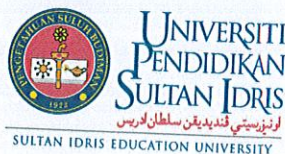


ARAHAN KERJA



JABATAN BENDAHARI

ARAHAN KERJA PEMBAYARAN MELALUI ELECTRONIC PAYMENT SYSTEM (EPS)

UPSI (ISO)/BEN/P06/AK03

DISEDIAKAN OLEH :

NAMA : NAZRUL AZLAN BIN MUSA

JAWATAN : TIMBALAN BENDAHARI

TARIKH : 1 JANUARI 2021

DILULUSKAN
OLEH :

NAMA : HJ. MOHAMAD NAJIB BIN
HJ. MOHAMED

JAWATAN : BENDAHARI

TARIKH : 1 JANUARI 2021

KELUARAN : A

PINDAAN : 01

TARIKH : 1 JANUARI 2021

 UNIVERSITI PENDIDIKAN SULTAN IDRIS ارنڤريستي قندديديان سلطان ادريس SULTAN IDRIS EDUCATION UNIVERSITY	ARAHAN KERJA PEMBAYARAN MELALUI ELEKTRONIK PAYMENT SYSTEM (EPS)	Muka surat : 1/8
		Tarikh : 1 JANUARI 2021
	UPSI(ISO)/BEN/P06/AK03	Pindaan : 01
		Keluaran : A

A. MEMPROSES EPS

1. Log in Sistem UIMS-MYFIS NEO <https://unifis.upsi.edu.my/home> . Klik Account Payable > Electronic Payment System (EPS) > EPS Batch Creation.



 UNIVERSITI PENDIDIKAN SULTAN IDRIS اونیورسیتی قندیقین سلطان ایدریس SULTAN IDRIS EDUCATION UNIVERSITY	ARAHAN KERJA PEMBAYARAN MELALUI ELEKTRONIK PAYMENT SYSTEM (EPS)	Muka surat : 2/8
		Tarikh : 1 JANUARI 2021
	UPSI(ISO)/BEN/P06/AK03	Pindaan : 01
		Keluaran : A

2. Klik Bank Code (BIMB) dan paparan seperti skrin di bawah akan dipamerkan.

FINANCIAL INFORMATION SYSTEM (MYFIS)

Home / Account Payable / Electronic Payment System (EPS) / EPS Batch Creation

User: NOR_ASNIDA

Role: Account And Budget Unit

Date: 14 Dec 2020 12:37 PM

APP ID: LR001

Menu | Bank Code: AKAUN SEMASA - BIMB

Batch No Created | Check Amt | Check Debt | Create Batch | Voucher Detail

Payment Processing (EPS)

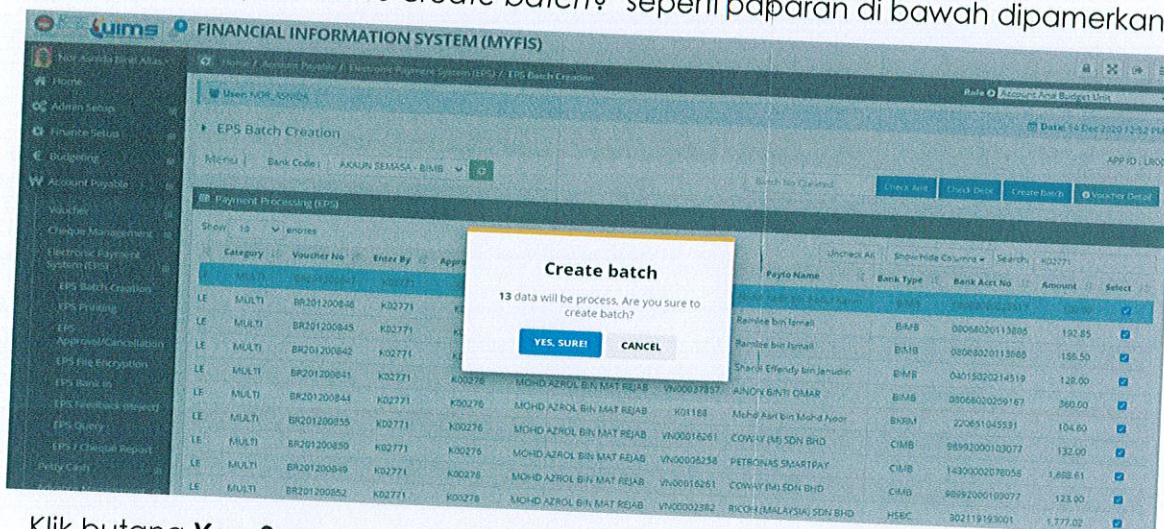
Show 10 entries

#	Type	Category	Voucher No	Enter By	Approve By	Staff Name	Payto ID	Payto Name	Bank Type	Bank Acct No	Amount
1	MULTIPLE	MULTI	BR201200847	K02771	K00276	MOHD AZROL BIN MAT REJAB	K00921	Abdul Kadir bin Abdul Karim	BIMB	08068020223517	100
2	MULTIPLE	MULTI	BR201200846	K02771	K00276	MOHD AZROL BIN MAT REJAB	K00450	Ramlee bin Ismail	BIMB	08068020113886	192
3	MULTIPLE	MULTI	BR201200845	K02771	K00276	MOHD AZROL BIN MAT REJAB	K00450	Ramlee bin Ismail	BIMB	08068020113886	186
4	MULTIPLE	MULTI	BR201200842	K02771	K00276	MOHD AZROL BIN MAT REJAB	K01159	Sharul Effendy bin Janudin	BIMB	04015020214519	126
5	MULTIPLE	MULTI	BR201200841	K02771	K00276	MOHD AZROL BIN MAT REJAB	VN00037857	AIVON BINTI OMAR	BIMB	08068020259167	360
6	MULTIPLE	MULTI	BR201200844	K02771	K00276	MOHD AZROL BIN MAT REJAB	K01188	Mohd Asri bin Mohd Noor	BKRM	220651045531	104
7	MULTIPLE	MULTI	BR201200855	K02771	K00276	MOHD AZROL BIN MAT REJAB	VN00016261	COWAY (M) SDN BHD	CIMB	98992000103077	132
8	MULTIPLE	MULTI	BR201200850	K02771	K00276	MOHD AZROL BIN MAT REJAB	VN00006258	PETRONAS SMARTPAY	CIMB	14300002078058	1,688
9	MULTIPLE	MULTI	BR201200849	K02771	K00276	MOHD AZROL BIN MAT REJAB	VN00016261	COWAY (M) SDN BHD	CIMB	98992000103077	122

- Senarai baucer yang telah diluluskan akan dipamerkan.
- Pilih id penyedia baucer.
- Klik **button select**.
- Klik **Check Amt**
- Klik **Check Debt**
- Klik **Create Batch**

 UNIVERSITI PENDIDIKAN SULTAN IDRIS ارنورستى قنديدىن سلطان ادرىس SULTAN IDRIS EDUCATION UNIVERSITY	ARAHAN KERJA PEMBAYARAN MELALUI ELEKTRONIK PAYMENT SYSTEM (EPS)	Muka surat : 3/8
		Tarikh : 1 JANUARI 2021
	UPSI(ISO)/BEN/P06/AK03	Pindaan : 01
		Keluaran : A

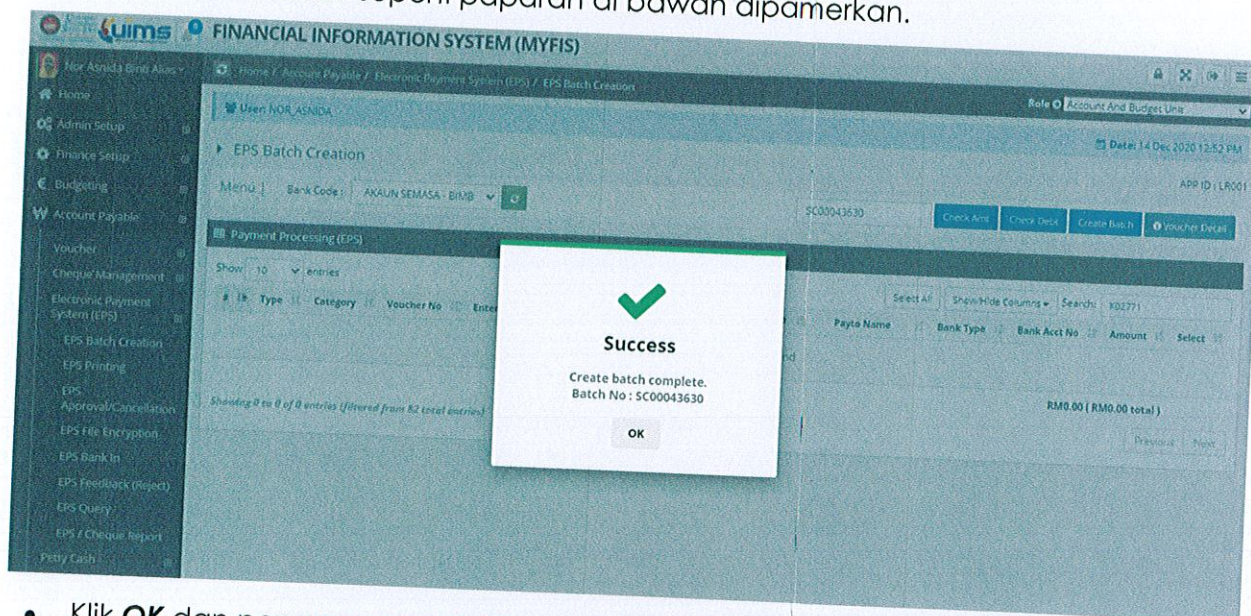
3. Pop up box 'Are you sure to create batch?' seperti paparan di bawah dipamerkan.



The screenshot shows the 'EPS Batch Creation' interface in the MYFIS system. A confirmation pop-up box titled 'Create batch' is displayed in the center, asking '13 data will be process. Are you sure to create batch?'. The box has two buttons: 'YES, SURE!' and 'CANCEL'. In the background, a table of payment entries is visible, including details like Voucher No, Entry By, and Amount.

- Klik butang **Yes, Sure**

4. Pop up box 'Success' seperti paparan di bawah dipamerkan.



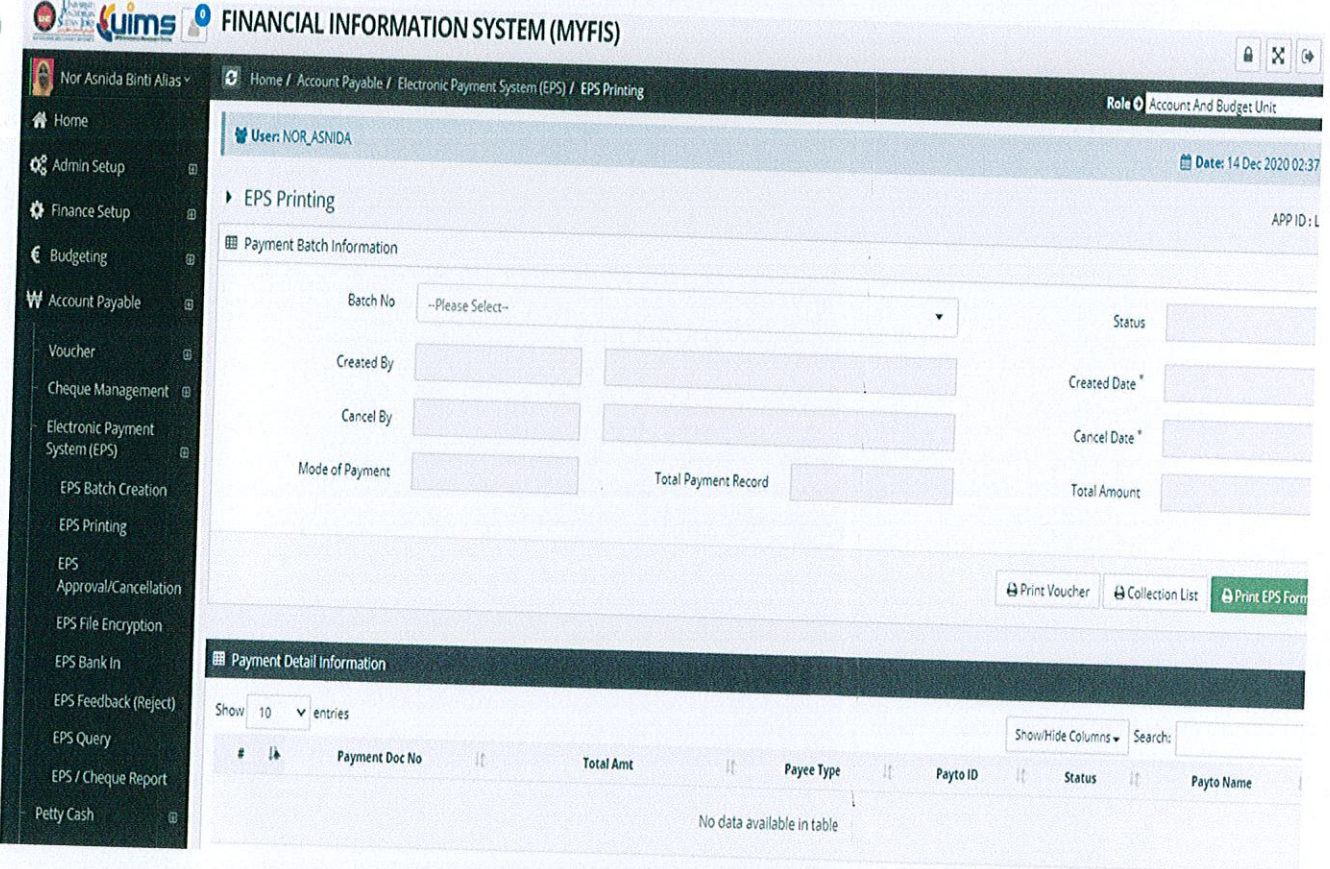
The screenshot shows the same 'EPS Batch Creation' interface. A success pop-up box titled 'Success' is displayed in the center, indicating 'Create batch complete. Batch No : SC00043630'. The box has an 'OK' button. The background table shows the processed batch details.

- Klik **OK** dan penama yang dipilih akan dikumpulkan di dalam satu batch.

 UNIVERSITI PENDIDIKAN SULTAN IDRIS ايرانيروسياتي قنديديان سلطان ايريس SULTAN IDRIS EDUCATION UNIVERSITY	ARAHAN KERJA PEMBAYARAN MELALUI ELEKTRONIK PAYMENT SYSTEM (EPS)	Muka surat : 4/8
		Tarikh : 1 JANUARI 2021
	UPSI(ISO)/BEN/P06/AK03	Pindaan : 01
		Keluaran : A

B. MENCETAK EPS

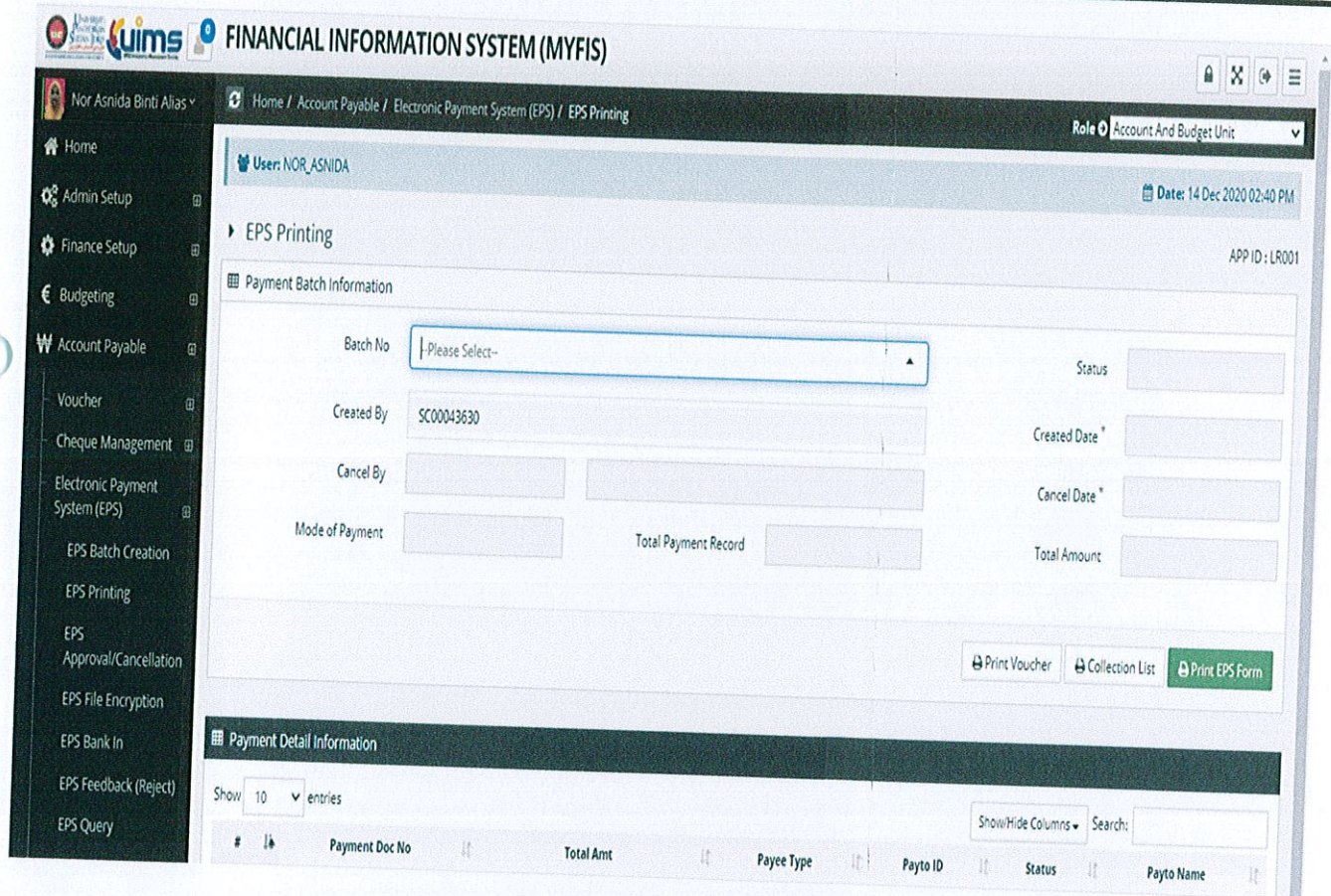
1. Log in Sistem UIMS-MYFIS NEO - <https://unifis.upsi.edu.my/home> . Klik Account Payable > Electronic Payment System (EPS) > EPS Printing.
2. Paparan seperti skrin di bawah akan dipamerkan.



The screenshot displays the UIMS-MYFIS NEO Financial Information System (MYFIS) interface. The user is logged in as Nor Asnida Binti Alias. The navigation menu on the left includes options like Home, Admin Setup, Finance Setup, Budgeting, Account Payable, Voucher, Cheque Management, Electronic Payment System (EPS), EPS Batch Creation, EPS Printing, EPS Approval/Cancellation, EPS File Encryption, EPS Bank In, EPS Feedback (Reject), EPS Query, EPS / Cheque Report, and Petty Cash. The main content area shows the 'EPS Printing' screen. It includes a 'Payment Batch Information' section with fields for Batch No (a dropdown menu), Created By, Cancel By, Mode of Payment, Status, Created Date, Cancel Date, Total Payment Record, and Total Amount. There are buttons for 'Print Voucher', 'Collection List', and 'Print EPS Form'. Below this is a 'Payment Detail Information' section with a table showing payment details. The table has columns for Payment Doc No, Total Amt, Payee Type, Payto ID, Status, and Payto Name. The table is currently empty, displaying 'No data available in table'.

- Klik butang **Batch No (Please Select)**.

 UNIVERSITI PENDIDIKAN SULTAN IDRIS اونیورسیتی قندییدن سلطان ادریس SULTAN IDRIS EDUCATION UNIVERSITY	ARAHAN KERJA PEMBAYARAN MELALUI ELEKTRONIK PAYMENT SYSTEM (EPS)	Muka surat : 5/8
		Tarikh : 1 JANUARI 2021
	UPSI(ISO)/BEN/P06/AK03	Pindaan : 01
		Keluaran : A



The screenshot displays the 'FINANCIAL INFORMATION SYSTEM (MYFIS)' interface. The user is logged in as 'Nor Asnida Binti Alias' with the role 'Account And Budget Unit'. The navigation menu on the left includes options like Home, Admin Setup, Finance Setup, Budgeting, Account Payable, Voucher, Cheque Management, Electronic Payment System (EPS), EPS Batch Creation, EPS Printing, EPS Approval/Cancellation, EPS File Encryption, EPS Bank In, EPS Feedback (Reject), and EPS Query. The main content area is titled 'EPS Printing' and shows 'Payment Batch Information' with fields for Batch No (a dropdown menu), Created By (SC00043630), Cancel By, Mode of Payment, Status, Created Date, Cancel Date, Total Payment Record, and Total Amount. At the bottom, there are buttons for 'Print Voucher', 'Collection List', and 'Print EPS Form'. Below this is a 'Payment Detail Information' section with a table header showing columns for #, Payment Doc No, Total Amt, Payee Type, Payto ID, Status, and Payto Name. The table currently shows no data.

- Klik butang **Print Voucher**. Gunakan kertas A4 berwarna hijau.

ARAHAN KERJA PEMBAYARAN MELALUI ELEKTRONIK PAYMENT SYSTEM (EPS)

UPSI(ISO)/BEN/P06/AK03

Muka surat : 6/8

Tarikh : 1 JANUARI 2021

Pindaan : 01

Keluaran : A

- Klik butang **Collection List** untuk mencetak senarai bayaran yang dikumpul. Paparan seperti skrin di bawah akan dipamerkan

UNIVERSITI PENDIDIKAN SULTAN IDRIS
REPORT ID : WPR040
EPS Payment Listing Batch No : SC00043630

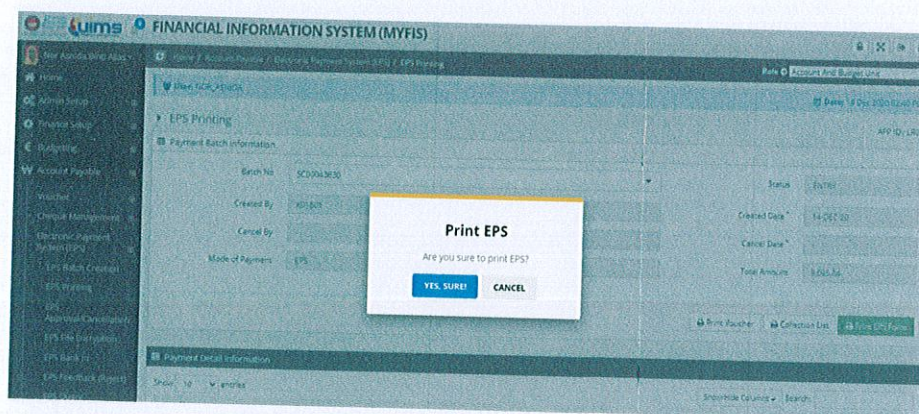
Date : 14/12/2020
Page : 1

#	Tarikh	No EPS	No Vch	Approve By	Enter By	Id	No Acct /	Nama	Jumlah	Status
1	14-12-2020	EP201203320	BR201200847	MOHD AZROL BIN MAT REJAB	NOR KAMALIAH BINTI MUHAMMAD NOR	K00921	08068020223517 BUMB	ABDUL KADIR BIN ABDUL KARIM	100.00	APPROVE
2	14-12-2020	EP201203321	BR201200846	MOHD AZROL BIN MAT REJAB	NOR KAMALIAH BINTI MUHAMMAD NOR	K00450	08068020113886 BUMB	RAMLEE BIN ISMAIL	192.85	APPROVE
3	14-12-2020	EP201203322	BR201200845	MOHD AZROL BIN MAT REJAB	NOR KAMALIAH BINTI MUHAMMAD NOR	K00450	08068020113886 BUMB	RAMLEE BIN ISMAIL	186.50	APPROVE
4	14-12-2020	EP201203323	BR201200842	MOHD AZROL BIN MAT REJAB	NOR KAMALIAH BINTI MUHAMMAD NOR	K01159	04015020214519 BUMB	SHARUL EFFENDY BIN JANUJIN	128.00	APPROVE
5	14-12-2020	EP201203324	BR201200841	MOHD AZROL BIN MAT REJAB	NOR KAMALIAH BINTI MUHAMMAD NOR	VN00037857	08068020259167 BUMB	AINON BINTI OMAR	360.00	APPROVE
6	14-12-2020	EP201203325	BR201200844	MOHD AZROL BIN MAT REJAB	NOR KAMALIAH BINTI MUHAMMAD NOR	K01188	220651045531 BKRUI	MOHD ASRI BIN MOHD NOR	104.60	APPROVE
7	14-12-2020	EP201203326	BR201200855	MOHD AZROL BIN MAT REJAB	NOR KAMALIAH BINTI MUHAMMAD NOR	VN00016261	98992000103077 CUMB	COWAY (M) SDN BHD	132.00	APPROVE
8	14-12-2020	EP201203327	BR201200850	MOHD AZROL BIN MAT REJAB	NOR KAMALIAH BINTI MUHAMMAD NOR	VN00006258	14300020778058 CUMB	PETRONAS	1,688.61	APPROVE
9	14-12-2020	EP201203328	BR201200849	MOHD AZROL BIN MAT REJAB	NOR KAMALIAH BINTI MUHAMMAD NOR	VN00016261	98992000103077 CUMB	COWAY (M) SDN BHD	123.00	APPROVE
10	14-12-2020	EP201203329	BR201200852	MOHD AZROL BIN MAT REJAB	NOR KAMALIAH BINTI MUHAMMAD NOR	VN00002382	302119193001 HSB	RICOH (MALAYSIA) SDN BHD	1,777.02	APPROVE
11	14-12-2020	EP201203330	BR201200733	MOHD AZROL BIN MAT REJAB	NOR KAMALIAH BINTI MUHAMMAD NOR	K00090	114075201880 MAYBANK	NORIZA BINTI NAYAN	1,490.78	APPROVE
12	14-12-2020	EP201203331	BR201200853	MOHD AZROL BIN MAT REJAB	NOR KAMALIAH BINTI MUHAMMAD NOR	VN00000493	3124506425 PBB	BPNP KONSORTIUM SDN BHD	2,350.00	APPROVE
13	14-12-2020	EP201203332	BR201200851	MOHD AZROL BIN MAT REJAB	NOR KAMALIAH BINTI MUHAMMAD NOR	VN00018247	312157320063 SCRM	SHELL MALAYSIA TRADING SDN BHD	462.28	APPROVE

- Klik **Print EPS Form** untuk proses bayaran .

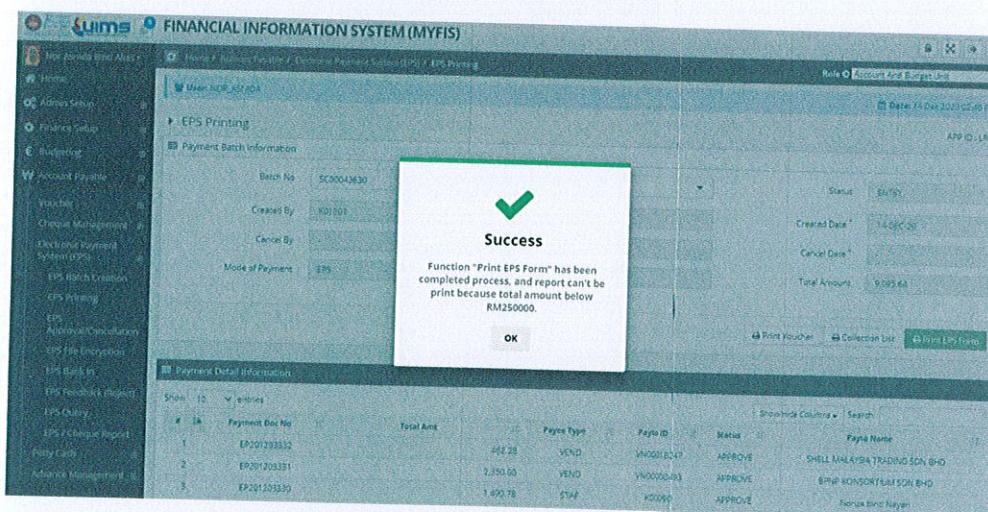
 UNIVERSITI PENDIDIKAN SULTAN IDRIS اونیورسیتی قندیڤدیان سلطان ادریس SULTAN IDRIS EDUCATION UNIVERSITY	ARAHAN KERJA PEMBAYARAN MELALUI ELEKTRONIK PAYMENT SYSTEM (EPS)	Muka surat : 7/8
		Tarikh : 1 JANUARI 2021
	UPSI(ISO)/BEN/P06/AK03	Pindaan : 01
		Keluaran : A

- Setelah selesai proses di atas, *pop up box* 'Are you sure to print EPS?' seperti paparan di bawah akan dipamerkan.



- Klik **Yes, Sure**

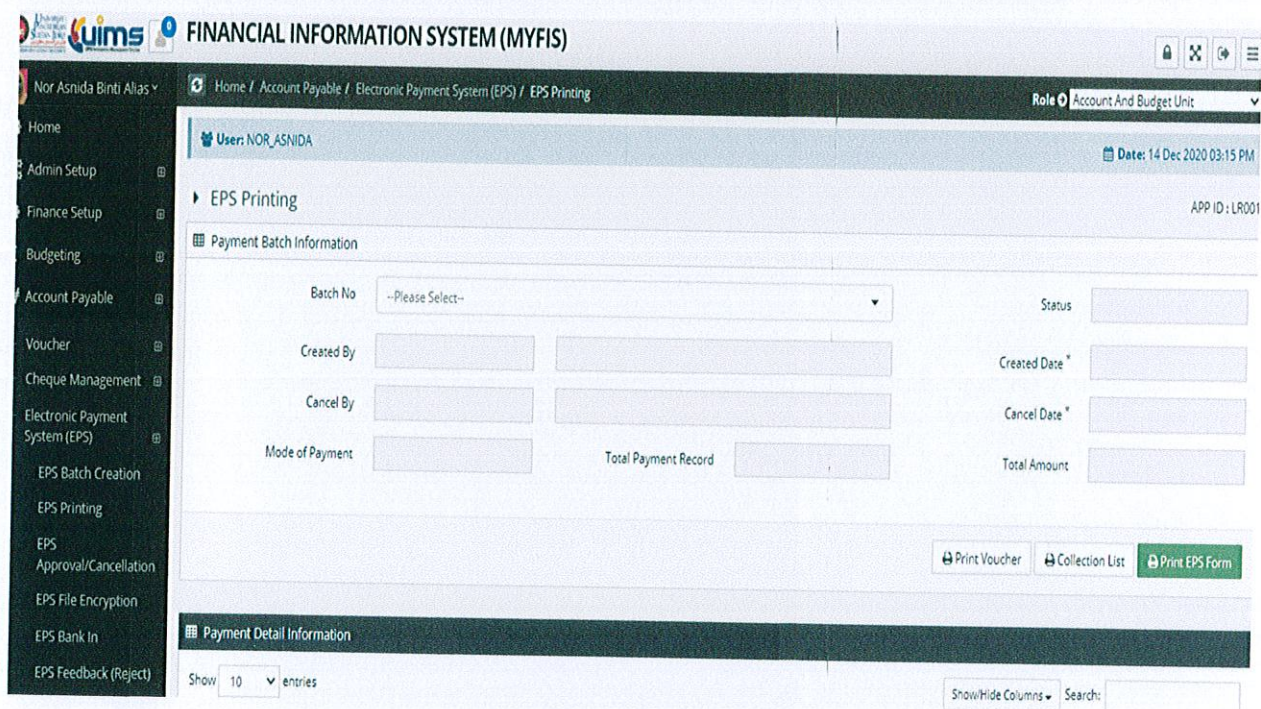
- Pop up box 'Success' seperti paparan di bawah dipamerkan.



- Klik **OK**.

 UNIVERSITI PENDIDIKAN SULTAN IDRIS اونیورسیتی قندیديان سلطان ایدريس SULTAN IDRIS EDUCATION UNIVERSITY	ARAHAN KERJA PEMBAYARAN MELALUI ELEKTRONIK PAYMENT SYSTEM (EPS)	Muka surat : 8/8
		Tarikh : 1 JANUARI 2021
	UPSI(ISO)/BEN/P06/AK03	Pindaan : 01
		Keluaran : A

5. Selepas selesai mencetak baucer, butang **Print EPS Form** akan hilang. Ia bagi mengelakkan Semakan Bucer dicetak dua kali.



The screenshot shows the 'FINANCIAL INFORMATION SYSTEM (MYFIS)' interface. The user is logged in as 'Nor Asnida Binti Alias' with the role 'Account And Budget Unit'. The current page is 'EPS Printing' under the 'Electronic Payment System (EPS)' menu. The 'Payment Batch Information' section contains several input fields: 'Batch No' (dropdown menu), 'Status' (text field), 'Created By' (text field), 'Created Date' (text field), 'Cancel By' (text field), 'Cancel Date' (text field), 'Mode of Payment' (text field), 'Total Payment Record' (text field), and 'Total Amount' (text field). At the bottom right, there are three buttons: 'Print Voucher', 'Collection List', and 'Print EPS Form'. The 'Print EPS Form' button is highlighted in green. Below the 'Payment Batch Information' section, there is a 'Payment Detail Information' section with a 'Show' dropdown set to '10' and a 'Search' field.

6. Serahkan baucer kepada penyedia baucer.