MANUAL PENGGUNA (USER MANUAL)



JABATAN BENDAHARI

AKAUN TERIMAAN (KEWANGAN PELAJAR)/ ACCOUNT RECEIVABLE (STUDENT) (UPSI(ISO)/BEN/P07/MP01)

PINDAAN: 00 TARIKH: 8 JANUARI 2016

	Muka surat :1/89				
UNIVERSITI PENDIDIKAN SULTAN JORIS النزيجي تنبينين سلطان وير. SULTAN IDRIS EDUCATION UNIVERSITY	(KEWANGAN PELAJAR)/ ACCOUNT RECEIVABLE (STUDENT)	Tarikh	: 8 JANUARI 2016		
		Pindaan : 00			
	0F31(13O)/BEN/F07/MF01	Keluaran	: A		

Table of Contents

Table of Contents						
1.	Fees Setup	5				
2.	Generating Invoice For New Student	9				
3.	Generating Invoice For Returning Student	11				
4.	4. Generate TKP Batch Invoice					
5.	. Generate Student Invoice for Short Semester					
6.	Invoice Checking and Approval	16				
7.	Invoice Cancellation	18				
8.	Inactive Invoice Cancellation	20				
9.	Sponsor Setup	21				
10.	Sponsored Student	22				
11.	Sponsored Student Batch (PTPTN)	25				
12.	Sponsor Invoice	26				
	12.1 Invoice Tagging for Claim	26				
	12.2 Generate Sponsor Invoice	28				
	12.3 Cancellation Sponsor Billing	29				
13.	Sponsor Payment	30				
	13.1 Receive Payment From Sponsor	30				
	13.2 Uploading Sponsor Payment	32				
	13.3 Sponsor Payment Verification	33				
	13.4 Student Invoice Knock-Off Process	34				
	13.5 Sponsor Knock-Off Posting	35				
	13.6 Cancelling Sponsor Payment	36				
14.	Refund	37				
	14.1 Sponsor Refund Entry	37				
	14.2 Refund Approval	38				
15.	PTPTN	40				
	15.1 PTPTN Upload Data	40				
	15.2 Export PTPTN Data	42				
	15.3 Verify Data From PTPTN	43				
16.	BIMB Bill Presentment	44				
17.	Collection Via BIMB	46				
	17.1 BIMB Bill Presentment Upload Data	46				

		Muka sura	t :2/89
UNIVERSITI PENDIDIKAN SULTAN JORIS SULTAN IDRIS SULTAN IDRIS EDUCATION UNIVERSITY	(KEWANGAN PELAJAR)/ ACCOUNT RECEIVABLE (STUDENT)	Tarikh	: 8 JANUARI 2016
	UPSI(ISO)/BEN/P07/MP01	Pindaan	: 00
		Keluaran	: A

	17.2 BIMB Data Entry	47			
	17.3 BIMB Data Processing	48			
	17.4 Creating BIMB Journal	50			
	17.5 Querying BIMB Collection Account	51			
	17.6 BIMB Report	52			
18.	Barring Student	55			
19.	Update Student Bank Account No	59			
20.	Student Ledger Query	60			
21.	Querying Invoice Listing	61			
22.	2. Querying Receipt Listing				
23.	3. Querying Refund Listing				
24.	Querying Sponsor Payment Receive	64			
25.	5. Querying Sponsor Receipt Posting				
26.	Querying Receipt Invoice	66			
27.	Querying Student Summon	67			
28.	AR Report	68			
29.	Student Debtors Listing	74			
30.	Reminder Letter/Memo	76			
31.	Report by Listing	78			
32.	AR Report (Student Account) -Aging	88			

	Muka surat :3/89		
UNIVERSITI PENDIDIKAN SULTAN JORIS SULTAN IDRIS SULTAN IDRIS EDUCATION UNIVERSITY	(KEWANGAN PELAJAR)/ ACCOUNT RECEIVABLE (STUDENT)	Tarikh	: 8 JANUARI 2016 an : 00
	UPSI(ISO)/BEN/P07/MP01	Pindaan	: 00
		Keluaran	: A

To access Account Receivable menu, user needs to login to the system:

Image: Second Secon						
UPSI INTEGRATED MANAGEMENT SYSTEM Log In Username : Password : Login						
Financial Information System (MyFIS)						
Financial Information System (MyHS) Version 1.2 •••						

Enter Username and Password and click on Login button. System will display MyFIS Main Menu as displayed in Figure 1-2.

Eile	Setup	<u>G</u> ST Maintenance	Budgeting	Purchasing	Acct Payable	Asset/Inventory Mgt	Acct Receivable	Store Management	General Ledger	Çash Management	Loan Mgt	Payroll	EIS .	Audit (∆indow
Figure 1-2: Finance Main Menu															

Account Receivable (Student) module manage process invoicing fees, sponsorship, received payment from student and debt management

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		Pindaan	: 00		
	UPSI(ISO)/BEN/P07/MP01	Keluaran	: A		

Fees Setup

Invoice for student is generating in batch. Fees must be setup at screen *Student Payment Structure* before start charging invoice. The Student Payment Structure screen can be accessed by selecting **Acct Receivable** >> **Setup Screen** >> **Student Payment Structure**.

t/Inventory Mgt	Acct Receivable	Store Manag	ement	General Ledger	<u>C</u> ash Mana <u>c</u>
	Setup Screen		Reve	enue Setup	
	Invoice		▶ Stud	ent Payment Struc	ture
**	New Student Inv	Dice	 Acco Stud 	unt Suspend Mair ent Bank Account) Setup
	<u>C</u> redit Note		•		
	⊆afeteria Invoice	s	•		
	Receipt		•		
	Sponsorship		•		
	BIMB/BSN		•		
	Refund Online		•		
SI INTEGRA	Others Collection	n	•		
	Eines		▶ EW		
	Parring Info				

		ikikX kada 2				
WRF007 - Invoice Type Setup						_ 5
r : Norfazitahan			Da	e: 10-11-2015 1	6:56	
Invoice Structure Setup	Program and Fee Structure Setup					
Invoice Structure Setup						
Invoice Structure Code						
Description				_		
Enter				_		
Enter						
rotor by Structure						
Detail Charging Information			0		5	
eq Account Code*	Description Amount	TxCd Tax Amt	Cost Center Code*	Project Code	Fee Type International?	
				Í.	. Issue To	
					Issue To	
					. 💌 💌 Issue To	
		<u> </u>			Issue To	
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			ns 🗄	iancial Info	rmation System (MyHS)	
		UPSI INTEGANTE	Минаемент Sintem	sion 1.2 🕘 🖲 🖲	•	
	Eiguro 2 M	DENNT	-1. Ctu	dont D	avment Structu	Ira-Invoice Structure Setur

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UNIVERSITI PENDIDIKAN SULTAN JORIS SULTAN IDRIS EDUCATION UNIVERSITY	(KEWANGAN PELAJAR)/ ACCOUNT RECEIVABLE (STUDENT)	Tarikh	: 8 JANUARI 2016			
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		Keluaran	: A			

Create new setup by fill in Invoice Structure Setup and Detail Charging Information field. Then, click on **Save** button. The fields are explained, as followed:

Field Name	Description	Required
Invoice Structure Code	Create Code for setup in alphabet or number	Y
Description	Description of setup	Y
Enter	Auto generated by system	
Total by Structure	Auto calculated by system	
Seq	Sequence number	Y
Account Code	Credit Account Code can be selected from account info pop-up displayed when user click on F9 button	Y
Description	Auto generated by system	
Amount	Fees Rate	Y
TxCd	Auto generated by system	
Tax Amt	Auto calculated by system	
Cost Center Code	Cost center for invoice can be selected from cost center listing pop-up displayed when user click on F9 button	Y
Project Code	Project for invoice can be selected from project listing pop-up displayed when user click on F9 button	
Fee Туре	Select fee type Berulang or Tidak Berulang	Y
Fee International?	Select fee international? Ya or Tidak	Y

		Muka surat :6/89		
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		Keluaran	: A	

Click Issue To button to insert or tagging Sponsor ID with fees.

Ac	tion Edit Query	Block Becord Eield Help Window			
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12	WINDOW188				_ 🗆 ×
r				_	
	Issue To				
	KPT	KEMENTERIAN PENGAJIAN TINGGI MALAYSIA (BIASISWA SLTP)	 -		
	MARA	MAJLIS AMANAH RAKYAT			
	SCOMI	YAYASAN SCOMI			
	YTAR	YAYASAN TUNKU ABDUL RAHMAN			
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		Evit	 		
1					

Figure 2-WRF007-2: Window188

HODEATIT				Data - 40 44 2	045 22-28	
: NORFAZII	ARAF			Date : 10-11-2	015 22:36	
Invoice Str	ucture Setup Program and Fee	Structure Se	etup			
Decement	and Deserved Chrysterne Manuface					
Programs	and Payment Scructure Mapping					
Program Cod	le Description	Semester No	Fee Structure	Description	Total Fees	
A16	Psikologi	1	DEGREE 4	YURAN PENGAJIAN IJAZAH SARJAI	\$2,730.00	
C10	Kejuruteraan Perisian (Perisian Pendidil	1	DEGREE 4	YURAN PENGAJIAN IJAZAH SARJAI	\$2,730.00	
H16	Reka Bentuk (Pengiklanan)	1	DEGREE 4	YURAN PENGAJIAN IJAZAH SARJAI	\$2,730.00	
H17	Reka Bentuk (Animasi)	1	DEGREE 4	YURAN PENGAJIAN IJAZAH SARJAI	\$2,730.00	
\S20	Sains Sukan (Psikologi Sukan)	1	DEGREE 4	YURAN PENGAJIAN IJAZAH SARJAI	\$2,730.00	
\S72	Sains Sukan (Rehabilitasi Sukan)	1	DEGREE 4	YURAN PENGAJIAN IJAZAH SARJAI	\$2,730.00	
S74	Sains Sukan (Sains Kejurulatihan)	1	DEGREE 4	YURAN PENGAJIAN IJAZAH SARJAI	\$2,730.00	
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			[
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Figure 2- WRF007-3: Student Payment Structure-Program and Fee Structure Setup

Fill in Program and Payment Structure Mapping field. Then, click on **Save** button. The fields are explained, as followed:

		Muka surat :7/89		
UNIVERSITI PENDIDIKAN SULTAN JORIS SULTAN JORIS SULTAN IDRIS EDUCATION UNIVERSITY	(KEWANGAN PELAJAR)/ ACCOUNT RECEIVABLE (STUDENT) UPSI(ISO)/BEN/P07/MP01	Tarikh	: 8 JANUARI 2016	
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	Description	Required
Field Name		-
Program Code	Program Code can be selected from program	Y
_	listing pop-up displayed when user click on F9	
	button	
Description	Description of program code. Auto generated by	
	system	
Semester No	First semester no	Y
Fee Structure	Auto generated by system	
Description	Description of fee structure. Auto generated by	
	system	
Total Fees	Auto generated by system	

		Muka surat :8/89		
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		Keluaran	: A	

Generating Invoice For New Student

Access to the screen by selecting Account Receivable >>Generate Student Invoice by Batch>>New Student

entory Mgt	Acct Receivable	Store Manager	nent	General Ledg	er <u>C</u> as	h Manag	ement	Loan Mgt	Payroll	Ē
	Setup Screen	•								
	Invoice	Þ	n Invoi	ce Entry			1			
	New Student Invoice		Gene	erate Student I	New	New Student				
			Generate Student Offence Invoice				Retu ► TKP	Returning Student		
	⊆afeteria Invoice	is 🔸					ļnvoi	ce Denda		
	Receipt +						<u>T</u> KP Invoi	Advance P ⁻ ce Short Se	IPTN mester	
	Sponsorship	•					Invoi	s Yuran PJ.	J	
	BIMB/BSN	•								
	Refund Online	•								
	Others Collectio	n ▶	Р							
NTEGRA	Eines	•	EM							
	Barring Info	•	[

Action Edit Query Block Record Eield	I ∐elp Window	
00000		
1 WRF055 - Generate Invoice for New Stu	udent .	
User : NORFAZITAHAN	Date : 10-11-2015 23:45	
Generate Invoice for New Student		
Student Type	T	
Program		
Sponsorship		
Invoice Category	(*** Bagi semua program DIPLOMA,perlu masukkan maklumat ini)	
Semester		
Course	<u></u>	
Total Student		
Process Status		
Get Data Nor	rmal Student Normal Student (Active) Hostel Hostel (Active)	
Diploma Dipl	oma (Active) Diploma SPM Diploma Khas PJJ Student PJJ - Module	
PKPG	PPGB Hostel PPGB (Active) Hostel Diploma (Active) Hostel Diploma SPM	
KOSISWA		
*** Bagi program DIPLOMA, selain Diplor *** Bagi program Master Eksekutif (ME)	ma SPM,Diploma Khas perlu masukkan maklumat PENA JA perlu masukkan maklumat kursus	



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Fill in the parameters. Then, click on **Get Data** button. Number of student that available to generate invoice will appear at Total Student field. After that, click generate invoice button. The parameters are explained, as followed:

Parameter Name	Description	Required
Student Type	Select student type by click drop down box	Y
Program	Select program from program listing pop-up when clicking LOV button	Y
Sponsorship	Select sponsor from sponsor listing pop-up when clicking LOV button	
Invoice Category	Fees Setup. Select invoice category from category program pop-up when clicking LOV button	
Semester	Semester for charging fee. Select semester from semester listing pop-up when clicking LOV button	Y
Course	Select course from program offered list pop-up when clicking LOV button	

		Muka surat :10/89			
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		Pindaan	: 00		
		Keluaran	: A		

Generating Invoice For Returning Student

Access the screen by selecting Acct Receivable >> Invoice >> Generate Student Invoice by Batch>>Returning Student

tory Mgt	Acct Receivable	Store Manager	nent	<u>G</u> eneral Le	edger	<u>C</u> ash Mana <u>c</u>	lement	Loan Mgt	Payroll	ĒIS
	Setup Screen	•								
	Įnvoice	Þ	l Invoi	ice Entry			1			
	New Student Inv	oice 🕨	Gen	erate Studer	nt Invoi	ice by Batch	New	Student		
	<u>C</u> redit Note	•	<u>G</u> en Invoi	erate Studer ice Approval	nt Offei / Cano	nce Invoice cellation	Retu TKP	ming Stude Batch Invoi	nt ces	
	<u>C</u> afeteria Invoice	is 🕨					Invoi	ce Denda		
	<u>R</u> eceipt	•					<u>T</u> KP Invoi	Advance PT ce Short Se	PTN mester	
	<u>S</u> ponsorship	•					Invoi	s Yuran PJJ	J	
	BIMB/BSN	۲								

Action Edit Query Block Record [ield Help Window
🖉 🌢 📭 🔀 🗘 🖒 🖷	13 15 4 4 ▶ ▶
🙀 WRF016 - Generate Invoice for Ret	urning Student
User: NORFAZITAHAN	Date: 11-11-2015 00:37
Generate Invoice for Returning	Student
Student Type	▼
Batch	
Program	
Intake Semester	
Sponsorship	
Invoice Category	
Semester	
Course	• k
Current Sem	
Total Student	
Process Status	
Get Data	Normal Student PKPG PPGB Graduate Diploma Diploma SPM
Hostel	Praktikum PJJ Student PJJ - Module
Diploma SPM (Pelajar Lama) Hostel Diploma
*** Bagi program Diploma, selain Di *** Bagi program Master Eksekutif	oloma SPM wajib masukkan maklumat penaja (ME) wajib masukkan maklumat kursus



		Muka surat :11/89		
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		Pindaan	: 00	
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Fill in the parameters. Then, click on **Get Data** button. Number of student that available to generate invoice will appear at Total Student field. After that click generate invoice button. The parameters are explained, as followed:

Parameter Name	Description	Required
Student Type	Select student type by click drop down box	Y
Batch	Select batch from batch listing pop-up by clicking LOV button	
Program	Select program from program listing pop-up by clicking LOV button	Y
Intake Semester	Key-in intake semester or select from intake semester pop-up by clicking LOV	
Sponsorship	Select sponsor from sponsor listing pop-up when clicking LOV button	
Invoice Category	Fees Setup. Select invoice category from category program pop-up by clicking LOV button	
Semester	Semester for charging fee. Select semester from semester listing pop-up by clicking LOV button	Y
Course	Select course from program offered list pop-up by clicking LOV button	
Current Sem	Select 1 for charge invoice before semester begin. Select 0 for charge invoice in current semester	

		Muka surat :12/89		
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		Pindaan	: 00	
		Keluaran	: A	

Generate TKP Batch Invoice

Access to the screen by selecting Acct Receivable >> Invoice >> Generate Student Invoice by Batch>>TKP Batch Invoice

nventory Mgt	Acct Receivable	Store Manager	nent	General Ledger	Cash Manage	ment	Loan Mgt	Payroll	ĒIS
	Setup Screen	+							
	Invoice	ŀ	1 Įnvoi	ce Entry		1			
	New Student Inv	oice 🕨	Gen	erate Student Invo	ice by Batch 🔸	New	Student		
	<u>C</u> redit Note	•	<u>G</u> eni Invoi	ce Approval / Can	cellation	<u>R</u> etu <u>T</u> KP	rning Stude Batch Invoi	ent ces	
	Cafeteria Invoice	is 🕨				ļnvoi	ce Denda		
	<u>R</u> eceipt	•				<u>T</u> KP . Invoi	Advance P1 ce Short Se	rPTN mester	
	Sponsorship	•				ļnvoi	s Yuran PJ.	J	
	BIMB / BSN	•							
	Pofund Online								

eting Bill Meeting Bil * GET DATA GET DATA	NORFAZITAHAN	IM				Date: 1	11-11-2015 01:03			
Meeting Bil * GET DATA bung Kebajikan Pelajar	eting Bill									
abung Kebajikan Pelajar Student la Student Name Fund Type Approve Approve Date Approve Amount Meeting Date Invoice No Voucher No 		Meeting	Bil *		GE	TDATA				
Student Id Student Name Fund Type Approve Approve Date Approve Amount Meeting Date Invoice No Voucher No Image: Student Id	abung Kebajikan I	Pelajar								
	Student Id	Student Name	Fund Type	Approval	Approve Date	Approve Amount	Meeting Date	Invoice No	Voucher No	
Image: Constraint of the second se										
Image: Constraint of the second se										
0 Total Unselect All Select All										ie I I
0 Total Unselect All Select All	i				j <u> </u>		·			i – – I
Unselect All Select All	0				Total					
							U	nselect All	Select	All



TKP is Student Welfare Fund that providing loans and donation to student. This screen is use to create invoice and voucher for loans and donations that approve by the Committee of Student Welfare Fund to eligible student.

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Click F9 at **Meeting Bil** field to select meeting bil number. After that click **Get Data** button. Students that are approved by committee will be listed at Tabung Kebajikan Pelajar. Click button **Select All**, then click button Create Voucher (TKP) and Create Invoice (TKP) for loan. Button Create voucher (Derma shj) is use to create payment voucher.

Report can be generate by clicking button Print Report/ Excel (TKP) / Excel(Derma).

Generate Student Invoice for Short Semester

Access to the screen by selecting Account Receivable >> Invoice >> Generate Student Invoice by Batch >> Invoice Short Semester

ventory Mgt	Acct Receivable	Store Manager	nent	General Ledger	<u>C</u> ash Mana <u>c</u>	ement	Loan Mgt	Payroll	ĒIS
	Setup Screen	•							
	ļnvoice	•	n Invoi	ce Entry		1			
	New Student Inv	oice 🔸	<u>G</u> en Con	erate Student Invo	ice by Batch	New	Student		
	<u>C</u> redit Note	•	Invoi	ice Approval / Can	icellation	▶ <u>T</u> KP	rning Stude Batch Invoi	ent ces	
	Cafeteria Invoice	es 🕨				ļnvoi	ce Denda		
	Receipt	•				TKP	Advance PT	'PTN mester	
	Sponsorship	•				Invoi	s Yuran PJ.	J	
	BIMB / BSN	•							

		Muka surat :14/89		
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		Pindaan	: 00	
		Keluaran	: A	

NORFAZITAHAN				Date : 11-11	2015 01:28	
t Data For Short Seme	ester Student					
Program				_		
Semester	[Ge	rt Data	
st of Data For Short Se	mester Student					
student ID	Student Name	Level	Credit Hours	Invoice No	Total Amt Select?	- I
		i i				
						-
itud <mark>0</mark>				Total All		
		Calas	+ au		Create Invoice	

Invoice for short semester is based on total credit hours registered by student. Fill in the parameters. Then, click on **Get Data** button. Number of student that available will be listed. After that, click **Select All** and **Create Invoice** button. The parameters are explained, as followed:

Parameter Name	Description	Required
Program	Select program by clicking LOV button	Y
Semester	Select Semester by clicking LOV button	Y

		Muka surat :15/89		
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		Pindaan	: 00	
		Keluaran	: A	

Invoice Checking and Approval

Access the screen by selecting Acct Receivable >> Invoice >> Invoice Approval / Cancellation >> Invoice Approval. Supervisor needs to verify and approve invoice before invoice can be posted to General Ledger.



Figure 7-WRF003-1: Invoice Approval

To query **Invoice Listing** info, place cursor on **Invoice No** frame and click on **Enter Query** button. Then, click on **Execute Query** button. System will display verified invoice listing for the selected parameter. The fields are explained, as followed:

		Muka sura	t :16/89
UNIVERSITI PENDIDIKAN SULTAN JORIS SULTAN IDRIS EDUCATION UNIVERSITY	الالالالالالالالالالالالالالالالالالال		: 8 JANUARI 2016
		Pindaan	: 00
		Keluaran	: A

Field Name	Description	Required
Date	Date invoice is created	
Invoice No	Invoice's number	
Invoice Type	Invoice type	
Cust ID	Customer ID i.e. Vendor ID, Staff ID,	
	Student ID etc.	
Cust Name	Customer's name	
Enter By	Username of staff doing invoice entry	
Desc	Invoice's description	
Status	Invoice status	
Nett Amt	Nett invoice's amount	
Select?	Check checkbox to select invoice	Y

To view invoice details, place cursor on the desired invoice and click on Detail button. System will navigate to "*WRF106 – Customer Invoice Entry*" screen. Click on Exit button to return to previous screen.

To approve invoice, click on **Select All** button to select all invoices or check checkbox manually to select the desired invoice. Then, click on **Approve** button.

		Muka sura	t :17/89
لالحال UNIVERSITI PENDIDIKAN SULTAN IDRIS التيسني تلديدين الطان وس SULTAN IDRIS EDUCATION UNIVERSITY	(KEWANGAN PELAJAR)/ ACCOUNT RECEIVABLE (STUDENT)	Tarikh	: 8 JANUARI 2016
		Pindaan	: 00
		Keluaran	: A

Invoice Cancellation

User can cancel invoice if needed i.e. when user created invoice with wrong amount or wrong account code. This screen can be accessed by selecting Acct Receivable >> Invoice >> Invoice Approval / Cancellation >> Invoice Cancellation

Asset/Inventory Mgt	Acct Receivable	Store Manage	nent	General Ledger	<u>C</u> ash Manag	ement	Loan Mgt	Payroll	ĒIS	Aud
	Setup Screen	+								
	Invoice)	i Invoi	ice Entry						
	New Student Inv	oice 🕨	<u>G</u> en Gen	erate Student Invo erate Student Offe	ice by Batch					
	<u>C</u> redit Note	•	Invoi	ice Approval / Can	cellation	I Įnvoi	ce Approva	l		
	Cafeteria Invoice	s 🕨				Invoi	ce Cancella	ation		
	<u>R</u> eceipt	•				ļnact	ive Invoice	Cancella	tion	
	Sponsorship	•								
	BIMB / BSN	•								

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Detail Unselect All Select All Cancel									India	Sacion Date		
Uetail Unselect All Select All Cancel				1					1			
			Detail	Unsel	ect All	Select A	•	Cancel				



The fields are explained, as followed:

		Muka sura	t :18/89
UNIVERSITI PENDIDIKAN SULTAN JORIS VILTAN IDRIS EDUCATION UNIVERSITY	(KEWANGAN PELAJAR)/ ACCOUNT RECEIVABLE (STUDENT)	Tarikh	: 8 JANUARI 2016
		Pindaan	: 00
		Keluaran	: A

Field Name	Description	Required
Date	Date invoice is created	
Invoice No	Invoice's number	
Invoice Type	Invoice type	
Cust ID	Customer ID i.e. Vendor ID, Staff ID,	
	Student ID etc.	
Cust Name	Customer's name	
Enter By	Username of staff doing invoice entry	
Desc	Invoice's description	
Status	Invoice status	
Nett Amt	Nett invoice's amount	
Select?	Check checkbox to select invoice	Y
Cancel Reason	Cancel's reason	Y
Transaction Date	Transaction date	

To cancel invoice, click on **Select All** button to select all invoices or check checkbox manually to select the desired invoice. Enter **Cancel Reason** frame, then, click on **Cancel** button.

		Muka surat :19/89			
UNIVERSITI PENDIDIKAN SULTAN JORIS SULTAN JORIS SULTAN IDRIS EDUCATION UNIVERSITY	(KEWANGAN PELAJAR)/ ACCOUNT RECEIVABLE (STUDENT)	Tarikh	: 8 JANUARI 2016		
		Pindaan	: 00		
		Keluaran	: A		

Inactive Invoice Cancellation

Access the screen by selecting Acct Receivable >> Invoice >> Invoice Approval / Cancellation >> Inactive Invoice Cancellation

ory Mgt	Acct Receivable Store Mar	nager	ment General Ledger Cash Management Loan Mgt Payroll EIS Au
	Setup Screen	•	
	Invoice	Þ	Invoice Entry
	New Student Invoice	÷	Generate Student Invoice by Batch
	<u>C</u> redit Note	•	Invoice Approval / Cancellation
	<u>C</u> afeteria Invoices	•	Invoice Cancellation
_	Receipt	•	Inactive Invoice Cancellation
	Sponsorship	•	

IVVICEUS/ -	invoice Cance	anation (INAC II	IVE)										
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Date	Invoice No	Cust ID	Cust Name	Enter By	Type	Stud Sts	Desc	Palu Ami	Status	Nett Amt			
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								Transa	action Date	11-11-2015			
			Cancel	linselect All	Self	ect All	Edit Detail						
							Lux Dotui						

User can cancel invoice for inactive student in this screen. To cancel invoice, click on **Select All** button to select all invoices or check checkbox manually to select the desired invoice. Then, click on **Cancel** button.

		Muka surat :20/89			
UNIVERSITI PENDIDIKAN SULTAN JORIS Sultan Idris education University	(KEWANGAN PELAJAR)/ ACCOUNT RECEIVABLE (STUDENT)	Tarikh	: 8 JANUARI 2016		
		Pindaan	: 00		
		Keluaran	: A		

Sponsor Setup

Access the screen by selecting **Acct Receivable >> Sponsorship >> Sponsor Setup**.



Figure 10-PWF001-1: Sponsor/Loan Organization Information

		Muka sura	it :21/89
UNIVERSITI PENDIDIKAN SULTAN JORIS SULTAN IDRIS EDUCATION UNIVERSITY	(KEWANGAN PELAJAR)/ ACCOUNT RECEIVABLE (STUDENT)	Tarikh	: 8 JANUARI 2016
		Pindaan	: 00
		Keluaran	: A

User can create or register new sponsor in this screen. Fill in the parameters and then click **Save** button. The fields are explained, as followed:

Field Name	Description	Required
Sponsor Code	Code and Name of sponsor	У
Address	Sponsor Address	Y
Contact Person	Name of person in charge	Y
Contact No	Telephone number	
Status	Status of Sponsor	Y
Sponsor Payment Through	Click drop down box to select Sponsor Payment Through: UPSI/Student	Y

Sponsored Student

Access the screen by selecting Acct Receivable >> Sponsorship >> Student Sponsor >>

Sponsored Student. This screen is use to update student sponsored information.

ing	Acct Payable	Asset/Inventory Mgt	Acct Receivable	Store Manager	nent	<u>G</u> eneral Ledger	<u>C</u> ash I	Management	Loan Mgt	Payroll	ĒIS	Au
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			Įnvoice	•								
			New Student Inv	roice 🕨								
			⊆redit Note	•								
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			Receipt	•								
			Sponsorship	•	i Spon	sor Setup						
			BIMB / BSN	•	Stude	nt Sponsor	·	Sponsored St	udent			
			Refund Online	÷	Spon	sor Invoice	•	Sponsored St	udent Batcl	h (PTPT)	4)	
			Others Collectio	n ▶	Spon	sor Payment	•					

		Muka sura	t :22/89
UNIVERSITI PENDIDIKAN SULTAN JORIS SULTAN IDRIS SULTAN IDRIS EDUCATION UNIVERSITY	(KEWANGAN PELAJAR)/ ACCOUNT RECEIVABLE (STUDENT)	Tarikh	: 8 JANUARI 2016
		Pindaan	: 00
	01 31(130)/ DE14/1 07/141 01	Keluaran	: A

NORFAZITAH	IAN					Date : 20-11-	2015 04:41
elect Sponsor	/Loan Orga	nization Information				Update S	tatus Sponsor
Sponsor Code	•						
Address	•				-	Update S	elected Sponsor
					-	Updat	e All Sponsor
Status	•						
	,						
nsert Data New	Student						
File Name						Uplo	ad
	,						
Sponsor/Loan (
	Organizatio	n Information	8 greement (
- Student Id	Organizatio	n Information	Agreement/ Reference No	Date Offered	Date Terminated	Amount	Status
Student Id	Organizatio	n Information	Agreement/ Reference No	Date Offered	Date Terminated	Amount	Status
Student Id	Organizatio	n Information	Agreement/ Reference No	Date Offered	Date Terminated	Amount	Status
Student Id	0rganizatio 	n Information	Agreement/ Reference No	Date Offered	Date Terminated	Amount	
Student ld	Organizatio 	n Information Name	Agreement/ Reference No	Date Offered	Date Terminated	Amount	
Student ld	Organizatio	n Information	Agreement/ Reference No	Date Offered	Date Terminated	Amount	Status
Student ld	Organizatio	Name	Agreement/ Reference No	Date Offered	Date Terminated	Amount	
Student ld	Organizatio	n Information	Agreement/ Reference No	Date Offered	Date Terminated	Amount	
Student ld		Information	Agreement/ Reference No	Date Offered	Date Terminated	Amount	Status
Student ld	Organizatio	n Information	Agreement/ Reference No	Date Offered	Date Terminated	Amount	Status
Student Id	Organizatio	Information	Agreement/ Reference No	Date Offered	Date Terminated	Amount	
Student Id	Organizatio	n Information	Agreement/ Reference No	Date Offered	Date Terminated	Amount	Status
Student Id	Organizatio	n Information	Agreement/ Reference No	Date Offered	Date Terminated	Amount	Status

Figure 11-PWF002-1: Sponsored/Loan Student Entry

To query sponsor, click on Enter Query button, enter cursor on **Sponsor Code** field and press F9 to choose **Sponsor Code**. Then, click on Execute Query. **Sponsor/Loan Organization Information** will be displayed.

Sponsor's information can be updated in 2 methods:-

1. One by One

Click on button **Insert Record**. Then click on LOV button to enter student id from pop – up listing. Fill in other information and click **Save** button.

2. Batch

Click LOV button at File Name to select CSV file in disk C. Then click Upload button to start uploading data and click Save button after finish. The format for CSV file is as below:-

		Muka sura	t :23/89
UNIVERSITI PENDIDIKAN SULTAN JORIS SULTAN IDRIS SULTAN IDRIS EDUCATION UNIVERSITY	(KEWANGAN PELAJAR)/ ACCOUNT RECEIVABLE (STUDENT)	Tarikh	: 8 JANUARI 2016
		Pindaan	: 00
		Keluaran	: A

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1	Bil	No Matric	IC	Name	Date offered	Received Amt				
2	1	L20091002959	810125104428	Badriyah Bte Ibrahim	10/12/2009	1000				
3	2	L20091002982	820111105566	Catherine Tang Der Horng	11/12/2009	1000				
4	3	L20091002990	810205105610	Chiam Ai Hau	12/12/2009	1000				
5	4	L20091003012	811201105428	Chong Gar King	13/12/2009	1000				
6							F			
7										

The fields are explained, as followed:

Field Name	Description	Required
Sponsor Code	Sponsor Code	Y
Address	Address of selected Sponsor Code	Y
Status	Status Sponsor	Y
File Name	Location of saved file in C	
Student Id	Student Matrix No	Y
Agreement/Reference No	Agreement/ Reference No related to sponsorship	
Date Offered	Date of start sponsored	Y
Date Terminated	Ending date of sponsored	Y
Amount	Amount sponsored	
Status	Student sponsor status. Click drop down box to update status Active or Inactive	Y

To inactive student sponsor status, click on button Update Selected Sponsor.

		Muka sura	t :24/89
UNIVERSITI PENDIDIKAN SULTAN JORIS SULTAN IDRIS SULTAN IDRIS EDUCATION UNIVERSITY	(KEWANGAN PELAJAR)/ ACCOUNT RECEIVABLE (STUDENT)	Tarikh	: 8 JANUARI 2016
		Pindaan	: 00
		Keluaran	: A

Sponsored Student Batch (PTPTN)

Access the screen by selecting Account Receivable > Sponsor > Student Sponsor > Sponsored Student Batch (PTPTN). This screen is use to update student with sponsored information using data formatting PTPTN.



Action Edit Query Blo	ck Becord Eield	I ⊟elp Window		
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🙀 PWF025 - Sponsor U	pload Student by	Batch		
User: NORFAZITAHAN				Date: 16-11-2015 23:10
Sponsor Data File Sponsor Code File Name]			1 Upload 2 Update Stud ID 3 Stud ID > 1 4 Insert Data
Uploaded Data				
Student IC	Student ID	Student Name	Account No	Remark
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Total Student	0			

Figure 12-PWF025-1: Sponsor Upload Student by Batch (PTPTN)

		Muka sura	t :25/89
UNIVERSITI PENDIDIKAN SULTAN JORIS النزيبتي تنديدين سلطان وس Sultan Idris Education University	(KEWANGAN PELAJAR)/ ACCOUNT RECEIVABLE (STUDENT)	Tarikh	: 8 JANUARI 2016
		Pindaan	: 00
		Keluaran	: A

Follow the step below to update information:-

- 1. Click F9 to enter **Sponsor Code**. Then, click LOV button to choose **File Name** in C.
- 2. Click **Upload** button to start uploading data.
- 3. Click Update Stud ID to allow system checking Student Id.
- 4. Click **Stud ID> 1** button, to check student that had more than 1 matrix no
- 5. Finally click **Insert Data** button to update sponsorship information.

Sponsor Invoice Invoice Tagging for Claim

Access the screen by selecting Acct Receivable >> Sponsorship >> Sponsor Invoice >> Invoice Tagging for Claim



		Muka sura	t :26/89
UNIVERSITI PENDIDIKAN SULTAN JORIS SULTAN JORIS SULTAN IDRIS EDUCATION UNIVERSITY	(KEWANGAN PELAJAR)/ ACCOUNT RECEIVABLE (STUDENT)	Tarikh	: 8 JANUARI 2016
		Pindaan	: 00
		Keluaran	: A

FIN_ADMIN		·						Date: 14	4-11-2014 11	:16
Sponsor Infor	mation									
Sponsor C	ode					Status				
Add	ress				÷					
Student Listin	g by Sponsor		A greement/			Sponsor			Student	
Student Id		Name	Reference No	Date Offered	Date Terminated	Status	Invoice Amount	Claim Amount	Status	
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	_	Generate Bill ?	Print Detail	Gen Inv	oice Upd	ate Claim Amt				
		DTOTH								

Figure 13-PWF019-1: Sponsor Invoice Entry

Follow the step below to entry invoice:-

- 1. Click Enter Query button and Press F9 on Sponsor Code field. Then select sponsor from pop-up sponsor listing and click OK. After that, click Execute Query.
- 2. Insert Claim Amount. Claim amount can be updated using 2 method:
 - a. Key-in the amount on Claim Amount field
 - b. Upload claim amount using CSV formatting data by clicking Update Claim Amt button
- 3. Click Generate Bill button, Bil Ref. No will be display.
- 4. Click Gen Invoice button to generate sponsor invoice.

		Muka sura	t :27/89
UNIVERSITI PENDIDIKAN SULTAN JORIS SULTAN IDRIS EDUCATION UNIVERSITY	(KEWANGAN PELAJAR)/ ACCOUNT RECEIVABLE (STUDENT)	Tarikh	: 8 JANUARI 2016
		Pindaan	: 00
		Keluaran	: A

Sponsor Invoice Generate Sponsor Invoice

Access the screen by selecting Acct Receivable >> Sponsorship >> Sponsor Invoice >>

Generate Sponsor Invoice. This screen can be used to create sponsor invoice after getting Bill Ref. No from Invoice Tagging for Claim screen.



Action Edit Query Block Record Field Help Window	
🙀 PWF006 - Generate Sponsor Bill	
User: FIN_ADMIN Date	: 31-10-2014 16:23
Bill Information	
Bill Ref. No	
Sponsor ID	
Bill Type	
Process Status	
Invoice No	
Report Format	
Transaction Date 31-10-2014	
Generate Bill ? Print Detail Gen Invoice	
PTPTN	

Figure 13-PWF006-1: Generate Sponsor Bill

		Muka sura	t :28/89
UNIVERSITI PENDIDIKAN SULTAN JORIS SULTAN JORIS SULTAN IDRIS EDUCATION UNIVERSITY	(KEWANGAN PELAJAR)/ ACCOUNT RECEIVABLE (STUDENT)	Tarikh	: 8 JANUARI 2016
		Pindaan	: 00
		Keluaran	: A

Click LOV button and select **Bill Ref No**. Then click **Gen Invoice** button to generate sponsor invoice. After that, select **Report Format** by clicking drop down box to choose type of report and click **Print Detail** button to generate report.

Cancelling Sponsor Billing

Access the screen by selecting Acct Receivable >> Sponsorship >> Sponsor Invoice >> Sponsor Billing Cancellation.





Select **Enter Query**, fill in **Bill No** and select **Execute Query**. Bill number that needs to cancel will be display. Click **Select?** box and **Cancel** button to cancel the bill.

		Muka sura	t :29/89
UNIVERSITI PENDIDIKAN SULTAN JORIS SULTAN IDRIS EDUCATION UNIVERSITY	(KEWANGAN PELAJAR)/ ACCOUNT RECEIVABLE (STUDENT)	Tarikh	: 8 JANUARI 2016
		Pindaan	: 00
		Keluaran	: A

Sponsor Payment Receive Payment from Sponsor

Sponsor Payment is a process to knock-off student's invoice that sponsored. The screen can be accessed by selecting Acct Receivable >> Sponsorship >> Sponsor Payment >> Receive Payment from Sponsor

rchasing	Acct Payable	Asset/Inventory Mgt	Acct Receivable	Store Manager	ment	General Ledger	⊆ash	Management	Loan Mgt	Payroll	ĒIS
			Setup Screen	•							
			Invoice	•							
			New Student Inv	oice 🕨							
			<u>C</u> redit Note	•							
			⊆afeteria Invoice	is 🕨							
			Receipt	•							
			Sponsorship	Þ	Spor	nsor Setup		1			
			BIMB/BSN	+	Stud	ent Sponsor	•				
			Refund Online	•	Spor	nsor Invoice	•				1
			Others Collection	n 🕨	Shot	isor Fayment	ĺ	Receive Paym	ent from S ent from Sp	ponsor Jonsor	
		UPSI INTEGRA	Eines	•	PTP	TN	_	Sponsor Payr	nent Verific	ation	
			Barring Info	•	E ''	t Pongocobon Vu	ran	Sponsor Knor	e Knock Of sk-Off Posti	ng ng	°
			Student Bank Ac	count No 📕	Jura	n renyesallali tu		Sponsor Payr	nent Cance	ellation	

Date : 17-11-2015 00-10
Date : 17-11-2015 00:10 Total Student Amount Status ENTRY Balance Ant Status 2 sem?
Date : 17-11-2015 00:18 Total Student Amount Status ENTRY Evalance Ant Status 2 sem?
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Total Student Amount Status ENTRY Balance Ant Status 2 cem?
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Figure 15-PWF003-1: Sponsor / Loan Payment Entry

		Muka sura	t :30/89
لاEWANGAN P SULTAN IDRIS SULTAN IDRIS SULTAN IDRIS EDUCATION UNIVERSITY	(KEWANGAN PELAJAR)/ ACCOUNT RECEIVABLE (STUDENT)	Tarikh	: 8 JANUARI 2016
		Pindaan	: 00
	01 31(130)/ DE14/1 07/141 01	Keluaran	: A

Follow the step below to entry sponsor information:-

- 1. Press F9 at **Sponsor Code** column, Sponsor List wills pop-up. Then select sponsor code and click **OK**.
- 2. Insert information of Total Student, Payment Doc Ref, and Amount.
- 3. Insert Student ID by press F9 to choose student ID from Student Listing pop-up.
- 4. Insert **Receive Amt** and click **Create Sponsor Batch ID**. Batch Id number will be generated.
- 5. To insert Student ID in batch, refer Uploading Sponsor Payment step.

	MANUAL PENGGUNA AKAUN TERIMAAN	Muka surat :31/89			
UNIVERSITI PENDIDIKAN SULTAN JORIS SULTAN JORIS SULTAN IDRIS EDUCATION UNIVERSITY	(KEWANGAN PELAJAR)/ ACCOUNT RECEIVABLE (STUDENT)	Tarikh	: 8 JANUARI 2016		
		Pindaan	: 00		
		Keluaran	: A		

Sponsor Payment Uploading Sponsor Payment

Access the screen by selecting Acct Receivable >> Sponsorship >> Sponsor Payment

>> Upload Payment from Sponsor

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r : 10	ORFAZITAHAN				Date : 01-12-2015	12:00					
Sponsor Data File											
Batch ID											
	File Name				Upload Upload KPM	·					
Up	loaded Data			-							
Bil	Student IC	Student ID	Student Name	Received Amt (RM)	Remark						
						-					
						_					
						-					
	i	i – i –		1							

Figure 16-PWF023-1: Sponsor/Loan Upload Data

Follow the step below to upload:-

- 1. Press F9 to select **Batch ID** from **Sponsor Batch ID** pop-up. Batch Id number was generated from screen **Receive Payment from Sponsor**.
- 2. Click File Name LOV button to select CSV file in C and then click Upload button.
- 3. After uploaded data, click **Insert Data** button. Column **Remark** will be update to status Inserted.
- 4. Click Save.

		Muka sura	t :32/89
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		Keluaran	: A

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2	1	L20091002959	Badriyah Bte Ibrahim	1000							
з	2	L20091002982	Catherine Tang Der Horng	1000							
4	3	L20091002990	Chiam Ai Hau	1000							
5	4	L20091003012	Chong Gar King	1000							
6											

Sponsor Payment Sponsor Payment Verification

Access the screen by selecting Acct Receivable >> Sponsorship >> Sponsor Payment >> Sponsor Payment Verification

wi ozo - oponsoncoan i	ayment Verify						
r: NORFAZITAHAN					Date : 17-11-2	015 00:30	
Sponsor Information							
Batch Id							
Sponsor Code*				Total Stude	nt		
Payment Doc Ref*				Amount			
Date	(dd-mm-yyyy)			Status			
Bill Type*							
Sponeor Information							1
Student ID	Student Name		Received Amt	Balance Amt	Status S	elect?	
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Total Stud		Grand Total (RM)					

Figure 17-PWF026: Sponsor / Loan Payment Verify

Click Enter Query, fill in Batch Id number and then Execute Query. After checking the information, click Select All and Verify button to verify.

		Muka surat :33/89		
UNIVERSITI PENDIDIKAN SULTAN JORIS SULTAN JORIS SULTAN IDRIS EDUCATION UNIVERSITY	(KEWANGAN PELAJAR)/ ACCOUNT RECEIVABLE (STUDENT)	Tarikh	: 8 JANUARI 2016	
		Pindaan	: 00	
	0F31(130)/BEIN/F07/MF01	Keluaran	: A	

Sponsor Payment Student Invoice Knock Off Process

Access the screen by selecting Acct Receivable >> Sponsorship >> Sponsor Payment >> Student Invoice Knock Off Process

					Date	e: 01	12.2015 13:47	,
Sponsor Informatio	,,,,,,,,				butt		12 2010 1011	_
Batch ld					_			
Sponsor Code					Total Student			
Payment Doc Ref				A	mount			
Date D				\$	Status			
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emester Knock Off								
Sponsor Informatio	n							
Student la	Student Name		Received Amt	Khockoff Ami	balance Amt	Selec	Churd Lord	-1
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						16	Stud Led	
							Stud Led	
							Stud Led	
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							Stud Led	
							Stud Led	- I
Count 0		Total An	nt 📃					
			1		1	1		1

Click Enter Query, fill in Batch Id number and then Execute Query. After checking the information, click Select All and Process button to knock-off student's invoice.

After finished knock-off process, status field will update to process. If there balance Amt, continuing with refund process.

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	UPSI(ISO)/BEN/P07/MP01	Pindaan	: 00	
		Keluaran	: A	

Sponsor Payment Sponsor Knock Off Posting

Access the screen by selecting Acct Receivable >> Sponsorship >> Sponsor Payment >> Sponsor Knock Off Posting

on Edit Query Bloc	ck Record Field	Help Window	▶ □□□□□□ ?			
WF008 - Sponsor R	eceipt Posting to Gl	-				
er: NORFAZITAHAN					Date: 17-11-2015 00	:36
Transactions to Pos	st					
Reference No	Batch Id	Sponsor ID	Name	Amount	Journal ID	Select
					_	┛╔╴┙
		1				
				I		
				1 1	1	1
			Unselect All	Select All De	tail Post to G	L

Figure 19-PWF008: Sponsor Receipt Posting to GL

Click **Enter Query**, fill in **Batch Id** number and then **Execute Query**. Then, click **Select All** and **Post to GL** button. Journal ID will generate. To edit the journal, Query Journal ID in Manual Journal Entry screen at General Ledger Module.

UNIVERSITI PENDIDIKAN SULTAN IDRIS SULTAN IDRIS EDUCATION UNIVERSITY		Muka surat :35/89		
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		Pindaan	: 00	
		Keluaran	: A	

Sponsor Payment Cancelling Sponsor Payment

Access the screen by selecting Acct Receivable >> Sponsorship >> Sponsor Payment

>> Sponsor Payment Cancellation

Action Edit	Query Block E	ecord Eield He	lp <u>W</u> indow		2				
	🂵 🙈 📖 🛄	nt Cancellation			5				
User : NORFAZITAHANIM Date : 17-11-2015 00:38									
Sponsor Payment Cancellation									
	Batch ID	Sponsor ID	Payment Doc Ref	Payment Amt	Total Stud	Status	Select?		
			ii		irir-				
		Select All	Unselect	All	Cancel	1			
						_			

Figure 20-PWF024-1: Sponsor Payment Cancellation

Click **Enter Query** on Batch ID field, enter **Batch ID** number and click **Execute Query**. Then tick **Select?** box or **Select All** button. After that, click **Cancel** button. The knock-off student' invoice process will be reversed.
	MANUAI PENGGUNA AKAUN TERIMAAN	Muka surat :36/89		
UNIVERSITI PENDIDIKAN SULTAN JORIS SULTAN IDRIS EDUCATION UNIVERSITY	(KEWANGAN PELAJAR)/ ACCOUNT RECEIVABLE (STUDENT)	Tarikh	: 8 JANUARI 2016	
		Pindaan	: 00	
		Keluaran	: A	

Refund Sponsor Refund Entry

This screen is continuing process from Sponsor Payment which the balance received need to be refund to the student. Access the screen by selecting **Acct Receivable >> Sponsorship >> Refund >> Refund Entry-Sponsor.**

Acct Payable	Asset/Inventory Mgt	Acct Receivable	Store Manager	nent	General Ledger	⊆ash	Management	Loan Mgt	Payroll	EIS	Audit
		Setup Screen	•								
		Invoice	•								
		New Student Inv	oice 🕨								
		⊆redit Note	•								
		⊆afeteria Invoice	s 🕨								
		Receipt	•								
		Sponsorship	•	Spor	nsor Setup						
		BIMB/BSN	•	Stud	ent Sponsor	•					
		Refund Online	•	Spor	nsor Invoice Insor Payment	+					
		Others Collection	n 🕨	Refu	ind	•	Refund Entry	Sponsor			-
	UPSI INTEGRA	Eines	•	PTPI	TN		Refund Entry	Student			
		Barring Info	•	0			Befund Appro	val			
		Student Bank Ac	count No 🕨 🕨	Sura	it Perigesahan Yur	an	Memo Maklun	nan Bayara	n/Hutanç	g Pela	jar

ction Edit Query Block Record Eleid Help y	<u>∿</u> indow		<u>د</u> م			
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ser : NORFAZITAHANIM					Date : 17-1	1-2015 01:15
Sponsor Information						
Batch Id						
Sponsor Code				Total St	udent	
Payment Doc Ref				Amount		
Date				Status		
Return Batch No						
Sponsor Information Student Id Student Name	Received Amt	Knockoff Amt	Previous Refd	Balance Amt	Refund Amt	Select
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			L	Inselect All	Select All	Process

Figure 21-PWF013-1: Refund Entry

Click Enter Query on Batch ID field, enter Batch ID number and click Execute Query. Sponsor Information will be display. Then click Select All and Process button to generate Refund Batch No.

	MANIJAI PENGGUNA AKAUN TERIMAAN	Muka surat :37/89		
UNIVERSITI PENDIDIKAN SULTAN JORIS SULTAN JORIS SULTAN IDRIS EDUCATION UNIVERSITY	(KEWANGAN PELAJAR)/ ACCOUNT RECEIVABLE (STUDENT)	Tarikh	: 8 JANUARI 2016	
		Pindaan	: 00	
		Keluaran	: A	

Refund Refund Approval

Access the screen by selecting Acct Receivable >> Sponsorship >> Refund >> Refund

Approval

chasing Acct Payat								
		Setup Screen	•					
		Invoice	•					
		New Student Invoice	•					
		⊆redit Note	+					
		⊆afeteria Invoices	•					
		Receipt	•					
		Sponsorship	Spon:	sor Setup				
		BIMB / BSN	▶ Stude	nt Sponsor	+			
		Refund Online	Spon:	sor Invoice sor Payment				
		Others Collection	Refur	d	P Refund	Entry - Snonsor		1
	UPSI INTEG	RA Eines	РТРТ	N	, Befund	Entry - Student		
		Barring Info	Surat	Pengesahan Yura	In Memo M	Approval Iakluman Bavara	n/Hutand	Pelaiar
		Student Bank Account	nt No 🕨					, erajar
n Edit Query Bloc Dia Implie Composition WF018 - Unapprover r: NORFAZITAHANIN	ck Record Field Ho) () () () () () () d Refund Listing A	elp Window	□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□		Date: 1	7-11-2015 01:16		
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n Edit Query Bloc WF018 - Unapprover r: NORFAZITAHANIK Refund Listing — Refund Batch No	ck Record Eield Hi) (i) (i) (ii) (iii) (iii) d Refund Listing d Sponsor ID	elp Window	Sponsor Batch N) Total Amount	Date: 1 Status	7-11-2015 01:16		
n Edit Query Bloc MF018 - Unapprover r: NORFAZITAHANIN Refund Listing	ck Record Eield H) [b] 4월 4월 4월 d Refund Listing a Sponsor ID	elp Window	Sponsor Batch N	o Total Amount	Date : 1 Status	17-11-2015 01:16 Status	-	
n Edit Query Bloc MF018 - Unapprover r: NORFAZITAHANIN Refund Listing Refund Batch No	ck Record Field H Ch P R R R R R	elp Window	Sponsor Batch N	o Total Amount	Date : 1 Status	7-11-2015 01:16	-	
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n Edit Query Blor MF018 - Unapprove ar : NORFAZITAHANIA Refund Listing Refund Batch No State State St	ck Record Field H	elp <u>W</u> indow	Sponsor Batch N	Total Amount	Date : 1	7-11-2015 01:16 Status	•	

Click Enter Query, enter Refund Batch No and click Execute Query. Then click on LOV button to open screen Refund Approval.

	MANIIAI PENGGIINA AKAIIN TERIMAAN	Muka surat :38/89		
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		Pindaan	: 00	
		Keluaran	: A	

: NORFAZITAH	0. http://									04 OF
Defund Head	ANIM						Date	: 17	-11-2015	01:25
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Datch No	RF0000037				Voucher NO/	tel 0 merunt				Detail
porisor Baterria	JSP0000047				10	Chature	l.	4	\$3,160.00	
Fayment Type					-	Status Enter Date	JENIRY	~		
Defined Category	JKUU484	JUmi Saadan bi	Inti Mohammed Sh	anbodin	R	efficient Date	[29-01-20	05		
Returna Category	I		_				ISPON			
PayrolD						oncol Data				
Refund Detail Student Id	Name	1		1	Receipt No	Amou	int s	elect		
Refund Detail Student Id	Name	1			Receipt No	Amou	, int s	elect		
Refund Detail Student Id D20031016617	Name Muhammad Hafi	z bin Hamdan			Receipt No RT050100198	Amou	int s \$3,160.00		Stud Led	
Refund Detail Student Id D20031016617	Name Muhammad Hafi	z bin Hamdan			Receipt No RT050100198	Amou	int s \$3,160.00	elect	Stud Led	.
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Refund Detail Student Id D20031016617	Name Muhammad Hafi	z bin Hamdan			Receipt No RT050100198	Amou	, \$3,160.00		Stud Led Stud Led Stud Led Stud Led Stud Led Stud Led	
Refund Detail Student Id D20031016617	Name Muhammad Hafi	z bin Hamdan			Receipt No RT050100198	Amou	, \$3,160.00		Stud Led Stud Led Stud Led Stud Led Stud Led Stud Led Stud Led	··· -
Refund Detail Student Id D20031016617	Muhammad Hafi	z bin Hamdan			Receipt No RT050100198	Amou	, s3,160.00		Stud Led Stud Led Stud Led Stud Led Stud Led Stud Led Stud Led Stud Led	··· · · · · · · · · · · · · · · · · ·
Refund Detail Student Id D20031016617	Name Muhammad Hafi	z bin Hamdan			Receipt No RT050100198	Amou	, \$3,160.00		Stud Led Stud Led Stud Led Stud Led Stud Led Stud Led Stud Led Stud Led Stud Led	

Figure 22-PWF014-2: Refund Approval

Follow the step below to approve refund approval:-

- 1. Click drop down button at Payment Type, and select payment type:-
 - Journal Payment instruction to bank
 - Voucher –Single or Multi
- 2. Click drop down button at **Refund Category** and select refund category as below. The **Pay To ID** information will be generated base on selected refund category.
 - Elaun
 - Bayaran Balik Yuran
 - Pinjaman/Biasiswa Pelajaran
- 3. Click Select All and Approve button. Voucher No/ Journal No will be generated.
- 4. Click **Detail** button to redirect to voucher entry screen.

	MANUAI PENGGUNA AKAUN TERIMAAN	Muka surat :39/89		
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		Pindaan	: 00	
		Keluaran	: A	

PTPTN PTPTN Upload Data

PTPTN is a process of loan deduction based on outstanding debt balance. Access the screen by selecting **Acct Receivable >> Sponsorship** >> **PTPTN >> PTPTN Upload Data.** This screen function is to upload PTPTN data into the system.

y Mgt	Acct Receivable	Store Manageme	ent General Ledger	Cash	Management	Loan Mg
	Setup Screen	•				
	Invoice	+				
	New Student Invo	oice 🕨				
	<u>C</u> redit Note	•				
	⊆afeteria Invoice	s 🕨				
_	Receipt	•				
	Sponsorship	si	ponsor Setup		1	
i 1	BIMB/BSN	► <u>S</u> t	tudent Sponsor	F		
	Refund Online	▶ ^{SI}	ponsor Invoice			
	Others Collection		efund	· ·	-	
GRA	Eines	•			-	1
	Barring Info	•	urat Bangasahan Yu	-	ETPTN Export	Data
	Student Bank Acc	count No	urat Fengesanan Tu		ETPTN Data V	/erify
	Returned Chequ	e 🕨				

Action Edit Query Block Record Field	ld ∐elp Window] 1 1 4 ● ▶ ▶ 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
🙀 PWF010 - PTPTN Upload Data	
User : NORFAZITAHAN	Date: 17-11-2015 01:27
File Name to Upload	
Reference No* 151	117_
Bill Reference No*	
File Name (Full Path)	Open
Progress Status	
1 2 3	Start Upload Update Stud ID Update Status Update Status - Advance



	MANUAI PENGGUNA AKAUN TERIMAAN	Muka surat :40/89		
UNIVERSITI PENDIDIKAN SULTAN JORIS SULTAN JORIS SULTAN IDRIS EDUCATION UNIVERSITY	(KEWANGAN PELAJAR)/ ACCOUNT RECEIVABLE (STUDENT)	Tarikh	: 8 JANUARI 2016	
		Pindaan	: 00	
	UPSI(ISO)/BEN/P07/MP01	Keluaran	: A	

Follow the step below to upload and process deduction amount (using data from PTPTN):-

- 1. Fill in reference number at **Reference No** field.
- 2. Click **Open** button to browse the file address in C.
- 3. Then click **Start Upload** button to upload the data.
- 4. Click **Update Student ID** button after finished upload.
- 5. Finally click **Update Status** button.

Follow the step below to upload for knock-off process (using data from Bank Islam after deduction):-

- 1. Fill in reference number at **Reference No** field.
- 2. Click **Open** button to browse the file address in C.
- 3. Then click **Start Upload** button to upload the data.
- 4. Finally click **Update Student ID** button after finished upload.

	MANUAI PENGGUNA AKAUN TERIMAAN	Muka surat :41/89		
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		Pindaan	: 00	
		Keluaran	: A	

PTPTN Export PTPTN Data

Access the screen by selecting Acct Receivable >> Sponsorship >> PTPTN >> PTPTN

Export Data. This screen function is to generate PTPTN deduction data for Bank Islam.

Action Edit Query Block Record Field Help Wind	ndow ◀ ▶ ▶ 睅 叚 暉 ?	
🤹 PWF011 - PTPTN Export Data		
User : NORFAZITAHAN	Date : 17-11-2015 01:27	
Reference No Total Record Progress Status		
	Start Export For BIMB	

Figure 24-PWF011-1: PTPTN Export Data

Before starting export data, uploaded data can be checked at screen PTPTN Data Verify. Follow the step below to export data:-

- 1. Create folder PTPTN at local disk C. This step only applicable if there no folder PTPTPN in disk C.
- 2. Press F9 and choose the same **Reference No** that create at screen PTPTN Upload Data.
- 3. Click **Start Export for BIMB** button and data text file will be saved in folder PTPTN.
- 4. Email text file to BIMB

		Muka surat :42/89		
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	UPSI(ISO)/BEN/P07/MP01	Pindaan	: 00	
		Keluaran	: A	

PTPTN Verify Data from PTPTN

This screen can be used to view data PTPTN that upload into MyFIS and create Batch No to be used when processing knock-off student invoice. Access the screen by selecting Acct Receivable >> Sponsorship >> PTPTN >> PTPTN Data Verify.

80	tion Edit Q	uery Block Be >< 🗘 🏠	cord Eield Help Window 😪 🔞 🏹 🝕 4 🕨 🕪 🚎	R 16 ?				
1	Operation Date: 17.11.2015 01:28 DTTTU Date: Variation Date: 17.11.2015 01:28							
Γ	Reference I	Verify				Total S	tudent 0	
	Student ID	IC No	Name	Amount Received	Amt Deduction (Yuran)	Amt Deduction (TKP)	Balance Status	
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[][
	Batch No		CreateAnsert Batch No		Total Deduction (Yuran + TKP)		Report Excel	
	Process					Unselect All	Select All	
-								

Figure 25-PWF012-1: PTPTN Data Verify

To check the data, follow step below:-

- 1. Press F9 at **Reference No** field, and choose the file's reference number from the dropdown list.
- 2. Click on **Student ID** column and then click **Execute Query.**
- 3. The deduction amount can be edited (if needed) and save.

To Create Batch No for knock-off processing, follow step below:-

- 1. Press F9 at **Reference No** field, and choose the file's reference number from the dropdown list.
- 2. Click on Student ID column and then click Execute Query.
- 3. Click Select All button.
- 4. After that, click Create/Insert Batch No button to generate batch number.
- 5. After getting **Batch No**, continue knock-off processing by follow step of **Sponsor Payment** in this user manual.

		Muka surat :43/89		
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	UPSI(ISO)/BEN/P07/MP01	Pindaan	: 00	
		Keluaran	: A	

BIMB Bill Presentment

Access the screen by selecting Acct Receivable >> BIMB >> Collection Account >> BIMB >> BIMB Generate Bill Presentment.

Sect rayable Asseptiventory		
	Setup Screen	
	Invoice	
	New Student Invoice	
	⊆redit Note ►	
	⊆afeteria Invoices ►	
	Receipt •	
	Sponsorship •	
	BIMB / BSN Collection Account	BIMB Generate Bill Presentment
	Refund Online	BIMB Bill Presentment Upload data
	Qthers Collection	BIMB Data Entry BIMB Data Processinα
UPSI INTEG	RA Eines	BIMB Journal Creation
	Barring Info	BIMB Query
		DIMD Donort
Edit Query Block Record	Student Bank Account No → Eleid Help Window 🔞 🐨 < < < > > > 🛤 📢 🚳 ?	
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Edit Query Block Record File Sime Bill Presentment NORFAZITAHAN File Name** BIMB_INBOU	Student Bank Account No →	Date: 17-11-2015 21:13
Edit Query Block Becord Constraints of the second Constraints of the seco	Student Bank Account No →	Date : 17-11-2015 21:13
Edit Query Block Becord CO63 - BIMB Bill Presentment NORFAZITAHAN File Name** BIMB_INBOU Program Faculty	Student Bank Account No Eield Help Window	Date : 17-11-2015 21:13
Edit Query Block Becord	Student Bank Account No Eield Help Window	Date : 17-11-2015 21:13 Date : 17-11-2015 21:13 New Student Convo Student Undegrad Student
Edit Query Block Record	Student Bank Account No Eleid Help Window	Date : 17-11-2015 21:13 Date : 17-11-2015 21:13 New Student Convo Student Undegrad Student Postgrad Student
Edit Query Block Record	Student Bank Account No Eield Help Window	Date : 17-11-2015 21:13 Date : 17-11-2015 21:13 New Student Convo Student Undegrad Student Postgrad Student Fines
Edit Query Block Becord	Student Bank Account No Eield Help Window	Date : 17-11-2015 21:13 Date : 17-11-2015 21:13 New Student Convo Student Undegrad Student Fines Fines Fines Fines
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Edit Query Block Becord	Student Bank Account No	Date : 17-11-2015 21:13 Date : 17-11-2015 21:13 New Student Convo Student Undegrad Student Postgrad Student Fines Fines New Student New PJJ Student

Figure 26--WRF063-1: BIMB Bill Presentment

Follow the step below to generate bill presentment:-

- 1. Please make sure folder c:/imsupsi/ was created at disk C before processing bill presentment.
- 2. Fill in **Program** and **Sem/Sem Intake** parameter by clicking **LOV** button.

		Muka surat :44/89		
UNIVERSITI PENDIDIKAN SULTAN JORIS SULTAN IDRIS SULTAN IDRIS EDUCATION UNIVERSITY	(KEWANGAN PELAJAR)/ ACCOUNT RECEIVABLE (STUDENT)	Tarikh	: 8 JANUARI 2016	
	UPSI(ISO)/BEN/P07/MP01	Pindaan	: 00	
		Keluaran	: A	

- 3. Then click New Student / Convo Student / Undergrad Stud / Postgrad Student to generate bill presentment.
- 4. Bill presentment that generated will be saved in folder imsupsi.

The fields are explained, as followed:

Field Name	Description	Required
File Name	Name of bill presentment data	Y
Program	Level of study: Degree/ Diploma/DPLI/ Master/PHD	Y
Faculty	Student under specific faculty	
Sem/Sem Intake	Intake semester to generate bill presentment	Y
Fine Type	Type of fines	
Level	Student semester	
New Student	To generate bill presentment for offered student	
Convo Student	To generate bill presentment for convocation fee	
Undergrad Student	To generate bill presentment for active's undergraduate student	
Postgrad Student	To generate bill presentment for active's postgraduate student	
Fines	To generate bill presentment for fine	
Fines New Student	To generate bill presentment for fine	

		Muka surat :45/89		
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	UPSI(ISO)/BEN/P07/MP01	Pindaan	: 00	
		Keluaran	: A	

Collection Account Via BIMB BIMB Bill Presentment Upload Data

Access the screen by selecting Acct Receivable >> BIMB >> Collection Account >> BIMB >> BIMB Bill Presentment Upload Data.

ventory Mgt	Acct Receivable	tore Management	General Ledger	<u>C</u> ash M	lanagement	Loan Mgt	Payroll	EIS	ł
	Setup Screen	•							
	Invoice	•							
	New Student Invoi	ce 🕨							
	⊆redit Note	•							
	⊆afeteria Invoices	•							
	Receipt	•							
	Sponsorship	+							
1	BIMB/BSN	► Coll	ection Account 🔸	BIMB •	<u>B</u> IMB Gene	rate Bill Pre	esentme	nt	l
	Refund Online	•		BSN)	BIMB BIII PI	resentmen	t Upload	data	L
	Others Collection	• -			BIMB Data	Entry			L
NTEGRA	Eines	-			BIMB Data I BIMB Journ	Processing al Creation	9 1		l
CONA	Barring Info				BIMB Query	,			1
	Student Bank Acco	ount No 🕨			BIMB Repo	rt			

Action Edit Query Block Record Eield Hel	p <u>W</u> indow ∢	
🧖 WRF064 - BIMB Upload Data (Bill Presentme	ent)	
User: NORFAZITAHANIM		Date: 17-11-2015 21:25
BIMB Upload Data (Bill Presentment) -		
File Name		Open
Progress Status		
	Start Upload	

Figure 27-WRF064-1: BIMB Upload Data (Bill Presentment)

Click **Open** button to browse bill presentment data. Then click **Start Upload** button. **Reference No** will be generated after finish upload.

		Muka sura	Muka surat :46/89		
UNIVERSITI PENDIDIKAN SULTAN JORIS SULTAN IDRIS SULTAN IDRIS EDUCATION UNIVERSITY	(KEWANGAN PELAJAR)/ ACCOUNT RECEIVABLE (STUDENT)	Tarikh	: 8 JANUARI 2016		
	UPSI(ISO)/BEN/P07/MP01	Pindaan	: 00		
		Keluaran	: A		

BIMB Data Entry

This screen can be used to insert knock-off data manually. Access the screen by selecting

Acct Receivable >:	> BIMB >>	Collection	Account >>	BIMB >>	> BIMB [Data Entry
--------------------	------------------	------------	------------	---------	----------	------------

, Beeri ayabie Booebiniona	ory Mgt Acct Receiva	able Store Management G	eneral Ledger 🛛 🖸 Sh Managem	ent Loan Mgt Payroll	EIS Audit
	Setup Scree	en 🔸			
	Invoice	•			
	New Studer	nt Invoice 🔸			
	Credit Note	•			
	⊆afeteria In	voices 🕨			
	Receipt	•			
	Sponsorshi	∢ q			
		PCollect	ion Account 🔸 BIMB 🔸 BIMB G	enerate Bill Presentmen	t
	Refund Onli	ine 🔸 🛌	BSN ► BIMB BI	ill Presentment Upload o	lata
	Others Coll	ection +	BIMB D	ata Entry ata Processing	
	EGRA Eines	* =M	BIMB Jo	ournal Creation	
	Barring Info	•	BIMB Q	uery	
	Student Bar	nk Account No 🔸	BIMBR	epoir	
	Deturned	kanna k			
ion Edit Query Block Rec 2	ord Eield Help Win	dow 4 b b led ed east	2		
WRF054 - BIMB Data Entry		T P P PT PX PU	•		
ser : NORFAZITAHAN				Date : 17-11-2015 22:1	4
Data Entry					
Reference No	Date Ban BIMB	Vige Total Record	Journal ID	Amount	
Date Bill Ref 1	Bill Ref 2	Bill Ref 3 Stu	dent ID Name	Amount Acco	ount
Date Bill Ref 1	Bill Ref 2	Bill Ref 3 Stu	dent ID Name	Amount Acco	
Bill Type	Bill Ref 2	Bill Ref 3 Stu Status Status	dent ID Name Reference No Reference No Reference No Reference No Reference No	Amount Acco	
Bill Typ	Bill Ref 2	Bill Ref 3 Status	dent ID Name Reference No Refer	Amount Acco	
Date Bill Ref 1	Bill Ref 2 IC No	Status	dent ID Name Reference No Reference No Reference No Reference No Reference No		
Bill Type Bill Type Bill Type Bill Type Bill Type Bill Type	Bill Ref 2	Bill Ref 3 Stu Status Status Status Status	dent ID Name Reference No	Amount Acco	
Bill Type Bill Type Bill Type Bill Type Bill Type Bill Type Bill Type	Bil Ref 2	Bill Ref 3 Stu Status Status S	dent ID Name Reference No	Amount Accc	
Date Bill Ref1 Bill Type	Bil Ref 2 Bil Ref 2 IC No IC No IC NO IC N	Bill Ref 3 Stu Status Statu	dent ID Name Reference No Refer		
Date Bill Ref 1 Bill Type	Bill Ref 2 IC No	Bill Ref 3 Stu Status Status Status Status Status Status Status Status	dent ID Name Reference No		
Bill Type Bill Type	Bill Ref 2 Bill Ref 2 IC No IC No IC IC No IC IC No IC IC IC No IC	Bill Ref 3 Stu Status Status Status Status Status Status Status Status Status	dent ID Name Reference No	Amount Acco	virt V V V V V V V V V V V V V
Date Bill Ref 1 Bill Typ	Bill Ref 2 Bill Ref 2 IC No IC No IC IC NO IC N	Bill Ref 3 Stu Status Status Status Status Status Status Status Status Status Status Status Status Status Status	dent ID Name Reference No		
Date Bill Ref1 Bill Typ	Bill Ref 2	Bill Ref 3 Stu Status Status S	dent ID Name Reference No		
Date Bill Ref 1 Bill Typ	Bill Ref 2	Bill Ref 3 Stu Status Status S	dent ID Name Reference No		



		Muka surat :47/89				
UNIVERSITI PENDIDIKAN SULTAN JORIS SULTAN JORIS SULTAN IDRIS EDUCATION UNIVERSITY	(KEWANGAN PELAJAR)/ ACCOUNT RECEIVABLE (STUDENT)	Tarikh	: 8 JANUARI 2016			
		Pindaan	ikh : 8 JANUARI 2016 daan : 00 luaran : A			
		Keluaran	: A			

Follow the step below to entry the data:

- 1. Insert Date, Total Record and Amount in first line Data Entry.
- 2. For knock-off data, insert Data, Student Id and Amount.
- 3. After insert data, click **Save** and **Reference No** will be generate.

BIMB Data Processing

Access the screen by selecting Acct Receivable >> BIMB >> Collection Account >> BIMB >> BIMB Data Processing

tory Mgt	Acct Receivable	tore Managem	ent <u>G</u>	eneral Ledger	CashN	lanagement	Loan Mgt	Payroll	EIS	Au
	Setup Screen	•								
	Invoice	•								
	New Student Invoi	ce 🕨								
	⊆redit Note	+								
	⊆afeteria Invoices	•								
	Receipt	•								
	Sponsorship	•								
—	BIMB/BSN	• 🖸	ollecti	ion Account 🔸	BIMB I	BIMB Gene	rate Bill Pre	sentme	at	1
	Refund Online	•			BSN 1	BIMB BIII PI	resentment	Upload	data	
	Others Collection	•	-7			BIMB Data	Entry	_		
FGRA	Eines	•	M			BIMB Journ	al Creation	1		
	Barring Info	•				BIMB Quen	,			
	Student Bank Acco	ount No 🕨				BIMB Repo	rt			J
	B									

	MANULAL PENGGUNA AKAUN TERMAAN				
UNIVERSITI PENDIDIKAN SULTAN JORIS SULTAN IDRIS SULTAN IDRIS EDUCATION UNIVERSITY	(KEWANGAN PELAJAR)/ ACCOUNT RECEIVABLE (STUDENT)	Tarikh	: 8 JANUARI 2016 : 00		
		Pindaan	rikh : 8 JANUARI 2016 ndaan : 00 luaran : A		
		Keluaran	: A		

er: NORFAZITAHAN Date: 17-11-2015 21:38						
MB Data Proc	essing					
	Reference No	Date Total Record	Journal ID	Amount		
L						
Bill Ref 1	Bill Ref 3	Туре	Student ID	Name	Amount	Select?
Bill Type	IC No	Statu	s	Reference No	Detail	
			-			1 2
Bill Type	IC No	Statu	s	Reference No	Detail	
Bill Type	IC No	Statu	s	Reference No	Detail	
			-]		
Bill Type	IC No	Statu	s	Reference No	Detail	
			·	J		
Bill Type		Statu	s	Reference No	Detail	
	IC No.		-			
вштуре		Statu	°		Detail	42.11
Bill Type	IC No	Statu	8	Reference No	Datal	-1-
						42 U.
Bill Type	IC No	Statu	s	Beference No	Detail	

Figure 29-WRF048-1: BIMB Data Processing

This screen function is to knock-off student invoice by using data from **BIMB Bill Presentment Upload Data/ BIMB Data Entry**.

Follow the step below to knock –off student invoice:

- 1. Click Enter Query, and insert Reference No from BIMB Bill Presentment Upload Data/BIMB Data Entry process.
- 2. Click **Execute Query**, to view uploaded data.
- 3. Click Select All and Fees Process button to start knock-off processing.
- 4. Click **Print Fees** button to print fees collection report.
- 5. Click Select All Others button for collection that has no invoice
- 6. Click Fine / Others Process button to process collection that has no invoice/fines
- 7. Click > **Prints Fine** to print fines collection report.

		Muka surat :49/89			
UNIVERSITI PENDIDIKAN SULTAN JORIS SULTAN IDRIS SULTAN IDRIS EDUCATION UNIVERSITY	(KEWANGAN PELAJAR)/ ACCOUNT RECEIVABLE (STUDENT)	Tarikh	: 8 JANUARI 2016 : 00		
		Pindaan	at :49/89 : 8 JANUARI 2016 : 00 : A		
		Keluaran	: A		

Creating BIMB Journal

Access the screen by selecting Acct Receivable >> BIMB >> Collection Account >> BIMB >> BIMB Journal Creation



ction [≣dit Query } ∎P ≫	Block Record	Eield Help Wind	iow ↓ ▶ ▶ 태 🛱	iii ?		
🙀 WRF050 - BIMB Journal Creation							
User: NORFAZITAHAN Date: 17-11-2015 23:52							
BIN	AB Journal C	reation					
	Bank	Reference No	Date	Total Record	Journal ID	Amount	Select?
							Detail
							Detail
							Detail
							Detail
							Detail
		L					Detail
		-					Detail
		-					Detail
						_	Detail
							Detail 🔽
					Create .	Journal Print Journal	

Figure 30-WRF050-1: BIMB Journal Creation

Click Enter Query, insert Reference No and then Execute Query. After that click Select? and Create Journal button to create Journal ID. Click Print Journal button to print journal report.

		Muka surat :50/89			
UNIVERSITI PENDIDIKAN SULTAN JORIS SULTAN IDRIS SULTAN IDRIS EDUCATION UNIVERSITY	(KEWANGAN PELAJAR)/ ACCOUNT RECEIVABLE (STUDENT)	Tarikh	: 8 JANUARI 2016 : 00		
		Tarikh : 8 JANUARI 2016 Pindaan : 00 Keluaran : A			
		Keluaran	: A		

Querying BIMB Collection Account

Access the screen by selecting Acct Receivable >> BIMB >> Collection Account >> BIMB >> BIMB Query



Figure 31-WRF047-1: BIMB (Collection Account) Query

BIMB data can be query by Reference No / Date. To query, Click Enter Query and insert Reference No/Date. Then click Execute Query to view the data.

		Muka sura	urat :51/89			
UNIVERSITI PENDIDIKAN SULTAN JORIS SULTAN JORIS SULTAN IDRIS EDUCATION UNIVERSITY	(KEWANGAN PELAJAR)/ ACCOUNT RECEIVABLE (STUDENT)	Tarikh	: 8 JANUARI 2016 : 00			
		Pindaan	at :51/89 : 8 JANUARI 2016 : 00 : A			
		Keluaran	: A			

BIMB Report

Access the screen by selecting Acct Receivable >> BIMB >> Collection Account >> BIMB >> BIMB Report



Action Edit Query Block Record Eield Help Window	
WRR017F - BIMB/BSN Reports	1
Transaction Listing Collection Report Receipt Invoice Match/Unmatch Ban Fines Collection Re A	-
Date from dd-mm-vywy	
Date to 18-11-2015 dd-mm-yyyy Bank 🗸	
Reference No	
Run Report Exit Listing Excel	IT SYSTEM
	2

Figure 32-WRR017F-1: BIMB Reports - Transaction Listing

		Muka surat :52/89				
UNIVERSITI PENDIDIKAN SULTAN JORIS SULTAN JORIS SULTAN IDRIS EDUCATION UNIVERSITY	(KEWANGAN PELAJAR)/ ACCOUNT RECEIVABLE (STUDENT)	Tarikh	at :52/89 : 8 JANUARI 2016 : 00			
		Pindaan	: 00			
		Keluaran	: A			

To generate report, fill in the parameters and then click **Run Report**. To generate report in excel click **Listing Excel** button. The fields are explained as followed

Field Name	Description	Required
Date From	Report's start date	Y
Date To	Report's end date	Y
Bank	Type of Bank	Y
Reference No	Generate transaction listing by Reference No	

Action Edit Query Block Record Field Help Window
2 WRR017F - BIMB/BSN Reports
Transaction Listing Collection Report, Receipt Invoice Match/Unmatch Ban., Fines Collection Re.,
Date from dd-mm-yyyy
Date to 18-11-2015
uu-nm-yyyy
Bank
Status
Reference No
Run Report Exit
ят System
ſ

Figure 32-WRR017F-2: BIMB Reports – Collection Report

To generate report, fill in the parameters and then click **Run Report**. The fields are explained as followed:-

Field Name	Description	Required
Date From	Report's start date	Y
Date To	Report's end date	Y
Bank	Type of Bank	Y
Status	Status of BIMB data	
Reference No	Generate transaction listing by Reference No	

UNIVERSITI PENDIDIKAN SULTAN IDRIS SULTAN IDRIS EDUCATION UNIVERSITY	MANUAL PENGGUNA AKAUN TERIMAAN (KEWANGAN PELAJAR)/ ACCOUNT RECEIVABLE (STUDENT)	Muka surat :53/89	
		Tarikh	: 8 JANUARI 2016
	UPSI(ISO)/BEN/P07/MP01	Pindaan	: 00
		Keluaran	: A

•	
Action Edit Query Block Record Field Help Window	
🙀 WRR017F - BIMB/BSN Reports	
Transaction Listing Collection Report Receipt Invoice	Match/Unmatch Ban Fines Collection Rep
Date from	dd-mm-yyyy
Date to 03-01-2016	dd-mm-yyyy
Bank	
Dti	
Fig T	
Reference No	
Run Report Exit	
	IT SYSTEM
	_

Figure 32-WRR017F-3: BIMB Reports – Fine Collection Report

To generate report, fill in the parameters and then click **Run Report**. The fields are explained as followed:-

Field Name	Description	Required
Date From	Report's start date	Y
Date To	Report's end date	Y
Bank	Type of Bank	Y
Ptj	Type of Fine/ Other	
Reference No	Generate transaction listing by Reference No	

UNIVERSITI PENDIDIKAN SULTAN IDRIS SULTAN IDRIS EDUCATION UNIVERSITY	MANUAL PENGGUNA AKAUN TERIMAAN (KEWANGAN PELAJAR)/ ACCOUNT RECEIVABLE (STUDENT)	Muka surat :54/89	
		Tarikh	: 8 JANUARI 2016
	UPSI(ISO)/BEN/P07/MP01	Pindaan	: 00
		Keluaran	: A

Barring Student

Access the screen by selecting Acct Receivable >>Barring Info >> Barring Student.

sing	Acct Payable	Asset/Inventory Mgt	Acct Receivable	Store Manager	ment	General Ledger	Cash Management
			Setup Screen	•			
			Invoice	•			
			New Student Inv	oice 🕨			
			<u>C</u> redit Note	•			
			⊆afeteria Invoice	is 🕨			
			Receipt	•			
			Sponsorship	•			
			BIMB/BSN	•	-		
			Refund Online	•			
			Others Collectio	n 🕨	P		
		UPSI INTEGRA	Eines	•	EM		
			Barring Info	Þ	Barri	ng Student	
			Student Bank Ac	count No 🕨	Listo	of Paid Student/Ur	nblock Student
			Returned Chequ	ie 🕨 🕨			

Action Edit Query Block	Record Eield Help Winds	ow ▶ ▶		
🙀WRF115 - Barring Stud	ent			
User: NORFAZITAHANIM			Date : 18-11-2015 21:24	
Barring Setup	Barred Listing for Result Exam	Barred Listing for Register Semester	List of Unblocked Student	
	Barred Date 31-07-2015			
	Status UPDATE			
	Update Date	Remove Date		

Figure 33-WRR0115-1: Barring Student – Barring Setup

The function of this screen is to block debt based invoice date. To setup, click **Remove Date** button and insert **Barred Date**. Then click **Update Date** button.

UNIVERSITI ENDIDIKAN SULTAN IDRIS SULTAN IDRIS EDUCATION UNIVERSITY	MANUAL PENGGUNA AKAUN TERIMAAN (KEWANGAN PELAJAR)/ ACCOUNT RECEIVABLE (STUDENT)	Muka surat :55/89	
		Tarikh	: 8 JANUARI 2016
	UPSI(ISO)/BEN/P07/MP01	Pindaan	: 00
		Keluaran	: A

Action Edit Query Bloc	ck Record Field	Help Window				
1 WRF115 - Barring Stu	WawkF115- Barring Student					
User: NORFAZITAHANI	м			Date : 18-11-2015 2	1:24	
Barring Setup	Barred Listing	or Result Exam Barred Li	sting for Register Seme	ster List of Unblocked Stude	nt	
Level of Study						
Faculty						
Programme						
				Search		
	Student ID	Student Name	Prog Debt I	Balance		
				<u> </u>		
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-						
=						
-						
				-		
Т	otal O		Total Amt			
			· · · · · · · · · · · · · · · · · · ·			

Figure 33-WRR0115-2: Barring Student – Barring Listing for Result Exam

To view listing of student that was blocked, fill in parameters and click **Search** button. The fields are explained as followed

Field Name	Description	Required
Level of Study	Level of Study	Y
Faculty	Faculty	
Programme	Course	

UNIVERSITI PENDIDIKAN SULTAN IDRIS SULTAN IDRIS EDUCATION UNIVERSITY	MANUAL PENGGUNA AKAUN TERIMAAN (KEWANGAN PELAJAR)/ ACCOUNT RECEIVABLE (STUDENT)	Muka surat :56/89	
		Tarikh	: 8 JANUARI 2016
	UPSI(ISO)/BEN/P07/MP01	Pindaan	: 00
		Keluaran	: A

NORFAZITAHANI	м			Date :	18-11-2015 21:24
Barring Setup	Barred Listing fo	or Result Exam Barred Lis	ting for Registe	er Semester	blocked Student
Level of Study					
Faculty					
Programme					
				Search	
	Student ID	Student Name	Prog	Debt Balance Tick?	
				<u> </u>	1
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-					
				iii	
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]
т	otal 0		Total Amt		
			Barred Ser	nester Listing (Excel)	
Unblock Informati	on				
Semester					
Unblock Reason					

Figure 33-WRR0115-3: Barring Student – Barring Listing for Register Semester

To unblock the student, click **Tick?** Box or **Select All** button. Insert **Semeste**r and **Unblock Reason**, then click **Unblock** button.

		Muka sura	t :57/89
UNIVERSITI PENDIDIKAN SULTAN JORIS SULTAN IDRIS SULTAN IDRIS EDUCATION UNIVERSITY	(KEWANGAN PELAJAR)/ ACCOUNT RECEIVABLE (STUDENT)	Tarikh	: 8 JANUARI 2016
		Pindaan	: 00
		Keluaran	: A

to barning blaa	eni					
NORFAZITAHANIM					Date: 18-11-20	15 21:24
Barring Setup	Barred Listing for	^r Result Exam	Barred Listing for	Register Semester	List of Unblocked S	Student
Level of Study		_				
Faculty						
Programme						
Date From		(dd-mm	-yyyy)			
Date To		(dd-mm	-אעעע)		Search	
Stu	ident ID	St	udent Name	Prog	Unblocked Date	
						_
					<u> </u>	
						1
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					<u> </u>	-
						1

Figure 33-WRR0115-4: Barring Student - List of Unblocked Student

To view listing of student that was unblocked, fill in parameters and click **Search** button. The fields are explained as followed

Field Name	Description	Required
Level of Study	Level of Study	Y
Faculty	Faculty	
Programme	Course	
Date From	Start date	Y
Date To	End date	Y

		Muka sura	t :58/89
UNIVERSITI PENDIDIKAN SULTAN JORIS SULTAN IDRIS SULTAN IDRIS EDUCATION UNIVERSITY	(KEWANGAN PELAJAR)/ ACCOUNT RECEIVABLE (STUDENT)	Tarikh	: 8 JANUARI 2016
		Pindaan	: 00
		Keluaran	: A

Student Bank Account No

Access the screen by selecting Acct Receivable >> Student Bank Account No >> Update Student Account No

nventory Mgt	Acct Receivable	Store Management	<u>G</u> eneral Ledger	⊆ash Man
	Setup Screen	•		
	Invoice	•		
	New Student Inv	oice 🕨		
	<u>C</u> redit Note	+		
	⊆afeteria Invoice	s 🕨		
	Receipt	+		
	Sponsorship	•		
	BIMB/BSN	•		
	Refund Online	•		
	Others Collection	n 🔸 🖃		
INTEGRA	Eines	. ► EM		
	Barring Info	+		
	Student Bank Ac	count No 💦 🕨 Upd	ate Student Accou	nt No
	Returned Chequ	e 🕨		

Action Edit Query B	lock Record Eield	Help Window	§ ?			
🤹 WRF039 - Update S	Student Bank Accoun	it No				
User: NORFAZITAHAN				Da	te : 18-11-2015 21:55	
Update Student B	ank Account No 🦳]
Student Id						
IC No						
Program [
Course						
Bank Code						
Bank Account No						

Figure 34-WRR039-1: Update Student Bank Account No

Update account bank no by click **Enter Query**, insert **Student Id** and click **Execute Query**. Student information will be display. Insert **Bank Code** by click F9. Key-in **Bank Account No** and click **Save**.

		Muka sura	t :59/89
UNIVERSITI PENDIDIKAN SULTAN JORIS SULTAN IDRIS SULTAN IDRIS EDUCATION UNIVERSITY	(KEWANGAN PELAJAR)/ ACCOUNT RECEIVABLE (STUDENT)	Tarikh	: 8 JANUARI 2016
		Pindaan	: 00
		Keluaran	: A

Student Ledger Query

Access the screen by selecting **Acct Receivable** >> **Query** >> **Student Ledger Query**

Action Edit Que	ny Block Red	cord Eield Help ₩	indow						
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👌 WRF008 - Stud	dent Ledger Qi	uery							
User: NORFAZIT	AHAN						Date :	19-11-2015 0	1:39
- Student lofe	rmation								
Shudaret ID				Somester [Sponsor	Info		
Name				Semester		Smoon ID	Date	Date	Status
Status						sportio	Offereu	Terminated	
Program	i								i
Course	i								j
Faculty	i								
Bank Code	I		Bank	Acc No		Staff II			
Hostel	[Intake C	ategory			De	tails	
Dorm									
T		í			í <u> </u>	Ĩ	- 1		1
Invoice	Receipt	Sponsor_payment	Sponsor Receipt	Sponsor Bill	Refund	TKF	vDerma	Fine	
Student Invo	bice	Description	0 mount	Doid	Relence	Cr. Not.		0	
Invoice No		Jeschption	Amount	Faiu	Dalarice	Critici		Status	
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								Det	H 🔹
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						-	Kun Stude	ent statement	

Figure 35-WRF008: Student Ledger Query

This screen view student information by Student Id/ IC No/ Semester/Name / Status/ Program/Course/ Faculty/ Bank Code/ Hostel and Bank Acc No.

		Muka sura	t :60/89
UNIVERSITI PENDIDIKAN SULTAN JORIS SULTAN IDRIS SULTAN IDRIS EDUCATION UNIVERSITY	(KEWANGAN PELAJAR)/ ACCOUNT RECEIVABLE (STUDENT)	Tarikh	: 8 JANUARI 2016
		Pindaan	: 00
		Keluaran	: A

Querying Invoice Listing

Access the screen by selecting Acct Receivable >> Query >> Invoice Query



Figure 36-WRF110-1: Invoice Listing

To query invoice, click **Enter Query** and insert invoice information. Then click **Execute Query** to display invoice listing. For more information about the invoice, click **Detail** button.

WRF004 - Customer Invi	oice Query														
ser : NORFAZITAHAN						Date: 1	9-11-2015 0	1:59							
Invoice Header															
Inovice No	BL151102486	Type Student	*	Our Ref		Your	Ref 2		0	L Acct Code	26307				
Customer ID	M2015100096	8 Noraina Binti Ha	ji Mustapha			To	tal Amt	\$17,000	.00	Status .	APPROVE	_			
Invoice Desc	Invoice Gener	ated for Semester 1 Ses	i 2015/2016						_	Govt Tax	\$	1.00			
Terms							Semester		_	Nett Amt	\$17.00	1.00			
Cost Ctr	102011	KEWANGAN - PEJABA	T AM			Session	M151SM1		_	Paid Amt	\$17,00	2.00			
Enter By	K00216	Shafinaz hinti Sameudir				Entry Date	18.11.2015			-lana Aust					
Approve By	1001.401	Nextexitebooin binti Mel	hal Eanil			Approve Date	10 11 2015			anderice Annu	\$17,00				
Control Div	K01451	promazitarianim bininimo				Canad Data	10-11-2013		_	GL Batch		_			
Calicerby		1				Carlosi Date	1		_	Rev Batch	1				
	1														
Invoice Details		D = = = = = = = = = = = = = = = = = = =	Provide the state	D D			0					D-11.0-1	D.1		
Invoice Details GL Acct Code GI 02011-472108-00 102011-	L Code	Description	Receipt Invoice	Rec Desc	Paid Dt Se	g Knockoff Amt	Proj. Cd	Gty Unit Pric	• TxCo	H Tax Amt	Total Amt	Paid Amt	Balance Amt	Issue To	
Invoice Details GL Acct Code GL 02011-472108-00 102011- 02011-472118-00 102011-	L Code 126307-00	Description VURAN PENDAFTARAN (VURAN MPP	Receipt Invoice	Rec Desc	Paid Dt Se	q Knockoff Amt	Proj. Cd	Gty Unit Pric 1 \$250.0 1 \$80.0	TxCo	1 Tex Amt \$0.00 \$0.00	Total Amt \$250.00 \$80.00	Paid Amt \$0.00	Balance Amt \$250.00 \$80.00	Issue To STUDENT	
Invoice Details GL Acct Code GL 02011-472108-00 102011- 02011-472118-00 102011- 02011-477206-00 102011-	L Code 126307-00 \ 126307-00 \ 126307-00 S	Description YURAN PENDAFTARAN YURAN MPP 3 SUMBANGAN ALUMNI 1	Receipt Invoice	Rec Desc	Paid Dt Se	g Knockoff Amt	Proj. Cd	Gty Unit Pric 1 \$250.0 1 \$80.0 1 \$100.0	e TxCo 10 ES 10 ES 10 OS	d Tex Amt \$0.00 \$0.00 \$0.00	Total Amt \$250.00 \$80.00 \$100.00	Paid Amt \$0.00 \$0.00	Balance Amt \$250.00 \$80.00 \$100.00	Issue To STUDENT STUDENT STUDENT	
Invoice Details GL Acct Code GL 02011-472108-00 102011- 02011-472108-00 102011- 02011-477208-00 102011- 02011-472105-00 102011-	L Code 126307-00 1 126307-00 1 126307-00 5 126307-00 1	Description YURAN PENDAFTARAN YURAN MPP SUMBANGAN ALUMNI VIRAN PERKHIDMATA	Receipt Invoice	Rec Desc	Paid Dt Se 1 2 3	rg Knockoff Amt	Proj. Cd	Gty Unit Pric 1 \$250.0 1 \$80.0 1 \$100.0 1 \$400.0	0 TxCo 0 ES 0 ES 0 OS 0 ES	d Tex Amt \$0.00 \$0.00 \$0.00 \$0.00	Total Amt \$250.00 \$80.00 \$100.00 \$400.00	Paid Amt \$0.00 \$0.00 \$0.00 \$0.00	Balance Amt \$250.00 \$80.00 \$100.00 \$400.00	ISSUE TO STUDENT STUDENT STUDENT STUDENT	
Invoice Details OL Acct Code OI 02011-472108-00 102011- 02011-472108-00 102011- 02011-472108-00 102011- 02011-472108-00 102011- 02011-472108-00 102011- 02011-472108-00 102011-	L Code 126307-00 1 126307-00 1 126307-00 5 126307-00 1 126307-00 F	Description YURAN PENDAFTARAN YURAN MPP SUMBANGAN ALUMNI YURAN PERKHIDMATA KAD MATRIK PELAJAR	Receipt Invoice 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Rec Desc	Paid Dt Se 1 2 3 4 5 5	Ig Knockoff Amt	Proj. Cd	Gty Unit Pric 1 \$250.0 1 \$80.0 1 \$100.0 1 \$400.0 1 \$30.0	TxCo ES O ES O ES O ES O ES	Tax Amt \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	Total Amt \$250.00 \$80.00 \$100.00 \$400.00 \$30.00	Paid Amt \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	Balance Amt \$250.00 \$80.00 \$100.00 \$400.00 \$30.00	Issue To STUDENT STUDENT STUDENT STUDENT STUDENT	
Invoice Details QL_Acct Code OI 02011-472108-00 102011- 02011-472108-00 102011- 02011-472108-00 102011- 02011-472108-00 102011- 02011-472108-00 012011- 02011-472108-00 102011- 02011-472108-00 102011- 02011-472101-00 102011-	L Code 126307-00 1 126307-00 1 126307-00 5 126307-00 1 126307-00 1 126307-00 1	Description /URAN PENDAFTARAN /URAN MPP (SUMBANGAN ALUMN) /URAN PERKHDMATA /URAN PELAJARAN (/URAN PELAJARAN (Receipt Invoice	Rec Desc	Paid Dt Se 1 2 3 4 6 6 6	g Knockoff Amt	Proj. Cd	Gty Unit Pric 1 \$250.0 1 \$80.0 1 \$100.0 1 \$400.0 1 \$400.0 1 \$3.900.0	TxCo ES O ES O ES O ES O ES O ES	H Tex Amt \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	Total Amt \$250.00 \$80.00 \$100.00 \$400.00 \$30.00 \$3,900.00	Paid Amt \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	Balance Amt \$250.00 \$80.00 \$100.00 \$400.00 \$400.00 \$30.00 \$3,900.00	Issue To STUDENT STUDENT STUDENT STUDENT STUDENT STUDENT	
Invoice Details GL Acct Code GI 02011-472108-00 102011- 02011-472118-00 102011- 02011-472105-00 102011- 02011-472105-00 102011- 02011-47210-00 02011- 02011-47210-00 102011- 02011-47210-00 102011- 02011-47210-00 102011-	L Code 126307-00 1 126307-00 5 126307-00 5 126307-00 1 126307-00 1 126307-00 1 126307-00 1	Description /URAN MPP SUMBANGAN ALUMNI /URAN PERKHIDMATA (AD MATRIK PELAJARAN /URAN PELAJARAN /URAN MAKMAL	Receipt Invoice 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Rec Desc	Paid Dt Se 1 2 3 4 6 6 7 7	In the second se	Proj. Cd	Gty Unit Price 1 \$250.0 1 \$100.0 1 \$400.0 1 \$30.0 1 \$3,900.0 1 \$720.0	TxCc 0 ES 0 OS 0 ES 0 ES 0 ES 0 ES 0 ES	Tex Amt \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	Total Amt \$250.00 \$80.00 \$400.00 \$400.00 \$30.00 \$3,900.00 \$7,20.00	Paid Amt \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	Balance Amt \$250.00 \$80.00 \$400.00 \$30.00 \$33.00 \$3,900.00 \$720.00	Issue To STUDENT STUDENT STUDENT STUDENT STUDENT STUDENT	
Invoice Details 02. Acct Code 00 02011-472108-00 102011- 02011-472108-00 102011- 02011-472108-00 102011- 02011-472108-00 102011- 02011-47210-00 102011- 02011-47210-00 102011- 02011-47210-00 102011- 02011-47210-00 102011- 02011-47210-00 102011- 02011-47210-00 102011-	L Code 126307-00 1 126307-00 5 126307-00 5 126307-00 1 126307-00 1 126307-00 1 126307-00 1 126307-00 1	Description /URAN PENDAFTARAN /URAN MPP [/URAN PERI-NOMATAI /URAN PERI-NOMATAI /URAN PELAJARAN [/URAN PELAJARAN] /URAN PELAJARAN [Receipt Invoice 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Rec Desc	Paid Dt Se 1 2 3 4 6 6 6 7 7 8	rg Knockoff Amt	Proj. Cd	Gty Unit Price 1 \$250.0 1 \$800.0 1 \$100.0 1 \$1400.0 1 \$3400.0 1 \$330.0 1 \$3,900.0 1 \$720.0 1 \$440.0	T XC0 0 ES 0 ES 0 ES 0 ES 0 ES 0 ES 0 ES 0 E	Tex Amt \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	Total Amt \$250.00 \$400.00 \$30.00 \$33.900.00 \$720.00 \$400.00	Paid Amt \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	Balance Amt \$250.00 \$60.00 \$100.00 \$400.00 \$33.00 \$33.00 \$3,000 \$3,200.00 \$3,200.00 \$3,200.00 \$3,200.00 \$3,200.00 \$3,200.00 \$3,200.00 \$3,200.00 \$3,200.00 \$3,200.00 \$3,000.00 \$400.00 \$3,000.00 \$3,000.00 \$400.00 \$3,000.00 \$400.00 \$3,000.00 \$40	ISSUE TO STUDENT STUDENT STUDENT STUDENT STUDENT STUDENT STUDENT	
Invoice Details Ol 02. Acct Code Ol 02011-472108-00 102011- 02011-472108-00 102011- 02011-472108-00 102011- 02011-472108-00 102011- 02011-472108-00 102011- 02011-472108-00 102011- 02011-472108-00 102011- 02011-472108-00 102011- 02011-472108-00 102011-	L Code 126307-00 \$ 126307-00	Description (URAN PENDATTARA) (URAN PENDATTARA) (URAN PERKHIDMATA) (URAN PELAJAR) (URAN PELAJARAN (URAN PELAJARAN) (URAN PELAGAI PER (URAN PELAGAI PER (URAN PELAGAI PER	Receipt Invoice 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Rec Desc	Peid Dt Se 1 2 3 4 4 6 7 7 8 5 5 5 5 5 5 5 5 5 5 5 5 5	rg Knockoff Amt	Proj. Cd	Gty Unit Price 1 \$250.0 1 \$800.0 1 \$100.0 1 \$100.0 1 \$400.0 1 \$500.0 1 \$500.0 1 \$500.0 1 \$520.0 1 \$540.0 1 \$540.0 1 \$540.0 1 \$540.0	T XC0 0 ES 0 O S 0 ES 0 ES 0 ES 0 ES 0 ES 0 ES 0 ES	Tex Ant \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	Total Amt \$250.00 \$80.00 \$400.00 \$30.00 \$33.00.00 \$220.00 \$40.00 \$2.000	Paid Amt \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	Balance Amt \$250.00 \$60.00 \$400.00 \$30.00 \$33.00.00 \$3,900.00 \$720.00 \$440.00 \$120.00	Issue To STUDENT STUDENT STUDENT STUDENT STUDENT STUDENT STUDENT STUDENT	
Invoice Details Ol OL Acct Code Ol Ol 20211-427108-00 102011- 102011- 20211-427108-00 102011- 102011- 20211-427108-00 102011- 102011- 20211-47210-00 102011- 102011- 20211-47210-00 102011- 102011- 20211-47210-00 102011- 102011- 20211-47212-00 102011- 102011- 20211-47212-000 102011- 102011-	L Code 126307-00 \ 126307-00	Description /URAN PENDATTARAN /URAN MFP SUMBANOAN ALLUMNI (URAN PERHOMATAL (URAN PELAJARAN /URAN NEHAMAAL /URAN MESHATAN /URAN KESHATAN	Receipt Invoice	Rec Desc	Peid Dt SR 1 2 3 4 4 6 6 7 7 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8	rg Knockoff Amt	Proj. Cd	Gty Unit Price 1 \$\$250.0 1 \$\$80.0 1 \$\$100.0 1 \$\$100.0 1 \$\$30.0 1 \$\$3,900.0 1 \$\$3,900.0 1 \$\$720.0 1 \$\$720.0 1 \$\$120.0 1 \$\$120.0	T *Cc 0 ES 0 OS 0 ES 0 ES 0 ES 0 ES 0 ES 0 ES 0 ES 0 ES	d Tex Ant \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	Total Ant \$250.00 \$400.00 \$400.00 \$400.00 \$3.900.00 \$720.00 \$440.00 \$120.00	Paid Amt \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	Balance Ant \$250.00 \$80.00 \$100.00 \$100.00 \$30.00 \$3,900.00 \$3,900.00 \$3,900.00 \$3,900.00 \$120.00 \$11,360.00	Issue To STUDENT STUDENT STUDENT STUDENT STUDENT STUDENT STUDENT STUDENT	
Invoice Details OI 0L. Acct Code OI 02011-47210-00 102011- 02011-47210-00 102011- 02011-47210-00 102011- 02011-47210-00 102011- 02011-47210-00 102011- 02011-47210-00 102011- 02011-47210-00 102011- 02011-47210-00 102011- 02011-47210-00 102011-	L Code 126307-00 1 126307-00 5 126307-00 5 126307-00 1 126307-00	Description YURAN PENDATTARAN YURAN MPP SUMBANGAN ALLIMNI YURAN PERKHDMATAN YURAN PERKHDMATAN YURAN PERGADA PER YURAN KESHATAN YURAN PERGADA PER YURAN KESHATAN	Receipt Invoice D	Rec Desc	Paid Dt Se 1 2 3 4 4 5 6 7 7 8 3 4 4 4 5 6 1 1 1 1 1 1 1 1 1 1 1 1 1	In Knockoff Amt	Proj. Cd	Gty Unit Price 1 \$250.0 1 \$400.0 1 \$100.0 1 \$400.0 1 \$3,900.0 1 \$720.0 1 \$720.0 1 \$400.0 1 \$120.0 1 \$400.0 1 \$400.0	TxCc ES O ES	Tex Amt \$0.00	Total Amt \$250.00 \$80.00 \$100.00 \$30.00 \$33.900.00 \$33.900.00 \$120.00 \$1120.00 \$11.360.00	Paid Amt \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	Balance Amt \$250.00 \$60.00 \$400.00 \$30.00 \$33.00 \$3,900.00 \$400.00 \$400.00 \$120.00 \$11.360.00 \$11.360.00	Issue To STUDENT STUDENT STUDENT STUDENT STUDENT STUDENT STUDENT STUDENT STUDENT	
Invoice Details OL OL Acct Code 0001 0001 472106.20 102011 0001 472106.20 102011 0001 472106.20 102011 0001 472106.20 102011 0001 472106.20 102011 0001 472100.20 102011 0001 472102.00 102011 0001 472102.00 102011 0001 472102.00 102011	L Code 126307-00 1 126307-00 5 126307-00 5 126307-00 1 126307-00	Description ruran pendaftaran ruran mfP sumanoan alumni ruran perkitidmata ruran penkitidmata ruran pelakaran ruran pelakaran ruran pelakaran ruran pelakaran ruran pengakaran	Receipt Invoice 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Rec Desc	Paid Dt Se 1 2 3 4 4 6 7 6 7 6 7 6 7 7 8 1 1 1 1 1 1 1 1 1 1 1 1 1	rg Knockoff Amt	Proj. Cd	Gty Unit Pric 1 \$250.0 1 \$800.0 1 \$100.0 1 \$400.0 1 \$400.0 1 \$3,900.0 1 \$720.0 1 \$40.0 1 \$120.0 1 \$11,360.0 1	TxCo 0 ES 0 ES 0 ES 0 ES 0 ES 0 ES 0 ES 0 ES	Tax Amt \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	Total Amt \$250.00 \$80.00 \$100.00 \$30.00 \$39.00.0 \$720.00 \$720.00 \$11,360.00	Paid Amt \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	Balance Amt \$250.00 \$80.00 \$400.00 \$30.00 \$3.00 \$3.00 \$3.300.00 \$3.20.00 \$400.00 \$400.00 \$41.360.00 \$11.360.00	ISSUE TO STUDENT STUDENT STUDENT STUDENT STUDENT STUDENT STUDENT STUDENT	

Figure 37-WRF004-1: Customer Invoice Query

		Muka sura	t :61/89
UNIVERSITI PENDIDIKAN SULTAN JORIS SULTAN JORIS SULTAN IDRIS EDUCATION UNIVERSITY	(KEWANGAN PELAJAR)/ ACCOUNT RECEIVABLE (STUDENT)	Tarikh	: 8 JANUARI 2016
		Pindaan	: 00
		Keluaran	: A

Querying Receipt Listing

Access the screen by selecting Acct Receivable >> Query >> Receipt Query



Figure 38-WRF033-1: Receipt Listing

To query receipt, click **Enter Query** and insert receipt information. Then click **Execute Query** to display receipt listing. For more information about the receipt, click **Details** button.

	05 - Recei	ipt Query											
er:	NORFAZIT	AHAN								Date : 19-11-20	15 02:06		
Re	ceipt Head	der											
	Receipt No	BI15110403	32 Type 🛐	tudent 💌	Bank Code	•		Status	APPROV	E			
c	Customer ID	M20131000	1037 Moo Mui Teng				Gross A	mt 🗌	\$100.	00			
	Description	BIMB					Discou	int 🗌	\$0.	00			
c	Cost Center					Tote	1	\$100.	00				
Enter By K01262 Muhammad Nizam bin Abdul Hamid		Enter I	Date 17-11-2	2015									
Approve By K01262 Muhammad Nizam bin Abdul Hamid		Approve	- Date 17-11-2	2015 GL B	atch POSTE	D	_						
	Cancel By	· [Cancel	Date	Rev. B	atch		_			
						,		,					
Re	Remark	ils —											
Re Seq	Remark	ille cct Code 126304-00	Project Code	Description Yuran Graduan 2015	Oty 1.00	Unit Price \$100.00	Gross Amt \$100.00	Discount \$0.00	TxCd	Tax Amt	Total Amt	Invoice Paid .00 BL150905204	
Re Seq	Remark	ills cct Code 126304-00	Project Code	Description Yuran Graduan 2015	Oty 1.00	Unit Price \$100.00	Gross Amt \$100.00	Discount \$0.00	TxCd	Tax Amt	Total Amt	Invoice Paid .00 BL150905204	
Re Seq	Remark	ille cct Code 126304-00	Project Code	Description Yuran Graduan 2015	Qty 1.00	Unit Price \$100.00	Gross Amt \$100.00	Discount \$0.00	TxCd	Tax Amt	Total Amt \$100	Invoice Paid 00 BL150905204	
Re Seq	Remark	ile cct Code 126304-00	Project Code	Description Yuran Graduan 2015	Caty 1.00	Unit Price \$100.00	Gross Amt \$100.00	Discount \$0.00	T×Cd	Tax Amt	Total Amt \$100	Invoice Paid	
Re Seq	Remark	ile cct Code 126304-00	Project Code	Description Yuran Graduan 2015	Caty 1.00	Unit Price \$100.00	Gross Amt \$100.00	Discount \$0.00	TxCd	Tax Amt	Total Amt \$100	Invoice Paid 00 BL150905204	
Re Seq	Remark	ilis cct Code 126304-00	Project Code	Description Yuran Graduan 2015	Qty 1.00	Unit Price \$100.00	Gross Amt \$100.00	Discount \$0.00	TxCd	Tax Amt	Total Amt \$100	Invoice Paid 00 BL150905204	
Re Seq	Remark	ils cct Code 126304-00	Project Code	Description Yuran Graduan 2015	Oty 1.00	Unit Price \$100.00	Gross Amt \$100.00	Discount \$0.00	T×Cd	Tax Amt	Total Amt \$100	Invoice Paid	
Re Seq 1	Remark	ils cct Code 126304-00 Pant Seq	Project Code	Description Yuran Graduan 2015	Caty 1.00	Unit Price \$100.00	Gross Amt \$100.00	Discount \$0.00	Amous	Tax Amt	Total Amt	Invoice Paid	
Re Seq 1	Remark	nits cct Code 125304-00 ent Seq 1	Project Code	Description Vuran Graduan 2015	Caty 1.00	Unit Price \$100.00	Gross Amt \$100.00	Discount \$0.00	Amour	Tax Amt	Total Ant \$100	Invoice Paid	

Figure 39-WRF005-1: Receipt Query

		Muka surat :62/89			
UNIVERSITI PENDIDIKAN SULTAN JORIS SULTAN IDRIS SULTAN IDRIS EDUCATION UNIVERSITY	(KEWANGAN PELAJAR)/ ACCOUNT RECEIVABLE (STUDENT)	Tarikh	: 8 JANUARI 2016		
		Pindaan	: 00		
		Keluaran	: A		

Querying Refund Listing

Access the screen by selecting Acct Receivable >> Query >> Refund

Action Edit Query Block Record Eield Help Window Action Edit Query Block Record Eield Help Window Action Edit Query Block Record Eield Help Window											
PWF017 - Refund Lis	ting										
User: NORFAZITAHANIM Date: 19-11-2015 02:22											
Refund Listing											
Refund Batch No	Sponsor ID	Name	Sponsor Batch No	Total Amount	Status						
					<u> </u>						
	J										
]										
	1		i								
]				<u></u>						
	1	[
		l									
	л	IL	IL	L							

Figure 40-PWF017-1: Refund Listing

To query refund, click **Enter Query** and insert refund information. Then click **Execute Query** to display refund listing. For more information about the refund, click **LOV** button.

/ 😂 🃭 🌫	Block Record F	Eield Help Window	▶ == ==	ま 1 4 3 1 3			
PWF016 - Refund	l Query						
ser: NORFAZITAH	ANIM					Da	te: 19-11-2015 02:26
Refund Head							
Batch No	RF00003072	Statu	S APPROVE		Voucher No	BR1511	01387
Sponsor Batch Id	SP00004811	Refund Typ	e SPON		Total Amount		\$52,819.30
Enter By	K01974	Nurul Azmira binti Abdul	Rani			Enter Da	te 17-11-2015
Approve By	K01974	Nurul Azmira bipti Abdul	Rani		Aş	oprove Da	te 17-11-2015
Refund Detail							
Student lo	d Name			Amount	Receipt No		
D201320650	30 Siti Jainuran	inale Disti Aurose Ali		\$4,955.00	DT464400253	-	
D201320651	92 Dg Nur Hani	Isan Binti Awang Ali		\$3,411.65	RT151100253		
D201410661				\$5,055.00	R1151100253	{	
D201410671		CHARD		\$4,955.00	RT151100255		
D201410673			ELLY	\$4,955.00	RT151100253		
0201410673	48 NOOK FAR	Risti Rudi		\$4,855.00	E DT4 544 00253	4	
D201420690	61 Nurridayari	Coorgo		\$4,002.00	RT151100255		
D201420690	31 Nurul Masar	rah Binti Borman		\$4,955.00	RT151100253		
D201510705	45 EVA NOVIA			\$4,955.00	RT151100253		
D201510709	34 ZUEAZIRAL	H BINTLAHMAD		\$5,005,00	RT151100253		
2201010708	201 AZIKAI	1 DIGHT AT IMAD		\$3,003.00	1		
					1		
						1	
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Figure 41-PWF016-1: Refund Query

		Muka surat :63/89				
UNIVERSITI PENDIDIKAN SULTAN JORIS SULTAN IDRIS SULTAN IDRIS EDUCATION UNIVERSITY	(KEWANGAN PELAJAR)/ ACCOUNT RECEIVABLE (STUDENT)	Tarikh	: 8 JANUARI 2016			
		Pindaan	: 00			
		Keluaran	: A			

Query Sponsor Payment Receive

Access the screen by selecting Acct Receivable >> Query >> Sponsor Payment Query

Action Edit Query Block Record Eield Help Window										
🔁 PVVF007 - Sponsor/Loan Payme	ent Query									
User: NORFAZITAHAN					Date: 19	0-11-2015 02:4	4			
Sponsor Information										
Batch Id SP00004811				Total Stud	ent	11				
Sponsor Code JPA SABAH	PENGARAH JABATAN PERKHIDI	ATAN AWAM NE	GERI SABAH	Amo	unt	\$54,755.00				
Payment Doc Ref RT15110025	3			Star						
Date 17.11.2015			Credit D	ate						
Bill Tamp				Crodit	Bu					
Bin Type				creak	oy					
Transaction Detl Invoice										
							1			
Transaction Listing										
Student Id	Name	Received Amt	Knockoff Amt	Refund Amt	Balance Amt	Status				
D20132065030 Siti Jainurah Binti Ya	ahisin	\$4,955.00	\$0.00	\$4,955.00	\$0.00	PROCESSED				
D20132065192 Dg Nur Hanisah Bin	ti Awang Ali	\$5,055.00	\$1,643.35	\$3,411.65	\$0.00	PROCESSED				
D20141066190 CRISTHY EFFY SUM	IGKIT	\$5,055.00	\$0.00	\$5,055.00	\$0.00	PROCESSED				
D20141067129 ADRIANA AUDREY	GABRIEL	\$4,955.00	\$0.00	\$4,955.00	\$0.00	PROCESSED				
D20141067304 ELLYSIA RICHARD		\$4,955.00	\$0.00	\$4,955.00	\$0.00	PROCESSED				
D20141067948 NOOR FARAHIN NA	BILAH BINTI ZULKIFLLY	\$4,955.00	\$0.00	\$4,955.00	\$0.00	PROCESSED				
D20142069001 Nurhidayah Binti Ru	di	\$4,955.00	\$292.35	\$4,662.65	\$0.00	PROCESSED				
D20142069052 Chonnel B. George		\$4,955.00	\$0.00	\$4,955.00	\$0.00	PROCESSED				
D20142069131 Nurul Maserah Binti	Borman	\$4,955.00	\$0.00	\$4,955.00	\$0.00	PROCESSED				
D20151070545 EVA NOVIANTIE BI	NTI M NASRUM	\$4,955.00	\$0.00	\$4,955.00	\$0.00	PROCESSED	-			
		\$54,755.00	\$1,935.70	\$52,819.30	\$0.00					
Generate file BIMB List for BIMB (Excel)										

Figure 42-PWF007-1: Sponsor / Loan Payment Query

To query sponsor payment receive, click **Enter Query** and insert Batch Id. Then click **Execute Query** to display information.

Action Edit Query Block Record Eield Help Window												
2 PWF007 - Sponsor/Loan Payment Query												
User: NORFAZITAHA Sponsor Informa	tion					Date : 19-11-201	5 02:4	4				
Batch Id	SP00004811				Total Student	11						
Sponsor Code	JPA SABAH	PENGARA	AH JABATAN PE	RKHIDMATAN AVVAM NEGERI SABAH	Amount	\$54,755	.00					
Payment Doc Ref	Payment Doc Ref RT151100253				Status	APPROVE						
Date	Date 17-11-2015				Credit Date		-					
Bill Type			-		Credit Br		-					
5m ()ps	1				or oak by	1						
Transaction Detl	Invoice											
Invoice Listing												
Invoice No	Sea Acc	t Code	Cost Ctr	Rescription	Amount	Reference No						
BL150821314 1	102011	-472112-0	0001 011	YURAN ASRAMA	\$498.60	RT151100253/1	Deti					
BL150821314 2	102011	-472119-0		YURAN WIRELESS - JARING	\$64.75	RT151100253/1	Deti					
BL150816680 5	102011	-472101-0		YURAN PELAJARAN	\$700.00	RT151100253/1	Detl					
BL150816680 6	102011	-472110-0		YURAN PELBAGAI PERKHIDMATAN	\$10.00	RT151100253/1	Detl					
BL150816680 7	102011	-472105-0		YURAN PERKHIDMATAN	\$100.00	RT151100253/1	Deti					
BL150816680 8	102011	-472102-0		YURAN KESIHATAN	\$30.00	RT151100253/1	Deti					
BL150816680 9	102011	-472125-0		YURAN KHAS	\$240.00	RT151100253/1	Deti					
							Detl					
							Detl					
							Deti	-				

Figure 42-PWF007-2: Sponsor / Loan Payment Query- Invoice

		Muka surat :64/89			
UNIVERSITI PENDIDIKAN SULTAN JORIS SULTAN IDRIS SULTAN IDRIS EDUCATION UNIVERSITY	(KEWANGAN PELAJAR)/ ACCOUNT RECEIVABLE (STUDENT)	Tarikh	: 8 JANUARI 2016		
		Pindaan	: 00		
		Keluaran	: A		

Query Sponsor Receipt Posting

Access the screen by selecting Acct Receivable >> Query >> Sponsor Receipt Posting

sction Edit Query	Block Record € (1) (1) (1)	i Eield Help	Window ◀ ◀ ▶ ▶	1	⋧ ⊫≊ ?							
🛓 PWF009 - Spons	sor Receipt Pos	ting Query										
User: NORFAZITARA												
Transaction Hea	d											
Reference No			Er	nter Date								
Batch Id				Enter By				_				
Amount			Appro	ove Date		-						
GL Batch			App	orove By		- [
Transactions	Listing											
Invoice No	Student ID	Name		Seq	Acct Code	Descri	ption	Amount				
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	<u> </u>											
[[
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	л					1	Total					

Figure 43-WRF009-1: Sponsor Receipt Posting

To query sponsor receipt posting, click **Enter Query** and insert Batch Id. Then click **Execute Query** to display information.

		Muka surat :65/89			
UNIVERSITI PENDIDIKAN SULTAN JORIS SULTAN IDRIS SULTAN IDRIS EDUCATION UNIVERSITY	(KEWANGAN PELAJAR)/ ACCOUNT RECEIVABLE (STUDENT)	Tarikh	: 8 JANUARI 2016		
		Pindaan	: 00		
		Keluaran	: A		

Query Receipt Invoice

Access the screen by selecting Acct Receivable >> Query >> Receipt Invoice

Action Edit Query Block Recor	ction Edit Query Block Record Eleid Help Window												
WRF058 - Receipt invoice													
User: NORFAZITAHANIM	User: NORFAZITAHANIM Date: 19-11-2015 02:55												
Receipt Invoice			la contra Branchattan a		-	D-4N	~	A	0.110.1				
RECEIPT NO RECEIPT DESCRIPTION RECEIPT DESCRIPANTE DESCRIPTION RECEIPT DESCRIPTION RECEIPT DESCRIPTION REC	ran Elai SP00004811	BI 150816680	VI RAN PELAJARAN	seq No	1 Otal Amt \$700.00	RETERENCE NO	Status	D2013206519	17-11-2015				
RT151100253 Terimaan pembaya	ran Elai SP00004811	BL 150816680	VURAN PELBAGAL PE	6	\$10.00	RT151100253/1		D2013206519	17-11-2015				
RT151100253 Terimaan pembaya	ran Elau SP00004811	BL 150816680	YURAN PERKHIDMAT.	7	\$100.00	RT151100253/1		D2013206519	17-11-2015	-			
RT151100253 Terimaan pembaya	ran Elau SP00004811	BL150816680	YURAN KESIHATAN	8	\$30.00	RT151100253/1		D2013206519	17-11-2015	1			
RT151100253 Terimaan pembaya	ran Elau SP00004811	BL150816680	YURAN KHAS	9	\$240.00	RT151100253/1		D2013206519	17-11-2015	1			
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			IL		\$1,080.00			JL]		<u> </u>			



To query receipt invoice, click **Enter Query** and insert receipt invoice information. Then click **Execute Query** to display information.

		Muka surat :66/89			
UNIVERSITI PENDIDIKAN SULTAN JORIS SULTAN JORIS SULTAN IDRIS EDUCATION UNIVERSITY	(KEWANGAN PELAJAR)/ ACCOUNT RECEIVABLE (STUDENT)	Tarikh	: 8 JANUARI 2016		
		Pindaan	: 00		
		Keluaran	: A		

Query Student Summon

Access the screen by selecting Acct Receivable >> Query >> Student Summon



Figure 45-WRF075-1: Student Summon Query

To query Student summon, click **Enter Query** and insert summon information. Then click **Execute Query** to display summon.

	MANUAL PENGGUNA AKAUN TERIMAAN (KEWANGAN PELAJAR)/ ACCOUNT RECEIVABLE (STUDENT) UPSI(ISO)/BEN/P07/MP01	Muka surat :67/89	
UNIVERSITI PENDIDIKAN SULTAN JORIS SULTAN IDRIS SULTAN IDRIS EDUCATION UNIVERSITY		Tarikh	: 8 JANUARI 2016
		Pindaan	: 00
		Keluaran	: A

AR Reports

This screen is to generate report by listing and it can be accessed by selecting Acct

Receivable>>Account Receivable	e Reports >>	AR Reports.
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Action Edit Query Block Record Field Help Window 🧇 🍪 🎟 ≫ 🗊 😨 🔞 🗐 ≪ ◀ ▶ ▶ 🛤 🐯 🚳 ?						
WRR001F-Parameter Form for Account R	eceivable					
Daily Collection Invoice Listing Invoice Listing	(Post Receipt Listi	ng Student Payment Str	Refund Payment Ins	Refund by Sponsor	Pecahan Yuran	Tuntutan Yuran
Report ID MOP	Daily Colection Repo	ort	•		•	-
Entered By*	1	ABDUL SHUKOR HJ. HUSIN				
Date from	12-08-2014	(dd-mm-yyyy)				
Date to	12-11-2014	(dd-mm-yyyy)				
		Run Report	Exit			

Figure 46- WRR001F-1: AR Reports – Daily Collection Tab

Click on *Daily Collection* tab to generate Daily Collection report. Fill in the provided fields. The fields are explained as followed:

Field Name	Description	Required
Report ID	Report ID can be selected from the dropdown list	Y
MOP	Mode of payment can be selected from the dropdown list	Y
Entered By	Username of the staff doing the entry	Y
Date from	Report's start date	Y
Date to	Report's end date	Y

Click on **Run Report** button to generate report in PDF format.

		Muka surat :68/89		
للمالية المالية الم مالية مالية م مالية مالية م مالية مالية مالي	(KEWANGAN PELAJAR)/ ACCOUNT RECEIVABLE (STUDENT)	Tarikh	: 8 JANUARI 2016	
	UPSI(ISO)/BEN/P07/MP01	Pindaan	: 00	
		Keluaran	: A	

Action Edit Query Block Record Eield Help Window	
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2 WRR001F-Parameter Form for Account Receivable	_ - - - ×
Daily Collection Invoice Listing Invoice Listing Invoice Listing (P Receipt Listing Student Payment Refund Payment Refund by Spon Pecahan Yuran Bank Slip Turtutan Yuran Student Account	<u>1</u>
Program DEGREE ljazah Sarjana Muda	
Year 2015	
Semester A151	
Bate from (dd-mm-yyyy)	
Date to 19-11-2015 (rtd-pro-seed)	
Status V	
Datall Summary Est	
	-

Figure 46- WRR001F-2: AR Reports – Invoice Listing Tab

Click on *Invoice Listing* tab to generate Invoice Listing report. Fill in the provided fields. The fields are explained as followed:

Field Name	Description	Required
Program	Select Program Level from the LOV button	Y
Year	Year of invoice	Y
Semester	Select Academic Year code from LOV button	Ν
Date from	Report's start date	Y
Date to	Report's end date	Y
Status	Status of invoice	

Click **Detail** button to generate detail invoice listing report in PDF format Click **Summary** button to generate summary invoice listing report in PDF format Click on **Exit** button to exit screen.

	MANUAL PENGGUNA AKAUN TERIMAAN (KEWANGAN PELAJAR)/ ACCOUNT RECEIVABLE (STUDENT) UPSI(ISO)/BEN/P07/MP01	Muka surat :69/89		
UNIVERSITI PENDIDIKAN SULTAN IDRIS Vitan URIS EDUCATION UNIVERSITY		Tarikh : 8 JANUARI 2016	: 8 JANUARI 2016	
		Pindaan	: 00	
		Keluaran	: A	

Action Edit Query Block Record Eield Help Window
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20 WRR001F-Parameter Form for Account Receivable
Daily Collection Invoice Listing Invoice Listing (P Receipt Listing Student Payment Refund Payment Refund by Spon Pecahan Yuran Bank Slip Tuntutan Yuran Student Account
Course Code A2000 Sains
P. P. d. F.Y
κυπ κέροτα Εχπ

Figure 46- WRR001F-3: AR Reports – Student Payment Structure Tab

Click on the LOV button to select **Course Code** and click on **Run Report** button to generate report in PDF format.

Action Edit Query Block Record Eield Help Window				
WRR001F-Parameter Form for Account Receivable				
Daily Collection Invoice Listing Invoice Listing (P Receipt Listing Student Payment Refund Payment I Refund by Spon Pecahan Yuran Bank Slip Tuntutan Yuran Student Account				
Batch Id RF00003072				

Figure 46- WRR001F-4: AR Reports – Refund Payment Instruction Tab

Click on the LOV button to select **Batch Id** and click on **Run Report** button to generate report in PDF format.

		Muka surat :70/89		
UNIVERSITI ENDIDIKAN SULTAN JORIS SULTAN IDRIS SULTAN IDRIS EDUCATION UNIVERSITY	(KEWANGAN PELAJAR)/ ACCOUNT RECEIVABLE (STUDENT)	Tarikh : 8 JANUARI 2010	: 8 JANUARI 2016	
	UPSI(ISO)/BEN/P07/MP01	Pindaan	: 00	
		Keluaran	: A	

Action Edit Query Block Record Eield Help Window	
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🙀 WRR001F-Parameter Form for Account Receivable	
Daily Collection Invoice Listing Invoice Listing (P Receipt List	ting Student Payment Refund Payment Refund by Spons Pecahan Yuran Bank Slip Tuntutan Yuran Student Account
Batch Id	
	5P0004011 []
Sponsored by	···
	Run Report Listing Excel Exit

Figure 46- WRR001F-5: AR Reports – Refund by Sponsorship Tab

Click on the LOV button to select **Batch Id or Sponsored By** and click on **Run Report** /Listing Excel button to generate report in PDF/ Excel format

Action Edit Query Block Record Eield Help	J Window
4 4 10 10 10 10 10 10 10 10 10 10 10 10 10	
😨 WRR001F-Parameter Form for Account Rece	vable
Daily Collection Invoice Listing Invoice Listing (P	Receipt Listing Student Payment Refund Payment Refund by Spon Pecahan Yuran Bank Siip Tuntutan Yuran Student Account
r Pecahan Yuran	
Program	
Intake Semester	Semester 1
Intake Category	
Start Date	01-01-2015
End Date	141 2016
Sponsor	PERSENDIRIAN -
	Summary Report Detail Report Exit

Figure 46- WRR001F-6: AR Reports – Pecahan Yuran Tab

Click on *Pecahan Yuran* tab to generate Pecahan Yuran report. Fill in the provided fields. The fields are explained as followed:

UNIVERSITI PENDIDIKAN SULTAN IDRIS SULTAN IDRIS EDUCATION UNIVERSITY	MANUAL PENGGUNA AKAUN TERIMAAN (KEWANGAN PELAJAR)/ ACCOUNT RECEIVABLE (STUDENT)	Muka surat :71/89	
		Tarikh	: 8 JANUARI 2016
	UPSI(ISO)/BEN/P07/MP01	Pindaan	: 00
		Keluaran	: A

Field Name	Description	Required
Program	Select Program Level from the LOV button	Y
Intake Semester	Intake Semester	
Semester	No of semester	
Intake Category	Intake Category	
Start Date	Report's start date	Y
End Date	Report's end date	Y
Sponsor	Type of Sponsor	

Click **Summary Report** button to generate summary *Pecahan Yuran* in PDF format Click **Detail Report** button to generate detail *Pecahan Yuran* listing in PDF format Click on **Exit** button to exit screen.

Action Edit Query Block Record Eield Help Window
WRR001F-Parameter Form for Account Receivable
Daily Collection Invoice Listing Invoice Listing (P Receipt Listing Student Payment Refund Payment Refund by Spon Pecahan Yuran Bank Slip Turtutan Yuran Student Account
Bill No

Figure 46- WRR001F-7: AR Reports - Tuntutan Yuran Tab

Click LOV button and select **Bill No**. Click **Run Report** button to generate report in PDF format.
		Muka sura	it :72/89
UNIVERSITI PENDIDIKAN SULTAN JORIS SULTAN IDRIS SULTAN IDRIS EDUCATION UNIVERSITY	(KEWANGAN PELAJAR)/ ACCOUNT RECEIVABLE (STUDENT)	Tarikh	: 8 JANUARI 2016
	UPSI(ISO)/BEN/P07/MP01	Pindaan	: 00
		Keluaran	: A

Action Edit Query Block Record Eield Help Window			
🙀 WRR001F-Parameter Form for Account Receivable			
Daily Collection Invoice Listing Invoice Listing (P Receipt Listing Student Payment Refund Payment Refund by Spon Pecahan Yuran Bank Slip Turitutan Yuran Student Account			
Indate Student Back Assound No.			
Action Edit Query Block Becord Eleid Help Window			
ion Edit Query Block Becord Field Help Window W Collection Edit Query Block Becord Field Help Window WRR001F-Parameter Form for Account Receivable aity Collection Invoice Listing Invoice Listing (P Receipt Listing Student Payment Refund Payment Refund by Spon Pecahan Yuran Bank Slip Tuntutan Yuran Student Account Update Student Bank Account No Program Semester Run Report Exit			
Action Edit Query Block Record Field Help Window			
Run Report Exit			

Figure 46- WRR001F-8: AR Reports – Student Account Tab

Click LOV button to select **Program** and **Semester**. Then click **Run Report** to generate Student Account No in PDF format.

		Muka surat :73/89		
UNIVERSITI PENDIDIKAN SULTAN JORIS SULTAN IDRIS SULTAN IDRIS EDUCATION UNIVERSITY	(KEWANGAN PELAJAR)/ ACCOUNT RECEIVABLE (STUDENT)	Tarikh	: 8 JANUARI 2016	
		Pindaan	: 00	
		Keluaran	: A	

Student Debtor Listing

Faculty

Course lent Semester

> Sponsor ID Start Date 01-01-1997

> > Status

Sponsor Type SELF SPONSORED

-

Student Statement

Summary

(dd-mm-yyyy)

Detail

Access the screen by selecting Acct Receivable >> Account Receivable Report >> Student Debtors





Exit

End Date 19-11-2015

ткр

Excel (Detail)

...

Fill in the provided fields to generate student debtors listing. The fields are explained as followed:



MANUAL PENGGUNA AKAUN TERIMAAN (KEWANGAN PELAJAR)/ ACCOUNT RECEIVABLE (STUDENT)

UPSI(ISO)/BEN/P07/MP01

AN T	Muka surat :74/89			
	Tarikh	: 8 JANUARI 2016		
	Pindaan	: 00		
	Keluaran	: A		

Field Name	Description	Required
Program	Debtor listing base on Level of Study	
Faculty	Debtor listing base on faculty	
Course	Debtor listing base on course	
Student Semester	No of semester	
Sponsor Type	Debtor listing base on sponsor type	
Sponsor Id	Debtor listing base on sponsor Id	
Start Date	Report's start date	Y
End Date	Report's end date	Y
Status	Student status	

Click **Summary** button to generate summary debtors listing in PDF format Click **Detail** button to generate detail debtors listing in PDF format Click on **Excel (Detail)** button to generate report in excel format. Click on **Exit** button to exit screen.

	MANUAL PENGGUNA AKAUN TERIMAAN (KEWANGAN PELAJAR)/ ACCOUNT RECEIVABLE (STUDENT)	Muka surat :75/89		
UNIVERSITI PENDIDIKAN SULTAN JORIS SULTAN IDRIS SULTAN IDRIS EDUCATION UNIVERSITY	(KEWANGAN PELAJAR)/ ACCOUNT RECEIVABLE (STUDENT)	Tarikh	: 8 JANUARI 2016	
		Pindaan	: 00	
		Keluaran	: A	

Reminder Letter/Memo Surat Tuntutan Bayaran

Access the screen by selecting Acct Receivable >> Account Receivable Report >> AR Reports >> Letter/Memo



Action Edit Query Block Becord Eield Help Window	
WRR022F- Type of Letter	
Reminder Letter Surat Tuntutan Bayaran Refund Cover Letter Surat Tuntutan/Tunggakan Hutang Pelajar	
Invoice No	

Figure 48- WRR022F-1: Type of Letter - Surat Tuntutan Bayaran Tab

Click on LOV button and select **Invoice No** to generate "*Surat Tuntutan Bayaran*". Click on **Run Report** button to generate report in PDF format.

	MANUAL PENGGUNA AKAUN TERIMAAN (KEWANGAN PELAJAR)/ ACCOUNT RECEIVABLE (STUDENT)	Muka surat :76/89			
UNIVERSITI PENDIDIKAN SULTAN JORIS SULTAN IDRIS SULTAN IDRIS EDUCATION UNIVERSITY		Tarikh	: 8 JANUARI 2016		
		Pindaan	: 00		
	01 31(130)/ BEN/1 07/MI 01	Keluaran	: A		

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awRR022F-Type of Letter
Reminder Letter Surat Tuntutan Bayaran Refund Cover Letter Surat Tuntutan/Tunggakan Hutang Pelajar
No Matrik
No Rujukan UPSI/BEN/KEJ/
Tarikh Kemaskini
Tarikh Akhir
Run Report Exit

Figure 48-WRR022F-2: Type of Letter- Surat Tuntutan/Tunggakan Hutang Pelajar

Fill in the provided fields to generate student debtors listing. The fields are explained as followed:

Field Name	Description	Required
No. Matrik	Student Id no.	Y
No Rujukan	Letter reference no.	Y
Tarikh Kemaskini	Letter date	Y
Tarikh Akhir	End date	Y

		Muka sura	t :77/89
UNIVERSITI PENDIDIKAN SULTAN JORIS SULTAN JORIS SULTAN IDRIS EDUCATION UNIVERSITY	(KEWANGAN PELAJAR)/ ACCOUNT RECEIVABLE (STUDENT)	Tarikh	: 8 JANUARI 2016
		Pindaan	: 00
		Keluaran	: A

Reports by Listing

This screen is to generate report by listing and it can be accessed by selecting Acct Receivable >> Account Receivable Reports >> Reports by Listing

eting	Purchasing	Acct Payable	Asset/Inventory Mgt	Acct Receivable	Store Manage	ment	General Ledger	⊆ash Manage	ment	Ļο
				Setup Screen	1	·				
				Invoice	1	•				
				New Student Inv	Dice I					
				⊆redit Note	I					
				⊆afeteria Invoice	s I	•				
				Receipt						
			Sponsorship	I	•					
				BIMB/BSN						
				Refund Online						
				Others Collection	n I	P				
			UPSI INTEGRA	Eines		EM				
				Barring Info						
				Student Bank Ac	count No	•				
				Beturned Chequ	e I					
				Query						
				Account Receiva	ble Reports	AR F	Reports			
						AR F	Reports - Letter/Me	mo		
						Rep	orts by Listing			
						Stuc	lent Statistic			
						<u>A</u> R F	Reports (Acct)			
						AR F	Reports (Student A	ccount)		
⊑dit	Query Block R	ecord Eield Hel	p <u>W</u> indow							
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RR002F	- AR Report List	ing								
isor La	poran Caruman Ins	u Akaun Pelajar	Men Penyata Lengkap P.	List of Graduated	Student Listing b.	Stu	ident List by S Stude	nt Listing B		

4 3	W X 0 0						
1 WRR0	02F - AR Report Lis	ting					
Sponsor	Laporan Caruman In:	su Akaun Pelajar	Men Penyata Lengkap P	List of Graduate	d Student Listing b Student List	by S Student Listing B	
	Sponsor Name				и		
		Run Report	Run Report PASCA	Exit	Run Report Persendirian		

Figure 49- WRR002F-1: AR Report Listing - Sponsor Tab

	MANUAL PENGGUNA AKAUN TERIMAAN (KEWANGAN PELAJAR)/ ACCOUNT RECEIVABLE (STUDENT)	Muka surat :78/89	
UNIVERSITI PENDIDIKAN SULTAN JORIS VULTAN IDRIS SULTAN IDRIS EDUCATION UNIVERSITY		Tarikh	: 8 JANUARI 2016
		Pindaan	: 00
		Keluaran	: A

Click on **Sponsor** tab to generate Sponsor report. Fill in the provided field. The field is explained as followed:

Field Name	Description	Required
Sponsor Name	Sponsor name can be selected from the LOV button	Y

Click on **Run Report** button to generate report in PDF format. Click on **Run Report PASCA** button to generate report in PDF format. Click on **Run Report Persendirian** button to generate report in PDF format.

Action Edit Query Block	Record Eield	d Help Window	
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🔞 WRR002F - AR Report I	Listing		
Sponsor Laporan Caruman	Insuran Akaun	n Pelajar Men Penyata Lengkap P List of Graduated Student Listing b Student List by S Student Listing B 🐠	
Г ж .[
Faculty			
Status			
Program			
Semester			
Study Center			
		Run Report Listing Excel Exit	

Figure 49- WRR002F-2: AR Report Listing – Laporan Caruman Insuran Tab

Click on *Laporan Caruman Insuran* tab to generate listing of student for Insurance Contributions report.

Fill in the provided fields. The fields are explained as followed:

	MANUAL PENGGUNA AKAUN TERIMAAN (KEWANGAN PELAJAR)/ ACCOUNT RECEIVABLE (STUDENT) UPSI(ISO)/BEN/P07/MP01	Muka surat :79/89	
UNIVERSITI PENDIDIKAN SULTAN JORIS SULTAN IDRIS EDUCATION UNIVERSITY		Tarikh	: 8 JANUARI 2016
		Pindaan	: 00
		Keluaran	: A

Field Name	Id Name Description	
Faculty	Student's faculty can be selected from the LOV button	Y
Status Student's status can be selected from the LOV button		Y
Program Level Student's program level can be selected from the LOV button		Y
Semester Student's semester		Y
Study Center	Student's study center can be selected from the LOV button	Y

Click on **Run Report** button to generate report in PDF format. Click on **Listing Excel** button to generate report in excel format.

Action Edit Query Block Record Field Help Window				
\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$				
WRR002F - AR Report Listing				
Sponsor Laporan Caruman Insu Akaun Pelajar Mengi Penyata Lengkap P.,. List of Graduated Student Listing b.,. Student List by S.,. Student Listing B.,. 🚸				
Program				
Run Report Exit				

Figure 49- WRR002F-3: AR Report Listing – Akaun Pelajar Mengikut Program Tab

Click on *Akaun Pelajar Mengikut Program* tab to generate Student Account by Program report.

	MANUAL PENGGUNA AKAUN TERIMAAN (KEWANGAN PELAJAR)/ ACCOUNT RECEIVABLE (STUDENT) UPSI(ISO)/BEN/P07/MP01	Muka surat :80/89	
UNIVERSITI PENDIDIKAN SULTAN JORIS SULTAN IDRIS EDUCATION UNIVERSITY		Tarikh	: 8 JANUARI 2016
		Pindaan	: 00
		Keluaran	: A

Fill in the provided field. The field is explained as followed:

Field Name	Description	Required
Program	Student's program can be selected from the LOV button	Y

Click on **Run Report** button to generate report in PDF format.

Action Edit Query Block Record Eield Help Window					
🙀 WRR002F - AR Report Listing	🙀 WRR002F - AR Report Listing				
Sponsor Laporan Caruman Insu Akaun Pelajar Men Penyata Lengkap Pel List of Graduated Student Listing b Student List by S Student Listing B 🐠					
Student Name					

Figure 49- WRR002F-4: AR Report Listing – Penyata Lengkap Pelajar Tab

Click on *Penyata Lengkap Pelajar* tab to generate Student's Full Statement report.

Fill in the provided field. The field is explained as followed:

Field Name	Description	Required
Student Name	Student's name can be selected from the LOV button	Y

	MANUAL PENGGUNA AKAUN TERIMAAN (KEWANGAN PELAJAR)/ ACCOUNT RECEIVABLE (STUDENT)	Muka surat :81/89	
UNIVERSITI PENDIDIKAN SULTAN JORIS SULTAN IDRIS SULTAN IDRIS EDUCATION UNIVERSITY		Tarikh	: 8 JANUARI 2016
		Pindaan	: 00
		Keluaran	: A

Action Edit Query Block Record Field Help Window	
Image: Sold Sold Sold Sold Sold Sold Sold Sold	
WRR002F - AR Report Listing	_ 8 ×
Sponsor Laporan Caruman Insu Akaun Pelajar Men Penyata Lengkap P List of Graduated Student Listing b Student List by S Student Listing B	> <u>*</u>
Program	
Run Report Exit	

Figure 49- WRR002F-5: AR Report Listing – List of Graduated Student Tab

Click on *List of Graduated Student* tab to generate List of Graduated Students report.

Fill in the provided field. The field is explained as followed:

Field Name	Description	Required
Program	Student's program can be selected from the LOV button	Y

		Muka surat :82/89		
UNIVERSITI PENDIDIKAN SULTAN JORIS SULTAN IDRIS EDUCATION UNIVERSITY	(KEWANGAN PELAJAR)/ ACCOUNT RECEIVABLE (STUDENT)	Tarikh	: 8 JANUARI 2016	
		Pindaan : 00		
		Keluaran	: A	

Action Edit Query Block Becord Eleid Help Window	
Mar WRR002F - AR Report Listing	_ _ / ×
WRR002F - AR Report Listing Sponsor Laporen Caruman Insu Akeun Pelajar Men Penyata Lengkap P List of Graduated Student Listing by Student Listing by Student Listing by Program Run Report Exit	

Figure 49- WRR002F-6: AR Report Listing – Student Listing by Program Tab

Click on *Student Listing by Program* tab to generate Student Listing by Program report. Fill in the provided field. The field is explained as followed:

Field Name	Description	Required
Program	Student's program can be selected from the LOV button	Y

		Muka surat :83/89		
UNIVERSITI ENDIDIKAN SULTAN JORIS SULTAN IDRIS EDUCATION UNIVERSITY	UNIVERSITI PENDIDIKAN ULTAN IDRIS ULTAN IDRIS UUTAN IDRIS UUTAN IDRIS	Tarikh	: 8 JANUARI 2016	
		Pindaan : 00	: 00	
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Figure 49- WRR002F-7: AR Report Listing – Student List by Semester Tab

Click on *Student List by Semester* tab to generate Student List by Semester report. Fill in the provided fields. The fields are explained as followed:

Field Name	Description	Required
Sessi	Student's sessi can be selected from the LOV button	Y
Semester	Student's semester can be selected from the LOV button	Y
Program Level	Student's program level can be selected from the LOV button	Y

		Muka surat :84/89		
UNIVERSITI PENDIDIKAN SULTAN IDRIS التونيتي تعديدين الطان فرس SULTAN IDRIS EDUCATION UNIVERSITY	(KEWANGAN PELAJAR)/ ACCOUNT RECEIVABLE (STUDENT)	Tarikh	: 8 JANUARI 2016	
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Figure 49- WRR002F-8: AR Report Listing – Student Listing Tab

Click on *Student Listing* tab to generate Student Listing report. Fill in the provided fields.

The fields are explained as followed:

Field Name	Description	Required
Program	Student's program can be selected from the LOV button	Y
Study Center	Student's study center can be selected from the LOV button	Y
Status	Student's status can be selected from the LOV button	Y
Faculty Code	Student's faculty code can be selected from the LOV button	Y
Intake Category	Student's intake category can be selected from the LOV button	Y
Course Code	Student's course code can be selected from the LOV button	Y
Sponsor	Student's sponsor can be selected from the dropdown list	Y

Click on **EXCEL** button to generate report in excel format.

		Muka surat :85/89	
UNIVERSITI PENDIDIKAN SULTAN JORIS SULTAN JORIS SULTAN IDRIS EDUCATION UNIVERSITY	UNIVERSITI PENDIDIKAN SULTAN IDRIS BUCATION UNIVERSITY	Tarikh	: 8 JANUARI 2016
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Figure 49- WRR002F-9: AR Report Listing – Unblock Listing Tab

Click on *Unblock Listing* tab to generate Unblock Listing report. Fill in the provided fields. The fields are explained as followed:

Field Name	Description	Required
Program	Student's program can be selected from the LOV button	Y
Faculty Code	Student's faculty code can be selected from the LOV button	Y
Staff ID	Staff ID can be selected from the LOV button	Y
Date From	Listing start date	Y
Date To	Listing end date	Y

		Muka surat :86/89		
UNIVERSITI PENDIDIKAN SULTAN JORIS SULTAN IDRIS SULTAN IDRIS EDUCATION UNIVERSITY	(KEWANGAN PELAJAR)/ ACCOUNT RECEIVABLE (STUDENT)	Tarikh	: 8 JANUARI 2016	
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Figure 49- WRR002F-10: AR Report Listing – International Student Tab

Click on International Student tab to generate International Student report.

Fill in the provided fields. The fields are explained as followed:

Field Name	Description	Required
Program	Student's program can be selected from the LOV button	Y
Status	Student's status can be selected from the LOV button	Y

Click on **Postgraduate** button to generate report in PDF format. Click on **Undergraduate** button to generate report in PDF format.

		Muka surat :87/89		
UNIVERSITI PENDIDIKAN SULTAN JORIS SULTAN JORIS SULTAN IDRIS EDUCATION UNIVERSITY	(KEWANGAN PELAJAR)/ ACCOUNT RECEIVABLE (STUDENT)	Tarikh	: 8 JANUARI 2016	
	UPSI(ISO)/BEN/P07/MP01	Pindaan	: 00	
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AR Reports (Student Account) - Aging

This screen is to generate report by listing and it can be accessed by selecting Acct Receivable >> Account Receivable Reports >> A R Reports (Student Account) from the main menu.

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Figure 50- WRR020F-1: Account Receivable (Student) – Ageing (Student) Tab

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UNIVERSITI PENDIDIKAN SULTAN JORIS SULTAN JORIS SULTAN IDRIS EDUCATION UNIVERSITY	(KEWANGAN PELAJAR)/ ACCOUNT RECEIVABLE (STUDENT)	Tarikh	: 8 JANUARI 2016	
		Pindaan	: 00	
		Keluaran	: A	

field. The field is explained as followed:

Field Name	Description	Required
Date From	Report's start date	Y
Date To	Report's end date	Y
Akaun Kod	Account code can be selected from the LOV button	Y
Program Level	Student's program level can be selected from the LOV button	
Faculty	Student's faculty can be selected from the LOV button	

Click on Ageing button to generate report in PDF format.

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Figure 50- WRR020F-2: Account Receivable (Student) – Ageing (Sponsor) Tab

		Muka surat :89/89		
UNIVERSITI PENDIDIKAN SULTAN JORIS SULTAN JORIS SULTAN IDRIS EDUCATION UNIVERSITY	(KEWANGAN PELAJAR)/ ACCOUNT RECEIVABLE (STUDENT)	Tarikh	: 8 JANUARI 2016	
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		Keluaran	: A	

Click on *Ageing (Sponsor)* tab to generate ageing (Sponsor) report. Fill in the provided fields. The fields are explained as followed:

Field Name	Description	Required
Date From	Report's start date	Y
Date To	Report's end date	Y
Account Type	Account type can be selected from the LOV button	
Account Code	Account code can be selected from the LOV button	Y

Click on Ageing button to generate report in PDF format.