UNIVERSITI PUTRA MALAYSIA

AGRICULTURE • INNOVATION • LIFE

TAKLIMAT PILOT TEST
AP TRACKING
02 JUN 2021

PEJABAT BURSAR

PERATURAN ARAHAN PEMBAYARAN

ARAHAN PERBENDAHARAAN
AP 103

SEMUA BIL DAN TUNTUTAN BAYARAN HENDAKLAH DIBAYAR DENGAN SEGERA

“Ketua Jabatan atau ketua pejabat hendaklah meminta supaya semua bil dan tuntutan disampaikan dengan segera. Mereka hendaklah memastikan bahawa bil itu dibayar dengan segera tidak lewat dari 14 hari dari tarikh ianya diterima dengan lengkap dan sempurna”

RINGKASAN PROSES BAYARAN KEPADA PEMBEKAL MELALUI PESANAN BELIAN DAN TANPA PESANAN BELIAN

PEMBEKAL

- Hantar bekalan/laksanakan perkhidmatan beserta dokumen: Pesanan Belian asal, Invois dan Nota Hantaran ke PTJ
- Bagi perolehan tanpa PO, sediakan invois dan hantar ke PTJ

PTJ (5 HARI)

- Cop terima invois
- Input Document Register AP Tracking
- Tandatangan perakuan terimaan bekalan/perkhidmatan pada Nota Hantaran oleh pegawai diberi kuasa
- Sedia penilaian prestasi/FAMS/Work Order
- Dapatkan tanda tangan pengesahan bayaran oleh pegawai diberi kuasa
- Cetak report Document Register (Current) dan hantar ke BPOB/Seksyen Kewangan

BPOB/ SEKSYEN (7 HARI)

- Cop terima Document Register (Current)
- Carian Dokumen di Document Approval (AP Tracking) dan Approved/ Reject
- Input tarikh terima di zon/seksyen pada ruangan Finance Received Date
- Proses bayaran Invois entry/payment entry/baucer

EFT

- Register EFT/Cek
- Pindahan ke Bank Penerima

PROSES TUNTUTAN PEMBEKAL MELALUI PESANAN BELIAN

PROSES TUNTUTAN PEMBEKAL MELALUI PESANAN BELIAN

Mula

1. Terima pesanan belian daripada UPM

2. Sempurnakan Bekalan/ Perkhidmatan /Kerja di PTJ

3. Perolehan dengan PO : Hantar Pesanan Belian (PO asal), Nota Hantaran (DO) kepada PTJ

4. Tanggungjawab PTJ:

- Tanda tangan perakuan terimaan bekalan/perkhidmatan pada Nota Hantaran oleh pegawai diberi kuasa
- Sediakan penilaian prestasi pembekal/ Daftar aset (FAMS)/ Daftar penyelenggaraan (Work Order)
- Dapatkan tanda tangan pengesahan bayaran oleh pegawai diberi kuasa

DALAM TEMPOH 5 HARI

5. Pembekal Sediakan Invois dan kemukakan ke PTJ

6. PTJ cop tarikh terima pada invois dari pembekal

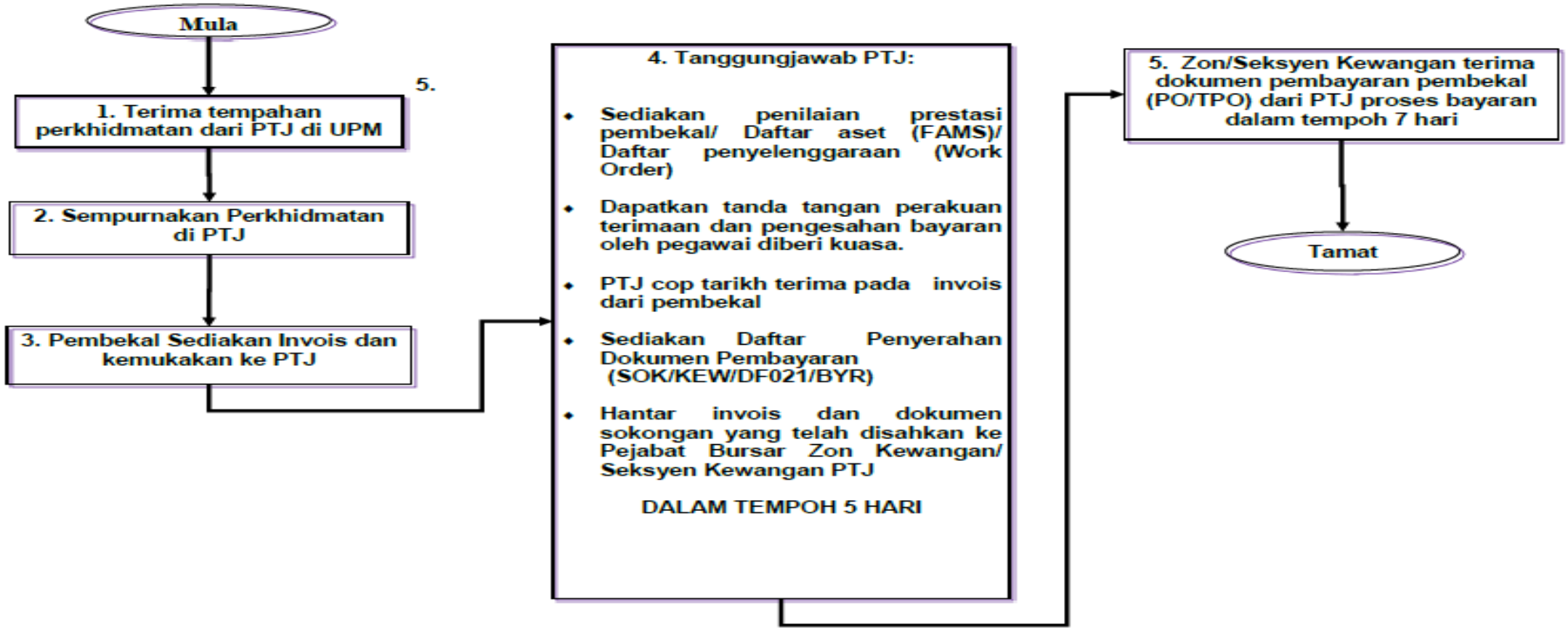
- Sediakan Daftar Penyerahan Dokumen Pembayaran (SOK/KEW/DF021/BYR)
- Hantar invois dan dokumen sokongan yang telah disahkan seperti di langkah 3 dan 4 ke Pejabat Bursar Zon Kewangan/ Seksyen Kewangan PTJ

DALAM TEMPOH 2 HARI

7. Zon/Seksyen Kewangan terima dokumen pembayaran pembekal (PO/TPO) dari PTJ proses bayaran dalam tempoh 7 hari

Tamat

PROSES TUNTUTAN PEMBEKAL TANPA PESANAN BELIAN



AP TRACKING SAGA 8.2- DOCUMENT REGISTER

Century Financials 8.2 - UNIVERSITI PUTRA MALAYSIA

Help

My Menu | My Tasks | My Profile

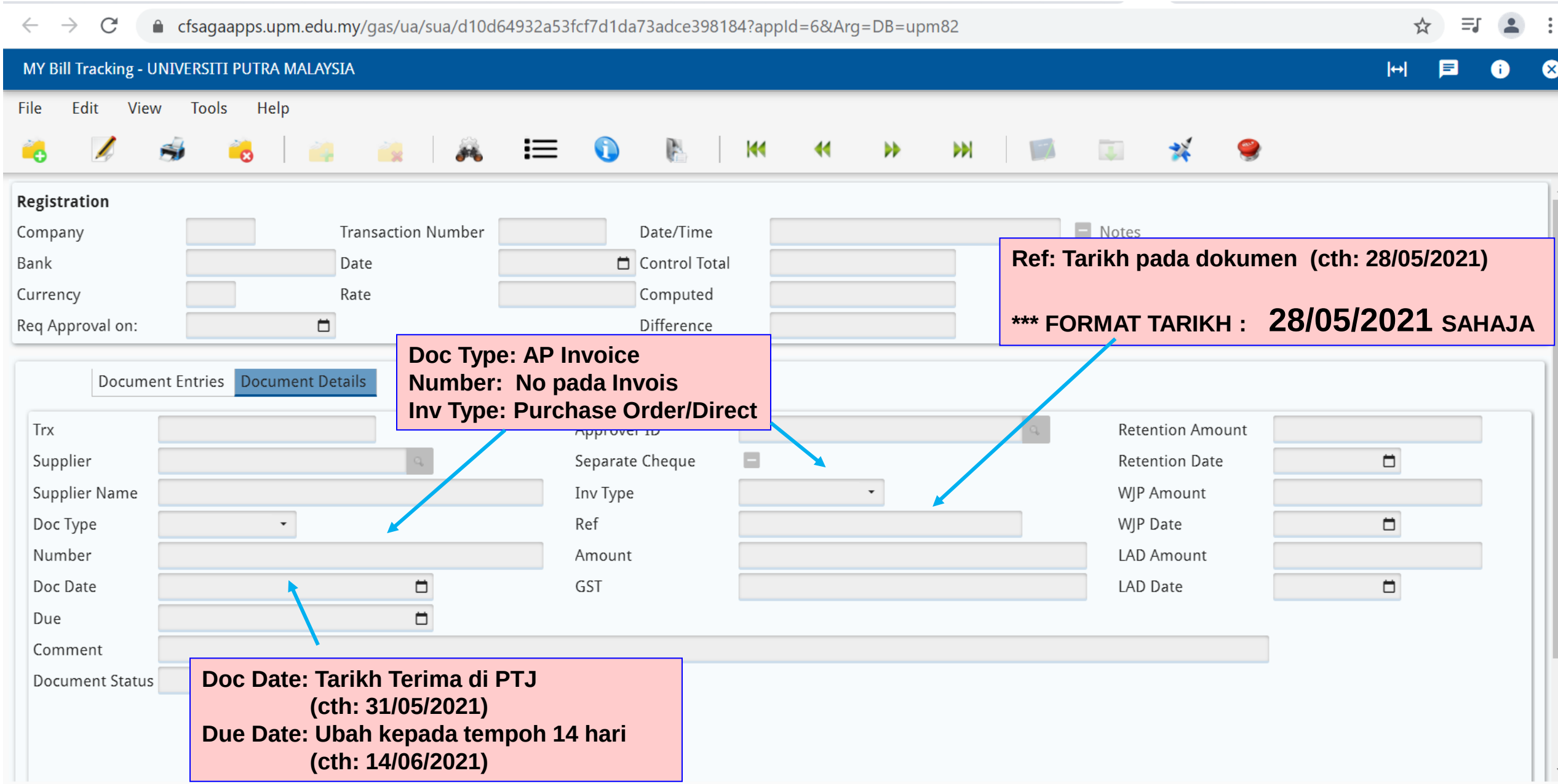
- Workflow Tasklist Status
- Financial
  - General Ledger
  - Account Payables
    - Process
      - AP Tracking
        - Document Register
        - Document Approval
        - Finance Received Document
      - Invoice
      - Credit Note
      - Debit Note
      - AP Payment Workflow
      - Payment Entry
      - Payment Printing

Langkah AP Tracking

1. Pilih Co.
2. Financial
3. Accounts Payable
4. Process
5. AP Tracking
6. Document Register
7. OK

OK | Exit

CONTOH SKRIN MY BILL AP TRACKING



NOMBOR INVOIS BAGI LAIN-LAIN DOKUMEN TPO

Bagi kategori Surat Arahan Bayaran/ Tuntutan Enumerator/Bayaran Pensyarah Sambilan

JADUAL 1

BULAN	SINGKATAN
JANUARI	JAN
FEBRUARI	FEB
MAC	MAC
APRIL	APR
MEI	MEI
JUN	JUN
JULAI	JUL
OGOS	OGS
SEPTEMBER	SEP
OKTOBER	OKT
NOVEMBER	NOV
DISEMBER	DIS

Jika terpaksa menggabungkan dua bulan yang berlainan, sila gunakan singkatan bulan seperti di dalam Jadual 2 untuk memasukkan data ke dalam sistem.

JADUAL 2

BULAN	SINGKATAN
JANUARI	JI
FEBRUARI	FI
MAC	MC
APRIL	AL
MEI	MI
JUN	JN
JULAI	JL
OGOS	OS
SEPTEMBER	SR
OKTOBER	OR
NOVEMBER	NR
DISEMBER	DR

CONTOH NOMBOR INVOIS BAGI LAIN-LAIN DOKUMEN TPO

KATEGORI	KAEDAH	
ENUMERATOR	UPHBLNTHN	
	CTH :	UPHJAN21@UPHJIFI21@UPH16JN17OS21
SURAT ARAHAN	a)	RUJUKAN SURAT
	CTH :	BAYARAN TUNTUTAN PERUBATAN PESARA
		BHG 7 - PESARA (36)
	b)	NO. MATRIK
	CTH :	BAYARAN PENILAI BEBAS SGS
		GS59259
	c)	BLN THN
	CTH :	BAYARAN BULANAN MUAZZIN/ BILAL
		SEP21
	d)	BLOK NO. BILIK
	CTH :	PEMULANGAN KUNCI KOLEJ PENGINAPAN
		KASTURI 114
	e)	BAYARAN YURAN (BAGI YANG INGKAR TANPA P.O.)
	CTH :	RINGKASAN NAMA CONFERENCE/ HURUF PERTAMA NAMA PESERTA
		NYAWA19/YMI
BORANG-BORANG DALAM ISO	NOMBOR BORANG BULAN TAHUN	
	BR012JUN19@BR48FIMC21	
	TAPI KALAU SEBULAN HANTAR LEBIH DARIPADA SEKALI	
	BR012JUN1901 DAN SETERUSNYA	

CONTOH SKRIN MY BILL AP TRACKING

cfsagaapps.upm.edu.my/gas/ua/sua/d10d64932a53fcf7d1da73adce398184?appId=1&Arg=DB=upm82

MY Bill Tracking - UNIVERSITI PUTRA MALAYSIA

File Edit View Tools Help

Registration

Company	UPM	Transaction Number	000370	Date/Time	6/2021:01Jun2021-30Jun2021		Notes
Bank	A11101	Date	18/05/2021	Control Total	13,540.00		Procedures
Currency	MYR	Rate	1.0000	Computed	13,540.00		
Req Approval on:	18/05/2021			Difference	0.00		

Document Entries | Document Details

Trx	Payee ID	Payee Name	Type	Number	Doc Date	Amount	Document Status
1	KT000061	KOPETRO TRAVEL AND T	AP Ir	DIINVOI23775	18/ /2021	5,580.00	Finance Received
2	SH000111	SRIAMERA HOLIDAYS SD	AP Ir	SAH0010554	18/ /2021	7,960.00	Finance Received

CONTOH

CONTOH SKRIN MY BILL AP TRACKING

cfsagaapps.upm.edu.my/gas/ua/sua/d10d64932a53fcf7d1da73adce398184?appId=1&Arg=DB=upm82

MY Bill Tracking - UNIVERSITI PUTRA MALAYSIA

File Edit View Tools Help

Registration

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Bank	A11101	Date	18/05/2021	Control Total	13,540.00	Procedures	
Currency	MYR	Rate	1.0000	Computed	13,540.00		
Req Approval on:	18/05/2021			Difference			

Document Entries | Document Details

Trx	1	Approver ID	M	Retention Amount	0.00
Supplier	KT000061	Separate Cheq		Retention Date	
Supplier Name	KOPETRO TRAVEL AND T	Inv Type	Direct	WJP Amount	
Doc Type	AP Invoice	Ref	19/2/21	WJP Date	
Number	DIINVOI23775	Amount	5,580.00	LAD Amount	
Doc Date	18/05/2021	GST	0.00	LAD Date	
Due	01/06/2021				
Comment	TIKET PENERBANGAN MUHAMMAD AZFAR :TAM157				
Document Status	Finance Received				

CONTOH

CONTOH CETAKAN PRINT CURRENT DOCUMENT REGISTER

cfsagaapps.upm.edu.my/reports/0032a02420/0602132339.pdf

Converted Century report to PDF 1 / 1 100%

** UNIVERSITI PUTRA MALAYSIA ** Wed Jun 02 2021 13:23:38

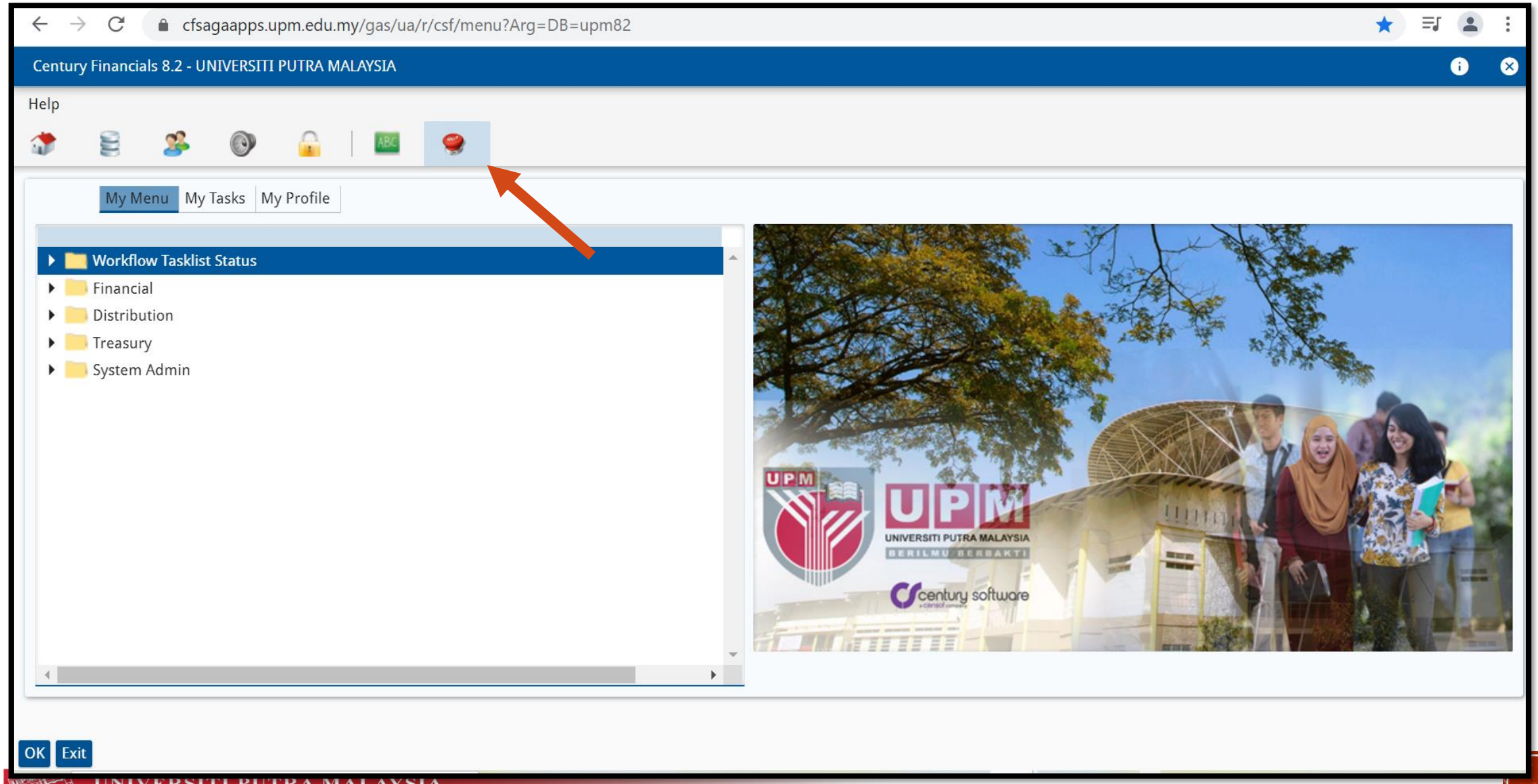
- AP DOCUMENT REGISTRATION -

Transaction Line #	Date Supp ID	Bank Supplier Name	Doc Type	Status Number	Reference Remarks	Date	Due	Inv Type	Amount	Separate Chq	Retention Date	Retention Amount	GST Amount	Purchaser ID
000370	18/05/2021	A11101		** POSTED: 18/05/2021 **										
1	KT000061	KOPETRO TRAVEL AND T	AP INV	DIINVOI23775	19/2/21 TIKET PENERBANGAN MUHAMMAD AZFAR :TAM157	18/05/2021	01/06/2021	D	5,580.00	N		0.00	0.00	UPM
	KOPETRO TRAVEL AND TOURS SDN. BHD. B-1-5 MEGAN AVENUE 2 NO. 12 JALAN YAP KWAN SENG 50450 KUALA LUMPUR													
2	SH000111	SRIAMERA HOLIDAYS SD	AP INV	SAH0010554	10/5/2021 BYR TIKET MUHAMMAD SYAHMEER HOW :TA	18/05/2021	01/06/2021	D	7,9 00	N		0.00	0.00	UPM
	SRIAMERA HOLIDAYS (M) SDN BHD NO 66G JALAN AIRPORT CITY 2 AIRPORT CITY BUSINESS CENTRE 43900 SEPANG SELANGOR 40200 SHAH ALAM, SELANGOR DARUL EHSAN													
					BATCH T				13,540.00					

1 RECORDS PRINTED.

CONTOH

RUJUKAN 999: http://www.censof.com/acct82docs/index.htm



RUJUKAN 999: http://www.censof.com/acct82docs/index.htm

Not secure | censof.com/acct82docs/index.htm

Accounts Payable

- Introduction
- System Features
- System Definition
- Reference Data Set Up
- Program Descriptions
- Reports

Accounts Receivable
Bank Processing
Billing Engine
Budgetary Control
Cash Book
Claims & Advances
Deposit & Trust
Fixed Assets
Fuel Card
General Ledger
Investments
Job Control
Loans & Leases
Loan Management
Multi Currency
Malaysian GST
Malaysian Payroll
Malaysia Specific
Order Entry
Plant Maintenance

century software
a censof company

Accounts Payable

Caring | Credible | Committed

Document Registration

Purpose

Arahan Perbendaharaan 103 (a) requires that all bills and claims must be registered in the Document Register and checked by the Ketua Jabatan or his representatives at least once a month. Thereafter, payments must be paid within 14 days.

The AP Tracking System is created to assist users to track the progress of the bills/claims processing. It comprises of 3 main process, namely **Document Registration**, **Document Approval** and **Finance Receive Docs**.

The Document Registration program allows user to register the documents in the system for record and tracking purposes.

Procedure

Before this program can be utilised, the following must be done to enable the AP Tracking feaature :

- **Config MYBILLREGISTER must be set to YES**.

  If the config does not exist, when user select and initiate the program, system will display **Warning!** dialog box with message **"config 'MYBILLREGISTER has not been set."** to alert user. Once user click the **OK** button, system will close the dialog box. User is not allowed to access the program.

  If the config is set to **NO**, then the **Warning!** dialog box will display the message **"config MYBILLREGISTER is not 'YES'."** instead.

- **MY Database Upgrade R005 and R021 must be run**

  When program is selected, system will prompt **DATABASE MODIFICATION REQUIRED** dialog box with message **"Century Financials 8.0 MY Database Upgrade [Revision No.] must be run prior to running this program."** and the program can not be initiated.

Add

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Terima Kasih | *Thank You*