2024

SISTEM KEWANGAN PUTRA FINANCE : KAEDAH MENYEMAK PERUNTUKAN



PEJABAT BURSAR UNIVERSITI PUTRA MALAYSIA

KAEDAH SEMAKAN PERUNTUKAN UNTUK SEMUA KUMPULAN WANG

- 1) LOGIN SISTEM KEWANGAN PUTRA FINANCE
- 2) PILIH MENU BUDGET CONTROL

W UPM-ID – Single Sig 🚱 <sp< th=""><th>el> 😻 UTAMA PEJABAT B</th><th>B Portal Pekeliling Per</th><th>Sistem Pengurusan I</th><th>C Login - Censof Fina</th><th>. UI bil air sertik</th><th>S redONE Member Lo</th><th> 🚊 THIJARI</th></sp<>	el> 😻 UTAMA PEJABAT B	B Portal Pekeliling Per	Sistem Pengurusan I	C Login - Censof Fina	. UI bil air sertik	S redONE Member Lo	🚊 THIJARI
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闘 Asset Admin			_				
General Ledger		F	From Pages		From Menu		
Dashboards			u anda	1	Transactions		
\$ Cash Book		2	H X ▼	(*)	Journal Transactio	ons	
Payables		NEW	UNASSIGNED	F	Profiles Financial Periods		
+ Receivables			Company	4	Allocations		
Purchasing							
Budget Control	>						

3) SKRIN BERIKUT AKAN DIPAPARKAN. PILIH BUDGET BALANCE

☆ Favorites	Budget Control			<u></u> Д	ŝ	×
Data Views	S Budget Ledgers I Budget Ledgers	Manual Open and Budget Close				
🛱 Asset Admin		Transaction Budget Years				
	Data Entry	Standard Reports	Setup			
General Ledger	Manual Budget Adjustment	Votebook	Budget Ledger			
🕜 Dashboards	Budget Warrant Entry	Funding Exception	Budget Line Items			
	Manual Budget Transaction	BLI Activity	Inquiries			
\$ Cash Book	Processes	Operating Expenditures				
	Carryforward Transactions	Budget Monitoring Report				
 Payables 	Open and Close Budget Years	Laporan Ringkasan Bajet	Revenue Estimate			
		Budget Transaction Detail	Account Map Inquiry			
• Receivables	JPKA & IVIPSAS	Hantaran Wang Pusingan	BudgetCheckingQuery			
	Laporan Kedudukan Kumpulan	Budget report group by record	PudgetBroicetChecking			
Furchashly	Statement of Budget Performanc	Votebook For Revenue	Budgeti Tojecto liecking			
Presentation of Budget Informati						

4) SKRIN BERIKUT AKAN DIPAPARKAN. PADA RUANGAN BUDGET LEDGER, MASUKKAN KOD PTJ YANG INGIN DISEMAK

- CED IN	
🛠 Favorites	Budget Balance
🕑 Data Views	VALIDATE
闘 Asset Admin	Budget Ledger: Year: P
General Ledger	Parent Budget Line Item:
	\circ + × H \boxtimes
Dashboards	BLI Descriptic % Open Carryforward Supplement Virement Warrant PLAN Requisitions Com
\$ Cash Book	
Payables	
+ Receivables	No records found. Try to modify parameters above to see records here.
Purchasing	
Budget Control	
E Fixed Accests	

5) SENARAI PTJ DAN KUMPULAN WANG YANG WUJUD AKAN DIPAPARKAN. PILIH PTJ YANG INGIN DILIHAT

☆ Favorites	Budget Balance						
🕑 Data Views	VALIDATE						
🗒 Asset Admin	* Budget Ledger: * Year:	10401 S0310401	٩				
General Ledger	Parent Budget Line Item:	S0510401 S0810401					
🕜 Dashboards	B BLI	Descript	c %	Open	Carryforward	Supplement	Virement

PANDUAN MEMILIH PERUNTUKAN MENGIKUT KUMPULAN WANG ADALAH SEPERTI BERIKUT:

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

SEBAGAI CONTOH, SEKIRANYA PENGGUNA INGIN MENYEMAK PERUNTUKAN AKAUN AMANAH 63XXX, SILA PILIH S03PTJ

6) SKRIN BERIKUT AKAN DIPAPARKAN. MASUKKAN TAHUN PADA RUANGAN YEAR DAN TEKAN ENTER

☆ Favorites	Budget Balance
🕑 Data Views	VALIDATE
開 Asset Admin	Budget Ledger: S0310401 P Year: Parent Budget Line Item: O
General Ledger	\circ + × \bowtie
Dashboards	BLI Descriptic % Open Carryforward Supplement Virement

7) SEMUA AKAUN AMANAH UNTUK PTJ TERSEBUT AKAN DIPAPARKAN

☆ Favorites	Budget Balance										TOOLS -
🕑 Data Views	VALIDATE										
Rest Admin	* Budget Ledger: * Year:	S0310401 2023	م م								^
General Ledger	B C KW TABUNG PENYE	LIDIKAN S03-10401		× ⊨ x							
Dashboards	🖹 03-5450328-1040 🖺 03-5450328-1040	1-XX-A35000 1-XX-P21000	🖻 BLI	Descriptic	% Open	Carryforward	Supplement	Virement	Warrant	PLAN	Requisitions
\$ Cash Book	- 03-5450328-1040 - 03-5450328-1040 - 03-5450328-1040 - 03-5450328-1040 - 04-04-04-04-04-04-04-04-04-04-04-04-04-0	1-XX-P24000 1-XX-P27000	> KW TABL 03-54503	N KW TAB 0.0	0.00 0.00	0.00 0.00	0.00	0.00	0.00 0.00	0.00	0.00
Payables	03-5450328-1040 03-5450328-1040	1-XX-P29000 1-XX-P29300	03-54503	8 0.0	0.00 0.00	0.00	0.00	0.00	0.00	0.00	0.00
+ Receivables	- 03-5450330-1040 - 03-5450387-1040 - 03-5450387-1040 - 03-5450387-4040	1-XX-P27000 1-XX-A35000	03-54503	18 0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Purchasing		1-XX-P21000 1-XX-P24000 1-XX-P27000	03-54503	18 0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Budget Control	- 🗈 03-5450387-1040 - 🖹 03-5450387-1040	1-XX-P28000 1-XX-P29000	03-54503	i7 0.0) <u>0.00</u>	0.00	0.00	0.00	0.00	0.00	0.00
Fixed Assets	🖹 03-5450387-1040 🖺 03-5450387-1040	1-XX-P29300 1-XX-R99999	03-54503	0.0	0.00	0.00	0.00	0.00	0.00	0.00	<u>0.00</u> •

8) UNTUK MELIHAT LAPORAN BAKI KESELURUHAN PERUNTUKAN, DI MENU BUDGET CONTROL, PILIH BUDGET TRANSACTION DETAIL REPORT

	Search Q		UNIVERSITI PUTRA MAL 🗸	04/01/2024 11:42 AM	Ċ
A Favorites	Budget Control			4 ŵ ×	
Data Views	Data Entry Manual Budget Adjustment	JPKA & MPSAS Laporan Kedudukan Kumpulan	Standard Reports Votebook		
🗒 Asset Admin	Budget Warrant Entry Manual Budget Transaction	Statement of Budget Performanc Presentation of Budget Informati	Funding Exception BLI Activity		
General Ledger	Processes		Operating Expenditures		
Dashboards	Carryforward Transactions Open and Close Budget Years	(Budget Monitoring Report Budget Transaction Detail		
\$ Cash Book	Inquiries		Budget report group by record Votebook For Revenue		
Payables	Budget Balance Budget Entries		Votebook by Range Date		
+ Receivables	Revenue Estimate Account Map Inquiry		Commitment Summary Report		
D Purchasing	BudgotChookingOuory		Budget JKPA report		

A. <u>PERUNTUKAN MENGURUS</u>

a) DI TAB REPORT PARAMETER

i. MASUKKAN KOD PTJ DI RUANGAN BUDGET LEDGER DAN TEKAN GAMBAR O UNTUK MEMILIH JENIS PERUNTUKAN YANG AKAN DISEMAK

REPORT PARAMETERS	ADDITIONAL SORT AND FILTERS P	RINT AND EMAIL SETTINGS REPC
Budget Ledger:	S01 P	
BLI Name:	Select - Budget Ledger	
* Budget Year:		
* As At Date	SELECT () ↔	٩
Status	Budget Ledger Description	
* Group by	S0100000 KW MENG	URUS S01-00000
Group Until Character	> S0110032 KW MENG	URUS S01-10032
	S0110065 KW MENG	URUS S01-10065
	S0110073 KW MENG	URUS S01-10073
	S0110075 KW MENG	URUS S01-10075
	S0110080 KW MENG	URUS S01-10080
	S0110131 KW MENG	URUS S01-10131
	S0110132 KW MENG	URUS S01-10132
	S0110133 KW MENG	URUS S01-10133

MASUKKAN MAKLUMAT BERIKUT.
 BUDGET YEAR : TAHUN
 AS AT DATE : TARIKH SETAKAT LAPORAN AKAN DIKELUARKAN
 STATUS : RELEASED ONLY
 GROUP BY: PARENT BLI

REPORT PARAMETERS	ADDITIONAL SORT AND FILTERS	PRIN1
Budget Ledger:	S0110032	
BLI Name:	٩	
* Budget Year:	2024 ,0	
* As At Date	22/01/2024 -	
Status	Released Only -	
* Group by	Parent BLI -	
Group Until Character		

b) TEKAN RUN REPORT

Budget Transaction Detail										
	SAVE TEMPLATE	REMOVE TE								
Template		× •								
	Default 🗌 Shared									
REPORT PARAMETERS	ADDITIONAL SORT AN	ID FILTERS P								
Budget Ledger:	S0110032	Q								
BLI Name:		Q								
* Budget Year:	2024	Q								
* As At Date	22/01/2024 -									
Status	Released Only	-								
* Group by	Parent BLI	•								
Group Until Character										

c) SKRIN BERIKUT DIPAPARKAN UNTUK TUJUAN RUJUKAN

Budget Trans	action Detail										Page:		1 of 1
Budget Year:	2024										Date:	22	01/2024 10:10 PM
As At Date:	22/01/2024										User:	NORAINI	BINTI ABDULLAH
Group By:	Parent BLI												
Status:	Released Only												
Budget Ledger:	S0110032												
BLI Name	BLI Description	Open	Carryforward	Supplement	Virement	Warrant	Plan	Requisition	Commitment	Liability	Payment	Miscellaneous	Balance
KW MENGURUS	S01-10032 KW MENGURUS S01-10032												
01-XXXXXXXXXX	032-DA-P20000	50,000.00	0.00	0.00	0.00	0.00	50,000.00	360.00	6,357.78	84.00	0.00	280.00	42,918.22
01-XXXXXXXXX-100	032-DA-P29101	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30.00	0.00	0.00	(30.00)
Sub Total KW M	ENGURUS S01-KW MENGURUS S01-10032	50,000.00	0.00	0.00	0.00	0.00	50,000.00	360.00	6,357.78	114.00	0.00	280.00	42,888.22
10032													
TOTAL		50,000.00	0.00	0.00	0.00	0.00	50,000.00	360.00	6,357.78	114.00	0.00	280.00	42,888.22
GRAND TOTAL		50,000.00	0.00	0.00	0.00	0.00	50,000.00	360.00	6,357.78	114.00	0.00	280.00	42,888.22

B. PERUNTUKAN PROJEK

a) **DI TAB REPORT PARAMETER**-

pilih daripada gambar ${\cal P}$ kod branch yang ingin disemak di ruangan i. BUDGET LEDGER

KOD BRANCH	MAKSUD PERUNTUKAN	CONTOH CARA MEMILIH
S03	PENYELIDIKAN (5XXXX,9XXXXX,63XXX,67XXX)	KOD PTJ (CTH: \$0310501)
S04	PEMBANGUNAN (7XXXX)	S0470000
S05	AMANAH (61XXX, 62XXX)	KOD PTJ (CTH: S0510501)
S06	AMANAH (68XXX)	KOD PTJ (CTH: S0610501)
S08	AMANAH (64XXX, 65XXX, 66XXX)	KOD PTJ (CTH: S0810501)
S10	AMANAH PELAJAR	

<	REPORT PARAMETERS		ADDITION	IAL SO	RT AND	FILT	TERS PRINT AND EMAIL SET	TINGS REF		
	Budget Ledger:	S	470000							
	BLI Name:		Select - Budget Ledger							
	* Budget Year:			<i>.</i>	1.1					
	* As At Date		SELECT	0	↔			٩		
	Status	8	Budget Leo	dger		Ť	Description			
	* Group by	>	S0470000)			KW PEMBANGUNAN S04-70000			
	Group Until Character		S0500000)			KW TABUNG PUSINGAN & AMAN	IAH S05		
			S0510032				KW TABUNG PUSINGAN & AMAN	IAH S05		
			S0510065				KW TABUNG PUSINGAN & AMAN	IAH S05		
			S0510073				KW TABUNG PUSINGAN & AMAN	IAH S05		

ii. MASUKKAN MAKLUMAT BERIKUT **BUDGET YEAR : TAHUN** AS AT DATE : TARIKH SETAKAT LAPORAN AKAN DIKELUARKAN STATUS : RELEASED ONLY GROUP BY: PARENT BLI

REPORT PARAMETERS ADDITIONAL SORT AND FILTERS

Budget Ledger:	S0470000	م
BLI Name:		Q
Budget Year:	2024	م
As At Date	22/01/2024 -	
Status	Released Only	-
Group by	Parent BLI	-
Group Until Character		

b) <u>DI TAB ADDITIONAL SORT AND FILTERS</u>i. TEKAN BUTANG TAMBAH '+'

REPORT PARAMETERS	ADDITIONAL SORT AND FILTERS	PRI	AND EMA	AIL SETTINGS	REPORT VER	SIONS		
Additional Sorting Condition $+$ $ imes$	S	A	dditional Fil	tering Condition	15			
Property	Condition		Brackets	Property		Condition	Va	lue
		2				Contains	*	

ii. PADA RUANGAN PROPERTY, KLIK DAN PILIH DARI DROPDOWN 'BLI.BLI NAME'

ADDITIONAL SORT AND FILTERS	PRI	NT AND EM	AIL SETTINGS	REPORT VERSIONS
)ns	А	dditional F $+$ ×	iltering Condition	IS
Condition		Brackets	Property	Condition
	*			▼ quals
			Budget Entry.A	mount 🔺
			Budget Entry.E	ntryDate
			Budget Entry.Le	edgerID
			Budget Ledger.	Budget Ledger
			BLI.BliID	
			BLI.BLI Descrip	otion
			BLI.Group Item	
			BLI.BLI Name	
			BLI.ParentID	
			Budget Subled	ger.Subledger Name
			Budget Subled	ger.Subledger Type 🔻

ADDITIONAL SORT AND FILTERS	PRINT AND EMAIL SI	PRINT AND EMAIL SETTINGS REPORT VERSIONS									
	Additional Filterin $+ imes$	g Conditions									
Condition	Brackets Pro	operty	Condition	Value							
	* BL	I.BLI Name	Equals	-							
			Equals Does Not Equal Is Greater Than Is Greater Than or Equal Is Less Than Is Less Than or Equal To Contains Ends With	I To							
			Does Not Contain Is Between	Ŧ							

iii. PADA RUANGAN CONDITION, KLIK DAN PILIH DARI DROPDOWN 'CONTAINS'

iv. PADA RUANGAN VALUE, KLIK DAN MASUKKAN NOMBOR PROJECT

ADDITIONAL SORT AND FILTERS	PRINT AND EM	AIL SETTINGS	REPORT VERSIONS							
	Additional Fi	Additional Filtering Conditions								
	+ ×									
Condition	Brackets	Property	Condi	tion	Value					
	*	BLI.BLI Name	Conta	ains	7511902					

c) TEKAN RUN REPORT

Budget Transaction Detail

	SAVE TEMPLATE	REMOVE TEN	IPLATE S	SCHEDULE TEMPLATE	DIT REPORT			
Template		× •						
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REPORT PARAMETERS	ADDITIONAL SORT AND FI	LTERS PRI	INT AND EMA	NIL SETTINGS REPORT VE	RSIONS			
Additional Sorting Condition	Additional Sorting Conditions Additional Filtering Conditions							
+ ×			т ^					
Property	Condition		Brackets	Property	Condition	Value		
		¥	ĸ	BLI.BLI Name	Contains	7511902		

d) LAPORAN AKAN DIPAPARKAN

Budget Trans	action Detail										Page:		1 of 1
Budget Year:	2024										Date:	22	/01/2024 10:02 PM
As At Date:	22/01/2024										User:	NORAIN	I BINTI ABDULLAH
Group By:	Parent BLI												
Status:	Released Only												
Budget Ledger:	S0470000												
BLI Name	BLI Description	Open	Carryforward	Supplement	Virement	Warrant	Plan	Requisition	Commitment	Liability	Payment	Miscellaneous	Balance
KW PEMBANGU	INAN S04- KW PEMBANGUNAN S04-70000												
04-7511902-7000	0-XX-XXXXX PERALATAN HPUPM	44,804,047.17	0.00	0.00	0.00	0.00	44,804,047.17	0.00	0.00	0.00	0.00	0.00	44,804,047.17
Sub Total KW PE S04-70000	EMBANGUNAN KW PEMBANGUNAN S04-70000	44,804,047.17	0.00	0.00	0.00	0.00	44,804,047.17	0.00	0.00	0.00	0.00	0.00	44,804,047.17
TOTAL		44,804,047.17	0.00	0.00	0.00	0.00	44,804,047.17	0.00	0.00	0.00	0.00	0.00	44,804,047.17
GRAND TOTAL		44,804,047.17	0.00	0.00	0.00	0.00	44,804,047.17	0.00	0.00	0.00	0.00	0.00	44,804,047.17