

2024

# SISTEM KEWANGAN PUTRA FINANCE : QUICK CHEQUE



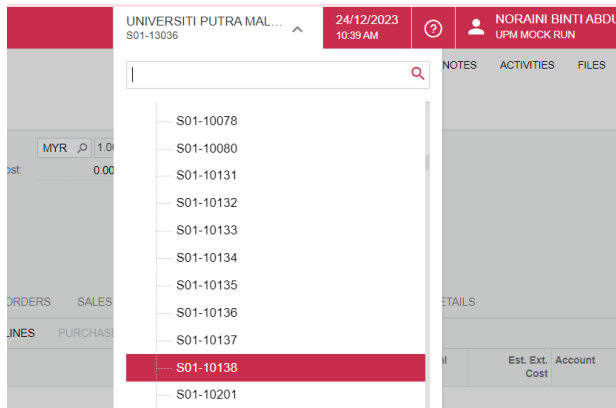
PEJABAT BURSAR  
UNIVERSITI PUTRA MALAYSIA

## QUICK CHEQUES (BANK DRAF/ TELEGRAPHIC TRANSFER TT)

- ✓ BAYARAN SECARA QUICK CHECK DIBUAT SEKIRANYA MELIBATKAN BAYARAN BERIKUT:
  - BAYARAN MELIBATKAN BANK DRAF DAN TELEGRAPHIC TRANSFER (TT)
  - BAYARAN SECARA AUTOPAY

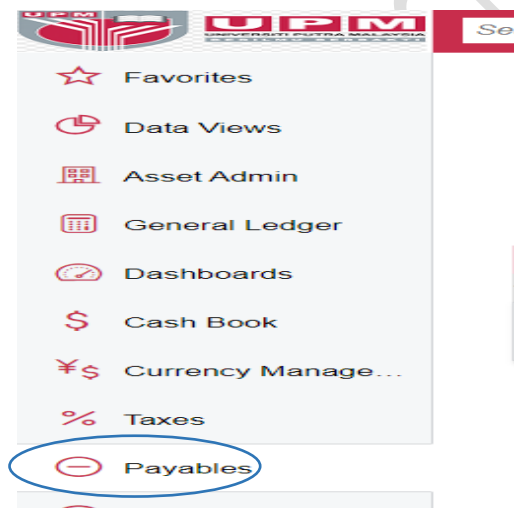
### **A1i) LOGIN SISTEM KEWANGAN PUTRA FINANCE SEBAGAI PEMOHON**

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



STAF PERLU MEMPUNYAI AKSES KEPADA BRANCH S01-00000 UNTUK MEMBOLEHKAN PEMILIHAN KOD ACCOUNT BANK

- 2) PILIH MODUL **PAYABLE**



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

The screenshot shows the 'Payables' section of the system. On the left is a navigation menu with items like 'Favorites', 'Data Views', 'Asset Admin', 'General Ledger', 'Dashboards', 'Cash Book', 'Currency Manage...', 'Taxes', 'Payables', and 'Receivables'. The main area is titled 'Payables' and contains several sub-sections: 'Data Entry' (with 'Quick Cheques' circled in red and a context menu open showing 'Open in new tab'), 'Processes', 'Inquiries', and 'Standard Reports'. The top header includes a search bar, a refresh icon, and the user's name 'UNIVERSITI PUTRA MAL...'.

4) SKRIN BERIKUT AKAN DIPAPARKAN

The screenshot shows the 'Quick Cheques' screen. At the top, there is a search bar, a refresh icon, and the user's name 'UNIVERSITI PUTRA MAL...' and the date '09/01/2024 4:15 PM'. Below the header, there are navigation icons and a '+ NEW RECORD' button. A table is displayed with the following columns: Type, Reference Nbr., Status, Date, Post Period, Vendor, Vendor Name, and Description. The table is currently empty.

5) TEKAN BUTANG **+** **NEW RECORD** UNTUK MENYEDIAKAN **QUICK CHEQUES** BAHARU

The screenshot shows the 'Quick Cheques' screen after a new record has been added. The table now contains one entry:

Type	Reference Nbr.	Status	Date	Post Period	Vendor	Vendor Name	Description
Quick Cheque	<a href="#">S1303624-P00002</a>	Closed	31/12/2023	12-2023	MYV00002		

The top of the screen shows the search bar, refresh icon, user name, and date. Below the header, there are navigation icons and a '+ NEW RECORD' button. The table is displayed with the following columns: Type, Reference Nbr., Status, Date, Post Period, Vendor, Vendor Name, and Description.

6) SKRIN BERIKUT AKAN DIPAPARKAN

Quick Cheques  
Quick Cheque

← ↻ 🗑️ + 🗑️ 📄 ◀ ▶ ⏪ ⏩ REMOVE HOLD ACTIONS ...

Type: Quick Cheque  Accounts Receivables

Reference Nbr.: <NEW> \* Vendor: [Field]

Status: On Hold \* Location: [Field]

Rentas Purpos... [Field] \* Payment Meth... [Field]

\* Date: 13/01/2024 \* Cash Account: [Field]

\* Post Period: 01-2024 \* Currency: MYR 1.00 VIEW BASE \* Payment Ref.: [Field]

Description: [Field]

Detail Total:	0.00
Tax Total:	0.00
With. Tax:	0.00
Balance:	0.00
Rounding Diff.:	0.00
Payment Amo...:	0.00
Cash Discoun...:	0.00
Finance Charg...:	0.00

DETAILS FINANCIAL TAXES APPROVALS REMITTANCE CHARGES DIGITAL SIGNING BUDGET DETAILS BANK/PETTY CASH ACCOUNT DETAILS

VIEW DEFERRALS

Branch	Inventory ID	Transaction Descr.	Quantity	UOM	Unit Cost	Ext. Cost	*Project	Project Task	*Account	Description	*Subaccount	Non Billable	Ter Dat
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7) PASTIKAN SUSUNAN COLUMN DI TAB DETAIL ADALAH SEPERTI BERIKUT:

Quick Cheques  
Quick Cheque

← ↻ 🗑️ + 🗑️ 📄 ◀ ▶ ⏪ ⏩ REMOVE HOLD ACTIONS ...

Type: Quick Cheque  Accounts Receivables

Reference Nbr.: <NEW> \* Vendor: [Field]

Status: On Hold \* Location: [Field]

Rentas Purpos... [Field] \* Payment Meth... [Field]

\* Date: 13/01/2024 \* Cash Account: [Field]

\* Post Period: 01-2024 \* Currency: MYR 1.00 VIEW BASE \* Payment Ref.: [Field]

Description: [Field]

Detail Total:	0.00
Tax Total:	0.00
With. Tax:	0.00
Balance:	0.00
Rounding Diff.:	0.00
Payment Amo...:	0.00
Cash Discoun...:	0.00
Finance Charg...:	0.00

DETAILS FINANCIAL TAXES APPROVALS REMITTANCE CHARGES DIGITAL SIGNING BUDGET DETAILS BANK/PETTY CASH ACCOUNT DETAILS

VIEW DEFERRALS

Branch	Inventory ID	Transaction Descr.	Quantity	UOM	Unit Cost	Ext. Cost	*Project	Project Task	*Account	Description	*Subaccount	Non Billable	Ter Dat
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8) DI RUANGAN TYPE PILIH QUICK CHEQUE

Quick Cheques  
Quick Cheque

← ↻ 🗑️ + 🗑️ 📄 ◀ ▶ ⏪ ⏩ REMOVE HOLD ACTIONS ...

Type: Quick Cheque

Reference Nbr.: Quick Cheque

Status: On Hold

Rentas Purpos... [Field]

\* Date: 13/01/2024

\* Post Period: 01-2024

\* Vendor: [Field]

\* Location: [Field]

\* Payment Meth... [Field]

\* Cash Account: [Field]

\* Currency: MYR 1.00 VIEW BASE

Payment Ref.: [Field]

Detail Total:	0.00
Tax Total:	0.00
With. Tax:	0.00
Balance:	0.00
Rounding Diff.:	0.00
Payment Amo...:	0.00
Cash Discoun...:	0.00
Finance Charg...:	0.00

## 9) MAKLUMAT VENDOR

a. PILIH VENDOR DENGAN MENEKAN GAMBAR DAN TEKAN SELECT

Quick Cheques NC

Quick Cheque - AREESH EDUCATION & TRADING SDN BHD

← + 🗑️ 📄 🔄 🔍 REMOVE HOLD ACTIONS ...

Type: Quick Cheque  Accounts Receivables Detail Total: 0.00

Reference Nbr.: <NEW> Vendor: BAE000020 Tax Total: 0.00

Status: On Hold Location: Select - Vendor

Rentas Purpos... Payment Meth...

\* Date: 13/01/2024 Cash Account: SELECT

\* Post Period: 01-2024 Currency: Vendor

Vendor	Vendor Name	Address Line 1	Address Line 2
BAE000020	AREESH EDUCATION & TRADING SDN B...	D5-3A-G, BLOCK D5,	PUSAT PERDAGANGAN...
BAE000022	ASHE ENTERPRISE SDN BHD	SUITE 08.08, 8TH FLOOR	WISMA ZELAN,
BAE000024	AMJ ENTERPRISE	NO. 147, LOT 3433,	PARKCITY SQUARE FA...
BAE000025	AL HOME CURTAIN & FLOORING ENTER	NO. 2, LOT 8454	TOWN SQUARE BINTU...

b. JIKA MAKLUMAT VENDOR TIADA DALAM CARIAN, SILA DAFTARKAN MAKLUMAT VENDOR DI BAHAGIAN PEROLEHAN TERLEBIH DAHULU

UPM Search... UNIVERSITI PUTRA MAL... 09/01/2024 4:16 PM

Quick Cheques

Quick Cheque

← + 🗑️ 📄 🔄 🔍 REMOVE HOLD ACTIONS ...

Type: Quick Cheque  Accounts Receivables Detail Total: 0.00

Reference Nbr.: <NEW> Vendor:  Tax Total: 0.00

Status: On Hold Location:

Rentas Purpos... Payment Meth...

\* Date: 09/01/2024 Cash Account:

\* Post Period: 01-2024 Currency: MYR 1.00 VIEW BASE

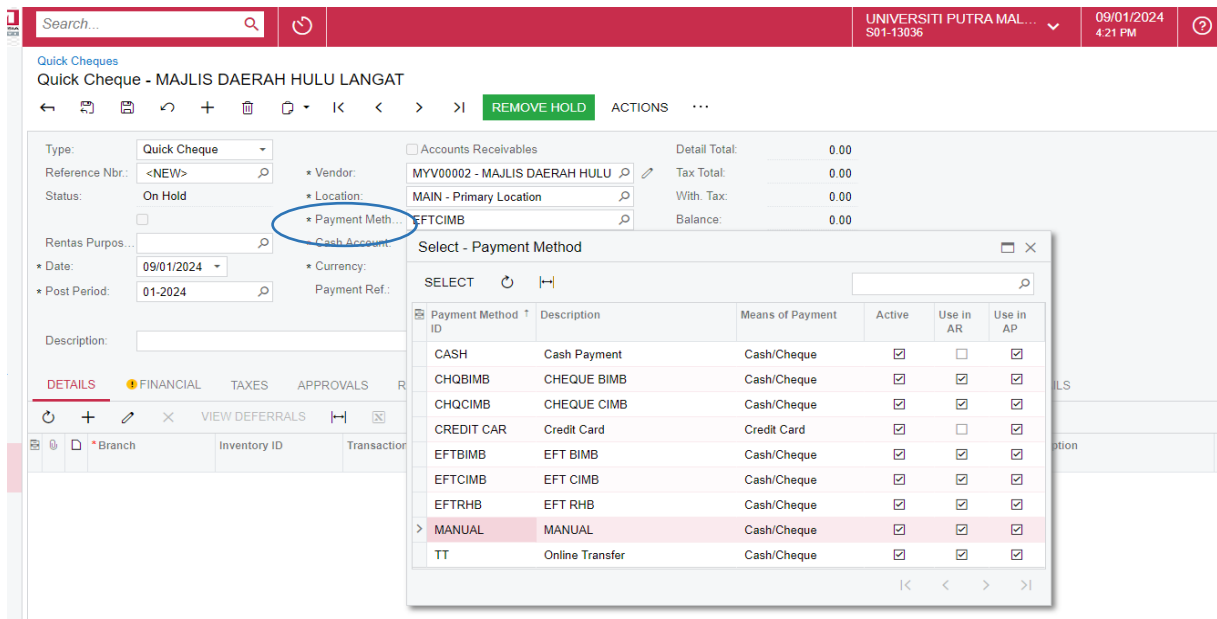
Description:

DETAILS FINANCIAL TAXES APPROVALS REMITTANCE CHARGES DIGITAL SIGNING BUDGET DETAILS BANK/PETTY CASH ACCOUNT DETAILS

Branch	Inventory ID	Transaction Descr.	Quantity	UOM	Unit Cost	Ext. Cost	Account	Description
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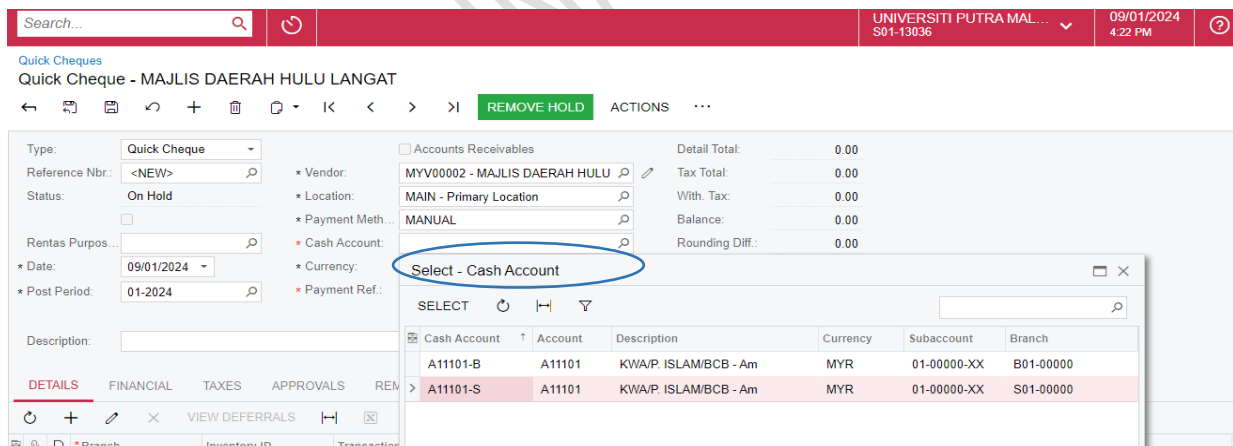
10) PADA RUANGAN PAYMENT METH,

PAYMENT METHOD	JENIS BAYARAN
MANUAL	BANK DRAF
MANUAL	TELEGRAPHIC TRANSFER (TT)
MANUAL	AUTOPAY



11) PADA RUANGAN CASH ACCOUNT, PILIH CASH ACCOUNT YANG BERPADANAN DENGAN METHOD YANG DIPILIH PADA LANGKAH 10).

PAYMENT METHOD	JENIS BAYARAN	CASH ACCOUNT
MANUAL	BANK DRAF/AUTOPAY	A11101-S
MANUAL	TELEGRAPHIC TRANSFER (TT)	A11110-S



12) PADA RUANGAN PAYMENT REF- MASUKKAN NO RUJUKAN DOKUMEN (CTH. NO BORANG BANK DRAF)

Search... UNIVERSITI PUTRA MAL... 09/01/2024 4:23 PM

Quick Cheques  
Quick Cheque - MAJLIS DAERAH HULU LANGAT

REMOVE HOLD ACTIONS

Type: Quick Cheque  
Reference Nbr.: <NEW>  
Status: On Hold  
Rentas Purpos...  
\* Date: 09/01/2024  
\* Post Period: 01-2024

\* Vendor: MYV00002 - MAJLIS DAERAH HULU  
\* Location: MAIN - Primary Location  
\* Payment Meth...: MANUAL  
\* Cash Account: A11101-S - KWA/P. ISLAM/BCB - Am  
Currency: MYR 1.00 VIEW BASE  
\* Payment Ref.: 83742113

Detail Total: 0.00  
Tax Total: 0.00  
With Tax: 0.00  
Balance: 0.00  
Rounding Diff.: 0.00  
Payment Amo...: 0.00  
Cash Discount...: 0.00  
Finance Charg...: 0.00

Description:

DETAILS FINANCIAL TAXES APPROVALS REMITTANCE CHARGES DIGITAL SIGNING BUDGET DETAILS BANK/PETTY CASH ACCOUNT DETAILS

Branch	Inventory ID	Transaction Descr.	Quantity	UOM	Unit Cost	Ext. Cost	*Account	Description
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13) MASUKKAN KETERANGAN BAYARAN PADA RUANGAN DESCRIPTION. TEKAN ENTER

Search... UNIVERSITI PUTRA MAL... 09/01/2024 4:24 PM

Quick Cheques  
Quick Cheque - MAJLIS DAERAH HULU LANGAT

REMOVE HOLD ACTIONS

Type: Quick Cheque  
Reference Nbr.: <NEW>  
Status: On Hold  
Rentas Purpos...  
\* Date: 09/01/2024  
\* Post Period: 01-2024

\* Vendor: MYV00002 - MAJLIS DAERAH HULU  
\* Location: MAIN - Primary Location  
\* Payment Meth...: MANUAL  
\* Cash Account: A11101-S - KWA/P. ISLAM/BCB - Am  
Currency: MYR 1.00 VIEW BASE  
\* Payment Ref.: 83742113

Detail Total: 0.00  
Tax Total: 0.00  
With Tax: 0.00  
Balance: 0.00  
Rounding Diff.: 0.00  
Payment Amo...: 0.00  
Cash Discount...: 0.00  
Finance Charg...: 0.00

Description: ERMIT PEMBINAAN SEMENTARA - MENARA JAM UPM > BADERUL ZAMAN ARCHITECT

DETAILS FINANCIAL TAXES APPROVALS REMITTANCE CHARGES DIGITAL SIGNING BUDGET DETAILS BANK/PETTY CASH ACCOUNT DETAILS

Branch	Inventory ID	Transaction Descr.	Quantity	UOM	Unit Cost	Ext. Cost	*Account	Description
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14) PADA TAB DETAIL, TEKAN BUTANG “+”


15) PAPARAN PADA TAB DETAIL:

- a. BRANCH AKAN DIPAPARKAN SAMA SEPERTI BRANCH PADA AWAL PEMILIHAN
- b. PEMILIHAN INVENTORY ID SEPERTI BERIKUT

<b>INVENTORY ID</b>
CONSUMABLE (BEKALAN)
EXPENSES (CLAIM)- <i>TIDAK BERKAITAN</i>
NON STOCK (ASET/INVENTORI)
SERVICES (PERKHIDMATAN/KERJA)

- c. MASUKKAN KETERANGAN PEMBAYARAN PADA RUANGAN TRANSACTION DESCR
- d. INPUT KUANTITI PADA RUANGAN QUANTITY
- e. INPUT KOS SEUNIT PADA RUANGAN UNIT COST
- f. HARGA PADA *EST EXT COST* AKAN DIKIRA SECARA *AUTOMATIC* BERDASARKAN  $ORDER QUANTITY \times UNIT COST$



- g. 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*
- h. 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 PROJEK. (JIKA MENGISI X PADA RUANGAN PROJECT UNTUK S01 DAN S02, TIDAK PERLU PILIH *PROJECT TASK*).

Finance Charg... 0.00


Description: PERMIT PEMBINAAN SEMENTARA - MENARA JAM UPM > BADERUL ZAMAN ARCHITEC

DETAILS FINANCIAL TAXES APPROVALS REMITTANCE CHARGES DIGITAL SIGNING BUDGET DETAILS BANK/PETTY CASH ACCOUNT DETAILS

VIEW DEFERRALS

*Branch	Inventory ID	Transaction Descr.	Quantity	UOM	Unit Cost	Ext. Cost	*Project	Project Task	*Account	Description	*Subaccount	Non Billable	Term Start Date	Term End Date
S01-13036		CAGARAN PERMI...	1.00	UNIT	7,620.0000	7,620.00	X		A65900	CAGARAN...	01-13036-DA	<input type="checkbox"/>		

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

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

Finance Charg... 0.00

Description: PERMIT PEMBINAAN SEMENTARA - MENARA JAM UPM > BADERUL ZAMAN ARCHITEC

DETAILS FINANCIAL TAXES APPROVALS REMITTANCE CHARGES DIGITAL SIGNING BUDGET DETAILS BANK/PETTY CASH ACCOUNT DETAILS

VIEW DEFERRALS

*Branch	Inventory ID	Transaction Descr.	Quantity	UOM	Unit Cost	Ext. Cost	*Project	Project Task	*Account	Description	*Subaccount	Non Billable	Term Start Date	Term End Date
S01-13036		CAGARAN PERMI...	1.00	UNIT	7,620.0000	7,620.00	X		A65900	CAGARAN...	01-13036-DA	<input type="checkbox"/>		

16) PADA TAB FINANCIAL, PASTIKAN KOD AP ACCOUNT ADALAH TEPAT. JIKA TIDAK TEPAT, SILA TUKAR

Description: BAYARAN CORPORATE CARD SOLUTION 01/01/2024

DETAILS FINANCIAL TAXES APPROVALS REMITTANCE CHARGES DIGITAL SIGNING

GL LINK TAX AND TERMS

Batch Nbr: Vendor Tax Zone

Branch: S01-13035 S01-13032 Terms: 14 - BAYARAN DALAM

AP Account: L11000 - KWM/UMUM/Pemutang Pemb

AP Subaccount: 01-00000-DA - KW MENGURUS-UMUM

Date: 17/01/2024

Post Period: 01-2024

Cleared

Clear Date:

17) TEKAN BUTANG '+' JIKA INGIN MENAMBAH DESCRIPTION LAIN DAN ULANG LANGKAH 15. SETELAH LENGKAP, TEKAN 'SAVE' UNTUK SIMPAN – 'REFERENCES NO' AKAN DIBERI. STATUS ADALAH 'ON HOLD'

Search... UNIVERSITI PUTRA MAL... 09/01/2024 4:27 PM

Quick Cheques

Quick Cheque - MAJLIS DAERAH HULU LANGAT

REMOVE HOLD ACTIONS

Type: Quick Cheque Accounts Receivables Detail Total: 7,620.65

Reference Nbr.: <NEW> Vendor: MYV00002 - MAJLIS DAERAH HULU LA Tax Total: 0.00

Status: On Hold \* Location: MAIN - Primary Location With. Tax: 0.00

\* Payment Meth... MANUAL Balance: 7,620.65

Rentas Purpos... \* Cash Account: A11101-S - KWA/P. ISLAM/BCB - Am Rounding Diff.: 0.00

\* Date: 31/12/2023 Currency: MYR 1.00 VIEW BASE Payment Amo... 7,620.65

\* Post Period: 12-2023 \* Payment Ref.: 83742113 Cash Discount... 0.00

Finance Charg... 0.00

Description: PERMIT PEMBINAAN SEMENTARA - MENARA JAM UPM > BADERUL ZAMAN ARCHITEC

DETAILS FINANCIAL TAXES APPROVALS REMITTANCE CHARGES DIGITAL SIGNING BUDGET DETAILS BANK/PETTY CASH ACCOUNT DETAILS

VIEW DEFERRALS

* Branch	Inventory ID	Transaction Descr.	Quantity	UOM	Unit Cost	Ext. Cost	* Account	Description	* S
S01-13036		CAGARAN PERMIT PEMBINAAN SEMEN...	1.00	UNIT	7,620.0000	7,620.00	A65900	CAGARAN - PELBAGAI	0
S01-13036		KOMISEN BANK	1.00	UNIT	0.6500	0.65	P52999	Pelbagai Termasuk Premium Ins...	0

18) TEKAN BUTANG 'REMOVE HOLD' . TEKAN BUTANG SAVE

Search... UNIVERSITI PUTRA MAL... S01-13036 09/01/2024 4:28 PM

Quick Cheques  
Quick Cheque S1303624-P00002 - MAJLIS DAERAH HULU LANGAT

← REMOVE HOLD PRINT PAYMENT VOUCHER ACTIONS ...

Type: **Quick Cheque**  Accounts Receivables  
 Reference Nbr: S1303624-P00002 Vendor: MYV00002 - MAJLIS DAERAH HULU LA  
 Status: On Hold Location: MAIN - Primary Location  
 Rentas Purpos... Payment Meth... MANUAL  
 \* Date: 31/12/2023 \* Cash Account: A11101-S - KWA/P ISLAM/BCB - Am  
 \* Post Period: 12-2023 \* Currency: MYR 1.00 \* Payment Ref.: 83742113  
 Description: PERMIT PEMBINAAN SEMENTARA - MENARA JAM UPM > BADERUL ZAMAN ARCHITEC

DETAILS FINANCIAL TAXES APPROVALS REMITTANCE CHARGES DIGITAL SIGNING BUDGET DETAILS BANK/PETTY CASH ACCOUNT DETAILS

* Branch	Inventory ID	Transaction Descr.	Quantity	UOM	Unit Cost	Ext. Cost	* Account	Description
S01-13036		CAGARAN PERMIT PEMBINAAN SEMEN...	1.00	UNIT	7,620.0000	7,620.00	A65900	CAGARAN - PELBAGAI
S01-13036		KOMISEN BANK	1.00	UNIT	0.6500	0.65	P52999	Pelbagai Termasuk Premium Ins...

19) STATUS AKAN BERTUKAR KEPADA PENDING APPROVAL. TRANSAKSI INI AKAN DIHANTAR KEPADA PENGESAH/PELULUS

Search... UNIVERSITI PUTRA MAL... 505-12245 17/01/2024 10:52 AM

Quick Cheques  
Quick Cheque S1224524-P00001 - MAJLIS BANDARAYA SUBANG JAYA

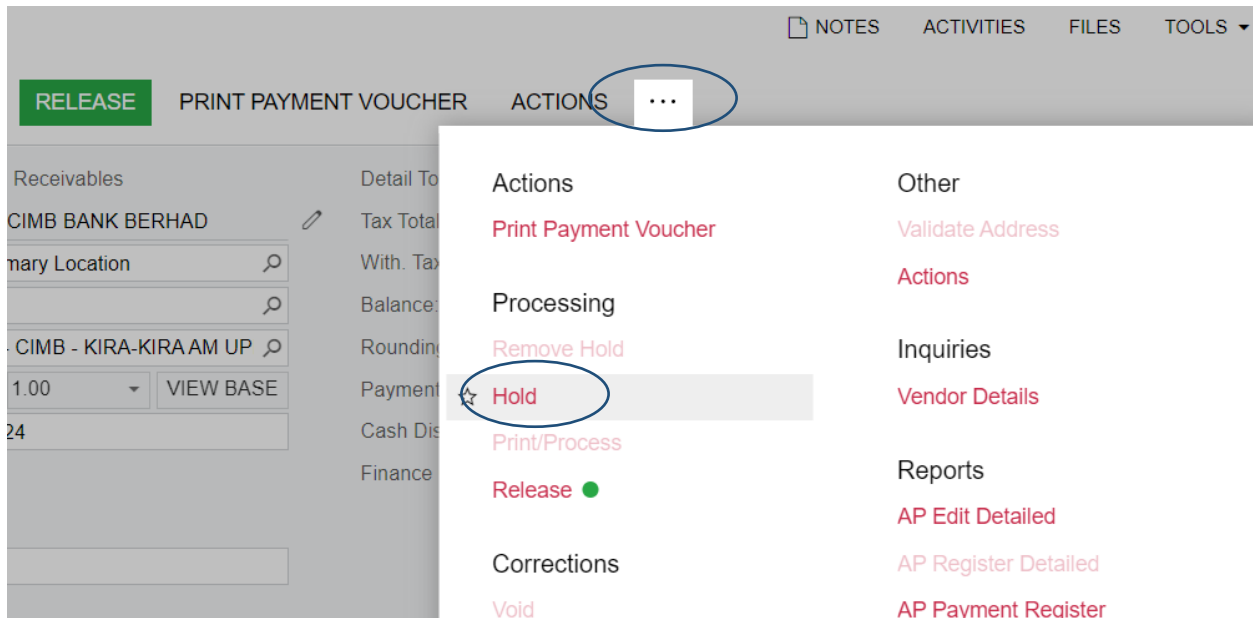
← APPROVE REJECT PRINT PAYMENT VOUCHER ACTIONS ...

Type: **Quick Cheque**  Accounts Receivables  
 Reference Nbr: S1224524-P00001 Vendor: SMP000072 - MAJLIS BANDARAYA SUE  
 Status: Pending Approval Location: MAIN - Primary Location  
 Rentas Purpos... Payment Meth... MANUAL  
 \* Date: 17/01/2024 \* Cash Account: A11101-S - CIMB - KIRA-KIRAAM UPM  
 \* Post Period: 01-2024 \* Currency: MYR 1.00 \* Payment Ref.: 93742113  
 Description:

DETAILS FINANCIAL TAXES APPROVALS REMITTANCE CHARGES DIGITAL SIGNING BUDGET DETAILS BANK/PETTY CASH ACCOUNT DETAILS

* Branch	Inventory ID	Transaction Descr.	Quantity	UOM	Unit Cost	Ext. Cost	* Account	Description
S01-13036		CAGARAN PERMIT PEMBINAAN SEMEN...	1.00	UNIT	7,620.0000	7,620.00	A65900	CAGARAN - PELBAGAI
S01-13036		KOMISEN BANK	1.00	UNIT	0.6500	0.65	P52999	Pelbagai Termasuk Premium Ins...

20) JIKA ADA KEPERLUAN UNTUK MEMBUAT SEMAKAN SEMULA SELEPAS TEKAN BUTANG REMOVE HOLD, PILIH TIGA TITIK ... DAN TEKAN HOLD. STATUS AKAN BERTUKAR KEPADA ON HOLD SEMULA DAN BOLEH TERUSKAN DENGAN KEMASKINI MAKLUMAT. SELEPAS SELESAI, TEKAN REMOVE HOLD

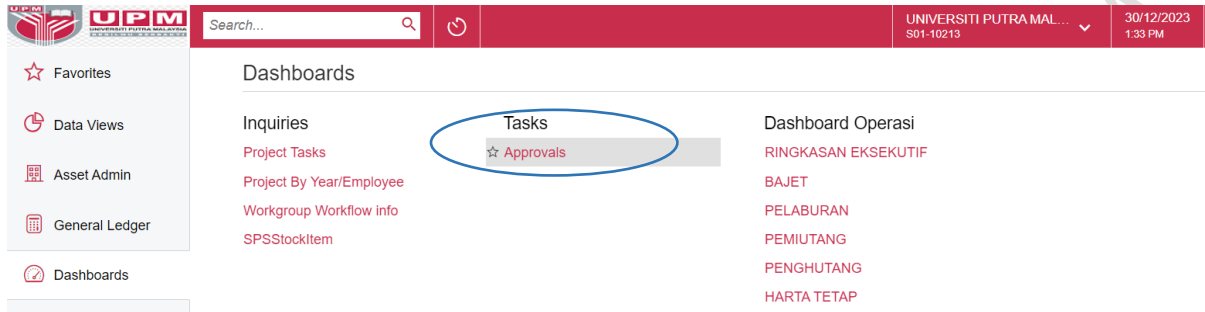


UNTUK KEGUNAAN U

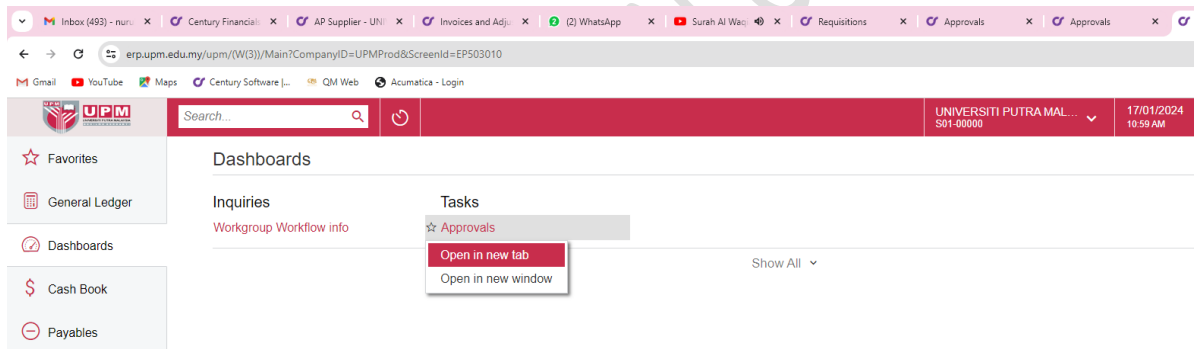
## A) LOGIN SISTEM PUTRA FINANCE SEBAGAI PENGESAH/PELULUS

1) PILIH **BRANCH** YANG INGIN DIPROSES. PERLU PASTIKAN PEMILIHAN BRANCH YANG TEPAT BAGI MEMASTIKAN BAJET DITOLAK DARI BRANCH YANG BETUL. STAF PERLU MEMPUNYAI AKSES KEPADA BRANCH S01-00000 UNTUK MEMBOLEHKAN PEMILIHAN KOD ACCOUNT BANK

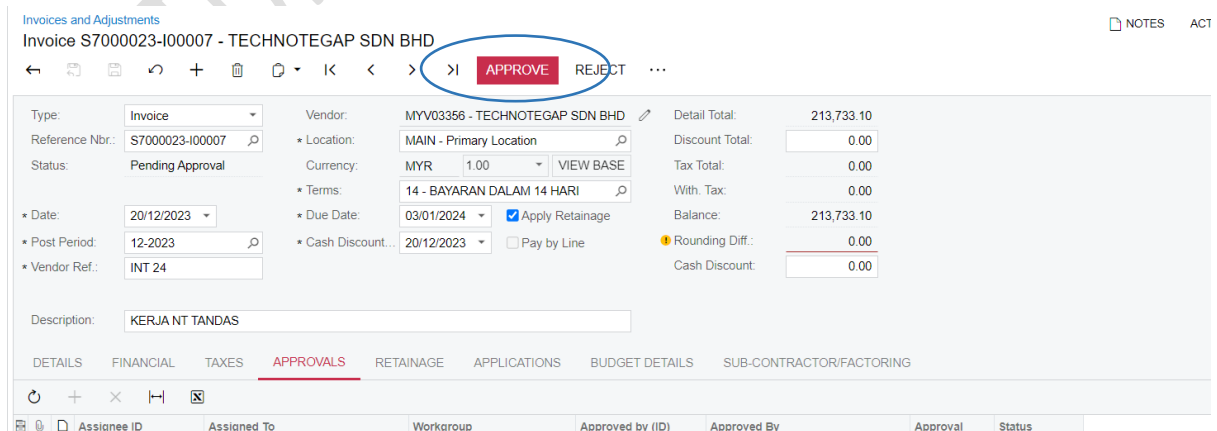
2) PILIH MENU **DASHBOARD** DAN TEKAN TASK > APPROVAL



3) PILIH TRANSAKSI INVOIS YANG MEMERLUKAN PENGESAHAN/KELULUSAN



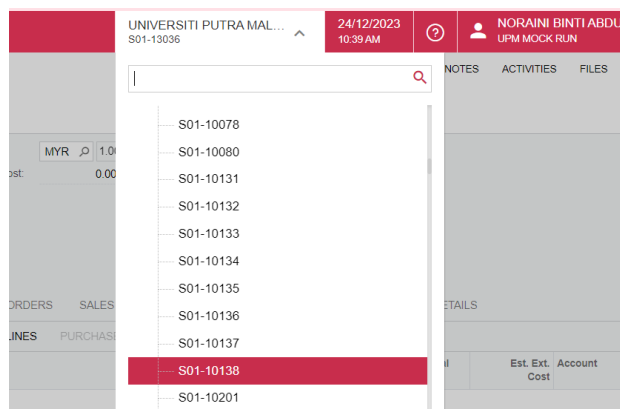
4) BAGI PENGESAH/PELULUS, TEKAN BUTANG APPROVE



5) STATUS AKAN BERTUKAR KEPADA BALANCE

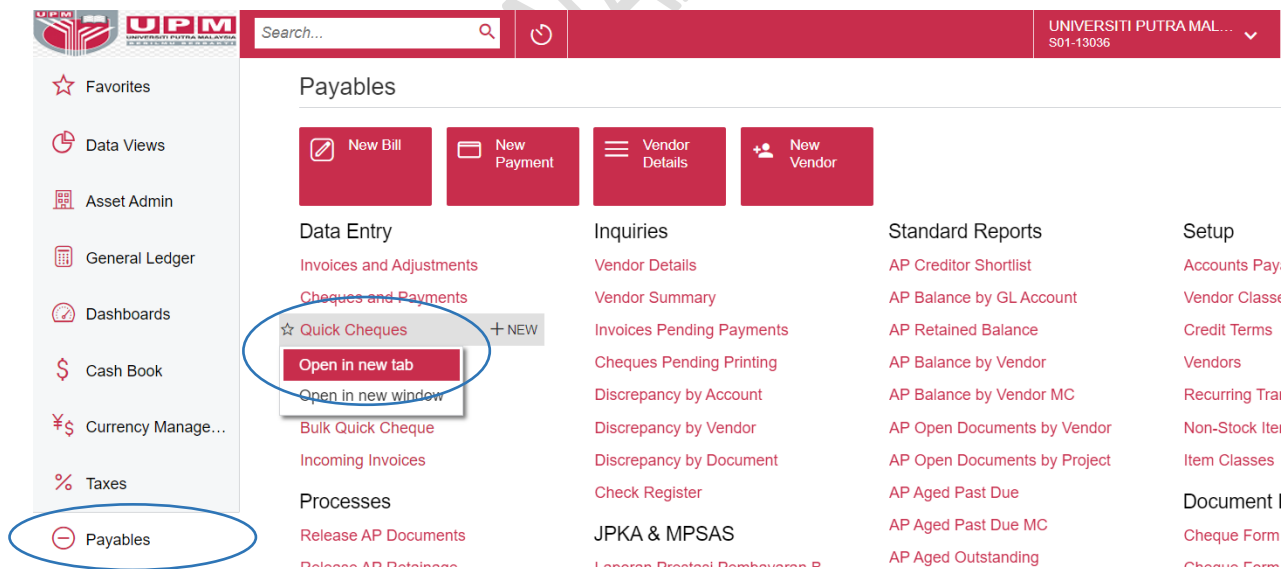
## B) LOGIN SISTEM PUTRA FINANCE SEBAGAI PREPARER

- 1) SELEPAS KELULUSAN DIPEROLEHI, PILIH **BRANCH** YANG INGIN DIPROSES. PERLU PASTIKAN PEMILIHAN BRANCH YANG TEPAT BAGI MEMASTIKAN BAJET DITOLAK DARI BRANCH YANG BETUL.



STAF PERLU MEMPUNYAI AKSES KEPADA BRANCH S01-00000 UNTUK MEMBOLEHKAN PEMILIHAN KOD ACCOUNT BANK

- 2) PILIH **MODUL PAYABLE > QUICK CHEQUES**- KLIK KANAN DAN TEKAN *OPEN IN NEW TAB* UNTUK BUKA DI TAB BAHARU



3) PILIH QUICK CHEQUES BERSTATUS BALANCE.

Quick Cheques



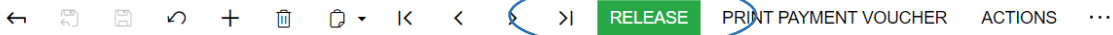
Type	Reference Nbr.	Status	Date	Post Period	Vendor	Vendor Nan
Quick Cheque	S1303524-P00001	Balanced	17/01/2024	01-2024	3500000	CIMB BAN

4) BAGI PROSES BAYARAN :  
i. TEKAN BUTANG RELEASE.

Quick Cheques

Quick Cheque S1303524-P00001 - CIMB BANK BERHAD

NC



Type:	Quick Cheque	<input type="checkbox"/> Accounts Receivables	Detail Total:	18,408.20	
Reference Nbr.:	S1303524-P00001	Vendor:	3500000 - CIMB BANK BERHAD	Tax Total:	0.00
Status:	Balanced	* Location:	MAIN - Primary Location	With. Tax:	0.00

ii. STATUS AKAN BERTUKAR KEPADA CLOSE. PROSES SELESAI

Quick Cheques

Quick Cheque S1224524-P00001 - MAJLIS BANDARAYA SUBANG JAYA

NOTES



Type:	Quick Cheque	<input type="checkbox"/> Accounts Receivables	Detail Total:	7,620.65	
Reference Nbr.:	S1224524-P00001	Vendor:	SMP000072 - MAJLIS BANDARAYA SUB	Tax Total:	0.00
Status:	Closed	Location:	MAIN - Primary Location	With. Tax:	0.00
<input type="checkbox"/>		Payment Meth...	MANUAL	Balance:	0.00
Rentas Purpos...		Cash Account:	A11101-S - CIMB - KIRA-KIRA AM UPM	Rounding Diff.:	0.00