

2024

# SISTEM KEWANGAN PUTRA FINANCE : PURCHASE ORDER



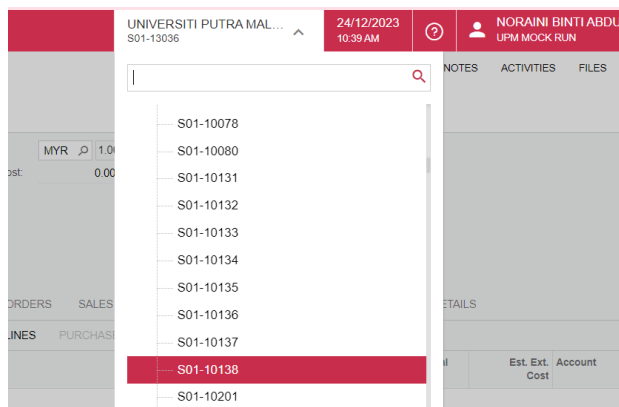
PEJABAT BURSAR  
UNIVERSITI PUTRA MALAYSIA

## PENYEDIAAN PURCHASE ORDER OLEH PEJABAT BURSAR

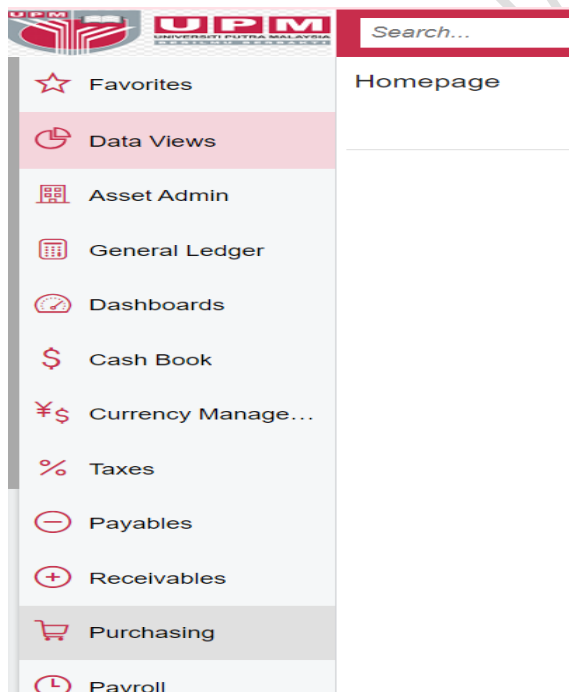
### Ai) LOGIN SISTEM PUTRA FINANCE SEBAGAI PREPARER

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

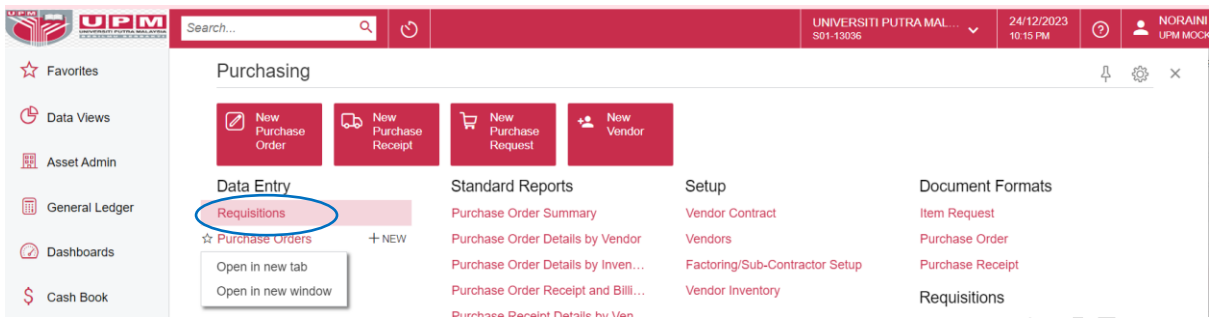
KOD BRANCH	MAKSUD PERUNTUKAN	KOD BRANCH	MAKSUD PERUNTUKAN
S01	MENGURUS	S05	AMANAHA (61XXX, 62XXX)
S02	KOLEJ KEDIAMAN	S06	AMANAHA (68XXX)
S03	PENYELIDIKAN (5XXXX,9XXXX,63XXX,67XXX)	S08	AMANAHA (64XXX, 65XXX, 66XXX)
S04	PEMBANGUNAN (7XXXX)	S10	AMANAHA PELAJAR



- 2) PILIH MODUL PURCHASING



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



- 4) PILIH REQUISITION BERSTATUS **OPEN**. BAGI REQUISITION YANG WUJUD DARIPADA TENDER AWARD DAN MELEBIHI DARIPADA 1 SYARIKAT YANG DILANTIK (AWARD), PURCHASE ORDER PERLU DIWUJUDKAN UNTUK SEMUA REQUISITION TERSEBUT.

Requisitions CUSTOMIZATI

ALL RECORDS MY REQUISITIONS

Status	Ref. Nbr.	Status	Priority	Date	Creator	Customer	Customer Name	Description
>	S1303623-00012	Open	Normal	24/12/2023	A02674			SYARAHAN INAUGURAL PROF YYY...
>	S1303623-00011	Open	Normal	24/12/2023	A02674			SYARAHAN INAUGURAL PROF YYY...

- 5) PAPARAN BERIKUT AKAN DIKELUARKAN. TEKAN TAB PURCHASE ORDER

Requisitions  
S1303623-00012 - SYARAHAN INAUGURAL PROF YYY-MAKAN

Branch: S01-13036 - SC Priority: Normal Currency: MYR 1.00 VIEW BASE  
 Ref. Nbr.: S1303623-12 Creator: A02674 - NORAINI BINTI ABDUI Est. Ext. Cost: 5.00  
 Status: Open Customer:   
 Date: 24/12/2023 Location:   
 Approved  
 Description: SYARAHAN INAUGURAL PROF YYY-MAKAN

DETAILS SHIPPING BIDDING VENDOR INFO APPROVALS OTHER PURCHASE ORDERS SALES ORDERS TENDER WIZARD INFORMATION

Inventory ID	Line Source	Line Type	Warehouse	Description	UOM	Order Qty.	Est.	
>	SERVICES	Draft	Non-Stock	S01-13036A	MAKAN MAKAN	EACH	1.00	5.0

6) PADA TAB PURCHASE ORDER, TEKAN TAB CREATE ORDERS

Requisitions  
S1303623-00012 - SYARAHAN INAUGURAL PROF YYY-MAKAN

Branch: S01-13036 - SC Priority: Normal Currency: MYR 1.00 VIEW B  
 Ref. Nbr.: S1303623-0 Creator: A02674 - NORAINI BINTI ABDUI Est. Ext. Cost: 5.00  
 Status: Open Customer: Location:  
 Date: 24/12/2023 Location:  
 Approved  
 Description: SYARAHAN INAUGURAL PROF YYY-MAKAN

DETAILS SHIPPING BIDDING VENDOR INFO APPROVALS OTHER **PURCHASE ORDERS** SALES ORDERS TEND

VIEW ORDER **CREATE ORDERS**

Type	Order Nbr.	Status	*Date	*Vendor	*Location	Vendor Ref.
------	------------	--------	-------	---------	-----------	-------------

7) MAKLUMAT PURCHASE ORDER AKAN DIPAPARKAN BERSTATUS ON HOLD DAN REQUISITION AKAN BERTUKAR KEPADA STATUS RELEASED

Requisitions  
S1303623-00012 - SYARAHAN INAUGURAL PROF YYY-MAKAN

Branch: S01-13036 - SC Priority: Normal Currency: MYR 1.00 VIEW BASE  
 Ref. Nbr.: S1303623-0 Creator: A02674 - NORAINI BINTI ABDUI Est. Ext. Cost: 5.00  
 Status: Released Customer: Location:  
 Date: 24/12/2023 Location:  
 Approved  
 Description: SYARAHAN INAUGURAL PROF YYY-MAKAN

DETAILS SHIPPING BIDDING VENDOR INFO APPROVALS OTHER **PURCHASE ORDERS** SALES ORDERS TENDER WIZARD INFORMATION BUDGET DETAILS

VIEW ORDER **CREATE ORDERS**

Type	Order Nbr.	Status	*Date	*Vendor	*Location	Vendor Ref.	*Currency	Line Total	Tax Total
Normal	S1303623-P00004	On Hold	24/12/2023	BDB000004	MAIN		MYR	5.00	0.00

8) KLIK PADA ORDER NBR UNTUK MEMBUAT PROSES SEMAKAN DAN KEMASKINI PURCHASE ORDER

Requisitions  
S1303623-00012 - SYARAHAN INAUGURAL PROF YYY-MAKAN

Branch: S01-13036 - SC Priority: Normal Currency: MYR 1.00  
 Ref. Nbr.: S1303623-0 Creator: A02674 - NORAINI BINTI ABDUI Est. Ext. Cost: 5.00  
 Status: Released Customer: Location:  
 Date: 24/12/2023 Location:  
 Approved  
 Description: SYARAHAN INAUGURAL PROF YYY-MAKAN

DETAILS SHIPPING BIDDING VENDOR INFO APPROVALS OTHER **PURCHASE ORDERS** SALES ORD

VIEW ORDER **CREATE ORDERS**

Type	Order Nbr.	Status	*Date	*Vendor	*Location
Normal	S1303623-P00004	On Hold	24/12/2023	BDB000004	MAIN

9) PAPARAN PURCHASE ORDER AKAN DIKELUARKAN

Purchase Orders NOTES ACTIVITIES FILES TOOLS

Normal S1303623-P00004 - DAPO BONDA CAFE & CATERING

**REMOVE HOLD** ...

Type: Normal	* Vendor: BDB000004 - DAPO BONDA CAFE & CATERING	Line Total: 5.00
Order Nbr: S1303623-F	* Location: MAIN - Primary Location	Discount Total: 0.00
Status: On Hold	Owner: A02674 - NORAINI BINTI ABDULLAH	Tax Total: 0.00
* Date: 24/12/2023	Currency: MYR 1.00 VIEW BASE	Order Total: 5.00
Promised On: 24/12/2023	Vendor Ref:	First Printed O...
Description: SYARAHAN INAUGURAL PROF YYY-MAKAN		First Printed By:

DOCUMENT DETAILS
TAXES
SHIPPING
VENDOR INFO
PO HISTORY
PREPAYMENTS
OTHER
BUDGET DETAILS
DIGITAL SIGNING

Branch	Inventory ID	Line Type	Warehouse	Line Description	UOM	Order Qty.
S01-13036	SERVICES	Non-Stock	S01-13036A	MAKAN MAKAN	EACH	1.00

10) PASTIKAN PERKARA BERIKUT ADALAH TEPAT

BIL	PERKARA																								
1	BRANCH DI PURCHASE REQUISITION <b>HENDAKLAH SAMA DENGAN</b> BRANCH DI PURCHASE ORDER. BRANCH DI PURCHASE ORDER AKAN MENGIKUT BRANCH YANG DIPILIH SEBELUM PROSES DIBUAT. SEKIRANYA BRANCH DI PURCHASE REQUISITION BERBEZA DENGAN BRANCH DI PURCHASE ORDER, BAJET AKAN DITOLAK DI BRANCH YANG BERBEZA																								
2	INVENTORI ID , LINE TYPE, WAREHOUSE (JIKA STOK) ADALAH TEPAT <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 70%;">INVENTORY ID</th> <th style="width: 30%;">LINE TYPE</th> </tr> </thead> <tbody> <tr> <td>CONSUMABLE (BEKALAN)</td> <td>NON STOCK</td> </tr> <tr> <td>EXPENSES (CLAIM)-<b>TIDAK BERKAITAN</b></td> <td>EXPENSES</td> </tr> <tr> <td>NON STOCK (ASET/INVENTORI)</td> <td>NON STOCK</td> </tr> <tr> <td>SERVICES (PERKHIDMATAN) - KENA PILIH WAREHOUSE*</td> <td>NON STOCK</td> </tr> <tr> <td>NO ID STOCK- KENA PILIH WAREHOUSE* UNTUK BELI STOK</td> <td>GOOD FOR IN</td> </tr> </tbody> </table>	INVENTORY ID	LINE TYPE	CONSUMABLE (BEKALAN)	NON STOCK	EXPENSES (CLAIM)- <b>TIDAK BERKAITAN</b>	EXPENSES	NON STOCK (ASET/INVENTORI)	NON STOCK	SERVICES (PERKHIDMATAN) - KENA PILIH WAREHOUSE*	NON STOCK	NO ID STOCK- KENA PILIH WAREHOUSE* UNTUK BELI STOK	GOOD FOR IN												
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3	KETERANGAN LINE DESCRIPTION																								
4	ORDER QTY ADALAH BERDASARKAN SEBUTHARGA YANG DILAMPIRKAN																								
5	UNIT COST ADALAH BERDASARKAN SEBUTHARGA YANG DILAMPIRKAN																								
6	ACCOUNT ADALAH TEPAT																								
7	SUB ACCOUNT ADALAH MENGIKUT BRANCH YANG SEBENAR <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 25%;">BRANCH (CONTOH)</th> <th style="width: 40%;">SUB</th> <th style="width: 25%;">BRANCH (CONTOH)</th> <th style="width: 10%;">SUB</th> </tr> </thead> <tbody> <tr> <td>S01-13201</td> <td>S01-13201-DA @ S01-13201-DO @ S01-13201-DB</td> <td>S06-13201</td> <td>S06-13201-XX</td> </tr> <tr> <td>S02-11002</td> <td>S02-11005-DA @ S02-11005-XX</td> <td>S08-13201</td> <td>S08-13201-XX</td> </tr> <tr> <td>S03-13201</td> <td>S03-13201-XX</td> <td>S10-13201</td> <td>S10-13201-XX</td> </tr> <tr> <td>S04-70000</td> <td>S04-70000-XX</td> <td></td> <td></td> </tr> <tr> <td>S05-13201</td> <td>S05-13201-XX</td> <td></td> <td></td> </tr> </tbody> </table>	BRANCH (CONTOH)	SUB	BRANCH (CONTOH)	SUB	S01-13201	S01-13201-DA @ S01-13201-DO @ S01-13201-DB	S06-13201	S06-13201-XX	S02-11002	S02-11005-DA @ S02-11005-XX	S08-13201	S08-13201-XX	S03-13201	S03-13201-XX	S10-13201	S10-13201-XX	S04-70000	S04-70000-XX			S05-13201	S05-13201-XX		
BRANCH (CONTOH)	SUB	BRANCH (CONTOH)	SUB																						
S01-13201	S01-13201-DA @ S01-13201-DO @ S01-13201-DB	S06-13201	S06-13201-XX																						
S02-11002	S02-11005-DA @ S02-11005-XX	S08-13201	S08-13201-XX																						
S03-13201	S03-13201-XX	S10-13201	S10-13201-XX																						
S04-70000	S04-70000-XX																								
S05-13201	S05-13201-XX																								
8	ACCRUAL ACCOUNT <b>HENDAKLAH SAMA DENGAN</b> ACCOUNT . DOUBLE CLICK UNTUK MEMILIH ACCRUAL ACCOUNT																								
9	ACCRUAL SUB <b>HENDAKLAH SAMA DENGAN</b> SUB ACCOUNT. DOUBLE CLICK UNTUK MEMILIH ACCRUAL ACCOUNT																								
10	PROJECT DAN PROJECT TASK ADALAH TEPAT , JIKA MELIBATKAN KW01 DAN KW02, PROJECT ADALAH 'X'. SELAIN ITU, JIKA MELIBATKAN PROJEK, PROJECT TASK MESTI DALAM BENTUK BERIKUT IAITU PROJEK-PTJ-AKAUN SEPERTI CONTOH '9741600-13301- <b>P27799</b> ' BERMAKSUD KOD AKAUN <b>HENDAKLAH SAMA DENGAN</b> ACCOUNT <b>DAN</b> ACCRUAL ACCOUNT																								

Description: SYARAHAN INAUGURAL PROF YYY-MAKAN


DOCUMENT DETAILS TAXES SHIPPING VENDOR INFO APPROVALS PO HISTORY PREPAYMENTS OTHER BUDGET DETAILS DIGITAL SIGNING

Branch	Inventory ID	Line Type	Warehouse	Line Description	UOM	Order Qty.	Qty. On Receipts	Unit Cost	Ext. Cost
S01-13036	SERVICES	Non-Stock	S01-13036A	MAKAN MAKAN	EACH	1.00	1.00	5.0000	5.00

DOCUMENT DETAILS TAXES SHIPPING VENDOR INFO APPROVALS PO HISTORY PREPAYMENTS OTHER BUDGET DETAILS DIGITAL SIGNING

Category	Account	Description	Description	Sub.	Description	Accrual Account	Accrual Sub.
EMPT	P29126	Perkhidmatan Sedia Makanan	Non-Project Code.	01-13036-DA		P29126	01-13036-DA

Project	Project Task	Requested	Promised
X		25/12/2023	24/12/2023

11) SEKIRANYA SEMUA PERKARA ADALAH TEPAT, TEKAN REMOVE HOLD. STATUS BERTUKAR KEPADA **PENDING APPROVAL**. KLIK BUTTON SAVE  UNTUK MENGHANTAR KEPADA PENYEMAK DAN PELULUS

Purchase Orders

Normal S1303623-P00004 - DAPO BONDA CAFE & CATERING

NOTES ACTIVITIES FILES TOOLS

PRINT PURCHASE ORDER DO NOT PRINT


Type: Normal	Vendor: BDB000004 - DAPO BONDA CAFE & CA	Line Total: 5.00
Order Nbr.: S1303623-F	Location: MAIN - Primary Location	Discount Total: 0.00
Status: Pending Print...	Owner: A02674 - NORAINI BINTI ABDULLAH	Tax Total: 0.00
Date: 24/12/2023	Currency: MYR 1.00	Order Total: 5.00
Promised On: 24/12/2023	Vendor Ref.:	First Printed O...
	<input type="checkbox"/> Direct Purchase Order Limit	First Printed By:

Description: SYARAHAN INAUGURAL PROF YYY-MAKAN

DOCUMENT DETAILS TAXES SHIPPING VENDOR INFO PO HISTORY PREPAYMENTS OTHER BUDGET DETAILS DIGITAL SIGNING

Branch	Inventory ID	Line Type	Warehouse	Line Description	UOM	Order Qty.	Qty. On Receipts
S01-13036	SERVICES	Non-Stock	S01-13036A	MAKAN MAKAN	EACH	1.00	0.00

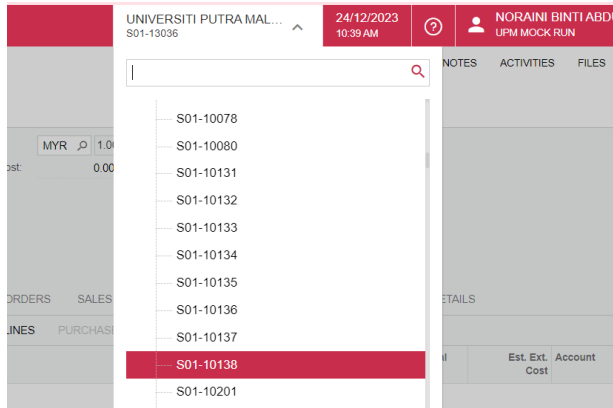
12) TEKAN PRINT PURCHASE ORDER UNTUK MEMBUAT SEMAKAN

Universiti Putra Malaysia Serdang		ASAL		
 <b>UNIVERSITI PUTRA MALAYSIA SERDANG</b> Pejabat Bursar, Bangunan Canselori Putra Aras 2, Universiti Putra Malaysia, Serdang, 43400. SELANGOR. Tel: 019-2039039 Fax: 03-2093033				
<b>PESANAN PEMBELIAN</b> <span style="float: right;">Muka Surat 1/1</span> Pesanan ini hendaklah dikembalikan dengan invoice tuan dan pesanan ini akan dibatalkan jika barang-barang / kerja-kerja tidak diterima/dilaksana sebelum tarikh yang ditetapkan.				
<b>Tahun Kewangan</b>	<b>No. Pesanan</b>	<b>Tarikh Pesanan</b>		
2023	S1303623-P00004	24/12/2023		
<b>Kepada Pembekal / Kontraktor : BDB000004</b> DAPO BONDA CAFE & CATERING DAPO BONDA CAFE & CATERING LOT 3430 BINTULU TOWN DISTRICT 97000 BINTULU SARAWAK MALAYSIA  Tel: 013-8424419 Email: dapobondabtu15@gmail.com		<b>Sila bekalkan barang-barang / laksanakan kerja yang tersebut di bawah kepada</b> SD1-13036 MALAYSIA  <b>Pada atau sebelum:</b> 24/12/2023		
Bil	Keterangan	Kuantiti	Harga Seunit (RM)	Amaan (RM)
1	SYARAHAN INAUGURAL PROF YYY-MAKAN MAKAN MAKAN	1.00	5.00	5.00
<b>Jumlah</b>				5.00
Amaan Ringgit Malaysia: Lima Sahaja				
Pemohon : NORAINI BINTI ABDULLAH				
No Nota Minta/Rujukan				
Disediakan	NORAINI BINTI ABDULLAH	Tarikh	24/12/2023 10:19 PM	
Jawatan	PEGAWAI KEWANGAN			
Pesanan ini dijana oleh komputer dan tandatangan tidak diperlukan				

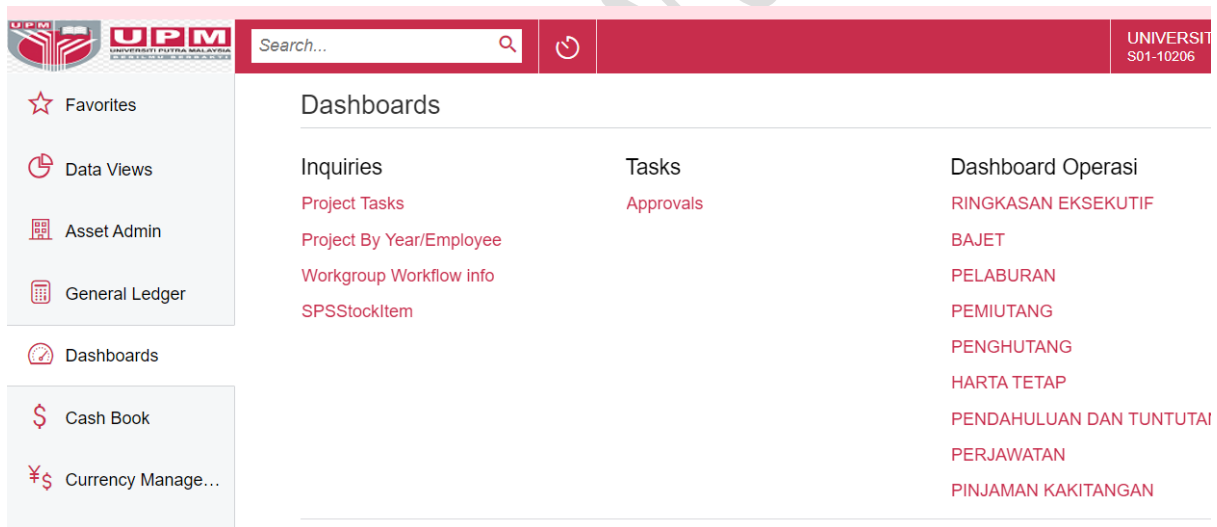
**Aii) LOGIN SISTEM PUTRA FINANCE SEBAGAI REVIEWER DAN APPROVER**

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

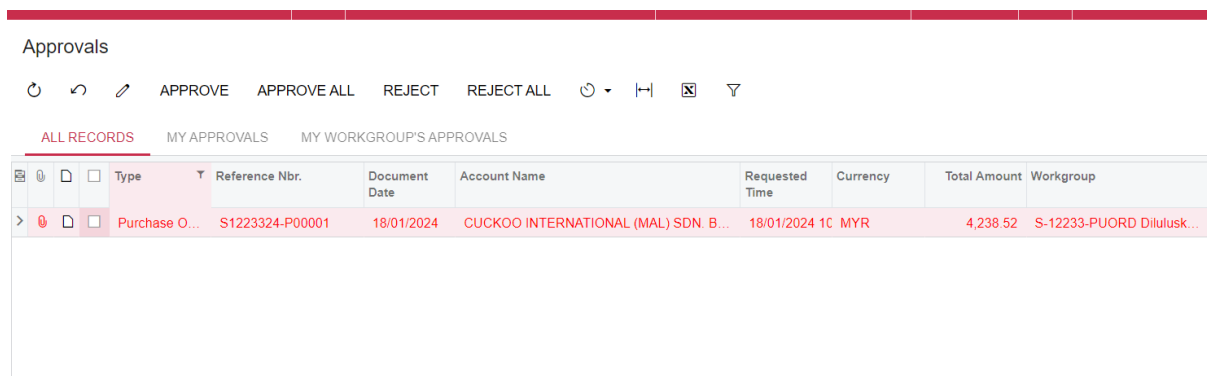
KOD BRANCH	MAKSUD PERUNTUKAN	KOD BRANCH	MAKSUD PERUNTUKAN
S01	MENGURUS	S05	AMANAHAH (61XXX, 62XXX)
S02	KOLEJ KEDIAMAN	S06	AMANAHAH (68XXX)
S03	PENYELIDIKAN (5XXXX,9XXXX,63XXX,67XXX)	S08	AMANAHAH (64XXX, 65XXX, 66XXX)
S04	PEMBANGUNAN (7XXXX)	S10	AMANAHAH PELAJAR



- 2) PILIH MODUL DASHBOARD > PADA MENU TASK , TEKAN APPROVALS



- 3) PILIH NOMBOR TRANSAKSI YANG AKAN DISEMAK/DISAH/DILULUSKAN





SELEPAS MEMBUAT SEMAKAN, TEKAN BUTANG APPROVE. STATUS AKAN BERTUKAR KEPADA PENDING PRINT

Purchase Orders

Normal S1223324-P00001 - CUCKOO INTERNATIONAL (MAL) SDN. BHD.

← ↻ 📄 ↶ + 🗑️ 📄 ▾ ⏪ < > ⏩ APPROVE REJECT ...

Type:	Normal	Vendor:	SCI000075 - CUCKOO INTERNATIONAL	Line Total:	4,238.52
Order Nbr.:	S1223324-P	Location:	MAIN - Primary Location	Discount Total:	0.00
Status:	Pending Appr...	Owner:	NA4162 - NOORHEZLINDA BINTI MUHA	Tax Total:	0.00
	<input type="checkbox"/> Approved	Currency:	MYR 1.00 VIEW BASE	Order Total:	4,238.52
Date:	18/01/2024	Vendor Ref.:		First Printed O...	
Promised On:	18/01/2024	<input type="checkbox"/> Direct Purchase Order Limit		First Printed By:	
Description:	PERKHIDMATAN SEWAAN MESIN AIR BGI,TNC(AA), TNC(HEPA), UPM				

DOCUMENT DETAILS TAXES SHIPPING VENDOR INFO APPROVALS PO HISTORY PREPAYMENTS OTHER BUDGET D

🔄 + ✎ ✕ ADD ITEMS | 📄 | ☒ | ⬆️

📄	🔍	📄	Branch	Inventory ID	Line Type	Warehouse	Line Description	UOM
>	🔍	📄	S01-12233	SERVICES	Service	S01-12233A	(RM120+RM120+RM113.21) Disember 2023	EACH
	🔍	📄	S01-12233	SERVICES	Service	S01-12233A	(RM120+RM120+RM113.21) Januari 2024	EACH
	🔍	📄	S01-12233	SERVICES	Service	S01-12233A	(RM120+RM120+RM113.21) Februari 2024	EACH
	🔍	📄	S01-12233	SERVICES	Service	S01-12233A	(RM120+RM120+RM113.21) Mac 2024	EACH
	🔍	📄	S01-12233	SERVICES	Service	S01-12233A	(RM120+RM120+RM113.21) April 2024	EACH
	🔍	📄	S01-12233	SERVICES	Service	S01-12233A	(RM120+RM120+RM113.21) Mei 2024	EACH

UNTUK KEGUNAAN

**Aiii) LOGIN SISTEM PUTRA FINANCE SEBAGAI PREPARER**

- 1) PILIH PURCHASE ORDER BERSTATUS PENDING PRINT. TEKAN TITIK ... DAN PILIH PRINT PURCHASE ORDER
- 2) TEKAN EMAIL PURCHASE ORDER KEPADA VENDOR

Purchase Orders

Normal S1303623-P00004 - DAPO BONDA CAFE & CATERING

NOTES ACTIVITIES FILES TOOLS

EMAIL PURCHASE ORDER DO NOT EMAIL ...

Type: Normal Vendor: BDB000004 - DAPO BONDA CAFE & CA Line Total: 5.00  
Order Nbr.: S1303623-F Location: MAIN - Primary Location Discount Total: 0.00  
Status: Pending Email Owner: A02674 - NORAINI BINTI ABDULLAH Tax Total: 0.00  
Date: 24/12/2023 Currency: MYR 1.00 VIEW BASE Order Total: 5.00  
Promised On: 24/12/2023 Vendor Ref.: First Printed O... 24/12/2023  
First Printed By: NORAINI BINTI ABDULLAH

Description: SYARAHAN INAUGURAL PROF YYY-MAKAN

DOCUMENT DETAILS TAXES SHIPPING VENDOR INFO PO HISTORY PREPAYMENTS OTHER BUDGET DETAILS DIGITAL SIGNING

Branch	Inventory ID	Line Type	Warehouse	Line Description	UOM	Order Qty.
S01-13036	SERVICES	Non-Stock	S01-13036A	MAKAN MAKAN	EACH	1.00

Purchase Orders

Normal B0000023-P00013 - NTS COMPUTERS SDN BHD

APPROVE REJECT ...

Type: Normal Vendor: MYV04983 - NTS COMPUTERS SDN B...  
Order Nbr.: B0000023-F Location: MAIN - Primary Location  
Status: Pending Appr... Owner: NA4177 - ROSNA BINTI SUHAI  
Date: 20/12/2023 Currency: MYR 1.00 VIEW BASE

Processing  
Remove Hold  
Hold  
Create Prepayment Request

Printing and Emailing  
Print Purchase Order  
Do Not Print  
Email Purchase Order

- 3) STATUS AKAN BERTUKAR KEPADA **OPEN UNTUK TINDAKAN PURCHASE RECEIPT ATAU ASSET RECEIPT OLEH PTJ**