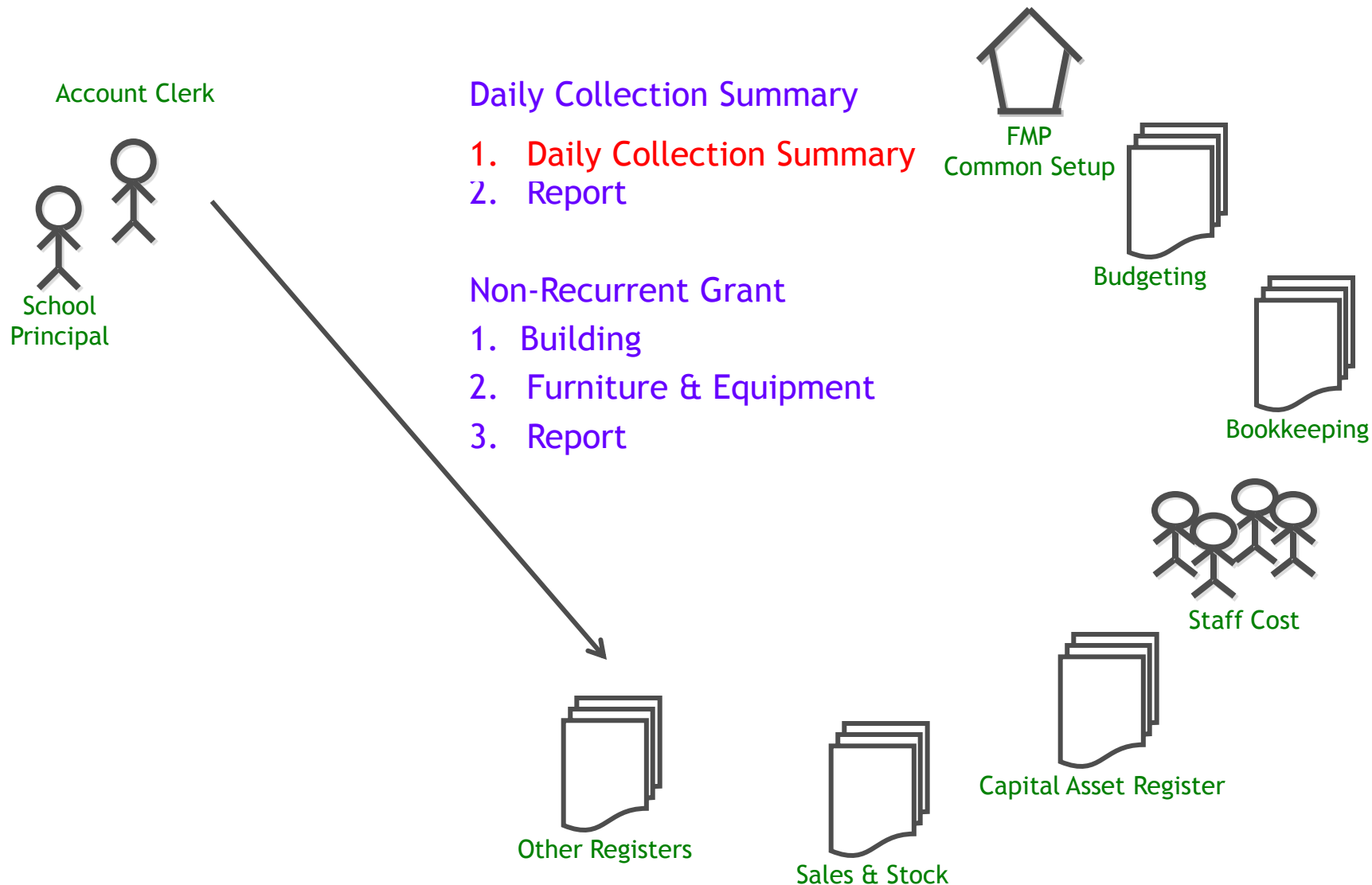


FMP - Daily Collection Summary



Daily Collection Summary

Purpose:

- It records the nature of the receipts, collected amount, official receipt no. and banking information. The receipts may include donation, photocopying charges, fees received from programme activities and school fees.
- No year end closing concept applies to this module.
- Add New Transactions
 - No duplicated official receipt no. with the same transaction date is allowed.
 - Future date is not allowed.
 - The transaction date should be equal to or later than module effective date.
- Update Transactions
 - User may change the Date, Particulars, Amount, Official receipt no. and Bank-In Details.
- Delete Transactions
 - Allows user to delete existing collection transactions.
- Generate Receipt Voucher
 - Allows user to generate a receipt voucher based on daily collection summary record.

Add New Transactions

User: fmpuser Login Time: 29/10/2003 15:01 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

29 October 2003 16:46

FMP

- ▶ Common Setup
- ▶ Budgeting
- ▶ Bookkeeping
- ▶ Staff Cost
- ▶ CAR
- ▶ Sales & Stock
- ▼ Daily Coll. Summary
 - Daily Coll. Summary
 - Report
- ▶ Non-Recurrent Grants

[S-FOR03-01] FMP > Daily Collection Summary > Daily Collection Summary

School Level Secondary

Date (DD/MM/YYYY)

1/1/2003

To

31/5/2003

 Search

 Add

 Reset

Step 1. Click [Add] button

Add New Transactions

User: fmpuser Login Time: 29/10/2003 15:01 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

29 October 2003 16:49

FMP

- Common Setup
- Budgeting
- Bookkeeping
- Staff Cost
- CAR
- Sales & Stock
- Daily Coll. Summary
 - Daily Coll. Summary
 - Report
- Non-Recurrent Grant

[S-FOR03-01] FMP > Daily Collection Summary > Daily Collection Summary

School Level Secondary

Date (DD/MM/YYYY)

1/1/2003

To

31/5/2003

Search

Add

Reset

Bottom

	Date (DD/MM/YYYY)	Particulars	Amount \$	Official Receipt No.	Bank In Details	Voucher No.
<input type="checkbox"/>			0.00		Link	

Top

Add

Edit

Delete

Save

Generate Receipt Voucher

A blank line will be displayed.

Add New Transactions

User: fmpuser Login Time: 29/10/2003 15:01 [Logout](#) | [Help](#) | [中文版](#)

Current School Year: 2001

29 October 2003 16:50

FMP

- Common Setup
- Budgeting
- Bookkeeping
- Staff Cost
- CAR
- Sales & Stock
- Daily Coll. Summary
 - Daily Coll. Summary
 - Report
- Non-Recurrent Grants

[S-FOR03-01] FMP > Daily Collection Summary > Daily Collection Summary

School Level Secondary

Date (DD/MM/YYYY)

1/1/2003

To 31/5/2003

 Search

 Add

 Reset

Bottom

	Date (DD/MM/YYYY)	Particulars	Amount \$	Official Receipt No.	Bank In Details	Voucher No.
<input type="checkbox"/>	03/03/2003	Photocopying Free	500	A100002	Link	

Top

 Add

 Edit

 Delete

 Save

Generate Receipt Voucher

Step 2. Enter [Date] and [Particulars],
[Amount] and [Official Receipt No.]

Step 3. If you have the bank-in details, click
the **Link** hyperlink to fill in **Bank In
Details**. Filling in bank-in details is
optional.

Add New Transactions

User: fmpuser Login Time: 30/10/2003 18:08 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

30 October 2003 18:34

FMP

- ▶ Common Setup
- ▶ Budgeting
- ▶ Bookkeeping
- ▶ Staff Cost
- ▶ CAR
- ▶ Sales & Stock
- ▼ Daily Coll. Summary
 - Daily Coll. Summary
 - Report
- ▶ Non-Recurrent Grants

[S-FOR03-02] FMP > Daily Collection Summary > Daily Collection Summary

Bank In Details

School Level Secondary
Date (DD/MM/YYYY) 03/03/2003
Particulars Photocopying Fee
Amount \$ 500.00
Official Receipt No. A100002

Date Banked (DD/MM/YYYY)	Bank Account Credited	
	Government Fund	School Fund
	\$	\$
5/3/2003	0.00	500

Save and Back

◀ Back

Step 4. Enter [Date Banked], [Government Fund] and [School Fund]

Step 5a. Click [Save and Back] button

Step 5b. Click [Back] button

Add New Transactions

User: fmpuser Login Time: 30/10/2003 18:08 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

30 October 2003 18:36

FMP

- ▶ Common Setup
- ▶ Budgeting
- ▶ Bookkeeping
- ▶ Staff Cost
- ▶ CAR
- ▶ Sales & Stock
- ▼ Daily Coll. Summary
 - Daily Coll. Summary
 - Report
- ▶ Non-Recurrent Grants

[S-FOR03-01] FMP > Daily Collection Summary > Daily Collection Summary

School Level Secondary

Date (DD/MM/YYYY)

01/01/2003

To

31/05/2003



Search



Add



Reset

▼ Bottom

<input type="checkbox"/>	Date (DD/MM/YYYY)	Particulars	Amount \$	Official Receipt No.	Bank In Details	Voucher No.
<input type="checkbox"/>	03/03/2003	Photocopying Free	500	A100002	Link	

▲ Top



Add



Edit



Delete



Save

Generate Receipt Voucher

Step 6. Click [Save] button

Add New Transactions

User: fmpuser Login Time: 30/10/2003 18:08 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

30 October 2003 18:36

FMP

Common Setup

Budgeting

Bookkeeping

Staff Cost

CAR

Sales & Stock

Daily Coll. Summary

Daily Coll. Summary

Report

Non-Recurrent Grants

[S-FOR03-01] FMP > Daily Collection Summary > Daily Collection Summary

Record saved successfully.

School Level Secondary

Date (DD/MM/YYYY)

01/01/2003

To

31/05/2003



Search



Add



Reset

Bottom

<input type="checkbox"/>	Date (DD/MM/YYYY)	Particulars	Amount \$	Official Receipt No.	Bank In Details	Voucher No.
<input type="checkbox"/>	03/03/2003	Photocopying Free	500.00	A100002	Link	

Top



Add



Edit



Delete



Save

Generate Receipt Voucher

Record is successfully saved.

Update Transactions

User: Trainer1 Last Login: 07/05/2003 09:37 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

7 May 2003 11:41

[S-FOR03-01] FMP> Daily Collection Summary

School Level Secondary

Date (DD/MM/YYYY)



To



Search



Add



Reset

FMP

- ▶ Common Setup
- ▶ Budgeting
- ▶ Bookkeeping
- ▶ Staff Cost
- ▶ CAR
- ▶ Sales & Stock
- ▼ Daily Coll. Summ
 - Daily Coll. Sum

Step 1. Click [Daily Coll. Summary] → [Daily Coll. Summary] from the left menu

Update Transactions

User: fmpuser Login Time: 30/10/2003 18:08 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

30 October 2003 18:37

[S-FOR03-01] FMP > Daily Collection Summary > Daily Collection Summary

School Level Secondary

Date (DD/MM/YYYY)

01/01/2003

To

30/05/2003



Search



Add



Reset

Step 2. Enter the search criteria

- [From Date] should be later than module effective date
- [To Date] should be earlier than or equal to system date

Step 3. Click [Search] button

Update Transactions

User: fmpuser Login Time: 30/10/2003 18:08 [Logout](#) | [Help](#) | [中文版](#)

Current School Year: 2001

30 October 2003 18:38

FMP

Common Setup

Budgeting

Bookkeeping

Staff Cost

CAR

Sales & Stock

Daily Coll. Summary

Daily Coll. Summary

Report

Non-Recurrent Grants

[S-FOR03-01] FMP > Daily Collection Summary > Daily Collection Summary

School Level Secondary

Date (DD/MM/YYYY)

01/01/2003

To

30/05/2003

Search

Add

Reset

Bottom

<input checked="" type="checkbox"/>	Date (DD/MM/YYYY)	Particulars	Amount \$	Official Receipt No.	Bank In Details	Voucher No.
<input checked="" type="checkbox"/>	03/03/2003	Photocopying Free	500.00	A100002	Link	

Top

Add

Edit

Delete

Save

Generate Receipt Voucher

Step 4. Select the checkbox(es) next to [Date]

Step 5. Click [Edit] button

Update Transactions

User: fmpuser Login Time: 30/10/2003 18:08 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

30 October 2003 18:39

FMP

- Common Setup
- Budgeting
- Bookkeeping
- Staff Cost
- CAR
- Sales & Stock
- Daily Coll. Summary
 - Daily Coll. Summary
 - Report
- Non-Recurrent Grants

[S-FOR03-01] FMP > Daily Collection Summary > Daily Collection Summary

School Level Secondary

Date (DD/MM/YYYY)

01/01/2003

To

30/05/2003

Search

Add

Reset

Bottom						
<input type="checkbox"/>	Date (DD/MM/YYYY)	Particulars	Amount \$	Official Receipt No.	Bank In Details	Voucher No.
<input type="checkbox"/>	03/03/2003	Photocopying Free	600.00	A100002	Link	

Add

Edit

Delete

Save

Generate Receipt Voucher

Top

Step 6. Update the transaction detail.

Step 7. If you have the bank-in details, click the **Link** hyperlink to fill in **Bank In Details**. Filling in bank-in details is optional.

Update Transactions

User: fmpuser Login Time: 30/10/2003 18:08 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

30 October 2003 18:39

FMP

- ▶ Common Setup
- ▶ Budgeting
- ▶ Bookkeeping
- ▶ Staff Cost
- ▶ CAR
- ▶ Sales & Stock
- ▼ Daily Coll. Summary
 - Daily Coll. Summary
 - Report
- ▶ Non-Recurrent Grants

[S-FOR03-02] [FMP](#) > [Daily Collection Summary](#) > [Daily Collection Summary](#)

Bank In Details

School Level Secondary
Date (DD/MM/YYYY) 03/03/2003
Particulars Photocopying Fee
Amount \$ 600.00
Official Receipt No. A100002

Date Banked (DD/MM/YYYY)	Bank Account Credited	
	Government Fund	School Fund
	\$	\$
05/03/2003	0.00	600.00

Save and Back

Back

Step 8. Edit bank-in information.

Step 9a. Click [Save and Back] button

Step 9b. Click [Back] button

Update Transactions

User: fmpuser Login Time: 30/10/2003 18:08 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

30 October 2003 18:40

FMP

- Common Setup
- Budgeting
- Bookkeeping
- Staff Cost
- CAR
- Sales & Stock
- Daily Coll. Summary
 - Daily Coll. Summary
 - Report
- Non-Recurrent Grants

[S-FOR03-01] FMP > Daily Collection Summary > Daily Collection Summary

School Level Secondary

Date (DD/MM/YYYY)

01/01/2003

To

30/05/2003



Search



Add



Reset

Bottom

	Date (DD/MM/YYYY)	Particulars	Amount \$	Official Receipt No.	Bank In Details	Voucher No.
<input type="checkbox"/>	03/03/2003	Photocopying Free	600.00	A100002	Link	

Top



Add



Edit



Delete



Save

Generate Receipt Voucher

Step 10. Click [Save] button

Update Transactions

User: fmpuser Login Time: 30/10/2003 18:08 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

30 October 2003 18:40

FMP

Common Setup

Budgeting

Bookkeeping

Staff Cost

CAR

Sales & Stock

Daily Coll. Summary

Daily Coll. Summary

Report

Non-Recurrent Grants

[S-FOR03-01] FMP > Daily Collection Summary > Daily Collection Summary

Record saved successfully.

School Level Secondary

Date (DD/MM/YYYY)

01/01/2003

To

30/05/2003



Search



Add



Reset

Bottom

<input type="checkbox"/>	Date (DD/MM/YYYY)	Particulars	Amount \$	Official Receipt No.	Bank In Details	Voucher No.
<input type="checkbox"/>	03/03/2003	Photocopying Free	600.00	A100002	Link	

Top



Add



Edit



Delete



Save

Generate Receipt Voucher

Record is saved successfully

Delete Transactions

User: Trainer1 Last Login: 07/05/2003 09:37 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

7 May 2003 11:41

[S-FOR03-01] FMP> Daily Collection Summary

School Level Secondary

Date (DD/MM/YYYY)



To



FMP

- ▶ Common Setup
- ▶ Budgeting
- ▶ Bookkeeping
- ▶ Staff Cost
- ▶ CAR
- ▶ Sales & Stock
- ▼ Daily Coll. Summ
 - Daily Coll. Sum

Step 1. Click [Daily Coll. Summary] → [Daily Coll. Summary] from the left menu

Delete Transactions

User: fmpuser Login Time: 30/10/2003 18:08 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

30 October 2003 18:43

FMP

- ▶ Common Setup
- ▶ Budgeting
- ▶ Bookkeeping
- ▶ Staff Cost
- ▶ CAR
- ▶ Sales & Stock
- ▼ Daily Coll. Summary
 - Daily Coll. Summary
 - Report
- ▶ Non-Recurrent Grant

[S-FOR03-01] FMP > Daily Collection Summary > Daily Collection Summary

School Level

Secondary

Date (DD/MM/YYYY)

01/01/2003

To

30/05/2003

 Search

 Add

 Reset

Step 2. Enter the search criteria

- [From Date] should be later than module effective date
- [To Date] should be earlier than or equal to system date

Step 3. Click [Search] button

Delete Transactions

User: fmpuser Login Time: 30/10/2003 18:08 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

30 October 2003 18:44

FMP

- Common Setup
- Budgeting
- Bookkeeping
- Staff Cost
- CAR
- Sales & Stock
- Daily Coll. Summary
 - Daily Coll. Summary
 - Report
- Non-Recurrent Grants

[S-FOR03-01] FMP > Daily Collection Summary > Daily Collection Summary

School Level Secondary

Date (DD/MM/YYYY)

01/01/2003

To

30/05/2003



Search



Add



Reset

Bottom						
<input checked="" type="checkbox"/>	Date (DD/MM/YYYY)	Particulars	Amount \$	Official Receipt No.	Bank In Details	Voucher No.
<input checked="" type="checkbox"/>	03/03/2003	Photocopying Free	600.00	A100002	Link	



Add



Edit



Delete



Save

Generate Receipt Voucher

Top

Step 4. Select the checkbox(es) next to [Date]

Step 5. Click [Delete] button

Delete Transactions

User: fmpuser Login Time: 30/10/2003 18:08 [Logout](#) | [Help](#) | [中文版](#)

Current School Year: 2001

30 October 2003 18:44

FMP

Common Setup

Budgeting

Bookkeeping

Staff Cost

CAR

Sales & Stock

Daily Coll. Summary

Daily Coll. Summary

Report

Non-Recurrent Grants

[S-FOR03-01] FMP > Daily Collection Summary > Daily Collection Summary

Record(s) deleted successfully.

School Level Secondary

Date (DD/MM/YYYY)

01/01/2003

To

30/05/2003



Search



Add



Reset

Bottom

	Date (DD/MM/YYYY)	Particulars	Amount \$	Official Receipt No.	Bank In Details	Voucher No.
--	----------------------	-------------	--------------	-------------------------	-----------------	----------------

Top



Add



Edit



Delete



Save

Generate Receipt Voucher

Record is deleted successfully

Generate Receipt Voucher

User: super1

[S-FOR03-01] FMP > Daily Collection Summary > Daily Collection Summary

School Level

Primary

Date (DD/MM/YYYY)



To



Search

Add

Reset

- FMP
 - Common Setup
 - Budgeting
 - Bookkeeping
 - Staff Cost
 - CAR
 - Sales & Stock
 - Daily Coll. Summ
 - Daily Coll. Sum
 - Report
 - Non-Recurrent
 - Data Communicat

Step 1. Click [Daily Coll. Summary] → [Daily Coll. Summary] from the left menu

Generate Receipt Voucher

TRICTED)

[S-FOR03-01] FMP > Daily Collection Summary > Daily Collection Summary

School Level

Primary

Date (DD/MM/YYYY)

03/08/2016

To

03/08/2016

 Search

 Add

 Reset

- ▼ FMP
 - ▶ Common Setup
 - ▶ Budgeting
 - ▶ Bookkeeping
 - ▶ Staff Cost
 - ▶ CAR
 - ▶ Sales & Stock
 - ▼ Daily Coll. Sumr
 - Daily Coll. Sumr
 - Report
 - ▶ Non-Recurrent
 - Data Communicat

Step 2. Enter the search criteria

- [From Date] should be later than module effective date
- [To Date] should be earlier than or equal to system date

Step 3. Click [Search] button

Generate Receipt Voucher

TRICTED)

[S-FOR03-01] FMP > Daily Collection Summary > Daily Collection Summary

School Level




Primary

Date (DD/MM/YYYY)

03/08/2016

To

03/08/2016

 Search  Add  Reset

<input checked="" type="checkbox"/>	Date (DD/MM/YYYY)	Particulars	Amount \$	
<input checked="" type="checkbox"/>	03/08/2016	Photocopying Free	500.00	A100

 Add  Edit  Delete  Save **Generate Receipt Voucher**

Step 4. Select the checkbox next to [Date]

Step 5. Click [Generate Receipt Voucher] button

Generate Receipt Voucher

User: superl Login Time: 19/01/2017 10:53 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2007 19 January 2017 17:20

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

Add Voucher Details

Accounting Month (MM/YYYY)	08/2016
Voucher Type	(AR) Test FBK autogen - don't touch
Voucher No.	AUTO
Voucher Date (DD/MM/YYYY)	31/08/2016
Voucher Particulars	Photocopying Free
Gross Debit Amount	\$ 0.00
Voucher Status	Draft

Bottom

Accounting Line Information (Credit)	Bank Ledger Information (Debit)
Sch Level/Session	
Programme	
Account Code	
Particulars (Default same as Bank Particulars)	
Amount	\$ 500

Note: Programme is required for expenditure account only

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

Note: Voucher number must be unique throughout the system. If the voucher number will not be duplicated in future.

Please add accounting line information

Step 6. The fields of “Accounting Month”, “Voucher Date”, “Voucher Particulars” & “Amount” will be pre-filled in the receipt voucher form. Users can select other accounting month / voucher type and amend the voucher date / particulars / amount as necessary.

Generate Receipt Voucher

User: super1 Login Time: 19/01/2017 10:53 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2007 19 January 2017 17:29


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

Add Voucher Details

Accounting Month (MM/YYYY) 08/2016 ▼

Voucher Type (AR) Test FBK autogen - don't touch

Voucher No. AUTO

Voucher Date (DD/MM/YYYY) 31/08/2016 

Voucher Particulars Photocopying Free

Gross Debit Amount \$ 0.00

Voucher Status Draft

FMP

- ▶ Common Setup
- ▶ Budgeting
- ▶ Bookkeeping
- ▶ Staff Cost
- ▶ CAR
- ▶ Sales & Stock
- ▼ Daily Coll. Sumr
 - Daily Coll. Sumr
 - Report
- ▶ Non-Recurrent
- Data Communicat


▼ Bottom

Accounting Line Information (Credit)

Bank Ledger Information (Debit)

Sch Level/Session Primary/AM ▼

Programme CHIN - Chinese Programme ▼

Account Code  11701550120 [remove voucher](#)

Particulars
(Default same as Bank Particulars) Particulars

Amount \$ 500

Note: Programme is required for expenditure account only

[Chart of Account](#)

 [Add](#)

 [Reset](#)

 [Back](#)

Note: Voucher number must be unique throughout the system. If auto gen voucher number will not be duplicated in future.

Please add accounting line information

Step 7a. Fill in the fields of Accounting Line Information (Credit)
Step 7b. Click [Add] button

Generate Receipt Voucher

User: super1 Login Time: 19/01/2017 10:53 [Logout](#) | [Help](#) | [中文版](#)

(RESTRICTED)

Current School Year: 2007 19 January 2017 17:

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

Add Voucher Details

Accounting Month (MM/YYYY) 08/2016

Voucher Type (AR) Test FBK autogen - don't touch

Voucher No. AUTO

Voucher Date (DD/MM/YYYY) 31/08/2016

Voucher Particulars Photocopying Free

Gross Debit Amount \$ 500.00

Voucher Status Draft

Step 7c. Add Accounting Line

Accounting line is added

Account Code

Particulars

(Default same as Bank 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 Programme	11701550120 - remove voucher	500.00	

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

Delete

Step 7d. Add Accounting Line

User can add more accounting lines by repeating step 7a-b.

Bottom

Top

Generate Receipt Voucher

User: super1 Login Time: 19/01/2017 10:53 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2007 19 January 2017 17:

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

Add Voucher Details

Accounting Month (MM/YYYY) 08/2016

Voucher Type (AR) Test FBK autogen - don't touch

Voucher No. AUTO

Voucher Date (DD/MM/YYYY) 31/08/2016

Voucher Particulars Photocopying Free

Gross Debit Amount \$ 500.00

Voucher Status Draft

Step 8. Click [Bank Ledger Information (Debit)] hyperlink to fill in bank ledger information

Accounting Line Information (Credit)

Sch Level/Session

Programme

Account Code

Particulars (Default same as Bank Particulars)

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	Primary/AM	CHIN - Chinese Programme	11701550120 - remove voucher	500.00	

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

[Delete](#)

[Top](#)

Generate Receipt Voucher

User: super1 Login Time: 19/01/2017 10:53 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2007 - 19 January 2017 17:41

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

Add Voucher Details

Accounting Month (MM/YYYY) 08/2016
Voucher Type (AR) Test FBK autogen -
Voucher No. AUTO
Voucher Date (DD/MM/YYYY) 31/08/2016
Voucher Particulars Photocopying Free
Gross Debit Amount \$ 500.00
Voucher Status Draft

Step 9. 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.

Accounting Line Information (Credit)

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

Bank Ledger Information (Debit)

G5002 - Bank - School Fund

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](#)

Step 9. 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)

Generate Receipt Voucher

User: super1 Login Time: 19/01/2017 10:53 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2007 19 January 2017 17:41


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

Add Voucher Details

Accounting Month (MM/YYYY) 08/2016 ▼

Voucher Type (AR) Test FBK autogen - don't touch

Voucher No. AUTO

Voucher Date (DD/MM/YYYY) 31/08/2016 

Voucher Particulars Photocopying Free

Gross Debit Amount \$ 500.00

Voucher Status Draft

Step 9. Fill in Bank Ledger Information (Debit)
ii) Fill in Bank Particulars (Optional)

▼ Bottom

Accounting Line Information (Credit)

Bank Ledger Code

G5002 - Bank - School Fund ▼

Bank Particulars

(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](#)

FMP

▶ Common Setup

▶ Budgeting

▶ Bookkeeping

▶ Staff Cost

▶ CAR

▶ Sales & Stock

▼ Daily Coll. Summ

▪ Daily Coll. Summ

▪ Report

▶ Non-Recurrent

▪ Data Communicat

Generate Receipt Voucher

User: superl Login Time: 19/01/2017 10:53 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2007 19 January 2017 17:41

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

Add Voucher Details

Accounting Month (MM/YYYY) 08/2016
Voucher Type (AR) Test FBK autogen - don't touch
Voucher No. AUTO
Voucher Date (DD/MM/YYYY) 31/08/2016
Voucher Particulars Photocopying Free
Gross Debit Amount \$ 500.00
Voucher Status Draft

Accounting Line Information (Credit)

Bank Ledger Code G5002 - Bank - School Fund
Bank 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

Step 10. Save Voucher

Step 10a) 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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Generate Receipt Voucher

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Current School Year: 2007 19 January 2017 17:41

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

Add Voucher Details

Accounting Month (MM/YYYY) 08/2016
Voucher Type (AR) Test FBK autogen - don't touch
Voucher No. AUTO
Voucher Date (DD/MM/YYYY) 31/08/2016
Voucher Particulars Photocopying Free
Gross Debit Amount \$ 500.00
Voucher Status Draft

Accounting Line Information (Credit)

Bank Ledger Code G5002 - Bank - Sch
Bank Particulars
(Default same as Voucher Particulars)

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

Step 10. Save Voucher

Step 10b) 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.

FMP

- ▶ Common Setup
- ▶ Budgeting
- ▶ Bookkeeping
- ▶ Staff Cost
- ▶ CAR
- ▶ Sales & Stock
- ▼ Daily Coll. Sumr
 - Daily Coll. Sumr
 - Report
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Generate Receipt Voucher

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Current School Year: 2007 19 January 2017 17:52

[S-FOR03-01] FMP > Daily Collection Summary > Daily Collection Summary

Record saved successfully.

School Level Primary

Date (DD/MM/YYYY)

03/08/2016

To

03/08/2016



Search



Add



Reset

Bottom

<input type="checkbox"/>	Date (DD/MM/YYYY)	Particulars	Amount \$	Official Receipt No.	Bank In Details	Voucher No.
<input type="checkbox"/>	03/08/2016	Photocopying Free	500.00	A100002	Link	AR16/08-00008 (Unposted)



Add



Edit



Delete



Save

Generate Receipt Voucher

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After saving the voucher as draft or unposted...

Page will be returned to transaction detail of Daily Collection Summary. And show the Voucher record saved successfully message.

The voucher number will be displayed at the "Voucher No." column and show the voucher status as "Draft" or "Unposted".

Press
ESCAPE
To Return