

2024

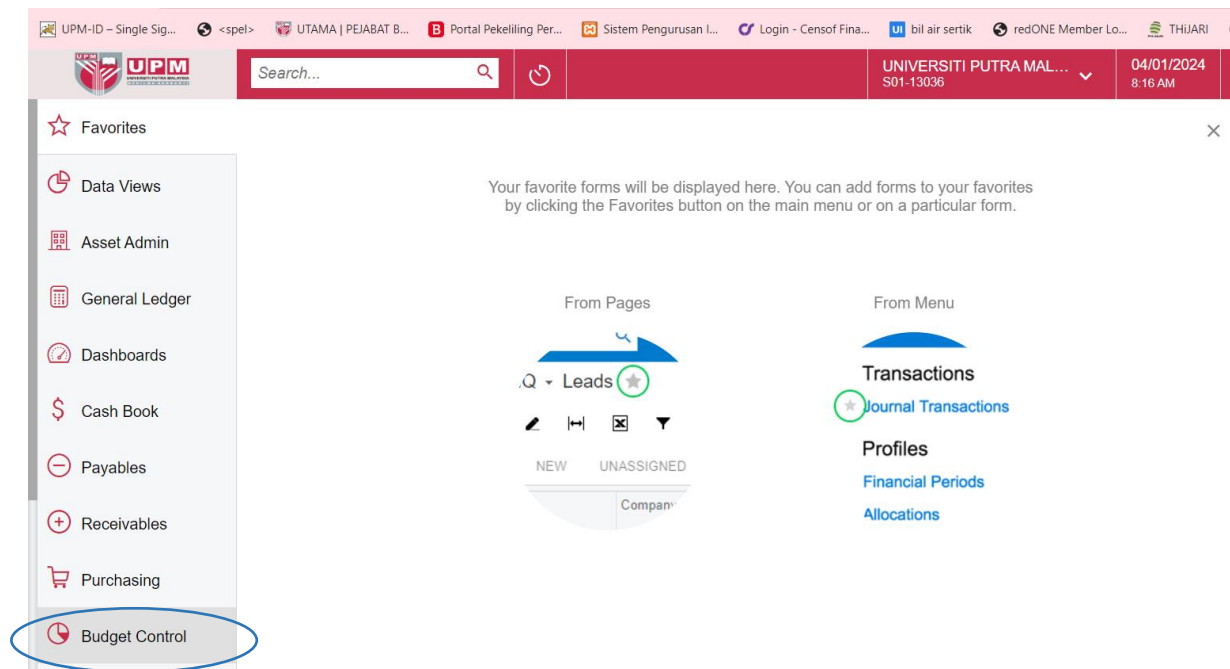
SISTEM KEWANGAN PUTRA FINANCE : KAEDAH MENYEMAK PERUNTUKAN



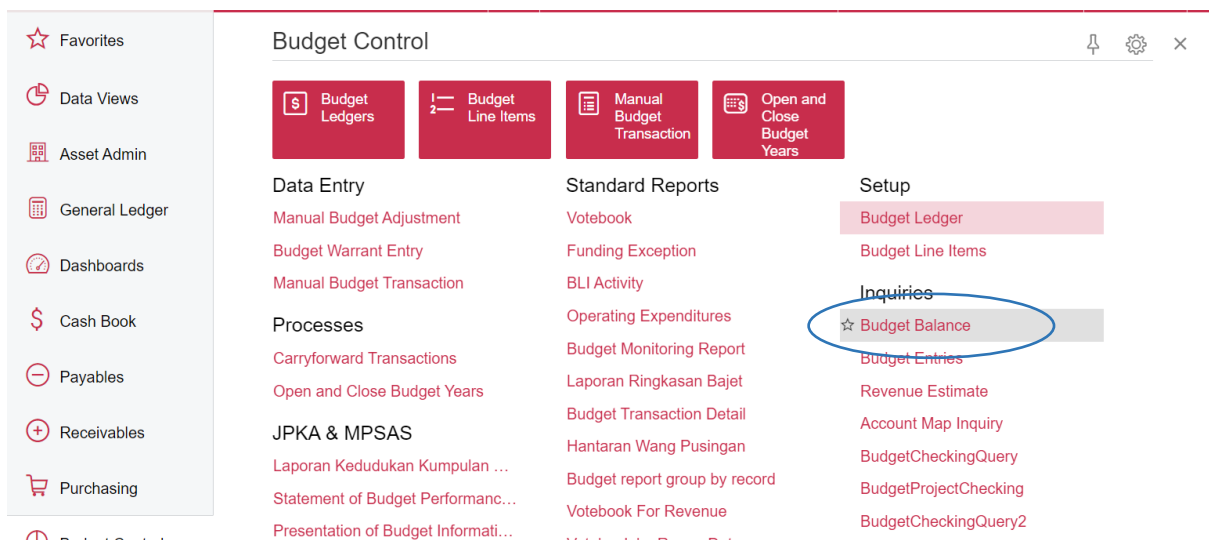
PEJABAT BURSAR
UNIVERSITI PUTRA MALAYSIA

KAEDAH SEMAKAN PERUNTUKAN UNTUK SEMUA KUMPULAN WANG

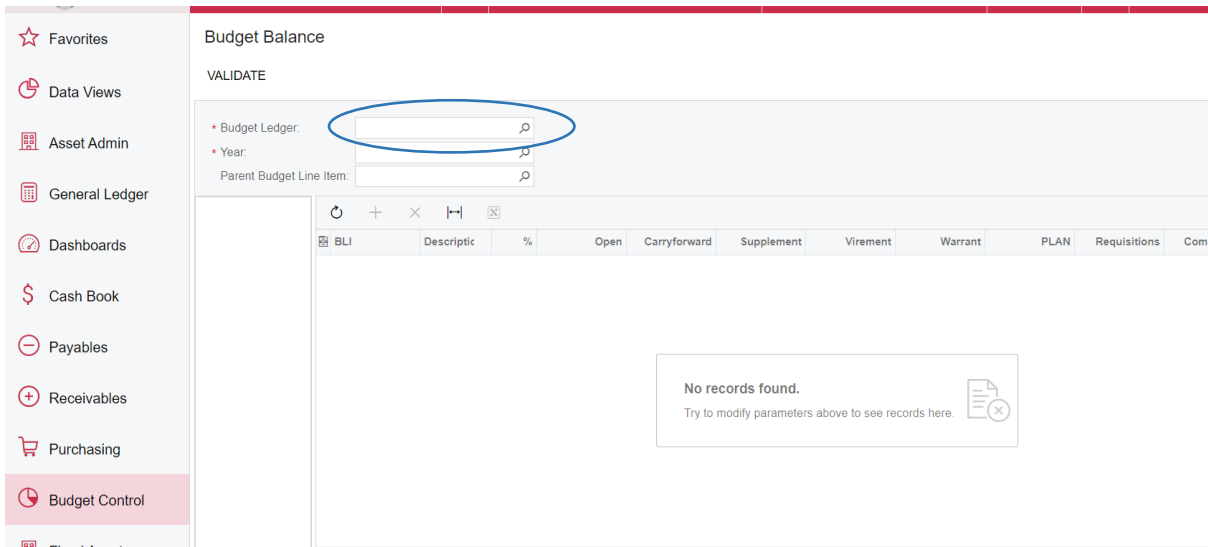
- 1) LOGIN SISTEM KEWANGAN PUTRA FINANCE
- 2) PILIH MENU BUDGET CONTROL



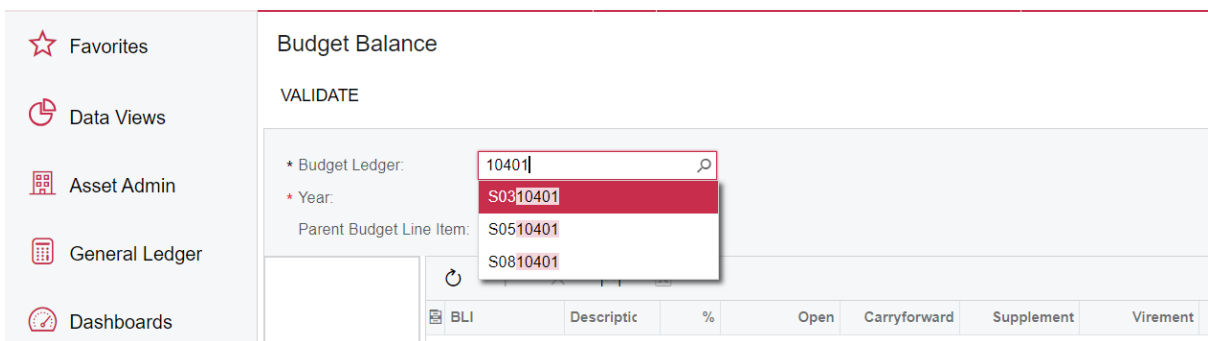
- 3) SKRIN BERIKUT AKAN DIPAPARKAN. PILIH *BUDGET BALANCE*



4) SKRIN BERIKUT AKAN DIPAPARKAN. PADA RUANGAN BUDGET LEDGER, MASUKKAN KOD PTJ YANG INGIN DISEMAK



5) SENARAI PTJ DAN KUMPULAN WANG YANG WUJUD AKAN DIPAPARKAN. PILIH PTJ YANG INGIN DILIHAT

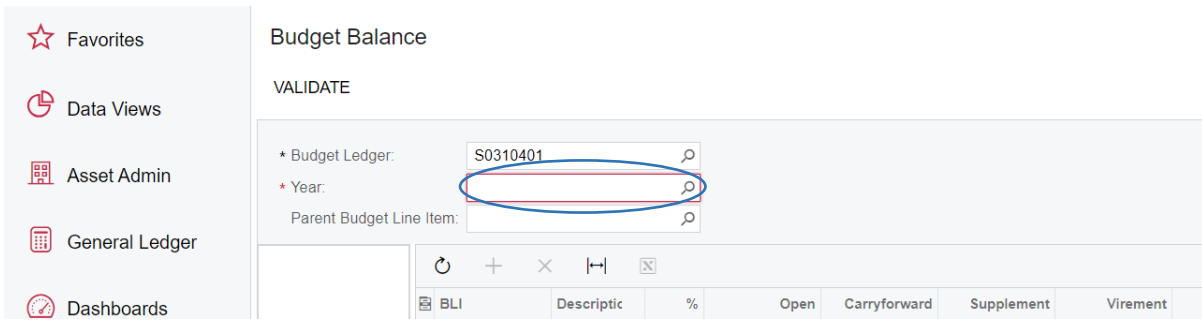


PANDUAN MEMILIH PERUNTUKAN MENGIKUT KUMPULAN WANG ADALAH SEPERTI BERIKUT:

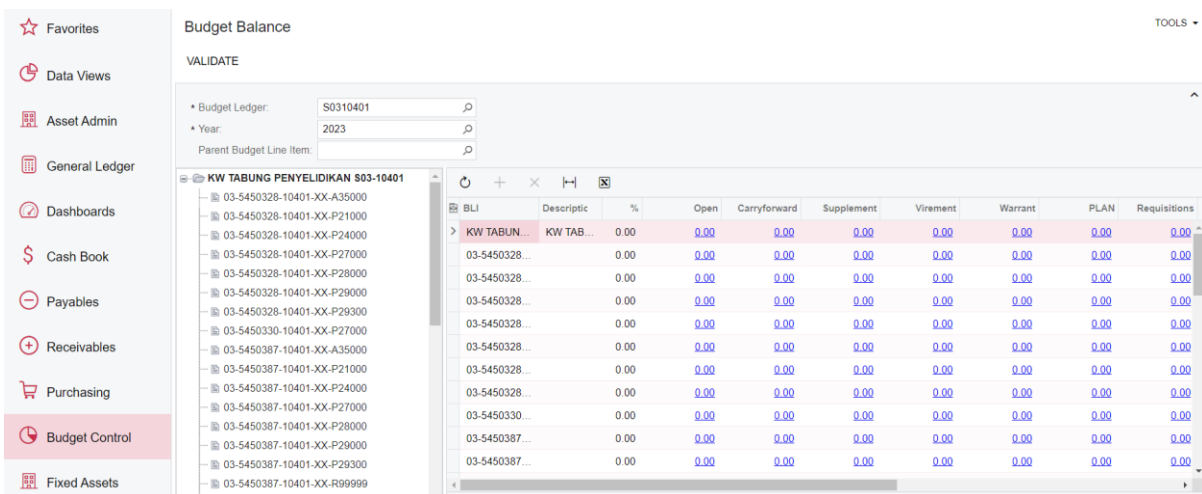
KOD BRANCH	MAKSUD PERUNTUKAN	KOD BRANCH	MAKSUD PERUNTUKAN
S01	MENGURUS	S05	AMANAHA (61XXX, 62XXX)
S02	KOLEJ KEDIAMAN	S06	AMANAHA (68XXX)
S03	PENYELIDIKAN (5XXXX,9XXXX,63XXX,67XXX)	S08	AMANAHA (64XXX, 65XXX, 66XXX)
S04	PEMBANGUNAN (7XXXX)	S10	AMANAHA PELAJAR

SEBAGAI CONTOH, SEKIRANYA PENGGUNA INGIN MENYEMAK PERUNTUKAN AKAUN AMANAHA 63XXX, SILA PILIH S03PTJ

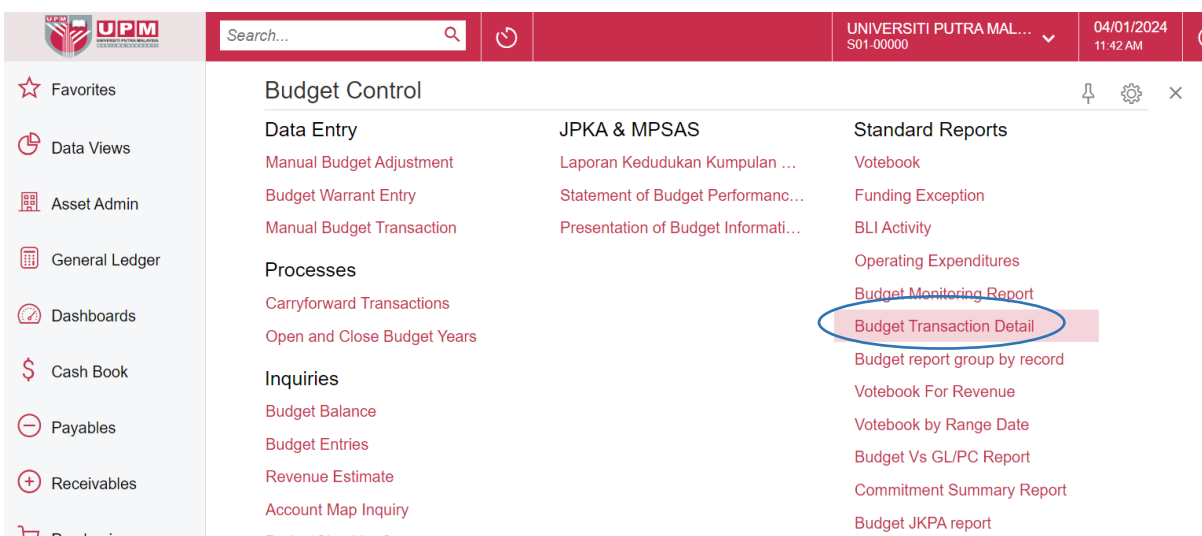
6) SKRIN BERIKUT AKAN DIPAPARKAN. MASUKKAN TAHUN PADA RUANGAN YEAR DAN TEKAN ENTER



7) SEMUA AKAUN AMANAH UNTUK PTJ TERSEBUT AKAN DIPAPARKAN




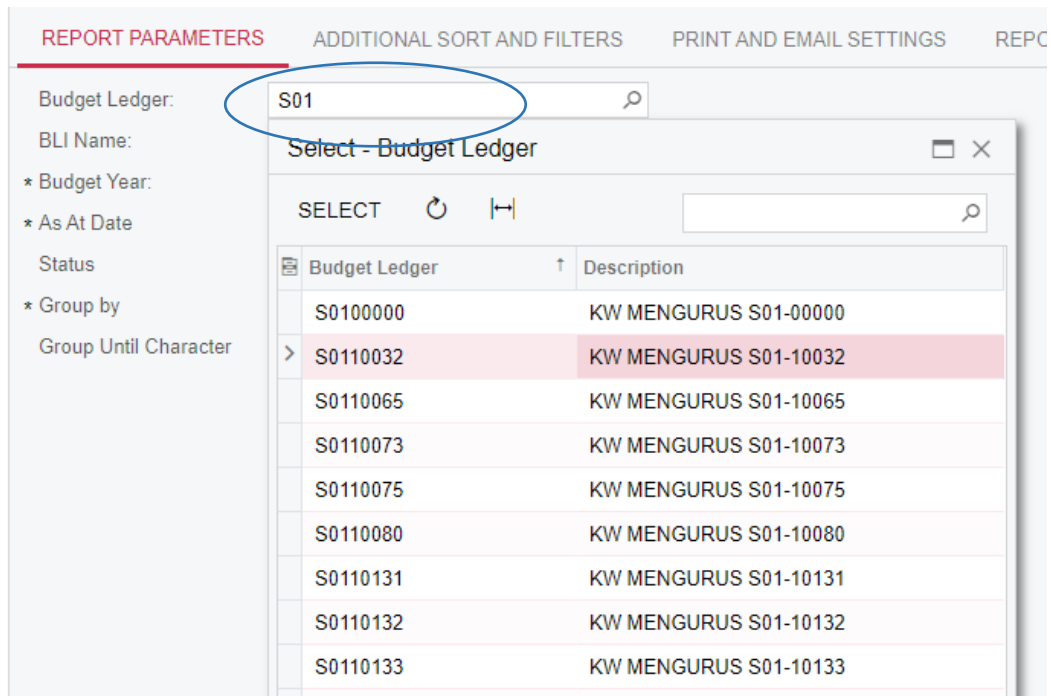
8) UNTUK MELIHAT LAPORAN BAKI KESELURUHAN PERUNTUKAN, DI MENU BUDGET CONTROL, PILIH BUDGET TRANSACTION DETAIL REPORT



A. PERUNTUKAN MENGURUS

a) DI TAB REPORT PARAMETER

- i. MASUKKAN KOD PTJ DI RUANGAN BUDGET LEDGER DAN TEKAN GAMBAR  UNTUK MEMILIH JENIS PERUNTUKAN YANG AKAN DISEMAK



REPORT PARAMETERS ADDITIONAL SORT AND FILTERS PRINT AND EMAIL SETTINGS REPC

Budget Ledger:

BLI Name:

* Budget Year:

* As At Date:

Status:

* Group by:

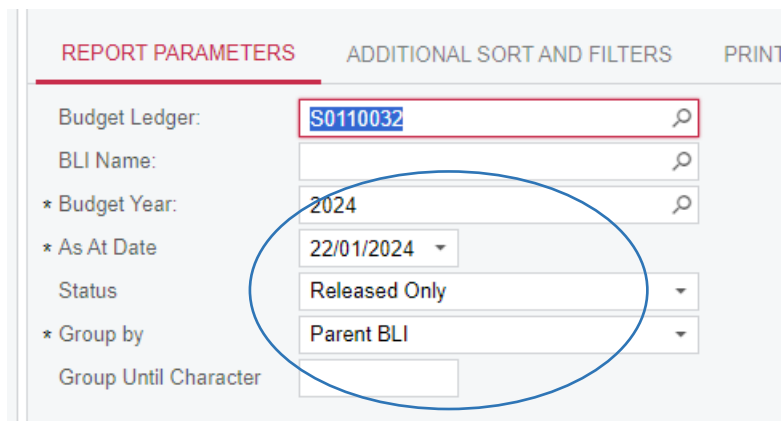
Group Until Character:

Select - Budget Ledger

SELECT

Budget Ledger	Description
S0100000	KW MENGURUS S01-00000
> S0110032	KW MENGURUS S01-10032
S0110065	KW MENGURUS S01-10065
S0110073	KW MENGURUS S01-10073
S0110075	KW MENGURUS S01-10075
S0110080	KW MENGURUS S01-10080
S0110131	KW MENGURUS S01-10131
S0110132	KW MENGURUS S01-10132
S0110133	KW MENGURUS S01-10133

- ii. MASUKKAN MAKLUMAT BERIKUT.
BUDGET YEAR : TAHUN
AS AT DATE : TARIKH SETAKAT LAPORAN AKAN DIKELUARKAN
STATUS : RELEASED ONLY
GROUP BY: PARENT BLI



REPORT PARAMETERS ADDITIONAL SORT AND FILTERS PRINT

Budget Ledger:

BLI Name:

* Budget Year:

* As At Date:



Status:

* Group by:

Group Until Character:

b) TEKAN RUN REPORT

Budget Transaction Detail



RUN REPORT
SAVE TEMPLATE
REMOVE TE

Template x ▾
 Default Shared

REPORT PARAMETERS
ADDITIONAL SORT AND FILTERS
P

Budget Ledger: 🔍
 BLI Name: 🔍
 * Budget Year: 🔍
 * As At Date: ▾
 Status: ▾
 * Group by: ▾
 Group Until Character:

c) SKRIN BERIKUT DIPAPARKAN UNTUK TUJUAN RUJUKAN

Budget Transaction Detail												Page	1 of 1
Budget Year: 2024										Date:		22/01/2024 10:10 PM	
As At Date: 22/01/2024										User:		NORAINI BINTI ABDULLAH	
Group By: Parent BLI													
Status: Released Only													
Budget Ledger: S0110032													
BLI Name	BLI Description	Open	Carryforward	Supplement	Virement	Warrant	Plan	Requisition	Commitment	Liability	Payment	Miscellaneous	Balance
KW MENGENGURUS S01-10032 KW MENGENGURUS S01-10032													
01-XXXXXXXX-10032-DA-P20000		50,000.00	0.00	0.00	0.00	0.00	50,000.00	360.00	6,357.78	84.00	0.00	280.00	42,918.22
01-XXXXXXXX-10032-DA-P29101		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30.00	0.00	0.00	(30.00)
Sub Total KW MENGENGURUS S01-KW MENGENGURUS S01-10032		50,000.00	0.00	0.00	0.00	0.00	50,000.00	360.00	6,357.78	114.00	0.00	280.00	42,888.22
TOTAL		50,000.00	0.00	0.00	0.00	0.00	50,000.00	360.00	6,357.78	114.00	0.00	280.00	42,888.22
GRAND TOTAL		50,000.00	0.00	0.00	0.00	0.00	50,000.00	360.00	6,357.78	114.00	0.00	280.00	42,888.22

B. PERUNTUKAN PROJEK

a) DI TAB REPORT PARAMETER-

- i. PILIH DARIPADA GAMBAR 🔍 KOD BRANCH YANG INGIN DISEMAK DI RUANGAN BUDGET LEDGER

KOD BRANCH	MAKSUD PERUNTUKAN	CONTOH CARA MEMILIH
S03	PENYELIDIKAN (5XXXX,9XXXX,63XXX,67XXX)	KOD PTJ (CTH: S0310501)
S04	PEMBANGUNAN (7XXXX)	S0470000
S05	AMANAHA (61XXX, 62XXX)	KOD PTJ (CTH: S0510501)
S06	AMANAHA (68XXX)	KOD PTJ (CTH: S0610501)
S08	AMANAHA (64XXX, 65XXX, 66XXX)	KOD PTJ (CTH: S0810501)
S10	AMANAHA PELAJAR	

REPORT PARAMETERS ADDITIONAL SORT AND FILTERS PRINT AND EMAIL SETTINGS REF

Budget Ledger: S0470000 🔍

BLI Name:

* Budget Year:

* As At Date

Status

* Group by

Group Until Character

Select - Budget Ledger

SELECT 🔍

Budget Ledger	Description
> S0470000	KW PEMBANGUNAN S04-70000
S0500000	KW TABUNG PUSINGAN & AMANAHA S05...
S0510032	KW TABUNG PUSINGAN & AMANAHA S05...
S0510065	KW TABUNG PUSINGAN & AMANAHA S05...
S0510073	KW TABUNG PUSINGAN & AMANAHA S05...

- ii. MASUKKAN MAKLUMAT BERIKUT
BUDGET YEAR : TAHUN
AS AT DATE : TARIKH SETAKAT LAPORAN AKAN DIKELUARKAN
STATUS : RELEASED ONLY
GROUP BY: PARENT BLI

REPORT PARAMETERS ADDITIONAL SORT AND FILTERS

Budget Ledger: S0470000 🔍

BLI Name: 🔍

Budget Year: 2024 🔍

As At Date: 22/01/2024 ▾

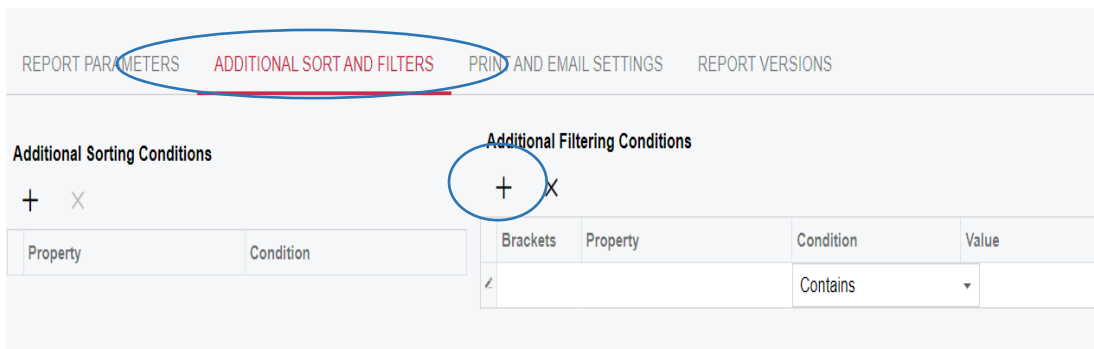
Status: Released Only ▾

Group by: Parent BLI ▾

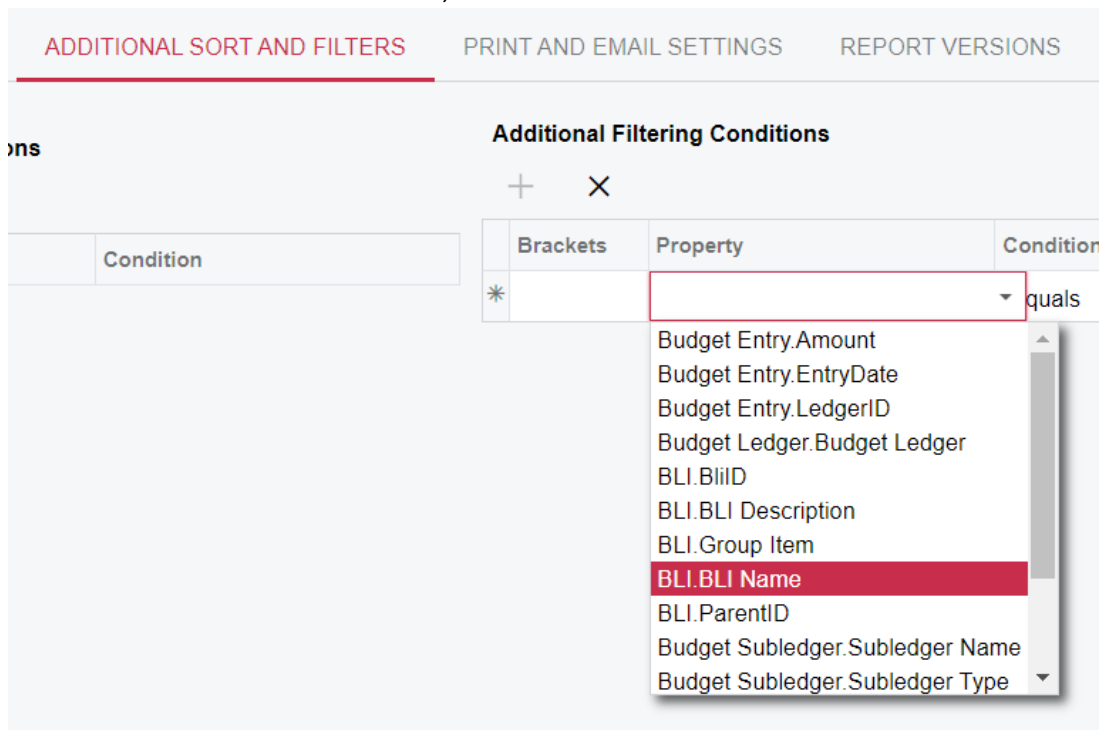
Group Until Character

b) DI TAB ADDITIONAL SORT AND FILTERS-

i. TEKAN BUTANG TAMBAH '+'



ii. PADA RUANGAN PROPERTY, KLIK DAN PILIH DARI DROPDOWN 'BLI.BLI NAME'



iii. PADA RUANGAN CONDITION, KLIK DAN PILIH DARI DROPDOWN 'CONTAINS'

ADDITIONAL SORT AND FILTERS PRINT AND EMAIL SETTINGS REPORT VERSIONS

Additional Filtering Conditions

+ X

Condition	Brackets	Property	Condition	Value
	*	BLI.BLI Name	Equals	

Dropdown menu options:

- Equals
- Does Not Equal
- Is Greater Than
- Is Greater Than or Equal To
- Is Less Than
- Is Less Than or Equal To
- Contains**
- Ends With
- Starts With
- Does Not Contain
- Is Between

iv. PADA RUANGAN VALUE, KLIK DAN MASUKKAN NOMBOR PROJECT

ADDITIONAL SORT AND FILTERS PRINT AND EMAIL SETTINGS REPORT VERSIONS

Additional Filtering Conditions

+ X

Condition	Brackets	Property	Condition	Value
	*	BLI.BLI Name	Contains	7511902

c) TEKAN RUN REPORT

Budget Transaction Detail

🔗 ↻ **RUN REPORT** SAVE TEMPLATE REMOVE TEMPLATE SCHEDULE TEMPLATE EDIT REPORT

Template x
 Default Shared

REPORT PARAMETERS **ADDITIONAL SORT AND FILTERS** PRINT AND EMAIL SETTINGS REPORT VERSIONS

Additional Sorting Conditions

+ X

Property	Condition

Additional Filtering Conditions

+ X

Brackets	Property	Condition	Value
*	BLI.BLI Name	Contains	7511902

d) LAPORAN AKAN DIPAPARKAN

Budget Transaction Detail

Budget Year: 2024
 As At Date: 22/01/2024
 Group By: Parent BLI
 Status: Released Only

Page: 1 of 1
 Date: 22/01/2024 10:02 PM
 User: NORANI BINTI ABDULLAH

Budget Ledger: S0470000

BLI Name	BLI Description	Open	Carryforward	Supplement	Virement	Warrant	Plan	Requisition	Commitment	Liability	Payment	Miscellaneous	Balance
KW PEMBANGUNAN S04-	KW PEMBANGUNAN S04-70000												
04-7511902-70000-XX-XXXXXX	PERALATAN HPUPM	44,804,047.17	0.00	0.00	0.00	0.00	44,804,047.17	0.00	0.00	0.00	0.00	0.00	44,804,047.17
Sub Total KW PEMBANGUNAN S04-70000	KW PEMBANGUNAN S04-70000	44,804,047.17	0.00	0.00	0.00	0.00	44,804,047.17	0.00	0.00	0.00	0.00	0.00	44,804,047.17
TOTAL		44,804,047.17	0.00	0.00	0.00	0.00	44,804,047.17	0.00	0.00	0.00	0.00	0.00	44,804,047.17
GRAND TOTAL		44,804,047.17	0.00	0.00	0.00	0.00	44,804,047.17	0.00	0.00	0.00	0.00	0.00	44,804,047.17