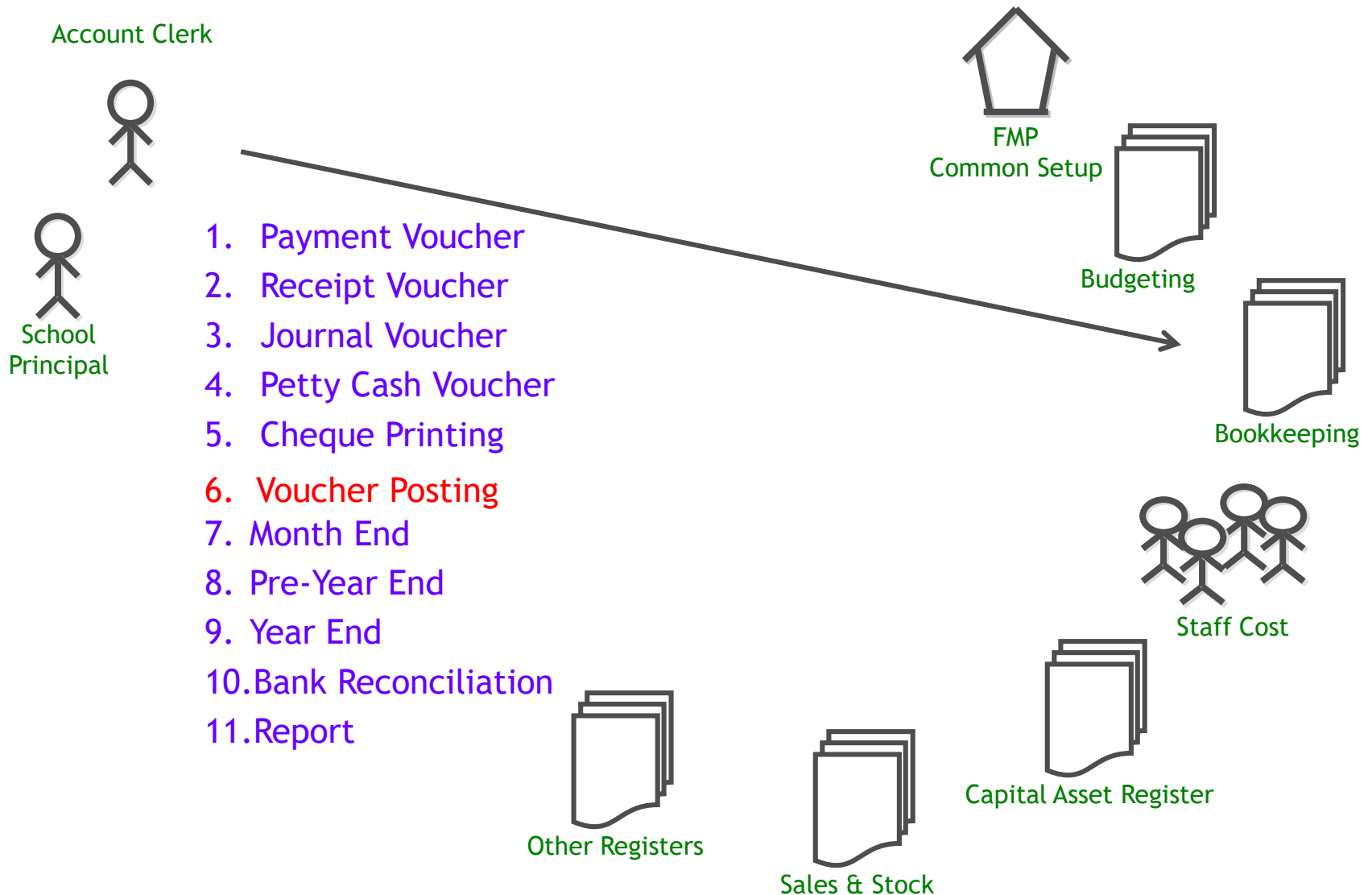


FMP - Bookkeeping



Bookkeeping - Voucher Posting

- Before posting the voucher, approval should be obtained from principal.
 - a) The financial staff member needs to print out the vouchers and cheques (for payment vouchers) and send the hardcopy for Principal to approve before voucher posting.
 - b) After Principal has signed on the vouchers, the School Account Staff can then post the vouchers.
 - c) This approval process can be brought into the system by assigning the right of posting to the Principal. For better control, it is recommended that different staff would work on voucher posting, preferably by the supervisor. By default, the access right for voucher posting is not granted to FMP_PETTYCASH_CLERK user group.

Voucher Posting

- User can search for draft and unposted payment vouchers / receipt vouchers / journal vouchers / petty cash vouchers and prepare for posting of vouchers.
- Payment vouchers may have three status - “D - Draft”, “P - Cheque to Print” and “R - Ready for Posting”. Receipt, journal and petty cash vouchers may have two status - “D - Draft” and “R - Ready for Posting”.
- Vouchers in “D - Draft” status are not allowed to perform posting.
- Payment vouchers with payment method “Cheque - With Printing” but cheque is not printed and confirmed will have status “P - Cheque to Print”. The status will be “R - Ready for Posting” if cheque has been printed and confirmed.
- Only vouchers with status “R - Ready for Posting” can be selected for voucher posting.

Voucher Posting

- After a voucher is posted, the amount of the voucher will be updated to General Ledger of the voucher accounting month. User can generate monthly, yearly or annual accounts reports to verify the amount.
- Posted Voucher is not allowed to be edited or deleted. Users should create a new Journal Voucher for making any amendment to a posted voucher.

Voucher Posting

User: fmp_admin Last Login: 14/03/2003 16:16 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

14 March 2003 16:43

FMP

▶ Common Setup

▶ Budgeting

▼ Bookkeeping

▪ Payment Voucher

▪ Receipt Voucher

▪ Journal Voucher

▪ Petty Cash Voucher

▪ Cheque Printing

▪ Voucher Posting

[S-FBK04-01] FMP > Bookkeeping > Voucher Posting

Voucher Type

Voucher No.

To

Voucher Date (DD/MM/YYYY)

To

 Search

 Reset

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

Step 2. Select the search criteria

Voucher Posting

User: fmp_admin Last Login: 14/03/2003 16:16 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

14 March 2003 16:47

FMP

▶ Common Setup

▶ Budgeting

▼ Bookkeeping

▪ Payment Voucher

▪ Receipt Voucher

▪ Journal Voucher

▪ Petty Cash Voucher

▪ Cheque Printing

▪ Voucher Posting

[S-FBK04-01] FMP > Bookkeeping > Voucher Posting

Voucher Type

Voucher No.

Voucher Date (DD/MM/YYYY)

 Search  Reset

Payment Voucher
Payment Voucher
Receipt Voucher
Journal Voucher
Petty Cash Voucher

To

ALL

To

Step 2a. User must select any one of the voucher type -- Payment Voucher, Receipt Voucher, Journal Voucher or Petty Cash Voucher

Voucher Posting

User: fmp_admin Last Login: 14/03/2003 16:16 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

14 March 2003 16:43

FMP

Common Setup

Budgeting

Bookkeeping

Payment Voucher

Receipt Voucher

Journal Voucher

Petty Cash Voucher

Cheque Printing

Voucher Posting

[S-FBK04-01] FMP > Bookkeeping > Voucher Posting

Voucher Type

Payment Voucher

Voucher No.

ALL

To

ALL

Voucher Date (DD/MM/YYYY)

To

 Search

 Reset

ALL
GP00/09-00002
GP01/09-00001
GP01/09-00002
GP0902-2
GP30001
GP3009-1
GPGP30001

Step 2b. User may select Voucher No. and/or enter voucher date range to minimize the searching range

Voucher Posting

User: fmp_admin Last Login: 14/03/2003 16:16 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

14 March 2003 16:48

FMP

▶ Common Setup

▶ Budgeting

▼ Bookkeeping

▪ Payment Voucher

▪ Receipt Voucher

▪ Journal Voucher

▪ Petty Cash Voucher

▪ Cheque Printing

▪ Voucher Posting

[S-FBK04-01] FMP > Bookkeeping > Voucher Posting

Voucher Type

Voucher No.

To

Voucher Date (DD/MM/YYYY)

To

 Search  Reset

Step 3. Click [Search] button

Voucher Posting

User: fmp_admin Last Login: 14/03/2003 16:16 Logout | Help | 中文版本

Current School Year: 2001

14 March 2003 16:44

FMP

Common Setup

Budgeting

Bookkeeping

Payment Voucher

Receipt Voucher

Journal Voucher

Petty Cash Voucher

Cheque Printing

Voucher Posting

[S-FBK04-02] FMP > Bookkeeping > Voucher Posting

Voucher Type Payment Voucher

Voucher No. ALL

To ALL

Voucher Date (DD/MM/YYYY)

To

Search Reset

Posting Payment Voucher Search Result

Bottom

	Voucher No.	Voucher Date (DD/MM/YYYY)	Voucher Particulars	Gross Amount \$	Voucher Status
<input type="checkbox"/>	GP00/09-00002	30/09/2000	Tables	5,000.00	R
<input type="checkbox"/>	GP01/09-00001	30/09/2001	Tables	1,000.00	D
<input type="checkbox"/>	GP01/09-00002	30/09/2001	Chairs	500.00	R
<input type="checkbox"/>	GP0902-2	30/09/2000	Books	2,800.00	D
<input type="checkbox"/>	GP30001	30/09/2030	Payment	2,200,000.00	R
<input type="checkbox"/>	GP3009-1	30/09/2000	Books	2,000.00	R
<input type="checkbox"/>	GPGP30001	30/09/2030	Payment	568.70	R

Note: R - Ready for Posting; P - Cheque to Print; D - Draft

Posting Preview Ledger Balance

Top

User may click [Voucher No.] hyperlink to view/edit the voucher details if necessary

Voucher Status is indicated under this column
R - Ready for Posting
P - Cheque to Print
D - Draft

Voucher Posting

User: fmp_admin Last Login: 14/03/2003 16:16 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

14 March 2003 16:44

FMP

Common Setup

Budgeting

Bookkeeping

Payment Voucher

Receipt Voucher

Journal Voucher

Petty Cash Voucher

Cheque Printing

Voucher Posting

[S-FBK04-02] FMP > Bookkeeping > Voucher Posting

Voucher Type

Voucher No.

To

Voucher Date (DD/MM/YYYY)

To

Posting Payment Voucher Search Result

Bottom

<input type="checkbox"/>	Voucher No.	Voucher Date (DD/MM/YYYY)	Voucher Particulars	Gross Amount \$	Voucher Status
<input checked="" type="checkbox"/>	GP00/09-00002	30/09/2000	Tables	5,000.00	R
<input type="checkbox"/>	GP01/09-00001	30/09/2001	Tables	1,000.00	D
<input type="checkbox"/>	GP01/09-00002	30/09/2001	Chairs	500.00	R
<input type="checkbox"/>	GP0902-2	30/09/2000	Books	2,800.00	D
<input type="checkbox"/>	GP30001	30/09/2030	Payment	2,200,000.00	R
<input type="checkbox"/>	GP3009-1	30/09/2000	Books	2,000.00	R
<input type="checkbox"/>	GPGP30001	30/09/2030	Payment	568.70	R

Note: R - Ready for Posting; P - Cheque to Print; D - Draft

Top

Step 4. Select the checkbox(es) next to [Voucher No.]
Only status 'R - Ready for Posting' can be selected for posting.

Step 5. Click [Posting] button

Voucher Posting

[S-FBK04-02] **FMP > Bookkeeping > Voucher Posting**

1 Record(s) posted successfully.

Please go to FMP > CAR module to proceed CAR voucher.

Voucher Type	Payment Voucher
Voucher No.	ALL
Voucher Date	

- If the voucher type is a payment voucher under Capital Asset Register Module which is effective as at the voucher date, the system will display a message to remind users to update asset purchase information in Capital Asset Register Module.

- If the voucher type is a payment or receipt voucher under Sales and Stock Module which is effective as at the voucher date, the system will display a message to remind users to update stock purchase or sales information in Sales and Stock Module.

[S-FBK04-02] **FMP > Bookkeeping > Voucher Posting**

1 Record(s) posted successfully.

Please go to FMP > Sales & Stocks module to proceed S&S Voucher.

Voucher Type	Payment Voucher
Voucher No.	ALL
Voucher Date	

Preview Ledger Balance

- This function redirect user to “Trial Balance (R-FBK009-E)” report page to generate and preview ledger balances with Ready for posting vouchers included before posting of voucher.



Preview Ledger Balance

User: super1 Login Time: 10/03/2018 14:38

Current School Year:

Voucher Posting

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

 Search  Reset

- ▼ Bookkeeping
 - Payment Vou
 - Receipt Vouch
 - Journal Vouch
 - Petty Cash V
 - Cheque Printi
 - Voucher Post
 - Month End
 - Pre-Year End
 - Year End
 - Bank Reconc
 - Report

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

Step 2. Select the search criteria

Preview Ledger Balance

[Home] [Main] [Bookkeeping] [Voucher Posting]

Voucher Type

Voucher No.

To

Voucher Date (DD/MM/YYYY)

To

 Search  Reset

Step 3. Click [Search] button

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

<input type="checkbox"/>	GP08/08-00001	31/08/2008	Air-conditioner for 8/2016	
<input type="checkbox"/>	GP10/12-00001	31/12/2010	Testing	
<input type="checkbox"/>	GP15/07-00001	31/07/2015	Testing	
<input type="checkbox"/>	GP15/07-00003	31/07/2015	Testing	
<input type="checkbox"/>	GP15/07-00006	31/07/2015	Testing	
<input type="checkbox"/>	GP15/07-00016	31/07/2015	Testing (30.3.2016)	
<input type="checkbox"/>	GP15/07-00017	31/07/2015	Testing (30.3.2016)	
<input type="checkbox"/>	GP15/08-00030	31/08/2015	Testing new problem x2	
<input type="checkbox"/>	GP15/08-00031	31/08/2015	Testing new problem 3	
<input type="checkbox"/>	GP17/09-00002	30/09/2017	test on 2017.08.22 print voucher	
<input type="checkbox"/>	GP17/09-00005	30/09/2017	Build test 2017.08.30 (budget report)	
<input type="checkbox"/>	GP17/09-00011	30/09/2017	qqqqq	
<input type="checkbox"/>	GP17/10-00001	31/10/2017	zzz	
<input type="checkbox"/>	GP17/10-00006	31/10/2017	Build test 2017.08.31 pm (print OQ)	
<input type="checkbox"/>	GP17/10-00008	31/10/2017	Build test 2017.08.31 (print OQ) 2	
<input type="checkbox"/>	GP17/10-00009	31/10/2017	Build test 2017.08.31 (Print OQ) 2	
<input type="checkbox"/>	GP17/10-00010	31/10/2017	Build test 2017.08.31 pm (Export function)	
<input type="checkbox"/>	GP20/09-00001	30/09/2020	testing cheque	
<input type="checkbox"/>	GP20/09-00002			
<input type="checkbox"/>	GP20/09-00003			
<input type="checkbox"/>	GP23/08-00003			
<input type="checkbox"/>	GP23/09-00001			
<input type="checkbox"/>	PI17/10-00001			
<input type="checkbox"/>	PI17/10-00002			
<input type="checkbox"/>	PB17/10-00001			
<input type="checkbox"/>	PB17/10-00003			
<input type="checkbox"/>	PV02/08-00001	31/08/4002	Final Test	
<input type="checkbox"/>	PV02/08-00002	31/08/4002	Testing	
<input type="checkbox"/>	PV17/09-00002	30/09/2017	Testing 2017.06.30	
<input type="checkbox"/>	RR81/08-00001	31/08/5981	131313	
<input type="checkbox"/>	S108/08-00001	31/08/2008	aa	
<input type="checkbox"/>	WP一二三〇	31/08/2288	一二三四五六七八九 一二三四五六七八九 一二三四五六七八九 一二三四五六七八九 一二三四五六七八九 一二三四五六七八九 一二三四五六七八九 一二三四五六七八九	

Step 4. Click [Preview Ledger Balance] button

Note: R - Ready for Posting, P - Cheque to Print, D - Draft


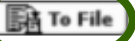
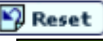

Posting

Preview Ledger Balance

Preview Ledger Balance

Built-in Template
Please input the print criteria.

School Level	Primary
School Session	All ▼
Accounting Year	1998/1999 ▼
Accounting Month	09/1998 ▼
Source of Fund	All ▼
Ledger Code	All ▼ To All ▼
Option	<input checked="" type="radio"/> Ledger Level <input type="radio"/> Sub-ledger/Account Level
Ready for Posting Vouchers Included	<input checked="" type="checkbox"/>
Format	PDF ▼

Step 5. Select the report criteria. Select the checkbox next to **Ready for Posting Vouchers Included** to generate the report with ledger balances including vouchers with ready for posting status.

Step 6. View the reports online by Clicking the [Preview & Print] button or generate and store the report in Report Management - Repository by clicking the [To File] button.

Press
ESCAPE
to return