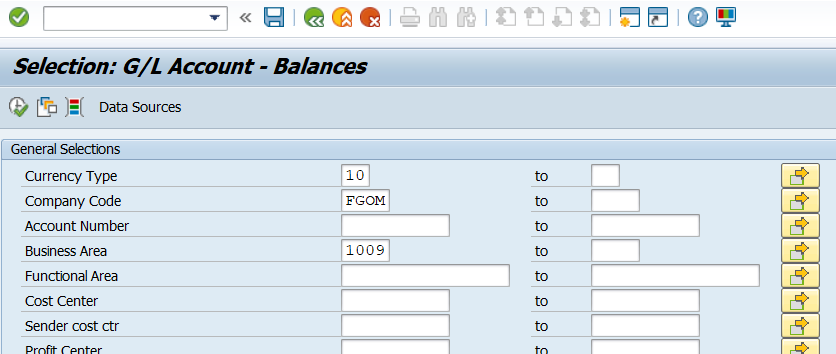
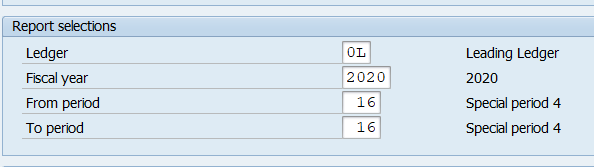
**TATACARA UNTUK TARIK DATA** **S\_PL0\_86000030 OLEH PEJABAT PERAKAUNAN NEGERI/CAWANGAN**

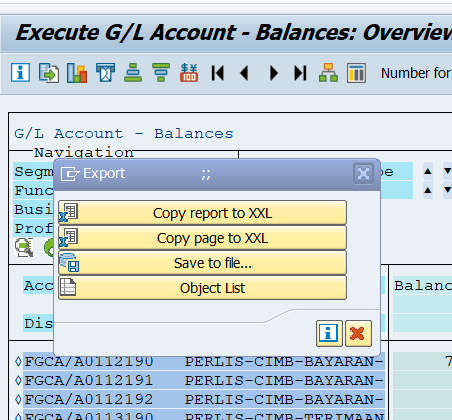
1. S\_PL0\_86000030

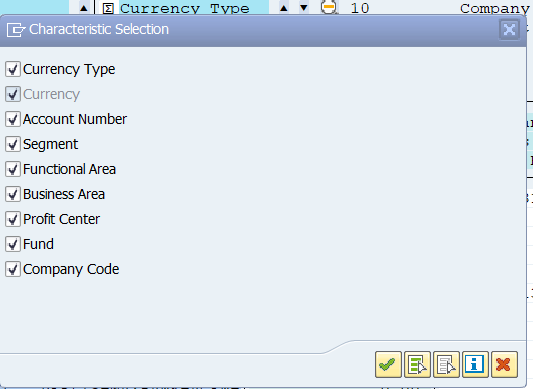
\*Pejabat Perakaunan – *Business Area*





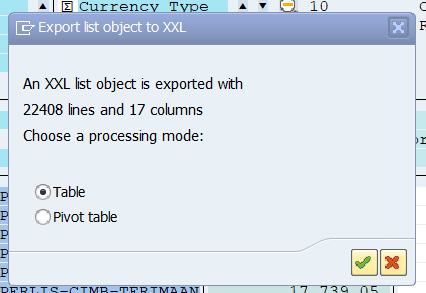
1. PILIH EXPORT >> PILIH ‘COPY REPORT TO XXL’ >> CHARACTERISTIC SELECTION >>

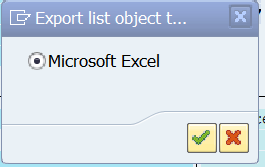




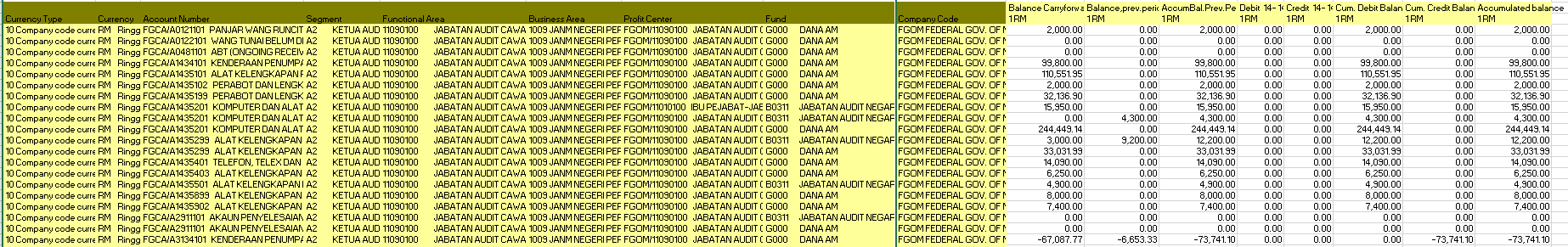


1. EXPORT LIST OBJECT TO XXL >> PILIH ‘TABLE’ >> MICROSOFT EXCEL >> >> SAVE

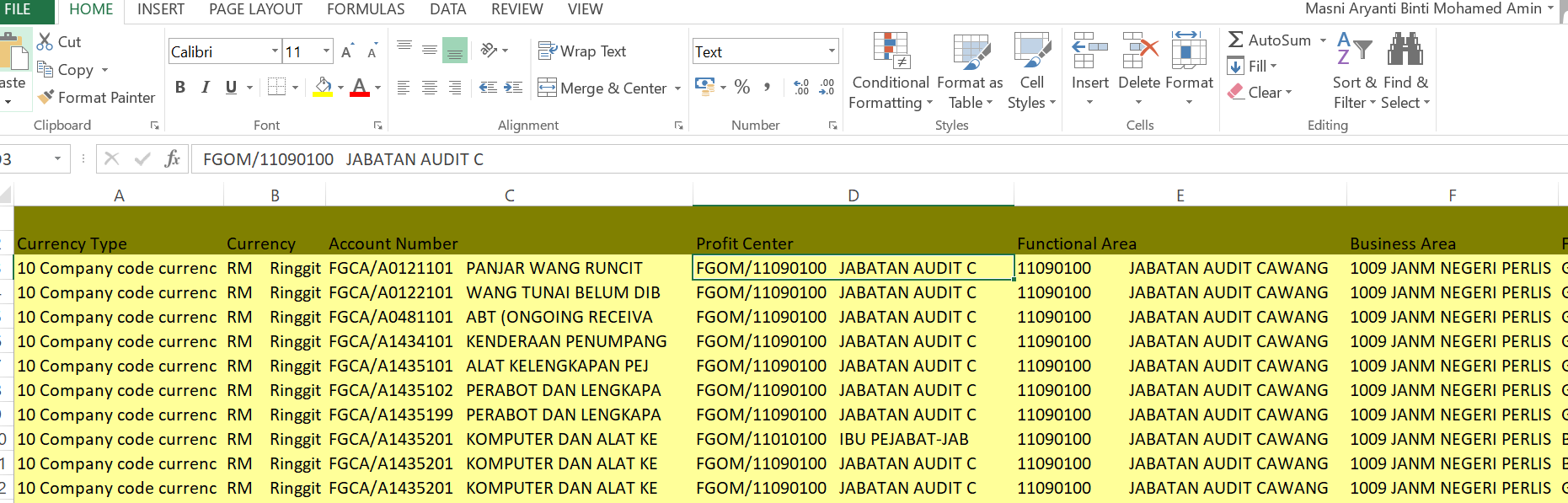




1. LAPORAN SEPERTI BERIKUT AKAN DIHASILKAN



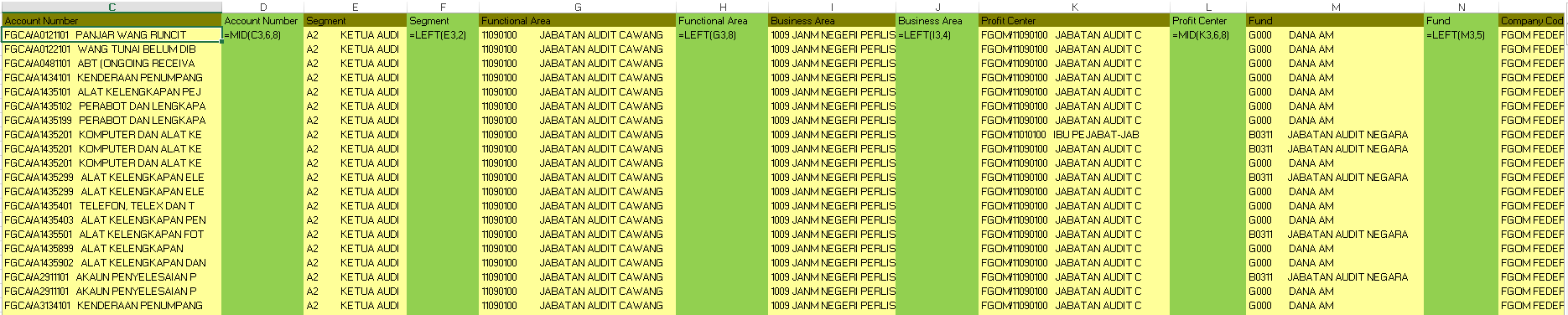
1. TUKAR FORMAT ‘TEXT’ KEPADA ‘GENERAL’



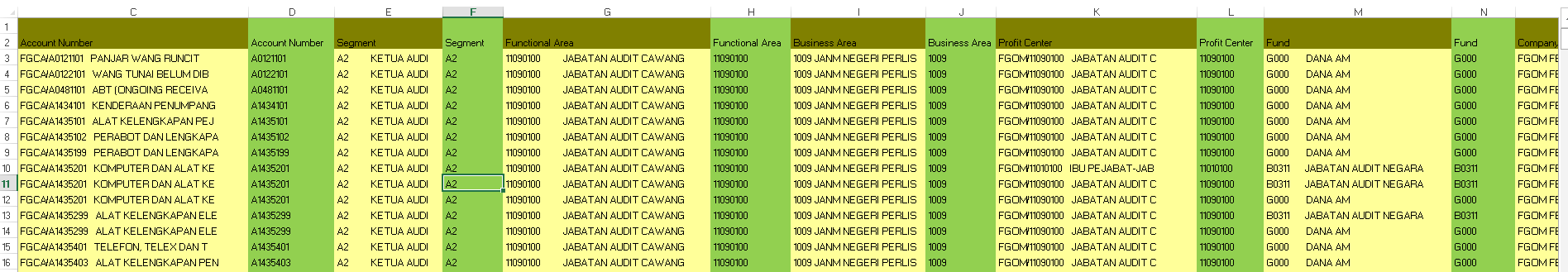
1. TAMBAH *COLUMN* DAN MASUKKAN FORMULA PADA LAPORAN YANG TELAH DIHASILKAN SEPERTI BERIKUT:

|  |  |
| --- | --- |
| **BUTIRAN** | **FORMULA** |
| ACCOUNT NUMBER | =MID(C3,6,8) |
| SEGMENT | =LEFT(E3,2) |
| FUNCTIONAL AREA | =LEFT(G3,8) |
| BUSINESS AREA | =LEFT(I3,4) |
| PROFIT CENTRE | =MID(K3,6,8) |
| FUND | =LEFT(M3,5) |

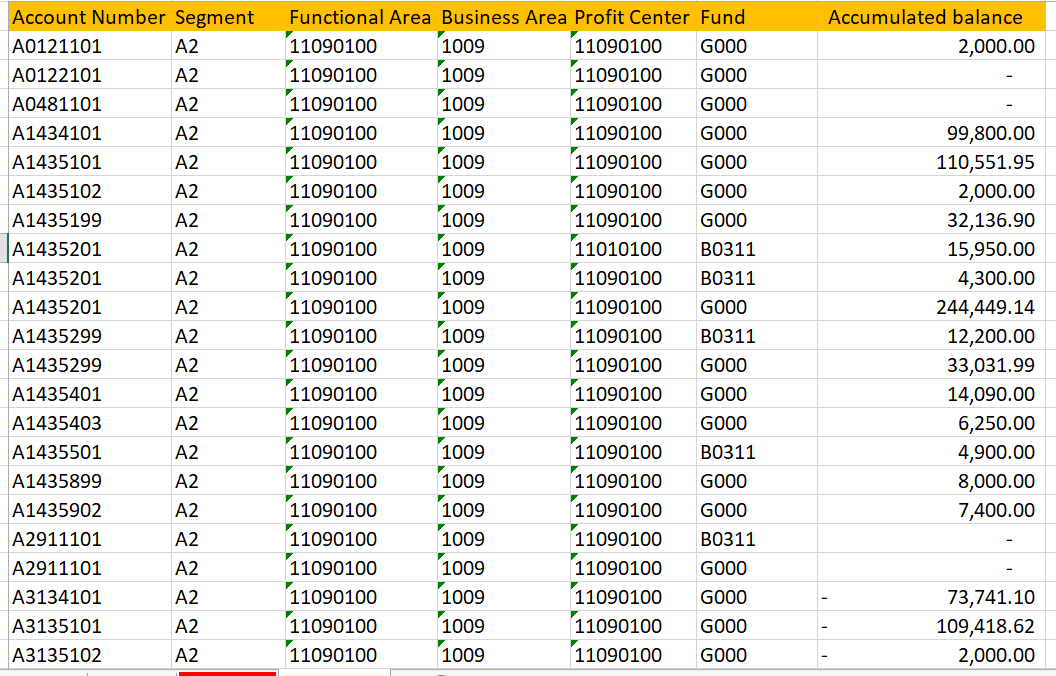
\*C3, E3, G3, I3, K3 dan M3 – bergantung kepada kedudukan *cell* butiran daripada laporan yang dijana.



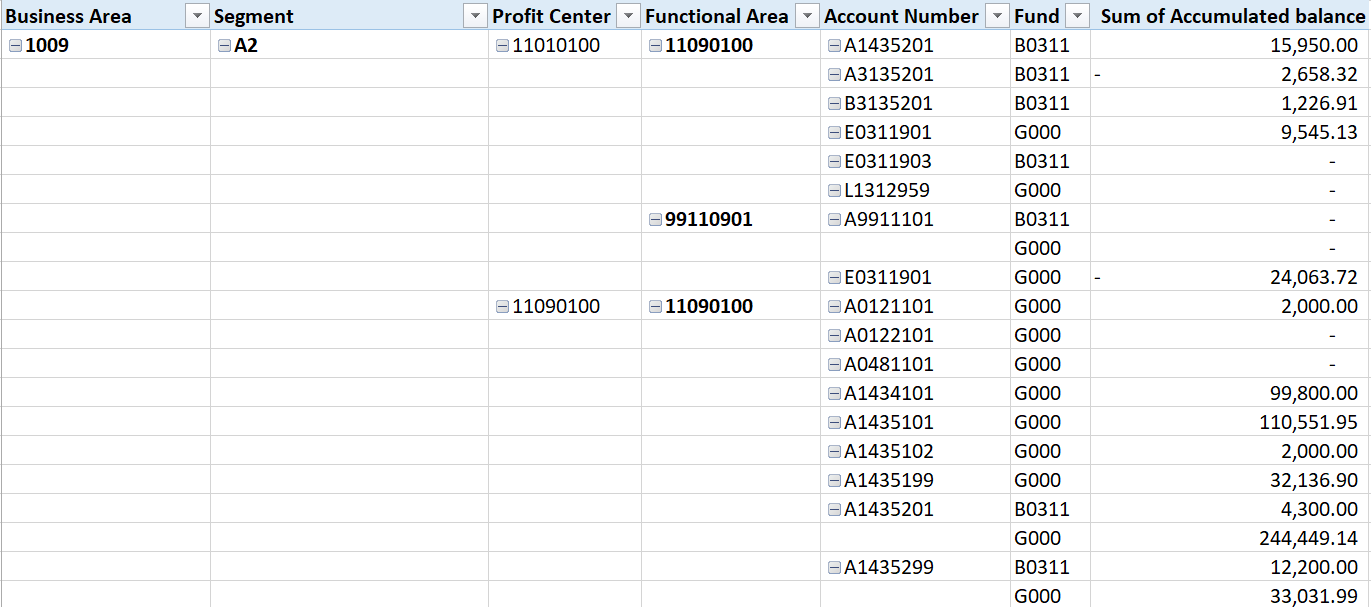
1. *COPY* FORMULA SEHINGGA BARIS TERAKHIR DAN *COPY, PASTE VALUE* FORMULA TERSEBUT

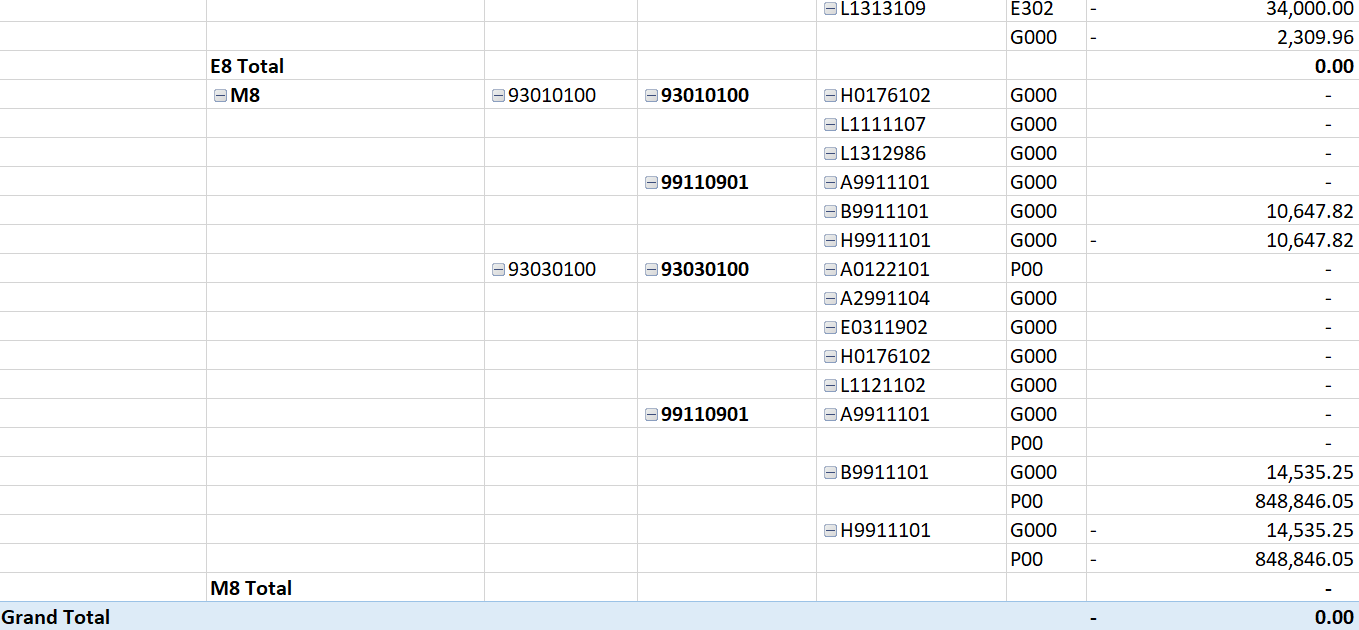


1. RINGKASKAN LAPORAN SEPERTI BERIKUT:



1. PIVOTKAN LAPORAN SEPERTI BERIKUT:





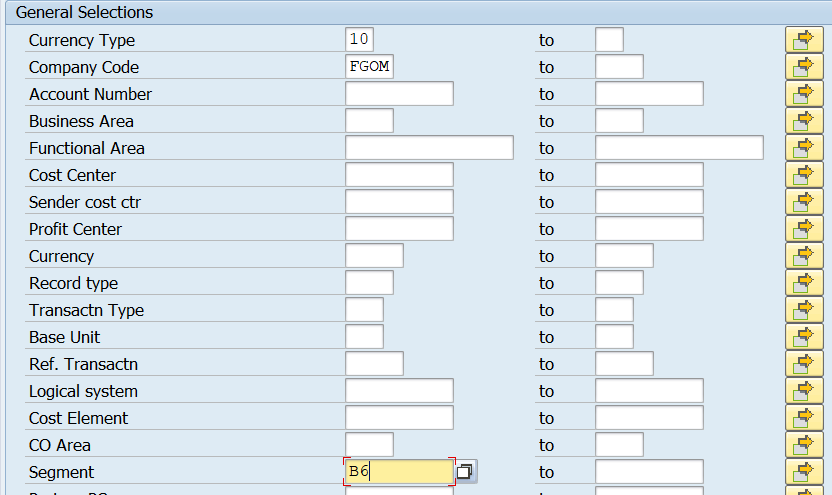
* Sekiranya data yang ditarik adalah besar, perlu dibuat mengikut julat tertentu (i.e: H\*, B\*, A\*, L\* dan E\* dan mengikut kod akaun tertentu).

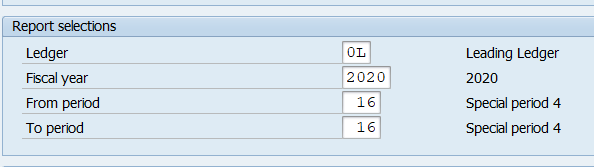
**TATACARA UNTUK TARIK DATA** **S\_PL0\_86000030 OLEH KEMENTERIAN**

**(PEGAWAI PENGAWAL/SEGMEN)**

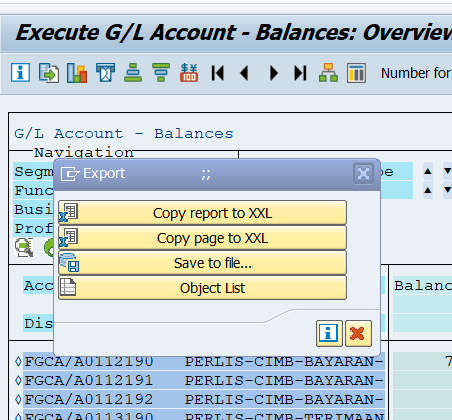
1. S\_PL0\_86000030

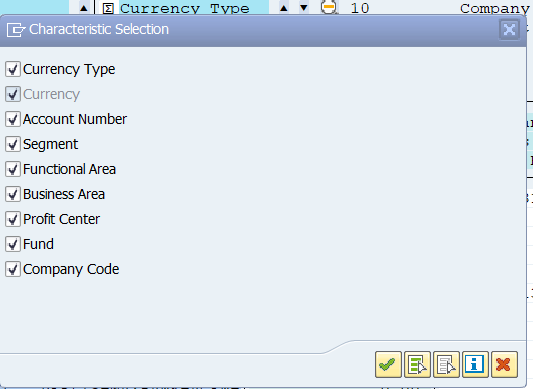
Kementerian – *Segment*





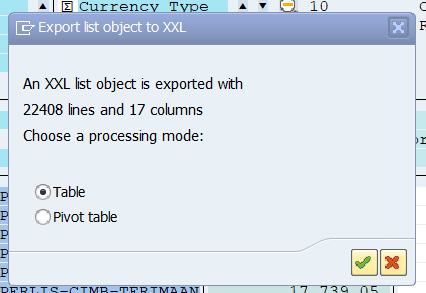
1. PILIH EXPORT >> PILIH ‘COPY REPORT TO XXL’ >> CHARACTERISTIC SELECTION >>

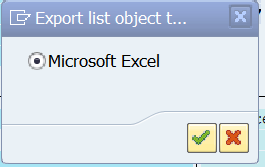




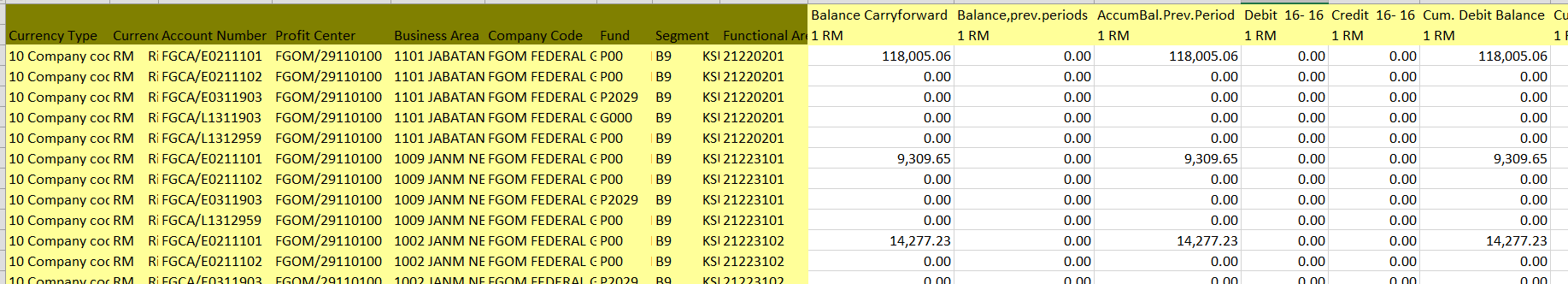


1. EXPORT LIST OBJECT TO XXL >> PILIH ‘TABLE’ >> MICROSOFT EXCEL >> >> SAVE

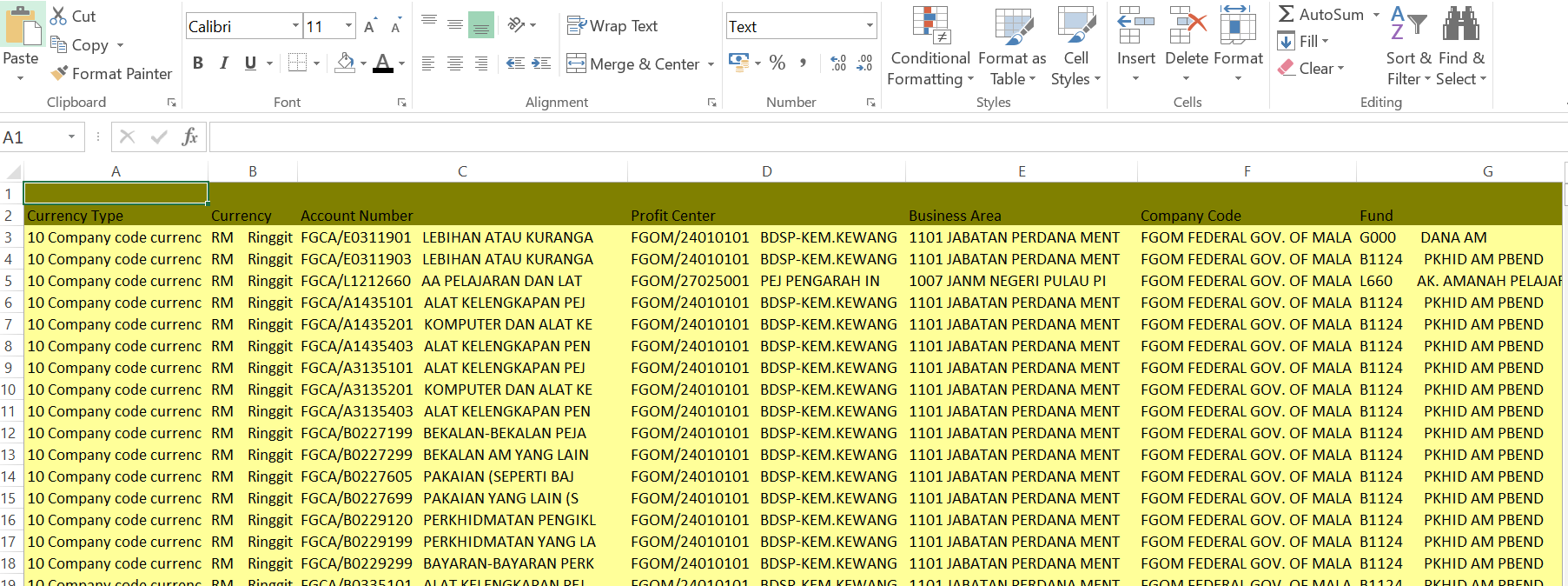




1. LAPORAN SEPERTI BERIKUT AKAN DIHASILKAN



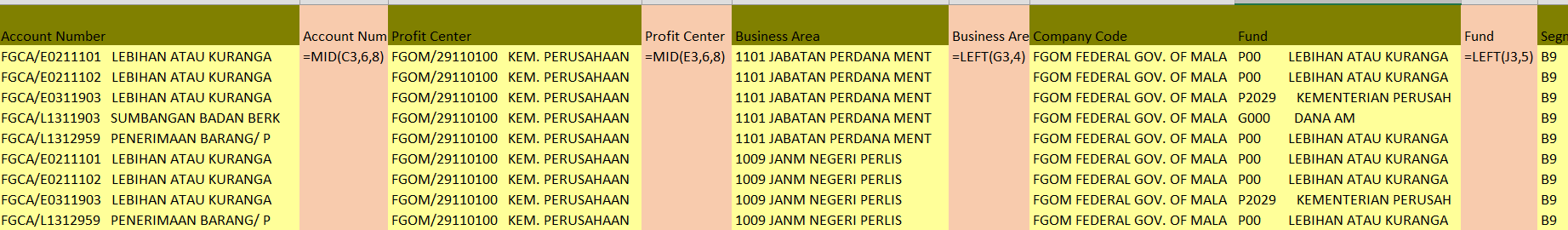
1. TUKAR FORMAT ‘TEXT’ KEPADA ‘GENERAL’



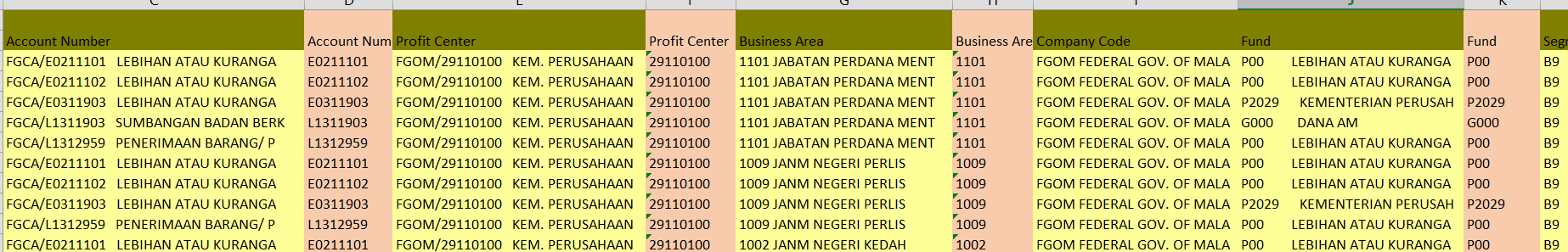
1. TAMBAH *COLUMN* DAN MASUKKAN FORMULA PADA LAPORAN YANG TELAH DIHASILKAN SEPERTI BERIKUT:

|  |  |
| --- | --- |
| **BUTIRAN** | **FORMULA** |
| ACCOUNT NUMBER | =MID(C3,6,8) |
| SEGMENT | =LEFT(L3,2) |
| FUNCTIONAL AREA | =LEFT(N3,8) |
| BUSINESS AREA | =LEFT(G3,4) |
| PROFIT CENTRE | =MID(E3,6,8) |
| FUND | =LEFT(J3,5) |

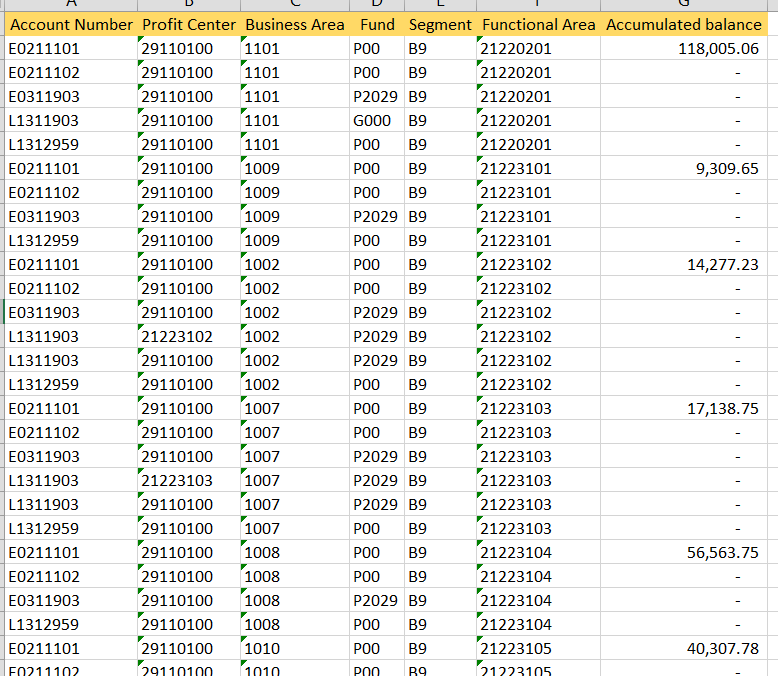
\*C3, L3, N3, G3, E3 dan J3 – bergantung kepada kedudukan *cell* butiran daripada laporan yang dijana.



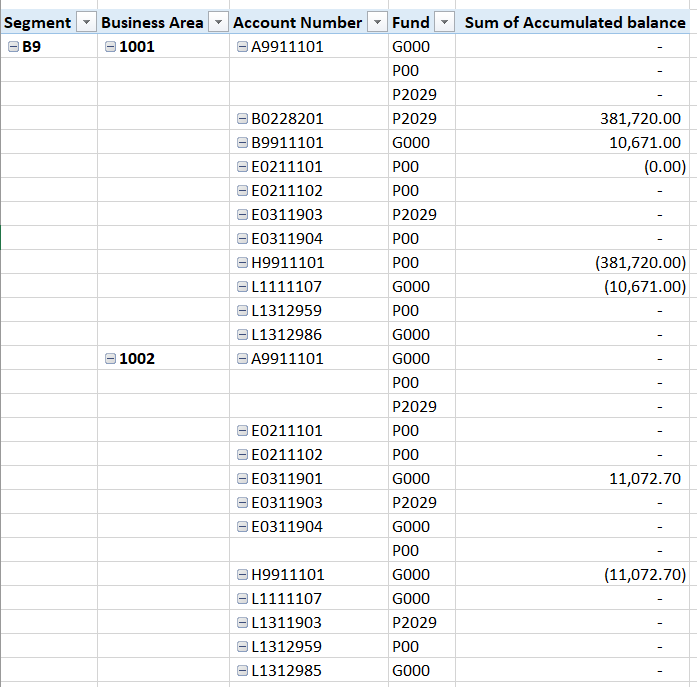
1. *COPY* FORMULA SEHINGGA BARIS TERAKHIR DAN *COPY, PASTE VALUE* FORMULA TERSEBUT



1. RINGKASKAN LAPORAN SEPERTI BERIKUT:



1. PIVOTKAN LAPORAN SEPERTI BERIKUT:



* Sekiranya data yang ditarik adalah besar, perlu dibuat mengikut julat tertentu (i.e: H\*, B\*, A\*, L\* dan E\* dan mengikut kod akaun tertentu).