# 2024

# SISTEM KEWANGAN PUTRA FINANCE : PENYEDIAAN TRANSAKSI YANG DITOLAK (REJECT)



PEJABAT BURSAR UNIVERSITI PUTRA MALAYSIA

#### CARA MENYEDIAKAN SEMULA TRANSAKSI YANG DITOLAK (REJECT)

SEBAGAI CONTOH, PESANAN BELIAN YANG DITOLAK OLEH PEJABAT BURSAR UNTUK TINDAKAN KEMASKINI OLEH PTJ.

✓ TERIMA NOTIFIKASI EMEL DARIPADA PUTRA FINANCE BERKENAAN PENOLAKAN TRANSAKSI

#### A1i) LOGIN SISTEM KEWANGAN PUTRA FINANCE SEBAGAI PEMOHON

1) PILIH **BRANCH (PTJ)** YANG INGIN DIPROSES. PERLU PASTIKAN PEMILIHAN *BRANCH (PTJ)* YANG TEPAT BAGI MEMASTIKAN BAJET DITOLAK DARI *BRANCH (PTJ)* YANG BETUL.

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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



#### 2) PILIH MODUL PURCHASING



## 3) DI **DATA ENTRY > PILIH PURCHASE ORDER**- KLIK KANAN DAN TEKAN *OPEN IN NEW TAB* UNTUK BUKA DI TAB BAHARU

Favorites	Purch	nasing								Д	ŝ	×
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Dashboards	Open in	new tab		Purch	ase Order De	tails by Inve	n	Factoring/Sub-Contractor Setup	Purchase Receipt			
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### 4) SKRIN INI AKAN DIPAPARKAN. PILIH TRANSAKSI YANG DITOLAK (REJECTED)

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	0		Normal	<u>S0000024</u>	-P00004	Open	10/01/2024	BBR000002
	0		Normal	<u>S0000024</u>	-P00003	Completed	08/01/2024	BAC000004
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### 9) TRANSAKSI AKAN DISALIN SEMULA KE SKRIN BAHARU DAN BERSTATUS ON HOLD

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10) PEMOHON PERLU MEMBUAT SEMAKAN DAN MENGEMASKINI MAKLUMAT YANG DIPERLUKAN OLEH PEJABAT BURSAR. SELEPAS SELESAI SEMAKAN, PEMOHON PERLU MENEKAN BUTANG **REMOVE HOLD** UNTUK MENGHANTAR SEMULA KEPADA PENGESAH DAN PELULUS. SILA RUJUK MANUAL KERJA BERKAITAN UNTUK TINDAKAN KELULUSAN DAN SELANJUTNYA

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