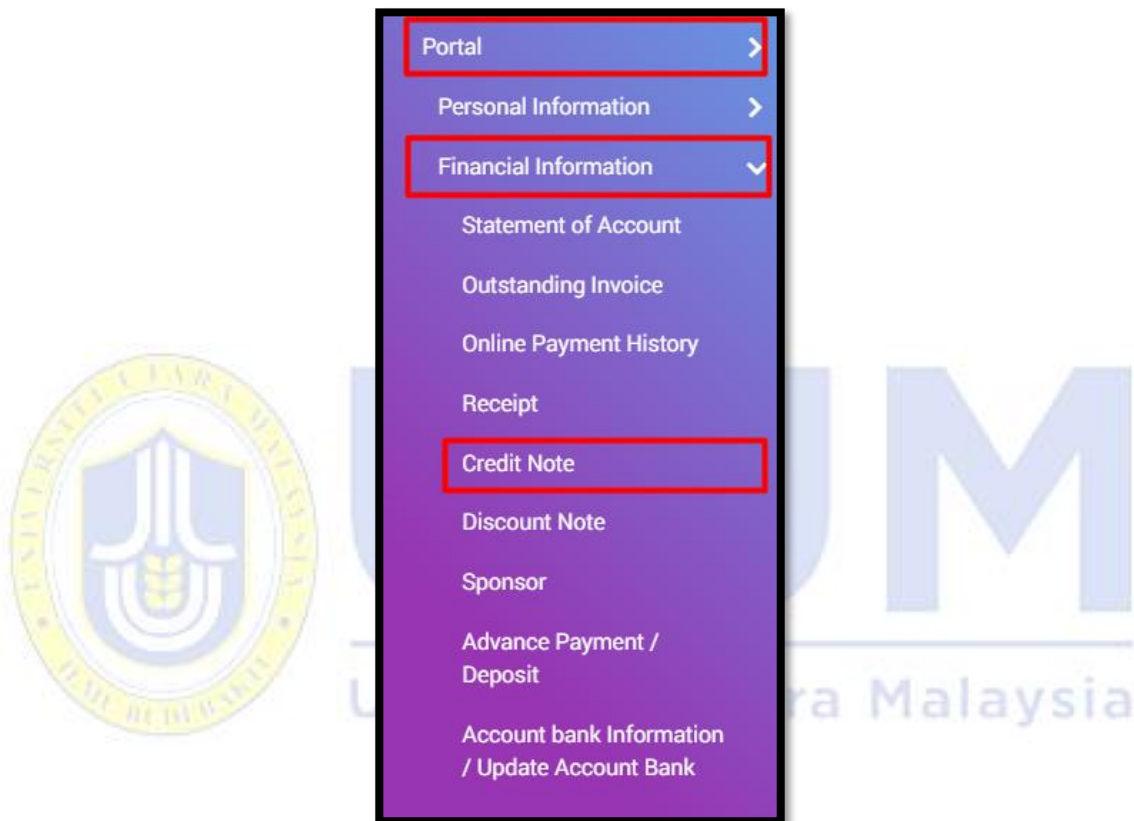
2. Semua maklumat berkenaan nota kredit pelajar akan di paparkan pada skrin berikut.

   All information regarding the student's credit note will be displayed on the following screen.

Credit Note

Search

Date	Invoice No.	CRNote No.	Desc	Your Ref.	Semester	Status	Total Amount (RM)	Action
07/12/2020	IVA0439014/20	CNA00386/20	Tuition Fee for Additional Subject : SCLM6996		A193-PG	APPROVE	250.00	👁
Grand Total							**250.00**	

1 records

◁ 1 ▷

Skrin 1.0 10 Nota Kredit / Credit Note

3. Klik pada ikon 👁 untuk melihat maklumat terperinci.

   Click on the icon 👁 to view detail information.

4. Maklumat yang dipaparkan adalah berdasarkan CRNote No yang dipilih.

   Information will be displayed based on the selected CRNote No.

CNA00386/20

Item	Sub Item	Type	Amount
02 - PENGAJIAN	0203007 - PENGAJIAN KERTAS PROJEK NON-MBA	DT	37.50
02 - PENGAJIAN	0203007 - PENGAJIAN KERTAS PROJEK NON-MBA	DT	187.50
02 - PENGAJIAN	0203007 - PENGAJIAN KERTAS PROJEK NON-MBA	DT	25.00
Grand Total			**250.00**

Ok

Skrin 1.0 11 Perincian Nota Kredit / Credit Note Details

3.6 Nota Diskaun / Discount Note

1. Klik **Portal** dan pilih **Financial Information**, kemudian klik **Discount Note**

Click **Portal** *and choose* **Financial Information**, *then click* **Discount Note**

2. Semua maklumat berkenaan *discount note* pelajar akan di paparkan pada skrin berikut.

   All information regarding student discount notes will be displayed on the following screen.

Discount Note

Search [   ]

Date ↑↓	Invoice No. ↑↓	DiscNote No. ↑↓	Desc ↑↓	Your Ref. ↑↓	Semester ↑↓	Status ↑↓	Total Amount (RM) ↑↓	Action
24/12/2020	IVA0445944/20	IVA0445944/20	TUITION		A193-PG	APPROVE	450.00	👁
Grand Total							**450.00**	

1 records

◁ **1** ▷

Skrin 1.0 12 Nota Diskaun / Discount Note

3. Klik pada ikon [👁] untuk melihat maklumat terperinci.

Click on the icon [👁] to view detail information.

4. Maklumat yang dipaparkan adalah berdasarkan DiscNote No yang dipilih.

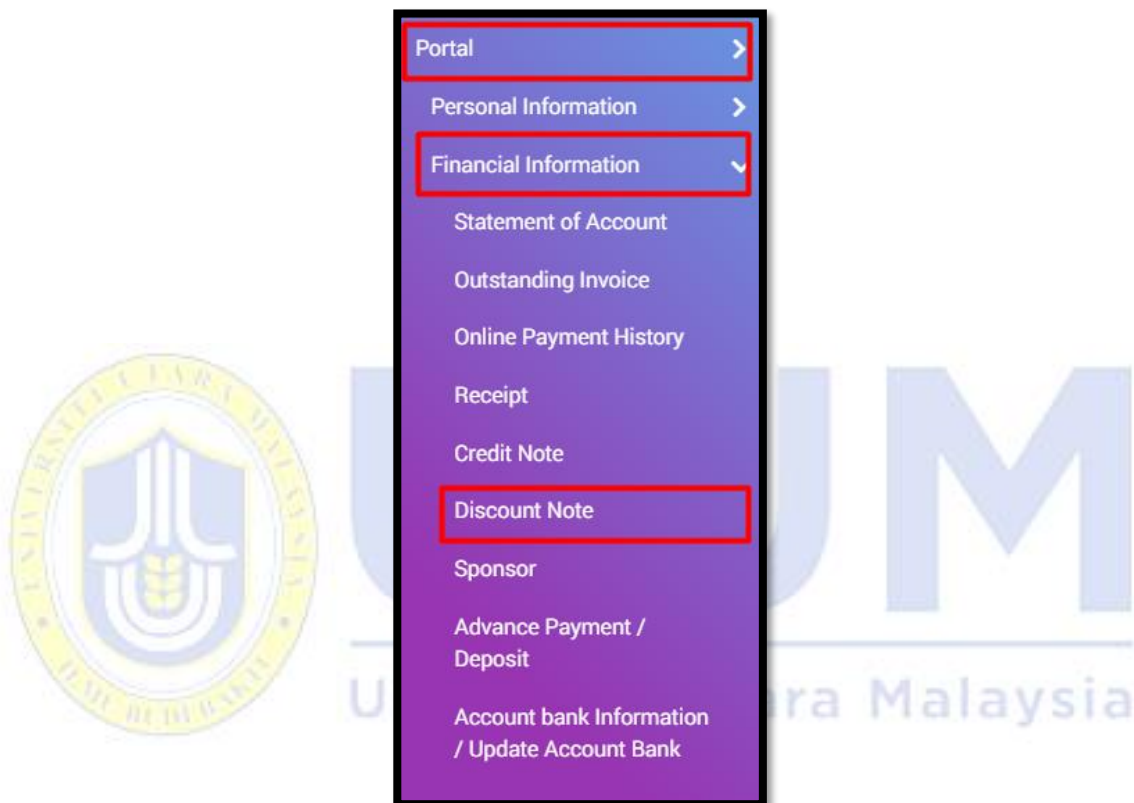*Information will be displayed based on the selected DiscNote No.*

DCA00167/20

Item	Sub Item	Type	Amount
02 - PENGAJIAN	0203016 - PENGAJIAN PENYELIDIKAN PHD	DT	67.50
02 - PENGAJIAN	0203016 - PENGAJIAN PENYELIDIKAN PHD	DT	337.50
02 - PENGAJIAN	0203016 - PENGAJIAN PENYELIDIKAN PHD	DT	45.00
Grand Total			**450.00**

Ok

Skrin 1.0 13 Perincian Nota Diskaun / Discount Note Details

3.7 Penaja / Sponsor

1. Klik **Portal** dan pilih **Financial Information** , kemudian klik **Sponsor** .

Click **Portal** *and choose* **Financial Information** *, then click* **Sponsor** *.*
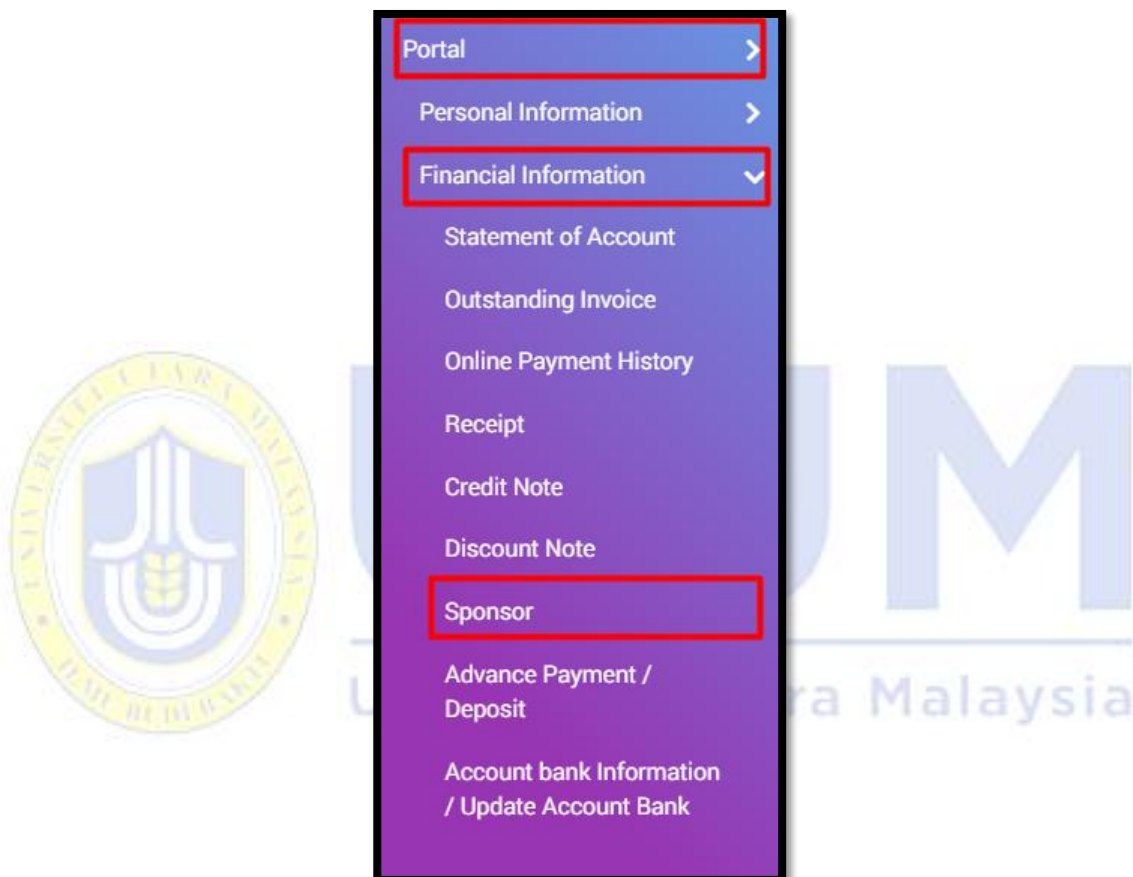
2. Semua maklumat berkenaan *sponsor* pelajar akan di paparkan pada skrin berikut

   All information regarding student sponsors will be displayed on the following screen.

Sponsor

No	Sponsor	Start Date	End Date	Action
1	E169 - ANGKATAN KOPERASI KEBANGSAAN MALAYSIA BH	01/01/2020	10/10/2021	👁
2	E169 - ANGKATAN KOPERASI KEBANGSAAN MALAYSIA BH	01/01/2020	10/10/2020	👁

Search: ____

3 records

◁ 1 ▷

Skrin 1.0 14 Penaja / Sponsor

3. Klik pada ikon 👁 untuk melihat maklumat terperinci.

Click on the icon 👁 to view detail information.

Sponsor Details

Matric	:			
Student Name	:			
Sponsor Name	:			
Limit Amount	: MYR ____	Coverage	:	ALLOWANCE
Allowance Amount	: MYR ____	Allowance Type	:	1
Amount Cover	: MYR ____			
Agreement & Offer Letter	: ☁			
Notes	: ____			

Period Covered

No	Date From	Date To	Semester From	Semester To
1	01/01/2020	10/10/2021		
2	01/01/2020	10/10/2020		
3	01/01/2020	10/10/2020		

Skrin 1.0 15 Perincian Penaja / Sponsor Details

3.8 Deposit / Lebihan Bayaran (Advance payment / Deposit)

1. Klik **Portal** dan pilih **Financial Information**, kemudian klik **Advance Payment / Deposit**.

   *Click **Portal** and choose **Financial Information**, then click **Advance Payment / Deposit**.*
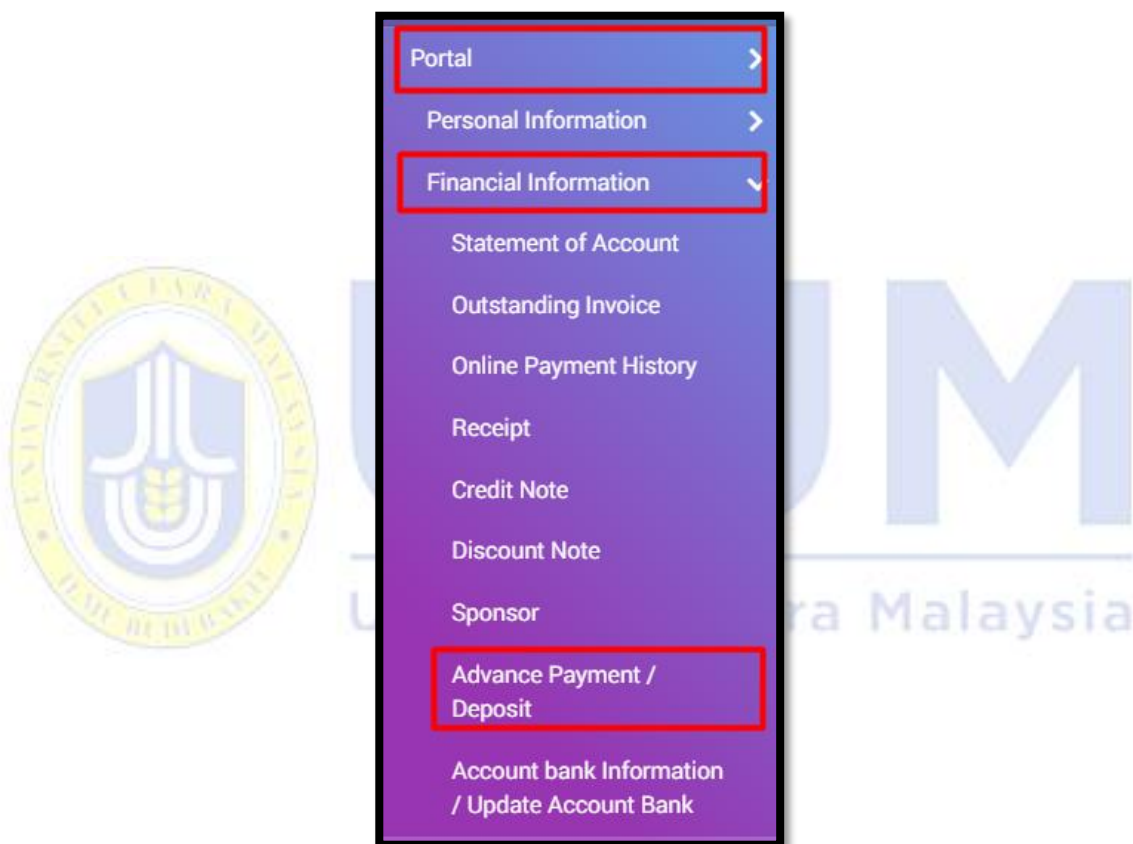
2. Semua maklumat berkenaan lebihan bayaran/deposit pelajar akan di paparkan pada skrin berikut.

   All information regarding advance payment/student deposit will be displayed on the following screen.

Advance Payment / Deposit

Display 10   × ▼

Search

No	Transaction Date	Reference No.	Description	Total Amount (RM)	Payment Amount (RM)	Advance payment (RM)
1	2021-01-07 15:21:08	2101071520540861	Advance Payment on 07/01/2021 via Payment at Counter, no: RF000021/21	0.00	1,000.00	0.00
Grand Total				**0.00**	**1,000.00**	**(-1,000.00)**

1 records

◁ 1 ▷

Skrin 1.0 16 Lebihan Bayaran /Advance Payment

3.9 Maklumat Akaun Bank / *Account Bank Information*

1. Klik **Portal** dan pilih **Financial Information**, kemudian klik **Account bank Information / Update Account Bank**.

Click **Portal** *and choose* **Financial Information**, *then click* **Account bank Information / Update Account Bank**.

2. Maklumat Akaun Bank Pelajar akan di paparkan pada skrin.

Student Bank Account Information will be displayed on the screen.

Student Profile

Matric No	:	███████		
Name	:	████████████████		
IC No. / Passport No.	:	███████████	Phone Number	: ██████████
Correspondence Address	:	████████████████████████		
Current Semester	:	~~(A201 PO) SEMESTER SEP SESI 2020/2021~~		
Programme	:	~~(P25) DOCTOR OF PHILOSOPHY (LAW)~~		
Learning Centre	:	UUM	Email	: ████████@█████████
School	:	UNDANG-UNDANG		
Sponsor	:		Sponsor Period	:
VISA No.	:		Expired Date	:

Bank Account Registered at Bursary

Bank Name	:	BANK ISLAM MALAYSIA BERHAD
Account No.	:	████████████████

List of Student Bank Account Information

Search [_____]

Application Date ↑↓	Application No ↑↓	Bank Name ↑↓	New Account No ↑↓	Approved Date ↑↓	Status ↑↓	Remark ↑↓	Attachment ☐
			No records				

◁ ▷

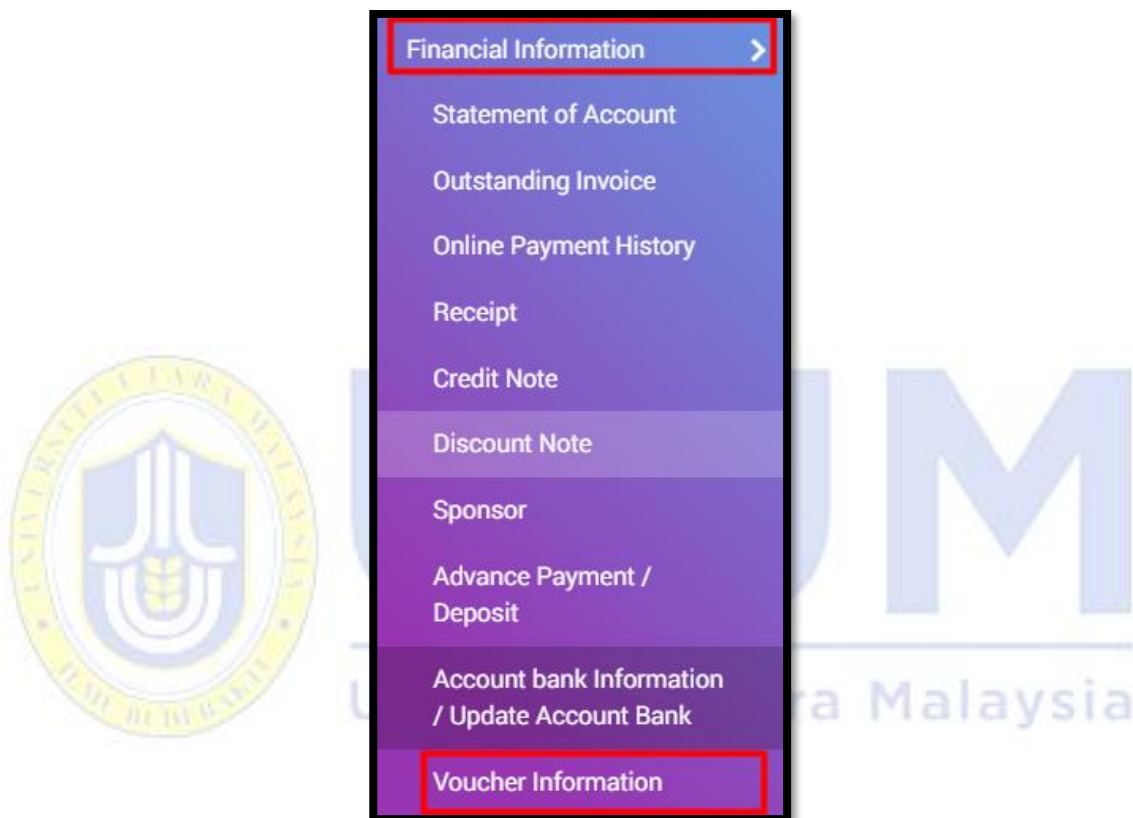**+ Submit New Application to Update Bank Account Information (if any)**   **⬇ Download PDF**   **⬇ Download Excel**

Skrin 1.0 17 Maklumat Akaun Bank / Student Bank Account Application
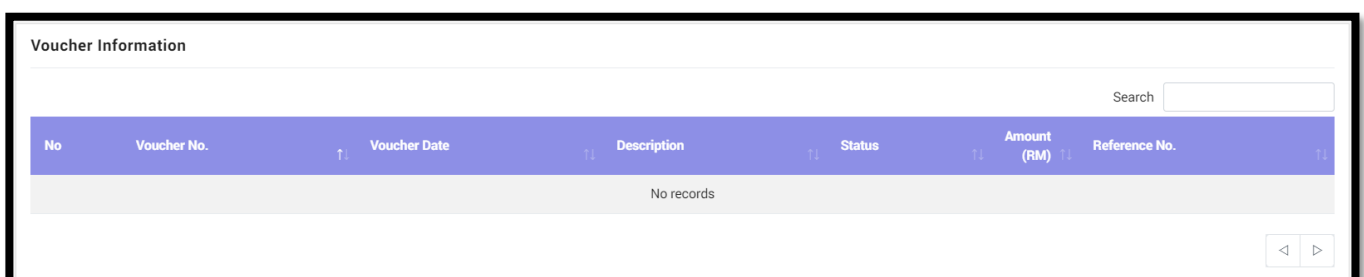
3.10   Voucher Information

1. Klik **Portal** dan pilih **Financial Information**, kemudian klik **Voucher Information**

   Click **Portal** *and choose* **Financial Information**, *then click* **Voucher Information**.

2. Semua maklumat berkenaan baucer pelajar akan di paparkan pada skrin berikut .

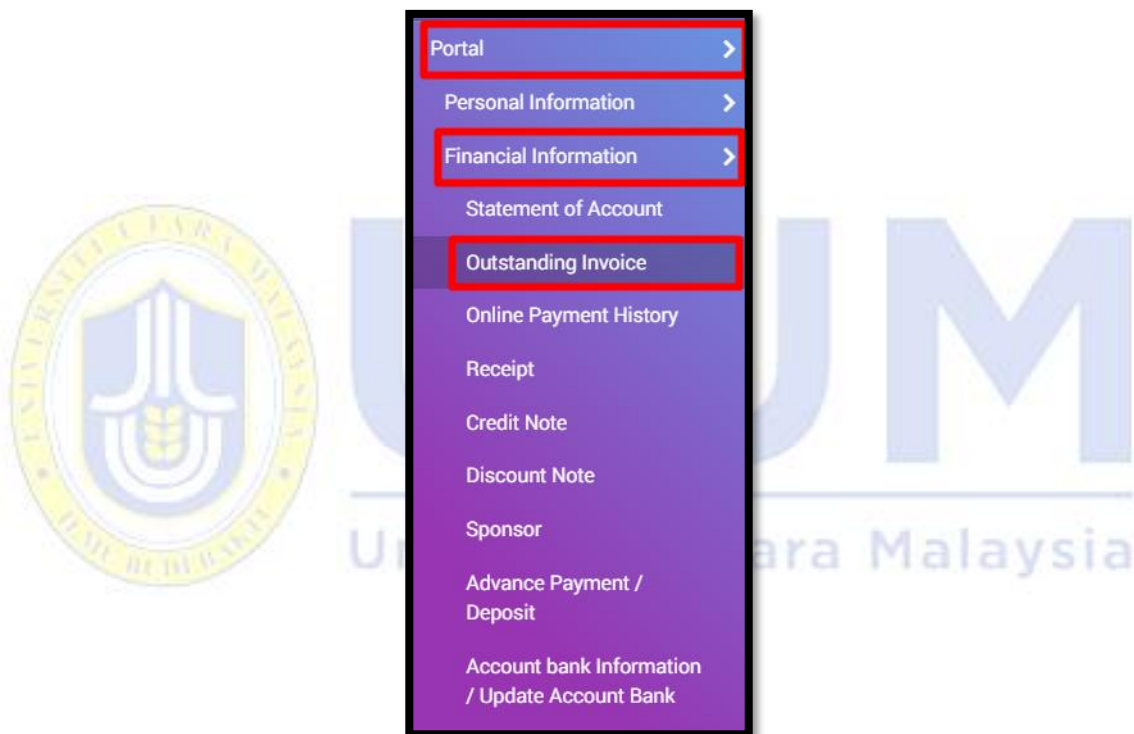   *All information regarding student vouchers will be displayed on the following screen.*

Skrin 1.0 18 Baucer / Voucher

4. Perkhidmatan Kewangan / *Financial Services*

4.1 *Bayaran Yuran Secara Atas Talian / Online Fee Payment*

1. Klik **Portal** dan pilih **Financial Information**, kemudian klik **Outstanding Invoice**.

   Click **Portal** *and choose* **Financial Information**, *then click* **Outstanding Invoice**.

2. Semua maklumat berkenaan inbois yang belum dijelaskan pelajar akan dipaparkan pada skrin.

   All information regarding outstanding student invoices will be displayed on the screen.

Invoice									
							Search		
Date	Document No	Description	Your Ref.	Semester	Amount (RM)	Balance (RM)	Amount To Pay (RM)	Pay
25/09/2020	IVA261333/20	Baki Hutang Pelajar		SEMESTER KEDUA SESI 2019/2020 (A192)	714.00	714.00		
03/12/2020	IVA0430610/20	TUITION		SEMESTER PERTAMA SESI 2020/2021 (A201)	833.00	833.00		
Grand Total					1,547.00	1,547.00	0.00	

2 records

Add to Cart

Skrin 1.0 19 Invoice

3. Klik pada *checkbox* ☐ untuk memilih invoice yang akan dibuat bayaran.

   Click on the checkbox ☐ *to select the invoice to be paid.*

Invoice									
							Search		
Date	Document No	Description	Your Ref.	Semester	Amount (RM)	Balance (RM)	Amount To Pay (RM)	Pay ☑
25/09/2020	IVA261333/20	Baki Hutang Pelajar		SEMESTER KEDUA SESI 2019/2020 (A192)	714.00	714.00	714.00	☑
03/12/2020	IVA0430610/20	TUITION		SEMESTER PERTAMA SESI 2020/2021 (A201)	833.00	833.00	833.00	☑
Grand Total					1,547.00	1,547.00	1,547.00	

2 records

Add to Cart

Skrin 1.0 20 Invoice (to Pay)

4. Klik butang **Add to Cart** untuk memasukkan *inbois* ke dalam *cart*.

   Click the button to add the invoice to the cart.

5. Bilangan *inbois* yang dipilih akan terpapar pada ikon 🛒2 .

   The selected invoice number will be displayed on the icon 🛒2 .

6. Untuk membuat bayaran klik pada ikon cart dan skrin *cart seperti berikut* akan dipaparkan.

   To make payment, click on the cart icon and the following screen will be displayed.

Skrin 1.0 21 Cart

7. Pilih kaedah bayaran samada melalui FPX atau Credit Card.

   Choose method of payment either FPX or Credit Card.

8. Klik butang [Check Out] untuk meneruskan bayaran. Skrin bank akan dipaparkan berdasarkan pilihan yang dibuat. Teruskan bayaran di aplikasi bank sehingga bayaran selesai.

   Click the button [Check Out] to proceed with the payment. The bank screen will be displayed based on the selected option. Proceed payment using bank application until payment complete.

1. Klik Portal dan pilih Refund , kemudian klik New Application

   Click Portal *and choose* Refund *, then click* New Application *.*
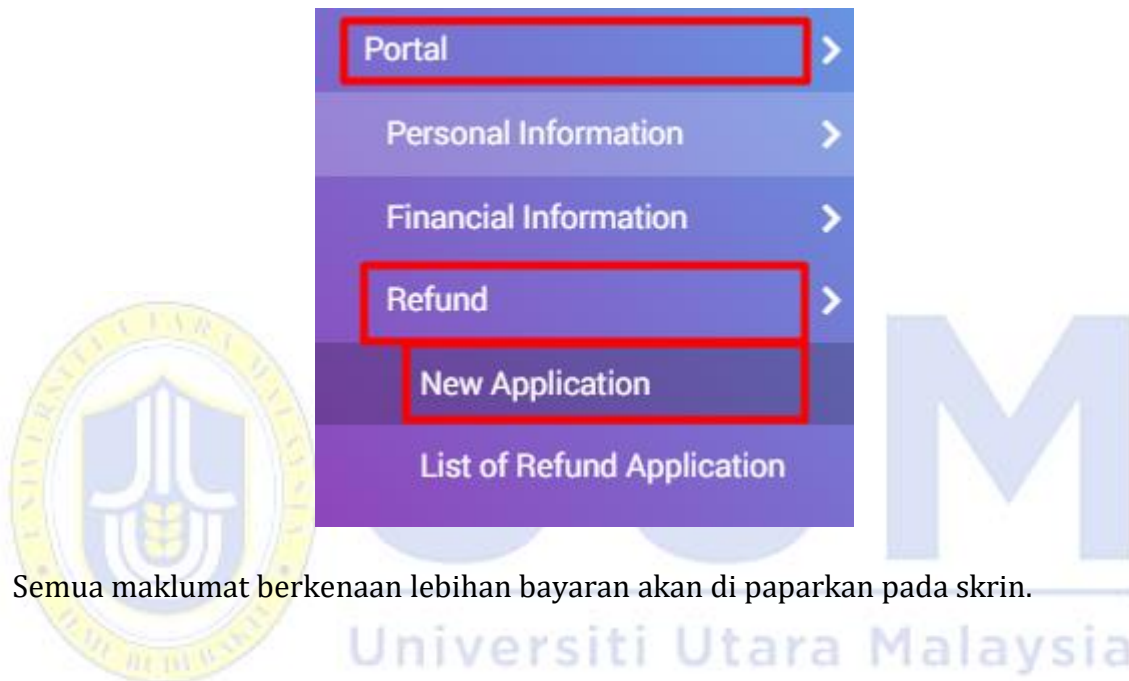
2. Semua maklumat berkenaan lebihan bayaran akan di paparkan pada skrin.

   All information regarding advance payment will be displayed on the screen.

Student Profile

Matric No	:	
Name	:	
IC No. / Passport No.	:	
Phone Number	:	
Correspondence Address	:	
Current Semester	:	
Programme	:	
Learning Centre	:	UUM
Email	:	
School	:	KERAJAAN
Sponsor	:	
Sponsor Period	:	
VISA No.	:	
Expired Date	:	

Bank Account Registered at Bursary

Bank Name	:	
Account No.	:	

List of Refund

Display 5

Search

No	Deposit No	Account Code	Description	Amount Eligible for Refund (RM)	Apply Amount (RM)	Action
1	DP9409/901106	L0181109	PEMIUTANG PELAJAR-YURAN	7,934.00	7,934.00	☐

1 records

◁ 1 ▷

Skrin 1.0 22 Bayaran Balik / Refund (New Application)
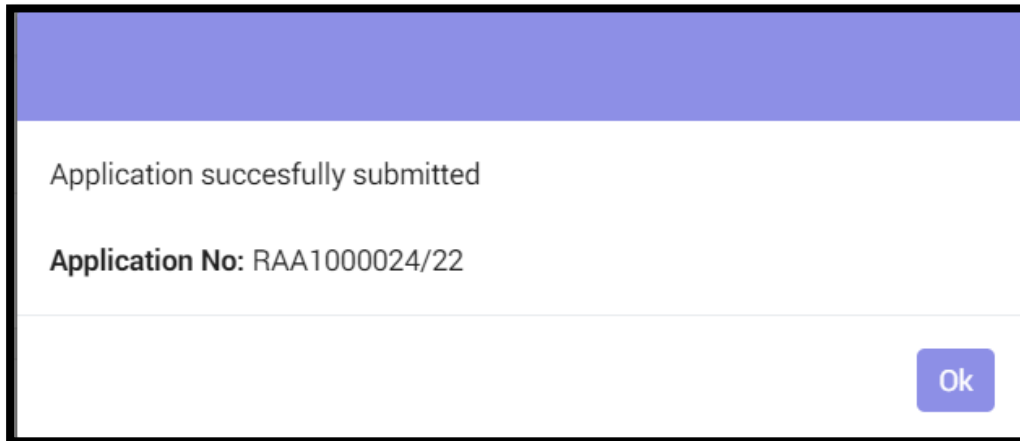
3. Klik pada *checkbox* ☐ untuk memilih lebihan bayaran yang akan dibuat permohonan. Kemudian klik butang 🖫 Submit untuk menghantar permohonan bayaran balik.

Click on the checkbox ☐ *to select advance payment to be applied. Then click the* 🖫 Submit *button to submit refund application.*
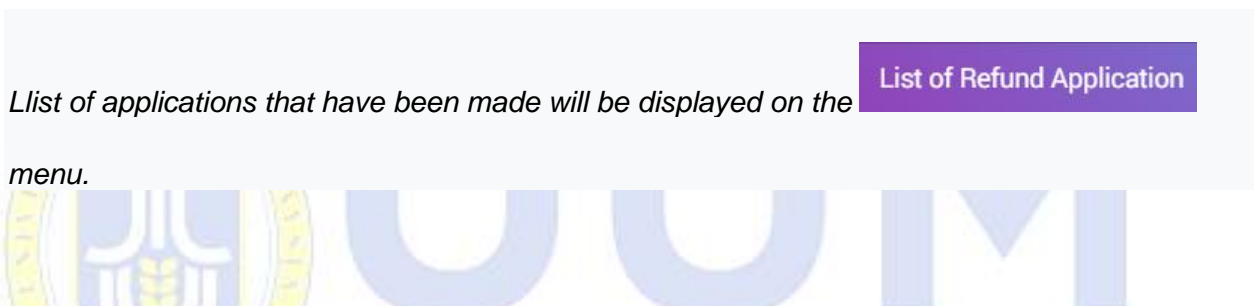
4. Nombor permohonan akan dipaparkan.

The application number will be displayed.

5. Senarai permohonan yang telah dibuat akan dipaparkan pada menu **List of Refund Application**.

Llist of applications that have been made will be displayed on the **List of Refund Application** *menu.*

No	Application Date	Application No	Apply Amount (RM)	Approved / Rejected Amount (RM)	Status	Remark	Action
1	04/01/2022	RAA1000024/22	7,934.00	7,934.00	APPLY		👁 🖨

1 records

Skrin 1.0 23 Bayaran Balik / Refund (New Application)

4.3 *Permohonan Kemaskini Maklumat Akaun Bank / Update Account Bank*

1. Klik **Portal** dan pilih **Financial Information**, kemudian klik **Account bank Information / Update Account Bank**.

    *Click **Portal** and choose **Financial Information**, then click **Account bank Information / Update Account Bank**.*

2. Maklumat Akaun Bank Pelajar akan di paparkan pada skrin.

    Student Bank Account Information will be displayed on the screen.

Student Profile

Matric No	:	▇▇▇
Name	:	▇▇▇▇▇▇▇
IC No. / Passport No.	:	▇▇▇▇▇
Phone Number	:	▇▇▇▇▇
Correspondence Address	:	▇▇▇▇▇▇▇
Current Semester	:	(A201 PG) SEMESTER SEP SESI 2020/2021
Programme	:	(L25) DOCTOR OF PHILOSOPHY (LAW)
Learning Centre	:	UUM
Email	:	▇▇▇▇▇
School	:	UNDANG-UNDANG
Sponsor	:	
Sponsor Period	:	
VISA No.	:	
Expired Date	:	

Bank Account Registered at Bursary

Bank Name	:	BANK ISLAM MALAYSIA BERHAD
Account No.	:	▇▇▇▇▇▇▇

List of Student Bank Account Information

Search

Application Date	Application No	Bank Name	New Account No	Approved Date	Status	Remark	Attachment
			No records				

◁ ▷

＋Submit New Application to Update Bank Account Information (if any)   ⬇ Download PDF   ⬇ Download Excel
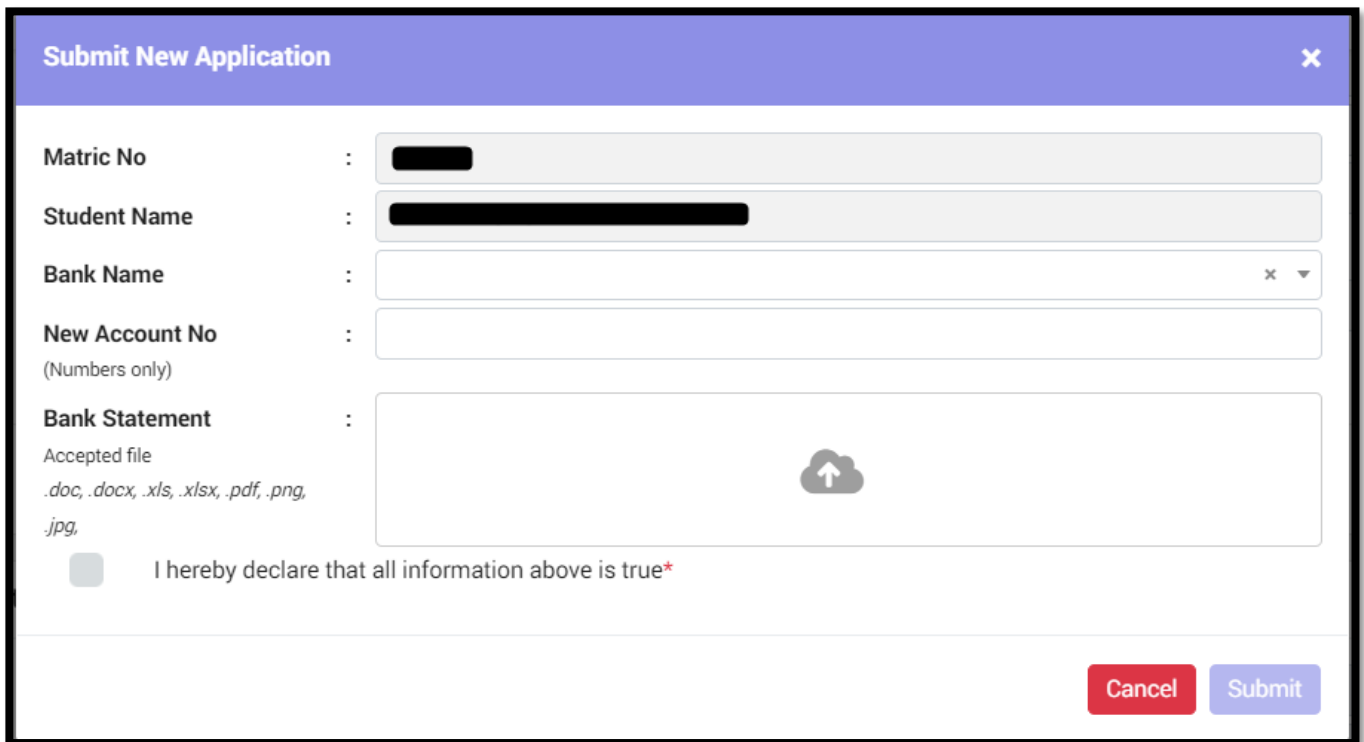
Skrin 1.0 24 Maklumat Akaun Bank / Student Bank Account Application

3. Klik butang **＋Submit New Application to Update Bank Account Information (if any)** untuk mengisi maklumat permohonan.

Click the button **＋Submit New Application to Update Bank Account Information (if any)** *to fill in the application information.*

4. Borang permohonan akan dipaparkan.

The application form will be displayed.

Submit New Application ✕

Matric No	:	████
Student Name	:	████████
Bank Name	:	✕ ▼
New Account No (Numbers only)	:	
Bank Statement Accepted file .doc, .docx, .xls, .xlsx, .pdf, .png, .jpg,	:	☁

☐ I hereby declare that all information above is true*

Cancel   Submit

Skrin 1.0 25 Borang Permohonan / New Application

5. Pelajar dengan pinjaman PTPTN tidak layak membuat permohonan ini.
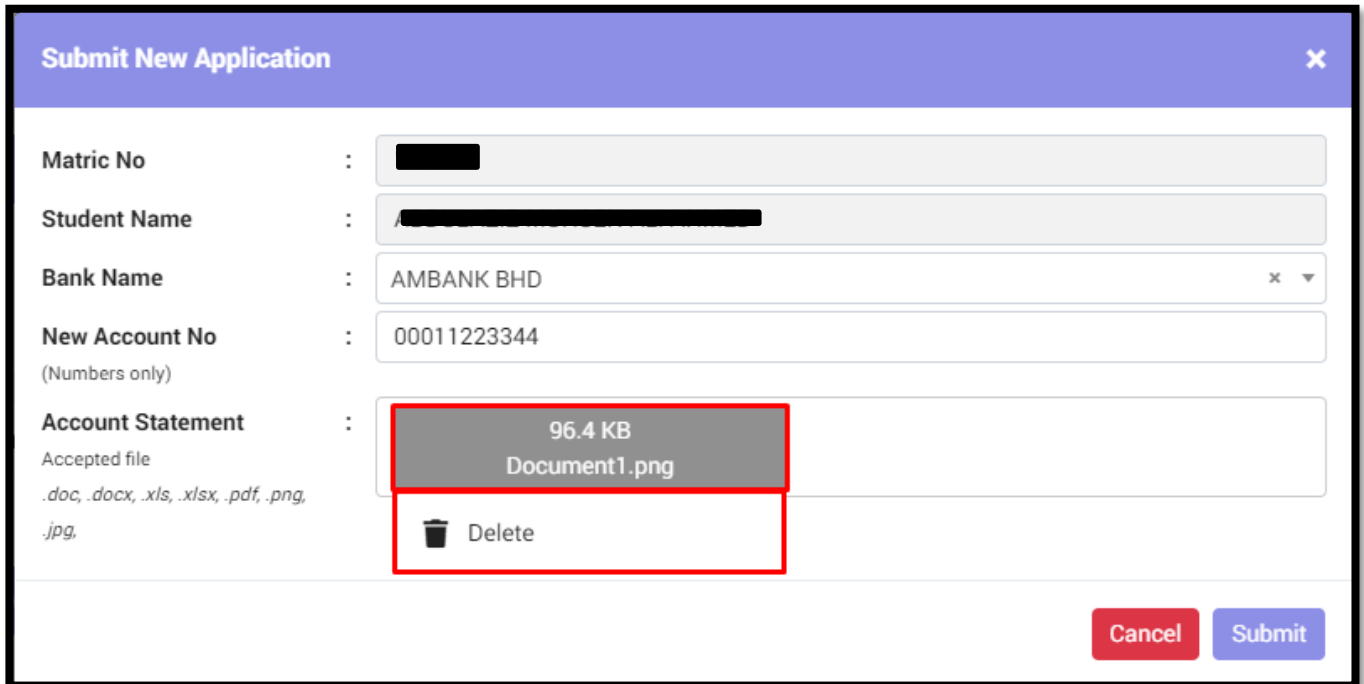
   Student with PTPTN loan not eligible to apply this application.

6. Semua maklumat yang terdapat pada borang adalah wajib diisi.

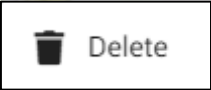   *All information in the form is mandatory.*

7. Penyata akaun yang telah dimuatnaik boleh dihapuskan jika ingin menukar kepada dokumen yang lain.

   The uploaded account statement can be deleted to change document.

Skrin 1.0 26 Borang Permohonan (Hapus Dokumen) / Application Form (Delete Document)

8. Klik icon untuk hapus dokumen yang telah dimuatnaik.

Click the icon *to delete the uploaded document.*

9. Pengguna boleh klik butang untuk membatalkan permohonan.

Users can click the button *to cancel the application.*

10. Klik butang untuk menghantar permohonan bagi mendapatkan kelulusan.

Click the button *to submit the update bank account application for approval.*