

2024

SISTEM PENGURUSAN ASET : PENERIMAAN ASET DENGAN PEMERIKSAAN TEKNIKAL



PEJABAT BURSAR
UNIVERSITI PUTRA MALAYSIA

PENYEDIAAN PURCHASE RECEIPT OLEH PUSAT TANGGUNGJAWAB

- A. PURCHASE RECEIPT BEKALAN/PERKHIDMATAN/KERJA
- B. PURCHASE RECEIPT ASET DAN ASET BERNILAI RENDAH
 - B1) TANPA PEMERIKSAAN TEKNIKAL (PEGAWAI ASET > KETUA PTJ)
 - B2) DENGAN PEMERIKSAAN TEKNIKAL (PEGAWAI ASET > PEGAWAI PEMERIKSA >KETUA PTJ) – BAGI ASET SELAIN PERABOT
- B. PURCHASE RECEIPT ASET DAN ASET BERNILAI RENDAH
 - B2) DENGAN PEMERIKSAAN TEKNIKAL (PEGAWAI ASET > PEGAWAI PEMERIKSA >KETUA PTJ) – BAGI ASET SELAIN PERABOT

B2i) LOGIN KE SISTEM PENGURUSAN ASET SEBAGAI PEGAWAI ASET

Subject	Requested By	Assigned On
Asset Movement - AL000023	JUNAIDAH MD ISA	17/Nov/2023 12:46 PM
Asset Movement - AL000022	JUNAIDAH MD ISA	14/Nov/2023 07:21 AM
SPA Asset Receipt Task Notification - AR000060	JUNAIDAH MD ISA	10/Nov/2023 12:24 PM
SPA Asset Receipt Task Notification - AR000046	JUNAIDAH MD ISA	06/Nov/2023 10:34 AM

- 1) TEKAN MENU **RECEIPT > ASSET RECEIPT** UNTUK MEMBUAT PENERIMAAN ASET/ASET BERNILAI RENDAH

Asset Management Portal

My Tasks | Dashboard

My Pending Tasks Filter

Showing 1 to 4 of 4 entries

Subject	Requested By	Assigned On
Asset Movement - AL000023	JUNAIDAH MD ISA	17/Nov/2023 12:46 PM
Asset Movement - AL000022	JUNAIDAH MD ISA	14/Nov/2023 07:21 AM
SPA Asset Receipt Task Notification - AR000060	JUNAIDAH MD ISA	10/Nov/2023 12:24 PM
SPA Asset Receipt Task Notification - AR000046	JUNAIDAH MD ISA	06/Nov/2023 10:34 AM

First Previous 1 Next Last

My Task Summary

0 Assigned to me today

4 New

0 Due in next 7 days

0 Completed in past 7 days

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2) PAPARAN STATUS ASSET RECEIPT

Asset Management Portal

Asset Receipt New Request Excel Export PDF Export Filter

Pending | Draft | History

Showing 1 to 2 of 2 entries

Batch ID	Title	Type	Prepared By	Assigned By	Assigned On	Status
AR000046	SPA Asset Receipt Task Notification - AR000046	Receipt	JUNAIDAH MD ISA	JUNAIDAH MD ISA	06/11/2023	New
AR000060	SPA Asset Receipt Task Notification - AR000060	Receipt	JUNAIDAH MD ISA	JUNAIDAH MD ISA	10/11/2023	New

First Previous 1 Next Last

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3) TEKAN BUTANG +NEW REQUEST

Asset Management Portal

Asset Receipt

Showing 1 to 2 of 2 entries

Batch ID	Title	Type	Prepared By	Assigned By	Assigned On	Status
AR000046	SPA Asset Receipt Task Notification - AR000046	Receipt	JUNAIDAH MD ISA	JUNAIDAH MD ISA	06/11/2023	New
AR000060	SPA Asset Receipt Task Notification - AR000060	Receipt	JUNAIDAH MD ISA	JUNAIDAH MD ISA	10/11/2023	New

4) PADA TAB RECEIPT DETAIL, TARIKH ADALAH AUTO PADA TARIKH INPUT

Asset Receipt Request

Reference Number: Enter Reference Number
Date: 08/Dec/2023
Status: NEW

Branch: Select
Type: Select

P O Number: Search P O Number
P O Date: Select P O Date

Technical Inspection: Yes No
D O Number: Enter D O Number
D O Date: Select D O Date
Invoice Number: Enter Invoice Number

Acceptance Type: Enter Acceptance Type
Transport info: Enter Transport Info

5) PILIH BRANCH YANG BETUL DENGAN PILIHAN KOMBINASI KOD+PTJ BERIKUT:

KOD BRANCH	MAKSUD PERUNTUKAN	KOD BRANCH	MAKSUD PERUNTUKAN
S01	MENGURUS	S05	AMANAHAH (61XXX, 62XXX)
S02	KOLEJ KEDIAMAN	S06	AMANAHAH (68XXX)
S03	PENYELIDIKAN (5XXXX,9XXXXX,63XXX,67XXX)	S08	AMANAHAH (64XXX, 65XXX, 66XXX)
S04	PEMBANGUNAN (7XXXX)	S10	AMANAHAH PELAJAR

6) PILIH TYPE RECEIPT BAGI PEROLEHAN MELALUI PESANAN BELIAN

- 7) CARI NOMBOR PO MENGIKUT BRANCH YANG DIPILIH. PO DATE AKAN KELUAR SECARA AUTOMATIK

- 8) PILIH YES **TECHNICAL INSPECTION**. MASUKKAN NOMBOR DELIVERY ORDER (DO NUMBER) DAN TARIKH SERTA NOMBOR INVOIS (INVOICE NUMBER). MASUKKAN ACCEPTANCE TYPE DAN TRANSPORT INFO SEPERTI BERIKUT:

KATEGORI	KETERANGAN
ACCEPTANCE TYPE	'DIPERIKSA, DIKIRA, DIUKUR, DITIMBANG ATAU DIUJI'
TRANSPORT INFO	MAKLUMAT KENDERAAN YANG MENGHANTAR ASET

Asset Receipt

Receipt Details Workflow Details

Reference Number Date * Status

Branch Type *

P O Number * P O Date

Technical Inspection * Yes No D O Number * D O Date * Invoice Number *

Acceptance Type * Transport Info *

Asset Information Vendor Information

Asset Information

- 9) PADA TAB **ASSET INFORMATION**, SENARAI ASET/ASET BERNILAI RENDAH AKAN DIPAPARKAN MENGIKUT SENARAI YANG DILULUSKAN DI DALAM PESANAN BELIAN GRP

Asset Receipt

Asset Information Vendor Information

Asset Information

Receipt Details											
Asset Category	Asset Type	Asset Class	U O M	Unit Cost	Ext Cost	Ordered Quantity	Open Quantity	Receipt Quantity	Delivered Quantity	Return Quantity	Action
H	A35400A 1	35400A101100 32A	EACH	3,500.0 0	0.00	1.00	1.00	0.00	0.00	0.00	
H	A35400A 1	35400A101100 32A	EACH	4,000.0 0	0.00	1.00	1.00	0.00	0.00	0.00	
H	A35400A 1	35400A101100 32A	EACH	8,000.0 0	0.00	1.00	1.00	0.00	0.00	0.00	

Total 3 records.

Cancel Submit Save

- 10) KLIK PADA BUTANG UNTUK MELAKUKAN KEMASKINI

Asset Receipt

NORAINI ABDULLAH

Asset Information Vendor Information

Asset Information

Receipt Details											
Asset Category	Asset Type	Asset Class	U O M	Unit Cost	Ext Cost	Ordered Quantity	Open Quantity	Receipt Quantity	Delivered Quantity	Return Quantity	Action
H	A35400A1	35400A10110032A	EACH	3,500.00	0.00	1.00	1.00	0.00	0.00	0.00	
H	A35400A1	35400A10110032A	EACH	4,000.00	0.00	1.00	1.00	0.00	0.00	0.00	
H	A35400A1	35400A10110032A	EACH	8,000.00	0.00	1.00	1.00	0.00	0.00	0.00	

Total 3 records.

Cancel Submit Save

11) MASUKKAN KUANTITI YANG DIHANTAR OLEH PEMBEKAL PADA RUANGAN **DELIVERED QUANTITY** DAN DITERIMA OLEH PTJ PADA RUANGAN **RECEIPT QUANTITY**

Asset Receipt

NORAINI ABDULLAH

Asset Information

Asset Information

Receipt Details

Edit Selected Record Of The Receipt Details

Input details to update the selected record of the Receipt Details

Asset General Info

Asset Category: H Asset Type: A35400A1 Asset Class: 35400A10110032A U O M: EACH Unit Cost: 3,500.00

Description: KERETA AIN1

Asset Details

Ordered Quantity	Open Quantity	Delivered Quantity *	Receipt Quantity *	Return Quantity *	Ext Cost
1.00	1.00	0.00	0.00	0.00	0.00

Notes: Enter Notes Return Reason: Enter Return Reason

Cancel Save

12) EXT COST AKAN DIPAPARKAN AUTOMATIK BERDASARKAN KUANTITI DITERIMA X UNIT COST

Asset Receipt

NORAINI ABDULLAH

Asset Information

Asset Information

Receipt Details

Edit Selected Record Of The Receipt Details

Input details to update the selected record of the Receipt Details

Asset General Info

Asset Category: H Asset Type: A35400A1 Asset Class: 35400A10110032A U O M: EACH Unit Cost: 3,500.00

Description: KERETA AIN1

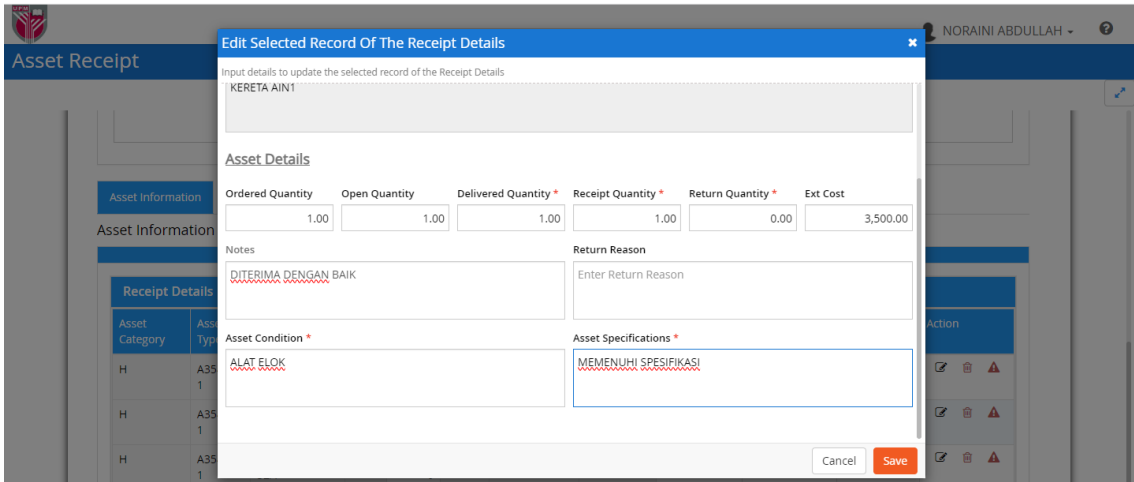
Asset Details

Ordered Quantity	Open Quantity	Delivered Quantity *	Receipt Quantity *	Return Quantity *	Ext Cost
1.00	1.00	1.00	1.00	0.00	3,500.00

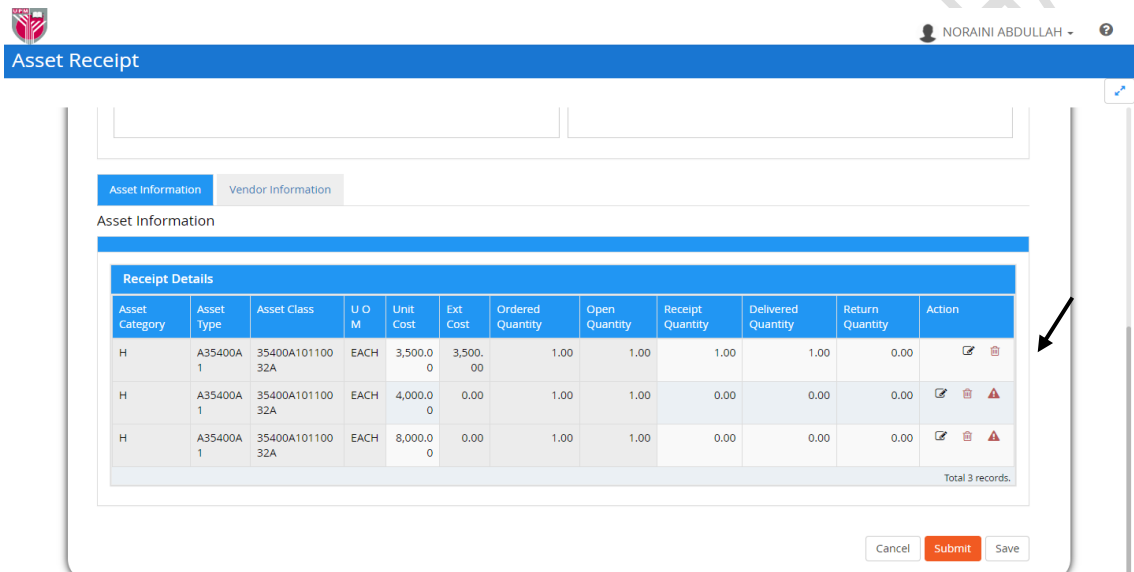
Notes: Enter Notes Return Reason: Enter Return Reason

Cancel Save

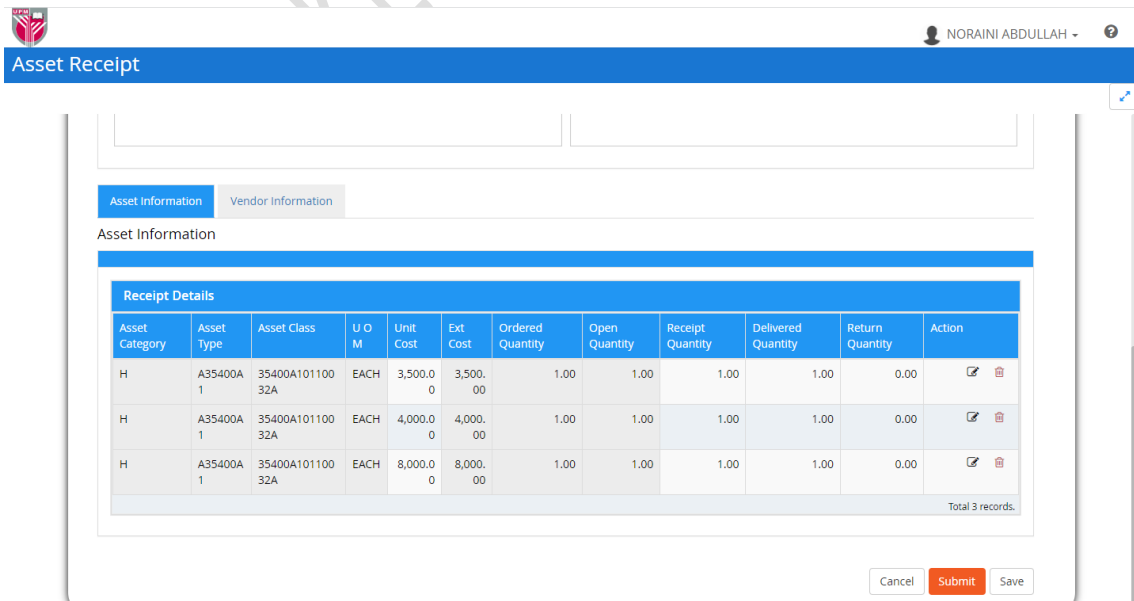
13) MASUKKAN **NOTES**, KEADAAN ASET (**ASSET CONDITION**) DAN SPESIFIKASI ASET (**ASSET SPECIFICATION**). TEKAN BUTANG SAVE DAN ULANG LANGKAH INI UNTUK ASET LAIN



14) ASET YANG TELAH DIKEMASKINI AKAN DITUNJUKKAN SEPERTI DI BAWAH



15) SEMUA ASET TELAH DIKEMASKINI.



16) PADA TAB **WORKFLOW DETAILS**, MASUKKAN **ACTION COMMENT** UNTUK TINDAKAN PENGESAHAN TEKNIKAL. MUAT NAIK DOKUMEN SEPERTI PESANAN BELIAN, NOTA

PENGHANTARAN (DO) DAN INVOIS PADA RUANG *ACTION DOCUMENT* . PILIH PEGAWAI PEMERIKSA DENGAN MENEKAN BUTANG NAMA PEGAWAI PEMERIKSA**

Assign To *
 User Name

User Name *

- Admin
- SPAADMIN
- User 1
- approver 1
- reviewer 1
- BALQIS
- NORMEE
- AYNA MARLIANA
- MUHAMAD RIDZUAN
- MOHD NIDZAM
- FADHLIL ZAKUAN
- SALIZA
- SOBRI
- NAJUMUDDIN
- NORRZAIDA
- MOHD AZUAN
- NORIHAN
- JUNEAFITRIAWATI

Asset Receipt

NORAINI ABDULLAH

Asset Receipt Request

Receipt Details | Workflow Details

Action History

Date	User Name	Category	Status	Attachment	Comment	Action
Total 0 records.						

Action Date
 08/Dec/2023

Action Comment
 TOLONG LULUSKAN

Action Document
 No files uploaded
 .txt, .doc, .pdf, .docx, .png, .jpeg, .jpg

17) TEKAN BUTANG **SUBMIT**

Asset Receipt

NORAINI ABDULLAH

08/Dec/2023

Action Comment
 TOLONG LULUSKAN

Action Document
 No files uploaded
 .txt, .doc, .pdf, .docx, .png, .jpeg, .jpg, .gif, .bmp

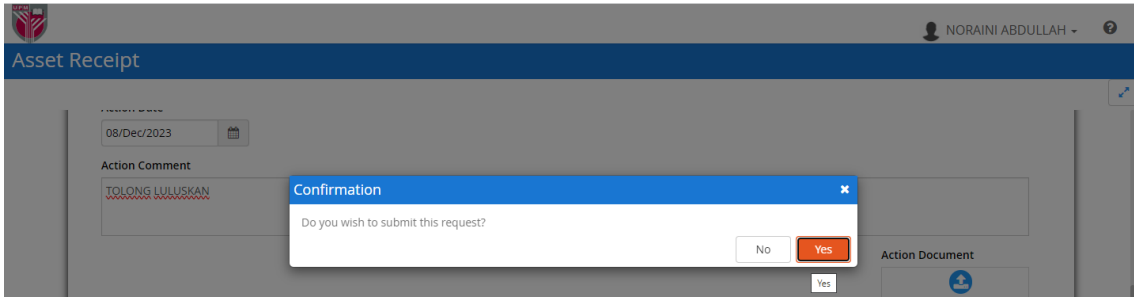
Workflow Details

Sequence	Category	Assign Type	Assign To	Approve Status	Reject Status	Role Name	User Name	Action
1	Technical Inspection	AUTO	User Role	Approve Technical Inspector	Reject Technical Inspector	Technical Inspector		
2	APPROVER	AUTO	User Role	APPROVED	REJECTED	First Level Approver		

Total 2 records.

Cancel Submit Save

18) TEKAN BUTANG **YES**



19) DI TAB HISTORY, STATUS ADALAH SUBMITTED

Asset Management Portal

Asset Receipt

Pending Draft History

Showing 1 to 10 of 28 entries

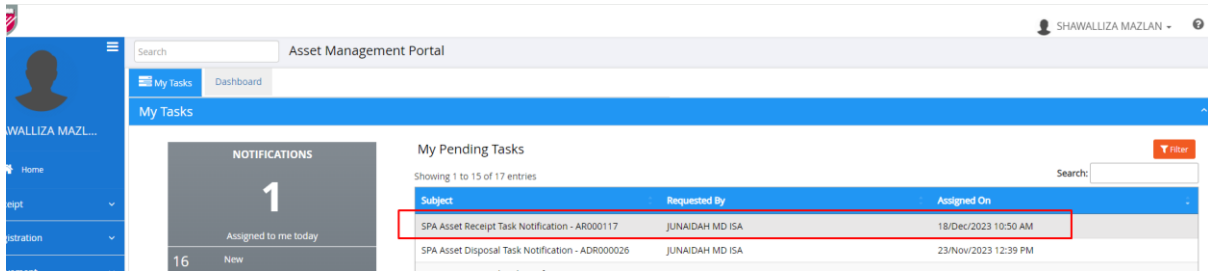
Batch ID	Type	Submitted By	Submitted Date	Status
AR000105	Receipt	NORAINI ABDULLAH	08/12/2023	SUBMITTED
AR000065	Receipt	JUNAIDAH MD ISA	15/11/2023	APPROVED
AR000066	Receipt	JUNAIDAH MD ISA	15/11/2023	APPROVED
AR000067	Receipt	JUNAIDAH MD ISA	15/11/2023	APPROVED
AR000063	Receipt	JUNAIDAH MD ISA	14/11/2023	APPROVED
AR000064	Receipt	JUNAIDAH MD ISA	14/11/2023	APPROVED
AR000059	Receipt	JUNAIDAH MD ISA	10/11/2023	Approve Approver
AR000060	Receipt	JUNAIDAH MD ISA	10/11/2023	SUBMITTED
AR000061	Receipt	JUNAIDAH MD ISA	10/11/2023	Approve Approver
AR000062	Receipt	JUNAIDAH MD ISA	10/11/2023	Approve Approver

First Previous 1 2 3 Next Last

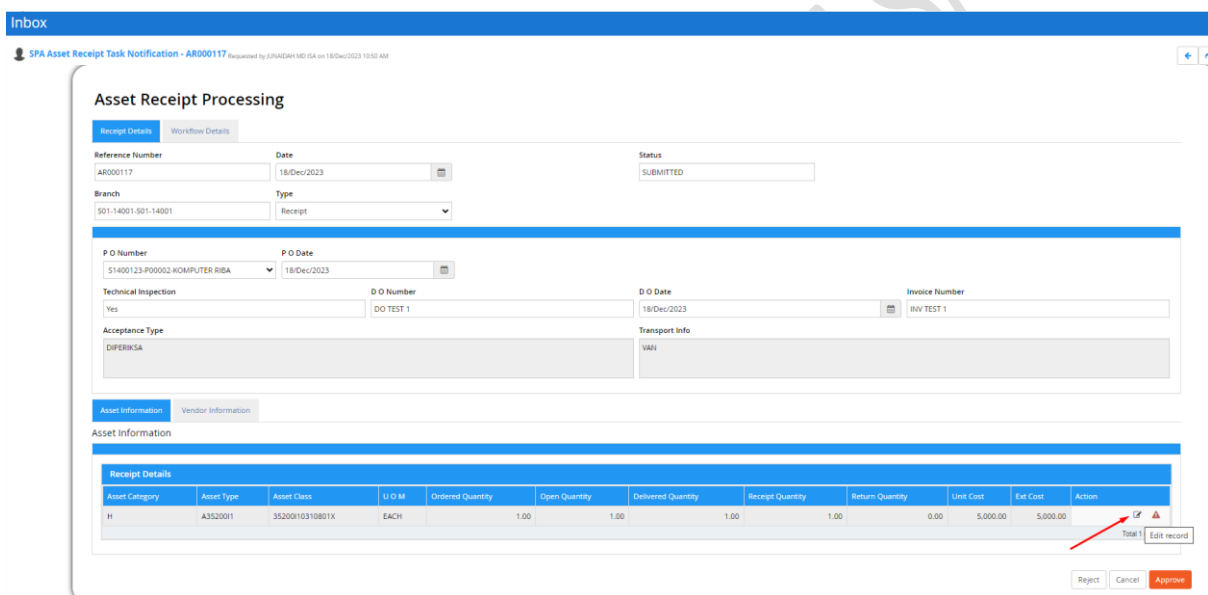
UNTUK KEGUNAAN

B2ii) LOGIN KE SISTEM PENGURUSAN ASET SEBAGAI PEGAWAI PEMERIKSA TEKNIKAL

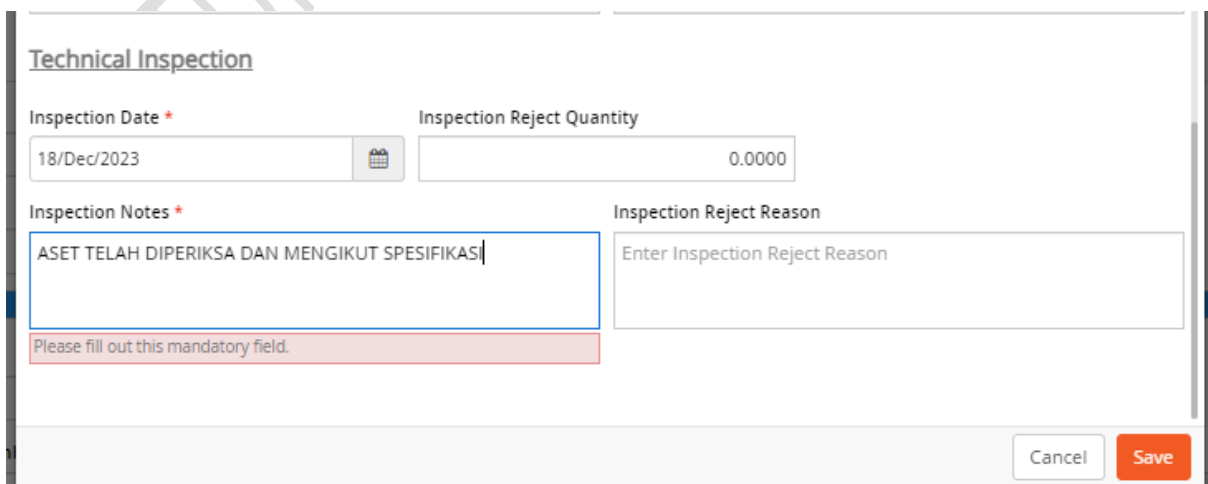
- 1) SENARAI TUGAS AKAN DIPAPARKAN PADA DASHBOARD (MY PENDING TASK). KLIK PADA DOKUMEN SPA ASSET RECEIPT YANG BERKAITAN



- 2) SEMAK MAKLUMAT PENERIMAAN ASET BERDASARKAN DOKUMEN YANG DIMUAT NAIK. PADA TAB ASSET INFORMATION, TEKAN BUTANG UNTUK MEMBUAT PENGESAHAN PEMERIKSAAN PENERIMAAN



- 3) INPUT MAKLUMAT PEMERIKSAAN DAN TEKAN BUTANG SAVE



4) PAPARAN AKAN KEMBALI KE SKRIN UTAMA. TEKAN BUTANG APPROVE

Inbox SPA Asset Receipt Task Notification - AR000117 Requested by JINAHM44 MD/ISA on 18/Dec/2023 11:01 AM

Asset Receipt Processing

Receipt Details | Workflow Details

Reference Number: AR000117 | Date: 18/Dec/2023 | Status: Approve Technical Inspector

Branch: S21-14001-S21-14001 | Type: Receipt

P O Number: S1400123-P00002-HDMFILTER RIBA | P O Date: 18/Dec/2023

Technical Inspection: Yes | D O Number: D/O TEST 1 | D O Date: 18/Dec/2023 | Invoice Number: INV TEST 1

Acceptance Type: DIVERKSA | Transport Info: 1801

Asset Information | Vendor Information

Asset Information

Receipt Details												
Asset Category	Asset Type	Asset Class	U O M	Ordered Quantity	Open Quantity	Delivered Quantity	Receipt Quantity	Return Quantity	Unit Cost	Est Cost	Action	
H	A352001	3520010310801X	EACH	1.00	1.00	1.00	1.00	0.00	5,000.00	5,000.00		☑
												Total 1 records

Reject | Cancel | **Approve**

UNTUK KEGUNAAN UPM SAHAB

B2iii) LOGIN KE SISTEM PENGURUSAN ASET SEBAGAI PELULUS (KETUA PTJ)

- 1) SENARAI TUGAS AKAN DIPAPARKAN PADA DASHBOARD (MY PENDING TASK). KLIK PADA DOKUMEN SPA ASSET RECEIPT YANG BERKAITAN

The screenshot shows the 'Asset Management Portal' dashboard. At the top right, the user is identified as 'FAEZ FIRDAUS JESSE ABDULLAH'. The 'My Tasks' section is highlighted in blue. On the left, a 'NOTIFICATIONS' card shows '1 Assigned to me today'. The 'My Pending Tasks' section displays a table with one entry:

Subject	Requested By	Assesmed On
SPA Asset Receipt Task Notification - AR000117	JUNAIDAH MD ISA	18/Dec/2023 11:01 AM

- 2) SEMAK MAKLUMAT PENERIMAAN ASET BERDASARKAN DOKUMEN YANG DIMUAT NAIK. PADA TAB ASSET INFORMATION, TEKAN BUTANG UNTUK MEMBUAT PENGESAHAN PENERIMAAN

The screenshot shows the 'Asset Receipt Processing' form. It includes fields for Reference Number (AR000117), Date (18/Dec/2023), Status (Approve Technical Inspector), Branch (501-14001-501-14001), and Type (Receipt). Below these are sections for P O Number (S1400123-PO0002-H0MPLUTER RIBA), P O Date (18/Dec/2023), Technical Inspection (Yes), D O Number (DO TEST 1), D O Date (18/Dec/2023), Invoice Number (INV TEST 1), and Acceptance Type (DIPERIKSA). The 'Asset Information' tab is active, showing a table with one record:

Asset Category	Asset Type	Asset Class	U O M	Ordered Quantity	Open Quantity	Delivered Quantity	Receipt Quantity	Return Quantity	Unit Cost	Est. Cost	Action
H	A352001	3520010310001X	EACH	1.00	1.00	1.00	1.00	0.00	5,000.00	5,000.00	GF

Buttons for 'Reject', 'Cancel', and 'Approve' are visible at the bottom right.

- 3) SEMAK MAKLUMAT DAN KEMASKINI JIKA PERLU . TEKAN SAVE

The screenshot shows the 'Edit Selected Record Of The Receipt Details' form. It includes fields for Asset Condition (BAIK), Asset Specifications (I7), Technical Inspection (Inspection Date: 18/Dec/2023, Inspection Reject Quantity: 0.0000), and Inspection Notes (ASET TELAH DIPERIKSA DAN MENGIKUT SPESIFIKASI). The 'Inspection Reject Reason' field is empty. Buttons for 'Cancel' and 'Save' are visible at the bottom right.

- 4) PAPARAN AKAN KEMBALI KE SKRIN UTAMA. TEKAN BUTANG APPROVE

Inbox

SPA Asset Receipt Task Notification - AR000117 Requested by JPRADH1 MO SA on 18/Dec/2023 11:01 AM

Asset Receipt Processing

Receipt Details | Workflow Details

Reference Number: AR000117 | Date: 18/Dec/2023 | Status: Approve Technical Inspector

Branch: 501-14001-501-14001 | Type: Receipt

P O Number: S1400123-P00002-KOMPUTER RIBA | P O Date: 18/Dec/2023

Technical Inspection: Yes | D O Number: DO TEST 1 | D O Date: 18/Dec/2023 | Invoice Number: INV TEST 1

Acceptance Type: DIPERIKSA | Transport Info: VAN

Asset Information | Vendor Information

Asset Information

Asset Category	Asset Type	Asset Class	U O M	Ordered Quantity	Open Quantity	Delivered Quantity	Receipt Quantity	Return Quantity	Unit Cost	Est Cost	Action
H	A3S20011	3S20010310801X	EACH	1.00	1.00	1.00	1.00	0.00	5,000.00	5,000.00	CF

Total 1 records

Reject | Cancel | Approve

5) TEKAN YES

Confirmation

Do you wish to approve this request?

SELEPAS KELULUSAN, PEGAWAI ASET PERLU MEMBUAT ASSET REGISTRATION

UNTUK KEGUNAAN JPR