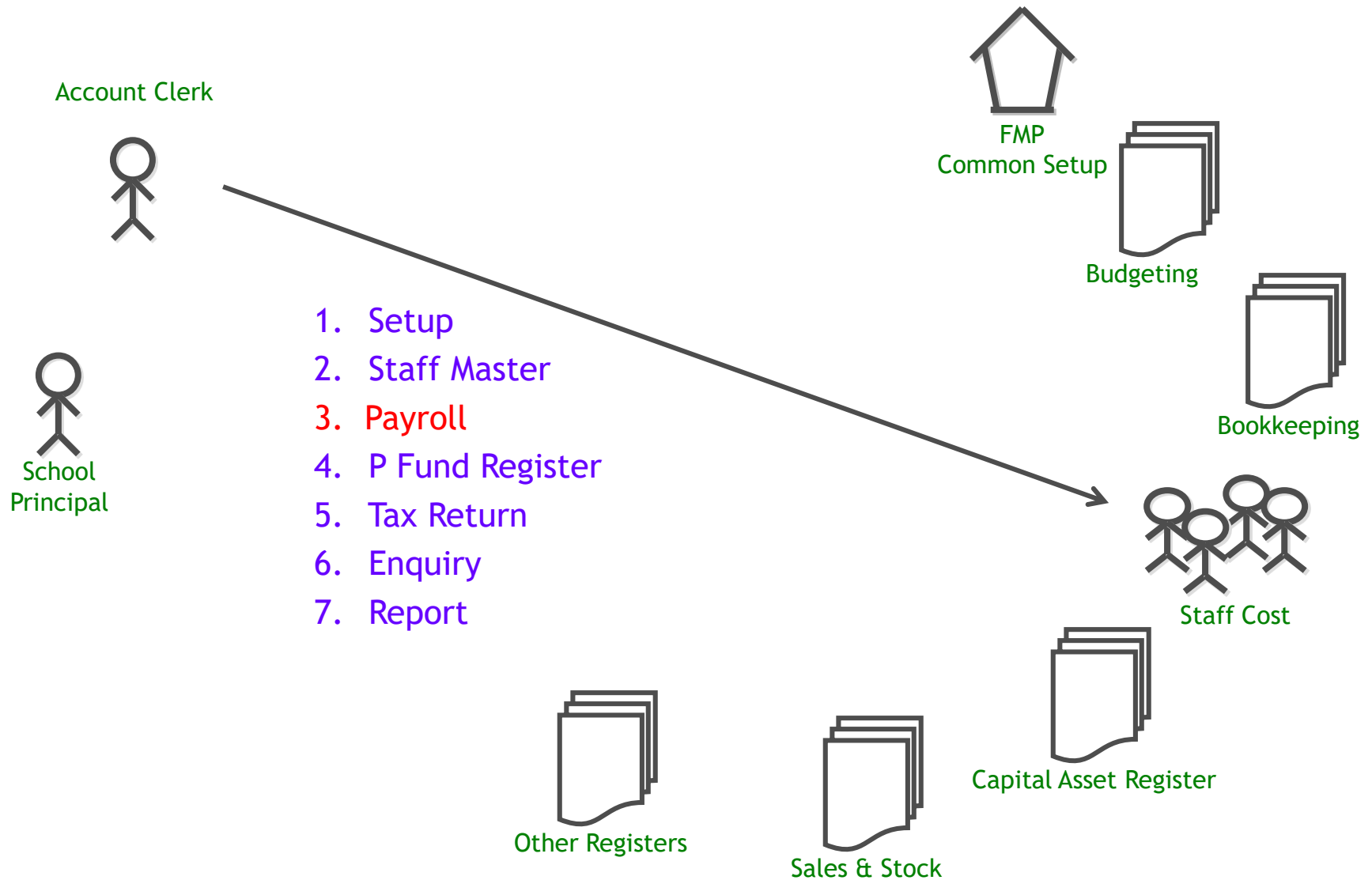


# FMP - Staff Cost



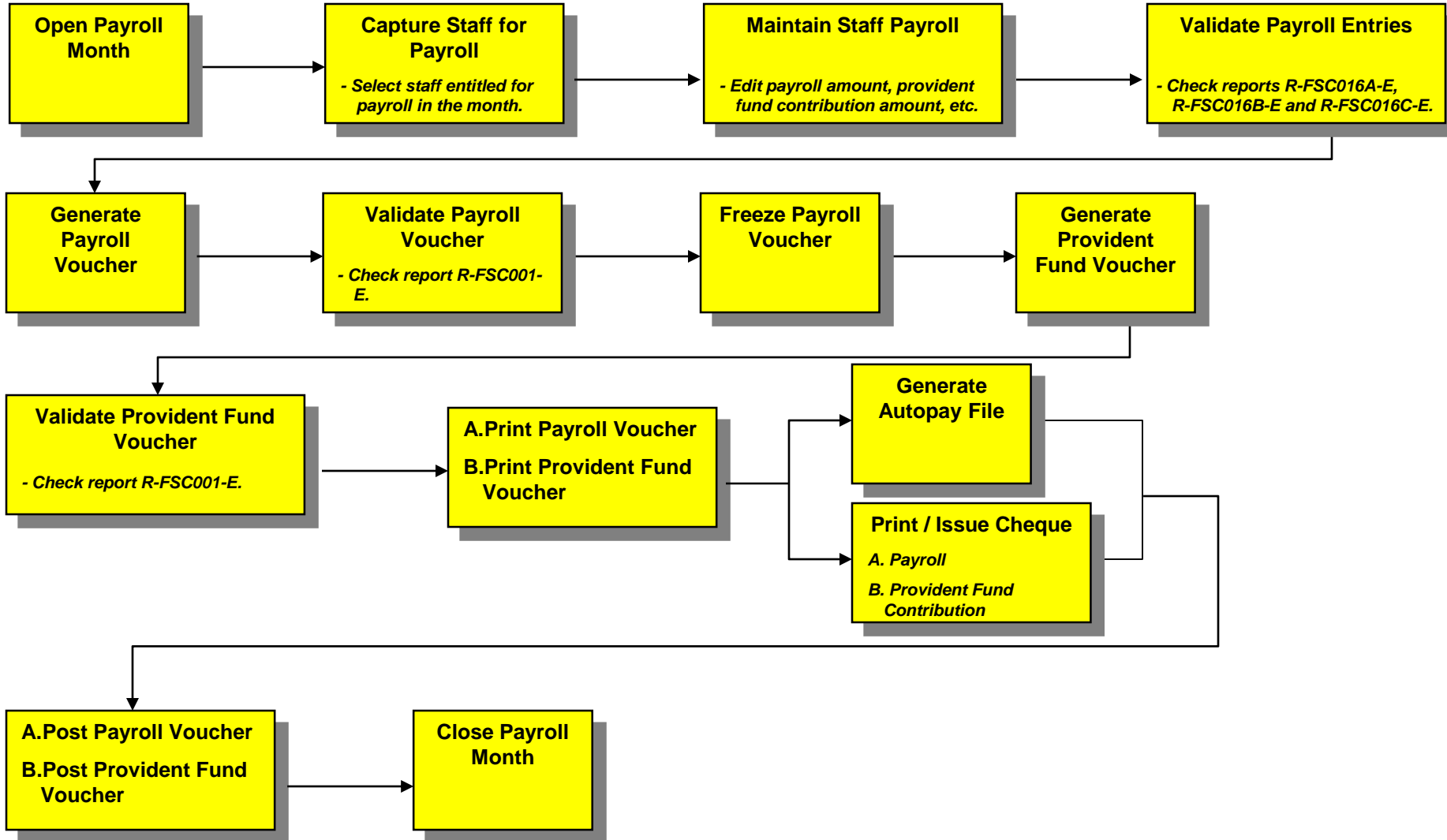
# Payroll Overview

- Capture staff for payroll
- Edit / delete payroll entries
- Create payroll voucher with three different payment methods:
  - Autopay
  - Cheque - With Printing
  - Cheque - Without Printing
- Create provident fund voucher for three types of provident fund schemes:
  - Grant / Subsidized Schools Provident Fund Scheme - Journal Voucher
  - ORSO Schemes - Payment Voucher
  - Mandatory Provident Fund Scheme - Payment Voucher

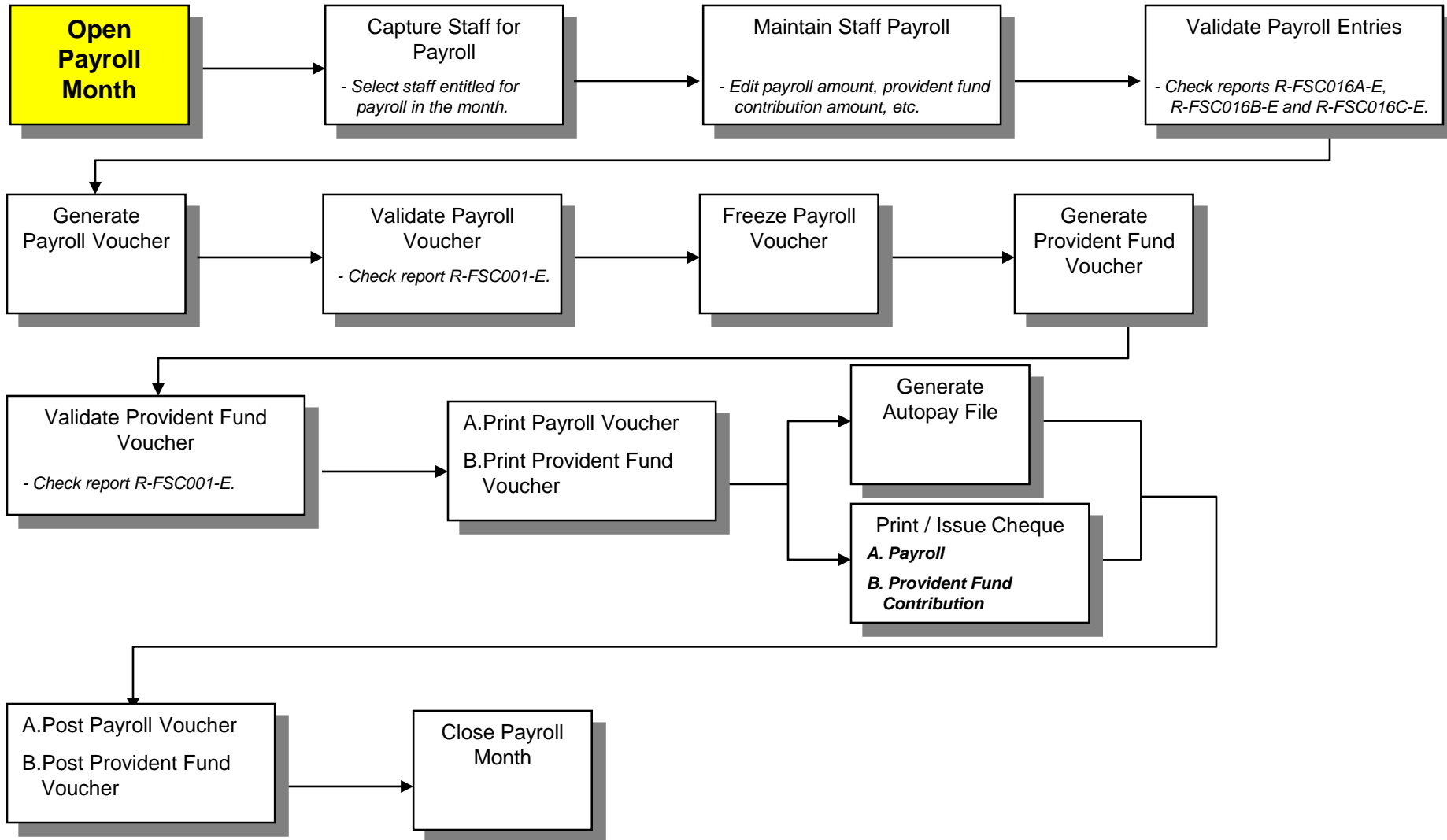
# Payroll Overview

- Generate autopay file for staff payroll payment
- Print / issue cheque for:
  - Staff payroll payment
  - Provident fund contribution payment to trustee
- Post voucher to General Ledger in Bookkeeping Module
- Enquire payroll expenditure
- Open / close payroll month

# Payroll Workflow



# Open Payroll Month



# Open Payroll Month

- When user create a new accounting year in Common Setup, the system will automatically create the corresponding twelve payroll months.
- By default, the payroll months are set to be “Closed” and user is not allowed to change the payroll month status until accounting month in Common Setup is opened.
- When user open the accounting month in Common Setup, the corresponding payroll month will become editable.
- User is allowed to open the payroll month in order to prepare payroll for that payroll month.
- A maximum of three accounting months can be opened concurrently under one accounting year in Common Setup Module. That is, at most three payroll months in the same accounting year can be set to “opened” at the same time.

# Open Payroll Month

User: fmpadmin Login Time: 10/09/2003 09:22 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

10 September 2003 9:22

- Home
- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Register
    - Tax Return
    - Enquiry
    - Report
  - CAR
  - Sales & Stock
  - Daily Coll. Summar
  - Non-Recurrent Gra
- Report Management
- Customization

[S-FSC14-01] FMP > Staff Cost > Payroll > Prepare Payroll

Prepare Payroll	Payroll Voucher	P Fund Voucher	Voucher Posting	Voucher Enquiry	Payroll Month
Payroll Month (MM/YYYY) <span>Not available. <a href="#">Open Payroll Month.</a></span>					

Staff List	Payroll Items	Provident Fund	Reimbursement		
Staff Code	Staff Name (Eng)	Staff Name (Chi)	Net Payment \$	Payroll Period (DD/MM/YYYY - DD/MM/YYYY)	Payment Method
No record.					

Step 1. Click [Staff Cost] → [Payroll] from the left menu.

If there is no opened payroll month, the system will provide a link for user to go to Maintain Payroll Month page to open a relevant payroll month.

# Open Payroll Month

User: jennifer Login Time: 05/10/2003 09:34 Logout | Help | 中文版本

Current School Year: 2002 5 October 2003 9:50

[S-FSC14-18] FMP > Staff Cost > Payroll > Payroll Month

Prepare Payroll Payroll Voucher P Fund Voucher Voucher Posting Voucher Enquiry Payroll Month

Accounting Year (YYYY/YYYY) 2004/2005

Bottom

Payroll Month (MM/YYYY)	Status
09/2004	Closed
10/2004	Closed
11/2004	Closed
12/2004	Closed
01/2005	Closed
02/2005	Closed
03/2005	Closed
04/2005	Closed
05/2005	Closed
06/2005	Closed
07/2005	Closed
08/2005	Closed

Step 2. Select Accounting Year.

The status of the twelve payroll months will be displayed.

Note: To close a payroll month, make sure all payroll vouchers has been created and posted or selected "Not Required" to generate provident fund voucher.

Save



# Open Payroll Month

User: jennifer Login Time: 05/10/2003 09:34 Logout | Help | 中文版本

Current School Year: 2002 5 October 2003 9:37

[S-FSC14-18] FMP > Staff Cost > Payroll > Payroll Month

Prepare Payroll Payroll Voucher P Fund Voucher Voucher Posting Voucher Enquiry Payroll Month

Accounting Year (YYYY/YYYY)

2004/2005

Bottom

Payroll Month (MM/YYYY)	Status
09/2004	Opened
10/2004	Opened
11/2004	Closed
12/2004	Closed
01/2005	Closed
02/2005	Closed
03/2005	Closed
04/2005	Closed
05/2005	Closed
06/2005	Closed
07/2005	Closed
08/2005	Closed

Note: To close a payroll month, make sure all payroll vouchers has been created and posted or selected "Not Required" to generate provident fund voucher.

Save

Step 3. Change the Status of payroll from "Closed" to "Opened".

Step 4. Click [Save] button.

# Open Payroll Month

User: jennifer Login Time: 05/10/2003 09:34 Logout | Help | 中文版本

Current School Year: 2002 5 October 2003 9:52

[S-ESC14-18] EMP > Staff Cost > Payroll > Payroll Month

Record(s) have been updates. Results are as follows:

- 09/2004: Payroll Month is opened successfully.
- 10/2004: Payroll Month is opened successfully.

Prepare Payroll Payroll Voucher P Fund Voucher Voucher Posting Voucher Enquiry Payroll Month

Accounting Year (YYYY/YYYY) 2004/2005

Bottom

Payroll Month (MM/YYYY)	Status
09/2004	Opened
10/2004	Opened
11/2004	Closed
12/2004	Closed
01/2005	Closed
02/2005	Closed
03/2005	Closed
04/2005	Closed
05/2005	Closed
06/2005	Closed
07/2005	Closed
08/2005	Closed

The payroll months are opened.

Note: To close a payroll month, make sure all payroll vouchers has been created and posted and; all provident vouchers has been created and posted or selected "Not Required" to generate provident fund voucher.

Save

# Open Payroll Month

User: jennifer Login Time: 05/10/2003 09:34 Logout | Help | 中文版本

Current School Year: 2002 5 October 2003 9:52

[S-FSC14-01] FMP > Staff Cost > Payroll > Prepare Payroll

Prepare Payroll Payroll Voucher P Fund Voucher Voucher Posting Voucher Enquiry Payroll Month

Payroll Month (MM/YYYY) 09/2004

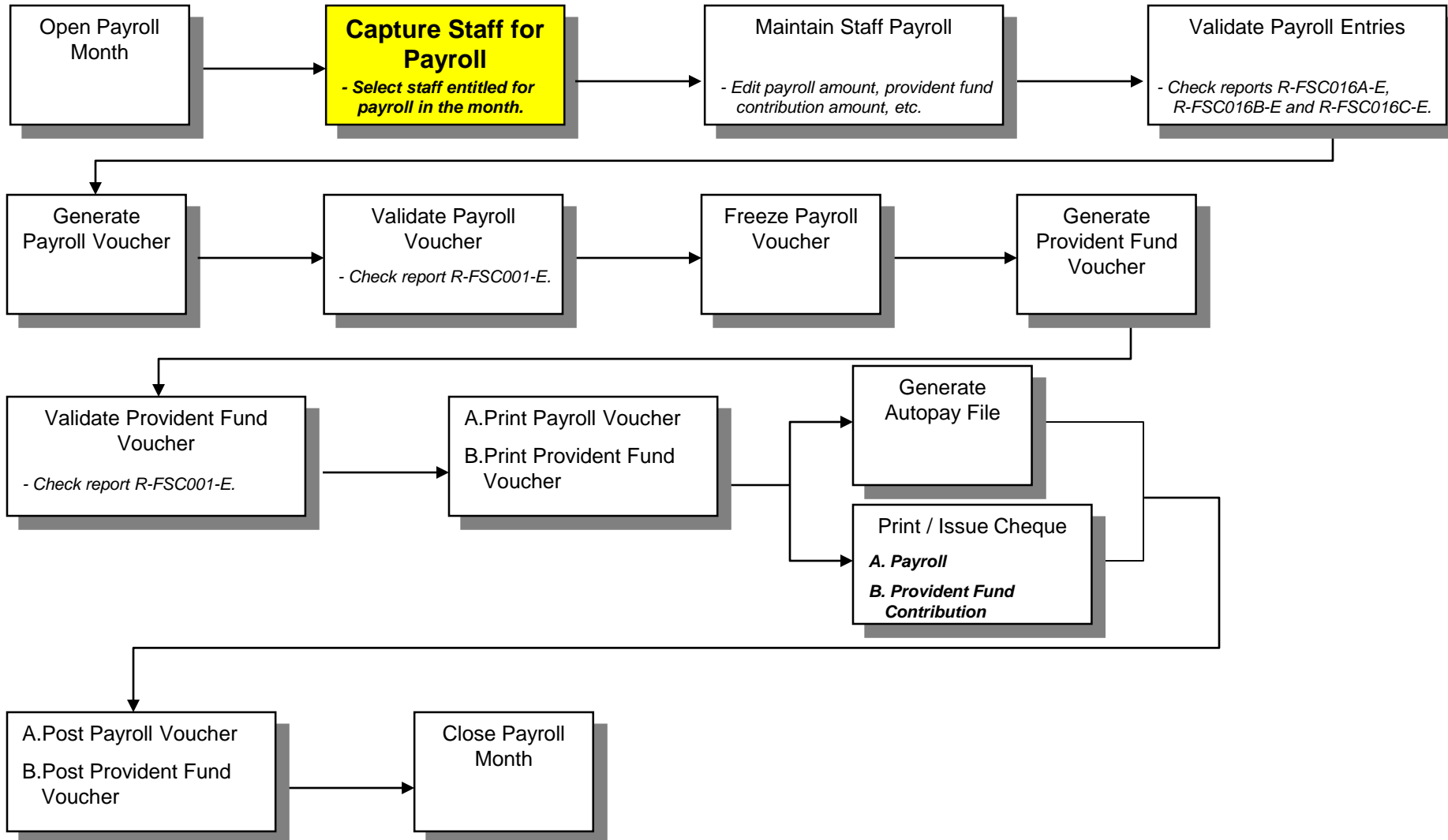
Staff List	Payroll Items	Provident Fund	Reimbursement		
Staff Code	Staff Name (Eng)	Staff Name (Chi)	Net Payment \$	Payroll Period (DD/MM/YYYY - DD/MM/YYYY)	Payment Method

No record.

Add Staff Delete Staff

User can prepare payroll for the payroll month.

# Capture Staff for Payroll



# Capture Staff for Payroll

- To add new staff payroll entries to the selected “opened” payroll month.
- **Pre-requisites**
  - All the staff require for payroll payment must have been transmitted from Staff / Staff Deployment Module or created in Staff Cost Module.
  - Staff must be employed within the selected payroll month but their payrolls have not yet been captured in the selected payroll month.
  - Payroll item account, payroll item amount, reimbursement item and cost allocation must have been set in Staff Master.
  - Staff record in Staff Master must be selected as “Capture for Payroll”.

# Capture Staff for Payroll

User: fmpadmin Login Time: 10/09/2003 09:22 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

10 September 2003 9:24

- Home
- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - Staff Cost
    - Setup
    - Staff Master
    - Payroll**
    - P Fund Register
    - Tax Return
    - Enquiry
    - Report
  - CAR
  - Sales & Stock
  - Daily Coll. Summar
  - Non-Recurrent Gra
- Report Management
- Customization

[S-FSC14-01] FMP > Staff Cost > Payroll > Prepare Payroll

**Prepare Payroll** Payroll Voucher P Fund Voucher Voucher Posting Voucher Enquiry Payroll Month

Payroll Month (MM/YYYY) 09/2004

Staff List		Payroll Items		Provident Fund	Reimbursement	
	Staff Code	Staff Name (Eng)	Staff Name (Chi)	Net Payment \$	Payroll Period (DD/MM/YYYY - DD/MM/YYYY)	Payment Method
No record.						

**Add Staff**

Delete Staff

Add Staff for Payroll

Step 1. Click [Prepare Payroll] tab.  
Step 2. Select an Payroll Month.  
Step 3. Click the [Add Staff] button.

- ▶ Assessment
- ▶ Special Assessment
- ▶ Staff Deployment
- ▶ Staff
- ▶ CDS
- ▶ HKAT
- ▶ HKEAA
- ▼ FMP
  - ▶ Common Setup
  - ▶ Budgeting
  - ▶ Bookkeeping
  - ▼ Staff Cost
    - Setup
    - Staff Master
    - Payroll
  - P Fund Register
  - Tax Return
  - Enquiry
  - Report
- ▶ CAR
- ▶ Sales & Stock
- ▶ Daily Coll. Summ
- ▶ Non-Recurrent C

[S-FSC14-02] [FMP](#) > [Staff Cost](#) > [Payroll](#) > [Prepare Payroll](#)

[Receiving Information from Staff Module / Staff Deployment Module](#)

Before the system retrieves all the staff records based on the input searching criteria, the system will capture all the newly created, amended or deleted staff information from Staff / Staff Deployment Module automatically.

# Capture Staff for Payroll

User: fmpadmin Login Time: 10/09/2003 09:22 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

10 September 2003 9:53

- Home
- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - Staff Cost
    - Setup
    - Staff Master
    - Payroll**
    - P Fund Register
    - Tax Return
    - Enquiry
    - Report
  - CAR
  - Sales & Stock
  - Daily Coll. Summary
  - Non-Recurrent Grant
- Report Management
- Customization

[S-FSC14-02] **FMP** > Staff Cost > Payroll > Prepare Payroll

## Add Staff for Payroll

Payroll Month (MM/YYYY)

09/2004

<input type="checkbox"/>	Staff Code	Staff Name (Eng)	Staff Name (Chi)	Payroll Period (DD/MM/YYYY - DD/MM/YYYY)	Payment Method
<input type="checkbox"/>	<b>Clerical and Janitor Staff *</b>				
<input type="checkbox"/>	NCS0	Chan Siu Ming	陳小明	01/09/2004 - 30/09/2004	Cheque - Without Printing
<input type="checkbox"/>	NCS2	Cheung Siu Ming	張小明	01/09/2004 - 30/09/2004	Cheque - Without Printing
<input checked="" type="checkbox"/>	<b>Teaching Staff *</b>				
<input checked="" type="checkbox"/>	NCS1	Woo Siu Ming	胡小明	01/09/2004 - 30/09/2004	Cheque - Without Printing
<input checked="" type="checkbox"/>	NCS3	Lee Siu Ming	李小明	01/09/2004 - 30/09/2004	Cheque - Without Printing

☒ Set payment method of all selected staff to Cheque - With Printing for this month

Note 1 : Staff Mapping - Map staff master created in FMP Module to staff master created in Staff Module.

Note 2 : Print Log - A log report showing staff changes in Staff Module / Staff Deployment / Staff synchronization action in FMP Module.

Select Staff

Staff Mapping

Print Log

Back

Select Staff for Payroll

Step 4. Select staff to be captured for payroll (one or more staff can be selected at the same time)



# Capture Staff for Payroll

User: fmpadmin Login Time: 10/09/2003 09:22 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

10 September 2003 9:53

Home

FMP

Common Setup

Budgeting

Bookkeeping

Staff Cost

Setup

Staff Master

Payroll

P Fund Register

Tax Return

Enquiry

Report

CAR

Sales & Stock

Daily Coll. Summar

Non-Recurent Gra

Report Management

Customization

[S-FSC14-02] FMP > Staff Cost > Payroll > Prepare Payroll

## Add Staff for Payroll

Payroll Month (MM/YYYY)

09/2004

<input type="checkbox"/>	Staff Code	Staff Name (Eng)	Staff Name (Chi)	Payroll Period (DD/MM/YYYY - DD/MM/YYYY)	Payment Method
<input type="checkbox"/>	Clerical and Janitor Staff *				
<input type="checkbox"/>	NCS0	Chan Siu Ming	陳小明	01/09/2004 - 30/09/2004	Cheque - Without Printing
<input type="checkbox"/>	NCS2	Cheung Siu Ming	張小明	01/09/2004 - 30/09/2004	Cheque - Without Printing
<input checked="" type="checkbox"/>	Teaching Staff *				
<input checked="" type="checkbox"/>	NCS1	Woo Siu Ming	胡小明	01/09/2004 - 30/09/2004	Cheque - Without Printing
<input checked="" type="checkbox"/>	NCS3	Lee Siu Ming	李小明	01/09/2004 - 30/09/2004	Cheque - Without Printing

☒ Set payment method of all selected staff to Cheque - With Printing for this payroll month

Note 1 : Staff Mapping - Map staff master created in FMP Module to staff master created in Module.

Note 2 : Print Log - A log report showing staff changes in Staff Module / Staff Deployment / synchronization action in FMP Module.

Select Staff

Staff Mapping

Print Log

Back

Select Staff for Payroll

Step 5a. Change the Payment Method of the staff if necessary.

# Capture Staff for Payroll

User: fmpadmin Login Time: 10/09/2003 09:22 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

10 September 2003 9:53

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    - Staff Master
    - Payroll
  - P Fund Register
  - Tax Return
  - Enquiry
  - Report
- CAR
- Sales & Stock
- Daily Coll. Summar
- Non-Recurent Gra
- Report Management
- Customization

[S-FSC14-02] FMP > Staff Cost > Payroll > Prepare Payroll

## Add Staff for Payroll

Payroll Month (MM/YYYY)

09/2004

<input type="checkbox"/>	Staff Code	Staff Name (Eng)	Staff Name (Chi)	Payroll Period (DD/MM/YYYY - DD/MM/YYYY)	Payment Method
<input type="checkbox"/>	Clerical and Janitor Staff *				
<input type="checkbox"/>	NCS0	Chan Siu Ming	陳小明	01/09/2004 - 30/09/2004	Cheque - Without Printing
<input type="checkbox"/>	NCS2	Cheung Siu Ming	張小明	01/09/2004 - 30/09/2004	Cheque - Without Printing
<input checked="" type="checkbox"/>	Teaching Staff *				
<input checked="" type="checkbox"/>	NCS1	Woo Siu Ming	胡小明	01/09/2004 - 30/09/2004	Cheque - Without Printing
<input checked="" type="checkbox"/>	NCS3	Lee Siu Ming	李小明	01/09/2004 - 30/09/2004	Cheque - Without Printing

☒ Set payment method of all selected staff to Cheque - With Printing for this payroll month

Note 1 : Staff Mapping - Map staff master created in FMP Module to staff master created in Staff Module / Staff Deployment Module.

Note 2 : Print Log - A log report showing staff changes synchronization action in FMP Module.

Select Staff

Staff Mapping

Print Log

Select Staff for Payroll

Step 5b. Select the same payment method for all of the selected staff in the selected payroll month by clicking the checkbox and select a Payment Method.

# Capture Staff for Payroll

User: fmpadmin Login Time: 10/09/2003 09:22 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

10 September 2003 9:53

- Home
- FMP
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    - Setup
    - Staff Master
    - Payroll**
    - P Fund Register
    - Tax Return
    - Enquiry
    - Report
  - CAR
  - Sales & Stock
  - Daily Coll. Summary
  - Non-Recurrent Grant
- Report Management
- Customization

[S-FSC14-02] **FMP** > **Staff Cost** > **Payroll** > **Prepare Payroll**

## Add Staff for Payroll

Payroll Month (MM/YYYY)

09/2004

<input type="checkbox"/>	Staff Code	Staff Name (Eng)	Staff Name (Chi)	Payroll Period (DD/MM/YYYY - DD/MM/YYYY)	Payment Method
<input type="checkbox"/>	<b>Clerical and Janitor Staff *</b>				
<input type="checkbox"/>	NCS0	Chan Siu Ming	陳小明	01/09/2004 - 30/09/2004	Cheque - Without Printing
<input type="checkbox"/>	NCS2	Cheung Siu Ming	張小明	01/09/2004 - 30/09/2004	Cheque - Without Printing
<input checked="" type="checkbox"/>	<b>Teaching Staff *</b>				
<input checked="" type="checkbox"/>	NCS1	Woo Siu Ming	胡小明	01/09/2004 - 30/09/2004	Cheque - Without Printing
<input checked="" type="checkbox"/>	NCS3	Lee Siu Ming	李小明	01/09/2004 - 30/09/2004	Cheque - Without Printing

☒ Set payment method of all selected staff to **Cheque - With Printing** for this payroll month

Note 1 : Staff Mapping - Map staff master created in FMP Module to staff master created in Staff Module / Staff Deployment Module.

Note 2 : Print Log - A log report showing staff changes in Staff Module / Staff Deployment Module / Staff Deployment synchronization action in FMP Module.

**Select Staff**

Staff Mapping

Print Log

Back

Select Staff for Payroll

Step 6. Click  
[Select Staff]  
button.

# Capture Staff for Payroll

User: fmpadmin Login Time: 10/09/2003 09:22 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

10 September 2003 9:58

- Home
- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - Staff Cost
    - Setup
    - Staff Master
    - Payroll**
    - P Fund Register
    - Tax Return
    - Enquiry
    - Report
  - CAR
  - Sales & Stock
  - Daily Coll. Summar
  - Non-Recurent Gra
- Report Management
- Customization

[S-FSC14-01] FMP > Staff Cost > Payroll > Prepare Payroll

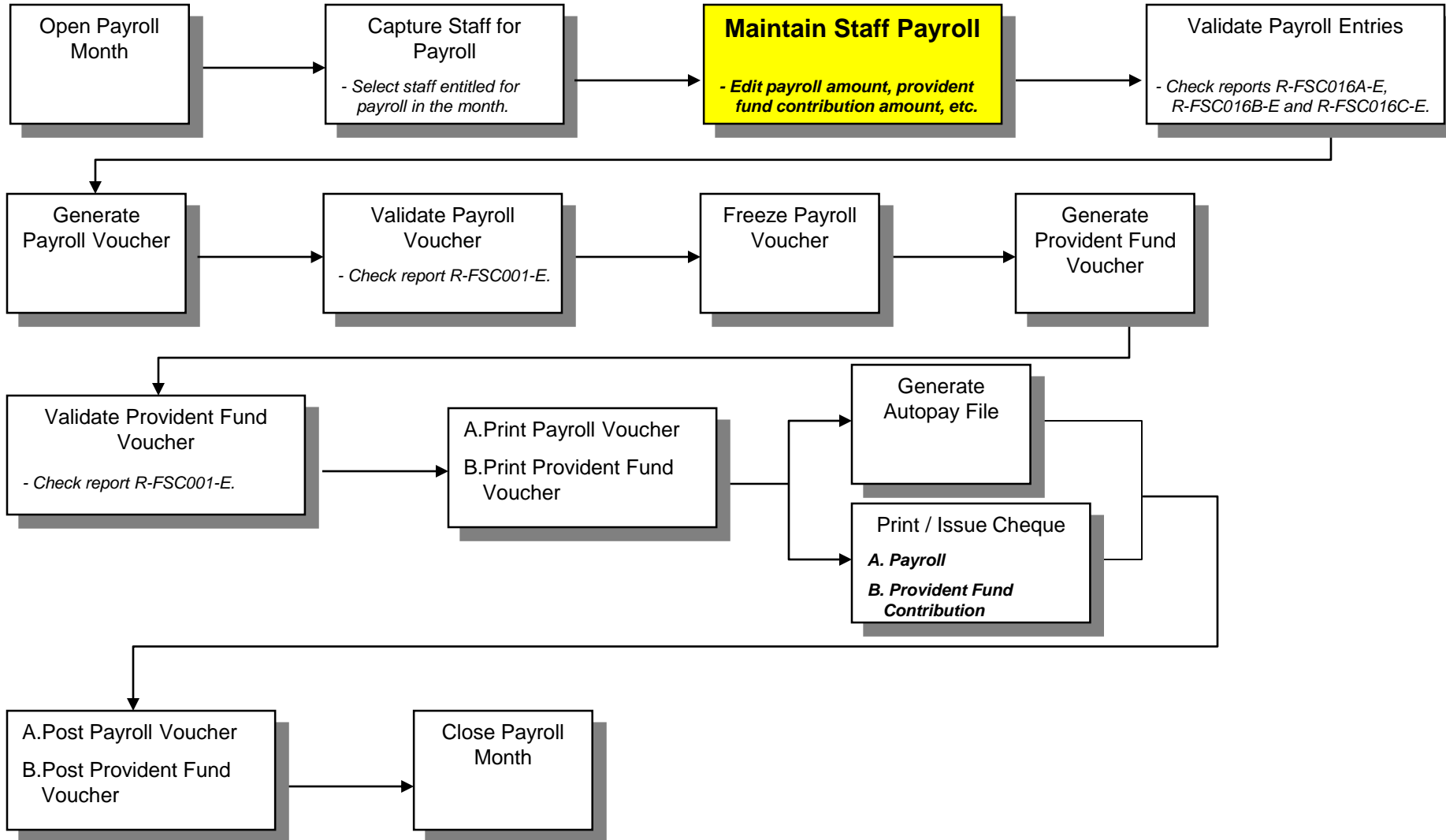
Record(s) added successfully.

<b>Prepare Payroll</b>	<b>Payroll Voucher</b>	<b>P Fund Voucher</b>	<b>Voucher Posting</b>	<b>Voucher Enquiry</b>	<b>Payroll Month</b>	
Payroll Month (MM/YYYY) 09/2004 ▼						
Staff List		Payroll Items	Provident Fund	Reimbursement		
<input type="checkbox"/>	<u>Staff Code</u> ▲	<u>Staff Name (Eng)</u>	<u>Staff Name (Chi)</u>	<u>Net Payment</u> \$	<u>Payroll Period</u> (DD/MM/YYYY - DD/MM/YYYY)	<u>Payment Method</u>
<input type="checkbox"/>	<b>Teaching Staff *</b>					
<input type="checkbox"/>	<a href="#">NCS1</a>	Woo Siu Ming	胡小明	17,575.00	01/09/2004 - 30/09/2004	Cheque - With Printing
<input type="checkbox"/>	<a href="#">NCS3</a>	Lee Siu Ming	李小明	17,575.00	01/09/2004 - 30/09/2004	Cheque - With Printing
<b>Add Staff</b>		<b>Delete Staff</b>				

# Capture Staff for Payroll

- Staff with more than one employment contract in the same payroll month will be displayed in separate lines for selection.
- Captured payroll is based on the employment period, payroll items setting, provident fund setting and cost allocation setting specified in Staff Master.
- Provident fund contribution will be calculated according to the payroll items amount in staff payroll item setting, rounding method and decimal place setting in Setup.
  - For Grant / Subsidized schools Provident Fund Scheme and ORSO Fund Scheme, provident fund contribution will be calculated according to the pre-defined fund rate and the effective date of fund stage of the staff set in Staff Master.
  - For MPF scheme, calculation will be based on the relevant effective date of MPF Scheme Ordinance defined in Setup.

# Maintain Staff Payroll



# Maintain Staff Payroll - 3 Methods Available to Choose

- Method 1: Individual Staff Basis
  - Maintain payment and provident fund contribution for individual staff
  - Maintain payroll items for individual staff
  - Maintain reimbursement item for individual staff
  - Maintain cost allocation for individual staff
- Method 2: By Batch
  - Maintain payroll item in batch
  - Maintain provident fund contribution in batch
  - Maintain reimbursement item in batch
- Method 3: Export / Import
  - Export all payroll items and import all payroll items
  - Export provident fund contribution and import provident fund contribution on provident fund scheme basis
- Remove staff payroll entries from the system.

# Maintain Staff Payroll

User: jennifer Login Time: 10/09/2003 19:38 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

10 September 2003 19:39

- CDS
- HKAT
- HKEAA
- ▼ FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - ▼ Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Register
    - Tax Return
    - Enquiry
    - Report
  - CAR
  - Sales & Stock
  - Daily Coll. Summ
  - Non-Recurrent C
- SPA
- Report Management
- Data Management
- Timetabling
- Code Management

[S-FSC14-01] FMP > Staff Cost > Payroll > Prepare Payroll

**Prepare Payroll** Payroll Voucher P Fund Voucher Voucher Posting Voucher Enquiry Payroll Month

Payroll Month (MM/YYYY) 09/2004

Staff List		Payroll Items		Provident Fund	Reimbursement	
<input type="checkbox"/>	Staff Code <small>▲</small>	Staff Name (Eng)	Staff Name (Chi)	Net Payment \$	Payroll Period (DD/MM/YYYY - DD/MM/YYYY)	Payment Method
<input type="checkbox"/>	Teaching Staff *					
<input type="checkbox"/>	NCS1	Woo Siu Ming	胡小明	17,675.00	01/09/2004 - 30/09/2004	Cheque - Without Printing
<input type="checkbox"/>	NCS3	Lee Siu Ming	李小明	17,587.80	01/09/2004 - 30/09/2004	Cheque - Without Printing

Add Staff

Delete Staff

Step 1. Click [Prepare Payroll] tab.  
Step 2. Select an Payroll Month.



# Maintain Staff Payroll

- Method 1: Individual Staff Basis
  - Maintain payment and provident fund contribution for individual staff
  - Maintain payroll items for individual staff
  - Maintain reimbursement item for individual staff
  - Maintain cost allocation for individual staff
- Method 2: By Batch
  - Maintain payroll item in batch
  - Maintain provident fund contribution in batch
  - Maintain reimbursement item in batch
- Method 3: Export / Import
  - Export all payroll items and import all payroll items
  - Export provident fund contribution and import provident fund contribution on provident fund scheme basis
- Remove staff payroll entries from the system.

# Maintain Staff Payroll (Method 1)

User: jennifer Login Time: 10/09/2003 19:38 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

10 September 2003 19:39

- CDS
- HKAT
- HKEAA
- ▼ FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - ▼ Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Register
    - Tax Return
    - Enquiry
    - Report
  - CAR
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  - Non-Recurrent C
- SPA
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- Timetabling
- Code Management

[S-FSC14-01] [FMP](#) > [Staff Cost](#) > [Payroll](#) > [Prepare Payroll](#)

[Prepare Payroll](#) [Payroll Voucher](#) [P Fund Voucher](#) [Voucher Posting](#) [Voucher Enquiry](#) [Payroll Month](#)

Payroll Month (MM/YYYY) 09/2004 ▼

Staff List	Payroll Items	Provident Fund	Reimbursement			
<input type="checkbox"/>	<u>Staff Code</u> ▲	<u>Staff Name (Eng)</u>	<u>Staff Name (Chi)</u>	Net Payment \$	Payroll Period (DD/MM/YYYY - DD/MM/YYYY)	Payment Method
<input type="checkbox"/>	<b>Teaching Staff *</b>					
<input type="checkbox"/>	<a href="#">NCS1</a>	Woo Siu Ming	胡小明	17,675.00	01/09/2004 - 30/09/2004	Cheque - Without Printing
<input type="checkbox"/>	<a href="#">NCS3</a>	Lee Siu Ming	李小明	17,587.80	01/09/2004 - 30/09/2004	Cheque - Without Printing

[Add Staff](#)

[Delete Staff](#)

Step 1. Click the [Staff Code] hyperlink.

**Maintain Staff Payroll (Method 1)**

- Home
- ▼ FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - ▼ Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Register
    - Tax Return
    - Enquiry
    - Report
  - CAR
  - Sales & Stock
  - Daily Coll. Summary
  - Non-Recurrent Grant
- Report Management
- Customization

[S-FSC14-09] [FMP](#) > [Staff Cost](#) > [Payroll](#) > [Prepare Payroll](#)

NCS1      Woo Siu Ming (胡小明)  
**Payroll Month** (MM/YYYY)      09/2004  
**Payroll Period** (DD/MM/YYYY - DD/MM/YYYY)      01/09/2004 - 30/09/2004 (Unposted)  
**Fund Scheme**      Grant/Subsidized Schools PF Scheme

<b>Payment</b>	<b>Payroll Items</b>	<b>Reimbursement</b>	<b>Cost Allocation</b>
Total Earning		\$	18,500.00
Total Deduction		(\$	0.00)
Employee's Contribution		(\$	925.00)
Net Amount		\$	17,575.00
Total Reimbursement		\$	0.00
Net Payment		\$	17,575.00
Employer's Contribution		\$	925.00

**Payment Method**      Cheque - Without Printing ▼
**Grant/Subsidized Schools PF Scheme**

Contribution Period (DD/MM/YYYY - DD/MM/YYYY)	Employee's Contribution		
	Rate %	Original Amount \$	Revised Amount \$
01/09/2004 - 30/09/2004	5.00	925.00	

 Save  Back

By default, the system will show the **Payment** page

Step 2. Change the **Payment Method** for the selected payroll if necessary.



**Maintain Staff Payroll (Method 1)**

- Home
- ▼ FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - ▼ Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Register
    - Tax Return
    - Enquiry
    - Report
  - CAR
  - Sales & Stock
  - Daily Coll. Summary
  - Non-Recurent Grant
- Report Management
- Customization

[S-FSC14-10] FMP &gt; Staff Cost &gt; Payroll &gt; Prepare Payroll

NCS4 Lam Siu Ming (林小明)  
 Payroll Month (MM/YYYY) 09/2004  
 Payroll Period (DD/MM/YYYY - DD/MM/YYYY) 01/09/2004 - 30/09/2004 (Unposted)  
 Fund Scheme ORSO Scheme

Step 3b. For ORSO Scheme, users are allowed to revise the Employee's and Employer's Provident Fund Contribution amount

Payment	Payroll Items	Reimbursement	Cost Allocation
Total Earning		\$	20,000.00
Total Deduction		(\$	0.00)
Employee's Contribution		(\$	1,000.00)
Net Amount		\$	19,000.00
Total Reimbursement		\$	0.00
Net Payment		\$	19,000.00
Employer's Contribution		\$	1,000.00
Payment Method	Auto Pay		

**ORSO Scheme**

Contribution Period (DD/MM/YYYY - DD/MM/YYYY)	Employee's Contribution			Employer's Contribution		
	Rate %	Original Amount \$	Revised Amount \$	Rate %	Original Amount \$	Revised Amount \$
01/09/2004 - 30/09/2004	5.00	1,000.00	1,000.00	5.00	1,000.00	1,000.00

Save

Back

**Maintain Staff Payroll (Method 1)**

Current Staff: 11/09/2003 10:14

Step 3c. For Mandatory Provident Fund Scheme, users are allowed to revise the Employee's Mandatory and Voluntary Contribution amount, as well as Employer's Mandatory and Voluntary Contribution amount

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  - ▼ Staff Cost
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    - Staff Master
    - Payroll
    - P Fund Register
    - Tax Return
    - Enquiry
    - Report
  - CAR
  - Sales & Stock
  - Daily Coll. Summary
  - Non-Recurent Grant
- Report Management
- Customization

NCS6 Chow Siu Ming (周秀明)  
 Payroll Month (MM/YYYY) 09/2004  
 Payroll Period (DD/MM/YYYY - DD/MM/YYYY) 01/09/2004 - 30/09/2004  
 Fund Scheme MPF Scheme

Payment	Payroll Items	Reimbursement
Total Earning		20,000.00
Total Deduction		0.00
Employee's Contribution	(\$	1,000.00)
Net Amount	\$	19,000.00
Total Reimbursement	\$	0.00
Net Payment	\$	19,000.00
Employer's Contribution	\$	1,000.00

Payment Method

Auto Pay

MPF Scheme

Contribution Period (DD/MM/YYYY - DD/MM/YYYY)	Employee's Contribution			Employer's Contribution		
	Rate %	Original Amount \$	Revised Amount \$	Rate %	Original Amount \$	Revised Amount \$
<b>Mandatory Contribution</b>						
01/09/2004 - 30/09/2004	5.00	1,000.00	1,000.00	5.00	1,000.00	1,000.00
<b>Voluntary Contribution</b>						
01/09/2004 - 30/09/2004	(0.00% + \$ 0.00)	0.00	0.00	(0.00% + \$ 0.00)	0.00	0.00

Save

Back

# Maintain Staff Payroll (Method 1)

- Home
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- Report Management
- Customization

Current S  
 Payroll Month (MM/YYYY) 09/2004  
 Payroll Period (DD/MM/YYYY - DD/MM/YYYY) 01/09/2004 - 30/09/2004  
 Fund Scheme MPF Scheme

Payment	Payroll Items	Rei
---------	---------------	-----

Total Earning  
 Total Deduction  
 Employee's Contribution

Net Amount	20,000.00
Total Reimbursement	0.00

Net Payment	\$	20,000.00
-------------	----	-----------

Employer's Contribution	\$	0.00
-------------------------	----	------

Payment Method

## MPF Scheme

Contribution Period (DD/MM/YYYY - DD/MM/YYYY)	Employee's Contribution			Employer's Contribution		
	Rate %	Original Amount \$	Revised Amount \$	Rate %	Original Amount \$	Revised Amount \$

### Mandatory Contribution

Notes:

1 MPF mandatory contribution is **NOT required** because the employee's age is smaller than the minimum age set out in the MPF Scheme Ordinance throughout the payroll month.

01/09/2004 - 30/09/2004	5.00	0.00	0.00	5.00	0.00	0.00
-------------------------	------	------	------	------	------	------

### Voluntary Contribution

01/09/2004 - 30/09/2004	(0.00% + \$ 0.00)	0.00	0.00	(0.00% + \$ 0.00)	0.00	0.00
-------------------------	-------------------	------	------	-------------------	------	------

The system is able to check the special circumstances under Mandatory Provident Fund Scheme Ordinance. The screen will display message on the mandatory contribution if such conditions are applicable to the staff.

**Maintain Staff Payroll (Method 1)**

Current School Year: 2001

Step 4. Click  
[Save] button.[S-FSC14-09] [FMP](#) > [Staff Cost](#) > [Payroll](#) > [Prepare Payroll](#)

NCS1 Woo Siu Ming (胡小明)  
**Payroll Month** (MM/YYYY) 09/2004  
**Payroll Period** (DD/MM/YYYY - DD/MM/YYYY) 01/09/2004 - 30/09/2004 (Unposted)  
**Fund Scheme** Grant/Subsidized Schools PF Scheme

Payment	Payroll Items	Reimbursement	Cost Allocation
Total Earning		\$	18,500.00
Total Deduction		(\$	0.00)
Employee's Contribution		(\$	925.00)
Net Amount		\$	17,575.00
Total Reimbursement		\$	0.00
Net Payment		\$	17,575.00
Employer's Contribution		\$	925.00
Payment Method	Cheque - Without Printing		

**Grant/Subsidized Schools PF Scheme**

Contribution Period (DD/MM/YYYY - DD/MM/YYYY)	Employee's Contribution			Employer's Contribution		
	Rate %	Original Amount \$	Revised Amount \$	Rate %	Original Amount \$	Revised Amount \$
01/09/2004 - 30/09/2004	5.00	925.00	925.00	5.00	925.00	925.00



# Maintain Staff Payroll

- Method 1: Individual Staff Basis
  - Maintain payment and provident fund contribution for individual staff
  - **Maintain payroll items for individual staff**
  - Maintain reimbursement item for individual staff
  - Maintain cost allocation for individual staff
- Method 2: By Batch
  - Maintain payroll item in batch
  - Maintain provident fund contribution in batch
  - Maintain reimbursement item in batch
- Method 3: Export / Import
  - Export all payroll items and import all payroll items
  - Export provident fund contribution and import provident fund contribution on provident fund scheme basis
- Remove staff payroll entries from the system.

# Maintain Staff Payroll (Method 1)

Current School Year: 2001

Step 5. Click  
[Payroll Items]  
hyperlink.

[S-FSC14-09] FMP &gt; Staff Cost &gt; Payroll &gt; Prepare Payroll

NCS1 Woo Siu Ming (胡小明)  
 Payroll Month (MM/YYYY) 09/2004  
 Payroll Period (DD/MM/YYYY - DD/MM/YYYY) 01/09/2004 - 30/09/2004 (Unposted)  
 Fund Scheme Grant/Subsidized Schools PF Scheme

Payment	Payroll Items	Reimbursement	Cost Allocation
Total Earning		\$	18,500.00
Total Deduction		(\$	0.00)
Employee's Contribution		(\$	925.00)

Net Amount	\$	17,575.00
Total Reimbursement	\$	0.00

Net Payment	\$	17,575.00
-------------	----	-----------

Employer's Contribution	\$	925.00
-------------------------	----	--------

 Payment Method Cheque - Without Printing

Grant/Subsidized Schools PF Scheme

Contribution Period (DD/MM/YYYY - DD/MM/YYYY)	Employee's Contribution			Employer's Contribution		
	Rate %	Original Amount \$	Revised Amount \$	Rate %	Original Amount \$	Revised Amount \$
01/09/2004 - 30/09/2004	5.00	925.00	925.00	5.00	925.00	925.00

Save Back

# Maintain Staff Payroll (Method 1)

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    - Report
  - CAR
  - Sales & Stock
  - Daily Coll. Summar
  - Non-Recurent Gra
- Report Management
- Customization

[S-FSC14-06] FMP > Staff Cost > Payr

NCS1  
 Payroll Month (MM/YYYY)  
 Payroll Period (DD/MM/YYYY - DD/MM/)  
 Fund Scheme

Payment Payroll Cost Allocation

Payroll Items	Original Amount \$	Revised Amount \$	Account Code	Subject To Provident Fund Contribution
<b>Earning Payroll Items</b>				
E1001 Salary - Teaching Staff	18,000.00	18,000.00	G1017001002 Teaching Staff Salaries excl P.F. Contributions	Yes
E1002 Allowance - Teaching Staff	500.00	500.00	G1017001002 Teaching Staff Salaries excl P.F. Contributions	Yes
E1003 Back Pay - Teaching Staff	0.00	0.00	G1017001002 Teaching Staff Salaries excl P.F. Contributions	Yes
<b>Deduction Payroll Items</b>				
D0001 No Pay Leave	0.00	0.00	G1017001002 Teaching Staff Salaries excl P.F. Contributions	Yes

Save Back

The system shows the Maintain Payroll Items for Individual Staff page.

Step 6a. Revise the amount and expenditure account code of the payroll item(s) for the selected payroll if necessary.

# Maintain Staff Payroll (Method 1)

User: fmpadmin Login Time:

Current School Year

[S-FSC14-06] FMP > Staff Cost > Payroll > Prepare Payroll

NCS1 Woo Siu Ming (胡小明)  
 Payroll Month (MM/YYYY) 09/2004  
 Payroll Period (DD/MM/YYYY - DD/MM/YYYY) 01/09/2004 - 30/09/2004 (Unp  
 Fund Scheme Grant/Subsidized Schools PF S

Payment Payroll Items Reimburse

Payroll Items	Original Amount \$	Revised Amount \$	Account Code	Subject To Provident Fund Contribution
<b>Earning Payroll Items</b>				
E1001 Salary - Teaching Staff	18,000.00	18,000.00	G1017001002 Teaching Staff Salaries excl P.F. Contributions	Yes
E1002 Allowance - Teaching Staff	500.00	500.00	G1017001002 Teaching Staff Salaries excl P.F. Contributions	Yes
E1003 Back Pay - Teaching Staff	0.00	0.00	G1017001002 Teaching Staff Salaries excl P.F. Contributions	Yes
<b>Deduction Payroll Items</b>				
D0001 No Pay Leave	0.00	0.00	G1017001002 Teaching Staff Salaries excl P.F. Contributions	Yes

Save Back

Step 6b. For updating the account code, Users can enter an account code directly or click the (Select Account Code icon) next to Account Code textbox to search for account code from the pop-up screen.

# Maintain Staff Payroll (Method 1)

Step 6c. Fill in / select appropriate Expenditure Account Code and then click [Copy] or [Select] button to copy the code back to Maintain Payroll Items for Individual Staff page.

[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

Copy

Close

Search Account Code

Fund Source & Ledger Code

Sub-Ledger Code

Account Code

Select

Close

- Bookkeeping
  - Payment Vo
  - Receipt Vou
  - Journal Vou
  - Petty Cash V
  - Cheque Prin
  - Voucher Pos
  - Month End
  - Pre-Year En
  - Year End
  - Bank Recon
  - Report

# Maintain Staff Payroll (Method 1)

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

Retrieve Account Details - Internet Explorer provided by NCS Pte Ltd





<b>Input Account Code</b>	
Account Code	
Common Account Code	<input type="text" value=""/>
Sort By	<input checked="" type="radio"/> User Defined Order <input type="radio"/> Account Code
Copy	Close
<b>Search Account Code</b>	
Fund Source & Ledger Code	<input type="text" value="11701 - Grants outside OEBG/ EOEBG"/>
Sub-Ledger Code	<input type="text" value=""/>
Account Code	<input type="text" value=""/>
Select	Close

Step 6d. Select account code from the Common Account Code drop-down list box and click [Copy] button

- Bookkeeping
  - Payment Vo
  - Receipt Vou
  - Journal Vou
  - Petty Cash V
  - Cheque Prin
  - Voucher Pos
  - Month End
  - Pre-Year En
  - Year End
  - Bank Recon
  - Report

**Maintain Staff Payroll (Method 1)**[S-FSC14-06] [FMP](#) > [Staff Cost](#) > [Payroll](#) > [Prepare Payroll](#)Step 7. Click  
[Save] button.

NCS1 Woo Siu Ming (胡小明)  
**Payroll Month** (MM/YYYY) 09/2004  
**Payroll Period** (DD/MM/YYYY - DD/MM/YYYY) 01/09/2004 - 30/09/2004 (Unposted)  
**Fund Scheme** Grant/Subsidized Schools PF Scheme

<u>Payment</u>	<u>Payroll Items</u>	<u>Reimbursement</u>	<u>Cost Allocation</u>		
	Payroll Items	Original Amount \$	Revised Amount \$	Account Code	Subject To Provident Fund Contribution
Earning Payroll Items					
	E1001 Salary - Teaching Staff	18,000.00	<input type="text" value="18,000.00"/>	 <input type="text" value="G1017001002"/> Teaching Staff Salaries excl P.F. Contributions	Yes
	E1002 Allowance - Teaching Staff	500.00	<input type="text" value="500.00"/>	 <input type="text" value="G1017001002"/> Teaching Staff Salaries excl P.F. Contributions	Yes
	E1003 Back Pay - Teaching Staff	0.00	<input type="text" value="0.00"/>	 <input type="text" value="G1017001002"/> Teaching Staff Salaries excl P.F. Contributions	Yes
Deduction Payroll Items					
	D0001 No Pay Leave	0.00	<input type="text" value="0.00"/>	 <input type="text" value="G1017001002"/> Teaching Staff Salaries excl P.F. Contributions	Yes

 Save Back

# Maintain Staff Payroll

- Method 1: Individual Staff Basis
  - Maintain payment and provident fund contribution for individual staff
  - Maintain payroll items for individual staff
  - Maintain reimbursement item for individual staff
  - Maintain cost allocation for individual staff
- Method 2: By Batch
  - Maintain payroll item in batch
  - Maintain provident fund contribution in batch
  - Maintain reimbursement item in batch
- Method 3: Export / Import
  - Export all payroll items and import all payroll items
  - Export provident fund contribution and import provident fund contribution on provident fund scheme basis
- Remove staff payroll entries from the system.







Step 8. Click  
[Reimbursement]  
hyperlink.

# Maintain Staff Payroll (Method 1)

[S-FSC14-06] FMP &gt; Staff Cost &gt; Payroll &gt; Prepare Payroll

NCS1 Woo Siu Ming (胡小明)  
 Payroll Month (MM/YYYY) 09/2004  
 Payroll Period (DD/MM/YYYY - DD/MM/YYYY) 01/09/2004 - 30/09/2004 (Unposted)  
 Fund Scheme Grant/Subsidized Schools PF Scheme

Payment	Payroll Items	Reimbursement	Cost Allocation	
Payroll Items	Original Amount \$	Revised Amount \$	Account Code	Subject To Provident Fund Contribution
Earning Payroll Items				
E1001 Salary - Teaching Staff	18,000.00	18,000.00	 G1017001002 Teaching Staff Salaries excl P.F. Contributions	Yes
E1002 Allowance - Teaching Staff	500.00	500.00	 G1017001002 Teaching Staff Salaries excl P.F. Contributions	Yes
E1003 Back Pay - Teaching Staff	0.00	0.00	 G1017001002 Teaching Staff Salaries excl P.F. Contributions	Yes
Deduction Payroll Items				
D0001 No Pay Leave	0.00	0.00	 G1017001002 Teaching Staff Salaries excl P.F. Contributions	Yes

Save

Back

# Maintain Staff Payroll (Method 1)

User: jennifer Last Login: 08/07/2003 11:03 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001 9 July 2003 14:22

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  - Sales & Stock
  - Daily Coll. Summary
  - Non-Recurrent Cost
  - SPA
  - Report Management
  - Data Management
  - Timetabling
  - Code Management
  - Security
  - E-Mail

[S-FSC14-07] FMP > Staff Cost > Payroll > Prepare Payroll

• No specified reimbursement in Staff Master for staff NCS3 in the accounting year 2002/2003.

NCS3 YAN JASON (欣小明)  
Payroll Month (MM/YYYY) 08/2003  
Payroll Period 01/08/2003 - 31/08/2003 (Unposted)  
Fund Scheme MPF Scheme

Payment	Payroll Items	Reimbursement	Cost Allocation
	Reimbursement	Amount \$	Remarks
No record.			

[Add](#) [Delete](#) [Save](#) [Back](#)

No reimbursement setting has been defined in the relevant accounting year in Staff Master.

# Maintain Staff Payroll (Method 1)

User: fmpadmin Login Time: 11/09/2003 10:14 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

11 September 2003 11:20

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  - Sales & Stock
  - Daily Coll. Summary
  - Non-Recurrent Grant
- Report Management
- Customization

[S-FSC14-07] FMP > Staff Cost > Payroll > Prepare Payroll

NCS1 Woo Siu Ming (胡小明)  
Payroll Month (MM/YYYY) 09/2004  
Payroll Period (DD/MM/YYYY - DD/MM/YYYY) 01/09/2004 - 30/09/2004 (Unposted)  
Fund Scheme Grant/Subsidized Schools PF Scheme

Payment	Payroll Items	Reimbursement	Cost Allocation
Reimbursement	Amount	Remarks	
	\$		
No record			



Add



Delete



Save



Back

Add a Record

Step 9. Click the [Add] button to add a reimbursement item to payroll. A new row will be added.

# Maintain Staff Payroll (Method 1)

User: fmpadmin Login Time: 11/09/2003 10:14 Logout Help

Current School Year: 2001

11 September 2003 11:22

[S-FSC14-07] FMP > Staff Cost > Payroll > Prepare Payroll

NCS1 Woo Siu Ming (胡小明)  
Payroll Month (MM/YYYY) 09/2004  
Payroll Period (DD/MM/YYYY - DD/MM/YYYY) 01/09/2004 - 30/09/2004 (Unposted)  
Fund Scheme Grant/Subsidized Schools PF Scheme

Payment	Payroll Items	Reimbursement	Cost Allocation
<input type="checkbox"/>	Reimbursement	Amount \$	Remarks
<input type="checkbox"/>	R1001 Travel Expenses	12.8	Bus Fare
<input type="checkbox"/>	R1002 Meal Expenses	30	Lunch Box

☐ Add

Step 10. Select an appropriate reimbursement item.

# Maintain Staff Payroll (Method 1)

User: fmpadmin Login Time: 11/09/2003 10:14 Logout Help

Current School Year: 2001

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[S-FSC14-07] FMP > Staff Cost > Payroll > Prepare Payroll

NCS1 Woo Siu Ming (胡小明)  
Payroll Month (MM/YYYY) 09/2004  
Payroll Period (DD/MM/YYYY - DD/MM/YYYY) 01/09/2004 - 30/09/2004 (Unposted)  
Fund Scheme Grant/Subsidized Schools PF Scheme

Payment	Payroll Items	Reimbursement	Cost Allocation
<input type="checkbox"/>	Reimbursement	Amount \$	Remarks
<input type="checkbox"/>	R1001 Travel Expenses	12.8	Bus Fare
<input type="checkbox"/>	R1002 Meal Expenses	30	Lunch Box

☐ Add

Step 11. Assign the amount and remarks.

# Maintain Staff Payroll (Method 1)

User: fmpadmin Login Time: 11/09/2003 10:14 [Logout](#) | [Help](#)

Current School Year: 2001

11 September 2003 11:21

[S-FSC14-07] [FMP](#) > [Staff Cost](#) > [Payroll](#) > [Prepare Payroll](#)

NCS1 Woo Siu Ming (胡小明)  
Payroll Month (MM/YYYY) 09/2004  
Payroll Period (DD/MM/YYYY - DD/MM/YYYY) 01/09/2004 - 30/09/2004 (Unposted)  
Fund Scheme Grant/Subsidized Schools PF Scheme

<u>Payment</u>	<u>Payroll Items</u>	Reimbursement	<u>Cost Allocation</u>
	Reimbursement	Amount \$	Remarks
<input type="checkbox"/>	R1001 Travel Expenses	12.8	Bus Fare
<input checked="" type="checkbox"/>	R1002 Meal Expenses	30	Lunch Box

 Add  Delete  Save  Back

Delete Record(s)

To remove unnecessary reimbursement item from the staff payroll:

Step 12. Click the checkbox next to the reimbursement item. (one or more items can be selected at the same time)

Step 13. Click the [Delete] button.

# Maintain Staff Payroll (Method 1)

User: fmpadmin Login Time: 11/09/2003 10:14 [Logout](#) | [Help](#) | [中文版本](#)





Current School Year: 2001

11 September 2003 11:22

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[S-FSC14-07] [FMP](#) > [Staff Cost](#) > [Payroll](#) > [Prepare Payroll](#)

NCS1 Woo Siu Ming (胡小明)  
Payroll Month (MM/YYYY) 09/2004  
Payroll Period (DD/MM/YYYY - DD/MM/YYYY) 01/09/2004 - 30/09/2004 (Unposted)  
Fund Scheme Grant/Subsidized Schools PF Scheme

<u>Payment</u>	<u>Payroll Items</u>	<u>Reimbursement</u>	<u>Cost Allocation</u>
<input type="checkbox"/>	Reimbursement	Amount \$	Remarks
<input type="checkbox"/>	R1001 Travel Expenses	12.8	Bus Fare
<div>   </div> <div>Save Record(s)</div>			

Step 14: Click [Save] button to confirm all changes have been done in this page.

# Maintain Staff Payroll

- Method 1: Individual Staff Basis
  - Maintain payment and provident fund contribution for individual staff
  - Maintain payroll items for individual staff
  - Maintain reimbursement item for individual staff
  - Maintain cost allocation for individual staff
- Method 2: By Batch
  - Maintain payroll item in batch
  - Maintain provident fund contribution in batch
  - Maintain reimbursement item in batch
- Method 3: Export / Import
  - Export all payroll items and import all payroll items
  - Export provident fund contribution and import provident fund contribution on provident fund scheme basis
- Remove staff payroll entries from the system.



# Maintain Staff Payroll (Method 1)

User: fmpadmin Login Time: 11/09/2003 10:14 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

11 September 2003 11:22

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- Customization

[S-FSC14-07] [FMP](#) > [Staff Cost](#) > [Payroll](#) > [Prepare Payroll](#)

NCS1 Woo Siu Ming (胡小明)  
Payroll Month (MM/YYYY) 09/2004  
Payroll Period (DD/MM/YYYY - DD/MM/YYYY) 01/09/2004 - 30/09/2004 (Unposted)  
Fund Scheme Grant/Subsidized Schools PF Scheme

[Payment](#) [Payroll Items](#) [Reimbursement](#) [Cost Allocation](#)

<input type="checkbox"/>	Reimbursement	Amount \$	Remarks
<input type="checkbox"/>	R1001 Travel Expenses	12.8	Bus Fare

[Add](#) [Delete](#) [Save](#) [Back](#)

Save Record(s)

Step 15. Click  
[Cost Allocation]  
hyperlink.

# Maintain Staff Payroll (Method 1)

User: fmpadmin Login Time: 11/09/2003 10:14 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

11 September 2003 12:04

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CAR

Sales & Stock

Daily Coll. Summar

Non-Recurent Gra

Report Management

Customization

[S-FSC14-08] FMP > Staff Cost > Payroll > Prepare Payroll

NCS1 Woo Siu Ming (胡小明)  
Payroll Month (MM/YYYY) 09/2004  
Payroll Period (DD/MM/YYYY - DD/MM/YYYY) 01/09/2004 - 30/09/2004 (Unposted)  
Fund Scheme Grant/Subsidized Schools PF Scheme

Payment		Payroll Items	Reimbursement	Cost Allocation
<input type="checkbox"/>	S/No	Sch Level/Session	Programme	Allocation Percentage %
<input type="checkbox"/>	1	Primary/AM	Admin Programme	100.00



Add



Delete



Save



Back

Add a Record

Step 16. Click the [Add] button to add one or more lines of cost allocation record if necessary.

# Maintain Staff Payroll (Method 1)

User: fmpadmin Login Time: 11/09/2003 10:14 [Logout](#) | [Help](#)

Current School Year: 2001

11 September 2003 12:11

[S-FSC14-08] [FMP](#) > [Staff Cost](#) > [Payroll](#) > [Prepare Payroll](#)

NCS1 Woo Siu Ming (胡小明)  
Payroll Month (MM/YYYY) 09/2004  
Payroll Period (DD/MM/YYYY - DD/MM/YYYY) 01/09/2004 - 30/09/2004 (Unposted)  
Fund Scheme Grant/Subsidized Schools PF Scheme

<a href="#">Payment</a>		<a href="#">Payroll Items</a>	<a href="#">Reimbursement</a>	<a href="#">Cost Allocation</a>
<input type="checkbox"/>	S/No	Sch Level/Session	Programme	Allocation Percentage %
<input type="checkbox"/>	1	Primary/AM	Admin Programme	50
<input checked="" type="checkbox"/>	2	Primary/PM	Admin Programme	50

[Add](#) [Delete](#) [Save](#) [Back](#)

Step 17. Select an appropriate School Level / Session and Programme, and assign Allocation Percentage to the new cost allocation record.

# Maintain Staff Payroll (Method 1)

User: fmpadmin Login Time: 11/09/2003 10:14 Logout Help

Current School Year: 2001

11 September 2003 12:11

[S-FSC14-08] FMP > Staff Cost > Payroll > Prepare Payroll

NCS1 Woo Siu Ming (胡小明)  
Payroll Month (MM/YYYY) 09/2004  
Payroll Period (DD/MM/YYYY - DD/MM/YYYY) 01/09/2004 - 30/09/2004 (Unposted)  
Fund Scheme Grant/Subsidized Schools PF Scheme

Payment		Payroll Items		Reimbursement		Cost Allocation	
<input type="checkbox"/>	S/No	Sch Level/Session	Programme		Allocation Percentage %		
<input type="checkbox"/>	1	Primary/AM	Admin Programme		50		
<input checked="" type="checkbox"/>	2	Primary/PM	Admin Programme		50		

 Add  Delete  Save  Back

Delete Record(s)

To delete cost allocation records:

Step 18. Click the checkbox next to the cost allocation records. (one or more items can be selected at the same time)

Step 19. Click the [Delete] button.

# Maintain Staff Payroll (Method 1)

User: fmpadmin Login Time: 11/09/2003 10:14 Logout Help

Current School Year: 2001

11 September 2003 12:11

Home

FMP

Common Setup

Budgeting

Bookkeeping

Staff Cost

Setup

Staff Master

Payroll

P Fund Register

Tax Return

Enquiry

Report

CAR

Sales & Stock

Daily Coll. Summary

Non-Recurent Grant

Report Management

Customization

[S-FSC14-08] FMP > Staff Cost > Payroll > Prepare Payroll

NCS1 Woo Siu Ming (胡小明)  
Payroll Month (MM/YYYY) 09/2004  
Payroll Period (DD/MM/YYYY - DD/MM/YYYY) 01/09/2004 - 30/09/2004 (Unposted)  
Fund Scheme Grant/Subsidized Schools PF Scheme

Payment		Payroll Items		Reimbursement		Cost Allocation	
<input type="checkbox"/>	S/No	Sch Level/Session	Programme		Allocation Percentage %		
<input type="checkbox"/>	1	Primary/AM	Admin Programme		50		
<input checked="" type="checkbox"/>	2	Primary/PM	Admin Programme		50		

 Add  Delete  Save  Back

Step 20: Click [Save] button to confirm all changes have been done in this page.

# Maintain Cost Allocation for Individual Staff

- The total allocation percentage must be added up to 100%.
- Duplicated cost allocation records with identical School Level/Session and Programme in the same payroll is not allowed.
- At least one record must be kept in the payroll.

# Maintain Staff Payroll (Method 1)

User: fmpadmin Login Time: 11/09/2003 10:14 Logout Help

Current School Year: 2001

11 September 2003 12:11

Home

FMP

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Budgeting

Bookkeeping

Staff Cost

Setup

Staff Master

Payroll

P Fund Register

Tax Return

Enquiry

Report

CAR

Sales & Stock

Daily Coll. Summar

Non-Recurent Gra

Report Management

Customization

[S-FSC14-08] FMP > Staff Cost > Payroll > Prepare Payroll

NCS1 Woo Siu Ming (胡小明)  
Payroll Month (MM/YYYY) 09/2004  
Payroll Period (DD/MM/YYYY - DD/MM/YYYY) 01/09/2004 - 30/09/2004 (Unposted)  
Fund Scheme Grant/Subsidized Schools PF Scheme

Payment		Payroll Items		Reimbursement	Cost Allocation
<input type="checkbox"/>	S/No	Sch Level/Session	Programme		Allocation Percentage %
<input type="checkbox"/>	1	Primary/AM	Admin Programme		50
<input checked="" type="checkbox"/>	2	Primary/PM	Admin Programme		50

 Add  Delete  Save  Back

Delete Record(s)

Step 21. Click [Back] button to go back to Prepare Payroll - Staff List.

Step 22. Repeat Step 1 to 21 for the rest of staff.

# Maintain Staff Payroll

- Method 1: Individual Staff Basis
  - Maintain payment and provident fund contribution for individual staff
  - Maintain payroll items for individual staff
  - Maintain reimbursement item for individual staff
  - Maintain cost allocation for individual staff
- Method 2: By Batch
  - Maintain payroll item in batch
  - Maintain provident fund contribution in batch
  - Maintain reimbursement item in batch
- Method 3: Export / Import
  - Export all payroll items and import all payroll items
  - Export provident fund contribution and import provident fund contribution on provident fund scheme basis
- Remove staff payroll entries from the system.



# Maintain Staff Payroll (Method 2)

User: jennifer Login Time: 10/09/2003 19:38 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

10 September 2003 19:39

- CDS
- HKAT
- HKEAA
- ▼ FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - ▼ Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Register
    - Tax Return
    - Enquiry
    - Report
  - CAR
  - Sales & Stock
  - Daily Coll. Summ
  - Non-Recurrent C
- SPA
- Report Management
- Data Management
- Timetabling
- Code Management

[S-FSC14-01] [FMP](#) > [Staff Cost](#) > [Payroll](#) > [Prepare Payroll](#)

<a href="#">Prepare Payroll</a>	<a href="#">Payroll Voucher</a>	<a href="#">P Fund Voucher</a>	<a href="#">Voucher Posting</a>	<a href="#">Voucher Enquiry</a>	<a href="#">Payroll Month</a>	
Payroll Month (MM/YYYY)		09/2004				
<a href="#">Staff List</a>		<a href="#">Payroll Items</a>		<a href="#">Provident Fund</a>	<a href="#">Reimbursement</a>	
<input type="checkbox"/>	<a href="#">Staff Code</a> ▲	<a href="#">Staff Name (Eng)</a>	<a href="#">Staff Name (Chi)</a>	<a href="#">Net Payment \$</a>	<a href="#">Payroll Period (DD/MM/YYYY - DD/MM/YYYY)</a>	<a href="#">Payment Method</a>
<input type="checkbox"/>	<b>Teaching Staff *</b>					
<input type="checkbox"/>	<a href="#">NCS1</a>	Woo Siu Ming	胡小明	17,675.00	01/09/2004 - 30/09/2004	Cheque - Without Printing
<input type="checkbox"/>	<a href="#">NCS3</a>	Lee Siu Ming	李小明	17,587.80	01/09/2004 - 30/09/2004	Cheque - Without Printing

[Add Staff](#)

[Delete Staff](#)

Step 1: Select Payroll Month and then click [Payroll Items] hyperlink.

# Maintain Staff Payroll (Method 2)




User: fmpadmin Login Time: 10/09/2003 09:22 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

10 September 2003 11:54

- Home
- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Register
    - Tax Return
    - Enquiry
    - Report
  - CAR
  - Sales & Stock
  - Daily Coll. Summar
  - Non-Recurent Gra
- Report Management
- Customization

[S-FSC14-03] FMP > Staff Cost > Payroll > Prepare Payroll

Prepare Payroll	Payroll Voucher	P Fund Voucher	Voucher Posting	Voucher Enquiry	Payroll Month
Payroll Month (MM/YYYY) 09/2004					
Staff List	Payroll Items	Provident Fund	Reimbursement		
Payroll Items					
<div> Import  Export  Print</div> <div><div>D0001 No Pay Leave</div><div>E1001 Salary - Teaching Staff</div><div>E1002 Allowance - Teaching Staff</div><div>E1003 Back Pay - Teaching Staff</div><div>E1004 Salary - Supply Staff</div><div>E1005 Allowance - Supply Staff</div><div>E1006 Back Pay - Supply Staff</div><div>E1007 Salary - Teaching Supporting Staff</div><div>E1008 Allowance - Teaching Supporting Staff</div><div>E1009 Back Pay - Teaching Supporting Staff</div></div>					

Step 2: Select a Payroll Item.

# Maintain Staff Payroll (Method 2)

Current School Year: 200

Step 3a: Revise the amount and expenditure account code of staff payroll for the selected payroll month, if necessary.



[S-FSC14-03] [FMP](#) > [Staff Cost](#) > [Payroll](#) > [Prepare Payroll](#)
[Prepare Payroll](#) [Payroll Voucher](#) [P Fund Voucher](#) [Voucher Posting](#)

Payroll Month (MM/YYYY) 09/2004

[Staff List](#) [Payroll Items](#) [Provident Fund](#)

Payroll Items E1001 Salary - Teaching Staff

- ☐ Update payroll item **amount** to Staff Master.
- ☐ Update payroll item **account code** to Staff Master.

Staff Code ▲	Staff Name (Eng)	Staff Name (Chi)	Original Amount \$	Revised Amount \$	Account Code	Subject To Provident Fund Contribution
<b>Teaching Staff *</b>						
<a href="#">NCS1</a>	Woo Siu Ming	胡小明	18,000.00	18,000.00	 G1017001002 Teaching Staff Salaries excl P.F. Contributions	Yes
<a href="#">NCS3</a>	Lee Siu Ming	李小明	18,000.00	18,000.00	 G1017001002 Teaching Staff Salaries excl P.F. Contributions	Yes

Save Record(s)

 **Import**
 **Export**
 **Save**

# Maintain Staff Payroll (Method 2)

User: fmpadmin Login Time:

Current School Year

Step 3b. For updating the account code, User can enter an account code directly or click the (Select Account Code icon) next to Account Code textbox to search for account code from the pop-up screen.

- Home
- FMP
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  - Budgeting
  - Bookkeeping
  - Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Register
    - Tax Return
    - Enquiry
    - Report
  - CAR
  - Sales & Stock
  - Daily Coll. Summar
  - Non-Recurent Gra
- Report Management
- Customization

[S-FSC14-03] FMP > Staff Cost > Payroll > Prepare Payroll



Prepare Payroll Payroll Voucher P Fund Voucher Voucher Pos

Payroll Month (MM/YYYY) 09/2004

Staff List Payroll Items Provident Fur

Payroll Items E1001 Salary - Teaching Staff

- ☐ Update payroll item **amount** to Staff Master.
- ☐ Update payroll item **account code** to Staff Master.

Staff Code	Staff Name (Eng)	Staff Name (Chi)	Original Amount \$	Revised Amount \$	Account Code	Subject To Provident Fund Contribution
Teaching Staff *						
<a href="#">NCS1</a>	Woo Siu Ming	胡小明	18,000.00	18,000.00	 G1017001002 Teaching Staff Salaries excl P.F. Contributions	Yes
<a href="#">NCS3</a>	Lee Siu Ming	李小明	18,000.00	18,000.00	 G1017001002 Teaching Staff Salaries excl P.F. Contributions	Yes

Save Record(s)

Import Export Save

# Maintain Staff Payroll (Method 2)

Step 3c. Fill in / select appropriate Expenditure Account Code and then click [Copy] or [Select] button to copy the code back to Maintain Payroll Items in Batch page.

[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

 Copy

 Close


Search Account Code

Fund Source & Ledger Code

Sub-Ledger Code

Account Code

Select

 Close

- Bookkeeping
  - Payment Vo
  - Receipt Vou
  - Journal Vou
  - Petty Cash V
  - Cheque Prin
  - Voucher Pos
  - Month End
  - Pre-Year En
  - Year End
  - Bank Recon
  - Report

# Maintain Staff Payroll (Method 2)

[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

Step 3d. Select account code from the Common Account Code drop-down list box and click [Copy] button

- Bookkeeping
  - Payment Voucher
  - Receipt Voucher
  - Journal Voucher
  - Petty Cash Voucher
  - Cheque Print
  - Voucher Print
  - Month End
  - Pre-Year End
  - Year End
  - Bank Reconciliation
  - Report

# Maintain Staff Payroll (Method 2)

- Home
- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Register
    - Tax Return
    - Enquiry
    - Report
  - CAR
  - Sales & Stock
  - Daily Coll. Summar
  - Non-Recurent Gra
- Report Management
- Customization

[S-FSC14-03] FMP &gt; Staff Cost &gt; Payroll &gt; Prepare Payroll



Prepare Payroll Payroll Voucher P Fund Voucher Vou

Payroll Month (MM/YYYY) 09/2004

Staff List Payroll Items Prov

Payroll Items E1001 Salary - Teaching S

- ☐ Update payroll item **amount** to Staff Master.
- ☐ Update payroll item **account code** to Staff Master.

Staff Code ▲	Staff Name (Eng)	Staff Name (Chi)	Original Amount \$	Revised Amount \$	Account Code	Subject To Provident Fund Contribution
Teaching Staff *						
<a href="#">NCS1</a>	Woo Siu Ming	胡小明	18,000.00	18,000.00	 G1017001002 Teaching Staff Salaries excl P.F. Contributions	Yes
<a href="#">NCS3</a>	Lee Siu Ming	李小明	18,000.00	18,000.00	 G1017001002 Teaching Staff Salaries excl P.F. Contributions	Yes

Save Record(s)



Import



Export



Save

User can choose to update Staff Master default setting with the input revised amount and / or account code.

Step 4. Select the checkbox [Update payroll item amount to Staff Master] and / or [Update payroll item account code to Staff Master].

# Maintain Staff Payroll (Method 2)

Current School Year: 2001

Step 5. Click [Save] button.

Step 6. Repeat Step 1 to 5 for other payroll items.

[S-FSC14-03] FMP &gt; Staff Cost &gt; Payroll &gt; Prepare Payroll



Prepare Payroll Payroll Voucher P Fund Voucher Voucher Posting Voucher

Payroll Month (MM/YYYY) 09/2004

Staff List Payroll Items Provident Fund

Payroll Items E1001 Salary - Teaching Staff

- ☐ Update payroll item **amount** to Staff Master.  
☐ Update payroll item **account code** to Staff Master.

Staff Code ▲	Staff Name (Eng)	Staff Name (Chi)	Original Amount \$	Revised Amount \$	Account Code	Subject To Provident Fund Contribution
<b>Teaching Staff *</b>						
<a href="#">NCS1</a>	Woo Siu Ming	胡小明	18,000.00	18,000.00	 G1017001002 Teaching Staff Salaries excl P.F. Contributions	Yes
<a href="#">NCS3</a>	Lee Siu Ming	李小明	18,000.00	18,000.00	 G1017001002 Teaching Staff Salaries excl P.F. Contributions	Yes

Save Record(s)



Import



Export



Save



# Maintain Staff Payroll

- Method 1: Individual Staff Basis
  - Maintain payment and provident fund contribution for individual staff
  - Maintain payroll items for individual staff
  - Maintain reimbursement item for individual staff
  - Maintain cost allocation for individual staff
- Method 2: By Batch
  - Maintain payroll item in batch
  - Maintain provident fund contribution in batch
  - Maintain reimbursement item in batch
- Method 3: Export / Import
  - Export all payroll items and import all payroll items
  - Export provident fund contribution and import provident fund contribution on provident fund scheme basis
- Remove staff payroll entries from the system.

- Home
- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Register
    - Tax Return
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    - Report
  - CAR
  - Sales & Stock
  - Daily Coll. Summary
  - Non-Recurrent Grant
- Report Management
- Customization

[S-FSC14-03] [FMP](#) > [Staff Cost](#) > [Payroll](#) > [Prepare Payroll](#)

<a href="#">Prepare Payroll</a>	<a href="#">Payroll Voucher</a>	<a href="#">P Fund Voucher</a>	<a href="#">Voucher Posting</a>	<a href="#">Voucher Enquiry</a>	<a href="#">Payroll Month</a>
Payroll Month (MM/YYYY) 09/2004					
<a href="#">Staff List</a>		<a href="#">Payroll Items</a>		<a href="#">Provident Fund</a>	<a href="#">Reimbursement</a>
Payroll Items					
Import	Export	Save			
Export All Payroll Items					

Step 7. Click  
[Provident Fund]  
hyperlink.

# Maintain Staff Payroll (Method 2)

User: fmpadmin Login Time: 10/09/2003 15:16 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

10 September 2003 15:58

[S-FSC14-12] [FMP](#) > [Staff Cost](#) > [Payroll](#) > [Prepare Payroll](#)

<a href="#">Prepare Payroll</a>	<a href="#">Payroll Voucher</a>	<a href="#">P Fund Voucher</a>	<a href="#">Voucher Posting</a>	<a href="#">Voucher Enquiry</a>	<a href="#">Payroll Month</a>
Payroll Month (MM/YYYY)		09/2004 ▼			
<a href="#">Staff List</a>	<a href="#">Payroll Items</a>	<a href="#">Provident Fund</a>	<a href="#">Reimbursement</a>		
Fund Scheme		Not Participate in Provident Fund Scheme ▼			
<a href="#">Staff Code</a> ▲	<a href="#">Staff Name (Eng)</a>	<a href="#">Staff Name (Chi)</a>			
<b>Clerical and Janitor Staff *</b>					
<a href="#">NCS0</a>	Chan Siu Ming	陳小明			
<a href="#">NCS2</a>	Cheung Siu Ming	張小明			

By default, the system will display all those staff who have not participated in any provident fund scheme on the payroll for the selected payroll month.

Step 8. Select a Fund Scheme.

**Maintain Staff Payroll (Method 2)**

- Home
- ▼ FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - ▼ Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Register
    - Tax Return
    - Enquiry

<div> <a href="#">Prepare Payroll</a> <a href="#">Payroll Voucher</a> <a href="#">P Fund Voucher</a> <a href="#">Voucher Posting</a> <a href="#">Voucher Enquiry</a> <a href="#">Payroll Month</a> </div>							
Payroll Month (MM/YYYY) 09/2004							
Staff List		Payroll Items		Provident Fund		Reimbursement	
Fund Scheme Grant/Subsidized Schools PF Scheme							
Staff Code	Staff Name (Eng)	Staff Name (Chi)	Contribution Period (DD/MM/YYYY - DD/MM/YYYY)	Rate %	Original Amount \$	Revised Amount \$	Account Code
<b>Teaching Staff *</b>							
1234	Mr. S. C.	謝小晴	01/09/2004 - 01/09/2004	5.00	925.00	925.00	G1017001003 Teaching Staff P.F./MPF Con deducted at source
				<b>Employer's Contribution</b>			
				5.00	925.00	925.00	
				<b>Employee's Contribution</b>			
				5.00	925.00	925.00	G1017001003 Teaching Staff P.F./MPF Con deducted at source
				<b>Employer's Contribution</b>			
				5.00	925.00	925.00	

Step 9. Revise the Revised Amount and Account Code if necessary.

Step 9a. For Grant / Subsidized School Provident Fund Scheme, user can revise the Employee's and Employer's Contribution amounts and Employee's contribution account.

Current School Year: 2001

10 September 2003 15:59

**Maintain Staff Payroll (Method 2)**[Prepare Payroll](#) | [Payroll Voucher](#) | [P Fund Voucher](#) | [Voucher Posting](#) | [Voucher Enquiry](#) | [Payroll Month](#)

Payroll Month (MM/YYYY) Maintain 09/2004 Fund contribution in batch

[Staff List](#) | [Payroll Items](#) | [Provident Fund](#) | [Reimbursement](#)

Fund Scheme ORSO Scheme

Staff Code	Staff Name (Eng)	Staff Name (Chi)	Contribution Period (DD/MM/YYYY - DD/MM/YYYY)	Rate %	Original Amount \$	Revised Amount \$	Account Code
<b>Clerical and Janitor Staff *</b>							
NCS4	Lam Siu Ming	林小明	01/09/2004 - 30/09/2004	<b>Employee's Contribution</b>			
				5.00	1,000.00	1,000.00	G2005001001 Grant Expenses
				<b>Employer's Contribution</b>			
				5.00	1,000.00	1,000.00	G1018001002 Employer's contributions - entitled to 5%
NCS5	Au Siu Ming	區小明	01/09/2004 - 30/09/2004	<b>Employee's Contribution</b>			
				5.00	1,000.00	1,000.00	G2005001001 Grant Expenses
				<b>Employer's Contribution</b>			
				5.00	1,000.00	1,000.00	G1018001002 Employer's contributions - entitled to 5%

Step 9b. For ORSO Scheme, user can revise the Employee's and Employer's Contribution amounts and accounts.

[Import](#) | [Export](#) | [Save](#)

**Maintain Staff Payroll (Method 2)**

Current School Year: 2001

10 September 2003 16:00

- Home
- ▼ FMP
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  - Budgeting
  - Bookkeeping
  - ▼ Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Register
    - Tax Return
    - Enquiry
    - Report
  - CAR
  - Sales & Stock
  - Daily Coll. Summary
  - Non-Recurrent Grant

[S-FSC14-15] [FMP](#) > [Staff Cost](#) > [Payroll](#) > [Prepare Payroll](#)

Prepare Payroll		Payroll Voucher	P Fund Voucher	Voucher Posting	Voucher Enquiry	Payroll Month
Payroll Month (MM/YYYY)		09/2004				
Staff List		Payroll Items		Provident Fund		Reimbursement
Fund Scheme		MPF Scheme				

Staff Code	Staff Name (Eng)	Staff Name (Chi)	Contribution Period (DD/MM/YYYY - DD/MM/YYYY)	Rate %	Original Amount \$	Revised Amount \$	Account Code
<b>Clerical and Janitor Staff *</b>							
NCS6	Chow Siu Ming	周小明	01/09/2004 - 30/09/2004	<b>Employee's Mandatory Contribution</b>			
				5.00	750.00	750.00	G2005001001 Grant Expenses
				<b>Employee's Voluntary Contribution</b>			
				(0.00% + 0.00)	0.00	0.00	G2005001001 Grant Expenses
				<b>Employer's Mandatory Contribution</b>			
				5.00	750.00	750.00	G1018002002 Employer's contributions - entitled to 5%
				<b>Employer's Voluntary Contribution</b>			
				(0.00% + 0.00)	0.00	0.00	G1018002003 Employer's contributions - entitled to 10%
NCS7	Ho Siu Ming	何小明	01/09/2004 - 30/09/2004	<b>Employee's Mandatory Contribution</b>			

Step 9c. For Mandatory Provident Fund Scheme, user can revise the Employer's and Employee's Mandatory and Voluntary Contribution amounts and accounts.

**Maintain Staff Payroll (Method 2)**

Current School Year: 2001

10 September 2003 16:00

- Home
- ▼ FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - ▼ Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Register
    - Tax Return
    - Enquiry
    - Report
  - CAR
  - Sales & Stock

NCS7 Ho Siu Ming 何小明 01/09/2004 - 30/09/2004

**Employer's Voluntary Contribution**(0.00%  
+ 0.00)

0.00

0.00

G1018002002  
Employer's contributions  
- entitled to 5%

G1018002003  
Employer's contributions  
- entitled to 10%

**Employee's Mandatory Contribution**

Notes:

1 MPF mandatory contribution **is NOT required** because the employee's age is smaller than the minimum age set out in the MPF Scheme Ordinance throughout the payroll month.

5.00

0.00

0.00

G2005001001  
Grant Expenses

**Employee's Voluntary Contribution**(0.00%  
+ 0.00)

0.00

0.00

G2005001001  
Grant Expenses

**Employer's Mandatory Contribution**

Notes:

1 MPF mandatory contribution **is NOT required** because the employee's age is smaller than the minimum age set out in the MPF Scheme Ordinance throughout the payroll month.

5.00

0.00

0.00

G1018002002  
Employer's contributions  
- entitled to 5%

**Employer's Voluntary Contribution**(0.00%  
+ 0.00)

0.00

0.00

G1018002003  
Employer's contributions  
- entitled to 10%

The system is able to check the special circumstances under Mandatory Provident Fund Ordinance. The screen will display message on the mandatory contribution if such conditions are applicable to the staff.

Note: Press "Print" button to print report "MPF Contribution Proforma Report (R-FSC027-E)".

Print



Import



Export



Save

**Maintain Staff Payroll (Method 2)**

Current School Year: 2001

10 September 2003 16:00

- Home
- ▼ FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - ▼ Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - Fund Register
- Report Management
- Customization

NCS7 Ho Siu Ming 何小明 01/09/2004 - 30/09/2004

Click [Print] button to print "MPF Contribution Proforma Report (R-FSC027-E)". User can check any staff who has joined Mandatory Provident Fund Scheme but no contribution has been made.

750.00  
G1018002002  
Employer's contributions - entitled to 5%

**Employer's Voluntary Contribution**

(0.00% + 0.00) 0.00 0.00  
G1018002003  
Employer's contributions - entitled to 10%

**Employee's Mandatory Contribution**

Notes:

1 MPF mandatory contribution **is NOT required** because the employee's age is smaller than the minimum age set out in the MPF Scheme Ordinance throughout the payroll month.

5.00 0.00 0.00  
G2005001001  
Grant Expenses

**Employee's Voluntary Contribution**

(0.00% + 0.00) 0.00 0.00  
G2005001001  
Grant Expenses

**Employer's Mandatory Contribution**

Notes:

1 MPF mandatory contribution **is NOT required** because the employee's age is smaller than the minimum age set out in the MPF Scheme Ordinance throughout the payroll month.

5.00 0.00 0.00  
G1018002002  
Employer's contributions - entitled to 5%

**Employer's Voluntary Contribution**

(0.00% + 0.00) 0.00 0.00  
G1018002003  
Employer's contributions - entitled to 10%

Note: Press "Print" button to print report "MPF Contribution Proforma Report (R-FSC027-E)".

**Print****Import****Export****Save**





**Maintain Staff Payroll (Method 2)**

[Prepare Payroll](#)
[Payroll Voucher](#)
[P Fund Voucher](#)
[Voucher Posting](#)
[Voucher Enquiry](#)
[Payroll Month](#)

Payroll Month (MM/YYYY) 09/2004

[Staff List](#)
[Payroll Items](#)
[Provident Fund](#)
[Reimbursement](#)

Grant/Subsidized Schools PF Scheme

Staff Name (Eng)	Staff Name (Chi)	Contribution Period (DD/MM/YYYY - DD/MM/YYYY)	Rate %	Original Amount \$	Revised Amount \$	Account Code
Staff *						
Siu Ming	胡小明	01/09/2004 - 30/09/2004	Employee's Contribution			
			5.00	925.00	925.00	 G1017001003 Teaching Staff P.F./MPF Con deducted at source
			Employer's Contribution			
			5.00	925.00	925.00	
Siu Ming	李小明	01/09/2004 - 30/09/2004	Employee's Contribution			
			5.00	925.00	925.00	 G1017001003 Teaching Staff P.F./MPF Con deducted at source
			Employer's Contribution			
			5.00	925.00	925.00	

Import
 Export
 Save

Step 10. Click [Save] button.

Step 11. Repeat Step 8 to 10 for other fund schemes.

# Maintain Staff Payroll

- Method 1: Individual Staff Basis
  - Maintain payment and provident fund contribution for individual staff
  - Maintain payroll items for individual staff
  - Maintain reimbursement item for individual staff
  - Maintain cost allocation for individual staff
- Method 2: By Batch
  - Maintain payroll item in batch
  - Maintain provident fund contribution in batch
  - Maintain reimbursement item in batch
- Method 3: Export / Import
  - Export all payroll items and import all payroll items
  - Export provident fund contribution and import provident fund contribution on provident fund scheme basis
- Remove staff payroll entries from the system.

**Maintain Staff Payroll (Method 2)**

[Prepare Payroll](#)
[Payroll Voucher](#)
[P Fund Voucher](#)
[Voucher Posting](#)
[Voucher Enquiry](#)
[Payroll Month](#)


Payroll Month (MM/YYYY) 09/2004

[Staff List](#)
[Payroll Items](#)
[Provident Fund](#)
[Reimbursement](#)

Fund Scheme Grant/Subsidized Schools PF Scheme

Staff Code	Staff Name (Eng)	Staff Name (Chi)	Contribution Period (DD/MM/YYYY - DD/MM/YYYY)	Rate %	Original Amount \$	Revised Amount \$	Account Code
------------	------------------	------------------	---	--------	--------------------	-------------------	--------------


**Teaching Staff \***

<a href="#">NCS1</a>	Woo Siu Ming	胡小明	01/09/2004 - 30/09/2004	Employee's Contribution			
				5.00	925.00	925.00	 G1017001003 Teaching Staff P.F./MPF Con deducted at source
				Employer's Contribution			
<a href="#">NCS3</a>	Lee Siu Ming	李小明	01/09/2004 - 30/09/2004	Employee's Contribution			
				5.00	925.00	925.00	
				Employer's Contribution			
				Employee's Contribution			
				5.00	925.00	925.00	
				Employer's Contribution			

Step 12. Click [Reimbursement] hyperlink.

 **Import**

 **Export**

 **Save**

Import Provident Fund

Step 12. Click **[Reimbursement]** hyperlink.

# Maintain Staff Payroll (Method 2)



Current School Year: 2001

10 September 2003 19:24

- Home
- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Register
    - Tax Return
    - Enquiry
    - Report
  - CAR
  - Sales & Stock
  - Daily Coll. Summar
  - Non-Recurrent Gra
- Report Management
- Customization

[S-FSC14-04] FMP > Staff Cost > Payroll > Prepare Payroll

Prepare Payroll	Payroll Voucher	P Fund Voucher	Voucher Posting	Voucher Enquiry	Payroll Month
Payroll Month (MM/YYYY) 09/2004					
Staff List		Payroll Items		Provident Fund	
Reimbursement					
<input type="button" value="Save"/>		<div><div></div><div>R1001 Travel Expenses</div><div>R1002 Meal Expenses</div></div>			

Step 13. Select a Reimbursement Item.

All the staff payroll captured for the selected reimbursement item will be displayed.

# Maintain Staff Payroll (Method 2)

- Home
- ▼ FMP
  - ▶ Common Setup
  - ▶ Budgeting
  - ▶ Bookkeeping
  - ▼ Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Register
    - Tax Return
    - Enquiry
    - Report
  - ▶ CAR
  - ▶ Sales & Stock
  - ▶ Daily Coll. Summar
  - ▶ Non-Recurent Gra
- ▶ Report Management
- ▶ Customization

[S-FSC14-04] [FMP](#) > [Staff Cost](#) > [Payroll](#) > [Prepare Payroll](#)
[Prepare Payroll](#) [Payroll Voucher](#) [P Fund Voucher](#) [Voucher Posting](#)

Payroll Month (MM/YYYY) 09/2004 ▼

[Staff List](#) [Payroll Items](#) [Provident Fund](#)

Reimbursement R1001 Travel Expenses ▼

Staff Code ▲	Staff Name (Eng)	Staff Name (Chi)	Amount \$	Remarks
<b>Teaching Staff *</b>				
<a href="#">NCS1</a>	Woo Siu Ming	胡小明	100.00	Taxi Fare
<a href="#">NCS3</a>	Lee Siu Ming	李小明	12.80	Bus fare

 Save

Save Record(s)

Step 14. Revise the amount and remarks if necessary.

# Maintain Staff Payroll (Method 2)

Current School Year

Step 15. Click [Save] button.

Step 16. Repeat Steps 12 to 15 for other reimbursement items.

- Home
- ▼ FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - ▼ Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Register
    - Tax Return
    - Enquiry
    - Report
  - CAR
  - Sales & Stock
  - Daily Coll. Summar
  - Non-Recurent Gra
- Report Management
- Customization

[S-FSC14-04] FMP &gt; Staff Cost &gt; Payroll &gt; Prepare Payroll

[Prepare Payroll](#)
[Payroll Voucher](#)
[P Fund Voucher](#)
[Voucher Posti](#)

Payroll Month (MM/YYYY) 09/2004 ▼

[Staff List](#)
[Payroll Items](#)
[Provident Fund](#)
[Reimbursement](#)

Reimbursement R1001 Travel Expenses ▼

Staff Code ▲	Staff Name (Eng)	Staff Name (Chi)	Amount \$	Remarks
<b>Teaching Staff *</b>				
<a href="#">NCS1</a>	Woo Siu Ming	胡小明	100.00	Taxi Fare
<a href="#">NCS3</a>	Lee Siu Ming	李小明	12.80	Bus fare

 Save

Save Record(s)

# Maintain Staff Payroll

- Method 1: Individual Staff Basis
  - Maintain payment and provident fund contribution for individual staff
  - Maintain payroll items for individual staff
  - Maintain reimbursement item for individual staff
  - Maintain cost allocation for individual staff
- Method 2: By Batch
  - Maintain payroll item in batch
  - Maintain provident fund contribution in batch
  - Maintain reimbursement item in batch
- Method 3: Export / Import
  - **Export all payroll items and import all payroll items**
  - Export provident fund contribution and import provident fund contribution
- Remove staff payroll entries from the system.

# Maintain Staff Payroll (Method 3)

Step 1. Click the [Export] button.

- Student
- Attendance
- Student Activities
- Award & Punishment
- Assessment
- Staff Deployment
- Staff
- CDS
- HKAT
- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Register
    - Tax Return
    - Enquiry
    - Report
  - CAR
  - Sales & Stock
  - Daily Coll. Summary
  - Non-Recurrent Cost
  - Data Communication
- Report Management
- Timetabling
- Code Management
- Security
- Customization

[S-FSC14-03] [FMP](#) > [Staff Cost](#) > [Payroll](#) > [Prepare Payroll](#)

[Prepare Payroll](#) [Payroll Voucher](#) [P Fund Voucher](#) [Voucher Posting](#) [Voucher Enquiry](#) [Payroll Month](#)

Payroll Month (MM/YYYY) 09/2002

[Staff List](#) [Payroll Items](#) [Provident Fund](#) [Reimbursement](#)

Payroll Items

[Import](#) [Export](#) [Save](#)



# Maintain Staff Payroll (Method 3)

[S-FSC14-03] FMP &gt; Staff Cost &gt; Payroll &gt; Prepare Payroll

**Prepare Payroll** Payroll Voucher P Fund Voucher Voucher Posting Voucher Enquiry Payroll Month

Payroll Month (MM/YYYY)

09/2002

**Staff List** Payroll Items Provident Fund Reimbursement

Payroll Items

 **Import**  **Export**  **Save**

Step 2. Save the file locally into the users' computer.

## File Download

Do you want to open or save this file?



Name: Payroll200209.xls

Type: Microsoft Excel Worksheet

From: 10.15.35.116

Open

**Save**

Cancel



While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

# Maintain Staff Payroll (Method 3)

[S-FSC14-03] FMP > Staff Cost > Payroll > Prepare Payroll

**Prepare Payroll** Payroll Voucher P Fund Voucher Voucher Posting Voucher Enquiry Payroll Month

Payroll Month (MM/YYYY)

09/2002

Staff List Payroll Items Provident Fund Reimbursement

Payroll Items

 **Import**  **Export**

**Save As**

Save in: Desktop

Step 2. Save the file locally into the users' computer.

Recent Documents

Desktop

My Documents

My Computer

My Network Places

File name: Payroll200209.xls

Save as type: Microsoft Excel Worksheet

Save

Cancel

Microsoft Excel - Payroll200209.xls							
File Edit View Insert Format Tools Data Window Help							
Type a question							
100% Arial 10 B I U							
Reply with Changes... End Review...							
A1							
A	B	C	D	E	F	G	
		S/No	Staff Code	Staff Name	Payroll Period	Payroll Item Code	
*RT01F8902	*1	*1	*RT01	*FMP Test	*01/09/2002 - 30/09	*456	
						*D0001	0.00
						*D9999	0.00
						*E0002	0.00
						*E0003	0.00
						*E0004	0.00
						*E0005	0.00
						*E0006	0.00
						*E0007	0.00
						*E0008	0.00
						*E0009	0.00
						*E0010	0.00
						*E0011	0.00
						*E0012	0.00
						*TEST	0.00
						*TEST1	0.00
						*TEST2	0.00
*2223F8902	*1	*2	*2223	*kwan shirley	*01/09/2002 - 30/09	*456	0.00
						*D0001	0.00
						*D9999	0.00
						*E0008	15,000.00
						*TEST	0.00
						*TEST1	0.00
*CJ01S8902	*1	*3	*CJ01	*STAFF law	*01/09/2002 - 30/09	*456	0.00
						*D0001	100.00
						*D9999	0.00
						*E0002	200.00
						*E0003	300.00
						*E0004	0.00
						*E0005	0.00
						*E0006	0.00
						*E0007	0.00
						*E0008	0.00
						*E0009	0.00
						*E0010	0.00
						*E0011	0.00
						*E0012	0.00
						*TEST	0.00
						*TEST1	0.00
						*TEST2	0.00
						*TEST3	0.00

Step 3. Open the exported file in Microsoft Excel or equivalent program.

Maintain Staff Payroll (Method 3)

### Maintain Staff Payroll (Method 3)

# Maintain Staff Payroll (Method 3)

L1 Rev. Acct. Code					
	H	I	J	K	L
	Payroll Item Desc (Type)	Org. Amt.	Rev. Amt.	Org. Acct. Code	Rev. Acct. Code
1	*456 (E)	*0.00	0.00	*G1016001001 - Grant Exp - MISS - Teaching Staff	G1016001001
2	*No Pay Leave (D)	*0.00	0.00	*G2005001001 - Grant Exp - Administration Grant (School Section)	G2005001001
3	*MISS (DEDUCTION) (D)	*0.00	0.00	*G1016001001 - Grant Exp - MISS - Teaching Staff	G1016001001
4	*Allowance for Teaching Staff (E)	*0.00	0.00	*G1017001002 - Teaching Staff Salaries excl P.F. Contributions	G1017001002
5	*Back Pay for Teaching Staff (E)	*0.00	0.00	*G1017001002 - Teaching Staff Salaries excl P.F. Contributions	G1017001002
6	*MISS for teaching staff (E)	*0.00	0.00	*G1016001001 - Grant Exp - MISS - Teaching Staff	G1016001001
7	*MISS for Teaching Supporting Staff (E)	*0.00	0.00	*G1016002001 - Grant Exp - MISS - Teaching Supporting Staff	G1016002001
8	*Salary for Supply Staff (E)	*0.00	0.00	*G1017002002 - Supply Staff's Salaries	G1017002002
9	*Salary for Teaching Supporting Staff (E)	*0.00	0.00	*G1017003002 - Teaching Supporting Staff's Salaries	G1017003002
10	*SALARY - Clerical and Janitor Staff (E)	*0.00	0.00	*G1017004002 - Clerical and Janitor Staff's Salaries	G1017004002
11	*Salary - Boarding Section Non- Teaching Staff (E)	*0.00	0.00	*G1056001002 - Staff Salaries (Boarding)	G1056001002
12	*Salary - Boarding Section Supply Staff (E)	*0.00	0.00	*G2005001001 - Grant Exp - Administration Grant (School Section)	G2005001001
13	*Test Taxtion item 1 (E)	*0.00	0.00	*G1039001001 - Grant Exp - One-off Grant for Chinese as MOI	G1039001001
14	*Test Taxation Item 2 (E)	*0.00	0.00	*G1009001001 - Grant Exp - Other Recurrent	G1009001001
15	*karina testing (D)	*0.00	0.00	*O2700888001 - Grant Expenses	O2700888001
16	*Testing (D)	*0.00	0.00	*G1016001001 - Grant Exp - MISS - Teaching Staff	G1016001001
17	*Special Program (D)	*0.00	0.00	*G1018001001 - Grant Exp - Non-Teaching PF Sche Employer's Cont.	G1018001001
18	*456 (E)	*0.00	0.00	*G1016001001 - Grant Exp - MISS - Teaching Staff	G1016001001
19	*No Pay Leave (D)	*0.00	0.00	*G2005001001 - Grant Exp - Administration Grant (School Section)	G2005001001
20	*MISS (DEDUCTION) (D)	*0.00	0.00	*G1016001001 - Grant Exp - MISS - Teaching Staff	G1016001001
21				17004002 - Clerical and Janitor Staff's Salaries	G1017004002
				00888001 - Grant Expenses	O2700888001
				16001001 - Grant Exp - MISS - Teaching Staff	G1016001001
				16001001 - Grant Exp - MISS - Teaching Staff	G1016001001
				05001001 - Grant Exp - Administration Grant (School Section)	G2005001001
				16001001 - Grant Exp - MISS - Teaching Staff	G1016001001
				17001002 - Teaching Staff Salaries excl P.F. Contributions	G1017001002
				17001002 - Teaching Staff Salaries excl P.F. Contributions	G1017001002
				16001001 - Grant Exp - MISS - Teaching Staff	G1016001001
				16002001 - Grant Exp - MISS - Teaching Supporting Staff	G1016002001
				17002002 - Supply Staff's Salaries	G1017002002
				17003002 - Teaching Supporting Staff's Salaries	G1017003002
				17004002 - Clerical and Janitor Staff's Salaries	G1017004002
				56001002 - Staff Salaries (Boarding)	G1056001002
				05001001 - Grant Exp - Administration Grant (School Section)	G2005001001
				G1039001001 - Grant Exp - One-off Grant for Chinese as MOI	G1039001001
				*G1009001001 - Grant Exp - Other Recurrent	G1009001001
				*O2700888001 - Grant Expenses	O2700888001
40				*G1016001001 - Grant Exp - MISS - Teaching Staff	G1016001001
41	*Special Program (D)	*0.00	0.00	*G1018001001 - Grant Exp - Non-Teaching PF Sche Employer's Cont.	G1018001001
42	*Special Expense (D)	*0.00	0.00	*G1019001001 - Grant Expenses	G1019001001

User can now view / edit payroll item details in a presentable format.

Step 5. Only "Rev. Amt." column (i.e. the Revised Amount column on the screen) and "Rev. Acct. Code" column (i.e., the Account Code column on the screen) are allowed to be edited.

# Maintain Staff Payroll (Method 3)

Type a question for help										
File Edit View Insert Format Tools Data Window Help										
100% Arial 10 B I U										
Save Reply with Changes... End Review...										
A1										
	A	B	C	D	E	F	G	H	I	J
1			S/No	Staff Code	Staff Name	Payroll Period	Payroll Item Code	Payroll Item Desc (Type)	Org. Amt.	Rev. Amt.
2	*RT01F8902	*1	*1	*RT01	*FMP Test	*01/09/2002 - 30/09/2002	*456	*456 (E)	*0.00	*0.00
3							*D0001	*No Pay Leave (D)	*0.00	*0.00
4							*D9999	*MISS (DEDUCTION) (D)	*0.00	*0.00
5							*E0002	*Allowance for Teaching Staff (E)	*0.00	*0.00
6							*E0003	*Back Pay for Teaching Staff (E)	*0.00	*0.00
7							*E0004	*MISS for teaching staff (E)	*0.00	*0.00
8							*E0005	*MISS for Teaching Supporting Staff (E)	*0.00	*0.00
9							*E0006	*Salary for Supply Staff (E)	*0.00	*0.00
10							*E0007	*Salary for Teaching Supporting Staff (E)	*0.00	*0.00
11							*E0008	*SALARY - Clerical and Janitor Staff (E)	*0.00	*0.00
12							*E0009	*Salary - Boarding Section Non- Teaching Staff (E)	*0.00	*0.00
13							*E0010	*Salary - Boarding Section Supply Staff (E)	*0.00	*0.00
14							*E0011	*Test Taxtion item 1 (E)	*0.00	*0.00
15							*E0012	*Test Taxation Item 2 (E)	*0.00	*0.00
16							*TEST	*karina testing (D)	*0.00	*0.00
17							*TEST1	*Testing (D)	*0.00	*0.00
18							*TEST2	*Special Program (D)	*0.00	*0.00
19	*2223F8902	*1	*2	*2223	*kwan shirley	*01/09/2002 - 30/09/2002	*456	*456 (E)	*0.00	*0.00
20							*D0001	*No Pay Leave (D)	*0.00	*0.00
21							*D9999	*MISS (DEDUCTION) (D)	*0.00	*0.00
22							*E0008	*SALARY - Clerical and Janitor Staff (E)	*15,000.00	*15,000.00
23							*TEST	*karina testing (D)	*0.00	*0.00
24							*TEST1	*Testing (D)	*0.00	*0.00
25	*CJ01S8902	*1	*3	*CJ01	*STAFF law	*01/09/2002 - 30/09/2002	*456	*456 (E)	*0.00	*0.00
26							*D0001	*No Pay Leave (D)	*100.00	*100.00
27							*D9999	*MISS (DEDUCTION) (D)	*0.00	*0.00
							*E0002	*Allowance for Teaching Staff (E)	*200.00	*200.00
							*E0003	*Back Pay for Teaching Staff (E)	*300.00	*300.00
							*E0004	*MISS for teaching staff (E)	*0.00	*0.00
							*E0005	*MISS for Teaching Supporting Staff (E)	*0.00	*0.00
							*E0006	*Salary for Supply Staff (E)	*0.00	*0.00
							*E0007	*Salary for Teaching Supporting Staff (E)	*0.00	*0.00
							*E0008	*SALARY - Clerical and Janitor Staff (E)	*0.00	*0.00
							*E0009	*Salary - Boarding Section Non- Teaching Staff (E)	*0.00	*0.00
							*E0010	*Salary - Boarding Section Supply Staff (E)	*0.00	*0.00
37							*E0011	*Test Taxtion item 1 (E)	*0.00	*0.00
38							*E0012	*Test Taxation Item 2 (E)	*0.00	*0.00
39							*TEST	*karina testing (D)	*0.00	*0.00
40							*TEST1	*Testing (D)	*0.00	*0.00

Step 6. Save the file.

It is then ready for importing back to system.

# Maintain Staff Payroll (Method 3)

- Student
- Attendance
- Student Activities
- Award & Punishment
- Assessment
- Staff Deployment
- Staff
- CDS
- HKAT
- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Register
    - Tax Return
    - Enquiry
    - Report
  - CAR
  - Sales & Stock
  - Daily Coll. Summary
  - Non-Recurrent Cost
  - Data Communication
- Report Management
- Timetabling
- Code Management
- Security
- Customization

[S-FSC14-03] [FMP](#) > [Staff Cost](#) > [Payroll](#) > [Prepare Payroll](#)[Prepare Payroll](#) [Payroll Voucher](#) [P Fund Voucher](#) [Voucher Posting](#) [Voucher Enquiry](#) [Payroll Month](#)

Payroll Month (MM/YYYY) 09/2002

[Staff List](#) [Payroll Items](#) [Provident Fund](#) [Reimbursement](#)

Payroll Items

 **Import**  **Export**  **Save**

Import All Payroll Items

Step 7. Click the  
[Import] Button.

# Maintain Staff Payroll (Method 3)

[S-FSC15-01] [FMP](#) > [Staff Cost](#) > [Payroll](#) > [Prepare Payroll](#)

## Import All Payroll Items

Payroll Month (MM/YYYY)

09/2002

Filename and Path

C:\Documents and Sett

[Browse...](#)

[Confirm](#)

[Back](#)

Step 8. Type the file path or click the **[Browse]** button to import the revised XLS file to the system.

Step 9. Click **[Confirm]** button.



**Maintain Staff Payroll (Method 3)****Import Result**[S-FSC15-02] [FMP](#) > [Staff Cost](#) > [Payroll](#) > [Prepare Payroll](#)

File has been imported. Results are as follows:

[Bottom](#)**Payroll Items Imported**

S/No	Staff Code	Staff Name (Eng)	Staff Name (Chi)	Payroll Period (DD/MM/YYYY - DD/MM/YYYY)	Import Result
<b>Failed Update Records</b>					
No record.					
<b>Successfully Update Records</b>					
1	RT01	FMP Test		01/09/2002 - 30/09/2002	<a href="#">Record(s) saved successfully.</a>
2	2223	kwan shirley		01/09/2002 - 30/09/2002	<a href="#">Record(s) saved successfully.</a>
3	CJ01	STAFF law	秀英羅	01/09/2002 - 30/09/2002	<a href="#">Record(s) saved successfully.</a>
4	R012	TYPE THREE	職員姓名	01/09/2002 - 30/09/2002	<a href="#">Record(s) saved successfully.</a>
5	Z100	Z HUNDERD		01/09/2002 - 30/09/2002	<a href="#">Record(s) saved successfully.</a>
6	TA60	STAFF asasas	淑英梁	01/09/2002 - 30/09/2002	<a href="#">Record(s) saved successfully.</a>

[Top](#)[Back](#)

- Student
- Attendance
- Student Activities
- Award & Punishment
- Assessment
- Staff Deployment
- Staff
- CDS
- HKAT
- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - Staff Cost
    - Setup
    - Staff Master
    - Payroll
  - P Fund Register
  - Tax Return
  - Enquiry
  - Report
- CAR
- Sales & Stock
- Daily Coll. Summary
- Non-Recurrent Cost
- Data Communication
- Report Management
- Timetabling
- Code Management
- Security
- Customization

# Maintain Staff Payroll (Method 3)

[S-FSC15-02] FMP &gt; Staff Cost &gt; Payroll &gt; Prepare Payroll

File has been imported. Results are as follows:

Bottom

## Payroll Items Imported

S/No	Staff Code	Staff Name (Eng)	Staff Name (Chi)	Payroll Period (DD/MM/YYYY - DD/MM/YYYY)	Import Result
<b>Failed Update Records</b>					
1	RT01	FMP Test		01/09/2002 - 30/09/2002	• E-65169 : Payroll item does not exist.
<b>Successfully Update Records</b>					
2	2223	kwan shirley		01/09/2002 - 30/09/2002	Record(s) saved successfully.
3	CJ01	STAFF law	秀英羅	01/09/2002 - 30/09/2002	Record(s) saved successfully.
4	R012	TYPE THREE	職員姓名	01/09/2002 - 30/09/2002	Record(s) saved successfully.
5	Z100	Z HUNDERD		01/09/2002 - 30/09/2002	Record(s) saved successfully.
6	TA60	STAFF asasas	淑英梁	01/09/2002 - 30/09/2002	Record(s) saved successfully.

Top

Back

In case of any invalid data input into the imported file, the system will detect the error and abort the update action for that staff. The system will then proceed with updating for other staff.

# Maintain Staff Payroll

- Method 1: Individual Staff Basis
  - Maintain payment and provident fund contribution for individual staff
  - Maintain payroll items for individual staff
  - Maintain reimbursement item for individual staff
  - Maintain cost allocation for individual staff
- Method 2: By Batch
  - Maintain payroll item in batch
  - Maintain provident fund contribution in batch
  - Maintain reimbursement item in batch
- Method 3: Export / Import
  - Export all payroll items and import all payroll items
  - Export provident fund contribution and import provident fund contribution on provident fund scheme basis
- Remove staff payroll entries from the system.

# Maintain Staff Payroll (Method 3)

Step 10. Select Fund Scheme.  
Step 11. Click the [Export] button.

[S-FSC14-13] FMP &gt; Staff Cost &gt; Payroll &gt; Prepare Payroll

Prepare Payroll Payroll Voucher P Fund Voucher Voucher Posting Voucher Enquiry Payroll

Payroll Month (MM/YYYY)

09/2002

Staff List




Payroll Items

Provident Fund

Reimbursement

Fund Scheme

Grant/Subsidized Schools PF Scheme

Staff Code ▲	Staff Name (Eng)	Staff Name (Chi)	Contribution Period (DD/MM/YYYY - DD/MM/YYYY)	Rate %	Original Amount \$	Revised Amount \$	Account Code
Clerical Staff							
RT01	FMP Test		01/09/2002 - 30/09/2002	Employee's Contribution			
				5.00	0.00	<input type="text" value="0.00"/>	 <input type="text" value="G1017001003"/> Teaching Staff P.F./MPF Contri. deducted at source
				Employer's Contribution			
				5.00	0.00	<input type="text" value="0.00"/>	
Clerical and Janitor Staff *							
R012	TYPE THREE	職員姓名	01/09/2002 - 30/09/2002	Employee's Contribution			
				5.00	1.60	<input type="text" value="0.00"/>	 <input type="text" value="G1017001003"/> Teaching Staff P.F./MPF Contri. deducted at source
				Employer's Contribution			
				5.00	1.60	<input type="text" value="0.00"/>	
Teaching Staff *							
TA60	STAFF asasas	淑英梁	01/09/2002 - 30/09/2002	Employee's Contribution			
				5.00	20.00	<input type="text" value="100.00"/>	 <input type="text" value="G1017001052"/> Teaching Staff PF (Expenditure)
				Employer's Contribution			
				5.00	20.00	<input type="text" value="100.00"/>	

Import Export Save

Export Provident Fund

Step 12. Save the file locally into the users' computer.

# Maintain Staff Payroll (Method 3)

[S-FSC14-13] FMP &gt; Staff Cost &gt; Payroll &gt; Prepare Payroll

Prepare Payroll Payroll Voucher P Fund Voucher Voucher Posting Voucher Enquiry Payroll Month

Payroll Month (MM/YYYY)

Staff List

Fund Scheme

Staff Code	Staff Name (Eng)	Staff Name (Chi)
▲		

Clerical Staff

RT01 FMP Test

Clerical and Janitor Staff \*

R012 TYPE THREE

職員姓名

01/09/2002 - 30/09/2002

Employee's Contribution

5.00

1.60

0.00

G1017001003

Teaching Staff P.F./MPF  
Contri. deducted at source

Employer's Contribution

5.00

1.60

0.00

Teaching Staff \*

TA60 STAFF asasas

謝英梁

01/09/2002 - 30/09/2002

Employee's Contribution

5.00

20.00

100.00

G1017001052

Teaching Staff PF  
(Expenditure)

Employer's Contribution

5.00

20.00

100.00

Import Export Save

# Maintain Staff Payroll (Method 3)

User: super1 Login Time: 05/12/2011 16:00 [Logout](#) | [Help](#)

Current School

Step 12. Save the file locally into the users' computer.

[S-FSC14-13] FMP > Staff Cost > Payroll > Prepare Payroll

**Prepare Payroll** Payroll

Payroll Month (MM/YYYY)

Staff List

Fund Scheme

Staff Code Staff Name (E

**Clerical Staff**

RT01 FMP Test

**Clerical and Janitor Staff**

RO12 TYPE THREE

**Teaching Staff \***

TAG0 STAFF asasas 淑英梁 01/09/2002 - 30/09/2002

**Employee's Contribution**

5.00 20.00 100.00

G1017001052  
Teaching Staff PF  
(Expenditure)

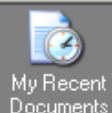
**Employer's Contribution**

5.00 20.00 100.00

Import Export Save

Save As

Save in: Desktop



File name: GSSP200209.xls

Save as type: Microsoft Excel Worksheet

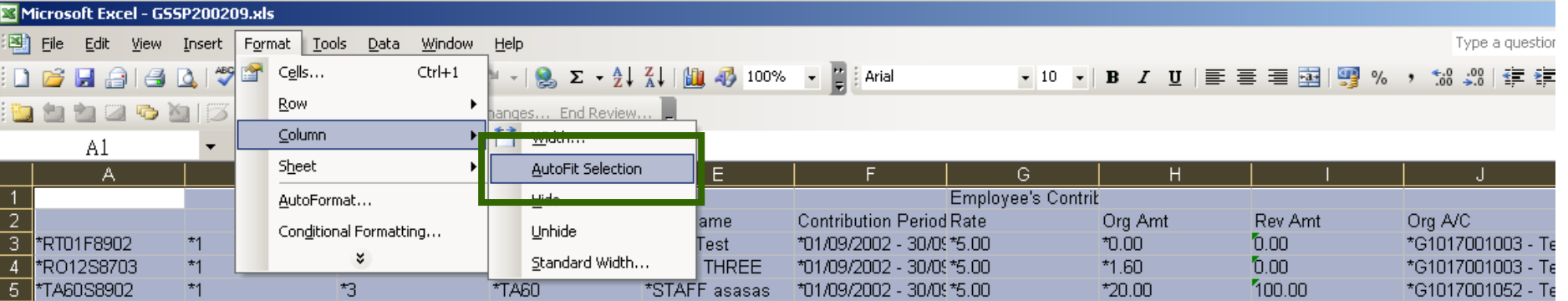
Save

Cancel

Microsoft Excel - G5SP200209.xls									
File Edit View Insert Format Tools Data Window Help									
Type a question									
<div> <div>A1</div> <div></div> </div>									
	A	B	C	D	E	F	G		
1							Employee's Contr		
2			S/No	Staff Code	Staff Name	Contribution Period	Rate		
3	*RT01F8902	*1	*1	*RT01	*FMP Test	*01/09/2002 - 30/09	*5.00		
4	*RO12S8703	*1	*2	*RO12	*TYPE THREE	*01/09/2002 - 30/09	*5.00		
5	*TA60S8902	*1	*3	*TA60	*STAFF asasas	*01/09/2002 - 30/09	*5.00		
6									*G1017001052 - Te
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Step 13. Open the exported file in Microsoft Excel or equivalent program.

Maintain Staff Payroll (Method 3)



Step 14. Highlight all cells and then select [Format] → [Column] → [AutoFit Selection] from the Toolbars.

**Maintain Staff Payroll (Method 3)**





	G	H	I	J	K	L	M	N
1	Employee's Contribution					Employer's Contribution		
2	Rate	Org Amt	Rev Amt	Org A/C	Rev A/C	Rate	Org Amt	Rev Amt
3	*5.00	*0.00	0.00	*G1017001003 - Teaching Staff P.F./MPF Contr. deducted at source	G1017001003	*5.00	*0.00	0.00
4	*5.00	*1.60	0.00	*G1017001003 - Teaching Staff P.F./MPF Contr. deducted at source	G1017001003	*5.00	*1.60	0.00
5	*5.00	*20.00	100.00	*G1017001052 - Teaching Staff PF (Expenditure)	G1017001052	*5.00	*20.00	100.00
6								
7								
8								
9								
10								
11								

Step 15. User can revise the XLS file.

Step 15a. For Grant / Subsidized Schools Provident Fund Scheme:  
only the "Rev. Amt." column for both employee's contribution and employer's contribution (i.e. the Revised Amount column on the screen) and "Rev. Acct. Code" column for employee's contribution (i.e. the Account Code column on the screen) can be edited.

**Maintain Staff Payroll (Method 3)**

Microsoft Excel - ORSO200209.xls

Type a question for help

File Edit View Insert Format Tools Data Window Help

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Reply with Changes... End Review...

	I	J	K	L	M	N	O	P
1				Employer's Contribution				
2	Rev Amt	Org A/C	Rev A/C	Rate	Org Amt	Rev Amt	Org A/C	Rev A/C
3	20.00	*G1017004051 - Clerical & Janitor Staff Salaries	G1017004051	*10.00	*40.00	40.00	*G1018001052 - PF Contr. Employer - CI & Janitor (10%)	G1018001052
4	500.00	*G1017003002 - Teaching Supporting Staff's Salaries	G1017003002	*10.00	*1,000.00	2,000.00	*G1018001003 - Non-Teaching PF Sche Employer's Contributions-10%	G1018001003
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Step 15b. For ORSO Scheme:  
only the "Rev. Amt." columns for both  
employee's contribution and employer's  
contribution (i.e. the Revised Amount  
column on the screen) and "Rev. Acct.  
Code" columns for both employee's  
contribution and employer's contribution  
(i.e. the Account Code column on the  
screen)can be edited.

Maintain Staff Payroll (Method 3)

Step 15b. For ORSO Scheme:  
only the "Rev. Amt." columns for both  
employee's contribution and employer's  
contribution (i.e. the Revised Amount  
column on the screen) and "Rev. Acct.  
Code" columns for both employee's  
contribution and employer's contribution  
(i.e. the Account Code column on the  
screen)can be edited.

Maintain Staff Payroll (Method 3)

Microsoft Excel - MPF200211.xls

Type a question for help

File Edit View Insert Format Tools Data Window Help

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Reply with Changes... End Review...

	I	J	K	L	M	N	O	P
1				Employee's Voluntary Contribution				
2	Rev Amt	Org A/C	Rev A/C	Rate	Org Amt	Rev Amt	Org A/C	Rev A/C
3	0.00	*G2005001001 - Grant Exp - Administration Grant (School Section)	G2005001001	*1.00% + 1,000.00	*1,000.32	1,000.32	*G2005001001 - Grant Exp - Administration Grant (School Section)	G2005001001
4	973.15	*G2005001001 - Grant Exp - Administration Grant (School Section)	G2005001001	*0.00% + 0.00	*0.00	0.00	*G2005001001 - Grant Exp - Administration Grant (School Section)	G2005001001
5	0.00	*G2005001001 - Grant Exp - Administration Grant (School Section)	G2005001001	*1.00% + 111.00	*111.00	111.00	*G2005001001 - Grant Exp - Administration Grant (School Section)	G2005001001
6	1,000.00	*G2005001001 - Grant Exp - Administration Grant (School Section)	G2005001001	*0.00% + 0.00	*0.00	0.00	*G2005001001 - Grant Exp - Administration Grant (School Section)	G2005001001
7	0.00	*G2005001001 - Grant Exp - Administration Grant (School Section)	G2005001001	*0.00% + 0.00	*0.00	0.00	*G2005001001 - Grant Exp - Administration Grant (School Section)	G2005001001
8	0.00	*G1017003002 - Teaching Supporting Staff's Salaries	G1017003002	*0.00% + 999.00	*999.00	999.00	*G1017003002 - Teaching Supporting Staff's Salaries	G1017003002
9	1,000.00	*G1056001002 - Staff Salaries (Boarding)	G1056001002	*0.00% + 0.00	*0.00	0.00	*G1056001002 - Staff Salaries (Boarding)	G1056001002
10	1,000.00	*G1056001002 - Staff Salaries (Boarding)	G1056001002	*0.00% + 0.00	*0.00	0.00	*G1056001002 - Staff Salaries (Boarding)	G1056001002
11	1,000.00	*G1056001002 - Staff Salaries (Boarding)	G1056001002	*0.00% + 0.00	*0.00	0.00	*G1056001002 - Staff Salaries (Boarding)	G1056001002
12	1,000.00	*G1056001002 - Staff Salaries (Boarding)	G1056001002	*0.00% + 0.00	*0.00	0.00	*G1056001002 - Staff Salaries (Boarding)	G1056001002
13	0.00	*G1056001002 - Staff Salaries (Boarding)	G1056001002	*0.00% + 0.00	*0.00	0.00	*G1056001002 - Staff Salaries (Boarding)	G1056001002
14	0.00	*G2005001001 - Grant Exp - Administration Grant (School Section)	G2005001001	*0.00% + 0.00	*0.00	0.00	*G2005001001 - Grant Exp - Administration Grant (School Section)	G2005001001
15	900.00	*G2005001001 - Grant Exp - Administration Grant (School Section)	G2005001001	*0.00% + 0.00	*0.00	0.00	*G2005001001 - Grant Exp - Administration Grant (School Section)	G2005001001
16	1,000.00	*G2005001001 - Grant Exp - Administration Grant (School Section)	G2005001001	*0.00% + 0.00	*0.00	0.00	*G2005001001 - Grant Exp - Administration Grant (School Section)	G2005001001
17	475.00	*G2005001001 - Grant Exp - Administration Grant (School Section)	G2005001001	*0.00% + 0.00	*0.00	0.00	*G2005001001 - Grant Exp - Administration Grant (School Section)	G2005001001
18	0.00	*G2005001001 - Grant Exp - Administration Grant (School Section)	G2005001001	*4.00% + 100.00	*203.70	203.70	*G2005001001 - Grant Exp - Administration Grant (School Section)	G2005001001
19	0.00	*G1017001002 - Teaching Staff Salaries excl P.F. Contributions	G1017001002	*0.00% + 0.00	*0.00	0.00	*G1017001002 - Teaching Staff Salaries excl P.F. Contributions	G1017001002
20								
21								

Step 15c. For Mandatory Provident Fund Scheme: only the "Rev. Amt." columns for both employee's mandatory and voluntary contribution and employer's mandatory and voluntary contribution (i.e. the Revised Amount column on the screen) and "Rev. Acct. Code" columns for both employee's mandatory and voluntary contribution and employer's mandatory and voluntary contribution (i.e. the Account Code column on the screen) can be edited.

**Maintain Staff Payroll (Method 3)**

# Maintain Staff Payroll (Method 3)

Microsoft Excel - G5SP200209.xls

File Edit View Insert Format Tools Data Window Help

100% Arial 10

Save

Reply with Changes... End Review...

A1	A	B	C	D	E	F	G	H	I	
1							Employee's Contribution			
2			S/No	Staff Code	Staff Name	Contribution Period	Rate	Org Amt	Rev Amt	Org A/C
3	*RT01F8902	*1	*1	*RT01	*FMP Test	*01/09/2002 - 30/09/2002	*5.00	*0.00	0.00	*G1017001003 - Teaching Staff P.F./MPF Contr. deducted at source
4	*RO12S8703	*1	*2	*RO12	*TYPE THREE	*01/09/2002 - 30/09/2002	*5.00	*1.60	0.00	*G1017001003 - Teaching Staff P.F./MPF Contr. deducted at source
5	*TA60S8902	*1	*3	*TA60	*STAFF asasas	*01/09/2002 - 30/09/2002	*5.00	*20.00	100.00	*G1017001052 - Teaching Staff PF (Expenditure)
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Step 16. Save the file.

It is then ready for importing back to system.



# Maintain Staff Payroll (Method 3)

[S-FSC14-13] [FMP](#) > [Staff Cost](#) > [Payroll](#) > [Prepare Payroll](#)
[Prepare Payroll](#) [Payroll Voucher](#) [P Fund Voucher](#) [Voucher Posting](#) [Voucher Enquiry](#) [Payroll Month](#)

Payroll Month (MM/YYYY) 09/2002

[Staff List](#) [Payroll Items](#) [Provident Fund](#) [Reimbursement](#)

Fund Scheme Grant/Subsidized Schools PF Scheme

Staff Code	Staff Name (Eng)	Staff Name (Chi)	Contribution Period (DD/MM/YYYY - DD/MM/YYYY)	Rate %	Original Amount \$	Revised Amount \$	Account Code
<b>Clerical Staff</b>							
<a href="#">RT01</a>	FMP Test		01/09/2002 - 30/09/2002	<b>Employee's Contribution</b>			
				5.00	0.00	0.00	 61017001003 Teaching Staff P.F./MPF Contri. deducted at source
				<b>Employer's Contribution</b>			
				5.00	0.00	0.00	
<b>Clerical and Janitor Staff *</b>							
<a href="#">R012</a>	TYPE THREE	職員姓名	01/09/2002 - 30/09/2002	<b>Employee's Contribution</b>			
				5.00	1.60	0.00	 61017001003 Teaching Staff P.F./MPF Contri. deducted at source
				<b>Employer's Contribution</b>			
				5.00	1.60	0.00	
<b>Teaching Staff *</b>							
<a href="#">TA60</a>	STAFF asasas	淑英梁	01/09/2002 - 30/09/2002	<b>Employee's Contribution</b>			
				5.00	20.00	100.00	 61017001003 Teaching Staff P.F./MPF Contri. deducted at source
				<b>Employer's Contribution</b>			
				5.00	20.00	100.00	

 **Import**  **Export**  **Save**

Step 17. Click the [Import] Button.

# Maintain Staff Payroll (Method 3)

User: super1 Login Time: 06/12/2011 09:22 [Logout](#) | [Help](#)

Current School Year: 2044 6 December 2011 9:31

[S-FSC15-03] [FMP](#) > [Staff Cost](#) > [Payroll](#) > [Prepare Payroll](#)

## Import Provident Fund

Payroll Month (MM/YYYY)

09/2002

Fund Scheme

Grant/Subsidized Schools PF Scheme

Filename and Path

C:\Documents and Sett

[Browse...](#)

[Confirm](#)

[Back](#)

Step 18. Select the fund Scheme.

Step 19. Type the file path or click the **[Browse]** button to import the revised XLS file to the system.

Step 20. Click **[Confirm]** button.

# Maintain Staff Payroll (Method 3)

[S-FSC15-04] [FMP](#) > [Staff Cost](#) > [Payroll](#) > [Prepare Payroll](#)

File has been imported. Results are as follows:

## Provident Fund Imported

Fund Scheme Grant/Subsidized Schools PF Scheme

S/No	Staff Code	Staff Name (Eng)	Staff Name (Chi)	Contribution Period (DD/MM/YYYY - DD/MM/YYYY)	Import Result
Failed Update Records					
No record.					
Successfully Update Records					
1	RT01	FMP Test		01/09/2002 - 30/09/2002	<a href="#">Record(s) saved successfully.</a>
2	R012	TYPE THREE	職員姓名	01/09/2002 - 30/09/2002	<a href="#">Record(s) saved successfully.</a>
3	TA60	STAFF asasas	梁英梁	01/09/2002 - 30/09/2002	<a href="#">Record(s) saved successfully.</a>

[Back](#)

- Student Info Enquiry
- School Management
- Student
- Attendance
- Student Activities
- Award & Punishment
- Assessment
- Staff Deployment
- Staff
- CDS
- HKAT
- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Register
    - Tax Return
    - Enquiry
    - Report
  - CAR
  - Sales & Stock
  - Daily Coll. Summary
  - Non-Recurrent Grant
  - Data Communication
- Report Management
- Timetabling
- Code Management
- Security
- Customization

# Maintain Staff Payroll (Method 3)

User: super1 Login Time: 06/12/2011 09:22 [Logout](#) | [Help](#)

Current School Year: 2044 6 December 2011 9:53

- Student Info Enquiry
- School Management
- Student
- Attendance
- Student Activities
- Award & Punishment
- Assessment
- Staff Deployment
- Staff
- CDS
- HKAT
- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - Staff Cost
    - Setup
    - Staff Master
    - Payroll
  - P Fund Register
  - Tax Return
  - Enquiry
  - Report
- CAR
- Sales & Stock
- Daily Coll. Summary
- Non-Recurrent Grant
- Data Communication
- Report Management
- Timetabling
- Code Management
- Security
- Customization

[S-FSC15-04] [FMP](#) > [Staff Cost](#) > [Payroll](#) > [Prepare Payroll](#)

File has been imported. Results are as follows:

## Provident Fund Imported

Fund Scheme Grant/Subsidized Schools PF Scheme

S/No	Staff Code	Staff Name (Eng)	Staff Name (Chi)	Contribution Period (DD/MM/YYYY - DD/MM/YYYY)	Import Result
Failed Update Records					
1	RT01	FMP Test		01/09/2002 - 30/09/2002	• Employee's Contribution E-65248 : Account Code is not Expenditure account.
Successfully Update Records					
2	R012	TYPE THREE	職員姓名	01/09/2002 - 30/09/2002	Record(s) saved successfully.
3	TA60	STAFF asasas	淑英梁	01/09/2002 - 30/09/2002	Record(s) saved successfully.

[Back](#)

In case of any invalid data input into the exported file, the system will detect the error and abort the update action for that staff. The system will then proceed with updating for other staff.



# Maintain Staff Payroll

- Method 1: Individual Staff Basis
  - Maintain payment and provident fund contribution for individual staff
  - Maintain payroll items for individual staff
  - Maintain reimbursement item for individual staff
  - Maintain cost allocation for individual staff
- Method 2: By Batch
  - Maintain payroll item in batch
  - Maintain provident fund contribution in batch
  - Maintain reimbursement item in batch
- Method 3: Export / Import
  - Export all payroll items and import all payroll items
  - Export provident fund contribution and import provident fund contribution on provident fund scheme basis
- Remove staff payroll entries from the system.

# Maintain Staff Payroll

User: fmpadmin Login Time: 10/09/2003 19:05 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

Step 1. Click [Staff List] hyperlink.

[S-FSC14-04] [FMP](#) > [Staff Cost](#) > [Payroll](#) > [Prepare Payroll](#)

[Prepare Payroll](#) [Payroll Voucher](#) [P Fund Voucher](#) [Voucher Posting](#) [Voucher Enquiry](#) [Payroll Month](#)

Payroll Month (MM/YYYY) 09/2004

[Staff List](#) [Payroll Items](#) [Provident Fund](#) [Reimbursement](#)

Reimbursement R1001 Travel Expenses

<a href="#">Staff Code</a> ▲	<a href="#">Staff Name (Eng)</a>	<a href="#">Staff Name (Chi)</a>	<a href="#">Amount</a> \$	<a href="#">Remarks</a>
<b>Teaching Staff *</b>				
<a href="#">NCS1</a>	Woo Siu Ming	胡小明	100.00	Taxi Fare
<a href="#">NCS3</a>	Lee Siu Ming	李小明	12.80	Bus fare

 Save

Save Record(s)

# Maintain Staff Payroll

User: fr

- Home
- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Register
    - Tax Return
    - Enquiry
    - Report
  - CAR
  - Sales & Stock
  - Daily Coll. Summar
  - Non-Recurent Gra
  - Report Management
  - Customization

[S-FSC14-01] FMP > Staff Cost > Payroll > Prepare

Prepare Payroll Payroll Voucher P Fund Voucher

Payroll Month (MM/YYYY) 09/2004

Staff List Payroll Items

<input checked="" type="checkbox"/>	Staff Code <small>▲</small>	Staff Name (Eng)	Staff Name (Chi)			Method
<input checked="" type="checkbox"/>	Teaching Staff *					
<input checked="" type="checkbox"/>	<a href="#">NCS1</a>	Woo Siu Ming	胡小明	17,575.00	01/09/2004 - 30/09/2004	Cheque - With Printing
<input checked="" type="checkbox"/>	<a href="#">NCS3</a>	Lee Siu Ming	李小明	17,575.00	01/09/2004 - 30/09/2004	Cheque - With Printing

Add Staff

Delete Staff

Delete Staff from Payroll

Step 2. Select the staff payroll record to be removed from the system (one or more payroll records can be selected at the same time).

Step 3. Click the [Delete Staff] button to remove the staff payroll records from the system.

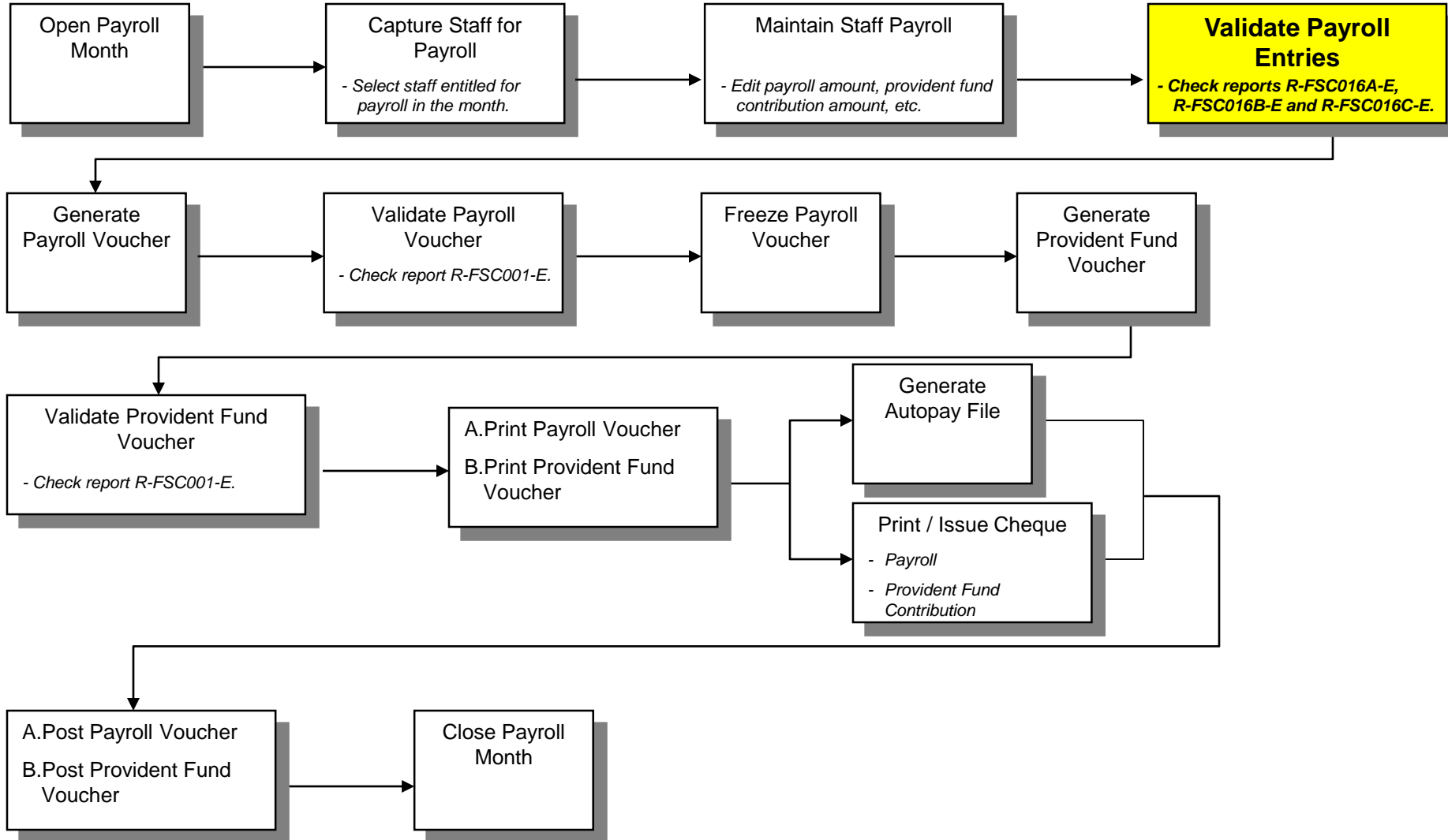
- Home
- ▼ FMP
  - ▶ Common Setup
  - ▶ Budgeting
  - ▶ Bookkeeping
  - ▼ Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Register
    - Tax Return
    - Enquiry
    - Report
  - ▶ CAR
  - ▶ Sales & Stock
  - ▶ Daily Coll. Summar
  - ▶ Non-Recurrent Gra
- ▶ Report Management
- ▶ Customization

[S-FSC14-01] **FMP** > Staff Cost > Payroll > **Prepare Payroll**

Record(s) deleted successfully.

<b>Prepare Payroll</b>	<b>Payroll Voucher</b>	<b>P Fund Voucher</b>	<b>Voucher Posting</b>	<b>Voucher Enquiry</b>	<b>Payroll Month</b>
Payroll Month (MM/YYYY) <span style="border: 1px solid black; padding: 2px;">09/2004</span>					
<u>Staff List</u>		<u>Payroll Items</u>		<u>Provident Fund</u>	<u>Reimbursement</u>
	Staff Code	Staff Name (Eng)	Staff Name (Chi)	Net Payment \$	Payroll Period (DD/MM/YYYY - DD/MM/YYYY)
No record.					
<input type="button" value="Add Staff"/>		<input type="button" value="Delete Staff"/>			

# Validate Payroll Entries



# Validate Payroll Entries

- Generate reports for checking to ensure all payroll entries are correct before generating the vouchers.
- Generate three reports for payroll validation:
  - Payroll Item Details - Payment and Cost Allocation (R-FSC016A-E)
    - Summary of payroll and provident fund contributions prepared
  - Payroll Item Details - Working on Payroll Net Payment (R-FSC016B-E)
    - Calculation breakdown of the net payment for the staff
  - Payroll Item Details - Working on Provident Fund Contribution (R-FSC016C-E)
    - Calculation breakdown of provident fund contributions

# Validate Payroll Entries

User: jennifer Login Time: 10/09/2003 19:38 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

Step 1. Click [Payroll Voucher] tab.

- CDS
- HKAT
- HKEAA
- ▼ FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - ▼ Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Regist
    - Tax Return
    - Enquiry
    - Report
  - CAR
  - Sales & Stock
  - Daily Coll. Summ
  - Non-Recurrent C
- SPA
- Report Management
- Data Management
- Timetabling
- Code Management

[S-FSC14-01] FMP > Staff Cost > Payroll > Prepare Payroll

[Prepare Payroll](#)
[Payroll Voucher](#)
[P Fund Voucher](#)
[Voucher Posting](#)
[Voucher Enquiry](#)
[Payroll Month](#)

Payroll Month (MM/YY) 09/2004 ▼

Staff List	Payroll Items	Provident Fund	Reimbursement			
<input type="checkbox"/>	Staff Code ▲	Staff Name (Eng)	Staff Name (Chi)	Net Payment \$	Payroll Period (DD/MM/YYYY - DD/MM/YYYY)	Payment Method
<input type="checkbox"/>	<b>Teaching Staff *</b>					
<input type="checkbox"/>	NCS1	Woo Siu Ming	胡小明	17,675.00	01/09/2004 - 30/09/2004	Cheque - Without Printing
<input type="checkbox"/>	NCS3	Lee Siu Ming	李小明	17,587.80	01/09/2004 - 30/09/2004	Cheque - Without Printing

Add Staff

Delete Staff

# Validate Payroll Entries

User: fmpadmin Login Time: 11/09/2003 10:14 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

11 September 2003 12:39

- Home
- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Register
    - Tax Return
    - Enquiry
    - Report
  - CAR
  - Sales & Stock
  - Daily Coll. Summary
  - Non-Recurrent Grant
  - Report Management
  - Customization

[S-FSC16-01] FMP > Staff Cost > Payroll > Payroll Voucher

Prepare Payroll	Payroll Voucher	P Fund Voucher	Voucher Posting	Voucher Enquiry	Payroll Month
Payroll Month (MM/YYYY)		09/2004			
Payment Method		Auto Pay			
Payroll Voucher Not Generated			Payroll Voucher Generated		
<input type="checkbox"/>	Staff Code ▲	Staff Name (Eng)	Staff Name (Chi)	Net Payment \$	
<input checked="" type="checkbox"/>	Teaching Staff *				
<input checked="" type="checkbox"/>	NCS1	Woo Siu Ming	胡小明	17,575.00	
<input checked="" type="checkbox"/>	NCS3	Lee Siu Ming	李小明	17,575.00	

Note: Select one or more staff and then press "Print" button to print report "Payroll Item Detail (R-FSC016-E)".

Print

Generate Payroll Voucher

Print Report: "Payroll Item Detail (R-FSC016-E)"

Step 2. Select an appropriate **Payment Method**.

Step 3. Select checkbox next to the **Staff Code** (one or more staff payroll records can be selected at the same time).



# Validate Payroll Entries

User: fmpadmin Login Time: 11/09/2003 10:14 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

11 September 2003 12:39

Home

FMP

Common Setup

Budgeting

Bookkeeping

Staff Cost

Setup

Staff Master

Payroll

P Fund Register

Tax Return

Enquiry

Report

CAR

Sales & Stock

Daily Coll. Summary

Non-Recurent Grant

Report Management

Customization

[S-FSC16-01] FMP > Staff Cost > Payroll > Payroll Voucher

Prepare Payroll

Payroll Voucher

P Fund Voucher

Voucher Posting

Voucher Enquiry

Payroll Month

Payroll Month (MM/YYYY)

09/2004

Payment Method

Auto Pay

Payroll Voucher Not Generated

Payroll Voucher Generated

<input type="checkbox"/>	Staff Code ▲	Staff Name (Eng)	Staff Name (Chi)	Net Payment \$
<input checked="" type="checkbox"/>	Teaching Staff *			
<input checked="" type="checkbox"/>	NCS1	Woo Siu Ming	胡小明	17,575.00
<input checked="" type="checkbox"/>	NCS3	Lee Siu Ming	李小明	17,575.00

Note: Select one or more staff and then press "Print" button to print report "Payroll Item Detail (R-FSC016-E)".

Print

Generate Payroll Voucher

Print Report: "Payroll Item Detail (R-FSC016-E)"

Step 4. Click  
[Print]  
button.

# Validate Payroll Entries

User: fmpadmin Login Time: 11/09/2003 10:14 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

11 September 2003 12:45

- Home
- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Register
    - Tax Return
    - Enquiry
    - Report
  - CAR
  - Sales & Stock
  - Daily Coll. Summar
  - Non-Recurrent Gra
- Report Management
- Customization

[S-FSC16-01] FMP > Staff Cost > Payroll > Payroll Voucher

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

<b>Prepare Payroll</b>	<b>Payroll Voucher</b>	<b>P Fund Voucher</b>	<b>Voucher Posting</b>	<b>Voucher Enquiry</b>	<b>Payroll Month</b>
Payroll Month (MM/YYYY)		09/2004			
Payment Method		Auto Pay			
Payroll Voucher Not Generated			Payroll Voucher Generated		
<input type="checkbox"/>	<u>Staff Code</u> ▲	<u>Staff Name (Eng)</u>	<u>Staff Name (Chi)</u>	<u>Net Payment</u> \$	
<input type="checkbox"/>	<b>Teaching Staff *</b>				
<input type="checkbox"/>	<a href="#">NCS1</a>	Woo Siu Ming	胡小明	17,575.00	
<input type="checkbox"/>	<a href="#">NCS3</a>	Lee Siu Ming	李小明	17,575.00	

Note: Select one or more staff and then press "Print" button to print report "Payroll Item Detail (R-FSC016-E)".

**Print**

**Generate Payroll Voucher**

Reports are generated and saved in Report Management - Repository.

Step 5. Click the link of **"Repository function of Report Management Module"** to download reports.

# Validate Payroll Entries

User: jennifer Login Time: 14/08/2003 10:52 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

Step 6. Click  
[Report Name (ID)]  
hyperlinks to  
download reports.

- Home
- Staff Deployment
- Staff
- ▼ FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - ▼ Staff Cost
    - Setup
    - Staff Master
    - Payroll
  - P Fund Register
  - Tax Return
  - Enquiry
  - Report
  - CAR
  - Sales & Stock
  - Daily Coll. Summary
  - Non-Recurent Grant
- Report Management
- Data Management
- Customization



Category: All Categories

Report Name (ID): All Report(s)



Report Description: 08/2003-1060835401890

Language: ☒ All ☐ English ☐ Chinese

Creator:

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

Status: All

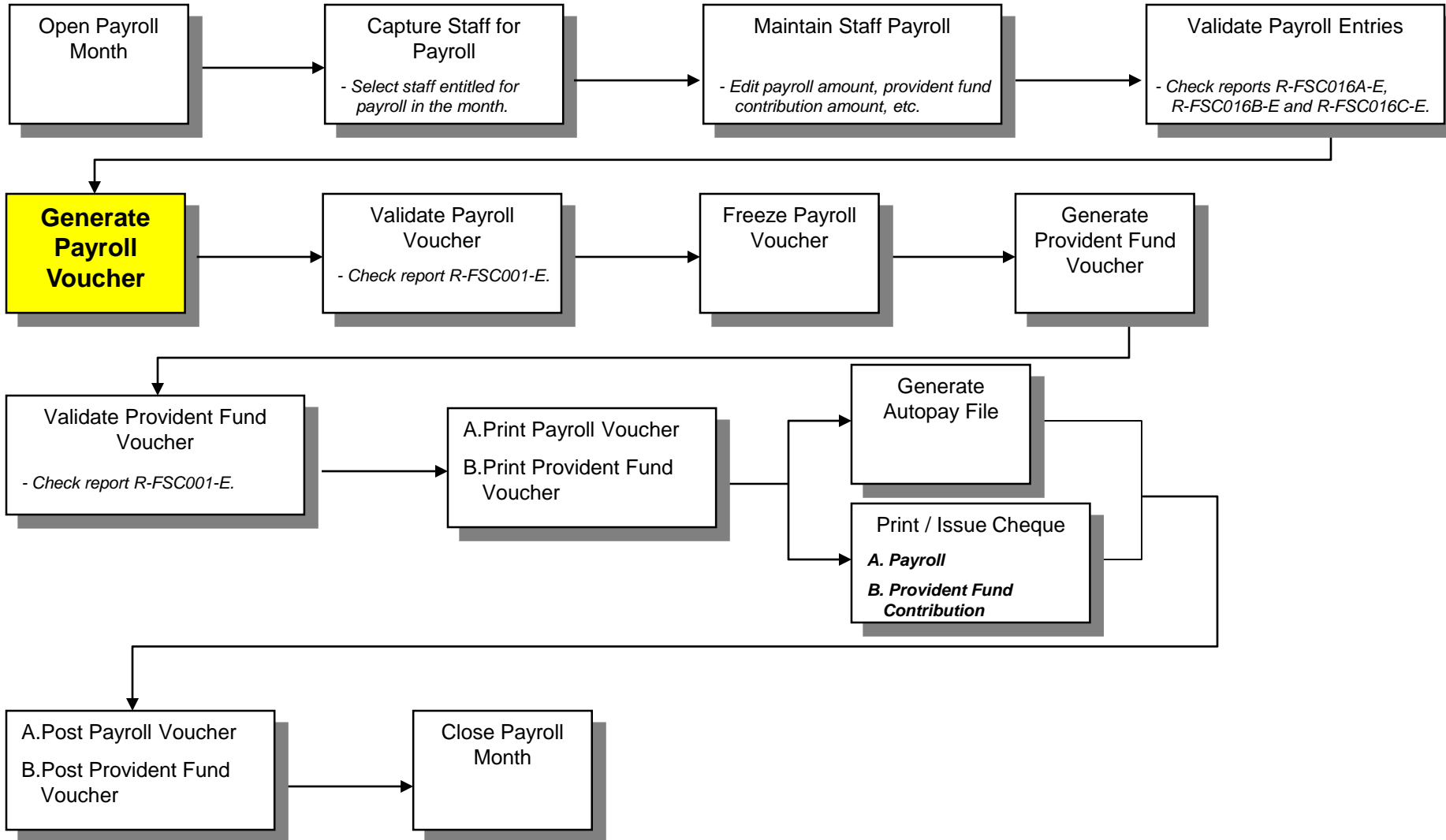
 Search  Reset

	<u>Report Name (ID)</u> ▲	<u>Report Description</u>	<u>Module</u>	<u>Category</u>	<u>Creator</u>	<u>File</u>	<u>Creation Date</u>	<u>Status</u>
<input type="checkbox"/>	<a href="#">Payroll Item Detail - Payment and Cost Allocation (R-FSC016A-E)</a>	08/2003-1060835401890	FMP	FSC 2 - Payroll	jennifer	PDF 76.0 KB	14/08/2003 12:30:01	Done
<input type="checkbox"/>	<a href="#">Payroll Item Detail - Working on P. Fund Contribution (R-FSC016C-E)</a>	08/2003-1060835401890	FMP	FSC 2 - Payroll	jennifer	PDF 55.0 KB	14/08/2003 12:30:02	Done
<input type="checkbox"/>	<a href="#">Payroll Item Detail - Working on Payroll Net Payment (R-FSC016B-E)</a>	08/2003-1060835401890	FMP	FSC 2 - Payroll	jennifer	PDF 76.0 KB	14/08/2003 12:30:02	Done

 Delete

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

# Generate Payroll Voucher



# Generate Payroll Voucher

- Generate vouchers for three different payment methods:
  - “Autopay”
  - “Cheque - With Printing”
  - “Cheque - Without Printing”
- Issue one voucher for each of the individual staff payroll with “Cheque - With Printing” or “Cheque - Without Printing” payment method.
- A batch of staff payrolls can be grouped under one payroll voucher with “Autopay” payment method where all these payrolls are to be included in the same autopay file.

# Generate Payroll Voucher

- **Pre-requisites**

- Payroll entries must have been captured in “Capture Staff for Payroll” function and the corresponding payroll vouchers have not yet been generated.
- Payroll entries must have been properly prepared.
- All payroll entries must have been validated.
- For “Cheque - With Printing” payment method, bank ledger must be tied to an appropriate bank cheque format and set to use “Cheque Printing” (refer to Common Setup - COA Maintenance - Bank Information).
- For “Autopay” payment method, bank ledger must be tied to an appropriate bank autopay format (refer to Common Setup - COA Maintenance - Bank Information).

# Generate Payroll Voucher

User: jennifer Login Time: 10/09/2003 19:38 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

Step 1. Click [Payroll Voucher] tab.

[S-FSC14-01] FMP > Staff Cost > Payroll > Prepare Payroll

Prepare Payroll Payroll Voucher P Fund Voucher Voucher Posting Voucher Enquiry Payroll Month

Payroll Month (MM/YYYY) 09/2004

Staff List	Payroll Items	Provident Fund	Reimbursement			
<input type="checkbox"/>	Staff Code	Staff Name (Eng)	Staff Name (Chi)	Net Payment \$	Payroll Period (DD/MM/YYYY - DD/MM/YYYY)	Payment Method
<input type="checkbox"/>	Teaching Staff *					
<input type="checkbox"/>	NCS1	Woo Siu Ming	胡小明	17,675.00	01/09/2004 - 30/09/2004	Cheque - Without Printing
<input type="checkbox"/>	NCS3	Lee Siu Ming	李小明	17,587.80	01/09/2004 - 30/09/2004	Cheque - Without Printing

Add Staff

Delete Staff

# Generate Payroll Voucher

- Home
- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Register
    - Tax Return
    - Enquiry
    - Report
  - CAR
  - Sales & Stock
  - Daily Coll. Summar
  - Non-Recurent Gra
- Report Management
- Customization

[S-FSC16-01] FMP > Staff Cost > Payroll > Payroll Voucher

Prepare Payroll Payroll Voucher P Fund Voucher

Payroll Month (MM/YYYY) 09/2004

Payment Method Auto Pay

Payroll Voucher Not Generated

<input type="checkbox"/>	Staff Code ▲	Staff Name (Eng)		Net Payment \$
<input type="checkbox"/>	Clerical and Janitor Staff *			
<input type="checkbox"/>	NCS4	Lam Siu Ming	林小明	19,000.00
<input type="checkbox"/>	NCS5	Au Siu Ming	區小明	19,000.00
<input type="checkbox"/>	NCS6	Chow Siu Ming	周小明	19,000.00
<input type="checkbox"/>	NCS7	Ho Siu Ming	何小明	20,000.00
<input checked="" type="checkbox"/>	Teaching Staff *			
<input checked="" type="checkbox"/>	NCS1	Woo Siu Ming	胡小明	17,575.00
<input checked="" type="checkbox"/>	NCS3	Lee Siu Ming	李小明	17,575.00

Top

Note: Select one or more staff and then press "Print" button to print report "Payroll Item Detail (R-FSC016-E)".

Print

Generate Payroll Voucher

Generate Payroll Voucher for the Staff Selected

Step 2. Select Payroll Month and Payment Method.

Step 3. Select the checkbox next to the staff (one or more staff can be selected at the same time).

Step 4. Click the [Generate Payroll Voucher] button.



# Generate Payroll Voucher

User: jennifer Login Time: 16/09/2003 14:50 [Logout](#) | [Help](#)

Current School Year: 2001

16 September 2003 14:47

- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Register
    - Tax Return
    - Enquiry
    - Report
  - CAR
  - Sales & Stock
  - Daily Coll. Summary
  - Non-Recurrent Cost
- SPA
- Report Management
- D
- T
- C
- S
- E-Mail
- Customization

[S-FSC16-05] FMP > Staff Cost > Payroll > Payroll Voucher

## Voucher Details

Accounting Month (MM/YY)

09/2004

Voucher Type

Payroll voucher (PR)

Voucher No.

NC03200409A

Voucher Date (DD/MM/YYYY)

30/09/2004

Voucher date is by default set as the payment date for autopay.

Voucher Particulars

Payroll 09/2004

Gross Credit Amount

\$ 35,150.00

Voucher Status

Draft

## Bank Ledger Information (Credit)

Bank Ledger Code

G5001 - Bank - Government Fund

Payment Method

Autopay

Bank Particulars (Default same as Voucher Particulars)

## Accounting Line Information (Debit)

Line No.	Sch Level/Session	Programme	Account Code	Amount \$	Particulars (Default same as Bank Particulars)	Budget Check
		WFMP - Admin Programme	G1017001002 - Teaching Staff Salaries excl P.F. Contributions	35,150.00		

Insufficient fund; I - Insufficient fund; N/A - Not applicable

Note 1: Format of auto generated voucher number: <Voucher Type Prefix>YY/MM -<system sequence no.>

Note 2: 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.

Step 5. Select an appropriate Voucher Type.

# Generate Payroll Voucher

User: jennifer Login Time: 16/09/2003 14:50 [Logout](#) | [Help](#)

Current School Year: 2001

16 September 2003 14:47

- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Register
    - Tax Return
    - Enquiry
    - Report
  - CAR
  - Sales & Stock
  - Daily Coll. Summary
  - Non-Recurrent Cost
- SPA
- Report Management
- Data Management
- T
- C
- S
- E-Mail
- Customization

[S-FSC16-05] FMP > Staff Cost > Payroll > Payroll Voucher

## Voucher Details

Accounting Month (MM/YYYY)

09/2004

Voucher Type

Payroll voucher (PR)

Voucher No.

NCS200409A

Voucher Date (DD/MM/YYYY)

30/09/2004

Voucher date is by default set as the payment date for autopay.

## Voucher Particulars

Gross Credit Amount

\$ 35,150.00

Voucher Status

Draft

## Bank Ledger Information (Credit)

Bank Ledger Code

G5001 - Bank - Government Fund

Payment Method

Autopay

Bank Particulars (Default same as Voucher Particulars)

## Accounting Line Information (Debit)

Line No.	Sch Level/Session	Programme	Account Code	Amount \$	Particulars (Default same as Bank Particulars)	Budget Check
1	Primary/AM	WFMP - Admin Programme	G1017001002 - Teaching Staff Salaries excl P.F. Contributions	35,150.00		

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

Note 1: Format of auto generated voucher number: <Voucher Type Prefix>YY/MM-<system sequence no.>

Note 2: 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.

Step 6. Enter the Voucher No.

# Generate Payroll Voucher

User: jennifer Login Time: 16/09/2003 14:50 [Logout](#) | [Help](#)

Current School Year: 2001

16 September 2003 14:47

- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Register
    - Tax Return
    - Enquiry
    - Report
  - CAR
  - Sales & Stock
  - Daily Coll. Summary
  - Non-Recurrent Cost
- SPA
- Report Management
- D
- T
- C
- S
- E
- Customization

[S-FSC16-05] FMP > Staff Cost > Payroll > Payroll Voucher

## Voucher Details

Accounting Month (MM/YYYY)

09/2004

Voucher Type

Payroll voucher (PR)

Voucher No.

NC03200409A

Voucher Date (DD/MM/YYYY)

30/09/2004

Voucher date is by default set as the payment date for autopay.

Voucher Particulars

Payroll 09/2004

Gross Credit Amount

\$ 35,150.00

Voucher Status

Draft

## Bank Ledger Information (Credit)

Bank Ledger Code

G5001 - Bank - Government Fund

Payment Method

Autopay

Bank Particulars (Default same as Voucher Particulars)

## Accounting Line Information (Debit)

Line No.	Sch Level/Session	Programme	Account Code	Amount \$	Particulars (Default same as Bank Particulars)	Budget Check
	Primary/AM	WFMP - Admin Programme	G1017001002 - Teaching Staff Salaries excl P.F. Contributions	35,150.00		

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

Note 1: Format of auto generated voucher number: <Voucher Type Prefix>YY/MM-<system sequence no.>

Note 2: 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.

Step 7. Fill in the Voucher Date and Voucher Particulars.

# Generate Payroll Voucher

User: jennifer Login Time: 16/09/2003 14:50 [Logout](#) | [Help](#)

Current School Year: 2001

16 September 2003 14:48

## FMP

- Common Setup
- Budgeting
- Bookkeeping
- Staff Cost
  - Setup
  - Staff Master
  - Payroll
  - P Fund Register
  - Tax Return
  - Enquiry
  - Report

### Voucher Details

Accounting Month (MM/YYYY)

09/2004

Voucher Type

Payroll voucher (PR)

Voucher No.

NCS200409A

Voucher Date (DD/MM/YYYY)

30/09/2004

Voucher date is by default set as the payment date for autopay.

Voucher Particulars

Payroll 09/2004

Gross Credit Amount

\$ 35,150.00

Voucher Status

Draft

### Bank Ledger Information (Credit)

Bank Ledger Code

G5001 - Bank - Government Fund

Payment Method

Autopay

Bank Particulars (Default same as Voucher Particulars)

Payroll 09/2004

By default, the system will select the default bank ledger code (refer to Voucher Type Maintenance in Common Setup Module) of the selected voucher type.

Step 8. Choose another Bank Ledger Code for the payroll voucher if necessary.

Account Code	Amount \$	Particulars (Default same as Bank Particulars)	Budget Check
7001002 - ing Staff es excl P.F. istributions	35,150.00	Payroll 09/2004	

fund; N/A - Not applicable

er: <Voucher Type Prefix>YY/MM -<system sequence no.>

out the system. If auto generated voucher number option has not been selected,  
er number will not be duplicated in future.

Posted

Back

# Generate Payroll Voucher

User: jennifer Login Time: 16/09/2003 14:50 [Logout](#) | [Help](#)

Current School Year: 2001

16 September 2003 14:48

## FMP

- ▶ Common Setup
- ▶ Budgeting
- ▶ Bookkeeping
- ▼ Staff Cost
  - Setup
  - Staff Master
  - Payroll
  - P Fund Regist
  - Tax Return
  - Enquiry
  - Report
- ▶ CAR
- ▶ Sales & Stock
- ▶ Daily Coll. Summ
- ▶ E-Mail
- ▶ Customization

### Voucher Details

Accounting Month (MM/YYYY)

09/2004

Voucher Type

Payroll voucher (PR)

Voucher No.

NCS200409A

Voucher Date (DD/MM/YYYY)

30/09/2004

Voucher date is by default set as the payment date for autopay.

Voucher Particulars

Payroll 09/2004

Gross Credit Amount

\$ 35,150.00

Voucher Status

Draft

### Bank Ledger Information (Credit)

Bank Ledger Code

G5001 - Bank - Government Fund

Payment Method

Autopay

Bank Particulars (Default same as Voucher Particulars)

Payroll 09/2004

### Accounting Line Information (Debit)

Line	Sch	Programme	Account Code	Amount \$	Particulars (Default same as Bank Particulars)	Budget Check
			G1017001002 - Teaching Staff Salaries excl P.F. Contributions	35,150.00	Payroll 09/2004	

Insufficient fund; N/A - Not applicable

Save As Unposted

Back

Step 9. Fill in the Bank Ledger Information (Credit).

Step 9a. For "Autopay" payment method:

Fill in Bank Particulars if necessary.

Voucher number: <Voucher Type Prefix>YY/MM -<system sequence no.>

Voucher number must be unique throughout the system. If auto generated voucher number option has not been selected,

ensure that the same voucher number will not be duplicated in future.

# Generate Payroll Voucher

User: jennifer Login Time: 16/09/2003 14:50 [Logout](#) | [Help](#)

Current School Year: 2001

16 September 2003 14:50

## FMP

- ▶ Common Setup
- ▶ Budgeting
- ▶ Bookkeeping
- ▼ Staff Cost
  - Setup
  - Staff Master
  - Payroll
  - P Fund Regist
  - Tax Return
  - Enquiry
  - Report
- ▶ CAR
- ▶ Sales & Stock
- ▶ Daily Coll. Summ

Voucher No.

AUTO

Voucher Date (DD/MM/YYYY)

30/09/2004

Voucher Particulars

Payroll 09/2004

Gross Credit Amount

\$ 17,575.00

Voucher Status

Draft

Bank Ledger Information (Credit)

Bank Ledger Code

G5001 - Bank - Government Fund

Payment Method

Cheque - With Printing

Payee's Name

Woo Siu Ming

Required for "Cheque - With

Printing"

Cheque No.

Leave Blank for "Cheque - With Printing"

Bank Particulars (Default same as Voucher Particulars)

Payroll 09/2004

Note 1: Payee's Name is required for "Cheque - With Printing". This is optional for "Cheque - Without Printing".

Note 2: Cheque No. should be left blank for "Cheque - With Printing". This is optional for "Cheque - Without Printing".

Accounting Line Information (Debit)

Line	Sch	Programme	Account Code	Amount \$	Particulars (Default same as Bank Particulars)	Budget Check
			017001002 - Teaching Staff Salaries excl P.F. Contributions	17,575.00	Payroll 09/2004	
ent fund; N/A - Not applicable						

Step 9b. For "Cheque - With Printing" payment method:  
Fill in Bank Particulars, if necessary.  
Fill in Payee name.  
Do NOT fill in Cheque Number.

Voucher number: <Voucher Type Prefix>YY/MM -<system sequence no.>

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 As Unposted

Next Payroll Voucher

Back

# Generate Payroll Voucher

User: jennifer Login Time: 16/09/2003 14:50 [Logout](#) | [Help](#)

Current School Year: 2001

16 September 2003 14:52

**Voucher No.**

AUTO

**Voucher Date** (DD/MM/YYYY)

30/09/2004

**Voucher Particulars**

Payroll 09/2004

**Gross Credit Amount**

\$ 17,575.00

**Voucher Status**

Draft

**Bank Ledger Information (Credit)**

**Bank Ledger Code**

G5001 - Bank - Government Fund

**Payment Method**

Cheque - Without Printing

**Payee's Name**

Woo Siu Ming

**Cheque No.**

1234567890

**Bank Particulars** (Default same as Voucher Particulars)

Payroll 09/2004

Note 1: Payee's Name is required for "Cheque - With Printing". This is optional for "Cheque - Without Printing".

Note 2: Cheque No. should be left blank for "Cheque - With Printing". This is optional for "Cheque - Without Printing".

**Accounting Line Information (Debit)**

Line No.	Sch	Programme	Account Code	Amount \$	Particulars (Default same as Bank Particulars)	Budget Check
		P -	G1017001002 - Teaching Staff Salaries excl P.F. Contributions	17,575.00	Payroll 09/2004	

and; I - Insufficient fund; N/A - Not applicable

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

2. 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.

Step 9c. For "Cheque - Without Printing" payment method: fill in Payee Name, Cheque No. and Bank Particulars, if necessary.



# Generate Payroll Voucher

User: jennifer Login Time: 16/09/2003 14:50 [Logout](#) | [Help](#)

Current School Year: 2001

16 September 2003 14:54

FMP

Common Setup

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Report

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Non-Recurent C

SPA

Report Management

Data Management

Timetabling

Code Management

Security

E-Mail

Customization

Voucher No.

AUTO

Voucher Date (DD/MM/YYYY)

30/09/2004

Voucher Particulars

Payroll 09/2004

Gross Credit Amount

\$ 17,575.00

Voucher Status

Draft

Step 10. Fill in Particulars of each of the accounting lines, if necessary.

Bank Ledger Information (Credit)

Bank Ledger Code

G5001 - Bank - Government Fund

Payment Method

Cheque - Without Printing

Payee's Name

Woo Siu Ming

Cheque No.

1234567890

Bank Particulars (Default same as Voucher Particulars)

Payroll 09/2004

Note 1: Payee's Name is required for "Cheque - With Printing". This is optional for "Cheque - Without Printing".

Note 2: Cheque No. should be left blank for "Cheque - With Printing". This is optional for "Cheque - Without Printing".

Accounting Line Information (Debit)

Line No.	Sch Level/Session	Programme	Account Code	Amount \$	Particulars (Default same as Bank Particulars)	Budget Check
1	Primary/AM	WFMP - Admin Programme	G1017001002 - Teaching Staff Salaries excl P.F. Contributions	17,575.00	Payroll 09/2004	

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

Note 1: Format of auto generated voucher number: <Voucher Type Prefix>YY/MM -<system sequence no.>

Note 2: 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 As Unposted

Next Payroll Voucher

Back



# Generate Payroll Voucher

User: jennife

Current School Y

Step 11. Click the [Save As Unposted] button to save the voucher.

Budget check will be performed if the budget has been approved.

Voucher No.

AUTO

Voucher Date (DD/MM/YYYY)

30/09/2004

Voucher Particulars

Payroll 09/2004

Gross Credit Amount

\$17,575.00

Voucher Status

Draft

Bank Ledger Information (Credit)

Bank Ledger Code

G5001 - Bank - G

Payment Method

Cheque - Without Printing

Payee's Name

Woo Siu Ming

Cheque No.

1234567890

Bank Particulars (Default same as Voucher Particulars)

Payroll 09/2004

Note 1: Payee's Name is required for "Cheque - With Printing". This is optional for "Cheque - Without Printing".

Note 2: Cheque No. should be left blank for "Cheque - With Printing". This is optional for "Cheque - Without Printing".

Accounting Line Information (Debit)

Line No.	Sch Level/Session	Programme	Account Code	Amount \$	Particulars (Default same as Bank Particulars)	Budget Check
1	Primary/AM	WFMP - Admin Programme	G1017001002 - Teaching Staff Salaries excl P.F. Contributions	17,575.00	Payroll 09/2004	

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

Note 1: Format of auto generated voucher number: <Voucher Type Prefix>YY/MM -<system sequence no.>

Note 2: 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 As Unposted

Next Payroll Voucher

Back

# Generate Payroll Voucher

02) - Microsoft Internet Explorer

Back Forward Stop Home Search Favorites Media Print View Source Links Customize Links

Address <http://localhost:8080/jsp/index.jsp> Go

User: jennifer Last Login: 07/07/2003 15:05 [Logout](#) | [Help](#)

Current School Year: 2001 7 July 2003 20:37

English Name

- Approve/rev
- Revise Budget
- Enquiry
- Report
- Bookkeeping
- Staff Cost

IS-ESC16-061 FMP > Staff Cost > Payroll > Payroll Voucher

PRNCS200308B Record updated successfully.

- E-63027 : Line 1 : Insufficient fund at sub-ledger G1017001
- E-63028 : Line 1 : Insufficient fund at ledger G1017



Voucher Details












Payroll Local intranet

If the budget check option is set to “warning”, a warning message will be displayed and the saving action will carry on if any of the accounting line amounts exceeds the budget amount.

# Generate Payroll Voucher

03a) - Microsoft Internet Explorer

Address  http://192.168.6.151/jsp/index.jsp 

     Search  Favorites  Media    

**Primary AM (School Type 2)** User: jennifer Login Time: 08/09/2003 14:12 [Logout](#) | [Help](#)

Current School Year: 2002      8 September 2003 14:09

- Home
- Staff Deployment
- Staff
- FMP
  - Common Setup
    - Sch Accounti
    - A/C Year Main
    - COA Maintenz


[S-FSC16-05] **FMP** > **Staff Cost** > **Payroll** > **Payroll Voucher**

- E-63026 : Line 1 : Insufficient fund at programme WFMP
- E-63027 : Line 1 : Insufficient fund at sub-ledger G1016002
- E-63028 : Line 1 : Insufficient fund at ledger G1016

**Voucher Details**

Accounting Month (MM/YYYY) 09/2001

Voucher Type Payroll Voucher (PR)

Payroll  Internet

If budget check option is set to “Error”, an error message will be displayed and the saving action will be aborted, if any of the accounting line amounts exceeds the budget amount.

# Generate Payroll Voucher

02) - Microsoft Internet Explorer

Back Forward Stop Home Search Favorites Media Print Copy Paste Links Customize Links

Address <http://localhost:8080/jsp/index.jsp> Go

User: jennifer Last Login: 07/07/2003 15:05 [Logout](#) | [Help](#)

English Name

Current School Year: 2001 7 July 2003 20:37

Line No.	Sch Level/Session	Programme	Account Code	Amount \$	Particular (Default same as Bank Particular)	Budget Check
1	Primary AM	WFMP - Admin Programme	G1017001002 - Teaching Staff Salaries excl P.F. Contributions	11,400.00	NCS Payroll Voucher	I

Approve/Reve  
Revise Budget  
Enquiry  
Report  
Bookkeeping  
Staff Cost

Upon saving of the voucher successfully, the system will set the following budget check status to each of the accounting lines:

S - Sufficient fund

I - Insufficient fund

N/A - Not applicable (e.g. No Budget check, budget not approved, asset/liability ledger).

The “Budget Check Report (R-FBK045-E)” shows by how much the accounting line amounts exceed the budget amount at programme, sub-ledger, ledger, or OEBG Domain level (Refer to Bookkeeping - Budget Check).

# Generate Payroll Voucher

User: jennifer Login Time: 14/10/2003 18:45 Logout | Help

Current School Year: 2001

14 October 2003 21:00

- Home
- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - Staff Cost

		converting GL balance in SAMs				
5	Primary PM	WFMP - Programme code for converting GL balance in SAMs	G1017002002 - Supply Staff's Salaries	5.04	Monthly Payroll	I
6	Primary PM	WFMP - Programme code for converting GL	G1017003002 - Teaching Supporting Staff's Salaries	5.88	Monthly Payroll	I
				6.72	Monthly Payroll	I
				7.56	Monthly Payroll	I
				8.40	Monthly Payroll	I
				11.00	Monthly Payroll	I
11	Primary PM	WFMP - Programme code for converting GL balance in SAMs	G1009001001 - Grant Expenses	12.00	Monthly Payroll	I

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

Top

Save As Unposted

Next Payroll Voucher

Back

Step 12. If user select more than one staff to generate payroll voucher with payment method "Cheque - With Printing" or "Cheque - Without Printing", he/she can click [Next Payroll Voucher] button after saving payroll voucher for the first staff payroll and then continue for the next staff payroll.

Step 13. Repeat Steps 5 to 13 until all payroll voucher are successfully generated.

# Generate Payroll Voucher

User: jennifer Login Time: 16/09/2003 14:50 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

16 September 2003 14:58

- ▼ FMP
  - ▶ Common Setup
  - ▶ Budgeting
  - ▶ Bookkeeping
  - ▼ Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Register
    - Tax Return
    - Enquiry
    - Report
  - ▶ CAR
  - ▶ Sales & Stock
  - ▶ Daily Coll. Summ
  - ▶ Non-Recurrent C
- SPA
- Report Management
- Data Management
- Timetabling
- Code Management
- Security
- E-Mail
- Customization

[S-FSC16-02] [FMP](#) > [Staff Cost](#) > [Payroll](#) > [Payroll Voucher](#)

<a href="#">Prepare Payroll</a>	<a href="#">Payroll</a>	<a href="#">P Fund Voucher</a>	<a href="#">Voucher Posting</a>	<a href="#">Voucher Enquiry</a>	<a href="#">Payroll Month</a>
Payroll Month (MM/YYYY)		09/2004			
Payment Method		Autopay			

[Payroll Voucher Not Generated](#)

[Payroll Voucher Generated](#)

<input type="checkbox"/>	Staff Code	Staff Name (Eng)	Staff Name (Chi)	Staff Type	Net Payment \$	Voucher Status
<input type="checkbox"/>	<a href="#">PRNCS200409B</a> (30/09/2004)					
<input type="checkbox"/>	<a href="#">NCS4</a>	Lam Siu Ming	林小明	Clerical and Janitor Staff *	19,000.00	Review
<input type="checkbox"/>	<a href="#">NCS5</a>	Au Siu Ming	區小明	Clerical and Janitor Staff *	19,000.00	Review
<input type="checkbox"/>	<a href="#">NCS6</a>	Chow Siu Ming	周小明	Clerical *		
<input type="checkbox"/>	<a href="#">NCS7</a>	Ho Siu Ming	何小明	Clerical *		

Note 1: Select one or more payroll voucher(s) and then press "Print" button (E)".

Note 2: To generate provident fund voucher, the corresponding payroll voucher must be selected.

[Delete Payroll Voucher](#)
[Freeze Payroll Voucher](#)
[Payroll Voucher Preview](#)
[Generate Autopay File](#)

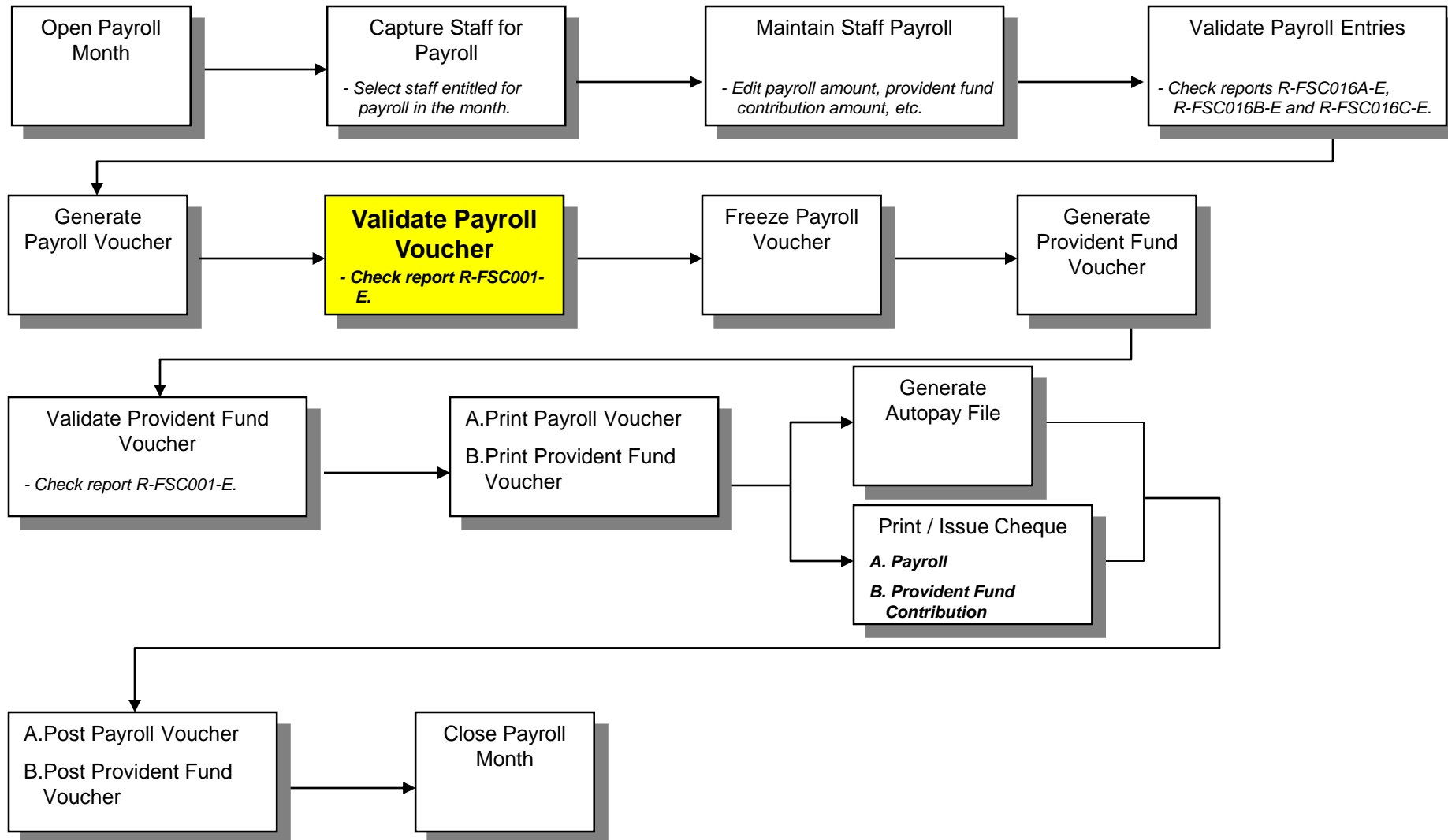
Delete the selected payroll voucher

Upon saving of the voucher successfully, the corresponding staff payroll entries will be moved from **Payroll Voucher Not Yet Generated** screen to **Payroll Voucher Generated** screen. They will be grouped by voucher number.

# Generate Payroll Voucher

- Upon saving of the voucher successfully:
  - The receipts and committed amount of the approved budget will be updated.
  - Payroll entries cannot be amended.
  - Generated payroll voucher can be retrieved under Bookkeeping Module. However, users cannot change / delete / post the voucher there.

# Validate Payroll Voucher





# Validate Payroll Voucher

- Generate report for checking to ensure the generated payroll vouchers are correct before:
  - Generate corresponding provident fund vouchers
  - Post payroll vouchers to General Ledger
  - Post provident fund vouchers to General Ledger
- Generate “Payroll Validation Report (R-FSC001-E)” report to check whether all entries in payroll voucher are correct. The report shows the breakdown of the payroll vouchers generated.

# Validate Payroll Voucher

User: jennifer Login Time: 10/09/2003 19:38 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

Step 1. Click [Payroll Voucher] tab.

[S-FSC14-01] FMP > Staff Cost > Payroll > Prepare Payroll

Prepare Payroll | **Payroll Voucher** | P Fund Voucher | Voucher Posting | Voucher Enquiry | Payroll Month

Payroll Month (MM/YYYY) 09/2004 ▼

Staff List	Payroll Items	Provident Fund	Reimbursement			
<input type="checkbox"/>	Staff Code ▲	Staff Name (Eng)	Staff Name (Chi)	Net Payment \$	Payroll Period (DD/MM/YYYY - DD/MM/YYYY)	Payment Method
<input type="checkbox"/>	<b>Teaching Staff *</b>					
<input type="checkbox"/>	NCS1	Woo Siu Ming	胡小明	17,675.00	01/09/2004 - 30/09/2004	Cheque - Without Printing
<input type="checkbox"/>	NCS3	Lee Siu Ming	李小明	17,587.80	01/09/2004 - 30/09/2004	Cheque - Without Printing

Add Staff

Delete Staff

# Validate Payroll Voucher

Current School Year: 2001

11 September 2003 14:29

- Home
- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Register
    - Tax Return
    - Enquiry
    - Report
  - CAR
  - Sales & Stock
  - Daily Coll. Summary
  - Non-Recurent Grant
- Report Management
- Customization

[S-FSC16-01] FMP > Staff Cost > Payroll > Payroll Voucher

Prepare Payroll Payroll Voucher P Fund Voucher Voucher Posting Voucher Enquiry Payroll Month

Payroll Month (MM/YYYY) 09/2004

Payment Method Auto Pay

Payroll Voucher Not Generated Payroll Voucher Generated Bottom

<input type="checkbox"/>	Staff Code ▲	Staff Name (Eng)	Staff Name (Chi)	Net Payment \$
<input type="checkbox"/>	Clerical and Janitor Staff *			
<input type="checkbox"/>				19,000.00
<input type="checkbox"/>				19,000.00
<input type="checkbox"/>				19,000.00
<input type="checkbox"/>				20,000.00
<input checked="" type="checkbox"/>				
<input checked="" type="checkbox"/>				17,575.00
<input checked="" type="checkbox"/>			李小明	17,575.00

Top

Step 2. Select Payroll Month.

Step 3. Select Payment Method.

Step 4. Click [Payroll Voucher Generated] hyperlink.

Note: Select one or more staff and then press "Print" button to print report "Payroll Item Detail (R-FSC016-E)".

Print

Generate Payroll Voucher

Generate Payroll Voucher for the Staff Selected

# Validate Payroll Voucher

User: jennifer Login Time: 16/09/2003 14:50 [Logout](#) | [Help](#) | [中文版本](#)

Current S

[S-FSC16-02] [FMP](#) > [Staff Cost](#) > [Payroll](#) > [Payroll Voucher](#)

[Prepare Payroll](#) [Payroll Voucher](#) [P Fund Voucher](#) [Voucher](#)

Payroll Month (MM/YYYY) 09/2004

Payment Method Autopay

Payroll Voucher Not Generated

Payr

<input type="checkbox"/>	Staff Code	Staff Name (Eng)	Staff Name (Chi)	Staff Type	Net Payment \$	Voucher Status
<input checked="" type="checkbox"/>	<a href="#">PNCS200409B</a> (30/09/2004)					
<input type="checkbox"/>	<a href="#">NCS4</a>	Lam Siu Ming	林小明	Clerical and Janitor Staff *	19,000.00	Review
<input type="checkbox"/>	<a href="#">NCS5</a>	Au Siu Ming	區小明	Clerical and Janitor Staff *	19,000.00	Review
<input type="checkbox"/>	<a href="#">NCS6</a>	Chow Siu Ming	周小明	Clerical and Janitor Staff *	19,000.00	Review
<input type="checkbox"/>	<a href="#">NCS7</a>	Ho Siu Ming	何小明	Clerical and Janitor Staff *	20,000.00	Review

Note 1: Select one or more payroll voucher(s) and then press "Print" button to print report "Payroll Validation Report (R-FSC001-E)".

Note 2: To generate provident fund voucher, the corresponding payroll voucher must be in **Freeze** status.

[Delete Payroll Voucher](#)

[Freeze Payroll Voucher](#)

[Unfreeze Payroll Voucher](#)

[Print](#)

[Payroll Voucher Preview](#)

[Generate Autopay File](#)

Print Report: "Payroll Validation Report (R-FSC001-E)"

Step 5. Select the checkbox next to the voucher. (one or more vouchers can be selected at the same time.)

Step 6. Click [Print] button.

# Validate Payroll Voucher

The screenshot shows a web application interface for payroll management. A modal window titled "Payroll Validation Report (R-FSC001-E)" is open, prompting the user to "Please input the print criteria:". The "Group By" dropdown menu is set to "Account Code". The "Print" button is highlighted with a green box. Below the modal, a table displays payroll data for a specific date (31/08/2003). The table has columns for Staff Code, Staff Name (Eng), Staff Name (Chi), Staff Type, Net Payment (\$), and Voucher Status. The first row shows a voucher with code PRNCS200308C. The second row shows a staff member named PAK CHUN PUN with staff code NCS1. Below the table, there are buttons for "Delete Payroll Voucher", "Freeze Payroll Voucher", "Payroll Voucher Preview", and "Generate Payroll Voucher". A green callout box on the right side of the screen contains the following text:

The system will pop up a new window.

Step 7. Select either group by "Account Code" or group by "Staff Code".

Step 8. Click the [Print] button to print the report in PDF format.

The system will pop up another window showing the Payroll Validation Report.

The background interface includes a top navigation bar with "Login: 07/07/2003 15:05", "Logout", "Help", and "中文版本". Below this, it shows "Current School Year: 2001" and "7 July 2003 21:07". The main content area has tabs for "Voucher Posting", "Voucher Enquiry", and "Payroll Month". The left sidebar contains a menu with options like "Approve", "Revise B", "Enquiry", "Report", "Bookkeeping", "Staff Cost", "Setup", "Staff Mas", "Payroll", "P Fund Regist", "Tax Return", "Enquiry", "Report", "CAR", "Sales & Stock", "Daily Coll. Summ", "Non-Recurent C", "SPA", "Report Management", "Data Management", "Timetabling", and "Code Management". The bottom status bar shows the Windows taskbar with the Start button, open applications, and the system clock at 21:07.

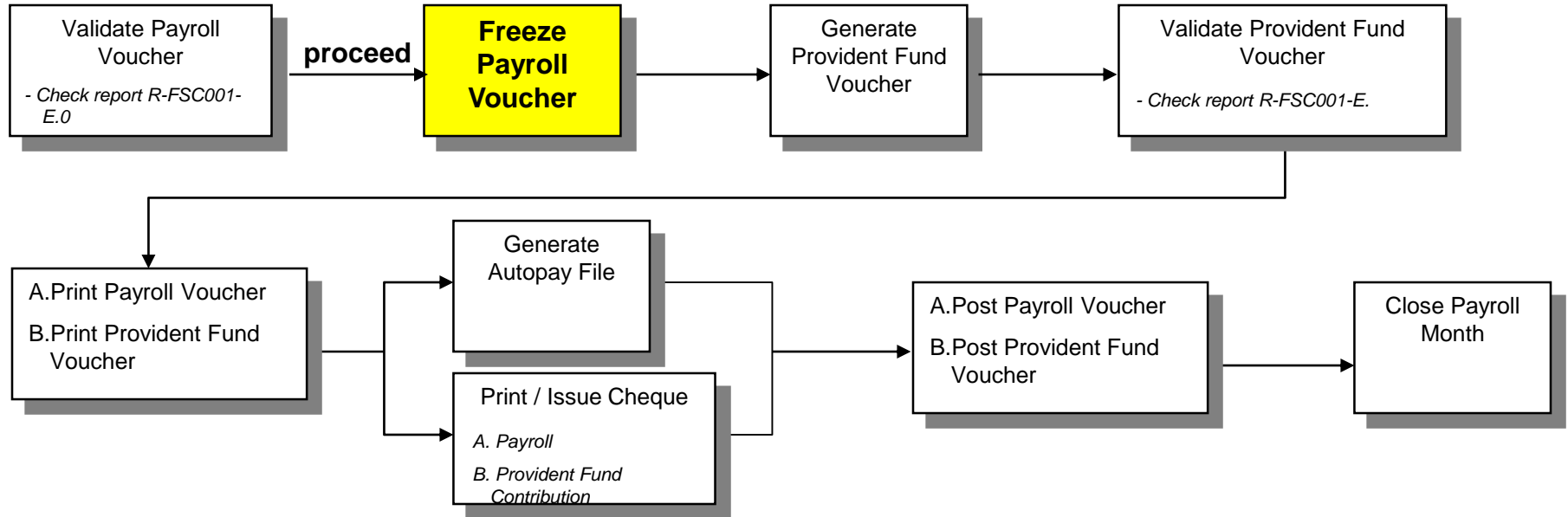
<input checked="" type="checkbox"/>	Staff Code	Staff Name (Eng)	Staff Name (Chi)	Staff Type	Net Payment \$	Voucher Status
<input checked="" type="checkbox"/>	PRNCS200308C	(31/08/2003)				
<input checked="" type="checkbox"/>	NCS1	PAK CHUN PUN	白			

Note 1: Select one or more payroll voucher(s) and click the [Print] button to print the report in PDF format.  
Note 2: To generate provident fund voucher, the [Generate Payroll Voucher] button must be clicked.

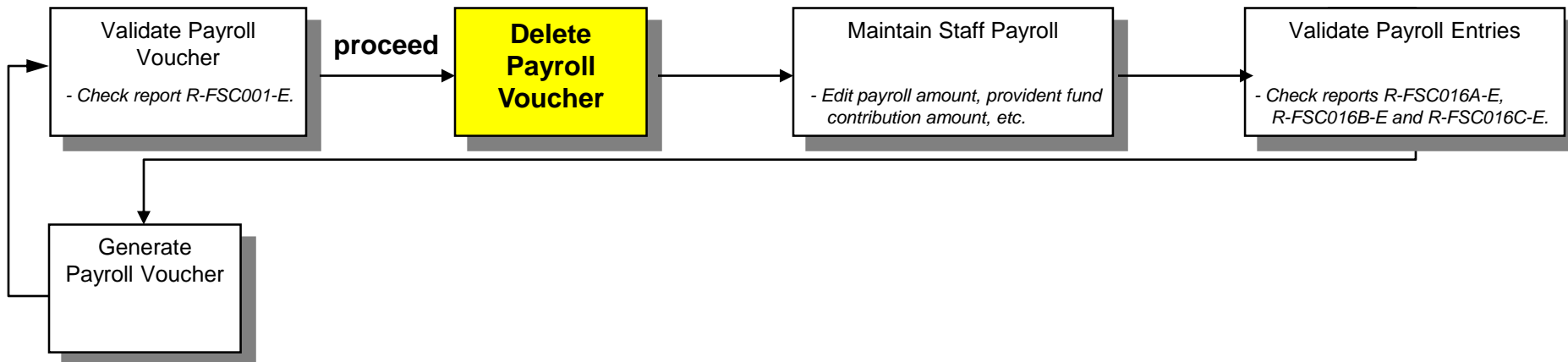
Buttons: Delete Payroll Voucher, Freeze Payroll Voucher, Payroll Voucher Preview, Generate Payroll Voucher

# Validate Payroll Voucher

- If the payroll vouchers are correct:



- If the payroll vouchers are incorrect:



# Delete Payroll Voucher

- If the corresponding payrolls need to be amended, user need to delete the generated payroll vouchers
- Pre-requisites
  - The payroll vouchers must have been generated in Staff Cost Module.
  - The payroll vouchers must in "Review" status.
  - If “Cheque - With Printing” payment method is selected, the vouchers cannot be deleted if cheques have been printed and confirmed as “Successfully Printed”.

# Delete Payroll Voucher

User: jennifer Login Time: 16/09/2003 14:50 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001 16 September 2003 14:58

[S-FSC16-02] [FMP](#) > [Staff Cost](#) > [Payroll](#) > [Payroll Voucher](#)

[Prepare Payroll](#) [Payroll Voucher](#) [P Fund Voucher](#) [Voucher](#)

Payroll Month (MM/YYYY) 09/2004

Payment Method Autopay

Payroll Voucher Not Generated Payroll Voucher

<input checked="" type="checkbox"/>	Staff Code	Staff Name (Eng)	Staff Name (Chi)	Staff Position	Net Payment \$	Voucher Status
<input checked="" type="checkbox"/>	<a href="#">PNCSS200409B</a> (30/09/2004)					
<input type="checkbox"/>	<a href="#">NCS4</a>	Lam Siu Ming	林小明	Clerical and Janitor Staff *	19,000.00	Review
<input type="checkbox"/>	<a href="#">NCS5</a>	Au Siu Ming	區小明	Clerical and Janitor Staff *	19,000.00	Review
<input type="checkbox"/>	<a href="#">NCS6</a>	Chow Siu Ming	周小明	Clerical and Janitor Staff *	19,000.00	Review
<input type="checkbox"/>	<a href="#">NCS7</a>	Ho Siu Ming	何小明	Clerical and Janitor Staff *	20,000.00	Review

Note 1: Select one or more payroll voucher(s) and then press "Print" button to print report "Payroll Validation Report (R-FSC001-E)".

Note 2: To generate provident fund voucher, the corresponding payroll voucher must be in **Freeze** status.

[Delete Payroll Voucher](#)

[Freeze Payroll Voucher](#)

[Unfreeze Payroll Voucher](#)

[Print](#)

[Payroll Voucher Preview](#)

[Generate Autopay File](#)

Delete the selected payroll voucher

Step 1. Select the checkbox next to the voucher (one or more vouchers can be selected at the same time).

Step 2. Click the [Delete Payroll Voucher] button.



# Delete Payroll Voucher

Current School Year: 2001

11 September 2003 14:29

- Home
- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Register
    - Tax Return
    - Enquiry
    - Report
  - CAR
  - Sales & Stock
  - Daily Coll. Summary
  - Non-Recurrent Grant
- Report Management
- Customization

[S-FSC16-01] FMP > Staff Cost > Payroll > Payroll Voucher

Prepare Payroll Payroll Voucher P Fund Voucher Voucher Posting Voucher Enquiry Payroll Month

Payroll Month (MM/YYYY) 09/2004

Payment Method Auto Pay

Payroll Voucher Not Generated Payroll Voucher Generated Bottom

<input type="checkbox"/>	Staff Code ▲	Staff Name (Eng)	Staff Name (Chi)	Net Payment \$
<input type="checkbox"/>	Clerical and Janitor Staff *			
<input type="checkbox"/>	NCS4	Lam Siu Ming	林小明	19,000.00
<input type="checkbox"/>	NCS5	Au Siu Ming	區小明	19,000.00
<input type="checkbox"/>	NCS6	Chow Siu Ming	周小明	19,000.00
<input type="checkbox"/>	NCS7	Ho Siu Ming	何小明	20,000.00
<input checked="" type="checkbox"/>	Teaching Staff *			
<input checked="" type="checkbox"/>				17,575.00
<input checked="" type="checkbox"/>				17,575.00

Upon deletion of the voucher successfully, the corresponding staff payroll entries will be moved from Payroll Voucher Generated screen back to Payroll Voucher Not Yet Generated screen.

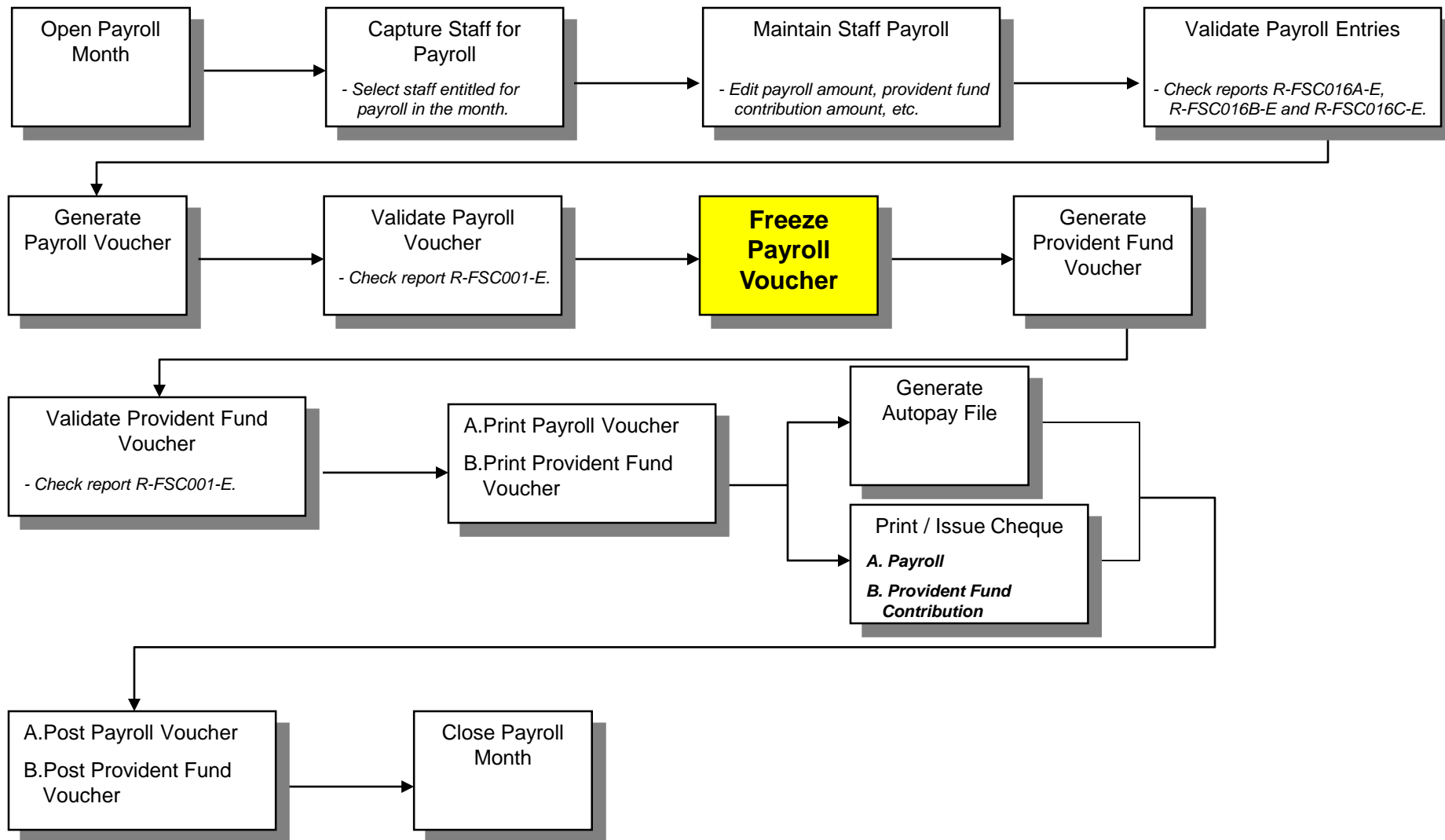
Note: The system will generate a voucher for the Staff Selected (S-FSC16-E)".

Payroll Voucher for the Staff Selected

# Delete Payroll Voucher

- Upon deletion of the vouchers successfully:
  - The voucher details cannot be retrieved subsequently.
  - The receipts and committed amount of the approved budget will be rolled back after deleting the vouchers.
  - The voucher number cannot be re-used after the voucher has been deleted.
  - A list of deleted vouchers will be shown in “List of Deleted Vouchers (R-FSC028-E)” report.

# Freeze Payroll Voucher



# Freeze Payroll Voucher

- To fix the payroll amount so that the payroll amount cannot be amended anymore for
  - Generate corresponding provident fund vouchers
  - Post payroll vouchers to General Ledger
  - Post provident fund vouchers to General Ledger
- The payroll vouchers are set to be “Review” status right after being generated.
- Once the user freezes the payroll vouchers, the payroll vouchers will then be changed to “Freeze” status; no amendment / deletion is allowed.
- If the corresponding provident fund vouchers have not been generated and the payroll vouchers themselves have not been posted to General Ledger, user is allowed to unfreeze the payroll vouchers. The payroll vouchers will be changed from “Freeze” status back to “Review” status.

# Freeze Payroll Voucher

User: jennifer Login Time: 10/09/2003 19:38 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

Step 1. Click [Payroll Voucher] tab.

- CDS
- HKAT
- HKEAA
- ▼ FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - ▼ Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Regist
    - Tax Return
    - Enquiry
    - Report
  - CAR
  - Sales & Stock
  - Daily Coll. Summ
  - Non-Recurrent C
- SPA
- Report Management
- Data Management
- Timetabling
- Code Management

[S-FSC14-01] FMP > Staff Cost > Payroll > Prepare Payroll

Prepare Payroll	Payroll Voucher	P Fund Voucher	Voucher Posting	Voucher Enquiry	Payroll Month		
Payroll Month (MM/YYYY) 09/2004 ▼							
Staff List		Payroll Items		Provident Fund		Reimbursement	
<input type="checkbox"/>	<u>Staff Code</u> ▲	<u>Staff Name (Eng)</u>	<u>Staff Name (Chi)</u>	Net Payment \$	Payroll Period (DD/MM/YYYY - DD/MM/YYYY)	Payment Method	
<input type="checkbox"/>	Teaching Staff *						
<input type="checkbox"/>	NCS1	Woo Siu Ming	胡小明	17,675.00	01/09/2004 - 30/09/2004	Cheque - Without Printing	
<input type="checkbox"/>	NCS3	Lee Siu Ming	李小明	17,587.80	01/09/2004 - 30/09/2004	Cheque - Without Printing	

Add Staff

Delete Staff

# Freeze Payroll Voucher

Current School Year: 2001

11 September 2003 14:29

- Home
- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Register
    - Tax Return
    - Enquiry
    - Report
  - CAR
  - Sales & Stock
  - Daily Coll. Summary
  - Non-Recurent Grant
- Report Management
- Customization

[S-FSC16-01] FMP > Staff Cost > Payroll > Payroll Voucher

Prepare Payroll Payroll Voucher P Fund Voucher Voucher Posting Voucher Enquiry Payroll Month

Payroll Month (MM/YYYY) 09/2004

Payment Method Auto Pay

Payroll Voucher Not Generated Payroll Voucher Generated

Bottom

<input type="checkbox"/>	Staff Code ▲	Staff Name (Eng)	Staff Name (Chi)	Net Payment \$
<input type="checkbox"/>	Clerical and Janitor Staff *			
<input type="checkbox"/>				19,000.00
<input type="checkbox"/>				19,000.00
<input type="checkbox"/>				19,000.00
<input type="checkbox"/>				20,000.00
<input checked="" type="checkbox"/>				
<input checked="" type="checkbox"/>				17,575.00
<input checked="" type="checkbox"/>			李小明	17,575.00

Top

Step 2. Select Payroll Month.

Step 3. Select Payment Method.

Step 4. Click [Payroll Voucher Generated] hyperlink.

Note: Select one or more staff and then press "Print" button to print report "Payroll Item Detail (R-FSC016-E)".

Print

Generate Payroll Voucher

Generate Payroll Voucher for the Staff Selected

# Freeze Payroll Voucher

User: jennifer Login Time: 16/09/2003 14:50 [Logout](#) | [Help](#) | [中文版本](#)

Current S

Step 5. Select the checkbox next to the voucher. (one or more vouchers can be selected at the same time).

Step 6. Click [Freeze Payroll Voucher] button.

[S-FSC16-02] **FMP** > Staff Cost > Payroll > Payroll Voucher

[Prepare Payroll](#) [Payroll Voucher](#) [P Fund Voucher](#) [Voucher](#)

Payroll Month (MM/YYYY) 09/2004   
 Payment Method Autopay

Payroll Voucher Not Generated

<input type="checkbox"/>	Staff Code	Staff Name (Eng)	Staff Name (Chi)	Staff Type	Net Payment \$	Voucher Status
<input checked="" type="checkbox"/>	<b>PNCS200409B (30/09/2004)</b>					
<input type="checkbox"/>	NCS4	Lam Siu Ming	林小明	Clerical and Janitor Staff *	19,000.00	Review
<input type="checkbox"/>	NCS5	Au Siu Ming	區小明	Clerical and Janitor Staff *	19,000.00	Review
<input type="checkbox"/>	NCS6	Chow Siu Ming	周小明	Clerical and Janitor Staff *	19,000.00	Review
<input type="checkbox"/>	NCS7	Ho Siu Ming	何小明	Clerical and Janitor Staff *	20,000.00	Review

Note 1: Select one or more payroll voucher(s) and then press "Print" button to print report "Payroll Validation Report (R-FSC001-E)".

Note 2: To generate provident fund voucher, the corresponding payroll voucher must be in **Freeze** status.

[Delete Payroll Voucher](#) [Freeze Payroll Voucher](#) [Unfreeze Payroll Voucher](#) [Print](#)

[Payroll Voucher Preview](#) [Generate Autopay File](#)

Freeze the selected payroll voucher

# Freeze Payroll Voucher

User: jennifer Login Time: 23/09/2003 10:59 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

23 September 2003 10:53

- CDS
- HKAT
- HKEAA
- ▼ FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - ▼ Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Regist
    - Tax Return
    - Enquiry
    - Report
  - CAR
  - Sales & Stock
  - Daily Coll. Summ
  - Non-Recurent C
- SPA
- Report Management
- Data Management
- Timetabling
- Code Management

[S-FSC16-02] [FMP](#) > [Staff Cost](#) > [Payroll](#) > [Payroll Voucher](#)

[Prepare Payroll](#)
[Payroll Voucher](#)
[P Fund Voucher](#)
[Voucher Posting](#)
[Vouch](#)

Payroll Month (MM/YYYY) 09/2004

Payment Method Autopay

The status of the voucher is set to "Freeze".

[Payroll Voucher Not Generated](#)

[Payroll Voucher Generated](#)

<input type="checkbox"/>	Staff Code <small>▲</small>	Staff Name (Eng)	Staff Name (Chi)	Staff Type	Net Payment \$	Voucher Status
<input type="checkbox"/>	<a href="#">PRNCS200409B</a> (30/09/2004)					
<input type="checkbox"/>	<a href="#">NCS4</a>	Lam Siu Ming	林小明	Clerical and Janitor Staff *	19,000.00	Freeze
<input type="checkbox"/>	<a href="#">NCS5</a>	Au Siu Ming	區小明	Clerical and Janitor Staff *	19,000.00	Freeze
<input type="checkbox"/>	<a href="#">NCS6</a>	Chow Siu Ming	周小明	Clerical and Janitor Staff *	19,000.00	Freeze
<input type="checkbox"/>	<a href="#">NCS7</a>	Ho Siu Ming	何小明	Clerical and Janitor Staff *	20,000.00	Freeze

Note 1: Select one or more payroll voucher(s) and then press "Print" button to print report "Payroll Validation Report (P-FSC001 E)".

Note 2: To generate provident fund voucher, the corresponding payroll voucher must be in **Freeze** status.

[Delete Payroll Voucher](#)

[Freeze Payroll Voucher](#)

[Unfreeze Payroll Voucher](#)

[Print](#)

[Payroll Voucher Preview](#)

[Generate Autopay File](#)



# Freeze Payroll Voucher

- Upon freezing of the vouchers successfully:
  - The vouchers status will change from “Review” status to "Freeze".
  - The vouchers cannot be deleted in “Freeze” status.
  - Those payroll records in “Freeze” status can be proceeded to the next steps of payroll process:
    - generating corresponding provident fund voucher
    - posting the payroll voucher to General Ledger
    - posting the provident fund voucher to General Ledger.

# Unfreeze Payroll Voucher

- To release the corresponding payroll details for amendment on payroll items, reimbursement items, provident fund contribution and cost allocation.
- After unfreezing the payroll voucher, it is required to delete and generate again the payroll voucher if user needs to amend the corresponding payroll details.
- If the corresponding provident fund vouchers have not been generated and the payroll vouchers themselves have not been posted to General Ledger, it is allowed to unfreeze the payroll vouchers. The payroll vouchers will be changed from “Freeze” status back to “Review” status.

# Unfreeze Payroll Voucher

User: jennifer Login Time: 10/09/2003 19:38 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

Step 1. Click [Payroll Voucher] tab.

- CDS
- HKAT
- HKEAA
- ▼ FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - ▼ Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Register
    - Tax Return
    - Enquiry
    - Report
  - CAR
  - Sales & Stock
  - Daily Coll. Summ
  - Non-Recurrent C
- SPA
- Report Management
- Data Management
- Timetabling
- Code Management

[S-FSC14-01] FMP > Staff Cost > Payroll > Prepare Payroll

Prepare Payroll | **Payroll Voucher** | P Fund Voucher | Voucher Posting | Voucher Enquiry | Payroll Month

Payroll Month (MM/YY) 09/2004 ▼

Staff List	Payroll Items	Provident Fund	Reimbursement			
<input type="checkbox"/>	Staff Code ▲	Staff Name (Eng)	Staff Name (Chi)	Net Payment \$	Payroll Period (DD/MM/YYYY - DD/MM/YYYY)	Payment Method
<input type="checkbox"/>	<b>Teaching Staff *</b>					
<input type="checkbox"/>	NCS1	Woo Siu Ming	胡小明	17,675.00	01/09/2004 - 30/09/2004	Cheque - Without Printing
<input type="checkbox"/>	NCS3	Lee Siu Ming	李小明	17,587.80	01/09/2004 - 30/09/2004	Cheque - Without Printing

Add Staff

Delete Staff

# Unfreeze Payroll Voucher

Current School Year: 2001

11 September 2003 14:29

- Home
- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Register
    - Tax Return
    - Enquiry
    - Report
  - CAR
  - Sales & Stock
  - Daily Coll. Summary
  - Non-Recurrent Grant
- Report Management
- Customization

[S-FSC16-01] FMP > Staff Cost > Payroll > Payroll Voucher

Prepare Payroll Payroll Voucher P Fund Voucher Voucher Posting Voucher Enquiry Payroll Month

Payroll Month (MM/YYYY) 09/2004

Payment Method Auto Pay

Payroll Voucher Not Generated Payroll Voucher Generated Bottom

<input type="checkbox"/>	Staff Code ▲	Staff Name (Eng)	Staff Name (Chi)	Net Payment \$
<input type="checkbox"/>	Clerical and Janitor Staff *			
<input type="checkbox"/>				19,000.00
<input type="checkbox"/>				19,000.00
<input type="checkbox"/>				19,000.00
<input type="checkbox"/>				20,000.00
<input checked="" type="checkbox"/>				
<input checked="" type="checkbox"/>				17,575.00
<input checked="" type="checkbox"/>			李小明	17,575.00

Top

Step 2. Select Payroll Month.

Step 3. Select Payment Method.

Step 4. Click [Payroll Voucher Generated] hyperlink.

Note: Select one or more staff and then press "Print" button to print report "Payroll Item Detail (R-FSC016-E)".

Print

Generate Payroll Voucher

Generate Payroll Voucher for the Staff Selected

# Unfreeze Payroll Voucher

User: jennifer Login Time: 23/09/2003 10:59 Logout | Help | 中文版本

Current S

[S-FSC16-02] FMP > Staff Cost > Payroll > Payroll Voucher

Prepare Payroll

Payroll Voucher

P Fund Voucher

Vou

Payroll Month (MM/YYYY)

09/2004

Payment Method

Autopay

Payroll Voucher Not Generated

Payr

<input checked="" type="checkbox"/>	Staff Code	Staff Name (Eng)	Staff Name (Chi)	Staff Type	Net Payment \$	Voucher Status
<input checked="" type="checkbox"/>	PNCS200409B (30/09/2004)					
<input type="checkbox"/>	NCS4	Lam Siu Ming	林小明	Clerical and Janitor Staff *	19,000.00	Freeze
<input type="checkbox"/>	NCS5	Au Siu Ming	區小明	Clerical and Janitor Staff *	19,000.00	Freeze
<input type="checkbox"/>	NCS6	Chow Siu Ming	周小明	Clerical and Janitor Staff *	19,000.00	Freeze
<input type="checkbox"/>	NCS7	Ho Siu Ming	何小明	Clerical and Janitor Staff *	20,000.00	Freeze

Note 1: Select one or more payroll voucher(s) and then press "Print" button to print report "Payroll Validation Report (R-FSC001-E)".

Note 2: To generate provident fund voucher, the corresponding payroll voucher must be in Freeze status.

Delete Payroll Voucher

Freeze Payroll Voucher

Unfreeze Payroll Voucher

Print

Payroll Voucher Preview

Generate Autopay File

Unfreeze the selected payroll voucher

Step 5. Select the checkbox next to the voucher. (one or more vouchers can be selected at the same time).

Step 6. Click [Unfreeze Payroll Voucher] button.

# Unfreeze Payroll Voucher

User: jennifer Login Time: 23/09/2003 10:59 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

23 September 2003 10:55

- CDS
- HKAT
- HKEAA
- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Regist
    - Tax Return
    - Enquiry
    - Report
  - CAR
  - Sales & Stock
  - Daily Coll. Summ
  - Non-Recurent C
- SPA
- Report Management
- Data Management
- Timetabling
- Code Management

[S-FSC16-02] [FMP](#) > [Staff Cost](#) > [Payroll](#) > [Payroll Voucher](#)

**Prepare Payroll** **Payroll Voucher** **P Fund Voucher** **Voucher Posting** **Voucher**

Payroll Month (MM/YYYY) 09/2004

Payment Method Autopay

The status of the voucher is set to "Review".

Payroll Voucher Not Generated

Payroll Voucher Generated

<input type="checkbox"/>	Staff Code	Staff Name (Eng)	Staff Name (Chi)	Staff Type	Net Payment \$	Voucher Status
<input type="checkbox"/>	<a href="#">PRNCS200409B</a> (30/09/2004)					
<input type="checkbox"/>	<a href="#">NCS4</a>	Lam Siu Ming	林小明	Clerical and Janitor Staff *	19,000.00	Review
<input type="checkbox"/>	<a href="#">NCS5</a>	Au Siu Ming	區小明	Clerical and Janitor Staff *	19,000.00	Review
<input type="checkbox"/>	<a href="#">NCS6</a>	Chow Siu Ming	周小明	Clerical and Janitor Staff *	19,000.00	Review
<input type="checkbox"/>	<a href="#">NCS7</a>	Ho Siu Ming	何小明	Clerical and Janitor Staff *	20,000.00	Review

Note 1: Select one or more payroll voucher(s) and then press "Print" button to print report "Payroll Validation Report (P-FSC001 E)".

Note 2: To generate provident fund voucher, the corresponding payroll voucher must be in **Freeze** status.

Delete Payroll Voucher

Freeze Payroll Voucher

Unfreeze Payroll Voucher

Print

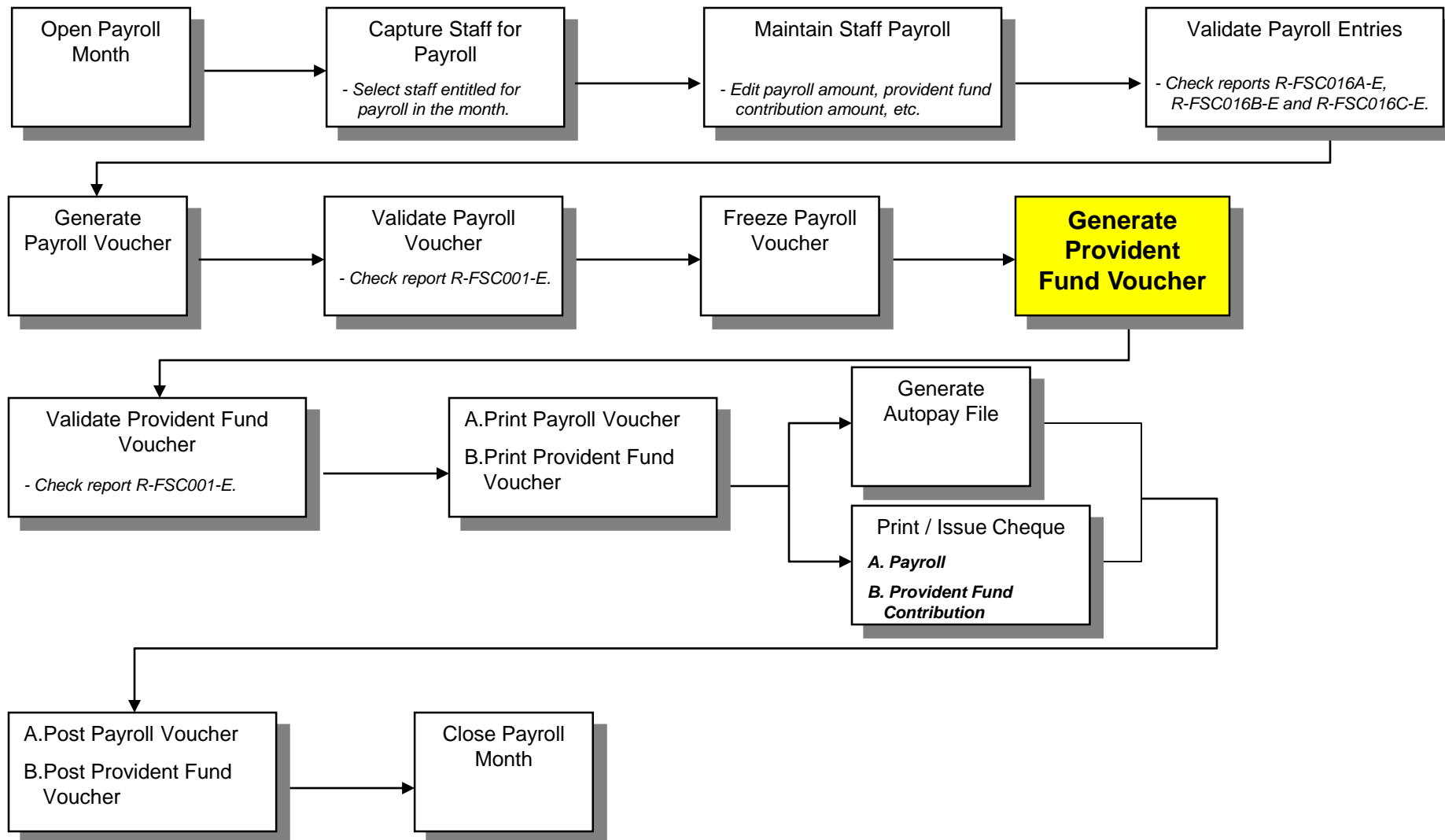
Payroll Voucher Preview

Generate Autopay File

# Unfreeze Payroll Voucher

- Upon un-freezing of the vouchers successfully:
  - The voucher status will change from “Freeze” status to “Review”.
  - The vouchers can be deleted and then amended in “Review” status.
  - Those payroll records cannot be proceeded to the next steps of payroll process until they are frozen again:
    - generating corresponding provident fund voucher
    - posting the payroll voucher to General Ledger
    - posting the provident fund voucher to General Ledger.

# Generate Provident Fund Vouchers





# Generate Provident Fund Voucher

- Generate provident fund voucher for the three types of provident fund scheme:
  - Grant / Subsidized Schools Provident Fund Scheme - Journal Voucher
  - ORSO Scheme - Payment Voucher
  - Mandatory Provident Fund Scheme - Payment Voucher
- Issue one voucher for a batch of staff who have joined the same provident fund scheme.

# Generate Provident Fund Voucher

- **Pre-requisites**
  - The corresponding payroll voucher has been generated and set to “Freeze” status.
  - Payroll entries must have been properly prepared.
  - For ORSO Scheme and Mandatory Provident Fund Scheme, bank ledger must be tied to an appropriate bank cheque format and set to use “Cheque Printing” if “Cheque - With Printing” payment method is selected.

# Generate Provident Fund Voucher

Current School Year: 2001

Step 1. Click [P Fund Voucher] tab.

[S-FSC14-01] [FMP](#) > [Staff Cost](#) > [Payroll](#) > [Prepare Payroll](#)

[Prepare Payroll](#)
[Payroll Voucher](#)
[P Fund Voucher](#)
[Voucher Posting](#)
[Voucher Enquiry](#)
[Payroll Month](#)

Payroll Month (MM/YYYY)

Staff List	Payroll Items	Provident Fund	Reimbursement			
<input type="checkbox"/>	<u>Staff Code</u> ▲	<u>Staff Name (Eng)</u>	<u>Staff Name (Chi)</u>	Net Payment \$	Payroll Period (DD/MM/YYYY - DD/MM/YYYY)	Payment Method
<input type="checkbox"/>	<b>Teaching Staff *</b>					
<input type="checkbox"/>	<a href="#">NCS1</a>	Woo Siu Ming	胡小明	17,675.00	01/09/2004 - 30/09/2004	Cheque - Without Printing
<input type="checkbox"/>	<a href="#">NCS3</a>	Lee Siu Ming	李小明	17,587.80	01/09/2004 - 30/09/2004	Cheque - Without Printing

[Add Staff](#)[Delete Staff](#)

- CDS
- HKAT
- HKEAA
- ▼ FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - ▼ Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Register
    - Tax Return
    - Enquiry
    - Report
  - CAR
  - Sales & Stock
  - Daily Coll. Summ
  - Non-Recurrent C
- SPA
- Report Management
- Data Management
- Timetabling
- Code Management

# Generate Provident Fund Voucher

- Home
- ▼ FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - ▼ Staff Cost
    - Setup
    - Staff Master
    - Payroll
      - P Fund Register
      - Tax Return
      - Enquiry
      - Report
    - CAR
    - Sales & Stock
    - Daily Coll. Summary
    - Non-Recurrent Grant
    - Report Management
    - Customization

[S-FSC16-07] [FMP](#) > [Staff Cost](#) > [Payroll](#) > [Provident Fund Voucher](#)

Prepare Payroll		Payroll Voucher		P Fund Voucher		Voucher Posting		Voucher Enquiry		Payroll Month	
Payroll Month (MM/YYYY)		09/2004									
Fund Scheme		Grant/Subsidized Schools PF Scheme									
Provident Fund Voucher Not Generated / Not Required						Provident Fund Voucher Generated					
<input checked="" type="checkbox"/>	<a href="#">Staff Code</a> ▲	<a href="#">Staff Name (Eng)</a>	<a href="#">Staff Name (Chi)</a>	<a href="#">Employee's Contribution</a> \$	<a href="#">Employer's Contribution</a> \$	<a href="#">Corresponding Payroll Voucher Status</a>	<a href="#">Generate P Fund Voucher</a>				
<input checked="" type="checkbox"/>	<b>Teaching Staff *</b>										
<input checked="" type="checkbox"/>	<a href="#">NCS1</a>	Woo Siu Ming	胡小明	925.00	925.00	Freeze	Required ▼				
<input checked="" type="checkbox"/>	<a href="#">NCS3</a>	Lee Siu Ming	李小明	925.00	925.00	Freeze	Required ▼				

Note: To generate provident fund voucher, the corresponding payroll voucher must be in **Freeze** status.


Step 2. Select Payroll Month.

Step 3. Select Fund Scheme.

# Generate Provident Fund Voucher

Current School Year: 2001

11 September 2003 14:10

- Home
- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Register
    - Tax Return
    - Enquiry
    - Report
  - CAR
  - Sales & Stock
  - Daily Coll. Summary
  - Non-Recurrent Grant
  - Report Management
  - Customization

[S-FSC16-07] FMP > Staff Cost > Payroll > Provident Fund Voucher

Prepare Payroll		Payroll Voucher		P Fund Voucher		Voucher Posting		Voucher Enquiry		Payroll Month	
Payroll Month (MM/YYYY)		09/2004									
Fund Scheme		Grant/Subsidized Schools PF Scheme									
Provident Fund Voucher Not Generated / Not Required						Provident Fund Voucher Generated					
<input type="checkbox"/>	Staff Code	Staff Name (Eng)	Staff Name (Chi)	Employee's Contribution \$	Employer's Contribution \$	Corresponding Payroll Voucher Status	Generate P Fund Voucher				
<input type="checkbox"/>	Teaching Staff *										
<input type="checkbox"/>	NCS1	Woo Siu Ming	胡小明	925.00	925.00	Freeze	Required				
<input type="checkbox"/>	NCS3	Lee Siu Ming	李小明	925.00	925.00	Freeze	Not Required				

Note: To generate provident fund voucher, the corresponding payroll voucher must be in **Freeze** status.

Generate P Fund Voucher   Save

Step 4. If there is no need to generate the provident fund voucher for a staff, set the column **Generate P Fund Voucher** as "Not Required".

Step 5. Click [Save] button.

# Generate Provident Fund Voucher

- Home
- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - Staff Cost
    - Setup
    - Staff Master
    - Payroll
      - P Fund Register
      - Tax Return
      - Enquiry
      - Report
    - CAR
    - Sales & Stock
    - Daily Coll. Summary
    - Non-Recurrent Grant
  - Report Management
  - Customization

[S-FSC16-07] FMP > Staff Cost > Payroll > [F]

Prepare Payroll Payroll Voucher P

Payroll Month (MM/YYYY) 09/200

Fund Scheme Grant/

Provident Fund Voucher Not Generated /

<input checked="" type="checkbox"/>	Staff Code	Staff Name (Eng)	Staff Name (Chi)	Contract	Amount	Payroll Voucher Status	Generate P Fund Voucher
<input checked="" type="checkbox"/>	Teaching Staff *						
<input checked="" type="checkbox"/>	NCS1	Woo Siu Ming	胡小明	925.00	925.00	Freeze	Required
<input checked="" type="checkbox"/>	NCS3	Lee Siu Ming	李小明	925.00	925.00	Freeze	Required

Generate P Fund Voucher Save

Generate Provident Fund Voucher for the Staff Selected

If it is required to generate provident fund voucher:

Step 6. Select the checkbox next to the staff (one or more staff to be included in preparing provident fund voucher can be selected at the same time).

Step 7. Click [Generate P Fund Voucher].

The system will redirect to Voucher Details page.

Generate Provident Fund Voucher

Current School Year: 200111 September 2003 13:15

Home

FMP

Common Setup

Budgeting

Bookkeeping

Staff Cost

Setup

Staff Master

Payroll

P Fund Register

Tax Return

[S-FSC16-11] FMP > Staff Cost > Payroll > Provident Fund Voucher

Voucher Details

Accounting Month (MM/YYYY)09/2004

Voucher TypeProvident fund voucher - GSS (PJ)

Voucher No.AUTO

Voucher Date (DD/MM/YYYY)30/09/2004

Voucher Particularsmonthly provident fund contribution

Gross Credit Amount\$ 1,850.00

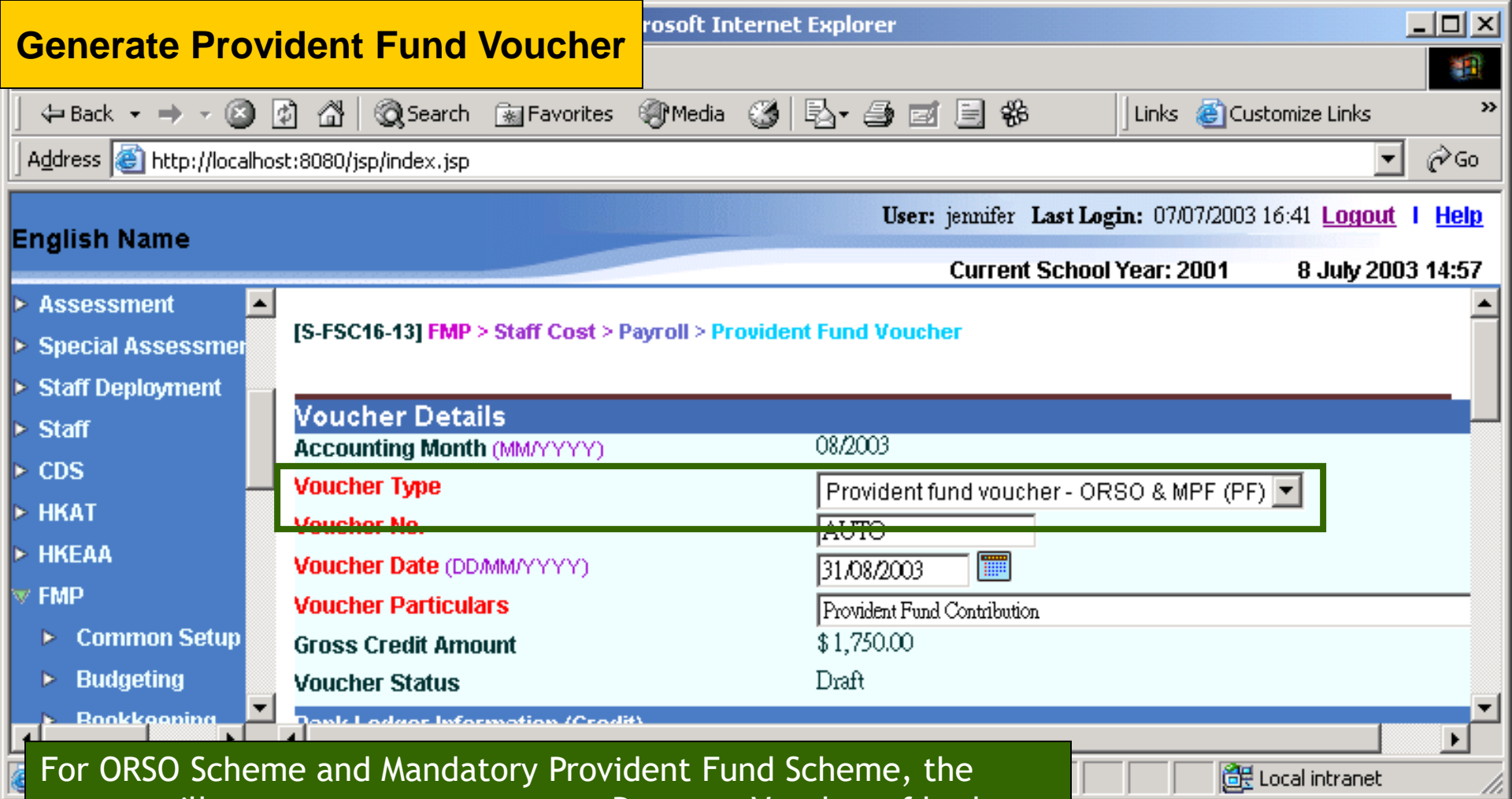
Gross Debit Amount\$ 1,850.00

Voucher StatusDraft

Accounting Line Information

For Grant / Subsidized Schools Provident Fund Scheme, the system will prompt users to generate Journal Voucher to record Employee's Contribution.

Step 8. Select an appropriate Voucher Type.



For ORSO Scheme and Mandatory Provident Fund Scheme, the system will prompt users to generate Payment Voucher of both Employee's and Employer's Contribution to trustee.

Step 8. Select an appropriate Voucher Type.



- Home
- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Register
    - Tax Return

[S-FSC16-11] FMP > Staff Cost > Payroll > Provident Fund Voucher

Voucher Details	
Accounting Month (MM/YYYY)	09/2004
Voucher Type	Provident fund voucher - GSS (PJ)
Voucher No.	AUTO
Voucher Date (DD/MM/YYYY)	30/09/2004
Voucher Particulars	monthly provident fund contribution
Gross Credit Amount	\$ 1,850.00
Gross Debit Amount	\$ 1,850.00
Voucher Status	Draft
Accounting Line Information	

Grant / Subsidized Schools  
Provident Fund Scheme:  
  
Step 9. Enter the Voucher No.

# Generate Provident Fund Voucher

Microsoft Internet Explorer

BackForwardStopHomeSearchFavoritesMediaPrintSendToMailLinksCustomize LinksGo

Addresshttp://localhost:8080/jsp/index.jsp

User: jenniferLast Login: 07/07/2003 16:41LogoutHelp

Current School Year: 20018 July 2003 14:57

English Name

AssessmentSpecial AssessmentStaff DeploymentStaffCDSHKATHKEAAFMPCommon SetupBudgetingBookkeeping

[S-FSC16-13] FMP > Staff Cost > Payroll > Provident Fund Voucher

Voucher Details

Accounting Month (MM/YYYY)08/2003

Voucher TypeProvident fund voucher - ORSO & MPF (PF)

Voucher No.AUTO

Voucher Date (DD/MM/YYYY)31/08/2003

Voucher ParticularsProvident Fund Contribution

Gross Credit Amount\$ 1,750.00

Voucher StatusDraft

Bank Ledger Information (Credit)

Local intranet

ORSO Scheme and Mandatory Provident Fund Scheme:

Step 9. Enter the Voucher No.

V 1.9

Slide 170

- Home
- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Register
    - Tax Return

[S-FSC16-11] FMP > Staff Cost > Payroll > Provident Fund Voucher

## Voucher Details

Accounting Month (MM/YYYY) 09/2004

Voucher Type Provident fund voucher - GSS (PJ)

Voucher No. 41110

Voucher Date (DD/MM/YYYY) 30/09/2004

Voucher Particulars monthly provident fund contribution

Gross Credit Amount \$ 1,850.00

Gross Debit Amount \$ 1,850.00

Voucher Status Draft

Grant / Subsidized Schools Provident Fund Scheme:

Step 10. Fill in the Voucher Date and Voucher Particulars.

# Generate Provident Fund Voucher

Microsoft Internet Explorer

BackForwardStopHomeSearchFavoritesMediaPrintSendToShare

LinksCustomize LinksGo

Addresshttp://localhost:8080/jsp/index.jsp

User: jenniferLast Login: 07/07/2003 16:41LogoutHelp

Current School Year: 20018 July 2003 14:57

English Name

AssessmentSpecial AssessmentStaff DeploymentStaffCDSHKATHKEAAFMPCommon SetupBudgetingBookkeeping

[S-FSC16-13] FMP > Staff Cost > Payroll > Provident Fund Voucher

Voucher Details

Accounting Month (MM/YYYY)08/2003

Voucher TypeProvident fund voucher - ORSO & MPF (PF)

Voucher No.AUTO

Voucher Date (DD/MM/YYYY)31/08/2003

Voucher ParticularsProvident Fund Contribution

Gross Credit Amount\$1,750.00

Voucher StatusDraft

Bank Ledger Information (Credit)

Local intranet

ORSO Scheme and Mandatory Provident Fund Scheme:

Step 10. Fill in the Voucher Date and Voucher Particulars.

# Generate Provident Fund Voucher

Microsoft Internet Explorer

Address <http://localhost:8080/jsp/index.jsp> Go

User: jennifer Last Login: 07/07/2003 16:41 [Logout](#) | [Help](#)

Current School Year: 2001 8 July 2003 15:05

English Name

- Assessment
- Special Assessment
- Staff Deployment
- Staff
- CDS
- HKAT
- HKEAA
- FMP
- Common Setup

Bank Ledger Information (Credit)

Bank Ledger Code	A5000 - Bank Information Link Test
Payment Method	Cheque - With Printing
Payee's Name	HSBC TRUSTEE Required for "Cheque - With Printing"
Cheque No.	Leave Blank for "Cheque - With Printing"
Bank Particular (Default same as Voucher Particulars)	

Note 1: Payee's Name is required for "Cheque - With Printing". This is optional for "Cheque - Without Printing".  
Note 2: Cheque No. should be left blank for "Cheque - With Printing". This is optional for "Cheque - Without Printing".

For ORSO Scheme and Mandatory Provident Fund Scheme, fill in the Bank Ledger information (Credit).

By default, the system will select the default bank ledger code (refer to Voucher Type Maintenance in Common Setup Module) of the selected voucher type.

Step 11. Choose another Bank Ledger Code for the payroll voucher if necessary.

# Generate Provident Fund Voucher

Microsoft Internet Explorer

Back Forward Stop Home Search Favorites Media Print Mail News RSS Links Customize Links

Address <http://localhost:8080/jsp/index.jsp> Go

User: jennifer Last Login: 07/07/2003 16:41 [Logout](#) | [Help](#)

Current School Year: 2001 8 July 2003 15:05

English Name

- Assessment
- Special Assessment
- Staff Deployment
- Staff
- CDS
- HKAT
- HKEAA
- FMP
- Common Setup

**Bank Ledger Information (Credit)**

<b>Bank Ledger Code</b>	A5000 - Bank Information Link Test
<b>Payment Method</b>	Cheque - With Printing
<b>Payee's Name</b>	HSBC TRUSTEE Required for "Cheque - With Printing"
<b>Cheque No.</b>	Leave Blank for "Cheque - With Printing"
<b>Bank Particular (Default same as Voucher Particulars)</b>	

Note 1: Payee's Name is required for "Cheque - With Printing". This is optional for "Cheque - Without Printing".

Note 2: Cheque No. should be left blank for "Cheque - With Printing". This is optional for "Cheque - Without Printing".

## Step 12. Select Payment Method.

For "Cheque - With Printing" payment method, fill in **Bank Particulars**, if necessary. Fill in **Payee** name and do NOT fill in **Cheque Number**.

For "Cheque - Without Printing" payment method, fill in **Payee Name**, **Cheque No.** and **Bank Particulars**, if necessary.

# Generate Provident Fund Voucher

User: jennifer Last Login: 07/07/2003 16:41 [Logout](#) | [Help](#)

Step 13. Fill in Particulars of each of the accounting lines, if necessary.

Note 1: Payee's Name is required for "Cheque - With Printing". This is optional.  
Note 2: Cheque No. should be left blank for "Cheque - With Printing". This is optional.  
**Accounting Line Information (Debit)**

Line No.	Sch Level/Session	Programme	Account Code	Amount \$	Particular (Default same as Bank Particular)	Budget Check
1	Primary/AM	WFMP - Programme code for converting GL balance in SAMs	G2005001001 - Grant Expenses	437.50		
2	Primary/PM	4999 - Unallocated Staff Cost	G2005001001 - Grant Expenses	437.50		
3	Primary/AM	WFMP - Programme code for converting GL balance in SAMs	G1018001002 - Employer's contributions - entitled to 5%	437.50		
4	Primary/PM	4999 - Unallocated Staff Cost	G1018001002 - Employer's contributions - entitled to 5%	437.50		

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

Note 1: Format of auto generated voucher number: <Voucher Type Prefix>YY/MM -<system sequence no.>

Note 2: 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 As Un** **Save Voucher as Unposted**

# Generate Provident Fund Voucher

English Name

User: jenn

Cu

Note 1: Payee's Name is required for "Cheque - With Printing". This is optional for

Note 2: Cheque No. should be left blank for "Cheque - With Printing". This is opti

## Accounting Line Information (Debit)

Line No.	Sch Level/Session	Programme	Account Code	Amount \$		Check
1	Primary/AM	WFMP - Programme code for converting GL balance in SAMs	G2005001001 - Grant Expenses	437.50		
2	Primary/PM	4999 - Unallocated Staff Cost	G2005001001 - Grant Expenses	437.50		
3	Primary/AM	WFMP - Programme code for converting GL balance in SAMs	G1018001002 - Employer's contributions - entitled to 5%	437.50		
4	Primary/PM	4999 - Unallocated Staff Cost	G1018001002 - Employer's contributions - entitled to 5%	437.50		

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

Note 1: Format of auto generated voucher number: <Voucher Type Prefix>YY/MM -<system sequence no.>

Note 2: 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 As Un Save Voucher as Unposted

Step 14. Click the [Save As Unposted] button to save the voucher.

Budget check will be performed if the budget has been approved.



# Generate Provident Fund Voucher

Microsoft Internet Explorer

Address <http://localhost:8080/jsp/index.jsp>

User: jennifer Last Login: 07/07/2003 16:41 [Logout](#) | [Help](#)

Current School Year: 2001 8 July 2003 15:16

English Name

Common Setup

Budgeting

Bookkeeping

Staff Cost

- Setup
- Staff Master
- Payroll
- P Fund Register
- Tax Return
- Enquiry

IS-ESC16-141 FMP > Staff Cost > Payroll > Provident Fund Voucher

PFNCS200308A Record updated successfully.

Primary/AM : No budget check since budget not yet approved.

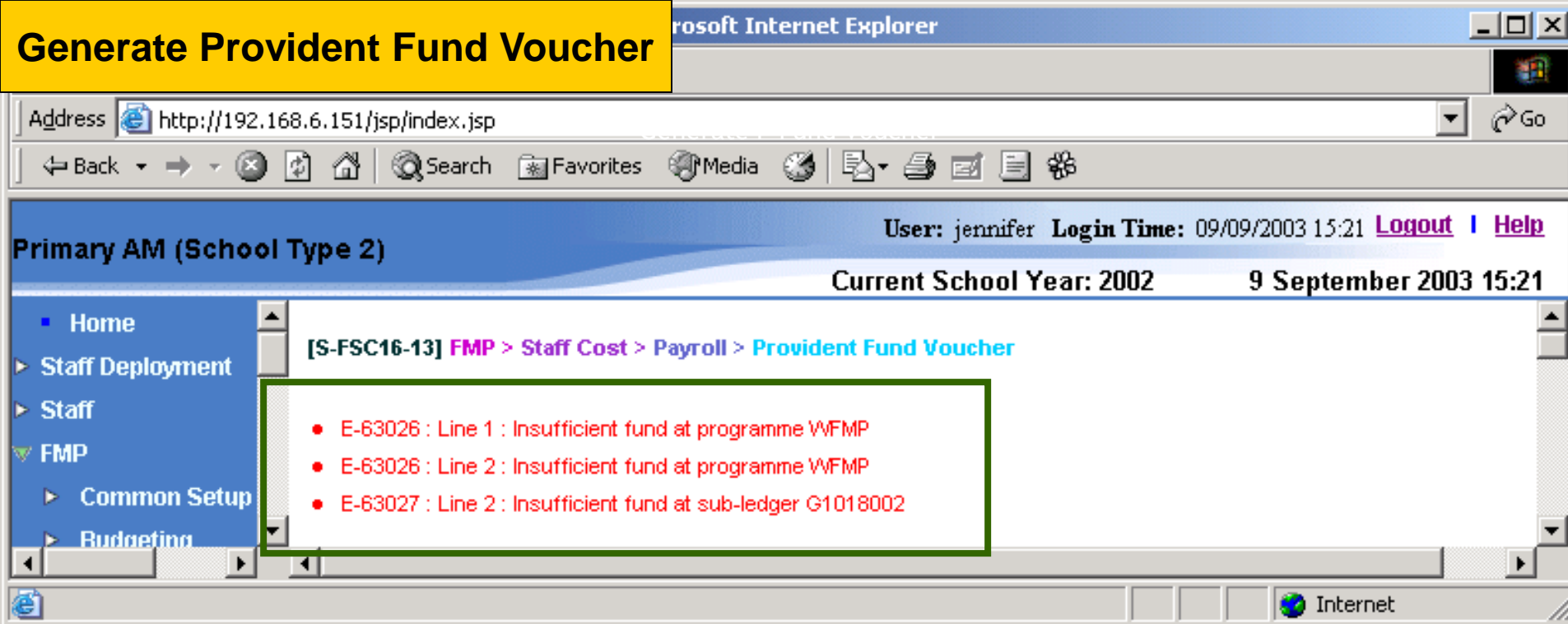
- E-63026 : Line 2 : Insufficient fund at programme 4999
- E-63027 : Line 2 : Insufficient fund at sub-ledger G2005001
- E-63028 : Line 2 : Insufficient fund at ledger G2005
- E-63029 : Line 2 : Insufficient fund at OEBG General Domain
- E-63026 : Line 4 : Insufficient fund at programme 4999
- E-63027 : Line 4 : Insufficient fund at sub-ledger G1018001
- E-63028 : Line 4 : Insufficient fund at ledger G1018

Voucher Details

Done

If the budget check option is set to "warning", a warning message will be displayed and the saving action will carry on if any of the accounting line amounts exceeds the budget amount.

# Generate Provident Fund Voucher



If budget check option is set to “Error”, an error message will be displayed and the saving action will be aborted, if any of the accounting line amounts exceeds the budget amount.

# Generate Provident Fund Voucher

Microsoft Internet Explorer

BackForwardStopHomeSearchFavoritesMediaPrintSendToMailPrintOutSettings

LinksCustomize Links

Addresshttp://localhost:8080/jsp/index.jspGo

User: jenniferLast Login: 07/07/2003 16:41LogoutHelp

English Name

Current School Year: 20018 July 2003 15 17

Common Setup

Budgeting

Bookkeeping

Staff Cost

Setup

Note 2: Cheque No. should be left blank for "Cheque - With Printing". This is optional for "Cheque - Without Printing".

Accounting Line Information (Debit)

Line No.	Sch Level/Session	Programme	Account Code	Amount \$	Particular (Default same as Bank Particular)	Budget Check
1	Primary AM	WFMP -	G2005001001 - Grant	437.50	NCS Provident Fund	N/A
						I
						N/A
						I

Upon saving of the voucher successfully, the system will set the following budget check status to each of the accounting lines:

S - Sufficient fund  
I - Insufficient fund  
N/A - Not applicable (e.g. No Budget check, budget not approved, asset/liability ledger).

The "Budget Check Report (R-FBK045-E)" shows by how much the accounting line amounts exceed the budget amount at programme, sub-ledger, ledger, or OEBG Domain level (Refer to Bookkeeping - Budget Check).

Local intranet

# Generate Provident Fund Voucher

User: jennifer Login Time: 16/09/2003 15:16 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

16 September 2003 15:44

- Home
- Staff Deployment
- Staff
- ▼ FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - ▼ Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Register
    - Tax Return
    - Enquiry
    - Report
  - CAR
  - Sales & Stock
  - Daily Coll. Summary
  - Non-Recurent Grant
- Report Management
- Data Management
- Customization

[S-FSC16-10] **FMP** > Staff Cost > Payroll > **Provident Fund Voucher**

Prepare Payroll	Payroll Voucher	P Fund Voucher	Voucher Posting	Voucher Enquiry	Payroll Month	
Payroll Month (MM/YYYY)		01/2003				
Fund Scheme		MPF Scheme				
Provident Fund Voucher Not Generated / Not Required			Provident Fund Voucher Generated			
<input type="checkbox"/>	<u>Staff Code</u> ▲	<u>Staff Name (Eng)</u>	<u>Staff Name (Chi)</u>	<u>Staff Type</u>	Employee's Contribution \$	Employer's Contribution \$
<input type="checkbox"/>	PFNCS200301A (31/01/2003) Cheque - With Printing					
	1001	SAMPLE USER		Clerical and Janitor Staff *	1,000.00	1,000.00

Note: Select one or more payroll voucher(s) and then press "Print" button to print.

Delete P Fund Voucher

Print

P Fund Voucher Preview

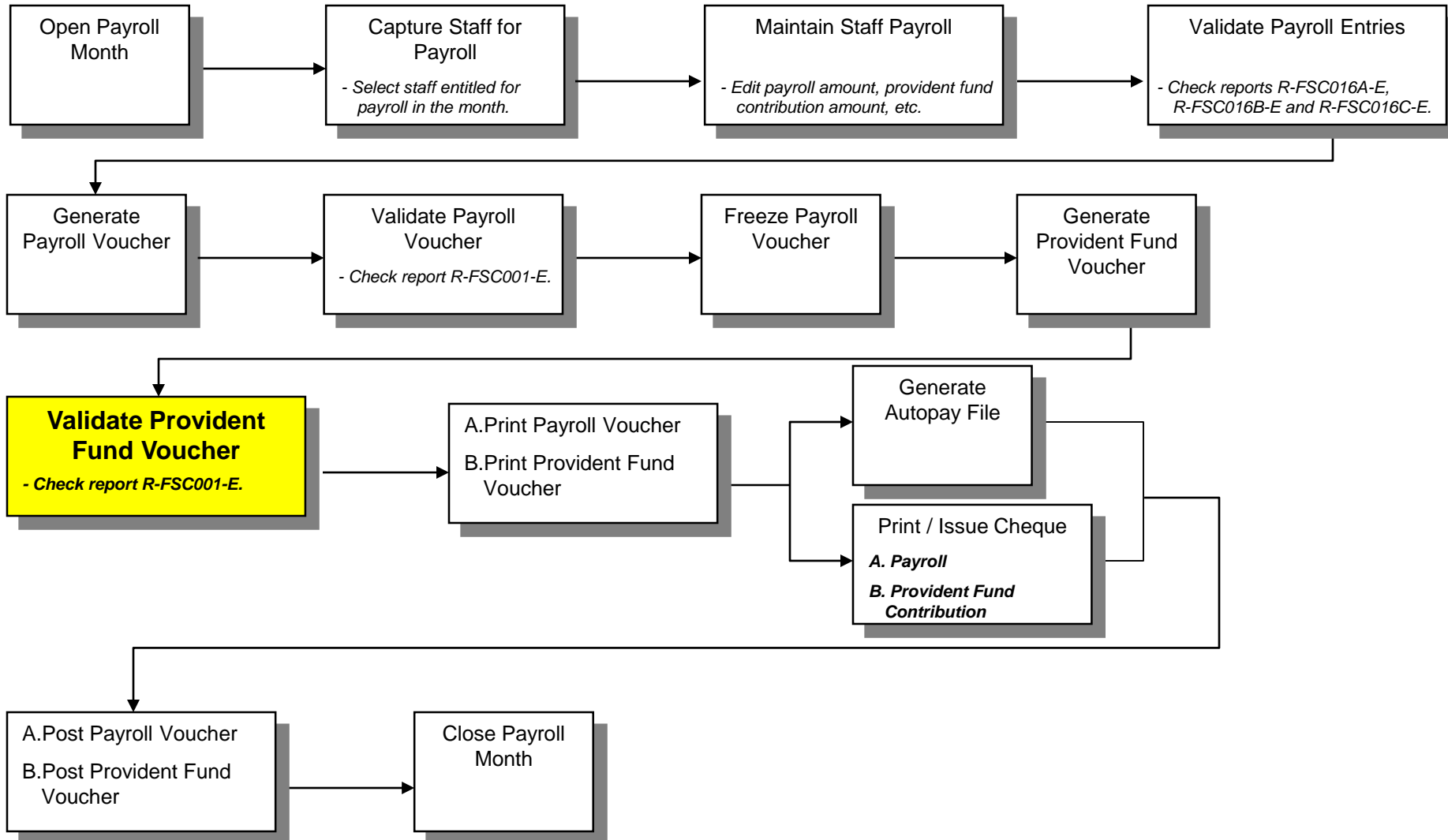
Delete the Selected Provident Fund Voucher

Upon saving of the voucher successfully, the corresponding staff payroll entries will be moved from **Provident Fund Voucher Not Generated / Not Required** screen to **Provident Fund Voucher Generated** screen. They will be grouped by Voucher Number.

# Generate Provident Fund Voucher

- Upon saving of the voucher successfully:
  - The receipts and committed amount of the approved budget will be updated.
  - Content of the voucher cannot be changed.
  - Generated provident fund voucher can be retrieved under Bookkeeping Module. However, users cannot change / delete / post the voucher there.

# Validate Provident Fund Voucher



# Validate Provident Fund Voucher

- Generate report for checking to ensure the generated provident fund vouchers are correct before:
  - Post provident fund vouchers to General Ledger
- Generate “Payroll Validation Report (R-FSC001-E)” report for provident fund voucher validation. The report shows the breakdown of the provident fund vouchers generated

# Validate Provident Fund Voucher

Current School Year: 2001

Step 1. Click [P Fund Voucher] tab.

[S-FSC14-01] [FMP](#) > [Staff Cost](#) > [Payroll](#) > [Prepare Payroll](#)

<a href="#">Prepare Payroll</a>	<a href="#">Payroll Voucher</a>	<a href="#">P Fund Voucher</a>	<a href="#">Voucher Posting</a>	<a href="#">Voucher Enquiry</a>	<a href="#">Payroll Month</a>
Payroll Month (MM/YYYY)		09/2004			

Staff List		Payroll Items		Provident Fund	Reimbursement	
<input type="checkbox"/>	Staff Code	Staff Name (Eng)	Staff Name (Chi)	Net Payment \$	Payroll Period (DD/MM/YYYY - DD/MM/YYYY)	Payment Method
<input type="checkbox"/>	Teaching Staff *					
<input type="checkbox"/>	<a href="#">NCS1</a>	Woo Siu Ming	胡小明	17,675.00	01/09/2004 - 30/09/2004	Cheque - Without Printing
<input type="checkbox"/>	<a href="#">NCS3</a>	Lee Siu Ming	李小明	17,587.80	01/09/2004 - 30/09/2004	Cheque - Without Printing

[Add Staff](#)[Delete Staff](#)



# Validate Provident Fund Voucher

User: fmpadmin Login Time: 11/09/2003 10:14 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

11 September 2003 13:01

Home

FMP

Common Setup

Budgeting

Bookkeeping

Staff Cost

Setup

Staff Master

Payroll

P Fund Register

Tax Return

Enquiry

Report

CAR

Sales & Stock

Daily Coll. Summary

Non-Recurrent Grant

Report Management

Customization

[S-FSC16-07] FMP > Staff Cost > Payroll > Provident Fund Voucher




Prepare Payroll Payroll Voucher P Fund Voucher Voucher Posting Voucher Enquiry Payroll Month

Payroll Month (MM/YYYY) 09/2004

Fund Scheme Grant/Subsidized Schools PF Scheme

Provident Fund Voucher Not Generated / Not Required

Provident Fund Voucher Generated

<input checked="" type="checkbox"/>	Staff Code 	Staff Name (Eng)	Staff Name (Chi)	Employee's Contribution \$	Employer's Contribution \$	Corresponding Payroll Voucher Status	Generate P Fund Voucher
<input checked="" type="checkbox"/>	Teaching Staff *						
<input checked="" type="checkbox"/>	<a href="#">NCS1</a>	Woo Siu Ming	胡小明	925.00	925.00	Freeze	Required 
<input checked="" type="checkbox"/>	<a href="#">NCS3</a>	Lee Siu Ming	李小明	925.00	925.00	Freeze	Required 

Note: To generate provident fund voucher, the corresponding payroll

Generate P Fund Voucher

 Save

Generate Provident Fund Voucher for the Sta

Step 2. Select Payroll Month.

Step 3. Select Fund Scheme.

Step 4. Click [Provident Fund Voucher Generated] hyperlink.

# Validate Provident Fund Voucher

Current Sc

Step 5. Select the checkbox next to the voucher. (one or more vouchers can be selected at the same time.)

Step 6. Click [Print] button.

[S-FSC16-10] FMP &gt; Staff Cost &gt; Payroll &gt; Provident Fund Voucher

[Prepare Payroll](#) [Payroll Voucher](#) [P Fund Voucher](#) [Voucher](#)

Payroll Month (MM/YYYY)

01/2003

Fund Scheme

MPF Scheme

Provident Fund Voucher Not Generated / Not Required

Generated

<input checked="" type="checkbox"/>	Staff Code	Staff Name (Eng)	Staff Name (Chi)	Staff Type	Employee's Contribution \$	Employer's Contribution \$
<input checked="" type="checkbox"/>	PNCSS200301A (31/01/2003) Cheque - With Printing					
	001	SAMPLE USER		Clerical and Janitor Staff *	1,000.00	1,000.00

Note: Select one or more payroll voucher(s) and then press "Print" button to print report "Payroll Validation Report (R-FSC001-E)".

[Delete P Fund Voucher](#)[Print](#)[P Fund Voucher Preview](#)[Print Cheque](#)

Print Report: "Payroll Validation Report (R-FSC001-E)"

# Validate Provident Fund Voucher

User: jennifer Login Time: 16/09/2003 15:16 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

16 September 2003 15:49

http://192.168.6.151/jsp/fsc/MaintainPayroll.do?action=...

### Payroll Validation Report (R-FSC001-E)

Please input the print criteria:

Group By Account Code

### Voucher

### Provident Fund Voucher Generated

Staff Type	Employee's Contribution \$	Employer's Contribution \$
------------	-------------------------------	-------------------------------

- Payroll
- P Fund Register
- Tax Return
- Enquiry
- Report
- CAR
- Sales & Stock
- Daily Coll. Summar
- Non-Recurrent Gra
- Report Management
- Data Management
- Customization

☒ [PFNCS200301A](#) (31/01/2003) Cheque - With Printing

[t001](#) SAMPLE USER

Note: Select one or more payroll voucher(s) and t

The system will pop up a new window.

Step 7. Select either group by "Account Code" or group by "Staff Code".

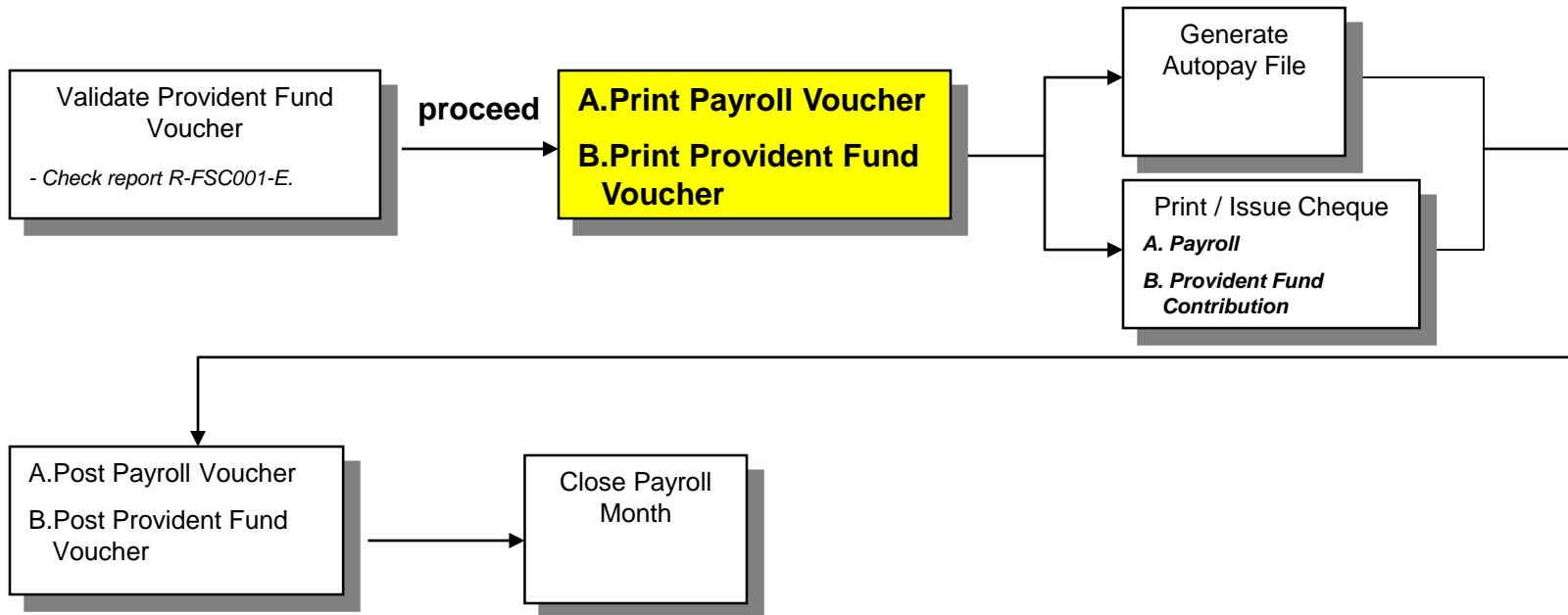
Step 8. Click the [Print] button to print the report in PDF format.

The system will pop up another window showing the Payroll Validation Report.



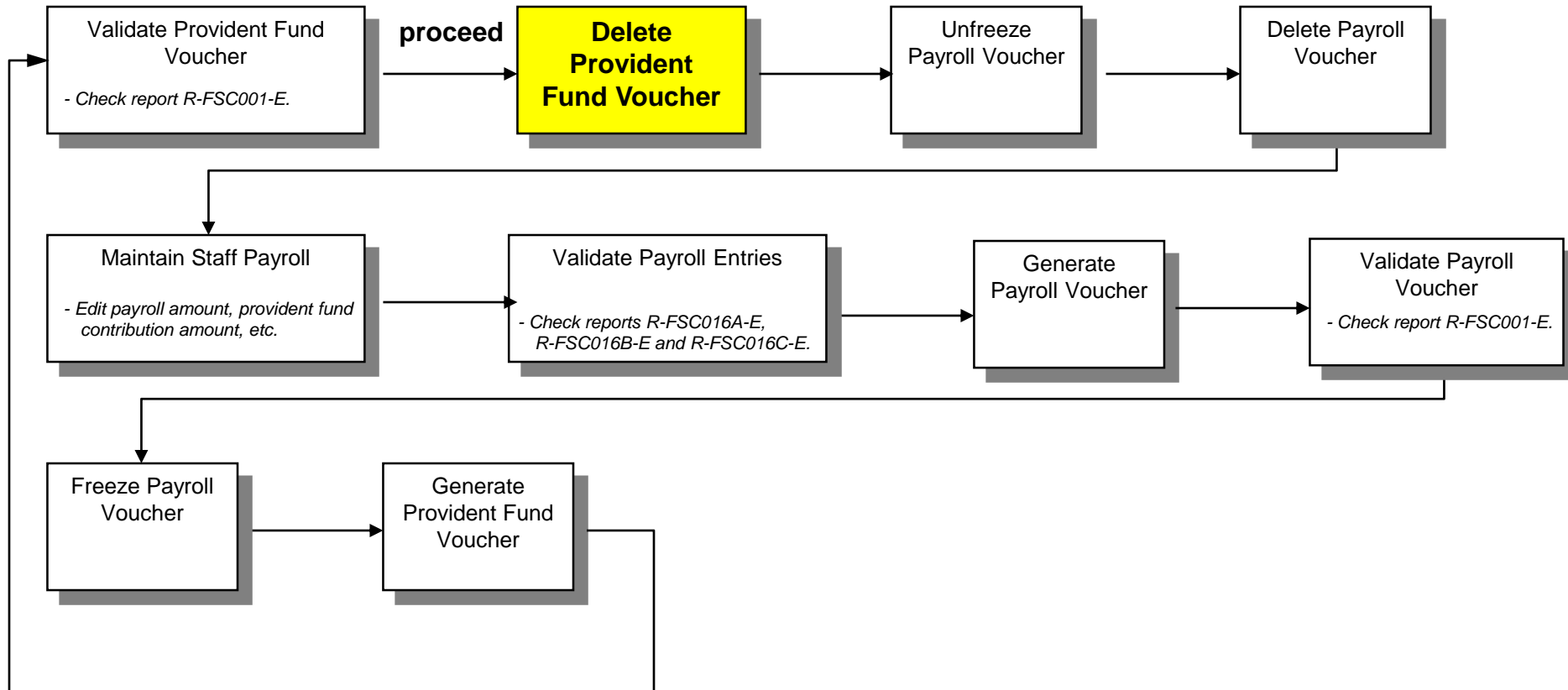
# Validate Provident Fund Voucher

- If the provident fund vouchers are correct:



# Validate Provident Fund Voucher

- If provident fund vouchers are incorrect:



# Delete Provident Fund Voucher

- If the vouchers need to be amended, user need to delete provident fund vouchers.
- Pre-requisites
  - The provident fund vouchers have been generated, but have not been posted.
  - For voucher of ORSO Scheme and Mandatory Provident Fund Scheme, if “Cheque - With Printing” payment method is selected, it cannot be deleted if cheques have been printed and confirmed as “Successfully Printed”.

# Delete Provident Fund Voucher

- Home
- Staff Deployment
- Staff
- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - Staff Cost
    - Setup
    - Staff Master
    - Payroll
      - P Fund Register
      - Tax Return
      - Enquiry
      - Report
- CAR
- Sales & Stock
- Daily Coll. Summary
- Non-Recurrent Grant
- Report Management
- Data Management
- Customization

[S-FSC16-10] FMP &gt; Staff Cost &gt; Payroll &gt; Provident Fund Voucher

Prepare Payroll Payroll Voucher P Fund Voucher Voucher

Payroll Month (MM/YYYY) 01/2003

Fund Scheme MPF Scheme

Provident Fund Voucher Not Generated / Not Required

<input checked="" type="checkbox"/>	Staff Code	Staff Name (Eng)	Staff Name (Chi)	Staff Category	Employee's Contribution \$	Employer's Contribution \$
<input checked="" type="checkbox"/>	FSCS200301A (31/01/2003) Cheque - With Printing					
	1001	SAMPLE USER		Clerical and Janitor Staff *	1,000.00	1,000.00

Note: Select one or more payroll voucher(s) and then press "Print" button to print report "Payroll Validation Report (R-FSC001-E)".

Delete P Fund Voucher

Print

P Fund Voucher Preview

Print Cheque

Delete the Selected Provident Fund Voucher

Step 1. Select the checkbox next to the voucher (one or more vouchers can be selected at the same time).

Step 2. Click the [Delete P Fund Voucher] button.

## Delete Provident Fund Voucher

- Home
- ▼ FMP
  - ▶ Common Setup
  - ▶ Budgeting
  - ▶ Bookkeeping
  - ▼ Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Register
    - Tax Return
    - Enquiry
    - Report
  - ▶ CAR
  - ▶ Sales & Stock
  - ▶ Daily Coll. Summary
  - ▶ Non-Recurrent Grant
  - ▶ Report Management
  - ▶ Customization

[S-FSC16-07] [FMP](#) > [Staff Cost](#) > [Payroll](#) > [Provident Fund Voucher](#)

<b>Prepare Payroll</b>	<b>Payroll Voucher</b>	<b>P Fund Voucher</b>	<b>Voucher Testing</b>	<b>Voucher Enquiry</b>	<b>Payroll Month</b>
Payroll Month (MM/YYYY)		09/2004			
Fund Scheme		Grant/Subsidy Schools PF Scheme			

Provident Fund Voucher Not Generated / Not Required

[Provident Fund Voucher Generated](#)

<input checked="" type="checkbox"/>	Staff Code ▲	Staff Name (Eng)	Staff Name (Chi)	Employee's Contribution \$	Employer's Contribution \$	Corresponding Payroll Voucher Status	Generate P Fund Voucher
<input checked="" type="checkbox"/>	<b>Teaching Staff *</b>						
<input checked="" type="checkbox"/>	<a href="#">NCS1</a>	Woo Siu Ming	胡小明	925.00	925.00	Freeze	Required ▼
<input checked="" type="checkbox"/>	<a href="#">NCS3</a>	Lee Siu Ming	李小明	925.00	925.00	Freeze	Required ▼

Note: To generate provident fund voucher, the corresponding payroll voucher must be in **Freeze** status.

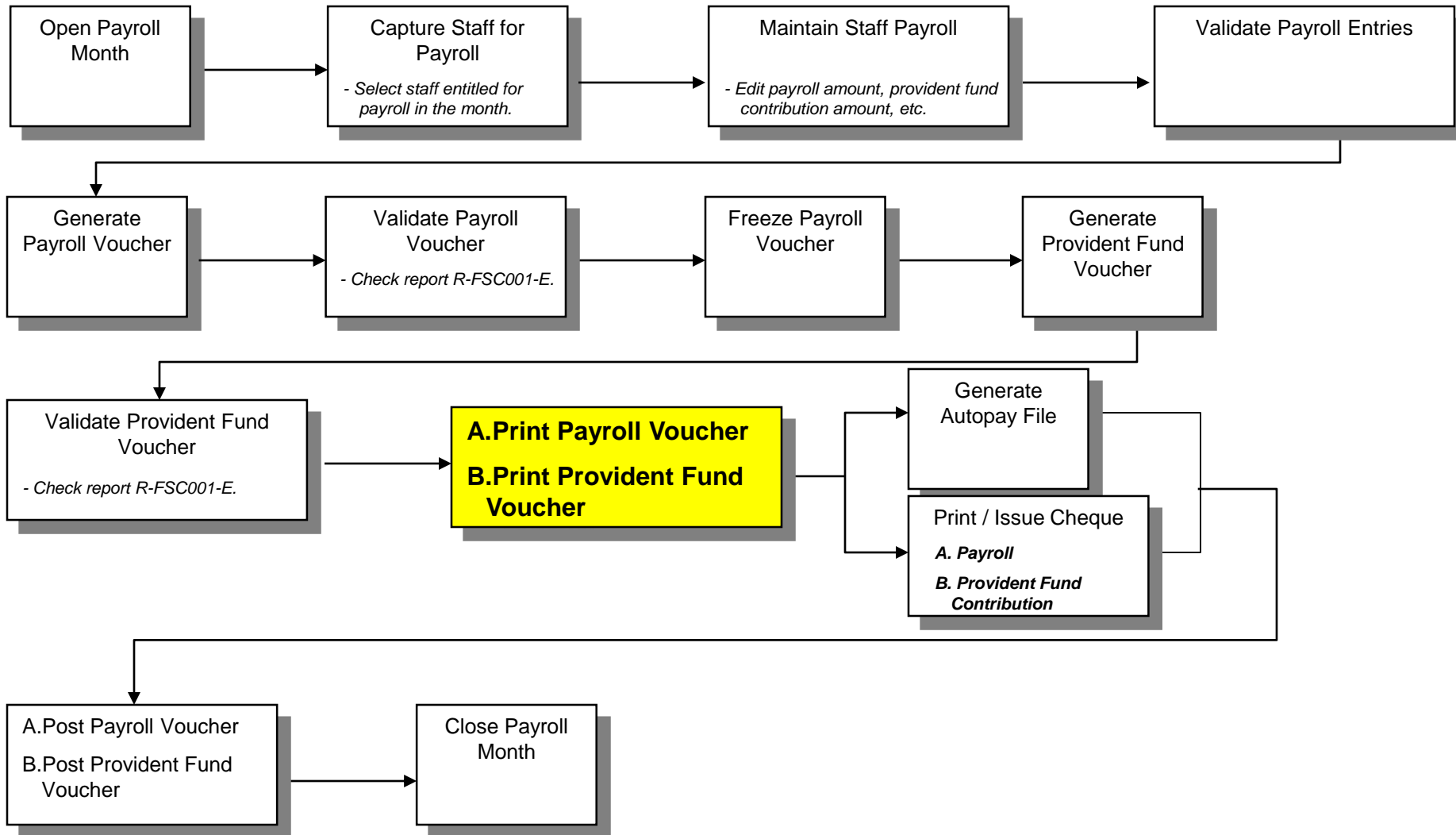

Upon deletion of the voucher successfully, the corresponding staff payroll entries will be moved from **Provident Fund Voucher Generated** screen back to **Provident Fund Voucher Not Generated / Not Required** screen.



# Delete Provident Fund Voucher

- Upon deletion of the vouchers successfully:
  - The voucher details cannot be retrieved subsequently.
  - The receipts and committed amount of the approved budget will be rolled back after deleting the vouchers.
  - The voucher number cannot be re-used after the voucher has been deleted.
  - A list of deleted vouchers will be shown in “List of Deleted Vouchers (R-FSC028-E)” report.

# Print Vouchers



# Print Vouchers

- To print payroll voucher and Provident Fund Voucher at the status of “Unposted”.
- Submit together with supporting documents such as bank’s direct payment submission form, cheque and “MPF Remittance Advices (R-FSC004-E)” to supervisor for checking first.
- Principal approve the vouchers by signing on the designed position of the vouchers.

# A- Print Payroll Voucher

User: jennifer Login Time: 10/09/2003 19:38 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

Step 1. Click [Payroll Voucher] tab.

- CDS
- HKAT
- HKEAA
- ▼ FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - ▼ Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Regist
    - Tax Return
    - Enquiry
    - Report
  - CAR
  - Sales & Stock
  - Daily Coll. Summ
  - Non-Recurrent C
- SPA
- Report Management
- Data Management
- Timetabling
- Code Management

[S-FSC14-01] FMP > Staff Cost > Payroll > Prepare Payroll

[Prepare Payroll](#)
[Payroll Voucher](#)
[P Fund Voucher](#)
[Voucher Posting](#)
[Voucher Enquiry](#)
[Payroll Month](#)

Payroll Month (MM/YY) 09/2004

Staff List	Payroll Items	Provident Fund	Reimbursement			
<input type="checkbox"/>	Staff Code ▲	Staff Name (Eng)	Staff Name (Chi)	Net Payment \$	Payroll Period (DD/MM/YYYY - DD/MM/YYYY)	Payment Method
<input type="checkbox"/>	<b>Teaching Staff *</b>					
<input type="checkbox"/>	NCS1	Woo Siu Ming	胡小明	17,675.00	01/09/2004 - 30/09/2004	Cheque - Without Printing
<input type="checkbox"/>	NCS3	Lee Siu Ming	李小明	17,587.80	01/09/2004 - 30/09/2004	Cheque - Without Printing

Add Staff

Delete Staff

# A- Print Payroll Voucher

Current School Year: 2001

11 September 2003 14:29

- Home
- ▼ FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - ▼ Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Register
    - Tax Return
    - Enquiry
    - Report
  - CAR
  - Sales & Stock
  - Daily Coll. Summar
  - Non-Recurent Gra
- Report Management
- Customization

[S-FSC16-01] FMP > Staff Cost > Payroll > Payroll Voucher

Prepare Payroll Payroll Voucher P Fund Voucher Voucher Posting Voucher Enquiry Payroll Month

Payroll Month (MM/YYYY) 09/2004

Payment Method Auto Pay

Payroll Voucher Not Generated

[Payroll Voucher Generated](#)

Bottom

<input type="checkbox"/>	Staff Code ▲	Staff Name (Eng)	Staff Name (Chi)	Net Payment \$
<input type="checkbox"/>	Clerical and Janitor Staff *			
<input type="checkbox"/>				19,000.00
<input type="checkbox"/>				19,000.00
<input type="checkbox"/>				19,000.00
<input type="checkbox"/>				20,000.00
<input checked="" type="checkbox"/>				
<input checked="" type="checkbox"/>				17,575.00
<input checked="" type="checkbox"/>			李小明	17,575.00

Top

Step 2. Select Payroll Month.

Step 3. Select Payment Method.

Step 4. Click [[Payroll Voucher Generated](#)] hyperlink.

Note: Select one or more staff and then press "Print" button to print report "Payroll Item Detail (R-FSC016-E)".

Print

Generate Payroll Voucher

Generate Payroll Voucher for the Staff Selected

# A- Print Payroll Voucher

User: jennifer Login Time: 16/09/2003 14:50 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001 16 September 2003 15:10

[S-FSC16-02] **FMP** > Staff Cost > Payroll > Payroll Voucher

**Prepare Payroll** **Payroll Voucher** P Fund Voucher Vou

Payroll Month (MM/YYYY) 09/2004

Payment Method Autopay

Payroll Voucher Not Generated Payr

<input type="checkbox"/>	Staff Code	Staff Name (Eng)	Staff Name (Chi)	Staff Position	Net Payment \$	Voucher Status
<input checked="" type="checkbox"/>	<b>NRCS200409B (30/09/2004)</b>					
<input type="checkbox"/>	NCS4	Lam Siu Ming	林小明	Clerical and Janitor Staff *	19,000.00	Review
<input type="checkbox"/>	NCS5	Au Siu Ming	區小明	Clerical and Janitor Staff *	19,000.00	Review
<input type="checkbox"/>	NCS6	Chow Siu Ming	周小明	Clerical and Janitor Staff *	19,000.00	Review
<input type="checkbox"/>	NCS7	Ho Siu Ming	何小明	Clerical and Janitor Staff *	20,000.00	Review

Note 1: Select one or more payroll voucher(s) and then press "Print" button to print report "Payroll Validation Report (R-FSC001-E)".

Note 2: To generate provident fund voucher, the corresponding payroll voucher must be in **Freeze** status.

Delete Payroll Voucher

Freeze Payroll Voucher

Unfreeze Payroll Voucher

Print

**Payroll Voucher Preview**

Generate Autopay File

Preview and Print Payroll Voucher

Step 5. Select the checkbox next to the voucher (one or more vouchers can be selected at the same time).

Step 6. Click the [Payroll Voucher Preview] button.

## A- Print Payroll Voucher

Voucher report preview page (in PDF format) will pop up.

Step 7. Select Print Function and print the voucher through local printer.

Address [http://thomas:8080/jsp/rpt/viewPreviewFile.jsp?type=R&fileName=fmp/19026\\_1](http://thomas:8080/jsp/rpt/viewPreviewFile.jsp?type=R&fileName=fmp/19026_1)

Back Forward Stop Home Search Favorites Media

Print

R-PSC026-E PRIMARY SCHOOL (AM) (TYPE  
PAYROLL VOUCHER (UNPOSTED)

Sch Level/Session : ALL  
Accounting Month : 09/2004  
Voucher Date Range : ALL  
Voucher No. Range : PRNCS200409B to PRNCS200409B

Page : 1 of 1

LINE NO	ACCOUNT CODE	ACCOUNT NAME	LEVEL/ SESSION	AMOUNT		PARTICULARS	PROGRAMME CODE	PROGRAMME NAME
				DEBIT \$	CREDIT \$			
30/09/2004 Voucher No.: PRNCS200409B (UNPOSTED)				Voucher Particulars : Payroll 09/2004				
1	G1017004002	Supply/Teaching Supporting Staff's Salaries	Primary/AM	77,000.00		Payroll 09/2004	WFMP	Admin Programme
2	G5001	Bank - Government Fund	Primary/AM		77,000.00	Payroll 09/2004		
Total :				77,000.00	77,000.00			

Other Remarks (if any) :

Prepared By : \_\_\_\_\_ Checked By : \_\_\_\_\_ Approved By : \_\_\_\_\_


Date : \_\_\_\_\_ Date : \_\_\_\_\_ Date : \_\_\_\_\_

\*\*\* End of Report \*\*\*

1 of 1 11.68 x 8.26 in

Done Local intranet

## A- Print Payroll Voucher



There are specific signing positions of “Prepared By”, “Checked By” and “Approved By” at the bottom of the voucher printout.

Print By : jennifer  
Date : 16/09/2003  
Time : 15:19  
Page : 1 of 1

LINE NO	ACCOUNT CODE	ACCOUNT NAME	LEVEL/ SESSION	AMOUNT		PARTICULARS	PROGRAMME CODE	PROGRAMME NAME
				DEBIT \$	CREDIT \$			
30/09/2004		Voucher No.: PRNCS200409B (UNPOSTED)		Voucher Particulars : Payroll 09/2004				
1	G1017004002	Supply/Teaching Supporting Staff's Salaries	Primary/AM	77,000.00		Payroll 09/2004	WFMP	Admin Programme
2	G5001	Bank - Government Fund	Primary/AM		77,000.00	Payroll 09/2004		
Total :				77,000.00	77,000.00			

\*\*\* End of Report \*\*\*



**B - Print Provident Fund Voucher**

Current School Year: 2001

Step 1. Click [P Fund Voucher] tab.

- CDS
- HKAT
- HKEAA
- ▼ FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - ▼ Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Register
    - Tax Return
    - Enquiry
    - Report
  - CAR
  - Sales & Stock
  - Daily Coll. Summ
  - Non-Recurrent C
- SPA
- Report Management
- Data Management
- Timetabling
- Code Management

[S-FSC14-01] **FMP** > Staff Cost > Payroll > **Prepare Payroll**

Prepare Payroll	Payroll Voucher	P Fund Voucher	Voucher Posting	Voucher Enquiry	Payroll Month	
Payroll Month (MM/YYYY)		09/2004				
Staff List		Payroll Items		Provident Fund	Reimbursement	
<input type="checkbox"/>	<u>Staff Code</u> ▲	<u>Staff Name (Eng)</u>	<u>Staff Name (Chi)</u>	Net Payment \$	Payroll Period (DD/MM/YYYY - DD/MM/YYYY)	Payment Method
<input type="checkbox"/>	<b>Teaching Staff *</b>					
<input type="checkbox"/>	NCS1	Woo Siu Ming	胡小明	17,675.00	01/09/2004 - 30/09/2004	Cheque - Without Printing
<input type="checkbox"/>	NCS3	Lee Siu Ming	李小明	17,587.80	01/09/2004 - 30/09/2004	Cheque - Without Printing
<b>Add Staff</b>		<b>Delete Staff</b>				

# B - Print Provident Fund Voucher

User: fmpadmin Login Time: 11/09/2003 10:14 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

11 September 2003 13:01

- Home
- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - Staff Cost
    - Setup
    - Staff Master
    - Payroll
      - P Fund Register
      - Tax Return
      - Enquiry
      - Report
    - CAR
    - Sales & Stock
    - Daily Coll. Summary
    - Non-Recurrent Grant
  - Report Management
  - Customization

[S-FSC16-07] FMP > Staff Cost > Payroll > Provident Fund Voucher

Prepare Payroll Payroll Voucher P Fund Voucher Voucher Posting Voucher Enquiry Payroll Month

Payroll Month (MM/YYYY) 09/2004

Fund Scheme Grant/Subsidized Schools PF Scheme

Provident Fund Voucher Not Generated / Not Required

Provident Fund Voucher Generated

<input checked="" type="checkbox"/>	Staff	Staff Name	Staff	Employee's Contribution \$	Employer's Contribution \$	Corresponding Payroll Voucher Status	Generate P Fund Voucher
				925.00	925.00	Freeze	Required
				925.00	925.00	Freeze	Required

Step 2. Select Payroll Month.

Step 3. Select Fund Scheme.

Step 4. Click [Provident Fund Voucher Generated] hyperlink.

Existing payroll voucher must be in Freeze status.

Provident Fund Voucher for the Staff Selected

# B - Print Provident Fund Voucher

- Home
- Staff Deployment
- Staff
- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Register
    - Tax Return
    - Enquiry
    - Report
  - CAR
  - Sales & Stock
  - Daily Coll. Summary
  - Non-Recurrent Grant
- Report Management
- Data Management
- Customization

[S-FSC16-10] FMP &gt; Staff Cost &gt; Payroll &gt; Provident Fund Voucher

Prepare Payroll Payroll Voucher P Fund Voucher Voucher

Payroll Month (MM/YYYY) 01/2003

Fund Scheme MPF Scheme

Provident Fund Voucher Not Generated / Not Required

<input type="checkbox"/>	Staff Code	Staff Name (Eng)	Staff Name (Chi)	Staff Position	Employee's Contribution \$	Employer's Contribution \$
<input checked="" type="checkbox"/>	[FSCS200301A] (31/01/2003) Cheque - With Printing					
<input type="checkbox"/>	1001	SAMPLE USER		Clerical and Janitor Staff *	1,000.00	1,000.00

Note: Select one or more payroll voucher(s) and then press "Print" button to print report "Payroll Validation Report (R-FSC001-E)".

Delete P Fund Voucher

Print

P Fund Voucher Preview

Print Cheque

Preview and Print Provident Fund Voucher

Step 5. Select the checkbox next to the voucher (one or more vouchers can be selected at the same time).

Step 6. Click the [P Fund Voucher Preview] button.

## B - Print Provident Fund Voucher

Voucher report preview page (in PDF format) will pop up.

Step 7. Select Print Function and print the voucher through local printer.

R-PSC026-E

PRIMARY SCHOOL (AM) (TYPE  
PROVIDENT FUND VOUCHER (UNPO

Sch Level/Session : ALL  
Accounting Month : 01/2003  
Voucher Date Range : ALL  
Voucher No. Range : PFNCS200301A to PFNCS200301A

Page : 1 of 1

LINE NO	ACCOUNT CODE	ACCOUNT NAME	LEVEL/ SESSION	AMOUNT		PARTICULARS	PROGRAMME CODE	PROGRAMME NAME
				DEBIT \$	CREDIT \$			
31/01/2003		Voucher No.: PFNCS200301A (UNPOSTED)		Voucher Particulars : test				
1	G1018002002	Employer's contributions - entitled to 5%	Primary/AM	1,000.00		test	WFMP	Admin Programme
2	G2005001001	Grant Expenses	Primary/AM	1,000.00		test	WFMP	Admin Programme
3	G5001	Bank - Government Fund	Primary/AM		2,000.00	test		
Total :				2,000.00	2,000.00			

Cheque No : Payable To : HSBC Trustee

Other Remarks (if any) :

1 of 1 11.68 x 8.26 in

Done Internet

# B - Print Provident Fund Voucher

Address [http://192.168.6.151/jsp/rpt/viewPreviewFile.jsp?type=R&fileName=fmp/19026\\_1063698169453.pdf](http://192.168.6.151/jsp/rpt/viewPreviewFile.jsp?type=R&fileName=fmp/19026_1063698169453.pdf) Go

Back Forward Stop Home Search Favorites Media Print Preview Full Screen Help

contributions - entitled to 5%

2	G2005001001	Grant Expenses	Primary/AM	1,000.00	test	WFMP	Admin Programme
3	G5001	Bank - Government Fund	Primary/AM		2,000.00	test	
Total :				2,000.00	2,000.00		

Cheque No : \_\_\_\_\_ Payable To : HSBC Trustee

Other Remarks (if any) : \_\_\_\_\_

Prepared By : \_\_\_\_\_ Checked By : \_\_\_\_\_ Approved By : \_\_\_\_\_

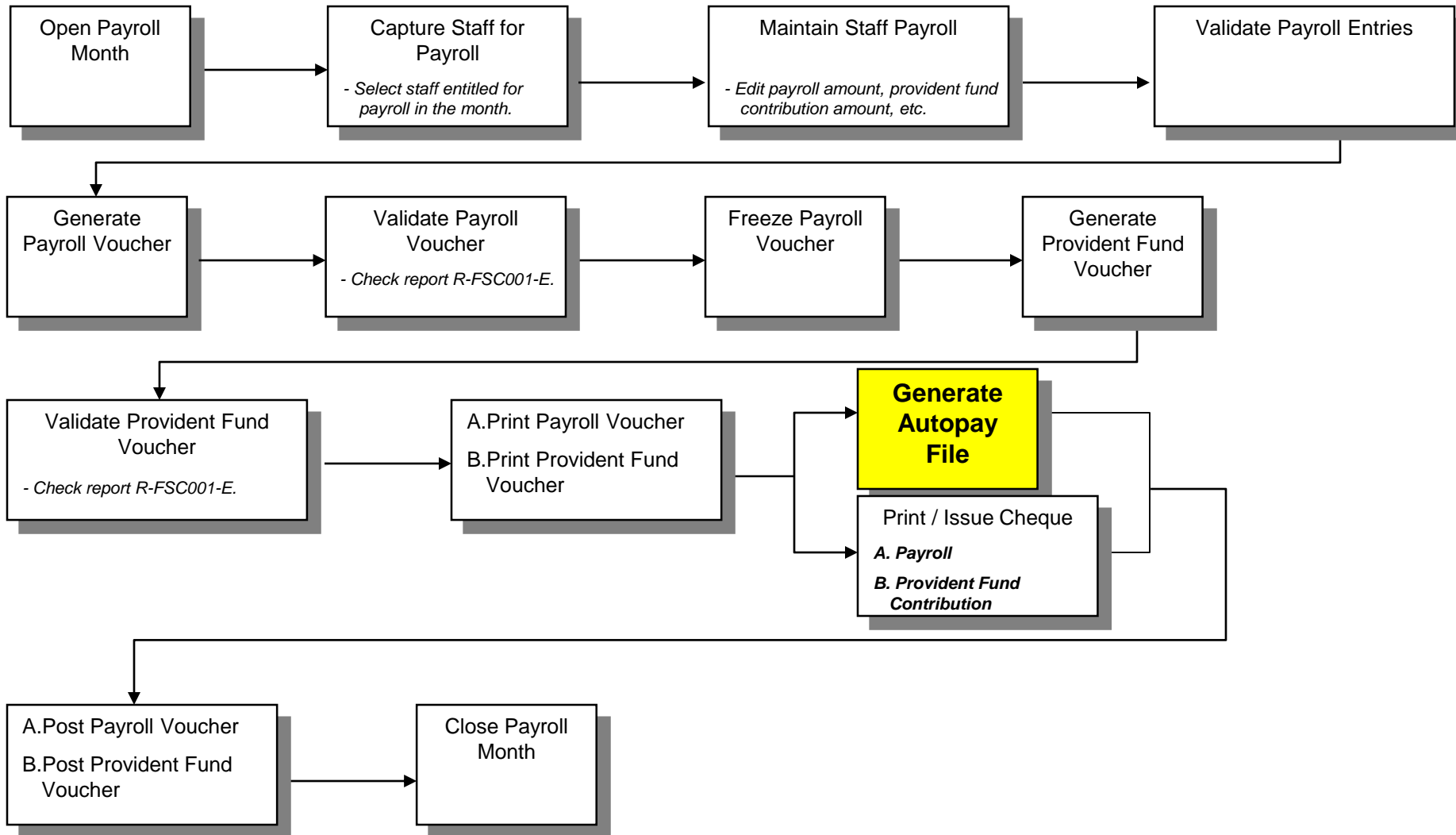
Date : \_\_\_\_\_ Date : \_\_\_\_\_ Date : \_\_\_\_\_

\*\*\* End of Report \*\*\*

1 of 1 11.68 x 8.26 in Done Internet

There are specific signing positions of "Prepared By", "Checked By" and "Approved By" at the bottom of the voucher printout.

# Generate Autopay File



# Generate Autopay

- To generate autopay file for a specified bank if “Autopay” payment method is selected in the payroll voucher.
- Pre-requisites:
  - Payroll vouchers must have been generated but have not been posted.
  - Schools must have subscribed to the bank autopay service of any of these three banks:
    1. Hong Kong and Shanghai Banking Corporation
    2. Hang Seng Bank
    3. Bank of East Asia
  - Relevant autopay setting must have been properly set in Autopay Setup.
  - Relevant bank ledger must be tied to an appropriate bank autopay format (Please refer to Common Setup - COA Maintenance - Bank Information).

# Generate Autopay File

User: jennifer Login Time: 10/09/2003 19:38 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

Step 1. Click [Payroll Voucher] tab.

[S-FSC14-01] FMP > Staff Cost > Payroll > Prepare Payroll

Prepare Payroll Payroll Voucher P Fund Voucher Voucher Posting Voucher Enquiry Payroll Month

Payroll Month (MM/YYYY) 09/2004

Staff List	Payroll Items	Provident Fund	Reimbursement			
<input type="checkbox"/>	Staff Code	Staff Name (Eng)	Staff Name (Chi)	Net Payment \$	Payroll Period (DD/MM/YYYY - DD/MM/YYYY)	Payment Method
<input type="checkbox"/>	Teaching Staff *					
<input type="checkbox"/>	NCS1	Woo Siu Ming	胡小明	17,675.00	01/09/2004 - 30/09/2004	Cheque - Without Printing
<input type="checkbox"/>	NCS3	Lee Siu Ming	李小明	17,587.80	01/09/2004 - 30/09/2004	Cheque - Without Printing

Add Staff

Delete Staff



# Generate Autopay File

Current School Year: 2001

16 September 2003 15:24

[S-FSC16-02] FMP > Staff Cost > Payroll > Payroll Voucher

Prepare Payroll Payroll Voucher P Fund Voucher Voucher Posting Voucher Enquiry Payroll Month

Payroll Month (MM/YYYY) 09/2004

Payment Method Autopay

Payroll Voucher Not Generated

Payroll Voucher Generated

<input type="checkbox"/>	Staff Code	Staff Name (Eng)	Staff Name (Chi)	Staff Type	Net Payment \$	Voucher Status
<input type="checkbox"/>						
<input type="checkbox"/>				Janitor Staff	19,000.00	Review
<input type="checkbox"/>				Janitor Staff	19,000.00	Review
<input type="checkbox"/>				Janitor Staff	19,000.00	Review
<input type="checkbox"/>				Janitor Staff	20,000.00	Review

Step 2. Select Payroll Month.

Step 3. Select "Autopay" as Payment Method.

Step 4. Select Payroll Voucher Generated hyperlink.

Note 1: Select "Generate Autopay File" to print report "Payroll Validation Report (R-FSC001-E)".

Note 2: To generate payroll voucher, the pending payroll voucher must be in Freeze status.

Delete Freeze Payroll Voucher Unfreeze Payroll Voucher Print

Payroll Voucher Preview Generate Autopay File Generate and Save the Autopay File for the Payroll

# Generate Autopay File

Current School Year: 2001

16 September 2003 15:24

FMP

Common Setup

Budgeting

Bookkeeping

Staff Cost

Setup

Staff Master

Payroll

P Fund Register

Tax Return

Enquiry

Report

CAR

Sales & Stock

Daily Coll. Summary

Non-Recurrent Cost

SPA

Report Management

Data Management

Timetabling

Code Management

Security

E-Mail

Customization

[S-FSC16-02] FMP > Staff Cost > Payroll > Payroll Voucher

Prepare Payroll

Payroll Voucher

P Fund Voucher

Voucher Posting

Voucher Enquiry

Payroll Month

Payroll Month (MM/YYYY)

09/2004

Payment Method

Autopay

Payroll Voucher Not Generated

Payroll Voucher Generated

<input checked="" type="checkbox"/>	Staff Code	Staff Name (Eng)	Staff Name (Chi)	Staff Type	Net Payment \$	Voucher Status
<input checked="" type="checkbox"/>	PRNCS200409B (30/09/2004)					
	NCS4	Lam Siu Ming	林小明	Clerical and Janitor Staff	19,000.00	Review
	NCS5	Au Siu Ming	區小明			
	NCS6	Chow Siu Ming	周小明			
	NCS7	Ho Siu Ming	何小明			

Note 1: Select one or more payroll voucher(s) and then press "Print" button to generate Payroll Voucher Report (R-FSC001-E)".

Note 2: To generate provident fund voucher, the corresponding payroll voucher must be in **Freeze** status.

Delete Payroll Voucher

Freeze Payroll Voucher

Unfreeze Payroll Voucher

Print

Payroll Voucher Preview

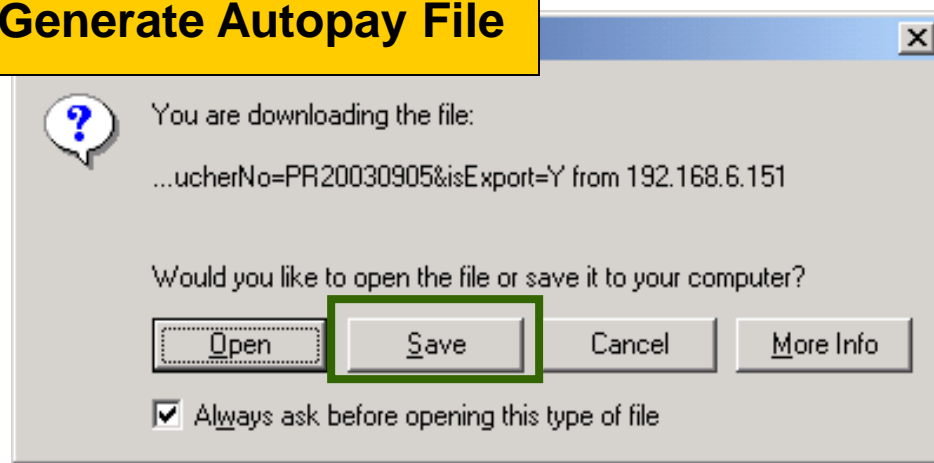
Generate A

Generate and Save the Autopay File for the Payroll

Step 5. Select a voucher.

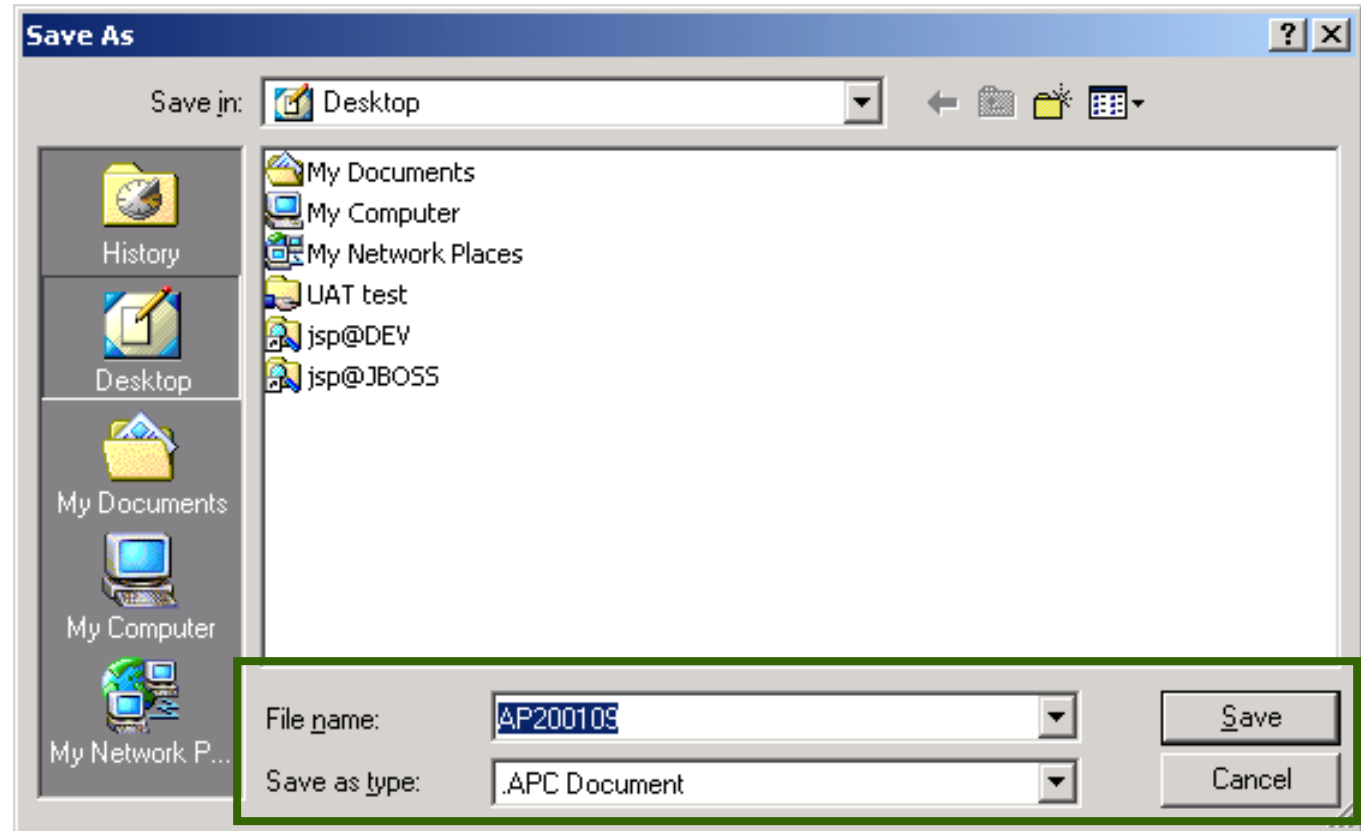
Step 6. Click [Generate Autopay File] button.

## Generate Autopay File



The system will prompt the users to save the autopay file.

Step 7. Save the autopay file into users' computer.



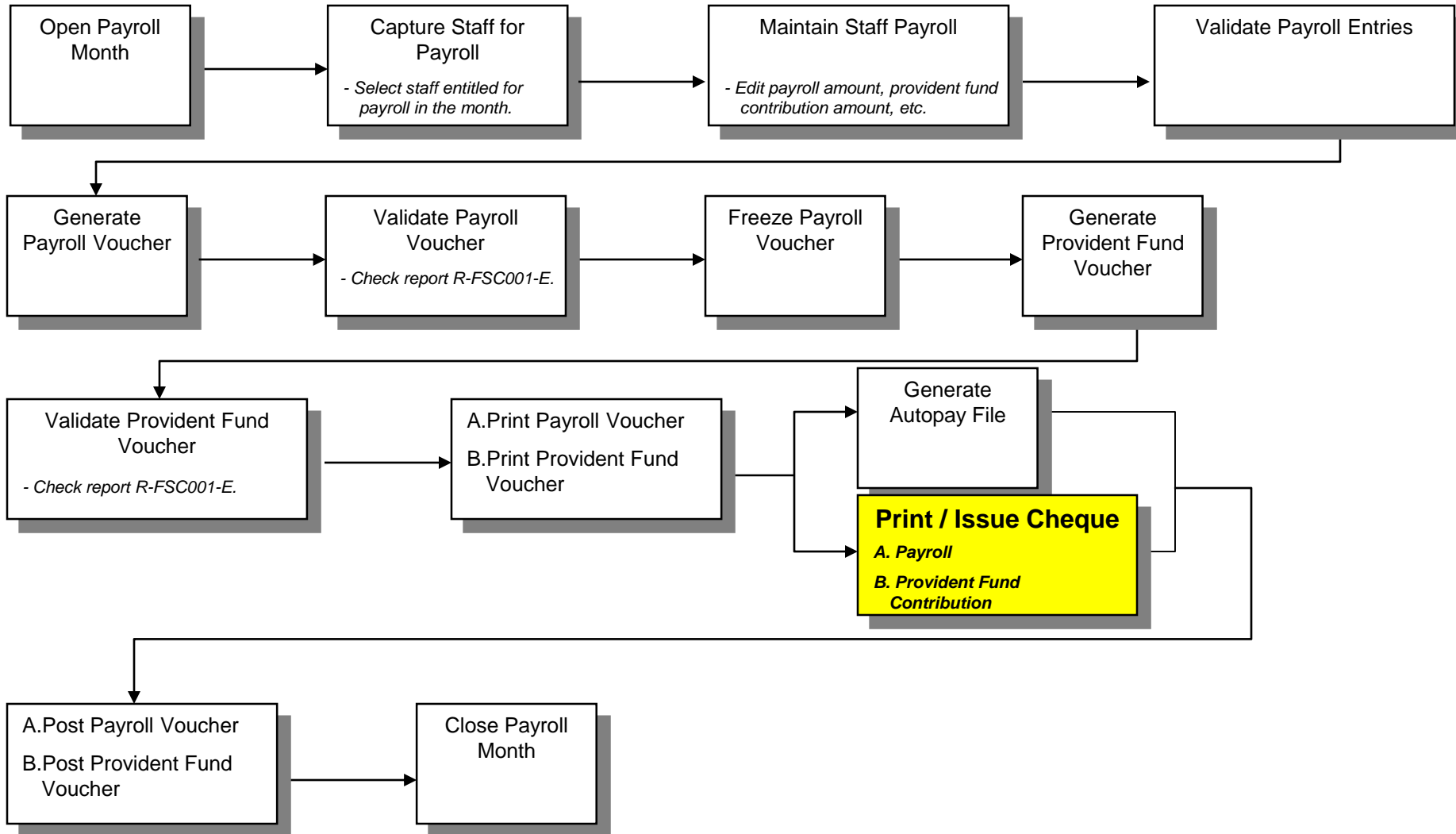
# Generate Autopay File

- The autopay file is generated and the payroll data of staff is captured in the file.
- Post Actions:
  1. Import the generated autopay file to the programme provided by the bank.
    - HSBC MRI
    - Hang Seng Bank MRI
    - Bank of East Asia MAS (Payroll)
  2. Check whether all payroll entries shown in the programme provided by the bank are complete and correct.
  3. Change the payment date in the programme if necessary. By default, the payment date is the same as the voucher date specified in the voucher.

# Generate Autopay File

4. Hash / scramble and encrypt the payroll data with the programme provided by bank.
5. Generate the bank accepted data file from the bank's programme.
6. Fill in direct payment submission form.
7. Submit the voucher printout, the "Autopay Report (R-FSC002-E)" together with the data file generated from the bank's programme and the direct payment submission form to supervisor / Principal for endorsement.
8. Submit the data file generated from the bank's programme and the direct payment submission form to the bank in person / through e-banking service.

# Print / Issue Cheque



# Print / Issue Cheque

- To print a specified bank cheque from the system if "Cheque - With Printing" payment method is selected in the payroll voucher / provident fund voucher (ORSO Scheme / Mandatory Provident Fund Scheme).
- To issue a specified bank cheque by handwriting and input the payment information to the system if "Cheque - Without Printing" payment method is set in the payroll voucher / provident fund voucher (ORSO Scheme / Mandatory Provident Fund Scheme).
- Pre-requisites:
  - Payroll vouchers / provident fund vouchers must have been generated but have not been posted.
  - If payment method "Cheque - With Printing" is selected, relevant bank ledger code has been tied to appropriate bank cheque format and set to use 'cheque printing' in Common Setup Module (refer to Common Setup - COA Maintenance - Bank Information).

# A - Print Cheque (Payroll Voucher)

er Login Time: 10/09/2003 19:38 [Logout](#) | [Help](#) | [中文版本](#)

ent School Year: 2001

Step 1. Click [Payroll Voucher] tab.

- CDS
- HKAT
- HKEAA
- ▼ FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - ▼ Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Regist
    - Tax Return
    - Enquiry
    - Report
  - CAR
  - Sales & Stock
  - Daily Coll. Summ
  - Non-Recurrent C
- SPA
- Report Management
- Data Management
- Timetabling
- Code Management

[S-FSC14-01] FMP > Staff Cost > Payroll > Prepare Payroll

Prepare Payroll **Payroll Voucher** P Fund Voucher Voucher Posting Voucher Enquiry Payroll Month

Payroll Month (MM/YY) 09/2004

Staff List	Payroll Items	Provident Fund	Reimbursement			
<input type="checkbox"/>	Staff Code ▲	Staff Name (Eng)	Staff Name (Chi)	Net Payment \$	Payroll Period (DD/MM/YYYY - DD/MM/YYYY)	Payment Method
<input type="checkbox"/>	<b>Teaching Staff *</b>					
<input type="checkbox"/>	NCS1	Woo Siu Ming	胡小明	17,675.00	01/09/2004 - 30/09/2004	Cheque - Without Printing
<input type="checkbox"/>	NCS3	Lee Siu Ming	李小明	17,587.80	01/09/2004 - 30/09/2004	Cheque - Without Printing

Add Staff

Delete Staff



# A - Print Cheque (Payroll Voucher)

ent School Year: 2001

16 September 2003 15:24

- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Regist
    - Tax Return
    - Enquiry
    - Report
  - CAR
  - Sales & Stock
  - Daily Coll. Summ
  - Non-Recurent C
- SPA
- Report Management
- Data Management
- Timetabling
- Code Management
- Security
- E-Mail
- Customization

[S-FSC16-02] FMP > Staff Cost > Payroll > Payroll Voucher

Prepare Payroll Payroll Voucher P Fund Voucher Voucher Posting Voucher Enquiry Payroll Month

Payroll Month (MM/YYYY) 09/2004

Payment Method Autopay

Payroll Voucher Not Generated

Payroll Voucher Generated

<input type="checkbox"/>	Staff Code	Staff Name (Eng)	Staff Name (Chi)	Staff Type	Net Payment \$	Voucher Status
<input type="checkbox"/>	PRNCS200409B (30/09/2004)					
<input type="checkbox"/>		Janitor Staff			19,000.00	Review
<input type="checkbox"/>		Janitor Staff			19,000.00	Review
<input type="checkbox"/>		Janitor Staff			19,000.00	Review
<input type="checkbox"/>		Janitor Staff			20,000.00	Review

Step 2. Select Payroll Month.

Step 3. Select "Cheque - With Printing" as Payment Method.

Step 4. Click [Payroll Voucher Generated] hyperlink.

Note 1: See the "Payroll Voucher" report to print report "Payroll Validation Report (R-FSC001-E)".

Note 2: To generate the corresponding payroll voucher must be in Freeze status.

Delete Payroll Voucher

Freeze Payroll Voucher

Unfreeze Payroll Voucher

Print

Payroll Voucher Preview

Generate A

Generate and Save the Autopay File for the Payroll

# A - Print Cheque (Payroll Voucher)

Login Time: 16/09/2003 15:16 [Logout](#) | [Help](#) | [中文版本](#)

ent School Year: 2002

16 September 2003 15:30

- Home
- Staff Deployment
- Staff
- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Register
    - Tax Return
    - Enquiry
    - Report
  - CAR
  - Sales & Stock
  - Daily Coll. Summary
  - Non-Recurent Grant
- Report Management
- Data Management
- Customization

[S-FSC16-03] FMP > Staff Cost > Payroll > Payroll Voucher

**Prepare Payroll** **Payroll Voucher** **P Fund Voucher** **Voucher Posting** **Voucher Enquiry** **Payroll Month**

Payroll Month (MM/YYYY) 01/2003  
Payment Method Cheque - With Printing

**Payroll Voucher Not Generated** **Payroll Voucher Generated**

<input type="checkbox"/>	Voucher No.	Voucher Date (DD/MM/YYYY)	Staff Code ▲	Staff Name (Eng)	Staff Name (Chi)	Net Payment \$	Voucher Status
<b>Boarding Staff *</b>							
<input checked="" type="checkbox"/>	<a href="#">PR03/01-00009</a>	31/01/2003	NCS1	CHAN TALMAN	陳太文	12,500.00	Review
<input type="checkbox"/>	<a href="#">PR03/01-00010</a>	31/01/2003	NCS2	LEE TAIM			

Note 1: Select one or more payroll voucher(s) and then press "Print Cheque".  
Note 2: To generate provident fund voucher, the corresponding pay must be entered.

**Delete Payroll Voucher** **Freeze Payroll Voucher** **Payroll Voucher Preview** **Print Cheque**

Print Cheque for Selected

Step 5. Select a voucher.

Step 6. Click [Print Cheque] button.

The system will redirect to the Cheque Printing screen.

# A - Print Cheque (Payroll Voucher)

Login Time: 16/09/2003 15:16 Logout Help 中文版本

ent School Year: 2002

16 September 2003 15:33

- Home
- Staff Deployment
- Staff
- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - Staff Cost
    - Setup
    - Staff Master
    - Payroll
      - P Fund Register
      - Tax Return
      - Enquiry
      - Report
  - CAR
  - Sales & Stock
  - Daily Coll. Summar
  - Non-Recurent Gra
  - Report Management
  - Data Management
  - Customization

## Cheque Printing

Print System Cheque (Payroll Voucher)

Accounting Year (YYYYYY) 2002/2003

Bank Ledger Code G5001

Bank Code HSBC

Bank Name Hong Kong & Shanghai Bank

Bank Account Number 004038040382001

Cheque Format ID HSBC0001

**Cheque Number** 0000000107

Voucher No. PR03/01-00009 To PR03/01-00009

Print Cheque Status ALL

Search Reset

Vouchers to be Paid								
	Voucher No.▼	Voucher Date (DD/MM/YYYY)▼	Gross Amount \$	Payee's Name▼	Voucher Particulars	Cheque Date (DD/MM/YYYY)	Status	Cheque Number
<input checked="" type="checkbox"/>	PR03/01-00009	31/01/2003	17,500.00	CHAN TAI MAN	test	31/01/2003	New Voucher	

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

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

Print Confirm Reverse Back

Step 7. Fill in the next Cheque Number to be printed.

# A - Print Cheque (Payroll Voucher)

Login Time: 16/09/2003 15:16 Logout Help 中文版本  
 ent School Year: 200

Step 8. Select the voucher by clicking the checkbox next to the Voucher No. Only one voucher can be selected for cheque printing at a time.

- Home
- Staff Deployment
- Staff
- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - Staff Cost
    - Setup
    - Staff Master
    - Payroll
  - P Fund Register
  - Tax Return
  - Enquiry
  - Report
- CAR
- Sales & Stock
- Daily Coll. Summar
- Non-Recurent Gra
- Report Management
- Data Management
- Customization

## Cheque Printing

Print System Cheque (Payroll Voucher)

Accounting Year (YYYYYY) 2002/2003

Bank Ledger Code G5001

Bank Code HSBC

Bank Name Hong Kong & Shanghai Bank

Bank Account Number 004038040382001

Cheque Format ID HSBC0001

**Cheque Number** 0000000107

Voucher No. PR03/01-00009 To PR03/01-00009

Print Cheque Status ALL

Search Reset

Vouchers to be Paid								
	Voucher No.▼	Voucher Date (DD/MM/YYYY)▼	Gross Amount \$	Payee's Name▼	Voucher Particulars	Cheque Date (DD/MM/YYYY)	Status	Cheque Number
<input checked="" type="checkbox"/>	PR03/01-00009	31/01/2003	17,500.00	CHAN TAI MAN	test	31/01/2003	New Voucher	

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

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

Print Confirm Reverse Back

## A - Print Cheque (Payroll Voucher)

- Home
- Staff Deployment
- Staff
- ▼ FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - ▼ Staff Cost
    - Setup
    - Staff Master
    - Payroll
  - P Fund Register
  - Tax Return
  - Enquiry
  - Report
- CAR
- Sales & Stock
- Daily Coll. Summar
- Non-Recurent Gra
- Report Management
- Data Management
- Customization

### Cheque Printing

Print System Cheque (Payroll Voucher)

Accounting Year (YYYYYY) 2002/2003

Bank Ledger Code G5001

Bank Code HSBC

Bank Name Hong Kong & Shanghai Bank

Bank Account Number 004038040382001

Cheque Format ID HSBC0001

**Cheque Number** 0000000107

Voucher No. PR03/01-00009 To PR03/01-00009

Print Cheque Status ALL

Search Reset

Vouchers to be Paid								
	Voucher No.▼	Voucher Date (DD/MM/YYYY)▼	Gross Amount \$	Payee's Name▼	Voucher Particulars	Cheque Date (DD/MM/YYYY)	Status	Cheque Number
<input checked="" type="checkbox"/>	PR03/01-00009	31/01/2003	17,500.00	CHANTAI MAN	test	31/01/2003	New Voucher	

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

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

Print Confirm Reverse Back

Step 9. Cheque Date will be defaulted as Voucher Date. User can set his own date by changing the Cheque Date field. Validation will be performed for checking the Cheque Date.

# A - Print Cheque (Payroll Voucher)

Login Time: 16/09/2003 15:16 [Logout](#) | [Help](#) | [中文版本](#)

ent School Year: 2002

16 September 2003 15:33

- Home
- Staff Deployment
- Staff
- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - Staff Cost
    - Setup
    - Staff Master
    - Payroll
  - P Fund Register
  - Tax Return
  - Enquiry
  - Report
- CAR
- Sales & Stock
- Daily Coll. Summar
- Non-Recurent Gra
- Report Management
- Data Management
- Customization

## Cheque Printing

Print System Cheque (Payroll Voucher)

Accounting Year (YYYYYY) 2002/2003

Bank Ledger Code G5001

Bank Code HSBC

Bank Name Hong Kong & Shanghai Bank

Bank Account Number 004038040382001

Cheque Format ID HSBC0001

**Cheque Number** 0000000107

Voucher No. PR03/01-00009 To PR03/01-00009

Print Cheque Status ALL

Search Reset

Vouchers to be Paid								
	Voucher No.▼	Voucher Date (DD/MM/YYYY)▼	Gross Amount \$	Payee's Name▼	Voucher Particulars	Cheque Date (DD/MM/YYYY)	Status	Cheque Number
<input checked="" type="checkbox"/>	PR03/01-00009	31/01/2003	17,500.00	CHAN TAI MAN	test	31/01/2003	New Voucher	

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

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

Print Confirm Reverse Back

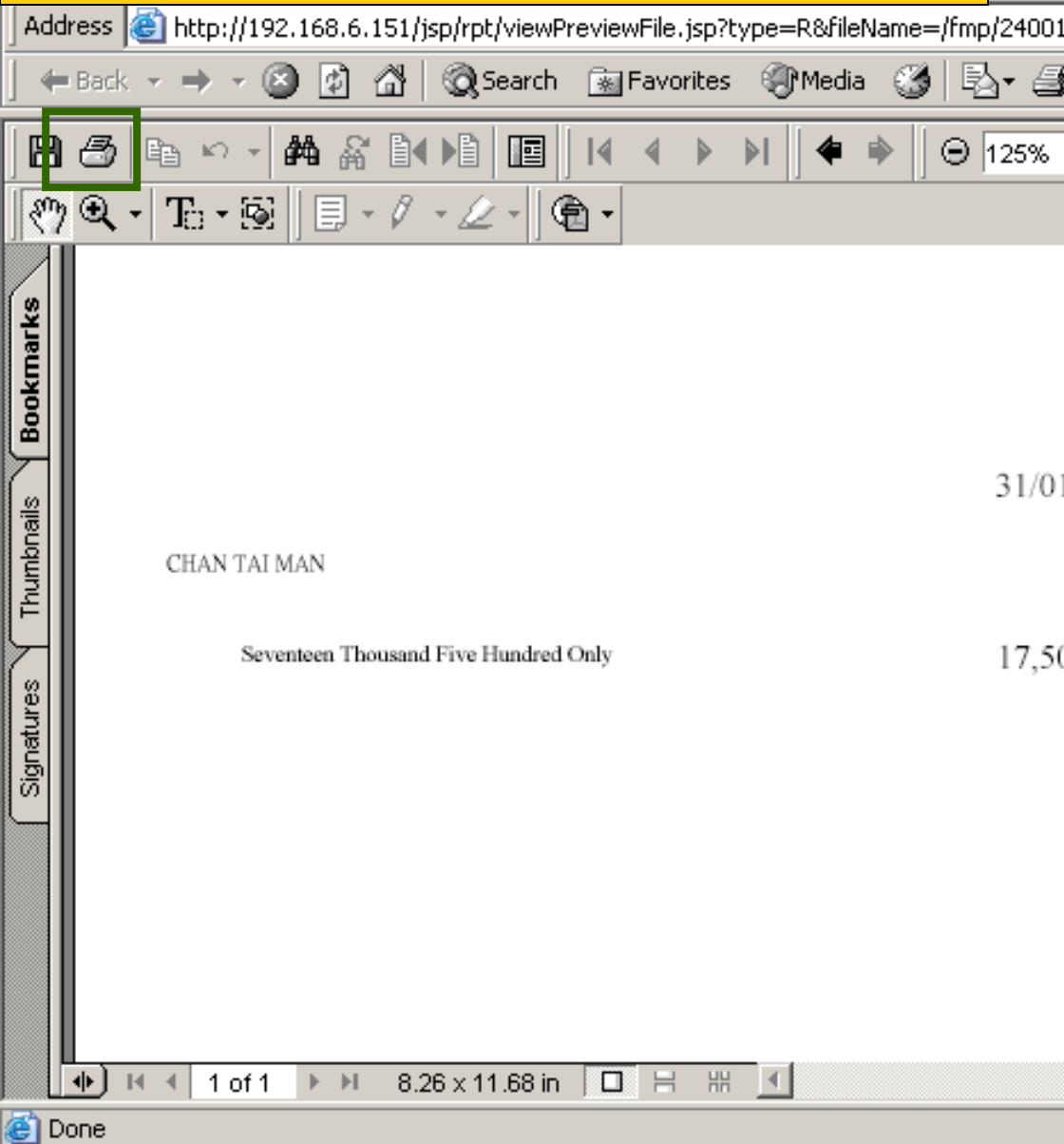
Step 10. Click the [Print] button to print the selected cheque.



## A - Print Cheque (Payroll Voucher)

A cheque printout template will prompt out.

Step 11. Place the cheque form in the printer and click the printer button to print the cheque from the printout template.



## A - Print Cheque (Payroll Voucher)

Name: \\hkncsi-fs\HP LaserJet 8150 PCL 6

Properties

Status: Ready

Type: HP LaserJet 8150 PCL 6

Where: IP\_192.168.6.231

☐ Reverse pages

☐ Print as image

☐ Print to file

### Print Range

☒ All ☐ Selected pages/graphic

☐ Current page

☐ Pages from: 1 to: 1

Print: Even and Odd Pages

☒ Comments

### Copies and Adjustments

Number of copies: 1

☒ Collate

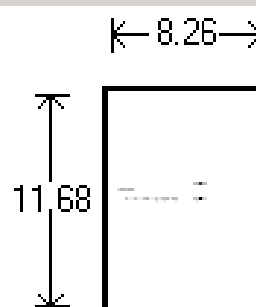
☐ Shrink oversized pages to paper size

☐ Expand small pages to paper size

☐ Auto-rotate and center pages

### PostScript Options

### Preview



Units: Inches

Zoom: 100.0%

OK

Cancel

The system pops up the Print Page.

Step 12. Do not check the three checkboxes in the Print Page for page layout adjustment.

Printing Tips



# A - Print Cheque (Payroll Voucher)

Step 13. If the cheque printed out is okay, users may click [Confirm] button to confirm that the selected voucher is "Successfully Printed".

- Home
- Staff Deployment
- Staff
- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - Staff Cost
    - Setup
    - Staff Master
    - Payroll
  - P Fund Register
  - Tax Return
  - Enquiry
  - Report
- CAR
- Sales & Stock
- Daily Coll. Summar
- Non-Recurent Gra
- Report Management
- Data Management
- Customization

## Cheque Printing

Accounting Year (YYYY/MM) 2002/2003

Bank Ledger Code G5001

Bank Code HSBC

Bank Name Hong Kong & Shang

Bank Account Number 004038040382001

Cheque Format ID HSBC0001

**Cheque Number** 0000000109

Voucher No. PR03/01-00009 To PR03/01-00009

Print Cheque Status ALL

Search Reset

Vouchers to be Paid								
	Voucher No.▼	Voucher Date (DD/MM/YYYY)▼	Gross Amount \$	Payee's Name▼	Voucher Particulars	Cheque Date (DD/MM/YYYY)	Status	Cheque Number
<input type="checkbox"/>	PR03/01-00009	31/01/2003	17,500.00	CHAN TAI MAN	test	31/01/2020	Printed Twice	0000000108

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

Note 2: Payment method Confirm Cheque Successfully Printed "Without Printing". Once selected, no further change is allowed.

Print Confirm Reverse Back

# A - Print Cheque (Payroll Voucher)

er Login Time: 16/09/2003 15:16 [Logout](#) | [Help](#) | [中文版本](#)

ent School Year: 2002 16 September 2003 15:37

- Home
- Staff Deployment
- Staff
- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - Staff Cost
    - Setup
    - Staff Master
    - Payroll
  - P Fund Register
  - Tax Return
  - Enquiry
  - Report
- CAR
- Sales & Stock
- Daily Coll. Summar
- Non-Recurent Gra
- Report Management
- Data Management
- Customization

## Cheque Printing

Accounting Year (YYYY/MM) 2002/2003

Bank Ledger Code G5001

Bank Code HSBC

Bank Name Hong Kong & Shang

Bank Account Number 004038040382001

Cheque Format ID HSBC0001

**Cheque Number** 0000000109

Voucher No. PR03/01-00009 To PR03/01-00009

Print Cheque Status ALL

Search Reset

Vouchers to be Paid								
	Voucher No.▼	Voucher Date (DD/MM/YYYY)▼	Gross Amount \$	Payee's Name▼	Voucher Particulars	Cheque Date (DD/MM/YYYY)	Status	Cheque Number
<input type="checkbox"/>	PR03/01-00009	31/01/2003	17,500.00	CHAN TAI MAN	test	31/01/2020	Printed Twice	0000000108

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

Note 2: Payment method can be "Bank" or "Cash". Once selected, no further change is allowed.

Print Confirm Reverse Back

Step 14. User may click [Reverse] button to reverse the payment method to "Cheque - Without Printing", if necessary.

# A - Print Cheque (Payroll Voucher)

er Login Time: 16/09/2003 15:16 [Logout](#) | [Help](#) | [中文版本](#)

ent School Year: 2002

16 September 2003 15:37

- Home
- Staff Deployment
- Staff
- ▼ FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - ▼ Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Register
    - Tax Return
    - Enquiry
    - Report
  - CAR
  - Sales & Stock
  - Daily Coll. Summar
  - Non-Recurent Gra
- Report Management
- Data Management
- Customization

## Cheque Printing

Accounting Year(YYYY/MM) 2002/2003

Bank Ledger Code G5001

Bank Code HSBC

Bank Name Hong Kong & Shanghai Bank

Bank Account Number 004038040382001

Cheque Format ID HSBC0001

**Cheque Number** 0000000109

Voucher No. PR03/01-00009 To PR03/01-00009

Print Cheque Status ALL



Step 15. Click [Back] button to go back to Payroll Voucher Generated page.

Vouchers to be Paid								
	Voucher No.▼	Voucher Date (DD/MM/YYYY)▼	Gross Amount \$	Payee's Name▼	Voucher Particulars	Cheque Date (DD/MM/YYYY)	Status	Cheque Number
<input type="checkbox"/>	PR03/01-00009	31/01/2003	17,500.00	CHAN TAI MAN	test	31/01/2020	Printed Twice	0000000108

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

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

Print

Confirm

Reverse

Back

## A - Issue Maunal Cheque (Payroll Voucher)

Primary AM (School Type 2) User: jennifer Login Time: 04/10/2003 15:45 [Logout](#) | [Help](#) | [中文版本](#) Current School Year: 2002 4 October 2003 15:45

[S-FSC16-04] [FMP](#) > [Staff Cost](#) > [Payroll](#) > [Payroll Voucher](#)

[Prepare Payroll](#) [Payroll Voucher](#) [P Fund Voucher](#) [Voucher Posting](#) [Voucher Enquiry](#) [Payroll Month](#)

[Payroll Month](#) (MM/YYYY) 09/2001

[Payment Method](#) Cheque - Without Printing

[Payroll Voucher Not Generated](#) [Payroll Voucher Generated](#)

<input type="checkbox"/>	Voucher No.	Voucher Date (DD/MM)
<input type="checkbox"/>	Teaching Staff *	
<input type="checkbox"/>	<a href="#">PRNCS2001091</a>	30/09

Note 1: Select one or more payee (E)".  
Note 2: To generate provident fund.

[Delete Payroll Voucher](#) [Payroll Voucher Preview](#)

After the cheque is manually issued, user has to update the bank ledger information (cheque number, payee's name) to the system.

Step 1. Select "Cheque - Without Printing" as **Payment Method**.

Step 2. Click [[Voucher No.](#)] hyperlink.

The system will redirect to **Voucher Maintenance** page.

# A - Issue Maunal Cheque (Payroll Voucher)

School Year: 2001

23 September 2003 12:58

- Award & Punishme
- Assessment
- Special Assessment
- Staff Deployment
- Staff
- CDS
- HKAT
- HKEAA
- ▼ FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - ▼ Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Regist
    - Tax Return
    - Enquiry
    - Report
  - CAR
  - Sales & Stock
  - Daily Coll. Summ
  - Non-Recurent C

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

## Update Voucher Details

**Accounting Month** (MM/YYYY) 09/2001

**Voucher Type**

**Voucher No.**

**Voucher Date** (DD/MM/YYYY)

**Voucher Particulars**

**Gross Credit Amount**

**Voucher Status**

Step 3. Click [Bank Ledger information (Credit)] hyperlink.

▼ Bottom

### Accounting Line Information (Debit)

### Bank Ledger Information (Credit)

Line No.	Sch Level/Session	Programme	Account Code	Amount \$	Budget Check
1	Primary/AM	WFMP - Admin Programme	G1017001002 - Teaching Staff Salaries excl P.F. Contributions	17,575.00	N/A

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

▲ Top

 Preview & Print

 Back

# A - Issue Maunal Cheque (Payroll Voucher)

School Year: 2001

23 September 2003 12:59

- Award & Punishme
- Assessment
- Special Assessment
- Staff Deployment
- Staff
- CDS
- HKAT
- HKEAA
- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Regist
    - Tax Return
    - Enquiry
    - Report
  - CAR
  - Sales & Stock
  - Daily Coll. Summ
  - Non-Recurent C

[S-FBK01-04] FMP > Bookkeeping > Payment Voucher

## Update Voucher Detail

Accounting Month (MM/YYYY)

Voucher Type

Voucher No.

Voucher Date (DD/MM/YYYY)

Voucher Particulars

Gross Credit Amount

Voucher Status

Step 4. Fill in Payee's Name, Cheque No. and Bank Particulars.

Step 5. Click [Save Voucher] button.

## Accounting Line Information (Debit)

Bank Ledger Code

Payment Method

G5001 - Bank - Government Fund

Cheque - Without Printing

## Bank Ledger Information (Credit)

Payee's Name

Woo Siu Ming

Required for "Cheque - With Printing"

Cheque No.

1122334455

Leave Blank for "Cheque - With Printing"

Bank Particulars

Payroll Voucher

(Default same as Voucher Particulars)

Note 1: Payee's Name is required for "Cheque - With Printing". This is optional for "Cheque - Without Printing".

Note 2: Cheque No. should be left blank for "Cheque - With Printing". This is optional for "Cheque - Without Printing".

Save Voucher

Preview & Print

Back

## B - Print Cheque (Provident Fund Voucher)

Login Time: 10/09/2003 19:38 [Logout](#) | [Help](#) | [中文版本](#)

School Year: 2001

Step 1. Click [P Fund Voucher] tab.

[S-FSC14-01] [FMP](#) > [Staff Cost](#) > [Payroll](#) > [Prepare Payroll](#)

Prepare Payroll	Payroll Voucher	P Fund Voucher	Voucher Posting	Voucher Enquiry	Payroll Month	
Payroll Month (MM/YYYY)		09/2004				
Staff List	Payroll Items	Provident Fund	Reimbursement			
<input type="checkbox"/>	Staff Code	Staff Name (Eng)	Staff Name (Chi)	Net Payment \$	Payroll Period (DD/MM/YYYY - DD/MM/YYYY)	Payment Method
<input type="checkbox"/>	<b>Teaching Staff *</b>					
<input type="checkbox"/>	<a href="#">NCS1</a>	Woo Siu Ming	胡小明	17,675.00	01/09/2004 - 30/09/2004	Cheque - Without Printing
<input type="checkbox"/>	<a href="#">NCS3</a>	Lee Siu Ming	李小明	17,587.80	01/09/2004 - 30/09/2004	Cheque - Without Printing

Add Staff

Delete Staff

# B - Print Cheque (Provident Fund Voucher)

login Time: 11/09/2003 10:14 [Logout](#) | [Help](#) | [中文版本](#)

School Year: 2001 11 September 2003 13:01

- Home
- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - Staff Cost
    - Setup
    - Staff Master
    - Payroll
      - P Fund Register
      - Tax Return
      - Enquiry
      - Report
    - CAR
    - Sales & Stock
    - Daily Coll. Summary
    - Non-Recurrent Grant
  - Report Management
  - Customization

[S-FSC16-07] FMP > Staff Cost > Payroll > Provident Fund Voucher

Prepare Payroll Payroll Voucher P Fund Voucher Voucher Posting Voucher Enquiry Payroll Month

Payroll Month (MM/YYYY) 09/2004

Fund Scheme Grant/Subsidized Schools PF Scheme

Provident Fund Voucher Not Generated / Not Required [Provident Fund Voucher Generated](#)

<input checked="" type="checkbox"/>	Staff Code	Staff Name (Eng)	Staff Name (Chi)	Employee's Contribution \$	Employer's Contribution \$	Corresponding Payroll Voucher Status	Generate P Fund Voucher
<input checked="" type="checkbox"/>	Teaching Staff *						
<input checked="" type="checkbox"/>	NCS1	Woo Siu Ming	胡小明	925.00	925.00	Freeze	Required
<input checked="" type="checkbox"/>	NCS3	Lee Siu Ming					Required

Note: To generate provident fund voucher

Generate P Fund Voucher

Generate Prov

Step 2. Select Payroll Month.

Step 3. Select Fund Scheme (either ORSO Scheme or Mandatory Provident Fund Scheme).

Step 4. Click [Provident Fund Voucher Generated] hyperlink.



## B - Print Cheque (Provident Fund Voucher)

Step 5. Select a voucher.

Step 6. Click [Print Cheque] button.

The system will redirect to the Cheque Printing screen.

[S-FSC16-10] FMP > Staff Cost > Payroll > Provident Fund Voucher

Prepare Payroll	Payroll Voucher	P Fund Voucher	Voucher
Payroll Month (MM/YYYY)	01/2003		
Fund Scheme	MPF Scheme		

Provident Fund Voucher Not Generated / Not Required

<input type="checkbox"/>	Staff Code	Staff Name (Eng)	Staff Name (Chi)	Staff Type	Employee's Contribution \$	Employer's Contribution \$
<input checked="" type="checkbox"/>	PFNCS200301A (31/01/2003) Cheque - With Printing					
	1001	SAMPLE USER		Clerical and Janitor Staff *	1,000.00	1,000.00

Note: Select one or more payroll voucher(s) and then press "Print" button to print report "Payroll Validation Report (R-FSC001-E)".

Delete P Fund Voucher

Print

P Fund Voucher Preview

Print Cheque

Print cheque for Selected Provident Fund voucher

## B - Print Cheque (Provident Fund Voucher)

login Time: 16/09/2003 15:16 [Logout](#) | [Help](#) | [中文版本](#)

School Year: 2002

16 September 2003 15:52

- Home
- Staff Deployment
- Staff
- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - Staff Cost
    - Setup
    - Staff Master
    - Payroll
      - P Fund Register
      - Tax Return
      - Enquiry
      - Report
  - CAR
  - Sales & Stock
  - Daily Coll. Summary
  - Non-Recurent Grant
- Report Management
- Data Management
- Customization

### Cheque Printing

Accounting Year (YYYY/MM) 2002/2003

Bank Ledger Code G5001

Bank Code HSBC

Bank Name Hong Kong & Shanghai Bank

Bank Account Number 004038040382001

Cheque Format ID HSBC0001

**Cheque Number**

0000000109

Voucher No.

PFNCS200301A

PFNCS200301A

Print Cheque Status

ALL



Vouchers to be Paid								
	Voucher No.	Voucher Date (DD/MM/YYYY)	Gross Amount \$	Payee's Name	Voucher Particulars	Cheque Date (DD/MM/YYYY)	Status	Cheque Number
<input checked="" type="checkbox"/>	PFNCS200301A	31/01/2003	2,000.00	HSBC Trustee	test	31/01/2003	New Voucher	

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

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

Print

Confirm

Reverse

Back

Step 7. Fill in the next Cheque Number to be printed.

## B - Print Cheque (Provident Fund Voucher)

- Home
- Staff Deployment
- Staff
- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - Staff Cost
    - Setup
    - Staff Master
    - Payroll
  - P Fund Register
  - Tax Return
  - Enquiry
  - Report
- CAR
- Sales & Stock
- Daily Coll. Summary
- Non-Recurent Grant
- Report Management
- Data Management
- Customization

### Cheque Printing

Accounting Year (YYYY/MM) 2002/2003

Bank Ledger Code G5001

Bank Code HSBC

Bank Name Hong Kong & Shanghai Bank

Bank Account Number 004038040382001

Cheque Format ID HSBC0001

**Cheque Number** 0000000109

Voucher No. PFNCS200301A To PFNCS200301A

Print Cheque Status ALL



Vouchers to be Paid								
	Voucher No.	Voucher Date (DD/MM/YYYY)	Gross Amount \$	Payee's Name	Voucher Particulars	Cheque Date (DD/MM/YYYY)	Status	Cheque Number
<input checked="" type="checkbox"/>	PFNCS200301A	31/01/2003	2,000.00	HSBC Trustee	test	31/01/2003	New Voucher	

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

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

Print

Confirm

Reverse

Back

Step 8. Select the voucher by clicking the checkbox next to the Voucher No. Only one voucher can be selected for cheque printing at a time.

## B - Print Cheque (Provident Fund Voucher)

- Home
- Staff Deployment
- Staff
- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - Staff Cost
    - Setup
    - Staff Master
    - Payroll
  - P Fund Register
  - Tax Return
  - Enquiry
  - Report
- CAR
- Sales & Stock
- Daily Coll. Summary
- Non-Recurent Grant
- Report Management
- Data Management
- Customization

### Cheque Printing

Accounting Year (YYYY/YYYY) 2002/2003

Bank Ledger Code G5001

Bank Code HSBC

Bank Name Hong Kong & Shanghai Bank

Bank Account Number 004038040382001

Cheque Format ID HSBC0001

**Cheque Number** 0000000109

Voucher No. PFNCS200301A To PFNCS200301A

Print Cheque Status ALL

Search Reset

Vouchers to be Paid								
	Voucher No.	Voucher Date (DD/MM/YYYY)	Gross Amount \$	Payee's Name	Voucher Particulars	Cheque Date (DD/MM/YYYY)	Status	Cheque Number
<input checked="" type="checkbox"/>	PFNCS200301A	31/01/2003	2,000.00	HSBC Trustee	test	31/01/2003	New Voucher	

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

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

Print Confirm Reverse Back

Step 9. Cheque Date will be defaulted as Voucher Date. User can set his own date by changing the Cheque Date field. Validation will be performed for checking the Cheque Date.

## B - Print Cheque (Provident Fund Voucher)

login Time: 16/09/2003 15:16 [Logout](#) | [Help](#) | [中文版本](#)

School Year: 2002

16 September 2003 15:52

- Home
- Staff Deployment
- Staff
- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - Staff Cost
    - Setup
    - Staff Master
    - Payroll
  - P Fund Register
  - Tax Return
  - Enquiry
  - Report
- CAR
- Sales & Stock
- Daily Coll. Summary
- Non-Recurent Grant
- Report Management
- Data Management
- Customization

### Cheque Printing

Accounting Year (YYYY/MM) 2002/2003

Bank Ledger Code G5001

Bank Code HSBC

Bank Name Hong Kong & Shanghai Bank

Bank Account Number 004038040382001

Cheque Format ID HSBC0001

**Cheque Number** 0000000109

Voucher No. PFNCS200301A To PFNCS200301A

Print Cheque Status ALL



Step 10. Click the [Print] button to print the selected cheque.

Vouchers to be Paid								
	Voucher No.	Voucher Date (DD/MM/YYYY)	Gross Amount \$	Payee's Name	Voucher Particulars	Cheque Date (DD/MM/YYYY)	Status	Cheque Number
<input checked="" type="checkbox"/>	PFNCS200301A	31/01/2003	2,000.00	HSBC Trustee	test	31/01/2003	New Voucher	

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

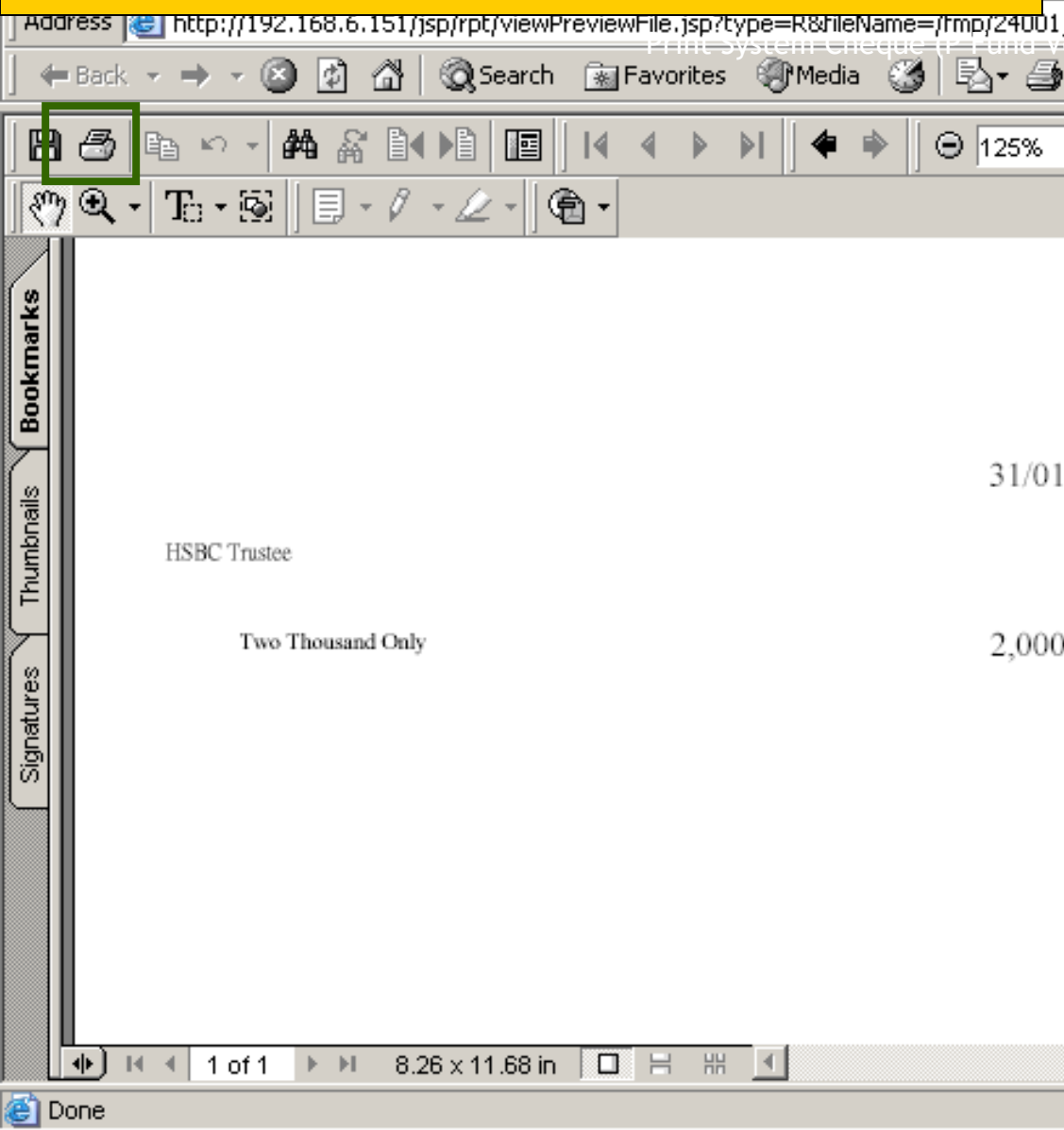
Note 2: Print Cheque can be 'Reverse' back to "Cheque - Without Printing". Once selected, no further change is allowed.

**Print** Confirm Reverse Back

## B - Print Cheque (Provident Fund Voucher)

A cheque printout template will prompt out.

Step 11. Place the cheque form in the printer and click the printer button to print the cheque from the printout template.



## B - Print Cheque (Provident Fund Voucher)

Name: \\hkncsi-fs\HP LaserJet 8150 PCL 6

Properties

Status: Ready

Type: HP LaserJet 8150 PCL 6

Where: IP\_192.168.6.231

☐ Reverse pages

☐ Print as image

☐ Print to file

### Print Range

☒ All ☐ Selected pages/graphic

☐ Current page

☐ Pages from: 1 to: 1

Print: Even and Odd Pages

☒ Comments

### Copies and Adjustments

Number of copies: 1

☒ Collate

☐ Shrink oversized pages to paper size

☐ Expand small pages to paper size

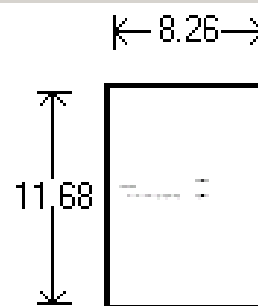
☐ Auto-rotate and center pages

### PostScript Options



Memory

### Preview



Units: Inches

Zoom: 100.0%

OK

Cancel

Printing Tips

The system pops up the Print Page.

Step 12. Do not check the three checkboxes in the Print Page for page layout adjustment.

## B - Print Cheque (Provident Fund Voucher)

- Home
- Staff Deployment
- Staff
- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - Staff Cost
    - Setup
    - Staff Master
    - Payroll
  - P Fund Register
  - Tax Return
  - Enquiry
  - Report
- CAR
- Sales & Stock
- Daily Coll. Summar
- Non-Recurent Gra
- Report Management
- Data Management
- Customization

### Cheque Printing

Accounting Year (YYYY/MM) 2002/2003

Bank Ledger Code G5001

Bank Code HSBC

Bank Name Hong Kong & Shanghai

Bank Account Number 004038040382001

Cheque Format ID HSBC0001

**Cheque Number** 0000000110

Voucher No. PFNCS200301A To PFNCS200301A

Print Cheque Status ALL

Search Reset

Vouchers to be Paid								
	Voucher No.	Voucher Date (DD/MM/YYYY)	Gross Amount \$	Payee's Name	Voucher Particulars	Cheque Date (DD/MM/YYYY)	Status	Cheque Number
<input type="checkbox"/>	PFNCS200301A	31/01/2003	2,000.00	HSBC Trustee	test	31/01/2003	Printed Once	0000000109

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

Note 2: Payment method is "Confirm Cheque Successfully Printed" Without Printing". Once selected, no further change is allowed.

Print Confirm Reverse Back

Step 13. If the cheque printed out is okay, user may click [Confirm] button to confirm that the selected voucher is "Successfully Printed".



## B - Print Cheque (Provident Fund Voucher)

Login Time: 16/09/2003 15:16 [Logout](#) | [Help](#) | [中文版本](#)

School Year: 2002 16 September 2003 15:37

Step 14. User may click [Reverse] button to reverse the payment method to "Cheque - Without Printing", if necessary.

- Home
- Staff Deployment
- Staff
- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Register
    - Tax Return
    - Enquiry
    - Report
  - CAR
  - Sales & Stock
  - Daily Coll. Summary
  - Non-Recurrent Grant
  - Report Management
  - Data Management
  - Customization

### Cheque Printing

Accounting Year (YYYY/MM) 2002/2003

Bank Ledger Code G5001

Bank Code HSBC

Bank Name Hong Kong & Shanghai

Bank Account Number 004038040382001

Cheque Format ID HSBC0001

**Cheque Number** 0000000109

Voucher No. PR03/01-00009 To PR03/01-00009

Print Cheque Status ALL

Search Reset

Vouchers to be Paid								
	Voucher No.▼	Voucher Date (DD/MM/YYYY)▼	Gross Amount \$	Payee's Name▼	Voucher Particulars	Cheque Date (DD/MM/YYYY)	Status	Cheque Number
<input type="checkbox"/>	PR03/01-00009	31/01/2003	17,500.00	CHAN TAI MAN	test	31/01/2020	Printed Twice	0000000108

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

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

Print Confirm Reverse Back

## B - Print Cheque (Provident Fund Voucher)

Login Time: 16/09/2003 15:16 [Logout](#) | [Help](#) | [中文版本](#)

School Year: 2002

16 September 2003 15:54

- Home
- Staff Deployment
- Staff
- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - Staff Cost
    - Setup
    - Staff Master
    - Payroll
  - P Fund Register
  - Tax Return
  - Enquiry
  - Report
- CAR
- Sales & Stock
- Daily Coll. Summary
- Non-Recurent Grant
- Report Management
- Data Management
- Customization

### Cheque Printing

Accounting Year (YYYY/MM) 2002/2003

Bank Ledger Code G5001

Bank Code HSBC

Bank Name Hong Kong & Shanghai Bank

Bank Account Number 004038040382001

Cheque Format ID HSBC0001

**Cheque Number**

0000000110

Voucher No.

PFNCS200301A

To

PFNCS200301A

Print Cheque Status

ALL



Step 15. Click [Back] button to go back to Provident Fund Voucher Generated page.

Vouchers to be Paid								
	Voucher No.	Voucher Date (DD/MM/YYYY)	Gross Amount \$	Payee's Name	Voucher Particulars	Cheque Date (DD/MM/YYYY)	Status	Cheque Number
<input type="checkbox"/>	PFNCS200301A	31/01/2003	2,000.00	HSBC Trustee	test	31/01/2003	Printed Once	0000000109

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

Note 2: Payment method Confirm Cheque Successfully Printed Without Printing". Once selected, no further change is allowed.

Print

Confirm

Reverse

Back

## B – Issue Manual Cheque (Provident Fund Voucher)

- Attendance
- Student Activities
- Award & Punishment
- Assessment
- Special Assessment
- Staff Deployment
- Staff
- CDS
- HKAT
- HKEAA
- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Register
    - Tax Return
    - Enquiry
    - Report
  - CAR

[S-FSC16-10] FMP > Staff Cost > Payroll > Provident Fund Voucher

Prepare Payroll Payroll Voucher P Fund Voucher Voucher Posting Voucher Enquiry Payroll Month

Payroll Month (MM/YYYY) 09/2001

Fund Scheme MPF Scheme

Provident Fund Voucher Not Generated / Not Required

Provident Fund Voucher Generated

<input type="checkbox"/>	Staff Code	Staff Name (Eng)	Staff Name (Chi)	Staff Type	Employee's Contribution \$	Employer's Contribution \$
<input type="checkbox"/>	PFNCS200409B	(30/09/2001)				
<input type="checkbox"/>	1001	SAMPLE USE				

Note: Select one or more payroll voucher

Delete P Fund Voucher

After the cheque is manually issued, user has to update the bank ledger information (cheque number, payee's name) to the system.

Step 1. Click [Voucher No.] hyperlink.

The system will redirect to Voucher Maintenance page.

04/10/2003 15:45 Logout | Help | 中文版本

Current School Year: 2002

4 October 2003 16:33

# B – Issue Manual Cheque (Provident Fund Voucher)

04/10/2003 15:45 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

4 October 2003 16:38

- ▶ Attendance
- ▶ Student Activities
- ▶ Award & Punishment
- ▶ Assessment
- ▶ Special Assessment
- ▶ Staff Deployment
- ▶ Staff
- ▶ CDS
- ▶ HKAT
- ▶ HKEAA
- ▼ FMP
  - ▶ Common Setup
  - ▶ Budgeting
  - ▶ Bookkeeping
  - ▼ Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Register
    - Tax Return
    - Enquiry
    - Report
  - ▶ CAR

[S-FBK01-03] [FMP](#) > [Bookkeeping](#) > [Payment Voucher](#)

## Update Voucher Detail

**Accounting Month** (MM/YYYY)

**Voucher Type**

**Voucher No.**

**Voucher Date** (DD/MM/YYYY)

**Voucher Particulars**

**Gross Credit Amount**

\$2,000.00

**Voucher Status**

Unposted

Step 2. Click [Bank Ledger information (Credit)] hyperlink.

## Accounting Line Information (Debit)

## Bank Ledger Information (Credit)

Line No.	Sch Level/Session	Programme	Account Code	Amount \$	Budget Check
1	Primary/AM	WFMP - Programme code for converting GL balance in SAMs	G2005001001 - Grant Expenses	1,000.00	I
2	Primary/AM	WFMP - Programme code for converting GL balance in SAMs	G1018002002 - Employer's contributions - entitled to 5%	1,000.00	I

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

Preview & Print

Back

Top

## B – Issue Manual Cheque (Provident Fund Voucher)

04/10/2003 15:45 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

4 October 2003 16:38

- Attendance
- Student Activities
- Award & Punishment
- Assessment
- Special Assessment
- Staff Deployment
- Staff
- CDS
- HKAT
- HKEAA

### FMP

- Common Setup
- Budgeting
- Bookkeeping
- Staff Cost
  - Setup
  - Staff Master
  - Payroll
  - P Fund Register
  - Tax Return
  - Enquiry
  - Report
- CAR

[S-FBK01-04] FMP > Bookkeeping > Payment Voucher

### Update Voucher Data

Accounting Month (MM/YYYY)

Voucher Type

Voucher No.

Voucher Date (DD/MM/YYYY)

Voucher Particulars

Gross Credit Amount

Voucher Status

Step 3. Fill in Payee's Name,  
Cheque No. and Bank  
Particulars.

Step 4. Click [Save Voucher]  
button.

### Accounting Line Information (Debit)

Bank Ledger Code

Payment Method

G5001 - Bank - Government Fund

Cheque - Without Printing

### Bank Ledger Information (Credit)

Payee's Name

HSBC TRUSTEE

Required for "Cheque - With Printing"

Cheque No.

Leave Blank for "Cheque - With Printing"

Bank Particulars

公積金

(Default same as Voucher Particulars)

Note 1: Payee's Name is required for "Cheque - With Printing". This is optional for "Cheque - Without Printing".

Note 2: Cheque No. should be left blank for "Cheque - With Printing". This is optional for "Cheque - Without Printing".

Save Voucher

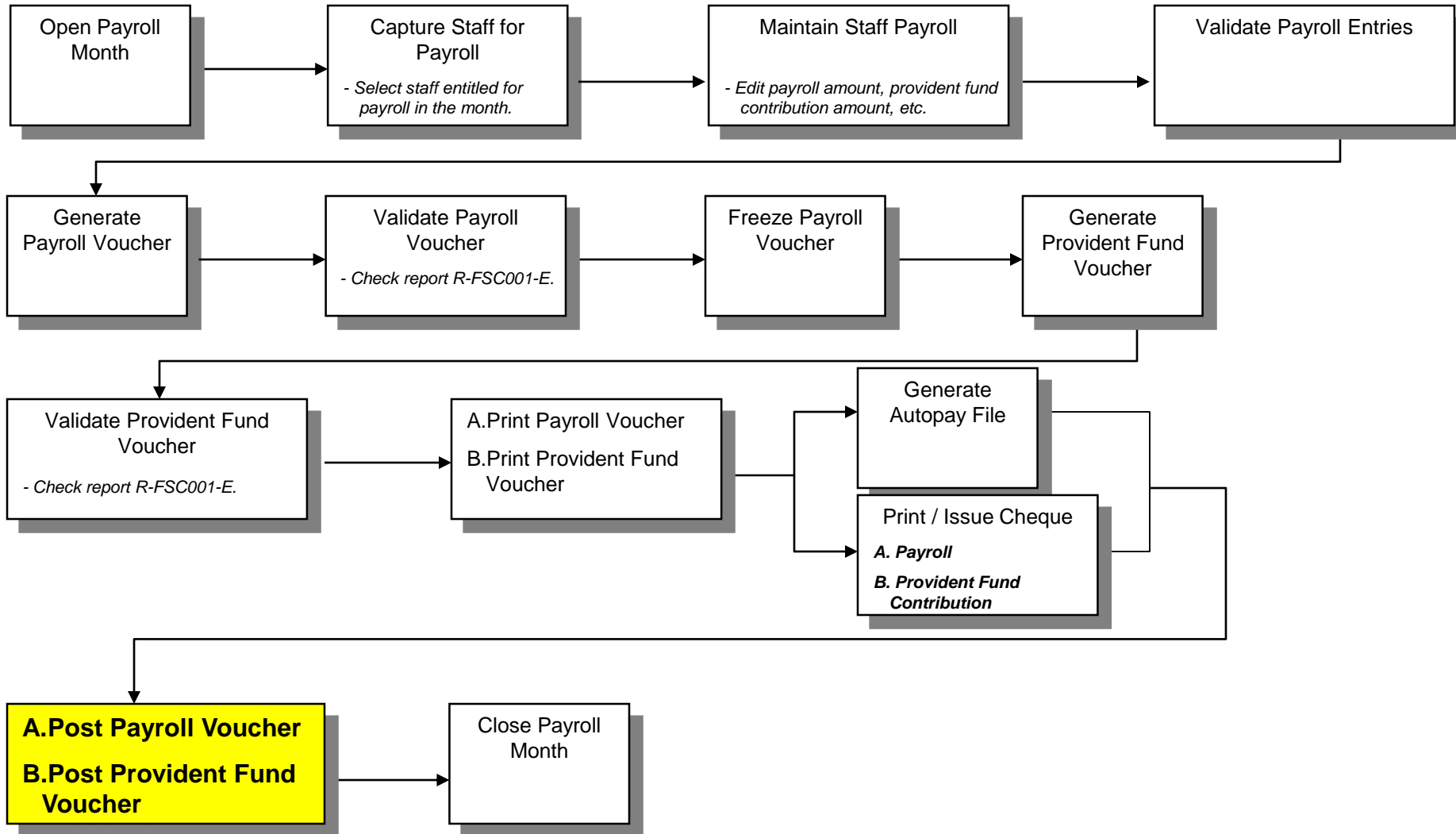
Preview & Print

Back

# Print / Issue Cheque

- Cheques printed by the system will be captured in the “Summary of Cheques Used (R-FBK044-E)” report. If cheque number for “Cheque - Without Printing” is input when preparing the payment voucher, this number will also be captured in this report.
- If payment method “Cheque - With Printing” is selected, only voucher with confirmed cheque printing is allowed to perform voucher posting.
- Once cheque printing of the voucher has been confirmed, it is not allowed to delete the voucher.
- Printed cheque / manually issued cheque should be submitted together with the voucher printout to supervisor / Principal for approval.

# Post Payroll / Provident Fund Vouchers



## A - Post Payroll Vouchers

- To search for unposted payroll vouchers, and prepare the posting of vouchers with status “Ready for Posting”.
- Payroll vouchers may have the following three status:
  - “Review”
  - “Cheque to Print” (If payment method “Cheque - With Printing” is selected)
  - “Ready for Posting”
- Vouchers with the first two status are not allowed to be posted.
- User has to freeze the payroll voucher before proceeding to voucher posting.
- If payment method “Cheque - With Printing” is selected for a payroll voucher and cheque has not been printed and confirmed, the status will remain as “Cheque to Print”.
- Vouchers with status “Ready for Posting” can be selected to proceed voucher posting.



# A - Post Payroll Vouchers

User: jennifer Login Time: 10/09/2003 19:38 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

Step 1. Click [Voucher Posting] tab.

[S-FSC14-01] FMP > Staff Cost > Payroll > Prepare Payroll

Prepare Payroll Payroll Voucher P Fund Voucher **Voucher Posting** Voucher Enquiry Payroll Month

Payroll Month (MM/YYYY) 09/2004

Staff List		Payroll Items		Provident Fund	Reimbursement	
<input type="checkbox"/>	Staff Code	Staff Name (Eng)	Staff Name (Chi)	Net Payment \$	Payroll Period (DD/MM/YYYY - DD/MM/YYYY)	Payment Method
<input type="checkbox"/>	Teaching Staff *					
<input type="checkbox"/>	NCS1	Woo Siu Ming	胡小明	17,675.00	01/09/2004 - 30/09/2004	Cheque - Without Printing
<input type="checkbox"/>	NCS3	Lee Siu Ming	李小明	17,587.80	01/09/2004 - 30/09/2004	Cheque - Without Printing

Add Staff

Delete Staff

- CDS
- HKAT
- HKEAA
- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Register
    - Tax Return
    - Enquiry
    - Report
  - CAR
  - Sales & Stock
  - Daily Coll. Summ
  - Non-Recurrent C
- SPA
- Report Management
- Data Management
- Timetabling
- Code Management

# A - Post Payroll Vouchers

Current

[S-FSC20-01] [FMP](#) > [Staff Cost](#) > [Payroll](#) > [Voucher Posting](#)

[Prepare Payroll](#) [Payroll Voucher](#) [P Fund Voucher](#) [Voucher](#)

Payroll Month (MM/YYYY) 01/2003

Payroll Voucher [Provide](#)

<input type="checkbox"/>	Voucher No.	Voucher Date (DD/MM/YYYY)	Voucher Particulars
--------------------------	-------------	------------------------------	---------------------

## Auto Pay

<input type="checkbox"/>	<a href="#">PRNCS200301G</a>	31/01/2003	Payroll 01/2003	15,437.49	Review
--------------------------	------------------------------	------------	-----------------	-----------	--------

## Cheque - Without Printing

<input type="checkbox"/>	<a href="#">PRNCS200301F</a>	31/01/2003	Payroll 01/2003	15,593.75	Ready for Posting
--------------------------	------------------------------	------------	-----------------	-----------	-------------------

## Cheque - With Printing

<input type="checkbox"/>	<a href="#">PRNCS200301D</a>	31/01/2003	Payroll 01/2003	16,250.00	Cheque to Print
<input type="checkbox"/>	<a href="#">PRNCS200301E</a>	31/01/2003	Payroll 01/2003	15,437.49	Review

[Posting](#)

The system will display a list of unposted payroll vouchers grouped by payment method.

Step 2. Users may click the [\[Voucher No.\]](#) hyperlink to view a list of payroll records of the selected payroll voucher

- Attendance
- Student Activities
- Award & Punishment
- Assessment
- Special Assessment
- Staff Deployment
- Staff
- CDS
- HKAT
- HKEAA
- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Register
    - Tax Return
    - Enquiry
    - Report
  - CAR
  - Sales & Stock

# A - Post Payroll Vouchers

Current School Year: 2001

27 August 2003 17:51

[S-FSC20-02] **FMP** > Staff Cost > Payroll > **Voucher Posting**

Payroll Month (MM/YYYY) 01/2003  
Voucher No. PRNCS200301F  
Voucher Date (DD/MM/YYYY) 31/01/2003

Staff Code	Staff Name (Eng)	Staff Name (Chi)	Net Payment \$	Payroll Period
Boarding Staff *				
NCSZ	WONG SIU HING	黃小明	15,593.75	01/01/2003 - 31/01/2003

Back

- Attendance
- Student Activities
- Award & Punishment
- Assessment
- Special Assessment
- Staff Deployment
- Staff
- CDS
- HKAT
- HKEAA
- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Register
    - Tax Return
    - Enquiry
    - Report
  - CAR
  - Sales & Stock

# A - Post Payroll Vouchers

- Attendance
- Student Activities
- Award & Punishment
- Assessment
- Special Assessment
- Staff Deployment
- Staff
- CDS
- HKAT
- HKEAA
- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Register
    - Tax Return
    - Enquiry
    - Report
  - CAR
  - Sales & Stock

[S-FSC20-01] FMP > Staff Cost > Payroll > Voucher Posting

Prepare Payroll Payroll Voucher P Fund Voucher Voucher

Payroll Month (MM/YYYY) 01/2003

Payroll Voucher Provide

<input type="checkbox"/>	Voucher No.	Voucher Date (DD/MM/YYYY)	Voucher Particulars	Gross Credit Amount \$	Voucher Status
Auto Pay					
<input type="checkbox"/>	ERNCS200301G	31/01/2003	Payroll 01/2003	15,437.49	Review
Cheque - Without Printing					
<input type="checkbox"/>	ERNCS200301F	31/01/2003	Payroll 01/2003	15,593.75	Ready for Posting
Cheque - With Printing					
<input type="checkbox"/>	ERNCS200301D	31/01/2003	Payroll 01/2003	16,250.00	Cheque to Print
<input type="checkbox"/>	ERNCS200301E	31/01/2003	Payroll 01/2003	15,437.49	Review

Posting

Step 3. select the checkbox next to the vouchers (one or more vouchers can be selected at the same time)

Step 4. Click the [Posting] button.

## A - Post Payroll Vouchers

- After posting the vouchers, the amount will be updated to the voucher accounting month of General Ledger.
- Staff's income accruing for the related taxation year in Tax Return will be updated accordingly.
- Amendment and deletion of the posted voucher is not allowed.
- Users should create new Journal Vouchers if any amendment to the posted vouchers is required.

## B - Post Provident Fund Vouchers

- To search for unposted provident fund vouchers, and prepare the posting of vouchers with status “Ready for Posting”.
- Provident fund vouchers may have the following two status:
  - “Cheque to Print” (if provident fund voucher of ORSO Scheme and Mandatory Provident Fund Scheme which payment method “Cheque - With Printing” is selected)
  - “Ready for Posting”
- Vouchers with “Cheque to Print” status are not allowed to be posted.
- If payment method “Cheque - With Printing” is selected for provident fund voucher (ORSO Scheme and Mandatory Provident Fund Scheme) and cheque has not been printed and confirmed, the status will remain as “Cheque to Print”.
- Vouchers with status “Ready for Posting” can be selected to proceed voucher posting.

# B - Post Provident Fund Vouchers

User: jennifer Login Time: 10/09/2003 19:38 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

Step 1. Click [Voucher Posting] tab.

[S-FSC14-01] [FMP](#) > [Staff Cost](#) > [Payroll](#) > [Prepare Payroll](#)

[Prepare Payroll](#)
[Payroll Voucher](#)
[P Fund Voucher](#)
[Voucher Posting](#)
[Voucher Enquiry](#)
[Payroll Month](#)

Payroll Month (MM/YYYY) 09/2004 ▼

Staff List	Payroll Items	Provident Fund	Reimbursement			
<input type="checkbox"/>	<u>Staff Code</u> ▲	<u>Staff Name (Eng)</u>	<u>Staff Name (Chi)</u>	Net Payment \$	Payroll Period (DD/MM/YYYY - DD/MM/YYYY)	Payment Method
<input type="checkbox"/>	<b>Teaching Staff *</b>					
<input type="checkbox"/>	<a href="#">NCS1</a>	Woo Siu Ming	胡小明	17,675.00	01/09/2004 - 30/09/2004	Cheque - Without Printing
<input type="checkbox"/>	<a href="#">NCS3</a>	Lee Siu Ming	李小明	17,587.80	01/09/2004 - 30/09/2004	Cheque - Without Printing

[Add Staff](#)

[Delete Staff](#)

**B - Post Provident Fund Vouchers**

- Attendance
- Student Activities
- Award & Punishment
- Assessment
- Special Assessment
- Staff Deployment
- Staff
- CDS
- HKAT
- HKEAA
- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Register
    - Tax Return
    - Enquiry
    - Report
  - CAR
  - Sales & Stock

[S-FSC20-01] [FMP](#) > [Staff Cost](#) > [Payroll](#) > [Voucher Posting](#)

[Prepare Payroll](#)
[Payroll Voucher](#)
[P Fund Voucher](#)
[Voucher Posting](#)
[Voucher Enquiry](#)
[Payroll Month](#)

Payroll Month (MM/YYYY) 01/2003

Payroll Voucher [Provident Fund Voucher](#)

<input type="checkbox"/>	Voucher No.	Voucher Date (DD/MM/YYYY)	Voucher Particulars	Gross Credit Amount \$	Voucher Status
<b>Auto Pay</b>					
<input type="checkbox"/>	<a href="#">PRNCS200301G</a>	31/01/2003	Payroll 01/2003	15,437.49	Review
<b>Cheque - Without Printing</b>					
<input type="checkbox"/>	<a href="#">PRNCS200301F</a>	31/01/2003	Payroll 01/2003	15,593.75	Ready for Posting
<b>Cheque - With Printing</b>					
<input type="checkbox"/>	<a href="#">PRNCS200301D</a>	31/01/2003	Payroll 01/2003	16,250.00	Cheque to Print
<input type="checkbox"/>	<a href="#">PRNCS200301E</a>	31/01/2003	Payroll 01/2003	15,437.49	Review

[Posting](#)

Step 2. Click [[Provident Fund Voucher](#)] hyperlink



## B - Post Provident Fund Vouchers

- Attendance
- Student Activities
- Award & Punishment
- Assessment
- Special Assessment
- Staff Deployment
- Staff
- CDS
- HKAT
- HKEAA
- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Register
    - Tax Return
    - Enquiry
    - Report
  - CAR
  - Sales & Stock

[S-FSC20-03] FMP > Staff Cost > Payroll > Voucher Posting

Prepare Payroll Payroll Voucher P Fund Voucher Voucher

Payroll Month (MM/YYYY) 01/2003

Payroll Voucher Provident Fund

<input type="checkbox"/>	Voucher No.	Voucher Date (DD/MM/YYYY)	Voucher Particular
--------------------------	-------------	---------------------------	--------------------

### Journal Voucher

<input type="checkbox"/>	<a href="#">PI03/01-00002</a>	31/01/2003	Provident Fund 01/2003	812.51	Ready for Posting
--------------------------	-------------------------------	------------	------------------------	--------	-------------------

### Payment Voucher (Cheque - Without Printing)

<input type="checkbox"/>	<a href="#">PENCS200301B</a>	31/01/2003	Provident Fund 01/2003	1,575.00	Ready for Posting
--------------------------	------------------------------	------------	------------------------	----------	-------------------

### Payment Voucher (Cheque - With Printing)

<input type="checkbox"/>	<a href="#">PENCS200301A</a>	31/01/2003	Provident Fund 01/2003	2,516.15	Cheque to Print
--------------------------	------------------------------	------------	------------------------	----------	-----------------

Posting

The system will display a list of unposted provident fund vouchers grouped by voucher type and payment method.

Step 3. Users may click the [Voucher No.] hyperlink to view a list of provident fund contribution of the selected provident fund voucher

## B - Post Provident Fund Vouchers



Current School Year: 2001

27 August 2003 18:34

- Attendance
- Student Activities
- Award & Punishment
- Assessment
- Special Assessment
- Staff Deployment
- Staff
- CDS
- HKAT
- HKEAA
- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Register
    - Tax Return
    - Enquiry
    - Report
  - CAR
  - Sales & Stock

[S-FSC20-04] FMP > Staff Cost > Payroll > Voucher Posting

Payroll Month (MM/YYYY) 01/2003  
Voucher No. PFNCS200301B  
Voucher Date (DD/MM/YYYY) 31/01/2003

Staff Code	Staff Name (Eng)	Staff Name (Chi)	Employee's Contribution \$	Employer's Contribution \$
Boarding Staff *				
NCSZ	WONG SIU HING	黃小明	656.25	918.75

Back

# B - Post Provident Fund Vouchers

- Attendance
- Student Activities
- Award & Punishment
- Assessment
- Special Assessment
- Staff Deployment
- Staff
- CDS
- HKAT
- HKEAA
- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Register
    - Tax Return
    - Enquiry
    - Report
  - CAR
  - Sales & Stock

[S-FSC20-01] FMP > Staff Cost > Payroll > Voucher Posting

Prepare Payroll Payroll Voucher P Fund Voucher Voucher

Payroll Month (MM/YYYY) 01/2003

Payroll Voucher Provident Fund Voucher

<input type="checkbox"/>	Voucher No.	Voucher Date (DD/MM/YYYY)	Voucher Particulars	Gross Credit Amount \$	Voucher Status
Auto Pay					
<input type="checkbox"/>	ERNCS200301G	31/01/2003	Payroll 01/2003	15,437.49	Review
Cheque - Without Printing					
<input type="checkbox"/>	ERNCS200301F	31/01/2003	Payroll 01/2003	15,593.75	Ready for Posting
Cheque - With Printing					
<input type="checkbox"/>	ERNCS200301D	31/01/2003	Payroll 01/2003	16,250.00	Cheque to Print
<input type="checkbox"/>	ERNCS200301E	31/01/2003	Payroll 01/2003	15,437.49	Review

Posting

Step 4. select the checkbox next to the vouchers (one or more vouchers can be selected at the same time)

Step 4. Click the [Posting] button.

## B - Post Provident Fund Vouchers

- After posting the vouchers, the amount will be updated to the voucher accounting month of General Ledger.
- The system will create the corresponding records for individual staff in Provident Fund Register.
- Amendment and deletion of the posted voucher is not allowed.
- Users should create new Journal Vouchers if any amendment to the posted vouchers is required.

# Voucher Enquiry

- To search for a list of staff payroll records with generated payroll vouchers and / or provident fund vouchers with voucher status of “Posted” and / or “Unposted”.
- Payroll Voucher must have been generated beforehand.

- CDS
- HKAT
- HKEAA
- ▼ FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - ▼ Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Regist
    - Tax Return
    - Enquiry
    - Report
  - CAR
  - Sales & Stock
  - Daily Coll. Summ
  - Non-Recurrent C
- SPA
- Report Management
- Data Management
- Timetabling
- Code Management

[S-FSC14-01] **FMP** > Staff Cost > Payroll > Prepare Payroll

<b>Prepare Payroll</b>	<b>Payroll Voucher</b>	<b>P Fund Voucher</b>	<b>Voucher Posting</b>	<b>Voucher Enquiry</b>	<b>Payroll Month</b>	
Payroll Month (MM/YYYY)		09/2004 ▼				
<u>Staff List</u>		<u>Payroll Items</u>		<u>Provident Fund</u>	<u>Reimbursement</u>	
<input type="checkbox"/>	<u>Staff Code</u> ▲	<u>Staff Name (Eng)</u>	<u>Staff Name (Chi)</u>	<u>Net Payment \$</u>	<u>Payroll Period (DD/MM/YYYY - DD/MM/YYYY)</u>	<u>Payment Method</u>
<input type="checkbox"/>	<b>Teaching Staff *</b>					
<input type="checkbox"/>	NCS1	Woo Siu Ming	胡小明	17,675.00	01/09/2004 - 30/09/2004	Cheque - Without Printing
<input type="checkbox"/>	NCS3	Lee Siu Ming	李小明	17,587.80	01/09/2004 - 30/09/2004	Cheque - Without Printing






Add Staff

Delete Staff

Step 1. Click [Voucher Enquiry] tab.

- Home
- Staff Deployment
- Staff
- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Register
    - Tax Return
    - Enquiry
    - Report
  - CAR
  - Sales & Stock
  - Daily Coll. Summary
  - Non-Recurrent Grant
- Report Management
- Data Management
- Customization

[S-FSC14-16] FMP > Staff Cost > Payroll > Voucher Enquiry

Prepare Payroll	Payroll Voucher	P Fund Voucher	Voucher Posting	Voucher Enquiry	Payroll Month
Payroll Month (MM/YYYY) <input type="text"/>					
Voucher No.		(From) <input type="text"/>	(To) <input type="text"/>		
Voucher Date (DD/MM/YYYY)		(From) <input type="text"/> 	(To) <input type="text"/> 		
Voucher Status		ALL 			
 Search		 Reset			
		<div>ALL Payroll Voucher (Unposted) Payroll Voucher (Posted) Provident Fund Voucher (Unposted) Provident Fund Voucher (Posted)</div>			

Step 2. Fill in the  
searching criteria

Step 3. Click the [Search]  
button

# Voucher Enquiry

English Name

User: jennifer Last Login: 07/07/2003 16:41 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

8 July 2003 16:58

- Assessment
- Special Assessment
- Staff Deployment
- Staff
- CDS
- HKAT
- HKEAA
- ▼ FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - ▼ Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Regist
    - Tax Return
    - Enquiry
    - Report
  - CAR
  - Sales & Stock
  - Daily Coll. Summ
  - Non-Recurent C

[S-FSC14-17] [FMP](#) > [Staff Cost](#) > [Payroll](#) > [Voucher Enquiry](#)

Prepare  
Payroll M  
Voucher  
Voucher  
Voucher

Users can browse through a list of staff payroll records according to the specified searching criteria.

Step 4. User can view the details of payroll record of individual staff by clicking the [Staff Code] hyperlink

Search Reset

<u>Staff Code</u> ▲	<u>Staff Name (Eng)</u>	<u>Staff Name (Chi)</u>	<u>Net Payment</u> \$	<u>Payroll Period</u>	<u>Payroll Voucher</u>		<u>Provident Fund Voucher</u>	
					<u>Voucher No.</u>	<u>Voucher Date</u>	<u>Voucher No.</u>	<u>Voucher Date</u>
<b>Clerical and Janitor Staff *</b>								
<a href="#">NCS1</a>	PAI CHUN 白駿奔	白駿奔	16,625.00	01/08/2003 - 31/08/2003	<a href="#">PRNCS200308C</a> (Unposted)	31/08/2003	<a href="#">PFNCS200308A</a> (Unposted)	31/08/2003
<b>Supporting Staff *</b>								
<a href="#">NCS3</a>	YAN JASON	欣小明	18,750.00	01/08/2003 - 31/08/2003	<a href="#">PRNCS200308D</a> (Unposted)	31/08/2003	Not Required	
<b>Teaching Staff *</b>								
<a href="#">NCS2</a>	WOO DENNY	胡大明	11,400.00	01/08/2003 - 31/08/2003	<a href="#">PRNCS200308A</a> (Unposted)	31/08/2003	Not Prepared	



Current School Year

Click [Payment] hyperlink to view (i) the summary of the payroll and (ii) the summary of provident fund contributions

[S-FSC14-10] FMP > Staff Cost > Payroll > Prepare Payroll

NCS1 PAK CHUN PUN (白駿奔)  
 Payroll Month (MM/YYYY) 08/2003  
 Payroll Period (DD/MM/YYYY - DD/MM/YYYY) 01/08/2003 - 31/08/2003 (Posted)  
 Fund Scheme ORSO Scheme

Payment	Payroll Items	Reimbursement	Cost Allocation
Total Earning		\$	17,500.00
Total Deduction		(\$	1,000.00)
Employee's Contribution		(\$	825.00)
Net Amount		\$	15,675.00
Total Reimbursement		\$	0.00
Net Payment		\$	15,675.00
Employer's Contribution		\$	825.00
Payment Method	Auto Pay		

ORSO Scheme

Contribution Period (DD/MM/YYYY - DD/MM/YYYY)	Employee's Contribution			Employer's Contribution		
	Rate %	Original Amount \$	Revised Amount \$	Rate %	Original Amount \$	Revised Amount \$
01/08/2003 - 31/08/2003	5.00	825.00	825.00	5.00	825.00	825.00

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Click [Payroll Items] hyperlink to view all payroll item account codes and payroll item amounts

[S-FSC14-06] [FMP](#) > [Staff Cost](#) > [Payroll](#) > [Prepare Payroll](#)

NCS1 PAK CHUN PUN (白駿奔)  
**Payroll Month** (MM/YYYY) 08/2003  
**Payroll Period** (DD/MM/YYYY - DD/MM/YYYY) 01/08/2003 - 31/08/2003 (Posted)  
**Fund Scheme** ORSO Scheme

[Payment](#) [Payroll Items](#) [Reimbursement](#) [Cost Allocation](#)

Payroll Items	Original Amount \$	Revised Amount \$	Account Code	Subject To Provident Fund Contribution
<b>Earning Payroll Items</b>				
E1010 Salary - Clerical and Janitor Staff	10,000.00	10,000.00	G1017004002 Supply/Teaching Supporting Staff's Salaries	Yes
E1011 Allowance - Clerical and Janitor Staff	5,000.00	5,000.00	G1017004002 Supply/Teaching Supporting Staff's Salaries	Yes
E1012 Back Pay - Clerical and Janitor Staff	2,500.00	2,500.00	G1017004002 Supply/Teaching Supporting Staff's Salaries	Yes
<b>Deduction Payroll Items</b>				
D0001 (Deduct) Back Pay - Teaching Staff	0.00	1,000.00	G1056001002 Staff Salaries	Yes

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[S-FSC14-07] FMP > Staff Cost > Payroll > Prepare Payroll

NCS1 PAK CHUN PUN (白駿奔)  
 Payroll Month (MM/YYYY) 08/2003  
 Payroll Period (DD/MM/YYYY - DD/MM/YYYY) 01/08/2003 - 31/08/2003 (Posted)  
 Fund Scheme ORSO Scheme

Click [Reimbursement]  
 hyperlink to view  
 reimbursement items

<a href="#">Payment</a>	<a href="#">Payroll Items</a>	<a href="#">Reimbursement</a>	<a href="#">Cost Allocation</a>
	Reimbursement	Amount \$	Remarks
No record.			

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- ▶ SPA

[S-FSC14-08] FMP > Staff Cost > Payroll > Prepare Payroll

NCS1 PAK CHUN PUN (白駿奔)  
 Payroll Month (MM/YYYY) 08/2003  
 Payroll Period (DD/MM/YYYY - DD/MM/YYYY) 01/08/2003 - 31/08/2003 (Posted)  
 Fund Scheme ORSO Scheme

Click [Cost Allocation]  
 hyperlink to view the  
 cost allocation

<a href="#">Payment</a>		<a href="#">Payroll Items</a>	<a href="#">Reimbursement</a>	<a href="#">Cost Allocation</a>
<input type="checkbox"/>	S/No	Sch Level/Session	Programme	Allocation Percentage %
<input type="checkbox"/>	1	Primary/AM	Programme code for converting GL balance in SAMs	100.00

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# Voucher Enquiry

English Name

User: jennifer Last Login: 07/07/2003 16:41 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

8 July 2003 16:58

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[S-FSC14-17] FMP > Staff Cost > Payroll > Voucher Enquiry

<b>Prepare Payroll</b>	<b>Payroll Voucher</b>	<b>P Fund Voucher</b>
Payroll Month (MM/YYYY)	<input type="text"/>	
Voucher No.	(From) <input type="text"/>	
Voucher Date (DD/MM/YYYY)	(From) <input type="text"/>	
Voucher Status	ALL	

Search Reset

Staff Code △	Staff Name (Eng)	Staff Name (Chi)	Net Payment \$	Payroll Period	Payroll Voucher		Provident Fund Voucher	
					Voucher No.	Voucher Date	Voucher No.	Voucher Date
Clerical and Janitor Staff *								
<a href="#">NCS1</a>	PAK CHUN PUN	白駿奔	16,625.00	01/08/2003 - 31/08/2003	<a href="#">PRNCS200308C</a> (Unposted)	31/08/2003	<a href="#">PRNCS200308A</a> (Unposted)	31/08/2003
Supporting Staff *								
<a href="#">NCS3</a>	YAN JASON	欣小明	18,750.00	01/08/2003 - 31/08/2003	<a href="#">PRNCS200308D</a> (Unposted)	31/08/2003	Not Required	
Teaching Staff *								
<a href="#">NCS2</a>	WOO DENNY	胡大明	11,400.00	01/08/2003 - 31/08/2003	<a href="#">PRNCS200308A</a> (Unposted)	31/08/2003	Not Prepared	

Step 5. User can view the details of payroll voucher and / or provident fund voucher of individual staff by clicking the [Voucher No.] hyperlink.

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

## Update Voucher Details

**Accounting Month** (MM/YYYY) 09/2004  
**Voucher Type** Payroll voucher  
**Voucher No.** PRNCS20040900  
**Voucher Date** (DD/MM/YYYY) 30/09/2004  
**Voucher Particulars** Payroll Voucher  
**Gross Credit Amount** \$17,575.00  
**Voucher Status** Unposted

Click [Accounting Line Information (Debit)] hyperlink to view the voucher details and accounting line information (Debit).

## Accounting Line Information (Debit)

## Bank Ledger Information (Credit)

Line No.	Sch Level/Session	Programme	Account Code	Amount \$	Budget Check
1	Primary/AM	WFMP - Admin Programme	G1017001002 - Teaching Staff Salaries excl P.F. Contributions	17,575.00	N/A

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

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[S-FBK01-04] **FMP** > Bookkeeping > Payment Voucher

## Update Voucher Details

**Accounting Month** (MM/YYYY) 09/2004

**Voucher Type** Payroll voucher

**Voucher No.** PRNCS20040900

**Voucher Date** (DD/MM/YYYY) 30/09/2004

**Voucher Particulars** Payroll Voucher

**Gross Credit Amount** \$17,575.00

**Voucher Status** Unposted

Click [Bank Ledger Information (Credit)] hyperlink to view the voucher details and bank ledger information(credit).

## Accounting Line Information (Debit)

**Bank Ledger Code** G5001 - Bank - Government Fund

**Payment Method** Cheque - Without Printing

## Bank Ledger Information (Credit)

**Payee's Name**  Required for "Cheque - With Printing"

**Cheque No.**  Leave Blank for "Cheque - With Printing"

**Bank Particulars**   
(Default same as Voucher Particulars)

Note 1: Payee's Name is required for "Cheque - With Printing". This is optional for "Cheque - Without Printing".

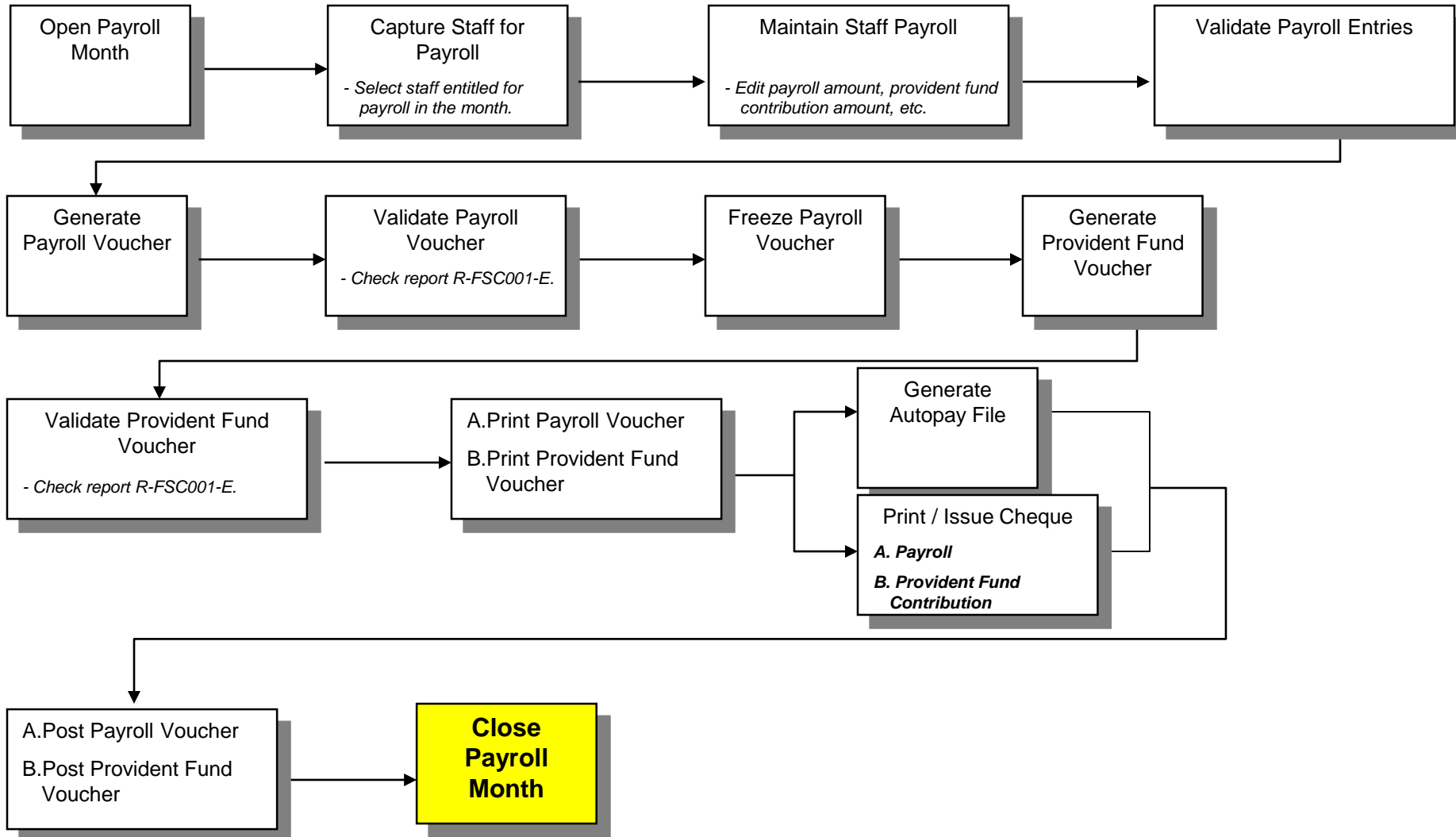
Note 2: Cheque No. should be left blank for "Cheque - With Printing". This is optional for "Cheque - Without Printing".

**Save Voucher**

**Preview & Print**

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# Close Payroll Month





# Close Payroll Month

- After finishing all payrolls and provident fund entries for the payroll month, user is required to close the payroll month.
- Payroll months should be closed if users perform month end and year end process in Bookkeeping Module subsequently.
- After closing the payroll month, user may re-open it (by changing the payroll month with status) provided that month-end closing in Bookkeeping Module has not yet been performed. Otherwise user have to re-open the accounting month in Common Setup Module subsequently. User is required to close the payroll month, and perform perform month end closing again in Bookkeeping Module.
- Once the final year-end closing has been carried out in the Bookkeeping Module, user cannot open payroll months and capture staff record for payroll anymore.

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[S-FSC14-01] **FMP** > Staff Cost > Payroll > Prepare Payroll

[Prepare Payroll](#)
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[Voucher Posting](#)
[Voucher Enquiry](#)
[Payroll Month](#)

Payroll Month (MM/YYYY) 09/2004 ▼

Staff List		Payroll Items		Provident Fund	Reimbursement	
<input type="checkbox"/>	Staff Code ▲	Staff Name (Eng)	Staff Name (Chi)	Net Payment \$	Payroll Period (DD/MM/YYYY - DD/MM/YYYY)	Payment Method
<input type="checkbox"/>	<b>Teaching Staff *</b>					
<input type="checkbox"/>	NCS1	Woo Siu Ming	胡小明	17,675.00	01/09/2004 - 30/09/2004	Cheque - Without Printing
<input type="checkbox"/>	NCS3	Lee Siu Ming	李小明	17,587.80	01/09/2004 - 30/09/2004	Cheque - Without Printing

Add Staff

Delete Staff

Step 1. Click [Payroll Month] tab.

# Close Payroll Month

Primary AM (School Type 2)

User: jennifer Login Time: 05/10/2003 09:34 Logout | Help | 中文版本

Current School Year: 2002

5 October 2003 9:37

FMP

Common Setup

Sch Accounting

A/C Year Main

COA Maintena

Voucher Type

Location Main

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SPA

[S-FSC14-18] FMP > Staff Cost > Payroll > Payroll Month

Prepare Payroll Payroll Voucher P Fund Voucher

Voucher Posting

Voucher Enquiry

Payroll Month

Accounting Year (YYYY/YYYY)

2004/2005

Bottom

Payroll Month (MM/YYYY)	Status
09/2004	Opened
10/2004	Opened
11/2004	Closed
12/2004	Closed
01/2005	Closed
02/2005	Closed
03/2005	Closed
04/2005	Closed
05/2005	Closed
06/2005	Closed
07/2005	Closed
08/2005	Closed

Step 2. Select Accounting Year.

The status of the twelve payroll months will be displayed.

Note: To close a payroll month, make sure all payroll vouchers has been created and posted or selected "Not Required" to generate provident fund voucher.

Save

# Close Payroll Month

Primary AM (School Type 2)

User: jennifer Login Time: 05/10/2003 09:34 Logout | Help | 中文版本

Current School Year: 2002 5 October 2003 9:50

HKEAA

FMP

Common Setup

Sch Accounting

A/C Year Main

COA Maintena

Voucher Type

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[S-FSC14-18] FMP > Staff Cost > Payroll > Payroll Month

Prepare Payroll

Payroll Voucher

P Fund Voucher

Voucher Posting

Voucher Enquiry

Payroll Month

Accounting Year (YYYY/YYYY)

2004/2005

Bottom

Payroll Month (MM/YYYY)	Status
09/2004	Closed
10/2004	Closed
11/2004	Closed
12/2004	Closed
01/2005	Closed
02/2005	Closed
03/2005	Closed
04/2005	Closed
05/2005	Closed
06/2005	Closed
07/2005	Closed
08/2005	Closed

Note: To close a payroll month, make sure all payroll vouchers has been created and posted or selected "Not Required" to generate provident fund voucher.

Save

Step 3. Change the Status of payroll from "Opened" to "Closed".

Step 4. Click [Save] button.

# Close Payroll Month

Primary AM (School Type 2)

User: jennifer Login Time: 05/10/2003 09:34 Logout | Help | 中文版本

Current School Year: 2002

5 October 2003 9:38

FMP

Common Setup

- Sch Accounting
- A/C Year Main
- COA Maintena
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[S-FSC14-18] FMP > Staff Cost > Payroll > Payroll Month

Record(s) have been updates. Results are as follows:

- 09/2004: Payroll month cannot be closed as one or more payroll entries are being prepared.
- 10/2004: Payroll Month is closed successfully.

Prepare Payroll

Payroll Voucher

P Fund Voucher

Voucher Posting

Voucher Enquiry

Payroll Month

Accounting Year (YYYYYYYY)

2004/2005

Bottom

Payroll Month (MM/YYYY)	Status
09/2004	Opened
10/2004	Closed
11/2004	Closed
12/2004	Closed
01/2005	Closed
02/2005	Closed
03/2005	Closed
04/2005	Closed
05/2005	Closed
06/2005	Closed
07/2005	Closed
08/2005	Closed

If there is any payroll entry under preparation in the payroll month to be closed, the system will abort closing that payroll months. The rest of the payroll months will proceed to close.

Note: To close a payroll month, make sure all payroll vouchers has been created and posted or selected "Not Required" to generate provident fund voucher.

Save