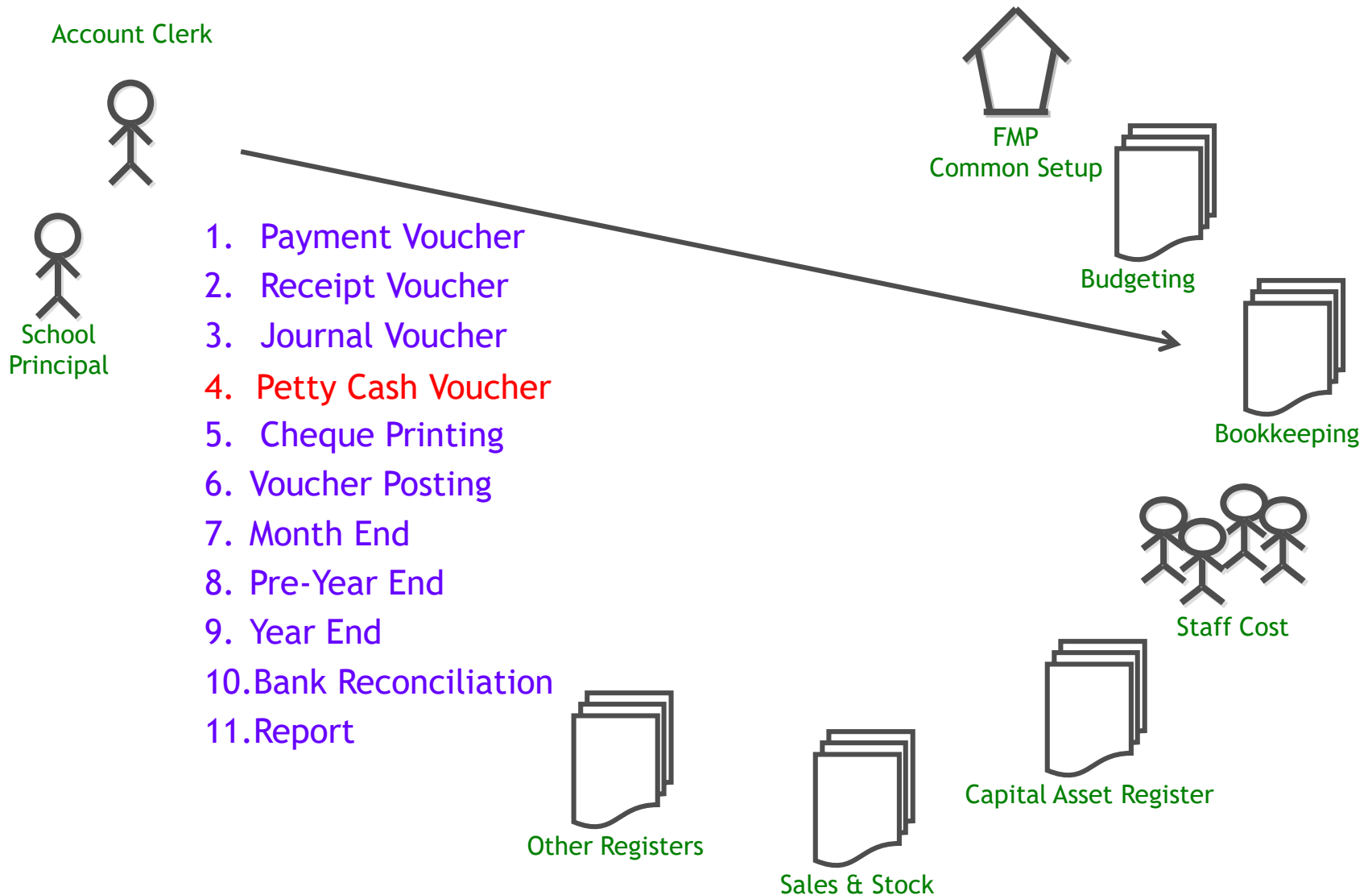


FMP - Bookkeeping



Bookkeeping - Petty Cash Voucher

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

Input Structure of Petty Cash 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 Cash Ledger Information (Credit).

Input Structure of Petty Cash 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.
- Petty Cash 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 Petty Cash Voucher

◆Credit Side

- User should fill in Cash Ledger Information in Cash Ledger Information (Credit)' section.
- User is required to select cash ledger code.
- User is not required to select payment method.
- There is no need to fill in the credit side amount because, by default, it is equal to the sum of debit side.

Create Petty Cash Voucher

- Allows user to create new petty cash voucher in any one of the opened accounting months.
- User can choose to create petty cash voucher of any voucher types under Petty Cash Voucher.

Create Petty Cash Voucher

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[S-FBK05-01] [FMP](#) > [Bookkeeping](#) > Petty Cash Voucher

Create New Voucher

Accounting Month (MM/YYYY)

01/2003 ▼

Voucher Type

(GC) Petty cash (Government Fund) ▼

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

Voucher Type

Voucher No.

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

Advanced Search

(Voucher Particulars, Quotation/Tender Reference
Account Code, Accounting Line Particulars, Asset
Cash Ledger Code, Cash Particulars)

[Search](#)

[Reset](#)

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

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

Create Petty Cash Voucher

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[S-FBK05-01] [FMP](#) > [Bookkeeping](#) > Petty Cash Voucher

Create New Voucher

Accounting Month (MM/YYYY)

01/2003

Voucher Type

(GC) Petty cash (Government Fund)

Voucher No.

GC0001-01

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

Advanced Search

(Voucher Particulars, Quotation/Tender Reference, Programme Code,
Account Code, Accounting Line Particulars, Amount,
Cash Ledger Code, Cash Particulars)

 Search

 Reset

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

Create Petty Cash Voucher

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Current School Year: 2002

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[S-FBK05-03] [FMP](#) > [Bookkeeping](#) > Petty Cash Voucher

Add Voucher Details

Accounting Month (MM/YYYY) 01/2003
Voucher Type Petty cash (Government Fund) (GC)
Voucher No. GC0001-01
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

Accounting Line Information (Debit)

Sch Level/Session
Programme
Account Code
Particulars
(Default same as Cash 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

Step 4. Fill in the voucher details

Create Petty Cash Voucher

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[S-FBK05-03] [FMP](#) > [Bookkeeping](#) > Petty Cash Voucher

Add Voucher Details

Accounting Month (MM/YYYY) 01/2003

Voucher Type Petty cash (Government Fund) (GC)

Voucher No. GC0001-01

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

Voucher Particulars

Quotation/Tender Number

Gross Credit Amount \$ 0.00

Voucher Status Draft

[Bottom](#)

Accounting Line Information (Debit)

Sch Level/Session

Programme

Account Code 

Particulars
(Default same as Cash Particulars)

Amount \$

Cash Ledger Information (Credit)

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

Create Petty Cash Voucher

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[S-FBK05-03] [FMP](#) > [Bookkeeping](#) > Petty Cash Voucher

Add Voucher Details

Accounting Month (MM/YYYY) 01/2003
Voucher Type Petty cash (Government Fund) (GC)
Voucher No. GC0001-01
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

- Select School Level/ Session
- Select Programme

Accounting Line Information (Debit)

Sch Level/Session Primary/AM
Programme CHIN - Chinese
Account Code G1009001001 Grant Expenses
Particulars
(Default same as Cash Particulars)
Amount \$ 2500

Note: Programme is required for expenditure account only

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

[Bottom](#)

[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 Petty Cash Voucher

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Current School Year: 2002

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[S-FBK05-03] [FMP](#) > [Bookkeeping](#) > Petty Cash Voucher

Add Voucher Details

Accounting Month (MM/YYYY) 01/2003
Voucher Type Petty cash (Government Fund) (GC)
Voucher No. GC0001-01
Voucher Date (DD/MM/YYYY) 31/01/2003
Voucher Particulars Voucher Particulars
Quotation/Tender Number
Gross Credit Amount 0.00
Voucher Status

Step 5a) Add Accounting Line

iii) Enter account code

Entry of account code:
Method 2
Click the search icon

Accounting Line Information

Sch Level/Session Primary/AM
Programme CHIN - Chinese
Account Code  G1009001001
Particulars (Default same as Cash Particulars)
Amount \$ 2500

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 Petty Cash Voucher

Step 5a) Add Accounting Line

iii) Enter account code (Method 2)

Retrieve Account Details - Internet Explorer provided by NCS Pte Ltd

Input Account Code

Account Code

Search Account Code

Fund Source & Ledger Code

Sub-Ledger Code

Account Code

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

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

Create Petty Cash 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 Petty Cash Voucher


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[S-FBK05-03] [FMP](#) > [Bookkeeping](#) > Petty Cash Voucher

Add Voucher Details

Accounting Month (MM/YYYY) 01/2003
Voucher Type Petty cash (Government Fund) (GC)
Voucher No. GC0001-01
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

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Bookkeeping

Payment Voucher

Receipt Voucher

Journal Voucher

Petty Cash Voucher

Bottom

Accounting Line Information (Debit)

Sch Level/Session Primary/AM
Programme CHIN - Chinese
Account Code  G1009001001 Grant Expenses
Particulars
(Default same as Cash Particulars)
Amount \$ 2500

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.

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Number

Create Petty Cash Voucher

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[S-FBK05-03] FMP > Bookkeeping > Petty Cash

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 Petty Cash Voucher

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Current School Year: 2002

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[S-FBK05-03] FMP > Bookkeeping > Petty Cash Voucher

Add Voucher Details

Accounting Month (MM/YYYY) 01/2003
Voucher Type Petty cash (Government Fund) (GC)
Voucher No. GC0001-01
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 61009001001 Grant Expenses

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

Note: Programme is required for expenditure account only

Chart of Account **Add** Reset Back

Note: Voucher number must be unique throughout the system. The same voucher number 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 Petty Cash Voucher

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[S-FBK05-03] FMP > Bookkeeping > Petty Cash Voucher

Add Voucher Details

Accounting Month (MM/YYYY)

01/2003

Voucher Type

Petty cash (Government Fund) (GC)

Voucher No.

GC0001-01

Voucher Date (DD/MM/YYYY)

31/01/2003

Voucher Particulars

Voucher Particulars

Quotation/Tender Number

Gross Credit Amount

\$ 2,500.00

Step 5a) Add Accounting Line

Accounting line is added

Programme

Account Code

Particulars

(Default same as Cash 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	G1009001001 - 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

Step 5a) Add Accounting Line

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

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Create Petty Cash Voucher

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[S-FBK05-03] [FMP](#) > [Bookkeeping](#) > Petty Cash Voucher

Add Voucher Details

Accounting Month (MM/YYYY) 01/2003

Voucher Type Petty cash (Government Fund) (GC)

Voucher No. GC0001-01

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

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Payment Voucher

Receipt Voucher

Journal Voucher

Petty Cash Voucher

Bottom

Accounting Line Information (Debit)

Sch Level/Session

Programme

Account Code 

Particulars
(Default same as Cash 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	G1009001001 - 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 Petty Cash Voucher

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Add Voucher Details

Accounting Month (MM/YYYY) 01/2003
Voucher Type Petty cash (Government Fund) (GC)
Voucher No. GC0001-01
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 G1009001001 Grant Expenses
Particulars
(Default same as Cash Particulars)
Amount \$ 2500.00


Cash 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	G1009001001 - 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

Create Petty Cash Voucher

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[S-FBK05-03] FMP > Bookkeeping > Petty Cash Voucher

Add Voucher Details

Accounting Month (MM/YYYY)

01/2003

Voucher Type

Petty cash (Government Fund) (GC)

Voucher No.

GC0001-01

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.

Programme

Account Code

Particulars

(Default same as Cash 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	G1009001001 - 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, the same voucher number will not be duplicated in future.

Save Voucher As Draft

Save Voucher

Back

Step 5c) Delete Accounting Line

ii) Click [Delete] button

Create Petty Cash Voucher

User: fanny1 Last Login: 06/06/2003 15:49 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

7 June 2003 10:29

[S-FBK05-03] FMP > Bookkeeping > Petty Cash Voucher

Add Voucher Details

Accounting Month (MM/YYYY) 01/2003
Voucher Type Petty cash (Government)
Voucher No. GC0001-01
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 [Cash Ledger Information (Credit)] hyperlink to fill in cash ledger information

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

Accounting Line Information (Debit)

Sch Level/Session
Programme
Account Code
Particulars
(Default same as Cash Particulars)
Amount

Cash 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	G1009001001 - 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](#)

Bottom

Top

Create Petty Cash Voucher

[S-FBK05-03] FMP > Bookkeeping > Petty Cash Voucher

Add Voucher Details

Accounting Month (MM/YYYY) 01/2003

Voucher Type Petty cash (Government Fund)

Voucher No. GC0001-01

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 Cash Ledger Information (Credit)

i) Select Cash Ledger Code

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

Accounting Line Information (Debit)

Cash Ledger Code G5101 - Petty Cash - Government Fund

Cash Particulars

(Default same as Voucher Particulars)

Cash Ledger Information (Credit)

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 7. Fill in Cash 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 Petty Cash Voucher

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Current School Year: 2002

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Add Voucher Details

Accounting Month (MM/YYYY) 01/2003

Voucher Type Petty cash (Government Fund) (GC)

Voucher No. GC0001-01

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 Cash Ledger Information (Credit)
ii) Fill in Cash Particulars (Optional)

Accounting Line Information (Debit)

Cash Ledger Code

G5101 - Petty Cash - Government Fund

Cash Particulars

(Default same as Voucher Particulars)

Cash Ledger Information (Credit)

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](#)

[Bottom](#)

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Create Petty Cash Voucher

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Current School Year: 2002

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[S-FBK05-03] FMP > Bookkeeping > Petty Cash Voucher

Add Voucher Details

Accounting Month (MM/YYYY) 01/2003
Voucher Type Petty cash (Government Fund)
Voucher No. GC0001-01
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)

Cash Ledger Code G5101 - Petty Cash - Gover
Cash Particulars
(Default same as Voucher Particulars)

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.

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Create Petty Cash Voucher

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Current School Year: 2002

7 June 2003 10:29

[S-FBK05-03] [FMP](#) > [Bookkeeping](#) > Petty Cash Voucher

Add Voucher Details

Accounting Month (MM/YYYY)

01/2003

Voucher Type

Petty cash (Government Fund) (GC)

Voucher No.

GC0001-01

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)

Cash Ledger Code

G5101 - Petty Cash

Cash Particulars

(Default same as Voucher Particulars)

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

Bottom

Create Petty Cash Voucher

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Current School Year: 2002

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IS-EBK05-031 FMP > Bookkeeping > Petty Cash Voucher

Voucher not saved as the following error found:-

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

FMP

▶ Common Setup

▶ Budgeting

▼ Bookkeeping

■ Payment Voucher

Add Voucher Details

Accounting Month (MM/YYYY)

09/2001

Voucher Type

Petty cash (Government Fund) (GC)

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 Petty Cash Voucher

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[S-FBK05-01] FMP > Bookkeeping > Petty Cash Voucher

GC01/09-00002 Record updated successfully.

• E-63097 : Abnormal debit accounting line entries

FMP

▶ Common Setup

▶ Budgeting

▼ Bookkeeping

■ Payment Voucher

■ Receipt Voucher

Create New Voucher

Accounting Month (MM/YYYY)

09/2001

Voucher Type

(GC) Petty cash (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 Petty Cash Voucher by Copying from Existing Voucher

- User can create a new petty cash 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 petty cash vouchers: (i) Copy from 'create petty cash voucher' and (ii) Copy from 'search petty cash voucher'.
- All voucher details (including voucher particulars, quotation/tender number , accounting lines and cash ledger information) 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 Petty Cash Voucher by Copying from Existing Voucher

Option 1: Copy from 'create petty cash voucher'

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FMP

Common Setup

Budgeting

Bookkeeping

- Payment Voucher
- Receipt Voucher
- Journal Voucher
- Petty Cash Voucher

[S-FBK05-01] FMP > Bookkeeping > Petty Cash Voucher

Create New Voucher

Accounting Month (MM/YYYY)01/2003

Voucher Type(GC) Petty cash (Government Fund)

Voucher No.GC0001-01

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 StatusAll

Voucher TypeAll

Voucher No.

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

Quotation/Tender Number

Advanced Search

(Voucher Particulars,Quotation/Tender Reference,Programme Code,Account Code,Accounting Line Particulars,Amount,Cash Ledger Code,Cash Particulars)

Search

Reset

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

Step 2. Fill in the new voucher essential information

Create Petty Cash Voucher by Copying from Existing Voucher

Option 1: Copy from 'create petty cash voucher'

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- FMP
 - Common Setup
 - Budgeting
 - Bookkeeping
 - Payment Voucher
 - Receipt Voucher
 - Journal Voucher
 - Petty Cash Voucher

[S-FBK05-01] FMP > Bookkeeping > Petty Cash Voucher

Create New Voucher

Accounting Month (MM/YYYY) 01/2003
Voucher Type (GC) Petty cash (Government Fund)
Voucher No. GC0001-01

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

Advanced Search
(Voucher Particulars, Quotation/Tender Reference, Program Code, Account Code, Accounting Line Particulars, Amount, Cash Ledger Code, Cash Particulars)

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

Create Petty Cash Voucher by Copying from Existing Voucher

Option 1: Copy from 'create petty cash voucher'

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- FMP
 - Common Setup
 - Budgeting
 - Bookkeeping
 - Payment Voucher
 - Receipt Voucher
 - Journal Voucher
 - Petty Cash Voucher

[S-FBK05-01] FMP > Bookkeeping > Petty Cash Voucher

Create New Voucher

Accounting Month (MM/YYYY) 01/2003
Voucher Type (GC) Petty cash (Government Fund)
Voucher No. GC0001-01

☒ Copy From Voucher

Accounting Month (MM/YYYY) 01/2003
Voucher Type (GC) Petty cash (Government Fund)
Voucher No. GC03/01-00008

Note: Format of date 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
Quotation/Tender Number

Advanced Search
(Voucher Particulars, Quotation/Tender Reference
Account Code, Accounting Line Particulars, Asset
Cash Ledger Code, Cash Particulars)

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

Step 5. Click [Create Voucher] button


Create Petty Cash Voucher by Copying from Existing Voucher

Option 1: Copy from 'create petty cash voucher'

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[S-FBK05-03] [FMP](#) > [Bookkeeping](#) > Petty Cash Voucher

Add Voucher Details

Accounting Month (MM/YYYY) 01/2003
Voucher Type Petty cash (Govern
Voucher No. GC0001-01
Voucher Date (DD/MM/YYYY) 31/01/2003 
Voucher Particulars tes test
Quotation/Tender Number ABP2003-AB30
Gross Credit Amount \$ 1,000.00
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.

 Bottom

Accounting Line Information (Debit)

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

Cash 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	G1004005001 - Grant Expenses	1,000.00	

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

Create Petty Cash Voucher by Copying from Existing Voucher

Option 2: Copy from 'search petty cash voucher'

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FMP

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

[S-FBK05-01] FMP > Bookkeeping > Petty Cash Voucher

Create New Voucher

Accounting Month (MM/YYYY) 01/2003

Voucher Type (GC) Petty cash (Government Fund)

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

Voucher Type

Voucher No.

☐ Search Voucher(s) with Quotation/Tender Number

Advanced Search

Voucher Particulars,Quotation/Tender Number,Account Code,Accounting Line Particulars,Cash Ledger Code,Cash Particulars

Search

Reset

Step 1. Click [Bookkeeping] → [Petty Cash 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

Copy Voucher II

V 1.1

Slide 34

Create Petty Cash Voucher by Copying from Existing Voucher

Option 2: Copy from 'search petty cash voucher'

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FMP

Common Setup

Budgeting

Bookkeeping

Payment Voucher

Receipt Voucher

Journal Voucher

Petty Cash Voucher

[S-FBK05-01] FMP > Bookkeeping > Petty Cash Voucher

Search Voucher Details

Voucher Date (DD/MM/YYYY)

To

Voucher Status

All

Voucher Type

All

Voucher No.

GC03/01-00007 To

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

Quotation/Tender Number

To

Advanced Search

(Voucher Particulars, Quotation/Tender Reference, Programme Code, Account Code, Accounting Line Particulars, Amount, Cash Ledger Code, Cash Particulars)

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

Search

Back

<input type="checkbox"/>	Voucher No. ▲	Voucher Date (DD/MM/YYYY)	Voucher Particulars	Gross Credit Amount \$	Voucher Status
<input type="checkbox"/>	GC03/01-00007	29/01/2003	tes test	1,000.00	Unposted

Note 1: Posted voucher is not allowed to delete

Note 2: All vouchers of search result are exported

Copy to

Delete

Exp

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

Step 5. Click [Copy to] button

Top

Create Petty Cash Voucher by Copying from Existing Voucher

Option 2: Copy from 'search petty cash voucher'

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Create New Voucher

Accounting Month (MM/YYYY) 01/2003
Voucher Type (GC) Petty cash (Government Fund)
Voucher No. Auto

☒ Copy From Voucher

Accounting Month (MM/YYYY) 01/2003
Voucher Type (GC) Petty cash (Government Fund)
Voucher No. GC03/01-00007

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
Quotation/Tender Number

Advanced Search
(Voucher Particulars, Quotation/Tender Reference
Account Code, Accounting Line Particulars, Amount
Cash Ledger Code, Cash Particulars)

Search Reset

Step 6. Fill in the new voucher essential information

Step 7. Click [Create Voucher] button

Create Petty Cash Voucher by Copying from Existing Voucher

Option 2: Copy from 'search petty cash voucher'

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[S-FBK05-03] FMP > Bookkeeping > Petty Cash Voucher

Add Voucher Details

Accounting Month (MM/YYYY) 01/2003
Voucher Type Petty cash (Govern
Voucher No. GC0001-01
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 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.

Bottom

Accounting Line Information (Debit)

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

Cash Ledger Information (Credit)

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 type="checkbox"/>	1	Primary/AM	CHIN - Chinese	G1009001001 - 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

Update Petty Cash Voucher

- Allows user to retrieve an existing petty cash voucher and update the voucher details.
- Only draft or unposted vouchers can be updated.
- Posted voucher 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.

Update Petty Cash Voucher

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[S-FBK05-01] [FMP](#) > [Bookkeeping](#) > Petty Cash Voucher

Create New Voucher

Accounting Month (MM/YYYY)

01/2003

Voucher Type

(GC) Petty cash (Government Fund)

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.

☐ Search Voucher(s) with Quotation/Tender Number

Advanced Search

(Voucher Particulars, Quotation
Account Code, Accounting Line
Cash Ledger Code, Cash Particulars)

[Search](#)

[Reset](#)

Step 1. Click **[Bookkeeping]** → **[Petty Cash 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 Petty Cash Voucher

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Create New Voucher

Accounting Month (MM/YYYY)

01/2003

Voucher Type

(GC) Petty cash (Government Fund)

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.

To

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

Quotation/Tender Number

Advanced Search

(Voucher Particulars, Quotation/Tender Reference
Account Code, Accounting Line Particulars, Amount
Cash Ledger Code, Cash Particulars)

 Search  Reset

Step 3. Click [Search] button

Users can search for vouchers of any voucher status.

Update Petty Cash Voucher

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Current School Year: 2002

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[S-FBK05-01] FMP > Bookkeeping > Petty Cash Voucher

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

Advanced Search

(Voucher Particulars, Quotation/Tender Reference, Programme Code, Account Code, Accounting Line Particulars, Amount, Cash Ledger Code, Cash 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)	Voucher Particulars	Gross Credit Amount \$	<u>Voucher Status</u>
<input type="checkbox"/>	GC03/01-00008	31/01/2003	tes test	1,000.00	Draft

Note 1: Posted voucher is not allowed to delete

Note 2: All vouchers of search result are exported

Voucher status is shown here

Step 4. Click [Voucher No.] hyperlink

Note: Posted voucher cannot be updated.

[Top](#)

Update Petty Cash Voucher

User: fanny1 Last Login: 06/06/2003 15:49 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

7 June 2003 10:29


[S-FBK05-03] [FMP](#) > [Bookkeeping](#) > Petty Cash Voucher

Update Voucher Details

Accounting Month (MM/YYYY) 01/2003

Voucher Type Petty cash (Government Fund) (GC)

Voucher No. GC03/01-00008

Voucher Date (DD/MM/YYYY) 30/01/2003 

Voucher Particulars tes test

Quotation/Tender Number ABP2003-AB30

Gross Credit Amount \$ 1,000.00

Voucher Status Draft

Step 5. Update Voucher Details, if necessary

FMP

Common Setup

Budgeting

Bookkeeping

Payment Voucher

Receipt Voucher

Journal Voucher

Petty Cash Voucher

Bottom

Accounting Line Information (Debit)

Sch Level/Session

Programme

Account Code 

Particulars

(Default same as Cash Particulars)

Amount \$

Cash 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	G1004005001 - Grant Expenses	1,000.00	I

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

 [Delete](#)

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

[Save Voucher As Draft](#)

[Save Voucher](#)

 [Preview & Print](#)

 [Back](#)

Top

Update Petty Cash Voucher

User: fanny1 Last Login: 06/06/2003 15:49 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

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Update Voucher Details

Accounting Month (MM/YYYY) 01/2003

Voucher Type Petty cash (Government Fund) (GC)

Voucher No. GC03/01-00008

Voucher Date (DD/MM/YYYY) 30/01/2003 

Voucher Particulars tes test

Quotation/Tender Number ABP2003-AB30

Gross Credit Amount \$ 1,000.00

Voucher Status Draft

FMP

Common Setup

Budgeting

Bookkeeping

Payment Voucher

Receipt Voucher

Journal Voucher

Petty Cash Voucher

[Bottom](#)

Accounting Line Information (Debit)

Sch Level/Session

Programme

Account Code 

Particulars
(Default same as Cash Particulars)

Amount \$

Cash Ledger Information (Credit)

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

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	G1004005001 - Grant Expenses	1,000.00	I

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

 [Delete](#)

[Top](#)

[Save Voucher As Draft](#)

[Save Voucher](#)

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Update Petty Cash Voucher


User: fanny1 Last Login: 06/06/2003 15:49 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

7 June 2003 10:29

[S-FBK05-03] [FMP](#) > [Bookkeeping](#) > Petty Cash Voucher

Update Voucher Details

Accounting Month (MM/YYYY) 01/2003
Voucher Type Petty cash (Government Fund) (GC)
Voucher No. GC03/01-00008
Voucher Date (DD/MM/YYYY) 30/01/2003 
Voucher Particulars tes test
Quotation/Tender Number ABP2003-AB30
Gross Credit Amount \$ 1,000.00
Voucher Status Draft

[Bottom](#)

Accounting Line Information (Debit)

Cash Ledger Code
Cash Particulars
(Default same as Voucher Particulars)

Cash Ledger Information (Credit)

G5101 - Petty Cash - Government Fund
tes test

[Top](#)

[Save Voucher As Draft](#)

[Save](#)

Step 7. Click [Cash Ledger Information (Credit)] hyperlink

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

Step 8. Update cash ledger information if necessary

Update Petty Cash Voucher


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Update Voucher Details

Accounting Month (MM/YYYY) 01/2003
Voucher Type Petty cash (Government Fund) (GC)
Voucher No. GC03/01-00008
Voucher Date (DD/MM/YYYY) 30/01/2003 
Voucher Particulars tes test
Quotation/Tender Number ABP2003-AB30
Gross Credit Amount \$ 1,000.00
Voucher Status Draft

[Bottom](#)

Accounting Line Information (Debit)

Cash Ledger Code G5101 - Petty Cash - Government Fund ▼
Cash Particulars tes test
(Default same as Voucher Particulars)

Cash Ledger Information (Credit)

[Top](#)

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

Step 9a. 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.

Update Petty Cash Voucher


User: fanny1 Last Login: 06/06/2003 15:49 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

7 June 2003 10:29

[S-FBK05-04] [FMP](#) > [Bookkeeping](#) > Petty Cash Voucher

Update Voucher Details

Accounting Month (MM/YYYY) 01/2003
Voucher Type Petty cash (Government Fund) (GC)
Voucher No. GC03/01-00007
Voucher Date (DD/MM/YYYY) 28/01/2003 
Voucher Particulars tes test
Quotation/Tender Number ABP2003-AB30
Gross Credit Amount \$ 1,000.00
Voucher Status Unposted

[Bottom](#)

Accounting Line Information (Debit)

Cash Ledger Code G5101 - Petty Cash - Government Fund ▼
Cash Particulars tes test
(Default same as Voucher Particulars)

Cash Ledger Information (Credit)

[Top](#)

Save Voucher

 **Preview & Print**

 **Back**

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

Print Petty Cash Voucher

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

Print Petty Cash Voucher

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Current School Year: 2002

7 June 2003 10:29


[S-FBK05-03] [FMP](#) > [Bookkeeping](#) > Petty Cash Voucher

Update Voucher Details

Accounting Month (MM/YYYY) 01/2003

Voucher Type Petty cash (Government Fund) (GC)

Voucher No. GC03/01-00008

Voucher Date (DD/MM/YYYY) 30/01/2003 

Voucher Particulars tes test

Quotation/Tender Number ABP2003-AB30

Gross Credit Amount \$ 1,000.00

Voucher Status Draft

[Bottom](#)

Accounting Line Information (Debit)

Cash Ledger Code G5101 - Petty Cash - Government Fund ▼

Cash Particulars tes test

(Default same as Voucher Particulars)

Cash Ledger Information (Credit)

[Top](#)

[Save Voucher As Draft](#)

[Save Voucher](#)

[Preview & Print](#)

To print petty cash voucher, follow the steps for 'Update Petty Cash Voucher' to view details of a particular voucher.

Step 1. Click [**Preview & Print**] button

A report page (PDF format) will pop up.

Print Petty Cash Voucher

Address http://pan/jsp/rpt/viewPreviewFile.jsp?type=R&fileName=fmp/17005_1059035435218.pdf

115%

R-FBK005-E

LUI KEE SECONDARY SCHOOL
PETTY CASH VOUCHER (UNPOSTED)

Sch Level/Session : ALL
Accounting Month : 09/2001
Voucher No. Range : GC0901-01 to GC0901-01 (Sort by)

Print By : fannyl
Date : 24/07/2003
Time : 16:30
Page : 1 of 1

LINE NO	ACCOUNT CODE	ACCOUNT NAME	AMOUNT		PARTICULARS	PROGRAMME CODE	PROGRAMME NAME
			DEBIT \$	CREDIT \$			
30/09/2001 Voucher No.: GC0901-01(Unposted)			Voucher Particulars: Books				
1	G1004015001	Grant Expenses	2,500.00		Books	0001	MATHS
2	G5101	Petty Cash - Government Fund		2,500.00	Books		
Total :			2,500.00	2,500.00			

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

Delete Petty Cash Voucher

- Allows user to delete a draft or unposted voucher.
- Posted voucher 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 Petty Cash Voucher

User: fanny1 Last Login: 06/06/2003 15:49 Logout | Help | 中文版本

Current School Year: 2002

7 June 2003 10:29

[S-FBK05-01] FMP > Bookkeeping > Petty Cash Voucher

Search Voucher Details

Voucher Date (DD/MM/YYYY)

To

Voucher Status

All

Voucher Type

All

Voucher No.

GC03/01-00007 To

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

Quotation/Tender Number

To

Advanced Search

(Voucher Particulars, Quotation/Tender Reference, Programme Code, Account Code, Accounting Line Particulars, Amount, Cash Ledger Code, Cash Particulars)

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

<input checked="" type="checkbox"/>	<u>Voucher No.</u> ▲	<u>Voucher Date</u> (DD/MM/YYYY)	Voucher Particulars	Gross Credit Amount \$	<u>Voucher Status</u>
<input checked="" type="checkbox"/>	GC03/01-00007	29/01/2003	tes test	1,000.00	Unposted

Note 1: Posted voucher is not allowed to delete

Note 2: All vouchers of search result are exported

To delete petty cash voucher, follow the steps for 'Update Petty Cash Voucher' to search for voucher(s) to be deleted.

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

Top

Delete Petty Cash Voucher

[S-FBK05-01] FMP > Bookkeeping > Petty Cash Voucher

Search Voucher Details

Voucher Date (DD/MM/YYYY)

 To

Voucher Status

All ▼

Voucher Type

All ▼

Voucher No.

GC03/01-00007 To
☐ Search Voucher(s) with Quotation/Tender Number Only

Quotation/Tender Number

 To

Advanced Search

 (Voucher Particulars, Quotation/Tender Reference, Programme Code,
 Account Code, Accounting Line Particulars, Amount,
 Cash Ledger Code, Cash Particulars)

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

<input checked="" type="checkbox"/>	Voucher No. ▲	Voucher Date (DD/MM/YYYY)	Voucher Particulars	Gross Credit Amount \$	Voucher Status
<input checked="" type="checkbox"/>	GC03/01-00007	29/01/2003	tes test	1,000.00	Unposted

Note 1: Posted voucher is not allowed to delete

Note 2: All vouchers of search result are exported

Step 2. Click [Delete] button

▲ Top

Export Petty Cash Voucher

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

Export Petty Cash Voucher

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

Current School Year: 2007 20 January 2017

[S-FBK05-01] FMP > Bookkeeping > Petty Cash 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

Advanced Search

(Voucher Particulars, Quotation/Tender Reference, Programme Code, Account Code, Accounting Line Particulars, Amount, Cash Ledger Code, Cash 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"/>	PR002A	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 petty cash voucher, follow the steps for 'Update Petty Cash Voucher' to search for voucher(s) to be exported.

Step 1. Click [Export] button

Export Petty Cash Voucher

fbk_export.xls [Read-Only] [Compatibility Mode] - Excel

File Home Insert Layout References Formulas Data View Add-Ins Tell me what you want to do... Sign in Share

Paste Clipboard Font Alignment Number Styles Cells Editing

A1 School Level / Session

	A	B	C	D	E	F	G	H
	School Level / Session	Voucher No.	Voucher Date (DD/MM/YYYY)	Voucher Particulars	Quotation / Tender No.	Gross Credit Amount \$	Cash Ledger Code (with description)	Cash Particulars
1	Primary/PM	GC17/05-000	31/05/2017	Postage		136.0	A5101(Petty Cash - Government Fund)	Postage
2	Primary/AM	GC17/05-000	31/05/2017	Postage		136.0	A5101(Petty Cash - Government Fund)	Postage
3	Secondary/Whole Day	GC17/05-000	31/05/2017	Postage		136.0	A5101(Petty Cash - Government Fund)	Postage
4	Primary/PM	GC17/09-000	30/09/2017	Newspaper		251.0	A5101(Petty Cash - Government Fund)	Newspaper
5	Primary/AM	GC17/09-000	30/09/2017	Newspaper		251.0	A5101(Petty Cash - Government Fund)	Newspaper
6	Secondary/Whole Day	GC17/09-000	30/09/2017	Newspaper		251.0	A5101(Petty Cash - Government Fund)	Newspaper
7	Primary/PM	GC17/09-000	30/09/2017	Postage		238.0	A5101(Petty Cash - Government Fund)	Postage
8	Primary/AM	GC17/09-000	30/09/2017	Postage		238.0	A5101(Petty Cash - Government Fund)	Postage
9	Secondary/Whole Day	GC17/09-000	30/09/2017	Postage		238.0	A5101(Petty Cash - Government Fund)	Postage
10	Primary/PM	GC17/11-000	30/11/2017	Newspaper		240.0	A5101(Petty Cash - Government Fund)	Newspaper
11	Primary/AM	GC17/11-000	30/11/2017	Newspaper		240.0	A5101(Petty Cash - Government Fund)	Newspaper
12	Secondary/Whole Day	GC17/11-000	30/11/2017	Newspaper		240.0	A5101(Petty Cash - Government Fund)	Newspaper
13	Primary/PM	GC17/11-000	30/11/2017	Postage		216.0	A5101(Petty Cash - Government Fund)	Postage
14	Primary/AM	GC17/11-000	30/11/2017	Postage		216.0	A5101(Petty Cash - Government Fund)	Postage
15	Secondary/Whole Day	GC17/11-000	30/11/2017	Postage		216.0	A5101(Petty Cash - Government Fund)	Postage
16	Primary/PM	GC18/01-000	31/01/2018	Newspaper		261.0	A5101(Petty Cash - Government Fund)	Newspaper
17	Primary/AM	GC18/01-000	31/01/2018	Newspaper		261.0	A5101(Petty Cash - Government Fund)	Newspaper
18	Secondary/Whole Day	GC18/01-000	31/01/2018	Newspaper		261.0	A5101(Petty Cash - Government Fund)	Newspaper
19	Primary/PM	GC18/03-000	31/03/2018	Postage		210.0	A5101(Petty Cash - Government Fund)	Postage
20	Primary/AM	GC18/03-000	31/03/2018	Postage		210.0	A5101(Petty Cash - Government Fund)	Postage
21	Secondary/Whole Day	GC18/03-000	31/03/2018	Postage		210.0	A5101(Petty Cash - Government Fund)	Postage
22	Primary/PM	GC18/03-000	31/03/2018	Newspaper			A5101(Petty Cash - Government Fund)	Newspaper
23	Primary/AM	GC18/03-000	31/03/2018	Newspaper			A5101(Petty Cash - Government Fund)	Newspaper
24	Secondary/Whole Day	GC18/03-000	31/03/2018	Newspaper			A5101(Petty Cash - Government Fund)	Newspaper
25	Primary/PM	GC18/04-000	30/04/2018	Newspaper			A5101(Petty Cash - Government Fund)	Newspaper
26	Primary/AM	GC18/04-000	30/04/2018	Newspaper			A5101(Petty Cash - Government Fund)	Newspaper
27	Secondary/Whole Day	GC18/04-000	30/04/2018	Newspaper			A5101(Petty Cash - Government Fund)	Newspaper
28	Primary/PM	GC18/08-000	31/08/2018	Postage			A5101(Petty Cash - Government Fund)	Postage
29	Primary/AM	GC18/08-000	31/08/2018	Postage			A5101(Petty Cash - Government Fund)	Postage
30	Secondary/Whole Day	GC18/08-000	31/08/2018	Postage			A5101(Petty Cash - Government Fund)	Postage
31	Primary/PM	GC18/09-000	30/09/2018	Postage			A5101(Petty Cash - Government Fund)	Postage
32	Primary/AM	GC18/09-000	30/09/2018	Postage			A5101(Petty Cash - Government Fund)	Postage
33	Secondary/Whole Day	GC18/09-000	30/09/2018	Postage			A5101(Petty Cash - Government Fund)	Postage
34	Primary/PM	GC18/09-000	30/09/2018	Newspaper		251.0	A5101(Petty Cash - Government Fund)	Newspaper
35	Primary/AM	GC18/09-000	30/09/2018	Newspaper		251.0	A5101(Petty Cash - Government Fund)	Newspaper
36	Secondary/Whole Day	GC18/09-000	30/09/2018	Newspaper		251.0	A5101(Petty Cash - Government Fund)	Newspaper
37	Primary/PM	GC18/12-000	31/12/2018	Postage		238.0	A5101(Petty Cash - Government Fund)	Postage
38	Primary/AM	GC18/12-000	31/12/2018	Postage		238.0	A5101(Petty Cash - Government Fund)	Postage
39	Secondary/Whole Day	GC18/12-000	31/12/2018	Postage		238.0	A5101(Petty Cash - Government Fund)	Postage
40	Primary/PM	GC18/12-000	31/12/2018	Newspaper		240.0	A5101(Petty Cash - Government Fund)	Newspaper
41	Primary/AM	GC18/12-000	31/12/2018	Newspaper		240.0	A5101(Petty Cash - Government Fund)	Newspaper
42	Secondary/Whole Day	GC18/12-000	31/12/2018	Newspaper		240.0	A5101(Petty Cash - Government Fund)	Newspaper
43	Primary/PM	GC19/02-000	28/02/2019	Postage		216.0	A5101(Petty Cash - Government Fund)	Postage
44	Primary/AM	GC19/02-000	28/02/2019	Postage		216.0	A5101(Petty Cash - Government Fund)	Postage
45	Primary/AM	GC19/02-000	28/02/2019	Postage		216.0	A5101(Petty Cash - Government Fund)	Postage

Sheet 1

Ready

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

- Voucher not allowed to be deleted
 - a) Posted voucher

- 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/ cash particulars:

a) Voucher particulars: Mandatory

b) Cash particulars: follow (a) if leaving it blank

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



Press
ESCAPE
to return

◆ Default Cash 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.