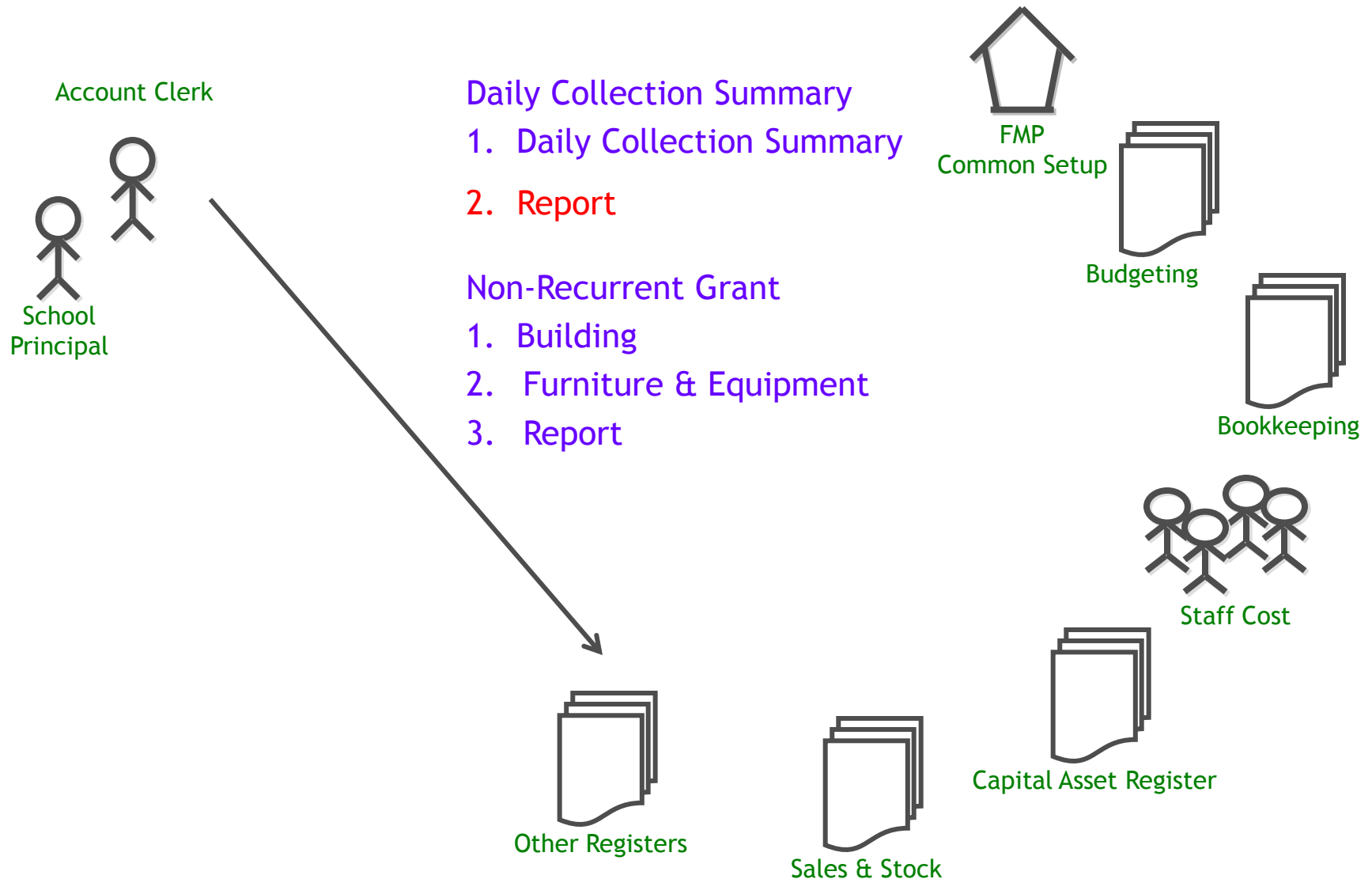


# FMP - Daily Collection Summary



# Daily Collection Summary - Report

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

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

Report Name (ID)

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

▶ [每日收貨記錄圖 \(R-DCS001-C\)](#)

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

▼ FMP

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

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

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

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

Report Name (ID)			
▼ <a href="#">Daily Collection Summary (R-DCS001-E)</a>			
Template Description	Type	Creator	Creation Date
<a href="#">Built-in Template</a>	Built-In		31/03/2003 18:53
▶ <a href="#">每日收費記錄冊 (R-DCS001-C)</a>			

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

▼ FMP

▶ Common Setup

▶ Budgeting

▶ Bookkeeping

▶ Staff Cost

▶ CAR

▶ Sales &amp; Stock

▼ Daily Coll. Summa

▪ Daily Coll. Summ

▪ Report

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

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

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

Please Input The Print Criteria

School Level

Secondary

Date (DD/MM/YYYY)



To



Format

PDF

Preview & Print

To File

Reset

Back

▼ FMP

▶ Common Setup

▶ Budgeting

▶ Bookkeeping

▶ Staff Cost

▶ CAR

▶ Sales & Stock

▼ Daily Coll. Summa

▪ Daily Coll. Summ

▪ Report

Step 4. Enter the print criteria

## Generate Report

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

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

Please Input The Print Criteria

School Level

Secondary

Date (DD/MM/YYYY)

01/09/2001



To

30

Format

PDF

Preview & Print

To File

Reset

Back

Two ways to generate reports:

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

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

FMP

▶ Common Setup

▶ Budgeting

▶ Bookkeeping

▶ Staff Cost

▶ CAR

▶ Sales & Stock

▼ Daily Coll. Summa

▪ Daily Coll. Summ

▪ Report

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

Step 5a. Click [Preview & Print] button

# Generate Report

Address: http://pan/jsp/rpt/viewPreviewFile.jsp?type=R&fileName=fmp/18001\_1056350296875.pdf

115%

R-DCS001-E

PRIMARY SCHOOL AM  
DAILY COLLECTION SUMMARY

School Level : Primary  
Date Range : 01/09/2001 to 30/09/2001

Print By : superl  
Date : 19/01/2017  
Time : 16:20  
Page : 1 of 2

DATE	PARTICULARS	OFFICIAL RECEIPT NO.	AMOUNT \$	DATE BANKED	BANK ACCOUNT CREDITED		SIGNED BY RESPONSIBLE OFFICER	VOUCHER NO.
					GOVERNMENT FUND \$	SCHOOL FUND \$		
06/09/2001	退回 17/8-3/10 電話費	1R1	217.38	06/09/2001	217.38	0.00		
07/09/2001	9/2001 合作社差餉	1R2	170.00	07/09/2001	170.00	0.00		
07/09/2001	9/2001 合作社租金	1SR1	2,000.00	07/09/2001	0.00	2,000.00		

\*\*\* End of report \*\*\*

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

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

FMP

▶ Common Setup

▶ Budgeting

▶ Bookkeeping

▶ Staff Cost

▶ CAR

▶ Sales &amp; Stock

▼ Daily Coll. Summary

▪ Daily Coll. Summary

▪ Report

▶ Non-Recurrent Grant

▶ Report Management

▶ Customization

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

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

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

Please input the print criteria.

School Level

Primary

Date (DD/MM/YYYY)

1/1/2003

To

9/10/2003

Format

PDF

 Preview & Print To File Reset Back

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

Step 5a. Click [To File] button



# Generate Report

User: dennywoo Login Time: 09/10/2003 11:30 Logout | Help

Current School Year: 2002

9 October 2003 11:31

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

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

Please input the print criteria.

School Level

Primary

Date (DD/MM/YYYY)

1/1/2003

To

9/10/2003

Format

PDF

Preview & Print

To File

Reset

Back

### Explorer User Prompt

Script Prompt:

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

Daily Collection Summary as at 9/10/2003

OK

Cancel

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

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

Step 5c. Click [OK] button

# Generate Report

User: dennywoo Login Time: 09/10/2003 11:30 Logout | Help | 中文版本

Current School Year: 2002

9 October 2003 11:34

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

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

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

Please input the print criteria.

School Level

Primary

Date (DD/MM/YYYY)

1/1/2003

To

9/10/2003

Format

PDF

 Preview & Print

 To File

 Reset

 Back

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

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

# Generate Report

FMP

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

[S-RPT01-01] Report Management > Repository

Module	FMP
Category	Daily Collection Summary
Report Name (ID)	Daily Collection Summary (R-DCS001-E)
Report Description	
Language	<input type="radio"/> All <input checked="" type="radio"/> English <input type="radio"/> Chinese
Creator	
Creation Date (From) (DD/MM/YYYY)	<input type="text"/>
Creation Date (To) (DD/MM/YYYY)	<input type="text"/>
Status	All

Search Reset

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

Delete

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

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

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

Press  
ESCAPE  
to return