



UNIVERSITI TEKNOLOGI MARA SARAWAK
FACULTY OF ADMINISTRATIVE SCIENCE AND POLICY STUDIES
BACHELOR IN ADMINISTRATIVE SCIENCE (HONS.)

PRACTICAL TRAINING REPORT

THE USAGE OF ACCOUNTING DATABASE SYSTEM

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DECEMBER 2014

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ACKNOWLEDGEMENT

First of all, I would like to express my gratitude to Allah S.W.T, for having made everything possible by giving me strength and courage to complete this report. I would also like to use this opportunity to express my appreciation and gratitude to Madam Arenawati Sehat Binti Hj Omar, my supervisor, for her encouragement, patience and guidance as well as her contribution in stimulating suggestions and assistance for writing this report.

I am highly grateful to the staff of the Finance Department in Pustaka Negeri Sarawak for their cooperation, attention and time as well as for providing necessary information in completing this report.

To my many friends and family, you should know that your support and encouragement was worth more than express on paper.

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Declaration

I, hereby, declare that the work contained in this practical training report is original and my own except those duties identified and recognized. If I am later found to have committed plagiarism or acts of academy dishonesty, action can be taken in accordance with UiTM's rule and academic regulation.



Alysha Binti Anuar (2012180739)

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CHAPTER 1

INTRODUCTION OF THE ORGANIZATION

1.0 Introduction

This chapter discusses on the background of the organization in which my practical training was held at. It consists of the origins of the organization, objectives, organization policy, mission and vision of the organization, structure as well as the core business pertaining to the organization.

1.1 Background of Pustaka Negeri Sarawak

Pustaka Negeri Sarawak was built as a major information resource centre and as the centre of information services for the public and private sectors. It links itself with libraries, archives and information centres elsewhere in Sarawak and throughout Malaysia. It also provides access into and from publicly accessible international information centres.

Its complex serve as a community centre of knowledge and cultural enlightenment, where Malaysians in Sarawak can not only access a wide store of information, in the form of both printed and electronic media but also gather for educational and cultural exchanged, programmes and participate in many other activities conducted by the organisation.

Pustaka Negeri Sarawak is a library, but not just any library. It is an investment for everyone's future. The building and services are thoughtfully conceived and designed to enable anyone to use it. Practical things like a childcare centre. Distinctive things like the Special Needs room, things that are not that noticeable, like automatic doors and wheelchair-friendly aisles. Researchers can look up the Special Collections here,

everything ever written about Borneo, both facts and fiction. It is a storehouse of knowledge, presented in the most technologically advanced way possible.

Pustaka Negeri Sarawak is more than just a beautifully designed building in an extensive park. It is more than a collection of sophisticated devices or specialised services. Pustaka Negeri Sarawak is about people. The people who work the frontlines to answer your queries, guide you around, serve you. The people behind-the-scenes, who answer your telephone calls, reply your letters and e-mails, track down the book you want, digitised the fragile rare books so that you can easily access and view them. Pustaka Negeri Sarawak is about the user. The people who come in to search for information and knowledge, visiting the exhibitis, attending a book launch, conducting business seminars through our facilities or simply enjoying the beautifully designed park.

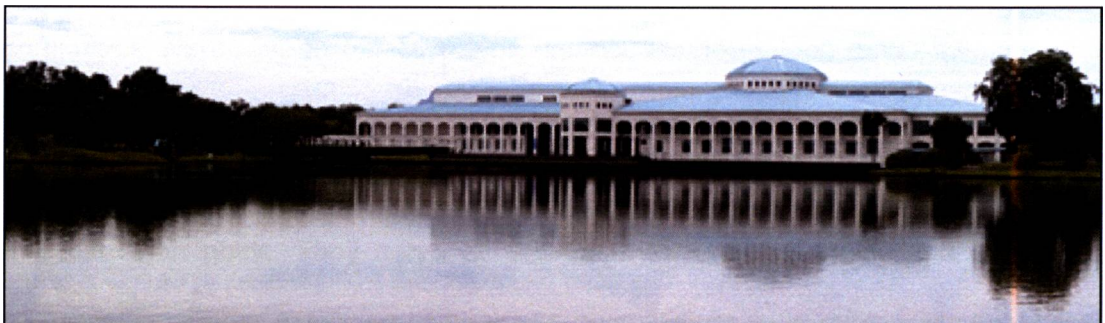


Figure 1.0

Set within a park that covers the State Mosque and the Minaret Gardens on the western side, PNS is a place conducive for learning and reflection. While the interiors of the Pustaka complex are a modern structure that fit right into the 21st century, its exteriors are as close to nature as possible.

The park includes a lake, areas for public performances and art exhibitions, a playground, picnic areas, a scenic drive, pedestrian walkways and bicycle lanes strewn with trees, shrubs and flower gardens.

The interiors of Pustaka Negeri Sarawak are an architectural and information technology marvel. It provides a mentally stimulating ambience for the seekers of information and knowledge. Different facilities are available for its patrons at the ground floor and first floor levels.

1.2 Objectives of Pustaka Negeri Sarawak

Once an organization has developed its mission statements, its next step is to develop the specific objectives that are focused on achieving that mission (Davis & Unterman, 1984). Objectives are specific, measurable steps that can be taken to meet the goal. These are not only definitions of goals and objectives. Objectives in the organization could be defined as the overall goals, purpose and mission of an organisation that have been established by its management and communicated to its employees. Normally, an objective typically focuses on its long range intentions for operating which could provide useful guidance for employees to produce a product or service at better quality. In general, objectives are more specific and easier to measure than goals. They serve as the basis for creating policy and evaluating performance. Some examples of business objectives include minimizing expenses, expanding internationally or making a profit.

The following are objectives of Pustaka Negeri Sarawak:

- To enhance statewide reading campaign activities
- To provide guidance and advisory services to public libraries especially in information services provision and reading campaign
- To provide mobile multimedia library services (e-Pustaka)
- To intensify effort to influence public opinion into accepting reading as positive behaviour that needs to become a daily routine

1.3 Vision of Pustaka Negeri Sarawak

Pustaka Negeri Sarawak has designed a vision which is the long term goal that the company needs to achieve. The primary vision is stated as below:

“To be the reservoir and fountain of information and knowledge to the state”

This gives the overall overview that Pustaka Negeri Sarawak desires to be a place of information and wants Pustaka Negeri Sarawak to be the choice of the people in searching for sources of information. PNS has tried their best to make it a place that is environment friendly to all walks of life, improve the infrastructure and public facilities for the benefit of the people who visits Pustaka Negeri Sarawak.

1.4 Mission of Pustaka Negeri Sarawak

Pustaka Negeri Sarawak has also designed the mission as a guideline in order or them to be fully focused in achieving their long term vision. The mission is stated as below:

“To provide access to information resources and to preserve Sarawak’s intellectual heritage for the people of Sarawak”

This is the purpose for Pustaka Negeri Sarawak to become a place for users to fully utilised the facilities in PNS. It is ensure PNS enhance the quality of life for the those who visits the library by creating a conducive environment, citizen's engagement and best-in-class service delivery. They also ensure that people are able to find what they are looking for within the walls of PNS, as a place of storage of knowledge and information.

1.5 Services Provided

Pustaka Negeri Sarawak provides a range of services related to public affairs and ensure that each of the services are in accordance with the prescribed procedure. Here is a list of the objectives of the library services in terms of the Information Services Division.

1.5.1 Objectives of the Services Provided

- To disseminate and transmit knowledge information and data on the State
- To provide centre for reference, education and information of dissemination of information relevant to the economic, historical, social, cultural, political and other background development and achievement of the State
- To hold and participate in exhibition or display of library resources and the information or data collected, maintained or held by the State Library
- To provide such services and facilities as the State Library is able to provide to the public and to any public library or resource centre and to provide training for library personnel.
- To promote or stimulate interest on reading, library works and to promote literacy arts and the usage of modern technology in the transmission and dissemination of knowledge, information and data.

1.6 Board of Management



YBhg. Tan Sri Datuk Amar (Dr) Haji Hamid Bugo
Chairman



YB Tan Sri Datuk Amar Haji Mohamad Morshidi bin Abdul Ghani
Deputy Chairman



YBhg. Datu Haji Misnu Haji Taha
Ex-Officio Member



YBhg. Prof. Dr. Haji Abdul Rahman Deen
Member



Assoc. Prof Dr. Shahren Ahmad Zaidi Adruce
Member



YBhg. Datuk Alfred Yap Chin Loi
Member



Dato' Raslin Abu Bakar
Member



YBhg. Dr Rita Manurung
Member

Diagram 1.0

1.7 Logo



Figure 2.0

The logo above shows the corporate logo rationale. It is known as the Sarawak State Crest. The 5 curved lines are conceptualized from the side view. The following direction of these 5 lines from left bottom to right up corner is leading to "5 Basic Qualities of a modern digital library". The shape of the traditional handicraft of hornbill ivory is conceptualized from a curved book cover, of which is to represent. The toning Pustaka Negeri Sarawak's green is to represent boundless and infinite knowledge, just like the sky and the Ocean.

CHAPTER 2

SCHEDULE OF PRACTICAL TRAINING

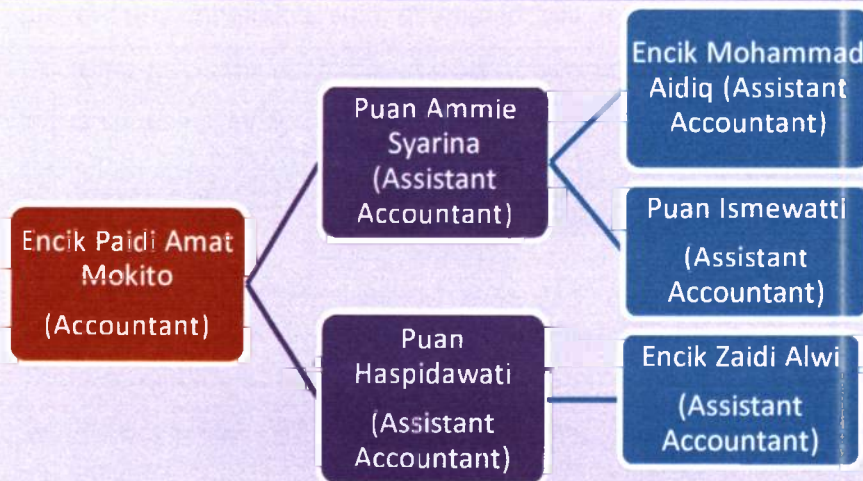
2.0 Introduction

This chapter discusses on the schedule of my practical training experience. The purpose of having a schedule is to provide a history of training and to keep a weekly record of the work that has been engaged. It consists of the exact nature of work done including a neat and brief description of each of the tasks done, relevant data and technical information related to the work being undertaken. It also consists of constructive comments and opinions as to its value of training which also has been remarked by the supervisor in the organisation.

2.1 Report and summary of weekly training

2.1.1 Week 1 (21/07/14 – 25/07/14)

DATE	EXACT NATURE OF WORK DONE
Monday (21/07/14)	<ul style="list-style-type: none">• Started off the day with the Staff Assembly alongside the CEO of Pustaka Negeri Sarawak, Puan Rashidah Haji Bolhassan and all the staff.• We were then given a briefing about the company's policy and the scope of work that will be doing during the course of the internship by Puan Sonia, the Head of Human Resource Management in Pustaka Negeri Sarawak.• She then led us to the Financial Department, which we will be working for the remaining weeks, where we met the accountants who are responsible for all financial matters in Pustaka Negeri Sarawak.



- We introduced ourselves one by one and our supervisor, Puan Ammie Syarina brief us about the regulations in the Financial Department.
- My first task was to update, maintain and finalise the payment vouchers.
- I was then asked to organise the data for the Staff Reconciliation Summary Report from 04/06/14 till 30/06/14 and was given guidance on how to key them in Microsoft Excel.
- I then compile and maintain the filing system for the payment vouchers that I have recently updated and maintained.
- Then was asked to label new files according to the designated number of vouchers (i.e: 55A = 1861-1890).

**Tuesday
(22/07/14)**

- On the second day, I have started to learn on how to operate office machines such as photocopiers and scanners to make duplicated files and documents.
- I have also updated invoice numbers and service orders.
- Updating and compiling payment vouchers.
- I was then taught by one of the accountants on how to post invoices in the organisation's database which is STAFS (Standard Accounting Financial Systems) for record confirmation.
- Did a monitoring table and analysis revenue report which was called data monitoring control.
- Filing service orders in their respective files.
- Compile, copy, sort and file records of all business transactions accordingly.
- Re-check all invoices that have been distributed by the accountants to

	<p>prevent any complaints such as unpaid bills or otherwise debts.</p>
<p>Wednesday (23/07/14)</p>	<ul style="list-style-type: none"> • Updating payment vouchers that have been paid by stamping "PAID" in the spaces provided on the correct and proper dates. • Continue filing payment vouchers in their files accordingly. This teaches me how to be more organised in handling and keeping documents. • Continue posting invoices in STAFS as were told by the accountants. The accountant advised me to immediately post the invoice in the database as soon as the invoices in the "Validated invoice" tray is been filled. • Update invoice numbers and service orders. • Updating the registration logbook for purchase/services form (yellow form).
<p>Thursday (24/07/14)</p>	<ul style="list-style-type: none"> • Filing Bank Received Vouchers (BRV) and Journal Vouchers (JV) to their files accordingly. • Stamping "POSTED" on service orders. This means that the service orders has been approved and is posted in the database. This is to keep track on financial transactions that has been finalised. • Updating payment vouchers by stamping "PAID" according to the date that the payment vouchers have been received. • Used the photocopy machine to duplicate documents for the accountants.
<p>Friday (25/07/14)</p>	<ul style="list-style-type: none"> • Updating invoice documents and service For example, updating the documents by stamping "PAID" or "POSTED" and file them accordingly. • Posting invoices in the database (STAFS) from INVAP 64864 till INVAP 64865.

2.1.2 Week 2 (04/08/14 – 8/08/14)

DATE	EXACT NATURE OF WORK DONE
Monday (04/08/14)	<ul style="list-style-type: none"> • Filing the green Service Orders (PO). • Stamping the invoice stamp on invoices and file them in a clear folder to give to the staff that needs to sign them. • Photocopy documents. • Updating medical payment slip by stamping the medical invoice stamp. • Posting invoices in STAFS.
Tuesday (05/08/14)	<ul style="list-style-type: none"> • Retrieving service order from the designated files to match the purchase orders that has just been printed and matching them according to the company's name that have associated with Pustaka Negeri Sarawak. • Stamping "RECEIVED" on invoices that the staff have already signed for confirmation regarding their purchases for the company. We have to ensure that the date is appropriately stamped the same day that they receive the invoice. • Updating medical slip payment and book payment vouchers.
Wednesday (06/08/14)	<ul style="list-style-type: none"> • Updating the registration logbook for purchase/services form (yellow form). • Posting invoices in the STAFS database. • Checking and eliminating errors found in the service orders. If found, the service order should be returned to the Assistant Accountant for correction or cancellation. • Retrieving invoices from their designated files for different types of bills.
Thursday (07/08/14)	<ul style="list-style-type: none"> • Filing bank received vouchers (BRV) according to the appropriate files prepared. • Posting invoices in the STAFS database. • Maintaining and organising the bank received vouchers with and without invoice in the files labelled "Supporting document with invoice" and "Supporting document without invoice". This helps the accountants to easily retrieve the BRV easily.
Friday (08/08/14)	<ul style="list-style-type: none"> • Updating payment vouchers that have been paid by stamping "PAID" in the spaces provided on the correct and proper dates.

	<ul style="list-style-type: none"> • Stamping the invoice stamp on the purchase orders and service orders then deliver them to the staff that needs to sign them. • After getting signatures and confirmation by the staff, I then stamp "RECEIVED" and give them back to the Assistant Accountant for validation.
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2.1.3 Week 3 (11/08/14 – 15/08/14)

DATE	EXACT NATURE OF WORK DONE
Monday (11/08/14)	<ul style="list-style-type: none"> • Retrieve service orders to match the purchase orders according to different company's name which have associated with Pustaka Negeri Sarawak. This process is called "matching". It is a process performed for goods and services ordered through a purchase order that takes place during the online invoice approval process. • Stamping "RECEIVED" date on the invoices when the staff have already signed for confirmation regarding their purchases on behalf of the company. • The supervisor had assists me on how to operate the laminating machine. My first task was to laminate certificate for "Konvensyen MPC Wilayah Sabah/Sarawak 2010" • Update service orders by stamping "POSTED" on the upper right hand corner to show that it has been posted in the STAFS database. • Posting invoices in the database.
Tuesday (12/08/14)	<ul style="list-style-type: none"> • Stamp "RECEIVED" date on invoices and bills. • Recording all purchase orders in the registration logbook. • Filing bank received vouchers (BRV) based on the proper files (with and without invoice). • Attended the Sarawak Records: A Forum & Workshop which was held for 3 days that is on the 12th August 2014 till 14th August 2014.
Wednesday (13/08/14)	<ul style="list-style-type: none"> • Updating the staffs' medical slip payment. • Filing the deduction of salary (potongan gaji) documents to the appropriate files based on running numbers. • Matching service orders with purchase orders. • Photocopied 17 sets of rental agreement for a particular company. • Clipping service orders with the rental agreement that have been

	<p>photocopied.</p> <ul style="list-style-type: none"> • Key in “Tuntutan Hitungan Kilometeran” in the accounting system database used by the Pustaka Negeri Sarawak.
<p>Thursday (14/08/14)</p>	<ul style="list-style-type: none"> • Updating and filing in the ‘Buku Daftar Penghantaran Cek oleh Posmen’ to show consistency within the department in which the staff is up to date and are aware of what type of cheques are supposed to be sent by the postman. • Retrieve service orders to match the purchase orders according to the particular company which have associated with Pustaka Negeri Sarawak. For example, Fuji Xerox, Rentokil, Poslaju, etc. • Posting invoices from INVAP 64990 till INVAP 65003. For example: <ul style="list-style-type: none"> ❖ INVAP 64990 – PO 25666 ❖ INVAP 64991 – PO 26491 ❖ INVAP 64992 – PO 26284
<p>Friday (15/08/14)</p>	<ul style="list-style-type: none"> • Record purchase orders that goes out, into the logbook. This is for the accountant to keep track of the purchase orders and where it is being sent or delivered to. • Matching service orders and purchase orders based on the name of the company and the purchase amount. • Updating staffs’ medical slip payment. • Stamping “PAID” on payment vouchers to show that it has been paid and finalised. • Posting invoices in STAFS from INVAP 65011 till INVAP 65020. For example: <ul style="list-style-type: none"> ❖ INVAP 65011 – PO 26473 ❖ INVAP 65012 – PO 26067 ❖ INVAP 65013 – PO 26070

2.1.4 Week 4 (18/08/14 – 22/08/14)

DATE	EXACT NATURE OF WORK DONE
<p>Monday (18/08/14)</p>	<ul style="list-style-type: none"> • Matching invoice and service order and stamp "RECEIVED" on the date the invoice has been received. • Posting invoices in database from INVAP 65023 till INVAP 65034. • Organising the finance department office and maintaining the cleanliness using the 5S system which are : <div style="display: flex; justify-content: space-around; align-items: center; text-align: center;"> <div style="background-color: #76923c; color: white; padding: 10px; margin: 5px;">SEIRI (Sisih)</div> <div style="background-color: #38761d; color: white; padding: 10px; margin: 5px;">SEITON (Susun)</div> <div style="background-color: #2e6b8e; color: white; padding: 10px; margin: 5px;">SEISO (Sapu)</div> </div> <div style="display: flex; justify-content: space-around; align-items: center; text-align: center; margin-top: 20px;"> <div style="background-color: #1a3d6d; color: white; padding: 10px; margin: 5px;">SEIKETSU (Seragam)</div> <div style="background-color: #4b1a5d; color: white; padding: 10px; margin: 5px;">SHITSUKE (Sentiasa amal)</div> </div>
<p>Tuesday (19/08/14)</p>	<ul style="list-style-type: none"> • Recording purchase orders, that goes out from the office, into the logbook for service/purchase. • Posting invoices from INVAP 65050 till INVAP 65055 in STAFS. • Insert staffs' medical slip payment into the database. • Match service orders and invoice of the company that has associated or is associating with Pustaka Negeri Sarawak.
<p>Wednesday (20/08/14)</p>	<ul style="list-style-type: none"> • Stamp "POSTED" on service orders that has been matched with the purchase orders and is then file accordingly. • Record purchase orders into the registration logbook for purchase/services form (yellow form) and then delivered them to the staff that needs to sign. • Separating the green and red copy of the service orders. The green copy is for Pustaka Negeri Sarawak to refer to if the original copy is misplaced. The red copy is to be given back to the customers for their reference.
<p>Thursday (21/08/14)</p>	<ul style="list-style-type: none"> • Matching invoices with service orders. • Filing service orders into the designated files based on the alphabetical order. • Record purchase orders into the registration logbook for

	purchase/services form (yellow form) and deliver them to those who needs to signed them for confirmation.
Friday (22/08/14)	<ul style="list-style-type: none"> • Posting invoices from INVAP 65085 till INVAP 65110 into the STAFS database. • Record purchase/service form into the appropriate logbook before distributing them to the staff who needs to sign. • Updating bank payment vouchers by stamping "PAID" and filing them accordingly to their designated files. • Counting RHB cancelled cheques for the year 2013 and 2014 based on how many cheques are cancelled in each month for both years.

2.1.5 Week 5 (25/08/14 – 29/08/14)

DATE	EXACT NATURE OF WORK DONE
Monday (25/08/14)	<ul style="list-style-type: none"> • Joined the Majlis "Raya Merdeka Bersama Kami" 2014 at Pustaka Negeri Sarawak from 10.30am to 2.00pm which was attended by YB Tan Sri Datuk Amar Haji Mohamad Morshidi bin Abdul Ghani. ❖ Details of the event: <ul style="list-style-type: none"> - <u>Community Talk: Stress Management</u> (10.30am-12.00pm @ Auditorium) - <u>Flower Decoration & Grooming Workshop</u> (11.00am-2.00pm @ Newspaper & Periodicals Room) - <u>'Congkak' and 'Menganyam Ketupat' Competition</u> (12.00pm-2.00pm @ Lobby) - <u>Exhibition on Memory of Independence</u> (11.00am-7.00pm @ Lobby) • Staff Assembly regarding the events and activities for the year 2014. • Posting bill into the database, which is similar to posting invoice into the database. Examples of bills, Telekom, SESCO, Celcom, etc.
Tuesday (26/08/14)	<ul style="list-style-type: none"> • Posting invoices from INVAP 65164 till INVAP 65212. • Counting RHB cancelled cheques for the year 2012 and 2013 based

	<p>on how many cheques are cancelled in each month for both years.</p> <ul style="list-style-type: none"> Retrieving bank payment vouchers (BPV) from the designated files from 1930-1933 which is found in file number 65A. For example: <ul style="list-style-type: none"> ❖ 01471 – 01500 = 50A ❖ 01501 – 01530 = 51A ❖ 01531 – 01560 = 52A
<p>Wednesday (27/08/14)</p>	<ul style="list-style-type: none"> Attended the 'Kursus U-Pustaka Training' from 8.15am till 12.00pm. Posting invoices from INVAP 65217 till INVAP 65227. Sending letter to the registry office for them to deliver it to the company or person assigned to either by post (Poslaju/Pos Malaysia) or by hand. Key in 'Pembatalan Tempahan pada 24/08/14 bagi Galeri Pustaka' using Microsoft Excel under Journal Voucher (JV 03389) and then printing it.
<p>Thursday (28/08/14)</p>	<ul style="list-style-type: none"> Matching invoices with bank payment vouchers (BPV) and file them according to its labelled file. Matching invoices with service/purchase form based on different companies and give them to the accountant to sign. Updating medical slip payment of staffs. Posting invoices from INVAP 65245 till INVAP 65248 in the STAFS database.
<p>Friday (29/08/14)</p>	<ul style="list-style-type: none"> Posting invoices from INVAP 65254 till INVAP 65279. Updating petty cash vouchers (PCV) that have been paid by stamping "PAID" based on the date it has been paid and file them to its proper file. Labelling new files for the bank payment vouchers (BPV). For example: <ul style="list-style-type: none"> ❖ BPV 14/02491 – BPV 14/02520 = 85A ❖ BPV 14/02521 – BPV 14/02550 = 86A ❖ BPV 14/02551 – BPV 14/02580 = 87A

CHAPTER 3

ANALYSIS

3.0 Introduction

This chapter discusses on the analysis of the practical training experience which consists of the definition of concept demonstration of practical and theoretical aspects. It is all about how the students relate the concepts that they have learned during class at the workplace and transform the knowledge they have gained to fully understand the concept on a higher level. It also discusses how the students are able to demonstrate what they have learned during their class and apply that knowledge to their personal experience. The topic that I have chosen to discuss is "The Usage of Accounting Database System".

3.1 Standard Accounting Financial System (STAFS)

The usage of Standard Accounting Financial System (STAFS) can be explained by several factors which consist of definition, function, element, component and tools and how STAFS is being utilized in the organisation.

3.1.1 Definition

STAFS is a type of database that has a systematized collection of data that can be accessed immediately and manipulated by a data-processing system for a specific purpose. It is organized so that it can be easily accessed, managed and updated. It contains data records or files such as sales transactions, product catalogues and inventories, invoices, bank payment voucher numbers as well as customer profiles.

A database system allows managers, supervisors, accountants to adjust and accommodate the queries according to the information needed at that point in

time. Relational databases are used in accounting for the purpose of storing large amounts of information, retrieving it in any way necessary at that point in time as well as to share financial information easily to anyone digitally. Relational database have received widespread attention in accounting as a means of providing many types of information in a timely manner (Rostami, Mogadam, & Salehi, 2010).

During the course of my practical training experience at Pustaka Negeri Sarawak, I observed that the accountants are particularly dependable on the usage of their database. This is because accounting system is a complicated and difficult task to handle, thus, they depend on the database to easily retrieve information such as invoice numbers, bank payment voucher numbers, dates of particular invoice, etc. I witnessed that STAFS is essential software to the company as it helps the accountant to do their job at a timely pace.

3.1.2 Flowchart of how the invoice is managed in PNS

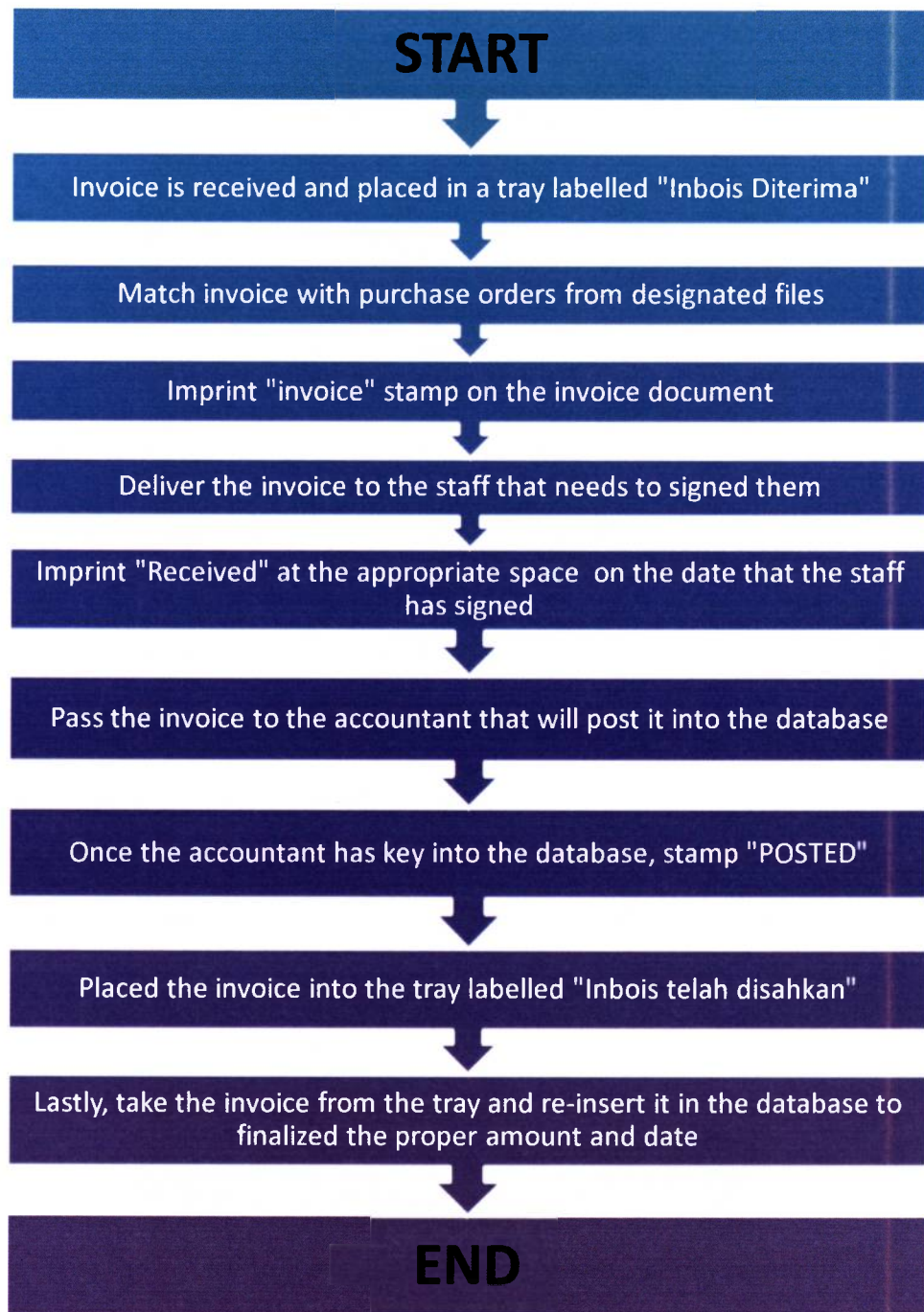


Diagram 2.0

At the first stage, invoice is received and placed in the tray labelled “Inbois Diterima”. At this stage, we are needed to collect any invoice that is placed in the tray and start undertaking the next process.

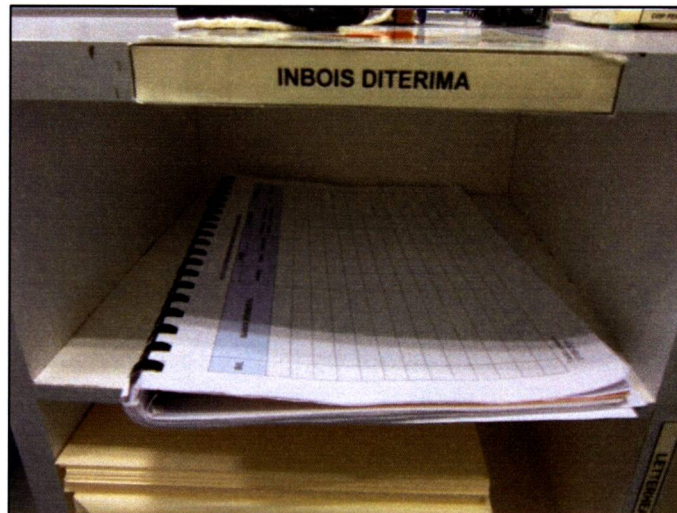


Figure 3.0

Once the invoices has been collected from the tray, we will then start on to the next process which is “matching”. This is where we match the invoice with the related purchase order from the designated files. The files that the purchase order can be found are as below:



Figure 4.0

Once we have found the matching purchase order, we are then enquired to imprint the "invoice" stamp on the invoice document together with the matching purchase orders. This is for the individuals that are required to sign it.

This then leads to the next process which is after the individuals has signed the invoice. Once they have signed the invoice and purchase orders and has returned it back to the Finance Department, we are required to imprint the "Received" stamp at the appropriate space on the correct date which is the date that the individuals has signed them. This is to ensure the accountants are able to keep track of when the invoice is received.

After that, we are to pass the invoice to the accountant for him or her to insert into the database system (STAFS). This is for them to make sure that all invoices are recorded into the system.

Once the accountant has inserted the invoices into the database, they will then pass the invoice together with the matching purchase orders, that was previously matched, back to us and we are required to stamp "POSTED" on the right hand corner of the purchase order.

Later, once we have stamp "POSTED" on the purchase orders, the purchase orders that is clipped together with the invoice are then placed into the tray labelled "Inbois telah disahkan".



Figure 5.0

Finally, we are to take the invoice and purchase order from the tray and is then required to re-insert into the database to finalized the proper amount and date it was received.

3.1.3 The Merits and Strengths of Standard Accounting Financial System (STAFS)

1. Interpret and record business transactions

This is the basic function of accounting. It is essentially concerned with not only ensuring that all business transactions of financial character are in fact recorded but also they are recorded in an orderly manner. Recording is done in the book of "Journal". The records that are kept for the individual asset, liability, equity, revenue, expense and dividend components are known as accounts. All accounts are said to comprise a firm's general ledger. The general ledger is another notebook that contains a page for each and every account in use by company (Houston, 2014).

Debits and credits (shortened as “dr” and “cr”) are accounting tools to describe the change in a particular account that it is said necessitated by a transaction. Transactions and events can be expressed in “debit/credit” terminology. Basically, accountants have their own unique way to portray the financial statement consequence for every recordable event. This means that as transactions occur, it is necessary to perform an analysis to determine what accounts are impacted and how they are impacted in terms of increased or decreased effect. Thus, debits and credits are applied to the accounts.

Throughout my practical training at Pustaka Negeri Sarawak, I observed that every time they conduct a business transaction, the status of the accounts in the database changes. For example, a stationery company, when a sale is made, the cash account increases and the inventory decreases. The bookkeeping process keeps track of these changes in various ledgers and journals. The financial statements are then prepared using this information.

2. Classify similar transactions into useful reports

According to Das (2012), classification is concerned with the systematic analysis of the recorded data, with a view to group transactions or entries of one nature at one place. The work of classification is done in the book termed as “Ledger”.

Asset, expense and dividend accounts each follow the same set of debit/credit rules. Debits increase these accounts and credits decrease these accounts.

Liability, revenue and equity accounts each follow rules that are the opposite of what was described. Credits increase liabilities, revenues and

equity while debits result in decreases. These accounts normally carry a credit balance.

The **Income Statement** communicates the inflow of revenue and the outflow of expenses over a given period of time. The **Cash Flow Statement** records inflows and outflows of cash during a period of time and is divided into cash flow from operations, financing and investing activities.

During the course of my practical training, the use of database was highly dependable in which the staff classify transactions based on various categories such as company's name, date of the transactions, the amount of transactions, as well as based on the invoice numbers. Pustaka Negeri Sarawak uses the database for their daily transactions for purchasing process and payment process. Their core daily transaction is used for the information services and depository services in which PNS purchase various products and services in order to hold and participate in exhibitions held in Pustaka Negeri Sarawak. Their non-core daily transactions usually are stationery supplies such as pens, staples, paper clips for the staff to fulfil their task during office hours.

3. Summarize and communicate information to decision maker

This involves presenting the classified data in a manner which is understandable and useful to the internal as well as external end-users of accounting statements. This is the final function of accounting. The recorded financial data is analysed and interpreted in a manner that the end-users can make a meaningful judgment about the financial condition and profitability of the business operations (Das, 2012). The data is also

used for preparing the future plan and framing of policies for executing such plans. This process leads to the preparation of the trial balance, income statement and balance sheet.

The accounting information after being meaningfully analysed and interpreted has to be communicated in a proper form and manner to the proper person. This is done through preparation and distribution of accounting reports, which include besides the usual income statement and the balance sheet, additional information in the form of accounting ratios, graphs, diagrams, funds flow statements etc.

During my practical training, I observed that the accountants usually summarize their daily company transactions as well as their budget annually before presenting it to the CEO for validation. They usually present the transactions using the database in which we can see that the CEO is also much familiarized with the Pustaka Negeri Sarawak integrated system. The accountant also stresses that the STAFS helps the company access information faster and takes quicker decisions as it also enhances communication between staff members.

3.1.4 Elements of Standard Accounting Financial System (STAFS)

A standard accounting financial system (STAFS) is a software that a business uses to collect, store, manage, process, retrieve and report its financial data so that it can be used by accountants, consultants, managers, auditors or tax agencies. Basically, specially trained accountants uses accounting database to ensure the highest level of accuracy in a company's financial transactions

and record keeping as well as to make financial data easily available to those who rightfully need access to it while keeping the data intact and secure.

According to Amy Fontinelle (2014), she has described the primary elements of an accounting information system which consists of six main parts: people, procedures and instructions, data, software, control system and information technology infrastructure.

1. People

The people in an accounting information system are simply the system users. Professionals who may need to use an organization's accounting system include accountants, consultants, auditors, etc. An accounting database system helps different departments within a company to work together.

During my practical training in Pustaka Negeri Sarawak, I was assigned to the financial department. From there, the accountants have taught me how to properly key in data into the system according to what they ask me to do. For example, I was mostly in charge of keying in invoice data that has been notified as receivable. Invoices that have already been posted into the database can be easily retrieved in the system. I was responsible to key in the invoice according to the date that it has been received and ensuring that the amount on the actual invoice is equivalent to the amount of the invoice that has been posted into the database system previously by the accountant.

2. Procedure and Instructions

The procedure and instructions of an accounting information system are the methods it uses for collecting, storing, retrieving and processing data. These methods can be both manual and automated and the data can come from both internal sources such as the staff in the organisation and external sources which are the customers' orders.

From what I have learned during my time at Pustaka Negeri Sarawak, I understand that procedures and following instructions are a vital element in keying in data into the database. This is because an accounting database system is a fragile software in which incorrect data entry can cause disorder towards other data that is related. For example, I have once keyed in the wrong date on the invoice in the system. This made the accountant difficult to retrieve the invoice as the date was wrongly inserted. Other than that, entering invoice into the database has its own procedures in which we have to follow step by step in order for the accountants to be able to easily proceed to the next step accordingly.

3. Software

The software element of an accounting database is the computer programs used to store, retrieved, process and analyse the company's financial data. Before there were computers, accounting system were manual in terms of paper-based systems but today, most companies, including, Pustaka Negeri Sarawak are using computer software as the basis of the accounting information system.

PNS is one of the many companies that rely on computer software to make decisions. In the finance department, each and every accountant

are very dependable on the software to keep track on the transactions that goes in and out of the system daily. The software is developed and customized to meet the unique needs of different types of business such as holding an exhibition or business seminars in which the system keep track of how the budget should be utilized.

4. Data

The data contained in an accounting information system is all the financial information relevant to the company's business practices. Any business data that impacts the company's finances should go into an accounting information system. The data included will depend on the nature of the business which consists of the following:

- Inventory data
- General ledger
- Vendor invoices
- Sales orders
- Customer billing statements
- Financial statements
- Budget report
- Payroll information

Having all this data in one place that is, STAFS, facilitates a business recordkeeping, reporting, analysis, auditing and decision-making activities. In Pustaka Negeri Sarawak, the database that the accountants used is definitely a booster in providing relevant and correct data as it gives warning when there is an error regarding the amount or the fact that the debit and credit is not equivalent or simple because the date was wrongly entered. For example, when I was keying in the invoice into the

database system, I found that there amount was highlighted in red which means that the debit and credit is not equally balanced and I was taught on how to edit the amount in the system with the help of one of the accountants.

5. Control system

This refers to the security measures it contains to protect sensitive data. This means that the accounting system can be password oriented. An accounting information system must have internal controls to protect against unauthorized computer access and to limit access to authorized users which includes other staff in the organisation. Furthermore, it must also prevent unauthorized file access by those who are allowed to access only selected parts of the system.

In Pustaka Negeri Sarawak, only certain individuals are able to log on to the accounting database in which it must provide a username and password in order to gain access to the accounting system. This is because the accounting database contains confidential information belonging not just to the library but also to its employees and customers. Below is the log in authorizations in PNS:

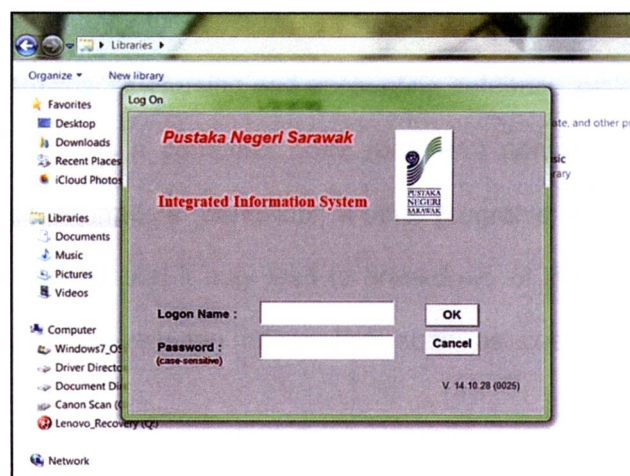


Figure 6.0

6. Information Technology Infrastructure

This refers to the hardware used to operate the accounting system. Most of these hardware items are things a business would need to have anyway as it is a necessity in fulfilling customers' needs. Hardware items include personal computers, servers, printers, storage media and a backup power supply as well as storage capability in which it can be expanded and upgraded.

A good accounting system should include a plan for maintain, servicing, replacing and upgrading component of the hardware system as well as a plan for disposing broken and out dated hardware so that sensitive data can be completely destroyed.

In the finance department, there were certain periods of time where the server was down and all the accountants were unable to do their task in a timely manner. They had to wait for the IT technician to fix and repair the server in order for them to continue their daily tasks. As we can see, this causes the company to delay their work and they were unable to finish their task in a timely and efficient manner.

3.1.5 Drawbacks of the Accounting Financial System (STAFS)

1. The risk of computer virus

One of the drawbacks of using an accounting database system is where a computer virus is a computer code (program) specially designed to damage or cause irregular behaviour in other programs on the computer. The hostile effect is that it may lead to breakdown of the hardware thus leading to loss of valuable information such as customer accounts,

financial report or other information that was already saved on the computer.

When I was doing my practical training at PNS, in the Finance Department, each accountant ensure that their computer is provided with an Antivirus software that allows their computer to prevent, detect and remove malicious software that could potentially harm their database system as well as the hardware itself which might lead to loss of viable data and information.

2. The risk of power failure

Due to the reliance on electrical appliances, another drawbacks to relying on an accounting database system is that computerized systems are always at risk of power failure of the computer (Genil & Valencia, 2013). This is because when the computer loses power it could lead to a work disruption. Work disruption can deactivate the input of information and the data is not backed up properly in which the company will end up losing its important data.

There were a few times that Pustaka Negeri Sarawak had power failure and none of the accountants were able to continue their work as they rely heavily on the database system. Power failure may not only cause disruption to the database system but to the whole computer hardware system as well. The staff members were unable to carry on their tasks and could not possibly save the information and data that they were working on before the power went off.

3. The risk of unintentional errors

Nowadays people rely more on technology to solve problems. The usage of an accounting database system helps the people to do their tasks in a timely manner that will speed up their workload. However, unintentional errors may occur during the process of inputting data into the database (Hadler, 2005). For example, during my practical training, there were times that I may have unintentionally key in the wrong amount, the wrong data and even the wrong invoice number while entering the invoice data into the database system. Thus, this leads to inconsistency and it is difficult for the accountants to recover the deliberate errors that I unintentionally entered. It slows down their other important work and is forced to adjust and modify the error to prevent any false miscalculation.

CHAPTER 4

RECOMMENDATION

4.0 Introduction

This chapter discusses on the opinions by analysing, determining and recommending the best solution to improve the standards of the organization. In this chapter, students are required to highlight the strengths and weaknesses of the job and tasks assigned to them during the practical training as well as suggest or recommend solutions for improvement. .

4.1 Strengths

Pustaka Negeri Sarawak as a state library has its own strengths in order to protect their organization and also their image as a place where people seek valuable knowledge and information as well as enjoy the ambience of the outside scenery of the library.

4.1.1 Service improvement

The use of Standard Financial Accounting System in Pustaka Negeri Sarawak helps in improving customer's experience as well as improve the accuracy invoices and customer statements It is also able to access the order history which is useful to customers that is in need of assistance of what they have purchased or transacted. Because of the efficiency and ease of use of STAFS in Pustaka Negeri Sarawak, it allows it to improve the inventory control and payment collection, saving time and improving cash flow. This is because the computerized systems update some records automatically and the accounts will be up to date, which saves time for updating. It also can help identify if the credit and debit is unbalanced in which the staff can detect previous corrections.

4.1.2 Fast and efficient in processing information

STAFS is a computerized accounting database system which makes it a computerized accounting programs that is quick in entering information. Accounting database system processes data and creates reports much faster than manual systems. Calculations are done automatically in database systems and it minimizes errors as well which shows the indications that it increase efficiency.

4.1.3 Availability of information

The data is instantly available and can be made available to different users in different locations at the same time which means the database system is considered as convenient. This is because anyone who has the right to access the STAFS can easily retrieved any information that they require going back from years of transaction or simple checking for correction in their daily transactions. Furthermore, reports can be produced which will help the staff to monitor and control the business. For example, STAFS can show which transactions is not yet finalized, which accounts are not balanced, which customer accounts are overdue and so on. This helps the staff members in the Finance Department to identify which information needs attention and if needed, they can easily retrieve them by clicking a few keys in the database system.

4.2 **Limitations**

Despite the strengths that I have highlighted above, Pustaka Negeri Sarawak, like any other organizations, has weaknesses or limitations which may cause a problem

or threat to the organisation's image and reputation. Upon my observation during my practical training there, I have established several limitations as an organisation.

4.2.1 Computer fraud

According to Genil and Valencia (2013), in today's business environment, there are many computer frauds and computer crimes through computerized accounting database systems. There is no difference for Pustaka Negeri Sarawak to encounter these types of security threats. Computer fraud is a concern and need to initiate system of controls for who has access to the information particularly customer information or even staffs confidential information such as salary slips. There a few types of fraud such as false billing, financial fraud, identity theft or phishing. For example, in false billing scam, the fraud will send out a fake invoice for a particular product or service that are never ordered and hope it will be paid without investigation.

4.2.2 The reliance on technology

Upon my observation for the time I had at Pustaka Negeri Sarawak, I detected that PNS is at the mercy of its technology. The staff are relying heavily on the use of the technology system provided. This could causes deficiency in which without the use of technology, their work cannot be undertaken in a timely manner. According to Conrad (2014), keeping an accurate inventory is crucial to lowering costs and providing a more streamlined operation. However, outside factors like a power failure or loss of internet or network connectivity can reduce the system's efficiency because the staff have to temporarily discontinue their tasks until the power comes back on. If database I corrupted due to power failure or it is corrupted on the storage media, then the valuable data may be lost.

4.3 Recommendations/Solutions

Based on the limitations of the Standard Financial Accounting System (STAFS) that I have obtained in chapter 3, these are some of the recommendations that users can practice and determine how one can improve the accounting system in order for it to grow and enhanced to be more accurate, effective and efficient.

4.3.1 Conduct process walk-throughs of how the database system works

In today's society, finance departments or accounting departments are asked to do more in which they are being pushed to the max. Adding staff is not an option to a company, as accounting system is a very crucial job to take and relying on certain people regarding the financial statement of the organisation is a difficult process (Sonde, 2010). As part of a financial statement audit, auditors are required to obtain an understanding of a company's internal control system. A walkthrough may be informal or may follow the process detailed by the organisation accordingly. Either way, both methods can be used to ensure that the participants can understand the work structure given to them. A walkthrough is basically to gain feedback about the technical quality or content of the system to familiarize the audience with the content. Thus, conducting a process walkthrough on the database system in PNS helps gain an understanding of how the work gets done to discover opportunities for improvement.

4.3.2 Conduct a process training of how to handle the database system

Most database systems are often complex systems so the training for users to use the database system is required (Sonde, 2010). Training is required at all levels, including programming, data processing, and database administration. Many organizations send staff to professional development classes and provide systems training, however there are rare times that organizations

provide training on how to properly accomplish day-to-day activities. Staff members especially at the lower levels do not take fully advantage of the systems they use, thus significant productivity improvements can be achieved by providing appropriate training.

4.3.3 Improving the backup generators

The organisation should have multiple tools for ways to improve the reliability of their electrical power system. Most generator-based systems are designed to automatically provide power to selected loads in the event of an interruption in service (Piper, 2014). This means that when the power fails, the generator will automatically start which automatically transfers the energy from utility power to the output generator. Pustaka Negeri Sarawak should find ways to regularly improve or enhance these backup generators to fully ensure that their valuable data is fully backed up and to avoid interruption in service.

CHAPTER 5

CONCLUSION

5.0 Introduction

This chapter discussed all the chapters in the report. It contains a summing up of the points and a statement of opinion or decision reached. It summarizes the introduction of the organization, schedule of practical training, analysis and recommendations.

5.1 Summary of discussion of each chapter

1. Chapter One

Pustaka Negeri Sarawak is one of the major information resource centre and as the centre of information services for public and private sectors. It is a good opportunity for other students to do their practical training in the future at Pustaka Negeri Sarawak because it exposes the student with real work environment and situation in facing various problems and fulfilling the needs of the public. It is in line with its vision and mission in which Pustaka Negeri Sarawak is a place for people to search for sources of information as well as a place of storage of knowledge and information. It will be a big opportunity for students because skills gained during practical training is valuable and transferable. Furthermore, PNS provides a range of services related to public affairs and ensure that the services are in accordance to the prescribed rules and procedure.

2. Chapter Two

This chapter shows the flow of tasks that I had done through my practical training. It includes the description of tasks done day by day. The tasks given during the practical training is not entirely related to the subjects learnt during class as I was attached to the Finance Department despite being an

Administration student. However, any sort of skills gained is still valuable regardless if it is not in the context of the field of study. Through this chapter, it can be seen that Pustaka Negeri Sarawak utilizes all services provided for them to administer the welfare of the public. Apart from that, PNS has taught me to understand how the real working environment works, helps me in facing challenging work prospects and prepare myself with relevant skills as well as meeting various kinds of people from different backgrounds. The staff at Pustaka Negeri Sarawak was also very reliable and dependable as well as flexible in which the staff did not specifically assigned to do certain task but is encouraged to be more spontaneous by asking help from other staff.

In all conscience, five weeks for a practical training at Pustaka Negeri Sarawak is particularly insufficient for a student to gain enough knowledge and experience. Many aspects could be gained if more time was given for the practical training.

3. Chapter Three

In this chapter, I have analysed the use of the database system utilized by the accountants in the Finance Department at Pustaka Negeri Sarawak. From here I have learned that the accountants are particularly dependable on the Standard Financial Accounting System (STAFS) as it showcases all their daily transactions and having a database system helps them to retrieve information easily. The STAFS basically benefits the organisation by processing data in a fast and efficient way and it is an essential software as it helps the accountant to do their job in a timely pace.

4. Chapter Four

This chapter discusses the recommendations on how to improve the existence of STAFS in Pustaka Negeri Sarawak. STAFS is considered a good

database system as it improves the services because of its fast and efficient information processing as well as having the availability to retrieve certain information. However, all good things usually have a counterpart in which despite the strengths discussed in this chapter, there are also limitations of STAFS. Those limitations such as computer fraud which may potentially harm the structure of the organisation if valuable data is loss as well as their heavy reliance on technology. Without a great power source, the risk of power failure may occur. Despite all that, the chapter also discusses on ways or solutions of how the organisation can improve the use of STAFS in Pustaka Negeri Sarawak.

5.2 Conclusion

In conclusion, the overall report for the practical training was analysed properly in each chapter based on the practical report guidelines that have been distributed to every student. Overall, the practical training at Pustaka Negeri Sarawak has enabled me to be exposed to the real working environment. I have learned new things that I have not learned during class hours. The experience has also taught me how the organization was functionally structured, how it operates and perform its duties. Despite the fact that academic success matters, but the achievement in the “real world” is even more important when you are looking for full time work, thus, I got the chance to learn all that during my practical training at Pustaka Negeri Sarawak.

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APPENDICES

APPENDIX A

- Favorites
- Desktop
- Downloads
- Recent Places
- iCloud Photos

Libraries

- Documents
- Music
- Pictures
- Videos
- Computer
- Windows7_OS
- Driver Director
- Document Director
- Canon Scan
- Lenovo_Recovery

- Network

Log On

Pustaka Negeri Sarawak

Integrated Information System



Logon Name :

Password :
(case-sensitive)

OK

Cancel

V. 14.10.28 (0025)

ate, and other pro

asic
rary



Invoice / Payable Items

File : Invoice / Payable Items

Module : Account Payable

File Access :

Rights : Data Entry & Confirmation

Mode : Read Write

A new record inserted

Doc. No: Doc. Txn Date: 00/00/0000 Amt: .00

Batch No: Accounting Date: 00/00/0000

Remarks:

Invoice No: P.O./Contract No:

Creditor No: Due Date: 00/00/0000 Discount Rate: .00 Discount Days:

Txn Type: Invoice Amount: .00 (+ve is credit, -ve is Debit)

Dept Received Date: 00/00/0000 Finance Received Date: 00/00/0000

GL Distribution (Voucher)

No GL Dist Account Sub Account Dr Cr

1 .00

Total: 0.00 0.00

Vote Ledger-Commitment

File : Vote Ledger-Commitment

Module : General Ledger

File Access :

Rights : Data Entry & Confirmation

Mode : Read Write

A new record inserted

Doc. No: Doc. Txn Date: 00/00/0000 Amt: .00

Batch No: Accounting Date: 00/00/0000

Remarks:

Supplier: Match Amt: Yes

Amount: .00

Desc. of Goods/Services

GL Distribution (Commitment)

No GL Dist Account Sub Account Amount

1 0.00

Total: 0.00



Bank Payment Voucher

File : Bank Payment Voucher
 Module : Cash Book

File Access :
 Rights : Data Entry & Confirmation
 Mode : Read Write

Current Sheet:
 Entered By : ismewati Hiji Narawi
 Confirmed By : ismewati Hiji Narawi
 Write-Protect :
 Status :
 Position : 1 of 1

Doc. No: BPV14/03246 Doc. Txn Date: 03/11/2014 Amt: 2,466.63
 Batch No: Accounting Date: 03/11/2014
 Remarks: Koleksi Am Pustaka Negeri Sarawak. (Source: AP Payment Txn No. OINAP30119)

Bank Pay-Out

No Paying Bank: 23001*RHB BANK B E EFT
 Cheque/Adv. No: 0200003201
 Date: 04/11/2014
 Type: AP - General
 Amount: 2,466.63
 Payee A/C: B11 * BUDDING READERS
 Payee Name: BUDDING READERS
 LOT 31, BLOCK 217
 BATU KAWAH LIGHT INDUSTRIAL PARK
 Description: Koleksi Am Pustaka Negeri Sarawak. (Source: AP Payment Txn No. OINAP30119)
 EFT Bank: MBBEMYKL EFT Acc No: 511252000899 EFT Status: Success
 Pymt Type: IBG Notification Method: Email
 Fax: Faridah@brgroup.com.my RHB Mail

GL Distribution (Voucher)

No	GL Dist. Account	Sub Account	GL Description	Dr	Cr
1	cc-ap*01*01			2,466.63	.00
2	cc-ap*01*01	Contra Account - Accounts Payable * 01 * KUCHING		.00	2,466.63
	23001*01*01	RHB BANK BERHAD * 01 * KUCHING			
Total:				2,466.63	2,466.63

Criteria to open INVOICE / PAYABLE ITEMS records

Scope specified:

Record type: Unconfirmed Only Confirmed Only Both

No. Field Name

Compare Value

To Value

And/Or

Compose / edit entries:

Field Name

Compare Value

And/Or

Record No.

Available Fields: Sort Fields: Original

No.	Field Name
1	Record No.
2	Batch Control
3	Batch Control List
4	Accounting Date
5	Doc Date
6	Remarks

All Field Sources

GL Distribution (Vouc

No. GL Dist. Account

APPENDIX B

PUSTAKA NEGERI SARAWAK

Jalan Pustaka, Off Jalan Stadium

Petra Jaya

93050 Kuching, Sarawak

Tel: 082-442000

Fax: 082-449944

SALINAN PEMBEK**NO: P 026466****PESANAN BARANGAN/ PERKHIDMATAN**

Kepada B132: BERJAYA MAJU ENTERPRISE	Sila <u> bekalkan barang-barang/ perkhidmatan </u> yang tersebut <u> laksanakan kerja </u> di bawah ini pada atau sebelum <u> 31/12/2014 </u>
--	---

NO.	BUTIRAN	KUANTITI	HARGA SEUNIT (RM)	AMAUN (RM)
1	KERJA-KERJA MEMBEKAL DAN MEMASANG RANTAI "PLASTIC HEAVY DUTY" PUSTAKA NEGERI SARAWAK		L/S	3,540.00
JUMLAH (RM)				3,540.00

Dibenar Oleh (Mewakili Ketua Pegawai Eksekutif)	
Tandatangan:	
Nama:	<u>Ammie Syarina Mohd. Jelani</u>
Jawatan:	<u>Penolong Akauntan</u>
Tarikh:	<u>22/07/2014</u>
Kod Akaun	Cop Jabatan
11068 110 110*01*01 PEMOHON: Alya	

* potong mana yang tidak berkenaan

APPENDIX C

PUSTAKA NEGERI SARAWAK**SALINAN PEMBEKAL**

Jalan Pustaka, Off Jalan Stadium

Petra Jaya

93050 Kuching, Sarawak

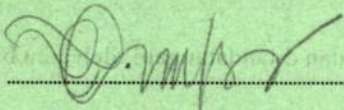
Tel: 082-442000

Fax: 082-449944

NO: P 026466**PESANAN BARANGAN/ PERKHIDMATAN**

Kepada B132: BERJAYA MAJU ENTERPRISE	Sila <u> bekalkan barang-barang/ perkhidmatan </u> yang tersebut <u> laksanakan kerja </u> di bawah ini pada atau sebelum <u> 31/12/2014 </u>
---	---

NO.	BUTIRAN	KUANTITI	HARGA SEUNIT (RM)	AMAUN (RM)
1	KERJA-KERJA MEMBEKAL DAN MEMASANG RANTAI "PLASTIC HEAVY DUTY" PUSTAKA NEGERI SARAWAK	.	L/S	3,540.00
JUMLAH (RM)				3,540.00

Dibenar Oleh (Mewakili Ketua Pegawai Eksekutif)Tandatangan: Nama: Ammie Syarina Mohd. Jelani Jawatan: Penolong Akauntan Tarikh: 22/07/2014

Kod Akaun 11068 110-110*01 *01 PEMOHON: Alya	Cop Jabatan
--	--------------------

* potong mana yang tidak berkenaan

APPENDIX D

APPENDIX E

SYARIKAT ZALFAS (85579)

Tkt 2, Shoplot 19, Rpr Batu 13, Jalan Penrissen, 93250 Kuching.
Tel: 082-381785

INVOICE

No.: 1633

Pustaka Negeri Sarawak

Date: 21/8/2014

D/O No: 1934

P/O No: 026651

Terms: 30 days

NO.	DESCRIPTION	QUANTITY	UNIT PRICE (RM)	AMOUNT (RM)
1	Rubber hand glove (100's)	8 ktk	60.00	480.00
2	A4 Label sticker putih (100's)	1 ktk	58.00	58.00
3	Tali cotton putih	40 pcs	3.50	140.00
4	Face mask blue	5 ktk	50.00	250.00

Saya mengesahkan bahawa barangan / perkhidmatan dalam tuntutan pembayaran ini telah dibuat dengan betul dan sempurna, kadar / harga yang dikenakan adalah munasabah dan berpatutan

.....
Tandatangan, Nama, Tarikh

Please Note:

E. & O. E.

TOTAL RM :

928.00

1. Goods & merchandise sold and/or service rendered are not refundable, returnable or exchangeable.
2. The goods under this invoice and / or delivery order remain the property of SYARIKAT ZALFAS until the full payment has been received & credited to our account.
3. We reserve the right to enter your premises & will take whatever steps necessary to re-possess goods under this Invoice if full payment is not received by the due date.
4. A flat rate of 1.5% per month will be imposed as late penalty charges on the full Invoice amount for any Invoice not paid and settled on or before the payment due date.
5. All cheques should be crossed and made payable to SYARIKAT ZALFAS.
6. Banker: PUBLIC BANK BHD. A/C NO: **3161586026**

Received By (Chop & Sign)

NAME:

I.C. NO:



for SYARIKAT ZALFAS

APPENDIX F

PUSTAKA NEGERI SARAWAK

BAUCER BAYARAN PAYMENT VOUCHER

Bayar: BUDDING READERS

No. Baucer: BPV14/00488

Tarikh Baucer: 18-02-2014

Perihal Bayaran

Koleksi am Pustaka Negeri Sarawak.
(Source: AP Payment Txn No. OINAP28429)

Kreditor: B11 * BUDDING READERS

	<u>Tarikh</u>	<u>Nombor P.O./S.O.</u>	<u>Nombor Invois</u>	<u>Amaun (RM)</u>
1	27/01/2014		4280	258.90
2	27/01/2014		4281	646.89
Jumlah:				905.79

<u>Kod Akaun</u>	<u>Seksyen</u>	<u>Penjelasan Akaun</u>		<u>Amaun (RM)</u>
cc-ap	01	Contra Account - Accounts Payable	Dr	905.79
23001	01	RHB BANK BERHAD	Cr	905.79

No. EFT : 8200000723 Bank: RHB BANK BERHAD RM 905.79

Saya perakukan bahawa bayaran diatas sebanyak Ringgit Malaysia SEMBILAN RATUS DAN LIMA DAN SEN TUJUH PULUH SEMBILAN SAHAJA adalah benar dan betul, dan telah diperuntukan dalam perbelanjaan tahun ini.

Disediakan oleh : *Isme.*

Nama: ISMEWATTI HAJI NARAWI

Jawatan: Pembantu Akauntan

Tarikh: 18/02/2014

Diperiksa oleh : *Amir*

Nama: AMMIESYARINA MOHDJELANI

Jawatan: Penolong Akauntan

Tarikh: 18 FEB 2014

Diluluskan oleh : *W*

Nama: PAIDI AMAT MOKITO

Jawatan: Akauntan

Tarikh: 18 FEB 2014

Penerimaan

Diterima pada hari ini jumlah yang tersebut diatas bagi pembayaran servis/barangan yang telah disempurnakan.

3421140219361445

Tandatangan Penerima /RHB EFT Reference No:

Nama :

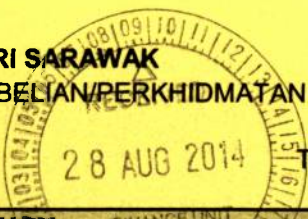
Tarikh: 20/2/14

PAIDI
20 FEB 2014
PUSTAKA NEGERI SARAWAK

APPENDIX G

PUSTAKA NEGERI SARAWAK
BORANG PERMINTAAN PEMBELIAN/PERKHIDMATAN

Bahagian : LS



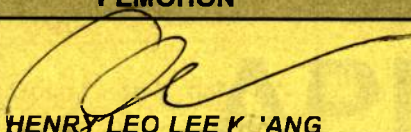
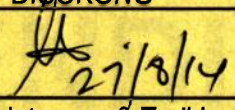
Tarikh: 27-Aug-14

DI ISI OLEH PEMOHON

NO	PERKARA	BILANGAN	HARGA SEUNIT	AMAUN (RM)	CATATAN (JIKA ADA)
1	Epson T6641(BK) ink	4	20.00	80.00	
2	Epson T6642(C) ink	4	20.00	80.00	
3	Epson T6643(M) ink	4	20.00	80.00	
4	Epson T6641(Y) ink	4	20.00	80.00	
JUMLAH				320.00	

Cadangan Pembekal/Kontraktor Compumart Sales & Services
 No.Telefon Pembekal/Kontraktor 082-247737 /Fax 082-252853

Tujuan dan sebab-sebab pembelian/perkhidmatan di atas:
 Untuk penggunaan pejabat bagi PD RPR Taman Sri Cahaya Tondong

PEMOHON	PERAKUAN KETUA BAHAGIAN/KETUA SEKTOR	
	DISOKONG	TIDAK DI SOKONG
 HENRY LEO LEE K'ANG	 27/8/14	Alasan:
Nama & Tandatangan	Tandatangan & Tarikh	Tandatangan & Tarikh

PENGESAHAN BAKI OLEH AKAUNTAN

60056(PNM)	RM 34,934.97	
Caj Akaun	Baki Terkini	Tandatangan & Tarikh

KEPUTUSAN KETUA PEGAWAI EKSEKUTIF/KETUA SEKTOR/PENGURUS WILAYAH

DILULUSKAN	TIDAK DILULUSKAN (Catatan jika ada)
Tandatangan & Tarikh	Tandatangan & Tarikh

TINDAKAN UNIT KEWANGAN

Tarikh di terima	No. Pesanan	Catatan (Jika ada)
------------------	-------------	--------------------

No. Dokumen: A/QP/CM/012/02
 Semakan : 2
 Tarikh Kuatkuasa : 1 JULAI 2014
 No. Pekeliling : (013)PUSTAKA/100-10/1/2/JLD.1

APPENDIX H

劉克立西医药房
KLINIK KELLY LAU

Block 4, Ground Floor Unit 3G, 7th Mile, Jalan Tapang,
Kota Sentosa Commercial Centre, 93250 Kuching, Sarawak.
Tel: 012-8890655

04403

OFFICIAL RECEIPT

Date: 26/8/14

Received from Ong Soon Foong 810559-13-5162

the sum of Ringgit Twenty five only.

in payment of medical treatment

RM 25/-
Cash/Cheque No

KLINIK KELLY LAU
R/No.231301-07140-H
Block 4, Ground Floor Unit 3G,
7th Mile, Jalan Tapang,
Kota Sentosa Commercial Centre/K
93250 Kuching, Sarawak, Malaysia.

Saya mengesahkan bahawa... dan ini
adalah betul, tepat dan... Nama
seperti dalam resit ini adalah
suami/isteri/anak/bapa/emak saya atau saya
sendiri
Ong Soon Foong
Tandatangan, Nama dan Tarikh

26/8/14

APPENDIX I

Saya mengesahkan bahawa barangan / perkhidmatan dalam tuntutan pembayaran ini telah dibuat dengan betul dan sempurna, kadar / harga yang dikenakan adalah munasabah dan berpatutan

.....
Tandatangan, Nama, Tarikh

Saya mengesahkan bahawa perkhidmatan ini adalah betul, tepat dan munasabah. Nama seperti dalam resit ini adalah suami/isteri/anak/bapa/emak saya atau saya sendiri

(.....)
Tandatangan, Nama dan Tarikh

POSTED

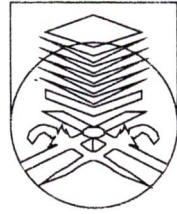
PAID
28 AUG 2014

PUSTAKA NEGERI SARAWAK

CANCELLED



APPENDIX J



UNIVERSITI TEKNOLOGI MARA SARAWAK

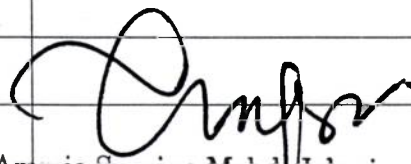
PRACTICAL TRAINING

LOG BOOK

EXACT NATURE OF WORK DONE

SUPERVISORS REMARKS

- 14
- started off the day with staff assembly alongside the CEO of Pustaka Negeri Sarawak and all the staff.
 - given a briefing about the company and the scope of work that will be doing during the course of the internship.
 - updating, maintaining and finalising the ~~to~~ payment voucher
 - organising data for the Staff Reconciliation Summary Report from 04/06/14 till 30/06/14 and was given guidance on how to key it in Microsoft Excel
 - compiling and maintaining filing system for payment vouchers
 - labelling ~~per~~ files according to the designated number of voucher ~~payme~~ (ie: 55A or 1861-1890)





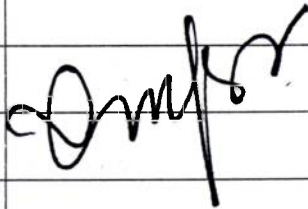
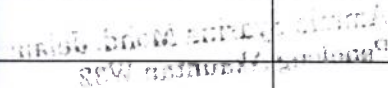
Anmie Syarina Mohd Jelani
Penolong Akauntan W32

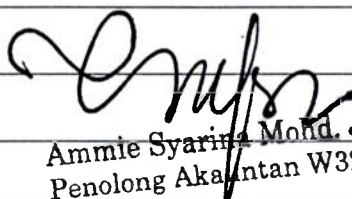
DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
2/07/14	Have operated office machines such as	
Tuesday	photocopiers and scanners to ^{make} duplicate	
	files and documents.	
	Update invoice numbers and service	
	orders.	
	Updating and compiling payment vouchers	
	from 195 no. 1951 - 2160.	
	Was taught on how to post invoices in	
	STAFS (Standard Accounting Financial	
	Systems) for record confirmation.	
	Did a monitoring table and analysis revenue	
	report. (Data monitoring control)	
	Filing service orders in their respective	
	files.	
	Compile, copy, sort and file records of	
	all business transactions	
	check all invoices that have been passed	
	by my supervisor to prevent complaints such	
	as unpaid bills, debts.	

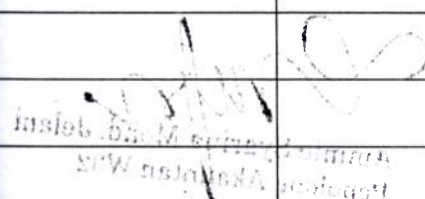
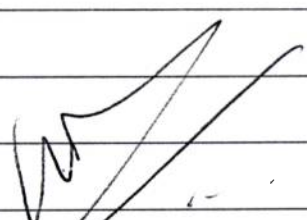


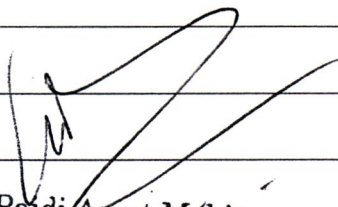
Ammie Syarina Mohd Jela
Penolong

EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
<p>updating payment vouchers that have been paid by stamping "PAID" in the spaces provided on the correct and proper dates.</p>	
<p>Continue filing payment vouchers in their files accordingly. This teaches me how to be more organised in handling and keeping documents.</p>	
<p>Posting invoices in STAFS from 64841 till 64859. STAFS is a type of database for posting invoices.</p>	
<p>Update Buku Log Penghantaran Borang Permintaan Pembelian / Perkhidmatan untuk kelulusan. (borang kuning)</p>	
<p>Updating invoice numbers and service orders.</p>	<p>Ammie Syarina Mohd. Jelani Penolong Akauntan W32</p>

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
10/7/14 Thursday	Continue posting invoices from 64860 till 64863 in STAFS.	
	Filing bank received vouchers and journal voucher to their respective files.	
	Stamp "POSTED" on service orders and updating payment vouchers by stamping "PAID"	
	Have photocopied to duplicate documents for supervisors.	
		
		<p data-bbox="1011 1415 1405 1496">Ammie Syarina Mohd. Jelani Penolong Akauntan W32</p>

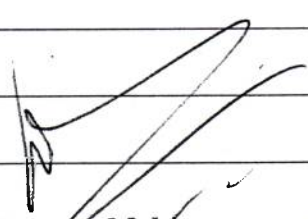
	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
/14	Posting invoices in STAFS for 64864 and 64865	
	Updating invoice documents and service order.	
	File invoice documents and service order accordingly.	
		 Ammie Syarina Mohd. Jelani Penolong Akauntan W32


DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
August 2014 Monday	Filing Borang Hijau Purchase Order (PO)	
	stamping invoice and filing them in designated folders to be sign	
	Photocopies documents	
	Updating medical payment slip by stamping by using invoice stamp	
	Posting invoices on Pustaka Negeri Sarawak Integrated Information System.	
		
		Paidi Amat Mokito Akauntan W44

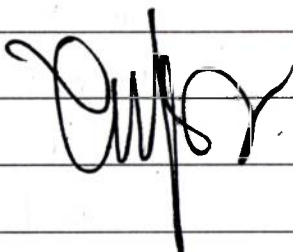
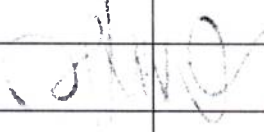
EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
<p>2014 Retrieve service orders to match the purchase orders according to certain company's name that have associated with Pustaka Negeri Sarawak.</p>	
<p>Stamp "RECEIVED" date on the invoices when the staffs have already signed for confirmation regarding their purchases for the company.</p>	
<p>Updating and maintaing medical slip payment and book payment vouchers -</p>	 <p>Paldi Amat Mokito Akauntan W44</p>
<p>2014 Retrieve service orders to match the purchase orders according to certain company's name that have associated with Pustaka Negeri Sarawak.</p>	

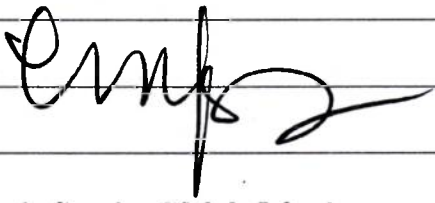
DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
August 2014	Update Buku Log Pendaftaran Borang	
Monday	Permintaan Pembelian / Perkhidmatan	
	for approval (Borang kuning)	
	Posting invoices in STAFS from	
	INVAP 64877 till INVAP 64882.	
	Checking and eliminating errors found in	
	service orders. If found, service order	
	is returned to the Assistant Accountant	
	for correction or cancellation.	
	Retrieving invoices for specific and	
	certain bills for the accountant from	
	the designated files.	

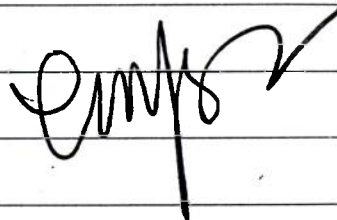

Paidi Amat Mokito
Akauntan W44

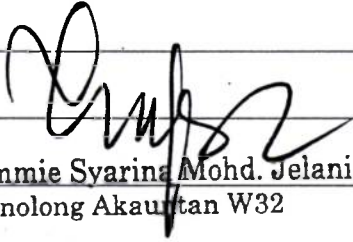
DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
August 2014	Updating payment vouchers that have	
May	been paid by stamping "PAID" in the	
	spaces provided on the correct and	
	proper dates.	
	Stamping invoice stamp on the purchase	
	orders and service orders then	
	deliver them to the people ^{staffs} that	
	needs to sign them.	
	After getting signatures and	
	confirmation by the staffs, stamping	
	"RECEIVED" on the documents	
	according to the appropriate date	
	and gives them back to the Assistant	
	Accountant for validation.	
		
		Paldi Amat Mokito
		Akauntan W44

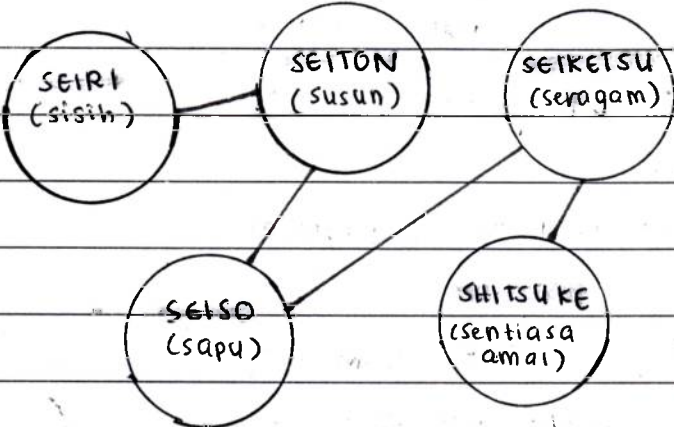
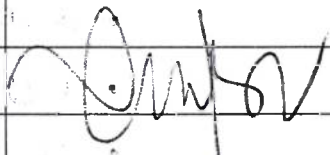
DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
1st 2014	<p>Retrieve service orders to match the purchase orders according to particular company's name which have been associated with Pustaka Negeri Sarawak.</p> <p>This process is called 'matching'.</p>	
	<p>Stamping "RECEIVED" date on the invoices when the staffs have already signed for confirmation regarding their purchases on behalf of the company.</p>	
	<p>The supervisor had assists me on how to operate the laminating machine.</p> <p>My first task was to laminate certificate for the "Konvensyen MPC Wilayah Sabah / Sarawak 2010".</p>	
	<p>Update service orders by stamping "POSTED" on the upper right hand corner to show that it has been posted in the STAFFS database.</p>	<p>Aminie Syarina Mohd. Jeler Benlong Akauntan W32</p>
	<p>Posting invoices from INVAP 64955 till INVAP 64985.</p>	

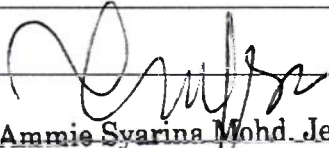
DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
August 2014 Friday	Stamp "RECEIVED" date on the invoicer and bills.	
	Record all purchase orders that goes out into the logbook (borang kuning)	
	Filing bank received vouchers (BRV) based on the appropriate files accordingly (with and without invoice)	
	Attended the Sarawak Records & A forum & Workshop which will be held for 3 days that is on the 12 th August till 14 th August 2014.	
 1 <small>Penolong Akauntan W32</small>		<p>Annie Svarina Mohd. Jelani Penolong Akauntan W32</p>

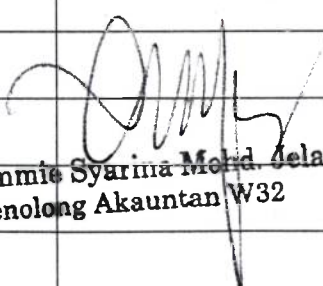
	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
2014 ay	Updating staffs' medical slip payment	
	Filing deduction of salary (potongan gaji) documents to the appropriate files based on running numbers.	
	Matching service orders to purchase orders.	
	Photocopied 17 sets of rental agreement & under Fuji Xerox.	
	Clipping service orders with the rental agreement that have been photocopied	
	Key in 'Tuntutan Hitungan Kilometeran' in the accounting system database used by pustaka Negeni Sarawak.	<p data-bbox="860 1295 1246 1365">Ammie Syarina Mohd. Jelani Penolong Akauntan W32</p>

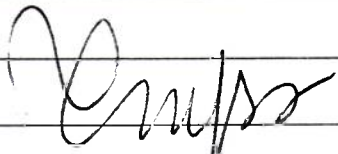
DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
August 2014 Thursday	<p>Updating and filling in the 'Buku Daftar Penghantaran Cek oleh Posmen' to show consistency within the department in which the staff is up to date and are aware of what type of cheques are supposed to be sent by the postman.</p>	
	<p>Retrieve service orders to match the purchase orders according to the particular company's which have been associated with Pustaka Negeri Sarawak. For example Faji Xerox, Rentokil, Postaju, etc.</p>	
	<p>Posting invoices from INVAP 64990 till INVAP 65003. For example:</p> <ul style="list-style-type: none"> • INVAP 64990 - PO25666 • INVAP 64991 - PO26491 • INVAP 64992 - PO26284 	<p>Ammie Syarina Mohd. Jelani Penolong Pustakawan W32</p>

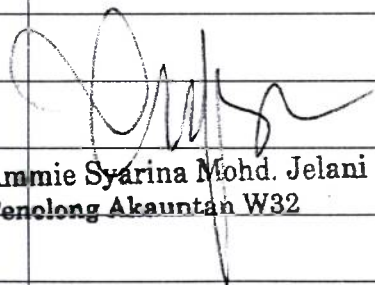
	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
2014	Record purchase orders that goes out into the logbook (Borang kuning). This is for the staffs to keep track of the purchase orders and where it is being sent or delivered to.	
	Matching service orders and purchase orders based on the name of the company and the purchase amount.	
	Updating & staffs' medical slip payment.	
	Posting invoices in STAFS from INVAP 65011 till INVAP 65020. For example : <ul style="list-style-type: none"> • INVAP 65011 - P026473 • INVAP 65012 - P026067 • INVAP 65013 - P026070 	 Ammie Syarina Mohd. Jelani Penolong Akauktan W32
	Stamp 'PAID' on payment vouchers	

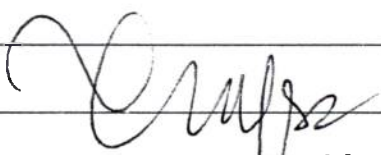
DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
August 2014 Monday	Matching invoice and service order and stamp "RECEIVED" on the date the invoice has been received.	
	Organizing the finance department office and maintaining cleanliness using the 5S which are :-	
		
	Posting invoices in database (STAPS) from INVAP 65023 - 65034.	 Ammie Syarina M. Jelani Penolong Akauntan

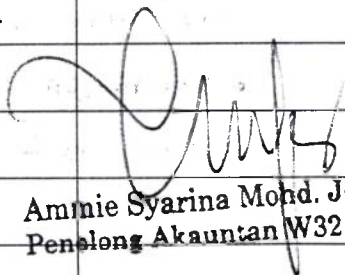
	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
+2014	Recording purchase orders, that goes out from the office, into the logbook (Buku Log Penghantaran Borang Permintaan Pembelian /perkhidmatan)	
	Posting invoices from INVAP 65050 until INVAP 65055.	
	Insert ^{staff's} medical slip payment into the database.	
	Match invoice and service orders of the company that has associated or is associating with the Pustaka Negeri Sarawak.	 Ammie Syarina Mohd. Jelani Penolong Akauntan W32

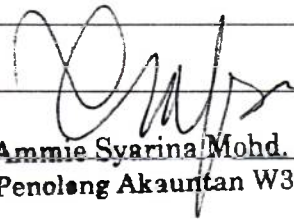
DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARK
August 2014 Tuesday	Stamp 'posted' on service orders that has been matched with the purchase orders and is then file accordingly.	
	Separating the green and red copy of the service orders. The <u>green</u> copy is for PNS to refer to if the original copy is misplaced. The <u>red</u> copy is to be given ^{back} to the customers for their reference.	
	Record purchase orders into the 'Buku Log Penghantaran Borang Permintaan Pembelian / Penghantaran' and then delivered them to the staff that needs to be signed.	
Penolong Akauntan W32		 Ammie Syarima Mohd. Jelani Penolong Akauntan W32

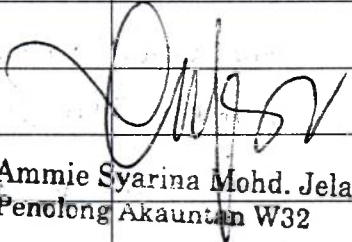
DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
14/01/2014	matching invoices with service order.	
15/01/2014	Record purchase orders into the	
	'Buku Log penghantaran Borang	
	Permintaan Pembelian / Penghantaran'	
	and deliver them to those who	
	needs to signed them.	
	Filing service orders into their	
	designated files according to	
	their alphabetical order.	
		
		Ammie Syarina Mohd. Jelani Penolong Akauntan W32

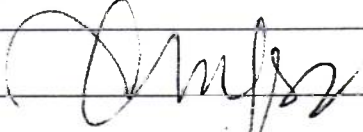
DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
August 2014 day	Posting invoice from INVAP 65085 till INVAP 65110.	
	Record 'borang permintaan pembelian / perkhidmatan' into the appropriate logbook before distributing them to the staff who needs to signed.	
	Updating pa bank payment vouchers by stamping 'PAID' and filing them accordingly.	
inslab bndM emi Perolehan Akauntan W32	Counting RHB cancelled cheques for the year 2013 and 2014 based on how many cheques are cancelled in each month.	
		 Ammie Syarina Mohd. Jelani Perolong Akauntan W32

EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
<p>st y) Majlis Raya Merdeka Bersama Kami 2014 at Pustaka Negeri Sarawak from 10.30am to 2.00 pm which was attended by YB Tan Sri Datuk Amar Haji Mohamad Morshidi bin Abdul Ghani (setiausaha negeri Sarawak).</p>	
<p>Details of the event :</p> <ul style="list-style-type: none"> • Community Talk : Stress Management (10.30 am - 12.00 pm @ Auditorium) • Flower Decoration & Grooming Workshop (11.00 am - 2.00 pm @ Newspaper & Periodicals Room) • 'Congkak' and 'Menganyam Ketupat' competition (12.00 pm - 2.00 pm @ Lobby) • Exhibition on Memory of Independence (11.00 am - 7.00 pm @ Lobby) 	
<p>Staff Assembly regarding the events and activities for the year.</p>	
<p>Posting bill into the database (similar to posting invoices) such as Telekom, (elcom, SESCO, etc)</p>	<p>Ammie Syarina Mohd. Jelani Penolong Akauntan W32</p>

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
August 2014 Tuesday	<p>Retrieving bank payment vouchers from the designated files from 1930 - 1933 which is found in file number 65A.</p> <p>For example :</p> <ul style="list-style-type: none"> • 1471 - 01500 = 50A • 01501 - 01530 = 51A • 01531 - 01560 = 52A • 01561 - 01590 = 53A 	
	<p>Counting RHB cancelled cheques for the year 2012 and 2013 based on how many cheques are cancelled in each month.</p>	
	<p>Posting invoices from INVAP 65164 - 65212.</p>	
		<p>Ammie Syarina Mond. Jelani Penolong Akauntan W32</p>

E	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
t 2014 day	Attended 'Kursus U-Pustaka Training' from 8.15 am - 12.00 pm.	
	Posting invoices from INVAP 65217 - INVAP 65227.	
	* Sending letter to the registry office for them to deliver it to the company or person assigned to either by post (poslaju / pos malaysia) or by hand.	
	key in 'pembatalan tempahan pada 24/08/14 bagi Galeri Pustaka' using Microsoft Excel * under Journal Voucher (JV03389) and then printing it.	
		 Ammie Syarina Mohd. Jelani Penolong Akauntan W32

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARK
August 2014	matching invoices with bank payment	
Friday	voucher (BPV) and file them according to its designated files.	
	matching invoice with service order (borang kuning) based on a company's name and amount and give to accountant to sign.	
	updating medical slip payment of staffs.	
	posting invoice from INVAP 65245 until INVAP 65248 in the database	
		 Ammie Syarina Mohd. Jelani Penolong Akauntan W32
Penolong Akauntan W32 Ammie Syarina Mohd. Jelani		

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
1st 2014	Labeling new files for bank payment vouchers. For example:	
	BPV14/02491 - BPV14/02520 → 85A	
	BPV14/02521 - BPV14/02550 → 86A	
	BPV14/02551 - BPV14/02580 → 87A	
	Posting invoice from INVAP 65254 until	
	INVAP 65279	
	Updating petty cash voucher (PCV) that	
	have been paid by stamping 'PAID'	
	based on the date it has been paid	
	and file them to its proper files.	
		
		Ammie Syarina Mohd. Jelani Penolong Akauntan W32

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
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PETUNJUK COP / STAMP INDICATION

Saya mengesahkan bahawa barangan / perkhidmatan dalam tuntutan pembayaran ini telah dibuat dengan betul dan sempurna, kadar / harga yang dikenakan adalah munasabah dan berpatutan

.....
Tandatangan, Nama, Tarikh

→ Pengesahan pembayaran oleh pemohon.

Saya mengesahkan bahawa barangan / perkhidmatan ini adalah betul, tepat dan munasabah. Nama seperti dalam resit ini adalah suami/isteri/anak/bapa/emak saya atau saya sendiri

(
Tandatangan, Nama dan Tarikh
)

→ Pengesahan perbelanjaan perubatan

Ammie Syarina Mohd. Jelani
Ammie Syarina Mohd. Jelani
Penolong Akauntan W32

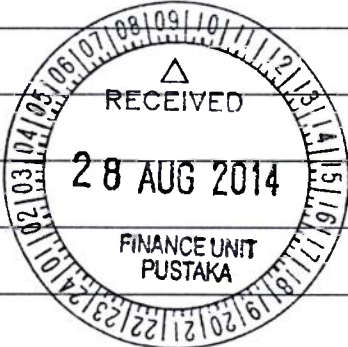
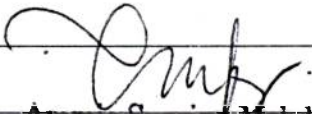
CANCELLED

→ Dokumen dibatalkan

PAIT
28 AUG 2014

PUSTAKA NEGERI SARAWAK

→ Pembayaran telah disahkan / dijelaskan

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
	<h1>POSTED</h1>	
	→ Data dokumen sudah masuk dalam sistem	
		 Ammie Syarina Mohd. Jelani Penolong Akauhtan W32
	→ cop penerimaan unit kewangan	

APPENDIX K



FAKULTI SAINS PENTADBIRAN DAN PENGAJIAN POLISI
UNIVERSITI TEKNOLOGI MARA

BORANG PERJUMPAAN DENGAN PENYELIA
LAPORAN AKHIR PRAKTIKAL (ADS 666)

NO KAD PENGENALAN : ALYSHA BT ANUAR

PROGRAM : AM228/AM225B

NAMA PENSYARAH PENYELIA : ARENAWATI SEHAT BINTI OMAR

* Pelajar dikehendaki mendapatkan tandatangan dari Pensyarah Penyelia Penyediaan Laporan Akhir Latihan Praktikal pada setiap kali pertemuan diadakan

Bil	TARIKH	MASA	TANDATANGAN	CATATAN
1.	FRIDAY (19/9/14)	9.30 am		Official briefing with supervisor regarding training draft template.
2.	FRIDAY (03/10/14)	10.00 am		Submit Draft Template
3.	FRIDAY (10/10/14)	10.00 am		Submit draft of 1 st chapter and discuss the progress for Chapter 2.
4.	FRIDAY (17/10/14)	10.00 am		Submit Chapter 2 and discuss the progress of Chapter 3 and Chapter 4.
5.	FRIDAY (24/10/14)	10.00 am		Still on the progress of Chapter 3.
6.	FRIDAY (31/10/14)	10.00 am		Submit Chapter 3 and discuss Chapter 4.
7.	FRIDAY (07/11/14)	10.00 am		Discuss the progress of Chapter 4.

8.	FRIDAY (14/11/14)	10.00 am	Submit Chapter 4.
9.	FRIDAY (21/11/14)	10.00 am	Submit Chapter 5.
10.	FRIDAY (28/11/14)	10.00 am	Submit Final Practical Report

* potong yang tidak berkenaan
Sila gunakan lampiran jika ruang sediada tidak mencukupi