




USER MANUAL

**SUPPLY, DESIGN, DEVELOPMENT,
INSTALLATION, TESTING,
COMMISSIONING AND MAINTENANCE OF
REGISTRATION SOFTWARE
FOR
FEDERATION OF INVESTMENT
MANAGERS MALAYSIA (FIMM)**

**MODULE: PAYMENT
(PRE-PAYMENT TOPUP)
GROUP: DISTRIBUTOR**


AGENCY NAME	:	FEDERATION OF INVESTMENT MANAGERS MALAYSIA (FIMM)
DOCUMENT DATE	:	10/04/2025
DOCUMENT VERSION	:	V1.1

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DOCUMENT DESCRIPTION


This document is prepared to explain how to use the FCS system. This user manual explains the functions and step by step how to use the system completely to the users involved.

Document Information	
Project Name	SUPPLY, DESIGN, DEVELOPMENT, INSTALLATION, TESTING, COMMISSIONING AND MAINTENANCE OF REGISTRATION SOFTWARE FOR FEDERATION OF INVESTMENT MANAGERS MALAYSIA (FIMM)
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DOCUMENT CONTROL

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1.1	10/04/2025	Update to document	1. Muzahar Mohd Mukhtar

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ACRONYM

ACRONYM	DESCRIPTION
AAR	Alternate Authorized Representative
AMLCFT	Anti-Money Laundering/Combating the Financing of Terrorism
AMSF	Annual Membership Subscription Fee
AR	Authorized Representative
AUM	Asset Under Management
BOD	Board of Directors
CAS	Consultant Alert
CEILLI	Certificate Examination in Investment-Linked Life Insurance
CEO	Chief Executive Officer
CFP	Certified Financial Planner
ChFC	Chartered Financial Consultant
CMSRL	Capital Market Services Representative License
CPD	Continuing Professional Development
CPRA	Corporate Private Retirement Scheme Adviser
CPRE	Computerized Private Retirement Scheme Examination


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CSD	Corporate Services Division
CUTA	Corporate UTS Adviser
CUTE	Computerized Unit Trust Examination
DMS	Document Management Storage
FIMM	Federation of Investment Managers Malaysia
FMS	Funds Malaysia System
GM	General Manager

ACRONYM	DESCRIPTION
HOD	Head of Department
ID	Industry Development
IFP	Islamic Financial Planner
IPRA	Institutional Private Retirement Scheme Adviser
ISD	Industry Services Division
IUTA	Institutional Unit Trust Scheme Adviser
KYC	Know Your Customer
LRA	Legal and Regulatory Affairs
MOF	Ministry of Finance
NAV	Net Asset Value
NRIC	National Registration Identity Card


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OTP	One Time Password
PDS	Professional Development and Services
PRC	Private Retirement Scheme Consultant
PRP	Private Retirement Scheme Provider
PRS	Private Retirement Scheme
R&A	Research and Analytics
RD	Registration Department
RFP	Registered Financial Planner
RSD	Regulatory Services Division
SC	Security Commission Malaysia
SRFP	Shariah Registered Financial Planner
SRS	System Requirement Specification
ACRONYM	DESCRIPTION
SD	Supervision Department
UML	Unified Modelling Language
UTC	Unit Trust Consultant
UTMC	Unit Trust Management Company
UTS	Unit Trust Scheme
OR	Official Receipt

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CN	Credit Note
IDD	Integration Design Document


Table 1: Acronym Table

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ABBREVIATIONS ROLE

Abbreviation	DESCRIPTION
C-CON	Consultant
D-PAY-MKR	Payment - Consultant
D-PAY-ANF	Payment - Annual Fee
F-FNC	Finance
F-HFNC	Finance Approver

Table 2: Abbreviation Role Table

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CHAPTER 1: INTRODUCTION

The **FCS System User Manual** is designed to provide users with a comprehensive guide to effectively utilizing the **FCS system**. This manual serves as a reference document to help users understand the system's functionalities, features, and processes to ensure smooth operation and efficient task completion.

By following the instructions in this manual, users will be able to navigate the system with ease, perform necessary actions, and troubleshoot common issues. The manual is structured to accommodate both new and existing users, offering clear step-by-step guidance for system access and usage.

Purpose

The purpose of this manual is to equip users with the essential knowledge required to maximize the benefits of the **FCS system**. It provides:

- **A detailed overview of the system's functions and capabilities** to help users understand its key features.
- **Step-by-step instructions** on accessing and operating the system efficiently.
- **Guidelines on alternative modes of operation and contingencies** in case of system issues or errors.
- **Best practices and recommendations** for optimal system use.

This manual ensures that users can confidently navigate the system while maintaining security, accuracy, and efficiency in their tasks.


Contact Information

If users require further assistance or encounter any issues while using the **FCS system**, they can contact the **Federation of Investment Managers Malaysia (FIMM)** for support.

Support Contact Details:

Email: itsupport@fimm.com.my

Website: <http://www.fimm.com.my>

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CHAPTER 2: GENERAL SYSTEM INSTRUCTION

2.1 User Log in

The FCS system application is accessible only to registered users. Each user will be provided with a unique User ID and password to log in securely.

To access the system, users must navigate to the **main login page** (<https://fcs.fimm.com.my>) and enter their credentials. For first-time users, an initial login setup may be required to activate their accounts.

For security reasons:

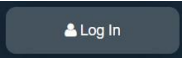
- Users should keep their login credentials confidential.
- Passwords should be changed periodically to enhance security.
- In case of forgotten credentials, users can use the **"Forgot Password?"** option to reset their password.

Steps to Open the FCS System Website:

1. **Launch your web browser** (Google Chrome, Mozilla Firefox, Microsoft Edge, etc.)
2. **Enter the FCS System URL** in the address bar and press **Enter**.
3. The **login page** will appear, allowing users to enter their credentials.

2.1.1 Log in

Access the Login Page

1. On the homepage, locate the 'Log in'  button and click it.
2. In the **User ID** field, enter your registered **User ID**.
3. In the **Password** field, enter your **password**.

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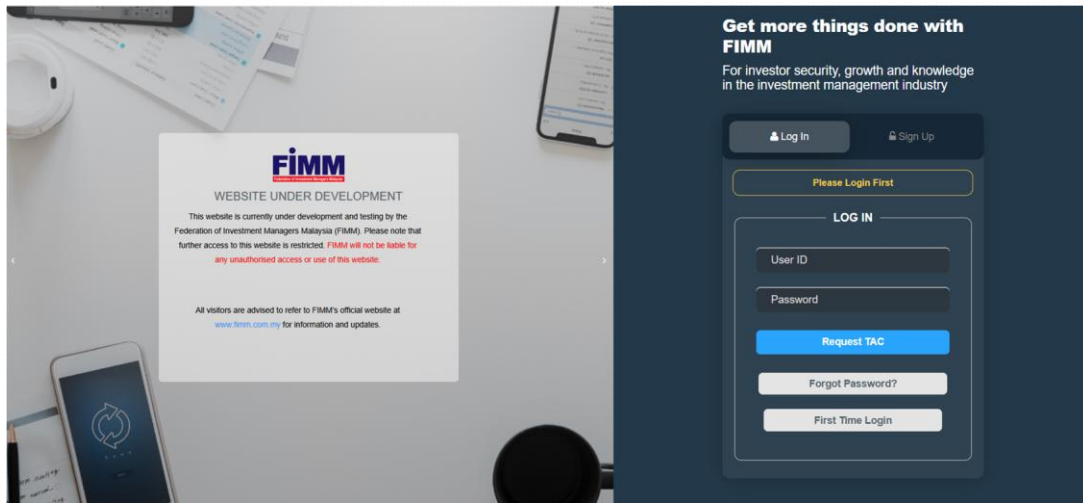


Diagram 1: FCS Homepage Display

Enter Your Credentials

- System will show sign in page, User need to insert this item
 - User ID
 - Password
 - TAC

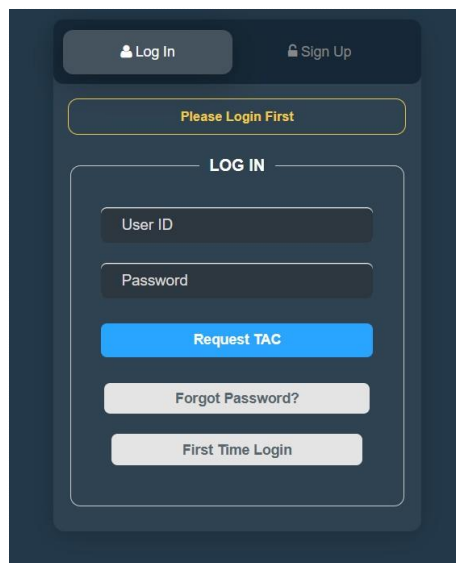



Diagram 2: Log in Display

Successful Login

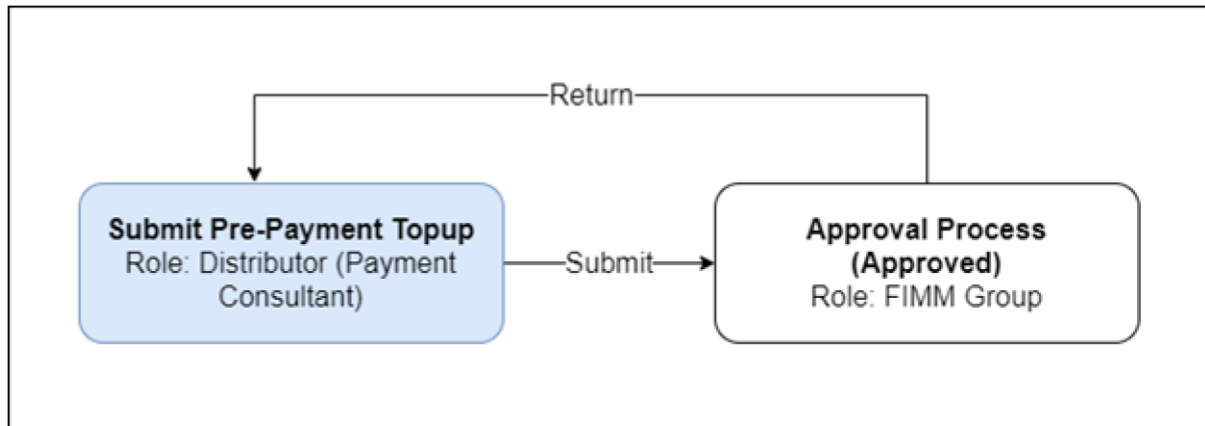
- Click **Login** button and the system will be redirected to the FCS System dashboard.


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3.1 Pre-Payment Topup

3.1.1 Pre-Payment Topup Submission

3.1.1.1 Process Flow



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3.1.1.2 Manual Steps

Topup Submission

1. Click menu Payment. System will display submenu under Payment.

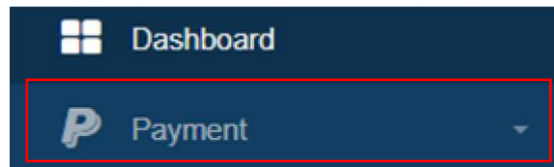


Diagram 18: Menu

2. Click submenu Pre-Payment.

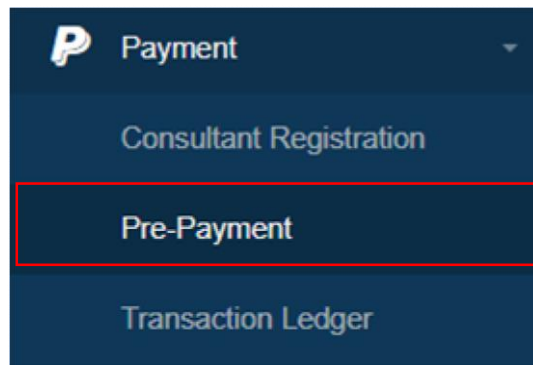


Diagram 19: Submenu

3. System will display the Account Balance.

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The screenshot displays the 'Pre-Payment' interface of the FIMM system. A red box highlights the 'ACCOUNT BALANCE' section, which shows 'RM0.00'. To the right of this section are two buttons: '+ Refund Exam Waiver' and '+ Topup'. Below the balance section is a row of four tabs: 'ALL Applications', 'REGISTRATION Consultant Registration', 'REFUND Pre-Payment Refund', and 'TOPUP Pre-Payment Topup'. The 'ALL Applications' tab is currently selected. Below the tabs is a 'List of Applications' section with filters for 'Application Type' and 'Status', both set to '-- Choose --'. There are also date range filters for 'Submission Date From' and 'Submission Date To'. A 'Find' button is located to the right of these filters. At the bottom, there is a table with columns: 'NO', 'SUBMISSION DATE', 'APPLICATION TYPE', 'AMOUNT (RM)', 'STATUS', and 'ACTION'. The table is currently empty, displaying 'No data available in table'. Below the table, it says 'Showing 0 to 0 of 0 entries' and has 'Previous' and 'Next' navigation buttons.

Diagram 20: Account Balance

- System will display Pre-Payment page which consists of 4 tabs.

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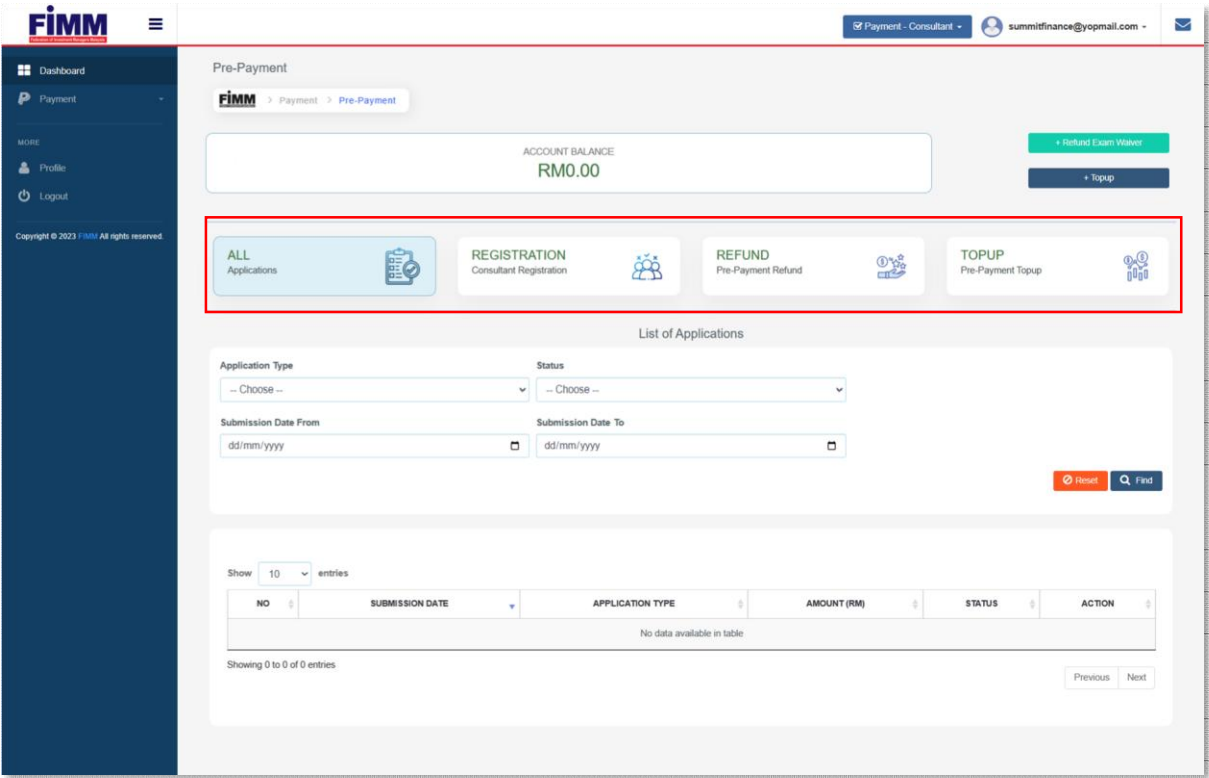


Diagram 21: Pre-Payment Page

5. Click tab Applications.

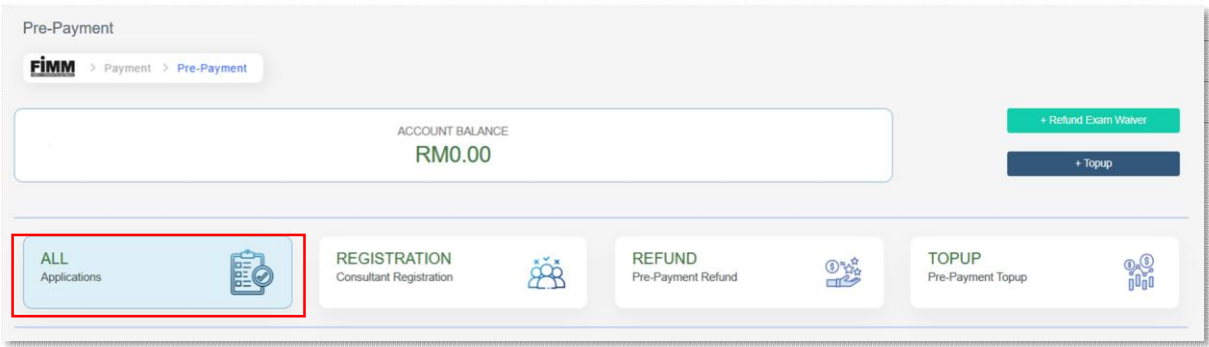



Diagram 22: Pre-Payment Page

6. User can filter the list by either one or more of and click



- i. Application
- Type ii. Status

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- iii. Submission
 Date From
- iv. Submission Date To

List of Applications

Application Type

-- Choose --

Status

-- Choose --

Submission Date From

dd/mm/yyyy

Submission Date To

dd/mm/yyyy

Reset

Find

Show

10

entries

NO	SUBMISSION DATE	APPLICATION TYPE	AMOUNT (RM)	STATUS	ACTION
No data available in table					

Showing 0 to 0 of 0 entries

Previous

Next

Diagram 23: Filter

7. User click

Reset

 to clear the filter.

List of Applications

Application Type

-- Choose --

Status

-- Choose --

Submission Date From

dd/mm/yyyy

Submission Date To

dd/mm/yyyy

Reset

Find

Show

10

entries

NO	SUBMISSION DATE	APPLICATION TYPE	AMOUNT (RM)	STATUS	ACTION
No data available in table					

Showing 0 to 0 of 0 entries

Previous

Next

Diagram 24: Reset

8. User can choose total entries to display per page.

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List of Applications

Application Type
-- Choose --

Status
-- Choose --

Submission Date From
dd/mm/yyyy

Submission Date To
dd/mm/yyyy

[Reset](#) [Find](#)

Show 10 entries

NO	SUBMISSION DATE	APPLICATION TYPE	AMOUNT (RM)	STATUS	ACTION
No data available in table					

Showing 0 to 0 of 0 entries

[Previous](#) [Next](#)

Diagram 25: Filter Total Entries

9. System will show number of entries at the bottom of the list.

List of Applications

Application Type
-- Choose --

Status
-- Choose --

Submission Date From
dd/mm/yyyy

Submission Date To
dd/mm/yyyy

[Reset](#) [Find](#)

Show 10 entries

NO	SUBMISSION DATE	APPLICATION TYPE	AMOUNT (RM)	STATUS	ACTION
No data available in table					

Showing 0 to 0 of 0 entries

[Previous](#) [Next](#)

Diagram 26: Total Entries

10. System will show pagination at the bottom of the list. User click on the numbers and system will show the listing on the next page.

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List of Applications

Application Type: -- Choose -- Status: -- Choose --

Submission Date From: dd/mm/yyyy Submission Date To: dd/mm/yyyy

[Reset](#) [Find](#)

Show 10 entries

NO	SUBMISSION DATE	APPLICATION TYPE	AMOUNT (RM)	STATUS	ACTION
No data available in table					

Showing 0 to 0 of 0 entries

[Previous](#) [Next](#)

Diagram 27: Pagination

11. Click



to submit new topup.

Pre-Payment

FIMM > Payment > Pre-Payment

ACCOUNT BALANCE
RM0.00

[+ Refund Exam Waiver](#)

[+ Topup](#)

ALL Applications REGISTRATION Consultant Registration REFUND Pre-Payment Refund TOPUP Pre-Payment Topup

List of Applications

Application Type: -- Choose -- Status: -- Choose --

Submission Date From: dd/mm/yyyy Submission Date To: dd/mm/yyyy

[Reset](#) [Find](#)

Diagram 28: Topup

12. System will display this form. User fill in the details:

- i. Pre-Payment Topup Details
 - a) Distributor Name
 - b) Scheme
 - c) Registration Type

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- d) Current Pre-Payment Account Balance (RM)
- e) Topup Amount (RM)
- f) Transaction Date
- g) Transaction No
- h) Upload Receipt

Diagram 29: Topup Form



- ii. User click  to go back to Pre-Payment page.

Diagram 30: Popup Message

- iii. User click  to discard the application.

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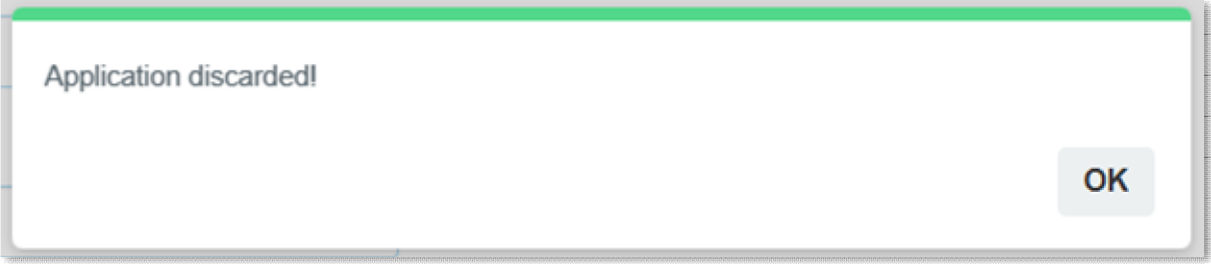
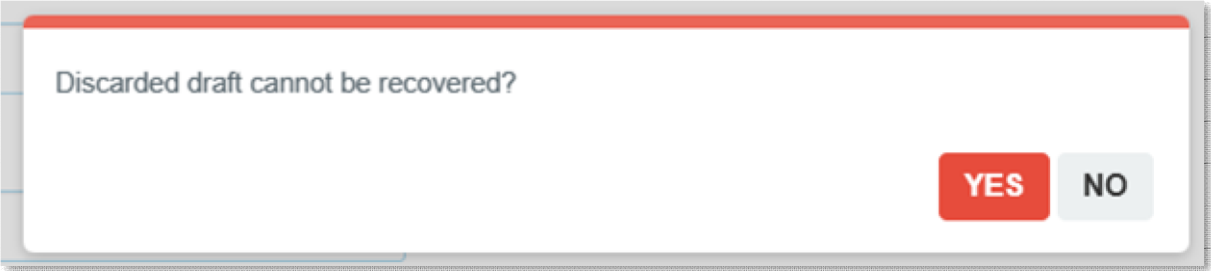
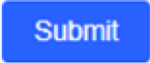


Diagram 31: Popup Message

iv. User click  to submit the application to FIMM.

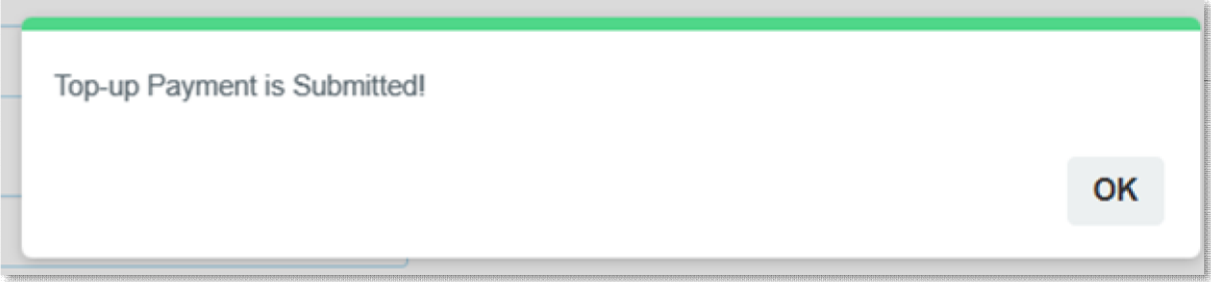
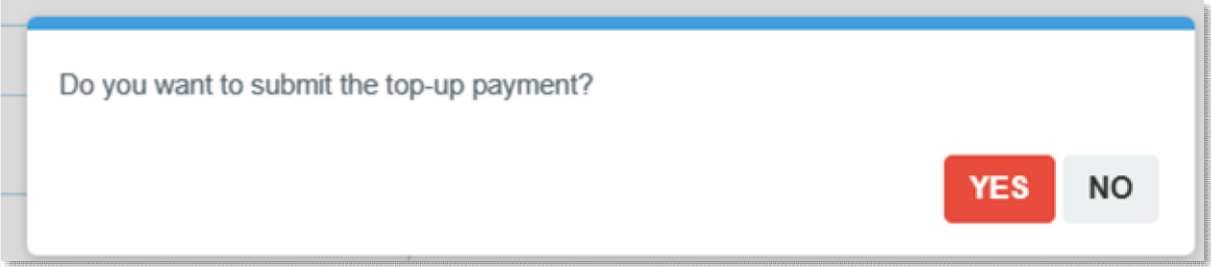


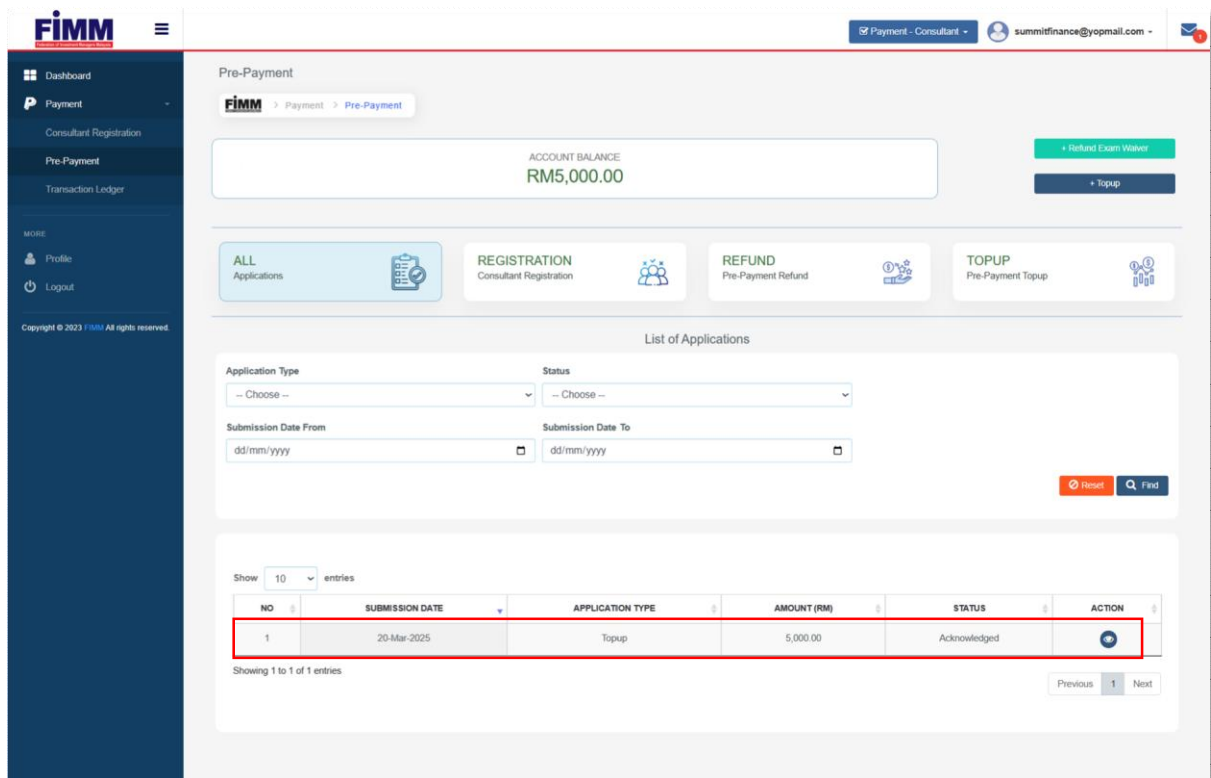
Diagram 32: Popup Message

View Application and Log

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--	--	---------------------------------	------------------------------	----------------	------------------	------------

13. In Pre-Payment page, user can view applications for all status. Click tab Application


and under column Action click .



The screenshot displays the FIMM Pre-Payment interface. On the left is a navigation menu with options like Dashboard, Payment, Consultant Registration, Pre-Payment, and Transaction Ledger. The main content area shows the 'Pre-Payment' section with a breadcrumb trail 'FIMM > Payment > Pre-Payment'. Below this, the 'ACCOUNT BALANCE' is shown as 'RM5,000.00'. There are buttons for '+ Refund Exam Waiver' and '+ Topup'. A horizontal menu allows switching between 'ALL Applications', 'REGISTRATION Consultant Registration', 'REFUND Pre-Payment Refund', and 'TOPUP Pre-Payment Topup'. The 'List of Applications' section includes filters for 'Application Type' and 'Status' (both set to '-- Choose --'), and date range filters for 'Submission Date From' and 'Submission Date To'. A 'Reset' button and a 'Find' button are also present. Below the filters is a table with columns: NO, SUBMISSION DATE, APPLICATION TYPE, AMOUNT (RM), STATUS, and ACTION. The table contains one entry: NO 1, SUBMISSION DATE 20-Mar-2025, APPLICATION TYPE Topup, AMOUNT (RM) 5,000.00, STATUS Acknowledged, and ACTION (eye icon). The entry is highlighted with a red box. At the bottom, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' pagination controls.

Diagram 33: Pre-Payment Page

14. System will display:

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i. Tab Details

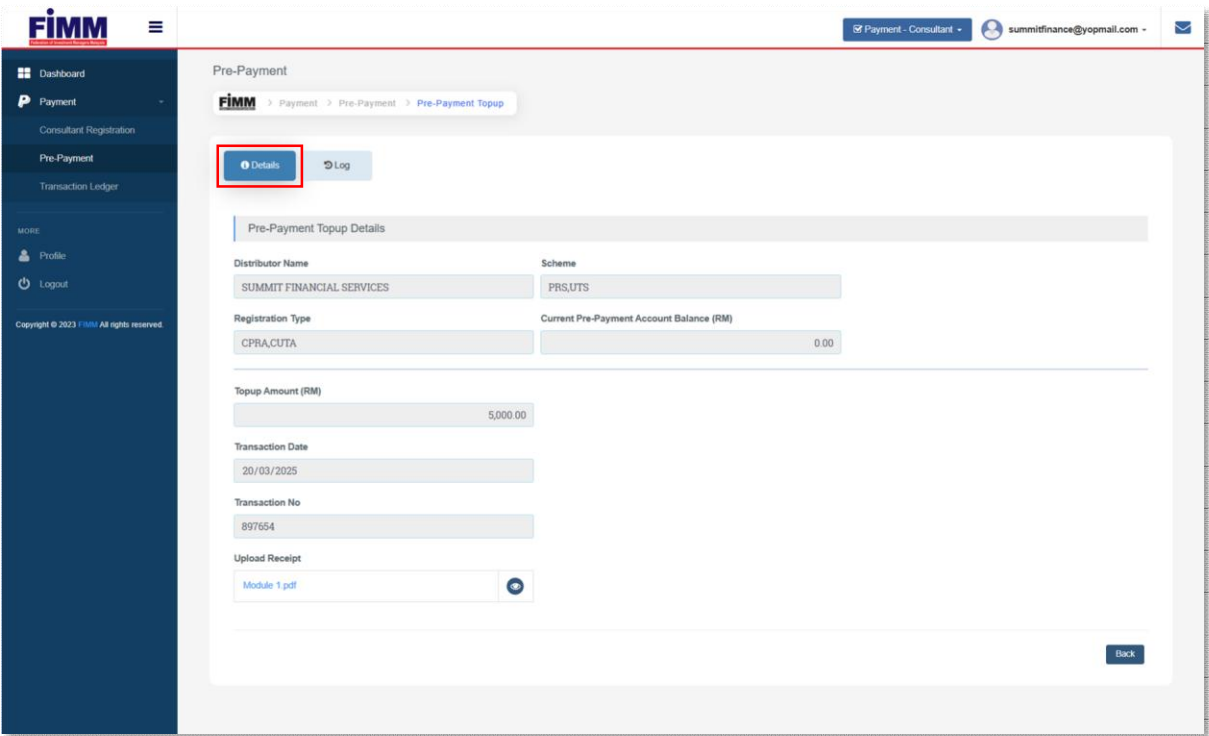
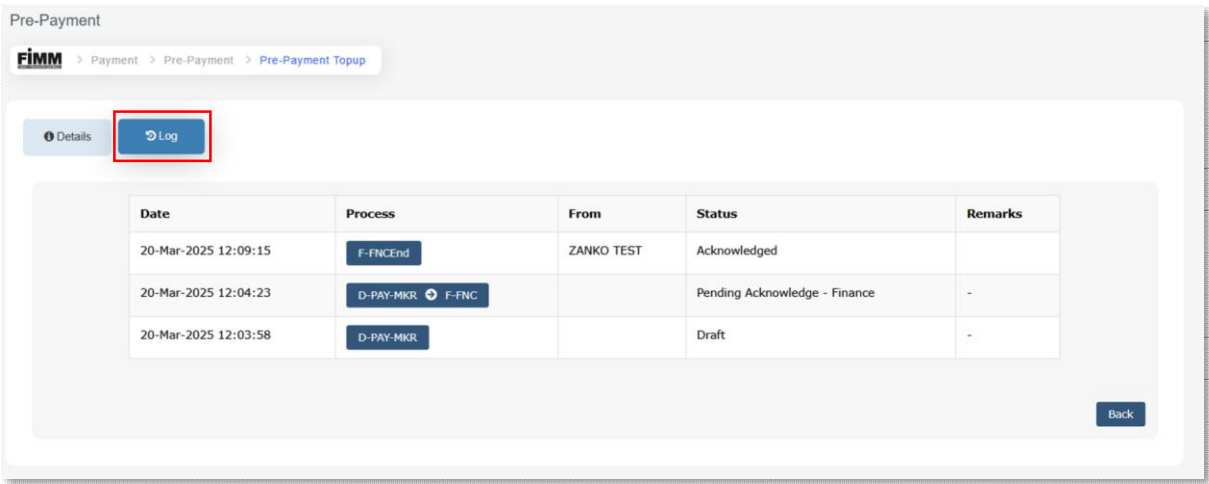


Diagram 34: Topup Form

ii. Tab Log



Date	Process	From	Status	Remarks
20-Mar-2025 12:09:15	F-FNCEnd	ZANKO TEST	Acknowledged	
20-Mar-2025 12:04:23	D-PAY-MKR F-FNC		Pending Acknowledge - Finance	-
20-Mar-2025 12:03:58	D-PAY-MKR		Draft	-

Diagram 35: Log

15. Click Tab Pre-Payment Topup. This tab will display list of Approved topup applications.

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Diagram 36: Pre-Payment Page


16. User can filter the list by either one or more of and click :
- Transaction Date From
 - Transaction Date To

Diagram 37: Filter

Transaction Ledger

17. Click submenu Transaction Ledger.

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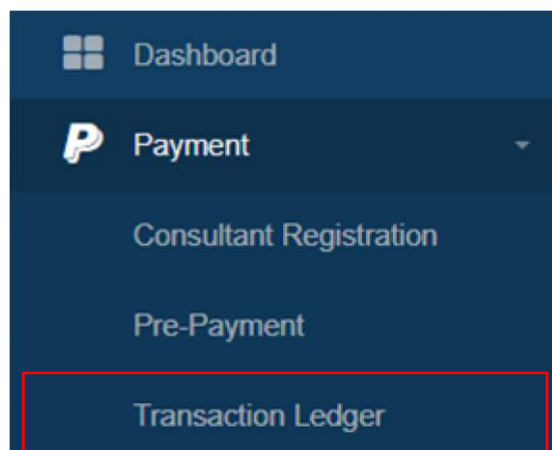


Diagram 38: Submenu

18. System will display the ledger.

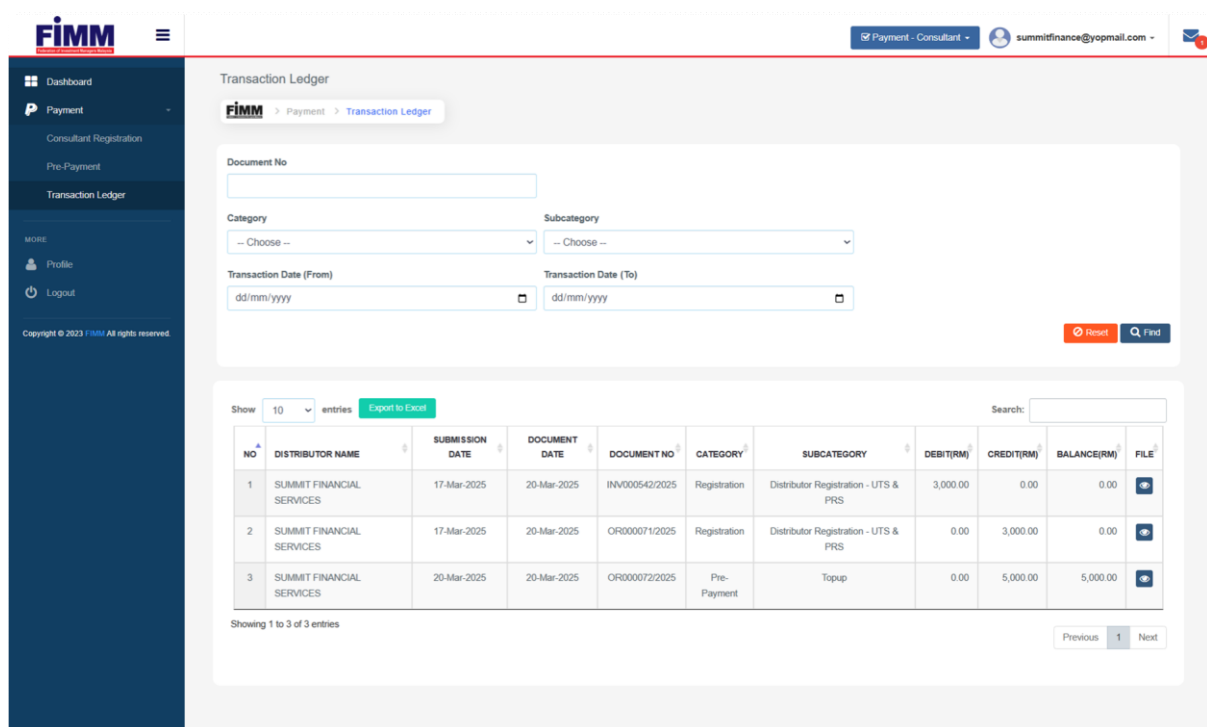



Diagram 39: Transaction Ledger

19. User can filter the list by either one or more of and click  :
 - i. Document No ii.
 - Category iii.
 - Subcategory iv.

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Transaction

Date From

v. Transaction Date To

Transaction Ledger

FIMM

> Payment > Transaction Ledger

Document No

Category

-- Choose --

Subcategory

-- Choose --

Transaction Date (From)

dd/mm/yyyy

Transaction Date (To)

dd/mm/yyyy

Reset

Find

Diagram 40: Filter

20. User click

Export to Excel

 to export the ledger to excel.

Showing 10 entries

Export to Excel

Search:

NO	DISTRIBUTOR NAME	SUBMISSION DATE	DOCUMENT DATE	DOCUMENT NO	CATEGORY	SUBCATEGORY	DEBIT(RM)	CREDIT(RM)	BALANCE(RM)	FILE
1	SUMMIT FINANCIAL SERVICES	17-Mar-2025	20-Mar-2025	INV000542/2025	Registration	Distributor Registration - UTS & PRS	3,000.00	0.00	0.00	
2	SUMMIT FINANCIAL SERVICES	17-Mar-2025	20-Mar-2025	OR000071/2025	Registration	Distributor Registration - UTS & PRS	0.00	3,000.00	0.00	
3	SUMMIT FINANCIAL SERVICES	20-Mar-2025	20-Mar-2025	OR000072/2025	Pre-Payment	Topup	0.00	5,000.00	5,000.00	


Showing 1 to 3 of 3 entries


Previous

1

Next




Diagram 41: Export to Excel

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21. Under column Action, user click  to download the Invoice/ Credit Note/ Official Receipt.

Show entries [Export to Excel](#)

Search:

NO	DISTRIBUTOR NAME	SUBMISSION DATE	DOCUMENT DATE	DOCUMENT NO	CATEGORY	SUBCATEGORY	DEBIT(RM)	CREDIT(RM)	BALANCE(RM)	FILE
1	SUMMIT FINANCIAL SERVICES	17-Mar-2025	20-Mar-2025	INV000542/2025	Registration	Distributor Registration - UTS & PRS	3,000.00	0.00	0.00	
2	SUMMIT FINANCIAL SERVICES	17-Mar-2025	20-Mar-2025	OR000071/2025	Registration	Distributor Registration - UTS & PRS	0.00	3,000.00	0.00	
3	SUMMIT FINANCIAL SERVICES	20-Mar-2025	20-Mar-2025	OR000072/2025	Pre-Payment	Topup	0.00	5,000.00	5,000.00	

Showing 1 to 3 of 3 entries

Previous **1** Next

Diagram 42: Transaction Ledger