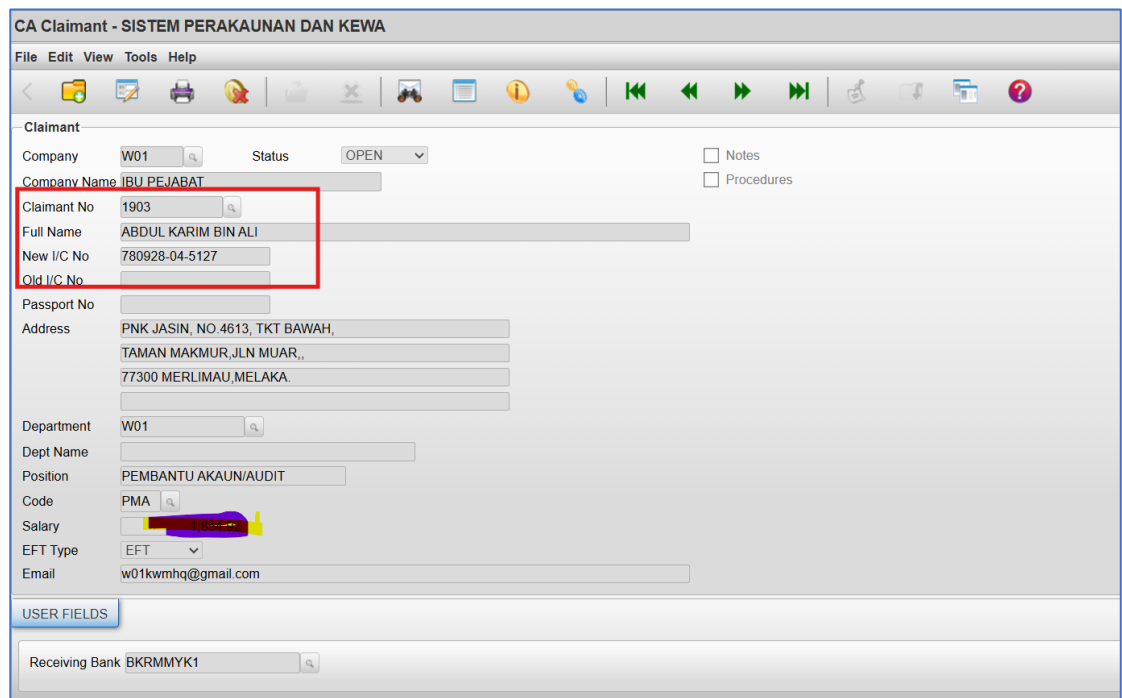


MANUAL INTEGRASI SISTEM myCLAIM DENGAN SISTEM SAGA CENTURY

1. MODUL PENDAHULUAN DIRI

1.1 PENDAHULUAN DIRI MENGURUS

Pastikan ID Supplier telah wujud dalam modul CA Claimant. Sekiranya masih belum ada, maka ID staff tersebut perlu diwujudkan terlebih dahulu.



CA Claimant - SISTEM PERAKAUNAN DAN KEWA

File Edit View Tools Help

Claimant

Company W01 Status OPEN

Company Name IBU PEJABAT

Claimant No 1903

Full Name ABDUL KARIM BIN ALI

New I/C No 780928-04-5127

Old I/C No

Passport No

Address PNK JASIN, NO 4613, TKT BAWAH, TAMAN MAKMUR, JLN MUAR,, 77300 MERLIMAU, MELAKA.

Department W01

Dept Name

Position PEMBANTU AKAUN/AUDIT

Code PMA

Salary

EFT Type EFT

Email w01kwmhq@gmail.com

USER FIELDS

Receiving Bank BKRM MYK1

Setelah pendahuluan diri diluluskan dalam sistem myClaim, Pemproses akan hantar ke SAGA.



ZURIATI BINTI JAAFAR@ABDULLAH 2214

48 entries per page

Search:

	NO. RUJUKAN	NAMA PEMOHON	NO PEKERJA	TARIKH	PENDAHULUAN DIMOHON	STATUS	STATUS SAGA	TINDAKAN
☐	1788/2026/06/PDM/1	SITI BT ABDULLAH	1788	16/06/2026	RM 1,500.00	Diluluskan	Berjaya	 
	2762/2026/06/PDM/1	AHMED AUDI BIN AZIZAN	2762	12/06/2026	RM 1,100.00	Diluluskan	Berjaya	 
	2385/2026/06/PDM/1	NAZATUL NADIA BINTI IBRAHIM	2385	12/06/2026	RM 550.00	Diluluskan	Berjaya	 
	3341/2026/06/PDM/2	FARHAN ADIB BIN AHMAD FAISAL	3341	12/06/2026	RM 550.00	Diluluskan	Berjaya	 
	3341/2026/06/PDM/2	FARHAN ADIB BIN AHMAD FAISAL	3341	12/06/2026	RM 550.00	Rejected		 
	2741/2026/06/PDM/1	SHARON BINTI RONNY LIKUR	2741	09/06/2026	RM 1,100.00	Diluluskan	Berjaya	 
	2738/2026/06/PDM/2	ZUMAIRAH BINTI GADOR	2738	07/06/2026	RM 1,000.00	Diluluskan	Berjaya	 
	1903/2026/06/PDM/1	ABDUL KARIM BIN ALI	1903	03/06/2026	RM 900.00	Diluluskan	Berjaya	 
	2327/2026/05/PDM/2	NOOR HASMIZON BINTI MAT LAZIM	2327	19/05/2026	RM 400.00	Diluluskan	Berjaya	 

Setelah berjaya dihantar ke SAGA, data dalam status READY di dalam modul CA Advance.

CA Advance Payment Preparation - SISTEM PERAKAUNAN DAN KEWA

File Edit View Tools Help

Advance

Company	W01	Prepared By	acct	☐ Notes
Advance No	PDM00000	Reviewed By		☐ Procedures
Voucher No	PDM000002	Printed By		
Bank	W01-KWM2			
Date	03/06/2026			
Type	Travel			
Claimant No	1903			
Claimant Name	ABDUL KARIM BIN ALI			
Receiving Bank	BKRM MYK1			
Advance Amount	900.00			
From Date	03/06/2026			
To Date	03/07/2026			
Description	ADVANCE BULAN Jun 2026			
Status	READY			

USER FIELDS

Creator

Tarikh mula, tarikh tamat dan butiran boleh dikemaskini. Untuk **tarikh tamat** hendaklah diubah 10hb bulan berikutnya.

CA Advance Payment Post - SISTEM PERAKAUNAN DAN KEWA

File Edit View Tools Help

Advance

Company	W01	Prepared By	bawq3	2026-06-04 14:13:48	☐ Notes
Advance No	PDM00000	Reviewed By	ptw9	2026-06-04 15:25:44	☐ Procedures
Voucher No	PDM000002	Printed By	bawq44	2026-06-05 11:07:58	
Bank	W01-KWM2				
Date	03/06/2026				
Type	Travel				
Claimant No	1903				
Claimant Name	ABDUL KARIM BIN ALI				
Receiving Bank	BKRM MYK1				
Advance Amount	900.00				
From Date	03/06/2026				
To Date	10/07/2026				
Description	ADVANCE BULAN Jun 2026				
Status	POSTED				

USER FIELDS

Creator UNIT GAJI

Sebelum POST, semak PC kod & GL. Satu (1) line GL kod perlu di DELETE dan di POSTED seperti biasa.

** Sistem Perakaunan dan Kewangan LKIM (SPKLKIM) **

Thu Jun 04 2026 11:24:38

- ADVANCE REPORT -

COMPANY	ADV NO	DATE	BANK	CLASHMT	FROM DATE	TO DATE	DESCRIPTION	AMOUNT
W01	PDM0000	03/06/2026	W01-PDM0	1803	03/06/2026	03/07/2026	ADVANCE BULAN Jun 2026	900.00
			MR008-000-W01-A73101					-900.00
			H-800-W01-A11111					900.00
				WS DI BAHU-PDM				900.00

1 RECORDS PRINTED.

Setelah POSTED, ledger listing diwujudkan dan akan dikontrakan apabila tuntutan dibuat. Sila pastikan semua kod budget betul dan ditolak dengan tepat.

n Kewangan LKIM (SPKLKIM) **

LEDGER LISTING - TRAVEL
COMPANY: W01 (IBU PEJABAT)
DATE RANGE 01/01/2026 - 30/06/2026
REPORT OPEN ITEMS ONLY
CURR: MYR

DATE	TYPE	SUB TYPE	REF	ADV REF	AMOUNT	OPEN AMOUNT	DESCRIPTION
03/06/2026	ADV	Travel	PDM00000		900.00	900.00	ADVANCE BULAN Jun 2026
SUBTOTAL OPEN AMOUNT FOR ABDUL KARIM BIN ALI - DEPT W01						900.00	
GRAND TOTAL						900.00	

1.2 PENDAHULUAN DIRI PEMBANGUNAN

Proses sama seperti pendahuluan diri mengurus, yang membezakannya adalah mengikut PTJ seperti berikut :

- 1.2.1 KWP
- 1.2.2 APDS (W05)
- 1.2.3 KHAS (W11)

Kod budget perlu dimasukkan sendiri mengikut projek kod yang akan digunakan sebagai contoh :

- NA195-020-W02-A73108

2. MODUL TUNTUTAN PERJALANAN/ELAUN LEBIH MASA

- Bayaran boleh dibuat secara single/bulk. Pilih/tandakan (/) transaksi yang hendak dibuat bayaran dan HANTAR KE SAGA.
- Setelah dihantar ke SAGA, data terus masuk ke modul INVOICE AP, dalam status READY (batch no TRxxxx).
- Semak kod budget dan jumlah dengan tepat dan betul, kemudian POSTED
- Seterusnya boleh prep payment seperti biasa.

2.1 Bayaran secara single

KANNMONEY A/P V. RAMANATHAN
1632

Tapis Carian

Status
Pilih... Tarikh Hingga

Cari Reset

Hantar ke SAGA

40 entries per page Search:

	NO. RUJUKAN	NAMA PEMOHON	JUMLAH TUNTUTAN (RM)	JUMLAH PENDAHULUAN (RM)	JUMLAH BAKI (RM)	TARIKH HANTAR	STATUS	STATUS SAGA	TINDAKAN
☐	2333/04/2026/TNT/1	FARAH SHAHADA BINTI ZAKARIA	230.70	0.00	230.70	26-05-2026	Baru	Belum Dihantar	
☐	2858/04/2026/TNT/1	AKMAL HAZIQ BIN ABU HASSAN	295.60	0.00	295.60	25-05-2026	Lulus	Gagal	
☐	2455/04/2026/TNT/1	ARIFUL FADHILLAH BIN HAMZAH	113.80	0.00	113.80	25-05-2026	Lulus	Gagal	

AP Invoice - KUMPULAN WANG MENGURUS

File Edit View Tools Help

Invoice

Company W01 Batch No TR000012 Current Period 6/2026:01Jun2026-30Jun2026

Bank W01-KWM2 Date 26/05/2026 Control Total 230.70

Source EXT Postdate 03/06/2026 Computed 230.70

Currency MYR Status POSTED Difference 0.00

Rate 1.0000

Invoice Entries Details USER FIELDS

Trx	Suppli...	Supplier Name	Type	Inv Number	Inv Date	Amount
1 2333	FARAH SHAHADA BINTI	INVTR0000012		26/05/2026	230.70	

2.2 Bayaran secara bulk

ZURIATI BINTI JAAFAR@ABDULLAH
2214

TUNTUTAN

Tugas Rasmi/ Kursus

Permohonan

Semakan

Pengesahan

Kelulusan

Pemproses

Kerja Lebih Masa

Perjalanan Luar Negara

Pertukaran Ke Luar Stes...

Perubatan

2960/05/2026/TNT/1	NURUL ATIRA BINTI MUHAMAD AZIZI	37.30	0.00	37.30	16-06-2026	Lulus	Berjaya	
2333/04/2026/TNT/1	FARAH SHAHADA BINTI ZAKARIA	230.70	0.00	230.70	26-05-2026	Lulus	Berjaya	
2858/04/2026/TNT/1	AKMAL HAZIQ BIN ABU HASSAN	295.60	0.00	295.60	25-05-2026	Lulus	Berjaya	
2455/04/2026/TNT/1	ARIFUL FADHILLAH BIN HAMZAH	113.80	0.00	113.80	25-05-2026	Lulus	Berjaya	
1698/04/2026/TNT/1	MAZLINA BINTI ISMAIL	122.58	0.00	122.58	25-05-2026	Lulus	Berjaya	
2053/04/2026/TNT/1	ANAN ZULI BIN ISMAIL	48.80	0.00	48.80	25-05-2026	Lulus	Berjaya	
1755/04/2026/TNT/1	MOHAMAD RIZAL BIN SAHARI	658.00	0.00	658.00	22-05-2026	Lulus	Berjaya	
2589/04/2026/TNT/1	MUKHSYEN BIN MOHTAR	279.15	0.00	279.15	22-05-2026	Lulus	Berjaya	
2728/04/2026/TNT/1	ANIZAN BIN HUSSIN	290.80	0.00	290.80	21-05-2026	Lulus	Berjaya	
3147/04/2026/TNT/1	NOOR ISWANDY BIN ISMAIL	197.70	0.00	197.70	21-05-2026	Lulus	Berjaya	

saga.kim.gov.my/gas/wa/sua/7270kfa22c3446ce7981839e1e6ec9f/12/11t=

AP Invoice - KUMPULAN WANG MENGURUS

File Edit View Tools Help

Print one or more records from this file

Invoice

Company W01 Batch No TR000006 Current Period 9/2026 01Jun2026-30Jun2026

Bank W01-KWM2 Date 22/05/2026 Control Total 937.15

Source EXT Postdate 22/05/2026 Computed 937.15

Currency MYR Status POSTED Difference 0.00

Rate 1.0000

Notes Procedures

Invoice Entries Details USER FIELDS

Trx	Supplier ID	Supplier Name	Type	Inv Number	Inv Date	Amount
1 1755		MOHAMAD RIZAL BIN SA		INVTR0000006	22/05/2026	658.00
2 2589		MUKHSYEN BIN MOHTAF		INVTR0000005	22/05/2026	279.15

record 1 of 7

11:16 AM 30/6/2026

- 2.3 Bayaran akan dibuat menggunakan NO PEKERJA (yang dihantar dari myCLAIM) sebagai ID Supplier dalam SAGA. Sekiranya, nama kakitangan tersebut telah ada dalam SAGA, tetapi menggunakan ID yang berbeza, maka sistem akan AUTO CREATE ID Supplier yang baru. Sebagai contoh :

ID Supplier yang sedia : 02053
No Pekerja : 2053
Nama : ANAN ZULI BIN ISMAIL

AP Supplier - KUMPULAN WANG MENGURUS

File Edit View Tools Help

Supplier

Company W01 Status OPEN

Supplier ID 02053 Balance in LEQ MYR 0.00

Long Name ANAN ZULI BIN ISMAIL

Short Name ANAN ZULI BIN ISMAIL Factored

Notes Procedures

Postal Address Address & Contacts Payment Statistics Recipient Details USER FIELDS JENIS KERJA

Terms

Account No Pay Type BANK TRANSFER Discount % 0.000

Pay Due Age Type INVOICE DATE Credit Limit

Retention % 0.00 GST Number SST Number

Pay Terms 30 Date GST Verified SST Separate Cheque

Maybank Product Code Business Reg. Number

Classification Code MSIC Code Business Activity

Sistem akan auto create untuk ID Supplier yang baru : 2053

The screenshot shows the 'AP Supplier - KUMPULAN WANG MENGURUS' form. The 'Supplier' section is active, displaying the following fields:

- Company: W01
- Status: OPEN
- Supplier ID: 02053
- Balance in LEQ: MYR 0.00
- Long Name: ANAN ZULI BIN ISMAIL
- Short Name: ANAN ZULI BIN ISMAIL
- Factored: ☐

The 'Purchases (in LEQ)' section shows:

- Period To Date: 0.00
- Year To Date: 0.00
- Cumulative: 17,882.90

The 'Last Activity' section shows:

- Last Invoice Date: 13/08/2024
- Last Invoice Amount: MYR 80.00
- Last Payment Date: 13/08/2024
- Last Payment Amount: MYR 80.00
- Creation Date: 24/02/2015

2.4 ID Supplier yang lama boleh CLOSE dan menggunakan ID yang baru untuk semua bayaran akan datang.

The screenshot shows the 'AP Supplier - KUMPULAN WANG MENGURUS' form. The 'Supplier' section is active, displaying the following fields:

- Company: W01
- Status: CLOSED
- Supplier ID: 02053
- Balance in LEQ: MYR 0.00
- Long Name: ANAN ZULI BIN ISMAIL
- Short Name: ANAN ZULI BIN ISMAIL
- Factored: ☐

The 'Payment' section is active, displaying the following fields:

- Account No: [Empty]
- Pay Type: BANK TRANSFER
- Discount %: 0.000
- Pay Due: [Empty]
- Age Type: INVOICE DATE
- Credit Limit: [Empty]
- Retention %: 0.00
- GST Number: [Empty]
- SST Number: [Empty]
- Pay Terms: 30
- Date GST Verified: [Empty]
- SST: ☐
- Maybank Product Code: [Empty]
- Business Reg. Number: [Empty]
- Classification Code: [Empty]
- MSIC Code: [Empty]
- Business Activity: [Empty]