

2024

SISTEM KEWANGAN PUTRA FINANCE :
PURCHASE RECEIPT
(BEKALAN/PERKHIDMATAN/KERJA)



PEJABAT BURSAR

UNIVERSITI PUTRA MALAYSIA

01 APRIL 2024

PENYEDIAAN PURCHASE RECEIPT OLEH PUSAT TANGGUNGJAWAB MELIPUTI PERKARA BERIKUT:

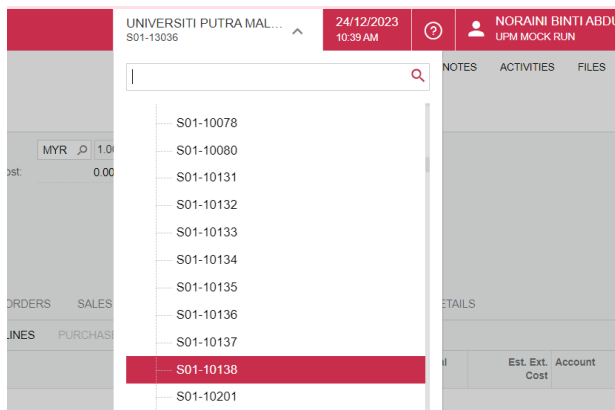
A. PURCHASE RECEIPT BEKALAN/PERKHIDMATAN/KERJA

B. PURCHASE RECEIPT ASET DAN ASET BERNILAI RENDAH

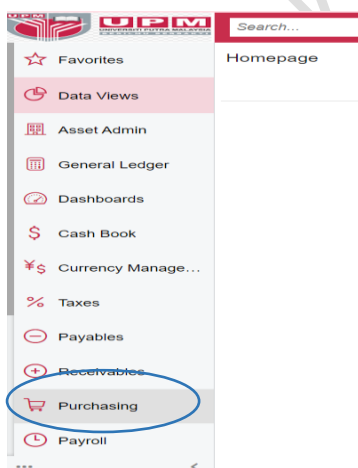
A. PURCHASE RECEIPT BEKALAN/PERKHIDMATAN/KERJA

- 1) LOGIN PUTRA FINANCE SEBAGAI PEMOHON /KERANI PTJ
- 2) 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



3) PILIH MODUL PURCHASING



4) DI **DATA ENTRY > PILIH PURCHASE ORDER**- KLIK KANAN DAN TEKAN **OPEN IN NEW TAB** UNTUK BUKA DI TAB BARU

Purchasing

New Purchase Order New Purchase Receipt New Purchase Request New Vendor

Data Entry Requisitions **Purchase Orders** + NEW
Open in new tab
Open in new window

Standard Reports Purchase Order Summary Purchase Order Details by Vendor Purchase Order Details by Inven... Purchase Order Receipt and Billi... Purchase Receipt Details by Vendor

Setup Vendor Contract Vendors Factoring/Sub-Contractor Setup Vendor Inventory

Document Formats Item Request Purchase Order Purchase Receipt Requisitions

5) **PILIH PURCHASE ORDER BERSTATUS OPEN**

Purchase Orders

ALL RECORDS MY PURCHASE ORDERS

Type: All Status: All Date: All Vendor: All

Type	Order Nbr.	Status	Date	Vendor	Vendor Name	Description
Normal	S1303623-P00004	Open	24/12/2023	BDB000004	DAPO BONDA CAFE & CATERING	SYARAHAN INAUGURAL PROF Y

6) **TEKAN TITIK 3 ... UNTUK PROSES PRINT PURCHASE ORDER**

Purchase Orders

Normal S1303623-P00004 - DAPO BONDA CAFE & CATERING

ENTER PO RECEIPT

Type: Normal Vendor: BDB000004 - DAPO BONDA CAFE & CA Line Total: 5.00
Order Nbr.: S1303623-F Location: MAIN - Primary Location Discount Total: 0.00
Status: Open Owner: A02674 - NORAINI BINTI ABDULLAH Tax Total: 0.00
Approved Currency: MYR 1.00 VIEW BASE Order Total: 5.00
Date: 24/12/2023 Vendor Ref.: First Printed On: 24/12/2023
Promised On: 24/12/2023 Direct Purchase Order Limit First Printed By: NORAINI BINTI ABDULLAH
Description: SYARAHAN INAUGURAL PROF YYY-MAKAN

DOCUMENT DETAILS TAXES SHIPPING VENDOR INFO APPROVALS PO HISTORY PREPAYMENTS OTHER BUDGET DETAILS DIGITAL SIGNING

Branch	Inventory ID	Line Type	Warehouse	Line Description	UOM	Order Qty.	Qty. On Receipts	Unit Co
S01-13036	SERVICES	Non-Stock	S01-13036A	MAKAN MAKAN	EACH	1.00	1.00	5.000

Purchase Orders

Normal S1303623-P00004 - DAPO BONDA CAFE & CATERING

ENTER PO RECEIPT

Type: Normal Vendor: BDB000004 - DAPO BONDA CAFE & CA
 Order Nbr.: S1303623-F_0 Location: MAIN - Primary Location
 Status: Open Owner: A02674 - NORAINI BINTI ABDULLAH
 Approved Currency: MYR 1.00 VIEW BASE
 Date: 24/12/2023 Vendor Ref.:
 Promised On: 24/12/2023 Direct Purchase Order Limit
 Description: SYARAHAN INAUGURAL PROF YYY-MAKAN

DOCUMENT DETAILS TAXES SHIPPING VENDOR INFO APPROVALS PO HISTORY

Branch	Inventory ID	Line Type	Warehouse	Line
S01-13036	SERVICES	Non-Stock	S01-13036A	MAK

Processing

- Remove Hold
- Hold
- Create Prepayment Request
- Enter PO Receipt
- Enter AP Bill
- Complete Order
- Cancel Order
- Reopen Order

Approval

- Approve
- Reject

Printing and Emailing

- ☆ Print Purchase Order
- Do Not Print
- Email Purchase Order
- Do Not Email
- Other
- Recalculate Prices
- Validate Addresses
- Reports
- Vendor Details
- Print Purchase Order Edit Det...
- Purchase Order Receipt and B...

UNIVERSITI PUTRA MALAYSIA SERDANG
 Pejabat Buaras, Bangunan Canselor Putra
 Aman 2, Universiti Putra Malaysia, Serdang, 43400.
 SELANGOR.
 Tel: 019-2099039 Fax: 03-2093033

ASAL

Muka Surat 1/1

PESANAN PEMBELIAN
 Pesanan ini hendaklah dikembalikan dengan invoice tuan dan pesanan ini akan dibatalkan jika barang-barang/kerja-kerja tidak diterima/dilaksana sebelum tarikh yang ditetapkan.

Tahun Kewangan	No. Pesanan	Tarikh Pesanan
2023	S1303623-P00004	24/12/2023

Kepada Pembekal / Kontraktor: BDB000004
 DAPO BONDA CAFE & CATERING
 DAPO BONDA CAFE & CATERING
 LOT 3430 BENTULU TOWN DISTRICT
 97000 BENTULU
 SARAWAK
 MALAYSIA
 Tel: 013-8424419 Email: dapobondbnt15@gmail.com

Sila bawakan barang-barang / laksanakan kerja yang terbut di bawah kepada
 SH-13036
 MALAYSIA

Pada atau sebelum: 24/12/2023

Bil	Keterangan	Kuantiti	Harga Semula (RM)	Aman (RM)
1	SYARAHAN INAUGURAL PROF YYY-MAKAN MAKAN MAKAN	1.00	5.00	5.00
Jumlah				5.00

Amanan Ringgit Malaysia: Lima Sahaja

Pemohon: NORAINI BINTI ABDULLAH
 No Nota Mula/Rajukan

Disediakan: NORAINI BINTI ABDULLAH
 Jawatan: PEGAWAI KEWANGAN Tarikh: 24/12/2023 10:19 PM

Pesanan ini dijana oleh komputer dan tandatangan tidak diperlukan

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ASAL

Muka Surat 1/1

PESANAN PEMBELIAN
 Pesanan ini hendaklah dikembalikan dengan invoice tuan dan pesanan ini akan dibatalkan jika barang-barang/kerja-kerja tidak diterima/dilaksana sebelum tarikh yang ditetapkan.

Tahun Kewangan	No. Pesanan	Tarikh Pesanan
2023	S1303623-P00004	24/12/2023

PEMBAYARAN TIDAK AKAN DIBUAT JIKA PERAKUAN TIDAK DIPENUHAKAN ATAU JIKA NASAKAH INI TIDAK DIKEMBALIKAN

PERAKUAN MENGENAI MUTU
 (Hendaklah dipenakam oleh Pembekal)

Saya memperakui bahawa saya telah membekalkan barang-barang atau telah melaksanakan kerja yang terbut di atas mengikut "surat saya / surat tuan S1303623-P00004 bertarikh 24/12/2023

Tarikh _____ Tandatangan Pembekal / Kontraktor _____
 dan Cap Rasmi _____

Nota Peringatan: Sila tandatangan di ruangan pembekal/kontraktor pesanan kerajaan dan cap rasmi syarikat. Kemaskikan nama / no. daftar syarikat / alamat dan no. akaun bank di bah / invoice dalam 2 minggu.

PERAKUAN
 (Hendaklah dipenakam oleh Jabatan)

"(1) barang-barang yang diposkan telah diterima dan "dikhawankan untuk terus dipanaskan" ditunggu dan dibekalkan dalam buku inventori/Barang Aman No. _____
 "(2) kerja yang dibekalkan di atas telah dilaksanakan dengan memuaskan.

Tarikh _____ Tandatangan Penerima _____
 Nama Penerima _____

*Patang mana yang tidak berkenaan

DAPATKAN TANDA TANGAN PEMBEKAL DAN KETUA PTJ/PEGAWAI DIBERI KUASA

7) SELEPAS MENDAPATKAN TANDA TANGAN PADA DOKUMEN PURCHASE ORDER, TEKAN **ENTER PO RECEIPT**

Purchase Orders
Normal S1303623-P00004 - DAPO BONDA CAFE & CATERING

← → + - K < > X **ENTER PO RECEIPT** ...

Type:	Normal	Vendor:	BDB000004 - DAPO BONDA CAFE & CA	Line Total:	5.00
Order Nbr.:	S1303623-F	Location:	MAIN - Primary Location	Discount Total:	0.00
Status:	Open	Owner:	A02674 - NORAINI BINTI ABDULLAH	Tax Total:	0.00
Date:	24/12/2023	Currency:	MYR 1.00 VIEW BASE	Order Total:	5.00
Promised On:	24/12/2023	Vendor Ref.:		First Printed O...:	24/12/2023
Description:			SYARAHAN INAUGURAL PROF YYY-MAKAN	First Printed By:	NORAINI BINTI ABDULLAH

DOCUMENT DETAILS TAXES SHIPPING VENDOR INFO PO HISTORY PREPAYMENTS OTHER BUDGET DETAILS DIGITAL SIGNING

Branch	Inventory ID	Line Type	Warehouse	Line Description	UOM	Order Qty.	Qty. On Receipts
S01-13036	SERVICES	Non-Stock	S01-13036A	MAKAN MAKAN	EACH	1.00	0.00

8) PAPARAN BERIKUT AKAN DIKELUARKAN. MASUKKAN PERKARA BERIKUT:

VENDOR REF : NO INVOIS PEMBEKAL

OWNER : PENGGUNA

PADA TAB *DETAIL* > *RECEIPT QTY* : MASUKKAN BILANGAN SEBENAR DITERIMA

Purchase Receipts
Receipt S1226024-R00001 - METRO COPIER SOLUTION

← → + - K < > X **REMOVE HOLD** ...

Type:	Receipt	Vendor:	SMC000128 - METRO COPIER SOLUTIK	Total Qty.:	12.00
Receipt Nbr.:	S1226024-R	* Location:	MAIN - Primary Location	Control Qty.:	0.00
Status:	On Hold	Currency:	MYR 1.00 VIEW BASE	Uninvoiced Qu...:	12.00
* Date:	08/02/2024	<input type="checkbox"/> Create Bill		Total Cost:	2,160.00
* Post Period:	02-2024	Vendor Ref.:	INV67060		
		Workgroup:			
		Owner:	NOR ISKANDAR BIN JAAFAR		

DETAILS ORDERS PUT AWAY HISTORY BILLING LANDED COSTS OTHER

Warehouse	Location	Transaction Descr.	UOM	Ordered Qty.	Open Qty.	Receipt Qty.	* Projec
S01-12260A	<SPLIT>	Disember 2023	EACH	1.00	0.00	1.00	X

SEKIRANYA MELIBATKAN BAYARAN BERKALA SEPERTI KONTRAK PENCUCIAN DAN SEMASA PURCHASE REQUISITION, PEMOHON TIDAK MENGASINGKAN KETERANGAN MENGIKUT BULAN (IAITU MENGINPUT ORDERED QTY BERDASARKAN JUMLAH BULAN), MAKA PADA RECEIPT QTY, HANYA MASUKKAN BILANGAN BULAN YANG AKAN DIBAYAR

JIKA MELIBATKAN PEMBAYARAN PEROLEHAN BERKALA DAN SEKIRANYA PENYEDIAAN PURCHASE REQUISITION ADALAH MENGIKUT BULAN PADA SETIAP LINE, PILIH LINE BULAN YANG TIDAK AKAN DIBAYAR LAGI DAN TEKAN BUTANG X UNTUK MENGELUARKAN DARI PROSES PEMBAYARAN

CONTOH:

DETAILS								ORDERS	PUT AWAY	HISTORY	BILLING	LANDED COSTS	OTHER
LINE DETAILS								ADD LINE	ADD PO	ADD PO LINE	VIEW PO		
Branch	Inventory ID	Line Type	Warehouse	Location	Transaction Descr.								
S01-10032	SERVICES	Service	S01-10032A	<SPLIT>	BENDAHARI 1 (2105CIM00887)								
S01-10032	SERVICES	Service	S01-10032A	<SPLIT>	BENDAHARI 2 (2105CIM00014)								
S01-10032	SERVICES	Service	S01-10032A	<SPLIT>	BPOB ATAS (2105CIM00041)								
S01-10032	SERVICES	Service	S01-10032A	<SPLIT>	PANTRI BILIK MESYUARAT (2105CIM000...)								

9) TEKAN BUTANG **SAVE**. RECEIPT NBR AKAN DIPAPARKAN. TEKAN BUTANG **REMOVE HOLD**

Purchase Receipts
Receipt S1226024-R00001 - METRO COPIER SOLUTION

← [Save] [Refresh] [Undo] [Redo] [Print] [Close] [Back] [Forward] [Home] [Remove Hold] ...

Type:	Receipt	Vendor:	SMC000128 - METRO COPIER SOLUTIK	Total Qty.:	12.00
Receipt Nbr.:	S1226024-R	* Location:	MAIN - Primary Location	Control Qty.:	0.00
Status:	On Hold	Currency:	MYR 1.00	Uninvoiced Qu...:	12.00
* Date:	08/02/2024	<input type="checkbox"/> Create Bill	VIEW BASE	Total Cost:	2,160.00
* Post Period:	02-2024	Vendor Ref.:	INV67060		
		Workgroup:			
		Owner:	NOR ISKANDAR BIN JAAFAR		

DETAILS ORDERS PUT AWAY HISTORY BILLING LANDED COSTS OTHER


10) STATUS **ON HOLD** AKAN BERTUKAR KEPADA **BALANCE**.

Purchase Receipts
Receipt - DAPO BONDA CAFE & CATERING

← [Save] [Refresh] [Undo] [Redo] [Print] [Close] [Back] [Forward] [Home] [Release] ...

Type:	Receipt	Vendor:	BDB000004 - DAPO BONDA CAFE & CA	Total Qty.:	1.00
Receipt Nbr.:	<NEW>	* Location:	MAIN - Primary Location	Uninvoiced Qu...:	1.00
Status:	Balanced	Currency:	MYR 1.00	Total Cost:	5.00
* Date:	24/12/2023	<input type="checkbox"/> Create Bill	VIEW BASE		
* Post Period:	12-2023	Vendor Ref.:	INV123		
		Workgroup:			
		Owner:	YUSNAWATI BINTI MAT ISA		

DETAILS ORDERS PUT AWAY HISTORY BILLING LANDED COSTS OTHER

11) MUATNAIK DOKUMEN INVOIS,DO,LAIN-LAIN **DOKUMEN YANG TELAH DISAHKAN** DENGAN MENEKAN BUTANG PADA GAMBAR  DI MENU *DETAILS* . TEKAN *BROWSE* DOKUMEN , PILIH DOKUMEN DAN TEKAN *UPLOAD*. SELEPAS SELESAI MEMUATNAIK DOKUMEN, TEKAN X

Purchase Receipts

Receipt S1303623-R00005 - DAPO BONDA CAFE & CATERING

← ↻ 📄 ⏪ + 🗑️ 📄 ⏩ K < > >| **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	<input type="checkbox"/> Create Bill			
* Post Period:	12-2023	Vendor Ref.:	INV123		
		Workgroup:			
		Owner:	YUSNAWATI BINTI MAT ISA		

DETAILS ORDERS PUT AWAY HISTORY BILLING LANDED COSTS OTHER

↻ + ✎ ✕ LINE DETAILS ADD LINE ADD PO ADD PO LINE VIEW PO |←| |→|

* Branch	* Inventory ID	Line Type	* Warehouse	Location	Transaction Descr.
S01-13036	SERVICES	Non-Stock	S01-13036A	<SPLIT>	MAKAN MAKAN

Requisitions

S1303623-00007 - SYARAHAN INAUGURAL PROF XXX - PENYEDIAAN MAKANAN

← ↻ 📄 ⏪ + 🗑️ 📄 ⏩ K < > >| **REMOVE HOLD** ...

* Branch:	S01-13036	Priority:	Normal
Ref. Nbr.:	S1303623-0	* Creator:	A02
Status:	On Hold	Customer:	CBI
* Date:	24/12/2023	Location:	MA
<input type="checkbox"/> Approved			
<input type="checkbox"/> Quoted			

Files

Select the file.

Browse **Upload**

↻ ⬇️ ADD LINK REMOVE LINK |←| |→| UPLOAD USING MOBILE APP No file chosen

File name	Comment	Last Date	EditUrl
PEROLEHAN.jpg		24/12/2023	Edit

Files

Select the file.

Browse **Upload**


↻ ⬇️ ADD LINK REMOVE LINK |←| |→| UPLOAD USING MOBILE APP

File name	Comment	Last Date	EditUrl
PEROLEHAN.jpg		24/12/2023	Edit

DETAILS SHIPPING BIDDING VENDOR INFO APPROVALS OTHER

↻ + ✎ ✕ REQUEST DETAILS ADD ITEMS ADD REQUESTED ITEMS

Inventory ID	Line Source	Line Type	Warehouse
SERVICES	Draft	Service	S01-13036A

(GAMBAR  BERTUKAR **KUNING** BERMAKSUD DOKUMEN TELAH DIMUAT NAIK). DOKUMEN YANG DIMUATNAIK TIDAK BOLEH DIPADAM/UBAH

PURCHASE RECEIPT YANG BERSTATUS BALANCED AKAN DISEMAK DAN DIBUAT BAYARAN OLEH PEJABAT BURSAR SEKIRANYA TELAH LENGKAP.

12) PEMULANGAN DOKUMEN OLEH PEJABAT BURSAR

JIKA TERDAPAT KESILAPAN PADA KUANTITI ATAU NO INVOIS PEMBEKAL, PEJABAT BURSAR AKAN MEMULANGKAN DOKUMEN KEPADA PTJ DI MANA *BATCH RETURN* AKAN DIWUJUDKAN. PTJ HENDAKLAH MELAKSANAKAN PROSES **REMOVE HOLD** PADA BATCH INI

The screenshot displays the SAP Purchase Receipts interface for a return document. The document title is "Return S1400124-R00043 - LAB CARE RESOURCES". The status is "On Hold". A green button labeled "REMOVE HOLD" is highlighted with a red circle. The interface includes fields for Type (Return), Receipt Nbr. (S1400124-F), Status (On Hold), Date (15/03/2024), Post Period (03-2024), Vendor (LC000220 - LAB CARE RESOURCES), Location (MAIN - Primary Location), Currency (MYR 1.00), and Total Cost (1,500.00). The interface also shows tabs for DETAILS, ORDERS, PUT AWAY, HISTORY, BILLING, and OTHER, and a toolbar with icons for refresh, edit, delete, and other actions.

PTJ PERLU SEDIAKAN PURCHASE RECEIPT BAHARU DENGAN MAKLUMAT YANG TEPAT.

B. PURCHASE RECEIPT ASET DAN ASET BERNILAI RENDAH

-SEDANG DIKEMASKINI-

UNTUK KEGUNAAN UPM SAHAJA