



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

RESEARCH PUBLICATION CENTRE (RPC)

UTMFIN MANUAL FOR PUBLICATION INCENTIVE CLAIM

The screenshot shows the homepage of the UTM Financial System. At the top, there is a navigation bar with the UTM logo and the text "Universiti Teknologi Malaysia Financial System". Below this, the main header features the UTM logo and "UTMFin innovative • entrepreneurial • global".

The main content area is divided into several sections:

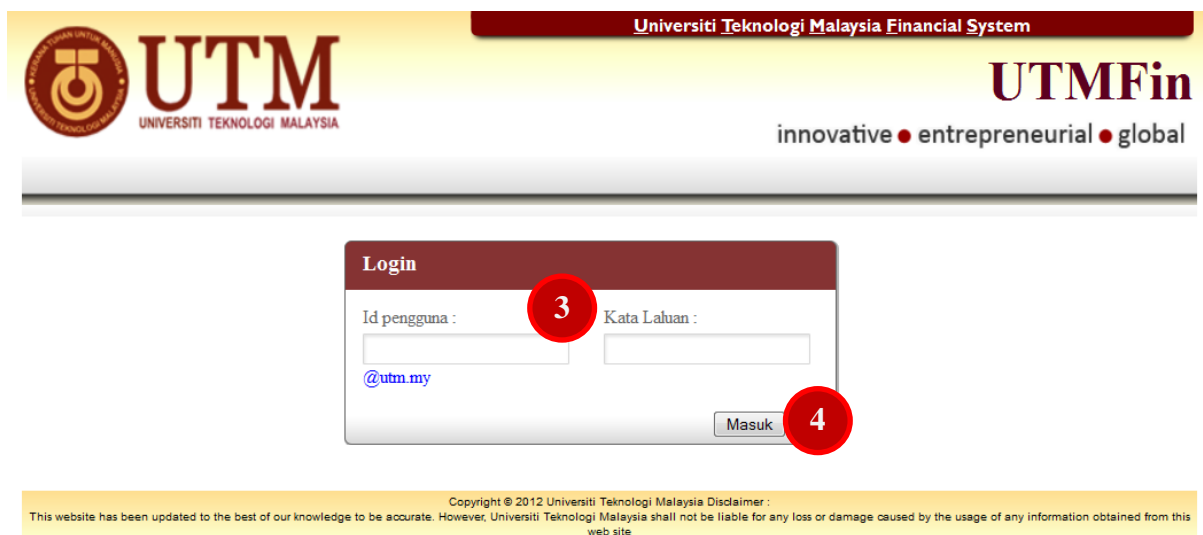
- Login**: A button for "UTMFin JB" with a double arrow icon.
- Pemakluman Penggunaan UTMFin**: A section containing several sub-sections:
 - Penyelarasan Id Pengguna UTMFin**: A text block stating that users have been assigned IDs on the HRFin portal and should use their existing passwords.
 - Id Pengguna Staf Kontrak UTM dan Staf Dengan No Kerja Bermula Dengan "P"**: A text block explaining that technical staff are being updated in the HRFin portal and that their data will be moved to the UTMFin system.
 - Pertanyaan Mengenai Bajet Penyelidikan dan Amanah**: A text block providing contact information for research budget and grant inquiries.
- Manual Untuk Clear Cache dan Enable Pop-ups Pada Browser**: A section with a link to a manual for clearing browser cache and enabling pop-ups.
- Penggunaan Browser**: A section with instructions for using browsers, flash players, and PDF readers.

On the left side, there is a "Download" banner for the UTMFin application, showing logos for Chrome, Safari, and Firefox, and the text "best view".

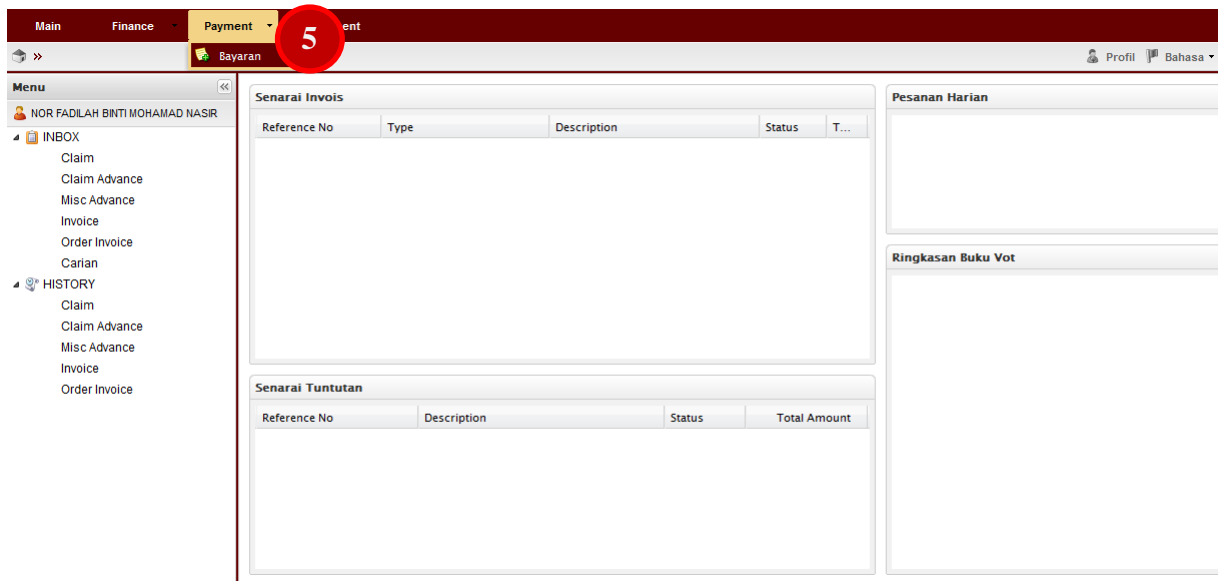
1. Go to hyperlink <https://utmfin.utm.my>



2. Click “Log Masuk”



3. Fill in your username in “Id pengguna” column and password in “Kata laluan” column.
4. Click “Masuk” for log in.

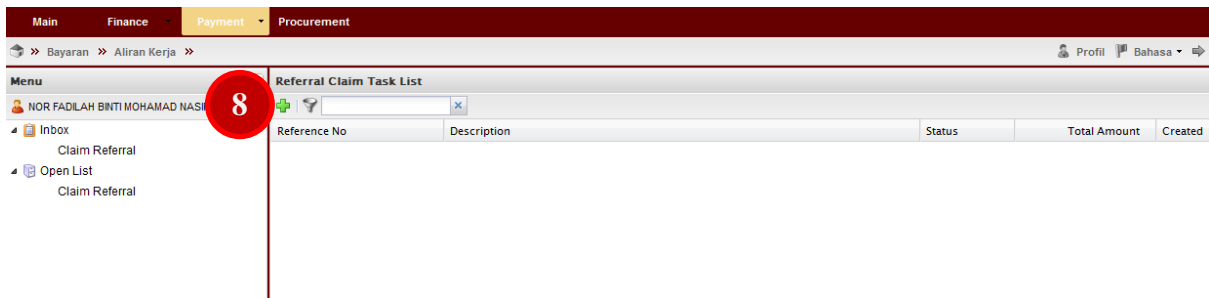



5. Go to “Payment” and then click “Bayaran”.

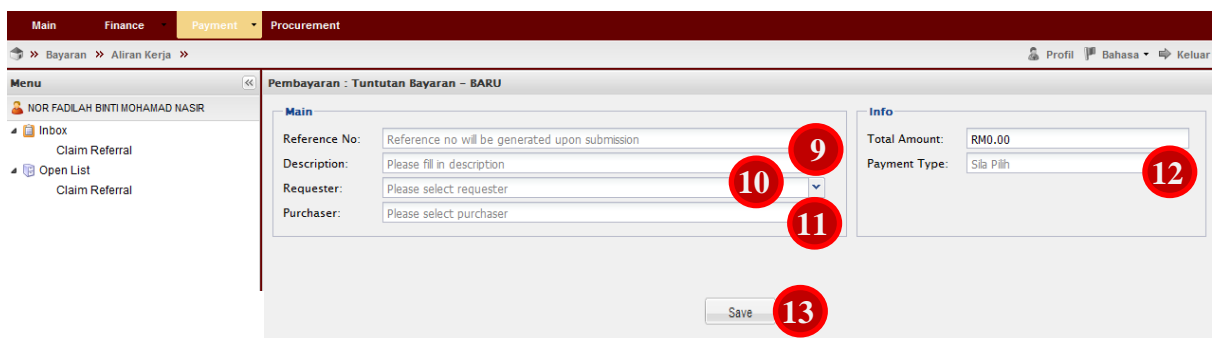


6. Go to “Permohonan Tuntutan”

7. Click “Tuntutan Bayaran”



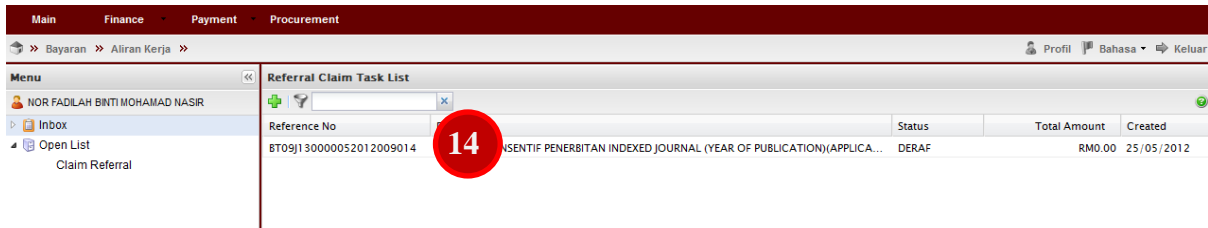
8. Click at “”



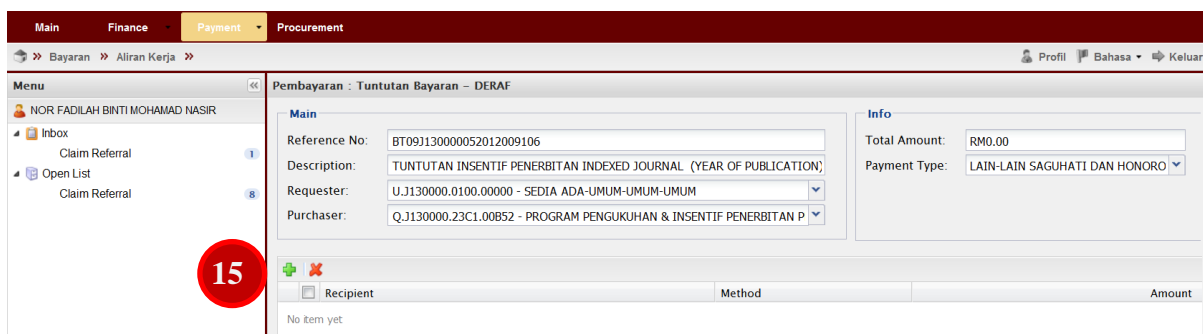
Please fill in the details for “Pembayaran: Tuntutan Bayaran – BARU” as below:

No.	ITEM	DETAILS
9	Description INDEXED JOURNAL : NON-INDEXED JOURNAL: BOOK CHAPTER: CITATION:	TUNTUTAN INSENTIF PENERBITAN INDEXED JOURNAL (YEAR OF PUBLICATION)(APPLICANT’S NAME) TUNTUTAN INSENTIF PENERBITAN NON-INDEXED JOURNAL 2011 (APPLICANT’S NAME) TUNTUTAN INSENTIF PENERBITAN BOOK CHAPTER (YEAR OF PUBLICATION)(APPLICANT’S NAME) TUNTUTAN INSENTIF CITATION 2011 (APPLICANT’S NAME)
10	Requester	PTJ OF FACULTY / DEPARTMENT Example : RMC : U.J130000.0100.00000 - SEDIA ADA-UMUM-UMUM-UMUM
11	Purchaser	Q.J130000.23C1.00B52 - PROGRAM PENGUKUHAN & INSENTIF PENERBITAN PENYELIDIKAN
12	Payment Type	LAIN-LAIN SAGUHATI & HONORARIUM

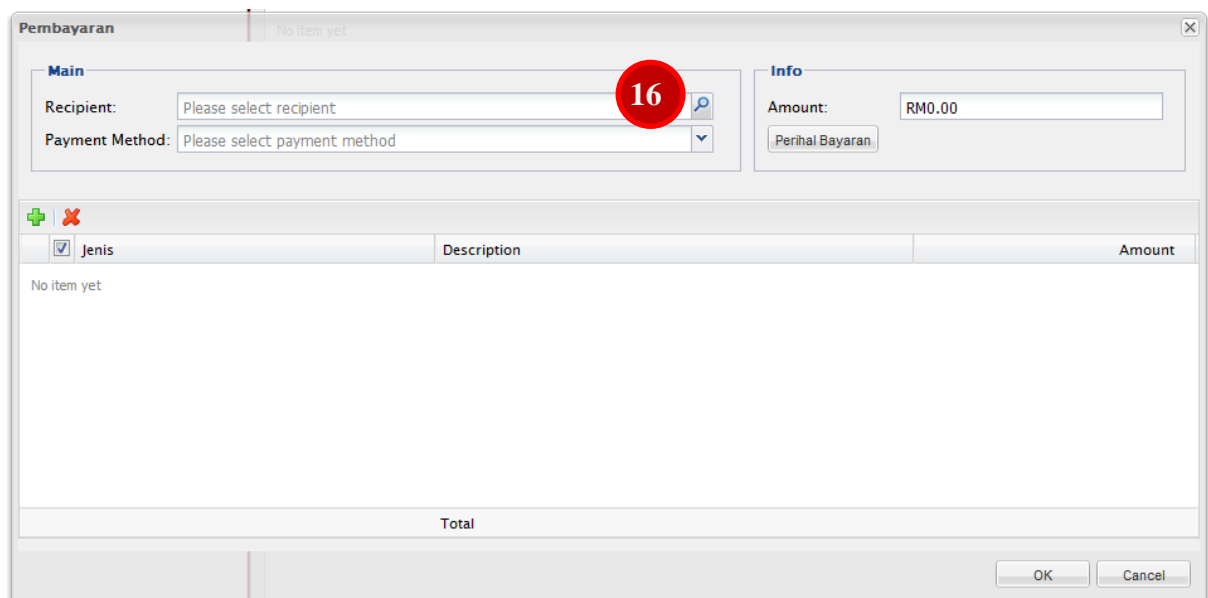
13. Then Click “Save”.



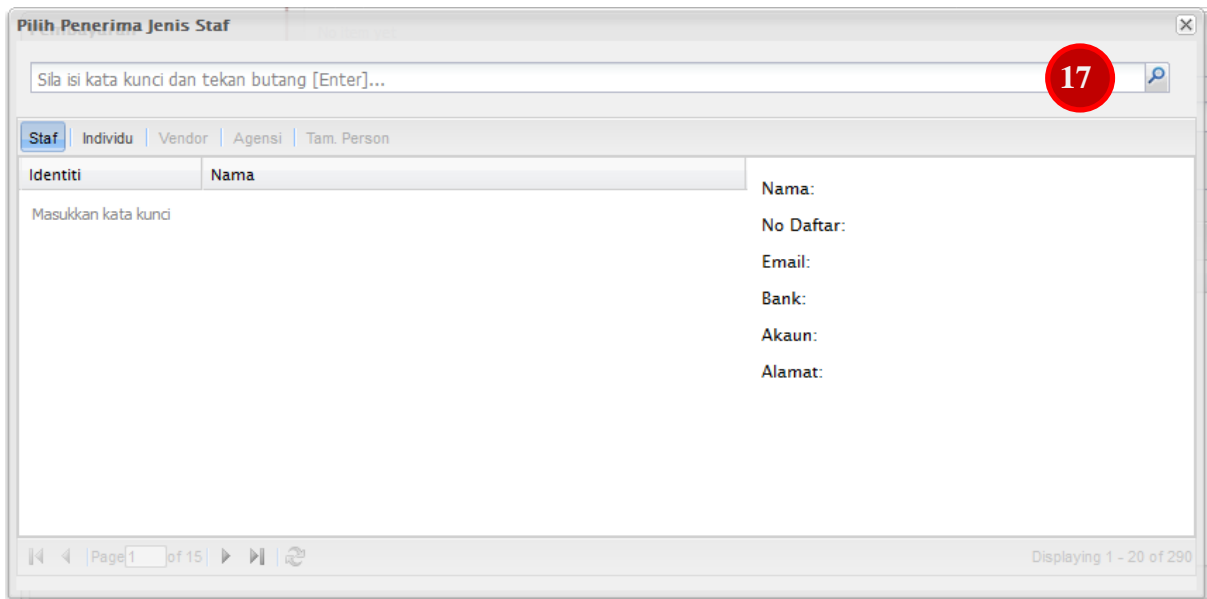
14. "Reference No." will automatic generated and then double clicks at "Reference No."



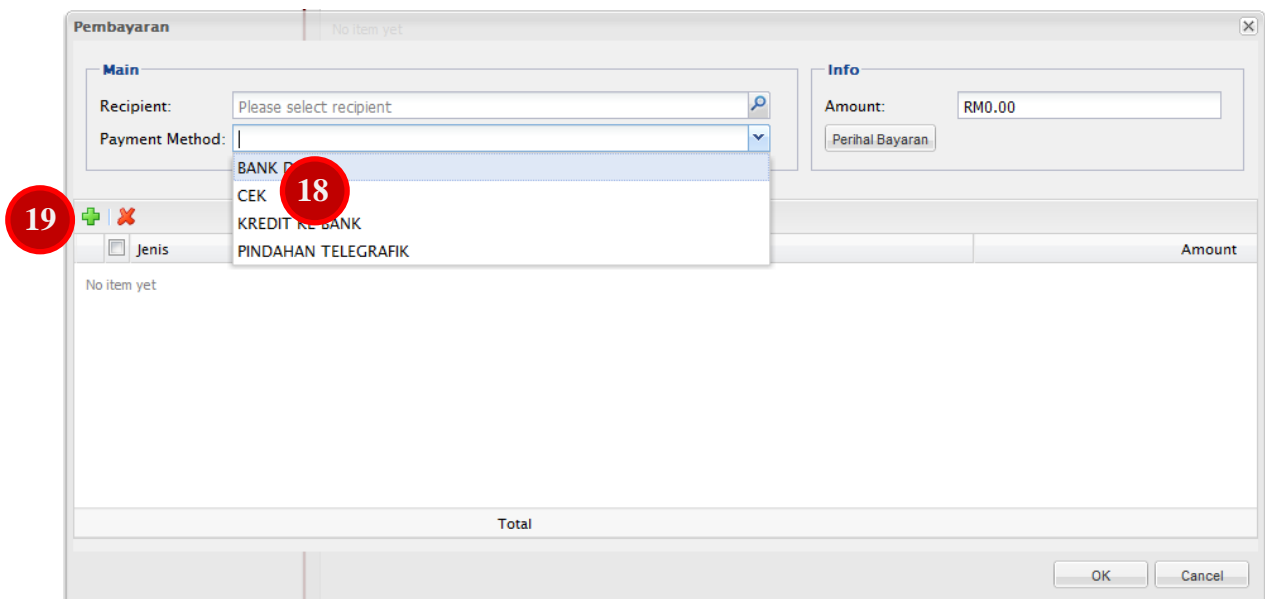
15. Click at " + "




16. Please search "Recipient" name.



17. Please insert **Staff Id No.**, press [Enter] and then double clicks at applicant's name



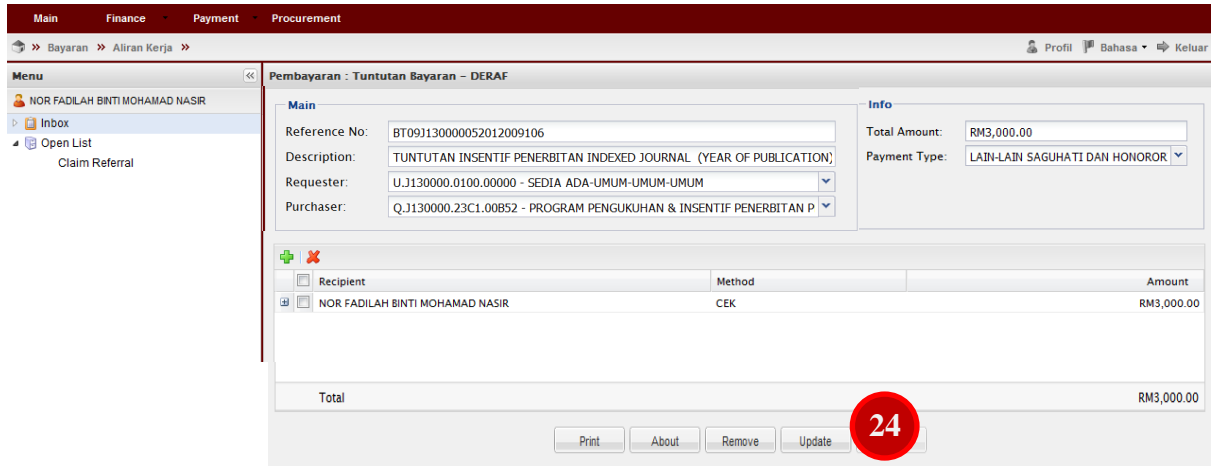
18. Please select **CEK** for “Payment Method”

19. Click at “”

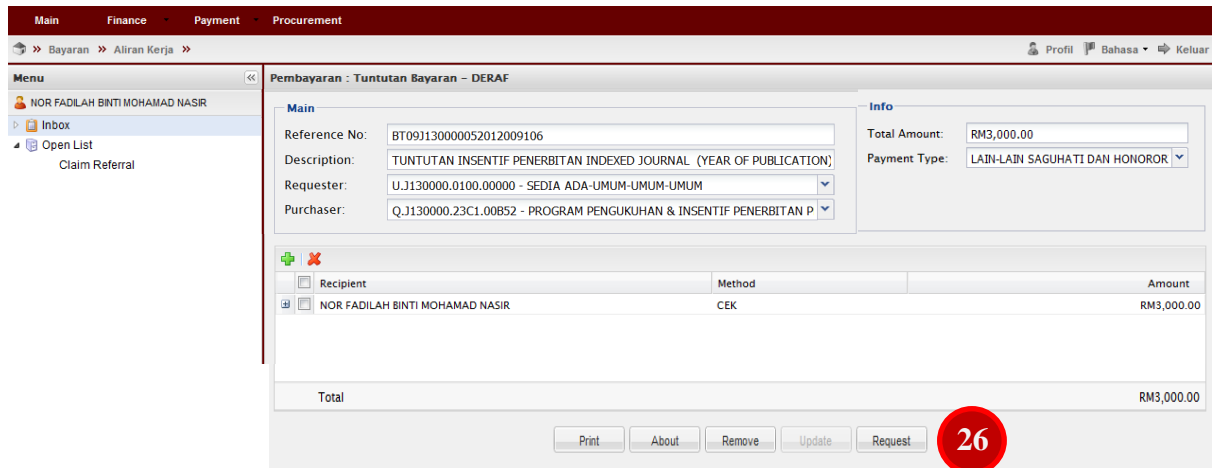
Please fill in the details according to your type of incentive claim.

No.	Jenis 20	Description 21	Amount 22
i	INSENTIF PENERBITAN INDEXED JOURNAL	Bayaran Tuntutan Insentif Penerbitan Indexed Journal IF:??	Indexed in Web of Science each 0.1 <i>impact factor</i> = RM200 (max RM3000) Indexed in Scopus = RM200
ii	INSENTIF PENERBITAN NON - INDEXED JOURNAL	Bayaran Tuntutan Insentif Penerbitan Non-Indexed Journal	RM100 / article
iii	INSENTIF PENERBITAN BOOK CHAPTER	Bayaran Tuntutan Insentif Penerbitan Book Chapter	RM100 / chapter
iv	INSENTIF CITATION	Bayaran Tuntutan Insentif Citation	Each citation = RM200 <i>(for article published in journal indexed in Web of Science / Scopus only)</i>

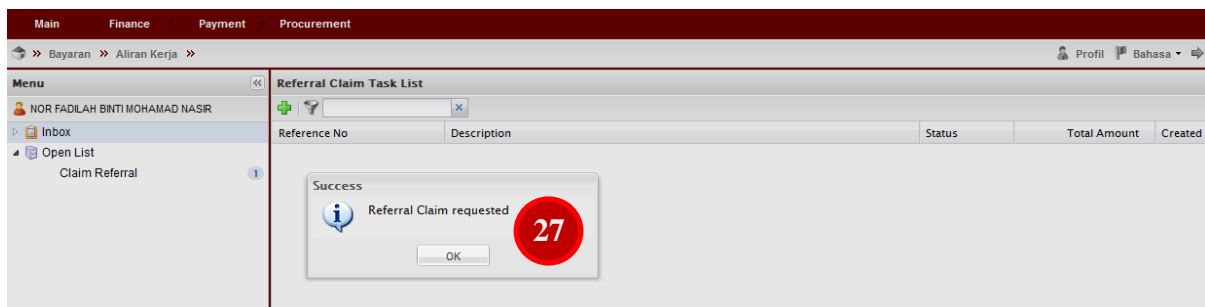
23. Then click **“OK”**



24. Click "Update"



- 25. Please print this page as your application's attachment
- 26. Click "Request"



27. Click "OK"