

# 2024

## SISTEM KEWANGAN PUTRA FINANCE : KAEDAH MENYEMAK PERUNTUKAN



PEJABAT BURSAR

UNIVERSITI PUTRA MALAYSIA

25/3/2024

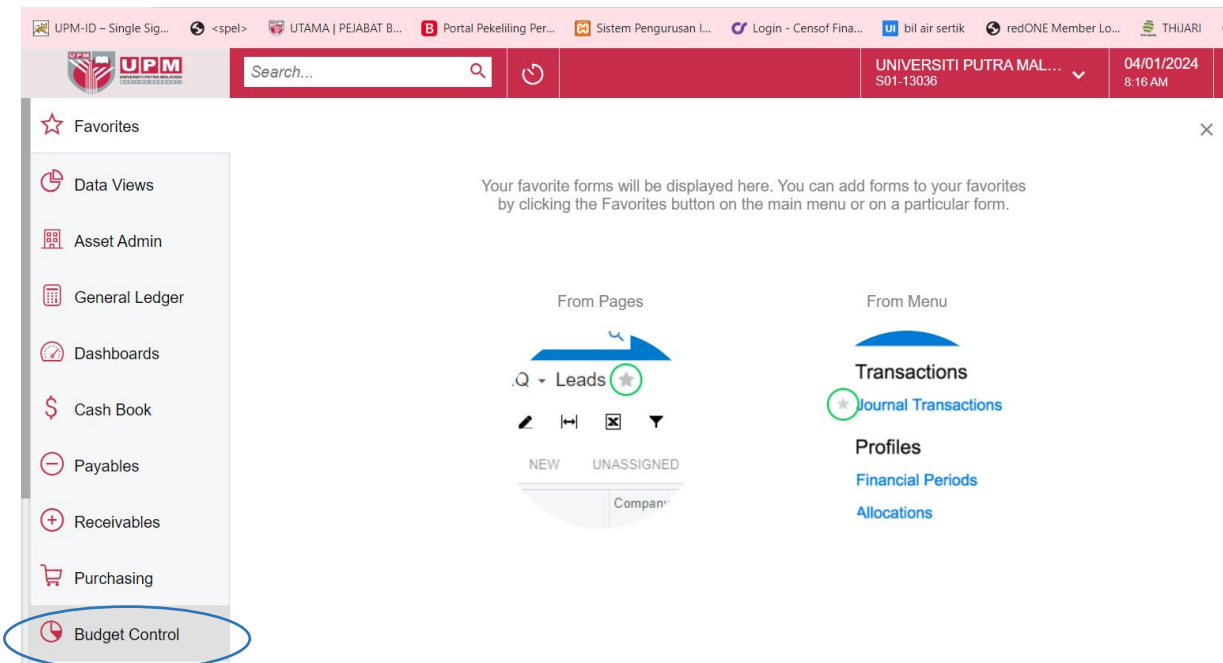
## KAEDAH SEMAKAN PERUNTUKAN UNTUK SEMUA KUMPULAN WANG

Terdapat 2 laporan yang boleh digunakan oleh PTJ untuk membuat semakan peruntukan atau aktiviti di dalam modul Budget iaitu

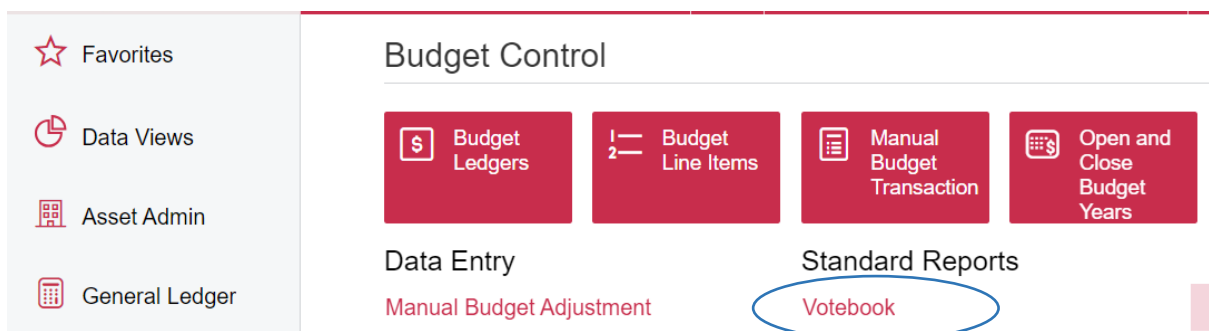
- a) Votebook
- b) Budget Transaction Detail

### A) VOTEBOOK REPORT

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



- 3) SKRIN BERIKUT AKAN DIPAPARKAN. PILIH VOTEBOOK



- 4) SKRIN BERIKUT AKAN DIPAPARKAN. PADA TAB REPORT PARAMETER > MENU BUDGET LEDGER, MASUKKAN KOD BRANCH YANG INGIN DISEMAK

- 5) SENARAI PTJ DAN KUMPULAN WANG YANG WUJUD AKAN DIPAPARKAN. PILIH BRANCH YANG INGIN DISEMAK

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,9XXXX,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) PADA TAB ADDITIONAL SORT AND FILTERS, MENU ADDITIONAL FILTERING CONDITION. PILIH MAKLUMAT BERIKUT:
- ii. Property : BLI.BLI NAME
  - iii. Condition : Contains
  - iv. Value : masukkan kod projek

**JIKA MELIBATKAN SEMAKAN PERUNTUKAN MENGURUS (S01) TIDAK PERLU GUNA TAB INI.**

**TEKAN RUN REPORT**

Votebook

Template:   Default  Shared

**Additional Sorting Conditions**

+ ×

Property	Condition
Budget Entry.EntryDate	Ascending
Budget Entry.TransactionRefNbr	Ascending

**Additional Filtering Conditions**

+ ×

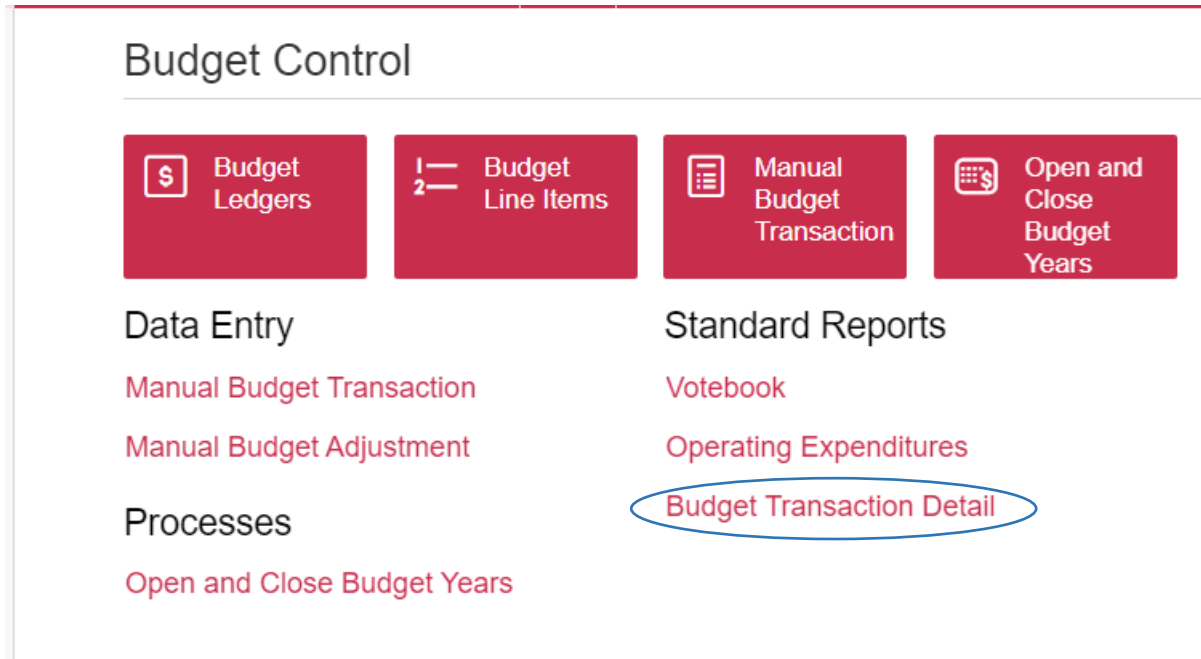
Brackets	Property	Condition	Value
	BLI.BLI Name	Contains	9736600

- 7) SEMUA PERBELANJAAN UNTUK PROJEK TERSEBUT AKAN DIPAPARKAN . PENGGUNA BOLEH MELIHAT TRANSAKSI DENGAN LEBIH TERPERINCI APABILA MENEKAN PERKATAAN YANG BERWARNA BIRU

Report Votebook		Report Date:	21/03/2024	Rate Type:	Page:	1 of 4			
User:	NORAINI BINTI ABDULLAH	Trans. Curr:		Rate:	Date:	21/03/2024 9:40 AM			
Budget Ledger: <b>S0314001 (KW TABUNG PENYELIDIKAN S03-14001)</b>									
BLI: <b>03-9736600-14001-XX-XXXXXX (KWTP/Fakulti Pe/XX/umum)</b>									
Opening Budget:						11,867.50			
Additional Budget Adjustments:						0.00			
Total Allocated Budget:						11,867.50			
Budget Spent:						-4,567.70			
Budget Balance as of 21/03/2024:						7,299.80			
Date	Transaction Details	Tran. Ref. No.	Debit	Credit	Requisition	Commitment	Liability	Expenditure	Available balance
01/01/2024	Balance brought forward as of 01/01/2024								0.00
01/01/2024	<a href="#">BC/S0314001</a>	<a href="#">S0314001</a>	0.00	11,867.50					11,867.50
20/02/2024	<a href="#">PO/Normal/S1400124-P00106/MA000538 MATRIQUX (M) SDN. BHD.</a>	<a href="#">24-0013478</a>	635.00	0.00		635.00			11,232.50
07/03/2024	<a href="#">RO/Requisitions/S1400124-00289/</a>	<a href="#">24-0023301</a>	309.00	0.00	309.00				10,923.50
07/03/2024	<a href="#">RO/Requisitions/S1400124-00289/MYV00677 JCCZ ENTERPRISE</a>	<a href="#">24-0023301</a>	138.00	0.00	138.00				10,785.50
07/03/2024	<a href="#">RO/Requisitions/S1400124-00294/AR000057 ANALISA RESOURCES (M) SDN. BHD.</a>	<a href="#">24-0024197</a>	1,370.00	0.00	1,370.00				9,415.50
08/03/2024	<a href="#">RO/Requisitions/S1400124-00301/FB000007 APICAL SCIENTIFIC SDN. BHD.</a>	<a href="#">24-0024723</a>	43.70	0.00	43.70				9,371.80
08/03/2024	<a href="#">RO/Requisitions/S1400124-00301/FB000007 APICAL SCIENTIFIC SDN. BHD.</a>	<a href="#">24-0024723</a>	41.80	0.00	41.80				9,330.00
08/03/2024	<a href="#">RO/Requisitions/S1400124-00301/FB000007</a>	<a href="#">24-0024723</a>	39.90	0.00	39.90				9,290.10


## B) BUDGET TRANSACTION DETAIL REPORT

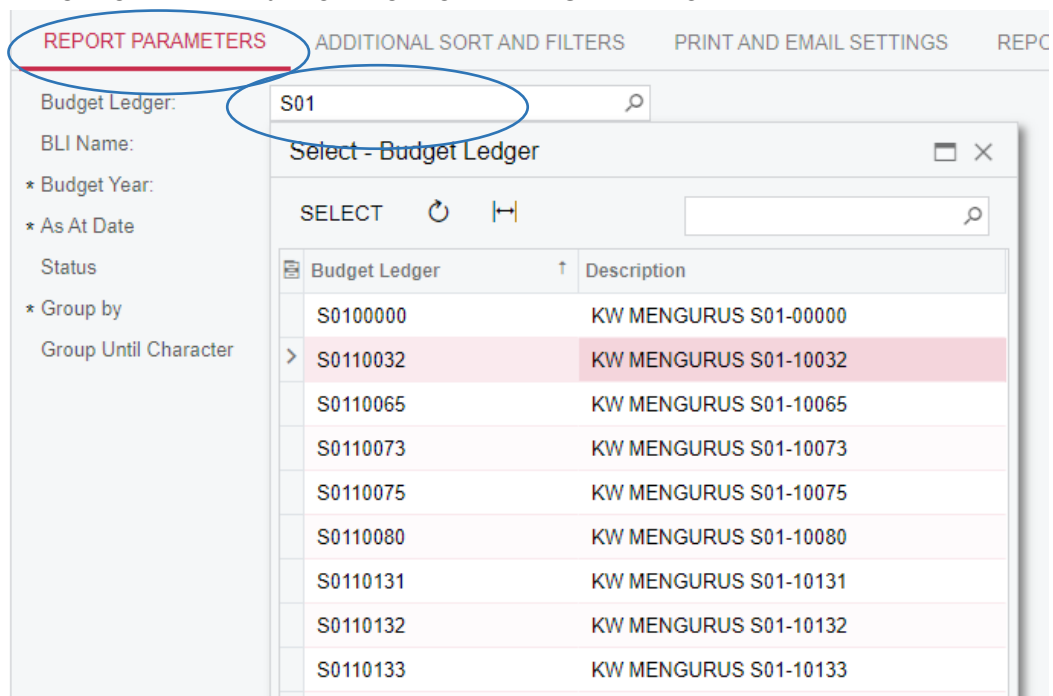
1) PADA MENU BUDGET CONTROL > STANDARD REPORTS, PILIH BUDGET TRANSACTION DETAIL



### a. PERUNTUKAN MENGURUS

i. DI TAB REPORT PARAMETER

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



- 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    PRINT

Budget Ledger:

BLI Name:

\* Budget Year:

\* As At Date:

Status:

\* Group by:

Group Until Character:

- TEKAN RUN REPORT

Budget Transaction Detail

   SAVE TEMPLATE    REMOVE TE

Template:

Default     Shared

REPORT PARAMETERS    ADDITIONAL SORT AND FILTERS    P

Budget Ledger:

BLI Name:

\* Budget Year:

- SKRIN BERIKUT DIPAPARKAN UNTUK TUJUAN RUJUKAN

Budget Transaction Detail

Budget Year: 2024    Page: 1 of 1  
 As At Date: 22/01/2024    Date: 22/01/2024 10:10 PM  
 Group By: Parent BLI    User: NORAINI BINTI-ABDULLAH  
 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-XXXXXXX-10032-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-XXXXXXX-10032-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 MENGURUS 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
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**

**i. DI TAB REPORT PARAMETER-**

1. DI RUANGAN BUDGET LEDGER, PILIH DARIPADA GAMBAR 🔍 KOD BRANCH YANG INGIN DISEMAK

KOD BRANCH	MAKSUD PERUNTUKAN	CONTOH CARA MEMILIH
S03	PENYELIDIKAN (5XXXX,9XXXX,63XXX,67XXX)	KOD PTJ (CTH: S0310501)
S04	PEMBANGUNAN (7XXXX)	S0470000
S05	AMANAHA (61XXX, 62XXX)	KOD PTJ (CTH: S0510501)
S06	AMANAHA (68XXX)	KOD PTJ (CTH: S0610501)
S08	AMANAHA (64XXX, 65XXX, 66XXX)	KOD PTJ (CTH: S0810501)
S10	AMANAHA PELAJAR	

REPORT PARAMETERS    ADDITIONAL SORT AND FILTERS    PRINT AND EMAIL SETTINGS    REF

Budget Ledger: S0470000 🔍

BLI Name:

\* Budget Year:

\* As At Date

Status

\* Group by

Group Until Character

Select - Budget Ledger

SELECT 🔍

Budget Ledger	Description
> S0470000	KW PEMBANGUNAN S04-70000
S0500000	KW TABUNG PUSINGAN & AMANAHA S05...
S0510032	KW TABUNG PUSINGAN & AMANAHA S05...
S0510065	KW TABUNG PUSINGAN & AMANAHA S05...
S0510073	KW TABUNG PUSINGAN & AMANAHA S05...

2. 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 🔍

BLI Name: 🔍

Budget Year: 2024 🔍

As At Date: 22/01/2024 ▾

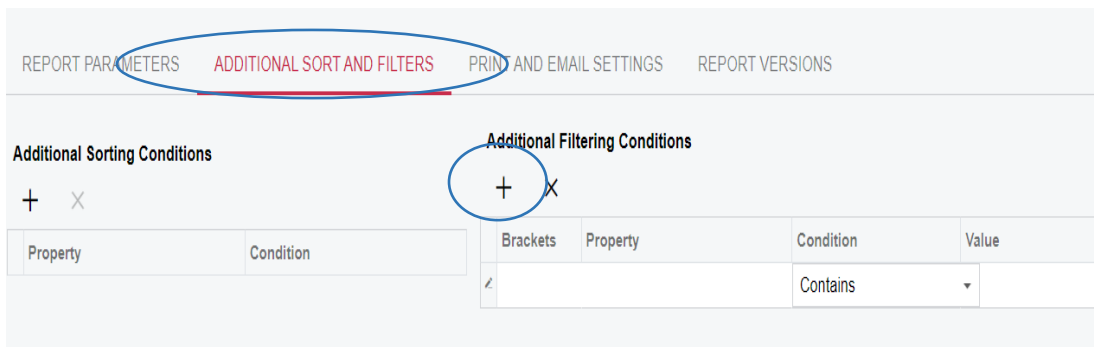
Status: Released Only ▾

Group by: Parent BLI ▾

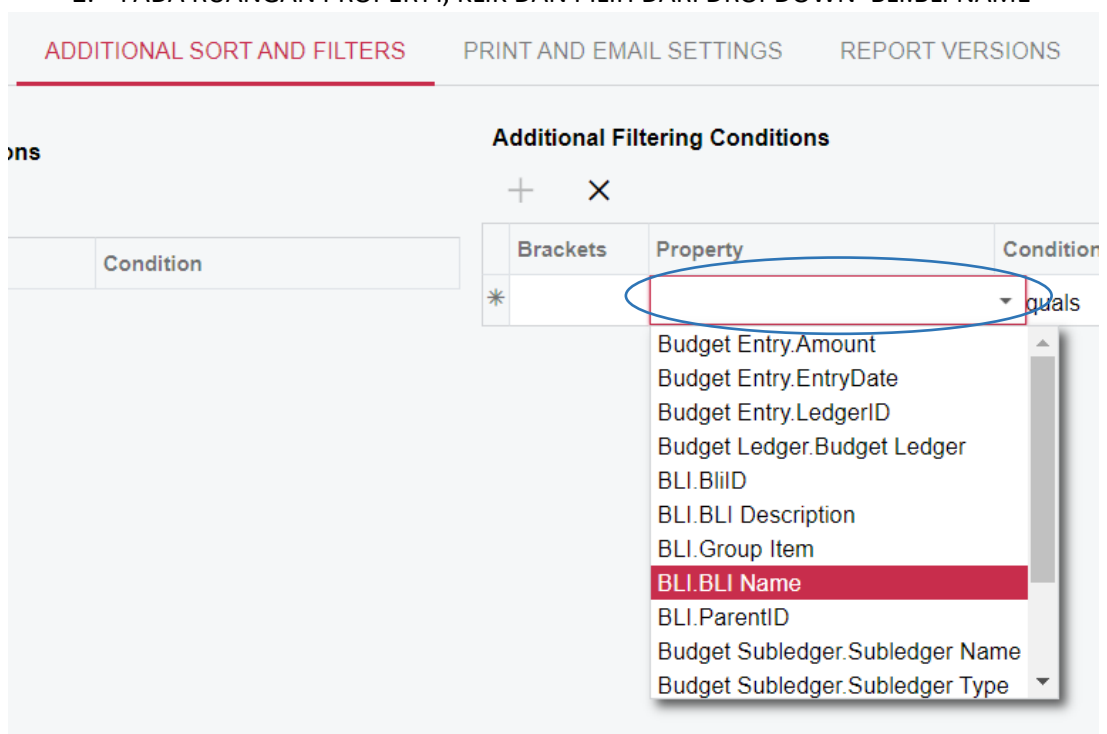
Group Until Character

ii. DI TAB ADDITIONAL SORT AND FILTERS- ADDITIONAL FILTERING CONDITIONS

1. TEKAN BUTANG TAMBAH '+'

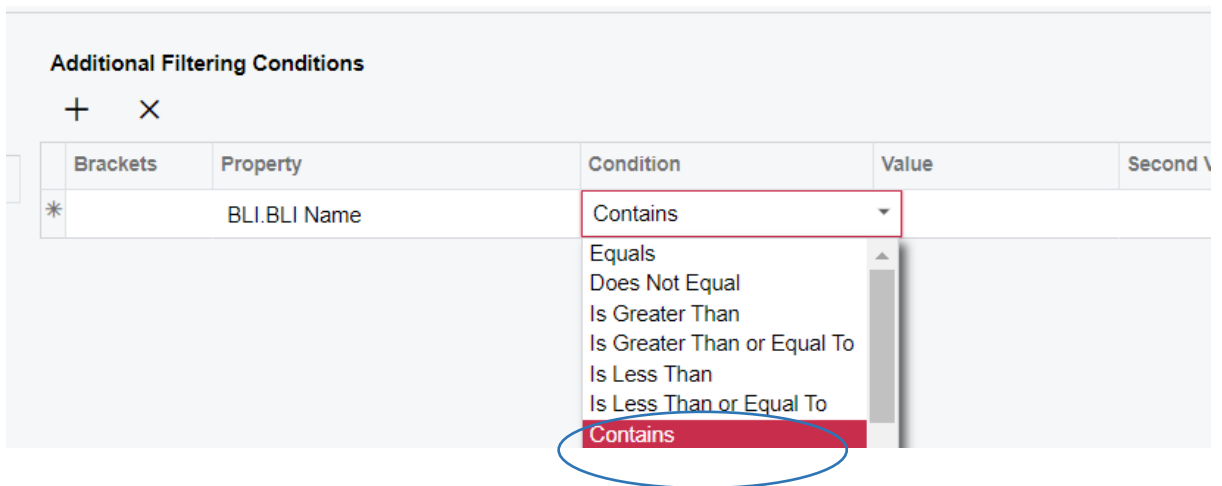


2. PADA RUANGAN PROPERTY, KLIK DAN PILIH DARI DROPDOWN 'BLI.BLI NAME'

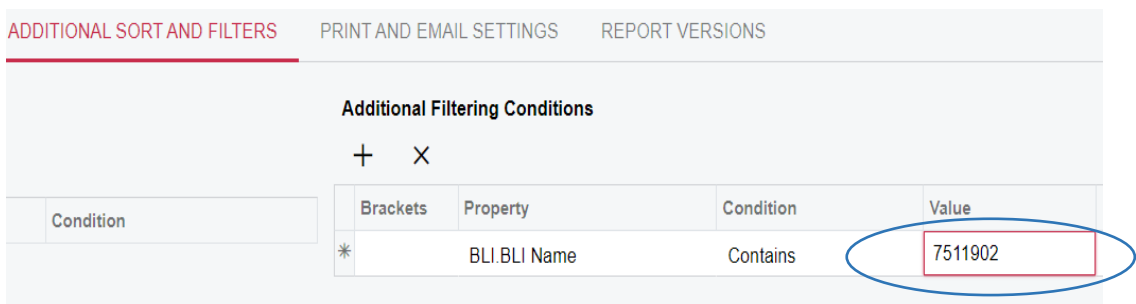




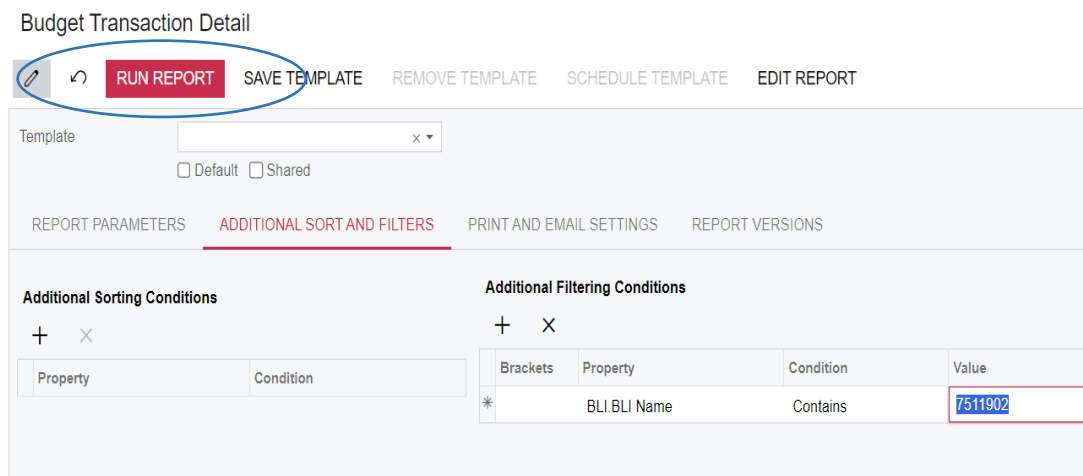
3. PADA RUANGAN CONDITION, KLIK DAN PILIH DARI DROPDOWN 'CONTAINS'



4. PADA RUANGAN VALUE, KLIK DAN MASUKKAN NOMBOR PROJECT



5. TEKAN RUN REPORT



## 6. LAPORAN AKAN DIPAPARKAN

Budget Transaction Detail													Page:	1 of 1
Budget Year: 2024											Date:		22/01/2024 10:02 PM	
As At Date: 22/01/2024											User:		NORAINI 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 PEMBANGUNAN S04- KW PEMBANGUNAN S04-70000														
04-7511902-70000-XX-XXXXXX	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 PEMBANGUNAN KW PEMBANGUNAN S04-70000 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	