# MANUAL PENGGUNA (USER GUIDE)



### JABATAN BENDAHARI

## **KEMASKINI STOK** (UPDATE STOCK ITEM)

## UPSI (ISO)/BEN/P09/MP03

**PINDAAN: 00** 

TARIKH: 3 JANUARI 2022

### ISI KANDUNGAN

BIL	PERKARA	MUKA SURAT
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### 1.0 Daftar Masuk Di Dalam Sistem MyFIS Neo

- 1.1 Layari URL https://unifis.upsi.edu.my.
- 1.2 <u>Masukkan</u> ID Pengguna (*Username*) dan Kata Laluan (*Password*) serta klik

butang Sign in

MyFIS NEO VI.1.2021	
Welcome to MyFIS Neo!	Sign into your account
Our Dedicated Team:	Username
#Erma #Amy #Paei #ZK #Wan #Mida #Dayah #Bella #Lyana Need help? Contact us at +60 15 4879 7227 or mylis@ictupsLedumy	Password 🔒
	Forgot Password? Sign In

Rajah 1.2

- 2.0 Mengemaskini bilangan *Stock Item* selepas pembelian baru melalui *Good Receive Note* (GRN).
  - 2.1 Menu utama *Financial Information System* (MYFIS) akan dipaparkan. Klik pada *dropdown list Role*. Klik pada menu *Store Management* (ptj).



Rajah 2.1

	MANUAL PENGGUNA KEMASKINI	Muka surat : 2/11	
Universiti Pendidikan	(UPDATE STOCK ITEM)	E STOCK ITEM) Tarikh : 1 JA	: 1 JANUARI 2022
Sultan IDRIS Sultan IDRIS Sultan IDRIS EDUCATION UNIVERSITY	UPSI(ISO)/BEN/P09/MP03	Pindaan	: 00

2.2 Menu utama *Store Management* (ptj) akan dipaparkan). Klik pada menu *Store Management > Store Management Setup (Store) > Update Stock Item.* 



Rajah 2.2

2.3 Halaman *Update Stock Item* akan dipaparkan. Klik butang *Search* untuk mencari rekod *Item by GRN.* 

	Lims FINANCIAL INFORMATION SYSTEM (MYFIS)	🗙 = 🗭
📓 Norwazirah Binti Zai ~	Home / Store Management / Store Management Setup (Store) / Update Stock Item	Role 🔿 Store Management (finance) 💙
🖀 Home	Store Management Setup (Store)	
Store Management	WYF023: Update Stock Item	
<ul> <li>Store Management</li> <li>Setup (Functional) ⊕</li> </ul>	E Check In 🗴 Rejected Q.	Q Search 💙 Reset
<ul> <li>Store Management</li> <li>Setup (Store) ⊞</li> </ul>		
	🛪 Store Information	
Update Re-Order Level	No Record Found	
<ul> <li>Store Management</li> <li>Transaction ⊞</li> </ul>	ズ Enter Item into Store	
	GRN #:-( PO #:-(	
<ul> <li>Store Management</li> <li>Query ⊕</li> <li>Store Management</li> </ul>	No. Item Description Qty UoM Total Price ROL Qty In UoM Total Qty Price per Unit Code In (RM) Detail In (RM)	Balance Expired Select After Date
Reports	- No Record Found -	
	图 Check In 🗙 Rejected Q.	Q Search 💙 Reset
		Last login 🧿 28 Dec 2021 04:44:38 PM



2.4 Skrin *Search* akan dipaparkan. Pilih maklumat *Store* dan **GRN.** Klik butang *Search* untuk memaparkan keputusan carian.

Note : ( * ) co	mpulsor	y fields	
* Store	:	STORE00001 - STORE BEKALAN JABATAN BENDAHARI	~
* GRN #	:	GR200200054 / PO200200001	~

Rajah 2.4

2.5 Maklumat item akan dipaparkan. Masukkan maklumat *Qty In Detail* dan *Expired Date*. Klik butang *Check In* untuk menyimpan/memohon.

😑 🥼 🕻 🕼	FINANCIAL INFORMATION SYST	EM (MYFIS)		
<ul> <li>Morwazirah Binti Zai ~</li> <li></li></ul>	Home / Store Management / Store Management /     Store Management Setup (Store)     WYF023: Update Stock Item	Setup (Store) / Update Stock item		Role O Store Management (ptj) • APP ID : LRUOT
– Store Management Setup (Store) ⊞ Update Store Item Update Re-Order Level	≅ Check In ¥ Rejected Q. ≭ Store Inf			Q Search O Reset
	Store : STORE00001 - STORE BEKA	ALAN JABATAN BENDAHARI		Status : ACTIVE
<ul> <li>Store Management</li> <li>Transaction</li></ul>	Department : BENDAHARI - BENDAHARI			Status : OWNER
<ul> <li>Store Management</li> <li>Query</li></ul>	Store Officer 1 : K00278 - MOHD HAMDAN	BIN HAJI YASIN		
	🔀 Enter Item into Store			
	GRN #: GR200300076 PO #: PO200200106			
	No. Item Description	Qty In	UoM Total Price (RM) F	tOL Qty In Detail UoM Detail
	1 00200047 KERTAS A4 80GSM/500 SHEET (PI	JTIH) 50 Ø	RIM 620.00 Ø	100 Ø 0 RIM
	點Check In X Rejected Q.			Q Search / at

Rajah 2.5



2.6 *Pop-up* akan terpapar. Klik pada butang **Yes.** 



Rajah 2.6

2.7 *Pop-up* kedua akan terpapar. Klik pada butang **OK.** Maklumat *Stock Item* akan dikemaskini dan dihantar melalui sistem kepada Unit Aset, Jabatan Bendahari untuk semakan.



Rajah 2.7



2.8 Klik butang *Reset* untuk menetapkan semula skrin *Update Stock Item* kepada nilai lalai.

	Lims FINANCIAL INFORMATION SYSTEM (MYFIS)	
📓 Norwazirah Binti Zai ~	G Home / Store Management / Store Management Setup (Store) / Update Stock Item	Role 🔿 Store Management (finance) 💙
🖀 Home	Store Management Setup (Store)	
Store Management	WYF023: Update Stock Item	
<ul> <li>Store Management</li> <li>Setup (Functional) ⊕</li> </ul>	El Check In X Rejected Q.	Q Search OReset
<ul> <li>Store Management</li> <li>Setup (Store)</li></ul>		
Update Store Item	ズ Store Information	
Update Re-Order Level	No Record Found	
Update Stock Item		
<ul> <li>Store Management</li> <li>Transaction ⊞</li> </ul>	A Enter Item into Store	
– Store Adjustment 🛛 🖽	GRN #: -( PO #: -(	
<ul> <li>Store Management</li> <li>Query ⊕</li> </ul>	No. Item Description Qty UoM Total Price ROL Qty In UoM Total Qty Price per Unit Code In (RM) Detail Detail In (RM)	Balance Expired Select After Date
Reports	No Record Found	
	🖹 Check In 🗶 Rejected Q.	Q Search 🕽 Reset
		Last login 🔿 28 Dec 2021 04:44:38 PM 🖕

Rajah 2.8

2.9 *Pop-up* akan terpapar. Klik pada butang *Proceed.* 



Rajah 2.9



2.10 *Pop-up* kedua akan terpapar. Klik pada butang *Ok.* Skrin *Update Stock Item* akan di *reset.* 



Rajah 2.10

#### 3.0 Mengemaskini bilangan *stock item* selepas permohonan c*heck-in* dibatalkan.

3.1 Klik pada menu Store Management > Store Management Setup (Store) > Update Stock Item. Klik pada butang Rejected Q.

	Lims FINANCIAL INFORMATION SYSTEM (MYFIS)	🗙 = 🗭
📓 Norwazirah Binti Zai ∽	C Home / Store Management / Store Management Setup (Store) / Update Stock Item	Role ⊖ Store Management (finance) ∨
🖀 Home	Store Management Setup (Store)	
Ø Store Management ⊕	WYF023: Update Stock Item	
<ul> <li>Store Management</li> <li>Setup (Functional) ⊕</li> </ul>	E Check in X Rejected Q.	Q Search O Reset
<ul> <li>Store Management</li> <li>Setup (Store)</li></ul>		
	🛪 Store Informa	
Update Re-Order Level	- No Record Found -	
<ul> <li>Store Management</li> <li>Transaction</li></ul>	ズ Enter Item into Store	
	GRN #:-( PO #:-(	
<ul> <li>Store Management</li> <li>Query</li></ul>	No. Item Description Qty UoM Total Price ROL Qty In UoM Total Qty Price per Unit Code Description In (RM) Detail In (RM)	Balance Expired Select After Date
<ul> <li>Store Management Reports</li> </ul>	No Record Found	
	登Check In X Rejected Q.	Q Search OReset
		Last login <b>O 28 Dec 2021 04:44:38 PM</b>

Rajah 3.1



3.2 Halaman *Rejected Check-In Request Query* akan terpapar. Pilih maklumat di bahagian *Search* untuk memaparkan senarai *Stock Item Check-in.* 

0	time 🕼	FINANCIAL INFORMATION SYSTEM	I (MYFIS)	≜ 🗶 🗭 ≡
me	Norwazirah Binti Zai 👻	Home / Store Management / Store Management Setup	o (Store) / Update Stock Item R	ole ᢒ Store Management (ptj) ▼
<b>∦</b> ⊦	lome	🖀 User: WAZIRAH		🛗 Date: 29 Jun 2021 10:57 PM
a 🗐	itore Management 🛛 🖽	<ul> <li>Store Management Setup (Store)</li> </ul>		APP ID : LR001
- s	Store Management Setup (Store) 🛛 🖽	WYF048: Rejected Check-In Request Query		
	Update Store Item			
	Update Re-Order Level	B Re-Check-In		<b>+</b> Back
- 5	Update Stock Item Store Management	<b>≭</b> Search		
Ē	Transaction	Please Filter Your Da	Please Select	~
	Store Management Query 🛛 🖽		- Please Select	Q
- S F	Store Management Reports	图 Re-Check-In	GRN No.: GR200200059 PO No.: PO200200020 Check-In Date: 29-06-2021 Rejected Date: 29-06-2021	e Back
- т	Fab Example			
		Universiti Pendidikan Sultan Idris © 2020		Last login <b>O 29 Jun 2021 10:57:25 PM</b>

Rajah 3.2

3.3 Masukkan maklumat yang berkaitan *(Qty In Detail / Expired Date)* berdasarkan *Reject Reason* yang dimasukkan oleh Unit Aset, Stor dan Pembangunan. Klik butang *Save* untuk menyimpan.

0	kuims 🎤	FINANCIAL INFORMATION SYSTEM (MYFIS)	≜ 🎗 🕩 ≡
	Norwazirah Binti Zai 👻	C Home / Store Management / Store Management Setup (Store) / Update Stock Item Rol	e 🖸 Store Management (ptj) 🔹
*		WYF048: Rejected Check-In Request Query	
		Re-Checkln	← Back
Store Management Setup			
		X Search	
		Please Filter Your Da GRN No.: GR200200059PO No.: PO200200020Check-In Date: 29-06-2021	~
	Store Management Transaction      ⊞	Stock Item Check-In List	
		GRN No. : GR200200059 Status : REJECT	
		PO No. : PO200200020 Rejected Date : 29-06-2021	
	Store Management Reports	Store : STORE00001 - STORE BEKALAN JABATAN BENDAHARI Cost Centre : JPH0001000 - PEJABAT AM	
		Check In By : K01761 - NORWAZIRAH BINTI ZAINAL ABIDIN Check In Date : 29-06-2021	
		>24 Stock Item Check-In Detail           # Item         Description         Qty In         UoM         Total Price (RM)         ROL	Qty In Detail
		1 00200047 KERTAS A4 80G5M/500 SHEET (PUTH) 500 0 RIM 6200.00 0 100 0	
		₿Re:Check-In	← Back

Rajah 3.3



3.4 *Pop-up* akan terpapar. Klik pada butang **OK.** Maklumat akan dikemaskini dan disimpan.



Rajah 3.4

3.5 Klik butang *Re-Check-In* untuk membuat permohonan semula.

0	line 🔐	FINANCIAL II	NFORMATION SYSTEM	(MYFIS)		
Re		🛃 Home / Store M		(Store) / Update Stock Item		Role 🔿 Store Management (ptj) 🔹
ñ		WYF048: Rejected 0	heck-In Request Query			
8	Store Management ⊞	Re-Check-In				<b>+</b> Back
╞	Store Management Setup					
	Update Store Item	Search				
	Update Re-Order Leve		Please Filter Your Da	GRN No.: GR200200059PO No.:	PO200200020Check-In Date: 29-06-20	21. ~
- Store Management Stock Item Check-In List						
	Store Management	GRN No	GR200200059		Status : REJECT	
	Query B	PO No	. : PO200200020	Re	jected Date : 29-06-2021	
-	Store Management Reports	Store	e : STORE00001 - STORE BEKALAN	JABATAN BENDAHARI	Cost Centre : JPH0001000 - PEJABA	Γ AM
	Tab Example	Check In B	K01761 - NORWAZIRAH BINTI ZA	AINAL ABIDIN CH	eck In Date : 29-06-2021	
		≭ Stock Item Ch	eck-In Detail			
		# Item Code	Description	Qty In Uo	M Total Price (RM) ROL	Qty In Detail UoM Detail
		1 00200047 H	KERTAS A4 80GSM/500 SHEET (PUTIH)	500 Ø RIM	6200.00	2 1 2 ₿ RIM
		•				•
		Re-Check-In				← Back

Rajah 3.5



3.6 *Pop-up* akan terpapar. Klik pada butang **Yes.** 



Rajah 3.6

3.7 *Pop-up* kedua akan terpapar. Klik pada butang **OK**. Maklumat GRN akan disimpan sebagai permohonan semula.



Rajah 3.7



- 4.0 Mencari dan memaparkan status *check-in request*.
  - 4.1 Klik pada menu Store Management > Store Management Query > Check-In-Request Query.

← → C 🔒 myfisneo.up	si.edu.my/store/Qcireq	🖻 🛧 🤨 🗔 🗯 🚺 :
	Lims FINANCIAL INFORMATION SYSTEM (MYFIS	
📓 Norwazirah Binti Zai 🗸	Bome / Store Management / Store Management Query / Check-In Request Query	Role 🗢 Store Management (finance) 💙
Store Management Setup (Functional)	<b>얄 User:</b> WAZIRAH	🛗 Date: 29 Dec 2021 10:37 AM
<ul> <li>Store Management</li> <li>Setup (Store) ⊞</li> </ul>	Store Management Setup (Store)	
<ul> <li>Store Management</li> <li>Transaction</li></ul>	WYF049: Check-In Request Query	
– Store Adjustment   ⊞	M Search	
<ul> <li>Store Management</li> <li>Query ⊞</li> </ul>	Note : (*) compulsory fields	
	* 1. Year Please Select v 2. Statu: Please Select v *3.	Stori Please Select v Q Search
Request Listing		
ReOrder Limit (ROL) Listing		
Store Adjustment Query		
Check-In Reque: Query		
<ul> <li>Store Management Reports</li> </ul>		
	Universiti Pendidikan Sultan Idris © 2020	Last login <b>O 29 Dec 2021 10:37:44 AM</b>

Rajah 4.1

4.2 Pilih maklumat **Year dan Store** (wajib) dan **Status** (pilihan) untuk memaparkan senarai *check-in request.* 

← → C 🗎 myfisneo.up	si.edu.my/store/Qcireq	🖻 🛧 🥝 🙆 🗯 🔃 :
	Lims FINANCIAL INFORMATION SYSTEM (MYFIS)	
Norwazirah Binti Zai ~ Store Management Setup (Functional) @	Home / Store Management / Store Management Query / Check-In Request Query	Role O Store Management (finance) V
– Store Management Setup (Store) ⊞	Store Management Setup (Store)	Date: 29 Dec 2021 10:37 AM
<ul> <li>Store Management</li> <li>Transaction</li></ul>	WYF049: Check-In Request Query	
<ul> <li>Store Management</li> <li>Query ⊕</li> </ul>	A Search Note: (*) compulsory fields	
	* 1. Year Please Select Z. Status Please Select * * 3. Store	Please Select V Q Search
ReOrder Limit (ROL) Listing		
		$\overline{}$
Store Adjustment Query		
Check-In Request Query		
<ul> <li>Store Management Reports</li> </ul>		
	Universiti Pendidikan Sultan Idris © 2020	Last login <b>O 29 Dec 2021 10:37:44 AM</b>

Rajah 4.2



4.3 Klik pada butang **Search** untuk memaparkan keputusan carian.

🔿 🕼 📢 👘 🖉	FINANCIAL INFORMATIO	ON SYSTEM (MYFIS)					* • =
🚔 Norwazirah Binti Zai 👻	Home / Store Management / Store	Management Query / Check-In Reque	st Query		Role 🗢 St	ore Managem	ient (ptj)
Home  Store Management  Store Management Setup (Store)	>4 Search     Note : (*) compulsory fields     * 1. Year	Status : Please Select	× * 2. Stor	STORE00001 - STORE BEH	KALAN JABATAN BI		Q Search
<ul> <li>Store Management</li> <li>Transaction ⊕</li> <li>Store Management</li> </ul>	Show 10 Theres				Search:		
Query ⊞ Store Status Query	# $_{1}^{\circ}$ GRN No. $_{1}^{\circ}$ PO No. $_{1}$	$\hat{Y}$ Store $\hat{U}\hat{Y}$	Cost Centre $\downarrow \uparrow$	Check-In By	ີ ເγີ In Date ມີγີ	Status $_{\hat{i}\hat{\Upsilon}}$	Detail J
Request Listing ReOrder Limit (ROL)	1 GR200200031 PO20010001	, STORE00001 - STORE BEKALAN JABATAN BENDAHARI	PUU0001000 - PEJABAT AM	K01761 - NORWAZIRAH BINTI ZAINAL ABIDIN	15 JUNE 2021	APPROVE	0
Listing Store Item Query	2 GR201100075 PO20100015	STORE00001 - STORE BEKALAN JABATAN BENDAHARI	ВКК0001000 - ВКК	K01761 - NORWAZIRAH BINTI ZAINAL ABIDIN	23 JUNE 2021	REJECT	0
Check-In Request Query	3 GR200300077 PO20020008	STORE00001 - STORE BEKALAN JABATAN BENDAHARI	HEP0101000 - AKTIVITI PELAJAR	K01761 - NORWAZIRAH BINTI ZAINAL ABIDIN	16 JUNE 2021	APPROVE	0
<ul> <li>Store Management Reports</li> </ul>	4 GR200200054 PO20020000	STORE00001 - STORE BEKALAN JABATAN BENDAHARI	FPE0001000 - PEJABAT AM	K01761 - NORWAZIRAH BINTI ZAINAL ABIDIN	29 JUNE 2021	APPROVE	0
– Tab Example	5 GR200200059 PO200200020	STORE00001 - STORE BEKALAN JABATAN BENDAHARI	JPH0001000 - PEJABAT AM	K01761 - NORWAZIRAH BINTI ZAINAL ABIDIN	29 JUNE 2021	APPLY	0
	6 GR200200069 PO20010002	, STORE00001 - STORE BEKALAN JABATAN BENDAHARI	FBK0001000 - PEJABAT AM	K01761 - NORWAZIRAH BINTI ZAINAL ABIDIN	29 JUNE 2021	APPROVE	0
	Showing 1 to 6 of 6 entries					Previous	1 Next

Rajah 4.3

4.4 Klik pada butang **Detail** <sup>(1)</sup> untuk memaparkan maklumat terperinci keputusan carian.



Rajah 4.4

4.5 Selesai.