

2024

# SISTEM KEWANGAN PUTRA FINANCE : PEMBAYARAN (PESANAN BELIAN)



PEJABAT BURSAR

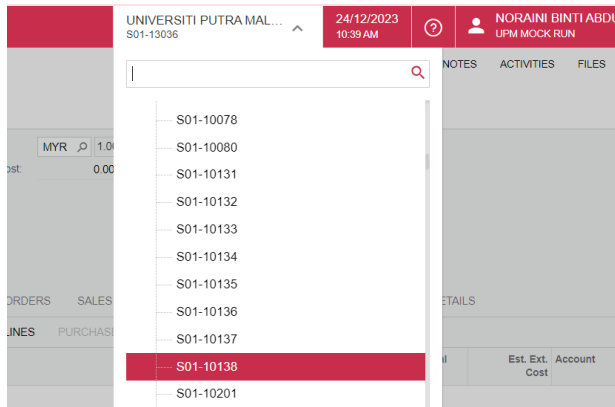
UNIVERSITI PUTRA MALAYSIA

## PENYEDIAAN PEMBAYARAN OLEH PEJABAT BURSAR UNTUK PURCHASE RECEIPT

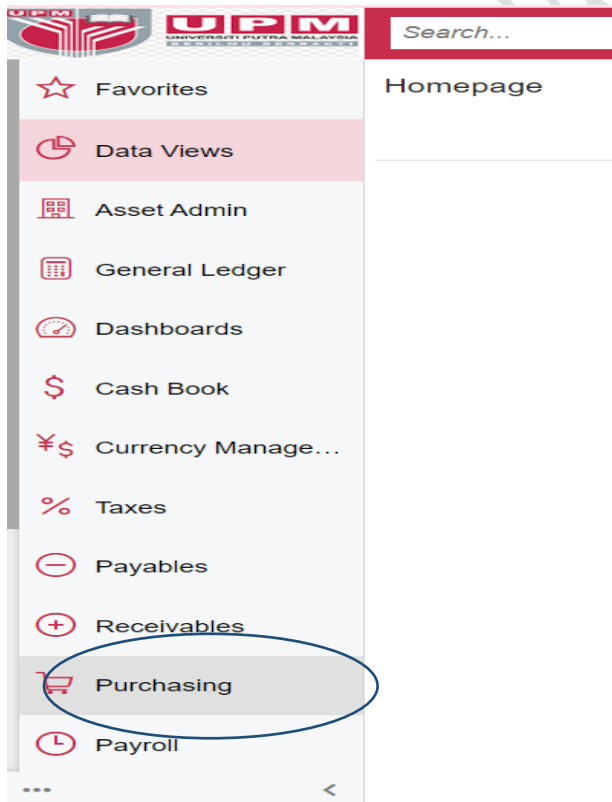
### A) **LOGIN SISTEM PUTRA FINANCE SEBAGAI PREPARER**

- 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 PURCHASE RECEIPT**- KLIK KANAN DAN TEKAN **OPEN IN NEW TAB** UNTUK BUKA DI TAB BAHARU

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Purchasing

New Purchase Order, New Purchase Receipt, New Purchase Request, New Vendor

Data Entry: Requisitions, Purchase Orders, **Purchase Receipts** (+ NEW), Open in new tab, Open in new window

Standard Reports: Request Details, Requisition Details, Purchase Order Summary, Purchase Order Details by Vendor, Purchase Order Details by Inven..., Purchase Order Details by Account

Setup: Vendor Contract, Airline System, Vendors, Flight Destination, Factoring/Sub-Contractor Setup, FOB Points

Document f: Item Request, Request for Pr, Purchase Ord, Purchase Rec, Vendor Ship P, Work Inden

- 4) PILIH PURCHASE RECEIPT BERSTATUS **BALANCED**

Purchase Receipts CUSTOMIZATION

Type: All Status: = Balanced Date: All Vendor: All

Type	Receipt Nbr.	Order Nbr.	Status	Date	Vendor	Vendor Name	Total Qty.	Currency	Created On	Reference
Receipt	S1400123-R00002	S1400123-P00001	Balanced	18/12/2023	SPS000031	PERNIAGAAN SHAH AIN	50.00	MYR	18/12/2023	
Receipt	S0000023-R00029	S0000023-P00037	Balanced	15/11/2023	SCS000025	CENTURY SOFTWARE (M) SDN. BHD.	1.00	MYR	15/11/2023	
Return	S0000023-R00016	S0000023-P00022	Balanced	10/11/2023	SCS000025	CENTURY SOFTWARE (M) SDN. BHD.	1.00	MYR	10/11/2023	
Receipt	S0000023-R00015	S0000023-P00022	Balanced	10/11/2023	SCS000025	CENTURY SOFTWARE (M) SDN. BHD.	3.00	MYR	10/11/2023	
Receipt	S0000023-R00012	S0000023-P00019	Balanced	08/11/2023	SCS000025	CENTURY SOFTWARE (M) SDN. BHD.	5.00	MYR	08/11/2023	

- 5) SELEPAS MEMBUAT SEMAKAN TERMASUK SEMAKAN SEMUA FILE YANG DIMUATNAIK OLEH PTJ , TEKAN BUTANG **RELEASE**. STATUS AKAN BERTUKAR **DARIPADA BALANCED KEPADA RELEASED**. JIKA DOKUMEN TIDAK LENGKAP, MASUKKAN NOTES  DAN TEKAN BUTANG RETURN.

Purchase Receipts NOTES


Receipt S1303623-R00005 - DAPO BONDA CAFE & CATERING

RELEASE








Type: Receipt Vendor: BDB000004 - DAPO BONDA CAFE & CA Total Qty.: 1.00  
 Receipt Nbr.: S1303623-F Location: MAIN - Primary Location Uninvoiced Qu...: 1.00  
 Status: Balanced Currency: MYR 1.00 VIEW BASE Total Cost: 5.00  
 \* Date: 24/12/2023 \* Post Period: 12-2023  
 Vendor Ref.: INV123  
 Workgroup:  
 Owner: YUSNAWATI BINTI MAT ISA

DETAILS ORDERS PUT AWAY HISTORY BILLING LANDED COSTS OTHER

Branch	Inventory ID	Line Type	Warehouse	Location	Transaction Descr.	UOM	Ordered Qty.
S01-13036	SERVICES	Non-Stock	S01-13036A	<SPLIT>	MAKAN MAKAN	EACH	1.00

6) **TEKAN ENTER AP BILL. JIKA DOKUMEN TIDAK LENGKAP, MASUKKAN NOTES  DAN TEKAN BUTANG RETURN**


Purchase Receipts  
Receipt S1303623-R00006 - KATERING PENGKALAN SELERA SDN. BHD. NOTES ACTIVITIES FILES TOOLS

←        **ENTER AP BILL** RETURN ...








Type: **Receipt** Vendor: SKP000033 - KATERING PENGKALAN € Total Qty.: 30.00  
 Receipt Nbr.: S1303623-F Location: MAIN - Primary Location Control Qty.: 30.00  
 Status: Released Currency: MYR 1.00 VIEW BASE Uninvoiced Qu.: 30.00  
 Date: 26/12/2023  Create Bill Total Cost: 120.00  
 Post Period: 12-2023 Vendor Ref.:  
 Workgroup:  
 Owner:

**DETAILS** ORDERS PUT AWAY HISTORY BILLING LANDED COSTS OTHER

Branch	Inventory ID	Line Type	Warehouse	Location	Transaction Descr.	UOM	Ordered Qty.	Open Qty.	Receipt Qty.	Proj
S01-13036	SERVICES	Non-Stock	S01-13036A	<SPLIT>	PERKHIDMATAN PENYEDIAAN MAKANA...	EACH	30.00	0.00	30.00	X

7) **PAPARAN PADA INVOICE AND ADJUSTMENT. SELEPAS SEMAKAN DIBUAT, TEKAN SAVE  DAN BUTANG REMOVE HOLD UNTUK MENGHANTAR KEPADA PENYEMAK DAN PELULUS. STATUS AKAN BERTUKAR DARIPADA ON HOLD KEPADA BALANCE**

Invoices and Adjustments  
Invoices - KATERING PENGKALAN SELERA SDN. BHD. NOTES ACTIVITIES

←        **REMOVE HOLD** ...

Type: **Invoice** Vendor: SKP000033 - KATERING PENGKALAN € Detail Total: 120.00  
 Reference Nbr.: <NEW> Location: MAIN - Primary Location Discount Total: 0.00  
 Status: On Hold Currency: MYR 1.00 VIEW BASE Tax Total: 0.00  
 \* Date: 26/12/2023 \* Terms: 14 - BAYARAN DALAM 14 HARI With Tax: 0.00  
 \* Post Period: 12-2023 \* Due Date: 09/01/2024  Apply Retainage Balance: 120.00  
 \* Vendor Ref.: \* Cash Discoun... 26/12/2023  Pay by Line Rounding Diff.: 0.00  
 Cash Discount: 0.00

Description: PERKHIDMATAN PENYEDIAAN MAKANAN PADA 27 DIS 2023

**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	Description
S01-13036	SERVICES	PERKHIDMATAN PENYEDIAAN MAKANA...	30.00	EACH	4.0000	120.00	0.00	120.00	P29199	Perkhidm

## B) 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.

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

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

- 3) PILIH TRANSAKSI INVOIS YANG MEMERLUKAN PENGESAHAN/KELULUSAN

- 4) BAGI PENGESAH, TEKAN BUTANG RELEASE/APPROVE

- 5) BAGI PELULUS, TEKAN BUTANG APPROVE

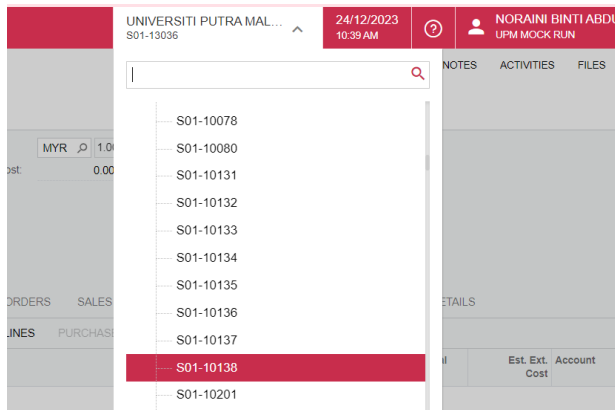
- 6) STATUS AKAN BERTUKAR KEPADA OPEN.

- 7) PELULUS PERLU PASTIKAN BAHAWA JIKA TERDAPAT ADJUSTMENT BAGI BAYARAN TERSEBUT, DEBIT/CREDIT ADJUSTMENT PERLU DIWUJUDKAN SERENTAK BERSAMA TRANSAKSI INVOIS

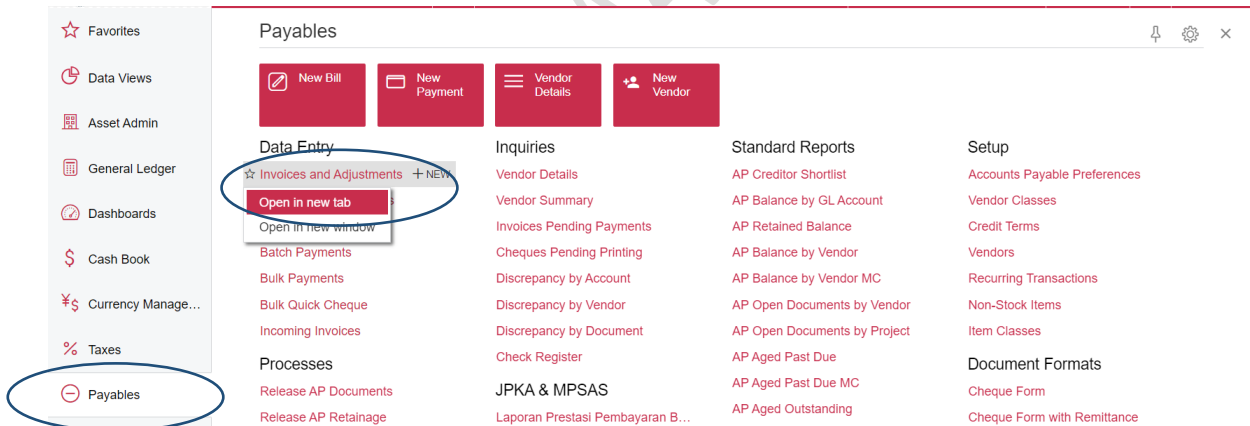
### C) LOGIN SISTEM PUTRA FINANCE SEBAGAI PREPARER

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

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



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



### 3) PILIH INVOIS BERSTATUS OPEN

Invoices and Adjustments

ALL RECORDS OPEN INVOICE

Type: All Status: All Date: All

Type	Reference Nbr.	Status	Date	Post Period	Vendor	Vendor Name	Description
Credit Adj.	S1303623-C0000	Open	27/12/2023	12-2023	SLH000003	LENSEN HARDWARE TRADING	DEBIT NC
Debit Adj.	S1303623-D00001	Closed	27/12/2023	12-2023	SLH000003	LENSEN HARDWARE TRADING	CRN PO#
Invoice	S1303623-I00007	Closed	27/12/2023	12-2023	SLH000003	LENSEN HARDWARE TRADING	MEMBEK
Invoice	S1303623-I00006	Closed	27/12/2023	12-2023	SLH000003	LENSEN HARDWARE TRADING	MEMBEK
Invoice	S1303623-I00005	Open	26/12/2023	12-2023	SKP000033	KATERING PENGKALAN SELERA SDN. B...	BYRN PC

### 4) SEMAK DOKUMEN YANG DILAMPIRKAN DI DALAM

Invoices and Adjustments

Invoice S1303623-I00005 - KATERING PENGKALAN SELERA SDN. BHD.

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

Type: Invoice Vendor: SKP000033 - KATERING PENGKALAN S Location: MAIN - Primary Location Detail Total: 120.00

Reference Nbr.: S1303623-I00005 Status: Open Currency: MYR 1.00 VIEW BASE Discount Total: 0.00

Date: 26/12/2023 \* Due Date: 09/01/2024 Terms: 14 - BAYARAN DALAM 14 HARI Tax Total: 0.00

Post Period: 12-2023 \* Cash Discount: 26/12/2023 With. Tax: 0.00

Vendor Ref.: KPS/PPPA/INV/2023/0C Balance: 120.00

Description: BYRN PO NO S1303623-00005 - PERKHIDMATAN PENYEDIAAN MAKANAN Rounding Diff.: 0.00

Amount: 120.00

Cash Discount: 0.00

Branch	Inventory ID	Transaction Descr.	Quantity	UOM	Unit Cost	Ext. Cost	Discount Amount	Amount
S01-13036	SERVICES	PERKHIDMATAN PENYEDIAAN MAKANA...	30.00	EACH	4.0000	120.00	0.00	120.00

### 5) SEKIRANYA MELIBATKAN PEMBAYARAN WORK ORDER, PIHAK SEKSYEN PERLU MEMILIH ID ASET DAN MAINTENANCE TEMPLATE TERLEBIH DAHULU UNTUK SETIAP LINE PEMBAYARAN. 1 LINE ADALAH UNTUK 1 ID ASET. PADA RUANGAN ASSET ID:

a. TEKAN GAMBAR  UNTUK MEMILIH ID ASET

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

ADD PO RECEIPT ADD PO RECEIPT LINE ADD PO ADD PO LINE ADD LC LINK LINE

Description	* Project	Project Task	* Account	* Subaccount	Asset ID	Maintenance ID	Non Billable	Term Start Date
Banguna...	X		P28102	01-10032-DA	B0000000		<input type="checkbox"/>	

b. TAIKAN NO ASET ID, PILIH DAN TEKAN SELECT

Record Type	Asset ID	Description	Asset Class	Description
Low Value Asset	S000000003	Asset SPA testing purposes	27801I60100000X	PENCETAI
Asset	S000000004	ASSET 1711 TEST	3100V160100000X	KERETA K
Asset	S000000012	1. Wednesday asset loss test	3100V160100000X	KERETA K
Asset	S000000019	KERETA S70	3100V160100000X	KERETA K
Asset	S000000025	test monday 2	3100V160100000X	KERETA K

c. SKRIN BERIKUT AKAN DIPAPARKAN. SEKIRANYA 1 LINE ITEM INI ADALAH UNTUK BEBERAPA ID, PERLU BUAT PECAHAN LINE SUPAYA SEMUA ID DAPAT DIMASUKKAN KE DALAM TRANSAKSI INI

Description	*Project	Project Task	*Account	*Subaccount	Asset ID	Maintenance ID	Non Billable	Term S Date
Banguna...	X		P28102	01-10032-DA	S000000019		<input type="checkbox"/>	

6) SELEPAS MENEKAN BUTANG SAVE, TEKAN BUTANG PAY

Branch	Inventory ID	Transaction Descr.	Quantity	UOM	Unit Cost	Ext. Cost	Discount Amount	Amount
S01-13036	SERVICES	PERKHIDMATAN PENYEDIAAN MAKANA...	30.00	EACH	4.0000	120.00	0.00	120.00



7) PAPARAN BERIKUT AKAN DIKELUARKAN. TEKAN **REMOVE HOLD** . TEKAN **SAVE**

Cheques and Payments  
 Cheque - KATERING PENGKALAN SELERA SDN. BHD. NOTES ACTI

← ↻ 🗑️ + 📄 📄 < > >| REMOVE HOLD ACTIONS ...

Type: <b>Cheque</b>	Vendor: SKP000033 - KATERING PENGKALAN	Payment Amount: 120.00
Reference Nbr.: <NEW>	Location: MAIN - Primary Location	Unapplied Balance: 0.00
Status: On Hold	Payment Meth.: EFTCIMB	Application Amount: 120.00
* Application Date: 30/12/2023	* Cash Account: A11101-S - KWA/P ISLAM/BCB - Am	Finance Charges: 0.00
* Application Pe...: 12-2023	Currency: MYR 1.00 VIEW BASE	
Payment Ref.:	Description: BYRN PO NO S1303623-00005 - PERKHIDMATAN PENYEDIAAN MAKANAN	
Bulk Payment Ref. Nbr.:	Vendor Ref. Nbr.:	

DOCUMENTS TO APPLY APPLICATION HISTORY FINANCIAL APPROVALS REMITTANCE CHARGES DIGITAL SIGNING BUDGET DETAILS BANK/PETTY CASH ACCOUNT DET

Branch	Document Type	*Reference Nbr.	Line Nbr.	Inventory ID	Project	Project Task	Account	Amount Paid	Cash Discount Taken	Wit
S01-13036	Invoice	S1303623-00005	0					120.00	0.00	

8) STATUS AKAN BERTUKAR KEPADA PENDING APPROVAL UNTUK TINDAKAN REVIEW DAN APPROVAL PENGESAH DAN PELULUS

Cheques and Payments  
 Cheque S7000024-P00001 - RAFFTECH INTEGRATED RESOURCES NOTES ACTIVITIES FILES TOOLS

← ↻ 🗑️ + 📄 📄 < > >| APPROVE REJECT PRINT PAYMENT VOUCHER ACTIONS ...

Type: <b>Cheque</b>	Vendor: MYV05666 - RAFFTECH INTEGRATED	Payment Amount: 189,858.00
Reference Nbr.: S7000024-P00001	Location: MAIN - Primary Location	Unapplied Balance: 0.00
Status: Pending Approval	Payment Meth.: EFTCIMB	Application Amount: 189,858.00
Application Date: 22/01/2024	Cash Account: A11101-S - CIMB - KIRA-KIRA AM UPM	Finance Charges: 0.00
Application Pe...: 01-2024	Currency: MYR 1.00 VIEW BASE	
Payment Ref.:	Description: BYRN NT JLN & PARKIR DI PKU SERDANG - SH193/2023	
Bulk Payment Ref. Nbr.:	Vendor Ref. Nbr.:	

DOCUMENTS TO APPLY APPLICATION HISTORY FINANCIAL APPROVALS REMITTANCE CHARGES DIGITAL SIGNING BUDGET DETAILS

Branch	Document Type	*Reference Nbr.	Line Nbr.	Inventory ID	Project	Project Task	Account	Amount Paid
S04-70000	Invoice	S7000024-00001	0					189,858.00

## D) 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.

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

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

- 3) PILIH TRANSAKSI INVOIS YANG MEMERLUKAN PENGESAHAN/KELULUSAN

- 4) BAGI PENGESAH, TEKAN BUTANG RELEASE/APPROVE

- 5) BAGI PELULUS, TEKAN BUTANG APPROVE

Assignee ID	Assigned To	Workgroup	Approved by (ID)	Approved By	Approval Date	Status
	S-AP Invoice Disahkan 5...		NA5857	FAZRINA BINTI ROSLI	20/12/2023	Approved
	S-AP Invoice Diluluskan 3...					Pending

6) STATUS AKAN BERTUKAR KEPADA PENDING PRINT. PROSES SETERUSNYA ADALAH DIBILIK CEK

Cheques and Payments  
Cheque S7000023-P00005 - KATERING PENGKALAN SELERA SDN. BHD.

PRINT/PROCESS PRINT PAYMENT VOUCHER ACTIONS ...

Type: **Cheque** Vendor: SKP000033 - KATERING PENGKALAN S Payment Amount: 120.00  
Reference Nbr.: S7000023-P00005 \* Location: MAIN - Primary Location Unapplied Balance: 0.00  
Status: **Pending Print** \* Payment Meth...: EFTCIMB Application Amount: 120.00  
\* Application Date: 30/12/2023 \* Cash Account: A11101-S - KWAP/ ISLAM/BCB - Am Finance Charges: 0.00  
\* Application Pe...: 12-2023 Currency: MYR 1.00 VIEW BASE  
Payment Ref.: Description: BYRN PO NO S1303623-00005 - PERKHIDMATAN PENYEDIAAN MAKANAN  
Vendor Ref. Nbr.:  
Bulk Payment Ref. Nbr.:

DOCUMENTS TO APPLY APPLICATION HISTORY FINANCIAL APPROVALS REMITTANCE CHARGES DIGITAL SIGNING BUDGET DETAILS BANK/PETTY CASH ACCOUNT DETAILS

LOAD DOCUMENTS

Branch	Document Type	Reference Nbr.	Line Nbr.	Inventory ID	Project	Project Task	Account	Amount Paid	Cash Discount Taken	With. Tax	Dat
S01-13036	Invoice	S1303623-100005	0					120.00	0.00	0.00	26

**\*\*PREPARER JUGA BOLEH MEMILIH UNTUK MELAKSANAKAN PROSES MELALUI STATUS DOKUMEN DI TASK APPROVAL**

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Dashboards

Inquiries  
Project Tasks  
Project By Year/Employee  
Workgroup Workflow Info  
SPSSStockItem

Tasks  
★ Approvals

Dashboard Operasi  
RINGKASAN EKSEKUTIF  
BAJET  
PELABURAN  
PEMIUTANG  
PENGHUTANG  
HARTA TETAP