

Tujuan : Arahan kerja ini disediakan untuk menerangkan kaedah penerimaan melalui Receipting System.

# I. ARAHAN KERJA RESIT AM

1

Klik *icon Receipting System* untuk memasuki ke laman system dan seterusnya klik *login.* Rujuk skrin
 1.

ise	QPR ScoreCard	ReceiptsDLL	SQL Plus	Receipting System		
ds		Outlook Express	SMP	Microsoft Excel		
.xls	Yahoo! Messenger	runmatrik	<b>RIP</b>	N		
8	SAS.rar	RealOne Player	Receip	ting System		
t	satupadu	SMPK		login	security	
n	Shortcut to SASClient	Lotus Notes (2)	R	settings	exit	
the	TeceiptsClient	Windows Media Player	KADARYU			
				Skrin	1	



	QPR coreCard	ReceiptsDLL	SQL Plus	Receipting System		
	<b>q</b>	Outlook Express	SMP	Microsoft Excel		
	20		ू हाइ	N		
	r'ahoo! essenger	runmatrik	💮 R	eceipting System		
	AS.rar	RealOne Player	Ree	CENTRE ONE	- Login	
		- Car		User Name:	RIZAL	
/	atupadu	SMPK		Password:	*****	
	a hortcut to ASClient	Lotus Notes (2)		Continue	Close	
	:eiptsClient	Windows Media Player	KADARYU			
	E E	<83>				

Skrin 2



3. Klik butang *Receipt Type* dan pilih jenis resit mengikut kategori terimaan seperti di dalam skrin 3.

Syster	n Settings Reports	Help	histratorj - [neci	eipt Entry]					
Logou	t Setup Settings	Posting Repo	rts <b>*</b> Refresh	Receipt Type	5earch	🕑 😣 Summary Exi			
+ [				General				Uppediad Ress	intra) 25
i 💼				Student		Rec	eipt No.:		
<b>3</b>	Name:			Debtors		Mai	nual No:		
$\mathbf{x}$	Address:			Sponsor		Rec	eipt Date:	06/10/2004	~
=				Advances Receij	Advances Receipt			General	
G				Loans Receipt		Rea	eipt Status	\$	
l Se				Transaction Co	odes				
1	🔉 Transactio	n Code 🛛 🏷	Transaction	Name 🏾 💸 Qu	uantity	🗞 Price Per Unit 🛛 🔩 Total (RM)			
ē									_
<u>e</u>									
9									
Eel Gel	RECEIPT_DETAIL	-			_				
yken Gei	RECEIPT_DETAIL					Subtotal:		0.00	
Jyrtem Ger	RECEIPT_DETAIl					Subtotal:		0.00	
ing Syrkem Ger	RECEIPT_DETAIL Description: Payment: Bank:	- Cash				Subtotal: Total Amo	junt: [	0.00	
ipting Syrtem Ger	RECEIPT_DETAIL Description: Payment: Bank:	Cash	Received:	Balance	]	Subtotal: Total Ame Received	punt: [ Amount: [	0.00 0.00 0.00	EM
ceipting Syrtem Ger	RECEIPT_DETAIL Description: Payment: Bank: Total(RM):	Cash Payable 0.00 -	Received:	Balance	e: 0.00	Subtotal: Total Amo Received Exchange	punt: [ Amount: [ Rate: [	0.00 0.00 0.00 1.00	EM
Receipting Syrtem Go	RECEIPT_DETAIL         Description:         Payment:         Bank:	Cash Payable 0.00 -	Received:	Balance 0 = C	e: 0.00	Subtotal: Total Amo Received Exchange	punt: [ Amount: [ PRate: [	0.00 0.00 0.00 1.00	RM
Receipting Syrtem Ger	RECEIPT_DETAIl       Description:       Payment:       Bank:         Total(RM):	Cash Payable 0.00	Received:	Balance 0 = C	e: D.00	Subtotal: Total Ame Received Exchange	punt: [ Arnount: [ PRate: [	0.00 0.00 0.00 1.00	RM

4. Klik General untuk mengeluarkan resit am dan skrin 4 akan dipapar.

Kik General untuk mengeluarkan resit am dan skim 4 akan upap
Beceipting Sustem, [] ser .B[Z4] /4 dministrator - (Beceipt Entru

System	n Settings	Reports	Help								
Logou	t Setup	🎐 Settings	• Posting	Seports	▼ <mark>ダ</mark> Refresh	😅 Receipt Type	• 💭 Search	🕑 Summary	😣 E×it		
ceipt 🗙 🕲 🖬 +	Name: Addres	:s:	AMUDI TE	CHNOLOGI	ES	CENT			Receipt No Manual No Receipt Da Receipt Ty Receipt St	).: : nte: pe: atus	Unposted Receipt(s) - 0  P02351  23/09/2004  General
Be						Transacti	on Codes				
a l	🧆 Т	ransactio	n Code	ت 🐌	Fransaction	Name	🏶 Quantity	💧 🌭 Pric	e Per Unit	4	Total (RM)
B	▶ 621	4400-R60	060	DOKUMEN	TENDER		(	)	50.00		50.00
S	Grand	Summarie	IS								50.00
Ę	RECEI	PT_DETAII	-								
The second	Descri	iption:	T23/2004	(621440)				Subt	total:		50.00
5	Payme	ent:	Cash					 Tota	l Amount:	Г	50.00
-	Bank:					Chang	e Payment Mo			. [	0.00
ceip	Total(F	IM):	Payabl 5	e 0.00 -	Received: 0.0	Ba	lance: -50.00	Excl	nange Rate:	n: [	1.00
<b>U</b>											
2						<u>.</u>					

5. Taipkan nama pembayar di ruangan *Name*. Nama pembayar akan tertera pada resit yang dicetak.Tuliskan nombor resit rasmi universiti di ruangan *Manual No*. Klik butang *Receipt\_Detail* dan pilih atau taipkan kod akaun yang betul mengikut jenis dan tujuan pembayaran dibuat di ruangan *Transaction Code*. Jika kod akaun yang ingin dipilih merupakan kod akaun baru atau pun tiada didalam sistem ikut langkah 6 hingga 9. Taip jumlah bayaran yang dibuat di ruangan *Price Per Unit*, seterusnya taip keterangan pembayaran di ruangan *Description*.



6. Dari skrin 3, klik butang Setup. Skrin 5 akan terpapar.

🔛 Re	ceipting System [U	ser -RIZAL/Administrator] - [Receipt Entry]	
Syster	m Settings Reports		
Logou	t Setup Settings	Posting Reports Refresh Receipt Type Search Summary Exit	
+	Setup Name:	CENTRE ONE CENTRE ONE Receipt No.: Manual No:	
$\mathbf{x}$	Address:	Receipt Date: 13/04/2005	
<b>5</b>		Receipt Type: General	
G		Réceipt Status	
~	-	Transaction Codes	
ea	Transactio	n Code 👌 Transaction Name 💦 Quantity 🗞 Price Per Unit 🦺 Total (RM)	
E.			
	RECEIPT_DETAIL		
le l			
3	Description:	Subtota: 0.00	
3	Bank:	Total Amount: 0.00	
ē		Payable Received: Balance: 0.00 RM	
3	Total(RM):	0.00 - 0.00 = 0.00 Exchange Rate: 1.00	
ž			
Ready		5 »	13/04/2005
30,51	·····) 🖄 🥌 🖓 🤇		6:43 PM
		Skrin 5	

Pilih pusat keluaran resit yang betul dengan memilih daripada pilihan di ruangan *Centre*. Rujuk skrin
 6.

Receipting System [User -RI2 System Settings Benorts Help	AL/Administrator] - [Receipt Entry]	<u>_181</u>
Logout Setup Settings Post	ng Reports Refresh ReceiptType Search Summary Ext	
Name: Address:	CENTRE ONE Unported Receipt No.: Manual No: CENTRE ONE	
Transaction Code	Centre: CENTRE ONE Load Transactions	
RECEIPT_DETAIL Description: Payment: Cash Bank:	Bank Info Payment Mode	
Total(RM):	New Transaction Import Transaction Close	
Ready	Receipting System [ 199] Document1 - Microsoft Word	13/04/2005  13/04/2005 6:43 F
	Skrin 6	



8. Klik New Transaction seperti di Skrin 6. Skrin seperti di skrin 7 akan terpapar.

Svster	ceipting System [U: n Settings Reports	er -RIZAL/Administrator] - [Receipt Entry]	<u> PIX</u>
Logou	t Setup Settings	na bana parta anti anti anti anti anti anti anti an	
+	Name: Address:	CENTRE ON     Celete Close     Import Transaction       Add     Save     Delete     Close	
ipling System General Receipt >		Receipting System Setup   Receipting Centre Entre   Transaction Code: Transaction Name:   Stransaction Type Centre   Payment Mode Unit Price:	
Ready Ready	Total(RM):	New Transaction       Import Transaction         Close       Close         13/04/200       13/04/200         Note: Skinin T       Skinin T	05 // 4 PM

- 9. Ikut langkah seperti berikut :
  - a) Taip kod transaksi di ruangan *Transaction Code*. Kod transaksi adalah kod pendek yang mengandungi maklumat penting sesuatu kod akaun sebagai contoh:

JENIS AKAUN	AKAUN PENUH	KOD TRANSAKSI
PROJECT COSTING	6422300-12043-R11700	6422300-R11700
GENERAL LEDGER	S-10-00000-XX-L84000	10-00000-L84000

- b) Taipkan nama akaun yang diwujudkan diruangan *Transaction Name*. Pilih jenis resit yang ingin menggunakan akaun tersebut di ruangan *Collection Type*.
- c) Taipkan kod akaun sebenar di ruangan *GL/PC Code*. Klik *Check Code* untuk memastikan akaun yang ditaip betul. Klik butang *Save*.

10. Pemilihan jenis pembayaran dibuat dengan menekan gambarajah 🗾 dan Skrin 8 akan terpapar. Setiap jenis atau medium pembayaran mempunyai kod tersendiri. Pilih medium pembayaran yang sesuai dan klik OK.



System	Settings Settings Setup	Settings	Help	Reports	Refrest	Receipt Entry	- 💭 Search	C Summary	exit		
Receipting System General Receipt X & T	Name: Address b 621 Grand 5 RECEIP Descrij Payme Bank: Total(R	s: ransactic 4400-Ref Rummaric T_DETAI ption: nt: M):	AMUDI T	ECHNOLOGIES DOKUMENTI 4 (821440)	S ansac NDEF	CENTR Receipting Sy Payment Mode Method: 70	Stem Pa	yment Mor Cash BANKEP OUTSTAL POSTAL MONEY BANKEP	Receipt No.: Manual No: Receipt Date: Receipt Type: de de de as cheque cheque cheque order order order order order order order order order order	Unposted P02351 23309/2004 General M PTJ X	
						Skrin 8					

- 11. Pilih akaun bank yang ingin dikreditkan di ruangan **Bank** seperti di skrin 9. Pemilihan bagi kod bank yang sesuai adalah seperti berikut:
  - a) A11101 Terimaan untuk akaun bank CIMB (Kira-Kira Am UPM)
  - b) A11103 Terimaan untuk akaun bank CIMB (Channel-E)
  - c) A11104 Terimaan untuk akaun bank CIMB (UPM Collection)

- d) A11106 Terimaan untuk Bank Affin
- e) A11108 Terimaan untuk akaun bank CIMB (Kad Kredit)

System	Settings Reports	Help Postin	g Reports	▼ <mark>∳</mark> Refresh	Si Receipt Type	Search	C) Summary	€ E×it		
	Name: Address:	AMUDI T	ECHNOLO	GIES	CENT			Receipt No.: Manual No: Receipt Date	Unposted P02351 : 23/09/2004	Receipt(s)
eceipt								Receipt Stat	us	
<u> </u>	~ -		1 2-2		Transacti	on Codes				
	6214400 Pe	on Code	Code S Transaction Name				S Price	Per Unit d	🐏 Total (RM)	0.00
3	Grand Summar	ies IL							5	0.00
2	,									_
	Description:	T23/200	4 (621440)				Subto	tal:	50.00	)
9	Payment:	Cash					Total	Amount:	50.00	ז
5 IL	Bank:				<u> </u>					
e li		Bar	k Code	Bank Nam	ne ,	A/C Number	A/0	5 Name	GL Code	Env
3	Total(RM):	A11101		BCBB AM	1215	3005004050	CURRENT		S-01-00000-XX-A11	10
≝  '		A11106		BCBB - CREDIT	0811	36505314	Burgiputra		5-10-00000-XX-A11	10
		1411100		TOCOD CREDIT	10010	55555514			5 51 55556-AA-AII	

- 12. Taip semula jumlah bayaran yang dibuat di ruangan Amount Received.
- 13. Tekan butang *Save* dan klik *Print* apabila paparan pertanyaan seperti skrin 10 muncul.



## **ARAHAN KERJA PENGELUARAN RESIT**

Tarikh: 22/08/2011



#### **ARAHAN KERJA RESIT PELAJAR** II.

- 14. Melalui proses ini, jumlah bayaran yang dibuat akan mengurangkan hutang pelajar di sistem SAS secara terus tanpa melalui proses lain.
- 15. Klik butang Receipt Type seperti langkah 3 bahagian I.
- 16. Pilih *Student* untuk mengeluarkan resit pelajar dan Skrin 11 akan terpapar.

鵍 Receipting System [User -RIZAL/Administrator] - [Receipt Entry]	- 8
System Settings Reports Help Logout Setup Settings Posting Reports Refresh Receipt Type Search Summary Exit	
Student From:     UG     CENTRE ONE     Unported Receipt No.:       Sponsor ID:     Sponsor ID:     Sponsor ID:     Manual No:       Name:     IDEAL     Receipt No.:     PPL       Address:     PPL     Receipt Sponsor Receipt Status     Sponsor Receipt Status	
Transaction Codes       Transaction Codes       Transaction Code       Total (BM)       Doto       Output       Total (BM)       Doto       Doto </td <td></td>	
Image: Construction in the imag	
Total(RM):         0.00         0.00         Exchange Rate:         1.00	
seady Skrin 11	24/09/2004

17. Pilih modul mengikut program pelajar yang akan membayar dengan menekan butang di ruangan Student From dan skrin 12 akan terpapar. Jenis-jenis modul pelajar adalah seperti berikut:-



### **SOKONGAN** KEWANGAN

Halaman: 7/15

No. Semakan: 01

No. Isu: 02

# PEJABAT BENDAHARI

Kod Dokumen: UPM/SOK/KEW/AK006/AKN
ARAHAN KERJA PENGELUARAN RESIT

Tarikh: 22/08/2011

MODUL SAS	KATEGORI PELAJAR
SAS UNDERGRADUATE	PELAJAR DIPLOMA DAN BACELOR SEPENUH MASA
SAS POSGRADUATE	PELAJAR MASTER DAN PHD SEPENUH MASA
SAS PPL	PELAJAR DI KOLEJ-KOLEJ FRANCAIS
SAS IDEAL	PELAJAR PROGRAM PENDIDIKAN JARAK JAUH

🔜 Re	eceipting System [	User -RIZAL/Administrator] - [Receipt Entry]	
Syste	m Settings Reports	s Help	
્ર 🥩	- <u>•</u>		
Logo	ut Setup Settings	Posting Reports Refresh Receipt Type Search Summary Exit	
+		CENTRE ONE Unposted Receipt(s) - 0	
	Student From:	UG Receipt No.:	
69	Matric No:	126149 Outstanding Invoices Manual No:	
$\times$	Name:	SHAZATUL FARINA BT ABDUL LATIFF Receipt Date: 06/10/2004	
	Address:	Receipt Type: Student	
- <u>e</u> -		Receipt Status	
S			
~			
G	284	In Code I Transaction Name Cuantry C Price Per Unit C I Total (KM)	
P	Grand Summar		
St		0.00	
5	RECEIPT_DETA	AIL	
×.	Description:	Subtotal: 0.00	
5	Payment:	Cash S Cash	
Ĕ.	Bank:		
e		Payable Received Amount: 0.00 RM	
č	Total(RM):	0.00 - 0.00 = 0.00 Exchange Rate: 1.00	
2	Program :	31 Student Type F Phone	
l Ready			06/10/2004
S S	tart 📗 🔂 Iso Terima	a 🙀 untitled - Paint 🛛 🏨 Perakam Wakt	) - Micro 🛛 🔀 🛒 🍕 🔇 🐝 👄 6:29 PM
		Skrin 12	

- 18. Taip nombor matrik pelajar yang membuat bayaran. Tekan *Tab* dan nama pelajar akan tertera di ruangan *Name*. Semak dengan pelajar dan teruskan proses seterusnya.
- 19. Taipkan nombor resit rasmi Universiti di ruangan *Manual No.* Seterusnya pilih kod akaun yang ingin digunakan mengikut jenis modul yang dipilih melalui jadual di ruangan *Transaction Code*. Rujuk skrin 13. Kod akaun yang dipilih adalah seperti berikut:

KOD AKAUN	MODUL
10-00000-A21001	SAS UNDERGRADUATE
10-00000-A21007	SAS POSTGRADUATE
6209100-A23000	SAS PPL
6422300-A23000	SAS IDEAL

	SOKONGAN KEWANGAN	Halaman: 8/15
		No. Semakan: 01
	<b>PEJABAT BENDAHARI</b> Kod Dokumen: UPM/SOK/KEW/AK006/AKN	No. Isu: 02
-02-	ARAHAN KERJA PENGELUARAN RESIT	Tarikh: 22/08/2011
🚛 Receipting System [User - BIZAL/Admir	nistrator) - (Recoipt Entry)	- (8) × (
System Settings Reports Help		

Logou	t Setup Settings	* Posting	Reports Refre	sh Receipt Typ	e Search	Cer Summary Exi					
eipt X 🕼 🚺 +	Student From: Matric No: Name: Address:	UG 126149 SHAZATU 31 F	L FARINA BT ABDUL	CEN Putstanding Invoid LATIFF		Red Ma Red Red Red	eipt No.: nual No: eipt Date: eipt Type: eipt Statu	Unposted Re P02351 01/03/2005 Student \$	veipt(s) - 51		
dent Rec	Transactio	on Code 1001 💌 F	S Transacti HUTANG PELAJAR (	Transad on Name Indergrad	Ction Codes	🔈 Price Pe	r Unit 4	😝 🛛 Total (RM) 0	.00		
3	Gra Transactio 10-00000-A211 10-00000-A211 Re 6209100-A230 6423200 A230	on Code 001 007 100	Transaction Na HUTANG PELAJAR un HUTANG POSGRAD HUTANG PELAJAR PP	ame dergrad S-10- S-10- L 6209	GL Code -00000-XX-A21001 -00000-XX-A21007 -100-12043-A2300	0	_	0	.00		
ting syrte	Description: Payment: Bank:	Cash	HOTANG PELAJAR PJ		300-00000-#2300	Subtotal: Total Am	ount:	0.00	]		
Receip	Total(RM): Program 3	Payable (	0.00 - Student Ty	d: B 0.00 = F	o.oo	Exchange	Rate:	1.00	]		
	art 🛛 🧭 😂 🏷	🏷 ** 🛛 🚾	azrul	• Rec 🔄	P002 Meinec	🥪 harisi n 12	[1] Doc2	[변]ak00 [변].	ak02	01 ∂== <b></b>	03/2005 🥢

- 20. Seterusnya masukkan jumlah bayaran yang dibuat oleh penaja di ruangan *Price Per Unit*. Tuliskan juga keterangan bayaran di ruangan *Description*.
- 21. Pilih jenis pembayaran yang dibuat dengan menekan gambarajah 🗾 seperti di skrin 14. Setiap jenis atau medium pembayaran mempunyai kod tersendiri.

Receipting System         [L]           System         Settings         Reports           Image: Setting System         Image: Setting System         Image: Setting System	Jser -RIZAL/Administrator] · [F Help	teccipt Entry]	@ <b>8</b>		
Student From: Matric No: Name: Address:	Posting Reports Refr UG 126149 SHAZATUL FARINA BT ABDUL 31 F	CENTRE ONE CENTRE ONE Cutstanding Invoices LATIFF Receipting System P.	Summary Ext Receipt No.: Manual No: Receipt Date: Beceipt Date: Ayment Mode	Unposted Receipt(s) - 51 P02351 01/03/2005 Student (	
RECEIPT_DETA Description: Payment: Bank:	on Code Contraction Code HUTANG PELAJAR 05 L YURAN SEM 2004/2005-1 Cosh	Payment Mode	Cash Cash BANKERS CHEQUE BOCAL CHEQUE POSTAL ORDER MORELON CLIFRENCY BANKERS CHEQUE FRO		
Total(RM): Program 3	50.00 - Student T	<u>.</u>		CK	
Ready	🏷 » 🔤 azrul 📗 👘	등 Rec ] 😋 P002 ] 题] REC.	] 🥁 haris] ]Doc   ]d	k0 <b>∭</b> ]ak0 <b>  Recei</b>	01/03/200  1:38  1:38
		Sk	rin 14		

22. Pilih akaun bank yang ingin dikreditkan di ruangan Bank. Skrin15 menunjukkan jadual pilihan kod bank beserta keterangan mengenainya. Seterusnya taip semula jumlah bayaran yang dibuat di ruangan *Amount Received*.

	<b>SOKONGAN</b> KEWANGAN	Halaman: 9/15
		No. Semakan: 01
UNIVERSITI PUTRA MALAYSIA DER I L M U DER DA K TI	<b>PEJABAT BENDAHARI</b> Kod Dokumen: UPM/SOK/KEW/AK006/AKN	No. Isu: 02
-11-	ARAHAN KERJA PENGELUARAN RESIT	Tarikh: 22/08/2011

🔜 Re	ceipting System [U	lser -RIZAL/Adminis	trator] - [Receipt Entr	y]					_ 8 ×
System	n Settings Reports	Help							
2	Satura Satisana	🖕 🛅 🎍	v 🛃 🖏	, p	<u>e</u>				
Logou	t Setup Seturigs	Posting Reports	Kerresh Kecelpi	trype search s	summary Exit				
<b>±</b>		[	<u>c</u>	ENTRE ONE		Unposted Recei	pt(s) - 51		
	Student From:	UG			Receipt No.				
	Matric No:	126149	Outstanding In	nvoices	Manual No:	P02351			
$\mathbf{x}$	Name:	SHAZATUL FARINA	BT ABDUL LATIFF		Receipt Dat	e: 01/03/2005	7		
=	Address:	31			Receipt Typ	e: Student			
e.		F			Receipt Sta	ntus			
Se la			Tra	eaction Codes					
-	A Transacti	on Code	Transaction Name	Saction Coues	🊴 Price Per Unit	A. Total (RM)			
G	▶ 10-00000-A2	1001 HUTANG I	PELAJAR undergrad	0	50.00	50.00			
3	Grand Summarie	es			I		1		
5						50.00			
			_						
9	RECEIPT_DETAI	L							
3	Description	YURAN SEM 20040	2005-1	]	Subtotal:	50.00			
3	Barmont:								
3	Bank:	LOCAL CHEQUE		-	Total Amount:	50.00			
	Dank.	Bank Code	Bank Name	A/C Number	A/C Name	GL Code	RM		
E.	Total(DM)	A11101	BCBB AM	12150005004050	CURRENT ACCOUNT	S-01-00000-XX-A1110			
3	Total(Kivi).	A11106	AFFIN BANK	081150000000585	CURRENT ACCOUNT	S-10-00000-XX-A1110			
-	Program 3	A11108	BCBB - CREDIT	001036505314	Bumiputra Commerce	S-01-00000-XX-A1110			
Ready								01/03	/2005 🥢
🛃 St	art 🛛 🌌 🥔 🍪	🏷 🔌 🔣 azrul	📕 🖳 Re 🧲	3 P002 🕅 REC 👔	🍚 haris 🔯 Doc 🛙	🖬 ak0 🕅 ak0		━━━━━━	1:39 PM
				Skri	n 15 🖌				
				JKII					
					1				

23. Tekan butang *Save* dan klik *Print*. Rujuk skrin 10.

# **III. ARAHAN KERJA RESIT PENGHUTANG**

- 24. Klik butang Receipt Type seperti langkah 3 bahagian I.
- 25. Pilih Debtors untuk mengeluarkan resit penghutang dan Skrin 16 akan terpapar.

📙 Hece	eipting System [Us	ser -HIZAL/Adm	nistrator] - [Hece	ipt Entry]						
System	Settings Reports	Help								
<i>9</i> Logout	Setup Settings	Posting Repo	orts Refresh	SS Receipt Type	Search	🕑 Summary	<mark>⊗</mark> E×it			
	Customer ID:		Outst	CENTR anding Invoices	E ONE Search	]	Receipt No. Manual No:	Unposted	Receipt(s) - 2	
	Address:						Receipt Dat Receipt Typ Receipt Sta	pe: Debtors atus		
ĕ				Transaction	Codes					
	👌 Transactio	n Code 🛛 🍝	Transaction M	lame 👫	Quantity	🗞 Price Per Unit 🛛 🔩 Total (RM)				
ĕ II	01-00000-A21	1000 PENGH	UTANG		1	0.00				
3	Grand Summarie	S						I	D.00	
	RECEIPT_DETAIL									
	Description:	Cash				Subto	tal:	0.00	]	
	Bank:			<u> </u>		lotal	Amount: ved Amount	t: 0.00	) RM	
Cei	Total(RM):	Payable 0.00	Received:	Bala D =	0.00	Excha	ange Rate:	1.00	]	
3 L										



26. Masukkan no *ID* di ruang *Customer ID*, tekan butang *Tab*. Nama penghutang akan tertera seperti skrin 17.

Receipting System em Settings Report 2 Setup Settings	Ubery - and 163/Administrator] - [Reseipt Entry] - Help - Posing Reports - Reference Rescaled Type - Search Summary   Set	
Customer ID: Name: Address:	CENTRE ONE         Unported Receipt No.4           JP000020	
OT-00000-A	Transaction Codes Transaction Name  Total (990)  PENGINITANG  Codes Code	
RECEIPT_DET/	AL. Subtotal: 0.00 Cash Diagonalistic Construction Const	
Address	JALAN SULTAN Phone - Reference	
lu .		04/03/20
start 📄 🗖	2 • 2 Interve • • • • • • • • • • • • • • • • • • •	antitled 🥠 🔊 12:5

27. Langkah 27.a) hingga 27.e), rujuk kepada skrin 18.

Rec Rec	eipting System [	User -ne	4163/Adm	inistrator] -	[Receipt E	atry]								-    🗗    🔀
System	Settings Reports	Help	-	- 2			(23)	•						
Logout	Setup Settings	Posting	g Reports	Refresh	Receipt Type	Search	Summe	ry Exit						
1 📩 🛛					CENT	RE ONE		Receipt No		Unposted Re	oeipt(s) - 42			
	Customer ID:	JP00002	0		tanding Invoice			Manual No	. P	048798				
$\times$	Name:	JABATAI		N & SALIRAN	J			Receipt Da	ite: 🔽	4/03/2005	-			
	Address:	JALAN B	JULTAN SAL	AHUDDIN				Receipt Ty	pe: D	ebtors				
응		<u> </u>						Receipt St	atus					
See 1	~ ~ ~				Transact	ion Codes								
	Transactic 01-00000-A2	n Code 1000	PENGHUTA	Transaction	Name	antit	1	Price Per Unit 300.00	1000	Total (RM) 300	.00			
	Grand Summarie	95												
										300				
-	RECEIPT_DETAIL	L												
S. I	Description:	BIL HUT	ANG NO PO	02472			S	ubtotal:		300.00				
5	Payment:	TELEGRA	PHIC TRAN	ISFER	1		-    n	otal Amount:		300.00	i			
	Bank:	A11101			~		_   в	eceived Amoun	nt:	300.00	BM			
	Total(BM):	Payabl 30	le 00.00 -	Received: 300.0	0 <b>=</b>	lance: 0.00		schange Bate:		1.00	i — I			
2	Address J	ALAN SUL	TAN P	hone	-			teference			·			
Ready													04/0	3/2005
🧶 s	tart 📄 📃 2		- 📀 2 Inte	er 🗖 🗖	2 -	EX 2 Micro	···· • [	🛐 Oracle D		alculator	W 3 Micro	👻 🦉 untitled		1:55 PM
				<i>F</i>			Cluri	n 10						
		A					SKU	11 TO						

- a) Taipkan no resit rasmi Universiti di ruang Manual No.
- b) Masukkan jumlah bayaran diruang Price Per Unit
- c) Di ruang Description, taip keterangan bayaran.
- d) Klik ( 🗾) untuk memilih kod bayaran. Pilih akaun bank di mana bayaran akan dikreditkan sama ada BCBB atau Affin.
- e) Taip semula jumlah bayaran di ruang Received Amount.
- 28. Sebelum klik ikon *save*, pastikan klik dahulu *Outstanding Invoices* (bersebelahan *Customer ID*) untuk mengkontrakan hutang. Skrin 19 akan terpapar.



D Re	cointine System	EUser - nod 1.63/Administratori - IPocoint Entryl	
Syster	n Settings Reports	a Halp	
Logou	it Setup Settings	s Posting Reports Receipt Type Search Summary Est	
<b>a</b> [		CENTRE ONE Becellet No.: Unposted Receipt(s) - 42	
65	Customer ID:	JP000020 Quistanding Invoices Manual No: P048798	
$\mathbf{x}$	Name:	CORECEIPTING System	
=	Address:	Outstanding lights (or 12000020	
3		Doc Date Ref. No. Amount ZV Deen Amount ZV Allocate Amount Z	
~	A Transact	07/19/2002 49856 500.00 500.00 12/24/2003 P001567 12000 12000	
8	▶ 01-00000-A	▶ 12/28/2004 P002472 300.00 300.00 300 00 300	
ä	Grand Summar	Total Sum = 2000.00 Sum = 2000.00 Sum = 0	
-			
-	Description:		
3	Payment: Bank:		
-			
2	Total(RM):		
~	Address .		
2 - J	start 📄 🔲 🤋	uuvuu 2 - S 2 Inter 🔽 2 - S 2 Micro 🚺 Oracle D 🔝 Calculator 👿 - Micro 🚺 untitled 🔍 🚛	150 PM
		Skrin 19	

- 29. Masukkan amaun yang dibayar mengikut nombor bil hutang seperti skrin di atas, klik OK.
- 30. Untuk mencetak resit, tekan butang *save*, klik pada *Print*. Rujuk skrin 10.

#### IV. ARAHAN KERJA RESIT PENAJA

- 31. Klik butang Receipt Type seperti langkah 3 bahagian 1.
- 32. Pilih *Sponsor* untuk mengeluarkan resit penaja dan skrin 20 akan terpapar.

ystem	Settings Reports	Help								
ogout	Setup Settings	<ul> <li>Posting</li> </ul>	Reports - Refresh	Receipt Type	* Search	Summary	S E×it			
	Student From: Matric No: Name: Address:		General Student Outs Debtors Sponsor Advances Receipt			Orsposted Receipt No.:     Manual No:     Receipt Date: 24/09/2004     Receipt Status     Receipt Status				
	Transactio	n Code	Transaction	Transactio	n Codes 🎘 Quantit	v 🔈 Price	e Per Unit 🛛 🛃	💁 Total (BM)		
	284		SAS POSGRAD			1	0.00	0.	00	
	Country of the second second second									
		1						0.	00	
	RECEIPT_DETAIL	- I						0.	00	
	RECEIPT_DETAIL	-				] Subt	otal:	0.00	00	
	RECEIPT_DETAIL	L Cash				Subt Total	otal: Amount:	0.00		
	RECEIPT_DETAIL	Cash Payable	Received:	Bali	ance:	Subt Total Rece	otal: Amount: Nved Amount:	0.00 0.00 0.00	BM	
	RECEIPT_DETAIL Description: Payment: Bank: Total(RM):	Cash Payable	• <u>Received:</u> 0.00 - 0.0		ance: 0.00	Subt Total Rece Exch	otal: Amount: ived Amount: ange Rate:	0. 0.00 0.00 0.00 1.00	EM	
	RECEIPT_DETAIL Description: Payment: Bank: Total(RM):	Cash Payable	• Received: 0.00 - 0.0		ance: 0.00	Subt Total Rece Exch	otal: Amount: Wed Amount: ange Rate:	0.00 0.00 0.00 0.00 1.00	BM	

33. Pilih modul mengikut program pelajar yang akan dibayar dengan menekan butang di ruangan *Student From.* Rujuk skrin 21. Jenis-jenis modul pelajar adalah seperti berikut:

MODUL SAS	KATEGORI PELAJAR
SAS UNDERGRADUATE	PELAJAR DIPLOMA DAN BACELOR SEPENUH MASA
SAS POSGRADUATE	PELAJAR MASTER DAN PHD SEPENUH MASA
SAS PPL	PELAJAR DI KOLEJ-KOLEJ FRANCHAIS
SAS IDEAL	PELAJAR PROGRAM PENDIDIKAN JARAK JAUH

	<b>SOKONGAN</b> KEWANGAN	Halaman: 12/15
		No. Semakan: 01
UNIVERSITI PUTRA MALAYSIA DER I L M U DER DA K TI	<b>PEJABAT BENDAHARI</b> Kod Dokumen: UPM/SOK/KEW/AK006/AKN	No. Isu: 02
-17*	ARAHAN KERJA PENGELUARAN RESIT	Tarikh: 22/08/2011

🔜 Re	ceipting System [Us	er -RIZAL/Ad	ministrator] -	[Receipt Entry]						_ 8 ×
System	n Settings Reports	Help		<b>4</b> 1 (1)*						
Logour	t Setup Settings	Posting R	eports 🔭 Ref	📶 🤯 resh ReceiptType	e Search	Summary Exit				
:eipt × 🕼 🖬 +	Student From: [ Sponsor ID: [ Name: [ Address:	UG GSO IDEAL PPL UG	Name	<u>CEN</u>		Receipt No Manual No: Receipt Da Receipt Ty Receipt St	Unposted Recei	pt(s) - 33		
ĕ				Transact	ion Codee					
5	Transaction	n Code 🛛 🏷	Transac	tion Name	Quantity	💩 Price Per Unit	de Total (RM)			
S	10-00000-L84	1000 KWF	JUMUM/PEN	GANJUR	1	0.00	0.0	D I		
<sup>2</sup>	Grand Summarie	s					0.0			
-,							0.0			
E	RECEIPT_DETAIL									
2						Eultratali	0.00			
3	Description:	Coob				Subtotal.	0.00			
3	Bank:	cuan				Total Amount:	0.00			
2	I	Payable	Recei	red: B:	alance:	Received Amoun	t: 0.00	<u>RM</u>		
5	Total(RM):	0.00	-	0.00 =	0.00	Exchange Rate:	1.00			
2						J [				
Ready									24	(09/2004
					c	krin 21				
					3		Y			

34. Taip kod penaja yang membuat bayaran atau pilih melalui senarai penaja dengan menekan butang (22) dan klik pada penaja dan seterusnya klik OK. Rujuk skrin 22.

Setup Settings	Posting Report	s Refresh Receipt Type Sear	Ch Summary Exit	Unpost No:	id Receipt(s) - 33	
Transact 10-0000-L Grand Summa RECEIPT_DET; Description: Payment: Bank: Total(RM):	Image: constraint of the second se	A W Name W JASATAN PERKHIDMATAN AW KEMENTERIAN PENDIDIKAN AW MAJLIS AMANAH RAKVAT (MA INST. PENYELIDIKAN & KEMAJ RISDA KERAJAAN NEGERI SARAWAK YAYASAN NEGERI SABAH YAYASAN NEGERI SABAH YAYASAN NEGERI SABAH YAYASAN NEGERI SABAH YAYASAN NEGERI SABAH YAYASAN NEGERI SABAH YAYASAN NEGERI KEDAH YAYASAN NEGERI KEDAH YAYASAN NELAKA KERAJAAN NEGERI KEDAH YAYASAN MELAKA NEGERI PAHANG DARUL MAKM	Туре V	Description SIA (MARDI) AN GETAH (RISDA) SARAWAK (PIMC)	GL Code V S-10-00000-XX-L84000 S-10-00000-XX-L84000 S-10-00000-XX-L84000 S-10-00000-XX-L84000 S-10-00000-XX-L84000 S-10-00000-XX-L84000 S-10-00000-XX-L84000 S-10-00000-XX-L84000 S-10-00000-XX-L84000 S-10-00000-XX-L84000 S-10-00000-XX-L84000 S-10-00000-XX-L84000 S-10-00000-XX-L84000 S-10-00000-XX-L84000 S-10-00000-XX-L84000 S-10-00000-XX-L84000 S-10-00000-XX-L84000 S-10-00000-XX-L84000	



35. Taip atau masukkan no resit rasmi Universiti di ruangan Manual No. Seterusnya pilih kod akaun yang ingin digunakan mengikut jenis modul yang dipilih melalui jadual di ruangan Transaction Code. Rujuk skrin 23.

	<b>SOKONGAN</b> KEWANGAN	Halaman: 13/15
		No. Semakan: 01
UNIVERSITI PUTRA MALAYSIA DER LL MU DER DA KT	<b>PEJABAT BENDAHARI</b> Kod Dokumen: UPM/SOK/KEW/AK006/AKN	No. Isu: 02
-dfb.	ARAHAN KERJA PENGELUARAN RESIT	Tarikh: 22/08/2011

System	ce 1	Setti Setti	n <b>g System [U</b> ings Reports up Settings	ser -RIZAL Help Posting	/Administrato	pr] - [Receipt ////////////////////////////////////	t Entry]	Search	n Si	(C) ummary	😧 Exit			
eipt 🗙 🕲 🕇		Stu Spo Nar Add	dent From: onsor ID: ne: Iress:	UG 001 JABATAN	PERKHIDMAT	TAN AWAM (.	<u>CENT</u> JPA)			F F F F	Receipt No Manual No Receipt Da Receipt Ty Receipt St	).: : nte: pe: :atus	Unposted Rec P03251 24/09/2004 Sponsor Recc	eipt(s) - 33
Isor Kec			Transactio	n Code	🏷 Tra	Transacti ne	saction Codes					Total (RM)		
Spor		Gra	Transactio	on Code	Transa KWPJ/UMUM/	ction Name PENGANJUR		GL Code				0.00		
e e		RE	10-00000-L830 10-00000-L860 6209100-R119	000 000 50	KWPJ/UMUM/ KWPJ/UMUM/ Unit Progr/PPI	PERSENDIRIAN PENGANJUR L	5-10-0 62091	5-10-00000-XX-L86000 6209100-12043-R11950						
ceipting Syr		De Par Ba	6422300-R117 yment: nk:	10 Cash Payable	Inst. Pend/UN	AUM eceived: 0.00	64223	6422300-00000-R11710 Total Ai Balance: C 0 00 Exchan			mount: ed Amour nge Rate:	nt:	0.00 0.00 0.00	<u>RM</u>
2	Ţ	уре			Desc	cription	Skrin 2	3		GL Co	le		S-10-00000-X>	(-L84

36. Seterusnya masukkan jumlah bayaran yang dibuat oleh penaja di ruangan *Price Per Unit.* Tuliskan juga keterangan bayaran di ruangan *Description.* Kod akaun yang dipilih adalah seperti berikut:

KOD AKAUN	MODUL
10-00000-L84000	SAS UNDERGRADUATE
10-00000-L86000	SAS POSTGRADUATE
6209100-R11950	SAS PPL
6422300-R11710	SAS IDEAL

37. Pemilihan jenis pembayaran dibuat dengan menekan gambarajah 🗾 dan skrin 24 akan terpapar. Setiap jenis atau medium pembayaran mempunyai kod tersendiri. Pilih medium pembayaran yang sesuai dan klik ok.

ogou	ut Setup Settings	Posting Reports Refr	esh ReceiptType Šea	rch Summary Exit	
	Student From: Snonsor ID:	UG <b>T</b>	CENTRE ON	NE Receipt No.:	Unposted Receipt(s)
×	Name:		WAM (JPA)	Receipt Date:	01/03/2005
cereit			Receipting System	Payment Mode	
A TUCH	3 Transaction 10-00000-L8	on Code 🍋 Transac 4000 KWPJ/UMUM/PEN(	Method: 70	Cash Cash BANKERS CHEQUE	.00
ndr.	Grand Summari			OUTSTATION CHEQUE LOCAL CHEQUE POSTAL ORDER MONEY ORDER FOREIGN CURRENCY	
JVG	Description:			BANKERS CHEQUE FRO	
c fun	Payment: Bank:	Cash			
ana	Total(RM):	Payable Receiv 0.00 -			
-	Туре	Descriptio			X-L84

38. Rujuk langkah 22.



- 39. Untuk mencetak resit, tekan butang *Save* dan klik *Print*. Rujuk skrin 10.
- 40. Pembatalan resit hanya boleh dibuat bagi resit yang belum dikemaskini sahaja.
- 41. Ikut langkah a) hingga langkah d) bagi resit-resit yang hendak dibatalkan:
  - a) Cop perkataan DIBATALKAN pada resit asal dan salinan pendua resit berkenaan;
  - b) Nyatakan alasan pembatalan;
  - c) Dapatkan pengesahan pegawai yang bertanggungjawab selain daripada pegawai pengeluar resit; dan
  - d) Failkan salinan asal resit bersama-sama salinan pendua resit yang berkenaan di Seksyen Pengurusan Hasil dan Aset.
- 42. Pilih nombor resit yang hendak dibatalkan. Tekan butang Search. Rujuk skrin 25.

Logout Setup Settings Temporary Posting Posting Reports Reference Receipt Type Search Summary Ext	
CENTRE FOUR CENTRE FOUR Receipt No.: Manual No:	
Address:     Receipt Date:     02/04/2009       Biggeight Date:     Receipt Status	
Transaction Codes Transaction Code Transaction Code Transaction Code Transaction Name Quantity Price Per Unit Total (RM)	
Add Transaction       Description:       Payment:     Cash       Bank:     Payable       Payable     Received:       Balance:	
Total(RM):         0.00         0.00         0.00         Exchange Rate:         1.00	
Ready Toz	/04/2008
😰 Start   😨 🐵 🖤 "   🌮 RealPlayer: Bye Bye Bye   🖻 UPM - Microsoft Word 🗖 🔄 📲 Receipting System [   « 💌 🎱 💽 🖉	7:19 PM

43. Skrin seperti di skrin 26 akan terpapar. Klik *Load Receipt* dan pilih resit yang hendak dibatalkan dengan *double click* pada bahagian tepi kolum *Receipt*.



Syster	ceipting n Settir	jSyste ngs Re	m [User - ports Helj	RIZAL	/Administrate	or] - [Receipt Ent	ry]							_ 문 ×
Logou	t Setu	l p Set	😬 👻	Tempor	ary Posting P	osting Reports	• Refresh	Receip	t Type 🔹 Search	Summary	S E×it			
+	Narr	ne:				<u>CI</u>	ENTRE TH		Recei Manu	pt No.:	Unposted R	eceipt(s) - 55		
$\mathbf{x}$	Ad	Red	ceipting	Syst	em Search	Receipts							G	
ceipt		Fror	n Date:	29/0	3/2008 💌	To Date:	02/04/2004	в 💌	Load Receipts	<ul> <li>Not Posted</li> </ul>	<ul> <li>Posted</li> </ul>	<ul> <li>Cancelled</li> </ul>	Load Receipts	
2		Rec	eipt Type:	[AII]		Cheque No	0		Payer Nam	e:				
eral	Tra			20/02/		2000								
5		Rece	Receipt #	29/03/	Manual Recei	pt Date	Туре	Receiv	ed From	A	moun( Mode	Cheque No	Description	
9		Þ	03000001	6000	A016000	02/04/2008	General	NORMA	ALA BT MAHAMAD		27.00 70		HIV TEST	
			03000001	6001	A016001	02/04/2008	General	KAMAL	SUFIAN OTHMAN	(	27.00 70		HIV TEST	
1000	Ac		03000001	6002	A016002	02/04/2008	General	ZATUL	HIDAYAH BINTI Z	AI 8	89.00 70		MEDICAL CHEC	
5			03000001	6003	A016003	02/04/2008	General	NURHA	SIMAH BT ZAINU	D :	22.00 70		RAWATAN PER	
2			03000001	6004	A016004	02/04/2008	General	NORID.	AH BT HASHIM (87	70 2	22.00 70		RAWATAN PER	
-	De		03000001	6005	A016005	02/04/2008	General	NOOR.	AISHAH BT ZAKAF	31 3	22.00 70		BAWATAN PEB	
-	Pε		03000001	6006	A016006	02/04/2008	General	NUR LI	YANA BT MOHD Y	U :	22.00 70		BAWATAN PER	
E.	De la		03000001	6007	A016007	02/04/2008	General	SITISL	JRAYA BT AMIR HI	: L	22.00 70		RAWATAN PER	
	Be		L03000001	6008	A016008	02/04/2008	General	NOB H	IDAYAH IDRIS (860	D1	5.00 70		RAWATAN PER	
			03000001	6009	A016009	02/04/2008	General	AHMAE	DASUKI BIN ISMA	A.I	3.00 70		BAWATAN PEB	
1 2 1	Tot		0300001	6010	4016010	02/04/2008	General	SITING	BIHA BINTLAB BA	211	3 00 70		BAWATAN PEB	
E S														ed.
~													Ok Cance	
													Poster	<u>}</u>
d) St	art 🔤 🤇	<b>1</b> 🥌	🥶 » 🛛	꼊 Rea	alPlayer: I want	you   🖭 UPM	- Microsoft W	ord			Receip	ting System [	« 🔊 Ø	5270472008 🔬
								Skr	in 26		X			

44. Paparan skrin asal resit akan muncul. Semak nombor resit yang ingin dibatalkan di ruangan Manual

No: dengan resit asal tersebut. Sekiranya sah untuk dibatalkan, klik pada simbol  $\checkmark$ . Skrin pengesahan untuk pembatalan resit akan muncul. Rujuk skrin 27.

Receipting Syst	em [User -RIZ/	\L/Administra	tor] - [Rec	eipt Entry]						
Logout Setup S	ettings Temp	orary Posting	Posting F	Reports T	🛃 😴 Refresh Receipt T	rpe <sup>-</sup> Search Su	🕑 😣 mmary Exit			
Name: Address:		LA BT MAHAM	AD @ SHA	<u>CENT</u> RIF (820110)	RE THREE 065360)	Receipt No Manual No: Receipt Da Receipt Ty Receipt St	Unposted Re 030000016000 A016000 te: 02/04/2008 be: General atus PRINTED	>eipt(s) - 55		
8				Transac	tion Codes					
Transacti	on Code	Transaction	Name		Quantity	Price Per Unit	Total (R	M)		
Grand Su	mmaries	Pusat Resin	atan		0	27.00	21.			
			Receipts			1	77			
Add Tran	saction	_		You are abo	ut to Capcel one Rec	aiot.				
	Judition			Click Yes to p	permanently Cancel t	his Receipt. You won't	be able to undo this cha	inge.		
Descripti	on: HIV TES	3T			Yes	No				
Bank:	: Cash			-						
	Pavak	do D	acaivad:	B	alance:	Received Amoun	t: 27.00	RM		
🐻   Total(RM	):	27.00 -	27.0	00 = 0	0.00	Exchange Rate:	1.00			
2										
										Postif
									4	
Ready	🚳 »   🕫 c	ealDlaver: It's G	on longh	LIPM - Microsof	ft word		Receipting Sucto	W untitle	untitled - P	aint 02/04/200
		coan rayon, it's d	·····	or the Microsol			Receipting System			
V					Skrir	27				

- 45. Klik Yes untuk membatalkan resit atau No sekiranya tidak ingin membatalkan resit.
- 46. Paparan untuk kenyataan sebab pembatalan akan muncul. Masukkan sebab resit hendak dibatalkan dan tekan *Enter*.