

Tujuan: Manual ini bertujuan untuk menerangkan tatacara penyediaan penyata cek tamat tempoh yang perlu dibuat setiap bulan bagi menyenaraikan cek-cek yang telah tamat tempoh laku.

I. TATACARA PENYEDIAAN PENYATA CEK TAMAT TEMPOH

1. Kolum-kolum pada penyata cek tamat tempoh yang terlibat adalah seperti berikut :-

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В	JERNAL	Nombor rujukan jernal cek tamat tempoh
С	TARIKH JL	Tarikh jernal cek tamat tempoh
D	CEK	Nombor cek tamat tempoh
E	TARIKH CEK	Tarikh cek tamat tempoh
F	COMPANY	Company cek bayaran
G	SEK/ZON	Seksyen/Zon Kewangan yang memproses bayaran
Н	NAMA	Nama penerima cek
I	AMAUN (RM)	Amaun yang dibayar
J	TINDAKAN	Tindakan telah diambil atau tidak

2. Rujuk penyata simpanan tetap bulan sebelumnya dan dikemaskini untuk bulan berikutnya. Rujuk Skrin 1.

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- 3. Namakan penyata sebagai Penyata Cek tamat Tempoh.
- 4. Susun butiran cek tamat tempoh mengikut bulan tamat tempoh laku.
- 5. Jumlahkan keseluruhan amaun cek tamat tempoh pada bulan tersebut.
- Pastikan amaun GL di SAGA adalah sama dengan amaun bagi jumlah keseluruhan di penyata. Rujuk langkah
 hingga 6.m) bagi mendapatkan amaun GL di SAGA.
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c) Pilih Accounts dan klik OK seperti di Skrin 4.



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j) Cetak skrin. Pilih *File* dan klik *Print* seperti di Skrin 11.

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m) Amaun GL merupakan amaun di ruangan Close. Rujuk di Skrin 14.

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Skrin 14

- 7. Pastikan amaun GL sama dengan jumlah amaun keseluruhan cek tamat tempoh di penyata.
- 8. Cetak transaksi terperinci di GL pada bulan tersebut boleh diakses di SAGA.
 - a) Klik *View* dan pilih *Details* seperti di Skrin 15.

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b) Skrin 16 akan terpapar, klik Movement. Rujuk Skrin 16.

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Skrin 16

c) Pilih bulan yang ingin diakses. Klik pada *row* bulan tersebut seperti di Skrin 17. Tekan pada butang *OK*.

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d) Pilih Actual. Rujuk Skrin 18.

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Skrin 18

e) Skrin 19 akan terpapar.

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Skrin 19



f) Cetak transaksi tersebut. Klik butang 📥. Rujuk Skrin 20.

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Skrin 20

g) Pilih Browser atau PDF seperti di Skrin 21.





h) Skrin 22 akan terpapar sekiranya memilih PDF.

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- 9. Dapatkan maklumat terperinci bagi transaksi cek tamat tempoh. Ikuti langkah 8.a) hingga 8.e).
 - a) Klik butang atau *Navigate* pada setiap row transaksi. Rujuk Skrin 24.

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b) Skrin 25 akan terpapar. Pilih GL atau CB merujuk Source transaksi.

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c) Contoh transaksi. Rujuk Skrin 26. Klik OK.

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Skrin 26

- d) Dapatkan maklumat iaitu nombor cek. Catitkan nombor cek tamat tempoh pada transaksi yang dicetak pada langkah 8.i).
- 10. Kenalpasti amaun pada setiap *row* samaada positif atau negatif.
- 11. Bagi amaun berjumlah negatif, *row* pada Penyata Cek Tamat Tempoh perlu ditambah maklumat cek tamat tempoh mengikut kolum di penyata. Manakala bagi amaun berjumlah positif, *row* pada penyata perlu di '*delete*'.
- 12. Pastikan jumlah akhir pada penyata sama dengan amaun di ruangan *Close* di GL. Rujuk Skrin 27 dan Skrin 28.

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- 13. Cetak Penyata Cek Tamat Tempoh.
- 14. Dapatkan tandatangan pegawai penyedia dan pegawai yang mengesahkan.
- 15. Failkan penyata di dalam fail UPM/BEN/SPK/AP-177 Penyata Cek Tamat Tempoh.