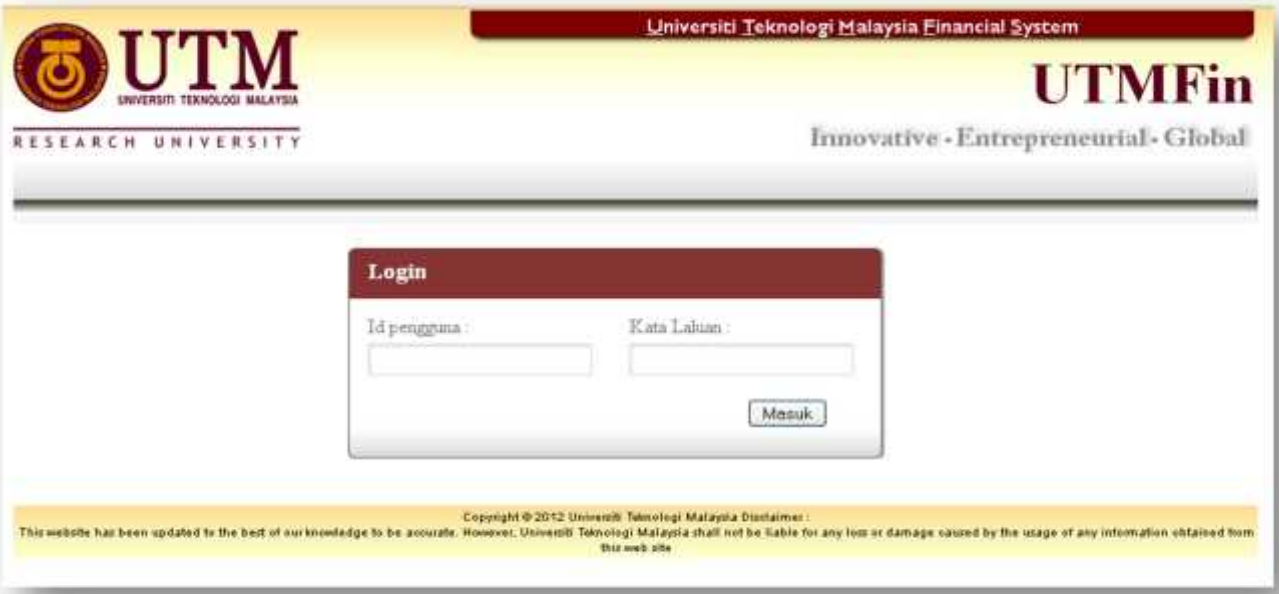
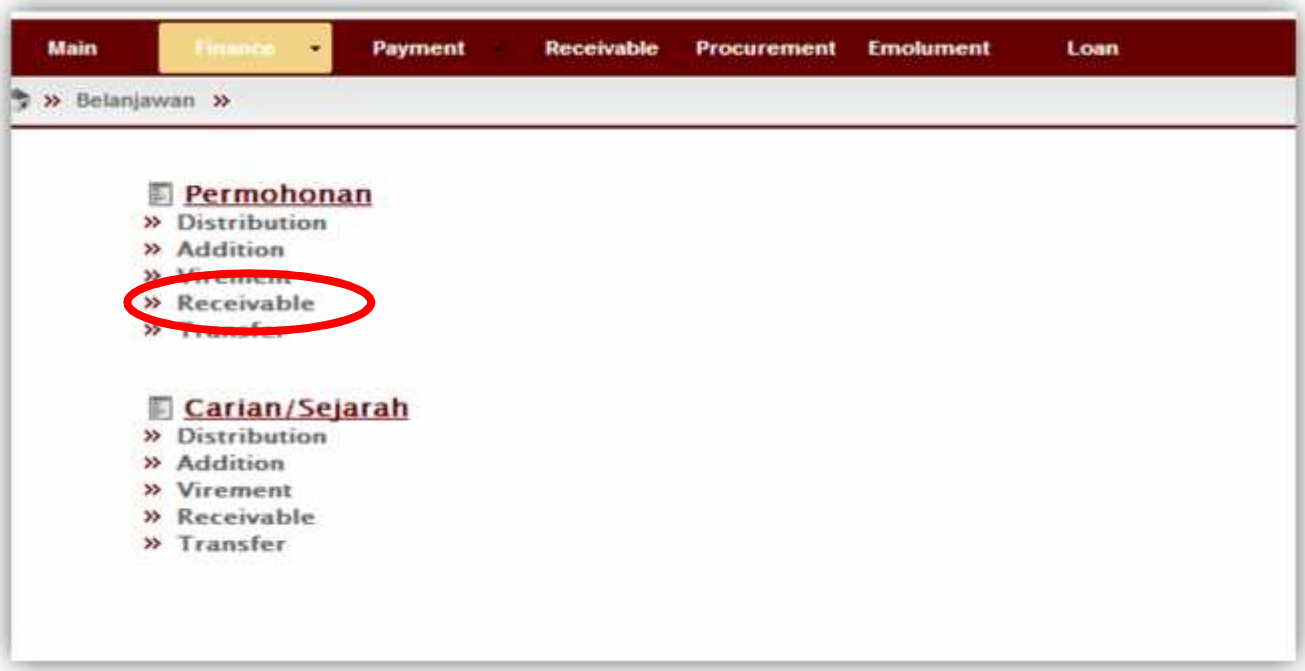
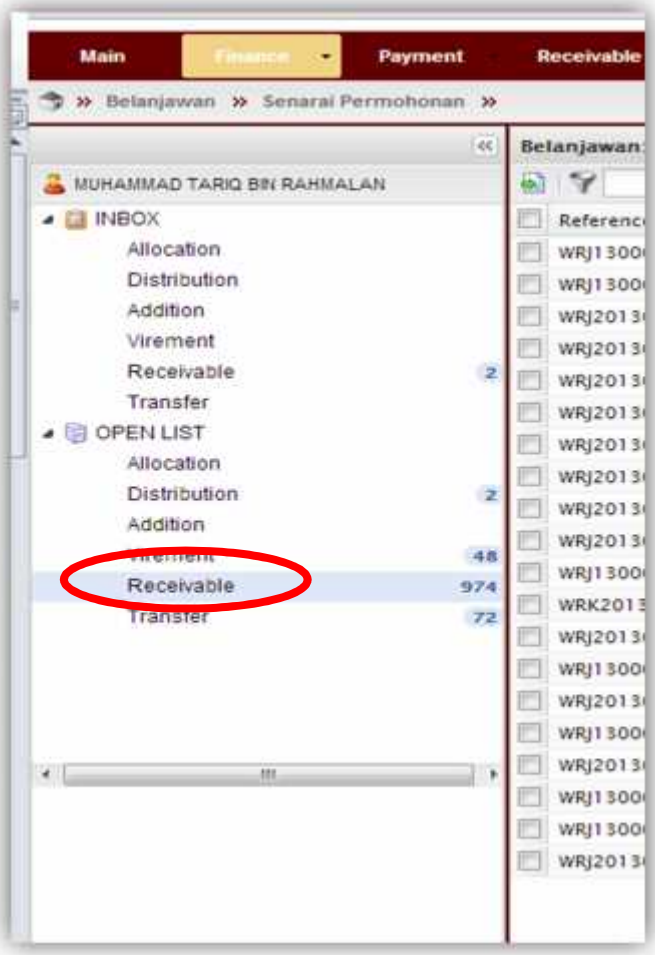
1. Login to UTMFin. https://utmfin.utm.my
   Id Pengguna : ID as per HRFIN
   Kata Laluan : Staff ID / Password



2. Select menu **Finance** →Click **Budjet** → Click **Receivable**

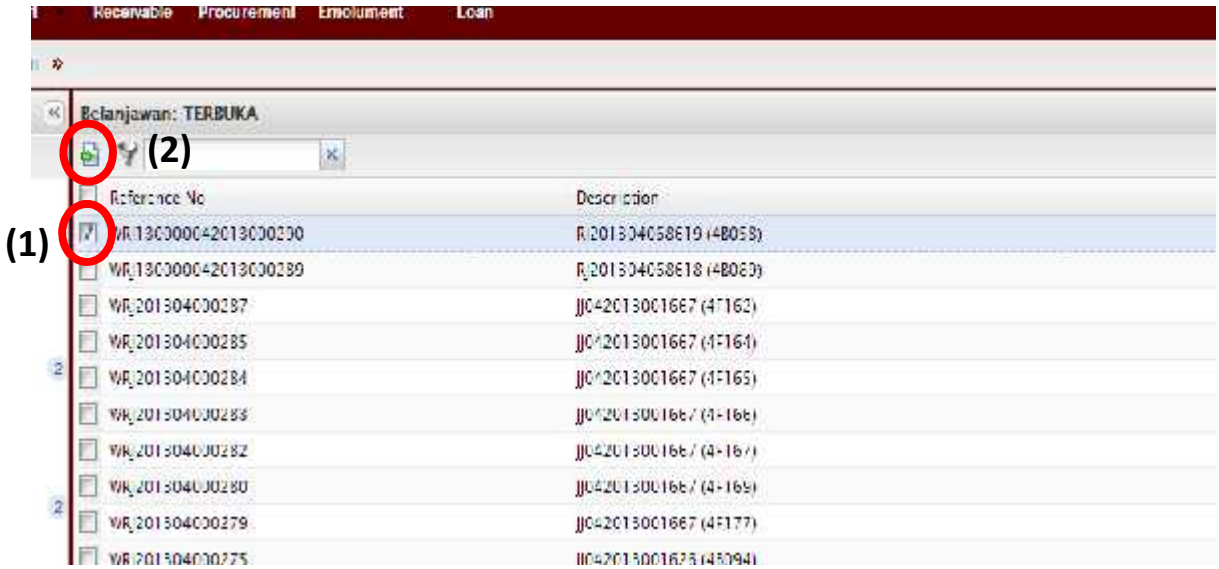


3. Click **Receivable** under OPEN LIST.

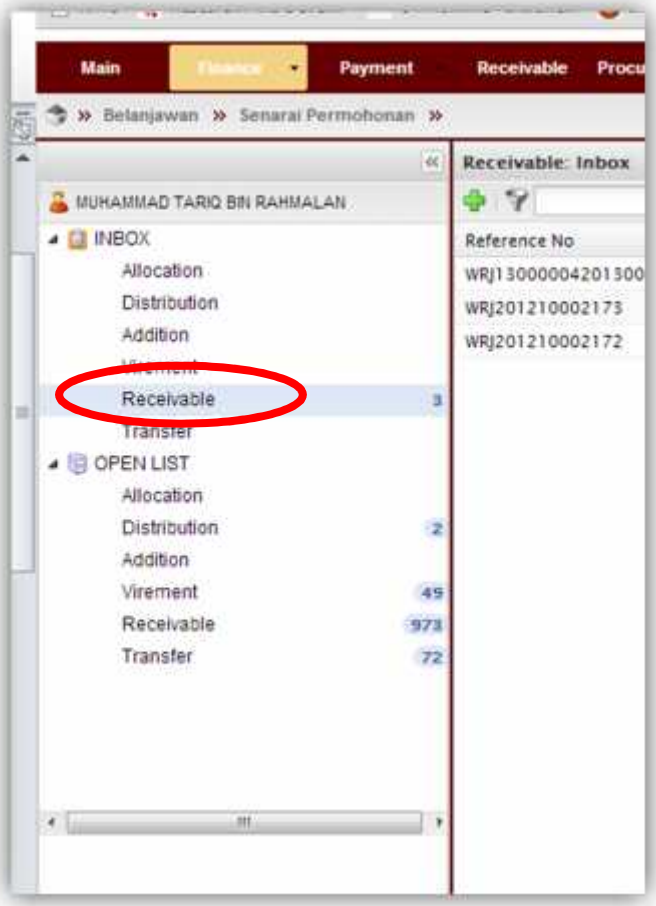


4. Tick in the box for the related document. [refer (1)].

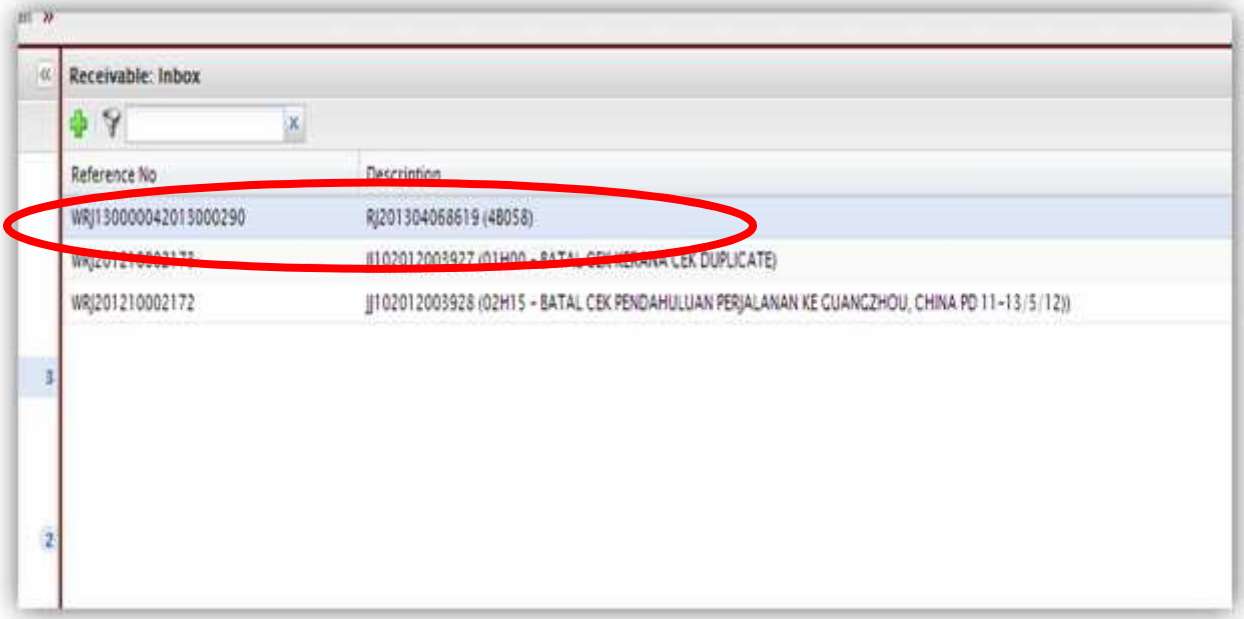
5. Click on the green button (claim document). [refer (2)]



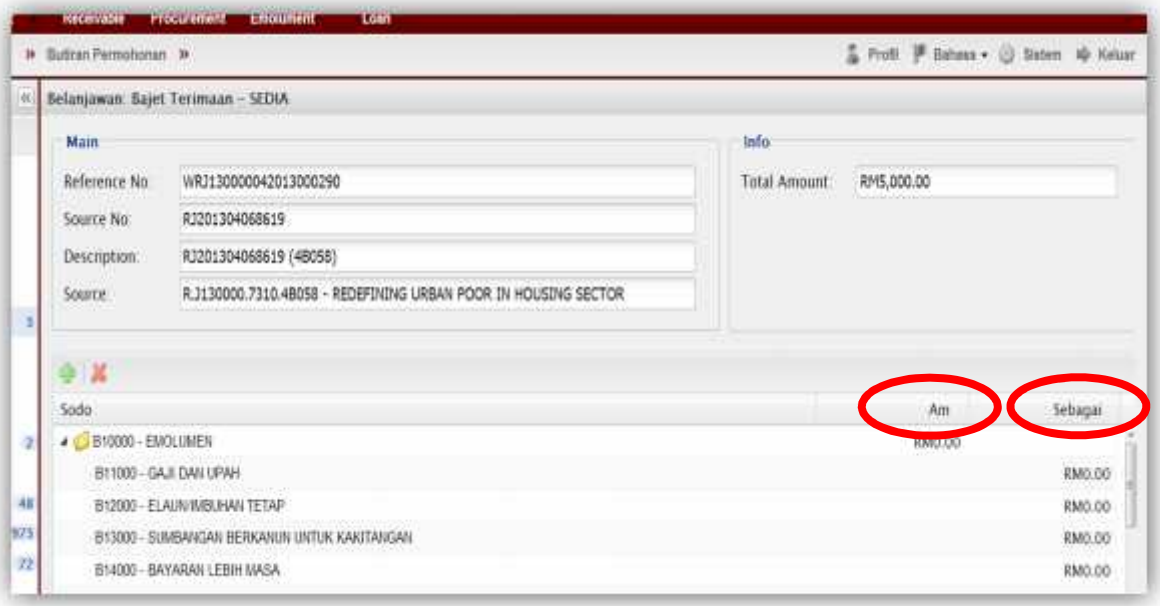
6. Click **Receivable** under INBOX.



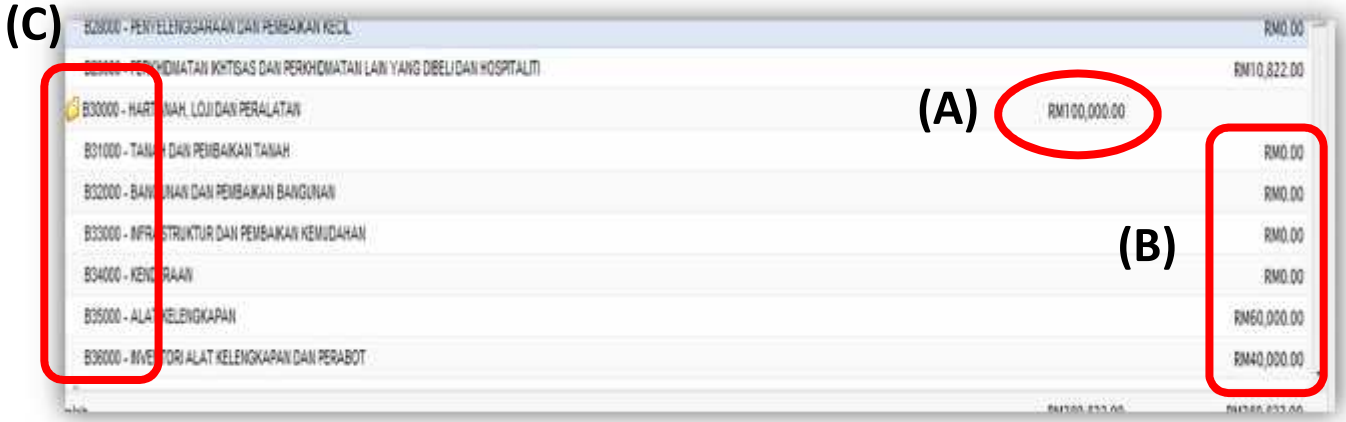
7. **Double Click** on the related document.



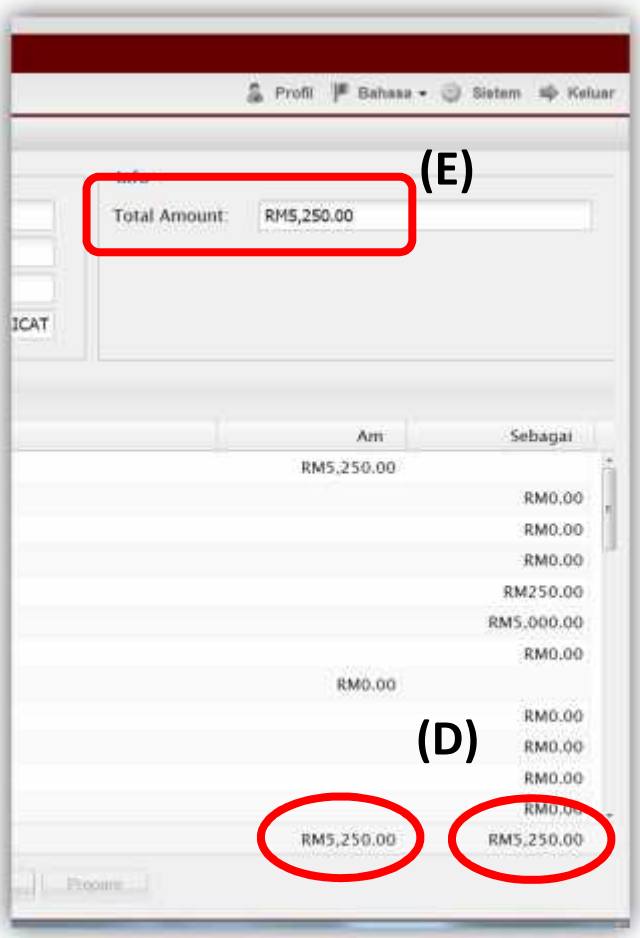
8. The amount of provison received must be allocated under **column AM** and **column Sebagai** manually. Please ensure that the amount allocate must same as per RADIS System (Refer to SODO B-Siries).



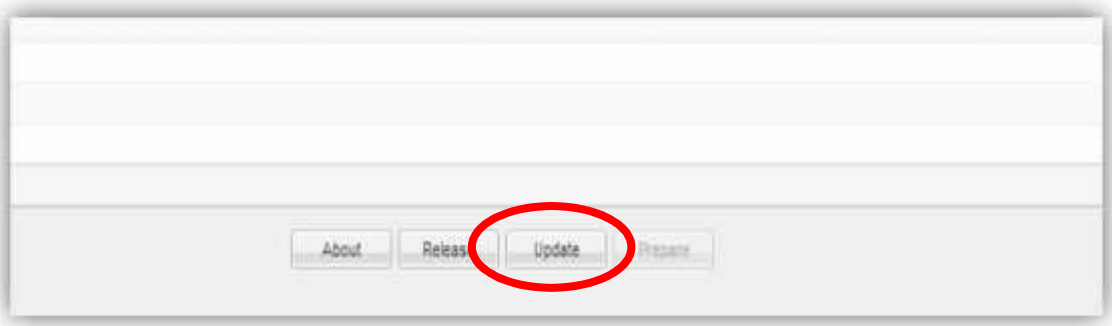
NOTE : amount under column AM (A) is the sum of amount under column Sebagai (B) for the same group of B-siries (C)



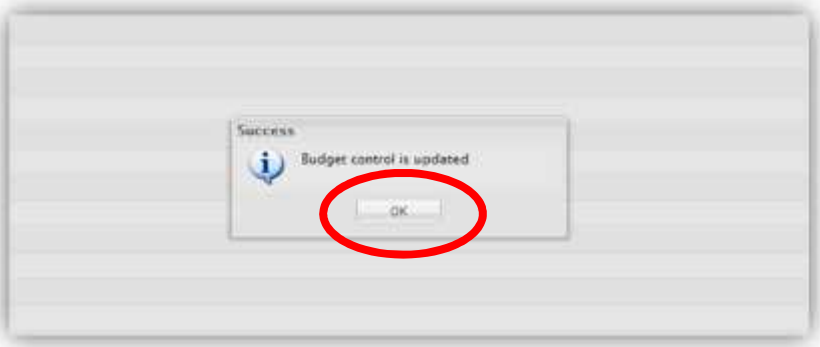
9. Please make sure that the total amount under column AM and column Sebagai (D) are equal to the Total Amount (E).



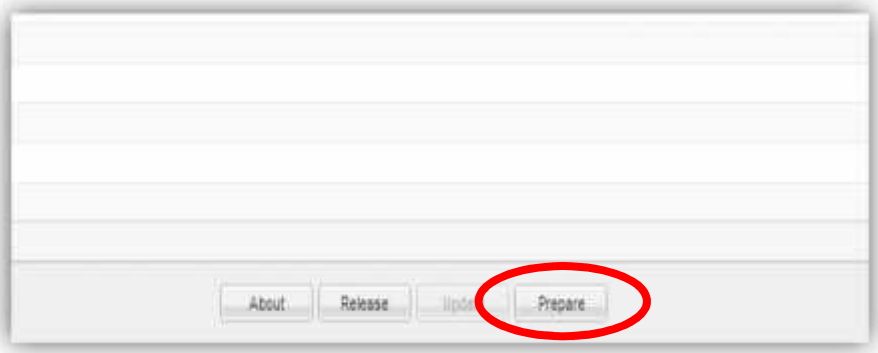
10. Click **Update**



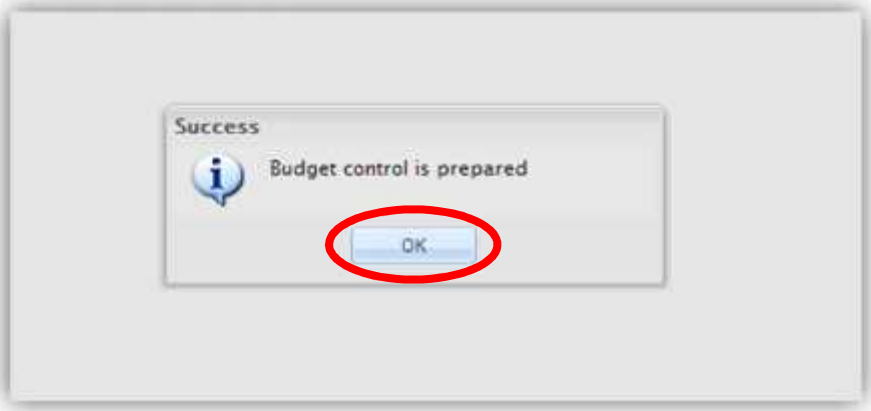
11. Click **OK**



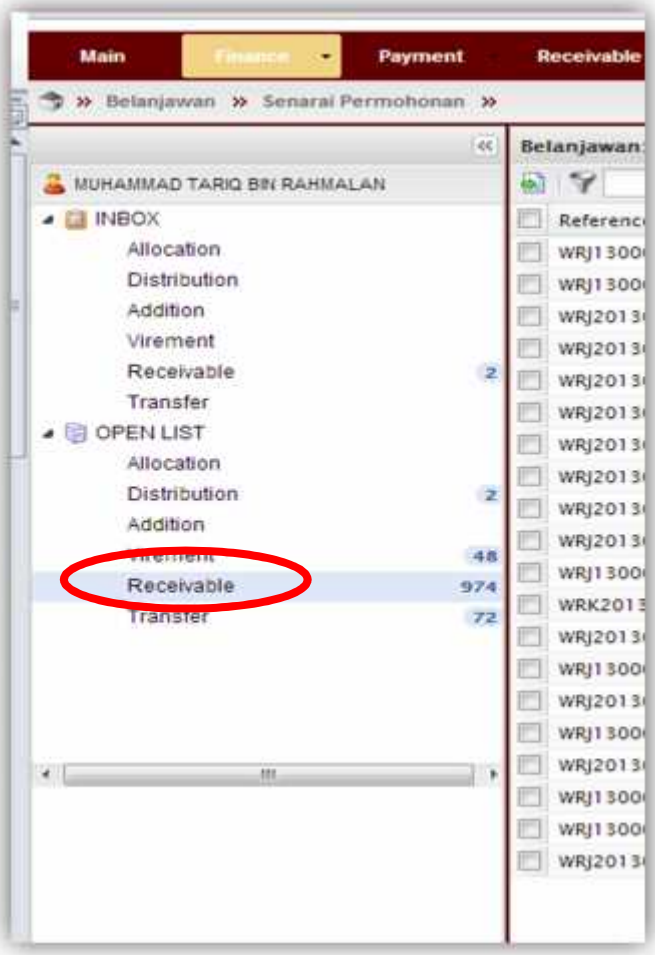
12. Check once again the allocation and then Click **Prepare**



13. Click **OK**

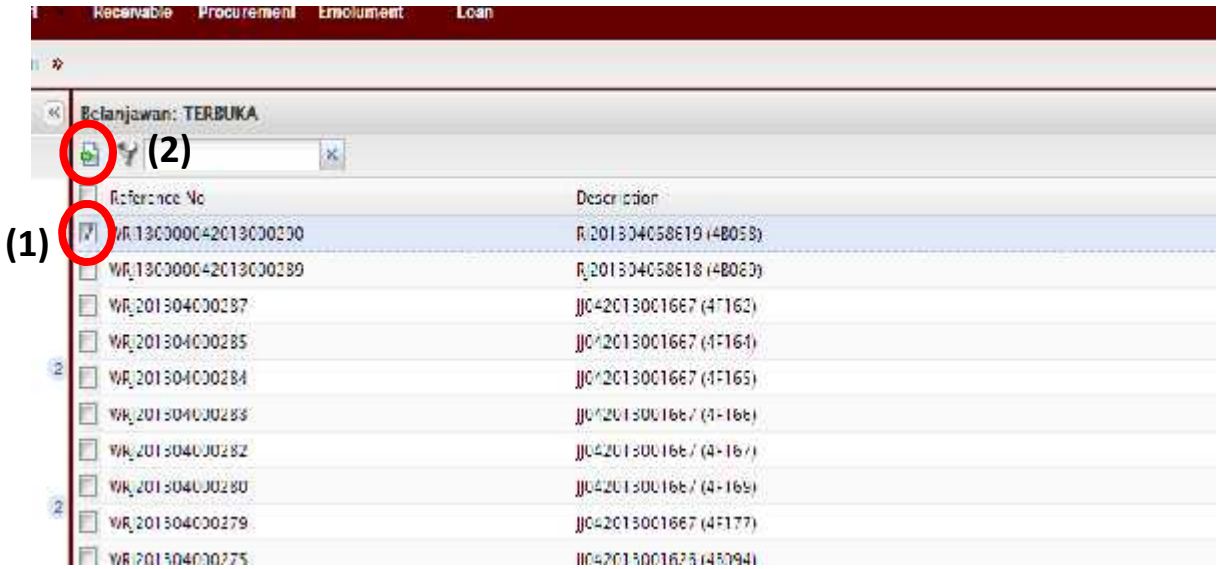


14. Click **Receivable** under OPEN LIST.

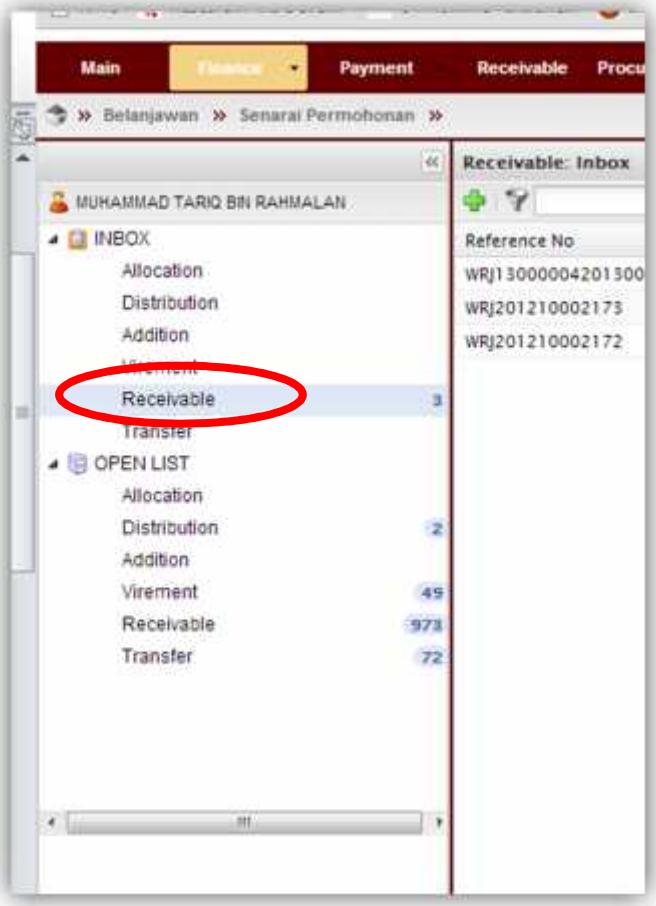


15. Tick in the box for the related document. [refer (1)].

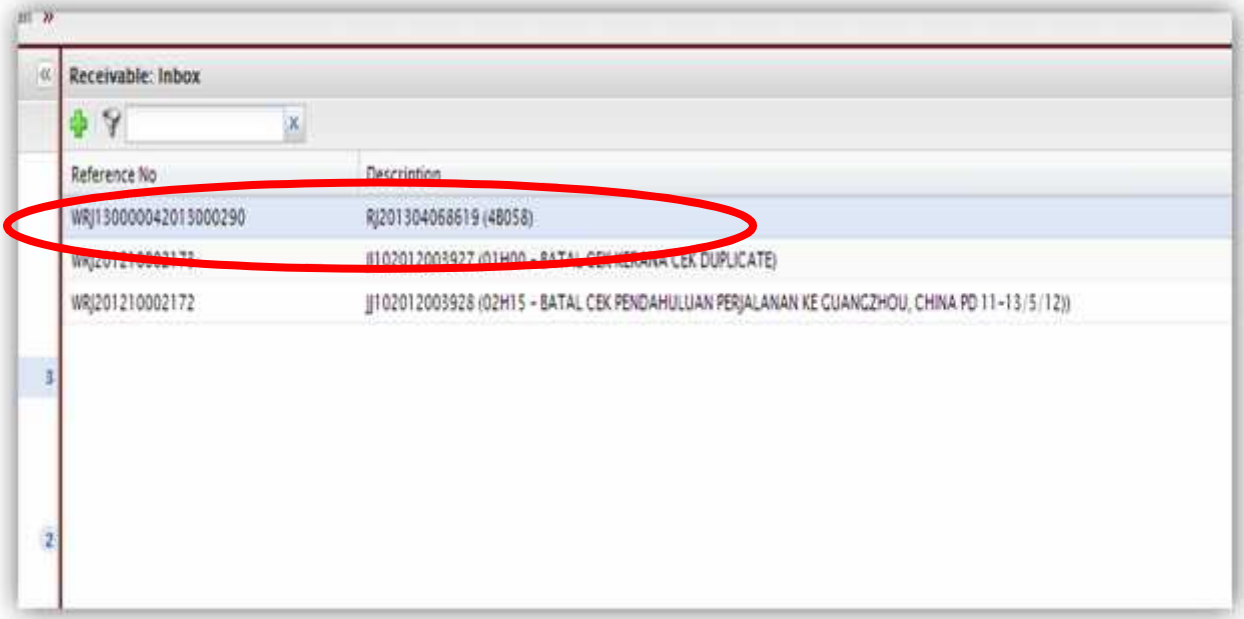
16. Click on the green button (claim document). [refer (2)]



17. Click **Receivable** under INBOX.

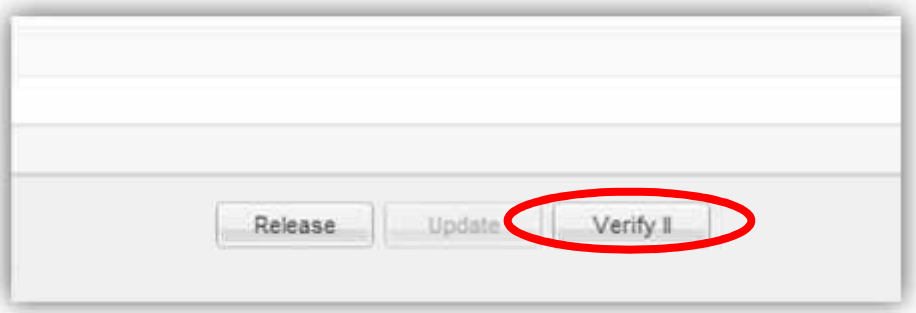


18. **Double Click** on the related document.

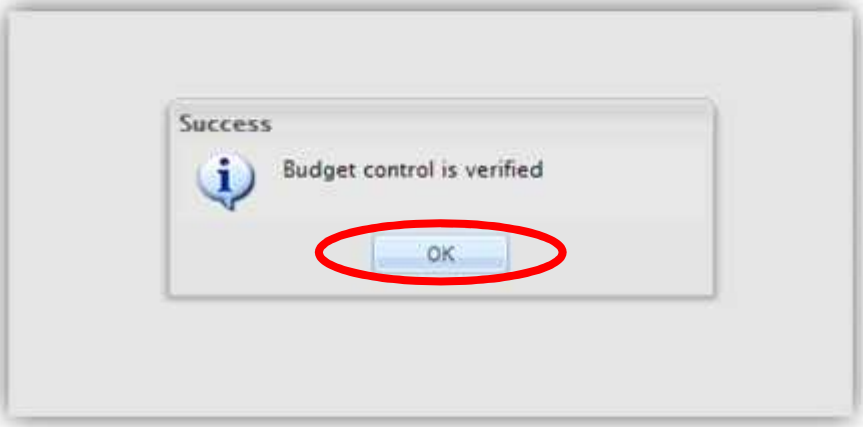


19. Double confirm about the amount being filled in.

20. Click **Verify II**



21. Click **OK**

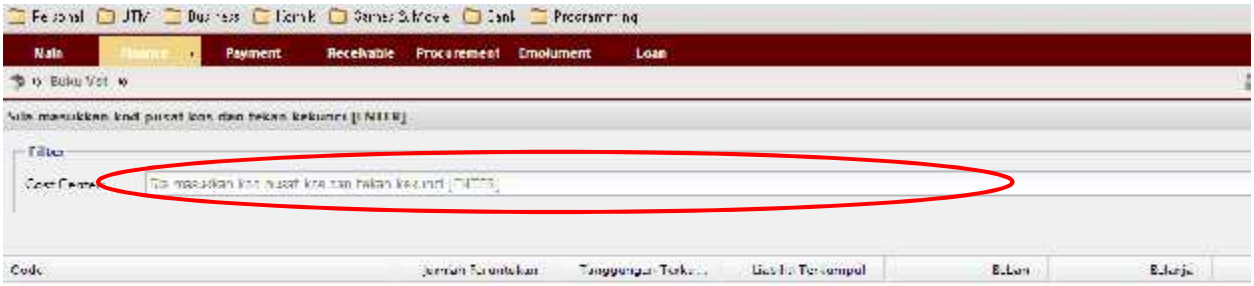


Checking disbursement on Vote Book :

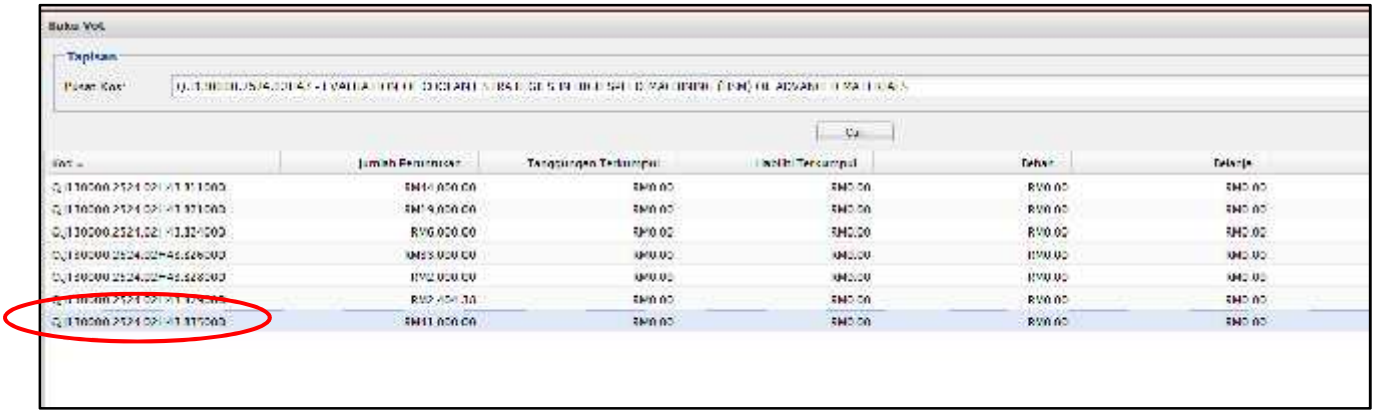
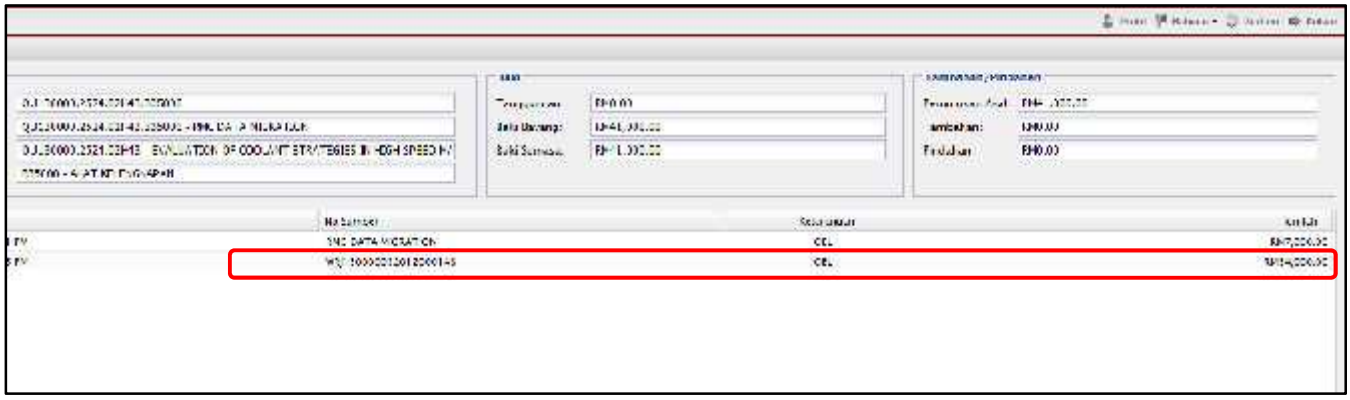
1. Choose menu Finance → Click Vote

2. Type Cost Centre number given by RADIS system.

3. Click → ENTER



4. Double click on SODO related to disbursement process.



5. Additional disbursement will appear according to Reference Number (No Sumber) and Total Amount (Jumlah).