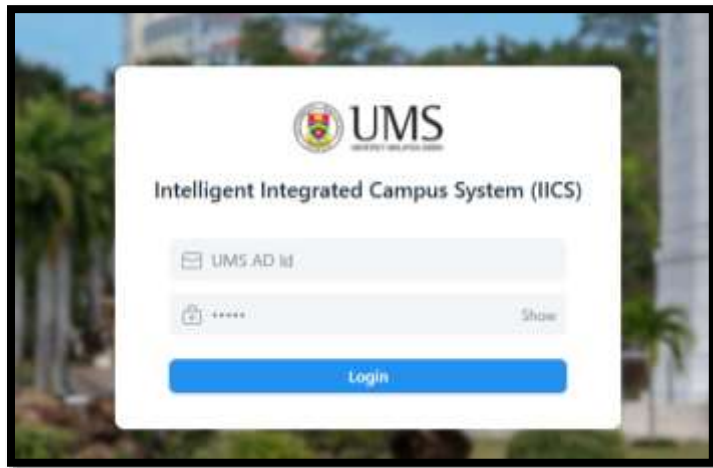
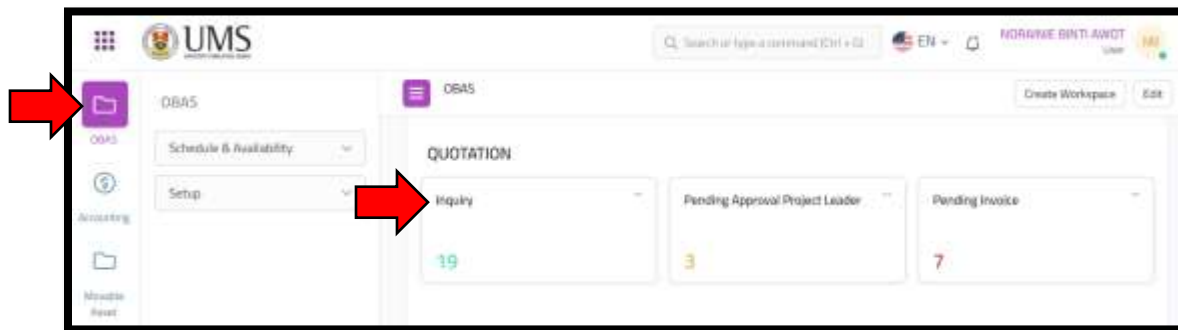


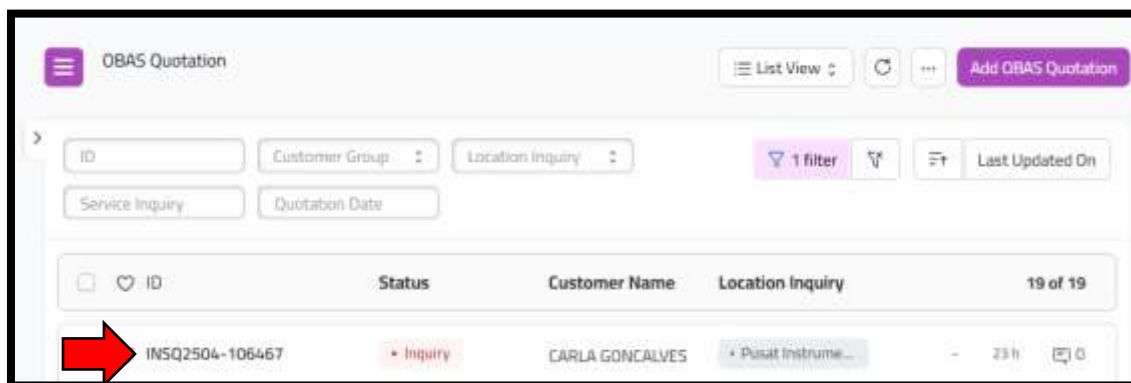
OBAS Manual (Secretariat)



Step 1: Log into IICS using UMS AD id.



Step 2: Navigate to the **OBAS** folder on the left panel and select **Inquiry** on **Quotation** section.



Step 3: Click the relevant **Inquiry ID** to view the inquiry details.

Inquiry Info

Inquiry Date: 10-04-2025

Quotation Date: 10-04-2025

Location Inquiry: Pusat Instrumentasi Dan Perkhidmatan Sains - UMS

Quotation Valid Till: 

Service Inquiry: FURCA01

Quantity Parameter 1: 2

Quantity Parameter 2: 0

Step 4: After that, set the quotation validity by entering appropriate date in the **Quotation Valid Till** field.

Service

Note: Please refrain from using the 'Add Row' button to ensure proper data service

No.	Service Code *	Brand	Amount	Status
No Data				



Step 5: Click **Get Service List** to retrieve and view available service information.

Service Code *: FRZEDLC2

Fee Package: INF-PKG-FRZEDLC2-PIP5

Location: Pusat Instrumentasi Dan Perkhidmatan Sains - UMS

Amount: RM 20.00

Amount Per Service: RM 40.00

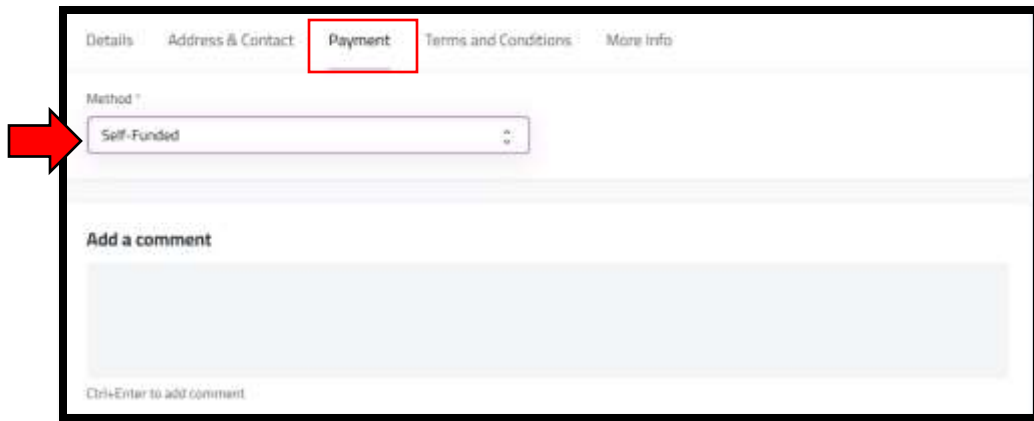
Parameter 1: Per Day

Parameter 2: Not Related

Quantity: 2

Quantity: 0

Step 6: Click **Quantity** to specify the quantity required by the user.



Details Address & Contact **Payment** Terms and Conditions More Info

Method *

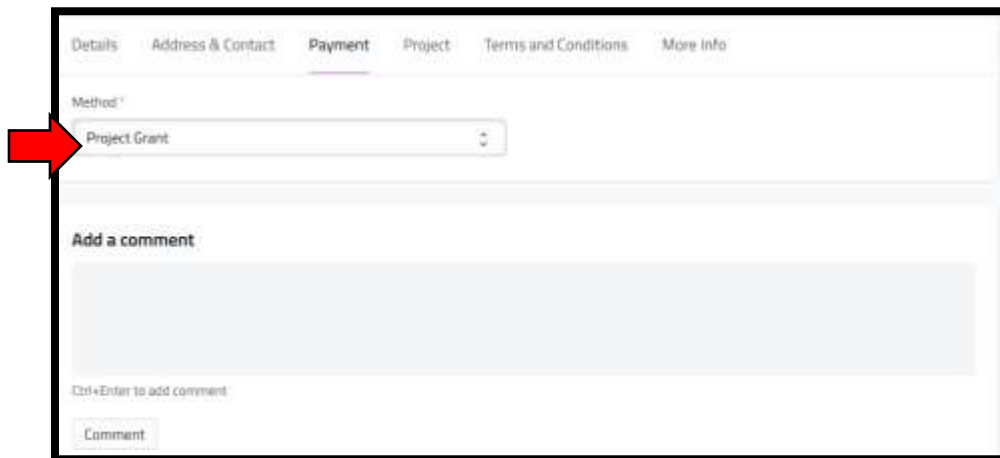
Self-Funded

Add a comment

Ctrl+Enter to add comment

Step 7: Select the **Payment** method. There are two types of method:

- i. Self-funded
- ii. Project Grant



Details Address & Contact **Payment** Project Terms and Conditions More Info

Method *

Project Grant

Add a comment

Ctrl+Enter to add comment

Comment

Step 8: If **Project Grant** is selected, the user needs to wait for the **Project Leader's** approval.

Details Address & Contact Payment **Project** Terms and Conditions More Info

Project Leader * ERVIN GUBIN MOUNG

Project ID * LKS2501

Title ALGAE PERFORMANCE PREDICTION AND PRESCRIPTIVE TOOLS

Account Code LKS2501

Balance GRP RM 37,943.19

Balance E-Akaun [B29000] RM 500.00

Step 9: In this section, select the **Project Leader** and the corresponding **Project ID** to be used for the inquiry application.

< > Print ... Actions

Confirm

Help

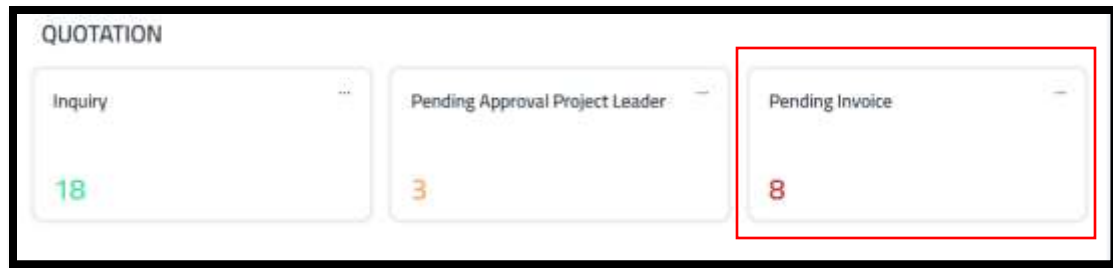
Step 10: Click **Save**, then click **Confirm** to submit the inquiry. The status will now display as **Pending for Invoice**.

INSQ2504-101635 Pending For Invoice Find Invoice < > Print ...

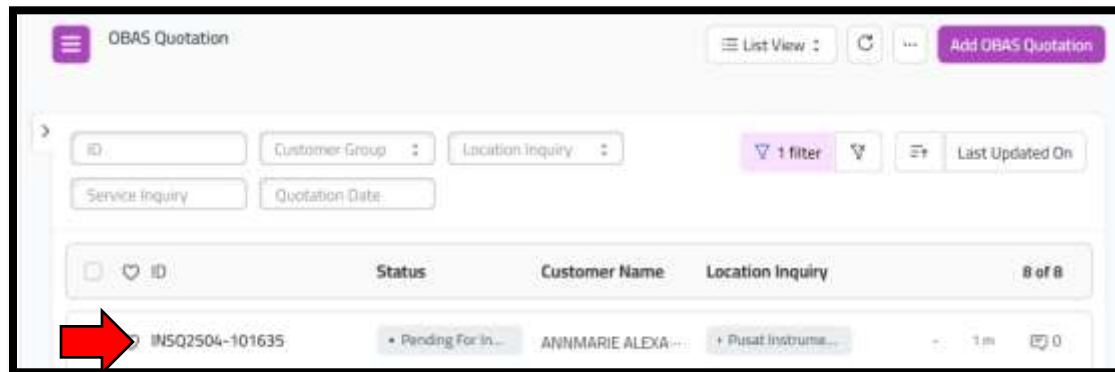
Note: Please Create Invoice

Details Payment More Info

Step 10: User can see the status of the application is **Pending for Invoice**.



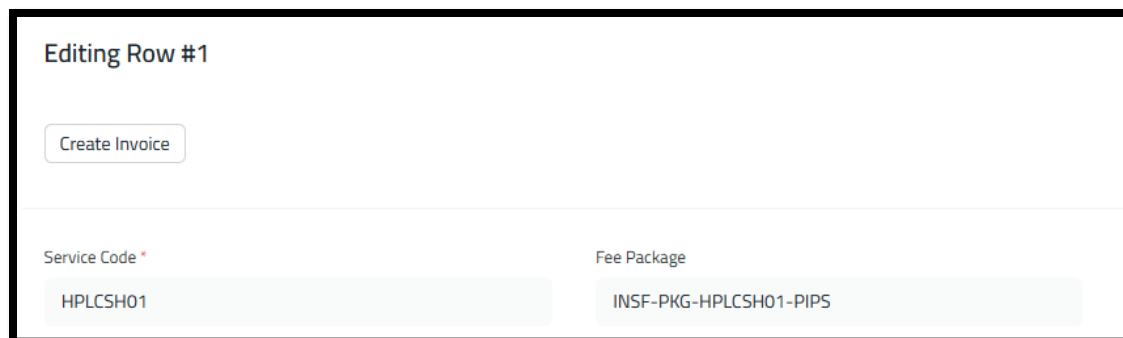
Step 11: Under the **Quotation** section, select **Pending Invoice**.



Step 12: Choose the relevant **Inquiry ID** to view its details.



Step 13: Click the **Edit** button located at the right side of the table.



Step 14: Click on the **Create Invoice** button to begin invoice generation.

Discount

Discount for Services

No.	Find Discount	Discount Details	Amount	
1	INS-FEE-COMP-202404-186344	NO REBATE	RM 0.00	Edit

Add Row

Step 15: In the **Discount** section, click **Edit**.

Editing Row #1

Find Discount

INS-FEE-COMP-202404-186344

Discount Details

NO REBATE

Amount

RM 0.00

Step 16: Under **Discount Details** select **No Rebate**.

Application **Invoice Issue** **Account**

Issue Date

11-04-2025

Due Date *

Invoice Status

Unpaid

Issued By *

Step 17: Next, go to the **Invoice Issue** tab. The secretariat must fill in the both the **Due Date** and the **Issued By** field.

Application Invoice Issue **Account**

UMS Income Account *

UMS-A-H1-1030-000000-000-0000000-00000-A15201
PENDAHULUAN DIRI KAKITANGAN, UMS-A-H1-1030-000000-000-0000000-00000-A15201, A15201

Step 18: Navigate to the **Account** tab, select the appropriate **UMS Income Account** for the invoice.

View OBAS Quotation Save

Step 19: Finally, click **Save**. The secretariat can now email the generated invoice to the user.