

2024

SISTEM KEWANGAN PUTRA FINANCE: PENYEDIAAN DEBIT/CREDIT ADJUSTMENT



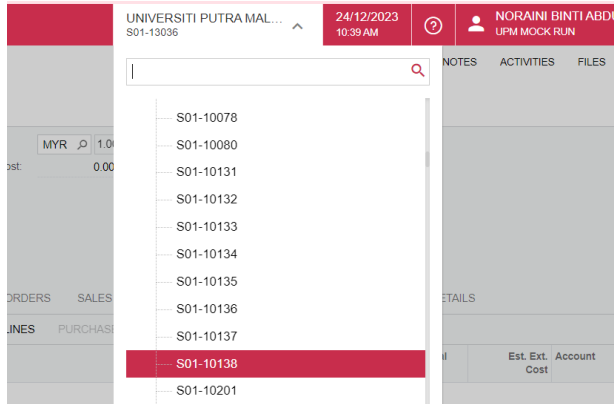
PEJABAT BURSAR

UNIVERSITI PUTRA MALAYSIA

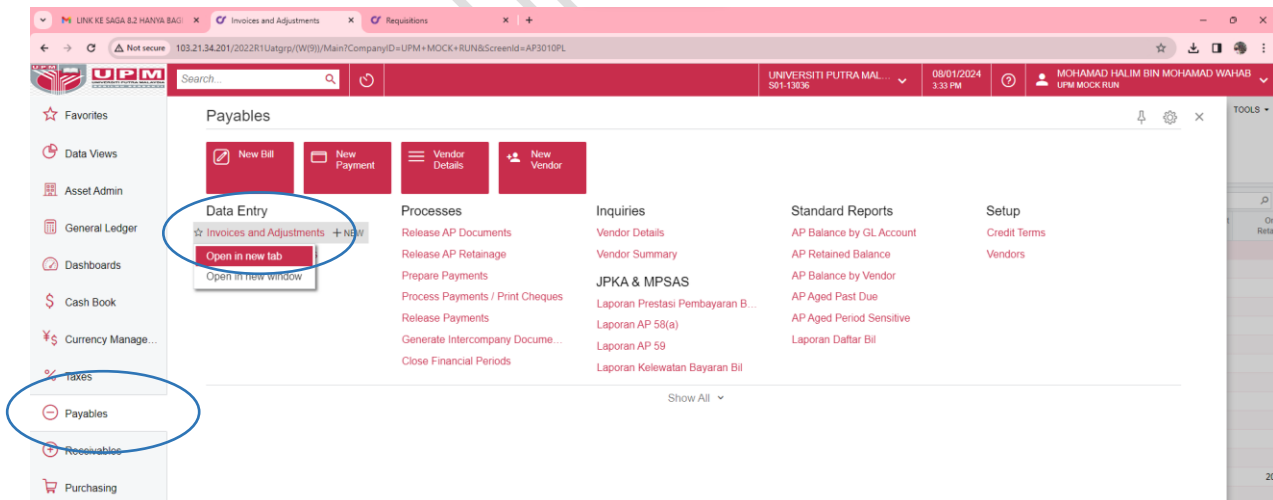
KAEDAH PENYEDIAAN DEBIT ADJUSTMENT (CREDIT NOTE) ATAU CREDIT ADJUSTMENT (DEBIT NOTE)

1. LOG MASUK SISTEM PUTRA FINANCE
2. PILIH **BRANCH** (PTJ) YANG INGIN DIPROSES. PERLU PASTIKAN PEMILIHAN BRANCH (PTJ) YANG TEPAT BAGI MEMASTIKAN BAJET DITOLAK DARI BRANCH (PTJ) YANG BETUL.

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



3. PILIH MODUL **PAYABLE > DATA ENTRY > INVOICES AND ADJUSTMENT**. KLIK KANAN DAN TEKAN **OPEN IN NEW TAB** UNTUK BUKA DI TAB BAHARU

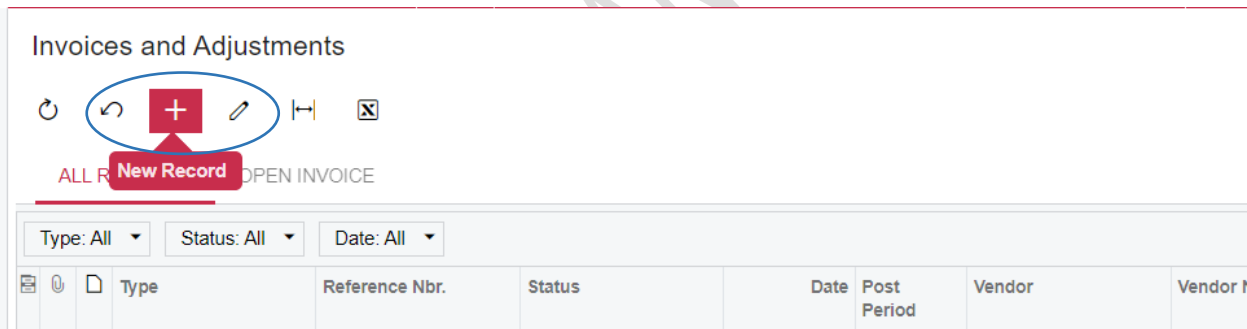


4. SKRIN BERIKUT AKAN DIPAPARKAN

The screenshot shows the 'Invoices and Adjustments' screen with a search bar and navigation icons. Below the search bar, there are filters for 'Type: All', 'Status: All', and 'Date: All'. The main area contains a table with the following columns: Type, Reference Nbr., Status, Date, Post Period, Vendor, Vendor Name, Description, Vendor Ref., Amount, and Or Retai. The table lists various transactions, including Debit Adjustments and Invoices, with their respective reference numbers, statuses, dates, and amounts.

Type	Reference Nbr.	Status	Date	Post Period	Vendor	Vendor Name	Description	Vendor Ref.	Amount	Or Retai
Debit Adj.	S1303623-D00004	On Hold	27/12/2023	12-2023	SLH000003	LENSEN HARDWARE TRADING	MEMBEKAL BEKALAN AM KE PEJABAT ...	LH/DO/2023/002	900.00	
Debit Adj.	S1303623-D00003	On Hold	27/12/2023	12-2023	SLH000003	LENSEN HARDWARE TRADING	MEMBEKAL BEKALAN AM KE PEJABAT ...	LH/DO/2023/001	2,150.00	
Debit Adj.	S1303623-D00002	On Hold	27/12/2023	12-2023	SLH000003	LENSEN HARDWARE TRADING	MEMBEKAL BEKALAN AM KE PEJABAT ...	LH/DO/2023/001	2,150.00	
Invoice	S0000023-I00025	Open	05/12/2023	12-2023	888888-88-8888	SYABIL	PENDAHULUAN DIRI DALAM NEGERI - ...	23000012	1,000.00	
Invoice	S0000023-I00024	Open	05/12/2023	12-2023	888888-88-8888	SYABIL	PENDAHULUAN DIRI DALAM NEGERI - ...	23000012	1,000.00	
Invoice	S0000023-I00023	Open	05/12/2023	12-2023	888888-88-8888	SYABIL	PENDAHULUAN DIRI DALAM NEGERI - ...	23000011	1,000.00	
Invoice	S0000023-I00022	Open	05/12/2023	12-2023	888888-88-8888	SYABIL	PENDAHULUAN DIRI DALAM NEGERI - ...	23000010	1,000.00	
Invoice	S0000023-I00021	Open	05/12/2023	12-2023	888888-88-8888	SYABIL	PENDAHULUAN DIRI DALAM NEGERI - ...	23000009	1,000.00	
Invoice	S0000023-I00020	Open	05/12/2023	12-2023	888888-88-8888	SYABIL	PENDAHULUAN DIRI DALAM NEGERI - ...	23000008	1,000.00	
Invoice	S0000023-I00019	Open	05/12/2023	12-2023	888888-88-8888	SYABIL	PENDAHULUAN DIRI DALAM NEGERI - ...	23000007	1,000.00	
Debit Adj.	S1003224-D00002	Closed	02/01/2024	01-2024	MYV00074	ONE GASMASTER SDN BHD	TEST CANCEL	AQAQAQ	200.00	
Invoice	S1003224-I00005	Closed	02/01/2024	01-2024	MYV00074	ONE GASMASTER SDN BHD	TEST CANCEL	AQAQAQ	200.00	
Invoice	S1003224-I00004	Open	02/01/2024	01-2024	MYV00074	ONE GASMASTER SDN BHD	TEST CANCEL	AQAQAQ	1,800.00	20
Invoice	S1003223-I00008	On Hold	15/12/2023	12-2023	BAI000005	AIME INDUSTRIAL SERVICES SDN. BHD.	TEST	12344321	500.00	
Invoice	S1003224-I00003	Closed	02/01/2024	01-2024	MYV00015	MR TECHNOLOGY SDN BHD	TestRetail		500.00	
Invoice	S1003224-I00002	Closed	02/01/2024	01-2024	MYV00015	MR TECHNOLOGY SDN BHD	TestRetail		9,500.00	50

5. TEKAN BUTANG “+” NEW RECORD UNTUK MENYEDIAKAN ADJUSTMENT BAHARU



6. PASTIKAN PASTIKAN SUSUNAN COLUMN DI TAB DETAIL ADALAH SEPERTI BERIKUT:

The screenshot shows the 'Invoices and Adjustments' screen with the details of an invoice. The 'Type' is 'Invoice', the 'Vendor' is '3200000 - AFFIN BANK', and the 'Status' is 'On Hold'. The 'Date' is '09/01/2024' and the 'Post Period' is '01-2024'. The 'Vendor Ref.' is 'sdfgdsas'. The 'Description' is 'sdfdsasdfsda'. The 'DETAILS' tab is selected, and the 'ADD PO RECEIPT' button is highlighted. The table below shows the columns for the details:

* Branch	Inventory ID	Transaction Descr.	Quantity	UOM	Unit Cost	Ext. Cost	Discount Amount	Amount	* Project	Project Task	* Account	Description	* Suba

Invoices and Adjustments
Invoice - AFFIN BANK

REMOVE HOLD

Type: Invoice
Reference Nbr.: -NEW-
Status: On Hold
Date: 09/01/2024
Post Period: 01-2024
Vendor Ref.: sdfsdfds

Vendor: 3200000 - AFFIN BANK
Currency: MYR 1.00
Terms: 30 - 30 Hari
Due Date: 08/02/2024
Cash Discount: 09/01/2024

Detail Total: 0.00
Discount Total: 0.00
Tax Total: 0.00
With. Tax: 0.00
Balance: 0.00
Rounding Diff.: 0.00
Cash Discount: 0.00

Description: sdfsdfds

DETAILS FINANCIAL TAXES APPROVALS APPLICATIONS BUDGET DETAILS SUB-CONTRACTOR/FACTORING

xt.Cost	Discount Amount	Amount	*Project	Project Task	*Account	Description	*Subaccount	Maintenance ID	Asset ID	Tax Category	PO Type	PO Number	PO Receipt Nbr.
0.00	0.00	0.00	X										

7. PADA RUANGAN TYPE, PILIH ADJUSTMENT YANG INGIN DIBUAT

BAGI x Invoices and Adjustments x Invoices and Adjustments x Requisitions x +

103.21.34.201/2022R1Uatgrp/(W(11))/Main?CompanyID=UPM+MOCK+RUN&ScreenId=AP301000

Search... UNIVERSITI PUTRA MAL... 08/01/2024 3:35 PM

Invoices and Adjustments
Debit Adj.

REMOVE HOLD

Type: Debit Adj.
Reference Nbr.: Invoice
Status: Debit Adj.
Date: 08/01/2024
Post Period: 01-2024
Vendor Ref.:

Vendor:
Location:
Currency: MYR 1.00
Terms:
Due Date:
Cash Discount...
Pay by Line

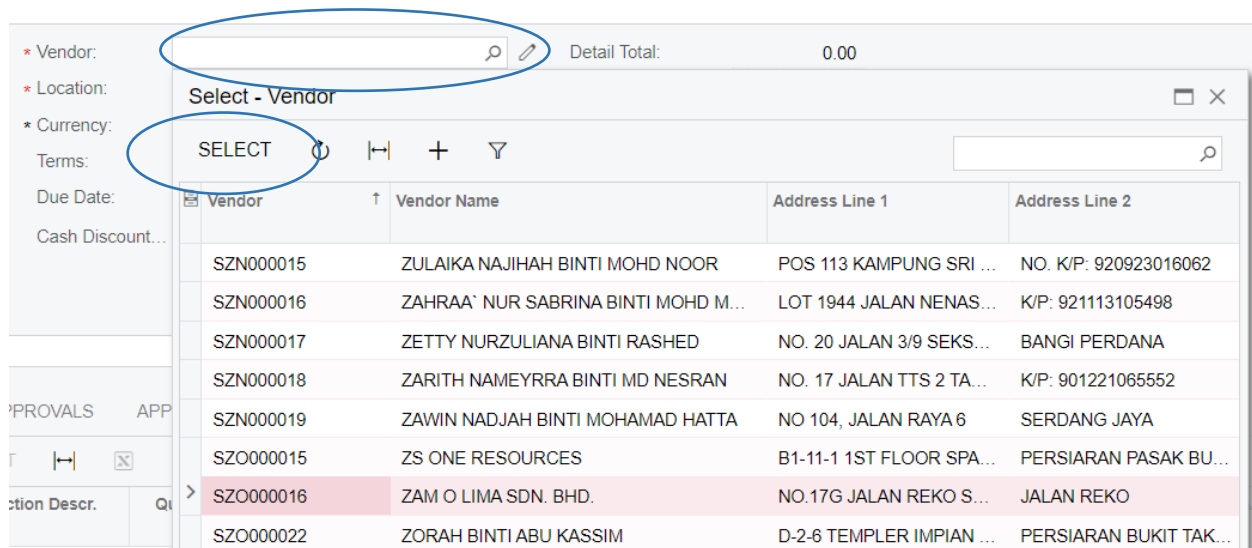
Detail Total: 0.00
Discount Total: 0.00
Tax Total: 0.00
With. Tax: 0.00
Balance: 0.00
Rounding Diff.: 0.00
Cash Discount: 0.00

Description:

DETAILS FINANCIAL TAXES APPROVALS APPLICATIONS BUDGET DETAILS SUB-CONTRACTOR/FACTORING

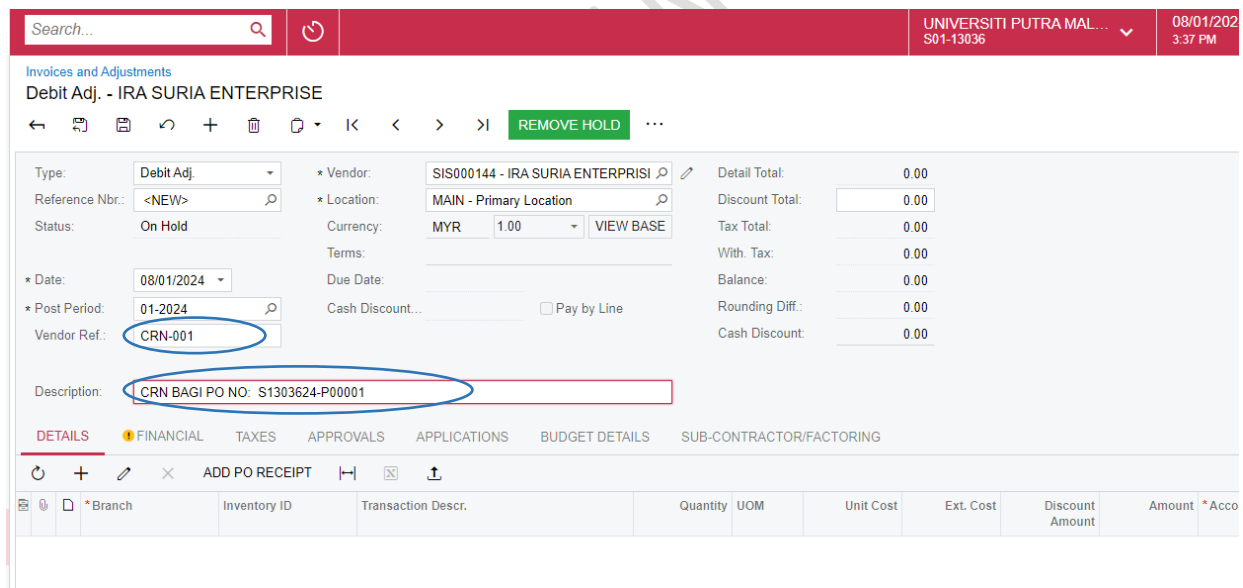
*Branch	Inventory ID	Transaction Descr.	Quantity	UOM	Unit Cost	Ext. Cost	Discount Amount	Amount	*Account
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8. PADA RUANGAN *VENDOR*, TEKAN GAMBAR  UNTUK MEMILIH *VENDOR* DAN TEKAN BUTANG *SELECT*



Vendor	Vendor Name	Address Line 1	Address Line 2
SZN000015	ZULAICA NAJIAH BINTI MOHD NOOR	POS 113 KAMPUNG SRI ...	NO. K/P: 920923016062
SZN000016	ZAHRAA` NUR SABRINA BINTI MOHD M...	LOT 1944 JALAN NENAS...	K/P: 921113105498
SZN000017	ZETTY NURZULIANA BINTI RASHED	NO. 20 JALAN 3/9 SEKS...	BANGI PERDANA
SZN000018	ZARITH NAMEYRRA BINTI MD NESRAN	NO. 17 JALAN TTS 2 TA...	K/P: 901221065552
SZN000019	ZAWIN NADJAH BINTI MOHAMAD HATTA	NO 104, JALAN RAYA 6	SERDANG JAYA
SZO000015	ZS ONE RESOURCES	B1-11-1 1ST FLOOR SPA...	PERSIARAN PASAK BU...
SZO000016	ZAM O LIMA SDN. BHD.	NO.17G JALAN REKO S...	JALAN REKO
SZO000022	ZORAH BINTI ABU KASSIM	D-2-6 TEMPLER IMPIAN ...	PERSIARAN BUKIT TAK...

9. PADA RUANGAN *VENDOR REF*, MASUKKAN NOMBOR RUJUKAN DOKUMEN *VENDOR*. PADA *DESCRIPTION*, MASUKKAN KETERANGAN PELARASAN. TEKAN ENTER



Search... UNIVERSITI PUTRA MAL... 08/01/2024 3:37 PM

Invoices and Adjustments
Debit Adj. - IRA SURIA ENTERPRISE

REMOVE HOLD


Type: Debit Adj. * Vendor: SIS000144 - IRA SURIA ENTERPRISE Detail Total: 0.00
 Reference Nbr.: <NEW> * Location: MAIN - Primary Location Discount Total: 0.00
 Status: On Hold Currency: MYR 1.00 VIEW BASE Tax Total: 0.00
 Terms: With Tax: 0.00
 * Date: 08/01/2024 Due Date: Balance: 0.00
 * Post Period: 01-2024 Cash Discount... Pay by Line Rounding Diff.: 0.00
 Vendor Ref.: CRN-001 Cash Discount: 0.00
 Description: CRN BAGI PO NO: S1303624-P00001

DETAILS FINANCIAL TAXES APPROVALS APPLICATIONS BUDGET DETAILS SUB-CONTRACTOR/FACTORING

Branch	Inventory ID	Transaction Descr.	Quantity	UOM	Unit Cost	Ext. Cost	Discount Amount	Amount	* Acco
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10. PADA TAB DETAIL, TEKAN BUTANG “+”

- a. BRANCH AKAN DIPAPARKAN SECARA AUTOMATIK BERDASARKAN PEMILIHAN BRANCH PADA PERMULAAN PROSES.
- b. MASUKKAN KETERANGAN PELARASAN PADA RUANGAN *TRANSACTION DESCR*
- c. MASUKKAN KUANTITI YANG AKAN DISELARASKAN PADA RUANGAN *QUANTITY*
- d. MASUKKAN KOS SEUNIT YANG AKAN DISELARASKAN PADA RUANGAN *UNIT COST*
- e. *EXT COST* AKAN DIKIRA SECARA AUTOMATIK BERDASARKAN *QUANTITY X UNIT COST*

- f. PADA RUANGAN PROJECT , PILIH DARIPADA KOD PROJEK AMANAH (CTH: 7512906) DAN KETERANGAN AKAN DIPAPARKAN DI SEBELAHNYA. JIKA TIDAK MELIBATKAN PROJEK DAN BRANCH YANG DIPILIH PADA AWALNYA ADALAH S01 ATAU S02, PADA RUANGAN PROJECT, 'X-NON-PROJECT CODE' AKAN DIPAPARKAN SECARA *DEFAULT*
- g. PADA RUANGAN *PROJECT TASK*, PILIH DARIPADA  YANG TERDIRI DARIPADA KOMBINASI NO PROJEK-KOD AKAUN (CTH: 7512906-7000-A35900) YANG DIPILIH DARIPADA *DROPDOWN*. *PROJECT TASK* PERLU SAMA DENGAN KOMBINASI NO AKAUN AMANAH. (JIKA MENGISI X PADA RUANGAN PROJECT UNTUK S01 DAN S02, TIDAK PERLU PILIH *PROJECT TASK*).


Manual Cost	Est. Ext. Cost	Description	Project	Description	Project Task	Description	Account	Description	Sub.
<input checked="" type="checkbox"/>	1,111.00	ALAT KELENG...	7512906	PENGGANTIA...	7512906-70000-A35100	KW PEMBANGUNAN-PROJEK...	A35100	USANG/PROJEKRMK/Alat Peja	04-70000-XX

(JIKA X DIPAPARKAN PADA RUANGAN PROJECT UNTUK BRANCH S01 DAN S02, TIDAK PERLU PILIH *PROJECT TASK*).

Est. Ext. Cost	Description	Project	Project Task	Account	Sub.	Description
5,000.00	Bayaran-Bayara...	X		P27199	01-13036-DA	W MENGURUS-PENYELENG...

- h. SEKIRANYA MELIBATKAN PROJEK DAN TELAH MEMILIH MAKLUMAT PROJECT DAN *PROJECT TASK* SEPERTI LANGKAH h. DI ATAS, MAKA, ACCOUNT DAN SUB. AKAN DIPAPARKAN SECARA AUTOMATIK.

Manual Cost	Est. Ext. Cost	Description	Project	Description	Project Task	Description	Account	Description	Sub.
<input checked="" type="checkbox"/>	1,111.00	ALAT KELENG...	7512906	PENGGANTIA...	7512906-70000-A35100	KW PEMBANGUNAN-PROJEK...	A35100	USANG/PROJEKRMK/Alat Peja	04-70000-XX

JIKA 'X' DIPAPARKAN PADA RUANGAN PROJECT KERANA MELIBATKAN PERUNTUKAN S01 (MENGURUS) DAN S02(KOLEJ), PERLU PILIH KOD AKAUN DENGAN MENEKAN GAMBAR  DAN PILIH SUB SEPERTI PANDUAN BERIKUT (SUB PERLU SAMA DENGAN BRANCH YANG DIPILIH)

BRANCH (CONTOH)	SUB
S01-13201	S01-13201-DA @ S01-13201-DO @ S01-13201-DB
S02-11002	S02-11005-DA @ S02-11005-XX

Search...
UNIVERSITI PUTRA MAL...
S01-13036
12/01/2024
10:30 PM

Invoices and Adjustments
Debit Adj. S1303623-D00005 - IRA SURIA ENTERPRISE

Type: Debit Adj. Vendor: SIS000144 - IRA SURIA ENTERPRISE

Reference Nbr.: S1303623-D00005 Location: MAIN - Primary Location

Status: Reserved Currency: MYR 1.00 VIEW BASE

Date: 31/12/2023 Due Date:

Post Period: 12-2023 Cash Discount... Pay by Line

Vendor Ref.: CRN-001

Description: CREDIT NOTE PO# S1303624-P00001

Detail Total: 400.00

Discount Total: 0.00

Tax Total: 0.00

With. Tax: 0.00

Balance: 400.00

Rounding Diff.: 0.00

Amount: 400.00

Cash Discount: 0.00

DETAILS
FINANCIAL
TAXES
APPROVALS
APPLICATIONS
BUDGET DETAILS
SUB-CONTRACTOR/FACTORING

Unit Cost	Ext. Cost	Discount Amount	Amount	Description	*Project	Project Task	*Account	*Subaccount	Asset ID	Maintenance ID	Non Billable	Term Start Date	Term Date
0000	400.00	0.00	400.00	Bekalan ...	X		P27299	01-13036-DA			<input type="checkbox"/>		

11. TEKAN BUTANG "+" JIKA INGIN MENAMBAH KETERANGAN ITEM YANG AKAN DIBUAT PELARASAN. ULANG LANGKAH 10. SILA PASTIKAN MAKLUMAT PROJECT,PROJECT TASK,ACCOUNT DAN SUB ADALAH SEPERTI MAKLUMAT DI PESANAN BELIAN ASAL

12. TEKAN BUTANG REMOVE HOLD. STATUS ON HOLD AKAN BERTUKAR KEPADA BALANCE

Search... UNIVERSITI PUTRA MAL... S01-13036

Invoices and Adjustments
Debit Adj. S1303623-D00005 - IRA SURIA ENTERPRISE

REMOVE HOLD

Type: Debit Adj. Vendor: SIS000144 - IRA SURIA ENTERPRISE Detail Total: 400.00
 Reference Nbr.: S1303623-D00005 Location: MAIN - Primary Location Discount Total: 0.00
 Status: On Hold Currency: MYR 1.00 VIEW BASE Tax Total: 0.00
 * Date: 31/12/2023 Terms: With Tax: 0.00
 * Post Period: 12-2023 Due Date: Balance: 400.00
 Vendor Ref.: CRN-001 Cash Discount... Pay by Line Rounding Diff.: 0.00
 Cash Discount: 0.00

Description: CREDIT NOTE PO# S1303624-P00001

DETAILS FINANCIAL TAXES APPROVALS APPLICATIONS BUDGET DETAILS SUB-CONTRACTOR/FACTORING

Branch	Inventory ID	Transaction Descr.	Quantity	UOM	Unit Cost	Ext. Cost	Discount Amount
S01-13036		PAKU 4 INCI	100.00	EACH	4.0000	400.00	0.00

13. TEKAN BUTANG RELEASE.

Search... UNIVERSITI PUTRA MAL... S01-13036 09/01/2024 12:21 PM

Invoices and Adjustments
Debit Adj. S1303623-D00005 - IRA SURIA ENTERPRISE

RELEASE

Type: Debit Adj. Vendor: SIS000144 - IRA SURIA ENTERPRISE Detail Total: 400.00
 Reference Nbr.: S1303623-D00005 Location: MAIN - Primary Location Discount Total: 0.00
 Status: Balanced Currency: MYR 1.00 VIEW BASE Tax Total: 0.00
 * Date: 31/12/2023 Terms: With Tax: 0.00
 * Post Period: 12-2023 Due Date: Balance: 400.00
 Vendor Ref.: CRN-001 Cash Discount... Pay by Line Rounding Diff.: 0.00
 Cash Discount: 0.00

Description: CREDIT NOTE PO# S1303624-P00001

DETAILS FINANCIAL TAXES APPROVALS APPLICATIONS BUDGET DETAILS SUB-CONTRACTOR/FACTORING

Branch	Inventory ID	Transaction Descr.	Quantity	UOM	Unit Cost	Ext. Cost	Discount Amount	Amount	*Account
S01-13036		PAKU 4 INCI	100.00	EACH	4.0000	400.00	0.00	400.00	P27299

14. STATUS AKAN BERTUKAR DARI BALANCED KEPADA OPEN

Search... UNIVERSITI PUTRA MAL... 09/01/2024 12:22 PM MOHAMAD HALIM BIN MOHAMAD WAHAB UPM MOCK RUN

Invoices and Adjustments
Debit Adj. S1303623-D00005 - IRA SURIA ENTERPRISE

APPLY


The operation has completed.

Type: Debit Adj. Vendor: SIS00144 - IRA SURIA ENTERPRISE Detail Total: 400.00
 Reference Nbr.: S1303623-D00005 Location: MAIN - Primary Location Discount Total: 0.00
 Status: Open Currency: MYR 1.00 VIEW BASE Tax Total: 0.00
 Terms: With Tax: 0.00
 Date: 31/12/2023 Due Date: Balance: 400.00
 Post Period: 12-2023 Cash Discount... Pay by Line Rounding Diff.: 0.00
 Vendor Ref.: CRN-001 Amount: 400.00
 Cash Discount: 0.00

Description: CREDIT NOTE PO# S1303624-P00001

DETAILS FINANCIAL TAXES APPROVALS APPLICATIONS BUDGET DETAILS SUB-CONTRACTOR/FACTURING

Branch	Inventory ID	Transaction Descr.	Quantity	UOM	Unit Cost	Ext. Cost	Discount Amount	Amount	Account	Description	Subaccount	Project
S01-13036		PAKU 4 INCI	100.00	EACH	4.0000	400.00	0.00	400.00	P27299	Bekalan Am Yang Lain	01-13036-DA	X

15. PEMOHON PERLU UPLOAD DOKUMEN BERKAITAN PADA GAMBAR  DI MENU DETAILS SEPERTI KETERANGAN LANJUT BAGI ITEM YANG INGIN DIBELI BOLEH DIMUAT NAIK. TEKAN BROWSE DOKUMEN, PILIH DOKUMEN DAN TEKAN UPLOAD. SELEPAS SELESAI MEMUATNAIK, TEKAN BUTANG X

Invoices and Adjustments
Credit Adj. S1303623-C00002 - TEKUN NASIONAL

PAY

Type: Credit Adj. Vendor: Location: Currency: MYR 1.00 VIEW BASE
 Reference Nbr.: S1303623-C00002
 Status: Open
 Date: 31/12/2023 * Due Date:
 Post Period: 12-2023 * Cash Discour
 Vendor Ref.: S1303624-I00003
 Description: Sub-contract for Invoice S1303624-I00003

DETAILS FINANCIAL TAXES APPROVALS

Branch Inventory ID Transaction Descr.
 S01-13036 Sub-contract for I...

Files

Select the file. Browse Upload

ADD LINK REMOVE LINK UPLOAD USING MOBILE APP

File name	Comment	Last Date	EditUri
No file chosen			

DETAILS		SHIPPING	BIDDING	VENDOR INFO	APPROVALS	OTHER	
				REQUEST DETAILS	ADD ITEMS	ADD REQUESTED ITEMS	
			<input type="checkbox"/>	Inventory ID	Line Source	Line Type	Warehouse
			<input type="checkbox"/>	SERVICES	Draft	Service	S01-13036A

(GAMBAR BERTUKAR **KUNING** BERMAKSUD DOKUMEN TELAH DIMUAT NAIK) DOKUMEN YANG DIMUATNAIK TIDAK BOLEH DIPADAM/UBAH

16. PROSES SETERUSNYA ADALAH UNTUK PADANAN (ALLOCATE) DENGAN INVOIS YANG AKAN DIBAYAR

UNTUK KEGUNAAN UPM SAHAJA