Online Payment System (OPS)
Officer User Manual

2023

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Prepared by:

MCS Management

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OPS Officer User Manual

This user manual covers the officer scope of Online Payment System (OPS). This user manual cover:

1. Accessing to the Online Payment System.
2. System Management.
3. Transaction Listing.
4. Refund Process.
5. SCS Arrival Listing.
6. Report Listing.

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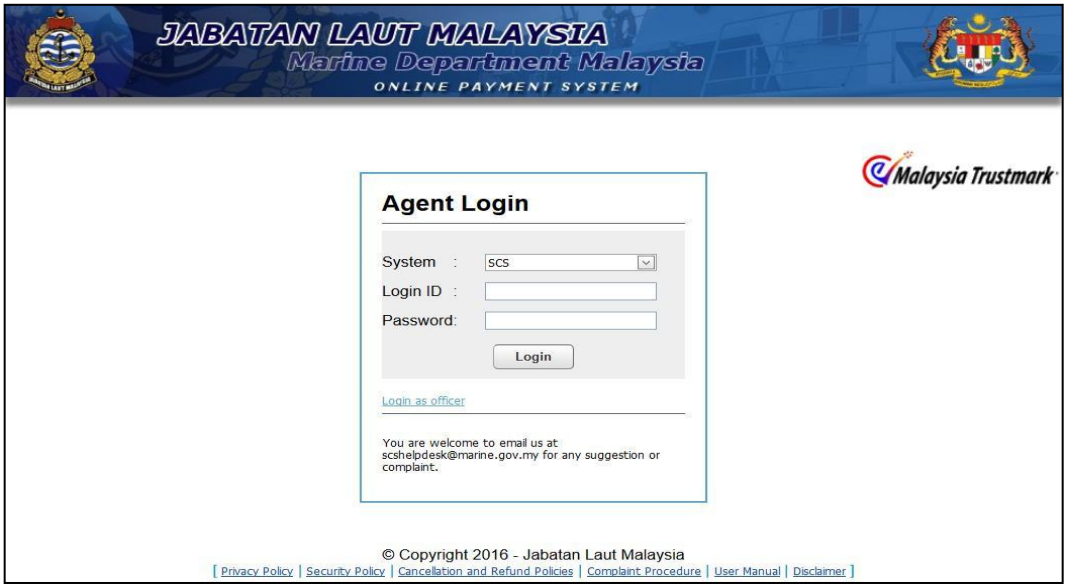
1. Accessing Online Payment System

1.1 Login System

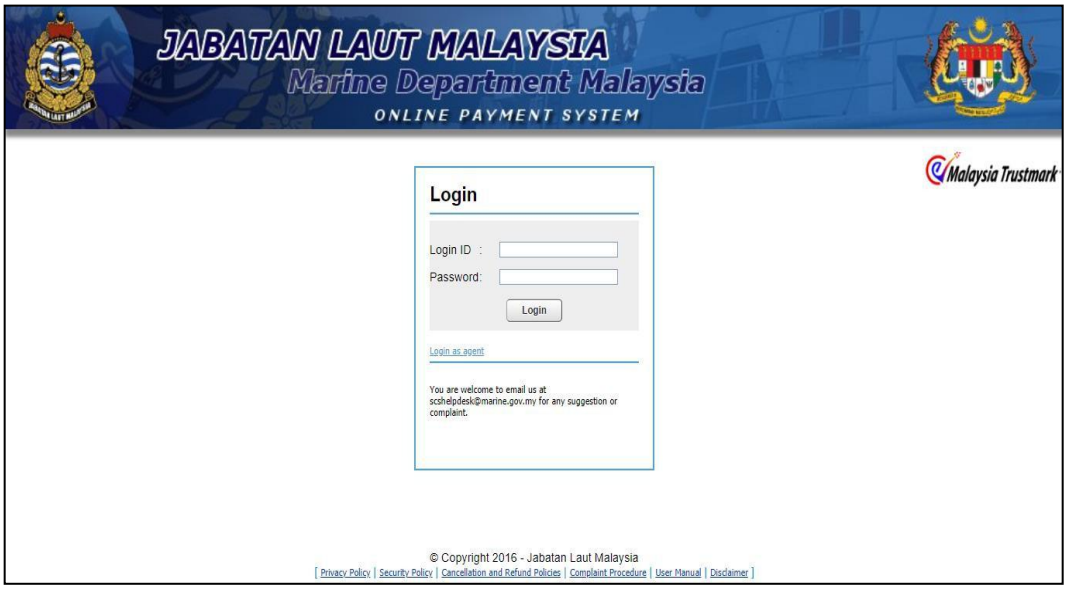
1. To start accessing the Ship Clearance System, open up the Internet Explorer and type in the given URL: https://payment.marine.gov.my/

   Please use Internet Explorer version 9.0 and above.

2. This will bring up the Online Payment System Agent Login Page as shown below.



3. Click on the **Login as Officer** hyperlink. Login page for officer will appear.



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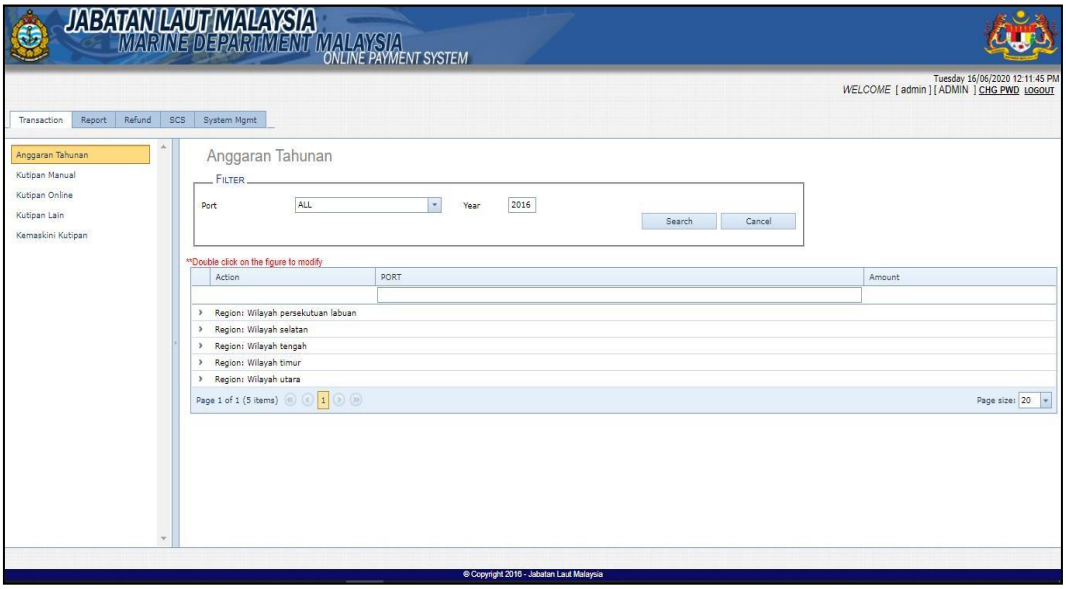
4. Enter a valid Login ID & Password. Click **Login** button.

5. Upon successful login, system redirect to the main page as shown below.



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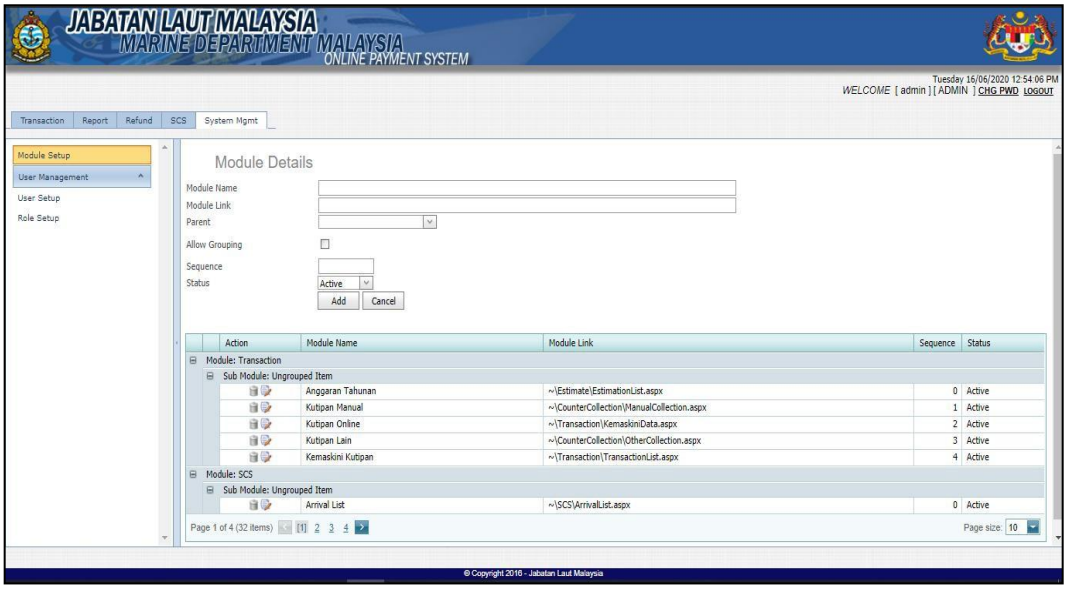
2. System Management

2.1 Module Setup

1. Upon successful login, click **Modul Setup** from **System Mgmt** menu.



2. Click on the **Edit** icon on Action column to change module name, module link, parent, sequence and status for the menu of the entire OPS. Click **Add** after fill in or modify the fields or click **Cancel** to cancel modifying.

3. Click on the **Delete** icon on Action column to delete a specific menu from OPS.

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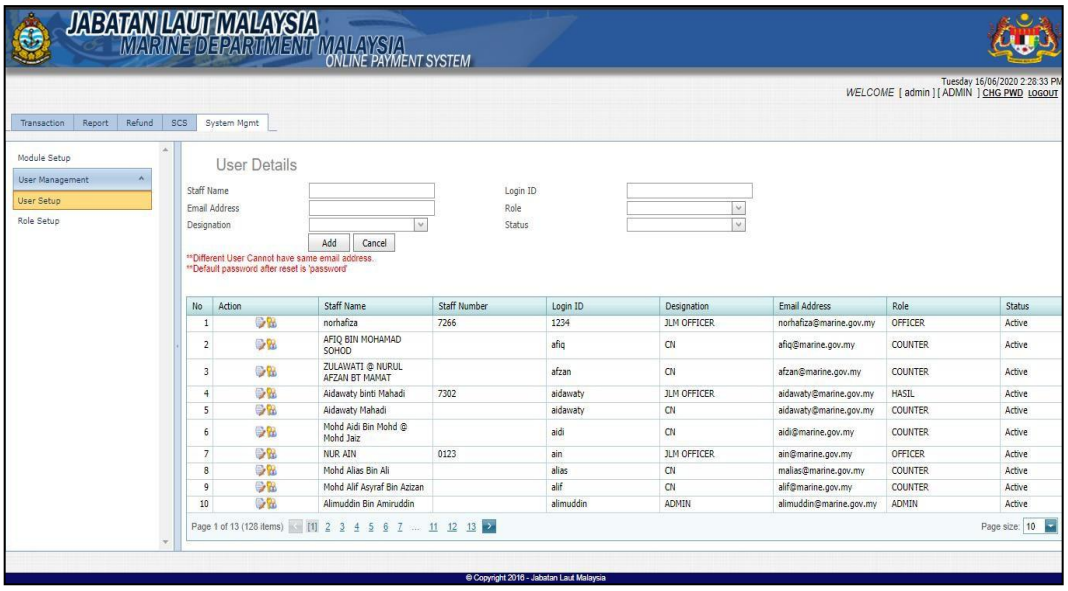
2.2 User Management

2.2.1 User Setup

1. Upon successful login, click **User Setup** from **System Mgmt -> User Management** menu.



2. For new OPS user registration, enter all the user details.

3. Login ID must not less than 6 characters. Password for first time Login ID created is "**password**".

4. User can change password on next logon by clicking "**CHG PWD**" link on the right top of the page.

5. Then click **Add** button to save the data. Else, click **Cancel** button to cancel.

6. Click on the **Edit** icon on Action column to modify user details.

7. Click **Update** button after modify the data in the fields or click **Cancel** to cancel modifying.

8. For resetting password, click on the **reset password icon** in the Action column for that particular user.

9. Upon successful reset password, system will notify user as shown below.

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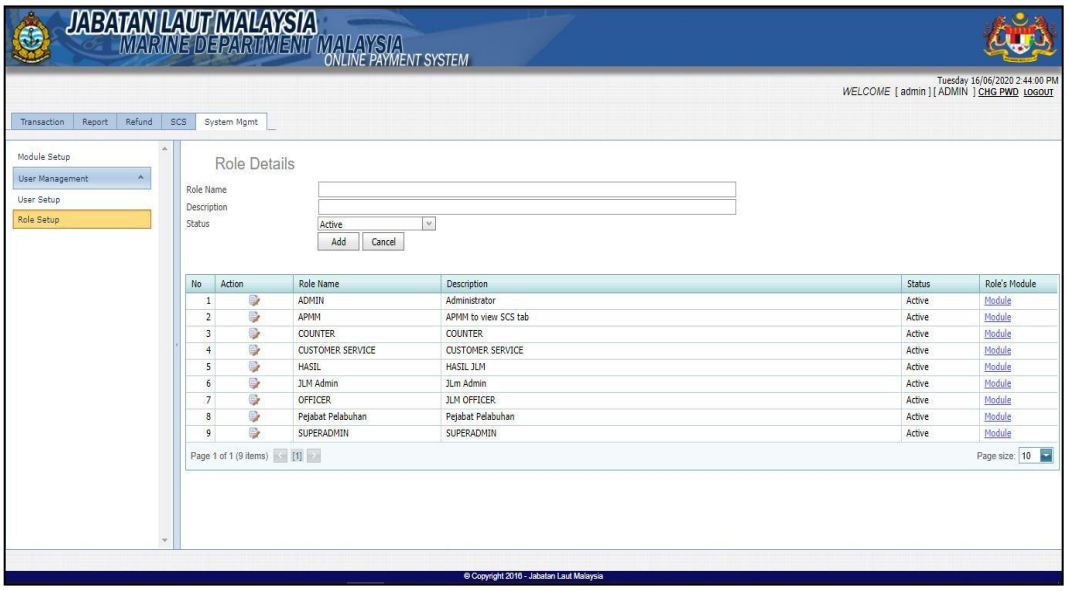
2.2.2 Role Setup



1. Upon successful login, click **Role Setup** from **System Mgmt -> User Management** menu.

2. For new role registration, enter the role name, description and choose the status details. Then, click **Add** button to save the data.

3. After role has been added, click on the **Module** hyperlink on the right-most of the new created role and the following screen appear.

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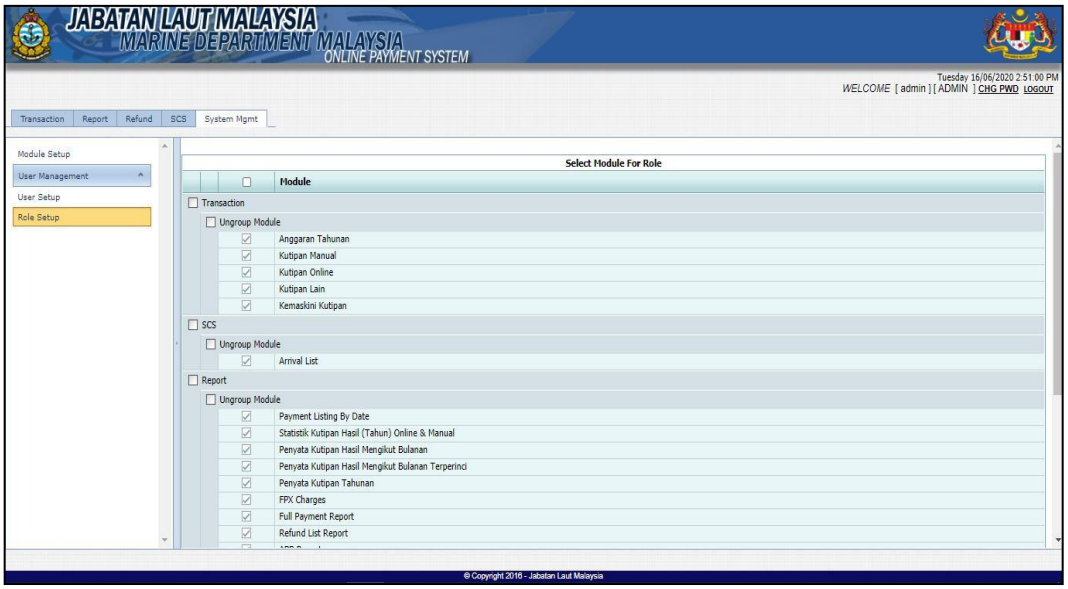
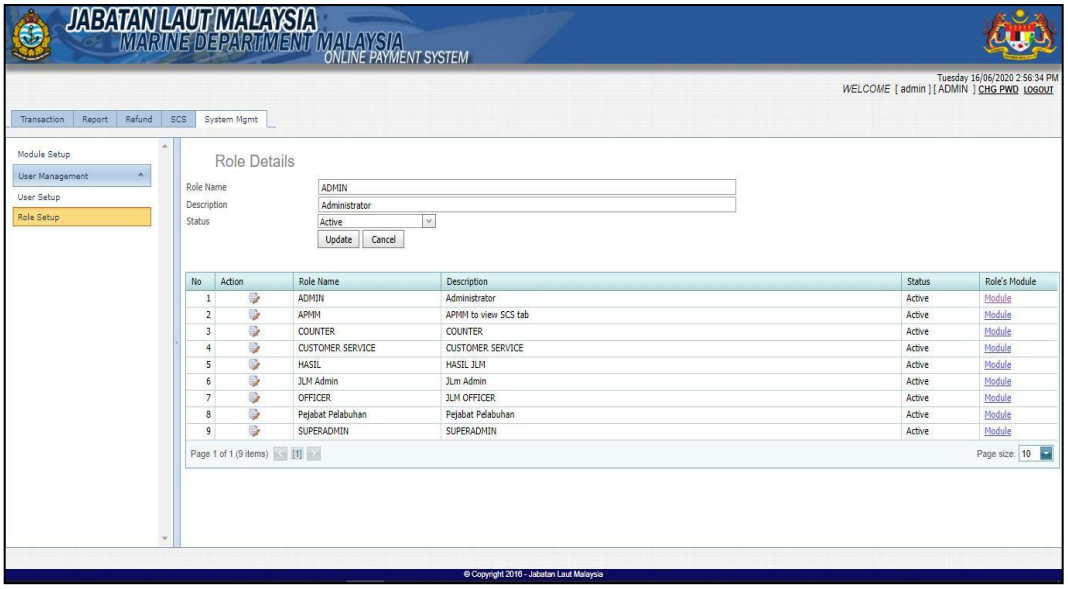


4. Click on the checkbox of the OPS module that user wish to grant to this new Role. Then, click **Save** button to update the user role.

5. To edit for a specific existing role, click on the **Edit** icon on the action column.



6. After modify the role, click on **Update** button to update the record.

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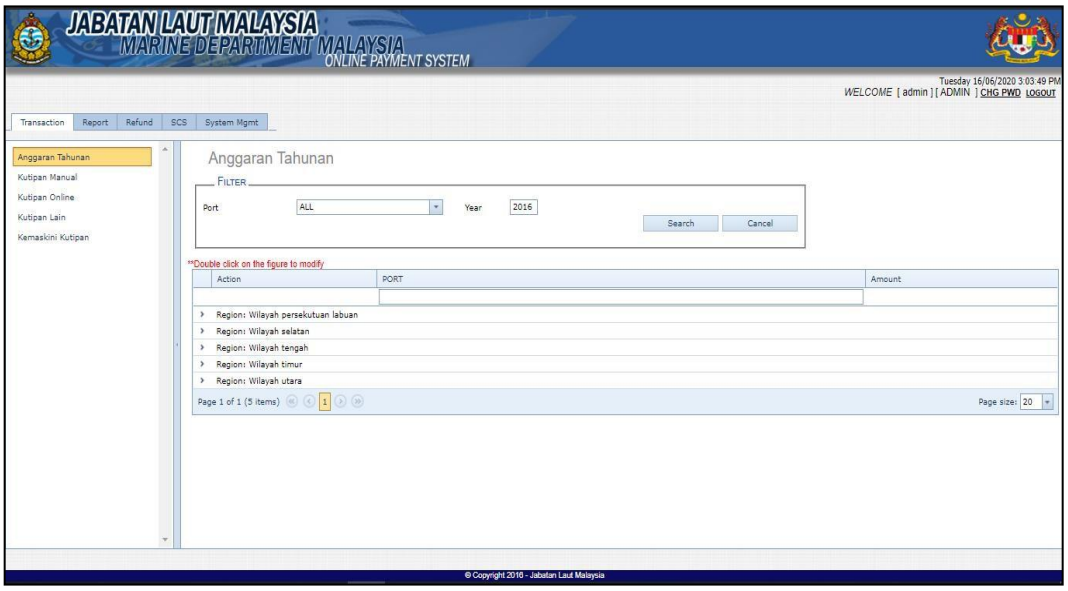
3. Transaction

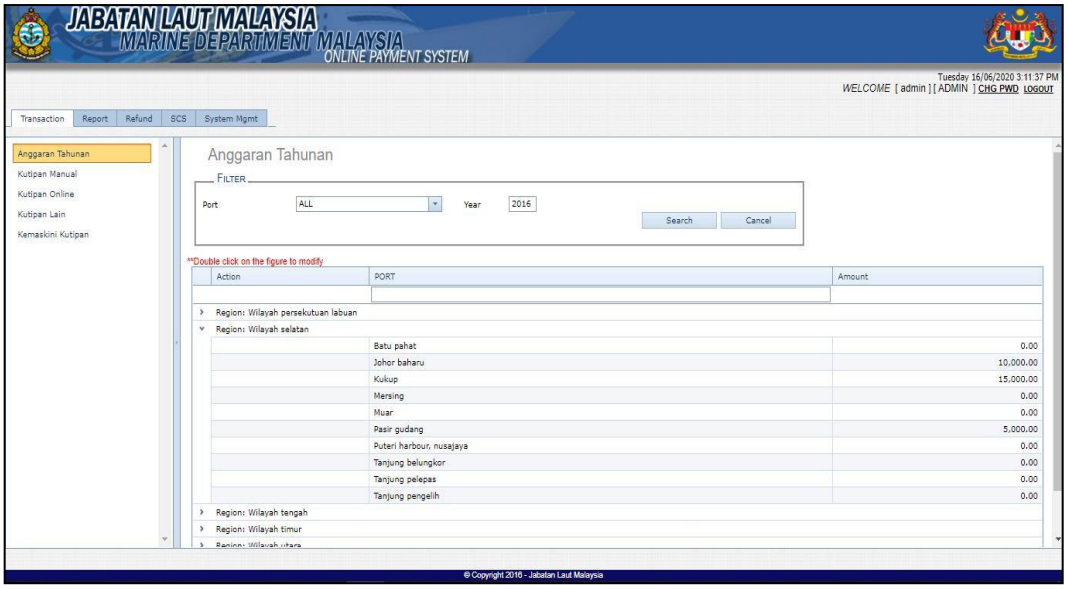
3.1 Anggaran Tahunan (Annual Budget)

1. Upon successful login, click **Anggaran Tahunan** from **Transaction** menu and the page below will appear.



2. Anggaran Tahunan Page displays all the port within entire region of current year.

3. Click on the cursor **>** on the left of Region record to view the port and record amount. Only related port within that region will be displayed.



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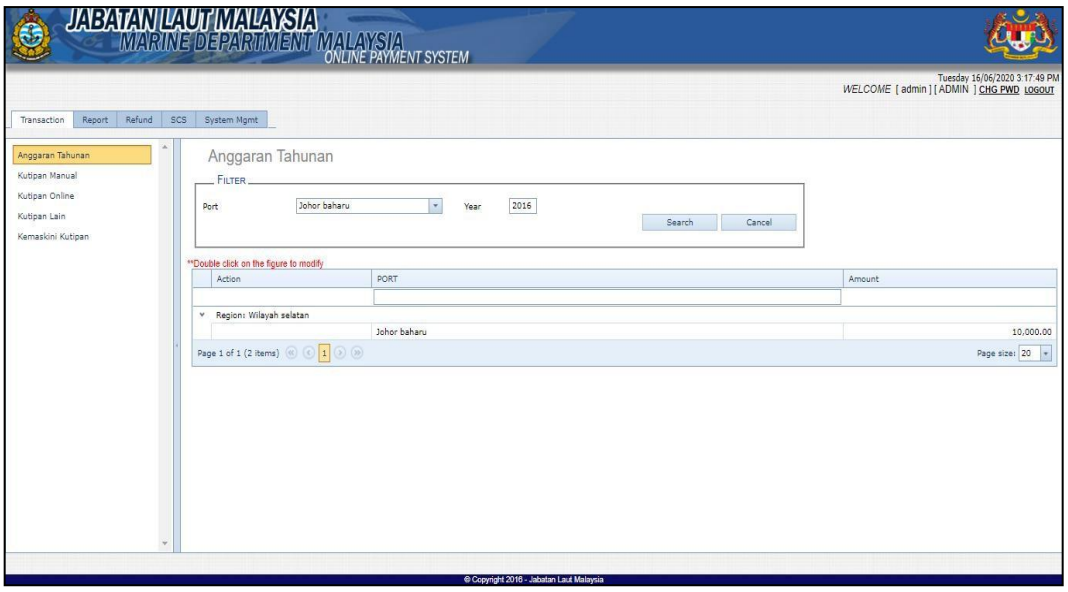
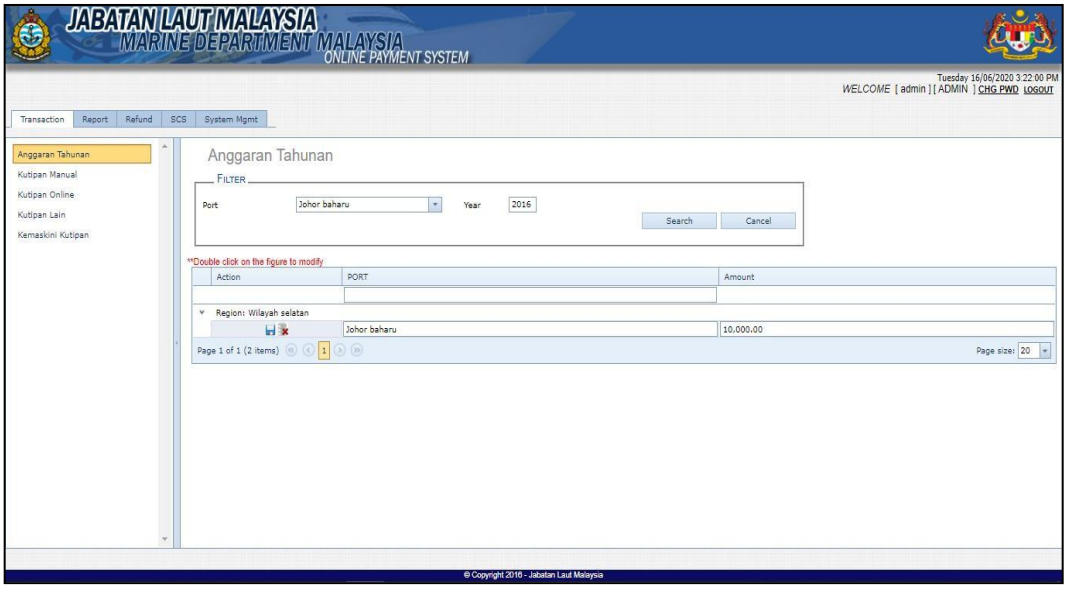
4. User can choose a specific port from the drop-down list and then enter a specific Year. Click on **Search** button to retrieve the record.



5. Double-click on the specific port record to enter budget amount.

6. Click **Save** icon on the Action column to save the amount being entered for that particular port as shown below.

7. Click **Cancel** icon on the Action column to cancel the transaction.



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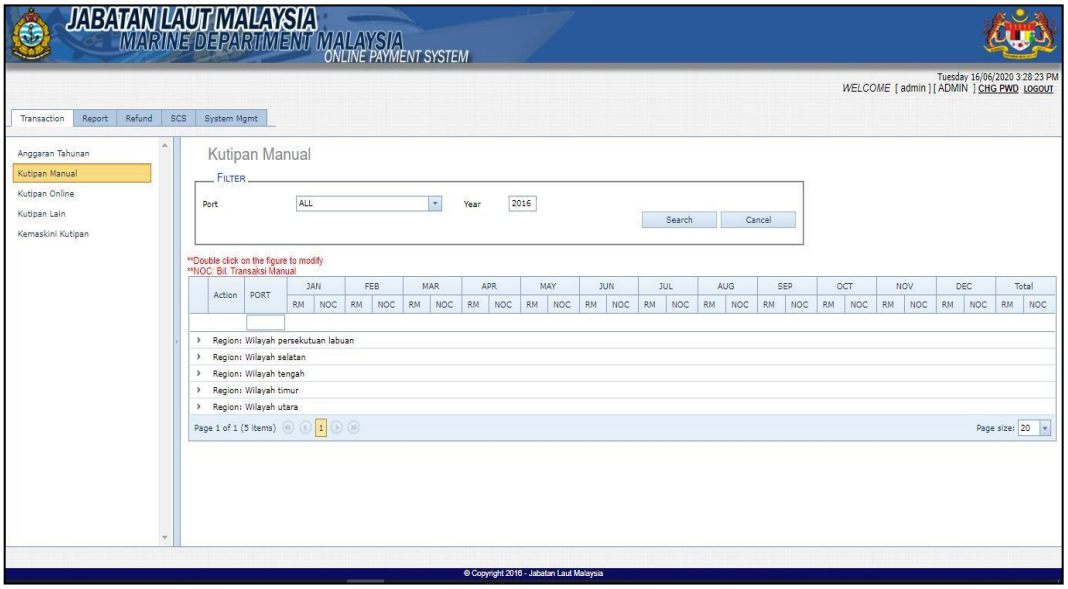
3.2 Kutipan Manual (Manual Transaction)

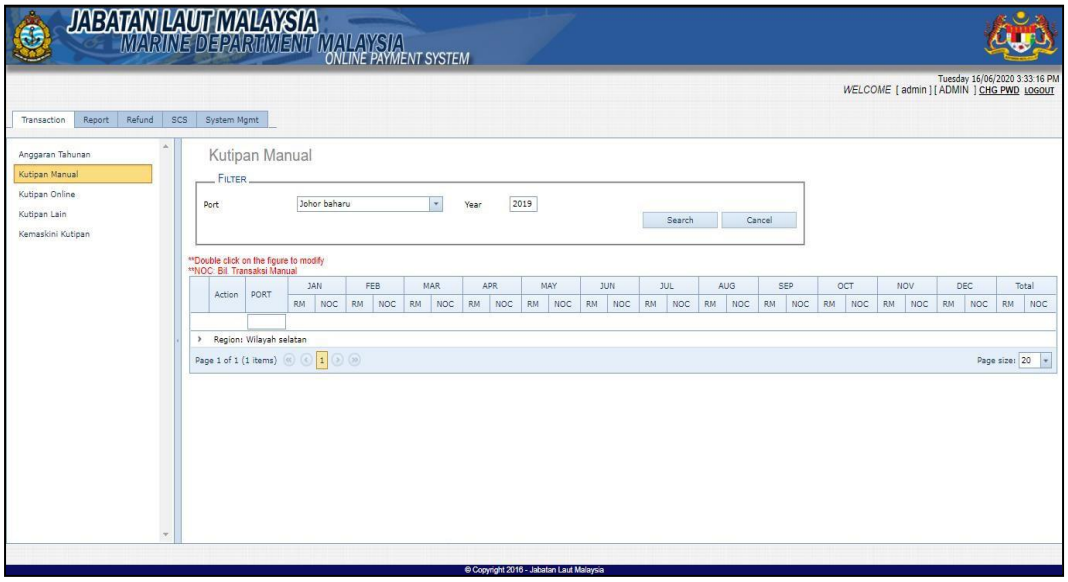
1. Upon successful login, click **Kutipan Manual** from **Transaction** menu and the page below will appear.



2. Kutipan Manual Page displays all the port within entire region on current year.

3. Click on the cursor **>** on the left of Region to display the port with amount and number of collections record for 12 months on specific year. Only related port within that region will be displayed.

4. User can choose a specific port from the drop-down list and then enter a specific Year. Click on **Search** button to retrieve the record.



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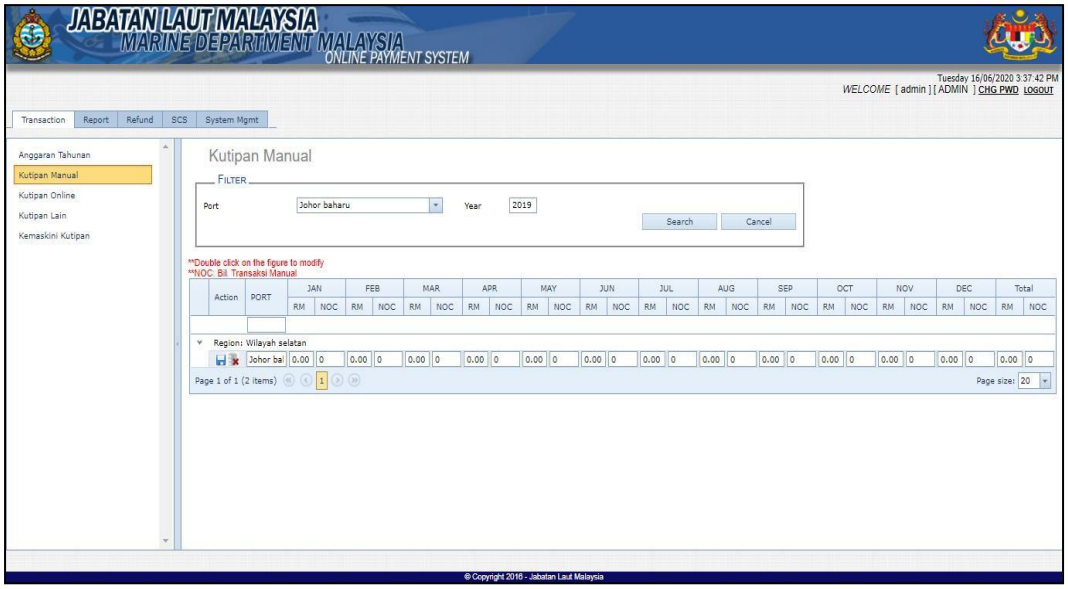
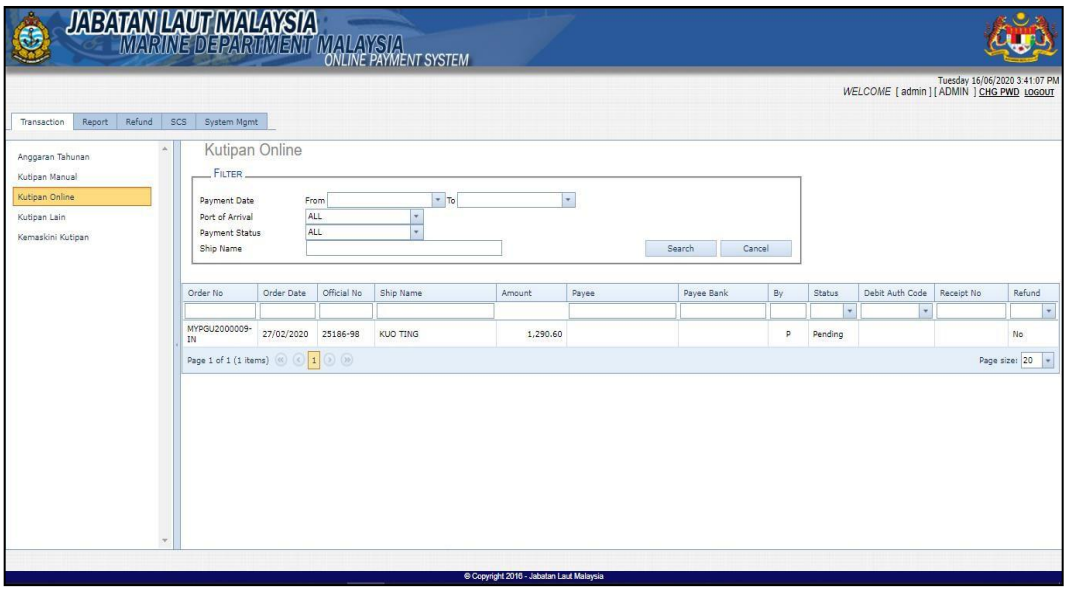
5. Double-click on the specific **port** record to enter budget amount.

6. Click **Save** icon on the Action column to save the amount being entered for that particular port as shown below. Else, click **Cancel** icon on the Action column to cancel the transaction.



3.3 Kutipan Online (Online Transaction)

1. Upon successful login, click **Kutipan Online** from **Transaction** menu and the page below will appear.



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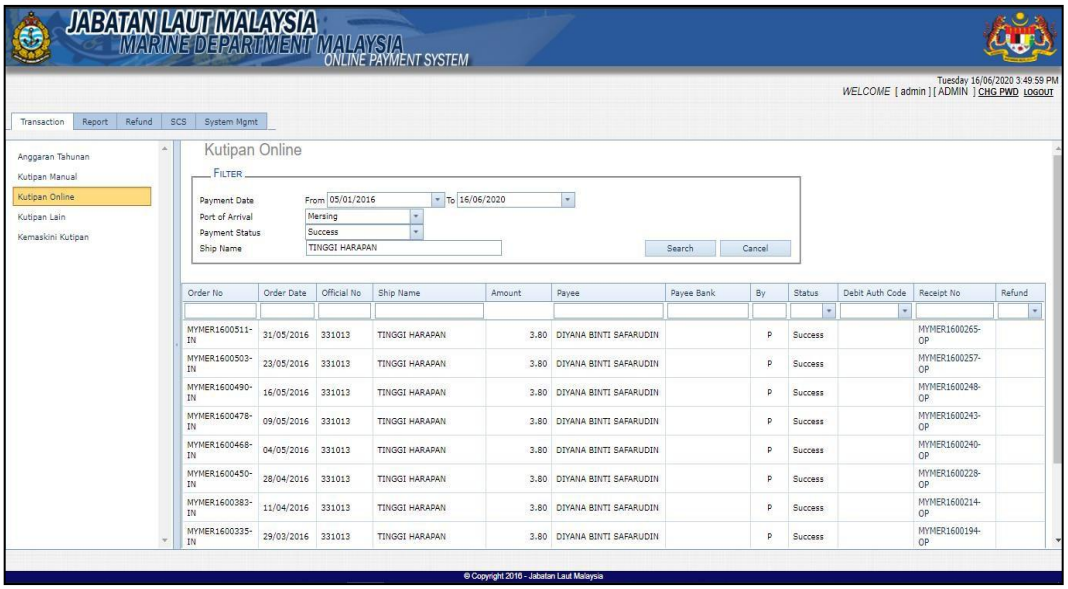
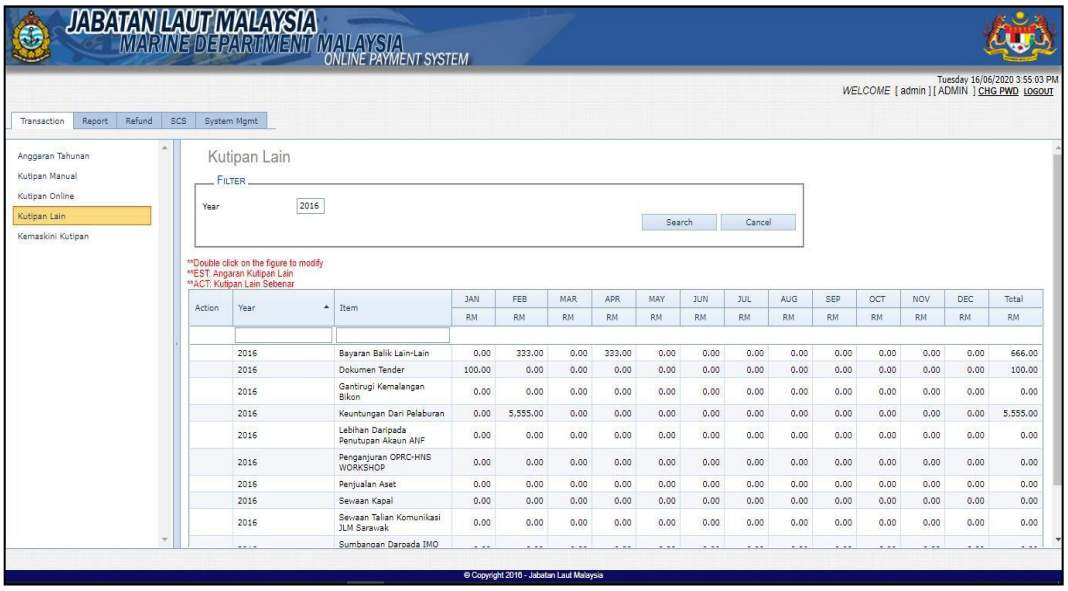
2. Select any range of payment date, Port of Arrival, Payment Status and/or enter the Ship Name. Click **Search** button to retrieve the record. For advanced filter, user may choose or key-in the particular text box below each of the field to refine the search result.



3.4 Kutipan Lain (Other Transaction)

1. Upon successful login, click **Kutipan Lain** from **Transaction** menu and the page below will appear.



2. Kutipan Lain Page displays all the other collections transaction for 12 months on current year.

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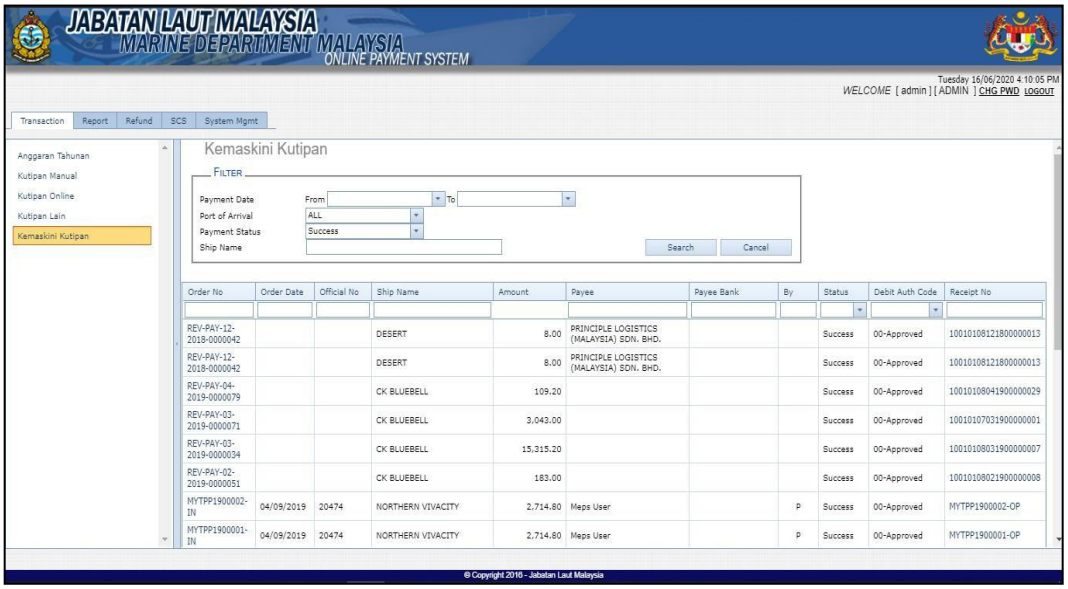
3. Click **Save** icon on the Action column to save the amount being entered for current year.

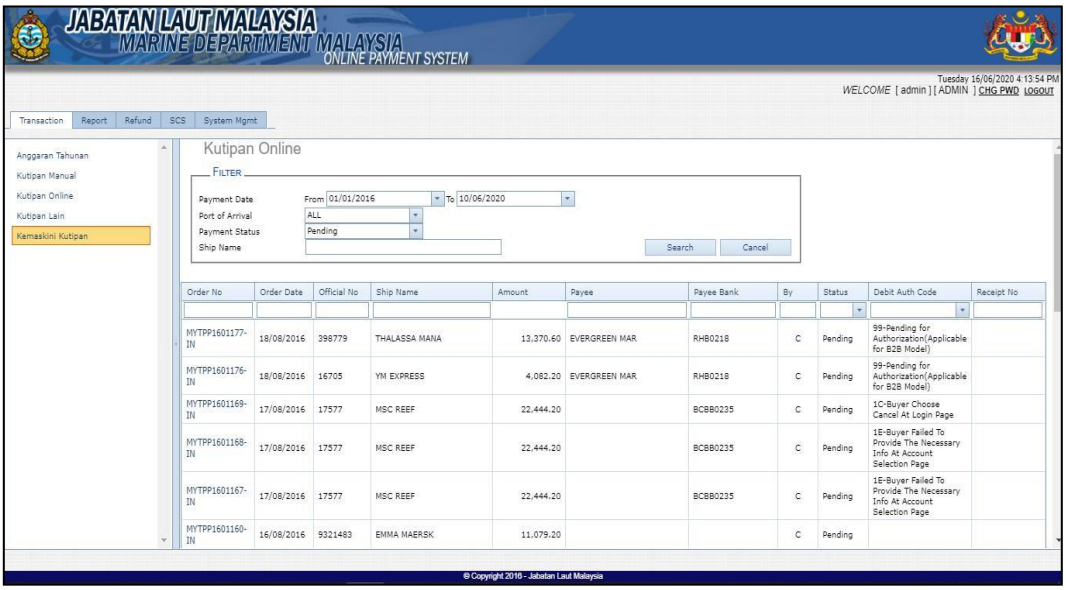
4. Click **Cancel** to cancel the transaction.

3.5 Kemaskini Kutipan (Update Transaction)

1. Upon successful login, click **Kemaskini Kutipan** from **Transaction** menu and the page below will appear.



2. Select any range of payment date, Port of Arrival, Payment Status and/or enter the Ship Name. Click **Search** button to retrieve the record. For advanced filter, user may choose or key in the particular text box below each of the field to refine the search result.



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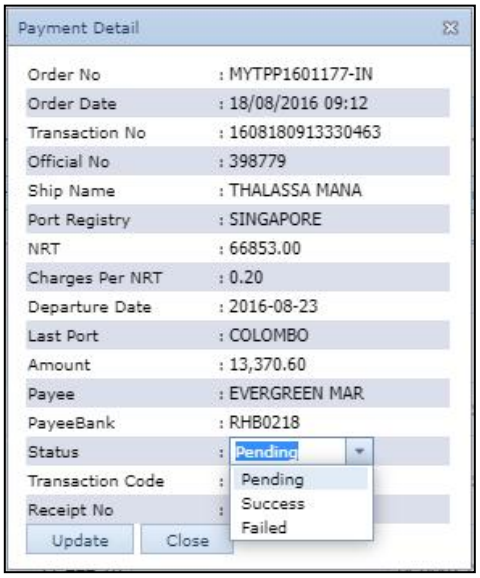
3. Click on the Order No to edit the payment status as required. Once new status is selected, click **Update** button.



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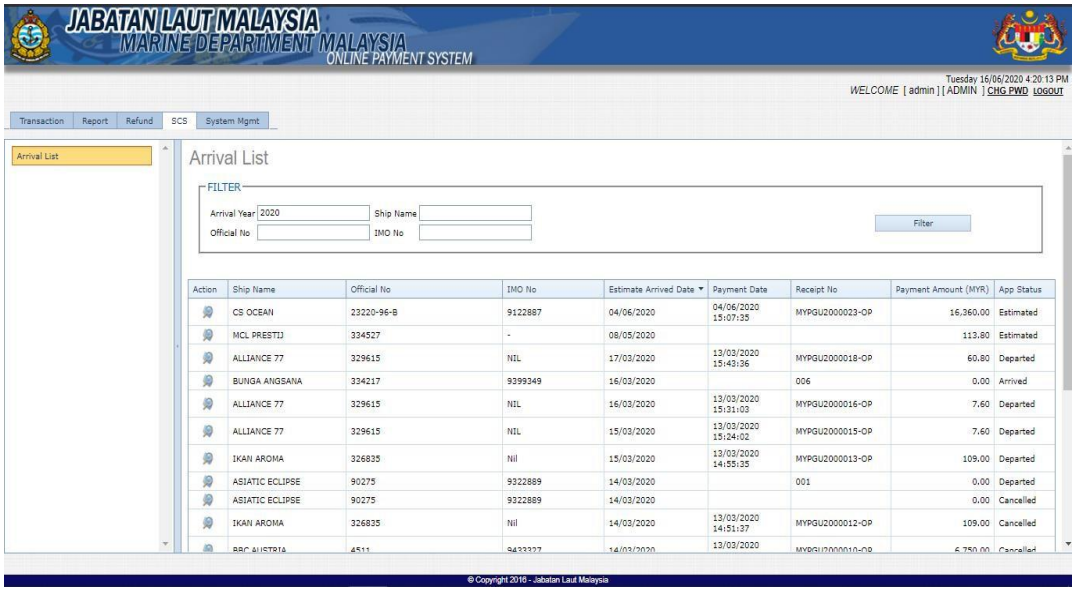
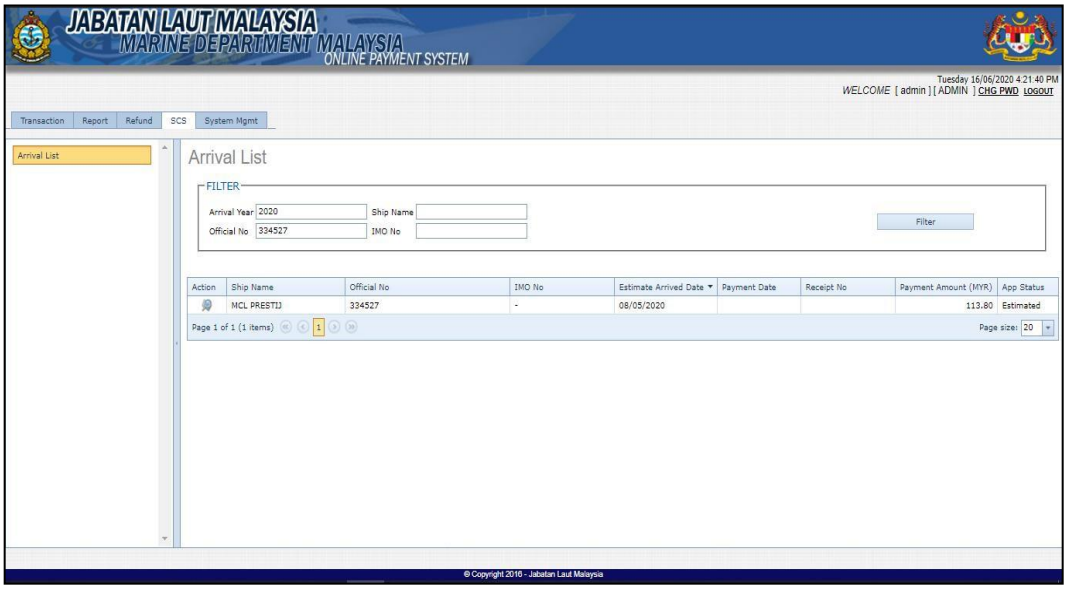
4. SCS

4.1 Arrival List

1. Upon successful login, click **Arrival List** from **SCS** menu and the page below will appear.



2. Select any Arrival Year, Ship Name, Official Number and/or the IMO No. Click **Filter** button to retrieve the filtered arrival record.



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3. Click the View Details icon on the action column in the table for the selected record to view the details of the arrival record as shown in the image below.

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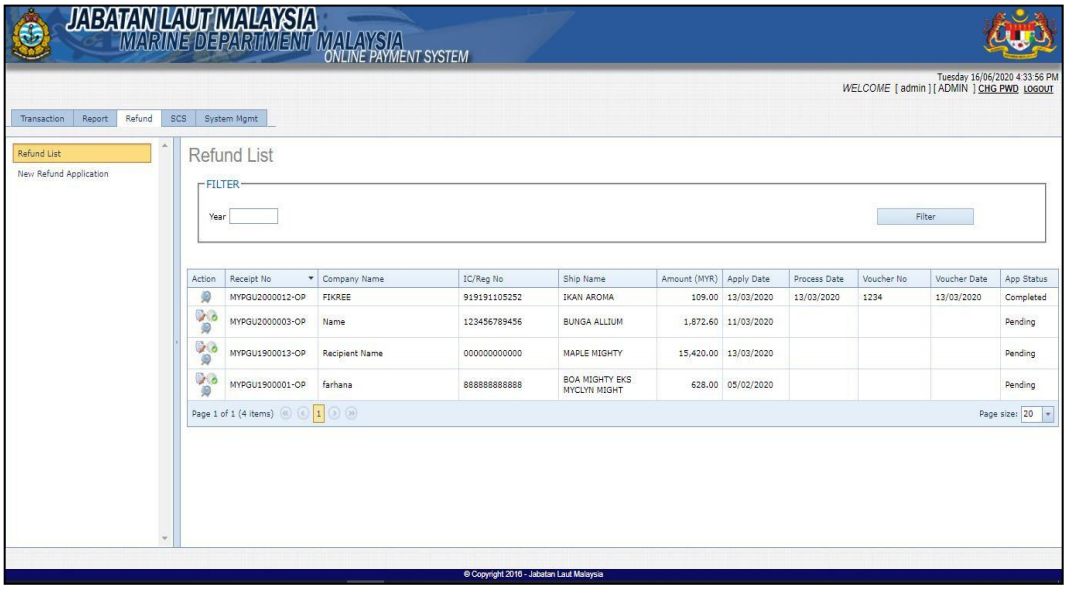
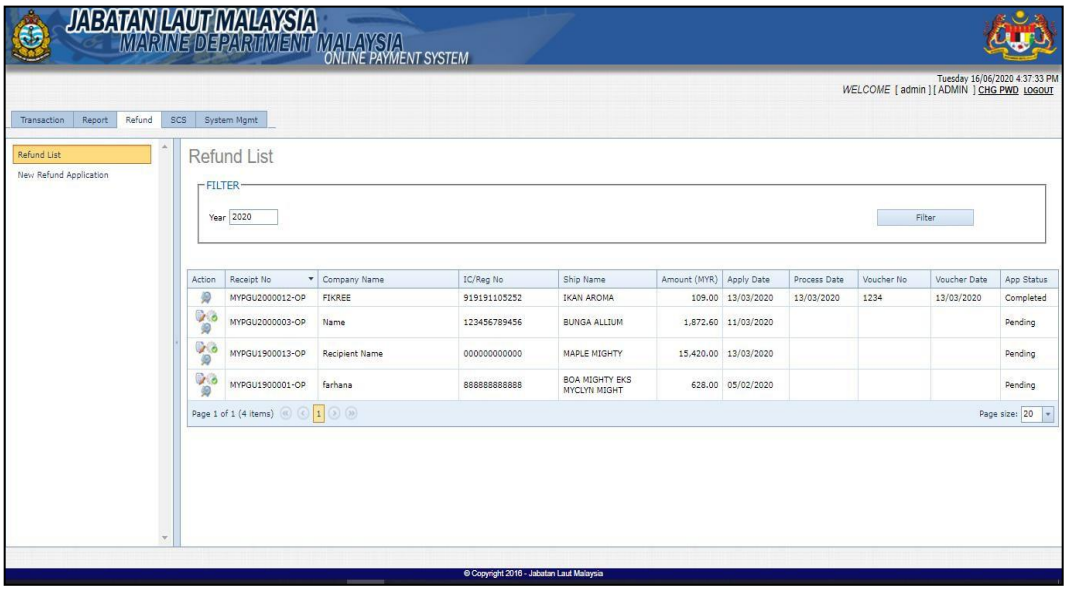
5. Refund

5.1 Refund List

1. Upon successful login, click **Refund List** from **Refund** menu and the page below will appear.



2. Select any Year and click **Filter** button to retrieve the filtered refund list.



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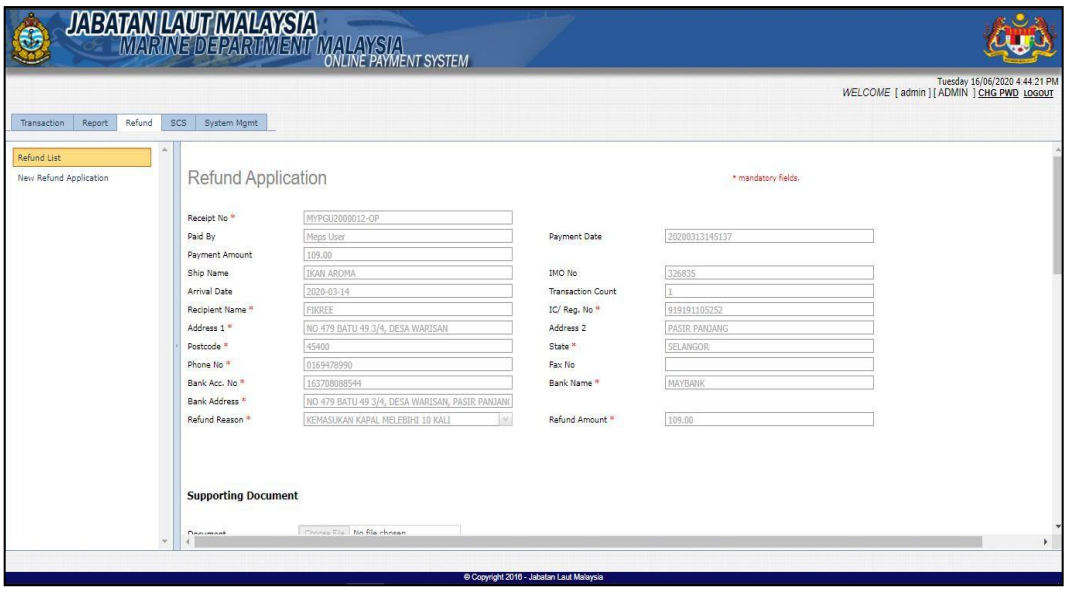
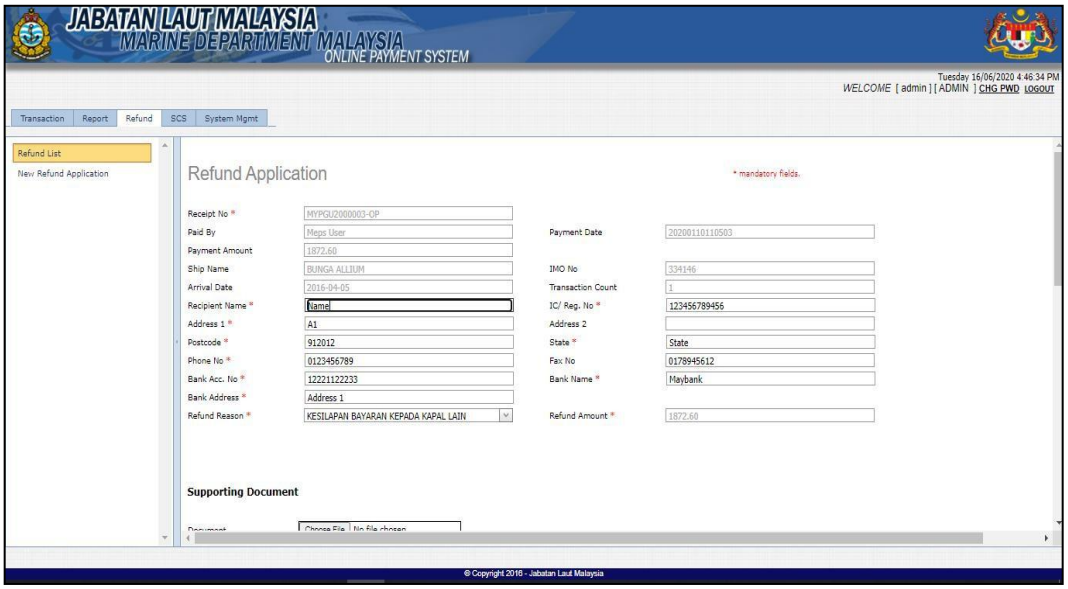
3. Click **View Details** icon in the Action column on the chosen record to view the details of the Refund as image below.



4. Click **Edit** icon in the Action column on the chosen record to modify the details of the Refund as image below.



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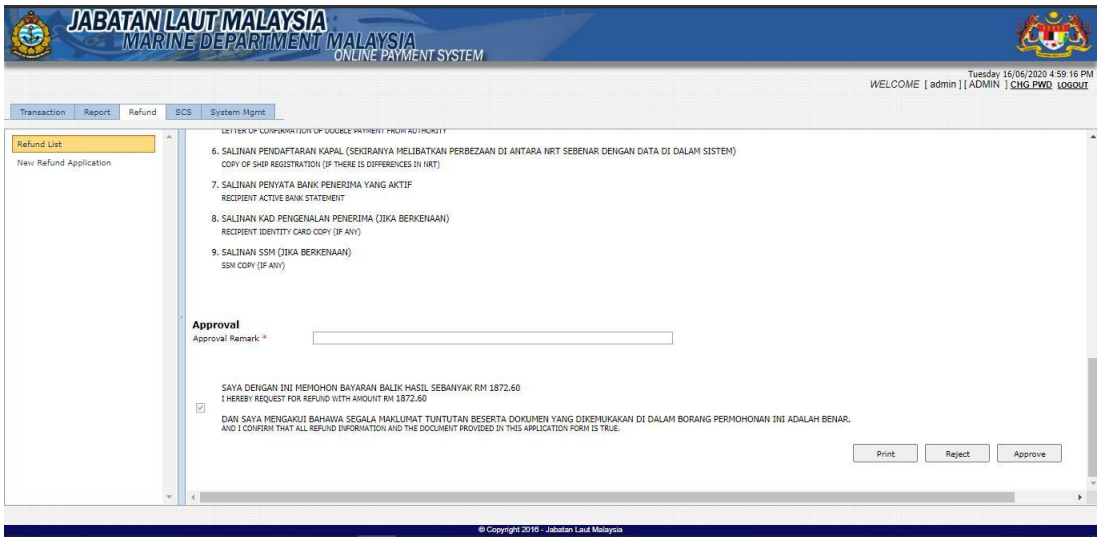
5. After modifying the details, **tick** the check-box of the confirmation statement at the bottom of the details page before click **Submit** button. Officer may also print out the details by clicking the **Print** button as in the following image.

6. To Approve a Refund Application, officer need to click the **Approve** icon in the Action column of the Refund List table.

7. Then, a Refund Application Page will displays with the Approval Remarks that require Officer to enter the remarks before approving/ rejecting the application as in the image below.



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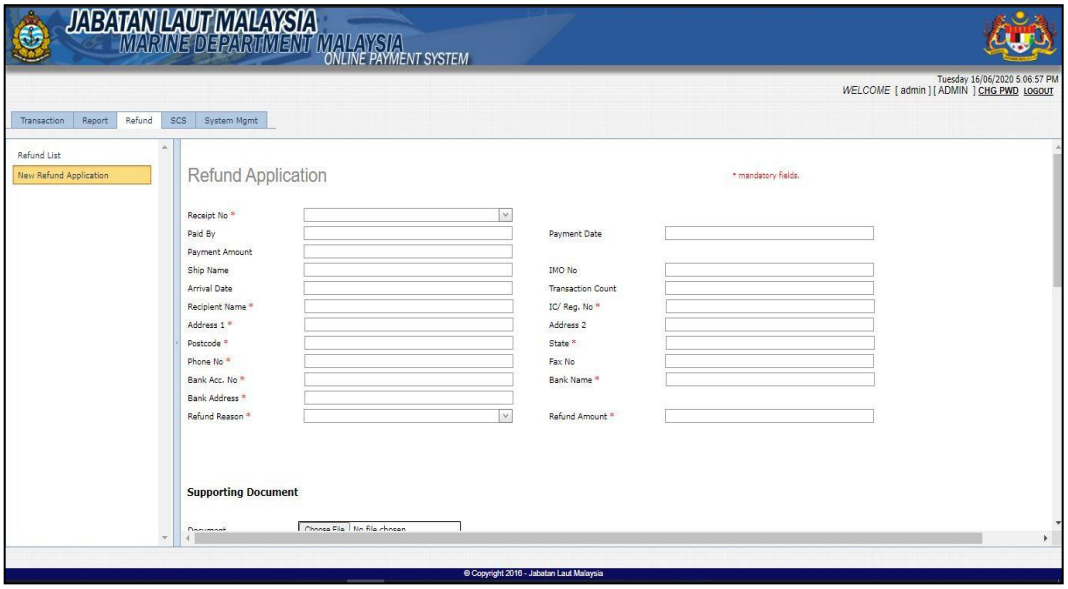
8. After that, click **Approve** button to approve the refund application. Else, officer may click **Reject** button to reject the refund application.

9. Click **Print** button to print out the refund application details.

5.2 New Refund Application

1. Usually New Refund application will be applied by Agent, however if officer wish to create new refund application, officer may click **New Refund Application** from **Refund** menu as in the image below.



2. After key-in all the required data for new refund application, tick the check-box of confirmation statement at the bottom of the form. Then, click **Submit** button to submit the application.

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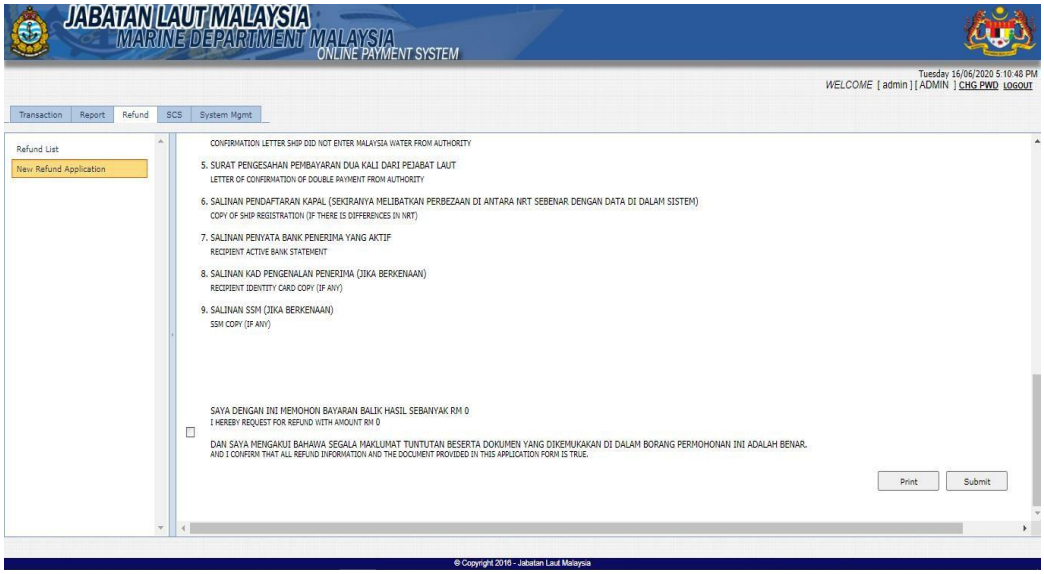
3. Officer may click **Print** button to print out the filled form.



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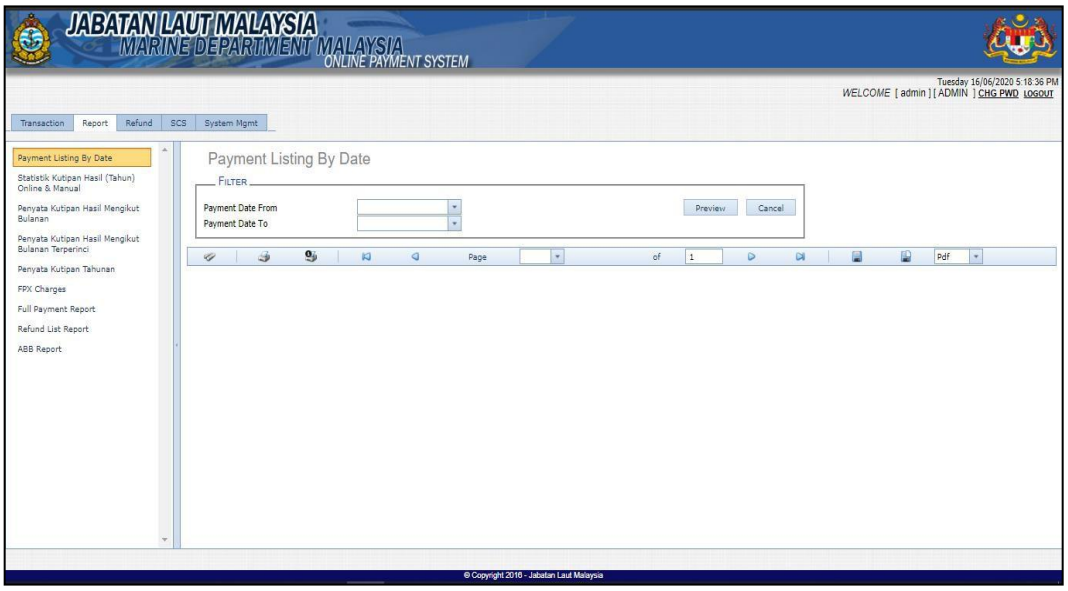
6. Report

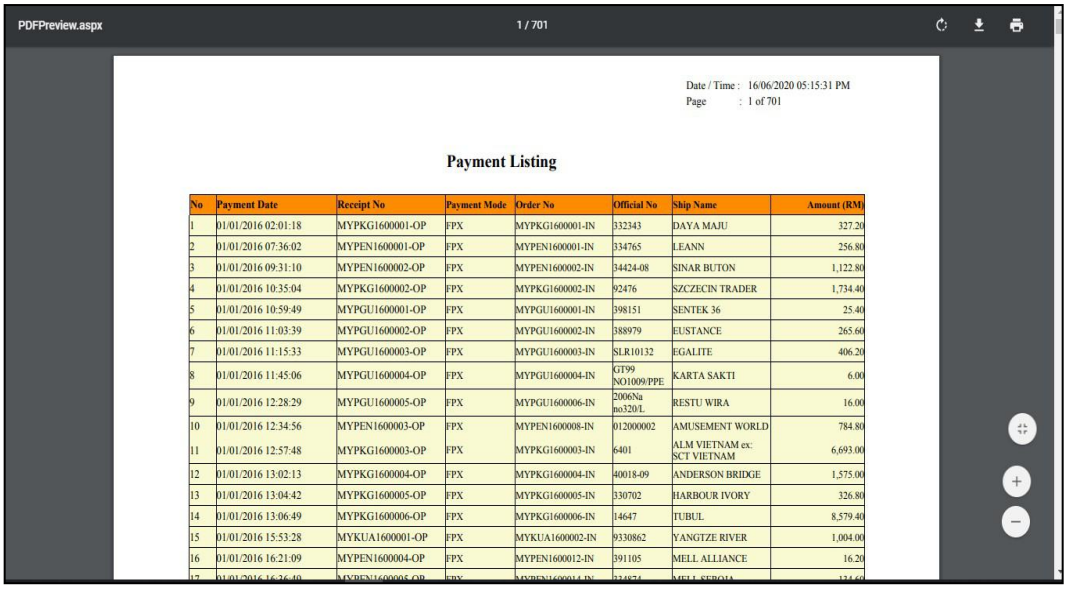
6.1 Payment Listing By Date

1. Upon successful login, click **Payment Listing By Date** from **Report** menu and the page below will appear.



2. Select **Payment Date From** and **Payment Date To** in the Filter section. Then, click Preview to generate the filtered report.

3. After that, a report will displayed in a new tab of the browser as a PDF file as shown below.



No	Payment Date	Receipt No	Payment Mode	Order No	Official No	Ship Name	Amount (RM)
1	01/01/2016 02:01:18	MYPKG1600001-OP	FPX	MYPKG1600001-IN	332343	DAYA MAJU	327.20
2	01/01/2016 07:36:02	MYPEN1600001-OP	FPX	MYPEN1600001-IN	334765	LEANN	256.80
3	01/01/2016 09:31:10	MYPEN1600002-OP	FPX	MYPEN1600002-IN	34424-08	SINAR BUTON	1,122.80
4	01/01/2016 10:35:04	MYPKG1600002-OP	FPX	MYPKG1600002-IN	92476	SZCZECIN TRADER	1,734.40
5	01/01/2016 10:59:49	MYPGU1600001-OP	FPX	MYPGU1600001-IN	398151	SENTEK 36	25.40
6	01/01/2016 11:03:39	MYPGU1600002-OP	FPX	MYPGU1600002-IN	388979	EUSTANCE	265.60
7	01/01/2016 11:15:33	MYPGU1600003-OP	FPX	MYPGU1600003-IN	SLR10132	EGALITE	406.20
8	01/01/2016 11:45:06	MYPGU1600004-OP	FPX	MYPGU1600004-IN	GT99 NO1009/PPE	KARTA SAKTI	6.00
9	01/01/2016 12:28:29	MYPGU1600005-OP	FPX	MYPGU1600006-IN	2006Na no320/L	RESTU WIRA	16.00
10	01/01/2016 12:34:56	MYPEN1600003-OP	FPX	MYPEN1600008-IN	012000002	AMUSEMENT WORLD	784.80
11	01/01/2016 12:57:48	MYPKG1600003-OP	FPX	MYPKG1600003-IN	6401	ALM VIETNAM ex: SCT VIETNAM	6,693.00
12	01/01/2016 13:02:13	MYPKG1600004-OP	FPX	MYPKG1600004-IN	40018-09	ANDERSON BRIDGE	1,575.00
13	01/01/2016 13:04:42	MYPKG1600005-OP	FPX	MYPKG1600005-IN	330702	HARBOUR IVORY	326.80
14	01/01/2016 13:06:49	MYPKG1600006-OP	FPX	MYPKG1600006-IN	14647	TUBUL	8,579.40
15	01/01/2016 15:53:28	MYKUA1600001-OP	FPX	MYKUA1600002-IN	9330862	YANGTZE RIVER	1,004.00
16	01/01/2016 16:21:09	MYPEN1600004-OP	FPX	MYPEN1600012-IN	391105	MELL ALLIANCE	16.20

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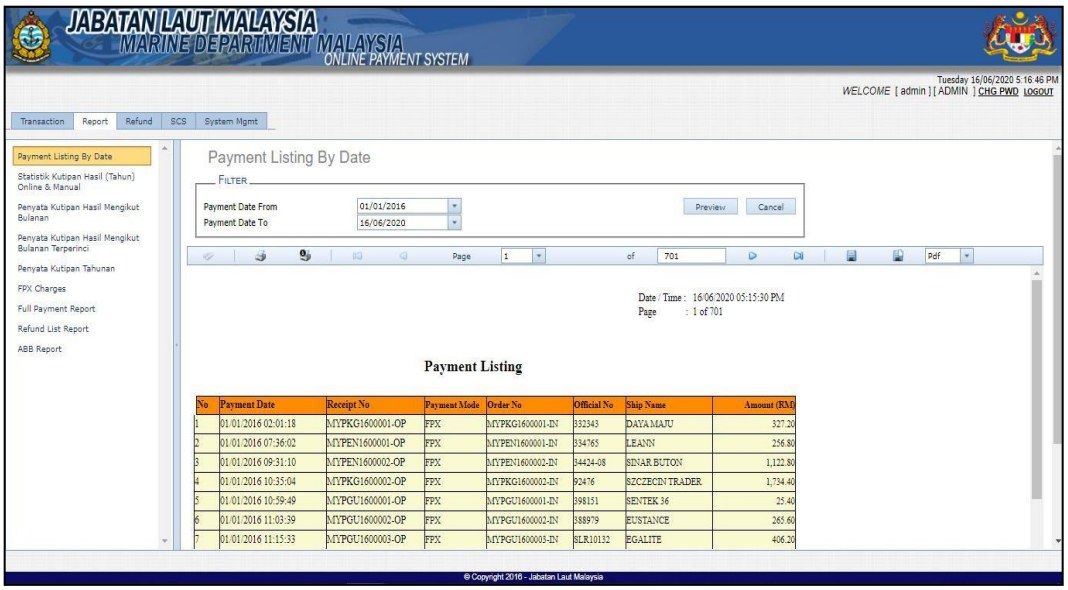
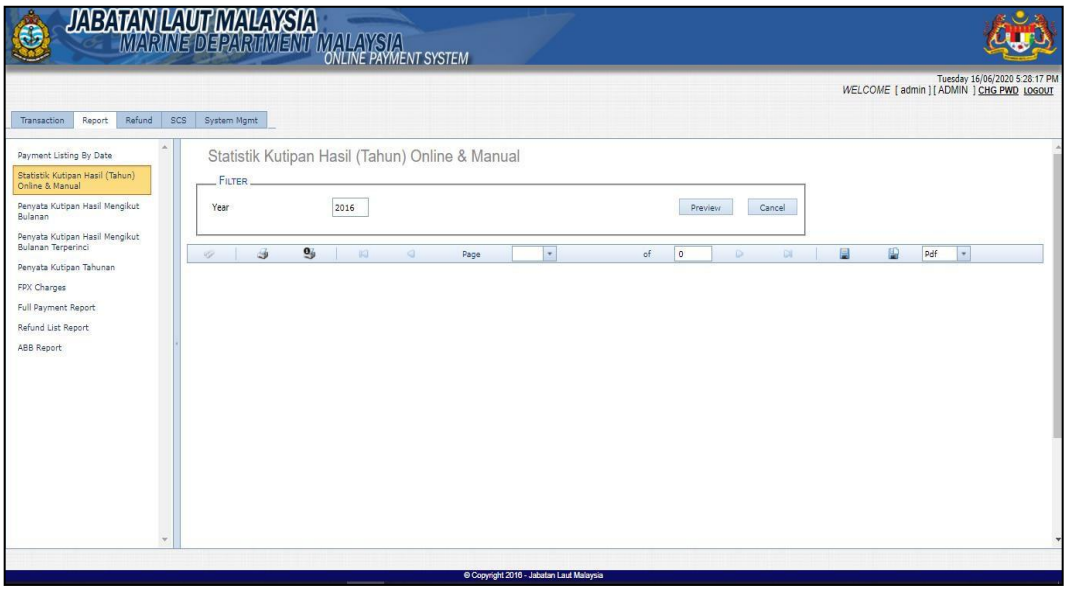
4. The generated report also displayed in the **Payment Listing By Date** page as the following image.



6.2 Statistik Kutipan Hasil (Tahun) Online & Manual

1. Upon successful login, click **Statistik Kutipan Hasil (Tahun) Online & Manual** from **Report** menu and the page below will appear.



2. Select **Year** in the Filter section. Then, click Preview to generate the filtered report.

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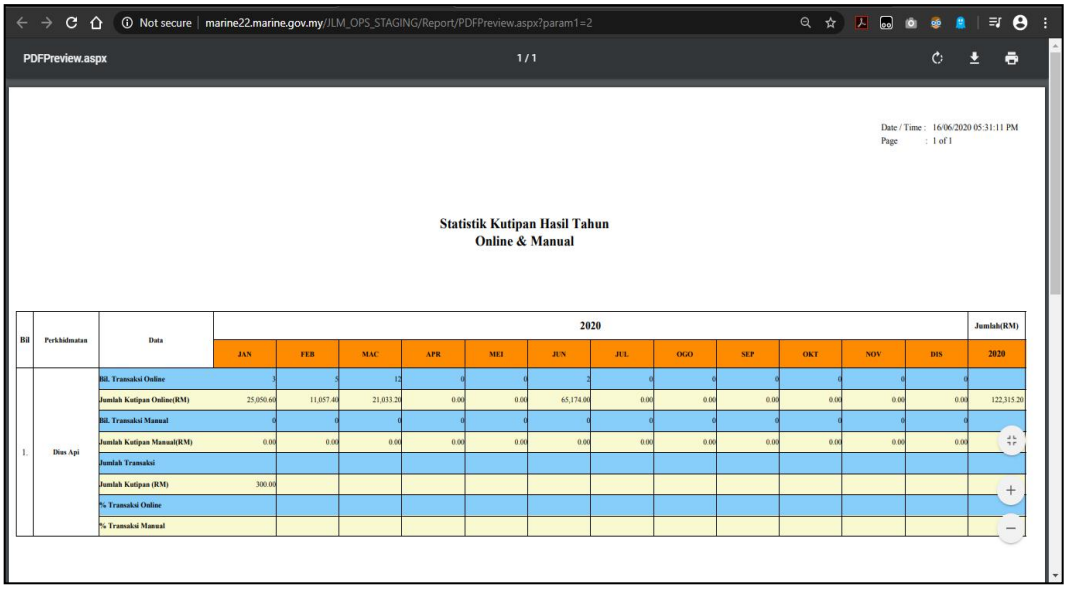
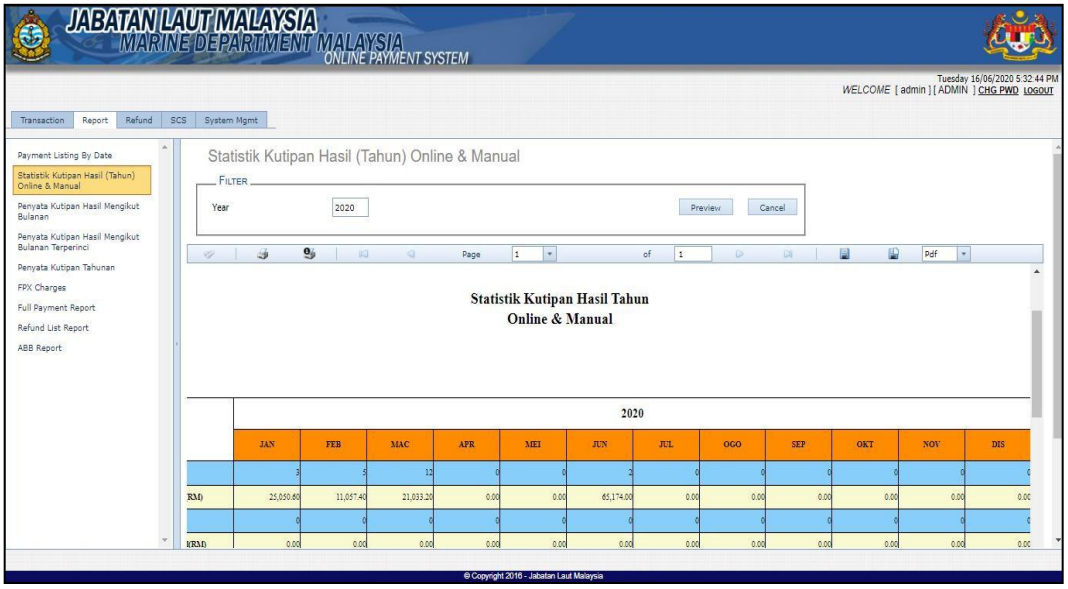
3. After that, a report will displayed in a new tab of the browser as a PDF file as shown below.



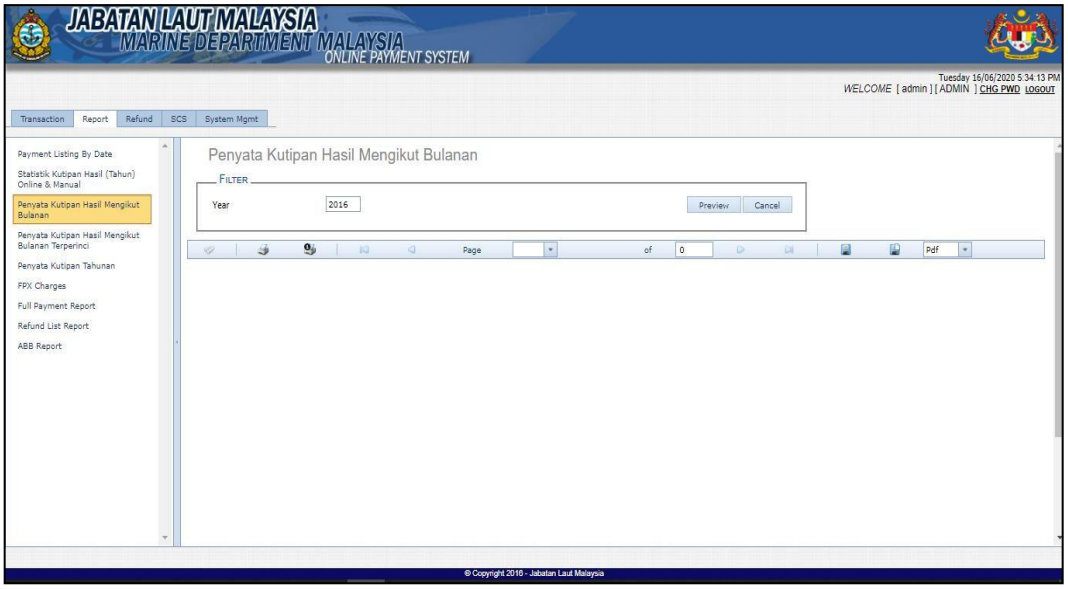
Bil	Perkhidmatan	Data	2020												Jumlah(RM)
			JAN	FEB	MAC	APR	MEI	JUN	JUL	OGO	SEP	OKT	NOV	DIS	2020
1.	Dias Api	Bil. Transaksi Online	3	5	12	0	0	2	0	0	0	0	0	0	
		Jumlah Kutipan Online(RM)	25,050.60	11,057.40	21,033.20	0.00	0.00	65,174.00	0.00	0.00	0.00	0.00	0.00	0.00	122,315.20
		Bil. Transaksi Manual	0	0	0	0	0	0	0	0	0	0	0	0	
		Jumlah Kutipan Manual(RM)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		Jumlah Transaksi													
		Jumlah Kutipan (RM)	300.00												
		% Transaksi Online													
		% Transaksi Manual													

4. The generated report also displayed in the **Statistik Kutipan Hasil (Tahun) Online & Manual** page as the following image.



6.3 Penyata Kutipan Hasil Mengikut Bulanan

1. Upon successful login, click **Penyata Kutipan Hasil Mengikut Bulanan** from **Report** menu and the page below will appear.



2. Select **Year** in the Filter section. Then, click Preview to generate the filtered report.

3. After that, a report will displayed in a new tab of the browser as a PDF file as shown below.

PEJABAT PELABUHAN	KUTIPAN SEBENAR (RM)												
	JAN	FEB	MAC	APR	MEI	JUN	JUL	OGO	SEP	OKT	NOV	DIS	JUMLAH(RM)
WILAYAH SELATAN													
Pasir gudang	25,050.60	11,057.40	21,033.20	0.00	0.00	65,174.00	0.00	0.00	0.00	0.00	0.00	0.00	122,315.20
JUMLAH	25,050.60	11,057.40	21,033.20	0.00	0.00	65,174.00	0.00	0.00	0.00	0.00	0.00	0.00	122,315.20
JUMLAH KUTIPAN DIUS	25,050.60	11,057.40	21,033.20	0.00	0.00	65,174.00	0.00	0.00	0.00	0.00	0.00	0.00	122,315.20

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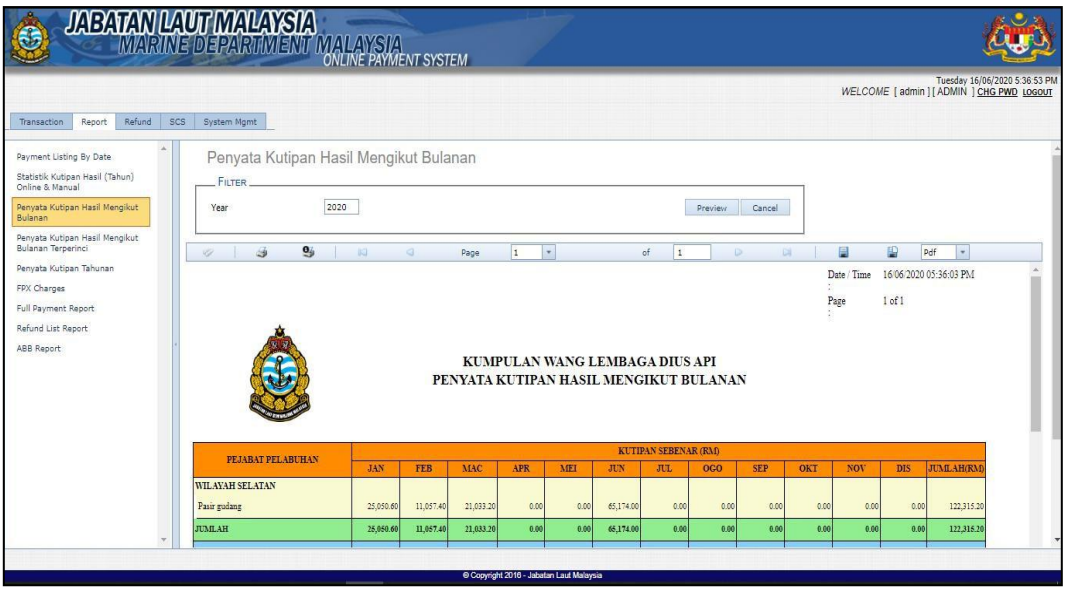
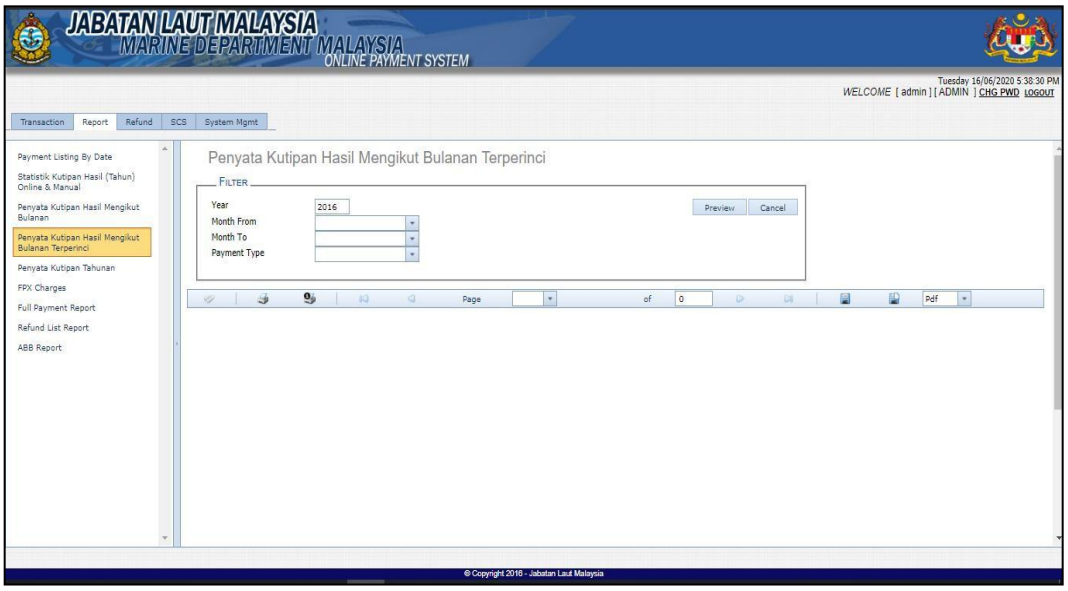
4. The generated report also displayed in the **Penyata Kutipan Hasil Mengikut Bulanan** page as the following image.



6.4 Penyata Kutipan Hasil Mengikut Bulanan Terperinci

5. Upon successful login, click **Penyata Kutipan Hasil Mengikut Bulanan Terperinci** from **Report** menu and the page below will appear.



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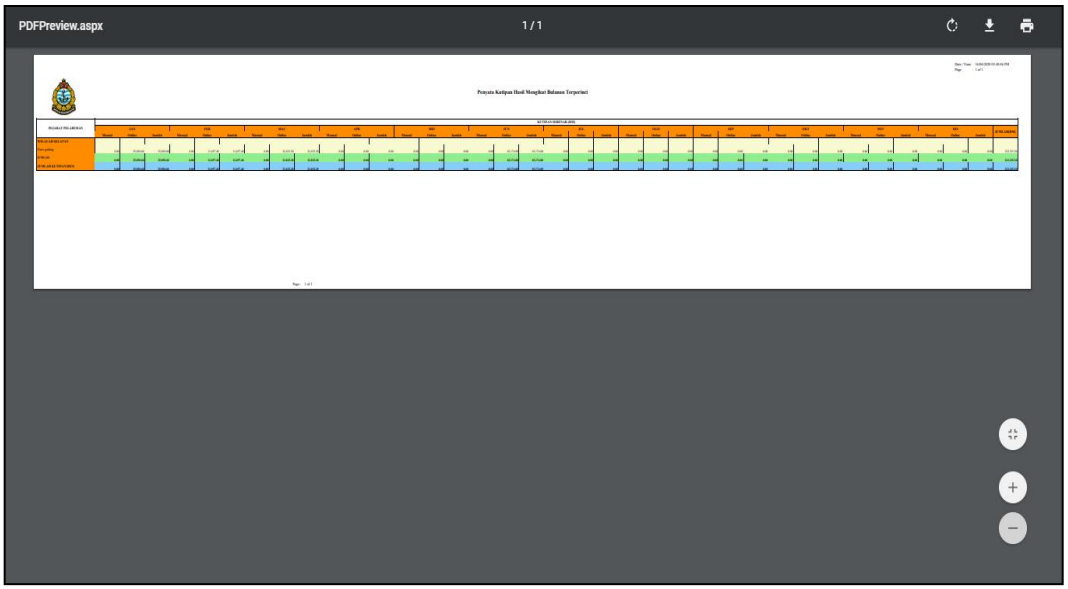
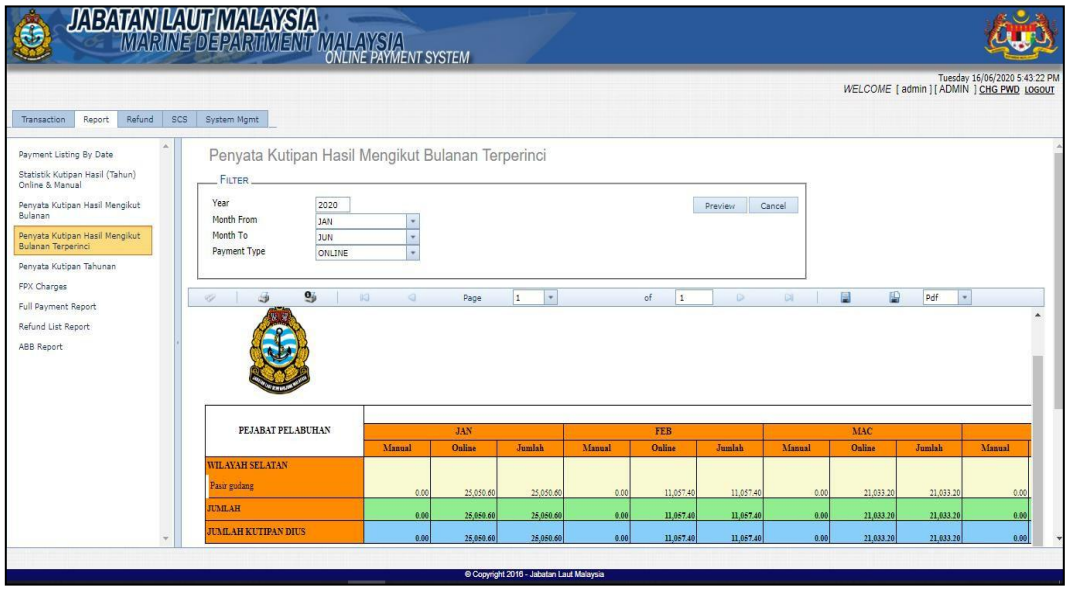
6. Select **Year, Month From, Month To, & Payment Type** in the Filter section. Then, click Preview to generate the filtered report.

7. After that, a report will displayed in a new tab of the browser as a PDF file as shown below. Officer may zoom into the list to view the details clearer.

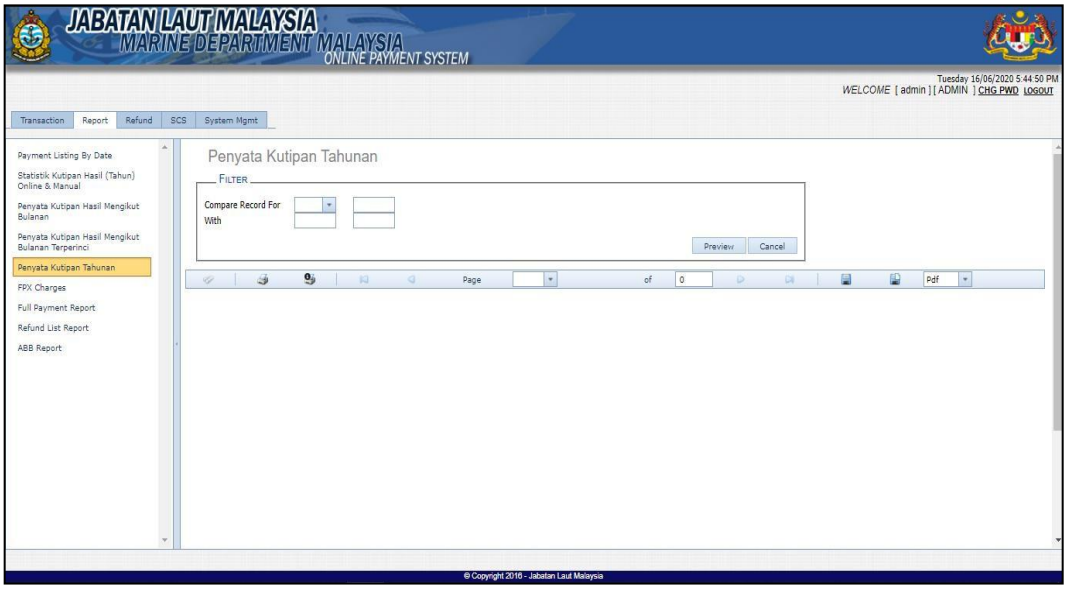


8. The generated report also displayed in the **Penyata Kutipan Hasil Mengikut Bulanan Terperinci** page as the following image.



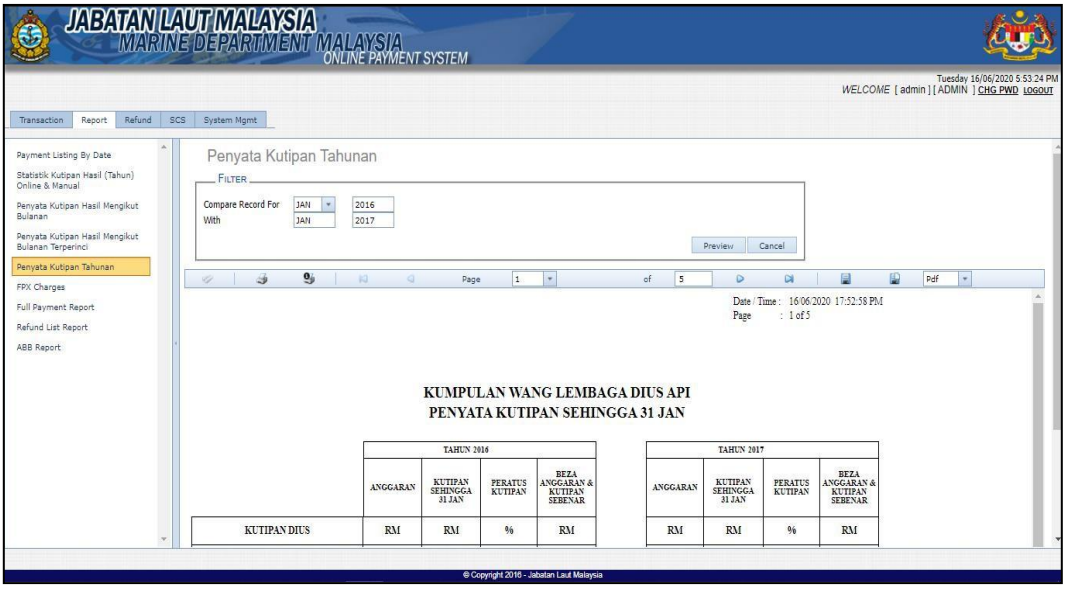
6.5 Penyata Kutipan Tahunan

1. Upon successful login, click **Penyata Kutipan Tahunan** from **Report** menu and the page below will appear.



2. Select month for **Compare Record For** and field **With** will be automatically filled with the same month as selected. Fill in the **Year** in 2 fields to compare with in the Filter section. Then, click Preview to generate the filtered report.

3. After that, the generated report will be displayed in the **Penyata Kutipan Tahunan** page as the following image.



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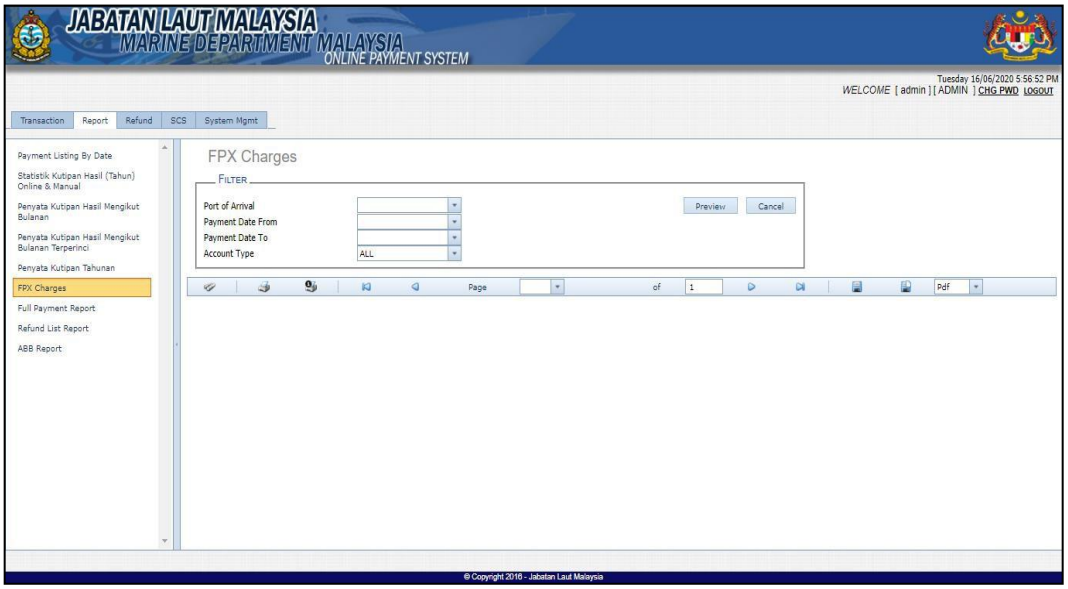
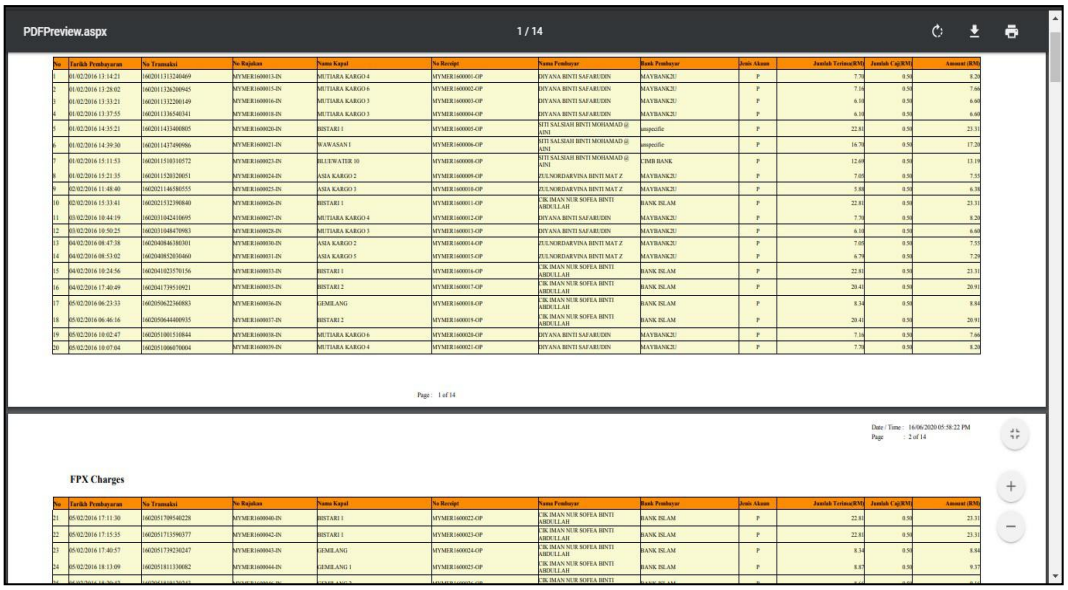
6.6 FPX Charges

1. Upon successful login, click **FPX Charges** from **Report** menu and the page below will appear.



2. Select **Port Of Arrival, Payment Date From, Payment Date To, & Account Type** in the Filter section. Then, click Preview to generate the filtered report.

3. After that, a report will displayed in a new tab of the browser as a PDF file as shown below.



4. The generated report also displayed in the **FPC Charges** page as the following image.

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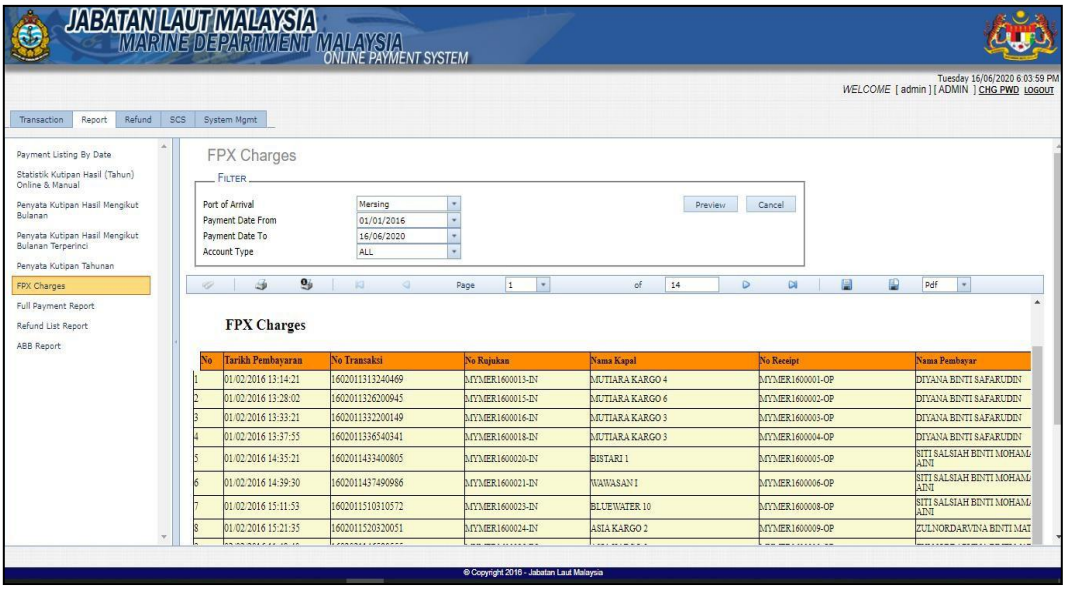
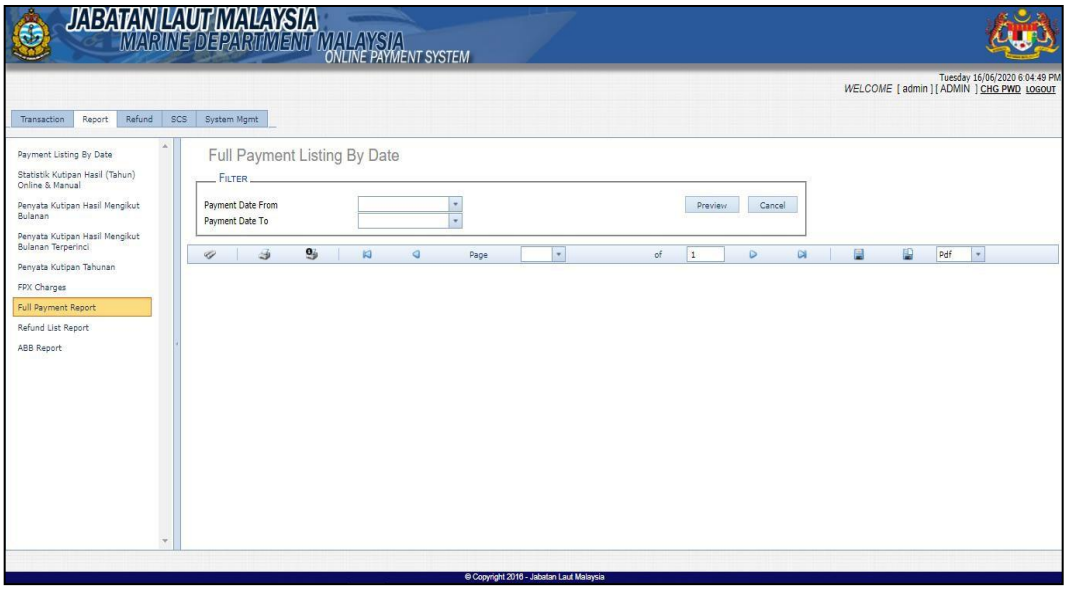


No	Tarikh Pembayaran	No Transaksi	No Rujukan	Nama Kapal	No Receipt	Nama Pembayar
1	01/02/2016 13:14:21	1602011313240469	MYMER1600013-IN	MUTIARA KARGO 4	MYMER1600001-OP	DIYANA BINTI SAFARUDIN
2	01/02/2016 13:28:02	1602011326200945	MYMER1600015-IN	MUTIARA KARGO 6	MYMER1600002-OP	DIYANA BINTI SAFARUDIN
3	01/02/2016 13:33:21	1602011332200149	MYMER1600016-IN	MUTIARA KARGO 3	MYMER1600003-OP	DIYANA BINTI SAFARUDIN
4	01/02/2016 13:37:55	1602011336540341	MYMER1600018-IN	MUTIARA KARGO 3	MYMER1600004-OP	DIYANA BINTI SAFARUDIN
5	01/02/2016 14:35:21	1602011433400805	MYMER1600020-IN	BISTARI 1	MYMER1600005-OP	SITI SALSIAH BINTI MOHAMADINI
6	01/02/2016 14:39:30	1602011437490986	MYMER1600021-IN	WAWASAN 1	MYMER1600006-OP	SITI SALSIAH BINTI MOHAMADINI
7	01/02/2016 15:11:53	1602011510310572	MYMER1600023-IN	BLUEWATER 10	MYMER1600008-OP	SITI SALSIAH BINTI MOHAMADINI
8	01/02/2016 15:21:35	1602011520320051	MYMER1600024-IN	ASIA KARGO 2	MYMER1600009-OP	ZULNORDARVINA BINTI MAT

6.7 Full Payment Report

1. Upon successful login, click **Full Payment Report** from **Report** menu and the page below will appear.



2. Select **Payment Date From & Payment Date To** in the Filter section. Then, click Preview to generate the filtered report.

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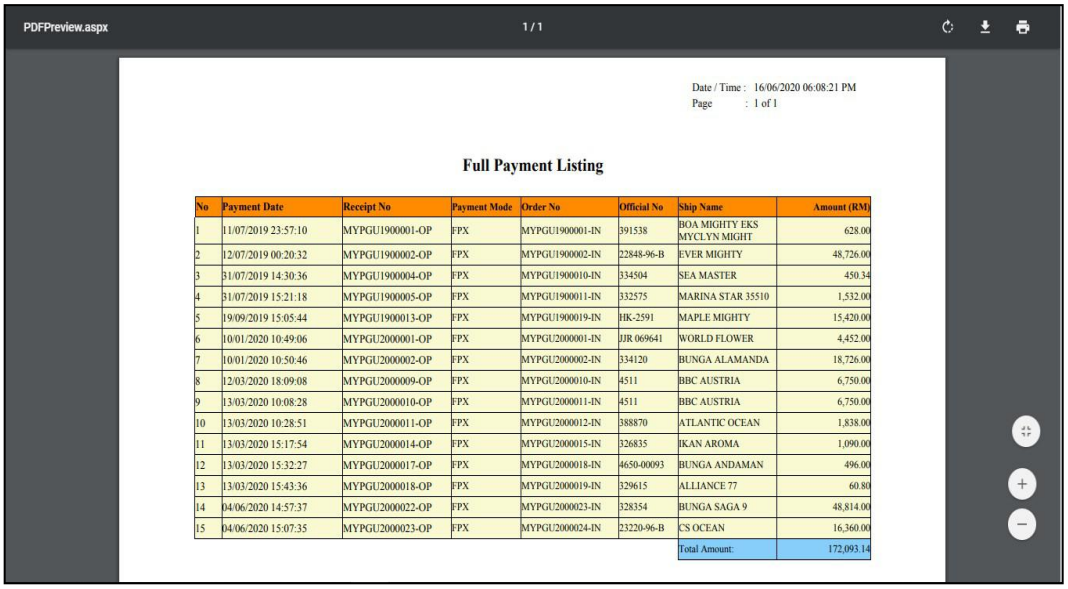
3. After that, a report will displayed in a new tab of the browser as a PDF file as shown below.



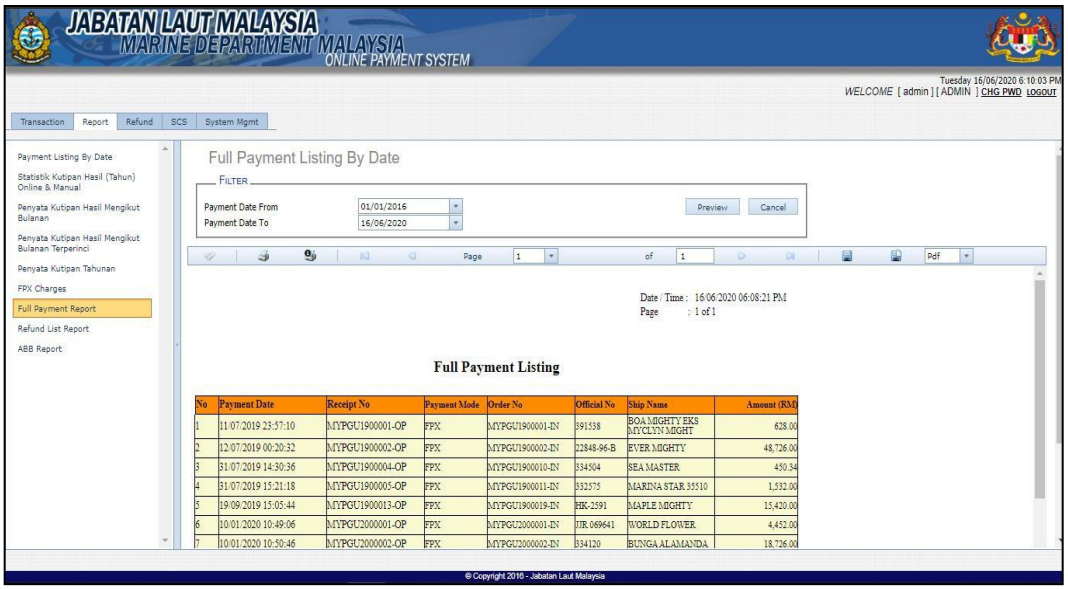
PDFPreview.aspx 1 / 1

Date / Time : 16/06/2020 06:08:21 PM
Page : 1 of 1

Full Payment Listing

No	Payment Date	Receipt No	Payment Mode	Order No	Official No	Ship Name	Amount (RM)
1	11/07/2019 23:57:10	MYPGU1900001-OP	FPX	MYPGU1900001-IN	391538	BOA MIGHTY EKS MYCLYN MIGHT	628.00
2	12/07/2019 00:20:32	MYPGU1900002-OP	FPX	MYPGU1900002-IN	22848-96-B	EVER MIGHTY	48,726.00
3	31/07/2019 14:30:36	MYPGU1900004-OP	FPX	MYPGU1900010-IN	334504	SEA MASTER	450.34
4	31/07/2019 15:21:18	MYPGU1900005-OP	FPX	MYPGU1900011-IN	332575	MARINA STAR 35510	1,532.00
5	19/09/2019 15:05:44	MYPGU1900013-OP	FPX	MYPGU1900019-IN	HK-2591	MAPLE MIGHTY	15,420.00
6	10/01/2020 10:49:06	MYPGU2000001-OP	FPX	MYPGU2000001-IN	JJR 069641	WORLD FLOWER	4,452.00
7	10/01/2020 10:50:46	MYPGU2000002-OP	FPX	MYPGU2000002-IN	334120	BUNGA ALAMANDA	18,726.00
8	12/03/2020 18:09:08	MYPGU2000009-OP	FPX	MYPGU2000010-IN	4511	BBC AUSTRIA	6,750.00
9	13/03/2020 10:08:28	MYPGU2000010-OP	FPX	MYPGU2000011-IN	4511	BBC AUSTRIA	6,750.00
10	13/03/2020 10:28:51	MYPGU2000011-OP	FPX	MYPGU2000012-IN	388870	ATLANTIC OCEAN	1,838.00
11	13/03/2020 15:17:54	MYPGU2000014-OP	FPX	MYPGU2000015-IN	326835	IKAN AROMA	1,090.00
12	13/03/2020 15:32:27	MYPGU2000017-OP	FPX	MYPGU2000018-IN	4650-00093	BUNGA ANDAMAN	496.00
13	13/03/2020 15:43:36	MYPGU2000018-OP	FPX	MYPGU2000019-IN	329615	ALLIANCE 77	60.80
14	04/06/2020 14:57:37	MYPGU2000022-OP	FPX	MYPGU2000023-IN	328354	BUNGA SAGA 9	48,814.00
15	04/06/2020 15:07:35	MYPGU2000023-OP	FPX	MYPGU2000024-IN	23220-96-B	CS OCEAN	16,360.00
						Total Amount:	172,093.14

4. The generated report also displayed in the **Full Payment Report** page as the following image.



JABATAN LAUT MALAYSIA
MARINE DEPARTMENT MALAYSIA
ONLINE PAYMENT SYSTEM

Tuesday 16/06/2020 6:10:03 PM
WELCOME [admin] [ADMIN] CHG PWD LOGOUT

Transaction | Report | Refund | SCS | System Mgmt

- Payment Listing By Date
- Statistik Kutipan Hasil (Tahun) Online & Manual
- Penyata Kutipan Hasil Mengikut Bulanan
- Penyata Kutipan Hasil Mengikut Bulanan Terperinci
- Penyata Kutipan Tahunan
- FPX Charges
- Full Payment Report
- Refund List Report
- ABB Report

Full Payment Listing By Date

FILTER
Payment Date From 01/01/2016
Payment Date To 16/06/2020
Preview Cancel

Page 1 of 1 Pdf

Date / Time : 16/06/2020 06:08:21 PM
Page : 1 of 1

Full Payment Listing

No	Payment Date	Receipt No	Payment Mode	Order No	Official No	Ship Name	Amount (RM)
1	11/07/2019 23:57:10	MYPGU1900001-OP	FPX	MYPGU1900001-IN	391538	BOA MIGHTY EKS MYCLYN MIGHT	628.00
2	12/07/2019 00:20:32	MYPGU1900002-OP	FPX	MYPGU1900002-IN	22848-96-B	EVER MIGHTY	48,726.00
3	31/07/2019 14:30:36	MYPGU1900004-OP	FPX	MYPGU1900010-IN	334504	SEA MASTER	450.34
4	31/07/2019 15:21:18	MYPGU1900005-OP	FPX	MYPGU1900011-IN	332575	MARINA STAR 35510	1,532.00
5	19/09/2019 15:05:44	MYPGU1900013-OP	FPX	MYPGU1900019-IN	HK-2591	MAPLE MIGHTY	15,420.00
6	10/01/2020 10:49:06	MYPGU2000001-OP	FPX	MYPGU2000001-IN	JJR 069641	WORLD FLOWER	4,452.00
7	10/01/2020 10:50:46	MYPGU2000002-OP	FPX	MYPGU2000002-IN	334120	BUNGA ALAMANDA	18,726.00

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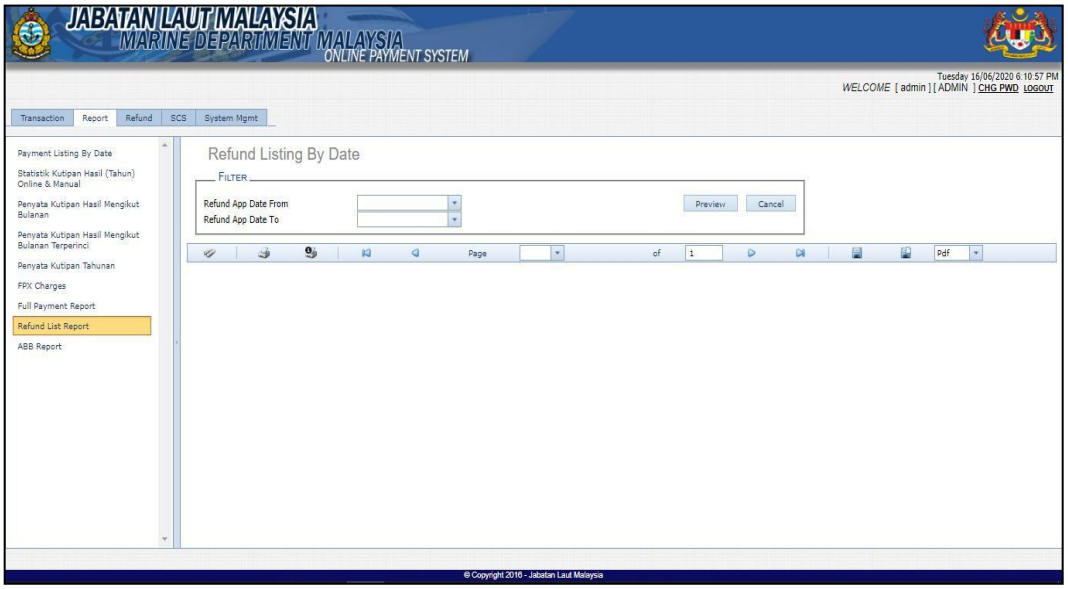
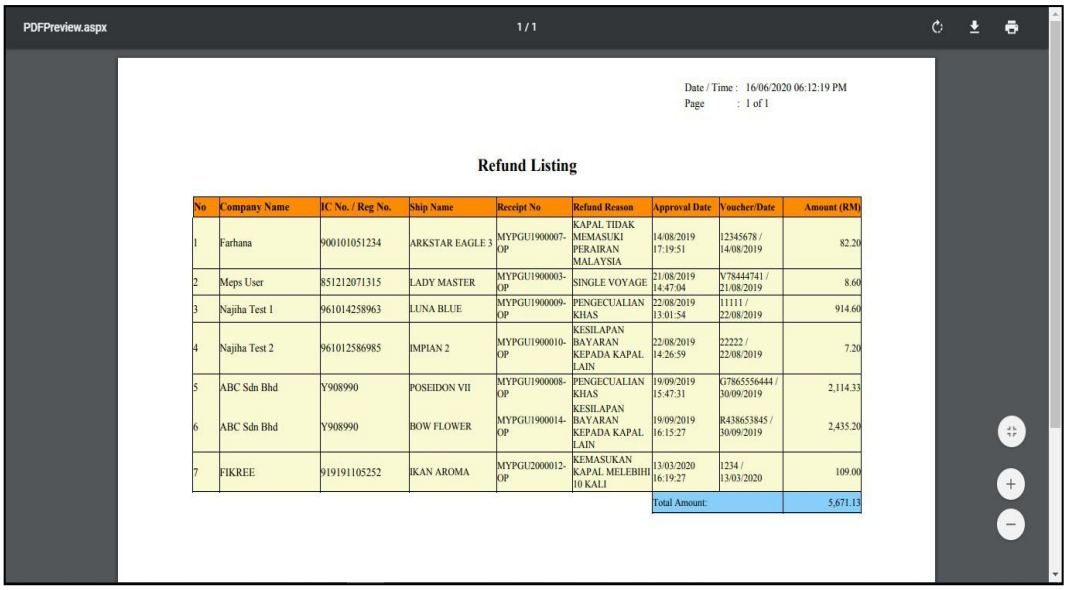
6.8 Refund List Report

1. Upon successful login, click **Refund List Report** from **Report** menu and the page below will appear.



2. Select **Payment Date From & Payment Date To** in the Filter section. Then, click Preview to generate the filtered report.

3. After that, a report will displayed in a new tab of the browser as a PDF file as shown below.



No	Company Name	IC No. / Reg No.	Ship Name	Receipt No	Refund Reason	Approval Date	Voucher/Date	Amount (RM)
1	Farhana	900101051234	ARKSTAR EAGLE 3	MYPGU1900007-OP	KAPAL TIDAK MEMASUKI PERAIRAN MALAYSIA	14/08/2019 17:19:51	12345678 / 14/08/2019	82.20
2	Meps User	851212071315	LADY MASTER	MYPGU1900003-OP	SINGLE VOYAGE	21/08/2019 14:47:04	V78444741 / 21/08/2019	8.60
3	Najiha Test 1	961014258963	LUNA BLUE	MYPGU1900009-OP	PENGECUALIAN KHAS	22/08/2019 13:01:54	11111 / 22/08/2019	914.60
4	Najiha Test 2	961012586985	IMPIAN 2	MYPGU1900010-OP	KESILAPAN BAYARAN KEPADA KAPAL LAIN	22/08/2019 14:26:59	22222 / 22/08/2019	7.20
5	ABC Sdn Bhd	Y908990	POSEIDON VII	MYPGU1900008-OP	PENGECUALIAN KHAS	19/09/2019 15:47:31	G7865556444 / 30/09/2019	2,114.33
6	ABC Sdn Bhd	Y908990	BOW FLOWER	MYPGU1900014-OP	KESILAPAN BAYARAN KEPADA KAPAL LAIN	19/09/2019 16:15:27	R438653845 / 30/09/2019	2,435.20
7	FIKREE	919191105252	IKAN AROMA	MYPGU2000012-OP	KEMASUKAN KAPAL MELEBIHI 10 KALI	13/03/2020 16:19:27	1234 / 13/03/2020	109.00
						Total Amount:		5,671.13

4. The generated report also displayed in the **Refund Listing By Date** page as the following image.

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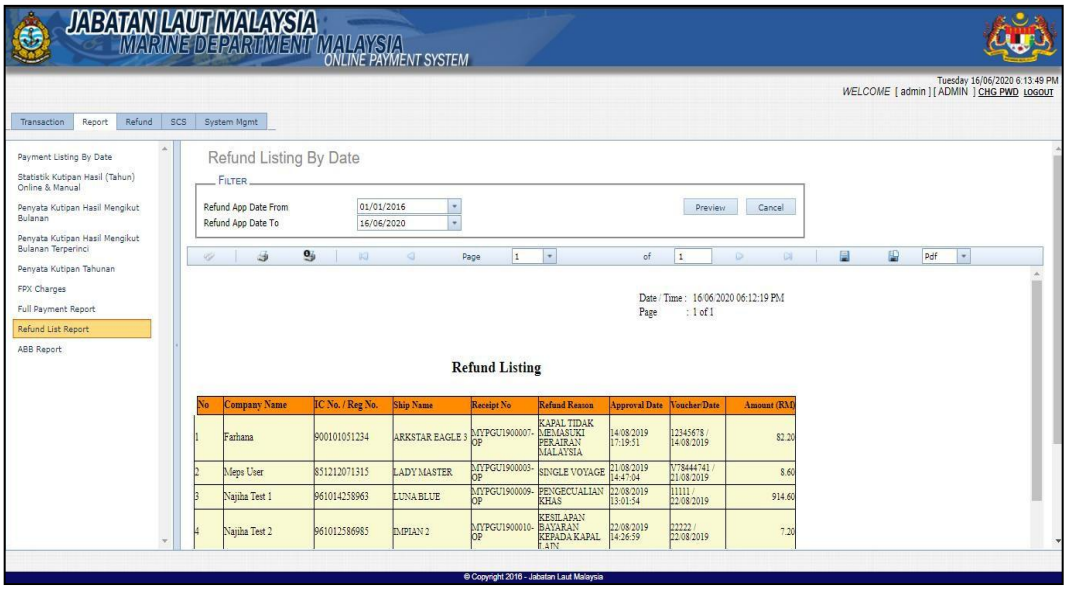
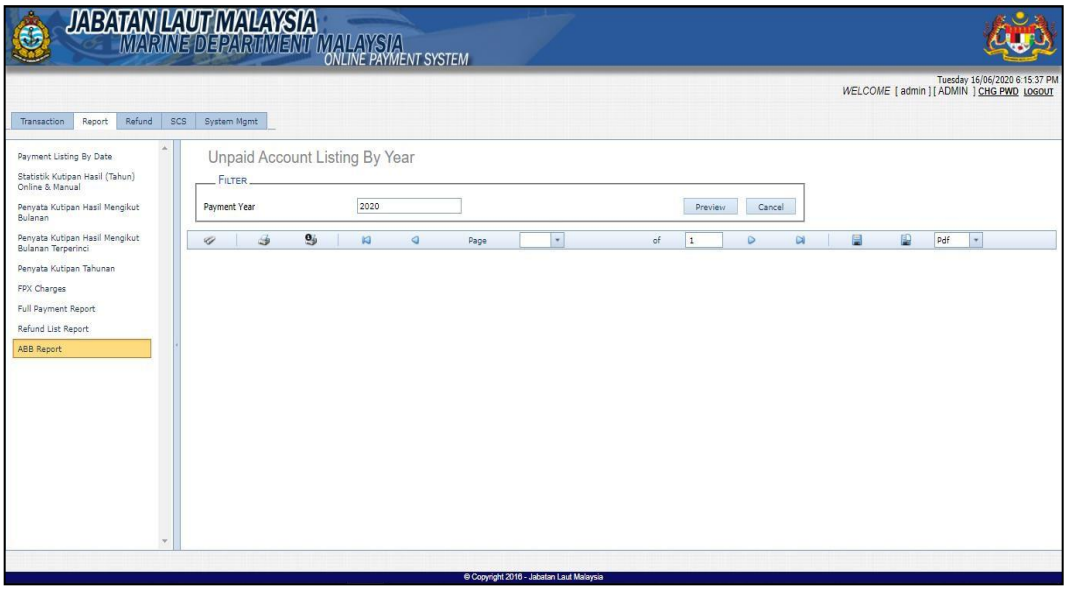


6.9 ABB Report

5. Upon successful login, click **ABB Report** from **Report** menu and the page below will appear.



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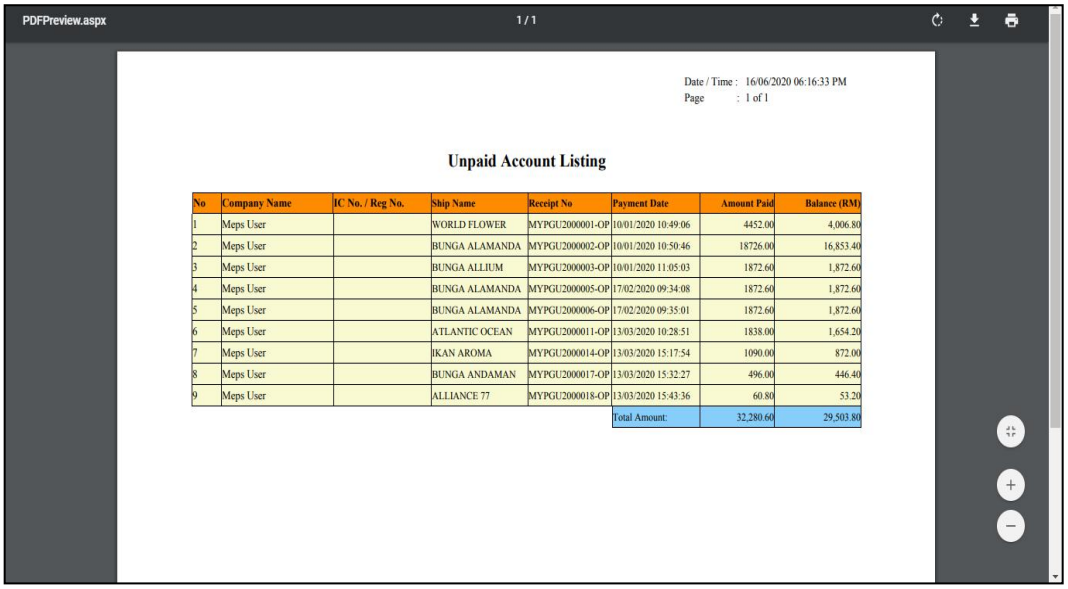
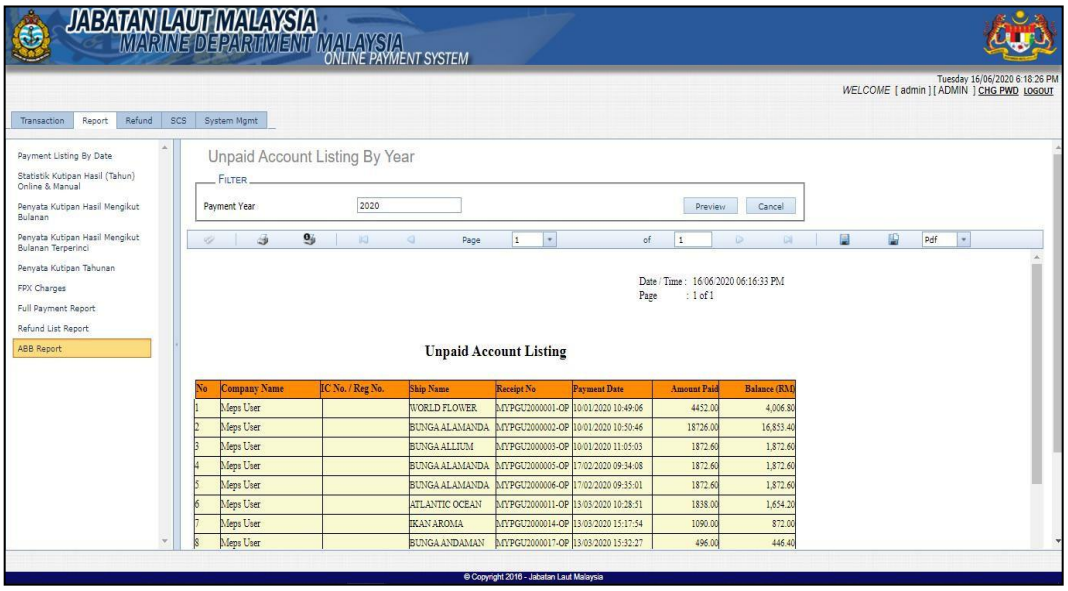
6. Fill in the **Payment Year** in the Filter section. Then, click Preview to generate the filtered report.

7. After that, a report will displayed in a new tab of the browser as a PDF file as shown below.



No	Company Name	IC No. / Reg No.	Ship Name	Receipt No	Payment Date	Amount Paid	Balance (RM)
1	Meps User		WORLD FLOWER	MYPGU2000001-OP	10/01/2020 10:49:06	4452.00	4,006.80
2	Meps User		BUNGA ALAMANDA	MYPGU2000002-OP	10/01/2020 10:50:46	18726.00	16,853.40
3	Meps User		BUNGA ALLIUM	MYPGU2000003-OP	10/01/2020 11:05:03	1872.60	1,872.60
4	Meps User		BUNGA ALAMANDA	MYPGU2000005-OP	17/02/2020 09:34:08	1872.60	1,872.60
5	Meps User		BUNGA ALAMANDA	MYPGU2000006-OP	17/02/2020 09:35:01	1872.60	1,872.60
6	Meps User		ATLANTIC OCEAN	MYPGU2000011-OP	13/03/2020 10:28:51	1838.00	1,654.20
7	Meps User		IKAN AROMA	MYPGU2000014-OP	13/03/2020 15:17:54	1090.00	872.00
8	Meps User		BUNGA ANDAMAN	MYPGU2000017-OP	13/03/2020 15:32:27	496.00	446.40
9	Meps User		ALLIANCE 77	MYPGU2000018-OP	13/03/2020 15:43:36	60.80	53.20
					Total Amount:	32,280.60	29,503.80

8. The generated report also displayed in the **Unpaid Account Listing By Year** page as the following image.