MANUAL PENGGUNA (USER MANUAL)



JABATAN BENDAHARI

AKAUN TERIMAAN (ACCOUNT RECEIVABLE)

UPSI (ISO)/BEN/P07/MP02

PINDAAN: 00 TARIKH: 1 JANUARI 2016



Muka surat :1/47

: 8 JANUARI 2016

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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)



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

Log In	
Username : Password : Login	

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.

Eile Setup Budgeting Eurchasing Acct Payable Asset/Inventory Mgt Acct Receivable Store Management General Ledger Cash Management Loan Mgt Payroll EIS Audit Windov

Figure 1-2: MyFIS Main Menu



Select Account Receivable to access Invoice sub menu as displayed in Figure 1-3.

Acct Receivable Store Management	General Ledger Cash Management L
Setup Screen	•
Invoice	Invoice Entry
<u>C</u> redit Note	Generate Student Invoice by Batch
<u>C</u> afeteria Invoices	Invoice Approval / Cancellation
Receipt	•

Figure 1-3: Invoice Sub Menu

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

Acct Receivable Store Management	General Ledger Cash Management
Setup Screen	•
Invoice	•
<u>C</u> redit Note	•
Cafeteria Invoices	Cafeteria Recurring Invoices Setup
Receipt	Cafeteria Main



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

Acct Receivable Store Management	General Ledger Cash Management Loan	Mgt Payroll EIS <u>A</u> udit <u>W</u> ir
Setup Screen	•	
Invoice	•	
<u>C</u> redit Note	•	
Cafeteria Invoices	•	
Receipt	Receipt Entry	
Sponsorship	Register Bank In Slip / Unblock Student	
BIMB / BSN	Receipt Approval / Cancellation Update Mode of Payment	Receipt Approval Receipt Cancellation
Refund Online	• /////	Receipt BIMB Cancellation

Figure 1-5: Receipt Sub Menu



Select Account Receivable to access Others Collection sub menu as displayed in

Figure 1-6.



Figure 1-6: Others Collection Sub Menu



Select Account Receivable to access Returned Cheque sub menu as displayed in

Figure 1-7.

Ī	Acct Receivable	Store Managem	nent	<u>G</u> eneral Ledger	<u>C</u> ash Management	Loan Mgt	E
I.	Setup Screen	•					
	Invoice	•					
	New Student Invo	pice 🔸					
	<u>C</u> redit Note	•					
	<u>C</u> afeteria Invoice	s 🔸					
	<u>R</u> eceipt	>					
	Sponsorship	•					
İ.	BIMB/BSN	•					
	Refund Online	•					
	Others Collectior	n 🕨					
ί.	Eines	•	EM				
	Barring Info	•					
	Student Bank Acc	count No 🔸					
ļ	<u>R</u> eturned Chequ	e 🕨	<u>R</u> etu	rned Cheque			
	Query	• !	<u>R</u> etu	rned Cheque App	roval / Cancellation		
Ļ	Account Receival	ble Reports 🔸					

Figure 1-7: Returned Cheque Sub Menu



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

Acct Receivable Store Manag	ement General Ledger Cash Managemen
Setup Screen	▶
Invoice.	•
New Student Invoice	•
<u>C</u> redit Note	•
<u>C</u> afeteria Invoices	•
<u>R</u> eceipt	•
Sponsorship	•
BIMB/BSN	▶
Refund Online	
Others Collection	•
Eines	▶ EM
Barring Info	•
Student Bank Account No	•
Returned Cheque	•
Query	•
Account Receivable Reports	AR Reports
	Student Debtors
	<u>A</u> R Reports - Letter/Memo
	Reports by Listing
	Student Statistic
	AR Reports (Acct)
	AR Reports (Student Account)

Figure 1-8: Account Receivable Reports Sub Menu



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.

a WRF001 - Customer Invoice Entry										
User: SARA						Date : 1	20-11-2015 10:5	9		
Invoice Header										
Invoice No	BL150100100	Cust. Type Sponsor	-	Inv. Type INVOIC	E	🗸 S	Session			
Customer ID*	LZS	LEMBAGA ZAKAT SELANGOR	R (MAIS)			Our R	ef			
Invoice Desc	TUNTUTAN TUNGGAR	(AN YURAN PENGAJIAN BAGI PE	ELAJAR TAJAA	N LZS SESI 2012.	2013	Your R	ef			
	DAN SESI 2014/2015.						Date 20	0-01-2015		
Terms	, Sila Bayar Dalam Tem	noh 30 Hari Dari Tarikh Inhois				Tota	al Amt	\$2,430.00		
Account Code	121105		Pre Set?*		-	Gov	/t Tax	\$0.00		
Cost Ctr	102011	KEWANGAN - PEJABAT AM				Ne	tt Amt	\$2.430.00		
Enter By	K01439	hd Sha'aranie bin Abd Ghani				s	tatus APPROV	E		
Approve By	K01262 Mu	hammad Nizam bin Abdul Hamid				,	Approve Date 21	-01-2015		
Cancel By							Cancel Date			
							1			
Invoice Details										
Seq Cctr** Acct Co	de** Vot** Project Co	TUNTUAN TUNCCAKAN	GTY	9729.00	TaxCode	Tax Amt	10tal Amt \$729.00	Rev. Code	Issu	e To
1 102011 12020		YURAN PENGAJIAN	- ·			\$0.00	φ120.00			
2 102011 12620	00	TUNTUTAN YURAN	1	\$991.00		\$0.00	\$991.00			
		PENGAJIAN PELAJAR								
3 102011 12620)1 00	TUNTUTAN YURAN	1	\$710.00		\$0.00	\$710.00			
		PENGAJIAN PELAJAR								
			_							💌
I										
			Print	Invoi	ce (A4)	Invoice	(A4) (GST)	Cover Let	ter	
I										

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	Y
	dropdown list	
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	Govenment 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 the set of th

Save button. The fields are

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.



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.

r: FIN_ADMIN								Date: 11-09	9-2014 11:34	
Invoice Listi	ng					_	_			0
Date	Invoice No	Invoice Ty	/pe Cust ID	Cust Name	Enter By	Туре	Desc	Status	Nett Amt	Seleci
										F
										F
		i								F
						-				
						-				
Count							Tot	al Amt ·		
oount.										
							Trans	action Date		
	Ur	nselect Al	I Select A	II Edit De	etail Ap	prove	Update TKP			
			1		*					

To query Invoice Listing info, place cursor on Invoice No frame and click on Enter

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

Cancelling Invoice

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 **Acc Receivable** >> **Invoice** >> **Invoice Approval / Cancellation** >> **Invoice Cancellation** from the main menu.

Actio	n Edit Qui	ery Block Ro	ecord <u>F</u>	ield Help Wi 📆 😨 📢	ndow	1	?			
V 😥	VRF107 - Inv	oice Cancella	tion							
Use	r: FIN_ADM	IN							Date: 11-0	9-2014 11:45
	Invoice Lis	sting								
	Date	Invoice No	Invoice T	ype Cust ID	Cust Name	Enter By	Туре	Desc	Status	Nett Amt Select?
			i — — —							
			i			1				
			i							
			i							
						1	H			
										F I
										F
										F I
			1			1	ŀ			F
			1							
	Cancel Reaso	n	1	1	1					
	0411001110400							Trans	action Data	
								Transi	action Date	
				Unsel	ect All Select	All	Cancel			

Figure 1-WRF107-1: Invoice Cancellation



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

WRF035 - Cafeteria Recurring Invoice Entry User : FIN_ADMIN Date : 11-09-2014 15:36 Cafeteria Recurring Invoice Setup Cafeteria Code Contact Person Cafeteria Name Iteration Start Date Iteration Amount Charged Per Month End Date Vendor Code Contact No
User: FIN_ADMIN Date: 11-09-2014 15:36 Cafeteria Recurring Invoice Setup Cafeteria Code Contact Person Cafeteria Name Start Date Amount Charged Per Month End Date Vendor Code Contact No
Cafeteria Recurring Invoice Setup Cafeteria Code Cafeteria Name Start Date Amount Charged Per Month Vendor Code Contact No Contact N
Cafeteria Code Contact Person Cafeteria Name Cafeteria Name Start Date Amount Charged Per Month Vendor Code Contact No Co
Cafeteria Name Start Date Amount Charged Per Month Vendor Code Contact No
Start Date Iteration Amount Charged Per Month End Date Vendor Code Contact No
Amount Charged Per Month End Date Contact No
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
Activate Recurring Invoice

Figure 1-WRF035-1: Cafeteria Invoice



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	Invoice's charged amount	
Month		
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	



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** sutton.

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 trough all available records.



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.

/RF067 - Cafeteria User : FIN_ADMI	Main N		PPT PX PU	i i			Date : 11-	09-2014 15:57	
Cafeteria Main									
Cafeteria Code	Cafeteria Name	Start Date	End Date	Activate Dt	Amt Permth	Enter By	Staff Name	Enter Date	Select?
									닅ㅣ
									닅ㅣ
									닅ㅣ
									닅ㅣ
					1				÷ I
									i I
									i I
									i
	, ,][]	,						
Summary Repor	t Detail Report	Reminder Letter	Reminder Le	etter for All		Approve	/ Cancel Cafe Invo	ice Det	ail
Cafe Invoice App	proval								
Select Mor	nth*								
	,								
	Approve / Cancel Cafe In	voice P	rint Penort						

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.



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.

Action Edit Query Block Be	ecord Eield Help Window		?				
💯 WRF002 - Customer Recei	pt Entry						
User : SARA				Date: 2	0-11-2015 11:10		
Receipt neader							
Receipt No	Type Student	•	Bank Code*				
Customer ID							
Payment Type	•	Status ENTRY			Enter Date	20-11-2015	
Description					Gross Amit	\$0.00	
Address					Discount	\$0.00	
I					Total	\$0.00	
			Va	ucher No			
			*0			Pelarasan?	
Receipt Details							
Invoice No Seq Proj	ect** Cctr** Acct** D	asar** Description	Qty Unit Price	Gross Amt	Discount	TxCd Tax Amt	Total Amt
Discount Officer					Voucher No		_
Discount Officer		/L			Voucher No		
Discount Officer					Voucher No		
Discount Officer		IC			Voucher No		
Discount Officer				_			
							_
					Receipt Amou	int	
Get Voucher Inf	0 Mode o	f Payment					
Update Amount	Seq	Document No / Bankdraf No	Doc Type	Bank	Bank Slip No	Total Amt	
Get Customer Invo	Dice					<u> </u>	
Save Receipt							
Drint Descipt				Pavment /	Amount		
				,			

Figure 1-WRF002-1: Customer Receipt Entry



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	
Туре	Customer's type can be selected from	Y
	dropdown list	
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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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 Sequence number Seq 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.



Cancelling Receipt Entry

This screen can be accessed by selecting Acc Receivable >> Receipt >> Receipt

Approval / Cancellation >> Receipt Cancellation from the main menu.

۲ 2	WRF111 - Receipt Cancellation											
Use	er: FIN_ADM	IN						Date :	11-09-2	2014 16:46		
	Receipt Lis	ting										
	Receipt No	BankSlip No	Date	Cust ID	Cust Nam	e	Approve Batch	Cancel Batch	Туре	Gross Amt	Total Amt	Status Select?
		i										
		i										
		i										
		i										
												F
		11										F
		-ii									1	i
				ILJ								
	ancerkeason											
					Unselect All	Select All	Details	Cancel				

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	
Туре	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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Approving Receipt

This screen can be accessed by selecting Acc Receivable >> Receipt >> Receipt

Approval / Cancellation >> Receipt Approval from the main menu.

Act	ion Edit Que	ery Block Ro	ecord Fiel	d Help Windov i ®⊇ ≪l •l	v ▶ ▶	₹ 🚳 ?							
1	WRF006 - Re	ceipt Approva	I										
Us	ser: FIN_ADM	N						D	ate: 1	1-09-2014 16:50			
	Receipt Lis	BankSlin No	Date	CustID	Cust N	ame	Approve Batch	Cancel Batch	Type	Gross Amt	Total Amt	Ste	Select?
	Receipt no		Duto		Guorn	anno		Gunder Duton	1,700	Group Ann		0.0	-
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				Credit Report	Unselect All	Select All	Details	Арр	rove	Total Amount:]	

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	
Туре	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.



: 8 JANUARI 2016

Tarikh

Query Receipt Listing

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

Ac	Action Edit Query Block Record Eield Help Window									
4										
6	WRF033 - Rece	eipt Listing								
	User: SARA						Date : 20-11-2015	11:14		
	Receipt List	ing Query –								
	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 COLLI	060111	\$290.00	APPROVE		-
	RT150100265	30-01-2015	VN00013532	ETIQA TAKAFUL BERH	Received payment for Refund to	0102011	\$14,891.61	APPROVE		
	RT150100264	30-01-2015	K00517	Nurul Anuar bin Jamasa	Terimaan pembayaran baki pelara	s 103012	\$204.75	APPROVE		
	RT150100263	30-01-2015		SITI HAWA MAHADI	Terimaan pembayaran Sumbanga	026001	\$1,500.00	APPROVE	026001-15-002	٦
	RT150100262	30-01-2015		DR. FEIROZ ABDUL KUL	Terimaan pembayaran Sumbanga	026001	\$10,000.00	APPROVE	026001-15-002	٦
	RT150100261	30-01-2015	VN00021774	UNIVERSITI TUN HUSSE	Terimaan pembayaran Yuran Pen	y 022003	\$500.00	APPROVE	022003-12-001	
	RT150100260	30-01-2015	VN00022812	UNIVERSITI SULTAN ZA	Terimaan pembayaran Yuran Kur	s 022020	\$1,050.00	APPROVE	022020-09-001	7
	RT150100259	29-01-2015	VN00024929	KOUPSI BERHAD (MUZI	Terimaan pembayaran sewa kafe	ti 102011	\$920.00	APPROVE		7
	RT150100258	29-01-2015	VN00005628	Koperasi (Student Loun	Terimaan pembayaran bil air dan i	102011	\$700.00	APPROVE		7
	RT150100257	29-01-2015	022028	AKAUN AMANAH PUSA	TERIMAAN PEMBAYARAN COLLI	022028	\$12.00	APPROVE	022028-10-001	٦
	RT150100256	29-01-2015	VN00006545	KOPERASI UPSI BERHA	Terimaan pembayaran Sewa Kios	102011	\$400.00	APPROVE		٦
	RT150100255	29-01-2015	P2009200134	5 Cecil Hiltrimartin	Terimaan pembayaran Yuran Pen	e 105101	\$1,500.00	APPROVE		7
	RT150100254	29-01-2015	K00153	Mohamad Najib bin Moh	Terimaan pembayaran Sumbanga	026001	\$600.00	APPROVE	026001-15-002	7
	RT150100253	29-01-2015		PERSATUAN KAKITAN	Terimaan pembayaran Sumbanga	026001	\$15,000.00	APPROVE	026001-15-002	
	RT150100252	29-01-2015	K01281	Nurun Naziah binti Abdu	Terimaan pembayaran baki pelara	s 103018	\$445.00	APPROVE		-
	F	Print Receipt		Details	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.



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.

Action Edit Query Block Record Field Heln Window	
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WRR001F-Parameter Form for Account Receivable	
Daily Collection Invoice Listing Invoice Listing (P Receipt Listin	g Student Payment Refund Payment Refund by Spon Pecahan Yuran Bank Slip Tuntutan Yuran Student Account
Report ID	•
MOD	
MOF ALL	
Entered By*	
Date from	(dd-mm-yyyyy)
Date to	(dd.mm.)0000)
	(do-min-3333)
	Dup Depart Fuit

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

Click on *Daily Collection* tab to generate Daily Collection report.

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

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



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

Action Edit Query Block Record Field	Help Window	
WRR001E-Parameter Form for Account R		
Daily Collection Invoice Listing Invoice Listing	(P Receipt Listing Student Payment Refund Payment Refund by Soon Pecahan Yuran	Bank Slip
Program		
Year		
Semester		
Date from	(dd-mm-yyyy)	
Date to	(dd-mm-yyyy)	
Status	▼	
	Detail Summary Exit	

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.



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

Action Edit Query Block Record Field Hel	p <u>W</u> indow						
🔞 WRR001F-Parameter Form for Account Rece	eivable						
Daily Collection Invoice Listing Invoice Listing (Po.	Receipt Listing Student P	Payment Refund Payment	Refund by Spon	Pecahan Yuran	Bank Slip	Tuntutan Yuran	Student Account
							i
Cancel By							
Posted By]			•		
Date From		(dd-mm-yyyy)					
Date To		(dd-mm-yyyy)					
		Run Report Exit					

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



<u>Action Edit Query Block Record Field Help Window</u>
WRR001F-Parameter Form for Account Receivable
Daily Collection Invoice Listing Invoice Listing (P Receipt Listing Student Payment Refund Payment Refund by Spon Pecahan Yuran
Date from (dd-mm-yyyy)
Date to (dd-mm-yyyy)
Status
Due Decent Suit
Run Report Exit

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



Action Edit Query Block Record Eield Help Window		
R WRR001F-Parameter Form for Account Receivable		
Daily Collection Invoice Listing Invoice Listing (P Receipt Li	sting Student Payment Refund Payment Refund by Spon Pecahan Yuran Bank	Slip Tuntutan Yuran
Course Code	Run Report Exit	

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



Action Edit Query Block Record Field Help Window	灵 疁 ?
R WRR001F-Parameter Form for Account Receivable	
Daily Collection Invoice Listing Invoice Listing (P Receipt Listing Student P	ayment Refund Payment I Refund by Spon Pecahan Yuran Bank Slip
Batch Id	Run Report Exit

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



Action Edit Query Block Record Field Help Window				
	▶ \$\mathbf{a} \mathbf{b} \mathbf{b} \mathbf{a} \mathbf{b} \m			
RR001F-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 Accoun
· · · · · ·				
Batch Id				
Sponsored By				
L				
	Due Desert	unal Fuit		
	Run Report Listing E	ccei Exit		

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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WRF	001F-Parameter Form for Account Rece	ivable
Daily Co	llection Invoice Listing Invoice Listing (P	Receipt Listing Student Payment Refund Payment Refund by Spon Pecahan Yuran Bank Slip Tuntutan Yuran Student Account
	Pecahan Yuran	
	Program	
	Intake Semester	Semester 1
	Intelia Catagony	
	intake category	
	Start Date	01-01-2014
	End Date	11-09-2014
	Sponsor	PERSENDIRIAN 💌
		Summary Report Detail Report Exit
	L	

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



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

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

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

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



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RR001F-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
Bill No			
	Run Report Exit		

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



Action Edit Query Block Record Field Help Window	
3 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 S	Student Account
Update Student Bank Account No	
Program	
Semester	
Run Report Exit	

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



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.

Action Edit Query Block Re	ecord Field Help Window	▶ ▶ □ □ □	iii ?		
WRR018F - Account Receiv	/able (Acct)				
Debtor's Acc. Stmt Reminder	Letter Aging Report	Ageing (Vendor)	Advance (Ageing Listing)	Laporan KPI Bil Hutang	Laporan KPI Pantau Bil Hutang
Customer Type Customer ID Invoice Date from Date to 11-	-09-2014 Run Debtor Stmt Repo	(dd-mm-yyyy) (dd-mm-yyyy) ort Exit			

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



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eceivable (Acct)					
inder Letter Aging Repor	t Ageing (Vendor)	Advance (Age	eing Listing)	Laporan KPI Bil Hutang	Laporan KPI Pantau Bil Hutang
<u> </u>					
1-09-2014					
	1,2,3				
Reminder Letter	Exit				
	Becord Field Help Wi Participation of the second s	Becord Field Help Window Image: State of the	Becord Field Help Window Image: Second Field Help Window <	Becord Eield Help Window Image: Second	Becord Field Help Window Image: Second Field Help Window <

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



Action Edit Query Block Record Eield Help Window
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wRR018F - Account Receivable (Acct)
Debtor's Acc. Stmt Reminder Letter Aging Report Ageing (Vendor) Advance (Ageing Listing) Laporan KPI Bil Hutang Laporan KPI Pantau Bil Hutang
Customer Type
Start Date dd-mm-yyyy
End Date 11-09-2014 -1 -2 -3 -6 -12 -24 Months
Aging Report Exit

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



-		
Action Edit Query Block Record	<u>Field Help Window</u>	
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🙀 WRR018F - Account Receivable (A	Acct)	
Debtor's Acc. Stmt Reminder Letter	Aging Report A	.geing (Vendor) Advance (Ageing Listing) Laporan KPI Bil Hutang Laporan KPI Pantau Bil Hutang
Date To	11-09-2014	(DD-MM-YYYY)
Account Type		
		Ageing

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.



Action Edit Query Block Record	<u>Field Help Window</u>
	1987 1987 1997 1997 1997 1997 1997 1997
😨 WRR018F - Account Receivable (A	cct)
Debtor's Acc. Stmt Reminder Letter	Aging Report Ageing (Vendor) Advance (Ageing Listing) Laporan KPI Bil Hutang Laporan KPI Pantau Bil Hutang
Date From	11-09-2014
Date To	11.09.2014
	11-03-2014
Account Type	
Account Code	
	Anning Linking Linking (Freeh)
	Ageing Listing (Excel)

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.



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🙀 WRR018F - Acco	unt Receivable (Acct)						
Debtor's Acc. Stmt	Reminder Letter	Aging Report	Ageing (Vendor)	Advance (Age	ing Listing)	Laporan KPI Bil Hutang	Laporan KPI Pantau Bil Hutang
	Enter By :						
	-						
	Approve By :						
	Approve By :		•				
	Approve by .						
	Date From :		(dd-mm-y	ууу)			
	Date To :		(11				
	bate 10.		(dd-mm-y	ууу)			
					Run Report	Exit	
				-			

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



Action Edit Query Block Record Field Help Window
2 WRR018F - Account Receivable (Acct)
Debtor's Acc. Stmt Reminder Letter Aging Report Ageing (Vendor) Advance (Ageing Listing) Laporan KPI Bil Hutang Laporan KPI Pantau Bil Hutang
Date From : (dd-mm-yyyy)
Date To: (dd-mm-yyyy)
Invoice Type : 🗸
Bil Hutang Kutipan Exit

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.