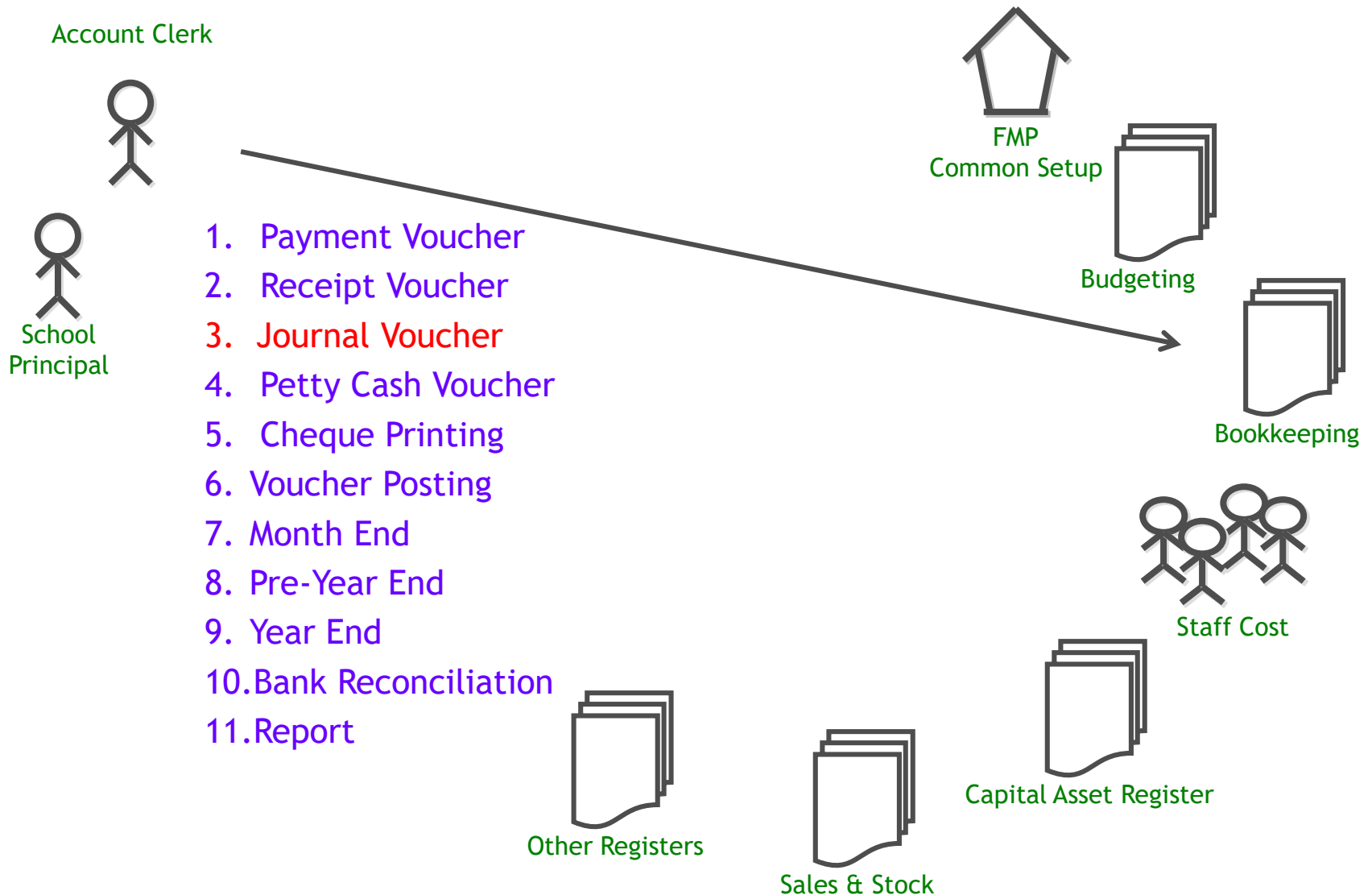


FMP - Bookkeeping



Bookkeeping - Journal Voucher

- Journal voucher can be created in any one of the 'opened' accounting months.
- Journal voucher can be created either from scratch or by copying from an existing journal 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 journal voucher for verification and approval.

Input Structure of Journal Voucher

◆ Voucher Details

- User has to specify voucher detail information - accounting month, voucher type, voucher number, voucher date and voucher particulars.
- Gross credit and debit amount, and voucher status are displayed for reference.
- User is required to fill in both debit and credit side in Accounting Line Information. No default bank/ cash ledger information for journal voucher. Debit and Credit entries are all defined in Accounting Line Information.

Input Structure of Journal Voucher

◆ Accounting Line Information

- A draft voucher should have one or more accounting lines. An unposted voucher should have two or more accounting lines with total debit amount equal to total credit amount.
- Negative amount is not allowed.
- Each accounting line is attached to school level and session, programme, account code, Debit/Credit entry, particular and amount. Duplicated accounting line entry with identical school level / session, programme and account code is not allowed.
- 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.
- Journal voucher is normally for recording expense item as debit entry and income item as credit entry. Abnormal line message will be displayed if debit Income Account Code or credit Expenditure Account Code is entered. The voucher is still saved anyway.

Create Journal Voucher

- Allows user to create new journal voucher in any one of the opened accounting months.
- Other than creating Bookkeeping journal voucher, user can also create Staff Cost provident fund (GSS) journal voucher. User can choose to create journal voucher of any voucher types under Journal Voucher.
- Staff Cost provident fund (GSS) journal voucher created in Bookkeeping Module will not update provident fund register upon posting the voucher.

Create Journal Voucher

User: fanny1 Last Login: 24/07/2003 11:24 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

24 July 2003 16:13

[S-FBK08-01] [FMP](#) > [Bookkeeping](#) > [Journal Voucher](#)

Create New Voucher

Accounting Month (MM/YYYY)

09/2001

Voucher Type

(JV) Bookkeeping Journal Voucher

Voucher No.

Auto

☐ 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

Voucher Type

Voucher No.

Advanced Search

(Voucher Particulars, Programme Code, Account Code, Accounting Line Particulars, Ar

[Search](#)

[Reset](#)

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

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

Create Journal Voucher

User: fanny1 Last Login: 24/07/2003 11:24 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

24 July 2003 16:13

[S-FBK08-01] [FMP](#) > [Bookkeeping](#) > [Journal Voucher](#)

Create New Voucher

Accounting Month (MM/YYYY)

09/2001

Voucher Type

(JV) Bookkeeping Journal Voucher

Voucher No.

0901-01

☐ 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.

Advanced Search

(Voucher Particulars, Programme Code,
Account Code, Accounting Line Particulars, Ar

 Search

 Reset

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

Create Journal Voucher

User: fanny1 Last Login: 24/07/2003 11:24 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

24 July 2003 16:13

[S-FBK08-03] FMP > Bookkeeping > Journal Voucher

Add Voucher Details

Accounting Month (MM/YYYY) 09/2001
Voucher Type Bookkeeping Journal Voucher (JV)
Voucher No. 0901-01
Voucher Date (DD/MM/YYYY) 30/09/2001
Voucher Particulars
Gross Debit Amount \$ 0.00
Gross Credit Amount \$ 0.00
Voucher Status Draft

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

▼ Bottom

Accounting Line Information

Sch Level/Session Secondary/Whole Day
Programme
Account Code
Dr/Cr
Particular
(Default same as Voucher Particulars)
Amount \$

Step 4. Fill in the voucher details

Note: Programme is required for expenditure account only

[Chart of Account](#)

[Add](#)

[Reset](#)

[Back](#)

▲ 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.

Please add accounting line information

Create Journal Voucher


User: fanny1 Last Login: 24/07/2003 11:24 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

24 July 2003 16:13

[S-FBK08-03] [FMP](#) > [Bookkeeping](#) > [Journal Voucher](#)

Add Voucher Details

Accounting Month (MM/YYYY) 09/2001
Voucher Type Bookkeeping Journal Voucher (JV)
Voucher No.
Voucher Date (DD/MM/YYYY) 
Voucher Particulars
Gross Debit Amount \$ 0.00
Gross Credit Amount \$ 0.00
Voucher Status Draft

▼ Bottom

Accounting Line Information

Sch Level/Session Secondary/Whole Day
Programme
Account Code 
Dr/Cr
Particular
(Default same as Voucher 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 generate will not be duplicated in future.

Please add accounting line information

Step 5. Fill in the fields of Accounting Line Information

Create Journal Voucher

User: fanny1 Last Login: 24/07/2003 11:24 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

24 July 2003 16:13

[S-FBK08-03] FMP > Bookkeeping > Journal Voucher

Add Voucher Details

Accounting Month (MM/YYYY) 09/2001
Voucher Type Bookkeeping Journal Voucher (JV)
Voucher No. 0901-01
Voucher Date (DD/MM/YYYY) 30/09/2001
Voucher Particulars Books
Gross Debit Amount \$ 0.00
Gross Credit Amount \$ 0.00
Voucher Status Draft

Step 5a) Add Accounting Line

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

Accounting Line Information

Sch Level/Session Secondary/Whole Day
Programme 0001 - MATHS
Account Code G1004005001 Grant Expenses
Dr/Cr Dr
Particular
(Default same as Voucher Particulars)
Amount \$ 500

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

Create Journal Voucher

User: fanny1 Last Login: 24/07/2003 11:24 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

24 July 2003 16:15

[S-FBK08-03] FMP > Bookkeeping > Journal Voucher

Add Voucher Details

Accounting Month (MM/YYYY) 09/2001
Voucher Type Bookkeeping Journal Voucher (JV)
Voucher No. 0901-01
Voucher Date (DD/MM/YYYY) 30/09/2001
Voucher Particulars Books
Gross Debit Amount \$ 0.00
Gross Credit Amount \$ 0.00

Voucher Status

Entry of account code:
Method 2
Click the search icon

Step 5a) Add Accounting Line
iii) Enter account code

Accounting Line

Sch Level/Session Secondary/Whole Day
Programme 10001 - MATHS
Account Code G1004005001
Dr/Cr
Particular
(Default same as Voucher Particulars)
Amount \$ 500

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

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

Create Journal 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



Close

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

Search Account Code

Fund Source & Ledger Code

Sub-Ledger Code

Account Code

Select

Close

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

11701 - Grants outside OEBG/ EOEBG



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 Journal 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	<input checked="" type="radio"/> User Defined Order <input type="radio"/> Account Code
 Copy	 Close

Search Account Code

Fund Source & Ledger Code	11701 - Grants outside OEBG/ EOEBG
Sub-Ledger Code	
Account Code	
 Select	 Close

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

Create Journal Voucher

User: fanny1 Last Login: 24/07/2003 11:24 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

24 July 2003 16:15

[S-FBK08-03] FMP > Bookkeeping > Journal Voucher

Add Voucher Details

Accounting Month (MM/YYYY) 09/2001
Voucher Type Bookkeeping Journal Voucher (JV)
Voucher No. 0901-01
Voucher Date (DD/MM/YYYY) 30/09/2001
Voucher Particulars Books
Gross Debit Amount \$ 0.00
Gross Credit Amount \$ 0.00
Voucher Status Draft

Bottom

Accounting Line Information

Sch Level/Session Secondary/Whole Day
Programme 0001 - MATHS
Account Code G1004005001 Grant Expenses
Dr/Cr
Particular
(Default same as Voucher Particulars)
Amount \$ 500

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 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.

Create Journal Voucher

User: fanny1 Last Login: 24/07/2003 11:24 Logout Help 中文版本

Current School Year: 2002

24 July 2003 16:15

[S-FBK08-03] FMP > Bookkeeping > Journal 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: 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 is used, ensure that the same voucher number will not be duplicated in future.

Please add accounting line information

Top

Create Journal Voucher

User: fanny1 Last Login: 24/07/2003 11:24 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

24 July 2003 16:13

[S-FBK08-03] [FMP](#) > [Bookkeeping](#) > [Journal Voucher](#)

Add Voucher Details

Accounting Month (MM/YYYY) 09/2001
Voucher Type Bookkeeping Journal Voucher (JV)
Voucher No. 0901-01
Voucher Date (DD/MM/YYYY) 30/09/2001
Voucher Particulars Books
Gross Debit Amount \$ 0.00
Gross Credit Amount \$ 0.00
Voucher Status Draft

Accounting Line Information

Sch Level/Session Secondary/Whole Day
Programme 0001 - MATHS
Account Code G1004005001 Grant Expenses
Dr/Cr Dr
Particular
(Default same as Voucher Particulars)
Amount

Note: Programme is required for expenditure account only

[Chart of Account](#)

[Add](#)

[Reset](#)

[Back](#)

Step 5a) Add Accounting Line

iv) Select either Debit or Credit entry

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 Journal Voucher

User: fanny1 Last Login: 24/07/2003 11:24 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

24 July 2003 16:15

[S-FBK08-03] FMP > Bookkeeping > Journal Voucher

Add Voucher Details

Accounting Month (MM/YYYY) 09/2001
Voucher Type Bookkeeping Journal Voucher (JV)
Voucher No. 0901-01
Voucher Date (DD/MM/YYYY) 30/09/2001
Voucher Particulars Books
Gross Debit Amount \$ 0.00
Gross Credit Amount \$ 0.00
Voucher Status Draft

Accounting Line Information

Sch Level/Session Secondary/Whole Day
Programme 0001 - MATHS
Account Code G1004005001 Grant Expenses
Dr/Cr Dr

Particular
(Default same as Voucher Particulars)

Amount \$ 500

Note: Programme is required for expenditure account only

[Chart of Account](#)

[Add](#)

[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

v) Enter Particulars (optional)
vi) Enter Amount

Step 5a) Add Accounting Line

vii) Click [Add] button

[Top](#)

Please ensure that the same voucher number

Create Journal Voucher

User: fanny1 Last Login: 24/07/2003 11:24 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

24 July 2003 16:16

Add Voucher Details

Accounting Month (MM/YYYY) 09/2001

Voucher Type Bookkeeping Journal Voucher (JV)

Voucher No. 0901-01

Voucher Date (DD/MM/YYYY) 30/09/2001

Voucher Particulars Books

Gross Debit Amount \$ 500.00

Gross Credit Amount \$ 0.00

Voucher Status Draft

Step 5a) Add Accounting Line

Accounting line is added

Account

Dr/Cr

Particular
(Default same as Voucher 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	Dr/Cr	Amount \$	Budget Check
<input type="checkbox"/>	1	Secondary Whole Day	0001 - MATHS	G1004005001 - Grant Expenses	Dr	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.

[Top](#)

[Bottom](#)

Create Journal Voucher

User: fanny1 Last Login: 24/07/2003 11:24 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

24 July 2003 16:16

Add Voucher Details

Accounting Month (MM/YYYY) 09/2001

Voucher Type Bookkeeping Journal Voucher (JV)

Voucher No. 0901-01

Voucher Date (DD/MM/YYYY) 30/09/2001

Voucher Particulars Books

Gross Debit Amount \$ 500.00

Gross Credit Amount \$ 0.00

Voucher Status Draft

Bottom

Accounting Line Information

Sch Level/Session Secondary/Whole Day

Programme

Account Code

Dr/Cr

Particular
(Default same as Voucher 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	Dr/Cr	Amount \$	Budget Check
<input type="checkbox"/>	1	Secondary Whole Day	0001 - MATHS	G1004005001 - Grant Expenses	Dr	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.

Step 5b) Update Accounting Line

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

Create Journal Voucher

User: fanny1 Last Login: 24/07/2003 11:24 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

24 July 2003 16:16

Add Voucher Details

Accounting Month (MM/YYYY) 09/2001
Voucher Type Bookkeeping Journal Voucher (JV)
Voucher No. 0901-01
Voucher Date (DD/MM/YYYY) 30/09/2001
Voucher Particulars Books
Gross Debit Amount \$ 500.00
Gross Credit Amount \$ 0.00
Voucher Status Draft

Step 5b) Update Accounting Line

ii) Update the accounting line information

Accounting Line Information

Sch Level/Session Secondary/Whole Day
Programme 0001 - MATHS
Account Code G1004005001 Grant Expenses
Debit / Credit Dr
Particulars Books
(Default same as Voucher Particulars)
Amount \$ 500.00

Note: Programme is required for expenditure account only

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

<input type="checkbox"/>	Line No.	Sch Level/Session	Programme	Account Code	Dr/Cr	Amount \$	Budget Check
<input type="checkbox"/>	1	Secondary Whole Day	0001 - MATHS	G1004005001 Grant Expenses	Dr	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 is used, please ensure that the same voucher number will not be duplicated in future.

Create Journal Voucher

User: fanny1 Last Login: 24/07/2003 11:24 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

24 July 2003 16:16

Add Voucher Details

Accounting Month (MM/YYYY) 09/2001
Voucher Type Bookkeeping Journal Voucher (JV)
Voucher No. 0901-01
Voucher Date (DD/MM/YYYY) 30/09/2001
Voucher Particulars Books
Gross Debit Amount \$ 500.00
Gross Credit Amount \$ 0.00
Voucher Status Draft

- ▼ Bookkeeping
 - Payment Voucher
 - Receipt Voucher
 - Journal Voucher

Step 5c) Delete Accounting Line

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

Dr/Cr

Particular
(Default same as Voucher 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	Dr/Cr	Amount \$	Budget Check
<input type="checkbox"/>	1	Secondary Whole Day	0001 - MATHS	G1004005001 - Grant Expenses	Dr	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.

Create Journal Voucher

User: fanny1 Last Login: 24/07/2003 11:24 Logout | Help | 中文版本

Current School Year: 2002

24 July 2003 16:17

Voucher Type Bookkeeping Journal Voucher (JV)
Voucher No. 0901-01
Voucher Date (DD/MM/YYYY) 30/09/2001
Voucher Particulars Books
Gross Debit Amount \$ 500.00
Gross Credit Amount \$ 500.00
Voucher Status Draft

Step 6. Save Voucher

Step 6a) Save voucher as draft

i) Click [Save Voucher As Draft] button

- No budget check will be performed.
- Total gross debit and credit amount need not to be balanced.
- Draft voucher can be retrieved for updating and saved as draft or unposted subsequently.

Accounting Line Information
Sch Level/Session Secondary/Whole Day
Programme
Account Code
Dr/Cr
Particular
(Default same as Voucher 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	Dr/Cr	Amount \$	Budget Check
<input type="checkbox"/>	1	Secondary/Whole Day	0001 - MATHS	G1004005001 - Grant Expenses	Dr	500.00	
<input type="checkbox"/>	2	Secondary		1501 - Grant Income	Cr	500.00	

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

[Delete](#)

Save Voucher As Draft

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.

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Create Journal Voucher

User: fanny1 Last Login: 24/07/2003 11:24 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

24 July 2003 16:17

Voucher Type

09/2001

Bookkeeping Journal Voucher (IV)

Voucher No.

0901-01

Voucher Date (DD/MM/YYYY)

30/09/2001

Voucher Particulars

Books

Gross Debit Amount

\$ 500.00

Gross Credit Amount

\$ 500.00

Voucher Status

Draft

Accounting Line Information

Sch Level/Session

Secondary/Whole Day

Programme

Account Code

Dr/Cr

Particular

(Default same as Voucher 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	Dr/Cr	Amount \$	Budget Check
<input type="checkbox"/>	1	Secondary Whole Day	0001 - MATHS	G1004005001 - Grant Expenses	Dr	500.00	
<input type="checkbox"/>	2	Secondary Whole Day	-	01 - Grant Income	Cr	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.

Step 6. Save Voucher

Step 6b) Save voucher as unposted

i) Click [Save Voucher] button

-Budget check will be performed if the budget has been approved.

- Total gross debit and credit amount must be balanced.

- Unposted voucher can be retrieved for updating and only can be saved as unposted subsequently.

Save Voucher

 **Top**

Create Journal Voucher

[S-FBK08-03] FMP > Bookkeeping > Journal Voucher

Voucher not saved as the following error found:-

- E-63027 : Line 1 : Insufficient fund at sub-ledger G1004005
- E-63028 : Line 1 : Insufficient fund at ledger G1004

Update Voucher Details

Accounting Month (MM/YYYY)

09/2001

Voucher Type

Journal voucher (JV)

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 Journal Voucher

User: fanny1 Last Login: 24/07/2003 11:24 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

24 July 2003 16:17

[S-FBK08-01] FMP > Bookkeeping > Journal Voucher

JV0901-01 Record updated successfully.

• E-63097 : Abnormal debit accounting line entries

Create New Voucher

Accounting Month (MM/YYYY)

09/2001

Voucher Type

(JV) Journal voucher

Voucher No.

Auto

After saving the voucher as draft or unposted...

Abnormal accounting line message will be displayed if debit Income Account Codes or credit Expenditure Account Codes are selected in the accounting lines. The voucher is still saved.

Carry Forward Account Balance for Existing SAMS Users from SAMS to WebSAMS

User should perform the following steps to carry forward account balances from SAMS to WebSAMS:

1. Create Journal Voucher in the last accounting month (i.e. August or March depending on the accounting period) of the last accounting year and post the voucher to record the closing account balances.
2. Perform Month End Closing for the last accounting month.
3. Perform Provisional Year End Closing for the last accounting year.

Carry Forward Account Balances From SAMS

User: jennifer Login Time: 06/10/2003 08:43 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002 6 October 2003 14:28

Type 2)

[S-FBK08-01] [FMP](#) > [Bookkeeping](#) > [Journal Voucher](#)

Create New Voucher

Accounting Month (MM/YYYY) 08/2002

Voucher Type (Jv) Journal voucher

Voucher No. Auto

☐ Copy From Voucher

Accounting Month (MM/YYYY)

Voucher Type

Voucher No.

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

[Create Voucher](#)

Search Voucher Details

Voucher Date (DD/MM/YYYY) To

Voucher Status All

Voucher Type All

Voucher No. To

Advanced Search
(Voucher Particulars, Programme Code,
Account Code, Accounting Line Particulars, Amount)

[Search](#) [Reset](#)

Step 1. Create a Journal Voucher in the last accounting month (i.e. August or March depending on the accounting period) of the last accounting year

- ▼ FMP
 - ▶ Common Setup
 - ▶ Budgeting
 - ▼ Bookkeeping
 - Payment Voucher
 - Receipt Voucher
 - Journal Voucher
 - Petty Cash Voucher
 - Cheque Printing
 - Voucher Posting
 - Month End
 - Pre-Year End
 - Year End
 - Bank Reconciliation

Carry Forward Account Balances From SAMS

User: jennifer Login Time: 06/10/2003 08:43 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002 6 October 2003 14:32

Type 2)

[S-FBK08-03] FMP > Bookkeeping > Journal Voucher

Add Voucher Details

Accounting Month (MM/YYYY) 08/2002

Voucher Type Journal voucher (JV)

Voucher No.

Voucher Date (DD/MM/YYYY)

Voucher Particulars

Gross Debit Amount \$ 45,010.00

Gross Credit Amount \$ 0.00

Voucher Status Draft

Step 2. Add accounting lines for opening balance

Step 3. Save the voucher

Step 4. Post the journal voucher

Bottom

Accounting Line Information

Sch Level/Session

Programme

Account Code Postage and Stamp Duty

Debit / Credit

Particulars

(Default same as Voucher Particulars)

Amount \$

Note: Programme is required for expenditure account only

<input type="checkbox"/>	Line No.	Sch Level/Session	Programme	Account Code	Debit / Credit	Amount \$	Budget Check
<input type="checkbox"/>	1	Primary/AM	WFMP - Programme code for converting GL balance in SAMs	G1003001001 - Grant Expenses	Dr	45,010.00	

- ▼ FMP
 - ▶ Common Setup
 - ▶ Budgeting
 - ▼ Bookkeeping
 - Payment Vouch
 - Receipt Vouch
 - Journal Vouch
 - Petty Cash Vo
 - Cheque Printi
 - Voucher Post
 - Month End
 - Pre-Year End
 - Year End

Carry Forward Account Balances From SAMS

User: jennifer Login Time: 06/10/2003 08:43 [Logout](#) | [Help](#) | [中文版本](#)


Current School Year: 2002 6 October 2003 14:35

Type 2)

[S-FBK12-01] [FMP](#) > [Bookkeeping](#) > [Month End](#)

Accounting Year (YYYY/YYYY) 2001/2002

Accounting Month To Be Closed (MM/YYYY) 08/2002

 Search

Step 5. Perform Month End Closing for the last accounting month

Carry Forward Account Balances From SAMS

User: fmpuser Login Time: 18/10/2003 16:07 [Logout](#) | [Help](#) | [中文版本](#)

Type 2) Current School Year: 2002 18 October 2003 17:11

[S-FBK14-01] FMP > Bookkeeping > Year End > **Provisional Year End Closing**

Provisional Year End Closing Final Year End Closing

Accounting Year To Be Closed Provisionally (YYYY/YYYY) 2001/2002

To rollover closing balance to next accounting year as opening balances.

Proceed

▼ Bookkeeping

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

Step 6. Perform Provisional Year End Closing to close the last accounting year

Account balances will be rolled over to the next accounting year as opening balances

Create Journal Voucher by Copying from Existing Voucher

- User can create a new journal 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 journal vouchers: (i) Copy from 'create journal voucher' and (ii) Copy from 'search journal voucher'.
- Vouchers created in Bookkeeping or Staff Cost Module can be copied.
- All voucher details (including voucher particulars and accounting lines) will be copied. However, voucher details copied will not include voucher number, voucher type and voucher date.
- User can choose to amend the voucher details before saving the new voucher.

Create Journal Voucher by Copying from Existing Voucher

Option 1: Copy from 'create journal voucher'

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ar: 2002 6 June 2003 19:37

FMP

- ▶ Common Setup
- ▶ Budgeting
- ▼ Bookkeeping
 - Payment Vouch
 - Receipt Vouch
 - Journal Vouch

[S-FBK08-01] [FMP](#) > [Bookkeeping](#) > [Journal Voucher](#)

Create New Voucher

Accounting Month (MM/YYYY)

09/2002

Voucher Type

(JV) Bookkeeping Journal Voucher

Voucher No.

0902-01

☐ 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.>

Search Voucher Details

Voucher Date (DD/MM/YYYY)

To

Voucher Status

All

Voucher Type

All

Voucher No.

To

Advanced Search

(Voucher Particulars, Programme Code, Account Code, Accounting Line Particulars, Amount)

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

Step 2. Fill in the new voucher essential information

Create Journal Voucher by Copying from Existing Voucher

Option 1: Copy from 'create journal voucher'

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ar: 2002 6 June 2003 19:37

[S-FBK08-01] [FMP](#) > [Bookkeeping](#) > [Journal Voucher](#)

Create New Voucher

Accounting Month (MM/YYYY)

09/2002

Voucher Type

(JV) Bookkeeping Journal Voucher

Voucher No.

0902-01

☒ 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

All

Voucher Type

All

Voucher No.

Advanced Search

(Voucher Particulars, Programme Code, Account Code, Accounting Line Particulars, Amount)

 Search

 Reset

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

FMP

► Common Setup

► Budgeting

▼ Bookkeeping

■ Payment Voucher

■ Receipt Voucher

■ Journal Voucher

Create Journal Voucher by Copying from Existing Voucher

Option 1: Copy from 'create journal voucher'

5/2003 15:25 [Logout](#) | [Help](#) | [中文版](#)
ar: 2002 6 June 2003 19:37

[S-FBK08-01] FMP > Bookkeeping > Journal Voucher

Create New Voucher

Accounting Month (MM/YYYY) 09/2002

Voucher Type (JV) Bookkeeping Journal Voucher

Voucher No. 0902-01

☒ Copy From Voucher

Accounting Month (MM/YYYY) 09/2001

Voucher Type (JV) Bookkeeping Journal Voucher

Voucher No. JV0901-01

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

Advanced Search (Voucher Particulars, Programme Code, Account Code, Accounting Line Particulars, Amount)

Search Reset

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

Step 5. Click [Create Voucher] button

Create Journal Voucher by Copying from Existing Voucher

Option 1: Copy from 'create journal voucher'

5/2003 15:25 [Logout](#) | [Help](#) | [中文版本](#)
 ar: 2002 6 June 2003 19:39

[S-FBK08-03] FMP > Bookkeeping > Journal Voucher

Add Voucher Details

Accounting Month (MM/YYYY) 09/2002
Voucher Type Bookkeeping Journal V
Voucher No. 0902-01
Voucher Date (DD/MM/YYYY) 30/09/2002
Voucher Particulars Books
Gross Debit Amount \$ 200.00
Gross Credit Amount \$ 200.00
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. User can update the voucher details before saving the voucher.

FMP

- Common Setup
- Budgeting
- ▼ Bookkeeping
 - Payment Vouch
 - Receipt Vouch
 - Journal Vouch

Bottom

Accounting Line Information

School Level & Session Secondary Whole Day
Programme
Account Code
Dr/Cr
Particular
 (Default same as Voucher Particulars)
Amount

Note: Programme is required for expenditure account only

Save Voucher As Draft

Save Voucher

<input type="checkbox"/>	Line No.	School Level & Session	Programme	Account Code	Dr/Cr	Amount \$	Budget Check
<input type="checkbox"/>	1	Secondary Whole Day	0000 - MATHS	G1004005001 - Grant Expenses	Dr	200.00	
<input type="checkbox"/>	2	Secondary Whole Day		G1008001501 - Grant Income	Cr	200.00	

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

Create Journal Voucher by Copying from Existing Voucher

Option 2: Copy from 'search journal voucher'

[S-FBK08-01] [FMP](#) > [Bookkeeping](#) > [Journal Voucher](#)

Create New Voucher

Accounting Month (MM/YYYY)

09/2001

Voucher Type

(JV) Bookkeeping Journal Voucher

Voucher No.

Auto

☐ 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

Voucher No.

Advanced Search

(Voucher Particulars, Programme Code, Account Code, Accounting Line Particulars, Amount)

Search

Reset

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

Step 2. Enter the search criteria

(i) Either voucher date or voucher no. must be entered.

(ii) Enter the searching phrase of at least 2 characters under [Advanced Search] section.

Step 3. Click [Search] button

Create Journal Voucher by Copying from Existing Voucher

Option 2: Copy from 'search journal voucher'

24/07/2003 11:24 [Logout](#) | [Help](#) | [中文版本](#)
ool Year: 2002 24 July 2003 16:23

[S-FBK08-02] [FMP](#) > [Bookkeeping](#) > [Journal Voucher](#)

Search Voucher Details

Voucher Date (DD/MM/YYYY)

To

Voucher Status

All

Voucher Type

All

Voucher No.

JV090-01 To

Advanced Search

(Voucher Particulars, Programme Code,
Account Code, Accounting Line Particulars, Amount)

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 Debit Amount \$	Gross Credit Amount \$	<u>Voucher Status</u>
<input checked="" type="checkbox"/>	JV0901-01	30/09/2001	Books	500.00	500.00	Unposted

Note 1: Posted voucher is not allowed to delete

Note 2: All vouchers of search result are exported

Copy to

Delete

Export

Top

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

Step 5. Click [Copy to] button

Create Journal Voucher by Copying from Existing Voucher

Option 2: Copy from 'search journal voucher'

5/2003 15:25 [Logout](#) | [Help](#) | [中文版本](#)
ar: 2002 6 June 2003 19:37

[S-FBK08-01] [FMP](#) > [Bookkeeping](#) > [Journal Voucher](#)

Create New Voucher

Accounting Month (MM/YYYY)

09/2002

Voucher Type

(JV) Bookkeeping Journal Voucher

Voucher No.

0902-01

☒ Copy From Voucher

Accounting Month (MM/YYYY)

09/2001

Voucher Type

(JV) Bookkeeping Journal Voucher

Voucher No.

JV0901-01

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

Advanced Search

(Voucher Particulars, Programme Code, Account Code, Accounting Line Particulars, Amount)

 Search

 Reset

Step 6. Fill in the new voucher essential information

Step 7. Click [Create Voucher] button

FMP

- Common Setup
- Budgeting
- Bookkeeping
 - Payment Voucher
 - Receipt Voucher
 - Journal Voucher

Create Journal Voucher by Copying from Existing Voucher

Option 2: Copy from 'search journal voucher'

5/2003 15:25 [Logout](#) | [Help](#) | [中文版本](#)
 ar: 2002 6 June 2003 19:39

[S-FBK08-03] FMP > Bookkeeping > Journal Voucher

Add Voucher Details

Accounting Month (MM/YYYY) 09/2002
Voucher Type Bookkeeping Journal Voucher
Voucher No. 0902-01
Voucher Date (DD/MM/YYYY) 30/09/2002
Voucher Particulars Books
Gross Debit Amount \$ 200.00
Gross Credit Amount \$ 200.00
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. User can update the voucher details before saving the voucher.

FMP

- Common Setup
- Budgeting
- ▼ Bookkeeping
 - Payment Voucher
 - Receipt Voucher
 - Journal Voucher

Bottom

Accounting Line Information

School Level & Session Secondary Whole Day
Programme
Account Code
Dr/Cr
Particular
 (Default same as Voucher Particulars)
Amount \$

Note: Programme is required for expenditure account only

Save Voucher As Draft

Save Voucher

<input type="checkbox"/>	Line No.	School Level & Session	Programme	Account Code	Dr/Cr	Amount \$	Budget Check
<input type="checkbox"/>	1	Secondary Whole Day	0000 - MATHS	G1004005001 - Grant Expenses	Dr	200.00	
<input type="checkbox"/>	2	Secondary Whole Day		G1008001501 - Grant Income	Cr	200.00	

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

Update Journal Voucher

- Allows user to retrieve an existing journal voucher and update the voucher details.
- Only draft or unposted vouchers can be updated.
- Posted vouchers and vouchers created in Staff Cost Module will appear as read-only mode.
- 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.

[S-FBK08-01] [FMP](#) > [Bookkeeping](#) > [Journal Voucher](#)

Create New Voucher

Accounting Month (MM/YYYY)

09/2001

Voucher Type

(JV) Bookkeeping Journal Voucher

Voucher No.

Auto

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.

Advanced Search

(Voucher Particulars, Programme Code, Account Code, Accounting Line Particulars, A

[Search](#) [Reset](#)

Step 1. Click [Bookkeeping] → [Journal 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 the searching phrase of at least 2 characters under [Advanced Search] section.

[S-FBK08-01] [FMP](#) > [Bookkeeping](#) > [Journal Voucher](#)

Create New Voucher

Accounting Month (MM/YYYY)

09/2001

Voucher Type

(JV) Bookkeeping Journal Voucher

Voucher No.

Auto

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

All

Voucher Type

All

Voucher No.

JV090-01 To

Advanced Search

(Voucher Particulars, Programme Code,

Account Code, Accounting Line Particulars, Amount)

[Search](#)[Reset](#)

Step 3. Click [Search] button

Users can search for vouchers of any voucher status.

Update Journal Voucher

User: fanny1 Last Login: 24/07/2003 11:24 Logout | Help | 中文版本

Current School Year: 2002

24 July 2003 16:18

[S-FBK08-02] FMP > Bookkeeping > Journal Voucher

Search Voucher Details

Voucher Date (DD/MM/YYYY)

To

Voucher Status

All

Voucher Type

All

Voucher No.

JV090-01 To

Advanced Search

(Voucher Particulars, Programme Code, Account Code, Accounting Line Particulars, Amount)

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)	Voucher Particulars	Gross Debit Amount \$	Gross Credit Amount \$	<u>Voucher Status</u>
<input type="checkbox"/>	JV0901-01	30/09/2001	Books	500.00	500.00	Unposted

Note 1: Posted voucher is not allowed to delete

Note 2: All vouchers of search result are exported

Copy to

Delete

Export

Top

Step 4. Click [Voucher No.] hyperlink

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

Update Journal Voucher

User: fanny1 Last Login: 24/07/2003 11:24 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

24 July 2003 16:18

[S-FBK08-03] FMP > Bookkeeping > Journal Voucher

Update Voucher Details

Accounting Month (MM/YYYY) 09/2001

Voucher Type Bookkeeping Journal Voucher (JV)

Voucher No. JV0901-01

Voucher Date (DD/MM/YYYY) 30/09/2001

Voucher Particulars Books

Gross Debit Amount \$ 500.00

Gross Credit Amount \$ 500.00

Voucher Status Unposted

Step 5. Update Voucher Details, if necessary

Bottom

Accounting Line Information

Sch Level/Session Secondary/Whole Day

Programme

Account Code

Dr/Cr

Particular
(Default same as Voucher Particulars)

Amount \$

Note: Programme is required for expenditure account only

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

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


<input type="checkbox"/>	Line No.	Sch Level/Session	Programme		Dr/Cr	Amount \$	Budget Check
<input type="checkbox"/>	1	Secondary/Whole Day	0001 - MATHS	G1004005001 - Grant Expenses	Dr	500.00	N/A
<input type="checkbox"/>	2	Secondary/Whole Day	-	G1008001501 - Grant Income	Cr	500.00	N/A

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

[Delete](#)


Update Journal Voucher

Update Voucher Details

Accounting Month (MM/YYYY) 09/2001
Voucher Type Bookkeeping Journal Voucher (JV)
Voucher No. JV0901-01
Voucher Date (DD/MM/YYYY) 30/09/2001 
Voucher Particulars Books
Gross Debit Amount \$ 500.00
Gross Credit Amount \$ 500.00
Voucher Status Unposted


[Bottom](#)

Accounting Line Information

Sch Level/Session Secondary/Whole Day
Programme 0001 - MATHS
Account Code  G1004005001 Grant Expenses
Dr/Cr Dr
Particular Books
(Default same as Voucher Particulars)
Amount \$ 500.00

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

Note: Programme is required for expenditure account only

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

<input type="checkbox"/>	Line No.	Sch Level/Session	Programme	Account Code	Dr/Cr	Amount \$	Budget Check
<input type="checkbox"/>	1	Secondary/Whole Day	0001 - MATHS	G1004005001 - Grant Expenses	Dr	500.00	N/A
<input type="checkbox"/>	2	Secondary/Whole Day	-	G1008001501 - Grant Income	Cr	500.00	N/A

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

 [Delete](#)
[Top](#)


Update Journal Voucher

Update Voucher Details

Accounting Month (MM/YYYY) 09/2001

Voucher Type Bookkeeping Journal Voucher (JV)

Voucher No. JV0901-01

Voucher Date (DD/MM/YYYY) 30/09/2001 

Voucher Particulars Books

Gross Debit Amount \$ 500.00

Gross Credit Amount \$ 500.00

Voucher Status Unposted

[Bottom](#)

Accounting Line Information

Sch Level/Session Secondary/Whole Day

Programme 

Account Code  

Dr/Cr 

Particular
(Default same as Voucher Particulars)

Amount \$ 

Note: Programme is required for expenditure account only

[Chart of Account](#)

Add



Reset

<input type="checkbox"/>	Line No.	Sch Level/Session	Programme			
<input type="checkbox"/>	1	Secondary				
<input type="checkbox"/>	2	Secondary/Whole Day	-		500.00	N/A

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


[Delete](#)

Step 7a. For unposted voucher, user is allowed to save voucher as unposted only. Click [Save Voucher] to save the voucher.

Save Voucher[Top](#)

Update Journal Voucher

Update Voucher Details

Accounting Month (MM/YYYY) 09/2001
Voucher Type Bookkeeping Journal Voucher (JV)
Voucher No. JV0901-01
Voucher Date (DD/MM/YYYY) 30/09/2001 
Voucher Particulars Books
Gross Debit Amount \$ 500.00
Gross Credit Amount \$ 500.00
Voucher Status Draft

Step 7b. 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.

Accounting Line Information

Sch Level/Session Secondary/Whole Day
Programme 
Account Code  
Dr/Cr 
Particular
 (Default same as Voucher Particulars)
Amount \$ 

Note: Programme is required for expenditure account only

Chart							
<input type="checkbox"/>				Code	Dr/Cr	Amount \$	Budget Check
<input type="checkbox"/>	1	Secondary Whole Day	001 - MATHS	G1004005001 - Grant Expenses	Dr	500.00	
<input type="checkbox"/>	2	Secondary/Whole Day	-	G1008001501 - Grant Income	Cr	500.00	N/A

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

 Delete

Save Voucher As Draft

Save Voucher

Print Journal Voucher

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

Print Journal Voucher

User: fanny1 Last Login: 24/07/2003 11:24 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002


24 July 2003 16:20

Update Voucher Details

Accounting Month (MM/YYYY) 09/2001

Voucher Type Bookkeeping Journal Voucher (JV)

Voucher No. JV0901-01

Voucher Date (DD/MM/YYYY) 30/09/2001 

Voucher Particulars Books

Gross Debit Amount \$ 500.00

Gross Credit Amount \$ 500.00

Voucher Status Unposted

Accounting Line Information

Sch Level/Session Secondary/Whole Day

Programme

Account Code 

Dr/Cr

Particular
(Default same as Voucher 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	Dr/Cr	Amount \$	Budget Check
<input type="checkbox"/>	1	Secondary Whole Day	000 -	G1004005001 - Grant Expenses	Dr	500.00	
<input type="checkbox"/>	2	Secondary/Whole Day	-	G1008001501 - Grant Income	Cr	500.00	N/A

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

 [Delete](#)

 **Preview & Print**

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

Step 1. Click [Preview & Print] button

A report page (PDF format) will pop up.

 [Top](#)

Print Journal Voucher

Address http://pan/jsp/rpt/viewPreviewFile.jsp?type=R&fileName=fmp/17008_1059034756578.pdf

115%

R-FBK008-E

LUI KEE SECONDARY SCHOOL
JOURNAL VOUCHER (UNPOSTED)

Sch Level/Session : ALL
Accounting Month : 09/2001
Voucher No Range : JV0901-01 to JV0901-01 (Sort by)

Print By : fannyl
Date : 24/07/2003
Time : 16:19
Page : 1 of 1

LINE NO	ACCOUNT CODE	ACCOUNT NAME	AMOUNT		PARTICULARS	PROGRAMME CODE	PROGRAMME NAME
			DEBIT \$	CREDIT \$			
30/09/2001 Voucher No. : JV0901-01(Unposted) Voucher Particulars : Books							
1	G1004005001	Grant Expenses	500.00		Books	0001	MATHS
2	G1008001501	Grant Income		500.00	Books		
Total :			500.00	500.00			

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

1 / 1 296.7 x 209.9 公釐

Done Local intranet

Print Voucher V 1.0 Slide 50

Delete Journal Voucher

- Allows user to delete a draft or unposted voucher.
- Posted voucher and voucher created in Staff Cost Module 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.
- When deleting an unposted voucher, actual income / expenditure captured in the approved budget will be rolled back.

Delete Journal Voucher

User: fanny1 Last Login: 24/07/2003 11:24 Logout | Help | 中文版本

Current School Year: 2002

24 July 2003 16:18

[S-FBK08-02] FMP > Bookkeeping > Journal Voucher

Search Voucher Details

Voucher Date (DD/MM/YYYY)

 To

Voucher Status

Voucher Type

Voucher No.

 To

Advanced Search

(Voucher Particulars, Programme Code,
Account Code, Accounting Line Particulars, Amount)

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 Debit</u> Amount \$	<u>Gross Credit</u> Amount \$	<u>Voucher</u> Status
<input type="checkbox"/>	JV0901-01	30/09/2001	Books	500.00	500.00	Unposted

Note 1: Posted voucher is not allowed to delete

Note 2: All vouchers of search result are exported



Top

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

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

Delete Journal Voucher

User: fanny1 Last Login: 24/07/2003 11:24 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

24 July 2003 16:23

[S-FBK08-02] [FMP](#) > [Bookkeeping](#) > [Journal Voucher](#)

Search Voucher Details

Voucher Date (DD/MM/YYYY)

To

Voucher Status

All

Voucher Type

All

Voucher No.

JV090-01 To

Advanced Search

(Voucher Particulars, Programme Code,
Account Code, Accounting Line Particulars, Amount)

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)	<u>Voucher Particulars</u>	<u>Gross Debit</u> Amount \$	<u>Gross Credit</u> Amount \$	<u>Voucher</u> Status
<input checked="" type="checkbox"/>	JV0901-01	30/09/2001	Books	500.00	500.00	Unposted

Note 1: Posted voucher is not allowed to delete

Note 2: All vouchers of search result are exported

Copy to

Delete

Export

Top

Step 2. Click [Delete] button

Export Journal Voucher

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

Export Journal Voucher

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

ICTED)

Current School Year: 2007 20 January 2017 11

[S-FBK08-02] [FMP](#) > [Bookkeeping](#) > Journal Voucher

Search Voucher Details

Voucher Date (DD/MM/YYYY)

20/01/2016 To 20/01/2017

Voucher Status

All

Voucher Type

All

Voucher No.

Advanced Search

(Voucher Particulars, Programme Code,
Account Code, Accounting Line Particulars, Amount)

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



Search



Back

FMP

Common Setup

Budgeting

Bookkeeping

Payment Voucher

Receipt Voucher

Journal Voucher

Petty Cash Voucher

Cheque Printing

Voucher Posting

Month End

Pre-Year End

Year End

Bank Reconciliation

Report

Staff Cost

CAR

Sales & Stock

Daily Coll. Summary

	Voucher No. ▲	Voucher Date (DD/MM/YYYY)	Voucher Particulars	Gross Debit Amount \$	Gross Credit Amount \$	Voucher Status
<input type="checkbox"/>	AV16/08-00001	31/08/2016	Opening Stock as at 1.9.2015	4,277.14	4,277.14	Posted
<input type="checkbox"/>	JV16/08-00001	31/08/2016	Closing Stock as at 31.8.2016	4,877.14	4,877.14	Posted

Note 1: Posted voucher is not allowed to delete

Note 2: All vouchers of search result are exported



Copy to



Delete



Export

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

Step 1. Click [Export] button

Export Journal Voucher

Export Journal Voucher										
FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ADD-INS										
<div> <div>Clipboard</div> <div>Font</div> <div>Alignment</div> <div>Number</div> <div>Styles</div> <div>Cells</div> <div>Editing</div> </div>										
<div> <div> <div>A1</div> <div>School Level / Session</div> </div> </div>										
A	B	C	D	E	F	G	H	I	J	
1	School Level / Session	Voucher No.	Voucher Date (DD/MM/YYYY)	Voucher Particulars	Gross Debit Amount \$	Gross Credit Amount \$	Voucher Status	Line No.	Line Particulars	Programme Code (with description)
2	Primary/AM	JV01	31/08/2051	Voucher Particular - Test	20000.0	20000.0	Posted	1	Test Report FBK 27	C001(CHINESE (AM))
3	Primary/AM	JV01	31/08/2051	Voucher Particular - Test	20000.0	20000.0	Posted	2	Voucher Particular -	
4	Primary/AM	JV01	31/08/2051	Voucher Particular - Test	20000.0	20000.0	Posted	3	Voucher Particular -	
5	Primary/AM	JV01/10-0000	31/10/2001	transfer to subs.	20000.0	20000.0	Posted	1	transfer to subs.	
6	Primary/AM	JV01/10-0000	31/10/2001	transfer to subs.	20000.0	20000.0	Posted	2	transfer to subs.	
7	Primary/AM	JV02	31/08/2051	Test Salaries Grant acc	26000.0	26000.0	Posted	1	Teachinf Staff Salari	WFMP(Admin Programme)
8	Primary/AM	JV02	31/08/2051	Test Salaries Grant acc	26000.0	26000.0	Posted	2	teachinf staff salaries	WFMP(Admin Programme)
9	Primary/AM	JV02	31/08/2051	Test Salaries Grant acc	26000.0	26000.0	Posted	3	teachinf staff	0002(ECON (AM))
10	Primary/AM	JV02	31/08/2051	Test Salaries Grant acc	26000.0	26000.0	Posted	4	teaching staff	0002(ECON (AM))
11	Primary/AM	JV02	31/08/2051	Test Salaries Grant acc	26000.0	26000.0	Posted	5	teaching staff	AC01(ACTIVITY 01 (AM))
12	Primary/AM	JV02	31/08/2051	Test Salaries Grant acc	26000.0	26000.0	Posted	6	teachinf staff	
13	Primary/AM	JV02/09-0000	30/09/3002	Testing journal	1000.0	1000.0	Posted	1	Testing	
14	Primary/AM	JV02/09-0000	30/09/3002	Testing journal	1000.0	1000.0	Posted	2	Testing Journal	T001(Testing Curriculum)
15	Primary/AM	JV02/09-0000	30/09/3002	Testing	2323.0	2323.0	Posted	1	Testing	T001(Testing Curriculum)
16	Primary/AM	JV02/09-0000	30/09/3002	Testing	2323.0	2323.0	Posted	2	Testing	
17	Primary/AM	JV02/09-0000	30/09/3002	Testing	2323.0	2323.0	Posted	1	Testing	T001(Testing Curriculum)
18	Primary/AM	JV02/09-0000	30/09/3002	Testing	2323.0	2323.0	Posted	2	Testing	
19	Primary/AM	JV03	31/08/2051	test salary grant accou	25000.0	25000.0				
20	Primary/AM	JV03	31/08/2051	test salary grant accou	25000.0	25000.0				
21	Primary/AM	JV03	31/08/2051	test salary grant accou	25000.0	25000.0				
22	Primary/AM	JV03	31/08/2051	test salary grant accou	25000.0	25000.0				
23	Primary/AM	JV03	31/08/2051	test salary grant accou	25000.0	25000.0				
24	Primary/AM	JV03/08-0000	31/08/4003	pya for nac	100.0	100.0				
25	Primary/AM	JV03/08-0000	31/08/4003	pya for nac	100.0	100.0				
26	Primary/AM	JV03/08-0000	31/08/4003	refundable to edb for na	10.0	10.0				
27	Primary/AM	JV03/08-0000	31/08/4003	refundable to edb for na	10.0	10.0				
28	Primary/AM	JV03/08-0000	31/08/4003	refunded to edb for nac	100.0	100.0				
29	Primary/AM	JV03/08-0000	31/08/4003	refunded to edb for nac	100.0	100.0				
30	Primary/AM	JV03/08-0000	31/08/4003	trf to subscription	100.0	100.0				
31	Primary/AM	JV03/08-0000	31/08/4003	trf to subscription	100.0	100.0				
32	Primary/AM	JV04	31/08/2051	test salary grant accou	15000.0	15000.0				
33	Primary/AM	JV04	31/08/2051	test salary grant accou	15000.0	15000.0				
34	Primary/AM	JV05	31/08/2051	test Salary Grant Accot	34000.0	34000.0				
35	Primary/AM	JV05	31/08/2051	test Salary Grant Accot	34000.0	34000.0				
36	Primary/AM	JV05	31/08/2051	test Salary Grant Accot	34000.0	34000.0				
37	Primary/AM	JV05	31/08/2051	test Salary Grant Accot	34000.0	34000.0				
38	Primary/AM	JV05	31/08/2051	test Salary Grant Accot	34000.0	34000.0				

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) 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

- 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 particulars:

a) Voucher particulars: Mandatory

b) A/C line particulars: follow (a) if leaving it blank

◆ 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