

2024

SISTEM PENGURUSAN ASET: PENDAFTARAN ASET (TANPA PO)



PEJABAT BURSAR
UNIVERSITI PUTRA MALAYSIA

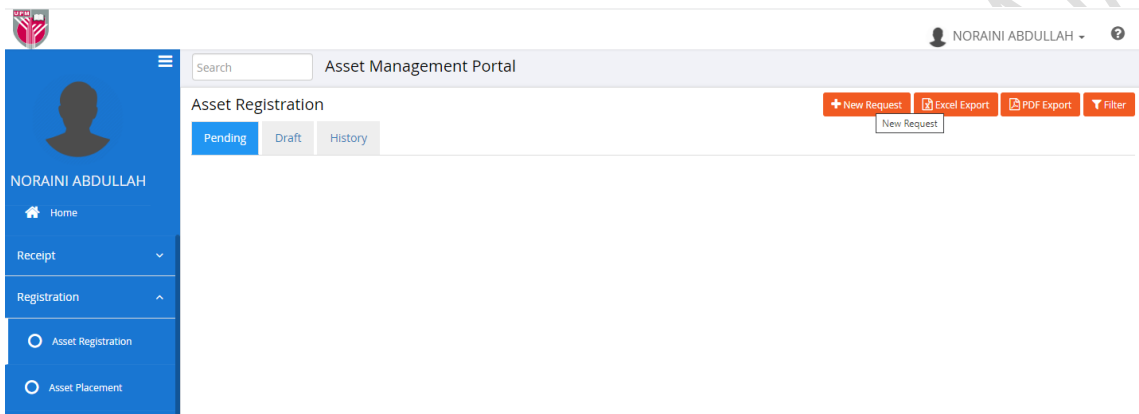
PENYEDIAAN ASSET REGISTRATION OLEH PUSAT TANGGUNGJAWAB

- DISEDIAKAN DALAM 2 KEADAAN IAITU:
 - A) RECEIPT IAITU ASET BERPESANAN BELIAN YANG PERLU MELALUI PROSES ASSET RECEIPT ATAU
 - B) MANUAL IAITU ASET YANG DIPEROLEH TANPA PESANAN BELIAN (E-CLAIM,SUMBANGAN,ASET LAMA,WORK IN PROGRESS,TANPA PESANAN BELIAN (DIRECT INVOICE))

B) MANUAL

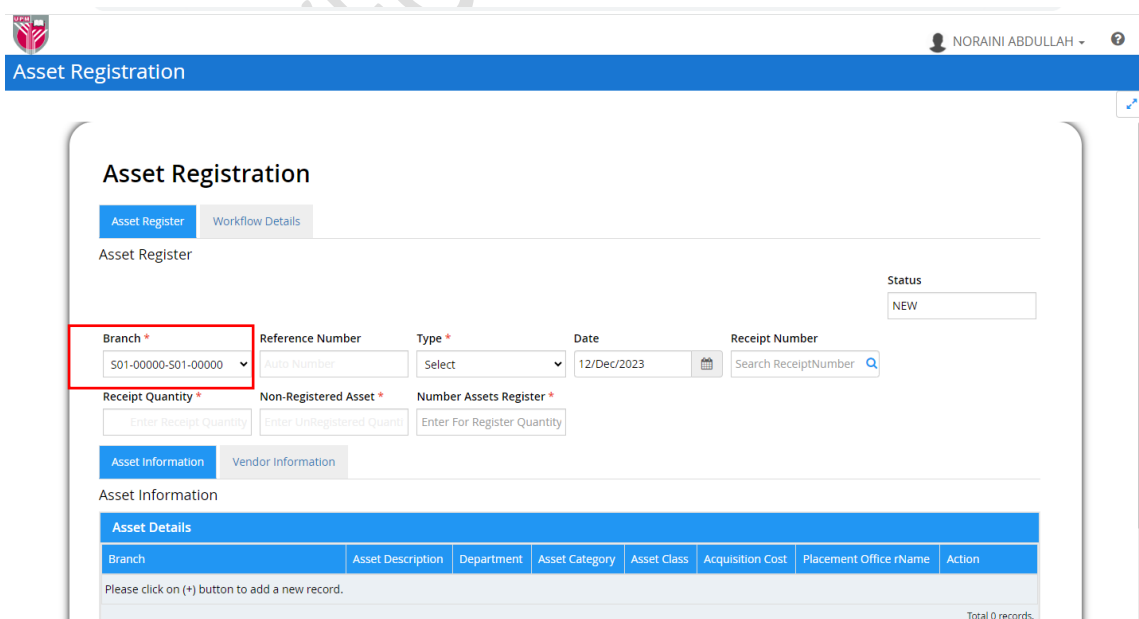
Bi) LOGIN KE SISTEM PENGURUSAN ASET SEBAGAI PEGAWAI ASET

- 1) TEKAN MENU REGISTRATION > ASSET REGISTRATION > + NEW REQUEST



- 2) PILIH **BRANCH** YANG BERKAITAN DENGAN ASET YANG AKAN DIDAFTARKAN

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



- 3) PADA RUANGAN **TYPE**, PILIH **MANUAL**



Asset Registration

Asset Registration

Asset Register Workflow Details

Asset Register

Status: NEW

Branch * Reference Number Type * Date Receipt Number

S01-00000-S01-00000 Auto Number Select 12/Dec/2023 Search ReceiptNumber

Receipt Quantity * Non-Registered Asset * Manual

Enter Receipt Quantity Enter UnRegistered Quanti

Asset Information Vendor Information

Asset Information

Asset Details							
Branch	Asset Description	Department	Asset Category	Asset Class	Acquisition Cost	Placement Office rName	Action
Please click on (+) button to add a new record.							

Total 0 records.

- 4) PADA RUANGAN **NUMBER ASSETS REGISTER**, MASUKKAN BILANGAN ASET TANPA PESANAN BELIAN YANG AKAN DIDAFTARKAN



Asset Registration

Asset Registration

Asset Register Workflow Details

Asset Register

Status: NEW

Branch * Reference Number Type * Date Receipt Number

S01-00000-S01-00000 Auto Number Manual 12/Dec/2023 Search ReceiptNumber

Receipt Quantity Non-Registered Asset Number Assets Register

Enter Receipt Quantity Enter UnRegistered Quanti 2.00

Asset Information Vendor Information

Asset Information

Asset Details							
Branch	Asset Description	Department	Asset Category	Asset Class	Acquisition Cost	Placement Office rName	Action
Please click on (+) button to add a new record.							

Total 0 records.

5) PADA TAB **ASSET INFORMATION > ASSET DETAIL**, TEKAN GAMBAR '+'

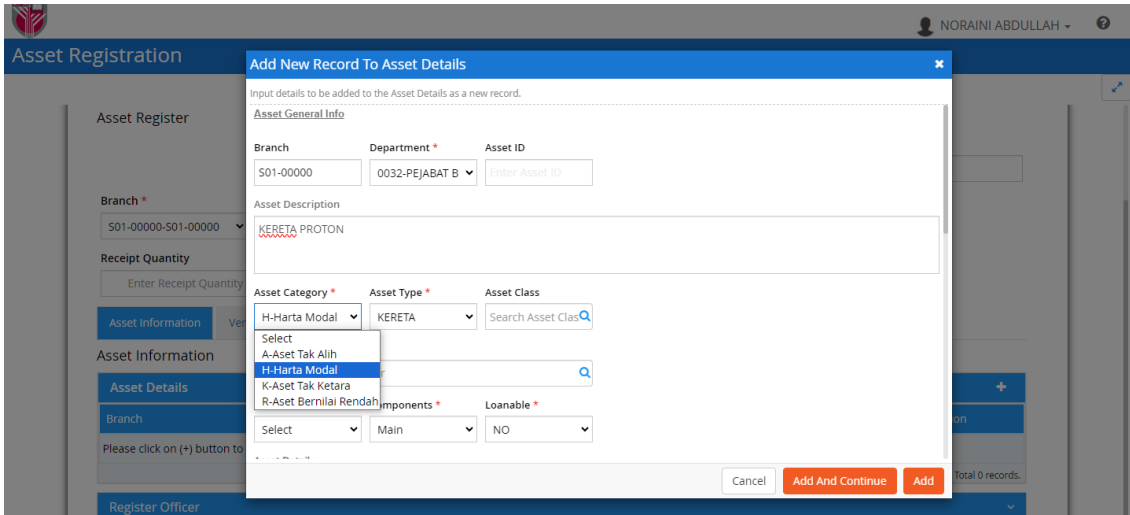
6) PILIH **BRANCH** YANG BERKAITAN DENGAN ASET YANG AKAN DIDAFTARKAN

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

PILIH DEPARTMENT/NAMA PUSAT TANGGUNGJAWAB DI MANA ASET AKAN DITEMPATKAN

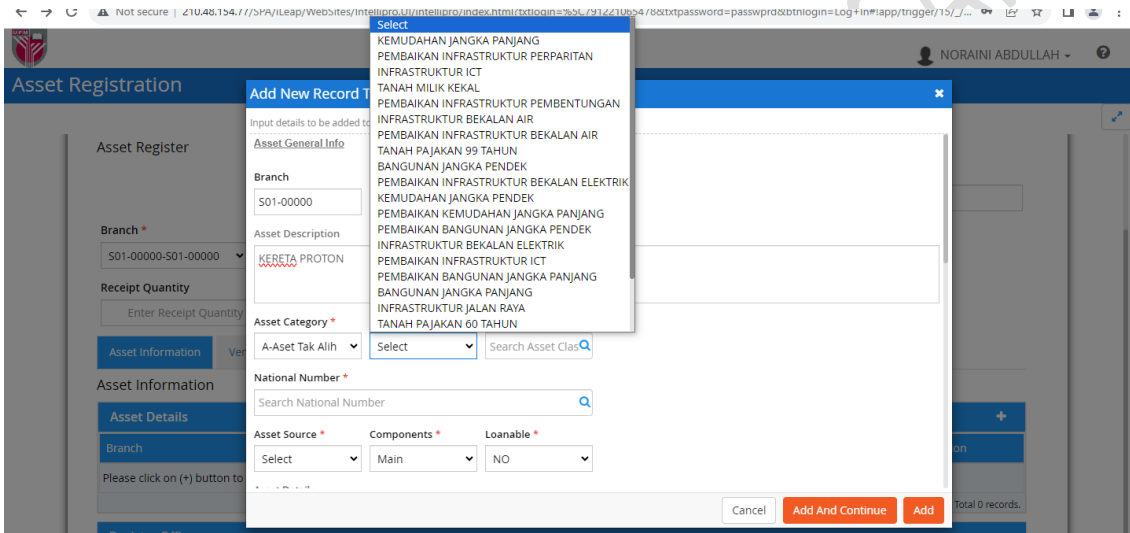
7) MASUKKAN KETERANGAN ASET PADA **ASSET DESCRIPTION**. PILIH **ASSET CATEGORY** DARIPADA SENARAI BERIKUT:

ASSET CATEGORY	KETERANGAN
A-ASET TAK ALIH	BANGUNAN, KEMUDAHAN, INFRASTRUKTUR
H-HARTA MODAL	PERALATAN BERNILAI RM3,000 DAN KE ATAS DAN JANGKA HAYAT MELEBIHI SETAHUN
K-ASET TAK KETARA	PERISIAN, SISTEM
R-ASET BERNILAI RENDAH	PERALATAN BERNILAI KURANG RM3,000 DAN JANGKA HAYAT MELEBIHI SETAHUN

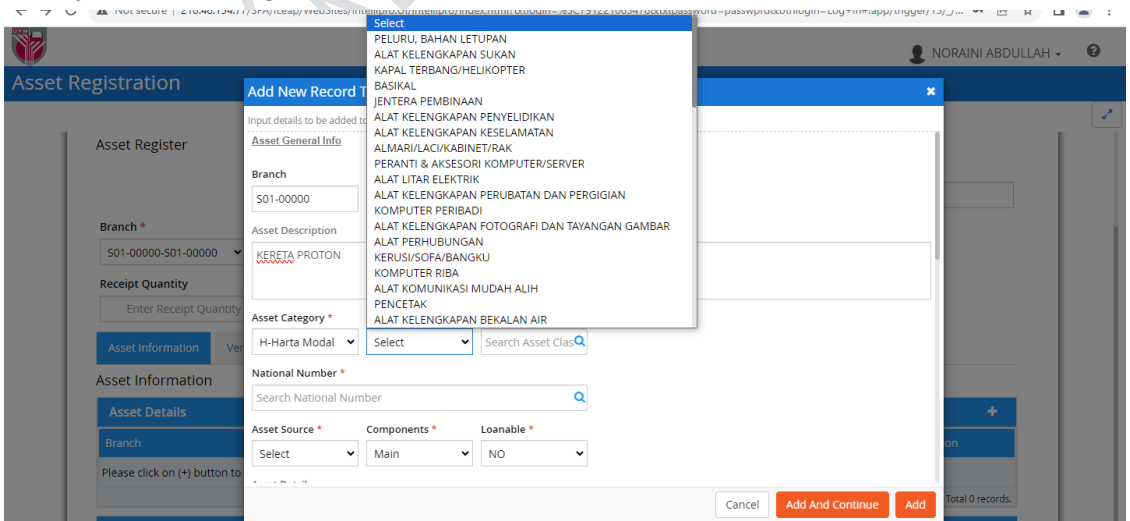


8) PILIH ASSET TYPE BERDASARKAN JENIS ASSET CATEGORY YANG AKAN DIDAFTARKAN

a. A-ASET TAK ALIH



b. H-HARTA MODAL



c. K-ASET TAK KETARA

Asset Registration

Add New Record To Asset Details

Input details to be added to the Asset Details as a new record.

Asset General Info

Branch: S01-00000 Department: 0032-PEJABAT B Asset ID: Enter Asset ID

Asset Description: KERETA PROTON

Asset Category: K-Aset Tak Ketara Asset Type: Select Asset Class: Search Asset Clas

National Number: Search National Num

Asset Source: Select Loanable: NO

Buttons: Cancel, Add And Continue, Add

d. R-ASET BERNILAI RENDAH

Asset Registration

Add New Record To Asset Details

Input details to be added to the Asset Details as a new record.

Asset General Info

Branch: S01-00000

Asset Description: KERETA PROTON

Asset Category: R-Aset Bernilai Rendah Asset Type: Select Asset Class: Search Asset Clas

National Number: Search National Number

Asset Source: Select Components: Main Loanable: NO

Dropdown Menu:

- Select
- PERALATAN PAMERAN
- ALAT-ALAT KELENGKAPAN KEBERSIHAN
- PELURU, BAHAN LETUPAN
- ALAT KELENGKAPAN PERUBATAN DAN PERGIAN
- ALAT KOMUNIKASI MUDAH ALIH
- ALAT-ALAT KELENGKAPAN PENYUKATAN AIR DAN BENTUNGAN
- ALAT KELENGKAPAN DAN PERKAKASAN DAPUR
- PENGHAWA DINGIN
- ALAT TIMBANG
- ALAT KELENGKAPAN PEJABAT BUKAN ELEKTRIK
- TELEFON, TELEK DAN TELEGRAF
- MOTOR JANAKUASA
- ALAT KELENGKAPAN FOTOGRAFI DAN TAYANGAN GAMBAR
- KOMPUTER RIBA
- ALAT KELENGKAPAN MUZIK
- PERALATAN RANGKAIAN KOMPUTER
- ATV MOTOR
- KERETA ELEKTRIK
- PERABOT DAN LENGKAPAN DARI KAYU

Buttons: Cancel, Add And Continue, Add

9) MASUKKAN MAKLUMAT BERIKUT

RUANGAN	MAKLUMAT
ASSET CLASS	BERDASARKAN SENARAI YANG DIBERIKAN
NATIONAL NUMBER	MASUKKAN KATA KUNCI ASET YANG AKAN DIDAFTARKAN DAN PILIH DARIPADA SENARAI
ASSET SOURCE	PILIH JENIS SUMBER (SUMBANGAN,E-CLAIM,WIP,INVOIS TANPA PO)
COMPONENT	MAIN JIKA YANG DIBELI ADALAH KOMPONEN UTAMA
LOANABLE	JIKA ASET INI BOLEH DIJADIKAN ASET PINJAMAN
RECEIPT DATE	TARIKH TERIMAAN ASET
RECEIPT REF NUMBER	NO RUJUKAN DOKUMEN TERIMAAN/PEMBELIAN
INVOIS NUMBER	NO INVOIS (JIKA BERKAITAN)
ACQUISITION COST	KOS PEROLEHAN

10) PILIH MAKLUMAT **PLACEMENT DETAIL** DI MANA ASET AKAN DITEMPATKAN

RUANGAN	MAKLUMAT
PLACEMENT OFFICER NAME	PENGGUNA SEBENAR
PLACEMENT BUILDING,FLOOR,ROOM	LOKASI SEBENAR

11) TEKAN BUTANG **ADD AND CONTINUE** JIKA INGIN MENDAFTAR LEBIH DARI 1 ASET. TEKAN **ADD SAHAJA** JIKA INGIN MENDAFTAR 1 ASET SAHAJA

12) TEKAN BUTANG SAVE DAN SUBMIT UNTUK MENGHANTAR KEPADA URUSETIA UNTUK SEMAKAN

Asset Register

Status: NEW

Branch: S01-00000-S01-00000 | Reference Number: Auto Number | Type: Manual | Date: 12/Dec/2023 | Receipt Number: Search ReceiptNumber

Receipt Quantity: Enter Receipt Quantity | Non-Registered Asset: Enter UnRegistered Quanti | Number Assets Register: 2.00

Asset Information | Vendor Information

Asset Information

Branch	Asset Description	Department	Asset Category	Asset Class	Acquisition Cost	Placement Office rName	Action
S01-00000	KERETA PROTON	0032-PEJABAT BURSAR - 0032	H	4100V110100000A		HANIS	
S01-00000	MOTOSIKAL YSUKU	0032-PEJABAT BURSAR - 0032	H	4100V110100000A		HALIENA	

Total 2 records.

Register Officer: [Dropdown]

Buttons: Save, Cancel, Submit

13) TEKAN YES

Confirmation

Do you wish to proceed with Asset Registration process?

Buttons: No, Yes

14) DI TAB HISTORY, STATUS ADALAH SUBMITTED

Asset Management Portal

Asset Registration: Pending, Draft, History

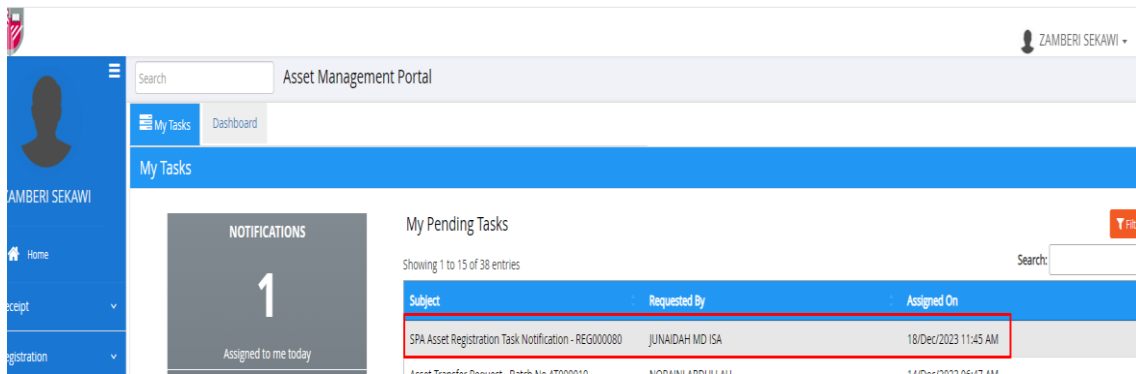
Showing 1 to 4 of 4 entries

Batch ID	Type	Submitted By	Submitted Date	Status
REG000010	Manual	NORAINI ABDULLAH	01/08/2023	Approved
REG000065	Manual	NORAINI ABDULLAH	12/12/2023	Reject Review
REG000072	Manual	NORAINI ABDULLAH	12/12/2023	APPROVED
REG000077	Manual	NORAINI ABDULLAH	12/12/2023	SUBMITTED

Navigation: First, Previous, 1, Next, Last


Bii) LOGIN KE SISTEM PENGURUSAN ASET SEBAGAI PENGESAH

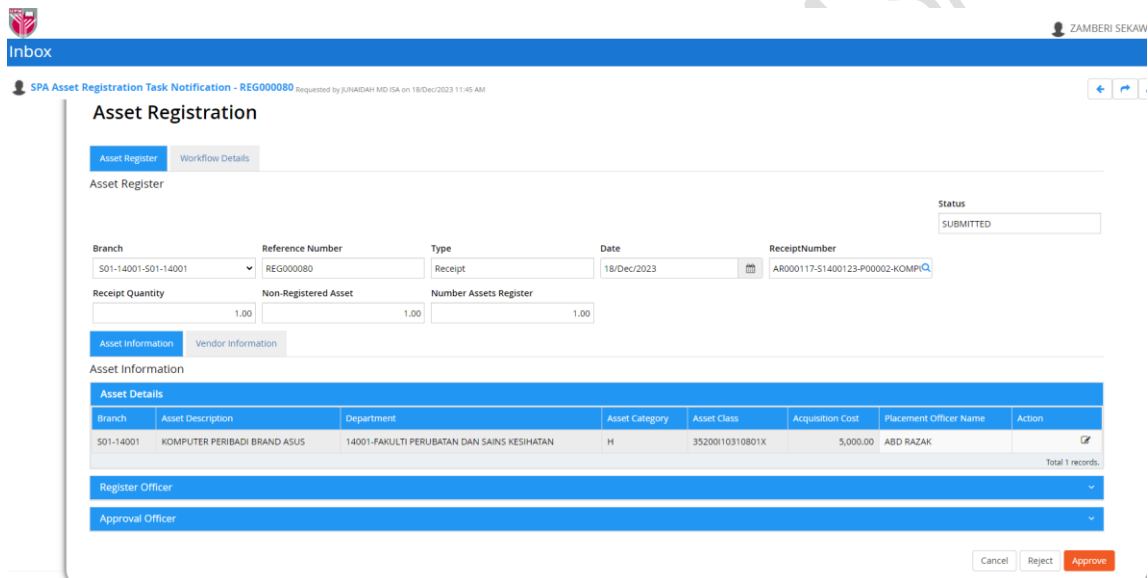
- 1) LOG MASUK SEBAGAI PENGESAH. PADA DASHBOARD MY TASK, PILIH ASET YANG MEMERLUKAN PENGESAHAN




The screenshot shows the 'Asset Management Portal' dashboard for user ZAMBERI SEKAWI. The 'My Tasks' section displays a notification for 'SPA Asset Registration Task Notification - REG000080' requested by JUNAIDAH MD ISA on 18/Dec/2023 11:45 AM. The notification is highlighted with a red box.

Subject	Requested By	Assigned On
SPA Asset Registration Task Notification - REG000080	JUNAIDAH MD ISA	18/Dec/2023 11:45 AM

- 2) TEKAN BUTANG  UNTUK MEMBUAT SEMAKAN. TEKAN SAVE DAN SETELAH KEMBALI KE SKRIN UTAMA, TEKAN APPROVE



The screenshot shows the 'Asset Registration' form. The form includes fields for Branch, Reference Number, Type, Date, and Receipt Number. Below the form is a table with asset details.

Branch	Asset Description	Department	Asset Category	Asset Class	Acquisition Cost	Placement Officer Name	Action
S01-14001	KOMPUTER PERIBADI BRAND ASUS	14001-FAKULTI PERUBATAN DAN SAINS KESIHATAN	H	35200110310801X	5,000.00	ABD RAZAK	

Buttons: Cancel, Reject, Approve

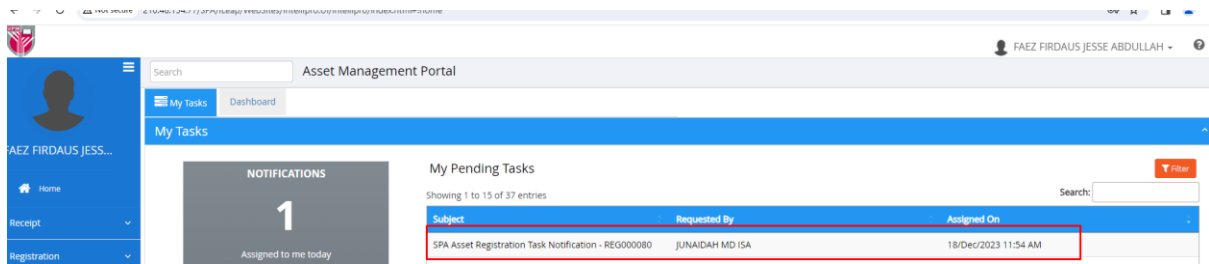
- 3) TEKAN YES



Confirmation dialog box with the text: 'Do you wish to proceed with Asset Registration process?'. Buttons: No, Yes.

Biii) LOGIN KE SISTEM PENGURUSAN ASET SEBAGAI PELULUS

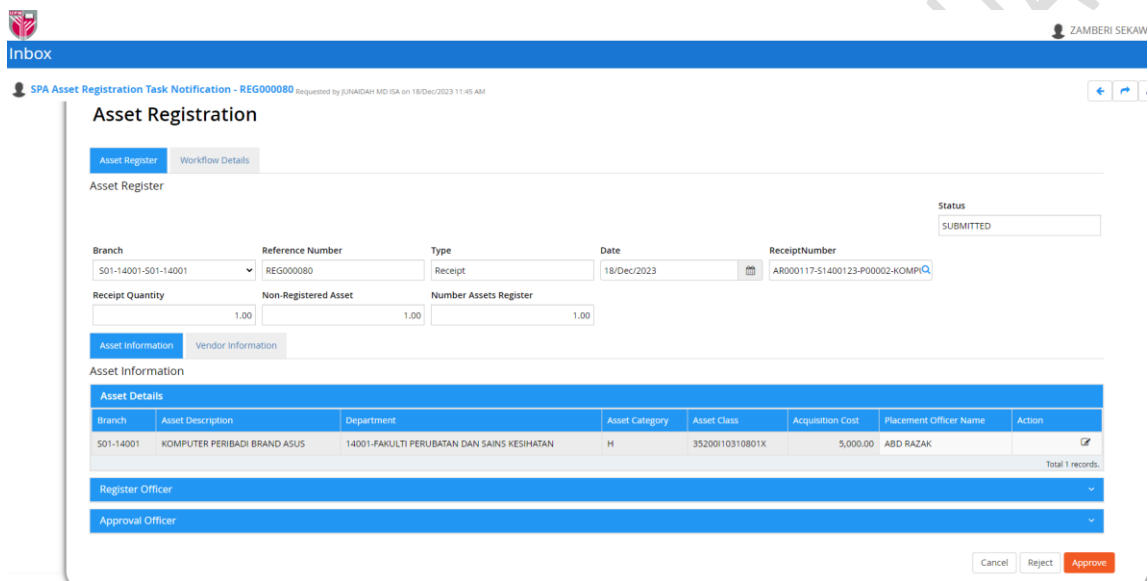
- 1) LOG MASUK SEBAGAI PELULUS. PADA DASHBOARD MY TASK, PILIH ASET YANG MEMERLUKAN KELULUSAN



The screenshot shows the 'Asset Management Portal' dashboard. On the left, there is a user profile for 'FAEZ FIRDAUS JESS...'. The main area is titled 'My Tasks' and contains a 'NOTIFICATIONS' section with a large '1' indicating one notification. Below this, the 'My Pending Tasks' section shows a table with one entry:

Subject	Requested By	Assigned On
SPA Asset Registration Task Notification - REG000080	JUNAIDAH MD ISA	18/Dec/2023 11:54 AM


- 2) TEKAN BUTANG  UNTUK MEMBUAT SEMAKAN. TEKAN SAVE DAN SETELAH KEMBALI KE SKRIN UTAMA, TEKAN APPROVE



The screenshot shows the 'Asset Registration' form. The 'Asset Register' section contains the following fields:

Branch	Reference Number	Type	Date	ReceiptNumber
S01-14001-501-14001	REG000080	Receipt	18/Dec/2023	AR000117-S1400123-P00002-KOMPIQ

Below this, there are fields for 'Receipt Quantity' (1.00), 'Non-Registered Asset' (1.00), and 'Number Assets Register' (1.00). The 'Asset Information' section shows a table with one record:

Branch	Asset Description	Department	Asset Category	Asset Class	Acquisition Cost	Placement Officer Name	Action
S01-14001	KOMPUTER PERIBADI BRAND ASUS	14001-FAKULTI PERUBATAN DAN SAINS KESIHATAN	H	35200110310801X	5,000.00	ABD RAZAK	

At the bottom right, there are buttons for 'Cancel', 'Reject', and 'Approve'.

- 3) TEKAN YES



The screenshot shows a 'Confirmation' dialog box with the text: 'Do you wish to proceed with Asset Registration process?'. There are two buttons: 'No' and 'Yes'.

SETELAH KELULUSAN DIPEROLEHI, PEGAWAI ASET HENDAKLAH MENCETAK LAPORAN PENDAFTARAN ASET KEW.PA-3 DAN KEW.PA-4