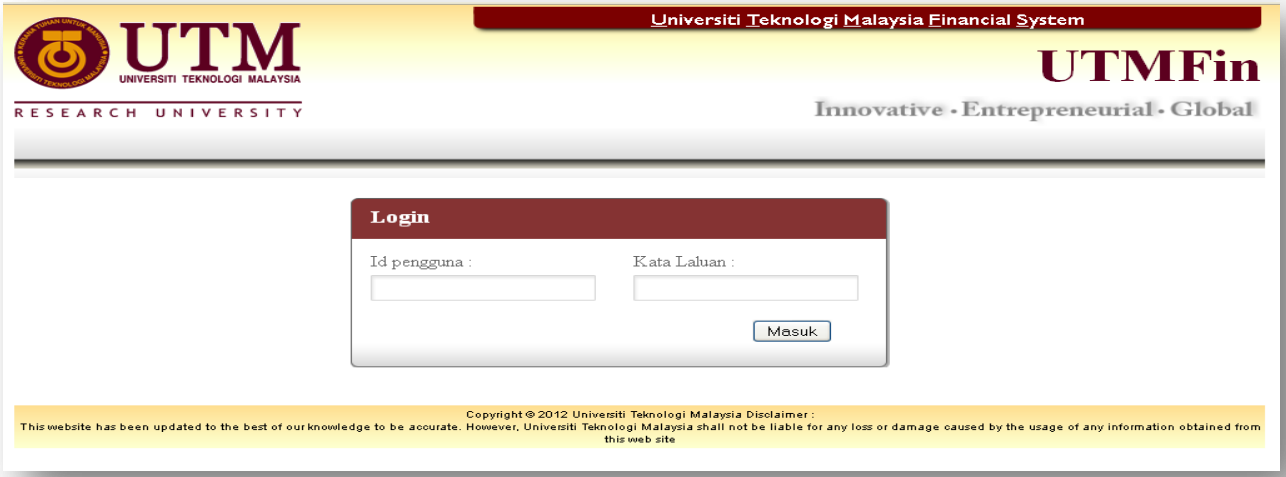
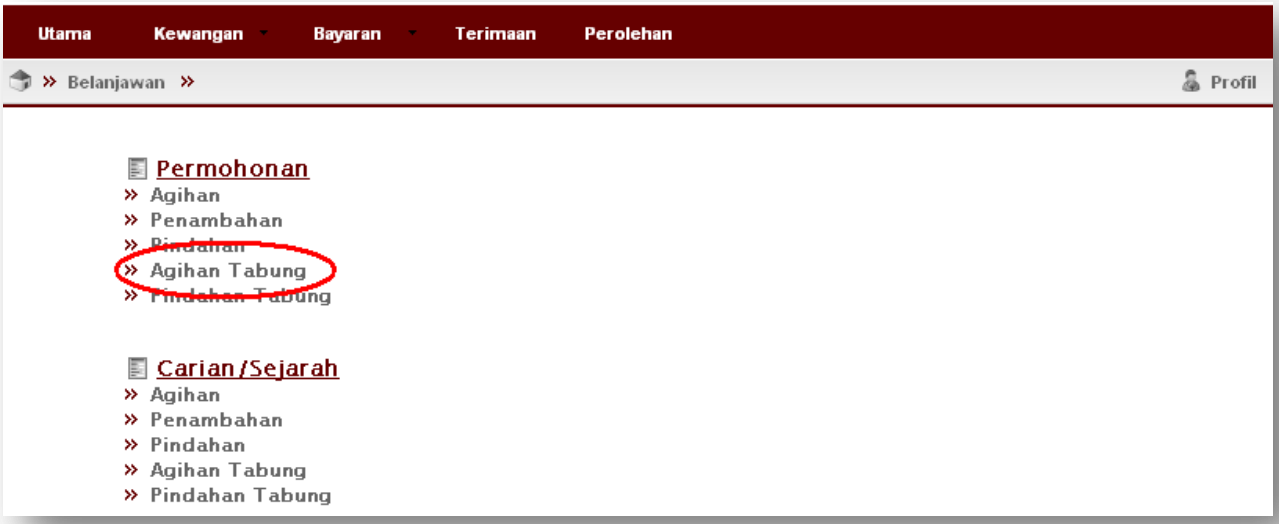
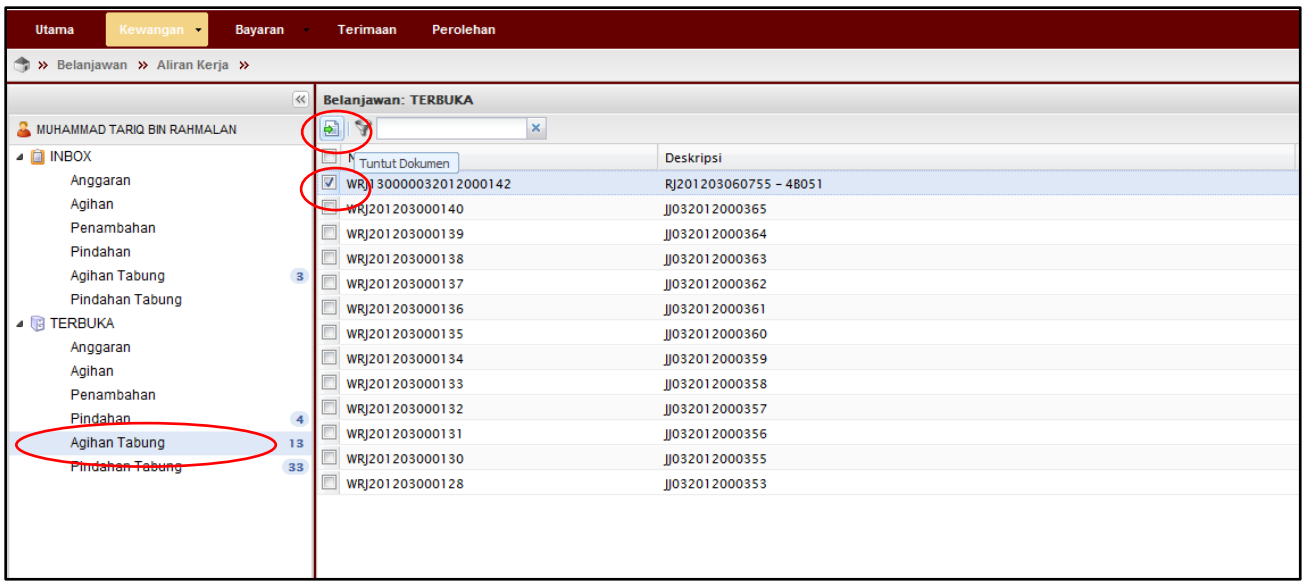
1. Login ke UTMFin. https://utmfin.utm.my
   Id Pengguna: Sama seperti sistem HRFIN
   Kata laluan: No Pekerja



2. Pilih menu Kewangan →Klik pada Bajet → Klik pada Agihan Tabung

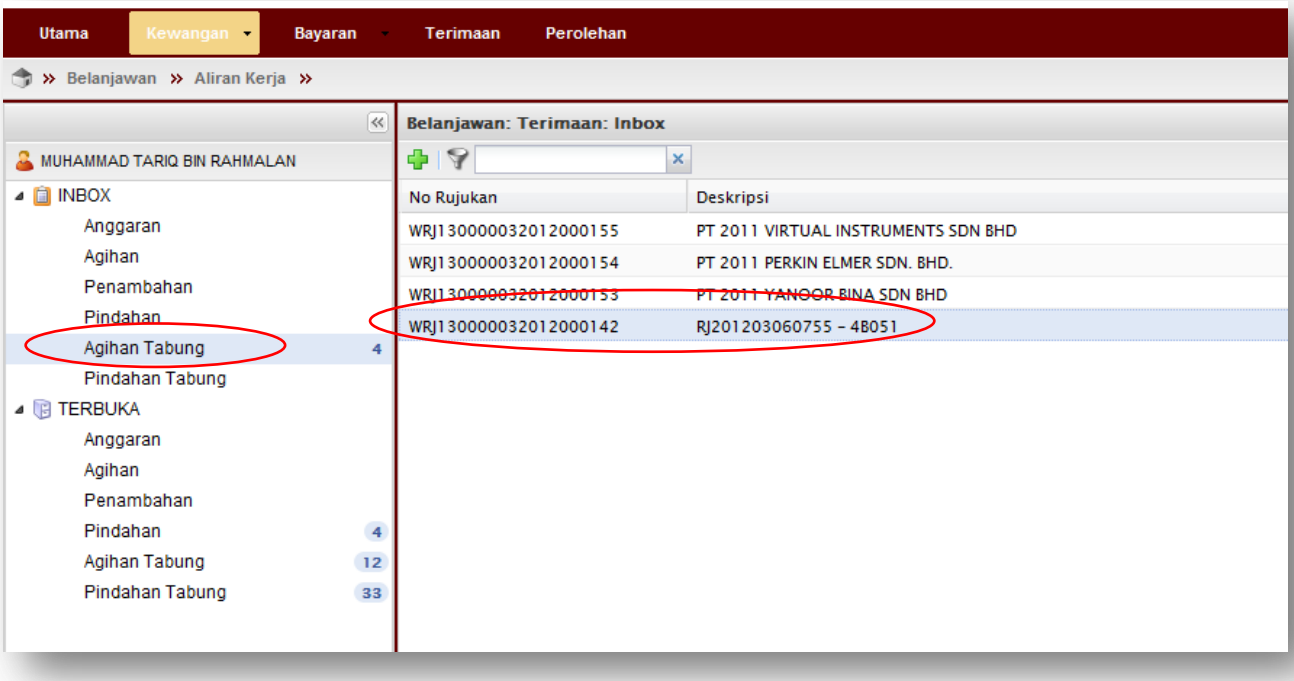


3. Klik Agihan Tabung pada Terbuka.
4. Tick pada kotak item yang berkenaan → Tuntut dokumen



5. Klik Agihan Tabung pada Inbox.

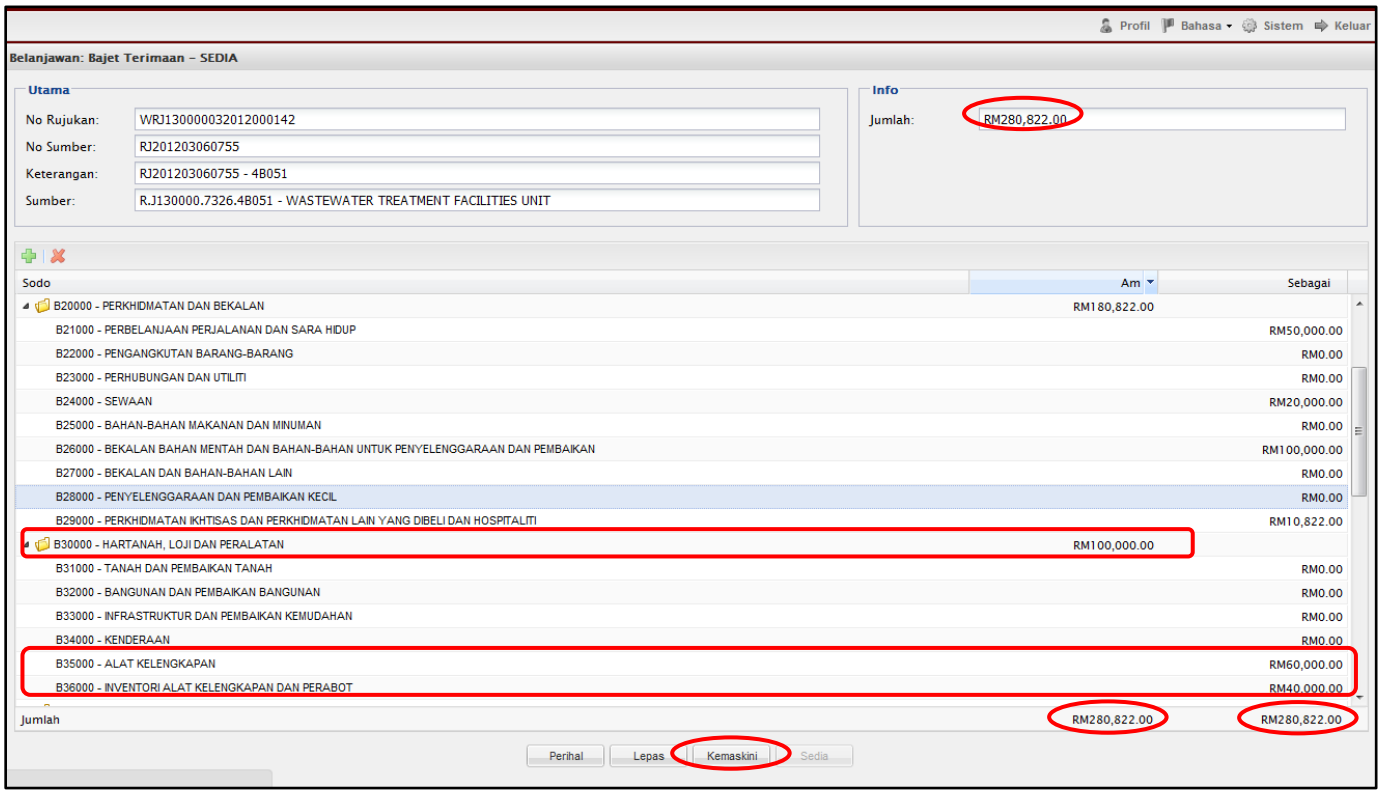
6. Double Klik pada item berkaitan.



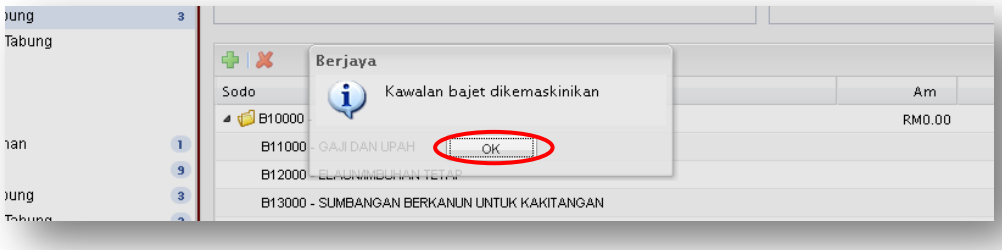
7. Jumlah peruntukan yang diterima perlu diagihkan kepada Sodo Am dengan mengabungkan Sodo-Sodo sebagai sepertimana kelulusan penaja.

8. Nilai pada Sodo Am perlulah sama dengan jumlah Sodo Sebagai dibawah kumpulan yang sama.

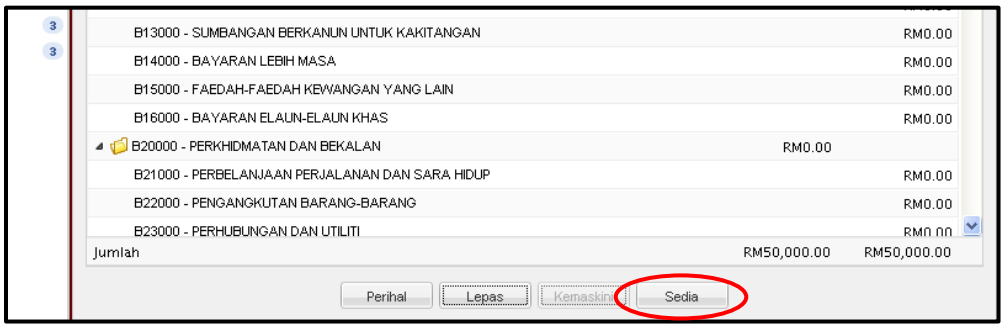
9. Klik → Kemaskini



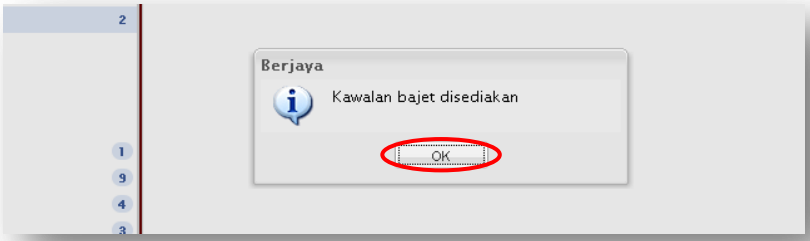
10. Klik → OK



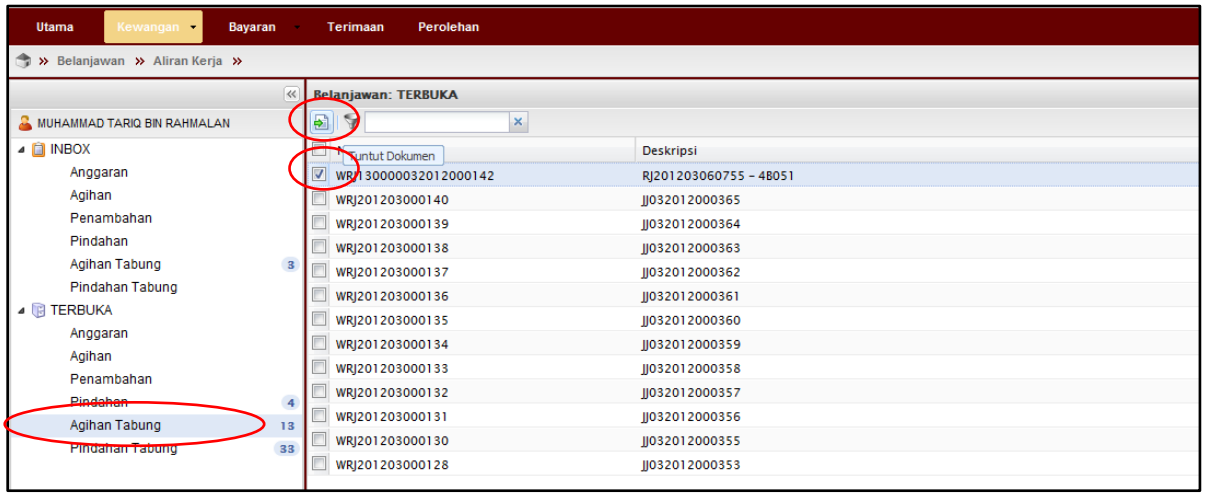
11. Klik → Sedia



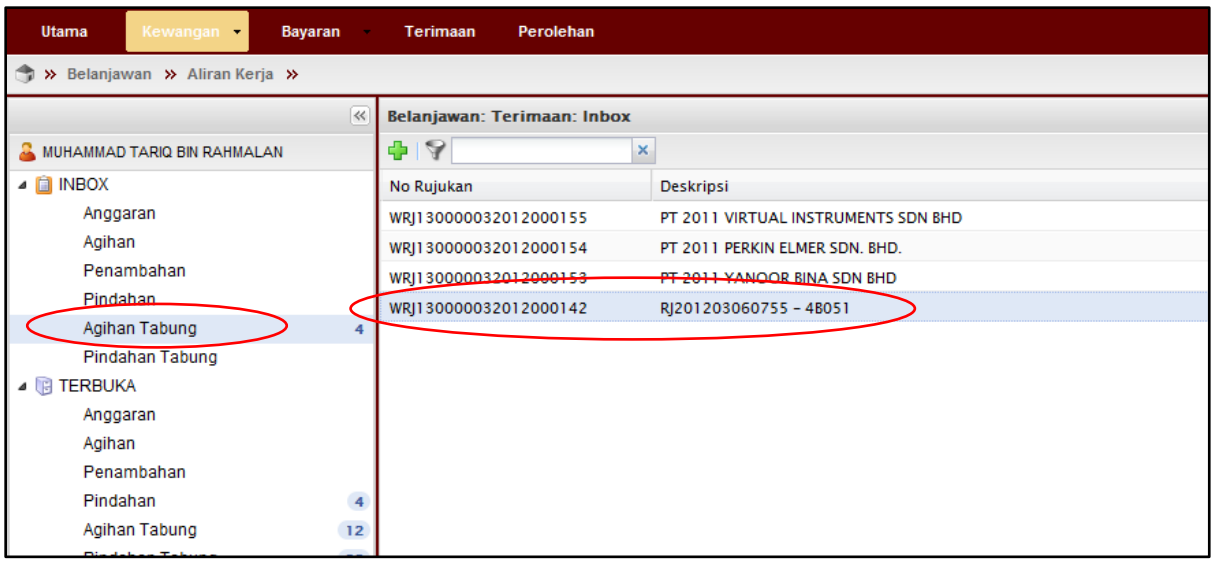
12. Klik → Ok



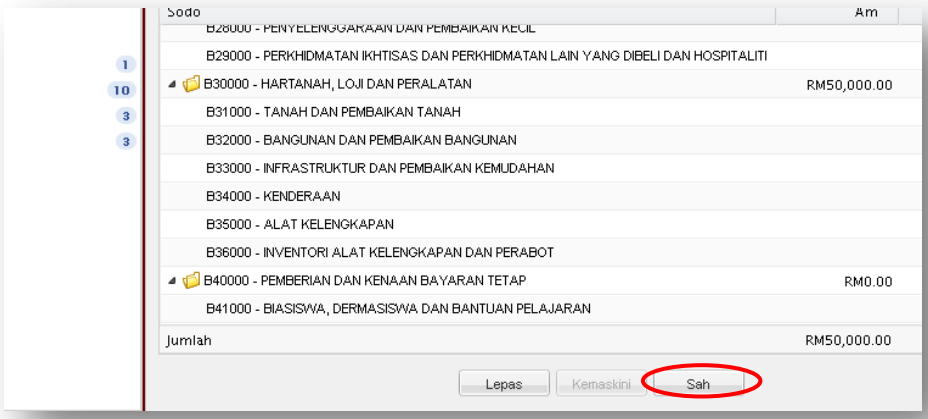
13. Klik Agihan Tabung pada Terbuka.
14. Tick pada kotak item yang berkenaa → Tuntut dokumen



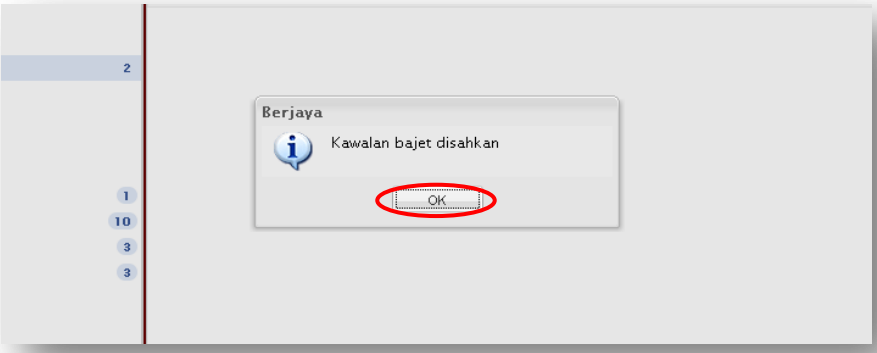
15. Klik Agihan Tabung pada Inbox.
16. Double Klik pada item berkaitan.



17. Klik → Sah



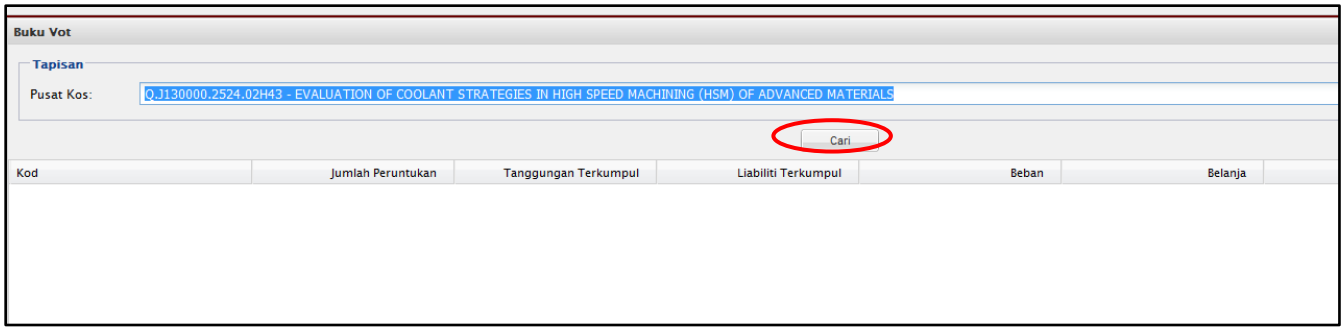
18. Klik → Ok



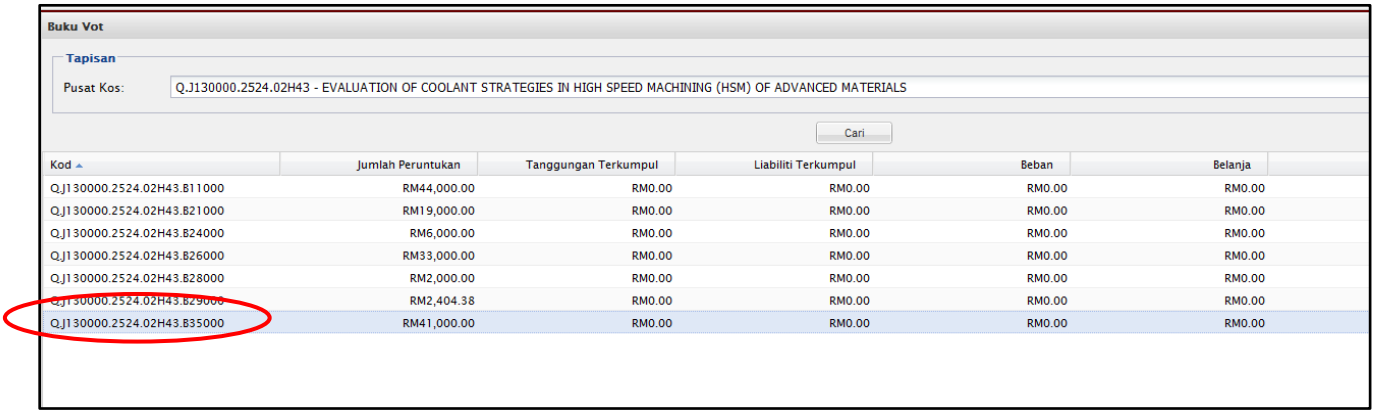
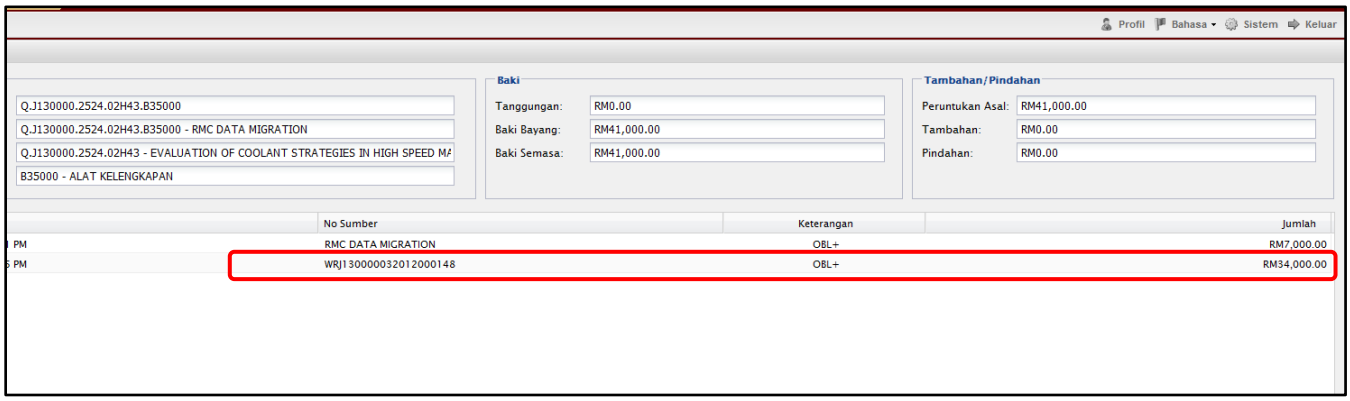
Semakan terhadap terimaan pada buku vot :

1. Pilih menu Kewangan → Klik Vot

2. Pilih Pusat Kos yang berkaitan pada bahagian Pusat Kos.
3. Klik → Cari



4. Double click pada SODO yang terlibat dengan terimaan agihan.



5. Tambahan peruntukan telah ditambah pada Sodo yang dipilih.