

2024

SISTEM KEWANGAN PUTRA FINANCE :
PURCHASE RECEIPT
(BEKALAN/PERKHIDMATAN/KERJA)



PEJABAT BURSAR

UNIVERSITI PUTRA MALAYSIA

24 APRIL 2024

PENYEDIAAN PURCHASE RECEIPT OLEH PUSAT TANGGUNGJAWAB MELIPUTI PERKARA BERIKUT:

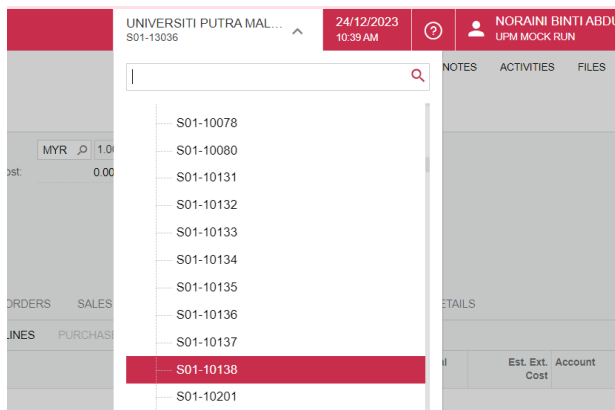
A. PURCHASE RECEIPT BEKALAN/PERKHIDMATAN/KERJA

B. PURCHASE RECEIPT ASET DAN ASET BERNILAI RENDAH

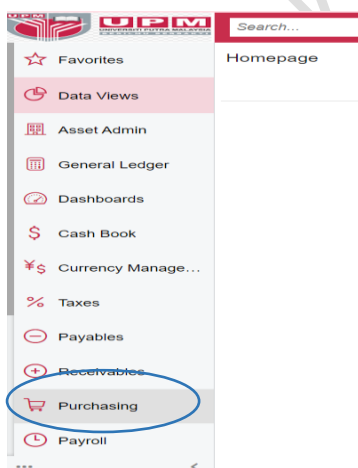
A. PURCHASE RECEIPT BEKALAN/PERKHIDMATAN/KERJA

- 1) LOGIN PUTRA FINANCE SEBAGAI PEMOHON /KERANI PTJ
- 2) PILIH BRANCH (PTJ) YANG INGIN DIPROSES. PERLU PASTIKAN PEMILIHAN BRANCH (PTJ) YANG TEPAT BAGI MEMASTIKAN BAJET DITOLAK DARI BRANCH (PTJ) YANG BETUL.

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



3) PILIH MODUL PURCHASING



4) DI **DATA ENTRY** > **PILIH PURCHASE ORDER**- KLIK KANAN DAN TEKAN **OPEN IN NEW TAB** UNTUK BUKA DI TAB BARU

The screenshot shows the 'Purchasing' module interface. On the left is a sidebar with navigation options like 'Favorites', 'Data Views', 'Asset Admin', 'General Ledger', 'Dashboards', and 'Cash Book'. The main area is titled 'Purchasing' and contains several sections: 'Data Entry' (with 'Purchase Orders' circled in blue and a context menu open showing 'Open in new tab'), 'Standard Reports', 'Setup', and 'Document Formats'. There are also buttons for 'New Purchase Order', 'New Purchase Receipt', 'New Purchase Request', and 'New Vendor'.

5) **PILIH PURCHASE ORDER BERSTATUS OPEN**

Purchase Orders

ALL RECORDS MY PURCHASE ORDERS

Type	Order Nbr.	Status	Date	Vendor	Vendor Name	Description
Normal	S1303623-P00004	Open	24/12/2023	BDB000004	DAPO BONDA CAFE & CATERING	SYARAHAN INAUGURAL PROF Y

6) **TEKAN TITIK 3 ... UNTUK PROSES PRINT PURCHASE ORDER**

The screenshot shows the details of a Purchase Order. The header includes 'Purchase Orders' and 'Normal S1303623-P00004 - DAPO BONDA CAFE & CATERING'. Below the header is a navigation bar with buttons like 'ENTER PO RECEIPT' (circled in blue) and a dropdown menu. The main area contains a form with fields for 'Type', 'Order Nbr.', 'Status', 'Date', 'Promised On', 'Description', 'Vendor', 'Location', 'Owner', 'Currency', 'Vendor Ref.', 'Line Total', 'Discount Total', 'Tax Total', 'Order Total', 'First Printed On', and 'First Printed By'. Below the form is a table with columns: 'Branch', 'Inventory ID', 'Line Type', 'Warehouse', 'Line Description', 'UOM', 'Order Qty.', 'Qty. On Receipts', and 'Unit Co'. The table contains one row with data: S01-13036, SERVICES, Non-Stock, S01-13036A, MAKAN MAKAN, EACH, 1.00, 1.00, 5.000.

Purchase Orders

Normal S1303623-P00004 - DAPO BONDA CAFE & CATERING

ENTER PO RECEIPT

Type: Normal Vendor: BDB000004 - DAPO BONDA CAFE & CA

Order Nbr.: S1303623-F_0 Location: MAIN - Primary Location

Status: Open Owner: A02674 - NORAINI BINTI ABDULLAH

24/12/2023 Approved Currency: MYR 1.00 VIEW BASE

Date: 24/12/2023 Vendor Ref.:

Promised On: 24/12/2023 Direct Purchase Order Limit

Description: SYARAHAN INAUGURAL PROF YYY-MAKAN

DOCUMENT DETAILS TAXES SHIPPING VENDOR INFO APPROVALS PO HISTORY

Branch	Inventory ID	Line Type	Warehouse	Line
S01-13036	SERVICES	Non-Stock	S01-13036A	MAK

Processing

Remove Hold

Hold

Create Prepayment Request

Enter PO Receipt

Enter AP Bill

Complete Order

Cancel Order

Reopen Order

Approval

Approve

Reject

Printing and Emailing

Print Purchase Order

Do Not Print

Email Purchase Order

Do Not Email

Other

Recalculate Prices

Validate Addresses

Reports

Vendor Details

Print Purchase Order Edit Det...

Purchase Order Receipt and B...

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Aran 2, Universiti Putra Malaysia, Serdang, 43400.
SELANGOR.
Tel: 019-2099039 Fax: 03-2093033

ASAL

PESANAN PEMBELIAN Muka Surat 1/1

Pesanan ini hendaklah dikembalikan dengan invoice tuan dan pesanan ini akan dibatalkan jika barang-barang kerja-kerja tidak diterima/dilaksana sebelum tarikh yang ditetapkan.

Tahun Kewangan	No. Pesanan	Tarikh Pesanan
2023	S1303623-P00004	24/12/2023

Kepada Pembekal / Kontraktor: BDB000004
DAPO BONDA CAFE & CATERING
DAPO BONDA CAFE & CATERING
LOT 3430 BENTULU TOWN DISTRICT
97000 BENTULU
SARAWAK
MALAYSIA
Tel: 013-8424419 Email: dapobondabhai5@gmail.com

Sila bawakan barang-barang / laksanakan kerja yang terbutuh di bawah kepada
SH-13036
MALAYSIA

Pada atau sebelum: 24/12/2023

Bil	Keterangan	Kuantiti	Harga Semula (RM)	Amanah (RM)
1	SYARAHAN INAUGURAL PROF YYY-MAKAN MAKAN MAKAN	1.00	5.00	5.00
		Jumlah		5.00

Amanah Ringgit Malaysia: Lima Sahaja

Pemohon: NORAINI BINTI ABDULLAH
No Nota Mula/Rajukan

Disediakan: NORAINI BINTI ABDULLAH
Jawatan: PEGAWAI KEWANGAN Tarikh: 24/12/2023 10:19 PM

Pesanan ini dijana oleh komputer dan tandatangan tidak diperlukan

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Tahun Kewangan	No. Pesanan	Tarikh Pesanan
2023	S1303623-P00004	24/12/2023

PEMBAYARAN TIDAK AKAN DIBUAT JIKA PERAKUAN TIDAK DIPENUHAKAN ATAU JIKA NASAKAH INI TIDAK DIKEMBALIKAN

PERAKUAN MENGENAI MUTU
(Hendaklah dipenulkan oleh Pembekal)

Saya memperakui bahawa saya telah membekalkan barang-barang atau telah melaksanakan kerja yang terbutuh di atas mengikut "surat saya / surat tuan S1303623-P00004" bertarikh 24/12/2023

Tarikh _____ Tandatangan Pembekal / Kontraktor _____
dan Cap Rasmi _____

Nota Peringatan: Sila tandatangan di ruangan pembekal/kontraktor pesanan kerajaan dan cap rasmi syarikat. Kemungkinan nama / no. daluar syarikat / alamat dan no. akaun bank di bah / invoice dalam 2 salinan.

PERAKUAN
(Hendaklah dipenulkan oleh Jabatan)

"(1) barang-barang yang diposkan telah diterima dan "dikembalikan untuk terus dipanaskan" ditampal dan dibekukan dalam buku inventori/Barang Aset No. _____
"(2) kerja yang dibekalkan di atas telah dilaksanakan dengan memuaskan.

Tarikh _____ Tandatangan Penerima _____
Nama Penerima _____

*Patang mana yang tidak berkenaan

DAPATKAN TANDA TANGAN PEMBEKAL DAN KETUA PTJ/PEGAWAI DIBERI KUASA

7) SELEPAS MENDAPATKAN TANDA TANGAN PADA DOKUMEN PURCHASE ORDER, TEKAN **ENTER PO RECEIPT**

Purchase Orders
Normal S1303623-P00004 - DAPO BONDA CAFE & CATERING

← [Icons] [ENTER PO RECEIPT] ...

Type:	Normal	Vendor:	BDB000004 - DAPO BONDA CAFE & CA	Line Total:	5.00
Order Nbr.:	S1303623-F	Location:	MAIN - Primary Location	Discount Total:	0.00
Status:	Open	Owner:	A02674 - NORAINI BINTI ABDULLAH	Tax Total:	0.00
Date:	24/12/2023	Currency:	MYR 1.00 VIEW BASE	Order Total:	5.00
Promised On:	24/12/2023	Vendor Ref.:		First Printed O...:	24/12/2023
Description:			SYARAHAN INAUGURAL PROF YYY-MAKAN		

DOCUMENT DETAILS TAXES SHIPPING VENDOR INFO PO HISTORY PREPAYMENTS OTHER BUDGET DETAILS DIGITAL SIGNING

Branch	Inventory ID	Line Type	Warehouse	Line Description	UOM	Order Qty.	Qty. On Receipts
S01-13036	SERVICES	Non-Stock	S01-13036A	MAKAN MAKAN	EACH	1.00	0.00

8) PAPARAN BERIKUT AKAN DIKELUARKAN. MASUKKAN PERKARA BERIKUT:

VENDOR REF : NO INVOIS PEMBEKAL

OWNER : PENGGUNA

PADA TAB *DETAIL* > *RECEIPT QTY* : MASUKKAN BILANGAN SEBENAR DITERIMA

CONTROL QTY : SAMA DENGAN RECEIPT QTY

Purchase Receipts
Receipt S1350124-R00003 - METROHM (MALAYSIA) SDN BHD

← [Icons] [REMOVE HOLD] ...

Type:	Receipt	Vendor:	MM000056 - METROHM (MALAYSIA) SE	Total Qty.:	2.00
Receipt Nbr.:	S1350124-F	Location:	MAIN - Primary Location	Control Qty.:	2.00
Status:	On Hold	Currency:	MYR 1.00 VIEW BASE	Uninvoiced Qu...:	2.00
Date:	11/03/2024	Vendor Ref.:	Z11-5021014	Total Cost:	2,860.00
Post Period:	03-2024	Workgroup:			
		Owner:	YUSRAN BIN SULAIMAN		

DETAILS ORDERS PUT AWAY HISTORY BILLING LANDED COSTS OTHER

Branch	Inventory ID	Line Type	Warehouse	Location	Transaction Descr.	UOM	Ordered Qty.	Open Qty.	Receipt Qty.	Project
S03-13501	CONSUMABLE	Non-Stock	S03-13501A	<SPLIT>	Cell cable for M101/204/PG204	EACH	2.00	0.00	2.00	973/600

SEKIRANYA MELIBATKAN BAYARAN BERKALA SEPerti KONTRAK PENCUCIAN DAN SEMASA PURCHASE REQUISITION, PEMOHON TIDAK MENGASINGKAN KETERANGAN MENGIKUT BULAN (IAITU MENGINPUT ORDERED QTY BERDASARKAN JUMLAH BULAN), MAKA PADA RECEIPT QTY, HANYA MASUKKAN BILANGAN BULAN YANG AKAN DIBAYAR DAN BILANGAN PERLU SAMA DENGAN CONTROL QTY

JIKA MELIBATKAN PEMBAYARAN PEROLEHAN BERKALA DAN SEKIRANYA PENYEDIAAN PURCHASE REQUISITION ADALAH MENGIKUT BULAN PADA SETIAP LINE, PILIH LINE BULAN YANG TIDAK AKAN DIBAYAR LAGI DAN TEKAN BUTANG X UNTUK MENGELUARKAN DARI PROSES PEMBAYARAN

CONTOH:

DETAILS							ORDERS	PUT AWAY	HISTORY	BILLING	LANDED COSTS	OTHER
LINE DETAILS							ADD LINE	ADD PO	ADD PO LINE	VIEW PO		
Branch	Inventory ID	Line Type	Warehouse	Location	Transaction Descr.							
S01-10032	SERVICES	Service	S01-10032A	<SPLIT>	BENDAHARI 1 (2105CIM00887)							
S01-10032	SERVICES	Service	S01-10032A	<SPLIT>	BENDAHARI 2 (2105CIM00014)							
S01-10032	SERVICES	Service	S01-10032A	<SPLIT>	BPOB ATAS (2105CIM00041)							
S01-10032	SERVICES	Service	S01-10032A	<SPLIT>	PANTRI BILIK MESYUARAT (2105CIM000...)							

9) TEKAN BUTANG **SAVE**. RECEIPT NBR AKAN DIPAPARKAN. TEKAN BUTANG **REMOVE HOLD**

Purchase Receipts
Receipt S1350124-R00003 - METROHM (MALAYSIA) SDN BHD

REMOVE HOLD

Type: Receipt Vendor: MM000056 - METROHM (MALAYSIA) SDN BHD Total Qty.: 2.00
 Receipt Nbr.: S1350124-F Location: MAIN - Primary Location Control Qty.: 2.00
 Status: On Hold Currency: MYR 1.00 VIEW BASE Uninvoiced Qty.: 2.00
 Date: 11/03/2024 Total Cost: 2,980.00
 Post Period: 03-2024 Vendor Ref.: 211-5021014
 Workgroup: YUSRAN BIN SULAIMAN
 Owner:

Branch	Inventory ID	Line Type	Warehouse	Location	Transaction Descr.	UOM	Ordered Qty.	Open Qty.	Receipt Qty.	Project
S03-13501	CONSUMABLE	Non-Stock	S03-13501A	<SPLIT>	Cell cable for M101/204/PG204	EACH	2.00	0.00	2.00	937600


10) STATUS ON HOLD AKAN BERTUKAR KEPADA **BALANCE**. **JANGAN TEKAN BUTANG RELEASED**

Purchase Receipts
Receipt - DAPO BONDA CAFE & CATERING

RELEASED

Type: Receipt Vendor: BDB000004 - DAPO BONDA CAFE & CATERING Total Qty.: 1.00
 Receipt Nbr.: <NEW> Location: MAIN - Primary Location Uninvoiced Qty.: 1.00
 Status: **Balanced** Currency: MYR 1.00 VIEW BASE Total Cost: 5.00
 Date: 24/12/2023 Create Bill
 Post Period: 12-2023 Vendor Ref.: INV123
 Workgroup: YUSNAWATI BINTI MAT ISA
 Owner:

DETAILS ORDERS PUT AWAY HISTORY BILLING LANDED COSTS OTHER

11) MUATNAIK DOKUMEN INVOIS,DO,LAIN-LAIN **DOKUMEN YANG TELAH DISAHKAN** DENGAN MENEKAN BUTANG PADA GAMBAR  DI MENU *DETAILS* . TEKAN *BROWSE* DOKUMEN , PILIH DOKUMEN DAN TEKAN UPLOAD. SELEPAS SELESAI MEMUATNAIK DOKUMEN, TEKAN X

Purchase Receipts

Receipt S1303623-R00005 - DAPO BONDA CAFE & CATERING

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Type:	Receipt	Vendor:	BDB000004 - DAPO BONDA CAFE & CA	Total Qty.:	1.00
Receipt Nbr.:	S1303623-F	* Location:	MAIN - Primary Location	Uninvoiced Qu...:	1.00
Status:	Balanced	Currency:	MYR 1.00 VIEW BASE	Total Cost:	5.00
* Date:	24/12/2023	<input type="checkbox"/> Create Bill			
* Post Period:	12-2023	Vendor Ref.:	INV123		
		Workgroup:			
		Owner:	YUSNAWATI BINTI MAT ISA		

DETAILS ORDERS PUT AWAY HISTORY BILLING LANDED COSTS OTHER

↻ + ✎ ✕ LINE DETAILS ADD LINE ADD PO ADD PO LINE VIEW PO |←| |→|

* Branch	* Inventory ID	Line Type	* Warehouse	Location	Transaction Descr.
S01-13036	SERVICES	Non-Stock	S01-13036A	<SPLIT>	MAKAN MAKAN

Requisitions

S1303623-00007 - SYARAHAN INAUGURAL PROF XXX - PENYEDIAAN MAKANAN

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* Branch:	S01-13036	Priority:	Normal
Ref. Nbr.:	S1303623-0	* Creator:	A02
Status:	On Hold	Customer:	CB
* Date:	24/12/2023	Location:	MA
<input type="checkbox"/> Approved			
<input type="checkbox"/> Quoted			

Files

Select the file. **Browse** Upload

↻ ↓ ADD LINK REMOVE LINK |←| |→| UPLOAD USING MOBILE APP No file chosen

File name	Comment	Last Date	EditUrl
> PEROLEHAN.jpg		24/12/2023	Edit

Files ✕


Select the file. **Browse** Upload

↻ ↓ ADD LINK REMOVE LINK |←| |→| UPLOAD USING MOBILE APP

File name	Comment	Last Date	EditUrl
> PEROLEHAN.jpg		24/12/2023	Edit

DETAILS SHIPPING BIDDING VENDOR INFO APPROVALS OTHER

↻ + ✎ ✕ REQUEST DETAILS ADD ITEMS ADD REQUESTED ITEMS

Inventory ID	Line Source	Line Type	Warehouse
>  SERVICES	Draft	Service	S01-13036A

(GAMBAR  BERTUKAR **KUNING** BERMAKSUD DOKUMEN TELAH DIMUAT NAIK). DOKUMEN YANG DIMUATNAIK TIDAK BOLEH DIPADAM/UBAH

PURCHASE RECEIPT YANG BERSTATUS BALANCED AKAN DISEMAK DAN DIBUAT BAYARAN OLEH PEJABAT BURSAR SEKIRANYA TELAH LENGKAP.

12) PEMULANGAN DOKUMEN OLEH PEJABAT BURSAR

JIKA TERDAPAT KESILAPAN PADA KUANTITI ATAU NO INVOIS PEMBEKAL, PEJABAT BURSAR AKAN MEMULANGKAN DOKUMEN KEPADA PTJ DI MANA *BATCH RETURN* AKAN DIWUJUDKAN. PTJ HENDAKLAH MELAKSANAKAN PROSES **REMOVE HOLD** PADA BATCH INI

The screenshot displays the SAP Purchase Receipts interface for a return document. The document title is "Return S1400124-R00043 - LAB CARE RESOURCES". The status is "On Hold". A green button labeled "REMOVE HOLD" is highlighted with a red circle. The interface includes fields for Type (Return), Receipt Nbr. (S1400124-F), Status (On Hold), Date (15/03/2024), Post Period (03-2024), Vendor (LC000220 - LAB CARE RESOURCES), Location (MAIN - Primary Location), Currency (MYR 1.00), Total Qty. (1.00), Control Qty. (0.00), Uninvoiced Qty. (1.00), Total Cost (1,500.00), and Cost of Invent. (Cost by Issue Strategy). The interface also shows tabs for DETAILS, ORDERS, PUT AWAY, HISTORY, BILLING, and OTHER, and a toolbar with icons for refresh, add, edit, delete, and other actions.

PTJ PERLU SEDIAKAN PURCHASE RECEIPT BAHARU DENGAN MAKLUMAT YANG TEPAT.

B. PURCHASE RECEIPT ASET DAN ASET BERNILAI RENDAH

-SEDANG DIKEMASKINI-

UNTUK KEGUNAAN UPM SAHAJA