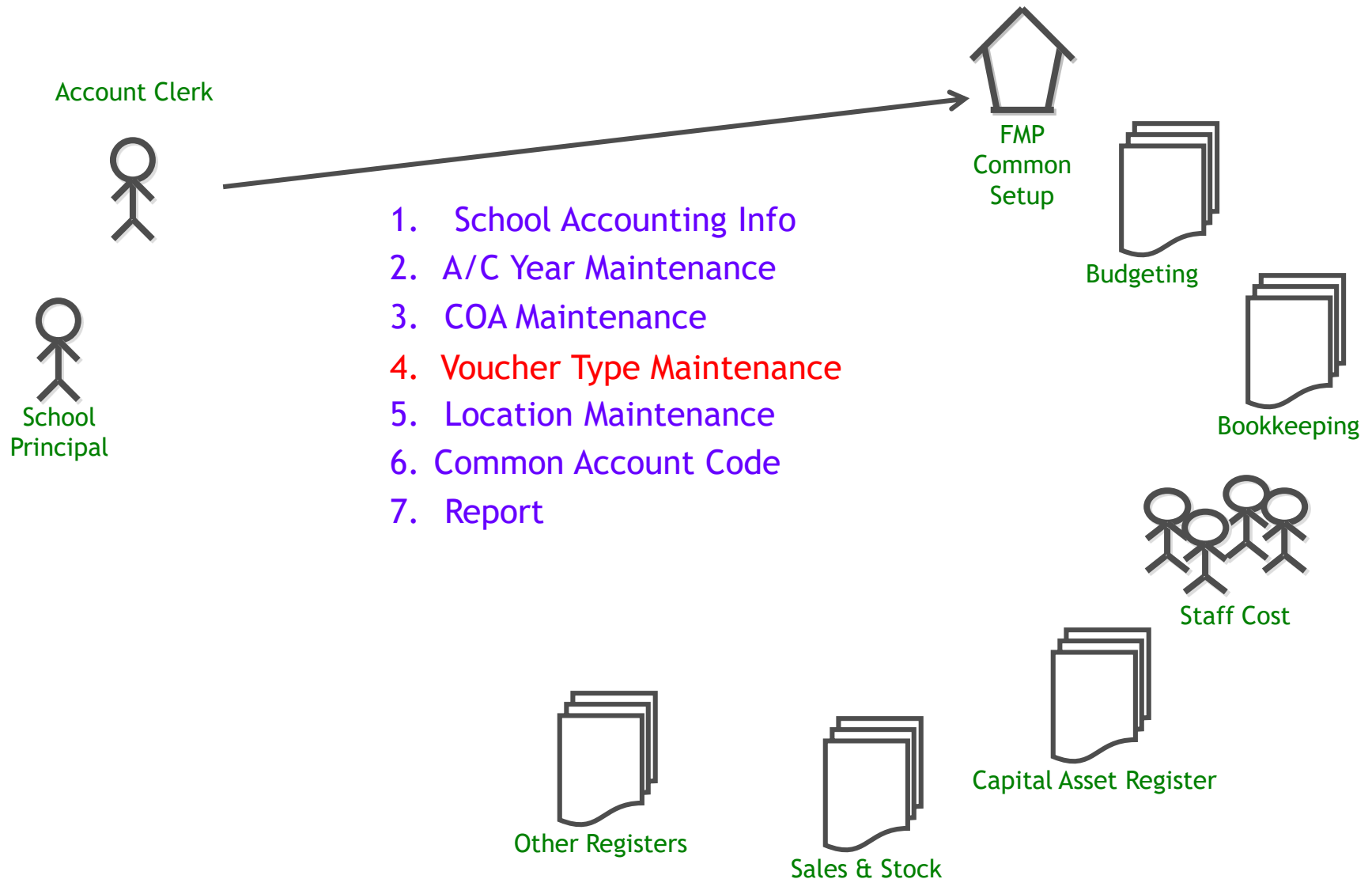


FMP - Common Setup



Common Setup - Voucher Type Maintenance

- This function allows user to maintain voucher type information, including:
 - set up voucher type grouping,
 - specify bank / cash account to be defaulted in each voucher type upon voucher creation,
 - auto-generate voucher number or not upon voucher creation.
- All voucher types are categorized under 9 voucher classifications:
 - Bookkeeping Journal Voucher
 - Bookkeeping Petty Cash Voucher
 - Bookkeeping Payment Voucher
 - Bookkeeping Receipt Voucher
 - Staff Cost Payment Voucher
 - Staff Cost Journal Voucher
 - Capital Asset Register Payment Voucher
 - Sales and Stock Payment Voucher
 - Sales and Stock Receipt Voucher

Common Setup - Voucher Type Maintenance

The system has pre-loaded the following voucher types:

1. Bookkeeping Payment Voucher (To be used by Bookkeeping Module)
 - Bookkeeping Payment Voucher (Government Fund)
2. Bookkeeping Receipt Voucher (To be used by Bookkeeping Module)
 - Bookkeeping Receipt Voucher (Government Fund)
3. Bookkeeping Journal Voucher (To be used by Bookkeeping Module)
 - Bookkeeping Journal Voucher
4. Bookkeeping Petty Cash Voucher (To be used by Bookkeeping Module)
 - Bookkeeping Petty Cash (Government Fund)
5. Staff Cost Payment Voucher (To be used by Bookkeeping Module and Staff Module)
 - Staff Provident Fund Voucher - ORSO & MPF
 - Staff Payroll Voucher

Common Setup - Voucher Type Maintenance

6. Staff Cost Journal Voucher (To be used by Bookkeeping Module and Staff Module)
 - Staff Provident Fund Voucher - GSS
7. Capital Asset Register Payment Voucher (To be used by Bookkeeping Module and CAR Module)
 - Capital Asset Purchase Voucher
8. Sales and Stock Payment Voucher (To be used by Bookkeeping Module and Sales & Stock Module)
 - Stock Purchase Voucher
9. Sales and Stock Receipt Voucher (To be used by Bookkeeping Module and Sales & Stock Module)
 - Stock Sales Voucher

Common Setup - Voucher Type Maintenance

- Bookkeeping Payment / Receipt / Journal / Petty Cash Voucher Classifications
 - Vouchers with voucher type under these four voucher classifications can be created under Bookkeeping Module.

Common Setup - Voucher Type Maintenance

- Staff Cost Payment / Journal Voucher Classifications
 - Vouchers with voucher type under these two voucher classifications can be created under Staff Cost Module. The voucher details will be transmitted to Bookkeeping Module if Bookkeeping Module is effective.
 - Vouchers can also be created in Bookkeeping Module under these two voucher classifications if Staff Cost Module is effective. However, this is not recommended. User should prepare vouchers of such voucher type in Staff Cost Module only.
 - Purpose of availability of such voucher type under Bookkeeping Module is for the inclusion of payroll voucher details prepared under Staff Cost Module into the books of accounts. If a separate voucher grouping on payroll nature is required, user should create separate voucher type(s) under Bookkeeping Payment Voucher Classification and / or Bookkeeping Journal Voucher Classification.

Common Setup - Voucher Type Maintenance

- Capital Asset Register Payment Voucher Classification
 - Vouchers with voucher type under this classification can be created in Bookkeeping Module if Capital Asset Register Module is effective. The voucher details (e.g. voucher date and amount) will be transmitted to Capital Asset Register Module after the voucher has been posted in Bookkeeping Module. User has to enter related asset details (e.g. asset item, quantity, location) in Capital Asset Register Module afterwards. [i.e. user has to create only 1 voucher]
 - Vouchers can be created directly in Capital Asset Register Module under this classification. If Bookkeeping Module is in use, user has to create an additional Bookkeeping Payment Voucher in order to record the payment in the books of accounts. [i.e. user has to create 2 vouchers]
 - Do not create voucher under this classification in Bookkeeping Module if voucher details transmission from Bookkeeping Module to Capital Asset Register Module is NOT desired.

Common Setup - Voucher Type Maintenance

- Sales and Stock Payment / Receipt Voucher Classifications

-Vouchers with voucher type under these two classifications can be created in Bookkeeping Module if Sales and Stock Module is effective. The voucher details (e.g. voucher date and amount) will be transmitted to Sales and Stock Module after the voucher has been posted in Bookkeeping Module. User has to enter related stock details (e.g. stock item, quantity) in Sales and Stock Module afterwards. [i.e. user has to create only 1 voucher]

-Vouchers can be created directly in Sales and Stock Module under these two classifications. If Bookkeeping Module is in use, user has to create an additional Bookkeeping Payment Voucher or Receipt Voucher respectively in order to record the stock purchase and stock selling amount in the books of accounts. [i.e. user has to create 2 vouchers]

-Do not create voucher under this classification in Bookkeeping Module if voucher details transmission from Bookkeeping Module to Sales and Stock Module is NOT desired.

[S-FC510-01] FMP > Common Setup > Voucher Type Maintenance

Bottom

	Voucher Type Description	Prefix	Last generated no.	Default Bank/Cash Ledger A/C	Ledger Description	Auto-gen voucher no (Y/N)
	Bookkeeping Payment Voucher					
<input type="checkbox"/>	Payment voucher (Government Fund)	GP	Details	G5001 ▼	Bank - Government Fund	<input type="checkbox"/>
	Bookkeeping Receipt Voucher					
<input type="checkbox"/>	Receipt voucher (Government Fund)	GR	Details	G5001 ▼	Bank - Government Fund	<input checked="" type="checkbox"/>
	Bookkeeping Journal Voucher					
<input type="checkbox"/>	Journal voucher	JV	Details			<input checked="" type="checkbox"/>
	Bookkeeping Petty Cash Voucher					
<input type="checkbox"/>	Petty cash (Government Fund)	GC	Details	G5101 ▼	Petty Cash - Government Fund	<input checked="" type="checkbox"/>
	Staff Cost Payment Voucher					
<input type="checkbox"/>	Provident fund voucher - ORSO &	PF			Bank - Government Fund	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Payroll voucher	PR			Bank - Government Fund	<input checked="" type="checkbox"/>
	Staff Cost Journal Voucher					
<input type="checkbox"/>	Provident fund voucher - GSS	PJ				<input checked="" type="checkbox"/>
	Capital Asset Register Payment Voucher					
<input type="checkbox"/>	Capital asset purchase voucher	CA		G5001 ▼	Bank - Government Fund	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Karina CAR	KK	Details	G5001 ▼	Bank - Government Fund	<input checked="" type="checkbox"/>
	Sales and Stock Payment Voucher					
<input type="checkbox"/>	Stock Purchase voucher	SP	Details	G5001 ▼	Bank - Government Fund	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Regina - Stock Purchase Voucher	SR	Details	G5001 ▼	Bank - Government Fund	<input type="checkbox"/>
	Sales and Stock Receipt Voucher					
<input type="checkbox"/>	Stock Sales voucher	SS	Details	G5001 ▼	Bank - Government Fund	<input checked="" type="checkbox"/>

The system has pre-loaded the voucher types

Top

[S-FCS10-01] FMP > Common Setup > Voucher Type Maintenance

▼ Bottom

	Voucher Type Description	Prefix	Last generated no.	Default Bank/Cash Ledger A/C	Ledger Description	Auto-gen voucher no (Y/N)
	Bookkeeping Payment Voucher					
<input type="checkbox"/>	Payment voucher (Government Fund)	GP	Details	G5001 ▼	Bank - Government Fund	<input type="checkbox"/>
	Bookkeeping Receipt Voucher					
<input type="checkbox"/>	Receipt voucher (Government Fund)	GR	Details	G5001 ▼	Bank - Government Fund	<input checked="" type="checkbox"/>
	Bookkeeping Journal Voucher					
<input type="checkbox"/>	Journal voucher	JV	Details			<input checked="" type="checkbox"/>
	Bookkeeping Petty Cash Voucher					
<input type="checkbox"/>	Petty cash (Government Fund)	GC	Details	G5101 ▼	Petty Cash - Government Fund	<input checked="" type="checkbox"/>
	Staff Cost Payment Voucher					
<input type="checkbox"/>	Provident fund voucher - ORSO &	PF	Details		Government Fund	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Payroll voucher	PR	Details		Government Fund	<input checked="" type="checkbox"/>
	Staff Cost Journal Voucher					
<input type="checkbox"/>	Provident fund voucher - GSS	PJ	Details			<input checked="" type="checkbox"/>
	Capital Asset Register Payment Voucher					
<input type="checkbox"/>	Capital asset purchase voucher	CA	Details	G5001 ▼	Bank - Government Fund	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Karina CAR	KK	Details	G5001 ▼	Bank - Government Fund	<input checked="" type="checkbox"/>
	Sales and Stock Payment Voucher					
<input type="checkbox"/>	Stock Purchase voucher	SP	Details	G5001 ▼	Bank - Government Fund	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Regina - Stock Purchase Voucher	SR	Details	G5001 ▼	Bank - Government Fund	<input type="checkbox"/>
	Sales and Stock Receipt Voucher					
<input type="checkbox"/>	Stock Sales voucher	SS	Details	G5001 ▼	Bank - Government Fund	<input checked="" type="checkbox"/>

Voucher Type Prefix

▲ Top

Common Setup - Voucher Type Maintenance

Auto generation of voucher number is available for all voucher classifications when creating vouchers.

Format of auto generated voucher number (a fixed length of 13 characters):

<Voucher Type Prefix>YY/MM -<system sequence no.>

eg.

Type of Voucher: Bookkeeping Payment Voucher

Voucher Type Prefix: GP

Accounting Month: 09/2002

No. of Voucher in Accounting Year 2002: 1

The auto generated voucher number: GP02/09-00001

Common Setup - Voucher Type Maintenance

Format of manual voucher number (flexible length from 1 to 12 characters):

<Voucher Type Prefix> + maximum 10 characters

eg.

Type of Voucher: Bookkeeping Payment Voucher

Voucher Type Prefix: GP

The manual voucher number can be: GP1234567890

Add Voucher Type

- This function allows user to create a new voucher type for Bookkeeping, Staff Cost, Capital Asset Register and Sales and Stock Modules.
- Voucher type is required to be specified when creating new vouchers.
- No duplicated voucher type prefix is allowed.

Add Voucher Type

(AM)

User: fmpSAs Last Login: 28/10/2003 10:29 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

28 October 2003 18:33

Bottom

	Voucher Type Description	Prefix	Last generated no.	Default Bank/Cash Ledger A/C	Ledger Description	Auto-gen voucher no (Y/N)
Bookkeeping Payment Voucher						
<input type="checkbox"/>	Payment voucher (Government Fund)	GP				
Bookkeeping Receipt Voucher						
<input type="checkbox"/>	Receipt voucher (Government Fund)	GR				
Bookkeeping Journal Voucher						
<input type="checkbox"/>	Journal voucher	JV				
Bookkeeping Petty Cash Voucher						
<input type="checkbox"/>	Petty cash (Government Fund)	GC				
Staff Cost Payment Voucher						
<input type="checkbox"/>	Provident fund voucher - ORSO &	PF				<input checked="" type="checkbox"/>
<input type="checkbox"/>	Payroll voucher	PR	Details		Bank - Government Fund	<input checked="" type="checkbox"/>
Staff Cost Journal Voucher						
<input type="checkbox"/>	Provident fund voucher - GSS	PJ	Details			<input checked="" type="checkbox"/>
Capital Asset Register Payment Voucher						
<input type="checkbox"/>	Capital asset purchase voucher	CA	Details	G5001	Bank - Government Fund	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Karina CAR	KK	Details	G5001	Bank - Government Fund	<input checked="" type="checkbox"/>
Sales and Stock Payment Voucher						
<input type="checkbox"/>	Stock Purchase voucher	SP	Details	G5001	Bank - Government Fund	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Regina - Stock Purchase Voucher	SR	Details	G5001	Bank - Government Fund	<input type="checkbox"/>
Sales and Stock Receipt Voucher						
<input type="checkbox"/>	Stock Sales voucher	SS	Details	G5001	Bank - Government Fund	<input checked="" type="checkbox"/>

Note: Format of auto generated voucher number: <Voucher Type Prefix>YY/MM -<system sequence no.>

[Add](#) [Delete](#) [Reset](#) [Save](#)

Step 1. Click [Common Setup] → [Voucher Type Maintenance] from the left menu

Step 2. Click [Add] button

Add Voucher Type

(AM) User: fmpSAs Last Login: 28/10/2003 10:29 [Logout](#) | [Help](#) | [中文版本](#)
Current School Year: 2002 28 October 2003 18:35

[S-FCS10-02] [FMP](#) > [Common Setup](#) > [Voucher Type Maintenance](#)

Add Voucher Type Details

Voucher Classification

Voucher Type Description

Prefix

Default Bank/Cash Ledger A/C

Auto-gen voucher no (Y/N)

 Save

 Back

Step 3. Fill in the fields

Add Voucher Type

(AM) User: fmpSAs Last Login: 01/11/2003 02:44 [Logout](#) | [Help](#) | [中文版本](#)
Current School Year: 2002 1 November 2003 18:42

[S-FCS10-02] [FMP](#) > [Common Setup](#) > [Voucher Type Maintenance](#)

Add Voucher Type Details

Voucher Classification Bookkeeping-Journal Voucher
Voucher Type Description New Bookkeeping Journal Voucher Type
Prefix BJ
Auto-gen voucher no (Y/N) ☒

 Save

 Back

Check to select
Auto-gen Voucher
No. feature if
required.

No need to select Default
Bank/ Cash Ledger A/C for
Journal Voucher
Classification.

Step 4. Click [Save] button

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 (AM) Current School Year: 2002 1 November 2003 18:47

[S-FCS10-01] FMP > Common Setup > Voucher Type Maintenance

Bottom

	Voucher Type Description	Prefix	Last generated no.	Default Bank/Cash Ledger A/C	Ledger Description	Auto-gen voucher no (Y/N)
Bookkeeping Payment Voucher						
<input type="checkbox"/>	Payment voucher (Government Fund)	GP	Details	G5001	Bank - Government Fund	<input type="checkbox"/>
Bookkeeping Receipt Voucher						
<input type="checkbox"/>	Receipt voucher (Government Fund)	GR	Details	G5001	Bank - Government Fund	<input checked="" type="checkbox"/>
Bookkeeping Journal Voucher						
<input type="checkbox"/>	Journal voucher	JV	Details			<input checked="" type="checkbox"/>
Bookkeeping Petty Cash Voucher						
<input type="checkbox"/>	Petty cash (Government Fund)	GC	Details	G5101	Petty Cash - Government Fund	<input checked="" type="checkbox"/>
Staff Cost Payment Voucher						
<input type="checkbox"/>	Provident fund voucher - ORSO &	PF	Details	G5001	Bank - Government Fund	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Payroll voucher	PR	Details	G5001	Bank - Government Fund	<input checked="" type="checkbox"/>
Staff Cost Journal Voucher						
<input type="checkbox"/>	Provident fund voucher - GSS	PJ	Details			<input checked="" type="checkbox"/>
Capital Asset Register Payment Voucher						
<input type="checkbox"/>	Capital asset purchase voucher	CA	Details	G5001	Bank - Government Fund	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Karina CAR	KK	Details	G5001	Bank - Government Fund	<input checked="" type="checkbox"/>
Sales and Stock Payment Voucher						
<input type="checkbox"/>	Stock Purchase voucher	SP	Details	G5001	Bank - Government Fund	<input checked="" type="checkbox"/>

User: fmpSAs Last Login: 01/11/2003 02:44 Logout | Help | 中文版本
 (AM) Voucher Type Maintenance Current School Year: 2002 1 November 2003 18:49

[S-FCS10-01] FMP > Common Setup > Voucher Type Maintenance

Common Setup

- Sch Accounting In
- A/C Year Maintena
- COA Maintenance
- Voucher Type Mai
- Location Maintena
- Common Account
- Report

							Bottom
	Voucher Type Description	Prefix	Last generated no.	Default Bank/Cash Ledger A/C	Ledger Description	Auto-gen voucher no (Y/N)	
Bookkeeping Payment Voucher							
<input type="checkbox"/>	Payment voucher (Government Fund)	GP	Details	G5001	Bank - Government Fund	<input type="checkbox"/>	
Bookkeeping Receipt Voucher							
<input type="checkbox"/>	Receipt voucher (Government Fund)	GR	Details	G5001	Bank - Government Fund	<input checked="" type="checkbox"/>	
Bookkeeping Journal Voucher							
<input type="checkbox"/>	Journal voucher	JV	Details			<input checked="" type="checkbox"/>	
Bookkeeping Petty Cash Voucher							
<input type="checkbox"/>	Petty cash (Government Fund)	GC	Details	G5101	Petty Cash - Government Fund	<input checked="" type="checkbox"/>	
Staff Cost Payment Voucher							
<input type="checkbox"/>	Provident fund voucher - ORSO &	PF	Details	G5001		<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Payroll voucher	PR	Details	G5001		<input checked="" type="checkbox"/>	
Staff Cost Journal Voucher							
<input type="checkbox"/>	Provident fund voucher - GSS	PJ	Details			<input checked="" type="checkbox"/>	
Capital Asset Register Payment Voucher							
<input type="checkbox"/>	Capital asset purchase voucher	CA	Details	G5001	Bank - Government Fund	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Karina CAR	KK	Details	G5001	Bank - Government Fund	<input checked="" type="checkbox"/>	
Sales and Stock Payment Voucher							
<input type="checkbox"/>	Stock Purchase voucher	SP	Details	G5001	Bank - Government Fund	<input checked="" type="checkbox"/>	

View last generated no. by clicking "Details" hyperlink

(AM)

User: fmpSAs Last Login: 01/11/2003 02:44 Logout Help 中文版

Current School Year: 2002

1 November 2003 18:49

[S-FCS10-01] FMP > Common Setup > Voucher Type Maintenance

http://127.0.0.1:8010/?actionType=viewLastGenNo&voucherClassLst[...

[S-FCS10-03] FMP > Common Setup > Voucher Type Maintenance

Voucher Type

Description Payment voucher (Government Fund)
Prefix GP

Accounting Year	Last generated no.
2002	8
2003	0
2004	0
2005	0
2006	0
2007	0
2008	0
2009	0
2010	0
2011	0
2090	0
2091	0
2112	0
2113	0

Close

Display the Last generated no.

Sales and Stock Payment Voucher

Stock Purchase voucher

SP

Details

G5001

Bank - Government Fund

- Common Setup
- Sch Accounting In
- A/C Year Maintena
- COA Maintenance
- Voucher Type Mai
- Location Maintena
- Common Account
- Report

Default Bank / Cash Ledger Account

- Default Bank Ledger A/C is for the use in Bookkeeping Payment / Receipt Voucher, Staff Cost Payment Voucher, Capital Asset Register Payment Voucher, and Sales and Stock Payment / Receipt Voucher. Account defaulted can still be changed at the time of voucher creation.
- Default Cash Ledger A/C is for the use in Bookkeeping Petty Cash Voucher.
- For Journal Voucher, there is no need to select any Default Bank / Cash Ledger A/C.

(AM) User: fmpSAs Last Login: 01/11/2003 02:44 Logout | Help | 中文版本
Current School Year: 2002 1 November 2003 18:49

[S-FCS10-01] FMP > Common Setup > Voucher Type Maintenance

- Common Setup
 - Sch Accounting In
 - A/C Year Maintena
 - COA Maintenance
 - Voucher Type Mai**
 - Location Maintena
 - Common Account
 - Report

							Bottom
	Voucher Type Description	Prefix	Last generated no.	Default Bank/Cash Ledger A/C	Ledger Description	Auto-gen voucher no (Y/N)	
Bookkeeping Payment Voucher							
<input type="checkbox"/>	Payment voucher (Government Fund)	GP	Details	G5001	Bank - Government Fund	<input type="checkbox"/>	
Bookkeeping Receipt Voucher							
<input type="checkbox"/>	Receipt voucher (Government Fund)	GR	Details	G5001	Bank - Government Fund	<input checked="" type="checkbox"/>	
Bookkeeping Journal Voucher							
<input type="checkbox"/>	Journal voucher	JV	Details			<input checked="" type="checkbox"/>	
Bookkeeping Petty Cash Voucher							
<input type="checkbox"/>	Petty cash (Government Fund)	GC	Details	G5101	Petty Cash - Government Fund	<input checked="" type="checkbox"/>	
Staff Cost Payment Voucher							
<input type="checkbox"/>	Provident fund voucher - ORSO &	PF	Details	G5001	Bank - Government Fund	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Payroll voucher	PR	Details	G5001	Bank - Government Fund	<input checked="" type="checkbox"/>	
Staff Cost Journal Voucher							
<input type="checkbox"/>						<input checked="" type="checkbox"/>	
<input type="checkbox"/>				G5001	Bank - Government Fund	<input checked="" type="checkbox"/>	
<input type="checkbox"/>				G5001	Bank - Government Fund	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Stock Purchase voucher	SP	Details	G5001	Bank - Government Fund	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Regina - Stock Purchase Voucher	SR	Details	G5001	Bank - Government Fund	<input type="checkbox"/>	

Display the default Bank/Cash Ledger A/C code and Ledger Description.

Update Voucher Type

- This function allows user to update an existing voucher type.
- User may change the Voucher Type Description. Updated description will appear on all the online screens and newly generated reports after the change.
- User can update the Default Bank / Cash Ledger A/C of a voucher type at any time during the year. After that, new vouchers created in Bookkeeping and Staff Cost Modules will refer to the newly selected Default Bank / Cash Ledger A/C. All the vouchers previously created will not be affected. Nevertheless, account defaulted can be changed at the time of voucher creation.
- User can update the Auto Generate Voucher No. option at any time during the year. If users have selected not using Auto Generate Voucher Number feature, they have to enter voucher number manually when creating vouchers in different modules. Please note that all the vouchers previously created will not be affected.
- User may update more than one voucher types at the same time.

Update Voucher Type

- Common Setup
 - Sch Accounting In
 - A/C Year Maintena
 - COA Maintenance
 - Voucher Type Mai
 - Location Maintena
 - Common Account
 - Report

(AM) Update

	Voucher Type Description	Prefix			
	Bookkeeping Payment Voucher				
<input type="checkbox"/>	Payment voucher (Government Fun	GP			
	Bookkeeping Receipt Voucher				
<input type="checkbox"/>	Receipt voucher (Government Fun	GR			
	Bookkeeping Journal Voucher				
<input type="checkbox"/>	Journal voucher	JV			
	Bookkeeping Petty Cash Voucher				
<input type="checkbox"/>	Petty cash (Government Fund)	GC			<input checked="" type="checkbox"/>
	Staff Cost Payment Voucher				
<input type="checkbox"/>	Provident fund voucher - ORSO &	PF			<input checked="" type="checkbox"/>
<input type="checkbox"/>	Payroll voucher	PR	Details	G5001	Bank - Government Fund <input checked="" type="checkbox"/>
	Staff Cost Journal Voucher				
<input type="checkbox"/>	Provident fund voucher - GSS	PJ	Details		<input checked="" type="checkbox"/>
	Capital Asset Register Payment Voucher				
<input type="checkbox"/>	Capital asset purchase voucher	CA	Details	G5001	Bank - Government Fund <input checked="" type="checkbox"/>
<input type="checkbox"/>	Karina CAR	KR	Details	G5001	Bank - Government Fund <input checked="" type="checkbox"/>
	Sales and Stock Payment Voucher				
<input type="checkbox"/>	Stock Purchase voucher	SP	Details	G5001	Bank - Government Fund <input checked="" type="checkbox"/>
<input type="checkbox"/>	Regina - Stock Purchase Voucher	SR	Details	G5001	Bank - Government Fund <input type="checkbox"/>
	Sales and Stock Receipt Voucher				
<input type="checkbox"/>	Stock Sales voucher	SS	Details	G5001	Bank - Government Fund <input checked="" type="checkbox"/>

Note: Format of auto generated voucher number: <Voucher Type Prefix>YY/MM -<system sequence no.>

Step 1. Click [Common Setup] → [Voucher Type Maintenance] from the left menu

Step 2. Modify [Voucher Type Description], [Default Bank/Cash Ledger A/C] and [Auto-gen voucher no (Y/N)]

Step 3. Click [Save] button

Delete Voucher Type

- This function allows user to delete an existing voucher type.
- User is not allowed to delete voucher type if it has already been used to create vouchers.
- Voucher type cannot be deleted even if all of its vouchers have been deleted.
- Each voucher classification must have at least one voucher type.

Delete Voucher Type

User: fanny1 Last Login: 23/06/2003 19:03 Logout | Help | 中文版本

Current School Year: 2002

25 June 2003 14:54

[S-FC510-01] FMP > Common Setup > Voucher Type Maintenance

▼Bottom

	Voucher Type Description	Prefix	Last generated no.	Default Bank/Cash Ledger A/C	Ledger Description	Auto-gen voucher no (Y/N)
Bookkeeping Payment Voucher						
<input type="checkbox"/>	Payment voucher (Government Fund)	GP	Details	G5001 ▼	Bank - Government Fund	<input type="checkbox"/>
Bookkeeping Receipt Voucher						
<input type="checkbox"/>	Receipt voucher (Government Fund)	GR	Details	G5001 ▼	Bank - Government Fund	<input checked="" type="checkbox"/>
Bookkeeping Journal Voucher						
<input type="checkbox"/>	Journal voucher	JV	Details			<input checked="" type="checkbox"/>
Bookkeeping Petty Cash Voucher						
<input type="checkbox"/>	Petty cash (Government Fund)	GC	Details	G5101 ▼	Petty Cash - Government Fund	<input checked="" type="checkbox"/>
Staff Cost Payment Voucher						
<input type="checkbox"/>	Provident fund voucher - ORSO &	PF	Details	G5001 ▼	Bank - Government Fund	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Payroll voucher	PR	Details	G5001 ▼	Bank - Government Fund	<input checked="" type="checkbox"/>
Staff Cost Journal Voucher						
<input type="checkbox"/>	Provident fund voucher - GSS	PJ	Details			<input checked="" type="checkbox"/>
Capital Asset Register Payment Voucher						
<input type="checkbox"/>	Capital asset purchase voucher	CA				
<input type="checkbox"/>	Karina CAR	KK				
Sales and Stock Payment Voucher						
<input type="checkbox"/>	Stock Purchase voucher	SP				
<input type="checkbox"/>	Regina - Stock Purchase Voucher	SR				
Sales and Stock Receipt Voucher						
<input type="checkbox"/>	Stock Sales voucher	SS	Details	G5001 ▼	Bank - Government Fund	<input checked="" type="checkbox"/>

Step 1. Click [Common Setup] → [Voucher Type Maintenance] from the left menu

▲Top

Delete Voucher Type

(AM)

Delete Voucher Type

User: smSAs

Last Login: 28/10/2003 10:29

[Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

28 October 2003 18:46

	Voucher Type Description	Prefix	Last generated no.	Default Bank/Cash Ledger A/C	Ledger Description	Auto-gen voucher no (Y/N)
Bookkeeping Payment Voucher						
<input type="checkbox"/>	Payment voucher (Government Fund)	GP	Details	G5001	Bank - Government Fund	<input type="checkbox"/>
Bookkeeping Receipt Voucher						
<input type="checkbox"/>	Receipt voucher (Government Fund)	GR	Details	G5001	Bank - Government Fund	<input checked="" type="checkbox"/>
Bookkeeping Journal Voucher						
<input type="checkbox"/>	Journal voucher	JV	Details			<input checked="" type="checkbox"/>
Bookkeeping Petty Cash Voucher						
<input type="checkbox"/>	Petty cash (Government Fund)	GC	Details	G5101	Petty Cash - Government Fund	<input checked="" type="checkbox"/>
Staff Cost Payment Voucher						
<input type="checkbox"/>	Provident fund voucher - ORSO &	PF	Details	G5001	Bank - Government Fund	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Payroll voucher	PR	Details	G5001	Bank - Government Fund	<input checked="" type="checkbox"/>
Staff Cost Journal Voucher						
<input type="checkbox"/>	Provident fund voucher - GSS	PJ	Details			<input checked="" type="checkbox"/>
Capital Asset Register Payment Voucher						
<input type="checkbox"/>	Capital asset purchase voucher	CA	Details	G5001	Bank - Government Fund	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Karina CAR	KK				
Sales and Stock Payment Voucher						
<input checked="" type="checkbox"/>	Stock Purchase voucher	SP				
<input type="checkbox"/>	Regina - Stock Purchase Voucher	SR				
Sales and Stock Receipt Voucher						
<input type="checkbox"/>	Stock Sales voucher	SS				

Note: Format of auto generated voucher number: <Voucher Type Prefix>YY/MM -

[Add](#) [Delete](#) [Reset](#) [Save](#)

Step 2. Select the checkbox(es) next to the [Voucher Type Description]

Step 3. Click [Delete] button