

MANUAL PENGGUNA

(USER MANUAL)



JABATAN BENDAHARI

AKAUN TERIMAAN

(ACCOUNT RECEIVABLE)

UPSI (ISO)/BEN/P07/MP02

PINDAAN: 00

TARIKH: 1 JANUARI 2016

 UNIVERSITI PENDIDIKAN SULTAN IDRIS اونیورسیتی قندیديقین سلطان ادریس SULTAN IDRIS EDUCATION UNIVERSITY	MANUAL PENGGUNA AKAUN TERIMAAN (ACCOUNT RECEIVABLE)	Muka surat :1/47
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Account Receivable

Account Receivable manages payments and income from customers. Main functionalities can be divided into 2 core functions which are invoicing and receipting.

User can generate invoice through invoicing function. By determine the account code to be used; user will make setup for each revenue group. Major customer in UPSI can be defined as Student, Vendor and also Staff. Invoice will be generated and send to every customer for them to pay.

Receipting function allows user to record all type of payment. Any payment will be link to their invoice if exists. Receipting function also will set off customer invoice to ensure system display the right balance from customer ledger.

After end of each day, user will do collection balancing by producing related reports.

Screens available for Account Receivable are listed as followed:

1. WRF001 - Customer Invoice Entry
2. WRF003 - Invoice Approval
3. WRF107 - Invoice Cancellation
4. WRF035 - Cafeteria Invoice
5. WRF067 - Cafeteria Main
6. WRF002 - Customer Receipt Entry
7. WRF111 - Receipt Cancellation
8. WRF006 - Receipt Approval
9. WRF033 - Receipt Listing
10. WRR001F - AR Reports
11. WRR018F - AR Reports (Acct)

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

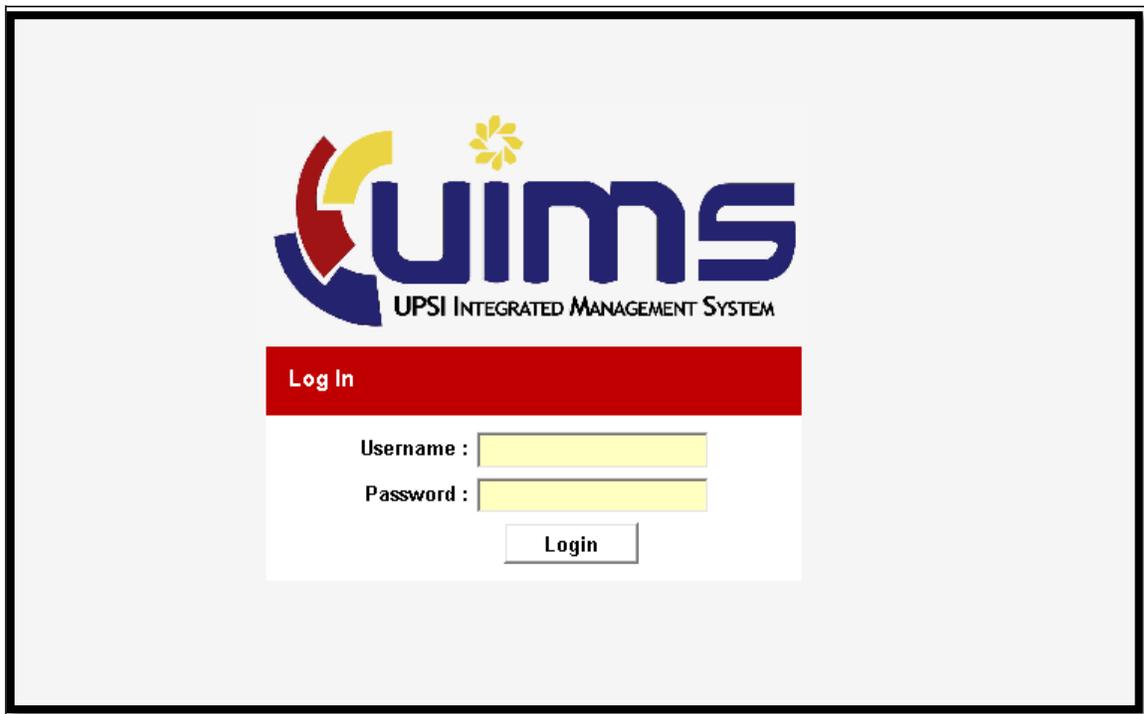


Figure 1-1: MyFIS Login Screen

Enter **Username** and **Password** and click on **Login** button. System will display **MyFIS**

Main Menu as displayed in **Figure 1-2**.



Figure 1-2: MyFIS Main Menu

 UNIVERSITI PENDIDIKAN SULTAN IDRIS اونیورسیتی قندیديقین سلطان ادریس SULTAN IDRIS EDUCATION UNIVERSITY	MANUAL PENGGUNA AKAUN TERIMAAN (ACCOUNT RECEIVABLE)	Muka surat :6/47
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Select **Account Receivable** to access **Invoice** sub menu as displayed in Figure 1-3.

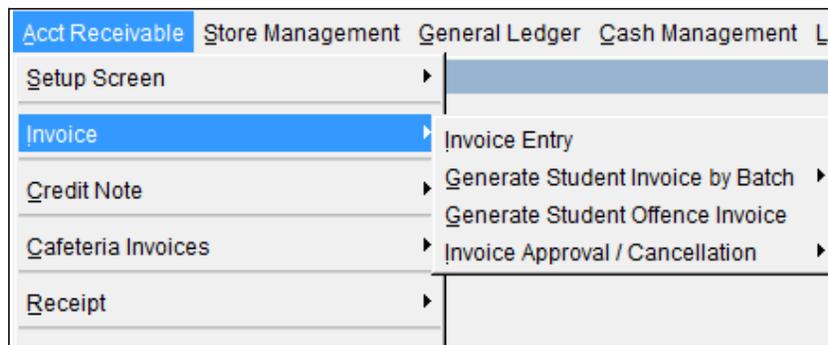


Figure 1-3: Invoice Sub Menu

Select **Account Receivable** to access **Cafeteria Invoice** sub menu as displayed in Figure 1-4.

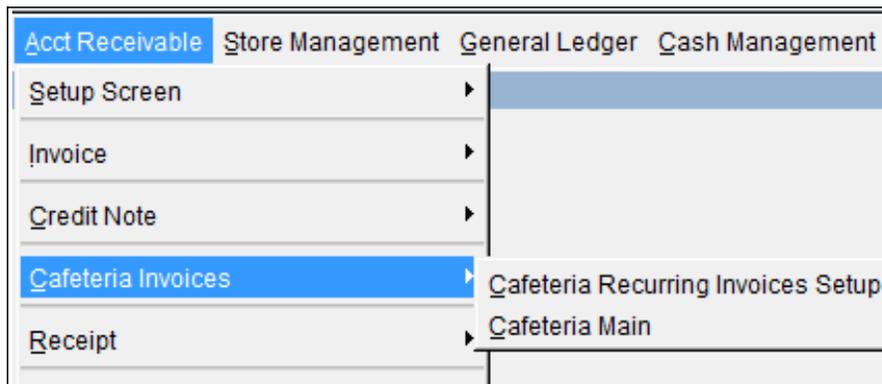


Figure 1-4: Cafeteria Invoice Sub Menu

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Select **Account Receivable** to access **Receipt** sub menu as displayed in Figure 1-5.

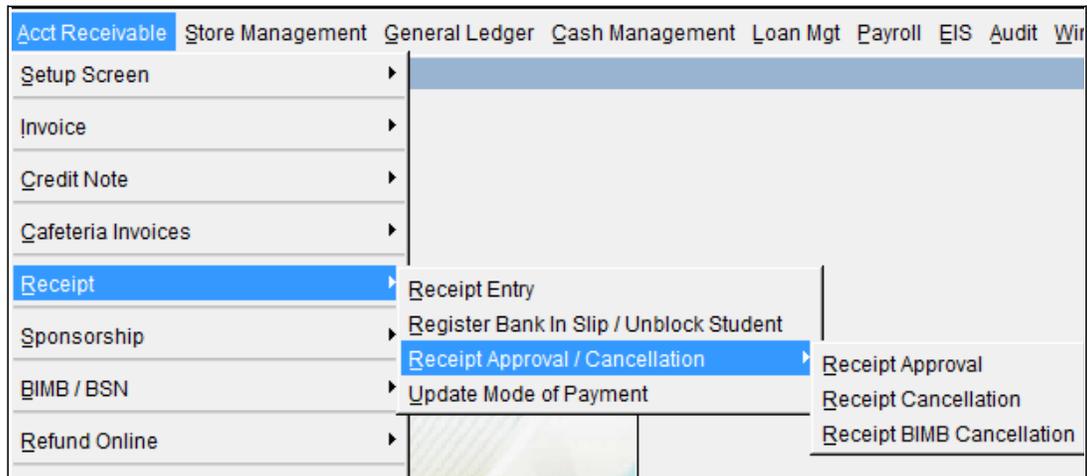


Figure 1-5: Receipt Sub Menu

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Select **Account Receivable** to access **Others Collection** sub menu as displayed in Figure 1-6.

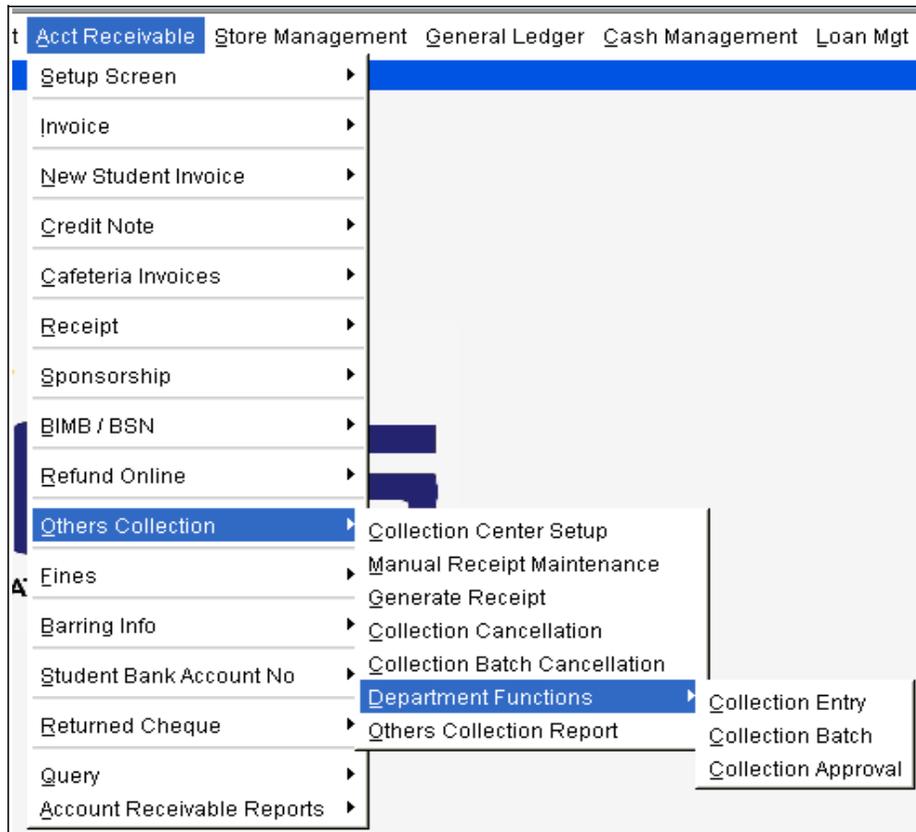


Figure 1-6: Others Collection Sub Menu

 UNIVERSITI PENDIDIKAN SULTAN IDRIS <small>اوپن یونیورسٹی قائدین سلطان ادریس</small> <small>SULTAN IDRIS EDUCATION UNIVERSITY</small>	MANUAL PENGGUNA AKAUN TERIMAAN (ACCOUNT RECEIVABLE)	Muka surat :9/47
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Select **Account Receivable** to access **Returned Cheque** sub menu as displayed in Figure 1-7.

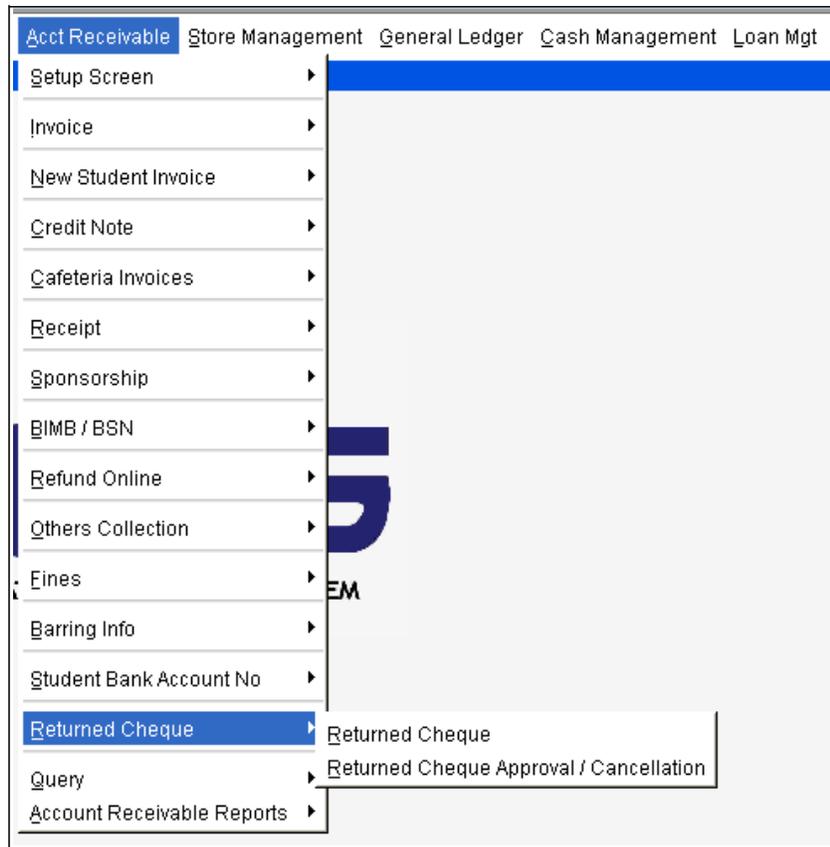


Figure 1-7: Returned Cheque Sub Menu

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Select **Account Receivable** to access **Account Receivable Reports** sub menu as displayed in Figure 1-8.

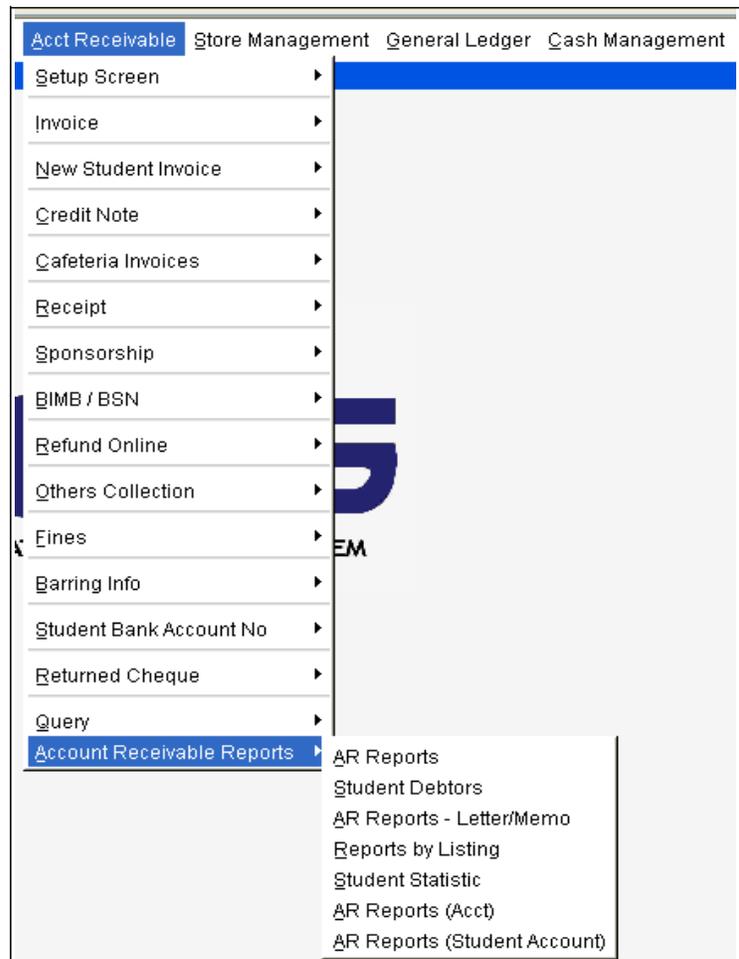


Figure 1-8: Account Receivable Reports Sub Menu

 UNIVERSITI PENDIDIKAN SULTAN IDRIS اوتونوميستي قنديديقن سلطان ادريس SULTAN IDRIS EDUCATION UNIVERSITY	MANUAL PENGGUNA AKAUN TERIMAAN (ACCOUNT RECEIVABLE)	Muka surat :11/47
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Creating Invoice Entry

Invoice is a commercial document issued to customer indicating the products or services and the agreed price. By using the Invoice Entry screen, user can do the invoice entry and generate invoice report. This screen can be accessed by selecting **Acc Receivable >> Invoice >> Invoice Entry** from the main menu.

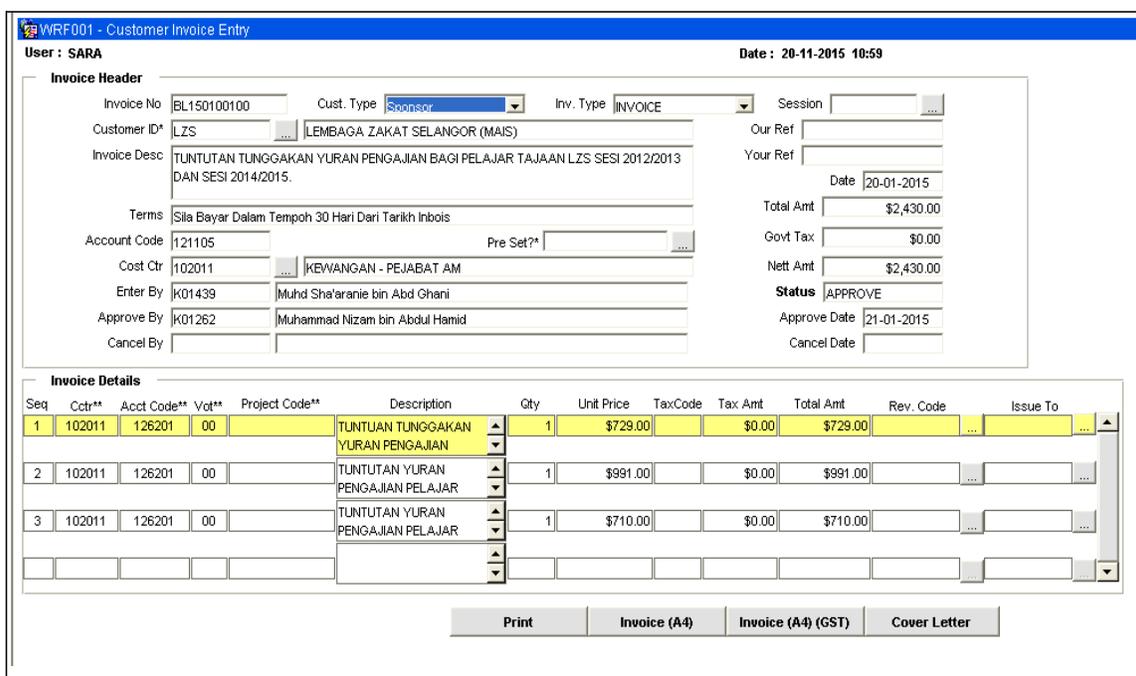


Figure 1-WRF001-1: Customer Invoice Entry

To begin, place cursor on **Invoice No** frame and click on **Insert Record**  button. Fill in **Invoice Header** field. Then, click on **Save**  button. The fields are explained, as followed:

Field Name	Description	Required
Invoice No	Invoice number is auto generated by system	



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Cust. Type	Customer's type can be selected from dropdown list	Y
Invoice Type	Invoice type	
Session	Session year	
Customer ID	Customer ID can be selected from list of value displayed when user click on LOV button. List of value displayed is filtered by the previously selected Customer Type	
Invoice Desc	Invoice's description	
Terms	Invoice's terms	
Account Code	Debit account code	
Cost Ctr	Cost centre issuing the invoice can be selected from list of value displayed when user click on LOV button.	
Total Amt	Total invoice amount. This value is auto generated by system	
Govt Tax	Government tax	
Nett Amt	Net amount. This value is auto generated by system	
Status	Invoice's status	
Our Ref	Our Reference Number	
Your Ref	Customer Reference Number	
Approve By	Staff's name that approving invoice	
Approve Date	Date invoice is approved	
Cancel By	Staff's name that cancelling invoice	
Cancel Date	Date invoice is cancelled	
Enter By	Username of staff creating the invoice	
Seq	Sequence number	
Cctr	Cost center	

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Acct Code	Credit Account Code can be selected from account info pop-up displayed when user click on F9 button.	
Project Code	Project code can be selected from project listing pop-up displayed when user click on F9 button.	
Description	Invoice detail's description	
Qty	Item's quantity	
Unit Price	Item's unit price in RM	
Total Amt	Total amount is auto summed up by system	

Next, fill in **Invoice Details** field, then click on  **Save** button. The fields are explained, as followed:

User can update invoice with Status = ENTRY. Select any desired info and make the desired change. Then, click on **Save**  button.

To query **Invoice Entry** setup info, place cursor on **Invoice No** frame and click on **Enter Query**  button. Then, click on **Execute Query**  button. Use **Next Record**  button or **Previous Record**  button to browse trough all available records.

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Generating Invoice

This screen can be accessed by selecting **Acc Receivable >> Invoice >> Invoice Entry** from the main menu.

Query for the desired invoice and click on **Print** button.

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Approving Invoice

Supervisor needs to verify and approve invoice before invoice can be posted to General Ledger. This screen can be accessed by selecting **Acc Receivable >> Invoice >> Invoice Approval / Cancellation >> Invoice Approval** from the main menu.

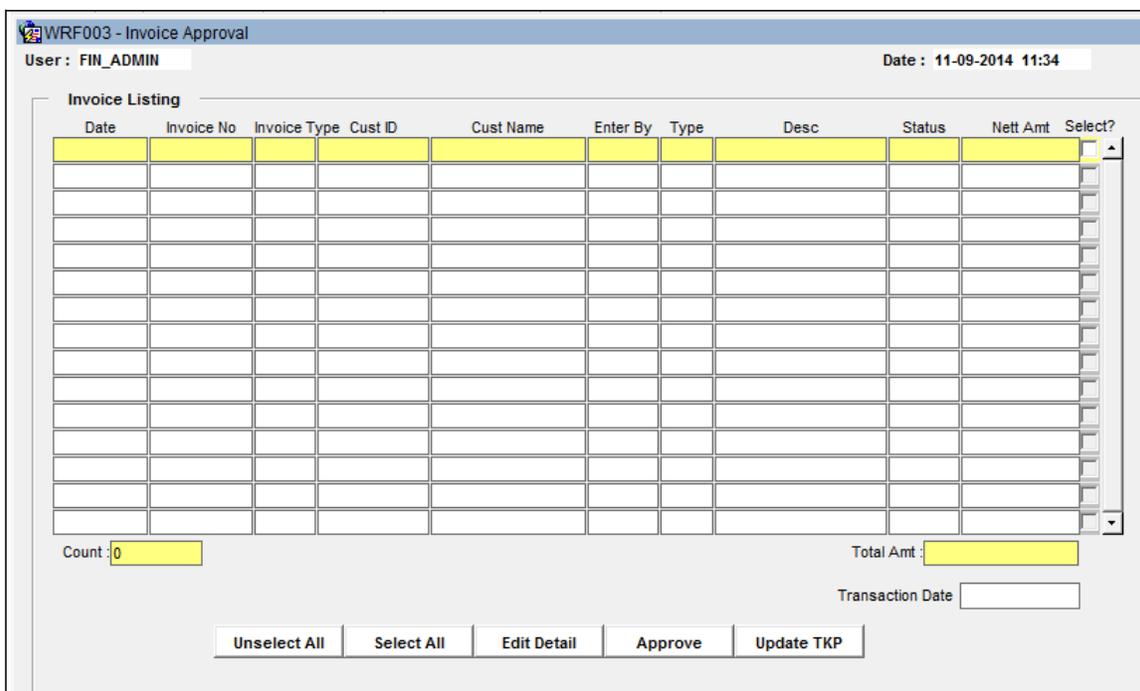


Figure 1-WRF003-1: Invoice Approval

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:

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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	

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.

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The fields are explained, as followed:

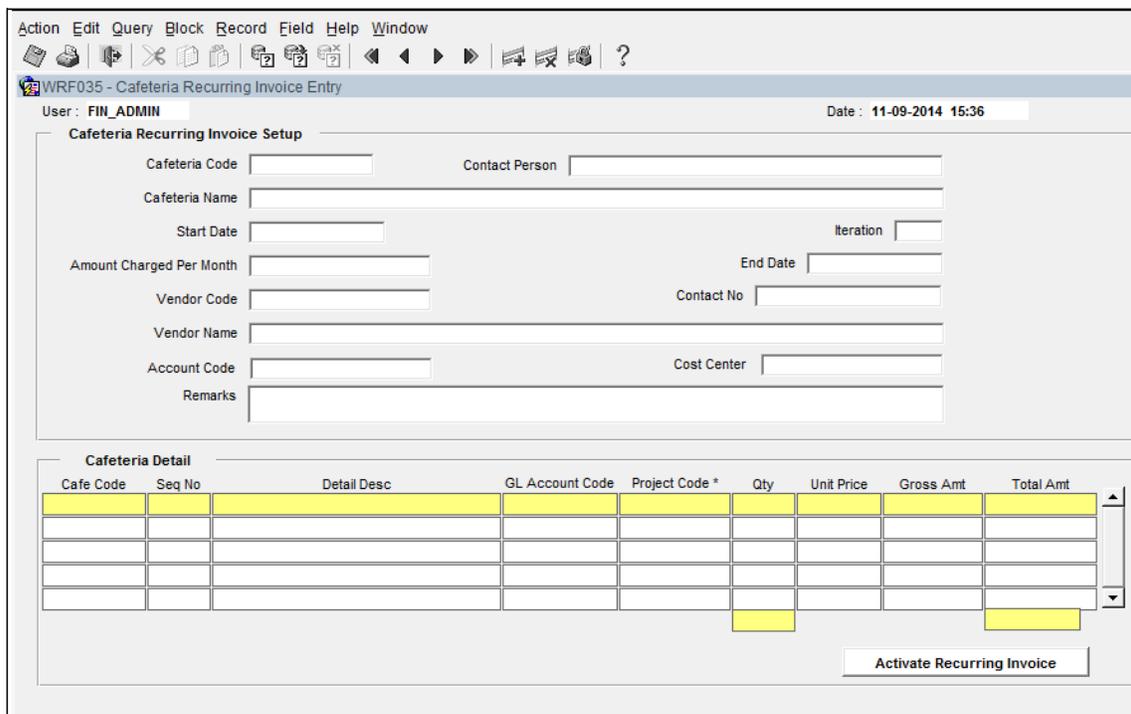
Field Name	Description	Required
Date	Date invoice is created	
Invoice No	Invoice's number	
Invoice Type	Invoice type	
Cust ID	Customer ID i.e. Vendor ID, Staff ID, Student ID etc.	
Cust Name	Customer's name	
Enter By	Username of staff doing invoice entry	
Desc	Invoice's description	
Status	Invoice status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

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Creating Cafeteria Invoice Entry

User can setup cafeteria recurring invoice. By specifying start date, iteration number and start bill date, system will check and generate the invoice monthly. This screen can be accessed by selecting **Acc Receivable >> Cafeteria Invoices >> Cafeteria Recurring Invoices Setup** from the main menu



Action Edit Query Block Record Field Help Window
 WRF035 - Cafeteria Recurring Invoice Entry
 User : FIN_ADMIN Date : 11-09-2014 15:36

Cafeteria Recurring Invoice Setup

Cafeteria Code Contact Person
 Cafeteria Name
 Start Date Iteration
 Amount Charged Per Month End Date
 Vendor Code Contact No
 Vendor Name
 Account Code Cost Center
 Remarks

Cafeteria Detail

Cafe Code	Seq No	Detail Desc	GL Account Code	Project Code *	Qty	Unit Price	Gross Amt	Total Amt

Figure 1-WRF035-1: Cafeteria Invoice

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Fill in **Cafeteria Recurring Invoice Setup** field. The fields are explained, as followed:

Field Name	Description	Required
Cafeteria Code	Cafeteria code	
Contact Person	Cafeteria's contact person	
Cafeteria Name	Cafeteria's name	
Start Date	Invoice's start date	
Iteration	Number of invoice's iteration	
Amount Charged Per Month	Invoice's charged amount	
End Date	Invoice's end date	
Vendor Code	Vendor can be selected from list of value displayed when user click on F9 button.	
Contact No	Cafeteria's contact number	
Vendor Name	Vendor's name	
Account Code	Account code	
Cost Center	Cost center	
Remarks	Remarks	

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Next, fill in **Cafeteria Details** field, then click on  **Save** button. The fields are explained, as followed:

Field Name	Description	Required
Cafe Code	Cafeteria code	
Seq No	Sequence number	
Detail Desc	Invoice detail's description	
GL Account Code	GL Account Code can be selected from account info pop-up displayed when user click on F9  button.	
Project Code	Project code can be selected from project listing pop-up displayed when user click on F9 button.	
Qty	Item's quantity	
Unit Price	Item's unit price	
Gross Amt	Gross amount	
Total Amt	Total amount	

Click on **Activate Recurring Invoice** to generate invoice for current month.

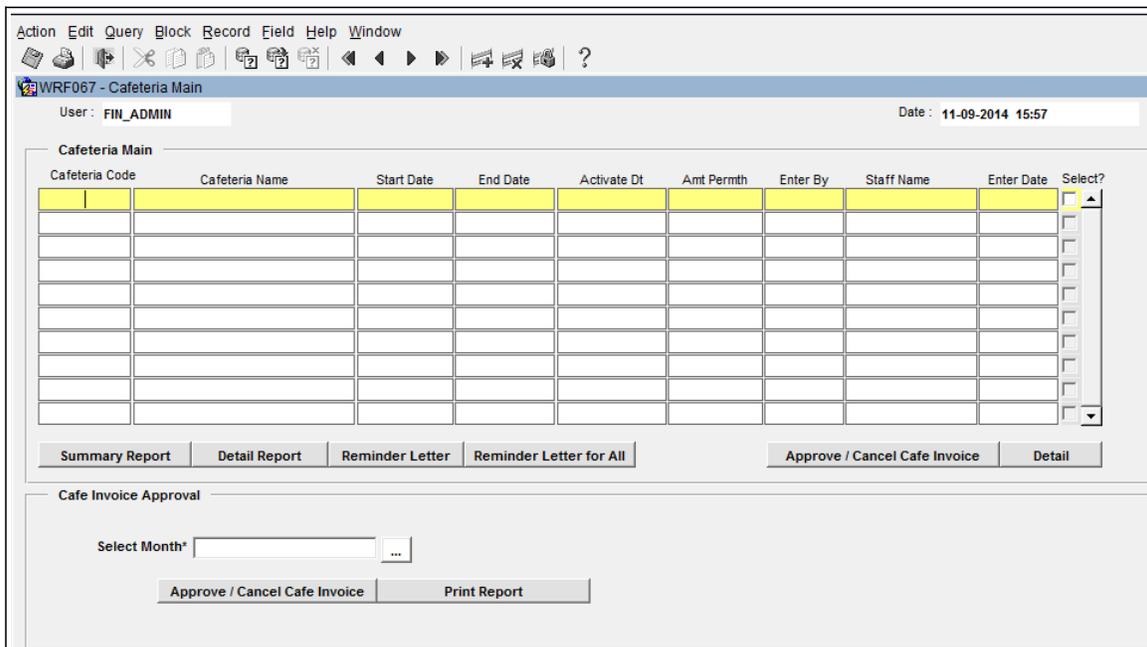
User can update cafeteria's recurring invoice. Select any desired info and make the desired change. Then, click on **Save**  button.

To query **Cafeteria Invoice** info, place cursor on **Cafeteria Code** frame and click on **Enter Query**  button. Enter Cafeteria Code, then, click on **Execute Query**  button. Use **Next Record**  button or **Previous Record**  button to browse through all available records.

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Viewing Cafeteria Invoice Info & Generating Reports

User view café listing and generating reports and reminder letter using Cafeteria Main screen. This screen can be accessed by selecting **Acc Receivable >> Cafeteria Invoices >> Cafeteria Main** from the main menu.



The screenshot displays the 'Cafeteria Main' interface. At the top, there is a menu bar with 'Action', 'Edit', 'Query', 'Block', 'Record', 'Field', 'Help', and 'Window'. Below the menu bar is a toolbar with various icons. The main area shows a table with columns: Cafeteria Code, Cafeteria Name, Start Date, End Date, Activate Dt, Amt Permth, Enter By, Staff Name, Enter Date, and Select?. Below the table are buttons for 'Summary Report', 'Detail Report', 'Reminder Letter', 'Reminder Letter for All', 'Approve / Cancel Cafe Invoice', and 'Detail'. At the bottom, there is a 'Cafe Invoice Approval' section with a 'Select Month*' dropdown and 'Approve / Cancel Cafe Invoice' and 'Print Report' buttons.

Figure 1-WRF067-1: Cafeteria Main

The fields are explained, as followed:

Field Name	Description	Required
Cafeteria Code	Cafeteria code	
Cafeteria Name	Cafeteria name	
Start Date	Invoice start date	
End Date	Invoice end date	
Amt Permth	Invoice's monthly amount	
Enter By & Staff Name	Username of staff creating the invoice	
Enter Date	Invoice's created date	

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To view details, place cursor on the desired café, and click on **Detail** button. System will navigate to “**WRF035 – Recuring Invoice Entry**” screen. Click on **Exit**  button to return to previous screen.

To generate summary report, click on **Summary Report** button to generate report in PDF format.

To generate detail report, check checkbox to select the desired café. Click on **Detail Report** button to generate report in PDF format.

To generate reminder letter, check checkbox to select the desired café. Click on **Reminder Letter** button to generate report in PDF format.

To generate reminder letter for all, click on **Reminder Letter for All** button. System will generate report in PDF format.

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Generating Invoice Receipt

Receipt is a written acknowledgement that a specified sum of money has been received. This screen can be accessed by selecting **Acc Receivable >> Receipt >> Receipt Entry** from the main menu.

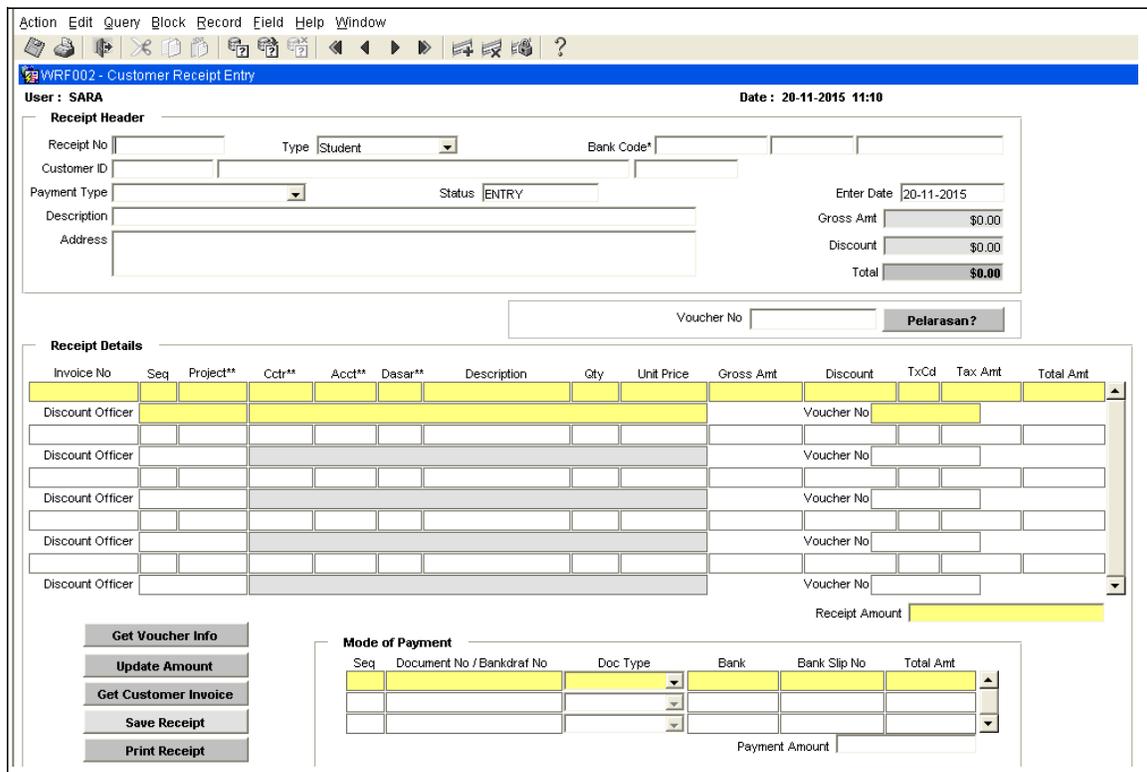


Figure 1-WRF002-1: Customer Receipt Entry



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To begin, fill in **Receipt Header** field. The fields are explained, as followed:

Field Name	Description	Required
Receipt No	Receipt number is auto generated by System	
Type	Customer's type can be selected from dropdown list	Y
Bank Code	Bank code can be selected from list of value when user click on F9 button.	
Payment Type	Payment type can be selected from dropdown list	
Customer ID	Customer ID can be selected from list of button. List of value displayed is filtered by the previously selected Customer Type	
Description	Receipt description	
Address	Customer's address	
Status	Receipt's status	
Enter Date	Receipt entry date	
Gross Amt	Gross amount	
Discount	Discount	
Total	Receipt's total amount	
Voucher No	Voucher's number	

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	UPSI(ISO)/BEN/P07/MP02	Pindaan : 00

Click on **Get Customer Invoices** button to view invoice details in **Receipt Details** field.

The fields are explained, as followed:

Field Name	Description	Required
Invoice No	Invoice number	
Seq	Sequence number	
Project	Project code	
Cctr	Cost center	
Acct	Account code	
Dasar	Dasar	
Description	Invoice's description	
Qty	Item's quantity	
Unit Price	Item's unit price in RM	
Gross Amt	Gross amount	
Discount	Discount	
Total Amt	Total amount is auto summed up by system	

To print receipt, click on **Print Receipt** button.

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		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P07/MP02	Pindaan : 00

Cancelling Receipt Entry

This screen can be accessed by selecting **Acc Receivable >> Receipt >> Receipt Approval / Cancellation >> Receipt Cancellation** from the main menu.

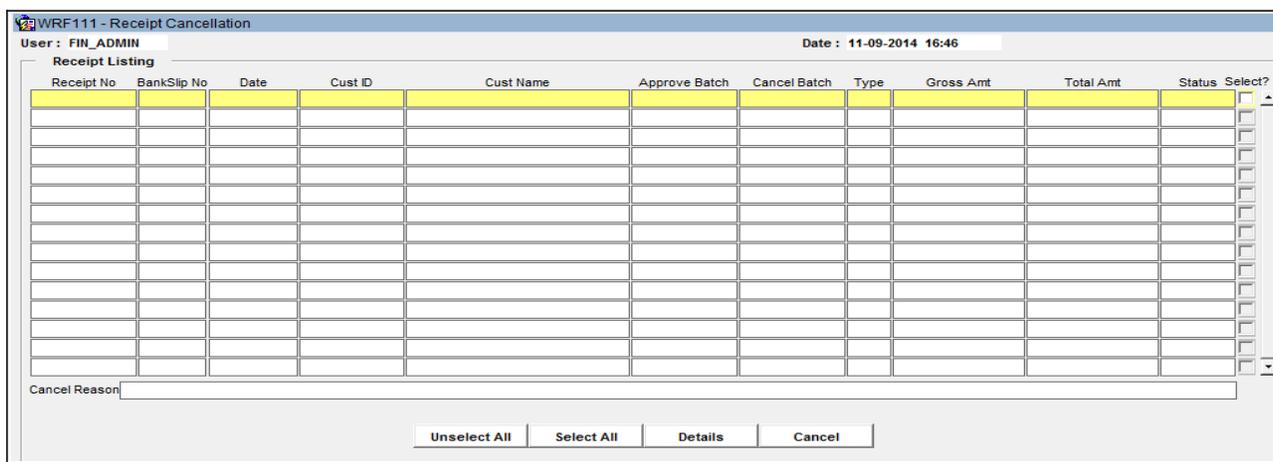


Figure 1-WRF111-1: Receipt Cancellation

System will display the receipt information. The fields are explained, as followed:

Field Name	Description	Required
Receipt No	Receipt number	
Bank Slip No	Bank slip's number	
Date	Receipt's date created	
Cust ID	Customer ID i.e. Vendor ID	
Cust Name	Customer's name	
Type	Receipt's type	
Gross Amt	Receipt's gross amount	
Total Amt	Receipt's total amount	
Status	Receipt's status	
Cancel Reason	Cancel reason	

To view receipt detail, click on **Detail** button. System will navigate to “**WRF005 – Receipt Query**” screen. Click on **Exit**  button to return to previous screen.

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		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P07/MP02	Pindaan : 00

Approving Receipt

This screen can be accessed by selecting **Acc Receivable >> Receipt >> Receipt Approval / Cancellation >> Receipt Approval** from the main menu.

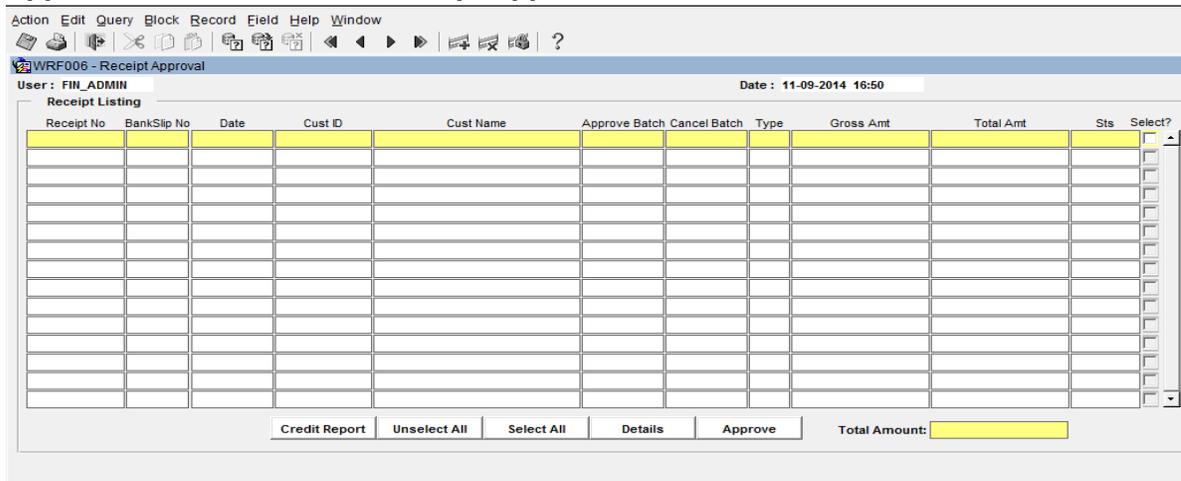


Figure 1-WRF006-1: Receipt Approval

System will display the queried receipt information. The fields are explained, as followed:

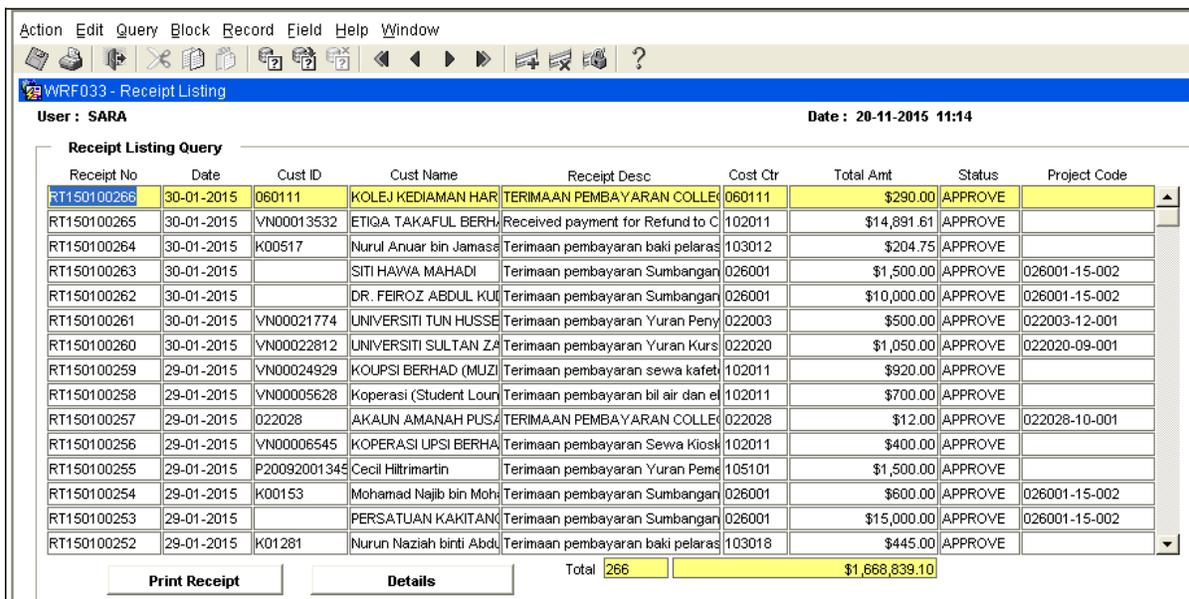
Field Name	Description	Required
Receipt No	Receipt number	
Bank Slip No	Bank slip's number	
Date	Receipt's date created	
Cust ID	Customer ID i.e. Vendor ID	
Cust Name	Customer's name	
Type	Receipt's type	
Gross Amt	Receipt's gross amount	
Total Amt	Receipt's total amount	
Sts	Receipt's status	

To view receipt detail, click on **Detl** button. System will navigate to "**WRF320 – Receipt Query**" screen. Click on **Exit**  button to return to previous screen.

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	UPSI(ISO)/BEN/P07/MP02	Tarikh : 8 JANUARI 2016
		Pindaan : 00

Query Receipt Listing

This screen can be accessed by selecting **Acc Receivable >> Query >> Receipt Query** from the main menu.



Receipt No	Date	Cust ID	Cust Name	Receipt Desc	Cost Ctr	Total Amt	Status	Project Code
RT150100266	30-01-2015	060111	KOLEJ KEDIAMAN HAR	TERIMAAN PEMBAYARAN COLLE	060111	\$290.00	APPROVE	
RT150100265	30-01-2015	VN00013532	ETIGA TAKAFUL BERH	Received payment for Refund to C	102011	\$14,891.61	APPROVE	
RT150100264	30-01-2015	K00517	Nurul Anuar bin Jamase	Terimaan pembayaran baki pelaras	103012	\$204.75	APPROVE	
RT150100263	30-01-2015		SITI HAWA MAHADI	Terimaan pembayaran Sumbangan	026001	\$1,500.00	APPROVE	026001-15-002
RT150100262	30-01-2015		DR. FEIROZ ABDUL KU	Terimaan pembayaran Sumbangan	026001	\$10,000.00	APPROVE	026001-15-002
RT150100261	30-01-2015	VN00021774	UNIVERSITI TUN HUSSE	Terimaan pembayaran Yuran Peny	022003	\$500.00	APPROVE	022003-12-001
RT150100260	30-01-2015	VN00022812	UNIVERSITI SULTAN ZA	Terimaan pembayaran Yuran Kurs	022020	\$1,050.00	APPROVE	022020-09-001
RT150100259	29-01-2015	VN00024929	KOUPSI BERTHAD (MUZI	Terimaan pembayaran sewa kafet	102011	\$920.00	APPROVE	
RT150100258	29-01-2015	VN00005628	Koperasi (Student Loun	Terimaan pembayaran bil air dan el	102011	\$700.00	APPROVE	
RT150100257	29-01-2015	022028	AKALIN AMANAH PUSA	TERIMAAN PEMBAYARAN COLLE	022028	\$12.00	APPROVE	022028-10-001
RT150100256	29-01-2015	VN00006545	KOPERASI UPSI BERHA	Terimaan pembayaran Sewa Kiosk	102011	\$400.00	APPROVE	
RT150100255	29-01-2015	P20092001345	Cecil Hitmartin	Terimaan pembayaran Yuran Peme	105101	\$1,500.00	APPROVE	
RT150100254	29-01-2015	K00153	Mohamad Najib bin Moh	Terimaan pembayaran Sumbangan	026001	\$600.00	APPROVE	026001-15-002
RT150100253	29-01-2015		PERSATUAN KAKITAN	Terimaan pembayaran Sumbangan	026001	\$15,000.00	APPROVE	026001-15-002
RT150100252	29-01-2015	K01281	Nurun Naziah binti Abd	Terimaan pembayaran baki pelaras	103018	\$445.00	APPROVE	
Total					266	\$1,668,839.10		

Figure 1-WRF033-1: Receipt Listing

System will display the receipt information.

To generate receipt, click on **Print Receipt** button.

To view receipt detail, click on **Detail** button. System will navigate to “**WRF005 – Receipt Query**” screen.

Click on **Exit**  button to return to previous screen.

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	UPSI(ISO)/BEN/P07/MP02	Pindaan : 00

AR Reports

This screen is to generate report by listing and it can be accessed by selecting **Acc Receivable >> Account Receivable Reports >> AR Reports** from the main menu.

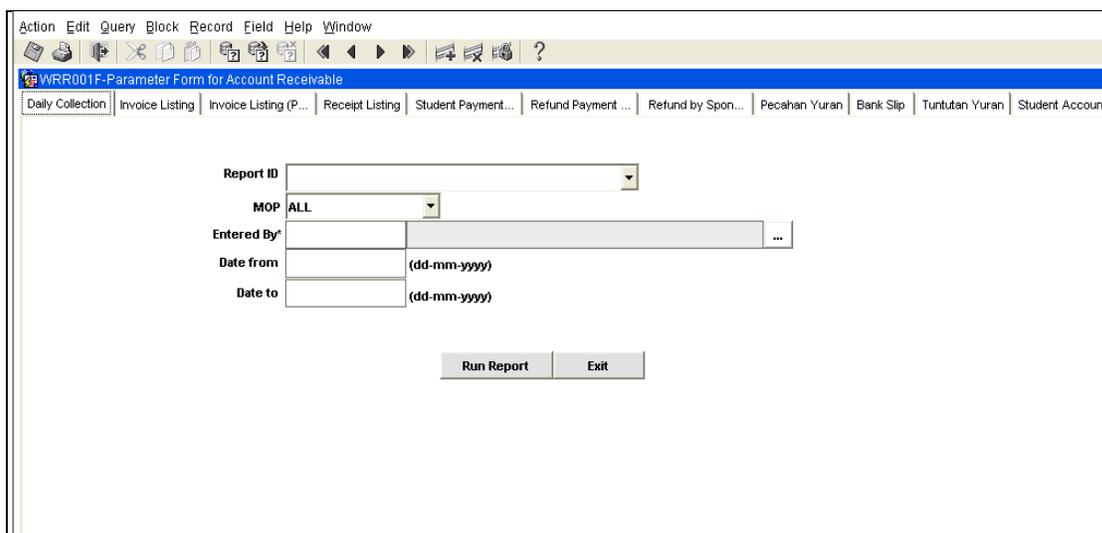


Figure 1- WRR001F-1: AR Reports – Daily Collection Tab

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
Program	Program can be chose from the LOV button	Y
Intake Semester	Intake semester	Y
Semester	Semester	Y
Intake Category	Intake category	Y
Start Date	Report start date	Y
End Date	Report end date	Y
Sponsor	Sponsor can be chose from the list of value	Y

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

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		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P07/MP02	Pindaan : 00

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

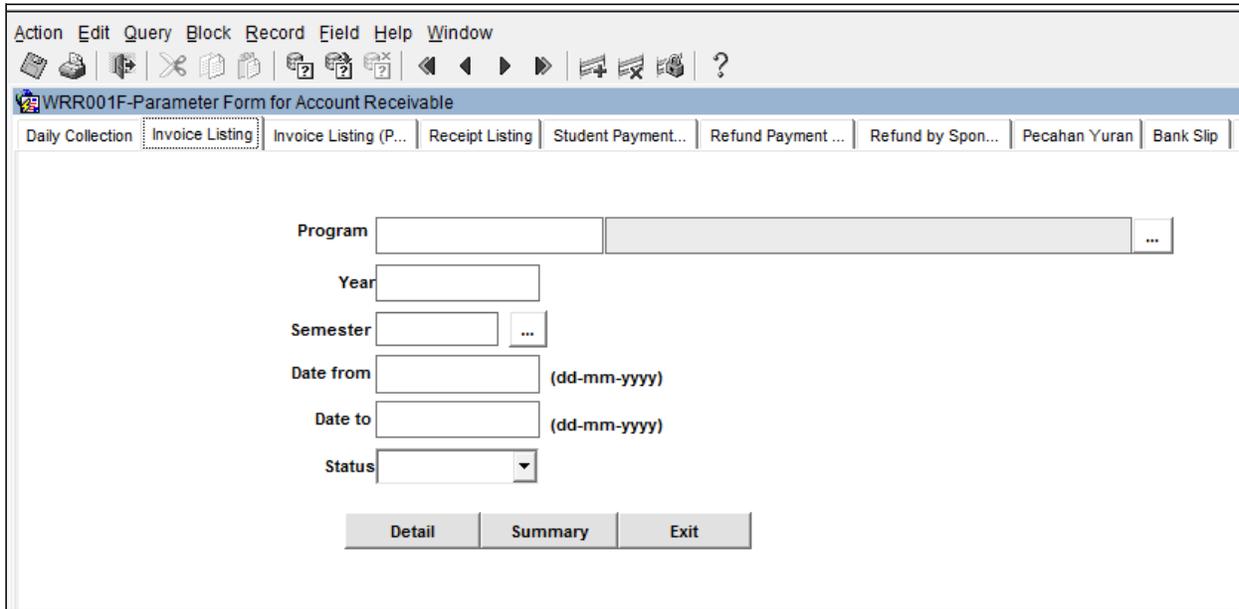


Figure 1- WRR001F-2: AR Reports – Invoice Listing Tab

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	Program can be chose from the LOV button	Y
Year	Year	Y
Semester	Semester can be chose from the LOV button	Y
Date from	Report's start date	Y
Date to	Report's end date	Y
Status	Report's status	Y

Click on **Detail** button to generate report in PDF format.

 UNIVERSITI PENDIDIKAN SULTAN IDRIS اوتونوميستي قنديديقن سلطان ادريس SULTAN IDRIS EDUCATION UNIVERSITY	MANUAL PENGGUNA AKAUN TERIMAAN (ACCOUNT RECEIVABLE)	Muka surat :32/47
		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P07/MP02	Pindaan : 00

Click on **Summary** button to generate report in PDF format.

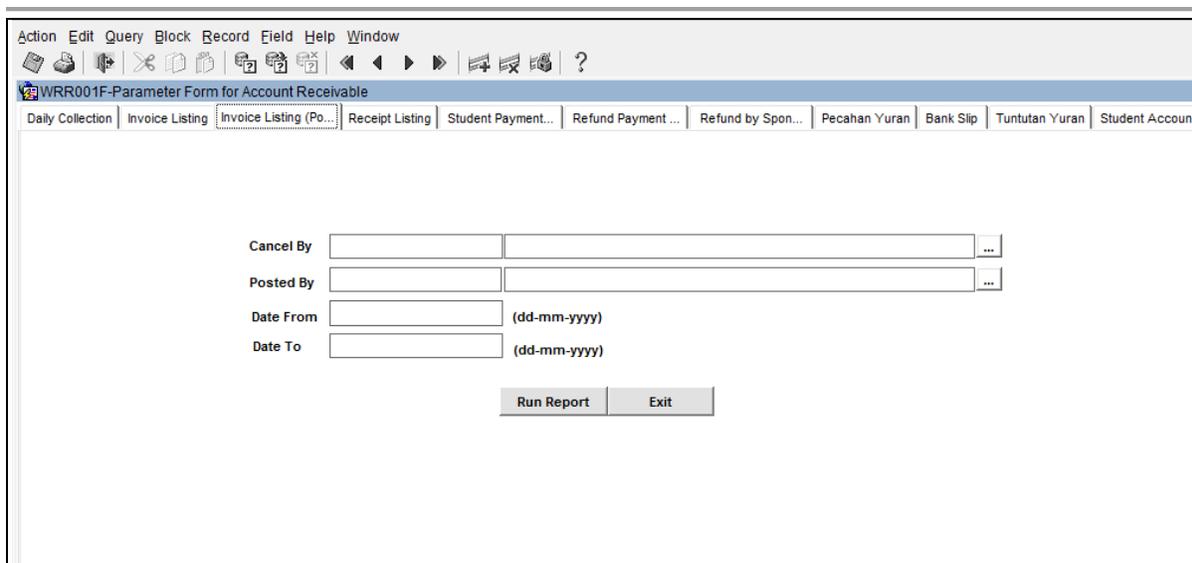


Figure 1- WRR001F-3: AR Reports – Invoice Listing (Post to GL) Tab

Click on **Invoice Listing (Post to GL)** tab to generate Invoice Listing (Post to GL) report.

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

Field Name	Description	Required
Cancel By	Username of staff cancelling the entry	Y
Posted By	Username of staff posting 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.

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		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P07/MP02	Pindaan : 00

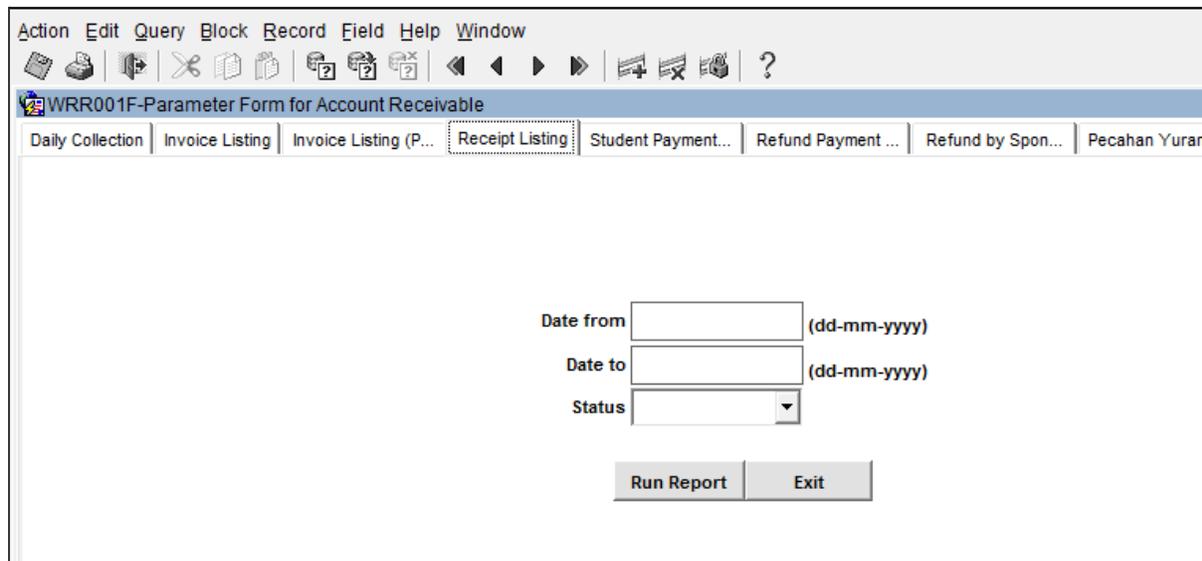


Figure 1- WRR001F-4: AR Reports – Receipt Listing Tab

Click on **Receipt Listing** tab to generate Receipt Listing 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
Status	Report's status	Y

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

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		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P07/MP02	Pindaan : 00

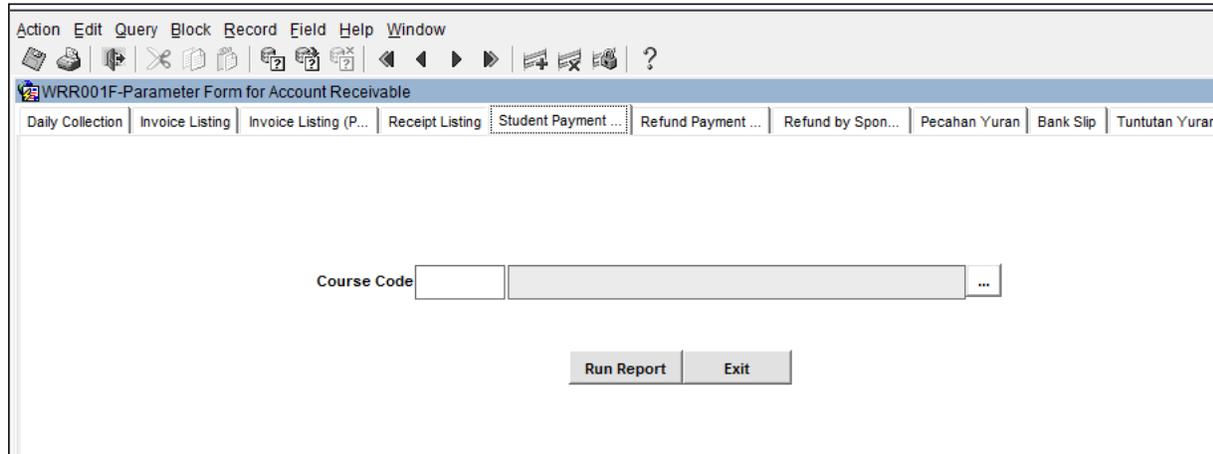


Figure 1- WRR001F-5: AR Reports – Student Payment Structure Tab

Click on **Student Payment Structure** tab to generate Student Payment Structure report.

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

Field Name	Description	Required
Course Code	Course code can be chose from the LOV button	Y

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

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		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P07/MP02	Pindaan : 00

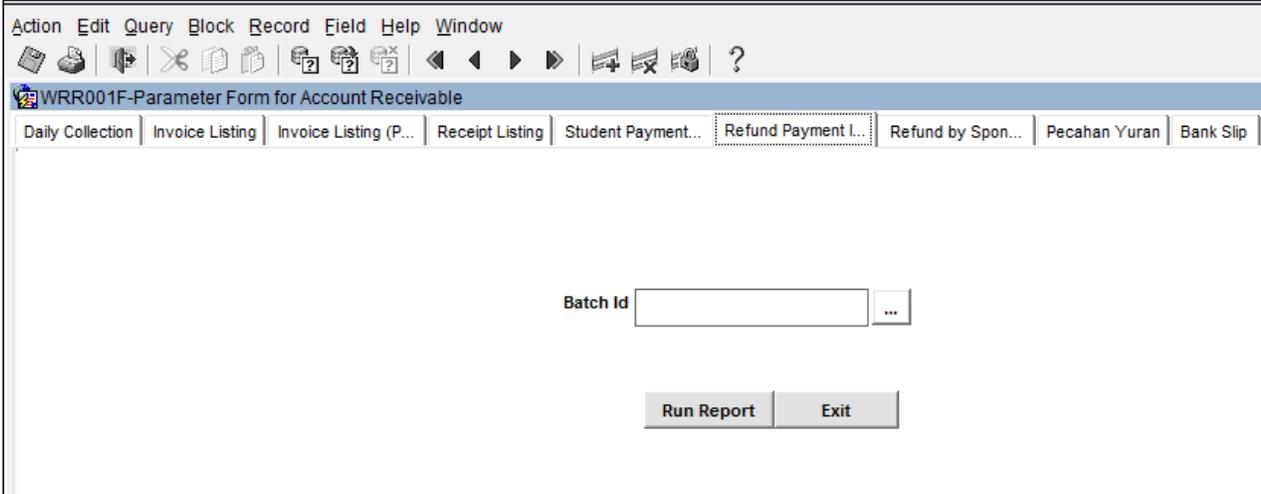


Figure 1- WRR001F-6: AR Reports – Refund Payment Instruction Tab

Click on **Refund Payment Instruction** tab to generate Refund Payment Instruction report.

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

Field Name	Description	Required
Batch Id	Batch Id can be chose from the LOV button	Y

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

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		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P07/MP02	Pindaan : 00

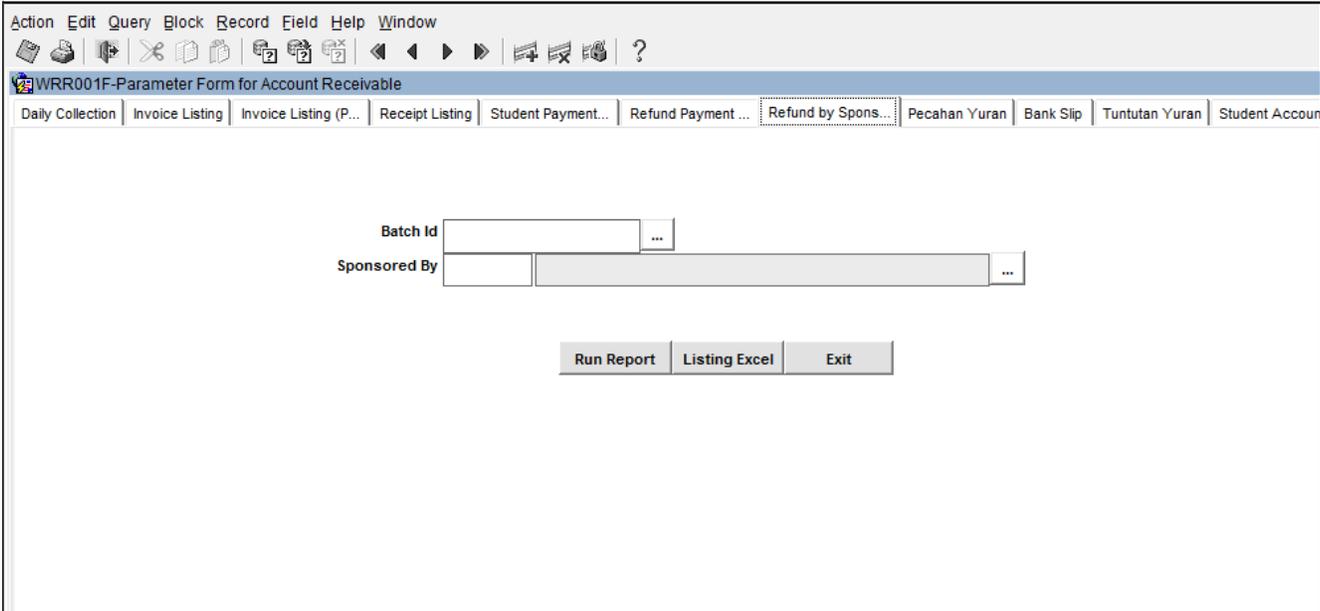


Figure 1- WRR001F-7: AR Reports – Refund by Sponsorship Tab

Click on **Refund by Sponsorship** tab to generate Refund by Sponsorship report.

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

Field Name	Description	Required
Batch Id	Batch Id can be chose from the LOV button	Y
Sponsored By	Sponsor can be chose 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.

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		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P07/MP02	Pindaan : 00

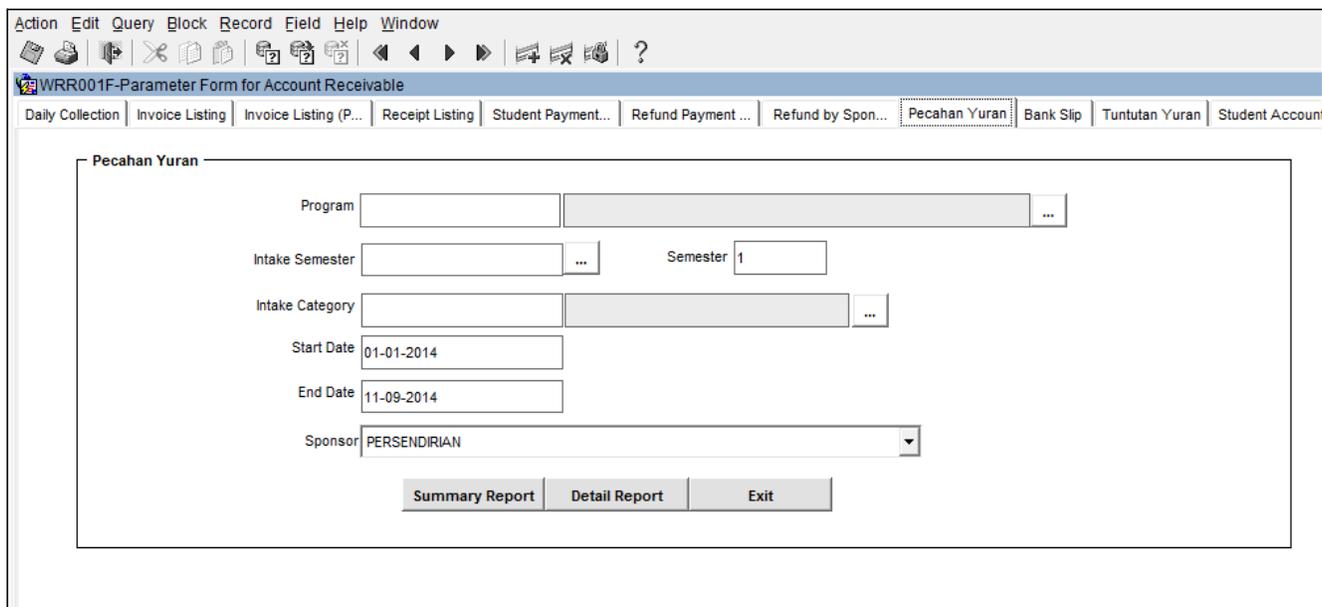


Figure 1- WRR001F-8: AR Reports – Pecahan Yuran Tab

Click on ***Pecahan Yuran*** tab to generate Pecahan Yuran report. Fill in the provided fields.

The fields are explained as followed:

Field Name	Description	Required
Program	Program can be chose from the LOV button	Y
Intake Semester	Intake semester	Y
Semester	Semester	Y
Intake Category	Intake category can be chose from the LOV button	Y
Start Date	Report's start date	Y
End Date	Report's end date	Y
Sponsor	Choose sponsor from the list of value	Y

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	UPSI(ISO)/BEN/P07/MP02	Pindaan : 00

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

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

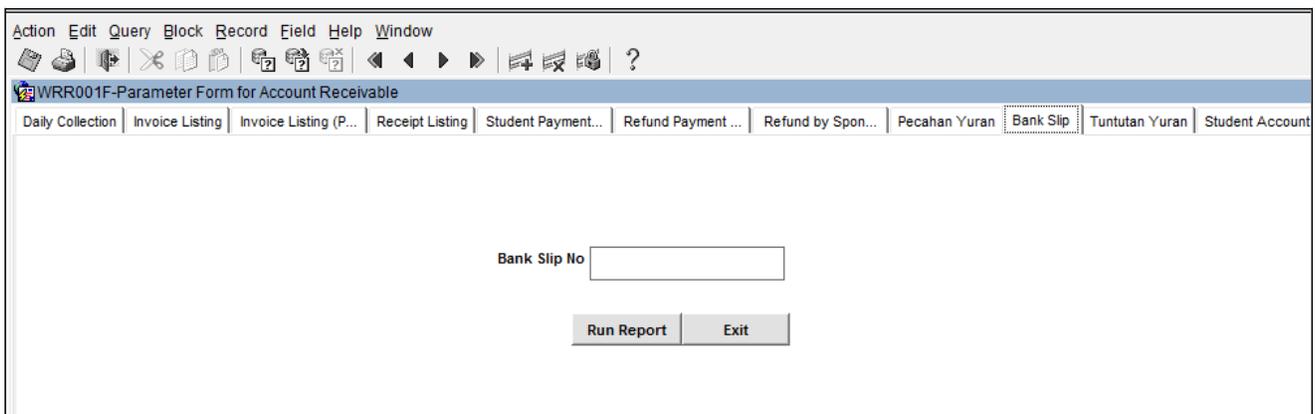


Figure 1- WRR001F-9: AR Reports – Bank Slip Tab

Click on **Bank Slip** tab to generate Bank Slip report.

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

Field Name	Description	Required
Bank Slip No	Enter the bank slip number in the field	Y

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

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		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P07/MP02	Pindaan : 00

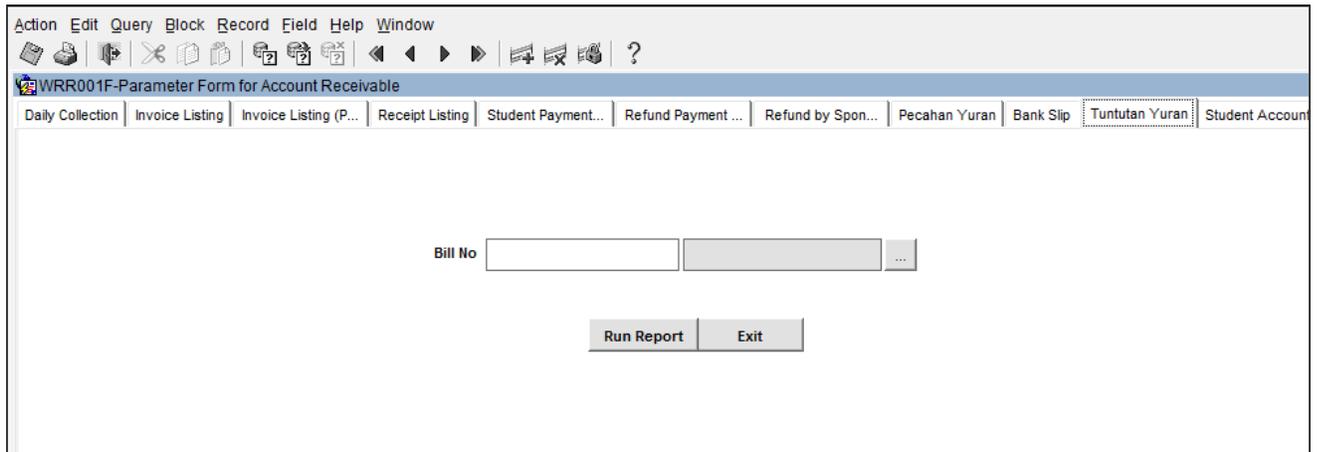


Figure 1- WRR001F-10: AR Reports – Tuntutan Yuran Tab

Click on ***Tuntutan Yuran*** tab to generate Tuntutan Yuran report.

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

Field Name	Description	Required
Bill No	Choose the bill number from the LOV button	Y

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

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		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P07/MP02	Pindaan : 00

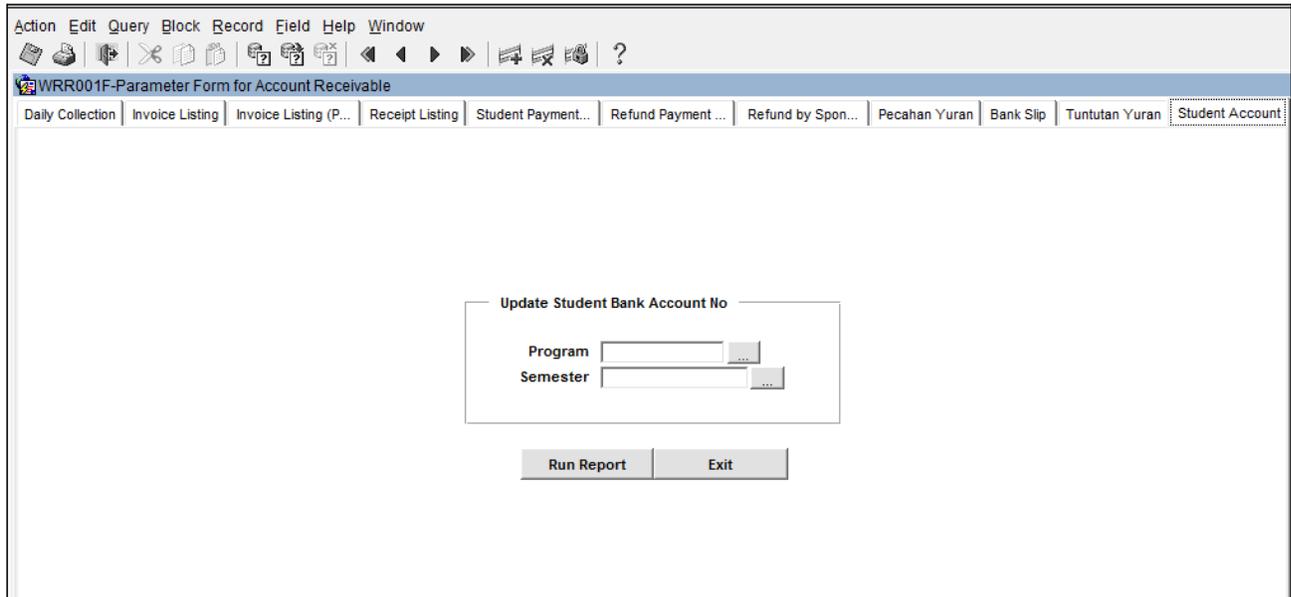


Figure 1- WRR001F-11: AR Reports – Student Account Tab

Click on **Student Account** tab to generate Student Account report.

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

Field Name	Description	Required
Program	Choose the program from the LOV button	Y
Semester	Choose the semester from the LOV button	Y

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

 UNIVERSITI PENDIDIKAN SULTAN IDRIS اوتونوميستي قنددييقن سلطان ادريس SULTAN IDRIS EDUCATION UNIVERSITY	MANUAL PENGGUNA AKAUN TERIMAAN (ACCOUNT RECEIVABLE)	Muka surat :41/47
		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P07/MP02	Pindaan : 00

AR Reports (Acct)

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

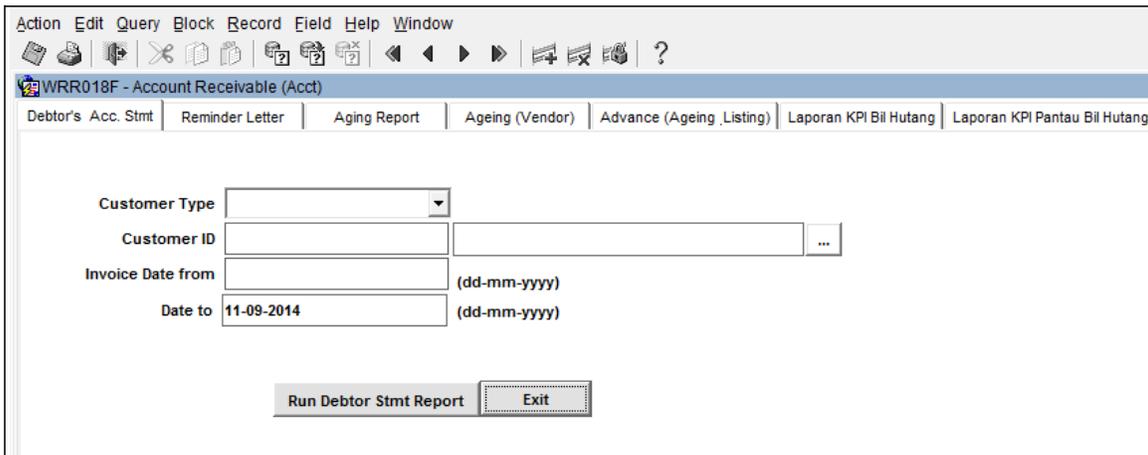


Figure 1- WRR018F-1: AR Reports (Acct) – Debtor’s Acc. Stmt tab

Click on **Debtor’s Acc. Stmt** tab to generate Debtor’s Account Statement.

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

Field Name	Description	Required
Customer Type	Debtor’s Type	Y
Customer ID	Debtor’s ID	Y
Invoice Date From	Invoice Start Date	Y
Date to	Invoice end date	Y

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

 UNIVERSITI PENDIDIKAN SULTAN IDRIS اوتونوميستي قنددييقن سلطان ادريس SULTAN IDRIS EDUCATION UNIVERSITY	MANUAL PENGGUNA AKAUN TERIMAAN (ACCOUNT RECEIVABLE)	Muka surat :42/47
		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P07/MP02	Pindaan : 00

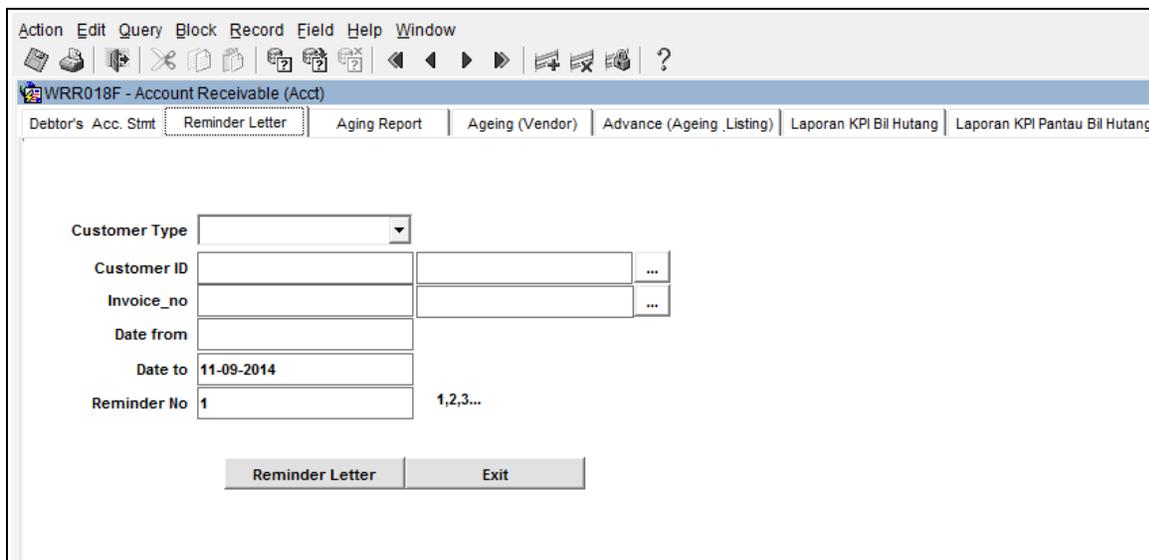


Figure 1- WRR018F-2: AR Reports (Acct) – Reminder Letter tab

Click on **Reminder Letter** tab to generate Reminder Letter.

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

Field Name	Description	Required
Customer Type	Type of customer	Y
Customer ID	ID of the customer	Y
Invoice No	Number of Invoice	Y
Date From	Invoice Start Date	Y
Date to	Invoice end date	Y
Reminder No	Number of Reminder	Y

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

 UNIVERSITI PENDIDIKAN SULTAN IDRIS اوتوئورسيتي قندديقن سلطان ادرس SULTAN IDRIS EDUCATION UNIVERSITY	MANUAL PENGGUNA AKAUN TERIMAAN (ACCOUNT RECEIVABLE)	Muka surat :43/47
		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P07/MP02	Pindaan : 00

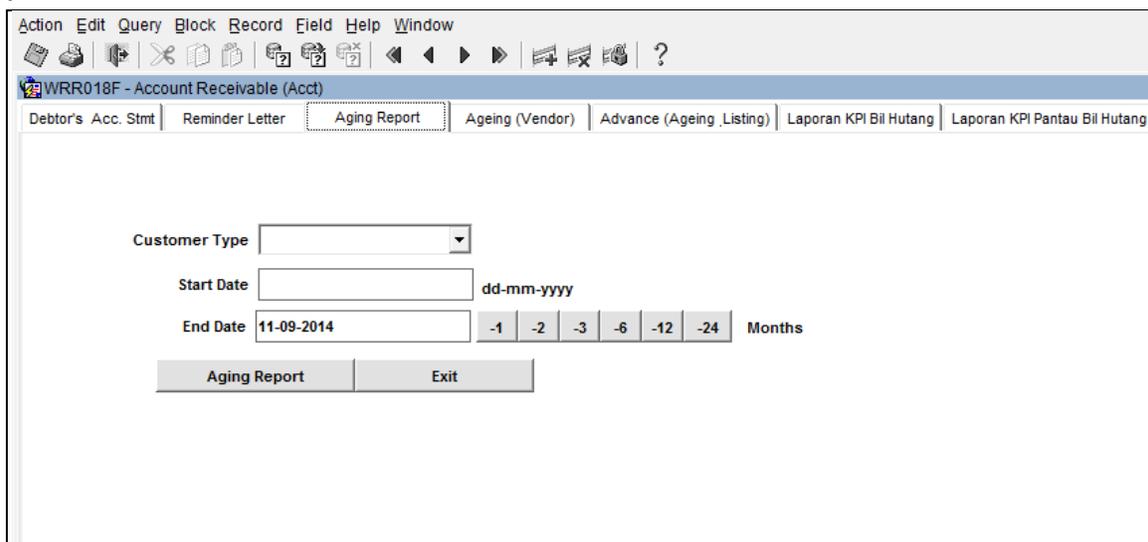


Figure 1- WRR018F-3: AR Reports (Acct) – Aging Report tab

Click on ***Aging Report*** tab to generate Aging Report.

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

Field Name	Description	Required
Customer Type	Type of customer	Y
Start Date	Report's Start Date	Y
End Date	Report's End Date	Y

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

 UNIVERSITI PENDIDIKAN SULTAN IDRIS اوتونوميستي قنددييقن سلطان ادريس SULTAN IDRIS EDUCATION UNIVERSITY	MANUAL PENGGUNA AKAUN TERIMAAN (ACCOUNT RECEIVABLE)	Muka surat :44/47
		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P07/MP02	Pindaan : 00

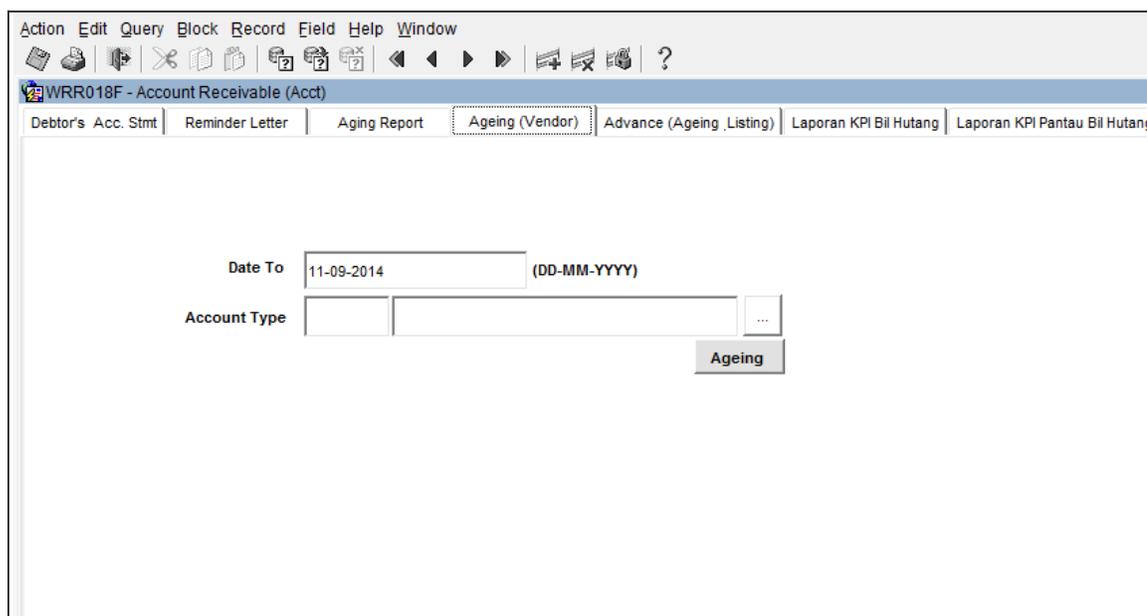


Figure 1- WRR018F-4: AR Reports (Acct) – Ageing (Vendor) Tab

Click on **Ageing (Vendor)** tab to generate Invoice Listing (Current).

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

Field Name	Description	Required
Date To	Report's End Date	Y
Account Type	Kumpulan wang type	Y

Click on **Ageing** button to generate report in PDF format.

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	UPSI(ISO)/BEN/P07/MP02	Tarikh : 8 JANUARI 2016 Pindaan : 00

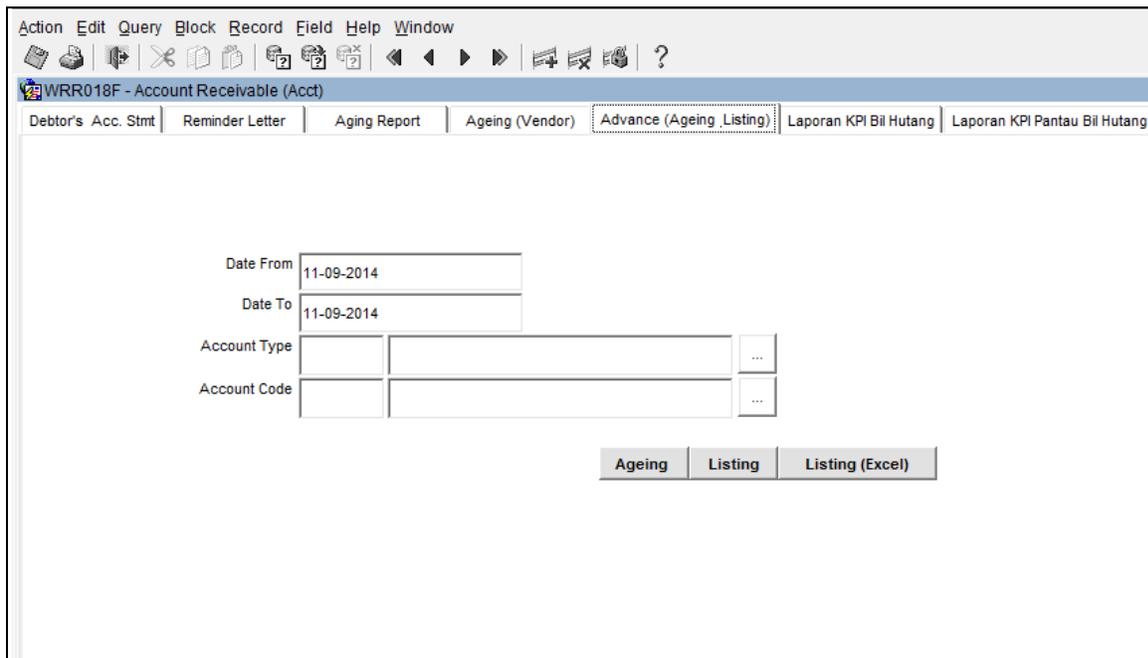


Figure 1- WRR018F-5: AR Reports (Acct) – Advance (Ageing Listing) Tab

Click on **Advance(Ageing Listing)** tab to generate Advance (Ageing

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

Field Name	Description	Required
Date From	Invoice's Start Date	Y
Date To	Invoice's End Date	Y
Account Type	Invoice's Account Type	Y
Account Code	Invoice's Account Code	Y

Click on **Ageing** button to generate report in PDF format.

Click on **Listing** button to generate report in PDF format.

Click on **Listing (Excel)** button to generate report in Excel format.

 UNIVERSITI PENDIDIKAN SULTAN IDRIS اوتونوميستي قندديدين سلطان ادريس SULTAN IDRIS EDUCATION UNIVERSITY	MANUAL PENGGUNA AKAUN TERIMAAN (ACCOUNT RECEIVABLE)	Muka surat :46/47
		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P07/MP02	Pindaan : 00

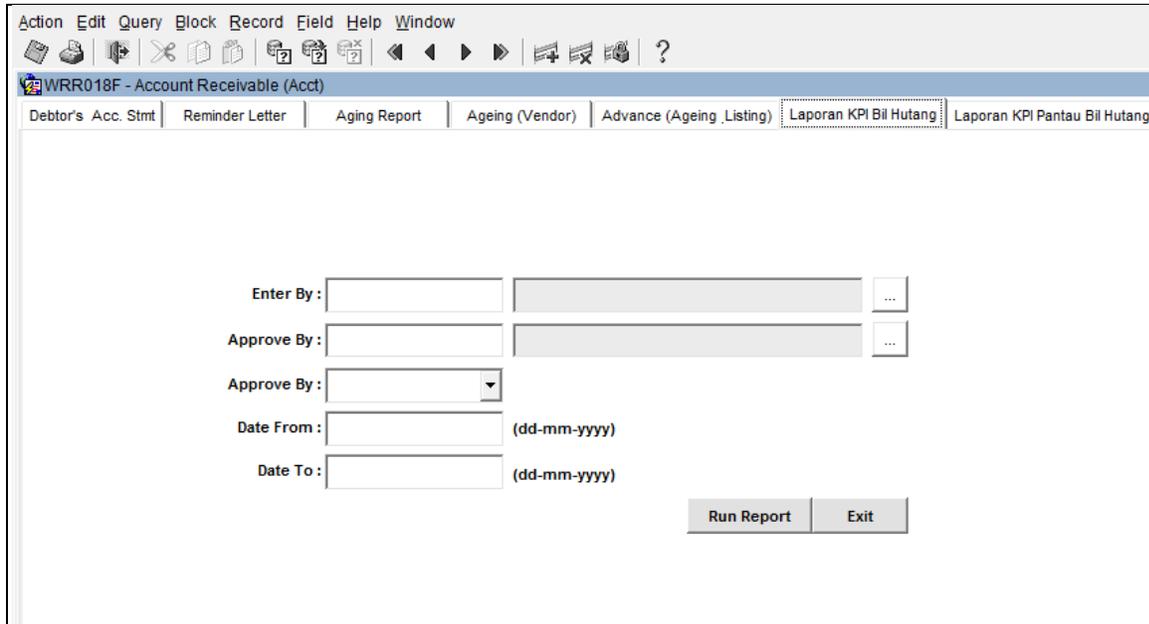


Figure 1- WRR018F-6: AR Reports (Acct) – Laporan KPI Bil Hutang Tab

Click on **Laporan KPI Bil Hutang** tab to generate Laporan KPI Bil Hutang report.

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

Field Name	Description	Required
Enter By	Username of staff doing the entry	Y
Approve By	Username of staff approving 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.

 UNIVERSITI PENDIDIKAN SULTAN IDRIS اوتوريتي قديديقن سلطان ادريس SULTAN IDRIS EDUCATION UNIVERSITY	MANUAL PENGGUNA AKAUN TERIMAAN (ACCOUNT RECEIVABLE)	Muka surat :47/47
		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P07/MP02	Pindaan : 00

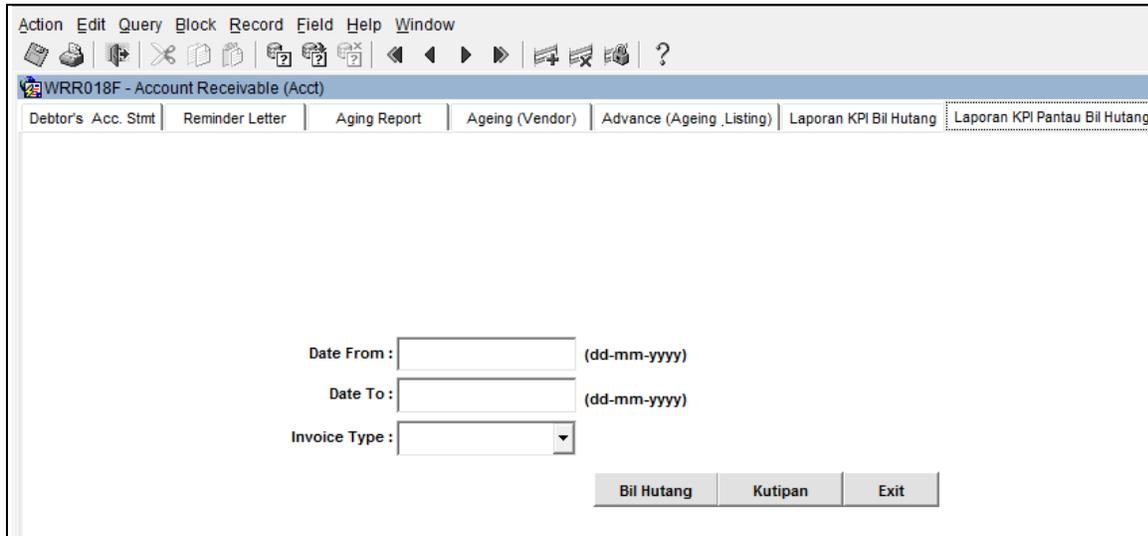


Figure 1- WRR018F-7: AR Reports (Acc) – Laporan KPI Pantau Bil Hutang Tab

Click on **Laporan KPI Pantau Bil Hutang** tab to generate Laporan KPI Pantau Bil Hutang 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
Invoice Type	Report's invoice type	Y

Click on **Bil Hutang** button to generate report in PDF format. Click on **Kutipan** button to generate report in PDF format.