





PENALTY REPORTS

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1 READ THIS FIRST

- Select from dropdown list
 - Click on 
 - System will display dropdown list of authorize value
- Select for search help;
 - Click on  to view the list.
 - To select value; double click on the value or select value and click 
- For fields with multiple selections allowed;
 - you can click on  to select multiple value

2 PENALTY ADVICE REPORT

In this module, user able to:

- Display Penalty Advice Report based on selection parameter
- Display Penalty Advice Document
- Download Penalty Advice Report to Excel

USER CLICKS ON

- User needs to click on **Penalty Advice Report** under **Penalty Report** category in tree menu.

Follow the following steps:

- Enter search parameter;
 - ⊕ Plant
 - ⊕ Penalty Advice Document Number
 - ⊕ Document Date
- Click **Search**
- System will display list of Item Data applicable for the search parameter

Penalty Advice Report

Plant:

Penalty Doc No: To

Date: To

Penalty Number	Plant	Customer Acc	Name	Name 2	Sales Org.	Distr. Channel	Division	Sales Office	Approver	Sales Document	Delivery Document No	Billing Doc.	Invoice
5000000018	V002	1000057	Linen Industries Sdn Bhd		1000	01	RN	BPQM	SS1186	2000008327	8000002808	9000007597	20161

2.2 DISPLAY PENALTY ADVICE DOCUMENT

Follow the following steps:

- Click on Penalty Advice Document No
- System will display Penalty Advice Document: Display View

Penalty Advice

Document No: 5000000018 Completed

Plant:

Vendor Acc No:

Customer Acc No: 1000057

Equipment Details

Storage	Batch	Material	Description	Serial Number	Select	Status
BX11	ZV002BX11	100000370	ONU (FiberHome)	ONUFHTM00000000002	<input checked="" type="checkbox"/>	Approved

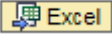
Penalty Advice

No	Stor. Location	Material	Description	Stock Variant	Quantity	Currency Key	Penalty Price/ Unit	Penalty Advice Quantity	Penalty Advice Amount	Status
000010	BX11	100000370	ONU (FiberHome)		2.000	MYR	20.00	1.000	20.00	Approved

- Click  [Penalty Advice Report](#) to go to previous screen

2.3 EXPORT REPORT TO EXCEL

Follow the following steps:

- Click 
- A popup window will display.



- You may opt to 'OPEN' or 'SAVE' the document

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
Penalty	Plant	Customer At	Name	Sales.Org	Dist.Channal	Division	Sales Offi	Approver	Sales Doc	Delivery	Billing Do	Invoice Ta	Billing da	Penalty Doc	Status
5000000018	V002	0001000057	Linen Industri	1000	01	RN	BPQM	S51186	200000833	900000753	800000284	201610000	20160310	Completed	
		Item No	Stor.Location	Material	Description	Stock Var	Currency	Penalty P	Penalty A	Penalty A	Item Status				
		000010	BX11	00000000100	ONU (FiberHome)	2.000	MYR	20.00	1.000	20.00	Approved				