












**USER MANUAL:  
DISTRIBUTION  
SYSTEM  
(PAYMENT VOUCHER)**

**GROUP REGISTRATION**

1.

-  Admission
-  Grouping
-  Applicant Information
-  Payment Application
-  Approval
-  Voucher Registration
-  Auditing
-  Acceptance Letter
-  Report

1. Click **Admission > Grouping**

2.

Zakat Distribution System. Maintenance

Group Applicant Information

Click on the group list the view / update group information.

Choose

District	Name
KS (17434)	2101 - BANTUAN KEWANGAN FAKIR BULANAN - KOTA SETAR
KS (17433)	2501 - BANTUAN KEPADA ARRIQAB - KOTA SETAR
KS (17432)	2214 - BANTUAN JAVADIRI - KOTA SETAR
IP (17431)	2202 - BANTUAN KEWANGAN MISKIN BULANAN - IBU PEJABAT
IP (17430)	2108 - BANTUAN ZAKAT FITRAH FAKIR 2108 - IBU PEJABAT
KS (17429)	2101 - BANTUAN KEWANGAN FAKIR BULANAN - KOTA SETAR
KS (17428)	2202 - BANTUAN KEWANGAN MISKIN BULANAN - KOTA SETAR
IP (17427)	2723 - DERMA SISWA AWAL IPT LUAR NEGARA - IBU PEJABAT
IP (17426)	2707 - DERMA SISWA MELANJUTKAN PELAJARAN KE IPT TEMPATAN - IBU PEJABAT
IP (17425)	2707 - DERMA SISWA MELANJUTKAN PELAJARAN KE IPT TEMPATAN - IBU PEJABAT
IP (17424)	2707 - DERMA SISWA MELANJUTKAN PELAJARAN KE IPT TEMPATAN - IBU PEJABAT
IP (17423)	2729 - AGIHAN BALIK(AMIL) - IBU PEJABAT
KS (17422)	2216 - BANTUAN SARA HIDUP SEKALIGUS - KOTA SETAR
KS (17421)	2216 - BANTUAN SARA HIDUP SEKALIGUS - KOTA SETAR
KS (17420)	2216 - BANTUAN SARA HIDUP SEKALIGUS - KOTA SETAR

Below is group information. To update / delete group click UPDATE / DELETE button. To add new group click New Group icon.

Code (new)


Subsidiary: 2216 - BANTUAN SARA HIDUP SEKALIGUS


District: MABERA MUJAYA

Mode/Type: NORMAL APPLICANT GROUP

Copy Beneficiary List?

2102-(KP[8600])BANTUAN MAKANAN FAKIR BULANAN - BULAN 4/APRIL

 EXAMPLE OF PRINTED LIST

 New

First | Next > | < Previous | Last >>  
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2. Click New Icon to register group id.

3. Choose Subsidiary, District, and Mode/ Type.

4. Click SAVE button to finish registering group id for payment voucher.

3.

Refresh list Search

**Zakat Distribution System. Maintenance**  
**Applicant List**  
 Click on the group list the view / update group information.

Code / Name : 17435 - 2216 - BANTUAN SARA HIDUP SEKALIGUS - MABERA MUJAYA  
 No. of Applicant : 0 Total Amount (RM) : 0.00 NORMAL APPLICANT GROUP

Applicant ID No.   MUHAMMAD HAFIZ BIN SAMSUR  
 Recipient ID No.   MUHAMMAD HAFIZ BIN SAMSUR  
 Remark   
 Reference No.  (example: HK/AB/SRN No.)  
 Amount (RM)

Search by : Applicant ID No.

Order By Applicant Name : A • B • C • D • E • F • G • H • I • J • K • L • M • N • O • P • Q • R • S • T • U • V • W • X • Y • Z • All

No.	Applicant ID No.	Applicant Name	Recipient ID No.	Recipient Name	Amount (RM)	Delete?
Sorry, no information yet.						

5. Click the Applicant ID No. to choose from the list of registered ID.
6. Insert Remark, Reference No. and Amount of payment.
7. Click SAVE to insert ID No. into the list of group id.

4.

Code / Name : 17435 - 2216 - BANTUAN SARA HIDUP SEKALIGUS - MABERA MUJAYA  
 No. of Applicant : 2 Total Amount (RM) : 1,000.00 NORMAL APPLICANT GROUP

Applicant ID No.    
 Recipient ID No.    
 Remark   
 Reference No.  (example: HK/AB/SRN No.)  
 Amount (RM)

Search by : Applicant ID No.











Order By Applicant Name : A • B • C • D • E • F • G • H • I • J • K • L • M • N • O • P • Q • R • S • T • U • V • W • X • Y • Z • All

No.	Applicant ID No.	Applicant Name	Recipient ID No.	Recipient Name	Amount (RM)	Delete?
1.	920906-02-5039	MUHAMMAD HAFIZ BIN SAMSURI 0174548396 MAYBANK 152095939561	920906-02-5039 No = 1 Reference No : SM01	MUHAMMAD HAFIZ BIN SAMSURI TEST PAYMENT 0174548396 MAYBANK 152095939561	500.00	<input type="checkbox"/>
2.	920906025040	NUR AMALINA BINTI SAMSURI 0124402348 MAYBANK 3156484661351	920906025040 No = 2 Reference No : SM02	NUR AMALINA BINTI SAMSURI TEST PAYMENT 0124402348 MAYBANK 3156484661351	500.00	<input type="checkbox"/>

\* Can also DELETE from the group id list by clicking checkbox and clicking DELETE button.

**PAYMENT APPLICATION**

1.

-  Admission
-  Payment Application
-  Single
-  **Group**
-  Search
-  Approval
-  Voucher Registration
-  Auditing
-  Acceptance Letter
-  Report

1. Click **Payment Application > Group**

2.

New

Edit

Search

Zakat Distribution System. Application

New . Group

Choose search type and enter search item. Click on the list to continue.

Choose ID / ICNo ▼ PZDKS

SEARCH

2. Insert District ID No. for payment voucher and click SEARCH button

3.

New Edit Search

**Zakat Distribution System. Application**  
**New . Group**  
 Please complete the information and click PROCESS button.

ID / New ICNo	PZDKS	Name	PEGAWAI ZAKAT DAERAH KOTA SETAR LEMBAGA ZAKAT NEGERI KEDAH
Address	17435 : 2216 - BANTUAN SARA HIDUP SEKALIGUS - MABERA MUJAYA		
Subsidiary	17435 : 2216 - BANTUAN SARA HIDUP SEKALIGUS - MABERA MUJAYA		
Month	MARCH	Year	2022
No. of Applicant	2	Amount (RM)	1,000.00
Description	PAYMENT FOR MAC 2022		

3. Choose group id at Subsidiary dropdown.

4. Choose Month, Year and insert description.

5. Click PROCESS button to register and create applyno.

4.

New Edit Search

**Zakat Distribution System. Application**  
**New**  
 Below is application information for approval / process.

Applicant	PEGAWAI ZAKAT DAERAH KOTA SETAR LEMBAGA ZAKAT NEGERI KEDAH
Subsidiary	BANTUAN SARA HIDUP SEKALIGUS








APPLICATION REGISTRATION IS SUCCESSFUL. YOUR APPLICATION REFERENCE NO IS

**182599**

6. Applyno will be shown and use during the payment process.

**APPROVAL**

1.

-  Admission
-  Payment Application
-  Approval
-  Voucher Registration
-  Auditing
-  Acceptance Letter
-  Report

1. Click **Approval**

2.

New Edit Search

Zakat Distribution System. Approval

New

Please choose application for approval by click the APPLYNO.

Choose  ApplyNo  Mode/Type Single

Date  1/1/2022 Until  3/6/2022

Date	ApplyNo	Mode/Type	Name	Subsidiary	Amount(RM)	District	Status	Approve?
3/6/2022	182599	G	PEGAWAI ZAKAT DAERAH KOTA SETAR LEMBAGA ZAKAT NEGERI KEDAH	2216	1000	KS	Y	

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1

2. Search the list by ApplyNo and click SEARCH button.

3. Click the data shown to view the details.

3.

New      Edit      Search

**Zakat Distribution System. Approval**  
New  
Please complete the information and click PROCESS button.

ID / New ICNo	PZDKS	Mode/Type : G	ApplyNo : 182599
Name	PEGAWAI ZAKAT DAERAH KOTA SETAR LEMBAGA ZAKAT NEGERI KEDAH		
No. of Applicant	2	Amount(RM)	1000
District	MABERA MUJAYA		
Subsidiary	2216 - BANTUAN SARA HIDUP SEKALIGUS [50000]		
Month	3	Year	2022
Action	<input checked="" type="radio"/> APPROVE THIS APPLICATION <input type="radio"/> KIV THIS APPLICATION <input type="radio"/> REJECT THIS APPLICATION		
Remark	<input type="text" value="PAYMENT FOR MAC 2022"/>		
Approve By	IP (HAFIZ/ MUHAMMAD HAF ▼)		












4. Select Action and insert Remark.

5. Choose Approve By for Audit Process later in voucher payment.

6. Click PROCESS button to proceed.

**VOUCHER PROCESS**

1.

-  Admission
-  Payment Application
-  Approval
-  Voucher Registration
-  **Voucher Process**
-  Register Voucher
-  Cancellation
-  Verification
-  Auditing
-  Acceptance Letter
-  Report

1. Click **Voucher Registration > Voucher Process**

2.

New Upload File Voucher    Cancellation (Reverse)    Search    Print Voucher

Zakat Distribution System. Voucher Process  
New  
Choose search type and enter search item. Click on the list to continue.

Choose ApplyNo

Date	ApplyNo	Mode/Type	Name	Subsidiary	Amount(RM)	Level	Status
3/6/2022	182599	G	PEGA WAI ZAKAT DAERAH KOTA SETAR LEMBAGA ZAKAT NEGERI KEDAH	2216	1000	V	Y

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Page 1 of 1

2. Search the list by ApplyNo and click SEARCH button.

3. Click the data shown to view the details.



3.

New Upload File Voucher Cancellation (Reverse) Search Print Voucher

**Zakat Distribution System. Voucher Process**  
**New**  
 Please complete the information and click PROCESS button.

ID / New ICNo	PZDKS	Mode/Type :G	ApplyNo :182599
Name	PEGAWAI ZAKAT DAERAH KOTA SETAR LEMBAGA ZAKAT NEGERI KEDAH		
District	MABERA MUJAYA	Group ID : 17435	
Month	3	Year	2022
No. of Applicant	2	Amount(RM)	1000

Subsidiary: 2216 - BANTUAN SARA HIDUP SEKALIGUS

Approve By: 920906-02-5039

Amount(RM): 1000

Recipient ID No.	Name	Amount(RM)
920906-02-5039	MUHAMMAD HAFIZ BIN SAMSURI	1,000.00
		1,000.00

Level	Amount	Staff
0	1,000.00	hafiz
PAYMENT FOR MAC 2022		
F	1,000.00	HAFIZ
PAYMENT FOR MAC 2022		

Remark: [Empty]

Voucher No: [Empty]

Voucher Approval By: IP (azizul/ AZIZUL RUSMADI BIN ABDUL RAHMAN)

Digital Signature For Voucher Creator: \*\*Digital Signature Already Exist In System

Upload File In Voucher

PROCESS RESET BACK

3. Update Recipient ID No. according to the district ID No.

4.

New Upload File Voucher Cancellation (Reverse) Search Print Voucher

**Zakat Distribution System. Voucher Process**  
**New**  
 Please complete the information and click PROCESS button.

ID / New ICNo	PZDKS	Mode/Type :G	ApplyNo :182599
Name	PEGAWAI ZAKAT DAERAH KOTA SETAR LEMBAGA ZAKAT NEGERI KEDAH		
District	MABERA MUJAYA	Group ID : 17435	
Month	3	Year	2022
No. of Applicant	2	Amount(RM)	1000

Subsidiary: 2216 - BANTUAN SARA HIDUP SEKALIGUS

Approve By: [Empty]

Amount(RM): 1000

Recipient ID No.	Name	Amount(RM)
PZDKS	PEGAWAI ZAKAT DAERAH KOTA SETAR LEMBAGA ZAKAT NEGERI KEDAH	1,000.00
		1,000.00

Level	Amount	Staff
0	1,000.00	hafiz
PAYMENT FOR MAC 2022		
F	1,000.00	HAFIZ
PAYMENT FOR MAC 2022		

Remark: PAYMENT VOUCHER FOR MAC 2022

Voucher No: 182599

Voucher Approval By: KS (ridzuan/ RIDZUAN BIN AHMAD)

Digital Signature For Voucher Creator: \*\*Digital Signature Already Exist In System


Upload File In Voucher

PROCESS RESET BACK

4. Insert Remark and Voucher No.

5. Choose Voucher Approval By and click PROCESS button to show Voucher and Recipient List.

5.



**LEMBAGA ZAKAT NEGERI KEDAH DARUL AMAN**  
(PAYMENT VOUCHER)  
PART A

<b>Recipient</b>	<b>BWT No.</b>
(PIDS) PEGAWAI ZAKAT DAERAH KOTA SETAR LEMBAGA ZAKAT NEGERI KEDAH RIZLIAN BIN AHMAD (170818-02-6145), BLOK A, KOMPLEKS PEMBANGUNAN ASNAF LZNK, LEBUHRAYA SULTANAH BAHYU, 05350, ALOR SETAR	<b>Date</b>
	<b>Cheque No.</b>
	<b>Applys</b> 182599 / BKS-22-
	<b>Group No.</b> 17435
	<b>File No.</b> 182599
	<b>Reference No.</b>

Payment Code: BANTUAN SARA HIDUP SEKALIGUS (216)

DETAILS		AMOUNT (RM)
PT No. :	PAYMENT VOUCHER FOR MAC 2022	1,000.00
PT Date :		
PT System :		
Inv. No./Bill Sys. :		
Supplier Inv/Bill :		
Register Date :		
Receive Date :		
Approval Date (valid) :		
Approval Date (financial) :		
Bank Type : N/A		
Account Bank No. : N/A		
<b>Ringgit Malaysia</b>	SATU RIBU SAHAJA	<b>1,000.00</b>


**PART B**

PK 74 DIPATUHI

Date : 6.3.2022

MUHAMMAD HAFIZ BIN SAMSURI  
EKSEKUTIF ZP  
BAGIAN KEMAMPUAN

**PART C**

Created By : 

Recipient : .....

ID No. : .....

Signature : .....

Date : .....

Receipt No. : .....

PK 77 DIPATUHI

Date : .....

MUHAMMAD HAFIZ BIN SAMSURI  
EKSEKUTIF ZP  
JABATAN TEKNOLOGI MAKLUMAT

2nd Approval :

Company Stamp : .....


Payer : .....

Approved For Payment

Date : .....

RIZLIAN BIN AHMAD  
PEGAWAI ZAKAT  
DAERAH KOTA SETAR

Company Stamp : .....



**LEMBAGA ZAKAT NEGERI KEDAH DARUL AMAN**












Recipient No: 12  
Total Amount: 1,000.00  
Month: 3 Year: 2022

District Zakat Office: **MASERA MELAJA**  
Subsidiary: **216 - BANTUAN SARA HIDUP SEKALIGUS**

No.	Name/ Address	ID No./ Subsidiary/ Phone	Amount(RM)	Recipient's Signature/ Fingerprint	Witness Signature	Payment No. & Date	Remark
1	MUHAMMAD HAFIZ BIN SAMSURI DOK LORONG PUTRA 121 TAMAN RAKYAT MERGONG JALAN PUTRA 05050 ALOR SETAR K MASJID AIRPANG JAJAR	920906-02-5039 182599 Ref. : SM01	500.00				TEST PAYMENT0174548396 MAYBANK 15295059561
2	NUR AMALINA BINTI SAMSURI DOK LORONG PUTRA 121 TAMAN RAKYAT MERGONG JALAN PUTRA 05050 ALOR SETAR K MASJID AIRPANG JAJAR	920906025040 182599 Ref. : SM02	500.00				TEST PAYMENT0124402348 MAYBANK 315664661351
			<b>1,000.00</b>				No. 0/0

**REGISTER VOUCHER**

1.

-  Admission
-  Payment Application
-  Approval
-  Voucher Registration
-  Voucher Process
-  **Register Voucher**
-  Cancellation
-  Verification
-  Auditing
-  Acceptance Letter
-  Report

1. Click **Voucher Registration > Register Voucher**

2.

New Edit

Zakat Distribution System. Voucher Registration

**Register Voucher**

Choose search type and enter search item. Click on the list to continue.

Choose ApplyNo

Date	ApplyNo	Mode/Type	Name	Subsidiary	Amount(RM)	Status(Y/K/X)
3/6/2022	182599	G	PEGAWAI ZAKAT DAERAH KOTA SETAR LEMBAGA ZAKAT NEGERI KEDAH	2216:BANTUAN SARA HIDUP SEKALIGUS	1000	Y

First | Next >> | << Previous | Last  
Page 1 of 1

2. Search the list by ApplyNo and click SEARCH button.

3. Click the data shown to view the details.

## 3.

## Zakat Distribution System. Cheque Process

## Voucher Registration

Please complete the information and click PROCESS button.

## VOUCHER REGISTRATION FORM

DB No			
State DB No.			
Registration Date	<input type="text" value="06 MAR 2022"/>		
ApplyNo :	182599	Subsidiary	2216:BANTUAN SARA HIDUP SEKALIGUS
Recipient Name ID / New ICNo	MUHAMMAD HAFIZ BIN SAMSURI 920906-02-5039		
District	MABERA MUJAYA	Amount	<input type="text" value="1000.00"/>
District Code	KS	Voucher Registration Date	6 Mar 2022
Cancellation Reason	<input type="text"/>		

REGISTER

CANCEL

BACK

4. Choose Registration Date and click REGISTER button.

5. DB No. will be shown after finish registering.

## 4.

## Zakat Distribution System. Cheque Process

## Voucher Registration

Please complete the information and click PROCESS button.

## VOUCHER REGISTRATION FORM

DB No	<input type="text" value="DB2022000004"/>		
State DB No.	BKS-22-0004		
Registration Date	<input type="text" value="6 Mar 2022"/>		
ApplyNo :	182599	Subsidiary	2216:BANTUAN SARA HIDUP SEKALIGUS
Recipient Name ID / New ICNo	PEGAWAI ZAKAT DAERAH KOTA SETAR LEMBAGA ZAKAT NEGERI KEDAH PZDKS		
District	MABERA MUJAYA	Amount	<input type="text" value="1000.00"/>
District Code	KS	Voucher Registration Date	6 Mar 2022
Cancellation Reason	<input type="text"/>		












UPDATE

CANCEL

BACK

**VERIFICATION**

1.

-  Admission
-  Payment Application
-  Approval
-  Voucher Registration
-  Voucher Process
-  Register Voucher
-  Cancellation
-  **Verification**
-  Auditing
-  Acceptance Letter
-  Report

1. Click **Voucher Registration > Verification**

2.

New Cancellation(Reverse) Search

Zakat Distribution System. Voucher Process

**Verification**

1 Choose search type and enter search item. Click on the list to continue.

Choose ApplyNo  SEARCH [Select All] [Unselect All]

Date	ApplyNo	Mode/Type	Name	Subsidiary	Amount(RM)	Level	Status
3/6/2022	182599	G	PEGAWAI ZAKAT DAERAH KOTA SETAR LEMBAGA ZAKAT NEGERI KEDAH	2216	1000	V	

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Remark:  PROCESS

2. Search the list by ApplyNo and click SEARCH button.

3. Click the data shown to view the details.

3.

New      Cancellation(Reverse)      Search

**Zakat Distribution System. Voucher Process**  
**Verification**  
Please complete the information and click PROCESS button.

ID / New ICNo	PZDKS	Mode/Type :G	ApplyNo :182599	
Name	PEGAWAI ZAKAT DAERAH KOTA SETAR LEMBAGA ZAKAT NEGERI KEDAH			
District	MABERA MUJAYA			
Month	3	Year	2022	
No. of Applicant	2	Amount(RM)	1000	
Subsidiary	2216 : BANTUAN SARA HIDUP SEKALIGUS			
Recipient ID No.	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Amount(RM)	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Remark	<input type="text" value="PAYMENT VOUCHER FOR MAC 2022"/>			
File No.	<input type="text" value="182599"/>			
	<input type="button" value="PROCESS"/>	<input type="button" value="RESET"/>	<input type="button" value="BACK"/>	













Level	Amount	Staff
0	1,000.00	hafiz
F	1,000.00	HAFIZ
V	1,000.00	hafiz

4. Insert Remark and File No.

5. Click PROCESS button to show Voucher and Recipient List.

**AUDIT VOUCHERS**

1.

-  Admission
-  Payment Application
-  Approval
-  Voucher Registration
-  Auditing
-  **Audit Vouchers**
-  2nd Approver
-  BWT Registration
-  BWT Cancellation
-  Electronic Fund Transfer
-  Acceptance Letter
-  Report

1. Click **Auditing > Audit Vouchers**

2.

New Cancellation(Reverse) Search

Zakat Distribution System. Audit

New

Choose search type and enter search item. Click on the list to continue.

Choose ApplyNo

Date	ApplyNo	Mode/Type	Name	Subsidiary	Amount(RM)	Level	Status
3/6/2022	182599	G	PEGAUVAI ZAKAT DAERAH KOTA SETAR LEMBAGA ZAKAT NEGERI KEDAH	2216	1000	S	Y

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2. Search the list by ApplyNo and click **SEARCH** button.

3. Click the data shown to view the details.

3.

New Cancellation(Reverse) Search

**Zakat Distribution System. Audit New**  
Please complete the information and click PROCESS button.

ID / New ICNo: PZDKS Mode/Type :G ApplyNo :182599

Name: PEGAWAI ZAKAT DAERAH KOTA SETAR LEMBAGA ZAKAT NEGERI KEDAH

District: MABERA MUJAYA

Month: 3 Year: 2022

No. of Applicant: 2 Amount(RM): 1000

Subsidiary: 2216 - BANTUAN SARA HIDUP SEKALIGUS

Recipient ID No.:

Amount(RM):

Recipient ID No. Name Amount

PZDKS	PEGAWAI ZAKAT DAERAH KOTA SETAR LEMBAGA ZAKAT NEGERI KEDAH	1,000.00
		1,000.00

Remark: PAYMENT VOUCHER FOR MAC 2022

File No.: 182599

Digital Signature For 1st Approver: \*\*Digital Signature Already Exist In System

Upload File In Voucher

PROCESS RESET BACK

4. Click Applicant/ Recipient List to update Recipient List during Audit Process.

4.

New Cancellation(Reverse) Search

**Zakat Distribution System. Audit New**  
Please complete the information and click PROCESS button.

ID / New ICNo: PZDKS

Name: PEGAWAI ZAKAT DAERAH KOTA SETAR LEMBAGA ZAKAT NEGERI KEDAH

District: MABERA MUJAYA

Month: 3

No. of Applicant: 2

Subsidiary: 2216 - BANTUAN SARA HIDUP SEKALIGUS

Recipient ID No.:

Amount(RM):

Code / Name: 17435 - 2216 - BANTUAN SARA HIDUP SEKALIGUS - MABERA MUJAYA

No. of Applicant: 2 Total Amount(RM): 1000 NORMAL APPLICANT GROUP

Applicant ID No.: 920906025050 TEST BUANG COLUMN APPLICANT

Recipient ID No.: 920906025050 TEST BUANG COLUMN APPLICANT

Remark: GROUP PAYMENT

Reference No.: SMO3 (example: SRN/HK/HA/AB No.)

Amount(RM): 500

Order by Applicant Name: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

No.	Applicant ID No.	Name	Recipient ID No.	Name	Bank	Bank Account No.	Amount(RM)
1	920906-02-5039	MUHAMMAD HAFIZ BIN SAMSURI	920906-02-5039	MUHAMMAD HAFIZ BIN SAMSURI	MAYBANK	152095939561	500.00
2	920906025040	NUR AMALINA BINTI SAMSURI	920906025040	NUR AMALINA BINTI SAMSURI	MAYBANK	3156484661351	500.00

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BACK

- 5. This page allow to insert, edit and delete data from this ApplyNo.
- 6. Click BACK button if already finish auditing this voucher.



5.

New      Cancellation(Reverse)      Search

**Zakat Distribution System. Audit**  
**New**  
Please complete the information and click PROCESS button.













ID / New ICNo	PZDKS	Mode/Type :G	ApplyNo :182599										
Name	PEGAWAI ZAKAT DAERAH KOTA SETAR LEMBAGA ZAKAT NEGERI KEDAH												
District	MABERA MUJAYA												
Month	3	Year	2022										
No. of Applicant	3	Amount(RM)	1500										
Subsidiary	2216 - BANTUAN SARA HIDUP SEKALIGUS												
Recipient ID No.	<input type="text"/>												
Amount(RM)	<input type="text"/> <input type="button" value="SAVE"/>												
<table border="1"> <thead> <tr> <th>Recipient ID No.</th> <th>Name</th> <th>Amount(RM)</th> </tr> </thead> <tbody> <tr> <td>PZDKS</td> <td>PEGAWAI ZAKAT DAERAH KOTA SETAR LEMBAGA ZAKAT NEGERI KEDAH</td> <td>1,500.00</td> </tr> <tr> <td></td> <td></td> <td>1,500.00</td> </tr> </tbody> </table>					Recipient ID No.	Name	Amount(RM)	PZDKS	PEGAWAI ZAKAT DAERAH KOTA SETAR LEMBAGA ZAKAT NEGERI KEDAH	1,500.00			1,500.00
Recipient ID No.	Name	Amount(RM)											
PZDKS	PEGAWAI ZAKAT DAERAH KOTA SETAR LEMBAGA ZAKAT NEGERI KEDAH	1,500.00											
		1,500.00											
Remark	<input type="text" value="PAYMENT VOUCHER FOR MAC 2022"/>												
File No.	182599												
Digital Signature For 1st Approver	**Digital Signature Already Exist In System												
	<input type="button" value="Upload File In Voucher"/>												
<input type="button" value="PROCESS"/> <input type="button" value="RESET"/> <input type="button" value="BACK"/>													

7. Update the total amount of voucher if there are any changes.

8. Insert Remark and click PROCESS button to complete Audit Process.

**2<sup>ND</sup> APPROVER**

1.

-  Admission
-  Payment Application
-  Approval
-  Voucher Registration
-  Auditing
-  Audit Vouchers
-  **2nd Approver**
-  BWT Registration
-  BWT Cancellation
-  Electronic Fund Transfer
-  Acceptance Letter
-  Report

1. Click **Auditing > 2<sup>nd</sup> Approver**

2.

Zakat Distribution System. Approval

PERAKU 2

Sila pilih permohonan untuk di semak dan klik pada nombor permohonan untuk melihat maklumat lengkap. Klik PROSES untuk proses Peraku 2.

Date	Date	ApplyNo	Mode/Type	Name	Subsidiary	Amount(RM)	District	Status
1.	6 Mar 2022	182599	G	PEGAWAI ZAKAT DAERAH KOTA SETAR LEMBAGA ZAKAT NEGERI KEDAH	2216	1,500.00	KS	Y
Total Amount (RM) :						1,500.00		
Total Amount Chosen (RM) :						0.00	<input type="button" value="PROCESS"/>	

First | Next &gt;&gt; | &lt; Previous | Last

1

2. Search the list by ApplyNo and click **SEARCH** button.

3. Click checkbox and **PROCESS** button to approve by bulk.

4. Click data to show details.

## 3.

## Zakat Distribution System. Approval

## New

Please complete the information and click PROCESS button.

ID / New ICNo	PZDKS	Mode/Type : G	ApplyNo : 182599
Name	PEGAWAI ZAKAT DAERAH KOTA SETAR LEMBAGA ZAKAT NEGERI KEDAH		
No. of Applicant	3	Amount(RM)	1500
District	MABERA MUJAYA		
Subsidiary	2216 - BANTUAN SARA HIDUP SEKALIGUS [50000]		
Month	3	Year	2022
Action	Approval of 2nd Approver		
Remark	<input type="text" value="APPROVED"/>		
Digital Signature For 2nd Approver	<b>**Digital Signature Already Exist In System</b> Upload File In Voucher		
<input type="button" value="PROCESS"/> <input type="button" value="BACK"/> <input type="button" value="BACK TO AUDIT"/>			

**Personal Information**













**Applicant / Recipient List**

Level	Amount	Staff
0	1,000.00	hafiz
PAYMENT FOR MAC 2022		
F	1,000.00	HAFIZ
PAYMENT FOR MAC 2022		
V	1,000.00	hafiz
PAYMENT VOUCHER FOR MAC 2022		
S	1,000.00	hafiz
PAYMENT VOUCHER FOR MAC 2022		
A	1,500.00	hafiz
PAYMENT VOUCHER FOR MAC 2022		

5. Insert Remark and click PROCESS to complete final approval process needed for payment.

**BWT REGISTRATION**

1.

-  Admission
-  Payment Application
-  Approval
-  Voucher Registration
-  Auditing
-  Audit Vouchers
-  2nd Approver
-  **BWT Registration**
-  BWT Cancellation
-  Electronic Fund Transfer
-  Acceptance Letter
-  Report

1. Click **Auditing > BWT Registration**

2.

New Search

Zakat Distribution System. Audit  
Register Vot  
Choose search type and enter search item. Click on the list to continue.

Choose ApplyNo  SEARCH

No.	Date	ApplyNo	Mode/Type	Name	Subsidiary	Amount(RM)	Level	Status	
1.	6 Mar 2022	182599	G	PEGAWAI ZAKAT DAERAH KOTA SETAR LEMBAGA ZAKAT NEGERI KEDAH	2216	1,500.00	P2	Y	<input checked="" type="checkbox"/>
Total Amount (RM) :						1,500.00			
Total Amount Chosen (RM) :						1,500.00	<span>PROCESS</span>		

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Page 1 of 1

2. Search the list by ApplyNo and click SEARCH button.

3. Click checkbox and PROCESS button to Register BWT by bulk.

4. Click data to show details.

3.

New Search

**Zakat Distribution System. Audit**  
**Register Vot**  
Please complete the information and click PROCESS button.

ID / New ICNo	PZDKS	Mode/Type :G	ApplyNo :182599	
Name				Previous Approved Application
District	MABERA MUJAYA			
Month	3	Year	2022	Applicant / Recipient List
No. of Applicant	3	Amount(RM)	1,500.00	

Subsidiary: 2216 : BANTUAN SARA HIDUP SEKALIGUS

Recipient ID No.

Amount(RM)

Recipient ID No.	Name	Amount(RM)
PZDKS	PEGAWAI ZAKAT DAERAH KOTA SETAR LEMBAGA ZAKAT NEGERI KEDAH	1,500.00
		<b>1,500.00</b>

Remark:

File No.













Upload File In Voucher

5. Insert Remark and click PROCESS button.

6. BWT No. will be shown after finish registering BWT No.

**ELECTRONIC FUND TRANSFER (EFT)**

1.

-  Admission
-  Payment Application
-  Approval
-  Voucher Registration
-  Auditing
-  Audit Vouchers
-  2nd Approver
-  BWT Registration
-  BWT Cancellation
-  **Electronic Fund Transfer**
-  Acceptance Letter
-  Report

1. Click **Auditing** > **Electronic Fund Transfer**

2.

New      Export      EFT Bank      View      Cancellation

Zakat Distribution System. Electronic Fund Transfer  
New Registration  
Please complete the information and click PROCESS button to search.

**BWT LIST FOR EFT**

BWT Date:  Until:  District:

Insert BWT No.:

ApplyNo	Type	Applicant	Recipient	Subsidiary	Amount(RM)	District	BWT No.	BWT Date
<input checked="" type="checkbox"/> 182599	G <input type="checkbox"/> Recipient	PEGAWAI ZAKAT DAERAH KOTA SETAR LEMBAGA ZAKAT NEGERI KEDAH	PEGAWAI ZAKAT DAERAH KOTA SETAR LEMBAGA ZAKAT NEGERI KEDAH(PZDKS)	2216	1,500.00	MABERA MUJAYA	22/00004	6 Mar 2022

EFT Bank:

2. Search the list by BWT No. and click PROCESS button.

3. Click checkbox and choose EFT Bank, next click PROCESS button to complete EFT Process.

3.

[New](#)   [Export](#)   [EFT Bank](#)   [View](#)   [Cancellation](#)

**Zakat Distribution System. Electronic Fund Transfer**

**Registration List For EFT Submission**

Please complete the information and click PROCESS button to search.

**LIST OF VOUCHER SUBMISSION**

EFT No. : EFT2022000005

**EFT Voucher List**

ApplyNo	Type	Applicant	Recipient	Subsidiary	Amount(RM)	District	BWT No.	BWT Date	Bank	Recipient Bank Account	EFT Bank	No EFT Bank
182599	G	PEGAWAI ZAKAT DAERAH KOTA SETAR LEMBAGA ZAKAT NEGERI KEDAH	PEGAWAI ZAKAT DAERAH KOTA SETAR LEMBAGA ZAKAT NEGERI KEDAH	2216	1500	MABERA MUJAYA	22/00004				EFT	

[PRINT](#)

4. Click PRINT button to see EFT voucher.



**FINANCE DEPARTMENT  
(EFT VOUCHER LIST FOR DISTRIBUTION)**

EFT No. : EFT2022000005

EFT Bank: ELECTRONIC FUNDS TRANSFER

			ApplyNo	Subsidiary	ID No.	Recipient Name	Recipient Bank Account	Bank Type	EFT No.	EFT Bank	EFT Date	Amount(RM)	Verify
1.	6 Mar 2022	22/00004	182599	2216	92DKS	PEGAWAI ZAKAT DAERAH KOTA SETAR LEMBAGA ZAKAT NEGERI KEDAH				EFT		1,500.00	
<b>TOTAL AMOUNT(RM)</b>												<b>1,500.00</b>	

**PREPARED BY**

SIGNATURE :  
NAME : MOHD SAFWAN BIN MOHD RUSHDY  
POSITION : PENOLONG PENGURUS BAHAGIAN BAYARAN

**VERIFIED BY**

SIGNATURE :  
NAME : NOORHANISAH BINTI KHOMARUDIN  
POSITION : KETUA JABATAN KEWANGAN

**APPROVED BY**

SIGNATURE :  
NAME : HARTINI BINTI HALIZA  
POSITION : TIMBALAN KETUA PEGAWAI EKSEKUTIF PENTADBIRAN & KEWANGAN

**EXPORT TO EXCEL****1. Click Upper menu > Export**

**New**      **Export**      **EFT Bank**      **View**      **Cancellation**

Zakat Distribution System. Electronic Fund Transfer  
**Export EFT**  
Please complete the information and click SEARCH button to search.

Choose

List Of EFT Submission

No.	EFT No.	District	Owner
1	EFT2022000005	MABERA MUJAYA	hafiz

First | Next >> | < Previous | Last  
Page 1 of 1

2. Search the list by EF No. and click SEARCH button.

3. Click data to proceed to download excel page.


**2.**

**New**      **Export**      **EFT Bank**      **View**      **Cancellation**

Zakat Distribution System. Electronic Fund Transfer  
**Export EFT**  
Please choose excel bank type and click EXPORT.

**LIST OF VOUCHER SUBMISSION**

EFT No.                    EFT2022000005  
No. Of EFT                1  
EFT Date                  6 Mar 2022



Print To Excel File (AGRO Bank)

4. Click EXPORT button to download excel to be use for payment with bank.



**EFT BANK****1. Click upper menu > EFT Bank**

Start Workplace

New Export **EFT Bank** View Cancellation

Zakat Distribution System. Electronic Fund Transfer  
Export EFT  
Please complete the information and click SEARCH button to search.

Choose EFT No. ▾ EFT2022000005 SEARCH

List Of EFT Submission

No.	EFT No. ▲ ▾	District ▲ ▾	Owner
1	EFT2022000005	MABERA MUJAYA	hafiz

First | Next >> | < Previous | Last  
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2. Search the list by EF No. and click SEARCH button.

3. Click data to proceed to page for updating EFT No. from bank.

**2.**

New Export **EFT Bank**

Zakat Distribution System. Electronic Fund Transfer  
EFT Bank  
Please complete the information and click PROCESS button.

List Of EFT Submission

EFT No. **EFT2022000005**  
No. Of EFT **1**  
EFT Date **6 Mar 2022**

Bank EFT Date

Bank EFT No. \*

EFT Bank \*

Bank Account No. (COA) \*








Remark

4. Choose Bank EFT Date and Bank Account No.

5. Insert Bank EFT No. and Remark, next click PROCESS button to complete process.

**ACCEPTANCE LETTER**

1.

-  Admission
-  Payment Application
-  Approval
-  Voucher Registration
-  Auditing
-  **Acceptance Letter**
-  Report

1. Click **Auditing > Electronic Fund Transfer**

2.

Zakat Distribution System. Voucher Process  
E-VOUCHER

Choose search type and enter search item. Click on the list to continue.

Choose

Date	ApplyNo	Mode/Type	Name	Subsidiary	Amount(RM)	Level	Status
6 Mar 2022	182599	G	PEGAWAI ZAKAT DAERAH KOTA SETAR LEMBAGA ZAKAT NEGERI KEDAH	2216	1500	T	Y

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2. Search the list by ApplyNo and click SEARCH button.

3. Click data to show details.

3.

Baucer E-DANA

Zakat Distribution System. Voucher Process  
E-DANA Voucher  
Please complete the information and click PROCESS button.

Code / Name: 17435 - BANTUAN SARA HIDUP SEKALIGUS - MABERA MUJAYA  
ApplyNo: 182599  
No. of Applicant: 3  
Month/Year: 3/2022  
Total Amount(RM): 1,500.00  
(NORMAL APPLICANT GROUP)

Print Type: Single

No.	Recipient ID No.	Name	No.
1	920906-02-5039	MUHAMMAD HAFIZ BIN SAMSURI	(Bilangan ke = 1)
2	920906025040	NUR AMALINA BINTI SAMSURI	(Bilangan ke = 2)
3	920906025050	TEST BUANG COLUMN APPLICANT	(Bilangan ke = 3)

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Page 1 of 1

PRINT | BACK

- 4. Click checkbox on payment data to view letter for payment.
- 5. Click PROCESS button to view letter.

4.

**LZNK** LEMBAGA ZAKAT NEGERI KEDAH  
Menara Zakat, Jalan Telok Wan Jah,  
05200 Alor Setar,  
Kedah Darul Aman.

Talian Bebas Tol  
**1800 - 88 - 1740**  
Tel : 04 - 733 1740  
Faks : 04 - 7316280

6 MAR 2022 NO. : E0001

E-VOUCHER RECIPIENT COPY

NAME : MUHAMMAD HAFIZ BIN SAMSURI  
ID NO. : 920906025039  
APPLYNO : 182599  
SUBSIDIARY : 2216  
DISTRICT : KS  
BWT NO. : EFT2022000005  
EFFECTIVE DATE : 6 MAR 2022  
EXPIRY DATE : 6 MAR 2022  
AMOUNT (RM) : 1,500.00

Please bring your original Mykad / Identity Card / Passport along with this slip for cash claim at the nearest branch of Agrobank.  
Any questions or assistance, please contact us at 04-7331740 @ 1800 88 1740.

I hereby confirm the receipt of cash for the amount \_\_\_\_\_ on date \_\_\_\_\_  
Recipient Signature \_\_\_\_\_

FOR BANK USE

**AGRO BANK**  
Bank Islam di sisi Anda

BALING : 04-470 2428 KULIM : 04-490 0873 PENANG : 04-759 4515  
BANDAR BAHARU : 04-427 9670 KOTA SETAR : 04-731 9005 POKOK SENJA : 04-762 1513  
KUALA NEGERI : 04-421 8932 LANGKAT : 04-966 0719 SIK : 04-469 1595  
KUBANG PASU : 04-917 1561 PADANG TERAP : 04-786 6239 YAN : 04-468 3482