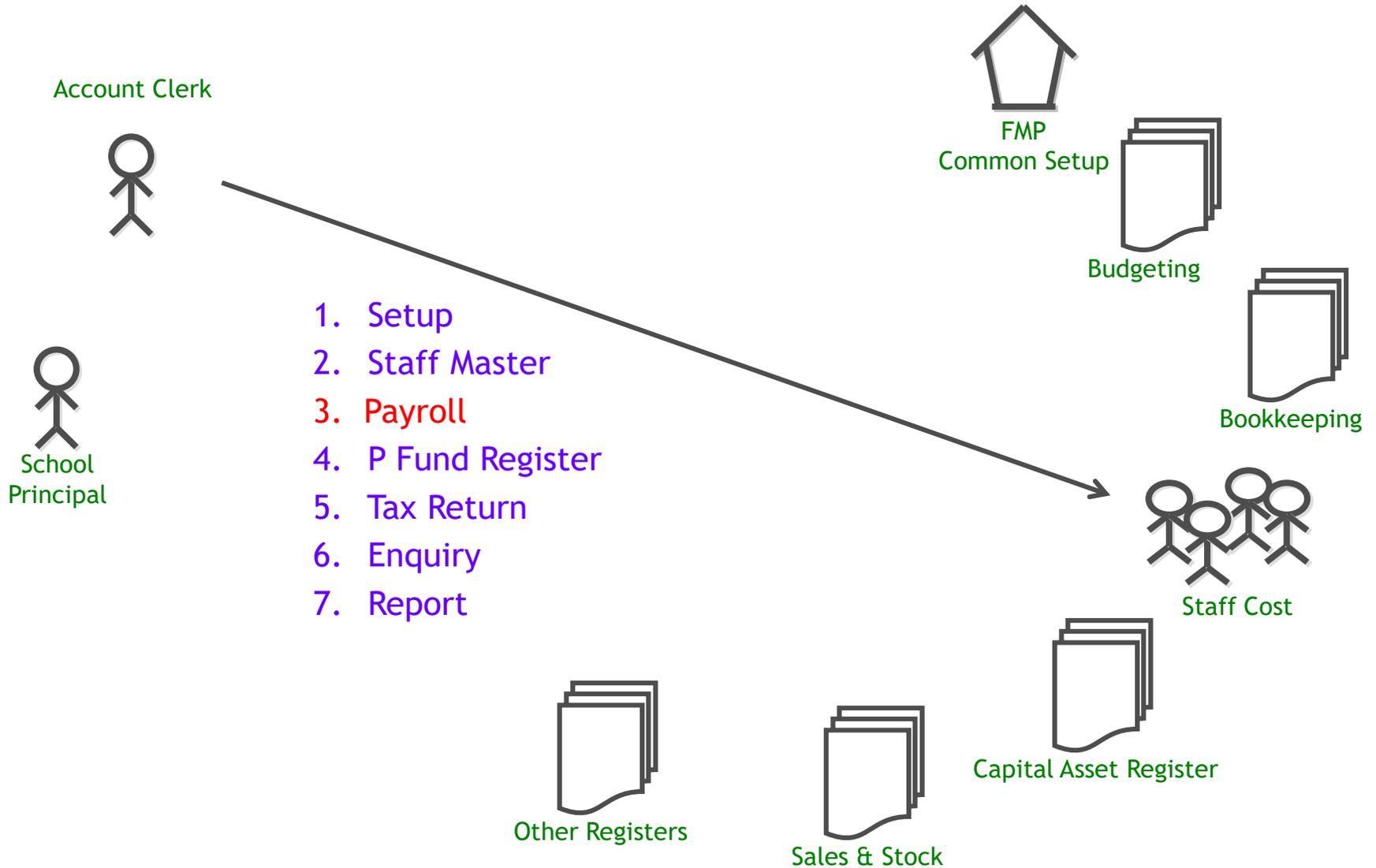


FMP - Staff Cost



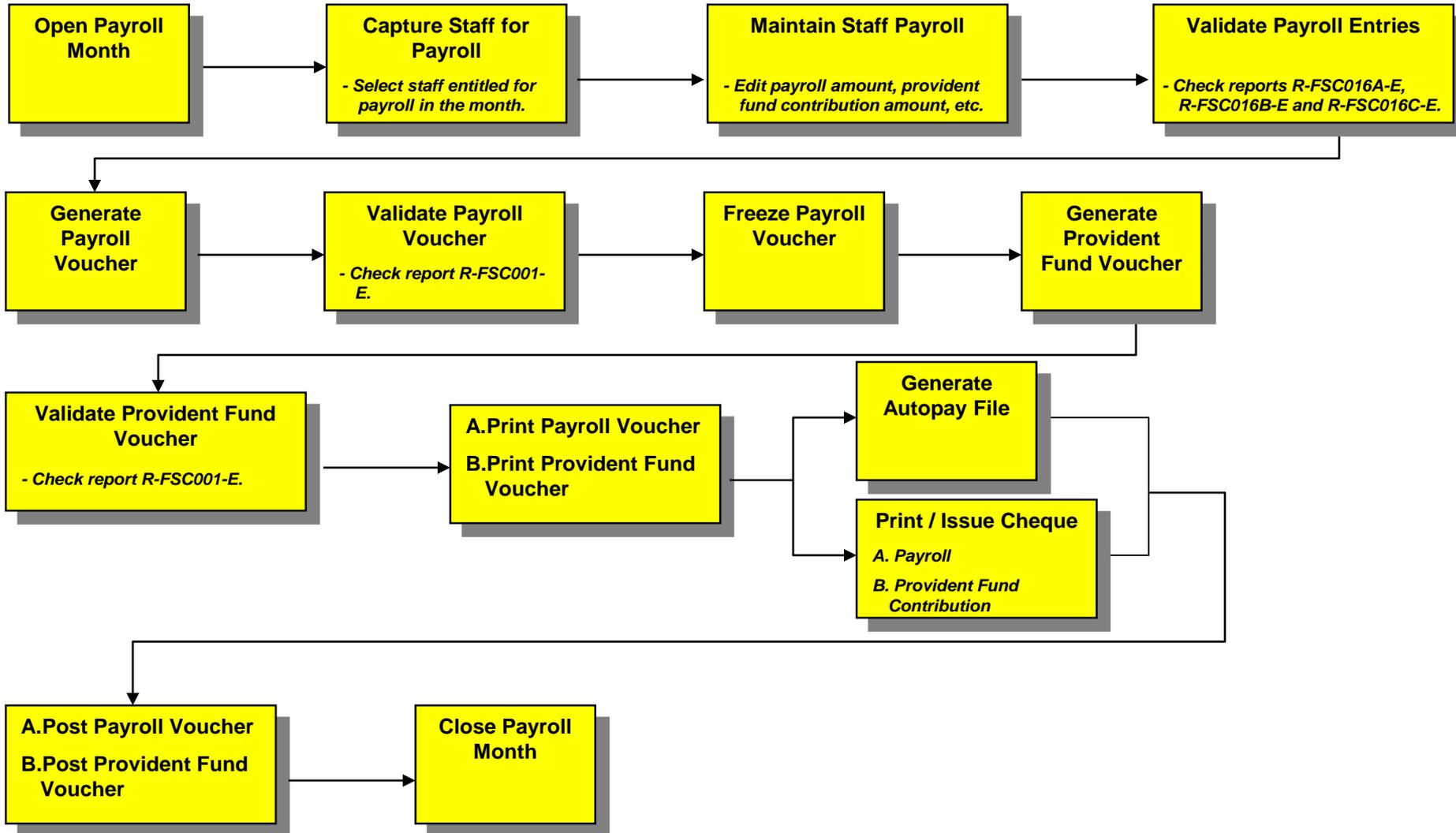
Payroll Overview

- 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

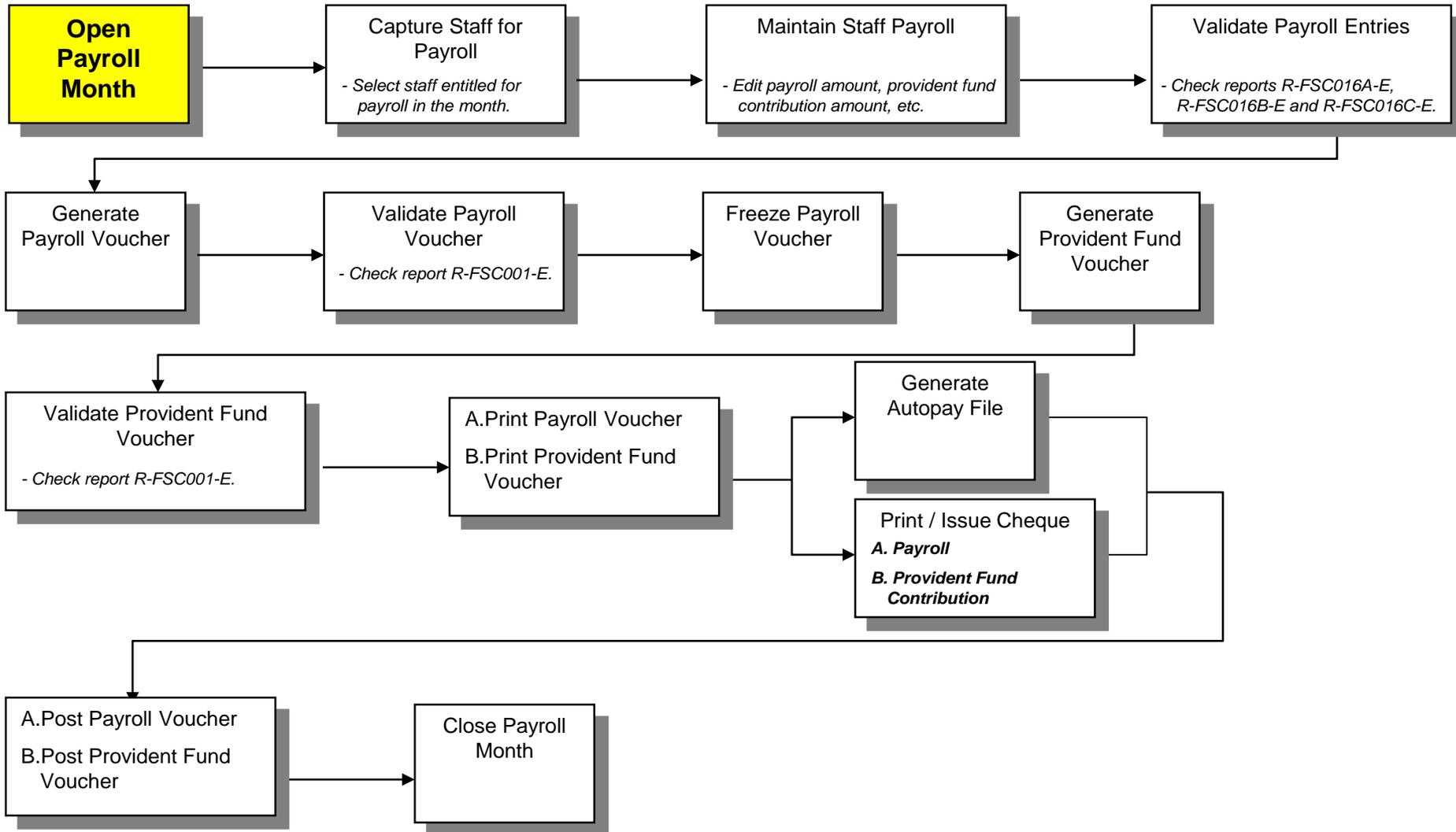
Payroll Overview

- 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.

[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) Not available. Open Payroll Month.						
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](#)

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

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 2. Select Accounting Year.
The status of the twelve payroll months will be displayed.

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

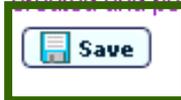
Bottom

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

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

Step 4. Click [Save] button.

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



Open Payroll Month

[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

Top

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

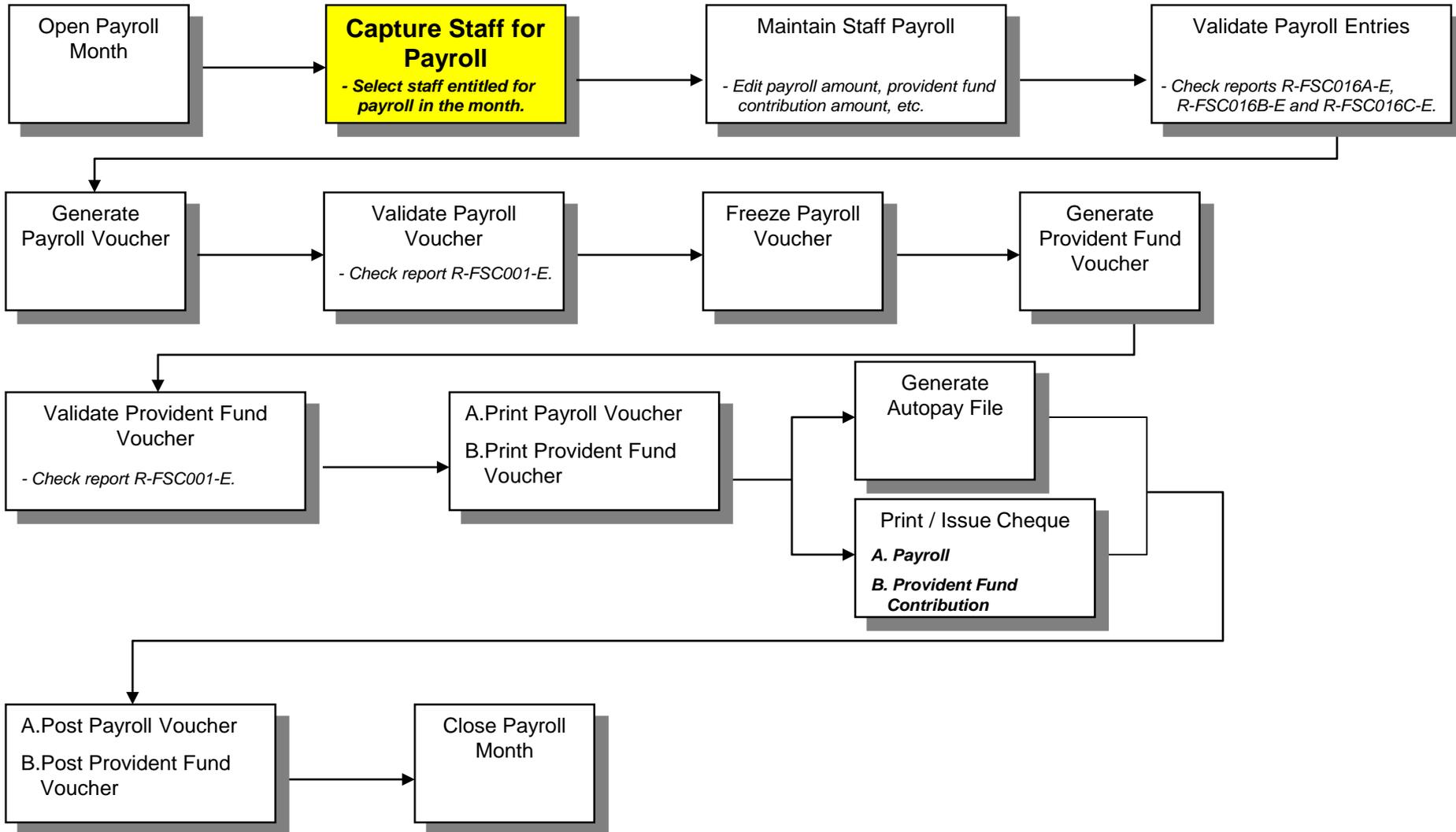
Staff List	Payroll Items	Provident Fund	Reimbursement		
Staff Code	Staff Name (Eng)	Staff Name (Chi)	Net Payment \$	Payroll Period (DD/MM/YYYY - DD/MM/YYYY)	Payment Method

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”.

- 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-FSC14-01] 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. Summary
 - ▶ Non-Recurrent Cost

[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.

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

Add Staff for Payroll

Payroll Month (MM/YYYY)

<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 for the

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.

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

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

Add Staff for Payroll

Payroll Month (MM/YYYY)

<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 for this payroll 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](#)

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

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

Add Staff for Payroll

Payroll Month (MM/YYYY)

<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 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.

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.

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

Add Staff for Payroll

Payroll Month (MM/YYYY)

<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 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 synchronization action in FMP Module.

Step 6. Click [Select Staff] button.

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

Record(s) added successfully.

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

Payroll Month (MM/YYYY) 09/2004 ▼

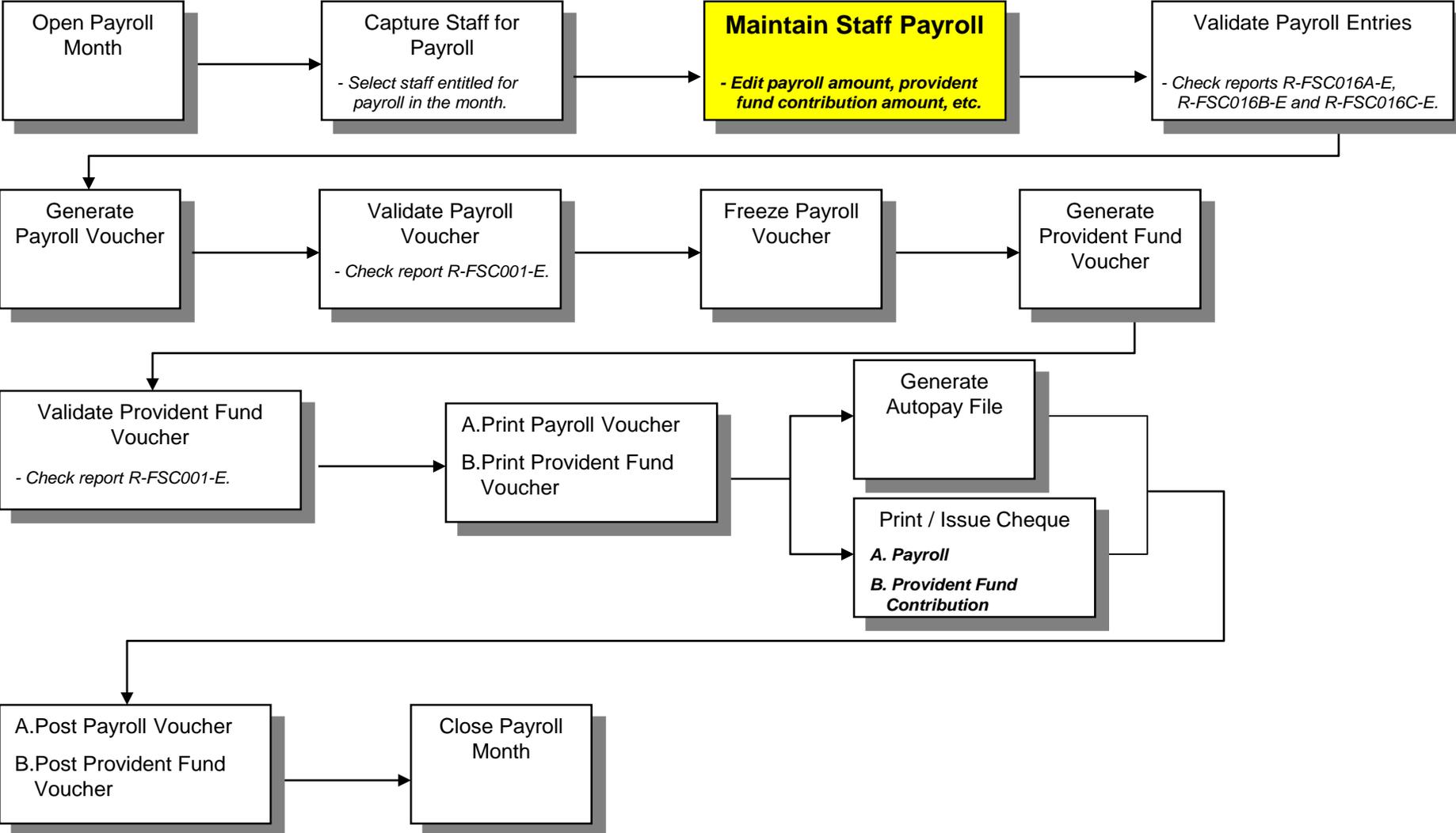
Staff List Payroll Items Provident Fund Reimbursement

<input type="checkbox"/>	<u>Staff Code</u> ▲	<u>Staff Name (Eng)</u>	<u>Staff Name (Chi)</u>	<u>Net Payment \$</u>	<u>Payroll Period (DD/MM/YYYY - DD/MM/YYYY)</u>	<u>Payment Method</u>
<input type="checkbox"/>	Teaching Staff *					
<input type="checkbox"/>	NCS1	Woo Siu Ming	胡小明	17,575.00	01/09/2004 - 30/09/2004	Cheque - With Printing
<input type="checkbox"/>	NCS3	Lee Siu Ming	李小明	17,575.00	01/09/2004 - 30/09/2004	Cheque - With Printing

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.

- ▶ 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-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

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)

Current School Year: 2001

10 September 2003 19:39

[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](#)

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-Recurent Grant
- Report Management
- Customization

[S-FSC14-10] FMP > Staff Cost > Payroll > 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

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

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

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

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

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						
01/09/2004 - 30/09/2004	5.00	1,000.00	1,000.00	5.00	1,000.00	1,000.00
Voluntary Contribution						
01/09/2004 - 30/09/2004	(0.00% + \$ 0.00)	0.00	0.00	(0.00% + \$ 0.00)	0.00	0.00

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

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

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.

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

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

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 5. Click
[Payroll Items]
hyperlink.

Maintain Staff Payroll (Method 1)

[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

Save

Back

Maintain Staff Payroll (Method 1)

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.

- 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 Grants
- Report Management
- Customization

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

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

Payment Payroll 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	<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)

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
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

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)

[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

Search Account Code

Fund Source & Ledger Code
Sub-Ledger Code
Account Code

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.

- 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

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 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
 - 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

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	<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 > 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	
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

[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.			

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

Maintain Staff Payroll (Method 1)

[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	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)

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
<input type="checkbox"/>	R1001 Travel Expenses		
<input type="checkbox"/>	R1002 Meal Expenses		

Back

Step 10. Select an appropriate reimbursement item.



Maintain Staff Payroll (Method 1)

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
<input type="checkbox"/>	R1001 Travel Expenses		
<input type="checkbox"/>	R1002 Meal Expenses		

Add R1001 Travel Expenses R1002 Meal Expenses

Step 11. Assign the amount and remarks.



Maintain Staff Payroll (Method 1)

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

Payment	Payroll Items	Reimbursement	Cost Allocation
<input type="checkbox"/>	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: 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

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

		<u>Payment</u>	<u>Payroll Items</u>	<u>Reimbursement</u>	<u>Cost Allocation</u>
<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)

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
<input type="checkbox"/>	1	Primary/AM	Admin Programme
<input checked="" type="checkbox"/>	2	Primary/PM	Admin Programme
			Allocation Percentage %
			50
			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)

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

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: 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)[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](#)

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

Maintain Staff Payroll (Method 2)

Current School Year: 2001

10 September 2003 11:54

[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 data-bbox="755 425 1561 901" style="border: 2px solid green; padding: 5px;"><ul style="list-style-type: none">D0001 No Pay LeaveE1001 Salary - Teaching StaffE1002 Allowance - Teaching StaffE1003 Back Pay - Teaching StaffE1004 Salary - Supply StaffE1005 Allowance - Supply StaffE1006 Back Pay - Supply StaffE1007 Salary - Teaching Supporting StaffE1008 Allowance - Teaching Supporting StaffE1009 Back Pay - Teaching Supporting Staff</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
Teaching Staff *						
NCS1	Woo Siu Ming	胡小明	18,000.00	18,000.00	G1017001002 Teaching Staff Salaries excl P.F. Contributions	Yes
NCS3	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.

[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 *						
NCS1	Woo Siu Ming	胡小明	18,000.00	18,000.00	 G1017001002 Teaching Staff Salaries excl P.F. Contributions	Yes
NCS3	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)

[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

Search Account Code

Fund Source & Ledger Code

Sub-Ledger Code

Account Code

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.

- Bookkeeping
 - Payment Voucher
 - Receipt Voucher
 - Journal Voucher
 - Petty Cash Voucher
 - Cheque Printout
 - Voucher Posting
 - Month End
 - Pre-Year End
 - Year End
 - Bank Reconciliation
 - 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	<input type="text"/>
Common Account Code	<input type="text" value=""/>
Sort By	<input checked="" type="radio"/> User Defined Order <input type="radio"/> Account Code
<input type="button" value="Copy"/>	<input type="button" value="Close"/>

Search Account Code	
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=""/>
<input type="button" value="Select"/>	<input type="button" value="Close"/>

Step 3d. 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
 - Cheque Prin
 - Voucher Pos
 - Month End
 - Pre-Year En
 - Year End
 - Bank Recon
 - 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 > Staff Cost > Payroll > 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 *						
NCS1	Woo Siu Ming	胡小明	18,000.00	18,000.00	G1017001002 Teaching Staff Salaries excl P.F. Contributions	Yes
NCS3	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 > Staff Cost > Payroll > 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
Teaching Staff *						
NCS1	Woo Siu Ming	胡小明	18,000.00	18,000.00	G1017001002 Teaching Staff Salaries excl P.F. Contributions	Yes
NCS3	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.

Maintain Staff Payroll (Method 2)

[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		▼			
Import	Export	Save			
<input type="button" value="Export All Payroll Items"/>					

Step 7. Click [\[Provident Fund\]](#) hyperlink.

Maintain Staff Payroll (Method 2)

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

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

[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 *							
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	
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	

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.

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) 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
Clerical and Janitor Staff *							
NCS4	Lam Siu Ming	林小明	01/09/2004 - 30/09/2004	Employee's Contribution			
				5.00	1,000.00	1,000.00	G2005001001 Grant Expenses
				Employer's Contribution			
				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	Employee's Contribution			
				5.00	1,000.00	1,000.00	G2005001001 Grant Expenses
				Employer's Contribution			
				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)[S-FSC14-15] [FMP](#) > [Staff Cost](#) > [Payroll](#) > [Prepare Payroll](#)

Prepare Payroll	Payroll Voucher	P Fund Voucher	Voucher Posting	Voucher Enquiry	Payroll Month
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Payroll Month (MM/YYYY) 09/2004

Staff List	Payroll Items	Provident Fund	Reimbursement
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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
Clerical and Janitor Staff *							
NCS6	Chow Siu Ming	周小明	01/09/2004 - 30/09/2004	5.00	750.00	750.00	G2005001001 Grant Expenses
				(0.00% + 0.00)	0.00	0.00	G2005001001 Grant Expenses
				5.00	750.00	750.00	G1018002002 Employer's contributions - entitled to 5%
				(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				

Step 9c. For Mandatory Provident Fund Scheme, user can revise the Employer's and Employer'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
------	-------------	-----	----------------------------

5.00	15.00	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%

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

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

		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%			

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.

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 15:58

[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 <input type="text" value="925.00"/>			<input type="text" value="G1017001003"/> Teaching Staff P.F./MPF Con deducted at source
				Employer's Contribution 5.00 925.00 <input type="text" value="925.00"/>			
NCS3	Lee Siu Ming	李小明	01/09/2004 - 30/09/2004	Employee's Contribution 5.00 925.00 <input type="text" value="925.00"/>			<input type="text" value="G1017001003"/> Teaching Staff P.F./MPF Con deducted at source
				Employer's Contribution 5.00 925.00 <input type="text" value="925.00"/>			

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)

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

Fund 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 *

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

| |

Step 12. Click [\[Reimbursement\]](#) hyperlink.

- 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 Grants
- 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="text"/> R1001 Travel Expenses R1002 Meal Expenses

Save

Step 13. Select a Reimbursement Item.

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

Maintain Staff Payroll (Method 2)[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
Teaching Staff *				
NCS1	Woo Siu Ming	胡小明	100.00	Taxi Fare
NCS3	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.

[S-FSC14-04] FMP > Staff Cost > Payroll > 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
Teaching Staff *				
NCS1	Woo Siu Ming	胡小明	100.00	Taxi Fare
NCS3	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)

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

Payroll Items

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

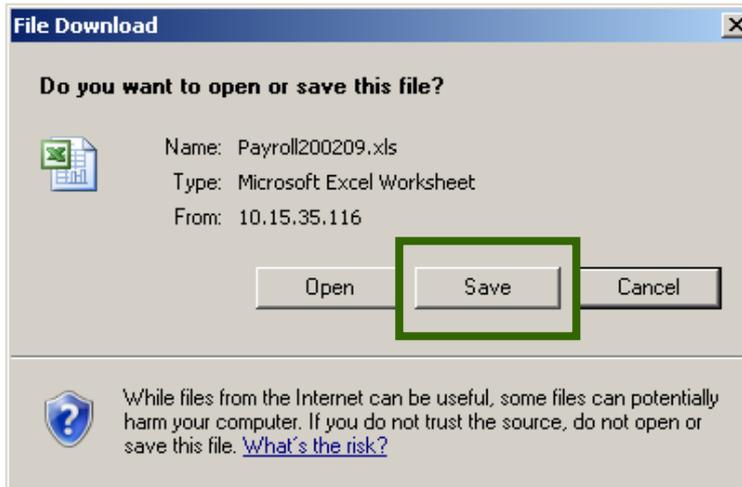
Payroll Month (MM/YYYY) 09/2002

Staff List Payroll Items Provident Fund Reimbursement

Payroll Items

   Save

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



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

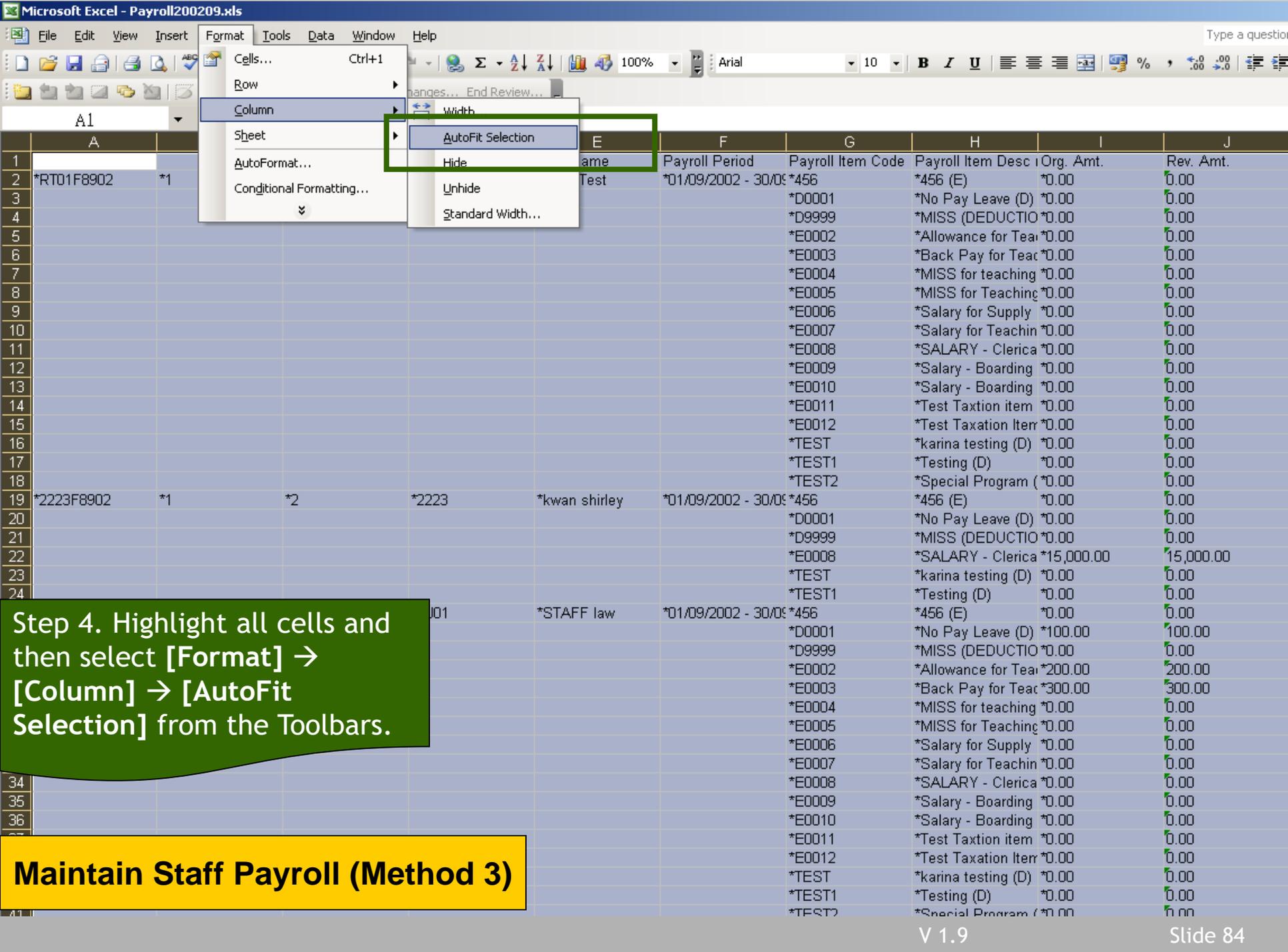
Step 2. Save the file locally into the users' computer.

File name: Payroll200209.xls

Save as type: Microsoft Excel Worksheet

Save

Cancel



Step 4. Highlight all cells and then select [Format] → [Column] → [AutoFit Selection] from the Toolbars.

Maintain Staff Payroll (Method 3)

Maintain Staff Payroll (Method 3)



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

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.

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	
*G1016001001 - Grant Exp - MISS - Teaching Staff	G1016001001	
*G1018001001 - Grant Exp - Non-Teaching PF Sche Employer's Cont.	G1018001001	
*G1019001001 - Grant Expenses	G1019001001	

Maintain Staff Payroll (Method 3)



	A	B	C	D	E	F	G	H	I	J	K
1			S/No	Staff Code	Staff Name	Payroll Period	Payroll Item Code	Payroll Item Desc (Type)	Org. Amt.	Rev. Amt.	Org. Acct. C
2	*RT01F8902	*1	*1	*RT01	*FMP Test	*01/09/2002 - 30/09/2002	*456	*456 (E)	*0.00	*0.00	*G10160010
3							*D0001	*No Pay Leave (D)	*0.00	*0.00	*G20050010
4							*D9999	*MISS (DEDUCTION) (D)	*0.00	*0.00	*G10160010
5							*E0002	*Allowance for Teaching Staff (E)	*0.00	*0.00	*G10170010
6							*E0003	*Back Pay for Teaching Staff (E)	*0.00	*0.00	*G10170010
7							*E0004	*MISS for teaching staff (E)	*0.00	*0.00	*G10160010
8							*E0005	*MISS for Teaching Supporting Staff (E)	*0.00	*0.00	*G10160020
9							*E0006	*Salary for Supply Staff (E)	*0.00	*0.00	*G10170020
10							*E0007	*Salary for Teaching Supporting Staff (E)	*0.00	*0.00	*G10170030
11							*E0008	*SALARY - Clerical and Janitor Staff (E)	*0.00	*0.00	*G10170040
12							*E0009	*Salary - Boarding Section Non- Teaching Staff (E)	*0.00	*0.00	*G10560010
13							*E0010	*Salary - Boarding Section Supply Staff (E)	*0.00	*0.00	*G20050010
14							*E0011	*Test Taxtion item 1 (E)	*0.00	*0.00	*G10390010
15							*E0012	*Test Taxation Item 2 (E)	*0.00	*0.00	*G10090010
16							*TEST	*karina testing (D)	*0.00	*0.00	*O27008880
17							*TEST1	*Testing (D)	*0.00	*0.00	*G10160010
18							*TEST2	*Special Program (D)	*0.00	*0.00	*G10180010
19	*2223F8902	*1	*2	*2223	*kwan shirley	*01/09/2002 - 30/09/2002	*456	*456 (E)	*0.00	*0.00	*G10160010
20							*D0001	*No Pay Leave (D)	*0.00	*0.00	*G20050010
21							*D9999	*MISS (DEDUCTION) (D)	*0.00	*0.00	*G10160010
22							*E0008	*SALARY - Clerical and Janitor Staff (E)	*15,000.00	*15,000.00	*G10170040
23							*TEST	*karina testing (D)	*0.00	*0.00	*O27008880
24							*TEST1	*Testing (D)	*0.00	*0.00	*G10160010
25	*CJ01S8902	*1	*3	*CJ01	*STAFF law	*01/09/2002 - 30/09/2002	*456	*456 (E)	*0.00	*0.00	*G10160010
26							*D0001	*No Pay Leave (D)	*100.00	*100.00	*G20050010
27							*D9999	*MISS (DEDUCTION) (D)	*0.00	*0.00	*G10160010
							*E0002	*Allowance for Teaching Staff (E)	*200.00	*200.00	*G10170010
							*E0003	*Back Pay for Teaching Staff (E)	*300.00	*300.00	*G10170010
							*E0004	*MISS for teaching staff (E)	*0.00	*0.00	*G10160010
							*E0005	*MISS for Teaching Supporting Staff (E)	*0.00	*0.00	*G10160020
							*E0006	*Salary for Supply Staff (E)	*0.00	*0.00	*G10170020
							*E0007	*Salary for Teaching Supporting Staff (E)	*0.00	*0.00	*G10170030
							*E0008	*SALARY - Clerical and Janitor Staff (E)	*0.00	*0.00	*G10170040
							*E0009	*Salary - Boarding Section Non- Teaching Staff (E)	*0.00	*0.00	*G10560010
							*E0010	*Salary - Boarding Section Supply Staff (E)	*0.00	*0.00	*G20050010
37							*E0011	*Test Taxtion item 1 (E)	*0.00	*0.00	*G10390010
38							*E0012	*Test Taxation Item 2 (E)	*0.00	*0.00	*G10090010
39							*TEST	*karina testing (D)	*0.00	*0.00	*O27008880
40							*TEST1	*Testing (D)	*0.00	*0.00	*G10160010

Step 6. Save the file.
It is then ready for importing back to system.

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**

Import All Payroll Items

Step 7. Click the
[Import] Button.

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 Manager
- Timetabling
- Code Management
- Security
- Customization

[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
Failed Update Records					
No record.					
Successfully Update Records					
1	RT01	FMP Test		01/09/2002 - 30/09/2002	Record(s) saved successfully.
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](#)

- ▶ 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)

- 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-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
Failed Update Records					
1	RT01	FMP Test		01/09/2002 - 30/09/2002	• E-65169 : Payroll item does not exist.
Successfully Update Records					
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 > Staff Cost > Payroll > 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	5.00	0.00	0.00	G1017001003 Teaching Staff P.F./MPF Contri. deducted at source
				Employer's Contribution			
				5.00	0.00	0.00	
Clerical and Janitor Staff *							
R012	TYPE THREE	職員姓名	01/09/2002 - 30/09/2002	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	淑英梁	01/09/2002 - 30/09/2002	5.00	20.00	100.00	G1017001052 Teaching Staff PF (Expenditure)
				Employer's Contribution			
				5.00	20.00	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 > Staff Cost > Payroll > 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
------	------	------

Employer's Contribution

5.00	1.60	0.00
------	------	------

Teaching Staff *

TA60	STAFF asasas	謝英梁	01/09/2002 - 30/09/2002
----------------------	--------------	-----	-------------------------

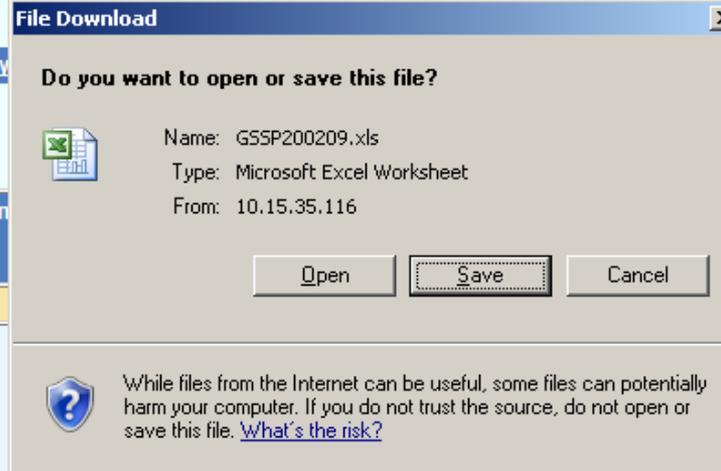
Employee's Contribution

5.00	20.00	100.00
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Employer's Contribution

5.00	20.00	100.00
------	-------	--------

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



Maintain Staff Payroll (Method 3)

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

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

Prepare Payroll Payroll

Payroll Month (MM/YYYY)

[Staff List](#)

Fund Scheme

Staff Code Staff Name (E)

Clerical Staff

[R001](#) FMP Test

Clerical and Janitor Staff

[R012](#) 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

My Recent Documents

Desktop

My Documents

My Computer

My Network Places

File name:

Save as type: Microsoft Excel Worksheet

Save

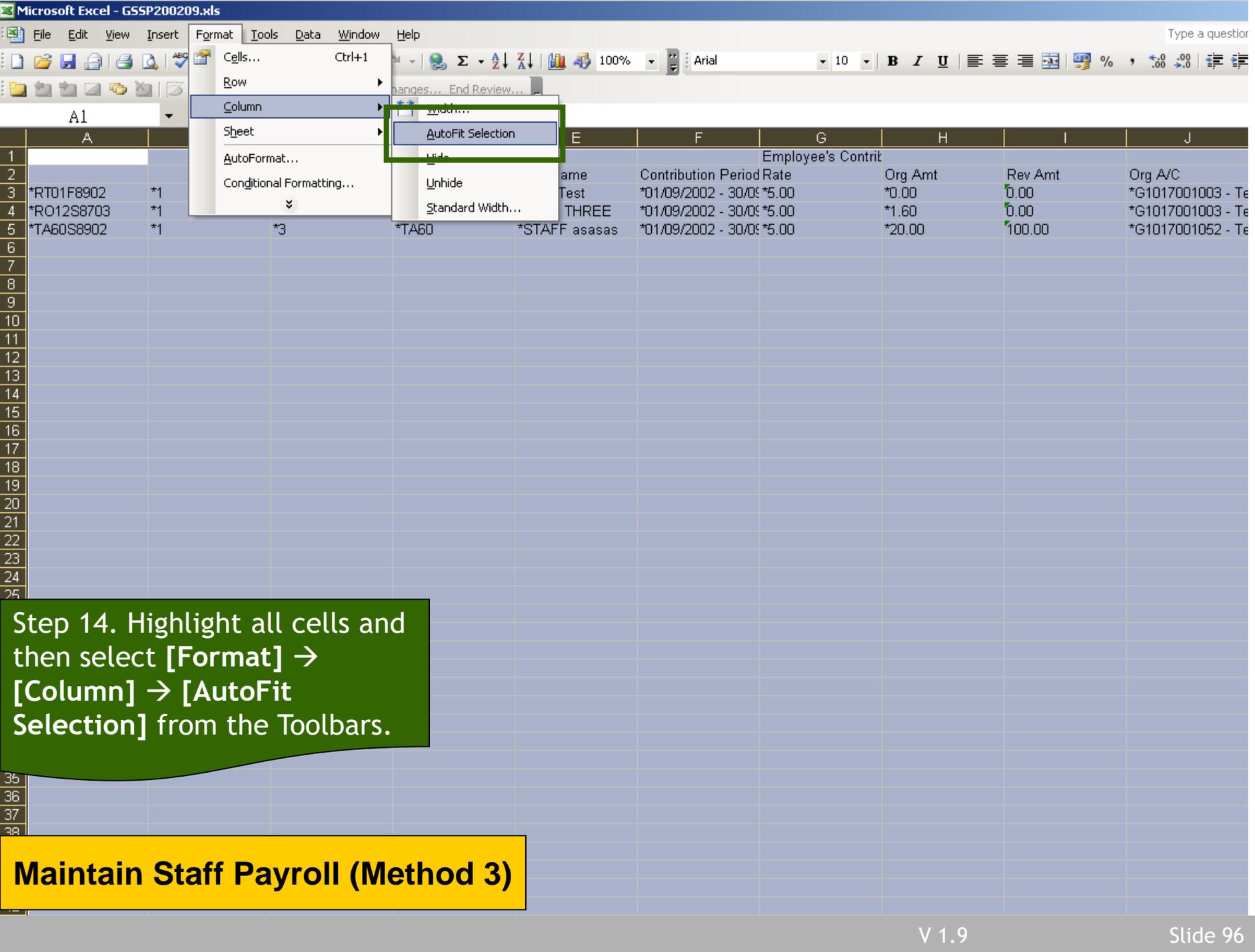
Cancel

61017001003	Teaching Staff P.F./MPF Contri. deducted at source	
61017001003	Teaching Staff P.F./MPF Contri. deducted at source	
61017001003	Teaching Staff P.F./MPF Contri. deducted at source	
5.00	1.60	0.00
Employer's Contribution		
5.00	1.60	0.00
Teaching Staff *		
5.00	20.00	100.00
Employee's Contribution		
5.00	20.00	100.00
Employer's Contribution		

	A	B	C	D	E	F	G
1							Employee's Contr
2			S/No	Staff Code	Staff Name	Contribution Period	Rate
3	*RTD1F8902	*1	*1	*RTD1	*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)



	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 Contri. deducted at source	G1017001003	*5.00	*0.00	0.00
4	*5.00	*1.60	0.00	*G1017001003 - Teaching Staff P.F./MPF Contri. 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								
37								
38								

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)

	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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18								
19								

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)

	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

Save

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./MPPF 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./MPPF Contr. deducted at source
5	*TA60S8902	*1	*3	*TA60	*STAFF asahas	*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
Clerical Staff							
RT01	FMP Test		01/09/2002 - 30/09/2002	5.00	0.00	0.00	61017001003 Teaching Staff P.F./MPF Contri. deducted at source
				Employer's Contribution			
				5.00	0.00	0.00	
Clerical and Janitor Staff *							
R012	TYPE THREE	職員姓名	01/09/2002 - 30/09/2002	5.00	1.60	0.00	61017001003 Teaching Staff P.F./MPF Contri. deducted at source
				Employer's Contribution			
				5.00	1.60	0.00	
Teaching Staff *							
TA60	STAFF asasas	淑英梁	01/09/2002 - 30/09/2002	5.00	20.00	100.00	61017001003 Teaching Staff P.F./MPF Contri. deducted at source
				Employer's Contribution			
				5.00	20.00	100.00	





Step 17. Click the [Import] Button.

Maintain Staff Payroll (Method 3)

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

Import Provident Fund

Payroll Month (MM/YYYY)	<input type="text" value="09/2002"/>
Fund Scheme	<input type="text" value="Grant/Subsidized Schools PF Scheme"/>
Filename and Path	<input type="text" value="C:\Documents and Sett"/> <input type="button" value="Browse..."/>

- Student Info Enquiry
- School Management
- Student
- Attendance
- Student Activities
- Award & Punishment
- Assessment
- Staff Deployment
- Staff
- CDS
- HKAT
- FMP
 - Common Setup
 - Budgeting
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 - Staff Cost
 - Setup
 - Staff Master
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 - Daily Coll. Summary
 - Non-Recurrent Grant
 - Data Communication
- Report Management
- Timetabling
- Code Management
- Security
- Customization

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)

Import Result

[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	RTD1	FMP Test		01/09/2002 - 30/09/2002	Record(s) saved successfully.
2	R012	TYPE THREE	職員姓名	01/09/2002 - 30/09/2002	Record(s) saved successfully.
3	TA60	STAFF asasas	瀨英梁	01/09/2002 - 30/09/2002	Record(s) saved successfully.

[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)

[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.

- 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 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

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 ▾

Staff Code	Staff Name (Eng)	Staff Name (Chi)	Amount \$	Remarks
Teaching Staff *				
NCS1	Woo Siu Ming	胡小明	100.00	Taxi Fare
NCS3	Lee Siu Ming	李小明	12.80	Bus fare

 Save

Save Record(s)

Maintain Staff Payroll

[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 ▲	Staff Name (Eng)	Staff Name (Chi)			Method
<input checked="" type="checkbox"/>	Teaching Staff *					
<input checked="" type="checkbox"/>	NCS1	Woo Siu Ming	胡小明	17,575.00	01/09/2004 - 30/09/2004	Cheque - With Printing
<input checked="" type="checkbox"/>	NCS3	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. Summary
 - Non-Recurent Grant
 - Report Management
 - Customization

Maintain Staff Payroll

Current School Year: 2001

10 September 2003 10:04

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

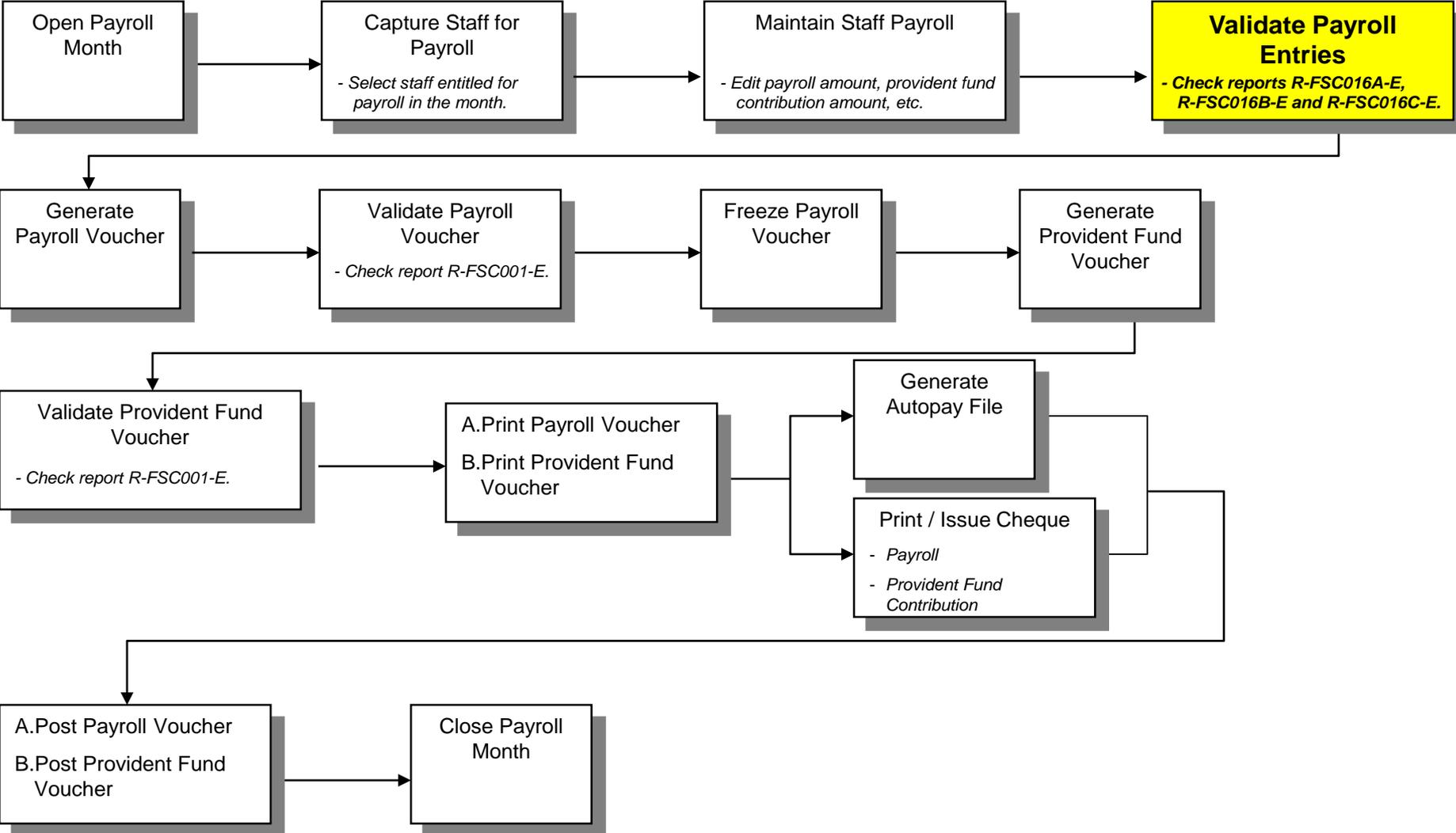
Record(s) deleted successfully.

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

 Payroll Month (MM/YYYY)

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.						

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

Current School Year: 2001

Step 1. Click [Payroll Voucher] tab.

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

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

Payroll Month (MMMM) 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

- 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-FSC16-01] [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).

[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)

Payment Method

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

Step 4. Click
[Print]
button.

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 - Setup
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 - 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

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

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 type="checkbox"/>	Teaching Staff *			
<input type="checkbox"/>	NCS1	Woo Siu Ming	胡小明	17,575.00
<input 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)".

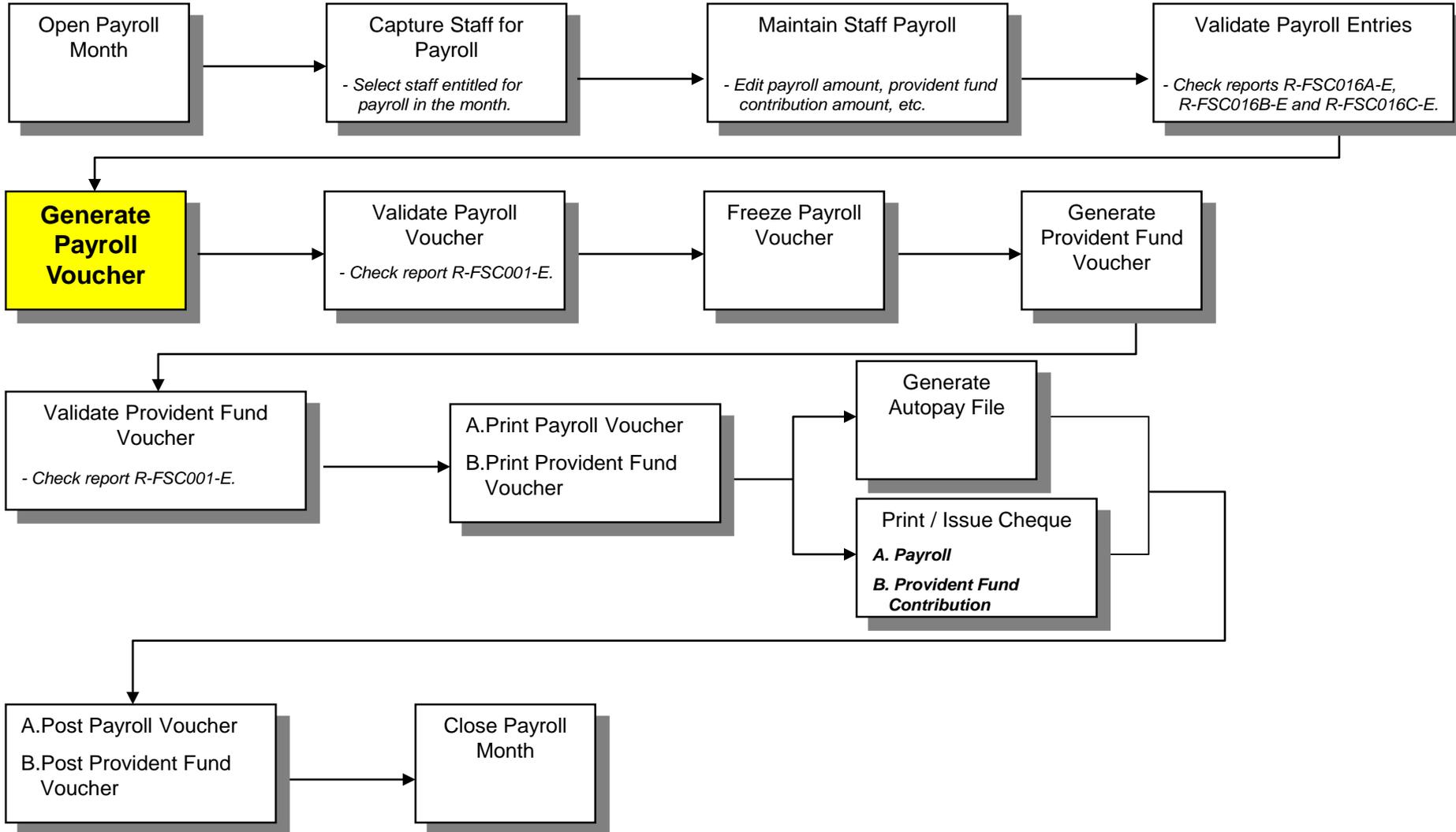
Print

Generate Payroll Voucher

Reports are generated and saved in Report Management - Repository.

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

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

Current School Year: 2001

Step 1. Click [Payroll Voucher] tab.

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

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

Payroll Month (MMMM) 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

- CDS
- HKAT
- HKEAA
- FMP
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 - P Fund Regist
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 - Non-Recurent C
- SPA
- Report Management
- Data Management
- Timetabling
- Code Management

Generate Payroll Voucher

- Home
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 - Daily Coll. Summary
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- 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

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

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

Voucher Details

Accounting Month (MM/YYYY) 09/2004

Voucher Type

Payroll voucher (PR)

Voucher No.

NC9200409A

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

[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 (DDMM/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
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

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

Voucher Details

Accounting Month (MM/YYYY) 09/2004

Voucher Type

Payroll voucher (PR)

Voucher No.

NC9200409A

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
	ary/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

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.>

ut 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

- FMP
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 - 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

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

Step 9a. For "Autopay" payment method:

Fill in Bank Particulars if necessary.

Save As Unposted

Back

Generate Payroll Voucher

Current School Year: 2001

16 September 2003 14:50

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	

Default fund; N/A - Not applicable
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

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

E-Mail Customization

Generate Payroll Voucher

Current School Year: 2001

16 September 2003 14:52

Voucher No.

Voucher Date (DD/MM/YYYY)

Voucher Particulars

Gross Credit Amount \$17,575.00

Voucher Status Draft

Bank Ledger Information (Credit)

Bank Ledger Code

Payment Method Cheque - Without Printing

Payee's Name

Cheque No.

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".

Accounting Line Information (Debit)

Line No.	Sch	Programme	Account Code	Amount \$	Particulars (Default same as Bank Particulars)	Budget Check
		P - n umme	G1017001002 - Teaching Staff Salaries excl P.F. Contributions	17,575.00	<input type="text" value="Payroll 09/2004"/>	

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

generated 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.

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

Generate Payroll Voucher

Current School Year: 2001

16 September 2003 14:54

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 Mail News RSS 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

- Approve/revise
- 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

The screenshot shows a Microsoft Internet Explorer browser window. The address bar contains the URL `http://192.168.6.151/jsp/index.jsp`. The browser's navigation bar includes buttons for Back, Forward, Stop, Home, Search, Favorites, Media, and Print. The page title is "Primary AM (School Type 2)". In the top right corner, the user is identified as "jennifer" with a login time of "08/09/2003 14:12", and there are links for "Logout" and "Help". The current school year is "2002" and the date is "8 September 2003 14:09".

The main content area displays a breadcrumb trail: "[S-FSC16-05] FMP > Staff Cost > Payroll > Payroll Voucher". Below this, a green-bordered box highlights three error messages:

- 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

Below the error messages, the "Voucher Details" section is visible. It includes a field for "Accounting Month (MM/YYYY)" set to "09/2001" and a "Voucher Type" dropdown menu currently set to "Payroll Voucher (PR)".

The browser's status bar at the bottom shows "Payroll" on the left and "Internet" on the right.

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 Mail News RSS 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

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

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

		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

- 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 Other 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 <small>▲</small>	Staff Name (Eng)	Staff Name (Chi)	Staff Type	Net Payment \$	Voucher Status
<input 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	Clerical and Janitor Staff *	19,000.00	Review
	NCS6	Chow Siu Ming	周小明	Clerical *		
	NCS7	Ho Siu Ming	何小明	Clerical *		

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

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

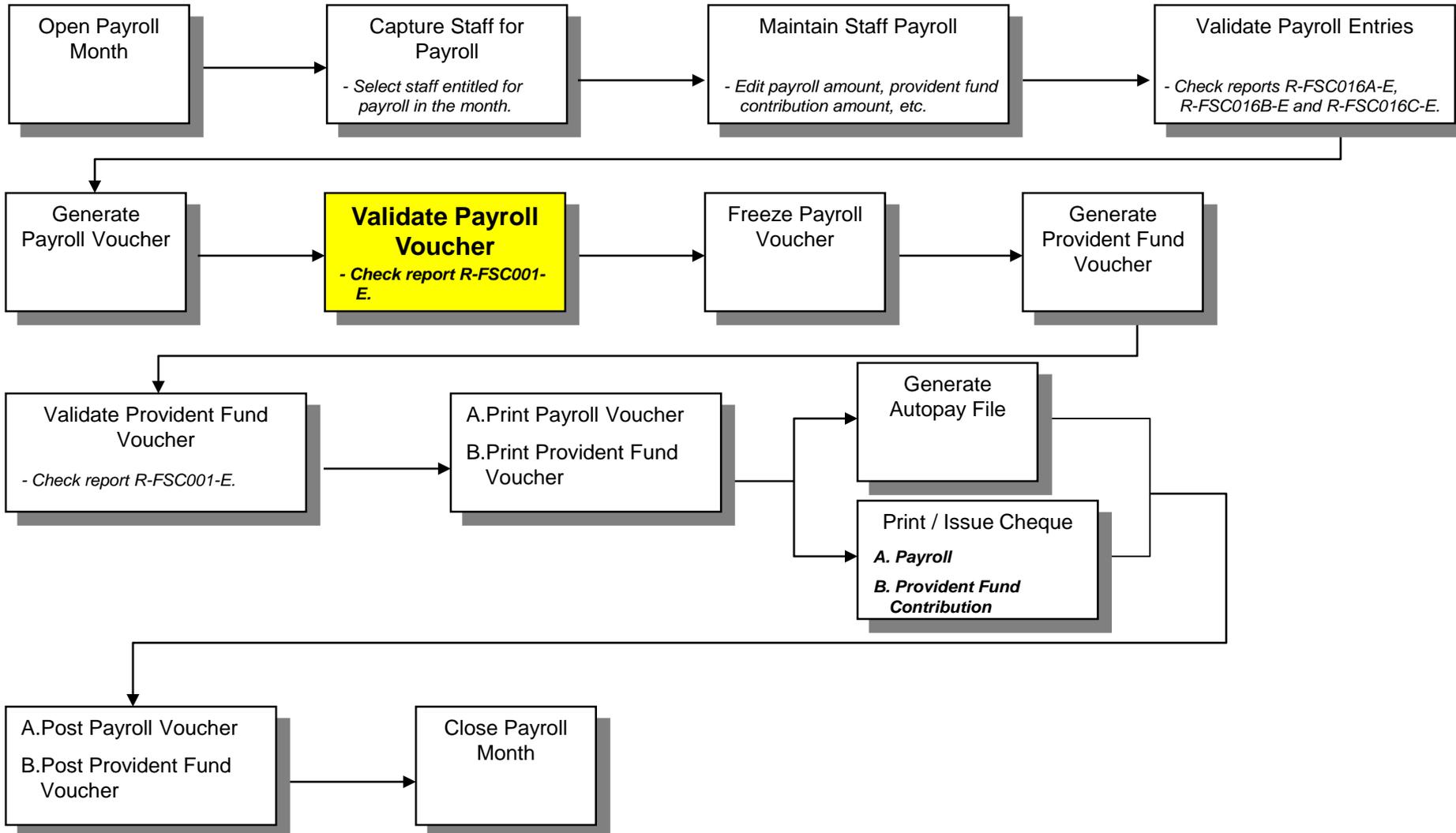
Delete Payroll Voucher Freeze Payroll Voucher
Payroll Voucher Preview Generate Autopay File
Delete the selected payroll voucher

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

Current School Year: 2001

Step 1. Click [Payroll Voucher] tab.

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

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

Payroll Month (MMMM) 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

- 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

Validate Payroll Voucher

Current School Year: 2001

11 September 2003 14:29

[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

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)".

 Generate Payroll Voucher for the Staff Selected

Validate Payroll Voucher

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

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.

<input 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	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](#)

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

Validate Payroll Voucher

The screenshot shows a web-based payroll system interface. A yellow box highlights the title 'Validate Payroll Voucher'. A modal window titled 'Payroll Validation Report (R-FSC001-E)' is open, containing a 'Group By' dropdown menu set to 'Account Code' and a 'Print' button. A tooltip over the 'Print' button reads 'Print Report: "Payroll Validation Report (R-FSC001-E)"'. The background interface includes a navigation menu on the left, a top navigation bar with 'Login: 07/07/2003 15:05', 'Logout', 'Help', and '中文版本', and a main content area with tabs for 'Voucher Posting', 'Voucher Enquiry', and 'Payroll Month'. Below the modal, a table displays payroll data:

<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			

Below the table are buttons for 'Delete Payroll Voucher', 'Freeze P...', 'Payroll Voucher Preview', and 'Generat...'. A green text box on the right provides instructions for printing the report.

The system will pop up a new window.

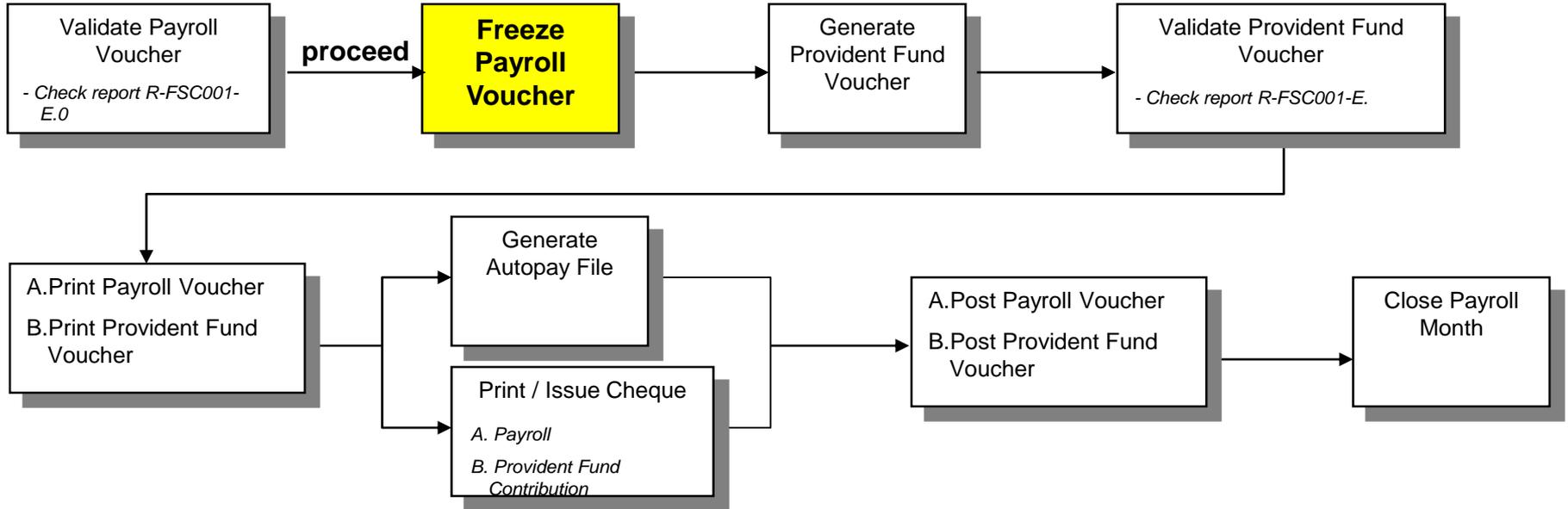
Step 7. Select either group by "Account Code" or group by "Staff Code".

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

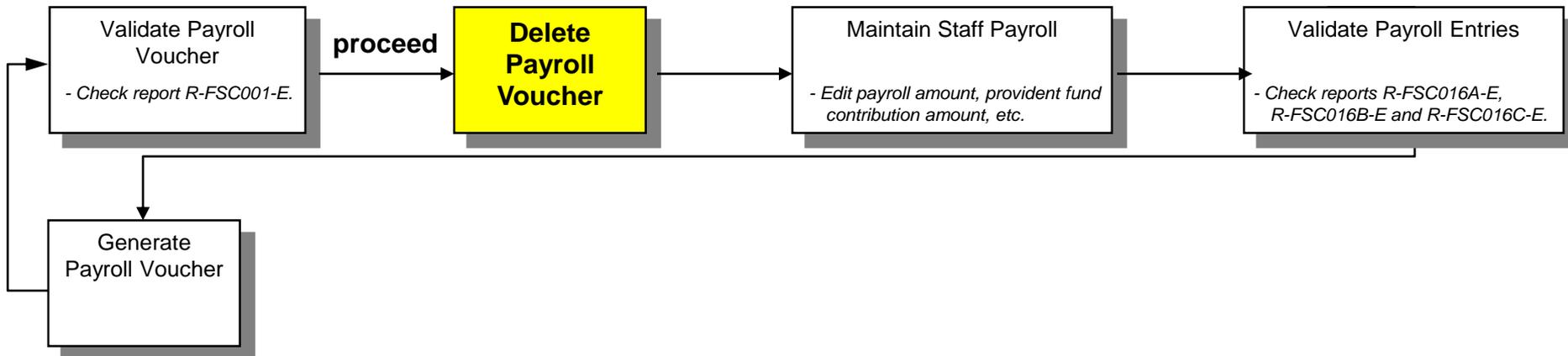
The system will pop up another window showing the Payroll Validation Report.

Validate 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

[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 Position	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	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

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

[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

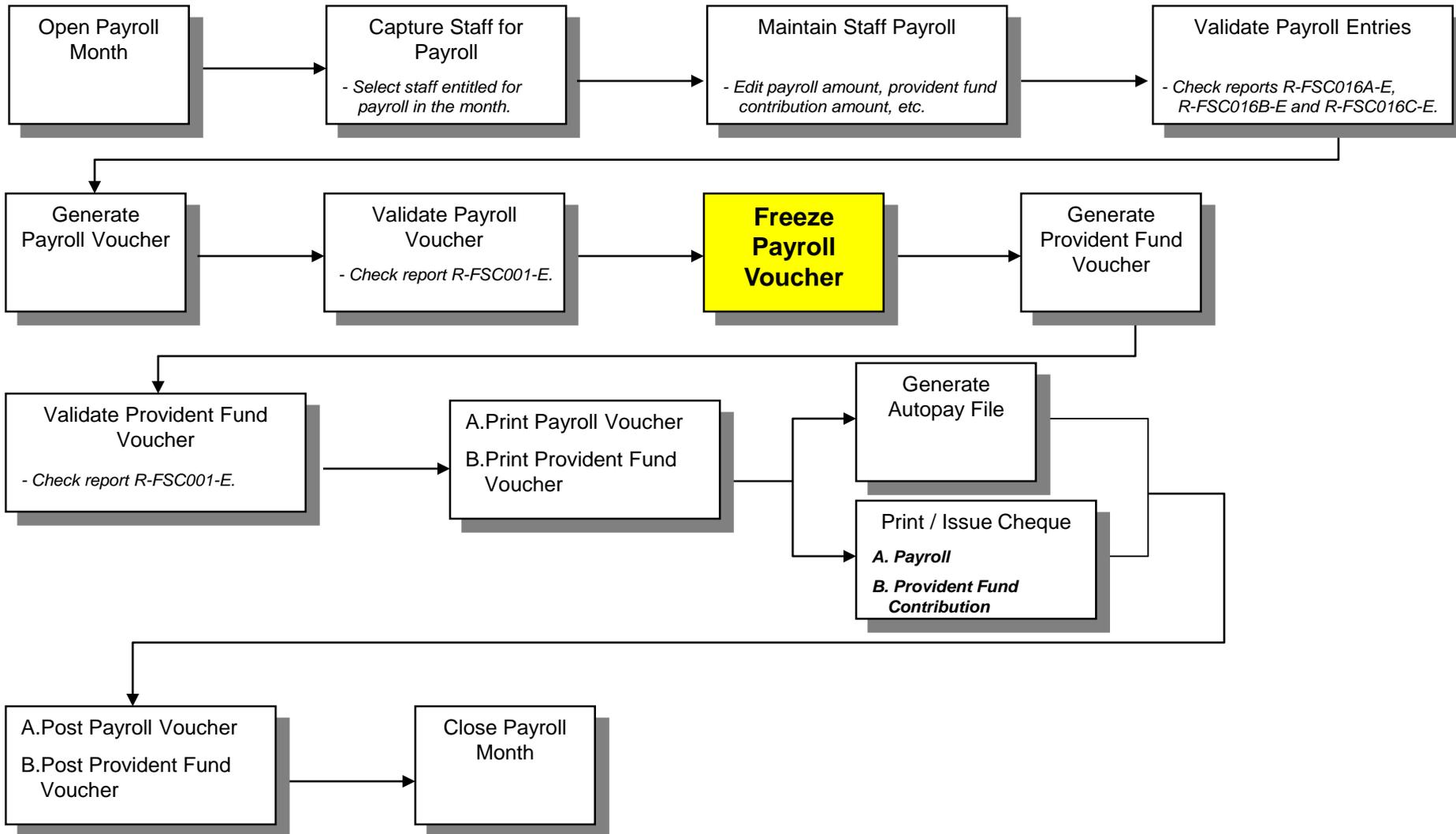
Upon deletion of the voucher successfully, the corresponding staff payroll entries will be moved from Payroll Voucher Generated screen back to Payroll Voucher Not Yet Generated screen.

Note: [S-FSC16-EY] (S-FSC16-EY).
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

Current School Year: 2001

Step 1. Click [Payroll Voucher] tab.

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

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

Payroll Month (MMMM) 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

- 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-FSC16-01] 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

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 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 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	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

- CDS
- HKAT
- HKEAA
- FMP
 - Common Setup
 - Budgeting
 - Bookkeeping
 - Staff Cost
 - Setup
 - Staff Master
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 - P Fund Regist
 - Tax Return
 - Enquiry
 - Report
 - CAR
 - Sales & Stock
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 - 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

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)					
	NCS4	Lam Siu Ming	林小明	Clerical and Janitor Staff *	19,000.00	Freeze
	NCS5	Au Siu Ming	區小明	Clerical and Janitor Staff *	19,000.00	Freeze
	NCS6	Chow Siu Ming	周小明	Clerical and Janitor Staff *	19,000.00	Freeze
	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

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

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

Current School Year: 2001

Step 1. Click [Payroll Voucher] tab.

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

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

Payroll Month (MMMM) 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

- CDS
- HKAT
- HKEAA
- FMP
 - Common Setup
 - Budgeting
 - Bookkeeping
 - Staff Cost
 - Setup
 - Staff Master
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 - P Fund Regist
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 - Non-Recurent C
- SPA
- Report Management
- Data Management
- Timetabling
- Code Management

Unfreeze Payroll Voucher

Current School Year: 2001

11 September 2003 14:29

[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

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

[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

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)					
	NCS4	Lam Siu Ming	林小明	Clerical and Janitor Staff *	19,000.00	Review
	NCS5	Au Siu Ming	區小明	Clerical and Janitor Staff *	19,000.00	Review
	NCS6	Chow Siu Ming	周小明	Clerical and Janitor Staff *	19,000.00	Review
	NCS7	Ho Siu Ming	何小明	Clerical and Janitor Staff *	20,000.00	Review

The status of the voucher is set to "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.

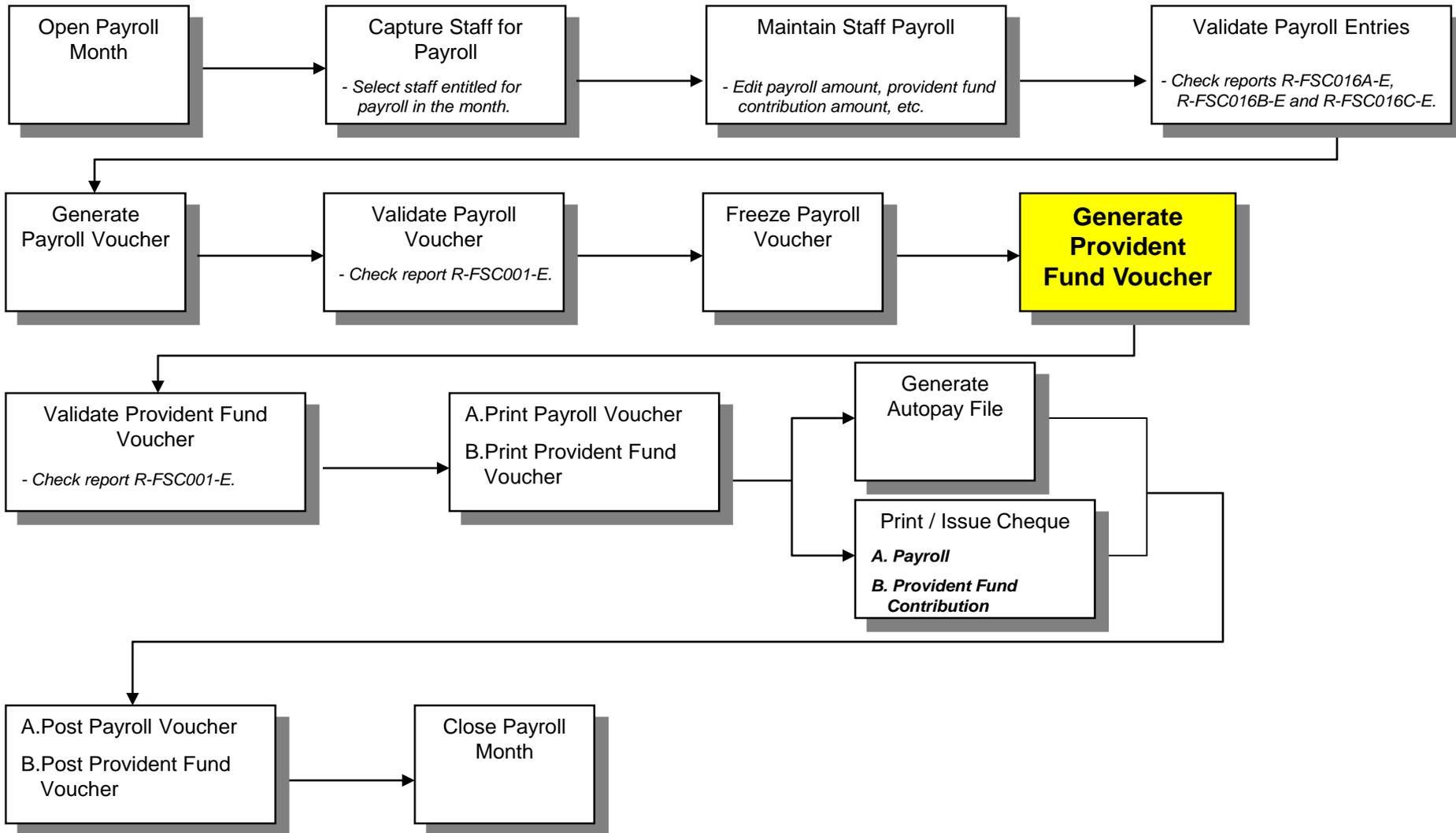
Delete Payroll Voucher Freeze Payroll Voucher Unfreeze Payroll Voucher Print
Payroll Voucher Preview Generate Autopay File

- 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

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>	<u>Net Payment \$</u>	<u>Payroll Period (DD/MM/YYYY - DD/MM/YYYY)</u>	<u>Payment Method</u>
<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

Generate Provident Fund Voucher

[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	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.

- 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

Payroll Month (MM/YYYY)

Fund Scheme

<input type="checkbox"/>	Staff Code <input type="text"/>	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	<input type="text" value="Required"/>
<input type="checkbox"/>	NCS3	Lee Siu Ming	李小明	925.00	925.00	Freeze	<input type="text" value="Not Required"/>

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

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 > []

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 \$	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 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.

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

- 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

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.

Generate Provident Fund Voucher

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

Current School Year: 2001 8 July 2003 14:57

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

Voucher Details

Accounting Month (MM/YYYY)	08/2003
Voucher Type	Provident fund voucher - ORSO & MPF (PF)
Voucher No.	AUTO
Voucher Date (DD/MM/YYYY)	31/08/2003
Voucher Particulars	Provident Fund Contribution
Gross Credit Amount	\$1,750.00
Voucher Status	Draft

Local intranet

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

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 14:57

English Name

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

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

Voucher Details

Accounting Month (MM/YYYY)	08/2003
Voucher Type	Provident fund voucher - ORSO & MPF (PF)
Voucher No.	AUTO
Voucher Date (DD/MM/YYYY)	31/08/2003
Voucher Particulars	Provident Fund Contribution
Gross Credit Amount	\$ 1,750.00
Voucher Status	Draft

Bank Ledger Information (Credit)

Local intranet

ORSO Scheme and Mandatory Provident Fund Scheme:

Step 9. Enter the Voucher No.

- 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

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 14:57

English Name

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

Voucher Details

Accounting Month (MM/YYYY)	08/2003
Voucher Type	Provident fund voucher - ORSO & MPF (PF)
Voucher No.	AUTO
Voucher Date (DD/MM/YYYY)	31/08/2003
Voucher Particulars	Provident Fund Contribution
Gross Credit Amount	\$1,750.00
Voucher Status	Draft

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>

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 <small>Required for "Cheque - With Printing"</small>
Cheque No.	<input type="text"/> <small>Leave Blank for "Cheque - With Printing"</small>
Bank Particular (Default same as Voucher Particulars)	<input type="text"/>

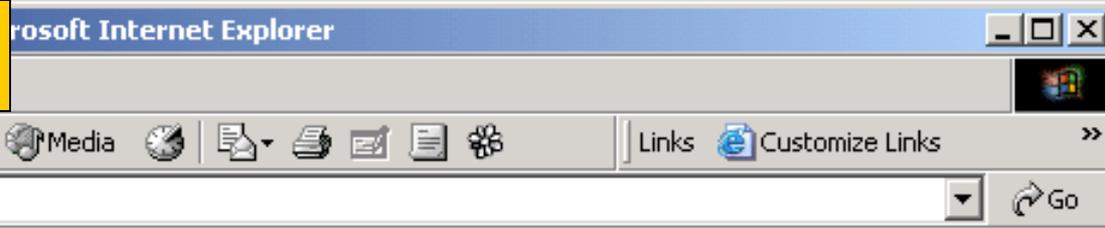
Note 1: Payee's Name is required for "Cheque - With Printing". This is optional for "Cheque - Without Printing".
Note 2: Cheque No. should be left blank for "Cheque - With Printing". This is optional for "Cheque - Without Printing".

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



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

Current School Year: 2001 8 July 2003 15:05

English Name

▶ Assessment	Bank Ledger Information (Credit)
▶ Special Assessment	Bank Ledger Code A5000 - Bank Information Link Test
▶ Staff Deployment	Payment Method Cheque - With Printing
▶ Staff	Payee's Name HSBC TRUSTEE <small>Required for "Cheque - With Printing"</small>
▶ CDS	Cheque No. <input type="text"/> <small>Leave Blank for "Cheque - With Printing"</small>
▶ HKAT	Bank Particular (Default same as Voucher Particulars) <input type="text"/>
▶ HKEAA	
▼ FMP	
▶ Common Setup	<small>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".</small>

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	<input type="text"/>	
2	Primary/PM	4999 - Unallocated Staff Cost	G2005001001 - Grant Expenses	437.50	<input type="text"/>	
3	Primary/AM	WFMP - Programme code for converting GL balance in SAMs	G1018001002 - Employer's contributions - entitled to 5%	437.50	<input type="text"/>	
4	Primary/PM	4999 - Unallocated Staff Cost	G1018001002 - Employer's contributions - entitled to 5%	437.50	<input type="text"/>	

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

Generate Provident Fund Voucher

User: jenn

Step 14. Click the [Save As Unposted] button to save the voucher.
Budget check will be performed if the budget has been approved.

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 optional
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 Unposted Save Voucher as Unposted

- 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

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

[S-E5C16-14] 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

Microsoft Internet Explorer

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

Back Forward Stop Home Search Favorites Media Print Mail News RSS

Primary AM (School Type 2) User: jennifer Login Time: 09/09/2003 15:21 [Logout](#) | [Help](#)

Current School Year: 2002 9 September 2003 15:21

Home
Staff Deployment
Staff
FMP
Common Setup
Budgeting

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

- E-63026 : Line 1 : Insufficient fund at programme WFMP
- E-63026 : Line 2 : Insufficient fund at programme WFMP
- E-63027 : Line 2 : Insufficient fund at sub-ledger G1018002

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.

User: jennifer Last Login: 07/07/2003 16:41 Logout | Help

English Name

Current School Year: 2001 8 July 2003 15:17

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

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 OEGB Domain level (Refer to Bookkeeping - Budget Check).

Generate Provident Fund Voucher

Current School Year: 2002

16 September 2003 15:44

[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)

Fund 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"/>	PFNCS200301A (31/01/2003) Cheque - With Printing					
	1001	SAMPLE USER		Clerical and Janitor Staff *	1,000.00	1,000.00

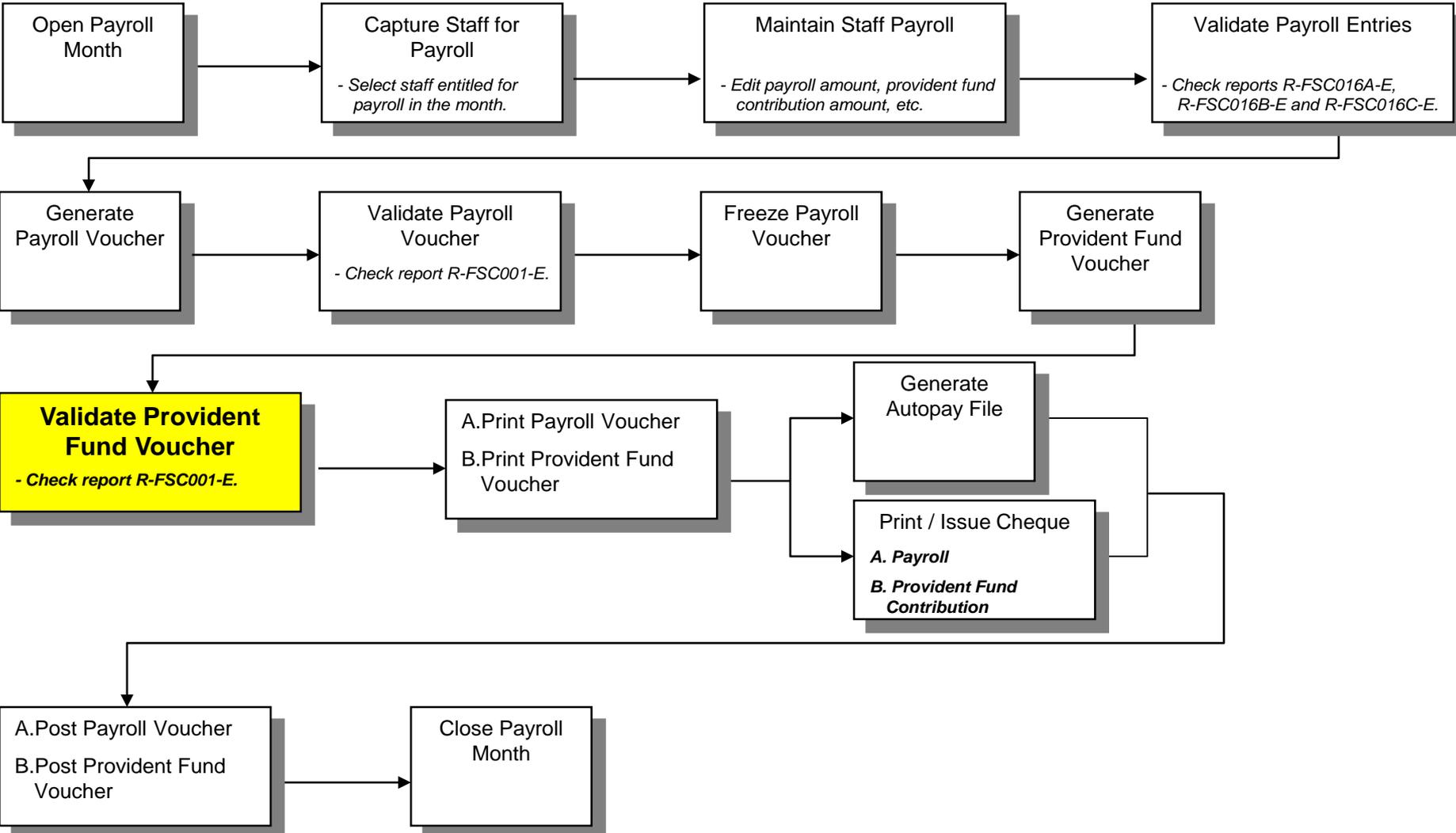
Note: Select one or more payroll voucher(s) and then press "Print" button to print.

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

[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"/>	Staff Code <input type="text"/>	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

Validate Provident Fund Voucher

[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	李小明	925.00	925.00	Freeze	Required ▼

Note: To generate provident fund voucher, the corresponding payroll

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

[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

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.

<input checked="" type="checkbox"/>	Staff Code	Staff Name (Eng)	Staff Name (Chi)	Staff Type	Employee's Contribution \$	Employer's Contribution \$
<input checked="" type="checkbox"/>	PNCS200301A (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

- Home
- Staff
- Staff
- FMP
- Co
- Bu
- Bu
- St

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

Payroll Validation Report (R-FSC001-E)

Please input the print criteria:

Group By

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-Recurent Gra
- Report Management
- Data Management
- Customization

PFNC200301A (31/01/2003) Cheque - With Printing

<input type="text" value="t001"/>	<input type="text" value="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".

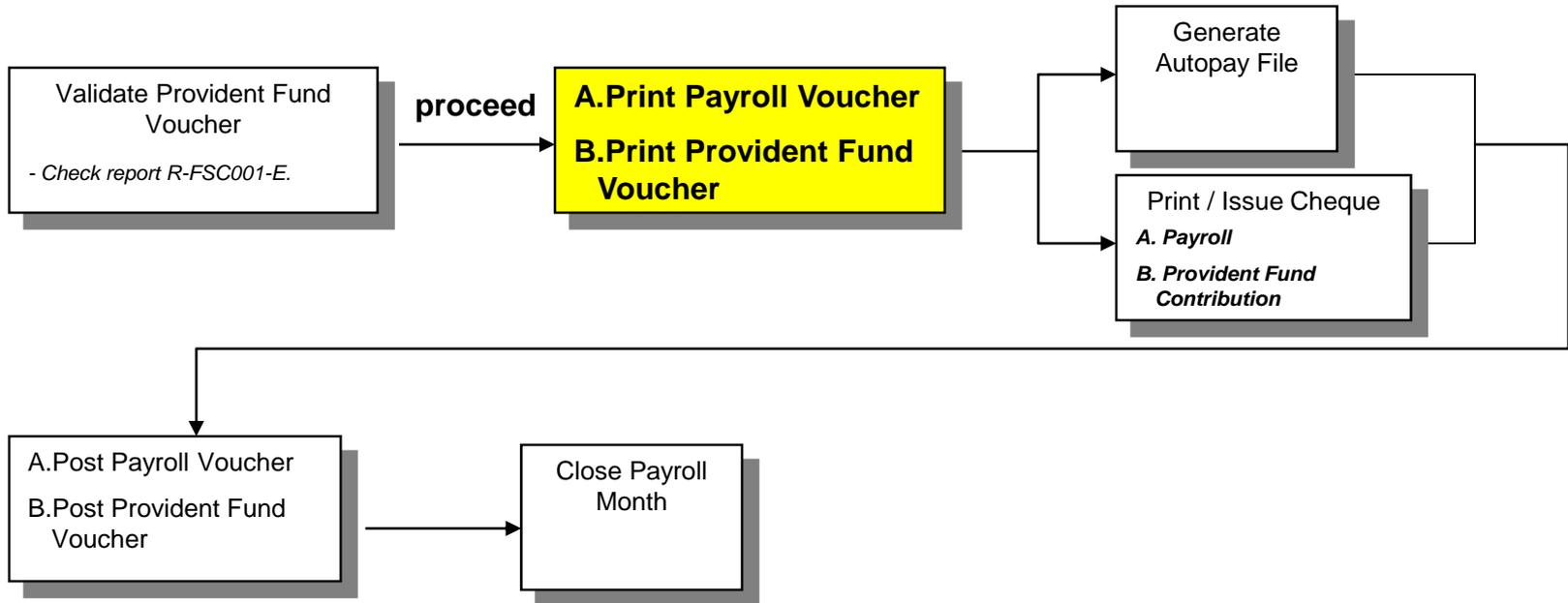
Step 8. Click the [Print] button to print the report in PDF format.

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

Windows taskbar showing Start button, taskbar with icons for Qu..., Micr..., ICQ..., We..., Rea..., and system tray with icons for volume, network, and clock showing 15:49.

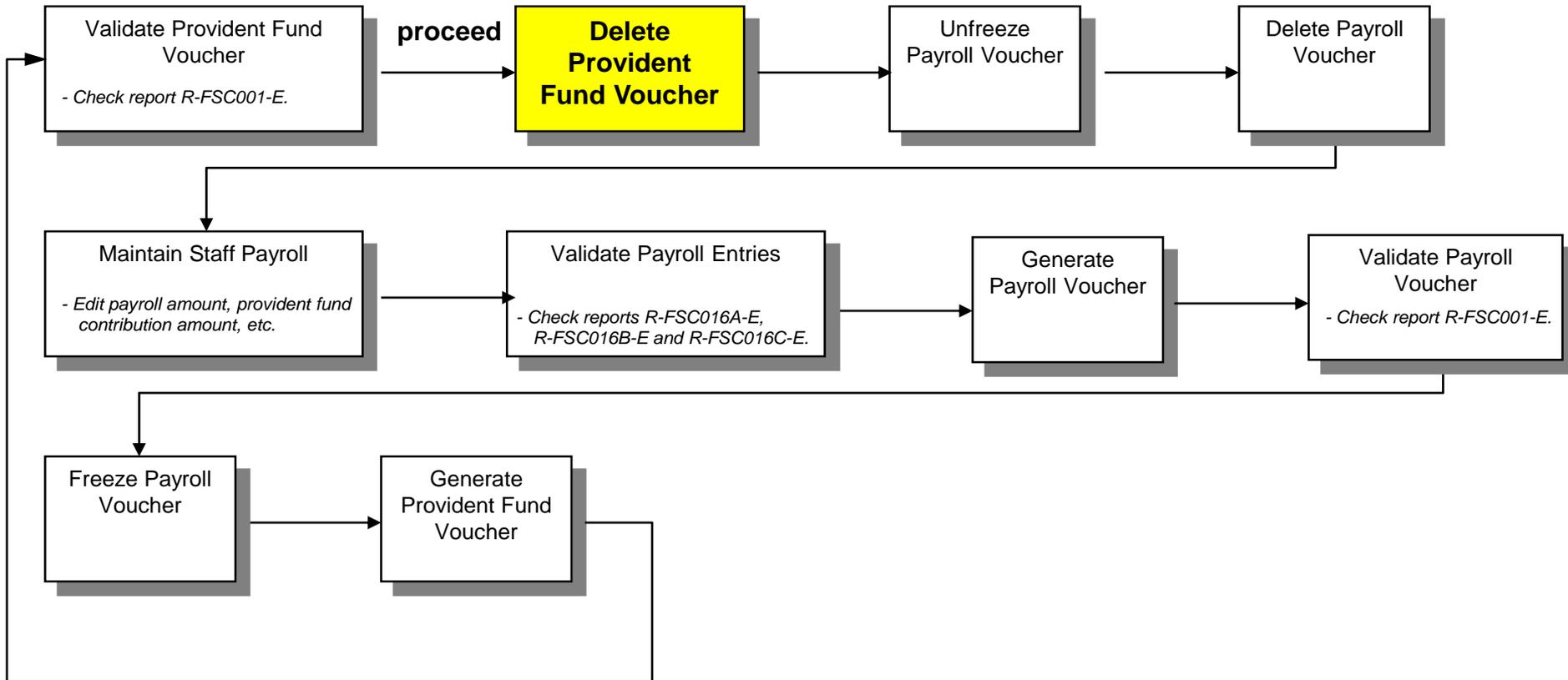
Validate Provident Fund Voucher

- 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 > 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)	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

[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)
 Fund 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	<input type="text" value="Required"/>
<input checked="" type="checkbox"/>	NCS3	Lee Siu Ming	李小明	925.00	925.00	Freeze	<input type="text" value="Required"/>

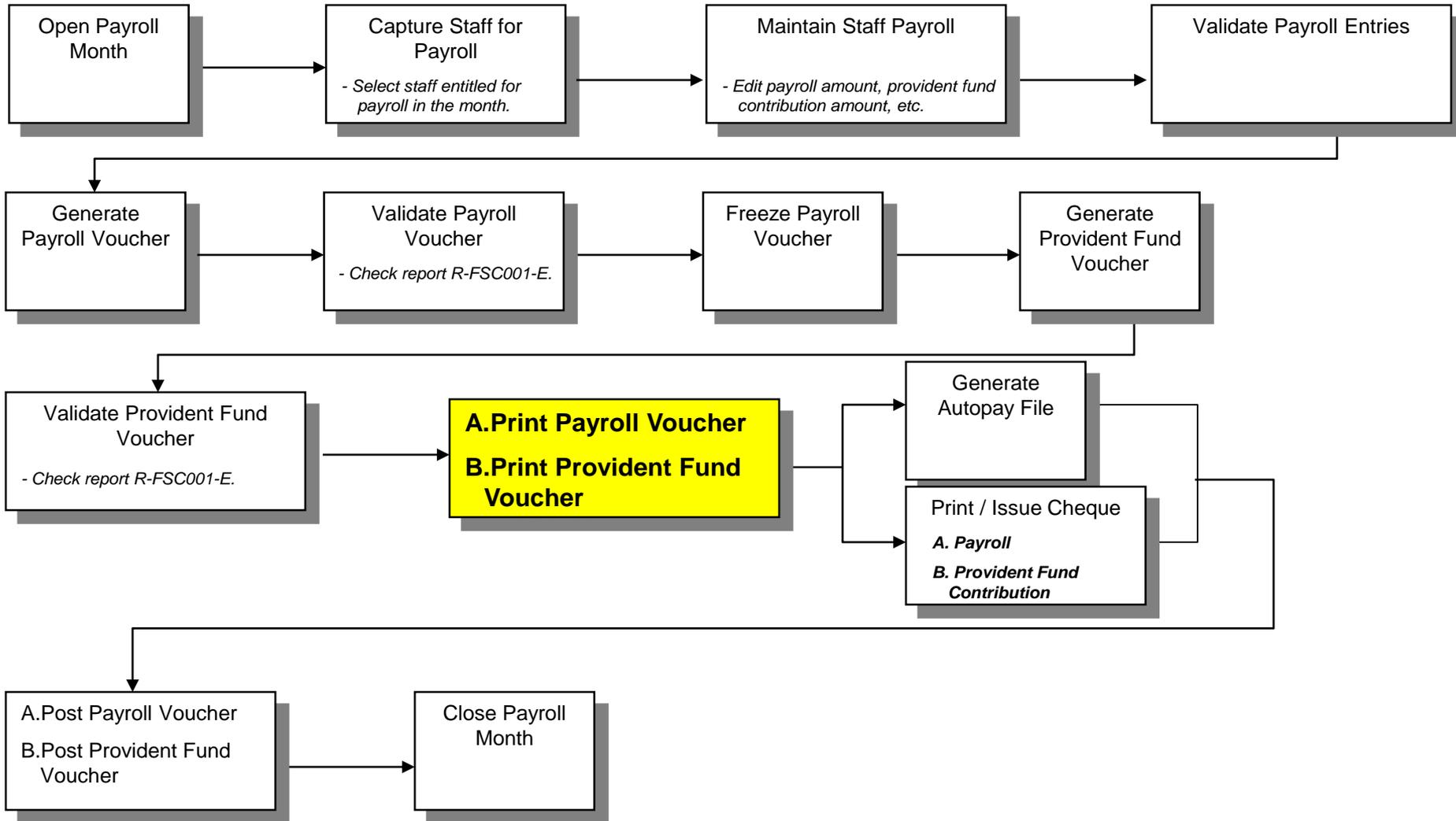
Note: To generate provident fund voucher, the corresponding payroll voucher must be in **Freeze** status.

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

Current School Year: 2001

Step 1. Click [Payroll Voucher] tab.

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

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

Payroll Month (MMMM) 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"/>	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

- 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

A- Print Payroll Voucher

Current School Year: 2001

11 September 2003 14:29

[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

[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 type="checkbox"/>	Staff Code	Staff Name (Eng)	Staff Name (Chi)	Staff Position	Net Payment \$	Voucher Status
<input checked="" type="checkbox"/>	NRCS200409B (30/09/2004)					
<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.

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 ***

Done Local intranet

A- Print Payroll Voucher

Address http://thomas:8080/jsp/rpt/viewPreviewFile.jsp?type=R&fileName=fmp/19026_1063696798312.pdf

There are specific signing positions of "Prepared By", "Checked By" and "Approved By" at the bottom of the voucher printout.

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

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			

Other Remarks (if any) :

Prepared By :	_____	Checked By :	_____	Approved By :	_____
Date :	_____	Date :	_____	Date :	_____

*** End of Report ***

B - Print 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>	<u>Net Payment \$</u>	<u>Payroll Period (DD/MM/YYYY - DD/MM/YYYY)</u>	<u>Payment Method</u>
<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

- ▶ 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

B - Print Provident Fund Voucher[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

- 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

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 > 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)	Employee's Contribution \$	Employer's Contribution \$
<input checked="" type="checkbox"/>	FNCS200301A (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

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 (UNPOSTED)

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

B - Print Provident Fund Voucher

Address http://192.168.6.151/jsp/rpt/viewPreviewFile.jsp?type=R&fileName=fmp/19026_1063698169453.pdf

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 :				<u>2,000.00</u>	<u>2,000.00</u>		

Cheque No : _____ Payable To : HSBC Trustee

Other Remarks (if any) : _____

Prepared By :	_____	Checked By :	_____	Approved By :	_____
Date :	_____	Date :	_____	Date :	_____

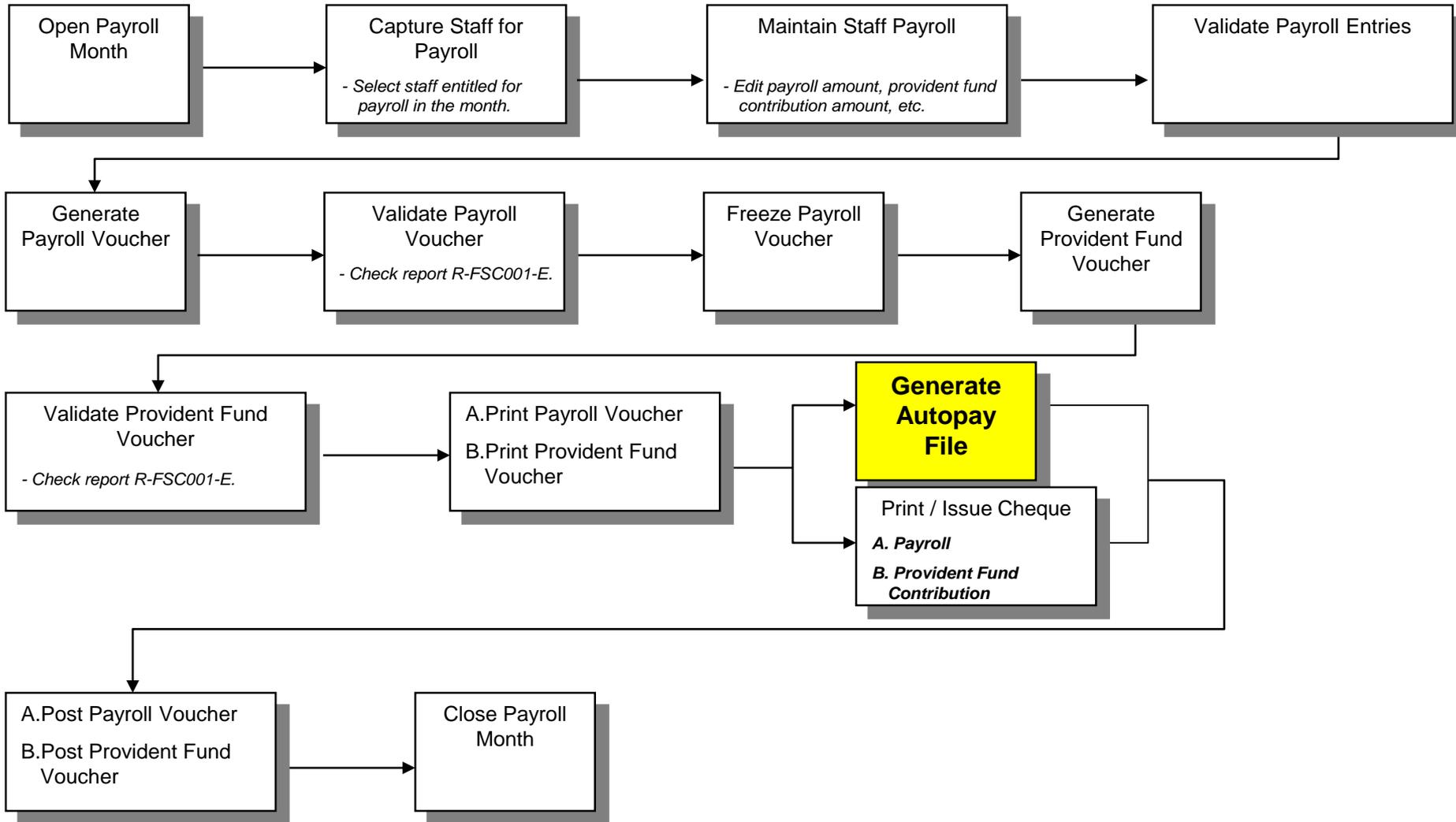
*** End of Report ***

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

Current School Year: 2001

Step 1. Click [Payroll Voucher] tab.

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

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

Payroll Month (MMMM) 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

- 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 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"/>				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 the voucher to print report "Payroll Validation Report (R-FSC001-E)".

Note 2: To generate payroll voucher must be in Freeze status.

Delete Freeze Payroll Voucher Unfreeze Payroll Voucher Print
Payroll Voucher Preview Generate A Generate and Save the Autopay File for the Payroll

- 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 checked="" type="checkbox"/>	PRNCS200409B (30/09/2004)					
<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			
<input type="checkbox"/>	NCS6	Chow Siu Ming	周小明			
<input type="checkbox"/>	NCS7	Ho Siu Ming	何小明			

Note 1: Select one or more payroll voucher(s) and then press "Print" button to generate the 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

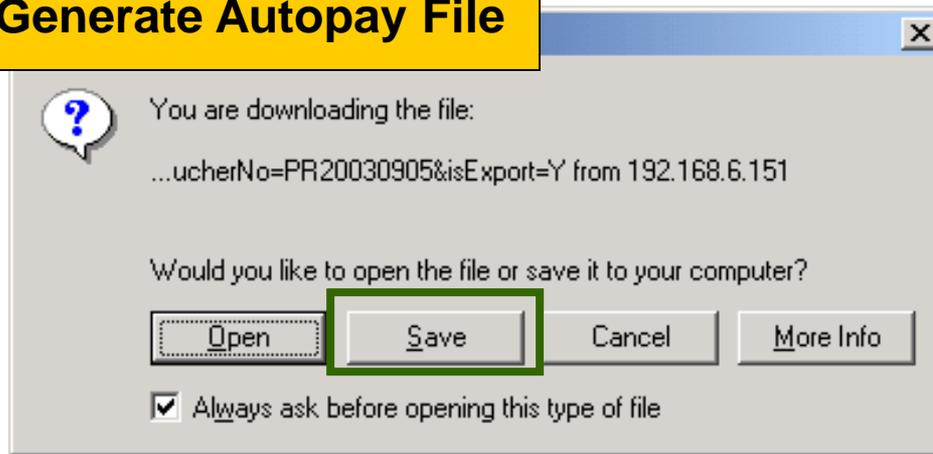
Generate A

Generate and Save the Autopay File for the Payroll

Step 5. Select a voucher.

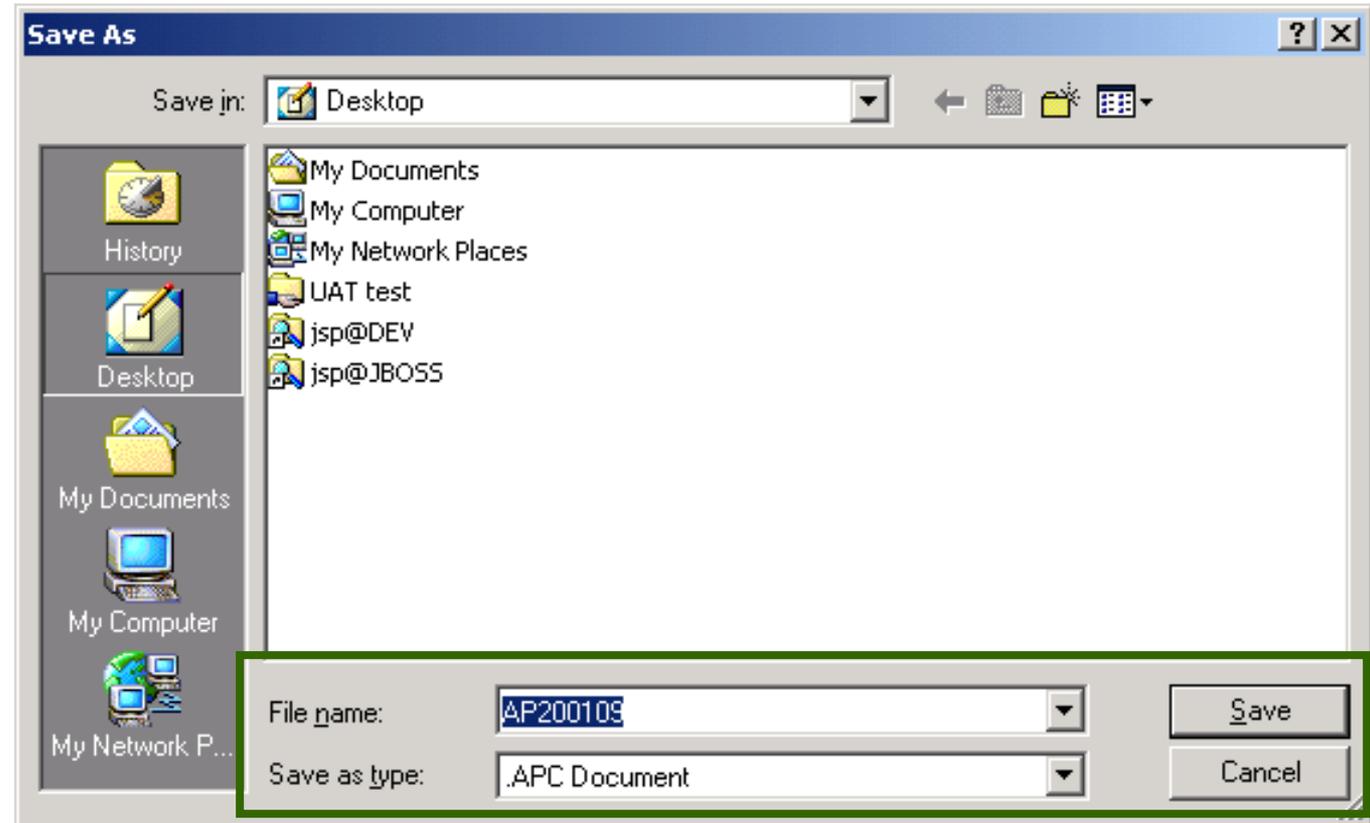
Step 6. Click [Generate Autopay File] button.

Generate Autopay File



The system will prompt the users to save the autopay file.

Step 7. Save the autopay file into users' computer.



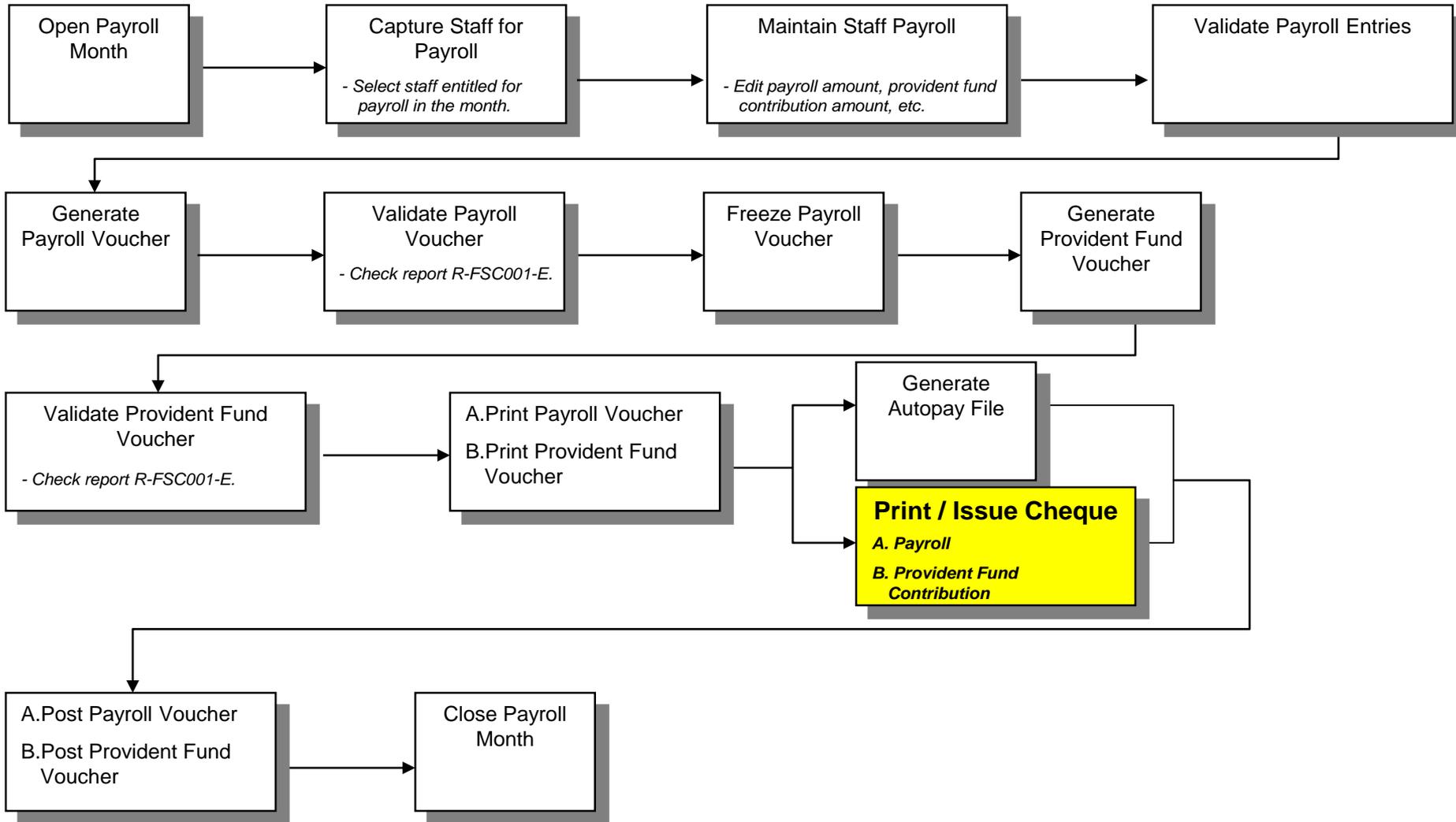
Generate Autopay File

- 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)

Step 1. Click [Payroll Voucher] tab.

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

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

Payroll Month (MMMM) 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

- 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

A - Print Cheque (Payroll Voucher)

Parent 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-Recurent
 - 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 [Link] to print report "Payroll Validation Report (R-FSC001-E)".

Note 2: To [Link] 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)

- 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-FSC16-03] 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
Boarding Staff *							
<input checked="" type="checkbox"/>	PRO3/01-00009	31/01/2003	NCS1	CHAN TAIMAN	陳大文	17,500.00	Review
<input type="checkbox"/>	PRO3/01-00010	31/01/2003	NCS2	LEE TAIMAN	李太文		

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

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

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)

- 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

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

Step 7. Fill in the next Cheque Number to be printed.

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

A - Print Cheque (Payroll Voucher)

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. Summary
- Non-Recurrent Grant
- Report Management
- Data Management
- Customization

Cheque Printing

Print System Cheque (Payroll Voucher)

Accounting Year (YYYYYYYY) 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

A - Print Cheque (Payroll Voucher)

Login Time: 16/09/2
ent School Year: 200

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.

- 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 (YYYYYYYY) 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

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. Summary
 - Non-Recurent Grant
 - Report Management
 - Data Management
 - Customization

Cheque Printing

Print System Cheque (Payroll Voucher)

Accounting Year (YYYYYYYY) 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

Step 10. Click the [Print] button to print the selected cheque.

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

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.

Address <http://192.168.6.151/jsp/rpt/viewPreviewFile.jsp?type=R&fileName=/fmp/24001>

Back Forward Stop Home Search Favorites Media

Print Refresh Undo Redo Print Preview Print All Print Range Print Selection Print Selection Range Print Selection Range

Hand Magnifying Glass Text Font Color Background Color Eraser

Bookmarks

Thumbnails

Signatures

31/01/2020

CHAN TAI MAN

Seventeen Thousand Five Hundred Only

17,500.00

1 of 1 8.26 x 11.68 in

Done

Internet

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

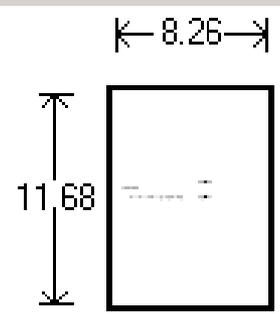
Copies and Adjustments

- Number of copies: 1
- Collate
 - Shrink oversized pages to paper size
 - Expand small pages to paper size
 - Auto-rotate and center pages

PostScript Options

Memory

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".

Cheque Printing

Accounting Year (YYYY/YYYY)

Bank Ledger Code

Bank Code

Bank Name

Bank Account Number

Cheque Format ID

Cheque Number

Voucher No. To

Print Cheque Status

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	<input type="text" value="31/01/2020"/>	Printed Twice	0000000108

Note 1: A cheque is allowed to print for 3 times only.

Note 2: Payment method "Without Printing". Once selected, no further change is allowed.

- 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

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. Summary
 - Non-Recurent Grant
 - Report Management
 - Data Management
 - Customization

Cheque Printing

Accounting Year (YYYY/YYYY)

Bank Ledger Code

Bank Code

Bank Name

Bank Account Number

Cheque Format ID

Cheque Number

Voucher No. To

Print Cheque Status

Step 14. User may click [Reverse] button to reverse the payment method to "Cheque - Without Printing", if necessary.

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	<input type="text" value="31/01/2020"/> <input type="button" value="Calendar"/>	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.

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. Summary
 - Non-Recurent Grant
- Report Management
- Data Management
- Customization

Cheque Printing

Accounting Year (YYYY/YYYY)

Bank Ledger Code

Bank Code

Bank Name

Bank Account Number

Cheque Format ID

Cheque Number

Voucher No. To

Print Cheque Status

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	<input type="text" value="31/01/2020"/> <input type="button" value="Calendar"/>	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.

A - Issue Manual Cheque (Payroll Voucher)

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

User: jennifer Login Time: 04/10/2003 15:45 [Logout](#) | [Help](#) | [中文版本](#)

Primary AM (School Type 2) 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

<input type="checkbox"/>	Voucher No.	Voucher Date (DD/MM)
<input type="checkbox"/>	Teaching Staff *	
<input type="checkbox"/>	PRNCS2001091	30/09

Note 1: Select one or more payroll vouchers (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.

- ▶ Award & Punishme
- ▶ Assessment
- ▶ Special Assessmen
- ▶ 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
Unposted

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 & 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
 - Daily Coll. Summary
 - Non-Recurent

[S-FBK01-04] FMP > Bookkeeping > Payment Voucher

Update Voucher Details

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)

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"/>	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

- 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

B - Print Cheque (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"/>	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 Prox

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)

- 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

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

Step 5. Select a voucher.

Step 6. Click [Print Cheque] button.

The system will redirect to the Cheque Printing screen.

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-Recurrent Grant
- Report Management
- Data Management
- Customization

Cheque Printing

Accounting Year (YYYY/YYYY)

Bank Ledger Code

Bank Code

Bank Name

Bank Account Number

Cheque Format ID

Cheque Number

Voucher No. to

Print Cheque Status

Step 7. Fill in the next Cheque Number to be printed.

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: can be 'Reverse' back to "Cheque - Without Printing". Once selected, no further change is allowed.

B - Print Cheque (Provident Fund Voucher)

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. Summary
 - Non-Recurrent 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: can be 'Reverse' back to "Cheque - Without Printing". Once selected, no further change is allowed.

B - Print Cheque (Provident Fund Voucher)

login Time: 16/09/2
School Year: 200

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.

- 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

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-Recurrent Grant
- Report Management
- Data Management
- Customization

Cheque Printing

Accounting Year (YYYY/YYYY)

Bank Ledger Code

Bank Code

Bank Name

Bank Account Number

Cheque Format ID

Cheque Number

Voucher No. To

Print Cheque Status

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	<input type="text" value="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.

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.

Address <http://192.168.6.151/jsp/rpt/viewPreviewFile.jsp?type=R&fileName=/fmp/24001...>

Back Forward Stop Home Search Favorites Media

Print Save Print Preview Refresh Back Forward Stop Home Search Favorites Media

125%

Bookmarks
Thumbnails
Signatures

31/01/2003

HSBC Trustee

Two Thousand Only

2,000.00

1 of 1 8.26 x 11.68 in

Done Internet

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

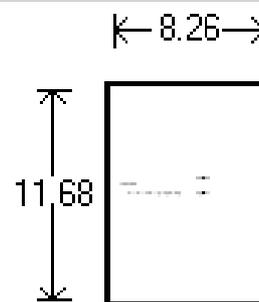
Expand small pages to paper size

Auto-rotate and center pages

PostScript Options

Memory

Preview



Units: Inches

Zoom: 100.0%

Printing Tips

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.

B - Print Cheque (Provident Fund Voucher)

Step 13. If the cheque printed out is okay, user 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. Summary
 - Non-Recurrent Grant
- Report Management
- Data Management
- Customization

Cheque Printing

Accounting Year (YYYY/YYYY)

Bank Ledger Code

Bank Code

Bank Name

Bank Account Number

Cheque Format ID

Cheque Number

Voucher No. To

Print Cheque Status

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	<input type="text" value="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.

B - Print Cheque (Provident Fund Voucher)

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/YYYY)

Bank Ledger Code

Bank Code

Bank Name

Bank Account Number

Cheque Format ID

Cheque Number

Voucher No. To

Print Cheque Status

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	<input type="text" value="31/01/2020"/> <input type="button" value="Calendar"/>	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.

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-Recurrent Grant
- Report Management
- Data Management
- Customization

Cheque Printing

Accounting Year (YYYY/YYYY)

Bank Ledger Code

Bank Code

Bank Name

Bank Account Number

Cheque Format ID

Cheque Number

Voucher No. To

Print Cheque Status

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	<input type="text" value="31/01/2003"/>	Printed Once	0000000109

Note 1: A cheque is allowed to print for 3 times only.

Note 2: Payment method Without Printing". Once selected, no further change is allowed.

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.

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-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](#)

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-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

G5001 - Bank - Government Fund

Payment Method

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

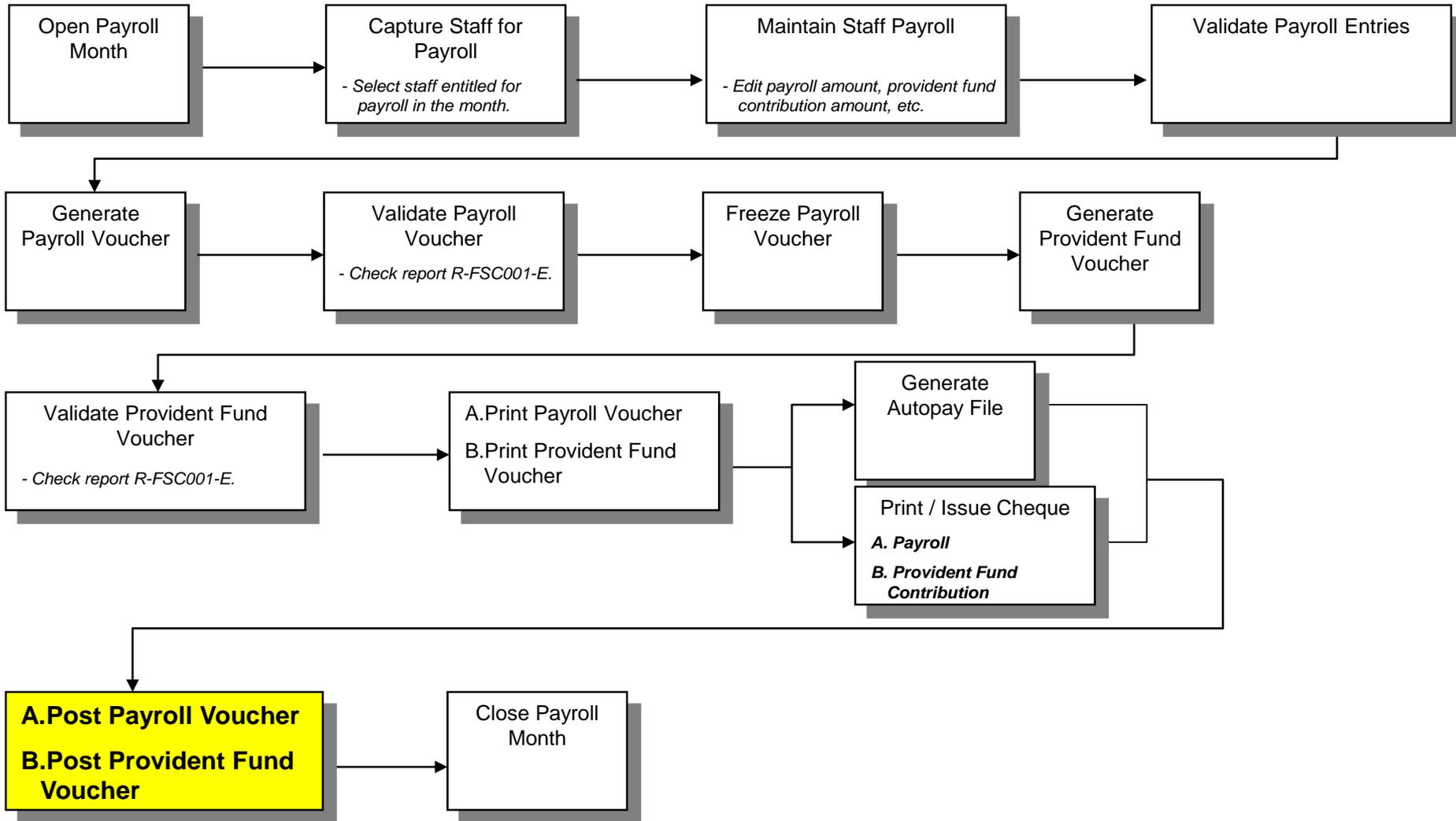
Preview & Print

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

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

- 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

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"/>	PRNCS200301G	31/01/2003	Payroll 01/2003	15,437.49	Review
--------------------------	------------------------------	------------	-----------------	-----------	--------

Cheque - Without Printing

<input type="checkbox"/>	PRNCS200301F	31/01/2003	Payroll 01/2003	15,593.75	Ready for Posting
--------------------------	------------------------------	------------	-----------------	-----------	-------------------

Cheque - with Printing

<input type="checkbox"/>	PRNCS200301D	31/01/2003	Payroll 01/2003	16,250.00	Cheque to Print
<input type="checkbox"/>	PRNCS200301E	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

- 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-FSC20-02] 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](#)

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 Provider

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.

<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

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

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>	<u>Net Payment \$</u>	<u>Payroll Period (DD/MM/YYYY - DD/MM/YYYY)</u>	<u>Payment Method</u>
<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](#)

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
Auto Pay					
<input type="checkbox"/>	PRNCS200301G	31/01/2003	Payroll 01/2003	15,437.49	Review
Cheque - Without Printing					
<input type="checkbox"/>	PRNCS200301F	31/01/2003	Payroll 01/2003	15,593.75	Ready for Posting
Cheque - With Printing					
<input type="checkbox"/>	PRNCS200301D	31/01/2003	Payroll 01/2003	16,250.00	Cheque to Print
<input type="checkbox"/>	PRNCS200301E	31/01/2003	Payroll 01/2003	15,437.49	Review

Posting

Step 2. Click [**Provident Fund Voucher**] hyperlink

B - Post Provident Fund Vouchers

Current

[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 Particulars		
Journal Voucher					
<input type="checkbox"/>	PI03/01-00002	31/01/2003	Provident Fund 01/2003	812.51	Ready for Posting
Payment Voucher (Cheque - Without Printing)					
<input type="checkbox"/>	PFNC200301B	31/01/2003	Provident Fund 01/2003	1,575.00	Ready for Posting
Payment Voucher (Cheque - With Printing)					
<input type="checkbox"/>	PFNC200301A	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

- 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

- 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 Regist
 - Tax Return
 - Enquiry
 - Report
 - CAR
 - Sales & Stock

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

<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
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 - ▶ CAR
 - ▶ Sales & Stock
 - ▶ Daily Coll. Summ
 - ▶ Non-Recurent C
- ▶ SPA
- ▶ Report Management
- ▶ Data Management
- ▶ Timetabling
- ▶ Code Management

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

Payroll Month (MM/YYYY) ▼

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

Step 1. Click [Voucher Enquiry] tab.

[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

- ALL
- Payroll Voucher (Unposted)
- Payroll Voucher (Posted)
- Provident Fund Voucher (Unposted)
- Provident Fund Voucher (Posted)

Step 2. Fill in the searching criteria

Step 3. Click the [Search] button

- ▶ 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-Recurrent 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

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 *								
NCS1	PAI CHUN PLI	白駿奔	16,625.00	01/08/2003 - 31/08/2003	PRNCS200308C (Unposted)	31/08/2003	PFNCS200308A (Unposted)	31/08/2003
Supporting Staff *								
NCS3	YAN JASON	欣小明	18,750.00	01/08/2003 - 31/08/2003	PRNCS200308D (Unposted)	31/08/2003	Not Required	
Teaching Staff *								
NCS2	WOO DENNY	胡大明	11,400.00	01/08/2003 - 31/08/2003	PRNCS200308A (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

Back

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
Earning Payroll Items				
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
Deduction Payroll Items				
D0001 (Deduct)Back Pay - Teaching Staff	0.00	1,000.00	G1056001002 Staff Salaries	Yes

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- Assessment
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- Staff Deployment
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 - SPA

- ▶ Assessment
- ▶ Special Assessment
- ▶ Staff Deployment
- ▶ Staff
- ▶ CDS
- ▶ HKAT
- ▶ HKEAA
- ▼ FMP
 - ▶ Common Setup
 - ▶ Budgeting
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 - Setup
 - Staff Master
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 - ▶ CAR
 - ▶ Sales & Stock
 - ▶ Daily Coll. Summ
 - ▶ Non-Recurrent C
- ▶ SPA

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

Click [Reimbursement] hyperlink to view reimbursement items

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

<u>Payment</u>	<u>Payroll Items</u>	<u>Reimbursement</u>	<u>Cost Allocation</u>
	Reimbursement	Amount \$	Remarks
No record.			

- ▶ Assessment
- ▶ Special Assessment
- ▶ Staff Deployment
- ▶ Staff
- ▶ CDS
- ▶ HKAT
- ▶ HKEAA
- ▼ FMP
 - ▶ Common Setup
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 - ▶ Non-Recurrent C
- ▶ SPA

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

Click [**Cost Allocation**] hyperlink to view the cost allocation

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

[S-FSC14-17] FMP > Staff Cost > Payroll > Voucher Enquiry

Prepare Payroll	Payroll Voucher	P Fund Voucher
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	

Step 5. User can view the details of payroll voucher and / or provident fund voucher of individual staff by clicking the [Voucher No.] hyperlink.

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 *								
NCS1	PAK CHUN PUN	白駿奔	16,625.00	01/08/2003 - 31/08/2003	PRNCS200308C (Unposted)	31/08/2003	PFNCS200308A (Unposted)	31/08/2003
Supporting Staff *								
NCS3	YAN JASON	欣小明	18,750.00	01/08/2003 - 31/08/2003	PRNCS200308D (Unposted)	31/08/2003	Not Required	
Teaching Staff *								
NCS2	WOO DENNY	胡大明	11,400.00	01/08/2003 - 31/08/2003	PRNCS200308A (Unposted)	31/08/2003	Not Prepared	

- 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
 - Daily Coll. Summary
 - Non-Recurrent Cost

[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".

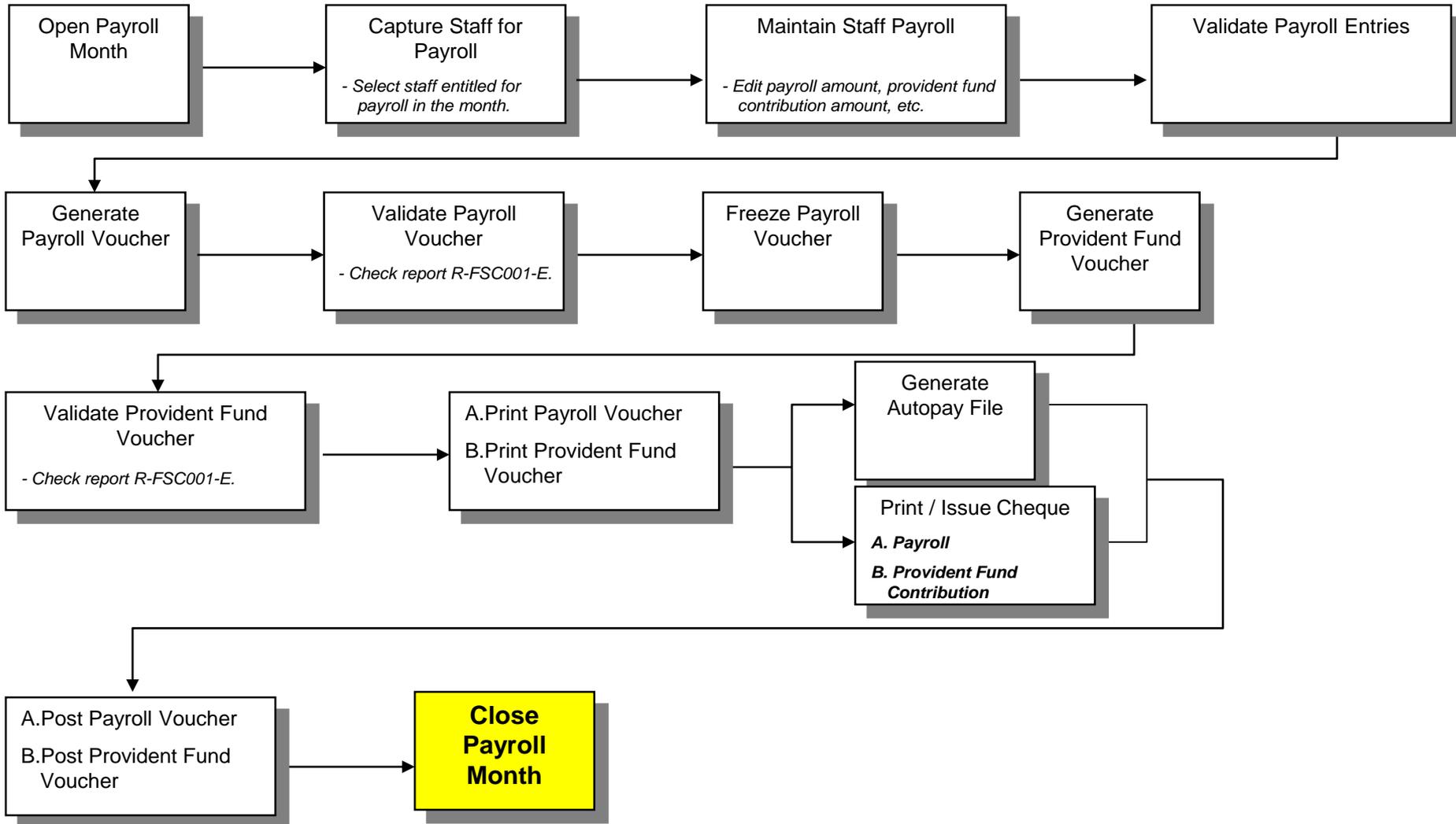
Note 2: Cheque No. should be left blank for "Cheque - With Printing". This is optional for "Cheque - Without Printing".

Save Voucher

 **Preview & Print**

 **Back**

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.

- CDS
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- 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 <input type="text"/>	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

Step 1. Click [Payroll Month] tab.

Close Payroll Month

[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

- FMP
 - Common Setup
 - Sch Accounting
 - A/C Year Main
 - COA Maintena
 - Voucher Type
 - Location Main
 - Report
 - Budgeting
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 - Staff Cost
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Close Payroll Month

- ▶ 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

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

Step 4. Click [Save] button.

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.



[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 (YYYY/YYYY) 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