

Nombor Dokumen: M08/AKN

## MANUAL PENYEDIAAN LAPORAN PEMIUTANG DARIPADA MODUL PAYABLES

- **Tujuan:** Manual ini adalah bertujuan untuk menerangkan tatacara Penyediaan Laporan Pemiutang Daripada Modul *Payables* yang meliputi :-
  - I. Ledger Listing
  - II. Aged Creditors

## I. PENYEDIAAN LAPORAN MELALUI LEDGER LISTING

- 1. Masuk ke sistem Century Financials 8.2. Pilih Financial.
- 2. Skrin seperti di skrin 1 akan terpapar. Pilih Account Payables.



Skrin 1



Skrin 2

3.Skrin seperti di skrin 2 akan terpapar. Pilih *Report* dan skrin seperti skrin 3 akan terpapar.



Skrin 3

4.Pilih Ledger Listing dan skrin 4 akan terpapar.



Skrin 4

5. Isikan maklumat yang dikehendaki pada ruangan seperti di skrin 5 dibawah. Klik ok.

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Skrin 5

6.Pilih *printer u*ntuk mencetak ataupun *brwsr* untuk paparan di skrin web. Rujuk skrin 6.

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7.Hasil laporan adalah seperti di skrin 7 di bawah.

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## II. PENYEDIAAN LAPORAN MELALUI AGED CREDITORS

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9. Rujuk skrin 3. Pilih Aged Creditors. Skrin seperti di skrin 8 akan terpapar.

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Skrin 8

10.Masukkan maklumat yang dikehendaki di ruangan *Supplier ID, Ageing Date, Report Mode dan Due Date* seperti di skrin 9 dan tekan ok.

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Skrin 9

11.Pilih printer sekiranya laporan ingin dicetak atau pilih brwsr untuk paparan di skrin web. Rujuk skrin 10.

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- 12.Pastikan amaun pada AP Aged Creditor Analysis adalah sama dengan amaun pada kod pemiutang di GL.
- 13.Sekiranya tidak sama, buat Request For Service (RFS) kepada Censof Century di laman web https://www.censof.com/rfs/.