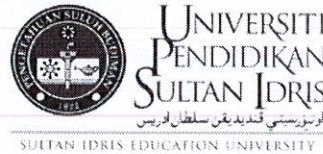


MANUAL PENGGUNA *(USER MANUAL)*



JABATAN BENDAHARI

PESANAN BELIAN *(PURCHASE ORDER)*

UPSI (ISO)/BEN/P02/MP03

PINDAAN: 01

TARIKH: 1 JANUARI 2022

 UNIVERSITI PENDIDIKAN SULTAN IDRIS اونیورسیتی لتدینیک سلطان ادریس SULTAN IDRIS EDUCATION UNIVERSITY	MANUAL PENGGUNA PENYEDIAAN PESANAN BELIAN (PURCHASE ORDER)	Muka surat : 1/20
		Tarikh : 1 JANUARI 2022
	UPSI(ISO)/BEN/P02/MP03	Pindaan : 01
		Keluaran : A

1. PURCHASE ORDER

1.1 Purchase Order

Purchase Order is one of the sub module in Purchasing. It captures and automates the entire purchase order (PO) application process. It was the first official offer issued by a buyer to a seller indicating types, quantities, and agreed prices for products or services. The details describe as below.

1.2 Purchase Order Entry and Verification for Cost Center (WUF001)

This screen allow user to view, add, edit and delete Purchase Order Application. User is allowed to fill in either manually or automatically (by Requisition Number). The details are **Figure 1** as follows.

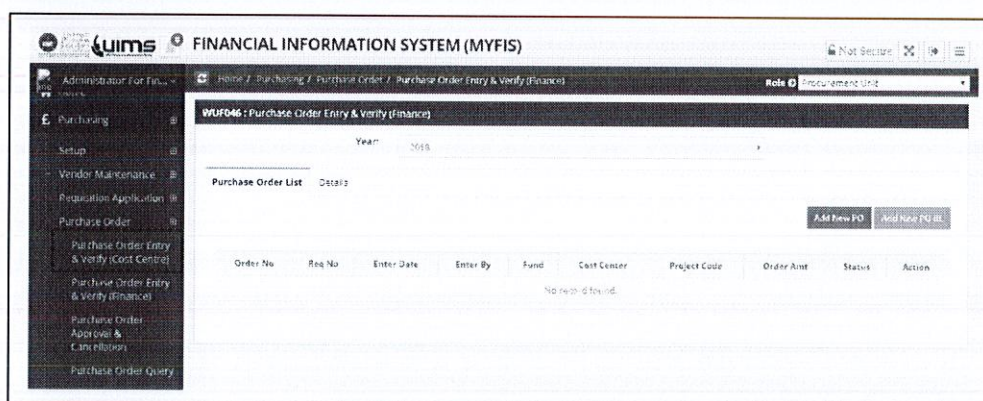


Figure 1 – Purchase Order Entry - Main page

 UNIVERSITI PENDIDIKAN SULTAN IDRIS اونیورسیتی لتدیدیق سلطان ایدرس SULTAN IDRIS EDUCATION UNIVERSITY	MANUAL PENGGUNA PENYEDIAAN PESANAN BELIAN (PURCHASE ORDER)	Muka surat : 2/20
		Tarikh : 1 JANUARI 2022
	UPSI(ISO)/BEN/P02/MP03	Pindaan : 01
		Keluaran : A

1.2.1 Opening Manual Entry for Purchase Order Application Screen

- 1.2.1.1 Click **Procurement Unit** from the **Role** dropdown list.
- 1.2.1.2 Click on **Purchasing>Purchase Order>Purchase Order Entry & Verify** function. It will display the **Purchase Order Entry & Verify (Finance)** screen. See Figure 1.

1.2.2 Adding New Record Manually

1.2.2.1 Add Purchase Order Header

- Click on **Add New PO**  button from **Purchase Order Entry & Verify (Cost Centre)** screen. It will bring up the Purchase Order Header as Figure 2.

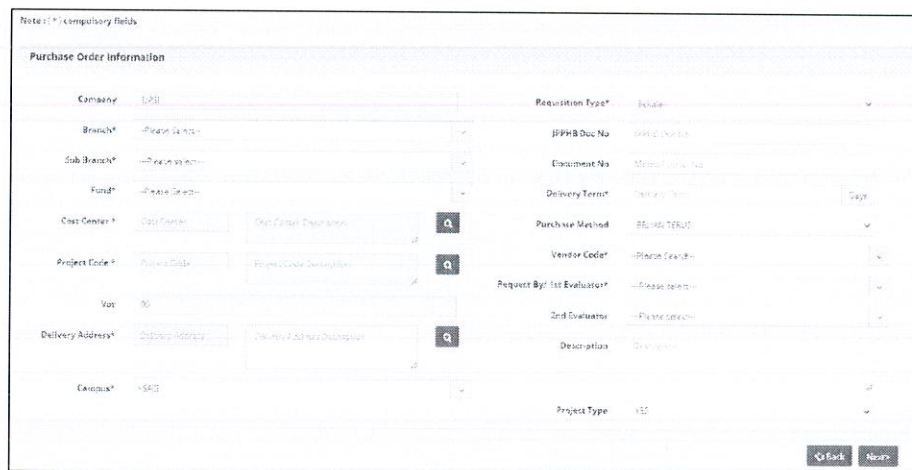


Figure 2 - Purchase Order Header

- Key-in all the details for Purchase Order Header.

 UNIVERSITI PENDIDIKAN SULTAN IDRIS اونیورسیتی لتدینیس سلطان ادریس SULTAN IDRIS EDUCATION UNIVERSITY	MANUAL PENGGUNA PENYEDIAAN PESANAN BELIAN (PURCHASE ORDER)	Muka surat : 3/20
		Tarikh : 1 JANUARI 2022
	UPSI(ISO)/BEN/P02/MP03	Pindaan : 01
		Keluaran : A

- i. **Branch:** Select branch from the dropdown list
- ii. **Sub Branch:** Select sub-branch from the dropdown list
- iii. **Fund:** Select fund from the dropdown list
- iv. **Cost Center:** Select cost center from the dropdown list (based on Fund)
- v. **Project Code:** Select project from the dropdown list (based on Fund and Cost Center)
- vi. **Delivery Address:** Select address from the dropdown list
- vii. **Campus:** Select campus from the dropdown list
- viii. **Requisition Type:** Select requisition type from the dropdown list
- ix. **Document No:** Key-in document no
- x. **Delivery Term:** Key in count off day to delivery (**NEW**)
- xi. **Purchase Method:** Select purchase method from the dropdown list
- xii. **Vendor Code:** Select vendor from the dropdown list
- xiii. **Request By/ First Evaluator:** Select evaluator from the dropdown list
- xiv. **Second Evaluator:** Select evaluator from the dropdown list
- xv. **Description:** Key in description
- xvi. **Project Type:** Project Type dropdown automatically will follow Fund Type

3. Compulsory data (*) is required.

4. Click **Next** button to save Purchase Order Header. It will display the **Detail Information Of New Purchase Order Header** screen. See **Figure 3**.

 UNIVERSITI PENDIDIKAN SULTAN IDRIS اوتدپستف قنددقن سلفان ادرس SULTAN IDRIS EDUCATION UNIVERSITY	MANUAL PENGGUNA PENYEDIAAN PESANAN BELIAN (PURCHASE ORDER)	Muka surat : 4/20
		Tarikh : 1 JANUARI 2022
	UPSI(ISO)/BEN/P02/MP03	Pindaan : 01
		Keluaran : A

INANCIAL INFORMATION SYSTEM (MYFIS)
Not Secure

Home / Purchasing / Purchase Order / Purchase Order Entry & Verify (Finance)
Rate: Procurement Unit

WUFD46: Purchase Order Entry & Verify (Finance)

User: PPLADMIN Date: 16 Dec 2019 22:27:46 PM

[Back](#) [Edit PO](#) [Print](#) [Option](#)

Order Main Information

Order No	1	PO181000067	Status	1	ENTRY
Doc Reg No	2		Requisition Type	2	EXPAN
Purchase Method	1	BELIAN TERUS	Req No	1	
Company	1	Universiti Pendidikan Sultan Idris (UPSI)	Project Type?	1	N
Branch	1	TAP (DONG MAKUHETAS)	Project ID	1	
Sub Branch	1	KAMPUS SULTAN AZLAN SHAH (01)	Fund	1	KUNYUAN (WANG MING GU RUSID)
Vendor Code	2	2009 HEKING SDN BHD (VN0003156)	Desar	2	URTI (AMR00)
Cost Ctr	1	BENGAHARI (Sejarah) (BEN0001000)	JPH4B Doc No	1	
Description	1	Test	Signed Date	1	
Delivery Address	1	IG	Enter Date	1	13/12/2019
Enter By	1	Administration for Financial Information System (PPLADMIN)	Verify Date	2	
Verify By	2		Approve Date	1	
Approve By	1		Cancel Date	1	
Cancel By	1		Discount Amt	1	RM0.00
Request By/ 1st Evaluator	1	Ho Ghani bin Mahamad (K00043)	Gross Amt	1	RM4.00
2nd Evaluator	1	Ho Wahaz bin Mohamad (K01870)	Total Amt	1	RM4.00

[Main](#) [Main](#)

Order Item Information

[Add Detail](#) [Rate Info](#)

Line	13	▼	entries						Search
Line No	ik	Acct Code	Specification	Qty	Unit Price	Gross Amt	Discount	Total Amt	Action
No data available in table									
TOTAL PURCHASE								RM0.00	

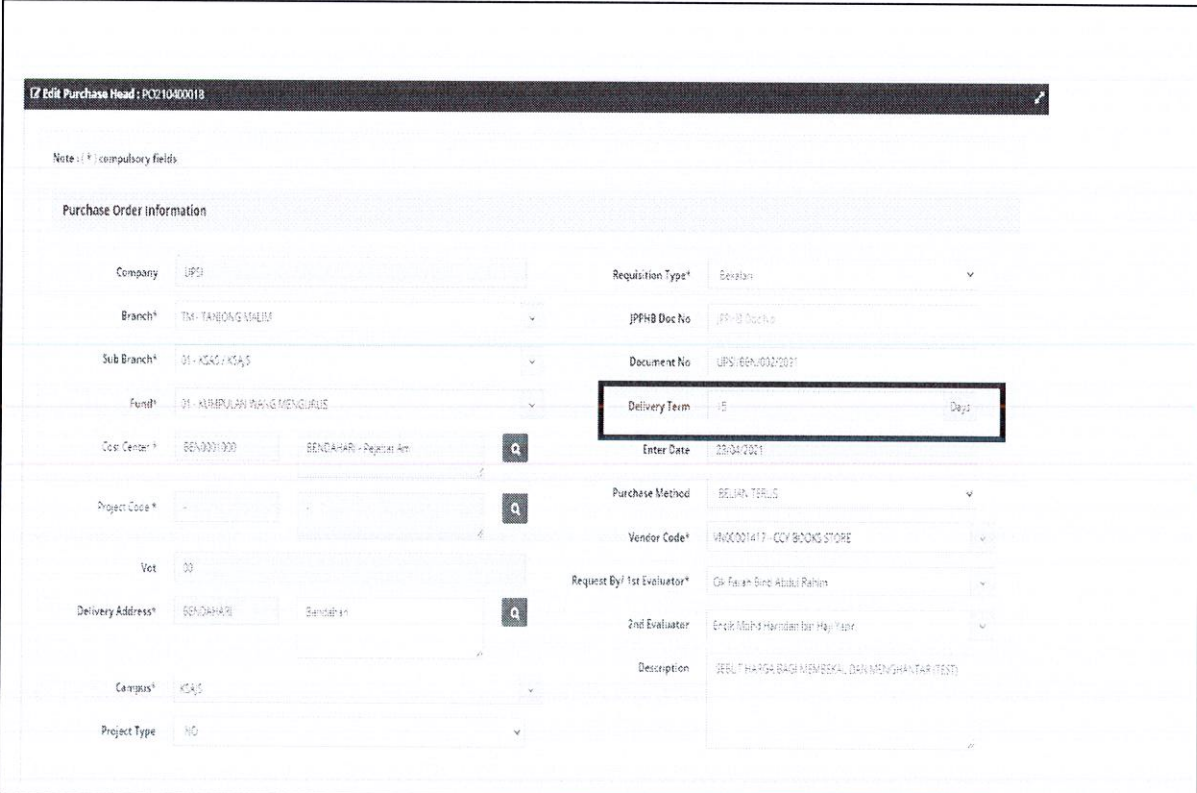
Showing 0 to 0 of 0 entries
1/1/2020 11:45

Figure 3 – Details of New Purchase Order Header

 UNIVERSITI PENDIDIKAN SULTAN IDRIS اونیورسیتی لتدیدیق سلطان ادریس SULTAN IDRIS EDUCATION UNIVERSITY	MANUAL PENGGUNA PENYEDIAAN PESANAN BELIAN (PURCHASE ORDER)	Muka surat : 5/20
		Tarikh : 1 JANUARI 2022
	UPSI(ISO)/BEN/P02/MP03	Pindaan : 01
		Keluaran : A

1.2.2.2 Edit Purchase Order Header

1. Click **Edit PO**  button (**Figure 4**) to update relevant information.
2. Click Save button to save and Close to return to original screen.



Edit Purchase Head : PO210400018

Note : (*) compulsory fields

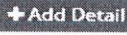
Purchase Order information

Company	UPSI	Requisition Type*	Belian
Branch*	TM - TANBONG MAJLIM	JPPHB Doc No	JPPHB Doc No
Sub Branch*	01 - KASAS / KASAS	Document No	UPSI/BEN/002/2001
Fund*	01 - ALMBULAN RANG MENGUALIS	Delivery Term	15 Days
Cost Center*	BEN/001/000 BENDAHARI - Pejabat Am	Enter Date	23/04/2021
Project Code*	-	Purchase Method	BELIAN TERUS
Vet	00	Vendor Code*	W00001417 - COV BONG STORE
Delivery Address*	BENDAHARI Bendarah	Request By/ 1st Evaluator*	Gk Faah Bnd Abdul Rahim
Campus*	KASAS	2nd Evaluator	Engr Mohd's Harodin bin Hajj Yapar
Project Type	NO	Description	SEBUT HARGA BAGA MEMSEKAL DAN MENGHANTAR (TEST)

Figure 4 – Edit Purchase Order Header

 UNIVERSITI PENDIDIKAN SULTAN IDRIS اونیورسیتی قندیديقن سلطان ادریس SULTAN IDRIS EDUCATION UNIVERSITY	MANUAL PENGGUNA PENYEDIAAN PESANAN BELIAN (PURCHASE ORDER)	Muka surat : 6/20
		Tarikh : 1 JANUARI 2022
	UPSI(ISO)/BEN/P02/MP03	Pindaan : 01
		Keluaran : A

1.2.2.3 Add Purchase Order Detail

1. Click on **Add Detail**  from **Details of New Purchase Order Entry** screen. It will bring up to the **Add New Purchase Detail Screen**. See **Figure 5**.

 Add New Order Item Detail

Note : (*) compulsory fields

Order No:	PD191205067	Company:	UPSI
Branch:	TM	Sub Branch:	01
Fundi:	01-KUMPULAN WANG MENGURUS		
Cost Center:	BEN0001000-BENDAHARI - PEJABAT AM		
Project Code:			
Account Code: *	--Please Select--	Dasar:	00
Item: *	--Please Select--	Unit Measure: *	--Please Select--
Package No:	Package No	Item No:	Item No
Specifications:	Item specification		
Brand & Model:	Brand & Model	Country Of Origin:	Country
Quantity: *	0	Unit Price: RM*	0.00
Tax Amt (RM):	0	Total Amt: RM:	0.00
Discount:	0		

Figure 5 – Add Purchase Order Details

 UNIVERSITI PENDIDIKAN SULTAN IDRIS اوتريديتي لنديديقن سلطان ايدريس SULTAN IDRIS EDUCATION UNIVERSITY	MANUAL PENGGUNA PENYEDIAAN PESANAN BELIAN (PURCHASE ORDER)	Muka surat : 7/20
		Tarikh : 1 JANUARI 2022
	UPSI(ISO)/BEN/P02/MP03	Pindaan : 01
		Keluaran : A

2. Key-in all the details for Purchase Order Details.

- i. **Account Code:** Select account code from the dropdown list
- ii. **Item:** Select item from the dropdown list
- iii. **Unit Measure:** Select unit measure from the dropdown list
- iv. **Package No:** Key in package no
- v. **Item No:**Key in item no
- vi. **Brand & Model:**Key in brand and model
- vii. **Country Of Origin:**Key in Country
- viii. **Quantity:**Key in quantity
- ix. **Unit Price:**Key in unit price
- x. **Tax Amt:**Key in tax amt (if any)
- xi. **Total Amount:**Will update by calculation (quantity times unit price)
- xii. **Discount:**Key in discount (if any)

3. Compulsory (*) is required.

4. Click **Save** button to save Purchase Order Detail. It will display the **Detail Information Of New Purchase Order** screen with new **Order Item Information (Figure 6)**.

5. Compulsory (*) is required.

6. Click **Save** button to save Purchase Order Detail. It will display the **Detail Information Of New Purchase Order** screen with new **Order Item Information (Figure 6)**.

 UNIVERSITI PENDIDIKAN SULTAN IDRIS ائرويسيتي قئديديقئ سئطئن ائريس SULTAN IDRIS EDUCATION UNIVERSITY	MANUAL PENGGUNA PENYEDIAAN PESANAN BELIAN (PURCHASE ORDER)	Muka surat : 8/20
		Tarikh : 1 JANUARI 2022
	UPSI(ISO)/BEN/P02/MP03	Pindaan : 01
		Keluaran : A

Order Item Information								
Show 10 entries						Add Detail		Save Initial
Line No	Acct Code	Specification	Qty	Unit Price	Gross Amt	Discount	Total Amt	Action
1	UPSI-TM-01-02- ICT0001060-06-45- 28-B1-00-002-00- 828103	test	5	RM5.00	RM25.00	RM0.00	RM25.00	  
TOTAL PURCHASE							RM25.00	
Showing 1 to 1 of 1 entries								
Previous								1 Next

Figure 6 –New Purchase Order Detail

1.2.2.4 Edit Purchase Order Detail

1. Click **Edit**  button (Figure 7) to update relevant information.
2. Click **Save** button to save and **Close** to return to original screen.

Note: (*) compulsory fields.			
Order No:	PO0151200060	Company:	UPSI
Branch:	PSI	Sub Branch:	01
Name:	02-KUTIPUSAT KENAGI NEKASAT		
Cost Center:	ICT0001000USAT KCT		
Project Code:	REAR-05-B1-00-052		
Account Code:	02102- PENY. BERKORPORASI PENGUSAHAAN	Order:	00
Item:	00001- PAKET TEKNIK JABATAN KUBRAH	Unit Measure:	BKS. BKS
Package ID:	1.1	Unit No:	1
Specifications:	test		
Brand & Model:	H2445R	Country of Origin:	TAJIKHISTAN
Calculation: Please key in data if any changes.			
Quantity:	5	Unit Price (RM):	5
Discount (%)	0		
Data generated:			
Tax Code:	NR	Discount RM:	0.00
Tax Policy:	A	Gross Amt RM:	25.00
Tax Amt (PM):	0	Total Amt RM:	25.00
 			

Figure 7–Update Purchase Order Detail

 UNIVERSITI PENDIDIKAN SULTAN IDRIS لوتريسي قديديق سلطان ادريس SULTAN IDRIS EDUCATION UNIVERSITY	MANUAL PENGGUNA PENYEDIAAN PESANAN BELIAN (PURCHASE ORDER)	Muka surat : 9/20
		Tarikh : 1 JANUARI 2022
	UPSI(ISO)/BEN/P02/MP03	Pindaan : 01
		Keluaran : A

1.2.3 View Purchase Order Detail

1. Click **View**  button (**Figure 8**) to see the details that have been recorded
2. Click the **Close** button to return to original screen.

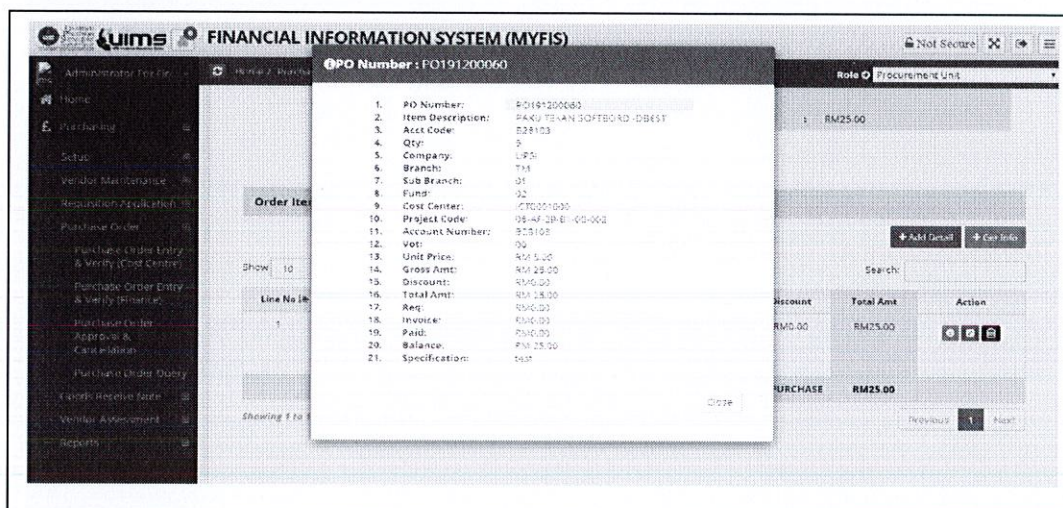


Figure 8–View Purchase Order Detail

1.2.3 Delete Purchase Order Detail

1. Click **Delete**  to delete the record. Verify the information to be deleted.
2. Click **Yes** button to delete and **Close** button to return to original screen.

 UNIVERSITI PENDIDIKAN SULTAN IDRIS اونیورسیتی قندیقین سلطان ادریس SULTAN IDRIS EDUCATION UNIVERSITY	MANUAL PENGGUNA PENYEDIAAN PESANAN BELIAN (PURCHASE ORDER)	Muka surat : 10/20
		Tarikh : 1 JANUARI 2022
	UPSI(ISO)/BEN/P02/MP03	Pindaan : 01
		Keluaran : A

1.2.4 View Budget

1. Click **Option** button  from the **Purchase Order Details Screen** (Figure 9).
2. Click **View Budget** button  to view the budget. If the budget is more than Total Amount, the record can be verified.

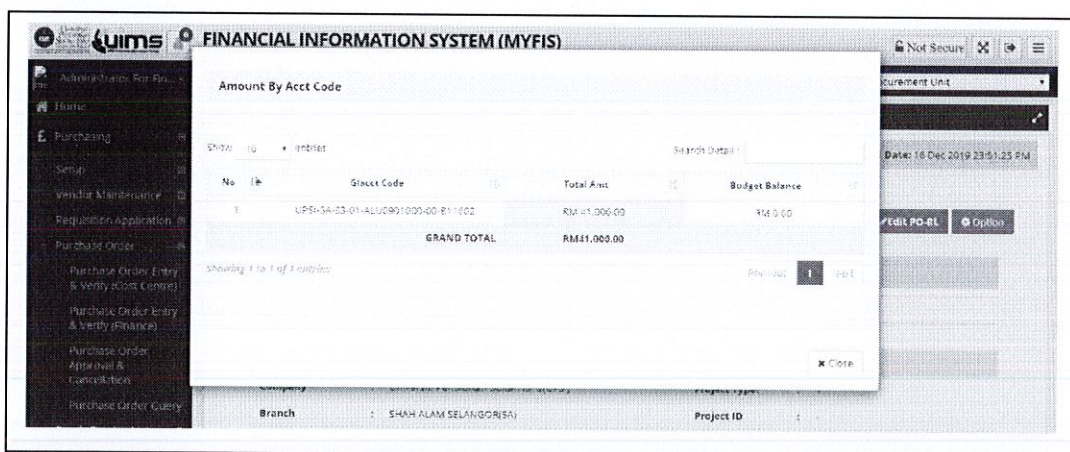
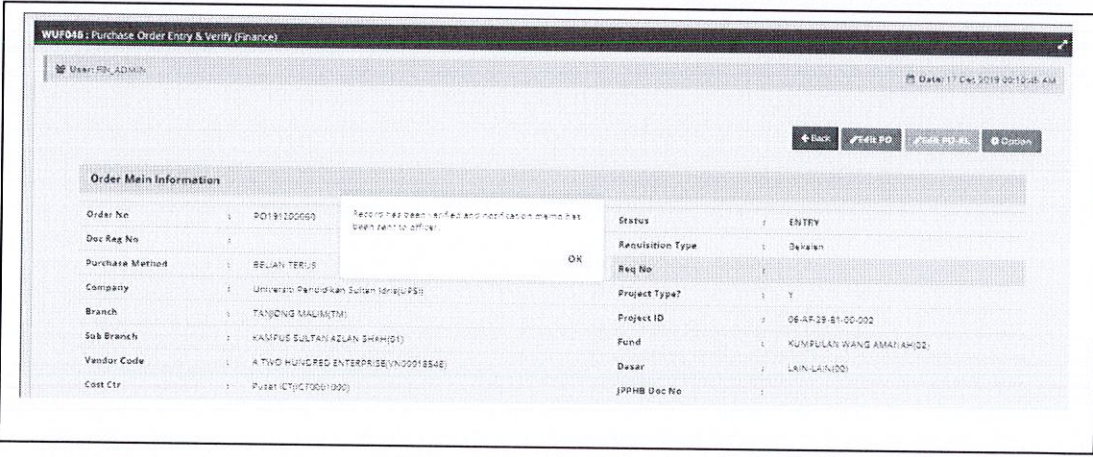


Figure 9 –View budget

1.2.5 Purchase Order Verification

1. Click **Option** button  from the **Purchase Order Details Screen** (Figure 10).
2. Click **Verify** button  to verify record. If the budget is more than Total Amount, the record can be verified.

 UNIVERSITI PENDIDIKAN SULTAN IDRIS اونیورسیتی قندیقین سلطان ادریس SULTAN IDRIS EDUCATION UNIVERSITY	MANUAL PENGGUNA PENYEDIAAN PESANAN BELIAN (PURCHASE ORDER)	Muka surat : 11/20
		Tarikh : 1 JANUARI 2022
	UPSI(ISO)/BEN/P02/MP03	Pindaan : 01
		Keluaran : A



WUF046: Purchase Order Entry & Verify (Finance)

User: PEN_ADMIN Date: 17 Dec 2019 00:10:45 AM

Buttons: Back, Entry PO, Entry PO-BS, Option

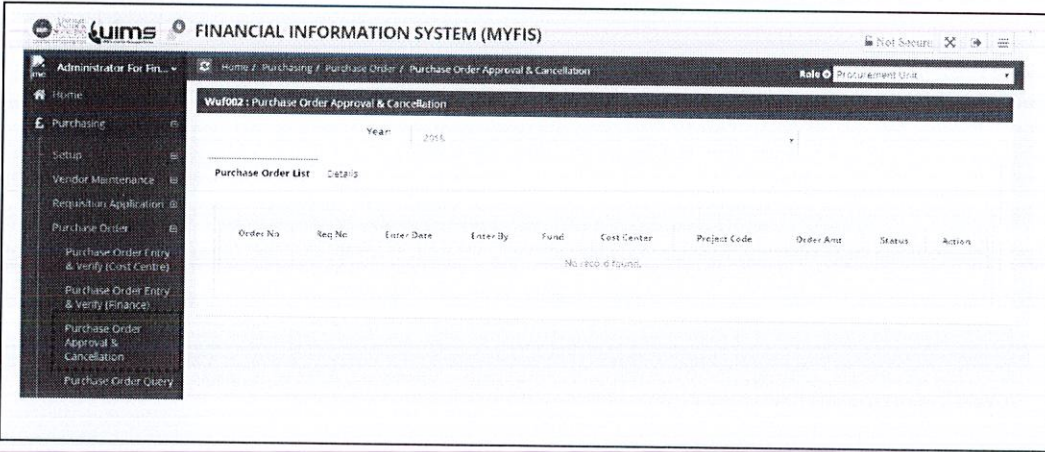
Order Main Information

Order No	1	PO191100000	Record has been verified and notification memo has been sent to office.	Status	1	ENTRY
Doc Reg No	1			Requisition Type	1	Belian
Purchase Method	1	BELIAN TERUS	OK	Req No	1	
Company	1	Universiti Pendidikan Sultan Idris(UPSI)		Project Type?	1	Y
Branch	1	TANJONG MAUJUT(M)		Project ID	1	06-AP-29-B1-00-002
Sub Branch	1	KAMPUS SULTAN AZLAN SHAH(S)		Fund	1	KUMPULAN WANG AMANAH(02)
Vendor Code	1	A TIVO HUNDRED ENTERPRISE(VN0001854E)		Dasar	1	LAIN-LAIN(00)
Cost Ctr	1	Pusat ICT(CT0001000)		JPPHB Doc No	1	

Figure 10 – Purchase Order Verification

1.3 Purchase Order Approval And Cancellation (WUF002)

This screen allow user to approve or cancel application of Purchase Order. The details are as follows.



WUF002: Purchase Order Approval & Cancellation

Year: 2015

Purchase Order List Details

Order No	Req No	Enter Date	Enter By	Fund	Cost Center	Project Code	Order Amt	Status	Action
No record found.									

Figure 11 – Purchase Order Approval & Cancellation (WUF002) screen

 UNIVERSITI PENDIDIKAN SULTAN IDRIS اونیورسیتی لتدیدیق سلطان ادریس SULTAN IDRIS EDUCATION UNIVERSITY	MANUAL PENGGUNA PENYEDIAAN PESANAN BELIAN (PURCHASE ORDER)	Muka surat : 12/20
		Tarikh : 1 JANUARI 2022
	UPSI(ISO)/BEN/P02/MP03	Pindaan : 01
		Keluaran : A

1.3.1 Opening Approval & Cancellation Purchase Order Screen

1. Click **Procurement Unit** from the **Role** dropdown list.
2. Click on **Purchasing >Purchase Order >Purchase Order Approval & Cancellation** function. It will display the **Purchase Order Approval & Cancellation** screen. See **Figure 11**.
3. Click **Year** to find the record. See **Figure 11**.

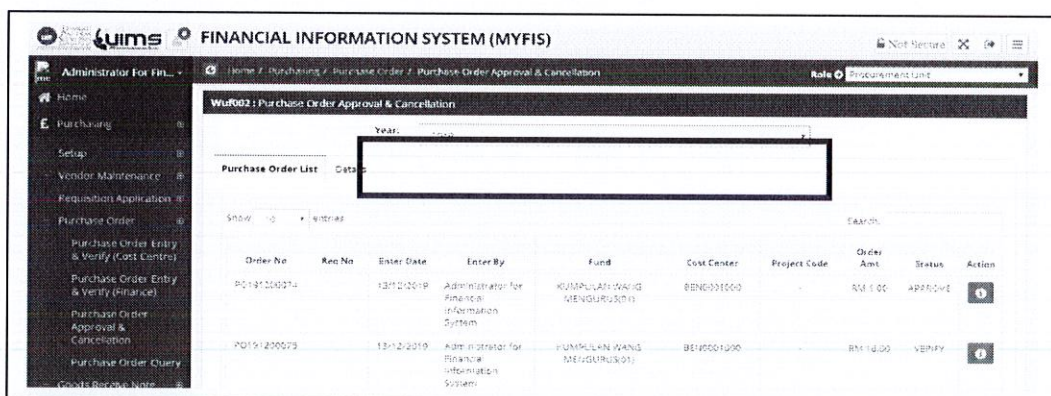


Figure 11 – search record

1.3.2 View Detail Purchase Order

1. Click on the **Detail** button  to display the record.

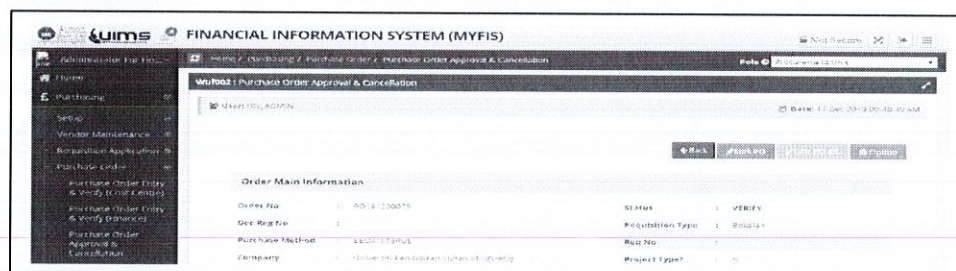


Figure 12 – view detail of Purchase Order

 UNIVERSITI PENDIDIKAN SULTAN IDRIS اوتو ريسيتي لتدريس سلطان ادريس SULTAN IDRIS EDUCATION UNIVERSITY	MANUAL PENGGUNA PENYEDIAAN PESANAN BELIAN (PURCHASE ORDER)	Muka surat : 13/20
		Tarikh : 1 JANUARI 2022
	UPSI(ISO)/BEN/P02/MP03	Pindaan : 01
		Keluaran : A

1.3.3 Purchase Order Approval

- Click **Option** button , then click **View Budget** button  to view the budget of the application.

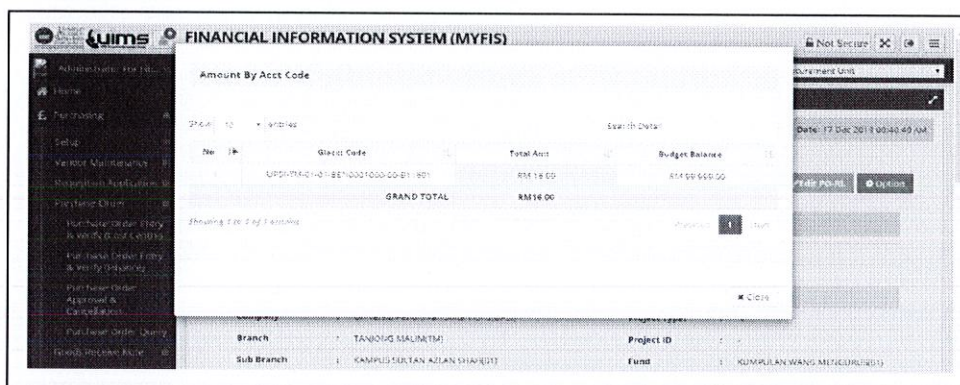


Figure 13 – View budget of Purchase Order

- If the budget is greater than total amount, the record can be proceed to approve.
- Click at the **Option** button  again, and click **Approve** button .
- Click the **Yes** button to confirm approval or **Cancel** to cancel the approval

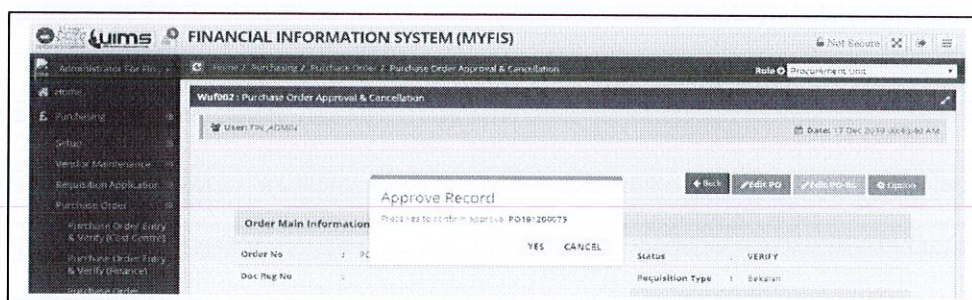


Figure 14 –Purchase Order Approval

 UNIVERSITI PENDIDIKAN SULTAN IDRIS اوتو سيدي سلطان ايدريس SULTAN IDRIS EDUCATION UNIVERSITY	MANUAL PENGGUNA PENYEDIAAN PESANAN BELIAN (PURCHASE ORDER)	Muka surat : 14/20
		Tarikh : 1 JANUARI 2022
	UPSI(ISO)/BEN/P02/MP03	Pindaan : 01
		Keluaran : A

1.3.4 Purchase Order Cancellation

1. Click at the **Option** button  and then click the **Cancel** button  to proceed the cancellation process.
2. Click the **Yes** button to confirm cancellation or **Cancel** button to cancel the process.
3. View budget by **View Budget** button to make sure the cancellation is success.

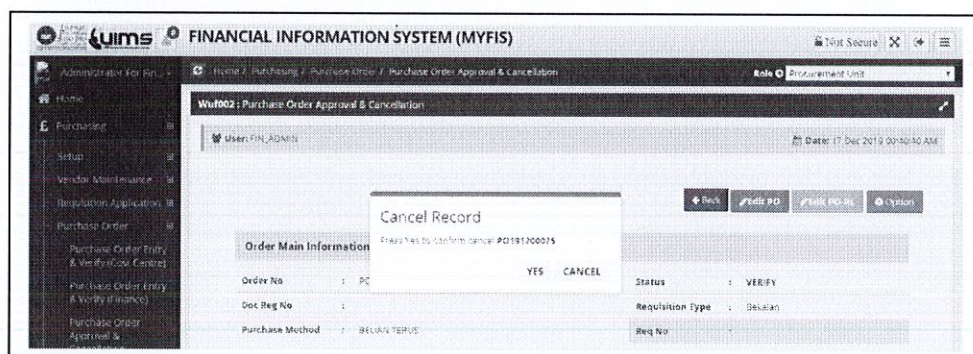


Figure 15 –Purchase Order Cancellation

1.3.5 Purchase Order Completion

1. Click at the **Option** button  and then click the **Complete** button  to proceed the completion process.
2. Click the **Yes** button to confirm completion or **Cancel** button to cancel the process.
3. This button is only available for department='BENDAHARI' and status='APPROVE'.

 UNIVERSITI PENDIDIKAN SULTAN IDRIS اونیورسیتی قندیقین سلطان ادریس SULTAN IDRIS EDUCATION UNIVERSITY	MANUAL PENGGUNA PENYEDIAAN PESANAN BELIAN (PURCHASE ORDER)	Muka surat : 15/20
		Tarikh : 1 JANUARI 2022
	UPSI(ISO)/BEN/P02/MP03	Pindaan : 01
		Keluaran : A

1.4 Purchase Order Query (WUF515)

This screen allow user to view all detail of each Purchase Order Application from all status.

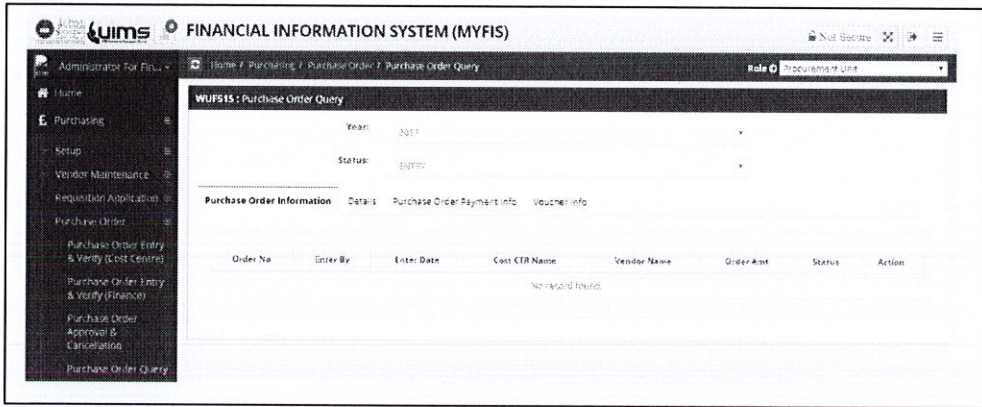


Figure 16–Purchase Order Query

1.4.1 Opening Purchase Order Query Screen

1. Click **Procurement Unit** from the **Role** dropdown list.
2. Click on **Purchasing >Purchase Order >Purchase Order Query** function. It will display the **Purchase Order Query** screen. See **Figure 17**.
3. Click **Year** or **Status** to find the record.

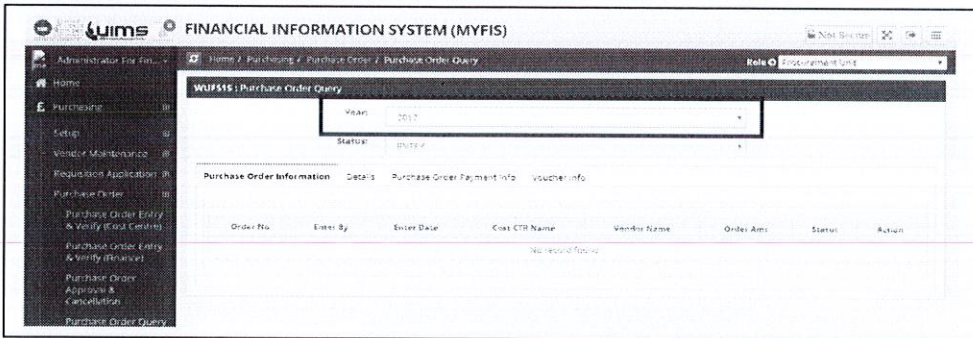


Figure 17–Purchase Order Query

 UNIVERSITI PENDIDIKAN SULTAN IDRIS اوتنوسيتي لتدريس سلطان ادريس SULTAN IDRIS EDUCATION UNIVERSITY	MANUAL PENGGUNA PENYEDIAAN PESANAN BELIAN (PURCHASE ORDER)	Muka surat : 16/20
		Tarikh : 1 JANUARI 2022
	UPSI(ISO)/BEN/P02/MP03	Pindaan : 01
		Keluaran : A

1.4.2 View Detail Purchase Order

Click on the **Detail** button  to display the record.

WUP315 - Purchase Order Query

Year: 2021
Status: APPROVE

Purchase Order Information **Details** Purchase Order Payment Info Worksheet Info

[Back](#)

Order Main Information

Order No	PM021040022	Status	APPROVE
Doc Reg No		Requisition Type	GRN/GRN
Purchase Method	BELIAN TERPAKAI	Req No	
Company	UPSI	Project Type?	14
Branch	THS	Project ID	
Sub Branch	01	Fund	01
Vendor Code	YH00004221	Order	00
Cost Ctr	0040000000	JPPHB Doc No	
Description			
Delivery Term	30	Delivery Date	05/01/2021
Extended Delivery Term		Extended Delivery Date	07/01/2021
Delivery Address	BENGGALU	Signed Date	05/01/2021
Enter By	Administrator for Financial Information System	Enter Date	01/01/2021
Verify By	Administrator for Financial Information System	Verify Date	01/01/2021
Approve By	Royal Muhammad Anwar Saad Kofya	Approve Date	01/01/2021
Cancel By		Cancel Date	
Request By/ 1st Evaluator	Abdullah bin Hap Saad	Discount Amt	RM12.00
2nd Evaluator		Gross Amt	RM12.00
Indentity		Total Amt	RM12.00

Order Item Information

View: **Details** Search Detail

Line No	Item Code	Item Desc	Qty	Unit Price	Gross Amt	Total Amt	Specification	Received	Paid	Balance	Action
1	UPS TM31-01 0000000000 01/01/2021	TWO-BAY PERIPHERAL UNIT	02	RM12.00	RM12.00	RM12.00		0	RM12.00	RM12.00	

Showing 1 to 1 of 1 entries

Summary

Purchase Total	RM12.00	Received Total	RM12.00
Paid	RM12.00	Balance	RM12.00

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Figure 18 – view detail of Purchase Order Query