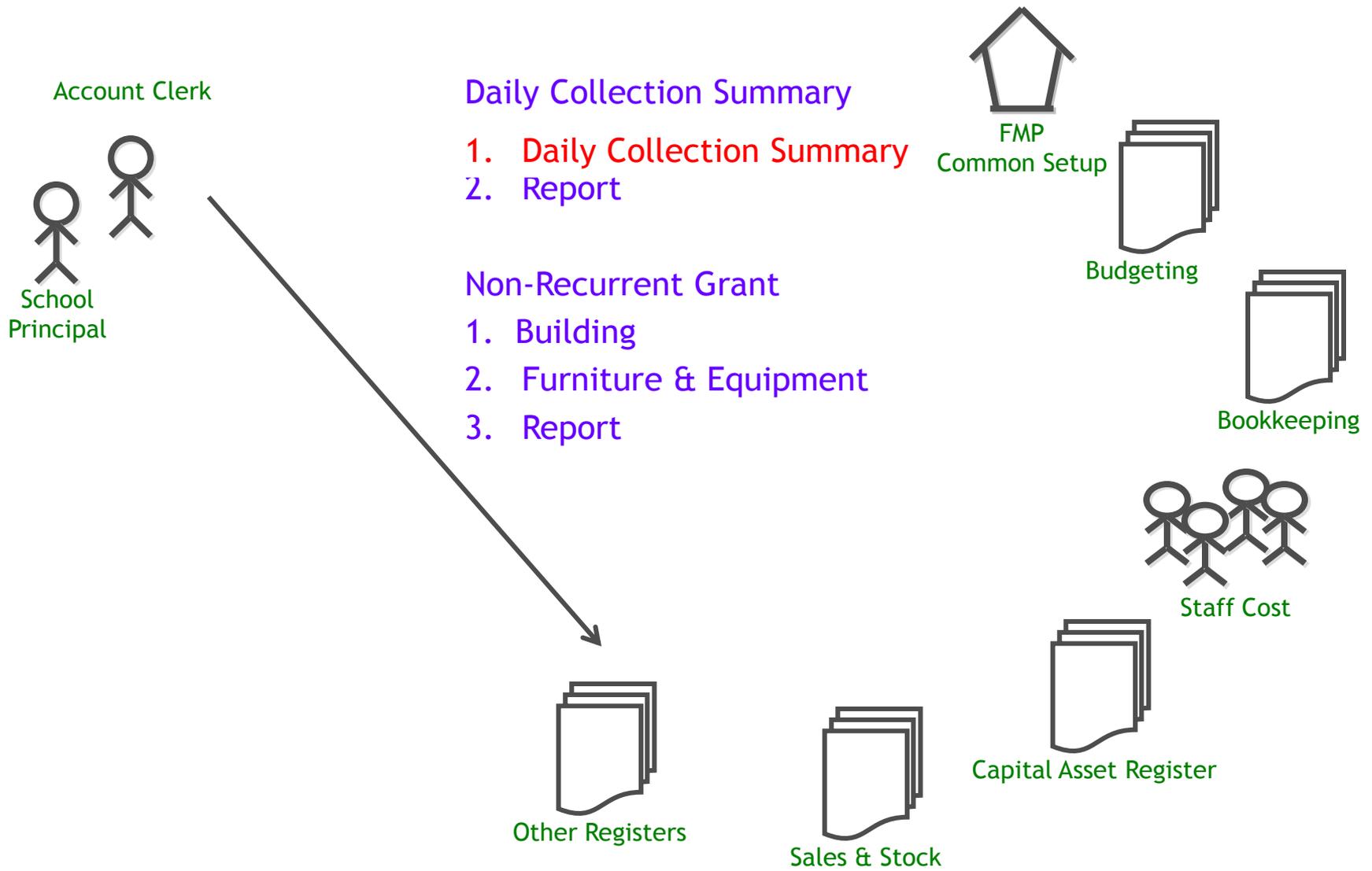


# FMP - Daily Collection Summary



# 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

- ▼ FMP
  - ▶ Common Setup
  - ▶ Budgeting
  - ▶ Bookkeeping
  - ▶ Staff Cost
  - ▶ CAR
  - ▶ Sales & Stock
  - ▼ Daily Coll. Summary
    - Daily Coll. Summary
    - Report
  - ▶ Non-Recurent Gra

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

School Level Secondary

Date (DD/MM/YYYY) [1/1/2003] [calendar icon] To [31/5/2003] [calendar icon]

Step 1. Click [Add] button

# Add New Transactions

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

[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

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

Add Edit Delete Save **Generate Receipt Voucher**

A blank line will be displayed.

# Add New Transactions

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

[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

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

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

- ▼ 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

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

- 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

<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	<a href="#">Link</a>	

Add Edit Delete Save Generate Receipt Voucher

Step 6. Click [Save] button

# Add New Transactions

- ▼ 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   
Date (DD/MM/YYYY)   To

▼ 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	<a href="#">Link</a>	

▲ Top

Record is successfully saved.

# Update Transactions

[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. Sur

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

# Update Transactions

- ▼ 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

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

- ▼ 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

<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	<a href="#">Link</a>	

Add Edit Delete Save [Generate Receipt Voucher](#)

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

Step 5. Click [Edit] button

# Update Transactions

- ▼ 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

<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	<a href="#">Link</a>	

Add Edit Delete Save **Generate Receipt Voucher**

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

FMP

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

[S-FOR03-02] FMP &gt; Daily Collection Summary &gt; 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

FMP

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

[S-FOR03-01] FMP &gt; Daily Collection Summary &gt; Daily Collection Summary

School Level Secondary  
Date (DD/MM/YYYY) 01/01/2003 To 30/05/2003  

<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	<a href="#">Link</a>	

▼ Bottom

▲ Top

Step 10. Click [Save] button

# Update Transactions

- ▼ 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   
Date (DD/MM/YYYY)   To

▼ 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	<a href="#">Link</a>	

▲ Top

Record is saved successfully

# Delete Transactions

[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. Sur

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

# Delete Transactions

[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

FMP

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

[S-FOR03-01] FMP &gt; Daily Collection Summary &gt; Daily Collection Summary

School Level Secondary  
Date (DD/MM/YYYY) 01/01/2003 To 30/05/2003  

<input 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	<a href="#">Link</a>	

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

Step 5. Click [Delete] button

# Delete Transactions

FMP

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

[S-FOR03-01] FMP &gt; Daily Collection Summary &gt; Daily Collection Summary

Record(s) deleted successfully.

School Level    
 Date (DD/MM/YYYY)   To

▼ Bottom

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

▲ Top

Record is deleted successfully

[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. Sumr
    - Daily Coll. Sumr
    - Report
  - ▶ Non-Recurrent
  - Data Communicat

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

[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. Sur
    - 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**

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

Step 4. Select the checkbox next to [Date]

Step 5. Click [Generate Receipt Voucher] button

# Generate Receipt Voucher

[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 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

[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** Primary/AM

**Programme** CHIN - Chinese Programme

**Account Code**  [remove voucher](#)

**Particulars** Particulars

**Amount** \$

Note: Programme is required for expenditure account only

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

Please add accounting line information

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

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

(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

Step 7d. Add Accounting Line

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

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"/>	<u>1</u>	Primary/AM	CHIN - Chinese Programme	11701550120 - remove voucher	500.00	

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

[Delete](#)

Bottom

Top

[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"/>	<a href="#">1</a>	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

[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.

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

## Accounting Line Information (Credit)

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

## Bank Ledger Information (Debit)

Bank Ledger Code	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)

[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)

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

## Accounting Line Information (Credit)

## Bank Ledger Information (Debit)

Bank Ledger Code 65002 - 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](#)

[Back](#)

[Bottom](#)

[Top](#)

[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.

 [Top](#)

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

[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 generated voucher number will not be duplicated in future.

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

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. Summ
    - Daily Coll. Summ
    - Report
  - ▶ Non-Recurrent
  - Data Communicat

# Generate Receipt Voucher

[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](#)

<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	<a href="#">Link</a>	AR16/08-00008 (Unposted)

[Add](#) [Edit](#) [Delete](#) [Save](#) [Generate Receipt Voucher](#)

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