

2024

SISTEM PENGURUSAN ASET : PENERIMAAN ASET TANPA PEMERIKSAAN TEKNIKAL



UNTIL

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
 - B1) TANPA PEMERIKSAAN TEKNIKAL (PEGAWAI ASET > KETUA PTJ)

B1j) LOGIN KE SISTEM PENGURUSAN ASET SEBAGAI PEGAWAI ASET

The screenshot displays the 'Asset Management Portal' interface. On the left is a navigation menu for user NORAINI ABDULLAH, including options like Home, Receipt, Registration, Movement, Transfer, Disposal, Loss & Write-Off, Enquiry, Reports, and Administrator. The main content area is titled 'My Tasks' and includes a 'NOTIFICATIONS' section with 0 assigned tasks today, 4 new tasks, 0 due in the next 7 days, and 0 completed in the past 7 days. Below this is a 'My Task Summary' donut chart showing 4 tasks. The 'My Pending Tasks' section shows a table with 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

- 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	AMANAHA (61XXX, 62XXX)
S02	KOLEJ KEDIAMAN	S06	AMANAHA (68XXX)
S03	PENYELIDIKAN (5XXXX,9XXXXX,63XXX,67XXX)	S08	AMANAHA (64XXX, 65XXX, 66XXX)
S04	PEMBANGUNAN (7XXXX)	S10	AMANAHA PELAJAR

6) PILIH TYPE RECEIPT BAGI PEROLEHAN MELALUI PESANAN BELIAN

Asset Receipt Request

Receipt Details | Workflow Details

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

Branch: S01-00000-S01-00000
 Type: Receipt

Asset Information | Vendor Information

Asset Information

Cancel Submit Save

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

Asset Receipt Request

Asset Information | Vendor Information

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

Technical Inspection: Yes No (No selected)
 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
Enter Acceptance Type: Example: Diukur, Ditimbang, Diuji, Dikira, Diperiksa.

Asset Information

Asset	Asset	Asset	U O	Unit	Ext	Ordered	Open	Receipt	Delivered	Return	Action
-------	-------	-------	-----	------	-----	---------	------	---------	-----------	--------	--------

8) PILIH NO **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

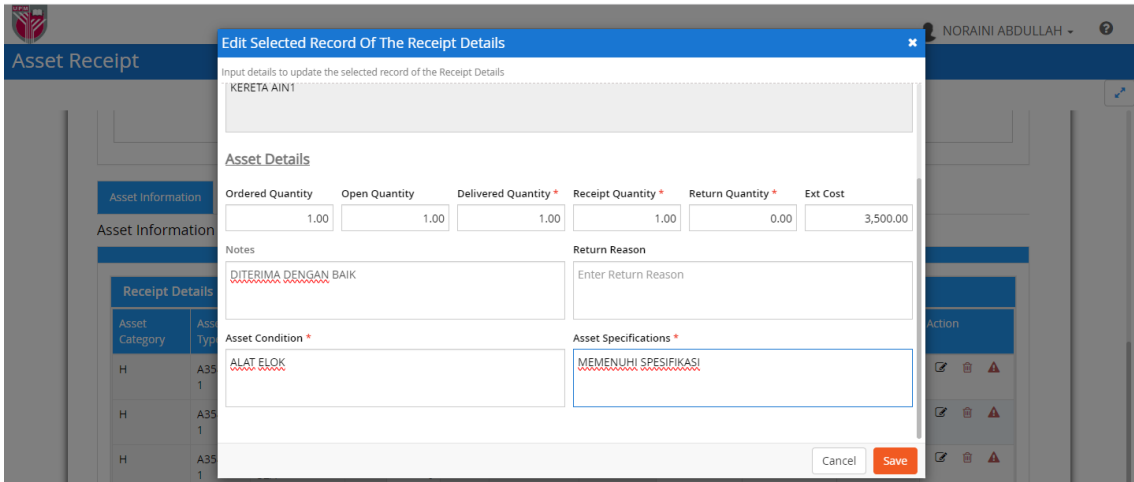
Asset Details

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

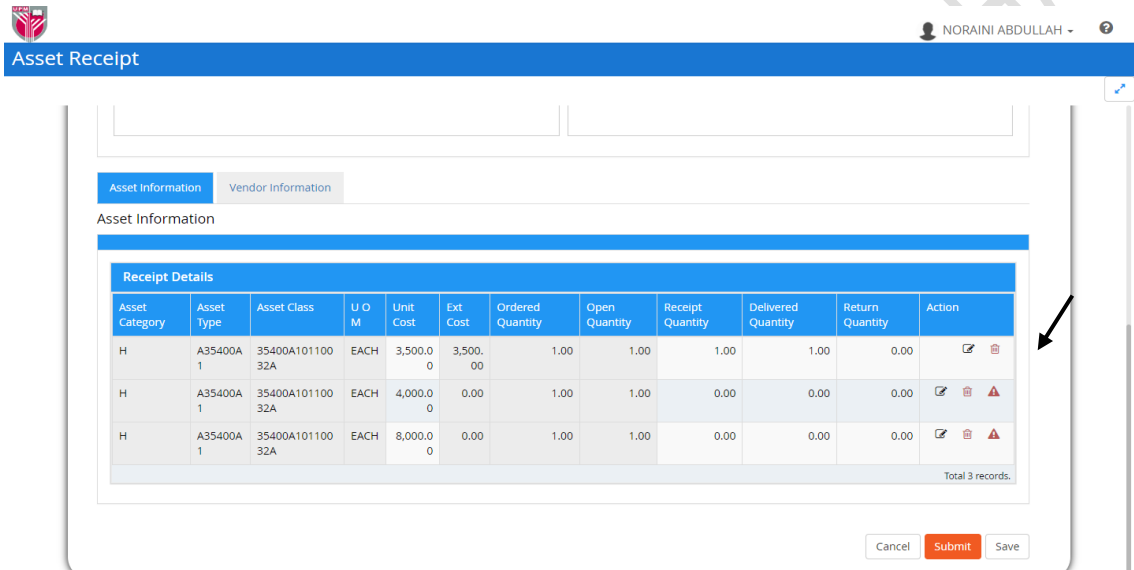
Notes: Enter Notes Return Reason: Enter Return Reason

Cancel Save

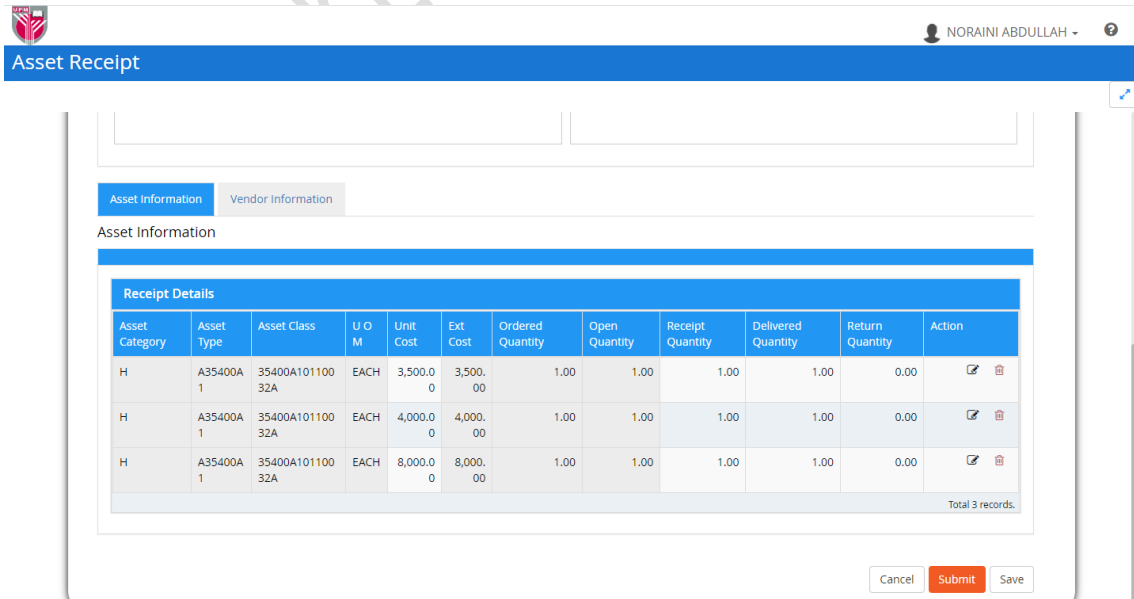
13) MASUKKAN **NOTES**, KEADAAN ASET (**ASSET CONDITION**) DAN SPESIFIKASI ASET (**ASSET SPECIFICATION**). TEKAN BUTANG SAVE DAN ULANG LANGKAH INI UNTUK ASET LAIN




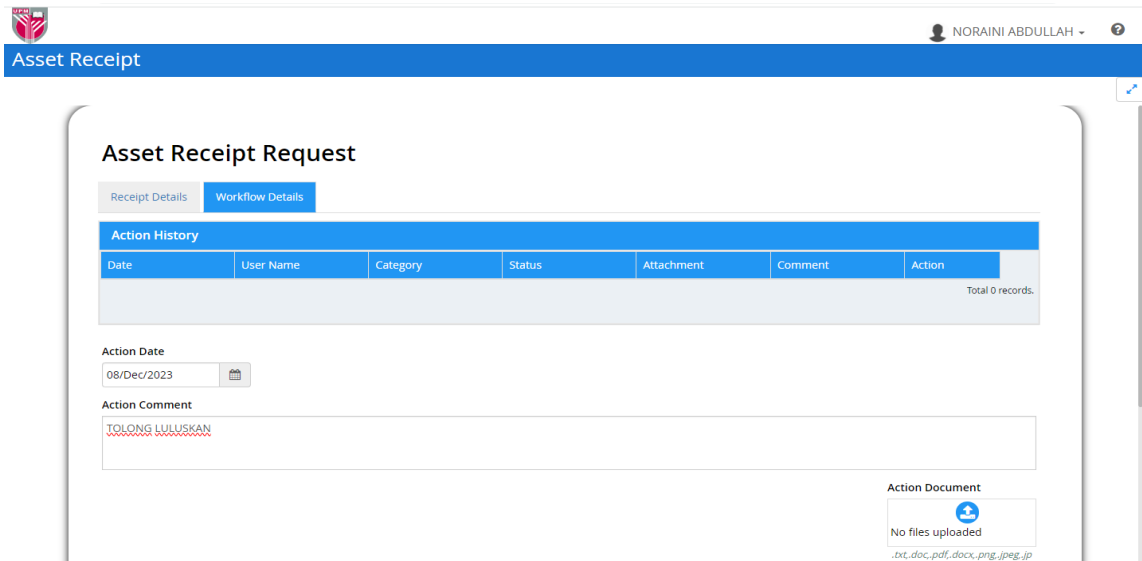
14) ASET YANG TELAH DIKEMASKINI AKAN DITUNJUKKAN SEPERTI DI BAWAH



15) SEMUA ASET TELAH DIKEMASKINI.



- 16) PADA TAB **WORKFLOW DETAILS**, MASUKKAN **ACTION COMMENT** UNTUK TINDAKAN PENGESAHAN. MUAT NAIK DOKUMEN SEPERTI PESANAN BELIAN, NOTA PENGHANTARAN (DO) DAN INVOIS PADA RUANG **ACTION DOCUMENT** 



Asset Receipt Request

Receipt Details | **Workflow Details**

Action History

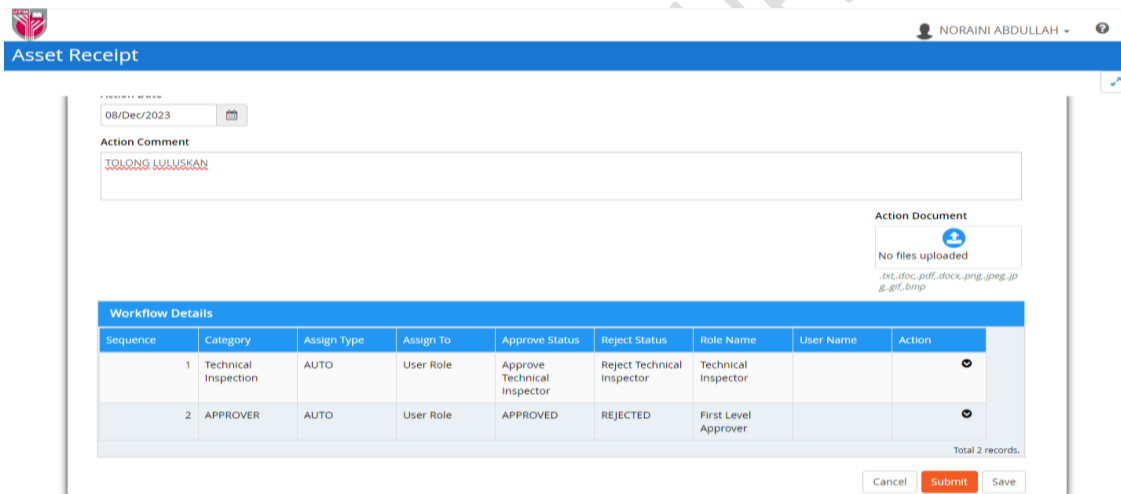
Date	User Name	Category	Status	Attachment	Comment	Action
Total 0 records.						

Action Date: 08/Dec/2023

Action Comment: TOLONG LULUSKAN

Action Document: No files uploaded

- 17) TEKAN BUTANG SUBMIT



Asset Receipt Request

Action Date: 08/Dec/2023

Action Comment: TOLONG LULUSKAN

Action Document: No files uploaded

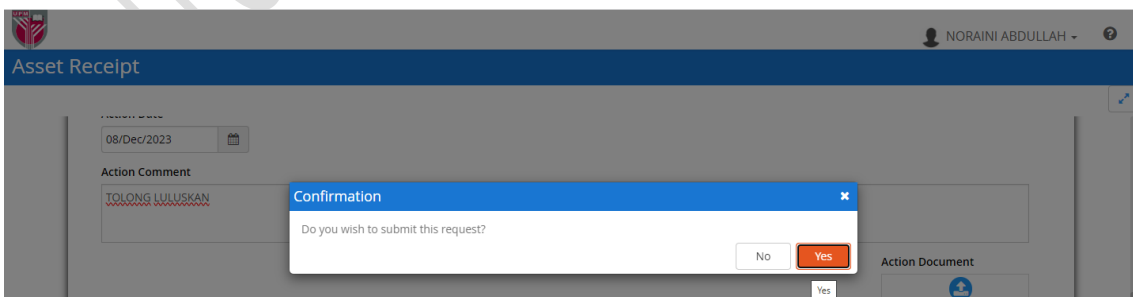
Workflow Details

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		<input type="checkbox"/>
2	APPROVER	AUTO	User Role	APPROVED	REJECTED	First Level Approver		<input type="checkbox"/>

Total 2 records.

Cancel Submit Save

- 18) TEKAN BUTANG YES



Asset Receipt Request

Action Date: 08/Dec/2023

Action Comment: TOLONG LULUSKAN

Action Document: No files uploaded

Confirmation

Do you wish to submit this request?

No Yes

- 19) DI TAB HISTORY, STATUS ADALAH SUBMITTED



NORAINI ABDULLAH

- Home
- Receipt
- Registration
- Movement
- Transfer
- Disposal
- Loss & Write-Off
- Enquiry
- Reports

Asset Receipt

[+ New Request](#) [Excel Export](#) [PDF Export](#) [Filter](#)

Pending Draft **History**

Showing 1 to 10 of 28 entries

Search:

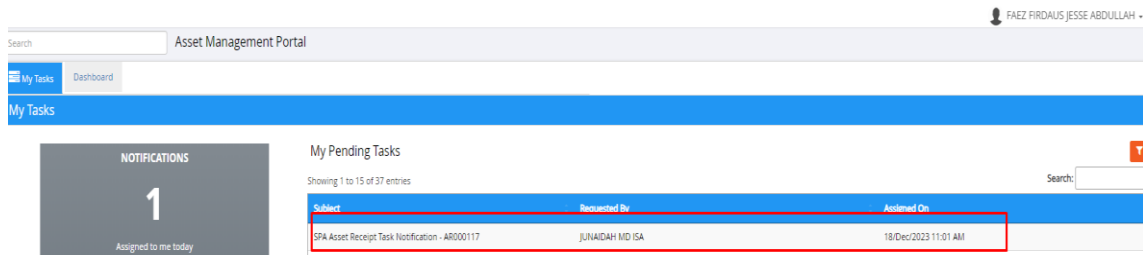
Batch ID	Type	Submitted By	Submitted Date	Status
AR000105	Receipt	NORAINI ABDULLAH	08/12/2023	SUBMITTED
AR000065	Receipt	JUNAIDAH MD ISA	15/11/2023	APPROVED
AR000066	Receipt	JUNAIDAH MD ISA	15/11/2023	APPROVED
AR000067	Receipt	JUNAIDAH MD ISA	15/11/2023	APPROVED
AR000063	Receipt	JUNAIDAH MD ISA	14/11/2023	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

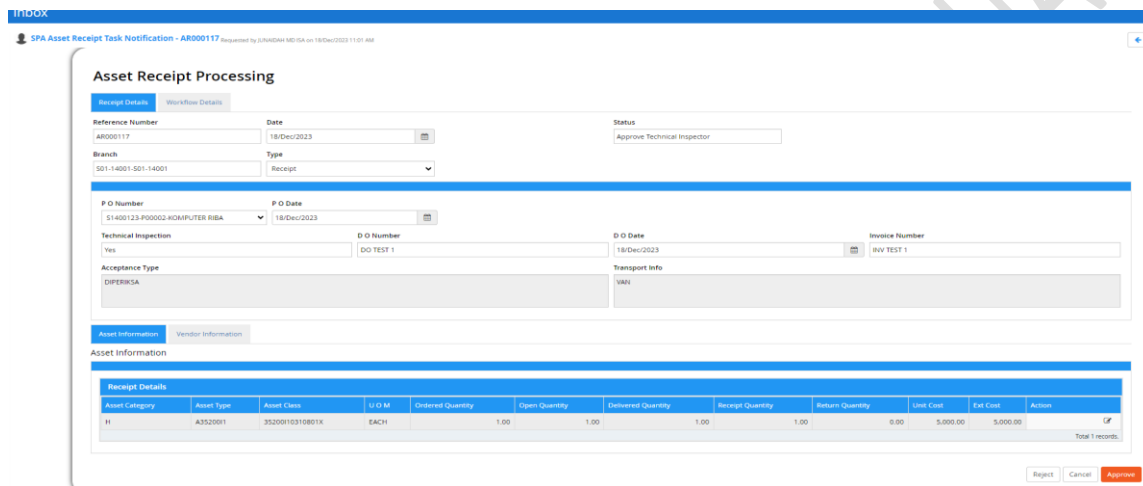
UNTUK KEGUNAAN UPM SAH

11ii) LOGIN KE SISTEM PENGURUSAN ASET SEBAGAI PELULUS (KETUA PTJ)

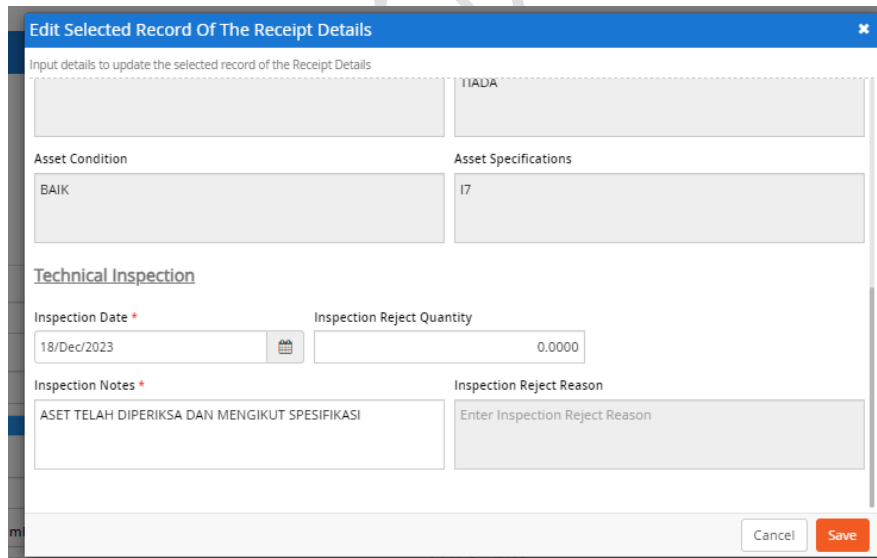
- 1) SENARAI TUGAS AKAN DIPAPARKAN PADA DASHBOARD (MY PENDING TASK). KLIK PADA DOKUMEN SPA ASSET RECEIPT YANG BERKAITAN



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



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



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

Inbox

SPA Asset Receipt Task Notification - AR000117 Requested by JPRADH1 MD 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	A3S2001	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