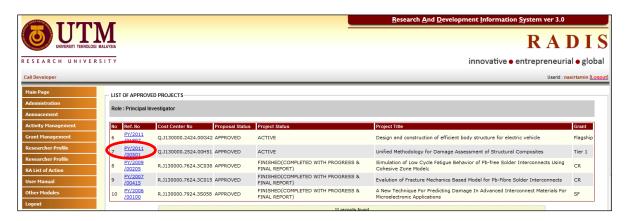**Virement Approved**

Introduction

Virement Approved is a process to make an amendment on your total approval amount per each SODO. This process enables you to fine-tuning your maximum spending for every categories of expenditure which subjected to approval by grant sponsors or any guidelines provided by grant sponsors.

1.   Condition of use

1.1 User login

a)   Log in to https://radis.utm.my/rmc/ . Mozilla Firefox Version 3.0 above browsers are recommended.

b)   Applicant key in username and password
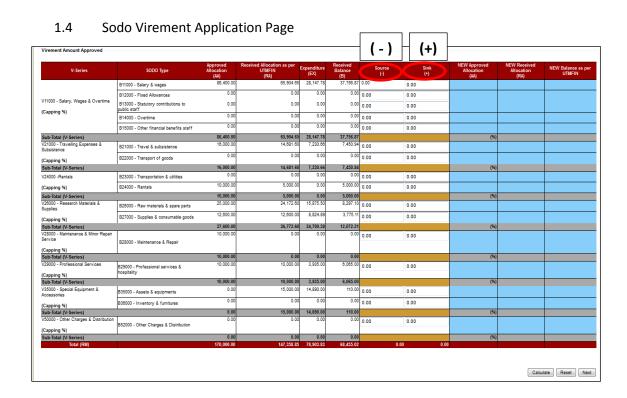
c)   Click Login button.

1.2 Main Page Menu

a)   Click your project Reference No. from project list to proceed for virement process

1.3 SODO Virement sub-menu

[Screenshot: Research And Development Information System ver 3.0 — SODO Virement sub-menu showing "Type of Virement" dropdown with "Virement Approved" selected]

a) Click SODO Virement sub-menu

b) Choose Virement Approved from dropdown list

1.4 Sodo Virement Application Page

(-)   **(+)**

[Screenshot: Virement Amount Approved table]

Virement Amount Approved

V-Series	SODO Type	Approved Allocation (AA)	Received Allocation as per UTMFIN (RA)	Expenditure (EX)	Received Balance (B)	Source (-)	Sink (+)	NEW Approved Allocation (AA)	NEW Received Allocation (RA)	NEW Balance as per UTMFIN
	B11000 - Salary & wages	86,400.00	65,904.65	28,147.78	37,756.87	0.00	0.00			
V11000 - Salary, Wages & Overtime	B12000 - Fixed Allowances	0.00	0.00	0.00	0.00	0.00	0.00			
	B13000 - Statutory contributions to public staff	0.00	0.00	0.00	0.00	0.00	0.00			
(Capping %)	B14000 - Overtime	0.00	0.00	0.00	0.00	0.00	0.00			
	B15000 - Other financial benefits staff	0.00	0.00	0.00	0.00	0.00	0.00			
Sub-Total (V-Series)		**86,400.00**	**65,904.65**	**28,147.78**	**37,756.87**				**(%)**	
V21000 - Travelling Expenses & Subsistence	B21000 - Travel & subsistence	16,000.00	14,681.60	7,230.66	7,450.94	0.00	0.00			
(Capping %)	B22000 - Transport of goods	0.00	0.00	0.00	0.00	0.00	0.00			
Sub-Total (V-Series)		**16,000.00**	**14,681.60**	**7,230.66**	**7,450.94**				**(%)**	
V24000 -Rentals	B23000 - Transportation & utilities	0.00	0.00	0.00	0.00	0.00	0.00			
(Capping %)	B24000 - Rentals	10,000.00	5,000.00	0.00	5,000.00	0.00	0.00			
Sub-Total (V-Series)		**10,000.00**	**5,000.00**	**0.00**	**5,000.00**				**(%)**	
V26000 - Research Materials & Supplies	B26000 - Raw materials & spare parts	25,000.00	24,172.60	15,875.50	8,297.10	0.00	0.00			
(Capping %)	B27000 - Supplies & consumable goods	12,600.00	12,600.00	8,824.89	3,775.11	0.00	0.00			
Sub-Total (V-Series)		**37,600.00**	**36,772.60**	**24,700.39**	**12,072.21**				**(%)**	
V28000 - Maintenance & Minor Repair Service	B28000 - Maintenance & Repair	10,000.00	0.00	0.00	0.00	0.00	0.00			
(Capping %)										
Sub-Total (V-Series)		**10,000.00**	**0.00**	**0.00**	**0.00**				**(%)**	
V29000 - Professional Services	B29000 - Professional services & hospitality	10,000.00	10,000.00	3,935.00	6,065.00	0.00	0.00			
(Capping %)										
Sub-Total (V-Series)		**10,000.00**	**10,000.00**	**3,935.00**	**6,065.00**				**(%)**	
V35000 - Special Equipment & Accessories	B35000 - Assets & equipments	0.00	15,000.00	14,890.00	110.00	0.00	0.00			
(Capping %)	B38000 - Inventory & furnitures	0.00	0.00	0.00	0.00	0.00	0.00			
Sub-Total (V-Series)		**0.00**	**15,000.00**	**14,890.00**	**110.00**				**(%)**	
V50000 - Other Charges & Distribution	B52000 - Other Charges & Distribution	0.00	0.00	0.00	0.00	0.00	0.00			
(Capping %)										
Sub-Total (V-Series)		**0.00**	**0.00**	**0.00**	**0.00**				**(%)**	
Total (RM)		**170,000.00**	**147,358.85**	**78,903.83**	**68,455.02**	**0.00**	**0.00**			

Calculate   Reset   Next

a) Source (-) is to vire out of selected Sodo and

b) Sink (+) is to vire into selected Sodo

1.4.1 Sodo Virement Application

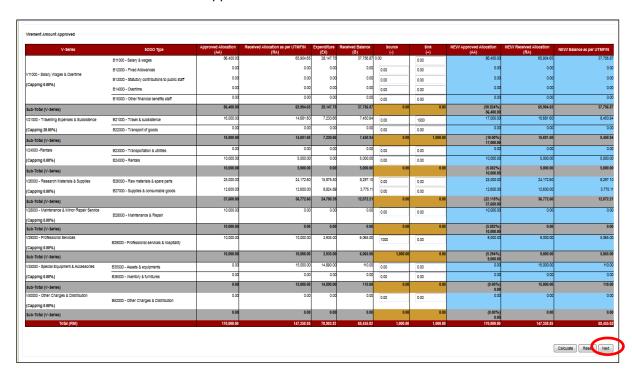| V-Series	SODO Type	Approved Allocation (AA)	Received Allocation as per UTMFIN (RA)	Expenditure (EX)	Received Balance (B)	Source (-)	Sink (+)	NEW Approved Allocation (AA)	NEW Received Allocation (RA)	NEW Balance as per UTMFIN
V11000 - Salary, Wages & Overtime (Capping 0.00%)	B11000 - Salary & wages	86,400.00	65,904.65	28,147.78	37,756.87	0.00	0.00			
	B12000 - Fixed Allowances	0.00	0.00	0.00	0.00	0.00	0.00			
	B13000 - Statutory contributions to public staff	0.00	0.00	0.00	0.00	0.00	0.00			
	B14000 - Overtime	0.00	0.00	0.00	0.00	0.00	0.00			
	B15000 - Other financial benefits staff	0.00	0.00	0.00	0.00	0.00	0.00			
Sub-Total (V-Series)		86,400.00	65,904.65	28,147.78	37,756.87			(%)		
V21000 - Travelling Expenses & Subsistence (Capping 20.00%)	B21000 - Travel & subsistence	16,000.00	14,681.60	7,230.66	7,450.94	0.00	1000			
	B22000 - Transport of goods	0.00	0.00	0.00	0.00	0.00	0.00			
Sub-Total (V-Series)		16,000.00	14,681.60	7,230.66	7,450.94			(%)		
V24000 - Rentals (Capping 0.00%)	B23000 - Transportation & utilities	0.00	0.00	0.00	0.00	0.00	0.00			
	B24000 - Rentals	10,000.00	5,000.00	0.00	5,000.00	0.00	0.00			
Sub-Total (V-Series)		10,000.00	5,000.00	0.00	5,000.00			(%)		
V26000 - Research Materials & Supplies (Capping 0.00%)	B26000 - Raw materials & spare parts	25,000.00	24,172.60	15,875.50	8,297.10	0.00	0.00			
	B27000 - Supplies & consumable goods	12,600.00	12,600.00	8,824.89	3,775.11	0.00	0.00			
Sub-Total (V-Series)		37,600.00	36,772.60	24,700.39	12,072.21			(%)		
V28000 - Maintenance & Minor Repair Service (Capping 0.00%)	B28000 - Maintenance & Repair	10,000.00	0.00	0.00	0.00	0.00	0.00			
Sub-Total (V-Series)		10,000.00	0.00	0.00	0.00			(%)		
V29000 - Professional Services (Capping 0.00%)	B29000 - Professional services & hospitality	10,000.00	10,000.00	3,935.00	6,065.00	1000	0.00			
Sub-Total (V-Series)		10,000.00	10,000.00	3,935.00	6,065.00			(%)		
V35000 - Special Equipment & Accessories (Capping 0.00%)	B35000 - Assets & equipments	0.00	15,000.00	14,890.00	110.00	0.00	0.00			
	B36000 - Inventory & furnitures	0.00	0.00	0.00	0.00	0.00	0.00			
Sub-Total (V-Series)		0.00	15,000.00	14,890.00	110.00			(%)		
V50000 - Other Charges & Distribution (Capping 0.00%)	B52000 - Other Charges & Distribution	0.00	0.00	0.00	0.00	0.00	0.00			
Sub-Total (V-Series)		0.00	0.00	0.00	0.00			(%)		
Total (RM)		170,000.00	147,358.85	78,903.83	68,455.02	0.00	0.00			

Calculate | Reset | Next
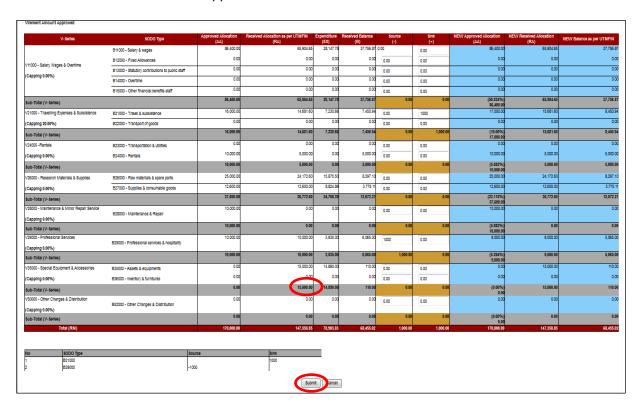
   a) Enter the amount desired for each Sink (+)to vire into selected Sodo and

   b) Enter the amount desired for each Source (-) to vire out of selected Sodo

   c) Click calculate button

1.4.2 Sodo Virement Application.

Virement Amount Approved

V-Series	SODO Type	Approved Allocation (AA)	Received Allocation as per UTMFIN (RA)	Expenditure (EX)	Received Balance (B)	Source (-)	Sink (+)	NEW Approved Allocation (AA)	NEW Received Allocation (RA)	NEW Balance as per UTMFIN
V11000, Wages & Overtime (Capping 0.00%)	B11000 - Salary & wages	86,400.00	65,904.65	28,147.78	37,756.87	0.00	0.00	86,400.00	65,904.65	37,756.87
	B12000 - Fixed Allowances	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	B13000 - Statutory contributions to public staff	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	B14000 - Overtime	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	B15000 - Other financial benefits staff	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sub-Total (V-Series)		86,400.00	65,904.65	28,147.78	37,756.87	0.00	0.00	(50.024%) 86,400.00	65,904.65	37,756.87
V21000 - Travelling Expenses & Subsistence (Capping 20.00%)	B21000 - Travel & subsistence	16,000.00	14,681.60	7,230.66	7,450.94	0.00	1000	17,000.00	15,681.60	8,450.94
	B22000 - Transport of goods	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sub-Total (V-Series)		16,000.00	14,681.60	7,230.66	7,450.94	0.00	1,000.00	(10.00%) 17,000.00	15,681.60	8,450.94
V24000 - Rentals (Capping 0.00%)	B23000 - Transportation & utilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	B24000 - Rentals	10,000.00	5,000.00	0.00	5,000.00	0.00	0.00	10,000.00	5,000.00	5,000.00
Sub-Total (V-Series)		10,000.00	5,000.00	0.00	5,000.00	0.00	0.00	(5.882%) 10,000.00	5,000.00	5,000.00
V26000 - Research Materials & Supplies (Capping 0.00%)	B26000 - Raw materials & spare parts	25,000.00	24,172.60	15,875.50	8,297.10	0.00	0.00	25,000.00	24,172.60	8,297.10
	B27000 - Supplies & consumable goods	12,600.00	12,600.00	8,824.89	3,775.11	0.00	0.00	12,600.00	12,600.00	3,775.11
Sub-Total (V-Series)		37,600.00	36,772.60	24,700.39	12,072.21	0.00	0.00	(22.118%) 37,600.00	36,772.60	12,072.21
V28000 - Maintenance & Minor Repair Service (Capping 0.00%)	B28000 - Maintenance & Repair	10,000.00	0.00	0.00	0.00	0.00	0.00	10,000.00	0.00	0.00
Sub-Total (V-Series)		10,000.00	0.00	0.00	0.00	0.00	0.00	(5.882%) 10,000.00	0.00	0.00
V29000 - Professional Services (Capping 0.00%)	B29000 - Professional services & hospitality	10,000.00	10,000.00	3,935.00	6,065.00	1000	0.00	9,000.00	9,000.00	5,065.00
Sub-Total (V-Series)		10,000.00	10,000.00	3,935.00	6,065.00	1,000.00	0.00	(5.294%) 9,000.00	9,000.00	5,065.00
V35000 - Special Equipment & Accessories (Capping 0.00%)	B35000 - Assets & equipments	0.00	15,000.00	14,890.00	110.00	0.00	0.00	0.00	15,000.00	110.00
	B36000 - Inventory & furnitures	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sub-Total (V-Series)		0.00	15,000.00	14,890.00	110.00	0.00	0.00	(0.00%) 0.00	15,000.00	110.00
V50000 - Other Charges & Distribution (Capping 0.00%)	B52000 - Other Charges & Distribution	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sub-Total (V-Series)		0.00	0.00	0.00	0.00	0.00	0.00	(0.00%) 0.00	0.00	0.00
Total (RM)		170,000.00	147,358.85	78,903.83	68,455.02	1,000.00	1,000.00	170,000.00	147,358.85	68,455.02

Calculate | Reset | Next

   a) Once validation calculated and verified, green message will appear on the top of menu.

   b) Click Next button to proceed.

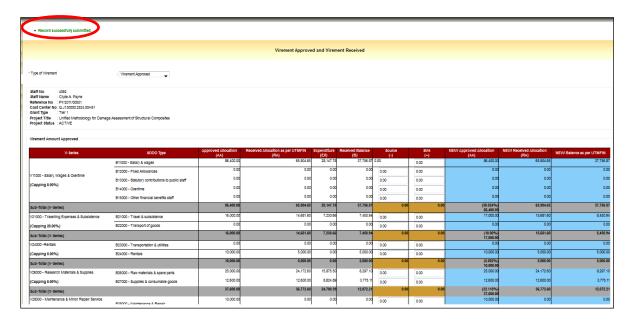### 1.4.3 Sodo Virement Application

a) Summary boxes will pop-out for user final verification.

b) Click Submit if you want to proceed.

1.4.4 Sodo Virement Application Message

a) Click OK if you want to confirm on the transactions.

1.4.5 Sodo Virement Successfully.

a) Green message will appear to inform user that virement successfully approved.