

2024

SISTEM KEWANGAN PUTRA FINANCE: ACCOUNT RECEIVABLE (INVOICE AND MEMOS)



PEJABAT BURSAR

UNIVERSITI PUTRA MALAYSIA

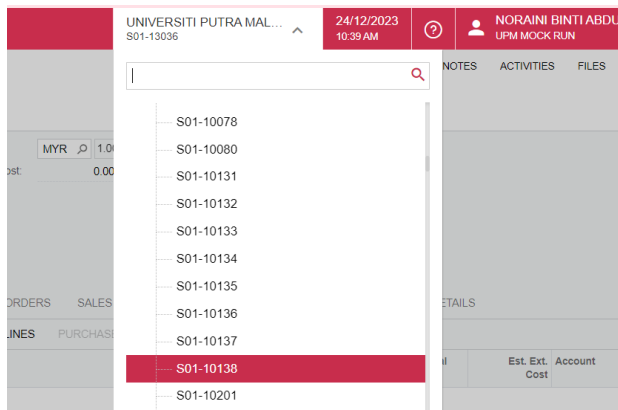
25/3/2024

PENYEDIAAN INVOIS RECEIVABLE OLEH PUSAT TANGGUNGJAWAB

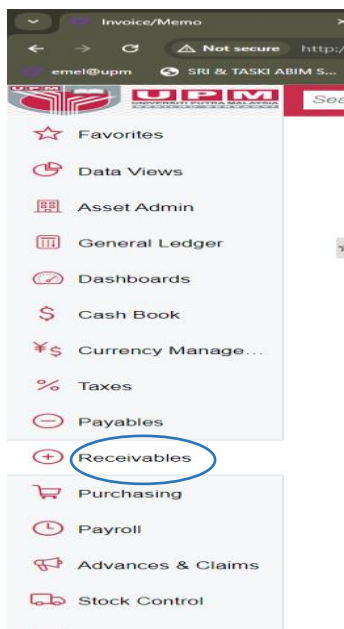
A) LOGIN SISTEM PUTRA FINANCE SEBAGAI PREPARER

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

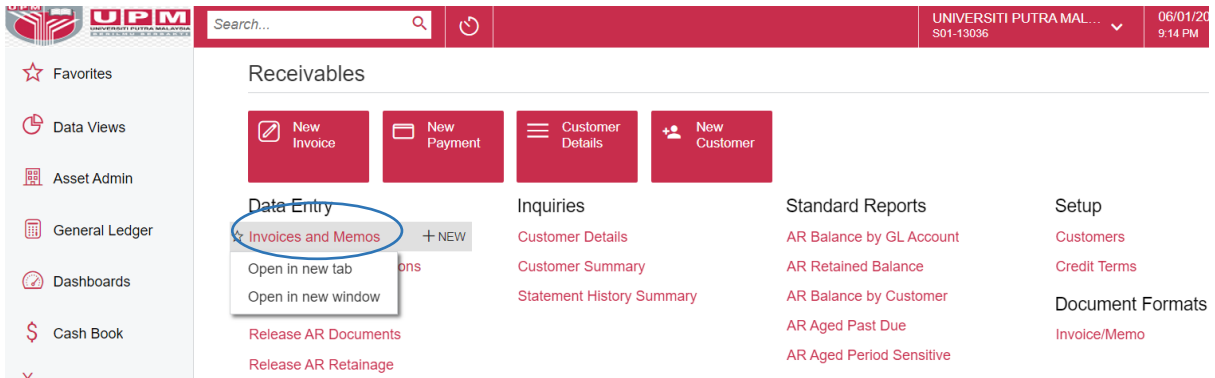
KOD BRANCH	MAKSUD PERUNTUKAN	KOD BRANCH	MAKSUD PERUNTUKAN
S01	MENGURUS	S05	AMANAHA (61XXX, 62XXX)
S02	KOLEJ KEDIAMAN	S06	AMANAHA (68XXX)
S03	PENYELIDIKAN (5XXXX,9XXXX,63XXX,67XXX)	S08	AMANAHA (64XXX, 65XXX, 66XXX)
S04	PEMBANGUNAN (7XXXX)	S10	AMANAHA PELAJAR



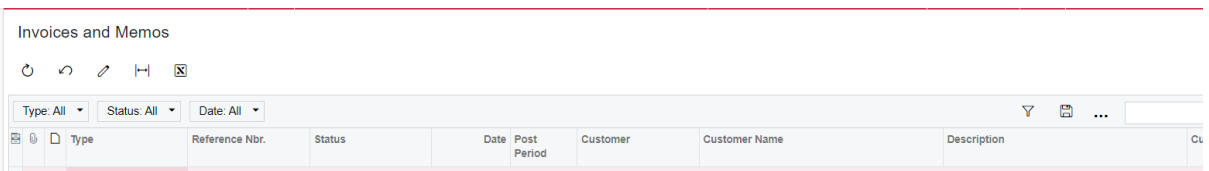
- 2) PILIH **MODUL RECEIVABLES**



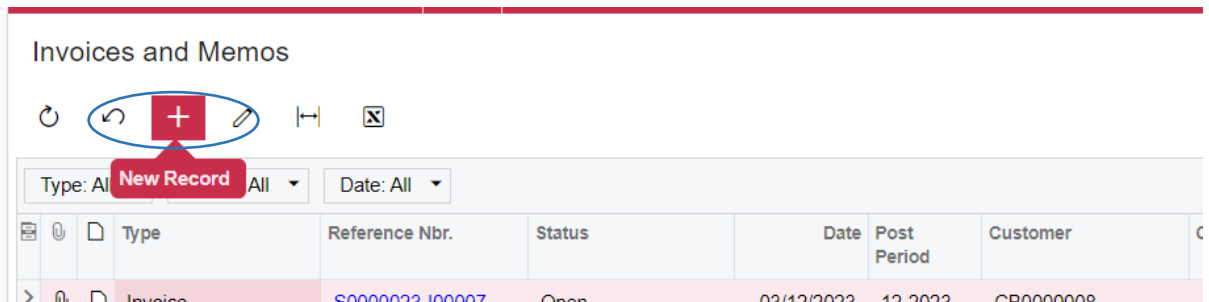
3) DI **DATA ENTRY**, PILIH **INVOICES AND MEMOS**. KLIK KANAN DAN TEKAN **OPEN IN NEW TAB** UNTUK BUKA DI TAB BAHARU



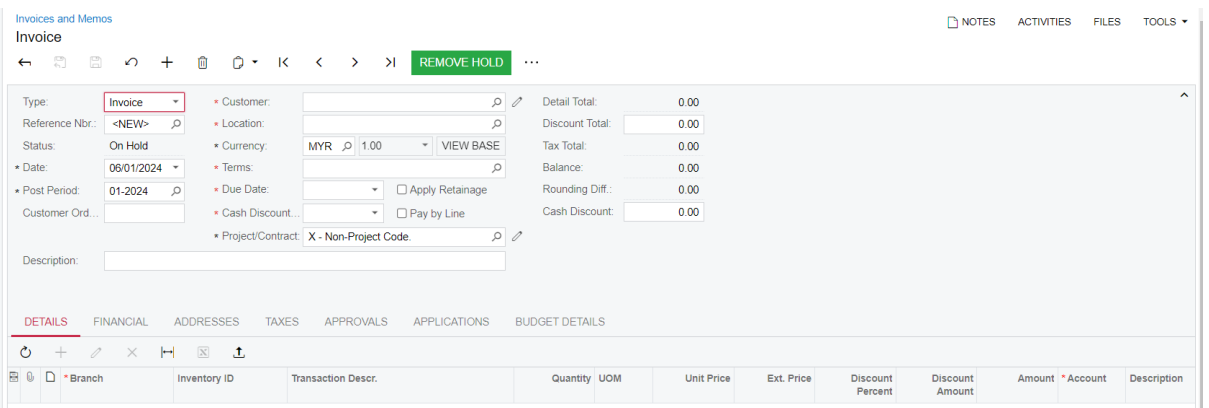
4) SKRIN BERIKUT AKAN DIPAPARKAN.



5) TEKAN BUTANG “+” **NEW RECORD** UNTUK MENYEDIAKAN INVOIS BAHARU



6) SKRIN BERIKUT AKAN DIPAPARKAN




7) PADA RUANGAN TYPE, PILIH **INVOICE**

The screenshot shows the 'Invoices and Memos' interface with the 'Invoice' type selected in a dropdown menu. The menu options are: Invoice, Debit Memo, Credit Memo, Overdue Charge, and Credit WO. The 'Invoice' option is highlighted in red. Other fields visible include Reference Nbr., Status, * Date, * Post Period, * Customer, * Location, * Currency (MYR 1.00), * Terms, and * Due Date.

8) PADA RUANGAN CUSTOMER ORDER, MASUKKAN NOMBOR PO/LO/GL/ARAHAN PELANGGAN JIKA BERKENAAN BAGI TUJUAN SEMAKAN/RUJUKAN.

The screenshot shows the 'Invoices and Memos' interface with the 'Customer Order' field highlighted in red. The field contains a vertical cursor. Other fields visible include Type (Invoice), Reference Nbr. (<NEW>), Status (On Hold), * Date (06/01/2024), * Post Period (01-2024), * Customer, * Location, * Currency (MYR 1.00), * Terms, * Due Date, * Cash Discount, * Project/Contract (X - Non-Project Code), and a summary table on the right with values of 0.00 for Detail Total, Discount Total, Tax Total, Balance, Rounding Diff., and Cash Discount.


9) PADA RUANGAN CUSTOMER, TEKAN GAMBAR  UNTUK MENDAPATKAN NAMA SYARIKAT/INDIVIDU YANG TELAH DI DAFTARKAN. SISTEM AKAN MENGELUARKAN MAKLUMAT YANG LAIN SECARA OTOMATIK. PAPARAN SEPERTI DI BAWAH. KLIK **SELECT** SETELAH PEMILIHAN DIBUAT.

The screenshot shows the 'Invoices and Memos' interface with the 'Customer' field highlighted in red and a magnifying glass icon over it. Other fields visible include Type (Invoice), Reference Nbr. (<NEW>), Status (On Hold), * Date (06/01/2024), * Post Period (01-2024), * Location, * Currency (MYR 1.00), * Terms, * Due Date, * Cash Discount, * Project/Contract (X - Non-Project Code), and a summary table on the right with values of 0.00 for Detail Total, Discount Total, Tax Total, Balance, Rounding Diff., and Cash Discount.

CB0000214 Detail Total: 0.00

Select - Customer

SELECT	Customer ID	Customer Name	Address Line 1	Address Line 2
>	CB0000214	UNIVERSITI TEKNOLOGI PETRONAS	Human Resource Manag...	& Administration,
	CB0000215	UNIVERSITI UTARA MALAYSIA	Unit Pembangunan Bakat,	Jabatan Pendaftaran,
	CB0000216	WAN DZUL CAFE	NO. 73, 2ND FLOOR	MEDAN JAYA COMMER...
	CB0000217	WAWA ENTERPRISE	NO. 219 TINGKAT 1	PARKCITY COMMERCE ...
	CB0000218	WUERTH INDUSTRIAL SERVICES MALA...	LOT 806, JALAN SUBAN...	TAMAN PERINDUSTRIA...
	CB0000219	WARUNG SERIBU IMPIAN	NO 231, PARKCITY COM...	JALAN TUN AHMAD ZAIDI
	CB0000220	YB. DATO' SERI TIONG KING SING	AHLI PARLIMEN P.217- ...	LOT 3290, SH/LOT 3A
	CB0000221	ZA'ISHA ENTERPRISE	NO. 220 TAMAN SR DAG...	LOT 2507, BINTULU TO...
	CB0000222	ZHEJIANG UNIVERSITY XIHU	866 Yuhangtang Rd.	Hangzhou 310058, P.R. ...
	CS0000001	DR. JAMALIAH BINTI MOHAMAD@ABD ...	4298 BATU 6 1/2,	JALAN KOTA BHARU
	CS0000002	DAUD BIN NORAKIT	PEJABAT PENASIHAT U...	UPM
	CS0000003	HUSAINI BIN OMAR	NO.11, PERSIARAN TER...	JALAN TERATAI, SUNG...
	CS0000004	SURAYA BINTI SULAIMAN	3,	JALAN 14/42B,
	CS0000005	ROBIAH BT YUNUS	NO.100, JALAN JASMIN 1	TAMAN JASMIN, NILAI I...
	CS0000006	AMIR IZWAN B MOHAMED DAHAN (DR)	NO. 15	JLN PJU 7/24B, MUTIAR...
	CS0000007	SUHANA BT HAMDAN	NO. 24, JALAN 8/31A,	SEKSYEN 8
	CS0000008	KAMARULZAMAN BIN ISMAIL	JABATAN PENGURUSA...	FAKULTI EKONOMI DAN...
	CS0000009	SAADIATUL BINTI IBRAHIM	JABATAN PENGURUSA...	FAKULTI EKONOMI DAN...

- 10) JIKA BRANCH YANG DIPILIH DI HEADER ADALAH S01 ATAU S02, PAPARAN DEFAULT ADALAH X - NON-PROJECT CODE PADA RUANGAN PROJECT/CONTRACT.
- JIKA BRANCH YANG DIPILIH DI HEADER ADALAH SELAIN S01 ATAU S02, PADA RUANGAN PROJECT/CONTRACT, TEKAN GAMBAR  UNTUK MEMBUAT CARIAN NOMBOR AKAUN PROJEK/AMANAHAH DAN TEKAN **SELECT**.

Invoices and Memos

Invoice

REMOVE HOLD ...

Type: Invoice * Customer: Detail Total: 0.00


Reference Nbr.: <NEW> * Location: Discount Total: 0.00

Status: On Hold * Currency: MYR 1.00 Tax Total: 0.00

* Date: 06/01/2024 * Terms: Balance: 0.00

* Post Period: 01-2024 * Due Date: Apply Retainage Rounding Diff.: 0.00

Customer Ord... * Cash Discount... Pay by Line Cash Discount: 0.00

* Project/Contract: X - Non-Project Code. 

Description:

Select - Project/Contract

SELECT	Project ID	Description	Status
>	X	Non-Project Code.	Active
	9740800	FIX-WING VERTICAL TAKE-OFF & LANDI...	Active
	9740900	COMPARISON BETWEEN MR SPECTRO...	Active
	9741000	THE RELATIONSHIP BETWEEN NATURE...	Active
	9741100	POSTMODERN HISTORIOGRAPHY AND ...	Active
	9741200	QUANTITATIVE STUDY OF THE MYELIN...	Active
	9741300	MULTI-LINK OPERATION CHANNEL ACC...	Active
	9741400	Spatiotemporal Dynamics of Abundanc...	Active
	9741500	Identifying sources and distributions of non...	Active
	9741600	RE-DESIGNING UPM WEBSITE TO SUP...	Active
	9769500	Liquid Triphasic Flo	Active
	9772000	Gut Microbiota And P	Active

11) PADA RUANGAN **DESCRIPTION**, MASUKKAN TAJUK PERKHIDMATAN. TEKAN ENTER

Invoices and Memos
Invoice

← ↻ 📄 ↶ + 🗑️ 📄 ▾ ⏪ < > ⏩ REMOVE HOLD ...

Type:	Invoice ▾	* Customer:	<input type="text"/>	Detail Total:	0.00
Reference Nbr.:	<NEW> 🔍	* Location:	<input type="text"/>	Discount Total:	<input type="text" value="0.00"/>
Status:	On Hold	* Currency:	MYR 🔍 1.00 ▾ VIEW BASE	Tax Total:	0.00
* Date:	06/01/2024 ▾	* Terms:	<input type="text"/>	Balance:	0.00
* Post Period:	01-2024 🔍	* Due Date:	<input type="text"/> <input type="checkbox"/> Apply Retainage	Rounding Diff.:	0.00
Customer Ord...:	<input type="text" value="1"/>	* Cash Discount...:	<input type="text"/> <input type="checkbox"/> Pay by Line	Cash Discount:	<input type="text" value="0.00"/>
Description:	<input type="text"/>				
* Project/Contract:	X - Non-Project Code. 🔍 ✎				

12) PADA **TAB DETAIL**, TEKAN BUTANG TAMBAH '+'

Invoices and Memos
Invoice - 21 ENTERPRISE

← ↻ 📄 ↶ + 🗑️ 📄 ▾ ⏪ < > ⏩ REMOVE HOLD ...

Type:	Invoice ▾	* Customer:	CB0000001 - 21 ENTERPRISE 🔍 ✎	Detail Total:	0.00
Reference Nbr.:	<NEW> 🔍	* Location:	MAIN - Primary Location 🔍	Discount Total:	<input type="text" value="0.00"/>
Status:	On Hold	Currency:	MYR 1.00 ▾ VIEW BASE	Tax Total:	0.00
* Date:	06/01/2024 ▾	* Terms:	30 - BAYARAN DALAM 30 HARI 🔍	Balance:	0.00
* Post Period:	01-2024 🔍	* Due Date:	05/02/2024 ▾ <input type="checkbox"/> Apply Retainage	Rounding Diff.:	0.00
Customer Ord...:	X123	* Cash Discount...:	06/01/2024 ▾ <input type="checkbox"/> Pay by Line	Cash Discount:	<input type="text" value="0.00"/>
Description:	<input type="text" value="JUALAN TIKUS"/>				
* Project/Contract:	X - Non-Project Code. 🔍 ✎				

DETAILS ! FINANCIAL ADDRESSES TAXES APPROVALS APPLICATIONS BUDGET DETAILS

↻ **+** ✎ ✕ ⏪ ⏩ ⏶ ⏷

📄	🗑️	* Branch	Inventory ID	Transaction Descr.	Quantity	UOM	Unit Price	Ext.
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13) PASTIKAN SUSUNAN COLUMN DI TAB DETAIL ADALAH SEPERTI BERIKUT:

Invoices and Memos
Invoice 23000275 - GILA-GILA SDN BHD

DOCUMENT USER-DEFINED FIELDS

Type: Invoice Customer: CS9000003 - GILA-GILA SDN BHD Detail Total: 8,000.00
 Reference Nbr.: 23000275 Currency: MYR 1.00 VIEW BASE Discount Total: 0.00
 Status: On Hold Terms: 30 - 30 Hari Tax Total: 0.00
 Date: 17/11/2023 Due Date: 17/12/2023 Apply Retainage Balance: 8,000.00
 Post Period: 11-2023 Cash Discount: 17/11/2023 Pay by Line Rounding Diff.: 0.00
 Customer Ord.: Project/Contract: 6300349 - AKALUN AMANAH CHICKEI Cash Discount: 0.00

Description: CETAKAN MAJALAH

DETAILS FINANCIAL ADDRESSES TAXES APPROVALS APPLICATIONS BUDGET DETAILS

* Branch	Inventory ID	Transaction Descr.	Quantity	UOM	Unit Price	Ext. Price	Discount Percent	Discount Amount	Amount	Project Task	*Account	Description	* Subaccount
S01-10032		CETAKAN MAJALAH	1.00	KEPING	8,000.0000	8,000.00	0.000000	0.00	8,000.00	6300349-10018-P29199	P29199	Perkhidmatan Yang Lain	03-10018-XX

Invoices and Memos
Invoice 23000275 - GILA-GILA SDN BHD

DOCUMENT USER-DEFINED FIELDS

Type: Invoice Customer: CS9000003 - GILA-GILA SDN BHD Detail Total: 8,000.00
 Reference Nbr.: 23000275 Currency: MYR 1.00 VIEW BASE Discount Total: 0.00
 Status: On Hold Terms: 30 - 30 Hari Tax Total: 0.00
 Date: 17/11/2023 Due Date: 17/12/2023 Apply Retainage Balance: 8,000.00
 Post Period: 11-2023 Cash Discount: 17/11/2023 Pay by Line Rounding Diff.: 0.00
 Customer Ord.: Project/Contract: 6300349 - AKALUN AMANAH CHICKEI Cash Discount: 0.00

Description: CETAKAN MAJALAH

DETAILS FINANCIAL ADDRESSES TAXES APPROVALS APPLICATIONS BUDGET DETAILS

Inventory ID	Transaction Descr.	Quantity	UOM	Unit Price	Ext. Price	Discount Percent	Discount Amount	Amount	Project Task	*Account	Description	* Subaccount	Tax Category
	CETAKAN MAJALAH	1.00	KEPING	8,000.0000	8,000.00	0.000000	0.00	8,000.00	6300349-10018-P29199	P29199	Perkhidmatan Yang Lain	03-10018-XX	

SUSUNAN JUGA BOLEH DIBUAT DENGAN MENEKAN GAMBAR COLUMN CONFIGURATION

Invoice - 21 ENTERPRISE



Type: Invoice Customer: CB0000001 - 21 ENTI
Reference Nbr.: <NEW> * Location: MAIN - Primary Locati
Status: On Hold Currency: MYR 1.00
* Date: 06/01/2024 * Terms: 30 - BAYARAN DALAI
* Post Period: 01-2024 * Due Date: 05/02/2024
Customer Ord... XX * Cash Discount... 06/01/2024
* Project/Contract: 6300977 - Test untuk
Description: XX

DETAILS FINANCIAL ADDRESSES TAXES APPROVALS

Branch	Inventory ID	Transaction Descr.
S03-12051	SERVICES	SERVICES

MENGGUNAKAN ANAK PANAH   DI KOTAK *SELECTED COLUMN* UNTUK MENYUSUN *COLUMN*

Invoices and Memos
Invoice - 21 ENTERPRISE

REMOVE HOLD ...

Type: Invoice Customer: CB0000001 - 21 ENTERPRISE
Reference Nbr.: <NEW> * Location: MAIN - Primary Locati
Status: On Hold Currency: MYR 1.00
* Date: 06/01/2024 * Terms: 30 - BAYARAN DALAI
* Post Period: 01-2024 * Due Date: 05/02/2024
Customer Ord... XX * Cash Discount... 06/01/2024
* Project/Contract: 6300977 - Test untuk
Description: XX

DETAILS FINANCIAL ADDRESSES TAXES APPROVALS

Branch	Inventory ID	Transaction Descr.
S03-12051	SERVICES	SERVICES

Column Configuration

Available Columns

- Cost Accrual
- Cost Based On
- Description
- Description
- Expense Account
- Expense Accrual Account
- Expense Accrual Subaccount
- Expense Date
- Expense Subaccount
- FSARTran__RelatedDocument
- Line Nbr.
- Manual Price

Selected Columns

- Files
- Notes
- Branch
- Inventory ID
- Transaction Descr.
- Quantity
- UOM
- Unit Price
- Ext. Price
- Discount Percent
- Discount Amount
- Amount
- Subaccount

RESET TO DEFAULT DELETE DEFAULT CONFIGURATION OK CANCEL

14) PADA RUANGAN **BRANCH**, KOD AKAN DIPAPARKAN SAMA SEPERTI PEMILIHAN BRANCH DI AWAL PROSES (HEADER)

Search... UNIVERSITI PUTRA MALAYA S01-13036

Invoices and Memos
Invoice - 21 ENTERPRISE

REMOVE HOLD

Type: Invoice * Customer: CB0000001 - 21 ENTERPRISE Detail Total: 0.00
 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: 06/01/2024 * Terms: 30 - BAYARAN DALAM 30 HARI Balance: 0.00
 * Post Period: 01-2024 * Due Date: 05/02/2024 Apply Retainage Rounding Diff.: 0.00
 Customer Ord... X123 * Cash Discount... 06/01/2024 Pay by Line Cash Discount: 0.00
 * Project/Contract: X - Non-Project Code.

Description: JUALAN TIKUS

DETAILS FINANCIAL ADDRESSES TAXES APPROVALS APPLICATIONS BUDGET DETAILS

* Branch	Inventory ID	Transaction Descr.	Quantity	UOM	Unit Price	Ext. Price	D
S01-13036			0.00		0.0000	0.00	0.00

15) PADA RUANGAN **INVENTORY ID**, PILIH MENGIKUT KESESUAIAN SEPERTI PANDUAN BERIKUT:

INVENTORY ID	LINE TYPE
CONSUMABLE (BEKALAN)	NON STOCK
EXPENSES (CLAIM)	EXPENSES
NON STOCK (ASET/INVENTORI)	NON STOCK
SERVICES (PERKHIDMATAN)	SERVICES

DETAILS FINANCIAL ADDRESSES TAXES APPROVALS APPLICATIONS BUDGET DETAILS

* Branch	Inventory ID	Transaction Descr.	Quantity	UOM	Unit Price	Ext. Price	D
S01-13036			0.00		0.0000	0.00	0.00

16) MASUKKAN MAKLUMAT ATAU KETERANGAN TRANSAKSI PADA RUANG **TRANSACTION DESCR.**

DETAILS FINANCIAL ADDRESSES TAXES APPROVALS APPLICATIONS BUDGET DETAILS

* Branch	Inventory ID	Transaction Descr.	Quantity	UOM	Unit Price	Ext. Price	D
S01-13036			0.00		0.0000	0.00	0.00

17) MASUKKAN KUANTITI (**QUANTITY**) DAN HARGA UNIT (**UNIT PRICE**) DAN JUMLAH AKAN KELUAR SECARA OTOMATIK PADA RUANG JUMLAH (**EXT. PRICE**) DAN (**AMOUNT**).

Search... UNIVERSITI PUTRA MAL... S01-10801

Invoices and Memos
Invoice - UNIVERSITI KEBANGSAAN MALAYSIA

REMOVE HOLD

Type: Invoice Customer: CS0000272 - UNIVERSITI KEBANGSAA Detail Total: 1,500.00
 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: 18/12/2023 * Terms: 30 - BAYARAN DALAM 30 HARI Balance: 1,500.00
 * Post Period: 12-2023 * Due Date: 17/01/2024 Apply Retainage Rounding Diff.: 0.00
 Customer Ord...: 00002 * Cash Discount...: 18/12/2023 Pay by Line Cash Discount: 0.00
 * Project/Contract: X - Non-Project Code

Description: PERKHIDMATAN PENYELIDIKAN

DETAILS FINANCIAL ADDRESSES TAXES APPROVALS APPLICATIONS BUDGET DETAILS

Descr.	Quantity	UOM	Unit Price	Ext. Price	Discount Percent	Discount Amount	Amount	* Account	Description
1,THR	10.00	EACH	150.0000	1,500.00	0.000000	0.00	1,500.00	R60101	Perkhidmat

18) PADA RUANGAN **PROJECT TASK**, PAPARAN PEMILIHAN PROJECT TASK ADALAH BERDASARKAN GROUP PROJECT DI DALAM SUBACCOUNT YANG DIPILIH IAITU KOMBINASI NO PROJEK-KOD AKAUN (CTH: 9741600-13301-P27799) YANG DIPILIH DARIPADA DROPDOWN. MAKLUMAT RUANG **ACCOUNT** AKAN DIPAPARKAN SECARA AUTOMATIK BERDASARKAN PEMILIHAN PROJEK TASK. JIKA MELIBATKAN BRANCH S01 DAN S02, TIDAK PERLU ISI RUANGAN PROJECT TASK, HANYA BUAT PILIHAN UNTUK ACCOUNT SAHAJA

DETAILS FINANCIAL ADDRESSES TAXES APPROVALS APPLICATIONS BUDGET DETAILS

Quantity	UOM	Unit Price	Ext. Price	Discount Percent	Discount Amount	Amount	Project Task	* Account	* Subaccount	Description	Salesperson ID	Tax Category
1.00	EACH	250.0000	250.00	0.000000	0.00	250.00		R69000	01-00000-DA	Lain-lain Pendapatan		EXEMPT


19) PADA RUANGAN **SUBACCOUNT**, AKAN DIPAPARKAN SECARA AUTOMATIK SELEPAS **ACCOUNT** DIPILIH DI MANA SUBACCOUNT AKAN DIKELUARKAN MENGIKUT BRANCH YANG DIPILIH

DETAILS FINANCIAL ADDRESSES TAXES APPROVALS APPLICATIONS BUDGET DETAILS

Quantity	UOM	Unit Price	Ext. Price	Discount Percent	Discount Amount	Amount	Project Task	* Account	* Subaccount	Description	Salesperson ID	Tax Category
1.00	EACH	250.0000	250.00	0.000000	0.00	250.00		R69000	01-00000-DA	Lain-lain Pendapatan		EXEMPT

20) TEKAN BUTANG '+' JIKA INGIN MENAMBAH DESCRIPTION LAIN.



DETAILS FINANCIAL ADDRESSES TAXES APPROVALS APPLICATIONS BUDGET DETAILS										
Quantity	UOM	Unit Price	Ext. Price	Discount Percent	Discount Amount	Amount	* Subaccount	Project Task	* Account	Description
2.00	EACH	1,000.0000	2,000.00	0.000000	0.00	2,000.00	03-12051-XX	6300977-01100-P271!	27199	Bekalan-Beki

21) TEKAN GAMBAR  UNTUK MEMUATNAIK DOKUMEN. TEKAN BROWSE DAN UPLOAD DOKUMEN BORANG PERMOHONAN INVOIS BERSERTA SALINAN PO/LO/GL/SURAT BERSERTA DO/PENGESAHAN PERKHIDMATAN

DETAILS FINANCIAL ADDRESSES TAXES APPROVALS APPLICATIONS BUDGET DETAILS										
* Branch	Inventory ID	Transaction Descr.	Quantity	UOM	Unit Price	Ext. Price	Discount Percent	Discount Amount	Amount	Description
503-12051	SERVICES	SERVICES	2.00	EACH	1,000.0000	2,000.00	0.000000	0.00	2,000.00	

Files X

Select the file. Browse Upload









ADD LINK REMOVE LINK
|<|>
UPLOAD USING MOBILE APP

File name	Comment	Last Date	EditUrl
> SOK_GP010_GP PEROLE...		06/01/2024	Edit

22) TEKAN BUTANG SAVE 

Invoices and Memos

Invoice - 21 ENTERPRISE





+


|<|>
< >
> >|
REMOVE HOLD
...

Type:	<input type="text" value="Invoice"/>	Customer:	<input type="text" value="CB0000001 - 21 ENTERPRISE"/>	Detail Tot:
Reference Nbr.:	<input type="text" value="<NEW>"/>	* Location:	<input type="text" value="MAIN - Primary Location"/>	Discount
Status:	<input type="text" value="On Hold"/>	Currency:	<input type="text" value="MYR 1.00"/> <input type="button" value="VIEW BASE"/>	Tax Total:
* Date:	<input type="text" value="06/01/2024"/>	* Terms:	<input type="text" value="30 - BAYARAN DALAM 30 HARI"/>	Balance:
* Post Period:	<input type="text" value="01-2024"/>	* Due Date:	<input type="text" value="05/02/2024"/> <input type="checkbox"/> Apply Retainage	Rounding
Customer Ord...:	<input type="text" value="XX"/>	* Cash Discount...:	<input type="text" value="06/01/2024"/> <input type="checkbox"/> Pay by Line	Cash Disc
		* Project/Contract:	<input type="text" value="6300977 - Test untuk projek"/>	
Description:	<input type="text" value="XX"/>			

23) REFERENCE NBR AKAN DIPAPARKAN. STATUS ADALAH ON HOLD.

Invoices and Memos
Invoice S1205124-I00001 - 21 ENTERPRISE

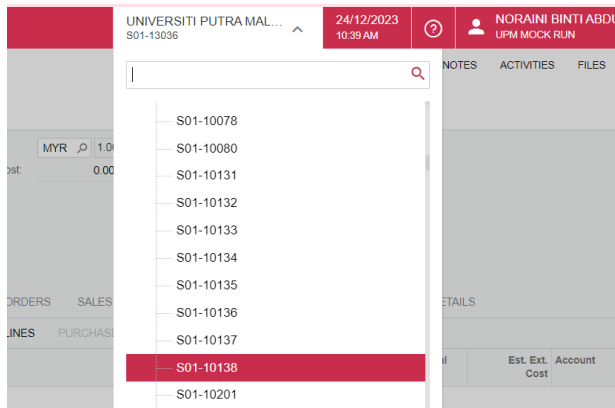
← ↻ 📄 ↶ + 🗑️ 📄 ▾ |< < > >| REMOVE HOLD ...

Type:	Invoice ▾	Customer:	CB0000001 - 21 ENTERPRISE ✎	Detail Total:	2,000.00
Reference Nbr.:	S1205124-I ✎	* Location:	MAIN - Primary Location 🔍	Discount Total:	0.00
Status:	On Hold	Currency:	MYR 1.00 ▾ VIEW BASE	Tax Total:	0.00
* Date:	06/01/2024 ▾	* Terms:	30 - BAYARAN DALAM 30 HARI 🔍	Balance:	2,000.00
* Post Period:	01-2024 🔍	* Due Date:	05/02/2024 ▾ <input type="checkbox"/> Apply Retainage	Rounding Diff.:	0.00
Customer Ord...:	XX	* Cash Discount...:	06/01/2024 ▾ <input type="checkbox"/> Pay by Line	Cash Discount:	0.00
Description:	XX	* Project/Contract:	6300977 - Test untuk projek 🔍 ✎		

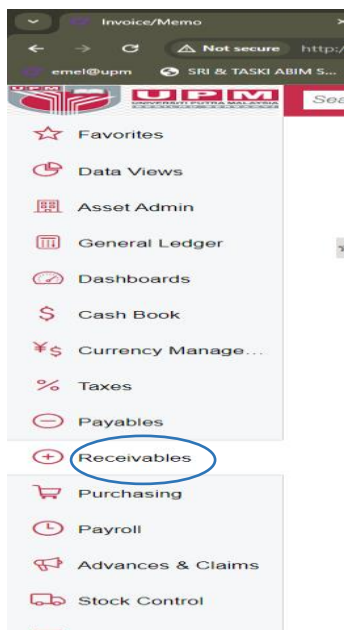
B) LOGIN SISTEM PUTRA FINANCE SEBAGAI PENGESAH/PELULUS DI PEJABAT BURSAR

1) PILIH **BRANCH (PTJ)** YANG INGIN DIPROSES. PERLU PASTIKAN PEMILIHAN BRANCH (PTJ) YANG TEPAT BAGI MEMASTIKAN BAJET DITAMBAH KE BRANCH (PTJ) YANG BETUL.

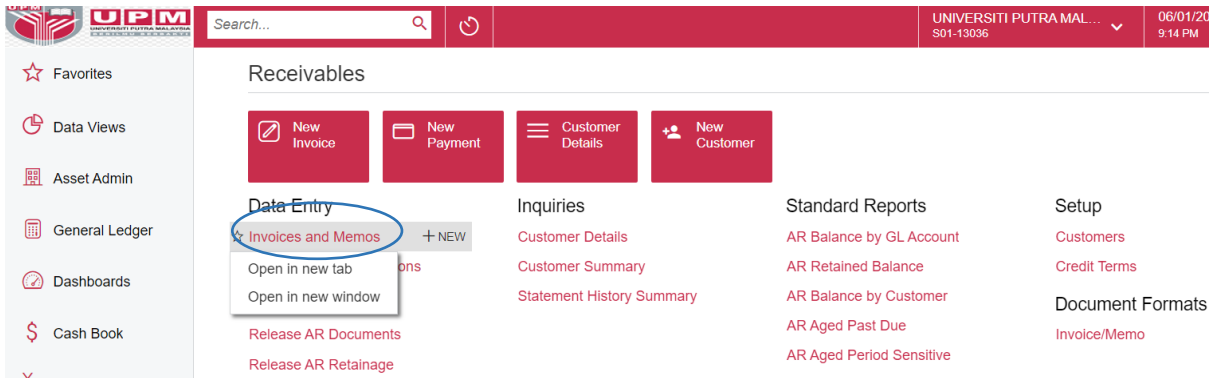
KOD BRANCH	MAKSUD PERUNTUKAN	KOD BRANCH	MAKSUD PERUNTUKAN
S01	MENGURUS	S05	AMANAHA (61XXX, 62XXX)
S02	KOLEJ KEDIAMAN	S06	AMANAHA (68XXX)
S03	PENYELIDIKAN (5XXXX,9XXXX,63XXX,67XXX)	S08	AMANAHA (64XXX, 65XXX, 66XXX)
S04	PEMBANGUNAN (7XXXX)	S10	AMANAHA PELAJAR



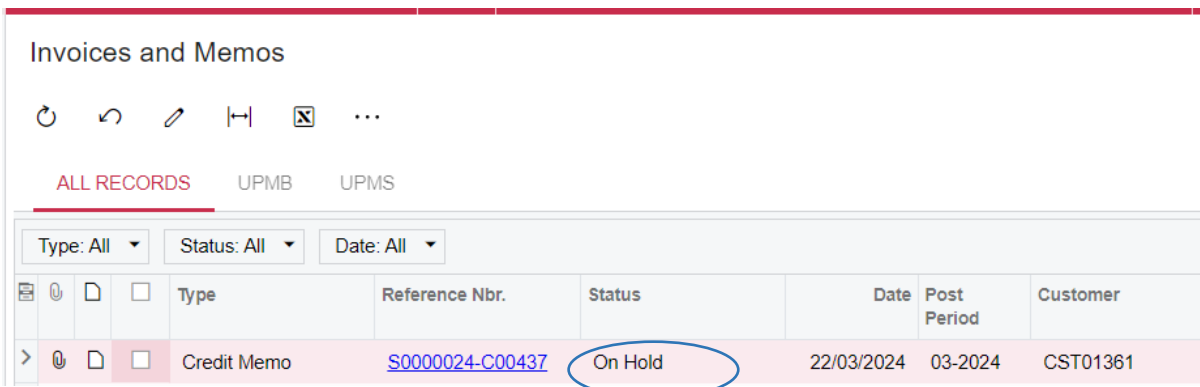
2) PILIH **MODUL RECEIVABLES**



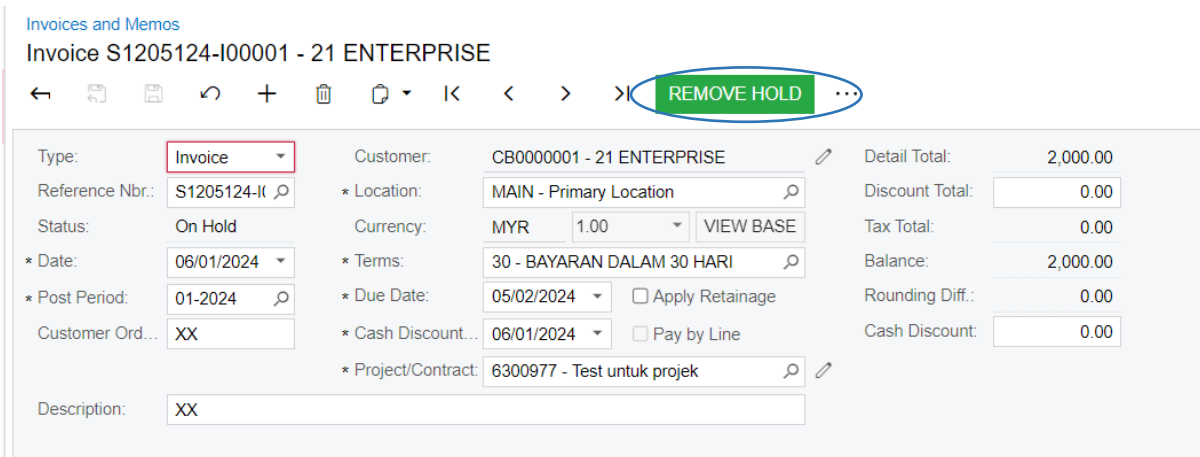
3) DI **DATA ENTRY**, PILIH **INVOICES AND MEMOS**. KLIK KANAN DAN TEKAN **OPEN IN NEW TAB** UNTUK BUKA DI TAB BAHARU



4) PILIH INVOIS BERSTATUS **ON HOLD**



5) SEMAK KECUKUPAN DOKUMEN. TEKAN BUTANG REMOVE HOLD



6) STATUS ADALAH PENDING APPROVAL

Invoices and Memos

Invoice S1205124-I00001 - 21 ENTERPRISE

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Type:	Invoice	Customer:	CB0000001 - 21 ENTERPRISE	Detail Total:	2,000.00
Reference Nbr.:	S1205124-I	Location:	MAIN - Primary Location	Discount Total:	0.00
Status:	Pending Appr...	Currency:	MYR 1.00 VIEW BASE	Tax Total:	0.00
Date:	06/01/2024	Terms:	30 - BAYARAN DALAM 30 HARI	Balance:	2,000.00
Post Period:	01-2024	Due Date:	05/02/2024 <input type="checkbox"/> Apply Retainage	Rounding Diff.:	0.00
Customer Ord...:	XX	Cash Discount...:	06/01/2024 <input type="checkbox"/> Pay by Line	Cash Discount:	0.00
Description:	XX	Project/Contract:	6300977 - Test untuk projek		

7) SKRIN BERIKUT AKAN DIPAPARKAN. TEKAN BUTANG APPROVE

Invoices and Memos

Invoice S1205124-I00001 - 21 ENTERPRISE

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

Type:	Invoice	Customer:	CB0000001 - 21 ENTERPRISE	Detail Total:	
Reference Nbr.:	S1205124-I	Location:	MAIN - Primary Location	Discount Total:	
Status:	Pending Appr...	Currency:	MYR 1.00 VIEW BASE	Tax Total:	
Date:	06/01/2024	Terms:	30 - BAYARAN DALAM 30 HARI	Balance:	
Post Period:	01-2024	Due Date:	05/02/2024 <input type="checkbox"/> Apply Retainage	Rounding Diff.:	
Customer Ord...:	XX	Cash Discount...:	06/01/2024 <input type="checkbox"/> Pay by Line	Cash Discount:	
		Project/Contract:	6300977 - Test untuk projek		

8) STATUS AKAN BERTUKAR KEPADA OPEN

Invoices and Memos

Invoice S1306924-I00002 - PHILIP MORRIS PRODUCTS S.A. OC DIVISION

← ↶ 📄 ▾ ⏪ < > ⏩ **PAY** ...

DOCUMENT	USER-DEFINED FIELDS				
Type:	Invoice	Customer:	CSPM000030 - PHILIP MORRIS PRODU	Detail Total:	565,519.59
Reference Nbr.:	S1306924-I	Location:	MAIN - Primary Location	Discount Total:	0.00
Status:	Open	Currency:	MYR 1.00 VIEW BASE	Tax Total:	0.00
Date:	20/03/2024	Terms:	30 - BAYARAN DALAM 30 HARI	Balance:	565,519.59
Post Period:	03-2024	Due Date:	19/04/2024	Rounding Diff.:	0.00
Customer Ord...:	PO NO. 57009	Cash Discount...:	20/03/2024 <input type="checkbox"/> Pay by Line	Amount:	565,519.59