

2024

# SISTEM KEWANGAN PUTRA FINANCE: ALLOCATION OF DEBIT/CREDIT ADJUSTMENT



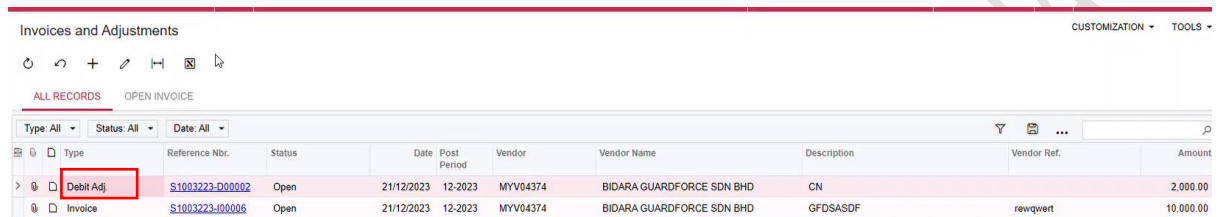
PEJABAT BURSAR

UNIVERSITI PUTRA MALAYSIA

1 APRIL 2024

## **KAEDAH PADANAN (ALLOCATE) DEBIT ADJUSTMENT (CREDIT NOTE) / CREDIT ADJUSTMENT (DEBIT NOTE)**

1. LOG MASUK SISTEM PUTRA FINANCE
2. PILIH **BRANCH** YANG INGIN DIPROSES. PERLU PASTIKAN PEMILIHAN BRANCH YANG TEPAT BAGI MEMASTIKAN BAJET DITOLAK DARI BRANCH YANG BETUL
3. SEDIAKAN **INVOICE ENTRY** MELALUI MODUL PURCHASING > DATA ENTRY > PURCHASE RECEIPT DAN **ADJUSTMENT ENTRY** MELALUI MODUL PAYABLE > DATA ENTRY > INVOICES AND ADJUSTMENTS DI MANA KEDUA-DUANYA PERLU BERSTATUS **OPEN** SEPERTI SKRIN DI BAWAH DI MANA DI INVOICE ENTRY **TIDAK PERLU TEKAN BUTANG PAY TERLEBIH DAHULU**

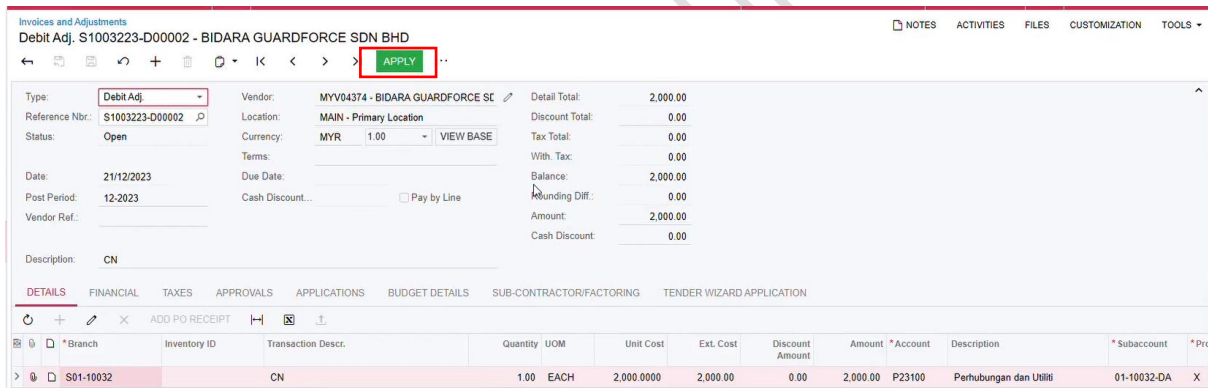


Invoices and Adjustments

ALL RECORDS OPEN INVOICE

Type	Status	Date	Post Period	Vendor	Vendor Name	Description	Vendor Ref.	Amount
Debit Adj	Open	21/12/2023	12-2023	MYV04374	BIDARA GUARDFORCE SDN BHD	CN		2,000.00
Invoice	Open	21/12/2023	12-2023	MYV04374	BIDARA GUARDFORCE SDN BHD	GFDASADF	revqwert	10,000.00

### 4. PILIH DEBIT ADJUSTMENT YANG TELAH DIBUAT. TEKAN BUTANG APPLY



Invoices and Adjustments

Debit Adj. S1003223-D00002 - BIDARA GUARDFORCE SDN BHD

APPLY

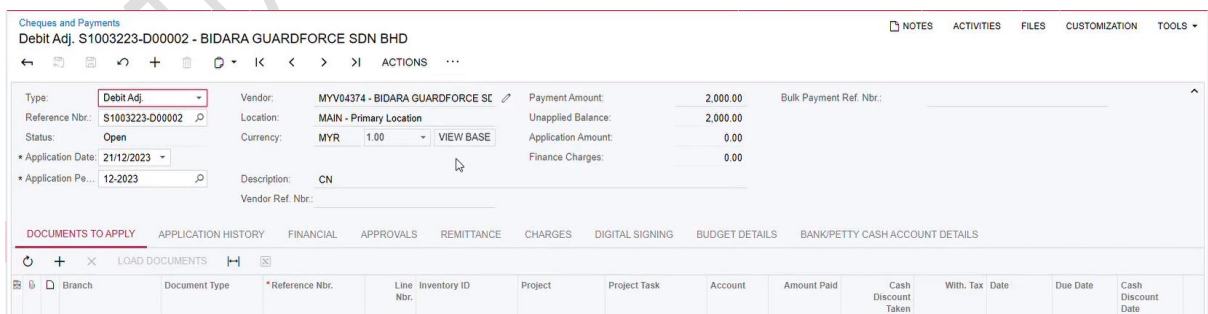
Type:	Debit Adj.	Vendor:	MYV04374 - BIDARA GUARDFORCE SE	Detail Total:	2,000.00
Reference Nbr.:	S1003223-D00002	Location:	MAIN - Primary Location	Discount Total:	0.00
Status:	Open	Currency:	MYR 1.00 VIEW BASE	Tax Total:	0.00
Date:	21/12/2023	Terms:		With Tax:	0.00
Post Period:	12-2023	Due Date:		Balance:	2,000.00
Vendor Ref.:		Cash Discount:	<input type="checkbox"/> Pay by Line	Outstanding Diff.:	0.00
				Amount:	2,000.00
				Cash Discount:	0.00

Description: CN

DETAILS FINANCIAL TAXES APPROVALS APPLICATIONS BUDGET DETAILS SUB-CONTRACTOR/FACTORING TENDER WIZARD APPLICATION

Branch	Inventory ID	Transaction Descr.	Quantity	UOM	Unit Cost	Ext. Cost	Discount Amount	Amount	*Account	Description	*Subaccount	*Pr
S01-10032		CN	1.00	EACH	2,000.0000	2,000.00	0.00	2,000.00	P23100	Perhubungan dan Utiliti	01-10032-DA	X

### 5. SKRIN BERIKUT AKAN DIPAPARKAN



Cheques and Payments

Debit Adj. S1003223-D00002 - BIDARA GUARDFORCE SDN BHD

ACTIONS

Type:	Debit Adj.	Vendor:	MYV04374 - BIDARA GUARDFORCE SE	Payment Amount:	2,000.00	Bulk Payment Ref. Nbr.:	
Reference Nbr.:	S1003223-D00002	Location:	MAIN - Primary Location	Unapplied Balance:	2,000.00		
Status:	Open	Currency:	MYR 1.00 VIEW BASE	Application Amount:	0.00		
* Application Date:	21/12/2023	Description:	CN	Finance Charges:	0.00		
* Application Pe...:	12-2023	Vendor Ref. Nbr.:					

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

Branch	Document Type	*Reference Nbr.	Line Nbr.	Inventory ID	Project	Project Task	Account	Amount Paid	Cash Discount Taken	With. Tax	Date	Due Date	Cash Discount Date
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## 6. TEKAN TAB **DOCUMENTS TO APPLY** DAN TEKAN BUTANG '+'

The screenshot shows the 'DOCUMENTS TO APPLY' tab selected in the top navigation bar. Below the navigation bar, there is a table with columns: Branch, Document Type, Reference Nbr., Line Nbr., Inventory ID, Project, Project Task, Account, Amount Paid, Cash Discount Taken, With. Tax, Date, Due Date, and Cash Discount Date. A red box highlights the '+' button in the top-left corner of the table area.

## 7. PAPARAN BERIKUT AKAN DIKELUARKAN

The screenshot shows the 'DOCUMENTS TO APPLY' tab with a table containing one row. The row has the following values: Branch (empty), Document Type (Invoice), Reference Nbr. (empty), Line Nbr. (empty), Inventory ID (empty), Project (empty), Project Task (empty), Account (empty), Amount Paid (0.00), Cash Discount Taken (0.00), With. Tax (0.00), Date (empty), Due Date (empty), and Cash Discount Date (empty).

## 8. PADA RUANGAN **DOCUMENT TYPE**, BOLEH MEMILIH SAMADA INGIN APPLY PADA INVOIS ATAU CREDIT ADJUSTMENT YANG LAIN JUGA.

The screenshot shows the 'DOCUMENTS TO APPLY' tab with a dropdown menu open for the 'Document Type' column. The dropdown menu lists three options: 'Invoice', 'Invoice', and 'Credit Adj.'. A red box highlights the dropdown menu.

## 9. PILIH INVOIS JIKA MELIBATKAN INVOIS YANG INGIN DIALLOCATEKAN

Cheques and Payments  
Debit Adj. S1003223-D00002 - BIDARA GUARDFORCE SDN BHD

NOTES ACTIVITIES FILES CUSTOMIZATION TOOLS

← ↻ ↺ + 🗑️ 📄 ⏪ ⏩ ⏴ ⏵ ACTIONS ...

Type: Debit Adj	Vendor: MYV04374 - BIDARA GUARDFORCE SD	Payment Amount: 2,000.00	Bulk Payment Ref. Nbr.:
Reference Nbr.: S1003223-D00002	Location: MAIN - Primary Location	Unapplied Balance: 2,000.00	
Status: Open	Currency: MYR 1.00 VIEW BASE	Application Amount: 0.00	
* Application Date: 21/12/2023	Description: CN	Finance Charges: 0.00	
* Application Pe... 12-2023	Vendor 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	Date	Due Date	Cash Discount Date
	Invoice							0.00	0.00	0.00			

## 10. PADA RUANGAN REFERENCE NBR, TEKAN GAMBAR 🔍 UNTUK MEMILIH INVOIS YANG AKAN DIALLOCATE. SELECT INVOICE TERSEBUT

Cheques and Payments  
Debit Adj. S1003223-D00002 - BIDARA GUARDFORCE SDN BHD

NOTES ACTIVITIES FILES CUSTOMIZATION TOOLS

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Type: Debit Adj	Vendor: MYV04374 - BIDARA GUARDFORCE SD	Payment Amount: 2,000.00	Bulk Payment Ref. Nbr.:
Reference Nbr.: S1003223-D00002	Location: MAIN - Primary Location	Unapplied Balance: 2,000.00	
Status: Open	Currency: MYR 1.00 VIEW BASE	Application Amount: 0.00	
* Application Date: 21/12/2023	Description: CN	Finance Charges: 0.00	
* Application Pe... 12-2023	Vendor 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	Date	Due Date	Cash Discount Date
	Invoice							0.00	0.00	0.00			

SELECT 🔍

Branch	Reference Nbr.	Date	Post Period	Location	Currency	Amount
> S01-10032	S1003223-I00006	21/12/2023	12-2023	MAIN	MYR	10,000.00

SEKIRANYA REFERENCE NBR TIDAK DIJUMPAI, TERDAPAT 2 KEMUNGKINAN IAITU:

- INVOICE TELAH DITEKAN BUTANG PAY ATAU
- INVOICE TELAH DIALLOCATE DENGAN ADJUSTMENT LAIN

BAGI MEMASTIKAN REFERENCE NBR INVOICE DAPAT DIPADANKAN DENGAN ADJUSTMENT, PEMOHON **TIDAK MENEKAN BUTANG PAY TERLEBIH DAHULU** PADA SKRIN INVOICE AND ADJUSTMENT SEBELUM MELAKSANAKAN PROSES PADANAN (ALLOCATION)

## 11. PASTIKAN NILAI YANG DIALLOCATE ADALAH TEPAT

Cheques and Payments  
Debit Adj. S1003223-D00002 - BIDARA GUARDFORCE SDN BHD

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Type: **Debit Adj.** Vendor: MYV04374 - BIDARA GUARDFORCE SE Payment Amount: 2,000.00 Bulk Payment Ref. Nbr.:  
 Reference Nbr.: S1003223-D00002 Location: MAIN - Primary Location Unapplied Balance: 0.00  
 Status: **Open** Currency: MYR 1.00 VIEW BASE Application Amount: 2,000.00  
 \* Application Date: 21/12/2023 Finance Charges: 0.00  
 \* Application Pe...: 12-2023 Description: CN  
 Vendor 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	Date	Due Date	Cash Discount Date
S01-10032	Invoice	S1003223-100006	0					2,000.00	0.00	0.00	21/12/2023	04/01/2024	21/12/2023

## 12. TEKAN BUTANG SAVE

Cheques and Payments  
Debit Adj. S1003223-D00002 - BIDARA GUARDFORCE SDN BHD

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Type: **Debit Adj.** Vendor: MYV04374 - BIDARA GUARDFORCE SE Payment Amount: 2,000.00 Bulk Payment Ref. Nbr.:  
 Reference Nbr.: S1003223-D00002 Location: MAIN - Primary Location Unapplied Balance: 0.00  
 Status: **Open** Currency: MYR 1.00 VIEW BASE Application Amount: 2,000.00  
 \* Application Date: 21/12/2023 Finance Charges: 0.00  
 \* Application Pe...: 12-2023 Description: CN  
 Vendor 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	Date	Due Date	Cash Discount Date
S01-10032	Invoice	S1003223-100006	0					2,000.00	0.00	0.00	21/12/2023	04/01/2024	21/12/2023

## 13. TEKAN BUTANG RELEASE

Cheques and Payments  
Debit Adj. S1003223-D00002 - BIDARA GUARDFORCE SDN BHD

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Type: **Debit Adj.** Vendor: MYV04374 - BIDARA GUARDFORCE SE Payment Amount: 2,000.00 Bulk Payment Ref. Nbr.:  
 Reference Nbr.: S1003223-D00002 Location: MAIN - Primary Location Unapplied Balance: 0.00  
 Status: **Open** Currency: MYR 1.00 VIEW BASE Application Amount: 2,000.00  
 \* Application Date: 21/12/2023 Finance Charges: 0.00  
 \* Application Pe...: 12-2023 Description: CN  
 Vendor 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	Date	Due Date	Cash Discount Date
S01-10032	Invoice	S1003223-100006	0					2,000.00	0.00	0.00	21/12/2023	04/01/2024	21/12/2023

## 14. STATUS ADJUSTMENT AKAN BERTUKAR MENJADI CLOSE

Cheques and Payments  
Debit Adj. S1003223-D00002 - BIDARA GUARDFORCE SDN BHD

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Type: **Debit Adj.** Vendor: MYV04374 - BIDARA GUARDFORCE SE Payment Amount: 2,000.00 Bulk Payment Ref. Nbr.:  
 Reference Nbr.: S1003223-D00002 Location: MAIN - Primary Location Unapplied Balance: 0.00  
 Status: **Closed** Currency: MYR 1.00 VIEW BASE Application Amount: 0.00  
 Application Date: 21/12/2023 Finance Charges: 0.00  
 Application Pe...: 12-2023 Description: CN  
 Vendor 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	Date	Due Date	Cash Discount Date
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The operation has completed.

15. DEBIT ADJUSTMENT TELAH BERTUKAR MENJADI **CLOSE** MANAKALA INVOICE MASIH BERSTATUS OPEN.  
**PILIH TRANSAKSI INVOICE PULA** DARIPADA SENARAI TERSEBUT BAGI MELIHAT KESAN APPLICATION DEBIT/CREDIT ADJUSTMENT TADI

Invoices and Adjustments CUSTOMIZATION TOOLS

ALL RECORDS OPEN INVOICE

Type	Reference Nbr.	Status	Date	Post Period	Vendor	Vendor Name	Description	Vendor Ref.	Amount
Debit Adj	S1003223-D000002	Closed	21/12/2023	12-2023	MYV04374	BIDARA GUARDFORCE SDN BHD	CN		2,000.00
Invoice	S1003223-I000006	Open	21/12/2023	12-2023	MYV04374	BIDARA GUARDFORCE SDN BHD	GFGDSASF	rewqwert	10,000.00

16. PASTIKAN NILAI BALANCE ADALAH KURANG DARIPADA NILAI INVOICE KERANA DEBIT ADJUSTMENT TELAH BERJAYA DIALLOCATE **ATAU** BERTAMBAH DARIPADA NILAI INVOICE JIKA CREDIT ADJUSTMENT TELAH BERJAYA DIALLOCATE

Invoices and Adjustments  
 Invoice S1003223-I000006 - BIDARA GUARDFORCE SDN BHD NOTES ACTIVITIES FILES CUSTOMIZATION TOOLS

DETAILS FINANCIAL TAXES APPROVALS APPLICATIONS BUDGET DETAILS SUB-CONTRACTOR/FACTORING TENDER WIZARD APPLICATION

Type	Vendor	Detail Total
Invoice	MYV04374 - BIDARA GUARDFORCE SDN BHD	10,000.00
Reference Nbr.	S1003223-I000006	Discount Total: 0.00
Status	Open	Tax Total: 0.00
Date	21/12/2023	With Tax: 0.00
Post Period	12-2023	Balance: 8,000.00
Vendor Ref.	rewqwert	Rounding Diff: 0.00
		Amount: 10,000.00
		Cash Discount: 0.00

Branch	Inventory ID	Transaction Descr.	Quantity	UOM	Unit Cost	Ext. Cost	Discount Amount	Amount	Account	Description	Subaccount	Pr
S01-10032		DFGFGDSAS	1.00	EACH	10,000.0000	10,000.00	0.00	10,000.00	P23100	Perhubungan dan Utiliti	01-10032-DA	X

17. SEMAK SAMADA *APPLICATION*/ALLOCATION ADALAH TEPAT. TEKAN BUTANG **PAY** UNTUK MENERUSKAN PROSES BAYARAN

Invoices and Adjustments  
 Invoice S1003223-I000006 - BIDARA GUARDFORCE SDN BHD NOTES ACTIVITIES FILES CUSTOMIZATION TOOLS

DETAILS FINANCIAL TAXES APPROVALS **APPLICATIONS** BUDGET DETAILS SUB-CONTRACTOR/FACTORING TENDER WIZARD APPLICATION

AUTO APPLY

Branch	Doc. Type	Reference Nbr.	Amount Paid	Cash Discount Taken	Date	Balance	Description	Currency	Post Period	Payment Ref.	Status
S01-10032	Debit Adj.	S1003223-D000002	2,000.00	0.0000	21/12/2023	0.00	CN	MYR	12-2023		Closed

18. PAPARAN CHEQUES AND PAYMENTS BERIKUT AKAN DIKELUARKAN. TEKAN **REMOVE HOLD**

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

**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 DETAILS

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

19. STATUS AKAN BERTUKAR KEPADA **PENDING PRINTING**. PROSES SETERUSNYA ADALAH DIBILIK CEK

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

HOLD **PRINT/PROCESS** PRINT PAYMENT VOUCHER ACTIONS ...

Type: <b>Cheque</b>	Vendor: SKP000033 - KATERING PENGKALAN	Payment Amount: 120.00
Reference Nbr.: S7000023-P00005	* Location: MAIN - Primary Location	Unapplied Balance: 0.00
Status: <b>Pending Print</b>	* 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 DETAILS

Branch	Document Type	* Reference Nbr.	Line Nbr.	Inventory ID	Project	Project Task	Account	Amount Paid	Cash Discount Taken	With. Tax	Date
S01-13036	Invoice	S1303623-00005	0					120.00	0.00	0.00	26