

2024

SISTEM KEWANGAN PUTRA FINANCE : PURCHASE RECEIPT (ASET/ASET BERNILAI RENDAH)



PEJABAT BURSAR
UNIVERSITI PUTRA MALAYSIA

PENYEDIAAN PURCHASE RECEIPT OLEH PUSAT TANGGUNGJAWAB MELIPUTI PERKARA BERIKUT:

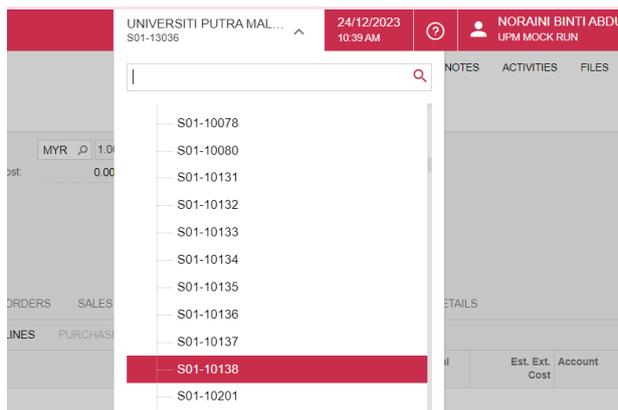
A. PURCHASE RECEIPT BEKALAN/PERKHIDMATAN/KERJA

B. PURCHASE RECEIPT ASET DAN ASET BERNILAI RENDAH

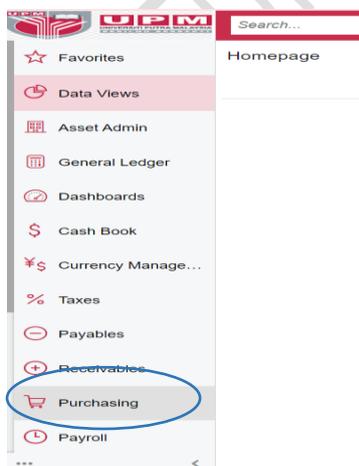
B. PURCHASE RECEIPT ASET DAN ASET BERNILAI RENDAH

- 1) TERIMA DOKUMEN PENDAFTARAN *ASSET RECEIPT* DAN *ASSET REGISTRATION* DARIPADA PEGAWAI ASET MELALUI BORANG KEW.PA-1 DAN KEW.PA 3 ATAU 4
- 2) LOGIN SISTEM PUTRA FINANCE SEBAGAI PEMOHON /KERANI PTJ
- 3) 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,9XXXX,63XXX,67XXX)	S08	AMANAH (64XXX, 65XXX, 66XXX)
S04	PEMBANGUNAN (7XXXX)	S10	AMANAH PELAJAR



4) PILIH MODUL PURCHASING



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

The screenshot shows the UPM Purchasing dashboard. The 'Purchase Receipts' menu item is circled in red. A context menu is open over it, with 'Open in new tab' selected. The dashboard includes sections for Data Entry, Standard Reports, Setup, and Document Formats.

- 6) PILIH PURCHASE RECEIPT BERSTATUS **RELEASED**.

The screenshot shows the 'Purchase Receipts' list. The 'Released' status of a receipt is circled in red. The list includes columns for Type, Receipt Nbr., Order Nbr., and Status.

Type	Receipt Nbr.	Order Nbr.	Status
Receipt	S0000023-R00066	S0000023 P00088	Released

- 7) MUATNAIK DOKUMEN **KEW.PA-1,KEW.PA3 ATAU 4**, INVOIS,DO,LAIN-LAIN **DOKUMEN YANG TELAH DISAHKAN** DENGAN MENEKAN BUTANG **PADA GAMBAR**  DI MENU **DETAILS** . TEKAN **BROWSE** DOKUMEN , PILIH DOKUMEN DAN TEKAN **UPLOAD**. SELEPAS SELESAI MEMUATNAIK DOKUMEN, TEKAN X

Purchase Receipts

Receipt S0000023-R00058 - CENTURY SOFTWARE (M) SDN. BHD.

← ↻ 📄 ↶ + 🗑️ 📄 ▾ ⌂ < > >| ENTER AP BILL RETURN

Type:	Receipt	Vendor:	SCS000025 - CENTURY SOFTWARE (M)	Total Qty.:	
Receipt Nbr.:	S0000023-F	Location:	MAIN - Primary Location	Control Qty	
Status:	Released	Currency:	MYR 1.00	VIEW BASE	Uninvoiced
Date:	08/12/2023	<input type="checkbox"/> Create Bill		Total Cost:	
Post Period:	12-2023	Vendor Ref.:			
		Workgroup:			
		Owner:			

DETAILS ORDERS PUT AWAY HISTORY BILLING LANDED COSTS OTHER

↻ + ✎ ✕ LINE DETAILS ADD LINE ADD PO ADD PO LINE VIEW PO |⇄| ☒

* Branch	* Inventory ID	Line Type	* Warehouse	Location
S01-00000	SERVICES	Non-Stock	S01-00000A	<SPLIT>

Requisitions
S1303623-00007 - SYARAHAN INAUGURAL PROF XXX - PENYEDIAAN MAKANAN

← ↻ 📄 ↶ + 🗑️ 📄 ▾ ⌂ < > >| REMOVE HOLD ...

* Branch:	S01-13036	Priority:	Normal
Ref. Nbr.:	S1303623-0	* Creator:	A02
Status:	On Hold	Customer:	OB
* Date:	24/12/2023	Location:	MA

Approved Quoted

Files

Select the file. Browse Upload

↻ ⬇️ ADD LINK REMOVE LINK |⇄| UPLOAD USING MOBILE APP No file chosen

File name	Comment	Last Date	EditUrl
PEROLEHAN.jpg		24/12/2023	Edit

Files ✕

Select the file. Browse Upload

↻ ⬇️ ADD LINK REMOVE LINK |⇄| UPLOAD USING MOBILE APP

File name	Comment	Last Date	EditUrl
PEROLEHAN.jpg		24/12/2023	Edit

DETAILS SHIPPING BIDDING VENDOR INFO APPROVALS OTHER

↻ + ✎ ✕ REQUEST DETAILS ADD ITEMS ADD REQUESTED ITEMS

Inventory ID	Line Source	Line Type	Warehouse
SERVICES	Draft	Service	S01-13036A

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

PURCHASE RECEIPT YANG BERSTATUS RELEASED AKAN DISEMAK DAN DIBUAT BAYARAN OLEH PEJABAT BURSAR SEKIRANYA TELAH LENGKAP

UNTUK KEGUNAAN UPM SAHAJA