

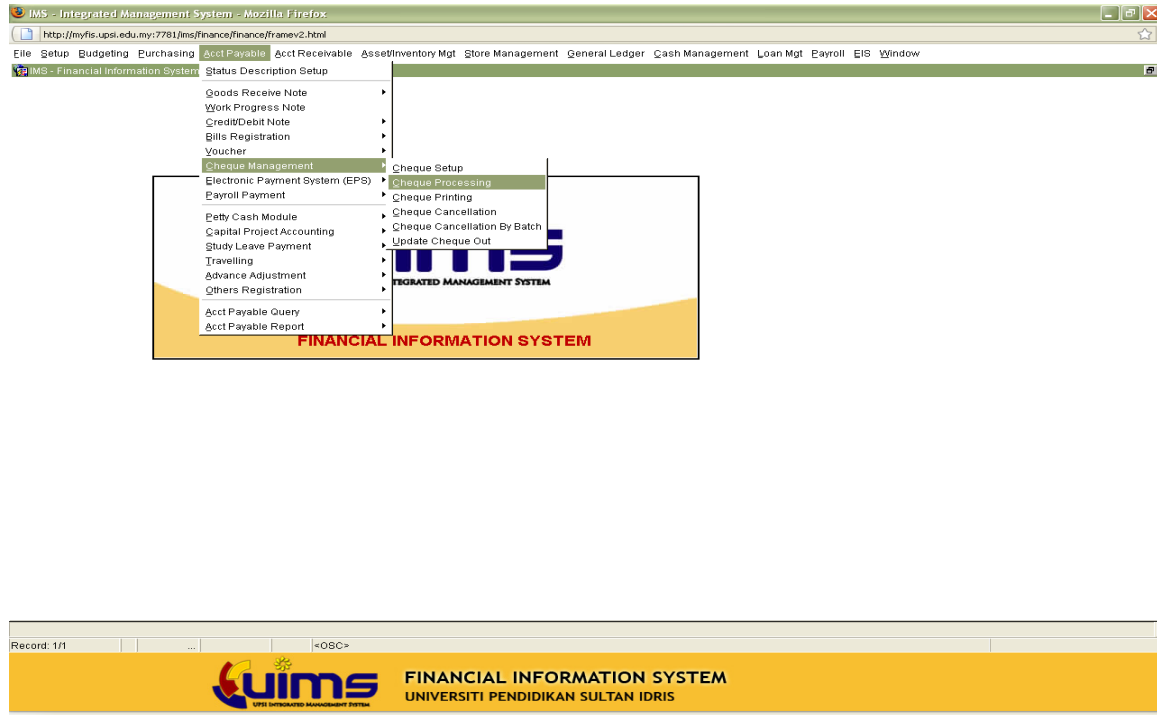


MANUAL PENGGUNA MENCETAK CEK MELALUI SISTEM UIMS-FIS

JABATAN BENDAHARI
UNIVERSITI PENDIDIKAN SULTAN IDRIS

Langkah 1:- Proses Memasukkan Penama Ke Dalam Kumpulan

1. Login portal MyUPSI di <http://www.upsi.edu.my> > Klik Finance > memasukkan 'username' dan 'password'. Skrin seperti di bawah akan dipaparkan.



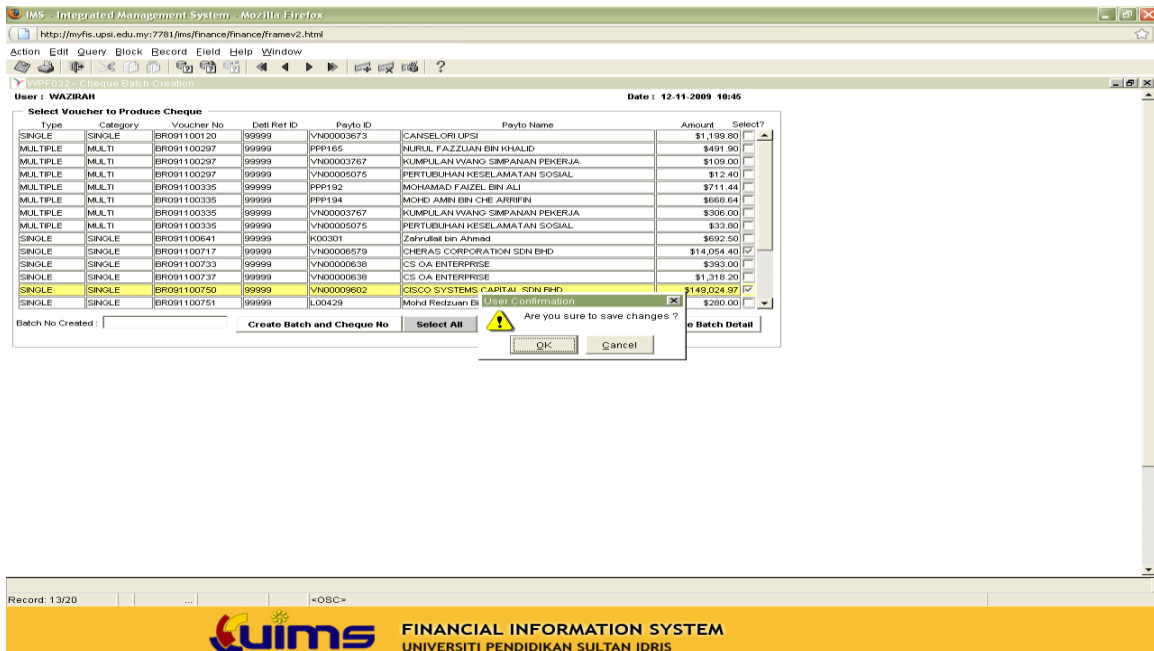
- Klik accout payable > Pilih Cheque Management > Cheque Processing.
Skrin seperti di bawah akan dipaparkan.

IMS - Integrated Management System - Mozilla Firefox
 http://myfis.upsi.edu.my:7781/ims/finance/finance/framev2.html
 Action Edit Query Block Record Field Help Window
 WPF032 - Cheque Batch Creation
 User : WAZIRAH Date : 12-11-2009 10:45

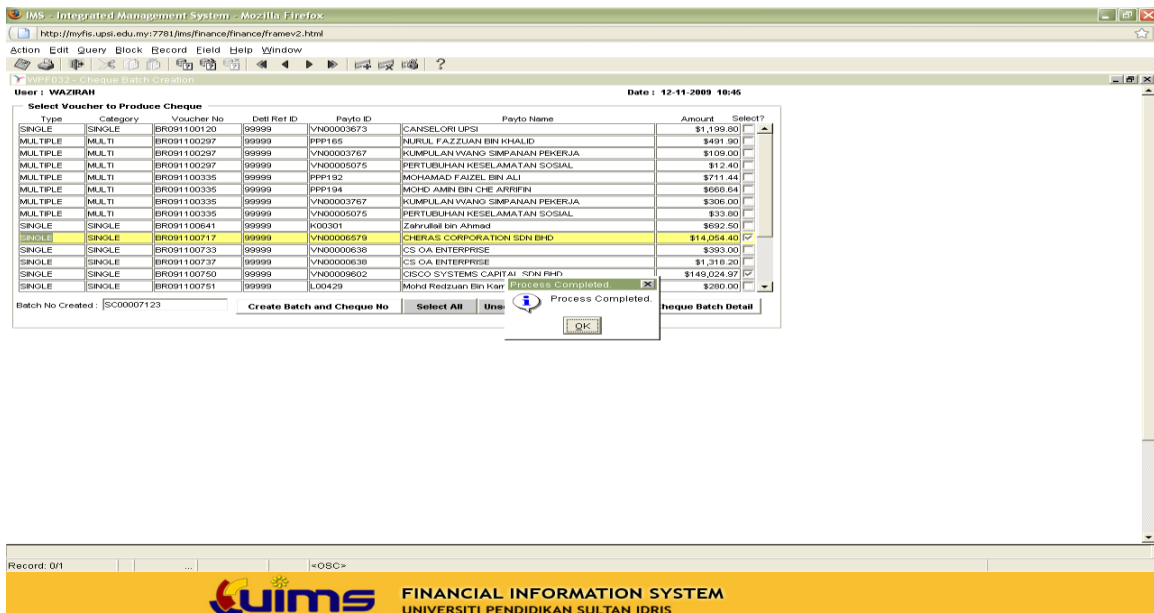
Type	Category	Voucher No	Detl Ref ID	Payto ID	Payto Name	Amount	Select?
SINGLE	SINGLE	BR091100120	99999	VN00003673	CANSELORI UPSI	\$1,199.80	<input type="checkbox"/>
MULTIPLE	MULTI	BR091100297	99999	PPP165	NURUL FAZZUAN BIN KHALID	\$491.90	<input type="checkbox"/>
MULTIPLE	MULTI	BR091100297	99999	VN00003767	KUMPULAN WANG SIMPANAN PEKERJA	\$109.00	<input type="checkbox"/>
MULTIPLE	MULTI	BR091100297	99999	VN00005075	PERTUBUHAN KESELAMATAN SOSIAL	\$12.40	<input type="checkbox"/>
MULTIPLE	MULTI	BR091100335	99999	PPP192	MOHAMAD FAUZEL BIN ALI	\$711.44	<input type="checkbox"/>
MULTIPLE	MULTI	BR091100335	99999	PPP194	MOHD AMIN BIN CHE ARRIFIN	\$668.64	<input type="checkbox"/>
MULTIPLE	MULTI	BR091100335	99999	VN00003767	KUMPULAN WANG SIMPANAN PEKERJA	\$306.00	<input type="checkbox"/>
MULTIPLE	MULTI	BR091100335	99999	VN00005075	PERTUBUHAN KESELAMATAN SOSIAL	\$33.80	<input type="checkbox"/>
SINGLE	SINGLE	BR091100641	99999	K00301	Zahruddin bin Ahmad	\$692.50	<input type="checkbox"/>
SINGLE	SINGLE	BR091100717	99999	VN00006579	CHERAS CORPORATION SDN BHD	\$14,054.40	<input checked="" type="checkbox"/>
SINGLE	SINGLE	BR091100733	99999	VN00000638	CS OA ENTERPRISE	\$393.00	<input type="checkbox"/>
SINGLE	SINGLE	BR091100737	99999	VN00000638	CS OA ENTERPRISE	\$1,318.20	<input type="checkbox"/>
SINGLE	SINGLE	BR091100750	99999	VN00009602	CISCO SYSTEMS CAPITAL SDN BHD	\$149,024.97	<input checked="" type="checkbox"/>
SINGLE	SINGLE	BR091100751	99999	L00429	Mohd Redzuan Bin Kamis	\$280.00	<input type="checkbox"/>

Batch No Created : Create Batch and Cheque No Select All Unselect All Voucher Detail Cheque Batch Detail

- Klik Execute Query
- Pilih penama yang ingin dicetak dan tandakan ✓ diujung transaksi
- Klik **Create Batch and Cheque No.** Skrin seperti di bawah akan dipamerkan.



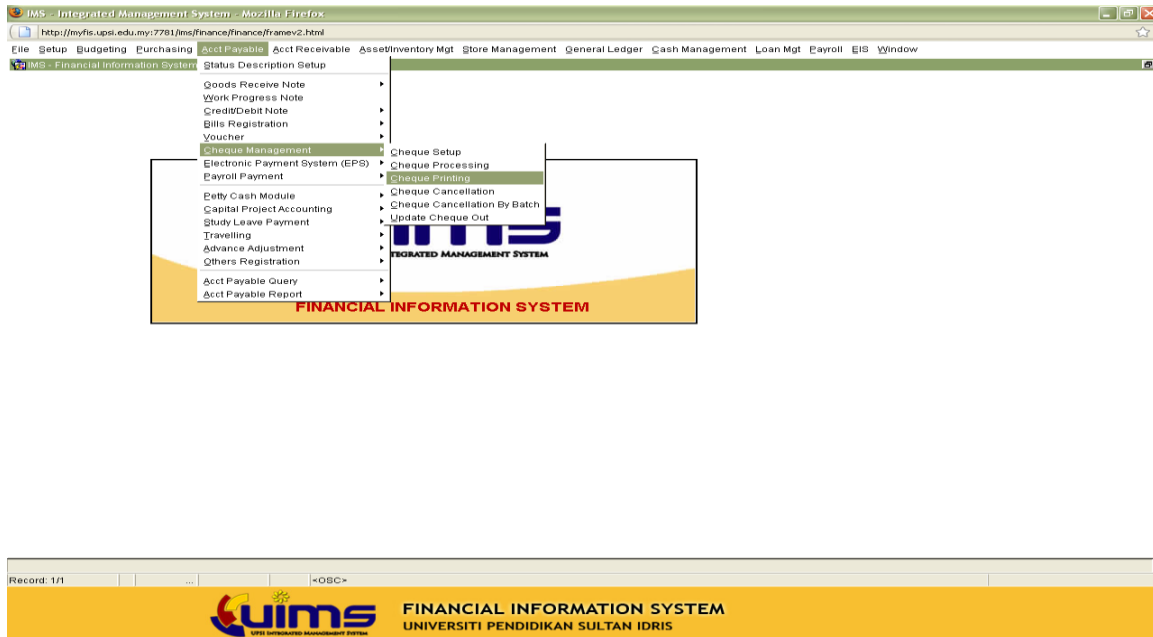
- Text Box ' Are You sure to save change? ' akan dipamerkan.
- Klik butang OK.



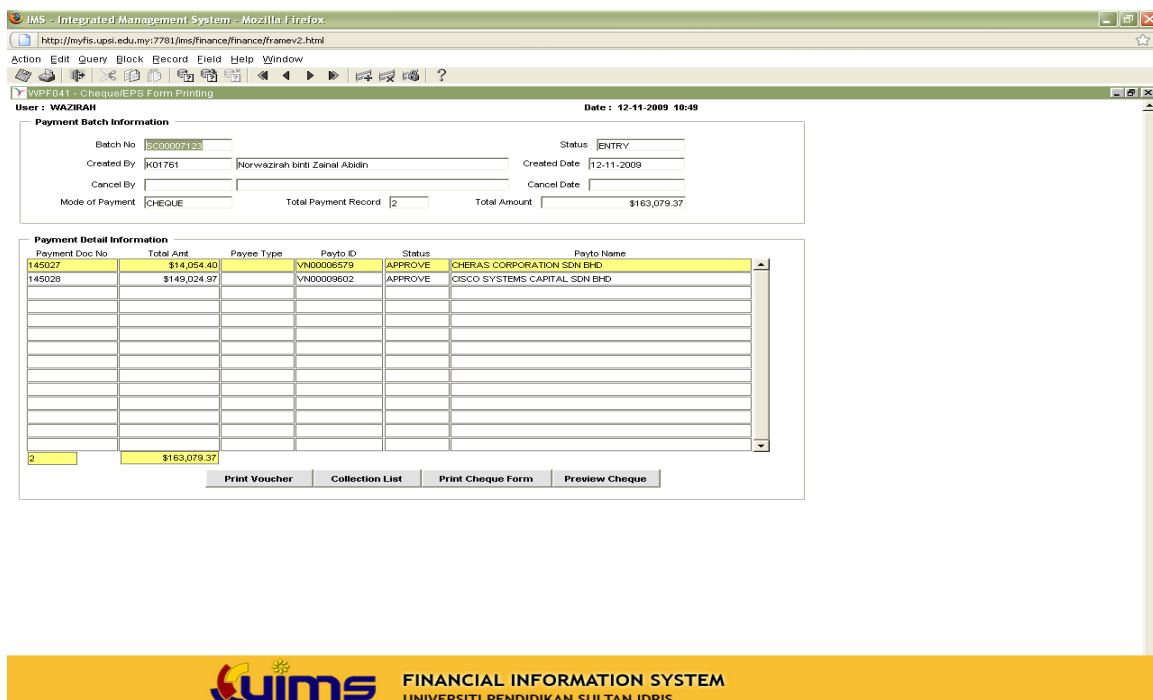
- Text Box Process Complete akan dipamerkan.
- Klik butang OK . Nombor batch No akan dijana secara automatik dan akan dipaparkan di ruangan Batch No. Created dan penama yang dipilih tadi akan hilang di senarai.

Langkah 2: Proses Mencetak Cheque dan Baucer Bayaran

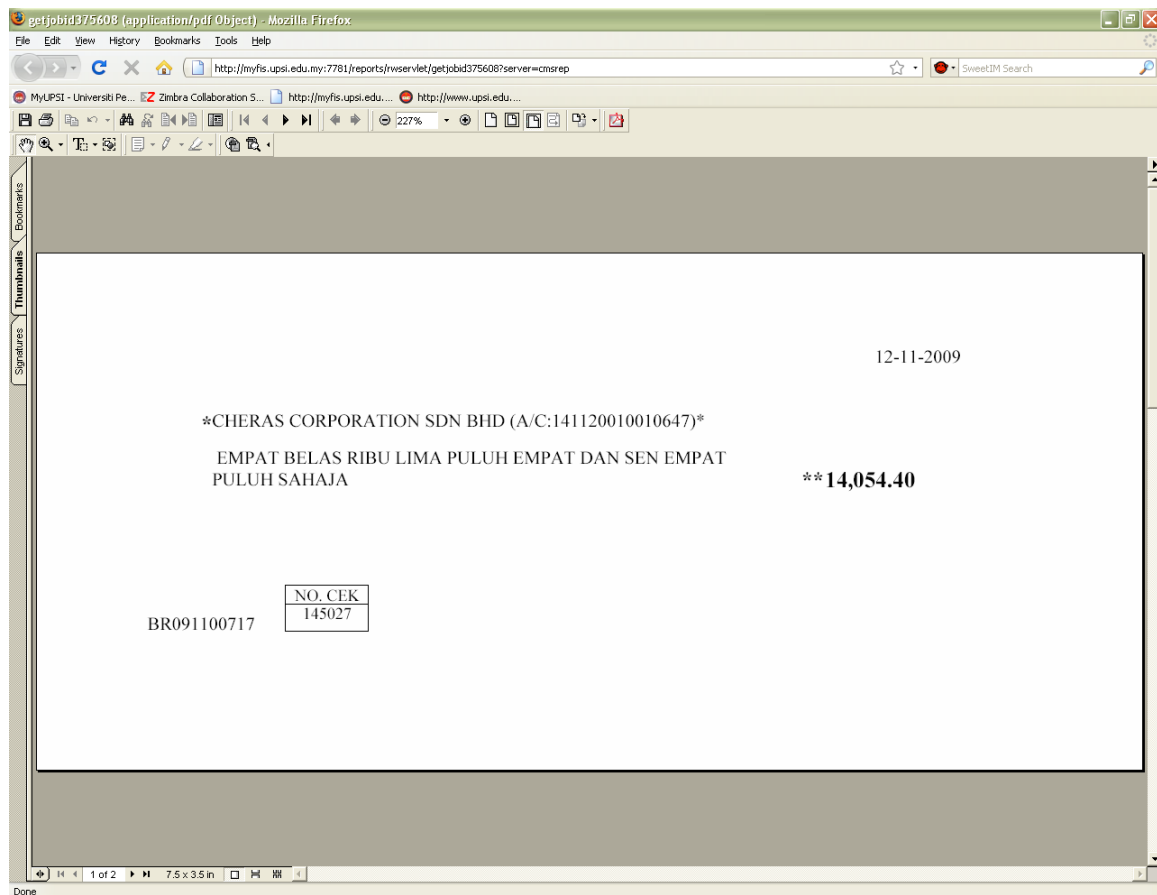
1. Pergi ke menu kembali dan klik pada Account Payable > Plih Cheque Management dan Cheque Printing.



Skrin seperti di bawah akan dipaparkan.



- Di skrin tertera senarai nama yang dipilih tadi
- Klik **Print Voucher** untuk mencetak baucer dengan menggunakan kertas yang disediakan
- Klik **Collection List** untuk mencetak senarai kumpulan
- Klik **Print Cheque Form** untuk mencetak cek. Paparan cek yang hendak dicetak akan dipamekan seperti skrin di bawah.



- Pastikan nombor cek di skrin adalah sama dengan nombor cek pada kertas cek.
- Klik butang **Print** mengikut saiz yang telah ditetapkan.

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 Action Edit Query Block Record Field Help Window
 WPF 041 - Cheque/EPIS Form Printing
 User : WAZIRAH Date : 12-11-2009 10:49

Payment Batch Information

Batch No: SC00007123 Status: ENTRY
 Created By: K01781 Norwazirah binti Zairah Abidin Created Date: 12-11-2009
 Cancel By: _____ Cancel Date: _____
 Mode of Payment: CHEQUE Total Payment Record: 2 Total Amount: \$163,079.37

Payment Detail Information

Payment Doc No	Total Amt	Payee Type	Payto ID	Status	Payto Name
145027	\$14,054.40		VN00006579	APPROVE	CHERAS CORPORATION SDN BHD
145028	\$149,024.97		VN00009602	APPROVE	CISCO SYSTEMS CAPITAL SDN BHD
2	\$163,079.37				

Process Completed
 Process Completed.
 OK

Print Voucher Collection List Print Cheque Form Preview Cheque

- Text Box 'Process Completed' akan dipaparkan.
- Klik butang OK untuk menamatkan proses cetakan. Status 'ENTRY' bertukar kepada 'PRINT' seperti skrin di bawah.

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Print Voucher Collection List Print Cheque Form Preview Cheque