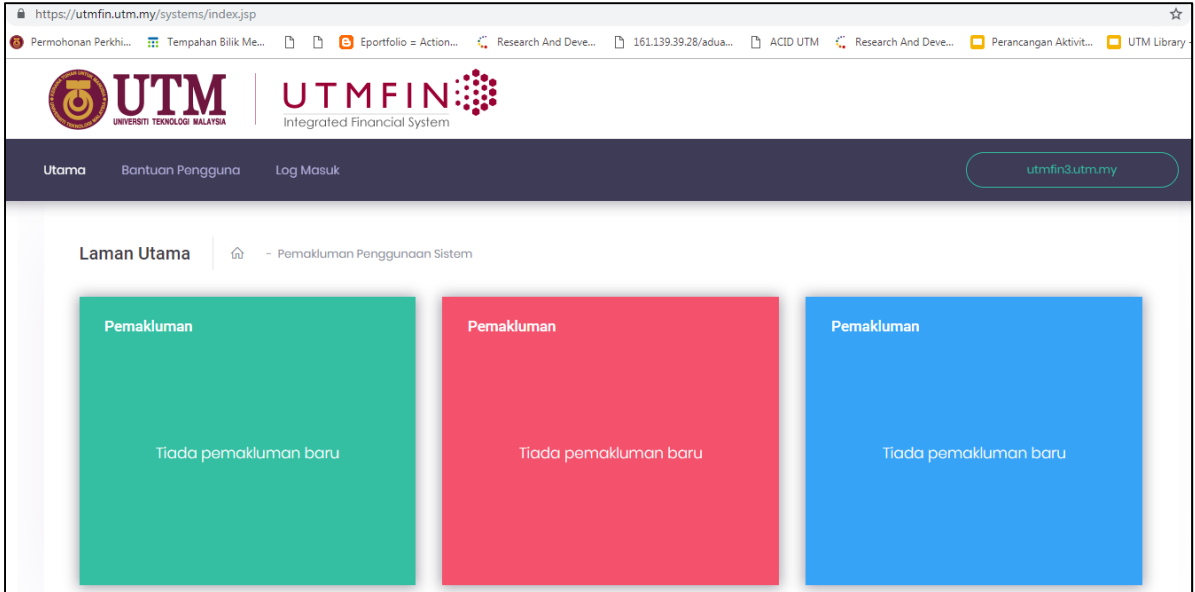
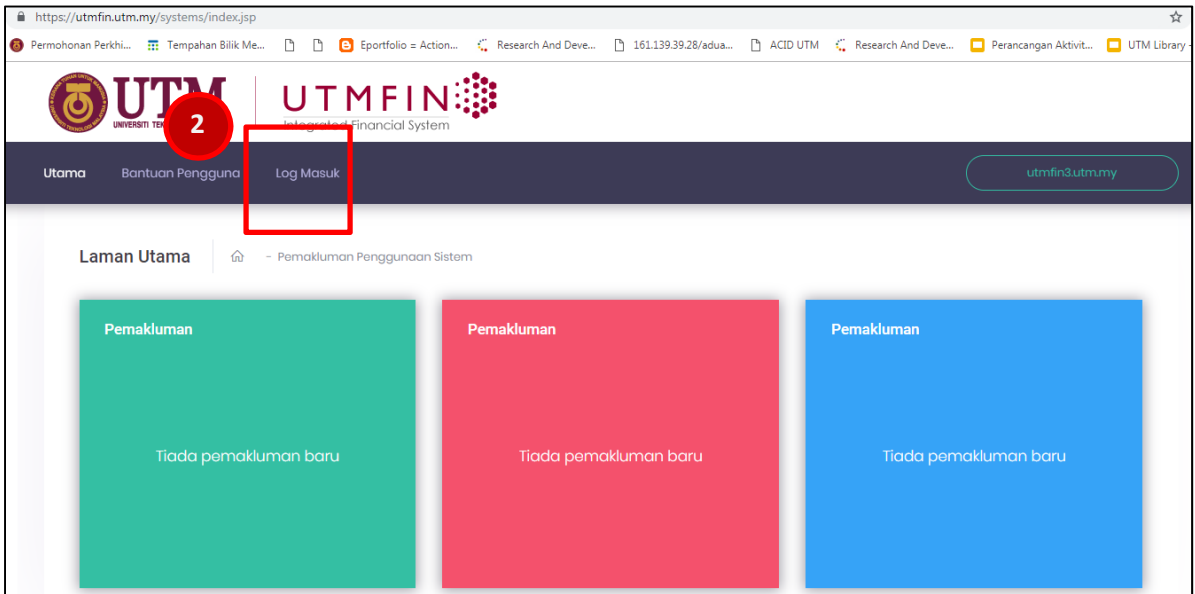


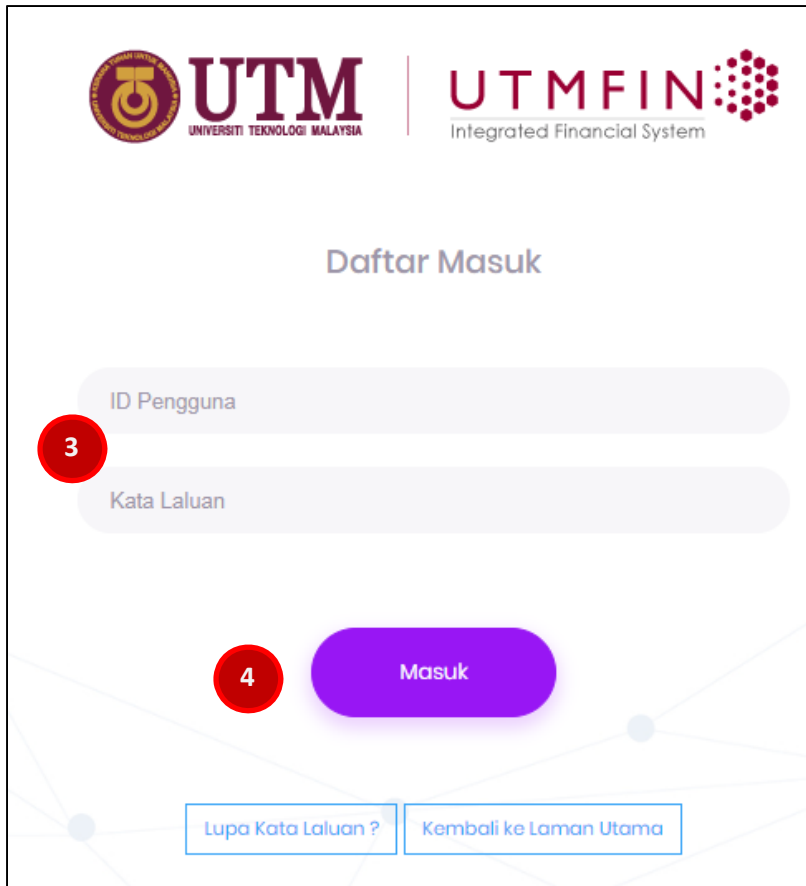
1. Go to <https://utmfin.utm.my>



2. To log in, click “Log Masuk”

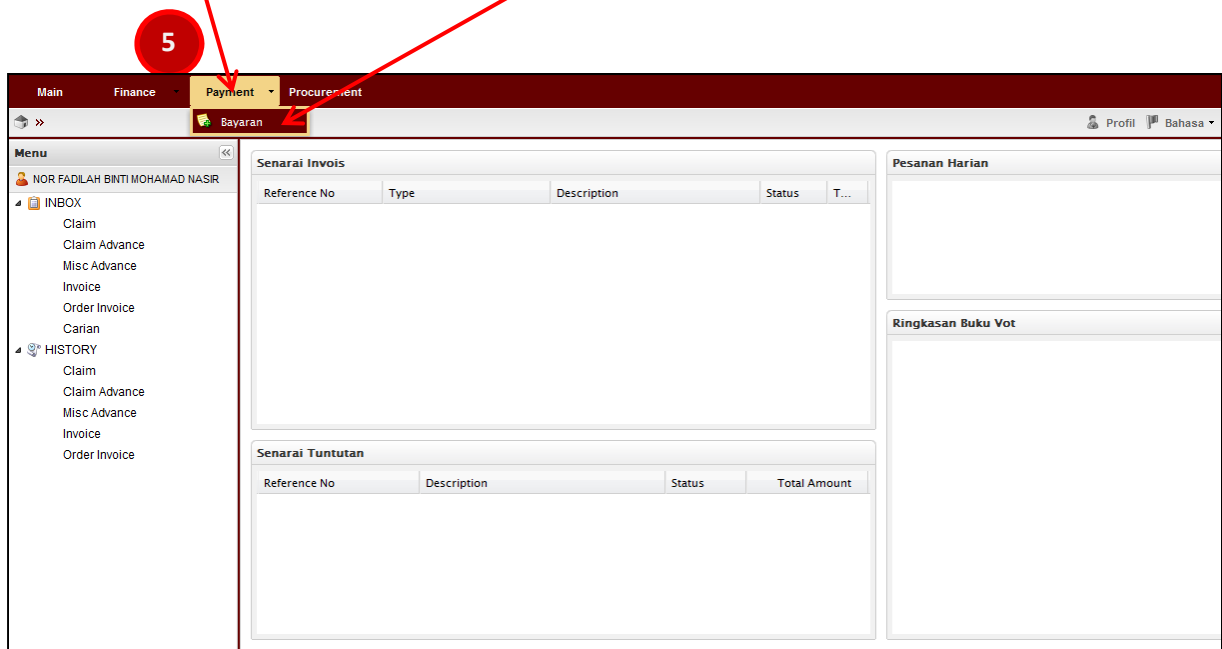


3. Fill in your username in “**Id pengguna**” field and password in “**Kata laluan**” field.
4. Click “**Masuk**” to log in.



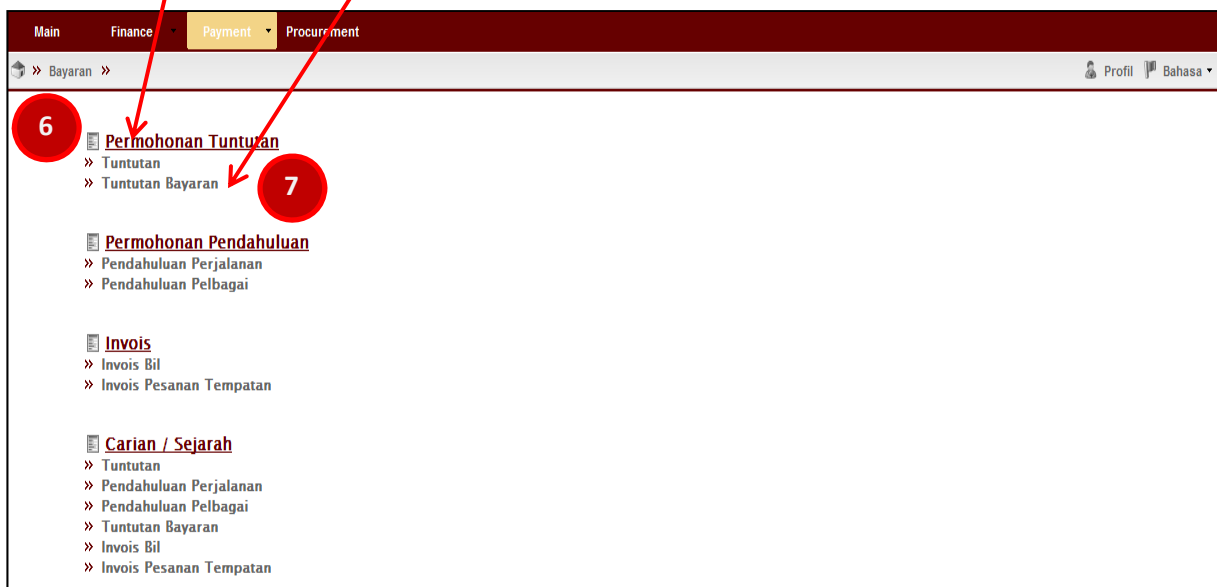
The screenshot shows the login interface for UTMFIN. At the top, there are logos for UTM (Universiti Teknologi Malaysia) and UTMFIN (Integrated Financial System). The main heading is "Daftar Masuk". Below this, there are two input fields: "ID Pengguna" and "Kata Laluan". A red circle with the number "3" is placed to the left of the "ID Pengguna" field. Below the "Kata Laluan" field, there is a purple "Masuk" button. A red circle with the number "4" is placed to the left of the "Masuk" button. At the bottom, there are two links: "Lupa Kata Laluan ?" and "Kembali ke Laman Utama".


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

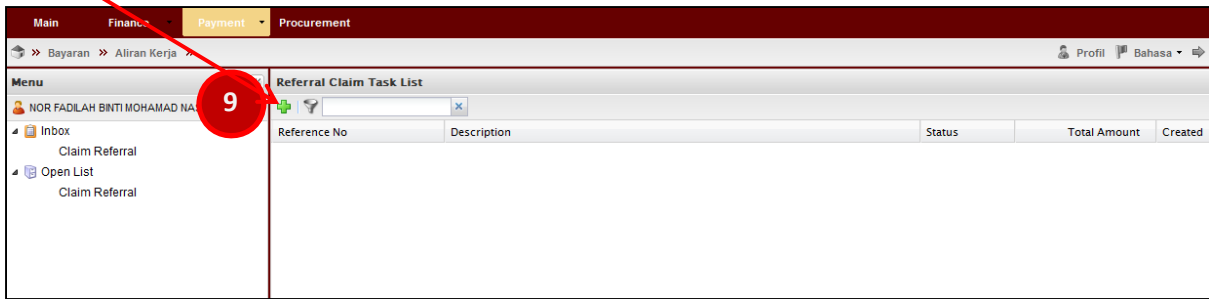


6. Go to “Permohonan Tuntutan”

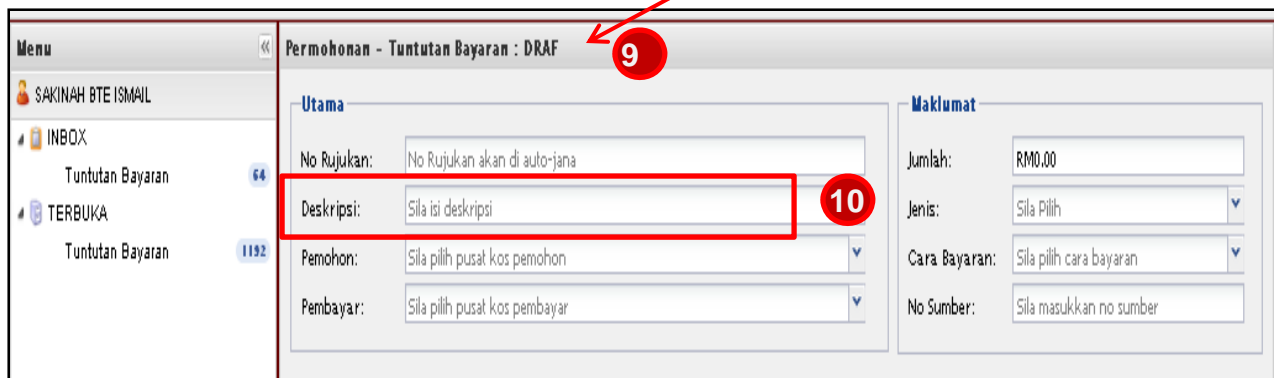
7. Click “Tuntutan Bayaran”



8. Click at “  “



9-10. Please fill in the details for “**Permohonan - Tuntutan Bayaran : DERAf**” as below:-



10	Description / Deskripsi	
	INDEXED JOURNAL :	<p>TUNTUTAN INSENTIF INDEXED JOURNAL (YEAR OF PUBLICATION) (APPLICANT'S NAME)</p> <p><i>Example:</i> TUNTUTAN INSENTIF INDEXED JOURNAL 2019 AHMAD BIN ABU</p>
	BOOK CHAPTER:	<p>TUNTUTAN INSENTIF PENERBITAN BOOK CHAPTER (YEAR OF PUBLICATION) (APPLICANT'S NAME)</p> <p><i>Example:</i> TUNTUTAN INSENTIF PENERBITAN BOOK CHAPTER 2019 AHMAD BIN ABU</p>

Menu	Permohonan - Tuntutan Bayaran : DRAF	
SAKINAH BTE ISMAIL	Utama	Maklumat
INBOX	No Rujukan: No Rujukan akan di auto-jana	Jumlah: RM0.00
Tuntutan Bayaran 64	Deskripsi: Sila isi deskripsi	Jenis: Sila Pilih 13
TERBUKA	Pemohon: Sila pilih pusat kos pemohon 11	Cara Bayaran: Sila pilih cara bayaran 14
Tuntutan Bayaran 1192	Pembayar: Sila pilih pusat kos pembayar 12	No Sumber: Sila masukkan no sumber

12-15. Please fill in the details for “Permohonan - Tuntutan Bayaran : DERAf” as below:-

11	Requester / Pemohon	<p>A) FOR ACADEMIC STAFF BASED IN UTM JOHOR BAHRU CAMPUS : (PTJ OF FACULTY / DEPARTMENT CODE) - SEDIA ADA-UMUM</p> <p>Example : RMC → U.J130000.0100.00000 - SEDIA ADA-UMUM FKE → U.J230000.0100.00000 - SEDIA ADA-UMUM FBME → U.J350000.0100.00000 - SEDIA ADA-UMUM</p>
		<p>B) FOR ACADEMIC STAFF BASED IN UTM KUALA LUMPUR CAMPUS:</p> <p>INDEXED JOURNAL & NON-INDEXED JOURNAL: → Q.J090000.23C1.00D22 - INSENTIF PENERBITAN PENYELIDIKAN</p> <p>BOOK CHAPTER: → Q.J090000.23C1.00D26 - INSENTIF PENERBITAN PENYELIDIKAN</p> <p>Note: If the above chargelines were not available in your Requester listing, kindly contact Bursary Personnel (Mr. Mohd Zaki) at 07-5530419 or e-mail him at mohdzaki@utm.my to request the chargeline to be added into your Requester listing.</p>
12	Purchaser / Pembayar	<p>INDEXED JOURNAL: → Q.J090000.23C1.00D22 - INSENTIF PENERBITAN PENYELIDIKAN</p> <p>BOOK CHAPTER: → Q.J090000.23C1.00D26 - INSENTIF PENERBITAN PENYELIDIKAN</p>
13	Payment Type / Jenis Bayaran	LAIN-LAIN SAGUHATI & HONORARIUM
14.	Payment Method / Cara Bayaran	KREDIT KE BANK

Menu

SAKINAH BTE ISMAIL

INBOX

Tuntutan Bayaran 64

TERBUKA

Tuntutan Bayaran 1192

Permohonan - Tuntutan Bayaran : DRAF

Utama

No Rujukan: No Rujukan akan di auto-jana

Deskripsi: Sila isi deskripsi

Pemohon: Sila pilih pusat kos pemohon

Pembayar: Sila pilih pusat kos pembayar

Maklumat

Jumlah: RM0.00

Jenis: Sila Pilih 14

Cara Bayaran: Sila pilih cara bayaran

No Sumber: Sila masukkan no sumber

Save 15

15. Then Click “Save / Simpan”.

Note :

If you sign out from UTMFin system after clicking “Save/Simpan” button, you may resume finalizing the drafted payment application from Permohonan Tuntutan tab (Bayaran/Payment > +Bayaran > Permohonan Tuntutan > Tuntutan Bayaran)

16. “Reference No./ No. Rujukan” will automatically generated and then double clicks at “Reference No./ No. Rujukan”

Main Finance Payment Procurement

Bayaran Aliran Kerja

Profil Bahasa Keluar

Menu

NOR FADILAH BINTI MOHAMAD NASIR

Inbox


Open List

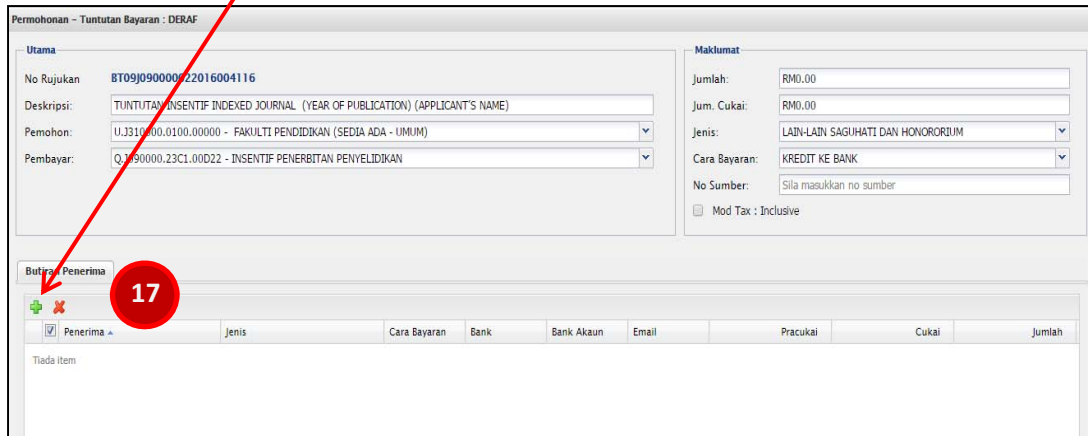
Claim Referral

Referral Claim Task List

Reference No	Description	Status	Total Amount	Created
BT09J130000052012009014	TUNTUTAN INSENTIF PENERBITAN INDEXED JOURNAL (YEAR OF PUBLICATION)(APPLICA...	DERAF	RM0.00	25/05/2012

16

17. Click at “”



Permohonan - Tuntutan Bayaran : DERAf

Utama

No Rujukan: BT09J09000022016004116

Deskripsi: TUNTUTAN INSENTIF INDEXED JOURNAL (YEAR OF PUBLICATION) (APPLICANT'S NAME)

Pemohon: U.3310.00.0100.00000 - FAKULTI PENDIDIKAN (SEDIA ADA - UMUM)

Pembayar: Q.190000.23C1.00D22 - INSENTIF PENERBITAN PENYELIDIKAN

Maklumat

Jumlah: RM0.00

Jum. Cukai: RM0.00



Jenis: LAIN-LAIN SAGUHATI DAN HONORORDUM

Cara Bayaran: KREDIT KE BANK

No Sumber: Sila masukkan no sumber

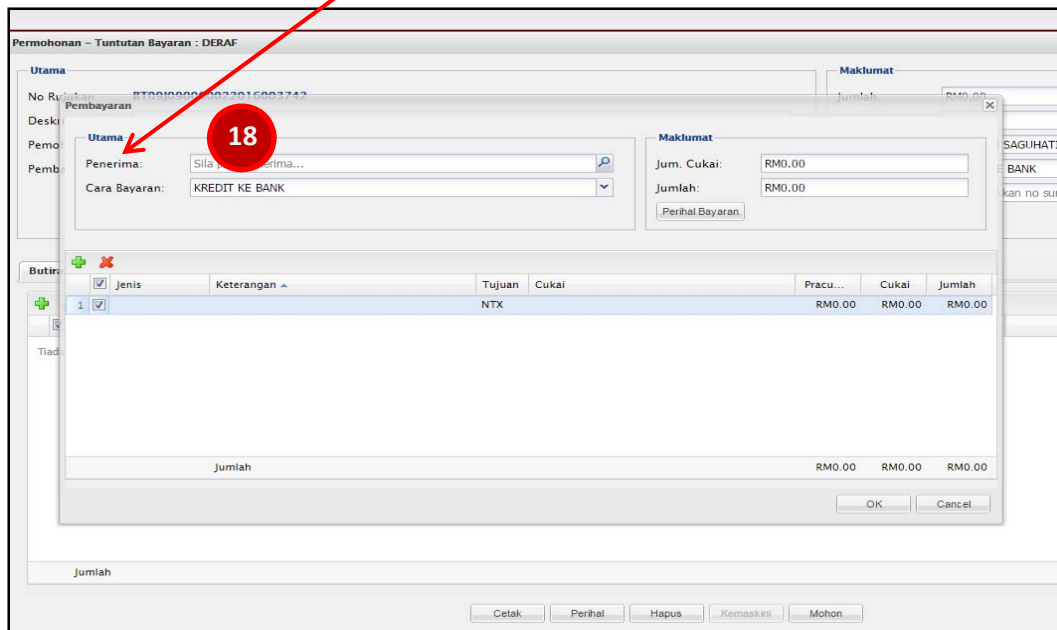
Mod Tax : Inclusive

Butir / Penerima

  **17**

<input checked="" type="checkbox"/>	Penerima	Jenis	Cara Bayaran	Bank	Bank Akaun	Email	Pracukai	Cukai	Jumlah
Tiada Item									

18. Please click on “Recipient / Penerima” field.



Permohonan - Tuntutan Bayaran : DERAf

Utama

No Rujukan: BT09J09000022016004116

Deskripsi: TUNTUTAN INSENTIF INDEXED JOURNAL (YEAR OF PUBLICATION) (APPLICANT'S NAME)

Pemohon: U.3310.00.0100.00000 - FAKULTI PENDIDIKAN (SEDIA ADA - UMUM)

Pembayar: Q.190000.23C1.00D22 - INSENTIF PENERBITAN PENYELIDIKAN

Maklumat

Jumlah: RM0.00

Jum. Cukai: RM0.00



Jenis: LAIN-LAIN SAGUHATI DAN HONORORDUM

Cara Bayaran: KREDIT KE BANK

No Sumber: Sila masukkan no sumber

Mod Tax : Inclusive

Butir / Penerima

  **18**

<input checked="" type="checkbox"/>	Jenis	Keterangan	Tujuan	Cukai	Pracu...	Cukai	Jumlah		
<input checked="" type="checkbox"/>	1		NTX		RM0.00	RM0.00	RM0.00		
Jumlah							RM0.00	RM0.00	RM0.00

OK Cancel


Cetak Perihal Hapus Kemaskini Mohon

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

The screenshot shows a window titled "Pilih Penerima Jenis Staf". At the top, there is a search bar with the placeholder text "Sila isi kata kunci dan tekan butang [Enter]...". A red circle containing the number "19" is positioned to the right of the search bar, with a red arrow pointing from it to the search bar. Below the search bar, there are tabs for "Staf", "Individu", "Vendor", "Agensi", and "Tam. Person". The "Staf" tab is selected. The main area is divided into two sections: "Identiti" and "Nama". The "Identiti" section contains the text "Masukkan kata kunci". The "Nama" section contains several labels: "Nama:", "No Daftar:", "Email:", "Bank:", "Akaun:", and "Alamat:". At the bottom of the window, there is a pagination bar showing "Page 1 of 15" and "Displaying 1 - 20 of 290".

Note:

The Recipient/Penerima MUST be the Corresponding Author or UTM First Author of the publication (as registered in RADIS)

20. Click at “”

The screenshot shows a window titled "Pembayaran". It has two main sections: "Utama" and "Maklumat". The "Utama" section contains a "Penerima:" dropdown menu with the text "Sila pilih penerima..." and a search icon, and a "Cara Bayaran:" dropdown menu with the value "KREDIT KE BANK". The "Maklumat" section contains two input fields: "Jum. Cukai:" with the value "RM0.00" and "Jumlah:" with the value "RM0.00", and a "Perihal Bayaran:" button. Below these sections is a table with columns: "Jenis", "Keterangan", "Tujuan", "Cukai", "Pracu...", "Cukai", and "Jumlah". The table has one row with the following values: "1", a checked checkbox, "NTX", "RM0.00", "RM0.00", and "RM0.00". At the bottom of the table, there is a "Jumlah" row with the values "RM0.00", "RM0.00", and "RM0.00". A red circle containing the number "20" is positioned to the left of the table, with a red arrow pointing from it to a green plus sign icon located above the table's header row. At the bottom of the window, there are "OK" and "Cancel" buttons.

21- 26. Please fill in the details and choose the correct particular according to your type of incentive claim

Jenis / Type	Keterangan / Description		Tujuan / Purpose	Cukai / Tax	Pracukai / Pre-tax
INSENTIF PENERBITAN INDEXED JOURNAL	Indexed in Web of Science	Bayaran Tuntutan Insentif Penerbitan Indexed Journal Q?	Please Choose [NTX]	Please choose [NR – 0%] [NR – PURCHASE FROM NON GST-REGISTERED SUPPLIER WITH NO GST INCURRED]	Q1 = RM3000.00 Q2 = RM1500.00 Q3 = RM 500.00 Q4 = RM 300.00 No Quartile Ranking = RM150.00
	Indexed in Scopus	Bayaran Tuntutan Insentif Penerbitan Indexed Journal Scopus			RM150.00
	Essential Research Australia (ERA)	Bayaran Tuntutan Insentif Penerbitan Indexed Journal ERA			RM 150.00
INSENTIF PENERBITAN BOOK CHAPTER	Bayaran Tuntutan Insentif Penerbitan Book Chapter				RM100.00

26. Then click “OK”

27. Click “Update / Kemaskini”

The screenshot shows the UTMFin system interface for a payment application. The main area is titled "Pembayaran : Tuntutan Bayaran - DERAJ". It contains several fields for reference, description, requester, and purchaser. On the right, there is an "Info" section with "Total Amount: RM3,000.00" and "Payment Type: LAIN-LAIN SAGUHATI DAN HONOROR". Below these fields is a table with columns for "Recipient", "Method", and "Amount". The table contains one entry for "NOR FADILAH BINTI MOHAMAD NASIR" with method "CEK" and amount "RM3,000.00". At the bottom right, there is a "Total" row showing "RM3,000.00". A red arrow points from the instruction above to the "Update" button, which is circled in red with the number "27".

28. Please click “Print / Cetak “ to obtain your UTMFin E-Form for the incentive claim. Ensure to upload it as *PDF format* on *Claim Details* tab in RADIS.

This screenshot is identical to the one above, showing the same payment application details. However, a red arrow points from the instruction above to the "Print" button, which is circled in red with the number "28".

Note:

IF the payment application disappeared from the panel after clicking “Request/Mohon” button, you may review the payment application from Sejarah/History tab. (Bayaran/Payment > +Bayaran > Sejarah > Tuntutan Bayaran)

29. Click “Request / Mohon”

The screenshot shows a web application interface for a payment request. The main form is titled "Pembayaran : Tuntutan Bayaran - DERAJ". It includes a "Main" section with fields for Reference No (BT09J13000.0052012009015), Description (TUNTUTAN INSENTIF PENERBITAN INDEXED JOURNAL (YEAR OF PUBLICATION)), Requester (Q.J130000.23C1.00B52 - PROGRAM PENGUKUHAN & INSENTIF PENERBITAN PE), and Purchaser (Q.J130000.23C1.00B52 - PROGRAM PENGUKUHAN & INSENTIF PENERBITAN PE). An "Info" section shows Total Amount (RM3,000.00) and Payment Type (LAIN-LAIN SAGUHATI DAN HONOROR). Below this is a table for Recipient details with columns for Recipient, Method, and Amount. The table contains one entry: NOR FADILAH BINTI MOHAMAD NASIR, CEK, RM3,000.00. A "Total" row at the bottom shows RM3,000.00. At the bottom right, there are buttons for Print, About, Remove, Update, and Request. The "Request" button is highlighted with a red circle and the number 29, with a red arrow pointing to it from the text above.

Note:

- If the payment application status is still in DERAJ/DRAFT, it indicates that your application is not submitted yet. Please ensure to click “Mohon/Request” button.
- You may review your drafted payment application from Permohonan Tuntutan tab
(Bayaran/Payment > +Bayaran > Permohonan Tuntutan > Tuntutan Bayaran)

- If the payment application disappeared from the panel after clicking “Request/Mohon” button, you may review the registered payment application from Carian/Sejarah/History tab
(Bayaran/Payment > +Bayaran > Carian/Sejarah > Tuntutan Bayaran)

30. Click “OK”

The screenshot shows a web application interface for a referral claim task list. The main form is titled "Referral Claim Task List". It includes a "Menu" section with fields for Reference No, Description, Status, Total Amount, and Created. A "Success" dialog box is displayed in the foreground, showing a message "Referral Claim requested" and an "OK" button. The "OK" button is highlighted with a red circle and the number 30, with a red arrow pointing to it from the text above.

Example of UTMFin E-Form that must be submitted in RADIS

Example 1: Indexed Journal (Web of Science) – 2015 publication

Tuntutan Bayaran - Lain-lain Saguhati dan Honororium	
No. Permohonan Bayaran : BT09J090000022016002516	Tarikh Pendaftaran : 05-02-2016
	Tarikh Tuntutan : 05-02-2016
Butiran Am Permohonan	
Kategori Pemohon	STAFF
No Pekerja	7351
Nama	HISHAMUDDIN BIN ASMUNI @ HASMUNI
No Kad Pengenalan	[REDACTED]
No. Pasport	-
Alamat	-
	FAKULTI SAINS KOMPUTER DAN SISTEM MAKLUMAT UNIVERSITI TEKNOLOGI MALAYSIA SKUDAI
Poskod	81310
Bandar	SKUDAI
Negeri	JOHOR
Daerah	JOHOR BAHRU
Fakulti	FAKULTI SAINS KOMPUTER DAN SISTEM MAKLUMAT
Gred Jawatan	DS52A
Nama Jawatan Terkini	PENSYARAH KANAN (DS52)
Gaji Pokok (RM)	[REDACTED]
Gred Jawatan Dipangku	-
Memangku Jawatan	-
No Tel Pejabat	-
Email	hishamudin@utm.my
No Akaun Bank	[REDACTED]
Nama Bank	[REDACTED]
No Cukai Pendapatan	-
Butiran Bajet Kumpulan Wang	
Butiran Bajet Kumpulan Wang	UNIVERSITI PENYELIDIKAN/RESEARCH UNIVERS
PTJ	J090000
Sub Projek (jika perlu)	00D22

Tuntutan Bayaran - Lain-lain Saguhati dan Honororium	
Senarai Penerima Tuntutan	
No Pekerja : 7351	Mod Bayaran : EFT
No Kad Pengenalan : [REDACTED]	Nama Penerima : HISHAMUDDIN BIN ASMUNI @ HASMUNI
No Akaun Bank : [REDACTED]	Alamat : FAKULTI SAINS KOMPUTER DAN SISTEM MAKLUMAT UNIVERSITI TEKNOLOGI MALAYSIA SKUDAI 81310 SKUDAI
Nama Bank : [REDACTED]	Jenis Tuntutan : JOHOR LAIN-LAIN SAGUHATI DAN HONORORIUM
Item(s)	
Jumlah (RM) : 3,000.00	Keterangan : BAYARAN TUNTUTAN INSENTIF PENERBITAN INDEXED JOURNAL Q1
	Jenis : INSENTIF PENERBITAN INDEXED JOURNAL

Example 2: Indexed Journal (Scopus) – 2015 publication

Tuntutan Bayaran - Lain-lain Saguhati dan Honororium

No. Permohonan Bayaran : BT09J090000122015024662

Tarikh Pendaftaran : 20-12-2015

Tarikh Tuntutan : 20-12-2015

Butiran Am Permohonan

Kategori Pemohon	STAFF
No Pekerja	6072
Nama	SHARIDAN BIN SHAFIE
No Kad Pengenalan	[REDACTED]
No. Pasport	
Alamat	JABATAN SAINS MATEMATIK FAKULTI SAINS UNIVERSITI TEKNOLOGI MALAYSIA
Poskod	81310
Bandar	SKUDAI
Negeri	JOHOR
Daerah	JOHOR BAHRU
Fakulti	FAKULTI SAINS
Gred Jawatan	DS54A
Nama Jawatan Terkini	PROFESOR MADYA (DS54)
Gaji Pokok (RM)	[REDACTED]
Gred Jawatan Dipangku	
Memangku Jawatan	
No Tel Pejabat	-
Email	sharidan@utm.my
No Akaun Bank	[REDACTED]
Nama Bank	[REDACTED]
No Cukai Pendapatan	

Butiran Bajet Kumpulan Wang

Butiran Bajet Kumpulan Wang	UNIVERSITI PENYELIDIKAN/RESEARCH UNIVERS
PTJ	J090000
Sub Projek (jika perlu)	00D22

Tuntutan Bayaran - Lain-lain Saguhati dan Honororium

Senarai Penerima Tuntutan

No Pekerja :	6072	Mod Bayaran :	EFT
No Kad Pengenalan :	[REDACTED]	Nama Penerima :	SHARIDAN BIN SHAFIE
No Akaun Bank :	[REDACTED]	Alamat :	JABATAN SAINS MATEMATIK FAKULTI SAINS UNIVERSITI TEKNOLOGI MALAYSIA 81310 SKUDAI JOHOR
Nama Bank :	[REDACTED]	Jenis Tuntutan :	LAIN-LAIN SAGUHATI DAN HONORORIUM
<u>Item(s)</u>			
Jumlah (RM) :	150.00	Keterangan :	BAYARAN TUNTUTAN INSENTIF PENERBITAN INDEXED JOURNAL SCOPUS
		Jenis :	INSENTIF PENERBITAN INDEXED JOURNAL