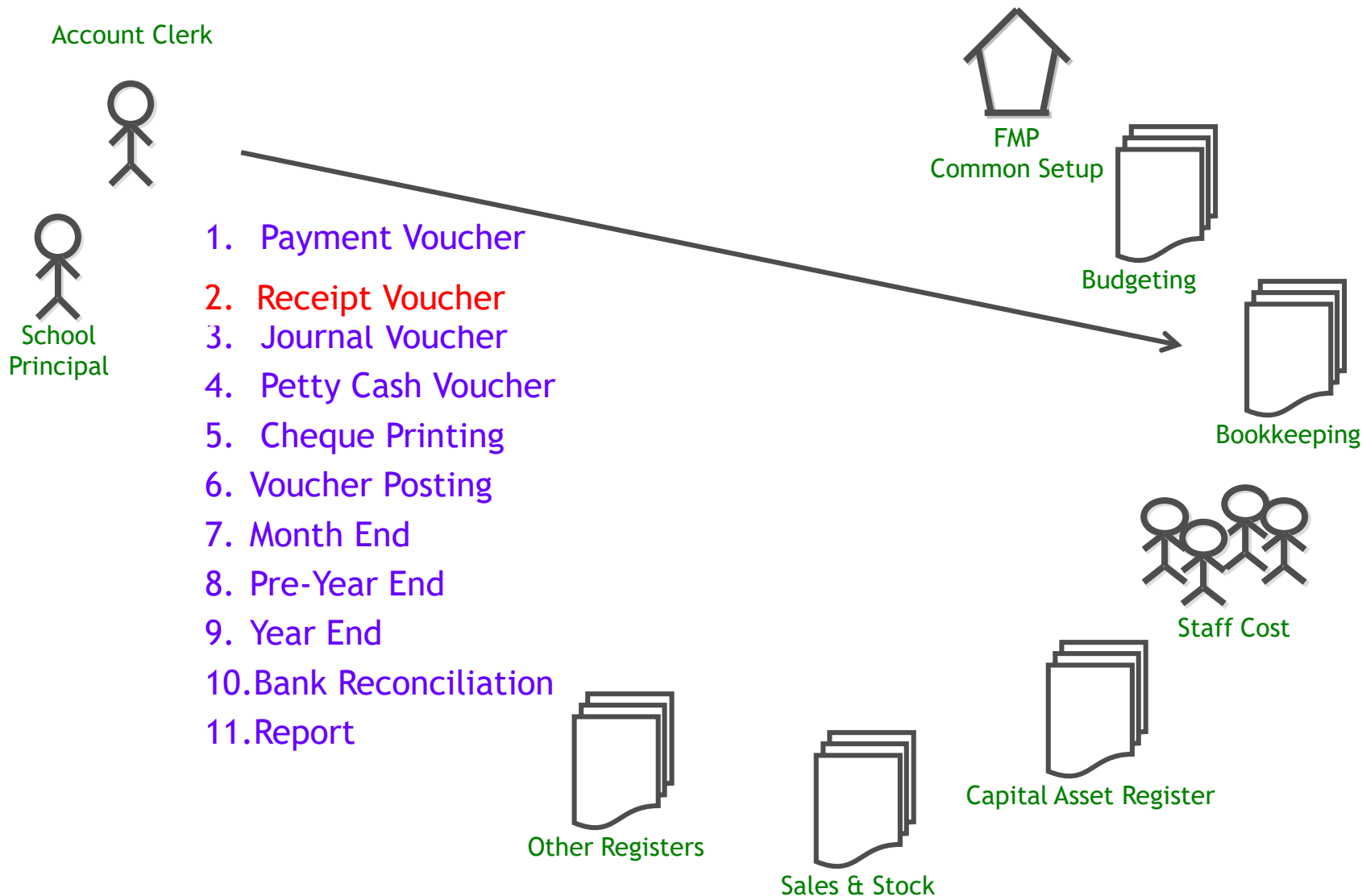


FMP - Bookkeeping



Bookkeeping - Receipt Voucher

- Create a new receipt voucher in any one of the 'opened' accounting months.
- Receipt voucher can be created either from scratch or by copying from an existing receipt 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 receipt voucher for verification and approval.

Input Structure of Receipt Voucher

◆ Voucher Details

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

Input Structure of Receipt Voucher

◆Credit Side

- User should fill in accounting line information in Accounting Line Information (Credit) section.
- A voucher should have one or more accounting lines as the Credit 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.
- Receipt voucher is normally for recording income item. Abnormal line message will be displayed if credit Expenditure / Liability Account Code is entered. The voucher is still saved anyway.

Input Structure of Receipt Voucher

◆ Debit Side

- User should fill in Bank Ledger Information in 'Bank Ledger Information (Debit)' section.
- User is required to select bank ledger code.
- There is no need to fill in the debit side amount because, by default, it is equal to the sum of credit side.

Create Receipt Voucher

- Allows user to create new receipt voucher in any one of the opened accounting months.
- Other than creating Bookkeeping receipt voucher, user can also create Sales and Stock receipt voucher. User can choose to create receipt voucher of any voucher types under Receipt Voucher.
- Sales and Stock receipt voucher created in Bookkeeping Module can be retrieved in Sales and Stock functions after the voucher has been posted. User can then fill in the stock details in Sales and Stock Module.

Create Receipt Voucher

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

Current School Year: 2002

24 July 2003 15:57

[S-FBK06-01] [FMP](#) > [Bookkeeping](#) > Receipt Voucher

Create New Voucher

Accounting Month (MM/YYYY)

09/2001

Voucher Type

(GR) Bookkeeping Receipt Voucher (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.

Advanced Search

(Voucher Particulars,Account Code,Accounting Line P
Bank Ledger Code,Bank Particulars)

 Search

 Reset

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

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

Create Receipt Voucher

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

Current School Year: 2002

24 July 2003 15:57

[S-FBK06-01] [FMP](#) > [Bookkeeping](#) > Receipt Voucher

Create New Voucher

Accounting Month (MM/YYYY)

09/2001

Voucher Type

(GR) Bookkeeping Receipt Voucher (Government Fund)

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,Account Code,Accounting
Bank Ledger Code,Bank Particulars)

 Search

 Reset

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

Create Receipt Voucher

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

Current School Year: 2002

24 July 2003 15:57

[S-FBK06-03] [FMP](#) > [Bookkeeping](#) > [Receipt Voucher](#)

Add Voucher Details

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

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

Bottom

Accounting Line Information (Credit)

Sch Level/Session Secondary/Whole Day
Programme
Account Code
Particular
(Default same as Bank Particular)
Amount

Bank Ledger Information (Debit)

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 Receipt Voucher


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

Current School Year: 2002

24 July 2003 15:57

[S-FBK06-03] [FMP](#) > [Bookkeeping](#) > [Receipt Voucher](#)






Add Voucher Details

Accounting Month (MM/YYYY) 09/2001
Voucher Type Bookkeeping Receipt Voucher (Government Fund) (GR)
Voucher No. 0901-01
Voucher Date (DD/MM/YYYY) 30/09/2001 
Voucher Particulars Salary
Gross Debit Amount \$ 0.00
Voucher Status Draft

[Bottom](#)

Accounting Line Information (Credit)

Bank Ledger Information (Debit)

Sch Level/Session Secondary/Whole Day
Programme 
Account Code  
Particular 
(Default same as Bank Particular)
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 (Credit)

Create Receipt Voucher

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

Current School Year: 2002

24 July 2003 15:59

[S-FBK06-03] [FMP](#) > [Bookkeeping](#) > [Receipt Voucher](#)

Add Voucher Details

Accounting Month (MM/YYYY) 09/2001
Voucher Type Bookkeeping Receipt Voucher (Government Fund) (GR)
Voucher No. 0901-01
Voucher Date (DD/MM/YYYY) 30/09/2001
Voucher Particulars Salary
Gross Debit Amount \$ 0.00
Voucher Status Draft

Step 5a) Add Accounting Line

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

[Bottom](#)

Accounting Line Information (Credit)

Sch Level/Session Secondary/Whole Day
Programme

Account Code G1004005501 Grant Income

Particular

(Default same as Bank Particular)

Amount \$ 50000

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 Receipt Voucher

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

Current School Year: 2002

24 July 2003 15:59

[S-FBK06-03] FMP > Bookkeeping > Receipt Voucher

Add Voucher Details

Accounting Month (MM/YYYY)

09/2001

Voucher Type

Bookkeeping Receipt Voucher (Government Fund) (GR)

Voucher No.

0901-01

Voucher Date (DD/MM/YYYY)

30/09/2001

Voucher Particulars

Salary

Gross Debit Amount

Voucher Status

Entry of account code:
Method 2
Click the search icon

Step 5a) Add Accounting Line

iii) Enter account code

Bookkeeping

Payment Voucher

Receipt Voucher

Accounting Line Information (Credit)

Sch Level/Session

Secondary/Whole Day

Programme

Account Code

G1004005501

Grant Income

Particular

(Default same as Bank Particular)

Amount

\$ 50000

Note: Programme is required for expenditure account only

[Chart of Account](#)

[Add](#)

[Reset](#)

[Back](#)

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

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

Please add accounting line information

Create Receipt Voucher

Step 5a) Add Accounting Line

iii) Enter account code (Method 2)

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

Retrieve Account Details - Internet Explorer provided by NCS Pte Ltd

Input Account Code

Account Code

 Copy  Close

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

Search Account Code

Fund Source & Ledger Code

Sub-Ledger Code

Account Code

 Select  Close

11701 - Grants outside OEBG/ EOEBG

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

Create Receipt Voucher

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

Retrieve Account Details - Internet Explorer provided by NCS Pte Ltd

Input Account Code

Account Code

Common Account Code

Sort By ☒ User Defined Order ☐ Account Code

Search Account Code

Fund Source & Ledger Code

Sub-Ledger Code

Account Code

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

Create Receipt Voucher

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

Current School Year: 2002

24 July 2003 15:59

[S-FBK06-03] [FMP](#) > [Bookkeeping](#) > [Receipt Voucher](#)

Add Voucher Details

Accounting Month (MM/YYYY) 09/2001
Voucher Type Bookkeeping Receipt Voucher (Government Fund) (GR)
Voucher No. 0901-01
Voucher Date (DD/MM/YYYY) 30/09/2001
Voucher Particulars Salary
Gross Debit Amount \$ 0.00
Voucher Status Draft

Bookkeeping

- Payment Voucher
- Receipt Voucher

Bottom

Accounting Line Information (Credit)

Sch Level/Session Secondary/Whole Day

Programme

Account Code

G1004005501 Grant Income

Particular

(Default same as Bank Particular)

Amount

\$ 50000

Note: Programme is required for expenditure account only

[Chart of Account](#)

[Add](#)

[Reset](#)

[Back](#)

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

Please add accounting line information

Step 5a) Add Accounting Line

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

Top

Create Receipt Voucher

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

Current School Year: 2002

24 July 2003 15:59

[S-FBK06-03] FMP > Bookkeeping > Receipt Voucher

Add Voucher Details

Accounting Month (MM/YYYY)

09/2001

http://192.168.6.151/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

Please add accounting line information

Create Receipt Voucher

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

Current School Year: 2002

24 July 2003 15:59

[S-FBK06-03] FMP > Bookkeeping > Receipt Voucher

Add Voucher Details

Accounting Month (MM/YYYY) 09/2001
Voucher Type Bookkeeping Receipt Voucher (Government Fund) (GR)
Voucher No. 0901-01
Voucher Date (DD/MM/YYYY) 30/09/2001
Voucher Particulars Salary
Gross Debit Amount \$ 0.00
Voucher Status Draft

Step 5a) Add Accounting Line

iv) Enter Particulars (optional)
v) Enter Amount

Accounting Line Information (Credit)

Sch Level/Session Secondary/Whole Day
Programme
Account Code G1004005501 Grant Income

Particular
(Default same as Bank Particular)

Amount \$ 50000

Note: Programme is required for expenditure account only

[Chart of Account](#)

[Add](#)

[Reset](#)

[Back](#)

Note: Voucher number must be unique throughout the system. Please ensure that 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](#)

Create Receipt Voucher

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

Current School Year: 2002

24 July 2003 15:59

[S-FBK06-03] [FMP](#) > [Bookkeeping](#) > [Receipt Voucher](#)

Add Voucher Details

Accounting Month (MM/YYYY) 09/2001
Voucher Type Bookkeeping Receipt Voucher (Government Fund) (GR)
Voucher No. 0901-01
Voucher Date (DD/MM/YYYY) 30/09/2001
Voucher Particulars Salary
Gross Debit Amount \$ 50,000.00
Voucher Status Draft

Step 5a) Add Accounting Line

Accounting line is added

Bank Ledger Information (Debit)

Account Code

Particular

(Default same as Bank Particular)

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	Secondary Whole Day	-	G1004005501 - Grant Income	50,000.00	

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

[Delete](#)

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

[Save Voucher As Draft](#)

[Save Voucher](#)

[Back](#)

[Top](#)

Create Receipt Voucher

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

Current School Year: 2002

24 July 2003 15:59

[S-FBK06-03] FMP > Bookkeeping > Receipt Voucher

Add Voucher Details

Accounting Month (MM/YYYY) 09/2001
Voucher Type Bookkeeping Receipt Voucher (Government Fund) (GR)
Voucher No. 0901-01
Voucher Date (DD/MM/YYYY) 30/09/2001
Voucher Particulars Salary
Gross Debit Amount \$ 50,000.00
Voucher Status Draft

Bottom

Accounting Line Information (Credit)

Sch Level/Session Secondary/Whole Day
Programme
Account Code
Particular
(Default same as Bank Particular)
Amount \$

Bank Ledger Information (Debit)

Step 5b) Update Accounting Line

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

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	Secondary Whole Day	-	G1004005501 - Grant Income	50,000.00	

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 Receipt Voucher

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

Current School Year: 2002

24 July 2003 15:59

[S-FBK06-03] FMP > Bookkeeping > Receipt Voucher

Add Voucher Details

Accounting Month (MM/YYYY) 09/2001
Voucher Type Bookkeeping Receipt Voucher (Government Fund)
Voucher No. 0901-01
Voucher Date (DD/MM/YYYY) 30/09/2001
Voucher Particulars Salary
Gross Debit Amount \$ 50,000.00
Voucher Status Draft

Step 5b) Update Accounting Line
ii) Update the accounting line information

Bottom

Accounting Line Information (Credit)

Sch Level/Session Secondary/Whole Day
Programme
Account Code Grant Income
Particulars Salary
(Default same as Bank Particulars)
Amount \$ 50000.00

Note: Programme is required for expenditure account only

Chart of Account

Save

Reset

<input type="checkbox"/>	Line No.	Sch Level/Session	Programme	Account Code	Amount \$	Budget Check
<input type="checkbox"/>	1	Secondary Whole Day	-	G1004005501 - Grant Income	50,000.00	

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

Top

number

Create Receipt Voucher

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

Current School Year: 2002

24 July 2003 15:59

[S-FBK06-03] FMP > Bookkeeping > Receipt Voucher

Add Voucher Details

Accounting Month (MM/YYYY) 09/2001
Voucher Type Bookkeeping Receipt Voucher (Government Fund) (GR)
Voucher No. 0901-01
Voucher Date (DD/MM/YYYY) 30/09/2001
Voucher Particulars Salary
Gross Debit Amount \$ 50,000.00
Draft

Step 5c) Delete Accounting Line

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

Account Code

Particular

(Default same as Bank Particular)

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	Secondary Whole Day	-	G1004005501 - Grant Income	50,000.00	

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

[Top](#)

Create Receipt Voucher

[S-FBK06-03] [FMP](#) > [Bookkeeping](#) > [Receipt Voucher](#)

Add Voucher Details

Accounting Month (MM/YYYY) 09/2001

Voucher Type Bookkeeping Receipt

Voucher No. 0901-01

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

Voucher Particulars Salary

Gross Debit Amount \$ 50,000.00

Voucher Status Draft

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

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

Bookkeeping

- Payment Voucher
- Receipt Voucher

Bottom

Accounting Line Information (Credit)

Sch Level/Session Secondary/Whole Day

Programme

Account Code

Particular

(Default same as Bank Particular)

Amount \$

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

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	Secondary Whole Day	-	G1004005501 - Grant Income	50,000.00	

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 Receipt Voucher

[S-FBK06-04] FMP > Bookkeeping > Receipt Voucher

Add Voucher Details

Accounting Month (MM/YYYY) 09/2001
Voucher Type Bookkeeping Receipt
Voucher No. 0901-01
Voucher Date (DD/MM/YYYY) 30/09/2001
Voucher Particulars Salary
Gross Debit Amount \$ 50,000.00
Voucher Status Draft

Step 7. Fill in Bank Ledger Information (Debit)

i) Select Bank Ledger Code

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

Bookkeeping

- Payment Voucher
- Receipt Voucher

Accounting Line Information (Credit)

Bank Ledger Code

G5001 - Bank - Government Fund

Bank Particular

(Default same as Voucher Particulars)

Bank Ledger Information (Debit)

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 Bank Ledger Information (Debit)

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

Create Receipt Voucher

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

Current School Year: 2002

24 July 2003 16:00

[S-FBK06-04] [FMP](#) > [Bookkeeping](#) > [Receipt Voucher](#)

Add Voucher Details

Accounting Month (MM/YYYY) 09/2001
Voucher Type Bookkeeping Receipt Voucher (Government Fund) (GR)
Voucher No. 0901-01
Voucher Date (DD/MM/YYYY) 30/09/2001
Voucher Particulars Salary
Gross Debit Amount \$ 50,000.00
Voucher Status Draft

Step 7. Fill in Bank Ledger Information (Debit)
ii) Fill in Bank Particulars (Optional)

Bookkeeping

- Payment Voucher
- Receipt Voucher

[Bottom](#)

Accounting Line Information (Credit)

Bank Ledger Code

G5001 - Bank - Government Fund

Bank Particular

(Default same as Voucher Particulars)

Bank Ledger Information (Debit)

[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 Receipt Voucher


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

Current School Year: 2002

24 July 2003 16:00

[S-FBK06-04] [FMP](#) > [Bookkeeping](#) > [Receipt Voucher](#)

Add Voucher Details

Accounting Month (MM/YYYY) 09/2001
Voucher Type Bookkeeping Receipt Voucher (Go...
Voucher No. 0901-01
Voucher Date (DD/MM/YYYY) 30/09/2001 
Voucher Particulars Salary
Gross Debit Amount \$ 50,000.00
Voucher Status Draft

Accounting Line Information (Credit)

Bank Ledger Code G5001 - Bank - Government F...
Bank Particular
(Default same as Voucher Particulars)

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.

[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.

[Top](#)

Create Receipt Voucher

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

Current School Year: 2002

24 July 2003 16:00

[S-FBK06-04] [FMP](#) > [Bookkeeping](#) > [Receipt Voucher](#)

Add Voucher Details

Accounting Month (MM/YYYY) 09/2001
Voucher Type Bookkeeping Receipt Voucher (Government Fund) (GR)
Voucher No. 0901-01
Voucher Date (DD/MM/YYYY) 30/09/2001
Voucher Particulars Salary
Gross Debit Amount \$ 50,000.00
Voucher Status Draft

[Bottom](#)

Accounting Line Information (Credit)

Bank Ledger Code G5001 - Bank - Go
Bank Particular
(Default same as Voucher Particulars)

Bank Ledger Information (Debit)

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

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

Step 8. Save Voucher

Step 8b) Save voucher as unposted

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

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

Create Receipt Voucher

[S-FBK06-03] **FMP** > Bookkeeping > Receipt 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
- E-63096 : Abnormal credit accounting line entries

Update Voucher Details

Accounting Month (MM/YYYY)

09/3004

Voucher Type

Receipt voucher (Government Fund) (GR)

Voucher

Voucher

Voucher

Gross D

Voucher

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 Receipt Voucher

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

Current School Year: 2002

24 July 2003 16:00

[S-FBK06-02] FMP > Bookkeeping > Receipt Voucher

SRGR0703-1 Record updated successfully.

• E-63096 : Abnormal credit accounting line entries

Search Voucher Details

Voucher Date (DD/MM/YYYY)

To

Voucher Status

Unposted ▼

Voucher Type

ALL ▼

Voucher No.

a To z

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

After saving the voucher as draft or unposted...

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

Create Receipt Voucher by Copying from Existing Voucher

- User can create a new receipt 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 receipt vouchers: (i) Copy from 'create receipt voucher' and (ii) Copy from 'search receipt voucher'.
- Only vouchers created in Bookkeeping Module can be copied.
- All voucher details (including voucher particulars, accounting lines and bank 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 Receipt Voucher by Copying from Existing Voucher

Option 1: Copy from 'create receipt voucher'

[S-FBK06-01] [FMP](#) > [Bookkeeping](#) > [Receipt Voucher](#)

Create New Voucher

Accounting Month (MM/YYYY) 12/2003

Voucher Type (GR) Receipt voucher (Government Fund)

Voucher No. 1203-1

☐ 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,Account Code,Accounting Line Particulars
Bank Ledger Code,Bank Particulars)

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

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

Step 2. Fill in the new voucher essential information

Create Receipt Voucher by Copying from Existing Voucher

Option 1: Copy from 'create receipt voucher'

[S-FBK06-01] FMP > Bookkeeping > Receipt Voucher

Create New Voucher

Accounting Month (MM/YYYY)

12/2003

Voucher Type

(GR) Receipt voucher (Government Fund)

Voucher No.

1203-1

☒ 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,Account Code,Accounting Line Particulars,Amount, Bank Ledger Code,Bank Particulars)

Search

Reset

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

Create Receipt Voucher by Copying from Existing Voucher

Option 1: Copy from 'create receipt voucher'

Last Login: Nil [Logout](#) | [Help](#) | [中文版本](#)

Year: 2002

28 March 2003 12:16

[S-FBK06-01] [FMP](#) > [Bookkeeping](#) > [Receipt Voucher](#)

Create New Voucher

Accounting Month (MM/YYYY)

12/2003

Voucher Type

(GR) Receipt voucher (Government Fund)

Voucher No.

1203-1

☒ Copy From Voucher

Accounting Month (MM/YYYY)

07/2003

Voucher Type

(GR) Receipt voucher (Government Fund)

Voucher No.

GRGR0703-1

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,Account Code,Account
Bank Ledger Code,Bank Particulars)

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

Step 5. Click [Create Voucher] button

Create Receipt Voucher by Copying from Existing Voucher

Option 1: Copy from 'create receipt voucher'

Last Login: Nil [Logout](#) | [Help](#) | [中文版本](#)
Year: 2002 28 March 2003 12:16

[S-FBK06-03] [FMP](#) > [Bookkeeping](#) > [Receipt Voucher](#)

Add Voucher Details

Accounting Month (MM/YYYY) 12/2003
Voucher Type Receipt voucher (Govt)
Voucher No. 1203-1
Voucher Date (DD/MM/YYYY) 31/12/2003
Voucher Particulars income
Gross Debit Amount \$ 50,000.00
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.

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

Accounting Line Information (Credit)

School Level & Session
Programme
Account Code
Particular
(Default same as Bank Particular)
Amount \$

Note: Programme is required for expenditure account only

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

<input type="checkbox"/>	Line No.	School Level & Session	Programme	Account Code	Amount \$	Budget Check
<input type="checkbox"/>	1	Primary PM	-	G1019001552 - Administration Grant	50,000.00	

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](#)

Create Receipt Voucher by Copying from Existing Voucher

Option 2: Copy from 'search receipt voucher'

[S-FBK06-01] [FMP](#) > [Bookkeeping](#) > [Receipt Voucher](#)

Create New Voucher

Accounting Month (MM/YYYY)

09/2001

Voucher Type

(GR) Bookkeeping Receipt Voucher (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.

Advanced Search

(Voucher Particulars, Account Code

Bank Ledger Code, Bank Particulars

 Search

 Reset

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

Step 2. Enter the search criteria

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

Step 3. Click [Search] button

Create Receipt Voucher by Copying from Existing Voucher

Option 2: Copy from 'search receipt voucher'

[S-FBK06-01] [FMP](#) > [Bookkeeping](#) > [Receipt Voucher](#)

Search Voucher Details

Voucher Date (DD/MM/YYYY)

 To

Voucher Status

Voucher Type

Voucher No.

 To

Advanced Search

(Voucher Particulars,Account Code,Accounting Line Particulars,Amount, Bank Ledger Code,Bank Particulars)

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

Search Back

<input type="checkbox"/>	<u>Voucher No.</u> ▲	<u>Voucher Date</u> (DD/MM/YYYY)	Voucher Particulars	Gross Debit Amount \$	<u>Voucher</u> <u>Status</u>
<input checked="" type="checkbox"/>	GR0901-01	30/09/2001	Salary	50,000.00	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 Receipt Voucher by Copying from Existing Voucher

Option 2: Copy from 'search receipt voucher'

Last Login: Nil [Logout](#) | [Help](#) | [中文版本](#)
Year: 2002 28 March 2003 12:16

[S-FBK06-01] [FMP](#) > [Bookkeeping](#) > [Receipt Voucher](#)

Create New Voucher

Accounting Month (MM/YYYY)

12/2003

Voucher Type

(GR) Receipt voucher (Government Fund)

Voucher No.

1203-1

☒ Copy From Voucher

Accounting Month (MM/YYYY)

09/2001

Voucher Type

(GR) Receipt voucher (Government Fund)

Voucher No.

GR0901-01

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,Account Code,Accounting Line Particulars,Amount)

Bank Ledger Code,Bank Particulars)

 Search

 Reset

Step 6. Fill in the new voucher essential information

Step 7. Click [Create Voucher] button

Create Receipt Voucher by Copying from Existing Voucher

Option 2: Copy from 'search receipt voucher'

Last Login: Nil [Logout](#) | [Help](#) | [中文版本](#)
Year: 2002 28 March 2003 12:16

[S-FBK06-03] [FMP](#) > [Bookkeeping](#) > [Receipt Voucher](#)

Add Voucher Details

Accounting Month (MM/YYYY) 12/2003
Voucher Type Receipt voucher (Govt)
Voucher No. 1203-1
Voucher Date (DD/MM/YYYY) 31/12/2003
Voucher Particulars income
Gross Debit Amount \$ 50,000.00
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

Accounting Line Information (Credit)

School Level & Session
Programme
Account Code
Particular
(Default same as Bank Particular)
Amount \$

Note: Programme is required for expenditure account only

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

<input type="checkbox"/>	Line No.	School Level & Session	Programme	Account Code	Amount \$	Budget Check
<input type="checkbox"/>	1	Primary PM	-	G1019001552 - Administration Grant	50,000.00	

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](#)

Update Receipt Voucher

- Allows user to retrieve an existing receipt voucher and update the voucher details.
- Only draft or unposted vouchers can be updated.
- Posted voucher will appear as read-only mode.
- Vouchers created in Sales and Stock Module cannot be retrieved under this function.
- A voucher can be saved as either 'Draft' or 'Unposted'.
- If the voucher is saved as 'Draft', the system will not go through budget check and the voucher is not ready to be posted.
- If the voucher is saved as 'Unposted', the system will go through budget check and voucher is ready to be posted.
- If the voucher to be updated was set to 'Unposted' status already, it cannot be saved as 'Draft' status.

Update Receipt Voucher

[S-FBK06-01] [FMP](#) > [Bookkeeping](#) > [Receipt Voucher](#)

Create New Voucher

Accounting Month (MM/YYYY)

09/2001

Voucher Type

(GR) Bookkeeping Receipt Voucher (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.

Advanced Search
(Voucher Particulars, Acc
Bank Ledger Code, Bank

 Search  Reset

Step 1. Click [Bookkeeping] → [Receipt 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 Receipt Voucher

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

Current School Year: 2002

24 July 2003 16:01

[S-FBK06-01] [FMP](#) > [Bookkeeping](#) > [Receipt Voucher](#)

Create New Voucher

Accounting Month (MM/YYYY)

09/2001

Voucher Type

(GR) Bookkeeping Receipt Voucher (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

Advanced Search

(Voucher Particulars,Account Code,Accounting Line Particulars,Amount,
Bank Ledger Code,Bank Particulars)

 Search

 Reset

Step 3. Click [Search] button

Users can search for vouchers of any voucher status.

Update Receipt Voucher

[S-FBK06-01] FMP > Bookkeeping > Receipt Voucher

Search Voucher Details

Voucher Date (DD/MM/YYYY)

 To

Voucher Status

All

Voucher Type

All

Voucher No.

GR0901-01 To

Advanced Search

(Voucher Particulars,Account Code,Accounting Line Particulars,Amount,
Bank Ledger Code,Bank Particulars)

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

Search

Back

Voucher status is
shown here

<input type="checkbox"/>	Voucher No.	Voucher Date (DD/MM/YYYY)	Voucher Particulars	Gross Debit Amount \$	Voucher Status
<input type="checkbox"/>	GR0901-01	30/09/2001	Salary	50,000.00	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 cannot be updated.

Update Receipt Voucher


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

Current School Year: 2002

24 July 2003 16:01

[S-FBK06-03] [FMP](#) > [Bookkeeping](#) > [Receipt Voucher](#)



Update Voucher Details

Accounting Month (MM/YYYY) 09/2001
Voucher Type Bookkeeping Receipt Voucher (Government Fund) (GR)
Voucher No. GR0901-01
Voucher Date (DD/MM/YYYY) 30/09/2001 
Voucher Particulars Salary
Gross Debit Amount \$ 50,000.00
Voucher Status Unposted

Step 5. Update Voucher Details, if necessary

▼ Bottom

Accounting Line Information (Credit)

Sch Level/Session Secondary/Whole Day
Programme 
Account Code 
Particular
(Default same as Bank Particular)
Amount \$

Bank Ledger Information (Debit)

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	Secondary/Whole Day	-	G1004005501 - Grant Income	50,000.00	N/A

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

 [Delete](#)

[Save Voucher](#)

 [Preview & Print](#)

 [Back](#)

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

▲ Top

Update Receipt Voucher

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

Current School Year: 2002

24 July 2003 16:01


[S-FBK06-03] [FMP](#) > [Bookkeeping](#) > [Receipt Voucher](#)

Update Voucher Details

Accounting Month (MM/YYYY) 09/2001

Voucher Type Bookkeeping Receipt Voucher (Government Fund) (GR)

Voucher No. GR0901-01

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

Voucher Particulars Salary


Gross Debit Amount \$ 50,000.00


Voucher Status Unposted

[Bottom](#)

Accounting Line Information (Credit)

Sch Level/Session Secondary/Whole Day

Programme 

Account Code  G1004005501 Grant Income

Particular Salary
(Default same as Bank Particular)

Amount \$ 50000.00

Bank Ledger Information (Debit)

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	Amount \$	Budget Check
<input type="checkbox"/>	1	Secondary/Whole Day	-	G1004005501 - Grant Income	50,000.00	N/A

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

[Delete](#)

[Top](#)

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

Update Receipt Voucher


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

Current School Year: 2002

24 July 2003 16:02

[S-FBK06-04] [FMP](#) > [Bookkeeping](#) > [Receipt Voucher](#)

Update Voucher Details

Accounting Month (MM/YYYY) 09/2001
Voucher Type Bookkeeping Receipt Voucher (Government Fund) (GR)
Voucher No. GR0901-01
Voucher Date (DD/MM/YYYY) 30/09/2001 
Voucher Particulars Salary
Gross Debit Amount \$ 50,000.00
Voucher Status Unposted

[Bottom](#)

Accounting Line Information (Credit)

Bank Ledger Code

G5001 - Bank - Government Fund

Bank Particular

(Default same as Voucher Particulars)

Salary

Bank Ledger Information (Debit)

[Top](#)

[Save Voucher](#)

[Preview & Print](#)

[Back](#)

Step 7. Click [Bank Ledger Information (Debit)] hyperlink

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

Step 8. Update bank ledger information if necessary

Update Receipt Voucher


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

Current School Year: 2002

24 July 2003 16:02

[S-FBK06-04] [FMP](#) > [Bookkeeping](#) > [Receipt Voucher](#)

Update Voucher Details

Accounting Month (MM/YYYY) 09/2001
Voucher Type Bookkeeping Receipt Voucher (Government Fund) (GR)
Voucher No. GR0901-01
Voucher Date (DD/MM/YYYY) 30/09/2001 
Voucher Particulars Salary
Gross Debit Amount \$ 50,000.00
Voucher Status Unposted

▼ Bottom

Accounting Line Information (Credit)

Bank Ledger Code

G5001 - Bank - Government Fund ▼

Bank Particular

(Default same as Voucher Particulars)

Salary

▲ Top

Save Voucher

 Preview & Print

 Back

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

Update Receipt Voucher


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

Current School Year: 2002

24 July 2003 16:02

[S-FBK06-04] [FMP](#) > [Bookkeeping](#) > [Receipt Voucher](#)

Update Voucher Details

Accounting Month (MM/YYYY) 09/2001
Voucher Type Bookkeeping Receipt Voucher (Government Fund) (GR)
Voucher No. GR0901-01
Voucher Date (DD/MM/YYYY) 30/09/2001 
Voucher Particulars Salary
Gross Debit Amount \$ 50,000.00
Voucher Status Draft

[Bottom](#)

Accounting Line Information (Credit)

Bank Ledger Code

G5001 - Bank - Government Fund

Bank Particular

(Default same as Voucher Particulars)

Salary

[Top](#)

[Save Voucher As Draft](#)

[Save Voucher](#)

[Preview & Print](#)

[Back](#)

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

Print Receipt Voucher

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

Print Receipt Voucher


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

Current School Year: 2002

24 July 2003 16:02

[S-FBK06-04] [FMP](#) > [Bookkeeping](#) > [Receipt Voucher](#)

Update Voucher Details

Accounting Month (MM/YYYY) 09/2001
Voucher Type Bookkeeping Receipt Voucher (Government Fund) (GR)
Voucher No. GR0901-01
Voucher Date (DD/MM/YYYY) 30/09/2001 
Voucher Particulars Salary
Gross Debit Amount \$ 50,000.00
Voucher Status Unposted

Bottom

Accounting Line Information (Credit)

Bank Ledger Code

G5001 - Bank - Government Fund

Bank Particular

(Default same as Voucher Particulars)

Salary

Save Voucher

 Preview & Print

 Back

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

Step 1. Click [Preview & Print] button

A report page (PDF format) will pop up.

Print Receipt Voucher

Address http://pan/jsp/rpt/viewPreviewFile.jsp?type=R&fileName=fmp/17007_1059033694890.pdf

115%

R-FBK007-E

LUI KEE SECONDARY SCHOOL
RECEIPT VOUCHER (UNPOSTED)

Sch Level/Session : ALL
Accounting Month : 09/2001
Voucher No Range : GR0901-01 to GR0901-01 (Sort by)

Print By : fannyl
Date : 24/07/2003
Time : 16:01
Page : 1 of 1

LINE NO	ACCOUNT CODE	ACCOUNT NAME	AMOUNT		PARTICULARS	PROGRAMME CODE	PROGRAMME NAME
			DEBIT \$	CREDIT \$			
30/09/2001 Voucher No.: GR0901-01 (Unposted)			Voucher Particulars: Salary				
1	G5001	Bank - Government Fund	50,000.00		Salary		
2	G1004005501	Grant Income		50,000.00	Salary		
Total :			50,000.00	50,000.00			

Other Remarks (If any) :

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

Remarks field is for user to fill in manually

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 Receipt 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 Receipt Voucher

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

Current School Year: 2002

24 July 2003 16:01

[S-FBK06-01] [FMP](#) > [Bookkeeping](#) > [Receipt Voucher](#)

Search Voucher Details

Voucher Date (DD/MM/YYYY)

 To

Voucher Status

Voucher Type

Voucher No.

 To

Advanced Search

(Voucher Particulars,Account Code,Accounting Line Particulars,Amount,
Bank Ledger Code,Bank Particulars)

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

 Search  Back

<input type="checkbox"/>	<u>Voucher No.</u> ▲	<u>Voucher Date</u> (DD/MM/YYYY)	<u>Voucher Particulars</u>	<u>Gross Debit Amount</u> \$	<u>Voucher Status</u>
<input type="checkbox"/>	GR0901-01	30/09/2001	Salary	50,000.00	Unposted

Note 1: Posted voucher is not allowed to delete

Note 2: All vouchers of search result are exported

 Copy to  Delete  Export

 Top

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

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

Delete Receipt Voucher

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

Current School Year: 2002

24 July 2003 16:05

[S-FBK06-01] [FMP](#) > [Bookkeeping](#) > [Receipt Voucher](#)

Search Voucher Details

Voucher Date (DD/MM/YYYY)

 To

Voucher Status

Voucher Type

Voucher No.

 To

Advanced Search

(Voucher Particulars,Account Code,Accounting Line Particulars,Amount,
Bank Ledger Code,Bank Particulars)

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

 Search  Back

<input type="checkbox"/>	<u>Voucher No.</u> ▲	<u>Voucher Date</u> (DD/MM/YYYY)	<u>Voucher Particulars</u>	<u>Gross Debit Amount</u> \$	<u>Voucher Status</u>
<input checked="" type="checkbox"/>	GR0901-01	30/09/2001	Salary	50,000.00	Unposted

Note 1: Posted voucher is not allowed to delete

Note 2: All vouchers of search result are exported

 Copy  Delete  Export

 Top

Step 2. Click [Delete] button

Export Receipt Voucher

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

Export Receipt Voucher

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

Current School Year: 2007 20 January 2017 16:2

(CTED)

[S-FBK06-01] FMP > Bookkeeping > Receipt 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

Advanced Search

(Voucher Particulars,Account Code,Accounting Line Particulars,Amount,
Bank Ledger Code,Bank 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 Debit Amount \$	Voucher Status
<input type="checkbox"/>	AR16/07-00001	31/07/2016	testing 1	1.00	Posted
<input type="checkbox"/>	AR16/07-00002	31/07/2016	testing 2	2.00	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 receipt voucher, follow the steps for 'Update Receipt Voucher' to search for voucher(s) to be exported.

Step 1. Click [Export] button

Export Receipt 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	I
	School Level / Session	Voucher No.	Voucher Date (DD/MM/YYYY)	Voucher Particulars	Gross Debit Amount \$	Bank Ledger Code (with description)	Bank Particulars	Voucher Status	Line N
2	Primary/PM	GR17/05-0001	31/05/2017	EDB Grants	753000.0	A5001(Bank - Government Fund)	EDB Grants	Posted	2
3	Primary/AM	GR17/05-0001	31/05/2017	EDB Grants	753000.0	A5001(Bank - Government Fund)	EDB Grants	Posted	1
4	Secondary/Whole Day	GR17/05-0001	31/05/2017	EDB Grants	753000.0	A5001(Bank - Government Fund)	EDB Grants	Posted	3
5	Primary/PM	GR17/09-0001	30/09/2017	EDB Grants	1825000.0	A5001(Bank - Government Fund)	EDB Grants	Posted	2
6	Primary/AM	GR17/09-0001	30/09/2017	EDB Grants	1825000.0	A5001(Bank - Government Fund)	EDB Grants	Posted	1
7	Secondary/Whole Day	GR17/09-0001	30/09/2017	EDB Grants	1825000.0	A5001(Bank - Government Fund)	EDB Grants	Posted	3
8	Primary/PM	GR17/09-0001	30/09/2017	EDB Grants	756000.0	A5001(Bank - Government Fund)	EDB Grants	Posted	2
9	Primary/AM	GR17/09-0001	30/09/2017	EDB Grants	756000.0	A5001(Bank - Government Fund)	EDB Grants	Posted	1
10	Secondary/Whole Day	GR17/09-0001	30/09/2017	EDB Grants	756000.0	A5001(Bank - Government Fund)	EDB Grants	Posted	3
11	Primary/PM	GR17/09-0001	30/09/2017	School Fund Receipt 20	53000.0	A5001(Bank - Government Fund)	School Fund Receipt	Posted	2
12	Primary/AM	GR17/09-0001	30/09/2017	School Fund Receipt 20	53000.0	A5001(Bank - Government Fund)	School Fund Receipt	Posted	1
13	Secondary/Whole Day	GR17/09-0001	30/09/2017	School Fund Receipt 20	53000.0	A5001(Bank - Government Fund)	School Fund Receipt	Posted	3
14	Primary/PM	GR17/11-0001	30/11/2017	PTA Grants Receipt 20	18000.0	A5001(Bank - Government Fund)	PTA Grants Receipt	Posted	2
15	Primary/AM	GR17/11-0001	30/11/2017	PTA Grants Receipt 20	18000.0	A5001(Bank - Government Fund)	PTA Grants Receipt	Posted	1
16	Secondary/Whole Day	GR17/11-0001	30/11/2017	PTA Grants Receipt 20	18000.0	A5001(Bank - Government Fund)	PTA Grants Receipt	Posted	3
17	Primary/PM	GR18/01-0001	31/01/2018	IT Grants 2017/18	761000.0	A5001(Bank - Government Fund)	IT Grants 2017/18	Posted	2
18	Primary/AM	GR18/01-0001	31/01/2018	IT Grants 2017/18	761000.0	A5001(Bank - Government Fund)	IT Grants 2017/18	Posted	1
19	Secondary/Whole Day	GR18/01-0001	31/01/2018	IT Grants 2017/18	761000.0	A5001(Bank - Government Fund)	IT Grants 2017/18	Posted	3
20	Primary/PM	GR18/03-0001	31/03/2018	Prizes Sponsored by P	15800.0	A5001(Bank - Government Fund)	Prizes Sponsored by P	Posted	2
21	Primary/AM	GR18/03-0001	31/03/2018	Prizes Sponsored by P	15800.0	A5001(Bank - Government Fund)	Prizes Sponsored by P	Posted	1
22	Secondary/Whole Day	GR18/03-0001	31/03/2018	Prizes Sponsored by P	15800.0	A5001(Bank - Government Fund)	Prizes Sponsored by P	Posted	3
23	Primary/PM	GR18/03-0001	31/03/2018	EDB Grants	35200.0	A5001(Bank - Government Fund)	EDB Grants	Posted	2
24	Primary/AM	GR18/03-0001	31/03/2018	EDB Grants	35200.0	A5001(Bank - Government Fund)	EDB Grants	Posted	1
25	Secondary/Whole Day	GR18/03-0001	31/03/2018	EDB Grants	35200.0	A5001(Bank - Government Fund)	EDB Grants	Posted	3
26	Secondary/Whole Day	GR18/03-0001	31/03/2018	Salary	5000.0	A5001(Bank - Government Fund)	Salary	Posted	2
27	Primary/PM	GR18/03-0001	31/03/2018	EDB Grants	753000.0	A5001(Bank - Government Fund)	EDB Grants	Posted	1
28	Primary/AM	GR18/03-0001	31/03/2018	EDB Grants	753000.0	A5001(Bank - Government Fund)	EDB Grants	Posted	3
29	Secondary/Whole Day	GR18/03-0001	31/03/2018	EDB Grants	753000.0	A5001(Bank - Government Fund)	EDB Grants	Posted	2
30	Primary/PM	GR18/04-0001	30/04/2018	EDB Grants	4080.0	A5001(Bank - Government Fund)	EDB Grants	Posted	1
31	Primary/AM	GR18/04-0001	30/04/2018	EDB Grants	4080.0	A5001(Bank - Government Fund)	EDB Grants	Posted	3
32	Secondary/Whole Day	GR18/04-0001	30/04/2018	EDB Grants	4080.0	A5001(Bank - Government Fund)	EDB Grants	Posted	2
33	Primary/PM	GR18/04-0001	30/04/2018	EDB Grants	677020.0	A5001(Bank - Government Fund)	EDB Grants	Posted	1
34	Primary/AM	GR18/04-0001	30/04/2018	EDB Grants	677020.0	A5001(Bank - Government Fund)	EDB Grants	Posted	3
35	Secondary/Whole Day	GR18/04-0001	30/04/2018	EDB Grants	677020.0	A5001(Bank - Government Fund)	EDB Grants	Posted	2
36	Primary/PM	GR18/08-0001	31/08/2018	Donation	3800.0	A5001(Bank - Government Fund)	Donation	Posted	1
37	Primary/AM	GR18/08-0001	31/08/2018	Donation	3800.0	A5001(Bank - Government Fund)	Donation	Posted	3
38	Secondary/Whole Day	GR18/08-0001	31/08/2018	Donation	3800.0	A5001(Bank - Government Fund)	Donation	Posted	2
39	Primary/PM	GR18/09-0001	30/09/2018	EDB Grants	753000.0	A5001(Bank - Government Fund)	EDB Grants	Posted	1
40	Primary/AM	GR18/09-0001	30/09/2018	EDB Grants	753000.0	A5001(Bank - Government Fund)	EDB Grants	Posted	3
41	Secondary/Whole Day	GR18/09-0001	30/09/2018	EDB Grants	753000.0	A5001(Bank - Government Fund)	EDB Grants	Posted	2
42	Primary/PM	GR18/09-0001	30/09/2018	EDB Grants	1825000.0	A5001(Bank - Government Fund)	EDB Grants	Posted	1
43	Primary/AM	GR18/09-0001	30/09/2018	EDB Grants	1825000.0	A5001(Bank - Government Fund)	EDB Grants	Posted	3
44	Secondary/Whole Day	GR18/09-0001	30/09/2018	EDB Grants	1825000.0	A5001(Bank - Government Fund)	EDB Grants	Posted	2
45	Primary/PM	GR18/09-0001	30/09/2018	EDB Grants	756000.0	A5001(Bank - Government Fund)	EDB Grants	Posted	1

Sheet 1

Ready

100%

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/ bank particulars:

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



Press
ESCAPE
to return

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

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

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