

Tujuan : Manual ini bertujuan untuk menerangkan tatacara pembatalan cek yang meliputi :-

- I. Pembatalan cek yang perlu diganti.
- II. Pembatalan cek yang tidak perlu diganti.
- III. Pembatalan EFT yang perlu diganti.
- IV. Pembatalan EFT yang tidak perlu diganti.

I. TATACARA PEMBATALAN CEK YANG PERLU DIGANTI

- 1. Terima
 - a) Borang Permohonan Cek Ganti (SOK/KEW/BR033/BYR), dan
 - b) surat/memo permohonan ganti cek dari pembekal/staf/seksyen/zon/unit kewangan, dan
 - c) Fizikal cek yang ingin diganti, atau
 - d) Arahan Memberhentikan Bayaran ke Atas Cek (OPR/BUR/DF047/BYR) yang telah dilengkapkan oleh pihak bank bagi cek tanpa fizikal yang belum tamat tempoh.
- Semak sama ada cek masih laku ataupun telah tamat tempoh. Sekiranya cek masih laku, terus ke langkah
 Sekiranya cek telah tamat tempoh, rujuk Garis Panduan Urusan Cek Tak Dituntut (OPR/BUR/GP016/AKN).
- 3. Sahkan status cek di bahagian B Borang Permohonan Cek Ganti (SOK/KEW/BR033/BYR). Pengesahan dibuat oleh Penolong Akauntan Seksyen Kewangan Perakaunan.
- 4. Kenalpasti kod *company* yang dipohon untuk pembatalan. Untuk mengenal pasti kod *company*, sila ikuti langkah 4.a) hingga 4.g).
 - a) Masuk ke menu utama sistem Century Financials 8.2 seperti di skrin 1. Pilih Financial.

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b) Rujuk skrin 2. Pilih Cash Book.

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c) Skrin 3 akan terpapar. Pilih Process.



d) Rujuk skrin 4. Pilih Payment View.



Skrin 4

e) Klik butang Search. Pilih Selected. Rujuk skrin 5.

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Skrin 5

f) Masukkan nombor cek/EFT yang ingin dibatalkan di ruangan Pay/Cheque No seperti di skrin 6. Klik OK.

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Skrin 6

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Skrin 7

5. Masuk sistem *Century Financials* 8.2 hingga ke skrin 4. Rujuk langkah 3.a) – 3.c). Pilih *Payment Cancel* seperti di skrin 8.



6. Skrin seperti di Skrin 9 akan terpapar. Klik *Cheque* untuk pembatalan cek atau *EFT Single Payment* untuk pembatalan EFT.

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	Skrin 9	

- 7. Masukkan data di dalam ruangan seperti di bawah seperti di Skrin 10 :
 - a) Bagi ruangan Account, taip kod akaun tunai cek/EFT yang hendak dibatalkan.
 - b) Bagi ruangan *Company*, taip kod *company* bagi cek/EFT tersebut. Untuk mendapatkan kod *company*, rujuk langkah 3 (a) hingga 3 (g).
 - c) Bagi ruangan Payment No, masukkan nombor cek/EFT yang hendak dibatalkan. Klik pada butang OK.

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- Skrin 10
- 8. Skrin seperti di skrin 11 akan terpapar. Masukkan sebab-sebab pembatalan cek di dalam ruangan *Reason for cancellation* dan tekan OK.



9. Skrin 12 akan terpapar. Klik pada butang Yes.



Skrin 12

10. Sistem akan menjalankan proses pembatalan. Setelah selesai skrin seperti di skrin 13 akan terpapar.

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11. Klik OK. Untuk mencetak jernal, rujuk Manual Kerja Penyediaan Jernal (MKP009).

12. Rekodkan nombor rujukan jernal ceK/EFT batal di dalam **Daftar Format Penyerahan Jernal Cek Batal/Cek Tamat Tempoh/ EFT Batal (DF061/AKN)** dan serahkan salinan jernal cek batal beserta dokumen asal kepada zon/seksyen kewangan berkenaan untuk tindakan bayaran balik.

II. TATACARA PEMBATALAN CEK YANG TIDAK PERLU DIGANTI.

- 13. Terima
 - a) surat/memo permohonan ganti cek dari pembekal/staf/seksyen/zon/unit kewangan, dan

- b) Fizikal cek yang ingin dibatalkan (sekiranya ada), atau
- c) Arahan Memberhentikan Bayaran ke Atas Cek (OPR/BUR/DF047/BYR) yang telah dilengkapkan oleh pihak bank bagi cek tanpa fizikal yang belum tamat tempoh.
- 14. Ikut langkah 4 hingga 11.
- 15. Failkan jernal beserta dokumen sokongan.
- 16. Bagi cek yang sudah tamat tempoh laku, sediakan jernal pelarasan dengan mendebitkan akaun tunai (S-01-00000-XX-A11101) dan mengkreditkan semula amaun cek kepada vot peruntukan cek tersebut. Rujuk Manual Kerja Penyediaan Jernal (MKP009).

III. TATACARA PEMBATALAN EFT YANG PERLU DIGANTI

- 17. Pembatalan EFT boleh dilakukan sekiranya perkara berikut diperolehi :
 - EFT Reject Report yang boleh dijana selepas dua (2) hari dari tarikh EFT diluluskan di dalam sistem a) bank. Rujuk langkah i) hingga x).
 - i. Masuk laman web https://www.bizchannel.com.my seperti di Skrin 14.



- Skrin 14
- ii) Masukkan maklumat ID UPM pada ruangan Company ID dan ID Pegguna pada ruangan User ID seperti di Skrin 15. Klik Continue.

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iii) Masukkan kata laluan pengguna pada ruangan User Password seperti di Skrin 16. Klik Continue.



iv) OTP (One-Time Password) akan diperolehi daripada telefon bimbit seperti di Skrin 17.

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Skrin 17

v) Skrin 18 akan terpapar dan masukkan OTP (One-Time Password). Klik Login.



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vi) Skrin 19 akan terpapar untuk mendapatkan maklumat EFT Reject.

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vii)Klik Government Payment Services dan pilih Rejected Reports. Skrin 20 akan terpapar.

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viii) Pilih tarikh EFT Reject yang diperlukan seperti di Skrin 21.

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ix) Skrin 22 akan terpapar tarikh yang dipilih. Klik Search.

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x) Skrin 23 akan terpapar maklumat *EFT Reject*. Cetak *Rejected Report* untuk proses pembatalan EFT.

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- b) Aduan daripada penerima bayaran atau daripada zon/seksyen kewangan/PTJ:surat permohonan/emel/panggilan telefon.
- 22. Ikuti langkah 1 hingga 12 Tatacara Pembatalan Cek Yang Perlu Diganti bagi EFT yang perlu diganti.

IV. TATACARA PEMBATALAN EFT YANG TIDAK PERLU DIGANTI.

- 23. Pembatalan EFT boleh dilakukan sekiranya perkara berikut diperolehi :
 - a) *EFT Reject Report* yang boleh dijana selepas dua (2) hari dari tarikh EFT diluluskan di dalam Fizikal cek yang ingin dibatalkan (sekiranya ada), atau
 - b) Aduan daripada penerima bayaran atau daripada zon/seksyen kewangan/PTJ melalui surat permohonan/emel/panggilan telefon.
- 24. Ikut langkah 4 hingga 11.
- 25. Failkan jernal beserta dokumen sokongan.