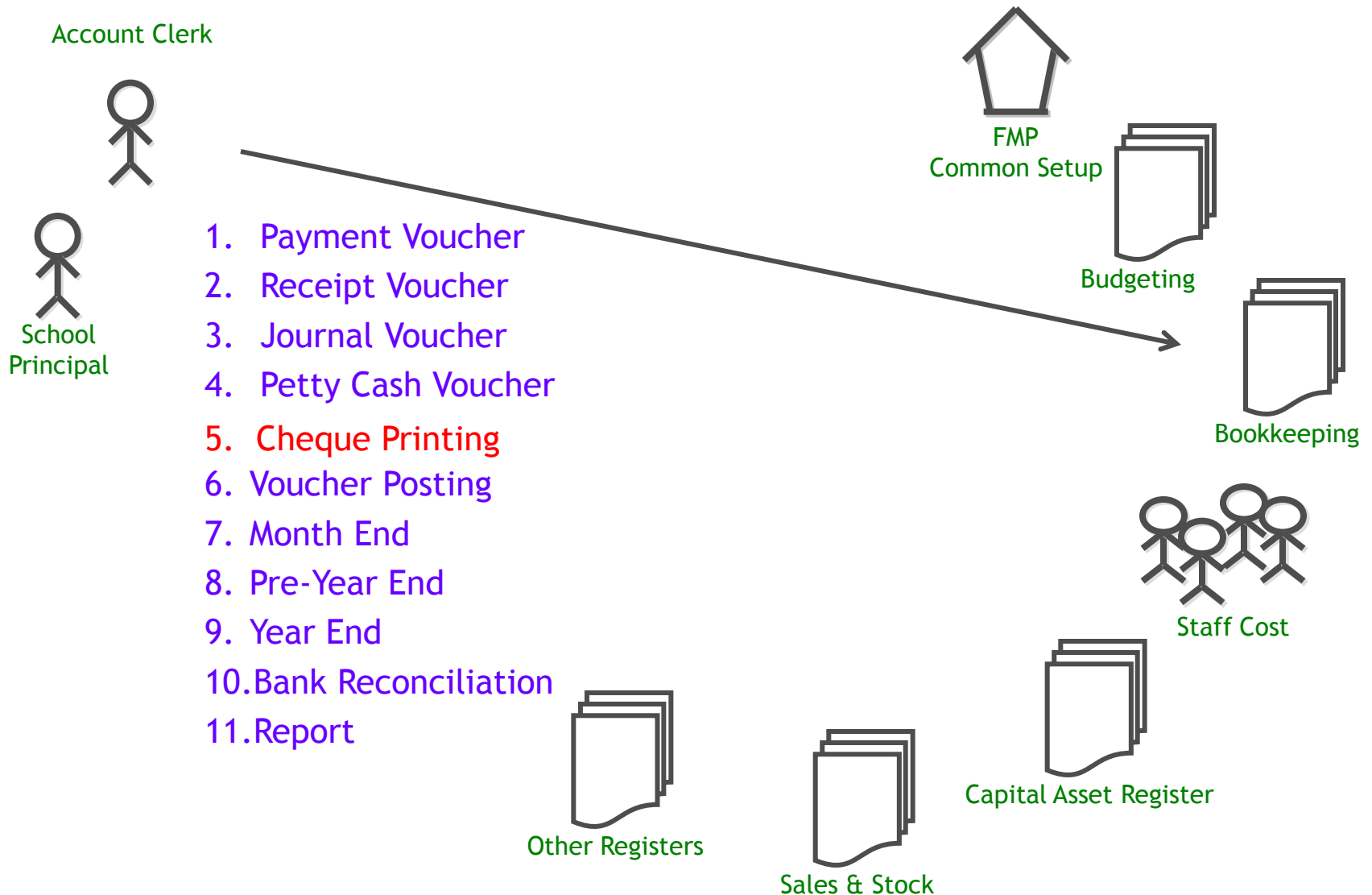


FMP – Bookkeeping



Bookkeeping - Cheque Printing

- Cheque printing function is only applicable to Payment Voucher created in Bookkeeping and payroll / provident fund payment voucher created in Staff Cost Module with payment method “Cheque - With Printing”.
- After the cheque is confirmed as “Successfully Printed”, the school clerk will pass the payment voucher together with the successfully printed cheque to supervisor / Principal for approval.
- User can print cheque on five pre-defined cheque formats. Alternatively, user can customize and upload his own cheque template of the pre-defined bank in Common Setup.
- Vouchers with payment method “Cheque - Without Printing” cannot be retrieved in this function. Users are required to manually issue a cheque together with the voucher printout and submit them to supervisor / Principal for approval.

Print Cheque

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

Current School Year: 2002

7 June 2003 13:02

[S-FBK03-01] [FMP](#) > [Bookkeeping](#) > [Cheque Printing](#)

Cheque Printing

Accounting Year(YYYY/YYYY)

2001/2002

Bank Ledger Code

G5001

Bank Code

FORTIS

Bank Name

FORTIS BANK

Bank Account Number

123456789

Cheque Format ID

FORTIS0001

Voucher No.

ALL

To ALL

Print Cheque Status

ALL



Search



Reset

Step 1. Click [Bookkeeping] → [Cheque Printing]
from the left menu

Step 2. Select the search criteria

Print Cheque

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

Current School Year: 2002

7 June 2003 13:02

[S-FBK03-01] [FMP](#) > [Bookkeeping](#) > [Cheque Printing](#)

Cheque Printing

Accounting Year (YYYY/YYYY)

2005/2006

Bank Ledger Code

G5001

Bank Code

FORTIS

Bank Name

FORTIS BANK

Bank Account Number

123456789

Cheque Format ID

FORTIS0001

Voucher No.

ALL

To ALL

Print Cheque Status

ALL

ALL
New Voucher
Printed Once
Printed Twice
Printed Thrice
Successfully Printed

 Search

 Reset

Step 2a. User may fine tune the search result by selecting Voucher No. and/or Print Cheque Status

Step 3. Click [Search] button

Print Cheque

User: [REDACTED]

Step 4. Fill in the next cheque number to be printed. By default, it will be set to the next available cheque number of the selected bank. User can set his own serial number by changing the **Cheque Number** field.

[S-FBK03-02] **FMP** > Bookkeeping > Cheque Printing

Cheque Printing

Accounting Year(YYYY/YYYY)

2005/2006 ▼

Bank Ledger Code

G5001

Bank Code

FORTIS

Bank Name

FORTIS BANK

Bank Account Number

123456789

Cheque Format ID

FORTLS0001

Cheque Number

0000000005

Voucher No.


ALL	▼	To	ALL
-----	---	----	-----

Print Cheque Status

New Voucher

 Search
 Reset

 **Reset**

Vouchers to be Paid								
	Voucher No.▼	Voucher Date (DD/MM/YYYY)▼	Gross Amount \$	Payee's Name▼	Voucher Particulars	Cheque Date (DD/MM/YYYY)	Status	Cheque Number
<input type="checkbox"/>	GP0905-01	30/09/2005	2,500.00	ABC Limited	Books	01/10/2005 	New Voucher	

Note 1: A cheque is allowed to print for 3 times only.

Note 2: Payment method can be 'Reverse' back to "Cheque - Without Printing". Once selected, no further change is allowed.

Print Confirm Reverse

Confirm

Reverse

Print Cheque

[S-FBK03-02] [FMP](#) > [Bookkeeping](#) > [Cheque Printing](#)

Cheque Printing

Accounting Year(YYYY/YYYY)

Bank Ledger Code

Bank Code

Bank Name

Bank Account Number

Cheque Format ID

Cheque Number

Voucher No.


Print Cheque Status

 Search  Reset

Step 5. Select the voucher by clicking the check box next to **Voucher No.**

Step 6. **Cheque Date** will be defaulted as **Voucher Date**. User can set his own date by changing the **Cheque Date** field. Validation will be performed for checking the **Cheque Date**.

Step 7. Click [Print] button

Vouchers to be Paid								
	Voucher No.▼	Voucher Date (DD/MM/YYYY)▼	Gross Amount \$	Payee's Name▼	Voucher Particulars	Cheque Date (DD/MM/YYYY)	Status	Cheque Number
<input checked="" type="checkbox"/>	GP0905-01	30/09/2005	2,500.00	ABC Limited	Books	01/10/2005 	New Voucher	

Note 1: A cheque is allowed to print for 3 times only.

Note 2: Payment method can be 'Reverse' back to "Cheque - Without Printing". Once selected, no further change is allowed.

Print

Confirm

Reverse

Print Cheque

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

Current School Year: 2002

7 June 2003 13:03

[S-FBK03-02] [FMP](#) > [Bookkeeping](#) > [Cheque Printing](#)

Cheque Printing

Accounting Year(YYYY/YYYY) 2005/2006
Bank Ledger Code G5001
Bank Code FORTIS
Bank Name FORTIS BANK
Bank Account Number 123456789
Cheque Format ID FORTIS0001
Cheque Number
Voucher No.
Print Cheque Status

 Search  Reset

	Voucher No.▼	Voucher Date (DD/MM/YYYY)▼	Gross Amount \$	Payee's Name▼	Voucher Particulars	Cheque Date	Status	Cheque Number
<input checked="" type="checkbox"/>	GP0905-01	30/09/2005	2,500.00	ABC Limited	Books			

Note 1: A cheque is allowed to print for 3 times only.

Note 2: Payment method can be 'Reverse' back to "Cheque - Without Printing". Once selected, no further action is required.

Microsoft Internet Explorer



Printing Cheque No:0000000005

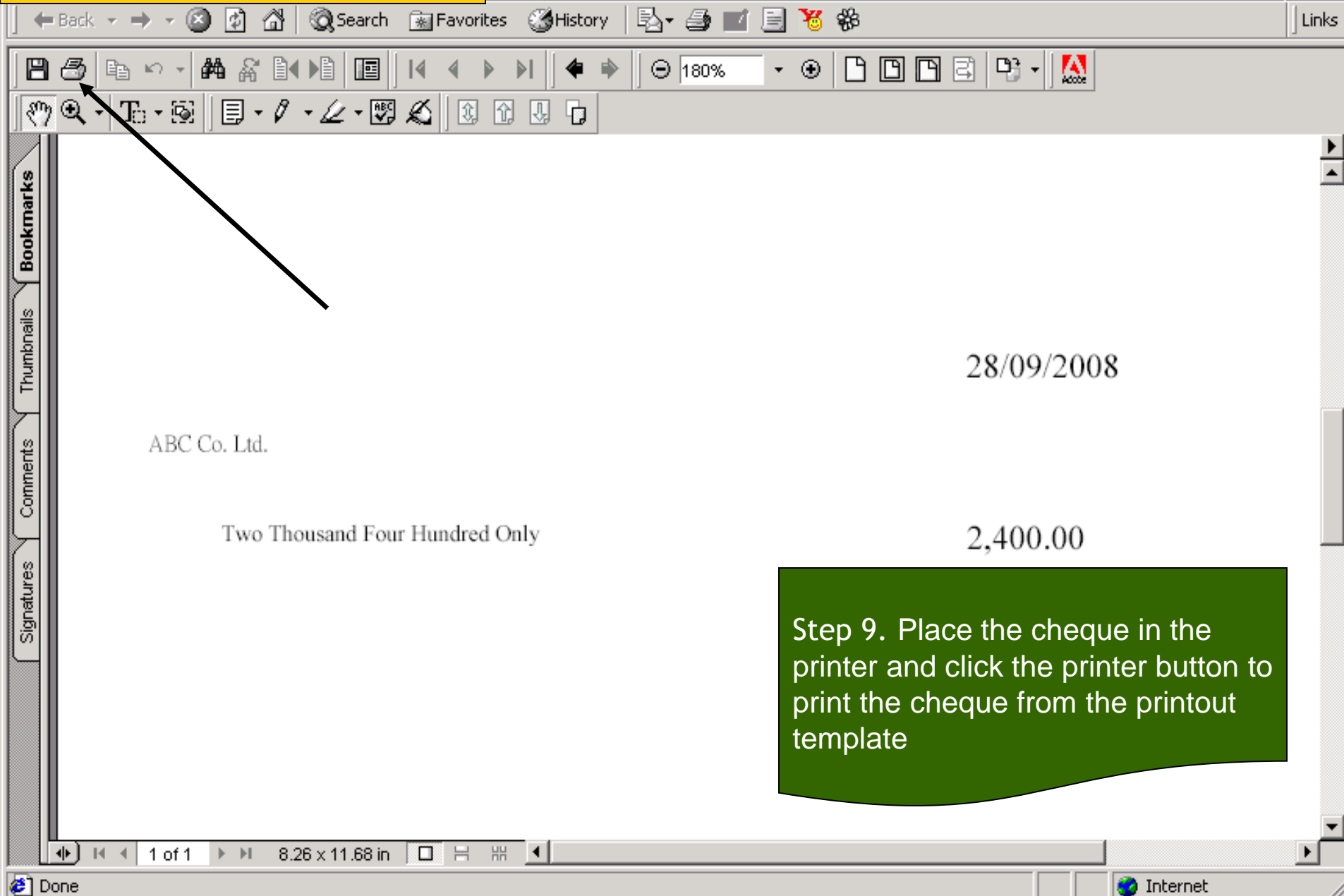
OK

Cancel

Step 8. Click [OK] to proceed to the next step, or [Cancel] to abort.

Print Cheque

type=R&fileName=/fmp/24001_1060410946140.pdf - Microsoft Internet Explorer



Print Cheque

type=R&fileName=/fmp/24001_1060410946140.pdf - Microsoft Internet Explorer

Print

Printer Name: \\hkncsi-fs\Canon GP605-605P Properties

Status: Ready
Type: Canon GP605-605P PS Ver 1.01
Where: IP_192.168.6.234

☐ Reverse pages
☐ Print as image
☐ Print to file

Print Range

☒ All ☐ Selected pages/graphic

☐ Current page

☐ Pages from: 1 to: 1

Print: Even and Odd Pages

☒ Comments

Copies and Adjustments

Number of copies: 1

☐ Collate

☐ Shrink oversized pages to paper size

☐ Expand small pages to paper size

☐ Auto-rotate and center pages

PostScript Options

Print Method: Language Level 2

☒ Optimize for Speed

☒ Download Asian Fonts ☐ Save Printer Memory

Color Managed: On printer

Printing Tips Advanced...

Preview

8.25

11.68

Units: Inches

Step 10. Print the cheque

At the Print Page, user should NOT check the three checkboxes for the adjustment of page layout.

1 of 1

8.26 x 11.68 in

Done

Internet

Print Cheque

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

Current School Year: 2002

7 June 2003 13:03

[S-FBK03-02] [FMP](#) > [Bookkeeping](#) > [Cheque Printing](#)

Cheque Printing

Accounting Year(YYYY/YYYY)	2005/2006
Bank Ledger Code	G5001
Bank Code	FORTIS
Bank Name	FORTIS BANK
Bank Account Number	123456789
Cheque Format ID	FORTIS0001
Cheque Number	0000000006
Voucher No.	ALL To ALL
Print Cheque Status	ALL

Search Reset

Indicate the cheque printing status or how many times the cheque has been printed

Vouchers to be Paid								
	Voucher No. ▾	Voucher Date (DD/MM/YYYY) ▾	Gross Amount \$	Payee's Name ▾	Voucher Particulars	Cheque Date (DD/MM/YYYY)	Status	Cheque Number
<input type="checkbox"/>	GP0905-01	30/09/2005	2,500.00	ABC Limited	Books	01/10/2005	Printed Once	0000000005

Note 1: A cheque is allowed to print for 3 times only.

Note 2: Payment method can be 'Reverse'

If the cheque printing process is unsuccessful (e.g. paper jam, wrong print setting), user may choose to print again by repeating the previous steps. Cheque for each voucher can be printed for the maximum of 3 times only.

Confirm Cheque Printing

- If the cheque printed out is okay, user has to confirm that the selected voucher is “Successfully Printed”.
- Only voucher with cheque printing confirmed is allowed to perform voucher posting.
- Once cheque printing of the voucher has been confirmed, it is not allowed to delete the voucher.
- Multiple vouchers can be selected for confirming printed cheque at a time.

Confirm Printed Cheque

[S-FBK03-02] **FMP** > Bookkeeping > Cheque Printing

Cheque Printing

Accounting Year(YYYY/YYYY) 2005/2006
 Bank Ledger Code G5001
 Bank Code FORTIS
 Bank Name FORTIS BANK
 Bank Account Number 123456789
 Cheque Format ID FORTIS001
Cheque Number 000000000
 Voucher No. ALL To ALL
 Print Cheque Status ALL

Search Reset

Vouchers to be Paid								
	Voucher No. ▾	Voucher Date (DD/MM/YYYY) ▾	Gross Amount \$	Payee's Name ▾	Voucher Particulars	Cheque Date (DD/MM/YYYY)	Status	Cheque Number
<input checked="" type="checkbox"/>	GP0905-01	30/09/2005	2,500.00	ABC Limited	Books	01/10/2005	Printed Once	0000000005

Note 1: A cheque is allowed to print for 3 times only.

Note 2: Payment method can be 'Reverse' back to "Cheque - Without Printing". Once selected, no further change is allowed.

Print **Confirm** Reverse

To confirm printed cheque, follow the steps for 'Print Cheque' to search for voucher.

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

Step 2. Click [Confirm] button

If the printed cheque is confirmed, it cannot be printed again.

Confirm Printed Cheque

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

Current School Year: 2002

7 June 2003 13:11

[S-FBK03-02] [FMP](#) > [Bookkeeping](#) > [Cheque Printing](#)

Cheque printed and voucher details updated successfully

Cheque Printing

Accounting Year(YYYY/YYYY)	2005/2006
Bank Ledger Code	G5001
Bank Code	FORTIS
Bank Name	FORTIS BANK
Bank Account Number	123456789
Cheque Format ID	FORTIS0001
Cheque Number	0000000006
Voucher No.	ALL To ALL
Print Cheque Status	ALL

 Search  Reset

Indicate that the
cheque has been
successfully printed
out

Vouchers to be Paid								
	Voucher No.	Voucher Date (DD/MM/YYYY)	Gross Amount \$	Payee's Name	Voucher Particulars	Cheque Date (DD/MM/YYYY)	Status	Cheque Number
<input type="checkbox"/>	GP0905-01	30/09/2005	2,500.00	ABC Limited	Books	01/10/2005	Successfully Printed	0000000005

Note 1: A cheque is allowed to print for 3 times only.

Note 2: Payment method can be 'Reverse' back to "Cheque - Without Printing". Once selected, no further change is allowed.

Reverse Payment Method

- Cheque of the payment voucher cannot be printed after trying for three times. Since payment method cannot be changed for unposted voucher, user is required to reverse the payment method to “Cheque - Without Printing” via this function. User can then go back to voucher maintenance page to update the bank ledger information (cheque number, payee’s name) and manually issue the cheque.
- User may reverse the payment method to “Cheque - Without Printing” at any time provided that the cheque has not been confirmed as “Successfully Printed”.


Reverse Payment Method

[S-FBK03-02] **FMP** > Bookkeeping > Cheque Printing

Cheque Printing

Accounting Year(YYYY/YYYY)	2005/2006
Bank Ledger Code	G5001
Bank Code	FORTIS
Bank Name	FORTIS BANK
Bank Account Number	123456789
Cheque Format ID	FORTIS0001
Cheque Number	0000000006
Voucher No.	ALL To ALL
Print Cheque Status	ALL

 Search  Reset

Vouchers to be Paid								
	Voucher No. ▾	Voucher Date (DD/MM/YYYY) ▾	Gross Amount \$	Payee's Name ▾	Voucher Particulars	Cheque Date (DD/MM/YYYY)	Status	Cheque Number
<input checked="" type="checkbox"/>	GP0905-01	30/09/2005	2,500.00	ABC Limited	Books	01/10/2005 	Printed Once	0000000005

Note 1: A cheque is allowed to print for 3 times
Note 2: Payment method can be 'Reverse' button

Print Confirm **Reverse**

To reverse payment method, follow the steps for 'Print Cheque' to search for voucher.

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

Step 2. Click [Reverse] button

User may consider to reverse the payment method of a voucher if:

1. Cheque printing is unsuccessful and cheques have been printed for 3 times
2. User chooses to issue manual cheque instead

Press
ESCAPE
to return