

MANUAL PENYEDIAAN LAPORAN COMMITMENT

Tujuan: Manual ini adalah bertujuan untuk menerangkan tatacara Penyediaan Laporan *Commitmet*.

I. PENYEDIAAN LAPORAN MELALUI LEDGER LISTING

- 1. Masuk ke sistem *Century Financials* 8.2. Pilih *Distribution*.
- 2. Skrin seperti di skrin 1 akan terpapar. Pilih Puchasing.





3. Skrin seperti di skrin 2 akan terpapar. Pilih *Report* dan kemudian pilih *PO Commitments* . skrin 3 akan terpapar.



Skrin 3

4. Isikan maklumat yang dikehendaki pada ruangan *Project Criteria* contohnya *-01-*P29*dan masukkan tarikh di *From date , To Date*. Pilih *order Number* . Rujuk skrin 4

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5. Pilih *printer u*ntuk mencetak ataupun *brwsr* untuk paparan di skrin web. Skrin seperti di skrin 5 akan terpapar.

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