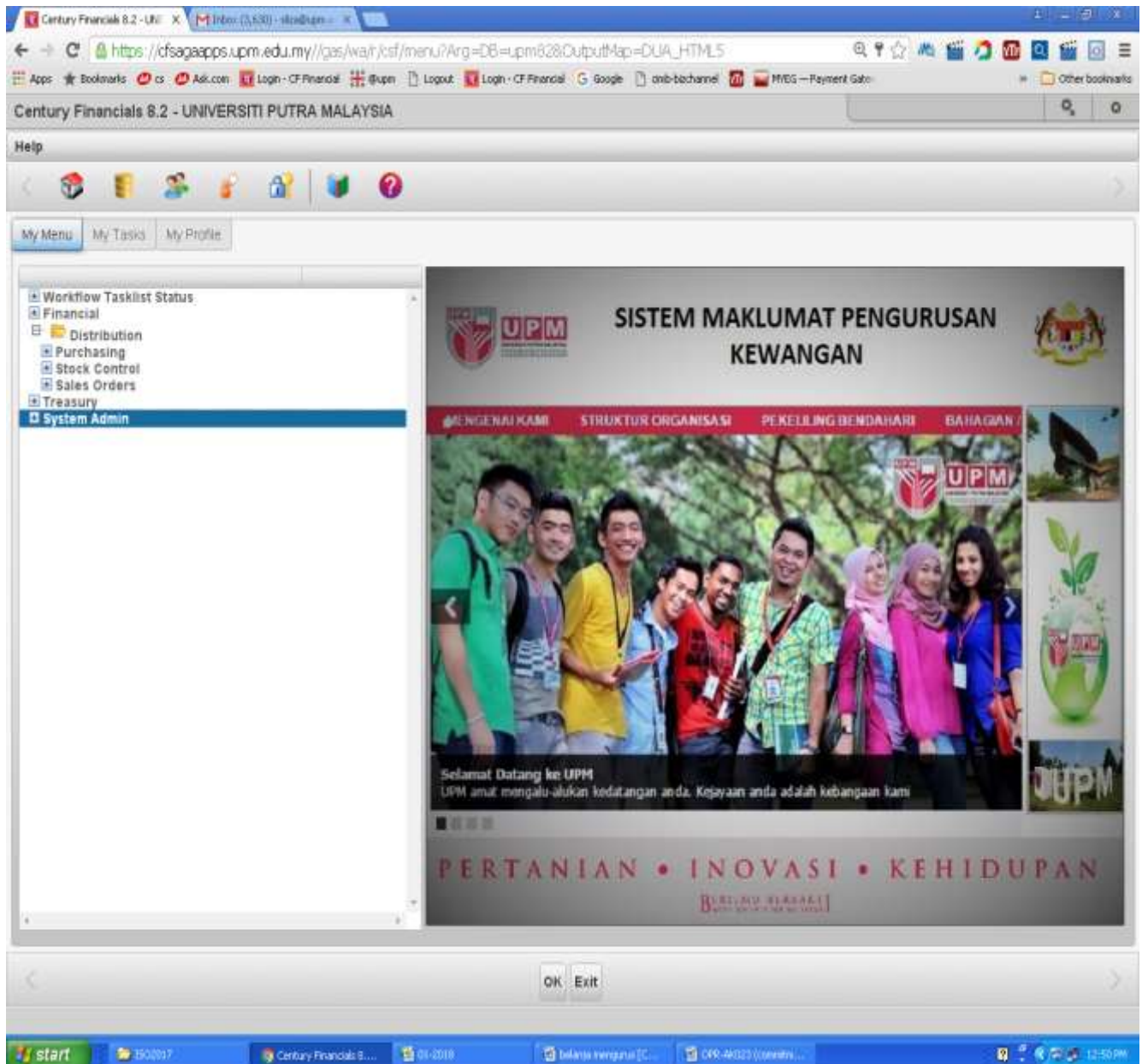
	PEJABAT BURSAR	Nombor Dokumen: M14/AKN
	MANUAL PENYEDIAAN LAPORAN <i>COMMITMET</i>	

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*.

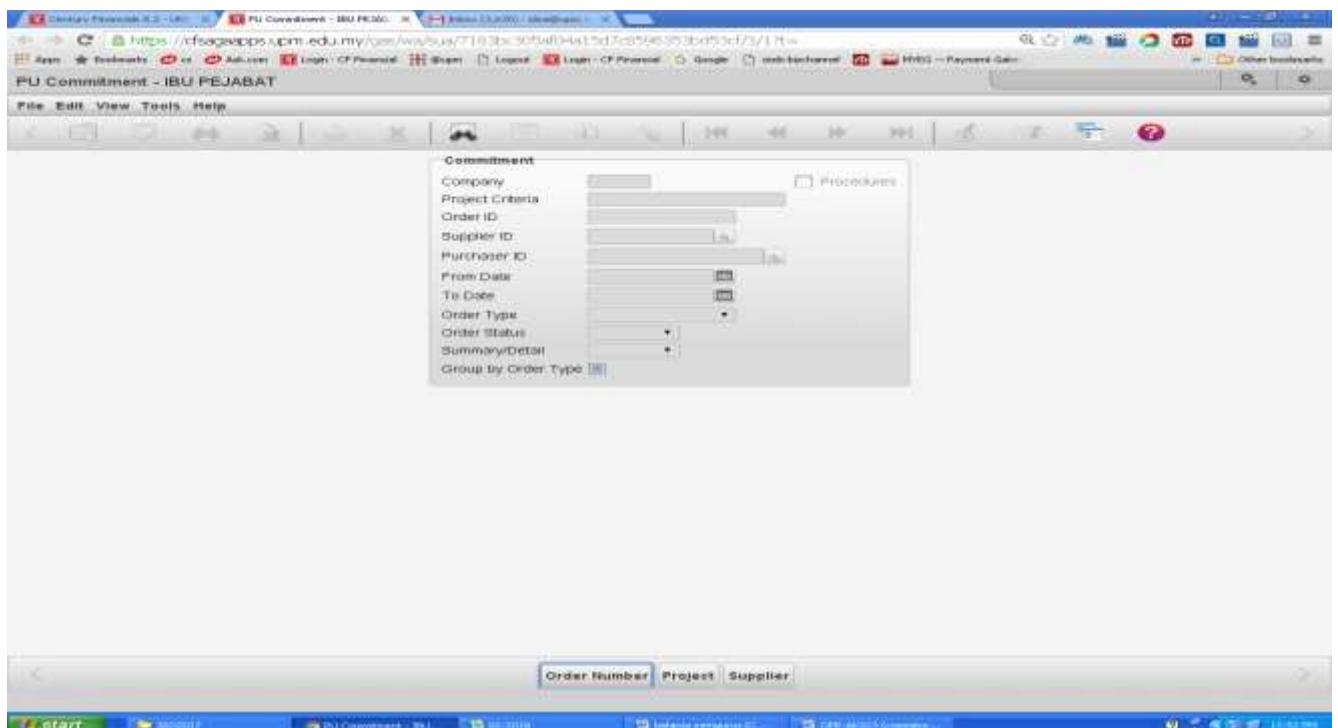


Skrin 1



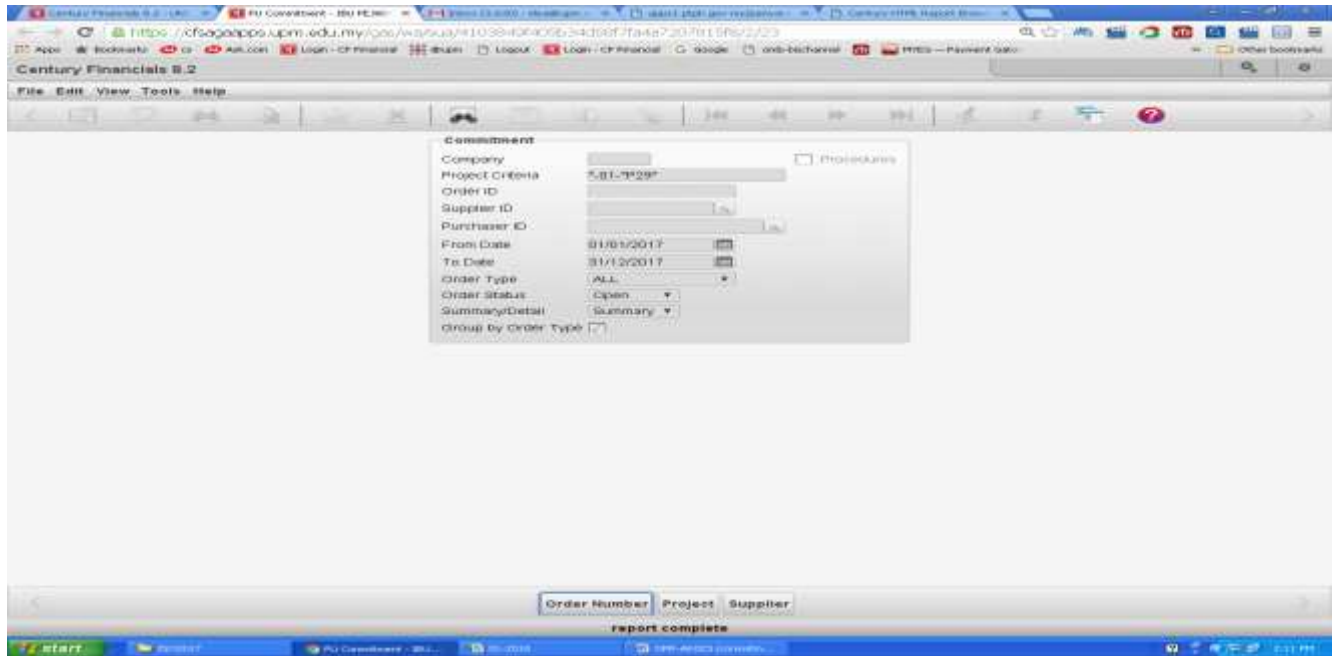
Skrin 2

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



Skrin 4

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

ORDARY	ORDER NO	ORD DATE	SUPPLIER	CURRENCY	PURCHASE ID	REQ BY	REQ NO	OUTSTANDING	UNPAID BALANCE
3032	300008	31/01/2017	8F00001 D'FA PRINT SW. BND	MYR	3032	MUSMELINDA HISHARA	000001	-18,600.00	8,200.00
			Aggregate plant / non stock balances	MYR					
			S-01-10005-DA-P29299 HWR/PERCETAKAN/Bayaran-Da	MYR					
			S-01-10005-DA-P29299 HWR/	MYR					
0704	000021	30/11/2017	A1000014 AMAL IMAGE RESOURCES SW BND	MYR	0704	UMI	000022	0.00	30,490.00
			Aggregate plant / non stock balances	MYR					
			S-01-10704-DA-P29199 HWR/LAMBEK TP	MYR					
			S-01-10704-DA-P29199 HWR/	MYR					
1324	300019	06/12/2017	8C000078 E-CLOGIC SW BND	MYR	1324	MUSMELINDA HISHARA	000008	0.00	9,160.00
			Aggregate plant / non stock balances	MYR					
			S-01-11924-DA-P29199 HWR/Pjk Notepo/Perkhidmat	MYR					
			S-01-11924-DA-P29199 HWR/	MYR					
2055	000056	15/12/2017	8D000441 SHED SUPPLIES & SERVICES	MYR	2055	HARLINA RAJJA	000070	0.00	1,100.00
			Aggregate plant / non stock balances	MYR					
			S-01-12056-DA-P29199 HWR/SC KASIH/Perkhidmat	MYR					
			S-01-12056-DA-P29199 HWR/	MYR					
2246	300068	28/01/2017	8F000057 ERA FLEX ENTERPRISE	MYR	2246	FARAH DAYANA BT FARU	000093	-377.26	109.69
			Aggregate plant / non stock balances	MYR					
			S-01-12246-DA-P29199 HWR/Pjrac Hoku/Perkhidmat	MYR					
			S-01-12246-DA-P29199 HWR/	MYR					
2245	000101	26/01/2017	8E000015 BENTONVILLE INITIAL (R) SW. BND	MYR	2245	ALAINA GHOFFNI HAZIM	000104	-672.00	96.00
			Aggregate plant / non stock balances	MYR					
			S-01-12245-DA-P29199 Perkhidmatan Yang lain	MYR					
			S-01-12245-DA-P29199 Perkhidmatan	MYR					
3203	300128	06/02/2017	8A000390 RAZA SW BND	MYR	3203	MARZAHAN ABDULLAH	000188	-4,245.24	0.00
			Aggregate plant / non stock balances	MYR					
			S-01-10103-DA-P29299 HWR/KASIH SAIN/Bayaran-Da	MYR					
			S-01-10103-DA-P29299 HWR/	MYR					

Skrin 5