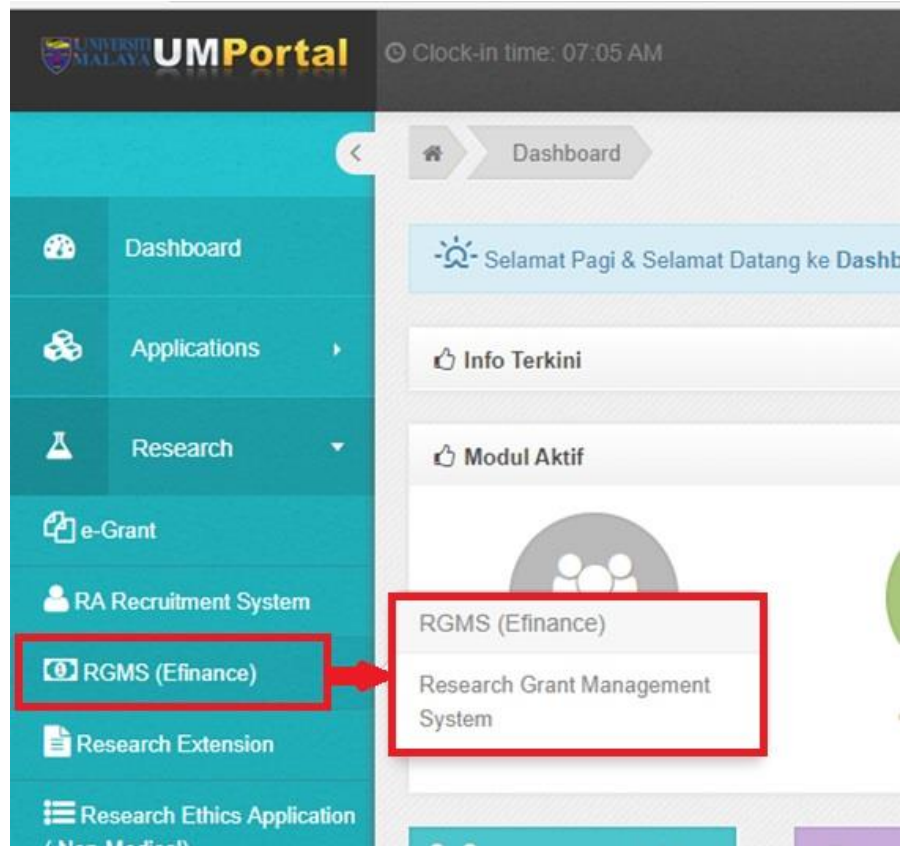


GUIDELINES TO INTERNAL MONEY TRANSFER IN UM PORTAL

1. Login to your UMportal account
2. Go to the left column > RGMS (Finance) tab



3. Click “View All Projects”



- Choose the project/grant applicant acknowledged in the publication.
- Click the "Budget" button

1)

| | | | |
|----------------|--------------------------|-----------------------|----------|
| WBS Account | UM 0000040/UTD IP | Total Allocation (RM) | |
| Project No | AE 0000000000 | Received | 70000000 |
| Project Leader | SMM 0000000000 | Expenses | 40000000 |
| Grant | KW IPPP | Balance | 30000000 |
| Project Period | 10/01/2017 to 03/12/2030 | | |
| Cost Center | 0000000000 | | |

2)

| | | | |
|-------------|-------------------|-----------------------|----------|
| WBS Account | UM 0000040/UTD IP | Total Allocation (RM) | |
| Project No | IF018-2016 | Received | 60000000 |

Buttons: Details, **\$ Budget**, Expenses, Cash Advance, Project Permission

- Click at the current year for the budget allocation.

Research Grant Management System (RGMS)

For more information, please contact

- Grant Management : +603-7967 4522
- Finance & Technical : +603-7967 4525



ACTIVITY APPLICATION
[USER MANUAL]

Research Grant Management System (Efinance) > List of Projects > Budget

| | | | |
|---------|--|--------------|----------------------|
| TITLE : | Development of Family Development | PROJECT NO : | 0000-0000 |
| | Family Development | GRANT : | RU Grant |

Note : Please click on the respective tab to view the project details.

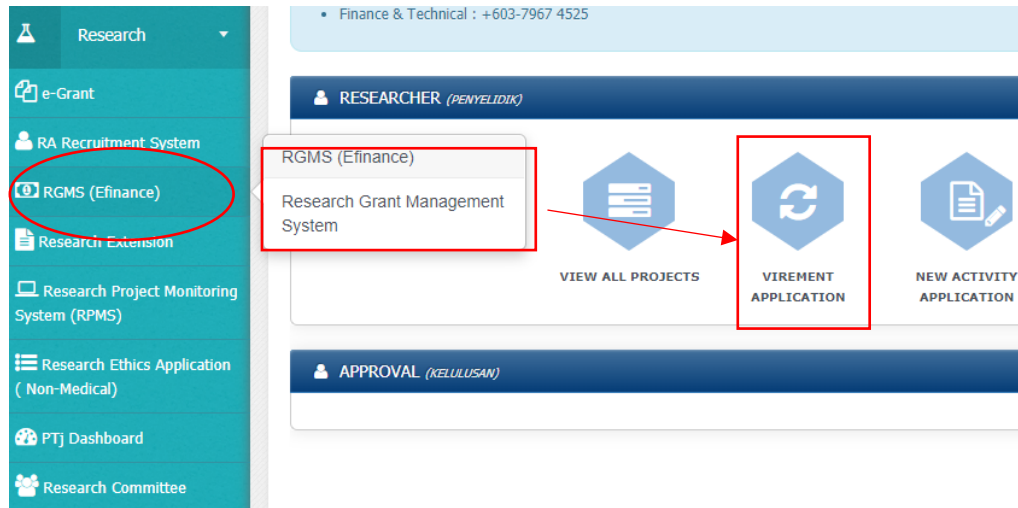
Details **Budget** Expenses Cash Advance Research Assistant

Below is the list of budget allocation year that have been set for this project. **Unallocated fund is RM 2000.**

| No | Year | Date | Date Start | Date End | Yearly Allocation (RM) | Last Year Balance (RM) | Available | New (RM) | Committed (RM) | Paid (RM) | Total Expenditure (RM) | Balance (RM) |
|------------|------|------------|------------|------------|------------------------|------------------------|-----------|----------|----------------|-----------|------------------------|--------------|
| 1 | 2016 | 12/01/2016 | 24/11/2015 | 24/11/2017 | 73,000.00 | 0.00 | 73,000.00 | 0.00 | 0.00 | 23,775.66 | 23,775.66 | 49,224.34 |
| Total (RM) | | | | | 73,000.00 | | | 0.00 | 0.00 | 0.00 | 23,775.66 | |

Print

7. Check "Professional Services & Other Services" allocation category. Applicant must ensure the balance is sufficient to make internal money transfer to the Page Charge Fund.
8. If the balance is not enough:
 - a) Make allocation transfer via via Virement Application in RGMS tab, UMPortal



- b) Use other acknowledged grant, or other resources (subject to approval)

Project Details

Grant: RU Geran Project: ~~MASTER'S GRANT FOR PROJECT DEVELOPMENT: SAFETY AND RISK REDUCTION~~

Please click on the respective tab to view the project details.

Details Budget Expenses Cash Advance

Allocation Details

Below is the list of allocations that have been set for this project. The project budget for year 2016 is **RM 73,000.00**.

| No | Allocation Category | Ending Balance (RM) | Original Allocation (RM) | Allocation (RM) | New (RM) | Committed (RM) | Paid (RM) | Available (RM) |
|----|--|---------------------|--------------------------|-----------------|----------|----------------|-----------|----------------|
| 1 | Wages & Salaries | 0.00 | 68,606.40 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2 | Travel Expenses & Subsistence | 0.00 | 4,393.60 | 35,000.00 | 0.00 | 0.00 | 4,393.60 | 30,606.40 |
| 3 | Communication & Utilities | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4 | Rental | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5 | Supplies & Other Materials | 0.00 | 0.00 | 8,000.00 | 0.00 | 0.00 | 678.40 | 7,321.60 |
| 6 | Maintenance & Minor Repair | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 7 | Professional Services & Other Services | 0.00 | 0.00 | 30,000.00 | 0.00 | 0.00 | 18,703.66 | 11,296.34 |
| 8 | Equipment | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Total | 0.00 | 73,000.00 | 73,000.00 | 0.00 | 0.00 | 23,775.66 | 49,224.34 |

Back Print

11. Do the following:

Add New Expenses

Please fill in the following form and press "save" to add the new expenses.

Budget Year: 2017 (from 04/04/2017 to 31/12/2018)

| Allocation Category | Category | Allocation (RM) | Ending Balance (RM) | New (RM) | Committed (RM) | Paid (RM) | Available (RM) | Action |
|--|--|-----------------|---------------------|----------|----------------|------------|----------------|--------|
| <input type="radio"/> | Wages & Salaries | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| <input type="radio"/> | Travel Expenses & Subsistence | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| <input type="radio"/> | Rental | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| <input type="radio"/> | Supplies & Other Materials | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| <input type="radio"/> | Maintenance & Minor Repair | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 1. <input checked="" type="radio"/> | Professional Services & Other Services | 1,000,000.00 | 155,822.05 | 0.00 | 352,043.65 | 459,954.74 | 343,823.66 | |
| <input type="radio"/> | Equipment | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |

2. Sub Category: Services Purchased

3. Sub Sub Category: Professional Services

Account Code: -00000-B29111

Expense Type: **4. Select internal money transfer**

Payee:

Total Amount (RM): **insert total amount (as in the reminder letter)**
Example: 2000.00

Internal Money Transfer

Description:

12. Go back to the list, click “Edit/Delete”.

All New Committed Paid

Below is the list of expenses. Total record: **490**, Currently at page: **1** of **49**. Change Page:

| No | Date | Ref No | Year | Allocation Category | Expense Type | Payee | Status | Amount (RM) | Action |
|----|------------|-----------------------|------|--|------------------------------------|----------------------------|-----------|-------------|--|
| 1 | 11/04/2018 | 23593267945 | 2017 | Professional Services & Other Services | internal / external money transfer | | new | 1.00 | Edit Delete View |
| 2 | 05/04/2018 | 05/04/2018 | 2017 | Professional Services & Other Services | purchase request | Tunggu Kelulusan Pelulus 1 | committed | 1,344.60 | View |

13. Scroll down, and tick the box at “Set to committed”, and click “Edit” to go back to the list.

Example: 2000.00

Internal Money Transfer

Description

TEST: Payment of IPPP Page Charge Fund for manuscript publication in xxx Journal

Set to committed **1.**

2.

14. The “Edit/Delete” command has changed to “Print” command. Click “Print” to print the IMT Slip.

Below is the list of expenses. Total record: **490**, Currently at page: **1** of **49**. Change Page: Change ▾

[Search](#) [Print View](#)

| No | Date | Ref No | Year | Allocation Category | Expense Type | Payee | Status | Amount (RM) | Action |
|----|------------|-------------|------|--|------------------------------------|------------------|---------------------------|-------------|---|
| 1 | 11/04/2018 | 23593267945 | 2017 | Professional Services & Other Services | internal / external money transfer | | Print committed | 1.00 | Print View |
| | | | | Professional Services | purchase | Tunqou Kelulusan | | | |

15. Printed IMT slip must be signed by the PI and also HoD/Faculty Dean before submit to IPPP.

Bursar
University of Malaya

Internal Money Transfer

Project No : ~~XXXXXXXXXX~~
 SAGA Project No :
 Project Leader : ~~NURFADILA SHAFINA BINTI MOHD REDHA~~
 Payee :
 Allocation Category : Professional Services
 Account Code : ~~60000-B2311~~
 Expenses Category : Internal Money Transfer
 Description : TEST: Payment of IPPP Page Charge Fund for manuscript publication in xxx Journal
 Amount : RM 1.00
 Date of Transaction : 11/04/2018

Project Account Balance: RM ~~30,000.00~~

Submitted By: **Approved By:**

PI signature **HoD or Faculty Dean signature**

Name: NURFADILA SHAFINA BINTI MOHD REDHA Head / Dean
 Date: 11/04/2018 Date & Cop

PLEASE REMEMBER TO GET WRITTEN PERMISSION FROM HEAD OF PPGP (LEVEL 4, IPPP) BEFORE SUBMIT IMT SLIP TO IPPP.

-----end-----