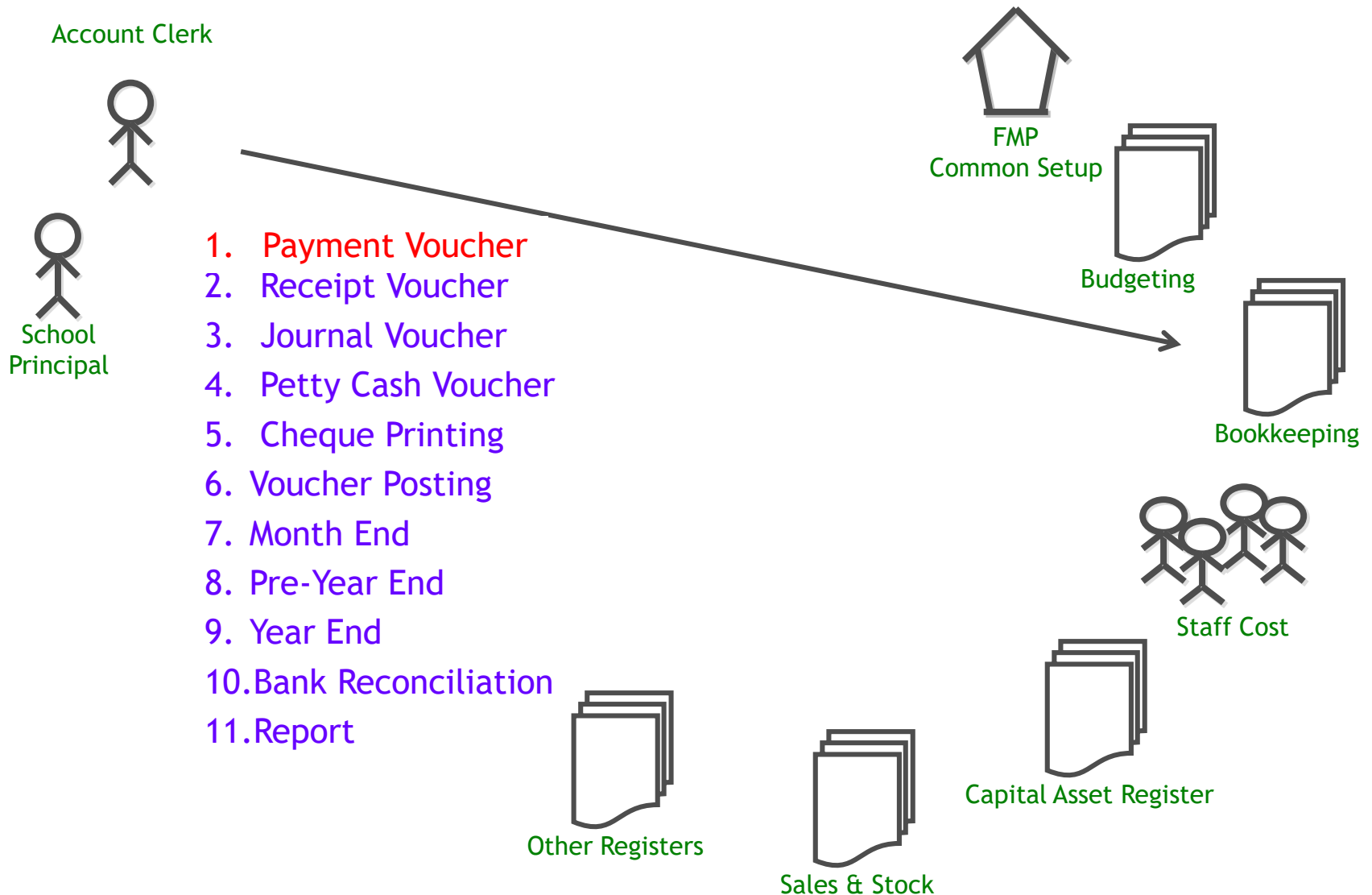


FMP - Bookkeeping



Bookkeeping - Payment Voucher

- Payment voucher can be created in any one of the 'opened' accounting months.
- Payment voucher can be created either from scratch or by copying from an existing payment voucher.
- User may choose to use system auto-generate voucher number or enter your own voucher number manually.
- Vouchers may have 3 possible status: Draft, Unposted and Posted.
- Users can print out payment voucher for verification and approval.

Input Structure of Payment Voucher

◆ Voucher Details

- User has to specify voucher detail information - accounting month, voucher type, voucher number, voucher date, voucher particulars and quotation/tender number.
- Gross credit amount and voucher status are displayed for reference.
- User is required to fill in Accounting Line Information (Debit) and Bank Ledger Information (Credit).

Input Structure of Payment Voucher

◆ Debit Side

- User should fill in accounting line information in Accounting Line Information (Debit) section.
- A voucher should have one or more accounting lines as the Debit entry. Negative amount is not allowed.
- Each accounting line is attached to school level and session, programme, account code, particular and amount.
- User can create accounting lines with asset / liability ledger code, income or expenditure account code.
- Programme code is required for accounting lines with expenditure accounts.
- Payment voucher is normally for recording expense item. Abnormal line message will be displayed if debit Income/Asset Account Code is entered. The voucher is still saved anyway.

Input Structure of Payment Voucher

◆Credit Side

- User should fill in Bank Ledger Information in 'Bank Ledger Information (Credit)' section.
- Payment method is required for Payment Voucher. Two payment methods are available: “Cheque - With Printing” and “Cheque - Without Printing”.
- User can specify the bank ledger, payee’s name and cheque no.
- There is no need to fill in the credit side amount because, by default, it is equal to the sum of debit side.

Create Payment Voucher

- Allows user to create new payment voucher in any one of the opened accounting months.
- Other than creating Bookkeeping payment voucher, user can also create Staff Cost payment voucher, Capital Asset Register payment voucher and Sales and Stock payment voucher. User can choose to create payment voucher of any voucher types under Payment Voucher.
- Capital Asset Register payment voucher and Sales and Stock payment voucher created in Bookkeeping can be retrieved in Capital Asset Register and Sales and Stock functions respectively after the voucher has been posted. User can then fill in the asset and stock details in Capital Asset Register and Sales and Stock Modules.
- Staff Cost payroll and provident fund (ORSO and MPF) payment voucher created in Bookkeeping will not update payroll and provident fund register in Staff Cost Module upon posting the voucher.

Create Payment Voucher

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Current School Year: 2002

5 June 2003 15:50

[S-FBK01-01] [FMP](#) > [Bookkeeping](#) > [Payment Voucher](#)

Create New Voucher

Accounting Month (MM/YYYY)

01/2003

Voucher Type

(GP) Payment voucher (Government Fund)

Voucher No.

Copy From Voucher

Accounting Month (MM/YYYY)

Voucher Type

Voucher No.

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

Create Voucher

Search Voucher Details

Voucher Date (DD/MM/YYYY)

Voucher Status

Voucher Type

Voucher No.

☐ Search Voucher(s) with Quotation/Tender
Quotation/Tender Number

Payment Method

Advanced Search

(Voucher Particulars, Quotation/Tender Ref
Account Code, Accounting Line Particulars
Bank Ledger Code, Cheque No., Bank Particulars)

Step 1. Click [[Bookkeeping](#)] → [[Payment Voucher](#)] from the left menu

Step 2. Fill in the new voucher essential information
(Select the Accounting Month, Voucher Type and Voucher No.)

- FMP
 - Common Setup
 - Budgeting
 - Bookkeeping
 - Payment Voucher

Create Payment Voucher

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[S-FBK01-01] [FMP](#) > [Bookkeeping](#) > [Payment Voucher](#)

Create New Voucher

Accounting Month (MM/YYYY)

01/2003

Voucher Type

(GP) Payment voucher (Government Fund)

Voucher No.

GP0001-01

☐ Copy From Voucher

Accounting Month (MM/YYYY)

Voucher Type

Voucher No.

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

Create Voucher

Search Voucher Details

Voucher Date (DD/MM/YYYY)

Voucher Status

Voucher Type

Voucher No.

☐ Search Voucher(s) with Quotation/Tender
Quotation/Tender Number

Payment Method

All

To

Advanced Search

(Voucher Particulars, Quotation/Tender Reference, Programme Code,
Account Code, Accounting Line Particulars, Amount, Payee's Name,
Bank Ledger Code, Cheque No., Bank Particulars)

 Search

 Reset

Step 3. Click [Create Voucher] button
Note: Voucher no. will be brought over to the next step.

Create Payment Voucher

User: fanny1 Last Login: 05/06/2003 11:03 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

5 June 2003 15:50

[S-FBK01-03] [FMP](#) > [Bookkeeping](#) > [Payment Voucher](#)

Add Voucher Details

Accounting Month (MM/YYYY)	01/2003
Voucher Type	Payment voucher (Government Fund) (GP)
Voucher No.	GP0001-01
Voucher Date (DD/MM/YYYY)	31/01/2003
Voucher Particulars	
Quotation/Tender Number	
Gross Credit Amount	\$ 0.00
Voucher Status	Draft

By default,
[Voucher Date]
is the last day of
the Accounting
Month

- FMP
- ▶ Common Setup
- ▶ Budgeting
- ▼ Bookkeeping

Accounting Line Information (Debit)

Sch Level/Session	
Programme	
Account Code	
Particulars (Default same as Bank Particulars)	
Amount	\$

Note: Programme is required for expenditure account only

[Chart of Account](#)

[Add](#)

[Reset](#)

[Back](#)

Step 4. Fill in the voucher details

Note: Voucher number must be unique throughout the system. If auto generated voucher number option has not been selected, please ensure that the same voucher number will not be duplicated in future.

Please add accounting line information

Create Payment Voucher

User: fanny1 Last Login: 05/06/2003 11:03 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

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[S-FBK01-03] [FMP](#) > [Bookkeeping](#) > [Payment Voucher](#)

Add Voucher Details

Accounting Month (MM/YYYY) 01/2003

Voucher Type Payment voucher (Government Fund) (GP)

Voucher No. GP0001-01

Voucher Date (DD/MM/YYYY) 31/01/2003 

Voucher Particulars

Quotation/Tender Number

Gross Credit Amount \$ 0.00

Voucher Status Draft


- FMP
- ▶ Common Setup
- ▶ Budgeting
- ▼ Bookkeeping

▼ Bottom

Accounting Line Information (Debit)

Sch Level/Session

Programme

Account Code 

Particulars
(Default same as Bank Particulars)

Amount \$

Note: Programme is required for expenditure account only

Bank Ledger Information (Credit)

[Chart of Account](#)  [Add](#)  [Reset](#)  [Back](#)

Note: Voucher number must be unique throughout the system. If auto generate will not be duplicated in future.

Please add accounting line information

Step 5. Fill in the fields of Accounting Line Information (Debit)

Create Payment Voucher

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[S-FBK01-03] FMP > Bookkeeping > Payment Voucher

Add Voucher Details

Accounting Month (MM/YYYY) 01/2003
Voucher Type Payment voucher (Government Fund) (GP)
Voucher No. GP0001-01
Voucher Date (DD/MM/YYYY) 31/01/2003
Voucher Particulars Voucher Particulars
Quotation/Tender Number
Gross Credit Amount \$ 0.00
Voucher Status Draft

Step 5a) Add Accounting Line

- i) Select School Level/ Session
- ii) Select Programme

Accounting Line Information (Debit)

Sch Level/Session Primary/AM
Programme CHIN - Chinese
Account Code G1008001001 Grant Expenses
Particulars
(Default same as Bank Particulars)
Amount \$

Note: Programme is required for expenditure account only

[Chart of Account](#) [Add](#) [Reset](#) [Back](#)

Note: Voucher number must be unique throughout the system. If auto generated voucher number option has not been selected, please ensure that the same voucher number will not be duplicated in future.

Please add accounting line information

[Bottom](#)

[Top](#)

Create Payment Voucher

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Current School Year: 2002

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[S-FBK01-03] FMP > Bookkeeping > Payment Voucher

Add Voucher Details

Accounting Month (MM/YYYY) 01/2003
Voucher Type Payment voucher (Government Fund) (GP)
Voucher No. GP0001-01
Voucher Date (DD/MM/YYYY) 31/01/2003
Voucher Particulars Voucher Particulars
Quotation/Tender Number
Gross Credit Amount
Voucher Status

Step 5a) Add Accounting Line

iii) Enter account code

Entry of account code:
Method 2
Click the search icon

Accounting Line Information (Debit)

Sch Level/Session

Programme

Account Code

Particulars

(Default same as Bank Particulars)

Amount

Primary/AM

CHI - Chinese

G1008001001 Grant Expense

\$

Bank Ledger Information (Credit)

Note: Programme is required for expenditure account only

[Chart of Account](#)

[Add](#)

[Reset](#)

[Back](#)

Entry of account code:
Method 1
Enter the account code
directly

Note: Voucher number must be unique throughout the system. If auto generated voucher number option has not been selected, please ensure that the same voucher number will not be duplicated in future.

Please add accounting line information

Create Payment Voucher

Step 5a) Add Accounting Line

iii) Enter account code (Method 2)

[S-FBK01-03] FMP > Bookkeeping > Payment Voucher

Retrieve Account Details - Internet Explorer provided by NCS Pte Ltd

Input Account Code

Account Code

Copy Close

Option B) Enter account code directly and click [Copy]

Search Account Code

Fund Source & Ledger Code

Sub-Ledger Code

Account Code

Select Close

11701 - Grants outside OEBG/ EOEBG

Option A) Select account code from the drop-down list box and click [Select] button

Bookkeeping

- Payment Voucher
- Receipt Voucher
- Journal Voucher
- Petty Cash Voucher
- Cheque Printout
- Voucher Posting
- Month End
- Pre-Year End
- Year End
- Bank Reconciliation
- Report

Create Payment Voucher

[S-FBK01-03] FMP > Bookkeeping > Payment Voucher

Retrieve Account Details - Internet Explorer provided by NCS Pte Ltd

Input Account Code

Account Code

Common Account Code

Sort By ☒ User Defined Order ☐ Account Code

Search Account Code

Fund Source & Ledger Code

Sub-Ledger Code

Account Code

Option C) Select account code from the Common Account Code drop-down list box and click [Copy] button

Create Payment Voucher

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[S-FBK01-03] FMP > Bookkeeping > Payment Voucher

Add Voucher Details

Accounting Month (MM/YYYY) 01/2003
Voucher Type Payment voucher (Government Fund) (GP)
Voucher No. GP0001-01
Voucher Date (DD/MM/YYYY) 31/01/2003
Voucher Particulars Voucher Particulars
Quotation/Tender Number
Gross Credit Amount \$ 0.00
Voucher Status Draft

- FMP
- ▶ Common Setup
- ▶ Budgeting
- ▼ Bookkeeping

Bottom

Accounting Line Information (Debit)

Sch Level/Session Primary/AM
Programme CHIN - Chinese
Account Code G1008001001 Grant Expenses
Particulars
(Default same as Bank Particulars)
Amount \$

Note: Programme is required for expenditure account only

Chart of Account

Add

Reset

Back

Note: Voucher number must be unique throughout the system. If auto generated, it will not be duplicated in future.

Please add accounting line information

Step 5a) Add Accounting Line

If the desired account code/ programme code cannot be found, click [Chart of Account] button to add the code or set the effective status.

Top

umber

Create Payment Voucher

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[S-FBK01-03] FMP > Bookkeeping > Payment Voucher

http://pan/jsp/fcs/coa/maintainAccount.do?caller=COA - Microsoft Internet Explorer

[S-FCS07-01] FMP > Common Setup > Chart of Account Maintenance > Account

EMB-Defined Code	Source of Fund	Programme	Ledger	Sub-Ledger	Account	Bank Information
Source of Fund Code	ALL					
Ledger Code	ALL					
Sub-Ledger Code	ALL					
Account Type	ALL					
Account Range	From	ALL				
	To	ALL				

Search Add Reset

Step 5a) Add Accounting Line

A new pop up window is displayed. User can create new account or programme code, or to set the effective status of the code

Note: Voucher number must be unique throughout the system. If auto generated voucher number will not be duplicated in future.

Please add accounting line information

Create Payment Voucher

User: fanny1 Last Login: 05/06/2003 11:03 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

5 June 2003 15:50

[S-FBK01-03] FMP > Bookkeeping > Payment Voucher

Add Voucher Details

Accounting Month (MM/YYYY) 01/2003
Voucher Type Payment voucher (Government Fund) (GP)
Voucher No. GP0001-01
Voucher Date (DD/MM/YYYY) 31/01/2003
Voucher Particulars Voucher Particulars
Quotation/Tender Number
Gross Credit Amount \$ 0.00
Voucher Status Draft

Step 5a) Add Accounting Line

iv) Enter Particulars (optional)
v) Enter Amount

Accounting Line Information (Debit)

Sch Level/Session Primary/AM
Programme CHIN - Chinese
Account Code G1008001001 Grant Expenses

Particulars
(Default same as Bank Particulars)
Amount \$ 2500

Note: Programme is required for expenditure account only

Chart of Account



Reset

Back

Note: Voucher number must be unique throughout the system. It will not be duplicated in future.

Please add accounting line information

Step 5a) Add Accounting Line

vi) Click [Add] button

Top

Please ensure that the same voucher number

Create Payment Voucher

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[S-FBK01-03] FMP > Bookkeeping > Payment Voucher

Add Voucher Details

Accounting Month (MM/YYYY) 01/2003
Voucher Type Payment voucher (Government Fund) (GP)
Voucher No. GP0001-01
Voucher Date (DD/MM/YYYY) 31/01/2003
Voucher Particulars Voucher Particulars
Quotation/Tender Number
Gross Credit Amount \$ 2,500.00
Voucher Status Draft

Step 5a) Add Accounting Line

Accounting line is added

Step 5a) Add Accounting Line

User can add more accounting lines by repeating step 5a).

Programme
Account Code
Particulars
(Default same as Bank Particulars)
Amount

Note: Programme is required for expenditure account only

Chart of Account Add Reset

<input type="checkbox"/>	Line No.	Sch Level/Session	Programme	Account Code	Amount \$	Budget Check
<input type="checkbox"/>	1	Primary/AM	CHIN - Chinese	G1008001001 - Grant Expenses	2,500.00	

Budget Check: S - Sufficient fund; I - Insufficient fund; N/A - Not applicable

Delete

Note: Voucher number must be unique throughout the system. If auto generated voucher number option has not been selected, please ensure that the same voucher number will not be duplicated in future.

Save Voucher As Draft Save Voucher Back

Top

Create Payment Voucher


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Current School Year: 2002

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[S-FBK01-03] FMP > Bookkeeping > Payment Voucher

Add Voucher Details

Accounting Month (MM/YYYY) 01/2003
Voucher Type Payment voucher (Government Fund) (GP)
Voucher No. GP0001-01
Voucher Date (DD/MM/YYYY) 31/01/2003 
Voucher Particulars Voucher Particulars
Quotation/Tender Number
Gross Credit Amount \$ 2,500.00
Voucher Status Draft

FMP

▶ Common Setup

▶ Budgeting

▼ Bookkeeping

Bottom

Accounting Line Information (Debit)

Sch Level/Session
Programme
Account Code 
Particulars
(Default same as Bank Particulars)
Amount \$

Note: Programme is required for expenditure account only

Chart of Account



Reset

<input type="checkbox"/>	Line No.	Sch Level/Session	Programme	Account Code	Amount \$	Budget Check
<input type="checkbox"/>	1	Primary/AM	CHIN - Chinese	G1008001001 - Grant Expenses	2,500.00	

Budget Check: S - Sufficient fund; I - Insufficient fund; N/A - Not applicable

Delete

Top

Note: Voucher number must be unique throughout the system. If auto generated voucher number option has not been selected, please ensure that the same voucher number will not be duplicated in future.

Save Voucher As Draft

Save Voucher

Back

Step 5b) Update Accounting Line

i) Click the [Line No.] of the accounting line

Create Payment Voucher

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[S-FBK01-03] FMP > Bookkeeping > Payment Voucher

Add Voucher Details

Accounting Month (MM/YYYY) 01/2003
Voucher Type Payment voucher (Government Fund) (GP)
Voucher No. GP0001-01
Voucher Date (DD/MM/YYYY) 31/01/2003
Voucher Particulars Voucher Particulars
Quotation/Tender Number
Gross Credit Amount \$ 2,500.00
Voucher Status Draft

Step 5b) Update Accounting Line

ii) Update the accounting line information

Accounting Line Information (Debit)

Sch Level/Session Primary/AM
Programme CHIN - Chinese
Account Code G1008001001 Grant Expenses
Particulars
(Default same as Bank Particulars)
Amount \$ 2500.00

Bank Ledger Information (Credit)

Note: Programme is required for expenditure account only

Chart of Account  Save  Reset

<input type="checkbox"/>	Line No.	Sch Level/Session	Programme	Account Code	Amount \$	Budget Check
<input type="checkbox"/>	1	Primary/AM	CHIN - Chinese	G1008001001 - Grant Expenses	2,500.00	

Budget Check: S - Sufficient fund; I - Insufficient fund; N/A - Not applicable

 Delete

Step 5b) Update Accounting Line

iii) Click [Save] button

Note: Voucher number must be unique throughout the system. If auto generated voucher number will not be duplicated in future.

 Save Voucher As Draft  Save Voucher  Back

- FMP
- Common Setup
- Budgeting
- Bookkeeping

Bottom

Top

number

Create Payment Voucher


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[S-FBK01-03] FMP > Bookkeeping > Payment Voucher

Add Voucher Details

Accounting Month (MM/YYYY) 01/2003
Voucher Type Payment voucher (Government Fund) (GP)
Voucher No. GP0001-01
Voucher Date (DD/MM/YYYY) 31/01/2003 
Voucher Particulars Voucher Particulars
Quotation/Tender Number
Gross Credit Amount \$ 2,500.00
Draft

Step 5c) Delete Accounting Line

i) Select the checkbox(es) next to the line no.

Account Code

Particulars

(Default same as Bank Particulars)

Amount

Note: Programme is required for expenditure account only

[Chart of Account](#)

 [Add](#)

 [Reset](#)

	Line No.	Sch Level/Session	Programme	Account Code	Amount \$	Budget Check
<input checked="" type="checkbox"/>	1	Primary/AM	CHIN - Chinese	G1008001001 - Grant Expenses	2,500.00	

Budget Check: S - Sufficient fund; I - Insufficient fund; N/A - Not applicable

[Delete](#)

Step 5c) Delete Accounting Line

ii) Click [Delete] button

Note: Voucher number must be unique throughout the system. If auto generated, the same voucher number will not be duplicated in future.

[Save Voucher As Draft](#)

[Save Voucher](#)

[Back](#)

Create Payment Voucher


User: fanny1 Last Login: 05/06/2003 11:03 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

5 June 2003 15:50

[S-FBK01-03] FMP > Bookkeeping > Payment Voucher

Add Voucher Details

Accounting Month (MM/YYYY) 01/2003
Voucher Type Payment voucher (G
Voucher No. GP0001-01
Voucher Date (DD/MM/YYYY) 31/01/2003 
Voucher Particulars Voucher Particulars
Quotation/Tender Number
Gross Credit Amount \$ 2,500.00
Voucher Status Draft

Step 6. Click [Bank Ledger Information (Credit)] hyperlink to fill in bank ledger information

Note: When user shifts to [Bank Ledger Information (Credit)] link, the previously inputted Accounting Line Information (Debit) will be auto-saved and added.

- FMP
- Common Setup
- Budgeting
- Bookkeeping

Accounting Line Information (Debit)

Sch Level/Session
Programme
Account Code 
Particulars
(Default same as Bank Particulars)
Amount \$

Note: Programme is required for expenditure account only

[Chart of Account](#)  [Add](#)  [Reset](#)

<input type="checkbox"/>	Line No.	Sch Level/Session	Programme	Account Code	Amount \$	Budget Check
<input type="checkbox"/>	1	Primary/AM	CHIN - Chinese	G1008001001 - Grant Expenses	2,500.00	

Budget Check: S - Sufficient fund; I - Insufficient fund; N/A - Not applicable

 [Delete](#)

Note: Voucher number must be unique throughout the system. If auto generated voucher number option has not been selected, please ensure that the same voucher number will not be duplicated in future.

[Save Voucher As Draft](#) [Save Voucher](#) [Back](#)

[Bank Ledger Information \(Credit\)](#)

Bottom

Top

Create Payment Voucher

[S-FBK01-04] FMP > Bookkeeping > Payment Voucher

Add Voucher Details

Accounting Month (MM/YYYY) 01/2003

Voucher Type Payment voucher

Voucher No. GP0001-01

Voucher Date (DD/MM/YYYY) 31/01/2003

Voucher Particulars Voucher Particulars

Quotation/Tender Number

Gross Credit Amount \$ 2,500.00

Voucher Status Draft

Step 7. Fill in Bank Ledger Information (Credit)

i) Select Bank Ledger Code

Default bank ledger code of the selected voucher type will be selected by default.

FMP

Common Setup

Budgeting

Bookkeeping

Accounting Line Information (Debit)

Bank Ledger Code G5001 - Bank - Government Fund

Payment Method Cheque - Without Printing

Payee's Name Required for "Cheque - With Printing"

Cheque No. Leave Blank for "Cheque - With Printing"

Bank Particulars

(Default same as Voucher Particulars)

Bank Ledger Information (Credit)

Note 1: Payee's Name is required for "Cheque - With Printing". This

Note 2: Cheque No. should be left blank for "Cheque - With Printing"

Note: Voucher number must be unique throughout the system. If

will not be duplicated in future.

Save Voucher As Draft

Save Voucher

Back

Step 7. Fill in Bank Ledger Information (Credit)

Note: Total credit amount is not required to be entered since gross credit amount is equal to the total sum of debit amount. (i.e. total amount of all accounting lines)

Create Payment Voucher

[S-FBK01-04] FMP > Bookkeeping > Payment Voucher

Add Voucher Details

Accounting Month (MM/YYYY) 01/2003
Voucher Type Payment voucher (C)
Voucher No. GP0001-01
Voucher Date (DD/MM/YYYY) 31/01/2003
Voucher Particulars
Quotation/Tender Number
Gross Credit Amount \$ 2,500.00
Voucher Status Draft

Accounting Line Information (Debit)

Bank Ledger Code

Payment Method

Payee's Name

Cheque No.

Bank Particulars

(Default same as Voucher Particulars)

Note 1: Payee's Name is required for "Cheque - With Printing"

Note 2: Cheque No. should be left blank for "Cheque - Without Printing"

Note: Voucher number must be unique throughout the system. It will not be duplicated in future.

Save Voucher As Draft

Save Voucher

Step 7. Fill in Bank Ledger Information (Credit)

ii) Select Payment Method

Cheque - Without Printing = Manual Cheque

Cheque - With Printing = System Cheque

G5001 - Bank - Government Fund
Cheque - Without Printing
Cheque - Without Printing
Cheque - With Printing

Required for "Cheque - With Printing"

Cheque - Without Printing

User is required to manually issue a cheque together with voucher printout and submit for approval.

Cheque - With Printing

User is required to print out the cheque via Cheque Printing function, and then submit the voucher printout together with the successfully printed cheque for approval.

Create Payment Voucher

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Current School Year: 2002

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[S-FBK01-04] [FMP](#) > [Bookkeeping](#) > [Payment Voucher](#)

Add Voucher Details

Accounting Month (MM/YYYY) 01/2003
Voucher Type Payment voucher
Voucher No. GP0001-01
Voucher Date (DD/MM/YYYY) 31/01/2003
Voucher Particulars Voucher Particulars
Quotation/Tender Number
Gross Credit Amount \$ 2,500.00
Voucher Status Draft

Step 7. Fill in Bank Ledger Information (Credit)

iii) Fill in Payee's Name, Cheque No., and Bank Particulars

Accounting Line Information (Debit)

Bank Ledger Code G5001 - Bank - Government Fund
Payment Method Cheque - Without Printing

Bank Ledger Information (Credit)

Payee's Name Required for "Cheque - With Printing"
Cheque No. Leave Blank for "Cheque - With Printing"
Bank Particulars
(Default same as Voucher Particulars)

Note 1: Payee's Name is required for "Cheque - With Printing". This is optional for "Cheque - Without Printing".

Note 2: Cheque No. should be left blank for "Cheque - With Printing". This is optional for "Cheque - Without Printing".

Note: Voucher number must be unique throughout the system. If auto generated voucher number option has not been selected, please ensure that the same voucher number will not be duplicated in future.

[Save Voucher As Draft](#) [Save Voucher](#) [Back](#)

- FMP
- Common Setup
- Budgeting
- Bookkeeping

Create Payment Voucher

User: fanny1 Last Login: 05/06/2003 11:03 Logout | Help | 中文版本

Current School Year: 2002

5 June 2003 15:50

[S-FBK01-04] FMP > Bookkeeping > Payment Voucher

Add Voucher Details

Accounting Month (MM/YYYY) 01/2003
Voucher Type Payment voucher (Government)
Voucher No. GP0001-01
Voucher Date (DD/MM/YYYY) 31/01/2003
Voucher Particulars Voucher Particulars
Quotation/Tender Number
Gross Credit Amount \$ 2,500.00
Voucher Status Draft

Accounting Line Information (Debit)

Bank Ledger Code G5001 - Bank - Government
Payment Method Cheque - Without Printing
Payee's Name
Cheque No. Leave Blank
Bank Particulars
(Default same as Voucher Particulars)

Note 1: Payee's Name is required for "Cheque - With Printing". This is optional for "Cheque - Without Printing".

Note 2: Cheque No. should be left blank for "Cheque - With Printing". This is optional for "Cheque - Without Printing".

Note: Voucher number must be unique throughout the system. If auto generated voucher number option has not been selected, please ensure that the same voucher number will not be duplicated in future.

Save Voucher As Draft **Save Voucher** **Back**

Step 8. Save Voucher

Step 8a) Save voucher as draft

i) Click [Save Voucher As Draft] button

- No budget check will be performed.
- Draft voucher can be retrieved for updating and saved as draft or unposted subsequently.

FMP
▶ Common Setup
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Create Payment Voucher

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Add Voucher Details

Accounting Month (MM/YYYY) 01/2003

Voucher Type Payment voucher (Government Fund) (GP)

Voucher No. GP0001-01

Voucher Date (DD/MM/YYYY) 31/01/2003 

Voucher Particulars

Quotation/Tender Number

Gross Credit Amount \$ 2,500.00

Voucher Status Draft

Accounting Line Information (Debit)

Bank Ledger Code G5001 - Bank - G

Payment Method Cheque - Without

Payee's Name

Cheque No.

Bank Particulars

(Default same as Voucher Particulars)

Note 1: Payee's Name is required for "Cheque - With Printing". This is optional.

Note 2: Cheque No. should be left blank for "Cheque - With Printing". This is optional.

Note: Voucher number must be unique throughout the system. If auto generated, it will not be duplicated in future.

[Save Voucher As Draft](#) [Save Voucher](#) [Back](#)

Step 8. Save Voucher

Step 8b) Save voucher as unposted

i) Click **[Save Voucher]** button

- Budget check will be performed if the budget has been approved.
- Unposted voucher can be retrieved for updating and only can be saved as unposted subsequently.

FMP

Common Setup

Budgeting

• EMB Grant

• Draft Budget I

• Draft Budget E

• Review Budget

• Approve/Reve

• Revise Budget

• Enquiry

R-FBK04-031 EMB > Bookkeeping > Payment Voucher

Voucher not saved as the following error found:-

- E-63026: Line 1: Insufficient fund at programme 0001
- E-63027: Line 1: Insufficient fund at sub-ledger G1004015
- E-63028: Line 1: Insufficient fund at ledger G1004

Add Voucher Details

Accounting Month (MM/YYYY)

06/2001

Voucher Type

Bookkeeping Payment Voucher (Government Fund) (GP)

After saving the voucher as unposted...

Budget check messages will be displayed upon saving the voucher. These messages will point out the area, i.e. programme, sub-ledger, ledger, or OEBG General Domain, where accounting line amounts exceed the budget amount.

“Budget Check Report (R-FBK045-E)” shows by how much accounting line amounts exceed the budget amount at programme, sub-ledger, ledger, or OEBG General Domain level.

Create Payment Voucher

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- Special Assessment
- Staff Deployment
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[S-F0001-01] FMP > Bookkeeping > Payment Voucher

GP0901-11 Record updated successfully.

• E-63097 : Abnormal debit accounting line entries

Create New Voucher

Accounting Month (MM/YYYY)

09/2001

Voucher Type

(GP) Bookkeeping Payment Voucher (Government Fund)

Voucher No.

Auto

After saving the voucher as draft or unposted...

Abnormal accounting line message will be displayed if Income / Asset Account Codes are selected in the accounting lines. The voucher is still saved.

Create Payment Voucher by Copying from Existing Voucher

- User can create a new payment voucher by copying from an existing voucher.
- If the voucher content is the same or quite close to an existing voucher, user may consider to copy from an existing voucher so that no need to enter all the voucher details from scratch.
- There are two ways to copy payment vouchers: (i) Copy from 'create payment voucher' and (ii) Copy from 'search payment voucher'.
- Only vouchers created in Bookkeeping or Staff Cost Module can be copied.
- All voucher details (including voucher particulars, quotation/tender number, accounting lines and bank ledger information) will be copied. However, voucher details copied will not include voucher number, voucher type, voucher date and cheque number.
- User can choose to amend the voucher details before saving the new voucher.

Create Payment Voucher by Copying from Existing Voucher

Option 1: Copy from 'create payment voucher'

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Create New Voucher

Accounting Month (MM/YYYY) 01/2003
Voucher Type (GP) Payment voucher (Government Fund)
Voucher No. GP0001-01

☐ Copy From Voucher

Accounting Month (MM/YYYY)
Voucher Type
Voucher No.

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

Create Voucher

Search Voucher Details

Voucher Date (DD/MM/YYYY) To
Voucher Status All
Voucher Type All
Voucher No.

☐ Search Voucher(s) with Quotation/Tender Number Only
Quotation/Tender Number

Payment Method

Advanced Search

(Voucher Particulars, Quotation/Tender Reference, Programme Code, Account Code, Accounting Line Particulars, Amount, Payee's Name, Bank Ledger Code, Cheque No., Bank Particulars)

 **Search**  **Reset**

Step 1. Click [[Bookkeeping](#)] → [[Payment Voucher](#)] from the left menu

Step 2. Fill in the new voucher essential information

Create Payment Voucher by Copying from Existing Voucher

Option 1: Copy from 'create payment voucher'

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Create New Voucher

Accounting Month (MM/YYYY)

01/2003

Voucher Type

(GP) Payment voucher (Government Fund)

Voucher No.

GP0001-01

☒ Copy From Voucher

Accounting Month (MM/YYYY)

Voucher Type

Voucher No.

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

Create Voucher

Search Voucher Details

Voucher Date (DD/MM/YYYY)

Voucher Status

Voucher Type

Voucher No.

☐ Search Voucher(s) with Quotation/Tender Number Only
Quotation/Tender Number

Payment Method

Advanced Search

(Voucher Particulars, Quotation/Tender Reference, Pro Account Code, Accounting Line Particulars, Amount, P Bank Ledger Code, Cheque No., Bank Particulars)

Search

Reset

Step 3. Click the checkbox next to [Copy From Voucher]

Create Payment Voucher by Copying from Existing Voucher

Option 1: Copy from 'create payment voucher'

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[S-FBK01-01] [FMP](#) > [Bookkeeping](#) > [Payment Voucher](#)

Create New Voucher

Accounting Month (MM/YYYY)

01/2003

Voucher Type

(GP) Payment voucher (Government Fund)

Voucher No.

GP0001-01

☒ Copy From Voucher

Accounting Month (MM/YYYY)

01/2003

Voucher Type

(PF) Provident fund voucher - ORSO & MPF

Voucher No.

PF03/01-00023

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

Create Voucher

Search Voucher Details

Voucher Date (DD/MM/YYYY)

Voucher Status

Voucher Type

Voucher No.

☐ Search Voucher(s) with Quotation/Tender
Quotation/Tender Number

Payment Method

Advanced Search

(Voucher Particulars, Quotation/Tender Ref
Account Code, Accounting Line Particulars
Bank Ledger Code, Cheque No., Bank Particulars)

 Search

 Reset

Step 4. Select the voucher to be copied under
[Copy From Voucher] section

Step 5. Click [Create Voucher] button

Create Payment Voucher by Copying from Existing Voucher

Option 1: Copy from 'create payment voucher'

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[S-FBK01-01] FMP > Bookkeeping > Payment Voucher

Add Voucher Details

Accounting Month (MM/YYYY) 01/2003
Voucher Type Payment voucher (C)
Voucher No. GP0001-01
Voucher Date (DD/MM/YYYY) 31/01/2003
Voucher Particulars testtest
Quotation/Tender Number 200301-PV-001
Gross Credit Amount \$ 100.00
Voucher Status Draft

Step 6. Click [Save Voucher As Draft] or [Save Voucher] button to save the voucher

Note: Voucher details will be copied by default. Users can update the voucher details before saving the voucher.

[Bottom](#)

Accounting Line Information (Debit)

Sch Level/Session
Programme
Account Code
Particulars
(Default same as Bank Particulars)
Amount \$

Note: Programme is required for expenditure account only

[Chart of Account](#) [Add](#) [Reset](#)

<input type="checkbox"/>	Line No.	Sch Level/Session	Programme	Account Code	Amount \$	Budget Check
<input type="checkbox"/>	1	Primary/AM	CHIN - Chinese	G1023001111 - AUTO CREATE ACCOUNT	100.00	

Budget Check: S - Sufficient fund; I - Insufficient fund; N/A - Not applicable

[Delete](#)

[Top](#)

Note: Voucher number must be unique throughout the system. If auto generated voucher number option has not been selected, please ensure that the same voucher number will not be duplicated in future.

[Save Voucher As Draft](#) [Save Voucher](#) [Back](#)

- Common Setup
- Budgeting
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 - Receipt Voucher

Create Payment Voucher by Copying from Existing Voucher

Option 2: Copy from 'search payment voucher'

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[S-FBK01-01] [FMP](#) > [Bookkeeping](#) > [Payment Voucher](#)

Create New Voucher

Accounting Month (MM/YYYY)

01/2003

Voucher Type

(GP) Payment voucher (Government Fund)

Voucher No.

☐ Copy From Voucher

Accounting Month (MM/YYYY)

Voucher Type

Voucher No.

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

Create Voucher

Search Voucher Details

Voucher Date (DD/MM/YYYY)

Voucher Status

Voucher Type

Voucher No.

☐ Search Voucher(s) with Quotation/Tender Number

Payment Method

Advanced Search

(Voucher Particulars, Quotation/Tender Particulars, Account Code, Accounting Line Particulars, Bank Ledger Code, Cheque No., Bank Payment No.)

Search Reset

Step 1. Click [Bookkeeping] → [Payment Voucher] from the left menu

Step 2. Enter the search criteria

- (i) Either voucher date or voucher no. must be entered
- (ii) Enter other searching criteria. The searching phrase under [Advanced Search] section should consist of at least 2 characters.

Step 3. Click [Search] button

Create Payment Voucher by Copying from Existing Voucher

Option 2: Copy from 'search payment voucher'

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[S-FBK01-02] FMP > Bookkeeping > Payment Voucher

Search Voucher Details

Voucher Date (DD/MM/YYYY)

To

Voucher Status

All

Voucher Type

All

Voucher No.

PF03/01-00023 To

☐ Search Voucher(s) with Quotation/Tender Number Only

Quotation/Tender Number

To

Payment Method

All

Advanced Search

(Voucher Particulars, Quotation/Tender Reference, Programme Code, Account Code, Accounting Line Particulars, Amount, Payee's Name, Bank Ledger Code, Cheque No., Bank Particulars)

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

 Search

 Back

<input type="checkbox"/>	<u>Voucher No.</u> <input type="button" value="v"/>	<u>Voucher Date</u> (DD/MM/YYYY)	Voucher Particulars	Gross Credit Amount \$	Payee's Name	<u>Voucher</u> <u>Status</u>
<input type="checkbox"/>	PF03/01-00023	28/01/2003	testtest	100.00		Unposted

Note 1: Posted voucher is not allowed to delete

Note 2: All vouchers of search

 Copy to

 Delete

Step 4. Click the checkbox next to [Voucher No.]

Step 5. Click [Copy to] button

 Top

Create Payment Voucher by Copying from Existing Voucher

Option 2: Copy from 'search payment voucher'

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[S-FBK01-01] FMP > Bookkeeping > Payment Voucher

Create New Voucher

Accounting Month (MM/YYYY) 01/2003
Voucher Type (GP) Payment voucher (Government Fund)
Voucher No. GP0001-01

☒ Copy From Voucher

Accounting Month (MM/YYYY) 01/2003
Voucher Type (PF) Provident fund voucher - ORSO & MPF
Voucher No. PF03/01-00023

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

Create Voucher

Search Voucher Details

Voucher Date (DD/MM/YYYY) To
Voucher Status All
Voucher Type All
Voucher No. To

☐ Search Voucher(s) with Quotation/Tender Number Only
Quotation/Tender Number

Payment Method

Advanced Search

(Voucher Particulars, Quotation/Tender Reference, Account Code, Accounting Line Particulars, Amount, Bank Ledger Code, Cheque No., Bank Particulars)

Step 6. Fill in the new voucher essential information

Step 7. Click [Create Voucher] button

Create Payment Voucher by Copying from Existing Voucher

Option 2: Copy from 'search payment voucher'

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[S-FBK01-01] FMP > Bookkeeping > Payment Voucher

Add Voucher Details

Accounting Month (MM/YYYY) 01/2003
Voucher Type Payment voucher (C)
Voucher No. GP0001-01
Voucher Date (DD/MM/YYYY) 31/01/2003
Voucher Particulars testtest
Quotation/Tender Number 200301-PV-001
Gross Credit Amount \$ 100.00
Voucher Status Draft

Step 8. Click [Save Voucher As Draft] or [Save Voucher] button to save the voucher

Note: Voucher details will be copied by default. Users can update the voucher details before saving the voucher.

Bottom

Accounting Line Information (Debit)

Sch Level/Session
Programme
Account Code
Particulars
(Default same as Bank Particulars)
Amount \$

Note: Programme is required for expenditure account only

[Chart of Account](#) [Add](#) [Reset](#)

<input type="checkbox"/>	Line No.	Sch Level/Session	Programme	Account Code	Amount \$	Budget Check
<input type="checkbox"/>	1	Primary/AM	CHIN - Chinese	G1023001111 - AUTO CREATE ACCOUNT	100.00	

Budget Check: S - Sufficient fund; I - Insufficient fund; N/A - Not applicable

[Delete](#)

Top

Note: Voucher number must be unique throughout the system. If auto generated voucher number option has not been selected, please ensure that the same voucher number will not be duplicated in future.

[Save Voucher As Draft](#) [Save Voucher](#) [Back](#)

FMP
Common Setup
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Bookkeeping

Update Payment Voucher

- Allows user to retrieve an existing payment voucher and update the voucher details.
- Only draft or unposted vouchers can be updated.
- Posted voucher will appear as read-only mode. All vouchers created in Staff Cost Module can be enquired only but cannot be updated in Bookkeeping Module.
- Vouchers created in Capital Asset Register and Sales and Stock Modules cannot be retrieved under this function.
- A voucher can be saved as either 'Draft' or 'Unposted'.
- If the voucher is saved as 'Draft', the system will not go through budget check and the voucher is not ready to be posted.
- If the voucher is saved as 'Unposted', the system will go through budget check and voucher is ready to be posted.
- If the voucher to be updated was set to 'Unposted' status already, it cannot be saved as 'Draft' status.
- If the payment method is "Cheque - With Printing", then the printed cheque must be printed and confirmed before posting.

Update Payment Voucher

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Create New Voucher

Accounting Month (MM/YYYY)

01/2003

Voucher Type

(GP) Payment voucher (Government Fund)

Voucher No.

☐ Copy From Voucher

Accounting Month (MM/YYYY)

Voucher Type

Voucher No.

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

Create Voucher

Search Voucher Details

Voucher Date (DD/MM/YYYY)

Voucher Status

Voucher Type

Voucher No.

☐ Search Voucher(s)

Quotation/Tender Num

Payment Method

Advanced Search

(Voucher Particulars, Q

Account Code, Account

Bank Ledger Code, Che

Search Reset

Step 1. Click [Bookkeeping] → [Payment Voucher] from the left menu

Step 2. Enter the search criteria

- (i) Either the voucher date or the voucher no. must be entered
- (ii) Enter other searching criteria. The searching phrase under [Advanced Search] section should consist of at least 2 characters.

Update Payment Voucher

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Create New Voucher

Accounting Month (MM/YYYY)

01/2003

Voucher Type

(GP) Payment voucher (Government Fund)

Voucher No.

Copy From Voucher

Accounting Month (MM/YYYY)

Voucher Type

Voucher No.

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

Create Voucher

Search Voucher Details

Voucher Date (DD/MM/YYYY)

Voucher Status

Voucher Type

Voucher No.

☐ Search Voucher(s) with Quotation/Tender Number Only
Quotation/Tender Number

Payment Method

Advanced Search

(Voucher Particulars, Quotation/Tender Reference, Account Code, Accounting Line Particulars, Amount, Bank Ledger Code, Cheque No., Bank Particulars)

Search

Reset

Step 3. Click [Search] button

Users can search for vouchers of any voucher status.

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- Common Setup
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- Bookkeeping

Update Payment Voucher

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Search Voucher Details

Voucher Date (DD/MM/YYYY)

 To

Voucher Status

Voucher Type

Voucher No.

 To

☐ Search Voucher(s) with Quotation/Tender Number Only

Quotation/Tender Number

 To

Payment Method

Advanced Search

(Voucher Particulars, Quotation/Tender Reference, Programme Code, Account Code, Accounting Line Particulars, Amount, Payee's Name, Bank Ledger Code, Cheque No., Bank Particulars)

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

Search

Back

Voucher status is shown here

<input type="checkbox"/>	<u>Voucher No.</u>	<u>Voucher Date</u> (DD/MM/YYYY)	<u>Voucher Particulars</u>	<u>Gross Credit Amount</u> \$	<u>Payee's Name</u>	<u>Voucher Status</u>
<input type="checkbox"/>	PF03/01-00023	28/01/2003	testtest	100.00		Unposted

Note 1: Posted voucher is not allowed to delete

Note 2: All vouchers of search result are exported

Copy to

Delete

Export

Step 4. Click [Voucher No.] hyperlink

Note: Posted voucher and voucher created in Staff Cost Module cannot be updated.

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Update Payment Voucher

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Update Voucher Details

Accounting Month (MM/YYYY) 01/2003

Voucher Type Provident fund voucher - ORSO & MPF (PF)

Voucher No. PF03/01-00023

Voucher Date (DD/MM/YYYY) 27/01/2003 

Voucher Particulars testtest

Quotation/Tender Number 200301-PV-001

Gross Credit Amount \$ 100.00

Voucher Status Unposted

Step 5. Update Voucher Details, if necessary

FMP

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Accounting Line Information (Debit)

Sch Level/Session

Programme

Account Code 

Particulars

(Default same as Bank Particulars)

Amount \$

Bank Ledger Information (Credit)

Note: Programme is required for expenditure account only

[Chart of Account](#)

 [Add](#)

 [Reset](#)

<input type="checkbox"/>	Line No.	Sch Level/Session	Programme	Account Code	Amount \$	Budget Check
<input type="checkbox"/>	1	Primary/AM	CHIN - Chinese	G1023001111 - AUTO CREATE ACCOUNT	100.00	I

Budget Check: S - Sufficient fund; I - Insufficient fund; N/A - Not applicable

 [Delete](#)

[Save Voucher](#)

 [Preview & Print](#)

 [Back](#)

Budget Check:
S - Sufficient Fund
I - Insufficient Fund
N/A - Not Applicable

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Update Payment Voucher

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Update Voucher Details

Accounting Month (MM/YYYY) 01/2003

Voucher Type Provident fund voucher - ORSO & MPF (PF)

Voucher No. PF03/01-00023

Voucher Date (DD/MM/YYYY) 27/01/2003 

Voucher Particulars testtest

Quotation/Tender Number 200301-PV-001

Gross Credit Amount \$ 100.00

Voucher Status Unposted

FMP

▶ Common Setup

▶ Budgeting

▼ Bookkeeping

▼ Bottom

Accounting Line Information (Debit)

Sch Level/Session Primary/AM

Programme CHIN - Chinese

Account Code  G1023001111 [AUTO CREATE ACCOUNT](#)

Particulars testtest

Amount \$ 100.00

Bank Ledger Information (Credit)

Step 6. Add / Edit / Delete accounting line(s)

Note: Programme is required for expenditure account only

[Chart of Account](#)

 [Save](#)

 [Reset](#)

	Line No.	Sch Level/Session	Programme	Account Code	Amount \$	Budget Check
	<u>1</u>	Primary/AM	CHIN - Chinese	G1023001111 - AUTO CREATE ACCOUNT	100.00	I

Budget Check: S - Sufficient fund; I - Insufficient fund; N/A - Not applicable

 [Delete](#)

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Update Payment Voucher


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Update Voucher Details

Accounting Month (MM/YYYY) 01/2003
Voucher Type Provident fund voucher - ORSO & MPF (PF)
Voucher No. PFD03/01-00023
Voucher Date (DD/MM/YYYY) 27/01/2003 
Voucher Particulars testtest
Quotation/Tender Number 200301-PV-001
Gross Credit Amount \$ 100.00
Voucher Status Unposted

FMP

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Accounting Line Information (Debit)

Bank Ledger Code

Payment Method

Payee's Name

Cheque No.

Bank Particulars

(Default same as Voucher Particulars)

G5001 - Bank - Government Fund ▼

Cheque - Without Printing

Bank Ledger Information (Credit)

Required for "Cheque - With Printing"

Leave Blank for "Cheque - With Printing"

testtest

Step 7. Click [\[Bank Ledger Information \(Credit\)\]](#) hyperlink

Note: When user shifts to [\[Bank Ledger Information \(Credit\)\]](#) link, the previously inputted Accounting Line Information (Debit) will be auto-saved and added.

Step 8. Update bank ledger information if necessary

Update Payment Voucher


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Update Voucher Details

Accounting Month (MM/YYYY) 01/2003
Voucher Type Provident fund voucher - ORSO & MPF (PF)
Voucher No. PF03/01-00023
Voucher Date (DD/MM/YYYY) 27/01/2003 
Voucher Particulars testtest
Quotation/Tender Number 200301-PV-001
Gross Credit Amount \$ 100.00
Voucher Status Unposted

FMP

▶ Common Setup

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▼ Bookkeeping

Accounting Line Information (Debit)

Bank Ledger Code G5001 - Bank - Government Fund ▼
Payment Method Cheque - Without Printing
Payee's Name Required for "Cheque - With Printing"
Cheque No. Leave Blank for "Cheque - With Printing"
Bank Particulars testtest
(Default same as Voucher Particulars)

Bank Ledger Information (Credit)

Note 1: Payee's Name is required for "Cheque - With Printing". This is optional for "Cheque - Without Printing".
Note 2: Cheque No. should be left blank for "Cheque - With Printing". This is optional for "Cheque - Without Printing".

Save Voucher

 Preview & Print

 Back

Step 9a. For unposted voucher, user is allowed to save voucher as unposted only. Click [Save Voucher] to save the voucher.

Update Payment Voucher


User: fanny1 Last Login: 05/06/2003 11:03 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

5 June 2003 15:50

[S-FBK01-04] [FMP](#) > [Bookkeeping](#) > [Payment Voucher](#)

Add Voucher Details

Accounting Month (MM/YYYY) 01/2003
Voucher Type Payment voucher (Government Fund) (GP)
Voucher No. GP0001-01
Voucher Date (DD/MM/YYYY) 31/01/2003 
Voucher Particulars Voucher Particulars
Quotation/Tender Number
Gross Credit Amount \$ 2,500.00
Voucher Status Draft

Accounting Line Information (Debit)

Bank Ledger Code G5001 - Bank - Government Fund
Payment Method Cheque - Without Printing

Payee's Name Required for "Cheque - With Printing"

Cheque No. Leave Blank for "Cheque - With Printing"

Bank Particulars
(Default same as Voucher Particulars)

Note 1: Payee's Name is required for "Cheque - With Printing". This is optional for "Cheque - Without Printing".

Note 2: Cheque No. should be left blank for "Cheque - With Printing". This is optional for "Cheque - Without Printing".

Note: Voucher number must be unique throughout the system. If auto generated voucher number option has not been selected, please ensure that the same voucher number will not be duplicated in future.

[Save Voucher As Draft](#) [Save Voucher](#) [Back](#)

Step 9b. For draft voucher, user is allowed to save voucher as draft or unposted. Click [Save Voucher As Draft] or [Save Voucher] to save the voucher.

- Payment Voucher
- Receipt Voucher
- Journal Voucher
- Petty Cash Voucher
- Cheque Printing

Print Payment Voucher

- Allows user to print payment voucher detailed information under 'Draft', 'Unposted' and 'Posted' status.
- User should print out a payment voucher under 'Unposted' status and submit it to supervisor together with supporting documents such as invoice and cheque for checking first. After that, Principal can approve this voucher by signing on the designed position of the voucher.

Print Payment Voucher


User: fanny1 Last Login: 05/06/2003 11:03 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

5 June 2003 15:50

[S-FBK01-03] [FMP](#) > [Bookkeeping](#) > [Payment Voucher](#)

Update Voucher Details

Accounting Month (MM/YYYY) 01/2003
Voucher Type Provident fund voucher - ORSO & MPF (PF)
Voucher No. PF03/01-00023
Voucher Date (DD/MM/YYYY) 27/01/2003 
Voucher Particulars testtest
Quotation/Tender Number 200301-PV-001
Gross Credit Amount \$ 100.00
Voucher Status Unposted

FMP

▶ Common Setup

▶ Budgeting

▼ Bookkeeping

Accounting Line Information (Debit)

Bank Ledger Code G5001 - Bank - Government Fund ▼
Payment Method Cheque - Without Printing
Payee's Name
Cheque No.
Bank Particulars testtest
(Default same as Voucher Particulars)

Note 1: Payee's Name is required for "Cheque - With Printing". This
Note 2: Cheque No. should be left blank for "Cheque - With Printing"

Bank Ledger Information (Credit)

[Save Voucher](#)  [Preview & Print](#)  [Back](#)

To print payment voucher, follow the steps for 'Update Payment Voucher' to view details of a particular voucher.

Step 1. Click [Preview & Print] button

A report page (PDF format) will pop up.

Print Payment Voucher

Address http://pan.jsp/rpt/viewPreviewFile.jsp?type=R&fileName=fmp/17006_1059032965781.pdf Go Links >>

115%

R-FBK006-E

LUI KEE SECONDARY SCHOOL
PAYMENT VOUCHER (UNPOSTED)

Sch Level/Session : ALL
Accounting Month : 09/2001
Voucher No Range : GP0901-01 to GP0901-01 (Sort by)

Print By : fannyl
Date : 24/07/2003
Time : 15:49
Page : 1 of 1

<u>LINE NO</u>	<u>ACCOUNT CODE</u>	<u>ACCOUNT NAME</u>	<u>DEBIT</u> \$	<u>AMOUNT</u> \$	<u>CREDIT</u> \$	<u>PARTICULARS</u>	<u>PROGRAMME CODE</u>	<u>PROGRAMME NAME</u>
30/09/2001 Voucher No.: GP0901-01(Unposted) Voucher Particulars: Books								
1	G1004005001	Grant Expenses	2,500.00			Books	0001	MATHS
2	G5001	Bank - Government Fund			2,500.00	Books		
Total :			2,500.00		2,500.00			

Cheque No : _____ Payable To : _____

Other Remarks (If any) : _____

Prepared By : _____ Checked By : _____ Approved By : _____

Date : _____ Date : _____ Date : _____

Step 2. Select Print Function from the pop-up window and print the voucher through local printer

Remarks field is for user to fill in manually

Delete Payment Voucher

- Allows user to delete a draft or unposted voucher.
- Posted voucher, voucher created in Staff Cost Module and payment voucher with confirmed system-printed cheque cannot be deleted.
- All deleted vouchers will be captured in “List of Deleted Vouchers (R-FBK040-E)” report.
- Deleted vouchers cannot be retrieved in all other online functions.
- Deleted voucher number cannot be re-used.
- Manual input cheque number and system cheque number of the deleted voucher cannot be re-used.
- When deleting an unposted voucher, actual income / expenditure captured in the approved budget will be rolled back.

Delete Payment Voucher

User: fanny1 Last Login: 05/06/2003 11:03 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

5 June 2003 15:50

[S-FBK01-02] FMP > Bookkeeping > Payment Voucher

Search Voucher Details

Voucher Date (DD/MM/YYYY)

To

Voucher Status

All

Voucher Type

All

Voucher No.

PF03/01-00023 To

☐ Search Voucher(s) with Quotation/Tender Number Only

Quotation/Tender Number

To

Payment Method

All

Advanced Search

(Voucher Particulars, Quotation/Tender Reference, Programme Code, Account Code, Accounting Line Particulars, Amount, Payee's Name, Bank Ledger Code, Cheque No., Bank Particulars)

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

<input type="checkbox"/>	<u>Voucher No.</u> ▲	<u>Voucher Date</u> (DD/MM/YYYY)	<u>Voucher Particulars</u>	<u>Gross Credit Amount</u> \$	<u>Payee's Name</u>	<u>Voucher Status</u>
<input type="checkbox"/>	PF03/01-00023	28/01/2003	testtest	100.00		Unposted

Note 1: Posted voucher is not allowed to delete

Note 2: All vouchers of search result are exported

To delete payment voucher, follow the steps for 'Update Payment Voucher' to search for voucher(s) to be deleted.

Step 1. Select the checkbox(es) next to [Voucher No.]

[Top](#)

Delete Payment Voucher

User: fanny1 Last Login: 05/06/2003 11:03 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

5 June 2003 15:50

[S-FBK01-02] FMP > Bookkeeping > Payment Voucher

Search Voucher Details

Voucher Date (DD/MM/YYYY)

To

Voucher Status

All

Voucher Type

All

Voucher No.

PF03/01-00023 To

☐ Search Voucher(s) with Quotation/Tender Number Only

Quotation/Tender Number

To

Payment Method

All

Advanced Search

(Voucher Particulars, Quotation/Tender Reference, Programme Code, Account Code, Accounting Line Particulars, Amount, Payee's Name, Bank Ledger Code, Cheque No., Bank Particulars)

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

<input checked="" type="checkbox"/>	<u>Voucher No.</u> <input type="button" value="v"/>	<u>Voucher Date</u> (DD/MM/YYYY)	<u>Voucher Particulars</u>	<u>Gross Credit Amount</u> \$	<u>Payee's Name</u>	<u>Voucher Status</u>
<input checked="" type="checkbox"/>	PF03/01-00023	28/01/2003	testtest	100.00		Unposted

Note 1: Posted voucher is not allowed to delete

Note 2: All vouchers of search result are exported

Step 2. Click [Delete] button

Export Payment Voucher

- Allows user to export the detailed information of payment vouchers with status of 'Draft', 'Unposted' and 'Posted'.

Export Payment Voucher

User: super1 Login Time: 20/01/2017 09:26 [Logout](#) | [Help](#) | [+](#)

Current School Year: 2007 20 January 20

RICTED)

[S-FBK01-02] FMP > Bookkeeping > Payment Voucher

Search Voucher Details

Voucher Date (DD/MM/YYYY)

31/07/2016 To 31/07/2016

Voucher Status

All

Voucher Type

All

Voucher No.

To

☐ Search Voucher(s) with Quotation/Tender Number Only

Quotation/Tender Number

To

Payment Method

All

Advanced Search

(Voucher Particulars, Quotation/Tender Reference, Programme Code, Account Code, Accounting Line Particulars, Amount, Payee's Name, Bank Ledger Code, Cheque No., Bank Particulars)

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

Search Back

<input type="checkbox"/>	<u>Voucher No.</u>	<u>Voucher Date</u> (DD/MM/YYYY)	Voucher Particulars	Gross Credit Amount \$	Payee's Name	<u>Voucher Status</u>
<input type="checkbox"/>	CA16/07-00005	31/07/2016	Air-conditioner in RM202	25,000.00		Posted
<input type="checkbox"/>	CA16/07-00006	31/07/2016	Air-conditioner in RM202	25,000.00		Posted
<input type="checkbox"/>	PRO02A	31/07/2016	ATestir			ed

Note 1: Posted voucher is not allowed to delete

Note 2: All vouchers of search result are exported

Copy to Delete Export

To export payment voucher, follow the steps for 'Update Payment Voucher' to search for voucher(s) to be exported.

Step 1. Click [Export] button

Export Payment Voucher

fbk_export (1).xls [Compatibility Mode] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ADD-INS

Paste Cut Copy Format Painter

Arial 10 A A B I U Font

Alignment Merge & Center

General Number Conditional Formatting

L29 : X ✓ fx A2002001001(津貼帳開支 - 消滅噪音津貼)

	A	B	C	D	E	F	G	H	I	J
	學校級別/授課制	傳票編號	傳票日期 (DD/MM/YYYY)	傳票摘要	投標書/報價單號碼	總貨方金額\$	收款人姓名	傳票狀況	行數	行數摘要
1	小學/上午	12GP1509	31/08/2014	1243		123.0	123	未過帳	1	12
2	小學/上午	AA4555	31/10/2010	4555		1188.0		已過帳	1	4555
3	小學/下午	AA4555	31/10/2010	4555		1188.0		已過帳	2	4555
4	小學/下午	BP100	30/09/2010	testing		123.0		已過帳	1	testing
5	小學/上午	BS12/12-0	31/12/2012	Purchase c		3600.0		已過帳	1	Purchase c
6	小學/上午	BS13/12-0	31/12/2013	Purchase 5		1800.0		已過帳	1	Purchase 5
7	小學/上午	CA12/10-0	31/10/2012	Purchase 1		5000.0		已過帳	1	Purchase 1
8	小學/上午	CA15/07-0	31/07/2015	Testing CA		1000.0		已過帳	1	Testing CA
9	小學/上午	CA15/07-0	31/07/2015	Testing CA						
10	小學/上午	CA16/07-0	31/07/2016	Air-conditic	QN2016/07-010					
11	小學/上午	CA16/07-0	31/07/2016	Air-conditic	QN 2016/07-010					
12	小學/上午	GP001AM	30/09/2011	Testing						
13	小學/上午	GP001AM	30/09/2011	Testing						
14	小學/上午	GP001AM	30/09/2011	Testing						
15	小學/上午	GP001AM	30/09/2011	Testing						
16	小學/上午	GP001AM	30/09/2011	Testing						
17	小學/上午	GP001AM	30/09/2011	Testing		9820000.79		已過帳	5	Testing
18	小學/上午	GP001AM	30/09/2011	Testing		9820000.79		已過帳	6	Testing
19	小學/上午	GP001AM	30/09/2011	Testing		9820000.79		已過帳	7	Testing
20	小學/上午	GP092012	30/09/2012	uuuu		100000.0	11111	已過帳	1	uuuu
21	小學/上午	GP111	30/09/2011	Testing		2800.0	ABC Compan	已過帳	1	Testing
22	小學/上午	GP12/08-0	31/08/2012	Claw Back		100.0		已過帳	1	Claw Back
23	小學/上午	GP123	01/10/2010	Testing		1500.0	ABC Compan	已過帳	1	Testing

Step 2. Open the exported document (in EXCEL format), check the detailed information of vouchers selected.

Note:

- Structure of Autogen & Manual voucher no.:
 - a) Autogen- <Voucher Type Prefix>YY/MM>-<System Sequence no.> (Total 13 characters)
 - b) Manual- Maximum 12 characters (10 digits for users to manually input the voucher number and 2 for the voucher prefix)

- Update Voucher
 - a) Draft or unposted voucher is allowed for updating
 - b) Payment method of unposted voucher cannot be changed
 - c) For unposted voucher with confirmed print cheque, total debit amount cannot be changed
 - d) Voucher created in Staff Cost Module cannot be updated in Bookkeeping

- Voucher not allowed to be deleted
 - a) Posted voucher
 - b) Voucher created in Staff Cost Module
 - c) Voucher already with confirmed print cheque

- Implication on voucher deletion
 - a) Voucher no. cannot be re-used
 - b) Deleted voucher can be viewed in List of Deleted Vouchers report (R-FBK040-E)
 - c) Receipts and committed amount of the approved budget will be rolled back when deleting unposted voucher

◆ Voucher Default Date Value: last date of the selected accounting month.

◆ Information in voucher details/accounting line/ bank particulars:

- a) Voucher particulars: Mandatory
- b) Bank particulars: follow (a) if leaving it blank
- c) A/C line particulars: follow (b) if leaving it blank

◆ Payment Method:

- a) Cheque - With Printing (system cheque)
- b) Cheque - Without Printing (manual cheque)

◆ Default Bank Ledger Code is defined in Voucher Type Maintenance under Common Setup.

◆ When filling in voucher information, if the desired programme or account code has not been created or the code is not active, user is allowed to link to COA - Account Code Maintenance to create a new programme or a new account code or to set the status of the code as active.

◆ Once a voucher is saved as 'Unposted', it is not allowed to be re-saved as 'Draft'. Upon saving a voucher as 'Unposted', budget check will be performed (based on the budget check option defined in Common Setup - School Accounting Information) if the budget of the selected accounting year has been approved.



Press
ESCAPE
to return