

# **MANUAL PENGGUNA**

## **(USER MANUAL)**

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**JABATAN BENDAHARI**

## **PENGURUSAN GENERAL SETUP**

### **(GENERAL SETUP MANAGEMENT)**

### **UPSI (ISO)/BEN/P11/MP01**

**PINDAAN : 00**

**TARIKH : 8 JANUARI 2016**

 <p><b>UNIVERSITI PENDIDIKAN SULTAN IDRIS</b> لوگوییتی پنڈیدیقن سلطان ادریس SULTAN IDRIS EDUCATION UNIVERSITY</p>	<b>MANUAL PENGGUNA PENGURUSAN GENERAL SETUP (GENERAL SETUP MANAGEMENT)</b>	<b>Muka surat :1/57</b>
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## Table of Contents

---

<b>Table of Contents .....</b>	<b>1</b>
<b>List of Figures .....</b>	<b>2</b>
<b>General Setup.....</b>	<b>4</b>
Setting Up Finance User.....	7
Viewing Listing by Staff and Authorization Level.....	14
Viewing List of Users.....	15
Setting Up Finance Parameter.....	16
Setting Up Screen Authorization by Period .....	18
Setting Up User Authorization.....	20
Setting Up Company.....	32
Setting Up GL Account Structure Parameter.....	35
Setting Up Account Code.....	39
Setting Up Bank Info.....	46
Generate Report for Finance User Setup.....	48
Generate Report for Finance Parameter Listing.....	49
Generate Report for Vendor Listing .....	50
Generate Report for Currency Listing .....	51
Generate Report for Country Listing .....	52
Generate Report for State Listing .....	53
Generate Report for Company Listing .....	54
Generate Report for Bank Listing.....	55
Generate Report for Measurement Unit Listing .....	56
Generate Report for Item Code Listing.....	57

 <p><b>UNIVERSITI PENDIDIKAN SULTAN IDRIS</b> الجامعة السلطانية السلطانية SULTAN IDRIS EDUCATION UNIVERSITY</p>	<b>MANUAL PENGGUNA PENGURUSAN GENERAL SETUP (GENERAL SETUP MANAGEMENT)</b>	<b>Muka surat :2/57</b>
		<b>Tarikh : 8 JANUARI 2016</b>
	<b>UPSI(ISO)/BEN/P11/MP01</b>	<b>Pindaan : 00</b>

## List of Figures

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NO OF FIGURE TITLE	PAGE
<b>Figure 1-1: MyFIS Login Screen.....</b>	<b>5</b>
<b>Figure 1-2: MyFIS Main Menu.....</b>	<b>5</b>
<b>Figure 1-3: General Setup Sub Menu .....</b>	<b>6</b>
<b>Figure 1-WSF028-1: Finance User Setup – Unit Setup Tab .....</b>	<b>7</b>
<b>Figure 1-WSF028-2: Finance User Setup – User Group Setup Tab .....</b>	<b>9</b>
<b>Figure 1-WSF028-3: Finance User Setup – Staff Information Tab.....</b>	<b>11</b>
<b>Figure 1-WSF028-6: Finance User Setup – Listing by Staff and Authorization Level Tab .....</b>	<b>14</b>
<b>Figure 1-WSF039-1: Digicert User List.....</b>	<b>15</b>
<b>Figure 1-WSF007-1: Finance Parameter Setup.....</b>	<b>16</b>
<b>Figure 1-WSF038-1: Access Screen Setup by Period.....</b>	<b>18</b>
<b>Figure 1-WSF033-1: User Authorization Setup – Purchasing Tab.....</b>	<b>20</b>
<b>Figure 1-WSF033-1: User Authorization Setup – GRN Tab.....</b>	<b>21</b>
<b>Figure 1-WSF033-1: User Authorization Setup – Petty Cash Tab.....</b>	<b>22</b>
<b>Figure 1-WSF033-1: User Authorization Setup – Asset Tab.....</b>	<b>23</b>
<b>Figure 1-WSF033-1: User Authorization Setup – Budget Tab.....</b>	<b>24</b>
<b>Figure 1-WSF033-1: User Authorization Setup – MBS Tab.....</b>	<b>25</b>
<b>Figure 1-WSF033-1: User Authorization Setup – Collection Tab.....</b>	<b>26</b>
<b>Figure 1-WSF033-1: User Authorization Setup – Voucher Tab.....</b>	<b>27</b>
<b>Figure 1-WSF033-1: User Authorization Setup – Invoice Tab.....</b>	<b>28</b>
<b>Figure 1-WSF033-1: User Authorization Setup – Store Mgmt Tab.....</b>	<b>29</b>
<b>Figure 1-WSF033-1: User Authorization Setup – Signing Tab.....</b>	<b>30</b>
<b>Figure 1-WSF033-1: User Authorization Setup – Report Tab.....</b>	<b>31</b>
<b>Figure 1-WSF033-1: User Authorization Setup – User List Tab.....</b>	<b>31</b>
<b>Figure 1-WSF008-1: Company Code Setup.....</b>	<b>32</b>
<b>Figure 1-WSF010-1: GL Account Structure Setup – Group Type Tab.....</b>	<b>35</b>
<b>Figure 1-WSF010-2: GL Account Structure Setup – Cost Ctr or Fund Code Tab.....</b>	<b>36</b>
<b>Figure 1-WSF010-3: GL Account Structure Setup – Project Listing Tab.....</b>	<b>37</b>

 <p><b>UNIVERSITI PENDIDIKAN SULTAN IDRIS</b> الجامعة السلطانية السلطانية SULTAN IDRIS EDUCATION UNIVERSITY</p>	<b>MANUAL PENGGUNA PENGURUSAN GENERAL SETUP (GENERAL SETUP MANAGEMENT)</b>	<b>Muka surat :3/57</b>
		<b>Tarikh : 8 JANUARI 2016</b>
	<b>UPSI(ISO)/BEN/P11/MP01</b>	<b>Pindaan : 00</b>

<b>Figure 1-WSF010-4:</b> GL Account Structure Setup – Vot Type Tab.....	38
<b>Figure 1-WSF001-1:</b> Account Code Setup – Level 1 Tab.....	39
<b>Figure 1-WSF001-2:</b> Account Code Setup – Level 2 Tab.....	41
<b>Figure 1-WSF001-3:</b> Account Code Setup – Level 3 Tab.....	43
<b>Figure 1-WSF001-4:</b> Account Code Setup – Saga General Code Tab.....	45
<b>Figure 1-WHF001-1:</b> Bank Info.....	46
<b>Figure 1-WSR002F-1:</b> Department Listing (Report).....	47
<b>Figure 1-WSR009F-1:</b> Finance Parameter Listing (Report).....	49
<b>Figure 1-WSR003F-1:</b> Vendor Listing (Report).....	50
<b>Figure 1-WSR011F-1:</b> Country Listing (Report).....	51
<b>Figure 1-WSR004F-1:</b> Country Listing (Report).....	52
<b>Figure 1-WSR005F-1:</b> State Listing (Report).....	53
<b>Figure 1-WSR006F-1:</b> Company Listing (Report).....	54
<b>Figure 1-WSR007F-1:</b> Bank Listing (Report).....	55
<b>Figure 1-WSR012F-1:</b> Measurement Unit Listing (Report).....	56
<b>Figure 1-WSR008F-1:</b> Item Code Listing (Report).....	57

 <p><b>UNIVERSITI PENDIDIKAN SULTAN IDRIS</b> الجامعة السلطانية السلطانية SULTAN IDRIS EDUCATION UNIVERSITY</p>	<b>MANUAL PENGGUNA PENGURUSAN GENERAL SETUP (GENERAL SETUP MANAGEMENT)</b>	<b>Muka surat :4/57</b>
		<b>Tarikh : 8 JANUARI 2016</b>
	<b>UPSI(ISO)/BEN/P11/MP01</b>	<b>Pindaan : 00</b>

## General Setup

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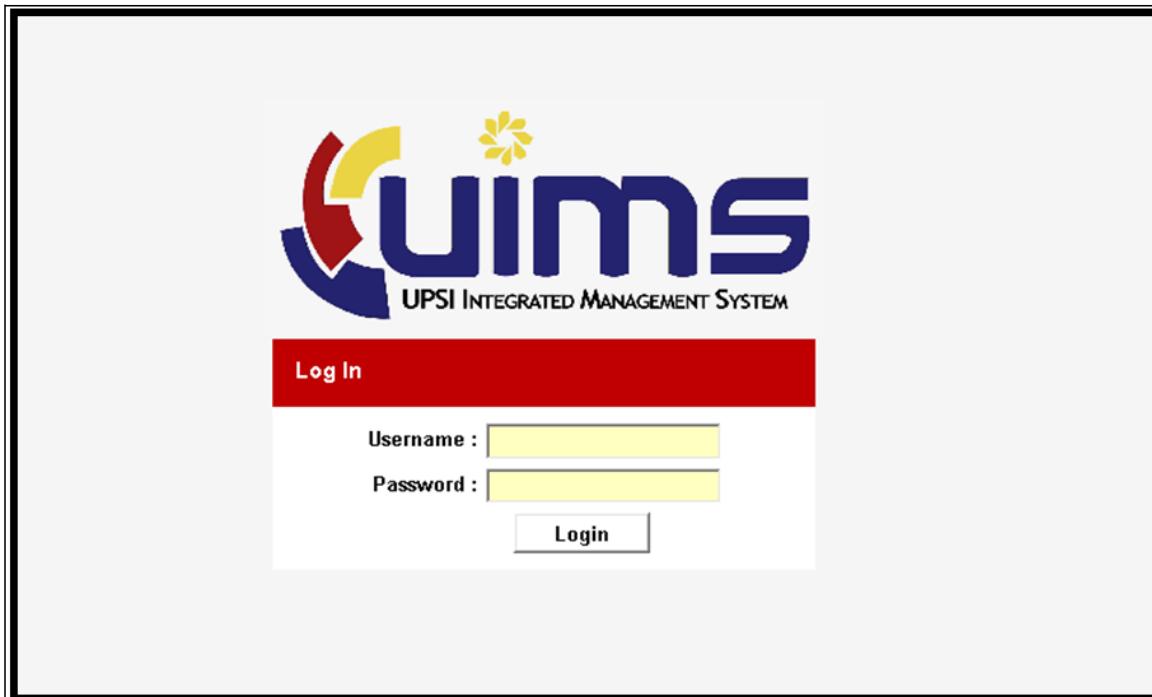
General Setup module is used to maintain all general setup for

MYFIS. Screens for General Setup module are listed as followed:

1. WSF028 - Finance User Setup
2. WSF039 - Digicert User List
3. WSF007 – Finance Parameter Setup
4. WSF038 – Access Screen Setup by Period
5. WSF033 - User Authorization Setup
6. WSF008 -Company Code Setup
7. WSF010 – GL Account Structure Parameter Setup
8. WSF001 – Account Code Setup
9. WHF001 – Bank Info Entry
10. WSR002F – Department Listing (Report)
11. WSR009F – Finance Parameter Listing (Report)
12. WSR003F – Vendor Listing (Report)
13. WSR011F - Country Listing (Report)
14. WSR004F – Country Listing (Report)
15. WSR005F – State Listing (Report)
16. WSR006F – Company Listing (Report)
17. WSR007F – Bank Listing (Report)
18. WSR012F - Measurement Unit Listing (Report)
19. WSR008F - Item Code Listing (Report)

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To access User Management menu, user needs to login to the system:



**Figure 1-1: IMS Login Screen**

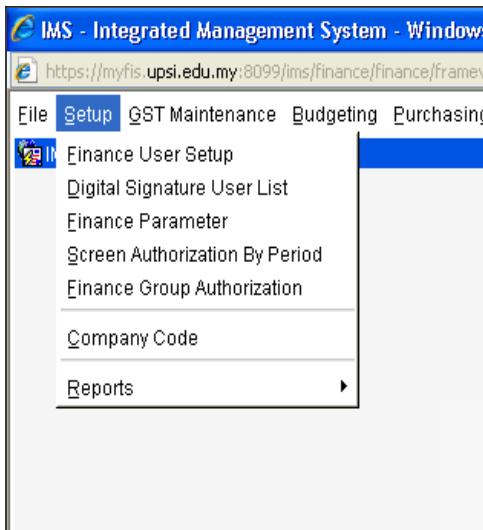
Enter **Username** and **Password** and click on **Login** button. System will display **MYFIS Main Menu** as displayed in **Figure 1-2**.



**Figure 1-2: MYFIS Main**  
**Menu**

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Select **Setup** to access **General Setup** sub menu as displayed in Figure 1-3.



**Figure 1-3:** General Setup Sub Menu

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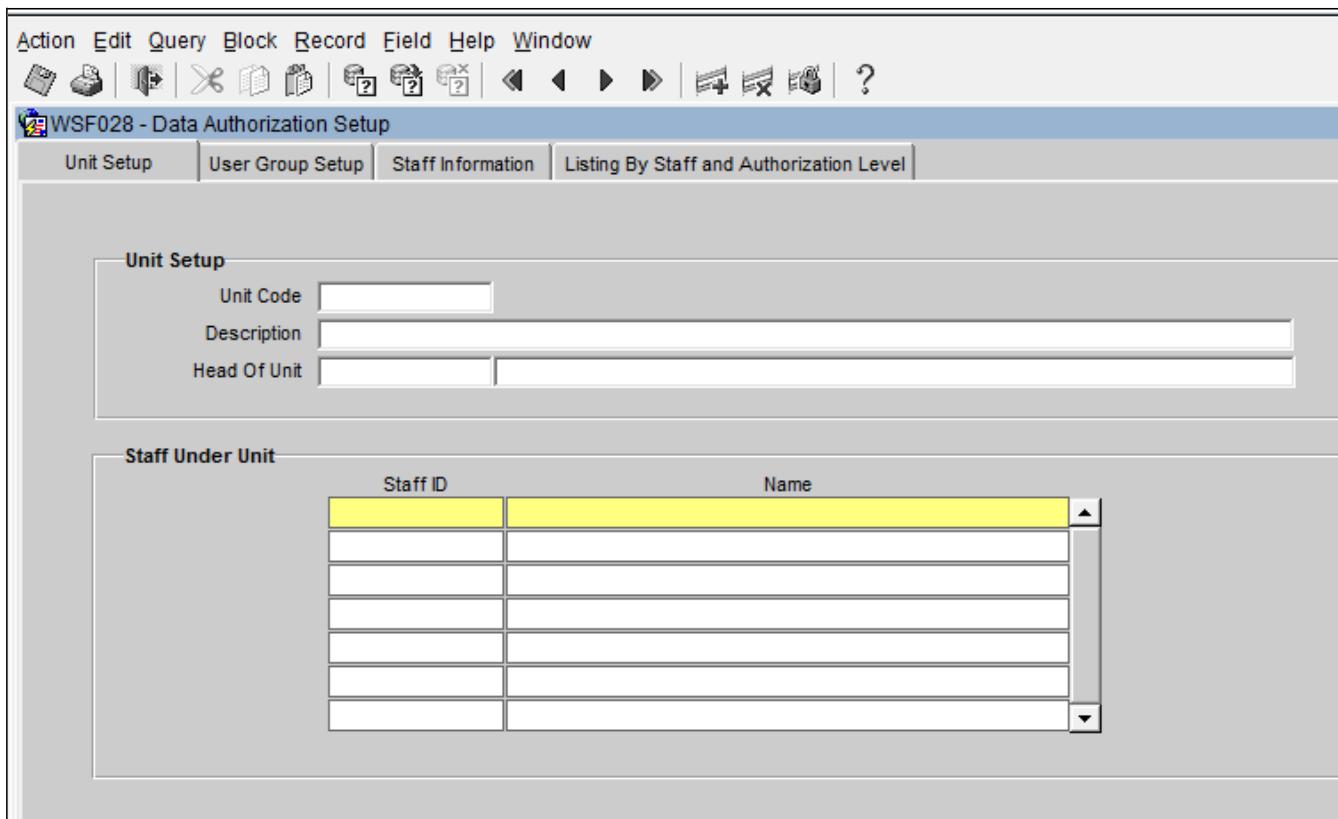


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		<b>Tarikh : 8 JANUARI 2016</b>
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## Setting Up Finance User

Admin can setup unit and user group and assign staff to the unit and user group. Admin can also setup signing privilege and generated finance user related report using the **Finance User Setup** screen. This screen can be accessed by selecting **Setup > Finance User Setup** from the main menu.



The screenshot shows the WSF028 - Data Authorization Setup application interface. The title bar reads "WSF028 - Data Authorization Setup". The menu bar includes Action, Edit, Query, Block, Record, Field, Help, and Window. Below the menu is a toolbar with various icons. The main window has four tabs at the top: Unit Setup (selected), User Group Setup, Staff Information, and Listing By Staff and Authorization Level. The Unit Setup tab displays fields for Unit Code, Description, and Head Of Unit. The Staff Under Unit section contains a table with columns for Staff ID and Name, showing several rows of staff information. The Staff ID column for the first row is highlighted in yellow.

Staff ID	Name

**Figure 1-WSF028-1:** Finance User Setup – Unit Setup Tab

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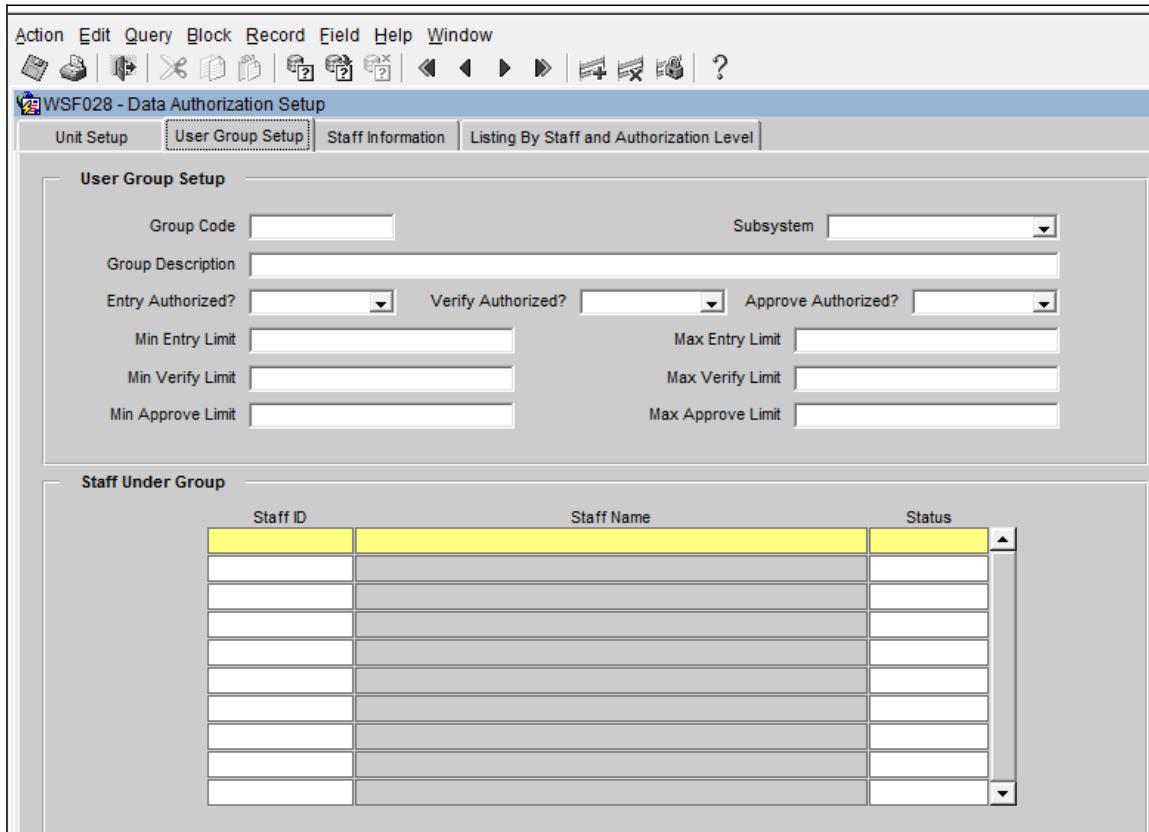
Click on **Unit Setup** tab [*Figure 1-WSF028-1*] to setup unit. Fill in the provided fields and

click on **Save**  button. The fields are explained, as followed:

Field Name	Description	Required
Unit Code	Unit's code	Y
Description	Unit's description	Y
Head of Unit	Head of unit is selected from list of value	
Staff ID & Name	Staff under this unit is selected from list of	

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Click on **User Group Setup** tab [**Figure 1-WSF028-2**] to setup user group.



The screenshot shows a software interface titled "WSF028 - Data Authorization Setup". The "User Group Setup" tab is selected. The window has a toolbar at the top with various icons. Below the toolbar, there are several input fields and dropdown menus for defining a user group. The "User Group Setup" section includes fields for Group Code, Subsystem, Group Description, and three authorization levels (Entry Authorized?, Verify Authorized?, Approve Authorized?) each with min and max limit inputs. The "Staff Under Group" section displays a grid table with columns for Staff ID, Staff Name, and Status, containing 10 rows of staff information.

**Figure 1-WSF028-2:** Finance User Setup – User Group Setup Tab

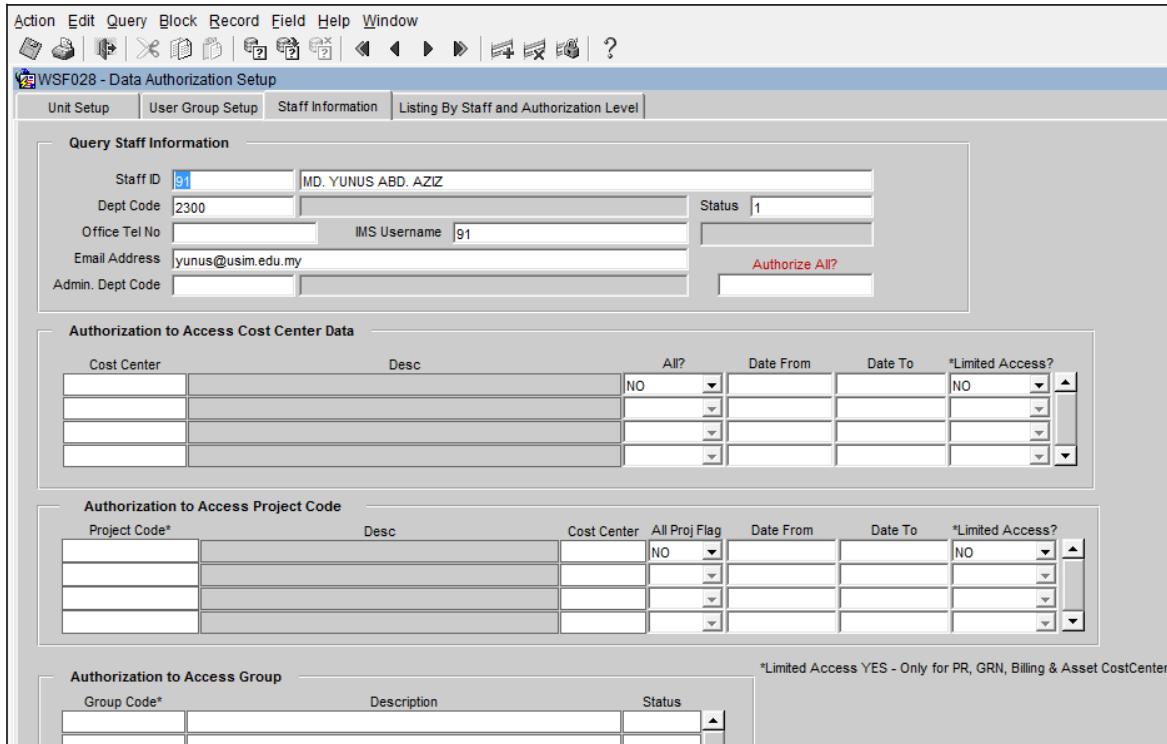
Fill in the provided fields and click on **Save**  button. The fields are explained, as followed:

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		<b>Tarikh : 8 JANUARI 2016</b>
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Field Name	Description	Required
Group Code	User group's code	Y
Group Description	User group's description	Y
Subsystem	MYFIS subsystem i.e. Budgeting, Purchasing, etc	
Entry Authorized?	Select Yes if user is authorized to do entry process	
Verify Authorized?	Select Yes if user is authorized to verify process	
Approve Authorized?	Select Yes if user is authorized to approve process	
Min Entry Limit	Minimum limit amount for group's entry process	
Max Entry Limit	Maximum limit amount for group's entry process	
Min Verify Limit	Minimum limit amount for group's verify process	
Max Verify Limit	Maximum limit amount for group's verify process	
Min Approve Limit	Minimum limit amount for group's approve process	
Max Approve Limit	Maximum limit amount for group's approve process	
Staff ID & Name	Staff under this user group is selected from list of value displayed when user click on LOV button	
Status	Staff setup status, whether ENTRY, APPROVE or REJECT	

Admin can manage authorization by staff. Click on **Staff Information** tab [**Figure 1-WSF028-3**] to begin.

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The screenshot shows the 'WSF028 - Data Authorization Setup' application window. The title bar includes 'Action Edit Query Block Record Field Help Window'. Below the title bar, there are several icons. The main menu has tabs: Unit Setup, User Group Setup, Staff Information, and Listing By Staff and Authorization Level. The current view is the Staff Information tab.

**Query Staff Information:** This section contains fields for Staff ID (91), Dept Code (2300), Office Tel No, Email Address (yunus@usim.edu.my), Admin. Dept Code, and IMS Username (91). It also includes a 'Status' dropdown (1) and an 'Authorize All?' button.

**Authorization to Access Cost Center Data:** This section contains a table with columns: Cost Center, Desc, All?, Date From, Date To, and \*Limited Access?. There are four rows in the table.

**Authorization to Access Project Code:** This section contains a table with columns: Project Code\*, Desc, Cost Center, All Proj Flag, Date From, Date To, and \*Limited Access?. There are four rows in the table.

**Authorization to Access Group:** This section contains a table with columns: Group Code\*, Description, and Status. There are two rows in the table.

A note at the bottom right states: \*Limited Access YES - Only for PR, GRN, Billing & Asset CostCenter.

**Figure 1-WSF028-3: Finance User Setup – Staff Information Tab**

First, Admin needs to query the desired staff to setup user's role and application authorization. Start by clicking on **Enter Query**  button. Enter **Staff ID** and click on **Execute Query**  button. System will display the queried staff's information.

To add **Authorization to Access Cost Centre Data**, fill in the provided fields or click on **All Cost Ctr** button to add all cost centre and click on **Save**  button. The fields are explained, as followed:

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		<b>Tarikh : 8 JANUARI 2016</b>
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Field Name	Description	Required
Code	Cost Centre code is selected from list of value displayed when user click on LOV <input type="button" value="..."/>	
Start Date	Authorized duration's start date. Assigned staff can start accessing on this date	Y
End Date	Authorized duration's end date. Assigned staff will not be able to access starting from this date	
Limited Access	Access limited for Purchasing, GRN, Billing and Asset	

To add **Authorization to Access Project Code**, fill in the provided fields or click on **All Project Code** button to add all project code under cost centre and click on **Save**  button. The fields are explained, as followed:



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Field Name	Description	Required
Code	Cost Centre code is selected from list of value displayed when user click on LOV button	
Start Date	Authorized duration's start date. Assigned staff can start accessing on this date	Y
End Date	Authorized duration's end date. Assigned staff will not be able to access starting from this date	
Limited Access	Access limited for Purchasing, GRN, Billing and Asset	

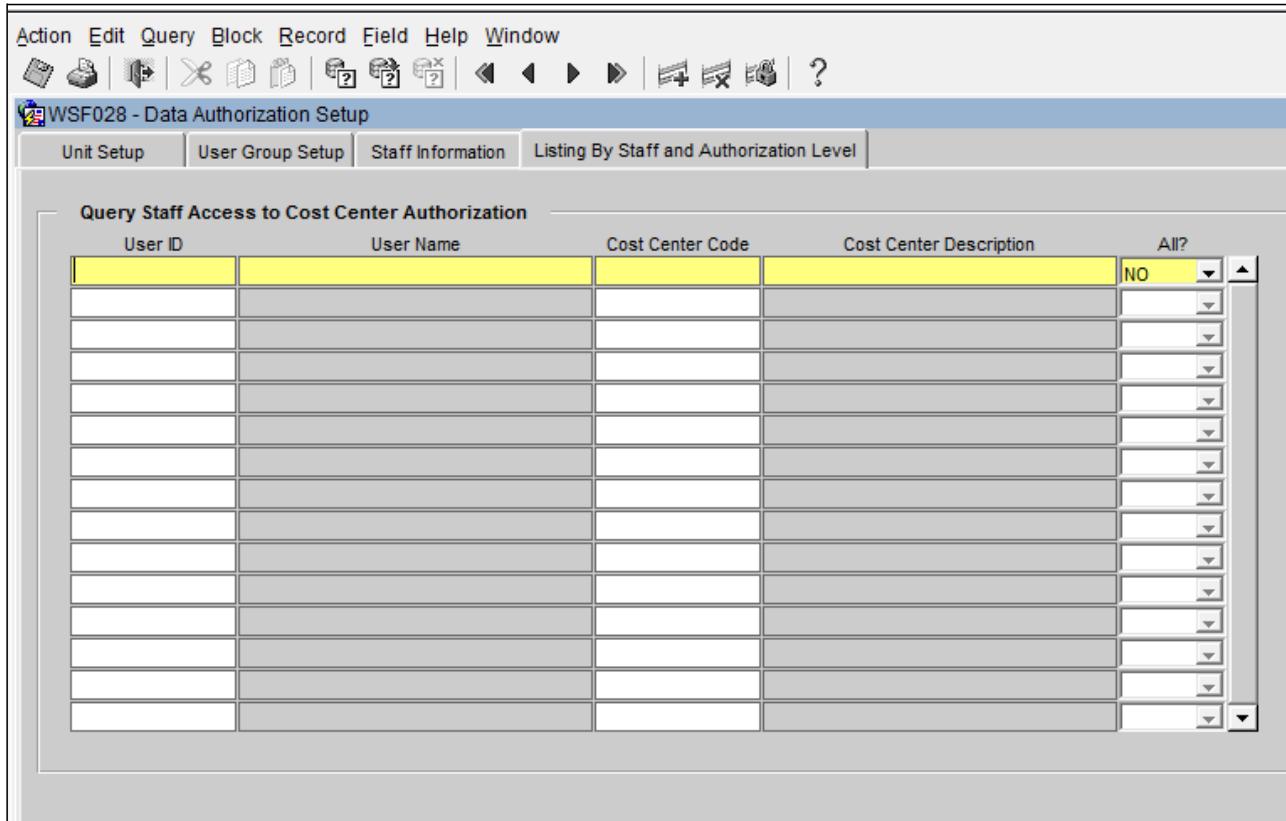
To add **Authorization to Access Group**, fill in the provided fields and click on **Save**  button. The fields are explained, as followed:

Field Name	Description	Required
Group Code	Fund code is selected from list of value displayed when user click on F9 button	
Status	Access status	

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## Viewing Listing by Staff and Authorization Level

This screen can be accessed by selecting **Setup >> Finance User Setup** from the main menu. To view **Listing by Staff and Authorization Level**, click on **Listing by Staff and Authorization Level** tab [*Figure 1-WSF028-6*].



The screenshot shows a software application window titled "WSF028 - Data Authorization Setup". The menu bar includes Action, Edit, Query, Block, Record, Field, Help, and Window. Below the menu is a toolbar with various icons. The main area has tabs: Unit Setup, User Group Setup, Staff Information, and Listing By Staff and Authorization Level (which is highlighted). A sub-section titled "Query Staff Access to Cost Center Authorization" contains a table with columns: User ID, User Name, Cost Center Code, Cost Center Description, and All? (with a dropdown menu showing "NO"). The table has approximately 20 rows of data.

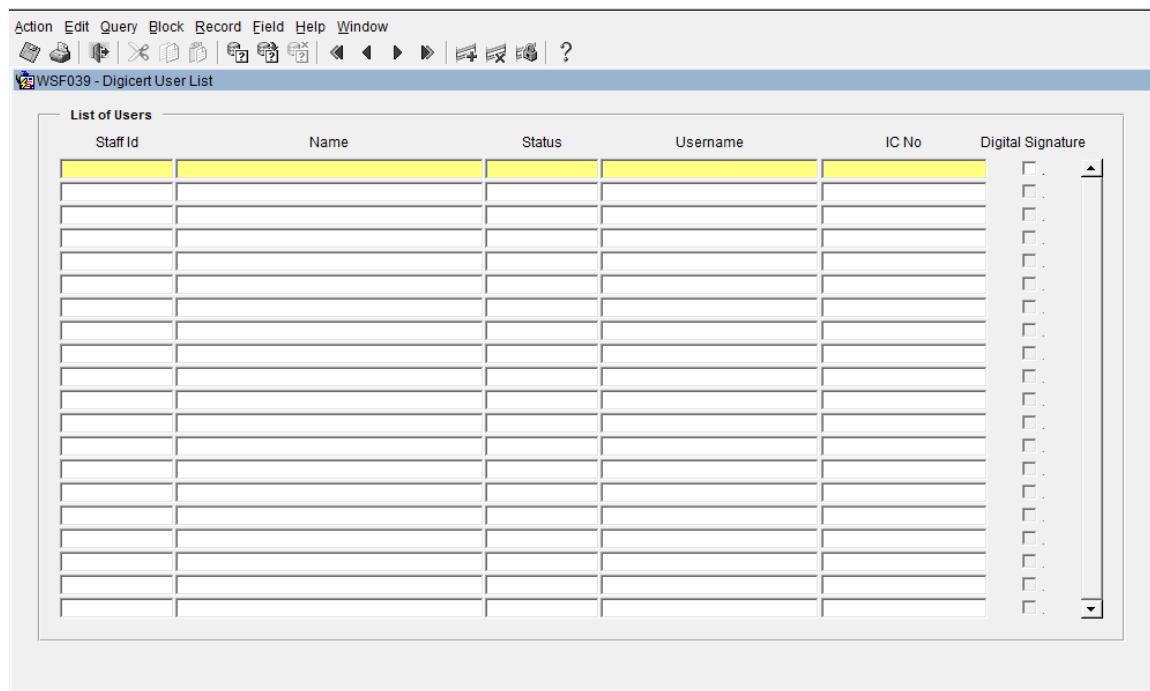
**Figure 1-WSF028-6:** Finance User Setup – Listing by Staff and Authorization Level Tab

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## Viewing List of Users

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### Setup >> Digital Signature User List (WSF039)




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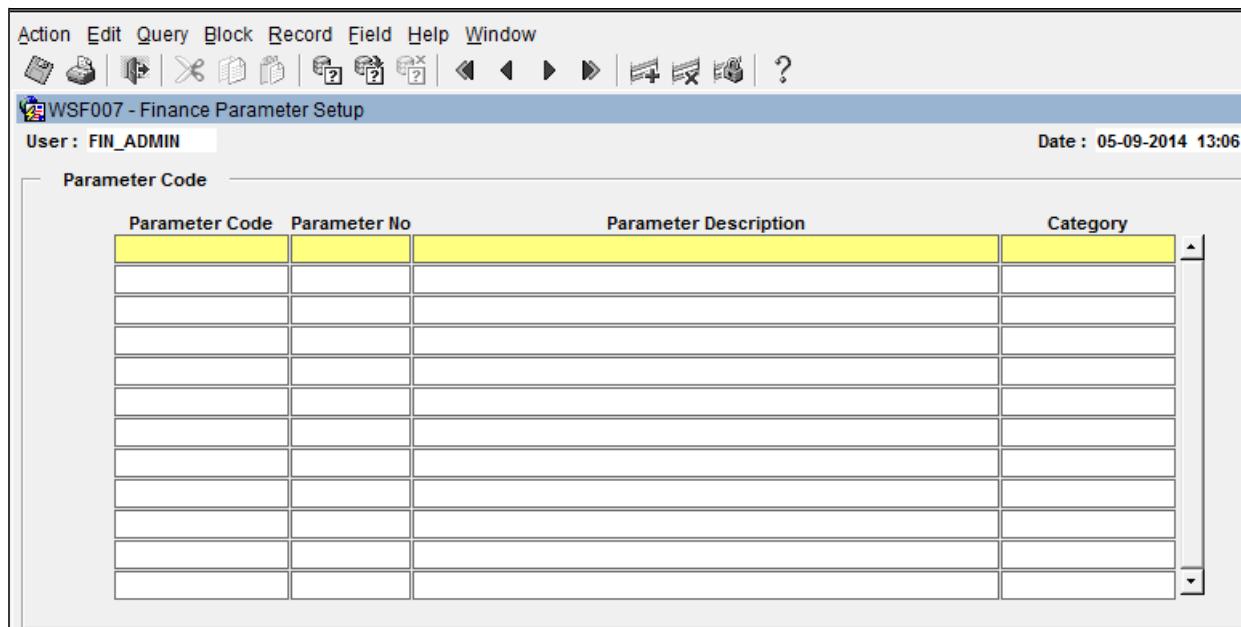
**Figure 1-WSF039-1: Digicert User List**

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## Setting Up Finance Parameter

Finance parameter will be used throughout the MYFIS system. This screen can be accessed by selecting **Setup >> Finance Parameter** from the main menu.



Parameter Code	Parameter No	Parameter Description	Category

**Figure 1-WSF007-1: Finance Parameter Setup**

To add new parameter, click on **Insert Record**  button. Fill in the provided fields and click on **Save**  button. The fields are explained, as followed:

Field Name	Description	Required
Parameter Code	Parameter's code	
Parameter No	Parameter's number	

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		<b>Tarikh : 8 JANUARI 2016</b>
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Field Name	Description	Required
Parameter	Parameter's description	
Description		
Category	Parameter's category	

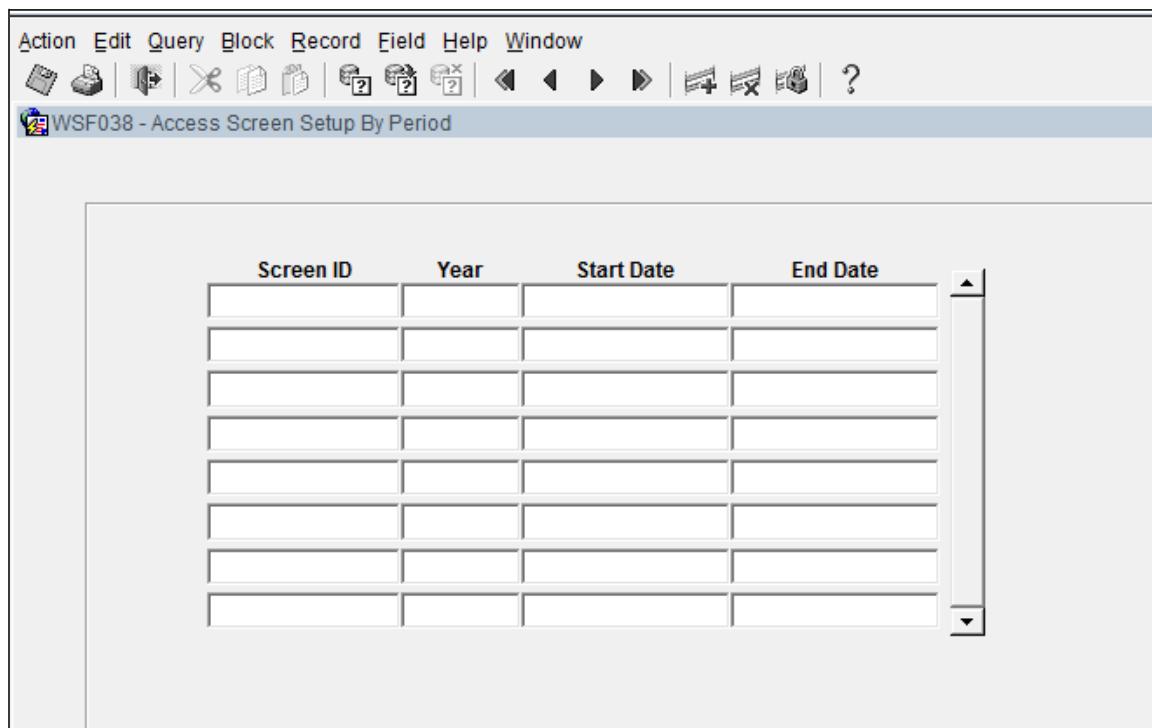
User can update information on this screen. Select any desired info and make the desired change. Then, click on **Save**  button.

User can also delete setup, as long as this setup is not used by any other screen in the system. Place cursor on the desired info and click on **Delete**  button. Then, click on **Save**  button.

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## Setting Up Screen Authorization by Period

Some screens may be accessed for certain period only. Admin can specify screen authorization by period. This screen can be accessed by selecting **Setup > Screen Authorization by Period** from the main menu.



Screen ID	Year	Start Date	End Date

**Figure 1-WSF038-1: Access Screen Setup by Period**

Begin by selecting **Company** from dropdown list. To add new access screen by period, click on **Insert Record**  button. Fill in the provided fields and click on **Save**  button. The fields are explained, as followed:

<b>Field Name</b>	<b>Description</b>	<b>Required</b>
Screen ID & Name	Screen ID and name of the system. Screen	

 <p><b>UNIVERSITI PENDIDIKAN SULTAN IDRIS</b></p> <p>جامعة سلطان اوريس لاريسيتي پنديدين سلطان اوريس</p> <p>SULTAN IDRIS EDUCATION UNIVERSITY</p>	<b>MANUAL PENGGUNA PENGURUSAN GENERAL SETUP (GENERAL SETUP MANAGEMENT)</b>	<b>Muka surat :19/57</b>
		<b>Tarikh : 8 JANUARI 2016</b>
	<b>UPSI(ISO)/BEN/P11/MP01</b>	<b>Pindaan : 00</b>

Field Name	Description	Required
	ID and name is displayed when user click on LOV button	
Year	Year of the authorization	
Start Date	Authorized duration's start date. Screen can be accessed starting from this date. Date is displayed when user click on LOV button	
End Date	Authorized duration's end date. Screen will can't be accessed starting from this date. Date is displayed when user click on LOV button	

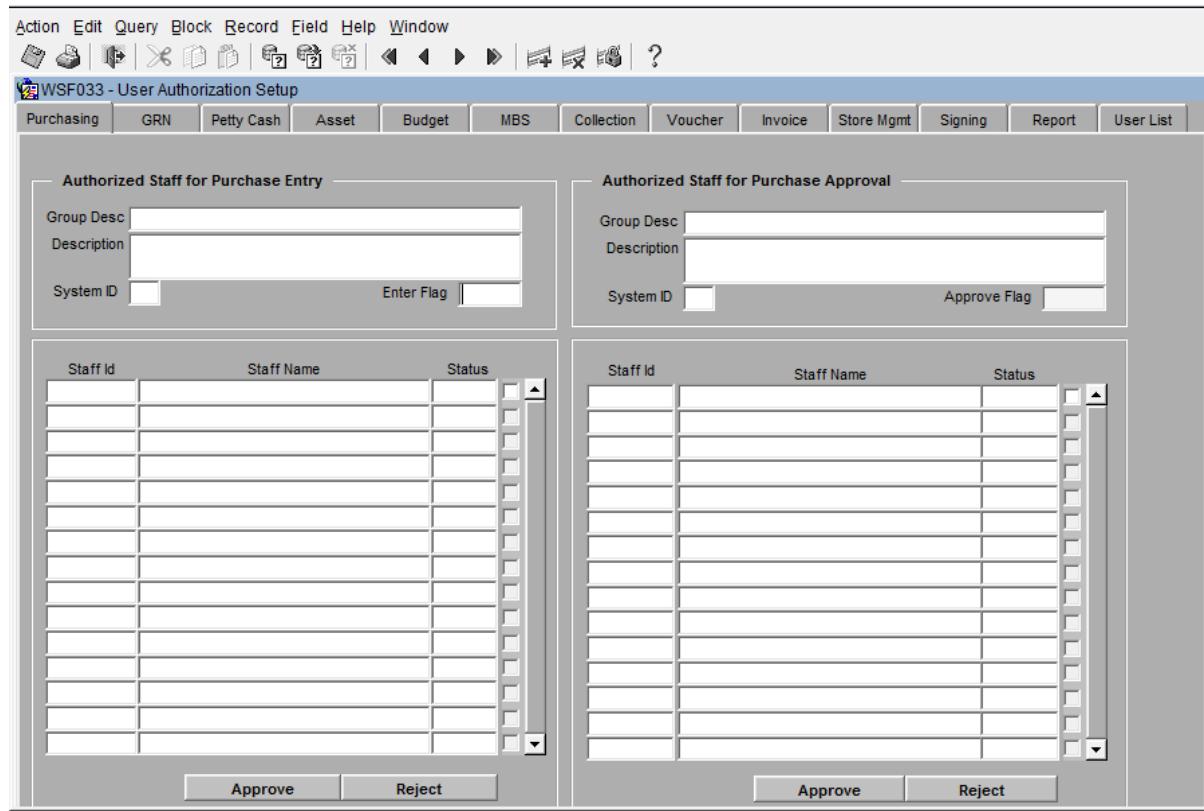
User can update information on this screen. Select any desired info and make the desired change. Then, click on **Save**  button.

User can also delete setup. Place cursor on the desired info and click on **Delete**  button. Then, click on **Save**  button.

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		<b>Tarikh : 8 JANUARI 2016</b>
	<b>UPSI(ISO)/BEN/P11/MP01</b>	<b>Pindaan : 00</b>

## Setting Up User Authorization

### Setup >> Finance Group Authorization



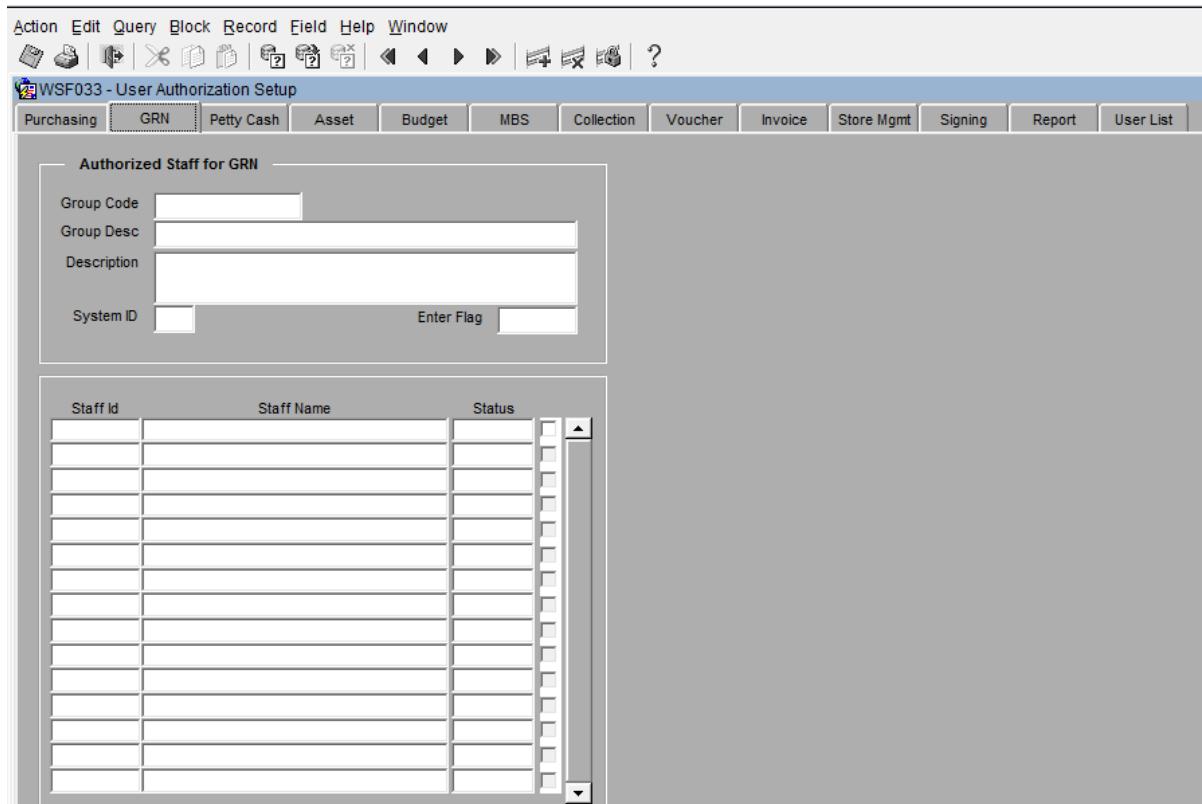
The screenshot shows the WSF033 - User Authorization Setup application window. The title bar reads "WSF033 - User Authorization Setup". The menu bar includes Action, Edit, Query, Block, Record, Field, Help, and Window. The toolbar contains various icons for file operations like Open, Save, Print, etc. The main menu bar has tabs: Purchasing, GRN, Petty Cash, Asset, Budget, MBS, Collection, Voucher, Invoice, Store Mgmt, Signing, Report, and User List. The "Purchasing" tab is selected.

The interface is divided into two main sections:

- Authorized Staff for Purchase Entry:** Contains fields for Group Desc, Description, System ID, Enter Flag, and a list of staff entries (Staff Id, Staff Name, Status) with checkboxes in the last column. Buttons for Approve and Reject are at the bottom.
- Authorized Staff for Purchase Approval:** Contains fields for Group Desc, Description, System ID, Approve Flag, and a list of staff entries (Staff Id, Staff Name, Status) with checkboxes in the last column. Buttons for Approve and Reject are at the bottom.

**Figure 1-WSF033-1: User Authorization Setup – Purchasing Tab**

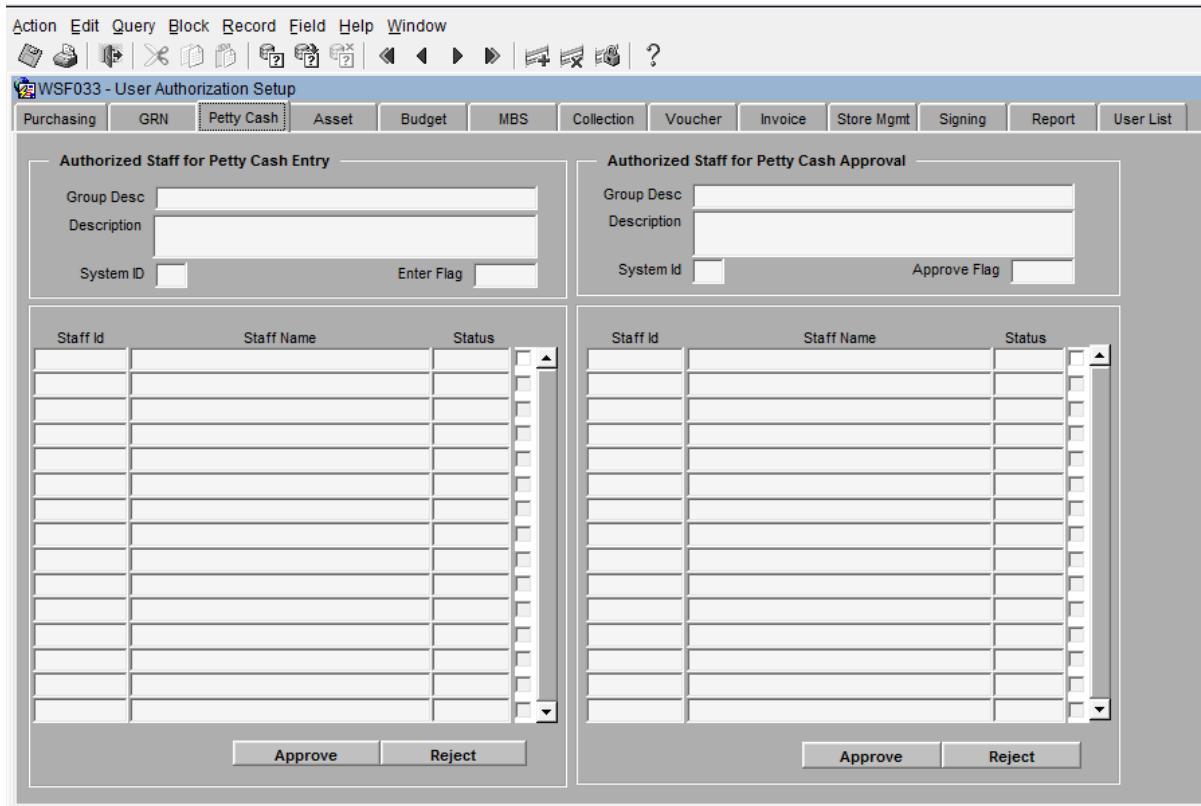
 <p><b>UNIVERSITI PENDIDIKAN SULTAN IDRIS</b> الجامعة السلطانية الملكية المفدى جامعة سلطان ابراهيم SULTAN IDRIS EDUCATION UNIVERSITY</p>	<b>MANUAL PENGGUNA PENGURUSAN GENERAL SETUP (GENERAL SETUP MANAGEMENT)</b>	<b>Muka surat :21/57</b>
		<b>Tarikh : 8 JANUARI 2016</b>
	<b>UPSI(ISO)/BEN/P11/MP01</b>	<b>Pindaan : 00</b>



The screenshot shows the WSF033 - User Authorization Setup application. The main window has a menu bar with Action, Edit, Query, Block, Record, Field, Help, and Window. Below the menu is a toolbar with various icons. The title bar reads "WSF033 - User Authorization Setup". The interface features several tabs at the top: Purchasing, GRN (which is selected), Petty Cash, Asset, Budget, MBS, Collection, Voucher, Invoice, Store Mgmt, Signing, Report, and User List. On the left, there is a section titled "Authorized Staff for GRN" with input fields for Group Code, Group Desc, Description, System ID, and Enter Flag. To the right of this is a large grid table with columns labeled "Staff Id", "Staff Name", and "Status". The grid contains many rows of data, each with a checkbox in the "Status" column.

**Figure 1-WSF033-1: User Authorization Setup – GRN Tab**

 <p><b>UNIVERSITI PENDIDIKAN SULTAN IDRIS</b> لوگوییتی پنیدیکن سلطان ادریس SULTAN IDRIS EDUCATION UNIVERSITY</p>	<b>MANUAL PENGGUNA PENGURUSAN GENERAL SETUP (GENERAL SETUP MANAGEMENT)</b>	<b>Muka surat :22/57</b>
		<b>Tarikh : 8 JANUARI 2016</b>
<b>UPSI(ISO)/BEN/P11/MP01</b>		<b>Pindaan : 00</b>



The screenshot shows the WSF033 - User Authorization Setup application window. At the top, there is a menu bar with Action, Edit, Query, Block, Record, Field, Help, Window, and several icons. Below the menu is a toolbar with icons for file operations like Open, Save, Print, etc. The main title is "WSF033 - User Authorization Setup". The tabs at the top of the main area are Purchasing, GRN, Petty Cash (which is selected), Asset, Budget, MBS, Collection, Voucher, Invoice, Store Mgmt, Signing, Report, and User List. The "Petty Cash" tab contains two sections: "Authorized Staff for Petty Cash Entry" and "Authorized Staff for Petty Cash Approval". Each section has fields for Group Desc, Description, System ID, and Enter Flag/Accord Flag. Below these are two large grid tables listing staff details: Staff Id, Staff Name, and Status. At the bottom of each section are "Approve" and "Reject" buttons.

**Figure 1-WSF033-1: User Authorization Setup – Petty Cash Tab**

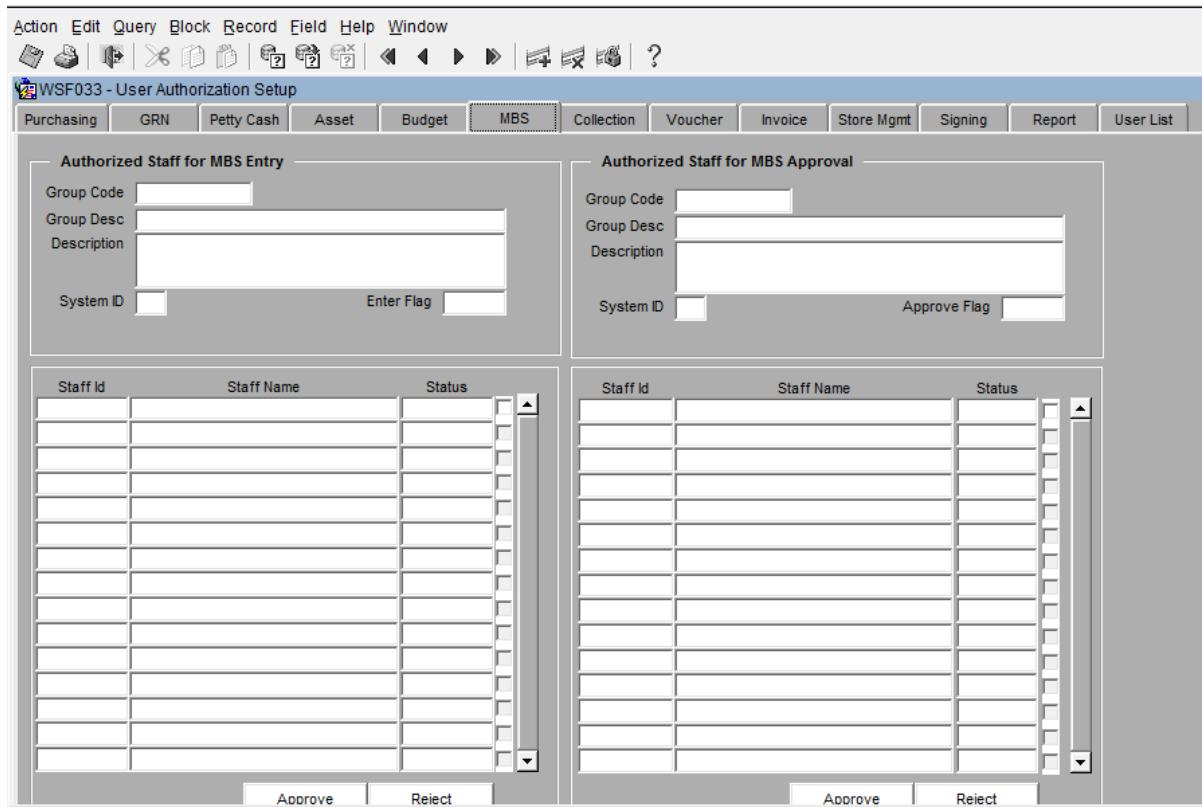
 <p><b>UNIVERSITI PENDIDIKAN SULTAN IDRIS</b></p> <p>الجامعة الإسلامية جامعة سلطان ابراهيم</p> <p>SULTAN IDRIS EDUCATION UNIVERSITY</p>	<b>MANUAL PENGGUNA PENGURUSAN GENERAL SETUP (GENERAL SETUP MANAGEMENT)</b>	<b>Muka surat :23/57</b> <b>Tarikh : 8 JANUARI 2016</b> <b>UPSI(ISO)/BEN/P11/MP01</b> <b>Pindaan : 00</b>
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**Figure 1-WSF033-1:** User Authorization Setup – Asset Tab

 <b>UNIVERSITI</b> <b>PENDIDIKAN</b> <b>SULTAN IDRIS</b> اونیورسٹیٰ پنڈیدیکن سلطان ادریس <small>SULTAN IDRIS EDUCATION UNIVERSITY</small>	<b>MANUAL PENGGUNA PENGURUSAN</b> <b>GENERAL SETUP</b> <b>(GENERAL SETUP MANAGEMENT)</b>	<b>Muka surat :24/57</b>  <b>Tarikh : 8 JANUARI 2016</b>  <b>UPSI(ISO)/BEN/P11/MP01</b>  <b>Pindaan : 00</b>
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## **Figure 1-WSF033-1: User Authorization Setup – Budget Tab**

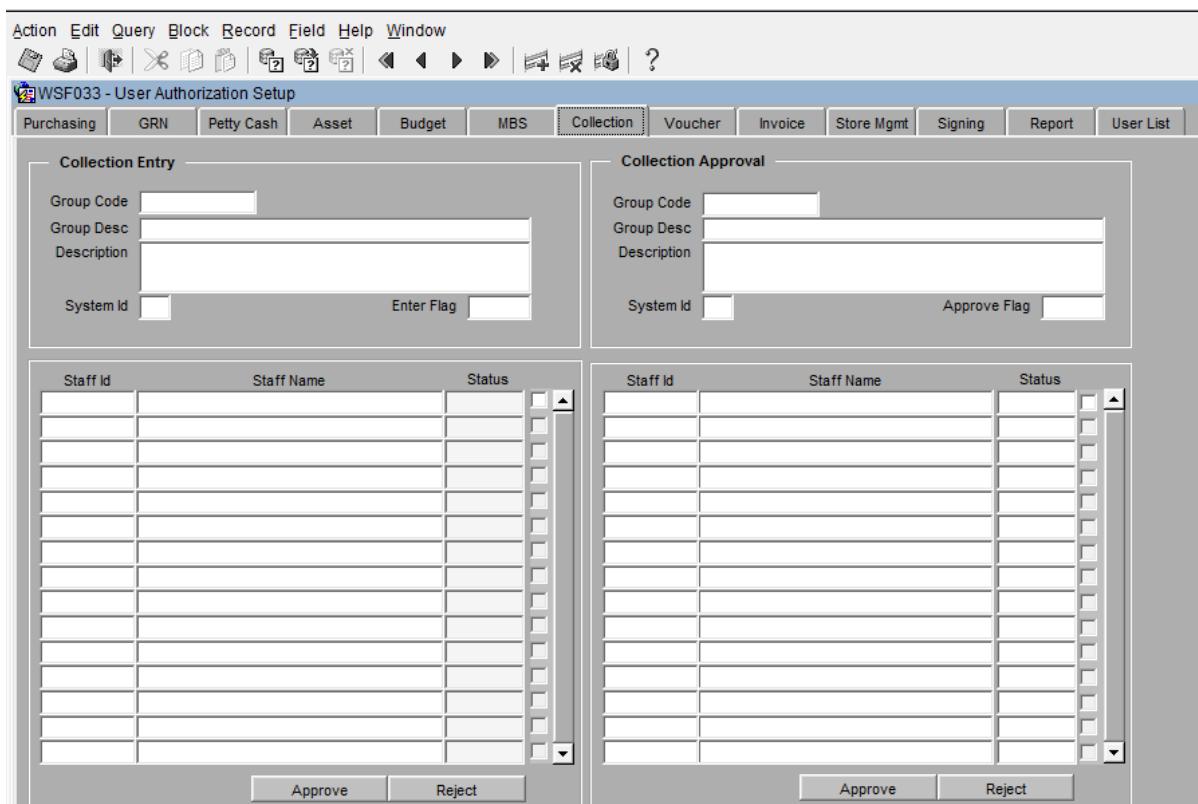
 <p><b>UNIVERSITI PENDIDIKAN SULTAN IDRIS</b> لوگوییتی قندیدیقن سلطان اوریس SULTAN IDRIS EDUCATION UNIVERSITY</p>	<b>MANUAL PENGGUNA PENGURUSAN GENERAL SETUP (GENERAL SETUP MANAGEMENT)</b>	<b>Muka surat :25/57</b>
		<b>Tarikh : 8 JANUARI 2016</b>
	<b>UPSI(ISO)/BEN/P11/MP01</b>	<b>Pindaan : 00</b>



The screenshot shows the WSF033 - User Authorization Setup application. The top navigation bar includes Action, Edit, Query, Block, Record, Field, Help, and Window. Below the menu is a toolbar with various icons. The main window title is 'WSF033 - User Authorization Setup'. The 'MBS' tab is selected. The interface is divided into two main sections: 'Authorized Staff for MBS Entry' and 'Authorized Staff for MBS Approval'. Each section contains input fields for Group Code, Group Desc, Description, System ID, Enter Flag, and Approve Flag. Below these sections are two large grids displaying staff information. Each grid has columns for Staff Id, Staff Name, and Status. At the bottom of each grid are 'Approve' and 'Reject' buttons.

**Figure 1-WSF033-1: User Authorization Setup – MBS Tab**

 <p><b>UNIVERSITI</b> <b>PENDIDIKAN</b> <b>SULTAN IDRIS</b> الجامعة السلطانية للدراسات الابتدائية والثانوية SULTAN IDRIS EDUCATION UNIVERSITY</p>	<p><b>MANUAL PENGGUNA PENGURUSAN</b> <b>GENERAL SETUP</b> <b>(GENERAL SETUP MANAGEMENT)</b></p>	<p><b>Muka surat :26/57</b></p>
		<p><b>Tarikh : 8 JANUARI 2016</b></p>
	<p><b>UPSI(ISO)/BEN/P11/MP01</b></p>	<p><b>Pindaan : 00</b></p>

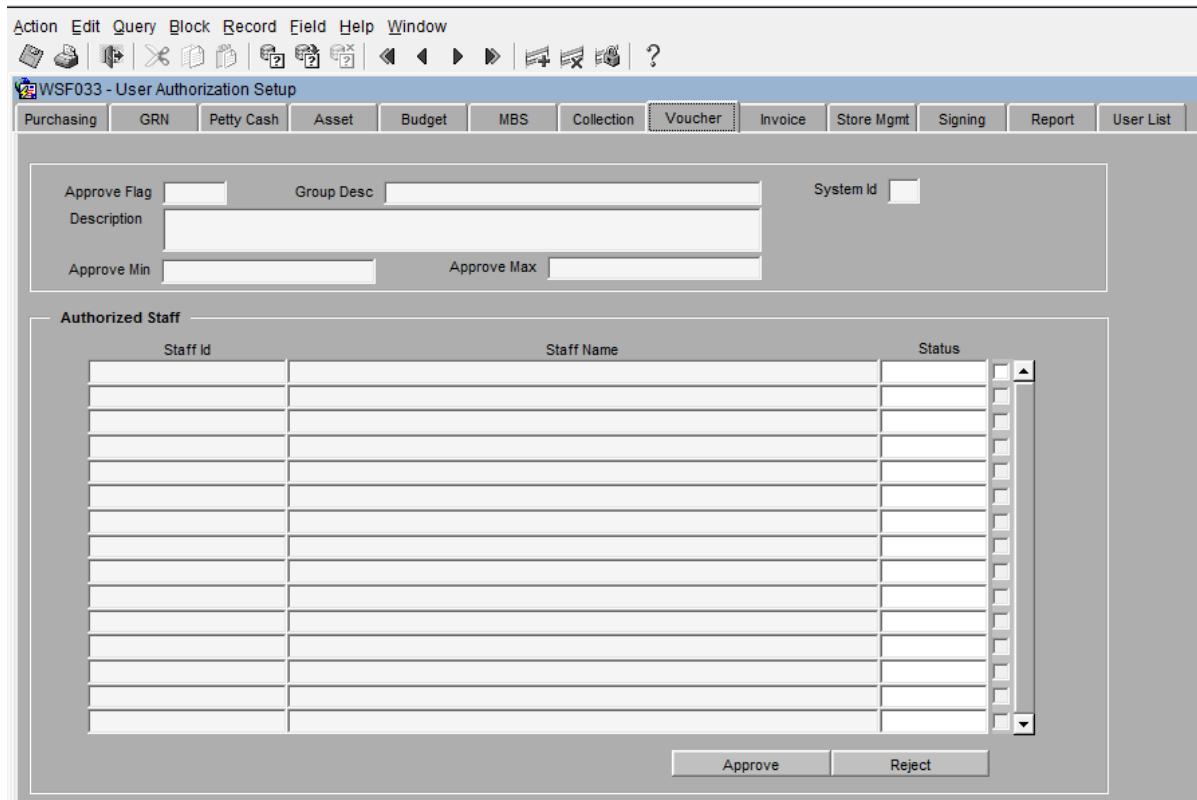


The screenshot shows the 'WSF033 - User Authorization Setup' application window. The 'Collection' tab is active. The interface is divided into several sections:

- Action Bar:** Action, Edit, Query, Block, Record, Field, Help, Window.
- Toolbar:** Includes icons for various functions like Print, Copy, Paste, Cut, Undo, Redo, Find, Replace, etc.
- Tab Bar:** Purchasing, GRN, Petty Cash, Asset, Budget, MBS, Collection (highlighted in blue), Voucher, Invoice, Store Mgmt, Signing, Report, User List.
- Collection Entry Section:** Contains fields for Group Code, Group Desc, Description, System Id, Enter Flag, and a collection of checkboxes below.
- Collection Approval Section:** Contains fields for Group Code, Group Desc, Description, System Id, Approve Flag, and a collection of checkboxes below.
- Staff Grids:** Two large grids for managing staff information. Each grid has columns for Staff Id, Staff Name, and Status, with a collection of checkboxes to the right of the status column.
- Buttons:** Approve and Reject buttons located at the bottom of the staff grids.

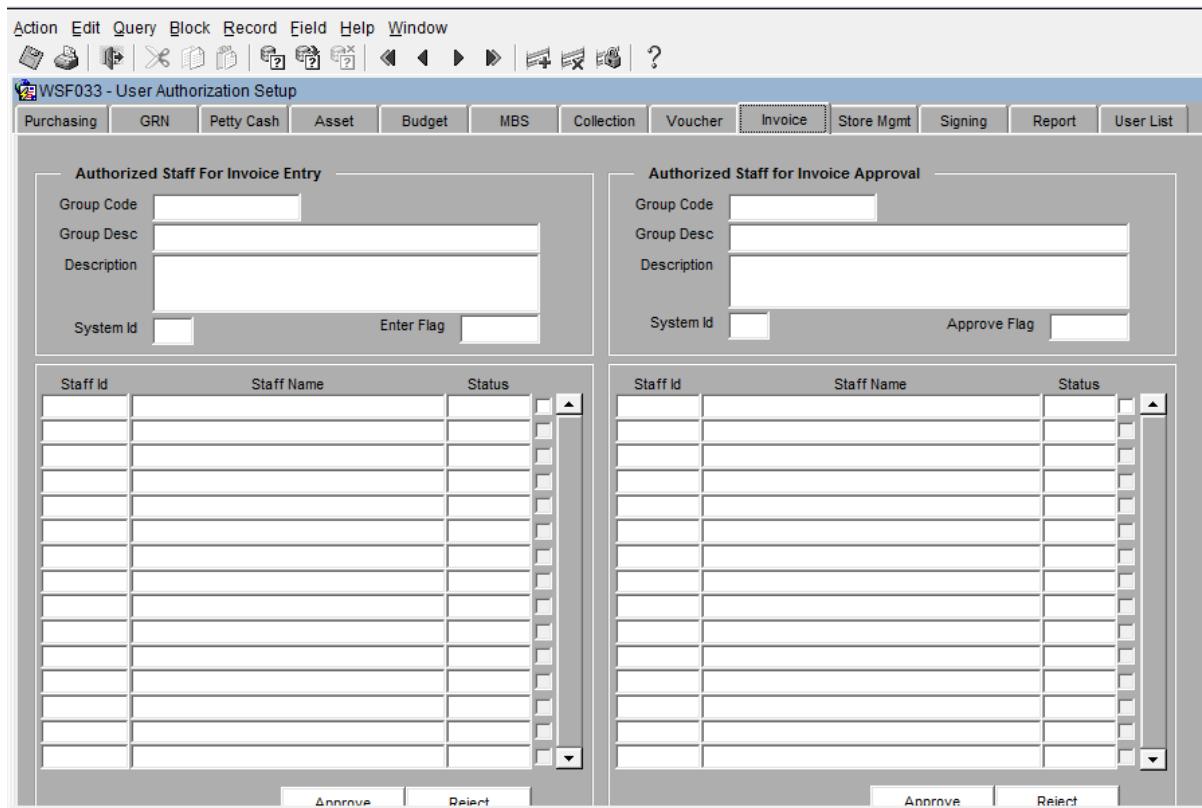
**Figure 1-WSF033-1: User Authorization Setup – Collection Tab**

 <p><b>UNIVERSITI PENDIDIKAN SULTAN IDRIS</b> لوگوییتی پنڈیدیکن سلطان ادریس SULTAN IDRIS EDUCATION UNIVERSITY</p>	<b>MANUAL PENGGUNA PENGURUSAN GENERAL SETUP (GENERAL SETUP MANAGEMENT)</b>	<b>Muka surat :27/57</b>
		<b>Tarikh : 8 JANUARI 2016</b>
	<b>UPSI(ISO)/BEN/P11/MP01</b>	<b>Pindaan : 00</b>



**Figure 1-WSF033-1: User Authorization Setup – Voucher Tab**

 <p><b>UNIVERSITI PENDIDIKAN SULTAN IDRIS</b> لوگوییتی پنڈیدیقون سلطان اوریس SULTAN IDRIS EDUCATION UNIVERSITY</p>	<b>MANUAL PENGGUNA PENGURUSAN GENERAL SETUP (GENERAL SETUP MANAGEMENT)</b>	<b>Muka surat :28/57</b> <b>Tarikh : 8 JANUARI 2016</b>
	<b>UPSI(ISO)/BEN/P11/MP01</b>	<b>Pindaan : 00</b>



The screenshot shows the WSF033 - User Authorization Setup application interface. The top menu bar includes Action, Edit, Query, Block, Record, Field, Help, Window, and various icons. Below the menu is a toolbar with buttons for file operations like Open, Save, Print, and Exit. The main window title is "WSF033 - User Authorization Setup". The tabs at the top are Purchasing, GRN, Petty Cash, Asset, Budget, MBS, Collection, Voucher, **Invoice**, Store Mgmt, Signing, Report, and User List. The "Invoice" tab is currently selected. The screen is divided into two main sections: "Authorized Staff For Invoice Entry" on the left and "Authorized Staff for Invoice Approval" on the right. Both sections have input fields for Group Code, Group Desc, Description, System Id, Enter Flag, and Approve Flag. Below these are two large grids listing staff details: Staff Id, Staff Name, and Status. At the bottom of each grid are "Approve" and "Reject" buttons.

**Figure 1-WSF033-1: User Authorization Setup – Invoice Tab**

 <b>UNIVERSITI</b> <b>PENDIDIKAN</b> <b>SULTAN IDRIS</b> اونیورسٹیٰ پنڈیدکن سلطان ادریس <small>SULTAN IDRIS EDUCATION UNIVERSITY</small>	<b>MANUAL PENGGUNA PENGURUSAN</b> <b>GENERAL SETUP</b> <b>(GENERAL SETUP MANAGEMENT)</b>	<b>Muka surat :29/57</b>  <b>Tarikh : 8 JANUARI 2016</b>  <b>UPSI(ISO)/BEN/P11/MP01</b>  <b>Pindaan : 00</b>
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**Figure 1-WSF033-1:** User Authorization Setup – Store Mgmt Tab

 <p><b>UNIVERSITI</b> <b>PENDIDIKAN</b> <b>SULTAN IDRIS</b> الجامعة الإسلامية سلطان ابراهيم SULTAN IDRIS EDUCATION UNIVERSITY</p>	<b>MANUAL PENGGUNA PENGURUSAN</b> <b>GENERAL SETUP</b> <b>(GENERAL SETUP MANAGEMENT)</b>	<b>Muka surat :30/57</b>
		<b>Tarikh : 8 JANUARI 2016</b>
	<b>UPSI(ISO)/BEN/P11/MP01</b>	<b>Pindaan : 00</b>

**Figure 1-WSF033-1:** User Authorization Setup – Signing Tab

Action Edit Query Block Record Field Help Window

WSF033 - User Authorization Setup

Purchasing	GRN	Petty Cash	Asset	Budget	MBS	Collection	Voucher	Invoice	Store Mgmt	Signing	<b>Report</b>	User List
------------	-----	------------	-------	--------	-----	------------	---------	---------	------------	---------	---------------	-----------

Title   ...

Staff Name   ...

Effective Date  (dd-mm-yyyy)

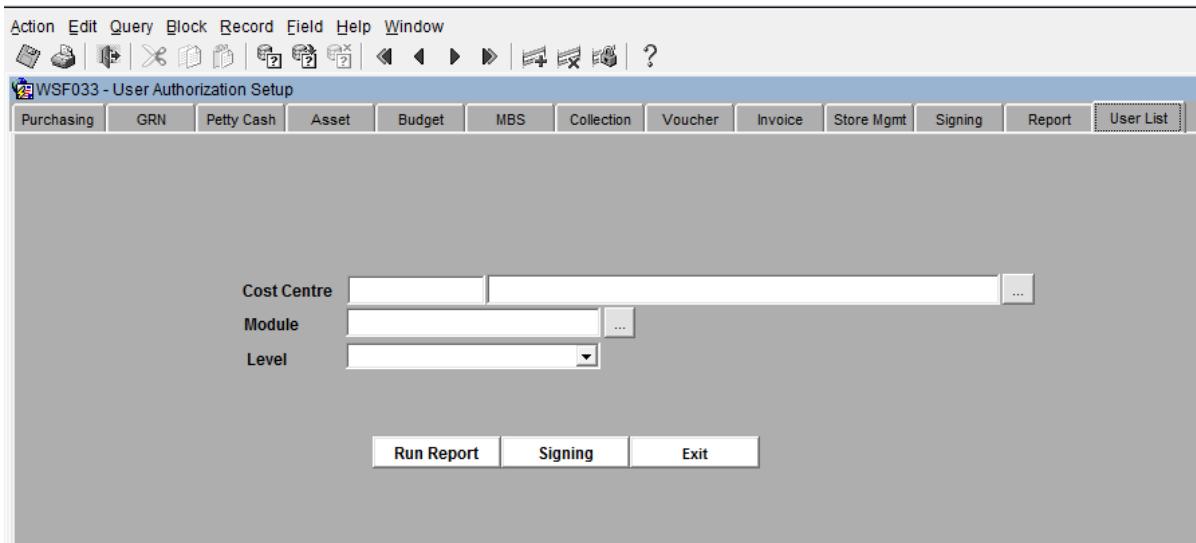
Sign By   ... \* Surat /Memo Perwakilan Kuasa

Sign Date  (dd-mm-yyyy) \* Surat/Memo Perwakilan Kuasa

Surat Perwakilan Kuasa	Memo	Memo SPK
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**Figure 1-WSF033-1:** User Authorization Setup – Report Tab

 <p><b>UNIVERSITI PENDIDIKAN SULTAN IDRIS</b> الجامعة السلطانية للدراسات العلية</p> <p>SULTAN IDRIS EDUCATION UNIVERSITY</p>	<b>MANUAL PENGGUNA PENGURUSAN GENERAL SETUP (GENERAL SETUP MANAGEMENT)</b>	<b>Muka surat :31/57</b>
		<b>Tarikh : 8 JANUARI 2016</b>
	<b>UPSI(ISO)/BEN/P11/MP01</b>	<b>Pindaan : 00</b>



**Figure 1-WSF033-1: User Authorization Setup – User List Tab**

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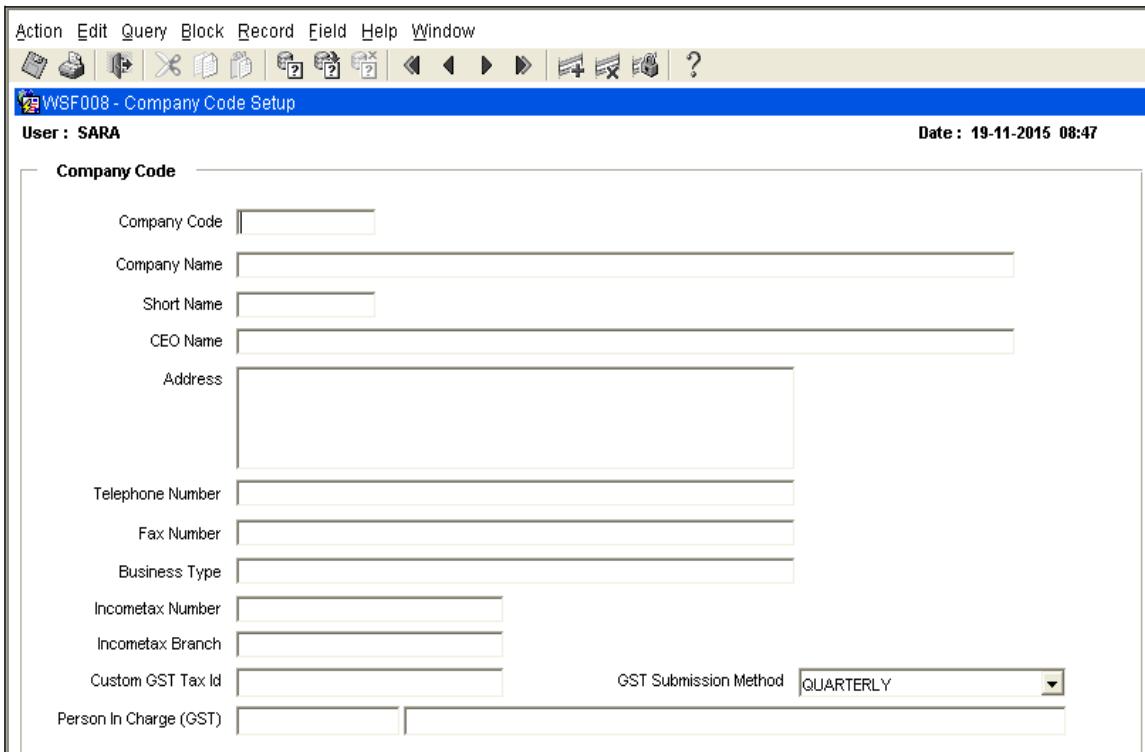


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 <p><b>UNIVERSITI PENDIDIKAN SULTAN IDRIS</b> الجامعة السلطانية للدراسات العلية</p> <p>SULTAN IDRIS EDUCATION UNIVERSITY</p>	<b>MANUAL PENGGUNA PENGURUSAN GENERAL SETUP (GENERAL SETUP MANAGEMENT)</b>	<b>Muka surat :32/57</b>
		<b>Tarikh : 8 JANUARI 2016</b>
	<b>UPSI(ISO)/BEN/P11/MP01</b>	<b>Pindaan : 00</b>

## Setting Up Company

Company information will be used throughout the MYFIS system. This screen can be accessed by selecting **Setup >> Company Code** from the main menu.



The screenshot shows the 'WSF008 - Company Code Setup' window. The window title is 'WSF008 - Company Code Setup'. The top bar includes standard application icons and a toolbar. The main area contains a form with the following fields:

- Company Code
- Company Name
- Short Name
- CEO Name
- Address
- Telephone Number
- Fax Number
- Business Type
- Incometax Number
- Incometax Branch
- Custom GST Tax Id
- Person In Charge (GST)

A dropdown menu for 'GST Submission Method' is set to 'QUARTERLY'.

**Figure 1-WSF008-1: Company Code Setup**

To add new company, click on **Insert Record**  button. Fill in the provided fields and click on **Save**  button. The fields are explained, as followed:

 <p><b>UNIVERSITI PENDIDIKAN SULTAN IDRIS</b> الجامعة السلطانية للدراسات العلية والدراسات المبكرة</p> <p>SULTAN IDRIS EDUCATION UNIVERSITY</p>	<b>MANUAL PENGGUNA PENGURUSAN GENERAL SETUP (GENERAL SETUP MANAGEMENT)</b>	<b>Muka surat :33/57</b>
		<b>Tarikh : 8 JANUARI 2016</b>
	<b>UPSI(ISO)/BEN/P11/MP01</b>	<b>Pindaan : 00</b>

Field Name	Description	Required
Company Code	Company's code	Y
Company Name	Company's name	Y
Short Name	Company's short name	N
CEO Name	Company's CEO name	N
Address	Company's name	N
Telephone Number	Enter company's phone number	N
Fax Number	Enter company's fax number	N

 <p><b>UNIVERSITI PENDIDIKAN SULTAN IDRIS</b> الجامعة السلطانية للدراسات العلية</p> <p>SULTAN IDRIS EDUCATION UNIVERSITY</p>	<b>MANUAL PENGGUNA PENGURUSAN GENERAL SETUP (GENERAL SETUP MANAGEMENT)</b>	<b>Muka surat :34/57</b>
		<b>Tarikh : 8 JANUARI 2016</b>
	<b>UPSI(ISO)/BEN/P11/MP01</b>	<b>Pindaan : 00</b>

Field Name	Description	Required
Business Type	Company's business type	Y
Income Tax Number	Company's income tax number	N
Income Tax Branch	Company's income tax branch	N
Custom GST Tax ID	Company's income tax ID	Y
GST Submission Method	Company's income tax submission	Y
Person In Charge (GST)	Person in charge name	Y

User can update information on this screen. Select any desired info and make the desired change. Then, click on **Save**  button.

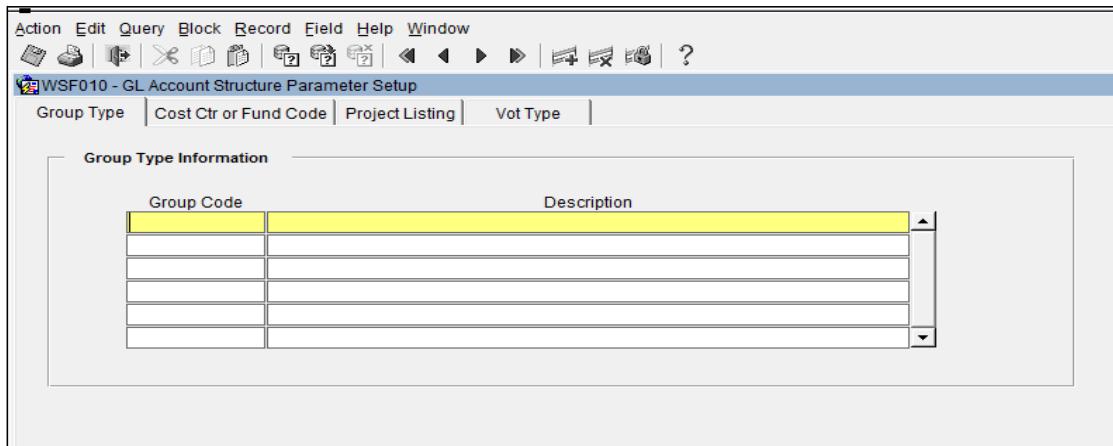
User can also delete **Company** setup, as long as this setup is not used by any other screen in the system. Place cursor on **Company Code** frame and click on **Delete**  button. Then, click on **Save**  button.

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

 <p><b>UNIVERSITI PENDIDIKAN SULTAN IDRIS</b> الجامعة السلطانية السلطانية SULTAN IDRIS EDUCATION UNIVERSITY</p>	<b>MANUAL PENGGUNA PENGURUSAN GENERAL SETUP (GENERAL SETUP MANAGEMENT)</b>	<b>Muka surat :35/57</b>
		<b>Tarikh : 8 JANUARI 2016</b>
	<b>UPSI(ISO)/BEN/P11/MP01</b>	<b>Pindaan : 00</b>

## Setting Up GL Account Structure Parameter

GL Account Structure Parameter will be used to setup 8 segments parameter that will be used throughout MYFIS system. These 8 segments parameter include Fund, Branch, Cost Centre, Dept/Unit, Dasar, Program and Activity. This screen can be accessed by selecting **General Ledger >> GL General Setup >> GL Structure Parameter Setup** from the main menu.

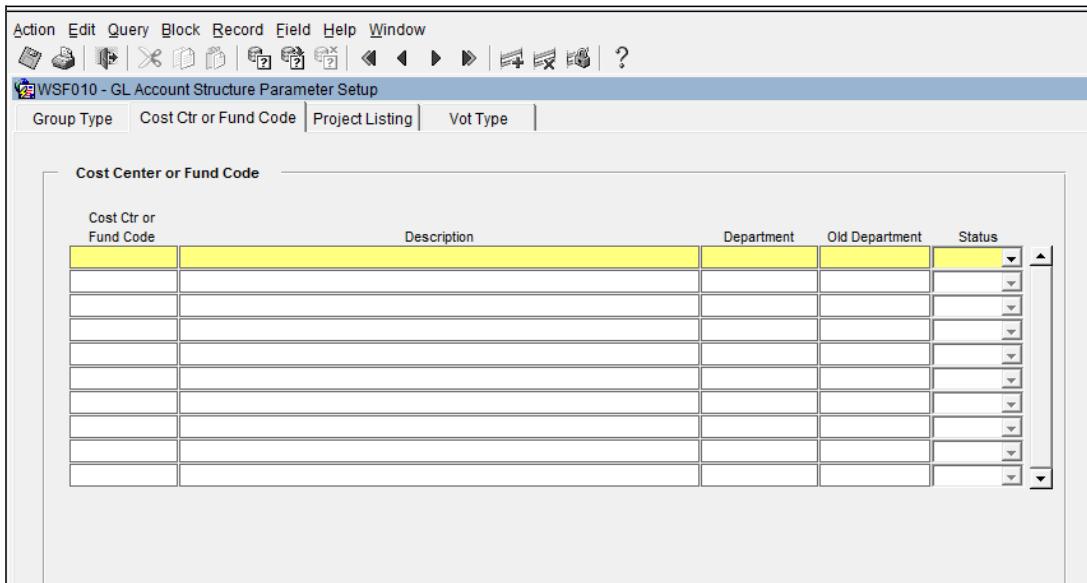


**Figure 1-WSF010-1: GL Account Structure Setup – Group Type Tab**

Begin by selecting **Company** to setup the associated **Group**, **Cost Centre**, **Project Listing** and **Vot Type**. Click on **Group** tab as displayed in **Figure 1-WSF010-1**.

 <p><b>UNIVERSITI PENDIDIKAN SULTAN IDRIS</b> الجامعة السلطانية للدراسات العلية</p> <p>SULTAN IDRIS EDUCATION UNIVERSITY</p>	<b>MANUAL PENGGUNA PENGURUSAN GENERAL SETUP (GENERAL SETUP MANAGEMENT)</b>	<b>Muka surat :36/57</b>
		<b>Tarikh : 8 JANUARI 2016</b>
	<b>UPSI(ISO)/BEN/P11/MP01</b>	<b>Pindaan : 00</b>

To add **Cost Center** setup, click on **Fund** tab as displayed in **Figure 1-WSF010-2**.



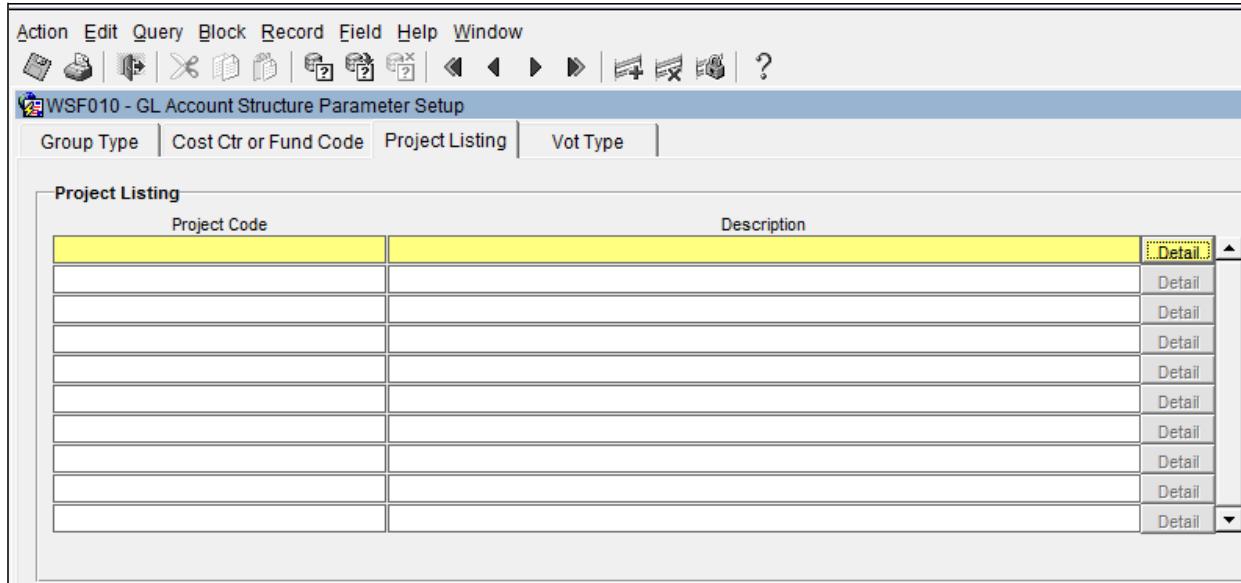
**Figure 1-WSF010-2: GL Account Structure Setup – Cost Ctr or Fund Code Tab**

To add new cost center, click on **Insert Record**  button. Fill in the provided fields and click  **Save** button. The fields are explained, as followed:

Field Name	Description	Required
Code	Cost centre's code	Y
Desc	Cost centre's description	Y
Department	Department code is selected from list of value displayed when user click on LOV 	
Old Department	Department Group	
Status	Cost centre's status either active or inactive	

 <p><b>UNIVERSITI PENDIDIKAN SULTAN IDRIS</b> الجامعة السلطانية لعلوم التربية SULTAN IDRIS EDUCATION UNIVERSITY</p>	<b>MANUAL PENGGUNA PENGURUSAN GENERAL SETUP (GENERAL SETUP MANAGEMENT)</b>	<b>Muka surat :37/57</b>
		<b>Tarikh : 8 JANUARI 2016</b>
	<b>UPSI(ISO)/BEN/P11/MP01</b>	<b>Pindaan : 00</b>

To add Project setup, click on **Project Listing** tab as displayed in **Figure 1-WSF010-3**.



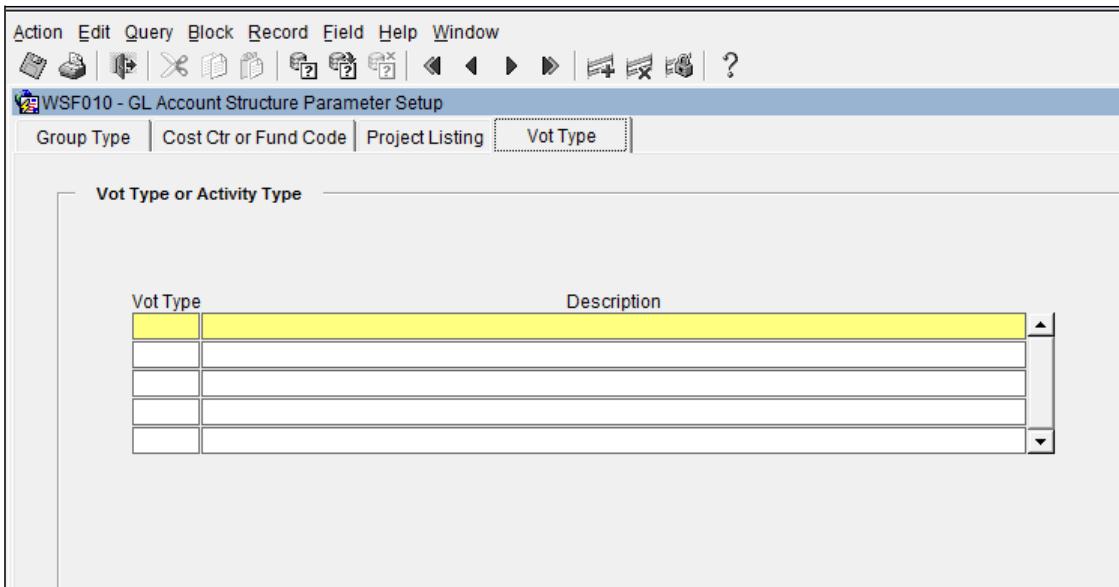
**Figure 1-WSF010-3: GL Account Structure Setup – Project Listing Tab**

To add new project, click on **Insert Record**  button. Fill in the provided fields and click on **Save**  button. The fields are explained, as followed:

<b>Field Name</b>	<b>Description</b>	<b>Required</b>
Code	Project's code	Y
Desc	Project's description	Y

 <p><b>UNIVERSITI PENDIDIKAN SULTAN IDRIS</b> الجامعة السلطانية للدراسات العلية</p> <p>SULTAN IDRIS EDUCATION UNIVERSITY</p>	<b>MANUAL PENGGUNA PENGURUSAN GENERAL SETUP (GENERAL SETUP MANAGEMENT)</b>	<b>Muka surat :38/57</b> <b>Tarikh : 8 JANUARI 2016</b> <b>UPSI(ISO)/BEN/P11/MP01</b> <b>Pindaan : 00</b>
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To add **Cost Centre** setup, click on **Cost Centre** tab as displayed in **Figure 1-WSF010-4.**



**Figure 1-WSF010-4: GL Account Structure Setup – Vot Type Tab**

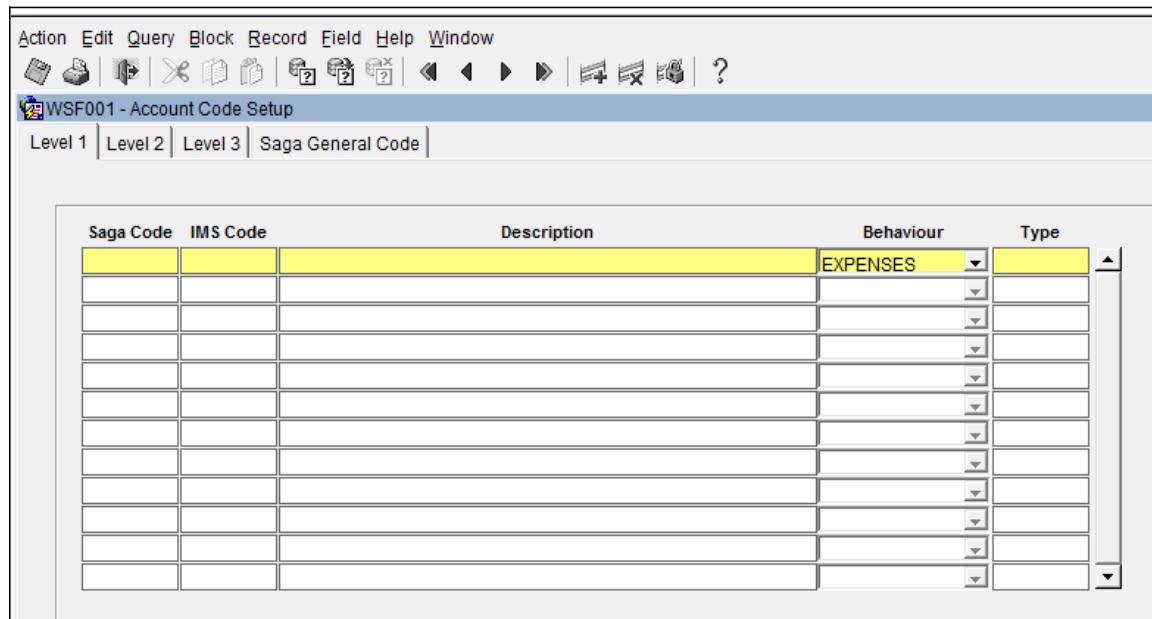
To add new vot type, click on **Insert Record**  button. Fill in the provided fields and click on **Save**  button. The fields are explained, as followed:

Field Name	Description	Required
Code	Vot type's code	Y
Desc	Vot type's description	Y

 <p><b>UNIVERSITI PENDIDIKAN SULTAN IDRIS</b> الجامعة السلطانية للدراسات العلية</p> <p>SULTAN IDRIS EDUCATION UNIVERSITY</p>	<b>MANUAL PENGGUNA PENGURUSAN GENERAL SETUP (GENERAL SETUP MANAGEMENT)</b>	<b>Muka surat :39/57</b>
		<b>Tarikh : 8 JANUARI 2016</b>
	<b>UPSI(ISO)/BEN/P11/MP01</b>	<b>Pindaan : 00</b>

## Setting Up Account Code

Account Code Setup screen will be used to setup 3 level account code used throughout the MYFIS system. This screen can be accessed by selecting **General Ledger >> GL General Setup >> Chart of Account** from the main menu.



The screenshot shows the WSF001 - Account Code Setup window. The title bar reads "WSF001 - Account Code Setup". Below the title bar is a toolbar with various icons. The main area has tabs at the top: "Level 1" (selected), "Level 2", "Level 3", and "Saga General Code". The main grid displays columns for "Saga Code", "IMS Code", "Description", "Behaviour", and "Type". The "Behaviour" column for the first row contains the value "EXPENSES". A vertical scroll bar is visible on the right side of the grid.

**Figure 1-WSF001-1: Account Code Setup – Level 1 Tab**

 <p><b>UNIVERSITI PENDIDIKAN SULTAN IDRIS</b> الجامعة السلطانية للدراسات العلية</p> <p>SULTAN IDRIS EDUCATION UNIVERSITY</p>	<b>MANUAL PENGGUNA PENGURUSAN GENERAL SETUP (GENERAL SETUP MANAGEMENT)</b>	<b>Muka surat :40/57</b>
		<b>Tarikh : 8 JANUARI 2016</b>
	<b>UPSI(ISO)/BEN/P11/MP01</b>	<b>Pindaan : 00</b>

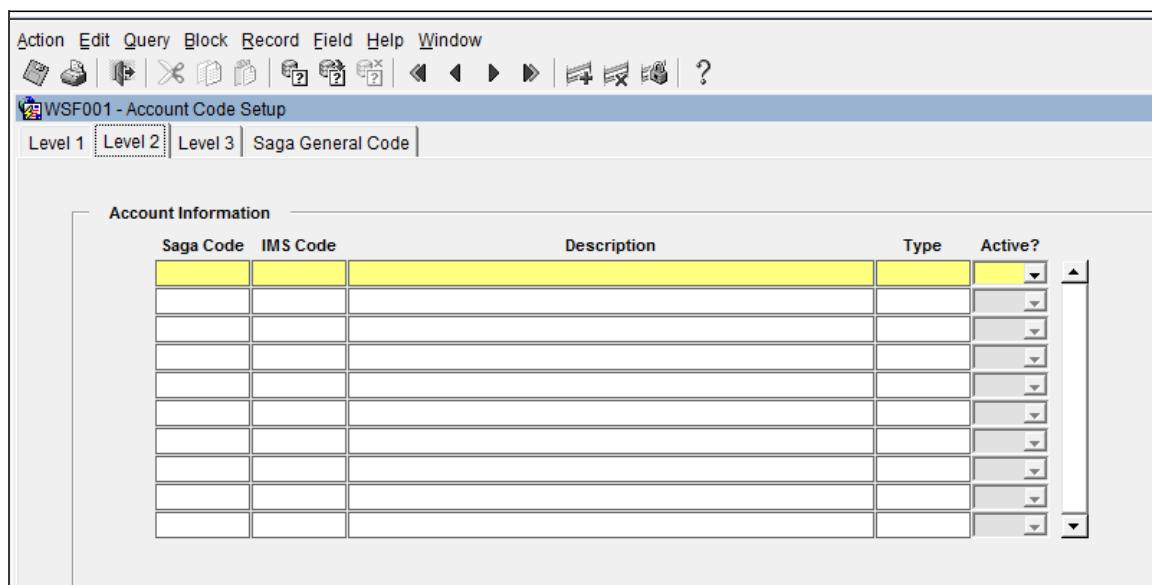
Begin by creating **Level 1** account info. Click on **Level 1** tab as displayed in **Figure 1-**

**WSF001-1.** To add new account, click on **Insert Record**  button. Fill in the provided fields and click on **Save**  button. The fields are explained, as followed:

Field Name	Description	Required
Saga Code	General Account's code Saga	
IMS Code	General Account's code	
Description	General Account's description	
Behaviour	Account's behaviour (Asset/Liability/Income /Expenses/Networth)	
Type	Account's type	

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		<b>Tarikh : 8 JANUARI 2016</b>
	<b>UPSI(ISO)/BEN/P11/MP01</b>	<b>Pindaan : 00</b>

Place cursor on the desired **Account Level 1** to setup **Level 2** and **Level 3** info. The selected item will be highlighted by system. Click on Level 2 tab to add **Level 2** info as displayed in **Figure 1-WSF001-2**.



The screenshot shows a software application window titled "WSF001 - Account Code Setup". The menu bar includes Action, Edit, Query, Block, Record, Field, Help, and Window. The toolbar contains various icons for file operations like Open, Save, Print, and Database management. Below the toolbar is a navigation bar with tabs: Level 1, **Level 2**, Level 3, and Saga General Code. The main area is titled "Account Information" and contains a grid table with columns: Saga Code, IMS Code, Description, Type, and Active?. The table has 15 rows, each with a set of input fields for these columns. On the right side of the table, there are vertical scroll bars.

**Figure 1-WSF001-2:** Account Code Setup – Level 2 Tab

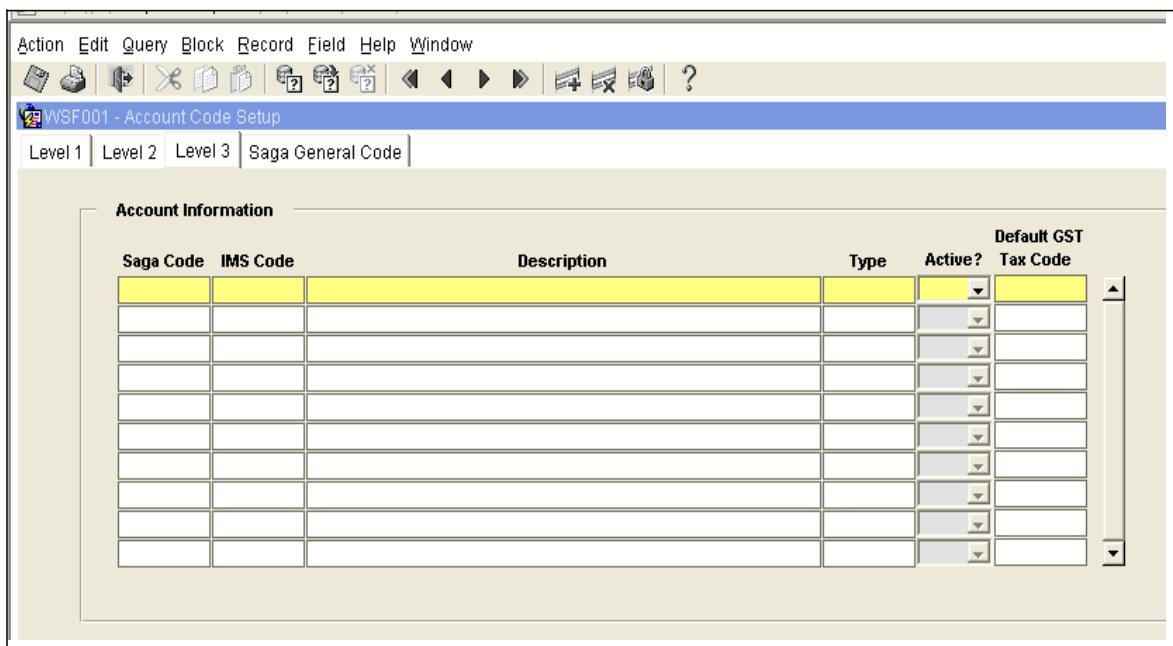
To add new account, click on **Insert Record**  button. Fill in the provided fields and click on **Save**  button. The fields are explained, as followed:

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		<b>Tarikh : 8 JANUARI 2016</b>
	<b>UPSI(ISO)/BEN/P11/MP01</b>	<b>Pindaan : 00</b>

<b>Field Name</b>	<b>Description</b>	<b>Required</b>
Saga Code	Main Account's code Saga	
IMS Code	Main Account's code	
Description	Account's description	
Type	Account's type	
Active?	Account status whether active or inactive	
Enter By	Username of person entering the record.  This info is auto generated by system	
Enter Date	Date the record is entered. This info is auto generated by system	
Update By	Username of person updating the record.  This info is auto generated by system	
Update Date	Date the record is updated. This info is auto generated by system	

 <p><b>UNIVERSITI PENDIDIKAN SULTAN IDRIS</b> الجامعة السلطانية للدراسات العلية</p> <p>SULTAN IDRIS EDUCATION UNIVERSITY</p>	<b>MANUAL PENGGUNA PENGURUSAN GENERAL SETUP (GENERAL SETUP MANAGEMENT)</b>	<b>Muka surat :43/57</b>
		<b>Tarikh : 8 JANUARI 2016</b>
	<b>UPSI(ISO)/BEN/P11/MP01</b>	<b>Pindaan : 00</b>

Place cursor on the desired **Account Level 2** to setup **Level 3** info. The selected item will be highlighted by system. Click on **Level 3** tab to add **Level 3** info as displayed in **Figure 1-WSF001-3**.



The screenshot shows a Windows application window titled "WSF001 - Account Code Setup". The menu bar includes Action, Edit, Query, Block, Record, Field, Help, and Window. Below the menu is a toolbar with various icons. The title bar has tabs for Level 1, Level 2, Level 3, and Saga General Code, with Level 3 being the active tab. The main area is labeled "Account Information" and contains a grid table with columns: Saga Code, IMS Code, Description, Type, Active?, and Default GST Tax Code. There are 15 rows in the grid, each with dropdown arrows in the Active? column. A vertical scroll bar is visible on the right side of the grid.

**Figure 1-WSF001-3:** Account Code Setup – Level 3 Tab

 <p><b>UNIVERSITI PENDIDIKAN SULTAN IDRIS</b> الجامعة السلطانية للدراسات العلية</p> <p>SULTAN IDRIS EDUCATION UNIVERSITY</p>	<b>MANUAL PENGGUNA PENGURUSAN GENERAL SETUP (GENERAL SETUP MANAGEMENT)</b>	<b>Muka surat :44/57</b>
		<b>Tarikh : 8 JANUARI 2016</b>
	<b>UPSI(ISO)/BEN/P11/MP01</b>	<b>Pindaan : 00</b>

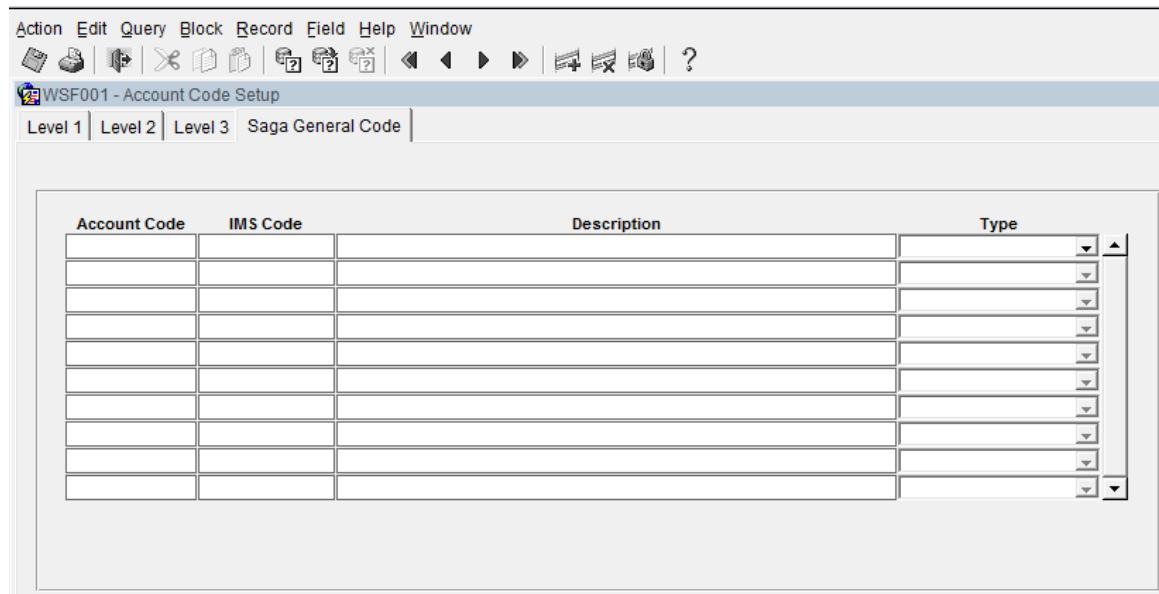
To add new account, click on **Insert Record**  button. Fill in the provided fields and click on **Save**  button. The fields are explained, as followed:

Field Name	Description	Required
Saga Code	Account's code Saga	
IMS Code	Account's code	
Description	Account's description	
Type	Account's type	
Active?	Account status whether active or inactive	
Default GST Tax Code	GST Tax Code	
Start Date	Account's start date. Date is displayed when user click on LOV  button	
End Date	Account's end date. Date is displayed when user click on LOV  button	
Category	Account's category	
Budget?	Check checkbox to include account in budget	
Enter By	Username of person entering the record. This info is auto generated by system	
Enter Date	Date the record is entered. This info is auto generated by system	
Update By	Username of person updating the record. This info is auto generated by system	
Update Date	Date the record is updated. This info is auto generated by system	

User can update information on this screen. Select any desired info and make the desired change. Then, click on **Save**  button.

 <p><b>UNIVERSITI PENDIDIKAN SULTAN IDRIS</b> الجامعة السلطانية للدراسات العلية</p> <p>SULTAN IDRIS EDUCATION UNIVERSITY</p>	<b>MANUAL PENGGUNA PENGURUSAN GENERAL SETUP (GENERAL SETUP MANAGEMENT)</b>	<b>Muka surat :45/57</b>
		<b>Tarikh : 8 JANUARI 2016</b>
	<b>UPSI(ISO)/BEN/P11/MP01</b>	<b>Pindaan : 00</b>

User can also delete setup, as long as this setup is not used by any other screen in the system. Place cursor on the desired info and click on **Delete**  button. Then, click on **Save**  button.



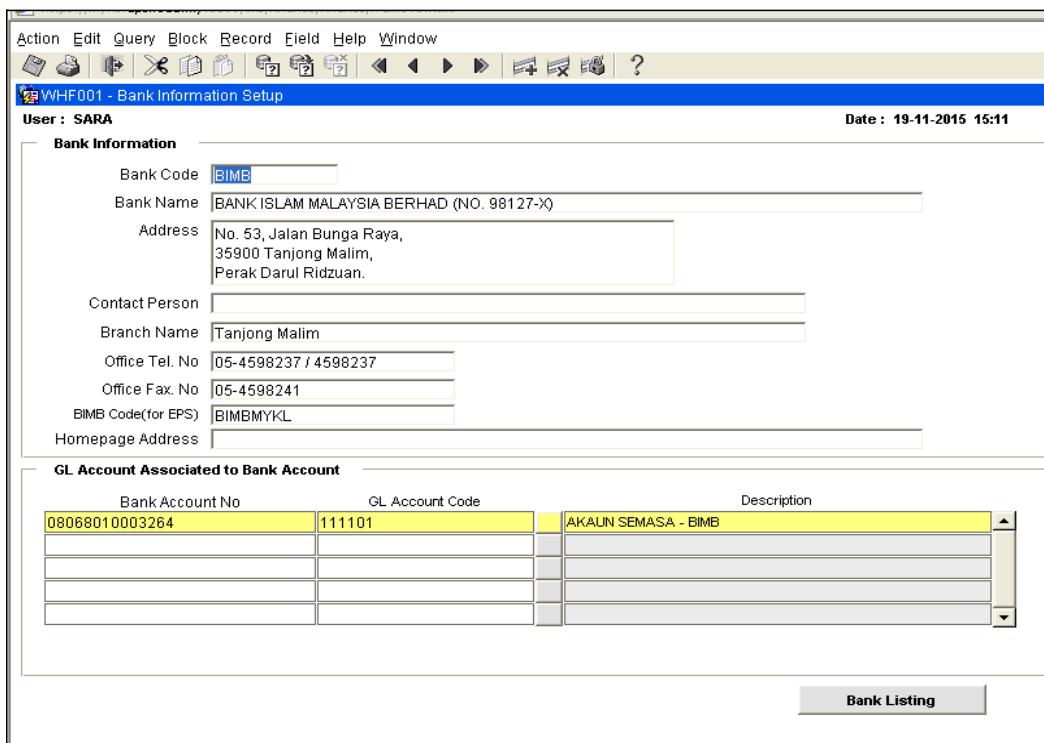
**Figure 1-WSF001-4:** Account Code Setup – Saga General Code Tab

Click on **Execute Query**  button. System will display the queried information.

 <p><b>UNIVERSITI PENDIDIKAN SULTAN IDRIS</b> الجامعة السلطانية السعديّة جامعة سلطان اوريس</p> <p>SULTAN IDRIS EDUCATION UNIVERSITY</p>	<b>MANUAL PENGGUNA PENGURUSAN GENERAL SETUP (GENERAL SETUP MANAGEMENT)</b>	<b>Muka surat :46/57</b>
		<b>Tarikh : 8 JANUARI 2016</b>
	<b>UPSI(ISO)/BEN/P11/MP01</b>	<b>Pindaan : 00</b>

## Setting Up Bank Info

Bank info will be used throughout MYFIS system. This setup needs to be approved before it can be used. Entry screen can be accessed by selecting **Cash Management** >> **Bank Information** from the main menu.



**Figure 1-WHF001-1: Bank Info**

To add new access bank info, click on **Insert Record**  button. Fill in the provided fields and click on **Save**  button. The fields are explained, as followed:

Field Name	Description	Required
Bank Code	Bank's code	
Bank Name	Bank's name	
Bank Address	Bank's address	
Branch Name	Bank's branch name	
Swift Code	Bank's swift code	
Website	Bank's website	

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		<b>Tarikh : 8 JANUARI 2016</b>
	<b>UPSI(ISO)/BEN/P11/MP01</b>	<b>Pindaan : 00</b>

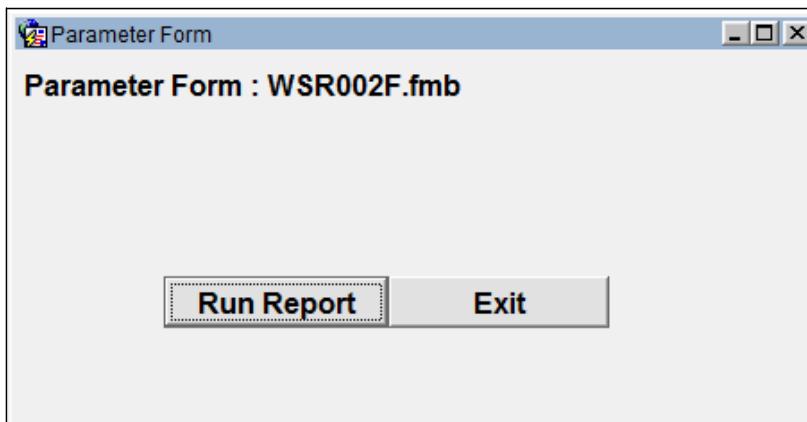
User can update information on this screen. Select any desired info and make the desired change. Then, click on **Save**  button.

User can also delete setup. Place cursor on the desired info and click on **Delete**  button. Then, click on **Save**  button.

 <p><b>UNIVERSITI</b> <b>PENDIDIKAN</b> <b>SULTAN IDRIS</b> الجامعة السلطانية للدراسات SULTAN IDRIS EDUCATION UNIVERSITY</p>	<b>MANUAL PENGGUNA PENGURUSAN</b> <b>GENERAL SETUP</b> <b>(GENERAL SETUP MANAGEMENT)</b>	<b>Muka surat :48/57</b> <b>Tarikh : 8 JANUARI 2016</b> <b>UPSI(ISO)/BEN/P11/MP01</b> <b>Pindaan : 00</b>
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## Generate Report for Finance User Setup

This screen can be accessed by selecting **Setup >> Reports >> Department Listing** from the main menu.



**Figure 1-WSR002F-1: Department Listing (Report)**

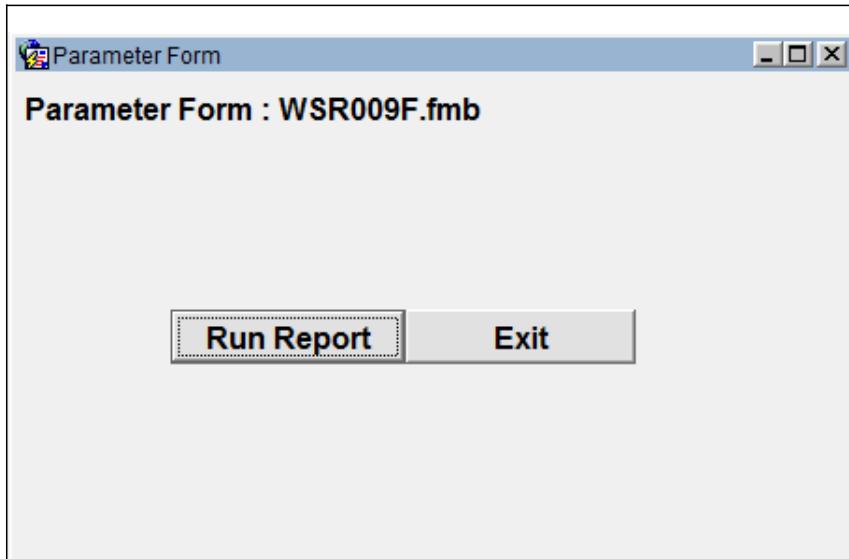
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Click on **Run Report** button to generate report in PDF format.

 <p><b>UNIVERSITI PENDIDIKAN SULTAN IDRIS</b> الجامعة السلطانية للدراسات SULTAN IDRIS EDUCATION UNIVERSITY</p>	<b>MANUAL PENGGUNA PENGURUSAN GENERAL SETUP (GENERAL SETUP MANAGEMENT)</b>	<b>Muka surat :49/57</b>
		<b>Tarikh : 8 JANUARI 2016</b>
	<b>UPSI(ISO)/BEN/P11/MP01</b>	<b>Pindaan : 00</b>

## Generate Report for Finance Parameter Listing

This screen can be accessed by selecting **Setup >> Reports >> Finance Parameter Listing** from the main menu.



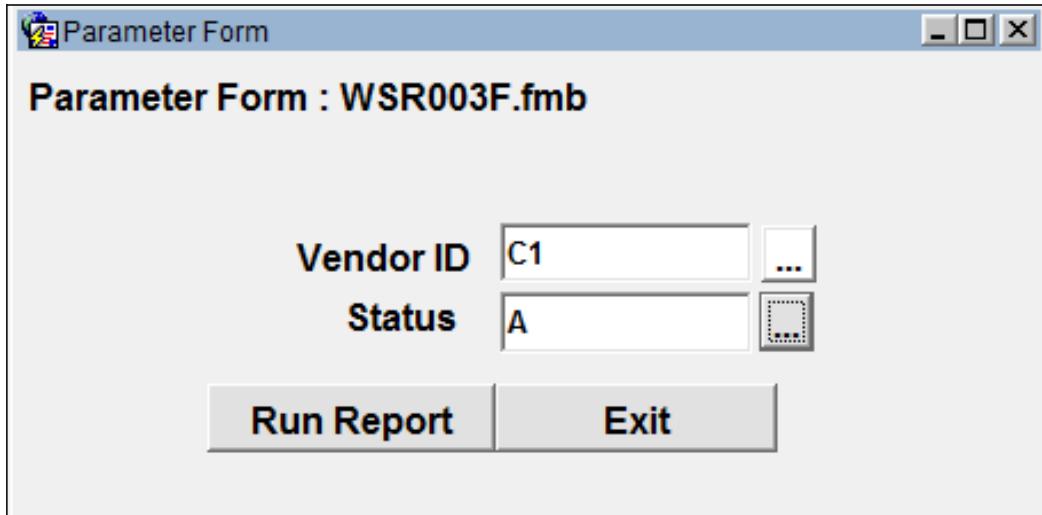
**Figure 1-WSR009F-1: Finance Parameter Listing (Report)**

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

 <p><b>UNIVERSITI PENDIDIKAN SULTAN IDRIS</b> الجامعة السلطانية للدراسات SULTAN IDRIS EDUCATION UNIVERSITY</p>	<b>MANUAL PENGGUNA PENGURUSAN GENERAL SETUP (GENERAL SETUP MANAGEMENT)</b>	<b>Muka surat :50/57</b>
		<b>Tarikh : 8 JANUARI 2016</b>
	<b>UPSI(ISO)/BEN/P11/MP01</b>	<b>Pindaan : 00</b>

## Generate Report for Vendor Listing

This screen can be accessed by selecting **Setup >> Reports >> Vendor Listing** from the main menu.



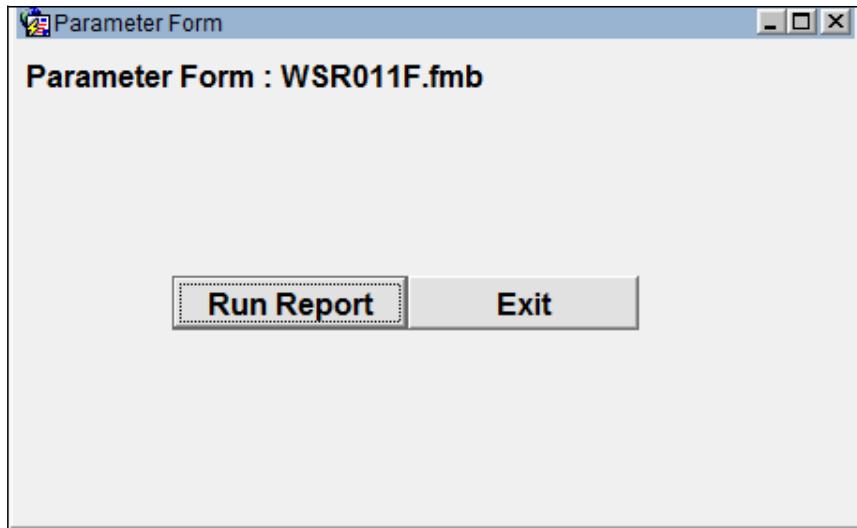
**Figure 1-WSR003F-1: Vendor Listing (Report)**

Click on LOV  button to select **Vendor ID** and **Status** from list of value pop-up. Click on **Run Report** button to generate report in PDF format.

 <p><b>UNIVERSITI PENDIDIKAN SULTAN IDRIS</b> الجامعة السلطانية للدراسات SULTAN IDRIS EDUCATION UNIVERSITY</p>	<b>MANUAL PENGGUNA PENGURUSAN GENERAL SETUP (GENERAL SETUP MANAGEMENT)</b>	<b>Muka surat :51/57</b>
		<b>Tarikh : 8 JANUARI 2016</b>
	<b>UPSI(ISO)/BEN/P11/MP01</b>	<b>Pindaan : 00</b>

## Generate Report for Currency Listing

This screen can be accessed by selecting **Setup >> Reports >> Currency Listing** from the main menu.



**Figure 1-WSR011F-1: Country Listing (Report)**

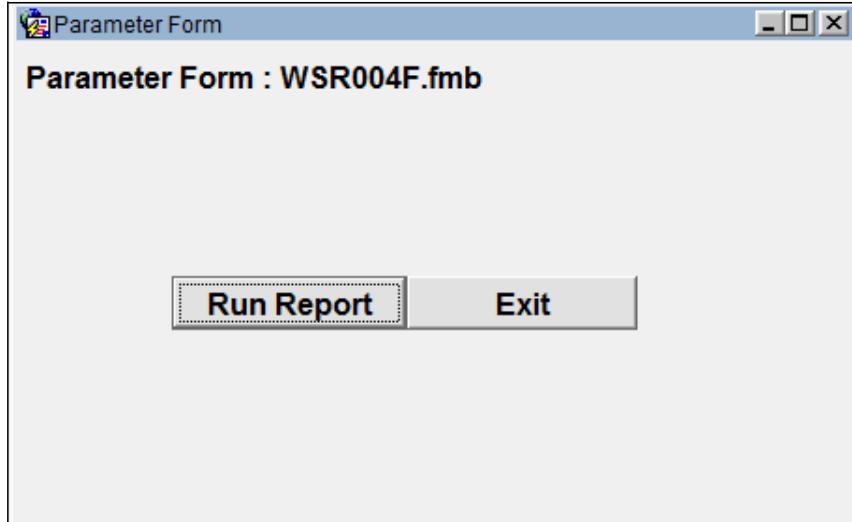
Click on **Run Report** button to generate report in PDF format.

 <p><b>UNIVERSITI PENDIDIKAN SULTAN IDRIS</b> الجامعة السلطانية للدراسات العلية</p> <p>SULTAN IDRIS EDUCATION UNIVERSITY</p>	<b>MANUAL PENGGUNA PENGURUSAN GENERAL SETUP (GENERAL SETUP MANAGEMENT)</b>	<b>Muka surat :52/57</b>
		<b>Tarikh : 8 JANUARI 2016</b>
	<b>UPSI(ISO)/BEN/P11/MP01</b>	<b>Pindaan : 00</b>

## Generate Report for Country Listing

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This screen can be accessed by selecting **Setup >> Reports >> Country Listing** from the main menu.



**Figure 1-WSR004F-1: Country Listing (Report)**

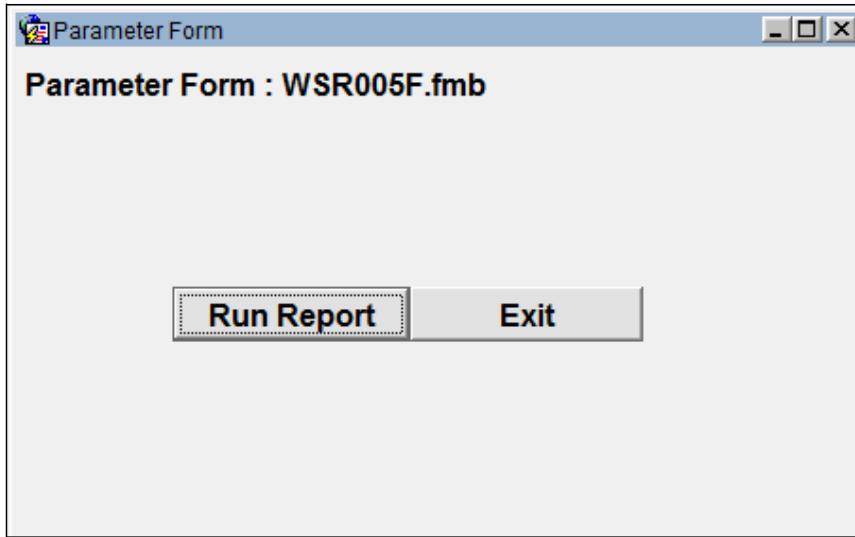
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Click on **Run Report** button to generate report in PDF format.

 <p><b>UNIVERSITI PENDIDIKAN SULTAN IDRIS</b> الجامعة السلطانية للدراسات SULTAN IDRIS EDUCATION UNIVERSITY</p>	<b>MANUAL PENGGUNA PENGURUSAN GENERAL SETUP (GENERAL SETUP MANAGEMENT)</b>	<b>Muka surat :53/57</b>
		<b>Tarikh : 8 JANUARI 2016</b>
	<b>UPSI(ISO)/BEN/P11/MP01</b>	<b>Pindaan : 00</b>

## Generate Report for State Listing

This screen can be accessed by selecting **Setup >> Reports >> State Listing** from the main menu.



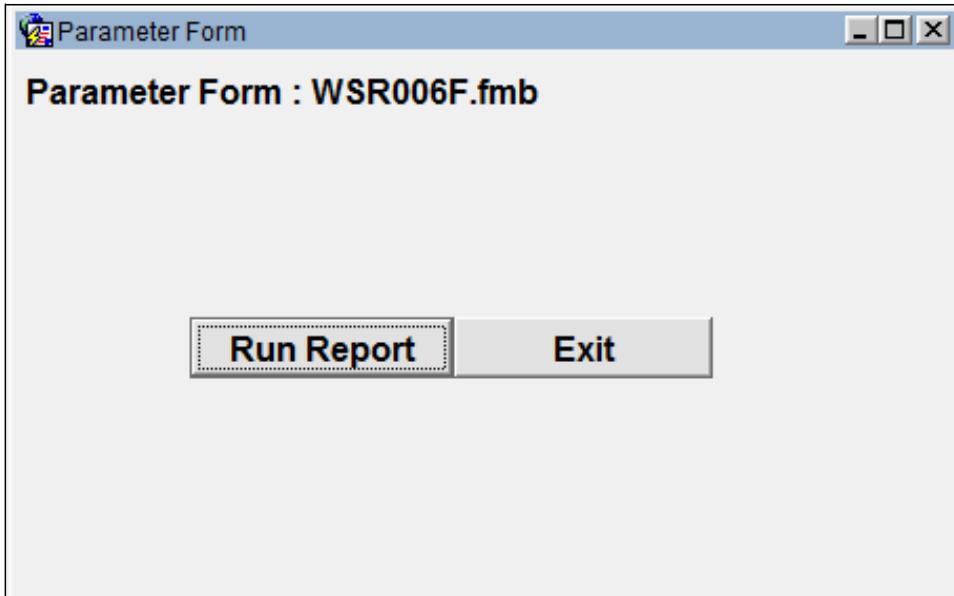
**Figure 1-WSR005F-1: State Listing (Report)**

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

 <p><b>UNIVERSITI PENDIDIKAN SULTAN IDRIS</b> الجامعة السلطانية للدراسات SULTAN IDRIS EDUCATION UNIVERSITY</p>	<b>MANUAL PENGGUNA PENGURUSAN GENERAL SETUP (GENERAL SETUP MANAGEMENT)</b>	<b>Muka surat :54/57</b>
		<b>Tarikh : 8 JANUARI 2016</b>
	<b>UPSI(ISO)/BEN/P11/MP01</b>	<b>Pindaan : 00</b>

## Generate Report for Company Listing

This screen can be accessed by selecting **Setup >> Reports >> Company Listing** from the main menu.



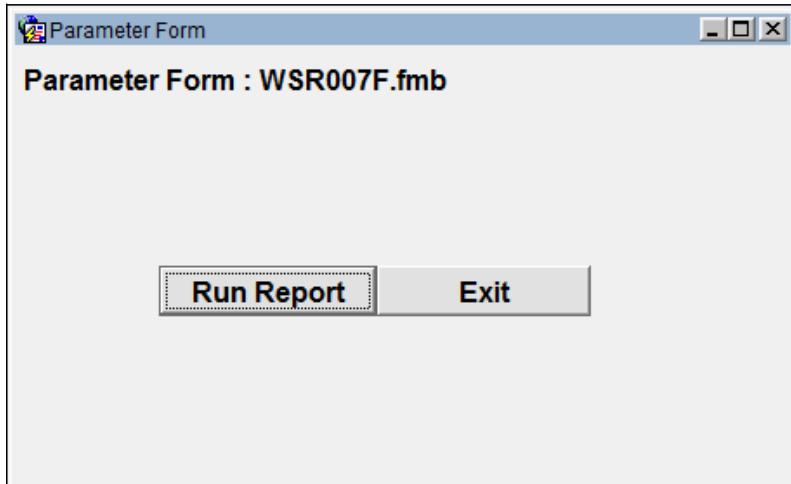
**Figure 1-WSR006F-1: Company Listing (Report)**

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

 <p><b>UNIVERSITI</b> <b>PENDIDIKAN</b> <b>SULTAN IDRIS</b> الجامعة السلطانية للدراسات SULTAN IDRIS EDUCATION UNIVERSITY</p>	<b>MANUAL PENGGUNA PENGURUSAN</b> <b>GENERAL SETUP</b> <b>(GENERAL SETUP MANAGEMENT)</b>	<b>Muka surat :55/57</b> <b>Tarikh : 8 JANUARI 2016</b> <b>UPSI(ISO)/BEN/P11/MP01</b> <b>Pindaan : 00</b>
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## Generate Report for Bank Listing

This screen can be accessed by selecting **Setup >> Reports >> Bank Code Listing** from the main menu.



**Figure 1-WSR007F-1: Bank Listing (Report)**

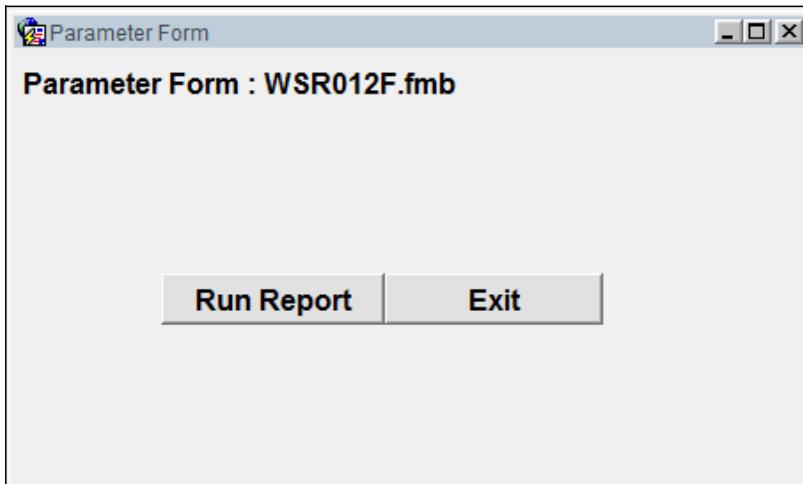
Click on **Run Report** button to generate report in PDF format.

 <p><b>UNIVERSITI PENDIDIKAN SULTAN IDRIS</b> الجامعة السلطانية للدراسات SULTAN IDRIS EDUCATION UNIVERSITY</p>	<b>MANUAL PENGGUNA PENGURUSAN GENERAL SETUP (GENERAL SETUP MANAGEMENT)</b>	<b>Muka surat :56/57</b>
		<b>Tarikh : 8 JANUARI 2016</b>
	<b>UPSI(ISO)/BEN/P11/MP01</b>	<b>Pindaan : 00</b>

## Generate Report for Measurement Unit Listing

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This screen can be accessed by selecting **Setup >> Reports >> Unit of Measurement Listing** from the main menu.



**Figure 1-WSR012F-1: Measurement Unit Listing (Report)**

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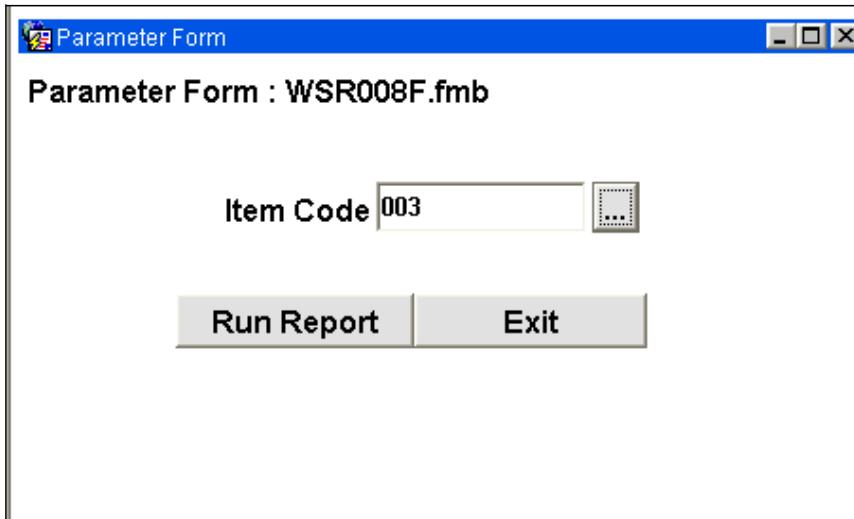
Click on **Run Report** button to generate report in PDF format.

 <p><b>UNIVERSITI PENDIDIKAN SULTAN IDRIS</b> الجامعة السلطانية السلطانية SULTAN IDRIS EDUCATION UNIVERSITY</p>	<b>MANUAL PENGGUNA PENGURUSAN GENERAL SETUP (GENERAL SETUP MANAGEMENT)</b>	<b>Muka surat :57/57</b>
		<b>Tarikh : 8 JANUARI 2016</b>
	<b>UPSI(ISO)/BEN/P11/MP01</b>	<b>Pindaan : 00</b>

## Generate Report for Item Code Listing

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This screen can be accessed by selecting **Setup >> Reports >> Item Code Listing** from the main menu.



**Figure 1-WSR008F-1: Item Code Listing (Report)**

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