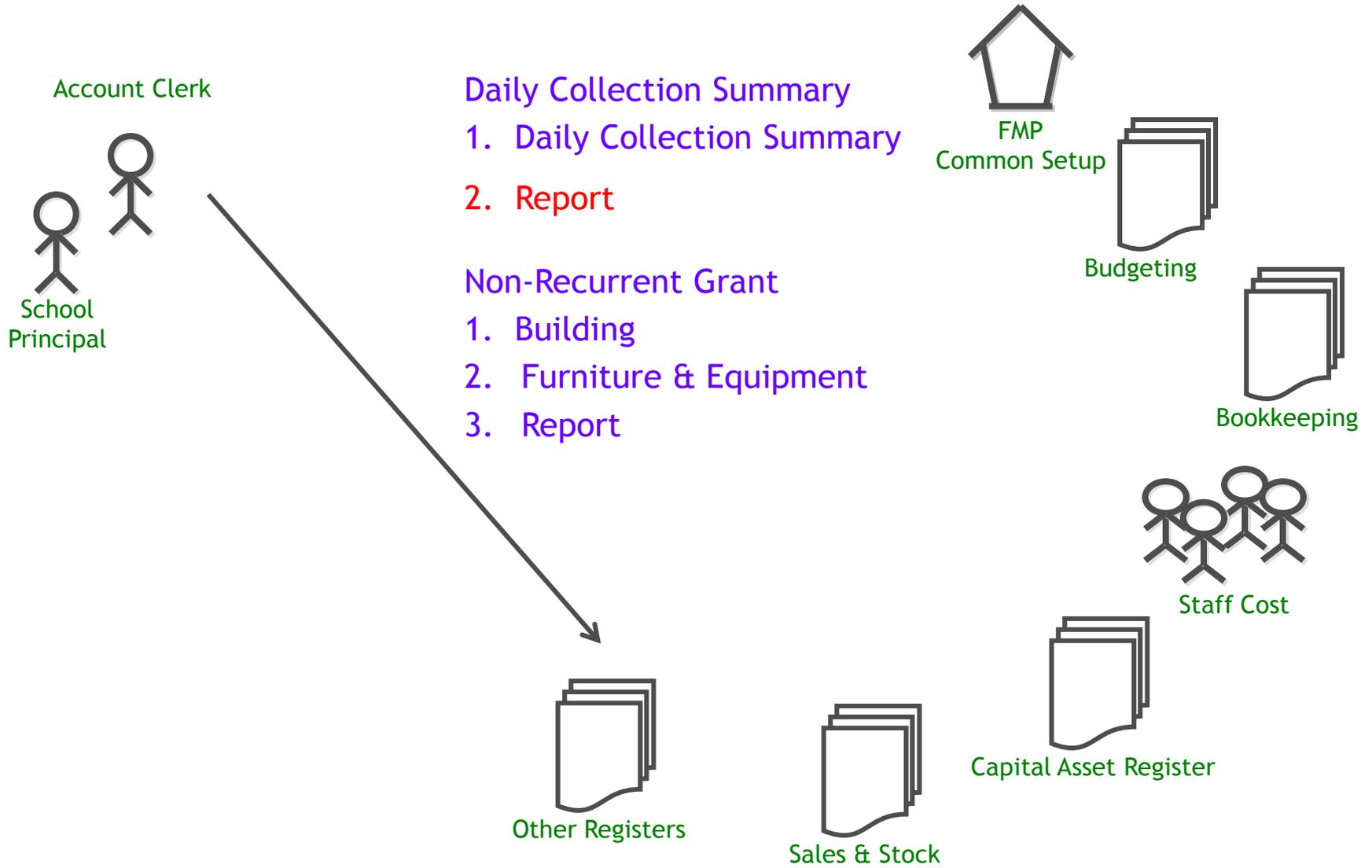


FMP - Daily Collection Summary



Daily Collection Summary - Report

- Generate Daily Collection Summary Report
- Report can be generated in a preview pop-up window or stored in Report Management - Repository.
- 4 different formats can be selected for report generation - PDF, WORD, RICHTEXT and EXCEL.
- User may edit the generated report in WORD, RICHTEXT and EXCEL format.

[S-FOR04-04] [FMP](#) > [DCS](#) > Report

Report Name (ID)

▶ [Daily Collection Summary \(R-DCS001-E\)](#)

[每日收貨記錄圖 \(R-DCS001-E\)](#)

* Click ▶ or the link to display the report template(s) and then click the template you need to create the report.

- ▼ FMP
 - ▶ Common Setup
 - ▶ Budgeting
 - ▶ Bookkeeping
 - ▶ Staff Cost
 - ▶ CAR
 - ▶ Sales & Stock
 - ▼ Daily Coll. Summa
 - Daily Coll. Sumr
 - Report

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

Step 2. Click on the Report Name (ID) link

[S-FOR04-04] [FMP](#) > [DCS](#) > Report

Report Name (ID)			
Daily Collection Summary (R-DCS001-E)			
Template Description	Type	Creator	Creation Date
Built-in Template	Built-In		31/03/2003 18:53
每日收費記錄冊 (R-DCS001-C)			

* Click [▷](#) or the link to display the report template(s) and then click the template you need to create the report.

- ▼ FMP
 - ▶ Common Setup
 - ▶ Budgeting
 - ▶ Bookkeeping
 - ▶ Staff Cost
 - ▶ CAR
 - ▶ Sales & Stock
 - ▼ Daily Coll. Summa
 - Daily Coll. Sumr
 - Report

Step 3. Click on the Report Template link to generate the report.

[S-FOR04-05] [FMP](#) > [DCS](#) > Report

Daily Collection Summary (R-DCS001-E):- Built-in Template

Please Input The Print Criteria

School Level	Secondary
Date (DDMM/YYYY)	<input type="text"/>  To <input type="text"/> 
Format	PDF 

 Preview & Print  To File  Reset  Back

- ▼ FMP
 - ▶ Common Setup
 - ▶ Budgeting
 - ▶ Bookkeeping
 - ▶ Staff Cost
 - ▶ CAR
 - ▶ Sales & Stock
 - ▼ Daily Coll. Summa
 - Daily Coll. Sumr
 - Report

Step 4. Enter the print criteria

Generate Report

[S-FOR04-05] FMP > DCS > Report

Daily Collection Summary (R-DCS001-E):-
Built-in Template

Please Input The Print Criteria

School Level

Secondary

Date (DDMM/YYYY)

01/09/2001



To

30

Format

PDF

Preview & Print

To File

Reset

Back

FMP

▶ Common Setup

▶ Budgeting

▶ Bookkeeping

▶ Staff Cost

▶ CAR

▶ Sales & Stock

▼ Daily Coll. Summa

▪ Daily Coll. Sumr

▪ Report

Two ways to generate reports:

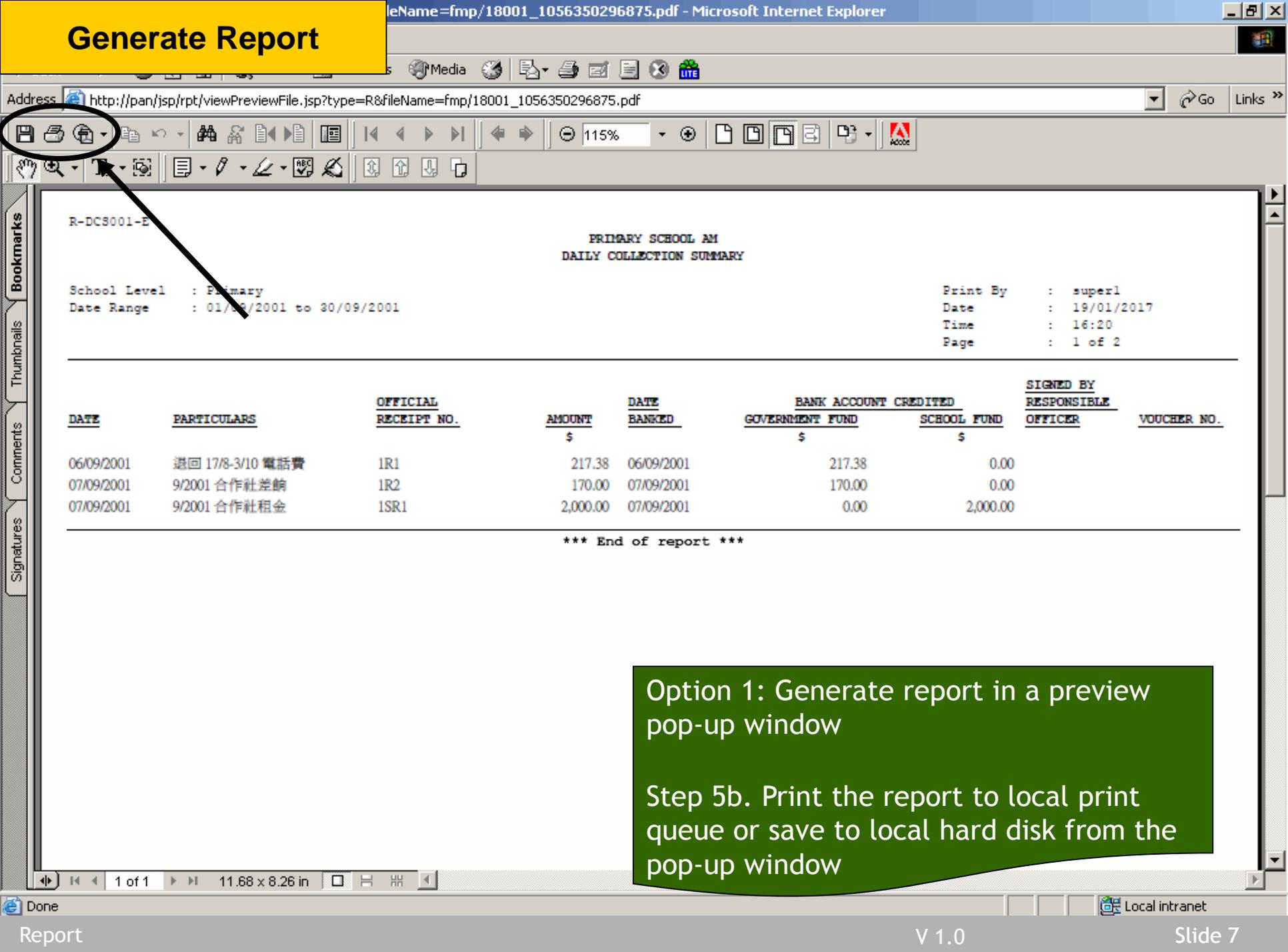
Option 1: Generate report in a preview pop-up window

Option 2: Generate and store the report in Report Management - Repository.

Option 1: Generate report in a preview pop-up window

Step 5a. Click [Preview & Print] button

Generate Report



Option 1: Generate report in a preview pop-up window

Step 5b. Print the report to local print queue or save to local hard disk from the pop-up window

Generate Report

FMP

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

[S-FOR04-05] FMP > Daily Collection Summary Report

Report has been submitted for generation. Please go to the **"Repository"** function of **"Report Management"** module to view the generated report.
Report generated successfully.

Daily Collection Summary (R-DCS001-E):- Built-in Template

Please input the print criteria.

School Level

Primary

Date (DD/MM/YYYY)

1/1/2003

To

9/10/2003

Format

PDF

Option 2: Generate and store the report in Report Management - Repository.

Step 5a. Click [To File] button

[S-FOR04-05] FMP > Daily Collection Summary Report

Daily Collection Summary (R-DCS001-E):- Built-in Template

Please input the print criteria.

School Level Primary

Date (DD/MM/YYYY)

1/1/2003

To 9/10/2003

Format

PDF

Preview & Print

To File

Reset

Back

Explorer User Prompt

Script Prompt:

Please enter the description of the report for easy reference during report retrieval.

Daily Collection Summary as at 9/10/2003

OK

Cancel

Option 2: Generate and store the report in Report Management - Repository.

Step 5b. Fill in the report description in the pop-up dialog box

Step 5c. Click [OK] button

Generate Report

[S-FOR04-05] FMP > Daily Collection Summary Report

Report has been submitted for generation. Please go to the ["Repository" function of "Report Management" module](#) to view the generated report.
Report generated successfully.

Daily Collection Summary (R-DCS001-E):- Built-in Template

Please input the print criteria.

School Level

Primary

Date (DD/MM/YYYY)

1/1/2003

To

9/10/2003

Format

PDF

 Preview & Print

 To File

 Reset

 Back

Option 2: Generate and store the report in Report Management - Repository.

Step 5d. User can click the hyperlink to go to Report Repository to download the report or click **[Report Management]** → **[Repository]** from the left menu to download the report later

Generate Report

Option 2: Generate and store the report in Report Management - Repository.

Step 5e. Download the report from Report Management - Repository

[S-RPT01-01] Report Management > Repository

Module: FMP

Category: Daily Collection Summary

Report Name (ID): Daily Collection Summary (R-DCS001-E)

Report Description:

Language: All English Chinese

Creator:

Creation Date (From) (DD/MM/YYYY):

Creation Date (To) (DD/MM/YYYY):

Status: All

<input type="checkbox"/>	Report Name (ID) ▲	Report Description	Creator	Format/Size	Creation Time	Status
<input type="checkbox"/>	Daily Collection Summary (R-DCS001-E)	Daily Collection Summary for year 2002	fmpuser	PDF 53.0 KB	22/10/2003 11:37:21	Done

* Click on the link of Report Name (ID) to view a Report

Press
ESCAPE
to return