

Tujuan: Manual ini bertujuan untuk menerangkan tatacara pengurusa simpanan tetap yang perlu dibuat setiap bulan bagi memantau akaun simpanan tetap yang telah disimpan di bank-bank tempatan.

I. TATACARA PENYEDIAAN PENYATA SIMPANAN TETAP

1. Dapatkan deraf arahan kepada bank yang ditulis oleh pegawai diberikuasa di dalam buku Simpanan Tetap UPM (UPM/BEN/S1-87). Rujuk skrin 1.



Skrin 1

2. Input setiap butiran arahan ke dalam kolum penyata simpanan tetap yang telah ditetapkan seperti di Skrin 2.

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Skrin 2



3. Kolum-kolum yang terlibat adalah seperti berikut :-

KOLUM	TAJUK KOLUM	BUTIRAN
А	Tarikh Masuk	Tarikh simpanan tetap diletakkan
В	Tarikh Matang	Tarikh simpanan tetap dipanggil balik atau diperbaharui
С	No. Akaun/No. FD	Nombor dokumen pengesahan simpanan tetap dari bank
D	Tempoh	Tempoh simpanan tetap diletakkan
E	Faedah (%)	Kadar keuntungan yang diberikan oleh bank
F	Jumlah (RM)	Amaun pokok yang diletakkan di dalam akaun simpanan tetap
G	Rujukan Surat	Nombor surat arahan yang ditulis di dalam buku Simpanan Tetap
		UPM(UPM/BEN/S1-87/Bhg. (bilangan fail) (nombor giliran surat)
Н	Bank	Nama bank penyimpan
I	No. Akaun Bank	Nombor akaun bank UPM iaitu simpanan tetap menggunakan akaun
		semasa UPM (5004)

- 4. Namakan penyata sebagai Penyata Simpanan Tetap Mengikut Tarikh Matang.
- 5. Susun butiran simpanan tetap mengikut tarikh matang.
- 6. Jumlahkan amaun simpanan tetap yang matang dalam bulan yang sama.
- 7. Campurkan jumlah setiap bulan untuk mendapatkan jumlah keseluruhan simpanan tetap.
- 8. Pastikan amaun GL di SAGA adalah sama dengan amaun bagi jumlah keseluruhan di penyata. Rujuk langkah 8.a) hingga 8.m) bagi mendapatkan amaun GL di SAGA.
 - a) Masuk ke menu utama sistem Century Financials 8.4 seperti di skrin 3. Pilih Financial.

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Skrin 3



b) Pilih General Ledger dan klik Enquiry seperti di Skrin 4.



c) Pilih Accounts dan klik OK seperti di Skrin 5.



Skrin 5



d) Skrin seperti di skrin 6 akan terpapar.

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Skrin 6

e) Pilih View dan klik Search seperti di Skrin 7.

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Skrin 8

g) Skrin seperti di skrin 9 akan terpapar.

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Skrin 9



h) Di ruangan Account, taip *A55100* dan klik OK seperti di Skrin 9.

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Skrin 10

i) Skrin 10 akan terpapar.

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Skrin 11



j) Cetak skrin. Pilih File dan klik Print seperti di Skrin 12.

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Skrin 12

k) Pilih Current seperti di Skrin 13.

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Skrin 13



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Skrin 14

m) Amaun GL merupakan amaun di ruangan Close. Rujuk di Skrin 15.

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Skrin 15





- 9. Sekiranya sama, terus ke langkah 12. Sekiranya tidak sama, buat perbandingan amaun antara GL dengan deraf arahan kepada bank. Perbezaan biasanya disebabkan oleh arahan yang tidak dijernalkan di dalam bulan yang sama.
- 10. Pastikan semua arahan telah dijernalkan di dalam bulan semasa. Sekiranya terdapat arahan yang belum dijernalkan, buat jernal pelarasan.
- 11. Pastikan jumlah keseluruhan Penyata Simpanan Tetap Mengikut Tarikh Matang adalah sama dengan baki di GL seperti di Skrin 15 dan Skrin 16.

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48	10/28/2016	10/28/2017	150-658-002747-3	12 Building	3.70	10,000,000,00	UPM/101/51-87/8hr 57(11)	APPIN ISLAND, PRASER BUS, CTE.	5004
45	04/28/2017	10/28/2017	0404729	6 buten	3.65	20.000.000.00	UPM/101/51-07/8he 37(108	AGROBANK ST	5004
50	04/28/2017	10/28/2017	30-658-003748-5	6 butan	3.65	20,000,000,00	UPM/102/51-97/8hp 37(112	APPIN ISLAMIC FRASER OUS, CTR.	500#
51	04/28/2017	10/30/2017	P0800137	6 bistan	8.70	20,000,000,00	UPM/100/51-87/8hg 37(110	OKRAID, KIG	5004
62	10/81/2016	10/31/2017	ND01000006024111	365 hari	8.7%	10.000.000.00	UPM/103/51-87/8hz 87(24)	BSR. KL	5004
83	04/28/2017	10/81/2017	N00100006025425	186 harii	8.65	20,000,000,000	UPM/102/51-87/8hg 57(109	LESN, KL	5004
54 55	04/28/2017	10/31/2017	5982441	185 heri	8.80	20.000.000.00	UPM/102/11-87/8Pg 37(111	AMISLAMIC, TREASURY	5004
56	05/02/2017	11/02/2017	P0881063	6 builen	5.70:	10.000,000.00	UPM/102/51-87/8hg 37(114	BKRMB, KIG	5004
57	05/04/2017	11/04/1017	58000654210050	6 bulan	3.85	20,000,000.00	UPM/102/51-87/8hg 371118	CIMB, UPM	5004
58.	05/11/2017	11/18/2017	ND01000006025490	18678/1	8.65	20.000.000.00	UPM/102/51-87/8hg 87(121	195N, KL	5004
59	05/18/2017	11/18/2017	58000694210052	e bulen	8.85	20.000.000.00	UPM/101/51-87/84g 38(02)	CIMB, UPM	500#
E0)	09/29/2017	11/29/2017	PC6885994	6 builen	3.85	20.000,000.00	UPM/101/51-87/8hg 38(05)	SKRMB, KJG	5004
61	05/29/2017	11/29/2017	PD6888852	6 bulan	5.85	10.000,000.00	UPM/101/51-87/8hg 38(06)	SKRNIB, SERDANG RAVA	5004
62	05/50/2017	11/90/2017	58000654210054	6 builers	3.85	20,000,000.00	UPM/102/51-87/8hg 38(07)	CIMB, UPM	5004
63	3			1000	1.4.1.1.1.1.1.1.1	120,000,000.00			
64	06/03/2017	12/05/2017	A 942298	6 bulan	3.74	5,000,000.00	UPM/102/51-87/8hg.38(9)	MAYBANK, TMN SR/ SERGANG	\$004
65	06/03/2017	12/08/2017	A.942299	6 bulan	3.74	5,000,000.00	UPM/102/51-87/8hg.38(9)	MAYBANK, TMN SBI SEBOANG	5004
66.	06/08/2017	12/08/2017	A 942300	6 builers	3,74	5,000,000.00	UPM/102/51-87/8hg 38(9)	MAYBANK, THIN SRI SERDANG	5004
67	06/02/2017	12/04/2017	F0890971	# Databas	3.75	20,000,000.00	UPM/102/51-87/8hg 38(8)	BKRMB, KJG	5004
<u>99.</u>	03/08/2017	11/06/2011	A 942489	10 84/87	8.91	20,000,000.00	UPM/102/51-87/8hg 37(75)	INTAVEANK, THIN SHI SERDANG	9004
53	12/18/2016	12/19/2017	P0815874	12 00180	3.80	1,060,000.00	UPM/101/51-87/8hg 37(45)	SKIINB, KJO	5004
71	06/24/1017	12/24/2017	0431710	6 bulan	3.65	61,089,742.64	UPW/101/11-87/8hg 58(15)	ADROBANE, KIG	5004
12	02/17/2017	02/19/2018	PD855245	12 bulen	3.85	5,000,000.00	UPM/102/51-87/8hg 37(81)	BKRMB, SERDANG RAYA	\$004
74	04/10/2017	04/10/2018	0197684	12 bulen	3.60	1,000,361,47	UPM/102/51-87/8hg 37(102	AGROBANE, IL	5004
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- 12. Cetak Penyata Simpanan Tetap Mengikut Tarikh Matang.
- 13. Dapatkan tandatangan pegawai penyedia dan pegawai yang mengesahkan.
- 14. Failkan penyata di dalam fail UPM/BEN/SPK/AP-161 Penyata Simpanan Tetap.
- 15. Pastikan kolum No. Akaun/No. FD di dalam penyata dikemaskini setiap kali bank mengemukakan sijil/dokumen pengesahan simpanan tetap.